



**Fabens ISD**

**Regular Meeting**

**Wednesday, October 21, 2020 6:30 PM**

**All students of Fabens Independent School District will  
be successful, life-long, global learners.**

# Agenda of Regular Meeting

## The Board of Trustees Fabens ISD

---

A Regular Meeting of the Board of Trustees of Fabens ISD will be held October 21, 2020, beginning at 6:30 PM in the Central Office, Board Room, 821 NE G Avenue, Fabens, TX 79838.

**Due to health and safety concerns related to the COVID-19 Coronavirus, this meeting will be conducted by video conference or telephone call. At least a quorum of the Board will be participating by video conference or telephone call in accordance with the provisions of Sections 551.125 or 551.127 of the Texas Government Code that have been suspended by the Order of the Governor.**

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

- |   |          |
|---|----------|
| <b>1. Call to Order, Roll Call and Pledge of Allegiance</b>   | <b>4</b> |
| <b>2. Communication and Visitors</b>  | <b>5</b> |
| A. To Submit Questions or Comments - please email:<br>boardmeeting@fabensisd.net  |          |
| B. Please click the link below to join the webinar:<br><a href="https://www.youtube.com/channel/UC-x1AKVIN4MC4_bHlShDLdg/videos?view_as=subscriber">https://www.youtube.com/channel/UC-x1AKVIN4MC4_bHlShDLdg/videos?view_as=subscriber</a><br>or at <a href="http://www.fabensisd.net">www.fabensisd.net</a> a link is available under the Fabens ISD Announcements<br>Webinar ID # 971 6310 2288 |          |
| <b>3. Superintendent Report</b>   | <b>6</b> |
| <b>4. Consent Agenda</b>  | <b>7</b> |
| A. Minutes of Board of Trustees Regular Board Meeting, September 16, 2020   | 8        |
| B. Minutes of Board of Trustees Workshop Meeting, September 24, 2020  | 11       |
| C. Minutes of Board of Trustees Special Meeting, September 30, 2020   | 13       |
| D. Minutes of the Board of Trustees Special Meeting, October 15, 2020   | 15       |
| E. 2020 Property Value Study from Linebarger Goggan Blair & Sampson, LLP  | 17       |
| F. Fabens ISD Monthly and Quarterly Financials  | 48       |



G. Texas School Safety Center Campus Facility Reports	61
<b>5. Board of Trustees Business</b>	
A. Discuss and Take Appropriate Action Regarding the Distribution of the Proceeds of the Settlement between Fabens ISD, as a Member of the Rate 41 Group Intervenors, and Public Utility Commission Applicants El Paso Electric Company and Sun Jupiter Holdings in the Public Utility Commission of Texas Proceeding Related to the Sale, Transfer, or Merger of El Paso Electric Company to a J.P. Morgan Infrastructure Investments Fund, Docket No. 49849, Public Utility Commission of Texas.	226
B. Selection of November 2020 Board Meeting Date to Finalize Fabens ISD Board of Trustees Election	229
C. Discussion and Approval of Revisions to Fabens ISD Board Policy DED (Local) - Compensation and Benefits - Vacation and Holidays	230
D. Wildcat Den Update	232
E. Fabens ISD Roof Update	233
F. Fabens ISD Program Evaluations	234
1. Gifted and Talented	
2. Bilingual/ESL	
G. Memorandum of Understanding to Provide Child and Adolescent Behavioral Health Services via Telehealth	248
H. Cooperative Agreement between Fabens ISD and Pediatric Urgent Care, P.A.	259
<b>6. Lone Star Governance</b>	
A. Discuss and Approve Superintendent Constraints and Superintendent Constraint Progress Measures	270
<b>7. District Employees and Officers</b>	272
A. 2020 - 2021 New Hires	
<b>8. Adjourn</b>	274

**FABENS I.S.D.**  
**BOARD OF TRUSTEES**

Date: 10/21/2020 Presented By: Board President  
Subject: Call to Order, Roll Call and Pledge of Allegiance Related Page(s) N/A

**Action**

**BACKGROUND INFORMATION:**  
**CALL to ORDER, ROLL CALL and**  
**PLEDGE OF ALLEGIANCE**

The October 21, 2020 Regular Meeting is called to order at \_\_\_\_\_.  
Let the minutes show that:

1) all members are in attendance

OR

2) \_\_\_\_\_ is (are) not in attendance.

Reason: ( ) Illness ( ) Family Emergency  
( ) Out of Town ( ) Other \_\_\_\_\_

\_\_\_\_\_(name) will lead us in the reciting of the Pledge of Allegiance

**FABENS ISD  
BOARD OF TRUSTEES**

**COMMUNICATION AND VISITORS  
Board Agenda Item**

<b>TITLE</b>	<b>Communication &amp; Visitors</b>	<b>Date Requested</b>	10/21/2020
<b>Requested By:</b>	N/A	<b>Approximate Time</b>	Up to 15 minutes
<b>Division Approval:</b>	N/A	<b>Action Needed by:</b>	N/A
<b>Action Requested:</b>	N/A	<b>Information Only:</b>	Yes
<b>People Participating In Presentation:</b>	Community	<b>Who Has Been Involved:</b>	N/A
<b>How Will It Benefit the District's Mission/Goals?</b>		<b>How Will Request Be Financed?</b>	
		<b>Cost to District:</b>	

This meeting is being conducted by audio conference in accordance with the governance authorization concerning suspension of certain open meeting law requirements for the COVID-19 disaster.

As we would at any in-person meeting, members of the public who have followed the instructions on the meeting notice for registering to speak during the public comment portion will be recognized. If the speaker submitted written comments to the email provided in advance, the comments will be read into record. If you would like to provide comment at a future meeting conducted via teleconference, please follow the instructions on the meeting notice.

**FABENS ISD  
BOARD OF TRUSTEES**

**SUPERINTENDENT REPORT  
Board Agenda Item**

<b>TITLE</b>	<b>Superintendent Report – District Updates</b>	<b>Date Requested</b>	10/21/2020
<b>Requested By:</b>	Dr. Vijil	<b>Approximate Time</b>	10 minutes
<b>Division Approval:</b>		<b>Action Needed:</b>	No
<b>Action Requested:</b>	None	<b>Information Only:</b>	Yes
<b>People Participating In Presentation:</b>	Dr. Vijil	<b>Who Has Been Involved:</b>	N/A
<b>How Will It Benefit the District's Mission/Goals?</b>		<b>How Will Request Be Financed?</b>	
		<b>Cost to District:</b>	

**FABENS ISD  
BOARD OF TRUSTEES**

**CONSENT AGENDA  
Board Agenda Item**

<b>TITLE</b>	<b>Consent Agenda</b>	<b>Date Requested</b>	10/21/2020
<b>Requested By:</b>	Dr. Vijil	<b>Approximate Time</b>	2 minutes
<b>Division Approval:</b>		<b>Action Needed :</b>	Yes
<b>Action Requested:</b>	Make a motion to approve consent agenda items as presented	<b>Information Only:</b>	No
<b>People Participating In Presentation:</b>	Dr. Vijil	<b>Who Has Been Involved:</b>	
<b>How Will It Benefit the District's Mission/Goals?</b>		<b>How Will Request Be Financed?</b>	
		<b>Cost to District:</b>	

<b>A.</b>	<b>Minutes of Board of Trustees Regular Board Meeting, September 16, 2020</b> Minutes attached for your review
<b>B.</b>	<b>Minutes of Board of Trustees Workshop Meeting, September 24, 2020</b> Minutes attached for your review
<b>C.</b>	<b>Minutes of Board of Trustees Special Board Meeting, September 30, 2020</b> Minutes attached for your review
<b>D.</b>	<b>Minutes of Board of Trustees Special Board Meeting, October 15, 2020</b> Minutes attached for your review
<b>E.</b>	<b>2020 Property Value Study from Linebarger Goggan Blair &amp; Sampson, LLP</b> Attached for your review
<b>F.</b>	<b>Fabens ISD Monthly and Quarterly Financial Reports</b> Attached for your review
<b>G.</b>	<b>Texas School Safety Center Campus Facility Reports</b> Separate Packet

# Minutes of Regular Meeting

## The Board of Trustees Fabens ISD

---

A Regular Meeting of the Board of Trustees of Fabens ISD was held Wednesday, September 16, 2020, beginning at 6:30 PM in the Central Office, Board Room, 821 NE G Avenue, Fabens, TX 79838.

**Members Present:** Orlando Flores (Central Office)  
Rey Sepulveda (Central Office)  
Sylvia Gonzales (Virtual)  
Rosamaria Gallo-Avitia (Central Office)  
Ben Morales (Virtual)  
Greg Spence (Virtual)

**Members Absent:** Adan Escobar

**Administrators Present:** Dr. Veronica Vijil Ms. Michele Gonzalez  
Ms. Yvonne Coupland

**Administrators Present  
via Teleconference:** Mario Dominguez  
  
Maria T. Rodriguez

### 1. Call to Order, Roll Call and Pledge of Allegiance 6:44 PM

Due to technical difficulties with a board member, the meeting was called to order at 6:44 PM by Mr. Orlando Flores, Board President. Members absent: Mr. Adan Escobar. The Pledge of Allegiance was recited by everyone.

### 2. Communication and Visitors 6:44 PM

**A. To Submit Questions or Comments - please email:**  
**boardmeeting@fabensisd.net**

**B. Please click the link below to join the webinar:**  
**[https://www.youtube.com/channel/UC-x1AKVIN4MC4\\_bHIShDLdg/videos?view\\_as=subscriber](https://www.youtube.com/channel/UC-x1AKVIN4MC4_bHIShDLdg/videos?view_as=subscriber)**  
**or at [www.fabensisd.net](http://www.fabensisd.net) a link is available under the Fabens ISD**  
**Announcements**  
**Webinar ID # 914 6224 6249**

No comments or questions during this portion of the meeting.

### 3. Superintendent Report 6:45 – 7:06 PM

Under this portion of the meeting, Dr. Veronica Vijil, addressed the Board on the following items:

- Thoughtexchange
- Fabens ISD Blood Drive
- COVID -19 Testing
- Chromebooks and Connectivity
- Census 2020 and
- Face-2-Face Return

#### **4. Consent Agenda**

**7:06 – 7:10 PM**

**A. Approval of the Regular Board Meeting Minutes, August 19, 2020**

**B. Approval of Public Meeting Minutes, August 26, 2020**

**C. Approval of Special Board Meeting Minutes, August 26, 2020**

**D. Approval of Special Board Meeting Minutes, August 31, 2020**

**E. Approval of Workshop Board Meeting Minutes, September 9, 2020**

**F. Fabens ISD Monthly Financial Reports**

Under this portion Ms. Rosamaria Gallo-Avitia motioned and Ms. Sylvia Gonzales seconded to approve Items A – B – C and F as presented:

Motion Carried 6 - 0

Ms. Sylvia Gonzales motioned and Mr. Rey Sepulveda seconded to approve Items D and E

Motion Carried 5 – 0  
Abstaining: G. Spence

#### **5. Board of Trustees Business**

**7:10 – 7:50 PM**

**A. Discussion and Approval of Purchase of Child Nutrition Van using Child Nutrition Fund Balance**

**7:10 – 7:12 PM**

Dr. Vijil opened the item and Ms. Marcela Licerio presented the item. She reviewed the memo provided to the Board in their packets. She did state that if approved the vehicle would be purchased using the Child Nutrition fund balance. Mr. Greg Spence motioned and Ms. Sylvia Gonzales seconded to approve the purchase of a Child Nutrition van using the Child Nutrition Fund Balance.

Motion Carried 6 - 0

**B. Discussion and Possible Revisions to Fabens ISD Board Policies CH (Local)- Purchasing and Acquisition and CV (Local) Facilities Construction**  
**7:12 – 7:50 PM**

Dr. Vijil opened the item and reviewed the local policies sent to the board members in their packets. She explained the revisions requested. Questions and concerns from the Board were answered. After the discussion, Mr. Ben Morales motioned and Ms. Sylvia Gonzales seconded to increase the amount to \$40,000. After the motion was made and opened for discussion, Ms. Sylvia Gonzales motioned and Ms. Rosamaria Gallo-Avitia seconded to amend the motion and increase the amount to \$50,000. After opening for discussion and voicing

concerns over the motions on the floor, Ms. Sylvia Gonzales withdrew her amended motion and a vote was taken on the initial motion:

Motion Failed 4 – 2

Voting Against.: R. Sepulveda, S. Gonzales  
R. Gallo-Avitia and G. Spence

After taking the vote Mr. Rey Sepulveda motioned and Ms. Rosamaria Gallo-Avitia seconded to increase the amount to \$50,000. After opening for discussion, Mr. Ben Morales voiced his concerns with the amount.

Motion Carried 5 – 1

Voting Against: B. Morales

## **6. Lone Star Governance**

**7:50 – 8:32 PM**

### **A. Selection of Workshop Date**

**7:50 – 8:13 PM**

Dr. Vijil opened the item and the need to finalize the Superintendent Constraints and measures. Dr. Vijil provided dates in October for the regular board meeting and intersession. After a short discussion, Ms. Sylvia Gonzales motioned and Mr. Ben Morales seconded for September 24, 2020 at 7:00 PM for one hour.

Motion Carried 6 - 0

### **B. Discuss Tentative Superintendent Constraint and Tentative Superintendent Constraint Progress Measure #2**

**8:13 – 8:29 PM**

Dr. Vijil opened the item and asked for clarification on Constraint #2. After answering a few questions, Dr. Vijil felt she could move forward and finalize Constraint #2 for the Board's approval.

### **C. Discuss the Next Steps for LSG**

**8:30 – 8:32 PM**

Dr. Vijil opened the item and with LSG Coach Ms. Monica Jaloma reviewed the next steps the Board needed to take:

- Continue with the Superintendent Constraints and Measures
- Board Constraints and Measures
- Theory of Practice Measures
- Review Board Procedures and Board and Superintendent Communication

## **7. District Employees and Officers**

**8:33 – 8:37 PM**

### **A. 2020 - 2021 New Hires**

Under this item, Dr. Vijil stated that we had two (2) new hires to introduce to the Board and community. Mr. Michael Montes, FMS Assistant Principal, Thanked the Board and Administration for the opportunity. Both were welcomed by the Board to Fabens ISD.

## **8. Adjourn**

There being no further business, Ms. Sylvia Gonzales motioned and Ms. Gallo-Avitia seconded to adjourn at 8:38 PM.



# Minutes of Workshop

## The Board of Trustees Fabens ISD

---

A Workshop of the Board of Trustees of Fabens ISD was held Thursday, September 24, 2020, beginning at 7:00 PM in the Central Office, Board Room, 821 NE G Avenue, Fabens, TX 79838.

**Members Present:** Orlando Flores (Central Office)  
Rey Sepulveda (Central Office)  
Sylvia Gonzales (Central Office)  
Rosamaria Gallo-Avitia (Central Office)  
Ben Morales (Virtual)  
Greg Spence (Virtual)

**Members Absent:** Adan Escobar

**Administrators Present:** Dr. Veronica Vijil Ms. Michele Gonzalez  
Ms. Yvonne Coupland

**Administrators Present  
via Teleconference:** Mario Dominguez  
  
Maria T. Rodriguez

### 1. Call to Order, Roll Call and Pledge of Allegiance 7:02 PM

The meeting was called to order at 7:02 PM by Mr. Orlando Flores, Board President. The Pledge of Allegiance was recited by everyone.

### 2. Communication and Visitors 7:02 – 7:03 PM

**A. To Submit Questions or Comments - please email:**  
**boardmeeting@fabensisd.net**

**B. To View Board Meeting:**  
**Youtube: [https://www.youtube.com/channel/UC-x1AKVIN4MC4\\_bHIShDLdg](https://www.youtube.com/channel/UC-x1AKVIN4MC4_bHIShDLdg) or go**  
**to [www.fabensisd.net](http://www.fabensisd.net) a link is available under Fabens ISD**  
**Announcements –**  
**Webinar ID: 996 9691 3786**

Under this portion of the meeting no one addressed the Board.

### 3. Lone Star Governance Training 7:04 – 7:34 PM

**A. Finalize Superintendent Constraints**  
**7:04 – 7:16 PM**

Dr. Vijil opened the item with LSG Coach, Ms. Monica Jaloma. The Board reviewed the Superintendent constraints that had been developed. After discussing the constraints the Board finalized the wording for all constraints.

**B. Discussion and Development of Tentative Constraint Progress Measures  
7:16 – 7:34 PM**

Dr. Vijil opened the item and reviewed the tentative constraint progress measures with the Board and finalized them.

LSG Coach, Ms. Monica Jaloma explained the next steps would be to adopt the constraints and constraint progress measures.

**4. Adjourn  
7:34 PM**

There being no further business, the meeting was adjourned at 7:34 PM

# Minutes of Special Meeting

## The Board of Trustees Fabens ISD

---

A Special Meeting of the Board of Trustees of Fabens ISD was held Wednesday, September 30, 2020, beginning at 6:00 PM in the Central Office, Board Room, 821 NE G Avenue, Fabens, TX 79838.

**Members Present:** Orlando Flores (Central Office)  
Rey Sepulveda (Central Office)  
Sylvia Gonzales (Central Office)  
Adan Escobar (Virtual)  
Rosamaria Gallo-Avitia (Central Office)  
Ben Morales (Virtual)  
Greg Spence (Virtual)

**Administrators Present:** Dr. Veronica Vijil Ms. Michele Gonzalez  
Ms. Yvonne Coupland

**Administrators Present  
via Teleconference:** Mario Dominguez  
  
Maria T. Rodriguez

### 1. Call to Order, Roll Call and Pledge of Allegiance

**6:00 – 6:01 PM**

The meeting was called to order at 6:00 PM by Mr. Orlando Flores, Board President. The Pledge of Allegiance was recited by everyone.

### 2. Communication and Visitors

**6:01 PM**

Under this portion of the meeting no one addressed the Board.

**A. To Submit Questions or Comments - please email:  
boardmeeting@fabensisd.net**

**B. Please click the link below to join the webinar:  
[https://www.youtube.com/channel/UC-x1AKVIN4MC4\\_bHIShDLdg/videos?view\\_as=subscriber](https://www.youtube.com/channel/UC-x1AKVIN4MC4_bHIShDLdg/videos?view_as=subscriber)  
or at [www.fabensisd.net](http://www.fabensisd.net) a link is available under the  
Fabens ISD Announcements  
Webinar ID # 980 1931 2690**

### 3. Board of Trustees Business

**6:01 – 6:18 PM**

**A. Discussion and Approval of Interlocal Agreement between Fabens ISD and the City of El Paso**

Dr. Vijil opened the item and said the district has an opportunity to offer a service to the community. She explained that Mr. Anthony Safi, District Legal Counsel had reviewed and revised the Interlocal Agreement presented to the Board. Dr. Vijil introduced Ms. Elizabeth Ramirez, RN, District Health Coordinator, who explained to the Board the agreements presented to them. The Open Point of Dispensing

Immunizations has the district providing the El Paso Health Department the facility with their staff immunizing the staff, families and community. The Closed Point of Dispensing agreement will have the vaccines shipped to the District and our nurses would vaccinate our staff, families and community. Ms. Ramirez provided the logistics the El Paso Health Department has in place for the clinics. After answering questions from the Board, Mr. Rey Sepulveda motioned and Ms. Rosamaria Gallo-Avitia seconded to approve both interlocal agreements as presented.

Motion Carried 7 - 0

#### **4. Adjourn**

There being no further business, Ms. Sylvia Gonzales motioned and Mr. Rey Sepulveda seconded to adjourn at 6:19 PM.

# Minutes of Special Meeting

## The Board of Trustees Fabens ISD

---

A Special Meeting of the Board of Trustees of Fabens ISD was held Thursday, October 15, 2020, beginning at 6:30 PM in the Central Office, Board Room, 821 NE G Avenue, Fabens, TX 79838.

**Members Present:** Orlando Flores (Central Office)  
Rey Sepulveda (Central Office)  
Sylvia Gonzales (Central Office)  
Adan Escobar (Virtual)  
Rosamaria Gallo-Avitia (Central Office)  
Ben Morales (Virtual)  
Greg Spence (Virtual)

**Administrators Present:** Dr. Veronica Vijil Ms. Michele Gonzalez

**Administrators Present  
via Teleconference:** Mario Dominguez  
  
Maria T. Rodriguez

### 1. Call to Order, Roll Call and Pledge of Allegiance

**6:31 PM**

The meeting was called to order at 6:31 PM by Mr. Orlando Flores, Board President. The Pledge of Allegiance was recited by everyone.

### 2. Communication and Visitors

**6:31 – 6:32 PM**

**A. To Submit Questions or Comments - please email:  
boardmeeting@fabensisd.net**

**B. Please click the link below to join the webinar:  
[https://www.youtube.com/channel/UC-x1AKVIN4MC4\\_bHIShDLdg/videos?view\\_as=subscriber](https://www.youtube.com/channel/UC-x1AKVIN4MC4_bHIShDLdg/videos?view_as=subscriber)  
or at [www.fabensisd.net](http://www.fabensisd.net) a link is available under the Fabens ISD  
Announcements  
Webinar ID # 929 3382 4594**

Under this portion of the meeting, FHS student, Anisa Ochoa emailed the Board with her concerns pertaining to the amount of homework given to students.

### 3. Board of Trustees Business

**6:32 – 6:52 PM**

**A. Discussion and Approval of Four (4) Week Extension Waiver**

Dr. Vijil opened the item and explained that via the Four (4) week Extension Waiver available from TEA, Fabens ISD requested and was granted a three (3) weeks extension.

Dr. Vijil read the response received from TEA

In response to the LEA's request, an additional 3-week transition period is granted with the understanding that the district will begin phasing in additional students on campus for instruction who choose it as soon as possible but, per our phone conversation, no later than October 19<sup>th</sup>. As stated in the SY 2020-21 Attendance and Enrollment FAQ, the LEA's additional window extension plan must include increasing levels of allowed on campus instruction. The LEA should make every effort to monitor the local health conditions and adjust its phase-in plan to continually ensure that the maximum number of students who wish to have on-campus instruction are afforded the opportunity within the guidelines that the district determines to be most prudent for the health and safety of its community. Furthermore, this additional transition period will require board approval.

Questions were asked by board members with concerns of rates in El Paso county. After answering questions, Mr. Rey Sepulveda motioned and Ms. Sylvia Gonzales seconded to approve the waiver as presented.

Motion Carried 6 – 1  
Voting Against: R. Gallo-Avitia

#### **4. Adjourn**

There being no further business, Ms. Sylvia Gonzales motioned and Ms. Rosamaria Gallo-Avitia seconded to adjourn at 6:52 PM.

LINEBARGER GOGGAN BLAIR & SAMPSON, LLP  
ATTORNEYS AT LAW  
1517 WEST FRONT STREET  
SUITE 202  
TYLER, TEXAS 75702  
512/447-6675 EXT. 3804

September 8, 2020

Board of Trustees  
Fabens Independent School District  
P.O. Box 697  
Fabens, TX 79838

Dear Trustee:

Linebarger Goggan Blair & Sampson, LLP appreciate the opportunity to report changes made as a result of our 1992 to 2019 Property Value Study appeals. Due to our 2019 Property Value Study appeal, Fabens Independent School District received a value reduction of **\$1,697,964** from the Comptroller's preliminary value estimate. This reduction should provide approximately **\$45,500** state aid for the 2019-2020 funding year. Our appeals for the 1992 to 2019 studies have resulted in total value reductions of **\$52,951,937** and approximately **\$1,185,300** in additional state aid.

We appreciate your review of our report and the opportunity to continue providing appeal services to the district for the 2020 Property Value Study. While the Comptroller has not released results of the 2020 study, they have been gathering data since January 2020. We will begin our preliminary review of the Comptroller's study and gather the evidence necessary to file an effective appeal to ensure the district qualifies for its full fair share of state aid based on its actual taxable wealth.

Services are provided on a contingent fee, so that the district incurs no fee unless it realizes a gain in state aid. Our fee is payable once the district actually receives its state aid payments. I would be pleased to present our report in person and to answer any questions you may have.

Sincerely,



Robby Harbuck, RPA  
Director  
Property Value Study Appeals Division

---

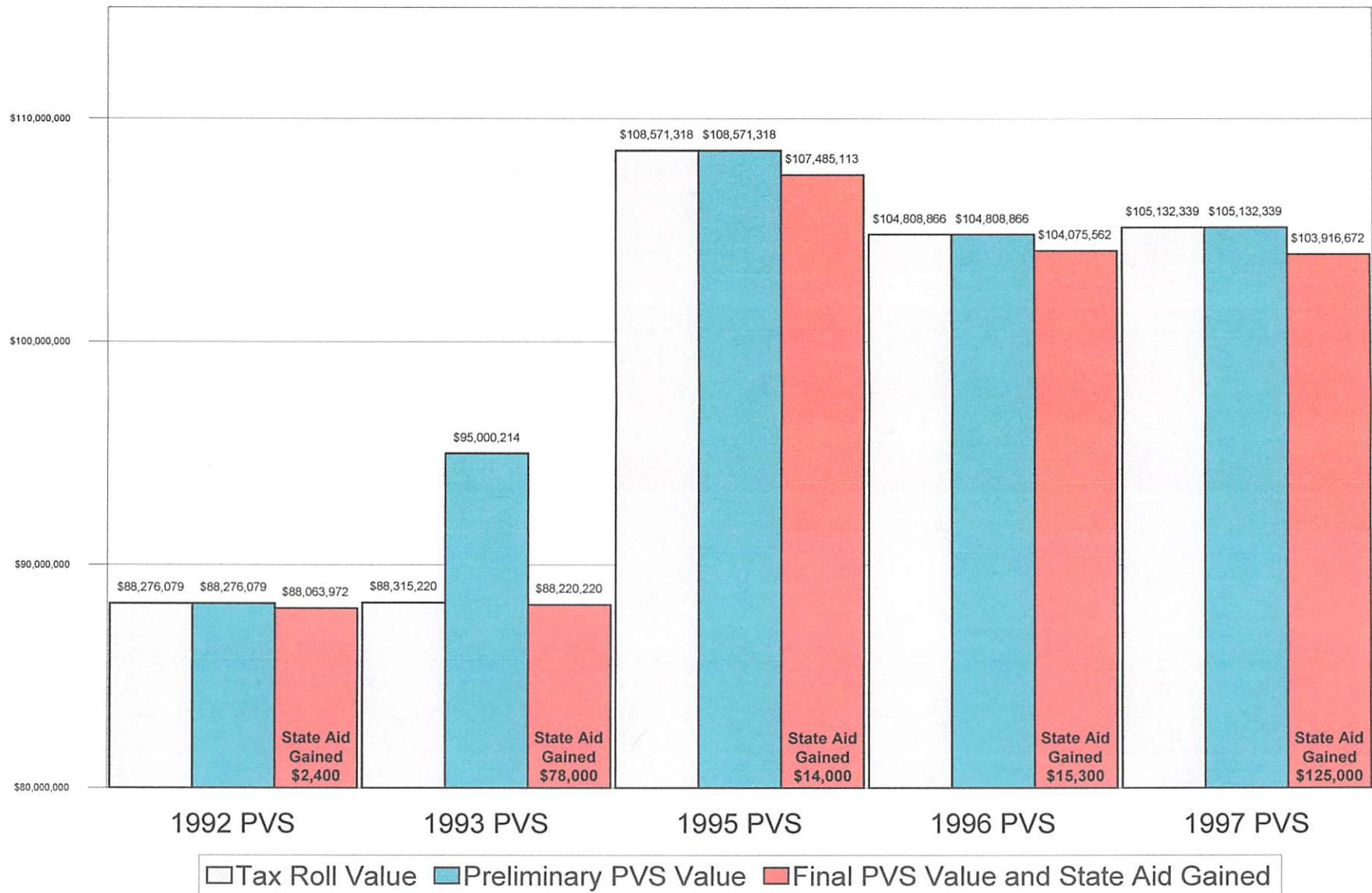
1992-2020 State Aid Information  
071-903  
Fabens Independent School District

---

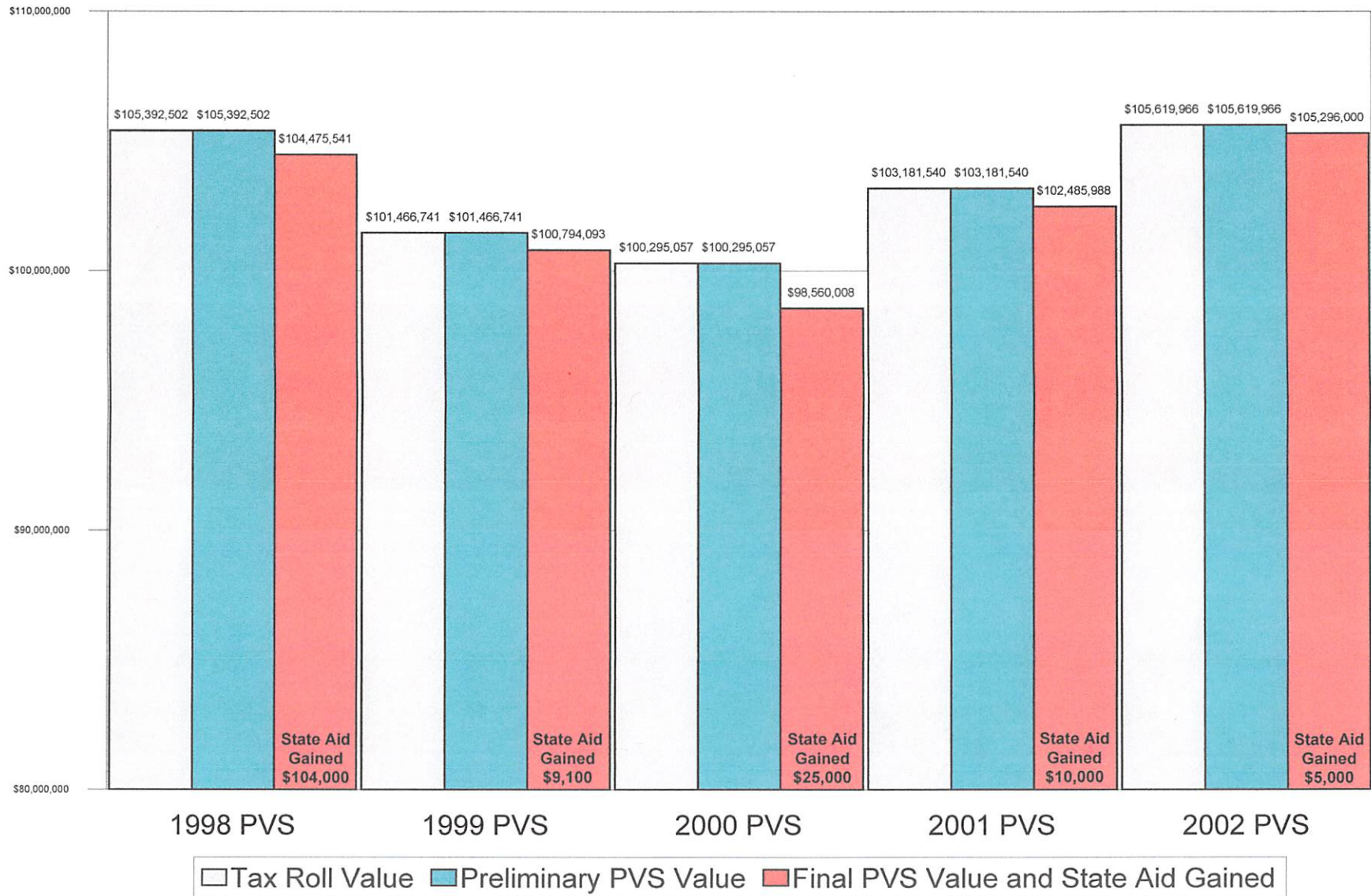
<u>Item</u>	<u>Page</u>
1992 to 2019 Property Value Study Appeals	1
2019 PVS Preliminary Summary Worksheet	7
2019 PVS Final Summary Worksheet	10



# Fabens Independent School District 1992 to 1997 Property Value Study Appeals - State Aid Gained

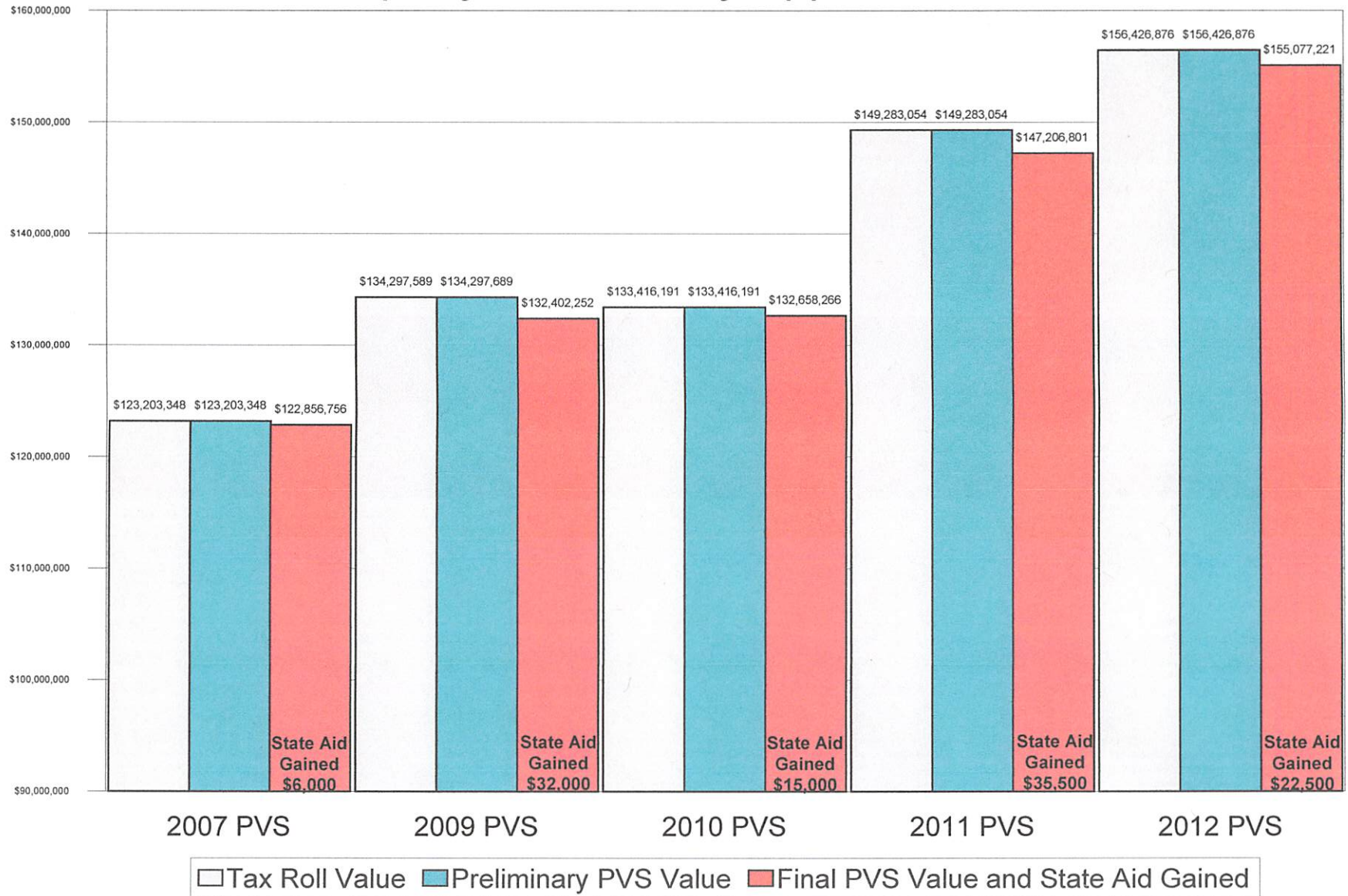


# Fabens Independent School District 1998 to 2002 Property Value Study Appeals - State Aid Gained

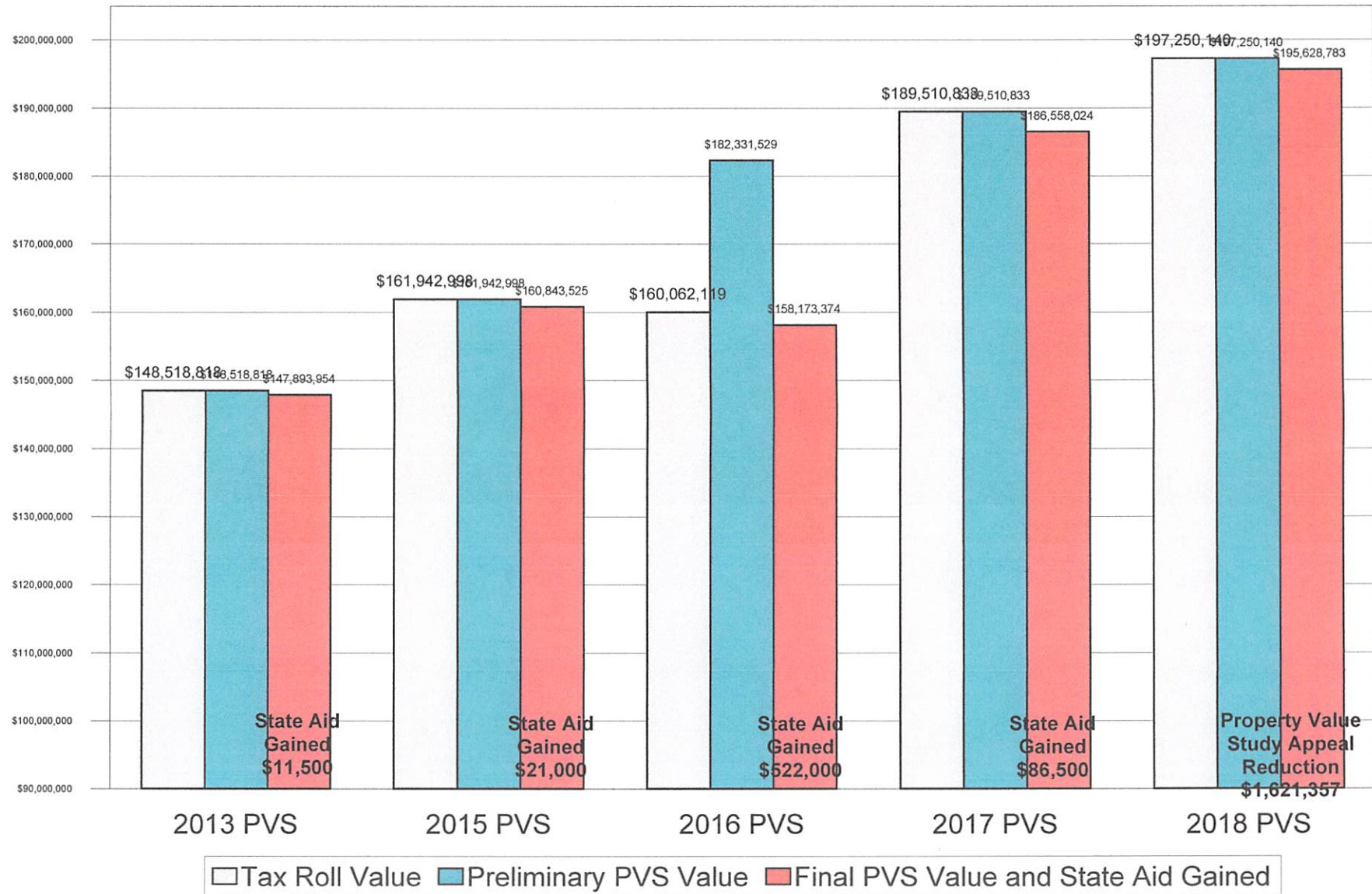




# Fabens Independent School District 2003 to 2012 Property Value Study Appeals - State Aid Gained

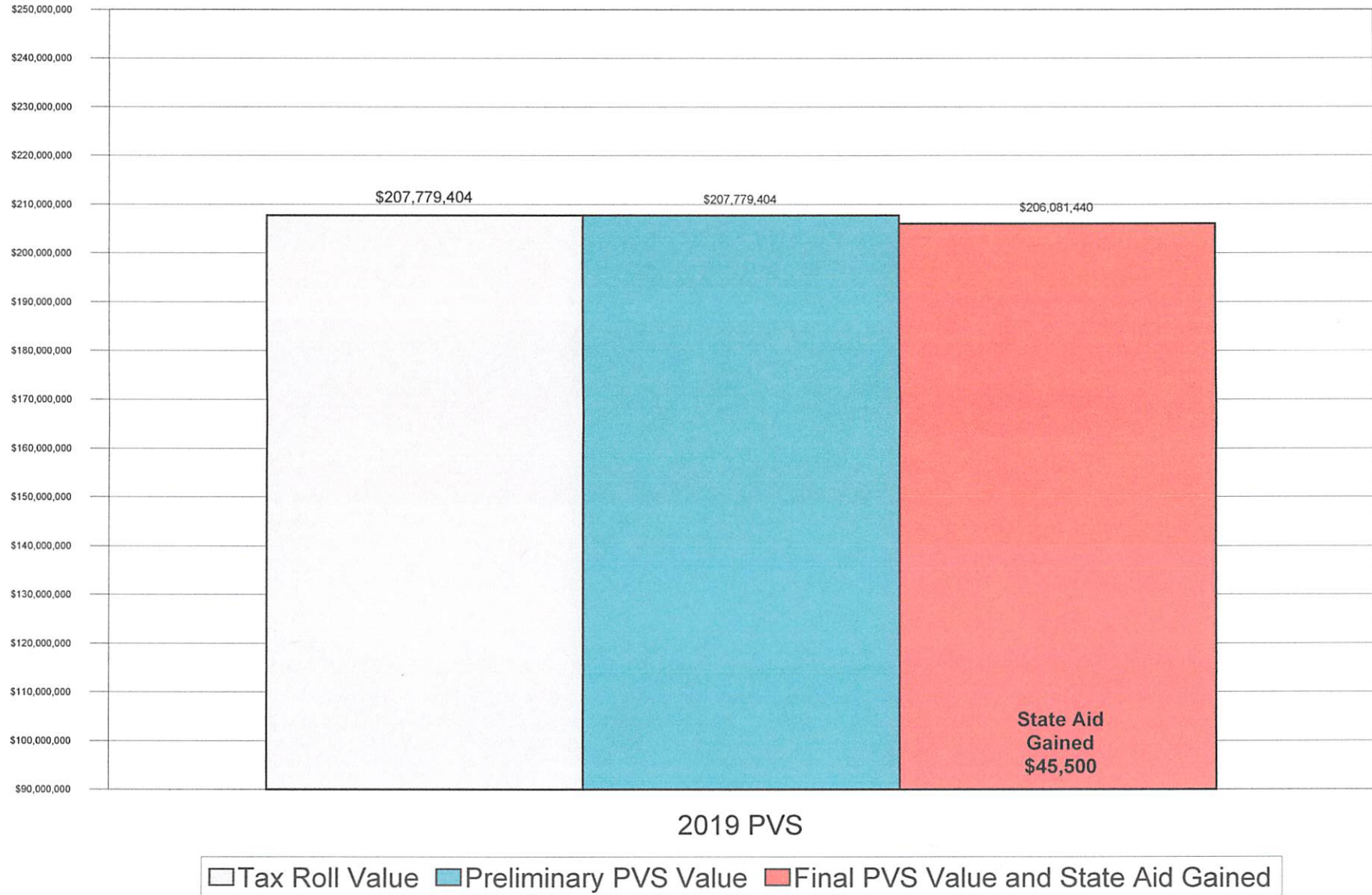


# Fabens Independent School District 2013 to 2018 Property Value Study Appeals - State Aid Gained





# Fabens Independent School District 2019 Property Value Study Appeals - State Aid Gained



School District	Fabens ISD
County/ISD Number/CAD	071-903

<b>Prior Year Tax Collections &amp; PVS</b>	
2018/2019 I&S Tax Collections	\$305,842
2018/2019 IFA Local Share Bonded Debt	\$415,601
2018/2019 I&S Existing Debt Tax Collections	-\$109,759
2005-2006 Adopted M&O Tax Rate	\$1.500000
2017 CPTD Adjusted Property Value	\$186,558,024
<b>Current LFA and Tier II Rates</b>	
2019/2020 State Compression %	\$0.930000
2019/2020 Rate - Tier II - Level 1	\$0.072600
2019/2020 Collections - Tier II - Level 1	\$150,795
2019/2020 Rate - Tier II - Level 2	\$0.052900
2019/2020 Collections - Tier II - Level 2	\$109,891

<b>Student Attendance &amp; Wealth Per WADA</b>	
2019/2020 Weighted ADA	3,122.5380
2019/2020 ADA (Existing Debt Allotment)	2,002.0870
2019/2020 ADA (Instructional Facilities Allotment)	2,002.0870
Average Wealth per WADA Preliminary PVS	\$66,542
Average Wealth per WADA Final PVS	\$65,998

<b>Tier I Local Fund Assignment - Preliminary PVS</b>	
2019/2020 Local Fund Assignment (LFA)	\$1,932,348

<b>Tier II Guaranteed Yield - Preliminary PVS</b>	
2019/2020 Tier II State Funding (GYA) - Level 1	\$2,083,470
Actual Tier II Rate (DTR) - Level 1	\$0.072600
Tier II Local Revenue - Level 1	\$150,848
2019/2020 Tier II State Funding (GYA) - Level 2	\$704,103
Actual Tier II Rate (DTR) - Level 2	\$0.052900
Tier II Local Revenue - Level 2	\$109,915

<b>Existing Debt Allotment Entitlement - Preliminary PVS</b>	
2019/2020 Existing Debt Allotment (EDA)	\$450,575
2008-2009 Existing Debt Rate (EDTR)	\$0.08030
2019/2020 Existing Debt Rate (EDTR)	\$0.07980
Limited Existing Debt Rate (EDTR)	\$0.07980

<b>Instructional Facilities Allotment Entitlement - Preliminary PVS</b>	
2019/2020 Instructional Facilities Allotment (FYA)	\$1,135,735
Limitation on Assistance	\$1,614,448
Bond Tax Rate (BTR)	\$10.37814

<b>2019 CPTD Property Value Study Information</b>	
2019 CPTD PVS Preliminary Taxable Value (DPV)	\$207,779,404
2019 CPTD PVS Final Taxable Value (DPV)	\$206,081,440
2019 CPTD PVS Taxable Value Reduction	\$1,697,964

## 2019 Property Value Study - State Aid Gained Analysis Worksheet

*\*For Preliminary State Aid Estimation Purposes Only*

<b>Current Year Tax Collections</b>	
2019/2020 Adopted M&O Tax Rate	\$1.068300
2019/2020 M&O Estimated Taxes @ Adopted Rate	\$2,013,675
2019/2020 Local Revenue at Compressed Rate	\$1,752,989
2019/2020 Existing Debt Service For Eligible Bonds	\$616,384
2019/2020 Preliminary PVS Existing Debt Service Local Share	\$165,809
2019/2020 Final PVS Existing Debt Service Local Share	\$164,454
2019/2020 Instructional Facilities Eligible Debt Service	\$1,614,448
2019/2020 Preliminary PVS Instructional Facilities Local Share	\$478,713
2019/2020 Final PVS Instructional Facilities Local Share	\$474,801
2019/2020 Total State Aid + Local Revenue	\$18,486,734

<b>School Finance Funding Rates</b>	
2019/2020 Tier II Rate (GL) - Level 1	\$98.56
2019/2020 Tier II Rate (GL) - Level 2	\$49.28
2019/2020 Existing Debt Guaranteed Level (EDGL)	\$38.58
2019/2020 Instructional Facilities Guaranteed Level (FYL)	\$35.00
2019/2020 Tier I State Aid	\$16,733,745

<b>Tier I Local Fund Assignment - Final PVS</b>	
2019/2020 Local Fund Assignment (LFA)	\$1,916,557

<b>Tier II Guaranteed Yield - Final PVS</b>	
2019/2020 Tier II State Funding (GYA) - Level 1	\$2,101,932
Actual Tier II Rate (DTR) - Level 1	\$0.073200
Tier II Local Revenue - Level 1	\$150,852
2019/2020 Tier II State Funding (GYA) - Level 2	\$710,332
Actual Tier II Rate (DTR) - Level 2	\$0.053300
Tier II Local Revenue - Level 2	\$109,841

<b>Existing Debt Allotment Entitlement - Final PVS</b>	
2019/2020 Existing Debt Allotment (EDA)	\$451,930
2008-2009 Existing Debt Rate (EDTR)	\$0.08030
2019/2020 Existing Debt Rate (EDTR)	\$0.07980
Limited Existing Debt Rate (EDTR)	\$0.07980

<b>Instructional Facilities Allotment Entitlement - Final PVS</b>	
2019/2020 Instructional Facilities Allotment (FYA)	\$1,139,647
Limitation on Assistance	\$1,614,448
Bond Tax Rate (BTR)	\$10.29333

<b>2019/2020 State Aid Gained - Final PVS</b>	
2019/2020 Tier I Local Fund Assignment Reduction	\$15,791
2019/2020 Tier II Guaranteed Yield State Aid Gained	\$24,691
2019/2020 Existing Debt Allotment Entitlement Gained	\$1,355
2019/2020 Instructional Facilities Allotment Entitlement Gained	\$3,912
2019/2020 Total State Aid Gained	\$45,749

**COMPTROLLER OF PUBLIC ACCOUNTS - PROPERTY TAX ASSISTANCE DIVISION**

**2019 ISD SUMMARY WORKSHEET**

**071-EI Paso**

**071-903-02/Fabens ISD**

CATEGORY	LOCAL TAX ROLL VALUE	2019 WTD MEAN RATIO	2019 PTAD VALUE ESTIMATE	2019 VALUE ASSIGNED
A. SINGLE-FAMILY RESIDENCES	139,509,538	N/A	139,509,538	139,509,538
B. MULTIFAMILY RESIDENCES	6,207,797	N/A	6,207,797	6,207,797
C1. VACANT LOTS	3,661,361	N/A	3,661,361	3,661,361
C2. COLONIA LOTS	9,165	N/A	9,165	9,165
D1. QUALIFIED AG LAND	12,265,308	N/A	12,265,308	12,265,308
D2. REAL PROP:FARM & RANCH	1,008,343	N/A	1,008,343	1,008,343
E. REAL PROP NONQUAL ACREAGE	21,547,311	N/A	21,547,311	21,547,311
F1. COMMERCIAL REAL	27,546,557	N/A	27,546,557	27,546,557
F2. INDUSTRIAL REAL	4,447,222	N/A	4,447,222	4,447,222
J. UTILITIES	25,283,690	N/A	25,283,690	25,283,690
L1. COMMERCIAL PERSONAL	43,604,607	N/A	43,604,607	43,604,607
L2. INDUSTRIAL PERSONAL	61,230	N/A	61,230	61,230
M. MOBILE HOMES	8,475,735	N/A	8,475,735	8,475,735
O. RESIDENTIAL INVENTORY	922,538	N/A	922,538	922,538
<b>SUBTOTAL</b>	<b>294,550,402</b>		<b>294,550,402</b>	<b>294,550,402</b>
<b>LESS TOTAL DEDUCTIONS</b>	<b>86,770,998</b>		<b>86,770,998</b>	<b>86,770,998</b>
<b>TOTAL TAXABLE VALUE</b>	<b>207,779,404</b>		<b>207,779,404</b>	<b>207,779,404</b>

THE TAXABLE VALUES SHOWN HERE WILL NOT MATCH THE VALUES REPORTED BY YOUR APPRAISAL DISTRICT

SEE THE ISD DEDUCTION REPORT FOR A BREAKDOWN OF DEDUCTION VALUES

GOVERNMENT CODE SUBSECTIONS 403.302 (J) AND (K) REQUIRE THE COMPTROLLER TO CERTIFY ALTERNATIVE MEASURES OF SCHOOL DISTRICT WEALTH. THESE MEASURES ARE REPORTED FOR TAXABLE VALUES FOR MAINTENANCE AND OPERATIONS (M&O) TAX PURPOSES AND FOR INTEREST AND SINKING FUND (I&S) TAX PURPOSES. FOR DISTRICTS THAT HAVE NOT ENTERED INTO VALUE LIMITATION AGREEMENTS, T1 THROUGH T4 WILL BE THE SAME AS T7 THROUGH T10.

**VALUE TAXABLE FOR M&O PURPOSES**

T1	T2	T3	T4
216,582,353	207,779,404	216,582,353	207,779,404
<b>LOSS TO THE ADDITIONAL \$10,000 HOMESTEAD EXEMPTION</b>		<b>50% OF THE LOSS TO THE LOCAL OPTIONAL PERCENTAGE HOMESTEAD EXEMPTION</b>	
8,802,949		0	

T1 = SCHOOL DISTRICT TAXABLE VALUE FOR M&O PURPOSES BEFORE THE LOSS TO THE ADDITIONAL \$10,000 HOMESTEAD EXEMPTION

T2 = SCHOOL DISTRICT TAXABLE VALUE FOR M&O PURPOSES AFTER THE LOSS TO THE ADDITIONAL \$10,000 HOMESTEAD EXEMPTION AND THE TAX CEILING REDUCTION

T3 = T1 MINUS 50% OF THE LOSS TO THE LOCAL OPTIONAL PERCENTAGE HOMESTEAD EXEMPTION

T4 = T2 MINUS 50% OF THE LOSS TO THE LOCAL OPTIONAL PERCENTAGE HOMESTEAD EXEMPTION

**VALUE TAXABLE FOR I&S PURPOSES**

T7	T8	T9	T10
216,582,353	207,779,404	216,582,353	207,779,404

**COMPTROLLER OF PUBLIC ACCOUNTS - PROPERTY TAX ASSISTANCE DIVISION****2019 DEDUCTION DETAIL****071-EI Paso****071-903-02/Fabens ISD**

<b>CATEGORY</b>	<b>LOCAL TAX ROLL VALUE</b>	<b>2019 WTD MEAN RATIO</b>	<b>2019 PTAD VALUE ESTIMATE</b>	<b>2019 VALUE ASSIGNED</b>
T7 = SCHOOL DISTRICT TAXABLE VALUE FOR I&S PURPOSES BEFORE THE LOSS TO THE ADDITIONAL \$10,000 HOMESTEAD EXEMPTION				
T8 = SCHOOL DISTRICT TAXABLE VALUE FOR I&S PURPOSES AFTER THE LOSS TO THE ADDITIONAL \$10,000 HOMESTEAD EXEMPTION AND THE TAX CEILING REDUCTION				
T9 = T7 MINUS 50% OF THE LOSS TO THE LOCAL OPTIONAL PERCENTAGE HOMESTEAD EXEMPTION				
T10 = T8 MINUS 50% OF THE LOSS TO THE LOCAL OPTIONAL PERCENTAGE HOMESTEAD EXEMPTION				
THE PVS FOUND YOUR LOCAL VALUE TO BE VALID, AND LOCAL VALUE WAS CERTIFIED				



**COMPTROLLER OF PUBLIC ACCOUNTS - PROPERTY TAX ASSISTANCE DIVISION**

**2019 ISD SUMMARY WORKSHEET**

**071-903-02/Fabens ISD**

<b>DEDUCTIONS ALLOWED IN PVS</b>	<b>LOCAL VALUE</b>	<b>PTAD VALUE</b>	<b>ASSIGNED VALUE</b>
Homestead - State-Mandated Homestead Exemption	30,042,949	30,042,949	30,042,949
Homestead - State-Mandated Over-65 or Disabled \$10,000	5,016,868	5,016,868	5,016,868
Homestead - 100% Disabled or Unemployable Veterans	1,280,684	1,280,684	1,280,684
Homestead - Disabled Veterans and Surviving Spouse	218,814	218,814	218,814
Homestead - Over-65 or Disabled Freeze Loss	10,175,148	10,175,148	10,175,148
Homestead - 10% Appraisal Cap Loss	12,787,037	12,787,037	12,787,037
Freeport	26,411,732	26,411,732	26,411,732
Pollution Control	0	0	0
Difference Between Taxable and Limited Value for Chapter 313 Value Limitation Agreement	0	0	0
Tax Increment Financing	0	0	0
Low Income Housing, Counties Under 1.8 Million Pop	0	0	0
Solar and Wind-Powered	0	0	0
Deferred Taxes	731,151	731,151	731,151
Prorations	0	0	0
Home Donated by Charity to Disabled Veterans	0	0	0
Disaster Reappraisal Market Value Adjustment	0	0	0
Homestead - Surviving Spouse 100% Disabled	106,615	106,615	106,615
Homestead - Surviving Spouse Service Member KIA	0	0	0
Homestead - Surviving Spouse First Responder LOD	0	0	0
<b>TOTAL DEDUCTIONS ALLOWED IN PVS</b>	<b>86,770,998</b>	<b>86,770,998</b>	<b>86,770,998</b>

**COMPTROLLER OF PUBLIC ACCOUNTS - PROPERTY TAX ASSISTANCE DIVISION**

**2019 ISD SUMMARY WORKSHEET**

**071-El Paso**

**071-903-02/Fabens ISD**

CATEGORY	LOCAL TAX ROLL VALUE	2019 WTD MEAN RATIO	2019 PTAD VALUE ESTIMATE	2019 VALUE ASSIGNED
A. SINGLE-FAMILY RESIDENCES	139,482,642	N/A	139,482,642	139,482,642
B. MULTIFAMILY RESIDENCES	5,812,277	N/A	5,812,277	5,812,277
C1. VACANT LOTS	3,661,361	N/A	3,661,361	3,661,361
C2. COLONIA LOTS	9,165	N/A	9,165	9,165
D1. QUALIFIED AG LAND	12,218,454	N/A	12,265,308	12,218,454
D2. REAL PROP:FARM & RANCH	1,008,343	N/A	1,008,343	1,008,343
E. REAL PROP NONQUAL ACREAGE	21,793,911	N/A	21,793,911	21,793,911
F1. COMMERCIAL REAL	27,519,308	N/A	27,519,308	27,519,308
F2. INDUSTRIAL REAL	4,447,222	N/A	4,447,222	4,447,222
G. OIL,GAS,MINERALS	0	N/A	0	0
J. UTILITIES	25,283,690	N/A	25,283,690	25,283,690
L1. COMMERCIAL PERSONAL	43,227,847	N/A	43,227,847	43,227,847
L2. INDUSTRIAL PERSONAL	61,230	N/A	61,230	61,230
M. MOBILE HOMES	8,440,555	N/A	8,440,555	8,440,555
N. INTANGIBLE PERSONAL PROP	0	N/A	0	0
O. RESIDENTIAL INVENTORY	922,538	N/A	922,538	922,538
S. SPECIAL INVENTORY	0	N/A	0	0
<b>SUBTOTAL</b>	<b>293,888,543</b>		<b>293,935,397</b>	<b>293,888,543</b>
<b>LESS TOTAL DEDUCTIONS</b>	<b>87,807,103</b>		<b>87,807,103</b>	<b>87,807,103</b>
<b>TOTAL TAXABLE VALUE</b>	<b>206,081,440</b>		<b>206,128,294</b>	<b>206,081,440</b>

THE TAXABLE VALUES SHOWN HERE WILL NOT MATCH THE VALUES REPORTED BY YOUR APPRAISAL DISTRICT

SEE THE ISD DEDUCTION REPORT FOR A BREAKDOWN OF DEDUCTION VALUES

GOVERNMENT CODE SUBSECTIONS 403.302 (J) AND (K) REQUIRE THE COMPTROLLER TO CERTIFY ALTERNATIVE MEASURES OF SCHOOL DISTRICT WEALTH. THESE MEASURES ARE REPORTED FOR TAXABLE VALUES FOR MAINTENANCE AND OPERATIONS (M&O) TAX PURPOSES AND FOR INTEREST AND SINKING FUND (I&S) TAX PURPOSES. FOR DISTRICTS THAT HAVE NOT ENTERED INTO VALUE LIMITATION AGREEMENTS, T1 THROUGH T4 WILL BE THE SAME AS T7 THROUGH T10.

**VALUE TAXABLE FOR M&O PURPOSES**

T1	T2	T3	T4
214,799,875	206,081,440	214,799,875	206,081,440
<b>LOSS TO THE ADDITIONAL \$10,000 HOMESTEAD EXEMPTION</b>		<b>50% OF THE LOSS TO THE LOCAL OPTIONAL PERCENTAGE HOMESTEAD EXEMPTION</b>	
8,718,435		0	

T1 = SCHOOL DISTRICT TAXABLE VALUE FOR M&O PURPOSES BEFORE THE LOSS TO THE ADDITIONAL \$10,000 HOMESTEAD EXEMPTION

T2 = SCHOOL DISTRICT TAXABLE VALUE FOR M&O PURPOSES AFTER THE LOSS TO THE ADDITIONAL \$10,000 HOMESTEAD EXEMPTION AND THE TAX CEILING REDUCTION

T3 = T1 MINUS 50% OF THE LOSS TO THE LOCAL OPTIONAL PERCENTAGE HOMESTEAD EXEMPTION

T4 = T2 MINUS 50% OF THE LOSS TO THE LOCAL OPTIONAL PERCENTAGE HOMESTEAD EXEMPTION

**COMPTROLLER OF PUBLIC ACCOUNTS - PROPERTY TAX ASSISTANCE DIVISION****2019 DEDUCTION DETAIL****071-El Paso****071-903-02/Fabens ISD**

CATEGORY	LOCAL TAX ROLL VALUE	2019 WTD MEAN RATIO	2019 PTAD VALUE ESTIMATE	2019 VALUE ASSIGNED
VALUE TAXABLE FOR I&S PURPOSES				

T7	T8	T9	T10
214,799,875	206,081,440	214,799,875	206,081,440

T7 = SCHOOL DISTRICT TAXABLE VALUE FOR I&S PURPOSES BEFORE THE LOSS TO THE ADDITIONAL \$10,000 HOMESTEAD EXEMPTION

T8 = SCHOOL DISTRICT TAXABLE VALUE FOR I&S PURPOSES AFTER THE LOSS TO THE ADDITIONAL \$10,000 HOMESTEAD EXEMPTION AND THE TAX CEILING REDUCTION

T9 = T7 MINUS 50% OF THE LOSS TO THE LOCAL OPTIONAL PERCENTAGE HOMESTEAD EXEMPTION

T10 = T8 MINUS 50% OF THE LOSS TO THE LOCAL OPTIONAL PERCENTAGE HOMESTEAD EXEMPTION

THE PVS FOUND YOUR LOCAL VALUE TO BE VALID, AND LOCAL VALUE WAS CERTIFIED

**COMPTROLLER OF PUBLIC ACCOUNTS - PROPERTY TAX ASSISTANCE DIVISION**

**2019 ISD SUMMARY WORKSHEET**

**071-903-02/Fabens ISD**

<b>DEDUCTIONS ALLOWED IN PVS</b>	<b>LOCAL VALUE</b>	<b>PTAD VALUE</b>	<b>ASSIGNED VALUE</b>
Homestead - State-Mandated Homestead Exemption	30,198,435	30,198,435	30,198,435
Homestead - State-Mandated Over-65 or Disabled \$10,000	5,091,315	5,091,315	5,091,315
Homestead - 100% Disabled or Unemployable Veterans	1,305,204	1,305,204	1,305,204
Homestead - Disabled Veterans and Surviving Spouse	218,814	218,814	218,814
Homestead - Over-65 or Disabled Freeze Loss	10,088,022	10,088,022	10,088,022
Homestead - 10% Appraisal Cap Loss	12,778,732	12,778,732	12,778,732
Freeport	26,411,732	26,411,732	26,411,732
Pollution Control	0	0	0
Difference Between Taxable and Limited Value for Chapter 313 Value Limitation Agreement	0	0	0
Tax Increment Financing	0	0	0
Low Income Housing, Counties Under 1.8 Million Pop	0	0	0
Solar and Wind-Powered	0	0	0
Deferred Taxes	1,608,234	1,608,234	1,608,234
Prorations	0	0	0
Home Donated by Charity to Disabled Veterans	0	0	0
Disaster Reappraisal Market Value Adjustment	0	0	0
Homestead - Surviving Spouse 100% Disabled	106,615	106,615	106,615
Homestead - Surviving Spouse Service Member KIA	0	0	0
Homestead - Surviving Spouse First Responder LOD	0	0	0
<b>TOTAL DEDUCTIONS ALLOWED IN PVS</b>	<b>87,807,103</b>	<b>87,807,103</b>	<b>87,807,103</b>

---

## Property Value Study Appeals Services

### General Information

---

<u>Item</u>	<u>Page</u>
Property Value Study Appeal Services	1
Qualifications	7
Client Listing	12
Fee Basis	15
Contract	16



# Linebarger's Property Value Study (PVS) Appeal Services

## An Overview of the 2020 PVS

Last year Texas school districts finally saw a change in the state's public education funding system. The 86<sup>th</sup> Legislative Session included both property tax reform and school finance reform. These changes provide more Basic Allotment per student, money for classrooms, teacher compensation increases, reduces recapture, and cuts local property taxes.

A significant change to the 2019 Comptroller's Property Value Study (PVS) from HB3 involves moving to current-year values (2020) for the calculation of state aid (2020-2021). School districts will need to estimate the taxable(T2) property value that will eventually come from the 2020 property value study, prior to the adoption of their budgets. In the past, the Comptroller would use a prior year's PVS to set values for current year funding. This switch to current-year values mean that the values will not officially be available until closer to settle up. School districts will have to estimate this value for the completion of the state aid template.

Another challenge facing school districts stems from legislative changes made years ago that changed the Comptroller's annual review schedule. The biggest changes were biennial PVS reviews for most school districts and biennial compliance review for appraisal districts. Last year the Comptroller reviewed approximately one-half of the appraisal districts to determine their compliance with generally accepted standards, procedures, and methodology. School districts located in these appraisal districts were not reviewed in the 2019 Property Value Study and were assigned local value. However, these school districts are being reviewed in the Comptroller's 2020 Property Value Study (this year's study) and the study will determine whether to assign state value, local value, or substitute local value for state value under hold harmless provisions. Every school district that is assigned state value could be subject to losses in school funding.

### Service Highlights

- Over 33 Years of PVS Appeals Experience
- Comprehensive Administrative Appeals
- Litigation Services when required
- Eligibility Assignment Appeals
- Over \$94 Million in additional state aid/gain in past 6 1/2 years
- Over \$8.65 Billion in valuation reduced in same timeframe

# Property Value Appeal Services

---

The other half of school districts, those selected for the 2019 Property Value Study review and assigned valid local values, are excluded from the 2020 Property Value Study while their appraisal districts undergo the compliance review. These excluded school districts will be assigned local value in the 2020 Property Value Study. However, if any of these school districts had invalid 2019 PVS findings, they will be subject to an annual review and will be included in the 2020 Property Value Study. Under this annual review, the Comptroller's staff will determine whether to assign state value, local value, or substitute local value for state value under hold harmless provisions. Any time the Comptroller assigns state value to a school district, it stands to lose school funding.

## The Importance of a PVS

Changes from the 86th Legislative Regular session have not reduced the importance of the Comptroller's PVS. Based on historical school funding distribution and equalization methods, the Comptroller's estimate of total taxable value for every school district should continue to be a significant component in the state funding formula. The 2020 PVS estimate will determine the total taxable value used for all 2020-2021 school district funding. Ultimately, the 2020 PVS value estimate will become one of the most crucial components in determining the cost to every school district and the State for all shared 2020-2021 funding.

## 2020 PVS Possible Outcomes

If a school district is part of the 2020 PVS, the Comptroller's finding is based on Section 403.3011, Government Code. The four possible actions under this section include:

- Local value is valid and local value is assigned. Local value is invalid but greater than state value and local value is assigned.
- Local value is invalid, but the school district is eligible to substitute local value for state value for the first year of the two-year hold harmless period. An eligible school district's local value must have been valid in the two previous PVS reports, and its 2020 local value cannot be less than 90% of the lower limit of the Comptroller's margin of error. Eligible school districts qualifying for the second year of the hold harmless period will also have local value substituted for state value.



# Property Value Appeal Services

---

- Local value is invalid and state value is assigned.
- A provision effective January 1, 2010, requires appraisal districts to comply with the scoring requirement in their most recent Comptroller review.

## Challenging Invalid Local Values

The critical issue is losing local value (declared invalid) and being assigned state value. In this case, a school district could lose state aid or be subject to increased recapture. Any school district assigned state value in the Comptroller's 2020 PVS will have to appeal to prevent unnecessary losses in state funding.

Complicating the matter are the limited timeframes and the constant revisions to the rules for filing a protest.

Once the 2020 PVS is released on January 31, 2021, school districts have only 40 days to prepare and submit their appeals. The appeal must comply with the Comptroller's protest rules for evidence submission and State Office of Administrative Hearings review. The Comptroller continues to revise the protest rules, thereby increasing evidence requirements. These rules make compliance difficult and allow the Comptroller to reject protests deemed not in compliance. In addition to complying with the Comptroller's changing protest rules, each school district protest must include evidence sufficient for review by the State Office of Administrative Hearings. Ultimately, if all of these steps fail, school districts may challenge the ruling in district court.

Our school finance system fails to function as intended when estimates of total taxable value are inaccurate or inequitable. Your school district can prevent unfair estimates of total taxable value that reduce state funding and increase local taxes with an effective appeal identifying inaccuracies in the Comptroller's Property Value Study. We file successful PVS Appeals for numerous school districts across the State and are prepared to assist your district.

## Comprehensive Administrative Appeals

When values determined by the State Comptroller are inaccurate or inequitable, Linebarger Goggan Blair & Sampson, LLP (Linebarger) is prepared to appeal on behalf of any school district to ensure accurate



# Property Value Appeal Services

---

state funding and prevent unnecessary demands on its taxpayers. As in previous years, successful appeals require solutions to technical, procedural, and legal issues identified in the PVS. We are committed to providing quality appeals services capable of producing the results that every school district deserves. To ensure that we provide results, Linebarger maintains a full-time appeals staff with direct experience in appraising and evaluating categories included in the Comptroller's PVS. In addition, our staff has direct experience in all facets of ratio study methodology and Comptroller procedures.

When necessary, we are prepared to seek additional relief through district court or as an advocate for issues with the Comptroller and Texas Education Agency (TEA). Our experience includes successful litigation on numerous value issues in previous PVS's, to correcting the Comptroller's estimate of value lost to the \$25,000 homestead exemption for our clients.

In addition to your school district, our PVS appeals division represents approximately 143 school districts of various sizes throughout the state. In each case, we provide complete administrative appeals services beginning with a review of unedited preliminary data before the release of the PVS through to representation in post-appeal remedies including audits and litigation. You can be confident that Linebarger will monitor all aspects of the PVS and will be prepared to effectively appeal any issues adversely affecting your state funding.

We believe that our commitment to quality appeals services is demonstrated by our performance and continuing relationships with our clients. The vast majority of school districts provided on our client list on pages 12 - 14 have continuously retained our firm for Property Value Study appeals services for many years. Our best performance indicator is our clients' satisfaction with the services we provided; They demonstrate that satisfaction through their continual renewal of our service contracts.

Our successful appeals and audits have provided clients with over \$8.65 billion in reductions to the Comptroller's estimate of total taxable value as well as \$94 million in additional state aid. These unparalleled results are indicative of our appeals division's commitment and technical expertise.

# Property Value Appeal Services

---

## Administrative Appeals Services

Specific administrative appeals services included in our proposal are:

1. Review sales and appraisals of properties contributing to the Comptroller's invalid local value finding including compliance with Comptroller rules and International Association of Assessing Officers standards.
2. Review Comptroller in-house studies contributing to the invalid local value finding.
3. Review Comptroller statistical measures and sampling procedures.
4. Review tax roll values and submit evidence to ensure Property Value Study accuracy.
5. Gather, prepare, and submit protest evidence for issues related to Items 1-4.
6. Gather, prepare, and submit additional evidence requested by the Comptroller.
7. Represent the district in all staff resolution conferences related to the appeal.
8. Represent the district in protest hearings to the State Office of Administrative Hearings including gathering, preparing, and submitting evidence.
9. Advise the district on post-administrative hearing remedies or judicial action available for unresolved appeal issues.
10. Perform all functions necessary to initiate and complete available post-administrative hearing remedies or judicial review.
11. Gather and prepare all evidence, depositions, retain expert witnesses, and perform other functions necessary to support relief sought under Items 8 and 10.
12. Gather, prepare, and submit audits of Property Value Study findings under Section 403.302, Government Code.
13. Provide assistance and advice on all issues related to the Comptroller's 2020 Property Value Study and its impact on 2020-2021 school finance.

Although appeals can be prepared after the release of the PVS, their effectiveness may be diminished. Time restraints may prevent a complete analysis of technical appeal issues or the gathering of critical evidence. To ensure the quality of our services to existing clients, we do not perform statewide mass mailings or blind solicitations after the release of the preliminary PVS.

# Property Value Appeal Services

---

## Self-Report Appeals

For each of our school district clients, we conduct a review of self-reported local tax roll values to ensure their accuracy in the Comptroller's PVS. Since original certification, every tax roll has been adjusted due to late exemptions, post-certification changes, and court-ordered reductions. The PVS only removes these losses if a school district prepares and files a self-report appeal. We will continue to file self-report appeals to ensure an accurate assigned value when it is financially beneficial to your school district.

## Eligibility Assignment Appeals

Although eligible school districts do not incur any loss in school funding, some school districts appeal to preserve future eligibility. If you believe this type of appeal would be beneficial to your school district, we have the staff and resources to assist in preparing an effective appeal.

## PVS Audits

After the appeal deadline, typically in late summer, we review your school district's local tax roll values for a potential audit. Our audit review identifies cases in which reporting tax roll adjustments would improve state funding. If needed, we can also file an audit for some previous tax years to remove court-ordered value losses. As with self-report appeals, these losses are only removed from the PVS when a school district files an audit.

At Linebarger, we understand the financial limits facing your school district. We recognize the necessity of maximizing state funding to reduce local revenue demands, and avoid revenue cap limitations. Perhaps of greatest importance is the desire to ensure equity in the distribution of state financial aid to all Texas schools and the students they serve.



# Property Value Appeal Services

---

## Linebarger's Qualified Personnel

### Property Value Study Expertise

Our firm offers a full-time appeals staff with direct experience in appraising and evaluating categories included in the Property Value Study. In addition, our staff has direct experience in all facets of ratio study methodology and compliant Comptroller procedures. Over the past five and a half years, our PVS team has achieved an estimated \$8.65 Billion in value reduction with an estimated \$94 Million in additional state aid gain/funding.

Robby Harbuck, our division director, has participated in numerous informal conferences and formal hearings as an advocate for the Comptroller of Public Accounts Property Tax Assistance Division and with the firm.

### Experienced Personnel

#### **Robby Harbuck**

##### *Director, Property Value Studies Division*

From Palestine, Texas, Mr. Harbuck graduated from South Grand Prairie High School, Grand Prairie, Texas. While attending High school and Tyler Junior College, he worked for Colvin & Associates, Property Tax Consultants. He worked for the Anderson County Appraisal District as a field appraiser immediately out of high school. He left Anderson County in 1990 to work for Henderson County Appraisal District as a field appraiser. In 1995 he became the Appraisal Supervisor/Senior Appraiser for Henderson County Appraisal District. He left Henderson County Appraisal District in 2000 and went to work for the Texas Comptroller of Public Accounts in the Property Tax Assistance Division as a field appraiser. He became a Lead Appraiser for the Property Tax Assistance Division in 2009.



Mr. Harbuck left the Property Tax Assistance Division to join the firm in 2013 as Director for our Property Value Study Appeals Division. He represents 143 school districts in all matters related to the Comptroller's Property Value Study.

He also directs our Property Value Study Appeals Division staff to ensure our ability to provide the highest quality appeals services available statewide. Robby earned the designations Registered

# Property Value Appeal Services

---

Professional Appraiser from the Board of Tax Professional Examiners and the Certified Tax Administrator(inactive) from the Texas Association of Assessing Officers, currently holds several certificates and is a CAE candidate through the International Association of Assessing Officers.

## Anna M. Jones

### *Assistant Director, Property Value Studies Division*

Ms. Jones hails from Center, Texas. She graduated from Panola College with an Associate of Science degree. While attending college, she worked at Shelby County Appraisal District, (SCAD), as data entry clerk and Deputy Chief Assistant. She left employment for a brief period to focus on family before Administrative Assistant.

She returned to SCAD to work as an Appraiser and earned her Residential Professional Appraiser designation from the Board of Tax Professional Examiners in 2001. She went to work for Nacogdoches Central Appraisal District in 2006 as an appraiser, before joining the Property Tax Assistance Division in 2008. She currently holds several certificates through the International Association of Assessing Officers.

Anna left the Property Tax Assistance Division in 2015 to join the firm as an Assistant Director for the Property Value Study Appeals Division. She will assist in representing approximately 143 school districts in all matters related to the Comptroller's Property Value Study. Ms. Jones brings 33 years' experience in property tax.



## Lori Gruver

### *Capital Partner, Litigation Services*

Ms. Gruver has over 29 years of experience of working with public sector clients. She serves as the Chief Compliance Officer for Linebarger and is an integral part of the firm's statutory and regulatory compliance for all of our offices nationwide. She is certified by ACA as a Credit and Collection Compliance Officer, (CCCO) a designation earned by completing a rigorous curriculum covering risk assessment, controls, corrective action and advanced studies in collection laws, data security, privacy, and ethics.





# Property Value Appeal Services

---

In her years with the firm, Ms. Gruver has directed our bankruptcy operations, appraisal district litigation, and retail litigation in Austin, and managed several of our large collection clients. She has also worked with our firm's Management Committee and local offices to establish new collection programs and litigation processes nationwide. Once these programs have been implemented, she has coordinated all levels of the collection process.

Ms. Gruver received her Bachelor of Science from Texas A&M University in 1995 and her Doctor of Jurisprudence from Texas Tech University School of Law in 1998. She joined Linebarger in 1991 and clerked for Federal Bankruptcy Judge John Akard, Northern District of Texas, Lubbock Division prior to being licensed and joining the firm as an associate in 1998. She is licensed to practice law in Texas, Arizona, Idaho, Nebraska, Oregon, Utah, and Mississippi.

## Jim L. Lambeth

### *Capital Partner and Managing Attorney for the Tyler Office*

Mr. Lambeth manages Linebarger's Tyler and Northeast Texas offices, overseeing law firm operations and maintaining good client relations with all Corsicana, Longview, Lufkin and Tyler law offices' clients.

Jim worked as an Assistant District Attorney in Smith County, advising the County Judge and Commissioners' Court on legal matters before he joined Linebarger in 2000. He provided legal advice to elected officials, department heads, district judges and the Smith County Juvenile Board. Before his promotion to Assistant District Attorney, he served as the Chief Misdemeanor Prosecutor, a Felony Prosecutor, and a Grand Jury Attorney for Smith County, prosecuting over 50 jury trials to verdict, in both the trial court and the Court of Appeals.

As an Assistant District Attorney for Smith County, Mr. Lambeth worked with former Governor George W. Bush and Attorney General John Cornyn to strengthen gun law in Texas. He has also been active in providing continuing education to the Texas Sheriff's Association and other law enforcement organizations.



# Property Value Appeal Services

---

Mr. Lambeth interned as the 911 coordinator in Hale County before pursuing his law degree in 1993. He also worked as a Software Trainer for Vistawall Architectural Products and as a law enforcement officer with the Kaufman County Sheriff's Office.

Mr. Lambeth received his Bachelor of Arts in Geography, Urban and Community Studies from Texas Tech University, graduating *magna cum laude* in 1992. As an undergraduate, he was a member of the Golden Key National Honor Society. He graduated from Texas Tech University School of Law in 1995 with his Juris Doctorate, receiving the prestigious American Jurisprudence Award in Constitutional Studies. During law school, he worked as a Student Researcher, Lecturer, and was a member of the Board of Barristers.

Jim is active in his community as a member of the Smith County Peace Officers Association and was an Advisory Board member of the Tyler Junior College Law Enforcement Academy during its inception. He also served as the Chairman of the Tyler Area Chamber of Commerce, as well as serving on the Chamber's Transportation, Education, and Governmental Affairs Committees. He is also a member of the Tyler Economic Development Council serving on its Executive Board of Directors. He has volunteered with the Tyler Literacy Council, the CASA program of Smith, Van Zandt, and Wood Counties, and is the Lay Leader and former Trustee of Lanes Chapel United Methodist Church. Jim resides in Tyler and is married with three children.

## Jose Padilla

### *Capital Partner*

Mr. Padilla has a strong background in tax and appellate law and is responsible for prosecuting suits filed on behalf of the El Paso Consolidated Tax Office, Hudspeth County and Culberson County. He also serves on the firm's Litigation and Legal Standards Subcommittee and will ensure that all collection activities are compliant with all federal, state and local laws and regulations.

Mr. Padilla graduated from Bowie High School in El Paso and received a Bachelor of Arts degree in History/Political Science from Baylor University in 1997. He received his Juris Doctorate in 2001 from



# Property Value Appeal Services

---

Texas Tech University, where he was a member of Phi Alpha Delta Law Fraternity and the Hispanic Law Student Association.

After obtaining his law degree, Mr. Padilla spent two years with the El Paso County District Attorney's Office in the Appellate Division. During this time, he wrote appellate briefs to the 8th District Court of Appeals and legal memoranda on current developments in criminal law and procedure. Mr. Padilla joined Linebarger in 2003. He represents our clients throughout the State of Texas in various courts of appeals and before the Texas Supreme Court. He is also licensed to practice law in the State of New Mexico.

Mr. Padilla is a member of the El Paso Bar Association, the Mexican-American Bar Association, the West Texas Chapter of the Texas Association of Assessing Officers, and is a fellow of the Texas Bar Foundation.

## Statewide Resources

Linebarger has been representing school districts, cities, and other political entities in all *ad valorem* taxation matters including collections since 1976. For over 44 years, our firm has established a reputation for unmatched experience and quality work that generates tangible results. We are committed to providing services that are unsurpassed in both quality and scope to meet the changing needs of our clients.

Although our Appeals Division is located in our Austin office, we also maintain fully-staffed offices in San Antonio, Houston, Dallas, Corpus Christi, El Paso, Fort Worth, Odessa, San Angelo, Tyler, Edinburg, Corsicana, Waco, Lufkin, Conroe, Beaumont, Longview, Richmond, Texas City, Victoria, Waxahachie, and Brownsville to ensure our 1,770 *ad valorem* tax clients receive prompt and personal service.

Of these clients, 442 are school districts ranging from smaller districts up to districts as large as Houston, Dallas, and El Paso ISDs. Each of these offices and our more than 1,000 Texas staff members are prepared to provide assistance to our appeals division.

In summary, Linebarger offers experienced and qualified personnel in Texas to prepare an appeal or audit of a property value study that will



# Property Value Appeal Services

---

effectively maximize state funding and reduce unnecessary demands on your taxpayers.

## Our Property Value Study Appeal Clients

Our Property Value Study Appeals Division represents 143 school districts for 2019 Property Value Study Appeals. The vast majority of our school district clients have continuously retained our firm for Property Value Study appeals services for many years.

### FULL SERVICE CLIENTS

<u>Anderson County</u>	001-904 Frankston ISD (also Henderson 107)
	001-909 Slocum ISD
<u>Atascosa County</u>	007-901 Charlotte ISD (also Frio 082)
	007-905 Pleasanton ISD
	007-906 Poteet ISD
<u>Bandera County</u>	010-902 Bandera ISD
<u>Bexar County</u>	015-905 Edgewood ISD
	015-909 Somerset ISD (also Atascosa 007)
<u>Blanco County</u>	016-902 Blanco ISD (also Hays 105, Kendall 130)
<u>Caldwell County</u>	028-902 Lockhart ISD
<u>Cameron County</u>	031-901 Brownsville
	031-909 Point Isabel ISD
	031-912 San Benito CISD
	031-913 Santa Maria ISD
	031-914 Santa Rosa ISD
<u>Camp County</u>	032-902 Pittsburg ISD (also Upshur 230, Wood 250)
<u>Cass County</u>	034-905 Linden-Kildare CISD
	034-907 Queen City ISD
<u>Coleman County</u>	042-901 Coleman ISD (also Runnels 200)
	042-905 Panther Creek CISD (also Runnels 200)
<u>Cooke County</u>	049-901 Gainesville ISD
<u>Delta County</u>	060-914 Fannindel ISD (also Fannin 074, Hunt 116)
<u>Duval County</u>	066-005 Ramirez Common SD
	066-901 Benavides ISD
	066-902 San Diego ISD (also Jim Wells 125)
	066-903 Freer ISD
<u>Edwards County</u>	069-902 Nueces Canyon CISD (also Real 193 and Uvalde 232)
<u>El Paso County</u>	071-901 Clint ISD
	071-903 Fabens ISD
	071-905 Ysleta ISD
	071-906 Anthony ISD
	071-907 Canutillo ISD
	071-908 Tornillo ISD
	071-909 Socorro ISD
<u>Falls County</u>	073-903 Marlin ISD
<u>Fannin County</u>	074-903 Bonham ISD
	074-904 Dodd City ISD
	074-905 Ector ISD
	074-907 Honey Grove ISD (also Lamar 139)
	074-909 Leonard ISD (also Collin 043, Hunt 116)
	074-911 Savoy ISD
	074-912 Trenton ISD (also Collin 043, Grayson 091)
	074-917 Sam Rayburn ISD

# Property Value Appeal Services

<u><b>Fort Bend County</b></u>	079-901 Lamar CISD
<u><b>Frio County</b></u>	082-902 Dilley ISD
	082-903 Pearsall ISD
<u><b>Gregg County</b></u>	092-903 Longview ISD
	092-907 Spring Hill ISD
<u><b>Hardin County</b></u>	100-903 Kountze ISD
<u><b>Hays County</b></u>	105-902 San Marcos CISD (also Caldwell 028, Guadalupe 094)
<u><b>Hidalgo County</b></u>	108-904 Edinburg CISD
	108-906 McAllen ISD
	108-908 Mission CISD
	108-914 La Villa ISD
	108-915 Monte Alto ISD
	108-916 Valley View ISD
<u><b>Hopkins County</b></u>	112-901 Sulphur Springs ISD
	112-905 Cumby ISD (also Hunt 116)
	112-907 Miller Grove ISD (also Rains 190)
	112-910 Sulphur Bluff ISD (also Franklin 80)
<u><b>Hunt County</b></u>	116-901 Caddo Mills ISD
	116-906 Lone Oak ISD (also Rains 190)
	116-909 Wolfe City ISD (also Fannin 074)
<u><b>Jackson County</b></u>	120-902 Ganado ISD
<u><b>Jasper County</b></u>	121-902 Brookeland ISD (also Newton 176, Sabine 202, San Augustine 203)
<u><b>Jim Hogg County</b></u>	124-901 Jim Hogg County ISD
<u><b>Jim Wells County</b></u>	125-902 Ben Bolt-Palito Blanco ISD
	125-903 Orange Grove ISD
	125-905 Premont ISD (also Duval 066)
	125-906 La Gloria ISD [audit only]
<u><b>Kaufman County</b></u>	129-910 Scurry Rosser ISD
<u><b>Kleberg County</b></u>	137-901 Kingsville ISD
	137-902 Ricardo ISD
<u><b>Lamar County</b></u>	139-905 Chisum ISD (also Delta 060)
	139-909 Paris ISD
	139-911 North Lamar ISD (also Fannin 074)
	139-912 Prairiland (also Red River 194)
<u><b>Leon County</b></u>	145-906 Normangee ISD (also Madison 154)
<u><b>Liberty County</b></u>	146-901 Cleveland ISD (also Montgomery 170, San Jacinto 204)
	146-902 Dayton ISD (also Harris 101)
	146-904 Hardin ISD
<u><b>Limestone County</b></u>	147-901 Coolidge ISD
<u><b>Madison County</b></u>	154-901 Madisonville CISD (also Grimes 093)
	154-903 North Zulch ISD
<u><b>Matagorda County</b></u>	158-905 Palacios ISD (also Jackson 120)
	158-906 Van Vleck ISD
<u><b>McLennan County</b></u>	161-907 Lorena ISD (also Falls 073)
	161-918 Axtell ISD (also Hill 109, Limestone 147)
	161-919 Bruceville-Eddy ISD (also Bell 104, Falls 073)
	161-920 China Spring ISD (also Bosque 018)
	161-922 Robinson ISD (also Falls 073)
<u><b>Mills County</b></u>	167-901 Goldthwaite CISD (also Hamilton 097, Lampasas 141)
	167-902 Mullin ISD (also Brown 025, Comanche 047)
<u><b>Montgomery</b></u>	170-902 Conroe ISD
	170-907 Splendora ISD
	170-908 New Caney ISD (also Harris 101)
<u><b>Navarro County</b></u>	175-903 Corsicana ISD (also Freestone 081)
	175-904 Dawson ISD (also Hill 109)
	175-905 Frost ISD (also Ellis 070, Hill 109)
	175-907 Kerens ISD

# Property Value Appeal Services

---

<u>Nueces County</u>	175-910 Mildred ISD
	175-911 Rice ISD
<u>Orange County</u>	178-903 Calallen ISD
	178-908 Port Aransas ISD (also Aransas 004)
	181-905 Orangefield ISD
	181-907 Vidor ISD (also Jasper 121)
<u>Polk County</u>	181-908 Little Cypress-Mauriceville CISD
<u>Rains County</u>	187-904 Corrigan-Camden ISD
<u>Red River County</u>	190-903 Rains ISD
<u>Refugio County</u>	194-903 Rivercrest ISD (also Franklin 080, Titus 225)
<u>Rusk County</u>	196-902 Woodsboro ISD
	201-903 Laneville ISD
	201-907 Mount Enterprise ISD
<u>Sabine County</u>	201-913 Carlisle ISD (also Cherokee 037)
	202-903 Hemphill ISD
	202-905 West Sabine ISD
<u>San Augustine County</u>	203-901 San Augustine ISD (also Shelby 210)
	203-902 Broadus ISD
<u>Shelby County</u>	210-901 Center ISD
	210-902 Joaquin ISD (also Panola 183)
	210-904 Tenaha ISD (also Panola 183)
	210-905 Timpson ISD
	210-906 Excelsior ISD
<u>Starr County</u>	214-901 Rio Grande City CISD
	214-902 San Isidro ISD
	214-903 Roma ISD
<u>Tarrant County</u>	220-915 Azle ISD (also Parker 184, Wise 249)
<u>Tom Green</u>	226-903 San Angelo ISD
	226-906 Wall ISD
<u>Tyler County</u>	229-903 Woodville ISD (also Jasper 121, Polk 187)
	229-905 Spurger ISD
<u>Van Zandt County</u>	234-902 Canton ISD
	234-903 Edgewood ISD
	234-905 Martin's Mill ISD
	234-906 Van ISD (also Henderson 107, Smith 212)
	234-907 Wills Point ISD (also Kaufman 129)
<u>Wharton County</u>	241-906 Louise ISD
<u>Willacy County</u>	245-901 Lasara ISD
	245-902 Lyford CISD (also Cameron 031, Hidalgo 108)
	245-903 Raymondville ISD
<u>Wilson County</u>	247-901 Floresville ISD (also Bexar 015)
<u>Wood County</u>	250-906 Alba-Golden ISD (also Rains 190)
<u>Zapata County</u>	253-901 Zapata County ISD

## AUDIT ONLY CLIENTS

<u>Gregg County</u>	092-902 Kilgore ISD (also 201 Rusk)
<u>Henderson County</u>	107-902 Brownsboro ISD (also 234 Van Zandt)
<u>Polk County</u>	187-906 Leggett ISD
<u>Rusk County</u>	201-902 Henderson ISD
	201-910 Tatum ISD (also 183 Panola)
	201-914 West Rusk ISD

# Property Value Appeal Services

---

## Fees

### Comprehensive Administrative, Self-Report Appeals and Audits

We provide our appeal and audit services on a contingent fee basis; our clients incur no expense unless an appeal or audit is necessary. We bill our clients only for additional state funding or reductions in shared local revenue (recapture) due to our appeal or audit. When this occurs, we invoice our 10% contingent fee as our clients receive state funding adjustments due to our appeal or audit. This fee arrangement reduces their budget demands and allows a school district access to the additional state aid funds/recapture reduction provided by our appeal or audit.

### Eligibility Assignment Appeals

Our appeals division can assist your district with an eligibility assignment appeal of the 2020 Property Value Study. Other fee arrangements for appeals related to eligibility assignments under Section 403.3011, Government Code are available.

If your district decides to appeal to preserve future eligibility, please contact us to determine our fees and types of assistance available. Since these types of Property Value Study value assignments are not known until the release of the Comptroller's findings on January 31, 2021, time to prepare appeals is limited.



**COPY  
CONTRACT**

This Contract is between the law firm of Linebarger Goggan Blair & Sampson, LLP, hereinafter referred to as Firm, and Fabens Independent School District, hereinafter referred to as District. This Contract is for the administrative appeal, audit, and any judicial appeal of the property value study findings as conducted by the Comptroller's Office as of January 1, 2019 for the school year 2019-2020 and for each succeeding year's study. Firm and District agree as follows:

**I.**

**Administrative and Judicial Appeal Services**

Firm agrees to represent District in the administrative appeal, audit, and any judicial appeal of the property value study conclusions for District. Included in such administrative and judicial appeal representation is research of the preliminary conclusions, the gathering and analysis of property sales, appraisals and such other evidence as may be necessary or appropriate, presentation of the appeal at administrative hearings, and prosecution of any judicial appeal. Firm agrees to retain any necessary consultants or appraisers as required.

**II.**

**Fees and Expenses**

Firm agrees to bear the costs of preparing and presenting the administrative appeal, audit, and prosecuting any judicial appeal including the expenses, if any, for appraisers or other consultants.

District agrees to pay Firm as compensation for services under this Contract a contingent fee equal to ten percent (10%) of the additional State aid that District qualifies for as a result of the administrative, judicial appeal, or audit. Payment of the fee to Firm shall be made following the certification of State aid amounts by the Commissioner of Education, or as agreed upon in a letter to District executed by a partner of the Firm.

**III.**

**Termination**

This contract covers the 2019 study and each succeeding annual study until this contract is terminated by either Firm or District. Firm or District may terminate this contract by providing 30 days written notice to the other party.

*Compliance with Tx. Govt. Code §2270.002.* In order to comply with Tx. Govt. Code §2270.002, the Firm verifies that it does not boycott Israel and will not boycott Israel during the term of the contract.

This Contract is executed on September 18, 2019 at El Paso County, Texas.

Fabens Independent School District

By: 

Fabens ISD Board President  
TITLE

Linebarger Goggan Blair & Sampson, LLP

By: 

PARTNER

**INVESTMENT REPORT  
SEPTEMBER 2020**

	<u>Principal</u>	<u>Monthly Interest</u>	<u>Rates</u>
<b>Lone Star Investment Pool</b>			
<b>Government Overnight Fund</b>			
Local Maintenance Fund	\$7,570,265	\$469	0.09%
Interest & Sinking Fund	\$319,978	\$22	0.09%
 <b>Corporate Overnight Plus Fund</b>			
Local Maintenance Fund	\$11,933	\$2	0.22%
<b>Total Lone Star Investment Pool</b>	<b>\$7,902,176</b>	<b>\$493</b>	
 <b>WestStar Bank</b>			
General Operating Account	\$403,985	\$22	0.08%
Activity Account	\$89,296	\$6	0.08%
Robert F Cook - Savings	\$2,059	\$0	0.25%
Robert F Cook - CD	\$465	\$0	
Robert F Cook - CD	\$4,399	\$0	
Campus Activity Fund	\$17,656	\$0	0.02%
<b>Total WestStar Bank</b>	<b>\$517,861</b>	<b>\$28</b>	
 <b>Wells Fargo Advisors</b>			
T.A. Pollan Money Fund	\$6,396	\$0	
<b>Total Wells Fargo Advisors</b>	<b>\$6,396</b>	<b>\$0</b>	
 Total Monthly Interest Earned	\$522		
Total Interest Year to Date 2020-2021	\$522		
 Total General Fund Balance	\$3,907,560		

We, the approved Investment Officers of Fabens ISD, hereby certify that the following Investment Report represents the investment position of the district as of September 30, 2020 in compliance with the Board approved Investment Policy, the Public Funds Investment Act (Texas Government Code 2256), and, Generally Accepted Accounting Principles (GAAP).

  
**YVONNE COUPLAND, CHIEF BUSINESS OFFICER**

  
**VERONICA VIJIL, SUPERINTENDENT**

# FOOD SERVICE

## Fund 101

SEPTEMBER 2020

	<u>ESTIMATED REVENUE</u>	<u>ACTUAL RECEIVED</u>	<u>UNCOLLECTED</u>	<u>PERCENT COLLECTED</u>
Misc Revenue	\$113	\$0	\$113	0.00%
Local Revenue-Catering & Sale Meals	\$28,588	\$0	\$28,588	0.00%
State Matching Revenue	\$8,500	\$0	\$8,500	0.00%
Federal Revenue-Breakfast	\$200,974	\$0	\$200,974	0.00%
Federal Revenue-Lunch	\$954,985	\$0	\$954,985	0.00%
USDA Commodities	\$73,070	\$0	\$73,070	0.00%
Fresh Fruit & Vegetable Program	\$45,616	\$0	\$45,616	0.00%
<b>TOTAL REVENUE</b>	<b>\$1,311,846</b>	<b>\$0</b>	<b>\$1,311,846</b>	<b>0.00%</b>

	<u>BUDGET</u>	<u>EXPENDITURES</u>	<u>BALANCE</u>	<u>PERCENT EXPENDED</u>
Expenditures				
	\$1,311,846	\$48,839	\$1,263,007	3.72%
<b>TOTAL EXPENDITURE</b>	<b>\$1,311,846</b>	<b>\$48,839</b>	<b>\$1,263,007</b>	<b>3.72%</b>

# TAX COLLECTIONS REPORT

SEPTEMBER 2020

2020-2021

	<u>M/O</u>	<u>I/S</u>	<u>TOTAL</u>
<b>Estimated Collections:</b>	2,258,769	601,517	2,860,286
<b><u>Actual Collections:</u></b>			
September	42,068	9,364	51,431
October			0
November			0
December			0
January			0
February			0
March			0
April			0
May			0
June			0
July			0
August			0
Due to/from			
Year To Date	42,068	9,364	51,431
Tax Rates	1.0547000%	+ 0.2808000% =	1.3355000%



**GENERAL OPERATING FUND EXPENDITURES  
REPORT BY FUNCTION- FUND 199**

**SEPTEMBER 2020**

	<u>BUDGET</u>	<u>COMMITTED</u>	<u>BALANCE</u>	<u>PERCENT COMMITTED</u>
<b>FUNCTION 11</b>	\$13,357,682	\$1,366,626	\$11,991,056	10.23%
Instruction				
<b>FUNCTION 12</b>	\$295,246	\$25,403	\$269,843	8.60%
Instructional Resources/ Media (Library)				
<b>FUNCTION 13</b>	\$214,203	\$11,515	\$202,688	5.38%
Curriculum and Staff Development				
<b>FUNCTION 21</b>	\$204,902	\$15,543	\$189,359	7.59%
Instructional Leadership				
<b>FUNCTION 23</b>	\$1,440,064	\$104,673	\$1,335,391	7.27%
School Leadership				
<b>FUNCTION 31</b>	\$896,252	\$76,495	\$819,757	8.54%
Counseling Guidance Services				
<b>FUNCTION 32</b>	\$39,131	\$3,297	\$35,834	8.43%
Social Work Services				
<b>FUNCTION 33</b>	\$318,000	\$26,390	\$291,610	8.30%
Health Services				
<b>FUNCTION 34</b>	\$475,752	\$45,207	\$430,545	9.50%
Transportation				

<b>FUNCTION 35</b>	\$38,052	\$0	\$38,052	0.00%
Food Service				
<b>FUNCTION 36</b>	\$828,699	\$129,006	\$699,693	15.57%
Co-Curricular Athletics				
<b>FUNCTION 41</b>	\$1,329,290	\$102,524	\$1,226,766	7.71%
General Administration				
<b>FUNCTION 51</b>	\$2,682,797	\$347,789	\$2,335,008	12.96%
Plant Maintenance and Operation				
<b>FUNCTION 52</b>	\$301,567	\$22,446	\$279,121	7.44%
Security/Monitoring Services				
<b>FUNCTION 53</b>	\$248,075	\$61,304	\$186,771	24.71%
Data Processing				
<b>FUNCTION 61</b>	\$41,020	\$2,302	\$38,718	5.61%
Community Services				
<b>FUNCTION 81</b>	\$12,150	\$0	\$12,150	0.00%
Facilities Acquisition and Construction				
<b>FUNCTION 99</b>	\$36,000	\$8,582	\$27,418	23.84%
Other Intergovernmental Charges				
<b>ORIGINAL BUDGET</b>	<b>\$22,758,882</b>	<b>\$2,349,100</b>	<b>\$20,409,782</b>	<b>10.32%</b>

**GENERAL FUND REVENUE  
FUND 199**

**SEPTEMBER 2020**

	<u>ESTIMATED</u>	<u>ACTUAL RECEIVED</u>	<u>UNCOLLECTED</u>	<u>PERCENT COLLECTED</u>
<b>Local Revenue</b>				
Local Revenue- Tax Revenue	\$2,080,597	\$42,068	\$2,038,529	2.02%
Local Revenue-Interest	\$72,190	\$493	\$71,697	0.68%
Local Revenue-Miscellaneous	\$298,632	\$1,357	\$297,275	0.45%
<b>LOCAL TOTAL</b>	<b>\$2,451,419</b>	<b>\$43,917</b>	<b>\$2,407,502</b>	<b>1.79%</b>
<b>State Revenue TEA</b>	<b>\$18,065,347</b>	<b>\$2,720,000</b>	<b>\$15,345,347</b>	<b>15.06%</b>
State Funding - HB1	\$768,802	\$31,933	\$736,869	4.15%
On Behalf Payment	\$1,339,229	\$0	\$1,339,229	0.00%
Federal Programs Indirect Costs	\$45,388	\$0	\$45,388	0.00%
ROTC	\$88,697	\$1,500	\$87,197	1.69%
<b>STATE TOTAL</b>	<b>\$20,307,463</b>	<b>\$2,753,433</b>	<b>\$17,554,030</b>	<b>13.56%</b>
<b>TOTAL REVENUE</b>	<b>\$22,758,882</b>	<b>\$2,797,350</b>	<b>\$19,961,532</b>	<b>12.29%</b>

**DEBT SERVICE FUND  
FUND 599**

**SEPTEMBER 2020**

	<u>ESTIMATED REVENUE</u>	<u>ACTUAL RECEIVED</u>	<u>UNCOLLECTED</u>	<u>PERCENT COLLECTED</u>
Local Revenue-Taxes	\$593,436	\$9,451	\$583,985	1.59%
Local Revenue-Interest	\$9,500	\$22	\$9,478	0.23%
State Revenue	\$1,447,196	\$0	\$1,447,196	0.00%
Transfer In	\$189,171	\$0	\$189,171	0.00%
<b>TOTAL REVENUE</b>	<b>\$2,239,303</b>	<b>\$9,473</b>	<b>\$2,229,830</b>	<b>0.42%</b>

	<u>BUDGET</u>	<u>EXPENDITURES</u>	<u>BALANCE</u>	<u>PERCENT EXPENDED</u>
Expenditures				
Function 71-Debt Service	\$2,239,303	\$0	\$2,239,303	0.00%
<b>TOTAL EXPENDITURE</b>	<b>\$2,239,303</b>	<b>\$0</b>	<b>\$2,239,303</b>	<b>0.00%</b>



<b>Check Activity Report</b>					
Bank Account - WestStar Bank(4178696)					
Start Date - 09-01- 2020 End Date - 09-30-2020				Print Date: 10/03/2020 14:46 a	
Issued Checks					
<u>Check Number</u>	<u>Payee</u>		<u>Check Date</u>	<u>Payment Type</u>	<u>Amount</u>
47073	USI Southwest, Inc.		09/17/2020	Paper Check	\$208,768.00
47074	Sarah Aguilar Perez		09/24/2020	Paper Check	\$1,505.00
47075	American Refrigeration Supplies		09/24/2020	Paper Check	\$6,910.77
47076	Angelina Fernandez		09/24/2020	Paper Check	\$1,785.00
47077	Baker Glass Co, Inc.		09/24/2020	Paper Check	\$394.54
47078	Barnes & Noble College Booksellers, Inc.		09/24/2020	Paper Check	\$2,501.32
47079	C & M Plaque And Trophy		09/24/2020	Paper Check	\$760.00
47080	Dell Computer		09/24/2020	Paper Check	\$884.87
47081	Edward Saucedo & Son Co Inc		09/24/2020	Paper Check	\$129.50
47082	FULL TURN INTERIOR SOLUTIONS, LLC		09/24/2020	Paper Check	\$210.00
47083	Fabens Oil Co.		09/24/2020	Paper Check	\$2,257.18
47084	First Financial Administrators		09/24/2020	Paper Check	\$6,147.50
47085	Frontline Education		09/24/2020	Paper Check	\$46,292.35
47086	Hercules Industries, Inc.		09/24/2020	Paper Check	\$2,862.60
47087	Johnstone Supply		09/24/2020	Paper Check	\$822.17
47088	Katherine M. Reyes-Brooks		09/24/2020	Paper Check	\$1,470.00
47089	Maria I. Quiroz		09/24/2020	Paper Check	\$1,400.00
47090	Mascot Media		09/24/2020	Paper Check	\$15,000.00
47091	Mounce, Green, Myers, Safi Paxson & Galatzan		09/24/2020	Paper Check	\$1,507.50
47092	Mounce, Green, Myers, Safi Paxson & Galatzan		09/24/2020	Paper Check	\$258.75
47093	Office Depot		09/24/2020	Paper Check	\$341.36
47094	Office Depot		09/24/2020	Paper Check	\$1,891.46
47095	Padilla Poll LLC		09/24/2020	Paper Check	\$220.00
47096	Perez Propane, LLC		09/24/2020	Paper Check	\$51.91
47097	Piedmont Plastics		09/24/2020	Paper Check	\$13,755.50
47098	Region Xix Esc		09/24/2020	Paper Check	\$560.00
47099	School Health Corporation		09/24/2020	Paper Check	\$1,246.15
47100	Sports Supply Group, Inc.		09/24/2020	Paper Check	\$3,434.00
47101	Stuart C. Cox, Trustee		09/24/2020	Paper Check	\$300.40
47102	Swent Consultants, Pa		09/24/2020	Paper Check	\$250.00
47103	TASBO		09/24/2020	Paper Check	\$3,355.00
47104	TCG Administrators		09/24/2020	Paper Check	\$79.13
47105	UTEP-Bookstore		09/24/2020	Paper Check	\$331.15

47106	Walsh Gallegos Trevino Russo & Kyle P.C.		09/24/2020	Paper Check	\$1,100.00
47107	Watson Pest Management		09/24/2020	Paper Check	\$980.00
47108	Wholesale Lumber of Fabens LLC		09/24/2020	Paper Check	\$54.25
47109	El Paso ISD		09/24/2020	Paper Check	\$10,080.00
47110	Association Of Texas Small School Bands		09/25/2020	Paper Check	\$50.00
47111	Center for Equity & Adequacy in Public School Finance, Inc.		09/25/2020	Paper Check	\$2,363.00
47112	National Association Of Secondary School Principals		09/25/2020	Paper Check	\$385.00
47113	National Association Of Secondary School Principals		09/25/2020	Paper Check	\$95.00
47114	TASA		09/25/2020	Paper Check	\$1,030.00
47115	TASB		09/25/2020	Paper Check	\$1,100.00
47116	TASB		09/25/2020	Paper Check	\$1,025.00
47117	TASB		09/25/2020	Paper Check	\$1,250.00
47118	Texas Association Of Communityschool		09/25/2020	Paper Check	\$700.00
47119	Texas Association Of Mid-Size Schools		09/25/2020	Paper Check	\$500.00
47120	Dell Computer		09/30/2020	Paper Check	\$3,039.59
47121	Dell Financial Services, LLC		09/30/2020	Paper Check	\$157,441.99
47122	El Paso Central Appraisal District		09/30/2020	Paper Check	\$8,581.55
47123	Region Xix Esc		09/30/2020	Paper Check	\$105.00
				Issued Checks SubTotal	\$ 517,563.49
Voided Checks					
<u>Check Number</u>	<u>Payee</u>	<u>Check Date</u>	<u>Void Date</u>	<u>Payment Type</u>	<u>Amount</u>
46385	Mexican American School Board Members Association	04/23/2020	09/25/2020	Paper Check	\$ 750.00
46786	El Paso ISD	07/24/2020	09/24/2020	Paper Check	\$ 10,080.00
				Voided Checks SubTotal	\$ 10,830.00
				Net Amount	\$ 506,733.49



October 2, 2020

To: Board of Trustees

Re: Quarterly Investment Report

The Quarterly Investment Report for the period ending August 31, 2020 is attached. Total investments decreased from the end of the last quarter by \$1,168,852.22 as a result of regular district operations including bond payments.

As you may recall from our investment policy, the goals of our investment policy are safety, liquidity, and finally, yield. With safety as a number one priority, FISD continues to sweep excess cash balances daily into our Investment Pools that are yielding an average of 0.15% for the Government Overnight Fund and 0.46% for the Corporate Overnight Plus Fund for the quarter.

As indicated in previous reports, our district invests cash that we will not need immediately in the Lone Star Investment Pool. At the end of June 2020, average yields at the investment pools ranged from 0.44% to a 0.20%. Yields through August 2020, decreased. As has been the case for the last year, we continue to see little or no growth in yields with little expectation for significant increases in interest revenue in the near future.

If you have any questions on the FISD investment practices or an individual investment or pool, please feel free to let us know.



Yvonne Coupland

Chief Business Officer



Veronica Vijil

Superintendent

4<sup>th</sup> Qtr. Inv. Rpt.

10-2-2020

## Investment Report

For the Quarter Ending August 31, 2020

This quarterly report is in full compliance with the investment strategy as established for the pooled investment fund and the Public Funds Investment Act. (Government Code, Chapter 2256)

Beginning Book Value	8,313,695.54
Beginning Market Value	8,315,193.14
Ending Book Value	7,144,843.32
Ending Market Value	7,145,523.09
Gain/Loss	679.77
Accrued Interest for Period	3,278.32
Accrued Interest for FY	73,403.88



Yvonne Coupland  
Chief Business Officer



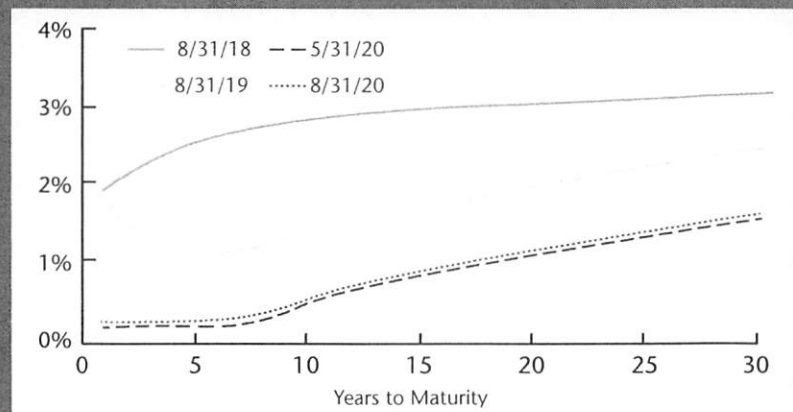
Veronica Vijil  
Superintendent

Investment Report  
for the Quarter Ending August 31, 2020

Description	Ave Rate	Beginning Book Value	Beginning Market Value	Current Qtr Deposits	Current Qtr Withdrawals	Qtr Accr Int	Ending Book Value	Ending Market Value	Gain/ Loss	YTD Accr Int
<b>Government Overnight Fund</b>										
Interest & Sinking	0.15%	774,861.70	775,000.62	15,113.42	479,424.75	276.51	310,826.88	310,856.38	29.50	10,031.38
Local Maintenance Fund	0.15%	7,526,916.53	7,528,265.94	5,602,659.52	6,310,478.73	2,987.92	6,822,085.24	6,822,732.81	647.57	63,204.24
<b>Corporate Overnight Plus Fund</b>										
Local Maintenance Fund	0.46%	11,917.31	11,926.58	0.00	0.00	13.89	11,931.20	11,933.90	2.70	168.26
<b>Grand Totals</b>		<b>8,313,695.54</b>	<b>8,315,193.14</b>	<b>5,617,772.94</b>	<b>6,789,903.48</b>	<b>3,278.32</b>	<b>7,144,843.32</b>	<b>7,145,523.09</b>	<b>679.77</b>	<b>73,403.88</b>

## Quarterly Position Report

August 31, 2020



Equity markets continued their rally and are near the highs from early 2020. Early projections for third quarter GDP are around 20% and include a healthy consumer bounce-back. Retail sales, durable goods, and personal income data have all painted the picture of a consumer ready to burst out from months of holding back. The FOMC has promised to continue to be accommodative and rate projections remain low for at least two more years. The FOMC also recently announced plans to allow inflation to remain over 2% for a period to make up for missing the 2% goal for years.

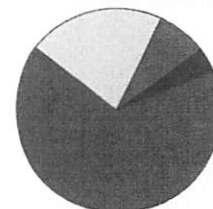
The summer months saw improved labor market data with unemployment falling, payrolls increasing, and the weekly initial filing for unemployment claims falling. The housing market continues on a summer tear with recent jumps in existing sales, new home sales, and building permits. The rebound for the second half of 2020 is still very dependent on the number of COVID-19 cases. With schools reopening in different forms and with colder weather and the normal flu season on their way, the economy for the second half of 2020 has plenty of question marks.

### Government Overnight Fund

Duration 0.08312

	Participant Assets	Market Value
Beginning-of-Quarter Balance	5,268,653,697.68	5,269,598,248.46
Deposits	1,510,707,794.47	
Withdrawals	(2,910,684,382.52)	
End-of-Quarter Balance	3,868,677,109.63	3,869,044,333.33

Agencies	62%
MM Funds	2%
Treasuries	9%
Cash/Repo	27%

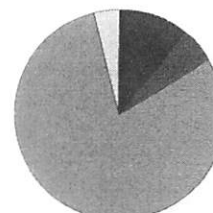


### Corporate Overnight Fund

Duration 0.20468

	Participant Assets	Market Value
Beginning-of-Quarter Balance	3,285,441,395.15	3,287,552,913.12
Deposits	1,041,690,730.41	
Withdrawals	(2,155,966,599.25)	
End-of-Quarter Balance	2,171,165,526.31	2,171,672,624.38

Commercial Paper	74%
MM Funds	12%
Cash/Repo	5%
Treasuries	8%
Agencies	1%

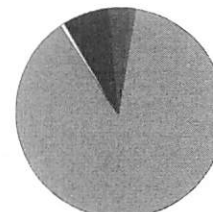


### Corporate Overnight Plus Fund

Duration 0.22302

	Participant Assets	Market Value
Beginning-of-Quarter Balance	6,902,493,637.43	6,907,863,108.63
Deposits	3,159,724,000.91	
Withdrawals	(4,272,906,556.28)	
End-of-Quarter Balance	5,789,311,082.06	5,790,618,777.88

Commercial Paper	87%
MM Funds	7%
Treasuries	4%
Agencies	1%
Cash/Repo	1%



### Returns

	June		July		August	
	Average Rate	7-day SEC Yield	Average Rate	7-day SEC Yield	Average Rate	7-day SEC Yield
Govt Overnight Fund	0.19%	0.17%	0.15%	0.13%	0.12%	0.09%
Corp Overnight Fund	0.56%	0.52%	0.37%	0.29%	0.28%	0.25%
Corp Overnight Plus Fund	0.70%	0.62%	0.42%	0.32%	0.28%	0.24%

*William Mastrociccia*  
William Mastrociccia

Lone Star Investment Pool Investment Officers

*Tammy Davis*  
Tammy Davis

Distributed by First Public. The Lone Star Information Statement should be read carefully before investing. Investors should consider the investment objectives, risks, charges, and expenses associated with this or any security prior to investing. Investment in Lone Star Investment Pool is not insured or guaranteed by the Federal Deposit Insurance Corporation (FDIC) or any other government agency, and although Lone Star seeks to preserve the value of the investment at a fixed share price, it is possible to lose money by investing in Lone Star. For further information or for an Information Statement, contact First Public at 800.558.8875.



## District Facility Safety and Security Audit Toolkit

Richard Lopez

**Facility Name**

Fabens Elementary School

**Facility Address**

1200 Mike Maros

**Facility Phone Number**

915 765-2650

**School District**

Fabens ISD

**Superintendent**

Dr. Vijil

**Principal/Facility Manager**

Richard Lopez

**Dates of Audit**



## SCHOOL/FACILITY CHARACTERISTICS AND SURROUNDING ENVIRONMENT

**Directions:** Please assess the following areas and answer each question accordingly.

		Answer
<b>Staff and Student Characteristics</b>		
1	How many staff members are at this facility?	60 staff
2	What is the total enrollment of students?	580
3	Percentage of students with limited English proficiency.	85%
4	Percentage of students with free or reduced lunch.	100%
5	Percentage of students with special education needs.	28%
6	What is the school's average daily student attendance?	97%
<b>School/Facilities</b>		
7	Which of the following best describes the school/facility.	Regular public school
	If other please specify	
8	Which of the following best describes the environment of the school/facility.	Rural
	If other please specify	
<b>Surrounding Environment</b>		
9	Adjacent to an interstate highway.	YES
10	Off a major (4-lane) road.	NO
11	On a busy residential road (not divided by a median). Near an industrial area.	YES
12	Near a transportation hub.	NO
13	Near railroad tracks (within 1000 yards) Near a gas pipeline.	YES
14	Near a park.	NO
15	Adjacent to a business district. (e.g. grocery, convenience, fast food, etc.)	NO
16	In or near a flood plain.	YES



## INTRUDER ASSESSMENT

**Directions:** Please assess the following areas and answer each question accordingly.

1	Team Member(s) Conducting Assessment	Richard Lopez, Principal, Steven Olivas AP
2	District Name	Fabens Elementary School

### Visitor Policies & Procedures

3	School/Facility	Fabens Elementary School
4	Grade/facility type	PK-3
5	Date	August 14, 2020
6	Arrival Time	7:30
7	Time gained entry	6:30
8	Entrance point(s)	2 main entry points
9	Time of first contact	6:30
10	Contacted by:	Leticia Dominguez

Visitor Policies & Procedures		Answer	Comments
11	Were all but main entry door locked?	yes	
12	Was main entry observable by staff?	yes	
13	yes	yes	
14	Was it easy to locate the office?	yes	
15	Were you required to sign in?	yes	
16	Were you asked why you needed access?	yes	Front office
17	Were you required to show a photo ID?	yes	
18	Were you provided a dated visitor pass?	yes	
19	Did the office retain the ID or a copy?	N/A	
20	Were you instructed to check out before leaving?	yes	
21	Did you have access to classrooms?	yes	
22	Were you observed by any staff?	yes	
23	Were classroom doors closed/locked during instruction?	yes	
24	Were there unescorted students in the halls or on campus?	yes	
25	Were staff visibly wearing IDs?	yes	
26	Were you asked to go to office to sign in?	yes	
27	Were you confronted by staff?	no	
28	Did you verbally communicate with any staff?	yes	
29	Were you escorted to the office?	yes	

30	Did you check out with the office before leaving building?	yes	
----	--	-----	--

## NEIGHBORHOOD & SCHOOL/FACILITY RISK FACTORS

**Directions:** For each risk factor below, please indicate the extent to which you think the factor is present for your school/facility.

Risk Factor		Answer	Comments
1	Vandalism in neighborhood	Minimally Present	
2	High student mobility	Not Present	
3	Graffiti in neighborhood	Not Present	
4	Gang activity in neighborhood	Not Present	
5	Crime in neighborhood	Minimally Present	
6	Poverty in neighborhood	Extensively Present	
7	Trespassing on school grounds	Not Present	
8	Parent withdrawal of students due to safety concerns	Not Present	
9	Sex offenders in neighborhood	Minimally Present	
10	Students adjudicated for weapons, drugs, alcohol, or assaults	Not Present	
11	Bullying, intimidation, harassment in school	Minimally Present	
12	Student support services	Extensively Present	
13	Truancy	Not Present	



## INSTRUCTIONAL FACILITY (PART 1 of 2) - POLICY & PROCEDURES

**Directions:** Please assess the following areas and answer each question by selecting: **YES**, **NO**, **N/A** (Not Applicable), or **N/AS** (Not Assessed) from the drop-down box.

		Answer	Comments
<b>(A) Grounds and Building Exterior</b>			
1	Graffiti is promptly documented/photographed then removed after discovery.	N/A	
2	There are central reporting anti-intruder alarms.	YES	
3	There is a ground maintenance plan for the facility	YES	
4	Ground maintenance plans include CPTED principles	YES	
5	The district has identified approved signage for all facilities	YES	
6	Approved signage is present as required by district plans/guidelines	YES	
7	Signage is periodically inspected, repaired, replaced as needed	YES	
8	There is signage directing visitors to parking and sign-in areas of the facility	YES	
9	Pipeline and/or utility companies identified have been contacted and information regarding these service lines have been addressed in the district EOP	YES	
<b>(A-1) Buses and Parking</b>			
10	Staff members are required to obtain parking decals or some other form of identification to authorize parking on school property.	NO	
11	High school students are required to obtain parking decals or some other form of identification to authorize parking on school property.	N/A	
12	Someone is assigned to check for unregistered or suspicious vehicles in parking areas	N/A	
13	The identities of school bus drivers are verified before they enter school grounds.	YES	
14	School buses and other transportation vehicles are secured when not in use.	YES	
15	Unattended buses are not blocking emergency access to the school	NO	
16	Parking spaces for staff do not identify the person or title of person parking there	NO	
17	Visitor parking is located near authorized entry points	YES	
<b>(A-2) Access Control/Visitor Procedures</b>			
18	Visitor management procedures are in use at the school and applied consistently	YES	
19	Staff have been trained on visitor procedures including what forms of identification allowable and under what situations visitors are allowed to enter building.	YES	



20	Visitor management procedures include restrictions for repeated failure to adhere to school visitor access procedures	YES	
21	Visitor management procedures include dealing with visitors who are identified in the system as a sex offender	YES	
22	There are written procedures to guide access to the building by staff before and after school hours.	YES	
23	Staff members present in the building after school hours are required to sign in/out.	YES	
24	Visitors must present photo ID to obtain visitors badge.	YES	
25	Visitor's photo ID is retained until check out is completed.	YES	
26	Visitor's badges are completed by staff only.	YES	
27	Visitor sign-in logs are verified by staff or completed by staff at sign in.	YES	
28	Visitors are required to wear visible, dated identification.	YES	
29	Visitor badges list destination and/or person being visited.	YES	
30	All visitors are informed that they must check-out before leaving the school	YES	
31	Visitors badges are collected upon checkout and checkout info is entered into the visitor management system	YES	
19	Contractors and vendors are required to sign in and out.	YES	
20	Contractors and vendors are required to wear visible, dated identification.	YES	
21	Visitor policies and procedures have provisions that change to coincide with local security advisories of elevated threat concerns.	YES	
22	Visitor policy/procedure outlines when a visitor escort is required.	YES	
23	Visitor policy/procedure dictates how/when a parent who is a registered sex offender may visit their child during school hours.	YES	
24	There is a delivery policy/procedure that has provisions which change to coincide with the Homeland Security Advisory System threat levels or local advisories.	YES	
25	All deliveries are accepted only at designated receiving areas.	YES	
26	All deliveries are documented and drivers sign a delivery log.	YES	
27	A list of approved delivery personnel is kept on file for each vendor and updated regularly. .	YES	
28	Deliveries are not accepted from a new delivery personnel without verification	YES	
29	There is a system for inspecting and approving items delivered to a facility.	YES	
30	Items delivered are checked against manifest for accuracy.	YES	



31	There is a procedure in place for dealing with suspicious and/or unauthorized deliveries.	N/A	
32	The school is used as a polling place or conducts civic functions on premises.	N/A	
33	District facilities used as polling places are compliant with TEC 37.108 €	N/A	
34	There is a procedure in place to address keeping voters or other participants from accessing other areas of the school without proper authority.	N/A	
35	Areas of the school utilized for voting or other functions can be physically separated or secured from school functional areas and students.	N/A	
<b>(A-3) Keys and Identification</b>			
36	There is a master key control system to monitor keys, entry cards and duplicates.	YES	
37	Keys and entry cards are audited annually.	YES	
38	Employees must sign a key log when a key is issued or re-issued.	YES	
39	Keys cannot be duplicated without authorization. They are not simply stamped "do not duplicate".	YES	
40	Key control policy has provisions including when doors must be re-keyed.	YES	
41	Key control system can match found keys with person to whom keys were issued.	YES	
42	Staff/teachers have a key that allows re-entry through emergency exits.	YES	
43	Staff are required to surrender keys upon termination of employment.	YES	
44	The school has a Knox box or other secure key storage system to provide quick access to keys by first responders.	NO	
45	The Knox box or other secure key storage system is wired into alarm system.	NO	
46	All staff members are required to wear photo ID badges.	YES	
47	Staff members are required to turn in photo ID upon separation from employment.	YES	
48	Students are required to wear photo ID badges.	YES	
49	Students are required to turn in photo ID at the end of the year or when they leave the school.	YES	
<b>(B) Building Interior</b>			
50	There is a schedule for maintaining and cleaning the building	YES	
51	There is a reporting procedure in place to notify custodial services of immediate needs	YES	
52	Custodial staff have been training on safety procedures for cleaning special instructional areas such as chemistry labs and vocational training classrooms.	YES	



53	Lockers are available to students.	NO	
54	Unassigned lockers are secured/locked.	NO	
55	There is a policy requiring classroom instruction be conducted with doors locked.	YES	
56	There is a policy addressing classroom instruction in portables or other separate buildings, with doors locked.	NO	
57	There is a procedure in place to allow for use of additional manners of securing doors in addition to traditional locking methods. i.e. door magnets, door closer sleeves, or other devices.	YES	
58	There is a procedure in place to regularly inspect and restock first aid kits.	NO	
59	There is a procedure in place to regularly inspect and maintain AEDs.	YES	
60	There is a policy addressing displaying of artwork and other decorative wall items consistent with fire code requirements.	NO	
61	There is a policy regarding use of extension cords and appliances in classrooms.	YES	
62	Firearms used for ROTC or band are non-firing and no live ammunition is stored on premises.	N/A	
<b>(C) Monitoring and Surveillance</b>			
63	Remote and isolated hallways are monitored by security cameras.	YES	
64	School buses are equipped with security cameras.	NO	
65	Trailers or other service vehicles are equipped with locator tracking devices.	N/A	
66	Security camera tapes/recordings are retained for 30 days.	YES	
67	The facility has an electronic security system.	YES	
68	The electronic security alarm system is connected to local law enforcement or is central reporting where appropriate agencies will be contacted.	YES	
69	The fire alarm system is connected to local Fire Departments or is central reporting where appropriate agencies will be contacted.	YES	
70	The alarm system is in compliance with Americans with Disability Act (ADA) requirements including provisions for hearing and/or visual impairments.	YES	
71	Staff members monitor hallways during school hours.	YES	
72	Staff members monitor stairwells during school hours.	YES	
73	Staff members monitor restrooms during school hours.	YES	
74	Students are not allowed in the school without direct staff supervision.	YES	
75	If the building is used after school or on weekends, staff/security is present.	YES	



76	Specific persons are designated to secure buildings after activities.	YES	
77	There is a written process for pre-employment recruitment and training for security personnel and/or monitors.	N/A	
78	There are written job descriptions for security personnel and/or monitors.	YES	
79	The school requires background checks and fingerprinting on all school staff.	YES	
80	The school requires background checks and fingerprinting on all key volunteers.	YES	
81	The school communicates with parents regarding emergency procedure information.	YES	
82	The school has clear guidelines for working with the media during an emergency.	YES	
83	All safety-related parent or media inquiries are directed to a designated spokesperson.	YES	
84	In the event of an emergency during school hours, procedures are in place to contact parents and the community with instructions.	YES	
85	A method is in place to communicate safety and security instructions to students and staff in a rapid and clear manner.	YES	
86	School staff protects sensitive information from being released to the public.	YES	
87	School files and records are maintained in locked, vandal proof, fireproof containers or location.	YES	
88	Backup files are maintained off-site in safe and secure containers and facility.	YES	
89	The school regularly backs up important computer files.	YES	
90	The school's computer network provides a secure means to communicate with local, state and federal authorities.	YES	
91	Filters or other mechanisms are in place to monitor suspicious internet activity on school computers.	YES	
92	There is a current list of staff who are trained in Cardiopulmonary Resuscitation (CPR) and in the use of automated external defibrillators (AEDs) including training expiration dates.	YES	
93	A list of qualified CPR and AED certified personnel is shared appropriately with staff.	YES	
<b>(C-1) School-Based Law Enforcement/security</b>			
94	School-based Law Enforcement officers are located on site.	NO	
95	School-based Law Enforcement officers regularly make presentations to staff and students.	YES	
96	School-based law enforcement is dedicated to a single campus.	NO	
97	School security officers (non-law enforcement) are located on site.	NO	



98	School security/law enforcement provides a visible and regular presence on campus during school hours.	YES	
99	School-based law enforcement officers have an office with a view of the building entrance or main hallways.	NO	
100	School-based law enforcement officers/security officers have written position descriptions and they are shared with school administration.	NO	
101	Security personnel/law enforcement officers conduct daily visual inspections of the school to ensure facility access control, looking for any unauthorized visitors, identification of suspicious packages and other items.	N/A	
102	Local law enforcement/security personnel provide after hour patrols of the school site.	NO	
<b>(C-2) Securing the facility after operations</b>			
103	Procedures are in place to ensure every one is out of building and all areas are secure	YES	
104	Procedures are in place to ensure security lights are on and functioning	YES	
105	Procedures are in place to ensure security alarms are set and functioning	YES	
106	Patrols are initiated for overnight security	N/A	
<b>(D-2) The following emergency drills are conducted and documented regularly for this facility</b>			
107	Lock-down (intruder or active shooter drill)	YES	
108	Lock-out (drill for securing perimeter for outside threat)	NO	
109	Evacuation of the building (fire drill or other drill requiring evacuation)	YES	
110	Reverse Evacuation (a drill to rapidly get people back inside to safety)	YES	
111	Bus Evacuation (voluntary)	N/A	
112	Shelter (for hazardous material spill)	YES	
113	Shelter (for severe weather)	YES	
114	After Action Reviews are conducted following drills, exercises, and actual emergencies.	YES	
<b>(E) School Climate and Culture</b>			
<b>(E-1) Student Code of Conduct</b>			
115	The Code of Conduct is reviewed and updated annually.	YES	
116	The Student Code of Conduct is posted and prominently displayed or made available for review at the office of the campus principal.	YES	



**(E-2) The Student Code of Conduct Contains Statements Regarding**

117	Anti-bullying, anti-harassment, and anti-violence policies.	YES	
118	Interviewing policies of student by law enforcement or CPS personnel.	YES	
119	Locker search policies.	N/A	
120	Weapons on campus	N/A	
121	Definitions of school crime and appropriate consequences	N/A	
122	Dress code.	NO	

**(E-3) Disciplinary Procedures**

123	Disciplinary practices focus on the root causes of problems and problem solving strategies.	YES	
124	Alternatives to suspensions and expulsions are built into the disciplinary policy.	N/A	
125	Disciplinary actions are reviewed to ensure consistent application to all students	YES	
126	Procedures used to make decisions about student behavior are well-known to students and staff.	YES	

**(E-4) Parent and Student Involvement**

127	Parents are an integral part of the school's safety planning and policy development.	YES	
128	Students are represented on the school safety planning team.	N/A	
129	Students are actively involved in promoting a positive school climate.	YES	
130	A large percentage (>60%) of students participate in extracurricular activities.	N/A	

**(E-5) Reporting**

131	There is some type of anonymous reporting system whereby students and staff may report incidents or suspicious activities (e.g. Campus Crime Stoppers).	YES	
132	There are standard definitions and procedures to identify school crime included in the student code of conduct or student handbook.	NO	
133	There is a process in place to collect and review discipline referral data.	YES	

**(E-6) General Climate**

134	Respect for all persons is emphasized school-wide.	YES	
135	Staff members are instructed to be visible in hallways supervising/interacting with students.	YES	



136	Students are encouraged to look out for one another and report inappropriate behavior	YES	
<b>(E-7) Staff and Student Training</b>			
137	Key staff are trained in the National Incident Management System (NIMS).	N/A	
138	Key staff are trained in the Incident Command System (ICS).	N/A	
139	All staff are trained in responding to emergencies as identified in the district EOP	NO	
140	Administrators, teachers, and other staff members receive annual training in conflict resolution and problem-solving skills.	NO	
141	Administrators, teachers, and other staff members receive annual training in bullying prevention.	YES	
142	Staff have been trained to recognize and report suspicious packages.	NO	
143	Staff is trained to identify and report anything out of the ordinary (persons, behavior, containers, vehicles, broken air vents, etc.).	NO	
144	Staff have been trained to report and how to respond to threats from students, threats found in school work, notes, journals, or overheard by other students.	N/A	
145	Office staff (including student workers) have been trained to respond appropriately to a bomb threat or other threatening/suspicious phone call.	YES	
146	Staff working in areas where hazardous materials are located and stored have received training on the HAZCOM Act.	NO	
<b>(E-8) Staff and Student Training</b>			
147	Students receive training on positive social skills, violence prevention, conflict resolution and communication/decision-making skills.	YES	
148	All students are trained in responding to emergencies identified in the District EOP	N/A	
149	Students receive training specifically on bullying prevention and cyberbullying.	YES	
171	Students receive training in sexual harassment/gender respect.	N/A	
172	Students receive training on dating violence.	N/A	
173	Students and staff have received training on Title IX coordination.	YES	
174	The school has implemented a character education or social skills program school-wide .	YES	
175	Students and staff using exercise equipment have been trained in weight room and exercise safety.	N/A	



176	All staff participate in emergency response drills	YES	
<b>(F) Health Practices</b>			
177	Hand washing supplies are available in all restrooms.	YES	
178	Hand washing signs are posted.	YES	
179	Hand sanitizer is available to staff and students.	YES	
180	Staff & Students have been trained on health practices and flu/pandemic prevention.	YES	
181	The school has policies and procedures to prevent the spread of infectious diseases.	YES	
182	The school has a representative on the district's school Health Advisory Committee.	YES	
183	The school keeps a record of all student injury and illness.	YES	
184	The school has a written automated external defibrillator (AED) policy.	YES	
185	The school has a procedure to monitor expiration dates of automated external defibrillator (AED) pads and equipment and to renew prescription.	YES	
186	The school conducts annual training and retains documentation of all staff trained to use the automated external defibrillators (AEDs).	YES	
187	The school has a policy for obtaining professional inspection of the automated external defibrillator (AED) annually.	YES	
<b>(F-1) Food Service</b>			
188	The school has a school food safety program.	N/A	
189	The school has a food security program to avoid intentional acts.	YES	
190	Staff have been trained on health practices and flu/pandemic prevention.	YES	
191	The school food safety program controls both specific and non-specific hazards utilizing standard operating procedures (SOPs) and applying basic hazard analysis and critical control points (HACCP).	N/A	
<b>(F-2) Referral Resources</b>			
192	The school has a Student Assistance Program.	YES	
193	The school/district has a student threat assessment program to identify and assist students exhibiting threatening behaviors.	YES	

194	The school/district has a student threat assessment team that meets periodically or as needed to address specific student threat issues/behaviors.	YES	
195	The school has a process to identify and serve the needs of students most at-risk for engaging in disruptive and disorderly behavior.	YES	
196	The school has staff members who are trained to identify and work with potentially dangerous students.	YES	
197	The school/district maintains a well developed network of service providers to whom students can be referred.	YES	



## INSTRUCTIONAL FACILITY (PART 2 of 2) - OBSERVATIONS

**Directions:** Please assess the following areas and answer each question by selecting: YES, NO, N/A (Not Applicable), or N/AS (Not Assessed) from the drop-down box.

		Answer	Comments
<b>(G) Grounds and Building Exterior</b>			
198	A marquee or sign clearly indicating the school's name is visible from the road.	YES	
199	Grounds are fenced in appropriate areas.	YES	
200	Gates are of the type and height needed to achieve the desired security	YES	
201	Fences are continuous and without gaps or ungated access points.	YES	
202	Grounds are visually separated from adjacent properties.	YES	
203	Gates, if present, are secured when not in use.	YES	
204	The perimeter of the school building is clear of debris and obstructions.	YES	
205	The perimeter of the school building is clear of safety hazards.	YES	
206	Mechanical, electrical and other equipment on ground level is surrounded by a protective enclosure.	YES	
207	Electrical panel access doors are locked.	YES	
208	Landscaping, trees, and shrubs are maintained consistent with CPTED guidance (crime prevention through environmental design)	YES	
209	The exterior of the building is free of graffiti.	YES	
210	Windows have unbroken panes.	YES	
211	Signs are posted to indicate any restricted areas.	YES	
212	Signs are posted indicating school property boundaries	YES	
213	Access to the roof is restricted (no climbable plantings or architecture).	YES	
214	Double exterior doors have a sturdy center mullion.	YES	
215	All exterior doors have non-removable hinge pins.	YES	
216	Exterior doors, unless designated for entry, lack exterior hardware.	NO	
217	Exterior doors allow for keyed re-entry.	YES	
218	All exterior doors are numbered on the outside.	NO	
219	The exterior numbers are clearly visible from a distance of at least 50'.	YES	
220	Any pipeline or utilities have identifiable signage with contact numbers	YES	
221	Pipeline and/or utility companies identified have been contacted and information regarding these service lines have been addressed in the district EOP	YES	
<b>(G-1) Portable Classrooms</b>			
222	All portables are secured to their location.	NO	
223	All portables are labeled/numbered.	N/A	
224	Areas surrounding portables are adequately lighted.	YES	



225	Portables are surrounded by fencing requiring use of the school's main entry.	N/A	
226	Portables have a camera or door viewer to assist in identifying who is at the door	N/A	
227	Portables have a secondary exit compliant with code	N/A	
228	Portable classrooms have steel doors and steel door frames	N/A	
229	Portable classrooms have industrial/commercial grade hardware	N/A	
230	Portable classroom doors can be locked from the inside	N/A	
231	Portable classrooms are skirted to prevent access under the classrooms	N/A	
232	Portable classrooms maintain local fire code compliance	N/A	
233	Portable classrooms are part of regular inspection and maintenance program	N/A	
234	Emergency announcements can be received and heard from each portable	N/A	
<b>(G-2) Buses and Parking</b>			
235	Keys are removed from buses when the driver is not behind the wheel.	YES	
236	The bus loading zone is visible from the main office or monitored by staff.	YES	
237	Unattended buses do not create a visual obstacle or hinder emergency access.	NO	
238	Bus loading and drop off zones are clearly marked.	YES	
239	Student drop off and pick up areas are clearly marked.	YES	
240	Areas prohibiting student drop off are marked and monitored.	YES	
241	Fire zones are clearly marked.	YES	
242	Parking lots are adequately lighted.	YES	
243	Access points for parking lots are gated.	YES	
244	Parking lots and their boundaries are clearly identified.	YES	
245	Parking lots signs direct staff, students and visitors to designated parking areas.	YES	
246	Parking lots can be viewed from the building or monitored by security.	YES	
247	Bicycle parking can be viewed from the building or monitored by security.	N/A	
<b>(G-3) Play and Outdoor Recreation Areas</b>			
248	Recreation/practice areas are fenced to restrict unauthorized access.	YES	
249	Fences are of appropriate type and height for designed function	YES	
250	Fences are in good condition and without gaps.	YES	
251	Vehicular access is restricted around play areas.	YES	
252	Playgrounds are inspected regularly and on a regular maintenance schedule	YES	
253	Playgrounds are visually inspected by staff prior to daily use	YES	
254	Play apparatus are free from sharp edges, and protruding or loose bolts or screws.	YES	
255	Playground edging is well-maintained and away from fall area of equipment.	YES	
256	Ground cover is adequate to provide protection from falls.	YES	
257	Ground cover is free from holes and worn trenches.	YES	



258	There are no trip hazards in the playground area (such as weed block protruding from ground cover).	N/A	
259	Play areas are well drained and designed not to retain water.	YES	
260	Emergency vehicles can access play and recreation areas if needed.	YES	
261	Benches/bleachers are well maintained (painted with no signs of rust or splinters).	YES	
262	Risers between bleacher seats are protected to prevent entrapment and falls.	N/A	
263	Bleacher railings are present and secure.	N/A	
264	Ball fields are fenced to restrict access.	N/A	
265	Ticket and concession stands are secured when not in use.	N/A	
266	Ticket and concession stands have door locks that allow for egress at all times	N/A	
267	Ticket and concession stands are well maintained.	N/A	
<b>(G-4) Building Access</b>			
268	The school has designated a primary point of entry/exit to each building.	YES	
269	Signage directs visitors to main entry	YES	
270	Exterior doors are not blocked open nor have blocks present for that purpose	YES	
271	Entrances used by students or staff before the office is open are closely monitored	YES	
272	The designated points of entry are monitored to control building access.	YES	
273	Exterior access to the auditorium is controlled and monitored.	YES	
274	School staff monitor all entrances and exits during student arrival & departure.	YES	
275	Doors required to be open for student passage are secured by key card or monitored.	YES	
276	Signs are posted at entrances listing items not allowed inside the school (e.g. drug-free, weapon-free, smoke-free).	YES	
<b>(G-5) Visitor Policies</b>			
277	Visitor policy/procedure signs are posted at all entrances.	YES	
278	Visitors are required to show photo ID to check in and check out.	YES	
279	Visitors' photo ID is retained until check out is completed.	YES	
280	The supply of visitor ID badges is located out of reach of visitors.	YES	
281	Visitors badges are completed by staff.	YES	
282	Visitor sign-in/sign-out logs are verified by staff or completed by staff.	YES	
283	Visitors are required to wear visible, dated identification, with destination listed.	YES	
284	Visitors are asked who they are visiting and the reason for their visit.	YES	
285	Visitors' appointments are verified with person being visited or escorted.	YES	
286	Vendors are requested to set appointments	YES	
287	Staff are required to come to the office to meet and/or escort vendors or visitors	YES	
288	Guidelines have been established for admission by visitors	YES	



(H) Building Interior			
289	Exterior doors (doors leading to the outside) are numbered on the inside.	NO	
290	Interior doors are numbered on the door or on the wall adjacent to the door.	NO	
291	Stairwells are uniformly and adequately lighted.	N/A	
292	Stairwells are numbered.	N/A	
293	Hallways are uniformly and adequately lighted.	YES	
294	Hallways are free of graffiti.	YES	
295	Restrooms are uniformly and adequately lighted.	YES	
296	Restroom walls and stalls are free of graffiti.	YES	
297	Entrance doors to restrooms cannot be locked from the inside.	YES	
298	Restroom ceilings are well maintained (not water stained, missing or cracked).	YES	
299	Restrooms with lay-in ceilings have clips to prevent removal.	YES	
300	Doors and locks are in good operating condition.	YES	
301	Exit doors equipped with push bar exit devices are resistant to chaining.	YES	
302	Classroom doors can be locked from the inside with hardware meeting fire code.	YES	
303	Classrooms have window shades.	N/A	
304	Classrooms with windows in the doors, have a way to cover the window if needed for a lock-down.	YES	
305	Windows in doors are reinforced or made of shatter resistant materials.	YES	
306	Common areas are uniformly and adequately lit.	YES	
307	Hallways and public spaces are clean and in good repair.	YES	
308	Hallways leading to exit doors are free of obstructions.	YES	
309	Art and decorations in hallways follow procedure and fire code requirements.	YES	
310	Extension cord and appliance usage in classrooms follow procedure and fire code.	YES	
311	Handrails are appropriately placed and in good condition.	YES	
312	All lighted exit signs are operational, clearly visible, and point in the correct direction.	YES	
313	Locker areas are well lighted.	YES	
314	Unassigned lockers are secured/locked.	YES	
315	Emergency lighting is properly installed and functioning.	YES	
316	All interior glass (doors, windows, etc.) is properly installed and repaired.	YES	
317	Floor coverings are properly installed and in good repair.	YES	
318	All chemicals, poisons, and flammable materials are stored properly.	YES	
319	There is adequate access to fire extinguishers.	YES	
320	Fire extinguishers are inspected annually.	YES	
321	Fire drill instructions are posted in each classroom.	YES	



322	There is adequate access to first aid supplies.	YES	
323	There is adequate access to AEDs.	YES	2
324	AEDs are inspected and maintained on a regular schedule	YES	
325	Staff is aware of personnel certified in CPR (cardiopulmonary resuscitation) and AED use (automated external defibrillator).	YES	
326	Valuable items are secured (i.e., computers, video cameras, band instruments).	YES	
<b>(H-1) The Following areas are locked when not in use:</b>			
327	Classrooms.	Always	
328	Gyms.	Mostly	
329	Locker Rooms.	Always	
330	Auditorium.	Always	
331	Cafeteria.	Rarely	
332	Science Labs.	Always	
333	Computer Labs.	Always	
334	Vocational shops.	Always	
335	Hazardous materials storage areas.	Always	
336	Band Hall.	Always	
337	Storage Areas/closets.	Always	
<b>(H-2) The Following are locked and access controlled:</b>			
338	Electrical panel access doors.	Always	
339	Nurses offices	Always	
340	Roof access doors.	Always	
341	Doors opening into interior areas like courtyards during non-classroom hours.	Always	
342	Boiler rooms and mechanical rooms.	Always	
343	Air vents.	Always	
344	Custodial closets.	Always	
<b>(H-3) Cafeteria</b>			
345	The cafeteria is uniformly and adequately lighted.	YES	
346	A UL (Universal Listings) 300 compliant hood system is in place over appropriate appliances.	YES	
347	Hood and fire extinguisher inspection tags/logs show current inspection.	YES	
348	The hood is inspected every three months.	N/A	
349	The freezer door can be opened from the inside.	N/A	
350	Fire extinguishers are available in sufficient quantity and of appropriate type	YES	
351	At least one type K fire extinguisher is present in kitchen area if fryers are present	YES	



352	Cafeteria staff know location of electrical/gas/water shut-offs.	YES	
353	Exits to kitchen are clean and free from debris and stored items.	YES	
354	Loading dock area is clean, free from grease.	YES	
355	Staff maintain delivery logs including what was delivered and by whom.	YES	
356	Staff follow district/school visitor procedures and guidance for vendors	YES	
357	Cafeteria staff have received training on emergency response protocols	YES	
358	Contracted cafeteria staff have received training on emergency response protocols	YES	
359	Kitchen/cafeteria staff take part in all emergency response drills	YES	
<b>(H-4) Gymnasium Area</b>			
360	Lighting fixtures and windows are protected in play/gym areas.	YES	
361	Steroid law notice is posted in a conspicuous location in each building where a physical education class takes place (7th grade and up).	N/A	
362	Emergency lighting is properly installed and functioning.	YES	
363	Exit doors are designed to allow for quick exit by large numbers of people.	YES	
364	Lighting is uniform and adequate throughout.	YES	
365	Bleachers are well maintained and railings are present and secure.	YES	
<b>(H-5) Locker Rooms and Weight/Exercise Areas</b>			
366	If students or staff are admitted through exterior doors; the door is equipped with a door viewer or a method for staff to verify identity of those trying to enter	N/A	
367	Locker rooms and Weight rooms are cleaned and sanitized regularly	N/A	
368	Weight rooms are locked when not supervised.	N/A	
369	Weight equipment is well maintained and inspected on a regular schedule.	N/A	
370	Repairs are made to weight/exercise equipment using factory approved materials	N/A	
371	Weight equipment is arranged to provide sufficient space between apparatus to provide for safe usage.	N/A	
372	Lighting is uniform and adequate throughout.	N/A	
373	Steroid Law Notice is posted in a conspicuous locations in each building where a physical education class, training and weight lifting takes place (7th grade and up)	N/A	
<b>(H-6) Science Laboratory</b>			
374	Room meets space requirements: (40-45 sq. ft/elementary student) (50 sq. ft/secondary student).	N/A	
375	Communication system is present and operating properly.	N/A	
376	Eyewash stations are present and functional	N/A	
377	Eyewash stations are flushed weekly to eliminate contamination	N/A	
378	Eyewash stations are connected to a drain	N/A	
379	Emergency showers are present and functional. (required in High School Labs)	N/A	



380	Emergency showers are flushed monthly to eliminate contamination	N/A	
381	Emergency shower has drain	N/A	
382	Fume hood is present and functional	N/A	
383	Fume hood is clean, well maintained and not used for storage of chemicals.	N/A	
384	There are master shut-off switches for water, gas and electricity.	N/A	
385	Master shut-off switches are in clear view and easily accessible.	N/A	
386	If no master shut-off switches exist there are individual shut-offs for water, electricity and gas, in close proximity to the lab.	N/A	
387	Personal protective equipment is available for each student (lab aprons, goggles & gloves).	N/A	
388	There is a goggle sterilization cabinet present and utilized	N/A	
389	First aid kit is stocked and accessible.	N/A	
390	Fire and response equipment is free from obstructions	N/A	
391	Fire blanket is in good condition and accessible	N/A	
392	Fire extinguisher is accessible and has current inspection.	N/A	
393	Chemical spill kit is accessible (required in high schools only).	N/A	
394	Broken glass container is accessible.	N/A	
395	All chemicals are stored in appropriate containers that are labeled with the name, formula, and health hazards associated with the chemical.	N/A	
396	Storage area doors are marked "Hazardous Materials" or "Authorized Personnel Only".	N/A	
397	Chemical storage area has an operable forced ventilation system that meets air exchange standards and is vented to the OUTSIDE of the building	N/A	
398	Corrosive materials are stored in an approved corrosive materials cabinet	N/A	
399	Flammable materials are stored in an approved flammable materials cabinet	N/A	
400	Safety Data Sheets (SDS) are available for each hazardous material	N/A	
401	A current inventory of all chemicals stored in labs is available for review	N/A	
402	Mercury is NOT present in the lab.	N/A	
403	Mercury thermometers are NOT used or present in the lab.	N/A	
404	If mercury is present, it is labeled, coded for compatibility, kept in appropriate containers, and locked	N/A	
405	GFCI (ground fault circuit interrupter) electrical outlets in use within 6 feet of a water source.	N/A	
406	Sink with hot water is present.		
407	Emergency procedures are posted.	N/A	
408	Two emergency exits are present, clearly marked and visible (rooms over 1000 sq ft).	N/A	
409	Fire evacuation routes are posted with both primary and secondary routes shown	N/A	



<b>(H-7) Auditorium</b>			
410	Doors equipped with push bar exit devices are resistant to chaining.	N/A	
411	Exit doors are designed to allow for quick exit by large numbers of people.	N/A	
412	Fire evacuation routes are posted including primary and secondary routes	N/A	
413	Lighting is uniform and adequate throughout.	N/A	
414	Emergency lighting is properly installed and functioning.	N/A	
415	Carpeting and flooring is clean and in good repair.	N/A	
416	Back stage areas are clean and organized	N/A	
417	Set decoration construction areas are secured and organized	YES	
418	Paints and solvents are stored in flammable storage cabinets	NO	
419	Fire response equipment is not obstructed and has been inspected	YES	
420	Stage curtains have current flame retardant certificates	YES	
421	Stage curtains have been vacuummed at least annually	NO	
422	Stage curtains have been professionally cleaned and fire retardant re-applied at least once in last 5 years	N/A	
423	Stage curtains are less than 15 years old; professionally evaluated for replacement	NO	
424	Seats are clean and in good repair.	N/A	
425	Stage area is organized and free from hazards.	N/A	
426	If the stage can be raised or lowered; there are safety features to prevent injury.	N/A	
<b>(H-8) Vocational Training Areas: Welding Shop</b>			
427	Interior of the welding shop is clean and well organized.	N/A	
428	Material storage areas are clean and well organized.	N/A	
429	First aid kit is stocked and accessible.	N/A	
430	Eyewash stations are present and functional	N/A	
431	Eyewash stations are flushed weekly to eliminate contamination	N/A	
432	Eyewash stations are connected to a drain	N/A	
433	Welding booths are well ventilated with exhaust ventilated to the exterior.	N/A	
434	Welding tanks are secured to the wall or carts, including empty tanks awaiting pick-up.	N/A	
435	Fire Extinguisher is accessible and has current inspection.	N/A	
436	Equipment and tools are accounted for daily and stored appropriately.	N/A	
437	Students are trained in safety and emergency procedures.	N/A	
438	Fire evacuation routes are posted including primary and secondary routes	N/A	
439	Ventilation for the welding shop is adequate and the system is operating effectively.	N/A	
440	Paint booths are properly ventilated to the exterior.	N/A	
441	All solvents, paints and chemicals are stored properly with SDS available.	N/A	



442	Policies and procedures are in place regarding use of facility and supervision at all times.	N/A	
<b>(H-9) Vocational Training Areas: Woodworking Shop</b>			
443	Interior of the woodworking shop is clean and well organized.	N/A	
444	Material storage areas are clean and well-organized.	N/A	
445	First aid kit is stocked and accessible.	N/A	
446	Eyewash stations are present and functional	N/A	
447	Eyewash stations are flushed weekly to eliminate contamination	N/A	
448	Eyewash stations are connected to a drain	N/A	
449	A dust removal system is present, operational and well maintained.	N/A	
450	Ventilation is adequate and the system is operating effectively.	N/A	
451	Fire extinguisher is accessible and has current inspection.	N/A	
452	Equipment and tools are accounted for daily and stored appropriately.	N/A	
453	Students are trained in safety and emergency procedures.	N/A	
454	Fire evacuation routes are posted including primary and secondary routes	N/A	
455	Paint booths are properly ventilated to the exterior.	N/A	
456	All solvents, paints and chemicals are stored properly with SDS documentation.	N/A	
457	Paint booths are properly ventilated to the exterior.	N/A	
458	All solvents, paints and chemicals are stored properly with SDS documentation.	N/A	
459	Policies and procedures are in place regarding use of facility and supervision at all times.	N/A	
<b>(H-10) Vocational Training Areas: Agricultural Shop</b>			
460	Interior of the agriculture shop is clean and well organized.	N/A	
461	Material storage areas are clean and well-organized.	N/A	
462	First Aid Kit is stocked and accessible.	N/A	
463	Eyewash stations are present and functional	N/A	
464	Eyewash stations are flushed weekly to eliminate contamination	N/A	
465	Eyewash stations are connected to a drain	N/A	
466	Fire extinguisher is accessible and has current inspection.	N/A	
467	Equipment and tools are accounted for daily and stored appropriately.	N/A	
468	Students are trained in safety and emergency procedures.	N/A	
469	Fire evacuation routes are posted including primary and secondary routes	N/A	
470	Ventilation is adequate and the system is operating effectively.	N/A	
471	Agricultural chemicals are properly secured and stored with SDS on file.	N/A	
472	Agricultural chemicals are properly accounted for with quantities and usage documented.	N/A	



473	Policies and procedures are in place regarding use of facility and supervision at all times.	N/A	
<b>(H-11) Vocational Training Areas: Automotive Shop</b>			
474	Interior of the automotive shop is clean and well organized.	N/A	
475	Material storage areas are clean and well-organized.	N/A	
476	First Aid Kit is stocked and accessible.	N/A	
477	Eyewash stations are present and functional	N/A	
478	Eyewash stations are flushed weekly to eliminate contamination	N/A	
479	Eyewash stations are connected to a drain	N/A	
480	Welding booths are well ventilated with exhaust directly ventilated to the exterior.	N/A	
481	Welding tanks are secured to the wall or carts, including empty tanks awaiting pick-up.	N/A	
482	Fire extinguisher is accessible and has current inspection.	N/A	
483	Fire extinguishers are adequate in number and of correct type potential fires	N/A	
484	Equipment and tools are accounted for daily and stored appropriately.	N/A	
485	Students are trained in safety and emergency procedures.	N/A	
486	Fire Evacuation routes are posted.	N/A	
487	Ventilation is adequate and the system is operating effectively.	N/A	
488	Paint booths are properly ventilated to the exterior.	N/A	
489	All solvents, paints and chemicals are stored properly with safety data sheets (SDS) documentation for all chemicals.	N/A	
490	All jacks, lifts and hoists are well maintained and inspected annually.	N/A	
491	Policies and procedures are in place regarding use of facility and supervision at all times.	N/A	
<b>(I) Monitoring and Surveillance</b>			
492	Security cameras are stationed outside the school.	YES	
493	Security camera locations provide maximum coverage of grounds.	YES	
494	Security cameras are stationed inside the school.	YES	
495	Staff members monitor hallways during school hours.	YES	
496	Staff members monitor stairwells during school hours.	YES	
497	Staff members monitor restrooms during school hours.	YES	
498	The bus loading area is monitored by cameras.	YES	
499	The bus loading area is monitored by patrols/staff.	YES	
500	The bus loading area is monitored by direct line of sight.	YES	
501	The parent pick-up/drop-off area is monitored by cameras.	YES	
502	The parent pick-up/drop-off area is monitored by patrols/staff.	YES	



503	The parent pick-up/drop-off area is monitored by direct line of sight.	YES	
504	The play/recreational areas are monitored by cameras.	YES	
505	The play/recreational areas are monitored by patrols/staff.	YES	
506	The play/recreational areas are monitored by direct line of sight.	YES	
507	The formal and informal gathering areas are monitored by cameras.	YES	
508	The formal and informal gathering areas are monitored by patrols/staff.	YES	
509	The formal and informal gathering areas are monitored by direct line of sight.	YES	
510	The parking lots are monitored by cameras.	YES	
511	The parking lots are monitored by patrols/staff.	YES	
512	The parking lots are monitored by direct line of sight.	YES	

### (J) Communication Systems

#### (J-1) There is 2-way communication between office and the following staff/areas

513	Classrooms.	NO	
514	Chemistry/science labs.	N/A	
515	Cafeteria.	NO	
516	School-based law enforcement/security personnel.	YES	
517	Playground.	NO	
518	Portable classrooms/buildings.	N/A	
519	Athletic facilities	N/A	
520	Band hall.	N/A	
521	Stage/auditorium areas.	N/A	
522	School nurse office.	YES	
523	Maintenance and custodial staff.	YES	
524	Security and school-based law enforcement offices/areas.	YES	
525	Transportation.	YES	
526	Each of the areas listed above are equipped with a system capable of initiating communication in an emergency.	YES	
527	The school has access to a weather alert radio and monitors it after an alert.	YES	
528	Dialing 911 from any school phone will connect with emergency services	YES	
529	Facilities are tested periodically for connectivity through dialing 911	N/A	
530	Staff are trained on when to call 911 and what to say when calling 911	YES	

### (K) Health Practices

531	Hand washing supplies are available in all restrooms.	YES	
532	Hand washing signs are posted.	YES	
533	Hand sanitizer is available to staff and students.	YES	

534	Procedures are reviewed regularly with staff and students in flu and pandemic prevention measures.	YES	
-----	--	-----	--



ADMINISTRATION FACILITY			
Directions: Please assess the following areas and answer each question by selecting: YES, NO, N/A (Not Applicable), or N/AS (Not Assessed) from the drop-down box.			
		Answer	Comments
ADMINISTRATION - POLICIES & PROCEDURES			
Visitor Policies & Procedures			
1	There are written procedures to guide access to the building by staff before and after school hours.	YES	
2	Staff members present in the building after school hours are required to sign in and out.	YES	
3	Visitors must present photo ID to obtain visitor's badge.	YES	
4	Visitor's photo ID is retained until check out is completed.	YES	
5	Visitor's badges are completed by <b>staff only</b> .	YES	
6	Visitor sign in logs are verified by staff or completed by staff at sign in.	YES	
7	Visitors are required to wear visible, dated identification, with destination listed.	YES	
8	Contractors and vendors are required to sign in and out.	YES	
9	Contractors and vendors are required to wear visible, dated identification.	YES	
10	Visitor policies and procedures change to coincide with Homeland Security Advisory System.	YES	
11	Visitor policy/procedure outlines when a visitor escort is required.	YES	
12	Visitor policy/procedure dictates how/when a parent who is a registered sex offender may visit their child during school hours.	YES	
Department Safety and Security Polices & Procedures			
13	There is a delivery policy/procedure that has provisions which change to coincide with the Homeland Security Advisory System threat levels.	N/A	
14	All deliveries are accepted only at designated receiving areas.	YES	
15	All deliveries are documented by having drivers sign a delivery log.	YES	
16	A list of approved delivery personnel is kept on file for each vendor and updated regularly. Deliveries are not accepted from a new driver without verification.	YES	
17	All personnel responsible for accepting packages and mail have been trained on receiving procedures.	YES	
18	All personnel responsible for accepting packages and mail have received training in the identification of suspicious packages and bomb threat procedures.	YES	
19	There is a system for inspecting and approving items delivered to the building.	YES	



20	There is a procedure in place for dealing with suspicious and/or unauthorized deliveries.	N/A	
21	Items delivered are checked against manifest for accuracy.	N/A	
22	The facility has a designated emergency team.	YES	
23	Fire detection and suppression systems are regularly inspected.	YES	
24	Boilers and elevators are regularly inspected.	YES	
25	Asbestos inspections are completed as required by federal regulation.	YES	
26	Emergency communications systems and procedures are tested according to a written schedule and using defined performance standards.	YES	
27	The district has a 24-hour emergency phone contact list for all utility services (electric, communications, water, sewer, gas, etc.).	YES	
28	The telephones can be forwarded to an off-site phone bank in an emergency.		
29	A backup communications system is available to provide communications during power failures and emergencies.	YES	
30	The district has a plan and a backup plan for communication with parents and the community following an emergency or disaster.	YES	
31	Phone lists for personnel are complete and up to date.	YES	
32	The facility has a calling tree.	YES	
33	The receptionist, secretary, and other office staff are trained in the procedures to inform the district leadership of an emergency.	YES	
34	A video monitoring system is in place and can record in a high quality format that allows quick review.	YES	
35	The district has a formal written plan for dealing with threats made by students.	YES	
36	Bomb threat procedures and forms are available near telephones.	YES	
37	Each member of the district emergency team has a copy of the emergency operations basic plan and functional annexes.	YES	
38	The emergency team members and all staff with a need to know are familiar with the plan.	YES	
39	Specific tasks for the implementation of the emergency operations plan are assigned to specific staff members to maintain accountability.	YES	
40	The district has a process for increasing the campus readiness level based on threat conditions.	YES	
41	The district uses plain language for emergency communications (codes are not used).	YES	
42	A member of the emergency team is assigned to liaison with emergency services before and during emergencies.	YES	



43	Locations inside and outside the facility have been pre-designated for the incident command post (ICP).	N/A	
44	The ICP location is provided to fire and police officials.	YES	
45	After actions reviews are held following each exercise or emergency.	YES	
46	Corrective action plans are developed.	YES	
47	Incident Command System (ICS) forms are available.	YES	
48	Administrators are able to identify the ICS principles of unity of command.	NO	
49	Administrators are able to identify the ICS principles of span of control.	NO	
50	Administrators are able to identify the ICS principles of management by objective.	NO	
51	Administrators are able to identify the ICS principles of unified command.	NO	
52	The emergency team has been trained in ICS.		
53	Emergency team members have certificates of training in incident command and the National Incident Management System.	YES	
54	Staff members and visitors are accounted for during drills.	YES	
55	The facility has a plan for assisting individuals with special needs during emergencies. Special needs can include physical disability, chronic health conditions such as asthma or seizure disorders, emotional or mental disability and language limitations.	YES	
56	The reception staff has received training in verbal de-escalation techniques and strategies.	YES	
57	The office staff has received training on emergency notification and reporting procedures.	YES	
58	Emergency procedures are reviewed with all personnel at the beginning of the school year.	YES	
59	Fire drills are conducted monthly.	YES	
60	Fire drills are conducted that require the use of alternate evacuation route (obstructed drills).	YES	
61	Severe weather drills are conducted each semester.	YES	
62	Other drills appropriate to the school's hazards are conducted.	YES	
63	At least one table top exercise has been conducted in the past year.	YES	
64	Records are kept of all drills and exercises.		
65	There are written standards setting expected performance measures for each type of drill.	YES	
66	When problems are identified, corrective action plans are developed and implemented.	YES	
67	Emergency team is activated for every emergency drill.	YES	
68	A bomb threat evacuation plan exists.	YES	
69	A personnel resource list is available showing personnel with first aid training.	YES	



70	A personnel resource list is available showing personnel with training to operate specialized equipment.	YES	
71	A personnel resource list is available showing personnel who can speak other languages.	NO	
72	An alternate operational site has been designated for use should site evacuation be required.	YES	
73	The district has a core volunteer group which can be called on in an emergency such as Community Emergency Response Team (CERT).	NO	
74	The district has a formal agreement with the American Red Cross, the city, or county for emergency sheltering.	N/A	
75	There are procedures for reporting maintenance needs related to safety or security.	YES	
76	Repairs related to safety and security are completed as the highest maintenance priority.	YES	
77	The district records all emergency incidents and develops and retains after-action review information.	YES	
78	Incident reports are reviewed for lessons learned and to identify trends on which mitigation programs can be developed.	YES	
79	The district has a general safety plan.	YES	
80	The district has an infection control plan.	YES	
81	The school violence prevention program is in writing and is evidence-based.	YES	
82	Records kept to demonstrate that the program is effective.	YES	
<b>ADMINISTRATION - OBSERVATIONS</b>			
<b>Building Exterior</b>			
83	The area around the facility is identified by signage as a safe, weapons-free, drug-free, alcohol-free, and tobacco-free school zone.	YES	
84	There are adequate signs, postings, or window decals directing all visitors to the main site entry.	YES	
85	The location of the reception area is clearly marked.	YES	
86	Property lines are clearly marked, establishing territoriality (e.g. fencing, landscaping, natural geographic features, signs, changes in elevation, etc.).	YES	
87	The facility exterior is well maintained.	YES	
88	The facility exterior is free of vandalism and graffiti.	YES	
89	Facility grounds are sanitary, well drained, free of debris, and insect or rodent harborage.	YES	
90	Visitor parking areas are clearly identified and segregated from staff parking areas.	YES	
91	Staff parking spaces are <b>not</b> labeled with staff titles/names.	YES	



92	Deliveries are restricted to specific areas (e.g. front office, loading dock).	YES	
93	Deliveries are scheduled in advance and/or verified with the sender or addressee prior to acceptance.	YES	
94	Internal controls are in place regarding the receipt of deliveries, including matching deliveries with purchases and invoices.	YES	
95	Sidewalks are reasonably sloped, level, and in good general repair.	YES	
96	Covered walkways and adjoining posts, structures, walls, planters, and furnishing are designed to prevent climbing access to adjoining windows, roofs, or other upper level areas.	YES	
97	Covered walkways and their surroundings are designed to allow visual surveillance.	YES	
98	Trees are located away from buildings and/or trimmed to avoid roof, window, or second story access, to reduce damage from falling branches or to reduce fire hazard.	YES	
99	Outdoor containers are kept at least 30 feet from the building and/or designed to expose their contents (steel mesh instead of solid walls).	YES	
100	Exterior lighting fixtures are well maintained and provide adequate illumination.	YES	
101	Exterior lighting can be powered by auxiliary or emergency power systems .	YES	
102	Exterior lighting fixtures are vandal resistant, beyond easy reach and built with break-resistant lenses or protected by cages.	YES	
103	Exterior lighting is automated to turn on at dark.	YES	
104	Pedestrian access doors are protected by bollards/structures to keep vehicles from entrance.	YES	
105	Exterior doors are constructed to resist unauthorized entry.	YES	
106	Exterior doors and locks are in good condition.	YES	
107	Exterior doors are locked at the end of the day.	YES	
108	The facility has a central reporting electronic alarm system.	YES	
109	Windows are closed and locked when the facility is secured at the end of the day.	YES	
110	Utility access panels and equipment are protected by fencing and/or locked.	YES	
111	Utility connections near vehicle accessible areas are protected from vehicle damage.	YES	
112	Dumpsters are located away from the building, well maintained and protected against rolling hazard.	YES	
<b>Building Interior</b>			
113	Buildings are well maintained with all areas clean and free of debris.	YES	
114	Staff members have the ability to secure personal belongings and valuables.	YES	
115	Valuable equipment is inventoried and stored in secure areas.	YES	
116	The reception/office area has a view of main entrance, foyer, and visitor parking area.	YES	



117	The reception area includes protective features such as a counter or desk, a panic or help button, a telephone, and an alternative exit.	YES	
118	Freestanding objects that could be toppled intentionally or fall during earthquakes or tornadoes are adequately secured.	N/A	
119	The Campus & District EOP is located in the administrative offices and is accessible to emergency management personnel and emergency responders.	YES	
120	Evacuation routes are posted for all rooms.	YES	
121	The location of the reception area is clearly identified by signage.	YES	
122	Level of lighting is appropriate and uniform.	YES	
123	The facility has at least two independent methods of communication for emergencies.	YES	
124	The main entrance is monitored by a receptionist or security personnel responsible for controlling access .	YES	
125	The means of egress are kept clear of obstructions.	YES	
126	The means of egress are indicated by illuminated exit signs.	YES	
127	All exit doors and gates are equipped with emergency exit hardware and not locked or secured by any other means.	YES	
128	All evacuation routes and their exits are clearly posted .	YES	
129	All means of egress meet local fire marshal codes and are free from obstructions.	YES	
130	The facility has a fire alarm system.	YES	
131	The fire alarm system is in good working order.	YES	
132	The fire alarm can be activated either automatically and by hand (pull station).	YES	
133	The fire alarm is monitored off-site, such as at a fire station or a monitoring center.	YES	
134	The facility alarm system has been inspected within the last year.	YES	
135	Alarm systems include both sound and visual alarm signals which can be perceived and recognized as evacuation signals (above ambient noise or light levels) by everyone in the area.	YES	
136	The facility maintains a vertical clearance between sprinklers and objects below them of at least 18 inches.	YES	
137	Door hardware allows staff to lock rooms from the inside without having to step into the hallway.	YES	
138	Doors to all electrical vaults, pipe chases, custodial closets, and mechanical rooms are closed and locked.	YES	
139	Doors to custodial closets and mechanical rooms are made of metal or solid wood, with concealed hinges, pick plates, high quality deadbolt locks, and high security strike plates.	YES	



## TRANSPORTATION FACILITY

**Directions:** Please assess the following areas and answer each question by selecting: **YES**, **NO**, **N/A** (Not Applicable), or **N/AS** (Not Assessed) from the drop-down box.

		Answer	Comments
<b>TRANSPORTATION - POLICIES &amp; PROCEDURES</b>			
<b>Visitor Policies &amp; Procedures</b>			
1	Visitor policy/procedure signs are posted at all entrances.	YES	
2	Visitors are required to show picture ID and sign-in, and sign-out.	YES	
3	Visitor's photo ID is retained until check out is completed.	YES	
4	The supply of visitor ID badges is located out of reach of visitors.	YES	
5	Visitor's badges are completed by staff only.	YES	
6	Visitor sign-in/sign-out logs are verified by staff or completed by staff only.	YES	
7	Visitors are required to wear visible, dated identification, with destination listed.	YES	
8	Visitors are asked the reason for their visit.	YES	
9	Visitor's appointments are verified with the person being visited or they are escorted.	YES	
<b>Department Safety Policies &amp; Procedures</b>			
10	The transportation department has an emergency response team.	N/A	
11	The transportation emergency response team responds to emergencies within the transportation facility as well as emergencies on buses outside the facility.	N/A	
12	The transportation emergency response team members each have reviewed the District EOP and have a copy of those sections and annexes involving transportation.	N/A	
13	Fire detection and suppression equipment and systems are regularly inspected.	N/A	
14	Telephones can be forwarded off-site during an emergency.	N/A	
15	The transportation department has a current list of all contact numbers for staff and administration of each campus and the district administration.	N/A	
16	The transportation department has a plan and system in place to communicate with parents in the event of an emergency.	N/A	
17	The transportation department has a method of contacting and communicating with drivers and staff.	YES	
18	There is a back-up communication system in the event of a power failure.	N/A	



19	All appropriate office staff and dispatchers have been notified of and trained on procedures for communicating with district leadership, parents, community and first responders during an emergency.	YES	
20	Each school bus is equipped with a means to communicate with the transportation department.	YES	
21	Each school bus is equipped with a set of reflectors for flares in case of breakdown.	YES	
22	Each school bus is equipped with a fire extinguisher with current inspection.	YES	
23	Each school bus is equipped with a stocked first aid kit.	YES	
24	Each school bus is equipped with a blank seating chart in the event of an accident.	YES	
25	Each school bus is equipped with video recording equipment.	N/A	
26	Video recordings are retained for at least 14 days.	N/A	
27	The transportation department has a procedure to document that each bus is checked at the end of the route to assure no students or items are left on-board.	YES	
28	All buses are inspected for safety and security before each trip.	YES	
29	The school provides the transportation department with a list of students and staff members and their contact numbers, traveling on each field trip.	YES	
30	All drivers are provided with training on standard operating procedures for accidents.	YES	
31	All drivers are provided with training on standard operating procedures for severe weather operations.	YES	
32	All drivers are provided with training on standard operating procedures for violence or threats of violence.	YES	
33	All drivers are trained in verbal de-escalation techniques and strategies.	YES	
34	Emergency procedures are reviewed with all personnel at the beginning of the school year.	YES	
35	Emergency procedures are reviewed with all new and substitute personnel.	YES	
36	All employees at the transportation facility and bus drivers are required to wear ID badges and/or uniforms.	YES	
37	All visitors, contractors and service personnel are required to wear ID badges issued by the district while in the facility.	YES	
38	Lifts and hoists in the facility are inspected at least once a month.	YES	
39	The facility is inspected for general safety using an approved checklist on a regular schedule.	YES	
40	The transportation department conducts all required school and district drills and retains documentation of those activities.	YES	



41	The transportation department maintains a list of personnel with first aid training.	YES	
42	The transportation department maintains a list of personnel with AED training.	YES	
43	The transportation department maintains a list of personnel who are multi-lingual.	YES	
44	The transportation department maintains a list of personnel licensed and certified to operate a school bus.	YES	
45	The transportation department maintains of list of all training completed by each employee.	YES	
46	There is a procedure for reporting maintenance needs related to safety and security.	YES	
47	Safety and security maintenance needs are completed as the highest priority.	YES	
48	Repair and maintenance records are kept for each school bus.	YES	
49	The bus storage and repair facility is fenced.	YES	
50	Fences are designed to restrict access to grounds (continuous and of sufficient height as to restrict access).	YES	
51	Fences are well maintained and free from gaps.	YES	
52	Gates are well maintained, free from excessive gaps and are lockable.	YES	
53	Foliage and trees are trimmed and do not facilitate unauthorized access.	YES	
54	Bus entry gates are wide and facilitate safe entry and exit.	YES	
55	Bus entry gates are automated to allow for entry or re-entry without driver having to leave the bus.	YES	
56	Bus entry gate area is well illuminated.	YES	
57	Entry gates can be monitored or viewed by staff from offices or shop.	YES	
<b>TRANSPORTATION - OBSERVATIONS</b>			
<b>Grounds and Exterior</b>			
58	Signage for visitor entrance is clearly visible.	YES	
59	The loading dock and delivery areas are monitored by staff.	YES	
60	Bus parking areas are adequately lighted.	YES	
61	Parking areas are adequately lighted.	YES	
62	The facility exterior is well maintained and graffiti free.	YES	
63	The facility grounds are well-maintained, well-drained and free of debris.	YES	
64	Visitor parking areas are separate from bus and staff parking and clearly identified.	YES	
65	Deliveries are restricted to specific areas that are monitored by staff.	YES	
66	Delivery areas are controlled to prevent unauthorized access.	YES	



67	Deliveries are scheduled in advance and/or verified prior to acceptance.	YES	
68	Delivery procedures include matching deliveries with invoices.	YES	
69	Personnel accepting deliveries are trained on receiving procedures.	YES	
70	Personnel are trained in identification of suspicious packages and bomb threat procedures.	YES	
71	The bus lot is in good repair, with a consistent surface and reasonably level.	YES	
72	Designated walk ways are established for safe travel through bus lot.	YES	
73	Bus parking areas are arranged to eliminate backing of buses.	YES	
74	Exterior doors have non-removable hinge pins and are constructed for security.	YES	
75	Overhead and exterior doors are in good condition and locks operate effectively.	YES	
76	Electric over head doors can be locked and/or disabled for security .	YES	
77	All doors and windows are secured after hours.	YES	
78	Exterior doors are monitored by an alarm system.	YES	
79	Overhead doors are monitored by an alarm system.	YES	
80	The alarm system is a central reporting system or pages a staff member.	YES	
81	Exterior windows are obstructed to prevent easy viewing of activities or assets.	YES	
82	Maintenance areas are monitored at all times or locked (during lunch and breaks).	YES	
83	Waste containers and dumpsters are located away from buildings.	YES	
84	Mechanical equipment is fenced and secured.	YES	
85	Fuel pumps are locked or personnel monitor to prevent unauthorized access .	YES	
86	Emergency fuel pump shut offs are easily accessible.	YES	
87	Fire extinguishers are provided in close proximity to fueling area.	YES	
88	Fueling records are kept to document every fueling.	YES	
89	Fuel is dispensed only into approved containers.	YES	
90	External video cameras are located to view fueling areas as well as bus parking areas.	YES	
91	Video cameras can record at night with provided illumination.	YES	
<b>Offices and Building Interior</b>			
92	The interior of the building is clean and well-maintained.	YES	
93	The transportation office has a system to communicate with all areas of the facility.	YES	
94	The interior lighting is adequate and uniform.	YES	
95	There is a bus key control system in place.	YES	



96	The bus key control system includes a theft-resistant drop box or other secure method to return keys after office hours.	YES	
97	The facility had a communication system and a back-up system for emergencies.	YES	
98	The facility has a security alarm system.	YES	
99	The security alarm system is monitored off-site.	YES	
100	The security alarm system includes both sound and visual alarm signals.	YES	
101	The facility has a fire alarm system.	YES	
102	The fire alarm system is monitored off-site.	YES	
103	The fire alarm system includes both sound and visual alarm signals.	YES	
104	The fire alarm system can be activated both by hand (pull station) and automatically.	YES	
105	Equipment, tools, parts and supplies are inventoried and stored in secure areas.	YES	
106	The shop area is adequately and uniformly lighted.	YES	
107	Lighting in the shop areas are protected against accidental breakage.	YES	
108	Lighting near flammable vapor areas are designed to prevent sparking.	YES	
109	All exits and corridors are clean and free from obstructions.	YES	
110	Shop areas are ventilated to prevent buildup of toxic exhaust or combustible vapors.	YES	
111	All emergency exit doors and gates are equipped with emergency exit hardware and not locked or secured by any other means.	YES	
112	Emergency exits have operating, illuminated exit signs.	YES	
113	There are at least two emergency exits in each building.	YES	
114	Doors to electrical rooms, boxes, custodial closets, mechanical rooms and hazardous material storage are closed and locked.	YES	
115	Chemicals are labeled and stored in appropriate containers.	YES	
116	Compressed gas cylinders are stored upright and secured.	YES	
117	Eye wash station and safety shower is present, clean and well-maintained.	YES	

117	The reception area includes protective features such as a counter or desk, a panic or help button, a telephone, and an alternative exit.	YES	
118	Freestanding objects that could be toppled intentionally or fall during earthquakes or tornadoes are adequately secured.	N/A	
119	The Campus & District EOP is located in the administrative offices and is accessible to emergency management personnel and emergency responders.	YES	
120	Evacuation routes are posted for all rooms.	YES	
121	The location of the reception area is clearly identified by signage.	YES	
122	Level of lighting is appropriate and uniform.	YES	
123	The facility has at least two independent methods of communication for emergencies.	YES	
124	The main entrance is monitored by a receptionist or security personnel responsible for controlling access .	YES	
125	The means of egress are kept clear of obstructions.	YES	
126	The means of egress are indicated by illuminated exit signs.	YES	
127	All exit doors and gates are equipped with emergency exit hardware and not locked or secured by any other means.	YES	
128	All evacuation routes and their exits are clearly posted .	YES	
129	All means of egress meet local fire marshal codes and are free from obstructions.	YES	
130	The facility has a fire alarm system.	YES	
131	The fire alarm system is in good working order.	YES	
132	The fire alarm can be activated either automatically and by hand (pull station).	YES	
133	The fire alarm is monitored off-site, such as at a fire station or a monitoring center.	YES	
134	The facility alarm system has been inspected within the last year.	YES	
135	Alarm systems include both sound and visual alarm signals which can be perceived and recognized as evacuation signals (above ambient noise or light levels) by everyone in the area.	YES	
136	The facility maintains a vertical clearance between sprinklers and objects below them of at least 18 inches.	YES	
137	Door hardware allows staff to lock rooms from the inside without having to step into the hallway.	YES	
138	Doors to all electrical vaults, pipe chases, custodial closets, and mechanical rooms are closed and locked.	YES	
139	Doors to custodial closets and mechanical rooms are made of metal or solid wood, with concealed hinges, pick plates, high quality deadbolt locks, and high security strike plates.	YES	

# TEXAS STATE<sup>®</sup>

## TEXAS SCHOOL SAFETY CENTER

### District Facility Safety and Security Audit Toolkit

O'Donnell Intermediate School

**Facility Name**

301 NE Camp St Fabens, TX. 79838

**Facility Address**

(915) 765-2640

**Facility Phone Number**

Fabens ISD

**School District**

Dr. Veronica Vijil

**Superintendent**

Ms. Corina Ruiz

**Principal/Facility Manager**

8/20/2020-

**Dates of Audit**



## SCHOOL/FACILITY CHARACTERISTICS AND SURROUNDING ENVIRONMENT

**Directions:** Please assess the following areas and answer each question accordingly.

		Answer
<b>Staff and Student Characteristics</b>		
1	How many staff members are at this facility?	50
2	What is the total enrollment of students?	286
3	Percentage of students with limited English proficiency.	61%
4	Percentage of students with free or reduced lunch.	100%
5	Percentage of students with special education needs.	17%
6	What is the school's average daily student attendance?	98 percent
<b>School/Facilities</b>		
7	Which of the following best describes the school/facility.	Regular public school
	If other please specify	
8	Which of the following best describes the environment of the school/facility.	Rural
	If other please specify	
<b>Surrounding Environment</b>		
9	Adjacent to an interstate highway.	NO
10	Off a major (4-lane) road.	YES
11	On a busy residential road (not divided by a median). Near an industrial area.	NO
12	Near a transportation hub.	NO
13	Near railroad tracks (within 1000 yards) Near a gas pipeline.	YES
14	Near a park.	YES
15	Adjacent to a business district. (e.g. grocery, convenience, fast food, etc.)	NO
16	In or near a flood plain.	YES



**INTRUDER ASSESSMENT****Directions:** Please assess the following areas and answer each question accordingly.

1	Team Member(s) Conducting Assessment	Richard Fraire and Laura P. Avalos
2	District Name	Fabens

**Visitor Policies & Procedures**

3	School/Facility	O'Donnell Intermediate School
4	Grade/facility type	Grades 4/5
5	Date	8/20/2020
6	Arrival Time	1:30 PM
7	Time gained entry	1:31 PM
8	Entrance point(s)	Main front door
9	Time of first contact	1:30 PM
10	Contacted by:	Ms. Bullard (Instructional Facilitator)

Visitor Policies & Procedures		Answer	Comments
11	Were all but main entry door locked?	Yes	
12	Was main entry observable by staff?	Yes	
13	Were signs present instructing you to sign in?	Yes	
14	Was it easy to locate the office?	Yes	
15	Were you required to sign in?	Yes	
16	Were you asked why you needed access?	Yes	
17	Were you required to show a photo ID?	Yes	
18	Were you provided a dated visitor pass?	Yes	
19	Did the office retain the ID or a copy?	Yes	
20	Were you instructed to check out before leaving?	Yes	
21	Did you have access to classrooms?	No	
22	Were you observed by any staff?	Yes	
23	Were classroom doors closed/locked during instruction?	Yes	
24	Were there unescorted students in the halls or on campus?	No	
25	Were staff visibly wearing IDs?	Yes	
26	Were you asked to go to office to sign in?	Yes	
27	Were you confronted by staff?	Yes	

28	Did you verbally communicate with any staff?	Yes	
29	Were you escorted to the office?	Yes	
30	Did you check out with the office before leaving building?	Yes	



## NEIGHBORHOOD & SCHOOL/FACILITY RISK FACTORS

**Directions:** For each risk factor below, please indicate the extent to which you think the factor is present for your school/facility.

Risk Factor		Answer	Comments
1	Vandalism in neighborhood	Moderately Present	
2	High student mobility	Moderately Present	
3	Graffiti in neighborhood	Moderately Present	
4	Gang activity in neighborhood	Moderately Present	
5	Crime in neighborhood	Moderately Present	
6	Poverty in neighborhood	Extensively Present	
7	Trespassing on school grounds	Minimally Present	Group of students broke in during the summer time
8	Parent withdrawal of students due to safety concerns	Not Present	
9	Sex offenders in neighborhood	Don't Know	
10	Students adjudicated for weapons, drugs, alcohol, or assaults	Not Present	
11	Bullying, intimidation, harassment in school	Minimally Present	School investigates all reports, majority are not valid
12	Student support services	Extensively Present	School is in a rural area lacking many resources
13	Truancy	Minimally Present	School personnel always follow up to keep a good attendance rate



## INSTRUCTIONAL FACILITY (PART 1 of 2) - POLICY & PROCEDURES

**Directions:** Please assess the following areas and answer each question by selecting: **YES**, **NO**, **N/A** (Not Applicable), or **N/AS** (Not Assessed) from the drop-down box.

		Answer	Comments
<b>(A) Grounds and Building Exterior</b>			
1	Graffiti is promptly documented/photographed then removed after discovery.	YES	
2	There are central reporting anti-intruder alarms.	YES	
3	There is a ground maintenance plan for the facility	YES	
4	Ground maintenance plans include CPTED principles	N/AS	
5	The district has identified approved signage for all facilities	YES	
6	Approved signage is present as required by district plans/guidelines	YES	
7	Signage is periodically inspected, repaired, replaced as needed	YES	
8	There is signage directing visitors to parking and sign-in areas of the facility	YES	
9	Pipeline and/or utility companies identified have been contacted and information regarding these service lines have been addressed in the district EOP	N/AS	
<b>(A-1) Buses and Parking</b>			
10	Staff members are required to obtain parking decals or some other form of identification to authorize parking on school property.	NO	
11	High school students are required to obtain parking decals or some other form of identification to authorize parking on school property.	N/AS	
12	Someone is assigned to check for unregistered or suspicious vehicles in parking areas.	NO	
13	The identities of school bus drivers are verified before they enter school grounds.	YES	
14	School buses and other transportation vehicles are secured when not in use.	YES	
15	Unattended buses are not blocking emergency access to the school	YES	They are not blocking emergency access
16	Parking spaces for staff do not identify the person or title of person parking there	NO	They do identify the title of administrative staff (only)
17	Visitor parking is located near authorized entry points	YES	
<b>(A-2) Access Control/Visitor Procedures</b>			
18	Visitor management procedures are in use at the school and applied consistently	YES	
19	Staff have been trained on visitor procedures including what forms of identification allowable and under what situations visitors are allowed to enter building.	YES	
20	Visitor management procedures include restrictions for repeated failure to adhere to school visitor access procedures	YES	
21	Visitor management procedures include dealing with visitors who are identified in the system as a sex offender	YES	
22	There are written procedures to guide access to the building by staff before and after school hours.	YES	
23	Staff members present in the building after school hours are required to sign in/out.	YES	
24	Visitors must present photo ID to obtain visitors badge.	YES	



## INSTRUCTIONAL FACILITY (PART 1 of 2) - POLICY & PROCEDURES

**Directions:** Please assess the following areas and answer each question by selecting: **YES**, **NO**, **N/A** (Not Applicable), or **N/AS** (Not Assessed) from the drop-down box.

		Answer	Comments
25	Visitor's photo ID is retained until check out is completed.	YES	
26	Visitor's badges are completed by staff only.	YES	
27	Visitor sign-in logs are verified by staff or completed by staff at sign in.	YES	
28	Visitors are required to wear visible, dated identification.	YES	
29	Visitor badges list destination and/or person being visited.	YES	
30	All visitors are informed that they must check-out before leaving the school	YES	
31	Visitors badges are collected upon checkout and checkout info is entered into the visitor management system	YES	
19	Contractors and vendors are required to sign in and out.	YES	
20	Contractors and vendors are required to wear visible, dated identification.	YES	
21	Visitor policies and procedures have provisions that change to coincide with local security advisories of elevated threat concerns.		
22	Visitor policy/procedure outlines when a visitor escort is required.	YES	
23	Visitor policy/procedure dictates how/when a parent who is a registered sex offender may visit their child during school hours.	YES	
24	There is a delivery policy/procedure that has provisions which change to coincide with the Homeland Security Advisory System threat levels or local advisories.	N/AS	
25	All deliveries are accepted only at designated receiving areas.	YES	
26	All deliveries are documented and drivers sign a delivery log.	YES	
27	A list of approved delivery personnel is kept on file for each vendor and updated regularly. .	YES	
28	Deliveries are not accepted from a new delivery personnel without verification	YES	Deliveries are not accepted without verification
29	There is a system for inspecting and approving items delivered to a facility.	NO	
30	Items delivered are checked against manifest for accuracy.	YES	
31	There is a procedure in place for dealing with suspicious and/or unauthorized deliveries.	N/AS	
32	The school is used as a polling place or conducts civic functions on premises.	YES	
33	District facilities used as polling places are compliant with TEC 37.108 €	NO	
34	There is a procedure in place to address keeping voters or other participants from accessing other areas of the school without proper authority.	YES	Staff members restrict/ limit access to other school areas
35	Areas of the school utilized for voting or other functions can be physically separated or secured from school functional areas and students.	NO	Hauled down gates are not out of compliance
<b>(A-3) Keys and Identification</b>			
36	There is a master key control system to monitor keys, entry cards and duplicates.	YES	
37	Keys and entry cards are audited annually.	N/AS	



## INSTRUCTIONAL FACILITY (PART 1 of 2) - POLICY & PROCEDURES

**Directions:** Please assess the following areas and answer each question by selecting: **YES**, **NO**, **N/A** (Not Applicable), or **N/AS** (Not Assessed) from the drop-down box.

		Answer	Comments
38	Employees must sign a key log when a key is issued or re-issued.	YES	
39	Keys cannot be duplicated without authorization. They are not simply stamped "do not duplicate".	YES	Keys cannot be duplicated
40	Key control policy has provisions including when doors must be re-keyed.	YES	
41	Key control system can match found keys with person to whom keys were issued.	YES	
42	Staff/teachers have a key that allows re-entry through emergency exits.	NO	
43	Staff are required to surrender keys upon termination of employment.	YES	
44	The school has a Knox box or other secure key storage system to provide quick access to keys by first responders.	YES	
45	The Knox box or other secure key storage system is wired into alarm system.	NO	
46	All staff members are required to wear photo ID badges.	YES	
47	Staff members are required to turn in photo ID upon separation from employment.	YES	
48	Students are required to wear photo ID badges.	NO	Our students are required to wear a uniform, but not an ID badge
49	Students are required to turn in photo ID at the end of the year or when they leave the school.	NO	

### (B) Building Interior

50	There is a schedule for maintaining and cleaning the building	YES	
51	There is a reporting procedure in place to notify custodial services of immediate needs	N/AS	
52	Custodial staff have been training on safety procedures for cleaning special instructional areas such as chemistry labs and vocational training classrooms.	YES	
53	Lockers are available to students.	NO	
54	Unassigned lockers are secured/locked.	NO	
55	There is a policy requiring classroom instruction be conducted with doors locked.	YES	
56	There is a policy addressing classroom instruction in portables or other separate buildings, with doors locked.	N/AS	
57	There is a procedure in place to allow for use of additional manners of securing doors in addition to traditional locking methods. i.e. door magnets, door closer sleeves, or other devices.	NO	
58	There is a procedure in place to regularly inspect and restock first aid kits.	YES	
59	There is a procedure in place to regularly inspect and maintain AEDs.	YES	
60	There is a policy addressing displaying of artwork and other decorative wall items consistent with fire code requirements.	YES	
61	There is a policy regarding use of extension cords and appliances in classrooms.	YES	



## INSTRUCTIONAL FACILITY (PART 1 of 2) - POLICY & PROCEDURES

**Directions:** Please assess the following areas and answer each question by selecting: YES, NO, N/A (Not Applicable), or N/AS (Not Assessed) from the drop-down box.

		Answer	Comments
62	Firearms used for ROTC or band are non-firing and no live ammunition is stored on premises.	N/A	
<b>(C) Monitoring and Surveillance</b>			
63	Remote and isolated hallways are monitored by security cameras.	YES	
64	School buses are equipped with security cameras.	NO	
65	Trailers or other service vehicles are equipped with locator tracking devices.	NO	
66	Security camera tapes/recordings are retained for 30 days.	YES	
67	The facility has an electronic security system.	YES	
68	The electronic security alarm system is connected to local law enforcement or is central reporting where appropriate agencies will be contacted.	N/AS	Don't know
69	The fire alarm system is connected to local Fire Departments or is central reporting where appropriate agencies will be contacted.	N/AS	Don't know
70	The alarm system is in compliance with Americans with Disability Act (ADA) requirements including provisions for hearing and/or visual impairments.	N/AS	Don't know
71	Staff members monitor hallways during school hours.	YES	
72	Staff members monitor stairwells during school hours.	N/A	
73	Staff members monitor restrooms during school hours.	YES	
74	Students are not allowed in the school without direct staff supervision.	YES	
75	If the building is used after school or on weekends, staff/security is present.	YES	
76	Specific persons are designated to secure buildings after activities.	YES	
77	There is a written process for pre-employment recruitment and training for security personnel and/or monitors.	N/A	Don't know
78	There are written job descriptions for security personnel and/or monitors.	N/AS	Don't know
79	The school requires background checks and fingerprinting on all school staff.	YES	
80	The school requires background checks and fingerprinting on all key volunteers.	YES	
81	The school communicates with parents regarding emergency procedure information.	YES	
82	The school has clear guidelines for working with the media during an emergency.	N/AS	Don't know
83	All safety-related parent or media inquiries are directed to a designated spokesperson.	YES	
84	In the event of an emergency during school hours, procedures are in place to contact parents and the community with instructions.	YES	
85	A method is in place to communicate safety and security instructions to students and staff in a rapid and clear manner.	YES	
86	School staff protects sensitive information from being released to the public.	YES	
87	School files and records are maintained in locked, vandal proof, fireproof containers or location.	YES	



## INSTRUCTIONAL FACILITY (PART 1 of 2) - POLICY & PROCEDURES

**Directions:** Please assess the following areas and answer each question by selecting: YES, NO, N/A (Not Applicable), or N/AS (Not Assessed) from the drop-down box.

		Answer	Comments
88	Backup files are maintained off-site in safe and secure containers and facility.	NO	Files are in the system and in a hard copy
89	The school regularly backs up important computer files.	YES	
90	The school's computer network provides a secure means to communicate with local, state and federal authorities.	YES	
91	Filters or other mechanisms are in place to monitor suspicious internet activity on school computers.	YES	
92	There is a current list of staff who are trained in Cardiopulmonary Resuscitation (CPR) and in the use of automated external defibrillators (AEDs) including training expiration dates.	YES	
93	A list of qualified CPR and AED certified personnel is shared appropriately with staff.	YES	
<b>(C-1) School-Based Law Enforcement/security</b>			
94	School-based Law Enforcement officers are located on site.	N/AS	Don't know
95	School-based Law Enforcement officers regularly make presentations to staff and students.	N/AS	Don't know
96	School-based law enforcement is dedicated to a single campus.	N/AS	Don't know
97	School security officers (non-law enforcement) are located on site.	N/AS	Don't know
98	School security/law enforcement provides a visible and regular presence on campus during school hours.	N/AS	Don't know
99	School-based law enforcement officers have an office with a view of the building entrance or main hallways.	N/AS	Don't know
100	School-based law enforcement officers/security officers have written position descriptions and they are shared with school administration.	N/AS	Don't know
101	Security personnel/law enforcement officers conduct daily visual inspections of the school to ensure facility access control, looking for any unauthorized visitors, identification of suspicious packages and other items.	N/AS	Don't know
102	Local law enforcement/security personnel provide after hour patrols of the school site.	N/AS	Don't know
<b>(C-2) Securing the facility after operations</b>			
103	Procedures are in place to ensure every one is out of building and all areas are secure	N/AS	Don't know
104	Procedures are in place to ensure security lights are on and functioning	N/AS	Don't know
105	Procedures are in place to ensure security alarms are set and functioning	N/AS	Don't know
106	Patrols are initiated for overnight security	N/AS	Don't know
<b>(D-2) The following emergency drills are conducted and documented regularly for this facility</b>			
107	Lock-down (intruder or active shooter drill)	YES	
108	Lock-out (drill for securing perimeter for outside threat)	YES	



## INSTRUCTIONAL FACILITY (PART 1 of 2) - POLICY & PROCEDURES

**Directions:** Please assess the following areas and answer each question by selecting: **YES**, **NO**, **N/A** (Not Applicable), or **N/AS** (Not Assessed) from the drop-down box.

		Answer	Comments
109	Evacuation of the building (fire drill or other drill requiring evacuation)	YES	
110	Reverse Evacuation (a drill to rapidly get people back inside to safety)	NO	
111	Bus Evacuation (voluntary)	N/AS	Don't know
112	Shelter (for hazardous material spill)	NO	
113	Shelter (for severe weather)	NO	
114	After Action Reviews are conducted following drills, exercises, and actual emergencies.	NO	

### (E) School Climate and Culture

#### (E-1) Student Code of Conduct

115	The Code of Conduct is reviewed and updated annually.	YES	
116	The Student Code of Conduct is posted and prominently displayed or made available for review at the office of the campus principal.	YES	

#### (E-2) The Student Code of Conduct Contains Statements Regarding

117	Anti-bullying, anti-harassment, and anti-violence policies.	YES	
118	Interviewing policies of student by law enforcement or CPS personnel.	NO	
119	Locker search policies.	NO	
120	Weapons on campus	YES	
121	Definitions of school crime and appropriate consequences	YES	
122	Dress code.	YES	

#### (E-3) Disciplinary Procedures

123	Disciplinary practices focus on the root causes of problems and problem solving strategies.	YES	
124	Alternatives to suspensions and expulsions are built into the disciplinary policy.	YES	
125	Disciplinary actions are reviewed to ensure consistent application to all students	YES	
126	Procedures used to make decisions about student behavior are well-known to students and staff.	YES	

#### (E-4) Parent and Student Involvement

127	Parents are an integral part of the school's safety planning and policy development.	NO	
128	Students are represented on the school safety planning team.	NO	
129	Students are actively involved in promoting a positive school climate.	YES	
130	A large percentage (>60%) of students participate in extracurricular activities.	YES	

#### (E-5) Reporting



## INSTRUCTIONAL FACILITY (PART 1 of 2) - POLICY & PROCEDURES

**Directions:** Please assess the following areas and answer each question by selecting: **YES**, **NO**, **N/A** (Not Applicable), or **N/AS** (Not Assessed) from the drop-down box.

		Answer	Comments
131	There is some type of anonymous reporting system whereby students and staff may report incidents or suspicious activities (e.g. Campus Crime Stoppers).	YES	
132	There are standard definitions and procedures to identify school crime included in the student code of conduct or student handbook.	NO	
133	There is a process in place to collect and review discipline referral data.	YES	
<b>(E-6) General Climate</b>			
134	Respect for all persons is emphasized school-wide.	YES	
135	Staff members are instructed to be visible in hallways supervising/interacting with students.	YES	
136	Students are encouraged to look out for one another and report inappropriate behavior	YES	
<b>(E-7) Staff and Student Training</b>			
137	Key staff are trained in the National Incident Management System (NIMS).	N/AS	Don't know
138	Key staff are trained in the Incident Command System (ICS).	N/AS	Don't know
139	All staff are trained in responding to emergencies as identified in the district EOP	N/AS	Don't know
140	Administrators, teachers, and other staff members receive annual training in conflict resolution and problem-solving skills.	YES	
141	Administrators, teachers, and other staff members receive annual training in bullying prevention.	YES	
142	Staff have been trained to recognize and report suspicious packages.	NO	
143	Staff is trained to identify and report anything out of the ordinary (persons, behavior, containers, vehicles, broken air vents, etc.).	NO	
144	Staff have been trained to report and how to respond to threats from students, threats found in school work, notes, journals, or overheard by other students.	YES	
145	Office staff (including student workers) have been trained to respond appropriately to a bomb threat or other threatening/suspicious phone call.	NO	
146	Staff working in areas where hazardous materials are located and stored have received training on the HAZCOM Act.	N/AS	Don't know
<b>(E-8) Staff and Student Training</b>			
147	Students receive training on positive social skills, violence prevention, conflict resolution and communication/decision-making skills.	YES	
148	All students are trained in responding to emergencies identified in the District EOP	NO	
149	Students receive training specifically on bullying prevention and cyberbullying.	YES	
171	Students receive training in sexual harassment/gender respect.	N/A	In a case by case, as needed



## INSTRUCTIONAL FACILITY (PART 1 of 2) - POLICY & PROCEDURES

**Directions:** Please assess the following areas and answer each question by selecting: **YES**, **NO**, **N/A** (Not Applicable), or **N/AS** (Not Assessed) from the drop-down box.

		Answer	Comments
172	Students receive training on dating violence.	N/A	
173	Students and staff have received training on Title IX coordination.	NO	
174	The school has implemented a character education or social skills program school-wide .	YES	
175	Students and staff using exercise equipment have been trained in weight room and exercise safety.	N/A	
176	All staff participate in emergency response drills	NO	Only the emergency respons team

### (F) Health Practices

177	Hand washing supplies are available in all restrooms.	YES	
178	Hand washing signs are posted.	YES	
179	Hand sanitizer is available to staff and students.	YES	
180	Staff & Students have been trained on health practices and flu/pandemic prevention.	YES	
181	The school has policies and procedures to prevent the spread of infectious diseases.	YES	
182	The school has a representative on the district's school Health Advisory Committee.	YES	School nurse is part of the health committee
183	The school keeps a record of all student injury and illness.	YES	
184	The school has a written automated external defibrillator (AED) policy.	YES	* Nurse
185	The school has a procedure to monitor expiration dates of automated external defibrillator (AED) pads and equipment and to renew prescription.	YES	*
186	The school conducts annual training and retains documentation of all staff trained to use the automated external defibrillators (AEDs).	YES	*
187	The school has a policy for obtaining professional inspection of the automated external defibrillator (AED) annually.	YES	*

### (F-1) Food Service

188	The school has a school food safety program.	YES	
189	The school has a food security program to avoid intentional acts.	YES	
190	Staff have been trained on health practices and flu/pandemic prevention.	YES	
191	The school food safety program controls both specific and non-specific hazards utilizing standard operating procedures (SOPs) and applying basic hazard analysis and critical control points (HACCP).	YES	

### (F-2) Referral Resources

192	The school has a Student Assistance Program.	YES	
-----	--	-----	--

## INSTRUCTIONAL FACILITY (PART 1 of 2) - POLICY & PROCEDURES

**Directions:** Please assess the following areas and answer each question by selecting: **YES**, **NO**, **N/A** (Not Applicable), or **N/AS** (Not Assessed) from the drop-down box.

		Answer	Comments
193	The school/district has a student threat assessment program to identify and assist students exhibiting threatening behaviors.	YES	
194	The school/district has a student threat assessment team that meets periodically or as needed to address specific student threat issues/behaviors.	YES	
195	The school has a process to identify and serve the needs of students most at-risk for engaging in disruptive and disorderly behavior.	YES	
196	The school has staff members who are trained to identify and work with potentially dangerous students.	YES	
197	The school/district maintains a well developed network of service providers to whom students can be referred.	NO	We have limited access to services due to distance and transportation services



## INSTRUCTIONAL FACILITY (PART 2 of 2) - OBSERVATIONS

**Directions:** Please assess the following areas and answer each question by selecting: YES, NO, N/A (Not Applicable), or N/AS (Not Assessed) from the drop-down box.

		Answer	Comments
<b>(G) Grounds and Building Exterior</b>			
198	A marquee or sign clearly indicating the school's name is visible from the road.	YES	
199	Grounds are fenced in appropriate areas.	YES	
200	Gates are of the type and height needed to achieve the desired security	YES	
201	Fences are continuous and without gaps or ungated access points.	YES	
202	Grounds are visually separated from adjacent properties.	NO	No, we share cafeteria grounds and parking lot with another campus
203	Gates, if present, are secured when not in use.	YES	
204	The perimeter of the school building is clear of debris and obstructions.	YES	
205	The perimeter of the school building is clear of safety hazards.	YES	
206	Mechanical, electrical and other equipment on ground level is surrounded by a protective enclosure.	YES	
207	Electrical panel access doors are locked.	YES	
208	Landscaping, trees, and shrubs are maintained consistent with CPTED guidance (crime prevention through environmental design)	YES	
209	The exterior of the building is free of graffiti.	YES	
210	Windows have unbroken panes.	YES	
211	Signs are posted to indicate any restricted areas.	YES	
212	Signs are posted indicating school property boundaries	YES	Partially, in front of the school only
213	Access to the roof is restricted (no climbable plantings or architecture).	YES	
214	Double exterior doors have a sturdy center mullion.	YES	
215	All exterior doors have non-removable hinge pins.	YES	
216	Exterior doors, unless designated for entry, lack exterior hardware.	YES	
217	Exterior doors allow for keyed re-entry.	YES	
218	All exterior doors are numbered on the outside.	NO	
219	The exterior numbers are clearly visible from a distance of at least 50'.	YES	
220	Any pipeline or utilities have identifiable signage with contact numbers	YES	
221	Pipeline and/or utility companies identified have been contacted and information regarding these service lines have been addressed in the district EOP	YES	
<b>(G-1) Portable Classrooms</b>			
222	All portables are secured to their location.	YES	
223	All portables are labeled/numbered.	NO	
224	Areas surrounding portables are adequately lighted.	NO	
225	Portables are surrounded by fencing requiring use of the school's main entry.	NO	
226	Portables have a camera or door viewer to assist in identifying who is at the door	NO	



## INSTRUCTIONAL FACILITY (PART 2 of 2) - OBSERVATIONS

**Directions:** Please assess the following areas and answer each question by selecting: YES, NO, N/A (Not Applicable), or N/AS (Not Assessed) from the drop-down box.

		Answer	Comments
227	Portables have a secondary exit compliant with code	YES	
228	Portable classrooms have steel doors and steel door frames	YES	
229	Portable classrooms have industrial/commercial grade hardware	YES	
230	Portable classroom doors can be locked from the inside	YES	
231	Portable classrooms are skirted to prevent access under the classrooms	YES	
232	Portable classrooms maintain local fire code compliance	YES	
233	Portable classrooms are part of regular inspection and maintenance program	YES	
234	Emergency announcements can be received and heard from each portable	YES	
<b>(G-2) Buses and Parking</b>			
235	Keys are removed from buses when the driver is not behind the wheel.	N/AS	
236	The bus loading zone is visible from the main office or monitored by staff.	YES	
237	Unattended buses do not create a visual obstacle or hinder emergency access.	YES	
238	Bus loading and drop off zones are clearly marked.	YES	
239	Student drop off and pick up areas are clearly marked.	YES	
240	Areas prohibiting student drop off are marked and monitored.	NO	
241	Fire zones are clearly marked.	YES	
242	Parking lots are adequately lighted.	NO	West parking lot is not lighted
243	Access points for parking lots are gated.	YES	
244	Parking lots and their boundries are clearly identified.	YES	
245	Parking lots signs direct staff, students and visitors to designated parking areas.	YES	
246	Parking lots can be viewed from the building or monitored by security.	NO	
247	Bicycle parking can be viewed from the building or monitored by security.	YES	
<b>(G-3) Play and Outdoor Recreation Areas</b>			
248	Recreation/practice areas are fenced to restrict unauthorized access.	YES	
249	Fences are of appropriate type and height for designed function	YES	
250	Fences are in good condition and without gaps.	YES	
251	Vehicular access is restricted around play areas.	YES	
252	Playgrounds are inspected regularly and on a regular maintenance schedule	YES	
253	Playgrounds are visually inspected by staff prior to daily use	YES	
254	Play apparatus are free from sharp edges, and protruding or loose bolts or screws.	YES	
255	Playground edging is well-maintained and away from fall area of equipment.	YES	
256	Ground cover is adequate to provide protection from falls.	YES	
257	Ground cover is free from holes and worn trenches.	YES	



## INSTRUCTIONAL FACILITY (PART 2 of 2) - OBSERVATIONS

**Directions:** Please assess the following areas and answer each question by selecting: YES, NO, N/A (Not Applicable), or N/AS (Not Assessed) from the drop-down box.

		Answer	Comments
258	There are no trip hazards in the playground area (such as weed block protruding from ground cover).	YES	
259	Play areas are well drained and designed not to retain water.	NO	Certain areas get flooded on rainy days
260	Emergency vehicles can access play and recreation areas if needed.	YES	
261	Benches/bleachers are well maintained (painted with no signs of rust or splinters).	YES	
262	Risers between bleacher seats are protected to prevent entrapment and falls.	YES	
263	Bleacher railings are present and secure.	YES	
264	Ball fields are fenced to restrict access.	YES	
265	Ticket and concession stands are secured when not in use.	YES	
266	Ticket and concession stands have door locks that allow for egress at all times	YES	
267	Ticket and concession stands are well maintained.	YES	
<b>(G-4) Building Access</b>			
268	The school has designated a primary point of entry/exit to each building.	YES	
269	Signage directs visitors to main entry	YES	
270	Exterior doors are not blocked open nor have blocks present for that purpose	YES	
271	Entrances used by students or staff before the office is open are closely monitored	YES	
272	The designated points of entry are monitored to control building access.	YES	
273	Exterior access to the auditorium is controlled and monitored.	YES	
274	School staff monitor all entrances and exits during student arrival & departure.	YES	
275	Doors required to be open for student passage are secured by key card or monitored.	YES	
276	Signs are posted at entrances listing items not allowed inside the school (e.g. drug-free, weapon-free, smoke-free).	YES	
<b>(G-5) Visitor Policies</b>			
277	Visitor policy/procedure signs are posted at all entrances.	YES	
278	Visitors are required to show photo ID to check in and check out.	YES	
279	Visitors' photo ID is retained until check out is completed.	YES	
280	The supply of visitor ID badges is located out of reach of visitors.	YES	
281	Visitors badges are completed by staff.	YES	
282	Visitor sign-in/sign-out logs are verified by staff or completed by staff.	YES	
283	Visitors are required to wear visible, dated identification, with destination listed.	YES	
284	Visitors are asked who they are visiting and the reason for their visit.	YES	
285	Visitors' appointments are verified with person being visited or escorted.	YES	
286	Vendors are requested to set appointments	YES	



## INSTRUCTIONAL FACILITY (PART 2 of 2) - OBSERVATIONS

**Directions:** Please assess the following areas and answer each question by selecting: **YES**, **NO**, **N/A** (Not Applicable), or **N/AS** (Not Assessed) from the drop-down box.

		Answer	Comments
287	Staff are required to come to the office to meet and/or escort vendors or visitors	YES	
288	Guidelines have been established for admission by visitors	YES	
<b>(H) Building Interior</b>			
289	Exterior doors (doors leading to the outside) are numbered on the inside.	NO	
290	Interior doors are numbered on the door or on the wall adjacent to the door.	NO	
291	Stairwells are uniformly and adequately lighted.	YES	
292	Stairwells are numbered.	NO	
293	Hallways are uniformly and adequately lighted.	YES	
294	Hallways are free of graffiti.	YES	
295	Restrooms are uniformly and adequately lighted.	YES	
296	Restroom walls and stalls are free of graffiti.	YES	
297	Entrance doors to restrooms cannot be locked from the inside.	NO	
298	Restroom ceilings are well maintained (not water stained, missing or cracked).	YES	
299	Restrooms with lay-in ceilings have clips to prevent removal.	YES	
300	Doors and locks are in good operating condition.	NO	
301	Exit doors equipped with push bar exit devices are resistant to chaining.	YES	
302	Classroom doors can be locked from the inside with hardware meeting fire code.	NO	
303	Classrooms have window shades.	YES	
304	Classrooms with windows in the doors, have a way to cover the window if needed for a lock-down.	YES	
305	Windows in doors are reinforced or made of shatter resistant materials.	NO	
306	Common areas are uniformly and adequately lit.	YES	
307	Hallways and public spaces are clean and in good repair.	YES	
308	Hallways leading to exit doors are free of obstructions.	YES	
309	Art and decorations in hallways follow procedure and fire code requirements.	YES	
310	Extension cord and appliance usage in classrooms follow procedure and fire code.	YES	
311	Handrails are appropriately placed and in good condition.	YES	
312	All lighted exit signs are operational, clearly visible, and point in the correct direction.	YES	
313	Locker areas are well lighted.	YES	
314	Unassigned lockers are secured/locked.	NO	
315	Emergency lighting is properly installed and functioning.	YES	
316	All interior glass (doors, windows, etc.) is properly installed and repaired.	YES	
317	Floor coverings are properly installed and in good repair.	YES	
318	All chemicals, poisons, and flammable materials are stored properly.	YES	



## INSTRUCTIONAL FACILITY (PART 2 of 2) - OBSERVATIONS

**Directions:** Please assess the following areas and answer each question by selecting: YES, NO, N/A (Not Applicable), or N/AS (Not Assessed) from the drop-down box.

		Answer	Comments
319	There is adequate access to fire extinguishers.	YES	
320	Fire extinguishers are inspected annually.	YES	
321	Fire drill instructions are posted in each classroom.	YES	
322	There is adequate access to first aid supplies.	YES	
323	There is adequate access to AEDs.	YES	
324	AEDs are inspected and maintained on a regular schedule	YES	
325	Staff is aware of personnel certified in CPR (cardiopulmonary resuscitation) and AED use (automated external defibrillator).	YES	
326	Valuable items are secured (i.e., computers, video cameras, band instruments).	YES	
<b>(H-1) The Following areas are locked when not in use:</b>			
327	Classrooms.	Mostly	
328	Gyms.	Rarely	
329	Locker Rooms.	Always	
330	Auditorium.	Rarely	
331	Cafeteria.	Always	
332	Science Labs.	Always	
333	Computer Labs.	Always	
334	Vocational shops.	Never	Our campus does not have a vocational shop
335	Hazardous materials storage areas.	Always	
336	Band Hall.	Always	
337	Storage Areas/closets.	Always	
<b>(H-2) The Following are locked and access controlled:</b>			
338	Electrical panel access doors.	Always	
339	Nurses offices	Always	
340	Roof access doors.	Always	
341	Doors opening into interior areas like courtyards during non-classroom hours.	Always	
342	Boiler rooms and mechanical rooms.	Always	
343	Air vents.	Always	
344	Custodial closets.	Always	
<b>(H-3) Cafeteria</b>			
345	The cafeteria is uniformly and adequately lighted.	YES	
346	A UL (Universal Listings) 300 compliant hood system is in place over appropriate appliances.	YES	
347	Hood and fire extinguisher inspection tags/logs show current inspection.	YES	



## INSTRUCTIONAL FACILITY (PART 2 of 2) - OBSERVATIONS

**Directions:** Please assess the following areas and answer each question by selecting: **YES**, **NO**, **N/A** (Not Applicable), or **N/AS** (Not Assessed) from the drop-down box.

		Answer	Comments
348	The hood is inspected every three months.	YES	
349	The freezer door can be opened from the inside.	YES	
350	Fire extinguishers are available in sufficient quantity and of appropriate type	YES	
351	At least one type K fire extinguisher is present in kitchen area if fryers are present	YES	
352	Cafeteria staff know location of electrical/gas/water shut-offs.	YES	
353	Exits to kitchen are clean and free from debris and stored items.	YES	
354	Loading dock area is clean, free from grease.	YES	
355	Staff maintain delivery logs including what was delivered and by whom.	YES	
356	Staff follow district/school visitor procedures and guidance for vendors	YES	
357	Cafeteria staff have received training on emergency response protocols	YES	
358	Contracted cafeteria staff have received training on emergency response protocols	YES	
359	Kitchen/cafeteria staff take part in all emergency response drills	YES	
<b>(H-4) Gymnasium Area</b>			
360	Lighting fixtures and windows are protected in play/gym areas.	YES	
361	Steroid law notice is posted in a conspicuous location in each building where a physical education class takes place (7th grade and up).	N/A	
362	Emergency lighting is properly installed and functioning.	YES	
363	Exit doors are designed to allow for quick exit by large numbers of people.	YES	
364	Lighting is uniform and adequate throughout.	YES	
365	Bleachers are well maintained and railings are present and secure.	YES	
<b>(H-5) Locker Rooms and Weight/Exercise Areas</b>			
366	If students or staff are admitted through exterior doors; the door is equipped with a door viewer or a method for staff to verify identity of those trying to enter	YES	
367	Locker rooms and Weight rooms are cleaned and sanitized regularly	YES	
368	Weight rooms are locked when not supervised.	YES	
369	Weight equipment is well maintained and inspected on a regular schedule.	N/A	We do not have any weight equipment
370	Repairs are made to weight/exercise equipment using factory approved materials	N/A	
371	Weight equipment is arranged to provide sufficient space between apparatus to provide for safe usage.	N/A	
372	Lighting is uniform and adequate throughout.	YES	
373	Steroid Law Notice is posted in a conspicuous locations in each building where a physical education class, training and weight lifting takes place (7th grade and up)	N/A	
<b>(H-6) Science Laboratory</b>			



## INSTRUCTIONAL FACILITY (PART 2 of 2) - OBSERVATIONS

**Directions:** Please assess the following areas and answer each question by selecting: **YES**, **NO**, **N/A** (Not Applicable), or **N/AS** (Not Assessed) from the drop-down box.

		Answer	Comments
374	Room meets space requirements: (40-45 sq. ft/elementary student) (50 sq. ft/secondary student).	NO	Science Lab is a regular classroom
375	Communication system is present and operating properly.	YES	
376	Eyewash stations are present and functional	NO	
377	Eyewash stations are flushed weekly to eliminate contamination	N/A	
378	Eyewash stations are connected to a drain	NO	
379	Emergency showers are present and functional. (required in High School Labs)	N/A	
380	Emergency showers are flushed monthly to eliminate contamination	N/A	
381	Emergency shower has drain	N/A	
382	Fume hood is present and functional	NO	
383	Fume hood is clean, well maintained and not used for storage of chemicals.	N/AS	
384	There are master shut-off switches for water, gas and electricity.	NO	
385	Master shut-off switches are in clear view and easily accessible.	NO	
386	If no master shut-off switches exist there are individual shut-offs for water, electricity and gas, in close proximity to the lab.	NO	
387	Personal protective equipment is available for each student (lab aprons, goggles & gloves).	YES	
388	There is a goggle sterilization cabinet present and utilized	NO	
389	First aid kit is stocked and accessible.	YES	
390	Fire and response equipment is free from obstructions	YES	
391	Fire blanket is in good condition and accessible	NO	
392	Fire extinguisher is accessible and has current inspection.	YES	
393	Chemical spill kit is accessible (required in high schools only).	N/A	
394	Broken glass container is accessible.	NO	
395	All chemicals are stored in appropriate containers that are labeled with the name, formula, and health hazards associated with the chemical.	N/A	
396	Storage area doors are marked "Hazardous Materials" or "Authorized Personnel Only".	N/A	
397	Chemical storage area has an operable forced ventilation system that meets air exchange standards and is vented to the OUTSIDE of the building	N/A	
398	Corrosive materials are stored in an approved corrosive materials cabinet	N/A	
399	Flammable materials are stored in an approved flammable materials cabinet	N/A	
400	Safety Data Sheets (SDS) are available for each hazardous material	N/A	
401	A current inventory of all chemicals stored in labs is available for review	N/A	
402	Mercury is NOT present in the lab.	YES	True, mercury is not present in the lab



## INSTRUCTIONAL FACILITY (PART 2 of 2) - OBSERVATIONS

**Directions:** Please assess the following areas and answer each question by selecting: YES, NO, N/A (Not Applicable), or N/AS (Not Assessed) from the drop-down box.

		Answer	Comments
403	Mercury thermometers are NOT used or present in the lab.	YES	True, mercury is not present in the lab
404	If mercury is present, it is labeled, coded for compatibility, kept in appropriate containers, and locked	N/A	
405	GFCI (ground fault circuit interrupter) electrical outlets in use within 6 feet of a water source.	YES	
406	Sink with hot water is present.	NO	
407	Emergency procedures are posted.	YES	
408	Two emergency exits are present, clearly marked and visible (rooms over 1000 sq ft).	N/A	
409	Fire evacuation routes are posted with both primary and secondary routes shown	N/A	
<b>(H-7) Auditorium</b>			
410	Doors equipped with push bar exit devices are resistant to chaining.	YES	
411	Exit doors are designed to allow for quick exit by large numbers of people.	YES	
412	Fire evacuation routes are posted including primary and secondary routes	YES	
413	Lighting is uniform and adequate throughout.	YES	
414	Emergency lighting is properly installed and functioning.	YES	
415	Carpeting and flooring is clean and in good repair.	YES	
416	Back stage areas are clean and organized	YES	
417	Set decoration construction areas are secured and organized	YES	
418	Paints and solvents are stored in flammable storage cabinets	N/A	
419	Fire response equipment is not obstructed and has been inspected	YES	
420	Stage curtains have current flame retardant certificates	N/AS	Don't know
421	Stage curtains have been vacuummed at least annually	YES	
422	Stage curtains have been professionally cleaned and fire retardant re-applied at least once in last 5 years	N/AS	Don't know
423	Stage curtains are less than 15 years old; professionally evaluated for replacement	YES	
424	Seats are clean and in good repair.	YES	
425	Stage area is organized and free from hazards.	YES	
426	If the stage can be raised or lowered; there are safety features to prevent injury.	N/A	
<b>(H-8) Vocational Training Areas: Welding Shop</b>			
427	Interior of the welding shop is clean and well organized.	N/A	
428	Material storage areas are clean and well organized.	N/A	
429	First aid kit is stocked and accessible.	N/A	
430	Eyewash stations are present and functional	N/A	
431	Eyewash stations are flushed weekly to eliminate contamination	N/A	



## INSTRUCTIONAL FACILITY (PART 2 of 2) - OBSERVATIONS

**Directions:** Please assess the following areas and answer each question by selecting: **YES**, **NO**, **N/A** (Not Applicable), or **N/AS** (Not Assessed) from the drop-down box.

		Answer	Comments
432	Eyewash stations are connected to a drain	N/A	
433	Welding booths are well ventilated with exhaust ventilated to the exterior.	N/A	
434	Welding tanks are secured to the wall or carts, including empty tanks awaiting pick-up.	N/A	
435	Fire Extinguisher is accessible and has current inspection.	N/A	
436	Equipment and tools are accounted for daily and stored appropriately.	N/A	
437	Students are trained in safety and emergency procedures.	N/A	
438	Fire evacuation routes are posted including primary and secondary routes	N/A	
439	Ventilation for the welding shop is adequate and the system is operating effectively.	N/A	
440	Paint booths are properly ventilated to the exterior.	N/A	
441	All solvents, paints and chemicals are stored properly with SDS available.	N/A	
442	Policies and procedures are in place regarding use of facility and supervision at all times.	N/A	
<b>(H-9) Vocational Training Areas: Woodworking Shop</b>			
443	Interior of the woodworking shop is clean and well organized.	N/A	
444	Material storage areas are clean and well-organized.	N/A	
445	First aid kit is stocked and accessible.	N/A	
446	Eyewash stations are present and functional	N/A	
447	Eyewash stations are flushed weekly to eliminate contamination	N/A	
448	Eyewash stations are connected to a drain	N/A	
449	A dust removal system is present, operational and well maintained.	N/A	
450	Ventilation is adequate and the system is operating effectively.	N/A	
451	Fire extinguisher is accessible and has current inspection.	N/A	
452	Equipment and tools are accounted for daily and stored appropriately.	N/A	
453	Students are trained in safety and emergency procedures.	N/A	
454	Fire evacuation routes are posted including primary and secondary routes	N/A	
455	Paint booths are properly ventilated to the exterior.	N/A	
456	All solvents, paints and chemicals are stored properly with SDS documentation.	N/A	
457	Paint booths are properly ventilated to the exterior.	N/A	
458	All solvents, paints and chemicals are stored properly with SDS documentation.	N/A	
459	Policies and procedures are in place regarding use of facility and supervision at all times.	N/A	
<b>(H-10) Vocational Training Areas: Agricultural Shop</b>			
460	Interior of the agriculture shop is clean and well organized.	N/A	



## INSTRUCTIONAL FACILITY (PART 2 of 2) - OBSERVATIONS

**Directions:** Please assess the following areas and answer each question by selecting: YES, NO, N/A (Not Applicable), or N/AS (Not Assessed) from the drop-down box.

		Answer	Comments
461	Material storage areas are clean and well-organized.	N/A	
462	First Aid Kit is stocked and accessible.	N/A	
463	Eyewash stations are present and functional	N/A	
464	Eyewash stations are flushed weekly to eliminate contamination	N/A	
465	Eyewash stations are connected to a drain	N/A	
466	Fire extinguisher is accessible and has current inspection.	N/A	
467	Equipment and tools are accounted for daily and stored appropriately.	N/A	
468	Students are trained in safety and emergency procedures.	N/A	
469	Fire evacuation routes are posted including primary and secondary routes	N/A	
470	Ventilation is adequate and the system is operating effectively.	N/A	
471	Agricultural chemicals are properly secured and stored with SDS on file.	N/A	
472	Agricultural chemicals are properly accounted for with quantities and usage documented.	N/A	
473	Policies and procedures are in place regarding use of facility and supervision at all times.	N/A	
<b>(H-11) Vocational Training Areas: Automotive Shop</b>			
474	Interior of the automotive shop is clean and well organized.	N/A	
475	Material storage areas are clean and well-organized.	N/A	
476	First Aid Kit is stocked and accessible.	N/A	
477	Eyewash stations are present and functional	N/A	
478	Eyewash stations are flushed weekly to eliminate contamination	N/A	
479	Eyewash stations are connected to a drain	N/A	
480	Welding booths are well ventilated with exhaust directly ventilated to the exterior.	N/A	
481	Welding tanks are secured to the wall or carts, including empty tanks awaiting pick-up.	N/A	
482	Fire extinguisher is accessible and has current inspection.	N/A	
483	Fire extinguishers are adequate in number and of correct type potential fires	N/A	
484	Equipment and tools are accounted for daily and stored appropriately.	N/A	
485	Students are trained in safety and emergency procedures.	N/A	
486	Fire Evacuation routes are posted.	N/A	
487	Ventilation is adequate and the system is operating effectively.	N/A	
488	Paint booths are properly ventilated to the exterior.	N/A	
489	All solvents, paints and chemicals are stored properly with safety data sheets (SDS) documentation for all chemicals.	N/A	
490	All jacks, lifts and hoists are well maintained and inspected annually.	N/A	



## INSTRUCTIONAL FACILITY (PART 2 of 2) - OBSERVATIONS

**Directions:** Please assess the following areas and answer each question by selecting: **YES**, **NO**, **N/A** (Not Applicable), or **N/AS** (Not Assessed) from the drop-down box.

		Answer	Comments
491	Policies and procedures are in place regarding use of facility and supervision at all times.	N/A	
<b>(I) Monitoring and Surveillance</b>			
492	Security cameras are stationed outside the school.	YES	
493	Security camera locations provide maximum coverage of grounds.	NO	
494	Security cameras are stationed inside the school.	YES	
495	Staff members monitor hallways during school hours.	YES	
496	Staff members monitor stairwells during school hours.	N/A	
497	Staff members monitor restrooms during school hours.	YES	
498	The bus loading area is monitored by cameras.	YES	
499	The bus loading area is monitored by patrols/staff.	YES	
500	The bus loading area is monitored by direct line of sight.	YES	
501	The parent pick-up/drop-off area is monitored by cameras.	YES	
502	The parent pick-up/drop-off area is monitored by patrols/staff.	YES	
503	The parent pick-up/drop-off area is monitored by direct line of sight.	YES	
504	The play/recreational areas are monitored by cameras.	YES	
505	The play/recreational areas are monitored by patrols/staff.	YES	
506	The play/recreational areas are monitored by direct line of sight.	YES	
507	The formal and informal gathering areas are monitored by cameras.	YES	
508	The formal and informal gathering areas are monitored by patrols/staff.	YES	
509	The formal and informal gathering areas are monitored by direct line of sight.	YES	
510	The parking lots are monitored by cameras.	YES	Some areas only, not all the parking lots have cameras
511	The parking lots are monitored by patrols/staff.	NO	
512	The parking lots are monitored by direct line of sight.	NO	
<b>(J) Communication Systems</b>			
<b>(J-1) There is 2-way communication between office and the following staff/areas</b>			
513	Classrooms.	YES	Classrooms have an intercom
514	Chemistry/science labs.	YES	
515	Cafeteria.	YES	Cafeteria has an intercom and a phone line
516	School-based law enforcement/security personnel.	YES	
517	Playground.	YES	Staff monitoring the playground consistently carry a radio
518	Portable classrooms/buildings.	YES	
519	Athletic facilities	YES	Coaches carry a radio
520	Band hall.	YES	Music room has an intercom



## INSTRUCTIONAL FACILITY (PART 2 of 2) - OBSERVATIONS

**Directions:** Please assess the following areas and answer each question by selecting: **YES**, **NO**, **N/A** (Not Applicable), or **N/AS** (Not Assessed) from the drop-down box.

		Answer	Comments
521	Stage/auditorium areas.	NO	
522	School nurse office.	YES	Nurse's office has an intercom and a phone line, she also carries a radio
523	Maintenance and custodial staff.	YES	Custodians carry a radio
524	Security and school-based law enforcement offices/areas.	YES	
525	Transportation.	YES	
526	Each of the areas listed above are equipped with a system capable of initiating communication in an emergency.	N/AS	Don't know
527	The school has access to a weather alert radio and monitors it after an alert.	N/AS	Don't know
528	Dialing 911 from any school phone will connect with emergency services	YES	
529	Facilities are tested periodically for connectivity through dialing 911	YES	
530	Staff are trained on when to call 911 and what to say when calling 911	YES	
<b>(K) Health Practices</b>			
531	Hand washing supplies are available in all restrooms.	YES	
532	Hand washing signs are posted.	YES	
533	Hand sanitizer is available to staff and students.	YES	
534	Procedures are reviewed regularly with staff and students in flu and pandemic prevention measures.	YES	



## ADMINISTRATION FACILITY

**Directions:** Please assess the following areas and answer each question by selecting: **YES**, **NO**, **N/A** (Not Applicable), or **N/AS** (Not Assessed) from the drop-down box.

		Answer	Comments
<b>ADMINISTRATION - POLICIES &amp; PROCEDURES</b>			
<b>Visitor Policies &amp; Procedures</b>			
1	There are written procedures to guide access to the building by staff before and after school hours.	YES	
2	Staff members present in the building after school hours are required to sign in and out.	YES	
3	Visitors must present photo ID to obtain visitor's badge.	YES	
4	Visitor's photo ID is retained until check out is completed.	YES	
5	Visitor's badges are completed by <b>staff only</b> .	YES	
6	Visitor sign in logs are verified by staff or completed by staff at sign in.	YES	
7	Visitors are required to wear visible, dated identification, with destination listed.	YES	
8	Contractors and vendors are required to sign in and out.	YES	
9	Contractors and vendors are required to wear visible, dated identification.	YES	
10	Visitor policies and procedures change to coincide with Homeland Security Advisory System.	N/AS	Don't know
11	Visitor policy/procedure outlines when a visitor escort is required.	YES	
12	Visitor policy/procedure dictates how/when a parent who is a registered sex offender may visit their child during school hours.	N/AS	Don't know
<b>Department Safety and Security Policies &amp; Procedures</b>			
13	There is a delivery policy/procedure that has provisions which change to coincide with the Homeland Security Advisory System threat levels.	N/AS	Don't know
14	All deliveries are accepted only at designated receiving areas.	YES	
15	All deliveries are documented by having drivers sign a delivery log.	YES	
16	A list of approved delivery personnel is kept on file for each vendor and updated regularly. Deliveries are not accepted from a new driver without verification.	YES	
17	All personnel responsible for accepting packages and mail have been trained on receiving procedures.	N/AS	Don't know
18	All personnel responsible for accepting packages and mail have received training in the identification of suspicious packages and bomb threat procedures.	N/AS	Don't know
19	There is a system for inspecting and approving items delivered to the building.	N/AS	Don't know
20	There is a procedure in place for dealing with suspicious and/or unauthorized deliveries.	N/AS	Don't know
21	Items delivered are checked against manifest for accuracy.	N/AS	Don't know
22	The facility has a designated emergency team.	YES	
23	Fire detection and suppression systems are regularly inspected.	YES	Don't know



## ADMINISTRATION FACILITY

**Directions:** Please assess the following areas and answer each question by selecting: **YES**, **NO**, **N/A** (Not Applicable), or **N/AS** (Not Assessed) from the drop-down box.

		Answer	Comments
24	Boilers and elevators are regularly inspected.	N/AS	Don't know
25	Asbestos inspections are completed as required by federal regulation.	N/AS	Don't know
26	Emergency communications systems and procedures are tested according to a written schedule and using defined performance standards.	N/AS	Don't know
27	The district has a 24-hour emergency phone contact list for all utility services (electric, communications, water, sewer, gas, etc.).	N/AS	Don't know
28	The telephones can be forwarded to an off-site phone bank in an emergency.	N/AS	Don't know
29	A backup communications system is available to provide communications during power failures and emergencies.	N/AS	Don't know
30	The district has a plan and a backup plan for communication with parents and the community following an emergency or disaster.	YES	
31	Phone lists for personnel are complete and up to date.	YES	
32	The facility has a calling tree.	YES	
33	The receptionist, secretary, and other office staff are trained in the procedures to inform the district leadership of an emergency.	YES	
34	A video monitoring system is in place and can record in a high quality format that allows quick review.	YES	
35	The district has a formal written plan for dealing with threats made by students.	N/AS	Don't know
36	Bomb threat procedures and forms are available near telephones.	NO	
37	Each member of the district emergency team has a copy of the emergency operations basic plan and functional annexes.	YES	
38	The emergency team members and all staff with a need to know are familiar with the plan.	YES	
39	Specific tasks for the implementation of the emergency operations plan are assigned to specific staff members to maintain accountability.	YES	
40	The district has a process for increasing the campus readiness level based on threat conditions.	N/AS	Don't know
41	The district uses plain language for emergency communications (codes are not used).	YES	
42	A member of the emergency team is assigned to liaison with emergency services before and during emergencies.	YES	
43	Locations inside and outside the facility have been pre-designated for the incident command post (ICP).	NO	
44	The ICP location is provided to fire and police officials.	N/AS	Don't know
45	After actions reviews are held following each exercise or emergency.	NO	
46	Corrective action plans are developed.	N/AS	Don't know



## ADMINISTRATION FACILITY

**Directions:** Please assess the following areas and answer each question by selecting: **YES**, **NO**, **N/A** (Not Applicable), or **N/AS** (Not Assessed) from the drop-down box.

		Answer	Comments
47	Incident Command System (ICS) forms are available.	N/AS	Don't know
48	Administrators are able to identify the ICS principles of unity of command.	N/AS	Don't know
49	Administrators are able to identify the ICS principles of span of control.	N/AS	Don't know
50	Administrators are able to identify the ICS principles of management by objective.	N/AS	Don't know
51	Administrators are able to identify the ICS principles of unified command.	N/AS	Don't know
52	The emergency team has been trained in ICS.	YES	
53	Emergency team members have certificates of training in incident command and the National Incident Management System.	N/AS	Don't know
54	Staff members and visitors are accounted for during drills.	YES	
55	The facility has a plan for assisting individuals with special needs during emergencies. Special needs can include physical disability, chronic health conditions such as asthma or seizure disorders, emotional or mental disability and language limitations.	YES	
56	The reception staff has received training in verbal de-escalation techniques and strategies.	N/AS	Don't know
57	The office staff has received training on emergency notification and reporting procedures.	YES	
58	Emergency procedures are reviewed with all personnel at the beginning of the school year.	YES	
59	Fire drills are conducted monthly.	YES	
60	Fire drills are conducted that require the use of alternate evacuation route (obstructed drills).	NO	
61	Severe weather drills are conducted each semester.	NO	
62	Other drills appropriate to the school's hazards are conducted.	NO	
63	At least one table top exercise has been conducted in the past year.	N/AS	Don't know
64	Records are kept of all drills and exercises.	N/A	Don't know
65	There are written standards setting expected performance measures for each type of drill.	N/AS	Don't know
66	When problems are identified, corrective action plans are developed and implemented.	N/AS	Don't know
67	Emergency team is activated for every emergency drill.	YES	
68	A bomb threat evacuation plan exists.	NO	
69	A personnel resource list is available showing personnel with first aid training.	YES	
70	A personnel resource list is available showing personnel with training to operate specialized equipment.	YES	
71	A personnel resource list is available showing personnel who can speak other languages.	NO	



## ADMINISTRATION FACILITY

**Directions:** Please assess the following areas and answer each question by selecting: **YES**, **NO**, **N/A** (Not Applicable), or **N/AS** (Not Assessed) from the drop-down box.

		Answer	Comments
72	An alternate operational site has been designated for use should site evacuation be required.	NO	
73	The district has a core volunteer group which can be called on in an emergency such as Community Emergency Response Team (CERT).	N/AS	Don't know
74	The district has a formal agreement with the American Red Cross, the city, or county for emergency sheltering.	N/AS	Don't know
75	There are procedures for reporting maintenance needs related to safety or security.	N/AS	Don't know
76	Repairs related to safety and security are completed as the highest maintenance priority.	N/AS	Don't know
77	The district records all emergency incidents and develops and retains after-action review information.	N/AS	Don't know
78	Incident reports are reviewed for lessons learned and to identify trends on which mitigation programs can be developed.	N/AS	Don't know
79	The district has a general safety plan.	N/AS	Don't know
80	The district has an infection control plan.	N/AS	Don't know
81	The school violence prevention program is in writing and is evidence-based.	N/AS	Don't know
82	Records kept to demonstrate that the program is effective.	N/AS	Don't know

## ADMINISTRATION - OBSERVATIONS

### Building Exterior

83	The area around the facility is identified by signage as a safe, weapons-free, drug-free, alcohol-free, and tobacco-free school zone.	YES	
84	There are adequate signs, postings, or window decals directing all visitors to the main site entry.	YES	
85	The location of the reception area is clearly marked.	NO	
86	Property lines are clearly marked, establishing territoriality (e.g. fencing, landscaping, natural geographic features, signs, changes in elevation, etc.).	NO	
87	The facility exterior is well maintained.	YES	
88	The facility exterior is free of vandalism and graffiti.	YES	
89	Facility grounds are sanitary, well drained, free of debris, and insect or rodent harborage.	NO	Our playground floods on rainy days
90	Visitor parking areas are clearly identified and segregated from staff parking areas.	YES	
91	Staff parking spaces are <b>not</b> labeled with staff titles/names.	YES	Some spaces are labeled with staff titles
92	Deliveries are restricted to specific areas (e.g. front office, loading dock).	YES	
93	Deliveries are scheduled in advance and/or verified with the sender or addressee prior to acceptance.	N/AS	Don't know



## ADMINISTRATION FACILITY

**Directions:** Please assess the following areas and answer each question by selecting: YES, NO, N/A (Not Applicable), or N/AS (Not Assessed) from the drop-down box.

		Answer	Comments
94	Internal controls are in place regarding the receipt of deliveries, including matching deliveries with purchases and invoices.	YES	
95	Sidewalks are reasonably sloped, level, and in good general repair.	YES	
96	Covered walkways and adjoining posts, structures, walls, planters, and furnishing are designed to prevent climbing access to adjoining windows, roofs, or other upper level areas.	YES	
97	Covered walkways and their surroundings are designed to allow visual surveillance.	YES	
98	Trees are located away from buildings and/or trimmed to avoid roof, window, or second story access, to reduce damage from falling branches or to reduce fire hazard.	YES	
99	Outdoor containers are kept at least 30 feet from the building and/or designed to expose their contents (steel mesh instead of solid walls).	N/AS	
100	Exterior lighting fixtures are well maintained and provide adequate illumination.	YES	
101	Exterior lighting can be powered by auxiliary or emergency power systems .	N/AS	Don't know
102	Exterior lighting fixtures are vandal resistant, beyond easy reach and built with break-resistant lenses or protected by cages.	N/AS	Don't know
103	Exterior lighting is automated to turn on at dark.	YES	
104	Pedestrian access doors are protected by bollards/structures to keep vehicles from entrance.	YES	
105	Exterior doors are constructed to resist unauthorized entry.	N/AS	Don't know
106	Exterior doors and locks are in good condition.	YES	
107	Exterior doors are locked at the end of the day.	YES	
108	The facility has a central reporting electronic alarm system.	N/AS	Don't know
109	Windows are closed and locked when the facility is secured at the end of the day.	YES	
110	Utility access panels and equipment are protected by fencing and/or locked.	YES	
111	Utility connections near vehicle accessible areas are protected from vehicle damage.	N/AS	
112	Dumpsters are located away from the building, well maintained and protected against rolling hazard.	YES	
<b>Building Interior</b>			
113	Buildings are well maintained with all areas clean and free of debris.	YES	
114	Staff members have the ability to secure personal belongings and valuables.	YES	
115	Valuable equipment is inventoried and stored in secure areas.	YES	
116	The reception/office area has a view of main entrance, foyer, and visitor parking area.	YES	
117	The reception area includes protective features such as a counter or desk, a panic or help button, a telephone, and an alternative exit.	YES	



## ADMINISTRATION FACILITY

**Directions:** Please assess the following areas and answer each question by selecting: **YES**, **NO**, **N/A** (Not Applicable), or **N/AS** (Not Assessed) from the drop-down box.

		Answer	Comments
118	Freestanding objects that could be toppled intentionally or fall during earthquakes or tornadoes are adequately secured.	N/AS	Don't know
119	The Campus & District EOP is located in the administrative offices and is accessible to emergency management personnel and emergency responders.	YES	
120	Evacuation routes are posted for all rooms.	YES	
121	The location of the reception area is clearly identified by signage.	NO	
122	Level of lighting is appropriate and uniform.	YES	
123	The facility has at least two independent methods of communication for emergencies.	YES	
124	The main entrance is monitored by a receptionist or security personnel responsible for controlling access .	YES	
125	The means of egress are kept clear of obstructions.	YES	
126	The means of egress are indicated by illuminated exit signs.	YES	
127	All exit doors and gates are equipped with emergency exit hardware and not locked or secured by any other means.	YES	
128	All evacuation routes and their exits are clearly posted .	YES	
129	All means of egress meet local fire marshal codes and are free from obstructions.	YES	
130	The facility has a fire alarm system.	YES	
131	The fire alarm system is in good working order.	YES	
132	The fire alarm can be activated either automatically and by hand (pull station).	YES	
133	The fire alarm is monitored off-site, such as at a fire station or a monitoring center.	N/AS	Don't know
134	The facility alarm system has been inspected within the last year.	N/AS	Don't know
135	Alarm systems include both sound and visual alarm signals which an be perceived and recognized as evacuation signals (above ambient noise or light levels) by everyone in the area.	YES	
136	The facility maintains a vertical clearance between sprinklers and objects below them of at least 18 inches.	N/AS	Don't know
137	Door hardware allows staff to lock rooms from the inside without having to step into the hallway.	YES	
138	Doors to all electrical vaults, pipe chases, custodial closets, and mechanical rooms are closed and locked.	YES	
139	Doors to custodial closets and mechanical rooms are made of metal or solid wood, with concealed hinges, pick plates, high quality deadbolt locks, and high security strike plates.	YES	





## District Facility Safety and Security Audit Toolkit

Fabens Middle School

**Facility Name**

800 Walker Ave.

**Facility Address**

915-765-2630

**Facility Phone Number**

Fabens I.S.D.

**School District**

Dr. Veronica Vijil

**Superintendent**

Nancy Torres

**Principal/Facility Manager**

9-15-2020

**Dates of Audit**

## SCHOOL/FACILITY CHARACTERISTICS AND SURROUNDING ENVIRONMENT

**Directions:** Please assess the following areas and answer each question accordingly.

		Answer
<b>Staff and Student Characteristics</b>		
1	How many staff members are at this facility?	64
2	What is the total enrollment of students?	480
3	Percentage of students with limited English proficiency.	64%
4	Percentage of students with free or reduced lunch.	100%
5	Percentage of students with special education needs.	13%
6	What is the school's average daily student attendance?	93%
<b>School/Facilities</b>		
7	Which of the following best describes the school/facility.	Regular public school
	If other please specify	
8	Which of the following best describes the environment of the school/facility.	Rural
	If other please specify	
<b>Surrounding Environment</b>		
9	Adjacent to an interstate highway.	NO
10	Off a major (4-lane) road.	No
11	On a busy residential road (not divided by a median). Near an industrial area.	No
12	Near a transportation hub.	No
13	Near railroad tracks (within 1000 yards) Near a gas pipeline.	No
14	Near a park.	No
15	Adjacent to a business district. (e.g. grocery, convenience, fast food, etc.)	No
16	In or near a flood plain.	NO



## INTRUDER ASSESSMENT

**Directions:** Please assess the following areas and answer each question accordingly.

1	Team Member(s) Conducting Assessment	N. Torres, M. Montes, O. Saenz, C. Fabela, L. Stallings
2	District Name	FISD

### Visitor Policies & Procedures

3	School/Facility	Fabens MS
4	Grade/facility type	6-8
5	Date	9-15-20
6	Arrival Time	7 a.m.
7	Time gained entry	8 a.m.
8	Entrance point(s)	Main Entrance
9	Time of first contact	9-15-2020
10	Contacted by:	N. Torres

Visitor Policies & Procedures		Answer	Comments
11	Were all but main entry door locked?	Yes	
12	Was main entry observable by staff?	Yes	
13	Were signs present instructing you to sign in?	Yes	
14	Was it easy to locate the office?	Yes	
15	Were you required to sign in?	Yes	
16	Were you asked why you needed access?	Yes	
17	Were you required to show a photo ID?	Yes	
18	Were you provided a dated visitor pass?	Yes	
19	Did the office retain the ID or a copy?	Yes	
20	Were you instructed to check out before leaving?	Yes	
21	Did you have access to classrooms?	No	
22	Were you observed by any staff?	Yes	
23	Were classroom doors closed/locked during instruction?	No	
24	Were there unescorted students in the halls or on campus?	No	
25	Were staff visibly wearing IDs?	Yes	
26	Were you asked to go to office to sign in?	Yes	
27	Were you confronted by staff?	Yes	
28	Did you verbally communicate with any staff?	Yes	

29	Were you escorted to the office?	Yes	
30	Did you check out with the office before leaving building?	Yes	



## NEIGHBORHOOD & SCHOOL/FACILITY RISK FACTORS

**Directions:** For each risk factor below, please indicate the extent to which you think the factor is present for your school/facility.

Risk Factor		Answer	Comments
1	Vandalism in neighborhood	Moderately Present	
2	High student mobility	Not Present	
3	Graffiti in neighborhood	Not Present	
4	Gang activity in neighborhood	Moderately Present	
5	Crime in neighborhood	Moderately Present	
6	Poverty in neighborhood	Moderately Present	
7	Trespassing on school grounds	Moderately Present	Summer 2019 - Student illegal entry to a District School.
8	Parent withdrawal of students due to safety concerns	Not Present	
9	Sex offenders in neighborhood	Not Present	
10	Students adjudicated for weapons, drugs, alcohol, or assaults	Not Present	
11	Bullying, intimidation, harassment in school	Moderately Present	
12	Student support services	Moderately Present	
13	Truancy	Moderately Present	

## INSTRUCTIONAL FACILITY (PART 1 of 2) - POLICY & PROCEDURES

Directions: Please assess the following areas and answer each question by selecting: YES, NO, N/A (Not

		Answer
<b>(A) Grounds and Building Exterior</b>		
1	Graffiti is promptly documented/photographed then removed after discovery.	N/A
2	There are central reporting anti-intruder alarms.	YES
3	There is a ground maintenance plan for the facility	YES
4	Ground maintenance plans include CPTED principles	N/A
5	The district has identified approved signage for all facilities	YES
6	Approved signage is present as required by district plans/guidelines	YES
7	Signage is periodically inspected, repaired, replaced as needed	N/A
8	There is signage directing visitors to parking and sign-in areas of the facility	YES
9	Pipeline and/or utility companies identified have been contacted and information regarding these service lines have been addressed in the district EOP	YES
<b>(A-1) Buses and Parking</b>		
10	Staff members are required to obtain parking decals or some other form of identification to authorize parking on school property.	NO
11	High school students are required to obtain parking decals or some other form of identification to authorize parking on school property.	N/A
12	Someone is assigned to check for unregistered or suspicious vehicles in parking areas.	YES
13	The identities of school bus drivers are verified before they enter school grounds.	YES
14	School buses and other transportation vehicles are secured when not in use.	N/A
15	Unattended buses are not blocking emergency access to the school	NO
16	Parking spaces for staff do not identify the person or title of person parking there	YES
17	Visitor parking is located near authorized entry points	YES
<b>(A-2) Access Control/Visitor Procedures</b>		
18	Visitor management procedures are in use at the school and applied consistently	YES
19	Staff have been trained on visitor procedures including what forms of identification allowable and under what situations visitors are allowed to enter building.	YES



## INSTRUCTIONAL FACILITY (PART 1 of 2) - POLICY & PROCEDURES

**Directions:** Please assess the following areas and answer each question by selecting: YES, NO, N/A (Not)

		Answer
20	Visitor management procedures include restrictions for repeated failure to adhere to school visitor access procedures	YES
21	Visitor management procedures include dealing with visitors who are identified in the system as a sex offender	YES
22	There are written procedures to guide access to the building by staff before and after school hours.	YES
23	Staff members present in the building after school hours are required to sign in/out.	YES
24	Visitors must present photo ID to obtain visitors badge.	YES
25	Visitor's photo ID is retained until check out is completed.	NO
26	Visitor's badges are completed by staff only.	YES
27	Visitor sign-in logs are verified by staff or completed by staff at sign in.	YES
28	Visitors are required to wear visible, dated identification.	YES
29	Visitor badges list destination and/or person being visited.	YES
30	All visitors are informed that they must check-out before leaving the school	YES
31	Visitors badges are collected upon checkout and checkout info is entered into the visitor management system	YES
19	Contractors and vendors are required to sign in and out.	YES
20	Contractors and vendors are required to wear visible, dated identification.	YES
21	Visitor policies and procedures have provisions that change to coincide with local security advisories of elevated threat concerns.	YES
22	Visitor policy/procedure outlines when a visitor escort is required.	YES
23	Visitor policy/procedure dictates how/when a parent who is a registered sex offender may visit their child during school hours.	YES
24	There is a delivery policy/procedure that has provisions which change to coincide with the Homeland Security Advisory System threat levels or local advisories.	N/A
25	All deliveries are accepted only at designated receiving areas.	YES
26	All deliveries are documented and drivers sign a delivery log.	YES

## INSTRUCTIONAL FACILITY (PART 1 of 2) - POLICY & PROCEDURES

**Directions:** Please assess the following areas and answer each question by selecting: YES, NO, N/A (Not

		Answer
27	A list of approved delivery personnel is kept on file for each vendor and updated regularly. .	
28	Deliveries are not accepted from a new delivery personnel without verification	YES
29	There is a system for inspecting and approving items delivered to a facility.	YES
30	Items delivered are checked against manifest for accuracy.	YES
31	There is a procedure in place for dealing with suspicious and/or unauthorized deliveries.	YES
32	The school is used as a polling place or conducts civic functions on premises.	NO
33	District facilities used as polling places are compliant with TEC 37.108 €	N/A
34	There is a procedure in place to address keeping voters or other participants from accessing other areas of the school without proper authority.	N/A
35	Areas of the school utilized for voting or other functions can be physically separated or secured from school functional areas and students.	N/A
<b>(A-3) Keys and Identification</b>		
36	There is a master key control system to monitor keys, entry cards and duplicates.	YES
37	Keys and entry cards are audited annually.	YES
38	Employees must sign a key log when a key is issued or re-issued.	YES
39	Keys cannot be duplicated without authorization. They are not simply stamped "do not duplicate".	YES
40	Key control policy has provisions including when doors must be re-keyed.	YES
41	Key control system can match found keys with person to whom keys were issued.	YES
42	Staff/teachers have a key that allows re-entry through emergency exits.	YES
43	Staff are required to surrender keys upon termination of employment.	YES
44	The school has a Knox box or other secure key storage system to provide quick access to keys by first responders.	NO
45	The Knox box or other secure key storage system is wired into alarm system.	NO
46	All staff members are required to wear photo ID badges.	YES



## INSTRUCTIONAL FACILITY (PART 1 of 2) - POLICY & PROCEDURES

**Directions:** Please assess the following areas and answer each question by selecting: YES, NO, N/A (Not

		Answer
47	Staff members are required to turn in photo ID upon separation from employment.	YES
48	Students are required to wear photo ID badges.	NO
49	Students are required to turn in photo ID at the end of the year or when they leave the school.	N/A
<b>(B) Building Interior</b>		
50	There is a schedule for maintaining and cleaning the building	YES
51	There is a reporting procedure in place to notify custodial services of immediate needs	YES
52	Custodial staff have been training on safety procedures for cleaning special instructional areas such as chemistry labs and vocational training classrooms.	YES
53	Lockers are available to students.	NO
54	Unassigned lockers are secured/locked.	N/A
55	There is a policy requiring classroom instruction be conducted with doors locked.	NO
56	There is a policy addressing classroom instruction in portables or other separate buildings, with doors locked.	N/A
57	There is a procedure in place to allow for use of additional manners of securing doors in additon to traditional locking methods. i.e. door magnets, door closer sleeves, or other devices.	YES
58	There is a procedure in place to regularly inspect and restock first aid kits.	YES
59	There is a procedure in place to regularly inspect and maintain AEDs.	YES
60	There is a policy addressing displaying of artwork and other decorative wall items consistent with fire code requirements.	YES
61	There is a policy regarding use of extension cords and appliances in classrooms.	YES
62	Firearms used for ROTC or band are non-firing and no live ammunition is stored on premises.	NO
<b>(C) Monitoring and Surveillance</b>		
63	Remote and isolated hallways are monitored by security cameras.	YES

## INSTRUCTIONAL FACILITY (PART 1 of 2) - POLICY & PROCEDURES

**Directions:** Please assess the following areas and answer each question by selecting: YES, NO, N/A (Not

		Answer
64	School buses are equipped with security cameras.	YES
65	Trailers or other service vehicles are equipped with locator tracking devices.	N/A
66	Security camera tapes/recordings are retained for 30 days.	YES
67	The facility has an electronic security system.	YES
68	The electronic security alarm system is connected to local law enforcement or is central reporting where appropriate agencies will be contacted.	YES
69	The fire alarm system is connected to local Fire Departments or is central reporting where appropriate agencies will be contacted.	YES
70	The alarm system is in compliance with Americans with Disability Act (ADA) requirements including provisions for hearing and/or visual impairments.	YES
71	Staff members monitor hallways during school hours.	YES
72	Staff members monitor stairwells during school hours.	N/A
73	Staff members monitor restrooms during school hours.	YES
74	Students are not allowed in the school without direct staff supervision.	YES
75	If the building is used after school or on weekends, staff/security is present.	YES
76	Specific persons are designated to secure buildings after activities.	YES
77	There is a written process for pre-employment recruitment and training for security personnel and/or monitors.	N/A
78	There are written job descriptions for security personnel and/or monitors.	YES
79	The school requires background checks and fingerprinting on all school staff.	YES
80	The school requires background checks and fingerprinting on all key volunteers.	YES
81	The school communicates with parents regarding emergency procedure information.	YES
82	The school has clear guidelines for working with the media during an emergency.	YES
83	All safety-related parent or media inquiries are directed to a designated spokesperson.	YES
84	In the event of an emergency during school hours, procedures are in place to contact parents and the community with instructions.	YES



## INSTRUCTIONAL FACILITY (PART 1 of 2) - POLICY & PROCEDURES

**Directions:** Please assess the following areas and answer each question by selecting: YES, NO, N/A (Not

		Answer
85	A method is in place to communicate safety and security instructions to students and staff in a rapid and clear manner.	YES
86	School staff protects sensitive information from being released to the public.	YES
87	School files and records are maintained in locked, vandal proof, fireproof containers or location.	YES
88	Backup files are maintained off-site in safe and secure containers and facility.	YES
89	The school regularly backs up important computer files.	YES
90	The school's computer network provides a secure means to communicate with local, state and federal authorities.	YES
91	Filters or other mechanisms are in place to monitor suspicious internet activity on school computers.	YES
92	There is a current list of staff who are trained in Cardiopulmonary Resuscitation (CPR) and in the use of automated external defibrillators (AEDs) including training expiration dates.	YES
93	A list of qualified CPR and AED certified personnel is shared appropriately with staff.	YES
<b>(C-1) School-Based Law Enforcement/security</b>		
94	School-based Law Enforcement officers are located on site.	NO
95	School-based Law Enforcement officers regularly make presentations to staff and students.	YES
96	School-based law enforcement is dedicated to a single campus.	NO
97	School security officers (non-law enforcement) are located on site.	YES
98	School security/law enforcement provides a visible and regular presence on campus during school hours.	YES
99	School-based law enforcement officers have an office with a view of the building entrance or main hallways.	YES
100	School-based law enforcement officers/security officers have written position descriptions and they are shared with school administration.	YES

INSTRUCTIONAL FACILITY (PART 1 of 2) - POLICY & PROCEDURES		
Directions: Please assess the following areas and answer each question by selecting: YES, NO, N/A (Not Answered)		Answer
101	Security personnel/law enforcement officers conduct daily visual inspections of the school to ensure facility access control, looking for any unauthorized visitors, identification of suspicious packages and other items.	YES
102	Local law enforcement/security personnel provide after hour patrols of the school site.	YES
<b>(C-2) Securing the facility after operations</b>		
103	Procedures are in place to ensure every one is out of building and all areas are secure	YES
104	Procedures are in place to ensure security lights are on and functioning	YES
105	Procedures are in place to ensure security alarms are set and functioning	YES
106	Patrols are initiated for overnight security	YES
<b>(D-2) The following emergency drills are conducted and documented regularly for the school</b>		
107	Lock-down (intruder or active shooter drill)	YES
108	Lock-out (drill for securing perimeter for outside threat)	YES
109	Evacuation of the building (fire drill or other drill requiring evacuation)	YES
110	Reverse Evacuation (a drill to rapidly get people back inside to safety)	YES
111	Bus Evacuation (voluntary)	N/A
112	Shelter (for hazardous material spill)	YES
113	Shelter (for severe weather)	YES
114	After Action Reviews are conducted following drills, exercises, and actual emergencies.	YES
<b>(E) School Climate and Culture</b>		
<b>(E-1) Student Code of Conduct</b>		
115	The Code of Conduct is reviewed and updated annually.	YES
116	The Student Code of Conduct is posted and prominently displayed or made available for review at the office of the campus principal.	YES



## INSTRUCTIONAL FACILITY (PART 1 of 2) - POLICY & PROCEDURES

**Directions:** Please assess the following areas and answer each question by selecting: YES, NO, N/A (Not

		Answer
<b>(E-2) The Student Code of Conduct Contains Statements Regarding</b>		
117	Anti-bullying, anti-harassment, and anti-violence policies.	YES
118	Interviewing policies of student by law enforcement or CPS personnel.	YES
119	Locker search policies.	N/A
120	Weapons on campus	YES
121	Definitions of school crime and appropriate consequences	YES
122	Dress code.	YES
<b>(E-3) Disciplinary Procedures</b>		
123	Disciplinary practices focus on the root causes of problems and problem solving strategies.	YES
124	Alternatives to suspensions and expulsions are built into the disciplinary policy.	YES
125	Disciplinary actions are reviewed to ensure consistent application to all students	YES
126	Procedures used to make decisions about student behavior are well-known to students and staff.	YES
<b>(E-4) Parent and Student Involvement</b>		
127	Parents are an integral part of the school's safety planning and policy development.	YES
128	Students are represented on the school safety planning team.	YES
129	Students are actively involved in promoting a positive school climate.	YES
130	A large percentage (>60%) of students participate in extracurricular activities.	YES
<b>(E-5) Reporting</b>		
131	There is some type of anonymous reporting system whereby students and staff may report incidents or suspicious activities (e.g. Campus Crime Stoppers).	YES
132	There are standard definitions and procedures to identify school crime included in the student code of conduct or student handbook.	YES
133	There is a process in place to collect and review discipline referral data.	YES

## INSTRUCTIONAL FACILITY (PART 1 of 2) - POLICY & PROCEDURES

Directions: Please assess the following areas and answer each question by selecting: YES, NO, N/A (Not)

		Answer
<b>(E-6) General Climate</b>		
134	Respect for all persons is emphasized school-wide.	YES
135	Staff members are instructed to be visible in hallways supervising/interacting with students.	YES
136	Students are encouraged to look out for one another and report inappropriate behavior	YES
<b>(E-7) Staff and Student Training</b>		
137	Key staff are trained in the National Incident Management System (NIMS).	YES
138	Key staff are trained in the Incident Command System (ICS).	YES
139	All staff are trained in responding to emergencies as identified in the district EOP	YES
140	Administrators, teachers, and other staff members receive annual training in conflict resolution and problem-solving skills.	YES
141	Administrators, teachers, and other staff members receive annual training in bullying prevention.	YES
142	Staff have been trained to recognize and report suspicious packages.	YES
143	Staff is trained to identify and report anything out of the ordinary (persons, behavior, containers, vehicles, broken air vents, etc.).	YES
144	Staff have been trained to report and how to respond to threats from students, threats found in school work, notes, journals, or overheard by other students.	YES
145	Office staff (including student workers) have been trained to respond appropriately to a bomb threat or other threatening/suspicious phone call.	YES
146	Staff working in areas where hazardous materials are located and stored have received training on the HAZCOM Act.	YES
<b>(E-8) Staff and Student Training</b>		
147	Students receive training on positive social skills, violence prevention, conflict resolution and communication/decision-making skills.	YES



## INSTRUCTIONAL FACILITY (PART 1 of 2) - POLICY & PROCEDURES

**Directions:** Please assess the following areas and answer each question by selecting: YES, NO, N/A (Not)

		Answer
148	All students are trained in responding to emergencies identified in the District EOP	YES
149	Students receive training specifically on bullying prevention and cyberbullying.	YES
171	Students receive training in sexual harassment/gender respect.	YES
172	Students receive training on dating violence.	YES
173	Students and staff have received training on Title IX coordination.	YES
174	The school has implemented a character education or social skills program school-wide .	YES
175	Students and staff using exercise equipment have been trained in weight room and exercise safety.	N/A
176	All staff participate in emergency response drills	YES
<b>(F) Health Practices</b>		
177	Hand washing supplies are available in all restrooms.	YES
178	Hand washing signs are posted.	YES
179	Hand sanitizer is available to staff and students.	YES
180	Staff & Students have been trained on health practices and flu/pandemic prevention.	YES
181	The school has policies and procedures to prevent the spread of infectious diseases.	YES
182	The school has a representative on the district's school Health Advisory Committee.	YES
183	The school keeps a record of all student injury and illness.	YES
184	The school has a written automated external defibrillator (AED) policy.	YES
185	The school has a procedure to monitor expiration dates of automated external defibrillator (AED) pads and equipment and to renew prescription.	YES
186	The school conducts annual training and retains documentation of all staff trained to use the automated external defibrillators (AEDs).	YES
187	The school has a policy for obtaining professional inspection of the automated external defibrillator (AED) annually.	YES

## INSTRUCTIONAL FACILITY (PART 1 of 2) - POLICY & PROCEDURES

**Directions:** Please assess the following areas and answer each question by selecting: YES, NO, N/A (Not

Answer

### (F-1) Food Service

188	The school has a school food safety program.	YES
189	The school has a food security program to avoid intentional acts.	YES
190	Staff have been trained on health practices and flu/pandemic prevention.	YES
191	The school food safety program controls both specific and non-specific hazards utilizing standard operating procedures (SOPs) and applying basic hazard analysis and critical control points (HACCP).	YES

### (F-2) Referral Resources

192	The school has a Student Assistance Program.	YES
193	The school/district has a student threat assessment program to identify and assist students exhibiting threatening behaviors.	YES
194	The school/district has a student threat assessment team that meets periodically or as needed to address specific student threat issues/behaviors.	YES
195	The school has a process to identify and serve the needs of students most at-risk for engaging in disruptive and disorderly behavior.	YES
196	The school has staff members who are trained to identify and work with potentially dangerous students.	YES
197	The school/district maintains a well developed network of service providers to whom students can be referred.	YES





## INSTRUCTIONAL FACILITY (PART 2 of 2) - OBSERVATIONS

**Directions:** Please assess the following areas and answer each question by selecting: YES, NO, N/A (Not

		Answer
<b>(G) Grounds and Building Exterior</b>		
198	A marquee or sign clearly indicating the school's name is visible from the road.	YES
199	Grounds are fenced in appropriate areas.	YES
200	Gates are of the type and height needed to achieve the desired security	YES
201	Fences are continuous and without gaps or ungated access points.	YES
202	Grounds are visually separated from adjacent properties.	YES
203	Gates, if present, are secured when not in use.	YES
204	The perimeter of the school building is clear of debris and obstructions.	YES
205	The perimeter of the school building is clear of safety hazards.	YES
206	Mechanical, electrical and other equipment on ground level is surrounded by a protective enclosure.	YES
207	Electrical panel access doors are locked.	YES
208	Landscaping, trees, and shrubs are maintained consistent with CPTED guidance (crime prevention through environmental design)	YES
209	The exterior of the building is free of graffiti.	YES
210	Windows have unbroken panes.	NO
211	Signs are posted to indicate any restricted areas.	YES
212	Signs are posted indicating school property boundaries	YES
213	Access to the roof is restricted (no climbable plantings or architecture).	YES
214	Double exterior doors have a sturdy center mullion.	YES
215	All exterior doors have non-removable hinge pins.	YES
216	Exterior doors, unless designated for entry, lack exterior hardware.	YES
217	Exterior doors allow for keyed re-entry.	YES
218	All exterior doors are numbered on the outside.	YES
219	The exterior numbers are clearly visible from a distance of at least 50'.	YES
220	Any pipeline or utilities have identifiable signage with contact numbers	YES



## INSTRUCTIONAL FACILITY (PART 2 of 2) - OBSERVATIONS

**Directions:** Please assess the following areas and answer each question by selecting: YES, NO, N/A (Not

		Answer
221	Pipeline and/or utility companies identified have been contacted and information regarding these service lines have been addressed in the district EOP	N/A
<b>(G-1) Portable Classrooms</b>		
222	All portables are secured to their location.	N/A
223	All portables are labeled/numbered.	N/A
224	Areas surrounding portables are adequately lighted.	N/A
225	Portables are surrounded by fencing requiring use of the school's main entry.	N/A
226	Portables have a camera or door viewer to assist in identifying who is at the door	N/A
227	Portables have a secondary exit compliant with code	N/A
228	Portable classrooms have steel doors and steel door frames	N/A
229	Portable classrooms have industrial/commercial grade hardware	N/A
230	Portable classroom doors can be locked from the inside	N/A
231	Portable classrooms are skirted to prevent access under the classrooms	N/A
232	Portable classrooms maintain local fire code compliance	N/A
233	Portable classrooms are part of regular inspection and maintenance program	N/A
234	Emergency announcements can be received and heard from each portable	N/A
<b>(G-2) Buses and Parking</b>		
235	Keys are removed from buses when the driver is not behind the wheel.	N/A
236	The bus loading zone is visible from the main office or monitored by staff.	YES
237	Unattended buses do not create a visual obstacle or hinder emergency access.	N/A
238	Bus loading and drop off zones are clearly marked.	YES
239	Student drop off and pick up areas are clearly marked.	YES
240	Areas prohibiting student drop off are marked and monitored.	YES
241	Fire zones are clearly marked.	YES
242	Parking lots are adequately lighted.	YES
243	Access points for parking lots are gated.	YES

## INSTRUCTIONAL FACILITY (PART 2 of 2) - OBSERVATIONS

**Directions:** Please assess the following areas and answer each question by selecting: YES, NO, N/A (Not

		Answer
244	Parking lots and their boundaries are clearly identified.	YES
245	Parking lots signs direct staff, students and visitors to designated parking areas.	YES
246	Parking lots can be viewed from the building or monitored by security.	YES
247	Bicycle parking can be viewed from the building or monitored by security.	YES
<b>(G-3) Play and Outdoor Recreation Areas</b>		
248	Recreation/practice areas are fenced to restrict unauthorized access.	YES
249	Fences are of appropriate type and height for designed function	YES
250	Fences are in good condition and without gaps.	YES
251	Vehicular access is restricted around play areas.	YES
252	Playgrounds are inspected regularly and on a regular maintenance schedule	YES
253	Playgrounds are visually inspected by staff prior to daily use	YES
254	Play apparatus are free from sharp edges, and protruding or loose bolts or screws.	YES
255	Playground edging is well-maintained and away from fall area of equipment.	YES
256	Ground cover is adequate to provide protection from falls.	YES
257	Ground cover is free from holes and worn trenches.	YES
258	There are no trip hazards in the playground area (such as weed block protruding from ground cover).	YES
259	Play areas are well drained and designed not to retain water.	YES
260	Emergency vehicles can access play and recreation areas if needed.	YES
261	Benches/bleachers are well maintained (painted with no signs of rust or splinters).	YES
262	Risers between bleacher seats are protected to prevent entrapment and falls.	YES
263	Bleacher railings are present and secure.	YES
264	Ball fields are fenced to restrict access.	YES
265	Ticket and concession stands are secured when not in use.	YES
266	Ticket and concession stands have door locks that allow for egress at all times	YES
267	Ticket and concession stands are well maintained.	YES



## INSTRUCTIONAL FACILITY (PART 2 of 2) - OBSERVATIONS

**Directions:** Please assess the following areas and answer each question by selecting: YES, NO, N/A (Not)

		Answer
<b>(G-4) Building Access</b>		
268	The school has designated a primary point of entry/exit to each building.	YES
269	Signage directs visitors to main entry	YES
270	Exterior doors are not blocked open nor have blocks present for that purpose	YES
271	Entrances used by students or staff before the office is open are closely monitored	YES
272	The designated points of entry are monitored to control building access.	YES
273	Exterior access to the auditorium is controlled and monitored.	YES
274	School staff monitor all entrances and exits during student arrival & departure.	YES
275	Doors required to be open for student passage are secured by key card or monitored.	YES
276	Signs are posted at entrances listing items not allowed inside the school (e.g. drug-free, weapon-free, smoke-free).	YES
<b>(G-5) Visitor Policies</b>		
277	Visitor policy/procedure signs are posted at all entrances.	YES
278	Visitors are required to show photo ID to check in and check out.	YES
279	Visitors' photo ID is retained until check out is completed.	YES
280	The supply of visitor ID badges is located out of reach of visitors.	YES
281	Visitors badges are completed by staff.	YES
282	Visitor sign-in/sign-out logs are verified by staff or completed by staff.	YES
283	Visitors are required to wear visible, dated identification, with destination listed.	YES
284	Visitors are asked who they are visiting and the reason for their visit.	YES
285	Visitors' appointments are verified with person being visited or escorted.	YES
286	Vendors are requested to set appointments	YES
287	Staff are required to come to the office to meet and/or escort vendors or visitors	YES
288	Guidelines have been established for admission by visitors	YES

## (H) Building Interior

## INSTRUCTIONAL FACILITY (PART 2 of 2) - OBSERVATIONS

**Directions:** Please assess the following areas and answer each question by selecting: YES, NO, N/A (Not)

		Answer
289	Exterior doors (doors leading to the outside) are numbered on the inside.	YES
290	Interior doors are numbered on the door or on the wall adjacent to the door.	YES
291	Stairwells are uniformly and adequately lighted.	YES
292	Stairwells are numbered.	N/A
293	Hallways are uniformly and adequately lighted.	YES
294	Hallways are free of graffiti.	YES
295	Restrooms are uniformly and adequately lighted.	YES
296	Restroom walls and stalls are free of graffiti.	YES
297	Entrance doors to restrooms cannot be locked from the inside.	YES
298	Restroom ceilings are well maintained (not water stained, missing or cracked).	YES
299	Restrooms with lay-in ceilings have clips to prevent removal.	YES
300	Doors and locks are in good operating condition.	YES
301	Exit doors equipped with push bar exit devices are resistant to chaining.	YES
302	Classroom doors can be locked from the inside with hardware meeting fire code.	YES
303	Classrooms have window shades.	YES
304	Classrooms with windows in the doors, have a way to cover the window if needed for a lock-down.	YES
305	Windows in doors are reinforced or made of shatter resistant materials.	YES
306	Common areas are uniformly and adequately lit.	YES
307	Hallways and public spaces are clean and in good repair.	YES
308	Hallways leading to exit doors are free of obstructions.	YES
309	Art and decorations in hallways follow procedure and fire code requirements.	YES
310	Extension cord and appliance usage in classrooms follow procedure and fire code.	YES
311	Handrails are appropriately placed and in good condition.	YES
312	All lighted exit signs are operational, clearly visible, and point in the correct direction.	YES
313	Locker areas are well lighted.	N/A



## INSTRUCTIONAL FACILITY (PART 2 of 2) - OBSERVATIONS

**Directions:** Please assess the following areas and answer each question by selecting: YES, NO, N/A (Not)

		Answer
314	Unassigned lockers are secured/locked.	N/A
315	Emergency lighting is properly installed and functioning.	YES
316	All interior glass (doors, windows, etc.) is properly installed and repaired.	YES
317	Floor coverings are properly installed and in good repair.	YES
318	All chemicals, poisons, and flammable materials are stored properly.	YES
319	There is adequate access to fire extinguishers.	YES
320	Fire extinguishers are inspected annually.	YES
321	Fire drill instructions are posted in each classroom.	YES
322	There is adequate access to first aid supplies.	YES
323	There is adequate access to AEDs.	YES
324	AEDs are inspected and maintained on a regular schedule	YES
325	Staff is aware of personnel certified in CPR (cardiopulmonary resuscitation) and AED use (automated external defibrillator).	YES
326	Valuable items are secured (i.e., computers, video cameras, band instruments).	YES
<b>(H-1) The Following areas are locked when not in use:</b>		
327	Classrooms.	Always
328	Gyms.	Always
329	Locker Rooms.	Always
330	Auditorium.	Never
331	Cafeteria.	Always
332	Science Labs.	Always
333	Computer Labs.	Always
334	Vocational shops.	Never
335	Hazardous materials storage areas.	Always
336	Band Hall.	Always
337	Storage Areas/closets.	Always

## INSTRUCTIONAL FACILITY (PART 2 of 2) - OBSERVATIONS

**Directions:** Please assess the following areas and answer each question by selecting: YES, NO, N/A (Not)

		Answer
<b>(H-2) The Following are locked and access controlled:</b>		
338	Electrical panel access doors.	Always
339	Nurses offices	Always
340	Roof access doors.	Always
341	Doors opening into interior areas like courtyards during non-classroom hours.	Always
342	Boiler rooms and mechanical rooms.	Always
343	Air vents.	Always
344	Custodial closets.	Always
<b>(H-3) Cafeteria</b>		
345	The cafeteria is uniformly and adequately lighted.	
346	A UL (Universal Listings) 300 compliant hood system is in place over appropriate appliances.	
347	Hood and fire extinguisher inspection tags/logs show current inspection.	
348	The hood is inspected every three months.	
349	The freezer door can be opened from the inside.	
350	Fire extinguishers are available in sufficient quantity and of appropriate type	
351	At least one type K fire extinguisher is present in kitchen area if fryers are present	
352	Cafeteria staff know location of electrical/gas/water shut-offs.	
353	Exits to kitchen are clean and free from debris and stored items.	
354	Loading dock area is clean, free from grease.	
355	Staff maintain delivery logs including what was delivered and by whom.	
356	Staff follow district/school visitor procedures and guidance for vendors	
357	Cafeteria staff have received training on emergency response protocols	
358	Contracted cafeteria staff have received training on emergency response protocols	
359	Kitchen/cafeteria staff take part in all emergency response drills	



## INSTRUCTIONAL FACILITY (PART 2 of 2) - OBSERVATIONS

Directions: Please assess the following areas and answer each question by selecting: YES, NO, N/A (Not

		Answer
<b>(H-4) Gymnasium Area</b>		
360	Lighting fixtures and windows are protected in play/gym areas.	YES
361	Steroid law notice is posted in a conspicuous location in each building where a physical education class takes place (7th grade and up).	NO
362	Emergency lighting is properly installed and functioning.	YES
363	Exit doors are designed to allow for quick exit by large numbers of people.	YES
364	Lighting is uniform and adequate throughout.	YES
365	Bleachers are well maintained and railings are present and secure.	YES
<b>(H-5) Locker Rooms and Weight/Exercise Areas</b>		
366	If students or staff are admitted through exterior doors; the door is equipped with a door viewer or a method for staff to verify identity of those trying to enter	N/A
367	Locker rooms and Weight rooms are cleaned and sanitized regularly	YES
368	Weight rooms are locked when not supervised.	N/A
369	Weight equipment is well maintained and inspected on a regular schedule.	N/A
370	Repairs are made to weight/exercise equipment using factory approved materials	N/A
371	Weight equipment is arranged to provide sufficient space between apparatus to provide for safe usage.	N/A
372	Lighting is uniform and adequate throughout.	N/A
373	Steroid Law Notice is posted in a conspicuous locations in each building where a physical education class, training and weight lifting takes place (7th grade and up)	N/A
<b>(H-6) Science Laboratory</b>		
374	Room meets space requirements: (40-45 sq. ft/elementary student) (50 sq. ft/secondary student).	YES
375	Communication system is present and operating properly.	YES
376	Eyewash stations are present and functional	YES
377	Eyewash stations are flushed weekly to eliminate contamination	YES

## INSTRUCTIONAL FACILITY (PART 2 of 2) - OBSERVATIONS

**Directions:** Please assess the following areas and answer each question by selecting: YES, NO, N/A (Not)

		Answer
378	Eyewash stations are connected to a drain	YES
379	Emergency showers are present and functional. (required in High School Labs)	YES
380	Emergency showers are flushed monthly to eliminate contamination	YES
381	Emergency shower has drain	YES
382	Fume hood is present and functional	N/A
383	Fume hood is clean, well maintained and not used for storage of chemicals.	N/A
384	There are master shut-off switches for water, gas and electricity.	YES
385	Master shut-off switches are in clear view and easily accessible.	YES
386	If no master shut-off switches exist there are individual shut-offs for water, electricity and gas, in close proximity to the lab.	YES
387	Personal protective equipment is available for each student (lab aprons, goggles & gloves).	YES
388	There is a goggle sterilization cabinet present and utilized	YES
389	First aid kit is stocked and accessible.	YES
390	Fire and response equipment is free from obstructions	YES
391	Fire blanket is in good condition and accessible	YES
392	Fire extinguisher is accessible and has current inspection.	YES
393	Chemical spill kit is accessible (required in high schools only).	YES
394	Broken glass container is accessible.	YES
395	All chemicals are stored in appropriate containers that are labeled with the name, formula, and health hazards associated with the chemical.	YES
396	Storage area doors are marked "Hazardous Materials" or "Authorized Personnel Only".	YES
397	Chemical storage area has an operable forced ventilation system that meets air exchange standards and is vented to the OUTSIDE of the building	YES
398	Corrosive materials are stored in an approved corrosive materials cabinet	YES



## INSTRUCTIONAL FACILITY (PART 2 of 2) - OBSERVATIONS

**Directions:** Please assess the following areas and answer each question by selecting: YES, NO, N/A (Not

		Answer
399	Flammable materials are stored in an approved flammable materials cabinet	YES
400	Safety Data Sheets (SDS) are available for each hazardous material	YES
401	A current inventory of all chemicals stored in labs is available for review	YES
402	Mercury is NOT present in the lab.	YES
403	Mercury thermometers are NOT used or present in the lab.	YES
404	If mercury is present, it is labeled, coded for compatibility, kept in appropriate containers, and locked	YES
405	GFCI (ground fault circuit interrupter) electrical outlets in use within 6 feet of a water source.	N/A
406	Sink with hot water is present.	YES
407	Emergency procedures are posted.	YES
408	Two emergency exits are present, clearly marked and visible (rooms over 1000 sq	YES
409	Fire evacuation routes are posted with both primary and secondary routes shown	YES
<b>(H-7) Auditorium</b>		
410	Doors equipped with push bar exit devices are resistant to chaining.	N/A
411	Exit doors are designed to allow for quick exit by large numbers of people.	N/A
412	Fire evacuation routes are posted including primary and secondary routes	N/A
413	Lighting is uniform and adequate throughout.	N/A
414	Emergency lighting is properly installed and functioning.	N/A
415	Carpeting and flooring is clean and in good repair.	N/A
416	Back stage areas are clean and organized	N/A
417	Set decoration construction areas are secured and organized	N/A
418	Paints and solvents are stored in flammable storage cabinets	N/A
419	Fire response equipment is not obstructed and has been inspected	N/A
420	Stage curtains have current flame retardant certificates	N/A
421	Stage curtains have been vacuummed at least annually	N/A

## INSTRUCTIONAL FACILITY (PART 2 of 2) - OBSERVATIONS

**Directions:** Please assess the following areas and answer each question by selecting: YES, NO, N/A (Not

		Answer
422	Stage curtains have been professionally cleaned and fire retardant re-applied at least once in last 5 years	N/A
423	Stage curtains are less than 15 years old; professionally evaluated for replacement	N/A
424	Seats are clean and in good repair.	N/A
425	Stage area is organized and free from hazards.	N/A
426	If the stage can be raised or lowered; there are safety features to prevent injury.	N/A
<b>(H-8) Vocational Training Areas: Welding Shop</b>		
427	Interior of the welding shop is clean and well organized.	N/A
428	Material storage areas are clean and well organized.	N/A
429	First aid kit is stocked and accessible.	N/A
430	Eyewash stations are present and functional	N/A
431	Eyewash stations are flushed weekly to eliminate contamination	N/A
432	Eyewash stations are connected to a drain	N/A
433	Welding booths are well ventilated with exhaust ventilated to the exterior.	N/A
434	Welding tanks are secured to the wall or carts, including empty tanks awaiting pick-up.	N/A
435	Fire Extinguisher is accessible and has current inspection.	N/A
436	Equipment and tools are accounted for daily and stored appropriately.	N/A
437	Students are trained in safety and emergency procedures.	N/A
438	Fire evacuation routes are posted including primary and secondary routes	N/A
439	Ventilation for the welding shop is adequate and the system is operating effectively.	N/A
440	Paint booths are properly ventilated to the exterior.	N/A
441	All solvents, paints and chemicals are stored properly with SDS available.	N/A
442	Policies and procedures are in place regarding use of facility and supervision at all times.	N/A

### **(H-9) Vocational Training Areas: Woodworking Shop**



## INSTRUCTIONAL FACILITY (PART 2 of 2) - OBSERVATIONS

**Directions:** Please assess the following areas and answer each question by selecting: YES, NO, N/A (Not)

		Answer
443	Interior of the woodworking shop is clean and well organized.	N/A
444	Material storage areas are clean and well-organized.	N/A
445	First aid kit is stocked and accessible.	N/A
446	Eyewash stations are present and functional	N/A
447	Eyewash stations are flushed weekly to eliminate contamination	N/A
448	Eyewash stations are connected to a drain	N/A
449	A dust removal system is present, operational and well maintained.	N/A
450	Ventilation is adequate and the system is operating effectively.	N/A
451	Fire extinguisher is accessible and has current inspection.	N/A
452	Equipment and tools are accounted for daily and stored appropriately.	N/A
453	Students are trained in safety and emergency procedures.	N/A
454	Fire evacuation routes are posted including primary and secondary routes	N/A
455	Paint booths are properly ventilated to the exterior.	N/A
456	All solvents, paints and chemicals are stored properly with SDS documentation.	N/A
457	Paint booths are properly ventilated to the exterior.	N/A
458	All solvents, paints and chemicals are stored properly with SDS documentation.	N/A
459	Policies and procedures are in place regarding use of facility and supervision at all times.	N/A
<b>(H-10) Vocational Training Areas: Agricultural Shop</b>		
460	Interior of the agriculture shop is clean and well organized.	N/A
461	Material storage areas are clean and well-organized.	N/A
462	First Aid Kit is stocked and accessible.	N/A
463	Eyewash stations are present and functional	N/A
464	Eyewash stations are flushed weekly to eliminate contamination	N/A
465	Eyewash stations are connected to a drain	N/A
466	Fire extinguisher is accessible and has current inspection.	N/A

## INSTRUCTIONAL FACILITY (PART 2 of 2) - OBSERVATIONS

Directions: Please assess the following areas and answer each question by selecting: YES, NO, N/A (Not

		Answer
467	Equipment and tools are accounted for daily and stored appropriately.	N/A
468	Students are trained in safety and emergency procedures.	N/A
469	Fire evacuation routes are posted including primary and secondary routes	N/A
470	Ventilation is adequate and the system is operating effectively.	N/A
471	Agricultural chemicals are properly secured and stored with SDS on file.	N/A
472	Agricultural chemicals are properly accounted for with quantities and usage documented.	N/A
473	Policies and procedures are in place regarding use of facility and supervision at all times.	N/A
<b>(H-11) Vocational Training Areas: Automotive Shop</b>		
474	Interior of the automotive shop is clean and well organized.	N/A
475	Material storage areas are clean and well-organized.	N/A
476	First Aid Kit is stocked and accessible.	N/A
477	Eyewash stations are present and functional	N/A
478	Eyewash stations are flushed weekly to eliminate contamination	N/A
479	Eyewash stations are connected to a drain	N/A
480	Welding booths are well ventilated with exhaust directly ventilated to the exterior.	N/A
481	Welding tanks are secured to the wall or carts, including empty tanks awaiting pick-up.	N/A
482	Fire extinguisher is accessible and has current inspection.	N/A
483	Fire extinguishers are adequate in number and of correct type potential fires	N/A
484	Equipment and tools are accounted for daily and stored appropriately.	N/A
485	Students are trained in safety and emergency procedures.	N/A
486	Fire Evacuation routes are posted.	N/A
487	Ventilation is adequate and the system is operating effectively.	N/A
488	Paint booths are properly ventilated to the exterior.	N/A



## INSTRUCTIONAL FACILITY (PART 2 of 2) - OBSERVATIONS

**Directions:** Please assess the following areas and answer each question by selecting: YES, NO, N/A (Not

		Answer
489	All solvents, paints and chemicals are stored properly with safety data sheets (SDS) documentation for all chemicals.	N/A
490	All jacks, lifts and hoists are well maintained and inspected annually.	N/A
491	Policies and procedures are in place regarding use of facility and supervision at all times.	N/A

### (I) Monitoring and Surveillance

492	Security cameras are stationed outside the school.	YES
493	Security camera locations provide maximum coverage of grounds.	NO
494	Security cameras are stationed inside the school.	YES
495	Staff members monitor hallways during school hours.	YES
496	Staff members monitor stairwells during school hours.	N/A
497	Staff members monitor restrooms during school hours.	YES
498	The bus loading area is monitored by cameras.	NO
499	The bus loading area is monitored by patrols/staff.	YES
500	The bus loading area is monitored by direct line of sight.	YES
501	The parent pick-up/drop-off area is monitored by cameras.	NO
502	The parent pick-up/drop-off area is monitored by patrols/staff.	YES
503	The parent pick-up/drop-off area is monitored by direct line of sight.	YES
504	The play/recreational areas are monitored by cameras.	NO
505	The play/recreational areas are monitored by patrols/staff.	YES
506	The play/recreational areas are monitored by direct line of sight.	YES
507	The formal and informal gathering areas are monitored by cameras.	NO
508	The formal and informal gathering areas are monitored by patrols/staff.	YES
509	The formal and informal gathering areas are monitored by direct line of sight.	YES
510	The parking lots are monitored by cameras.	NO
511	The parking lots are monitored by patrols/staff.	NO

## INSTRUCTIONAL FACILITY (PART 2 of 2) - OBSERVATIONS

**Directions:** Please assess the following areas and answer each question by selecting: YES, NO, N/A (Not)

	Answer
512 The parking lots are monitored by direct line of sight.	YES
<b>(J) Communication Systems</b>	
<b>(J-1) There is 2-way communication between office and the following staff/areas</b>	
513 Classrooms.	YES
514 Chemistry/science labs.	YES
515 Cafeteria.	YES
516 School-based law enforcement/security personnel.	YES
517 Playground.	NO
518 Portable classrooms/buildings.	N/A
519 Athletic facilities	N/A
520 Band hall.	YES
521 Stage/auditorium areas.	YES
522 School nurse office.	YES
523 Maintenance and custodial staff.	YES
524 Security and school-based law enforcement offices/areas.	YES
525 Transportation.	YES
526 Each of the areas listed above are equipped with a system capable of initiating communication in an emergency.	YES
527 The school has access to a weather alert radio and monitors it after an alert.	YES
528 Dialing 911 from any school phone will connect with emergency services	YES
529 Facilities are tested periodically for connectivity through dialing 911	YES
530 Staff are trained on when to call 911 and what to say when calling 911	YES
<b>(K) Health Practices</b>	
531 Hand washing supplies are available in all restrooms.	YES
532 Hand washing signs are posted.	YES
533 Hand sanitizer is available to staff and students.	YES



INSTRUCTIONAL FACILITY (PART 2 of 2) - OBSERVATIONS	
Directions: Please assess the following areas and answer each question by selecting: YES, NO, N/A (Not Answered)	
Question	Answer
534 Procedures are reviewed regularly with staff and students in flu and pandemic prevention measures.	YES

## ADMINISTRATION FACILITY

Directions: Please assess the following areas and answer each question by selecting: YES, NO, N/A (Not)

Answer

### ADMINISTRATION - POLICIES & PROCEDURES

#### Visitor Policies & Procedures

1	There are written procedures to guide access to the building by staff before and after school hours.	YES
2	Staff members present in the building after school hours are required to sign in and out.	YES
3	Visitors must present photo ID to obtain visitor's badge.	YES
4	Visitor's photo ID is retained until check out is completed.	YES
5	Visitor's badges are completed by <b>staff only</b> .	YES
6	Visitor sign in logs are verified by staff or completed by staff at sign in.	YES
7	Visitors are required to wear visible, dated identification, with destination listed.	YES
8	Contractors and vendors are required to sign in and out.	YES
9	Contractors and vendors are required to wear visible, dated identification.	YES
10	Visitor policies and procedures change to coincide with Homeland Security Advisory System.	YES
11	Visitor policy/procedure outlines when a visitor escort is required.	YES
12	Visitor policy/procedure dictates how/when a parent who is a registered sex offender may visit their child during school hours.	YES

#### Department Safety and Security Policies & Procedures

13	There is a delivery policy/procedure that has provisions which change to coincide with the Homeland Security Advisory System threat levels.	YES
14	All deliveries are accepted only at designated receiving areas.	YES
15	All deliveries are documented by having drivers sign a delivery log.	YES
16	A list of approved delivery personnel is kept on file for each vendor and updated regularly. Deliveries are not accepted from a new driver without verification.	YES



ADMINISTRATION FACILITY		
Directions: Please assess the following areas and answer each question by selecting: YES, NO, N/A (Not)		
		Answer
17	All personnel responsible for accepting packages and mail have been trained on receiving procedures.	YES
18	All personnel responsible for accepting packages and mail have received training in the identification of suspicious packages and bomb threat procedures.	YES
19	There is a system for inspecting and approving items delivered to the building.	YES
20	There is a procedure in place for dealing with suspicious and/or unauthorized deliveries.	YES
21	Items delivered are checked against manifest for accuracy.	YES
22	The facility has a designated emergency team.	YES
23	Fire detection and suppression systems are regularly inspected.	YES
24	Boilers and elevators are regularly inspected.	YES
25	Asbestos inspections are completed as required by federal regulation.	YES
26	Emergency communications systems and procedures are tested according to a written schedule and using defined performance standards.	YES
27	The district has a 24-hour emergency phone contact list for all utility services (electric, communications, water, sewer, gas, etc.).	YES
28	The telephones can be forwarded to an off-site phone bank in an emergency.	YES
29	A backup communications system is available to provide communications during power failures and emergencies.	YES
30	The district has a plan and a backup plan for communication with parents and the community following an emergency or disaster.	YES
31	Phone lists for personnel are complete and up to date.	YES
32	The facility has a calling tree.	NO
33	The receptionist, secretary, and other office staff are trained in the procedures to inform the district leadership of an emergency.	YES
34	A video monitoring system is in place and can record in a high quality format that allows quick review.	YES
35	The district has a formal written plan for dealing with threats made by students.	YES

## ADMINISTRATION FACILITY

Directions: Please assess the following areas and answer each question by selecting: YES, NO, N/A (Not)

		Answer
36	Bomb threat procedures and forms are available near telephones.	YES
37	Each member of the district emergency team has a copy of the emergency operations basic plan and functional annexes.	YES
38	The emergency team members and all staff with a need to know are familiar with the plan.	YES
39	Specific tasks for the implementation of the emergency operations plan are assigned to specific staff members to maintain accountability.	YES
40	The district has a process for increasing the campus readiness level based on threat conditions.	YES
41	The district uses plain language for emergency communications (codes are not used).	YES
42	A member of the emergency team is assigned to liaison with emergency services before and during emergencies.	YES
43	Locations inside and outside the facility have been pre-designated for the incident command post (ICP).	YES
44	The ICP location is provided to fire and police officials.	YES
45	After actions reviews are held following each exercise or emergency.	YES
46	Corrective action plans are developed.	YES
47	Incident Command System (ICS) forms are available.	YES
48	Administrators are able to identify the ICS principles of unity of command.	YES
49	Administrators are able to identify the ICS principles of span of control.	YES
50	Administrators are able to identify the ICS principles of management by objective.	YES
51	Administrators are able to identify the ICS principles of unified command.	YES
52	The emergency team has been trained in ICS.	YES
53	Emergency team members have certificates of training in incident command and the National Incident Management System.	YES
54	Staff members and visitors are accounted for during drills.	YES



## ADMINISTRATION FACILITY

Directions: Please assess the following areas and answer each question by selecting: YES, NO, N/A (Not)

		Answer
55	The facility has a plan for assisting individuals with special needs during emergencies. Special needs can include physical disability, chronic health conditions such as asthma or seizure disorders, emotional or mental disability and language limitations.	YES
56	The reception staff has received training in verbal de-escalation techniques and strategies.	YES
57	The office staff has received training on emergency notification and reporting procedures.	YES
58	Emergency procedures are reviewed with all personnel at the beginning of the school year.	YES
59	Fire drills are conducted monthly.	YES
60	Fire drills are conducted that require the use of alternate evacuation route (obstructed drills).	YES
61	Severe weather drills are conducted each semester.	YES
62	Other drills appropriate to the school's hazards are conducted.	YES
63	At least one table top exercise has been conducted in the past year.	YES
64	Records are kept of all drills and exercises.	YES
65	There are written standards setting expected performance measures for each type of drill.	YES
66	When problems are identified, corrective action plans are developed and implemented.	YES
67	Emergency team is activated for every emergency drill.	YES
68	A bomb threat evacuation plan exists.	YES
69	A personnel resource list is available showing personnel with first aid training.	YES
70	A personnel resource list is available showing personnel with training to operate specialized equipment.	YES
71	A personnel resource list is available showing personnel who can speak other languages.	YES

## ADMINISTRATION FACILITY

**Directions:** Please assess the following areas and answer each question by selecting: YES, NO, N/A (Not)

		Answer
72	An alternate operational site has been designated for use should site evacuation be required.	YES
73	The district has a core volunteer group which can be called on in an emergency such as Community Emergency Response Team (CERT).	YES
74	The district has a formal agreement with the American Red Cross, the city, or county for emergency sheltering.	YES
75	There are procedures for reporting maintenance needs related to safety or security.	YES
76	Repairs related to safety and security are completed as the highest maintenance priority.	YES
77	The district records all emergency incidents and develops and retains after-action review information.	YES
78	Incident reports are reviewed for lessons learned and to identify trends on which mitigation programs can be developed.	YES
79	The district has a general safety plan.	YES
80	The district has an infection control plan.	YES
81	The school violence prevention program is in writing and is evidence-based.	YES
82	Records kept to demonstrate that the program is effective.	YES

## ADMINISTRATION - OBSERVATIONS

### Building Exterior

83	The area around the facility is identified by signage as a safe, weapons-free, drug-free, alcohol-free, and tobacco-free school zone.	YES
84	There are adequate signs, postings, or window decals directing all visitors to the main site entry.	YES
85	The location of the reception area is clearly marked.	YES
86	Property lines are clearly marked, establishing territoriality (e.g. fencing, landscaping, natural geographic features, signs, changes in elevation, etc.).	YES
87	The facility exterior is well maintained.	YES



## ADMINISTRATION FACILITY

Directions: Please assess the following areas and answer each question by selecting: YES, NO, N/A (Not)

		Answer
88	The facility exterior is free of vandalism and graffiti.	YES
89	Facility grounds are sanitary, well drained, free of debris, and insect or rodent harborage.	YES
90	Visitor parking areas are clearly identified and segregated from staff parking areas.	YES
91	Staff parking spaces are <b>not</b> labeled with staff titles/names.	YES
92	Deliveries are restricted to specific areas (e.g. front office, loading dock).	YES
93	Deliveries are scheduled in advance and/or verified with the sender or addressee prior to acceptance.	YES
94	Internal controls are in place regarding the receipt of deliveries, including matching deliveries with purchases and invoices.	YES
95	Sidewalks are reasonably sloped, level, and in good general repair.	YES
96	Covered walkways and adjoining posts, structures, walls, planters, and furnishing are designed to prevent climbing access to adjoining windows, roofs, or other upper level areas.	YES
97	Covered walkways and their surroundings are designed to allow visual surveillance.	YES
98	Trees are located away from buildings and/or trimmed to avoid roof, window, or second story access, to reduce damage from falling branches or to reduce fire hazard.	YES
99	Outdoor containers are kept at least 30 feet from the building and/or designed to expose their contents (steel mesh instead of solid walls).	YES
100	Exterior lighting fixtures are well maintained and provide adequate illumination.	YES
101	Exterior lighting can be powered by auxiliary or emergency power systems .	YES
102	Exterior lighting fixtures are vandal resistant, beyond easy reach and built with break-resistant lenses or protected by cages.	YES
103	Exterior lighting is automated to turn on at dark.	YES
104	Pedestrian access doors are protected by bollards/structures to keep vehicles from entrance.	YES
105	Exterior doors are constructed to resist unauthorized entry.	YES

## ADMINISTRATION FACILITY

Directions: Please assess the following areas and answer each question by selecting: YES, NO, N/A (Not)

		Answer
106	Exterior doors and locks are in good condition.	YES
107	Exterior doors are locked at the end of the day.	YES
108	The facility has a central reporting electronic alarm system.	YES
109	Windows are closed and locked when the facility is secured at the end of the day.	YES
110	Utility access panels and equipment are protected by fencing and/or locked.	YES
111	Utility connections near vehicle accessible areas are protected from vehicle damage.	YES
112	Dumpsters are located away from the building, well maintained and protected against rolling hazard.	YES
<b>Building Interior</b>		
113	Buildings are well maintained with all areas clean and free of debris.	YES
114	Staff members have the ability to secure personal belongings and valuables.	YES
115	Valuable equipment is inventoried and stored in secure areas.	YES
116	The reception/office area has a view of main entrance, foyer, and visitor parking	YES
117	The reception area includes protective features such as a counter or desk, a panic or help button, a telephone, and an alternative exit.	YES
118	Freestanding objects that could be toppled intentionally or fall during earthquakes or tornadoes are adequately secured.	YES
119	The Campus & District EOP is located in the administrative offices and is accessible to emergency management personnel and emergency responders.	YES
120	Evacuation routes are posted for all rooms.	YES
121	The location of the reception area is clearly identified by signage.	YES
122	Level of lighting is appropriate and uniform.	YES
123	The facility has at least two independent methods of communication for emergencies.	YES
124	The main entrance is monitored by a receptionist or security personnel responsible for controlling access .	YES
125	The means of egress are kept clear of obstructions.	YES



## ADMINISTRATION FACILITY

Directions: Please assess the following areas and answer each question by selecting: YES, NO, N/A (Not

		Answer
126	The means of egress are indicated by illuminated exit signs.	YES
127	All exit doors and gates are equipped with emergency exit hardware and not locked or secured by any other means.	YES
128	All evacuation routes and their exits are clearly posted .	YES
129	All means of egress meet local fire marshal codes and are free from obstructions.	YES
130	The facility has a fire alarm system.	YES
131	The fire alarm system is in good working order.	YES
132	The fire alarm can be activated either automatically and by hand (pull station).	YES
133	The fire alarm is monitored off-site, such as at a fire station or a monitoring center.	YES
134	The facility alarm system has been inspected within the last year.	YES
135	Alarm systems include both sound and visual alarm signals which can be perceived and recognized as evacuation signals (above ambient noise or light levels) by everyone in the area.	YES
136	The facility maintains a vertical clearance between sprinklers and objects below them of at least 18 inches.	YES
137	Door hardware allows staff to lock rooms from the inside without having to step into the hallway.	YES
138	Doors to all electrical vaults, pipe chases, custodial closets, and mechanical rooms are closed and locked.	YES
139	Doors to custodial closets and mechanical rooms are made of metal or solid wood, with concealed hinges, pick plates, high quality deadbolt locks, and high security strike plates.	YES



## District Facility Safety and Security Audit Toolkit

Fabens High School

**Facility Name**

601 NE G Avenue, Fabens, TX, 79838

**Facility Address**

(915) 765-2620

**Facility Phone Number**

Fabens ISD

**School District**

Dr. Veronica Vijil

**Superintendent**

Anthony Prado

**Principal/Facility Manager**

**Dates of Audit**

### Safety and Security Audit Team Members

Tony Prado

Alex Navarro

Carol Basil

Leroy Bates

Carlos Estrada

Lorena Flores

Roy Gonzales

Omar Moreno

Marcelino Palacio

Elizabeth Ramirez

Ismael Salas



## SCHOOL/FACILITY CHARACTERISTICS AND SURROUNDING ENVIRONMENT

**Directions:** Please assess the following areas and answer each question accordingly.

		Answer
<b>Staff and Student Characteristics</b>		
1	How many staff members are at this facility?	94
2	What is the total enrollment of students?	697
3	Percentage of students with limited English proficiency.	31%
4	Percentage of students with free or reduced lunch.	87%
5	Percentage of students with special education needs.	11%
6	What is the school's average daily student attendance?	90%
<b>School/Facilities</b>		
7	Which of the following best describes the school/facility.	Regular public school
	If other please specify	
8	Which of the following best describes the environment of the school/facility.	Rural
	If other please specify	
<b>Surrounding Environment</b>		
9	Adjacent to an interstate highway.	NO
10	Off a major (4-lane) road.	NO
11	On a busy residential road (not divided by a median). Near an industrial area.	NO
12	Near a transportation hub.	NO
13	Near railroad tracks (within 1000 yards) Near a gas pipeline.	NO
14	Near a park.	YES
15	Adjacent to a business district. (e.g. grocery, convenience, fast food, etc.)	NO
16	In or near a flood plain.	YES

**INTRUDER ASSESSMENT****Directions:** Please assess the following areas and answer each question accordingly.

1	Team Member(s) Conducting Assessment	Alex Navarro, Marcelino Palacio
2	District Name	Fabens ISD

**Visitor Policies & Procedures**

3	School/Facility	
4	Grade/facility type	
5	Date	
6	Arrival Time	
7	Time gained entry	
8	Entrance point(s)	
9	Time of first contact	
10	Contacted by:	

Visitor Policies & Procedures		Answer	Comments
11	Were all but main entry door locked?		
12	Was main entry observable by staff?		
13	Were signs present instructing you to sign in?		
14	Was it easy to locate the office?		
15	Were you required to sign in?		
16	Were you asked why you needed access?		
17	Were you required to show a photo ID?		
18	Were you provided a dated visitor pass?		
19	Did the office retain the ID or a copy?		
20	Were you instructed to check out before leaving?		
21	Did you have access to classrooms?		
22	Were you observed by any staff?		
23	Were classroom doors closed/locked during instruction?		
24	Were there unescorted students in the halls or on campus?		
25	Were staff visibly wearing IDs?		
26	Were you asked to go to office to sign in?		
27	Were you confronted by staff?		
28	Did you verbally communicate with any staff?		
29	Were you escorted to the office?		
30	Did you check out with the office before leaving building?		



## NEIGHBORHOOD & SCHOOL/FACILITY RISK FACTORS

**Directions:** For each risk factor below, please indicate the extent to which you think the factor is present for your school/facility.

Risk Factor		Answer	Comments
1	Vandalism in neighborhood	<b>Extensively Present</b>	Interviewed Sheriff's Deputy Omar Gonzalez
2	High student mobility	<b>Moderately Present</b>	11% mobility (TAPR)
3	Graffiti in neighborhood	<b>Moderately Present</b>	Interviewed Sheriff's Deputy Omar Gonzalez
4	Gang activity in neighborhood	<b>Minimally Present</b>	Interviewed Sheriff's Deputy Omar Gonzalez
5	Crime in neighborhood	<b>Moderately Present</b>	Interviewed Sheriff's Deputy Omar Gonzalez
6	Poverty in neighborhood	<b>Extensively Present</b>	90 percent of district is coded as Economically Disadvantaged
7	Trespassing on school grounds	<b>Moderately Present</b>	Interviewed Sheriff's Deputy Omar Gonzalez
8	Parent withdrawal of students due to safety concerns	<b>Not Present</b>	PEIMS data
9	Sex offenders in neighborhood	<b>Minimally Present</b>	elpasotexas.gov statistics
10	Students adjudicated for weapons, drugs, alcohol, or assaults	<b>Moderately Present</b>	Interviewed Sheriff's Deputy Omar Gonzalez
11	Bullying, intimidation, harassment in school	<b>Minimally Present</b>	
12	Student support services	<b>Extensively Present</b>	Wildcats Speak Up, Counseling, Admin support
13	Truancy	<b>Moderately Present</b>	PEIMS data

## NEIGHBORHOOD & SCHOOL/FACILITY RISK FACTORS

**Directions:** For each risk factor below, please indicate the extent to which you think the factor is present for your school/facility.

Risk Factor		Answer	Comments
1	Vandalism in neighborhood	<b>Extensively Present</b>	Interviewed Sheriff's Deputy Omar Gonzalez
2	High student mobility	<b>Moderately Present</b>	11% mobility (TAPR)
3	Graffiti in neighborhood	<b>Moderately Present</b>	Interviewed Sheriff's Deputy Omar Gonzalez
4	Gang activity in neighborhood	<b>Minimally Present</b>	Interviewed Sheriff's Deputy Omar Gonzalez
5	Crime in neighborhood	<b>Moderately Present</b>	Interviewed Sheriff's Deputy Omar Gonzalez
6	Poverty in neighborhood	<b>Extensively Present</b>	90 percent of district is coded as Economically Disadvantaged
7	Trespassing on school grounds	<b>Moderately Present</b>	Interviewed Sheriff's Deputy Omar Gonzalez
8	Parent withdrawal of students due to safety concerns	<b>Not Present</b>	PEIMS data
9	Sex offenders in neighborhood	<b>Minimally Present</b>	elpasotexas.gov statistics
10	Students adjudicated for weapons, drugs, alcohol, or assaults	<b>Moderately Present</b>	Interviewed Sheriff's Deputy Omar Gonzalez
11	Bullying, intimidation, harassment in school	<b>Minimally Present</b>	
12	Student support services	<b>Extensively Present</b>	Wildcats Speak Up, Counseling, Admin support
13	Truancy	<b>Moderately Present</b>	PEIMS data



## INSTRUCTIONAL FACILITY (PART 1 of 2) - POLICY & PROCEDURES

**Directions:** Please assess the following areas and answer each question by selecting: YES, NO, N/A (Not Applicable), or N/AS (Not Assessed) from the drop-down box.

		Answer	Comments
<b>(A) Grounds and Building Exterior</b>			
1	Graffiti is promptly documented/photographed then removed after discovery.	YES	
2	There are central reporting anti-intruder alarms.	YES	
3	There is a ground maintenance plan for the facility	YES	
4	Ground maintenance plans include CPTED principles	N/AS	
5	The district has identified approved signage for all facilities	N/AS	
6	Approved signage is present as required by district plans/guidelines	N/AS	
7	Signage is periodically inspected, repaired, replaced as needed	NO	
8	There is signage directing visitors to parking and sign-in areas of the facility	YES	
9	Pipeline and/or utility companies identified have been contacted and information regarding these service lines have been addressed in the district EOP	N/AS	
<b>(A-1) Buses and Parking</b>			
10	Staff members are required to obtain parking decals or some other form of identification to authorize parking on school property.	NO	
11	High school students are required to obtain parking decals or some other form of identification to authorize parking on school property.	NO	
12	Someone is assigned to check for unregistered or suspicious vehicles in parking areas.	YES	
13	The identities of school bus drivers are verified before they enter school grounds.	YES	
14	School buses and other transportation vehicles are secured when not in use.	N/AS	
15	Unattended buses are not blocking emergency access to the school	N/AS	
16	Parking spaces for staff do not identify the person or title of person parking there	YES	
17	Visitor parking is located near authorized entry points	YES	
<b>(A-2) Access Control/Visitor Procedures</b>			
18	Visitor management procedures are in use at the school and applied consistently	YES	
19	Staff have been trained on visitor procedures including what forms of identification allowable and under what situations visitors are allowed to enter building.	YES	
20	Visitor management procedures include restrictions for repeated failure to adhere to school visitor access procedures	YES	
21	Visitor management procedures include dealing with visitors who are identified in the system as a sex offender	YES	
22	There are written procedures to guide access to the building by staff before and after school hours.	YES	
23	Staff members present in the building after school hours are required to sign in/out.	NO	
24	Visitors must present photo ID to obtain visitors badge.	YES	



## INSTRUCTIONAL FACILITY (PART 1 of 2) - POLICY & PROCEDURES

**Directions:** Please assess the following areas and answer each question by selecting: **YES**, **NO**, **N/A** (Not Applicable), or **N/AS** (Not Assessed) from the drop-down box.

		Answer	Comments
25	Visitor's photo ID is retained until check out is completed.	NO	
26	Visitor's badges are completed by staff only.	YES	
27	Visitor sign-in logs are verified by staff or completed by staff at sign in.	YES	
28	Visitors are required to wear visible, dated identification.	YES	
29	Visitor badges list destination and/or person being visited.	YES	
30	All visitors are informed that they must check-out before leaving the school	YES	
31	Visitors badges are collected upon checkout and checkout info is entered into the visitor management system	YES	
19	Contractors and vendors are required to sign in and out.	NO	Regular vendors are required to check in but don't have to sign in.
20	Contractors and vendors are required to wear visible, dated identification.	YES	
21	Visitor policies and procedures have provisions that change to coincide with local security advisories of elevated threat concerns.	YES	
22	Visitor policy/procedure outlines when a visitor escort is required.	YES	
23	Visitor policy/procedure dictates how/when a parent who is a registered sex offender may visit their child during school hours.	YES	
24	There is a delivery policy/procedure that has provisions which change to coincide with the Homeland Security Advisory System threat levels or local advisories.	YES	
25	All deliveries are accepted only at designated receiving areas.	N/AS	
26	All deliveries are documented and drivers sign a delivery log.	N/AS	
27	A list of approved delivery personnel is kept on file for each vendor and updated regularly. .	N/AS	
28	Deliveries are not accepted from a new delivery personnel without verification	N/AS	
29	There is a system for inspecting and approving items delivered to a facility.	YES	Joann Telas hands us a delivery receipt that includes all items delivered.
30	Items delivered are checked against manifest for accuracy.	YES	
31	There is a procedure in place for dealing with suspicious and/or unauthorized deliveries.	N/AS	
32	The school is used as a polling place or conducts civic functions on premises.	YES	
33	District facilities used as polling places are compliant with TEC 37.108 €	NO	
34	There is a procedure in place to address keeping voters or other participants from accessing other areas of the school without proper authority.	N/A	
35	Areas of the school utilized for voting or other functions can be physically separated or secured from school functional areas and students.	N/A	
<b>(A-3) Keys and Identification</b>			
36	There is a master key control system to monitor keys, entry cards and duplicates.	NO	
37	Keys and entry cards are audited annually.	NO	The key situation is 100% ADA non-compliant.



## INSTRUCTIONAL FACILITY (PART 1 of 2) - POLICY & PROCEDURES

**Directions:** Please assess the following areas and answer each question by selecting: YES, NO, N/A (Not Applicable), or N/AS (Not Assessed) from the drop-down box.

		Answer	Comments
38	Employees must sign a key log when a key is issued or re-issued.	YES	
39	Keys cannot be duplicated without authorization. They are not simply stamped "do not duplicate".	NO	That's the case now but can't verify how many keys exist out there for this campus.
40	Key control policy has provisions including when doors must be re-keyed.	NO	
41	Key control system can match found keys with person to whom keys were issued.	NO	
42	Staff/teachers have a key that allows re-entry through emergency exits.	NO	
43	Staff are required to surrender keys upon termination of employment.	YES	
44	The school has a Knox box or other secure key storage system to provide quick access to keys by first responders.	NO	
45	The Knox box or other secure key storage system is wired into alarm system.	NO	
46	All staff members are required to wear photo ID badges.	YES	
47	Staff members are required to turn in photo ID upon separation from employment.	YES	
48	Students are required to wear photo ID badges.	NO	
49	Students are required to turn in photo ID at the end of the year or when they leave the school.	NO	

### (B) Building Interior

50	There is a schedule for maintaining and cleaning the building	YES	
51	There is a reporting procedure in place to notify custodial services of immediate needs	YES	
52	Custodial staff have been training on safety procedures for cleaning special instructional areas such as chemistry labs and vocational training classrooms.	YES	
53	Lockers are available to students.	YES	
54	Unassigned lockers are secured/locked.	NO	
55	There is a policy requiring classroom instruction be conducted with doors locked.	N/AS	
56	There is a policy addressing classroom instruction in portables or other separate buildings, with doors locked.	YES	
57	There is a procedure in place to allow for use of additional manners of securing doors in addition to traditional locking methods. i.e. door magnets, door closer sleeves, or other devices.	YES	
58	There is a procedure in place to regularly inspect and restock first aid kits.	YES	
59	There is a procedure in place to regularly inspect and maintain AEDs.	YES	
60	There is a policy addressing displaying of artwork and other decorative wall items consistent with fire code requirements.	YES	
61	There is a policy regarding use of extension cords and appliances in classrooms.	YES	



## INSTRUCTIONAL FACILITY (PART 1 of 2) - POLICY & PROCEDURES

**Directions:** Please assess the following areas and answer each question by selecting: **YES**, **NO**, **N/A** (Not Applicable), or **N/AS** (Not Assessed) from the drop-down box.

		Answer	Comments
62	Firearms used for ROTC or band are non-firing and no live ammunition is stored on premises.	YES	
<b>(C) Monitoring and Surveillance</b>			
63	Remote and isolated hallways are monitored by security cameras.	YES	
64	School buses are equipped with security cameras.	N/AS	
65	Trailers or other service vehicles are equipped with locator tracking devices.	N/AS	
66	Security camera tapes/recordings are retained for 30 days.	N/AS	
67	The facility has an electronic security system.	YES	
68	The electronic security alarm system is connected to local law enforcement or is central reporting where appropriate agencies will be contacted.	YES	
69	The fire alarm system is connected to local Fire Departments or is central reporting where appropriate agencies will be contacted.	YES	
70	The alarm system is in compliance with Americans with Disability Act (ADA) requirements including provisions for hearing and/or visual impairments.	YES	
71	Staff members monitor hallways during school hours.	YES	
72	Staff members monitor stairwells during school hours.	N/A	
73	Staff members monitor restrooms during school hours.	YES	
74	Students are not allowed in the school without direct staff supervision.	YES	
75	If the building is used after school or on weekends, staff/security is present.	YES	
76	Specific persons are designated to secure buildings after activities.	YES	
77	There is a written process for pre-employment recruitment and training for security personnel and/or monitors.	N/AS	
78	There are written job descriptions for security personnel and/or monitors.	N/AS	
79	The school requires background checks and fingerprinting on all school staff.	YES	The district, not the school, requires fingerprinting
80	The school requires background checks and fingerprinting on all key volunteers.	YES	
81	The school communicates with parents regarding emergency procedure information.	YES	
82	The school has clear guidelines for working with the media during an emergency.	YES	
83	All safety-related parent or media inquiries are directed to a designated spokesperson.	NO	
84	In the event of an emergency during school hours, procedures are in place to contact parents and the community with instructions.	YES	
85	A method is in place to communicate safety and security instructions to students and staff in a rapid and clear manner.	YES	
86	School staff protects sensitive information from being released to the public.	YES	
87	School files and records are maintained in locked, vandal proof, fireproof containers or location.	YES	



## INSTRUCTIONAL FACILITY (PART 1 of 2) - POLICY & PROCEDURES

**Directions:** Please assess the following areas and answer each question by selecting: YES, NO, N/A (Not Applicable), or N/AS (Not Assessed) from the drop-down box.

		Answer	Comments
88	Backup files are maintained off-site in safe and secure containers and facility.	NO	
89	The school regularly backs up important computer files.	YES	
90	The school's computer network provides a secure means to communicate with local, state and federal authorities.	YES	
91	Filters or other mechanisms are in place to monitor suspicious internet activity on school computers.	YES	
92	There is a current list of staff who are trained in Cardiopulmonary Resuscitation (CPR) and in the use of automated external defibrillators (AEDs) including training expiration dates.	YES	
93	A list of qualified CPR and AED certified personnel is shared appropriately with staff.	YES	
<b>(C-1) School-Based Law Enforcement/security</b>			
94	School-based Law Enforcement officers are located on site.	NO	
95	School-based Law Enforcement officers regularly make presentations to staff and students.	NO	
96	School-based law enforcement is dedicated to a single campus.	NO	
97	School security officers (non-law enforcement) are located on site.	YES	
98	School security/law enforcement provides a visible and regular presence on campus during school hours.	YES	
99	School-based law enforcement officers have an office with a view of the building entrance or main hallways.	YES	
100	School-based law enforcement officers/security officers have written position descriptions and they are shared with school administration.	N/AS	
101	Security personnel/law enforcement officers conduct daily visual inspections of the school to ensure facility access control, looking for any unauthorized visitors, identification of suspicious packages and other items.	YES	
102	Local law enforcement/security personnel provide after hour patrols of the school site.	YES	The Sheriff's Office regularly patrols the area after hours.
<b>(C-2) Securing the facility after operations</b>			
103	Procedures are in place to ensure every one is out of building and all areas are secure	YES	
104	Procedures are in place to ensure security lights are on and functioning	YES	
105	Procedures are in place to ensure security alarms are set and functioning	YES	
106	Patrols are initiated for overnight security	NO	District security is available until midnight (
<b>(D-2) The following emergency drills are conducted and documented regularly for this facility</b>			
107	Lock-down (intruder or active shooter drill)	YES	
108	Lock-out (drill for securing perimeter for outside threat)	YES	



## INSTRUCTIONAL FACILITY (PART 1 of 2) - POLICY & PROCEDURES

**Directions:** Please assess the following areas and answer each question by selecting: YES, NO, N/A (Not Applicable), or N/AS (Not Assessed) from the drop-down box.

		Answer	Comments
109	Evacuation of the building (fire drill or other drill requiring evacuation)	YES	
110	Reverse Evacuation (a drill to rapidly get people back inside to safety)	NO	
111	Bus Evacuation (voluntary)	N/AS	
112	Shelter (for hazardous material spill)	YES	
113	Shelter (for severe weather)	YES	
114	After Action Reviews are conducted following drills, exercises, and actual emergencies.	YES	

### (E) School Climate and Culture

#### (E-1) Student Code of Conduct

115	The Code of Conduct is reviewed and updated annually.	YES	
116	The Student Code of Conduct is posted and prominently displayed or made available for review at the office of the campus principal.	YES	

#### (E-2) The Student Code of Conduct Contains Statements Regarding

117	Anti-bullying, anti-harassment, and anti-violence policies.	YES	
118	Interviewing policies of student by law enforcement or CPS personnel.	YES	
119	Locker search policies.	YES	
120	Weapons on campus	YES	
121	Definitions of school crime and appropriate consequences	YES	
122	Dress code.	YES	

#### (E-3) Disciplinary Procedures

123	Disciplinary practices focus on the root causes of problems and problem solving strategies.	YES	
124	Alternatives to suspensions and expulsions are built into the disciplinary policy.	YES	
125	Disciplinary actions are reviewed to ensure consistent application to all students	YES	
126	Procedures used to make decisions about student behavior are well-known to students and staff.	YES	

#### (E-4) Parent and Student Involvement

127	Parents are an integral part of the school's safety planning and policy development.	NO	
128	Students are represented on the school safety planning team.	NO	
129	Students are actively involved in promoting a positive school climate.	YES	
130	A large percentage (>60%) of students participate in extracurricular activities.	YES	

#### (E-5) Reporting



## INSTRUCTIONAL FACILITY (PART 1 of 2) - POLICY & PROCEDURES

**Directions:** Please assess the following areas and answer each question by selecting: **YES**, **NO**, **N/A** (Not Applicable), or **N/AS** (Not Assessed) from the drop-down box.

		Answer	Comments
131	There is some type of anonymous reporting system whereby students and staff may report incidents or suspicious activities (e.g. Campus Crime Stoppers).	YES	Wildcats Speak Up
132	There are standard definitions and procedures to identify school crime included in the student code of conduct or student handbook.	YES	
133	There is a process in place to collect and review discipline referral data.	YES	
<b>(E-6) General Climate</b>			
134	Respect for all persons is emphasized school-wide.	YES	
135	Staff members are instructed to be visible in hallways supervising/interacting with students.	YES	
136	Students are encouraged to look out for one another and report inappropriate behavior	YES	
<b>(E-7) Staff and Student Training</b>			
137	Key staff are trained in the National Incident Management System (NIMS).	N/AS	
138	Key staff are trained in the Incident Command System (ICS).	N/AS	
139	All staff are trained in responding to emergencies as identified in the district EOP	YES	
140	Administrators, teachers, and other staff members receive annual training in conflict resolution and problem-solving skills.	YES	
141	Administrators, teachers, and other staff members receive annual training in bullying prevention.	YES	
142	Staff have been trained to recognize and report suspicious packages.	NO	
143	Staff is trained to identify and report anything out of the ordinary (persons, behavior, containers, vehicles, broken air vents, etc.).	YES	
144	Staff have been trained to report and how to respond to threats from students, threats found in school work, notes, journals, or overheard by other students.	YES	
145	Office staff (including student workers) have been trained to respond appropriately to a bomb threat or other threatening/suspicious phone call.	YES	
146	Staff working in areas where hazardous materials are located and stored have received training on the HAZCOM Act.	YES	
<b>(E-8) Staff and Student Training</b>			
147	Students receive training on positive social skills, violence prevention, conflict resolution and communication/decision-making skills.	YES	
148	All students are trained in responding to emergencies identified in the District EOP	N/AS	
149	Students receive training specifically on bullying prevention and cyberbullying.	YES	
171	Students receive training in sexual harassment/gender respect.	YES	



## INSTRUCTIONAL FACILITY (PART 1 of 2) - POLICY & PROCEDURES

**Directions:** Please assess the following areas and answer each question by selecting: **YES**, **NO**, **N/A** (Not Applicable), or **N/AS** (Not Assessed) from the drop-down box.

		Answer	Comments
172	Students receive training on dating violence.	YES	
173	Students and staff have received training on Title IX coordination.	YES	
174	The school has implemented a character education or social skills program school-wide .	YES	
175	Students and staff using exercise equipment have been trained in weight room and exercise safety.	YES	
176	All staff participate in emergency response drills	YES	

### (F) Health Practices

177	Hand washing supplies are available in all restrooms.	YES	
178	Hand washing signs are posted.	YES	
179	Hand sanitizer is available to staff and students.	YES	
180	Staff & Students have been trained on health practices and flu/pandemic prevention.	YES	
181	The school has policies and procedures to prevent the spread of infectious diseases.	YES	
182	The school has a representative on the district's school Health Advisory Committee.	YES	Elizabeth Ramirez
183	The school keeps a record of all student injury and illness.	YES	
184	The school has a written automated external defibrillator (AED) policy.	YES	
185	The school has a procedure to monitor expiration dates of automated external defibrillator (AED) pads and equipment and to renew prescription.	NO	
186	The school conducts annual training and retains documentation of all staff trained to use the automated external defibrillators (AEDs).	NO	
187	The school has a policy for obtaining professional inspection of the automated external defibrillator (AED) annually.	YES	Through the nurse's office

### (F-1) Food Service

188	The school has a school food safety program.	YES	
189	The school has a food security program to avoid intentional acts.	YES	
190	Staff have been trained on health practices and flu/pandemic prevention.	YES	
191	The school food safety program controls both specific and non-specific hazards utilizing standard operating procedures (SOPs) and applying basic hazard analysis and critical control points (HACCP).	YES	

### (F-2) Referral Resources

192	The school has a Student Assistance Program.	N/AS	
-----	--	------	--



INSTRUCTIONAL FACILITY (PART 1 of 2) - POLICY & PROCEDURES

Directions: Please assess the following areas and answer each question by selecting: YES, NO, N/A (Not Applicable), or N/AS (Not Assessed) from the drop-down box.

		Answer	Comments
193	The school/district has a student threat assessment program to identify and assist students exhibiting threatening behaviors.	YES	
194	The school/district has a student threat assessment team that meets periodically or as needed to address specific student threat issues/behaviors.	YES	
195	The school has a process to identify and serve the needs of students most at-risk for engaging in disruptive and disorderly behavior.	YES	
196	The school has staff members who are trained to identify and work with potentially dangerous students.	YES	
197	The school/district maintains a well developed network of service providers to whom students can be referred.	N/A	

## INSTRUCTIONAL FACILITY (PART 2 of 2) - OBSERVATIONS

**Directions:** Please assess the following areas and answer each question by selecting: YES, NO, N/A (Not Applicable), or N/AS (Not Assessed) from the drop-down box.

		Answer	Comments
<b>(G) Grounds and Building Exterior</b>			
198	A marquee or sign clearly indicating the school's name is visible from the road.	YES	
199	Grounds are fenced in appropriate areas.	YES	
200	Gates are of the type and height needed to achieve the desired security	YES	
201	Fences are continuous and without gaps or ungated access points.	NO	
202	Grounds are visually separated from adjacent properties.	YES	
203	Gates, if present, are secured when not in use.	YES	
204	The perimeter of the school building is clear of debris and obstructions.	YES	
205	The perimeter of the school building is clear of safety hazards.	YES	
206	Mechanical, electrical and other equipment on ground level is surrounded by a protective enclosure.	YES	
207	Electrical panel access doors are locked.	NO	
208	Landscaping, trees, and shrubs are maintained consistent with CPTED guidance (crime prevention through environmental design)	YES	
209	The exterior of the building is free of graffiti.	YES	
210	Windows have unbroken panes.	YES	
211	Signs are posted to indicate any restricted areas.	YES	
212	Signs are posted indicating school property boundaries	NO	
213	Access to the roof is restricted (no climbable plantings or architecture).	YES	
214	Double exterior doors have a sturdy center mullion.	YES	
215	All exterior doors have non-removable hinge pins.	YES	
216	Exterior doors, unless designated for entry, lack exterior hardware.	NO	
217	Exterior doors allow for keyed re-entry.	YES	
218	All exterior doors are numbered on the outside.	NO	
219	The exterior numbers are clearly visible from a distance of at least 50'.	NO	
220	Any pipeline or utilities have identifiable signage with contact numbers	N/AS	
221	Pipeline and/or utility companies identified have been contacted and information regarding these service lines have been addressed in the district EOP	N/AS	
<b>(G-1) Portable Classrooms</b>			
222	All portables are secured to their location.	YES	
223	All portables are labeled/numbered.	YES	
224	Areas surrounding portables are adequately lighted.	NO	
225	Portables are surrounded by fencing requiring use of the school's main entry.	NO	
226	Portables have a camera or door viewer to assist in identifying who is at the door	NO	



## INSTRUCTIONAL FACILITY (PART 2 of 2) - OBSERVATIONS

**Directions:** Please assess the following areas and answer each question by selecting: YES, NO, N/A (Not Applicable), or N/AS (Not Assessed) from the drop-down box.

		Answer	Comments
227	Portables have a secondary exit compliant with code	NO	
228	Portable classrooms have steel doors and steel door frames	YES	
229	Portable classrooms have industrial/commercial grade hardware	N/AS	
230	Portable classroom doors can be locked from the inside	YES	
231	Portable classrooms are skirted to prevent access under the classrooms	YES	
232	Portable classrooms maintain local fire code compliance	YES	
233	Portable classrooms are part of regular inspection and maintenance program	YES	
234	Emergency announcements can be received and heard from each portable	YES	
<b>(G-2) Buses and Parking</b>			
235	Keys are removed from buses when the driver is not behind the wheel.	N/A	
236	The bus loading zone is visible from the main office or monitored by staff.	YES	
237	Unattended buses do not create a visual obstacle or hinder emergency access.	N/A	
238	Bus loading and drop off zones are clearly marked.	NO	
239	Student drop off and pick up areas are clearly marked.	NO	
240	Areas prohibiting student drop off are marked and monitored.	NO	
241	Fire zones are clearly marked.	YES	
242	Parking lots are adequately lighted.	YES	
243	Access points for parking lots are gated.	YES	
244	Parking lots and their boundries are clearly identified.	YES	
245	Parking lots signs direct staff, students and visitors to designated parking areas.	YES	
246	Parking lots can be viewed from the building or monitored by security.	YES	
247	Bicycle parking can be viewed from the building or monitored by security.	NO	
<b>(G-3) Play and Outdoor Recreation Areas</b>			
248	Recreation/practice areas are fenced to restrict unauthorized access.	YES	
249	Fences are of appropriate type and height for designed function	YES	
250	Fences are in good condition and without gaps.	NO	
251	Vehicular access is restricted around play areas.	YES	
252	Playgrounds are inspected regularly and on a regular maintenance schedule	N/A	
253	Playgrounds are visually inspected by staff prior to daily use	N/A	
254	Play apparatus are free from sharp edges, and protruding or loose bolts or screws.	N/A	
255	Playground edging is well-maintained and away from fall area of equipment.	N/A	
256	Ground cover is adequate to provide protection from falls.	N/A	
257	Ground cover is free from holes and worn trenches.	NO	



## INSTRUCTIONAL FACILITY (PART 2 of 2) - OBSERVATIONS

**Directions:** Please assess the following areas and answer each question by selecting: YES, NO, N/A (Not Applicable), or N/AS (Not Assessed) from the drop-down box.

		Answer	Comments
258	There are no trip hazards in the playground area (such as weed block protruding from ground cover).	N/A	
259	Play areas are well drained and designed not to retain water.	YES	
260	Emergency vehicles can access play and recreation areas if needed.	YES	
261	Benches/bleachers are well maintained (painted with no signs of rust or splinters).	YES	
262	Risers between bleacher seats are protected to prevent entrapment and falls.	YES	
263	Bleacher railings are present and secure.	YES	
264	Ball fields are fenced to restrict access.	YES	
265	Ticket and concession stands are secured when not in use.	YES	
266	Ticket and concession stands have door locks that allow for egress at all times	YES	
267	Ticket and concession stands are well maintained.	YES	
<b>(G-4) Building Access</b>			
268	The school has designated a primary point of entry/exit to each building.	YES	
269	Signage directs visitors to main entry	NO	
270	Exterior doors are not blocked open nor have blocks present for that purpose	YES	
271	Entrances used by students or staff before the office is open are closely monitored	YES	
272	The designated points of entry are monitored to control building access.	YES	
273	Exterior access to the auditorium is controlled and monitored.	YES	
274	School staff monitor all entrances and exits during student arrival & departure.	YES	
275	Doors required to be open for student passage are secured by key card or monitored.	YES	
276	Signs are posted at entrances listing items not allowed inside the school (e.g. drug-free, weapon-free, smoke-free).	YES	
<b>(G-5) Visitor Policies</b>			
277	Visitor policy/procedure signs are posted at all entrances.	NO	Posted at main entry doors only.
278	Visitors are required to show photo ID to check in and check out.	YES	
279	Visitors' photo ID is retained until check out is completed.	NO	IDs are scanned and saved to Raptor database. Raptor creates visitor pass.
280	The supply of visitor ID badges is located out of reach of visitors.	YES	
281	Visitors badges are completed by staff.	YES	
282	Visitor sign-in/sign-out logs are verified by staff or completed by staff.	YES	
283	Visitors are required to wear visible, dated identification, with destination listed.	YES	
284	Visitors are asked who they are visiting and the reason for their visit.	YES	
285	Visitors' appointments are verified with person being visited or escorted.	YES	
286	Vendors are requested to set appointments	NO	Regular vendors (i.e Brady, vending machines, cafeteria delivery) not required to set appointment



## INSTRUCTIONAL FACILITY (PART 2 of 2) - OBSERVATIONS

**Directions:** Please assess the following areas and answer each question by selecting: **YES**, **NO**, **N/A** (Not Applicable), or **N/AS** (Not Assessed) from the drop-down box.

		Answer	Comments
287	Staff are required to come to the office to meet and/or escort vendors or visitors	NO	
288	Guidelines have been established for admission by visitors	YES	Raptor is linked to database, therefore school admin and security is warned when a potential red flag appears.
<b>(H) Building Interior</b>			
289	Exterior doors (doors leading to the outside) are numbered on the inside.	NO	
290	Interior doors are numbered on the door or on the wall adjacent to the door.	YES	
291	Stairwells are uniformly and adequately lighted.	N/A	
292	Stairwells are numbered.	N/A	
293	Hallways are uniformly and adequately lighted.	YES	
294	Hallways are free of graffiti.	YES	
295	Restrooms are uniformly and adequately lighted.	YES	
296	Restroom walls and stalls are free of graffiti.	YES	
297	Entrance doors to restrooms cannot be locked from the inside.	NO	
298	Restroom ceilings are well maintained (not water stained, missing or cracked).	YES	
299	Restrooms with lay-in ceilings have clips to prevent removal.	NO	
300	Doors and locks are in good operating condition.	NO	The FHS campus has a serious, ADA non-compliance issue with the keys and classroom door levers.
301	Exit doors equipped with push bar exit devices are resistant to chaining.	NO	
302	Classroom doors can be locked from the inside with hardware meeting fire code.	YES	
303	Classrooms have window shades.	YES	
304	Classrooms with windows in the doors, have a way to cover the window if needed for a lock-down.	NO	
305	Windows in doors are reinforced or made of shatter resistant materials.	YES	
306	Common areas are uniformly and adequately lit.	YES	
307	Hallways and public spaces are clean and in good repair.	YES	
308	Hallways leading to exit doors are free of obstructions.	YES	
309	Art and decorations in hallways follow procedure and fire code requirements.	YES	
310	Extension cord and appliance usage in classrooms follow procedure and fire code.	NO	
311	Handrails are appropriately placed and in good condition.	YES	
312	All lighted exit signs are operational, clearly visible, and point in the correct direction.	YES	
313	Locker areas are well lighted.	YES	
314	Unassigned lockers are secured/locked.	NO	
315	Emergency lighting is properly installed and functioning.	YES	
316	All interior glass (doors, windows, etc.) is properly installed and repaired.	NO	One entrance/exit door window is cracked.
317	Floor coverings are properly installed and in good repair.	YES	



## INSTRUCTIONAL FACILITY (PART 2 of 2) - OBSERVATIONS

**Directions:** Please assess the following areas and answer each question by selecting: YES, NO, N/A (Not Applicable), or N/AS (Not Assessed) from the drop-down box.

		Answer	Comments
318	All chemicals, poisons, and flammable materials are stored properly.	YES	
319	There is adequate access to fire extinguishers.	YES	
320	Fire extinguishers are inspected annually.	YES	
321	Fire drill instructions are posted in each classroom.	YES	
322	There is adequate access to first aid supplies.	YES	
323	There is adequate access to AEDs.	YES	
324	AEDs are inspected and maintained on a regular schedule	YES	
325	Staff is aware of personnel certified in CPR (cardiopulmonary resuscitation) and AED use (automated external defibrillator).	YES	Medical/Emergency Response Team
326	Valuable items are secured (i.e., computers, video cameras, band instruments).	YES	
<b>(H-1) The Following areas are locked when not in use:</b>			
327	Classrooms.	Always	
328	Gyms.	Always	
329	Locker Rooms.	Always	
330	Auditorium.	Always	Auditorium located at ODI. FHS does not have an auditorium.
331	Cafeteria.	Always	
332	Science Labs.	Always	
333	Computer Labs.	Always	
334	Vocational shops.	Always	Auto shop and Print shop
335	Hazardous materials storage areas.	Always	
336	Band Hall.	Always	
337	Storage Areas/closets.	Always	
<b>(H-2) The Following are locked and access controlled:</b>			
338	Electrical panel access doors.	Mostly	Some panels are open and have been accessed by students.
339	Nurses offices	Always	
340	Roof access doors.	Always	
341	Doors opening into interior areas like courtyards during non-classroom hours.	Always	
342	Boiler rooms and mechanical rooms.	Always	
343	Air vents.	Always	
344	Custodial closets.	Mostly	
<b>(H-3) Cafeteria</b>			
345	The cafeteria is uniformly and adequately lighted.	N/AS	
346	A UL (Universal Listings) 300 compliant hood system is in place over appropriate appliances.	N/AS	



## INSTRUCTIONAL FACILITY (PART 2 of 2) - OBSERVATIONS

**Directions:** Please assess the following areas and answer each question by selecting: YES, NO, N/A (Not Applicable), or N/AS (Not Assessed) from the drop-down box.

		Answer	Comments
347	Hood and fire extinguisher inspection tags/logs show current inspection.	N/AS	
348	The hood is inspected every three months.	N/AS	
349	The freezer door can be opened from the inside.	N/AS	
350	Fire extinguishers are available in sufficient quantity and of appropriate type	N/AS	
351	At least one type K fire extinguisher is present in kitchen area if fryers are present	N/AS	
352	Cafeteria staff know location of electrical/gas/water shut-offs.	N/AS	
353	Exits to kitchen are clean and free from debris and stored items.	N/AS	
354	Loading dock area is clean, free from grease.	N/AS	
355	Staff maintain delivery logs including what was delivered and by whom.	N/AS	
356	Staff follow district/school visitor procedures and guidance for vendors	N/AS	
357	Cafeteria staff have received training on emergency response protocols	N/AS	
358	Contracted cafeteria staff have received training on emergency response protocols	N/AS	
359	Kitchen/cafeteria staff take part in all emergency response drills	N/AS	
<b>(H-4) Gymnasium Area</b>			
360	Lighting fixtures and windows are protected in play/gym areas.	YES	
361	Steroid law notice is posted in a conspicuous location in each building where a physical education class takes place (7th grade and up).	N/AS	
362	Emergency lighting is properly installed and functioning.	YES	
363	Exit doors are designed to allow for quick exit by large numbers of people.	YES	
364	Lighting is uniform and adequate throughout.	YES	
365	Bleachers are well maintained and railings are present and secure.	YES	
<b>(H-5) Locker Rooms and Weight/Exercise Areas</b>			
366	If students or staff are admitted through exterior doors; the door is equipped with a door viewer or a method for staff to verify identity of those trying to enter	YES	
367	Locker rooms and Weight rooms are cleaned and sanitized regularly	YES	
368	Weight rooms are locked when not supervised.	YES	
369	Weight equipment is well maintained and inspected on a regular schedule.	YES	
370	Repairs are made to weight/exercise equipment using factory approved materials	YES	
371	Weight equipment is arranged to provide sufficient space between apparatus to provide for safe usage.	YES	
372	Lighting is uniform and adequate throughout.	YES	
373	Steroid Law Notice is posted in a conspicuous locations in each building where a physical education class, training and weight lifting takes place (7th grade and up)	N/AS	
<b>(H-6) Science Laboratory</b>			



## INSTRUCTIONAL FACILITY (PART 2 of 2) - OBSERVATIONS

**Directions:** Please assess the following areas and answer each question by selecting: **YES**, **NO**, **N/A** (Not Applicable), or **N/AS** (Not Assessed) from the drop-down box.

		Answer	Comments
374	Room meets space requirements: (40-45 sq. ft/elementary student) (50 sq. ft/secondary student).	YES	
375	Communication system is present and operating properly.	YES	
376	Eyewash stations are present and functional	YES	
377	Eyewash stations are flushed weekly to eliminate contamination	YES	
378	Eyewash stations are connected to a drain	YES	
379	Emergency showers are present and functional. (required in High School Labs)	YES	
380	Emergency showers are flushed monthly to eliminate contamination	YES	
381	Emergency shower has drain	YES	
382	Fume hood is present and functional	YES	
383	Fume hood is clean, well maintained and not used for storage of chemicals.	YES	
384	There are master shut-off switches for water, gas and electricity.	YES	
385	Master shut-off switches are in clear view and easily accessible.	YES	
386	If no master shut-off switches exist there are individual shut-offs for water, electricity and gas, in close proximity to the lab.		
387	Personal protective equipment is available for each student (lab aprons, goggles & gloves).	YES	
388	There is a goggle sterilization cabinet present and utilized	YES	
389	First aid kit is stocked and accessible.	YES	
390	Fire and response equipment is free from obstructions	YES	
391	Fire blanket is in good condition and accessible	YES	
392	Fire extinguisher is accessible and has current inspection.	YES	
393	Chemical spill kit is accessible (required in high schools only).	YES	
394	Broken glass container is accessible.	YES	
395	All chemicals are stored in appropriate containers that are labeled with the name, formula, and health hazards associated with the chemical.	YES	
396	Storage area doors are marked "Hazardous Materials" or "Authorized Personnel Only".	YES	
397	Chemical storage area has an operable forced ventilation system that meets air exchange standards and is vented to the OUTSIDE of the building	YES	
398	Corrosive materials are stored in an approved corrosive materials cabinet	YES	
399	Flammable materials are stored in an approved flammable materials cabinet	YES	
400	Safety Data Sheets (SDS) are available for each hazardous material	YES	
401	A current inventory of all chemicals stored in labs is available for review	YES	
402	Mercury is NOT present in the lab.	YES	



## INSTRUCTIONAL FACILITY (PART 2 of 2) - OBSERVATIONS

**Directions:** Please assess the following areas and answer each question by selecting: YES, NO, N/A (Not Applicable), or N/AS (Not Assessed) from the drop-down box.

		Answer	Comments
403	Mercury thermometers are NOT used or present in the lab.	YES	
404	If mercury is present, it is labeled, coded for compatibility, kept in appropriate containers, and locked	YES	
405	GFCI (ground fault circuit interrupter) electrical outlets in use within 6 feet of a water source.	YES	
406	Sink with hot water is present.	YES	
407	Emergency procedures are posted.	YES	
408	Two emergency exits are present, clearly marked and visible (rooms over 1000 sq ft).	YES	
409	Fire evacuation routes are posted with both primary and secondary routes shown	YES	
<b>(H-7) Auditorium</b>			
410	Doors equipped with push bar exit devices are resistant to chaining.	N/AS	
411	Exit doors are designed to allow for quick exit by large numbers of people.	N/AS	
412	Fire evacuation routes are posted including primary and secondary routes	N/AS	
413	Lighting is uniform and adequate throughout.	N/AS	
414	Emergency lighting is properly installed and functioning.	N/AS	
415	Carpeting and flooring is clean and in good repair.	N/AS	
416	Back stage areas are clean and organized	N/AS	
417	Set decoration construction areas are secured and organized	N/AS	
418	Paints and solvents are stored in flammable storage cabinets	N/AS	
419	Fire response equipment is not obstructed and has been inspected	N/AS	
420	Stage curtains have current flame retardant certificates	N/AS	
421	Stage curtains have been vacuummed at least annually	N/AS	
422	Stage curtains have been professionally cleaned and fire retardant re-applied at least once in last 5 years	N/AS	
423	Stage curtains are less than 15 years old; professionally evaluated for replacement	N/AS	
424	Seats are clean and in good repair.	N/AS	
425	Stage area is organized and free from hazards.	N/AS	
426	If the stage can be raised or lowered; there are safety features to prevent injury.	N/AS	
<b>(H-8) Vocational Training Areas: Welding Shop</b>			
427	Interior of the welding shop is clean and well organized.	N/A	
428	Material storage areas are clean and well organized.	N/A	
429	First aid kit is stocked and accessible.	N/A	
430	Eyewash stations are present and functional	N/A	
431	Eyewash stations are flushed weekly to eliminate contamination	N/A	



## INSTRUCTIONAL FACILITY (PART 2 of 2) - OBSERVATIONS

**Directions:** Please assess the following areas and answer each question by selecting: YES, NO, N/A (Not Applicable), or N/AS (Not Assessed) from the drop-down box.

		Answer	Comments
432	Eyewash stations are connected to a drain	N/A	
433	Welding booths are well ventilated with exhaust ventilated to the exterior.	N/A	
434	Welding tanks are secured to the wall or carts, including empty tanks awaiting pick-up.	N/A	
435	Fire Extinguisher is accessible and has current inspection.	N/A	
436	Equipment and tools are accounted for daily and stored appropriately.	N/A	
437	Students are trained in safety and emergency procedures.	N/A	
438	Fire evacuation routes are posted including primary and secondary routes	N/A	
439	Ventilation for the welding shop is adequate and the system is operating effectively.	N/A	
440	Paint booths are properly ventilated to the exterior.	N/A	
441	All solvents, paints and chemicals are stored properly with SDS available.	N/A	
442	Policies and procedures are in place regarding use of facility and supervision at all times.	N/A	
<b>(H-9) Vocational Training Areas: Woodworking Shop</b>			
443	Interior of the woodworking shop is clean and well organized.	N/A	
444	Material storage areas are clean and well-organized.	N/A	
445	First aid kit is stocked and accessible.	N/A	
446	Eyewash stations are present and functional	N/A	
447	Eyewash stations are flushed weekly to eliminate contamination	N/A	
448	Eyewash stations are connected to a drain	N/A	
449	A dust removal system is present, operational and well maintained.	N/A	
450	Ventilation is adequate and the system is operating effectively.	N/A	
451	Fire extinguisher is accessible and has current inspection.	N/A	
452	Equipment and tools are accounted for daily and stored appropriately.	N/A	
453	Students are trained in safety and emergency procedures.	N/A	
454	Fire evacuation routes are posted including primary and secondary routes	N/A	
455	Paint booths are properly ventilated to the exterior.	N/A	
456	All solvents, paints and chemicals are stored properly with SDS documentation.	N/A	
457	Paint booths are properly ventilated to the exterior.	N/A	
458	All solvents, paints and chemicals are stored properly with SDS documentation.	N/A	
459	Policies and procedures are in place regarding use of facility and supervision at all times.	N/A	
<b>(H-10) Vocational Training Areas: Agricultural Shop</b>			
460	Interior of the agriculture shop is clean and well organized.	N/A	



## INSTRUCTIONAL FACILITY (PART 2 of 2) - OBSERVATIONS

**Directions:** Please assess the following areas and answer each question by selecting: YES, NO, N/A (Not Applicable), or N/AS (Not Assessed) from the drop-down box.

		Answer	Comments
461	Material storage areas are clean and well-organized.	N/A	
462	First Aid Kit is stocked and accessible.	N/A	
463	Eyewash stations are present and functional	N/A	
464	Eyewash stations are flushed weekly to eliminate contamination	N/A	
465	Eyewash stations are connected to a drain	N/A	
466	Fire extinguisher is accessible and has current inspection.	N/A	
467	Equipment and tools are accounted for daily and stored appropriately.	N/A	
468	Students are trained in safety and emergency procedures.	N/A	
469	Fire evacuation routes are posted including primary and secondary routes	N/A	
470	Ventilation is adequate and the system is operating effectively.	N/A	
471	Agricultural chemicals are properly secured and stored with SDS on file.	N/A	
472	Agricultural chemicals are properly accounted for with quantities and usage documented.	N/A	
473	Policies and procedures are in place regarding use of facility and supervision at all times.	N/A	
<b>(H-11) Vocational Training Areas: Automotive Shop</b>			
474	Interior of the automotive shop is clean and well organized.	YES	
475	Material storage areas are clean and well-organized.	YES	
476	First Aid Kit is stocked and accessible.	YES	
477	Eyewash stations are present and functional	YES	
478	Eyewash stations are flushed weekly to eliminate contamination	YES	
479	Eyewash stations are connected to a drain	YES	
480	Welding booths are well ventilated with exhaust directly ventilated to the exterior.	N/AS	
481	Welding tanks are secured to the wall or carts, including empty tanks awaiting pick-up.	N/AS	
482	Fire extinguisher is accessible and has current inspection.	YES	
483	Fire extinguishers are adequate in number and of correct type potential fires	YES	
484	Equipment and tools are accounted for daily and stored appropriately.	YES	
485	Students are trained in safety and emergency procedures.	YES	
486	Fire Evacuation routes are posted.	YES	
487	Ventilation is adequate and the system is operating effectively.	YES	
488	Paint booths are properly ventilated to the exterior.	N/AS	
489	All solvents, paints and chemicals are stored properly with safety data sheets (SDS) documentation for all chemicals.	N/AS	
490	All jacks, lifts and hoists are well maintained and inspected annually.	YES	



## INSTRUCTIONAL FACILITY (PART 2 of 2) - OBSERVATIONS

**Directions:** Please assess the following areas and answer each question by selecting: **YES**, **NO**, **N/A** (Not Applicable), or **N/AS** (Not Assessed) from the drop-down box.

		Answer	Comments
491	Policies and procedures are in place regarding use of facility and supervision at all times.	YES	
<b>(I) Monitoring and Surveillance</b>			
492	Security cameras are stationed outside the school.	YES	
493	Security camera locations provide maximum coverage of grounds.	YES	
494	Security cameras are stationed inside the school.	YES	
495	Staff members monitor hallways during school hours.	YES	
496	Staff members monitor stairwells during school hours.	N/A	
497	Staff members monitor restrooms during school hours.	YES	
498	The bus loading area is monitored by cameras.	YES	
499	The bus loading area is monitored by patrols/staff.	YES	
500	The bus loading area is monitored by direct line of sight.	YES	
501	The parent pick-up/drop-off area is monitored by cameras.	YES	
502	The parent pick-up/drop-off area is monitored by patrols/staff.	YES	
503	The parent pick-up/drop-off area is monitored by direct line of sight.	YES	
504	The play/recreational areas are monitored by cameras.	YES	
505	The play/recreational areas are monitored by patrols/staff.	YES	
506	The play/recreational areas are monitored by direct line of sight.	YES	
507	The formal and informal gathering areas are monitored by cameras.	YES	
508	The formal and informal gathering areas are monitored by patrols/staff.	YES	
509	The formal and informal gathering areas are monitored by direct line of sight.	YES	
510	The parking lots are monitored by cameras.	YES	
511	The parking lots are monitored by patrols/staff.	YES	
512	The parking lots are monitored by direct line of sight.	YES	
<b>(J) Communication Systems</b>			
<b>(J-1) There is 2-way communication between office and the following staff/areas</b>			
513	Classrooms.	NO	Medical/Emergency Response Team has two-way radios
514	Chemistry/science labs.	NO	
515	Cafeteria.	NO	
516	School-based law enforcement/security personnel.	YES	District-issued cell phone
517	Playground.	NO	
518	Portable classrooms/buildings.	NO	
519	Athletic facilities	YES	Wildcat Den and Amador Villalobos Complex has telephone extension
520	Band hall.	YES	Telephone extension



## INSTRUCTIONAL FACILITY (PART 2 of 2) - OBSERVATIONS

**Directions:** Please assess the following areas and answer each question by selecting: **YES**, **NO**, **N/A** (Not Applicable), or **N/AS** (Not Assessed) from the drop-down box.

		Answer	Comments
521	Stage/auditorium areas.	N/A	
522	School nurse office.	YES	
523	Maintenance and custodial staff.	YES	Two-way radios
524	Security and school-based law enforcement offices/areas.	YES	Two-way radios
525	Transportation.	YES	Two-way radios
526	Each of the areas listed above are equipped with a system capable of initiating communication in an emergency.	YES	
527	The school has access to a weather alert radio and monitors it after an alert.	YES	
528	Dialing 911 from any school phone will connect with emergency services	YES	
529	Facilities are tested periodically for connectivity through dialing 911	YES	
530	Staff are trained on when to call 911 and what to say when calling 911	YES	
<b>(K) Health Practices</b>			
531	Hand washing supplies are available in all restrooms.	YES	
532	Hand washing signs are posted.	NO	
533	Hand sanitizer is available to staff and students.	YES	
534	Procedures are reviewed regularly with staff and students in flu and pandemic prevention measures.	NO	Practice will be implemented upon staff and student return.

## ADMINISTRATION FACILITY

**Directions:** Please assess the following areas and answer each question by selecting: **YES**, **NO**, **N/A** (Not Applicable), or **N/AS** (Not Assessed) from the drop-down box.

		Answer	Comments
<b>ADMINISTRATION - POLICIES &amp; PROCEDURES</b>			
<b>Visitor Policies &amp; Procedures</b>			
1	There are written procedures to guide access to the building by staff before and after school hours.	YES	
2	Staff members present in the building after school hours are required to sign in and out.	NO	
3	Visitors must present photo ID to obtain visitor's badge.	YES	
4	Visitor's photo ID is retained until check out is completed.	NO	
5	Visitor's badges are completed by <b>staff only</b> .	YES	
6	Visitor sign in logs are verified by staff or completed by staff at sign in.	YES	
7	Visitors are required to wear visible, dated identification, with destination listed.	YES	
8	Contractors and vendors are required to sign in and out.	YES	
9	Contractors and vendors are required to wear visible, dated identification.	YES	
10	Visitor policies and procedures change to coincide with Homeland Security Advisory System.	YES	
11	Visitor policy/procedure outlines when a visitor escort is required.	YES	
12	Visitor policy/procedure dictates how/when a parent who is a registered sex offender may visit their child during school hours.	YES	
<b>Department Safety and Security Policies &amp; Procedures</b>			
13	There is a delivery policy/procedure that has provisions which change to coincide with the Homeland Security Advisory System threat levels.	YES	
14	All deliveries are accepted only at designated receiving areas.	YES	Deliveries only accepted at TSR
15	All deliveries are documented by having drivers sign a delivery log.	YES	
16	A list of approved delivery personnel is kept on file for each vendor and updated regularly. Deliveries are not accepted from a new driver without verification.	N/A	
17	All personnel responsible for accepting packages and mail have been trained on receiving procedures.	N/A	
18	All personnel responsible for accepting packages and mail have received training in the identification of suspicious packages and bomb threat procedures.	N/A	
19	There is a system for inspecting and approving items delivered to the building.	N/A	
20	There is a procedure in place for dealing with suspicious and/or unauthorized deliveries.	N/A	
21	Items delivered are checked against manifest for accuracy.	N/A	
22	The facility has a designated emergency team.	YES	
23	Fire detection and suppression systems are regularly inspected.	YES	



## ADMINISTRATION FACILITY

**Directions:** Please assess the following areas and answer each question by selecting: YES, NO, N/A (Not Applicable), or N/AS (Not Assessed) from the drop-down box.

		Answer	Comments
24	Boilers and elevators are regularly inspected.	N/AS	
25	Asbestos inspections are completed as required by federal regulation.	N/AS	
26	Emergency communications systems and procedures are tested according to a written schedule and using defined performance standards.	YES	
27	The district has a 24-hour emergency phone contact list for all utility services (electric, communications, water, sewer, gas, etc.).	N/AS	
28	The telephones can be forwarded to an off-site phone bank in an emergency.	N/AS	
29	A backup communications system is available to provide communications during power failures and emergencies.	YES	
30	The district has a plan and a backup plan for communication with parents and the community following an emergency or disaster.	YES	
31	Phone lists for personnel are complete and up to date.	YES	
32	The facility has a calling tree.	YES	
33	The receptionist, secretary, and other office staff are trained in the procedures to inform the district leadership of an emergency.	N/AS	
34	A video monitoring system is in place and can record in a high quality format that allows quick review.	YES	
35	The district has a formal written plan for dealing with threats made by students.	YES	
36	Bomb threat procedures and forms are available near telephones.	NO	
37	Each member of the district emergency team has a copy of the emergency operations basic plan and functional annexes.	YES	
38	The emergency team members and all staff with a need to know are familiar with the plan.	YES	
39	Specific tasks for the implementation of the emergency operations plan are assigned to specific staff members to maintain accountability.	YES	
40	The district has a process for increasing the campus readiness level based on threat conditions.	YES	
41	The district uses plain language for emergency communications (codes are not used).	YES	
42	A member of the emergency team is assigned to liaison with emergency services before and during emergencies.	YES	
43	Locations inside and outside the facility have been pre-designated for the incident command post (ICP).	YES	
44	The ICP location is provided to fire and police officials.	YES	
45	After actions reviews are held following each exercise or emergency.	YES	
46	Corrective action plans are developed.	YES	



## ADMINISTRATION FACILITY

**Directions:** Please assess the following areas and answer each question by selecting: YES, NO, N/A (Not Applicable), or N/AS (Not Assessed) from the drop-down box.

		Answer	Comments
47	Incident Command System (ICS) forms are available.	YES	
48	Administrators are able to identify the ICS principles of unity of command.	YES	
49	Administrators are able to identify the ICS principles of span of control.	YES	
50	Administrators are able to identify the ICS principles of management by objective.	YES	
51	Administrators are able to identify the ICS principles of unified command.	YES	
52	The emergency team has been trained in ICS.	NO	
53	Emergency team members have certificates of training in incident command and the National Incident Management System.	NO	
54	Staff members and visitors are accounted for during drills.	YES	
55	The facility has a plan for assisting individuals with special needs during emergencies. Special needs can include physical disability, chronic health conditions such as asthma or seizure disorders, emotional or mental disability and language limitations.	YES	
56	The reception staff has received training in verbal de-escalation techniques and strategies.	NO	
57	The office staff has received training on emergency notification and reporting procedures.	YES	
58	Emergency procedures are reviewed with all personnel at the beginning of the school year.	YES	
59	Fire drills are conducted monthly.	YES	
60	Fire drills are conducted that require the use of alternate evacuation route (obstructed drills).	YES	
61	Severe weather drills are conducted each semester.	NO	
62	Other drills appropriate to the school's hazards are conducted.	YES	
63	At least one table top exercise has been conducted in the past year.	NO	
64	Records are kept of all drills and exercises.	YES	
65	There are written standards setting expected performance measures for each type of drill.	YES	
66	When problems are identified, corrective action plans are developed and implemented.	YES	
67	Emergency team is activated for every emergency drill.	YES	
68	A bomb threat evacuation plan exists.	YES	
69	A personnel resource list is available showing personnel with first aid training.	YES	
70	A personnel resource list is available showing personnel with training to operate specialized equipment.	YES	
71	A personnel resource list is available showing personnel who can speak other languages.	YES	



## ADMINISTRATION FACILITY

**Directions:** Please assess the following areas and answer each question by selecting: **YES**, **NO**, **N/A** (Not Applicable), or **N/AS** (Not Assessed) from the drop-down box.

		Answer	Comments
72	An alternate operational site has been designated for use should site evacuation be required.	YES	
73	The district has a core volunteer group which can be called on in an emergency such as Community Emergency Response Team (CERT).	YES	
74	The district has a formal agreement with the American Red Cross, the city, or county for emergency sheltering.	N/AS	
75	There are procedures for reporting maintenance needs related to safety or security.	YES	
76	Repairs related to safety and security are completed as the highest maintenance priority.	YES	
77	The district records all emergency incidents and develops and retains after-action review information.	N/AS	
78	Incident reports are reviewed for lessons learned and to identify trends on which mitigation programs can be developed.	YES	
79	The district has a general safety plan.	YES	
80	The district has an infection control plan.	YES	
81	The school violence prevention program is in writing and is evidence-based.	YES	
82	Records kept to demonstrate that the program is effective.	YES	

## ADMINISTRATION - OBSERVATIONS

### Building Exterior

83	The area around the facility is identified by signage as a safe, weapons-free, drug-free, alcohol-free, and tobacco-free school zone.	YES	
84	There are adequate signs, postings, or window decals directing all visitors to the main site entry.	YES	
85	The location of the reception area is clearly marked.	YES	
86	Property lines are clearly marked, establishing territoriality (e.g. fencing, landscaping, natural geographic features, signs, changes in elevation, etc.).	YES	
87	The facility exterior is well maintained.	YES	
88	The facility exterior is free of vandalism and graffiti.	YES	
89	Facility grounds are sanitary, well drained, free of debris, and insect or rodent harborage.	YES	
90	Visitor parking areas are clearly identified and segregated from staff parking areas.	YES	
91	Staff parking spaces are <b>not</b> labeled with staff titles/names.	YES	
92	Deliveries are restricted to specific areas (e.g. front office, loading dock).	YES	
93	Deliveries are scheduled in advance and/or verified with the sender or addressee prior to acceptance.	YES	



## ADMINISTRATION FACILITY

**Directions:** Please assess the following areas and answer each question by selecting: **YES**, **NO**, **N/A** (Not Applicable), or **N/AS** (Not Assessed) from the drop-down box.

		Answer	Comments
94	Internal controls are in place regarding the receipt of deliveries, including matching deliveries with purchases and invoices.	N/A	
95	Sidewalks are reasonably sloped, level, and in good general repair.	YES	
96	Covered walkways and adjoining posts, structures, walls, planters, and furnishing are designed to prevent climbing access to adjoining windows, roofs, or other upper level areas.	YES	
97	Covered walkways and their surroundings are designed to allow visual surveillance.	YES	
98	Trees are located away from buildings and/or trimmed to avoid roof, window, or second story access, to reduce damage from falling branches or to reduce fire hazard.	YES	
99	Outdoor containers are kept at least 30 feet from the building and/or designed to expose their contents (steel mesh instead of solid walls).	YES	
100	Exterior lighting fixtures are well maintained and provide adequate illumination.	YES	
101	Exterior lighting can be powered by auxiliary or emergency power systems .	YES	
102	Exterior lighting fixtures are vandal resistant, beyond easy reach and built with break-resistant lenses or protected by cages.	YES	
103	Exterior lighting is automated to turn on at dark.	N/AS	
104	Pedestrian access doors are protected by bollards/structures to keep vehicles from entrance.	YES	
105	Exterior doors are constructed to resist unauthorized entry.	YES	
106	Exterior doors and locks are in good condition.	YES	
107	Exterior doors are locked at the end of the day.	YES	
108	The facility has a central reporting electronic alarm system.	YES	
109	Windows are closed and locked when the facility is secured at the end of the day.	YES	
110	Utility access panels and equipment are protected by fencing and/or locked.	YES	
111	Utility connections near vehicle accessible areas are protected from vehicle damage.	YES	
112	Dumpsters are located away from the building, well maintained and protected against rolling hazard.	YES	
<b>Building Interior</b>			
113	Buildings are well maintained with all areas clean and free of debris.	YES	
114	Staff members have the ability to secure personal belongings and valuables.	YES	
115	Valuable equipment is inventoried and stored in secure areas.	YES	
116	The reception/office area has a view of main entrance, foyer, and visitor parking area.	YES	
117	The reception area includes protective features such as a counter or desk, a panic or help button, a telephone, and an alternative exit.	YES	



## ADMINISTRATION FACILITY

**Directions:** Please assess the following areas and answer each question by selecting: **YES**, **NO**, **N/A** (Not Applicable), or **N/AS** (Not Assessed) from the drop-down box.

		Answer	Comments
118	Freestanding objects that could be toppled intentionally or fall during earthquakes or tornadoes are adequately secured.	YES	
119	The Campus & District EOP is located in the administrative offices and is accessible to emergency management personnel and emergency responders.	YES	
120	Evacuation routes are posted for all rooms.	YES	
121	The location of the reception area is clearly identified by signage.	YES	
122	Level of lighting is appropriate and uniform.	YES	
123	The facility has at least two independent methods of communication for emergencies.	YES	
124	The main entrance is monitored by a receptionist or security personnel responsible for controlling access .	YES	
125	The means of egress are kept clear of obstructions.	N/AS	
126	The means of egress are indicated by illuminated exit signs.	N/AS	
127	All exit doors and gates are equipped with emergency exit hardware and not locked or secured by any other means.	YES	
128	All evacuation routes and their exits are clearly posted .	YES	
129	All means of egress meet local fire marshal codes and are free from obstructions.	YES	
130	The facility has a fire alarm system.	YES	
131	The fire alarm system is in good working order.	YES	
132	The fire alarm can be activated either automatically and by hand (pull station).	YES	
133	The fire alarm is monitored off-site, such as at a fire station or a monitoring center.	N/AS	
134	The facility alarm system has been inspected within the last year.	N/AS	
135	Alarm systems include both sound and visual alarm signals which an be perceived and recognized as evacuation signals (above ambient noise or light levels) by everyone in the area.	YES	
136	The facility maintains a vertical clearance between sprinklers and objects below them of at least 18 inches.	YES	
137	Door hardware allows staff to lock rooms from the inside without having to step into the hallway.	YES	
138	Doors to all electrical vaults, pipe chases, custodial closets, and mechanical rooms are closed and locked.	YES	
139	Doors to custodial closets and mechanical rooms are made of metal or solid wood, with concealed hinges, pick plates, high quality deadbolt locks, and high security strike plates.	YES	



STADIUM FACILITY			
Directions: Please assess the following areas and answer each question by selecting: YES, NO, N/A (Not Applicable), or N/A/S (Not Assessed) from the drop-down box.			
		Answer	Comments
STADIUM - POLICIES & PROCEDURES			
Emergency Preparedness			
1	There is a written stadium emergency plan.	YES	
2	The stadium is equipped with emergency telephones or methods of communication.	YES	
3	First aid supplies and equipment are available at all games/events.	YES	
4	The district has trained fire wardens or emergency staff to assist with evacuations.	YES	
5	At least one fire drill per season is conducted at the facility.	YES	
6	At least one AED is available during all games and events at the facility.	YES	
7	There is a policy regarding the storing of cash and removal of cash from the ticket office and concessions designed to prevent robbery or theft.	YES	
Student Behavior and Monitoring			
8	Security is provided for every event at the facility.	YES	
9	Security personnel are assigned to concession booths when money is present.	YES	
10	Security personnel are assigned to monitor locker rooms during games/events.	YES	
11	Written agreements specify how security will be provided if utilized by an outside group or organization.	YES	
12	Access in and beneath the grandstands and concessions are monitored by assigned staff members.	YES	
13	Glass containers are prohibited at the concessions and prohibited from being brought in by athletes or spectators.	YES	
14	There are written event standard procedures for monitoring behavior during events throughout the facility including restrooms, locker rooms, parking, and concessions.	YES	
15	Security staff has the means to communicate during the event.	YES	
STADIUM - OBSERVATIONS			
Stadium Exterior			
16	The stadium has a sign or marquee clearly identifying the facility.	YES	
17	The area around the facility is identified by signage as a safe, weapons-free, drug-free, alcohol-free, and tobacco-free school zone.	YES	



## STADIUM FACILITY

Directions: Please assess the following areas and answer each question by selecting: YES, NO, N/A (Not Applicable), or N/AS (Not Assessed) from the drop-down box.

		Answer	Comments
18	There signs directing visitors to appropriate parking locations.	NO	There is not a designated parking lot for the stadium. It is neighborhood parking. There is only parking behind the visitors stands for visiting team and buses.
19	There are signs directing visiting teams to team bus loading areas.	NO	There is not a designated parking lot for the stadium. It is neighborhood parking. There is only parking behind the visitors stands for visiting team and buses.
20	Driveways are free of hazards and large enough for buses and the anticipated number of vehicles.	YES	
21	Driveways are large enough to accommodate emergency vehicles such as fire trucks as well as parked vehicles.	YES	
22	Spectator and athlete entry locations are well marked.	YES	
23	Gates or doors provided will allow emergency medical services direct access to the stadium and field.	YES	
24	Facilities are protected by bollards, fences, gates or landscaping from any unauthorized vehicle access.	YES	
25	Facility is protected from unauthorized access by a fence.	YES	
26	Fences are designed to prevent climbing.	YES	
27	Gates are self-closing and self-latching.	NO	
28	The gate swing is in the direction of egress.	YES	
29	Gates are lockable.	YES	
30	The facility is thoroughly inspected for weapons, improvised explosives, or contraband prior to each event.	YES	
31	Lines of sight all around the facility provides for natural surveillance.	YES	
32	Hidden spaces around the facility are kept to a minimum.	YES	
33	Restrooms and other amenities for spectators are kept locked except during events.	YES	
34	Ticket booths are designed to resist theft.	YES	
35	Drives, landscaping, fences, equipment, and the building exterior are well-maintained and graffiti free.	YES	
36	The facility site is sanitary, well drained, and free of trash or debris.	YES	
37	Lighting is provided in the parking areas providing for facility use at night.	YES	
38	The parking area is patrolled by security personnel during events.	YES	



STADIUM FACILITY			
Directions: Please assess the following areas and answer each question by selecting: YES, NO, N/A (Not Applicable), or N/A (Not Assessed) from the drop-down box.			
	Answer	Comments	
Pedestrian Safety and Egress			
39	YES	Emergency egress gates remain unlocked during games and/or events.	
40	N/A	Pedestrian walks from parking to gates are separated from vehicle traffic, clearly marked, and designed to reduce conflicts between vehicles and pedestrians.	No designated parking lot for the stadium. It is neighborhood parking. Only parking behind the visitors stands for visiting team and buses.
41	N/A	Parking lots are designed to control vehicle speed using speed bumps, raised walkways, curved drives, curb stops.	There is not a designated parking lot for the stadium. It is neighborhood parking. There is only parking behind the visitors stands for visiting team and buses.
42	NO	Emergency telephones or call boxes are provided.	
43	YES	The means of egress from the grandstands is free of obstructions including fences, gates, or temporary facilities such as concessions.	
44	YES	A handicapped accessible route is provided from parking areas to the accessible seating on both home and visitors sides.	
45	YES	All walking surfaces, both hard surfaces and grass, are reasonably sloped, free from holes or other trip hazards.	
46	YES	Grandstands are equipped with handrails designed to help prevent falls.	
47	YES	Grandstand stairs are uniform in rise and tread depth, with small nosings and closed risers.	
48	YES	Area drains are provided where needed to prevent water pooling on walking	
Facility Safety and Security			
49	YES	Required safety equipment is available, including AEDs and first aid kits appropriate to the numbers of individuals in attendance.	
50	YES	Grandstands are inspected annually for safety using an appropriate checklist.	
51	YES	Records of past inspections are available for review.	
52	YES	Restrooms can be secured when stadium is not in use.	
53	YES	The ticket booth can be secured against unauthorized entry.	
54	YES	The ticket booth is equipped with a means to communicate with security personnel.	
55	YES	Security personnel are assigned to the ticket booth when money is present.	
56	YES	Concession booths can be secured when stadium is not in use.	
57	YES	Concession booths can be secured against unauthorized entry.	
58	YES	Concession booths are equipped with a means to communicate with security personnel.	



STADIUM FACILITY			
Directions: Please assess the following areas and answer each question by selecting: YES, NO, N/A (Not Applicable), or N/A/S (Not Assessed) from the drop-down box.			
		Answer	Comments
59	The field house can be secured when the stadium is not in use.	YES	
60	The field house can be secured against unauthorized entry.	YES	
61	Security personnel are assigned to the field house during games/events.	YES	
62	Locker rooms can be secured when stadium is not in use.	YES	
63	Locker rooms are secured during games/events.	YES	
64	Athletic equipment stored in the facility can be secured against theft.	YES	
65	The facility has an intruder and fire alarm system.	YES	
66	The alarm system is central reporting.	YES	
67	All custodial rooms are locked.	YES	
68	Stadium lights are inspected for structural integrity and services as scheduled.	YES	
69	Light fixtures are protected by shatter guards and designed for humid environments.	YES	
70	Restrooms and athlete showers/locker rooms are clean and properly supplied.	YES	
71	Trees are free of dead limbs and trimmed away from power lines and structures.	NO	There are limbs and branches that need to be cut away from structures.

## TRANSPORTATION FACILITY

Directions: Please assess the following areas and answer each question by selecting: YES, NO, N/A (Not Applicable), or N/AS (Not Assessed) from the drop-down box.

		Answer	Comments
<b>TRANSPORTATION - POLICIES &amp; PROCEDURES</b>			
<b>Visitor Policies &amp; Procedures</b>			
1	Visitor policy/procedure signs are posted at all entrances.	YES	
2	Visitors are required to show picture ID and sign-in, and sign-out.	YES	
3	Visitor's photo ID is retained until check out is completed.	NO	
4	The supply of visitor ID badges is located out of reach of visitors.	YES	
5	Visitor's badges are completed by staff only.	YES	
6	Visitor sign-in/sign-out logs are verified by staff or completed by staff only.	YES	
7	Visitors are required to wear visible, dated identification, with destination listed.	YES	
8	Visitors are asked the reason for their visit.	YES	
9	Visitor's appointments are verified with the person being visited or they are escorted.	YES	
<b>Department Safety Policies &amp; Procedures</b>			
10	The transportation department has an emergency response team.	N/A	
11	The transportation emergency response team responds to emergencies within the transportation facility as well as emergencies on buses outside the facility.	N/A	
12	The transportation emergency response team members each have reviewed the District EOP and have a copy of those sections and annexes involving transportation.	N/A	
13	Fire detection and suppression equipment and systems are regularly inspected.	YES	
14	Telephones can be forwarded off-site during an emergency.		
15	The transportation department has a current list of all contact numbers for staff and administration of each campus and the district administration.	YES	
16	The transportation department has a plan and system in place to communicate with parents in the event of an emergency.	YES	
17	The transportation department has a method of contacting and communicating with drivers and staff.	YES	
18	There is a back-up communication system in the event of a power failure.	NO	
19	All appropriate office staff and dispatchers have been notified of and trained on procedures for communicating with district leadership, parents, community and first responders during an emergency.	YES	



## TRANSPORTATION FACILITY

Directions: Please assess the following areas and answer each question by selecting: YES, NO, N/A (Not Applicable), or N/A/S (Not Assessed) from the drop-down box.

		Answer	Comments
20	Each school bus is equipped with a means to communicate with the transportation department.	YES	
21	Each school bus is equipped with a set of reflectors for flares in case of breakdown.	YES	
22	Each school bus is equipped with a fire extinguisher with current inspection.	YES	
23	Each school bus is equipped with a stocked first aid kit.	YES	
24	Each school bus is equipped with a blank seating chart in the event of an accident.	N/A	
25	Each school bus is equipped with video recording equipment.	NO	
26	Video recordings are retained for at least 14 days.	NO	
27	The transportation department has a procedure to document that each bus is checked at the end of the route to assure no students or items are left on-board.	YES	
28	All buses are inspected for safety and security before each trip.	YES	
29	The school provides the transportation department with a list of students and staff members and their contact numbers, traveling on each field trip.	YES	
30	All drivers are provided with training on standard operating procedures for accidents.	YES	
31	All drivers are provided with training on standard operating procedures for severe weather operations.	YES	
32	All drivers are provided with training on standard operating procedures for violence or threats of violence.	YES	
33	All drivers are trained in verbal de-escalation techniques and strategies.	YES	
34	Emergency procedures are reviewed with all personnel at the beginning of the school year.	YES	
35	Emergency procedures are reviewed with all new and substitute personnel.		
36	All employees at the transportation facility and bus drivers are required to wear ID badges and/or uniforms.	YES	
37	All visitors, contractors and service personnel are required to wear ID badges issued by the district while in the facility.	YES	
38	Lifts and hoists in the facility are inspected at least once a month.	YES	
39	The facility is inspected for general safety using an approved checklist on a regular schedule.	YES	
40	The transportation department conducts all required school and district drills and retains documentation of those activities.	NO	
41	The transportation department maintains a list of personnel with first aid training.	YES	



TRANSPORTATION FACILITY			
Directions: Please assess the following areas and answer each question by selecting: YES, NO, N/A (Not Applicable), or N/AS (Not Assessed) from the drop-down box.			
		Answer	Comments
42	The transportation department maintains a list of personnel with AED training.	YES	
43	The transportation department maintains a list of personnel who are multi-lingual.	YES	
44	The transportation department maintains a list of personnel licensed and certified to operate a school bus.	YES	
45	The transportation department maintains a list of all training completed by each employee.	YES	
46	There is a procedure for reporting maintenance needs related to safety and security.	YES	
47	Safety and security maintenance needs are completed as the highest priority.	YES	
48	Repair and maintenance records are kept for each school bus.	YES	
49	The bus storage and repair facility is fenced.	YES	
50	Fences are designed to restrict access to grounds (continuous and of sufficient height as to restrict access).	YES	
51	Fences are well maintained and free from gaps.	YES	
52	Gates are well maintained, free from excessive gaps and are lockable.	YES	
53	Foliage and trees are trimmed and do not facilitate unauthorized access.	YES	
54	Bus entry gates are wide and facilitate safe entry and exit.	YES	
55	Bus entry gates are automated to allow for entry or re-entry without driver having to leave the bus.	NO	
56	Bus entry gate area is well illuminated.	YES	
57	Entry gates can be monitored or viewed by staff from offices or shop.	YES	
TRANSPORTATION - OBSERVATIONS			
Grounds and Exterior			
58	Signage for visitor entrance is clearly visible.	YES	
59	The loading dock and delivery areas are monitored by staff.	N/A	
60	Bus parking areas are adequately lighted.	YES	
61	Parking areas are adequately lighted.	YES	
62	The facility exterior is well maintained and graffiti free.	YES	
63	The facility grounds are well-maintained, well-drained and free of debris.	YES	
64	Visitor parking areas are separate from bus and staff parking and clearly identified.	YES	
65	Deliveries are restricted to specific areas that are monitored by staff.	YES	



TRANSPORTATION FACILITY		
Directions: Please assess the following areas and answer each question by selecting: YES, NO, N/A (Not Applicable), or N/AS (Not Assessed) from the drop-down box.		
	Answer	Comments
66	YES	Delivery areas are controlled to prevent unauthorized access.
67	YES	Deliveries are scheduled in advance and/or verified prior to acceptance.
68	YES	Delivery procedures include matching deliveries with invoices.
69	YES	Personnel accepting deliveries are trained on receiving procedures.
70	YES	Personnel are trained in identification of suspicious packages and bomb threat procedures.
71	YES	The bus lot is in good repair, with a consistent surface and reasonably level.
72	YES	Designated walk ways are established for safe travel through bus lot.
73	YES	Bus parking areas are arranged to eliminate backing of buses.
74	YES	Exterior doors have non-removable hinge pins and are constructed for security.
75	YES	Overhead and exterior doors are in good condition and locks operate effectively.
76	NO	Electric over head doors can be locked and/or disabled for security .
77	YES	All doors and windows are secured after hours.
78	YES	Exterior doors are monitored by an alarm system.
79	YES	Overhead doors are monitored by an alarm system.
80	YES	The alarm system is a central reporting system or pages a staff member.
81	YES	Exterior windows are obstructed to prevent easy viewing of activities or assets.
82	YES	Maintenance areas are monitored at all times or locked (during lunch and breaks).
83	YES	Waste containers and dumpsters are located away from buildings.
84	YES	Mechanical equipment is fenced and secured.
85	YES	Fuel pumps are locked or personnel monitor to prevent unauthorized access .
86	YES	Emergency fuel pump shut offs are easily accessible.
87	YES	Fire extinguishers are provided in close proximity to fueling area.
88	YES	Fueling records are kept to document every fueling.
89	YES	Fuel is dispensed only into approved containers.
90	YES	External video cameras are located to view fueling areas as well as bus parking areas.
91	YES	Video cameras can record at night with provided illumination.
Offices and Building Interior		
92	YES	The interior of the building is clean and well-maintained.



## TRANSPORTATION FACILITY

Directions: Please assess the following areas and answer each question by selecting: YES, NO, N/A (Not Applicable), or N/AS (Not Assessed) from the drop-down box.

		Answer	Comments
<b>Offices and Building Interior</b>			
92	The interior of the building is clean and well-maintained.	YES	
93	The transportation office has a system to communicate with all areas of the facility.	YES	
94	The interior lighting is adequate and uniform.	YES	
95	There is a bus key control system in place.	YES	
96	The bus key control system includes a theft-resistant drop box or other secure method to return keys after office hours.	YES	
97	The facility had a communication system and a back-up system for emergencies.	YES	
98	The facility has a security alarm system.	YES	
99	The security alarm system is monitored off-site.	YES	
100	The security alarm system includes both sound and visual alarm signals.	NO	
101	The facility has a fire alarm system.	YES	
102	The fire alarm system is monitored off-site.	YES	
103	The fire alarm system includes both sound and visual alarm signals.	NO	
104	The fire alarm system can be activated both by hand (pull station) and automatically.	NO	
105	Equipment, tools, parts and supplies are inventoried and stored in secure areas.	YES	
106	The shop area is adequately and uniformly lighted.	YES	
107	Lighting in the shop areas are protected against accidental breakage.	YES	
108	Lighting near flammable vapor areas are designed to prevent sparking.	YES	
109	All exits and corridors are clean and free from obstructions.	YES	
110	Shop areas are ventilated to prevent buildup of toxic exhaust or combustible vapors.	YES	
111	All emergency exit doors and gates are equipped with emergency exit hardware and not locked or secured by any other means.	YES	
112	Emergency exits have operating, illuminated exit signs.	YES	
113	There are at least two emergency exits in each building.	YES	
114	Doors to electrical rooms, boxes, custodial closets, mechanical rooms and hazardous material storage are closed and locked.	YES	
115	Chemicals are labeled and stored in appropriate containers.	YES	
116	Compressed gas cylinders are stored upright and secured.	YES	
117	Eye wash station and safety shower is present, clean and well-maintained.	N/A	



## MAINTENANCE FACILITY

Directions: Please assess the following areas and answer each question by selecting: YES, NO, N/A (Not Applicable), or N/AS (Not Assessed) from the drop-down box.

		Answer	Comments
<b>MAINTENANCE - POLICIES &amp; PROCEDURES</b>			
<b>Visitor Policies &amp; Procedures</b>			
1	Visitor policy/procedure signs are posted at all entrances.	YES	
2	Visitors are required to show picture ID and sign-in, and sign-out.	YES	
3	Visitor's photo ID is retained until check out is completed.	NO	
4	The supply of visitor ID badges is located out of reach of visitors.	YES	
5	Visitor's badges are completed by staff only.	YES	
6	Visitor sign-in/sign-out logs are verified by staff or completed by staff only.	YES	
7	Visitors are required to wear visible, dated identification, with destination listed.	YES	
8	Visitors are asked the reason for their visit.	YES	
9	Visitor's appointments are verified with the person being visited or they are escorted.	YES	
<b>Department Safety and Security Policies &amp; Procedures</b>			
10	A key control system is in place.	YES	
11	Key control measures include marking keys "do not duplicate" and using unique key blanks.	YES	
12	The facility has an emergency team.	NO	
13	The maintenance facility has an emergency repair call-out system.	YES	
14	Fire detection and suppression systems are regularly inspected.	YES	
15	Boilers and elevators are regularly inspected.	YES	
16	Natural gas and/or propane lines are regularly pressure tested.	YES	
17	All compressed air lines are inspected for safety according to a schedule.	YES	
18	Security features such as fences, door locks, and exterior lights are inspected according to a written schedule using an appropriate checklist.	YES	
19	Emergency communications systems hardware and procedures are regularly tested according to a written schedule and using defined performance standards.	YES	
20	The telephones can be forwarded to an off-site phone bank in an emergency.	YES	
21	Redundant communications system is used to connect district administrative offices with facilities to promote communications during power failures and emergencies.	YES	
22	The maintenance facility has a list of all contact numbers for staff and for the administrators from each campus in the district.	YES	



## MAINTENANCE FACILITY

Directions: Please assess the following areas and answer each question by selecting: YES, NO, N/A (Not Applicable), or N/AS (Not Assessed) from the drop-down box.

		Answer	Comments
23	Phone lists for personnel are complete and up to date.	YES	
24	The facility has a calling tree.	N/A	
25	Receptionist, secretary, and other office staff know the procedures for informing the district leadership of an emergency.	YES	
26	A video monitoring system is used, the system records in a high quality format that allows quick review.	YES	
27	The district has a formal written plan for dealing with graffiti.	YES	
28	Bomb threat procedures and forms are available near telephones.	N/A	
29	Each maintenance driver is knowledgeable of the standard procedures for reporting accidents.	YES	
30	All staff members are familiar with the emergency operation plan.	YES	
31	The facility has developed supplemental plans to the district basic plan based on identified hazards.	YES	
32	There a written line of succession for the maintenance manager and other key staff members.	YES	
33	Specific tasks for the implementation of the emergency operations plan are assigned to specific staff members to maintain accountability.	YES	
34	The facility has a process in place for increasing readiness level based on threat conditions.	YES	
35	The facility uses plain language for emergency communications.	YES	
36	After actions reviews are held following each exercise or emergency.	YES	
37	Corrective action plans are developed.	N/A	
38	ICS (Incident Command System) forms are available to the dispatcher and other key staff members.	N/A	
39	The emergency team has been trained in incident command.	NO	
40	Emergency team members have certificates of training in incident command and the National Incident Management System.	NO	
41	Emergency procedures are reviewed with all personnel at the beginning of each school year.	YES	
42	The office staff has been trained on emergency notification and reporting	NO	
43	The maintenance department conducts all required school and district drills and retains documentation of those activities.	N/A	documented in campus



MAINTENANCE FACILITY		
Directions: Please assess the following areas and answer each question by selecting: YES, NO, N/A (Not Applicable), or N/AS (Not Assessed) from the drop-down box.		
	Answer	Comments
44	N/A	Other appropriate drills appropriate to the maintenance facility's hazards are conducted.
45	YES	Records are kept for all drills and exercises.
46	YES	A personnel resource list is available showing personnel with first aid training.
47	YES	A personnel resource list is available showing personnel with training to operate specialized equipment.
48	N/A	A personnel resource list is available showing personnel who can speak other languages.
49	N/A	An alternate operational site has been designated for use should site evacuation be required.
50	YES	There are procedures for reporting maintenance needs related to safety or security.
51	YES	Repairs related to safety and security are completed as the highest maintenance priority.
52	N/A	The maintenance facility has a written driver safety program for personnel driving maintenance vehicles.
53	N/A	Facility vehicles are inspected for safety and security before each trip.
54	YES	Facility vehicles are equipped with a road emergency kit including road warning markers or flares, fire extinguisher, and first aid kit.
MAINTENANCE - OBSERVATIONS		
Building Exterior		
55	YES	The facility is protected by a fence.
56	YES	The fence is designed to be intruder resistant.
57	YES	The fence is well maintained, free of holes, and free of excessive plant growth.
58	YES	Trees near the fence line are trimmed in an effort to reduce the risk that they could facilitate illicit entry.
59	YES	Gates are in good repair and lockable.
60	YES	Gate design allows traffic to enter and exit safely.
61	NO	Transportation department staff monitor entrances from work stations (can see vehicle gates from shop or office).
62	YES	Location of the reception and receiving dock areas are clearly marked.



## MAINTENANCE FACILITY

**Directions:** Please assess the following areas and answer each question by selecting: YES, NO, N/A (Not Applicable), or N/AS (Not Assessed) from the drop-down box.

		Answer	Comments
63	Property lines are clearly marked, establishing territoriality (e.g. fencing, landscaping, natural geographic features, signs, changes in elevation, etc.).	YES	
64	Lines of sight afford unobstructed views.	YES	
65	The facility exterior free of vandalism and graffiti.	YES	
66	Grounds sanitary, well drained, free of debris, and insect or rodent harborage.	YES	
67	Hidden areas adjacent to the facility that might provide offenders with "cover" are opened up or sealed off so they may not be used.	YES	
68	Access to delivery areas are controlled to prevent unauthorized entry into the receiving area or the facility.	YES	
69	Access to delivery areas are controlled to prevent unauthorized entry into the receiving area or the facility.	YES	
70	Deliveries are scheduled in advance and/or verified with the sender or addressee prior to acceptance.	YES	
71	Internal controls are followed regarding the receipt or deliveries include matching deliveries with purchases and invoices.	YES	
72	Trees near the fence line are trimmed in an effort to reduce the risk that they could facilitate illicit entry.	YES	
73	Exterior lighting is provided and adequate.	YES	
74	According to staff, the exterior lighting is sufficient.	YES	
75	Exterior lighting is powered by auxiliary or emergency power systems to prevent blackout during power failure.	NO	
76	Exterior lighting fixtures are vandal resistant, beyond easy reach, maintainable, and built with break-resistant lenses or protected by cages.	YES	
77	Exterior doors are constructed to resist unauthorized entry.	YES	
78	Overhead doors are electronically operated and there is a working manual locking system and power is turned off to the doors at the end of the day.	NO	
79	Doors are locked at the end of the day.	YES	
80	All exterior doors, including overhead doors, are provided with alarm system door contacts.	YES	
81	The alarm is monitored or designed to alert staff 24/7.	YES	
82	Exterior windows and doors are obstructed to prevent a clear view of activities and assets inside the facility during the day time and at night.	YES	



## MAINTENANCE FACILITY

Directions: Please assess the following areas and answer each question by selecting: YES, NO, N/A (Not Applicable), or N/AS (Not Assessed) from the drop-down box.

		Answer	Comments
83	Perimeter windows are sealed or locked to prevent opening.	YES	
84	Perimeter windows are closed and locked when the facility is secured at the end of the day.	YES	
85	The maintenance shop is monitored throughout the day including breaks or lunch periods.	YES	
86	Access to site utilities (such as electrical transformers, generators, and meters) is limited and secure, and any exposed portions are protected against vandalism and vehicular damage.	YES	
87	Trash dumpsters are located away from the building and kept sanitary and free of hazards.	YES	
88	Dumpster enclosures are positioned so that they cannot be used as ladders for gaining access to the facility roof.	YES	
89	Exterior mechanical equipment enclosures are locked.	YES	
90	Fuel pumps are locked manually or electronically to prevent unauthorized access to fuel.	YES	
91	Emergency shut off for the fuel pumps is provided.	YES	
92	Appropriate fire extinguishers are provided in the fueling area and where paint or other combustible liquids are stored.	YES	
93	Records are kept to deter unauthorized use of fuel.	YES	
94	Fuel is only dispensed into approved containers.	YES	
95	Maintenance vehicles are provided with fire extinguishers and first aid kits.	NO	
96	Tractors and other equipment are secured against theft.	YES	
97	External video cameras are able to record at night.	YES	
98	Buildings are well maintained with all areas clean and free of debris.	YES	
99	Staff members have the ability to secure personal belongings and valuables.	YES	
100	The maintenance office has a means of communication with the maintenance crews in the field.	YES	
101	Reception area includes adequate protective features including a counter or desk to serve as a protective shield, a panic or duress button to call for help, a telephone, and a rear exit or safe haven into which staff can retreat.	YES	
102	Freestanding objects that could be toppled intentionally or fall during earthquakes or tornadoes are adequately secured.	YES	
103	Light levels are appropriate and uniform in the office areas.	YES	



## MAINTENANCE FACILITY

Directions: Please assess the following areas and answer each question by selecting: YES, NO, N/A (Not Applicable), or N/AS (Not Assessed) from the drop-down box.

		Answer	Comments
104	The facility has at least two independent methods of communication for emergencies.	YES	
<b>Building Interior</b>			
105	The facility has a fire alarm system.	NO	
106	The fire alarm system is in good working order.	N/A	
107	The fire alarm system can be activated either automatically or by hand (pull stations).	NO	
108	The fire alarm is monitored off-site, such as at a fire station or a monitoring center.	NO	
109	Alarm systems include both sound and visual alarm signals which can be perceived and recognized as evacuation signals (above ambient noise or light levels) by everyone in the area.	NO	
110	The facility maintains a vertical clearance between sprinklers and objects below them of at least 18 inches.	N/A	
111	Tools are secured against theft.	YES	
112	All valuable equipment, parts, supplies, and other materials inventoried and stored in secure areas.	YES	
113	The shop light level is appropriate and uniform, creating minimal glare or pockets of shadow.	YES	
114	Lighting is designed to resist accidental breakage and vandalism.	YES	
115	All lights in areas subject to potential flammable vapors or dust are designed to prevent sparks.	YES	
116	Staff members are required to wear identification badges while in the facility.	YES	
117	Visitors and contractors are required to present positive photo identification in order to obtain a visitor's badge.	YES	
118	Sign-in and sign-out logs of visitors to the facility are maintained on a daily basis.	YES	
119	The shop is clean and free of slip and trip hazards.	YES	
120	All means of egress (corridors) are clear of obstructions.	YES	
121	The shop is ventilated to prevent the buildup of toxic exhaust gases or combustible vapors.	YES	
122	All means of egress are indicated by illuminated "Exit" signs.	YES	
123	All exit doors and gates are equipped with emergency exit hardware and are not locked or secured by any other means.	YES	



MAINTENANCE FACILITY			
Directions: Please assess the following areas and answer each question by selecting: YES, NO, N/A (Not Applicable), or N/AS (Not Assessed) from the drop-down box.			
		Answer	Comments
124	There are at least two functioning exits.	YES	
125	Exits and routes to them are clearly marked and free from obstructions.	YES	
126	All doors to electrical vaults, pipe chases, custodial closets, and mechanical rooms closed and locked.	YES	
127	All chemicals are labeled and current Material Safety Data Sheets are available.	YES	
128	All compressed gas containers are chained or secured in an upright position and stored with the caps in place.	YES	
129	The shop is equipped with a proper eye wash station and safety shower.	YES	
130	The eye wash station and safety shower are well-maintained and tested at least monthly.	YES	
131	All lifts and hoists are inspected at least monthly.	YES	

EMERGENCY OPERATION PLAN			
Directions: Please assess the following areas and answer each question by selecting: YES, NO, N/A (Not Applicable), or N/AS (Not Assessed) from the drop-down box.			
		Answer	Comments
<b>THE EOP CONTAINS THE FOLLOWING ELEMENTS</b>			
<b>Administrative</b>			
1	Promulgation Statement.	YES	
2	Approval and Implementation.	YES	
3	Record of Changes.	YES	
4	Table of Contents.	YES	
<b>Authority</b>			
5	The legal basis for planning and carrying out emergency operations.	YES	
<b>Purpose</b>			
6	Identify the purpose of the emergency operations plan.	YES	
7	Identify who the plan applies to.	YES	
<b>Explanation of terms</b>			
8	The EOP has an explanation of terms.	YES	
<b>Situation and assumptions</b>			
9	Maximum enrollment and employment figures for the school.	YES	
10	Information on students/staff with disabilities.	YES	
11	Reasonable assumptions.	YES	
<b>Concept of operations</b>			
12	Describe school's overall approach to emergency operations.	YES	
13	Summarize the emergency responsibilities of the district/school.	YES	
14	A statement about how and when the EOP will be implemented.	YES	
15	Definition of "action levels" and their implementation.	YES	
16	General sequence of events before, during and after the emergency situation.	YES	
17	Who will coordinate directly with local and State responders, and how the coordination will take place.	YES	
18	Address the response to a full spectrum of emergency situations.	YES	
<b>Organization and responsibility</b>			
19	Describe the school emergency organization.	YES	



EMERGENCY OPERATION PLAN			
Directions: Please assess the following areas and answer each question by selecting: YES, NO, N/A (Not Applicable), or N/A (Not Assessed) from the drop-down box.			
		Answer	Comments
THE EOP CONTAINS THE FOLLOWING ELEMENTS			
20	Describe the emergency responsibilities of the school staff.	YES	
21	Outline responsibilities for various emergency service functions and indicate who has primary/secondary responsibility for each.	YES	
Direction and control			
22	Indicate the title/position of those responsible for directing & controlling emergency response and recovery activities.	YES	
23	Designate a primary and alternate on-site Command Post.	YES	
24	Describe the local emergency facilities and summarize functions performed by each.	YES	
25	Summarize line of succession for key personnel.	YES	
Readiness levels			
26	The EOP contains the function of readiness levels, who determines them, and describes general actions to be taken at various readiness levels.	YES	
Administrative and support			
27	Establish reference requirements for proper record-keeping.	YES	
28	Establish reporting requirements.	YES	
29	Establish post-event review requirements.	YES	
Plan development and maintenance			
30	Outline the plan review and revision process.	YES	
31	Identify how the plan will be distributed.	YES	
32	Identify the title/position for who has the overall responsibility for the plan.	YES	
Annexes and attachments			
33	Describe the details for a hazard specific emergency response needed in the annexes.	YES	
34	Describe special and unique needs generated by a particular hazard in the appendices.	YES	
Attachments			
35	Summary of Mutual Aid Agreements, Memoranda of Understanding, and contracts.	YES	
36	Incident Command System Organizational Chart and Summary.	YES	



EMERGENCY OPERATION PLAN			
Directions: Please assess the following areas and answer each question by selecting: YES, NO, N/A (Not Applicable), or N/A (Not Assessed) from the drop-down box.			
		Answer	Comments
THE EOP CONTAINS THE FOLLOWING ELEMENTS			
37	Listing of schools and facilities.	YES	
38	Classroom Teacher buddy lists.	N/A	
39	Phone contacts list or phone tree.	YES	
40	Emergency Operations Planning Team and Emergency Response Team contact list.	YES	
41	Emergency Contact Numbers.	YES	
42	Resource Inventory.	YES	
43	Sample School-Parent Letter.	NO	
44	Staff Skills Survey and Inventory.	YES	
45	Master schedule.	NO	
46	Emergency response drill procedures and log.	YES	
47	Distribution List.	YES	
48	Security Audit.	YES	
49	Special Needs students, faculty and staff.	YES	
The EOP has the following characteristics			
50	Is multi-hazard in nature.	YES	
51	Utilizes Incident Command System and is NIMS compliant.	YES	
52	Is reviewed and updated on an annual basis.	YES	
53	Was developed by a school safety planning team representative of all school staff.	YES	
54	Was developed with Law enforcement personnel as an integral part of the safety planning process.	YES	
55	Was developed with Emergency management personnel as an integral part of the safety planning process.	YES	
56	Was developed with Fire department personnel as an integral part of the safety planning process.	N/A	
57	Contains a current Hazard Summary.	YES	
58	Contains a Vulnerability Assessment.	N/A	
59	Contains a floor plan of the facility that is updated and current.	YES	
60	Floor plan contains detailed layout of all rooms and exits with room numbers.	YES	



## EMERGENCY OPERATION PLAN

Directions: Please assess the following areas and answer each question by selecting: YES, NO, N/A (Not Applicable), or N/AS (Not Assessed) from the drop-down box.

		Answer	Comments
<b>THE EOP CONTAINS THE FOLLOWING ELEMENTS</b>			
61	Floor plan shows phone locations.	YES	
62	Floor plan shows location of emergency exits.	YES	
63	Floor plan shows location of utility shut off locations: electricity, gas, water, TV cable.	YES	
64	Floor plan shows location of fire extinguishers.	YES	
65	Floor plan shows locations of first aid kits.	YES	
66	Floor plan shows locations of AEDs.	YES	
67	Floor plan shows roof access points.	YES	
68	Floor plan shows fire hydrants and hose access points.	YES	
69	Floor plan shows hazardous materials storage areas.	YES	
70	Floor plan shows where stairwells are located and stairwells are identified.	YES	
71	Floor plan shows sprinkler and alarm controls and shut offs.	YES	
72	Floor plan shows where master keys are located.	YES	
73	The EOP contains a site plan that is updated and current.	YES	
74	Site plan shows all building and structures and are identified or numbered.	YES	
75	Site plan shows utility easements and locations.	YES	
76	Site plan identifies fence locations and construction type.	YES	
77	Site plan identifies access areas for emergency vehicles.	YES	
78	Site plan shows school property boundaries.	YES	
79	Site plan includes proximity to potential hazards, i.e. highways, storage tanks, industry.	YES	
80	Site plan shows all portable classrooms with identifying number.	YES	
81	Site plan shows bus evacuation area.	YES	
82	Site plan shows athletic fields and playgrounds.	YES	
83	An updated copy of floor plans and site plans are provided to first responding agencies.	YES	
84	The school has an established chain of command that will handle emergency response.	YES	

DISTRICT / CAMPUS WEBSITE			
Directions: The following items should NOT be posted on a School or District Website. Answer YES if found on website and NO if not posted on a website.			
	Answer	Comments	
THE DISTRICT OR CAMPUS WEBSITE CONTAINS THE FOLLOWING ELEMENTS			
1	Detailed maps of school or site (should not show more than general areas).	NO	
2	Maps that identify classroom functions (labs, locker rooms, special ed areas).	NO	
3	Maps that illustrate entrances other than those intended for entry and sign-in.	NO	
4	Maps that show evacuation routes and assembly area locations.	NO	
5	Identification or listing of assembly areas, evacuation destinations or reunification areas.	NO	
6	Specific information about preparedness drills and exercises.	NO	
7	Facility safety and security audit results.	NO	
8	Details or specifics regarding emergency operations plans.	NO	
9	The number or locations of security or law enforcement officers.	NO	
10	Specifics of safety and security initiatives at the facility or district.	NO	
It is recommended that the following NOT be posted on a School or District Website or posted without thought of possible unintended use.			
11	Photos of faculty, staff or students (other than group or activity photos).	YES	
12	Personal information about staff or students or about their family.	NO	
13	Personal contact numbers or information outside of school or district information.	NO	
14	Personal information about any individual's safety and security experience, expertise or skills.	NO	



**FABENS ISD**  
**BOARD OF TRUSTEES**

**BOARD OF TRUSTEES BUSINESS**  
**Board Agenda Item**

<b>TITLE</b>	Discuss and Take Appropriate Action Regarding the Distribution of the Proceeds of the Settlement between <b>Fabens ISD</b> , as a Member of the Rate 41 Group Intervenors, and Public Utility Commission Applicants El Paso Electric Company and Sun Jupiter Holdings in the Public Utility Commission of Texas Proceeding Related to the Sale, Transfer, or Merger of El Paso Electric Company to a J.P. Morgan Infrastructure Investments Fund, Docket No. 49849, Public Utility Commission of Texas.	<b>Date Requested</b>	10/21/2020
<b>Requested By:</b>	Dr. Veronica Vijil	<b>Approximate Time</b>	15 minutes
<b>Division Approval:</b>		<b>Action Needed:</b>	Yes
<b>Action Requested:</b>	Move that the Board approve the El Paso Independent School District to be the fiscal agent for the receipt of the settlement proceeds in the matter of the Public Utility Commission of Texas Proceeding Related to the Sale, Transfer, or Merger of El Paso Electric Company to a J.P. Morgan Infrastructure Investments Fund, Docket No. 49849, on behalf of the Rate 41 Group, including <b>Fabens ISD</b> , and I further move that the Board approve the division of the proceeds to Fabens ISD according to the previously approved Rate 41 usage percentages used as the basis for the allocation of attorney fees for the Rate 41 Group in the matter.	<b>Information Only:</b>	No
<b>People Participating In Presentation:</b>	Dr .Veronica Vijil and District Legal Counsel Mr. Anthony Safi	<b>Who Has Been Involved:</b>	
<b>How Will It Benefit the District's Mission/Goals?</b>		<b>How Will Request Be Financed?</b>	
		<b>Cost to District:</b>	

# HUSCH BLACKWELL

J. Christopher Hughes

111 Congress Avenue, Suite 1400  
Austin, TX 78701  
Direct: 512.479.1173  
Fax: 512.479.1101  
chris.hughes@huschblackwell.com

September 28, 2020

Mr. Lino Mendiola  
Eversheds Sutherland  
600 Congress Avenue, Suite 2000  
Austin, TX 78701

Re: *Request for Payment Pursuant to Settlement Between Rate 41 Group and Joint Applicants (PUCT Docket No. 49849)*

Dear Lino:

The Rate 41 Group, comprised of Anthony Independent School District, Canutillo Independent School District, Clint Independent School District, El Paso County, El Paso County Community College District, El Paso County Housing Authority, El Paso Independent School District, Fabens Independent School District, Housing Authority of the City of El Paso, Region 19 Education Service Center, San Elizario Independent School District, Socorro Independent School District, Tornillo Independent School District, and Ysleta Independent School District understand that the Agreement and Plan of Merger by and among EPE, Sun Jupiter, and Sun Merger Sub Inc. dated as of June 1, 2019, and assigned PUCT Docket No. 49849 has closed.

Pursuant to Article 3 of the Final Proposed Settlement between Rate 41 Group and El Paso Electric Company and Sun Jupiter Holdings LLC ("Joint Applicants") ("Agreement"), the Rate 41 Group requests that the agreed \$2 million be provided to the Rate 41 Group through its designated financial agent the El Paso Independent School District. As the Merger Agreement has closed and was not terminated pursuant to Article 7 of the Settlement Agreement, the Rate 41 Group respectfully requests the Settlement Agreement be fulfilled in a timely manner and the \$2 million payment be made to the El Paso Independent School District for use by the Rate 41 Group.

Please contact me with any questions.



Entity	Annual kWh 12 mos.	Percentage
Anthony ISD	1154321	0.46%
Canutillo ISD	7066407	2.82%
Clint ISD	11528250	4.60%
County Housing Authority	28073	0.01%
County of El Paso	24788677	9.88%
El Paso CC	21445007	8.55%
El Paso Housing Authority	2402814	0.96%
El Paso ISD	72601595	28.95%
Fabens ISD	2775931	1.11%
Region XIX	376503	0.15%
San Elizario ISD	4847741	1.93%
Socorro ISD	58902825	23.49%
Tornillo ISD	1945062	0.78%
Ysleta ISD	40941030	16.32%
Total	<u>250804236</u>	100.00%

**FABENS ISD  
BOARD OF TRUSTEES**

**BOARD OF TRUSTEES BUSINESS  
Board Agenda Item**

<b>TITLE</b>	<b>Selection of November 2020 Board Meeting Date to Finalize Fabens ISD Board of Trustees Election</b>	<b>Date Requested</b>	10/21/2020
<b>Requested By:</b>	Dr. Veronica Vijil	<b>Approximate Time</b>	10 minutes
<b>Division Approval:</b>		<b>Action Needed:</b>	Yes
<b>Action Requested:</b>	Board Recommendation	<b>Information Only:</b>	No
<b>People Participating In Presentation:</b>		<b>Who Has Been Involved:</b>	
<b>How Will It Benefit the District's Mission/Goals?</b>		<b>How Will Request Be Financed?</b>	
		<b>Cost to District:</b>	

The election date is November 3, 2020 – canvassing of the election must take place between November 6<sup>th</sup> and November 17, 2020. Our regular board meeting is scheduled for Nov. 18, 2020. The Board can vote to move the November regular board meeting or schedule a special board meeting.

<b>NOVEMBER</b>						
<b>Sun</b>	<b>Mon</b>	<b>Tues</b>	<b>Wed</b>	<b>Thurs</b>	<b>Fri</b>	<b>Sat</b>
1	2	3 Election Date	4	5	6 1 <sup>st</sup> to canvass election results	7
8	9	10	11	12	13	14
15	16	17 last day to canvass election results	18 Regular Board meeting	19	20	21



**FABENS ISD  
BOARD OF TRUSTEES**

**BOARD OF TRUSTEES BUSINESS  
Board Agenda Item**

<b>TITLE</b>	<b>Discussion and Approval of Revisions to Fabens ISD Board Policies DED (Local) Compensation and Benefits – Vacation and Holidays</b>	<b>Date Requested</b>	09/16/2020
<b>Requested By:</b>	Dr. Veronica Vijil	<b>Approximate Time</b>	10 minutes
<b>Division Approval:</b>		<b>Action Needed:</b>	Yes
<b>Action Requested:</b>	The administration recommends approval of the requested revisions to Fabens ISD Board Policy DED (Local) Compensation and Benefits – Vacation and Holidays	<b>Information Only:</b>	No
<b>People Participating In Presentation:</b>		<b>Who Has Been Involved:</b>	
<b>How Will It Benefit the District's Mission/Goals?</b>		<b>How Will Request Be Financed?</b>	
		<b>Cost to District:</b>	

## PROPOSED REVISIONS

### **“Grandfathered” Vacation Days**

~~An employee shall forfeit any vacation days earned in the 2018–19 school year and not used by December 31, 2019.~~

Any vacation days an employee accumulated before July 1, 2014, shall remain available until used.



**FABENS ISD  
BOARD OF TRUSTEES**

**BOARD OF TRUSTEES BUSINESS  
Board Agenda Item**

<b>TITLE</b>	<b>Wildcat Den Update</b>	<b>Date Requested</b>	10/21/2020
<b>Requested By:</b>	Dr. Veronica Vijil	<b>Approximate Time</b>	20 minutes
<b>Division Approval:</b>	N/A	<b>Action Needed:</b>	No
<b>Action Requested:</b>	N/A	<b>Information Only:</b>	Yes
<b>People Participating In Presentation:</b>	Mr. Ruben Carrillo	<b>Who Has Been Involved:</b>	
<b>How Will It Benefit the District's Mission/Goals?</b>		<b>How Will Request Be Financed?</b>	
		<b>Cost to District:</b>	

**FABENS ISD  
BOARD OF TRUSTEES**

**BOARD OF TRUSTEES BUSINESS  
Board Agenda Item**

<b>TITLE</b>	<b>Fabens ISD Roof Update</b>	<b>Date Requested</b>	10/21/2020
<b>Requested By:</b>	Dr. Veronica Vijil	<b>Approximate Time</b>	20 minutes
<b>Division Approval:</b>	N/A	<b>Action Needed:</b>	No
<b>Action Requested:</b>	N/A	<b>Information Only:</b>	Yes
<b>People Participating In Presentation:</b>	Mr. Brad Draper and Mr. Ruben Carrillo	<b>Who Has Been Involved:</b>	Mr. Carrillo and Mr. Draper
<b>How Will It Benefit the District's Mission/Goals?</b>		<b>How Will Request Be Financed?</b>	
		<b>Cost to District:</b>	







**FABENS ISD  
BOARD OF TRUSTEES**

**BOARD OF TRUSTEES BUSINESS  
Board Agenda Item**

<b>TITLE</b>	Program Evaluations: GT and Bilingual ESL	<b>Date Requested</b>	10-13-20
<b>Requested By:</b>	Michele Gonzalez	<b>Approximate Time</b>	15 Minutes
<b>Division Approval:</b>		<b>Action Needed by:</b>	
<b>Action Requested:</b>	Information Only	<b>Information Only:</b>	Information Only
<b>People Participating In Presentation:</b>	Michele Gonzalez	<b>Who Has Been Involved:</b>	Campus GT Coordinators and Principals
<b>How Will It Benefit the District's Mission/Goals?</b>	Required Board Report	<b>How Will Request Be Financed?</b>	No Cost
		<b>Cost to District:</b>	None

Ms. Gonzalez will present updated program evaluations for the GT , Bilingual, and ESL programs.

Program Evaluation October 21, 2020

## Bilingual and English as a Second Language (ESL) Education

## State Assessment Performance of English Learners 2018-2019

	All Students	EL (Current)	EL (Current & Monitored)
<b>All Subjects</b>			
% Approaches	77	69	72
% Meets Grade Level	46	33	38
% Masters	18	11	14

*These summary scores are from the 2018-2019 school year due to no STAR/EOC testing in 2020.*



## Bilingual/ESL Certification Waiver

No Waiver required in 2019-2020  
None expected in 2020-2021

## Dual Language Immersion/One-Way

### Serves Grades K-5

- A Bi-literacy program that serves only students identified as students of limited English proficiency in both English and Spanish and transfers a student to English-only instruction.
- Provides for an instructional setting where language learning is integrated with content instruction.
- Academic subjects are taught to all students through both English and the other language.

## ESL/ Pull-out

### Secondary

- Serves students identified as students of limited English proficiency in English only.
- English Language Arts or instruction taught by an ESL certified teacher.
- Student remains in a mainstream instructional arrangement in the remaining content areas.

## Number of Students Participating 2019-2020

PreK	K	1	2	3	4	5	6	7	8	9	10	11	12	Total
50	61	70	59	64	84	68	71	67	62	62	47	26	18	809



## Parent Denials 2019-2020

PreK	K	1	2	3	4	5	6	7	8	9	10	11	12	Total
4	7	18	29	24	13	21	13	19	16	7	14	13	14	212

## Campus Reports: Fabens Elementary

- Staff Development
  - TEKs Resource System
  - Fundamental Five
  - TPRI/ Tejas Lee
  - Distance Learning Strategies and Resources
  - Social Emotional Learning
  - Lead4ward - Planning Instruction to meet the Needs of Diverse Learners

## Campus Reports: Fabens Elementary

- Interventions
  - Istation based on TELPAS levels
  - All content materials available in both languages to continue 50/50 Program virtually.
  - Lightsail
  - Guided reading groups in both languages
  - Tutoring groups

## Campus Reports: Fabens Elementary

- Parent events and communication in both languages
- Project –based learning with family involvement
  - Cultural Awareness days
  - Parent Classes
  - Newsletters



## Campus Reports: O'Donnell Intermediate

- Interventions
  - Distance Learning/Office Hours everyday
  - All content materials available in both languages to continue 50/50 Program virtually.
  - TEA Tutorials for TELPAS
  - Lightsail, MyON, Galaxy Learning, Reflex Math
  - Guided reading groups in both languages
  - Tutoring groups

## Campus Reports: O'Donnell Intermediate

- Parent events and communication in both languages
  - Monthly parent meetings
  - Presentations and written notices
  - Monthly parent calendars
  - Monday College presentations
  - Grandparents' Day

## Campus Reports: Fabens Middle

- Exited/ Reclassified 28 Students
- Staff Development:
  - Creating a Positive School Culture in the Classroom
  - Migrant Education Training
  - Istation and Lightsail Training
  - Lead4ward - Planning Instruction to meet the Needs of Diverse Learners
  - TEKS Resource System - IFDs and ELPs

## Campus Reports: Fabens Middle

- Interventions
  - TALA Small groups
  - After-School Tutoring
  - Friday Academy
  - Lightsail
  - Istation
- Distance Learning Supports
  - Nearpod - Speaking and Written Response Feature
  - ESL Resource Page and Parent Resources in Spanish
  - MyON
  - Study Sync - Audio features, online and print resources



## Campus Reports: Fabens Middle

- Parent/ Community Events
  - Parent Night with Ballet Folklorico Dancers
  - Monthly Informational Meetings
    - Topics included
      - Census
      - Book Swap Cases
      - Fifteen Apps to Watch

## Campus Reports: Fabens High School

- Exited/ Reclassified 20 Students
- Staff Development:
  - TELPAS, LASLinks
  - Lightsail Training for ESL Classes
  - Lead4ward - Planning Instruction to meet the Needs of Diverse Learners

## Campus Reports: Fabens High School

- Interventions
  - Additional Technical/practical Writing Course with ESL Teacher
  - Lightsail
- Distance Learning Supports
  - Nearpod - Speaking and Written Response Feature
  - ESL Resource Page and Parent Resources in Spanish
  - Building background, Sentence Stems for Speaking
  - Closed Caption Videos
  - Nearpod - Visuals
  - Spanish story summaries for HMH

## Combined Campus Goals

### Goals:

- Evaluate resources and ensure equitable access
- Monitor program fidelity and use of ELPS strategies
- Monitor program virtually
- Increase TELPAS progress
- Improve STAAR/EOC Reading and Writing
- Reduce retention and drop out rates





## Gifted and Talented Education

Program Evaluation

## Gifted and Talented Education

### State Definition of Gifted and Talented

The term "Gifted and Talented" is used for children and youth who display outstanding talent and perform or show the potential for performing at remarkably high levels of accomplishment when compared with others of their age, experience or environment. These children and youth exhibit high performance capability in intellectual, creative and/or artistic areas, possess an unusual leadership capacity and/or excel in specific academic fields.

## Number of GT Students Served 2019-2020

K	1	2	3	4	5	6	7	8	9	10	11	12	Total
1	6	5	2	4	5	10	14	11	6	7	4	12	88

## Elementary Grades K-5 Gifted and Talented Program

- **Weekly Pull-out Program Focused on STEM (Science, Technology, Engineering, and Math), Research, Literature, Leadership, and the Arts**
- **Differentiation in the General Classroom**
- **Extracurricular Participation Encouraged in UIL, Destination Imagination, and Clubs**
- **Field Trips focused on College and Career Exploration**



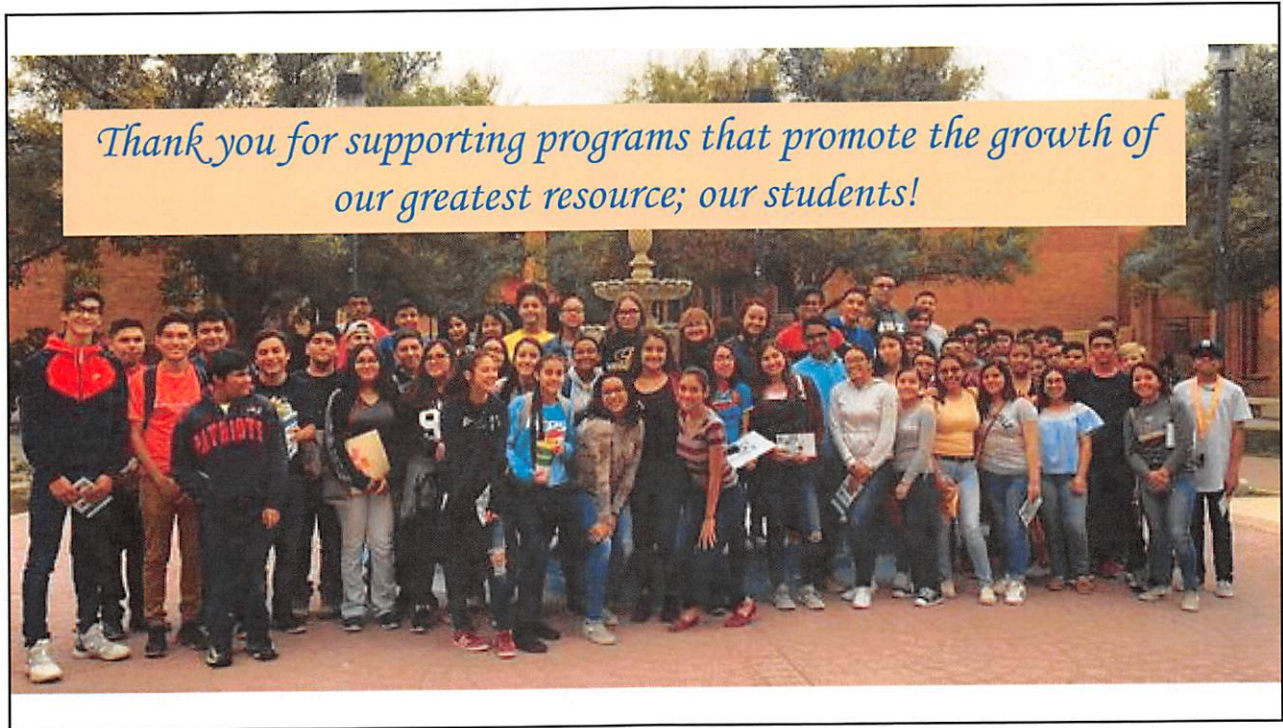
## Secondary Grades 6-12 Gifted and Talented Program

- Differentiation within the Advanced Courses Offered: Pre-AP, AP, Dual Credit, and STEM Courses
- Independent Study
- Leadership Opportunities
- Extracurricular Participation Encouraged in UIL, Student Council, Honor Society, Fine Arts
- Field Trips focused on College and Career Exploration

## Program Evaluation

### Goals:

- Improve Family Engagement Activities
  - Family Information nights before testing- New
  - Parent Surveys and Teacher Surveys- New
  - Promote participation on GT, Campus, and District Improvement Teams
- Identification:
  - Meet state participation rate of 8%
  - Ensure representation of English learners through coordination with LPACs
  - Increase leadership opportunities at all levels
  - Create and monitor individualized plans at the secondary level - Met
  - Training for new campus testers and Teachers - New and ongoing





**FABENS ISD  
BOARD OF TRUSTEES**

**BOARD OF TRUSTEES BUSINESS  
Board Agenda Item**

<b>TITLE</b>	<b>Memorandum of Understanding to Provide Child and Adolescent Behavioral Health Services via Telehealth</b>	<b>Date Requested</b>	10/21/2020
<b>Requested By:</b>	Ms. Michele Gonzalez	<b>Approximate Time</b>	10 minutes
<b>Division Approval:</b>		<b>Action Needed:</b>	Yes
<b>Action Requested:</b>	The administration recommends approval of the MOU to provide child and adolescent behavioral health services via telehealth	<b>Information Only:</b>	No
<b>People Participating In Presentation:</b>	Ms. Michele Gonzalez	<b>Who Has Been Involved:</b>	Michele Gonzalez and Dr. Eden Robles
<b>How Will It Benefit the District's Mission/Goals?</b>	Provide social emotional support to students	<b>How Will Request Be Financed?</b>	
		<b>Cost to District:</b>	None

## **MEMORANDUM OF UNDERSTANDING TO PROVIDE CHILD AND ADOLESCENT BEHAVIORAL HEALTH SERVICES VIA TELEHEALTH**

This Memorandum of Understanding (MOU) to provide pediatric and adolescent behavioral health services via telehealth is made and entered into by and between Texas Tech University Health Sciences Center, El Paso (TTUHSC EP), located at 800 N. Mesa St. El Paso, TX 79905, and Fabens Independent School District, located at 821 NE G Avenue, Fabens Texas 79838, for the provision and administration of telemedicine services associated with the Texas Child Health Access Through Telemedicine (TCHATT) component of the Texas Children's Mental Health Care Consortium (TCMHCC).

### **WITNESSETH**

WHEREAS, TTUHSC EP is a Health-Related Institution (HRI) member of the TCMHCC and has been funded by Senate Bill 11 to provide access to limited behavioral health services via telehealth into the schools;

WHEREAS, the component of the TCMHCC for delivering school-based behavioral health services via telehealth is named TCHATT;

WHEREAS, the TCHATT initiative is designed to provide short-term (approximately up to two months) school-based access to a limited number (2-4) of visits with a mental health professional for high-risk children and adolescents;

WHEREAS, the role of the TCHATT project is the initial intervention and assessment of these students and referral, if necessary;

WHEREAS, Fabens ISD desires to participate in carrying out the objectives associated with the TCHATT;

WHEREAS, TTUHSC EP maintains a Department of Psychiatry (Department) capable of managing the delivery of services required by Site, and experience in telemedicine encounters for such services;

AND WHEREAS, Fabens ISD desires to engage the services of TTUHSC EP; and TTUHSC EP desires to provide such services to ISD;

NOW THEREFORE, TTUHSC EP and ISD mutually agree as follows:

### **Article 1 - Purpose**

Fabens ISD is ready, willing and able to undertake the efforts described herein associated with the TCHATT Project as described in "Exhibit A," which is attached hereto and incorporated by reference herein.



## **Article 2 - Description of Work**

Fabens ISD will cooperate and will exert its best efforts to carry out the specific objectives set out in the Statement of Work, which is attached hereto as Exhibit B and incorporated by reference herein, during the Period of Performance set forth below.

## **Article 3 - Period of Performance**

- A. This MOU will begin on November 1, 2020 (Effective Date) and will continue in full force and effect through June 30, 2025.
- B. If no action is taken by either party by June 30, 2025 the MOU will automatically renew for an additional year to end June 30, 2026.

## **Article 4 - Compensation**

Both Parties expressly acknowledge that nothing in this MOU will be construed as establishing an obligation of payment to either Party by the other Party. Total payments to TTUHSC EP under the Participating Institution Agreement (PIA) will not exceed the sum of all initiative budgets agreed upon in Section 4.1 of the PIA.

## **Article 5 - TTUHSC EP Project Director**

TTUHSC EP Medical Director identified in Article 14 will be responsible for the general guidance and technical direction of all work under this MOU.

## **Article 6 - ISD Key Personnel**

The key personnel cited below are considered to be essential to the work being performed hereunder. In the event that the identified Key Personnel leaves Fabens ISD's employ or becomes unable or unwilling to continue the project, Fabens ISD will notify TTUHSC EP in writing reasonably in advance and may propose an individual to replace such Key Personnel. Any replacement of a Key Personnel must be approved in writing by TTUHSC EP. In the event a mutually acceptable replacement is not available, TTUHSC EP will have the option to immediately terminate this MOU upon written notice to ISD. The thirty calendar day prior notice required under Article 12 of this MOU is not required for termination by TTUHSC EP under this Article.

Key Personnel:	Name:	Maria G. Contreras Fabens Elementary Counselor
	Address:	1200 Mike Maros P.O. Box 697 Fabens, Texas 79838
	(Ph):	(915) 765-2650

Email: mcontreras@fabensisd.net

Name: Laura Avalos  
O'Donnell Intermediate Counselor

Address: 300 NE Camp Street  
P.O. Box 697  
Fabens, Texas 79838

(Ph): (915) 765-2640

Email: lavalos@fabensisd.net

Name: Alicia Garcia  
Fabens Middle School Counselor

Address: 800 Walker  
P.O. Box 697  
Fabens, Texas 79838

(Ph): (915) 765-2630

Email: acgarcia@fabensisd.net

Name: Pedro Gonzalez  
Fabens High School Counselor

Address: 601 NE G Avenue  
P.O. Box 697  
Fabens, Texas 79838

(Ph): (915) 765-2620

Email: pgonzal@fabensisd.net

Name: Susana Jones  
Fabens High School Counselor

Address: 601 NE G Avenue  
P.O. Box 697  
Fabens, Texas 79838

(Ph): (915) 765-2620

Email: sjonesl@fabensisd.net

**Alternate Key Personnel:**

Name: David Saucedo  
Special Education Counselor



Address: 603 NE Camp Street  
P.O. Box 697  
Fabens, Texas 79838  
(Ph): (915)765-2690  
Email: [dsauce@fabensisd.net](mailto:dsauce@fabensisd.net)

Name: Melissa Rodriguez  
Fabens High School Counselor

Address: 821 NE G Avenue  
P.O. Box 697  
Fabens, Texas 79838  
(Ph): (915) 765-2620  
Email: [sjonesl@fabensisd.net](mailto:sjonesl@fabensisd.net)

## **Article 7 - Assurances**

Fabens ISD agrees to obtain the appropriate consent(s) to share information it obtains during the course of performance of the work with the TTUHSC EP staff, as well as maintain the confidentiality of such information, including, but not limited to, personal information subject to Family Educational Rights and Privacy Act (FERPA) regulations and/or or protected health information subject to Health Insurance Portability and Accountability (HIPAA) regulations.

## **Article 8 - Reports & Records Inspection**

Fabens ISD agrees to furnish in a timely manner and appropriate format, such progress reports, schedules, and other information required for the TCHAT Project to TTUHSC EP for its reporting requirements to the TCMHCC. Reports will be sent to the TTUHSC EP Medical Director at the address shown in Article 14. Furthermore, Fabens ISD agrees to retain all progress reports, statistical records, and all other records pertinent to this MOU until the child is 21 years of age or 10 years past the last date of service, whichever is longer (page 80 SLR 105).

## **Article 9 – Party Responsibilities**

- A. TTUHSC EP will conduct the following tasks:
  - 1. Work with Fabens ISD to ensure Fabens ISD has the staffing and technical resources necessary to serve as a TCHAT campus site.
  - 2. Develop the staffing and technical infrastructure needed to offer TCHAT services at Fabens ISD.
  - 3. Provide training to Fabens ISD, as required.

4. Ensure on-going community and Fabens ISD awareness of services available through TCHATT.
  5. Assure Compliance with HIPAA requirements.
  6. Document the approval used to rollout the initiative, and any lesson learned.
- B. TTUHSC EP will provide mental health professionals to provide psychiatric evaluation, short term therapy, and referrals for continuing care, as appropriate, education to school staff on mental health topics, and assistance with writing, implementing and changing policies for the TCHAAT Program. For each student referred to TCHATT, a treatment plan will be generated and forwarded (with parental permission) to the medical and mental health care professionals who will provide ongoing care for the student.
- C. Fabens ISD will identify students for this program, obtain initial parental consent, facilitate completion of screening instruments (questionnaires about symptoms), coordinate appointments in conjunction with TTUHSC EP, develop appropriate policies for the program, take students' vital signs on the day of the appointment if student is being prescribed medication through this program, provide the following information about each student referred to the program:
1. IEP/ARD or 504 paperwork
  2. Psychiatric history form completed by parents
  3. Grades
  4. Disciplinary history
  5. Attendance record

#### **Article 10 - Amendment and Modification**

This MOU, or any portion hereof, may be amended or modified in writing at any time as mutually agreed upon by the Parties, or as required by Texas Child Mental Health Care Consortium, subject to approval of Fabens ISD.

#### **Article 11 - Independent Relationship**

Nothing in this MOU is intended nor will be construed to create an employer/employee relationship or joint venture relationship between the contracting Parties. The sole interest and responsibility of the Parties is to ensure that the services covered by this MOU will be performed and rendered in a competent, efficient, and satisfactory manner.

#### **Article 12- Termination of MOU**

- A. Either TTUHSC EP or Fabens ISD may terminate this MOU, with or without cause, upon thirty calendar days written notification to the other Party. Notice of termination will be given by prepaid certified or registered mail and will be deemed to be given on the date so delivered.



- B. TTUHSC EP may terminate this MOU immediately with written notice in the event the TCMHCC terminates the funding under Rule § 3.2519 of the Texas Administrative Code.

### **Article 13 - Governing Law and Venue**

This MOU will be governed by and construed and enforced in accordance with the laws of the State of Texas. Venue will be in El Paso County, Texas.

### **Article 14 - Communications**

Communications between the Parties will be sent via prepaid certified mail or registered mail to the following and will be deemed to be given on the date so delivered unless otherwise provided herein:

#### **TTUHSC EP**

Medical Director:

Name: Sarah Martin

E-mail: TCHATT.ELP@TTUHSC.EDU

Phone: 915-215-6185

Fax : 915-215-5869

Administrative:

Name: Loretta Arredondo, Raul Gomez

E-mail: TCHATT.EP@TTUHSC.EDU

Phone: 915-215-6185

Fax : 915-215-5869

#### **Fabens ISD**

Programmatic and Administrative:

Name: Michele Gonzalez

Address:

PO Box 697

Fabens, Texas, 79838

E-mail: mbgonzal@fabensisd.net

Phone: 915-765-2600

Fax: 915-764-3115

### **Article 15 - Compliance**

The Parties acknowledge that each is subject to applicable federal and state laws and regulations. Accordingly, each Party will enforce compliance with all applicable laws, regulations, and requirements, and will make available such information and records as

may be reasonably requested in writing by the other Party to facilitate its compliance, except for records that are confidential and privileged by law.

#### **Article 16 - Indemnity**

Inasmuch as both TTUHSC and the Fabens ISD are governmental entities created and operating pursuant to the Constitution and laws of the State of Texas, neither party shall have any obligation to indemnify the other hereunder. Neither party waives its governmental or sovereign immunity by entering into this MOU.

#### **Article 17 - Warranty of Authority**

The person(s) executing this MOU on behalf of the Parties, or representing themselves as executing this MOU on behalf of a Party, warrant and guarantee that each has been duly authorized by the appropriate Party to execute this MOU on behalf of the Party and to validly and legally bind the Party to all of its terms, performances, and provisions. IN WITNESS WHEREOF, the undersigned contracting Parties bind themselves to the faithful performance of this MOU.

TTUHSC EP

ISD

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Ricahrd A. Lange, M.D., M.B.A.

\_\_\_\_\_  
Name

\_\_\_\_\_  
President

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Dr. Veronica Vijil

\_\_\_\_\_  
Name

\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date



## EXHIBIT A: DESCRIPTION OF TCHATT PROJECT

### **Vision Statement –**

Every child receiving public education in the State of Texas has access to school-based crisis prevention, intervention, and stabilization.

### **Definition of TCHATT –**

- The TCHATT initiative is designed to provide short-term (approximately up to two month) school-based access to a limited number (2-4) of visits with a mental health professional for high-risk children and adolescents.

The role of TCHATT is the initial intervention and assessment of these students and referral, if necessary. TCHATT funds may not be used for ongoing management of the student's mental health needs.

### **Key Components of a Successful TCHATT Program –**

• **Telemedicine or telehealth –** Programs should leverage the use of technology to ensure prompt access to a mental health professional. Technology should be located at both the originating site in the school and at the location of the mental health professional. Zoom will be the software used, thus Information Technology staff from both the site and TTUHSC EP will work together to ensure the software is compatible with each site.

• **Identify mental health needs –** Schools should be trained/educated on how to identify children who may have need for TCHATT services. This initial identification may be done by a variety of school personnel, including teachers, counselors, nurses, or school administrators. The goal is to quickly identify a child who is experiencing a mental health challenge.

• **Assess mental health needs –** Programs must use a mental health professional (LPC, CAP, etc.) to provide an appropriate assessment of the mental health needs of the child who is identified and referred by school personnel.

• **Provide access to mental health services –** Utilizing technology, a program will provide initial mental health services to an identified child. These services should include a diagnostic evaluation and up to 4 total visits with a behavioral health professional with primary goals of assessment and stabilization. The duration of these services should not exceed two months. If ongoing care is needed, the child will be referred to a separately funded resource (e.g, public or private insurance, indigent-funded services) for longer term care.

- **Prioritize needs of at-risk children and adolescents –** Programs should have a triage system for prompt review of school referral and appropriate triage of symptom severity. High risk signifies those at risk for illegal behavior. Some indications of future illegal behavior are:

- Legal problems
- Alternative school placements
- Suspensions
- Absenteeism especially if at risk of not graduating
- Psychiatric problems contributing to behavior problems

### **Policies and Procedures**

Both parties agree to follow the policies and procedures and administrative directives or other documents as collaboratively developed by parties, and as required by each party under their respective oversight bodies.

### **Parental Consent**

Parental consent must be obtained prior to TTUHSC EP receiving any protected information from a student.



## **EXHIBIT B – STATEMENT OF WORK**

**TTUHSC EP will provide mental health professionals to provide psychiatric evaluation, short term therapy, and referrals for continuing care, as appropriate, education to school staff on mental health topics, and assistance with writing, implementing and changing policies for the TCHAAT Program. For each student referred to TCHATT, a treatment plan will be generated and forwarded (with parental permission) to the medical and mental health care professionals who will provide ongoing care for the student.**

**ISD will identify students for this program, obtain initial parental consent, facilitate completion of screening instruments (questionnaires about symptoms), coordinate appointments in conjunction with TTUHSC EP, develop appropriate policies for the program, take students' vital signs on the day of the appointment if student is being prescribed medication through this program, provide the following information about each student referred to the program:**

- 1. IEP/ARD or 504 paperwork**
- 2. Psychiatric history form completed by parents**
- 3. Grades**
- 4. Disciplinary history**
- 5. Attendance record**

**FABENS ISD  
BOARD OF TRUSTEES**

**BOARD OF TRUSTEES BUSINESS  
Board Agenda Item**

<b>TITLE</b>	<b>Cooperative Agreement between Fabens ISD and Pediatric Urgent Care, P.A.</b>	<b>Date Requested</b>	October 16, 2020
<b>Requested By:</b>	Dr. Veronica Vijil	<b>Approximate Time</b>	10 minutes
<b>Division Approval:</b>		<b>Action Needed:</b>	Yes
<b>Action Requested:</b>	Administration recommends Approval and execution of cooperative agreement between Fabens ISD and Pediatric Urgent Care, P.A.	<b>Information Only:</b>	No
<b>People Participating In Presentation:</b>	Dr. Veronica Vijil and Tracy Spinner, M.Ed. Executive Director, SchoolMed Urgent Care for Kids/Virtual Care for Kids	<b>Who Has Been Involved:</b>	Dr. Veronica Vijil Liz Ramirez
<b>How Will It Benefit the District's Mission/Goals?</b>	Fabens ISD students will receive access to healthcare in the campus health room through a virtual visit with a pediatric provider.	<b>How Will Request Be Financed?</b>	This is a no-cost agreement
		<b>Cost to District:</b>	\$0

To increase access to comprehensive healthcare, Fabens ISD and Virtual Care for Families, the telehealth arm of Urgent Care for Kids (a pediatric health care provider in Texas), will partner to provide additional options at school for staff as well as children, with parent consent to see a pediatrician, while at school. Conditions such as the common cold, Covid-19, strep, flu, and skin infections can be diagnosed and treated through a HIPAA-compliant platform from the health room on campus. All students, regardless of insurance status can be seen by a provider. Virtual Care for Families will file insurance if available; however, if a child is uninsured, Virtual Care for Families has options for families. No child will be turned away for inability to pay.



**COOPERATIVE AGREEMENT**  
**between**  
**Fabens Independent School District and**  
**Pediatric Urgent Care, P.A.**

This Cooperative Agreement is agreed and entered into by and between the Fabens Independent School District ("District") and Pediatric Urgent Care, P.A. ("Company") collectively ("Parties") and is effective upon full execution.

WHEREAS, Company wishes to provide programs and services on District campuses; including but not limited to, Return to Sports and Activities Program and in school telehealth for ongoing access to healthcare, testing, and continuity of care ("SchoolMed");

WHEREAS, District recognizes and appreciates the benefits to be derived from providing such services; NOW THEREFORE,

Company and District agree as follows:

- 1) Company Provisions. The Company will provide the services described in the Section 4, subject to the terms and conditions in the Agreement, subject to the following provisions:
  - Company's services are intended to be provided on a non-emergency care basis. Company's medical providers cannot be guaranteed to be available within any particular time frame nor should the District rely on them to be available within a certain time frame in any particular instance. To the extent an individual needs emergency care, the District will follow its own protocols and procedures to provide such care to or seek assistance for that individual and will not rely on Company for such services.
  - Company will provide services to individuals who opt-in to such services using Company-approved forms and fully complete the registration process and any other paperwork deemed necessary by Company to deliver care.
  - The Parties will work together as needed to update scope-of-practice over time. Both parties acknowledge and agree telemedicine is not appropriate for all forms of treatment and Company's medical providers may from time-to-time refuse service to any prospective patient as they see fit within their medical discretion.
  - Company's services will be delivered only to patients while located at a District-owned facility while a school nurse or site care deliverer is on-site (i.e.; Athletic Trainer, Coach) or a site determined by the Company.
  - Company will provide virtual training and competency assessment for the school nurse and/or care deliverer who must participate and pass a competency assessment prior to the utilization of the telehealth and/or point of care testing services.
  - Over-the-counter medications and medical supplies will be provided at no charge to the District based on reasonably anticipated demand for routine treatment scenarios only.
  - Company will bill patient's insurance, where applicable, for such medications, medical supplies, and testing. Prescription medications will not be provided by Company.
  - Company may provide rapid COVID-19 testing ("COVID Tests") for students and staff including but not limited to a program for students involved in athletics or activities.
- 2) Term of Agreement: This Agreement shall commence on October 18, 2020 and end on May 31, 2023. Provided that the Agreement is still in effect, this Agreement shall automatically renew for two additional one-year periods commencing at the expiration of the term as defined in Section 2 and upon the same terms and provisions set forth herein. Either party

has the option to provide written notice of non-renewal at least 180 days prior to expiration of the term.

- 3) Funding: No fees will be charged to District. Company will process medical visits through student's insurance or CARES Act when applicable. Health insurance plans vary greatly from patient to patient and to the extent there are patient out of pocket expenses required by the patient's health insurance plan or as a result of a patient falsely signing up for CARES Act then those costs will be the responsibility of the patient. Both Parties acknowledge and agree Company has no control over legislative, governmental, supplier or insurance changes within healthcare. Additionally, District acknowledges and agrees Company can pause the program at any time if health insurance plans or patients are not following through on their financial responsibility for services being provided by or under the supervision of the Company.

4) SERVICES WHICH CAN BE PROVIDED BY COMPANY (SCOPE OF WORK) AND BY DISTRICT:

Company agrees to use best efforts to provide the following to the District. Both Parties acknowledge Company does not control macro level medical supplies shortages as a result of the COVID-19 pandemic or otherwise, but Company will use best efforts to provide all of the below services and supplies.

- School-based telemedicine services to students enrolled in District schools and registered for the program. Students must complete the telemedicine enrollment and consent form prior to receiving care and/or being tested. Company may also provide onsite medical professionals to deliver medical services to registered students including but not limited to primary care, vaccinations, acute care, and other relevant services which can improve student health.
- Access to equipment to assist the school nurse and/or care deliverer in conducting telemedicine visits including the below items:
  - Over-the-counter medications
  - Lab testing equipment and supplies
  - Various medical supplies
  - iPad or similar tablet
  - All appropriate software
  - Other diagnostic tools as needed
- Company will bill the patient's insurance plans, Medicaid, and/or CARES Act (while available) directly and not the District for the services. To the extent a student's insurance does not cover the cost of testing or medical visit, the parent/guardian will be responsible for the cost of the test. The parent at any time can opt out of the program with 30-day notification to the Company. Company can pause the program at any time if the health insurance plans or the patients are not following through on their financial responsibility for services being provider by or under the supervising of the Company. Continuation of the testing program will be contingent upon negotiation between the District and Company on who will be fiscally responsible for the continuation of the program. The District has the option to fund the testing program based on available funding from federal, state, and/or local funding sources. To the extent the federal and/or state government makes available COVID-19 reopening schools funding, the District shall allocate such funding to cover the testing for students.
- Company will make available on-demand pediatric providers to conduct telemedicine visits during normal school hours. Additionally Company may make available nurses, medical assistant, or medical personnel whose responsibility it is to assist with testing, patient care, training, implementation or technical support.
- Company through the "Return to Sports and Activities Program," will deliver the following barring any macro level changes due to the COVID-19 pandemic;
  - Pre-Screening Tool for COVID-19 in English/Spanish with access to the data through a Secure File Transfer Portal (SFTP) based on district designee to receive patient/student health information.
  - Rapid COVID-19 test kits
  - Virtual training and competency assessment for Athletic Trainers, Coaches, and/or care deliverers for the purpose of the testing program under this agreement.
- Company will prioritize delivery of testing supplies based on availability from the manufacturer of the rapid COVID-19 test kits and testing machines. Company does not have control over macro or micro supply and demand issues and will work with the district to customize a testing plan for number of test kits, number of machines, and ongoing supply.

District agrees to provide to Company:



- Commitment to implement this program across all District schools.
- Access to all schools in the District in order to set up, train, and operate the SchoolMed program.
- Integration of Company's enrollment information with District student online registration as soon as reasonably possible and prior to early online student enrollment for 2021-2022 and publishing the link to the district SchoolMed site for registration on social media, parent emails, district communication, etc.
- Qualified school nurses and/or care deliverers on-site to facilitate access to and performance of Company's directed services and a commitment that school nurse or care delivers will utilize the program. If a school nurse or care deliverer is not utilizing the program, then the Company can remove services from any school within the District at their discretion
- Commitment to market the program district wide including but not limited to emails, texts, social media, and local press
- An exclusive right to provide telemedicine services in the District throughout the Term of the Agreement
- High speed internet access at all District schools
- Reasonable access to District information systems as needed to integrate Company's information systems and retrieve student information necessary to perform the service
- Private HIPAA-Compliant location(s) to provide care
- District shall work with Company to secure CLIA Waived Certificate for lab tests in Schools as necessary. Company may serve as an authorized representative of behalf of the District as needed with regard to CLIA waived lab testing.
- Utilization of SchoolMed at an average utilization of 1 student per day per location. Lack of utilization of the program will result in the Company removing all equipment and telehealth supplies and/or a charge of \$90 per student until utilization is an average of one student per day per location has been achieved and maintained.

Provisions of this Agreement apply to services provided by the Company on all District campuses and facilities.

- 5) Supervision: The program instruction and oversight shall be under the direction and responsibility of Company. Company agrees to secure signed parent/guardian consent from students who participate. Any District personnel performing SchoolMed tasks must first be trained and pass a competency assessment prior to commencing any tasks.
- 6) Termination of Contract: Except as otherwise allowed below on within section 4 of this Agreement, this Agreement shall terminate when Company shall have completed all work covered by this Agreement, unless extended by written mutual agreement of District and Company at the time final service is completed. The District may terminate the Agreement if the Company fails to fulfill the obligations in a timely and proper manner. The District may terminate the Agreement by giving 30 days written notice of such termination and the effective date of the termination. In the event of termination prior to completion of the Agreement, the Company shall be entitled to receive just and equitable compensation for any satisfactory work completed to the date of termination. In the event District terminates the Agreement hereunder, the District's sole remedy for termination will be to discontinue Company's service:
- 7) Compliance with Laws: This Agreement shall be governed by the laws of the State of Texas. Company agrees to abide by all district policies, directives, and guidelines, local ordinances and state and federal laws in the provision of its services, activities or programs to the District, including but not limited to, the Americans with Disabilities Act, 42 USC §12111, *et seq.*, 29 CFR §130.1, *et seq.*; Section 504 of the 1973 Rehabilitation Act, 34 CFR §104.1, *et seq.*; the Family Educational Rights and Privacy Act, 20 USC §1232g, *et. seq.*, 34 CFR §99.1, *et seq.*; Title IX of the Education Amendments of 1972, 20 USC §1681 *et seq.*, 34 CFR §106.1 *et seq.*
- 8) Hold Harmless Agreement: It is agreed that Company is an independent company and shall be solely responsible for payment of its workers and shall provide, if required, workers' compensation and all liability insurance necessary to protect itself from liability for injuries or damages and shall further be solely responsible for the withholding and/or payment of any taxes or contributions imposed by any federal, state or local governmental entity by the reason of employment. The Company agrees to hold the District harmless from any and all liability that the District may incur, including without limitation, damages of every kind and nature, out-of-pocket costs and legal expenses, incurred by reason of the Company's negligence or breach of this Agreement. The Parties agree to hold the other Party harmless from any and all liability to a third party that the other may incur, including direct damages, out of pocket costs and legal expenses, incurred by reason of the other Party's negligence provided, however, that District's hold harmless obligation will be enforceable only if and to the extent allowed

by law, and then only if and to the extend District would be directly liable under the terms and provisions of the Texas Tort Claims Act. District does not waive its governmental immunity by entering into this Agreement.

- 9) Indemnification: Company shall indemnify and hold District harmless from and against all claims asserted by third parties or Company Persons against the District arising from or involving performance under this Agreement. For purposes of this provision: (i) "Claims" shall include any and all claims, suits, complaints and proceedings of any kind or character, including but not limited to claims concerning property, personal injury or death, infringement of intellectual property, unlawful disclosure of confidential or protected information, or violation of statutes or regulations, arising in whole or part from or related in any way to the services being provided or to be provided by Company under this Agreement; (ii) "Company Persons" shall include any and all Company employees, volunteers, officers, and directors; and (iii) "District" shall include District and its workers, officers, and other Board members, representatives, and agents.
- 10) Confidentiality and Data Sharing: The Company shall maintain strict confidentiality of all information, data or records relating to students of the District and shall not disclose student information. Company recognizes that completion of the Data Sharing Agreement included herein as Addendum A ("Data Sharing Agreement") is required if the Company is utilizing individual student data for any purpose, including research, individual student tracking for program delivery, or program analysis and/or evaluation. Notwithstanding anything to the contrary in the Agreement, the Standards for Privacy of Individually Identifiable Health Information, 45 C.F.R. Part 160 and 164, subparts A and E (the "Privacy Standards"), the Security Standards, 45 C.F.R. Part 160, 162 and 164 (the "Security Standards"), promulgated under the Health Insurance Portability and Accountability Act of 1996, P.L. 104-191 ("HIPAA"), the Health Information Technology for Economic and Clinical Health Act provisions in Title XIII of the American Recovery and Reinvestment Act ("HITECH"), and any other federal, state or local law which governs patient information, when applicable, shall control over the terms of this Agreement with regard to Company providing information to the District regarding any person. See Addendum A ("Data Sharing Agreement") for additional data sharing terms.
- 11) Written Notices: Any changes to this Agreement must be completed in writing to the below addresses.

If to the Company:

Attention (Name & Title): Kevin Pearce, Manager

Address: 1701 River Run, Suite 302, Fort Worth, Texas 76107

Email: [kpearce@urgentcarekids.com](mailto:kpearce@urgentcarekids.com)

If to the District:

Attention (Name & Title): Dr. Veronica Vijil

Address: 821 NE G Avenue – P O Box 697, Fabens, TX 79838

Email: vvijil@fabensisd.net

SIGNED this 21st day of October, 2020.

SIGNED this \_\_\_\_ day of \_\_\_\_\_, 2020.

FABENS INDEPENDENT SCHOOL DISTRICT:

COMPANY:

Veronica Vijil

Kevin Pearce

\_\_\_\_\_  
Printed Name of Authorized Agent

\_\_\_\_\_  
Printed Name of Authorized Agent

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title



## **Addendum A: DATA SHARING AGREEMENT**

This Data Sharing Agreement (the “Data Agreement”) is made between Pediatric Urgent Care, PA (“Provider”) and Fabens Independent School District (the “District”). The District and Provider will be collectively referred to as the “Parties.”

### **1. DEFINITION, USE, AND TREATMENT OF DATA.**

- A. “Data” shall include, but is not limited to, the following: student data, employee data, metadata, user content, course content, materials, and any and all data and information that the District (or any authorized end user(s)) uploads or enters through their use of the product. “Data” also specifically includes all personally identifiable information in education records, directory data, and other non-public information.
- B. All Data accessed or used by the Provider or District shall at all times be treated as confidential by Provider and District. As detailed in section 2B, Provider recognizes that personally identifiable information is protected against disclosure by Federal and State Statutes and Regulations, and Provider agrees to comply with said restrictions.

### **2. PURPOSE, SCOPE AND DURATION.**

- A. For Provider to provide services to the District it may become necessary for the District to share certain Data related to the District’s students, employees, business practices, and/or intellectual property.
- B. The Parties acknowledge that the District is subject to the Family Educational Rights and Privacy Act (20 U.S.C. 1232(g)) (FERPA), which law and supporting regulations generally address certain obligations of an educational agency or institution that receives federal funds regarding disclosure of personally identifiable information in education records. As detailed in section 2C, the Parties agree that Provider is a “school official” under FERPA and has a legitimate educational interest in personally identifiable information from education records because Provider: (1) provides a service or function for which the District would otherwise use employees; (2) is under the direct control of the District with respect to the use and maintenance of education records; and (3) is subject to the requirements of FERPA governing the use and re-disclosure of personally identifiable information from education records.
- C. Notwithstanding anything to the contrary in the Data Agreement, the Standards for Privacy of Individually Identifiable Health Information, 45 C.F.R. Part 160 and 164, subparts A and E (the “Privacy Standards”), the Security Standards, 45 C.F.R. Part 160, 162 and 164 (the “Security Standards”), promulgated under the Health Insurance Portability and Accountability Act of 1996, P.L. 104-191 (“HIPAA”), the Health Information Technology for Economic and Clinical Health Act provisions in Title XIII of the American Recovery and Reinvestment Act (“HITECH”), and any other federal, state or local law which governs patient information, when applicable, shall control over the terms of this Data Agreement with regard to Provider providing information to the District regarding any person.
- D. The parties expect and anticipate that Provider may receive personally identifiable information in education records from the District only as an incident of service or training that Provider provides to the District pursuant to this Data Agreement. Provider shall be permitted to use any such personally identifiable information in education records as a function of performing its duties and obligations. Provider represents that it shall not use or further disclose any personally identifiable information in education records other than as a function of performing its duties and obligations.
- E. This Data Agreement becomes effective immediately upon the date of execution and shall remain in effect during the time that Provider provides services to the District.

### **3. DATA COLLECTION.**

- A. Provider will only collect Data necessary to fulfill its duties as outlined in this Data Agreement.

4. DATA DE-IDENTIFICATION.

- A. Upon approval by the District, provider may use de-identified Data for product development, research, or other purposes.
- B. De-identified Data will have all direct and indirect personal identifiers removed. This includes, but is not limited to, name, identification numbers, dates of birth, demographic information, location information, and school identification. Further, Provider agrees not to attempt to re-identify de-identified Data and not to transfer de-identified Data to any party authorized to receive such Data pursuant to this Data Agreement unless that party agrees not to attempt re-identification.

5. DATA SHARING.

- A. Provider shall include a list of third parties as requested by District.
- B. Subcontractors: Provider may employ third parties to assist with the performance of Professional Services; however, Provider is solely responsible for ensuring that any third party performing Professional Services under the Data Agreement is bound by the obligations of confidentiality and assignment provided herein. Provider shall pay all fees, wages, salaries, and other amounts due any third party in connection with Provider's performance of its obligations under the Data Agreement and shall be responsible for all reports and obligations respecting any such third party relating to any taxes, insurance, and similar matters.
- C. When sharing Personal Identifiable Information with its Affiliates, the Provider will require those Affiliates to comply with this Data Agreement.
- D. Should Provider receive a court order or lawfully issued subpoena seeking the release of such Data or information, Provider shall immediately provide notification in writing to the District of its receipt of such court order or lawfully issued subpoena and shall immediately provide the District with a copy of such court order or lawfully issued subpoena prior to releasing the requested Data or information.

6. DATA TRANSFER OR DESTRUCTION.

- A. Provider will ensure that all Data in its possession and in the possession of any subcontractors or agents to which the Provider may have transferred Data are destroyed or transferred to the District under the direction of the District when the Data are no longer needed for the specified purpose.

7. ACCESS.

- A. Any Data held by Provider will be made available to the District immediately upon request by the District.

8. SECURITY CONTROLS.

- A. Provider shall store and process Data in accordance with industry best practices. This includes appropriate administrative, physical, and technical safeguards to secure Data from unauthorized access, disclosure and use.
- B. Provider maintains reasonable administrative, technical, and physical safeguards to protect the confidentiality of information transmitted online, including but not limited to encryption, firewalls, Secure Sockets Layer (SSL). Provider has implemented policies and practices pursuant to various security rules and regulations relating to the security and safeguarding of data, including the Payment Card Industry Security Standards (PCI-DSS). However, no precautions, means, or method of transmission which uses the internet or method of storage is absolutely 100% secure.
- C. All of the Provider's personnel are trained on information security. The Provider's information security policy requires that all personnel who come into contact with District data receive training on the proper techniques for handling such data. Such training is required on at least an annual basis.



9. NOTIFICATION OF AMENDMENTS TO POLICIES.

- A. Provider shall not change how Data is collected, used, or shared under the terms of this Data Agreement in any way without advance notice to and consent from the District.
- B. Provider shall provide notice to the District of any proposed change to its Terms of Use, Privacy Policy, and/or any similar policies/procedures thirty (30) days prior to the implementation of any such change. The District may terminate the Data Agreement with Provider upon notification of amendment to such terms.

10. NOTIFICATION OF DATA BREACH.

- A. When Provider becomes aware of a disclosure or security breach concerning any Data covered by this Data Agreement, Provider shall immediately notify the District and take immediate steps to limit and mitigate the damage of such security breach to the greatest extent possible (Tex. Bus. & Com. Code § 521.001-152).
- B. The Parties agree that any breach of the privacy and/or confidentiality obligation set forth in the Data Agreement may, at the District's discretion, result in the District immediately terminating this Data Agreement and refusing to enter into a contract with Provider or otherwise allow Provider access to any District Data for a period of not less than five (5) years.
- C. In addition to and notwithstanding any termination provision set forth in the underlying agreement(s), in which the District shares Data with Provider, this Data Agreement and such underlying agreement(s) may be terminated by the District if Provider fails to cure such breach within thirty (30) days of receiving written notice from the District of such breach (or such longer time necessary to cure such breach if the breach cannot be cured in 30 days). The Party in breach shall identify to the non-breaching Party all steps taken to cure such breach and the estimated timeframe for such cure.

11. NOTICE AND CONSENT.

- A. District acknowledges and agrees that the collection, input, use, retention, disposal, and disclosure of any District Data, including Personally Identifiable Information submitted via the Applications to the Hosting Services are controlled solely by District and thus the District is deemed the data controller of the District Data. District represents and warrants it has provided all notices and obtained all consents from the Users (or such User's parent) required under applicable Privacy Laws to collect, use, disclosure and transfer of the District Data, including Personally Identifiable Information contained therein, to Provider via the Applications and Hosting Services for Provider to collect and use to fulfill its rights and obligations under the Data Agreement and as set forth in the Privacy Policy.

12. TERMINATION

- A. The District may terminate this Data Agreement at any time at its discretion upon written notification to Provider. If the District terminates the Data Agreement, or if Provider ceases to perform services for the District that requires access to Data, Provider shall return to the District all Data delivered to it or collected during the course of the Data Agreement. Further, Provider shall certify to the District in writing within five (5) business days that all copies of the Data stored in any manner by Provider have been returned to the District and permanently erased or destroyed using industry best practices to assure complete and permanent erasure or destruction. These industry best practices include, but are not limited to, ensuring that all files are completely overwritten and are unrecoverable. Industry best practices do not include simple file deletions or media high level formatting operations.

13. SEVERABILITY

- A. The provisions of this Data Agreement are severable. If a court of competent jurisdiction determines that any portion of this Data Agreement is invalid or unenforceable, the court's ruling will not affect the validity or enforceability of the other provisions of the Data Agreement.

14. ENTIRE AGREEMENT.

- A. This document states the entire Data Agreement between Provider and the District with respect to its subject matter and supersedes any previous and contemporaneous or oral representations, statements, negotiations, or agreements. This Data Agreement is governed by the laws of the State of Texas. Venue shall lie in El Paso County, Texas, for any dispute arising out of this Data Agreement.

**Pediatric Urgent Care, PA**

**Fabens Independent School District**

---

*Signature of Authorized Representative*

Kevin Pearce

---

*Printed Name*

Manager

---

*Position*

---

*Date*

---

*Signature of Authorized Representative*

---

*Printed Name*

---

*Position*

---

*Date*





## Virtual Care for Families Program References

### School Districts

#### Crowley ISD

##### Misty Vancampen

Director of Health Services  
(817) 366-7869

[misty.vancampen@crowley.k12.tx.us](mailto:misty.vancampen@crowley.k12.tx.us)

#### El Paso ISD

##### Juan Cabrera

Superintendent

[superintendent@episd.org](mailto:superintendent@episd.org)

##### Jose Lopez

Chief of Staff

[jaloopez2@episd.org](mailto:jaloopez2@episd.org)

##### Alana C Bejarano

Director-Health Services

[acbejara@episd.org](mailto:acbejara@episd.org)

#### Fort Worth ISD

##### Ottis Goodwin

Director Family & Community Resources  
(817) 814-2870

[ottis.goodwin@fwisd.org](mailto:ottis.goodwin@fwisd.org)

##### Michael Steinert

Assistant Superintendent

[michael.steinert@fwisd.org](mailto:michael.steinert@fwisd.org)

#### Midway ISD

##### Jeanie Johnson

Administrative Supervisor for Student Services  
(254) 761-5610

[jeanie.johnson@midwayisd.org](mailto:jeanie.johnson@midwayisd.org)

##### Dee Ann Kleypas

Director of Health Services  
(254) 715-9476

[deeann.kleypas@midwayisd.org](mailto:deeann.kleypas@midwayisd.org)

#### Mission CISD

##### Lorena Garcia

Assistant Superintendent for Human Resources & Student Services  
(956) 323-5566

[lgarci91@mcisd.org](mailto:lgarci91@mcisd.org)

##### Yesenia Treviño

MSN, APRN, FNP-C  
Coordinator for Health Services  
(956) 323-5538

[ytrevi48@mcisd.org](mailto:ytrevi48@mcisd.org)

#### Pharr-San Juan-Alamo ISD

##### Sulema Solis

Director of Health Services  
(956) 354-2016

[sulema.solis@psjaisd.us](mailto:sulema.solis@psjaisd.us)

#### San Benito CISD

##### Andrea Cruz, Ed. D.

Assistant Superintendent of Administrative Services  
(956) 361-6100 Ext. 6150

[acruz1@sbcisd.net](mailto:acruz1@sbcisd.net)

##### Janette Rodriguez

Coordinator for Health Services  
[jmrodriguez@sbcisd.net](mailto:jmrodriguez@sbcisd.net)

##### Luis Gonzales

Director for Family & Community Engagement

[lgonzales@sbcisd.net](mailto:lgonzales@sbcisd.net)

#### Legacy Preparatory Charter Academy

##### Cynthia Ferguson

[cferguson@legacypca.com](mailto:cferguson@legacypca.com)

### Collegiate & More

#### The American Athletic Conference

##### Mike Aresco

American Athletic Conference  
Commissioner

[commissioner@theamerican.org](mailto:commissioner@theamerican.org)

#### The Big 12 Conference

##### Edward Stewart

Big 12 Executive Associate Commissioner  
[ed@big12sports.com](mailto:ed@big12sports.com)

#### Dallas Hispanic Firefighter Association

##### Adriana Gallegos

[marketing@dallashfa.com](mailto:marketing@dallashfa.com)

#### Legacy Oaks of Midlothian

##### Dr. Neal Vassa

Medical Director  
(512) 423-8300

[nealvassa@gmail.com](mailto:nealvassa@gmail.com)

#### Camp Ozark

##### Crystal Smith

[crystal@campozark.com](mailto:crystal@campozark.com)

#### Carvana

##### Selena Coveris

[selena.coveris@carvana.com](mailto:selena.coveris@carvana.com)

## Media & News References



### American Athletic Conference Announces Partnership With Antigen Testing Provider Virtual Care For Families

THE AMERICAN: SEP. 16, 2020

#### American Athletic Conference Announces Partnership With Antigen Testing Provider Virtual Care For Families

The American has partnered with Virtual Care for Families regarding COVID-19 antigen testing for its member institutions on the day prior to competition for football student-athletes, coaches and support staff.



BIG 12 SPORTS: SEP. 11, 2020

#### Big 12 Announces Antigen Testing Partnership with Virtual Care for Families

Big 12 football programs will utilize Virtual Care for Families to facilitate COVID-19 day-prior-to-competition testing for players, coaches and support personnel.



NBCDFW: JUL. 22, 2020

#### Wife of Firefighter Launches Rapid COVID-19 Testing Site for Some Dallas First Responders

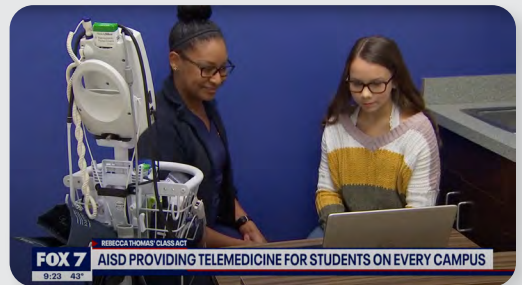
Delays in COVID-19 test results are frustrating. It can be even more frustrating for a first responder waiting on their results.

## School Districts



VALLEY CENTRAL: FEB. 5, 2020

#### Mission CISD implementing virtual doctor visits



FOX 7 AUSTIN: FEB. 12, 2020

#### Class Act: Austin ISD to bring new telemedicine program to campuses

### PSJA TELEMEDICINE PROGRAM

Consult with a virtual doctor from the safety of your home

Due to the Covid-19 threat, Urgent Care for Kids and Preventive Health Solutions are expanding their partnership with PSJA ISD to include at-home telemedicine care for **STUDENTS and ADULTS**.

All insurance copays will be waived.

**REGISTER TODAY**

**Urgent Care for Kids**

<https://urgentcarekids.com/psja>

**Preventive Health Solutions**

<https://phsrgv.com/pre-reg>

VALLEY CENTRAL: APR. 3, 2020

#### PSJA ISD expands partnership to provide on-demand access to healthcare for students, adults



FORT WORTH STAR-TELEGRAM: APR. 24, 2020

#### Fearing coronavirus but afraid of a doctor visit? FWISD has solution for its families



**FABENS ISD  
BOARD OF TRUSTEES**

**Lone Star Governance  
Board Agenda Item**

<b>TITLE</b>	<b>Discuss and Approve Superintendent Constraints and Superintendent Constraint Progress Measures</b>	<b>Date Requested</b>	10/21/2020
<b>Requested By:</b>	Dr. Veronica Vijil	<b>Approximate Time</b>	15 minutes
<b>Division Approval:</b>		<b>Action Needed:</b>	Yes
<b>Action Requested:</b>	<b>The Administration recommends approval of the Superintendent Constraints and Superintendent Constraint Progress Measures as presented.</b>	<b>Information Only:</b>	No
<b>People Participating In Presentation:</b>	Dr. Vijil	<b>Who Has Been Involved:</b>	Dr. Vijil, Board and LSG Coach Ms. Monica Jaloma
<b>How Will It Benefit the District's Mission/Goals?</b>		<b>How Will Request Be Financed?</b>	
		<b>Cost to District:</b>	

## **Fabens ISD – Superintendent Constraints And Constraint Progress Measures**

### **1. Superintendent shall not allow the District to be fiscally unsound.**

- The number of days of cash on hand and current investments in the general fund for the school district will increase from a score of 4 points in November 2020 on the Financial Integrity Rating System of Texas (FIRST) rating to 8 points by November 2024.
- The score of current assets to current liabilities ratio for the school district sufficient to cover short-term debt will increase from 4 points in November 2020 on the Financial Integrity Rating System of Texas (FIRST) rating to 8 points by November 2024.
- The number of consecutive years a balanced budget is presented to the board for adoption/approval will increase from 1 in August 2019 to 5 in August 2024

### **2. Superintendent shall not allow any tolerance for bullying or harassment in Fabens ISD.**

- The number of campuses incorporating PBIS anti-bullying lessons to students will increase from 2 in August 2020 to 4 by August 2021.
- The percentage of FISD staff participating in quarterly anti-bullying workshops/training sessions will increase from 0% in August 2020 to 95% in August 2022.

### **3. Superintendent shall not allow adult preferences or conveniences to distract from accomplishing the student outcome goals.**

- The general budget will reflect a proportionate amount allocated per campus based on student enrollment from August 2020 to August 2024.
- The number of K-2 students invited to intervention and enrichment through scheduled intercession week will increase from 0% in October 2019 to 100% in October 2024.



**FABENS ISD  
BOARD OF TRUSTEES**

**DISTRICT EMPLOYEES AND OFFICERS  
Board Agenda Item**

<b>TITLE</b>	<b>2020 – 2021 New Hires</b>	<b>Date Requested</b>	10/21/2020
<b>Requested By:</b>	Ms. Audry Ortegon-Galvan	<b>Approximate Time</b>	5 minutes
<b>Division Approval:</b>		<b>Action Needed:</b>	No
<b>Action Requested:</b>	None	<b>Information Only:</b>	Yes
<b>People Participating In Presentation:</b>	Ms. Audry Ortegon-Galvan	<b>Who Has Been Involved:</b>	
<b>How Will It Benefit the District's Mission/Goals?</b>		<b>How Will Request Be Financed?</b>	
		<b>Cost to District:</b>	

## **Fabens ISD**

### **New Hires**

**Presented: October 2020 Board Meeting**

<b>New Employee</b>	<b>Assignment</b>	<b>Campus</b>
Marcel Sanchez	English Teacher	FHS
Hugo Tellez	Accounts Payable/Child Nutrition	Central Office



**FABENS ISD  
BOARD OF TRUSTEES**

Date: 10/21/2020 Presented By: Board President

Subject: Adjourn Related Page(s) N/A

**Action**

**BACKGROUND INFORMATION:  
ADJOURN**

If there is no further business the meeting is adjourned at \_\_\_\_\_ p.m.