

Agenda of Regular Meeting

The Board of Trustees Little Elm ISD

A Regular Meeting of the Board of Trustees of Little Elm ISD will be held July 18, 2022, beginning at 6:00 PM in the Little Elm ISD Administration Building.

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

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

1. Call to Order Open Session in the Board Room at the Little Elm ISD Administration Building on 400 Lobo Lane, Little Elm, Texas 75068.
2. The Board will recess into Closed Meeting in the Board Support Room as permitted by the Texas Open Meetings Act Code Subchapter 551.072 & 551.074. The Board and Superintendent will discuss:
 - A. Personnel
 - B. Land
3. Pledge of Allegiance
4. Invocation
5. Introduction and Roll Call
6. Superintendent Spotlight
 - A. Introduction of new Director for Child Nutrition
Presenter: Asheley Brown
 - B. Introduction of new Little Elm High School Principal
Presenter: Asheley Brown
 - C. Introduction of new Strike Middle School Principal
Presenter: Asheley Brown
 - D. Introduction of new Alternative Education Campus Principal
Presenter: Asheley Brown
 - E. Introduction of new Chavez Elementary Principal
Presenter: Asheley Brown
 - F. Introduction of new Hackberry Elementary Principal
Presenter: Asheley Brown
7. Reports of the Superintendent
 - A. 2022 Campus and District Ratings and Accountability Report 4
Presenter: Dr. Penny Tramel
 - B. 1st Quarter 2022 Demographic Report 11
Presenter: Alfred Gaches
 - C. LEISD Safety and Security Recommended Projects to the Long Range Facilities Planning Committee 12
Presenter: Ross Roberts

8. Citizen Input

Audience participation shall be permitted at regular Board meetings and shall be limited to the public comment portion designated for that purpose

9. Approval of Minutes

- A. Consider Regular Board Meeting Minutes - June 20, 2022 13
Presenter: Sonia S. Flores

10. Action Items

- A. Consider approval of EF (LOCAL) Board Policy Update 18
Presenter: Daniel Gallagher
- B. Consider approval of Attachment to the Approved Recurring MOU 34
(Interlocal Agreement) with the Town of Little Elm - SRO Program
Presenter: Ross Roberts
- C. Consider approval of Attachment to the Approved Recurring MOU 38
(Interlocal Agreement) with the Town of Oak Point - SRO Program
Presenter: Ross Roberts
- D. Consider approval of Attachment to the Approved Recurring MOU 42
(Interlocal Agreement) with the City of The Colony - SRO Program
Presenter: Ross Roberts
- E. Consider approval of Update Policy CH (LOCAL) 46
Presenter: Shay Adams
- F. Consider approval of TASB Risk Management Fund 50
Presenter: Shay Adams
- G. Consider approval of Board Member Resignation 60
Presenter: Jason Olson

11. Consent Agenda

- A. Consider approval of FB (Exhibit) Board Policy Update 61
Presenter: Asheley Brown
- B. Consider approval of DIA (Exhibit) Board Policy Update 63
Presenter: Asheley Brown
- C. Consider approval of 2022-2023 Employee Handbook 65
Presenter: Renee Pentecost
- D. Consider approval of Financial Reports - May 2022 147
Presenter: Jesse Wyse
- E. Consider approval of Little Elm ISD Expenditures over \$50,000 186
Summary Report
Presenter: Shay Adams
- F. Consider approval of Little Elm ISD Interlocal Summary Report 189
Presenter: Shay Adams

12. Board President Comments

Presenter: Jason Olson

13. Board Comments

14. Superintendent Comments

15. Adjournment

If, during the course of the meeting, the Board of Trustees should determine that a closed meeting should be conducted, the Board will conduct a closed meeting in accordance with the Texas Open Meetings Act, Texas Government Code Section 551.001 et seq. The meeting will be held by the School Board at the date, hour, and place given in this Notice or as soon after the commencement of the meeting covered by this Notice as the School Board may conveniently meet in such closed or executive meeting or session concerning any and all purposes permitted by the Act, including, but not limited to the following sections and purposes:

Texas Government Code Section:

551.071	Private consultation with the Board's attorney.
551.072	Discussing purchase, exchange, lease, or value of real property.
551.073	Discussing negotiated contracts for prospective gifts or donations.
551.074	Discussing personnel or to hear complaints against personnel.
551.075	To confer with employees of the school district to receive information or to ask questions.
551.076	Considering the deployment, specific occasions, for or implementation of security personnel or devices.
551.082	Considering discipline of a public school child, or complaint or charge against personnel.
551.0821	Considering personally identifiable information about public school student.
551.083	Considering the standards, guidelines, terms, or conditions the board will follow, or will instruct its representatives to follow, in consultation with representatives of employees groups,
551.084	Excluding witnesses from a hearing.

Before any closed meeting is convened, the presiding officer will publicly identify the section or sections or the Act authorizing the closed meeting.

Should any final action, final decision, or final vote be required in the opinion of the School Board with regard to any matter considered in such closed or executive session, then the final action, final decision, or final vote shall be either:

- (a) in the open meeting covered by the Notice upon the reconvening of the public meeting, or
- (b) at a subsequent public meeting of the School Board upon notice thereof; as the School Board shall determine.

Superintendent

Original copy of this agenda was posted on the bulletin board at the Little Elm ISD Administration Building 72 hours prior to the scheduled meeting.

Sonia S. Flores

Board Agenda Item

Little Elm Independent School District
400 Lobo Lane
Little Elm, Texas 75068

Board Mtg. Date 07/18/2022	Reports of the Superintendent ☒	Action Item ☐	Consent Agenda ☐	Reports, Routine Monthly ☐	Other ☐
Subject:	2022 CAMPUS AND DISTRICT RATINGS AND ACCOUNTABILITY REPORT				
Presenter or Contact Person:	Dr. Penny Tramel, Assistant Superintendent for Curriculum and Learning Services Ashley Glover, Director for Testing and Federal Programs				
Policy/Code:	AIB(Legal), EKB(LEGAL)				
Strategic Plan Goal:	We will engage each student in learning experiences that increase student growth and achievement.				
Summary:	This report will include the 2022 district and campus accountability ratings, the 2022 state assessment results.				
Financial Implications:	There is no financial impact to the budget.				
Attachments:	2022 Campus and District Ratings and Accountability Report				
Recommendation:	Item is for informational purposes only. No recommendation is necessary.				
Motion:	Item is for informational purposes only. No motion is necessary.				

Curriculum and Learning Update



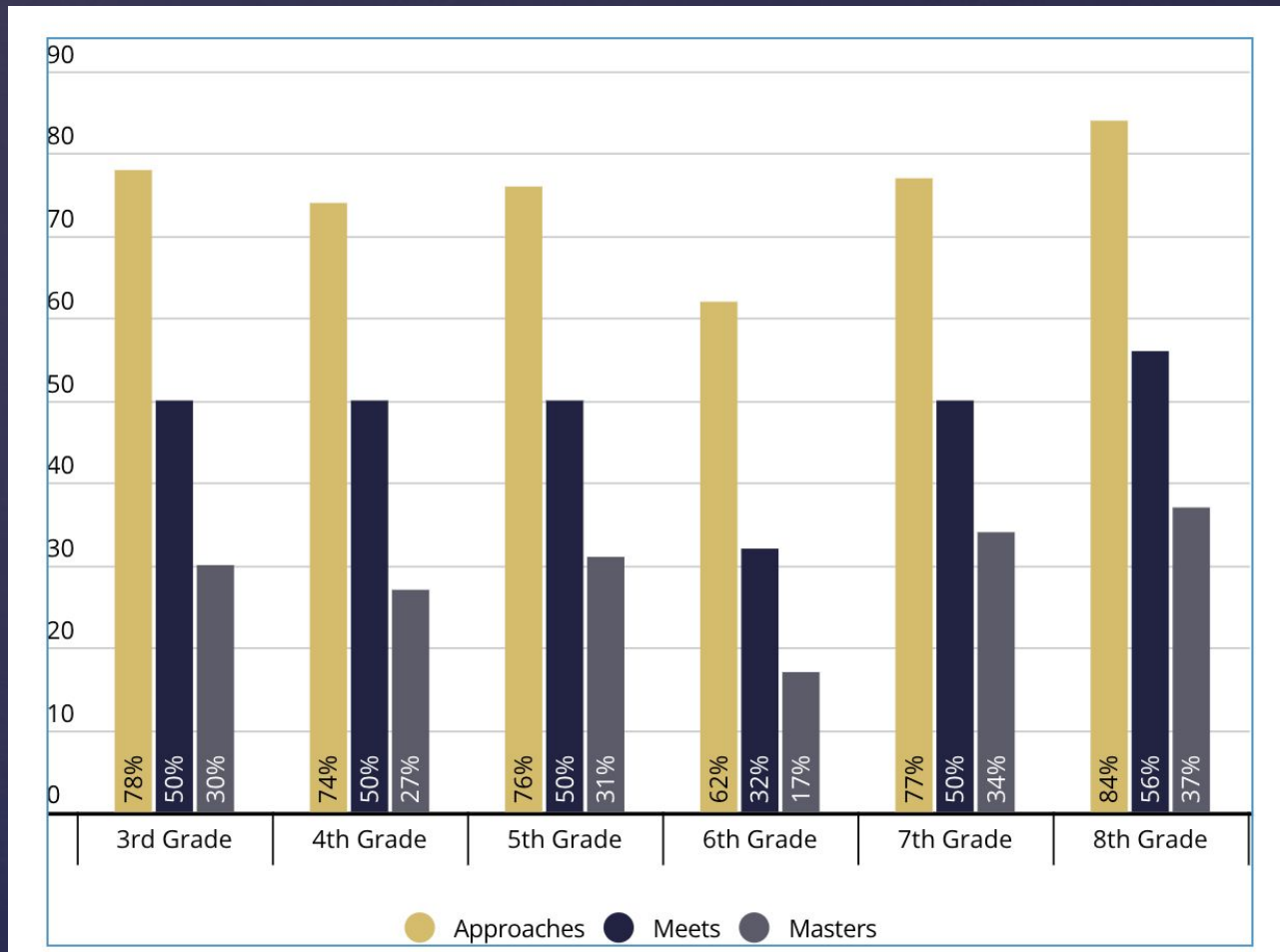
5



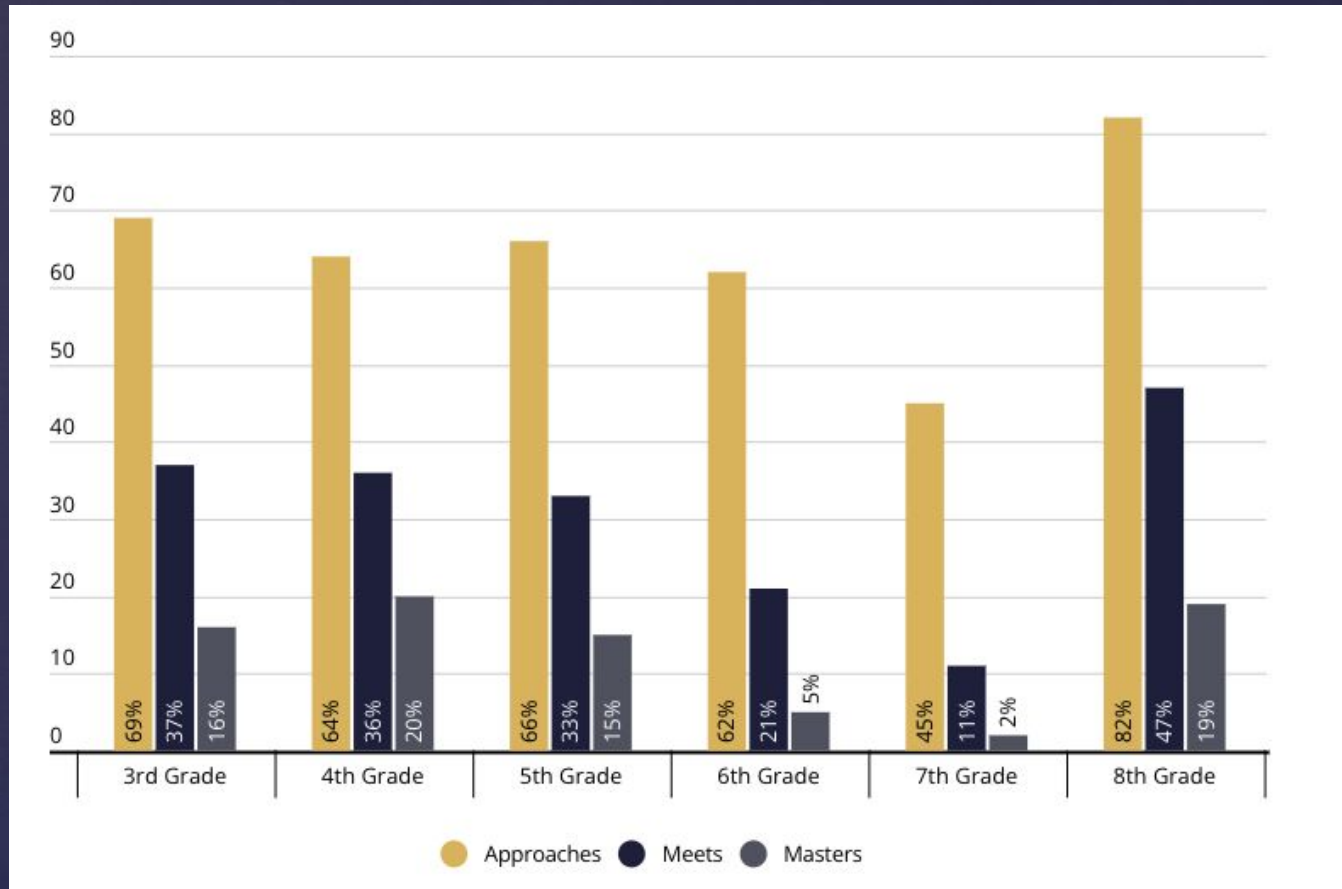
Little Elm ISD
Engage Equip Empower

JULY 2022

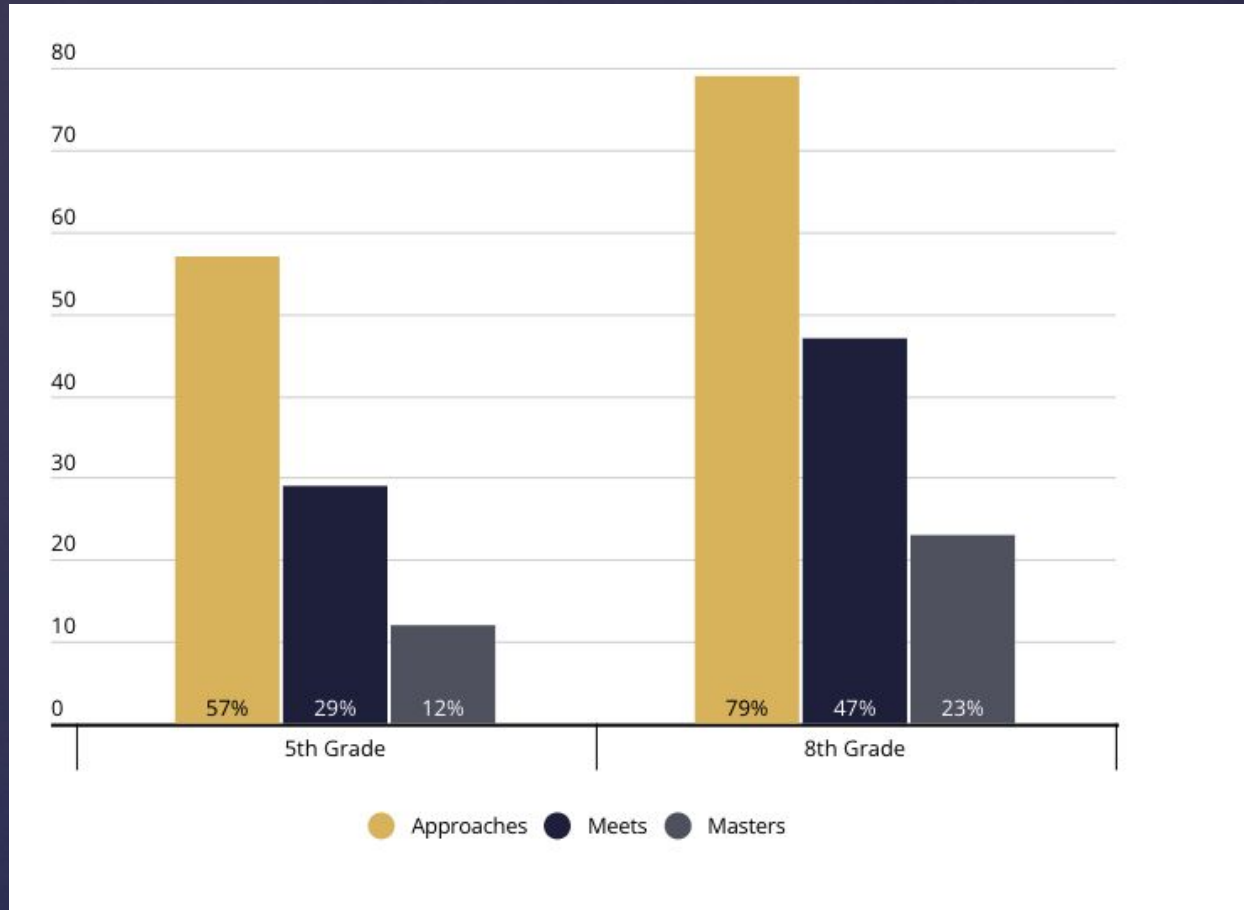
STAAR Results: Reading



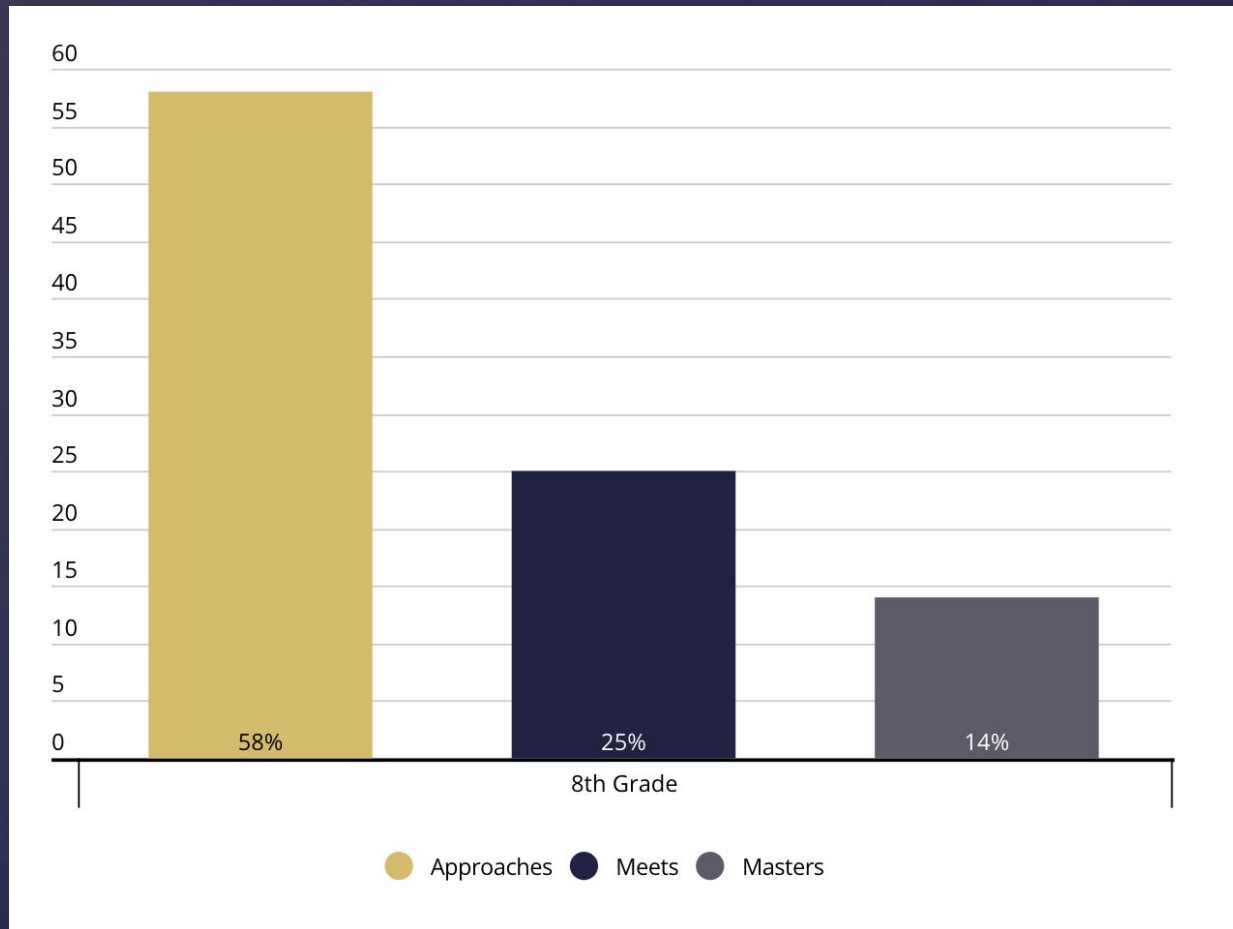
STAAR Results: Math



STAAR Results: Science



STAAR Results -Social Studies



Questions?



10

Board Agenda Item

Little Elm Independent School District

400 Lobo Lane

Little Elm, Texas 75068

Board Mtg. Date	Reports of the Superintendent	Action Item	Consent Agenda	Reports, Routine Monthly	Other
07-18-2022	☒	☐	☐	☐	☐
Subject:	1st QUARTER 2022 DEMOGRAPHIC REPORT				
Presenter or Contact Person:	Alfred Gaches, Executive Director for Operational Services				
Policy/Code:	N/A				
Summary:	Little Elm ISD reports provide quarterly data on the economic status, housing analysis, future developments, student enrollment history and student forecast for the Dallas/Fort Worth area and the District.				
Financial Implications:	There is no financial impact to the budget.				
Attachments:	Under separate cover				
Recommendation	Item is for informational purposes only. No recommendation is necessary.				
Motion:	Item is for information purposes only. No motion is necessary.				

Board Agenda Item

Little Elm Independent School District

400 Lobo Lane

Little Elm, Texas 75068

Board Mtg. Date 7-18-2022	Reports of the Superintendent ☒	Action Item ☐	Consent Agenda ☐	Reports, Routine Monthly ☐	Other ☐
Subject:	LEISD SAFETY AND SECURITY RECOMMENDED PROJECTS TO THE LONG RANGE FACILITIES PLANNING COMMITTEE				
Presenter or Contact Person:	Ross Roberts, Deputy Superintendent				
Policy/Code:	N/A				
Strategic Plan Goal:	N/A				
Summary:	LEISD Administration will present a summary of LEISD Comprehensive Safety and Security Plan and projects that were presented to the Long Range Facilities Planning Committee on July 8, 2022.				
Financial Implications:	There is no financial impact to the budget.				
Attachments:	N/A				
Recommendation:	Item is for informational purposes only. No motion is necessary.				
Motion:	Item is for informational purposes only. No motion is necessary.				

Board Agenda Item

Little Elm Independent School District

300 Lobo Lane

Little Elm, Texas 75068

Board Mtg. Date 7-18-2022	Reports of the Superintendent ☐	Action Item ☒	Consent Agenda ☐	Reports, Routine Monthly ☐	Other ☐
Subject:	REGULAR BOARD MEETING MINUTES - 6/20/2022.				
Presenter or Contact Person:	Sonia S. Flores				
Policy/Code:	N/A				
Strategic Plan Goal:	N/A				
Summary:	Board Meeting Minutes for June 20, 2022.				
Financial Implications:	There is no financial impact to the budget.				
Attachments:	Meeting Minutes				
Recommendation:	The Administration recommends the approval of the Regular Board Meeting Minutes for June 20, 2022.				
Motion:	I move that the Board approve the attached Regular Board Meeting Minutes for June 20, 2022.				

Minutes of Regular Meeting

The Board of Trustees Little Elm ISD

A Regular Meeting of the Board of Trustees of Little Elm ISD will be held June 20, 2022, beginning at 6:30 PM in the Zellars Center for Learning and Leadership.

PRESENT: President David Montemayor, Vice President Jason Olson, Secretary Dan Blackwood, Trustee Monique Thompson, Trustee DeLeon English, and Superintendent Daniel Gallagher.

ABSENT: Trustee Alejandro Flores and Trustee Melissa Myers.

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

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

1. Call to Order Open Session in the Board Room at Zellars Center for Learning and Leadership on 300 Lobo Lane, Little Elm, Texas 75068. Board President David Montemayor called the meeting to order at 6:40 pm.
2. The Board recessed into Closed Meeting in PL1 at 6:40 pm as permitted by the Texas Open Meetings Act Code Subchapter 551.072 & 551.074. The Board and Superintendent discussed:
 - A. Personnel
 - B. LandThe Board reconvened at 7:31 pm.
Trustee DeLeon English made a motion to make point of order to move the Oath up at this time. President David Montemayor seconded the motion. The motion did not pass (1-4).
3. Pledge of Allegiance
The Board led those present to The Pledges of the United States Flag and the Texas Flag.
4. Invocation
There was no invocation.
5. Introduction and Roll Call
Ms. Sonia S. Flores took roll call
6. Superintendent Spotlight
 - A. Little Elm High School Drill Team Recognition
Mrs. Miner and Mrs. Adams presented the Drill Team Recognitions to the students present.
 - B. Special Recognitions
Superintendent Daniel Gallagher recognized President David Montemayor and thanked him for serving as Board President. Superintendent Gallagher also recognized Dan Blackwood and thanked him for all his years serving as a Trustee.

Superintendent Daniel Gallagher recognized Dr. Cyndy Mika and thanked her her many years of employment at Little Elm ISD.

7. Reports of the Superintendent

A. Destination 2025 District Goals Update

Dr. Cyndy A. Mika briefed the Board about the following:

Destination 2025 District Goals Update

- District Focus 1
- District Focus 2
- District Focus 3
- District Focus 4
- Student Success
- Questions?

8. Citizen Input

Audience participation shall be permitted at regular Board meetings and shall be limited to the public comment portion designated for that purpose

Mr. Jason Phillips approached the Board about the review of books.

Cynthia Storie – Doors not being locked at schools – No show

9. Approval of Minutes

A. Consider approval of Regular Board Meeting Minutes - 5/16/2022

Ms. Sonia S. Flores shared this item with the Board.

Secretary Dan Blackwood made the first motion to approve this item as submitted.

Trustee Monique Thompson seconded the motion. The motion passed (5-0).

B. Consider approval of Special Meeting Minutes - 5/18/2022

Ms. Sonia S. Flores presented this item to the Board.

Trustee Monique Thompson made the first motion to approve this item as submitted.

Vice President Jason Olson seconded the motion. The motion passed (4-1-0). Vice President Jason Olson abstained from voting.

C. Consider approval of Special Meeting Minutes - 6/01/2022

Ms. Sonia S. Flores shared this item with the Board.

Secretary Dan Blackwood made the first motion to approve as submitted. Trustee

DeLeon English seconded the motion. The motion passed (4-1-0). Vice President Jason Olson abstained from voting.

D. Consider approval of Special Meeting Minutes - 6/07/2022

Ms. Sonia S. Flores presented this item to the Board.

Trustee Monique Thompson made the first motion to approve as submitted. Trustee

DeLeon English seconded the motion. The motion passed (4-1-0). Vice President Jason Olson abstained from voting.

10. Action Items

A. Consider approval of Election Officers

Trustee DeLeon English made a motion to move this time to the August or September meeting. There was no second motion to support this.

Board Secretary Dan Blackwood made the first motion to nominate Trustee Jason Olson as Board President. Trustee Monique Thompson seconded the motion. The motion passed (4-1-0). Trustee DeLeon English abstained from voting.

President Jason Olson made the first motion to nominate Trustee Monique Thompson as Board Vice President. Trustee David Montemayor seconded the motion. The motion passed (4-1-0). Trustee DeLeon English seconded the motion.

Trustee David Montemayor made the first motion to nominate Trustee DeLeon English as Board Secretary. Board Vice President Monique Thompson seconded the motion. The motion passed (5-0).

B. Consider approval of the Hiring of Alternative Education Campus Principal

Ms. Renee Pentecost briefed the Board about this item.

Trustee David Montemayor made the first motion to approve this item as discussed in closed session. Vice President Monique Thompson seconded the motion. The motion passed (4-0). Secretary DeLeon English was not present for this motion.

Ms. Renee Pentecost announced Mrs. Terilyn Thomas Monday as the new Alternative Education Campus Principal.

C. Consider approval of an Order Authorizing the Issuance from Time to Time of Little Elm Independent School District Unlimited Tax School Building Bonds in an Aggregate Principal Amount of not to Exceed \$5,000,000; Levying a Tax and Providing for the Security and Payment Thereof; Providing for the Award of the Sale Thereof in Accordance with Specified Parameters; Authorizing the Execution and Delivery of one or More Purchase Contracts and Paying Agent/Registrar Agreements Relating to Such Bonds; Approving the Preparation of one or More Official Statements; and Enacting other Provisions Related Thereto

Ms. Shay Adams presented this item to the Board.

Vice President Monique Thompson made the first motion to approve this item as submitted. Trustee Dan Blackwood seconded the motion. The motion passed (5-0).

D. Consider approval of the Adoption of the Budget for 2022 - 2023

Ms. Shay Adams presented this item to the Board. This is the adoption of the proposed budget support the education initiative of Little Elm ISD.

Trustee Dan Blackwood made the first motion to approve this item as submitted. Vice President Monique Thompson seconded the motion. The motion passed (5-0).

E. Consider approval of the Update Policy CDC (LOCAL) Other Revenues Gifts and Solicitations

Ms. Shay Adams briefed the Board about this item. This is to consider a policy update in order to seamlessly operate the District's day to day business. This avoids the loss of opportunities due to the timing of notification versus Board Meeting schedule.

Secretary DeLeon English made the first motion to approve this item as submitted.

Trustee Dan Blackwood seconded the motion. The motion passed (5-0).

F. Consider approval of Zellars Conversion to ECC

Mr. Rick Martin presented this item to the Board. This item is to request approval to accept GMP from Balfour and Master Project Budget.

Trustee Dan Blackwood made the motion to approve this item as submitted. Trustee David Montemayor seconded the motion. The motion passed (5-0).

11. Consent Agenda

A. Consider approval of Compensation for the 2022-2023 School Year

B. Consider approval of Board Policy - CPC (LOCAL)

C. Consider approval of 2022-2023 Student Code of Conduct

D. Consider approval of the Financial Reports - April 2022

E. Consider approval of Final Budget Amendment

F. Consider approval of the Act on Delegation of Authority to Approve the Agreement for the Purchase of Attendance Credit (Netting Chapter 48 Funding)

This item was pulled from consent agenda.

Ms. Shay Adams and Mr. Jesse Wyse briefed the Board about this item.

Trustee Dan Blackwood made the first motion to approve for the 2022-2023 school year, we delegated contractual authority to obligate the school district under Texas Education Code (TEC) 11.1511©(4) to the superintendent, solely for the purpose of obligating the district under TEC, 48.257 and TEC, Chapter 49, Subchapters A and D, and the rules adopted by the commissioner of education as authorized under TEC, 49.006. This

included approval of the Agreement for the Purchase of Attendance Credit (Netting Chapter 48 Funding).

Trustee Dan Blackwood made the first motion to approve this item as discussed.

Trustee David Montemayor seconded the motion. The motion passed (5-0).

G. Consider approval of the Request for Proposal #2019-002 Food Catering Services

H. Consider approval of the Little Elm ISD Expenditures over \$50,000 Summary Report

I. Consider approval of the Little Elm ISD Interlocal Summary Report

J. Consider approval of the TASB Energy Cooperative Fixed Rate Fuel Program

K. Consider approval of the Portable Relocation

L. Consider approval of Gifts and Donations

M. Consider approval of Access Drive at Strike Middle School

N. Consider approval of Concrete Drive Replacement Between Lakeside & Powell

Secretary DeLeon English made the first motion to approve the consent agenda as submitted with the exception of Item F. Vice President Monique Thompson seconded the motion. The motion passed (5-0).

12. Oath of New Elected Board Members

Ms. Sonia S. Flores conducted the oath of the new elected Board Members Ms. Mary Watkins and Mr. David Montemayor.

13. Board President Comments

President Jason Olson thanked everyone for their support and for their hard work.

14. Board Comments

Trustee Mary Watkins mentioned that she is looking forward to working with fellow trustees and working on her promises during her campaign.

Trustee David Montemayor thanked everyone for staying late. Mr. Montemayor also thanked Mr. Dan Blackwood for pushing the Board to be more involved.

Vice President Monique Thompson congratulated and welcomed Trustee Mary Watkins. Dr. Thompson also thanked Mr. Blackwood and Mr. Montemayor for everything they have done.

Secretary DeLeon English thanked Dr. Cyndy Mika from the bottom of his heart. Mr. English also thanked Mr. Blackwood for all his hard work and dedicated time. Mr. English also thanked Trustee Watkins and thanked Mr. Montemayor for his leadership.

Mr. Dan Blackwood thanked the community for all the support, Superintendent Gallagher, and the administration. Mr. Blackwood thanked each one of the Board members and spoke about the challenges. Mr. Dan Blackwood thanked his wife and children for their support and mentioned how special it was to hand his children their diploma during graduation.

15. Superintendent Comments

Superintendent Daniel Gallagher welcomed and congratulated Trustee Mary Watkins. Mr. Gallagher also congratulated newly elected officers. Superintendent Gallagher also thanked Mr. Montemayor, Mr. Blackwood, and Dr. Cyndy Mika.

16. Adjournment

Trustee Mary Watkins made the first motion to adjourn the meeting. Secretary DeLeon English seconded the motion. The motion passed (5-0).

The meeting adjourned at 9:03 pm.

Board Agenda Item

Little Elm Independent School District

300 Lobo Lane

Little Elm, Texas 75068

Board Mtg. Date 07-18-2022	Reports of the Superintendent ☐	Action Item ☒	Consent Agenda ☐	Reports, Routine Monthly ☐	Other ☐
Subject:	EF (LOCAL) BOARD POLICY UPDATE				
Presenter or Contact Person:	Daniel Gallagher, Superintendent				
Policy/Code:	EF (LOCAL)				
Strategic Plan Goal:					
Summary:	Delete EF (LOCAL) and add EFA (LOCAL) and EFB (LOCAL)				
Financial Implications:	There is no financial impact to the budget.				
Attachments:	EF (LOCAL), EFA (LOCAL, and EFB (LOCAL), Penal Code				
Recommendation:	The Administration recommends the approval of Board policy EFA (LOCAL) and EFB (LOCAL) as submitted.				
Motion:	I recommend the Board approve Board policy EFA (LOCAL) and EFB (LOCAL) as submitted.				

DELETE POLICY

Note: For information related to the selection process and accounting of instructional materials, as this term is defined by state law and rule, see CMD and EFA.

Objectives

The District shall provide a wide range of instructional resources for students and faculty that present varying levels of difficulty, diversity of appeal, and a variety of points of view. Although professional staff members may select instructional resources for their use in accordance with District policy and administrative regulations, the ultimate authority for determining and approving the curriculum and instructional program of the District lies with the Board.

In this policy, “instructional resources” may include textbooks, library acquisitions, supplementary resources for classroom use, and any other instructional resources, including electronic resources, used for formal or informal teaching and learning purposes. The primary objectives of instructional resources are to implement, enrich, and support the District’s educational program.

The Board shall rely on District professional staff to select and acquire instructional resources that:

1. Enrich and support the curriculum, taking into consideration students’ varied interests, abilities, learning styles, and maturity levels.
2. Stimulate growth in factual knowledge, enjoyment of reading, literary appreciation, aesthetic values, and societal standards.
3. Present various sides of controversial issues so that students have an opportunity to develop, under guidance, skills in critical analysis and in making informed judgments in their daily lives.
4. Represent many ethnic, religious, and cultural groups and their contributions to the national heritage and world community.
5. Provide a wide range of background information that will enable students to make intelligent judgments in their daily lives.

Selection Criteria

In the selection of instructional resources, professional staff shall ensure that the resources:

1. Support and are consistent with the general educational goals of the state and District and the aims and objectives of

INSTRUCTIONAL RESOURCES

EF
(LOCAL)

individual schools and specific courses consistent with the District and campus improvement plans.

2. Meet high standards for artistic quality and/or literary style, authenticity, educational significance, factual content, physical format, presentation, readability, and technical quality.
3. Are appropriate for the subject area and for the age, ability level, learning styles, and social and emotional development of the students for whom they are selected.
4. Are designed to help students gain an awareness of our pluralistic society.
5. Are designed to provide information that will motivate students and staff to examine their own attitudes and behavior; to understand their duties, responsibilities, rights, and privileges as citizens participating in our society; and to make informed choices in their daily lives.
6. For library selections, are integral to the instructional program, are appropriate for the reading levels and understanding of students, reflect the interests and needs of the students and faculty, are included because of their literary or artistic value and merit, and present information with the greatest degree of accuracy and clarity.

Administrators, teachers, library media specialists, other District personnel, parents, and community members, as appropriate, may recommend instructional resources for selection. Gifts of instructional resources shall be evaluated according to these criteria and accepted or rejected in accordance with CDC(LOCAL).

Selection of resources is an ongoing process that includes the removal of resources no longer appropriate and the periodic replacement or repair of resources that still have educational value.

Controversial Issues

District professional staff shall endeavor to maintain a balanced collection representing various views when selecting instructional resources on controversial issues. Resources shall be chosen to clarify historical and contemporary forces by presenting and analyzing intergroup tension and conflict objectively, placing emphasis on recognizing and understanding social and economic problems. [See also EMB regarding instruction about controversial issues and EHAA regarding human sexuality instruction.]

Challenged Resources

A parent of a District student, any employee, or any District resident may formally challenge an instructional resource used in the District's educational program on the basis of appropriateness.

INSTRUCTIONAL RESOURCES

EF
(LOCAL)

Informal Reconsideration

The school receiving a complaint about the appropriateness of an instructional resource shall try to resolve the matter informally using the following procedure:

1. The principal or designee shall explain the school's selection process, the criteria for selection, and the qualifications of the professional staff who selected the questioned resource.
2. The principal or designee shall explain the intended educational purpose of the resource and any additional information regarding its use.
3. If appropriate, the principal or designee may offer a concerned parent an alternative instructional resource to be used by that parent's child in place of the challenged resource.
4. If the complainant wishes to make a formal challenge, the principal or designee shall provide the complainant a copy of this policy and a form to request a formal reconsideration of the resource.

Formal Reconsideration

A complainant shall make any formal objection to an instructional resource on the form provided by the District and shall submit the completed and signed form to the principal. Upon receipt of the form, the principal shall appoint a reconsideration committee.

The reconsideration committee shall include at least one member of the instructional staff who has experience using the challenged resource with students or is familiar with the challenged resource's content. Other members of the committee may include District-level staff, library staff, secondary-level students, parents, and any other appropriate individuals.

All members of the committee shall review the challenged resource in its entirety. As soon as reasonably possible, the committee shall meet and determine whether the challenged resource conforms to the principles of selection set out in this policy. The committee shall prepare a written report of its findings and provide copies to the principal, the Superintendent or designee, and the complainant.

Appeal

The complainant may appeal the decision of the reconsideration committee in accordance with appropriate complaint policies, starting with the appropriate administrator. [See DGBA, FNG, and GF]

Guiding Principles

The following principles shall guide the Board and staff in responding to challenges of instructional resources:

1. A complainant may raise an objection to an instructional resource used in a school's educational program, despite the fact that the professional staff selecting the resources were

INSTRUCTIONAL RESOURCES

EF
(LOCAL)

qualified to make the selection, followed the proper procedure, and adhered to the objectives and criteria for instructional resources set out in this policy.

2. A parent's ability to exercise control over reading, listening, or viewing matter extends only to his or her own child.
3. Access to a challenged resource shall not be restricted during the reconsideration process, except the District may deny access to a child if requested by the child's parent.

The major criterion for the final decision on challenged resources is the appropriateness of the resource for its intended educational use. No challenged instructional resource shall be removed solely because of the ideas expressed therein.

ADD POLICY

Note: For information related to the accounting of instructional materials, as this term is defined by state law and rule, see CMD.

For information related to the selection process of library materials, see EFB(LOCAL).

The District shall provide instructional materials designed to teach the Texas Essential Knowledge and Skills and further the District's educational mission. Although the Superintendent shall ensure that professional staff select instructional materials in accordance with District policy and administrative regulations, the ultimate authority for determining and approving the curriculum and instructional program of the District lies with the Board.

Objectives

In this policy, "instructional materials" may include textbooks, supplementary resources for classroom use, and any other instructional resources, including electronic resources, used for formal or informal teaching and learning purposes. The primary objectives of instructional materials are to implement, enrich, and support the District's educational program.

Selection

Instructional materials that are textbooks and related supplemental materials shall be chosen from the list of resources adopted by the State Board of Education in accordance with administrative regulations and the objectives above.

The Board shall rely on District professional staff to select and acquire instructional materials that:

1. Enrich and support the curriculum consistent with the general educational goals of the state and District, the aims and objectives of individual schools and specific courses, and the District and campus improvement plans.
2. Are appropriate for the subject area and for the age, ability level, learning styles, interests, and social and emotional development of the students for whom they are selected.
3. Meet high standards for artistic quality, literary style, authenticity, educational significance, factual content, physical format, presentation, readability, and technical quality.
4. Present various sides of controversial issues so that students have an opportunity to develop, under guidance, skills in critical analysis and in making informed judgments in their daily lives. [See also EMB regarding instruction about controversial issues.]

INSTRUCTIONAL RESOURCES
INSTRUCTIONAL MATERIALS

EFA
(LOCAL)

5. Promote literacy.
6. Stimulate growth in factual knowledge, enjoyment of reading, literary appreciation, aesthetic values, and societal standards
7. Represent many ethnic, religious, and cultural groups and their contributions to the national heritage and world community.
8. Provide a wide range of background information that will enable students to make intelligent judgments in their daily lives.

District professional staff may select additional instructional materials in accordance with administrative regulations and the criteria above.

Administrators, teachers, other District personnel, parents, and community members, as appropriate, may recommend instructional materials for selection. Gifts of instructional materials shall be evaluated according to these criteria and accepted or rejected in accordance with CDC(LOCAL).

Selection of instructional materials is an ongoing process that includes the removal of materials no longer appropriate and the periodic replacement or repair of materials that still have educational value.

**Challenged
Resources**

A parent of a District student, a student who is 18 years of age or older, an individual employee, or any District resident may challenge an instructional material used in the District's educational program on the basis that the instructional material fails to meet the standards set forth in this policy.

Guiding Principles

The following principles shall guide the Board and staff in responding to challenges of instructional materials:

1. A complainant may raise an objection to an instructional material used in a school's educational program, despite the fact that the professional staff selecting the materials were qualified to make the selection, followed the proper procedure, and adhered to the objectives for instructional materials set out in this policy.
2. A parent's ability to exercise control over instruction extends only to his or her own child as set forth in Education Code Chapter 26.
3. Access to a challenged material shall not be restricted during the reconsideration process, except the District may deny access to a child if requested by the child's parent.

INSTRUCTIONAL RESOURCES
INSTRUCTIONAL MATERIALS

EFA
(LOCAL)

	The major criterion for the final decision on challenged instructional materials is the appropriateness of the material for its intended educational use. No challenged instructional material shall be removed solely because of the ideas expressed therein.
Informal Reconsideration	When the District or a campus receives an objection to the appropriateness of an instructional material, the appropriate administrator shall try to resolve the matter informally. The administrator shall explain the selection process and discuss the intended educational purpose for the instructional material. If appropriate, the administrator may offer a concerned parent an alternative instructional material to be used by that parent's child in place of the challenged material. If the complainant wishes to make a formal challenge, the administrator shall provide the complainant a copy of this policy and a form to request a formal reconsideration of the instructional material.
Formal Reconsideration	A complainant shall make any formal challenge to an instructional material on the form provided by the District and shall submit the completed and signed form to the principal. Upon receipt of the form, the principal shall appoint a reconsideration committee. The reconsideration committee shall include at least one member of the instructional staff who has experience using the challenged material with students or is familiar with the challenged material's content. Other members of the committee may include District-level staff, secondary-level students, parents, and any other appropriate individuals. All members of the committee shall review the challenged instructional material in its entirety. As soon as reasonably possible, the committee shall meet and determine whether the challenged material conforms to the principles of selection set out in this policy and whether the challenged material will continue to be used in the educational program. The committee shall prepare a written report of its findings. The Superintendent, other appropriate administrators, and the complainant shall receive copies of the report.
Appeal	The complainant may appeal the decision of the reconsideration committee in accordance with appropriate complaint policies, starting at the appropriate level. [See DGBA, FNG, and GF]

ADD POLICY

Note: For information related to the selection of instructional materials, see EF(LEGAL) and EFA.

Objectives

The District shall provide a wide range of library materials for students and faculty that support student achievement and present varying levels of difficulty, diversity of appeal, and a variety of points of view. The Superintendent shall ensure that librarians and other designated professional staff select library materials in accordance with District policy and administrative regulations.

In this policy, “library materials” may include printed and electronic library acquisitions and other ancillary or supplementary materials maintained in a campus library. In accordance with state and local guidelines, library collections should enrich and support the state and local curriculum. Collections should also provide materials of high interest to encourage student reading and learning for pleasure.

Library materials may be used to enhance the instructional program, for formal or informal teaching and learning purposes, and for voluntary inquiry or self-selected reading.

In accordance with state and local standards, school libraries are essential interactive collaborative learning environments, ever evolving to provide equitable physical and virtual access to ideas, information, and learning tools for the entire school community.

School libraries are essential, safe, and inviting centers for teaching and learning that provide equitable access to emerging technologies and physical and virtual collections of high quality, reflecting input from stakeholders.

Parental Involvement

The District shall focus on maximizing transparency with parents and community members while meeting student needs and providing enrichment opportunities with library materials. Parental involvement in library acquisition, maintenance, and campus activities is encouraged.

To support transparency and access for the school community, the District shall establish means for parents and the public to review holdings, including information about titles and how materials are assessed.

Protection from Inappropriate Material

Library materials shall not include “harmful material” as defined by Penal Code 43.24(a)(2) or “obscene” material as defined by Penal Code 43.21(a)(1). Library materials found to violate the Penal Code shall be removed.

INSTRUCTIONAL RESOURCES
LIBRARY MATERIALS

EFB
(LOCAL)

Library materials shall comply with the Children's Internet Protection Act (CIPA), including technology protection measures. [See CQ]

Selection

Library materials shall be chosen in accordance with guidelines adopted by the Texas State Library and Archives Commission. In the selection of library materials, librarians and other professional staff shall ensure that the materials:

1. Enrich and support the curriculum, taking into consideration students' varied interests, abilities, learning styles, and maturity levels.
2. Stimulate growth in factual knowledge, enjoyment of reading, literary appreciation, aesthetic values, and societal standards.
3. Develop a balanced collection presenting multiple viewpoints related to controversial issues to foster critical thinking skills and encourage discussion based on rational analysis [see EMB regarding instruction about controversial issues].
4. Represent many ethnic, religious, and cultural groups and their contributions to the national heritage and world community.
5. Provide a wide range of background information that will enable students to make intelligent decisions in their daily lives.
6. Demonstrate literary merit, quality, value, and significance.
7. Have received favorable professional library reviews from state- and nationally recognized review publications.
8. Have received state or national awards or are included on recommended reading lists developed by library professionals and educators.
9. Cover topics, authors, series, or genres that fill gaps in the school library collection.
10. Include accurate and authentic factual content from authoritative sources.
11. Have a high degree of potential user appeal and interest.
12. Offer a global perspective that promotes equity of access, including print and nonprint materials such as electronic and multimedia, to meet the needs of individual learners.
13. Are requested or recommended by students and teachers.

INSTRUCTIONAL RESOURCES
LIBRARY MATERIALS

EFB
(LOCAL)

14. Mirror selections found in neighboring districts or libraries in the region.
15. Represent diverse viewpoints and cultures appropriate to each campus to ensure the collection embodies the unique background of its student population.
16. Present various sides of controversial issues so that students have an opportunity to develop, under guidance, skills in critical analysis and in making informed judgments in their daily lives.
17. Support and are consistent with the general educational goals of the state and District and the aims and objectives of individual schools and specific courses consistent with the District and campus improvement plans.
18. Meet high standards for artistic quality and/or literary style, authenticity, educational significance, factual content, physical format, presentation, readability, and technical quality.
19. Are appropriate for the subject area and for the age, ability level, learning styles, and social and emotional development of the students for whom they are selected.
20. Are designed to help students gain an awareness of our pluralistic society.
21. Are designed to provide information that will motivate students and staff to examine their own attitudes and behavior; to understand their duties, responsibilities, rights, and privileges as citizens participating in our society; and to make informed choices in their daily lives.

Parent Consideration

In general, a student is afforded the opportunity to self-select library materials as part of literacy development and the library program. District staff may assist a student in selecting library material; however, the ultimate determination of appropriateness remains with the student and parent. Parents are encouraged to communicate with the campus librarian and their child's teacher about special considerations regarding library materials self-selected by their student. In accordance with state law and administrative regulations, parents may select alternative library materials for their child. [For information on parental rights regarding instructional materials and other instructional resources see EF(LEGAL).]

Challenged Resources

A parent of a District student, a student who is 18 years of age or older, an individual employee, or any District resident may challenge a library material maintained in the District's library program

INSTRUCTIONAL RESOURCES
LIBRARY MATERIALS

EFB
(LOCAL)

on the basis that the library material fails to meet the standards set forth in this policy.

Guiding Principles

The following principles shall guide the Board and staff in responding to challenges of library materials:

1. A complainant may raise an objection to a library material used in the District's library program, despite the fact that the professional staff selecting the materials were qualified to make the selection, followed the proper procedure, and adhered to the objectives and criteria for library materials set out in this policy.
2. A parent's ability to exercise control over instruction and instructional resources, including library materials, extends only to his or her own child as set forth in Education Code Chapter 26.
3. Access to a challenged material shall not be restricted during the reconsideration process, except the District may deny access to a child if requested by the child's parent.

The major criterion for the final decision on challenged library materials is the appropriateness of the material for its intended use. No challenged library material shall be removed solely because of the ideas expressed therein.

Informal
Reconsideration

When the District or a campus receives an objection to the appropriateness of a library material, the appropriate librarian or administrator shall try to resolve the matter informally. The librarian or administrator shall explain the selection process and discuss the intended purpose for the library material. If appropriate, the librarian or administrator may offer a concerned parent an alternative library material to be used by that parent's child in place of the challenged material.

If the complainant wishes to make a formal challenge, the administrator shall provide the complainant a copy of this policy and a form to request a formal reconsideration of the library material.

Formal
Reconsideration

A complainant shall make any formal challenge to a library material on the form provided by the District and shall submit the completed and signed form to the Superintendent. Upon receipt of the form, the Superintendent shall appoint a reconsideration committee.

The reconsideration committee shall include the librarian and at least one member of the instructional staff who has experience using the challenged material with students or is familiar with the challenged material's content. Other members of the committee

INSTRUCTIONAL RESOURCES
LIBRARY MATERIALS

EFB
(LOCAL)

may include District-level staff, secondary-level students, parents, and any other appropriate individuals.

All members of the committee shall review the challenged library material in its entirety. As soon as reasonably possible, the committee shall meet and determine whether the challenged material conforms to the principles of selection set out in this policy and whether the challenged material will continue to be used in the educational program. The committee shall prepare a written report of its findings. The Superintendent, other appropriate administrators, and the complainant shall receive copies of the report.

*Frequency of
Review*

After a library material has been reviewed through formal reconsideration, it shall not be reviewed again until it is evaluated in the regular maintenance of the library collection. [See Maintenance of Library Materials, below.]

Appeal

The complainant may appeal the decision of the reconsideration committee in accordance with appropriate complaint policies, starting at the appropriate level. [See DGBA, FNG, and GF]

Gifts and Donations

The District shall accept gifts and donations to a campus library with the understanding that the use and disposition of the materials and monies will be in accordance with District policy and the selection criteria noted above. [See CDC]

**Maintenance of
Library Materials**

In accordance with state and local guidelines, collections shall be evaluated and updated regularly based on the collections' age, relevance, diversity, and variety. The Superintendent shall ensure administrative procedures are established for regular maintenance of the library collection on each campus. Standard maintenance procedures for any library collection include repair, replacement, and removal of materials as necessary. Regular maintenance shall also include scheduled inventories of the collection. Disposal of any District-owned library materials shall be in accordance with District policy and procedures. [See CI]

Sec. 43.21. DEFINITIONS. (a) In this subchapter:

(1) "Obscene" means material or a performance that:

(A) the average person, applying contemporary community standards, would find that taken as a whole appeals to the prurient interest in sex;

(B) depicts or describes:

(i) patently offensive representations or descriptions of ultimate sexual acts, normal or perverted, actual or simulated, including sexual intercourse, sodomy, and sexual bestiality; or

(ii) patently offensive representations or descriptions of masturbation, excretory functions, sadism, masochism, lewd exhibition of the genitals, the male or female genitals in a state of sexual stimulation or arousal, covered male genitals in a discernibly turgid state or a device designed and marketed as useful primarily for stimulation of the human genital organs; and

(C) taken as a whole, lacks serious literary, artistic, political, and scientific value.

(2) "Material" means anything tangible that is capable of being used or adapted to arouse interest, whether through the medium of reading, observation, sound, or in any other manner, but does not include an actual three dimensional obscene device.

(3) "Performance" means a play, motion picture, dance, or other exhibition performed before an audience.

(4) "Patently offensive" means so offensive on its face as to affront current community standards of decency.

(5) "Promote" means to manufacture, issue, sell, give, provide, lend, mail, deliver, transfer, transmit, publish, distribute, circulate, disseminate, present, exhibit, or advertise, or to offer or agree to do the same.

(6) "Wholesale promote" means to manufacture, issue, sell, provide, mail, deliver, transfer, transmit, publish, distribute, circulate, disseminate, or to offer or agree to do the same for purpose of resale.

(7) "Obscene device" means a device including a dildo or artificial vagina, designed or marketed as useful primarily for the stimulation of human genital organs.

(b) If any of the depictions or descriptions of sexual conduct described in this section are declared by a court of competent jurisdiction to be unlawfully included herein, this declaration shall not invalidate this section as to other patently offensive sexual conduct included herein.

Acts 1973, 63rd Leg., p. 883, ch. 399, Sec. 1, eff. Jan. 1, 1974. Amended by Acts 1975, 64th Leg., p. 372, ch. 163, Sec. 1, eff. Sept. 1, 1975; Acts 1979, 66th Leg., p. 1974, ch. 778, Sec. 1, eff. Sept. 1, 1979; Acts 1993, 73rd Leg., ch. 900, Sec. 1.01, eff. Sept. 1, 1994.

Sec. 43.24. SALE, DISTRIBUTION, OR DISPLAY OF HARMFUL MATERIAL TO MINOR. (a) For purposes of this section:

(1) "Minor" means an individual younger than 18 years.

(2) "Harmful material" means material whose dominant theme taken as a whole:

(A) appeals to the prurient interest of a minor, in sex, nudity, or excretion;

(B) is patently offensive to prevailing standards in the adult community as a whole with respect to what is suitable for minors; and

(C) is utterly without redeeming social value for minors.

(b) A person commits an offense if, knowing that the material is harmful:

(1) and knowing the person is a minor, he sells, distributes, exhibits, or possesses for sale, distribution, or exhibition to a minor harmful material;

(2) he displays harmful material and is reckless about whether a minor is present who will be offended or alarmed by the display; or

(3) he hires, employs, or uses a minor to do or accomplish or assist in doing or accomplishing any of the acts prohibited in Subsection (b)(1) or (b)(2).

(c) It is an affirmative defense to prosecution under this section that the sale, distribution, or exhibition was by a person having scientific, educational, governmental, or other similar justification.

(c-1) It is a defense to prosecution under this section that the actor was the spouse of the minor at the time of the offense.

(d) An offense under this section is a Class A misdemeanor unless it is committed under Subsection (b)(3) in which event it is a felony of the third degree.

Acts 1973, 63rd Leg., p. 883, ch. 399, Sec. 1, eff. Jan. 1, 1974. Amended by Acts 1993, 73rd Leg., ch. 900, Sec. 1.01, eff. Sept. 1, 1994.

Amended by:

Acts 2011, 82nd Leg., R.S., Ch. 497 (H.B. [1344](#)), Sec. 1, eff. September 1, 2011.

Board Agenda Item

Little Elm Independent School District
400 Lobo Lane
Little Elm, Texas 75068

Board Mtg. Date 7-18-2022	Reports of the Superintendent ☐	Action Item ☒	Consent Agenda ☐	Reports, Routine Monthly ☐	Other ☐
Subject:	ATTACHMENT TO THE APPROVED RECURRING MOU (INTERLOCAL AGREEMENT) WITH THE TOWN OF LITTLE ELM -SRO PROGRAM				
Presenter or Contact Person:	Ross Roberts, Deputy Superintendent				
Policy/Code:	CK (LEGAL)				
Summary:	This is Attachment "A" to the annual summary of cost for the approved interlocal agreement with the Town of Little Elm for School Resource Officers for the 2022-2023 school year. The Police Officers will work directly with campus administrative staff to maintain a safe campus environment, provide alcohol, and drug education, and take appropriate action regarding on campus or school related criminal activity.				
Financial Implications:	\$ 749,207.18 2022-2023 Budget				
Attachments:	Attachment "A" to the approved recurring Police/School Liaison ILA (Inter-local Agreement) with the Town of Little Elm.				
Recommendation:	The Administration recommends the approval of the summary of cost Attachment "A" to the MOU/ILA SRO agreement with the Town of Little Elm.				
Motion:	I move the Board approve the summary of cost Attachment "A" to the Police/ School Liaison ILA from the Town of Little Elm.				

"Attachment A"

LITTLE ELM ISD SCHOOL RESOURCE OFFICERS

Calculation for Cost Per Full-Time Officer Salary and Benefits

Fiscal Year 2022/2023

A. Salary and Benefits

SRO #1 Salary and Benefits: (Unknown Officer, Brent Elementary School)

Annual Base Salary: \$73,923.30

Benefits: \$26,699.20

Cost per SRO: \$100,622.50

SRO #2 Salary and Benefits: (Sergeant Dye, Lakeview Elementary School)

Annual Base Salary: \$95,073.75

Benefits: \$31,196.60

Cost per SRO: \$126,270.35

SRO #3 Salary and Benefits: (Unknown Officer, Chavez Elementary School)

Annual Base Salary: \$73,923.30

Benefits: \$26,699.20

Cost per SRO: \$100,622.50

SRO #4 Salary and Benefits: (Officer Holliefield, Little Elm High School)

Annual Base Salary: \$85,232.40

Benefits: \$38,124.90

Cost per SRO: \$123,357.30

SRO #5 Salary and Benefits: (Officer Pham, Little Elm High School)

Annual Base Salary: \$82,658.40

Benefits: \$37,540.80

Cost per SRO: \$120,199.20

SRO #6 Salary and Benefits: (Officer Willis, Jerry Walker Middle School)

Annual Base Salary: \$79,218.70

Benefits: \$30,618.50

Cost per SRO: \$109,837.20

SRO #7 Salary and Benefits: (Officer Ramirez, Hackberry Elementary School)

Annual Base Salary: \$73,923.30

Benefits: \$26,699.20

Cost per SRO: \$100,622.50

SRO Detective #8 Salary and Benefits: (Little Elm High School Detective)

Annual Base Salary: \$90,318.02

Benefits: \$38,220.01

Cost per SRO: \$128,538.03

Salary and Benefits Cost Total: \$910,069.58

B. Training

Eight Officers @ \$2500.00 each

Training Cost Total: \$20,000.00

C. Capital Cost LEISD

One Detective Unit \$46,655.00

Capital Cost LEISD Total: \$46,655.00

(Payable upon invoice)

D. Capital Cost Town

E. One Patrol Unit (Estimate \$81,500.00 ea.) \$81,500.00

Salary Contributions from Both Parties

LEISD 75%: \$682,552.18

TOWN 25%: \$227,517.40

Total LEISD Cost:

Salaries: \$682,552.18

Training: \$20,000.00

Capital: \$46,655.00 (Payable upon invoice)

Total LEISD Cost: \$749,207.18

LEISD Quarterly Payment Amount: \$175,638.05

These figures include a 10 % Cost of Market Adjustment.

Board Agenda Item

Little Elm Independent School District
400 Lobo Lane
Little Elm, Texas 75068

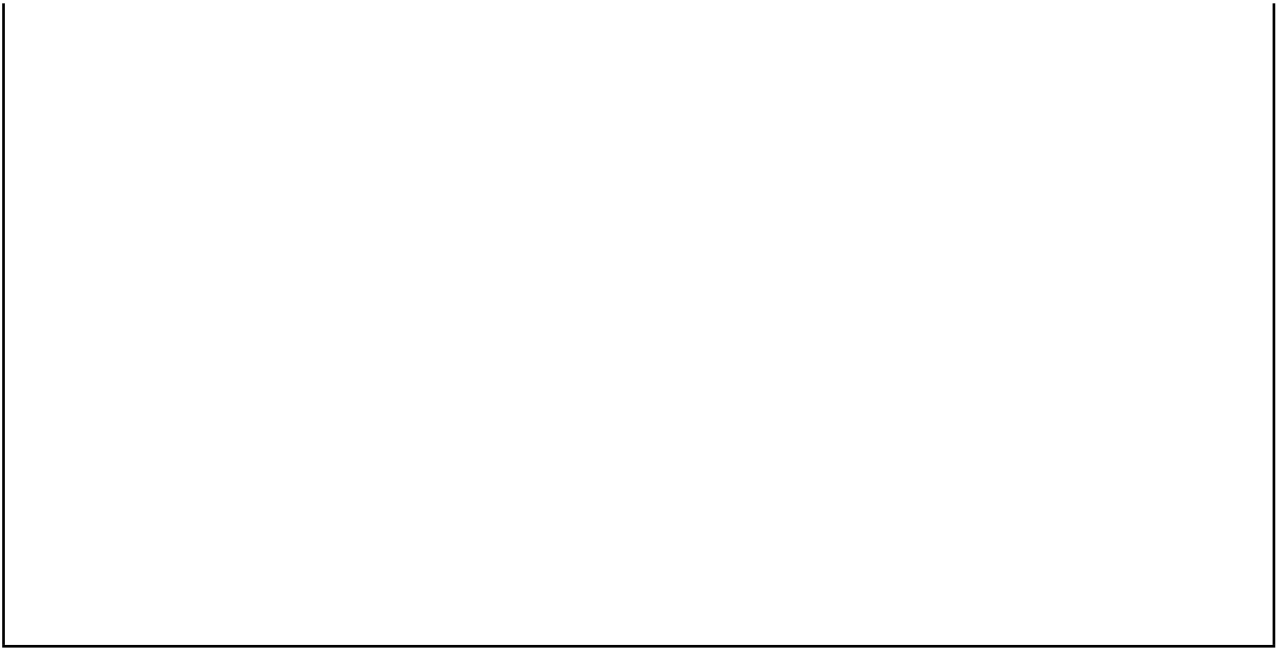
Board Mtg. Date 7-18-2022	Reports of the Superintendent ☐	Action Item ☒	Consent Agenda ☐	Reports, Routine Monthly ☐	Other ☐
Subject:	ATTACHMENT TO THE APPROVED RECURRING MOU (INTERLOCAL AGREEMENT) WITH THE TOWN OF OAK POINT -SRO PROGRAM				
Presenter or Contact Person:	Ross Roberts, Deputy Superintendent				
Policy/Code:	CK (LEGAL)				
Summary:	This is Attachment "A" to the annual summary of cost for the approved interlocal agreement with the Town of Oak Point for School Resource Officers for the 2022-2023 school year. The Police Officers will work directly with campus administrative staff to maintain a safe campus environment, provide alcohol, and drug education, and take appropriate action regarding on campus or school related criminal activity.				
Financial Implications:	\$ 73,296.79 2022-2023 Budget				
Attachments:	Attachment "A" to the approved recurring Police/School Liaison ILA (Inter-local Agreement) with the Town of Oak Point.				
Recommendation:	The Administration recommends the approval of the summary of cost Attachment "A" to the MOU/ILA SRO agreement with the Town of Oak Point.				
Motion:	I move the Board approve the summary of cost Attachment "A" to the Police/ School Liaison ILA from the Town of Oak Point.				

LEISD BUDGET IMPACT STATEMENT

City of Oak Point Estimate of Expenses 2022-23

One School Resource Officer Little Elm Independent School District

Account Description	
Salary & Benefits	80,395.72
LEISD 75%	60,296.79
Supplies	
Operating Supplies/Training	4,000
Training & Travel (4,000 @ 50%)	2,000
Total Supplies	6,000
LEISD 75% Salary	60,296.79
Supplies/Training	6,000
Vehicle Lease Payments (1,750.00 x 4 quarters)	7,000
Total Annual Expense	73,296.79
 Quarterly Payment LEISD	 18,324.20



Board Agenda Item

Little Elm Independent School District
400 Lobo Lane
Little Elm, Texas 75068

Board Mtg. Date 7-18-2022	Reports of the Superintendent ☐	Action Item ☒	Consent Agenda ☐	Reports, Routine Monthly ☐	Other ☐
Subject:	ATTACHMENT TO THE APPROVED RECURRING MOU (INTERLOCAL AGREEMENT) WITH THE CITY OF THE COLONY -SRO PROGRAM				
Presenter or Contact Person:	Ross Roberts, Deputy Superintendent				
Policy/Code:	CK (LEGAL)				
Summary:	This is Attachment "A" to the annual summary of cost for the approved interlocal agreement with the City of The Colony for School Resource Officers for the 2022-2023 school year. The Police Officers will work directly with campus administrative staff to maintain a safe campus environment, provide alcohol, and drug education, and take appropriate action regarding on campus or school related criminal activity.				
Financial Implications:	\$ 367,448.00 2022-2023 Budget				
Attachments:	"Attachment A" of the Interlocal agreement with the city of The Colony - SRO Program				
Recommendation:	The Administration recommends the approval of the "Attachment A" of the MOU/ILA SRO agreement with the City of The Colony.				
Motion:	I move the Board approve the Police/ School Liaison "Attachment A" of the ILA from the City of The Colony.				

"Attachment A"

LITTLE ELM ISD SCHOOL RESOURCE OFFICERS

Calculation for Cost Per Full-Time Officer Salary and Benefits

Fiscal Year 2022/2023

A. Salary and Benefits

SRO #1 Salary and Benefits: (John Alexander)

Annual Base Salary: \$ 100,766.00

Taxes: \$ 8,061.00

TMRS: \$ 14,107.00

Benefits: \$ 13,550.00

Cost per SRO: \$ 136,484.00

SRO #2 Salary and Benefits: (Unknown Officer)

Annual Base Salary: \$ 100,766.00

Taxes: \$ 8,061.00

TMRS: \$ 14,107.00

Benefits: \$ 13,550.00

Cost per SRO: \$ 136,484.00

Salary and Benefits Cost Total: \$272,968.00

B. Training

Basic SRO: \$445

Advanced SRO: \$345

NASRO: \$575

TASRO: \$375

Training Cost Total: \$1,740.00 x 2 = \$3,480

C. Capital

\$ 77,000 (Complete Patrol Unit)

\$ 14,000 (Uniform and Equipment)

Capital Cost Total: \$91,000

Total LEISD Cost:

Salaries: \$ **272,968.00**

Training: \$ **3,480**

Capital: \$ **91,000** (Payable upon invoice)

Total Cost: \$ 367,448.00

Salary Contributions from Both Parties

LEISD %: 75 \$ 275,586.00

CITY %: 25 \$ 91,862.00

LEISD Quarterly Payment Amount: \$ 68,896.50

Board Agenda Item

Little Elm Independent School District
300 Lobo Lane
Little Elm, Texas 75068

	Reports of the Superintendent	Action Item	Consent Agenda	Reports, Routine Monthly	Other
Board Mtg. Date 07-18-2022	☐	☒	☐	☐	☐
Subject:	UPDATE POLICY CH (LOCAL)				
Presenter or Contact Person:	Shay Adams, Assistant Superintendent for Business & Finance				
Policy/Code:	CH (LOCAL)				
Strategic Plan Goal:	Ensuring Fiscal Health and Sustainability				
Summary:	The attached updates to local policy comply with all legal policy. They primarily address updates to procedural purchasing practices, contract approval amounts/limits, electronic bid acceptances and other associated policy.				
Financial Implications:	N/A				
Attachments:	CH (LOCAL) for consideration				
Recommendation:	The Administration recommends an update to policy CH (LOCAL) to allow efficient & seamless operation of daily district business transactions.				
Motion:	I move that the Board approve the updated policy CH (LOCAL) dated July 18, 2022 as submitted.				

PURCHASING AND ACQUISITION

CH
(LOCAL)

**Purchasing
Authority**

The Board delegates to the Superintendent the authority to make budgeted purchases for goods or services. However, any budgeted purchase of goods or services that costs \$100,000 or more shall require Board approval before a transaction may take place, except as otherwise provided in this policy.

The Superintendent is not required to obtain Board approval for the following types of budgeted purchases, regardless of cost, but shall subsequently report purchases over \$100,000 to the Board:

1. A purchase made pursuant to a Board-approved interlocal contract, in accordance with law;
2. A purchase made through a cooperative purchasing program or state purchasing program that satisfies the District's obligation for competitive purchasing [see CH(LEGAL)];
3. A continuing or periodic purchase under a Board-approved bid or contract throughout the duration of the renewal periods;
4. A sole-source purchase, in accordance with law; or
5. A purchase for produce or fuel.

**Exception for
Emergency
Contracts**

In the event of a catastrophe, emergency, or natural disaster affecting the District, the Board delegates to the Superintendent the authority to contract for the replacement, construction, or repair of school equipment or facilities in accordance with law, if emergency replacement, construction, or repair is necessary for the health and safety of District students and staff. The Superintendent shall report to the Board at the next regular meeting any contract made under this authority. [See Disaster Exception, CH(LEGAL)]

The delegation regarding emergency contracts does not waive competitive purchasing requirements under Education Code Chapter 44. Only the Board is authorized to waive competitive purchasing requirements under limited circumstances in accordance with Education Code 44.031(h). [See Emergency Damage or Destruction, CH(LEGAL)]

**Purchasing
Procedures**

The Superintendent shall develop purchasing procedures to implement the requirements of state and federal law. [See also CB, CBB, CH(LEGAL), and COA]

Purchasing Method

The Board delegates to the Superintendent the authority to determine the method of purchasing in accordance with CH (LEGAL) or CBB(LEGAL), as appropriate.

PURCHASING AND ACQUISITION

CH
(LOCAL)

*Competitive
Bidding*

If competitive bidding is chosen as the purchasing method, the Superintendent shall prepare bid specifications. All bids shall be in accordance with administrative regulations, and the submission of any electronic bids shall also be in accordance with Board-adopted rules. All bidders shall be invited to attend the bid opening. Any bid may be withdrawn prior to the scheduled time for opening. Bids received after the specified time shall not be considered.

The District may reject any and all bids in accordance with state or federal law, as applicable.

*Award of Bids
and Execution of
Contracts*

Bids or contracts that exceed \$100,000 shall be presented to the Board for approval and award. All other bids may be awarded by the Superintendent.

All contracts authorized and awarded by the Board, as well as contracts not requiring Board approval, shall be signed by the Superintendent. The Superintendent shall promulgate and enforce regulations for the approval and award of contracts that are not subject to Board approval. This policy does not apply to contracts for certified employees.

*Competitive
Sealed Proposals*

If competitive sealed proposals are chosen as the purchasing method, the Superintendent shall prepare the request for proposals and/or specifications for items to be purchased. All proposals shall be in accordance with administrative regulations, and the submission of any electronic proposals shall also be in accordance with Board-adopted rules. Proposals received after the specified time shall not be considered. Proposals shall be opened at the time specified, and all proposers shall be invited to attend the proposal opening. Proposals may be withdrawn prior to the scheduled time of opening. Changes in the content of a proposal, and in prices, may be negotiated after proposals are opened.

The District may reject any and all proposals in accordance with state or federal law, as applicable.

**Electronic Bids or
Proposals**

Bids or proposals that the District has chosen to accept through electronic transmission shall be administered in accordance with Board-adopted rules. Such rules shall safeguard the integrity of the competitive procurement process; ensure the identification, security, and confidentiality of electronic bids or proposals; and ensure that the electronic bids or proposals remain effectively unopened until the proper time.

**Responsibility for
Debts**

The Board shall assume responsibility for debts incurred in the name of the District so long as those debts are for purchases made in accordance with the adopted budget, state law, Board policy, and the District's purchasing procedures. [See CE] The Board

PURCHASING AND ACQUISITION

CH
(LOCAL)

shall not be responsible for debts incurred by persons or organizations not directly under Board control. Persons making unauthorized purchases shall assume full responsibility for all such debts.

**Purchase
Commitments**

All purchase commitments shall be made by the Superintendent in accordance with administrative procedures, including the District's purchasing procedures.

Personal Purchases

District employees shall not be permitted to make purchases for personal use through the District's business office.

Board Agenda Item

Little Elm Independent School District
300 Lobo Lane
Little Elm, Texas 75068

Board Mtg. Date	Reports of the Superintendent ☐	Action Item ☒	Consent Agenda ☐	Reports, Routine Monthly ☐	Discussion Item ☐
Subject:	TASB RISK MANAGEMENT FUND				
Presenter or Contact Person:	Shay Adams, Associate Superintendent and Chief Financial Officer				
Policy/Code:	<u>Insurance and Annuities Management</u> Liability Insurance – CRB (Legal) Workers’ Compensation – CRE (Legal)				
Strategic Plan Goal:	Ensuring Fiscal Health and Sustainability				
Summary:	Approve the TASB Risk Management Fund Contribution & Coverage Summary (CCS)				
Financial Implications:	<u>Property, Automobile, School Liability</u> 2021-2022=\$776,054 / 2022-2023=\$1,043,428 Increase=\$267,374 <u>Workers’ Compensation</u> 2021-2022=\$98,258 / 2022-2023=\$108,045 Increase=\$9,787 <u>Privacy & Information Security</u> 2021-2022=\$3,250 / 2022-2023=\$4,000 Increase=\$750 <u>Violent Acts</u> = No Charge <u>TOTAL</u> 2021-2022=\$949,794.88 / 2022-2023=\$1,155,473 Total Increase=\$277,911				
Attachments:	TASB Risk Management Fund Contribution & Coverage Summary (CCS)				
Recommendation:	The Administration recommends approval of the TASB insurance policies as submitted.				
Motion:	I move that the Board approve the TASB insurance policies as submitted.				

Little Elm ISD

Contribution & Coverage Summary (CCS) Participation Period: 9/1/2022 through 8/31/2023

The following is a summary of coverages, limits, deductibles, and contribution amounts. More information about coverage, limits, deductibles, terms, and conditions are found on following pages and are part of this CCS. Please review all pages of this CCS document. ***Coverage under this CCS is contingent upon concurrent participation in the Fund's Auto, Liability, Property and Worker's Compensation programs.***

Coverage	Limit	Deductible	Contribution
Property	See Property Coverage Summary	See Property Coverage Summary	\$969,008
Automobile Liability	\$1M Combined Single Limit	\$1,000	\$16,934
Automobile Physical Damage	Actual Cash Value	See Automobile Coverage Summary	\$37,137
School Liability including Professional Legal, General, and Employee Benefits Liability	See School Liability Coverage Summary	See School Liability Coverage Summary	\$20,349
Privacy & Information Security	\$250,000	\$0	\$4,000
Violent Acts	\$250,000	\$0	No Cost
Workers' Comp Aggregate Deductible	Statutory	\$280,585	\$108,045
Total Contribution			\$1,155,473

THIS IS NOT AN INVOICE. The TASB Risk Management Fund will issue an invoice when coverage is accepted by the Member. Total Contribution is an estimate and is subject to exposure audit.

Little Elm ISD

Property Coverage Summary

Participation Period: 9/1/2022 through 8/31/2023

Total Property Contribution: \$969,008

The following is an overview of the limits (blanket replacement) and deductibles for risk of Direct Physical Loss to Covered Property. Additional coverages, limits, exclusions, and terms are included in the Fund's Coverage Agreement for this Participation Period.

Coverage	Limit	Deductible
All Perils except Weather Perils	\$400,000,000	\$50,000
Weather Perils	\$400,000,000	\$1,000,000 ✓
Flood	\$2,000,000	\$50,000
Earthquake	\$2,000,000	\$50,000
Crime	\$100,000	\$25,000
Equipment Breakdown	\$100,000,000	\$50,000

Additional Deductible for Weather Perils	Deductible	Maximum Deductible
None		

Additional Sublimit Wind, Hurricane, and Hail	Limit	Deductible
Sublimit for Wind, Hail Loss to Single Ply Membrane roofs and accompanying roof systems; all other deductibles apply. This does not apply to Named/Numbered Windstorm Loss in Tier 1, Tier 2, or Harris counties.	\$1,000,000	Weather Perils Deductible applies

Property Conditions

Weather Perils: Weather Perils are defined as Loss to Covered Property directly caused by, resulting from, or arising from wind, hail, convective storm, or freezing temperatures. The Weather Perils Limit and Deductible shown on this CCS will apply to Loss by a Weather Peril. For Locations outside of Tier 1, Tier 2, and Harris counties, the Weather Perils Limit and Deductible will apply to Loss to Covered Property directly caused by, resulting from, or arising from Named/Numbered Windstorm.

Named/Numbered Windstorm: Named/Numbered Windstorm is defined as Loss to Covered Property directly caused by, resulting from, or arising from any hurricane, typhoon, tropical cyclone, tropical storm, or tropical depression that is designated by name or number by the National Weather Bureau or National Hurricane Center, including Loss caused by flood, storm surge, wave wash, surface water, overflow of bodies of water, or spray from any of these. The Named/Numbered Windstorm Limit and Deductible shown on this CCS will apply to Loss by a Named/Numbered Windstorm to Locations in Tier 1, Tier 2, and Harris counties.

The term "Tier 1" means the Texas counties of Aransas, Brazoria, Calhoun, Cameron, Chambers, Galveston, Jackson, Jefferson, Kenedy, Kleberg, Matagorda, Nueces, Refugio, San Patricio, and Willacy.

The term "Tier 2" means the Texas counties of Bee, Brooks, Fort Bend, Goliad, Hardin, Hidalgo, Jasper, Jim Wells, Liberty, Live Oak, Newton, Orange, Victoria, and Wharton.

The term "Harris County" means the Texas county of Harris.

Location: A single street address where Covered Property is sited.

Flood Zone Exclusions: As to the Flood endorsement, Fund Member properties are excluded from coverage if they are located in specific Special Flood Hazard Areas (SFHA) identified on the Flood Insurance Rate Map. Fund Member Covered Property in the following SFHAs are excluded: Zone A, Zone AO, Zone AH, Zones A1-A30, Zone AE, Zone A99, Zone AR, Zone AR/AE, Zone AR/AO, Zone AR/A1-A30, Zone AR/A, Zone AR/AH, Zone V, Zone VE, Zone VO, Zones V1-V30. Fund Members with such properties should seek coverage under the National Flood Insurance Program (NFIP) or other flood programs.

Other Limits: If more than one Per Occurrence Limit may be applicable, the Fund shall determine which limit will apply.

Statement of Values: Fund Member has provided the Fund with the most current and accurate statement of values for all applicable property, including a complete and accurate listing of property owned by the Fund Member. Fund Member agrees to allow the Fund to conduct property appraisals of the Fund Members' property periodically and agrees to accept values provided by the Fund.

Salvage: The Fund will have the right, at its discretion, to exercise rights of salvage to any damaged property paid for or replaced under the terms of this Agreement.

Single Ply Membrane: 'Single Ply Membrane' is a synthetic roofing material that includes but is not limited to EPDM, TPO, and PVC membranes.

Little Elm ISD

Automobile Coverage Summary

Participation Period: 9/1/2022 through 8/31/2023
Total Automobile Contribution: \$54,071

The following is an overview of the limits and deductibles for risk associated with the ownership, maintenance or use of Covered Automobiles. Additional coverages, limits, exclusions, and terms are included in the Fund's Coverage Agreement for this Participation Period.

Coverage	Limit	Deductible
Automobile Liability	\$1M Combined Single Limit	\$1,000
Automobile Physical Damage - Collision	Actual Cash Value	\$1,000
Automobile Physical Damage - Comprehensive	Actual Cash Value	\$1,000
Automobile Physical Damage - Catastrophic	Actual Cash Value	\$50,000

Excluded Vehicles

VIN	Year	Make	Model/Description	Exclusion

None

Automobile Terms & Conditions

Statement of Values: Fund Member has provided the Fund with the most current and accurate statement of values for all applicable property, including a complete and accurate listing of vehicles owned by the Fund Member. Fund Member agrees to allow the Fund to conduct property appraisals of the Fund Members' property on a periodic basis and agrees to accept values provided by the Fund.

Salvage: The Fund will have the right, at its discretion, to exercise rights of salvage to any damaged property paid for or replaced under the terms of this Agreement.

Excluded Vehicles: The Fund extends coverage for all Fund Member Covered Automobiles. Vehicles listed are excluded from Automobile Liability, Comprehensive, or Comprehensive coverage as noted under 'Exclusion'.

Little Elm ISD**School Liability Coverage Summary**
Participation Period: 9/1/2022 through 8/31/2023
Total School Liability Contribution: \$20,349

The following is an overview of the limits and deductibles for legal, general, and other liability risks. Additional coverages, limits, exclusions, and terms are included in the Fund's Coverage Agreement for this Participation Period.

Coverage	Limit	Deductible
Professional Legal Liability Subject to \$1,000,000 Maximum Annual Aggregate	\$1,000,000	\$2,500
General Liability	\$1,000,000	\$0
Employee Benefits Liability	\$100,000	\$0

School Liability Conditions

Prior Acts: Fund Member certifies that all known or reported acts for which it is reasonably believed may result in a legal claim against the Fund Member have been fully disclosed. Additionally, Fund Member acknowledges that this coverage excludes any claims arising from such known or reported acts. This Agreement does not void coverage afforded to Fund Member under any previous Fund Agreement.

Little Elm ISD**Privacy & Information Security Coverage Summary**
Participation Period: 9/1/2022 through 8/31/2023
Total Privacy & Information Security Contribution: \$4,000

The following is an overview of the limits and deductibles for privacy and information security risks. Additional coverages, limits, exclusions, and terms are included in the Fund's Coverage Agreement for this Participation Period.

Coverage	Aggregate Limit Per Event	Deductible
Privacy & Information Security	\$250,000	\$0

Privacy & Information Security Conditions

No Known Losses: Fund Member certifies that all known or reported events occurring prior to the effective date of this coverage, as applicable, which it is reasonably believed may result in a claim under this Coverage have been fully disclosed or reported.

Little Elm ISD

Workers' Compensation – Aggregate Deductible

Participation Period: 9/1/2022 through 8/31/2023

Total Workers' Compensation – Aggregate Deductible Contribution: \$108,045

The following is a summary of estimated payrolls and contribution for Workers' Compensation coverage. The Contribution and Claims Liability amounts shown are subject to audit at the end of the Participation Period.

Classification	Estimated Payroll	Net Annual Rate	Estimated Contribution
7380 - BUS DRIVERS	\$0	0.00635600	\$0
7720 - POLICE OFFICER	\$0	0.00791900	\$0
8810 - CLERICAL OFFICE EMPLOYEES	\$0	0.00041600	\$0
8868 - PROFESSIONAL/ADMINISTRATON	\$60,569,109	0.00112538	\$68,163
9101 - ALL OTHERS	\$4,784,211	0.00833617	\$39,882
Total	\$65,353,320		\$108,045

Estimated Contribution	\$108,045
Estimated Claims Liability	\$280,585
Estimated Maximum Program Cost	\$388,630

Workers' Compensation – Aggregate Deductible Conditions

Claims Liability: Fund Member agrees to reimburse the Fund for amounts paid for workers' compensation claims with injury dates within the Participation Period up to the Claims Liability amount (Aggregate Deductible). The Fund will pay claims in excess of the Claim Liability amount.

Benefit Limits: Workers' Compensation benefits paid to Fund Member's employees under this Agreement will be as defined in the Texas Workers' Compensation Act (the Act). The Fund is responsible for claims payments as reflected in this CCS. This Agreement does not cover the defense of any suit or claim against a Fund Member except a workers' compensation claim by an eligible employee or former employee of Fund Member for the payment of statutory workers' compensation benefits.

Cooperation: The Fund Member designates the TASB Risk Management Fund as the Workers' Compensation claim administrator of record for all purposes. Fund Member agrees to use the Fund's contractors for services related to the administration of claims and to follow the Fund's election under Section 504.053 of the Labor Code to direct care through the Political Subdivision Workers' Compensation Alliance.

Claims Reporting: For Workers' Compensation claims arising during the CCS Participation Period, the Fund Member agrees that it will timely report those claims solely to the Fund. The report of Workers' Compensation claims to any other entity, regardless of reporting sequence, will waive all Fund liability under this agreement for those claims. Any fines levied against the Fund for Fund Member's failure to comply with the rules and regulations of the Act will be the sole responsibility of the Fund Member.

Program Coordinators

The Fund Member is required to designate a Program Coordinator (Coordinator) with express authority to represent and bind the Fund Member in all program matters. Below are the current Coordinators associated with the Fund Member. If a Coordinator's name and e-mail address are not listed or the Coordinator identified needs to be updated, please provide updated information to the Fund as soon as possible or include updates on this document.

Current Program Coordinators

Program	Name	Title	E-mail
TASB Risk Management Fund-Auto	Nancy Hicks	Accountant	nancyhicks@littleelmisd.net
TASB Risk Management Fund-Liability	Nancy Hicks	Accountant	nancyhicks@littleelmisd.net
TASB Risk Management Fund-Property	Nancy Hicks	Accountant	nancyhicks@littleelmisd.net
TASB Risk Management Fund-Unemployment Compensation	Nancy Hicks	Accountant	nancyhicks@littleelmisd.net
TASB Risk Management Fund-Workers' Compensation	Nancy Hicks	Accountant	nancyhicks@littleelmisd.net

Program Coordinator Updates

Program	Name	Title	E-mail

If accepting this proposal electronically, you may scan and email this page to tasbrmf@tasbrmf.org to provide Program Coordinator updates.



Contribution & Coverage Summary General Conditions

Coverage: Coverage terms and limits provided are as set out in this CCS and the Fund's corresponding Coverage Agreements for this Participation Period.

Claims Reporting: Fund Member will provide to the Fund timely notice of all claims as required in the Interlocal Participation Agreement, the applicable Fund Coverage Agreement, or this CCS.

Definitions: Any terms not defined in this CCS will use the definition for that term from the corresponding Fund Coverage Agreement.

Payment: The Fund Member agrees to pay contributions based on a plan developed by the Fund. All contributions are payable upon receipt of an invoice from the Fund. The Fund shall determine the contribution for each program and how each contribution is applied. Termination under this Agreement of any program shall not affect the remaining programs.

Termination: This CCS may be terminated by either party with termination to be effective on any successive renewal date by giving written notice to the other party no later than 30 days prior to automatic renewal in accordance with Termination provisions in the Interlocal Participation Agreement. If this CCS is not terminated, the renewal of the CCS becomes effective on the automatic renewal date and the member shall be bound by the terms of the renewal CCS.

Concurrent Participation: All coverages through this CCS are only effective if the Fund Member concurrently participates in or has agreed in writing to participate in all the following Fund programs: Auto, Liability, Property, and Workers' Compensation. The Fund may terminate all coverages immediately if the Fund Member fails to or ceases to concurrently participate in any of these Fund programs. If termination occurs, the total contribution under this CCS shall be considered fully earned, and the Fund Member agrees that no refund of any contribution shall be due. This paragraph's termination provisions shall take precedence over any conflicting termination provisions in the Interlocal Participation Agreement or this CCS.

Fund Member Authorization:

I approve this Contribution and Coverage Summary (CCS) and certify that this information is correct. I affirm that I am duly authorized to approve this CCS and that I have read and agree to this CCS and the Interlocal Participation Agreement.

Authorized Signature

Date

Printed Name

Title

Board Agenda Item

Little Elm Independent School District

300 Lobo Lane

Little Elm, Texas 75068

Board Mtg. Date 7-18-2022	Reports of the Superintendent ☐	Action Item ☒	Consent Agenda ☐	Reports, Routine Monthly ☐	Other ☐
Subject:	BOARD MEMBER RESIGNATION				
Presenter or Contact Person:	Jason Olson				
Policy/Code:	N/A				
Strategic Plan Goal:	N/A				
Summary:	Resignation of a Trustee				
Financial Implications:	There is no financial impact to the budget.				
Attachments:	N/A				
Recommendation:	The Board recommends the approval of the Board Member Resignation.				
Motion:	I move that the Board approve the Board Member Resignation.				

Board Agenda Item

Little Elm Independent School District

400 Lobo Lane

Little Elm, Texas 75068

Board Mtg. Date 07-18-2022	Reports of the Superintendent ☐	Action Item ☐	Consent Agenda ☒	Reports, Routine Monthly ☐	Other ☐
Subject:	FB (EXHIBIT) BOARD POLICY UPDATE				
Presenter or Contact Person:	Asheley Brown, Executive Director for Human Resource Services				
Policy/Code:	FB (EXHIBIT)				
Strategic Plan Goal:					
Summary:	In January 2022, the Board approved a new Title IX Administrator position. Our Board policies must be updated in order to reflect the name and contact information of the new Title IX Administrator.				
Financial Implications:	There is no financial impact to the budget.				
Attachments:	FB (EXHIBIT) with proposed changes highlighted				
Recommendation:	The Administration recommends the approval of Board policy FB (EXHIBIT) as submitted.				
Motion:	I recommend the Board approve Board policy FB (EXHIBIT) as submitted.				

Title IX Coordinator

The District designates and authorizes the following person as the Title IX coordinator to be responsible for coordinating the District's efforts to comply with Title IX of the Education Amendments of 1972, as amended, for students:

Name: **Charese Duffey**
Position: **Title IX Administrator**
Address: **400** Lobo Lane, Little Elm, TX 75068
Email: **[Title IX Administrator](mailto:cduffey@leisd.ws)** (cduffey@leisd.ws)
Telephone: (972) 947-9340

ADA/Section 504 Coordinator

The District designates and authorizes the following person as the ADA/Section 504 coordinator to be responsible for coordinating the District's efforts to comply with Title II of the Americans with Disabilities Act of 1990, as amended, which incorporates and expands upon the requirements of Section 504 of the Rehabilitation Act of 1973, as amended, for students:

Name: Lesa Shocklee
Position: Executive Director for Special Populations
Address: **400** Lobo Lane, Little Elm, TX 75068
Email: **[ADA/Section 504 coordinator](mailto:lschocklee@littleelmsd.net)** (lschocklee@littleelmsd.net)
Telephone: (972) 947-9340

Board Agenda Item

Little Elm Independent School District

400 Lobo Lane

Little Elm, Texas 75068

Board Mtg. Date 07-18-2022	Reports of the Superintendent ☐	Action Item ☐	Consent Agenda ☒	Reports, Routine Monthly ☐	Other ☐
Subject:	DIA (EXHIBIT) BOARD POLICY UPDATE				
Presenter or Contact Person:	Asheley Brown, Executive Director for Human Resource Services				
Policy/Code:	DIA (EXHIBIT)				
Strategic Plan Goal:					
Summary:	In January 2022, the Board approved a new Title IX Administrator position. Our Board policies must be updated in order to reflect the name and contact information of the new Title IX Administrator.				
Financial Implications:	There is no financial impact to the budget.				
Attachments:	DIA (EXHIBIT) with proposed changes highlighted				
Recommendation:	The Administration recommends the approval of Board policy DIA (EXHIBIT) as submitted.				
Motion:	I recommend the Board approve Board policy DIA (EXHIBIT) as submitted.				

Title IX Coordinator

The District designates and authorizes the following person as the Title IX coordinator to be responsible for coordinating the District's efforts to comply with Title IX of the Education Amendments of 1972, as amended, for employees:

Name: **Charese Duffey**
Position: **Title IX Administrator**
Address: **400** Lobo Lane, Little Elm, TX 75068
Email: **Title IX Administrator** (cduffey@leisd.ws)
Telephone: (972) 947-9340

ADA/Section 504 Coordinator

The District designates and authorizes the following person as the ADA/Section 504 coordinator to be responsible for coordinating the District's efforts to comply with Title II of the Americans with Disabilities Act of 1990, as amended, which incorporates and expands upon the requirements of Section 504 of the Rehabilitation Act of 1973, as amended, for employees:

Name: Asheley Brown
Position: Executive Director for Human Resources
Address: **400** Lobo Lane, Little Elm, TX 75068
Email: **ADA/Section 504 coordinator** (abrown5@leisd.ws)
Telephone: (972) 947-9340

Board Agenda Item

Little Elm Independent School District

400 Lobo Lane

Little Elm, Texas 75068

Board Mtg. Date 7-18-2022	Reports of the Superintendent ☐	Action Item ☐	Consent Agenda ☒	Reports, Routine Monthly ☐	Other ☐
Subject:	2022-2023 EMPLOYEE HANDBOOK				
Presenter or Contact Person:	Renee Pentecost, Director for Human Resource Services				
Policy/Code:	Section D: Personnel (All Personnel related Board Policies)				
Strategic Plan Goal:	We will recruit, recognize, and retain high quality and effective personnel to support student success at every level.				
Summary:	The 2022-2023 LEISD Employee Handbook has been updated with the latest suggested edits from TASB.				
Financial Implications:	No Financial impact. The Handbook will be distributed electronically.				
Attachments:	2022-2023 LEISD Employee Handbook				
Recommendation:	The Administration recommends approval of the 2022-2023 LEISD Employee Handbook as presented.				
Motion:	I move the Board approve the request to approve the 2022-2023 LEISD Employee Handbook as presented.				

LEISD Employee Handbook—2022 Update Guide to Changes and Additions

Topic	Page Number	Description of Change
Board of Trustees	9	Updated names and positions of current members
Administration	10	Updated names of new administrators
School Directory	11	Updated names of new principals
Equal Opportunity Employment	12	Updated district Title IX Coordinator
Paychecks	20	Updated pay dates
Medical Certification	26	Added the second paragraph describing additional reasons districts may require medical certification (TASB edit)
Discretionary Leave Protected Dates	28-29	Updated list of protected dates for 22-23
Vacation	31	Added number 4 which requires use of vacation days by an employee who moves from a 12 month position
Safety	67	Added second paragraph on employee's responsibility to secure buildings particularly interior and exterior doors.
Resignations of Contract Employees	73-74	Edited the second sentence in paragraph one to identify who may receive resignations of contract employees and added the third sentence to guide supervisors who receive resignations (TASB edit)

2022-2023 Employee Handbook



Little Elm ISD
Engage Equip Empower

The Mission of Little Elm ISD is to...

ENGAGE, EQUIP, and EMPOWER each student to realize their full potential.

The Vision of the Little Elm ISD Community is to be "THE Destination District."

Table of Contents

2022-2023 Calendar	5
Introduction	6
District Information	
Description of the District	6
Mission Statement, Goals, and Objectives	7
Board Meeting Schedule for 2020-2021	9
Administration	10
School Directory	11
Employment	
Equal Employment Opportunity	12
Job Vacancy Announcements	13
Employment After Retirement	13
Contract and Non-contract Employment	13
Certification and Licenses	14
Searches and Alcohol and Drug Testing	15
Health Safety Training	16
Reassignments and Transfers	16
Workload and Work Schedules	17
Notification to Parents Regarding Qualifications	18
Outside Employment and Tutoring	18
Performance Evaluation	18
Employee Involvement	19
Staff Development	19
Compensation and Benefits	
Salaries, Wages, and Stipends	19
Annualized Compensation	20
Paychecks	20
Automatic Payroll Deposit	21
Payroll Deductions	21
Overtime Compensation	21
Travel Expense Reimbursement	22
Health, Dental, and Life Insurance	22
Supplemental Insurance Benefits	22
Cafeteria Plan Benefits (Section 125)	24
Workers' Compensation Insurance	24
Unemployment Compensation Insurance	24
Teacher Retirement	25

Leaves, Absences and Vacations

Personal Leave.....	27
State Sick Leave.....	29
Local Leave.....	29
Sick Leave Bank.....	29
Family and Medical Leave Act (FMLA)—General Provisions.....	30
Local Family and Medical Leave Provisions.....	32
Temporary Disability Leave.....	34
Workers’ Compensation Benefits.....	34
Assault Leave.....	35
Jury Duty.....	35
Other Court Appearances.....	36
Military Leave.....	36
Vacation.....	37
Neutral Absence Policy.....	37
Employee Relations and Communications	
Employee Recognition and Appreciation.....	38
District Communications.....	38
Complaints and Grievances.....	39
Employee Conduct and Welfare	
Standards of Conduct.....	42
Discrimination, Harassment, and Retaliation.....	45
Reporting Suspected Child Abuse.....	55
Technology Resources.....	58
Personal Use of Electronic Media.....	58
Use of Electronic Media with Students.....	59
Criminal History Background Checks.....	62
Employee Arrests and Convictions.....	62
Alcohol and Drug-Abuse Prevention.....	63
Tobacco Use.....	64
Fraud and Financial Impropriety.....	64
Conflict of Interest.....	65
Gifts and Favors.....	65
Copyrighted Materials.....	66
Associations and Political Activities.....	66
Charitable Contributions.....	66
Safety.....	67
Possession of Firearms and Weapons.....	67
Visitors in the Workplace.....	68
Asbestos Management Plan.....	68
Pest Control Treatment.....	68
General Procedures	
Bad Weather Closing.....	69
Emergencies.....	69

Purchasing Procedures.....	69
Name and Address Changes.....	70
Personnel Records.....	70
Facility Use.....	71
Termination of Employment	
Resignations.....	73
Dismissal or Nonrenewal of Contract Employees.....	74
Dismissal of Noncontract Employees.....	74
Exit Interviews and Procedures.....	75
Reports to Texas Education Agency.....	75
Reports Concerning Court-Ordered Withholding.....	76
Student Issues	
Equal Educational Opportunities.....	77
Student Records.....	77
Parent and Student Complaints.....	77
Administering Medication to Students.....	78
Dietary Supplements.....	78
Psychotropic Drugs.....	78
Student Conduct and Discipline.....	79
Student Attendance.....	79
Bullying.....	79
Hazing.....	79

Little Elm

Independent School District



2022-2023

DISTRICT CALENDAR

www.littleelmsd.net

Facebook @littleelmsd Instagram @littleelmsd Twitter @leisd YouTube Little Elm ISD

DISTRICT HOLIDAY PROFESSIONAL LEARNING STUDENT HOLIDAY HOLIDAY (DISTRICT CLOSED) FLEX DAYS FOR STAFF EARLY RELEASE K-12 WEATHER MAKEUP DAY ORIENTATION DAY

JULY

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

AUGUST

S	M	T	W	T	F	S
						6
7				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		3
4			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						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						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			17
18						24
25						31

IMPORTANT DATES

- JULY**
25-29 NEW TEACHER ORIENTATION
- AUGUST**
1-10 FALL KICKOFF FOR STAFF
8 PREP THE PACK
11 FIRST DAY OF SCHOOL
- SEPTEMBER**
2 PL DAY / STUDENT HOLIDAY
5 HOLIDAY (DISTRICT CLOSED)
6 PL DAY / STUDENT HOLIDAY
- OCTOBER**
7 END OF 1ST 9 WEEKS
10 HOLIDAY (DISTRICT CLOSED)
11-12 PL FLEX/STUDENT HOLIDAY
13-14 PL DAY/STUDENT HOLIDAY
17 START OF 2ND 9 WEEKS
- NOVEMBER**
21-22 HOLIDAY (DISTRICT CLOSED)
FLEX DAYS FOR STAFF
23-25 HOLIDAY (DISTRICT CLOSED)
- DECEMBER**
15 EARLY RELEASE (K-12)
LAST DAY OF FALL SEMESTER
16 PL DAY/STUDENT HOLIDAY
19-30 HOLIDAY (DISTRICT CLOSED)
- JANUARY**
2-3 PL DAY / STUDENT HOLIDAY
4 FIRST DAY (SPRING SEMESTER)
16 HOLIDAY (DISTRICT CLOSED)
- FEBRUARY**
17 PL DAY / STUDENT HOLIDAY
20 PL DAY / STUDENT HOLIDAY
- MARCH**
3 END OF 3RD 9 WEEKS
6 START OF 4TH 9 WEEKS
13-17 HOLIDAY (DISTRICT CLOSED)
- APRIL**
7 HOLIDAY (DISTRICT CLOSED)
10-11 WEATHER MAKEUP DAY
- MAY**
19 EARLY RELEASE (K-12)
LAST DAY OF SCHOOL
22 PL DAY
29 HOLIDAY (DISTRICT CLOSED)

SCHOOL TIMES

- ELEMENTARY SCHOOLS**
8:05 A.M. - 3:40 P.M.
EARLY RELEASE AT 12:05 P.M.
- MIDDLE SCHOOLS**
8:55 A.M. - 4:30 P.M.
EARLY RELEASE AT 12:55 P.M.
- HIGH SCHOOL**
7:20 A.M. - 2:55 P.M.
EARLY RELEASE AT 11:20 A.M.

JANUARY

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



Simplified Banking. Your Way.
CUTX.ORG/JOIN | (817) 683-8639

Introduction

The purpose of this Handbook is to provide information that will help with questions and pave the way for a successful year. Not all District policies and procedures are included. Those that are have been summarized. Suggestions for additions and improvements to this handbook are welcome and may be sent to Renee Pentecost at rpentecost@littleelmisd.net.

This Handbook is neither a contract nor a substitute for the official District policy manual. Nor is it intended to alter the at-will status of non-contract employees in any way. Rather, it is a guide to and a brief explanation of District policies and procedures related to employment. These policies and procedures can change at any time; these changes shall supersede any handbook provisions that are not compatible with the change. For more information, employees may refer to the policy codes that are associated with handbook topics, confer with their supervisor, or call the appropriate District office. District policies can be accessed online at www.littleelmisd.net.

Little Elm ISD does not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, age, disability, military status, genetic information, or on any other basis prohibited by law. Additionally, the District does not discriminate against an employee or applicant who acts to oppose such discrimination or participates in the investigation of a complaint related to a discriminatory employment practice. Employment decisions will be made on the basis of each applicant's job qualifications, experience, and abilities.

District Information

Description of the District

Little Elm ISD is a fast-growing district located in North Texas. The District currently has ten campuses to serve children:

Brent Elementary	Pre-Kindergarten – 5th
Chavez Elementary	Pre-Kindergarten – 5th
Hackberry Elementary	Pre-Kindergarten – 5th
Lakeview Elementary	Kindergarten – 5th
Oak Point Elementary	Pre-Kindergarten – 5th
Prestwick Elementary	Kindergarten – 5th
Strike Middle School	6th – 8th
Walker Middle School	6th – 8th
Little Elm High School	9th – 12th
Little Elm ISD Administration Building	DAEP, GOALS & AIMS

Mission Statement, Goals, and Objectives

District Values, Vision, Mission, And Goals

The Mission of Little Elm ISD is to ENGAGE, EQUIP, and EMPOWER each student to realize their full potential.

The Vision of the Little Elm ISD Community is to be "THE Destination District."

AS LOBOS WE VALUE...

A culture founded on the highest qualities of character

- Excellence
- Integrity
- Respect
- Compassion

Unleashing every individual's highest potential

- Promote high expectations
- Inspire creativity
- Nurture self-confidence
- Commit to accountability

Creating a community where every student loves to learn, every teacher loves to teach and every person is proud to call home (A foundation of culture that values unity and pride)

- Provide a safe and supportive environment
- Expand opportunities for achievement
- Support collaboration
- Promote District identity and culture
- Praise and celebrate success
- #loboproud

Embracing all of our kids as all of our kids

- Champion success
- Ignite passion
- Value and encourage every student
- Foster Relationships
- Cultivate ownership

Open, transparent, and timely communication

- Honest
- Clear

- Respectful
- Courteous
- Engaging

OUR GOALS ARE:

Teaching & Learning

1. We will provide a guaranteed & viable curriculum that ensures all students have equal learning opportunities.
2. We will engage each student in learning experiences that increase student growth and achievement.
3. We will engage each student in learning experiences that lead to increased college, career, and military opportunities for post-secondary readiness.
4. We will engage each employee in meaningful learning experiences that support student success.

Communication & Engagement

1. We will communicate with the LEISD community to build trust, support, and involvement.
2. We will foster relations with community partners to enhance educational opportunities.

Human Capital

1. We will recruit, recognize, and retain high quality and effective personnel to support student success at every level.

Ensuring Fiscal Health & Sustainability

1. We will ensure funding for teaching and learning, operations, and capital improvements to support student success at every level.

Board of Trustees

Policies BA, BB series, BD series, and BE series

Texas law grants the Board of Trustees the power to govern and oversee the management of the District's schools. The Board is the policy-making body within the District and has overall responsibility for the curriculum, school taxes, annual budget, and employment of the superintendent and other professional staff, and facilities.. The Board has complete and final control over school matters within limits established by state and federal laws and regulations.

The Board of Trustees is elected by the citizens of the District to represent the community's commitment to a strong educational program for the District's children. Trustees are elected at large and serve three-year terms. Trustees serve without compensation, must be qualified voters, and must reside in the District.

Current board members include:

- Jason Olson, President
- Dr. Monique Thompson, Vice President
- DeLeon English, Secretary
- Alex Flores, Member
- David Montemayor, Member
- Mary Watkins, Member
- Vacant, Member

The Board usually meets at the Little Elm ISD Administration Building on the third Monday of the month. Special meetings may be called when necessary. A written notice of regular and special meetings will be posted on the District website and at Zellars at least 72 hours before the scheduled meeting time. The written notice will show the date, time, place, and agendas of each meeting. In emergencies, a meeting may be held with a two-hour notice.

All meetings are open to the public. In certain circumstances, Texas law permits the Board to go into a closed session from which the public and others are excluded. Closed sessions may occur for such things as discussing prospective gifts or donations, real-property acquisition, certain personnel matters including employee complaints, security matters, student discipline, or consulting with attorneys regarding pending litigation.

Administration

Daniel Gallagher	Superintendent
Ross Roberts	Deputy Superintendent
Shay Adams	Assistant Superintendent for Business & Finance Services
Dr. Penny Tramel	Assistant Superintendent for Curriculum & Learning
Asheley Brown	Executive Director for Human Resource Services

Alfred Gaches
Rick Martin
Lesia Shocklee
Gregg Burcham

Executive Director for Operational Services
Executive Director for Construction and Operations
Executive Director for Special Population Services
Director for Network & Technology Services

Dr. Ashley Glover
Jeff Wiseman
Doug Sevier
Danny Cogdell
Beth Euler
Carrie McHugh
Michael Young
Cecelia Jones
Kendra Vogt
Amanda Ball
Brandon Thompson
Jesse Wyse
Denise Jensen
Renee Pentecost
Clint Miller

Director for District Testing & Federal Programs
Director for Digital Learning
Director for Curriculum & Learning
Director for Maintenance, Custodial, & Grounds
Director for Accounting & Finance/CPA
Director for Child Care Services
Director for Athletics
Director for Communication Services
Director for Child Nutrition Services
Director for Professional Learning and Advanced Academics
Director for Data Processing & Information Services
Director for Budget & Finance
Director for Counseling Services
Director for Human Resource Services
Director for Student Services

School Directory

Ray Borden

Little Elm High School – Principal
1900 Walker Lane
972-947-9443

Kelley Carr

Walker Middle School - Principal
633 French Settlement

	972-947-9458
Bill Bush	Strike Middle School - Principal 8798 Scotty's Lake Lane, The Colony, TX 75056 972-947-9457
Karie Kuster	Brent Elementary School – Principal 500 Witt Rd 972-947-9330
Lindsay Sivick	Chavez Elementary – Principal 2600 Hart Road 972-947-9452
Jimmy Ross	Hackberry Elementary – Principal 7200 Snug Harbor (Frisco) 972-947-9453
Chris Reza	Lakeview Elementary – Principal 1800 Waterside Drive 972-947-9328
Kori Werth	Oak Point Elementary – Principal 401 Shahan Prairie (Oak Point) 972-947-9329
Jamey Allen	Prestwick Elementary – Principal 3101 Stonefield, The Colony, TX 75056 972-947-9450
Terilyn Thomas-Monday	AIMS/GOALS/DAEP - Principal 300 Lobo Lane 972-947-9340 x10701

Employment

Equal Employment Opportunity

Policies DAA, DIA

In its efforts to promote nondiscrimination and as required by law, Little Elm ISD does not discriminate against any employee or applicant for employment because of race, color, religion, sex (including pregnancy, sexual orientation, or gender identity), national origin, age, disability, military status, genetic information, or on any other basis prohibited by law. Additionally, the District does not discriminate against an employee or applicant who acts to oppose such discrimination or participates in the investigation of a complaint related to a discriminatory

employment practice. Employment decisions will be made on the basis of each applicant's job qualifications, experience, and abilities.

In accordance with Title IX, the district does not discriminate on the basis of sex and is required not to discriminate on the basis of sex in its educational programs or activities. The requirement not to discriminate extends to employment. Inquiries about the application of Title IX may be referred to the district's Title IX coordinator, to the Assistant Secretary for Civil Rights of the Department of Education, or both.

The district designates and authorizes the following employee as the Title IX coordinator for employees to address concerns or inquiries regarding discrimination based on sex, including sexual harassment should contact Charese Duffey, Title IX Administrator,, the District Title IX coordinator. Reports can be made at any time and by any person, including during non-business hours, by mail, email, or phone. During district business hours, reports may also be made in person. The district designates and authorizes the following employee as the ADA/Section 504 coordinator for employees for concerns regarding discrimination on the basis of a disability: Asheley Brown, Executive Director of Human Resource Services, the District ADA/Section 504 coordinator. Questions or concerns relating to discrimination for any other reason should be directed to the Superintendent.

LEISD Title IX Coordinator Contact information:

Charese Duffey
Title IX Administrator
400 Lobo Lane
Little Elm, Texas 75068
972-947-9340

LEISD ADA/Section 504 Coordinator Contact information:

Lesa Shocklee
Executive Director for Special Populations Services
400 Lobo Lane
Little Elm, Texas 75068
972-947-9340

Job Vacancy Announcements

Policy DC

Announcements of job vacancies by position and location are posted on a regular basis to the District's Web site.

Campus Administration Openings

Internal applicants for Assistant Principal positions are encouraged to have completed Aspiring Leadership Institute - Year 2.

Employment After Retirement

Policy DC

Individuals receiving retirement benefits from the Teacher Retirement System (TRS) may be employed under certain circumstances on a full-time or part-time basis without affecting their benefits, according to TRS rules and state law. Detailed information about employment after retirement is available in the TRS publication *Employment After Retirement*. Employees can contact TRS for additional information by calling 800-223-8778 or 512-542-6400. Information is also available on the TRS Web Site (www.trs.texas.gov).

Contract and Non-contract Employment

Policy DC series

State law requires the District to employ all full-time professional employees in positions requiring a certificate from the State Board for Educator Certification (SBEC) and nurses under probationary, term, or continuing contracts. Employees in all other positions are employed at-will or by a contract that is not subject to the procedures for nonrenewal or termination under Chapter 21 of the Texas Education Code. The paragraphs that follow provide a general description of the employment arrangements used by the District.

Probationary Contracts. Nurses and full-time professional employees new to the District and employed in positions requiring SBEC certification must receive a probationary contract during their first year of employment. Former employees who are hired after a two-year lapse in District employment or employees who move to a position requiring a new class of certification may also be employed by probationary contract. Probationary contracts are one-year contracts. The probationary period for those who have been employed as a teacher in public education for at least five of the eight years preceding employment with any Texas District may not exceed one school year.

For those with less experience, the probationary period will be three school years (i.e., three one-year contracts) with an optional fourth school year if the board determines it is doubtful whether a term or continuing contract should be given.

Term Contracts. Full-time professionals employed in positions requiring certification and nurses will be employed by term contracts after they have successfully completed the probationary period. The terms and conditions of employment are detailed in the contract and employment policies. All employees will receive a copy of their contract. Employment policies can be accessed on line or copies will be provided upon request.

Dual Contracts. A dual assignment contract is a Chapter 21 agreement that includes both teaching duties and supplemental duties. Because both are included in the contract, the district and the teacher are mutually committed to both. Certified personnel assigned to both teaching and coaching duties will be issued a dual contract for the two assignments. An employee may not resign from only one position. Should a person resign or be dismissed from the coaching duties, the person shall be considered to have resigned or been dismissed from the teaching assignment. Should a person resign or be dismissed from teaching duties, the person shall be considered to have resigned or been dismissed from the coaching assignment. At contract renewal, if a dual assignment contract is currently in place, only a dual assignment contract will be considered. If the employee wishes to resign from coaching duties, the employee must resign from both positions and is eligible to reapply for any open teaching position.

Noncertified Professional and Administrative Employees. Employees in professional and administrative positions that do not require SBEC certification (such as non-instructional administrators) are employed by a one-year contract that is not subject to the provisions for nonrenewal or termination under the Texas Education Code.

Paraprofessional and Auxiliary Employees. All paraprofessional and auxiliary employees, regardless of certification, are employed at will and not by contract. Employment is not for any specified term and may be terminated at any time by either the employee or the District.

Certification and Licenses

Policies DBA, DF

Professional employees whose positions require SBEC certification or professional license are responsible for taking actions to ensure their credentials do not lapse. Employees must submit documentation that they have passed the required certification exam and/or obtained or renewed their credentials to Little Elm ISD Human Resource Services Department in a timely manner. Employees licensed by the Texas Department of Licensing and Regulations (TDLR) must notify Little Elm ISD Human Resource Services Department when there is action against, or revocation of their licenses.

A certified employee's contract may be voided without due process and employment terminated if the individual does not hold a valid certificate or fails to fulfill the requirements necessary to renew or extend a temporary certificate, emergency certificate, probationary certificate, or permit. A contract may also be voided if SBEC suspends or revokes certification because of an individual's failure to comply with criminal history background checks. Contact Little Elm ISD Human Resource Services Department if you have any questions regarding certification or licensure requirements.

Recertification of Employment Authorization

Policy DC

At the time of hire all employees must complete the Employment Eligibility Verification Form (Form I-9) and present documents to verify identity and employment authorization.

Employees whose immigration status, employment authorization, or employment authorization documents have expired must present new documents that show current employment authorization. Employees should file the necessary application or petition sufficiently in advance to ensure that they maintain continuous employment authorization or valid employment authorization documents. Contact Little Elm ISD Human Resource Services if you have any questions regarding reverification of employment authorization.

Searches and Alcohol and Drug Testing

Policy CQ, DHE

Non-investigatory searches in the workplace including accessing an employee's desk, file cabinets, or work area to obtain information needed for usual business purposes may occur when an employee is unavailable. Therefore, employees are hereby notified that they have no legitimate expectation of privacy in those places. In addition, the District reserves the right to conduct searches when there is reasonable cause to believe a search will uncover evidence of work-related misconduct. Such an investigatory search may include drug and alcohol testing if the suspected violation relates to drug or alcohol use. The District may search the employee, the employee's personal items, and work areas including District-owned technology resources, lockers, and private vehicles parked on District premises or work sites or used in District business.

Employees Required to Have a Commercial Driver's License. Any employee whose duties require a commercial driver's license (CDL) is subject to drug and alcohol testing. This includes all drivers who operate a motor vehicle designed to transport 16 or more people counting the driver, drivers of large vehicles, or drivers of vehicles used in the transportation of hazardous materials. Teachers, coaches, or other employees who primarily perform duties other than driving are subject to testing requirements if their duties include driving a commercial motor vehicle.

Drug testing will be conducted before an individual assumes driving responsibilities. Alcohol and drug tests will be conducted when reasonable suspicion exists, at random, when an employee returns to duty after engaging in prohibited conduct, and as a follow-up measure. Testing may be conducted following accidents. Return-to-duty and follow-up testing will be conducted if an employee who has violated the prohibited alcohol conduct standards or tested positive for alcohol or drugs is allowed to return to duty.

All employees required to have a CDL or who otherwise are subject to alcohol and drug testing will receive a copy of the District's policy, the testing requirements, and detailed information on alcohol and drug abuse and the availability of assistance programs.

Employees with questions or concerns relating to alcohol and drug policies and related educational material should contact Little Elm ISD Human Resource Services.

Health Safety Training

Policies DBA, DMA

Certain employees who are involved in physical activities for students must maintain and submit to the District proof of current certification or training in first aid, cardiopulmonary resuscitation (CPR), the use of an automated external defibrillator (AED), concussion, and extracurricular athletic activity safety. Certification or documentation of training must be issued by the American Red Cross, the American Heart Association, University Interscholastic League, or another organization that provides equivalent training and certification. Employees subject to this requirement must submit their certification or documentation to Toni Nelson, Coordinator of Health Services by September 1, 2022.

School nurses and employees with regular contact with students must complete a Texas Education Agency approved, online training regarding seizure disorder aware-ness, recognition, and related first aid.

Reassignments and Transfers

Policy DK

All personnel are subject to assignment and reassignment by the superintendent or designee when the superintendent or designee determines that the assignment or reassignment is in the best interest of the District. Reassignment is a transfer to another position, department, or facility that does not necessitate a change in the employment contract. Campus reassignments must be approved by the principal at the receiving campus except when reassignments are due to enrollment shifts or program changes. Extracurricular or supplemental duty assignments may be reassigned at any time unless an extracurricular or supplemental duty assignment is part of a dual-assignment contract. Employees who object to a reassignment may follow the District process for employee complaints as outlined in this handbook and District policy DGBA (Local).

An employee with the required qualifications for an open position may apply to another campus or department job posting through the internal application system. Requests for transfer during the school year will be considered only when unusual, extenuating circumstances exist. All transfer requests must be approved by both supervisors and Human Resource Services.

Workload and Work Schedules

Policies DEAB, DK, DL

Professional Employees. Professional employees and academic administrators are exempt from overtime pay and are employed on a 10-, 11-, or 12-month basis, according to the work schedules set by the District. A school calendar is adopted each year designating the work schedule for teachers and all school holidays. Notice of work schedules including start and end dates and scheduled holidays will be distributed each school year.

Classroom teachers will have planning periods for instructional preparation including conferences. The schedule of planning periods is set at the campus level but must provide at least 450 minutes within each two-week period in blocks not less than 45 minutes within the instructional day. Teachers and librarians are entitled to a duty-free lunch period of at least 30 minutes. The District may require teachers to supervise students during lunch one day a week when no other personnel are available.

Paraprofessional and Auxiliary Employees. Support employees are employed at will and receive notification of the required duty days, holidays, and hours of work for their position on an annual basis. Paraprofessional and auxiliary employees are not exempt from overtime and are not authorized to work in excess of their assigned schedule without prior approval from their supervisor.

Breaks for Expression of Breast Milk

Policies DEAB, DG

The district supports the practice of expressing breast milk and makes reasonable accommodations for the needs of employees who express breast milk. A place, other than a multiple user bathroom, that is shielded from view and free from intrusion from other employees and the public where the employee can express breast milk will be provided.

A reasonable amount of break time will be provided when the employee has a need to express milk. For nonexempt employees, these breaks are unpaid and are not counted as hours worked. Employees should meet with their supervisor to discuss their needs and arrange break times.

Notification to Parents Regarding Qualifications

Policies DK, DBA

In schools receiving Title I funds, the District is required by the Every Student Succeeds Act (ESSA) to notify parents at the beginning of each school year that they may request information regarding the professional qualifications of their child's teacher. ESSA also requires that parents be notified if their child has been assigned or taught for four or more consecutive weeks by a teacher who does not meet applicable state certification or licensure requirements.

Texas law requires that parents be notified if their child is assigned for more than 30 consecutive instructional days to a teacher who does not hold an appropriate teaching certificate. This notice is not required if parental notice under ESSA is sent. Inappropriately certified or uncertified teachers include individuals on an emergency permit (including individuals waiting to take a certification exam) and individuals who do not hold any certificate or permit. Information relating to teacher certification will be made available to the public upon request. Employees who have questions about their certification status can call Renee Pentecost, Director of Human Resource Services.

Outside Employment and Tutoring

Policy DBD

Employees are required to disclose in writing to their immediate supervisor any outside employment that may create a potential conflict of interest with their assigned duties and responsibilities or the best interest of the District. Supervisors will consider outside employment on a case-by-case basis and determine whether it should be prohibited because of a conflict of interest.

Performance Evaluation

Policy DN series

Evaluation of an employee's job performance is a continuous process that focuses on improvement. Performance evaluation is based on an employee's assigned job duties and other job-related criteria. All employees will participate in the evaluation process with their assigned supervisor at least annually. Written evaluations will be completed on forms approved by the District. Reports, correspondence, and memoranda also can be used to document performance information. All employees will receive a copy of their written evaluation, participate in a performance conference with their supervisor, and have the opportunity to respond to the evaluation.

Employee Involvement

Policies BQA, BQB

At both the campus and District levels, Little Elm ISD offers opportunities for input in matters that affect employees and influence the instructional effectiveness of the District. As part of the District's planning and decision-making process, employees are elected to serve on District- or campus-level advisory committees. Plans and detailed information about the shared decision-making process are available in each campus office or from campus/department supervisors.

Staff Development

Policy DMA

Staff development activities are organized to meet the needs of employees and the District. Staff development for instructional personnel is predominantly campus-based, related to achieving campus performance objectives, addressed in the campus improvement plan, and approved by a campus-level advisory committee. Staff development for non-instructional personnel is designed to meet specific licensing requirements (e.g., bus drivers) and continued employee skill development.

All individuals holding renewable SBEC certificates are responsible for obtaining the required training hours and maintaining appropriate documentation.

Staff Development / Workdays and Employee Children

District employees are expected to make child care arrangements for all staff development and workdays during the school year. During instructional hours of the school day, children of District employees may not stay with their parent in their job assignment.

Compensation and Benefits

Salaries, Wages, and Stipends

Policies DEA, DEAA, DEAB

Employees are paid in accordance with administrative guidelines and an established pay structure. The District's pay plans are reviewed by the administration each year and adjusted as needed. All District positions are classified as exempt or nonexempt according to federal law. Professional employees and academic administrators are generally classified as exempt and are paid monthly salaries. They are not entitled to overtime compensation. Other employees are generally classified as non-exempt and are paid an hourly wage or salary and receive compensatory time or overtime pay for each hour worked beyond 40 in a workweek. (See *Overtime Compensation* on page 22 for more information.)

All employees will receive written notice of their pay and work schedules each school year. Classroom teachers, full-time librarians, full-time nurses, and full-time counselors will be paid no less than the minimum state salary schedule. After initial employment, salary increases are determined annually by the Board of Trustees during the budget process. Contract employees who perform extracurricular or supplemental duties may be paid a stipend in addition to their salary according to the District's extra-duty pay schedule. All stipends are Board approved at the beginning of each academic school year.

Employees should contact Little Elm ISD Payroll Department for more information about their pay. The District's pay schedules are available online at the [LEISD website](#).

Annualized Compensation

Policy DEA

The District pays all salaried employees over 12 months regardless of the number of months employed during the school year. Salaried employees will be paid in equal monthly payments, beginning with the first pay period of the school year. Employees that separate after the last day of instruction will continue to receive paychecks through the end of the summer.

Paychecks

All professional and salaried employees are paid monthly (generally on the 20th of the month). However, holidays necessitate the schedule to be altered from time to time.

An employee's payroll statement contains detailed information including deductions, withholding information, and the amount of leave accumulated. Any questions regarding your paycheck can be directed to the LEISD Payroll Department at 972-947-9340.

The schedule of pay dates for the 2022–2023 school year are as follows:

September 20th	January 20th	May 19th
October 20th	February 17th	June 20th
November 18th	March 20th	July 20th
December 16th	April 20th	August 18th

Automatic Payroll Deposit

All Little Elm ISD employees will receive their pay via direct deposit. This option sends your net pay electronically to the employee's bank of choice on the pay date. There is no charge for this service. Funds from the automatic deposit will not be available before the pay date but will be available on the pay date.

Payroll Deductions

Policy CFEA

The District is required to make the following automatic payroll deductions:

- Teacher Retirement System of Texas (TRS) or Social Security employee contributions
- Federal income tax required for all full-time employees
- Medicare tax (applicable only to employees hired after March 31, 1986)
- Child support and spousal maintenance, if applicable
- Delinquent federal education loan payments, if applicable

Other payroll deductions employees may elect include deductions for the employee's share of premiums for health, dental, life, and vision insurance; annuities; and higher education savings plans; and saving deposits and loan payments through the Denton Area Teachers Credit Union. Employees also may request payroll deduction for payment of membership dues to professional organizations. Salary deductions are automatically made for unauthorized or unpaid leave.

Universal Availability

Employees of LEISD are eligible to begin contributions through salary deferral into a 403(b). Any school employee who works 20 hours a week is eligible to participate and have a portion of his or her paycheck deferred to the plans.

Overtime Compensation

Policy DEAB, DEC

The District compensates overtime for nonexempt employees in accordance with federal wage and hour laws. Only nonexempt employees (hourly employees and paraprofessional employees) are entitled to overtime compensation. Nonexempt employees are not authorized to work beyond their normal work schedule without advance approval from their supervisor. A nonexempt employee who works overtime without prior approval will be subject to disciplinary action.

Overtime is legally defined as all hours worked in excess of 40 hours in a workweek and is not measured by the day or by the employee's regular work schedule. Nonexempt employees that are paid on a salary basis, are paid for a 40-hour workweek and do not earn additional pay unless they

work more than 40 hours. For the purpose of calculating overtime, a workweek begins at 12:00AM Saturday and ends at 11:59PM Friday.

Employees may be compensated for overtime at time-and-a-half rate with compensatory time off (comp time) or direct pay. The following applies to all nonexempt employees:

- Employees can accumulate up to 40 hours of comp time.
- Comp time must be used in the semester that it is earned.
- Use of comp time may be at the employee's request with supervisor approval, as workload permits, or at the supervisor's direction.
- Comp time must be used in ½ day or whole day increments.
- The District may require an employee to use comp time when in the best interest of the District.
- Compensatory time accumulated must be used prior to using other paid leave (e.g., sick, personal, vacation) provided by the District.
- Compensatory time is accumulated (with supervisor's approval) and then utilized. Employees cannot use comp time earned **after** an absence to cover the prior absence.
- Weekly time records will be maintained on all nonexempt employees for the purpose of wage and salary administration.

Time Clock / Veritime

Each nonexempt employee will clock in each day and will clock out during any non-work related activity. Each nonexempt employee will clock in and out each and every day for lunch. Employees who fail to clock in or clock out at each appropriate time will require their supervisor's approval for time worked, to be compensated. An employee who consistently fails to maintain an accurate time card will be subject to disciplinary action.

Travel Expense Reimbursement

Policy DEE

Before any travel expenses are incurred by an employee, the employee's supervisor must give approval. For approved travel, employees will be reimbursed for mileage and other travel expenditures according to the current rate schedule established by the District. Employees must submit receipts, to the extent possible, to be reimbursed for expenses other than mileage. The mileage reimbursement rate is inclusive of all expenses associated with the use of the employee's personal vehicle. Only the employee driving may claim mileage reimbursement.

Health, Dental, and Life Insurance

Policy CRD

Group health insurance coverage is provided through TRS-ActiveCare, the statewide public school employee health insurance program. The District's contribution to employee insurance premiums is determined annually by the board of trustees. Employees eligible for health insurance coverage include the following:

- Employees who are active, contributing TRS members
- Employees who are not contributing TRS members and who are regularly scheduled to work at least 10 hours per week

TRS retirees who are enrolled in TRS-Care (retiree health insurance program) and employees who are not contributing TRS members who are regularly scheduled to work less than 10 hours per week, are not eligible to participate in TRS-ActiveCare.

The insurance plan year is from September 1 through August 31. Current employees can make changes in their insurance coverage during open enrollment each year or when they experience a qualifying event (e.g., marriage, divorce, birth). Detailed descriptions of insurance coverage, employee cost, and eligibility requirements are provided to all employees in a separate booklet. Employees should contact Little Elm ISD Payroll/Benefits Department for more information.

Supplemental Insurance Benefits

Policy CRD

At their own expense, employees may enroll in supplemental insurance programs for vision, dental, disability, cancer and additional life insurance. Premiums for these programs can be paid by payroll deduction. Employees should contact Little Elm ISD Payroll/Benefits Department for more information.

Cafeteria Plan Benefits (Section 125)

Employees may be eligible to participate in the Cafeteria Plan (Section 125) and, under IRS regulations, must either accept or reject this benefit. This plan enables eligible employees to pay certain insurance premiums on a pretax basis (i.e., disability, accidental death and dismemberment, cancer and dread disease, dental, and additional term life insurance). A third-party administrator handles employee claims made on these accounts.

New employees must accept or reject this benefit during their first month of employment. All employees must accept or reject this benefit on an annual basis and during the specified time period.

Workers' Compensation Insurance

Policy CRE

The District, in accordance with state law, provides workers' compensation benefits to employees who suffer a work-related illness or are injured on the job. The District has workers' compensation coverage from TASB, effective upon employment.

Benefits help pay for medical treatment and make up for part of the income lost while recovering. Specific benefits are prescribed by law depending on the circumstances of each case.

All work-related accidents or injuries should be reported immediately to the Campus Nurse and/or supervisor. Employees who are unable to work because of a work-related injury will be notified of their rights and responsibilities under the Texas Labor Code. See Workers' Compensation Benefits on page 35 for information on use of paid leave for such absences.

Unemployment Compensation Insurance

Policy CRF

Employees who have been laid off or terminated through no fault of their own may be eligible for unemployment compensation benefits. Employees are not eligible to collect unemployment benefits during regularly scheduled breaks in the school year or the summer months if they have employment contracts or a letter of reasonable assurance of returning to service. Employees with questions about unemployment benefits should contact Little Elm ISD Human Resource Services Department.

Teacher Retirement

All personnel employed on a regular basis for at least four and one-half months are members of the Teacher Retirement System of Texas (TRS). Substitutes not receiving TRS service retirement benefits who work at least 90 days a year are also eligible for TRS membership and to purchase a year of creditable service. TRS provides members with an annual statement of their account showing all deposits and the total account balance for the year ending August 31, as well as an estimate of their retirement benefits.

Employees who plan to retire under TRS should notify Little Elm ISD Human Resource Services, as soon as possible. Information on the application procedures for TRS benefits is available from TRS at Teacher Retirement System of Texas, 1000 Red River Street, Austin, TX 78701-2698, or call 800-223-8778 or 512-542-6400. TRS information is also available on the TRS website. See page 13 for information on restrictions of employment of retirees in Texas public schools.

Leaves, Absences and Vacations

Policies DEC, DECA, DECB, DED

The District offers employees paid and unpaid leaves of absence in times of personal need. This handbook describes the basic types of leave available and restrictions on leaves of absence. Employees who expect to be absent for an extended period of more than five days should call Little Elm ISD Human Resource Services for information about applicable leave benefits, payment of insurance premiums, and requirements for communicating with the District.

Leave must be used in half-day increments. Earned comp time must be used before any available paid state and local leave. Unless an employee requests a different order, available paid state and local leave will be used in the following order:

- Local Leave
- State Leave

Employees must follow District and department/campus procedures to report or request any leave of absence using AESOP. Any unapproved absences or absences beyond accumulated or available paid leave shall result in deduction from the employee's pay.

Immediate Family. For purposes of leave other than family and medical leave, immediate family is defined as the following:

- Spouse
- Son or daughter, including a biological, adopted, or foster child, a son- or daughter-in-law, a stepchild, a legal ward, or a child for whom the employee stands *in loco parentis*.
- Parent, stepparent, parent-in-law, or other individual who stands *in loco parentis* to the employee.
- Sibling, stepsibling, and sibling-in-law
- Grandparent and grandchild
- Any person residing in the employee's household at the time of illness or death

For purposes of family and medical leave, the definition of family is limited to spouse, parent, son or daughter, and next of kin. The definition of these are found in Policy DECA (LEGAL).

Medical Certification. Any employee who is absent more than 5 consecutive days because of a personal or family illness must submit a medical certification from a qualified healthcare provider confirming the specific dates of the illness, the reason for the illness, and—in the case of personal illness—the employee's fitness to return to work.

The district may require medical certification due to an employee's questionable pattern of absences or when deemed necessary by the supervisor or superintendent. The district may also request medical certification when an employee requests FMLA leave for the employee's serious health condition, a serious health condition of the employee's spouse, parent, or child, or for military caregiver leave.

The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits covered employers from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by this law. To comply with this law, we ask that employees and health care providers do not provide any genetic information in any medical certification. 'Genetic information,' as defined by GINA, includes an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

Return to Work Authorization. Employees who are removed from campus for a personal medical emergency, whether by ambulance or other means, shall be required to provide medical clearance to the District's Human Resource Services Department before the employee is permitted to return to work. The clearance must be filled out and signed by a licensed physician. Such certification must be provided twenty-four hours prior to return to work.

Continuation of Health Insurance. Employees on an approved leave of absence other than family and medical leave may continue their insurance benefits at their own expense. Health insurance benefits for employees on paid leave and leave designated under the Family and Medical Leave

Act will be paid by the District as they were prior to the leave. Otherwise, the District does not pay any portion of insurance premiums for employees who are on unpaid leave.

Under TRS-Active Care rules, an employee is no longer eligible for insurance through the district after six months of unpaid leave other than FML. If an employee's unpaid leave extends for more than six months, the district will provide the employee with notice of COBRA rights.

Personal Leave

State law entitles all employees to five days of paid personal leave per year. Personal leave is available for use at the beginning of the year. A day of personal leave is equivalent to the number of hours per day in an employee's usual assignment, whether full-time or part-time. State personal leave accumulates without limit, is transferable to other Texas school Districts, and generally transfers to education service centers. Personal leave may be used for two general purposes: nondiscretionary and discretionary.

Nondiscretionary. Leave taken for personal or family illness, family emergency, a death in the family, or active military service is considered nondiscretionary leave. Reasons for this type of leave allow very little, if any, advance planning. Nondiscretionary leave may be used in the same manner as state sick leave.

Discretionary. Leave taken at an employee's discretion that can be scheduled in advance is considered discretionary leave. An employee wishing to take discretionary personal leave must submit a request to his or her principal or supervisor a minimum of three (3) work days in advance of the anticipated absence. Discretionary personal leave is subject to the following limitations:

- A maximum of 5 percent of campus employees in each job category will be permitted to take discretionary personal leave at the same time.
- Discretionary leave may not be taken on the following key days:
 - the day before a school holiday,
 - the day after a school holiday,
 - the first and last instructional days of the year
 - the employee's last day of employment
 - days scheduled for end-of-semester or end-of-year exams,
 - days scheduled for STAAR tests,
 - on professional or staff development days,
 - nor on any other days which an absence would disrupt the educational process.
- Leave exceeding 10% in a pay period **will not be approved**, except with special approval for extenuating circumstances as determined by the Superintendent or Superintendent's designee.

The effect of the employee's absence on the educational program or department operations, as well as the availability of substitutes, will be considered by the principal or supervisor.

If an employee's absence is on a protected day and is due to a once-in-a-lifetime event (graduation, wedding, etc) of the employee, or employee's immediate family (see definition on page 26), a one-time exception may be approved. A request for exemption must be made to LEISD HR Services at least 30 days prior to the absence. Funerals and medical emergencies involving immediate family are exempted from the 30 day notice. If approved, only the day of the event will be exempted from dock. Any additional days of absence will remain as dock days.

*Due to the Absence Management system requirements, supervisor approval of a discretionary absence on a protected day does not constitute approval of the absence with pay. Rather, the supervisor is merely acknowledging that the absence has been entered and that the employee is aware of the dock day policy.

The following dates are protected for the 2022-2023 school year and will result in docking of pay:

August 1-5 (Staff Development)

August 8-10 (Staff Development)

August 11 (First Day of Instruction)

September 2 (Staff Development)

September 6 (Day after holiday weekend and Staff Development)

October 7 (Day before a holiday)

October 13-14 (Staff Development)

October 25 (PSAT Testing Day, LEHS only)

November 18 (Day before holiday break)

November 28 (Day after holiday break)

December 6-8 (State Testing, LEHS only)

December 14-15 (End-of-semester exams, LEHS only)

December 16 (Day before holiday break/End-of-semester exams/Staff Development)

January 2-3 (Staff Development)

January 13 (Day before holiday weekend)

January 17 (Day after holiday weekend)

February 17 (Staff Development)

February 20 (Staff Development)

March 1 (SAT Testing Day, LEHS only)

March 10 (Day before Spring Break)

March 20 (Day after Spring Break)

April 6 - (Day before a holiday weekend)

April 10 - (Day after holiday weekend, if attendance is required due to prior bad weather day)

April 11 - (Day after holiday weekend, if April 10 does not require attendance due to prior bad weather day)

May 18-19 (End-of-semester exams, LEHS only)

May 19 (Last Day of School/End-of-semester exams/Day before Summer Break)

May 22 (Teacher Work Day)

The list of protected days will be updated as soon as any change in the district's academic calendar or the State's Assessment calendar requires an addition or edit.

Leave Proration. If an employee separates from employment with the District before his or her last duty day of the year, or begins employment after the first duty day, state personal leave will be prorated based on the actual time employed. When an employee separates from employment before the last duty day of the school year, the employee's final paycheck will be reduced by the amount of state personal leave the employee used beyond his or her pro rata entitlement for the school year.

State Sick Leave

State sick leave accumulated before 1995 is available for use and may be transferred to other school Districts in Texas. State sick leave can be used only in half-day increments, except when coordinated with family and medical leave taken on an intermittent or reduced-schedule basis or when coordinated with workers' compensation benefits.

State sick leave may be used for the following reasons only:

- Employee illness
- Illness in the employee's immediate family
- Family emergency (i.e., natural disasters or life-threatening situations)
- Death in the immediate family
- Active military service

Local Leave

All employees shall earn an additional four equivalent workdays of local leave per school year. Local leave shall accumulate to a maximum of 30 equivalent workdays, shall be taken with no loss of pay and shall not transfer from one District to another. Local leave is available for use at the beginning of the year. Local leave days accumulated but not used will be transferred to the District's Sick Leave Bank upon employee separation from the district.

Sick Leave Bank

LEISD administration has implemented a "Sick Leave Bank", which replaced the previous "Sick Leave Pool". The Sick Leave Bank offers an equal opportunity for all LEISD employees to buy-in to the Bank by contributing two days of their current state and/or local days. In exchange, the employee will have the opportunity to receive 30 sick leave days during a school year (based on Sick Leave Bank Committee approval and District Policy) and up to 90 days lifetime. This change will better provide LEISD employees who choose to participate the option of additional paid leave in case of a serious illness or major catastrophic event.

The Sick Leave Bank may be used for the employee's own catastrophic, life-threatening, or major medical conditions or disability, or a catastrophic or life-threatening illness or disability of a member of the employee's immediate family.

Conditions such as routine pregnancy or **elective** surgery shall not be eligible for the establishment of a sick leave bank. Employees suffering from complications arising from pregnancy shall be eligible. Full details and forms needed to request Sick Leave Bank days can be found on the [LEISD Human Resource Services webpage](#). The option to participate will be offered during each employee's annual benefits election period.

Vacation

Policy DED

Full-time, 12-month employees shall be eligible for annual paid vacation at an amount to be determined by the District on a yearly basis upon approval of the upcoming school year's calendar.

1. Availability
 - a. The District shall make vacation days for the current work year available at the beginning of the school year.
2. Scheduling
 - a. Employees shall request use of vacation days **in writing to the employee's direct supervisor as follows:**
 - i. A minimum of ten calendar days' advance for notice shall be required for a request totaling five consecutive days
 - ii. A minimum of 20 calendar days' advance notice shall be required for a request in excess of five consecutive days.
 - b. Vacation schedules shall be approved by the Superintendent or designee in each department. The decision regarding the employee's vacation request shall be given in writing within five business days from the date of receipt.
3. Carryover
 - a. No more than 20 vacation days shall carry forward from one work year to the next. Any vacation days earned above the maximum accumulation of 20 and not used within the work year in which they were earned shall be forfeited at the end of the work year.
4. An employee who transfers from a 12 month position to a 10 or 11 month position will be required to use all accumulated Vacation Days within 6 months of the change in position. All remaining vacation days will be forfeited if not used within 6 months of the change in position.

Family and Medical Leave Act (FMLA)—General Provisions

The following text is from the federal notice, *Employee Rights and Responsibilities Under the Family and Medical Leave Act*. Specific information that the District has adopted to implement the FMLA follows this general notice.

Leave Entitlement. The FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- The birth of a child or placement of a child for adoption or foster care;
- To bond with a child (leave must be taken within 1 year of the child's birth or placement);
- To care for the employee's spouse, child, or parent who has a serious health condition;
- For the employee's own serious health condition that makes the employee unable to perform the employee's job;
- For qualifying exigencies related to the foreign deployment of a military member who is the employee's spouse, child or parent.

If FMLA is required prior to the start of a new school year then you must work at least 2 days of the week that your contract begins to start your payroll for the new school year.

Military Family Leave Entitlements. An eligible employee who is a covered service member's spouse, child, parent, or next of kin may also take up to 26 weeks of FMLA leave in a single 12-month period to care for the servicemember with a serious injury or illness.

An employee does not need to use leave in one block. When it is medically necessary or otherwise permitted, employees may take leave intermittently or on a reduced schedule.

Employees may choose, or an employer may require, use of accrued paid leave while taking FMLA leave. If an employee substitutes accrued paid leave for FMLA leave, the employee must comply with the employer's normal paid leave policies.

Benefits and Protections. While employees are on FMLA leave, employers must continue health insurance coverage as if the employees were not on leave.

Upon return from FMLA leave, most employees must be restored to the same job or one nearly identical to it with equivalent pay, benefits, and other employment terms and conditions.

An employer may not interfere with an individual's FMLA rights or retaliate against someone for using or trying to use FMLA leave, opposing any practice made unlawful by the FMLA, or being involved in any proceeding under or related to the FMLA.

Eligibility Requirements. An employee who works for a covered employer must meet three criteria in order to be eligible for FMLA leave.

The employee must:

- Have worked for the employer for at least 12 months;
- Have at least 1,250 hours of service in the 12 months before taking leave*; and
- Work at a location where the employer has at least 50 employees within 75 miles of the employee's worksite.

*Special hours of service eligibility requirements apply to airline flight crew employees.

Requesting Leave. Generally, employees must give 30-days' advance notice of the need for FMLA leave. If it is not possible to give 30-days' notice, an employee must notify the employer as soon as possible and, generally, follow the employer's usual procedures.

Employees do not have to share a medical diagnosis but must provide enough information to the employer so it can determine if the leave qualifies for FMLA protection.

Sufficient information could include informing an employer that the employee is or will be unable to perform his or her job functions, that a family member cannot perform daily activities, or that hospitalization or continuing medical treatment is necessary. Employees must inform the employer if the need for leave is for a reason for which FMLA leave was previously taken or certified.

Employers can require a certification or certification or periodic recertification supporting the need for leave. If the employer determines that the certification is incomplete, it must provide a written notice indicating what additional information is required.

Substitution of Paid Leave for Unpaid Leave. Employees may choose or employers may require use of accrued paid leave while taking FML. In order to use paid leave for FML, employees must comply with the District's normal paid leave policies.

Employer Responsibilities. Once an employer becomes aware that an employee's need for leave is for a reason that may qualify under the FMLA, the employer must notify the employee if he or she is eligible for FMLA leave and, if eligible, must also provide a notice of rights and responsibilities under the FMLA. If the employee is not eligible, the employer must provide a reason for ineligibility.

Employers must notify its employees if leave will be designated as FMLA leave, and if so, how much leave will be designated as FMLA leave.

Enforcement. An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

The FMLA does not affect any Federal or State law prohibiting discrimination or supersede any state or local law or collective bargaining agreement which provides greater family or medical leave rights.

FMLA section 109 (29 U.S.C. § 2619) requires FMLA covered employers to post the text of this notice. Regulations 29 C.F.R. § 825.300 (a) may require additional disclosures.

For additional information:
1-866-4US-WAGE (1-866-487-9243) TTY: 1-877-889-5627
<http://www.wagehour.dol.gov>

Local Family and Medical Leave Provisions

Eligible employees can take up to 12 weeks of unpaid leave in the 12-month period measured forward from the date an individual employee's first FML begins.

Use of Paid Leave. FML runs concurrently with accrued sick and personal leave, temporary disability leave, compensatory time, assault leave, and absences due to a work-related illness or injury. The District will designate the leave as FML, if applicable, and notify the employee that accumulated leave will run concurrently.

Combined Leave for Spouses. A husband and wife who are both employed by the District are limited to a combined total of 12 weeks of FML to care for a parent with a serious health condition; or for the birth, adoption, or foster placement of a child. Military caregiver leave for spouses is limited to a combined total of 26 weeks.

Intermittent Leave. When medically necessary or in the case of a qualifying exigency, an employee may take leave intermittently or on a reduced schedule. The District does not permit the use of intermittent or reduced-schedule leave for the care of a newborn child or for adoption or placement of a child with the employee.

Fitness for Duty. An employee that takes FML due to the employee's own serious health condition shall provide, before resuming work, a fitness-for-duty certification from the health care provider. If certification of the employee's ability to perform essential job function is required, the district shall provide a list of essential job functions (e.g., job description) to the employee with the FML designation notice to share with the health care provider.

Reinstatement. An employee returning to work at the end of FML will be returned to the same position held when the leave began or to an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment.

In certain cases, instructional employees desiring to return to work at or near the conclusion of a semester may be required to continue on family and medical leave until the end of the semester. The additional time off is not counted against the employee's FML entitlement, and the district will maintain the employee's group health insurance and reinstate the employee at the end of the leave according to the procedures outlined in policy (see DECA (LEGAL)).

Failure to Return. If, at the expiration of FML, the employee is able to return to work but chooses not to do so, the district shall require the employee to reimburse the district's share of insurance premiums paid during any portion of FML when the employee was on unpaid leave. If the employee fails to return to work for a reason beyond the employee's control, such as a continuing personal or family serious health condition or a spouse being unexpectedly transferred more than 75 miles from the district, the district may not require the employee to reimburse the district's share of premiums paid.

District Contact. Employees that require FML or have questions should contact Lesly Malmer, Little Elm ISD Payroll Department, for details on eligibility, requirements, and limitations.

Temporary Disability Leave

Certified Employees. Any full-time employee whose position requires certification from the State Board for Educator Certification (SBEC) is eligible for temporary disability leave. The purpose of temporary disability leave is to provide job protection to full-time educators who cannot work for an extended period of time because of a mental or physical disability of a temporary nature. Temporary disability leave must be taken as a continuous block of time. It may not be taken intermittently or on a reduced schedule. Pregnancy and conditions related to pregnancy are treated the same as any other temporary disability.

Employees must request approval for temporary disability leave. An employee's notification of need for extended absence due to the employee's own medical condition shall be accepted as a request for temporary disability leave. The request must be accompanied by a physician's statement confirming the employee's inability to work and estimating a probable date of return. If disability leave is approved, the length of leave is no longer than 180 calendar days.

If an employee is placed on temporary disability leave involuntarily, he or she has the right to request a hearing before the board of trustees. The employee may protest the action and present additional evidence of fitness to work.

When an employee is ready to return to work, the Executive Director of Human Resource Services should be notified at least 30 days in advance. The return-to-work notice must be accompanied by a physician's statement confirming that the employee is able to resume regular duties. Certified employees returning from leave will be reinstated to the school to which they were previously assigned if an appropriate position is available. If an appropriate position is not available, the employee may be assigned to another campus, subject to the approval of the campus principal. If a position is not available before the end of the school year, the employee will be reinstated to a position at the original campus at the beginning of the following school year.

Workers' Compensation Benefits

An employee absent from duty because of a job-related illness or injury may be eligible for workers' compensation weekly income benefits if the absence exceeds seven calendar days.

An employee receiving workers' compensation wage benefits for a job-related illness or injury may choose to use accumulated sick leave or any other paid leave benefits. An employee choosing to use paid leave will not receive workers' compensation weekly income benefits until all paid leave is exhausted or to the extent that paid leave does not equal the pre-illness or -injury wage. If the use of paid leave is not elected, then the employee will only receive workers' compensation wage benefits for any absence resulting from a work-related illness or injury, which may not equal his or her pre-illness or -injury wage.

Assault Leave

Assault leave provides extended job income and benefits protection to an employee who is injured as the result of a physical assault suffered during the performance of his or her job. An incident involving an assault is a work-related injury, and should be immediately reported to the employee's immediate supervisor and LEISD Human Resource Services. An injury is treated as an assault if the person causing the injury could be prosecuted for assault or could not be prosecuted only because that person's age or mental capacity renders the person nonresponsible for purposes of criminal liability.

An employee who is physically assaulted at work may take all the leave time medically necessary (up to two years) to recover from the physical injuries he or she sustained. At the request of an employee, the District will immediately assign the employee to assault leave. Days of leave granted under the assault leave provision will not be deducted from accrued personal leave and must be coordinated with workers' compensation benefits. Upon investigation the District may change the assault leave status and charge leave used against the employee's accrued paid leave. The employee's pay will be deducted if accrued paid leave is not available.

Jury Duty

Policies DEC, DG

The district provides paid leave to employees who are summoned to jury duty including service on a grand jury. The district will not discharge, threaten to discharge, intimidate, or coerce any regular employee because of juror or grand juror service or for the employee's attendance or scheduled attendance in connection with the service in any court in the United States. Employees who report to the court for jury duty may keep any compensation the court provides. An employee should report a summons for jury duty to his or her supervisor as soon as it is received. The employee will scan and upload a copy of the summons to their AESOP absence report to document the need for leave.

An employee is required to contact their supervisor as soon as they are released from jury duty. The supervisor may consider the travel time required and the nature of the individual's position when determining the need to report to work. A copy of the release from jury duty or of documentation of time spent at the court should be scanned and uploaded to the AESOP absence report for the day(s) missed.

Truancy Court Appearances

An employee who is a parent, guardian of a child, or a court-appointed guardian ad litem of a child who is required to miss work to attend a truancy court hearing may use personal leave or compensatory time for the absence. Employees who do not have paid leave available will be docked for any absence required because of the court appearance.

Religious Observance

The district will reasonably accommodate an employee's request for absence for a religious holiday or observance. Accommodations such as changes to work schedules or approving a day of absence will be made unless they pose an undue hardship to the district. The employee may use any accumulated personal leave for this purpose. Employees who have exhausted applicable paid leave may be granted an unpaid day of absence.

Compliance with a Subpoena

Employees will be paid while on leave to comply with a valid subpoena to appear in a civil, criminal, legislative, or administrative proceeding and will not be required to use personal leave. Employees may be required to submit documentation of their need for leave for court appearances.

Other absences for court appearances related to an employee's personal business must be taken as personal leave or leave without pay (if no personal leave is available).

Military Leave

Paid Leave for Military Service. Any employee who is a member of the Texas National Guard, Texas State Guard, reserve component of the United States Armed Forces, or a member of a state or federally authorized Urban Search and Rescue Team is entitled to paid leave for authorized training or duty orders. Paid military leave is limited to 15 days each fiscal year. In addition, an employee is entitled to use available state and local personal or sick leave during a time of active military service.

Reemployment after Military Leave. Employees who leave the District to enter into the United States uniformed services or who are ordered to active duty as a member of the military force of any state (e.g., National or State Guard) may return to employment if they are honorably discharged. Employees who wish to return to the District will be reemployed provided they can be qualified to perform the required duties. Employees returning to work following military leave should contact LEISD HR Services. In most cases, the length of federal military service cannot exceed five years.

Continuation of Health Insurance. Employees who perform service in the uniformed services may elect to continue their health plan coverage at their own cost for a period not to exceed 24

months. Employees should contact Little Elm ISD Benefits Department for details on eligibility, requirements, and limitations.

Neutral Absence Policy

Policy DEC(Local)

If an employee does not return to work after exhausting all available paid and unpaid leave, the District shall provide the employee written notice that he or she no longer has leave available for use. The District shall automatically pursue termination of an employee who has exhausted all available leave, regardless of the reason for the absence [see DF series]. The employee's eligibility for reasonable accommodations, as required by the Americans with Disabilities Act [see DAA(LEGAL)], shall be considered before termination. If terminated, the employee may apply for reemployment with the District.

Employee Relations and Communications

Employee Recognition and Appreciation

Continuous efforts are made throughout the year to recognize employees who make an extra effort to contribute to the success of the District. Employees are recognized at board meetings, in the District newsletter, and through special events and activities. Recognition and appreciation activities also include the awarding of Excellence Coins by the Superintendent, designated Appreciation Weeks such as Teacher Appreciation Week, Teacher, Para, and Auxillary Employees of the Year and Employee Retirement receptions.

District Communications

Throughout the school year, the LEISD Communications Services and Community Relations office publishes print and electronic materials, brochures, fliers, calendars, news releases, and other communication materials. These publications offer employees and the community information pertaining to school activities and achievements. They include the following:

Little Elm Journal
Blackboard
LEISD website
LEISD Facebook
LEISD Twitter
Parent Portal
Little Elm ISD Mailing List

Complaints and Grievances

Policy DGBA

In an effort to hear and resolve employee concerns or complaints in a timely manner and at the lowest administrative level possible, the board has adopted an orderly grievance process. Employees are encouraged to discuss their concerns or complaints with their supervisors or an appropriate administrator at any time.

The formal process provides all employees with an opportunity to be heard up to the highest level of management if they are dissatisfied with an administrative response. Once all administrative procedures are exhausted, employees can bring concerns or complaints to the board of trustees.

For the convenience of our employees [the forms needed to file a Level 1, 2, or 3 grievance are located on the LEISD Human Resources webpage.](#)

Additionally, the entire District policy concerning the process of bringing complaints and grievances is reprinted as follows:

DGBA (LOCAL)-

Personnel Relations:

Employee Complaints

The purpose of this policy is to provide employees an orderly process for the prompt and equitable resolution of complaints. The Board intends that, whenever feasible, complaints be resolved at the lowest possible level.

The principal of each campus and other supervisory personnel shall ensure that all employees under their supervision are informed of this policy. Employees shall be provided a copy of this policy at the time of employment and whenever it is revised.

A complaint under this policy shall include grievances concerning an employee's wages, hours, or conditions of work and specific allegations of unlawful discrimination in employment on the basis of sex (including allegations of sexual harassment), race, religion, national origin, age, or handicap or on the basis of the employee's exercise of constitutional rights. A complaint must specify the individual harm alleged.

When the Superintendent determines that two or more individual complaints are sufficiently similar in nature and remedy to permit their resolution through one proceeding, he or she may consolidate the complaints.

Neither the Board nor the administration shall unlawfully retaliate against any employee for bringing a complaint under this policy.

Employees who allege unlawful discrimination in retaliation for reporting a violation of law to an appropriate authority shall invoke this policy not later than 15 days after the date the alleged violation occurred or was discovered by the employee through the use of reasonable diligence. The complaint shall begin at Level Two. If the complaint is not resolved at that level, the Superintendent shall ensure the matter reaches the Board expeditiously. Timelines for the employee and District set out in the policy may be shortened to ensure that the Board's final decision is made within 30 days of the initiation of the complaint.

Complaints shall be heard in informal administrative conferences. All complaints arising out of an event or related series of events must be addressed in one complaint.

An employee is precluded from bringing separate or serial complaints concerning events about which the employee has previously complained. Costs of any complaint shall be paid by the party incurring them.

In resolving complaints, time is of the essence. All time limits shall be strictly complied with, unless extended by mutual consent. All references are to calendar days.

The appropriate administrator at each level shall respond to the employee within seven days of a complaint conference. Written complaints shall receive a written response. The employee has seven days after receiving a response to appeal to the next level. The complaint shall be considered concluded if the employee does not appeal within that limit.

Employees shall be entitled to administrative review conferences as outlined in the Level One and Level Two sections below and to an informal presentation of the complaint to the Board as specified in the Level Three section, unless the Board grants a hearing.

If an employee alleges in writing specific facts that, if true, would constitute a violation of the employee's common law, statutory, or constitutional rights, the superintendent or designee shall investigate the allegations. If the employee does not accept the Superintendent's resolution at Level Two and requests a Board hearing, the superintendent shall schedule a hearing as specified in the Level Three section below.

Announcing a decision in the employee's presence constitutes communication of a decision.

LEVEL ONE An employee who has a complaint shall meet with the principal or immediate supervisor within 15 days of the time the employee first knew or should have known of the event or series of events causing the complaint. At this meeting, the employee shall submit the complaint in writing [on a form provided by the District](#).

LEVEL TWO If the outcome of the conference at Level One is not to the employee's satisfaction, the employee may request, [in writing on a form provided by the District](#), to meet with the Superintendent or a designee. The meeting shall be held within seven days after the Superintendent or designee received the request to discuss the complaint.

LEVEL THREE If the outcome at Level Two is not to the employee's satisfaction, the employee may submit a written request, [on a form provided by the District](#), to place the matter on the agenda of a future Board meeting. [See BE (LEGAL)] The Superintendent shall inform the employee of the date, time, and place of the meeting. The Board President may set reasonable time limits on complaint presentations. The Board shall listen to the complaint, but is not required to respond or take any action on the matter. The lack of official action by the Board upholds the administrative decision at Level Two.

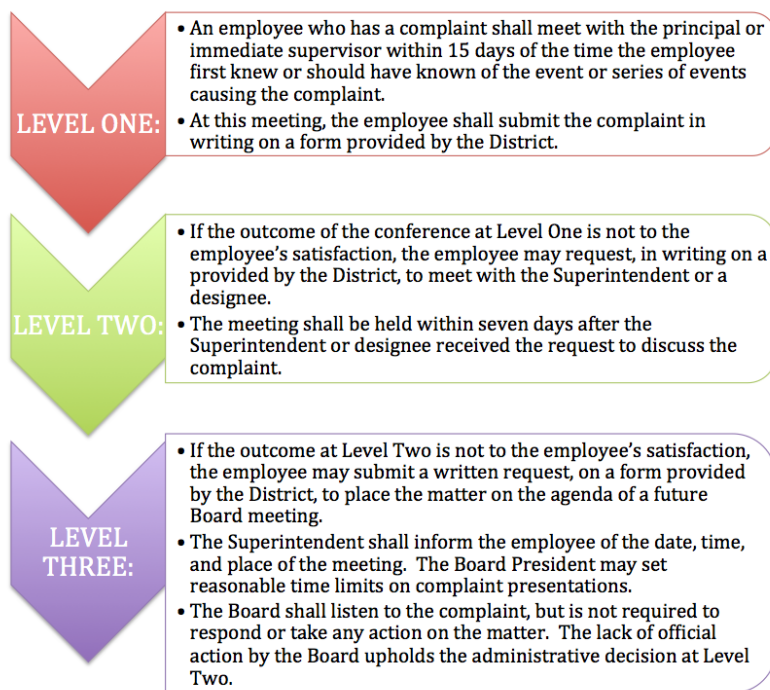
Employees who are granted a hearing shall be afforded that hearing either with the Board in a meeting that includes the hearing as an item in the posted agenda or with the Board's

designee. If the Board conducts the hearing, it shall make and communicate its decision at any time up to and including the next regularly scheduled Board meeting.

If the Board's designee conducts the hearing, he or she shall make a recommendation to the Board at the first regular meeting following the hearing that affords adequate time to prepare a written recommendation. The employee shall be provided a copy of the recommendation before the meeting and shall be given an opportunity at the meeting to respond to the recommendation either orally or in writing.

The Board shall then make and communicate its decision at any time up to and including the next regularly scheduled Board meeting.

If the complaint involves the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of the employee bringing the complaint, it shall be heard by the Board in closed meeting unless the employee bringing the complaint requests it to be heard in public. However, if the complaint constitutes a complaint or charge against another District employee, it shall be heard in closed meeting unless an open hearing is requested in writing by the employee against whom the complaint or charge is brought.



Employee Conduct and Welfare

Standards of Conduct

Policy DH

All employees are expected to work together in a cooperative spirit to serve the best interests of the District and to be courteous to students, one another, and the public. Employees are expected to observe the following standards of conduct:

- Recognize and respect the rights of students, parents, other employees, and members of the community.
- Maintain confidentiality in all matters relating to students and coworkers.
- Report to work according to the assigned schedule.
- Notify their immediate supervisor in advance or as early as possible in the event that they must be absent or late. Unauthorized absences, chronic absenteeism, tardiness, and failure to follow procedures for reporting an absence may be cause for disciplinary action.
- Know and comply with department and District policies and procedures.
- Express concerns, complaints, or criticism through appropriate channels.
- Observe all safety rules and regulations and report injuries or unsafe conditions to a supervisor immediately.
- Use District time, funds, and property for authorized District business and activities only.

All District employees should perform their duties in accordance with state and federal law, District policies and procedures, and ethical standards. Violation of policies, regulations, or guidelines may result in disciplinary action, including termination. Alleged incidents of certain misconduct by educators, including having a criminal record, must be reported to SBEC not later than the seventh day after the superintendent first learns of the incident. See *Reports to the Texas Education Agency*, page 60 for additional information.

The *Educators' Code of Ethics*, adopted by the State Board for Educator Certification, which all District employees must adhere to, is reprinted below:

Texas Educators' Code of Ethics

Statement of Purpose

The Texas educator shall comply with standard practices and ethical conduct toward students, professional colleagues, school officials, parents, and members of the community and shall safeguard academic freedom. The Texas educator, in maintaining the dignity of the profession, shall respect and obey the law, demonstrate personal integrity, and exemplify honesty and good moral character. The Texas educator, in exemplifying ethical relations with colleagues, shall extend just and equitable treatment to all members of the profession. The Texas educator, in accepting a position of public trust, shall measure success by the progress of each student toward realization of his or her potential as an effective citizen. The Texas educator, in fulfilling responsibilities in the community, shall cooperate with parents and others to improve the public schools of the community. (19 TAC 247.1(b))

Enforceable Standards

1. Professional Ethical Conduct, Practices, and Performance

Standard 1.1 The educator shall not intentionally, knowingly, or recklessly engage in deceptive practices regarding official policies of the school district, educational institution, educator preparation program, the Texas Education Agency, or the State Board for Educator Certification (SBEC) and its certification process.

Standard 1.2 The educator shall not knowingly misappropriate, divert, or use monies, personnel, property, or equipment committed to his or her charge for personal gain or advantage.

Standard 1.3 The educator shall not submit fraudulent requests for reimbursement, expenses, or pay.

Standard 1.4 The educator shall not use institutional or professional privileges for personal or partisan advantage.

Standard 1.5 The educator shall neither accept nor offer gratuities, gifts, or favors that impair professional judgment or to obtain special advantage. This standard shall not restrict the acceptance of gifts or tokens offered and accepted openly from students, parents of students, or other persons or organizations in recognition or appreciation of service.

Standard 1.6 The educator shall not falsify records, or direct or coerce others to do so.

Standard 1.7 The educator shall comply with state regulations, written local school board policies, and other state and federal laws.

Standard 1.8 The educator shall apply for, accept, offer, or assign a position or a responsibility on the basis of professional qualifications.

Standard 1.9 The educator shall not make threats of violence against school district employees, school board members, students, or parents of students.

Standard 1.10 The educator shall be of good moral character and be worthy to instruct or supervise the youth of this state.

Standard 1.11 The educator shall not intentionally or knowingly misrepresent his or her employment history, criminal history, and/or disciplinary record when applying for subsequent employment.

Standard 1.12 The educator shall refrain from the illegal use or distribution of controlled substances and/or abuse of prescription drugs and toxic inhalants.

Standard 1.13 The educator shall not be under the influence of alcohol or consume alcoholic beverages on school property or during school activities when students are present.

2. Ethical Conduct toward Professional Colleagues

Standard 2.1 The educator shall not reveal confidential health or personnel information concerning colleagues unless disclosure serves lawful professional purposes or is required by law.

Standard 2.2 The educator shall not harm others by knowingly making false statements about a colleague or the school system.

Standard 2.3 The educator shall adhere to written local school board policies and state and federal laws regarding the hiring, evaluation, and dismissal of personnel.

Standard 2.4 The educator shall not interfere with a colleague's exercise of political, professional, or citizenship rights and responsibilities.

Standard 2.5 The educator shall not discriminate against or coerce a colleague on the basis of race, color, religion, national origin, age, gender, disability, family status, or sexual orientation.

Standard 2.6 The educator shall not use coercive means or promise of special treatment in order to influence professional decisions or colleagues.

Standard 2.7 The educator shall not retaliate against any individual who has filed a complaint with the SBEC or provides information for a disciplinary investigation or proceeding under this chapter.

Standard 2.8 The educator shall not intentionally or knowingly subject a colleague to sexual harassment.

3. Ethical Conduct toward Students

Standard 3.1 The educator shall not reveal confidential information concerning students unless disclosure serves lawful professional purposes or is required by law.

Standard 3.2 The educator shall not intentionally, knowingly, or recklessly treat a student or minor in a manner that adversely affects or endangers the learning, physical health, mental health, or safety of the student or minor.

Standard 3.3 The educator shall not intentionally, knowingly, or recklessly misrepresent facts regarding a student.

Standard 3.4 The educator shall not exclude a student from participation in a program, deny benefits to a student, or grant an advantage to a student on the basis of race, color, gender, disability, national origin, religion, family status, or sexual orientation.

Standard 3.5 The educator shall not intentionally, knowingly, or recklessly engage in physical mistreatment, neglect, or abuse of a student or minor.

Standard 3.6 The educator shall not solicit or engage in sexual conduct or a romantic relationship with a student or minor.

Standard 3.7 The educator shall not furnish alcohol or illegal/unauthorized drugs to any person under 21 years of age unless the educator is a parent or guardian of that child or knowingly allow any person under 21 years of age unless the educator is a parent or guardian of that child to consume alcohol or illegal/unauthorized drugs in the presence of the educator.

Standard 3.8 The educator shall maintain appropriate professional educator-student relationships and boundaries based on a reasonably prudent educator standard.

Standard 3.9 The educator shall refrain from inappropriate communication with a student or minor, including, but not limited to, electronic communication such as cell phone, text messaging, email, instant messaging, blogging, or other social network communication. Factors that may be considered in assessing whether the communication is inappropriate include, but are not limited to:

- (i) the nature, purpose, timing, and amount of the communication;
- (ii) the subject matter of the communication;
- (iii) whether the communication was made openly or the educator attempted to conceal the communication;
- (iv) whether the communication could be reasonably interpreted as soliciting sexual contact or a romantic relationship;
- (v) whether the communication was sexually explicit; and
- (vi) whether the communication involved discussion(s) of the physical or sexual attractiveness or the sexual history, activities, preferences, or fantasies of either the educator or the student.

Discrimination, Harassment, and Retaliation

Policies DH, DIA

Employees shall not engage in prohibited harassment, including sexual harassment, of other employees or students. While acting in the course of their employment, employees shall not engage in prohibited harassment of other persons including board members, vendors, contractors, volunteers, or parents. A substantiated charge of harassment will result in disciplinary action.

Individuals who believe they have been discriminated against or retaliated against or harassed are encouraged to promptly report such incidents to the campus principal, supervisor, or appropriate District official. If the campus principal, supervisor, or District official is the subject of a complaint, the employee should report the complaint directly to the superintendent or the superintendent's designee. A complaint against the superintendent may be made directly to the board.

The District's policy that includes definitions and procedures for reporting and investigating discrimination, harassment, and retaliation is reprinted below:

[Policy DIA \(Local\)](#)

The District prohibits sexual harassment and harassment based on a person's race, color, gender, national origin, disability, religion, or age. Employees shall not tolerate harassment of others and shall make reports as required at reporting procedures, below.

Sexual Harassment

Sexual harassment of an employee is defined as unwelcome sexual advances; requests for sexual favors; sexually motivated physical, verbal, or nonverbal conduct; or other conduct or communication of a sexual nature when:

1. Submission to the conduct is either explicitly or implicitly a condition of an employee's employment, or when submission to or rejection of the conduct is the basis for an employment action affecting the employee; or

2. The conduct is so severe, persistent, or pervasive that it has the purpose or effect of unreasonably interfering with the employee's work performance or creates an intimidating, threatening, hostile, or offensive work environment.

Examples

Examples of sexual harassment may include, but are not limited to, sexual advances; touching intimate body parts; coercing or forcing a sexual act on another; jokes or conversations of a sexual nature; and other sexually motivated conduct, communication, or contact.

Other Prohibited Harassment

Harassment of a District employee on the basis of the employee's race, color, gender, national origin, disability, religion, or age includes physical, verbal, or nonverbal conduct related to these characteristics when the conduct is so severe, persistent, or pervasive that the conduct:

1. Has the purpose or effect of unreasonably interfering with the employee's work performance;
2. Creates an intimidating, threatening, hostile, or offensive work environment; or
3. Otherwise adversely affects the employee's employment opportunities.

Examples

Examples of prohibited harassment may include, but are not limited to, offensive or derogatory language directed at another person's religious beliefs or practices, accent, skin color, or need for workplace accommodation; threatening or intimidating conduct; offensive jokes, name calling, slurs, or rumors; physical aggression or assault; display of graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or other types of aggressive conduct such as theft or damage to property.

Reporting Procedures

An employee who believes that he or she has experienced prohibited harassment should immediately report the alleged acts to an appropriate person designated below.

Any District employee with supervisory authority who receives notice that another employee has or may have experienced prohibited harassment is required to immediately report the alleged acts and take whatever other steps are required by this policy.

Any other person who knows or believes that a District employee has experienced harassment should immediately report the alleged acts to the appropriate person designated by this policy.

Timely Reporting

Reports of harassment shall be made as soon as possible after the alleged acts. A failure to promptly report alleged harassment may impair the District's ability to investigate and address the harassment.

A District employee may report harassment to his or her supervisor or campus principal. A person shall not be required to report harassment to the alleged harasser; nothing in this policy prevents a person from reporting harassment directly to one of the District officials below:

District Officials

1. For sexual harassment, the Title IX coordinator, Asheley Brown, Executive Director of Human Resource Services . [See DAA(LOCAL)]
2. For all other prohibited harassment, the Superintendent.

A report against the Title IX coordinator may be made directly to the Superintendent; a report against the Superintendent may be made directly to the Board.

Notification of Report

Upon receipt of a report of harassment, a supervisor or principal shall immediately notify the appropriate District official listed above.

Confidentiality

To the greatest extent possible, the District shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation and comply with applicable law.

Investigation of the Report

The District may request, but shall not insist upon, a written report. If a report is made orally, the District official shall reduce the report to written form.

Upon receipt or notification of a report, the District official shall determine whether the allegations, if proven, would constitute sexual harassment or other prohibited harassment as defined by District policy. If so, the District official shall immediately authorize or undertake an investigation.

If appropriate, the District shall promptly take interim action to prevent harassment during the course of an investigation.

The investigation may be conducted by the District official or a designee, such as the campus principal, or by a third party designated by the District, such as an attorney. When appropriate, the campus principal or supervisor shall be involved in or informed of the investigation.

The investigation may consist of personal interviews with the person making the report, the person against whom the report is filed, and others with knowledge of the circumstances surrounding the allegations. The investigation may also include analysis of other information or documents related to the allegations.

The District's obligation to conduct an investigation is not satisfied by the fact that a criminal or regulatory investigation regarding the same or similar allegations is pending.

Concluding the Investigation

Absent extenuating circumstances, the investigation should be completed within ten business days from the date of the report; however, the investigator shall take additional time if necessary to complete a thorough investigation.

The investigator shall prepare a written report of the investigation. The report shall be filed with the District official overseeing the investigation.

District Action

If the results of an investigation indicate that prohibited harassment occurred, the District shall promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the harassment.

The District may take disciplinary action based on the results of an investigation, even if the District concludes that the conduct did not rise to the level of harassment prohibited by law or District policy.

Appeal

A complainant who is dissatisfied with the outcome of the investigation may appeal through DGBA(LOCAL), beginning at the appropriate level.

The complainant shall be informed of his or her right to file a complaint with the Texas Workforce Commission Civil Rights Division, the Equal Employment Opportunity Commission, or the United States Department of Education Office for Civil Rights.

Retaliation Prohibited

Retaliation against an employee alleged to have experienced harassment, a witness, or another person who makes a report or participates in an investigation is strictly prohibited. A person who makes a good faith report of prohibited harassment shall not suffer retaliation for making the report. A person who intentionally makes a false claim, offers false statements, or refuses to cooperate with a District investigation regarding prohibited harassment is subject to appropriate discipline.

Records Retention

Retention of records shall be in accordance with DAA(LOCAL).

Access to Policy

This policy shall be distributed annually to District employees. Copies of the policy shall be readily available at each campus and the District administrative offices.

Harassment of Students

Sexual and other harassment of students by employees are forms of discrimination and are prohibited by law. Romantic or inappropriate social relationships between students and District employees are prohibited.

Employees who suspect a student may have experienced prohibited harassment are obligated to report their concerns to the campus principal or other appropriate District official. Any district employee who suspects or receives direct or indirect notice that a student or group of students has or may have experienced prohibited conduct based on sex, including sexual harassment, of a student shall immediately notify the district's Title IX coordinator, the ADA/Section 504 coordinator, or superintendent and take any other steps required by district policy.

All allegations of prohibited harassment of a student by an employee or adult will be reported to the student's parents and promptly investigated. An employee who knows of or has reasonable cause to believe that child abuse or neglect occurred must also report his or her knowledge or suspicion to the appropriate authorities, as required by law. See *Reporting Suspected Child Abuse* page 57 and *Bullying* page 53-54 for additional information.

The District's policy that includes definitions and procedures for reporting and investigating harassment of students is reprinted below:

"Solicitation of a romantic relationship" means deliberate or repeated acts that can be reasonably interpreted as the solicitation by an educator of a relationship with a student that is romantic in nature. A romantic relationship is often characterized by a strong emotional or sexual attachment and/or patterns of exclusivity, but does not include appropriate educator-student relationships that arise out of legitimate contexts such as familial connections or longtime acquaintance. The following acts, considered in context, may constitute prima facie evidence of the solicitation by an educator of a romantic relationship with a student:

1. Behavior, gestures, expressions, or communications with a student that are unrelated to the educator's job duties and evidence a romantic intent or interest in the student, including statements of love, affection, or attraction. Factors that may be considered in determining the romantic intent of such communications or behavior include:
 - The nature of the communications;
 - The timing of the communications;
 - The extent of the communications;
 - Whether the communications were made openly or secretly;
 - The extent that the educator attempts to conceal the communications;
 - If the educator claims to be counseling a student, SBEC may consider whether the educator's job duties included counseling, whether the educator reported the subject of the counseling to the student's guardians or to the appropriate school personnel, or, in the case of alleged abuse or neglect, whether the educator reported the abuse or neglect to the appropriate authorities; and

- Any other evidence tending to show the context of the communications between educator and student.
- 2. Making inappropriate comments about a student's body, creating or transmitting sexually suggestive photographs or images, or encouraging the student to transmit sexually suggestive photographs or images.
- 3. Making sexually demeaning comments to a student.
- 4. Making comments about a student's potential sexual performance.
- 5. Requesting details of a student's sexual history
- 6. Requesting a date, sexual contact, or any activity intended for the sexual gratification of the educator.
- 7. Engaging in conversations regarding the sexual problems, preferences, or fantasies of either party.
- 8. Inappropriate hugging, kissing, or excessive touching.
- 9. Providing the student with drugs or alcohol.
- 10. Suggestions that a romantic relationship is desired after the student graduates, including post-graduation plans for dating or marriage.
- 11. Any other acts tending to show that the educator solicited a romantic relationship with the student. 19 TAC 249.3(51)

FFH (Local)

The District prohibits sexual harassment and harassment based on a person's race, color, gender, national origin, disability, or religion.

Employees shall not tolerate harassment of students and shall make reports as required at REPORTING PROCEDURES, below.

Sexual Harassment

Sexual harassment of a student by a District employee includes both welcome and unwelcome sexual advances; requests for sexual favors; sexually motivated physical, verbal, or nonverbal conduct; or other conduct or communication of a sexual nature when:

By an Employee

1. A District employee causes the student to believe that the student must submit to the conduct in order to participate in a school program or activity, or that the employee will make an educational decision based on whether or not the student submits to the conduct; or
2. The conduct is so severe, persistent, or pervasive that it:
 - Affects the student's ability to participate in or benefit from an educational program or activity, or otherwise adversely affects the student's educational opportunities; or
 - Creates an intimidating, threatening, hostile, or abusive educational environment.

Romantic or inappropriate social relationships between students and District employees are prohibited. Any sexual relationship between a student and a District employee is always prohibited, even if consensual.

By Others

Sexual harassment of a student, including harassment committed by another student, includes unwelcome sexual advances; requests for sexual favors; or sexually motivated physical, verbal, or nonverbal conduct when the conduct is so severe, persistent, or pervasive that it:

1. Affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;
2. Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or
3. Otherwise adversely affects the student's educational opportunities.

Examples

Examples of sexual harassment of a student may include, but are not limited to, sexual advances; touching intimate body parts or coercing physical contact that is sexual in nature; jokes or conversations of a sexual nature; and other sexually motivated conduct, communications, or contact.

Necessary or permissible physical contact such as assisting a child by taking the child's hand, comforting a child with a hug, or other physical contact not reasonably construed as sexual in nature is not sexual harassment.

Other Prohibited Harassment

Prohibited harassment of a student is defined as physical, verbal, or nonverbal conduct based on the student's race, color, gender, national origin, disability, or religion that is so severe, persistent, or pervasive that the conduct:

1. Affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;
2. Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or
3. Otherwise adversely affects the student's educational opportunities.

Examples

Examples of prohibited harassment may include, but are not limited to, offensive or derogatory language directed at another person's religious beliefs or practices, accent, skin color, or need for accommodation; threatening or intimidating conduct; offensive jokes, name calling, slurs, or rumors; physical aggression or assault; display of graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or other kinds of aggressive conduct such as theft or damage to property.

Reporting Procedures

Any student who believes that he or she has experienced prohibited harassment should immediately report the alleged acts to a teacher, counselor, principal, or other District employee.

Any District employee who receives notice that a student has or may have experienced prohibited harassment is required to immediately report the alleged acts to an appropriate person designated below.

Any other person who knows or believes that a student has experienced prohibited harassment should immediately report the alleged acts to the appropriate person designated below.

Reports of known or suspected child abuse or neglect shall be made as required by law. [See FFG]

Timely Reporting

Reports of harassment shall be made as soon as possible after the alleged acts. A failure to promptly report alleged harassment may impair the District's ability to investigate and address the harassment.

Oral or written reports of prohibited harassment shall normally be made to the campus principal. A person shall not be required to report harassment to the alleged harasser; nothing in this policy prevents a person from reporting harassment directly to one of the District officials below:

District Officials

1. For sexual harassment, the Title IX coordinator, Asheley Brown, Executive Director of Human Resource Services. [See FB(LOCAL)]
2. For all other prohibited harassment, the Superintendent or his/her designee.

A report against the Title IX coordinator may be made directly to the Superintendent; a report against the Superintendent may be made directly to the Board.

Notification of Report

Upon receipt of a report of harassment, a principal shall immediately notify the appropriate District official listed above.

Notice to Parents

The principal or District official shall promptly notify the parents of any student alleged to have experienced prohibited harassment by a District employee or another adult associated with the District. In cases of student-to-student harassment, the District shall promptly notify the parents of any student alleged to have experienced harassment when the allegations presented, if proven, would constitute sexual harassment or other prohibited harassment as defined by District policy.

Confidentiality

To the greatest extent possible, the District shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation and comply with applicable law.

Investigation of the Report

The District may request, but shall not insist upon, a written report. If a report is made orally, the District official shall reduce the report to written form.

Upon receipt or notification of a report, the District official shall determine whether the allegations, if proven, would constitute sexual harassment or other prohibited harassment as defined by District policy. If so, the District official shall immediately authorize or undertake an investigation.

If appropriate, the District shall promptly take interim action to prevent harassment during the course of an investigation.

The investigation may be conducted by the District official or a designee, such as the campus principal, or by a third party designated by the District, such as an attorney. When appropriate, the campus principal shall be involved in or informed of the investigation.

The investigation may consist of personal interviews with the person making the report, the person against whom the report is filed, and others with knowledge of the circumstances surrounding the allegations. The investigation may also include analysis of other information or documents related to the allegations.

The District's obligation to conduct an investigation is not satisfied by the fact that a criminal or regulatory investigation regarding the same or similar allegations is pending.

Concluding the Investigation

Absent extenuating circumstances, the investigation should be completed within ten business days from the date of the report; however, the investigator shall take additional time if necessary to complete a thorough investigation.

The investigator shall prepare a written report of the investigation. The report shall be filed with the District official overseeing the investigation.

District Action

If the results of an investigation indicate that prohibited harassment occurred, the District shall promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the harassment.

The District may take disciplinary action based on the results of an investigation, even if the District concludes that the conduct did not rise to the level of harassment prohibited by law or District policy.

Appeal

A student, including a complainant, may appeal through FNG (LOCAL), beginning at the appropriate level. A complainant shall be informed of his or her right to file a complaint with the United States Department of Education Office for Civil Rights.

Retaliation Prohibited

Retaliation against a student alleged to have experienced harassment, a witness, or another person who makes a report or participates in an investigation is strictly prohibited. A person who makes a good faith report of prohibited harassment shall not suffer retaliation for making the report. A person who intentionally makes a false claim, offers false statements, or refuses to cooperate with a District investigation regarding prohibited harassment is subject to appropriate discipline.

Records Retention

Retention of records shall be in accordance with FB(LOCAL).

Access to Policy

Information regarding this policy shall be distributed annually to District employees and included in the student handbook. Copies of the policy shall be readily available at each campus and the District's administrative offices.

Reporting Suspected Child Abuse

Policies DG, GRA

All employees with reasonable cause to believe that a child's physical or mental health or welfare has been adversely affected by abuse or neglect, as defined by Texas Family Code §261.001, are required by state law to make a report to a law enforcement agency, Child Protective Services (CPS), or appropriate state agency (e.g., state agency operating, licensing, certifying, or registering the facility) within 48 hours of the event that led to the suspicion. Alleged abuse or neglect involving a person responsible for the care, custody, or welfare of the child (including a teacher) must be reported to CPS.

Employees are also required to make a report if they have reasonable cause to believe that an adult was a victim of abuse or neglect as a child and they determine in good faith that the disclosure of the information is necessary to protect the health and safety of another child or person with a disability.

Reports to Child Protective Services can be made to www.txabusehotline.org/Login/Default.aspx or to the Texas Abuse Hotline (800-252-5400). ***State law specifies that an employee may not delegate to or rely on another person or administrator to make the report.***

Under state law, any person reporting or assisting in the investigation of reported child abuse or neglect is immune from liability unless the report is made in bad faith or with malicious intent. In

addition, the District is prohibited from retaliating against an employee who, in good faith, reports child abuse or neglect or who participates in an investigation regarding an allegation of child abuse or neglect.

An employee's failure to make the required report may result in prosecution as a Class A misdemeanor. The offense of failure to report by a professional may be a state jail felony if it is shown the individual intended to conceal the abuse or neglect. In addition, a certified employee's failure to report suspected child abuse may result in disciplinary procedures by SBEC for a violation of the Texas Educators' Code of Ethics.

Employees who suspect that a student has been or may be abused or neglected should also report their concerns to the campus principal. This includes students with disabilities who are no longer minors. Employees are not required to report their concern to the principal before making a report to the appropriate agency.

Reporting the concern to the principal does not relieve the employee of the requirement to report it to the appropriate state agency. In addition, employees must cooperate with investigators of child abuse and neglect. Interference with a child abuse investigation by denying an interviewer's request to interview a student at school or requiring the presence of a parent or school administrator against the desires of the duly authorized investigator is prohibited.

Sexual Abuse and Maltreatment of Children

The District has established a plan for addressing sexual abuse and other maltreatment of children, which may be accessed at the [LEISD Student Code of Conduct](#). As an employee, it is important for you to be aware of warning signs that could indicate a child may have been or is being sexually abused or maltreated. Sexual abuse in the Texas Family Code is defined as any sexual conduct harmful to a child's mental, emotional, or physical welfare as well as a failure to make a reasonable effort to prevent sexual conduct with a child. Maltreatment is defined as abuse or neglect. Anyone who suspects that a child has been or may be abused or neglected has a legal responsibility under state law for reporting the suspected abuse or neglect to law enforcement or to Child Protective Services (CPS). Employees are required to follow the procedures described above in *Reporting Suspected Child Abuse*.

What to look for:

Physical Abuse

Common indicators of physical abuse include:

- Frequent injuries such as bruises, cuts, black eyes, or burns, especially when the child cannot adequately explain their cause
- Frequent complaints of pain without obvious injury
- Burns or bruises in an unusual pattern which may indicate the use of an instrument or a human bite; cigarette burns may be seen on the face, arms, or palms
- Aggressive, disruptive, and destructive behavior
- Passive, withdrawn, and emotionless behavior
- Lack of reaction to pain

- Fear of going home, seeing parents
- Injuries which appear after the child has not been seen for several days
- Wears unseasonable clothes, which may hide injuries to arms or legs

Neglect

Common indicators of neglect include:

- Obvious malnourishment
- Lack of personal cleanliness
- Habitually dressed in torn and/or dirty clothes
- Unattended for long periods of time
- Needs glasses, dental care, or other medical attention
- Begs or steals food
- Frequently absent or late to school

Sexual Abuse

Common indicators of sexual abuse include:

- Physical signs of sexually transmitted disease
- Evidence of injury to the genital areas
- Pregnancy in a young girl
- Difficulty in walking or sitting
- Frequent expressions of their own or other children's sexual involvement with adults
- Extreme fear of being alone with members of the opposite sex
- Engages in sexually suggestive or promiscuous behavior
- Knowledgeable about sexual relations
- Reports sexual assault

Reporting Crime

Policy DG

The Texas Whistleblower Act Protects district employees who make good faith reports of violations of law by the district to an appropriate law enforcement authority. The district is prohibited from suspending, terminating the employment of, or taking other adverse personnel action against, an employee who makes a report under the Act. State law also provides

employees with the right to report a crime witnessed at the school to any peace officer with authority to investigate the crime.

Scope and Sequence

Policy DG

If a teacher determines that students need more or less time in a specific area to demonstrate proficiency in the Texas Essential Knowledge and Skills (TEKS) for that subject and grade level, the district will not penalize the teacher for not following the district's scope and sequence.

The district may take appropriate action if the teacher does not follow the district's scope and sequence based on documented evidence of a deficiency in classroom instruction. This documentation can be obtained through observation or substantiated and documented third-party information.

Technology Resources

Policy CQ

The District's technology resources, including its networks, e-mail accounts, devices connected to its networks, and all District-owned devices used on or off school property are primarily for administrative and instructional purposes. Limited personal use is permitted if the use:

- Imposes no tangible cost to the District.
- Does not unduly burden the District's computer or network resources
- Has no adverse effect on job performance or on a student's academic performance

Electronic mail transmissions and other use of the technology resources are not confidential and can be monitored at any time to ensure appropriate use.

Employees are required to abide by the provisions of the acceptable use agreement and administrative procedures. Failure to do so can result in suspension of access or termination of privileges and may lead to disciplinary action. Employees with questions about computer use and data management can contact the Director of Instructional Technology.

Personal Use of Electronic Media

Policy DH

Electronic communications includes all forms of social media, such as text messaging, instant messaging, electronic mail (e-mail), web logs (blogs), wikis, electronic forums (chat rooms), video-sharing websites (e.g., YouTube), editorial comments posted on the Internet, and social network sites (e.g., Facebook, Twitter, LinkedIn, Instagram). Electronic communications also includes all forms of telecommunication such as landlines, cell phones, and web-based applications.

As role models for the district's students, employees are responsible for their public conduct even when they are not acting as district employees. Employees will be held to the same professional standards in their public use of electronic media as they are for any other public conduct. If an employee's use of electronic media interferes with the employee's ability to effectively perform his or her job duties, the employee is subject to disciplinary action, up to and including termination of employment. If an employee wishes to use a social network site or similar media for personal purposes, the employee is responsible for the content on the employee's page, including content added by the employee, the employee's friends, or members of the public who can access the employee's page, and for web links on the employee's page. The employee is also responsible for maintaining privacy settings appropriate to the content.

An employee who uses electronic media for personal purposes shall observe the following:

- The employee may not set up or update the employee's personal social network pages(s) using the district's computers, network, or equipment.

- The employee shall limit use of personal electronic communication devices to send or receive calls, text messages, pictures, and videos to breaks, meal times, and before and after scheduled work hours, unless there is an emergency or the use is authorized by a supervisor to conduct district business.
- The employee shall not use the district's logo or other copyrighted material of the district without express, written consent.
- An employee may not share or post, in any format, information, videos, or pictures obtained while on duty or on district business unless the employee first obtains written approval from the employee's immediate supervisor. Employees should be cognizant that they have access to information and images that, if transmitted to the public, could violate privacy concerns.
- The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Texas Educators' Code of Ethics, even when communicating regarding personal and private matters, regardless of whether the employee is using private or public equipment, on or off campus. These restrictions include:
 - Confidentiality of student records [See Policy FL]
 - Confidentiality of health or personnel information concerning colleagues, unless disclosure serves lawful professional purposes or is required by law [See DH (EXHIBIT)]
 - Confidentiality of district records, including educator evaluations and private email addresses. [See Policy GBA]
 - Copyright law [See Policy CY]
 - Prohibition against harming others by knowingly making false statements about a colleague or the school system. [See DH (EXHIBIT)]

See *Electronic Communications between Employees, Students, and Parents*, below, for regulations on employee communication with students through electronic media.

Electronic Communications between Employees, Students, and Parents

Policy DH

A certified or licensed employee, or any other employee designated in writing by the superintendent or a campus principal, may use electronic communications with students who are currently enrolled in the district. The employee must comply with the provisions outlined below. Electronic communications between all other employees and students who are enrolled in the district are prohibited. Employees are not required to provide students with their personal phone number or email address.

An employee is not subject to provisions regarding electronic communications with a student to the extent the employee has a social or family relationship with a student. For example, an employee may have a relationship with a niece or nephew, a student who is the child of an adult friend, a student who is a friend of the employee's child, or a member or participant in the same civic, social, recreational, or religious organization. An employee who claims an exception based

on a social relationship shall provide written consent from the student's parent. The written consent shall include an acknowledgement by the parent that:

- The employee has provided the parent with a copy of this protocol
- The employee and the student have a social relationship outside of school;
- The parent understands that the employee's communications with the student are exempted from district regulation; and
- The parent is solely responsible for monitoring electronic communications between the employee and the student.

The following definitions apply for the use of electronic media with students:

- *Electronic communications* means any communication facilitated by the use of any electronic device, including a telephone, cellular telephone, computer, computer network, personal data assistant, or pager. The term includes e-mail, text messages, instant messages, and any communication made through an Internet website, including a social media website or a social networking website.
- *Communicate* means to convey information and includes a one-way communication as well as a dialogue between two or more people. A public communication by an employee that is not targeted at students (e.g., a posting on the employee's personal social network page or a blog) is not a *communication*; however, the employee may be subject to district regulations on personal electronic communications. See *Personal Use of Electronic Media*, above. Unsolicited contact from a student through electronic means is not a *communication*.
- *Certified or licensed employee* means a person employed in a position requiring SBEC certification or a professional license, and whose job duties may require the employee to communicate electronically with students. The term includes classroom teachers, counselors, principals, librarians, paraprofessionals, nurses, educational diagnosticians, licensed therapists, and athletic trainers.

An employee who communicates electronically with students shall observe the following:

- The employee is prohibited from knowingly communicating with students using any form of electronic communications, including mobile and web applications, that are not provided or accessible by the district unless a specific exception is noted below.
- Only a teacher, trainer, or other employee who has an extracurricular duty may use text messaging, and then only to communicate with students who participate in the extracurricular activity over which the employee has responsibility. An employee who communicates with a student using text messaging shall comply with the following protocol:
 - **For each text message addressed to one or more students, the employee shall send a copy of the text message to the employee's district email address.**
- The employee shall limit communications to matters within the scope of the employee's professional responsibilities (e.g., for classroom teachers, matters relating to class work, homework, and tests; for an employee with an extracurricular duty, matters relating to the extracurricular activity).

- The employee is prohibited from knowingly communicating with students through a personal social network page; the employee must create a separate social network page (“professional page”) for the purpose of communicating with students. The employee must enable administration and parents to access the employee’s professional page.
- The employee shall not communicate directly with any student between the hours of 7:00 p.m. and 6:00 a.m. An employee may, however, make public posts to a social network site, blog, or similar application at any time.
- The employee does not have a right to privacy with respect to communications with students and parents.
- The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Texas Educators’ Code of Ethics including:
 - Compliance with the Public Information Act and the Family Educational Rights and Privacy Act (FERPA), including retention and confidentiality of student records. [See Policies CPC and FL]
 - Copyright law [Policy CY]
 - Prohibitions against soliciting or engaging in sexual conduct or a romantic relationship with a student. [See Policy DH]
- Upon request from administration, an employee will provide the phone number(s), social network site(s), or other information regarding the method(s) of electronic media the employee uses to communicate with one or more currently-enrolled students.
- Upon written request from a parent or student, the employee shall discontinue communicating with the student through e-mail, text messaging, instant messaging, or any other form of one-to-one communication.
- An employee may request an exception from one or more of the limitations above by submitting a written request to his or her immediate supervisor.
- All staff are required to use school email accounts for all electronic communications with parents. Communication about school issues through personal email accounts or text messages are not allowed as they cannot be preserved in accordance with the district’s record retention policy
- An employee shall notify his or supervisor in writing within one business day if a student engages in an improper electronic communication with the employee. The employee should describe the form and content of the electronic communication.

Public Information on Private Devices

Policy DH

Employees should not maintain district information on privately owned devices. Any district information must be forwarded or transferred to the district to be preserved. The district will take

reasonable efforts to obtain public information in compliance with the Public Information Act. Reasonable efforts may include:

- Verbal or written directive
- Remote access to district-owned devices and services

Criminal History Background Checks

Policy DBAA

Employees may be subject to a review of their criminal history record information at any time during employment. National criminal history checks based on an individual's fingerprints, photo, and other identification will be conducted on certain employees and entered into the Texas Department of Public Safety (DPS) Clearinghouse. This database provides the District and SBEC with access to an employee's current national criminal history and updates to the employee's subsequent criminal history.

Employee Arrests and Convictions

Policy DH

An employee must notify his or her principal or immediate supervisor within three calendar days of any arrest, indictment, conviction, no contest or guilty plea, or other adjudication of any felony, and any of the other offenses listed below:

- Crimes involving school property or funds
- Crimes involving attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit that would entitle any person to hold or obtain a position as an educator
- Crimes that occur wholly or in part on school property or at a school-sponsored activity
- Crimes involving moral turpitude

Moral turpitude includes the following:

- Dishonesty
- Fraud
- Deceit
- Theft
- Misrepresentation
- Deliberate violence
- Base, vile, or depraved acts that are intended to arouse or gratify the sexual desire of the actor
- Crimes involving any felony possession or conspiracy to possess, or any misdemeanor or felony transfer, sale, distribution, or conspiracy to transfer, sell, or distribute any controlled substance
- Felonies involving driving while intoxicated (DWI)
- Acts constituting abuse or neglect under the SBEC rules

If an educator is arrested or criminally charged, the superintendent is also required to report the educators' criminal history to the Division of Investigations at TEA.

Alcohol and Drug-Abuse Prevention

Policy DH

Little Elm ISD is committed to maintaining an alcohol- and drug-free environment and will not tolerate the use of alcohol and illegal drugs in the workplace and at school-related or school-sanctioned activities on or off school property. Employees who use or are under the influence of alcohol or illegal drugs as defined by the Texas Controlled Substances Act during working hours may be dismissed. The District's policy regarding employee drug use follows:

Policy DH (LOCAL)

Employees shall not unlawfully manufacture, distribute, dispense, possess, use, or be under the influence of any of the following substances during working hours while at school or at school-related activities during or outside of usual working hours:

1. Any controlled substance or dangerous drug as defined by law, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate.
2. Alcohol or any alcoholic beverage.
3. Any abusable glue, aerosol paint, or any other chemical substance for inhalation.
4. Any other intoxicant, or mood-changing, mind-altering, or behavior-altering drugs.

An employee need not be legally intoxicated to be considered "under the influence" of a controlled substance.

Compliance with these requirements and prohibitions is mandatory and is a condition of employment. As a further condition of employment, an employee shall notify the superintendent of any criminal drug statute conviction the employee incurs for a violation in a workplace no later than five days after such conviction.

Within 30 calendar days of the superintendent receiving notice of any source of conviction for any drug statute violation occurring in the workplace, the superintendent or designee shall either (1) take appropriate personnel action against the employee, up to and including termination of employment or referral for prosecution or (2) require the employee to participate satisfactorily in a drug and alcohol abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health agency, law enforcement agency, or other appropriate agency. The cost of any such program shall be borne by the employee

[This notice complies with notice requirements imposed by the federal Drug-Free Workplace Act [20 U.S.C. 3471, 1221e-3(a)(1) and 34 CFR 85.630]; notice requirements imposed by the federal Drug-Free Schools and Communities Act Amendments of 1989 [20 U.S.C. 3224a and 34 CFR 86.201; and requirements imposed by the Texas Workers' Compensation Commission rules at 28 TAC 169.2]

An employee who uses a drug authorized by a licensed physician through a prescription specifically for that employee's use shall not be considered to have violated this policy.

Tobacco Use and E-Cigarette Use

Policies DH, FNCD GKA

State law prohibits smoking, using tobacco products, or e-cigarettes on all District-owned property and at school-related or school-sanctioned activities, on or off school property. This includes all buildings, playground areas, parking facilities, and facilities used for athletics and other activities. Drivers of District-owned vehicles are prohibited from smoking, using tobacco products, or e-cigarettes while inside the vehicle. Notices stating that smoking is prohibited by law and punishable by a fine are displayed in prominent places in all school buildings.

Fraud and Financial Impropriety

Policy CAA

All employees should act with integrity and diligence in duties involving the District's financial resources. The District prohibits fraud and financial impropriety, as defined below. Fraud and financial impropriety include the following:

- Forgery or unauthorized alteration of any document or account belonging to the District
- Forgery or unauthorized alteration of a check, bank draft, or any other financial document
- Misappropriation of funds, securities, supplies, or other District assets including employee time
- Impropriety in the handling of money or reporting of District financial transactions
- Profiteering as a result of insider knowledge of District information or activities
- Unauthorized disclosure of confidential or proprietary information to outside parties
- Unauthorized disclosure of investment activities engaged in or contemplated by the District
- Accepting or seeking anything of material value from contractors, vendors, or other persons providing services or materials to the District, except as otherwise permitted by law or District policy
- Inappropriately destroying, removing, or inappropriately using records, furniture, fixtures, or equipment
- Failing to provide financial records required by state or local entities
- Failure to disclose conflicts of interest as required by law or District policy
- Any other dishonest act regarding the finances of the District
- Failure to comply with requirements imposed by law, the awarding agency, or a pass-through entity for state and federal awards

Conflict of Interest

Policy CB, DBD

Employees are required to disclose to their supervisor any situation that creates a potential conflict of interest with proper discharge of assigned duties and responsibilities or creates a potential conflict of interest with the best interests of the District. This includes the following:

- A personal financial interest
- A business interest
- Any other obligation or relationship
- Non-school employment

Employees should contact their supervisor for additional information.

Gifts and Favors

Policy DBD

Employees may not accept gifts or favors that could influence, or be construed to influence, the employee's discharge of assigned duties. The acceptance of a gift, favor, or service by an administrator or teacher that might reasonably tend to influence the selection of textbooks, electronic textbooks, instructional materials or technological equipment may result in prosecution of a Class B misdemeanor offense. This does not include staff development, teacher training, or instructional materials such as maps or worksheets that convey information to students or contribute to the learning process.

Copyrighted Materials

Policy CY

Employees are expected to comply with the provisions of federal copyright law relating to the unauthorized use, reproduction, distribution, performance, or display of copyrighted materials (i.e., printed material, videos, computer data and programs, etc.). Electronic media, including motion pictures and other audiovisual works, are to be used in the classroom for instructional purposes only. Duplications are to be used in the classroom for educational purposes only. Duplication or backup of computer programs and data must be made within the provisions of the purchase agreement.

Associations and Political Activities

Policy DGA

The District will not directly or indirectly discourage employees from participating in political affairs or require any employee to join any group, club, committee, organization, or association. Employees may join or refuse to join any professional association or organization.

An individual's employment will not be affected by membership or a decision not to be a member of any employee organization that exists for the purpose of dealing with employers concerning grievances, labor disputes, wages, rates of pay, hours of employment, or conditions of work. Use of District resources including work time for political activities is prohibited.

The District encourages personal participation in the political process, including voting. Employees who need to be absent from work to vote during the early voting period or on election day must communicate with their immediate supervisor prior to the absence.

Charitable Contributions

Policy DG

The Board or any employee may not directly or indirectly require or coerce an employee to make a contribution to a charitable organization or in response to a fund-raiser. Employees cannot be required to attend a meeting called for the purpose of soliciting charitable contributions. In addition, the Board or any employee may not directly or indirectly require or coerce an employee to refrain from making a contribution to a charitable organization or in response to a fund raiser or attending a meeting called for the purpose of soliciting charitable contributions.

Safety

Policy CK series

The District has developed and promotes a comprehensive program to ensure the safety of its employees, students, and visitors. The safety program includes guidelines and procedures for responding to emergencies and activities to help reduce the frequency of accidents and injuries. To prevent or minimize injuries to employees, coworkers, and students and to protect and conserve District equipment, employees must comply with the following requirements:

- Observe all safety rules.
- Keep work areas clean and orderly at all times.
- Immediately report all accidents to their supervisor.
- Operate only equipment or machines for which they have training and authorization.

While driving on district business, employees are required to abide by all state and local traffic laws. Employees driving on district business are prohibited from texting and using other electronic devices that require both visual and manual attention while the vehicle is in motion. Employees will exercise care and sound judgment on whether to use hands-free technology while the vehicle is in motion.

It is every employee's responsibility to ensure that their campus is safe and secure at all times. Exterior doors should never be unlocked or propped open. Classroom doors should always be locked from the outside and shut. If you are having problems with your door locking, it is your responsibility to report it to your campus principal or assistant principal.

Pursuant to International Fire Code 2003 Section 308, a person shall not utilize or be allowed to utilize a candle, open flame and/or candle warmers in connection with a public meeting place or gathering for purposes of educational occupancy.

Furthermore, pursuant to Fire Code Chapter 803.3.2, artwork and teaching materials shall be limited on the walls to not more than 20% of the wall area.

Employees with questions or concerns relating to safety programs and issues can contact Little Elm ISD Human Resource Services.

Possession of Firearms and Weapons

Policies DH, FNCG, GKA

Employees, visitors, and students, including those with a license to carry a concealed handgun, are prohibited from bringing firearms, knives, clubs or other prohibited weapons onto school premises (i.e., building or portion of a building) or any grounds or building where a school-sponsored activity takes place. A person, including an employee, who holds a license to carry a handgun may transport or store a handgun or other firearm or ammunition in a locked vehicle in a parking lot, garage, or other district provided parking area, provided the handgun or firearm or ammunition is properly stored, and not in plain view. To ensure the safety of all persons, employees who observe

or suspect a violation of the District's weapons policy should report it to their supervisor or call the local authorities immediately.

Visitors in the Workplace

Policy GKC

All visitors are expected to enter any District facility through the main entrance and sign in or report to the building's main office. Authorized visitors will receive directions or be escorted to their destination. Employees who observe an unauthorized individual on the District premises should immediately direct him or her to the building office or contact the administrator in charge.

Any guests/visiting teachers must submit a background check (level 3) through the District system at least 48 hours prior to their scheduled visit to the campus. Guest/visiting teachers without background clearance will not be permitted on campus with students.

Asbestos Management Plan

Policy CKA

The District is committed to providing a safe environment for employees. An accredited management planner has developed an asbestos management plan for each school. A copy of the District's management plan is kept in each building's office and is available for inspection during normal business hours.

Pest Control Treatment

Policies CLB, DI

Employees are prohibited from applying any pesticide or herbicide without appropriate training and prior approval of the integrated pest management (IPM) coordinator. Any application of pesticide or herbicide must be done in a manner prescribed by law and the District's integrated pest management program.

Notices of planned pest control treatment will be posted in a District building 48 hours before the treatment begins. Notices are generally located in the main entrances of the building. In addition, individual employees may request in writing to be notified of pesticide applications. An employee who requests individualized notice will be notified by telephone, written or electric means. Pest control information sheets are available from Danny Cogdell, the District IPM Coordinator, at (972) 947-9456 x13004 or email at dcogdell@leisd.ws upon request.

Little Elm ISD has a policy that requires us to follow integrated pest management (IPM) procedures to control pests on school grounds. Little Elm ISD strives to use the safest effective procedures to manage pests, including a variety of non-chemical control measures; however

pesticide use is sometimes necessary to maintain adequate pest control and assure a safe, pest-free school environment.

All pesticides used in our District are registered for their intended use by the U.S. Environmental Protection Agency and are applied only by certified pesticide applicators. Prior to indoor applications, signs will be posted 48 hours in advance of the treatment. All outdoor applications will be posted at the time of treatment and signs will remain until it is safe to enter the area. Parents with further questions, or who wish to be notified directly about upcoming pesticide applications on their children's campus, can contact Danny Cogdell, the District IPM Coordinator, at (972) 947-9456 x13004 or email at dcogdell@leisd.ws

General Procedures

Emergency School Closing

The District may close schools because of severe weather, epidemics, or other emergency conditions. When such conditions exist, the Superintendent will make the official decision concerning the closing of the District's facilities. When it becomes necessary to open late, to release students early, or to cancel school, District officials will post a notice on the District's Web site and notify the following radio and television stations:

WBAP 820 radio and **Channels 4, 5, 8 and 11** television stations.

Every attempt will be made to post information on the LEISD website (www.littleelmsd.net) and District social media in a timely manner.

Emergencies

Policies CKC, CKD

All employees should be familiar with the safety procedures for responding to emergencies, including a medical emergency. Employees should locate evacuation diagrams posted in their work areas and be familiar with shelter in place, lockout, and lockdown procedures. . Emergency drills will be conducted to familiarize employees and students with safety and evacuation procedures. Each campus is equipped with an automatic external defibrillator and Stop the Bleed Kit. Fire extinguishers are located throughout all District buildings. Employees should know the location of these devices and procedures for their use.

Purchasing Procedures

Policy CH

All requests for purchases must be submitted to the Little Elm ISD Business Services department on an official District purchase order (PO) form with the appropriate approval signatures. No purchases, charges, or commitments to buy goods or services for the District can be made without

a PO number. The District will not reimburse employees or assume responsibility for purchases made without authorization. Employees are not permitted to purchase supplies or equipment for personal use through the District's business office. Contact Little Elm ISD Business Services department for additional information on purchasing procedures.

Accounting - Cash in School Buildings This applies to all state funds, local taxes, cafeteria or activity funds, and funds raised by students. Any District employee who comes into possession of any District funds shall turn the same into the school office (or designated official) on a daily basis. The employee turning in the money shall be given a proper receipt and shall be responsible for obtaining such receipt. The money turned in shall be deposited in a school vault daily. District funds coming into the hands of any employee from any source shall be kept separate until turned in and receipted; no employee shall allow District funds to be commingled with personal funds.

Money Handling

No money shall be kept in the school buildings overnight except for enough to make change next day. Teachers who sell things or collect money should turn that money into the principal's office **daily**. Each principal is responsible for managing a sound method for the handling and accounting of money.

Returned Check Policy The District uses a third party, Paytek Solutions, to process returned checks on our behalf. Checks that do not clear the bank on the initial presentation are forwarded to Paytek for collection. Paytek will charge the check writer a \$31.88 fee for their service.

Name and Address Changes

It is important that employment records be kept up to date. Employees must notify the Little Elm ISD Human Resource Services office if there are any changes or corrections to their name, home address, contact telephone number, marital status, emergency contact, or beneficiary. **Address and phone changes may be submitted through [Employee Access accounts](#).** Please contact the Benefits Department for assistance. You will also need to update records with TEA (SBEC) and TRS.

Personnel Records

Policy DBA, GBA

Most District records, including personnel records, are public information and must be released upon request. In most cases, an employee's personal email address is confidential and may not be released without the employee's permission.

Employees may choose to have the following personal information withheld:

- Address

- Phone number, including cell phone number
- Emergency contact information
- Information that reveals whether they have family members
- Personal e-mail address

The choice to not allow public access to this information may be made at any time by submitting a written request to Little Elm ISD Human Resource Services department. New or terminated employees have 14 days after hire or termination to submit a request. Otherwise, personal information will be released to the public until a request to withhold the information is submitted or another exception for release of information under law applies. An employee is responsible for notifying the district if he or she is subject to any exception for disclosure of personal or confidential information.

HB 2961 specifies that the social security number of an employee or former employee is confidential and cannot be used as an employee identifier except for tax purposes.

Facility Use

Policies DGA, GKD

Employees who wish to use District facilities after school hours must follow established procedures. The building principal and the maintenance department is responsible for scheduling the use of facilities after school hours. Contact the campus principal to request to use school facilities and to obtain information on the fees charged.

Keys and Access Fobs

Principals issue the keys and access fobs to their buildings. Keys and access fobs are checked out at the beginning of the year and must be checked back in at the end of the school year. School keys and access fobs are **not** to be copied or loaned to others.

Dress

DH (Local)

The dress and grooming of District employees shall be clean, neat, in a manner appropriate for assignments and in accordance with any additional standards established by their supervisors and approved by the Superintendent.

Only professional attire shall be worn by professional and paraprofessional personnel for days of student instruction and for professional learning days on or off campus. Employees shall act as role models by exemplifying the highest standard of professional appearance for the educational purposes of teaching community values and proper grooming and hygiene.

1. Employees are expected to dress in a manner that projects a professional image for the employee, District, and community.

2. Style of clothing should always reflect a professional and business-like atmosphere. Clothing should not attract unfavorable attention. This guideline applies to regular workday, professional learning and summer employment time.
3. Tattoos, body art, or piercings that are distracting, lewd, provocative, or depict unlawful actions or products, incite violence or lawlessness are inappropriate and must be covered or removed at work.
4. Administrators and supervisors shall have the discretion to determine appropriateness of attire for all personnel in certain grades or subjects (physical education, agriculture, auto mechanics, building trades, special education), or for medical necessities.
5. Support staff (custodial, food service, maintenance, and transportation employees) shall dress appropriately as described in their respective guidelines.
6. District employee's hair should be appropriate and not a distraction to the learning environment.

Recommended Standards Of Dress:

Employees in the Child Care, Custodian, Maintenance, Grounds, and Child Nutrition departments will follow their department specific dress guidelines provided by their supervisor. All other professional and paraprofessional district employees will adhere to the following minimum standard of professional dress:

- Slacks (may be Docker-style), skirts and dresses of appropriate length
- Shirts (not t-shirts) and blouses with or without collars can be button-down or plain front)
- Dress-style polo shirts
- Sweaters or turtlenecks
- Dress capri/cropped pants that are at least mid-calf length
- Sensible shoes appropriate to the assignment

Conditions Under Which Exceptions Could Be Made

- Designated casual days
- Designated "special occasion day"
- Spirit Day at schools
- Medical necessity
- Teacher workday
- Other conditions that are deemed occupationally necessary

Clothing Items That Are Inappropriate In Any Venue

- Flip flops / beach wear
- Torn or worn-out clothing
- Pants with frayed hems or that drag the ground
- Tight fitting or revealing clothing
- Tops with spaghetti straps or tank tops without a jacket
- Clothing that shows bare midriffs
- Lingerie-style clothing
- Short skirts
- Workout clothing/jogging suits/sweatpants and sweatshirts/spandex or jeggings

- Sheer or see-through clothing
- Pajamas/sleepwear/house slippers
- Shorts/skorts (unless occupationally necessary – ie., PE teachers/coaches*)
 *Coaches wear athletic clothing only during athletic periods. Professional dress is required during your instructional teaching assignments.

Jeans And Spirit Wear

- Jeans may only be worn on Spirit Days in conjunction with a school shirt.
- They may also be worn on specially designated days, as approved by the supervisor

The principal/supervisor may authorize exceptions to the dress code for special days and/or when an activity warrants exceptions.

Employees who fail to adhere to the aforementioned standards of dress, will be asked to leave the work setting and return when appropriately attired. Repeated failure to demonstrate appropriate personal appearance will result in disciplinary action up to and including termination of employment.

Termination of Employment

Resignations

Policy DFE

Contract Employees. Contract employees may resign their position without penalty at the end of any school year if written notice is received at least 45 days before the first day of instruction of the following school year. A written notice of resignation should be submitted to Human Resource Services as the superintendent's designee through TalentEd. Supervisors who have not been designated by the board to accept resignations shall instruct the employee to submit the resignation to Human Resource Services as the superintendent's designee.

Contract employees may resign at any other time only with the approval of the superintendent or the board of trustees. Resignation without consent may result in disciplinary action by the State Board for Educator Certification (SBEC).

The principal is required to notify the superintendent of an educator's resignation following an alleged incident of misconduct for any of the acts listed in *Reports to Texas Education Agency* on page 76. The superintendent will notify SBEC when an employee resigns and there is evidence to indicate that the employee has engaged in such misconduct.

Noncontract Employees. Noncontract employees may resign their position at any time. A written notice of resignation should be submitted through the TalentEd system at least two weeks prior to the effective date. Employees are encouraged to include the reasons for leaving in the letter of resignation but are not required to do so.

Additional information regarding the resignation process can be found [here on the LEISD Human Resources Department website.](#)

The principal is required to notify the superintendent of a noncertified employee's resignation or termination within seven business days following an alleged incident of misconduct of abuse of a student, or was involved in a romantic relationship with or solicited or engaged in sexual conduct with a student or minor. The superintendent will notify TEA within seven business days of receiving a report from a principal, or of knowing about an employee's resignation or termination following an alleged incident of misconduct described above.

All employees. Resignations must be entered through the TalentEd system by logging in to the employee's account and entering the required information. ***Please note: All employees are required to work on their last day of employment to ensure a smooth transition.

Dismissal or Nonrenewal of Contract Employees

Policies DF AA, DF AB, DF BA, DF BB, DF D, DF F, DF FA, DF FB, DF FC

Employees on probationary, term, and continuing contracts can be dismissed during the school year according to the procedures outlined in District policies. Employees on probationary or term contracts can be nonrenewed at the end of the contract term. Contract employees dismissed during the school year, suspended without pay, or subject to a reduction in force are entitled to receive notice of the recommended action, an explanation of the charges against them, and an opportunity for a hearing. The timelines and procedures to be followed when a suspension, termination, or nonrenewal occurs will be provided when a written notice is given to an employee.

The principal is required to notify the superintendent of an educator's termination within seven business days following an alleged incident of misconduct for any of the acts listed in Reports to Texas Education Agency on page 76. The superintendent will notify SBEC when an employee is terminated and there is evidence to indicate that the employee has engaged in such misconduct.

Advance notification requirements do not apply when a contract employee is dismissed for failing to obtain or maintain appropriate certification or when the employee's certification is revoked for misconduct. Information on the timelines and procedures can be found in the DF series policies that are provided to employees or are available on line.

Dismissal of Noncontract Employees

Policy DCD

Noncontract employees are employed at will and may be dismissed without notice, a description of the reasons for dismissal, or a hearing. It is unlawful for the District to dismiss any employee for reasons of race, color, religion, gender, national origin, age, disability, military status, genetic information, any other basis protected by law, or in retaliation for the exercise of certain protected legal rights. Noncontract employees who are dismissed have the right to grieve the termination.

The dismissed employee must follow the District process outlined in this handbook when pursuing the grievance. (See *Complaints and Grievances* on page 39)

The principal is required to notify the superintendent of a noncertified employee's resignation or termination within seven business days following an alleged incident of misconduct or abuse of a student, or was involved in a romantic relationship with or solicited or engaged in sexual conduct with a student or minor. The superintendent will notify TEA within seven business days of receiving a report from a principal, or knew about an employee's resignation or termination following an alleged incident of misconduct described above.

Discharge of Convicted Employees

Policy DF

The District shall discharge any employee who has been convicted of or placed on deferred adjudication community supervision for an offense requiring the registration as a sex offender or convicted of a felony under Title 5 Penal Code if the victim was a minor.

If the offense is more than 30 years before the date the person's employment began or the person satisfied all terms of the court order entered on conviction the requirement to discharge does not apply.

Exit Interviews and Procedures

Exit interviews will be conducted electronically through TalentEd for all employees leaving the District. Information on the continuation of benefits, release of information, and procedures for requesting references will be provided at this time. Separating employees are asked to provide the District with a forwarding address and phone number and complete a questionnaire that provides the District with feedback on his or her employment experience. All District keys, books, property, including intellectual property, and equipment must be returned upon separation from employment.

Additional information regarding the resignation process can be found [here on the LEISD Human Resource Services website.](#)

Reports to Texas Education Agency

Policies DF, DHB, DHC

Certified Employees. The resignation or termination of a certified employee must be reported to the Division of Investigations at TEA if there is evidence that the employee was involved in any of the following:

- Any form of sexual or physical abuse of a minor or any other unlawful conduct with a student or a minor
- Soliciting or engaging in sexual contact or a romantic relationship with a student or minor
- The possession, transfer, sale, or distribution of a controlled substance
- The illegal transfer, appropriation, or expenditure of district or school property or funds
- An attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit for the purpose of promotion or additional compensation
- Committing a criminal offense or any part of a criminal offense on district property or at a school-sponsored event

The reporting requirements above are in addition to the superintendent's ongoing duty to notify TEA when a certified employee or an applicant for certification has a reported criminal history or engaged in conduct violating the assessment security procedures established under TEC 39.0301. "Reported criminal history" means any formal criminal justice system charges and dispositions including arrests, detentions, indictments, criminal information, convictions, deferred adjudications, and probations in any state or federal jurisdiction that is obtained by a means other than the Fingerprint-based Applicant Clearinghouse of Texas (FACT).

Noncertified Employees. The voluntary or involuntary separation of a noncertified employee from the District must be reported to the Division of Investigations at TEA by the superintendent if there is evidence the employee abused or otherwise committed an unlawful act with a student or minor, was involved in a romantic relationship with a student or minor, or solicited or engaged in sexual contact with a student or minor.

Reports Concerning Court-Ordered Withholding

The district is required to report the termination of employees that are under court order or writ of withholding for child support or spousal maintenance. Notice of the following must be sent to the support recipient and the court or, in the case of child support, the Texas Attorney General Child Support Division:

- Termination of employment not later than the seventh day after the date of termination
- Employee's last known address
- Name and address of the employee's new employer, if known

Student Issues

Equal Educational Opportunities

Policies FB, FFH

In an effort to promote nondiscrimination and as required by law, Little Elm ISD does not discriminate on the basis of race, color, religion, national origin, sex, or disability in providing education services, activities, and programs, including Career and Technical Education (CTE), in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

Questions or concerns about discrimination of students based on any of the reasons listed above should be directed to Asheley Brown, Executive Director of Human Resource Services.

Student Records

Policy FL

Student records are confidential and are protected from unauthorized inspection or use. Employees should take precautions to maintain the confidentiality of all student records. The following people are the only people who have general access to a student's records:

- Parents: Married, separated, or divorced unless parental rights have been legally terminated and the school has been given a copy of the court order terminating parental rights
- The student: The rights of parents transfer to a student who turns 18 or is enrolled in an institution of post-secondary education. A District is not prohibited from granting the student access to the student's records before this time.
- School officials with legitimate educational interests

The student handbook provides parents and students with detailed information on student records. Parents or students who want to review student records should be directed to the campus principal for assistance.

Parent and Student Complaints

Policy FNG

In an effort to hear and resolve parent and student complaints in a timely manner and at the lowest administrative level possible, the board has adopted orderly processes for handling complaints on different issues. Any campus office or the superintendent's office can provide parents and students with information on filing a complaint.

Parents are encouraged to discuss problems or complaints with the teacher or the appropriate administrator at any time. Parents and students with complaints that cannot be resolved to their satisfaction should be directed to the campus principal. The formal complaint process provides parents and students with an opportunity to be heard up to the highest level of management if they are dissatisfied with a principal's response.

Administering Medication to Students

Policy FFAC

Only designated employees may administer prescription medication, nonprescription medication, and herbal or dietary supplements to students. Exceptions apply to the self-administration of asthma medication, medication for anaphylaxis (e.g., EpiPen[®]), and medication for diabetes management, if the medication is self-administered in accordance with District policy and procedures. A student who must take any other medication during the school day must bring a written request from his or her parent and the medicine in its original, properly labeled container. Contact the principal or school nurse for information on procedures that must be followed when administering medication to students.

Dietary Supplements

Policies DH, FFAC

District employees are prohibited by state law from knowingly selling, marketing, or distributing a dietary supplement that contains performance-enhancing compounds to a student with whom the employee has contact as part of his or her school District duties. In addition, employees may not knowingly endorse or suggest the ingestion, intranasal application, or inhalation of a performance-enhancing dietary supplement to any student.

Psychotropic Drugs

Policy FFAC

A psychotropic drug is a substance used in the diagnosis, treatment, or prevention of a disease or as a component of a medication. It is intended to have an altering effect on perception, emotion, or behavior and is commonly described as a mood- or behavior-altering substance.

District employees are prohibited by state law from doing the following:

- Recommending that a student use a psychotropic drug
- Suggesting a particular diagnosis
- Excluding from class or school-related activity a student whose parent refuses to consent to a psychiatric evaluation or to authorize the administration of a psychotropic drug to a student

Student Conduct and Discipline

Policies in the FN series and FO series

Students are expected to follow the classroom rules, campus rules, and rules listed in the Student Handbook and Student Code of Conduct. Teachers and administrators are responsible for taking disciplinary action based on a range of discipline management strategies that have been adopted by the District. Other employees that have concerns about a particular student's conduct should contact the classroom teacher or campus principal.

Student Attendance

Policy FEB

Teachers and staff should be familiar with the District's policies and procedures for attendance accounting. These procedures require minor students to have parental consent before they are allowed to leave campus. When absent from school, the student upon returning to school, must bring a note signed by the parent that describes the reason for the absence. These requirements are addressed in campus training and in the student handbook. Contact the campus principal for additional information.

Bullying

Policy FFI

Bullying is defined by §TEC 37.0832. All employees are required to report student complaints of bullying, including cyber bullying, to campus administration. The district's policy includes definitions and procedures for reporting and investigating bullying of students and is reprinted below:

[https://pol.tasb.org/Policy/Download/393?filename=FFI\(LOCAL\).pdf](https://pol.tasb.org/Policy/Download/393?filename=FFI(LOCAL).pdf)

Hazing

Policy FNCC

Students must have prior approval from the principal or designee for any type of "initiation rites" of a school club or organization. While most initiation rites are permissible, engaging in or permitting "hazing" is a criminal offense. Any teacher, administrator, or employee who observes a student engaged in any form of hazing, who has reason to know or suspect that a student intends to engage in hazing, or has engaged in hazing must report that fact or suspicion to the designated campus administrator.

Transporting Students in Personal Vehicle

Employees shall not transport students in their personal vehicles without prior written authorization of the student's parent/guardian and written approval from the employee's supervisor.

Other Student Issues

For any other student services issues not included, please contact LEISD Student Services and/or HR Services for guidance.

Suggestions for additions and improvements to this handbook are welcome and may be sent to the Human Resource Services Department.

Board Agenda Item

Little Elm Independent School District

300 Lobo Lane

Little Elm, Texas 75068

	Reports of the Superintendent	Action Item	Consent Agenda	Reports, Routine Monthly	Other
Board Mtg. Date 07-18-2022	☐	☐	☒	☐	☐
Subject:	FINANCIAL REPORTS - MAY 2022				
Presenter or Contact Person:	Jesse Wyse, Director of Budget and Finance				
Policy/Code:	Board Legal Status Powers and Duties - BAA (LOCAL) Annual Operating Budget - CE (LOCAL)				
Strategic Plan Goal:	Ensuring Fiscal Health & Sustainability				
Summary:	Monthly financial reports prepared by Business Services Department				
Financial Implications:	Increase in General Fund revenues and increase in appropriate expenditure budgets				
Attachments:	Financial Reports Statement of Unaudited Revenue and Expenditures Financial Statements for Special Revenue Funds Cash Flow Statements Bank and Investment Reconciliations Reports for Current Investments by Fund Property Tax Collection Reports Capital Project Reports				

Recommendation: | The Administration recommends approval of the May 2022 Financial Reports as presented.

Motion: | I move that the Board approve the May 2022 Financial Reports as presented.



Budget Amendment Reports
July 5, 2022

The Texas Education Code requires Board approval of the budget for the General Operating, Debt Service and Child Nutrition Funds. The following summary reports of budget revisions, adjustments, and transfers are being submitted to the Board of Trustees for adoption/ratification.

General Operating Fund

No budget adjustments to report.

Debt Service Fund

No budget adjustments to report.

Child Nutrition Fund

No budget adjustments to report.



Financial Reports July 5, 2022

Each month, financial reports are prepared detailing the status of the District's budget as of the most recent accounting period. To increase financial transparency, the following reports are included.

- Statements of Unaudited Revenues and Expenditures for the General Fund, Debt Service Fund and Child Nutrition Fund
 - Expenditures Summarized by Function
 - Expenditures Summarized by Function and Object
- Financial Statements for the Special Revenue Funds 2XX, 3XX and 4XX and Fund 720 Child Care
- Cash Flow Statements
- Bank and Investment Reconciliations
- Reports for Current Investments by Fund
- Property Tax Collection Reports
- Capital Project Reports

All reports are as of May 31, 2022 except for the capital project reports which are as of June 30, 2022.

The financial statements for the Special Revenue Funds 2XX, 3XX and 4XX and Child Care Fund 720 are to provide specific information about funds received through federal, state and local sources that are accounted for outside the General Operating Fund.

Little Elm Independent School District
GENERAL OPERATING
Fiscal Year Ending June 30, 2023

	Original Budget	Revised Budget	Amendments	Proposed Amended Budget
REVENUES:				
5700 Local Revenue	63,962,172	-	-	63,962,172
5800 State Program Revenues	20,495,133	-	-	20,495,133
5900 Federal Program Revenues	1,750,000	-	-	1,750,000
Total Revenue	86,207,305	-	-	86,207,305
EXPENDITURES:				
11 Instruction	46,860,023	-	-	46,860,023
12 Library Services	1,102,182	-	-	1,102,182
13 Staff Development	2,918,981	-	-	2,918,981
21 Instructional Admin	1,612,022	-	-	1,612,022
23 Campus Administration	5,157,676	-	-	5,157,676
31 Guidance & Counseling	2,811,558	-	-	2,811,558
32 Attendance & Social Services	-	-	-	-
33 Health Services	753,516	-	-	753,516
34 Student Transportation	3,199,925	-	-	3,199,925
35 Food Services	16,819	-	-	16,819
36 Co-curricular Activities	3,052,033	-	-	3,052,033
41 General Administration	4,002,479	-	-	4,002,479
51 Plant Maintenance	10,113,019	-	-	10,113,019
52 Security	1,162,717	-	-	1,162,717
53 Data Processing	2,138,825	-	-	2,138,825
61 Community Services	2,280	-	-	2,280
71 Debt Services	-	-	-	-
81 Facilities	1,500	-	-	1,500
91 Contracted Instr Between Schools	756,000	-	-	756,000
95 Payments to JUV Justice Alt	5,000	-	-	5,000
99 Intergovernmental Charges	540,750	-	-	540,750
Total Expenditures	86,207,305	-	-	86,207,305
00 Other Resources	-	-	-	-
00 Other Uses	-	-	-	-
NET SURPLUS / (DEFICIT)	-	-	-	-

Little Elm Independent School District
DEBT SERVICE
Fiscal Year Ending June 30, 2023

	Original Budget	Revised Budget	Amendments	Proposed Amended Budget
REVENUES:				
5700 Local Revenue	28,816,425	-	-	28,816,425
5800 State Program Revenues	250,000	-	-	250,000
5900 Federal Program Revenues	-	-	-	-
Total Revenue	29,066,425	-	-	29,066,425
EXPENDITURES:				
71 Debt Service - Principal	12,880,275	-	-	12,880,275
71 Debt Service - Interest	16,166,150	-	-	16,166,150
71 Debt Service - Fees	20,000	-	-	20,000
Total Expenditures	29,066,425	-	-	29,066,425
00 Other Resources	-	-	-	-
00 Other Uses	-	-	-	-
NET SURPLUS / (DEFICIT)	-	-		-

Little Elm Independent School District
CHILD NUTRITION
Fiscal Year Ending June 30, 2023

	Original Budget	Revised Budget	Amendments	Proposed Amended Budget
REVENUES:				
5700 Local Revenue	1,750,000	-	-	1,750,000
5800 State Program Revenues	20,000	-	-	20,000
5900 Federal Program Revenues	3,571,000	-	-	3,571,000
Total Revenue	5,341,000	-	-	5,341,000
EXPENDITURES:				
35 Food Services	5,341,000	-	-	5,341,000
Total Expenditures	5,341,000	-	-	5,341,000
00 Other Resources	-	-	-	-
00 Other Uses	-	-	-	-
NET SURPLUS / (DEFICIT)	-	-		-

Statement of Unaudited Revenues and Expenditures
 LITTLE ELM I.S.D
 Budget vs. Actual As of May
 GENERAL OPERATING FUND 1XX 2021-2022

Obj / Func	Description	Annual Budget	YTD Actual	YTD Encumbrance	Variance	Percent To Total
REVENUES:						
5700	REVENUE-LOCAL AND INTERMEDIATE	60,691,502.00	-59,173,989.65	.00	1,517,512.35	75.89%
5800	STATE PROGRAM REVENUES	21,557,183.00	-16,870,657.19	.00	4,686,525.81	21.64%
5900	FEDERAL PROGRAM REVENUES	1,750,000.00	-1,924,043.75	.00	-174,043.75	2.47%
5000	Total Revenues	83,998,685.00	-77,968,690.59	.00	6,029,994.41	100.00%
EXPENDITURES:						
11	INSTRUCTION	-46,306,490.00	38,029,287.28	843,562.88	-7,433,639.84	58.83%
12	INSTRUCTIONAL RESOURCES/MEDIA	-980,939.00	901,046.87	24,821.41	-55,070.72	1.39%
13	CURRICULUM & STAFF DEVELOPMENT	-3,128,010.00	2,030,018.52	57,770.18	-1,040,221.30	3.14%
21	INSTRUCTIONAL LEADERSHIP	-1,580,978.00	1,137,195.31	38,520.82	-405,261.87	1.76%
23	SCHOOL LEADERSHIP	-5,051,424.00	3,558,566.35	25,361.08	-1,467,496.57	5.50%
31	GUIDANCE AND COUNSELING SVS	-2,660,419.00	1,821,638.76	37,952.60	-800,827.64	2.82%
32	SOCIAL WORK SERVICES	-37,300.00	32,000.00	.00	-5,300.00	.05%
33	HEALTH SERVICES	-705,727.00	576,602.69	1,090.34	-128,033.97	.89%
34	STUDENT TRANSPORTATION	-2,987,225.00	2,641,122.05	70,527.58	-275,575.37	4.09%
35	FOOD SERVICES	-121,351.00	104,783.17	.00	-16,567.83	.16%
36	CO-CURRICULAR ACTIVITIES	-3,087,453.00	1,846,720.35	206,112.72	-1,034,619.93	2.86%
41	GENERAL ADMINISTRATION	-3,529,266.00	2,597,707.50	90,887.58	-840,670.92	4.02%
51	PLANT MAINTENANCE & OPERATION	-9,716,754.00	6,418,792.15	1,224,204.92	-2,073,756.93	9.93%
52	SECURITY & MONITORING SERVICES	-1,148,781.00	835,943.62	67,462.65	-245,374.73	1.29%
53	DATA PROCESSING SERVICES	-1,743,072.00	1,293,537.33	75,078.04	-374,456.63	2.00%
61	COMMUNITY SERVICES	-45,296.00	25,511.92	.00	-19,784.08	.04%
81	FACILITIES ACQ & CONSTRUCTION	-22,007.00	12,309.45	.00	-9,697.55	.02%
91	CONTRACTED INST BETWEEN SCHOOL	-626,193.00	534,470.00	.00	-91,723.00	.83%
95	PAYMENTS TO JUV JUSTICE ALTERN	-5,000.00	2,970.00	.00	-2,030.00	.00%
99	INTERGOVERNMENTAL CHARGES	-515,000.00	246,911.29	.00	-268,088.71	.38%
6000	Total Expenditures	-83,998,685.00	64,647,134.61	2,763,352.80	-16,588,197.59	100.00%
OPERATING TRANSFERS:						
7919	INSURANCE PROCEEDS	241,742.00	-187,035.39	.00	54,706.61	
7000	Total Other Resources/Non-Operating Rev	241,742.00	-187,035.39	.00	54,706.61	
8913	EXTRAORDINARY ITEMS	-241,742.00	109,385.05	25,426.75	-106,930.20	
8000	Total Other Uses/Non-Operating Exp	-241,742.00	109,385.05	25,426.75	-106,930.20	
Total Operating Transfers		.00	-77,650.34			
3000 Fund Balance - September (Audited)		33,953,475.74	-33,953,475.74			
3000 Year to Date Fund Balance (Unaudited)		33,953,475.74	-47,352,682.06			

End of Report

Obj / Func	Description	Annual Budget	YTD Actual	YTD Encumbrance	Variance	Percent To Total
REVENUES:						
5700	REVENUE-LOCAL AND INTERMEDIATE	28,075,275.00	-28,602,036.29	.00	-526,761.29	99.18%
5800	STATE PROGRAM REVENUES	250,000.00	-236,465.00	.00	13,535.00	.82%
5000	Total Revenues	28,325,275.00	-28,838,501.29	.00	-513,226.29	100.00%
EXPENDITURES:						
71	DEBT SERVICE	-28,325,275.00	9,621,923.94	.00	-18,703,351.06	100.00%
6000	Total Expenditures	-28,325,275.00	9,621,923.94	.00	-18,703,351.06	100.00%
Total Operating Transfers		.00	.00			
3000 Fund Balance - September (Audited)		7,170,399.52	-7,170,399.52			
3000 Year to Date Fund Balance (Unaudited)		7,170,399.52	-26,386,976.87			

End of Report

Statement of Unaudited Revenues and Expenditures
 LITTLE ELM I.S.D
 Budget vs. Actual As of May
 CHILD NUTRITION FUND 240 2021-2022

Obj / Func	Description	Annual Budget	YTD Actual	YTD Encumbrance	Variance	Percent To Total
REVENUES:						
5700	REVENUE-LOCAL AND INTERMEDIATE	499,398.00	-650,286.36	.00	-150,888.36	12.33%
5800	STATE PROGRAM REVENUES	16,300.00	-10,263.91	.00	6,036.09	.19%
5900	FEDERAL PROGRAM REVENUES	4,700,668.00	-4,614,329.43	.00	86,338.57	87.48%
5000	Total Revenues	5,216,366.00	-5,274,879.70	.00	-58,513.70	100.00%
EXPENDITURES:						
35	FOOD SERVICES	-5,516,330.00	3,899,205.50	410,729.32	-1,206,395.18	100.00%
6000	Total Expenditures	-5,516,330.00	3,899,205.50	410,729.32	-1,206,395.18	100.00%
	Total Operating Transfers	.00	.00			
3000	Fund Balance - September (Audited)	1,315,071.73	-1,315,071.73			
3000	Year to Date Fund Balance (Unaudited)	1,015,107.73	-2,690,745.93			

End of Report

Combined Funds Board Report
Fund Description
LITTLE ELM I.S.D
As of May

General Operating Funds

163 PAYROLL CLEARING
164 ACCOUNTS PAYABLE CLEARING
183 ATHLETICS
192 PY DEFERRED STATE FUNDING
193 PAYROLL
194 GEN OPER JANITORIAL
195 TECHNOLOGY INFRASTRUCTURE
196 MAINTENANCE FURN & EQUIP
197 MAINTENANCE RENOVATIONS
199 GENERAL FUND

Special Revenue Funds

240 NATL BREAKFAST/LUNCH PROGRAM

Interest & Sinking Funds

511 DEBT SERVICE FUND

Combined Funds Board Report
 Comparison of Revenue to Budget
 LITTLE ELM I.S.D
 As of May

	Estimated Revenue	Realized Revenue	Realized Revenue To Date	Revenue Balance	Percent Realized
General Operating Funds					
5700 - REVENUE-LOCAL AND INTERMEDIATE					
5710 - LOCAL REAL/PERS PROPERTY TAXES	59,494,086.00	-235,270.96	-58,420,549.17	1,073,536.83	98.20%
5730 - TUITION AND FEES	24,693.00	-1,001.00	-26,166.14	-1,473.14	105.97%
5740 - OTHER REVENUES LOCAL SOURCES	1,022,723.00	-86,766.84	-546,645.12	476,077.88	53.45%
5750 - REVENUES-COCURRIC/ENTERPRISING	150,000.00	-17,993.00	-180,629.22	-30,629.22	120.42%
Total 5700 - REVENUE-LOCAL AND INTERMEDIATE	60,691,502.00	-341,031.80	-59,173,989.65	1,517,512.35	97.50%
5800 - STATE PROGRAM REVENUES					
5810 - PER CAPITA/FOUNDATION REVENUES	17,242,873.00	-617,743.00	-14,138,605.00	3,104,268.00	82.00%
5830 - REV/STATE AGENCIES (NOT TEA)	4,314,310.00	-303,754.20	-2,732,052.19	1,582,257.81	63.33%
Total 5800 - STATE PROGRAM REVENUES	21,557,183.00	-921,497.20	-16,870,657.19	4,686,525.81	78.26%
5900 - FEDERAL PROGRAM REVENUES					
5920 - FED REV DISTRIBUTED BY TEA	800,000.00	.00	-463,902.95	336,097.05	57.99%
5930 - FED REV DIST BY STATE(NOT TEA)	950,000.00	-23,295.01	-1,460,140.80	-510,140.80	153.70%
Total 5900 - FEDERAL PROGRAM REVENUES	1,750,000.00	-23,295.01	-1,924,043.75	-174,043.75	109.95%
5000 Total REVENUES	83,998,685.00	-1,285,824.01	-77,968,690.59	6,029,994.41	92.82%

Combined Funds Board Report
 Comparison of Revenue to Budget
 LITTLE ELM I.S.D
 As of May

	<u>Estimated Revenue</u>	<u>Realized Revenue</u>	<u>Realized Revenue To Date</u>	<u>Revenue Balance</u>	<u>Percent Realized</u>
General Operating Funds					
7900 - OTHER USES					
7910 - OTHER RESOURCES	241,742.00	.00	-187,035.39	54,706.61	77.37%
Total 7900 - OTHER RESOURCE ACCOUNTS	241,742.00	.00	-187,035.39	54,706.61	77.37%
7000 Total OTHER RESOURCES ACCOUNTS	241,742.00	.00	-187,035.39	54,706.61	77.37%

Combined Funds Board Report
Comparison of Expenditures and Encumbrances to Budget
LITTLE ELM I.S.D
As of May

	<u>Appropriation</u>	<u>Encumbrance</u>	<u>Current Expenditure</u>	<u>Expenditure To Date</u>	<u>Balance</u>	<u>Percent Expended</u>
General Operating Funds						
11 - INSTRUCTION						
6100 - PAYROLL COSTS	-41,304,940.00	.00	3,264,495.47	34,772,061.96	-6,532,878.04	84.18%
6200 - PROFESSIONAL & CONTRACTED SVS	-1,990,986.00	46,169.69	140,336.65	1,606,523.03	-338,293.28	80.69%
6300 - SUPPLIES AND MATERIALS	-2,699,098.00	753,445.20	115,669.84	1,452,780.59	-492,872.21	53.82%
6400 - OTHER OPERATING COSTS	-297,557.00	43,947.99	20,336.04	185,291.70	-68,317.31	62.27%
6600 - CPTL OUTLY LAND BLDG & EQUIP	-13,909.00	.00	5,150.00	12,630.00	-1,279.00	90.80%
Total Function 11 INSTRUCTION	-46,306,490.00	843,562.88	3,545,988.00	38,029,287.28	-7,433,639.84	82.13%
12 - INSTRUCTIONAL RESOURCES/MEDIA						
6100 - PAYROLL COSTS	-850,171.00	.00	87,401.35	816,090.93	-34,080.07	95.99%
6200 - PROFESSIONAL & CONTRACTED SVS	-24,175.00	.00	1,421.79	18,938.02	-5,236.98	78.34%
6300 - SUPPLIES AND MATERIALS	-99,338.00	24,721.41	1,360.55	62,375.05	-12,241.54	62.79%
6400 - OTHER OPERATING COSTS	-7,255.00	100.00	1,715.48	3,642.87	-3,512.13	50.21%
Total Function 12 INSTRUCTIONAL	-980,939.00	24,821.41	91,899.17	901,046.87	-55,070.72	91.86%
13 - CURRICULUM & STAFF DEVELOPMENT						
6100 - PAYROLL COSTS	-2,431,423.00	.00	194,726.48	1,544,676.81	-886,746.19	63.53%
6200 - PROFESSIONAL & CONTRACTED SVS	-298,246.00	15,912.50	11,625.93	264,301.22	-18,032.28	88.62%
6300 - SUPPLIES AND MATERIALS	-170,006.00	17,462.28	5,426.79	85,062.88	-67,480.84	50.04%
6400 - OTHER OPERATING COSTS	-228,335.00	24,395.40	18,897.95	135,977.61	-67,961.99	59.55%
Total Function 13 CURRICULUM & STAFF	-3,128,010.00	57,770.18	230,677.15	2,030,018.52	-1,040,221.30	64.90%
21 - INSTRUCTIONAL LEADERSHIP						
6100 - PAYROLL COSTS	-1,335,101.00	.00	113,788.43	1,007,208.34	-327,892.66	75.44%
6200 - PROFESSIONAL & CONTRACTED SVS	-18,888.00	3,028.74	230.71	15,327.36	-531.90	81.15%
6300 - SUPPLIES AND MATERIALS	-111,376.00	21,090.70	11,511.86	59,716.18	-30,569.12	53.62%
6400 - OTHER OPERATING COSTS	-115,613.00	14,401.38	6,653.26	54,943.43	-46,268.19	47.52%
Total Function 21 INSTRUCTIONAL LEADERSHIP	-1,580,978.00	38,520.82	132,184.26	1,137,195.31	-405,261.87	71.93%
23 - SCHOOL LEADERSHIP						
6100 - PAYROLL COSTS	-4,809,545.00	.00	368,933.37	3,403,289.14	-1,406,255.86	70.76%
6200 - PROFESSIONAL & CONTRACTED SVS	-42,983.00	263.25	1,456.08	19,977.34	-22,742.41	46.48%
6300 - SUPPLIES AND MATERIALS	-111,394.00	12,278.84	15,325.63	80,422.86	-18,692.30	72.20%
6400 - OTHER OPERATING COSTS	-87,502.00	12,818.99	8,173.81	54,877.01	-19,806.00	62.72%
Total Function 23 SCHOOL LEADERSHIP	-5,051,424.00	25,361.08	393,888.89	3,558,566.35	-1,467,496.57	70.45%
31 - GUIDANCE AND COUNSELING SVS						
6100 - PAYROLL COSTS	-2,297,750.00	.00	158,701.08	1,574,034.99	-723,715.01	68.50%

Combined Funds Board Report
Comparison of Expenditures and Encumbrances to Budget
LITTLE ELM I.S.D
As of May

	<u>Appropriation</u>	<u>Encumbrance</u>	<u>Current Expenditure</u>	<u>Expenditure To Date</u>	<u>Balance</u>	<u>Percent Expended</u>
General Operating Funds						
6200 - PROFESSIONAL & CONTRACTED SVS	-301,196.00	32,670.00	13,910.00	216,108.96	-52,417.04	71.75%
6300 - SUPPLIES AND MATERIALS	-33,756.00	1,570.18	2,948.83	19,641.46	-12,544.36	58.19%
6400 - OTHER OPERATING COSTS	-27,717.00	3,712.42	2,186.36	11,853.35	-12,151.23	42.77%
Total Function 31 GUIDANCE AND COUNSELING SVS	-2,660,419.00	37,952.60	177,746.27	1,821,638.76	-800,827.64	68.47%
32 - SOCIAL WORK SERVICES						
6100 - PAYROLL COSTS	-5,000.00	.00	.00	.00	-5,000.00	-.00%
6200 - PROFESSIONAL & CONTRACTED SVS	-32,000.00	.00	.00	32,000.00	.00	100.00%
6400 - OTHER OPERATING COSTS	-300.00	.00	.00	.00	-300.00	-.00%
Total Function 32 SOCIAL WORK SERVICES	-37,300.00	.00	.00	32,000.00	-5,300.00	85.79%
33 - HEALTH SERVICES						
6100 - PAYROLL COSTS	-661,933.00	.00	63,738.64	552,059.05	-109,873.95	83.40%
6200 - PROFESSIONAL & CONTRACTED SVS	-16,200.00	.00	853.07	14,204.54	-1,995.46	87.68%
6300 - SUPPLIES AND MATERIALS	-24,894.00	1,090.34	903.88	8,332.26	-15,471.40	33.47%
6400 - OTHER OPERATING COSTS	-2,700.00	.00	746.04	2,006.84	-693.16	74.33%
Total Function 33 HEALTH SERVICES	-705,727.00	1,090.34	66,241.63	576,602.69	-128,033.97	81.70%
34 - STUDENT TRANSPORTATION						
6200 - PROFESSIONAL & CONTRACTED SVS	-2,629,100.00	787.51	321,092.45	2,367,715.63	-260,596.86	90.06%
6300 - SUPPLIES AND MATERIALS	-357,275.00	69,620.13	45,611.19	273,396.36	-14,258.51	76.52%
6400 - OTHER OPERATING COSTS	-850.00	119.94	4.18	10.06	-720.00	1.18%
Total Function 34 STUDENT TRANSPORTATION	-2,987,225.00	70,527.58	366,707.82	2,641,122.05	-275,575.37	88.41%
35 - FOOD SERVICES						
6100 - PAYROLL COSTS	-101,207.00	.00	11,605.75	104,783.17	3,576.17	103.53%
6300 - SUPPLIES AND MATERIALS	-20,144.00	.00	.00	.00	-20,144.00	-.00%
Total Function 35 FOOD SERVICES	-121,351.00	.00	11,605.75	104,783.17	-16,567.83	86.35%
36 - CO-CURRICULAR ACTIVITIES						
6100 - PAYROLL COSTS	-2,058,215.00	.00	125,024.06	1,161,350.95	-896,864.05	56.43%
6200 - PROFESSIONAL & CONTRACTED SVS	-203,517.00	34,649.95	12,947.91	127,143.83	-41,723.22	62.47%
6300 - SUPPLIES AND MATERIALS	-384,667.00	109,951.97	59,027.91	261,701.69	-13,013.34	68.03%
6400 - OTHER OPERATING COSTS	-415,834.00	47,185.80	31,658.85	285,628.88	-83,019.32	68.69%
6600 - CPTL OUTLY LAND BLDG & EQUIP	-25,220.00	14,325.00	.00	10,895.00	.00	43.20%
Total Function 36 CO-CURRICULAR ACTIVITIES	-3,087,453.00	206,112.72	228,658.73	1,846,720.35	-1,034,619.93	59.81%
41 - GENERAL ADMINISTRATION						
6100 - PAYROLL COSTS	-2,532,689.00	.00	200,073.83	1,830,211.27	-702,477.73	72.26%

Combined Funds Board Report
Comparison of Expenditures and Encumbrances to Budget
LITTLE ELM I.S.D
As of May

	Appropriation	Encumbrance	Current Expenditure	Expenditure To Date	Balance	Percent Expended
General Operating Funds						
6200 - PROFESSIONAL & CONTRACTED SVS	-594,283.00	18,257.11	33,669.28	518,390.20	-57,635.69	87.23%
6300 - SUPPLIES AND MATERIALS	-119,101.00	19,629.29	13,610.99	73,693.91	-25,777.80	61.88%
6400 - OTHER OPERATING COSTS	-283,193.00	53,001.18	30,917.64	175,412.12	-54,779.70	61.94%
Total Function 41 GENERAL ADMINISTRATION	-3,529,266.00	90,887.58	278,271.74	2,597,707.50	-840,670.92	73.60%
51 - PLANT MAINTENANCE & OPERATION						
6100 - PAYROLL COSTS	-4,136,183.00	.00	365,132.28	2,849,806.48	-1,286,376.52	68.90%
6200 - PROFESSIONAL & CONTRACTED SVS	-3,989,645.00	1,061,587.87	219,008.73	2,292,247.26	-635,809.87	57.45%
6300 - SUPPLIES AND MATERIALS	-717,410.00	150,380.39	46,548.99	452,526.97	-114,502.64	63.08%
6400 - OTHER OPERATING COSTS	-854,516.00	12,236.66	5,888.69	806,462.75	-35,816.59	94.38%
6600 - CPTL OUTLY LAND BLDG & EQUIP	-19,000.00	.00	8,370.99	17,748.69	-1,251.31	93.41%
Total Function 51 PLANT MAINTENANCE &	-9,716,754.00	1,224,204.92	644,949.68	6,418,792.15	-2,073,756.93	66.06%
52 - SECURITY & MONITORING SERVICES						
6100 - PAYROLL COSTS	-151,674.00	.00	3,132.25	61,294.22	-90,379.78	40.41%
6200 - PROFESSIONAL & CONTRACTED SVS	-912,821.00	45,840.02	60,317.75	748,085.37	-118,895.61	81.95%
6300 - SUPPLIES AND MATERIALS	-69,336.00	21,522.63	13,925.00	21,976.68	-25,836.69	31.70%
6400 - OTHER OPERATING COSTS	-14,950.00	100.00	526.45	4,587.35	-10,262.65	30.68%
Total Function 52 SECURITY & MONITORING	-1,148,781.00	67,462.65	77,901.45	835,943.62	-245,374.73	72.77%
53 - DATA PROCESSING SERVICES						
6100 - PAYROLL COSTS	-1,198,376.00	.00	99,402.70	867,474.70	-330,901.30	72.39%
6200 - PROFESSIONAL & CONTRACTED SVS	-174,494.00	16,017.05	.00	142,397.00	-16,079.95	81.61%
6300 - SUPPLIES AND MATERIALS	-349,407.00	56,766.50	25,273.68	273,360.15	-19,280.35	78.24%
6400 - OTHER OPERATING COSTS	-20,795.00	2,294.49	844.29	10,305.48	-8,195.03	49.56%
Total Function 53 DATA PROCESSING SERVICES	-1,743,072.00	75,078.04	125,520.67	1,293,537.33	-374,456.63	74.21%
61 - COMMUNITY SERVICES						
6100 - PAYROLL COSTS	-42,420.00	.00	2,821.96	25,511.92	-16,908.08	60.14%
6300 - SUPPLIES AND MATERIALS	-2,599.00	.00	.00	.00	-2,599.00	-.00%
6400 - OTHER OPERATING COSTS	-277.00	.00	.00	.00	-277.00	-.00%
Total Function 61 COMMUNITY SERVICES	-45,296.00	.00	2,821.96	25,511.92	-19,784.08	56.32%
81 - FACILITIES ACQ & CONSTRUCTION						
6100 - PAYROLL COSTS	-17,419.00	.00	1,367.72	12,309.45	-5,109.55	70.67%
6300 - SUPPLIES AND MATERIALS	-4,588.00	.00	.00	.00	-4,588.00	-.00%
Total Function 81 FACILITIES ACQ & CONSTRUCTION	-22,007.00	.00	1,367.72	12,309.45	-9,697.55	55.93%
91 - CONTRACTED INST BETWEEN SCHOOL						

Combined Funds Board Report
 Comparison of Expenditures and Encumbrances to Budget
 LITTLE ELM I.S.D
 As of May

	<u>Appropriation</u>	<u>Encumbrance</u>	<u>Current Expenditure</u>	<u>Expenditure To Date</u>	<u>Balance</u>	<u>Percent Expended</u>
General Operating Funds						
6200 - PROFESSIONAL & CONTRACTED SVS	-626,193.00	.00	1,256.00	534,470.00	-91,723.00	85.35%
Total Function 91 CONTRACTED INST BETWEEN	-626,193.00	.00	1,256.00	534,470.00	-91,723.00	85.35%
95 - PAYMENTS TO JUV JUSTICE ALTERN						
6200 - PROFESSIONAL & CONTRACTED SVS	-5,000.00	.00	2,970.00	2,970.00	-2,030.00	59.40%
Total Function 95 PAYMENTS TO JUV JUSTICE	-5,000.00	.00	2,970.00	2,970.00	-2,030.00	59.40%
99 - INTERGOVERNMENTAL CHARGES						
6200 - PROFESSIONAL & CONTRACTED SVS	-515,000.00	.00	.00	246,911.29	-268,088.71	47.94%
Total Function 99 INTERGOVERNMENTAL CHARGES	-515,000.00	.00	.00	246,911.29	-268,088.71	47.94%
6000 Total EXPENDITURES/EXPENSES	-83,998,685.00	2,763,352.80	6,380,656.89	64,647,134.61	-16,588,197.59	76.96%

Combined Funds Board Report
 Comparison of Revenue to Budget
 LITTLE ELM I.S.D
 As of May

	<u>Appropriation</u>	<u>Encumbrance</u>	<u>Current Expenditure</u>	<u>Expenditure To Date</u>	<u>Balance</u>	<u>Percent Expended</u>
General Operating Funds						
00 - OTHER USES						
8900 - OTHER USES ACCOUNTS	-241,742.00	25,426.75	58,000.00	109,385.05	-106,930.20	45.25%
Total Function 00 OTHER USES	-241,742.00	25,426.75	58,000.00	109,385.05	-106,930.20	45.25%
8000 Total OTHER USES ACCOUNTS	-241,742.00	25,426.75	58,000.00	109,385.05	-106,930.20	45.25%

Combined Funds Board Report
 Comparison of Revenue to Budget
 LITTLE ELM I.S.D
 As of May

	<u>Estimated Revenue</u>	<u>Realized Revenue</u>	<u>Realized Revenue To Date</u>	<u>Revenue Balance</u>	<u>Percent Realized</u>
Special Revenue Funds					
5700 - REVENUE-LOCAL AND INTERMEDIATE					
5740 - OTHER REVENUES LOCAL SOURCES	1,500.00	.00	-16,625.00	-15,125.00	1108.33%
5750 - REVENUES-COCURRIC/ENTERPRISING	497,898.00	-44,912.49	-633,661.36	-135,763.36	127.27%
Total 5700 - REVENUE-LOCAL AND INTERMEDIATE	499,398.00	-44,912.49	-650,286.36	-150,888.36	130.21%
5800 - STATE PROGRAM REVENUES					
5820 - STATE REV DISTRIBUTED BY TEA	16,300.00	.00	-10,263.91	6,036.09	62.97%
Total 5800 - STATE PROGRAM REVENUES	16,300.00	.00	-10,263.91	6,036.09	62.97%
5900 - FEDERAL PROGRAM REVENUES					
5920 - FED REV DISTRIBUTED BY TEA	4,700,668.00	-648,639.35	-4,614,329.43	86,338.57	98.16%
Total 5900 - FEDERAL PROGRAM REVENUES	4,700,668.00	-648,639.35	-4,614,329.43	86,338.57	98.16%
5000 Total REVENUES	5,216,366.00	-693,551.84	-5,274,879.70	-58,513.70	101.12%

Combined Funds Board Report
 Comparison of Expenditures and Encumbrances to Budget
 LITTLE ELM I.S.D
 As of May

	<u>Appropriation</u>	<u>Encumbrance</u>	<u>Current Expenditure</u>	<u>Expenditure To Date</u>	<u>Balance</u>	<u>Percent Expended</u>
Special Revenue Funds						
35 - FOOD SERVICES						
6100 - PAYROLL COSTS	-2,163,492.00	.00	156,982.25	1,581,494.48	-581,997.52	73.10%
6200 - PROFESSIONAL & CONTRACTED SVS	-288,000.00	100,994.81	4,221.89	87,125.99	-99,879.20	30.25%
6300 - SUPPLIES AND MATERIALS	-2,739,849.00	209,400.20	291,033.09	2,202,139.40	-328,309.40	80.37%
6400 - OTHER OPERATING COSTS	-148,464.00	19,779.24	5,297.28	28,445.63	-100,239.13	19.16%
6600 - CPTL OUTLY LAND BLDG & EQUIP	-176,525.00	80,555.07	.00	.00	-95,969.93	-.00%
Total Function 35 FOOD SERVICES	-5,516,330.00	410,729.32	457,534.51	3,899,205.50	-1,206,395.18	70.68%
6000 Total EXPENDITURES/EXPENSES	-5,516,330.00	410,729.32	457,534.51	3,899,205.50	-1,206,395.18	70.68%

Combined Funds Board Report
 Comparison of Revenue to Budget
 LITTLE ELM I.S.D
 As of May

	Estimated Revenue	Realized Revenue	Realized Revenue To Date	Revenue Balance	Percent Realized
Interest & Sinking Funds					
5700 - REVENUE-LOCAL AND INTERMEDIATE					
5710 - LOCAL REAL/PERS PROPERTY TAXES	28,065,275.00	-114,718.13	-28,574,329.90	-509,054.90	101.81%
5740 - OTHER REVENUES LOCAL SOURCES	10,000.00	-13,746.05	-27,706.39	-17,706.39	277.06%
Total 5700 - REVENUE-LOCAL AND INTERMEDIATE	28,075,275.00	-128,464.18	-28,602,036.29	-526,761.29	101.88%
5800 - STATE PROGRAM REVENUES					
5820 - STATE REV DISTRIBUTED BY TEA	250,000.00	.00	-236,465.00	13,535.00	94.59%
Total 5800 - STATE PROGRAM REVENUES	250,000.00	.00	-236,465.00	13,535.00	94.59%
5000 Total REVENUES	28,325,275.00	-128,464.18	-28,838,501.29	-513,226.29	101.81%

Combined Funds Board Report
 Comparison of Expenditures and Encumbrances to Budget
 LITTLE ELM I.S.D
 As of May

	<u>Appropriation</u>	<u>Encumbrance</u>	<u>Current Expenditure</u>	<u>Expenditure To Date</u>	<u>Balance</u>	<u>Percent Expended</u>
Interest & Sinking Funds						
71 - DEBT SERVICE						
6500 - DEBT SERVICE	-28,325,275.00	.00	800.00	9,621,923.94	-18,703,351.06	33.97%
Total Function 71 DEBT SERVICE	-28,325,275.00	.00	800.00	9,621,923.94	-18,703,351.06	33.97%
6000 Total EXPENDITURES/EXPENSES	-28,325,275.00	.00	800.00	9,621,923.94	-18,703,351.06	33.97%
End of Report						

Revenues and Expenditures by Major Object Code
 LITTLE ELM I.S.D
 Accounting Periods: 09 through 05
 FEDERAL PROGRAMS AS OF 05-31-2022

Class/Major Object Code	Est Rev/Approp	Encumbrances	Real Rev/Exp	Balances
Fund Code 211 / 2 - ESEA TITLE I-A IMPROVING BASIC				
5900 FEDERAL PROGRAM REVENUES	658,448.00	.00	-102,764.07	555,683.93
6100 PAYROLL COSTS	-82,620.00	.00	39,141.45	-43,478.55
6200 PROFESSIONAL & CONTRACTED SVS	-13,888.00	3,450.00	10,350.00	-88.00
6300 SUPPLIES AND MATERIALS	-529,895.00	369,365.04	149,591.31	-10,938.65
6400 OTHER OPERATING COSTS	-32,045.00	3,500.00	28,485.00	-60.00
Subtotals for Fund 211 / 2	.00	376,315.04	124,803.69	501,118.73
Fund Code 224 / 2 - IDEA - PART B, FORMULA				
5900 FEDERAL PROGRAM REVENUES	2,242,912.00	.00	-710,484.21	1,532,427.79
6100 PAYROLL COSTS	-2,001,229.00	.00	916,761.23	-1,084,467.77
6200 PROFESSIONAL & CONTRACTED SVS	-163,935.00	30,528.00	18,382.00	-115,025.00
6300 SUPPLIES AND MATERIALS	-73,248.00	4,000.00	39,038.83	-30,209.17
6400 OTHER OPERATING COSTS	-4,500.00	.00	.00	-4,500.00
Subtotals for Fund 224 / 2	.00	34,528.00	263,697.85	298,225.85
Fund Code 225 / 2 - IDEA - PART B, PRESCHOOL				
5900 FEDERAL PROGRAM REVENUES	24,792.00	.00	-659.66	24,132.34
6100 PAYROLL COSTS	-250.00	.00	.00	-250.00
6200 PROFESSIONAL & CONTRACTED SVS	-14,390.00	.00	850.00	-13,540.00
6300 SUPPLIES AND MATERIALS	-9,052.00	.00	4,028.50	-5,023.50
6400 OTHER OPERATING COSTS	-1,100.00	.00	.00	-1,100.00
Subtotals for Fund 225 / 2	.00	.00	4,218.84	4,218.84
Fund Code 244 / 2 - VOC ED - BASIC GRANT				
5900 FEDERAL PROGRAM REVENUES	51,748.00	.00	-37,750.27	13,997.73
6200 PROFESSIONAL & CONTRACTED SVS	-22,446.00	.00	21,461.00	-985.00
6300 SUPPLIES AND MATERIALS	-29,302.00	1,148.80	26,586.81	-1,566.39
Subtotals for Fund 244 / 2	.00	1,148.80	10,297.54	11,446.34
Fund Code 255 / 2 - TITLE II TPTR				
5900 FEDERAL PROGRAM REVENUES	145,229.00	.00	-38,483.87	106,745.13
6100 PAYROLL COSTS	-13,439.00	.00	6,081.56	-7,357.44
6200 PROFESSIONAL & CONTRACTED SVS	-68,889.00	19,450.00	25,000.00	-24,439.00
6300 SUPPLIES AND MATERIALS	-56,108.00	854.87	22,130.96	-33,122.17
6400 OTHER OPERATING COSTS	-6,793.00	1,124.00	1,654.00	-4,015.00
Subtotals for Fund 255 / 2	.00	21,428.87	16,382.65	37,811.52
Fund Code 263 / 2 - TITLE III, PART A LEP/IMMIGRAN				
5900 FEDERAL PROGRAM REVENUES	173,617.00	.00	-80,986.91	92,630.09
6100 PAYROLL COSTS	-49,862.00	.00	38,036.56	-11,825.44
6200 PROFESSIONAL & CONTRACTED SVS	-18,600.00	15,000.00	2,398.00	-1,202.00
6300 SUPPLIES AND MATERIALS	-105,133.00	593.69	54,777.47	-49,761.84
6400 OTHER OPERATING COSTS	-22.00	.00	.00	-22.00
Subtotals for Fund 263 / 2	.00	15,593.69	14,225.12	29,818.81
Fund Code 281 / 2 - ESSER II				
5900 FEDERAL PROGRAM REVENUES	1,856,229.00	.00	-24,990.00	1,831,239.00
6100 PAYROLL COSTS	-745,493.00	.00	5,400.00	-740,093.00
6200 PROFESSIONAL & CONTRACTED SVS	-98,550.00	72,400.00	26,150.00	.00
6300 SUPPLIES AND MATERIALS	-912,186.00	94,200.73	42,709.89	-775,275.38
6400 OTHER OPERATING COSTS	-100,000.00	.00	.00	-100,000.00
Subtotals for Fund 281 / 2	.00	169 166,600.73	49,269.89	215,870.62

Class/Major Object Code	Est Rev/Approp	Encumbrances	Real Rev/Exp	Balances
Fund Code 282 / 2 - ESSER III				
5900 FEDERAL PROGRAM REVENUES	4,248,486.00	.00	-578,141.61	3,670,344.39
6100 PAYROLL COSTS	-1,337,743.00	.00	754,255.68	-583,487.32
6200 PROFESSIONAL & CONTRACTED SVS	-1,521,268.00	.00	28,000.00	-1,493,268.00
6300 SUPPLIES AND MATERIALS	-1,374,540.00	7,502.00	38,462.89	-1,328,575.11
6400 OTHER OPERATING COSTS	-14,935.00	3,990.00	255.00	-10,690.00
Subtotals for Fund 282 / 2	.00	11,492.00	242,831.96	254,323.96
Fund Code 283 / 2 - ESSER SUPPLEMENTAL				
5900 FEDERAL PROGRAM REVENUES	3,029,689.00	.00	-53,246.00	2,976,443.00
6100 PAYROLL COSTS	-1,252,584.00	.00	.00	-1,252,584.00
6200 PROFESSIONAL & CONTRACTED SVS	-482,105.00	458,305.00	.00	-23,800.00
6300 SUPPLIES AND MATERIALS	-770,988.00	29,731.90	69,464.60	-671,791.50
6400 OTHER OPERATING COSTS	-524,012.00	.00	2,400.00	-521,612.00
Subtotals for Fund 283 / 2	.00	488,036.90	18,618.60	506,655.50
Fund Code 284 / 2 - IDEA B FORMULA ARP				
5900 FEDERAL PROGRAM REVENUES	336,717.00	.00	-20,680.94	316,036.06
6200 PROFESSIONAL & CONTRACTED SVS	-311,358.00	91,317.54	87,963.79	-132,076.67
6300 SUPPLIES AND MATERIALS	-25,359.00	3,309.41	10,106.70	-11,942.89
Subtotals for Fund 284 / 2	.00	94,626.95	77,389.55	172,016.50
Fund Code 285 / 2 - IDEA B PRESCHOOL ARP				
5900 FEDERAL PROGRAM REVENUES	15,157.00	.00	.00	15,157.00
6300 SUPPLIES AND MATERIALS	-15,157.00	.00	81.91	-15,075.09
Subtotals for Fund 285 / 2	.00	.00	81.91	81.91
Fund Code 289 / 2 - TITLE IV, PART A, SUBPART 1				
5900 FEDERAL PROGRAM REVENUES	48,984.00	.00	-32,152.65	16,831.35
6100 PAYROLL COSTS	-17,782.00	.00	12,074.09	-5,707.91
6200 PROFESSIONAL & CONTRACTED SVS	-2,394.00	.00	.00	-2,394.00
6300 SUPPLIES AND MATERIALS	-20,806.00	15,705.60	5,100.00	-.40
6400 OTHER OPERATING COSTS	-8,002.00	1,760.00	.00	-6,242.00
Subtotals for Fund 289 / 2	.00	17,465.60	-14,978.56	2,487.04
Grand Totals	.00	1,227,236.58	806,839.04	2,034,075.62

End of Report

Class/Major Object Code	Est Rev/Approp	Encumbrances	Real Rev/Exp	Balances
Fund Code 385 / 2 - VISUALLY IMPAIRED SSVI				
5700 REVENUE-LOCAL AND INTERMEDIATE	4,713.00	.00	-4,712.50	.50
6200 PROFESSIONAL & CONTRACTED SVS	-4,713.00	.00	4,712.50	-.50
Subtotals for Fund 385 / 2	.00	.00	.00	.00
Fund Code 410 / 2 - INSTRUCTIONAL MATERIALS				
5800 STATE PROGRAM REVENUES	328,479.00	.00	-328,478.29	.71
6300 SUPPLIES AND MATERIALS	-328,600.00	170,476.17	158,002.12	-121.71
Subtotals for Fund 410 / 2	-121.00	170,476.17	-170,476.17	-121.00
Fund Code 427 / 2 - SPED FISCAL SUPPORT				
5800 STATE PROGRAM REVENUES	6,718.00	.00	-6,717.64	.36
6100 PAYROLL COSTS	-689.00	.00	693.85	4.85
6300 SUPPLIES AND MATERIALS	-6,029.00	.00	6,023.79	-5.21
Subtotals for Fund 427 / 2	.00	.00	.00	-.00
Fund Code 429 / 2 - STATE SPECIAL REVENUE				
5800 STATE PROGRAM REVENUES	164,269.00	.00	-77,508.00	86,761.00
6100 PAYROLL COSTS	-15,418.00	.00	1,760.78	-13,657.22
6200 PROFESSIONAL & CONTRACTED SVS	-118,700.00	.00	71,500.00	-47,200.00
6300 SUPPLIES AND MATERIALS	-30,151.00	.00	21,278.00	-8,873.00
Subtotals for Fund 429 / 2	.00	.00	17,030.78	17,030.78
Grand Totals	-121.00	170,476.17	-153,445.39	16,909.78

End of Report

Class/Major Object Code	Est Rev/Approp	Encumbrances	Real Rev/Exp	Balances
Fund Code 720 / 2 - CHILD CARE				
5700 REVENUE-LOCAL AND INTERMEDIATE	575,023.00	.00	-421,251.01	153,771.99
5900 FEDERAL PROGRAM REVENUES	10,196.00	.00	-105,316.00	-95,120.00
6100 PAYROLL COSTS	-549,682.00	.00	357,569.31	-192,112.69
6200 PROFESSIONAL & CONTRACTED SVS	-4,000.00	.00	1,223.00	-2,777.00
6300 SUPPLIES AND MATERIALS	-39,025.00	6,121.72	23,888.71	-9,014.57
6400 OTHER OPERATING COSTS	-22,106.00	4,046.57	11,103.97	-6,955.46
Subtotals for Fund 720 / 2	-29,594.00	10,168.29	-132,782.02	-152,207.73
Grand Totals	-29,594.00	10,168.29	-132,782.02	-152,207.73

End of Report

**Little Elm Independent School District
General Operating Cash Flow Statement
FY 2021-2022**

	September Actual	October Actual	November Actual	December Actual	January Actual	February Actual	March Actual	April Actual	May Actual	June Actual	TOTAL
<i>Beginning Cash Balance in Bank</i>	27,802,491.12	27,924,598.52	27,717,245.16	21,289,643.14	23,090,178.54	22,860,041.29	24,489,221.70	26,472,479.01	29,701,049.66	-	27,802,491.12
RECEIPTS											
Tax Collections	-	-	-	-	-	-	-	-	-	-	-
Interest	8,114.34	5,231.90	4,412.36	4,130.99	4,237.80	3,292.36	4,843.19	4,829.67	5,196.99	-	44,289.60
Other Local Revenue	190,549.24	234,117.72	217,642.12	56,385.18	323,630.17	134,261.26	163,089.77	278,500.86	137,749.90	-	1,735,926.22
State Revenue - Available School	151,232.00	121,108.00	121,873.00	285,491.00	-	-	262,324.00	109,563.00	496,895.00	-	1,548,486.00
State Revenue - Foundation	7,881,683.00	5,620,431.00	-	-	-	-	-	-	119,592.00	-	13,621,706.00
State Revenue - Debt Service	-	-	236,465.00	-	-	-	-	-	-	-	236,465.00
State Revenue - Misc	1,050.00	-	35,750.00	66,632.88	261,845.41	-	39,310.00	1,398.00	1,341.44	-	407,327.73
SHARS Receipts	12,813.03	22,754.62	9,165.01	28,199.45	6,846.06	16,813.23	16,984.64	1,200,149.47	23,295.01	-	1,337,020.52
Federal Program Revenue	365,258.03	123,120.28	452,837.00	260,507.06	428,599.00	96,223.50	401,556.87	399,561.12	103,532.31	-	2,631,195.17
Federal Program Revenue 240	265,830.88	581,341.08	605,048.58	520,693.54	380,485.49	539,221.79	514,313.71	706,098.81	615,968.65	-	4,729,002.53
Lunch Revenue - local 240	90,296.35	82,764.17	75,366.19	55,103.66	89,385.86	63,018.47	71,431.45	73,644.97	48,426.48	-	649,437.60
Payroll Deposits	1,419.73	4,656.41	135.00	-	834.45	772.99	85.50	1,167.56	638.72	-	9,710.36
Proceeds Land Sale	-	-	-	-	-	-	-	-	-	-	-
Transfers from Debt Service	-	-	-	-	-	-	-	-	-	-	-
Transfers from Investment Acct	-	2,383,000.00	-	8,000,000.00	5,000,000.00	8,000,000.00	8,000,000.00	7,367,065.64	7,615,061.24	-	46,365,126.88
Total Revenue	8,968,246.60	9,178,525.18	1,758,694.26	9,277,143.76	6,495,864.24	8,853,603.60	9,473,939.13	10,141,979.10	9,167,697.74	-	73,315,693.61
DISBURSEMENTS											
Payroll Checks	3,665,143.97	3,665,583.97	3,693,216.51	3,724,194.37	3,681,148.07	3,685,487.40	3,630,474.81	3,624,063.11	3,681,675.65	-	33,050,987.86
Accounts Payable Checks	4,325,333.33	4,267,217.73	3,020,623.80	2,084,272.14	1,605,908.62	2,095,296.62	2,424,505.18	1,852,086.69	3,169,460.15	-	24,844,704.26
TRS Deposit	421,545.50	1,015,136.17	1,027,830.45	999,566.16	1,006,437.03	1,008,536.34	1,011,710.03	1,009,118.75	1,009,222.25	-	8,509,102.68
IRS Deposit	434,116.40	437,905.67	444,625.52	453,575.69	432,507.77	435,102.83	423,991.80	428,139.90	438,542.90	-	3,928,508.48
Bank Charges/ NSF's/Bk Trans	-	35.00	-	-	-	-	-	-	-	-	35.00
Total Expenditures	8,846,139.20	9,385,878.54	8,186,296.28	7,261,608.36	6,726,001.49	7,224,423.19	7,490,681.82	6,913,408.45	8,298,900.95	-	70,333,338.28
Cash to TEA	-	-	-	-	-	-	-	-	-	-	-
Cash Transferred to Debt Service	-	-	-	215,000.00	-	-	-	-	-	-	215,000.00
Transfers to Investment Accounts	-	-	-	-	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-	-	-	-	-
Total Expenditures & Transfers	8,846,139.20	9,385,878.54	8,186,296.28	7,476,608.36	6,726,001.49	7,224,423.19	7,490,681.82	6,913,408.45	8,298,900.95	-	70,548,338.28
Net Change in Cash	122,107.40	(207,353.36)	(6,427,602.02)	1,800,535.40	(230,137.25)	1,629,180.41	1,983,257.31	3,228,570.65	868,796.79	-	2,767,355.33
Ending Cash Balance in bank	27,924,598.52	27,717,245.16	21,289,643.14	23,090,178.54	22,860,041.29	24,489,221.70	26,472,479.01	29,701,049.66	30,569,846.45	-	30,569,846.45
Beginning Cash Balance Lone Star	44,250,865.89	43,997,243.76	43,614,723.61	43,396,438.29	43,209,521.41	43,210,300.26	42,725,062.29	42,472,188.43	42,114,706.86	-	44,250,865.89
Beginning Cash Balance TexStar	2,382,342.89	2,382,362.43	2,377,080.11	2,377,099.96	2,370,392.22	2,370,412.37	2,370,431.27	2,370,646.60	2,346,856.63	-	2,382,342.89
Beginning Cash Balance Texas Class	33,747,705.67	32,272,249.97	28,707,259.45	28,860,202.47	50,628,467.28	56,429,168.55	53,706,729.89	43,505,622.06	35,489,661.90	-	33,747,705.67
Interest Earned Lone Star	459.17	479.85	509.75	599.50	778.85	1,286.86	4,739.19	9,584.07	21,409.94	-	39,847.18
Interest Earned TexStar	19.54	20.18	19.85	27.94	20.15	18.90	215.33	627.03	1,113.00	-	2,081.92
Interest Earned TexasClass	568.23	713.54	564.76	651.32	1,553.60	1,660.61	4,193.60	7,549.80	14,067.34	-	31,522.80
Transfers in	54,144.46	452,000.16	2,759,819.31	32,332,138.86	13,985,495.74	7,634,219.17	1,665,267.52	319,114.49	210,171.83	-	59,412,371.54
Transfers out	(1,784,249.69)	(4,406,006.72)	(2,826,236.12)	(10,758,777.43)	(8,186,348.07)	(10,844,843.27)	(12,128,182.00)	(8,734,107.09)	(9,344,420.33)	-	(69,013,170.72)
Ending Cash Balance Invested	78,651,856.16	74,699,063.17	74,633,740.72	96,208,380.91	102,009,881.18	98,802,223.45	88,348,457.09	79,951,225.39	70,853,567.17	-	70,853,567.17
TOTAL CASH AVAILABLE	106,576,454.68	102,416,308.33	95,923,383.86	119,298,559.45	124,869,922.47	123,291,445.15	114,820,936.10	109,652,275.05	101,423,413.62	-	101,423,413.62

**Little Elm Independent School District
Debt Service Cash Flow Statement
FY 2021-2022**

	September Actual	October Actual	November Actual	December Actual	January Actual	February Actual	March Actual	April Actual	May Actual	June Actual	TOTAL
<i>Beginning Cash Balance in Bank</i>	349,522.43	349,663.22	349,752.32	349,838.57	564,971.90	565,115.87	565,245.94	565,389.98	565,529.41	-	349,522.43
RECEIPTS											
Tax Collections	-	-	-	-	-	-	-	-	-	-	-
Interest	140.79	89.10	86.25	133.33	143.97	130.07	144.04	139.43	147.99	-	1,154.97
Bond Issuance	-	-	-	-	-	-	-	-	-	-	-
Transfer from General Operating	-	-	-	215,000.00	-	-	-	-	-	-	215,000.00
Transfers from Investment Acct	-	-	-	-	-	-	-	-	-	-	-
Total Revenue	140.79	89.10	86.25	215,133.33	143.97	130.07	144.04	139.43	147.99	-	216,154.97
DISBURSEMENTS											
Wire Bond Issuance Fees	-	-	-	-	-	-	-	-	-	-	-
Bank Charges/ NSF's/Bk Trans	-	-	-	-	-	-	-	-	-	-	-
Total Expenditures	-	-	-	-	-	-	-	-	-	-	-
Transfers to Investment Accounts	-	-	-	-	-	-	-	-	-	-	-
Transfer to General Operating	-	-	-	-	-	-	-	-	-	-	-
Total Expenditures & Transfers	-	-	-	-	-	-	-	-	-	-	-
Net Change in Cash	140.79	89.10	86.25	215,133.33	143.97	130.07	144.04	139.43	147.99	-	216,154.97
<i>Ending Cash Balance in bank</i>	349,663.22	349,752.32	349,838.57	564,971.90	565,115.87	565,245.94	565,389.98	565,529.41	565,677.40	-	565,677.40
Beginning Cash Balance TexPool	6,807,001.85	6,831,723.67	7,052,554.19	8,402,051.77	24,203,035.10	31,443,580.13	25,161,427.99	25,491,891.12	25,653,744.65	-	6,807,001.85
Interest Earned TexPool	156.25	207.53	237.82	373.45	912.04	1,354.50	3,310.83	6,399.78	13,598.06	-	26,550.26
Transfers in	24,565.57	220,622.99	1,349,259.76	15,800,609.88	7,239,632.99	3,334,717.30	327,152.30	155,453.75	102,581.22	-	28,554,595.76
Transfers out	-	-	-	-	-	(9,618,223.94)	-	-	-	-	(9,618,223.94)
<i>Ending Cash Balance Invested</i>	6,831,723.67	7,052,554.19	8,402,051.77	24,203,035.10	31,443,580.13	25,161,427.99	25,491,891.12	25,653,744.65	25,769,923.93	-	25,769,923.93
TOTAL CASH AVAILABLE	7,181,386.89	7,402,306.51	8,751,890.34	24,768,007.00	32,008,696.00	25,726,673.93	26,057,281.10	26,219,274.06	26,335,601.33	-	26,335,601.33

LITTLE ELM INDEPENDENT SCHOOL DISTRICT
Cash and Investments Reconciliation
May 31, 2022

Operating Fund:

Balance per bank	30,569,846.45
Add: Texas Class	28,400,628.27
Lone Star	40,780,535.32
TexStar	1,672,403.58
Add: Deposits in Transit	452.64
Taxes in Transit	47,357.23
Less: Outstanding Checks/Wires/ACHs	(1,287,112.20)

Balance per Books	100,184,111.29
--------------------------	-----------------------

Interest & Sinking Fund:

Balance per bank	565,677.40
Add: Texpool	25,769,923.93
Add: Taxes in Transit	23,219.27
Less: Outstanding Checks	-

Balance per Books	26,358,820.60
--------------------------	----------------------

Total Balance per Books	126,542,931.89
--------------------------------	-----------------------

LITTLE ELM INDEPENDENT SCHOOL DISTRICT
SUMMARY OF CURRENT INVESTMENTS - BY FUND
MONTH ENDED: May 31, 2022

General Fund 199

PURCHASE /SOLD DATE	TRADE TICKET #	CUSIP #	TYPE OF INVESTMENT	PAR VALUE	BEGINNING MARKET VALUE	ENDING MARKET VALUE	AVERAGE MONTHLY RATE	BOOK VALUE	DAYS TO MATURE	YIELD TO MATURE	INTEREST ACCRUED FOR PERIOD	W/D FOR PERIOD
05/01/22	Lone Star Corporate Overnight		Investment Pool Investment	6,989,721.35	100.0000%	100.0000%	0.0000%	6,989,721.35				
			Withdrawal	-				6,989,721.35				
05/31/22			Interest	4,864.04			0.8200%	6,994,585.39			4,864.04	-
				<u>6,994,585.39</u>				<u>6,994,585.39</u>			<u>4,864.04</u>	<u>-</u>

General Fund 199

PURCHASE /SOLD DATE	TRADE TICKET #	CUSIP #	TYPE OF INVESTMENT	PAR VALUE	BEGINNING MARKET VALUE	ENDING MARKET VALUE	AVERAGE MONTHLY RATE	BOOK VALUE	DAYS TO MATURE	YIELD TO MATURE	INTEREST ACCRUED FOR PERIOD	W/D FOR PERIOD
05/01/22	Lone Star Government Overnight		Investment Pool Investment	63,624.03	100.0000%	100.0000%	0.0000%	63,624.03				
			Withdrawal	-				63,624.03				
05/31/22			Interest	31.14			0.5800%	63,655.17			31.14	-
				<u>63,655.17</u>				<u>63,655.17</u>			<u>31.14</u>	<u>-</u>

General Fund 199

PURCHASE /SOLD DATE	TRADE TICKET #	CUSIP #	TYPE OF INVESTMENT	PAR VALUE	BEGINNING MARKET VALUE	ENDING MARKET VALUE	AVERAGE MONTHLY RATE	BOOK VALUE	DAYS TO MATURE	YIELD TO MATURE	INTEREST ACCRUED FOR PERIOD	W/D FOR PERIOD
05/01/22	TexSTAR		Investment Pool Investment	1,462,134.30	100.0000%	100.0000%	0.0000%	1,462,134.30				
			Withdrawal	-				1,462,134.30				
05/31/22			Interest	802.06			0.6459%	1,462,936.36			802.06	-
				<u>1,462,936.36</u>				<u>1,462,936.36</u>			<u>802.06</u>	<u>-</u>

LITTLE ELM INDEPENDENT SCHOOL DISTRICT
SUMMARY OF CURRENT INVESTMENTS - BY FUND
MONTH ENDED: May 31, 2022

General Fund 199

PURCHASE /SOLD DATE	TRADE TICKET #	CUSIP #	TYPE OF INVESTMENT	PAR VALUE	BEGINNING MARKET VALUE	ENDING MARKET VALUE	AVERAGE MONTHLY RATE	BOOK VALUE	DAYS TO MATURE	YIELD TO MATURE	INTEREST ACCRUED FOR PERIOD	W/D FOR PERIOD
05/01/22	Texas Class Gov't		Investment Pool	34,068,880.79	100.0000%	100.0000%	0.0000%	34,068,880.79				
			Investment	210,171.83				34,279,052.62				
			Withdrawal	(7,000,000.00)				27,279,052.62				(7,000,000.00)
05/31/22			Interest	13,465.85			0.5260%	27,292,518.47			13,465.85	
				<u>27,292,518.47</u>				<u>27,292,518.47</u>			<u>13,465.85</u>	<u>(7,000,000.00)</u>

LITTLE ELM INDEPENDENT SCHOOL DISTRICT
SUMMARY OF CURRENT INVESTMENTS - BY FUND
MONTH ENDED: May 31, 2022

Capital Projects Fund 651

Bond Issue 2018

PURCHASE /SOLD DATE	TRADE TICKET #	CUSIP #	TYPE OF INVESTMENT	PAR VALUE	BEGINNING MARKET VALUE	ENDING MARKET VALUE	AVERAGE MONTHLY RATE	BOOK VALUE	DAYS TO MATURE	YIELD TO MATURE	INTEREST ACCRUED FOR PERIOD	W/D FOR PERIOD
05/01/22	Lone Star Government Overnight		Investment Pool Investment	12,742,312.19	100.0000%	100.0000%	0.0000%	12,742,312.19				
			Withdrawal	(1,355,581.48)				12,742,312.19				
05/31/22			Interest	5,592.63			0.5800%	11,386,730.71				(1,355,581.48)
				<u>11,392,323.34</u>				11,392,323.34			5,592.63	
								<u>11,392,323.34</u>			<u>5,592.63</u>	<u>(1,355,581.48)</u>

Capital Projects Fund 652

Bond Issue 2018

PURCHASE /SOLD DATE	TRADE TICKET #	CUSIP #	TYPE OF INVESTMENT	PAR VALUE	BEGINNING MARKET VALUE	ENDING MARKET VALUE	AVERAGE MONTHLY RATE	BOOK VALUE	DAYS TO MATURE	YIELD TO MATURE	INTEREST ACCRUED FOR PERIOD	W/D FOR PERIOD
05/01/22	TexSTAR		Investment Pool Investment	884,722.33	100.0000%	100.0000%	0.0000%	884,722.33				
			Withdrawal	(675,566.05)				884,722.33				
05/31/22			Interest	310.94			0.6459%	209,156.28				(675,566.05)
				<u>209,467.22</u>				209,467.22			310.94	
								<u>209,467.22</u>			<u>310.94</u>	<u>(675,566.05)</u>

Capital Projects Fund 651

Bond Issue 2019

PURCHASE /SOLD DATE	TRADE TICKET #	CUSIP #	TYPE OF INVESTMENT	PAR VALUE	BEGINNING MARKET VALUE	ENDING MARKET VALUE	AVERAGE MONTHLY RATE	BOOK VALUE	DAYS TO MATURE	YIELD TO MATURE	INTEREST ACCRUED FOR PERIOD	W/D FOR PERIOD
05/01/22	Lone Star Government Overnight		Investment Pool Investment	8,607,540.10	100.0000%	100.0000%	0.0000%	8,607,540.10				
			Withdrawal	-				8,607,540.10				
05/31/22			Interest	4,212.22			0.5800%	8,607,540.10				-
				<u>8,611,752.32</u>				8,611,752.32			4,212.22	
								<u>8,611,752.32</u>			<u>4,212.22</u>	<u>-</u>

LITTLE ELM INDEPENDENT SCHOOL DISTRICT
SUMMARY OF CURRENT INVESTMENTS - BY FUND
MONTH ENDED: May 31, 2022

Capital Projects Fund 653

Bond Issue 2020

PURCHASE /SOLD DATE	TRADE TICKET #	CUSIP #	TYPE OF INVESTMENT	PAR VALUE	BEGINNING MARKET VALUE	ENDING MARKET VALUE	AVERAGE MONTHLY RATE	BOOK VALUE	DAYS TO MATURE	YIELD TO MATURE	INTEREST ACCRUED FOR PERIOD	W/D FOR PERIOD
05/01/22	Texas CLASS Gov't		Investment Pool	1,420,781.11	100.0000%	100.0000%	0.0000%	1,420,781.11				
			Investment	-				1,420,781.11				
			Withdrawal	(313,272.80)				1,107,508.31				(313,272.80)
05/31/22			Interest	601.49			0.5260%	1,108,109.80			601.49	
				<u>1,108,109.80</u>				<u>1,108,109.80</u>			<u>601.49</u>	<u>(313,272.80)</u>

Capital Projects Fund 654

Bond Issue 2021

PURCHASE /SOLD DATE	TRADE TICKET #	CUSIP #	TYPE OF INVESTMENT	PAR VALUE	BEGINNING MARKET VALUE	ENDING MARKET VALUE	AVERAGE MONTHLY RATE	BOOK VALUE	DAYS TO MATURE	YIELD TO MATURE	INTEREST ACCRUED FOR PERIOD	W/D FOR PERIOD
05/01/22	Lone Star Government Overnight		Investment Pool	8,534,744.76	100.0000%	100.0000%	0.0000%	8,534,744.76				
			Investment	-				8,534,744.76				
			Withdrawal	-				8,534,744.76				-
05/31/22			Interest	4,176.59			0.5800%	8,538,921.35			4,176.59	
				<u>8,538,921.35</u>				<u>8,538,921.35</u>			<u>4,176.59</u>	<u>-</u>

Capital Projects Fund 690

Non-Bond

PURCHASE /SOLD DATE	TRADE TICKET #	CUSIP #	TYPE OF INVESTMENT	PAR VALUE	BEGINNING MARKET VALUE	ENDING MARKET VALUE	AVERAGE MONTHLY RATE	BOOK VALUE	DAYS TO MATURE	YIELD TO MATURE	INTEREST ACCRUED FOR PERIOD	W/D FOR PERIOD
05/01/22	Lone Star Government Overnight		Investment Pool	5,176,764.43	100.0000%	100.0000%	0.0000%	5,176,764.43				
			Investment	-				5,176,764.43				
			Withdrawal	-				5,176,764.43				-
05/31/22			Interest	2,533.32			0.5800%	5,179,297.75			2,533.32	
				<u>5,179,297.75</u>				<u>5,179,297.75</u>			<u>2,533.32</u>	<u>-</u>

LITTLE ELM INDEPENDENT SCHOOL DISTRICT
SUMMARY OF CURRENT INVESTMENTS - BY FUND
MONTH ENDED: May 31, 2022

Debt Service Fund 511

PURCHASE /SOLD DATE	TRADE TICKET #	CUSIP #	TYPE OF INVESTMENT	PAR VALUE	BEGINNING MARKET VALUE	ENDING MARKET VALUE	AVERAGE MONTHLY RATE	BOOK VALUE	DAYS TO MATURE	YIELD TO MATURE	INTEREST ACCRUED FOR PERIOD	W/D FOR PERIOD
05/01/22	TexPool		Investment Pool	25,653,744.65	100.0000%	100.0000%	0.0000%	25,653,744.65				
			Investment	102,581.22				25,756,325.87				
			Withdrawal	-				25,756,325.87				-
05/31/22			Interest	13,598.06			0.6228%	25,769,923.93			13,598.06	
				<u>25,769,923.93</u>				<u>25,769,923.93</u>			<u>13,598.06</u>	<u>-</u>

Denton County
Monthly Collection Status Report
May 2022

Little Elm ISD

	Collections Month of May	Cumulative Total 10/1/2021 thru 05/31/2022	% of Tax Levy
Current Tax Year Collections			
Base M&O	217,975.56	58,114,396.12	98.75%
Base I&S	106,683.94	28,442,949.26	
Base I&S Bond	-	-	
P&I M&O	10,740.68	119,298.33	
P&I I&S	5,256.79	49,637.12	
P&I I&S Bond	-	-	
Attorney Fee	1,664.85	4,844.83	
Subtotal	<u>342,321.82</u>	<u>86,731,125.66</u>	98.94%
Delinquent TaxYears Collections			
Base M&O	3,736.83	74,001.15	
Base I&S	1,564.73	33,784.63	
Base I&S Bond	-	-	
P&I M&O	2,817.89	55,950.65	
P&I I&S	1,212.67	22,258.01	
P&I I&S Bond	-	-	
Attorney Fee	3,028.51	54,857.14	
Other*	-	-	
Subtotal	<u>12,360.63</u>	<u>240,851.58</u>	
Combined Current & Delinquent:			
Base M&O	221,712.39	58,188,397.27	
Base I&S	108,248.67	28,476,733.89	
Base I&S Bond	-	-	
P&I M&O	13,558.57	175,248.98	
P&I I&S	6,469.46	71,895.13	
Attorney Fee	4,693.36	59,701.97	
Other*	-	-	
Total Collections	<u>354,682.45</u>	<u>86,971,977.24</u>	
Original 2021 Tax Levy		<u>86,761,749.65</u>	
Current 2021 Tax Levy		<u>87,656,383.31</u>	

Denton County
Cumulative Comparative Collection Status Report
May 2022

Little Elm ISD

	Tax Year 2021 Collections thru May 31, 2022	% of Tax Levy	Tax Year 2020 Collections thru May 31, 2021	% of Tax Levy
Current Tax Year Collections				
Base M&O + I&S	86,557,345.38	98.75%	80,696,680.53	98.01%
P&I M&O + I&S	168,935.45		133,804.38	
Attorney Fee	4,844.83		2,320.74	
Subtotal	<u>86,731,125.66</u>	98.94%	<u>80,832,805.65</u>	98.17%
Delinquent Tax Years Collections				
Base M&O + I&S	107,785.78		322,571.84	
P&I M&O + I&S	78,208.66		72,393.71	
Attorney Fee	54,857.14		42,885.50	
Subtotal	<u>240,851.58</u>		<u>437,851.05</u>	
Combined Current & Delinquent:				
Base M&O + I&S	86,665,131.16		81,019,252.37	
P&I M&O + I&S	247,144.11		206,198.09	
Attorney Fee	59,701.97		45,206.24	
Other	-		-	
Total Collections	<u>86,971,977.24</u>		<u>81,270,656.70</u>	
Adjusted 2020 Tax Levy			<u>82,337,619.46</u>	
Original 2021 Tax Levy	<u>86,761,749.65</u>			
Current 2021 Tax Levy	<u>87,656,383.31</u>			

Denton County
Levy Outstanding Status Report
May 2022

Little Elm ISD

	Current Tax Year	Delinquent Tax Years
Current Month:		
Tax Levy Remaining as of 05/01/2022	1,443,856.77	677,607.81
Base M&O + I&S Collections	324,659.50	5,301.56
Supplement/Adjustments	(20,159.34)	(6,929.98)
Remaining Levy as of 05/31/2022	<u>1,099,037.93</u>	<u>665,376.27</u>
Cumulative (From 10/01/2021 thru 05/31/2022)		
Original 2021 Tax Levy (as of 10-1-2021)	86,761,749.65	925,325.72
Base M&O + I&S Collections	86,557,345.38	107,785.78
Supplement/Adjustments	894,633.66	(152,163.67)
Remaining Levy as of 05/31/2022	<u>1,099,037.93</u>	<u>665,376.27</u>

Little Elm ISD
Capital Projects @ 06-30-2022

Bond Construction Projects	Project ID	Project Estimate	Cost to Date	Balance
High School Athletic Fields	Fund 646-000	8,480,299	7,573,977	906,322
High School Athletic Concourse	Fund 646-940	2,321,953	2,285,367	36,586
Athletic Complex Turf	Fund 646-007	933,638	933,638	0
Walker Middle School	Fund 648-000	68,538,650	66,244,471	2,294,179
Strike Middle School	Fund 649-000	67,513,978	65,772,513	1,741,465
Land	Fund 65X-XXX	15,904,910	15,724,065	180,845
Brent Vestibule	Fund 650-830	207,072	158,378	48,694
Chavez Vestibule	Fund 650-831	216,399	158,132	58,267
Athletic Complex Scoreboard	Fund 650-913	1,007,347	920,883	86,464
Roof Replacements	Fund 650-914	2,136,720	2,062,901	73,819
LEHS HVAC	Fund 650-915	3,759,448	3,558,914	200,534
Buses (12)	Fund 650-919	1,323,446	1,323,446	-
CTE Reno	Fund 650-934	730,037	548,709	181,328
SPED Reno	Fund 650-935	106,399	99,262	7,137
Lobo Lane Repurpose	Fund 650-939	30,000	24,600	5,400
Safety Film	Fund 650-942	130,776	130,776	-
Emergency HVAC (unallocated)	Fund 650-011	637,229	-	637,229
Zellars HVAC	Fund 650-071	17,993	13,078	4,915
HVAC Replacements Phase 1 & 2	Fund 650-123	300,500	300,500	-
Brent HVAC	Fund 650-124	44,278	30,929	13,349
ESPC Upgrades	Fund 652-013	10,000,000	9,533,364	466,636
Roof Management Program	Fund 652-036	70,000	55,000	15,000
Athletic Complex Track	Fund 652-037	1,126,136	999,127	127,010
LEHS Roof Panels	Fund 652-126	48,874	42,499	6,375
Prestwick Sidewalk	Fund 652-132	16,471	12,191	4,280
Prestwick Sidewalk Replacement	Fund 652-201	314,540	314,539	1
Indoor Multi-Use Facility	Fund 653-017	19,878,297	12,324,422	7,553,875
Lakeside Admin Conversion	Fund 653-018	16,346,721	14,632,047	1,714,674
Zellars Conversion	Fund 653-127	338,625	206,010	132,615
Buses	Fund 653-128	545,104	545,104	-
Long Range Bond Planning	Fund 653-129	97,330	97,330	-
Cameras for Buses	Fund 653-130	117,596	92,276	25,320
LEHS SPED Conversion	Fund 653-131	138,490	113,536	24,954
ESPC III Upgrades	Fund 654-141	2,831,132	1,484,999	1,346,133
LEHS CTE Renovations/Additions	Fund 654-202	40,000	29,564	10,436
		226,250,388	208,346,546	17,903,843

Little Elm ISD
Capital Projects @ 06-30-2022

Non-Bond Capital Projects FY 20-21	Project ID	Project Estimate	Cost to Date	Balance
Operations - FF&E	Fund 694-000			
Athletics Logo Tunnel	Fund 694-116	10,290	10,290	-
LEHS Stage Curtains & Rigging	Fund 694-135	60,560	60,560	-
Band Trailer	Fund 694-136	135,284	135,284	(0)
LEHS Outdoor Furniture	Fund 694-139	41,024	39,201	1,823
Hackberry Signage	Fund 694-140	4,241	3,570	671
Technology	Fund 695-000			
SystemV Backup System	Fund 695-111	26,008	26,008	-
Security Video Camera Server	Fund 695-112	10,288	10,288	(0)
Operations - Buildings	Fund 696-000			
Prestwick Drainage	Fund 696-119	189,438	159,432	30,006
LEHS Carpet	Fund 696-121	31,329	26,662	4,667
Zellars Soffit Repairs	Fund 696-122	13,500	6,500	7,000
Prestwick Plumbing	Fund 696-125	3,200,000	2,884,424	315,576
Oak Point Portable	Fund 696-134	500,063	499,774	289
Prestwick Roof Drain	Fund 696-143	217,608	193,535	24,074
		4,439,633	4,055,529	384,104

Board Agenda Item

Little Elm Independent School District
300 Lobo Lane
Little Elm, Texas 75068

Board Mtg. Date	Reports of the Superintendent	Action Item	Consent Agenda	Reports, Routine Monthly	Other
07-18-2022	☐	☐	☒	☐	☐
Subject:	LITTLE ELM ISD EXPENDITURES OVER \$50,000 SUMMARY REPORT				
Presenter or Contact Person:	Shay Adams, Assistant Superintendent for Business & Finance				
Policy/Code:	CH (LOCAL) Purchasing And Acquisition				
Strategic Plan Goal:	Ensuring Fiscal Health and Sustainability				
Summary:	Allows LEISD to purchase products or services valued over \$50,000 (listed on attachment) which have been properly purchased through statutorily authorized methods.				
Financial Implications:	See attached spreadsheet of expenditures and summary of services for Solution Tree expenditure.				
Attachments:	Little Elm ISD Expenditures Over \$50,000 Summary Report for Approval				
Recommendation:	The Administration recommends approval of the Little Elm ISD Expenditures Over \$50,000 Summary Report as submitted.				
Motion:	I move that the Board approve the Little Elm ISD Expenditures Over \$50,000 Summary Report dated July 18, 2022 as submitted.				

Little Elm ISD Expenditures Over \$50,000 Summary Report for Approval

Board Meeting Date: July 18, 2022

Ref #	Vendor Name	Department	Status (New, Renewal, Vendor Change)	Prior Year Contract Amount	Renewal Amount	Change/Purchase Amount	Effective Date	Expiration Date		Administrator
1	CDW-G	Curriculum & Learning	Renewal	\$61,133	\$63,405	\$2,272	9/15/2022	9/14/2023	Renewal of Little Elm ISD's GoGuardian Suite for 2022-2023 School Year. GoGuardian Suite includes GoGuardian Admin, Fleet, and DNS filter. The suite is a group of products that helps manage chrome books more effectively.	Jeff Wiseman
2	Education Elements	Curriculum & Learning	New	N/A	N/A	\$56,500	8/1/2022	7/31/2023	Purchase of Support for Blending Learning Implementation and Scale. This includes professional development and blended learning walks.	Dr. Ashley Glover
3	ESS	Human Resources	Renewal	\$750,000	\$1,000,000	\$250,000	8/1/2022	7/31/2023	ESS is the largest education-exclusive talent company in the country, providing full-service management programs to K-12 school districts for over 21 years. Their solutions are designed to relieve administrative burdens, improve day-to-day operations, and place high-quality substitute teachers, paraprofessionals, and support staff. They work closely with school districts to absorb the daily tasks of hiring, credentialing, training, managing, evaluating, placing, and retaining skilled employees. To maximize our substitute fill rate and meet the needs of our campuses and our students, outsourcing substitute services is necessary. The total contract is not to exceed \$1,000,000. This is the cost for ESS to pay our substitutes' and for the staffing services that ESS provides.	187 Asheley Brown
4	Lexia Learning	Curriculum & Learning	Renewal	\$59,400	\$60,500	\$1,100	9/1/2022	8/31/2023	Lexia Core5 Reading unlimited license with virtual implementation success partnership renewal.	Dr. Penny Tramel
5	ProCare Therapy	Special Populations	New	N/A	\$350,000	\$350,000	8/1/2022	8/1/2023	ProCare Therapy will provide supplemental staffing on an as needed basis. ProCare Therapy will provide LEISD supplemental staffing for our Special Populations Department including, but not limited to, LSSP (Licensed Specialist in School Psychology), Assessment, Diagnostician, and Speech-Language Pathologist. The contract is not to exceed \$350,000.00 in services.	Lesa Shocklee

Little Elm ISD Expenditures Over \$50,000 Summary Report for Approval

Board Meeting Date: July 18, 2022

Ref #	Vendor Name	Department	Status (New, Renewal, Vendor Change)	Prior Year Contract Amount	Renewal Amount	Change/Purchase Amount	Effective Date	Expiration Date		Administrator
6	Spotter LLC	Special Populations	New	N/A	N/A	\$200,000	8/1/2022	8/1/2023	Spotter will provide supplemental staffing on an as needed basis. Spotter will provide LEISD supplemental staffing for our Special Populations Department including, but not limited to, LSSP (Licensed Specialist in School Psychology), Assessment, Diagnostician, and Speech-Language Pathologist. The contract is not to exceed \$200,000.00 in services.	Lesa Shocklee

Board Agenda Item

Little Elm Independent School District
300 Lobo Lane
Little Elm, Texas 75068

	Reports of the Superintendent	Action Item	Consent Agenda	Reports, Routine Monthly	Other
Board Mtg. Date 07-18-2022	☐	☐	☒	☐	☐
Subject:	LITTLE ELM ISD INTERLOCAL SUMMARY REPORT				
Presenter or Contact Person:	Shay Adams, Assistant Superintendent for Business & Finance				
Policy/Code:	GRB (LEGAL)				
Strategic Plan Goal:	Ensuring Fiscal Health and Sustainability				
Summary:	Allows LEISD to purchase products or services from other governmental entities (listed on attachment) which have been properly awarded contracts through statutorily authorized methods.				
Financial Implications:	See attached summary report.				
Attachments:	Little Elm ISD Interlocal Summary Report for Approval				
Recommendation:	The Administration recommends approval of the Little Elm ISD Interlocal Summary Report as submitted.				
Motion:	I move that the Board approve the Little Elm ISD Interlocal Summary Report dated July 18, 2022 as submitted.				

Little Elm ISD Interlocal Summary Report for Approval

Board Meeting Date: July 18, 2022

Ref #	Vendor Name	Department	Status (New, Renewal, Vendor Change)	Prior Year Contract Amount	Renewal Amount	Purchase Amount/Change	Effective Date	Expiration Date	Description	Administrator
1	ESC Region 11	Curriculum & Learning	New	n/a	n/a	\$950	8/4/2022	8/4/2022	Interlocal agreement to provide in person professional development for Pre-K training for around 10 teachers on August 4, 2022.	Dr. Ashley Glover
2	Integrity Health & Education	Curriculum & Learning	New	\$15,000	\$30,000	\$15,000	8/1/2022	7/1/2023	This Memorandum of Understanding (MOU) is between Integrity and Little Elm ISD. The purpose of this agreement is to provide the opportunity for Little Elm High School students to be enrolled in Integrity Health & Education Center for the purposes of completing a Certified Nursing Assistant (CNA) certification course and become eligible to test for a CNA industry based certification while enrolled in High School credit simultaneously.	Dr. J.J. Ayers 190
3	Texas A&M Agrilife Extension	Curriculum & Learning	Renewal	\$0.00	\$0.00	\$0.00	8/1/2022	7/30/2023	This agreement is for Denton County Texas 4-H organization to be approved for recognition and eligible for extracurricular status consideration as well as adjunct faculty/professor request.	Dr. Penny Tramel
4	The University of North Texas Speech and Hearing Center	Special Populations		\$90/hour	\$90/hour	\$0.00	8/1/2022	6/9/2023	Professional Services Agreement between Little Elm ISD and The University of North Texas. The University of North Texas, on behalf of its Speech and Hearing Center agrees to provide professional education audiology services to Little Elm ISD on an as needed basis. Services will be provided by a licensed UNT audiologist and agreement is not to exceed \$40,000.00 annually.	Lesa Shocklee