Notice of Regular
Board of Trustees
February 21, 2006

A Regular of the Board of Trustees will be held on February 21, 2006, beginning at 7:00 PM, in the Administration Building, 400 East Loop 340, Waco, TX 76705.

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

I. Roll Call, Establishment of Quorum, and Call to Order --
II. Opening Ceremony --
III. Review and Approve Listing of Agenda Items -- Mr. Phil Bancale
IV. Public Participation -- Mr. Phil Bancale
V. Recognition Items -- Dr. Monte Geren
    A. LVHS Band Students Sarah English and Kelley Parker - ATSSB All State Band --
VI. Special Reports --
    A. Construction Report -- Mr. Cliff Brown
    B. Legislative Report -- Dr. Tamra Walthall
    C. Superintendent's Report -- Dr. Monte Geren
VII. Departmental Reports --
VIII. Consider Approval of Consent Agenda Items --
    A. Minutes for Meetings Held -- Ms. Lori Mynarcik
    B. Personnel Items - Resignations, Contract Recommendations / Renewals, Job Descriptions(s) or Revisions to Job Description(s), and Revisions to Paygrade Chart -- Mr. Al Bishop
    C. Textbook Update -- Ms. Maria Green
    D. Monthly Budget Analysis Report -- Mr. Gary Williams
    E. Budget Change Requests -- Mr. Gary Williams
    F. Tax Collection Report -- Mr. Gary Williams
    G. Consider Approval of Contract for Renewal of Property Casualty Insurance -- Mr. Gary Williams
IX. Action / Discussion Items --
    A. Consider Approval of the Waco McLennan County Public Health District Agreement for Use of LVISD Facility -- Dr. Monte Geren
    B. Consider Approval of Multihazard Emergency Operations Plan -- Dr. Monte Geren
    C. Consider Approval to Waive Fees of School Facilities Rental -- Mr. Gary Williams
    D. Consider Approval of Administrator Contract Recommendations -- Mr. Al Bishop
    E. Consider Approval of Proposed Program Change for La Vega High School and La Vega Junior High School George Dixon Campus for the Chorale Program Effective with the 2006-2007 School Year -- Mr. Al Bishop
    F. Consider Approval of Proposed Change in the DAEP Program for La Vega ISD Effective the 2006-2007 School Year -- Mr. Al Bishop
    G. Consider Approval of Proposal to Close the La Vega Family Resource Center Day Care Program Effective the 2006-2007 School Year -- Mr. Al Bishop

H. Consider Approval of Proposed Program Change in Physical Education Program at La Vega Intermediate School H. P. Miles Campus Effective the 2006-2007 School Year -- Mr. Al Bishop

I. Consider Approval of a Lease-Purchase Agreement for Equipment, Furniture, and Technology -- Mr. Gary Wiliams

J. Consider Approval of a Line of Credit at American Bank Waco -- Mr. Gary Williams

K. Discussion of Budgetary Matters Related to the 2005-2006 and Future Budgets -- Dr. Monte Geren and Mr. Gary Williams

L. Completion of Local Government Officer Conflicts Disclosure Statements -- Dr. Monte Geren

X. Closed Meeting --

A. Discussion Regarding Personnel Appointment, Employment, Evaluation, Reassignment, Duties, Discipline, Dismissal, Complaint, or Charges --

B. Confer With Employees of the District to Receive Information or Ask Questions (If Needed) --

C. Discussion Regarding Student Discipline (If Needed) --

D. Consultation with the District's Attorney (If Needed) --

XI. Adjournment --

XII. Supplemental Reading Materials --

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, Texas Government Code, Chapter 551, Subchapters D and E or Texas Government Code section 418.183(f). 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. [See TASB Policy BEC(LEGAL)]

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For the Board of Trustees

ROLL CALL, ESTABLISHMENT OF QUORUM, AND CALL TO ORDER

The meeting was called to order at _____ m.

Board of Trustees Members Present: _____

_____

Board of Trustees Members Absent: _____

_____

School Personnel Present: _____

_____

_____

_____

Others Present: _____

_____

_____

BOARD PRESIDENT:

THE OPENING CEREMONY CONSISTING OF THE PLEDGE OF ALLEGIANCE

TO THE AMERICAN FLAG AND TO THE TEXAS FLAG WILL BE PROVIDED BY:

_____

(NAME, TITLE, POSITION, LVISD CAMPUS/DEPT.)



PLEDGE TO UNITED STATES FLAG. 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.



PLEDGE TO TEXAS FLAG: Honor the Texas Flag, I pledge allegiance to thee, Texas, one and indivisible.

APPROVE LISTING OF AGENDA ITEMS

Presented for:
Board action ☒ Report/Review Only ☐

Supporting documents:
None ☒ Attached ☐ Provided Later ☐

Contact Person:
Dr. Monte Geren and Board President

Background Information:
Board Members are asked to review the listing of agenda items.

Fiscal Implication:
N/A

Administrative Recommendation:
N/A

Motion:

Second:

For:

Against

Abstain:

PUBLIC PARTICIPATION

Presented for:
Board action ☐ Report/Review Only ☒

Supporting documents:
None ☒ Attached ☐ Provided Later ☐

Contact Person(s):
Board President and Dr. Monte Geren

Background Information:
LVISD POLICY BED (LOCAL) -- Public Participation: At regular meetings the Board shall allot 30 minutes to hear persons who desire to make comments to the Board. Persons who wish to participate in this portion of the meeting shall sign up with the presiding officer or designee before the meeting begins and shall indicate the topic about which they wish to speak.

Limit on Participation: Audience participation is limited to the portion of the meeting designated for that purpose. At all other times during a Board meeting, the audience shall not enter into discussion or debate on matters being considered by the Board, unless recognized by the presiding officer. No presentation shall exceed five (5) minutes. Delegations of more than five persons shall appoint one person to present their views before the Board.

Board's Response—Specific factual information or recitation of existing policy may be furnished in response to inquiries, but the Board shall not deliberate or decide regarding any subject that is not included on the agenda posted with notice of the meeting.

Complaints and Concerns—Complaints and concerns for which other resolution channels are provided shall be directed through those channels. The presiding officer or designee shall determine whether a person who wishes to address the Board has attempted to solve a matter administratively. If not, the person shall be directed to the appropriate policy to seek resolution before bringing the matter to the Board at a subsequent meeting.

Fiscal Implication:
N/A

Administrative Recommendation:
N/A

RECOGNITION ITEMS

1. Sarah English and Kelley Parker, LVHS Band Students, Selected to the 2006 ATSSB All State Bands

Presented for:
Board action ☐ Report/Review Only ☒

Supporting documents:
None ☒ Attached ☐ Provided Later ☐

Contact Person:
Dr. Monte Geren

Background Information:
This portion of the board meeting is reserved to recognize students and staff for exemplary accomplishments beyond the District level.

Fiscal Implication:
N/A

Administrative Recommendation:
N/A

SPECIAL REPORTS

Presented for:
Board action ☐ Report/Review Only ☒

Supporting documents:
None ☒ Attached ☐ Provided Later ☐

Contact Person:
N/A

Background Information:
This portion of the meeting is to provide special reports to the Board of Trustees.

Fiscal Implication:
N/A

Administrative Recommendation:
This report is being provided for informational purposes.

1. Construction Report

Presented for:
Board action ☐ Report/Review Only ☒

Supporting documents:
None ☒ Attached ☐ Provided Later ☐

Contact Person:
Mr. Gary W. Williams and Mr. Cliff Brown

Background Information:
This portion of the board meeting is reserved to update the Board of Trustees on construction projects.

Fiscal Implication:
N/A

Administrative Recommendation:
N/A

La Vega ISD
Primary School
Construction Status
February 16, 2006

Work Item	Status							
	7/19/05	8/15/05	9/16/05	10/13/05	11/14/05	12/16/05	1/12/06	2/16/06
• Sanitary Sewer:	60%	90%	95%	95%	95%	95%	95%	100%
• Storm Water:	60%	90%	90%	90%	90%	90%	90%	100%
• Site Work	40%	40%	40%	60%	70%	70%	80%	85%
• Bus Loop:	0%	0%	0%	0%	0%	40%	45%	60%
• U. G Electrical:	60%	80%	90%	90%	95%	95%	95%	95%
• U. G. Plumbing:	60%	80%	90%	90%	95%	95%	95%	95%
• HVAC							60%	67%
• Fire Sprinkler							30%	51%
• Remodel Interior CPA	60%	60%	65%	80%	85%	86%	87%	90%
• Structural Steel			25%	75%	90%	95%	98%	98%
• Masonry				20%	50%	85%	90%	95%
• Curb & Gutter					10%	70%	70%	70%
• Metal Stud Framing					15%	50%	80%	90%
• Drywall						40%	60%	79%
• Tape and Bed						10%	30%	45%
• Painting							20%	45%
• Ceiling Grid								30%
• Ceramic Tile							01%	16%
• Windows								64%
Overall Completion Percentage								**65%**

Lost Time to Date:

11 Weather days, 3 Cement ration days, 1 additional day on Dec. 7, 2005 for freezing rain and sleet. = 15 days.

La Vega ISD
Elementary School
Construction Status
February 16, 2006

	7/19/05	8/15/05	9/15/05	10/13/05	11/14/05	12/16/05	1/12/06	2/16/06
• Fire Line Main:	60%	60%	60%	60%	60%	60%	60%	60%
• Sanitary Sewer:	70%	70%	95%	95%	95%	95%	95%	95%
• Storm Water:	70%	70%	70%	70%	70%	70%	70%	70%
• Site Work	15 %	15%	15%	15%	15%	15%	40%	50%
• Bus Loop:	15%	15%	15%	15%	15%	20%	40%	50%
• U. G Electrical:	90%	90%	90%	90%	90%	90%	90%	90%
• Electrical Rough-in				75%	85%	90%	90%	90%
• U. G. Plumbing:	90%	90%	95%	95%	95%	95%	95%	95%
• Plumbing Rough-in				85%	85%	90%	95%	95%
• HVAC							83%	89%
• Masonry	1%	20%	30%	62%	75%	98%	99%	99%
• Structural Steel			70%	90%	95%	99%	99%	99%
• Metal Stud Framing			49%	70%	90%	99%	99%	99%
• Drywall					15%	75%	90%	91%
• Tape & Bed					15%	40%	50%	75%
• Painting						15%	24%	48%
• Roofing				70%	90%	90%	90%	90%
• Fire Sprinkler					50%	60%	70%	80%
• Ceiling Grid						20%	40%	60%
• Ceramic Tile							35%	48%
• Windows								64%
• Millwork								75%

Overall Completion Percentage **70%**

- **Lost time to date:**
  9 Weather days, 2 Cement ration days, 1 additional weather day for Dec. 7, 05 freezing rain and sleet. = Total 12 days.

La Vega ISD
High School
Construction Status
February 12, 2006

Work Item	Status				
	10/15/05	11/14/05	12/16/05	1/12/06	2/16/06
• Site Work	90%	90%	90%	90%	90%
• Storm Water	0	90%	90%	90%	90%
• U. G Electrical:	0	90%	90%	90%	90%
• Electrical Rough-in					70%
• U. G. Plumbing:	0	90%	90%	96%	96%
• Plumbing Rough-in					60%
• Structural Steel			15%	92%	98%
• Masonry				45%	57%
Overall Completion Percentage					**45%**

Lost Time to Date:

1 day on Dec. 7, 05 for freezing rain and sleet. + 1 day rain on
*5 days at beginning of the project for relocating unknown 12 " water line
Total 6 days

2. Legislative Report

Presented for:
Board action ☐ Report/Review Only ☒

Supporting documents:
None ☒ Attached ☐ Provided Later ☐

Contact Person:
Dr. Tamra Walthall

Background Information:
This portion of the board meeting is reserved to update the Board of Trustees on legislative issues pertaining to public education.

Fiscal Implication:
N/A

Administrative Recommendation:
N/A

3. Superintendent's Report

Presented for:
Board action ☐ Report/Review Only ☒

Supporting documents:
None ☒ Attached ☐ Provided Later ☐

Contact Person:
Dr. Tamra Walthall

Background Information:
This portion of the board meeting is reserved to update the Board of Trustees on calendar and miscellaneous items.

Fiscal Implication:
N/A

Administrative Recommendation:
N/A

DEPARTMENTAL REPORTS

Presented for:
Board action ☐ Report/Review Only ☒

Supporting documents:
None ☒ Attached ☐ Provided Later ☐

Contact Person:
N/A

Background Information:
This portion of the meeting is to allow district personnel to provide reports to the Board of Trustees.

Fiscal Implication:
N/A

Administrative Recommendation:
This report is being provided for informational purposes.

CONSENT AGENDA ITEMS

Presented for:
Board action ☒ Report/Review Only ☒

Supporting documents:
None ☐ Attached ☒ Provided Later ☐

Contact Person:
N/A

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

Fiscal Implication:
N/A

Administrative Recommendation:
N/A

Motion:

Second:

For:

Against

Abstain:

Approve Minutes for Meeting(s) Held

Presented for:
Board action ☒ Report/Review Only ☐

Supporting documents:
None ☐ Attached ☒ Provided Later ☐

Contact Person:
Dr. Monte Geren or Lori Mynarcik

Background Information:
The Board shall prepare and retain minutes or make a tape recording of each of its open meetings. The minutes shall state the subject matter of each deliberation and shall indicate each vote, order, decision, or other action taken by the Board. The minutes or tapes are public records and shall be made available for public inspection and copying on request to the Superintendent or designee.

Fiscal Implication:
None.

Administrative Recommendation:
Board review and approval.

Motion: _____

Second: _____

For: _____

Against: _____

Abstain: _____

La Vega Independent School District
3100 Bellmead Drive, Waco, Texas 76705-3096
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Office of the Superintendent

La Vega I.S.D. Board of Trustees
Minutes of the Regular Meeting
January 17, 2006

BOARD MEMBERS PRESENT - Phil Bancale, Mildred Watkins, Rodney Outlaw, Dr. Tamra Walthall, and Henry C. Jennings.

BOARD MEMBERS ABSENT – Randy Devorsky and Kevin P. Harris.

SCHOOL PERSONNEL PRESENT - Dr. Monte Geren, Gary W. Williams, Dr. Sharon M. Shields, Al Bishop, Charles Langlotz, Cliff Brown, Patricia Harvey, Maria Green, Beverly Bryan, Chris Borland, Nancy Muhammad, Mary E. Keezee, Alisha Mathews, Karla Davis, Andrea Bernard, Peggy Harris, Marc Almond, Sharen Underwood, Lisa Seawright, Karen Thompson, Tammy Brinkman, and Lori Mynarcik.

OTHERS PRESENT - Steve Harvey, Michael Farley, Stuart Randolph, Delores Scott, Michelle Williams, and Gail Garrett.

CALLED TO ORDER AND OPENING CEREMONY - Board President Phil Bancale established a quorum and brought the board meeting to order at 7:00 p.m. Ms. Nancy Muhammad, LVISHPMC Counselor, led the Pledge to the United States Flag and the Pledge to the Texas Flag.

APPROVED LISTING OF AGENDA ITEMS - Motioned by Mr. Outlaw and seconded by Mrs. Watkins, the Board unanimously approved the listing of agenda items.

PUBLIC HEARING ON 2004-2005 ACADEMIC EXCELLENCE INDICATOR SYSTEM (AEIS) DISTRICT AND CAMPUS REPORTS - A public hearing was held to discuss the La Vega ISD Academic Excellence Indicator System (AEIS) District and Campus Reports for 2004-2005. Dr. Sharon M. Shields, Assistant Superintendent for Instructional Services, conducted the hearing, which began at 8:24 p.m. and ended at 8:43 p.m. There were no questions or comments from the public. On a motion by Mrs. Watkins and seconded by Dr. Walthall, the Board unanimously approved the 2004-2005 AEIS Reports.

PUBLIC PARTICIPATION - None.

RECOGNITION ITEMS

LVISHPMC Mentors - In celebration of National Mentoring Month, the Board of Trustees recognized the following La Vega ISD Mentoring Program Volunteers: Silas Barta, Raegan Carlson, Susan Cowley, Becky Enders, Debbie Ewing, Jennifer Ewing, Michael Farley (Mentor of the Year for 2006), Joshua Flores, Susie Flores, Janie Gimnich, Dali Grisham, Irene Gutierrez, Alta Heggins, Diane Loera, Kayla Mennenga, Brenda Morris, Polly Nagle, Lydia Ortigo, Tracy Paicos, Annette Ruddell, Steve Schlappe, Delores Scott, Jamie Spring, Cyndi Sykora, and Brian Tabaka. Ms. Nancy Muhammad is the Counselor at La Vega Intermediate School and is the Coordinator of the La Vega ISD Mentoring Program.

Disney Teacher Nominations - Board Members recognized the following teachers for being nominated for the Disney Teacher Awards: Marc Almond, LVISHPMC Teacher; Donna Davis, LVES Teacher; Sharen Underwood, LVPC Teacher; and Lisa Seawright, LVPC Teacher. The Disney Teacher Awards honor creativity in teaching and were established to honor outstanding teachers.

Board of Trustees - In celebration of School Board Recognition Month, the LVISD Board of Trustees were recognized and presented with a certificate.

SPECIAL REPORTS - Board Members were given the following special reports.

Construction Report - Mr. Cliff Brown, Director of Construction, provided a report on current construction projects.

Superintendent's Information to the Board - Dr. Geren, Superintendent, updated the Board on calendar and other miscellaneous items.

Legislative Report - Dr. Tamra Walthall, the Board's Legislative Liaison, provided a report on legislative issues.

DEPARTMENTAL REPORTS - Board Members were given the following departmental reports.

Public Education Grant (PEG) - Dr. Sharon M. Shields, Assistant Superintendent for Instructional Services, provided the Board Members with a report on the Public Education Grant (PEG) program. The PEG list identifies schools at which 50 percent or more of the students did not pass TAKS in any two of the preceding three years (2003, 2004, or 2005) or that were rated Academically Unacceptable in either 2004 or 2005.The following examples describe some of the situations that result in a school being on the PEG list:

- A school that was Academically Unacceptable in 2004;
- A school with fewer than 50% of its students passing science in 2003 and 2004;
- A school with fewer than 50% of its students passing writing in 2003 and fewer than 50% passing science in 2005.

A list of schools identified under the PEG criteria is generated and transmitted to districts annually. Districts must notify each parent of a student in the district assigned to attend a school on the PEG list by February 1. La Vega Intermediate School H. P. Miles Campus and La Vega Intermediate School George Dixon Campus are on the PEG list for the 2006-2007 school year. Both campuses will notify parents by the February 1, 2006 deadline. Students attending a campus on the PEG list are eligible to transfer to another District.

Mr. Jennings made a motion that students from LVISHPMC and LVJHSGDC be allowed to transfer to another District. Dr. Walthall seconded the motion and it passed unanimously.

2004-2005 School Report Cards - The 2004-05 School Report Cards (SRC's) for La Vega ISD campuses were provided by the Texas Education Agency on December 15, 2005. As required by statute, these report cards must be disseminated to the "parent, guardian, conservator, or other person having lawful control of each student at the campus." La Vega ISD's SCR's were distributed on Wednesday, January 12, 2006, using the standard report card delivery system.

Spring Report on 2005-2006 Class Sizes/Enrollment - Board Members received a report on class sizes and enrollment for the spring semester.

APPROVED CONSENT AGENDA ITEMS - On a motion by Mr. Jennings and seconded by Mrs. Watkins, the Board unanimously approved the following Consent Agenda items:

- The minutes for the December 20, 2005 regular board meeting;
- The probationary contracts for Stephanie Lediner and Beth Booth;
- The Monthly Budget Analysis Report as of December 31, 2005;
- The Texas Association of School Boards (TASB) Localized Policy Manual Update 77 Affecting (LOCAL) Policies;
- The Annual Investment Report for Fiscal Year Ended August 31, 2005;

- The Resolution Adopting Investment Policy CDA (LOCAL) of the La Vega Independent School District;
- The following independent sources of investment officer training for the 2005-2006 school year: Government Finance Officers Association, Government Treasurers' Organization of Texas, North Central Texas Council of Governments, Texas Association of School Business Officials (TASBO); Texas Education Agency/Education Service Centers (TEA/ESC's), and The University of North Texas Center for Public Management;
- The appointment of Mr. Charles Langlotz, Director of Finance, as an additional investment officer for La Vega ISD;
- The recommendation to change the date of the March Regular Board Meeting to March 28, 2006 due to Spring Break;
- The new contract for Medicaid Administrative Claiming (MAC) with La Porte ISD;
- The Budget Change Request for Debt Service Fund in the amount of $175,775 due to the revised tax rate;
- The Budget Change Requests for reimbursement for textbooks at LVHS in the amount of $426; and
- The Tax Collection Reports for December, 2005.

The following Consent Agenda Item(s) were discussed further and/or presented for information and review:

Textbook Update - All textbooks for the 2005-2006 school year have been ordered. Campus textbook coordinators are submitting supplemental textbook requests. Textbook requests are being ordered within 3 school days. Teacher textbook needs that are not funded through the state are being ordered by the campus. During the Winter Break, textbooks previously ordered arrived and were bound upside down. The Textbook Depository and TEA have been notified and replacement textbooks will be sent to our District at no additional cost. Supplemental teacher and student materials for the newly adopted Spanish textbooks are in the process of being elected by staff at LVHS.

ACTION / DISCUSSION ITEMS - The following items were considered and/or approved by the Board of Trustees.

Approved the 2006-2007 LVISD School Calendar - Motioned by Mrs. Watkins and seconded by Dr. Walthall, the Board unanimously approved the 2006-2007 LVISD School Calendar. The starting date for students is September 5, 2006 and the ending date for students is June 7, 2007.

Approved Change Order Number 1 to the Construction Manager Contract for Additions and Renovations for La Vega High School to Delete Alternate #4 - Motioned by Mr. Jennings and seconded by Mrs. Watkins, the Board unanimously approved Change Order Number 1 to rescind the authorization to complete the improvements in Alternate #4 (additional parking and widening of the front driveway) at La Vega High School in the amount of $103,011.

Authorized the Superintendent to Appoint a Committee to Consult with the Superintendent or His Designee in the Development of a Multihazard Emergency Operations Plan - Motioned by Mr. Jennings and seconded by Mr. Outlaw, the Board unanimously agreed to authorize the Superintendent to appoint a committee to plan and prepare the Multihazard Emergency Operations Plan.

Senate Bill 11 (79th Legislature) mandates that each school district develop and implement a multihazard operations plan by March 1, 2006. LVISD currently has a detailed Crisis Management Plan, and the campuses conduct periodic drills as part of that plan. Additional details and requirements in SB 11 necessitate that the District's current plan be reviewed, modified, and further developed.

Members of the LVISD Multihazard Emergency Operations Plan Committer are:

- Superintendent and designee (Safety and Environmental Compliance Specialist)
- Bellmead Police Chief
- Bellmead Fire Chief
- Ambulance/Paramedic Provider Organization
- LVISD Campus Principals or designee
- LVISD Deputy Superintendent for Support Services
- LVISD Public Information Officer
- LVISD Transportation Supervisor (Durham)
- LVISD Food Service Supervisor (Sodexho)
- LVISD Nurse Representative

Approved Revisions to Policy FNAA (LOCAL) Student Distribution of Nonschool Literature, and FNAB (LOCAL) Student Use of School Facilities for Nonschool Purposes - Motioned by Mr. Jennings and seconded by Dr. Walthall, the Board unanimously approved the revisions to Policy FNAA (LOCAL) Student Distribution of Nonschool Literature, and FNAB (LOCAL) Student Use of School Facilities for Nonschool Purposes.

Approved Revisions to Policy GKD (LOCAL) Nonschool Use of School Facilities, and GKDA (LOCAL) Distribution of Nonschool Literature - On a motion by Dr. Walthall and seconded by Mr. Outlaw, the Board unanimously approved the revisions to Policy GKD (LOCAL) Nonschool Use of School Facilities, and GKDA (LOCAL) Distribution of Nonschool Literature.

Discussion of Budgetary Matters Related to the Fiscal Year 2005-2006 and Future Budgets - Dr. Geren updated the Board Members on the administration's plans and efforts to reduce the current budget deficit and briefed them on plans to provide and adopt a balanced budget for 2006-2007.

Approved the Superintendent's Salary, Benefits, and Contract Renewal - Mr. Jennings made a motion to extend the contract of Dr. Monte Geren, Superintendent, for an additional year. Dr. Walthall seconded the motion, and it passed unanimously.

CLOSED MEETING - A closed session of the Board was declared at 9:40 p.m. on January 17, 2006 as authorized by the Texas Open Meetings Act, Texas Government Code Section 551.074 to conduct the Superintendent's appraisal. The closed meeting ended at 10:22 p.m.

ADJOURNMENT - On a motion by Mr. Jennings and seconded by Mr. Outlaw, the Board unanimously agreed to adjourn the meeting at 10:24 p.m. on January 17, 2006.

_____

Date of Board Approval

_____

President, La Vega I.S.D. Board of Trustees

_____

Secretary, La Vega I.S.D. Board of Trustees

La Vega Independent School District
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Office of the Superintendent

La Vega I.S.D. Board of Trustees
Minutes of the Called Meeting
January 26, 2006

BOARD MEMBERS PRESENT – Phil Bancale, Mildred Watkins (arrived 4:10 p.m.), Rodney Outlaw, Henry C. Jennings, and Dr. Tamra Walthall (left at 4:30 p.m.).

BOARD MEMBERS ABSENT – Randy Devorsky and Kevin P. Harris.

SCHOOL PERSONNEL PRESENT – Dr. Monte Geren, Gary W. Williams, Cliff Brown, and Lori Mynarcik.

OTHERS PRESENT – Roy Walthall.

CALLED TO ORDER - Mr. Phil Bancale, Board President, established a quorum and brought the board meeting to order at 3:40 p.m.

ACTION/DISCUSSION ITEMS

Approved Changes to the 2005-2006 School Calendar - Motioned by Dr. Walthall and seconded by Mr. Outlaw, the Board unanimously approved the 2005-2006 calendar changes as follows:

- February 27th staff development day will be moved to April 28, 2006.
- April 24th staff development day will be moved to May 1, 2006.
- May 5th bad weather day will be moved to February 27, 2006. Students and staff will not attend school/work on February 27th.
- May 5th will be a normal school day.

Predicated upon the Board's approving "substantial completion" of LVES at the April 18th meeting, the administration recommended a change of the current school year calendar to allow the La Vega Elementary and various district support staff departments, as well as Mazanec Construction optimal time to complete the construction of the instructional areas of the new building and facilitate the move from the old buildings to the new facility during the final days of April, 2006. The calendar change involves an interchange of staff development days (student

holidays) and one Weather day. There are no changes in the number of instructional days or the number of instructional days within a given grading period. No other dates on the calendar are altered other than the three dates indicated. The administration consulted with the campus administrator and campus/district staff involved in the move before making the recommendation to the Board of Trustees.

At 3:48 p.m., the Board of Trustees and administrators began the tour of the construction sites.

Conducted a Tour of Construction Sites, Received Updates and Discussed the Construction Status - Board Members toured the construction sites and were given updates and information on construction at La Vega Primary Center, La Vega Elementary School, and La Vega High School.

CLOSED MEETING - None.

ADJOURNMENT - On a motion by Mr. Jennings and seconded by Mr. Outlaw, the Board unanimously agreed to adjourn the called meeting at 5:20 p.m. on January 26, 2006.

_____
Date of Board Approval

_____
President, La Vega I.S.D. Board of Trustees

_____
Secretary, La Vega I.S.D. Board of Trustees

Personnel Items

1. **Personnel Resignations, Contract Renewals, and Contract Recommendations**
2. **Job Description(s) or Revisions to Job Description(s)**
3. **Paygrade Chart or Revisions to Paygrade Chart**

Presented for:
Board action ☒ Report/Review Only ☐

Supporting documents:
None ☐ Attached ☒ Provided Later ☐

Note: Additional personnel items finalized after board agendas have been printed will be submitted at the board meeting.

Contact Person:
Mr. Al Bishop

Background Information:
Board Members approve the resignations of all professional personnel.

The Board of Trustees of any independent school district may employ by contract a superintendent, a principal or principals, teachers, or other executive officers for a term not to exceed the maximum specified in this section. In those independent school districts with a scholastic population of fewer than 5,000, the term of such contracts shall not exceed three years.

The personnel department, campus principals, and management teams interview and check references on each applicant who makes application to become a member of the staff of the La Vega Independent School District.

The Board of Trustees must approve revisions to the LVISD Job Description Manual.

Fiscal Implication:
Personnel salaries are a budgeted item.

Administrative Recommendation:
Board approval of the resignations, contract renewals, contract recommendations, job descriptions or revisions to job descriptions, and revisions to the Paygrade Chart as presented.

Motion: _____

Second: _____

For: _____

Against: _____

Abstain: _____

Personnel Contracts/Resignations

RESIGNATIONS

The following resignations are presented for approval:

Name	Assignment	Reason for Resignation
Bob Balshaw	Director of Operations MCCA	Personal
Teresa Jones	2nd Grade Teacher La Vega Elementary	Relocating – Getting Married

I hereby authorize the administration to utilize my signature stamp to issue contracts to personnel and approve resignations as recommended herein.

_____

President, La Vega ISD Board of Trustees

February 21, 2006

Personnel Recommendations – JR 3 Employees

The following employee is recommended for employment through the service of JR3 Educational Associates, Inc. for the 2006- 2007 school year.

Name	Assignment
Al Bishop	Executive Director of Personnel Administration

I hereby authorize the administration to utilize my signature stamp to issue contracts to personnel and approve resignations as recommended herein.

President, La Vega ISD Board of Trustees

February 21, 2006

Textbook Update

Presented for:
Board action ☐ Report/Review Only ☒ Date: February 21, 2006

Supporting documents:
None ☒ Attached ☐ Provided Later ☐

Contact Person:
Maria Green

Background Information:
All textbooks for the 2005 - 2006 school year have been ordered. Campus textbook coordinators are submitting supplemental textbook requests. Textbook requests are being ordered within 3 school days. Teacher textbook needs that are not funded through the state are being ordered by the campus.

Fiscal Implication:
None. Textbooks selected will be provided by the state.

Administrative Recommendation:
N/A

Monthly Budget Analysis Report

Presented for:
Board action ☒ Report/Review Only ☐

Supporting documents:
None ☐ Attached ☒ Provided Later ☐

Contact Person:
Gary W. Williams

Background Information:
The District compiles and reports budget and expenditure data to the Board on a monthly basis. The report is organized by major fund category (General, Special Revenue, Debt Service, and Capital Projects) and function category within fund category.

Fiscal Implication:
The budget report reflects all transactions through the end of the month preceding the Regular Board meeting. Reports are cumulative throughout the fiscal year, which begins September 1.

Administrative Recommendation:
It is recommended that the Board approve the Monthly Budget Analysis Report as submitted.

Motion: _____

Second: _____

For: _____

Against: _____

Abstain: _____

La Vega Independent School District
Statement of Unaudited Revenues and Expenditures - Budget vs. Actual
As of 01/31/06

DATA CONTROL CODES		GENERAL FUND -199 ANNUAL BUDGET	PERIOD RECEIPTS/ EXPENDITURES	Y-T-D RECEIVED/ ENC + EXP	VARIANCE FAVORABLE (UNFAVORABLE)	PERCENT TO TOTAL	PERCENT OF YEAR ELAPSED
5700	LOCAL	$6,331,486.00	$3,086,600.35	$4,502,366.79	$1,829,119.21	71.11%	41.67%
5800	STATE	$10,576,619.00	$81,469.28	$5,030,533.26	$5,546,085.74	47.56%	41.67%
5900	FEDERAL	$65,000.00	$4,325.10	$24,776.93	$40,223.07	38.12%	41.67%
5020	**TOTAL REVENUES**	$16,973,105.00	$3,172,394.73	$9,557,676.98	$7,415,428.02	56.31%	41.67%
	EXPENDITURES						
0011	Instruction	$9,324,146.00	$769,434.21	$4,220,008.08	$5,104,137.92	45.26%	41.67%
0012	Instr Resources/Media Services	$327,530.00	$21,221.64	$139,514.72	$188,015.28	42.60%	41.67%
0013	Curriculum & Staff Development	$186,053.00	$6,317.76	$41,027.07	$145,025.93	22.05%	41.67%
0021	Instructional Leadership	$280,305.00	$19,683.24	$97,158.42	$183,146.58	34.66%	41.67%
0023	School Leadership	$1,365,635.00	$104,694.60	$558,130.64	$807,504.36	40.87%	41.67%
0031	Guidance, Counseling & Evaluation	$774,993.00	$55,045.33	$317,970.81	$457,022.19	41.03%	41.67%
0032	Attendance & Social Services	$56,491.00	$139.13	$6,124.37	$50,366.63	10.84%	41.67%
0033	Health Services	$209,593.00	$12,203.20	$83,369.65	$126,223.35	39.78%	41.67%
0034	Student Transportation	$676,550.00	$57,462.15	$304,204.38	$372,345.62	44.96%	41.67%
0035	Food Services	$0.00	$0.00	$3,737.98	($3,737.98)	0.00%	41.67%
0036	Extracurricular Activities	$643,613.00	$70,200.20	$267,811.75	$375,801.25	41.61%	41.67%
0041	General Administration	$1,004,837.00	$65,072.01	$392,564.25	$612,272.75	39.07%	41.67%
0051	Plant Maintenance & Operations	$2,077,534.00	$182,148.14	$730,219.78	$1,347,314.22	35.15%	41.67%
0052	Security & Monitoring Services	$31,174.00	$3,858.17	$16,033.04	$15,140.96	51.43%	41.67%
0053	Data Processing Services	$364,981.00	$24,528.54	$165,787.13	$199,193.87	45.42%	41.67%
0061	Community Services	$238,098.00	$8,467.87	$45,215.66	$192,882.34	18.99%	41.67%
0071	Debt Service	$0.00	$0.00	$401,015.06	($401,015.06)	0.00%	41.67%
0081	Facility Acquisition & Construction	$618.00	$0.00	$840.00	($222.00)	135.92%	41.67%
0095	Payment to JJAEP	$108,000.00	$17,409.00	$42,313.00	$65,687.00	39.18%	41.67%
0000	Other Resources/Uses	$0.00	$0.00	$0.00	$0.00	0.00%	41.67%
6030	**TOTAL EXPENDITURES**	$17,670,151.00	$1,417,885.19	$7,833,045.79	$9,837,105.21	44.33%	41.67%
	OPERATING TRANSFERS						
7910	Other Resources				$0		
8910	Other Uses				$0		
	TOTAL OPERATING TRANSFERS				$0		
1200	Net Change in Fund Balance	($697,046.00)		$1,724,631.19			
0100	Fund Balance - Sept. 1	$1,980,884.00		$1,980,884.00			
3000	Fund Balance - Aug 31 (unaudited)	$1,283,838.00		$3,705,515.19			

Prepared: 02/08/06

La Vega Independent School District
Statement of Unaudited Salary Expenditures - Budget vs. Actual
As of 01/31/06

DATA CONTROL CODES		GENERAL FUND -199 ANNUAL BUDGET	PERIOD RECEIPTS/ EXPENDITURES	Y-T-D RECEIVED/ ENC + EXP	VARIANCE FAVORABLE (UNFAVORABLE)	PERCENT TO TOTAL	PERCENT OF YEAR ELAPSED
5700	LOCAL	$0	$0	$0	$0		
5800	STATE	$0	$0	$0	$0		
5900	FEDERAL	$0	$0	$0	$0		
5020	**TOTAL REVENUES**	$0	$0	$0	$0		
	SALARIES						
0011	Instruction	$8,371,846.00	$744,541.85	$3,971,597.28	$4,400,248.72	47.44%	41.67%
0012	Instr Resources/Media Services	$161,517.00	$14,508.29	$77,809.65	$83,707.35	48.17%	41.67%
0013	Curriculum & Staff Development	$73,708.00	$5,449.10	$35,079.57	$38,628.43	47.59%	41.67%
0021	Instructional Leadership	$237,691.00	$18,194.77	$89,463.87	$148,227.13	37.64%	41.67%
0023	School Leadership	$1,229,133.00	$98,796.98	$512,204.23	$716,928.77	41.67%	41.67%
0031	Guidance, Counseling & Evaluation	$597,605.00	$49,761.62	$265,924.55	$331,680.45	44.50%	41.67%
0032	Attendance & Social Services	$25,241.00	$139.13	$6,124.37	$19,116.63	24.26%	41.67%
0033	Health Services	$132,718.00	$11,712.63	$61,409.89	$71,308.11	46.27%	41.67%
0034	Student Transportation	$0.00	$0.00	$0.00	$0.00	0.00%	41.67%
0035	Food Services	$0.00	$0.00	$3,737.98	($3,737.98)	0.00%	41.67%
0036	Extracurricular Activities	$352,546.00	$29,898.82	$155,477.09	$197,068.91	44.10%	41.67%
0041	General Administration	$564,877.00	$47,581.20	$238,710.64	$326,166.36	42.26%	41.67%
0051	Plant Maintenance & Operations	$911,932.00	$89,092.46	$459,373.15	$452,558.85	50.37%	41.67%
0052	Security & Monitoring Services	$11,174.00	$777.57	$5,433.59	$5,740.41	48.63%	41.67%
0053	Data Processing Services	$252,056.00	$21,374.19	$106,938.75	$145,117.25	42.43%	41.67%
0061	Community Services	$233,738.00	$8,467.87	$45,200.66	$188,537.34	19.34%	41.67%
0071	Debt Service	$0.00	$0.00	$0.00	$0.00	0.00%	41.67%
0081	Facility Acquisition & Construction	$618.00	$0.00	$840.00	($222.00)	135.92%	41.67%
0095	Payment to JJAEP	$0.00	$0.00	$0.00	$0.00	0.00%	41.67%
0000	Other Resources/Uses	$0.00	$0.00	$0.00	$0.00	0.00%	41.67%
6030	**TOTAL EXPENDITURES**	$13,156,400.00	$1,140,296.48	$6,035,325.27	$7,121,074.73	45.87%	41.67%
	OPERATING TRANSFERS						
7910	Other Resources				$0		
8910	Other Uses				$0		
	TOTAL OPERATING TRANSFERS				$0		
1200	**Net Change in Fund Balance**						
0100	**Fund Balance - Sept. 1**	$0		$0			
3000	**Fund Balance - Aug 31 (unaudited**	$0		$0			

Prepared: 02/13/06

La Vega Independent School District
Statement of Unaudited Other Expenditures - Budget vs. Actual
As of 01/31/06

GENERAL FUND
-199

CONTROL CODES	REVENUES	ANNUAL BUDGET	PERIOD RECEIPTS/ EXPENDITURES	Y-T-D RECEIVED/ ENC + EXP	VARIANCE FAVORABLE (UNFAVORABLE)	PERCENT TO TOTAL	PERCENT OF YEAR ELAPSED
5700	LOCAL	$0	$0	$0	$0		
5800	STATE	$0	$0	$0	$0		
5900	FEDERAL	$0	$0	$0	$0		
5020	**TOTAL REVENUES**	$0	$0	$0	$0		
	SALARIES						
0011	Instruction	$952,300.00	$24,892.36	$248,410.80	$703,889.20	26.09%	41.67%
0012	Instr Resources/Media Services	$166,013.00	$6,713.35	$61,705.07	$104,307.93	37.17%	41.67%
0013	Curriculum & Staff Development	$112,345.00	$868.66	$5,947.50	$106,397.50	5.29%	41.67%
0021	Instructional Leadership	$42,614.00	$1,488.47	$7,694.55	$34,919.45	18.06%	41.67%
0023	School Leadership	$136,502.00	$5,897.62	$45,926.41	$90,575.59	33.65%	41.67%
0031	Guidance, Counseling & Evaluation	$177,388.00	$5,283.71	$52,046.26	$125,341.74	29.34%	41.67%
0032	Attendance & Social Services	$31,250.00	$0.00	$0.00	$31,250.00	0.00%	41.67%
0033	Health Services	$76,875.00	$490.57	$21,959.76	$54,915.24	28.57%	41.67%
0034	Student Transportation	$676,550.00	$57,462.15	$304,204.38	$372,345.62	44.96%	41.67%
0035	Food Services	$0.00	$0.00	$0.00	$0.00	0.00%	41.67%
0036	Extracurricular Activities	$291,067.00	$40,301.38	$112,334.66	$178,732.34	38.59%	41.67%
0041	General Administration	$439,960.00	$17,490.81	$153,853.61	$286,106.39	34.97%	41.67%
0051	Plant Maintenance & Operations	$1,165,602.00	$93,055.68	$270,846.63	$894,755.37	23.24%	41.67%
0052	Security & Monitoring Services	$20,000.00	$3,080.60	$10,599.45	$9,400.55	53.00%	41.67%
0053	Data Processing Services	$112,925.00	$3,154.35	$58,848.38	$54,076.62	52.11%	41.67%
0061	Community Services	$4,360.00	$0.00	$15.00	$4,345.00	0.34%	41.67%
0071	Debt Service	$0.00	$0.00	$401,015.06	($401,015.06)	0.00%	41.67%
0081	Facility Acquisition & Construction	$0.00	$0.00	$0.00	$0.00	0.00%	41.67%
0095	Payment to JJAEP	$108,000.00	$17,409.00	$42,313.00	$65,687.00	0.00%	41.67%
0000	Other Resources/Uses	$0.00	$0.00	$0.00	$0.00	0.00%	41.67%
6030	**TOTAL EXPENDITURES**	$4,513,751.00	$277,588.71	$1,797,720.52	$2,716,030.48	39.83%	41.67%
	OPERATING TRANSFERS						
7910	Other Resources				$0		
8910	Other Uses				$0		
	TOTAL OPERATING TRANSFERS				$0		
1200	**Net Change in Fund Balance**						
0100	**Fund Balance - Sept. 1**	$0		$0			
3000	**Fund Balance - Aug 31 (unaudited**	$0		$0			

Prepared: 02/13/06

Budget Change Requests

Presented for:
Board action ☒ Report/Review Only ☐

Supporting documents:
None ☐ Attached ☒ Provided Later ☐

Contact Person:
Gary W. Williams

Background Information:
After adoption of the official budget each year, there are requests to change appropriations that arise for several reasons:

The PTO, booster club or some other similar organization desires to purchase some items for the school. According to regulation, these gifts must be reflected in the accounting records of the District and thus require a budget change request.

At each school, the principal maintains a "club" fund of which part is derived from the sale of soft drinks and school supplies. Traditionally, the principals have been allowed to use such funds at the campus at which they are generated. To use these funds, the principal must make a budget change request.

During the course of the fiscal year, most of the organization heads realize a need to transfer appropriations from account to account due to changing needs. Due to unforeseen circumstances, additional appropriations are occasionally required. Such an instance might be emergency repairs to a roof. The budget is a flexible document. Budget change requests are the way that accountability for that flexibility is maintained.

Fiscal Implication:
The fiscal implications of the budget change requests are noted in the attached document.

Administrative Recommendation
The administration recommends approval of the budget requests as presented.

Motion: _____

Second: _____

For: _____

Against: _____

Abstain: _____

FEBRUARY, 2006
BUDGET CHANGE REQUESTS

La Vega Jr High-George Dixon Campus
(Reimbursement to district for Food)
$215.40

Meadows Foundation
(Mini Grant for Genral Supplies)
$500.00

TOTAL $715.40

Tax Collection Report

Presented for:
Board action ☒ Report/Review Only ☐

Supporting documents:
None ☐ Attached ☒ Provided Later ☐

Contact Person:
Gary W. Williams

Background Information:
The District contracts with the McLennan County Tax Office for the collection of taxes. As a part of this service, the County Tax Office supplies us with a monthly cumulative summary of taxes collected. This report is submitted as a part of each month's Consent Agenda.

Fiscal Implication:
The "Tax Collector Monthly Report" shows cumulative payments and percent collected for both current and delinquent taxes.

Administrative Recommendation:
It is recommended that the Board approve the Tax Collection Monthly Report as submitted.

Motion: _____

Second: _____

For: _____

Against: _____

Abstain: _____

JURISDICTION: 0006 LA VEGA ISD

	CERT TAXABLE VALUE	ADJUSTMENTS	ADJ TAX VALUE	TAX RATE	TAX LEVY	PAID ACCTS
CURRENT YEAR	0	0	0	1.000000	1,645.27	8

YEAR	TAXES DUE	MONTH ADJ	ADJUSTMENT YTD	LEVY PAID	PAID YTD	BALANCE	COLL %	YTD UNCOLL
1984	1,645.27	.00	109.32-	0.00	2.31	1,533.64	.15	109.32-
****	1,645.27	.00	109.32-	0.00	2.31	1,533.64		0.00

JURISDICTION: 0028 LA VEGA ISD

	CERT TAXABLE VALUE	ADJUSTMENTS	ADJ TAX VALUE	TAX RATE	TAX LEVY	PAID ACCTS
CURRENT YEAR	407,918,108	1,056,383-	406,861,725	1.692500	6,665,589.42	4,872

YEAR	TAXES DUE	MONTH ADJ	ADJUSTMENT YTD	LEVY PAID	PAID YTD	BALANCE	COLL %	YTD UNCOLL
2005	6,688,442.29	2,448.79-	22,852.87-	3,430,892.20	4,766,356.39	1,899,233.03	71.51	57.18-
2004	213,617.14	553.68-	4,981.61-	7,373.14	78,532.13	130,103.40	37.64	58.11-
2003	75,595.04	.00	7.56-	1,100.92	21,237.78	54,349.70	28.10	53.09-
2002	46,902.56	.00	7.41-	116.06	4,463.72	42,431.43	9.52	51.99-
2001	28,549.99	.00	0.00	324.82	2,409.92	26,140.07	8.44	0.00
2000	58,152.06	118.55	118.55	252.27	2,283.81	55,986.80	3.92	0.00
1999	21,238.50	118.55	118.55	121.31	1,278.11	20,078.94	5.98	0.00
1998	19,143.22	129.15	129.15	131.86	329.80	18,942.57	1.71	0.00
1997	15,827.83	129.15	129.15	131.86	214.86	15,742.12	1.35	0.00
1996	19,958.27	.00	0.00	2.71	74.29	19,883.98	.37	0.00
1995	13,540.03	129.15	129.15	131.86	223.56	13,445.62	1.64	0.00
1994	9,353.04	29.95-	29.95-	60.41	184.15	9,138.94	1.98	87.65-
1993	11,631.57	87.65-	99.91-	2.71	39.64	11,492.02	.34	99.91-
1992	2,685.00	26.92-	26.92-	1.16	45.86	2,612.22	1.73	26.92-
1991	2,684.66	29.13-	29.13-	0.90	41.51	2,614.02	1.56	29.13-
1990	6,122.56	77.64-	77.64-	0.00	51.67	5,993.25	.85	77.64-
1989	5,231.57	.30-	0.30-	2.40	2.40	5,228.87	.05	0.30-
1988	4,972.68	.00	0.00	2.41	2.41	4,970.27	.05	0.00
1987	4,484.92	.00	0.00	2.19	2.19	4,482.73	.05	0.00
1986	3,635.50	.00	0.00	2.19	2.19	3,633.31	.06	0.00
1985	3,110.68	.00	0.00	11.41	20.84	3,089.84	.67	0.00
1984	14,366.12	.00	130.16-	2.94	5.70	14,230.26	.04	130.16-
****	7,269,245.23	2,629.51-	27,618.91-	3,440,667.73	4,877,802.93	2,363,823.39		0.00

YEAR	FUND	TAX RATE	LEVY PAID	DISCOUNT GIVEN	PENALTY INTEREST	TIF AMOUNT	DISBURSE TOTAL	ATTORNEY	OTHER FEES	REFUND AMOUNT	PAYMENT AMOUNT
2005	M & O	1.500000	3,040,672.39	.00	.89-	.00	3,040,671.50	.00	.00	.00	3,040,671.50
	I & S	.192500	390,219.81	.00	.11-	.00	390,219.70	.00	.00	.00	390,219.70
	TOTAL	1.692500	3,430,892.20	.00	1.00-	.00	3,430,891.20	.00	.00	.00	3,430,891.20
2004	M & O	1.482500	6,355.02	.00	1,624.72	.00	7,979.74	1,468.12	.00	.00	9,447.86
	I & S	.237500	1,018.12	.00	260.30	.00	1,278.42	.00	.00	.00	1,278.42
	TOTAL	1.720000	7,373.14	.00	1,885.02	.00	9,258.16	1,468.12	.00	.00	10,726.28
2003	M & O	1.482500	1,059.82	.00	378.05	.00	1,437.87	224.19	.00	.00	1,662.06
	I & S	.057500	41.10	.00	14.67	.00	55.77	.00	.00	.00	55.77
	TOTAL	1.540000	1,100.92	.00	392.72	.00	1,493.64	224.19	.00	.00	1,717.83
2002	M & O	1.448000	111.44	.00	53.12	.00	164.56	25.72	.00	.00	190.28
	I & S	.060000	4.62	.00	2.20	.00	6.82	.00	.00	.00	6.82
	TOTAL	1.508000	116.06	.00	55.32	.00	171.38	25.72	.00	.00	197.10
2001	M & O	1.466000	310.01	.00	183.07	.00	493.08	77.49	.00	.00	570.57
	I & S	.070000	14.81	.00	8.73	.00	23.54	.00	.00	.00	23.54
	TOTAL	1.536000	324.82	.00	191.80	.00	516.62	77.49	.00	.00	594.11
2000	M & O	1.466000	240.77	.00	172.01	.00	412.78	64.87	.00	.00	477.65
	I & S	.070000	11.50	.00	8.22	.00	19.72	.00	.00	.00	19.72
	TOTAL	1.536000	252.27	.00	180.23	.00	432.50	64.87	.00	.00	497.37
1999	M & O	1.436000	113.41	.00	94.13	.00	207.54	33.30	.00	.00	240.84
	I & S	.100000	7.90	.00	6.56	.00	14.46	.00	.00	.00	14.46
	TOTAL	1.536000	121.31	.00	100.69	.00	222.00	33.30	.00	.00	255.30
1998	M & O	1.200547	105.12	.00	99.86	.00	204.98	38.57	.00	.00	243.55
	I & S	.305453	26.74	.00	25.40	.00	52.14	.00	.00	.00	52.14
	TOTAL	1.506000	131.86	.00	125.26	.00	257.12	38.57	.00	.00	295.69
1997	M & O	1.197531	104.85	.00	112.19	.00	217.04	40.94	.00	.00	257.98
	I & S	.308469	27.01	.00	28.90	.00	55.91	.00	.00	.00	55.91
	TOTAL	1.506000	131.86	.00	141.09	.00	272.95	40.94	.00	.00	313.89
1996	M & O	1.143031	2.06	.00	2.44	.00	4.50	.89	.00	.00	5.39
	I & S	.362969	.65	.00	.78	.00	1.43	.00	.00	.00	1.43
	TOTAL	1.506000	2.71	.00	3.22	.00	5.93	.89	.00	.00	6.82
1995	M & O	1.161126	101.66	.00	133.19	.00	234.85	45.69	.00	.00	280.54
	I & S	.344874	30.20	.00	39.55	.00	69.75	.00	.00	.00	69.75
	TOTAL	1.506000	131.86	.00	172.74	.00	304.60	45.69	.00	.00	350.29
1994	M & O	1.102800	44.23	.00	63.26	.00	107.49	22.02	.00	.00	129.51
	I & S	.403200	16.18	.00	23.13	.00	39.31	.00	.00	.00	39.31
	TOTAL	1.506000	60.41	.00	86.39	.00	146.80	22.02	.00	.00	168.82

YEAR	FUND	TAX RATE	LEVY PAID	DISCOUNT GIVEN	PENALTY INTEREST	TIF AMOUNT	DISBURSE TOTAL	ATTORNEY	OTHER FEES	REFUND AMOUNT	PAYMENT AMOUNT
1993	M & O	1.082500	1.95	.00	3.02	.00	4.97	1.04	.00	.00	6.01
	I & S	.423500	.76	.00	1.18	.00	1.94	.00	.00	.00	1.94
	TOTAL	1.506000	2.71	.00	4.20	.00	6.91	1.04	.00	.00	7.95
1992	M & O	.045900	.11	.00	.20	.00	.31	.47	.00	.00	.78
	I & S	.416700	1.05	.00	1.75	.00	2.80	.00	.00	.00	2.80
	TOTAL	.462600	1.16	.00	1.95	.00	3.11	.47	.00	.00	3.58
1991	M & O	.150400	.27	.00	.48	.00	.75	.38	.00	.00	1.13
	I & S	.350100	.63	.00	1.13	.00	1.76	.00	.00	.00	1.76
	TOTAL	.500500	.90	.00	1.61	.00	2.51	.38	.00	.00	2.89
1989	M & O	.963000	1.73	.00	3.52	.00	5.25	1.09	.00	.00	6.34
	I & S	.371000	.67	.00	1.35	.00	2.02	.00	.00	.00	2.02
	TOTAL	1.334000	2.40	.00	4.87	.00	7.27	1.09	.00	.00	8.36
1988	M & O	.894000	1.61	.00	3.46	.00	5.07	1.14	.00	.00	6.21
	I & S	.443000	.80	.00	1.72	.00	2.52	.00	.00	.00	2.52
	TOTAL	1.337000	2.41	.00	5.18	.00	7.59	1.14	.00	.00	8.73
1987	M & O	.867000	1.56	.00	3.54	.00	5.10	1.07	.00	.00	6.17
	I & S	.350000	.63	.00	1.43	.00	2.06	.00	.00	.00	2.06
	TOTAL	1.217000	2.19	.00	4.97	.00	7.16	1.07	.00	.00	8.23
1986	M & O	.708000	1.27	.00	3.04	.00	4.31	1.11	.00	.00	5.42
	I & S	.510000	.92	.00	2.19	.00	3.11	.00	.00	.00	3.11
	TOTAL	1.218000	2.19	.00	5.23	.00	7.42	1.11	.00	.00	8.53
1985	M & O	.570000	5.92	.00	14.84	.00	20.76	6.00	.00	.00	26.76
	I & S	.530000	5.49	.00	13.78	.00	19.27	.00	.00	.00	19.27
	TOTAL	1.100000	11.41	.00	28.62	.00	40.03	6.00	.00	.00	46.03
1979	M & O	1.220000	2.41	.00	7.40	.00	9.81	.00	.00	.00	9.81
	I & S	.270000	.53	.00	1.64	.00	2.17	.00	.00	.00	2.17
	TOTAL	1.490000	2.94	.00	9.04	.00	11.98	.00	.00	.00	11.98
ALL	M & O		3,049,237.61	.00	2,954.65	.00	3,052,192.26	2,054.10	.00	.00	3,054,246.36
ALL	I & S		391,430.12	.00	444.50	.00	391,874.62	.00	.00	.00	391,874.62
ALL	TOTAL		3,440,667.73	.00	3,399.15	.00	3,444,066.88	2,054.10	.00	.00	3,446,120.98
DLQ	M & O		8,565.22	.00	2,955.54	.00	11,520.76	2,054.10	.00	.00	13,574.86
DLQ	I & S		1,210.31	.00	444.61	.00	1,654.92	.00	.00	.00	1,654.92
DLQ	TOTAL		9,775.53	.00	3,400.15	.00	13,175.68	2,054.10	.00	.00	15,229.78

YEAR	FUND	TAX RATE	LEVY PAID	DISCOUNT GIVEN	PENALTY INTEREST	TIF AMOUNT	DISBURSE TOTAL	ATTORNEY	OTHER FEES	REFUND AMOUNT	PAYMENT AMOUNT
CURR	M & O		3,040,672.39	.00	.89-	.00	3,040,671.50	.00	.00	.00	3,040,671.50
CURR	I & S		390,219.81	.00	.11-	.00	390,219.70	.00	.00	.00	390,219.70
CURR	TOTAL		3,430,892.20	.00	1.00-	.00	3,430,891.20	.00	.00	.00	3,430,891.20

Current Rendition loss

RENDITION PENALTY ALLOCATION
FROM: 01/01/2006 THRU 01/31/2006
JURISDICTION: 0028 LA VEGA ISD

TU	ACCOUNT	YEAR	TP	DEPOSIT	DEP DATE	RENDTN AMOUNT	AGENT	OWNER / AGENT
0028	28-A10567-5	2005	OL	00103ED	2006/01/04	62.99		A & S AUCTION
0028	28-A13363-0	2005	OL	060123EB	2006/01/23	1.15		ALPHBUS COMMUNICATIONS LP
0028	28-A13364-0	2005	OL	060123EB	2006/01/23	0.92		ALPHBUS COMMUNICATIONS LP
0028	28-A13365-0	2005	OL	060123EB	2006/01/23	1.58		ALPHBUS COMMUNICATIONS LP
0028	28-B10469-1	2005	OL	060109EJ	2006/01/09	5.67		BELLMEAD DAY NURSERY
0028	28-B13006-3	2005	OL	060126EJ	2006/01/26	27.68		BOEING AEROSPACE OPERATIONS
0028	28-B13865-0	2005	OL	060131I1	2006/01/31	8.47		BELLMEAD PRIVATE CLUB INC
0028	28-C14703-0	2005	OL	060131EE	2006/01/31	64.00		COCA-COLA ENTERPRISES
0028	28-D11815-6	2005	OL	06012505	2006/01/25	5.61		DEVORSKY'S BODY & PAINT
0028	28-D11912-2	2005	OL	LP010306	2006/01/03	58.39		DENNIS POLISHING & LIGHTING
0028	28-E10965-7	2005	OL	06013005	2006/01/30	8.53		EDDIES TIRE SHOP
0028	28-E85841-0	2005	OL	060131EC	2006/01/31	5.06		EXXON PIPELINE CO
0028	28-F98732-0	2005	OL	060131EU	2006/01/31	1.69		FLYING E INC
0028	28-I10727-0	2005	OL	06012502	2006/01/25	8.47		IMPRESSIVE IMAGES
0028	28-I98727-0	2005	OL	06011702	2006/01/17	19.04		INSULATORS OF WACO BODY SHOP
0028	28-J11094-0	2005	OL	060119ED	2006/01/19	1.54		JACKSON HEWITT TAX SERVICE
0028	28-M11706-3	2005	OL	06010304	2006/01/03	19.24		MURPHY EMMITT I
0028	28-M12604-8	2005	OL	06012306	2006/01/23	29.12		MOLLY'S
0028	28-P11126-8	2005	OL	060127EA	2006/01/27	56.85		PLAYMATE CLUB
0028	28-R10256-1	2005	OL	060127EH	2006/01/27	3.32		REDDY ICE LTD
0028	28-R11190-2	2005	OL	06011203	2006/01/12	13.48		REAL ESTATE CO THE
0028	28-S12204-8	2005	OL	06012504	2006/01/25	6.08		SCHEFFER JOHN B
0028	28-Y10020-3	2005	OL	06013II1	2006/01/31	204.13		YOUNG BROS INC
0028	28-Y85834-0	2005	OL	060131I1	2006/01/31	0.86		YOUNG BROS INC
	JURISDICTION TOTAL					613.87		

LA VEGA ISD
CED COLLECTIONS
JANUARY 2006

1991	LEVY:	PENALTY:	ATTY:	TOTAL:
#28-029000-006100-7	1.50	2.69	.63	4.82

1992	LEVY:	PENALTY:	ATTY:	TOTAL:
#28-029000-006100-7	1.66	2.77	.66	5.09

TOTAL:	**3.16**	**5.46**		

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Award Contract for Property/Casualty, and Liability Insurance

Presented for:
Board action ☒ Report/Review Only ☐ Consent Agenda Item ☒ Date: February 21, 2006

Supporting documents:
None ☐ Attached ☒ Provided Later ☐

Contact Person:
Gary Williams

Background Information:
The district has contracted for its property/casualty and liability insurance with the Risk Management Pool of the Texas Association of School Boards for the past five years. This year, the district received a very attractive quotation for extension of the contract from TASB. A comparison of the proposed premium to last year's premium is included for your review. The insurance market is extremely unstable at this time because of the high estimated cost of rebuilding the buildings destroyed by the Gulf Coast hurricanes; however, our renewal date has allowed us to avoid the anticipated increases in premiums this year.

Fiscal Implication:
The TASB quotation is a decrease from last year. $130,00 was included in the 2005-06 budget to pay the premium.

Administrative Recommendation:
It is recommended that the Baord approve the contract for property/casualty and liability insurance to the TASB Risk Management Pool for an estimated annual premium of $93,044.

Motion: _____

Second: _____

For: _____

Against: _____

Abstain: _____

Bid Analysis - Property, Casualty and Liability

Description of Benefit	2005 TASB Premium	Proposed 2006 TASB Premium
Property and Contents Coverage		
Buildings and Contents		
Value of Property Insured	$ 41,516,556	$ 44,232,552
Deductible (General/Hail, Wind)	$ 5,000	$ 5,000
Total Annual Premium	**$ 66,842**	**$ 64,137**
Equipment Breakdown		
Value of Property Insured	Not to exceed $100,000	Not to exceed $100,000
Deductible	$ 1,000	$ 1,000
Total Annual Premium	**$ 3,008**	**$ 3,204**
Miscellaneous Property: Band Instruments		
Band Instruments	$ 83,000	$ 250,000
Deductible	$ 250	$ 250
Total Annual Premium	**$ 315**	**$ 315**
Miscellaneous Property: Laptops		
Laptops	$ 284,500	$ 284,500
Deductible	$ 250	$ 250
Total Annual Premium	**$ 1,280**	**$ 1,280**
General Liability, Personal Injury Liability & Employee Benefits Liability Coverages		
Limits of Policy	$ 1,000,000	$ 1,000,000
Deductible	$ 1,000	$ 1,000
Total Annual Premium	**$ 2,392**	**$ 2,392**
Professional Legal Liability Coverage		
Limits of Policy	$ 1,000,000	$ 1,000,000
Deductible	$ 1,000	$ 1,000
Total Annual Premium	**$ 6,962**	**$ 7,021**

Bid Analysis - Property, Casualty and Liability

Description of Benefit	2005 TASB Premium	Proposed 2006 TASB Premium
Automobile Liability & Physical Damage Coverage		
Automobile Liability		
Limits of Policy	$ 500,000	$ 500,000
Deductible	$ 1,000	$ 1,000
Total Annual Premium	**$ 9,104**	**$ 10,480**
Physical Damage Coverage		
Private Passenger		
Deductible	$ 1,000	$ 1,000
Collision Annual Premium	**$ 21**	**$ 21**
Comprehensive Annual Premium	**$ 63**	**$ 63**
All Other Vehicles		
Deductible	$ 1,000	$ 1,000
Collision Annual Premium	**$ 1,709**	**$ 1,909**
Comprehensive Annual Premium	**$ 737**	**$ 806**
Mobile Equipment		
Limits of Policy	$ 87,679	$ 87,679
Deductible	$ 1,000	$ 1,000
Comprehensive Annual Premium	**$ 810**	**$ 810**
Collision Annual Premium	**$ 359**	**$ 359**
Crime Coverage		
Limits of Policy	$ 25,000	$ 25,000
Deductible	$ 1,000	$ 1,000
Total Annual Premium	**$ 213**	**$ 214**
Adjustments (Credit for Conference Attendance)		**$ (500)**
Adjustments (Increase due to Audit)		**$ 533**
TOTAL OF ANNUAL PREMIUMS	**$ 93,815**	**$ 93,044**

ACTION / DISCUSSION ITEMS

Presented for:
Board action ☒ Report/Review Only ☐

Supporting documents:
None ☒ Attached ☐ Provided Later ☐

Contact Person:
N/A

Background Information:
The following items are included for board discussion and possible action.

Fiscal Implication:
N/A

Administrative Recommendation:
N/A

Consider Approval Of The Waco Mclennan County Public Health District Agreement For Use Of LVISD Facility

Presented for:
Board action ☒ Report/Review Only ☐ Consent Agenda Item ☐

Supporting documents:
None ☐ Attached ☒ Provided Later ☐

Contact Person:
Dr. Monte Geren, Superintendent

Background Information:
This is a request for use of La Vega High School as a vaccination and/or medication distribution site in the event of a catastrophic event such as a terrorist attack involving biological or chemical weapons, mass immunization event for disease control such as small pox, bird flu, etc. The event that would trigger this use would be expected to be so severe or catastrophic that students would not be in school and that there would not be other conflicts that would prevent the use. Attached is a list of Questions and Answers that I developed as we met with the representatives of this organization that I believe will answer most of your questions. The facility would be used strictly for immunizations/medication distribution not as a treatment facility for individuals who might be determined to be ill.

Fiscal Implication:
The local organization has no money to pay for the use of the facility, but there might be some prospect of cost reimbursement from one or more of the state agencies. The most important considerations in my view would be to provide the site as a community service for protection and safety of our citizens and the protection of our facility.

Administrative Recommendation:
The Administration recommends approval of this agreement for the use of the La Vega High School campus as described above and in the agreement with the Waco McLennan Public Health District.

Motion: _____

Second: _____

For: _____

Against: _____

Abstain: _____

Questions
Waco-McLennan County Public Health District Agreement
Meeting with Ruth Wyrick
January 27, 2006

1. **What is the nature of the use of the facility to be designated?**

   Response: The facility will be used only in the event of a catastrophic event such as a Small Pox out-break or mass Anthrax exposure, etc. It is anticipated that the Governor will have declared a state of emergency and schools will be dismissed/closed. It is also possible that the school could be used if the district experiences an outbreak of an illness that would need mass vaccination, such as hepatitis A. This would be discussed with the district to see if such a clinic would be offered on site.

   The facility will be used as an immunization or distribution point for medications to deal with the type of emergency that exists. Sick people will be "screened" and identified before they enter and will be "triaged" for referral to another "clinic" or site for treatment. This will not be a clinic site, and sick people will not be treated here.

2. **What facility is being designated by other school districts?**
   Response: Most other school districts are designating their high school facility.

3. **What characteristics/amenities are desirable for the facility?**
   Response: A facility that has a large room or two (gymnasium, commons, or other), hallways, with large parking area and is well-known to the citizens of the community/area with relatively easy access for the citizens of the community.

4. **What services will be provided at the facility?**
   Response: Immunizations and/or distribution of medications for prevention of spread of a disease.

5. **Will the school district be reimbursed for any expenses incurred while the facility is in use as an immunization/medicine**

distribution facility (personnel, cleaning supplies, paper supplies, utilities, etc.)?
Response: The county has no funds to reimburse the school district for the costs encountered while operating the facility for this type of emergency site; however, the school district should account for all expenses/costs in order to seek reimbursement from the state or federal sources such as FEMA.

6. **How will this use of the facility fit into the overall Multihazard Emergency Operations Plan (MEOP) for the school district and county?**
Response: The Waco-McLennan County Health District is responsible for the Medical Annex for McLennan County for such things as mass immunization or prophylactic medications. This agreement will be included in the LVISD MEOP.

7. **Who will review the facility and develop a plan for use of the facility if the plan is activated?**
Response: Ms. Wyrick or other County Health District representative and a planner will check the facility and develop a working plan and provide this information to the district.

8. **Will "sick" people be treated at this facility under this agreement?**
Response: No. Persons entering the facility will be screened for signs of sickness and "triaged" for referral to another designated treatment site.

9. **Will any type of "disinfection", decontamination, or other appropriate clean-up of the facility be completed once the facility use is completed?**
Response: Once the use of the facility is terminated for the designated emergency it will be cleaned and/or treated as appropriate to the nature of the emergency in order to reduce/eliminate the hazard related to later contamination or exposure of students and staff.

10. **Are there any other facilities in our community that will be identified as potential sites for this type of facility?**
Response: Yes. Bellmead Civic Center has a Memorandum of Agreement and will be another site in the immediate community.

Several sites in each community are being designated in the event that multiple sites are necessary or that one or more of the sites are not available.

11. **Can you describe the notification process/time frames that will be utilized when/if the site is to be required for use**? It is anticipated that we will have some advance warning that the site will be needed. It will also take some time to get the needed supplies and volunteers to the site. The public health district requests a three (3) deep contact roster of those who could open the facility and give 24/7 access to the building. They will provide as much notice as they are able. It is anticipated that a minimum of 12 hours prior notice will be provided. A heads-up notice will be provided to the district, if possible, to alert the school district of the likelihood that the use of the facility will be required.

    A La Vega employee with appropriate knowledge of the facility and keys for access to the facility must be provided by the district. The district will require that at least one such LVISD representative will be present at all times when the facility is in use under this plan.

12. **Will security by law enforcement officers be provided if the facility becomes operational for an emergency**? We are working with the Waco PD and all the law agencies in the county on this kind of planning. The police agencies will be asked to assist by determining a traffic routing plan for access to the site.

13. **Will priority for the immunization/medication distribution be given to LVISD employees, particularly those who may be working at the facility while it is operational?**
    Persons volunteering in the facility and their families will be given the needed medication or vaccination prior to them being assigned to work for their own safety and assurance.

14. **What type of agreement will be necessary to document the use of the district's facility for this purpose?**
    Response: A request for use of the facility and a Memo of Understanding will be submitted for district approval. A two-year agreement with a renewal option, if mutually agreeable, is typical.

The MOU can be modified upon suggestion of changes by either party.

15. **What type of training or information can be provided for district employees who may desire to volunteer to assist in operating the facility in an emergency?**
Response: Public health preparedness presentations are available for informing LVISD employees, and training for emergencies through the Waco-McLennan County Public Health District.

16. **How will the citizens of the county and our community be notified that the facility is being opened for service in an emergency?**
Response: Mass media messaging will be used to prevent panic and inform the public of the service being provided at the facility.

Consider Approval Of District Multihazard Emergency Operations Plan

Presented for:
Board action ☒ Report/Review Only ☐ Consent Agenda Item ☐

Supporting documents:
None ☐ Attached ☒ Provided Later ☐

Contact Person:
Dr. Monte Geren

Background Information:
Senate Bill 11 passed in the last regular legislative session requires the development and approval of a very structured Multihazard Emergency Operations Plan for every Texas school district with a March 1, 2006 deadline. Previously, the BOT authorized the Superintendent to appoint a Multihazard Emergency Operations Planning Committee to work toward the modification of the existing Crisis Management Plan to comply with the plan mandated by SB 11. The district committee has met for three sessions and has prepared the basic district plan in compliance with the MEOP requirements. This review and development process has involved key personnel from all campuses and departments and has included very detailed discussions. Public safety representatives including the Bellmead Police Department, Bellmead Fire/Rescue Department etc. were also included in the discussion/planning process. The plan will be further reviewed with various public safety representatives to incorporate their ideas and suggestions as well as to further inform them regarding the hazards and related procedures that might be used in the event that an incident/emergency situation occurs.

The District Plan as proposed includes the "basic MEOP" plan with 16 Appendices that supplement the plan with additional information that will necessary for the management of incidents/emergencies. The process of further development of the overall plan will continue in the weeks and months ahead as the campuses and departments study their needs and preparedness for the variety of potential "hazards" that might require implementation of the plan for their campus or the district as a whole.

I will give the Board an overview of the plan at the meeting, but I do understand that you will need more time to fully review and consider some aspects of the plan. Modifications and additional information is anticipated as we further develop the various appendices and annexes that will constitute the complete LVISD document. Your feedback regarding the plan is welcomed.

For the present the district's existing Crisis Management Plan and Crisis Response Flip Chart are incorporated into the MEOP by reference as Appendix 16.

Fiscal Implication:
There will be printing costs and other related costs for a variety of communications equipment, emergency/first aid supplies, specialized training for various district employees, as well as the use of substantial amounts of training time for all staff of the district. The extent and approximate cost of all of the above and any other costs cannot be calculated at this time. We believe that we presently have a substantial amount of the materials and equipment available, but we also realize that some of our items will be replacement and/or updating as we complete the additional elements of the plan and commence the training.

Administrative Recommendation:
The Administration recommends approval of the La Vega ISD Multihazard Emergency Operations Plan as proposed.

Motion: _____

Second: _____

For: _____

Against: _____

Abstain: _____

EMERGENCY OPERATIONS PLAN

La Vega I.S.D.

District Plan
02/21/06

Promulgation Statement

La Vega I.S.D. is committed to the safety and security of students, faculty, staff, and visitors on its campuses. In order to support that commitment, the School Board has asked for a thorough review of La Vega I.S.D.'s emergency mitigation/prevention, preparedness, response, and recovery procedures relevant to natural and human-caused disasters.

The Emergency Operations Plan that follows is the official policy of La Vega I.S.D. It is a result of a comprehensive review and update of school policies in the context of its location in Bellmead, Texas and in the current world situation. We support its recommendations and commit the La Vega I.S.D.'s resources to ongoing training, exercises, and maintenance required to keep it current.

This plan is a blueprint that relies on the commitment and expertise of individuals within and outside of the La Vega I.S.D. community. Furthermore, clear communication with emergency management officials and ongoing monitoring of emergency management practices and advisories is essential.

SCHOOL BOARD	DATE
LOCAL EMERGENCY MANAGEMENT	DATE

APPROVAL AND IMPLEMENTATION

Emergency Operations Plan

This emergency operations plan is hereby approved. This plan is effective immediately and supersedes all previous editions.

PRINCIPAL	DATE
SUPERINTENDENT	DATE
SCHOOL BOARD	DATE

RECORD OF CHANGES

Basic Plan

Change #	Date of Change	Change Entered By	Date Entered

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BASIC PLAN

I. AUTHORITY

A. Federal

B. State

1. Senate Bill11

C. Local

D. School Board

II. PURPOSE

This Basic Plan outlines La Vega I.S.D.'s approach to emergency management and operations. It provides general guidance for emergency management activities and an overview of La Vega I.S.D.'s methods of mitigation, preparedness, response, and recovery. The plan describes La Vega I.S.D.'s emergency response organization and assigns responsibilities for various emergency tasks. This plan is intended to empower employees in an emergency and clarify emergency roles and response. It is also intended to provide a framework for more specific functional annexes that describe in more detail who does what, when, and how. This plan applies to all local La Vega I.S.D.'s officials, staff, and students. The primary audience for the document includes the school board, school district, school administrators, staff tasked within the document or annexes, emergency management staff, leaders of local volunteer organizations that support emergency operations, and others who may participate in mitigation, preparedness, response, and recovery efforts.

This Basic Plan outlines La Vega I.S.D.'s approach to emergency management and operations. It has been developed to assist La Vega I.S.D. to protect its staff and students during an emergency situation. This plan takes an all-hazard approach to emergency management and plans for mitigation/prevention, preparedness, response, and recovery.

Mission and Goals

1. The mission of La Vega I.S.D. in an emergency/disaster is to:

    a. Protect lives and property

    b. Mitigate the effects of a disaster

    c. Prepare for emergencies and disasters

    d. Respond to emergencies promptly and properly

    e. Aid in recovery from disasters

2. The goals of La Vega I.S.D.

    a. Provide emergency response plans, services, and supplies for all facilities and employees

    b. Coordinate the use of school personnel and facilities within the school

    c. Restore normal services as quickly as possible

    d. Provide detailed and accurate documentation of emergencies to aid in the recovery process

III. EXPLANATION OF TERMS

A. Acronyms

ARC	American Red Cross
CFR	Code of Federal Regulations
DEM	Division of Emergency Management
EOC	Emergency Operations Center
EPI	Emergency Public information
FBI	Federal Bureau of Investigation
FEMA	Federal Emergency Management Agency
Hazmat	Hazardous Material
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
SOPs	Standard Operating Procedures
TSA	The Salvation Army

B. Definitions

1. Emergency Public Information (EPI)

   Information that is disseminated to the public via the news media before, during, and/or after an emergency or disaster.

2. Emergency Situation

   As used in this plan, this term is intended to describe a range of situations, from an incident to a major disaster. It includes the following:

a. Incident

An incident is a situation that is limited in scope and potential effects. Characteristics of an incident include:

1) Involves a limited area and/or limited population.

2) Evacuation or in-place sheltering is typically limited to the immediate area of the incident.

3) Warning and public instructions are provided in the immediate area, not community-wide.

4) One or two local response agencies or departments acting under an IC normally handle incidents. Requests for resource support are normally handled through agency and/or departmental channels.

5) May require limited external assistance from other local response agencies or contractors.

b. Emergency

An emergency is a situation is larger in scope and more severe in terms of actual or potential effects than an incident. Characteristics include:

1) Involves a large area, significant population, or important facilities.

2) May require implementation of large-scale evacuation or in-place sheltering and implementation of temporary shelter and mass care operations.

3) May require community-wide warning and public instructions.

4) Requires a sizable multi-agency response operating under an IC.

5) May require some external assistance from other local response agencies, contractors, and limited assistance from state or federal agencies.

6) The EOC will be activated to provide general guidance and direction, coordinate external support, and provide resource support for the incident.

c. Disaster

A disaster involves the occurrence or threat of significant casualties and/or widespread property damage that is beyond the capability of the local government to handle with its organic resources. Characteristics include:

1) Involves a large area, a sizable population, and/or important facilities.

2) May require implementation of large-scale evacuation or in-place sheltering and implementation of temporary shelter and mass care operations.

3) Requires community-wide warning and public instructions.

4) Requires a response by all local response agencies operating under one or more ICs.

5) Requires significant external assistance from other local response agencies, contractors, and extensive state or federal assistance.

6) The EOC will be activated to provide general guidance and direction, provide emergency information to the public, coordinate state and federal support, and coordinate resource support for emergency operations.

3. Hazard Analysis

   A document published separately from this plan that identifies the local hazards that have caused or possess the potential to adversely affect public health and safety, public or private property, or the environment.

4. Hazardous Material (Hazmat)

   A substance in a quantity or form posing an unreasonable risk to health, safety, and/or property when manufactured, stored, or transported. The substance, by its nature, containment, and reactivity, has the capability for inflicting harm during an accidental occurrence. It can be toxic, corrosive, flammable, reactive, an irritant, or a strong sensitizer, and poses a threat to health and the environment when improperly managed. Hazmats include toxic substances, certain infectious agents, radiological materials, and other related materials such as oil, used oil, petroleum products, and industrial solid waste substances.

5. Inter-local agreements

   Arrangements between governments or organizations, either public or private, for reciprocal aid and assistance during emergency situations where the resources of a single jurisdiction or organization are insufficient or inappropriate for the tasks that must be performed to control the situation. Commonly referred to as a mutual aid agreement.

6. Standard Operating Procedures (SOP)

   Approved methods for accomplishing a task or set of tasks. SOPs are typically prepared

   at the department or agency level.

IV. SITUATION AND ASSUMPTIONS

A. Situation

La Vega I.S.D. is exposed to many hazards, all of which have the potential for disrupting the school community, causing casualties, and damaging or destroying public or private property. A summary of the major hazards is provided in Figure 1. More detailed information is provided in a Hazard Analysis, published separately.

B. Describe the enrollment and employment figures

District

The district's current enrollment is approximately 2,600 students of which 600 attend the district's high schools, 400 attend the district's junior high school and 1,575 attend the district's elementary schools. The district's staff is comprised of 16 district office staff, 203 teachers and 28 administrators. Additionally there are 21 office/support staff, 116 aides, 25 cafeteria and 40 custodial staff.

School Information: See Campus Multihazard Emergency Operations Plan

C. La Vega I.S.D. is made up of many buildings comprising six campuses.

a. La Vega I.S.D. consists of an administration building located at 3100 Bellmead Drive, Bellmead, Texas. The name and location of all schools in the district are as follows:

La Vega Family Resource Center - 901 Maxfield, Bellmead, Texas, 76705

La Vega Primary Center - 900 Ashleman, Bellmead, Texas, 76705

La Vega Elementary School - 3100 Wheeler Street, Bellmead, Texas, 76705

La Vega Intermediate School H. P. Miles Campus - 508 East Loop 340, Bellmead, Texas, 76705

La Vega Junior High School George Dixon Campus - 4401 Orchard Lane, Waco, Texas, 76705

La Vega High School - 555 North Loop 340, Bellmead, Texas, 76705

McLennan County Challenge Academy, 3805 South 3rd Street, Waco, Texas 76706

b. A map of the buildings annotated with evacuation routes, shelter locations, fire alarm pull stations, fire hydrants, fire extinguishers, first aid kits, hazardous materials storage, and utility shut offs is Appendix #3.

D. Explain geographical location

Geographically, the La Vega I.S.D. encompasses 31.5 square miles of suburban territory. The 2000 census reported the population for the district as 11,877.

A summary of the major hazards is provided in Figure 1. A complete hazard analysis has been completed for La Vega I.S.D. After reviewing La Vega I.S.D.'s hazard analysis, it appears that the La Vega I.S.D. is most likely to be affected by Interstate, state, and local highway traffic hazards involving transport of hazardous cargo, fuel storage tanks, multi-engine and jet-engine rated airports in or near the district, major railroad traffic, governmental facilities and potential terrorist target in the area, underground hazardous chemical pipelines, hazardous combustible and asphyxiant gas sources in the area, nuclear powered electrical generating plant approximately 75 miles north and west of the district, criminal justice jail facilities in and/or adjacent to the district, and home/commercial construction excavation resulting in potential gas/petroleum leaks and utility interruption.

FIGURE 1: HAZARD SUMMARY

	FREQUENCY	MAGNITUDE	WARNING TIME	SEVERITY	RISK PRIORITY
HAZARD TYPE:					
NATURAL					
EARTHQUAKE	**1 Unlikely**	**1 Negligible**	**4 Minimal**	**1 Negligible**	**Low**
FLASH FLOODING	**2 Possible**	**2 Limited**	**2 12-24 hours**	**2 Limited**	**Low**
FLOODING (RIVER OR TIDAL)	**1 Unlikely**	**1 Negligible**	**3 6-12 hours**	**2 Limited**	**Low**
HURRICANE	**2 Possible**	**2 Limited**	**1 24+ hours**	**2 Limited**	**Low**
TORNADO	**4 Highly likely**	**4 Catastrophic**	**4 Minimal**	**4 Catastrophic**	**High**
WILDFIRE	**4 Highly likely**	**4 Catastrophic**	**4 Minimal**	**4 Catastrophic**	**Low**
WINTER STORM	**4 Highly likely**	**2 Limited**	**3 6-12 hours**	**2 Limited**	**Medium**
HUMANMADE					
CHEMICAL/HAZARDOUS MATERIALS	**4 Highly likely**	**4 Catastrophic**	**4 Minimal**	**4 Catastrophic**	**High**
DAM FAILURE	**1 Unlikely**	**1 Negligible**	**1 24+ hours**	**2 Limited**	**Low**
FIRE	**4 Highly likely**	**4 Catastrophic**	**4 Minimal**	**4 Catastrophic**	**High**
NUCLEAR FACILITY INCIDENT	**2 Possible**	**4 Catastrophic**	**4 Minimal**	**4 Catastrophic**	**High**
POWER OUTAGE	**4 Highly likely**	**2 Limited**	**4 Minimal**	**2 Limited**	**Medium**
WATER SYSTEM FAILURE	**2 Possible**	**2 Limited**	**4 Minimal**	**2 Limited**	**Medium**

ACCIDENTS (TRANSPORTATION)	**4 Highly likely**	**4 Catastrophic**	**4 Minimal**	**4 Catastrophic**	**High**
ANIMAL EMERGENCIES (BITES, INFESTATIONS, ETC.)	**3 Likely**	**2 Limited**	**4 Minimal**	**2 Limited**	**Low**
MEDICAL EMERGENCY	**4 Highly likely**	**3 Critical**	**4 Minimal**	**2 Limited**	**Medium**
MASS CONTAMINATION	**3 Likely**	**3 Critical**	**4 Minimal**	**3 Critical**	**Low**
APPARENT SUICIDE	**3 Likely**	**2 Limited**	**4 Minimal**	**2 Limited**	**Low**
BOMB THREAT	**4 Highly likely**	**2 Limited**	**4 Minimal**	**2 Limited**	**High**
CIVIL DISORDER	**1 Unlikely**	**1 Negligible**	**3 6-12 hours**	**2 Limited**	**Low**
DEATH ON CAMPUS	**3 Likely**	**2 Limited**	**4 Minimal**	**2 Limited**	**Low**
EXPLOSION	**3 Likely**	**4 Catastrophic**	**4 Minimal**	**4 Catastrophic**	**Medium**
GANG ACTIVITY	**3 Likely**	**2 Limited**	**4 Minimal**	**2 Limited**	**Medium**
HOSTAGE SITUATION	**3 Likely**	**3 Critical**	**4 Minimal**	**3 Critical**	**Medium**
INTRUDER	**4 Highly likely**	**3 Critical**	**4 Minimal**	**3 Critical**	**High**
KIDNAPPING/ABDUCTION	**4 Highly likely**	**3 Critical**	**4 Minimal**	**2 Limited**	**Medium**
REPORT OF WEAPON ON CAMPUS	**4 Highly likely**	**3 Critical**	**4 Minimal**	**3 Critical**	**High**
SEXUAL ASSAULT	**3 Likely**	**2 Limited**	**4 Minimal**	**2 Limited**	**Medium**

STRUCTURAL FAILURE	**2 Possible**	**2 Limited**	**4 Minimal**	**2 Limited**	**Low**
SUSPICIOUS PACKAGE/DEVICE	**3 Likely**	**2 Limited**	**4 Minimal**	**2 Limited**	**Medium**
TERRORISM	**4 Highly likely**	**4 Catastrophic**	**4 Minimal**	**4 Catastrophic**	**High**
WEAPONS ASSAULT	**4 Highly likely**	**3 Critical**	**4 Minimal**	**3 Critical**	**High**

1 – 7 = Low Risk

8 – 13 = Medium Risk

14 – 16 = High Risk

NOTE: All hazards with a risk priority rating of high or medium should be considered in your school's plan.

E. Assumptions

1. La Vega I.S.D. will continue to be exposed to and subject to the impact of those hazards described above, as well as, lesser hazards and others that may develop in the future.

2. It is possible for a major disaster to occur at any time, and at any place. In many cases, dissemination of warning to the public and implementation of increased readiness measures may be possible. However, some emergency situations occur with little or no warning.

3. A single site emergency, i.e. fire, gas main breakage, etc, could occur at any time without warning and the employees of the school affected cannot, and should not, wait for direction from your local response agencies. Action is required immediately to save lives and protect school property.

4. Following a major or catastrophic event, the La Vega I.S.D. will have to rely on its own resources until other local, regional, or state agencies can provide support/relief.

5. There may be a number of injuries of varying degrees of seriousness to faculty, staff, and/or students. However, rapid and appropriate response will reduce the number and severity of injury.

6. Outside assistance will be available in most emergency situations. Since it takes time to summon external assistance, it is essential for this La Vega I.S.D. to be prepared to carry out the initial emergency response on an independent basis.

7. Proper mitigation actions, such as creating a positive school environment, and fire inspections, can prevent or reduce disaster-related losses. Detailed emergency planning, training of staff, students and other personnel, and conducting periodic emergency drills and exercises can improve this La Vega I.S.D.'s readiness to deal with emergency situations.

8. A spirit of volunteerism among La Vega I.S.D. employees, students and families will result in their providing assistance and support to emergency response efforts

C. Limitations:

It is the policy of La Vega I.S.D. that no guarantee is implied by this plan of a perfect response system. As personnel and resources may be overwhelmed, La Vega I.S.D. can only endeavor to make every reasonable effort to respond to the situation, with the resources and information available at the time

V. CONCEPT OF OPERATIONS

A. Objectives

The objectives of La Vega I.S.D. emergency operations program are to protect the lives and well-being of its students and staff through the prompt and timely response of trained school personnel should an emergency affect the school. To meet these objectives, the La Vega I.S.D. shall establish and maintain a comprehensive emergency operations program that includes plans and procedures, hazard analysis, security audits, training and exercise, and plan review and maintenance.

B. General

1. It is the responsibility of La Vega I.S.D. officials to protect students and staff from the effects of hazardous events. This involves having the primary role in identifying and mitigating hazards, preparing for and responding to, and managing the recovery from emergency situations that affect La Vega I.S.D.

2. La Vega I.S.D. and the campus administrators will provide in-service emergency response education for all school and office personnel

3. The campus principal shall conduct drills and training to the extent possible to prepare school personnel as well as students for an emergency situation

4. To achieve the necessary objectives, an emergency program has been organized that is both integrated (employs the resources of the district, school, local emergency responders, organized volunteer groups, and businesses) and comprehensive (addresses mitigation/prevention, preparedness, response, and recovery). This plan is one element of the preparedness activities.

5. This plan is based on a multi-hazard approach to emergency planning. It addresses general functions that may need to be performed during any emergency situation and is not a collection of plans for specific types of incidents. For example, the warning annex addresses techniques that can be used to warn staff, students and parents during any emergency situation, whatever the cause.

6. The Incident Command System (ICS) will be used to manage all emergencies that occur within the district. We encourage the use of ICS to perform non-emergency tasks to promote familiarity with the system.

7. Personnel tasked in this plan are expected to develop and keep current standard operating procedures (SOP) that describe how emergency tasks will be performed.

8. La Vega I.S.D. will insure that the training and equipment necessary for an appropriate response are in place.

9. This plan is based upon the concept that the emergency functions that must be performed by La Vega I.S.D. generally parallel some of their normal day-to-day functions. To the extent possible, the same personnel and material resources used for day-to-day activities will be employed during emergency situations. Because personnel and equipment resources are limited, some routine functions that do not contribute directly to the emergency may be suspended for the duration of an emergency. The personnel, equipment, and supplies that would normally be required for those functions will be redirected to accomplish emergency tasks.

10. Local government is responsible for organizing, training, and equipping local emergency responders and emergency management personnel, providing appropriate emergency facilities, providing suitable warning and communications systems, and for contracting for emergency services. The state and federal governments offer programs that provide some assistance with portions of these responsibilities.

C. Operational Guidance

1. Initial Response

   La Vega I.S.D. personnel are likely to be first on the scene of an emergency situation within the school. They will normally take charge and remain in charge of the incident until it is resolved or others who have legal authority to do so assume responsibility. They will seek guidance and direction from local officials and seek technical assistance from state and federal agencies and industry where appropriate.

   a. The Superintendent, principal, or designee will be responsible for activating the La Vega I.S.D. emergency operations plan and the initial response:

      1) Evacuation – Requires all staff and students to leave the building. Evacuation can be highly effective if it can be completed before the arrival of the hazard.

      2) Reverse Evacuation – Requires all staff and students to go to safe places inside the building from outside the building.

3) Lock down – All exterior doors and classroom doors are locked and students and staff stay in their classrooms or assigned areas.

4) Shelter-in-place – Students and staff are held in the building in Lock Down, windows and doors are sealed, and all ventilation systems are shut off. Limited movement is allowed. Shelter-in-place is most effective during emergencies involving hazardous materials, which produce toxic vapors outside of the facility. Taking shelter inside a sealed building is highly effective in keeping students and staff safe.

5) Drop, cover and hold – Students and staff drop low, take cover under furniture, cover eyes and protect internal organs

2. Notification Procedures

a. In case of an incident at any district facility, the flow of information shall be from the school principal or designee to the district office. Information should include the nature of the incident and the impact, on the facility, students and staff.

b. In the event the district is in receipt of information, such as a weather warning that may affect a school within the district, the information shall be provided to the school principal or designee. Specific guidelines are found in the individual annexes and appendices.

3. Training and Exercise

a. La Vega I.S.D. understands the importance of training and drills in the overall emergency management program. To ensure that district personnel and community first responders are aware of their duties and responsibilities under the La Vega I.S.D. plan and the most current procedures, the following training and drill actions will occur:

1) Training and refresher training sessions shall be conducted for all La Vega I.S.D. personnel. In case of academic staff, training should be provided at the earliest time practicable after the start of the school year. Training for the remainder of the support staff shall be held at a time during the school year that will allow for maximum attendance.

2) Information addressed in these sessions will include updated information on plans and/or procedures and changes in the duties and responsibilities of plan participants. Discussions will also center on any revisions to additional materials such as annexes and appendices. Input from all employees is encouraged.

3) La Vega I.S.D. will plan for drills during the school year. The types of drills will be determined by the Superintendent or designee.

4) La Vega I.S.D. will participate in any external drills sponsored by local emergency responders. Availability of La Vega I.S.D. personnel and the nature of the drills shall govern the degree to which the district will participate as it relates to improving La Vega I.S.D.'s ability to respond to and deal with emergencies.

4. Implementation of the Incident Command System (ICS)

    a. The designated incident commander (IC) for La Vega I.S.D. will implement the ICS and serve as the IC until relieved by a more senior or more qualified individual. The IC will establish an incident command post (ICP) and provide an assessment of the situation to local officials, identify response resources required, and direct the on-scene response from the ICP.

    b. For disaster situations, a specific incident scene may not exist in the initial response phase and the local Emergency Operations Center may accomplish initial response actions, such as mobilizing personnel and equipment and issuing precautionary warning to the public. As the potential threat becomes clearer and a specific impact site or sites identified, an Incident Command Post may be established at the school, and direction and control of the response transitioned to the IC. This scenario would likely occur during a community wide disaster.

5. Source and Use of Resources

    a. La Vega I.S.D. will use its own resources to respond to emergency situations until emergency response personnel arrive. If additional resources are required, the following options exist:

        1) Request assistance from volunteer groups active in disasters.

        2) Request assistance from industry or individuals who have resources needed to assist with the emergency situation.

D. Incident Command System

1. La Vega I.S.D. intends to employ ICS in managing emergencies. ICS is both a strategy and a set of organizational arrangements for directing and controlling field operations. It is designed to effectively integrate resources from different agencies into a temporary emergency organization at an incident site that can expand and contract with the magnitude of the incident and resources on hand.

2. The incident commander is responsible for carrying out the ICS function of command—managing the incident. The four other major management activities that form the basis of ICS are operations, planning, logistics, and finance/administration. For small-scale incidents, the IC and one or two individuals may perform all of these functions. For larger incidents, a number of individuals from different local emergency response agencies may be assigned to separate staff sections charged with those functions.

3. In emergency situations where other jurisdictions or the state or federal government are providing significant response resources or technical assistance, it is generally desirable to transition from the normal ICS structure to a Unified Command structure. This arrangement helps to ensure that all participating agencies are involved in developing objectives and strategies to deal with the emergency.

E. Incident Command System (ICS)—Emergency Operations Center (EOC) Interface

1. For community-wide disasters, the EOC will be activated. When the EOC is activated, it is essential to establish a division of responsibilities between the ICP and the EOC. A general division of responsibilities is outlined below. It is essential that a precise division of responsibilities be determined for specific emergency operations.

2. The IC is generally responsible for field operations, including:

    a. Isolating the scene.

    b. Directing and controlling the on-scene response to the emergency situation and managing the emergency resources committed there.

    c. Warning the La Vega I.S.D. staff and students in the area of the incident and providing emergency instructions to them.

    d. Determining and implementing protective measures (evacuation or in-place sheltering) for the La Vega I.S.D. staff and students in the immediate area of the incident and for emergency responders at the scene.

    e. Implementing traffic control arrangements in and around the incident scene.

    f. Requesting additional resources from the EOC.

3. The EOC is generally responsible for:

    a. Providing resource support for the incident command operations.

    b. Issuing community-wide warning.

    c. Issuing instructions and providing information to the general public.

    d. Organizing and implementing large-scale evacuation.

    e. Organizing and implementing shelter and mass arrangements for evacuees.

4. In some large-scale emergencies or disasters, emergency operations with different objectives may be conducted at geographically separated scenes. In such situations, more than one incident command operation may be established. If this situation occurs, it is particularly important that the allocation of resources to specific field operations be coordinated through the EOC.

F. Activities by Phases of Emergency Management

This plan addresses emergency actions that are conducted during all four phases of emergency management.

1. Mitigation/Prevention

    La Vega I.S.D. will conduct mitigation/prevention activities as an integral part of the emergency management program. Mitigation/prevention is intended to eliminate hazards and vulnerabilities, reduce the probability of hazards and vulnerabilities causing an emergency situation, or lessen the consequences of unavoidable

hazards and vulnerabilities. Mitigation/prevention should be a pre-disaster activity, although mitigation/prevention may also occur in the aftermath of an emergency situation with the intent of avoiding repetition of the situation. Among the mitigation/prevention activities included in the emergency operations program are:

a. Hazard Analysis

    1) Identifying hazards

    2) Recording hazards

    3) Analyzing hazards

    4) Mitigating/preventing hazards

    5) Monitoring hazards

b. Security Audit

    1) The district will conduct security audits in compliance with the requirements of state law.

2. Preparedness

    Preparedness activities will be conducted to develop the response capabilities needed in the event an emergency. Among the preparedness activities included in the emergency operations program are:

a. Providing emergency equipment and facilities.

b. Emergency planning, including maintaining this plan, its annexes, and appendices

c. Involving emergency responders, emergency management personnel, other local officials, and volunteer groups who may assist La Vega I.S.D. during emergencies in training opportunities.

d. Conducting periodic drills to evaluate and assess emergency plans and training.

e. Completing an After Action Review after drills and actual emergencies.

f. Revise plan as necessary

3. Response

    La Vega I.S.D. will respond to emergency situations effectively and efficiently. The focus of most of this plan and its annexes is on planning for the response to emergencies. Response operations are intended to resolve an emergency situation quickly, while minimizing casualties and property damage. Response activities include warning, first aid, light fire suppression, law enforcement operations, evacuation, shelter and mass care, light search and rescue, as well as other associated functions.

4. Recovery

If a disaster occurs, La Vega I.S.D. will carry out a recovery program that involves both short-term and long-term efforts. Short-term operations seek to restore vital services to the La Vega I.S.D. facilities(s) affected and provide for the basic needs of the staff and students. Long-term recovery focuses on restoring the school to its normal state. The federal government, pursuant to the Stafford Act, provides the vast majority of disaster recovery assistance. The recovery process may include assistance to students and staff. The resources and extent of the assistance provided shall be the decision of the Board of Trustees and shall be based upon the availability of district resources as well as external sources of assistance available from volunteer, local, regional, state, and federal sources. Examples of recovery programs include temporary relocation of classes, restoration of school services, debris removal, restoration of utilities, disaster mental health services, and reconstruction of damaged stadiums and athletic facilities.

G. Emergencies Occurring During Summer or Other School Breaks

If a school administrator or other emergency response team member is notified of an emergency during the summer (or when affected students are not attending a regular session, the response usually will be one of limited school involvement. In that case, the following steps should be taken:

1. Institute the phone tree to disseminate information to Emergency Response Team members and request a meeting of all available members as appropriate and necessary.
2. Identify close friends/staff most likely to be affected by the emergency. Keep the list and recheck it when school reconvenes.
3. Notify staff or families of students identified in #2 and recommend community resources for support as necessary and appropriate.
4. Notify general faculty/staff by letter or telephone with appropriate information.
5. Schedule faculty meeting for an update the week before students return to school.
6. Be alert for repercussions among students and staff. When school reconvenes, check core group of friends and other at-risk students and staff, and institute appropriate support mechanisms and referral procedures.

VI. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. Organization

1. General

Most school facilities may have emergency functions in addition to their normal day-to-day duties. During emergency situations, the normal organizational arrangements may be modified to facilitate emergency operations. La Vega I.S.D. organization for

emergencies includes an executive group, emergency operations planning team, emergency response teams, emergency services, and support services.

Executive Group

The Superintendent shall provide guidance and direction for emergency management programs and for emergency response and recovery operations within the scope of his/her duties and responsibilities. The Board of Trustees shall serve as the Executive Group and fulfill its duties and responsibilities as provided by District policy. The Superintendent shall be authorized to consult with selected central office and campus administrators, and support services directors or their designees as necessary and appropriate.

Emergency Operations Planning Team

The Emergency Operations Planning Team develops emergency operations plan for the district or schools, coordinates with local emergency services to develop functional annexes as well as annexes for specific hazards, coordinates La Vega I.S.D.'s planning activities and recruits members of the La Vega I.S.D.'s emergency response teams. There will be an EOPT at the district level and EOPTs at each school campus. The Emergency Operations Planning Team at the district level shall include the Superintendent, and other personnel as determined by the superintendent such as selected central office and campus administrators, and support services directors or their designees. The Emergency Operations Planning Team at the school campus level shall include the principal, and other personnel as determined by the principal such as the assistant principal(s), counselor, nurse, and selected staff and community resources representatives .

Emergency Response Teams

Emergency Response Teams assists the Incident Commander in managing an emergency and providing care for La Vega I.S.D., employees, students and visitors before local emergency services arrive or in the event of normal local emergency services being unavailable. The Emergency Response Teams include selected La Vega I.S.D. staff, volunteers, and students.

Emergency Services

Emergency Services include the IC and those departments, agencies, and groups with primary emergency response actions. The IC is the person in charge at an incident site.

Emergency Support Services

This group includes departments and agencies that support and sustain emergency responders and also coordinate emergency assistance provided by organized volunteer organizations, business and industry, and other sources.

Volunteer and Other Services

This group includes organized volunteer groups and businesses who have agreed to provide certain support for emergency operations if any.

B. Assignment of Responsibilities

1. General

   For most emergency functions, successful operations require a coordinated effort from a number of personnel. To facilitate a coordinated effort, district and school staff, and other school personnel are assigned primary responsibility for planning and coordinating specific emergency functions. Generally, primary responsibility for an emergency function will be assigned to an individual from the La Vega I.S.D. who possesses the most appropriate knowledge and skills. Other school personnel may be assigned support responsibilities for specific emergency functions.

2. The individual having primary responsibility for an emergency function is normally responsible for coordinating preparation of and maintaining that portion of the emergency plan that addresses that function. Listed below are general responsibilities assigned to the Executive Group, Emergency Operations Planning Team, Emergency Response Teams, Teachers, Emergency Services, Support Services, Additional specific responsibilities can be found in the functional annexes to this Basic Plan.

3. Executive Group Responsibilities

   a. The Board of Trustees will:

      1) Review school construction and renovation projects for safety.

      2) Adopt a resolution giving needed authority and support to develop school emergency operations programs and plans.

      3) Grant to the superintendent overall decision-making authority in the event of an emergency until emergency services arrive

      4) Authorize the superintendent to make immediate purchase(s) of outside services and materials needed for the management of emergency situations

   b. The Superintendent or designee will:

      1) Appoint a district Emergency Management Coordinator to assist in planning and review

      2) Consult with the local Emergency Management Office to analyze system needs in regard to emergency preparedness, planning and education and to ensure coordination of the school plan with community emergency plans

      3) Develop and coordinate in-service emergency response education for La Vega I.S.D. personnel

      4) Initiate, administer, and evaluate emergency operations programs to ensure the coordinated response of all schools within the system

      5) Authorize implementation of emergency preparedness curriculum

6) Gather information from all aspects of the emergency for use in making decisions about the management of the emergency

7) Have overall decision-making authority in the event of an emergency until emergency services arrive

8) Monitor the emergency response during emergency situations and provide direction where appropriate

9) With the assistance of the Public Information Officer and as necessary and appropriate keep the public informed during emergency situations

10) Stay in contact with the leaders of the emergency service agencies working with the emergency

11) Keep school board informed of emergency status

12) Request assistance from local emergency services when necessary

13) Assign resources (persons and materials) to various sites for specific needs. This may include the assignment of school personnel from other school or community sites such as community emergency shelters.

14) Authorize immediate purchase of outside services and materials needed for the management of emergency situations.

c. The District Emergency Management Coordinator will:

1) Serve as the staff advisor to the Superintendent and principals on emergency management matters.

2) Keep the Superintendent and principals appraised of the preparedness status and emergency management needs.

3) Coordinate local planning and preparedness activities and the maintenance of this plan.

4) Prepare and maintain a resource inventory.

5) Arrange appropriate training for district emergency management personnel and emergency responders.

6) Coordinate periodic emergency exercises to assess emergency plans and training.

7) Perform day-to-day liaison with the state emergency management staff and other local emergency management personnel.

8) Coordinate with organized volunteer groups and businesses regarding emergency operations.

d. The campus principal or designee will:

1) Act as the school campus' Emergency Management Coordinator

2) Implement the policies and decisions of the governing body relating to emergency management.

3) Organize the school campus' emergency management program and identify personnel, equipment, and facility needs.

4) Ensure that the plan is coordinated with the district's plans and policies

5) Assign selected staff members to the Emergency Operations Planning Team who will develop the school's emergency operations plan

6) Ensure that school personnel and students participate in emergency planning and training activities.

7) Conduct drills and initiate needed plan revisions based on After Action Reports

8) Encourage incorporation of emergency preparedness material into regular curriculum

9) Provide copies of the school plan to the district superintendent and local Emergency Management office

10) Monitor developing situations such as weather conditions or incidents in the community that may impact the school

11) Establish an Incident Command Post in the event of an incident/emergency on/near the campus.

12) Act as Incident Commander until superintendent or emergency services arrive

13) Assign school emergency responsibilities to staff as required

14) Coordinate use of building as public shelter for major emergencies occurring in the city or county

15) Coordinate emergency assistance and recovery

4. Emergency Operations Planning Team will:

1) In conjunction with the district and local emergency services create and maintain the Emergency Operations Plan

2) In conjunction with the district and local emergency management officials, conduct a hazard analysis

3) Organize Emergency Response Teams

4) Recommend training for the Emergency Response Teams

5) Establish a partner system to pair teachers and classes so that teachers assigned to an Emergency Response Team, can fulfill the duties

6) Provide information to staff, student and community on emergency procedures

7) Provide assistance during an emergency in accordance with designated roles

8) Conduct debriefings at the conclusion of each emergency to critique the effectiveness of the emergency operations plan

5. The Emergency Response Team will:

1) Create annexes for their specific emergency function

2) Assist the superintendent and principal during an emergency by providing support and care for La Vega I.S.D. employees, students and visitors during an emergency before local emergency services arrive or in the event of normal local emergency services being unavailable.

3) Provide the following functions when necessary (and staffing allows), and when performing their assigned function will not put them in harm's way:

a) Assist in the evacuation of all school facilities and to coordinate the assembly and the accountability of the employees and students once and evacuation has taken place

b) Will be trained to provide basic first aid to injured students and/or staff

c) Will perform light search and rescue to find missing or trapped students and/or staff and note and record the situation for other responders

d) Provide light fire suppression and provide utility shut-off if necessary

e) Will conduct a building assessment of school buildings to evaluate whether the building(s) are safe for occupation

f) Will organize procedures for Student/Parent Reunification and establish sites for the orderly dismissal of students to their parents

g) Will be responsible for supervising the students while emergency response activities are occurring

h) Will be responsible for securing the school grounds and make preparations for caring for students until it is safe to release them

4) The Principal may choose to establish specific teams to conduct the following activities: facility evacuation, first aid, search and rescue, limited fire suppression, damage assessment, student/parent reunification, student supervision and support and security.

6. Teachers will:

1) Assist in the development, maintenance, and convenient storage of classroom emergency kits

2) Participate in training and drill activities

3) Direct and supervise students en-route to pre-designated safe areas within the school grounds or to an off-site evacuation shelter

4) Maintain order while in student assembly area

5) Verify the location and status of every student. Report to the incident commander or designee on the condition of any student needing additional assistance

6) Establish a partner system for students and teachers with disabilities

7) Remain with assigned students throughout the duration on the emergency, unless otherwise assigned through a partner system or until every student has been released through the official “student/family reunification process" and released/relieved by appropriate district or school campus administrator.

7. Technology/Information Services Role

1) Coordinate use of technology.

2) Assist in establishment/maintenance of emergency communications network.

3) Assist in obtaining needed student and staff information from the computer files.

4) Prepare and maintain an emergency kit that contains floor plans, telephone line locations, computer locations, and other communications equipment.

5) Establish and maintain computer communication with the central office and with other agencies capable of such communication.

6) Establish and maintain, as needed, a stand-alone computer with student and staff database for use at the emergency site.

7) As needed, report various sites involved in the communication system if there are problems in that system.

8) Maintain a "safe keeping" copy of the district's Multihazard Emergency Operations Plan in varying formats (CD, "stick", etc.) and provide copies as necessary and appropriate for use during incidents/emergencies.

8. Transportation Role

1) Establish and maintain school division protocols for transportation-related emergencies.

2) Establish and maintain plans for the emergency transport of La Vega I.S.D. personnel and students

3) Coordinate transportation plans with state police and other law enforcement personnel, as appropriate.

9. Common Responsibilities for Emergency and Support Services

   All emergency services and support services will:

   1) Provide personnel, equipment, and supplies to support emergency operations upon request.

   2) Provide trained personnel to staff the ICP and EOC and conduct emergency operations.

   3) Report information regarding emergency situations and damage to facilities and equipment to the IC or the EOC.

10. Emergency Services Responsibilities

    a. The IC will:

       1) Manage emergency response resources and operations at the incident site command post to resolve the emergency situation.

       2) Determine and implement required protective actions for response personnel and the public at an incident site.

VII. DIRECTION AND CONTROL

A. General

1. The Superintendent with assistance from the District Emergency Management Coordinator, who will be the designee in the absence of the Superintendent is responsible for establishing objectives and policies for emergency operations and providing general guidance for emergency response and recovery operations. During disasters, he/she may carry out those responsibilities from the ICP.

2. The Superintendent with assistance from the District Emergency Management Coordinator, who will be the designee in the absence of the Superintendent will provide overall direction of the response activities of the La Vega I.S.D. During major emergencies and disaster, he/she will normally carry out those responsibilities from the ICP.

3. The Superintendent with assistance from the District Emergency Management Coordinator, who will be the designee in the absence of the Superintendent will manage the Incident Command Post.

4. The Incident Commander, assisted by a staff sufficient for the tasks to be performed, will manage the emergency response from the Incident Command Post until local emergency services arrive.

5. During emergency operations, the La Vega I.S.D. administration retains administrative and policy control over their employees and equipment. However, personnel and equipment will carry out mission assignments directed by the Incident Commander. Each department and agency is responsible for having its own operating procedures to be followed during response operations, but interagency procedures, such a common communications protocol, may be adopted to facilitate coordinated effort.

6. If La Vega I.S.D.'s own resources are insufficient or inappropriate to deal with an emergency situation, assistance from local emergency services, organized volunteer groups, or the state should be requested.

B. Emergency Facilities

1. Incident Command Post.

Except when an emergency situation threatens, but has not yet occurred, and those situations for which there is no specific hazard impact site (such as a severe winter storm or area-wide utility outage), an Incident Command Post or command posts will be established in the vicinity of the incident site(s). As noted previously, the Incident Commander will be responsible for directing the emergency response and managing the resources at the incident scene.

C. Continuity of School Administration

1. The line of succession for the Superintendent is:

   a. Deputy Superintendent for Support Services

   b. Assistant Superintendent for Instructional Services

   c. Executive Director of Personnel and Administrative Services

2. The line of succession for the District Emergency Management Coordinator is:

   a. Assistant Superintendent for Instructional Services

   b. Executive Director of Personnel and Administrative Services

   c. Ranking Principal (LVISD Campus Principal with highest seniority in LVISD)

3. The line of succession for the is: campus principal

   a. Assistant Principal - Student Services

   b. Assistant Principal for Instruction (Facilitator)

   c. Ranking Counselor (campus counselor with highest seniority on the campus)

4. The lines of succession for each position shall be in accordance with the SOPs established by the La Vega I.S.D..

VIII. READINESS LEVELS

A. Readiness Levels

Many emergencies follow some recognizable build-up period during which actions can be taken to achieve a gradually increasing state of readiness. A five-tier system is utilized. Readiness Levels will be determined by the Superintendent. General actions to be taken at each readiness level are outlined in the annexes to this plan; more specific actions will be detailed in departmental or agency SOPs.

G. Readiness Action Level Descriptions

The following readiness action levels will be used as a means of increasing the district and school campuses' alert posture. (Based on the Department of Homeland Security. Suggested by Department of Education)

1. Green—Low

    a. Assess and update emergency operations plans and procedures

    b. Discuss updates to school and local emergency operations plans with emergency responders

    c. Review duties and responsibilities of emergency response team members

    d. Provide CPR and first aid training for staff

    e. Conduct training and drills

    f. Conduct 100% visitor ID check

2. Blue—Increased Readiness

    a. Review and upgrade security measures

    b. Review emergency communication plan

    c. Inventory, test, and repair communication equipment

    d. Inventory and restock emergency supplies

    e. Conduct emergency operations training and drills

3. Yellow—Elevated

    a. Inspect school buildings and grounds for suspicious activities

    b. Assess increased risk with public safety officials

c. Review crisis response plans with school staff

d. Test alternative communications capabilities

4. Orange—High

a. Assign staff to monitor entrances at all times

b. Assess facility security measures

c. Update parents on preparedness efforts

d. Update media on preparedness efforts

e. Address student fears concerning possible emergency

f. Place school and district emergency response teams on standby alert status

5. Red—Severe

a. Follow local and/or federal government instructions (listen to radio/TV)

b. Activate emergency operations plan

c. Restrict school access to essential personnel

d. Cancel outside activities and field trips

e. Provide mental health services to anxious students and staff

IX. ADMINISTRATION AND SUPPORT

A. Agreements and Contracts

1. Should La Vega I.S.D. resources prove to be inadequate during an emergency; requests will be made for assistance from local emergency services, other agencies, and industry in accordance with existing mutual-aid agreements and contracts and those agreements and contracts concluded during the emergency. Such assistance may include equipment, supplies, or personnel. All agreements will be entered into by authorized officials and should be in writing whenever possible. Agreements and contracts should identify the school district officials authorized to request assistance pursuant to those documents.

2. The agreements and contracts pertinent to emergency management that La Vega I.S.D. is party to are summarized in Appendix.

H. Reports

1. Initial Emergency Report

This short report should be prepared and transmitted by the Incident Command Post when an on-going emergency incident appears likely to worsen and assistance from local emergency services may be needed.

2. Situation Report

   A daily situation report should be prepared and distributed by the Incident Command Post during major emergencies or disasters.

3. Other Reports

   Several other reports covering specific functions are described in the annexes to this plan.

I. Records

1. Record Keeping for Emergency Operations

   La Vega I.S.D. is responsible for establishing the administrative controls necessary to manage the expenditure of funds and to provide reasonable accountability and justification for expenditures made to support emergency operations. This shall be done in accordance with the established local fiscal policies and standard cost accounting procedures.

   a. Activity Logs - To be maintained by the District Emergency Management Coordinator or designee

      The ICP and the district office shall maintain accurate logs recording key response activities, including:

      1) Activation or deactivation of emergency facilities.

      2) Emergency notifications to local emergency services

      3) Significant changes in the emergency situation.

      4) Major commitments of resources or requests for additional resources from external sources.

      5) Issuance of protective action recommendations to the staff and students.

      6) Evacuations.

      7) Casualties.

      8) Containment or termination of the incident.

   b. Incident Costs. La Vega I.S.D. shall maintain records summarizing the use of personnel, equipment, and supplies during the response to day-to-day incidents to obtain an estimate of annual emergency response costs that can be used in preparing future La Vega I.S.D. budgets. These records shall be developed and maintained by the District Emergency Management Coordinator or designee.

c. Emergency or Disaster Costs. For major emergencies or disasters, La Vega I.S.D. participating in the emergency response shall maintain detailed records of costs for emergency operations to include:

1) Personnel costs, especially overtime costs

2) Equipment operations costs

3) Costs for leased or rented equipment

4) Costs for contract services to support emergency operations

5) Costs of specialized supplies expended for emergency operations

These records may be used to recover costs from the responsible party or insurers or as a basis for requesting financial assistance for certain allowable response and recovery costs from the state and/or federal government. These records shall be developed and maintained by the District Emergency Management Coordinator or designee.

2. Preservation of Records

a. In order to continue normal La Vega I.S.D. operations following an emergency situation, vital records must be protected. These include legal documents, student files as well as property and tax records. The principal causes of damage to records are fire and water; therefore, essential records should be protected accordingly. Personnel responsible for preparation of annexes to this plan will include protection of vital records in its SOPs.

b. If records are damaged during an emergency situation, La Vega I.S.D. will seek professional assistance to preserve and restore them.

c. Preservation of district records shall be the responsibility of the District Emergency Management Coordinator or designee.

J. Consumer Protection

Consumer complaints regarding alleged unfair or illegal business practices often occur in the aftermath of a disaster. Such complaints will be referred to the McLennan County District Attorney, who will pass such complaints to the Consumer Protection Division of the Office of the Attorney General.

K. Post-Incident and Exercise Review

The Superintendent with assistance of the District Emergency Management Coordinator, who is the designee in absence of the Superintendent are responsible for organizing and conducting a critique following the conclusion of a significant emergency event/incident or exercise. The critique will entail both written and verbal input from all appropriate participants. Where deficiencies are identified, La Vega I.S.D. personnel will be assigned

responsibility for correcting the deficiency and a due date shall be established for that action.

X. PLAN DEVELOPMENT AND MAINTENANCE

A. Plan Development

The Superintendent and/or District Emergency Management Coordinator shall be responsible for the overall development and completion of the Emergency Operations Plan, including annexes. The Board of Trustees is responsible for approving and promulgating this plan.

B. Distribution of Planning Documents

1. The Superintendent shall determine the distribution of this plan and its annexes. In general, copies of plans and annexes should be distributed to those tasked in this document. Copies should also be set aside for the EOC and other emergency facilities. Safe keeping copies in multiple media formats (CD, hard-drive, paper, etc.) shall be maintained by the Technology Department with one set maintained at a location outside of the district.

2. The Basic Plan should include a distribution list (See Appendix 14 to this plan) that indicates who receives copies of the basic plan and the various annexes to it. In general, individuals who receive annexes to the basic plan should also receive a copy of this plan, because the Basic Plan describes the emergency management organization and basic operational concepts.

C. Review

The Basic Plan and its annexes shall be reviewed periodically by La Vega I.S.D. officials. The Superintendent will establish a schedule for review of planning documents by those tasked in them.

D. Update

1. This plan will be updated based upon deficiencies identified during actual emergency situations and exercises and when changes in threat hazards, resources and capabilities, or La Vega I.S.D. structure occur.

2. The Basic Plan and its annexes must be revised or updated by a formal change at least **every three years**. Responsibility for revising or updating the Basic Plan is assigned to the District Emergency Management Coordinator.

3. The District Emergency Management Coordinator is responsible for distributing all revised or updated planning documents to all departments, agencies, and individuals tasked in those documents.

XI. REFERENCES

Office for Domestic Preparedness *Emergency Response Planning for WMD/Terrorism Incidents Technical Assistance Program*

Arizona Department of Education *School Safety Plans and Resources*

FEMA Independent Study Program: IS 362 – *Multi-Hazard Emergency Planning for Schools*
Washington State Emergency Management Division in Partnership *Comprehensive All Hazard Planning Guide and Model School Plan for Washington State Schools*

U.S. Department of Education *Practical Information on Crisis Planning A Guide for Schools and Communities*

Alaska Division of Homeland Security and Emergency Management: *Safe Schools Training*

Missouri State Emergency Management Agency *Missouri All-Hazards Planning Guide for Schools*

Jane's Safe Schools Planning Guide for All Hazards

Juniata County School District *All-Hazard Emergency Response Plan and Procedures*

APPENDIX 1
SUMMARY OF AGREEMENTS AND CONTRACTS

AGREEMENTS

DESCRIPTION: WACO MCLENNAN COUNTY PUBLIC HEALTH DISTRICT
SUMMARY OF PROVISIONS: USE OF LA VEGA HIGH SCHOOL CAMPUS, 555 LOOP 340, BELLMEAD, TEXAS AS A MASS IMMUNIZATION AND/OR MEDICATION DISTRIBUTION FACILITY IN THE EVENT OF CATASTROPHIC NEED
OFFICIALS AUTHORIZED TO IMPLEMENT: SUPERINTENDENT; DEPUTY SUPERINTENDENT FOR SUPPORT SERVICES; ASSISTANT SUPERINTENDENT FOR INSTRUCTIONAL SERVICES, EXECUTIVE DIRECTOR OF PERSONNEL AND ADMINISTRATIVE SERVICES
COSTS: AS SPECIFIED BY THE AGREEMENT CONTRACT
COPIES HELD BY: LVISD: SUPERINTENDENT; DEPUTY SUPERINTENDENT FOR SUPPORT SERVICE. WACO MCLENNAN COUNTY PUBLIC HEALTH DISTRICT

DESCRIPTION: AMERICAN RED CROSS - WACO AREA
SUMMARY OF PROVISIONS: AGREEMENT FOR POTENTIAL USE OF LA VEGA ISD CAMPUS FACILITIES FOR SHELTERS IN THE EVENT OF LOCAL AREA, COUNTY, OR STATE DISASTERS
OFFICIALS AUTHORIZED TO IMPLEMENT: SUPERINTENDENT; DEPUTY SUPERINTENDENT FOR SUPPORT SERVICES
COSTS: AS SPECIFIED BY THE AGREEMENT CONTRACT
COPIES HELD BY: LVISD: SUPERINTENDENT; DEPUTY SUPERINTENDENT FOR SUPPORT SERVICE. AMERICAN RED CROSS - WACO AREA

DESCRIPTION:
SUMMARY OF PROVISIONS:
OFFICIALS AUTHORIZED TO IMPLEMENT:
COSTS:
COPIES HELD BY:

CONTRACTS

DESCRIPTION:
SUMMARY OF PROVISIONS:
OFFICIALS AUTHORIZED TO IMPLEMENT:
COSTS:
COPIES HELD BY:

APPENDIX 2
INCIDENT COMMAND SYSTEM SUMMARY

A. Background

ICS is a management system that can be used to manage emergency incidents or non-emergency events such as celebrations. The system works equally well for small incidents and large-scale emergency situations. The system has built-in flexibility to grow or shrink based on current needs. It is a uniform system, so personnel from a variety of agencies and geographic locations can be rapidly incorporated into a common management structure.

B. Features of ICS

ICS has a number of features that work together to make it a real management system. Among the primary attributes of ICS are:

1. Standard Management Functions.

    a. Command: Sets objectives and priorities and has overall responsibility at the incident or event.

    b. Operations: Conducts tactical operations, develops the tactical objectives, and organizes and directs all resources.

    c. Planning: Develops the action plan to accomplish the objectives, collects and evaluates information, and maintains the resource status.

    d. Logistics: Provides support to meet incident needs, provides resources and all other services needed to support

    e. Finance/Administration: Monitors costs, provides accounting, procurement, time recording, and cost analysis.

2. The individual designated as the IC has responsibility for all functions. In a limited incident, the IC and one or two individuals may perform all functions. In a larger emergency situation, each function may be assigned to a separate individual.

3. Management By Objectives. At each incident, the management staff is expected to understand agency or jurisdiction policy and guidance, establish incident objectives, select an appropriate strategy to deal with the incident, and provide operational guidance—select tactics appropriate to the strategy and direct available resources.

4. Unity and Chain of Command. Unity of command means that even though an incident command operation is a temporary organization, every individual should be assigned a designated supervisor. Chain of command means that there is an orderly line of authority within the organization.

5. Organizational Flexibility. Within the basic ICS structure (depicted in Appendix 2), the organization should at any given time include only what is required to meet planned objectives. The size of the organization is determined through the incident action planning process. Each element of the organization should have someone in charge; in some cases, a single individual may be in charge of more than one unit. Resources are activated as needed and resources that are no longer needed are demobilized.

6. Common Terminology. In ICS, common terminology is used for organizational elements, position titles, resources, and facilities. This facilitates communication among personnel from different emergency services, agencies, and jurisdictions.

7. Limited Span of Control. Span of control is the number of individuals one supervisor can realistically manage. Maintaining an effective span of control is particularly important where safety is paramount. If a supervisor is supervising fewer than 3 subordinates or more than 7, the existing organization structure should be reviewed.

8. Personnel Accountability. Continuous personnel accountability is achieved by using a resource unit to track personnel and equipment, keeping an activity log, ensuring each person has a single supervisor, check in/out procedures, and preparing assignment lists.

9. Incident Action Plan. The incident action plan, which may be verbal or written, is intended to provide supervisory personnel a common understanding of the situation and direction for future action. The plan includes a statement of objectives, organizational description, assignments, and support material such as maps. An Incident Briefing Form may be used on smaller incidents. Written plans are desirable when two or more jurisdictions are involved, when state and/or federal agencies are assisting local response personnel, or there has been significant turnover in the incident staff.

10. Integrated Communications. Integrated communications includes interfacing disparate communications as effectively as possible, planning for the use of all available systems and frequencies, and requiring the use of clear text in communications.

11. Resource Management. Resources may be managed as single resources or organized in task forces or strike teams. The status of resources is tracked in three categories: assigned, available, and out of service.

C. Unified Command

1. Unified Command is a variant of ICS used when there is more than one agency or jurisdiction with responsibility for the incident or when personnel and equipment from a number of different agencies or jurisdictions are responding to it. This might occur when the incident site crosses jurisdictional boundaries or when an emergency situation involves matters for which state and/or federal agencies have regulatory responsibility or legal requirements to respond to certain types of incidents.

2. ICS Unified Command is intended to integrate the efforts of multiple agencies and jurisdictions. The major change from a normal ICS structure is at the top. In a Unified command, senior representatives of each agency or jurisdiction responding to the incident

collectively agree on objectives, priorities, and an overall strategy or strategies to accomplish objectives; approve a coordinated Incident Action Plan; and designate an Operations Section Chief. The Operations Section Chief is responsible for managing available resources to achieve objectives. Agency and jurisdictional resources remain under the administrative control of their agencies or jurisdictions, but respond to mission assignments and direction provided by the Operations Section Chief based on the requirements of the Incident Action Plan.

La Vega ISD Incident Command Structure

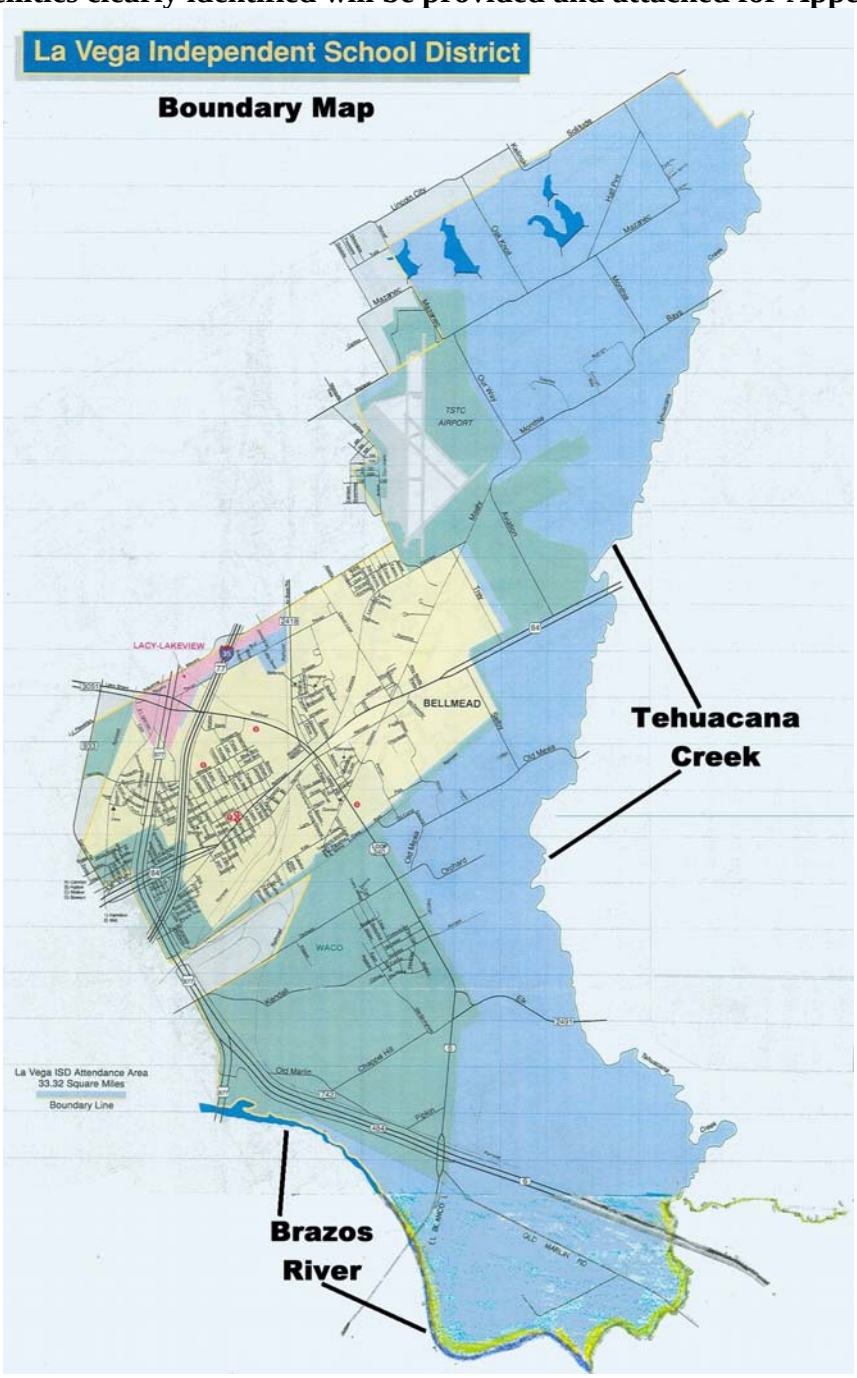
Incident Commander - Superintendent or His/Her Designee

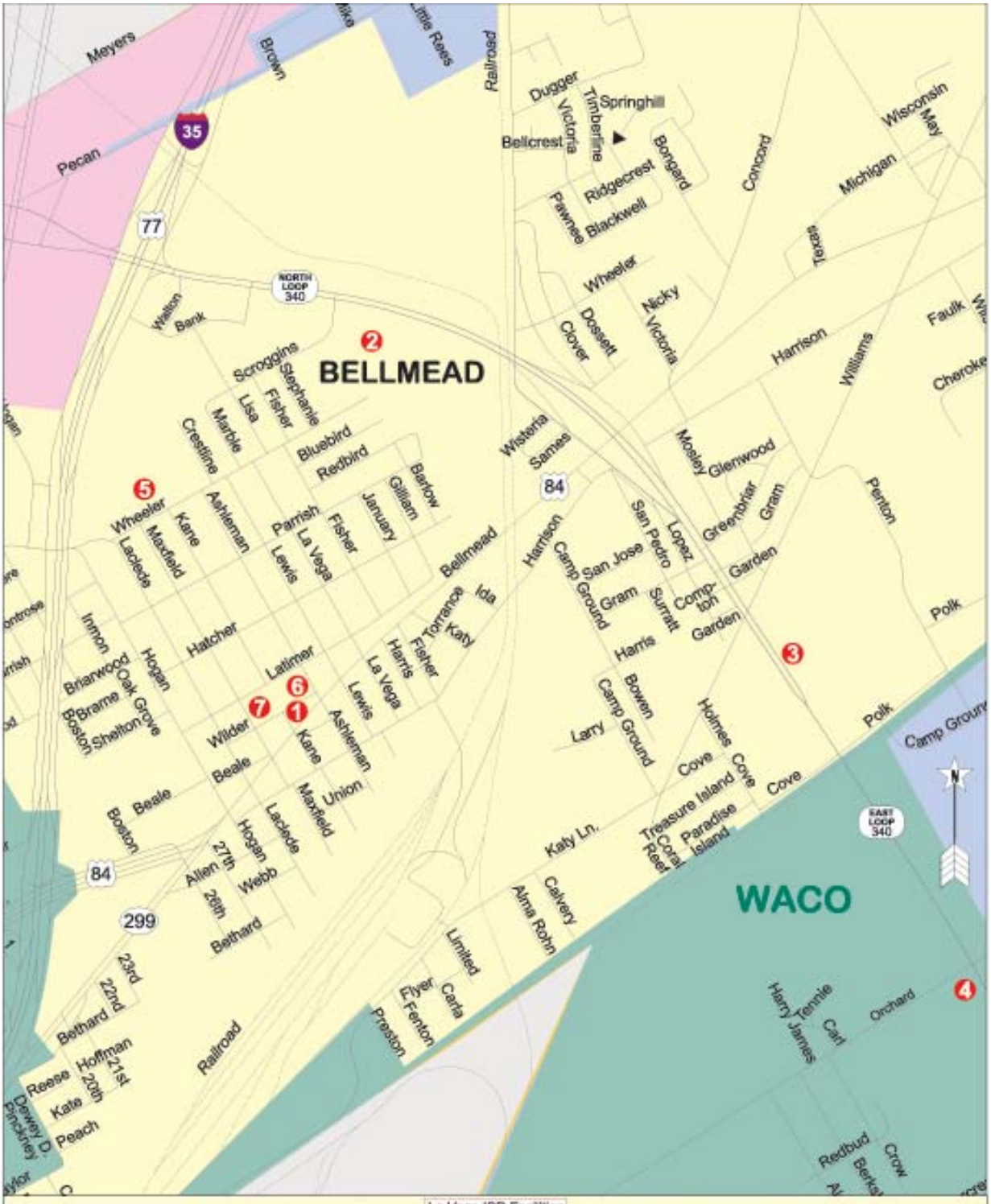
Emergency Response Team

La Vega ISD Staff

APPENDIX 3
DISTRICT MAP

A school district map indicating the boundaries and a map with the location of La Vega ISD facilities clearly identified will be provided and attached for Appendix 3.




BELLMEAD
WACO
Meyers
Pecan
Brown
Little Reese
Railroad
Dugger
Springhill
Timberline
Victoria
Bellcrest
Bongard
Ridgecrest
Pawnee
Blackwell
Concord
Wisconsin
May
Michigan
Texas
Wheeler
Nicky
Victoria
Dossett
Clover
Harrison
Williams
Faulk
Cherokee
Walton
Bank
Scroggins
Stephanie
Fisher
Lisa
Marble
Crestline
Bluebird
Redbird
Wisteria
Sames
Mosley
Glenwood
Greenbriar
Gram
Penton
Polk
Barlow
Gilliam
January
Parrish
La Vega
Lewis
Fisher
Ashleman
Kane
Maxfield
Laclede
Wheeler
Bellmead
Harrison
Camp Ground
San Jose
San Pedro
Lopez
Garden
Comp-ton
Surratt
Harris
Ida
Torrance
Katy
Fisher
Harris
La Vega
Lewis
Ashleman
Kane
Maxfield
Union
Laclede
Hogan
Webb
27th
26th
Allen
Bethard
Beale
Boston
Shelton
Oak Grove
Brame
Briarwood
Innon
Hatcher
Latimer
Hogan
Wilder
Larry
Camp Ground
Bowen
Holmes
Cove
Treasure Island
Paradise Island
Coral Reef
Katy Ln.
Calvery
Alma Rohn
Limited
Flyer
Carta
Fenton
Preston
Railroad
Harry James
Tennie
Cart
Orchard
Redbud
Crow
Berkshire
Reese
Hoffman
21st
20th
Kate
Peach
Dewey D. Pinckney
22nd
23rd
Bethard
299
84
35
77
NORTH LOOP 340
EAST LOOP 340
N
La Vega ISD Facilities
1 Administration Offices
3100 Bellmead Dr.
Waco, TX 76705
(254) 799-4983
2 La Vega High School
555 N. Loop 340
Waco, TX 76705
(254) 799-4951
3 La Vega Intermediate School
H. P. Miles Campus
508 E. Loop 340
Waco, TX 76705
(254) 799-5553
4 La Vega Junior High School
George Dixon Campus
4401 Orchard Lane
Waco, TX 76705
(254) 799-2428
5 La Vega Elementary
3100 Wheeler
Waco, TX 76705
(254) 799-1721
6 La Vega Primary Center
900 Ashleman
Waco, TX 76705
(254) 799-6229
7 La Vega Family Resource Center
901 Maxfield
Waco, TX 76705
(254) 799-9709

APPENDIX 4
SCHOOL MAPS

-INSERT MAPS OF SCHOOL AND SURROUNDING AREA-

ALL FACILITY FLOOR PLANS/MAPS SHOULD BE REVIEWED FOR ACCURACY TO INSURE THAT ALL STRUCTURAL MODIFICATIONS HAVE BEEN NOTED.

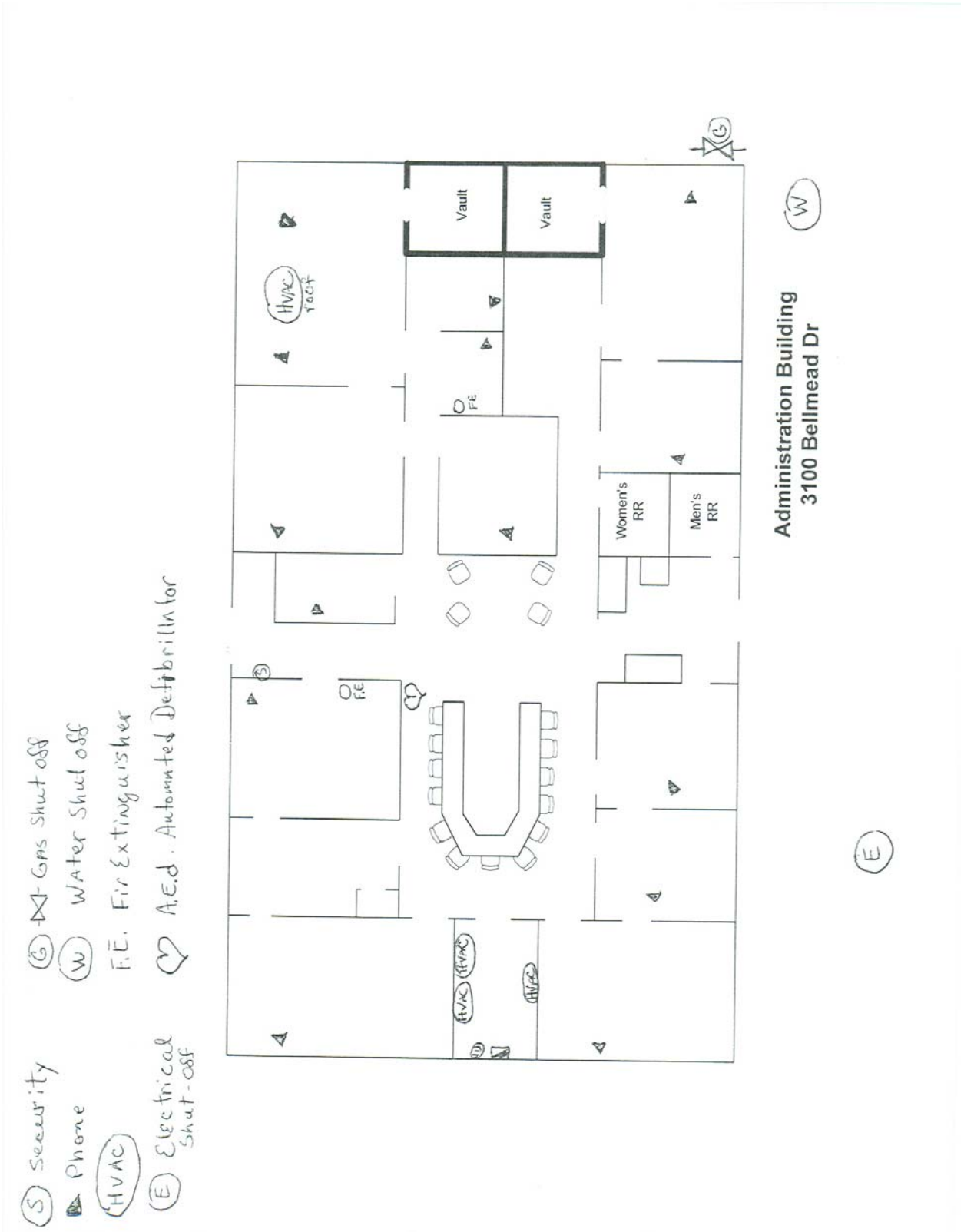
AT MINIMUM INCLUDE THE FOLLOWING INFORMATION ON THE MAP:

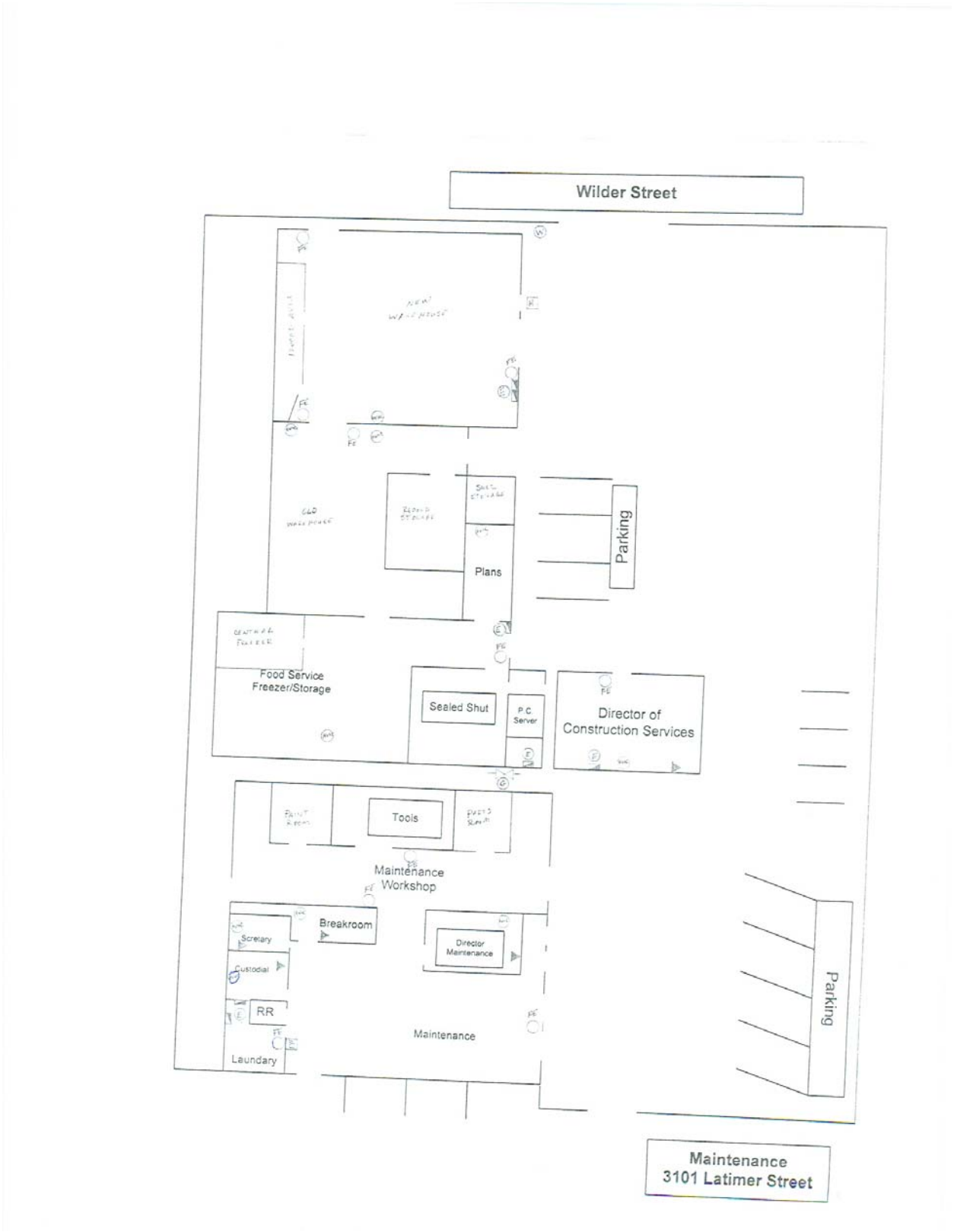
(PRIMARY AND ALTERNATE EVACUATION ROUTE MAPS SHALL BE PLACED IN EACH ROOM)

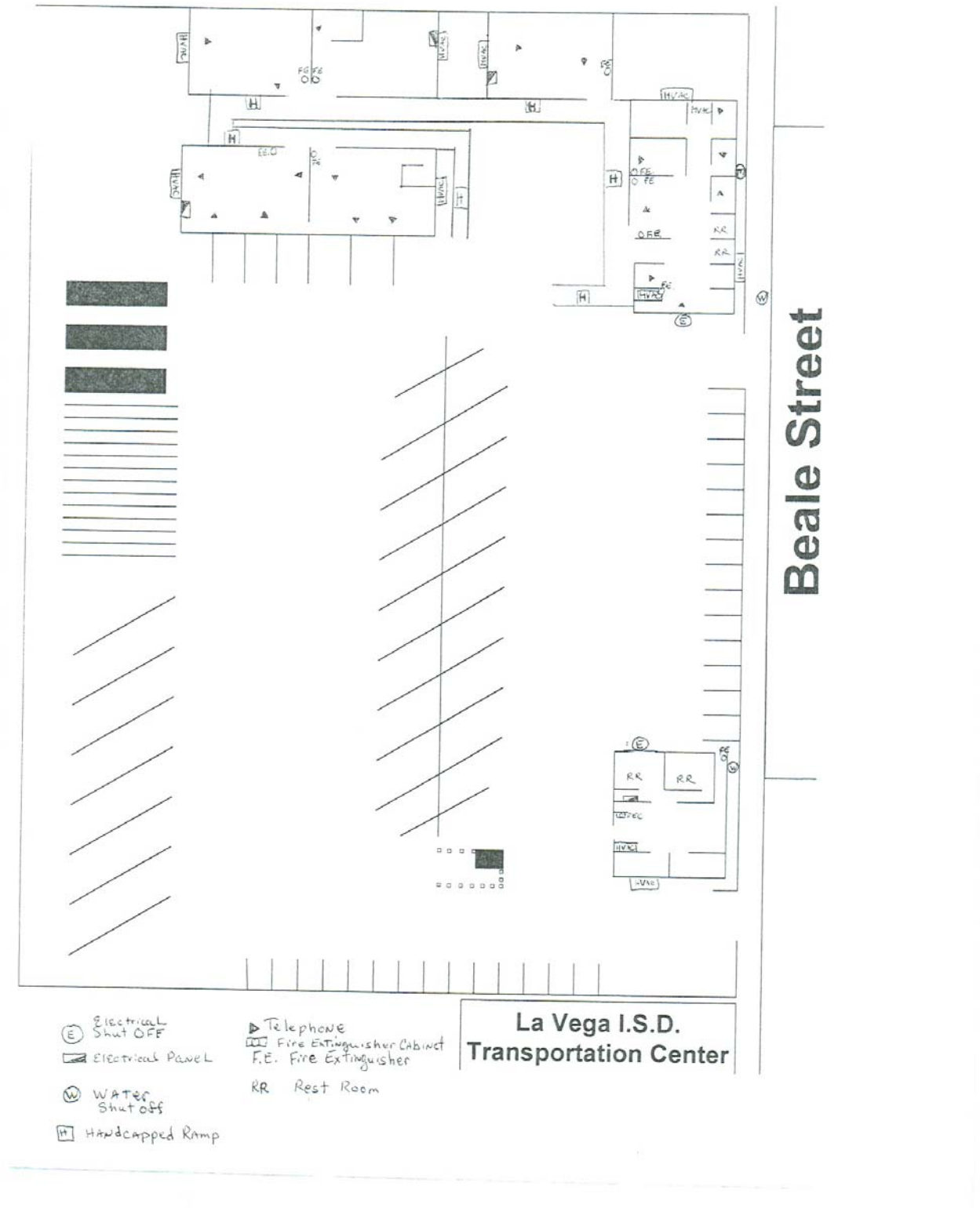
- ❑ Primary evacuation routes
- ❑ Alternate evacuation routes
- ❑ Handicap evacuation areas
- ❑ Utility access/shut-off for
  - Gas
  - WATER
  - Electricity
  - HVAC System
  - Telephone system
- ❑ Site assignments and Staging Areas identified on page 2
- ❑ Haz Mat storage areas
- ❑ Heat plants/boilers
- ❑ Room numbers
- ❑ Door/window locations
- ❑ Any other information deemed appropriate by your planning committee
- ❑ Fire alarm pull stations
- ❑ Special Education or Handicapped Students/Staff Classrooms/Offices

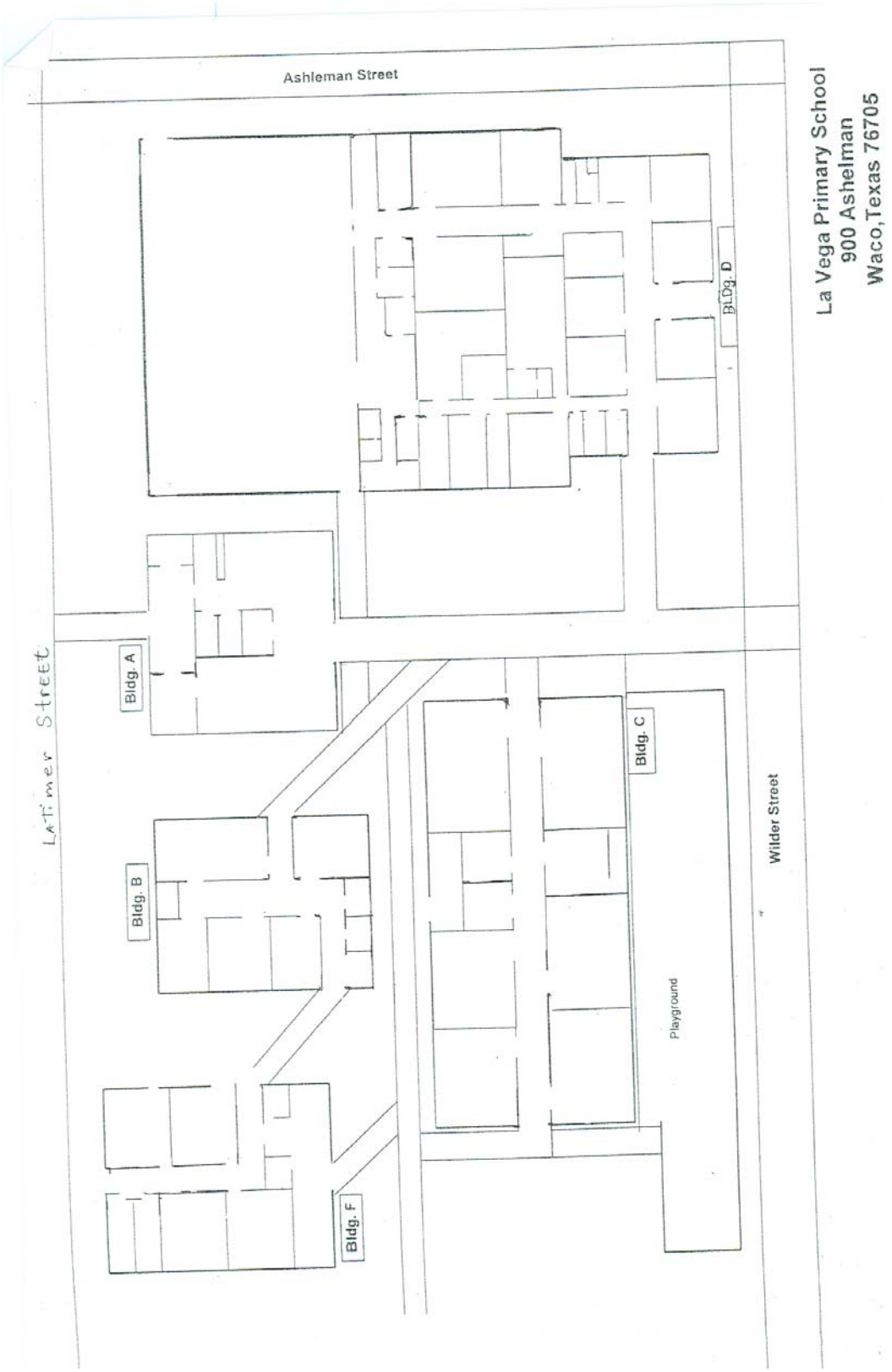
NOTE:

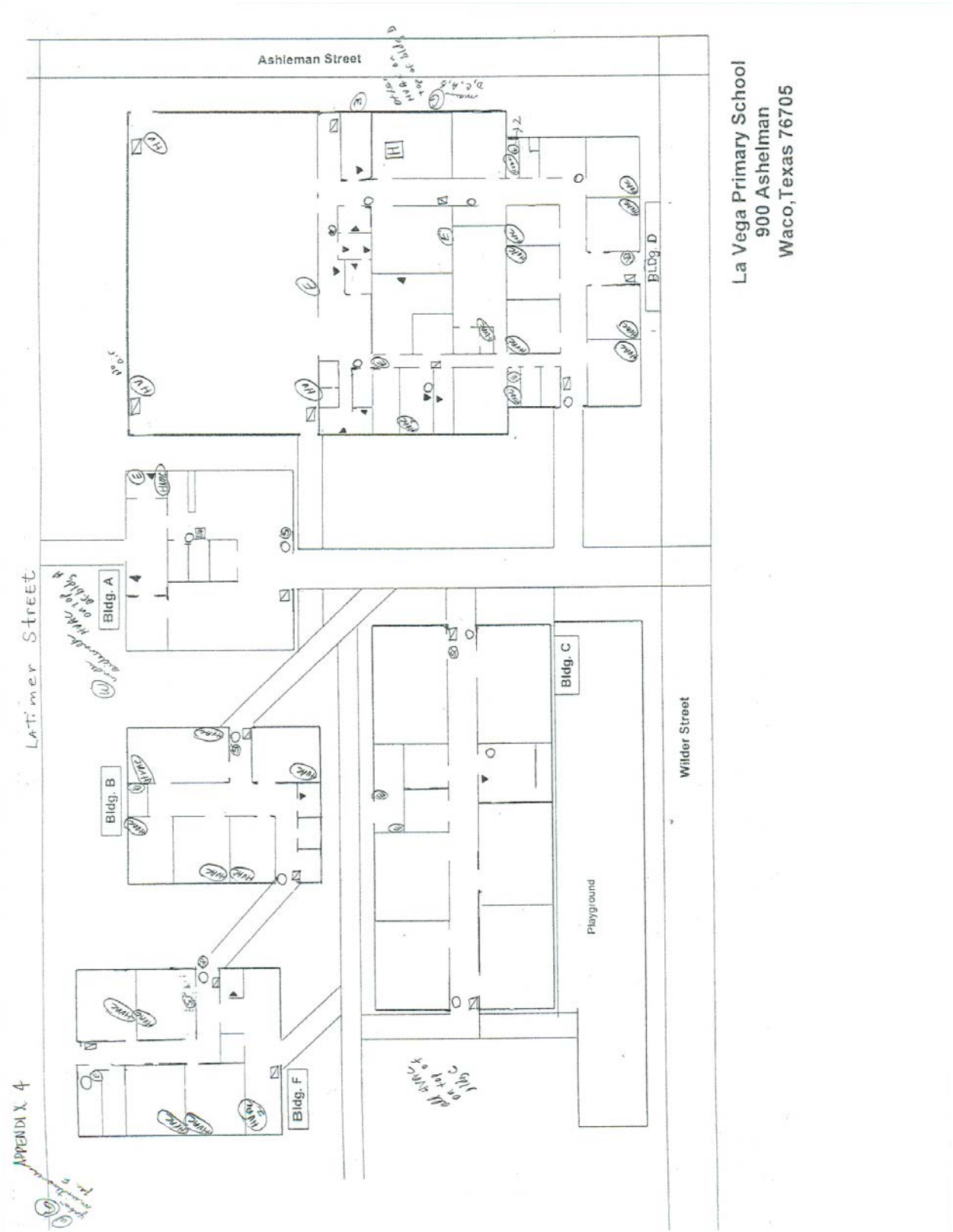
IT IS RECOMMENDED THAT YOU DEVELOP A DIAGRAM OF THE ENTIRE SCHOOL SITE AND SURROUNDING AREAS. IN AN EMERGENCY A DIAGRAM MAY BE EASIER TO READ THAN BLUE PRINTS. CONSULT WITH LOCAL EMERGENCY RESPONDER AGENCIES ON WHAT TYPE OF MAPS OR DIAGRAMS THEY PREFER. BLUE PRINTS OF THE SITE SHOULD BE AVAILABLE IN ADDITION TO THE MAP OR DIAGRAM. BLUE PRINTS MAY BE NECESSARY IN CERTAIN FIRE OR TACTICAL SITUATIONS.

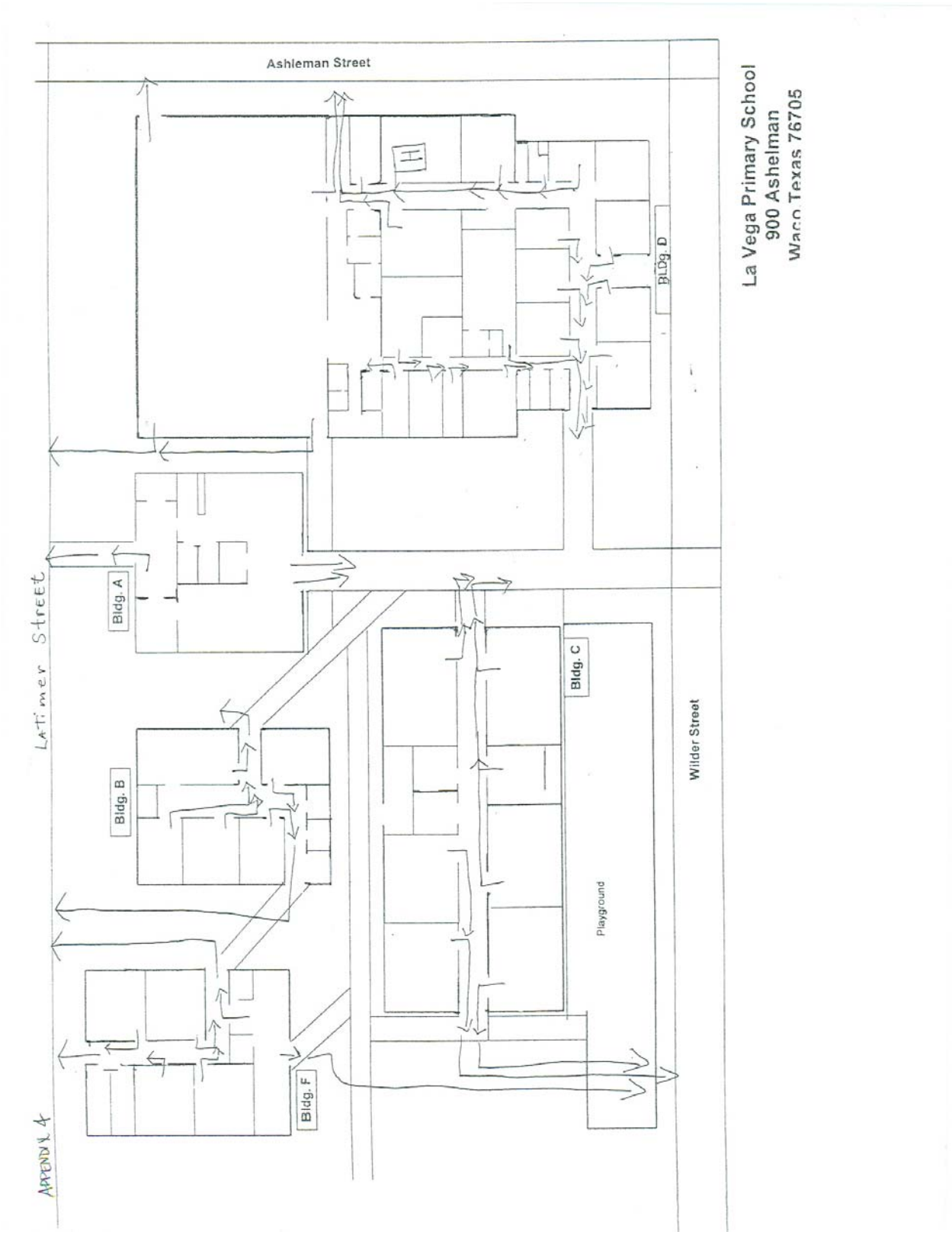

(S) Security
(G) Gas Shut off
(W) Water Shut off
Phone
HVAC
F.E. Fir Extinguisher
(E) Electrical Shut-off
A.E.d. Automated Defibrillator
Vault
Vault
Women's RR
Men's RR
F.E
HVAC
Roof
Administration Building
3100 Bellmead Dr

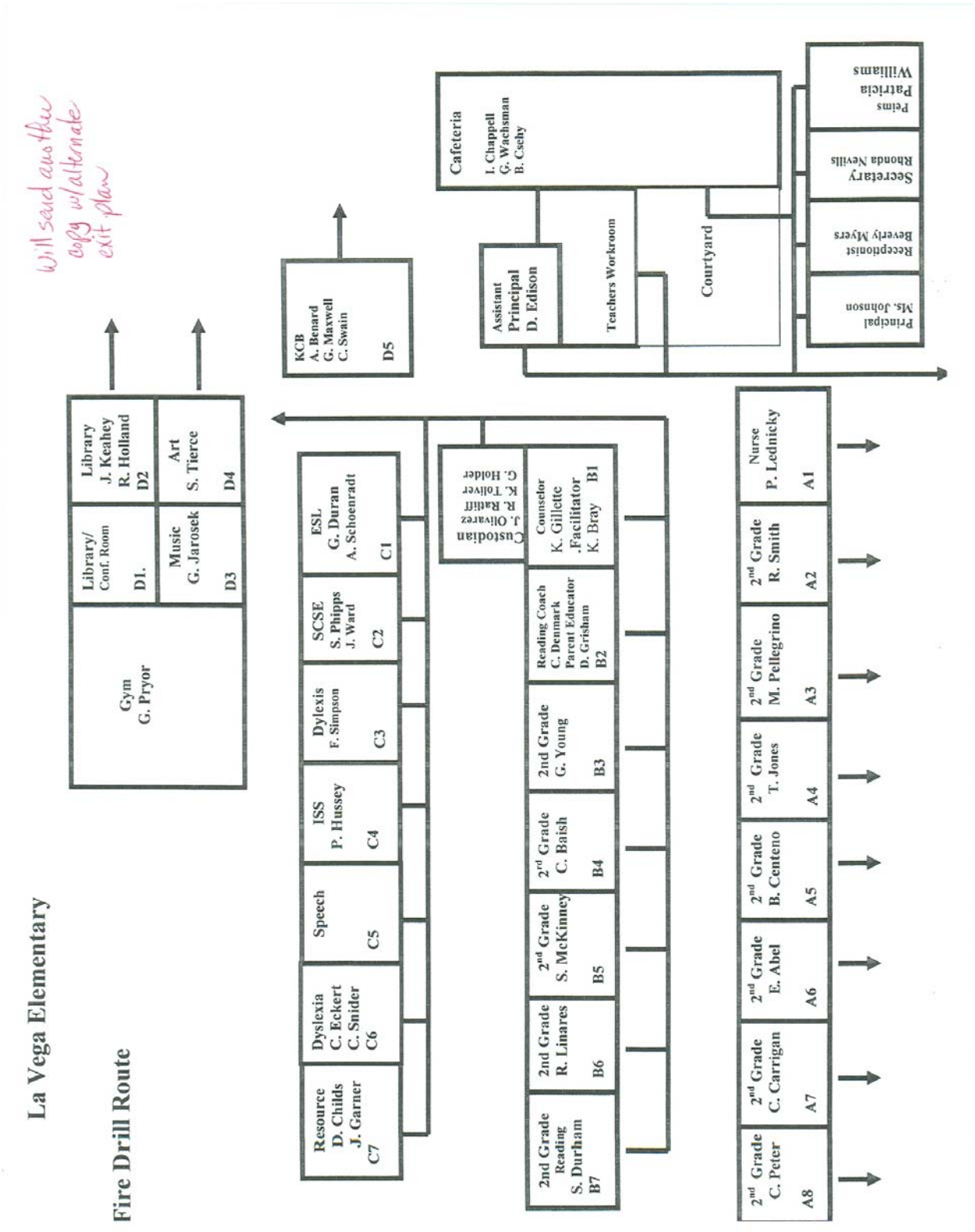

Wilder Street
Parking
Plans
Food Service
Freezer/Storage
Sealed Shut
P.C.
Server
Director of
Construction Services
Tools
Maintenance
Workshop
Breakroom
Secretary
Custodial
RR
Laundry
Director
Maintenance
Maintenance
Parking
Maintenance
3101 Latimer Street

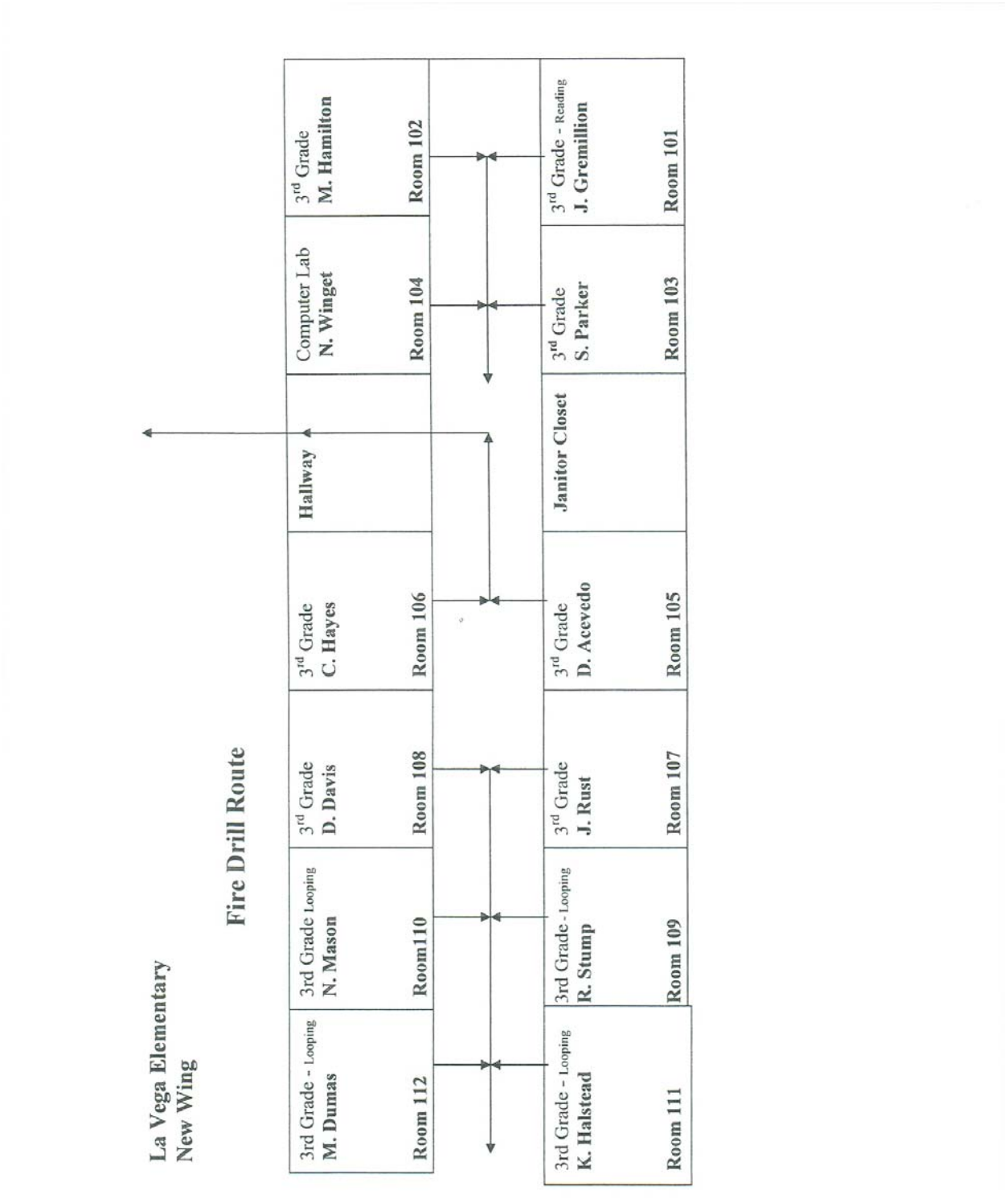

Beale Street
La Vega I.S.D.
Transportation Center
Electrical Shut OFF
Electrical Panel
WATER Shut off
Handicapped Ramp
Telephone
Fire Extinguisher Cabinet
F.E. Fire Extinguisher
RR Rest Room


La Vega Primary School
900 Ashelman
Waco, Texas 76705
Ashleman Street
Latimer Street
Wilder Street
Bldg. A
Bldg. B
Bldg. C
Bldg. D
Bldg. F
Playground

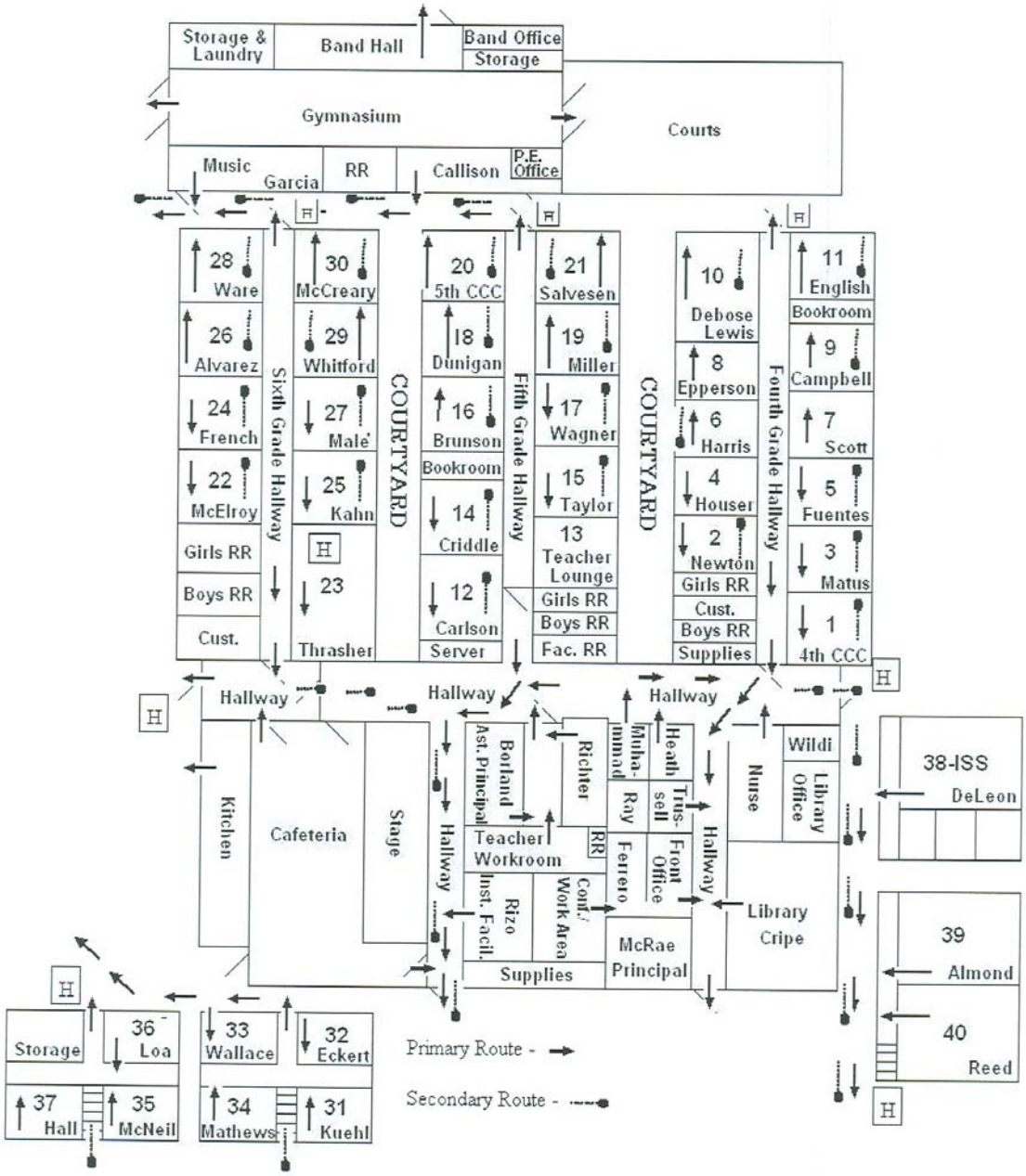

La Vega Primary School
900 Ashelman
Waco, Texas 76705
Ashleman Street
Latimer Street
Wilder Street
Playground
Bldg. A
Bldg. B
Bldg. C
Bldg. D
Bldg. F
APPENDIX 4


La Vega Primary School
900 Ashelman
Waco Texas 76705
Ashleman Street
Latimer Street
Wilder Street
Bldg. A
Bldg. B
Bldg. C
Bldg. D
Bldg. F
Playground
APPENDIX 4

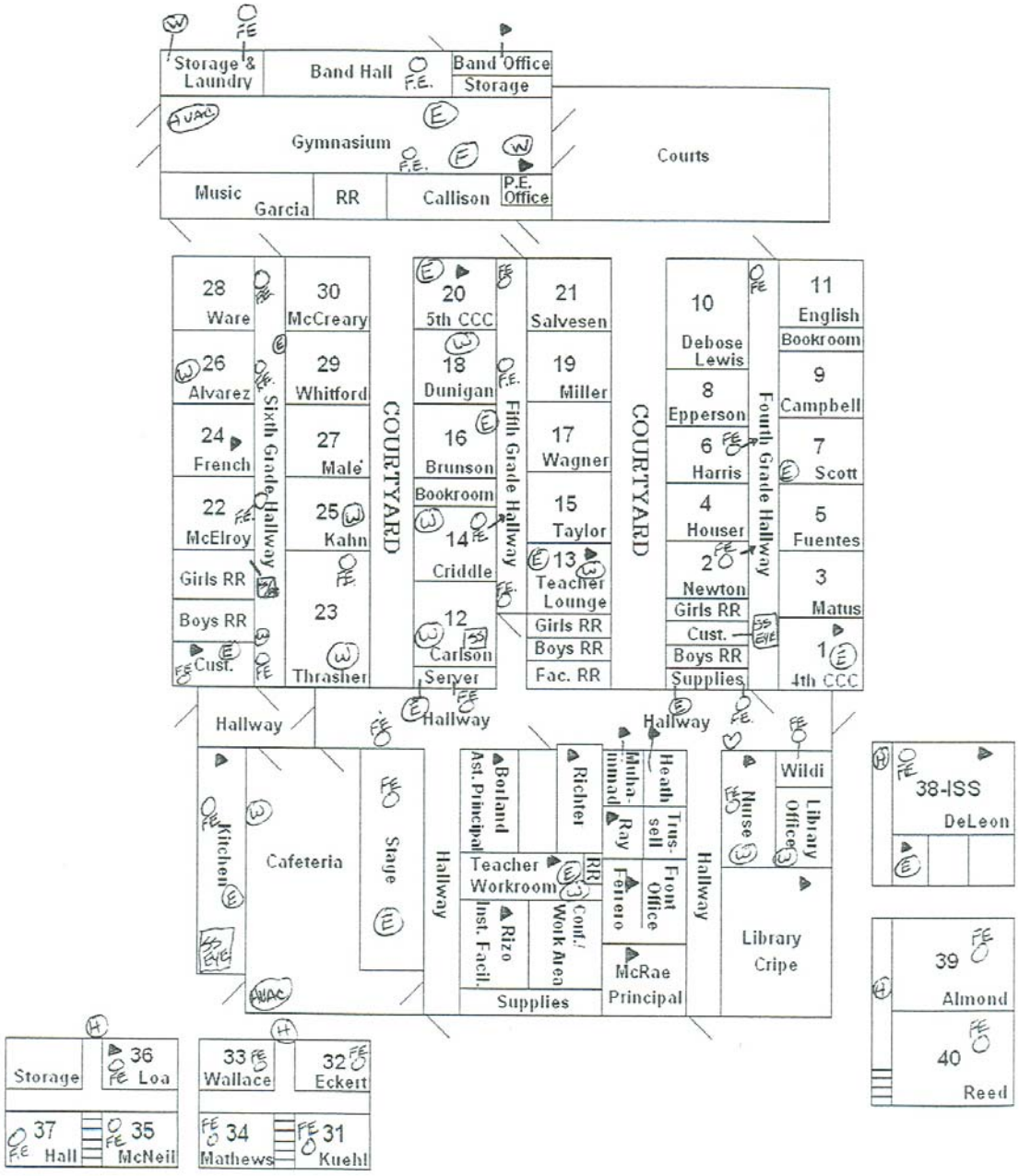

La Vega Elementary
Fire Drill Route
will send another copy w/alternate exit plan
Gym G. Pryor
Library/ Conf. Room D1.
Music G. Jarosek D3
Library J. Keahey R. Holland D2
Art S. Tierce D4
KCB A. Benard G. Maxwell C. Swain D5
Cafeteria I. Chappell G. Wachsman B. Csehy
Assistant Principal D. Edison
Teachers Workroom
Courtyard
Principal Ms. Johnson
Receptionist Beverly Myers
Secretary Rhonda Nevills
Pelms Patricia Williams
Resource D. Childs J. Garner C7
Dyslexia C. Eckert C. Snider C6
Speech C5
ISS P. Hussey C4
Dylexis F. Simpson C3
SCSE S. Phipps J. Ward C2
ESL G. Duran A. Schoenradt C1
2nd Grade Reading S. Durham B7
2nd Grade R. Linares B6
2nd Grade S. McKinney B5
2nd Grade C. Baish B4
2nd Grade G. Young B3
Reading Coach C. Denmark Parent Educator D. Grisham B2
Custodian J. Olivarez R. Ratliff K. Tolliver G. Holder
Counselor K. Gillette .Facilitator K. Bray B1
2nd Grade C. Peter A8
2nd Grade C. Carrigan A7
2nd Grade E. Abel A6
2nd Grade B. Centeno A5
2nd Grade T. Jones A4
2nd Grade M. Pellegrino A3
2nd Grade R. Smith A2
Nurse P. Lednicky A1


La Vega Elementary
New Wing
Fire Drill Route
3rd Grade - Looping
M. Dumas
Room 112
3rd Grade Looping
N. Mason
Room110
3rd Grade
D. Davis
Room 108
3rd Grade
C. Hayes
Room 106
Hallway
Computer Lab
N. Winget
Room 104
3rd Grade
M. Hamilton
Room 102
3rd Grade - Looping
K. Halstead
Room 111
3rd Grade - Looping
R. Stump
Room 109
3rd Grade
J. Rust
Room 107
3rd Grade
D. Acevedo
Room 105
Janitor Closet
3rd Grade
S. Parker
Room 103
3rd Grade - Reading
J. Gremillion
Room 101

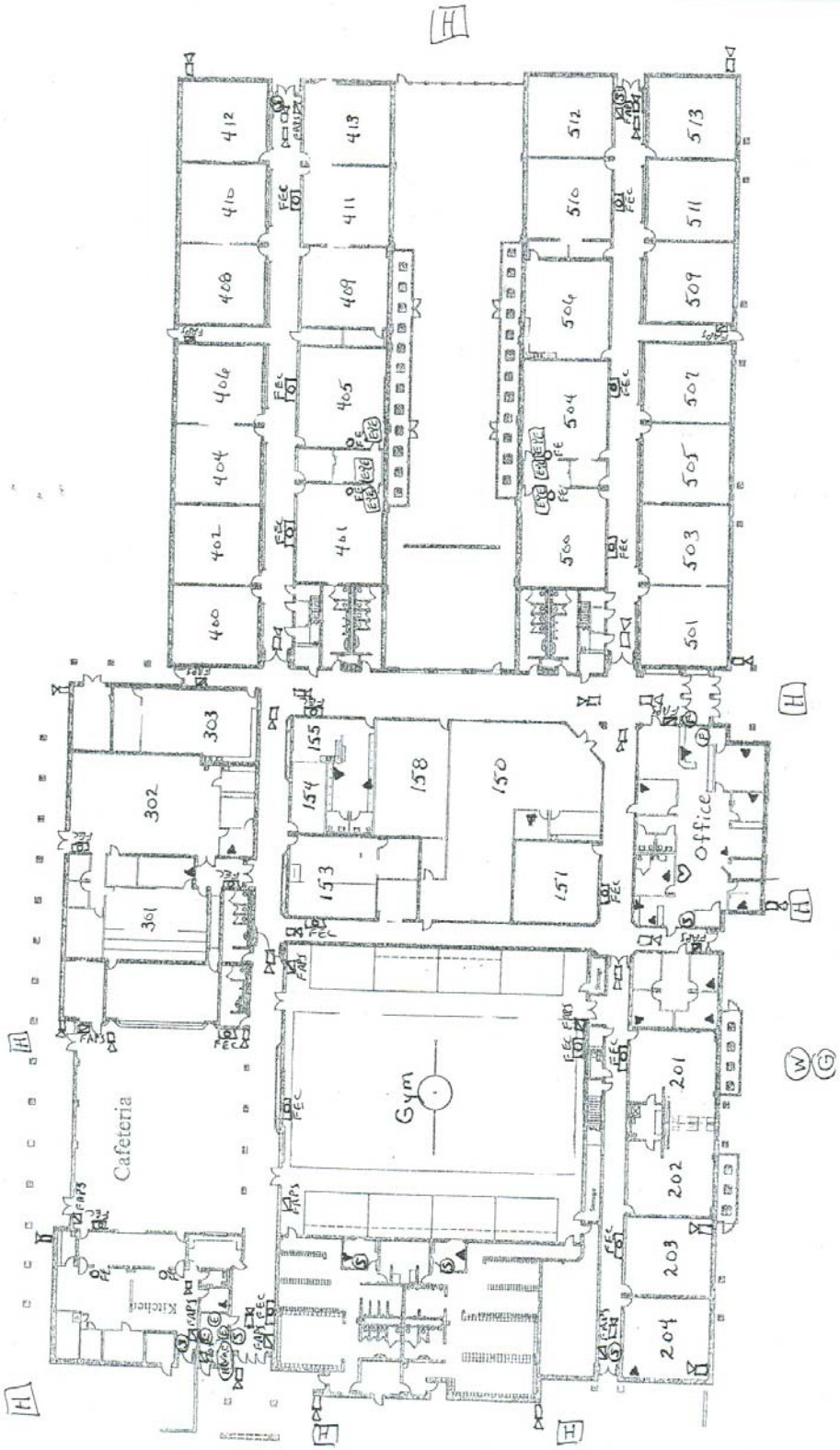
La Vega Intermediate School H.P. Miles Campus
Building and Evacuation Map



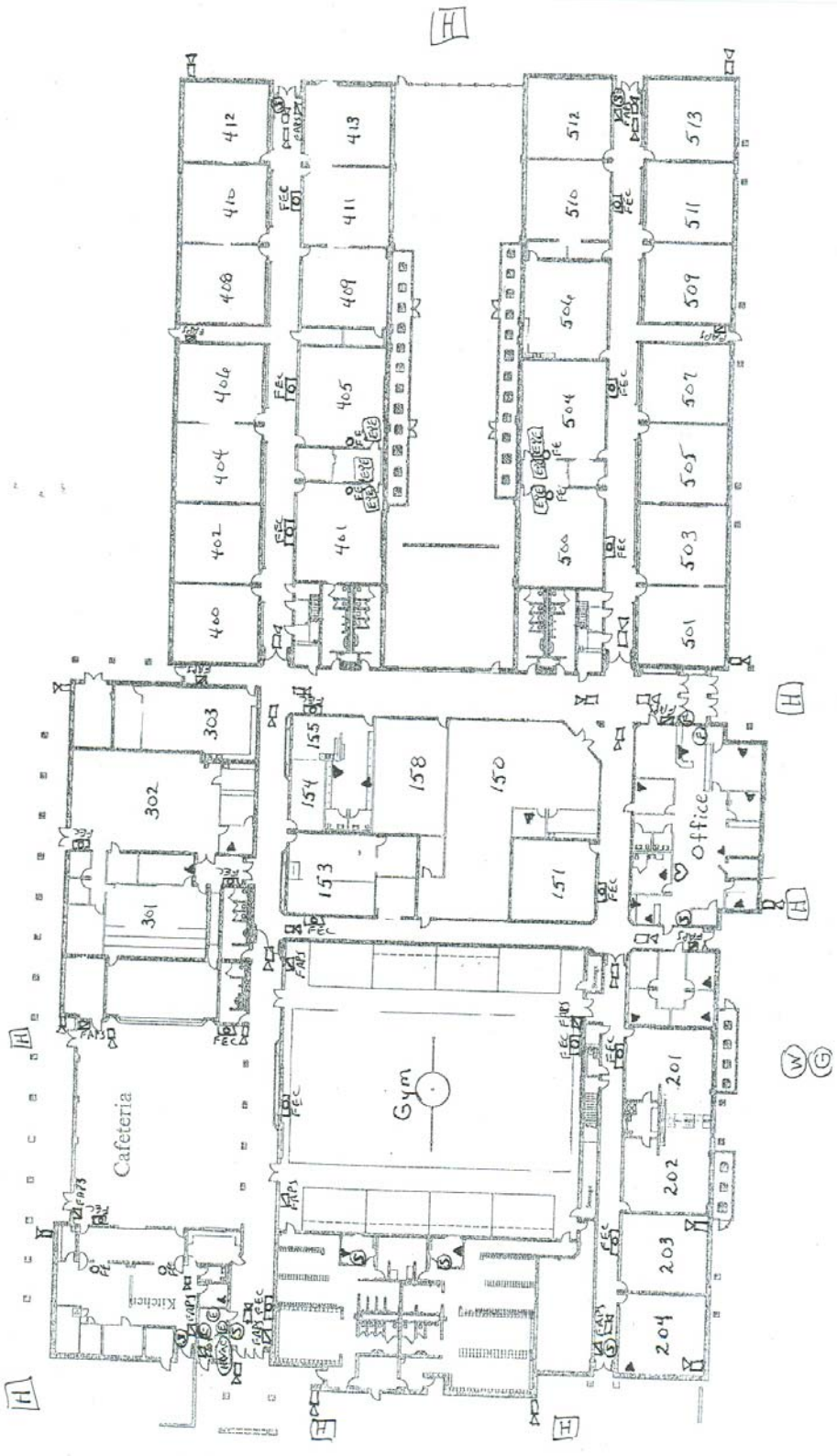
La Vega Intermediate School
Utility/Access/Shut-off

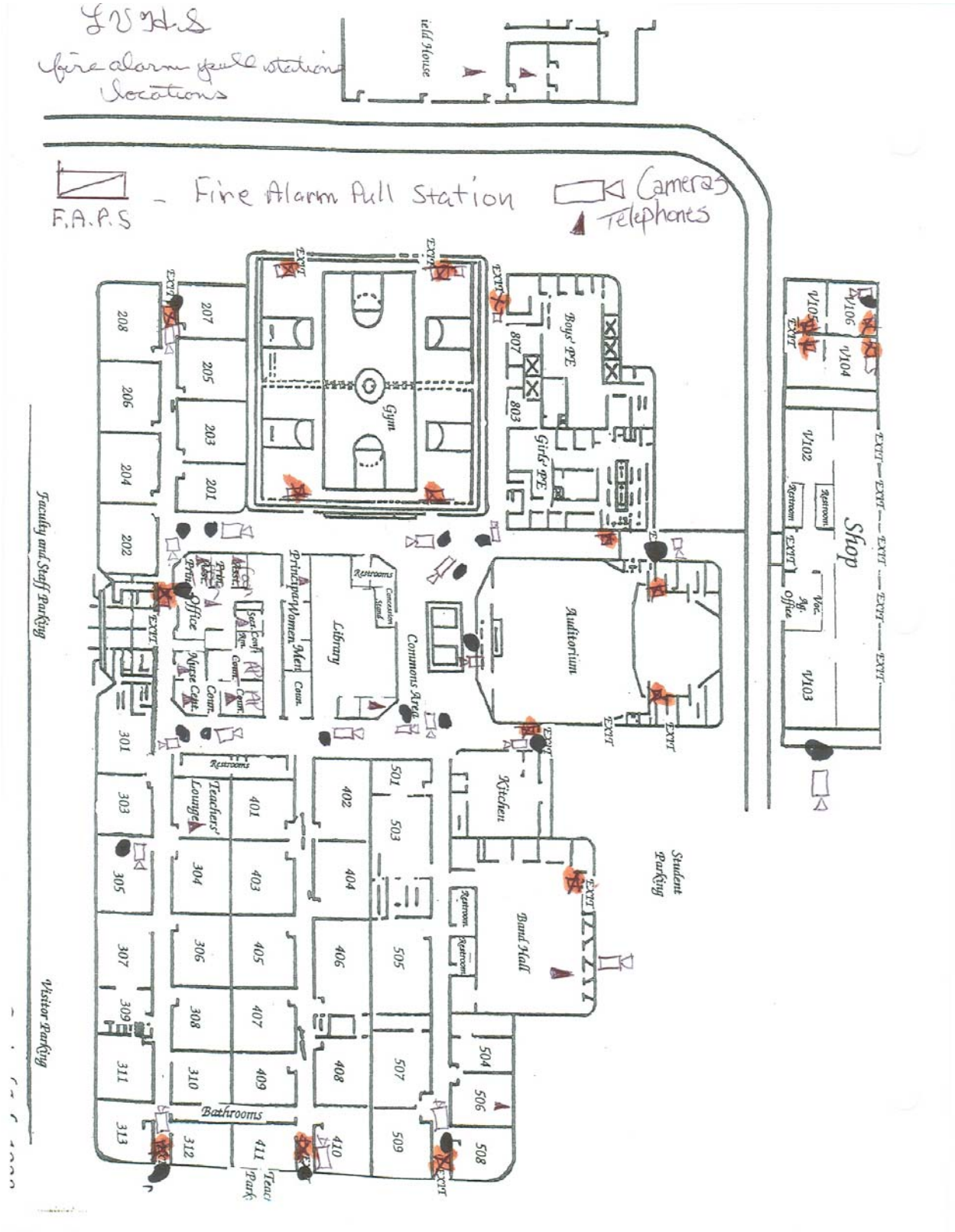


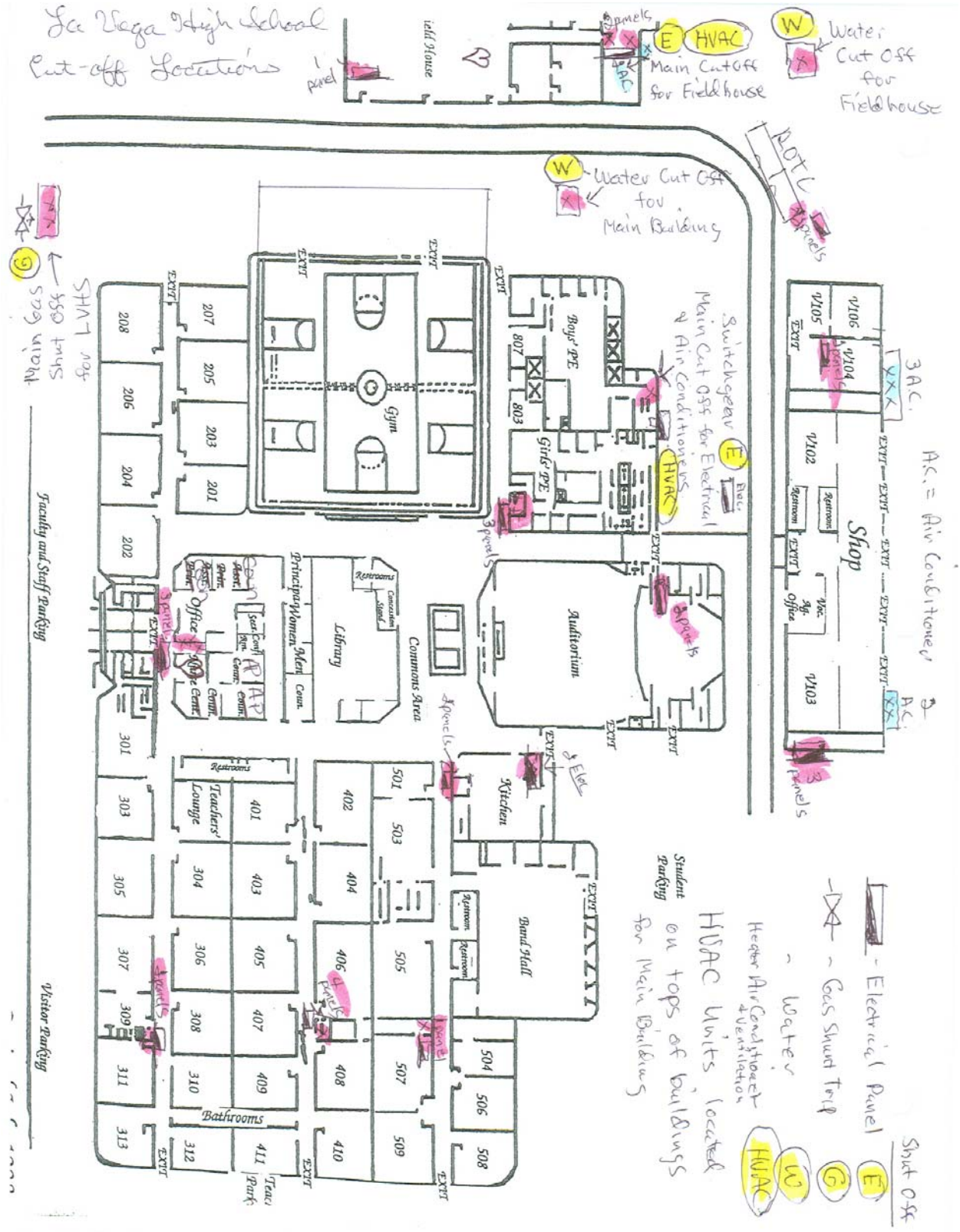
La Vega Junior High School, George Dixon Campus
2005-2006



La Vega Junior High School, George Dixon Campus
2005-2006




LVHS
Fire alarm pull station locations
F.A.P.S - Fire Alarm Pull Station
Cameras
Telephones
Field House
Gym
Boys' PE
Girls' PE
807
803
Shop
V106
V104
V105
V102
V103
Restroom
Voc. Ag. Office
Auditorium
Commons Area
Library
Principal
Women
Men
Restrooms
Conference Room
Office
Nurse
Conf.
Kitchen
Band Hall
Lounge
Teachers'
Bathrooms
Faculty and Staff Parking
Visitor Parking
Student Parking
EXIT
201
202
203
204
205
206
207
208
301
303
304
305
306
307
309
311
313
401
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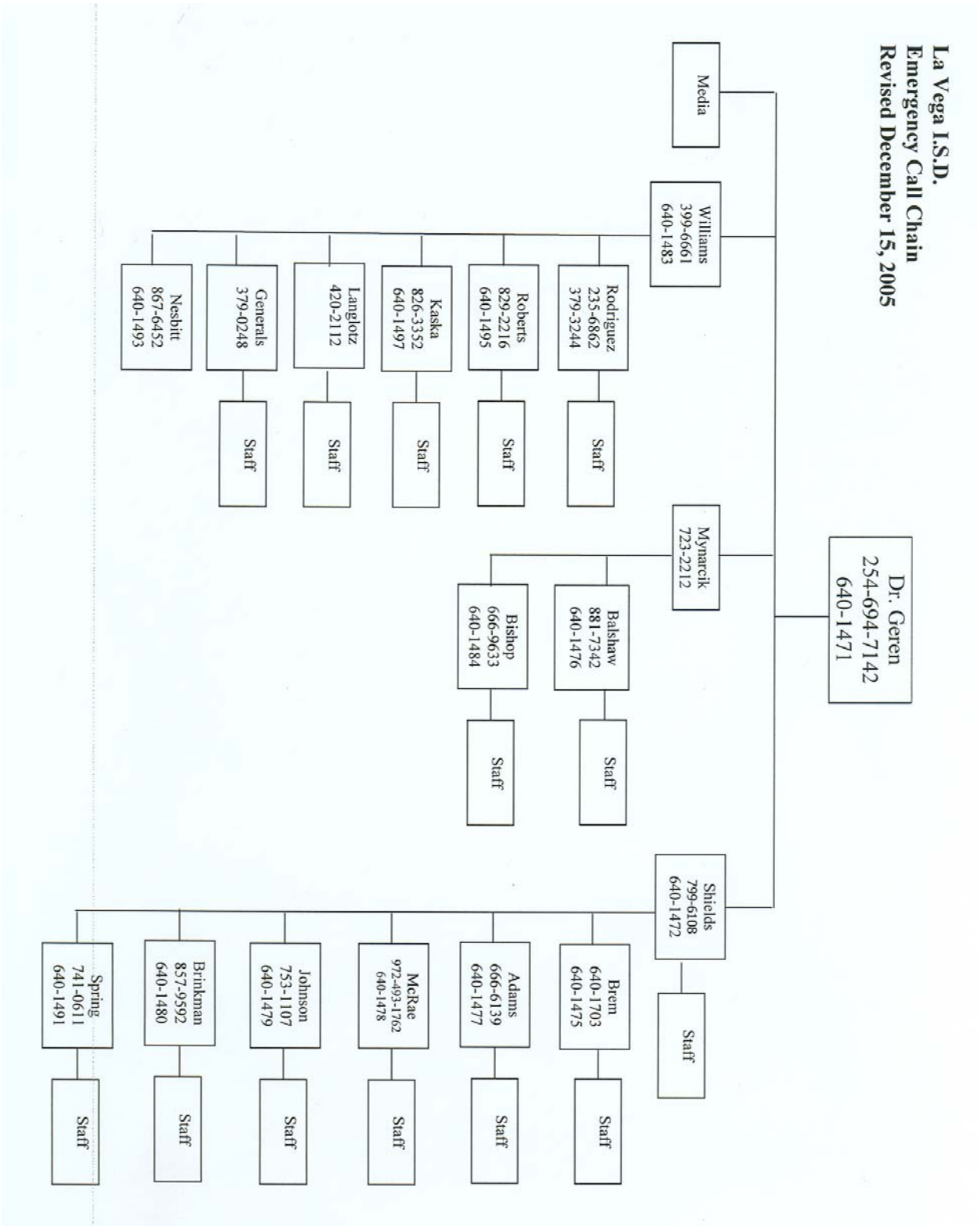

Yucaipa High School
Cut-off Locations
Field House
panels
E
HVAC
Main Cut Off for Fieldhouse
W
Water Cut Off for Fieldhouse
W
Water Cut Off for Main Building
ROTC
Panels
Switchgear
E
Main Cut Off for Electrical & Air Conditioners
HVAC
3 panels
A.C. = Air Conditioner
A.C.
Shop
V106
V105
V104
V102
V103
Restroom
Mgr. office
Boys' PE
Girls' PE
807
803
Gym
Auditorium
Commons Area
Library
Principal
Women
Men
Office
Kitchen
Band Hall
Teachers' Lounge
Bathrooms
Faculty and Staff Parking
Visitor Parking
Student Parking
Shut Off
E - Electrical Panel
G - Gas Shut Off
W - Water
HVAC
Heater Air Conditioner & Ventilation
HVAC Units located on tops of buildings for Main Buildings

APPENDIX 5
CLASSROOM TEACHER BUDDY LIST

In an emergency the campus administrator may require the assistance of teachers who will need to leave their students to be supervised by another (buddy) teacher.
Identify and assign a Buddy for each teacher and include the list as Appendix 5.

APPENDIX 6
PHONE TREE

THE CAMPUS "CALL" LIST SHOULD BE INCLUDED AS APPENDIX 6. INSURE THAT INFORMATION IS ACCURATE, CURRENT, AND UPDATED FREQUENTLY. PROVIDE UPDATES TO THE DISTRICT EMERGENCY OPERATIONS COORDINATOR.


La Vega I.S.D.
Emergency Call Chain
Revised December 15, 2005
Dr. Geren
254-694-7142
640-1471
Media
Williams
399-6661
640-1483
Rodriguez
235-6862
379-3244
Staff
Roberts
829-2216
640-1495
Staff
Kaska
826-3352
640-1497
Staff
Langlotz
420-2112
Staff
Generals
379-0248
Staff
Nesbitt
867-6452
640-1493
Mynarcik
723-2212
Balshaw
881-7342
640-1476
Staff
Bishop
666-9633
640-1484
Staff
Shields
799-6108
640-1472
Staff
Brem
640-1703
640-1475
Staff
Adams
666-6139
640-1477
Staff
McRae
972-493-1762
640-1478
Staff
Johnson
753-1107
640-1479
Staff
Brinkman
857-9592
640-1480
Staff
Spring
741-0611
640-1491
Staff

APPENDIX 7
DISTRICT EMERGENCY OPERATIONS PLANNING TEAM

The Superintendent and each Campus Administrator and Selected Department Head(s) will select an Emergency Operations Planning Team for the District and/or campus and indicate appropriate information for each member as noted below. The name of the District, Campus, or Department should be clearly identified in the header information. This information should be accurate, current, and updated frequently. **Provide updates to the District Emergency Operations Coordinator.**

Name	Phone Numbers	E-Mail Address	Other
Dr. Monte Geren	**254-640-1471**	**mrgeren@lavegaisd.org**	
Gary Williams	**254-640-1483**	**gwilliams@lavegaisd.org**	
Bryant Adams	**254-640-1477**	**badams@lavegaisd.org**	
Bob Balshaw	**254-640-1476**	**bbalshaw@lavegaisd.org**	
Jerry Brem	**254-640-1703**	**jbrem@lavegaisd.org**	
Tammy Brinkman	**254-640-1480**	**tbrinkman@lavegaisd.org**	
Eddie Generals	**254-379-0248**	**egenerals@lavegaisd.org**	
Police Chief Robert Harold represented by Robert Dilliard	**254-799-8005**	**chiefbob@bellmead.com**	
Peggy Johnson	**254-640-1479**	**pjohnson@lavegaisd.org**	
Fire Chief James Karl	**254-799-9922**		
Lori Mynarcik	**254-299-6707**	**lmynarcik@lavegaisd.org**	
Kathleen Nesbitt	**254-640-1493**	**knesbitt@lavegaisd.org**	
Lynn Roberts	**254-640-1495**	**lroberts@lavegaisd.org**	
Judy Spring	**254-640-1491**	**jspring@lavegaisd.org**	

APPENDIX 8
EMERGENCY CONTACT NUMBERS

THE DISTRICT WILL PROVIDE THESE ORGANIZATIONS AND PHONE NUMBERS. UTILITY VENDOR ORGANIZATIONS WILL BE INCLUDED FOR ELECTRICAL, NATURAL GAS, WATER, SEWER, ETC.

Public Safety Agencies - Emergency	**Number**
General Emergency	9-911*****
Police/Sheriff/Fire	9-911*****
Child Abuse Hotline	1-800-252-5400
McLennan County Emergency Management	750-5911
National Response Center - Toxic and Chemical Spills	1-800-424-8802
National Youth Crisis Hotline	1-800-448-4663
Poison Control	1-800-222-1222
Runaway Hotline	1-800-392-3352
Medical and Health Services	**Number**
Hillcrest Medical Center	202-2000
Department of State Health Services	757-0679
McLennan County Health District	750-5450
Providence Medical Center	751-4000
Texas Department of Health and Human Services	752-4839
Utilities / Environmental Contacts	**Number**
Atmos Energy (Gas)	1-800-817-8090
City of Bellmead Water/Sewage	799-2436
Cooper Biomedical (Contaminated Waste)	1-800-637-6947
Texas Commission on Environmental Quality	751-0335
Waste Management	1-800-234-7478
District Contacts	**Number**
Superintendent	640-1471

District Emergency Management Coordinator - Deputy Superintendent	640-1483
School Safety - Safety and Environmental Compliance Specialist	640-1493
Transportation - Director of Transportation	379-3329
Operations - Director of Maintenance	640-1495
Food Services - Director of Child Nutrition Services	379-0248
Health Services - Director of Special Programs	640-1473
Other Contacts (Non Emergency)	**Number**
American Red Cross	776-8362
Bellmead Fire Department	799-9922
Bellmead Police Department	799-0251
Juvenile Probation	757-5072
McLennan County Juvenile Justice Center	876-3053
McLennan County Sheriff's Office	757-5000
Mental Health Services	752-3451
Texas Department of Public Safety	759-7100
Waco Police Department	750-7500

*** Determine the appropriate sequence required to dial 911 from your sites phone system. Provide clear, but brief instructions for notification of emergency resources available through 911 and insure that the caller remains connected until the location of the emergency is clearly identified by the receiving organization.**

APPENDIX 9
RESOURCE INVENTORY

-INSERT RESOURCE
INVENTORY OF EMERGENCY EQUIPMENT-

INCLUDE:

- ❑ Communications equipment
- ❑ First aid supplies
- ❑ Fire fighting equipment
- ❑ Lighting
- ❑ Classroom emergency kits
- ❑ Food
- ❑ Water
- ❑ Blankets
- ❑ Maintenance supplies
- ❑ Tools
- ❑ Two-way radios
- ❑ Emergency Alternative Telephone Set
- ❑ Cell phone(s)
- ❑ Flashlights
- ❑ Hand Held Public Address Unit (Bullhorn)
- ❑ Faculty/Staff Roster
- ❑ Student Roster (with parent contact info. Alphabetical Order (all) and by Class)

IDENTIFY ANY AND ALL AVAILABLE RESOURCES THAT MAY BE USED OR MAY BE NEEDED IN THE EVENT OF AN EMERGENCY

APPENDIX 10
SCHOOL-PARENT LETTER

[Date]

Dear Parents:

Should an emergency or disaster situation ever arise in our area while school is in session, we want you to be aware that the schools have made preparations to respond effectively to such situations.

Should we have a major disaster during school hours, your student(s) will be cared for at this school. Our School District has a detailed emergency operations plan which has been formulated to respond to a major catastrophe.

Your cooperation is necessary in any emergency.

1. Do not telephone the school. Telephone lines may be needed for emergency communication.
2. In the event of a serious emergency, students will be kept at their schools until they are picked up by an identified, responsible adult who has been identified as such on the La Vega I.S.D. emergency card which is required to be filled out by parents at the beginning of every school year. Please be sure you consider the following criteria when you authorize another person to pick up your child at school:
   - He/she is 18 years of age or older.
   - He/she is usually home during the day.
   - He/she could walk to school, if necessary.
   - He/she is known to your child.
   - He/she is both aware and able to assume this responsibility.
3. If emergency announcements need to be made, the local media will be notified. If students are to be kept at school, radio and television stations will be notified. If electrical service is not affected, information will be relayed via area television stations including one or more of the following: KCEN (Channel 6); KWTX (Channel 10; KXXV (Channel 25). Notices will also be provided to area radio stations including one or more of the following: KRZI (1580 AM); KWTX (1230 AM; KCKR, (95.5 AM) and Spanish Language Station KWOW (104 FM). In addition, information regarding day-to-day school operations will be available by calling the District Office.
4. Impress upon your children the need for them to follow the directions of any school personnel in times of an emergency.

Students will be released only to parents and persons identified on the School District Emergency Card. During an extreme emergency, students will be released at designated reunion gates located on school campuses. Parents should become familiar with the School Emergency Disaster Plan and be patient and understanding with the student release process. Please instruct your student to remain at school until you or a designee arrives. Because local telephone service may be disrupted, also list an out-of-State contact

on the emergency card, as calls may still be made out of the area while incoming calls are affected.

SAMPLE SCHOOL-PARENT LETTER (CONTINUED)

The decision to keep students at school will be based upon whether or not streets in the area are open. If this occurs, radio stations will be notified. In the event that a natural disaster takes place during the time that students are being transported, students will be kept on the bus and the driver will ask for assistance through radio contact with the school and district personnel. Any child who is home waiting for the bus will not be picked up (if roads are impassable) and remains the responsibility of the parent or guardian. In the event a natural disaster occurs in the afternoon, the driver will make every attempt to continue delivering the students to their homes. Should road conditions prevent the driver from delivering students to their home or to school in the morning, the students will be delivered to the nearest school site and that school will communicate with the home school to inform them of the students' whereabouts.

In case of a hazardous release event (chemical spill) near the school area, Shelter-in-Place procedures will be implemented to provide in place protection. All students and staff will clear the fields, report to their rooms and all efforts will be made to prevent outside air from entering classrooms during the emergency. "Shelter-in-Place" signs will be placed in classroom windows or hung outside classroom doors during a drill or emergency. Students arriving at school during a Shelter-in-Place drill or event should report to the school office or to a previously designated area at the school because classrooms will be inaccessible. When the dangerous incident has subsided, an all-clear signal will be given.

Please discuss these matters with your immediate family. Planning ahead will help alleviate concern during emergencies.

Sincerely,

Principal
School

APPENDIX 11
STAFF SKILLS SURVEY & INVENTORY

Once this survey and inventory has been completed a quick reference list of skills/training/resources should be developed for inclusion in the campus plan. List skills/training/resources alphabetically by category, and list the names of all persons who fit that category. This list should be accurate, current, and updated frequently and included as Appendix 11.

Name & School _____/_____ Room _____
Name School

During any emergency situation, it is important to be able to draw from all available resources. The special skills, training and capabilities of the staff will play a vital role in coping with the effects of any emergency incident. These will be of paramount importance during and after a major or catastrophic disaster. The purpose of this survey/inventory is to pinpoint those staff members with equipment and the special skills that might be needed. Please indicate the areas that apply to you and return this survey to your administrator.

PLEASE CHECK ANY OF THE FOLLOWING IN WHICH YOU HAVE EXPERTISE & TRAINING.
CIRCLE YES OR NO, WHERE APPROPRIATE.

_____ First Aid (current card yes/no) _____ CPR (current yes/no) _____ Triage _____ Firefighting

_____ Construction (electrical, plumbing, carpentry, etc.) _____Running/Jogging

_____ Emergency Planning _____ Emergency Management _____ Search & Rescue

_____ Law Enforcement Bi/Multi-lingual (what language (s))
_____

_____ Mechanical Ability _____ Structural Engineering _____ Bus/Truck Driver (Class 1 or 2 license yes/no)

_____ Shelter Management _____ Survival Training & Techniques _____ Food Preparation

_____ Ham Radio Operator _____ CB Radio _____Journalism

_____ Camping _____ Waste Disposal _____ Recreational Leader

DO YOU KEEP A PERSONAL EMERGENCY KIT? _____ in your car? _____ in your room? _____

DO YOU HAVE MATERIALS IN YOUR ROOM THAT WOULD BE OF USE DURING AN EMERGENCY?
(i.e., athletic bibs, traffic cones, carpet squares) _____ Yes _____ No

DO YOU HAVE EQUIPMENT OR ACCESS TO EQUIPMENT OR MATERIALS AT YOUR SCHOOL SITE THAT COULD BE USED AN IN EMERGENCY? _____ YES _____ NO
PLEASE LIST EQUIPMENT AND MATERIALS.

_____

_____

COMMENTS
_____

_____

WHAT WOULD MAKE YOU FEEL MORE PREPARED SHOULD A DISASTER STRIKE WHILE YOU WERE AT SCHOOL?

_____

_____

APPENDIX 12
MASTER SCHEDULE

Place an accurate, current, detailed copy of the campus master schedule in the plan as Appendix 12. Update frequently. Provide updates to the District Emergency Operations Coordinator

La Vega ISD Administration Office Hours
Monday - Thursday from 8 a.m. to 4:30 p.m.
Friday from 8 a.m. to 4 p.m.

La Vega Primary Center
Office Hours are from 8 a.m. to 4 p.m.
PreK School Hours - 7:40 a.m. to 1:40 p.m.
K & 1st School Hours - 7:40 a.m. to 2:40 p.m.
Early Release - 7:40 a.m. to 11:40 a.m.

La Vega Elementary School
Office Hours are from 7:15 a.m. to 4:30 p.m.
School Hours are from 8 a.m. to 2:35 p.m. (Early Bus) and 2:40 p.m. (Late Bus)
Early Release - 8 a.m. to 11:45 a.m.

La Vega Intermediate School H. P. Miles Campus
Office Hours are from 7:30 a.m. to 4:30 p.m.
School Hours are from 7:50 a.m. to 2:50 p.m.
Tutorial Times Monday, Tuesday 2:50 to 4:30 p.m.
Early Release - 7:50 a.m. to 11:50 a.m. for walkers and riders and 12:00 for bus students

La Vega Junior High School George Dixon Campus
Office Hours are from 7:30 a.m. to 4:30 p.m.
School Hours are from 8:15 a.m. to 4:02 p.m.
Early Release times - 8:15 a.m. to 1:07 p.m.

La Vega High School
Office hours are from 7:30 - 4:30
School Hours are from 8:15 a.m. to 3:45 p.m.
Early release - 8:15 a.m. to 1 p.m.

La Vega Independent School District
2005-2006 Calendar

LA VEGA

JULY

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

AUGUST

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

SEPTEMBER

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

OCTOBER

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

NOVEMBER

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

DECEMBER

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

TEACHING DAYS

Reporting Periods	Days	Semester	Days
1st	30		
2nd	29		
3rd	29	1st	88
4th	29		
5th	29		
6th	31	2nd	89
6	177	2	177

CALENDAR

July 4 -- Holiday
Aug. 4-5 -- Districtwide Student Enrollment
Aug. 8-10 -- Staff Development or Teacher Workdays
Aug. 11 -- Beginning of First Reporting Period
Sept. 5 -- Labor Day Holiday
Sept. 22 -- End of First Reporting Period
Sept. 23 - Staff Development Day or Teacher Workday/ Student Holiday
Sept. 26 -- Beginning of Second Reporting Period
Oct. 10 -- Columbus Day Holiday
Nov. 4 -- End of Second Reporting Period
Nov. 7 -- Beginning of Third Reporting Period
Nov. 23-25 -- Thanksgiving Holidays
Dec. 20 -- End of Third Reporting Period
Dec. 21 -- Staff Development or Teacher Workday/ Student Holiday
Dec. 22-30 -- Winter Break
Jan. 2-4 -- Winter Break
Jan. 5-6 -- Staff Development Day or Teacher Workdays/ Student Holidays
Jan. 9 -- Beginning of Fourth Reporting Period
Jan. 16 -- MLK Holiday
Feb. 17 -- End of Fourth Reporting Period
Feb. 20 -- Beginning of Fifth Reporting Period
Feb. 27 - Bad Weather Day / Staff and Student Holiday
Mar. 13-17 -- Spring Break
Apr. 7 -- End of Fifth Reporting Period
Apr. 10 -- Beginning of Sixth Reporting Period
Apr. 14 -- Good Friday Holiday
April 28 - Staff Development or Teacher Workday/ Student Holiday
May 1 - Staff Development or Teacher Workday/ Student Holiday
May 25 -- End of Sixth Reporting Period
May 25 -- Official Last Day of Instruction for Contractual Purposes
May 26 -- Bad Weather Day or Staff Development Day (Note: Staff Development Day will be scheduled for May 27 if May 26 is used as a make-up day)
May 29 -- Memorial Day Holiday

STATE ASSESSMENT TESTING

July 12-15 / October 18-21 / February 21-24
April 4-6 / April 18-21 / May 16-18
June 27-28

CREDIT BY EXAM

October 11-13, 2005
June 27-29, 2006

DISTRICT & FIELD ASSESSMENT

September 12-16 / December 5-9
February 27 - March 3 / April 17-May 21

Approved by the Board of Trustees on April 20, 2004
Approved by the Texas Education Agency on July 7, 2004
Revisions Approved by the Board of Trustees on June 21, 2005
Revisions Approved by the Board of Trustees on January 26, 2006

JANUARY

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

FEBRUARY

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

MARCH

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

APRIL

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

MAY

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

JUNE

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

LEGEND

- Districtwide Student Enrollment
- [ ] Staff Dev./Teacher Workdays
- { } Reporting Period
- Progress Reports
- Report Card Dates
- State Assessment Testing
- Early Release Days
- Holidays
- Weather Days

APPENDIX 13
EMERGENCY RESPONSE DRILL LOG
THE DRILL LOG SHOULD BE MAINTAINED AND KEPT ON FILE AT THE CAMPUS/DEPARTMENTAL OFFICE WITH A COPY SUBMITTED TO THE DISTRICT EMERGENCY MANAGEMENT COORDINATOR

School: **District:**

Date	TYPE OF DRILL	Comments

APPENDIX 14
DISTRIBUTION LIST
THE DISTRICT WILL DETERMINE THE PERSONS/ENTITIES THAT WILL BE PROVIDED COPIES OF THE PLAN

APPENDIX 15
SECURITY AUDIT

INSERT SECURITY AUDIT INFORMATION

A SECURITY AUDIT WILL BE CONDUCTED AND PLACED AS APPENDIX 15.

APPENDIX 16
ADDITIONAL INFORMATION

THE LA VEGA INDEPENDENT SCHOOL DISTRICT CRISIS MANAGEMENT PLAN AND THE LA VEGA ISD CRISIS RESPONSE PLAN (FLIP CHART) ARE HEREBY INCORPORATED INTO THE LA VEGA MULTIHAZARD EMERGENCY OPERATIONS PLAN BY REFERENCE AS APPENDIX 16.

La Vega ISD
CRISIS RESPONSE PLAN
3100 Bellmead Dr.
Bellmead, TX. 76705

TORNADO ALERT – 4 bells
"ALL CLEAR" SIGNAL/RETURN – 2 BELLS

EVACUATION OF SCHOOL (Fire, Bomb Threat) – 3 bells

DOOR LOCK SIGNAL – Verbal command from administrator.

Crisis Communication Procedures

1. Contact……..…..…911

2. Call Bellmead Police……..…….799-0251
or Waco Police……..……750-7500

3. Activate building Crisis Response Team
Contact Superintendent
Dr. Monte Geren ……...…….799-4963
Cell: ……640-1471
HOME: ……..(254)-694-7142
Or, the Deputy Superintendent:
Mr. Gary Williams…….....799-4963
Cell: ……640-1483
Home: …….……..….(254)-399-6661

If Superintendent/Assistant Superintendent is unavailable contact:

Dr. Shields (cell 640-1472 or home 799-5831) or Safety & Environmental – Kathleen Nesbitt (cell 640-1493, office 299-6808).

T.S.T.C. Airport Manager…….…….867-4807
Connally I.S.D. Police…….……799-2426

ACCIDENTS

ON CAMPUS

1. Call Local Police/**911** (as needed).
2. First Aid/CPR (as needed).
3. Activate Crisis Response Team.
4. Remove Students from area.
5. Secure emergency/health card.
6. Notify Administration (specify needs).
7. Notify Families.
8. Transport the person if necessary (be sure to take student's health form with signed permission for treatment).
9. Update communications.
10. Complete accident report.
11. Crisis Response Team meets to debrief.

I. OFF CAMPUS

1. Call Local Police/911 (as needed).
2. First Aid/CPR.
3. Determine involved parties.
4. If appropriate, secure event roster.
5. Notify Administration (specify needs).
6. Notify Families.
7. Update communications.
8. Complete accident report.
9. CRT Meets to debrief.

CAR / BUS WRECK

II.

III. (ON OR OFF CAMPUS)

1. Call Local Police/911 (as needed).
2. First Aid/CPR.
3. Determine involved parties.
4. If buses involved – contact Transportation Department – **799-7453 or 379-3329**.
5. Activate Crisis Response Team.
6. Notify Administration (specify needs).
7. Notify families.

ACCIDENTS

IV.

V. BOMB THREATS

1. Use Bomb Threat form.
2. Keep the caller on the phone as long as possible.
3. Get as much information from caller as possible.
4. Hang up, wait 10 seconds, and record which line the call came in on.
5. Use caller ID to record name and number of caller.
6. Call Local Police/**911.**
7. Notify the campus principal who will then notify the Superintendent.
8. If the Local Police are not available, call the McLennan county Sheriff's Dept – **757-5000**.
9. Activate Crisis Response Team.
10. Assess situation with Local Police or McLennan County Sheriff's Department.
11. Secure staff/student rosters.
12. Notify campus principals.
13. Update communications.
14. Crisis Response Team meets to debrief.

Fire

1. Call local police/911.
2. Evacuate the building.
3. Activate Crisis Response Team.
4. Secure student/staff rosters.
5. Notify administration (specify needs).
6. Contact utilities as needed.
7. Update communications.
8. CRT meets to debrief.

VI.

VII. EXPLOSION

1. Call Local Police/**911**.
2. Activate Crisis Response Team.
3. Evacuate building.
4. First Aid/CPR.
5. Secure student/staff rosters/emergency cards.
6. Notify administration (specify needs).
7. Notify staff.
8. Update communications.
9. CRT meets to debrief.

BOMB THREAT/FIRE/EXPLOSION
STUDENT/STAFF CRISIS

VIII.

IX. SUICIDE/ATTEMPTED SUICIDE

1. Call Local Police/**911**.
2. Activate Crisis Response Team.
3. Secure the area.
4. Isolate witnesses (do not allow them to talk with anyone).
5. Suspend bell schedule (if warranted).
6. Activate "shelter in place".
7. Notify Administration (specify needs).
8. Secure health/emergency card.
9. Notify parents (personal visit if possible).
10. Assign separate areas for media, parents, counseling.
11. Communicate with staff, including a written statement (utilize team leaders and department chairs, if necessary).
12. Document all students checking out.
13. Announce the availability of counseling and location.
14. Teachers identify students who need counseling.
15. Document who receives counseling and needs follow-up.
16. Complete incident report.
17. CRT meets to debrief.

Death/Homicide (On Campus)

1. Call Local Police/**911.**
2. Activate Crisis Response Team.
1. Secure the area.
2. Notify administration (specify needs).
3. Isolate witnesses (do not allow them to talk with anyone).
4. Secure health/emergency card.
5. Inform staff (verbal and written communications).
6. Notify family (in person if possible).
7. Announce the availability of counseling.
8. Update communications.
9. Complete incident report.
10. CRT meets to debrief.

X. SEXUAL ASSAULT (ON CAMPUS)

1. Call Local Police/**911** (as needed).
2. Activate Crisis Response Team.
3. Care for victim (do not touch victim).
4. Secure health/emergency card.
5. Notify administration (specify needs).
6. Isolate witnesses (do not allow them to talk with anyone).
7. Detain suspect if possible.
8. Inform staff (verbal and written communication).
9. Notify families (in person if possible).
10. Update communications.
11. Complete incident report.
12. CRT meets to debrief.

XI. HOSTAGE SITUATIONS

1. Call Local Police/**911**.
2. Activate Crisis Response Team.
3. Isolate and close off area.
4. Activate campus control team (if needed).
5. Notify administration (specify needs).
6. Identify leader(s) of takeover.
7. Document action/investigation.
8. Update communications.
9. Complete incident report.
10. CRT meets to debrief.

XII. KIDNAPPING/MISSING

1. Activate Crisis Response Team.
2. Secure student's emergency card.
3. Call Local Police department – **799-0251**
4. Notify parents.
5. FBI controls situations upon arrival.
6. Do not release any information to media.
7. CRT meets to debrief.

DEATH/ ASSAULT/KIDNAPPING

XIII.

CUSTODY LAWS

XIV. REQUEST TO RELEASE CHILD

- Divorced Parents
    1. Refuse to release child except to custodial parent. An exception can be made only upon the written request of the custodial parents. Written requests shall be kept on file.
    2. A change in custody should be noted with a copy of the court order or court document and kept on file.

- Separated Parents

    RELEASE TO EITHER PARENT UNLESS THERE IS A COURT ORDER ON FILE.

XV. REQUEST TO SEE CHILD AT SCHOOL

- Divorced Parents
    1. Notify custodial parent
    2. Abide by the court document (a divorce decree) if on file.

- Separated Parents

    Permit either parent to visit.

MEDICAL EMERGENCY

- Divorced Parents
    1. Use information listed on the student's emergency card.
    2. Contact non-custodial parent, if the situation warrants.

- Separated Parents
    1. Use emergency information listed on the student's card.
    2. Either parent may be contacted.

XVI. VIOLENCE/RIOT

1. Call Local Police/**911.**
2. Activate Crisis Response Team.
3. Isolate and close off area, if possible.

CUSTODY LAWS

4. Activate crowd control team if needed.
5. Suspend bell schedule (if warranted).
6. Notify Administration (specify needs).
7. Identify leaders of disturbance.
8. Document action/investigation.
9. Update Communications.
10. Crisis Response Team meets to debrief.

XVII. WEAPONS ON CAMPUS

1. Determine degree of danger (implement plan of action).
2. Call local Police/**911.**
3. Isolate student (if possible).
4. Confiscate weapon discreetly, if possible.
5. Notify Administration (specify needs).
6. Notify parents of the student.
7. Update communications.
8. CRT meets to debrief.

If unable to confiscate weapon:

1. Confer with local Police Department.
2. Notify Administration (specify needs).
3. Notify staff discreetly.
4. Appropriate emergency procedure.
5. Suspend bell schedule (if warranted).
6. Notify parents.
7. Update communications.
8. Crisis Response Team meets to debrief

XVIII. HAZARDOUS MATERIAL SPILLS

1. Call Local Police/911.
2. Activate Crisis Response Team.
3. Determine source of leak or spill.*****
4. Evaluate what chemicals are involved (refer to MSDS Manual).
5. Note visible signs.
6. Note the physical symptoms of the victims.
7. Check for reports of spills.
8. Notify administration (specify needs).
9. Update communications.
10. Crisis Response Team meets to debrief.
11. Contact Texas Commission on Environmental Quality (751-0335) within 24 hours.

***Off Campus Sources:** Shut off all air conditioner vents and fans.

HAVE STUDENTS REMAIN INSIDE UNLESS OTHERWISE INSTRUCTED.

***On Campus Source:** Evacuate students to outside area (upwind) unless otherwise instructed.

VIOLENCE/HAZARDOUS MATERIALS

WEATHER RELATED EMERGENCIES OR UTILITY CURTAILMENT/LOSS

TORNADO – THUNDERSTORM – FLOODING – SNOW – ICE – UTILITY CURTAILMENT/LOSS (WATER, GAS, ELECTRICITY, SEWER)

1. **IF A WEATHER-RELATED EMERGENCY/STORM IS FORECAST, OR HAS HIT THE AREA, THE SUPERINTENDENT WILL DETERMINE IF SCHOOL WILL REMAIN OPEN.**
2. If a storm develops during the day, our primary means of warning of impending weather-related danger will be by the Weather Alert Warning media. The superintendent or designee will determine the action to be taken and advise principals and other appropriate staff.

3. In the event of a utility curtailment or shutdown, the same procedures as detailed in #1 or #2 will be implemented.

PENDING

1. Activate Crisis Response Team.
2. Evaluate situation (dependent on type of disaster, imminence, damage, monitor media).
3. Activate "Shelter in Place" if warranted
4. Secure staff/student rosters/emergency cards.
5. Notify administration (specify needs).
6. Notify staff.
7. Contact maintenance (if needed)
8. Update communications.
9. Crisis Response Team meets to debrief.

XIX. OCCURRED

1. Call Local Police/**911** (if needed).
2. Activate Crisis Response Team.
3. Emergency procedures.
4. Secure rosters.
5. Notify staff.
6. Notify administration.
7. Update communications
8. Crisis Response Team meets to debrief

WEATHER-RELATED CLOSINGS

MOST WEATHER CLOSINGS OF SCHOOL WILL OCCUR OVERNIGHT, HOWEVER, A FEW MAY OCCUR DURING THE SCHOOL DAY.

A.

B.

C. OVERNIGHT WEATHER CLOSINGS

D.

E.

1. DISTRICT "BAD WEATHER NOTIFICATION PLAN" WILL BE ACTIVATED.

2. Staff and students, along with parents, should be reminded to listen to local radio stations and to local television stations for weather closing/utility curtailment closing announcement. Building Principals should develop plans for checking on building security and should develop plans to aid students and staff who may arrive at a building unaware of weather closings.

F. SCHOOL DAY CLOSING

1. Information on daytime weather/utility related closings will reach the building principal through central office.
2. Only the superintendent or his designee is authorized to close schools, delay opening or accelerate the end of the school day.

TORNADOES/INCLEMENT WEATHER

Retention Plan

"Shelter in Place"

When notified by Administration, implement the following procedures:

1. Close and lock windows. Close blinds.
2. Close and lock doors.
3. Secure staff/student rosters and emergency cards.
4. Move to pre-determined safe area of the school/room. (See map)
5. Cover head with jackets/ heavy cloth if available.
6. Stay away from doors and glass.
7. Contain and maintain students.
8. Check for injuries.

9. Hold the “change of class” bells.
10. Stay in position until “All Clear” is given by Administration.

SHELTER IN PLACE

G. CRISIS ACTION PLAN

IN THE EVENT OF AN EMERGENCY, THE FOLLOWING ACTION SHOULD BE TAKEN:

1. **Always respond to the emergency first.** If first aid or emergency personnel are warranted, the school employee should take the necessary steps to handle the situation. Ask another school employee to dial 911 or notify the school nurse on campus. Several actions may happen at once, the building administrator may designate one or more people to carry out assignments simultaneously.
2. **Notify the building administrator.** Once the initial first aid has been administered, a school employee should notify the campus administrator of the situation. This can be done by sending a student or fellow

employee to the office. The health care professional on campus should also be notified at this time if he/she has not already been notified.

3. **Notify Central Administration.** The next call should be to the school Central Administration. Notification should be given to the superintendent's office or other individuals listed in Crisis Communications Procedure. **This procedure should be followed both during regular office hours and for after-hours incidents**. Should emergency vehicles respond but the child is not transported, you still need to notify administration. Questions about the presence of an emergency vehicle on campus may reach administration, and the staff there needs to be updated periodically about what is happening.
4. **Notify the parents.** Once the building administrator is apprised of the situation, he/she should begin by procedures to notify the parents or guardian of the child. If the injured party is a school employee, a spouse, or next of kin should be notified. The campus administrator should give this notification, if possible. Otherwise, someone in the office staff should make the call.

Note: if a parent or guardian cannot be reached, a message should be left. If no answering machine is available, the office staff should continue to try to reach next of kin or the parent at five (5) minute intervals until someone is reached.

ACTIVATING THE CRISIS RESPONSE TEAM

THE PRINCIPAL OR DESIGNEE WILL TAKE THE NECESSARY STEPS TO ACTIVATE THE CRT (CRISIS RESPONSE TEAM) SHOULD THE NEED ARISE. THE SUPERINTENDENT WILL MAKE THE DECISION TO INVOLVE THE DISTRICT LEVEL CRT AND OTHER OUTSIDE ASSISTANCE SHOULD THEY BE NEEDED.

ACTIONS DEFINED

1. ACTIVATE CRT – COMMUNICATE TO MEMBERS THAT A CRISIS SITUATION EXISTS AND MEET TO PLAN AS APPROPRIATE.
2. Notify administration –Use Crisis Communication Procedure to notify administration. Give preliminary assessment of crisis and specify any assistance, support or particular needs required.
3. Activate Campus Control Team – This is a predetermined group of select staff (assistants, police, coaches) to assist in crowd and traffic control if the need arises.
4. Update communications – As the crisis is managed, have ongoing two-way communication with CRT and update central administration as to status.
5. CRT meets to debrief – As soon as practical after the crisis situation is under control the CRT should meet to debrief. They should discuss how the crisis situation was handled, noting problems in management of the crisis, suggest corrective actions and other information that may be helpful in dealing with similar incidents in the future.

CRISIS ACTION PLAN

Emergency Phone Numbers

FIRE/POLICE: 911

XX. LA VEGA ISD:

H. Administration Building - (Dr. Geren, Gary Williams) - 799-4963
Transportation Department - (Gus Rodriguez) - 799-7453
Maintenance Department - (Lynn Roberts) - 799-6696
Safety/Environmental Compliance - (Kathleen Nesbitt) - 299-6808
La Vega Warehouse - (Lisa Hassell) - 799-2824
Instructional Technology - (Larry Kaska) - 299-6720
Food Service - (Eddie Generals) - 299-6807
La Vega High School - (Jerry Brem) - 799-4951
La Vega Junior High School George Dixon Campus - (Bryant Adams) - 799-2428
La Vega Intermediate School H. P. Miles Campus - (Bonnie McRae) - 799-5553
La Vega Elementary - (Peggy Johnson) - 799-1721
La Vega Primary Center - (Tammy Brinkman) - 799-6229
La Vega Family Resource Center - (Judy Spring) - 799-9709
McLennan County Challenge Academy - (Bob Balshaw) - 754-0803
SUCCESS - (Judy Spring) - 799-9709

IMPORTANT AGENCIES:

Bellmead Fire Department - 799-9922
Bellmead Police Department - 799-0251
Child Abuse Hotline - 1-800-252-5400
City of Bellmead - 799-2436
Dept. of State Health Services - 757-0679
Hillcrest Medical Center - 202-2000
Juvenile Probation - 757-5072
McLennan County Health District - 750-5450
McLennan County Juvenile Justice Center - 876-3053
McLennan County Sheriff's Office - 757-5000
Mental Health Services - 752-3451
Texas Dept. of Public Safety - 759-7100
National Response Center – Toxic and Chemical Spills - 1-800-424-8802
National Youth Crisis Hotline - 1-800-448-4663
Poison Control Center - 1-800-222-1222
Providence Medical Center - 751-4000
Runaway Hotline - 1-800-392-3352
Texas Dept. of Health & Human Services - 752-4839
Texas Commission on Environmental Quality - 751-0335
Atmos Energy (Gas Leak) - 1-800-817-8090
Waco Police Department - 750-7500

EMERGENCY PHONE NUMBERS

LA VEGA ISD CRISIS MANAGEMENT TEAM

CRISIS MANAGEMENT TEAM

1. SUPERINTENDENT
2. DEPUTY SUPERINTENDENT FOR SUPPORT SERVICES
3. ASSISTANT SUPERINTENDENT FOR INSTRUCTIONAL SERVICES
4. DIRECTOR OF PERSONNEL AND ADMINISTRATIVE SERVICES
5. PUBLIC INFORMATION OFFICER
6. SAFETY AND ENVIRONMENTAL COMPLIANCE SPECIALIST
7. MAINTENANCE SUPERVISOR

TECHNICAL ADMINISTRATIVE ASSISTANTS

1. SPECIAL PROGRAMS*
2. ASSISTANT MAINTENANCE SUPERVISOR
3. TECHNOLOGY DIRECTOR
4. DIRECTOR OF FINANCE*
5. ATHLETIC DIRECTOR
6. CHILD NUTRITION SERVICES COORDINATOR
7. SPECIAL EDUCATION DIRECTOR
8. TRANSPORTATION COORDINATOR*

* THIS INDIVIDUAL HAS BEEN DESIGNATED FOR A SPECIAL ASSIGNMENT.

CLERICAL ASSISTANT ASSIGNMENTS

1. TERESA BUSCH – DR. GEREN
2. VIVIAN MONTGOMERY – MR. WILLIAMS
3. WANDA DOBBINS – DR. SHIELDS
4. DEBORAH RAY – MR. BISHOP
5. GAIL SOUDERS – LORI MYNARCIK

SPECIAL ASSIGNMENTS

1. RECEPTIONIST/TELEPHONE – SHERRI KELLER, LISA HASSELL
2. NEWS MEDIA CENTER (AT ASSIGNED LOCATION) – TECHNOLOGY DIRECTOR, DIRECTOR OF FINANCE
3. SPANISH LANGUAGE INTERPRETER –
4. AT – LARGE ADMINISTRATIVE ASSISTANTS – MELISSA RACHUIG, SONYA MURPHY

CRISIS MANAGEMENT TEAM

Consider Approval to Waive Fees of School Facilities Rental

Presented for:
Board action ☒ Report/Review Only ☐ Consent Agenda Item ☒ Date: February 21, 2006

Supporting documents:
None ☒ Attached ☐ Provided Later ☐

Contact Person:
Gary Williams

Background Information:
Board Policy and our operating guidelines allow for rental of our school facilities, and for waiver of fees if the Board chooses to do so. The remodeling of the Bellmead Civic Center has increased the demand for use of our facilities. La Vega Junior High School George Dixon Campus was used on Thursday, February 9 for the Bellmead Cultural Heritage Banquet. The rental schedule for facilities is $25.00 per hour (three hour minimum) plus applicable food service and custodial fees (usually the overtime rate for the employees). The building was used for four hours, and a food service employee was required for seven hours. The Banquet supports La Vega ISD and its students, and warrants strong consideration of waiver of part or all of the fees. If the Board does so, it should be aware that two other community groups (Bellmead Chamber of Commerce, La Vega Little League) have requested use of district facilities in the near future.

Fiscal Implication:
The total fees are $216.27, as follows: 4 hours @ $25.00, plus 7 hours labor @$16.61.

Administrative Recommendation:
It is recommended that the Board waive building use fees for the use of the Bellmead Cultural Heritage Banquet in the amount of $216.27.

Motion: _____

Second: _____

For: _____

Against: _____

Abstain: _____

Consider Approval of Administrator Contract Recommendations

Presented for:
Board action ☒ Report/Review Only ☐

Supporting documents:
None ☐ Attached ☒ Provided Later ☐

Contact Person:
Dr. Monte Geren and Mr. Al Bishop

Background Information:
Administrator contract renewals are regularly considered at the February board meeting.

Fiscal Implication:
N/A

Administrative Recommendation:
Approval of the contract recommendations as recommended.

Motion:

Second:

For:

Against:

Abstain:

ADMINISTRATOR CONTRACT RECOMMENDATIONS

The following individuals are recommended for contracts as indicated below:

Name	*Assignment*	*Contract Type*	*Contract Length*
Adams, Bryant	Principal LVJH – George Dixon Campus	Administrator Multiple Year Term	Two (2) years; 221 days 07-01-2006 ~ 06-30-2008
Borland, Christopher	Assistant Principal for Student Services LVIS – H. P. Miles Campus	Administrator One Year Term	One (1) year; 215 days 07-01-2006 ~ 06-30-2007
Brem, Jerry	Principal LVHS	Administrator Multiple Year Term	Two (2) years; 221 days 07-01-2006 ~ 06-30-2008
Brinkman, Tammy	Principal LVE	Administrator Multiple Year Term	Two (2) years; 217 days 07-01-2006 ~ 06-30-2008
Edison, David	Assistant Principal for Student Services LVE	Administrator One Year Term	One (1) year; 207 days 07-01-2006 ~ 06-30-2007
English, Tommy	Director of Music – Head Band Director LVHS	Administrator Multiple Year Term	Two (2) years; 212 days 07-01-2006 ~ 06-30-2008
Green, Maria	Director of Special Programs Administration	Administrator Multiple Year Term	Two (2) years; 226 days 07-01-2006 ~ 06-30-2008
Hanks, Steve	Assistant Principal for Student Services LVJH – George Dixon Campus	Administrator Multiple Year Term	Two (2) years; 207 days 07-01-2006 ~ 06-30-2008
Johnson, Peggy	Principal LVE	Administrator Multiple Year Term	Two (2) years; 217 days 07-01-2006 ~ 06-30-2008

I hereby authorize the administration to utilize my signature stamp to issue contracts to personnel as recommended herein.

_____

President, La Vega ISD Board of Trustees

February 21, 2006

ADMINISTRATOR CONTRACT RECOMMENDATIONS

The following individuals are recommended for contracts as indicated below:

Kaska, Larry	Director of Technology	Non-Certified Term	One (1) year; 226 days 07-01-2006 ~ 06-30-2007
Krumnow, Elicia	Assistant Principal for Instruction LVJH – George Dixon Campus	Administrator Multiple Year Term	Two (2) years; 215 days 07-01-2006 ~ 06-30-2008
Langlotz, Charles	Director of Finance Administration	Non-Certified Term	One (1) year; 226 days 07-01-2006 ~ 06-30-2007
McRae, Bonita	Principal LVIS – H. P. Miles Campus	Administrator Multiple Year Term	Two (2) years; 217 days 07-01-2006 ~ 06-30-2008
Moore, Marsha	Assistant Principal for Instruction LVHS	Administrator One Year Term	One (1) year; 215 days 07-01-2006 ~ 06-30-2007
Shields, Sharon	Asst. Supt. of Instructional Services Administration	Administrator Multiple Year Term	Two (2) years; 226 days 07-01-2006 ~ 06-30-2008
Volz, Linda	Director of Special Education Special Education Services	Administrator Multiple Year Term	Two (2) years; 226 days 07-01-2006 ~ 06-30-2008
Williams, Gary	Deputy Supt. for Support Services Administration	Administrator Multiple Year Term	Two (2) years; 226 days 07-01-2006 ~ 06-30-2008
Williams, Willie	Director of Athletics LVHS	Administrator One Year Term	One (1) year; 207 days 07-01-2006 ~ 06-30-2007

I hereby authorize the administration to utilize my signature stamp to issue contracts to personnel as recommended herein.

_____

President, La Vega ISD Board of Trustees

February 21, 2006

Consider Approval of Proposed Program Change at La Vega High School and La Vega Junior High George Dixon Campus for the Chorale Program Effective the 2006-2007 School Year

Presented for:
Board action ☒ Report/Review Only ☐ Consent Agenda Item ☐ Date: Feb.21, 2006

Supporting documents:
None ☒ Attached ☐ Provided Later ☐

Contact Person:
AL Bishop

Background Information:
The Chorale program at both La Vega High School and La vega Junior High-George Dixon Campus currently have low numbers of students enrolled in the program. The high school has 32 students enrolled in 2 classes and the junior high has 57 in two classes. This amounts to a half day of classes for a full time teacher. The high school and junior high have indicated they have sufficient electives in place to absorb the loss of this elective without replacing it.

Fiscal Implication:
Approximately $50,000 per year.

Administrative Recommendation:
LVISD Central Administration recommends the elimination of the Chorale Program/classes at La Vega High School and La Vega Junior High George Dixon Campus.

Motion: _____

Second: _____

For: _____

Against: _____

Abstain: _____

Consider Approval of Proposed Change in the DAEP Program for La Vega ISD Effective the 2006-2007 School Year

Presented for:
Board action ☒ Report/Review Only ☐ Consent Agenda Item ☐ Date: Feb. 21, 2006

Supporting documents:
None ☒ Attached ☐ Provided Later ☐

Contact Person:
AL Bishop

Background Information:
La Vega ISD currently has three DAEP programs at three different campuses. The proposal is to combine these three programs into a central DAEP program housed at the current La Vega Primary Center when it is vacated for next school year. Currently there are three full time teachers and 2 aides working in these three programs at the campuses. Consolidating these three into a central program would call for 2 teachers and 1 aide. By combining the three separate campus programs into one district-wide program, we can better serve the educational needs of the students assigned to these programs .

Fiscal Implication:
$45,000 per year plus benefits.

Administrative Recommendation:
LVISD Central Administration recommends consolidation of the three District DAEP programs.

Motion: _____

Second: _____

For: _____

Against: _____

Abstain: _____

Consider Approval of Proposal to Close the La Vega Family Resource Center Day Care Program Effective the 2006-2007 School Year

Presented for:
Board action ☒ Report/Review Only ☐ Consent Agenda Item ☐ Date: Feb. 21, 2006

Supporting documents:
None ☒ Attached ☐ Provided Later ☐

Contact Person:
AL Bishop

Background Information:
The Family Resource Center day care program has one Director, one secretary and six child care workers. This program has operated at a deficit the last several years. It is the LVISD central administration recommendation to close this program and contract these services with one or more of the local day care facilities.

Fiscal Implication:
Will be provided at the meeting.

Administrative Recommendation:
LVISD Central Administration recommends closing the La Vega Family Resource Center Day Care Program.

Motion: _____

Second: _____

For: _____

Against: _____

Abstain: _____

Consider Approval of Proposed Program Change In Physical Education Program at La Vega Intermediate School H. P. Miles Campus Effective the 2006-2007 School Year

Presented for:
Board action ☒ Report/Review Only ☐ Consent Agenda Item ☐ Date: Feb. 21, 2006

Supporting documents:
None ☐ Attached ☐ Provided Later ☐

Contact Person:
AL Bishop

Background Information:
The La Vega Intermediate School H. P. Miles Campus currently has two full time P.E. teachers. We are recommending a change in the program to one full time P.E. teacher and one aide. This campus has always operated with one P.E. teacher and one aide until this past year when a second teacher was added and the aide position was not filled. Campus administration has indicated they can provide the necessary P.E. requirements to the students with one teacher and an aide.

Fiscal Implication:
$23,000 per year.

Administrative Recommendation:
LVISD Central Administration recommends eliminating one of the two P.E. positions at the La Vega Intermediate School H. P. Miles Campus.

Motion: _____

Second: _____

For: _____

Against: _____

Abstain: _____

Consider Approval Of A Lease-Purchase Agreement For Equipment, Furniture And Technology

Presented for:
Board action ☒ Report/Review Only ☐ Consent Agenda Item ☐

Supporting documents:
None ☐ Attached ☒ Provided Later ☐

Contact Person:
Mr. Gary Williams

Background Information:
As property rates are forced up and budgets are cut, usually one of the first items to go is Capital outlay. However, only a limited number of projects can be cut from the budget before compromising the District's goals and objectives. Therefore, the District must look for more effective ways to purchase personnel property. One of these ways is for the District to participate in a Lease-Purchase program which allows the District to pay for personal property items over their useful life. The Texas Association of School Boards through First Public, LLC offers such a program. Attached the Board will find information on a seven year, callable Lease-Purchase agreement through First Public. The funds will be used to purchase furniture and equipment for the District's two new campuses, the addition to La Vega High School, capital outlay items from the fiscal year 2005-2006 budget, and technology equipment the District will purchase in lieu of E-Rate funding. Should the Board approve this agenda item, a resolution to participate in the program is included which will also need to be approved.

Fiscal Implication:
A $650,000, seven year callable Lease-Purchase agreement through First Public, LLC.

Administrative Recommendation:
The Administration recommends approval of a Lease-Purchase agreement for Equipment, Furniture and Technology.

Motion: _____

Second: _____

For: _____

Against: _____

Abstain: _____

RESOLUTION OF GOVERNING BODY

A resolution approving the form of the Lease/Purchase Agreement with Zions First National Bank, Salt Lake City, Utah and authorizing the execution and delivery thereof.

Whereas, The Board of Trustees (the "Governing Body") of La Vega Independent School District (the "Lessee") has determined that the leasing of the property described in the Lease/Purchase Agreement (the "Lease/Purchase Agreement") presented at this meeting is for a valid public purpose and is essential to the operations of the Lessee; and

Whereas, the Governing Body has reviewed the form of the Lease/Purchase Agreement and has found the terms and conditions thereof acceptable to the Lessee; and

Whereas, either there are no legal bidding requirements under applicable law to arrange for the leasing of such property under the Lease/Purchase Agreement, or the Governing Body has taken the steps necessary to comply with the same with respect to the Lease/Purchase Agreement.

Be it resolved by the Governing Body of La Vega Independent School District as follows:

SECTION 1. The terms of said Lease/Purchase Agreement are in the best interests of the Lessee for the leasing of the property described therein.

SECTION 2. The appropriate officers and officials of the Lessee are hereby authorized and directed to execute and deliver the Lease/Purchase Agreement in substantially the form presented to this meeting and any related documents and certificates necessary to the consummation of the transactions contemplated by the Lease/Purchase Agreement for and on behalf of the Lessee. The officers and officials of the Lessee may make such changes to the Lease/Purchase Agreement and related documents and certificates as such officers and officials deem necessary or desirable, such approval to be conclusively evidenced by the execution and delivery thereof.

SECTION 3. The officers and officials of the Governing Body and the Lessee are hereby authorized and directed to fulfill all obligations under the terms of the Lease/Purchase Agreement.

Adopted and approved this 21st day of February, 2006.

By_____

Phil Bancale
President, Board of Trustees

Attest:

By _____

Rodney Outlaw
Secretary, Board of Trustees

STATE OF TEXAS)
) ss.
COUNTY OF MCLENNAN)

I, _____ hereby certify that I am the duly qualified and acting _____ of La Vega Independent School District (the "Lessee").
(Title)

I further certify that the above and foregoing instrument constitutes a true and correct copy of the minutes of a regular meeting of the governing body including a Resolution adopted at said meeting held on February 21, 2006, as said minutes and Resolution are officially of record in my possession, and that a copy of said Resolution was deposited in my office on _____.

In witness whereof, I have hereunto set my hand on behalf of the Lessee this _____ day of _____,

By _____

Print Name_____

Title _____

Consider Approval Of A Line Of Credit At American Bank Waco

Presented for:
Board action ☒ Report/Review Only ☐ Consent Agenda Item ☐

Supporting documents:
None ☒ Attached ☐ Provided Later ☐

Contact Person:
Mr. Gary Williams

Background Information:
As the Board will recall, the District's August payment from TEA the last few years has not been received until the first week in September. Last year (fiscal year 2004-2005) the Administration requested and the Board approved a temporary line of credit with American Bank Waco, the District's depository bank to cover August payroll and accounts payable. The Administration sees a similar situation occuring this year and would like to go ahead and get everything lined up ahead of time in order that the line of credit can be used as needed to fund operations in fiscal year 2005-2006.

Fiscal Implication:
The amount of funds used in conjunction with the approved line of credit with American Bank Waco.

Administrative Recommendation:
The Administration recommends approval of a Line of Credit with American Bank Waco.

Motion: _____

Second: _____

For: _____

Against: _____

Abstain: _____

Discussion of Budgetary Matters Related to the FY 2005-06 and Future Budgets

Presented for:
Board action ☐ Report/Review Only ☒

Supporting documents:
None ☒ Attached ☐ Provided Later ☐

Contact Person:
Dr. Monte Geren

Background Information:
Will be provided at the board meeting.

Fiscal Implication:
Will be provided at the board meeting.

Administrative Recommendation:
Will be provided at the board meeting.

Motion:

Second:

For:

Against:

Abstain:

Completion of Local Government Officer Conflicts Disclosure Statements

Presented for:
Board action ☒ Report/Review Only ☐

Supporting documents:
None ☐ Attached ☒ Provided Later ☐

Contact Person:
Dr. Monte Geren

Background Information:
Section 176.003 of the Local Government Code requires certain local government officers to file this form. A "local government officer" is defined as a member of a governing body of a local government entity or a director, superintendent, administrator, president, or other person designated as the executive officer of the local government entity. This form is required to be filed with the records administrator of the local governmental entity not later than 5 p.m. on the seventh business day after the date on which the officer becomes aware of the facts that require the filing of this statement.

Fiscal Implication:
N/A

Administrative Recommendation:
Dr. Geren will assist Board Members and Administrators in completing the Local Government Officer Conflicts Disclosure Statements.

LOCAL GOVERNMENT OFFICER CONFLICTS DISCLOSURE STATEMENT

FORM CIS

(Instructions for completing and filing this form are provided on the back.)

This is the notice to the appropriate local governmental entity that the following local government officer has become aware of facts that require the officer to file this statement in accordance with chapter 176, Local Government Code.

OFFICE USE ONLY

Date Received

1 **Name of Local Government Officer**

2 **Office Held**

3 **Name of person described by Sections 176.002(a) and 176.003(a), Local Government Code**

4 **Description of the nature and extent of employment or business relationship with person named in item 3**

5 **List gifts if aggregate value of the gifts received from person named in item 3 exceed $250**

Date Gift Received _____ Description of Gift _____ ☐ Did Not Accept Gift

Date Gift Received _____ Description of Gift _____ ☐ Did Not Accept Gift

Date Gift Received _____ Description of Gift _____ ☐ Did Not Accept Gift

(attach additional forms as necessary)

6 **AFFIDAVIT**

I swear under penalty of perjury that the above statement is true and correct. I acknowledge that the disclosure applies to a family member (as defined by Section 176.001(2), Local Government Code) of a government officer. I also acknowledge that this statement covers the 12-month period described by Section 176.003(a)(2)(b), Local Government Code.

_____

Signature of Local Government Officer

AFFIX NOTARY STAMP / SEAL ABOVE

Sworn to and subscribed before me, by the said _____, this the _____ day of _____, 20 _____, to certify which, witness my hand and seal of office.

_____

Signature of officer administering oath | Printed name of officer administering oath | Title of officer administering oath

Adopted 11/02/2005

LOCAL GOVERNMENT OFFICER
CONFLICTS DISCLOSURE STATEMENT

Section 176.003 of the Local Government Code requires certain local government officers to file this form. A "local government officer" is defined as a member of a governing body of a local government entity or a director, superintendent, administrator, president, or other person designated as the executive officer of the local government entity. This form is required to be filed with the records administrator of the local governmental entity not later than 5 p.m. on the seventh business day after the date on which the officer becomes aware of the facts that require the filing of this statement.

A local government officer commits an offense if the officer knowingly violates Section 176.003, Local Government Code. An offense under this section is a Class C misdemeanor.

Please refer to chapter 176 of the Local Government Code for detailed information regarding the requirement to file this form.

INSTRUCTIONS FOR COMPLETING THIS FORM

The following numbers correspond to the numbered boxes on the other side.

1. Name of Local Government Officer. Enter the name of local government officer filing this statement.

2. Office Held. Enter the name of the office held by the local government officer filing this statement.

3. Name of person described by Sections 176.002(a) and 176.003(a), Local Government Code. Enter the name of the person described by Section 176.002, Local Government Code with whom the officer has an employment or other business relationship as described by Section 176.003(a), Local Government Code.

4. Description of the nature and extent of employment or business relationship with person named in item 3. Describe the nature and extent of the relationship of the employment or other business relationship with the person in item 3 as described by Section 176.003(a), Local Government Code.

5. List gifts if aggregate value of the gifts received from person named in number 3 exceed $250. List gifts received during the 12-month period (described by Section 176.003(a)(2)(B), Local Government Code) by the local government officer or family member of the officer from the person named in number 3 that in the aggregate exceed $250 in value.

6. Affidavit. Signature of local government officer.

CLOSED MEETING

A. Discussion Regarding Personnel Appointment, Employment, Evaluation, Reassignment, Duties, Discipline, Dismissal, Complaint, or Charges (If Needed)

B. Confer with Employees of the School District to Receive Information or to Ask Questions (If Needed)

C. Discussion Regarding Student Discipline (If Needed)

D. Consultation with District's Attorney (If Needed)

Presented for:
Board action ☐ Report/Review Only ☒

Supporting documents:
None ☒ Attached ☐ Provided Later ☐

Contact Person:
Dr. Monte Geren

Background Information:
The Board may enter into a closed meeting after the following requirements have been met:

1. A quorum of the Board has first been convened in open meeting for which notice has been given.
2. The presiding officer has publicly announced in open meeting that a closed meeting will be held.
3. The presiding officer has identified the section or sections of the Open Meetings Act or other applicable statutes that authorize the holding of such closed meeting.

Fiscal Implication:
N/A

Administrative Recommendation:
N/A

A closed meeting was declared at _____.m. on _____, 2005 to

discuss: _____

_____

The closed meeting ended at _____.m. on _____, 2005.

ADJOURNMENT

Motion: _____

Second: _____

For: _____

Against: _____

Abstain: _____

Date and Time: _____

From: Monte Geren
To: Lori Mynarcik; Mildred Watkins
Date: 2/7/2006 2:07:35 PM
Subject: Fwd: Grassroots, Member Survey, and NSBA Texas Breakfast

Please put this in the February 21st agenda for our BOT as a reminder.

>>> "Mary Ann Briley" <MaryAnn.Briley@tasb.org> 2/2/2006 3:55 PM >>>
TASB Grassroots Advocacy Meetings
TASB Grassroots Advocacy meetings will continue in February. Your board mem
are encouraged to attend the meeting in your region and voice their ideas a
important issues that the Texas Legislature will be considering when it mee
2007. Below is the list of February and March meetings. Contact Janie Andr
800-580-4885 to sign up and get directions to the location of the meeting y
board members want to attend.

February 8, Region 4, at the Regional Education Service Center in Houston
February 15, Region 9 at the Regional Education Service Center in Wichita F
February 21, Region 3 at Victoria College Student Center in Victoria
February 22, Region 2 at the Regional Education Service Center in Corpus Ch
February 22, Region 11, at Weatherford High School in Weatherford
February 23, Region 19, at Cattlemen's Steakhouse in Fabens
February 28, Region 12, at Robinson ISD
February 28, Region 18, in Alpine at Sul Ross University
March 1, Region 18, at the Regional Education Service Center in Midland
March 9, Region 10, at the Regional Education Service Center in Richardson

TASB Member Survey Deadline Extended
Response to our 2006 survey has been good, but we would really like to hear
of the membership. Because our website was down during our recent move to t
TASB headquarters building, we have extended the deadline for this survey t
February 15. Board members and superintendents are surveyed every two yea
assess how well the Association is supporting the membership. The online su
allows members to grade Association performance, express their opinions, an
suggestions for how we can best meet district needs. Link to the 2006 Sur
http://www.tasb.org/survey/research/2006mem/ We welcome input from all boar
members and superintendents. If you have questions or comments about this s
please contact Marie Jones at marie.jones@tasb.org or at 800-580-8272, ext.
Texas Breakfast at NSBA Conference Due to a shortage of availability of hote
meeting space in Chicago, we will only have one Texas Breakfast at the NSBA
Conference this year. The breakfast is scheduled for Sunday, April 9, 7:30
the Hyatt Regency McCormick Place, 2233 S. Martin Luther King Drive, Chicag
to the online registration form will be available on the home page of the A
Extranet beginning February 20. Please let me know if you have questions o
additional information. Mary Ann Mary Ann BrileyAssociate Executive Directo
Association of School Boards800-580-8272, extension 3594

CC: Dr. Tamra Walthall

Schwartz & Eichelbaum, P.C.

February 1, 2006

The Board Minutes

Employee Contract Season is Approaching

February, March, and early April board meetings generally will include issues related to probationary and term contract decisions. Here's a quick explanation of some key terms—keeping in mind that ALL the issues related to the board's contract decisions cannot be addressed in this format.

Probationary contracts will be renewed or terminated at the end of the year. Termination does not require notice of reasons or a hearing. The board will act to "terminate in the best interest of the district." Employees must receive written notice of the board's action at least 45 days before the last day of instruction.

Term contracts will be renewed or proposed for nonrenewal. Nonrenewal requires notice of reasons and a hearing (unless the employee resigns) **before** the board takes a vote to "nonrenew" a contract. Employees must receive written notice of the board's proposal at least 45 days before the last day of instruction. Under most circumstances, it is a fatal error that will result in hiring the person for another year if the board's first recorded action in board minutes is to "nonrenew the contract." The superintendent should contact the school's attorney for assistance with any contemplated nonrenewal.

Multi-year term contracts are often **extended**, resulting in an additional year of contractual obligations for both parties. If the superintendent's recommendation and board consensus is that a multi-year contract should be allowed to enter its final year, the board should **do nothing** related to that person's employment. No particular notice is required related to "non-extension" because the employee continues to have at least one more year of contractual employment with the district.

The Board Minutes is a one page resource intended for inclusion in board packets. It is distributed twice every month by Schwartz & Eichelbaum, P.C. to educate or remind trustees of critical legal requirements and practical pointers pertaining to school district management. If you have questions or would like more information, please contact our office at 800.488.9045.

information@edlaw.com • 800.488.9045
www.edlaw.com

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