

# **Financial Management Performance Report**



**2011-2012**

**District Status**

**Public Hearing**

**October 21, 2013**

# Kilgore ISD

## Financial Accountability Management Report

The Kilgore ISD received a rating of “Superior Achievement” for the fiscal year ended August 31, 2012 on the Schools FIRST financial accountability rating system. The Superior Achievement rating is the state’s highest, demonstrating the quality of Kilgore ISD’s financial management and reporting system. This is the eleventh year of Schools FIRST (Financial Integrity Rating System of Texas), a financial accountability system for Texas school districts developed by the Texas Education Agency in response to Senate Bill 875 of the 76<sup>th</sup> Texas Legislature in 1999. The primary goal of Schools FIRST is to achieve quality performance in the management of school districts’ financial resources, a goal made more significant due to the complexity of accounting associated with Texas’ school finance system.

The Schools FIRST accountability rating system assigns one of four financial accountability ratings to Texas school districts, with the highest being “Superior Achievement”. The rating system consists of twenty indicators. To receive the “Superior Achievement” rating the district must receive a score of 64 to 70 and have a positive response to indicators one through six. The indicators either have a yes or no compliance factor or are ranked by point value, with some indicators being one point and others being five. Kilgore ISD received a score of 66. The District lost all four of its points on indicator nine. This indicator measures the amount of debt payments a district makes compared to a predetermined level determined by Texas Education Agency. This was the year the District issued the first round of bonds approved by voters in 2011. Accordingly, debt expenditures by the District were higher than normal.

The 2011-2012 District Status report is attached to this report as Exhibit A. The report contains each indicator and the result for the district. Anyone wishing to receive more details in any individual indicator, or any financial matter is asked to contact the Assistant Superintendent of Finances.

The Superior Achievement rating is due to successful efforts of the Board of Trustees, administration, faculty and staff of Kilgore ISD. These groups have successfully utilized resources available to the district to provide a quality education to the students of Kilgore ISD. Kilgore ISD is committed to continuing the efficient and effective use of all resources to maintain the Superior Achievement rating in the future.

Included in the report for the seventh year is information concerning the superintendent and board members and for the third time this year additional information concerning the District’s financial solvency.. This information, presented in Exhibit B, is being given in an attempt to comply with the provisions of Title 19, TAC, Section 109.1005, and 39.0822 and is presented in the format recommended by the Texas Education Agency. Additionally as required by law, a copy of the superintendent’s contract has been included as Exhibit C.

## Exhibit A

2011 – 2012 District Status Detail Report

User: Revard Pfeffer  
User Role: District

FIRST RATING FOR FISCAL YEAR 2011-2012

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## Financial Integrity Rating System of Texas

## 2011-2012 DISTRICT STATUS DETAIL

Name: KILGORE ISD(092902)		Publication Level 1: 6/21/2013 3:05:18 PM	
Status: Passed		Publication Level 2: None	
Rating: Superior Achievement		Last Updated: 6/21/2013 3:05:18 PM	
District Score: 66		Passing Score: 52	
#	Indicator Description	Updated	Score
1	<u>Was The Total Fund Balance Less Nonspendable and Restricted Fund Balance Greater Than Zero In The General Fund?</u>	4/26/2013 5:04:16 PM	Yes
2	<u>Was the Total Unrestricted Net Asset Balance (Net of Accretion of Interest on Capital Appreciation Bonds) In the Governmental Activities Column in the Statement of Net Assets Greater than Zero? (If the District's 5 Year % Change in Students was 10% more)</u>	4/26/2013 5:04:17 PM	Yes
3	<u>Were There No Disclosures In The Annual Financial Report And/Or Other Sources Of Information Concerning Default On Bonded Indebtedness Obligations?</u>	4/26/2013 5:04:17 PM	Yes
4	<u>Was The Annual Financial Report Filed Within One Month After November 27th or January 28th Deadline Depending Upon The District's Fiscal Year End Date (June 30th or August 31st)?</u>	4/26/2013 5:04:17 PM	Yes
5	<u>Was There An Unqualified Opinion in Annual Financial Report?</u>	4/26/2013 5:04:18 PM	Yes
6	<u>Did The Annual Financial Report Not Disclose Any Instance(s) Of Material Weaknesses In Internal Controls?</u>	4/26/2013 5:04:18 PM	Yes

			1 Multiplier Sum
7	<u>Was The Three-Year Average Percent Of Total Tax Collections (Including Delinquent) Greater Than 98%?</u>	4/26/2013 5:04:18 PM	5
8	<u>Did The Comparison Of PEIMS Data To Like Information In Annual Financial Report Result In An Aggregate Variance Of Less Than 3 Percent Of Expenditures Per Fund Type (Data Quality Measure)?</u>	4/26/2013 5:04:19 PM	5
9	<u>Were Debt Related Expenditures (Net Of IFA And/Or EDA Allotment) &lt; \$350.00 Per Student? (If The District's Five-Year Percent Change In Students = Or &gt; 7%, Or If Property Taxes Collected Per Penny Of Tax Effort &gt; \$200,000 Per Student)</u>	4/26/2013 5:04:19 PM	1
10	<u>Was There No Disclosure In The Annual Audit Report Of Material Noncompliance?</u>	4/26/2013 5:04:19 PM	5
11	<u>Did The District Have Full Accreditation Status In Relation To Financial Management Practices? (e.g. No Conservator Or Monitor Assigned)</u>	4/26/2013 5:04:20 PM	5
12	<u>Was The Aggregate Of Budgeted Expenditures And Other Uses Less Than The Aggregate Of Total Revenues, Other Resources and Fund Balance In General Fund?</u>	4/26/2013 5:04:20 PM	5
13	<u>If The District's Aggregate Fund Balance In The General Fund And Capital Projects Fund Was Less Than Zero, Were Construction Projects Adequately Financed? (To Avoid Creating Or Adding To The Fund Balance Deficit Situation)</u>	4/26/2013 5:04:20 PM	5
14	<u>Was The Ratio Of Cash And Investments To Deferred Revenues (Excluding Amount Equal To Net Delinquent Taxes Receivable) In The General Fund Greater Than Or Equal To 1:1? (If Deferred Revenues Are Less Than Net Delinquent Taxes Receivable)</u>	4/26/2013 5:04:20 PM	5
15	<u>Was The Administrative Cost Ratio Less Than The Threshold Ratio?</u>	4/26/2013 5:04:21 PM	5
16	<u>Was The Ratio Of Students To Teachers Within the Ranges Shown Below According To District Size?</u>	4/26/2013 5:04:21 PM	5

17	<u>Was The Ratio Of Students To Total Staff Within the Ranges Shown Below According To District Size?</u>	4/26/2013 5:04:21 PM	5
18	<u>Was The Decrease In Undesignated Unreserved Fund Balance &lt; 20% Over Two Fiscal Years?(If Total Revenues &gt; Operating Expenditures In The General Fund,Then District Receives 5 Points)</u>	4/26/2013 5:04:22 PM	5
19	<u>Was The Aggregate Total Of Cash And Investments In The General Fund More Than \$0?</u>	4/26/2013 5:04:22 PM	5
20	<u>Were Investment Earnings In All Funds (Excluding Debt Service Fund and Capital Projects Fund) Meet or Exceed the 3-Month Treasury Bill Rate?</u>	4/26/2013 5:04:22 PM	5
			66 Weighted Sum
			1 Multiplier Sum
			66 Score

### DETERMINATION OF RATING

<b>A.</b>	Did The District Answer ' <b>No</b> ' To Indicators 1, 2, 3 Or 4? <b>OR</b> Did The District Answer ' <b>No</b> ' To Both 5 and 6? If So, The District's Rating Is <b>Substandard Achievement</b> .								
<b>B.</b>	Determine Rating By Applicable Range For summation of the indicator scores (Indicators 7-20)								
	<table> <tr> <td><b>Superior Achievement</b></td><td>64-70</td></tr> <tr> <td><b>Above Standard Achievement</b></td><td>58-63</td></tr> <tr> <td><b>Standard Achievement</b></td><td>52-57</td></tr> <tr> <td><b>Substandard Achievement</b></td><td>&lt;52</td></tr> </table>	<b>Superior Achievement</b>	64-70	<b>Above Standard Achievement</b>	58-63	<b>Standard Achievement</b>	52-57	<b>Substandard Achievement</b>	<52
<b>Superior Achievement</b>	64-70								
<b>Above Standard Achievement</b>	58-63								
<b>Standard Achievement</b>	52-57								
<b>Substandard Achievement</b>	<52								

### INDICATOR 16 & 17 RATIOS

<b>Indicator 16</b>	Ranges for	<b>Indicator 17</b>	Ranges for
---------------------	------------	---------------------	------------

District Size - Number of Students Between	Ratios	
	Low	High
< 500	7	22
500-999	10	22
1000-4999	11.5	22
5000-9999	13	22
=> 10000	13.5	22

District Size - Number of Students Between	Ratios	
	Low	High
< 500	5	14
500-999	5.8	14
1000-4999	6.3	14
5000-9999	6.8	14
=> 10000	7.0	14

Audit Home Page: [School Financial Audits](#) | Send comments or suggestions to [schoolaudits@tea.state.tx.us](mailto:schoolaudits@tea.state.tx.us)

THE TEXAS EDUCATION AGENCY

1701 NORTH CONGRESS AVENUE • AUSTIN, TEXAS, 78701 • (512) 463-9734

## Exhibit B

First Rating Supplement Information  
Superintendent and Board of Trustees



# School FIRST Annual Financial Management Report

Kilgore Independent School District

Title 19 Texas Administrative Code Chapter 109, Budgeting, Accounting, and Auditing Subchapter AA, Commissioner's Rules Concerning Financial Accountability Rating System, Section 109.1005. Amended to be effective 2/3/11.

## Superintendent's Current Employment Contract

Attached

## Reimbursements Received by the Superintendent and Board Members

For the Twelve-Month Period  
Ended August 31, 2012

Description of Reimbursements	Superintendent Jody Clements	Terry George	Janet Marley	Mark Dickey	Dereck Borders	Dale Sistrunk	Scott Montgomery	Jimmy Kinsey	John Slagle	Reggie Henson
Meals	782.71	25.00	251.00	40.00	143.00	82.00	194.00	219.00	137.00	137.00
Lodging	3,594.18	-	1,225.22	156.96	731.67	470.88	547.76	967.11	415.17	312.31
Transportation	-	-	283.40	-	-	-	-	-	-	-
Motor Fuel	-	-	-	-	-	-	-	-	-	-
Other	2,845.00	-	-	-	-	-	-	26.00	-	-
Total	7,221.89	25.00	1,759.62	196.96	874.67	552.88	741.76	1,212.11	552.17	449.31

## Outside Compensation and/or Fees Received by the Superintendent for Professional Consulting and/or Other Personal Services

For the Twelve-Month Period  
Ended August 31, 2012

Name(s) of Entity(ies)	Amount Received \$
None Reported	
Total	\$0.00

Compensation does not include business revenues generated from a family business (farming, ranching, etc.) that has no relation to school district business.

## Gifts Received by Executive Officers and Board Members (and First Degree Relatives, if any)

For the Twelve-Month Period  
Ended August 31, 2012

	Superintendent	Terry George	Janet Marley	Mark Dickey	Dereck Borders	Dale Sistrunk	Scott Montgomery	Jimmy Kinsey	John Slagle	Reggie Henson
Total	0	0	0	0	0	0	0	0	0	0

## Business Transactions Between School District and Board Members

For the Twelve-Month Period  
Ended August 31, 2012

	Terry George	Janet Marley	Mark Dickey	Dereck Borders	Dale Sistrunk	Scott Montgomery	Jimmy Kinsey	John Slagle	Reggie Henson
Amounts	0	0	0	0	0	0	0	0	0

## Summary Schedule of Data Submitted under the Financial Solvency Provisions of TEC §39.0822

# School FIRST Annual Financial Management Report

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For the Twelve-Month Period  
Ended August 31, 2012

	Superintendent	Terry George	Janet Marley	Mark Dickey	Dereck Borders	Dale Sistrunk	Scott Montgomery	Jimmy Kinsey	John Slagle	Reggie Henson
Total	0	0	0	0	0	0	0	0	0	0

## Business Transactions Between School District and Board Members

For the Twelve-Month Period  
Ended August 31, 2012

	Terry George	Janet Marley	Mark Dickey	Dereck Borders	Dale Sistrunk	Scott Montgomery	Jimmy Kinsey	John Slagle	Reggie Henson
Amounts	0	0	0	0	0	0	0	0	0

## Summary Schedule of Data Submitted under the Financial Solvency Provisions of TEC §39.0822

General Fund - First-Quarter Expenditures By Object Code

Report 2012-2013 first-quarter (first three months of fiscal year 2012-2013) GENERAL FUND expenditures by object code using whole numbers.

<b>Payroll-</b>	Expenditures for payroll costs	\$ 4,639,485
<b>Contract Costs-</b>	Expenditures for services rendered by firms, individuals, and other organizations'	\$ 667,510
<b>Supplies and Materials-</b>	Expenditures for supplies and materials necessary to maintain and/or operate furniture, computers, equipment, vehicles, grounds, and facilities	\$ 469,727
<b>Other Operating-</b>	Expenditures for items other than payroll, professional and contracted services, supplies and materials, debt service, and capital outlay	\$ 52,715
<b>Debt Service-</b>	Expenditures for debt service	\$
<b>Capital Outlay-</b>	Expenditures for land, buildings, and equipment	\$ 51,866

Additional Financial Solvency Questions

- 1) Districts with a September 1- August 31 fiscal year:
- |   |       |    |
|---|-------|----|
| Within the last two years, did the school district  | Yes   | No |
| 1) draw funds from a short-term financing note (term less than 12 months) between the months of September and December, inclusive, and              | _____ | X  |
| 2) for the prior fiscal year, have a total General Fund balance of less than 2 percent of total expenditures for General Fund function codes 11-61? | _____ | X  |

- 2) Has the school district declared financial exigency within the past two years? \_\_\_\_\_ X

3) Other financial information

<u>Mean Enroll-to-Teacher Ratio</u>	<u>85% of Mean Enroll-to-Teacher Ratio</u>	<u>School District Size</u>	
8.39	7.13	Under 100	
9.48	8.06	100 to 249	
10.73	9.12	250 to 499	
11.48	9.76	500 to 999	
12.45	10.58	1,000 to 1,599	
13.52	11.50	1,600 to 2,999	
14.29	12.15	3,000 to 4,999	KISD enrollment = 3,913
14.80	12.58	5,000 to 9,999	
14.88	12.65	10,000 to 24,999	
15.01	12.76	25,000 to 49,999	
15.06	12.80	50,000 and Over	

Kilgore ISD Student to Teacher ratio on snapshot day was 13.94, which in comparison to state average above is slightly lower, but greater than the 85% ratio noted by TEA to be an indicator of potential problems.

- 4) How many superintendents has your school district had in the last five years? \_\_\_\_\_ 3

- 5) How many business managers has your school district had in the last five years? \_\_\_\_\_ 1

## Exhibit C

### Superintendent Contract

## SUPERINTENDENT'S TERM EMPLOYMENT CONTRACT

STATE OF TEXAS           §  
                                     §  
COUNTY OF GREGG       §

KNOW ALL MEN BY THESE PRESENTS:

THIS SUPERINTENDENT'S TERM EMPLOYMENT CONTRACT ("Contract") is made and entered into effective the 25 day of March, 2013, by and between the Board of Trustees (the "Board") of Kilgore Independent School District (the "District") and Cara Cooke (the "Superintendent").

### WITNESSETH:

NOW, THEREFORE, the Board and the Superintendent, for and in consideration of the terms hereinafter established and pursuant to Section 11.201(b) and Chapter 21, Subchapter E of the Texas Education Code, have agreed, and do hereby agree, as follows:

### I. Term

1.1 **Term.** The Board, by and on behalf of the District, does hereby employ the Superintendent, and the Superintendent does hereby accept employment as Superintendent of Schools for the District for a term of three (3) years commencing April 8, 2013, and ending June 30, 2016. The District may, by action of the Board, and with the consent and approval of the Superintendent, extend the term of this Contract as permitted by state law.

1.2 **No Tenure.** The Board has not adopted any policy, rule, regulation, law, or practice providing for tenure. No right of tenure is created by this Contract. No property interest, express or implied, is created in continued employment beyond the Contract term.

### II. Employment

2.1 **Duties.** The Superintendent shall faithfully perform the duties of Superintendent of Schools for the District as prescribed by law, Board policies, the job description, and as may be lawfully assigned by the Board from time to time. The Superintendent shall comply with all lawful Board directives, policies, rules and regulations, and state and federal laws, as they exist or may hereafter be amended or adopted during the term of this Contract. Except as provided in this Contract, the Superintendent agrees to devote her full time, energy and skill to the performance of these duties in a faithful, diligent, conscientious, and efficient manner.

The Superintendent shall have charge of the administration of the schools under the oversight and supervision of the Board. She shall be the chief executive officer of the District; shall direct and assign teachers and other employees of the schools under her supervision; shall organize, reorganize and arrange the administrative and supervisory staff, including instruction and business affairs, as best serves the District; shall select personnel in accordance with Board policy; shall from time to

time suggest regulations, rules and procedures deemed necessary for the efficient operation of the District; and in general perform all duties incident to the office of the Superintendent and such duties.

The Superintendent shall perform the duties of the Superintendent of Schools for the District with reasonable care, diligence, skill, and expertise. All duties assigned to the Superintendent by the Board shall be appropriate to and consistent with the professional role and responsibility of the Superintendent.

**2.2 Professional Certification.** The Superintendent shall at all times during the term of this Contract, and any renewal or extension thereof, hold and maintain a valid certificate required of a superintendent by the State of Texas and issued by the State Board for Educator Certification or the Texas Education Agency and any other certificates required by law.

**2.3 Reassignment.** The Superintendent cannot be reassigned from the position of Superintendent to another position without the Superintendent's express written consent.

**2.4 Board Meetings.** The Superintendent shall attend, and shall be permitted to attend, all meetings of the Board, both public and closed, with the exception of those closed meetings devoted to the consideration of any action or lack of action on the Superintendent's Contract, salary or benefits; evaluation of the Superintendent's performance; or for purposes of resolving conflicts between individual Board members; or when the Board is acting in its capacity as a tribunal.

**2.5 Criticisms, Complaints, and Suggestions.** The Board, individually and collectively, shall refer in a timely manner all substantive criticisms, complaints, and suggestions called to the Board's attention either: (a) to the Superintendent for study and/or appropriate action, and the Superintendent shall refer such matter(s) to the appropriate District employee or shall investigate such matter(s) and shall within a reasonable time inform the Board of the results of such efforts; or, (b) to the appropriate complaint resolution procedure as established by District Board policies.

**2.6 Indemnification.** To the extent it may be permitted to do by applicable law, including, but not limited to Texas Civil Practice & Remedies Code Chapter 102, the District does hereby agree to defend, hold harmless, and indemnify Superintendent from any: and all demands, claims, suits, actions, judgments, expenses and attorneys' fees incurred in any legal proceedings brought against Superintendent in the Superintendent's individual or official capacity as an employee and as Superintendent of the District, providing the incident(s), which is (are) the basis of any such demand, claim, suits, actions, judgments, expenses and attorneys' fees arose or does arise in the future from an act or omission of Superintendent as an employee of the District, acting within the course and scope of Superintendent's employment with the District; excluding, however, any such demand claim, suits, actions, judgments, expenses, and attorneys' fees for those claims or any causes of action where it is determined that Superintendent committed official misconduct, or committed a willful or wrongful act or omission, or an act or omission constituting gross negligence, or acted in bad faith; and excluding any cost, fees, expenses, or damages that would be recoverable or payable under an insurance contract held either by District or by Superintendent. The selection of

Superintendent's legal counsel shall be with the mutual agreement of Superintendent and the District if such legal counsel is not also District's legal counsel. A legal defense may be provided through insurance coverage, in which case Superintendent's right to agree to legal counsel provided for him will depend on the terms of the applicable insurance contract. To the extent this Section 2.6 exceeds the authority provided and limitations imposed by Texas Civil Practice & Remedies Code, Chapter 102, it shall be construed and modified accordingly. The provisions of this Section 2.6 shall survive the termination of this Contract.

The Board shall not be required to pay any costs of any legal proceedings in the event the Board and the Superintendent are adverse to each other in any such proceedings.

The Superintendent shall fully cooperate with the District in the defense of any and all demands, claims, suits, actions and legal proceedings brought against the District. The Superintendent's obligation under this paragraph shall continue after the termination of this Contract.

### **III. Compensation**

**3.1 Salary.** The District shall provide the Superintendent with an annual salary in the sum of One Hundred Thirty-Eight Thousand Two Hundred Dollars (\$138,200.00 ). This annual salary rate shall be paid to the Superintendent in equal installments consistent with the District's policies.

**3.2 Salary Adjustments.** At any time during the term of this Contract, the Board may, in its discretion, review and adjust the salary of the Superintendent, but in no event shall the Superintendent be paid less than the salary set forth in Section 3.1 of this Contract except by mutual agreement of the two parties. Such adjustments, if any, shall be made pursuant to a lawful Board resolution. In such event, the parties agree to provide their best efforts and reasonable cooperation to execute a new contract incorporating the adjusted salary.

**3.3 Vacation, Holiday and Personal Leave.** The Superintendent may take, at the Superintendent's choice, the same number of days of vacation authorized by policies adopted by the Board for administrators on twelve-month contracts, the days to be in a single period or at different times. The vacation days taken by the Superintendent will be taken at such time or times as will least interfere with the performance of the Superintendent's duties as set forth in this Contract. The Superintendent shall observe the same legal holidays as provided by Board policies for administrative employees on twelve-month contracts. The Superintendent is hereby granted the same personal leave benefits as authorized by Board policies for administrative employees on twelve-month contracts.

**3.4 Insurance.** The Superintendent may receive health insurance coverage on the same terms as those available to all District administrative employees.

**3.5 Term Life Insurance.** The Superintendent shall receive the same term life insurance contributions and benefits as all District administrative employees.



**3.6 Professional Growth.** The Superintendent shall devote the Superintendent's time, attention, and energy to the direction, administration, and supervision of the District. The Board, however, encourages the continued professional growth of the Superintendent through the Superintendent's active attendance at and participation in appropriate professional meetings at the local, regional, state and national levels. The Board shall encourage the use of data and information sources, and shall encourage the participation of the Superintendent in pertinent education seminars and courses offered by public or private institutions or by educational associations, as well as the participation in informational meetings with those individuals whose particular skills, expertise, or backgrounds would serve to improve the capacity of the Superintendent to perform the Superintendent's professional responsibilities for the District. In its encouragement of the Superintendent to grow professionally, the Board shall permit a reasonable amount of release time for the Superintendent, as the Superintendent and the Board deem appropriate, to attend such seminars, courses or meetings. The District does hereby agree to provide in the District's budget during the term of this Contract for the benefit of the Superintendent, a professional development budget per contract year to be used for registration, travel, meals, lodging, and other related expenses. The District shall pay the Superintendent's membership dues in the American Association of School Administrators and the Texas Association of School Administrators, as well as other memberships necessary to maintain and improve the Superintendent's professional skills. The District shall bear the reasonable cost and expense for such attendance and membership.

**3.7 Civic Activities.** The Board encourages the Superintendent to become a member of and participate in community and civic affairs, including the chamber of commerce, civic clubs, governmental committees, and educational organizations. The Board concludes that such participation will serve a legitimate purpose related to the educational mission of the District. The Superintendent may hold offices or accept responsibilities in these professional organizations, provided that such responsibilities do not interfere with the performance of her duties as Superintendent. Before engaging in these activities, the Superintendent will notify the Board in writing of the activity. The Board will notify the Superintendent if the activity presents a conflict or interferes with the performance of her duties as Superintendent. The District shall reimburse the Superintendent for the cost of membership in civic organizations in which the Superintendent participates and reimburse related travel outside of the District, subject to advance Board approval.

**3.8 Outside Consultant Activities.** The Superintendent may serve as a consultant or undertake speaking engagements, writing, teaching or other professional duties and obligations outside the District (referred to collectively herein as "Consulting Services") that do not conflict or interfere with the Superintendent's professional responsibilities to the District. Consulting Services provided by the Superintendent under the terms and conditions of this paragraph must be consistent with state and federal law.

**3.9 Expenses.** The District shall pay or reimburse the Superintendent for reasonable expenses incurred by the Superintendent in the continuing performance of the Superintendent's duties under this Contract. The District agrees to pay the actual and incidental costs incurred by the Superintendent for travel. Such actual or incidental costs may include, but are not limited to, gasoline, hotels and accommodations, meals, rental car, and other expenses incurred in the



performance of the business of the District. The Superintendent shall comply with all procedures and documentation requirements in accordance with Board policies.

**3.10 Technology Allowance.** The Superintendent shall maintain a personal mobile telephone and shall not open an account in the name of the District. The Superintendent shall have total responsibility of payment of her personal mobile phone account. The District shall pay Superintendent a personal technology allowance of One Hundred Fifty Dollars (\$150.00) per month during the term of this contract to be used by Superintendent at her discretion.

**3.11 Laptop Computer.** The District shall provide a laptop computer for the Superintendent's business and personal use, at the sole cost and expense of the District. The Superintendent shall comply with the District's policies regarding computer use.

**3.12 Car Allowance.** The District will provide the Superintendent an automobile allowance in the sum of \$600.00 per month during the term of this Contract.

#### **IV. Annual Performance Goals**

**4.1 Development of Goals.** The Superintendent shall submit to the Board each year, for the Board's consideration and adoption, a preliminary list of goals for the District. The goals approved by the Board shall at all times be reduced to writing ("District Goals") and shall be among the criteria on which the Superintendent's performance is reviewed and evaluated. The Board agrees to work with and support the Superintendent in achieving the District's Goals.

#### **V. Review of Performance**

**5.1 Time and Basis of Evaluation.** The Board shall evaluate and assess in writing the performance of the Superintendent at least once each year during the term of this Contract. The Board's evaluation and assessment of the Superintendent shall be reasonably related to the duties of the Superintendent as outlined in the Superintendent's job description and shall consider the District's progress towards accomplishing the District Goals.

**5.2 Confidentiality.** Unless the Superintendent expressly requests otherwise, in writing, the evaluation of the Superintendent shall at all times be conducted in executive session and shall be considered confidential to the extent permitted by law. Nothing herein shall prohibit the Board or the Superintendent from sharing the content of the Superintendent's evaluation with their respective legal counsel.

**5.3 Evaluation Format and Procedures.** The evaluation format and procedure shall be in accordance with the evaluation instrument selected by the Board in accordance with Article V of this Contract, the Board's policies, and state and federal law. In the event the Board deems that the evaluation instrument, format and/or procedure is to be modified by the Board and such modifications would require new or different performance expectations, the Superintendent shall be

provided a reasonable period of time to demonstrate such expected performance before being evaluated.

## **VI. Extension, Nonrenewal, or Termination of Employment Contract**

**6.1 Extension/Nonrenewal.** Extension of this contract before the end of the current term is within the Board's discretion. Nonrenewal shall be in accordance with Board policy, Texas Education Code Chapter 21, Subchapter E, and applicable law.

**6.2 Termination by Mutual Agreement.** This Agreement may be terminated by the mutual agreement of the parties in writing and upon such terms and conditions as may be agreed upon.

**6.3 Retirement or Death.** This Contract shall be terminated upon the retirement or death of the Superintendent.

**6.4 Disability of Superintendent.** Should the Superintendent become unable to perform any or all of the duties of her position by reason of illness, accident or other cause, and said disability exists after all accrued leave has been exhausted, the District may make appropriate deduction from the Superintendent's annual base salary for any additional days in which the Superintendent is unable to perform the duties of her position. If such disability continues for a continuous period of one hundred eighty (180) days, or if such disability is permanent or irrevocable as determined by a physician mutually acceptable to the Board and the Superintendent's or her representative, the Board may, at its option, terminate this Contract, whereupon the respective rights, duties and obligations herein stated shall terminate, unless specifically provided to the contrary.

If a question arises concerning the capacity of the Superintendent to return to her duties, the Board may require the Superintendent to submit to a medical examination to be performed by a doctor licensed to practice medicine in the State of Texas and who is mutually acceptable to the Board and the Superintendent. The examination shall be done at the expense of the Board. The physician shall limit the report to the issue of whether the Superintendent has a continuing disability that prohibits him from performing any or all of her duties.

**6.5 Termination for Good Cause.** The Board may dismiss the Superintendent during the term of the Contract for good cause. The term "good cause" includes, but is not necessarily limited to the following:

- a. Failure to fulfill duties or responsibilities as set forth under the terms and conditions of this Contract;
- b. Incompetence or inefficiency in the performance of required or assigned duties as documented by evaluations, supplemental memoranda, or other written communication from the Board; provided, however, the terms and conditions of this paragraph shall not justify good cause unless the Board has provided the Superintendent a reasonable opportunity to remediate any remediable incompetency or inefficiency;

- c. Insubordination or failure to comply with lawful written Board directives;
- d. Failure to comply with the Board's policies or the District's administrative regulations;
- e. Neglect of duties;
- f. Drunkenness or excessive use of alcoholic beverages;
- g. Illegal use of drugs, hallucinogens, or other substances regulated by the Texas Controlled Substances Act;
- h. Conviction of a felony or crime involving moral turpitude;
- i. Failure to meet the District's standards of professional conduct;
- j. Assault on an employee or student;
- k. Knowingly falsifying records or documents related to the District's activities;
- l. Conscious misrepresentation of facts to the Board Or other District officials in the conduct of the District's business;
- m. Failure to fulfill requirements for superintendent certification;
- n. Failure to maintain a strong moral character in accordance with the Board's expectation that the Superintendent set himself forth as an example to the District and community as a person of high morals and good character; or
- o. Any other reason constituting "good cause" under Texas law.

**6.6 Termination Procedure.** In the event that the Board terminates this Contract for "good cause," the Superintendent shall be afforded all the rights as set forth in the Board's policies and state and federal law. If the Superintendent chooses to be represented by legal counsel in any such proceedings, she shall bear any costs therein involved.

**6.7 Resignation of Superintendent.** The Superintendent may leave the employment of the District at the end of a school year without penalty by filing a written resignation with the Board. The resignation must be addressed to the Board and filed not later than the 45th day before the first day of instruction of the following year. The Superintendent may resign with the consent of the Board at any other time.

## **VII. Miscellaneous**

**7.1 Controlling Law and Venue.** Texas law shall govern construction of this Contract. The Parties agree that venue for any litigation relating to the Superintendent's employment with the District, including this Contract, shall be Gregg County, Texas. If litigation is brought in federal court, the Parties agree that venue shall be the Tyler Division of the Eastern District of Texas.

**7.2 Complete Agreement.** This Contract constitutes the entire agreement between the Parties. All existing agreements and contracts, both verbal and written, between the Parties regarding the employment of the superintendent are superseded by this Contract.

**7.3 Conflicts.** In the event of any conflict between the terms, conditions, and provisions of this Contract and the provisions of the Board's policies, or any permissive state or federal law, then,

unless otherwise prohibited by law, the terms of this Contract shall take precedence over the contrary provisions of the Board's policies or any such permissive law during the term of the Contract.

7.4 **Savings Clause.** If any provision in this Contract is, for any reason, held to be invalid, illegal, or unenforceable, such invalidity, illegality, or unenforceability shall not affect any other provision of the Contract. This Contract shall be construed as if such invalid, illegal, or unenforceable provision had never been a part of the Contract.

7.5 **Amendment.** This Contract may not be amended except by written agreement of the Parties.

7.6 **Paragraph Headings.** The headings used at the beginning of each numbered paragraph in this Contract are not intended to have any substantive, legal effect; the headings do not limit or expand the meaning of the paragraphs that follow them.

7.7. **Legal Representation.** Both Parties have been represented by legal counsel of their choice, or have had the opportunity to consult with legal counsel, in the negotiation and execution of this Contract and this Contract shall not be construed as if either party was the primary drafter of the Contract.

EFFECTIVE the 25 day of MARCH, 2013.

KILGORE INDEPENDENT SCHOOL DISTRICT

By: Janet Marley  
Janet Marley, President  
Board of Trustees

ATTEST:

By: Jimmy Kinsey  
Jimmy Kinsey, Secretary  
Board of Trustees

SUPERINTENDENT

By: Cara Cooke  
Cara Cooke