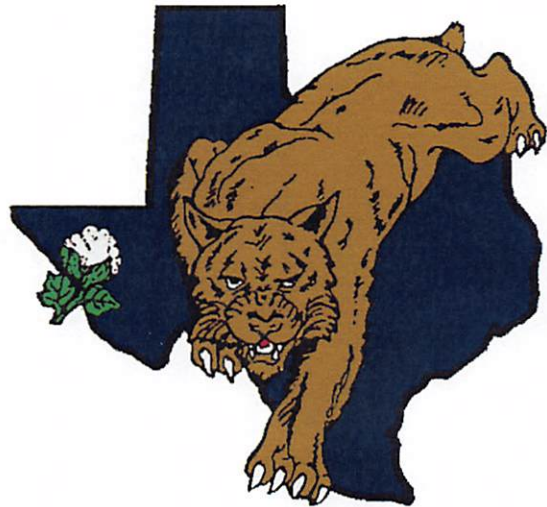


# **Board Book**



**Fabens ISD**

**Regular Board Meeting**

**Wednesday, April 19, 2023**

**6:30 PM**

Regular Meeting  
Wednesday, April 19, 2023 6:30 PM

821 NE G Avenue - Central Office Board  
Room - Fabens, TX  
821 NE G AVENUE, P O BOX 697  
FABENS, TX 79838

## **Agenda**

1. **Call to Order, Roll Call, Pledge of Allegiance, Mission and Vision Statements**
2. **Communication and Visitors**
3. **Superintendent Updates**
  - 3.A. Fabens High School Tennis Regional Qualifiers
  - 3.B. Fabens High School Track Area Qualifiers
  - 3.C. Migrant Program Honoring Ms. Zarai Arambula
4. **Consent Agenda**
  - 4.A. Minutes of the Regular Board Meeting, March 22, 2023
  - 4.B. Minutes of the Special Board Meeting, March 29, 2023
  - 4.C. Fabens ISD Monthly and Quarterly Financial Reports / Federal Expenditures
  - 4.D. Singleton, Clark and Company, PC Letter of Engagement
  - 4.E. TEKS Certification 2023 - 2024
5. **District Employees and Officers**
  - 5.A. 2022 - 2023 New Hires
  - 5.B. Employee of the Year Recognitions
6. **Student Outcome Goals**
  - 6.A. National Clearinghouse Data
7. **Board of Trustees Business**
  - 7.A. Establish Board Member Plaque Requirements
  - 7.B. Fabens ISD Ten (10) Month Budget Process Approval
  - 7.C. Approval of Resolution Against Vouchers
  - 7.D. Discussion and Possible Action to Become Members of the National Association of Latino Elected and Appointed Officials
  - 7.E. Discussion on Possible Revisions to Fabens ISD Local Policies:
    - 7.E.1. DBA - Employment Requirements and Restrictions - Credentials and Records
    - 7.E.2. DC - Employment Practices
    - 7.E.3. DF - Termination of Employment
    - 7.E.4. DK - Assignment and Schedules
  - 7.F. Completion of Fabens ISD Superintendent Annual Evaluation Pursuant to Policies BJCD (Legal) and BJCD (Local)
8. **Adjourn**

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

Date: 4/19/2023 Presented By: Board President  
Call to Order, Roll Call, Pledge of  
Allegiance, Mission and Vision  
Subject: Statement Related Page(s) N/A

**Action**

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

The April 19, 2023 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

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**VISION STATEMENT**

Working together, Fabens ISD creates a positive and lasting impact through multiple learning opportunities.

**MISSION STATEMENT**

All students of the District will be prepared to be successful, lifelong global learners.

**FABENS ISD  
BOARD OF TRUSTEES**

Date: 4/19/2023 Presented By: Board President  
Subject: Communication and Visitors Related Page(s) N/A

**Action**

**BACKGROUND INFORMATION:**

The Board President will allow anyone who has signed the sheet to address the Board at this time. According to board policy BED (Local):

“The Board encourages comments from citizens of the district or employees. The Board asks that comments pertain to public education issues and be no longer than 15 minutes combined.

“Remember that the Board may not discuss any issues that are not posted on our agenda

“The board will not hear complaints or concerns regarding individual employees or students at this time. The district has a policy outlining procedures for bringing complaints or concerns about specific individuals to the attention of the district and ensuring that they are addressed in a timely manner.

“Copies of our district policies on public participation in meetings and filing complaints are available at the Office of the Superintendent.”

Finally, please be aware that rules of decorum will be enforced during the public comment period. Personal attacks, name-calling, and rude or slanderous remarks will not be tolerated. Each participant is legally responsible for the content and consequences of his/her own statements.



**FABENS ISD**

**Board Agenda Item**

<b>TITLE</b>	<b>Fabens ISD Superintendent Updates</b>	<b>Date Requested</b>	4/19/2023
<b>Requested By:</b>	Superintendent	<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>	Sofia Maciel Media Specialist	<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>	

**TOPICS:**

**Fabens High School Tennis Regional Qualifiers  
Fabens High School Track Area Qualifiers  
Migrant Program Honoring Ms. Zarai Arambula**

# FABENS ISD

## Board Agenda Item

<b>TITLE</b>	<b>Consent Agenda</b>	<b>Date Requested</b>	4/19/2023
<b>Requested By:</b>	Superintendent	<b>Approximate Time</b>	2 minutes
<b>Division Approval:</b>		<b>Action Needed :</b>	Yes
<b>Action Requested:</b>	Administration recommends approval of 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 Regular Board Meeting, March 22, 2023</b> Minutes attached for your review
<b>B.</b>	<b>Minutes of Special Board Meeting, March 29, 2023</b> Minutes attached for your review
<b>C.</b>	<b>Fabens ISD Monthly Financial Reports / Federal Expenditures</b> Attached for your review
<b>D.</b>	<b>Singleton, Clark and Company, PC Letter of Engagement</b> Attached for your review
<b>E.</b>	<b>TEKS Verification 2023 – 2024</b> Attached for your review

## **Minutes of Regular Meeting**

### **The Board of Trustees Fabens ISD**

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A Regular Meeting of the Board of Trustees of Fabens ISD was held Wednesday, March 22, 2023 beginning at 6:30 PM in the Central Office, Board Room, 821 NE G Avenue, Fabens, TX 79838.

**Members Present:** Adan Escobar  
Luis 'Charlie' Estrada  
Orlando Flores  
Sylvia Gonzales  
Benjamin Morales  
Angel Ornelas Jr.  
Julieta Sepulveda Ramirez

**Members Absent:** None

**Administrators Present:** Dr. Veronica Vijil  
Mr. Martin Torres  
Ms. Debbie Betancoourt  
Ms. Rolaura De Anda  
Dr. Samuel Hogue  
Mr. Michael Perez  
Ms. Corina Ruiz

Ms. Michele Gonzalez  
Dr. Daniel Aguayo  
Ms. Marlene Bullard  
Ms. Samantha Delgado  
Ms. Marcela Licerio  
Mr. Edgar Rincon

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Maria T. Rodriguez

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#### **1. Call to Order, Roll Call, Pledge of Allegiance, Vision and Mission Statements – 6:31 PM**

The meeting was called to order by Board President, Ms. Sylvia Gonzales at 6:31 PM. At Roll Call all members were present except Mr. Benjamin Morales who arrived at 6:41 PM. The Pledge of Allegiance, Mission and Vision statements were recited by all present.

#### **2. Communication and Visitors – 6:33 PM**

Under this portion of the meeting, no one signed up to address the Board.

### **3. Fabens ISD Superintendent Updates – 6:33 – 6:38 PM**

#### **3.A. Sea Perch Participants**

Ms. Sofia Maciel, Media Specialist, presented the item. She provided a description of the competition and the outcomes the team hoped to accomplish.

### **4. District Employees and Officers – 6:38 – 6:40 PM**

#### **4.A. 2022 - 2023 New Hires**

Under this item, Ms. Debbie Betancourt, Human Resources Director, introduced the following employees:

Jorge Gonzalez, Johnny Soto, Norma Martinez, Michael Gonzalez, Santos Carrasco, Veronica Martinez, Jennifer Villalobos and Aurora Garcia.

### **5. Consent Agenda - 6:40 – 6:42 PM**

#### **5.A. Minutes of the Regular Board Meeting, February 15, 2023**

#### **5.B. Minutes of the Special Board Meeting, February 25, 2023**

#### **5.C. Minutes of the Workshop / Training Board Meeting, February 25, 2023**

#### **5.D. Fabens ISD Monthly Financial Reports and Federal Expenditures**

Dr. Vijil opened the item and read the list on Consent Agenda. Mr. Orlando Flores motioned and Mr. Adan Escobar seconded to approve the items as presented.

Motion Carried: 7 - 0

### **6. Board of Trustees Business – 6:42 – 8:39 PM**

#### **6.A. Memorandum of Agreement between Intercultural Development Research Association (IDRA) and Fabens ISD Presentation – 6:42 – 6:57 PM**

Mr. Hector Bojorquez, Director of Operations with Intercultural Development Research Association (IDRA) presented the item and covered the agreement provided to the board members. After his presentation, Mr. Luis "Charlie" Estrada motioned and Mr. Angel Ornelas seconded to approve the agreement as presented.

Motion Carried: 7 - 0

#### **6.B. Discussion on Fabens ISD Two Story Building (Fabens ISD Old Jr. High) Presentation – 7:24 – 7:59 PM**

Under this item, Mr. Rodrigo Estrada, Regional District Director from the Office of Representative Tony Gonzalez, Iliana Holguin, County Commissioner, Jose Landeros, El Paso County Heritage Tourism Department were present to provide the board and community with the plans the county has presented to El Paso Commissioners Court. Included in the presentation, were the entities they are hoping to house in the renovated facility and how the community could benefit if the plans are approved. After their presentation the county did ask for the Board support in the

endeavor to restore the facility to be able to be used again by the County and community of Fabens.

**6.C. Approval of Texas Association of School Boards (TASB) Localized Policy Manual Update 120 Affecting Local Policies: - 6:58 – 7:08 PM**

**6.C.1. CB - State and Federal Revenue Sources**

**6.C.2. CKC - Safety Program / Risk Management: Emergency Plans**

**6.C.3. FFI - Student Welfare: Freedom from Bullying**

**6.C.4. FNG - Student Rights and Responsibilities: Student and Parent Complaint/Grievances**

**6.C.5. FO - Student Discipline**

Ms. Debbie Betancourt, Human Resources Director, presented the item and did explain the two (2) drafts of CB Local included in their packet. After the presentation, Mr. Angel Ornelas motioned and Mr. Ben Morales seconded to approve/ delete/ add local policies as recommended by TASB Policy Services and according to the Instruction Sheet for TASB Localized Policy Manual Update 120 with Draft # 2 to CB Local. Draft #2 of CB Local reads "Approval of required grant and award plans shall be by the Board".

Motion Carried: 5 – 2

Voting Against: O. Flores and A. Escobar

**6.D. Discussion and Approval of Resolution Regarding Employee Pay During the Two (2) Hour Delay Start on Tuesday, January 24, 2023 – 7:08 – 7:10 PM**

Dr. Vijil opened the item and explained that a date error had been made last month when the resolution approving the delay start in January. She explained that it was the same resolution with the date correct from January 31, 2023 to January 24, 2023. Mr. Ben Morales motioned and Mr. Angel Ornelas seconded to approve the corrected resolution regarding the employee pay during the two (2) hour delay start on January 24, 2023.

Motioned Carried: 7 - 0

**6.E. Discussion, Review and Possible Revisions to Fabens ISD Board Policy CH (Local): Purchasing and Acquisition - 7:10 – 7:24**

The discussion on the item was opened by Board President, Ms. Sylvia Gonzales, who stated that she had requested the item. Comments were made that the purchasing authority was revised during COVID and some board members felt it was now time to lower the amount. Mr. Ben Morales motioned to lower the amount to \$35,000

Motion Failed: No second

Additional thoughts were expressed, Mr. Angel Ornelas motioned for the amount to decrease to \$30,000, Ms. Julieta Sepulveda Ramirez seconded.



Motion Carried: 5 – 2

Voting Against: O. Flores and a. Escobar

**6.F. Discussion and Possible Action on Superintendent of the Year Application – 7:59 – 8:05 PM**

Board President, Ms. Sylvia Gonzales stated that as president, TASB had mailed her the packet of information regarding the Superintendent of the Year application process. After a brief discussion, Mr. Ben Morales motioned and Mr. Orlando Flores seconded to submit an application on behalf of Fabens ISD.

Motion Failed: 4 – 3

Voting Against: L. Estrada, S. Gonzales, A. Ornelas and J. Ramirez

**6.G. Discussion and Approval of Revisions to Fabens ISD Board Policy GKD (Local) Community Relations - Non-school Use of School Facilities – 8:05 – 8:10 PM**

Dr. Vijil, Superintendent, opened the item and explained that the revisions to GKD Local were to make the policy clearer and align it to our practices. Mr. Ben Morales motioned and Mr. Angel Ornelas seconded to approve the revisions to GKD Local as presented.

Motion Carried: 7 - 0

**6.H. Discussion and Possible Action on Additions / Revisions / Deletions of (Local) Policies Resulting from the 2023 Policy Review Session Conducted on January 4 - 5, 2023 with Drafts Prepared by the District's Policy Consultant: LIST ATTACHED – 8:11 – 8:17 PM**

Ms. Debbie Betancourt, Human Resources Director, opened the item and explained that in their packets were the policy revisions recommended by our TASB consultant, from our Policy Review Session on January 4 -5, 2023. Mr. Adan Escobar motioned and Mr. Orlando Flores seconded to add, revise, and delete local policies in accordance with the proposed changes resulting from the Policy Review Session as presented.

Motion Carried: 5 – 2

Voting Against: S. Gonzales and A. Ornelas

**6.I. Approval of Fabens ISD 2023 - 2024 Academic Calendar 8:17 – 8:22**

Dr. April Galaviz, Director of Federal Programs, presented the item. She reviewed some of the information in the board members packet regarding the survey results. Mr. Angel Ornelas motioned and Mr. Luis "Charlie" Estrada seconded to approve the 2023 – 2024 Academic Calendar, Option A as presented.

Motion Carried: 7 - 0

**6.J. Discussion and Possible Approval to Research Grade Configuration of O'Donnell Intermediate Grades 3rd through 5<sup>th</sup> 8:22 – 8:28**

Ms. Michele Gonzalez, Assistant Superintendent for Leadership, Assessment, Curriculum and Instruction and Mr. Martin Torres, Assistant Superintendent for Finance presented the item. Mr. Adan Escobar motioned and Mr. Ben Morales seconded to approve the researching of the possibility of relocating 3<sup>rd</sup> grade teachers and students to O'Donnell Intermediate.

Motion Caried: 7 - 0

**6.K. Discussion and Approval of Members Appointments to School Health Advisory Committee (SHAC) – 8:29 – 8:31 PM**

Rolaura DeAnda, School Heath Advisory Committee chairperson, presented the item. She asked if any board member had any questions regarding the information sent to them in their packet. She did advise them if they wished to appoint someone to the committee to please provide Ms. Terri Rodriguez the contact information.

Mr. Ben Morales motioned and Mr. Angel Ornelas seconded to approve the appointment of the committee members to SHAC as presented.

Motion Carried: 7 - 0

**6.L. Selection of Moak Casey Board Training Dates – 8:31 – 8:42 PM**

The item was opened and Board President, Ms. Sylvia Gonzales asked for any possible dates for the completion of the 1<sup>st</sup> part of the Moak Casey training that was not completed on February 25, 2023 and the next 3 hour training session. After a few options, Mr. Angel Ornelas motioned and Mr. Luis "Charlie" Estrada seconded to select March 29, 2023, 6:00 PM as the date for the one (1) hour Zoom meeting to complete the first training session.

Motion Carried: 6 – 1

Voting Against: B. Morales

Mr. Angel Ornelas motioned and Mr. Ben Morales seconded to approve Saturday April 15, 2023, 9:00 – 12:00 PM for the next three (3) hour training session.

Motion Carried: 7 - 0

**6.M. Superintendent Recommendations Regarding Employment Contract Status of Classroom Teachers, Assistant Superintendents, Principals, Assistant Principals, Directors, and Other Non-Administrative Professional Personnel: 8:38 – 8:39 PM**

**6.M.1. Re-employ Probationary Contract Employees**

**6.M.2. Terminate Probationary Contract Employees**

**6.M.3. Renew Term Contract Employees**

**6.M.4. Propose Non-Renewal Term Contract Employees**

**6.M.5. Termination of Non-Certified Contract Employees**

**6.M.6. Continuing Contract Employees (Notification Letter)**

The item was opened and no board member had questions regarding the information sent to them in their packets. Mr. Ben Morales motioned and Mr. Luis "Charlie" Estrada seconded to approve the contract renewals as presented.

Motion Carried: 7 - 0

## **7. Student Outcome Goals – 8:42 – 8:57 PM**

### **7.A. College and Career Readiness School Models (CCRSM) at Fabens High School**

The information sent to the Board in their packets was reviewed and questions were answered by the high school administration.

## **8. Adjourn**

There being no further questions, Mr. Ben Morales motioned and Mr. Luis "Charlie" Estrada seconded to adjourn at 8:58 PM.

Motion Carried: 7 - 0

## **Minutes of Workshop / Training Meeting**

### **The Board of Trustees Fabens ISD**

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A Workshop / Training Meeting of the Board of Trustees of Fabens ISD was held Wednesday, March 29, 2023 beginning at 6:00 PM in the Central Office, Board Room, 821 NE G Avenue, Fabens, TX 79838.

**Members Present:** Luis 'Charlie' Estrada Sylvia Gonzales  
Angel Ornelas Jr. Julieta Sepulveda Ramirez

**Members Absent:** Adan Escobar Orlando Flores Ben Morales

**Administrators Present:** Dr. Veronica Vijil Michael Perez

Maria T. Rodriguez

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#### **1. Call to Order, Roll Call, Pledge of Allegiance, Vision and Mission Statements – 6:06**

The meeting was called to order by Board President, Ms. Sylvia Gonzales at 6:06 PM. At Roll Call all members were present except Mr. Adan Escobar, Mr. Orlando Flores and Mr. Benjamin Morales. The Pledge of Allegiance, Mission and Vision statements were recited by all present.

#### **2. Communication and Visitors**

Under this portion of the item, no one signed up to address the Board.

#### **3. Board of Trustees Business**

3.A. Hold Team Building Training as Required by Statute provided by MoakCasey and Associates, to include Introduction to the Strategic Planning Process

Dr. Jodi Duron, Moak Casey Consultant, continued with the remaining hour of the training started on March 29, 2023. She compiled the SWOT Analysis with the members present. SWOT: Strengths, Weaknesses, Opportunities and Threats. At the conclusion she did state that she would have the results at the next 3 hour training and illustrate the SWOT results from the three (3) groups: Administration, Community and Board.

#### **4. Adjourn**

There being no further business, Mr. Luis "Charlie" Estrada motioned and Mr. Angel Ornelas seconded to adjourn at 7:46 PM.


Motion Carried: 4 - 0

**INVESTMENT REPORT  
MARCH 2023**

	<u>Principal</u>	<u>Monthly Interest</u>	<u>Rates</u>
<b>Lone Star Investment Pool</b>			
<b>Government Overnight Fund</b>			
Local Maintenance Fund	\$13,307,590	\$47,204	4.64%
Interest & Sinking Fund	\$625,143	\$2,424	4.64%
 <b>Corporate Overnight Plus Fund</b>			
Local Maintenance Fund	\$12,311	\$51	4.85%
<b>Total Lone Star Investment Pool</b>	<b>\$13,945,045</b>	<b>\$49,678</b>	
 <b>WestStar Bank</b>			
General Operating Account	\$1,831,296	\$188	0.10%
Activity Account	\$145,490	\$13	0.10%
Robert F Cook - Savings	\$2,105	\$0	0.25%
Robert F Cook - CD	\$467	\$0	
Robert F Cook - CD	\$4,399	\$0	
Campus Activity Fund	\$29,241	\$2	0.09%
<b>Total WestStar Bank</b>	<b>\$2,012,999</b>	<b>\$203</b>	
 <b>Wells Fargo Advisors</b>			
T.A. Pollan Money Fund	\$5,876	\$0	
<b>Total Wells Fargo Advisors</b>	<b>\$5,876</b>	<b>\$0</b>	
 Total Monthly Interest Earned	\$49,882		
Total Interest Year to Date 2022-2023	\$270,550		
 Total General Fund Balance	\$13,362,662		

We, the approved Investment Officers of Fabens ISD, hereby certify that the following Investment Report represents the investment position of the district as of March 31, 2023 in compliance with the Board approved Investment Policy, the Public Funds Investment Act (Texas Government Code 2256), and, Generally Accepted Accounting Principles (GAAP).

  
\_\_\_\_\_  
MARTIN TORRES, ASST. SUPT. OF BUSINESS & OPERATIONS

  
\_\_\_\_\_  
VERONICA VIJIL, SUPERINTENDENT



**FOOD SERVICE**  
**Fund 101**

**MARCH 2023**

	<u>ESTIMATED REVENUE</u>	<u>ACTUAL RECEIVED</u>	<u>UNCOLLECTED</u>	<u>PERCENT COLLECTED</u>
Misc Revenue	\$5,000	\$1,379	\$3,621	27.57%
Local Revenue-Catering & Sale Meals	\$38,000	\$23,175	\$14,825	60.99%
State Matching Revenue	\$5,800	\$0	\$5,800	0.00%
Federal Revenue-Breakfast	\$405,500	\$179,451	\$226,049	44.25%
Federal Revenue-Lunch	\$796,700	\$714,838	\$81,862	89.72%
USDA Commodities	\$42,000	\$0	\$42,000	0.00%
Rev-Other TEA-FF&V/P-Ebt/Supp	\$87,000	\$155,517	-\$68,517	178.76%
<b>TOTAL REVENUE</b>	<b>\$1,380,000</b>	<b>\$1,074,360</b>	<b>\$305,640</b>	<b>77.85%</b>

	<u>BUDGET</u>	<u>EXPENDITURES</u>	<u>BALANCE</u>	<u>PERCENT EXPENDED</u>
Expenditures				
	\$1,380,000	\$975,046	\$404,954	70.66%
<b>TOTAL EXPENDITURE</b>	<b>\$1,380,000</b>	<b>\$975,046</b>	<b>\$404,954</b>	<b>70.66%</b>

# TAX COLLECTIONS REPORT

MARCH 2023

2022-2023

	<u>M/O</u>	<u>I/S</u>	<u>TOTAL</u>
<b><u>Estimated Collections:</u></b>	2,380,368	689,500	3,069,868
<b><u>Actual Collections:</u></b>			
September	7,734	2,235	9,969
October	33,221	10,698	43,918
November	220,977	72,979	293,956
December	541,218	178,580	719,798
January	1,115,805	368,050	1,483,855
February	283,097	93,043	376,140
March	55,468	18,270	73,738
April			0
May			0
June			0
July			0
August			0
Due to/from			
Year To Date	2,257,519	743,855	3,001,374
Tax Rates	1.0054000% +	0.3321000% =	1.3375000%

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

**MARCH 2023**

	<u>BUDGET</u>	<u>COMMITTED</u>	<u>BALANCE</u>	<u>PERCENT COMMITTED</u>
<b>FUNCTION 11</b>	\$14,000,000	\$7,046,232	\$6,953,768	50.33%
Instruction				
<b>FUNCTION 12</b>	\$250,000	\$141,102	\$108,898	56.44%
Instructional Resources/ Media (Library)				
<b>FUNCTION 13</b>	\$215,000	\$106,917	\$108,083	49.73%
Curriculum and Staff Development				
<b>FUNCTION 21</b>	\$500,000	\$247,385	\$252,615	49.48%
Instructional Leadership				
<b>FUNCTION 23</b>	\$1,250,000	\$615,569	\$634,431	49.25%
School Leadership				
<b>FUNCTION 31</b>	\$880,000	\$481,108	\$398,892	54.67%
Counseling Guidance Services				
<b>FUNCTION 32</b>	\$32,000	\$0	\$32,000	0.00%
Social Work Services				
<b>FUNCTION 33</b>	\$280,000	\$167,818	\$112,182	59.93%
Health Services				
<b>FUNCTION 34</b>	\$460,000	\$374,952	\$85,048	81.51%
Transportation				

<b>FUNCTION 36</b>	\$754,300	\$546,843	\$207,457	<b>72.50%</b>
Co-Curricular Athletics				
<b>FUNCTION 41</b>	\$1,150,000	\$786,749	\$363,251	<b>68.41%</b>
General Administration				
<b>FUNCTION 51</b>	\$2,250,000	\$1,752,896	\$497,104	<b>77.91%</b>
Plant Maintenance and Operation				
<b>FUNCTION 52</b>	\$300,000	\$205,024	\$94,976	<b>68.34%</b>
Security/Monitoring Services				
<b>FUNCTION 53</b>	\$220,000	\$260,963	-\$40,963	<b>118.62%</b>
Data Processing				
<b>FUNCTION 61</b>	\$40,000	\$17,146	\$22,854	<b>42.87%</b>
Community Services				
<b>FUNCTION 81</b>	\$100,000	\$230,385	-\$130,385	<b>230.39%</b>
Facilities Acquisition and Construction				
<b>FUNCTION 99</b>	\$40,000	\$34,292	\$5,708	<b>85.73%</b>
Other Intergovernmental Charges				
<b>ORIGINAL BUDGET</b>	<b>\$22,721,300</b>	<b>\$13,015,382</b>	<b>\$9,705,918</b>	<b>57.28%</b>





**DEBT SERVICE FUND  
FUND 599**

**MARCH 2023**

	<u>ESTIMATED REVENUE</u>	<u>ACTUAL RECEIVED</u>	<u>UNCOLLECTED</u>	<u>PERCENT COLLECTED</u>
Local Revenue-Taxes	\$687,000	\$743,855	-\$56,855	108.28%
Local Revenue-Interest	\$2,500	\$19,513	-\$17,013	780.52%
State Revenue	\$1,507,756	\$1,705,874	-\$198,118	113.14%
<b>TOTAL REVENUE</b>	<b>\$2,197,256</b>	<b>\$2,469,242</b>	<b>-\$271,986</b>	<b>112.38%</b>

	<u>BUDGET</u>	<u>EXPENDITURES</u>	<u>BALANCE</u>	<u>PERCENT EXPENDED</u>
Expenditures				
Function 71-Debt Service	\$2,197,256	\$1,846,209	\$351,047	84.02%
<b>TOTAL EXPENDITURE</b>	<b>\$2,197,256</b>	<b>\$1,846,209</b>	<b>\$351,047</b>	<b>84.02%</b>

<b>Check Activity Report</b>					
Bank Account - WestStar Bank(4178696)					
Start Date - 03-01-2023 End Date - 03-31-2023				Print Date: 04/13/2023 11:08 a	
Issued Checks					
<u>Check Number</u>	<u>Payee</u>		<u>Check Date</u>	<u>Payment Type</u>	<u>Amount</u>
52808	806 Technologies Inc.		03/02/2023	Paper Check	\$2,200.00
52809	ATPE		03/02/2023	Paper Check	\$651.20
52810	American Heritage Life		03/02/2023	Paper Check	\$25.82
52811	Apple Computer Inc		03/02/2023	Paper Check	\$899.97
52812	Armando Romero		03/02/2023	Paper Check	\$104.00
52813	Autozone		03/02/2023	Paper Check	\$326.43
52814	BSN LLC		03/02/2023	Paper Check	\$3,351.00
52815	Barnes And Nobles #2744		03/02/2023	Paper Check	\$490.29
52816	Bazaar Uniforms & Men's Store		03/02/2023	Paper Check	\$1,326.74
52817	Brady Industries of Texas, LLC		03/02/2023	Paper Check	\$6,643.70
52818	CED INC		03/02/2023	Paper Check	\$2,119.50
52819	CEV Multimedia, Ltd.		03/02/2023	Paper Check	\$1,256.25
52820	Cdw Government, Inc		03/02/2023	Paper Check	\$3,894.16
52821	Ced Credit Office		03/02/2023	Paper Check	\$489.84
52822	Division 7 LLC		03/02/2023	Paper Check	\$27,916.65
52823	EL PASOANS FIGHTING HUNGER		03/02/2023	Paper Check	\$988.80
52824	ETA hand2mind		03/02/2023	Paper Check	\$232.83
52825	ETA hand2mind		03/02/2023	Paper Check	\$50.95
52826	Ean Holdings, Llc DbA Enterprise Rent-A-Car		03/02/2023	Paper Check	\$516.21
52827	El Paso Central Appraisal District		03/02/2023	Paper Check	\$9,270.16
52828	El Paso County Tax Assessor & Collector		03/02/2023	Paper Check	\$8.50
52829	Fabens ISD - Paper		03/02/2023	Paper Check	\$760.00
52830	Fabens ISD - Paper		03/02/2023	Paper Check	\$1,140.00
52831	Fabens ISD - Paper		03/02/2023	Paper Check	\$1,140.00
52832	Fabens ISD - Paper		03/02/2023	Paper Check	\$380.00
52833	Fabens Isd/food Serv Catering		03/02/2023	Paper Check	\$162.50
52834	First Financial Administrators		03/02/2023	Paper Check	\$70,275.58
52835	First Financial Administrators		03/02/2023	Paper Check	\$129.58
52836	First Financial Administrators		03/02/2023	Paper Check	\$81.44
52837	Flick's Pizza		03/02/2023	Paper Check	\$79.04
52838	GH Dairy		03/02/2023	Paper Check	\$6,561.03
52839	Interstate Battery Systems Of El Paso		03/02/2023	Paper Check	\$1,791.20
52840	J. W. Pepper & Son, Inc.		03/02/2023	Paper Check	\$43.99
52841	Jose Luis Martinez		03/02/2023	Paper Check	\$70.00
52842	Juan Morales		03/02/2023	Paper Check	\$1,287.44
52843	Labatt Food Service		03/02/2023	Paper Check	\$53,322.34
52844	Marcelo Becerra		03/02/2023	Paper Check	\$1,830.00
52845	Martin Olivas		03/02/2023	Paper Check	\$750.00
52846	Met Life Insurance Company		03/02/2023	Paper Check	\$119.26
52847	Mission Linen & Uniform		03/02/2023	Paper Check	\$1,023.75
52848	NCS Pearson		03/02/2023	Paper Check	\$3,744.00
52849	National Centers For Youth Issues		03/02/2023	Paper Check	\$500.00
52850	National Restaurant Supply		03/02/2023	Paper Check	\$1,093.44

52851	ODP Business Solutions LLC		03/02/2023	Paper Check	\$2,249.21
52852	Olivas Music		03/02/2023	Paper Check	\$33,331.82
52853	PC Automated Controls, Inc.		03/02/2023	Paper Check	\$1,252.00
52854	Pearlized Mathematics Consulting		03/02/2023	Paper Check	\$19,400.00
52855	Perez Propane, LLC		03/02/2023	Paper Check	\$187.60
52856	Reina M Martinez		03/02/2023	Paper Check	\$55.20
52857	Sam's Club		03/02/2023	Paper Check	\$895.85
52858	Segovia's Distributing		03/02/2023	Paper Check	\$7,106.68
52859	Singleton, Clark & Company, PC		03/02/2023	Paper Check	\$9,500.00
52860	Sonitol of El Paso		03/02/2023	Paper Check	\$2,085.00
52861	Southwestern Mill Distributors		03/02/2023	Paper Check	\$103.20
52862	Stuart C. Cox, Trustee		03/02/2023	Paper Check	\$250.00
52863	Summit K12 Holdings Inc.		03/02/2023	Paper Check	\$10,452.50
52864	Sun City Analytical Inc		03/02/2023	Paper Check	\$800.00
52865	TASB		03/02/2023	Paper Check	\$1,380.00
52866	TSTA		03/02/2023	Paper Check	\$1,439.78
52867	Terralogic Document Systems Inc		03/02/2023	Paper Check	\$605.13
52868	Texas Aft/Peg		03/02/2023	Paper Check	\$43.74
52869	The Nhien Lettunich		03/02/2023	Paper Check	\$1,650.00
52870	UIL Region 22 Music		03/02/2023	Paper Check	\$450.00
52871	Unum Life Insurance Co Unum/Provident		03/02/2023	Paper Check	\$582.44
52872	Valley Speech,language & Learning Center		03/02/2023	Paper Check	\$951.00
52873	Watson Pest Management		03/02/2023	Paper Check	\$1,050.00
52874	West Texas County Courier		03/02/2023	Paper Check	\$350.00
52875	West Texas County Courier		03/02/2023	Paper Check	\$580.00
52876	Martin Lechuga		03/02/2023	Paper Check	\$859.00
52877	Marcela Licerio		03/02/2023	Paper Check	\$52.48
52878	Edgar Rincon		03/02/2023	Paper Check	\$21.11
52879	Sofia Robles		03/02/2023	Paper Check	\$36.00
52880	Melissa Rodriguez		03/02/2023	Paper Check	\$244.07
52888	Sam's Club		03/03/2023	Paper Check	\$534.98
52890	Sylvia Aguilar		03/03/2023	Paper Check	\$35.00
52891	Jesus Barba		03/03/2023	Paper Check	\$165.00
52892	Omar Moreno		03/03/2023	Paper Check	\$200.00
52893	Melissa Rodriguez		03/03/2023	Paper Check	\$150.00
52894	Miguel Soto		03/03/2023	Paper Check	\$420.00
52895	American Express		03/10/2023	Paper Check	\$17,469.87
52896	Autozone		03/10/2023	Paper Check	\$45.99
52897	B & H Photo Video		03/10/2023	Paper Check	\$1,793.86
52898	B & H Wholesale Inc		03/10/2023	Paper Check	\$22.33
52899	Barnes And Nobles #2744		03/10/2023	Paper Check	\$278.52
52900	Bek Medical		03/10/2023	Paper Check	\$605.00
52901	Blick Art Materials		03/10/2023	Paper Check	\$388.01
52902	Brady Industries of Texas, LLC		03/10/2023	Paper Check	\$3,772.77
52903	Cdw Government, Inc		03/10/2023	Paper Check	\$1,947.08
52904	Ced Credit Office		03/10/2023	Paper Check	\$450.00
52905	Chaparral Machine Services, LLC		03/10/2023	Paper Check	\$384.75
52906	Communities In Schools of El Paso, Inc.		03/10/2023	Paper Check	\$10,000.00
52907	Db Enterprises		03/10/2023	Paper Check	\$26,734.00
52908	Dell Computer		03/10/2023	Paper Check	\$310.80
52909	Doggett Freightliner		03/10/2023	Paper Check	\$149.30
52910	Eco-Worx, Inc.		03/10/2023	Paper Check	\$1,150.40
52911	El Paso County Tax Assessor & Collector		03/10/2023	Paper Check	\$8.50
52912	El Paso County Water Dist #4		03/10/2023	Paper Check	\$7,316.33
52913	Elizabeth F Zaborowski		03/10/2023	Paper Check	\$3,042.50
52914	Flaghouse		03/10/2023	Paper Check	\$218.96

52915	Frontline Education		03/10/2023	Paper Check	\$350.00
52916	Home Depot Credit Services		03/10/2023	Paper Check	\$2,166.15
52917	Jobe Materials, L.P.		03/10/2023	Paper Check	\$880.00
52918	Jones School Supply, Inc		03/10/2023	Paper Check	\$1,377.46
52919	Labatt Food Service		03/10/2023	Paper Check	\$14,199.66
52920	MSB Consulting Group LLC		03/10/2023	Paper Check	\$518.49
52921	Mamacitas Restaurant and Bar		03/10/2023	Paper Check	\$92.87
52922	Maria I Quiroz		03/10/2023	Paper Check	\$945.00
52923	Mission Linen & Uniform		03/10/2023	Paper Check	\$2,485.11
52924	ODP Business Solutions LLC		03/10/2023	Paper Check	\$4,456.43
52925	Olivas Music		03/10/2023	Paper Check	\$2,237.70
52926	R. T. C., Inc.		03/10/2023	Paper Check	\$4,336.00
52927	RE Medical Associates		03/10/2023	Paper Check	\$50.00
52928	Region Xix Esc		03/10/2023	Paper Check	\$1,767.00
52929	Rhythm Band Instruments, LLC		03/10/2023	Paper Check	\$262.05
52930	Rio Seco Ag, LLC		03/10/2023	Paper Check	\$516.25
52931	SPARK Services		03/10/2023	Paper Check	\$900.00
52932	Saucedo Security Solutions		03/10/2023	Paper Check	\$297.50
52933	School Health Corporation		03/10/2023	Paper Check	\$265.00
52934	Southwest Disposal		03/10/2023	Paper Check	\$1,356.00
52935	Spectrum Technologies		03/10/2023	Paper Check	\$7,710.00
52936	Sphero, Inc.		03/10/2023	Paper Check	\$1,320.38
52937	TCG Administrators		03/10/2023	Paper Check	\$3,676.07
52938	TEACHER SYNERGY LLC		03/10/2023	Paper Check	\$57.74
52939	TFH (USA) LTD		03/10/2023	Paper Check	\$90.85
52940	Tejas Manufacturing Co.		03/10/2023	Paper Check	\$1,623.50
52941	Texas Gas Service		03/10/2023	Paper Check	\$43,626.55
52942	ULINE, Inc.		03/10/2023	Paper Check	\$205.89
52943	UTEP		03/10/2023	Paper Check	\$4,500.00
52944	Victoria A Schwartz Molina		03/10/2023	Paper Check	\$367.50
52945	Walsh Gallegos Trevino Russo & Kyle P.C.		03/10/2023	Paper Check	\$3,196.50
52946	Western Psychological Service		03/10/2023	Paper Check	\$1,082.40
52947	Winsupply S El Paso TX Co.		03/10/2023	Paper Check	\$610.22
52948	Marlene Bullard		03/10/2023	Paper Check	\$80.00
52949	Natalie Carrasco		03/10/2023	Paper Check	\$63.00
52950	Ana Galaviz		03/10/2023	Paper Check	\$99.64
52951	Blanca Guerrero		03/10/2023	Paper Check	\$828.00
52952	Rebeca Marquez-Retamoza		03/10/2023	Paper Check	\$2,832.00
52953	Jacklyn Rodriguez		03/10/2023	Paper Check	\$1,420.05
52954	Norberto Samayoa		03/10/2023	Paper Check	\$110.00
52958	American Airlines Dept. 06413		03/10/2023	Paper Check	\$2,056.14
52959	Subway		03/10/2023	Paper Check	\$319.13
52960	Martin Torres		03/10/2023	Paper Check	\$147.00
52963	APCO Building Specialties Inc		03/24/2023	Paper Check	\$355.00
52964	Advance Auto Parts		03/24/2023	Paper Check	\$662.92
52965	Airgas-Southwest		03/24/2023	Paper Check	\$187.24
52966	Airgas-Southwest		03/24/2023	Paper Check	\$345.37
52967	Albert J Vega		03/24/2023	Paper Check	\$585.00
52968	Alejandro Orozco Loera		03/24/2023	Paper Check	\$1,770.00
52969	American Refrigeration Supplies		03/24/2023	Paper Check	\$2,938.41
52970	Armando Romero		03/24/2023	Paper Check	\$30.00
52971	Autozone		03/24/2023	Paper Check	\$39.99
52972	B & H Photo Video		03/24/2023	Paper Check	\$4,915.17
52973	Barnes & Noble College Booksellers, Inc.		03/24/2023	Paper Check	\$2,321.28
52974	Barnes And Nobles #2744		03/24/2023	Paper Check	\$383.70
52975	Dell Computer		03/24/2023	Paper Check	\$24,429.32

52976	Displays4Sale		03/24/2023	Paper Check	\$2,033.02
52977	Dunn Edwards Corporation		03/24/2023	Paper Check	\$1,957.07
52978	Education Advanced Inc		03/24/2023	Paper Check	\$23,950.00
52979	El Paso Electric Co		03/24/2023	Paper Check	\$28,110.42
52980	Equip Tech Service Center LLC		03/24/2023	Paper Check	\$1,498.34
52981	Fabens Oil Co.		03/24/2023	Paper Check	\$9,359.06
52982	GH Dairy		03/24/2023	Paper Check	\$241.75
52983	HB Pro Sound		03/24/2023	Paper Check	\$1,967.20
52984	Hector I. Ocaranza		03/24/2023	Paper Check	\$238.00
52985	Johnstone Supply of El Paso		03/24/2023	Paper Check	\$204.42
52986	Labatt Food Service		03/24/2023	Paper Check	\$33,385.19
52987	McCormick's Group, LLC.		03/24/2023	Paper Check	\$847.66
52988	Mounce, Green, Myers, Safi Paxson & Galatzan		03/24/2023	Paper Check	\$2,205.00
52989	NOVA Safety Products		03/24/2023	Paper Check	\$129.09
52990	National Restaurant Supply		03/24/2023	Paper Check	\$301.42
52991	ODP Business Solutions LLC		03/24/2023	Paper Check	\$3,653.63
52992	OTC Brands Inc.		03/24/2023	Paper Check	\$316.09
52993	Proaction, Inc.		03/24/2023	Paper Check	\$36.00
52994	Region Xix Esc		03/24/2023	Paper Check	\$2,025.00
52995	Riverside Insights		03/24/2023	Paper Check	\$959.53
52996	Rosedale Cleaners, Inc.		03/24/2023	Paper Check	\$1,417.20
52997	Ruby A Delgado		03/24/2023	Paper Check	\$585.00
52998	School Specialty LLC		03/24/2023	Paper Check	\$3,281.56
52999	Segovia's Distributing		03/24/2023	Paper Check	\$310.25
53000	Sibme		03/24/2023	Paper Check	\$15,999.00
53001	Sonitrol of El Paso		03/24/2023	Paper Check	\$98.75
53002	Spectrum Technologies		03/24/2023	Paper Check	\$478.00
53003	Texas Destination Imagination		03/24/2023	Paper Check	\$1,630.00
53004	The Nhien Lettunich		03/24/2023	Paper Check	\$1,100.00
53005	ULINE, Inc.		03/24/2023	Paper Check	\$199.83
53006	University of Texas at Austin		03/24/2023	Paper Check	\$225.00
53007	Us Games		03/24/2023	Paper Check	\$416.00
53008	Us Games		03/24/2023	Paper Check	\$288.77
53009	Wholesale Lumber of Fabens LLC		03/24/2023	Paper Check	\$188.35
53010	Woodburn Press		03/24/2023	Paper Check	\$1,687.32
53011	Julieta Banuelas		03/24/2023	Paper Check	\$77.93
53012	Luis Estrada		03/24/2023	Paper Check	\$28.00
53013	Sylvia Gonzales		03/24/2023	Paper Check	\$28.00
53014	Aldo Gutierrez		03/24/2023	Paper Check	\$435.03
53015	Justin Kleist		03/24/2023	Paper Check	\$75.39
53016	Sofia Robles		03/24/2023	Paper Check	\$146.14
53017	Jacob Zavala		03/24/2023	Paper Check	\$264.00
53027	Lead4ward, LLC		03/24/2023	Paper Check	\$590.00
53028	ODP Business Solutions LLC		03/24/2023	Paper Check	\$72.07
53029	School Specialty LLC		03/24/2023	Paper Check	\$57.78
53030	Adan Escobar		03/24/2023	Paper Check	\$294.75
53031	Sylvia Gonzales		03/24/2023	Paper Check	\$594.75
53032	Julieta Sepulveda Ramirez		03/24/2023	Paper Check	\$594.75
53033	AGiRepair Inc.		03/30/2023	Paper Check	\$347.00
53034	American Airlines Dept. 06413		03/30/2023	Paper Check	\$1,624.82
53035	Anabel Ramos		03/30/2023	Paper Check	\$2,400.00
53036	Autozone		03/30/2023	Paper Check	\$1,293.48
53037	Bek Medical		03/30/2023	Paper Check	\$45.00
53038	Brady Industries of Texas, LLC		03/30/2023	Paper Check	\$6,446.29
53039	Building Wings LLC		03/30/2023	Paper Check	\$834.55

53040	Ced Credit Office		03/30/2023	Paper Check	\$1,233.32
53041	Claims Administrative Services		03/30/2023	Paper Check	\$2,649.14
53042	Curriculum Associates LLC		03/30/2023	Paper Check	\$30,755.00
53043	Dale Boren's Service Supply, Inc.		03/30/2023	Paper Check	\$75.96
53044	ETA hand2mind		03/30/2023	Paper Check	\$30.57
53045	Eai Eric Armin Inc		03/30/2023	Paper Check	\$417.87
53046	Ean Holdings, Llc Dba Enterprise Rent-A-Car		03/30/2023	Paper Check	\$1,195.37
53047	Equip Tech Service Center LLC		03/30/2023	Paper Check	\$1,526.70
53048	Fabens Isd/food Serv Catering		03/30/2023	Paper Check	\$93.00
53049	Fabens Isd/print Shop		03/30/2023	Paper Check	\$684.00
53050	IMPAC		03/30/2023	Paper Check	\$1,337.97
53051	Interstate Battery Systems Of El Paso		03/30/2023	Paper Check	\$183.90
53052	Johnstone Supply of El Paso		03/30/2023	Paper Check	\$407.34
53053	Jose Luis Martinez		03/30/2023	Paper Check	\$20.00
53054	LessonPix Inc.		03/30/2023	Paper Check	\$324.00
53055	MSB Consulting Group LLC		03/30/2023	Paper Check	\$13,526.73
53056	Mamacitas Restaurant and Bar		03/30/2023	Paper Check	\$42.86
53057	Martin Olivas		03/30/2023	Paper Check	\$1,650.00
53058	Mission Linen & Uniform		03/30/2023	Paper Check	\$1,801.94
53059	Nine Degrees Construction LLC		03/30/2023	Paper Check	\$48,617.00
53060	R. T. C., Inc.		03/30/2023	Paper Check	\$1,236.00
53061	Region Xix Esc		03/30/2023	Paper Check	\$10,091.00
53062	Sam's Club		03/30/2023	Paper Check	\$660.76
53063	Saucedo Security Solutions		03/30/2023	Paper Check	\$7,427.20
53064	School Specialty LLC		03/30/2023	Paper Check	\$321.60
53065	Sentinel K-9 Services		03/30/2023	Paper Check	\$400.00
53066	Spectrum Technologies		03/30/2023	Paper Check	\$8,478.55
53067	Tejas Manufacturing Co.		03/30/2023	Paper Check	\$375.00
53068	Texas Department Of Public Safety		03/30/2023	Paper Check	\$10.00
53069	W.W. Grainger Inc		03/30/2023	Paper Check	\$1,212.55
53070	Western States Fire Protection Co.		03/30/2023	Paper Check	\$1,731.00
53071	Wilson Language Training Corp.		03/30/2023	Paper Check	\$1,389.96
53072	Winsupply S El Paso TX Co.		03/30/2023	Paper Check	\$997.13
53073	Yvonne B. Bucher		03/30/2023	Paper Check	\$770.00
53074	Sylvia Aguilar		03/30/2023	Paper Check	\$36.83
53075	Ana Galaviz		03/30/2023	Paper Check	\$294.00
53076	Marcela Licerio		03/30/2023	Paper Check	\$54.98
53077	Elizabeth Ramirez		03/30/2023	Paper Check	\$21.00
53078	Raul Ugarte		03/30/2023	Paper Check	\$429.92
				Issued Checks SubTotal	\$ 839,132.78
Voided Checks					
Check Number	Payee	Check Date	Void Date	Payment Type	Amount
52615	Fellers, Inc.	02/03/2023	03/24/2023	Paper Check	\$ 521.48
52840	J. W. Pepper & Son, Inc.	03/02/2023	03/03/2023	Paper Check	\$ 43.99
52948	Marlene Bullard	03/10/2023	03/28/2023	Paper Check	\$ 80.00
				Voided Checks SubTotal	\$ 645.47
				Net Amount	\$ 838,487.31



April 12, 2023

To: Board of Trustees

Re: Quarterly Investment Report

The Quarterly Investment Report for the period ending February 28, 2023, is attached. Total investments increased from the end of the last quarter by \$1,331,261.38 as a result of regular district operations, including foundation deposits.

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 4.32% for the Government Overnight Fund and 4.58% 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 December 2022, average yields at the investment pools ranged from 4.24% to 4.69%. Yields through February 2023 increased. 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.



Martin Torres

Asst. Supt. of Business & Operations



Veronica Vijil

Superintendent

2<sup>nd</sup> Qtr. Inv. Rpt.


4-12-2023

**Investment Report**  
**For the Quarter Ending February 28, 2023**

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	11,297,896.46
Beginning Market Value	11,297,787.72
 Ending Book Value	 12,629,157.84
Ending Market Value	12,628,505.41
Gain/Loss	(652.43)
 Accrued Interest for Period	 139,403.98
Accrued Interest for FY	219,647.55

  
Martin Torres  
Asst. Supt. of Business & Operations

  
Veronica Vijil  
Superintendent

**Investment Report  
for the Quarter Ending February 28, 2023**

**Government Overnight Fund**

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
Interest & Sinking	4.32%	84,383.83	84,383.03	2,346,478.02	1,844,958.65	16,954.41	602,857.61	602,826.38	(31.23)	17,089.14
Local Maintenance	4.32%	11,201,389.37	11,201,282.79	9,551,185.03	8,860,847.00	122,312.48	12,014,039.88	12,013,417.57	(622.31)	202,321.98

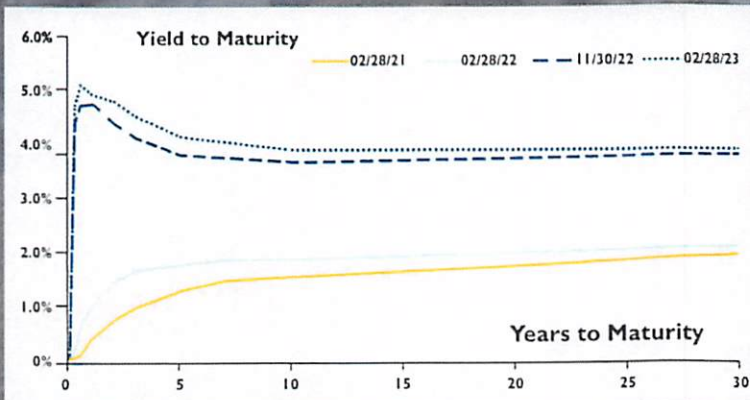
**Corporate Overnight Plus Fund**

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
Local Maintenance	4.58%	12,123.26	12,121.90	-	-	137.09	12,260.35	12,261.46	1.11	236.43
<b>Totals</b>		<b>11,297,896.46</b>	<b>11,297,787.72</b>	<b>11,897,663.05</b>	<b>10,705,805.65</b>	<b>139,403.98</b>	<b>12,629,157.84</b>	<b>12,628,505.41</b>	<b>(652.43)</b>	<b>219,647.55</b>



## Quarterly Position Report

### February 28, 2023



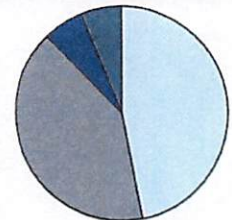
The U.S. Treasury yield curve steepened in the three-month period ending February 28 as front-end rates rose as much as 66 basis points vs. an eighteen-basis point increase for the long-bond. Despite a rally in January, equity prices ended the period lower as the S&P 500 index declined by nearly 3%. After raising the target rate by 75 basis points at each of the previous four FOMC meetings, the committee slowed the pace of hikes to 50 basis points in December and 25 basis points in February to increase the range to 4.50 to 4.75%. At the December meeting, the Fed's dot plot was updated to reflect a median dot of 5.1% for the end of 2023. To start 2023, higher-than-expected inflation indicators, combined with a very strong labor report, pushed the expected terminal Fed funds rate higher. As of the end of February, the Fed funds futures market was indicating a greater than 50% probability of four more hikes of 25 basis points each.

#### Government Overnight Fund

Duration 0.02412

	Participant Assets	Market Value
Beginning of Quarter Balance	4,491,200,966.84	4,491,158,235.40
Deposits	8,771,194,883.42	
Withdrawals	(6,759,708,584.84)	
End of Quarter Balance	6,502,687,265.42	6,502,350,437.14

Cash/Repo	47%
Agencies	41%
MM Funds	6%
Treasuries	6%

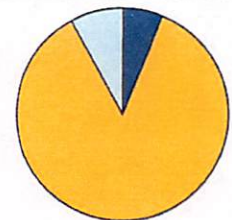


#### Corporate Overnight Fund

Duration 0.17688

	Participant Assets	Market Value
Beginning of Quarter Balance	3,091,563,095.99	3,091,275,515.84
Deposits	3,013,673,127.07	
Withdrawals	(1,806,778,773.17)	
End of Quarter Balance	4,298,457,449.89	4,298,886,337.06

Commercial Paper	86%
Cash/Repo	8%
MM Funds	6%

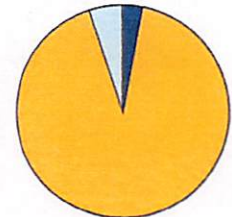


#### Corporate Overnight Plus Fund

Duration 0.18034

	Participant Assets	Market Value
Beginning of Quarter Balance	7,657,799,279.66	7,656,942,097.40
Deposits	9,895,480,940.83	
Withdrawals	(5,832,591,031.54)	
End of Quarter Balance	11,720,689,188.95	11,721,750,162.74

Commercial Paper	92%
Cash/Repo	5%
MM Funds	3%



#### Returns

	December		January		February	
	Average Rate	7-day SEC Yield	Average Rate	7-day SEC Yield	Average Rate	7-day SEC Yield
Govt Overnight Fund	4.08%	4.26%	4.31%	4.33%	4.58%	4.56%
Corp Overnight Fund	4.33%	4.49%	4.55%	4.58%	4.79%	4.77%
Corp Overnight Plus Fund	4.39%	4.57%	4.57%	4.59%	4.79%	4.77%

*William Mastrodicasa*  
William Mastrodicasa

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.



# Fabens ISD School District Special Revenue Report April 13, 2023

- Red (Below Target Spend %)  
- Green (Exceeds Target Spend %)  
- Blue (Meets Target Spend %)

Fund	Program Year	Program Title	Program Start	Program End	Approved Budget	Total Expenditures	Encumbrances to date	Available Balance	Program Spent to Date %	Target Spend %
281	20-21	CRRSA ESSER II	08/04/21	09/30/23	\$ 5,537,337	\$ 1,412,306	\$ 367,320	\$ 3,757,711	32%	71%
282	20-21	ARP-ESSER III	07/13/21	09/30/23	\$ 12,440,089	\$ 5,934,067	\$ 83,036	\$ 6,422,987	48%	42%
Grants Total School Year 20-21					\$ 17,977,426	\$ 7,346,373	\$ 450,355	\$ 10,180,698	43%	
429-22	21-22	TCLAS-GR	11/04/21	05/31/24	\$ 325,000	\$ 39,037		\$ 285,963	12%	84%
429-25	21-22	AP Computer Science Principles Grant	08/31/22	04/30/24	\$ 10,000	\$ -	\$ 2,816	\$ 7,184	28%	42%
279	21-22	TCLAS-ESSER III	11/04/21	08/31/24	\$ 875,500	\$ 140,562	\$ -	\$ 734,938	16%	33%
Grants Total School Year 21-22					\$ 1,210,500	\$ 179,599	\$ 2,816	\$ 1,028,085	15%	
255	22-23	Title II Part A-Supporting Effective Instruction	08/01/22	09/30/23	\$ 134,622	\$ 68,580	\$ 240	\$ 65,802	51%	33%
211	22-23	Title I Part A-Improving Basic Programs	08/01/22	09/30/23	\$ 1,495,630	\$ 749,233	\$ 1,012	\$ 745,386	50%	84%
212	22-23	Title I Part C-Migrant	08/01/22	09/30/23	\$ 132,590	\$ 41,830	\$ 1,189	\$ 89,572	32%	84%
244	22-23	Perkins V Strengthening CTE For 21st Century	08/19/21	08/15/22	\$ 46,716	\$ 26,915	\$ 1,859	\$ 17,942	62%	59%
263	22-23	Title III Part A-ELA	08/01/22	09/30/23	\$ 98,416	\$ -	\$ -	\$ 98,416	0%	33%
284	22-23	IDEA-B Formula	08/04/22	09/30/23	\$ 380,048	\$ 181,995	\$ 204	\$ 197,849	48%	42%
285	22-23	IDEA-B Preschool	08/04/22	09/30/23	\$ 9,299	\$ 5,217	\$ -	\$ 4,082	56%	42%
289	22-23	Title IV Part A Subpart 1	08/01/22	09/30/23	\$ 117,263	\$ 781	\$ 799	\$ 115,683	1%	46%
429-24	22-23	Silent Panic Alert	01/09/23	06/30/24	\$ 7,619	\$ -	\$ -	\$ 7,619	0%	84%
429-25	23-25	School Safety Standards Grant	02/08/23	04/30/25	\$ 200,000	\$ -	\$ -	\$ 200,000	0%	0%
Grants Total School Year 22-23					\$ 2,622,203	\$ 1,074,550	\$ 5,303	\$ 1,342,350	41%	
GRAND TOTALS					\$ 21,810,129	\$ 8,600,522	\$ 458,474	\$ 12,551,133		
March 2023 TOTALS										

Please note: ALL programs ending in FY23 have a target spend % of: 50%  
The target spend % is calculated based on expending funds by the end of the fiscal year  
Multiple year grants are calculated based on the corresponding program end date.





# SINGLETON, CLARK & COMPANY, PC CERTIFIED PUBLIC ACCOUNTANTS

March 17, 2023

To the Board of Trustees and Superintendent  
Fabens Independent School District

We are pleased to confirm our understanding of the services we are to provide Fabens Independent School District for the year ended August 31, 2023.

## **Audit Scope and Objectives**

We will audit the financial statements of the governmental activities, the business-type activities (if any), each major fund, and the aggregate remaining fund information, including the disclosures, which collectively comprise the basic financial statements, of Fabens Independent School District as of and for the year ended August 31, 2023. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement Fabens Independent School District's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to Fabens Independent School District's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by U.S. generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis
- 2) Schedule of the District's Proportionate Share of the Net Pension Liability – Teacher Retirement System
- 3) Schedule of District Contributions – Teacher Retirement System
- 4) Schedule of the District's Proportionate Share of the Net OPEB Liability – Texas Public School Retired Employees Group Insurance Plan
- 5) Schedule of District Contributions – Texas Public School Retired Employees Group Insurance Plan

We have also been engaged to report on supplementary information other than RSI that accompanies Fabens Independent School District's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and we will provide an opinion on it in relation to the financial statements as a whole, in a report combined with our auditor's report on the financial statements:

- 1) Combining Schedules of Non-Major Funds
- 2) Schedule of Delinquent Taxes Receivable
- 3) Budgetary Schedules for Child Nutrition Fund and Debt Service Fund
- 4) Schedule of Expenditures of Federal Awards (if applicable)



The following other information accompanying the financial statements will not be subjected to the auditing procedures applied in our audit of the financial statements, and our auditor's report will not provide an opinion or any assurance on that other information:

1) Schedule of Required Responses to Selected School First Indicators

The objectives of our audit are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and issue an auditor's report that includes our opinions about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP, and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements. The objectives also include reporting on:

- Internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control over compliance related to major programs and an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

**Auditor's Responsibilities for the Audit of the Financial Statements and Single Audit**

We will conduct our audit in accordance with GAAS; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of the Uniform Guidance, and will include tests of accounting records, a determination of major programs in accordance with Uniform Guidance, and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS and *Government Auditing Standards*, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner to achieve fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the District. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that material misstatements or noncompliance may exist and not be detected by us, even though the audit is properly planned and performed in accordance with GAAS and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or on major programs.

However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the District's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will also request written representations from your attorneys as part of the engagement.

We have identified the following significant risks of material misstatement as part of our audit planning:

- 1) Misstatement of State Foundation Revenue
- 2) Misstatement of accrued payroll
- 3) Misstatement of accounts payable
- 4) Miscoding of expenditures by function and object code

#### **Audit Procedures—Internal Control**

We will obtain an understanding of the District and its environment, including internal control relevant to the audit, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the Uniform Guidance.

#### **Audit Procedures—Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Fabens Independent School District's compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with federal statutes, regulations, and the terms and conditions of federal awards applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the *OMB Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of Fabens Independent School District's major programs. For federal programs that are included in the Compliance Supplement, our compliance and internal control procedures will relate to the compliance requirements that the Compliance Supplement identifies as being subject to audit. The purpose of these procedures will be to express an opinion on Fabens Independent School District's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

#### **Other Services**

We will also assist in preparing the financial statements, schedule of expenditures of federal awards, and related notes of Fabens Independent School District in conformity with U.S. generally accepted accounting principles and the Uniform Guidance based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statements, schedule of expenditures of federal awards, and related notes services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

#### **Responsibilities of Management for the Financial Statements and Single Audit**

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for (1) designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including internal controls over federal awards, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, schedule of expenditures of federal awards, and all accompanying information in conformity with U.S. generally accepted accounting principles; and for compliance with applicable laws and regulations (including federal statutes) and the provisions of contracts and grant agreements (including award agreements). Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

You are also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance, (3) additional information that we may request for the purpose of the audit, and (4) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others.

In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants. Management is also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements, or abuse that we report. Additionally, as required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; promptly follow up and take corrective action on reported audit findings; and prepare a summary schedule of prior audit findings and a separate corrective action plan.

You are responsible for identifying all federal awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received, and COVID-19-related concepts, such as lost revenues, if applicable) in conformity with the Uniform Guidance. You agree to include our report on the schedule of expenditures of federal awards in any document that contains and indicates that we have reported on the schedule of expenditures of federal awards. You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal awards that includes our report thereon.

Your responsibilities also include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance; (2) you believe the schedule of expenditures of federal awards, including its form and content, is stated fairly in accordance with the Uniform Guidance; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

You agree to assume all management responsibilities relating to the financial statements, schedule of expenditures of federal awards, and related notes, and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements, schedule of expenditures of federal awards, and related notes and that you have reviewed and approved the financial statements, schedule of expenditures of federal awards, and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

### **Engagement Administration, Fees, and Other**

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to electronically submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditor's reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. We will coordinate with you the electronic submission and certification. The Data Collection Form and the reporting package must be submitted within the earlier of 30 calendar days after receipt of the auditor's reports or nine months after the end of the audit period.

We will provide copies of our reports to Fabens Independent School District; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Singleton, Clark & Company, PC and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to the Texas Education Agency or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Singleton, Clark & Company, PC personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the Texas Education Agency or a federal agency. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

We expect to begin our audit during the spring or summer of 2023 from our office and with a preliminary interim fieldwork visit to your office, conduct final fieldwork onsite with you in the summer or fall, and to issue our reports no later than 150 days after your fiscal year end. Robert Gattilia is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

Our fee for these service is estimated to be as follows:

Financial Statement Audit	\$ 46,800
Single Audit – Basic Procedures	2,000
Single Audit – Per Major Program	<u>3,000</u>
Total	<u>\$ 51,800</u>

However, given the nature of an audit and the possibility that unexpected circumstances or conditions may be encountered, such as deficient accounting records or indications of fraud or irregularities, professional standards do not allow us to guarantee minimum audit fees. The above fee is also based on anticipated cooperation from your personnel. If we determine that significant additional time will be necessary to complete the audit, we will discuss it with you in advance and arrive at a new fee amount before we incur the additional time and costs. In addition, the above fee is based on the understanding that the District will require only one federal program to be tested, should additional Single Audit major programs be require testing, the additional fees would be \$3,000 per major additional federal program required to be tested.

Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. Our standard progress billing method is as follows: 30% of fee after completion of audit planning and interim fieldwork, additional 50% of fee after completion of final fieldwork, and final 20% of fee after issuance of our audit report. In accordance with our firm policies, work may be suspended if your account becomes 30 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our reports. You will be obligated to compensate us through the most recent audit phase completed and any additional time incurred on a phase in progress.

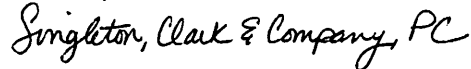
## Reporting

We will issue written reports upon completion of our Single Audit when a Single Audit is applicable. Our reports will be addressed to the Board of Trustees and Superintendent of Fabens Independent School District. Circumstances may arise in which our report may differ from its expected form and content based on results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement.

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will state that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The Uniform Guidance report on internal control over compliance will state that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

We appreciate the opportunity to be of service to Fabens Independent School District and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign below and return the letter to us after making a copy for your records.

Sincerely,



Singleton, Clark & Company, PC

### RESPONSE:

This letter correctly sets forth the understanding of Fabens Independent School District.

Management signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_





CPAs • Tax • Audit & Accounting

*Empowering Peace of Mind*

### Report on the Firm's System of Quality Control

To the Partners of Singleton, Clark & Company, PC  
and the Peer Review Committee of the Texas Society of Certified Public Accountants

We have reviewed the system of quality control for the accounting and auditing practice of Singleton, Clark & Company, PC (the firm) in effect for the year ended December 31, 2019. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at [www.aicpa.org/prsummary](http://www.aicpa.org/prsummary). The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

#### **Firm's Responsibility**

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

#### **Peer Reviewer's Responsibility**

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

#### **Required Selections and Considerations**

Engagements selected for review included engagements performed under *Government Auditing Standards*, including compliance audits under the Single Audit Act.

As part of our review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

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Bumgardner, Morrison & Company, LLP  
Certified Public Accountants

Members: American Institute of Certified Public Accountants  
Texas Society of Certified Public Accountants  
AICPA Private Companies Practice Section  
AICPA Employee Benefit Plan Audit Quality Center  
AICPA Government Audit Quality Center

1501 E Mockingbird Lane, Suite 300  
PO Box 3750

Victoria, Texas 77903-3750

Phone: 361.575.0271

Fax: 361.578.0880

Website: BMCcpa.com

## Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Singleton, Clark & Company, PC in effect for the year ended December 31, 2019, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Singleton, Clark & Company, PC has received a peer review rating of *pass*.

*Bumgardner, Morrison & Company, LLP*

**BUMGARDNER, MORRISON & COMPANY, LLP**

May 7, 2020

## TEKS Certification 2023–24 Form

### Background Information

QUESTION 1.0: Name of person completing this form

*Michele B. Gonzalez*

QUESTION 1.1: Your email address

*mbgonzal@fabensisd.net*

QUESTION 1.2: Select the role that best describes your position at your district or charter: [Single Select]

- ☒ Instructional Material Coordinator
- ☐ Curriculum Director
- ☐ Principal
- ☐ Administrative Assistant
- ☐ Superintendent
- ☒ Other

### LEA Information

QUESTION 2.0: Region #

*19*

QUESTION 2.1: District or Charter Name and County District Number

*Fabens ISD 071903*

QUESTION 2.2: Superintendent's Name

*Dr. Veronica Vijil*

QUESTION 2.3: Superintendent's email address

*vvijil@fabensisd.net*

QUESTION 2.4: School board president's or governing body's name

*Sylvia Gonzales*

QUESTION 2.5: School board president's or governing body's email address

*sgonzales@fabensisd.net*

QUESTION 2.6: Date of the school board meeting at which the TEKS Certification Form was presented and approved

*April 19, 2023*



## Reading Language Arts TEKS Certification

### Scope and Sequence - All Grade Levels RLA

QUESTION 3.0: Do you manage the scope and sequence of your reading language arts content at a LEA (district or charter) level? Please indicate your LEA's approach to managing the scope and sequence of the reading language arts content in each of the following grade bands. [Single select for each grade band]

		Do not manage scope and sequence at a LEA level	Use product- specific scope and sequence	Use LEA-developed scope and sequence	Use Texas Resource System (TRS) scope and sequence	N/A
QUESTION 3.1:	Kindergarten – 2 <sup>nd</sup> Grade	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
QUESTION 3.2:	3 <sup>rd</sup> – 5 <sup>th</sup> Grade	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
QUESTION 3.3:	6 <sup>th</sup> – 8 <sup>th</sup> Grade	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
QUESTION 3.4:	9 <sup>th</sup> - 12 <sup>th</sup> Grade	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## English Reading Language Arts K-5 TEKS Coverage Certification

QUESTION 4.0: For school year 23–24 will your LEA make materials available for use that cover 100% of the **K–5 English RLA TEKS**? (This includes teacher- or LEA-developed materials. You may select "yes" even if not all classrooms use the same materials.) [Single Select]

- ☒ Yes  
☐ No

## English Reading Language Arts K-5 Instructional Materials

### QUESTION 5.0:

Share the **full-subject** publisher/ product that teachers in your LEA will use regularly (once a week or more, on average) for **K-5 English RLA** instruction to ensure coverage of 100% of the TEKS.

Full-subject instructional materials: Full sets of materials designed to provide the teacher with everything needed to cover 100% of the Texas Essential Knowledge and Skills (TEKS) in a grade level/band, including scope and sequence, daily lesson plans, and student materials.

Grades K–2 English RLA full- subject publisher/ product used:

*Houghton Mifflin Harcourt/ Into Reading*

Grades 3–5 English RLA full- subject publisher/ product used:

*Houghton Mifflin Harcourt/ into Reading*

QUESTION 5.1: Share the **supplemental** publisher/product that teachers in your LEA will regularly use (once a week or more, on average) for **K-5 English RLA** instruction to ensure coverage of 100% of the TEKS (do not include products used to build classroom libraries).

Supplemental Materials: Materials not designed to cover 100% of the TEKS but designed to complement, enrich, and/or extend supports in a particular subject and/or grade band.

Grades K–2 English RLA supplemental publisher/ product used:

*Renaissance Learning*

Grades 3–5 English RLA supplemental publisher/ product used:

*Renaissance Learning*

#### Spanish Reading Language Arts K-5 TEKS Coverage Certification

QUESTION 6.0: For school year 23–24 will your LEA make materials available for use that cover 100% of the **K-5 Spanish RLA TEKS**? (This includes teacher- or LEA-developed materials. You may select "yes" even if not all classrooms use the same materials.) [Single select]

☒ Yes

☐ No

#### Spanish Reading Language Arts K-5 Instructional Materials

QUESTION 7.0: Share the **full-subject** publisher/ product that teachers in your LEA will use regularly (once a week or more, on average) for **K-5 Spanish RLA** instruction to ensure coverage of 100% of the TEKS. [Single select for each grade band]

Full-subject instructional materials: Full sets of materials designed to provide the teacher with everything needed to cover 100% of the Texas Essential Knowledge and Skills (TEKS) in a grade level/band, including scope and sequence, daily lesson plans, and student materials.

Grades K–2 Spanish RLA full- subject publisher/ product used:

*Houghton Mifflin Harcourt/ Arriba la lectura*

Grades 3–5 Spanish RLA full- subject publisher/ product used:

*Houghton Mifflin Harcourt/ Arriba la lectura*

QUESTION 7.1: Share the **supplemental** publisher/product that teachers in your LEA will regularly use (once a week or more, on average) for **K-5 Spanish RLA** instruction to ensure coverage of 100% of the TEKS (do not include products used to build classroom libraries).

Supplemental Materials: Materials not designed to cover 100% of the TEKS but designed to complement, enrich, and/or extend supports in a particular subject and/or grade band.

Grades K–2 Spanish RLA supplemental publisher/ product used:

*Renaissance Learning*

Grades 3–5 Spanish RLA supplemental publisher/ product used:

*Renaissance Learning*



### English Reading Language Arts 6-8 TEKS Coverage Certification

QUESTION 8.0: For school year 2023–24 will your LEA make materials available for use that cover 100% of the **English 6-8 RLA TEKS**? (This includes teacher- or LEA-developed materials. You may select "yes" even if not all classrooms use the same materials) [Single select]

☒ Yes

☐ No

### English Reading Language Arts 6-8 Instructional Materials

QUESTION 9.0: Share the **full-subject** publisher/ product that teachers in your LEA will use regularly (once a week or more, on average) for **English 6-8 RLA** instruction to ensure coverage of 100% of the TEKS.

Full-subject instructional materials: Full sets of materials designed to provide the teacher with everything needed to cover 100% of the Texas Essential Knowledge and Skills (TEKS) in a grade level/band, including scope and sequence, daily lesson plans, and student materials.

Grades 6-8 English RLA full- subject publisher/ product used:

*McGraw Hill/ Study Sync*

QUESTION 9.1: Share the **supplemental** publisher/product that teachers in your LEA will regularly use (once a week or more, on average) for **English 6-8 RLA** instruction to ensure coverage of 100% of the TEKS (do not include products used to build classroom libraries).

Supplemental Materials: Materials not designed to cover 100% of the TEKS but designed to complement, enrich, and/or extend supports in a particular subject and/or grade band.

Grades 6-8 English RLA supplemental publisher/ product used:

*Renaissance Learning*

### English Reading Language Arts 9-12 TEKS Coverage Certification

QUESTION 10.0 For school year 2023-24 will your LEA make materials available for use that cover 100% of the **English 9-12 RLA TEKS**? (This includes teacher- or LEA-developed materials. You may select "yes" even if not all classrooms use the same materials.)

☒ Yes

☐ No

## English Reading Language Arts 9-12 Instructional Materials

QUESTION 11.0 Share the full-**subject** publisher/ product that teachers in your LEA will use regularly (once a week or more, on average) for **English 9-12 RLA** instruction to ensure coverage of 100% of the TEKS.

Full-subject instructional materials: Full sets of materials designed to provide the teacher with everything needed to cover 100% of the Texas Essential Knowledge and Skills (TEKS) in a grade level/band, including scope and sequence, daily lesson plans, and student materials.

Grades 9 - 12 English RLA full- subject publisher/ product used:

*Houghton Mifflin Harcourt/ Into Literature*

QUESTION 11.1 Share the **supplemental** publisher/product that teachers in your LEA will regularly use (once a week or more, on average) for **English 9-12 RLA** instruction to ensure coverage of 100% of the TEKS (do not include products used to build classroom libraries).

Supplemental Materials: Materials not designed to cover 100% of the TEKS but designed to complement, enrich, and/or extend supports in a particular subject and/or grade band.

Grades 9-12 English RLA supplemental publisher/ product used:

*Imagine Learning/ Edgenuity*

## Mathematics TEKS Certification

QUESTION 12.0: Do you manage the scope and sequence of your mathematics content at a LEA (district or charter) level? Please indicate your LEA's approach to managing the scope and sequence of the mathematics content in each of the following grade bands. [Single Select for each grade band]

		Do not manage scope and sequence at a LEA level	Use product-specific scope and sequence	Use LEA-developed scope and sequence	Use Texas Resource System (TRS) scope and sequence	N/A
Question 12.1:	Kindergarten – 2 <sup>nd</sup> Grade	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Question 12.2:	3 <sup>rd</sup> – 5 <sup>th</sup> Grade	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Question 12.3:	6 <sup>th</sup> – 8 <sup>th</sup> Grade	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Question 12.4:	9 <sup>th</sup> - 12 <sup>th</sup> Grade	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

## Mathematics K-5 TEKS Coverage Certification

QUESTION 13.0: For school year 2023-24 will your LEA make materials available for use that cover 100% of the K–5 **Mathematics TEKS**? (This includes teacher- or LEA-developed materials. You may select "yes" even if not all classrooms use the same materials.) [Single Select]

☒ Yes

☐ No

## Mathematics K-5 Instructional Materials

QUESTION 14.0: Share the **full-subject** publisher/ product that teachers in your LEA will use regularly (once a week or more, on average) for **K–5 Mathematics** instruction to ensure coverage of 100% of the TEKS.

Full-subject instructional materials: Full sets of materials designed to provide the teacher with everything needed to cover 100% of the Texas Essential Knowledge and Skills (TEKS) in a grade level/band, including scope and sequence, daily lesson plans, and student materials.

Grades K–5 Mathematics full- subject publisher/ product used:

*Pearlized Math*

*Sharon Wells Math*

QUESTION 14.1: Share the **supplemental** publisher/product that teachers in your LEA will regularly use (once a week or more, on average) for **K-5 Mathematics** instruction to ensure coverage of 100% of the TEKS (do not include products used to build classroom libraries).

Supplemental Materials: Materials not designed to cover 100% of the TEKS but designed to complement, enrich, and/or extend supports in a particular subject and/or grade band.



Grades K–5 Mathematics supplemental publisher/ product used:

*Renaissance Learning / Freckle*  
*Progress Learning/ Math Galaxy*

#### Mathematics 6-8 TEKS Coverage Certification

QUESTION 15.0 For school year 2023-24 will your district make materials available for use that cover 100% of the **6-8 Mathematics TEKS**? (This includes teacher- or LEA-developed materials. You may select “yes” even if not all classrooms use the same materials). [Single Select]

☒ Yes

☐ No

#### Mathematics 6-8 Instructional Materials

QUESTION 16.0: Share the **full-subject** publisher/product that teachers in your LEA or charter will regularly use (once a week or more, on average) for **6-8 Mathematics** instruction to ensure coverage of 100% of the TEKS.

Full-subject instructional materials: Full sets of materials designed to provide the teacher with everything needed to cover 100% of the Texas Essential Knowledge and Skills (TEKS) in a grade level/band, including scope and sequence, daily lesson plans, and student materials.

Grades 6-8 Mathematics full- subject publisher/ product used:

*Houghton Mifflin Harcourt/ Texas Go Math*

QUESTION 16.1: Share the **supplemental** publisher/product that teachers in your LEA or charter will regularly use (once a week or more, on average) for **6-8 Mathematics** instruction to ensure coverage of 100% of the TEKS (do not include products used to build classroom libraries).

Supplemental Materials: Materials not designed to cover 100% of the TEKS but designed to complement, enrich, and/or extend supports in a particular subject and/or grade band.

Grades 6–8 Mathematics supplemental publisher/ product used:

### Mathematics 9-12 TEKS Coverage Certification

QUESTION 17.0: For School Year 2023-24 will your LEA make materials available for use that cover 100% of the **9-12 Mathematics TEKS**? (This includes teacher- or LEA-developed materials. You may select "yes" even if not all classrooms use the same materials.) [Single Select]

☒ Yes

☐ No

### Mathematics 9-12 Instructional Materials

QUESTION 18.0: Share the **full-subject** publisher/product that teachers in your LEA or charter will regularly use (once a week or more, on average) for **9-12 Mathematics** instruction to ensure coverage of 100% of the TEKS.

Full-subject instructional materials: Full sets of materials designed to provide the teacher with everything needed to cover 100% of the Texas Essential Knowledge and Skills (TEKS) in a grade level/band, including scope and sequence, daily lesson plans, and student materials.

**Grades 9-12 Mathematics full- subject publisher/ product used:**

*McGraw-Hill/ Texas Algebra1 and 2, Geometry, Precalculus*

QUESTION 18.1: Share the **supplemental** publisher/product that teachers in your LEA or charter will regularly use (once a week or more, on average) for **9-12 Mathematics** instruction to ensure coverage of 100% of the TEKS (do not include products used to build classroom libraries).

Supplemental Materials: Materials not designed to cover 100% of the TEKS but designed to complement, enrich, and/or extend supports in a particular subject and/or grade band.

**Grades 9-12 Mathematics supplemental publisher/ product used:**

*Imagine Learning/ Edgenuity*

*TEKS Resource System*

## Social Studies TEKS Certification

QUESTION 19.0: Do you manage the scope and sequence of your social studies content at a LEA (district or charter) level? Please indicate your LEA's approach to managing the scope and sequence of the social studies content in each of the following grade bands. [Single Select for each grade band]

		Do not manage scope and sequence at a LEA level	Use product- specific scope and sequence	Use LEA-developed scope and sequence	Use Texas Resource System (TRS) scope and sequence	N/A
Question 19.1:	Kindergarten – 2 <sup>nd</sup> Grade	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Question 19.2:	3 <sup>rd</sup> –5 <sup>th</sup> Grade	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Question 19.3:	6 <sup>th</sup> –8 <sup>th</sup> Grade	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Question 19.4:	9 <sup>th</sup> - 12 <sup>th</sup> Grade	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

## Social Studies K-5 TEKS Coverage Certification

QUESTION 20.0: For school year 2023-24 will your LEA make materials available that cover 100% of the Grades K–5 Social Studies TEKS? (This includes teacher- or LEA-developed materials. You may select "yes" even if not all classrooms use the same materials.)

☒ Yes

☐ No

## Social Studies K-5 Instructional Materials

QUESTION 21.0: Share the **full-subject** publisher/product that teachers in your LEA will regularly use (once a week or more, on average) for **K-5 Social Studies** instruction to ensure coverage of 100% of the TEKS.

Full-subject instructional materials: Full sets of materials designed to provide the teacher with everything needed to cover 100% of the Texas Essential Knowledge and Skills (TEKS) in a grade level/band, including scope and sequence, daily lesson plans, and student materials.

Grades K-5 Social Studies full- subject publisher/ product used:

*Savvas/ Texas My World Social Studies*  
*TEKS Resource System*

QUESTION 21.1: Share the **supplemental** publisher/product that teachers in your LEA will regularly use (once a week or more, on average) for **K-5 Social Studies** instruction to ensure coverage of 100% of the TEKS (do not include products used to build classroom libraries).

Supplemental Materials: Materials not designed to cover 100% of the TEKS but designed to complement, enrich, and/or extend supports in a particular subject and/or grade band.



Grades K-5 Social Studies supplemental publisher/ product used:

*Studies Weekly*

### Social Studies 6-8 TEKS Coverage Certification

QUESTION 22.0: For school year 2023-24 will your LEA make materials available that cover 100% of the **6-8 Social Studies TEKS**? (This includes teacher- or LEA-developed materials. You may select "yes" even if not all classrooms use the same materials.)

☒ Yes

☐ No

### Social Studies 6-8 Instructional Materials

QUESTION 23.0: Select **full-subject** publisher/product that teachers in your LEA will regularly use (once a week or more, on average) for **6-8 Social Studies** instruction to ensure coverage of 100% of the TEKS.

Full-subject instructional materials: Full sets of materials designed to provide the teacher with everything needed to cover 100% of the Texas Essential Knowledge and Skills (TEKS) in a grade level/band, including scope and sequence, daily lesson plans, and student materials.

Grades 6-8 Social Studies full- subject publisher/ product used:

*Savvas/ Texas contemporary World Cultures, Texas History, US History  
TEKS Resource System*

QUESTION 23.1: Share the **supplemental** publisher/product that teachers in your LEA will regularly use (once a week or more, on average) for **6-8 Social Studies** instruction to ensure coverage of 100% of the TEKS (do not include products used to build classroom libraries).

Supplemental Materials: Materials not designed to cover 100% of the TEKS but designed to complement, enrich, and/or extend supports in a particular subject and/or grade band.

Grades 6-8 Social Studies supplemental publisher/ product used:



### Social Studies 9-12 TEKS Coverage Certification

QUESTION 24.0: For school year 2023-24 will your LEA make materials available that cover 100% of the **9-12 Social Studies TEKS**? (This includes teacher- or LEA-developed materials. You may select "yes" even if not all classrooms use the same materials.)

☒ Yes

☐ No

### Social Studies 9-12 Instructional Materials

QUESTION 25.0: Share the **full-subject** publisher/product that teachers in your LEA will regularly use (once a week or more, on average) for **9-12 Social Studies** instruction to ensure coverage of 100% of the TEKS.

Full-subject instructional materials: Full sets of materials designed to provide the teacher with everything needed to cover 100% of the Texas Essential Knowledge and Skills (TEKS) in a grade level/band, including scope and sequence, daily lesson plans, and student materials.

**Grades 9 - 12 Social Studies full- subject publisher/ product used:**

*McGraw-Hill/ US Government, US History, World Geography, World History  
TEKS Resource System*

QUESTION 25.1: Share the **supplemental** publisher/product that teachers in your LEA will regularly use (once a week or more, on average) for **9-12 Social Studies** instruction to ensure coverage of 100% of the TEKS (do not include products used to build classroom libraries).

Supplemental Materials: Materials not designed to cover 100% of the TEKS but designed to complement, enrich, and/or extend supports in a particular subject and/or grade band

**Grades 9 - 12 Social Studies supplemental publisher/ product used:**

*Imagine Learning/ Edgenuity*

Grades K-5 Science supplemental publisher/ product used:

#### Science 6-8 TEKS Coverage Certification

QUESTION 29.0: For school year 2023-24 will your LEA make materials available that cover 100% of the **6-8 Science TEKS**? (This includes teacher- or LEA-developed materials. You may select "yes" even if not all classrooms use the same materials.)

☒ Yes

☐ No

#### Science 6-8 Instructional Materials

QUESTION 30.0: Share the **full-subject** publisher/product that teachers in your LEA will regularly use (once a week or more, on average) for **6-8 Science** instruction to ensure coverage of 100% of the TEKS.

Full-subject instructional materials: Full sets of materials designed to provide the teacher with everything needed to cover 100% of the Texas Essential Knowledge and Skills (TEKS) in a grade level/band, including scope and sequence, daily lesson plans, and student materials.

Grades 6 - 8 Science full- subject publisher/ product used:

*STEMscopes*

*TEKS Resource System*

QUESTION 30.1: Share the **supplemental** publisher/product that teachers in your district or charter will regularly use (once a week or more, on average) for **6-8 Science** instruction to ensure coverage of 100% of the TEKS (do not include products used to build classroom libraries).

Supplemental Materials: Materials not designed to cover 100% of the TEKS but designed to complement, enrich, and/or extend supports in a particular subject and/or grade band.

Grades 6 - 8 Science supplemental publisher/ product used: .

*HMH- Texas Science Fusion*

#### Science 9-12 TEKS Coverage Certification

QUESTION 31.0: For school year 2023-24 will your LEA make materials available that cover 100% of the **9-12 Science TEKS**? (This includes teacher- or district-developed materials. You may select "yes" even if not all classrooms use the same materials.)

☒ Yes

☐ No

#### Science 9-12 Instructional Materials

QUESTION 32.0: Share the **full-subject** publisher/product that teachers in your LEA will regularly use (once a week or more, on average) for **9-12 Science** instruction to ensure coverage of 100% of the TEKS.

Full-subject instructional materials: Full sets of materials designed to provide the teacher with everything needed to cover 100% of the Texas Essential Knowledge and Skills (TEKS) in a grade level/band, including scope and sequence, daily lesson plans, and student materials.

**Grades 9 – 12 Science full- subject publisher/ product used:**

*McGraw-Hill/ Texas Glencoe Biology, Texas Chemistry, IPC, Physics*

QUESTION 32.1: Share the **supplemental** publisher/product that teachers in your district or charter will regularly use (once a week or more, on average) for **9-12 Science** instruction to ensure coverage of 100% of the TEKS (do not include products used to build classroom libraries).

Supplemental Materials: Materials not designed to cover 100% of the TEKS but designed to complement, enrich, and/or extend supports in a particular subject and/or grade band.

**Grades 9 - 12 Science supplemental publisher/ product used:**

*Imagine Learning/ Edgenuity*  
*TEKS Resource System*

### TEKS Certification and Allotment Survey Ratification [Printed and uploaded PDF]

In accordance with Texas Education Code [§31.04](#), school districts and open-enrollment charter schools are required to certify annually to the State Board of Education and the commissioner that, for each subject in the required curriculum other than physical education, students have access to instructional materials that cover all the Texas Essential Knowledge and Skills (TEKS) for the coming school year. Additionally, in accordance with Texas Administrative Code [19 TAC §66.105](#), school districts or charter schools are required to certify that they protect against access to obscene or harmful content in compliance with the requirements for certification under the Children's Internet Protection Act, 47 USC §254(h)(5)(B) and (C).

These certifications must be ratified by local school boards of trustees or governing bodies in public, noticed meetings. Districts and open-enrollment charter schools will be unable to order instructional materials through EMAT until the certifications have been received by the Texas Education Agency (TEA).



Other Certified Subject Areas:

Please select each subject in the required curriculum below for which your LEA provides each student with instructional materials that cover all elements of the essential knowledge and skills:

[multiple select]

- ☒ Career & Technical Education
- ☒ Fine Arts
- ☒ Health
- ☒ Technology Applications
- ☒ English Language Proficiency Standards
- ☒ Languages other than English

District County Number (6-digit ID):

071903

District or Charter Name:

Fabens ISD

Date of Ratification by Local School Board of Trustees or Governing Body:

April 19, 2023

Signature of the Board President and Secretary or Governing Board Officer

\_\_\_\_\_  
Board President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Board Secretary

After ratification, LEAs will submit this form to the TEA through an electronic TEKS Certification 2023–24 Survey. The survey will be available on the [TEA State-Adopted Instructional Materials webpage](#) beginning on **Monday, March 20, 2023.**

**FABENS ISD**

**DISTRICT EMPLOYEES AND OFFICERS  
Board Agenda Item**

<b>TITLE</b>	<b>Fabens ISD 2022 – 2023 New Hires</b>	<b>Date Requested</b>	<b>4/19/2023</b>
<b>Requested By:</b>	Ms. Debbie Betancourt	<b>Approximate Time</b>	10 minutes
<b>Division Approval:</b>		<b>Action Needed:</b>	No
<b>Action Requested:</b>	N/A	<b>Information Only:</b>	Yes
<b>People Participating In Presentation:</b>	Ms. Debbie Betancourt New Hires	<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**

**DISTRICT EMPLOYEES AND OFFICERS  
Board Agenda Item**

<b>TITLE</b>	<b>Employee of the Year Recognitions</b>	<b>Date Requested</b>	4/19/2023
<b>Requested By:</b>	Ms. Debbie Betancourt	<b>Approximate Time</b>	25 minutes
<b>Division Approval:</b>		<b>Action Needed:</b>	No
<b>Action Requested:</b>	N/A	<b>Information Only:</b>	Yes
<b>People Participating In Presentation:</b>	Ms. Debbie Betancourt Employee of the Year Nominees	<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>	

Ms. Debbie Betancourt will present the Employee of the Year nominees and announce the winner.

# FABENS ISD

## Student Outcomes Board Agenda Item

<b>TITLE</b>	<b>National Student Clearinghouse Data</b>	<b>Date</b>	
<b>Requested By:</b>	M. Gonzalez	<b>Approximate Time</b>	10 minutes
<b>Division Approval:</b>		<b>Action Needed:</b>	No
<b>Action Requested:</b>		<b>Information Only:</b>	Yes
<b>People Participating In Presentation:</b>	Mr. Edgar Rincon Dr. Sam Hogue	<b>Who Has Been Involved:</b>	Dr. Hogue Ms. L. Flores Mr. E. Rincon
<b>How Will It Benefit the District's Mission/Goals?</b>	Monitoring of student outcomes after graduation	<b>How Will Request Be Financed?</b>	
		<b>Cost to District:</b>	None – Provided by partnership with NTN College Access



# FABENS INDEPENDENT SCHOOL DISTRICT

## National Student Clearinghouse Data Student Outcomes: Past Graduate Data



April 19, 2023



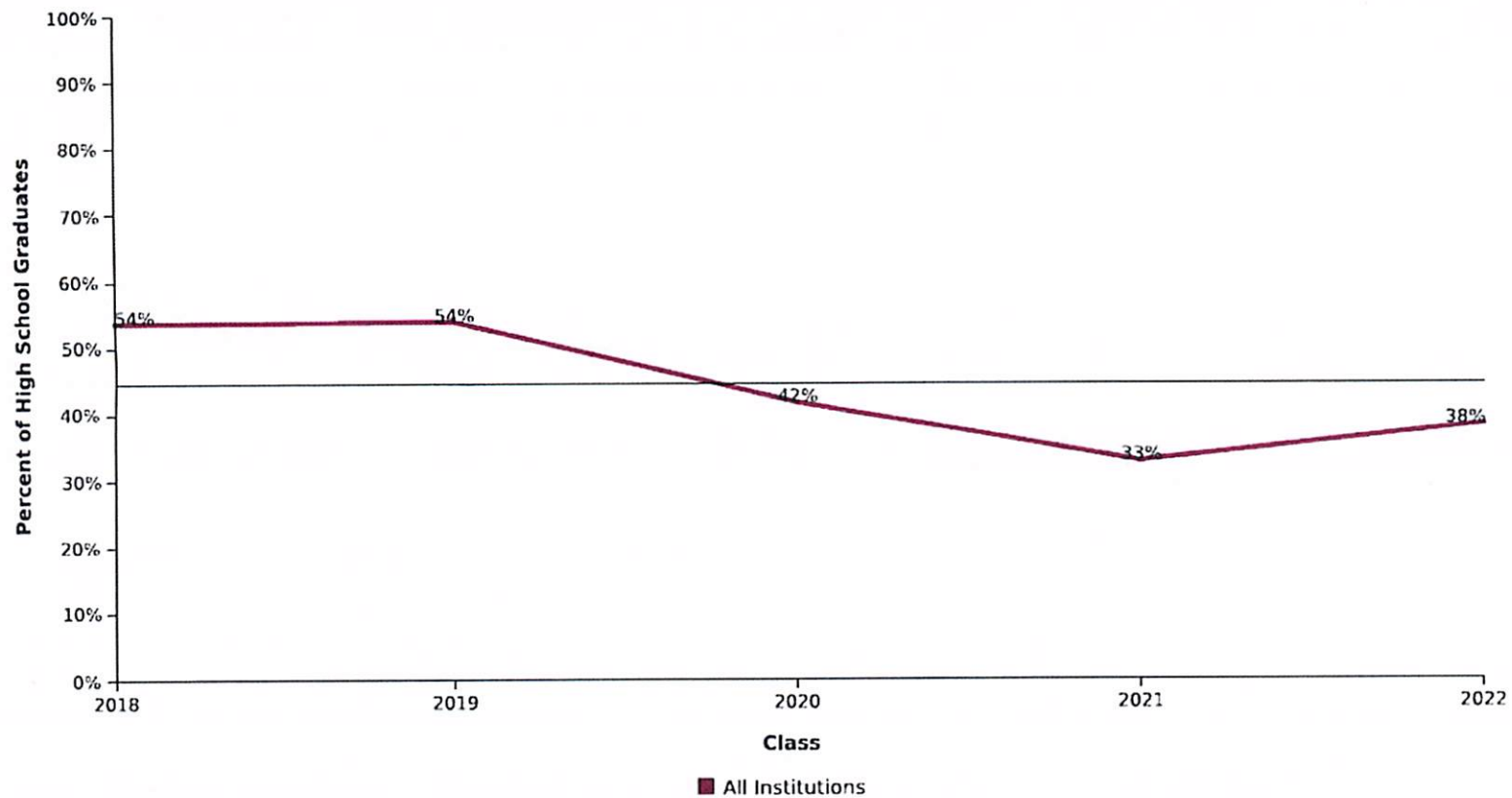
## National Student Clearinghouse

- **Enrollment Reporting and Verification:** The Clearinghouse collects current enrollment data and executes deferment reporting for the U.S. Department of Education and other education finance organizations.
- **Postsecondary:** Institutions accurately analyze the transfer, persistence, and completion trends of students across the spectrum of institutional types regardless of state boundaries: public, private, for-profit, international, career, and technical.
- **Secondary:** High schools and districts accurately analyze the postsecondary success of their high school graduates and make programmatic changes based upon what they learn.



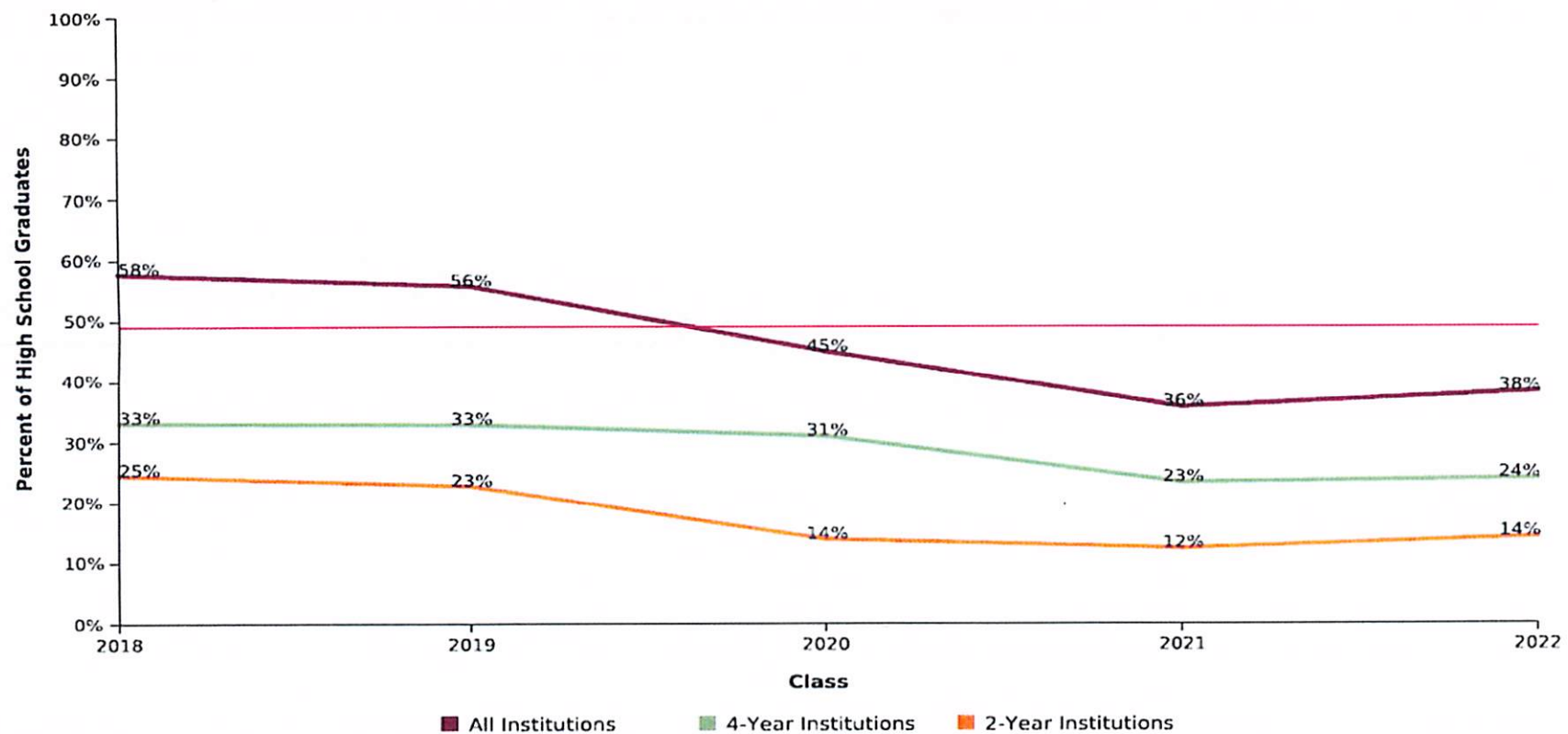
## Percent of Students Enrolled in College the Fall Immediately After High School

Effective Date = December 5, 2022



# Percent of Students Enrolled in College at Any Time During the First Year After High School by Institutional Level

Effective Date = December 5, 2022



AVG = 49%

**Count of Students Enrolled in College the First Year After High School Who Returned  
for a Second Year (Freshman to Sophomore Persistence)**

Effective Date = December 5, 2022

Class of	2018	2019	2020
Total in the Class	151	167	158
Enrolled Anywhere 1st Year	87	93	71
Enrolled Anywhere 2nd Year	50	64	51
In Public 1st Year	85	88	68
Enrolled Anywhere 2nd Year	49	59	50
In Private 1st Year	2	5	3
Enrolled Anywhere 2nd Year	1	5	1
In 4-Year 1st Year	50	55	49
Enrolled Anywhere 2nd Year	34	44	35
In 2-Year 1st Year	37	38	22
Enrolled Anywhere 2nd Year	16	20	16
In-State 1st Year	76	86	60
Enrolled Anywhere 2nd Year	44	60	43
Out-of-State 1st Year	11	7	11
Enrolled Anywhere 2nd Year	6	4	8

Fabens High School

Report Run Date: 12/10/2022 12:05 PM

**NATIONAL STUDENT  
CLEARINGHOUSE**

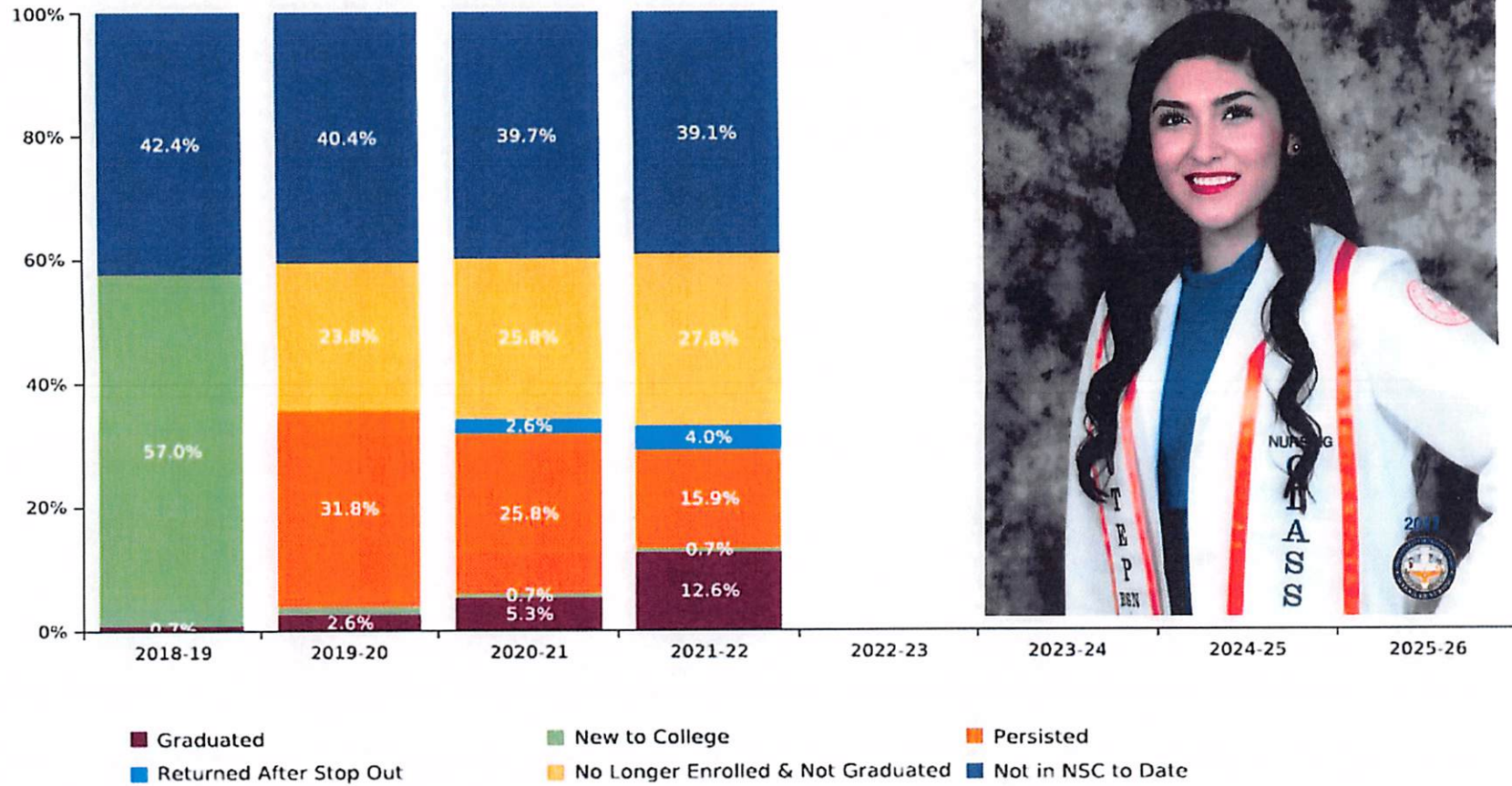


**Most Common Institutions of Enrollment in the Fall Immediately following High School Graduation  
for All Classes by Number of Students**

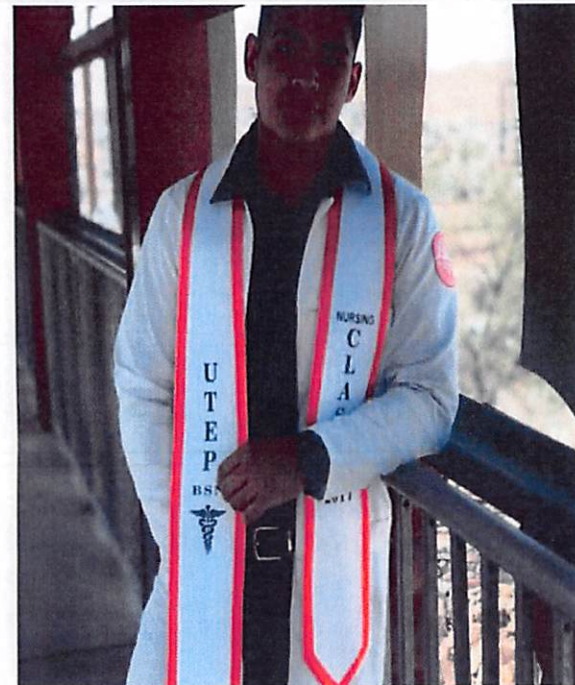
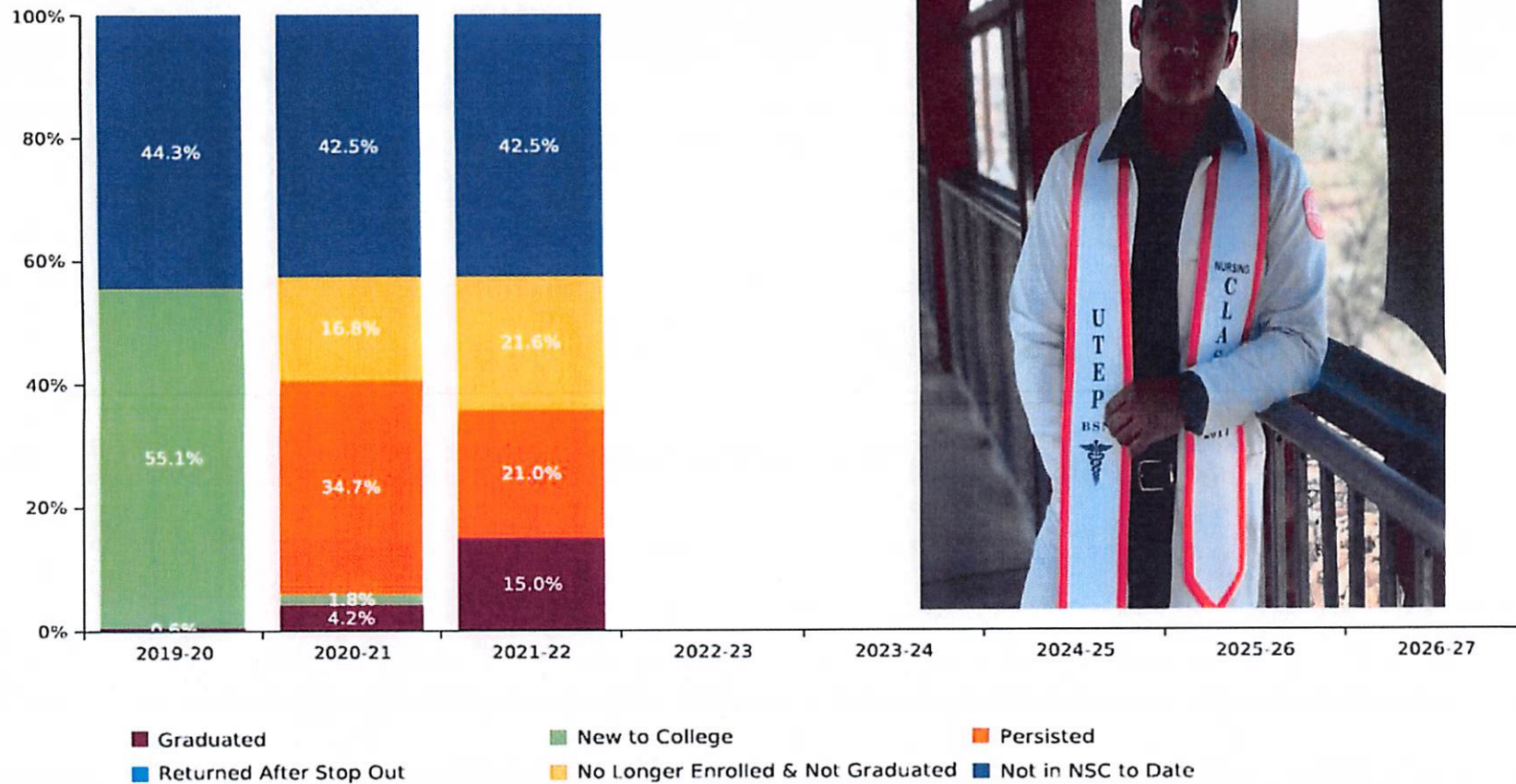
Name	Rank	State	Level	Type	Total
UNIVERSITY OF TEXAS AT EL PASO	1	TX	4-year	Public	152
EL PASO COMMUNITY COLLEGE	2	TX	2-year	Public	114
NEW MEXICO STATE UNIVERSITY-MAIN	3	NM	4-year	Public	20
SUL ROSS STATE UNIVERSITY	4	TX	4-year	Public	5
UNIVERSITY OF TEXAS - SAN ANTONIO	5	TX	4-year	Public	4
UNIVERSITY OF TEXAS AT AUSTIN	6	TX	4-year	Public	4
TEXAS A&M UNIVERSITY	7	TX	4-year	Public	3
OKLAHOMA PANHANDLE STATE UNIVERSITY	8	OK	4-year	Public	2
ABILENE CHRISTIAN UNIVERSITY	9	TX	4-year	Private	1
ANGELO STATE UNIVERSITY	10	TX	4-year	Public	1
CALIFORNIA STATE UNIVERSITY - FRESNO	11	CA	4-year	Public	1
COLORADO MESA UNIVERSITY	12	CO	4-year	Public	1
CROWDER COLLEGE	13	MO	2-year	Public	1
DELAWARE TECHNICAL AND COMMUNITY - TERRY	14	DE	2-year	Public	1
EMBRY-RIDDLE AERONAUTICAL UNIVERSITY - DAYTONA	15	FL	4-year	Private	1
FRANK PHILLIPS COLLEGE	16	TX	2-year	Public	1
GRAND CANYON UNIVERSITY	17	AZ	4-year	Private	1
HOWARD PAYNE UNIVERSITY	18	TX	4-year	Private	1
LOS MEDANOS COLLEGE	19	CA	2-year	Public	1
MANCHESTER UNIVERSITY	20	IN	4-year	Private	1
MODESTO JUNIOR COLLEGE	21	CA	2-year	Public	1
NEW MEXICO STATE UNIVERSITY-DONA ANA	22	NM	2-year	Public	1
NORCO COLLEGE	23	CA	2-year	Public	1
NORTH CAROLINA WESLEYAN COLLEGE	24	NC	4-year	Private	1
OTTAWA UNIVERSITY-OTTAWA	25	KS	4-year	Private	1



## Class of 2018 Postsecondary Enrollment and Progress

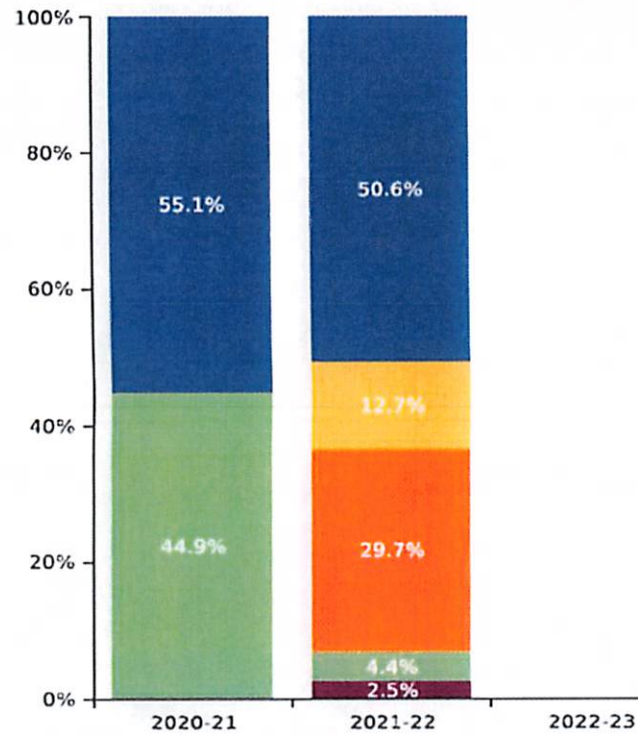


### Class of 2019 Postsecondary Enrollment and Progress





# Class of 2020 Postsecondary Enrollment and Progress

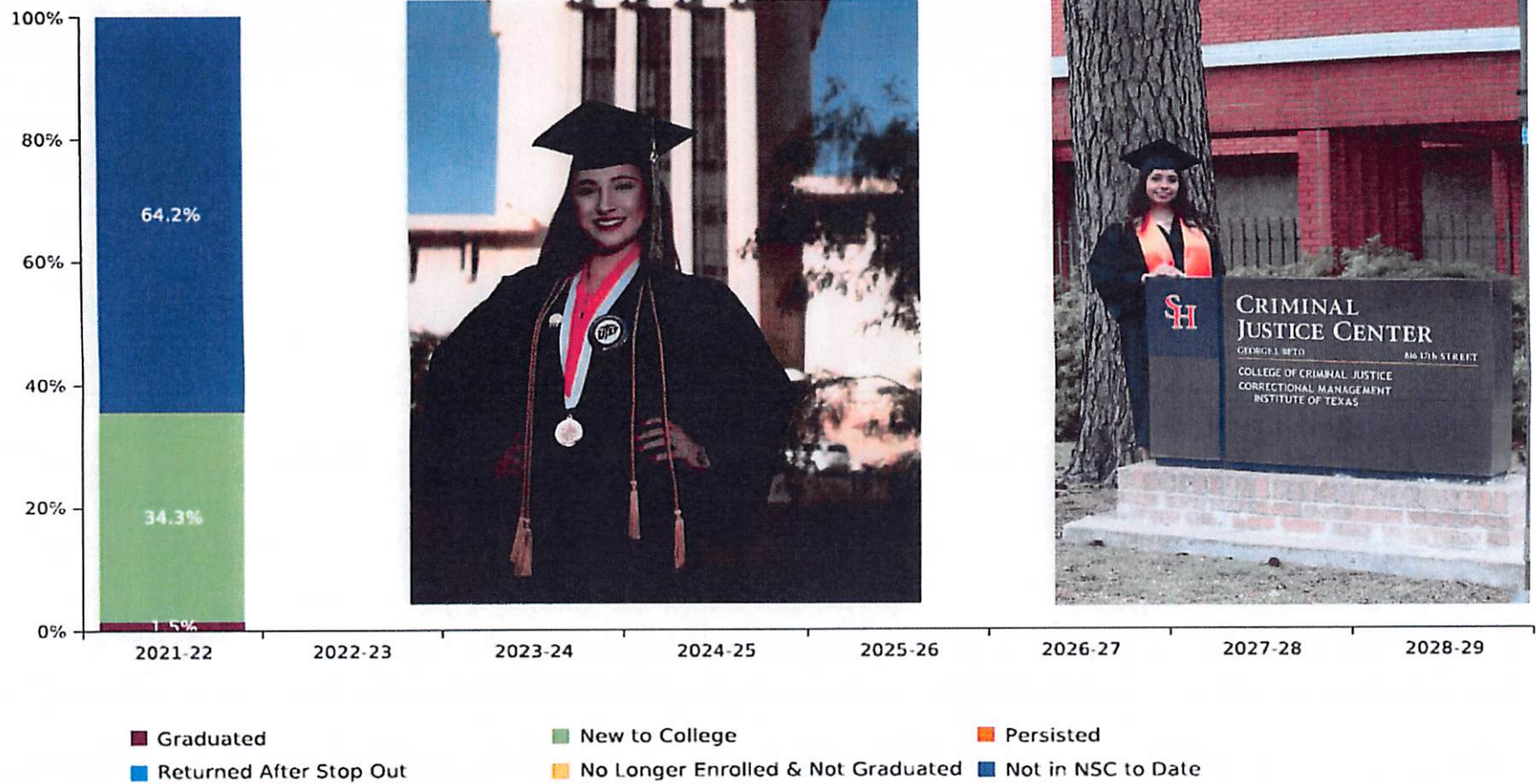


Graduated  
Returned After Stop Out

New to College  
No Longer Enrolled & Not Graduated

Persisted  
Not in NSC to Date

## Class of 2021 Postsecondary Enrollment and Progress





*Thank You!*





# Fabens ISD

## Board of Trustees Business Agenda Item

<b>TITLE</b>	Establish Board Member Plaque Requirements	<b>DATE</b>	4/19/2023
<b>Requested by:</b>	Board	<b>Approximate Time</b>	20 minutes
<b>Division Approval</b>		<b>Action Needed</b>	Board Decision
<b>Action Requested</b>	Board Recommendations	<b>Information Only</b>	N/A
<b>People participating in Presentation</b>	Board	<b>Who Has Been Involved</b>	

Requirements / guidelines for future board member plaque are needed to be established.

# Fabens ISD

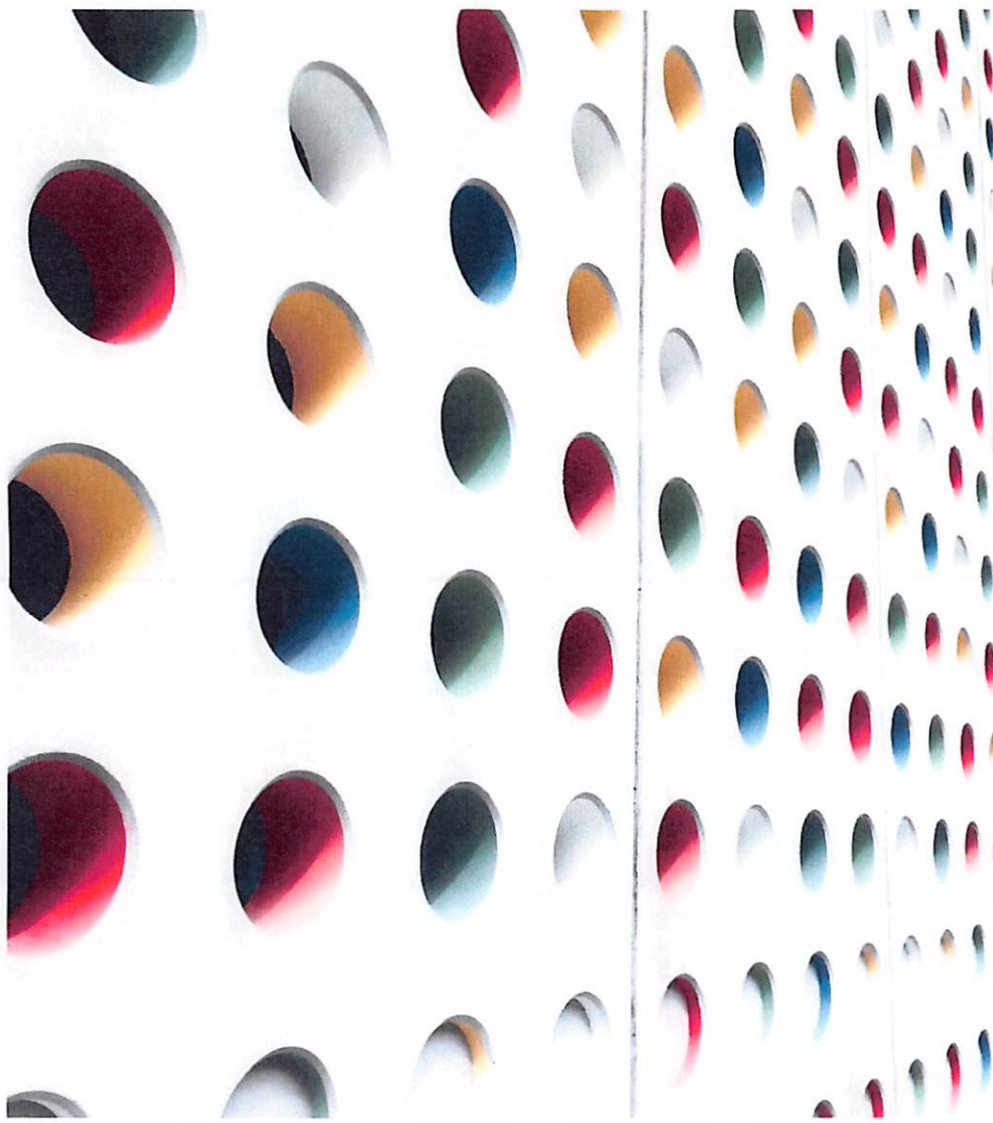
## Board of Trustees Business Agenda Item

<b>TITLE</b>	Fabens ISD Ten (10) month Budget Process Approval	<b>DATE</b>	4/19/2023
<b>Requested by:</b>	Mr. Torres	<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 development of a 10-mnth budget for FY 2023 - 2024	<b>Information Only</b>	No
<b>People participating in Presentation</b>	Mr. Torres	<b>Who Has Been Involved</b>	

This coming fiscal year (2023 – 2024) will be our 10 month fiscal year.  
(September 1, 2023 – June 30, 2023)

The new fiscal year from (July to June) is going to start July 1, 2024.

This will mark our new fiscal year from July 1, 2024 to June 30, 2025.



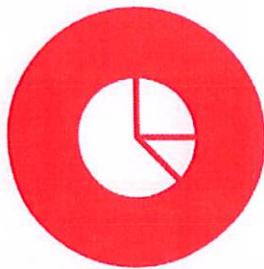
# Notification of Intent to Change the Fiscal Year Start Date

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FY 2024-2025

# Change Start Date FY-2024-2025

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FY 2023-2024  
THIS COMING FISCAL YEAR (23-24) WILL BE OUR  
10-MONTH FISCAL YEAR  
(September 1, 2023, to June 30, 2024)



NEW FISCAL YEAR START DATE  
FROM SEPT 1 TO JULY 1  
CHANGING FISCAL YEAR-END  
FROM AUGUST 31 TO JUNE 30



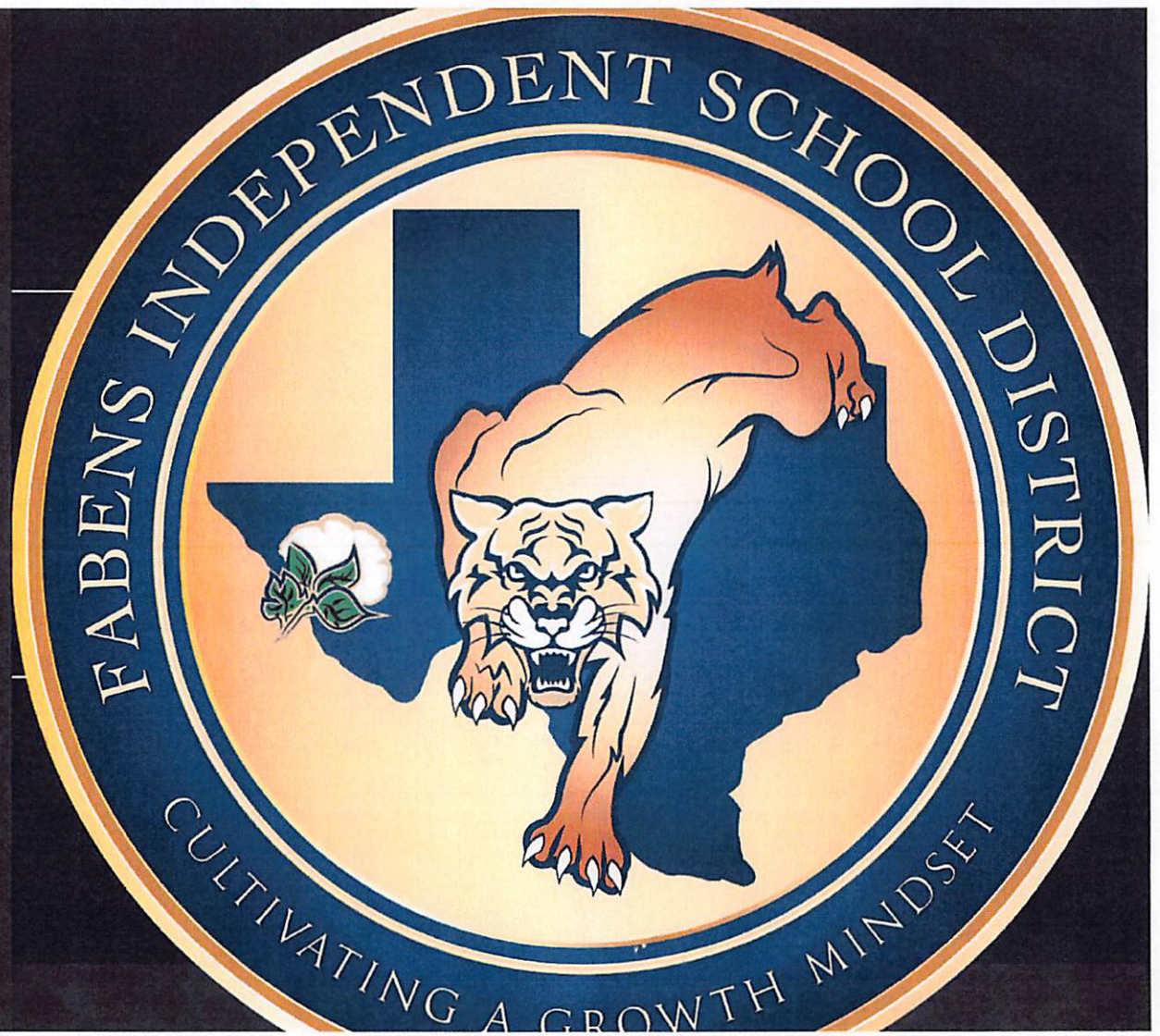
THIS WILL MARK OUR NEW FISCAL YEAR  
FROM JULY 1, 2024, TO JUNE 30, 2025





Thank you

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# Fabens ISD

## Board of Trustees Business Agenda Item

<b>TITLE</b>	Approval of Resolution Against Vouchers	<b>DATE</b>	4/19/2023
<b>Requested by:</b>	TASB	<b>Approximate Time</b>	5 minutes
<b>Division Approval</b>		<b>Action Needed</b>	Yes
<b>Action Requested</b>	The administration recommends approval of the resolution against vouchers as presented	<b>Information Only</b>	
<b>People participating in Presentation</b>	Ms. Sylvia Gonzales	<b>Who Has Been Involved</b>	



**FABENS INDEPENDENT SCHOOL DISTRICT  
BOARD OF TRUSTEES**

**RESOLUTION  
VOUCHERS, EDUCATION SAVINGS ACCOUNTS, TAXPAYER  
SAVINGS GRANTS,  
AND OTHER MECHANISMS THAT REDUCE PUBLIC  
EDUCATION FUNDING**

STATE OF TEXAS           §  
                                     §  
COUNTY OF EL PASO   §

WHEREAS, Article 7, Section 1 of the Texas Constitution requires that the Texas Legislature "establish and make suitable provision for the support and maintenance of an efficient system of public free schools;"

WHEREAS, Texas public school districts accept every student;

WHEREAS, education savings accounts and other voucher schemes give private schools, not parents, the right to choose;

WHEREAS, Texas public schools adhere to state-mandated academic and financial accountability standards;

WHEREAS, private schools are not required to meet the same academic standards as public schools, and they do not report test results, graduation rates, and other performance measures to the public;

WHEREAS, school choice already exists in the Texas via public school districts, charter schools, inter- and intra-district transfers, home schools, virtual schools, and private schools;

WHEREAS, education savings accounts and similar voucher schemes eliminate public accountability of schools and tax dollars;

WHEREAS, using tax dollars to pay for tuition at private and religious schools would grow into a costly entitlement program;

WHEREAS, a taxpayer-funded voucher program would reduce the amount of state funds available for all schools, harming many rural Texas communities where families have few, if any, private school options; and

WHEREAS, Texas parents who accept a voucher would lose out on a long list of important parental rights outlined in Texas state education code and in federal law, especially protections for students receiving special education services;

NOW, THEREFORE, BE IT RESOLVED that the Fabens ISD Board of Trustees calls on the Texas Legislature to reject any diversion of public dollars to private entities in the form of education savings accounts and similar voucher schemes.

PASSED AND APPROVED on this 19<sup>th</sup> day of April, 2023

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Sylvia Gonzales, Board President

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Julieta S. Ramirez, Board Secretary

# Fabens ISD

## Board of Trustees Business Agenda Item

<b>TITLE</b>	Discussion and Possible Action to Become Members of the National Association of Latino Elected and Appointed Officials	<b>DATE</b>	4/19/2023
<b>Requested by:</b>	Ms. Sylvia Gonzales	<b>Approximate Time</b>	10 minutes
<b>Division Approval</b>		<b>Action Needed</b>	Board Recommendation
<b>Action Requested</b>	Board Decision	<b>Information Only</b>	
<b>People participating in Presentation</b>	Board	<b>Who Has Been Involved</b>	





## Welcome!

Our nation is at a critical juncture for Latinos and all Americans. With issues like education, healthcare, infrastructure, voting rights, and immigration at the forefront of our nation's policy agenda, elected and appointed officials have an unprecedented opportunity to help America's communities thrive.

Whether you have just assumed office or have been serving for some time, you know that the honor of public service comes with tremendous responsibility.

In addition to your day-to-day leadership responsibilities, you must keep your professional skills sharp, remain aware of emerging policy issues, and prepare for the unexpected.



Therefore, it is critical to maintain a network of fellow leaders whom you can call upon when questions arise in times of crisis and beyond.

That's where NALEO comes in. The National Association of Latino Elected and Appointed Officials (NALEO) is distinct in its ability to convene Latino elected and appointed officials from across the country, across the aisle, and from all Latino backgrounds and cultures. In our increasingly divisive world, NALEO is where all Latino elected and appointed officials are encouraged to come together.

This is why it is my pleasure to invite you — a leader on the frontlines for our communities — to join me as a Member of NALEO — a non-profit, non-partisan membership organization committed to ensuring the nation's more than 7,000 (and growing!) Latino elected and appointed officials are effective advocates for the communities they serve.

As a NALEO Member, you will receive the following:

- Exclusive access to premier professional development opportunities;
- Groundbreaking research publications on our nation's most pressing policy issues;
- A network of more than 7,000 Latino elected and appointed officials nationwide;
- Lifelong friendships and professional relationships; and
- So much more.

NALEO's position as the largest network of Latino elected and appointed officials in the country gives us the unique opportunity to host events like the one-of-a-kind NALEO Annual Conference, cutting-edge Policy Institutes, and live webinars. These events feature renowned subject matter experts who cover substantive topics that affect our communities the most — issues like education, healthcare, housing, and economic development.

And as #TheNALEONetwork grows, so do the opportunities we offer to you, our Members. We hope you'll join us as you embark on or continue your political journey. And remember that your #NALEOFamilia is always here to help when questions arise.

Best Regards,

**Dr. Lubby Navarro**

NALEO President

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## More about NALEO

**Established in 1976, the National Association of Latino Elected and Appointed Officials (NALEO) is a 501(c)(4) non-partisan membership**

## organization whose constituency includes the nation's more than 6,800 elected and appointed Latino officials.

NALEO is governed by a 35 member Board of Directors comprised of the nation's Latino elected and appointed leadership with ex-officio representatives from Hispanic Elected Local Officials (HELO) of the National League of Cities, the National School Board Association's National Hispanic Caucus of School Board Members, the National Hispanic Caucus of State Legislators and the Congressional Hispanic Caucus.

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NALEO BOARD MEMBERS

BECOME A MEMBER

For more information on NALEO or how to join the largest network of Latino elected and appointed officials, contact the NALEO Membership Department at (213) 765-9430 or at [membership@naleo.org](mailto:membership@naleo.org).

### ABOUT

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Staff Directory  
Contact Us

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In the News  
Blog

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Citizenship Service Providers  
Election Handbook  
Naturalization Research  
National Directory of Latino Elected Officials  
Upcoming Events  
Latino Voters at Risk  
The Great Unengaged  
Webinars

# Fabens ISD

## Board of Trustees Business Agenda Item

<b>TITLE</b>	Discussion on Possible Revisions to Fabens ISD Local Policies: (SEE LIST BELOW)	<b>DATE</b>	4/19/2023
<b>Requested by:</b>	Ms. Sylvia Gonzales	<b>Approximate Time</b>	30 minutes
<b>Division Approval</b>		<b>Action Needed</b>	N/A
<b>Action Requested</b>	N/A	<b>Information Only</b>	Yes
<b>People participating in Presentation</b>	Board	<b>Who Has Been Involved</b>	

DBA – Employment Requirements and Restrictions – Credentials and Records

DC - Employment Practices

DF – Termination of Employment

DK – Assignments and Schedules

Discussion will be held on possible revisions wanted in order to have TASB create a draft.

Drafts will be presented at a future meeting.

**SUPERINTENDENT  
QUALIFICATIONS AND DUTIES**

**BJA  
(LEGAL)**

**Qualifications**

A person may not be employed as a superintendent unless the person holds an appropriate certificate or permit.

The commissioner may waive the requirement for certification of a superintendent if requested by a district as provided by Education Code 7.056 [see BF]. The commissioner may limit the waiver of certification in any manner the commissioner determines is appropriate.

A person who is not certified as a superintendent may not be employed by a district as the superintendent before the person has received a waiver of certification from the commissioner. A person may be designated to act as a temporary or interim superintendent for a district, but the district may not employ the person under a contract as superintendent unless the person has been certified or a waiver has been granted.

*Education Code 21.003*

**Duties**

A superintendent is the educational leader and chief executive officer of a district. *Education Code 11.201(a)*

The duties of a superintendent include:

1. Assuming administrative responsibility and leadership for the planning, organization, operation, supervision, and evaluation of the education programs, services, and facilities of a district and for the annual performance appraisal of the district's staff.
2. Except as provided by Education Code 11.202 (duties of principal) [see DK and DP], assuming administrative authority and responsibility for the assignment, supervision, and evaluation of all personnel of a district other than the superintendent.
3. Overseeing compliance with the standards for school facilities. [See CS]
4. Initiating the termination or suspension of an employee or the nonrenewal of an employee's term contract. [See DF series]
5. Managing the day-to-day operations of a district as its administrative manager, including implementing and monitoring plans, procedures, programs, and systems to achieve clearly defined and desired results in major areas of district operations.
6. Preparing and submitting to a board a proposed budget and administering the budget.
7. Preparing recommendations for policies to be adopted by a board and overseeing the implementation of adopted policies.

**SUPERINTENDENT  
QUALIFICATIONS AND DUTIES**

**BJA  
(LEGAL)**

8. Developing or causing to be developed appropriate administrative regulations to implement policies established by a board.
9. Providing leadership for the attainment and, if necessary, improvement of student performance in a district based on the state's student achievement and quality of learning indicators and other indicators as may be adopted by the commissioner or the board. [See AIA]
10. Organizing a district's central administration.
11. Consulting with the district-level committee. [See BQA]
12. Ensuring:
  - a. Adoption of a Student Code of Conduct [see FO] and enforcement of that Code of Conduct; and
  - b. Adoption and enforcement of other student disciplinary rules and procedures as necessary.
13. Submitting reports as required by state or federal law, rule, or regulation, and ensuring that a copy of any report required by federal law, rule, or regulation is also delivered to TEA.
14. Providing joint leadership with a board to ensure that the responsibilities of the board and superintendent team are carried out; and
15. Performing any other duties assigned by action of a board.

*Education Code 11.201(d)*

In addition, a superintendent shall, on a day-to-day basis, ensure the implementation of the policies created by the board. *Education Code 11.1512(a)*

**Collaboration with  
the Board**

A board and a superintendent shall work together to:

1. Advocate for the high achievement of all district students;
2. Create and support connections with community organizations to provide community-wide support for the high achievement of all district students;
3. Provide educational leadership for a district, including leadership in developing the district vision statement and long-range educational plan [see AE];
4. Establish district-wide policies and annual goals that are tied directly to the district's vision statement and long-range educational plan;



SUPERINTENDENT  
QUALIFICATIONS AND DUTIES

BJA  
(LEGAL)

5. Support the professional development of principals, teachers, and other staff; and
6. Periodically evaluate board and superintendent leadership, governance, and teamwork.

*Education Code 11.1512(b)*

**Prohibited  
Interference**

A superintendent may not interfere with an appearance or testimony of specified district personnel required by the board. *Education Code 11.1511(d)* [See BAA]

**SUPERINTENDENT  
QUALIFICATIONS AND DUTIES**

**BJA  
(LOCAL)**

**Duties**

In addition to responsibilities specifically provided by law or in the Superintendent's contract, the Superintendent shall provide educational leadership, demonstrate district management, and maintain positive Board and community relations.

**Educational  
Leadership**

To provide leadership and direction for the development of an educational system that is based on the needs of students, on standards of excellence and equity, and on community goals, the Superintendent shall:

1. Establish effective mechanisms for communication to and from staff in instructional evaluation, planning, and decision making.
2. Oversee annual planning for instructional improvement and monitor for effectiveness.
3. Ensure that goals and objectives form the basis of curricular decision making and instruction and communicate expectations for high achievement.
4. Ensure that appropriate data are used in developing recommendations and making decisions regarding the instructional program and resources.
5. Oversee a system for regular evaluation of instructional programs, including identifying areas for improvement, to attain desired student achievement.
6. Oversee student services, including health and safety services, counseling services, and extracurricular programs, and monitor for effectiveness.
7. Oversee a discipline management program and monitor for equity and effectiveness.
8. Encourage, oversee, and participate in activities for recognition of student efforts and accomplishments.
9. Oversee a program of staff development and monitor staff development for effectiveness in improving district performance.
10. Stay abreast of developments in educational leadership and administration.

**District  
Management**

To demonstrate effective planning and management of District administration, finances, operations, and personnel, the Superintendent shall:

**SUPERINTENDENT  
QUALIFICATIONS AND DUTIES**

**BJA  
(LOCAL)**

1. Implement and oversee a planning process that results in goals, targets, or priorities for all major areas of District operations, including facilities maintenance and operations, transportation, and food services.
2. Monitor effectiveness of District operations against appropriate benchmarks.
3. Oversee procedures to ensure effective and timely compliance with all legal obligations, reporting requirements, and policies.
4. Ensure that key planning activities within the District are coordinated and are consistent with Board policy and applicable law and that goals and results are communicated to staff, students, and the public as appropriate.
5. Oversee a budget development process that results in recommendations based on District priorities, available resources, and anticipated changes to district finances.
6. Oversee budget implementation to ensure appropriate expenditure of budgeted funds, to provide for clear and timely budget reports, and to monitor for effectiveness of the process.
7. Ensure that District investment strategies, risk management activities, and purchasing practices are sound, cost-effective, and consistent with District policy and law.
8. Maintain a system of internal controls to deter and monitor for fraud or financial impropriety in the District.
9. Ensure that the system for recruiting and selection results in personnel recommendations based on defined needs, goals, and priorities.
10. Organize District staff in a manner consistent with District priorities and resources and monitor administrative organization at all levels for effectiveness and efficiency.
11. Oversee a performance appraisal process for all staff that reinforces a standard of excellence and assesses deficiencies; ensure that results are used in planning for improvement.
12. Administer a compensation and benefits plan for employees based on clearly defined goals and priorities.
13. Encourage, oversee, and participate in staff recognition and support activities.

**SUPERINTENDENT  
QUALIFICATIONS AND DUTIES**

**BJA  
(LOCAL)**

14. Oversee a program for staff retention and monitor for effectiveness.

**Board and  
Community  
Relations**

To maintain positive and professional working relationships with the Board and the community, the Superintendent shall:

1. Keep the Board informed of significant issues as they arise, using agreed upon criteria and procedures for information dissemination.
2. Respond in a timely and complete manner to Board requests for information that are consistent with Board policy and established procedures.
3. Provide recommendations and appropriate supporting materials to the Board on matters for Board decision.
4. Articulate and support Board policy and decisions to staff and community.
5. Direct a proactive program of internal and external communication at all levels designed to improve staff and community understanding and support of the District.
6. Establish mechanisms for community and business involvement in the schools and encourage participation.
7. Work with other governmental entities and community organizations to meet the needs of students and the community in a coordinated way.

**Delegation**

To the extent permitted by law, the Superintendent may delegate responsibilities to other employees of the District but shall remain accountable to the Board for the performance of all duties, delegated or otherwise.



EMPLOYMENT REQUIREMENTS AND RESTRICTIONS  
CREDENTIALS AND RECORDS

DBA  
(LEGAL)

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EMPLOYMENT REQUIREMENTS AND RESTRICTIONS  
CREDENTIALS AND RECORDS

DBA  
(LEGAL)

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EMPLOYMENT REQUIREMENTS AND RESTRICTIONS  
CREDENTIALS AND RECORDS

DBA  
(LEGAL)

**Notice to Parents**

**Teacher  
Qualifications**

As a condition of receiving assistance under Title I, Part A of the Elementary and Secondary Education Act (ESEA) (20 U.S.C. 6301 et seq.), a district shall, at the beginning of each school year, notify the parents of each student attending any school receiving such funds that the parents may request, and the district shall provide the parents on request (and in a timely manner), information regarding the professional qualifications of the student's classroom teachers, including, at a minimum, the following:

1. Whether the student's teacher:
  - a. Has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
  - b. Is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived; and
  - c. Is teaching in the field of discipline of the certification of the teacher.
2. Whether the child is provided services by paraprofessionals and, if so, their qualifications.

*20 U.S.C. 6312(e)(1)(A)*

**Federally Required  
Notice—Lack of  
Credentials**

A school that receives such federal funds shall also provide to each individual parent of a child who is a student in such school, with respect to such student, timely notice that the student has been assigned, or has been taught for four or more consecutive weeks by, a teacher who does not meet applicable state certification or licensure requirements at the grade level and subject area in which the teacher has been assigned. *20 U.S.C. 6312(e)(1)(B)(ii)*

**State-Required  
Notice—Lack of  
Credentials**

If a district assigns an inappropriately certified or uncertified teacher (as defined below) to the same classroom for more than 30 consecutive instructional days during the same school year, it shall provide written notice of the assignment to the parents or guardians of each student in that classroom.

A superintendent shall provide the notice not later than the 30th instructional day after the date of the assignment of the inappropriately certified or uncertified teacher. A district shall make a good-faith effort to ensure that the notice is provided in a bilingual form to any parent or guardian whose primary language is not English. A district shall retain a copy of the notice and make information relating to teacher certification available to the public on request.

EMPLOYMENT REQUIREMENTS AND RESTRICTIONS  
CREDENTIALS AND RECORDS

DBA  
(LEGAL)

An “inappropriately certified or uncertified teacher” includes an individual serving on an emergency certificate or an individual who does not hold any certificate or permit. It does not include an individual who is:

1. Certified and assigned to teach a class or classes outside his or her area of certification, as determined by State Board for Educator Certification (SBEC) rules specifying the certificate required for an assignment;
2. Serving on a certificate issued due to a hearing impairment;
3. Serving on a certificate issued pursuant to enrollment in an approved alternative certification program;
4. Certified by another state or country and serving on a certificate issued under Education Code 21.052;
5. Serving on a school district teaching permit; or
6. Employed under a waiver granted by the commissioner of education.

The state notice requirement does not apply if a school is required in accordance with Section 1006, Every Student Succeeds Act [20 U.S.C. Section 6312(e)(1)(B)(ii)], to provide notice to a parent or guardian regarding a teacher who does not meet certification requirements at the grade level and subject area in which the teacher is assigned, provided the school provides notice as required by that Act. [See Federally Required Notice—Lack of Credentials, above]

*Education Code 21.057; 19 TAC 231.1*

**Professional  
Personnel**

**Certificate**

A person may not be employed as a teacher, teacher intern or teacher trainee, librarian, educational aide, administrator, educational diagnostician, or school counselor by a district unless the person holds an appropriate certificate or permit. A person who desires to teach shall present the person's certificate for filing with a district before the person's contract with a board is binding.

A person is not required to hold a certificate under Education Code 21.0487 to be employed by a district as a Junior Reserve Officer Training Corps instructor.

An educator who does not hold a valid certificate may not be paid for teaching or work done before the effective date of issuance of a valid certificate.

*Education Code 21.003(a), .0487(d), .053(a)–(b)*



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License

A person may not be employed by a district as an audiologist, occupational therapist, physical therapist, physician, nurse, school psychologist, associate school psychologist, licensed professional counselor, marriage and family therapist, social worker, or speech language pathologist unless the person is licensed by the state agency that licenses that profession. A person may perform specific services within those professions for a district only if the person holds the appropriate credentials from the appropriate state agency.

A person employed by a district before September 1, 2011, to perform marriage and family therapy is not required to hold a license as a marriage and family therapist as long as the person remains employed by the district.

*Education Code 21.003(b)*

**School District  
Teaching Permit**

A district may issue a school district teaching permit and employ as a teacher a person who does not hold a teaching certificate issued by SBEC. To be eligible for a school district teaching permit, a person must hold a baccalaureate degree. *Education Code 21.055(a)–(b)*

Statement to  
Commissioner

Promptly after employing a person under a school district permit, a district shall send a written statement to the commissioner. This statement must identify the person, the person's qualifications as a teacher, and the subject or class the person will teach. The person may teach the subject or class pending action by the commissioner.

Not later than the 30th day after the commissioner receives a district's statement, the commissioner may inform the district that the person is not qualified to teach. The person may not teach if the commissioner finds that the person is not qualified. If the commissioner fails to act before the 30th day after receiving the statement, a district may issue the school district teaching permit and the person may teach the subject or class identified in the statement sent to the commissioner.

*Education Code 21.055(c)–(d)*

**Noncore Career  
and Technical  
Courses**

The following requirements do not apply to a person who will teach only noncore academic career and technical education courses:

1. The requirement to hold a baccalaureate degree;
2. The requirement that the district send a written statement to the commissioner identifying the person, the person's qualifications as a teacher, and the subject or class the person will teach; and

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3. The requirement that the commissioner inform the district in writing if the commissioner finds the person to be not qualified to teach.

A board may issue a school district teaching permit to a person who will teach courses only in career and technical education based on qualifications certified by the superintendent. Qualifications must include demonstrated subject matter expertise such as professional work experience, formal training and education, holding an active professional relevant industry license, certification, or registration, or any combination of work experience, training and education, or industry license, certification, or registration, in the subject matter to be taught.

The superintendent shall certify to the board that a new employee has undergone a criminal background check and is capable of proper classroom management. A district shall require a new employee to obtain at least 20 hours of classroom management training and to comply with continuing education requirements as determined by the board.

A person may teach a career and technical education course immediately upon issuance of a permit. Promptly after employing a person who qualifies under Education Code 21.055(d-1), the board shall send to the commissioner a written statement identifying the person, the course the person will teach, and the person's qualifications to teach the course.

*Education Code 21.055(d-1)*

**Duration of Permit**

A school district teaching permit remains valid unless the district issuing the permit revokes it for cause. A person authorized to teach under a school district teaching permit issued by a particular district may not teach in another school district unless that other district complies with the permit-issuing provisions. *Education Code 21.055(e)*

**Emergency Permit**

Emergency permits are issued under the authority of SBEC. 19 TAC 230.71(a)

**Activation**

A superintendent or designee who cannot secure an appropriately certified and qualified individual to fill a vacant position may activate an emergency permit for an individual who does not have one of the appropriate credentials for the assignment, as specified in 19 Administrative Code Chapter 231 (Requirements for Public School Personnel Assignments).

In order to activate an emergency permit, the superintendent or designee must:

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1. Document locally the efforts the district has taken to employ an appropriately certified individual in the position for which an emergency permit is activated;
2. Apply for an emergency permit when a vacant position is filled with an uncertified or inappropriately certified individual who will serve as the teacher of record or will serve in the assignment for more than 30 consecutive instructional days. The application must be submitted to the Texas Education Agency (TEA) within 45 instructional days of the date of assignment;
3. Verify that the district maintains a support system, has assigned a trained mentor, and will provide release time as needed to assist the individual serving on an emergency permit. However, a district shall not be required to provide a mentor for a degreed, certified teacher assigned on an emergency permit if the teacher has one or more creditable years' experience within the district, as defined at 19 Administrative Code Chapter 153, Subchapter CC; and
4. Verify that the individual for whom the emergency permit is activated has been advised of the SBEC rules regarding permits and permit renewal requirements in 19 Administrative Code Chapter 230, Subchapter F.

*19 TAC 230.71(d)*

*Temporary  
Vacancies*

A district is not required to activate an emergency permit if an uncertified individual is assigned for a certified teacher who will be absent for more than 30 consecutive instructional days due to documented health-related reasons and has expressed the intention to return to the assignment. A district must, however, comply with the parent notification requirements above. *19 TAC 230.71(i)*

**General Eligibility  
Requirements**

An individual for whom an emergency permit is activated must meet the following criteria:

1. The individual must hold a bachelor's degree or higher from an accredited institution of higher education. [See 19 Administrative Code 230.75(1) for career and technical and trade and industrial education assignments.]
2. The individual must be at least 18 years of age.
3. The individual must be able to communicate and understand the English language sufficiently to use it easily and readily in daily communication and teaching, as specified in 19 Administrative Code 230.11 (General Requirements).

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4. The individual must be of good moral character. SBEC may refuse to authorize an emergency permit for an individual, applying the same standards that would be applied to the administrative denial of an applicant for certification under 19 Administrative Code 249.12 (Administrative Denial; Appeal).
5. The individual must submit fingerprints in accordance with 19 Administrative Code 232.35(c) (Submission of Required Information) and Education Code 22.0831. [See DBAA]

*19 TAC 230.75*

Specific  
Requirements for  
Initial Permits

An individual for whom an emergency permit is activated must:

1. Have completed the appropriate semester credit hours or equivalent contact hours required for the emergency permit sought as specified in 19 Administrative Code 230.77, or, for a degreed, certified teacher, have passed the appropriate content specialization portions of the appropriate certification examination required for the target certificate; and
2. Have satisfied the appropriate experience requirement specified in 19 Administrative Code 230.77 for the emergency permit sought.

*19 TAC 230.77(a)*

SBEC rules provide requirements for the following assignments:

1. Elementary grades (early childhood–grade 6) (general education).
2. Secondary grades (grades 7–12) (general education).
3. All grade levels (early childhood–grade 12) (general education).
4. Career and technical education programs.
5. Special populations, such as English language learners (ELLs) and students with special learning needs.
6. Other instructional and support personnel, such as school counselor, educational diagnostician, school librarian, and JROTC instructor.

*19 TAC 230.77 (b)–(g)*

*Hardship  
Exception*

An emergency permit may be authorized on a hardship basis for an individual who does not meet all eligibility requirements only if approval has been granted and email notification received from TEA staff. The district must:



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1. Document local conditions requiring the assignment of an individual who does not meet emergency permit requirements;
2. Verify that the deficiencies for the certificate sought do not exceed 36 semester credit hours; and
3. Verify:
  - a. That the individual will be enrolled in the first available course listed on the certification plan; or
  - b. Registration for the next available administration of the appropriate content specialization portion of the certification examination for an individual who holds a valid Texas classroom teaching certificate and a bachelor's degree or higher from an accredited institution of higher education and is placed in an assignment requiring a different classroom teaching certificate.

*19 TAC 230.71(h)*

*Holders of Intern  
or Probationary  
Certificates*

Candidates who hold an intern certificate under the provisions of 19 Administrative Code 230.36 (Intern Certificates) or a probationary certificate under 19 Administrative Code 230.37 (Probationary Certificates) may be employed on an emergency permit during the validity of the intern certificate or probationary certificate, if the emergency permit is being issued in a certificate area not available through the educator preparation program that provided recommendation for the intern certificate or probationary certificate. *19 TAC 230.71(j)*

**Procedures for  
Initial Permit**

The superintendent or his or her designee or authorized representative must verify the individual's eligibility for the emergency permit [see General Eligibility Requirements and Specific Requirements for Initial Permits, above] and submit online to TEA the following information within 45 instructional days of assignment.

For all assignments (except career and technical education assignments based on skill and experience):

1. A completed online emergency permit application;
2. One of the following:
  - a. A certification plan from an approved Texas educator preparation program (EPP); or
  - b. Verification of registration for an appropriate certification examination for a teacher that is already certified; and
3. The appropriate fee (payable by the school district).

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For career and technical education assignments based on skill and experience:

1. A completed online emergency permit application;
2. A copy of the individual's statement of qualifications, approved by the certification officer of a Texas EPP;
3. Acceptable license, registration, or certification by a state-authorized or nationally recognized agency in an occupational area appropriate for the assignment;
4. A certification plan from an approved Texas EPP for the career and technical education certificate appropriate for the assignment; and
5. The appropriate fee (payable by the school district).

*19 TAC 230.79*

Validity of  
Emergency Permit

The validity date of an activated and authorized emergency permit is specified in 19 Administrative Code 230.97 (Effective Dates of Certificates and Permit Issuance).

An emergency permit is valid for the remainder of the school year for which it is activated and authorized by SBEC. The emergency permit must be submitted to TEA within 45 instructional days from the date of assignment. A permit authorized by SBEC is valid for service only in the requesting district and only for the assignments indicated on the emergency permit application.

Effective with the 2017–18 school year, the employment of an individual on an emergency permit, with the exception of the assignment as a JROTC instructor or a teacher of students with visual impairments may not exceed one school year in the same assignment. [See One-Year Limitation, below]

Prior to the 2017–18 school year, the individual may serve in a specific assignment no more than one additional school year beyond the initial emergency permit. To continue beyond the initial emergency permit year, the individual must comply with the renewal provisions specified in 19 Administrative Code 230.81. [See Renewal Requirements and Procedures, below]

Effective with the 2017–18 school year, to continue employment in the assignment beyond the validity of the initial emergency permit, the individual must hold the appropriate certificate, in accordance with 19 Administrative Code, Chapter 231 (Requirements for Public School Personnel Assignments). An individual may not serve as a

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classroom teacher of record in the district for more than three school years without obtaining initial, standard certification.

*19 TAC 230.73*

**One-Year Limitation** Effective with the 2017–18 school year, an emergency permit will limit an individual to one year of service and no renewal will be allowed.

**Exceptions** The one-year limitation does not apply to individuals serving in the position of Junior Reserve Officer Training Corps (JROTC) instructor or teachers of students with visual impairments.

As indicated in 19 Administrative Code 230.77(g)(4)(B), emergency permits for JROTC instructors must be reissued every year.

Emergency permits for teachers of students with visual impairments referenced in 19 Administrative Code 230.77(f)(2)(B) may be renewed a maximum of two years.

*19 TAC 230.71(b), (c)*

**Renewal Requirements and Procedures** Effective with the 2017–18 school year, these renewal provisions no longer apply for emergency permits, with the exception of teachers of students with visual impairments. *19 TAC 230.73(f)*

A superintendent, designee, or authorized representative may renew an emergency permit for the same assignment in the same district for which the initial emergency permit was activated.

No individual may continue in the same assignment for more than one school year of service on an emergency permit, except that emergency permits used fewer than 90 calendar days may be renewed for one additional year of service, if needed.

The total of semester credit hours or the equivalent contact hours required to obtain certification appropriate for the assignment shall determine the number of emergency permit renewals for which the individual may be eligible.

For six semester credit hours or less plus appropriate examination requirements, an individual is not eligible for renewal.

For seven semester credit hours or more plus appropriate examination requirements, an individual is eligible for one renewal.

The superintendent or his or her designee or authorized representative may renew an emergency permit provided the following requirements and procedures are met:

1. The emergency permit must be renewed for the same assignment in the same school district.

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2. Official transcripts verifying completion of a minimum of six semester credit hours or documentation of completion of equivalent contact hours toward the appropriate target certificate must be placed in the individual's personnel file.
3. If the individual has not completed permit renewal requirements as indicated above, the superintendent or his or her designee must obtain hardship approval from the TEA prior to continuation of the assignment.
4. The appropriate renewal of the emergency permit application must be completed online prior to the beginning date of duties for the current school year.
5. The school district shall pay the appropriate fee.

*19 TAC 230.81*

Nonrenewable  
Permits

A superintendent or designee may activate a nonrenewable permit for an individual who has not completed the appropriate examination requirements specified in 19 Administrative Code 230.21 (Educator Assessment).

A nonrenewable permit may be activated for an individual who:

1. Has completed all course and degree requirements of a Texas EPP except for successful completion of all appropriate examination requirements. Nonrenewable permits activated for individuals in this category expire 12 months from the date of activation; or
2. Holds a Texas teacher certificate with an effective date before February 1, 1986, but has not revalidated the certificate for employment purposes by passing an examination. The individual must not have been employed in a Texas school district since the start of the 1985–86 school year. A nonrenewable permit activated for an individual in this category expires six months from the date of activation or at the end of the school year, whichever is less.

A nonrenewable permit may not be activated for an individual in the same assignment area for which another permit had previously been authorized.

The superintendent, designee, or authorized representative must verify that an individual is eligible for the permit and submit the following information within 45 calendar days of assignment:

1. An application for a nonrenewable permit completed before the effective date of the assignment; and

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2. The appropriate fee (payable by the district).

*19 TAC 230.83*

**Educator Consent**

A certified teacher must consent to the activation of an emergency permit and be advised of the conditions of the emergency permit.

A teacher who refuses to consent to activation of an emergency permit may not be terminated or nonrenewed or otherwise retaliated against because of the teacher's refusal to consent to the activation of the emergency permit. However, a teacher's refusal to consent shall not impair a district's right to implement a necessary reduction in force or other personnel actions in accordance with local policy.

*19 TAC 230.71(e)*

**No Property Right**

An emergency permit is authorized for the district for a specific assignment and is not the property of the individual for whom the emergency permit was activated. *19 TAC 230.71(f)*

**Unused Permits**

If an emergency permit authorized by SBEC is not used, the district shall notify TEA staff by email. *19 TAC 230.71(g)*

**Tutoring Program**

A person may participate in a tutoring program to provide supplemental instruction to students in kindergarten through grade 12 on an individualized or small-group basis.

**Eligibility**

To participate in the program as a tutor, a person must:

1. Be an active or retired teacher;
2. Apply for the position in a manner specified by a nonprofit teacher organization approved by the commissioner for the purpose of participating in the tutoring program;
3. Designate in the application whether the person plans to provide tutoring:
  - a. For compensation, on a volunteer basis, or both; and
  - b. In person, online, or both; and
4. Not be included in the Do Not Hire Registry. [See DBAA]

If an active or retired teacher who has been approved for participation in the tutoring program contacts a school district to provide tutoring to students in the district and the district needs tutoring assistance, the district may:

1. If the teacher is providing tutoring services on a volunteer basis, use the volunteer tutoring services provided by the teacher; or



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	<ol style="list-style-type: none"><li>2. If the district has local, state, or federal funds for purposes of the tutoring program and the teacher is providing tutoring services for compensation, employ the teacher as a tutor.</li></ol>
Local Oversight and Reporting	<p>The superintendent or designee shall:</p> <ol style="list-style-type: none"><li>1. Oversee the tutoring program within the district; and</li><li>2. Not later than the last day of each semester, submit a report to the board that includes, with respect to that semester:<ol style="list-style-type: none"><li>a. The number of active or retired teachers who contacted the district to offer tutoring services to students in the district; and</li><li>b. The number of active or retired teachers who were used by the district as a tutor on a volunteer basis or employed by the district to provide tutoring services for compensation.</li></ol></li></ol>
Funding	<p>A school district may use any available local, state, or federal funds to provide compensation to a person participating in the program as a tutor who is providing tutoring for compensation under the program.</p> <p><i>Education Code 33.913</i></p>
Certification of Paraprofessional Employees	<p>Educational aides shall be certified according to standards established by SBEC. <i>19 TAC 230.51</i></p>
Federal Requirements for Teachers and Paraprofessionals	<p>Teachers and paraprofessionals working in a program supported with funds under Title I, Part A of the Elementary and Secondary Education Act (20 U.S.C. 6301 et seq.) shall meet applicable state certification and licensure requirements, including any requirements for certification obtained through alternative routes to certification. <i>20 U.S.C. 6311(g)(2)(J), 6312(c)(6)</i></p> <p>The state's professional standards for paraprofessionals working in a program supported with Title I funds must include qualifications that were in place under former 20 U.S.C. 6319, as that section existed before December 10, 2015. <i>20 U.S.C. 6311(g)(2)(M)</i></p>
Qualifications Before December 10, 2015	<p>Each district receiving assistance under Title I, Part A of the ESEA shall ensure that all paraprofessionals working in a program supported with those funds shall:</p> <ol style="list-style-type: none"><li>1. Be assigned only duties consistent with the following:<ol style="list-style-type: none"><li>a. A paraprofessional may be assigned to:</li></ol></li></ol>

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- (1) Provide one-on-one tutoring for eligible students, if the tutoring is scheduled at a time when a student would not otherwise receive instruction from a teacher;
    - (2) Assist with classroom management, such as organizing instructional and other materials;
    - (3) Provide assistance in a computer laboratory;
    - (4) Conduct parental involvement activities;
    - (5) Provide support in a library or media center;
    - (6) Act as a translator; or
    - (7) Provide instructional services to students in accordance with items (b) and (c).
  - b. A paraprofessional may not provide any instructional service to a student unless the paraprofessional is working under the direct supervision of a teacher consistent with this section; and
  - c. A paraprofessional may assume limited duties that are assigned to similar personnel who are not working in a program supported with funds under this part, including duties beyond classroom instruction or that do not benefit participating children, so long as the amount of time spent on such duties is the same proportion of total work time as prevails with respect to similar personnel at the same school.
2. Regardless of a paraprofessional's hiring date, have earned a secondary school diploma or its recognized equivalent.
  3. If hired after January 8, 2002, have one of the following credentials:
    - a. Completed at least two years of study at an institution of higher education;
    - b. Obtained an associate's (or higher) degree; or
    - c. Met a rigorous standard of quality and can demonstrate, through a formal state or local academic assessment:
      - (1) Knowledge of, and the ability to assist in instructing, reading, writing, and mathematics; or

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- (2) Knowledge of, and the ability to assist in instructing, reading readiness, writing readiness, and mathematics readiness, as appropriate.

Receipt of a high school diploma is not sufficient to satisfy the formal academic assessment requirement.

The requirements at item 3, above, shall not apply to a paraprofessional:

1. Who is proficient in English and a language other than English and who provides services primarily to enhance the participation of children in programs under Title I, Part A by acting as a translator; or
2. Whose duties consist solely of conducting parental involvement activities.

*Former 20 U.S.C. 6319 in effect before Dec. 10, 2015*

**Federal  
Requirements for  
Special Education  
Teachers**

Each person employed as a special education teacher who teaches elementary school, middle school, or secondary school must:

1. Have obtained full state certification as a special education teacher [including participating in an alternate route to certification as a special educator, if such alternate route meets minimum requirements described in 34 C.F.R. 2005.56(a)(2)(ii) as in effect November 28, 2008], or passed the state special education teacher licensing examination, and holds a license to teach in the state as a special education teacher;
2. Have not had special education certification or licensure requirements waived on an emergency, temporary, or provisional basis; and
3. Hold at least a bachelor's degree.

*20 U.S.C. 1412(a)(14)(C)*

**CPR and First Aid  
Certification**

A district employee who serves as head director of a school marching band, head coach, or chief sponsor of an extracurricular athletic activity (including cheerleading) that is sponsored or sanctioned by the district or UIL must maintain and submit to the district proof of current certification in first aid and cardiopulmonary resuscitation issued by the American Red Cross, the American Heart Association, or another organization that provides equivalent training and certification. A district shall adopt, in accordance with its professional development policy [see DMA], procedures for adminis-

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tering this requirement, including procedures for the time and manner in which proof of current certification must be submitted. *Education Code 33.086*

**AED Certification**

Each school nurse, assistant school nurse, athletic coach or sponsor, physical education instructor, marching band director, cheerleading coach, and any other employee specified by the commissioner must receive and maintain certification in the use of an automated external defibrillator (AED) from the American Heart Association, the American Red Cross, or a similar nationally recognized association. *Education Code 22.902(c)* [See DMA]

**School Bus Drivers  
Credentials**

For purposes of the following provisions, a "school bus driver" is a driver transporting school children and/or school personnel on routes to and from school or on a school-related activity trip while operating a multifunction school activity bus, school activity bus, or school bus. *37 TAC 14.1* [See CNA]

At a minimum, to become employed and maintain employment status as a school bus driver, a person must meet the following requirements:

1. Be at least 18 years old.
2. Possess a valid driver's license designating a class appropriate (with applicable endorsement, if commercial driver license) for the gross vehicle weight rating and manufacturer's designed passenger capacity of the vehicle to be operated.
3. Meet the medical qualifications specified by the Department of Public Safety (DPS) at 37 Administrative Code 14.12. [See DBB]
4. Maintain an acceptable driving record in accordance with the minimum standards established by the DPS at 37 Administrative Code 14.14.
5. Maintain an acceptable criminal history record, secured from any law enforcement agency or criminal justice agency, and reviewed in accordance with the provisions of Education Code Chapter 22. [See DBAA]
6. Possess a valid Texas School Bus Driver Safety Training Certificate, as specified at 37 Administrative Code 14.35 or a valid Enrollment Certificate, as specified at 37 Administrative Code 14.36.

*Transp. Code 521.022; 37 TAC 14.11, .12, .14*

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Pre-Employment  
Inquiries

An applicant for employment as a school bus driver must disclose to the district:

1. Any violations of motor vehicle laws or ordinances (other than parking violations) of which the applicant was convicted or forfeited bond or collateral during the three years preceding the date the application is submitted;
2. Any serious traffic violations, as defined by Transportation Code 522.003(25), of which the applicant was convicted during the ten years preceding the date the application is submitted; and
3. Any suspension, revocation, or cancellation of driving privilege that the applicant has ever received.

The district shall make an inquiry into the applicant's complete driving record, with DPS and with any state in which the applicant held a motor vehicle operator's license or permit within the past seven years. If no previous driving record is found to exist, the district must document its efforts to obtain such information and certify that no previous driving record exists for the individual.

The district shall review the applicant's driving record to determine whether that person meets minimum requirements, as described at 37 Administrative Code 14.14(d) (penalty points for convictions of traffic law violations and crash involvements).

*37 TAC 14.14(b)*

Annual Evaluation

A district shall, at least once every 12 months, make an inquiry into the complete driving record of each school bus driver it employs, with DPS and with any state in which the individual held a motor vehicle operator's license or permit during that time period. The district shall review the driving record to determine whether the individual meets the minimum requirements described at 37 Administrative Code 14.14(d) (penalty points for convictions of traffic law violations and crash involvements). *Transp. Code 521.022(d); 37 TAC 14.14(c)*

Disqualification

Any person who has accumulated ten or more penalty points shall be considered ineligible to transport students until such time as he or she may become qualified. A school bus driver who receives notice that his or her license, permit, or privilege to operate a motor vehicle has been revoked, suspended, or withdrawn shall notify the district of the contents of the notice before the end of the business day following the day the driver received it. A district shall not permit a disqualified driver to drive a school bus, school activity bus, or multifunction school activity bus. *37 TAC 14.14(g)*



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**Employee Records**

**Professional  
Employees**

The following records on professional personnel must be readily available for review by the commissioner:

1. Credentials (certificate or license);
2. Service record(s) and any attachments;
3. Contract;
4. Teaching schedule or other assignment record; and
5. Absence from duty reports.

**Service Record**

The basic document in support of the number of years of professional service claimed for salary increment purposes and both the state's sick and personal leave program data for all personnel is the service record (form FIN-115) or a similar form containing the same information. It is the responsibility of the issuing district to ensure that service records are true and correct and that all service recorded on the service record was actually performed.

The service record must be validated by a person designated by a district to sign service records. The service record shall be kept on file at the district.

**Former  
Employees**

On request by a classroom teacher, librarian, school counselor, or nurse or by the school district employing one of those individuals, a district that previously employed the individual shall provide a copy of the individual's service record to the district employing the individual. The district must provide the copy not later than the 30th day after the later of:

1. The date the request is made; or
2. The date of the last day of the individual's service to the district.

The original service record, verified by the employee, shall be given to the employee upon request or sent to the next employing district. A district must maintain a legible copy for audit purposes. A scanned version of the original service record may be considered official if sent directly from one employing district to another employing district.

*Education Code 21.4031; 19 TAC 153.1021(b), (d)*

**Access to  
Employee Records**

With regard to public access to information in personnel records, custodians of such records shall adhere to the requirements of the Public Information Act. *Gov't Code Ch. 552* [See GBA]

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Information in a personnel file is excepted from the requirements of the Public Information Act if the disclosure would constitute a clearly unwarranted invasion of personal privacy.

Except as provided below, an employee of a district shall choose whether to allow public access to information in the district's custody that relates to the employee's home address, home telephone number, emergency contact information, or social security number, or that reveals whether the person has family members.

*Gov't Code 552.024, .102(a)*

The social security number of an employee of a district in the custody of the district is confidential. A district may not require an employee or former employee of the district to choose whether to allow public access to the employee's or former employee's social security number. *Gov't Code 552.024(a-1), .147(a-1)*

*Employee Right  
of Access*

All information in the personnel file of a district employee shall be made available to that employee or the employee's designated representative as public information is made available under the Public Information Act. An employee or an employee's authorized representative has a special right of access, beyond the right of the general public, to information held by a district that relates to the employee and that is protected from public disclosure by laws intended to protect the employee's privacy interests.

A district may not deny to the employee or his or her representative access to information relating to the employee on the grounds that the information is considered confidential by privacy principles under the Public Information Act. A district may assert as grounds for denial of access other provisions of the Public Information Act or other laws that are not intended to protect the employee's privacy interests.

If a district determines that information in the employee's records is exempt from disclosure under an exception of Government Code Chapter 552, Subchapter C, other than an exception intended to protect the privacy interest of the requestor or the person whom the requestor is authorized to represent, it shall submit a written request for a decision to the attorney general before disclosing the information. If a decision is not requested, a district shall release the information to the requestor not later than the tenth day after the request for information is received.

*Gov't Code 552.023, .102(a), .307*

## PROPOSED REVISIONS

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**Note:** This local policy has been revised in accordance with the District's innovation plan.<sup>1</sup>

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### State Teacher Certification

In accordance with the District's innovation plan, the District shall be exempt from the state law that generally requires school districts to hire teachers who are certified by the State Board for Educator Certification.

State certification shall not be required for teachers of hard-to-fill positions in grades 6–12 for courses related to career and technical education (CTE); science, technology, engineering, and mathematics (STEM) courses; dual credit courses; and fine arts courses.

In addition, the Superintendent shall have authority to decide whether to require state certification for any teaching position for which an opening has been posted for at least two months without a suitable, certified applicant, except that this authority shall not apply to teaching positions in special education, bilingual education, or English as a second language (ESL).

All other teaching assignments, including those in special education, bilingual education, and ESL, shall require certification in accordance with law. [See DK]

### Updating Credentials

All employees who have earned certificates, endorsements, or degrees of higher rank since the previous school year shall file with the District:

1. An official college transcript showing the highest degree earned and date conferred.
2. Proof of the certificate or endorsement.

### Contract Personnel

The Superintendent or designee shall ensure that contract personnel possess valid credentials before issuing contracts.

### Social Security Number

The District shall not use an employee's social security number as an employee identifier, except for tax purposes [see DC]. In accordance with law, the District shall keep an employee's social security number confidential.

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<sup>1</sup> Innovation Plan: <https://www.fabensisd.net/>

EMPLOYMENT PRACTICES

DC  
(LEGAL)

<b>Employment Policies</b>	<p>A board shall adopt a policy providing for the employment and duties of district personnel. The policy shall provide that:</p> <ol style="list-style-type: none"><li>1. A board employs and evaluates the superintendent;</li><li>2. A superintendent has sole authority to make recommendations to a board regarding the selection of all personnel, except that the board may delegate final authority for those decisions to the superintendent [see Superintendent Recommendation, below];</li><li>3. Each principal must approve each teacher or staff appointment to the principal's campus as provided by Education Code 11.202 [see DK and DP];</li><li>4. Notice will be provided of vacant positions [see Posting of Vacancies, below]; and</li><li>5. Each employee has the right to present grievances to the board. [See Grievances, below]</li></ol> <p><i>Education Code 11.1513</i></p>
Tax Identifier	<p>A board shall adopt a policy prohibiting the use of social security numbers as employee identifiers other than for tax purposes [see Social Security Numbers, below]. <i>Education Code 11.1514</i> [See DBA]</p>
Contract Positions	<p>A board shall establish a policy designating specific positions of employment, or categories of positions based on considerations such as length of service, to which continuing contracts or term contracts apply. <i>Education Code 21.002(c)</i> [See DCB and DCC]</p>
Delegation of Authority	<p>A district's employment policy may specify the terms of district employment or delegate to the superintendent the authority to determine the terms of employment with the district. <i>Education Code 11.1513(c)</i> [For nepotism implications, see BBFB and DBE]</p>
Availability	<p>A district shall post on its internet website, if the district has a website, the employment policy adopted by the board under Education Code 11.1513(a) and the full text of any regulations referenced in the policy.</p> <p>A district shall make available any forms referenced in its employment policy on an intranet website that is maintained by the district and accessible to district employees, or at a district administrative office designated by the district if the district does not maintain an intranet website.</p> <p><i>Education Code 11.1513(k)</i></p>

EMPLOYMENT PRACTICES

DC  
(LEGAL)

<b>Internal Auditor</b>	If a district employs an internal auditor, the board shall select the internal auditor and the internal auditor shall report directly to the board. <i>Education Code 11.170</i> [See CFC]
<b>Superintendent Recommendation</b>	A board may accept or reject a superintendent's recommendation regarding the selection of district personnel and shall include the board's acceptance or rejection in the minutes of the board's open meeting, in the certified agenda or tape recording of a closed meeting, or in the recording required under Government Code 551.125 or 551.127, as applicable. If a board rejects a superintendent's recommendation, the superintendent shall make alternative recommendations until the board accepts a recommendation. <i>Education Code 11.1513(b)</i>
<b>Posting of Vacancies</b>	<p>A district's employment policy must provide that not later than the tenth school day before the date on which a district fills a vacant position for which a certificate or license is required as provided by Education Code 21.003 [see DBA], other than a position that affects the safety and security of students as determined by the board, the district must provide to each current district employee:</p> <ol style="list-style-type: none"><li>1. Notice of the position by posting the position on:<ol style="list-style-type: none"><li>a. A bulletin board at:<ol style="list-style-type: none"><li>(1) A place convenient to the public in the district's central administrative office, and</li><li>(2) The central administrative office of each campus during any time the office is open; or</li></ol></li><li>b. The district's internet website, if the district has a website; and</li></ol></li><li>2. A reasonable opportunity to apply for the position.</li></ol> <p><i>Education Code 11.1513(d)</i></p>
<b>Exception</b>	If, during the school year, a district must fill a vacant position held by a teacher, as defined by Education Code 21.201 [see DCB], in less than ten school days, the district must provide notice of the position in the manner described above as soon as possible after the vacancy occurs. However, a district is not required to provide the notice for ten school days before filling the position or to provide a reasonable opportunity to apply for the position. <i>Education Code 11.1513(e)</i>
<b>Grievances</b>	A district's employment policy must provide each employee with the right to present grievances to the board. The policy may not restrict the ability of an employee to communicate directly with a member of the board regarding a matter relating to the operation of



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a district, except that the policy may prohibit ex parte communication relating to:

1. A hearing under Education Code Chapter 21, Subchapter E (Term Contracts) or F (Hearing Examiners); and
2. Another appeal or hearing in which ex parte communication would be inappropriate pending a final decision by the board.

*Education Code 11.1513(i)–(j)* [See DGBA]

**Transfers**

A district's employment policy may include a provision for providing each current district employee with an opportunity to participate in a process for transferring to another school in or position with the district. *Education Code 11.1513(c)(3)* [See DK]

**Contract Employees**

A district shall employ each classroom teacher, principal, librarian, nurse, or school counselor under a probationary contract, a continuing contract, or a term contract. A district is not required to employ a person other than these listed employees under a probationary, continuing, or term contract. *Education Code 21.002*

**Classroom Teacher**

"Classroom teacher" means an educator who is employed by a district and who, not less than an average of four hours each day, teaches in an academic instructional setting or a career and technology instructional setting. The term does not include a teacher's aide or a full-time administrator. *Education Code 5.001(2)*

**Minimum Length of Contract**

A contract between a district and an educator must be for a minimum of ten months of service. An educator employed under a ten-month contract must provide a minimum of 187 days of service. *Education Code 21.401(a), (b)*

**Proportionate Reduction**

If a district anticipates providing less than 180 days of instruction for students during a school year, as indicated by the district's academic calendar, the district may reduce the number of days of service proportionately. A reduction by the district does not reduce an educator's salary. *Education Code 21.401(c-1)*

**Commissioner Waiver**

The commissioner of education may reduce the number of days of service if disaster, flood, extreme weather conditions, fuel curtailment, or another calamity causes the closing of schools. A reduction by the commissioner does not reduce an educator's salary. *Education Code 21.401(c), 25.081(b)*

**Educational Aides**

A board shall establish a plan to encourage the hiring of educational aides who show a willingness to become certified teachers. *Education Code 54.363(f)*

EMPLOYMENT PRACTICES

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(LEGAL)

**Employment of  
Retirees**

**Monthly Certified  
Statement**

A district shall submit to the Teacher Retirement System of Texas (TRS) a monthly certified statement of employment for all retirees employed by the district during each month of a school year. A district shall inform TRS of changes in status of the district that affect the district's reporting responsibilities.

*Deadline*

A district must submit the monthly certified statement and all required employer surcharges under 34 Administrative Code 31.3 (relating to Return-to-Work Employer Pension Surcharges) for each report month from September through July before the eleventh day of the month following the applicable report month. For the monthly certified statement for the report month of August, the employer shall submit the monthly certified statement and all required employer surcharges before the seventh day of September.

If the due date for submission of a monthly certified statement and required employer surcharges falls on a weekend or federal holiday, a district shall submit the monthly certified statement and required employer surcharges on the last business day prior to the due date.

*Late Submissions*

A district that fails to timely submit a monthly certified statement and all required employer surcharges must also pay all applicable interest and late fees. A district must pay to TRS the late fee established by rule for each business day that the monthly certified statement is past due.

*Required  
Information*

A monthly certified statement is not considered submitted to TRS until it is completed. To be complete, the monthly certified statement must include all the following information regarding a retiree employed by the employer during the report month:

1. The number of hours and days worked by the retiree;
2. Whether the retiree's employment qualifies as one or more of the following types:
  - a. Substitute employment;
  - b. One-half time or less employment;
  - c. Employment as a tutor under Education Code 33.913;
  - d. Employment in a federally funded COVID-19 personnel position that meets the requirements of Government Code 824.6021 and 34 Administrative Code 31.16 (relating to Federally Funded COVID-19 Personnel);
  - e. Full-time employment;

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- f. Trial employment of a disability retiree for up to three months; or
  - g. Any combination of these types;
3. The amount of gross compensation paid to the retiree during the report month;
  4. The total amount due under 34 Administrative Code 41.4 (relating to Employer Health Benefit Surcharge); and
  5. Any other information requested by TRS.

An administrator of a district who is responsible for filing the statement, and who knowingly fails to file the statement, commits an offense.

*Gov't Code 824.6022, 825.403(k); 34 TAC 31.2*

**Former Board  
Member Employment**

A board member is prohibited from accepting employment with the district until the first anniversary of the date the board member's membership on a board ends. *Education Code 11.063* [See BBC]

**New Hires  
I-9 Forms**

A district shall ensure that an employee properly completes section 1—"Employee Information and Verification"—on Form I-9 at the time of hire.

A district must verify employment eligibility, pursuant to the Immigration Reform and Control Act, and complete Form I-9 by the following dates:

1. Within three business days of initial hiring. If a district hires an individual for employment for a duration of less than three business days, the district must verify employment at the time of hire. A district shall not be deemed to have hired an individual if the individual is continuing in his or her employment and has a reasonable expectation of employment at all times. When a district rehires an individual, the district may, in lieu of completing a new I-9, inspect a previously completed I-9 executed within three years of the date of rehire, to determine whether the individual is still eligible to work.
2. For an individual whose employment authorization expires, not later than the date of expiration.

*8 C.F.R. 274a.2(b)(1)(ii), (iii), (vii), (viii)*

**New Hire Reporting**

A district shall furnish to the Directory of New Hires (Texas Attorney General's Office) a report that contains the name, address, and social security number of each newly hired employee. The report shall also contain a district's name, address, and employer identification number.

EMPLOYMENT PRACTICES

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A district may also provide, at its option, the employee's date of hire, date of birth, expected salary or wages, and the district's pay-roll address for mailing of notice to withhold child support.

A district shall report new hire information on a Form W-4 or an equivalent form, by first class mail, telephonically, electronically, or by magnetic media, as determined by the district and in a format acceptable to the attorney general.

*Deadline*

New hire reports are due:

1. Not later than 20 calendar days after the date a district hires the employee; or
2. In the case of a district transmitting reports magnetically or electronically, by two monthly transmissions (if necessary) not less than 12 days nor more than 16 days apart.

New hire reports shall be considered timely if postmarked by the due date or, if filed electronically, upon receipt by the agency.

*Penalties*

A district that knowingly violates the new hire provisions may be liable for a civil penalty, as set forth at Family Code 234.105.

*42 U.S.C. 653a(b), (c); Family Code 234.101-.105; 1 TAC 55, Subch. I*

**Donations for  
Supplemental  
Educational Staff**

A district shall accept from a parent-teacher organization or association recognized by the district a donation designated to fund supplemental educational staff positions at a school campus and spend the donation accepted for the designated purpose at the direction of and within the time period specified by the school campus for which the donation was designated. This provision expires September 1, 2025. *Education Code 11.156(c), (d)*

**Social Security  
Numbers**

A board shall adopt a policy prohibiting the use of the social security number of an employee of the district as an employee identifier other than for tax purposes. *Education Code 11.1514* [See DBA]

*Federal Law*

A district shall not deny to any individual any right, benefit, or privilege provided by law because of the individual's refusal to disclose his or her social security number.

*Exceptions*

The federal law does not apply to:

1. Any disclosure that is required by federal statute. The United States Internal Revenue Code provides that the social security number issued to an individual for purposes of federal income tax laws shall be used as the identifying number for taxpayers;

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2. Any disclosure to a district maintaining a system of records in existence and operating before January 1, 1975, if such disclosure was required under statute or regulation adopted before such date to verify the identity of an individual; or
3. Any use for the purposes of establishing the identity of individuals affected by any tax, general public assistance, driver's license, or motor vehicle registration law within a district's jurisdiction.

Statement of Uses

A district that requests disclosure of a social security number shall inform that individual whether the disclosure is mandatory or voluntary, by what statutory authority such number is solicited, and what uses will be made of it.

*Privacy Act of 1974, Pub. L. No. 93-579, Sec. 7, 88 Stat. 1896, 1897 (1974)*

**Employment  
Assistance  
Prohibited**

Federal Law

A district that receives Title I funds shall have regulations or policies that prohibit any individual who is a school employee, contractor, or agent, or a district, from assisting a school employee in obtaining a new job, apart from the routine transmission of administrative and personnel files, if the individual or district knows, or has probable cause to believe, that such school employee engaged in sexual misconduct regarding a minor or student in violation of the law.

This requirement shall not apply if the information giving rise to probable cause has been properly reported to a law enforcement agency with jurisdiction over the alleged misconduct; and has been properly reported to any other authorities as required by federal, state, or local law, including Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.) and the implementing regulations under Part 106 of Title 34, Code of Federal Regulations, or any succeeding regulations; and:

1. The matter has been officially closed or the prosecutor or police with jurisdiction over the alleged misconduct has investigated the allegations and notified school officials that there is insufficient information to establish probable cause that the school employee engaged in sexual misconduct regarding a minor or student in violation of the law;
2. The school employee has been charged with and acquitted or otherwise exonerated of the alleged misconduct; or



3. The case or investigation remains open and there have been no charges filed against, or indictment of, the school employee within four years of the date on which the information was reported to a law enforcement agency.

*20 U.S.C 7926 [See also CJ]*

State Law

SBEC may suspend or revoke a certificate, impose other sanctions against the person, or refuse to issue a certificate to the person if:

1. The person assists another person in obtaining employment at a school district, private school, or open-enrollment charter school, other than by the routine transmission of administrative and personnel files; and
2. The person knew that the other person has previously engaged in sexual misconduct with a minor or student in violation of the law.

The commissioner may require a school district to revoke or decline to issue a school district teaching permit under Education Code 21.055 issued to or requested by a person subject to SBEC action above.

*Education Code 21.0581; 19 TAC 249.15(b)(13)*

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(LOCAL)

<b>Personnel Duties</b>	The Superintendent shall define the qualifications, duties, and responsibilities of all positions and shall ensure that job descriptions are current and accessible to employees and supervisors.
<b>Posting Vacancies</b>	The Superintendent or designee shall establish guidelines for advertising employment opportunities and posting notices of vacancies. These guidelines shall advance the Board's commitment to equal opportunity employment and to recruiting well-qualified candidates. Current District employees may apply for any vacancy for which they have appropriate qualifications.
<b>Applications</b>	<p>All applicants shall complete the application form supplied by the District. Information on applications shall be confirmed before a contract is offered for a contractual position and before hiring or as soon as possible thereafter for a noncontractual position.</p> <p>[For information related to the evaluation of criminal history records, see DBAA.]</p>
<b>Authority for Employment of All Personnel</b>	<p>The Board delegates to the Superintendent the final authority for employment of contractual personnel, as well as the final authority to employ and dismiss noncontractual employees on an at-will basis.</p> <p>[See DCA, DCB, DCC, DCD, and DCE as appropriate]</p>
<b>Employment Assistance Prohibited</b>	No District employee shall assist another employee of the District or of any school district in obtaining a new job if the employee knows, or has probable cause to believe, that the other employee engaged in sexual misconduct regarding a minor or student in violation of the law. Routine transmission of an administrative or personnel file does not violate this prohibition. [See CJ for prohibitions relating to contractors and agents and DH(EXHIBIT) for the Educators' Code of Ethics.]

TERMINATION OF EMPLOYMENT

DF  
(LEGAL)

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	<b>Note:</b> For a detailed treatment of termination and nonrenewal of educator contracts, see policies DFAA and DFAB (Probationary Contracts), DFBA and DFBB (Term Contracts), and DFCA (Continuing Contracts).
<b>Withholding Information</b>	An attempt by any district employee to encourage or coerce a child to withhold information from the child's parent is grounds for discharge or suspension under Education Code 21.104 (probationary contracts), 21.156 (continuing contracts), and 21.211 (term contracts). <i>Education Code 26.008(b)</i>
<b>Registry of Persons Not Eligible for Employment</b>	A district, district of innovation, open-enrollment charter school, other charter entity, regional education service center, or shared services arrangement shall discharge or refuse to hire a person listed on TEA's registry of persons who are not eligible to be employed. [See DBAA] <i>Education Code 22.092</i>
<b>Discharge of Convicted Employees</b>	<p>A district shall discharge or refuse to hire an employee or applicant for employment if the district obtains information through a criminal history record information (CHRI) review that the employee or applicant has been:</p> <ol style="list-style-type: none"><li>1. Convicted of or placed on deferred adjudication community supervision for an offense requiring registration as a sex offender under Code of Criminal Procedure Chapter 62; or</li><li>2. Convicted of:<ol style="list-style-type: none"><li>a. A felony under Title 5, Penal Code, if the victim of the offense was under 18 years of age at the time the offense was committed; or</li><li>b. An offense under the laws of another state or federal law that is equivalent to an offense under item 1 or 2a, above.</li></ol></li></ol>
<b>Exception</b>	<p>However, a district is not required to discharge an employee if the person committed an offense under Title 5, Penal Code, and:</p> <ol style="list-style-type: none"><li>1. The date of the offense is more than 30 years before the date the person's employment will begin; and</li><li>2. The employee satisfied all terms of the court order entered on conviction.</li></ol>
<b>Certification to Commissioner</b>	Each school year, a superintendent shall certify to the commissioner that the district has complied with the above provisions.
<b>Sanctions</b>	The State Board for Educator Certification (SBEC) may impose a sanction on an educator who does not discharge an employee

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when the employee was employed in a public school and on the registry of persons who are not eligible to be employed under Education Code 22.092 [see DBAA], if the educator knew that the employee had been adjudicated for or convicted of having an inappropriate relationship with a minor in accordance with Education Code 21.009(e), or when the person knew or should have known, through a CHRI review, that the employee has been convicted of or placed on deferred adjudication community supervision for an offense described above.

SBEC may impose a sanction on a superintendent who falsely or inaccurately certified to the commissioner that the district had complied with Education Code 22.085. [See Certification to Commissioner, above]

Termination for  
Failure to Disclose

A district may discharge an employee if the district obtains information of the employee's conviction of a felony or of a misdemeanor involving moral turpitude that the employee did not disclose to SBEC or the district. An employee so discharged is considered to have been discharged for misconduct for purposes of Labor Code 207.044 (unemployment compensation).

*Education Code 22.085; 19 TAC 249.15(b)(12), (14)* [See DBAA for Refusal to Hire Convicted Applicants]

**Certain Offenses  
Against Students**

Mandatory  
Termination

If a district receives notice that SBEC has revoked the certificate of a person based on conviction of or placement on deferred adjudication community supervision for an offense for which the person is required to register as a sex offender under Code of Criminal Procedure, Chapter 62, or a conviction of a felony under Penal Code Title 5 if the victim of the offense was under 18 years of age at the time the offense was committed, the district shall:

1. Immediately remove the person whose certificate has been revoked from campus or from an administrative office, as applicable, to prevent the person from having any contact with a student; and
2. If the person is employed under a probationary, continuing, or term contract, with the approval of the board or its designee:
  - a. Suspend the person without pay;
  - b. Provide the person with written notice that the person's contract is void [see Notice to Employee, below]; and
  - c. Terminate the employment of the person as soon as practicable.

*Education Code 21.058(a), (c)*

TERMINATION OF EMPLOYMENT

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(LEGAL)

**Discretionary  
Termination**

If a district becomes aware that a person employed by the district under a probationary, continuing, or term contract has been convicted of or received deferred adjudication for a felony offense, and the person is not subject to the mandatory termination provision above, the district may, with the approval of the board or its designee:

1. Suspend the person without pay;
2. Provide the person with written notice that the person's contract is void [see Notice to Employee, below]; and
3. Terminate the employment of the person as soon as practicable.

*Education Code 21.058(c-1)*

**Notice to Employee**

A person's probationary, continuing, or term contract is void if, with the approval of the board or its designee, the district provides written notice to the person, under the mandatory or discretionary termination provisions above, that the person's contract is void. *Education Code 21.058(c-2)*

**No Appeal**

Action taken by a district under the mandatory or discretionary terminations provisions above is not subject to appeal under Education Code Chapter 21 and the notice and hearing requirements of Chapter 21 do not apply to the action. *Education Code 21.058(e)*

**Invalid or Expired  
Certification**

An employee's probationary, term, or continuing contract is void if the employee:

1. Does not hold a valid certificate or permit issued by SBEC;
2. Fails to fulfill the requirements necessary to renew or extend the employee's temporary, probationary, or emergency certificate or any other certificate or permit issued under Education Code Chapter 21, Subchapter B; or
3. Fails to comply with any requirement under Education Code Chapter 22, Subchapter C [criminal history review, see DBAA], if the failure results in suspension or revocation of the employee's certificate.

*Education Code 21.0031(a)*

A certificate or permit is not considered to have expired if:

1. The employee has completed the requirements for renewal of the certificate or permit;
2. The employee submitted the request for renewal before the expiration date; and



TERMINATION OF EMPLOYMENT

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(LEGAL)

3. The date the certificate or permit would have expired is before the date SBEC takes action to approve the renewal of the certificate or permit.

*Education Code 21.0031(f)*

District's Options

If a district has knowledge that an employee's contract is void under Education Code 21.0031(a), the district may:

1. Terminate the employee;
2. Suspend the employee with or without pay; or
3. Retain the employee for the remainder of the school year on an at-will employment basis in a position that does not require a contract under Education Code 21.002, at the employee's existing rate of pay or at a reduced rate.

The employee is not entitled to the minimum salary prescribed by Education Code 21.402.

*Education Code 21.0031(b)*

Exception

A district may not terminate or suspend an employee under 21.0031(b) because of the employee's lack of a valid certificate or permit, or failure to renew or extend a certificate or permit, if:

1. The employee requests an extension from SBEC to renew, extend, or otherwise validate the employee's certificate or permit; and
2. Not later than the tenth day after the date the contract is void, the employee takes necessary measures to renew, extend, or otherwise validate the employee's certificate or permit, as determined by SBEC.

*Education Code 21.0031(b-1)*

No Appeal or  
Chapter 21 Hearing

A school district's decision under Education Code 21.0031(b) is not subject to appeal under Education Code Chapter 21, and the notice and hearing requirements of that chapter do not apply to the decision. *Education Code 21.0031*

Applicability

These void contract provisions do not affect the rights and remedies of a party in an at-will employment relationship and do not apply to a certified teacher assigned to teach a subject for which the teacher is not certified. *Education Code 21.0031; Nunez v. Simms, 341 F.3d 385 (5th Cir. 2003)*

Report to SBEC

A superintendent shall report the educator's termination to SBEC if the conditions set forth at Education Code 21.006 exist. [See DHB]

TERMINATION OF EMPLOYMENT

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**Report to  
Superintendent**

A principal shall report the educator's termination to the superintendent if the conditions set forth at Education Code 21.006 exist.  
[See DP]

**Falsification of  
Military Record**

A district may discharge an employee, regardless of whether the employee is employed under an employment contract, if the district determines, based on a reasonable factual basis, that the employee, in obtaining the employee's employment or any benefit relating to the employee's employment, falsified or otherwise misrepresented any information regarding the employee's military record in a manner that would constitute an offense under Penal Code 32.54.

An employment contract entered into by a district with an employee discharged by the employer under Labor Code Chapter 105 is void and unenforceable as against public policy. [See DF series]

*Labor Code Ch. 105*

TERMINATION OF EMPLOYMENT

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(LOCAL)

**Board's Designee for  
Certain Termination  
Actions**

The Superintendent shall serve as the Board's designee to suspend a contract employee without pay, provide written notice that the person's contract is void, and terminate employment as soon as practicable when the District:

1. Receives notice that an individual's certificate has been revoked by the State Board for Educator Certification (SBEC) for reasons that require immediate action by the District; or
2. Becomes aware that a contract employee has been convicted of or has received deferred adjudication for a felony offense.

[See also DFAA, DFBA, and DFCA, as appropriate.]

ASSIGNMENT AND SCHEDULES

DK  
(LEGAL)

<b>Credentials or Permit Required</b>	A public school employee must have the appropriate credentials for his or her current assignment specified in 19 Administrative Code Chapter 231, Requirements for Public School Personnel Assignments, unless the appropriate permit has been issued under Chapter 230, Subchapter F, Permits. <i>19 TAC 231.1(a)</i> [See DBA]
<b>Principal's Approval</b>	The principal of a campus shall approve all teacher and staff appointments for the campus from a pool of applicants selected by a district or of applicants who meet the hiring requirements established by a district, based on criteria developed by the principal after informal consultation with the faculty. A superintendent or designee has final placement authority for a teacher transferred because of enrollment shifts or program changes. <i>Education Code 11.202; Atty. Gen. Op. DM-27 (1991)</i>
<b>Transfers</b>	A district's employment policy may include a provision for providing each current district employee with an opportunity to participate in a process for transferring to another school in or position with the district. <i>Education Code 11.1513(c)(3)</i>
<b>Parent Notification</b>	If a district assigns an inappropriately certified or uncertified teacher to the same classroom for more than 30 consecutive instructional days during the same school year, it shall provide written notice of the assignment to the parents or guardians of each student in that classroom. <i>Education Code 21.057</i> [See DBA]

## PROPOSED REVISIONS

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**Note:** This local policy has been revised in accordance with the District's innovation plan.<sup>1</sup>

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### Superintendent's Authority

All personnel are employed subject to assignment and reassignment by the Superintendent or designee when the Superintendent determines that the assignment or reassignment is in the best interest of the District. Reassignment shall be defined as a transfer to another position, department, or facility that does not necessitate a change in the employment contract of a contract employee. Any change in an employee's contract shall be in accordance with policy DC.

Any employee may request reassignment within the District to another position for which he or she is qualified.

**In accordance with the District's local innovation plan exemption regarding SBEC certification, the Superintendent shall have authority to assign persons who meet local qualifications to teach in grades 6–12 any courses related to career and technical education (CTE); science, technology, engineering, and mathematics (STEM) courses; dual credit courses; and fine arts courses.**

**In addition, the Superintendent shall have authority to assign persons who meet local qualifications to any other teaching position for which an opening has been posted for at least two months without a suitable, certified applicant, except that this authority shall not apply to teaching positions in special education, bilingual education, or English as a second language (ESL).**

**All other teaching assignments, including those in special education, bilingual education, and ESL, shall require certification in accordance with law. [See DBA]**

### Campus Assignments

The principal's criteria for approval of campus assignments and reassignments shall be consistent with District policy regarding equal opportunity employment, and with staffing patterns approved in the District and campus plans. [See BQ series] In exercising their authority to approve assignments and reassignments, principals shall work cooperatively with the central office staff to ensure the efficient operation of the District as a whole.

### Assignment of Relatives

No employee shall be assigned to a position in which he or she would supervise, be in the direct line of supervision for, or otherwise be directly responsible for the evaluation of a member of his



ASSIGNMENT AND SCHEDULES

DK  
(LOCAL)

or her immediate family. No employee shall be assigned to a position in which he or she would be supervised by, be in the direct line of supervision of, or be evaluated by a member of his or her immediate family.

For purposes of this provision, immediate family shall include all persons listed in the definition at DEC(LOCAL)—irrespective of the medical circumstances addressed in that policy—as well as aunt, uncle, niece, nephew, and first cousin.

The District shall "grandfather" any assignment in place as of August 24, 2011, that would otherwise violate these restrictions on assignments of persons related to one another.

**Supplemental Duties**

Noncontractual supplemental duties for which supplemental pay is received may be discontinued by either party at any time. An employee who wishes to relinquish a paid supplemental duty may do so by notifying the Superintendent or designee in writing. Paid supplemental duties are not part of the District's contractual obligation to the employee, and an employee shall hold no expectation of continuing assignment to any paid supplemental duty.

**Work Calendars and Schedules**

Subject to the Board-adopted budget and compensation plan and in harmony with employment contracts, the Superintendent shall determine required work calendars for all employees. [See DC, EB]

Daily time schedules for all employees shall be determined by the Superintendent or designee and principals.

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<sup>1</sup> Innovation Plan: <https://www.fabensisd.net/>

# Fabens ISD

## Board of Trustees Business Agenda Item

<b>TITLE</b>	Completion of Fabens ISD Superintendent Annual Evaluation Pursuant to Board Policies BJCD (Legal) and BJCD (Local)	<b>DATE</b>	4/19/2023
<b>Requested by:</b>	As required by policy	<b>Approximate Time</b>	20 minutes
<b>Division Approval</b>		<b>Action Needed</b>	
<b>Action Requested</b>		<b>Information Only</b>	
<b>People participating in Presentation</b>		<b>Who Has Been Involved</b>	

**This item may be taken into  
Executive Session  
Per TX. Gov't Code 551.074**

**State time item closed for Executive Session:**

\_\_\_\_\_

**State time item reconvened from Executive Session:**

\_\_\_\_\_

**Employment and  
Evaluation**

The board shall adopt a policy providing for the employment and duties of district personnel. The employment policy must provide that the board employs and evaluates the superintendent. *Education Code 11.1513(a)(1)* [See DC]

**Appraisal Process**

A board shall appraise a superintendent annually using either:

1. The commissioner of education's recommended appraisal process and criteria; or
2. An appraisal process and performance criteria that are:
  - a. Developed by the district in consultation with the district- and campus-level committees; and
  - b. Adopted by the board.

*Education Code 21.354(c)*

In addition to other procedures and criteria determined by the board, the commissioner's recommended appraisal process and criteria shall include, at a minimum, an annual evaluation of the superintendent and a student performance domain. Completion of the Lone Star Governance superintendent evaluation may satisfy these requirements. *19 TAC 150.1031(b)-(c)*

**Annual  
Performance Report**

The information in the annual report describing the educational performance of a district [see AIB] shall be a primary consideration of the board in evaluating the superintendent. *Education Code 39.307(3)(C)*

**Penalty for  
Noncompliance**

Funds of the district may not be used to pay a superintendent who has not been appraised in the preceding 15 months. *Education Code 21.354(d)*

**Confidentiality**

A document evaluating the performance of a teacher or administrator is confidential and is not subject to disclosure under the Public Information Act, Government Code Chapter 552. *Education Code 21.355* [For disclosure requirements on evaluations, see GBA.]

10/1/77

Dear Mr. [Name],

I am writing to you regarding the [Topic] which was discussed at the meeting on [Date].

The [Topic] is of great importance to our organization and we are committed to [Action].

We have reviewed the [Topic] and have decided to [Action].

We will be implementing the [Topic] by [Date].

We will be keeping you informed of the progress of the [Topic].

We are very grateful for your interest in the [Topic].

Sincerely,

[Signature]

[Name]

[Title]

[Address]

[City]

[State]

**SUPERINTENDENT  
EVALUATION**

**BJCD  
(LOCAL)**

**Written Evaluation**

The Board shall prepare a written evaluation of the Superintendent at annual or more frequent intervals.

The Board shall furnish the Superintendent with a copy of the completed evaluation and shall discuss its conclusions with the Superintendent in a closed meeting, unless the Superintendent requests that the discussion be open.

**Informal Evaluation**

The Board may at any time conduct and communicate oral evaluations to augment its written evaluations.





**FABENS ISD  
BOARD OF TRUSTEES**

Date: 4/19/2023 Presented By: Presiding Officer

Subject: Adjourn Related Page(s) N/A

**Action**

**BACKGROUND INFORMATION:  
ADJOURN**

If there is no further business the meeting is adjourned at \_\_\_\_\_ p.m.

**Motion made by:** \_\_\_\_\_

**Second by:** \_\_\_\_\_

