

WACO INDEPENDENT SCHOOL DISTRICT
REGULAR MEETING
WISD Conference Center, 115 S 5th Street, Waco, Texas
115 S. 5th Street
Waco, Texas

Thursday, September 28, 2017
Closed Session 6:00 p.m.
Open Meeting 7:00 p.m.

AGENDA

- I. CALL TO ORDER**
- II. ESTABLISHMENT OF QUORUM**
- III. CLOSED SESSION**
 - A. Texas Government Code Section:
 - 1. 551.074 Personnel Matters
 - a. Discussion on duties and responsibilities of the Superintendent.
- IV. OPEN MEETING**
- V. MOMENT OF SILENCE**
- VI. PLEDGE OF ALLEGIANCE**
- VII. SPECIAL RECOGNITION**
- VIII. AUDIENCE FOR GUESTS**
- IX. PUBLIC MEETING**
 - A. Public Meeting on the 2017 Annual Financial Accountability Management Report (Schools FIRST) 3
- X. CONSENT AGENDA**
 - A. Discussion and possible action to approve minutes.
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 - 2. July 27, 2017, Regular Board Meeting Minutes 23
 - 3. August 3, 2017, Special Board Meeting Minutes 30
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 - 5. August 31, 2017, Regular Board Meeting Minutes 35
 - B. Discussion and possible action to approve amendments to the 2017-2018 budget. 41
 - C. Discussion and possible action to approve the resolution to nominate candidates for McLennan County Appraisal District Board of Directors 49

D. Discussion and possible action to approve Targeted Improvement Plans for Improvement Required (IR) campuses	53
E. Discussion and possible action to approve a Memorandum of Understanding between Waco ISD and the Health and Human Services Commission for a Foster Grandparent Program at Indian Spring Middle School	69
F. Discussion and possible action to approve an Interlocal Agreement between Waco ISD and the Klaras Center for Families-Heart of Texas Region MHMR for Brook Avenue Elementary and G. W. Carver Middle, and Waco High Schools	77
G. Discussion and possible action to approve the Continuous Improvement Governance	111
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A. Discussion and update on Prevailing Wage Rates	122
B. Discussion and update on Continuous Improvement Governance Work	123
XII. ANNOUNCEMENTS	
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If, during the course of the meeting, the Board may lawfully conduct a closed meeting as to all or part of any item on the agenda, then, if the Board chooses to conduct a closed meeting on such agenda item, it shall do so in accordance with applicable law, including the Texas Open Meetings Act, Government Code, Chapter 551, Subchapters D and E or Texas Government Code section 418.183(f). The Board shall not conduct a closed meeting unless a quorum of the Board first convenes in an open meeting for which proper notice has been given. Before any closed meeting is conducted, the presiding officer will publicly identify the section or sections of the Open Meetings Act or other applicable law authorizing the closed meeting. All final votes, actions, or decisions regarding any matter deliberated in a closed meeting shall only be taken in open meeting for which proper notice has been given. [See BEC(LEGAL).]

Waco Independent School District
Board of Trustee Meeting Agenda Item

Date: September 28, 2017

Contact Person: Sheryl Davis

RE: Public Meeting on the 2017 Annual Financial Accountability Management Report (Schools FIRST)

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Background Information:

Schools FIRST (Financial Accountability Rating System of Texas) is the financial accountability system developed by the Texas Education Agency in response to Senate Bill 875 of the 76th Texas Legislature. The primary goal of Schools FIRST is to achieve quality performance in the management of a school districts' financial resources, a goal made more significant due to the complexity of accounting associated with Texas' school finance system.

House Bill 5, Section 49, of the 83rd Texas Legislature, authorized major changes to the School FIRST system. The changes, as established by the Texas Education Agency under the Commissioner of Education, were phased in over three years beginning with fiscal year 2014.

In the third year under the new system, there are fifteen accountability indicators including five critical indicators, seven solvency indicators, and three financial competence indicators. Financial accountability rating indicators for 2017 are based on fiscal year 2015-2016 financial data.

The five critical indicators do not receive a point value. They are either validated or not. Failure to pass any of the five critical indicators results an automatic rating of "Substandard Achievement". Districts that do not receive a passing score must file a corrective action plan with the Texas Education Agency.

Beginning with rating year 2016, the types of financial accountability ratings that school districts may receive are as follows:

Rating	Description
A	Superior Achievement
B	Above Standard Achievement
C	Standard Achievement
F	Substandard Achievement
No Rating	Districts receiving territory due to an annexation order or consolidation

The letter grade will be assigned depending on the District's score on the solvency and financial competence indicators and, of course, passing all the critical indicators. The highest possible score on the indicators is 100 points. Any district scoring below 31 points will receive a rating of "Substandard Achievement". The school district receives an "F" if it scores below the minimum passing score, if it failed any critical indicator 1, 3, 4, 5, or 2A, if the annual financial report or the data were not both complete, or if either the annual financial report or the data were not submitted on time for FIRST analysis.

Within two months of receiving the final financial accountability rating, school districts are required to prepare an annual financial management report that includes the following:

- The district's financial management performance rating provided by the Texas Education Agency (TEA) based on its comparison with indicators established by the Commissioner of Education;
- The district's financial management performance under each indicator for the current and previous years' financial accountability ratings;
- Additional information required by the Commissioner of Education, including:
 - a copy of the Superintendent's current employment contract;
 - a summary schedule for the fiscal year (12-month period) of total reimbursements received by the superintendent and each board member;
 - a summary schedule for the fiscal year of the dollar amount of compensation or fees received by the superintendent from another school district or any other outside entity in exchange for professional consulting or other personal services;
 - a summary schedule for the fiscal year of the dollar amount by the executive officers and board members of gifts that had an economic value of \$100 or more in the aggregate in the fiscal year; and
 - a summary schedule for the fiscal year of the dollar amount, by board member, for the aggregate amount of business transactions with the school district; and
- Additional information that the district's board of trustees deems useful.

The financial management report is required to be made available to attendees at a public hearing for School FIRST. Notice of the hearing, including date, time and location, must be provided to a newspaper of general circulation in the district once a week for two weeks prior to holding the public meeting. The first notice may not be placed more than 30 days or less than 14 days prior to the public hearing. The District published the public hearing notification, as required, in the Waco Tribune-Herald on September 4 and September 11, 2017.

The District once again received the state's highest financial accountability rating of **"Superior" or an "A"** for the 2015-2016 fiscal year with a score of 98 out of 100 points.

A copy of the report has been furnished under separate cover and a brief overview will be presented at the Public Meeting.

Fiscal Implications:

None

Administrative Recommendations:

The administration recommends the Board invite public input in response to the District's 2017 School FIRST rating, as presented.



School FIRST

FINANCIAL INTEGRITY RATING SYSTEM OF TEXAS



Public Hearing
September 28, 2017

BACKGROUND

- ★ AUTHORIZED BY THE LEGISLATURE IN 1999
- ★ FINANCIAL ACCOUNTABILITY RATING SYSTEM AND “**SCHOOL FIRST**” WAS IMPLEMENTED IN 2000
- ★ PRIMARY GOAL: TO ACHIEVE IMPROVED PERFORMANCE IN THE MANAGEMENT OF SCHOOL DISTRICT RESOURCES
- ★ MAJOR CHANGES ENACTED BY THE 83RD LEGISLATURE, HB 5, SECTION 49

OBJECTIVES

- ★ TO ASSESS THE QUALITY OF FINANCIAL MANAGEMENT
IN TEXAS PUBLIC SCHOOLS
- ★ TO MEASURE AND REPORT THE EXTENT FINANCIAL
RESOURCES ARE USED FOR INSTRUCTIONAL
PURPOSES
- ★ TO EVALUATE THE QUALITY OF FINANCIAL
MANAGEMENT DECISIONS

DISTRICT REQUIREMENTS

★ ANNUAL FINANCIAL MANAGEMENT REPORT

- ★ TEA – RESULTS OF SCHOOLS FIRST INDICATORS
- ★ EXPLANATION OF DISTRICT PERFORMANCE

★ PUBLIC HEARING

- ★ PUBLICATION OF NOTICES
- ★ PUBLIC INPUT

RATING SYSTEM INDICATORS

★ INDICATORS INCREASED FROM 7 TO 15

- ★ CRITICAL INDICATORS (5)
- ★ SOLVENCY INDICATOR (7)
- ★ FINANCIAL COMPETENCE INDICATOR (3)

★ MEASUREMENT INDICATORS

- ★ CRITICAL INDICATORS (YES/NO)
- ★ OTHER INDICATORS (0-10 POINTS, BASED ON PERFORMANCE)

CRITICAL INDICATORS

★ CRITICAL INDICATORS

- ★ WAS THE COMPLETE ANNUAL FINANCIAL REPORT (AFR) AND DATA SUBMITTED TO THE TEA WITHIN 30 DAYS OF THE JANUARY 28 DEADLINE?
- ★ WAS THERE AN UNMODIFIED OPINION IN THE AFR ON THE FINANCIAL STATEMENTS AS A WHOLE?
 - ★ DID THE EXTERNAL INDEPENDENT AUDITOR REPORT THAT THE AFR WAS FREE OF ANY INSTANCE(S) OF MATERIAL WEAKNESSES IN INTERNAL CONTROLS OVER FINANCIAL REPORTING AND COMPLIANCE FOR LOCAL, STATE, OR FEDERAL FUND?
- ★ WAS THE SCHOOL DISTRICT IN COMPLIANCE WITH THE PAYMENT TERMS OF ALL DEBT AGREEMENTS AT FISCAL YEAR END?
- ★ DID THE SCHOOL DISTRICT MAKE TIMELY PAYMENTS TO THE TEACHERS RETIREMENT SYSTEM (TRS), TEXAS WORKFORCE COMMISSION (TWC), INTERNAL REVENUE SERVICE (IRS), AND OTHER GOVERNMENT AGENCIES?
- ★ WAS THE TOTAL UNRESTRICTED NET ASSET BALANCE IN THE GOVERNMENTAL ACTIVITIES IN THE STATEMENT OF NET ASSETS GREATER THAN ZERO?

OTHER INDICATORS

★ SOLVENCY INDICATORS

- ★ WAS THE NUMBER OF DAYS OF CASH ON HAND AND CURRENT INVESTMENTS IN THE GENERAL FUND FOR THE SCHOOL DISTRICT SUFFICIENT TO COVER OPERATING EXPENDITURES (EXCLUDING FACILITIES ACQUISITION & CONSTRUCTION)?
- ★ WAS THE MEASURE OF CURRENT ASSETS TO CURRENT LIABILITIES RATIO FOR THE SCHOOL DISTRICT SUFFICIENT TO COVER SHORT-TERM DEBT?
- ★ WAS THE RATIO OF LONG-TERM LIABILITIES TO TOTAL ASSETS FOR THE SCHOOL DISTRICT SUFFICIENT TO SUPPORT LONG-TERM SOLVENCY?
- ★ DID THE SCHOOL DISTRICT'S GENERAL FUND REVENUES EQUAL OR EXCEED EXPENDITURES (EXCLUDING FACILITIES ACQUISITION & CONSTRUCTION)? IF NOT, WAS THE SCHOOL DISTRICT'S NUMBER OF DAYS OF CASH ON HAND GREATER THAN OR EQUAL TO 60 DAYS?

OTHER INDICATORS

★ SOLVENCY INDICATORS

- ★ WAS THE DEBT SERVICE COVER RATIO SUFFICIENT TO MEET THE REQUIRED DEBT SERVICE?
- ★ WAS THE SCHOOL DISTRICT'S ADMINISTRATIVE COST RATIO EQUAL TO OR LESS THAN THE THRESHOLD RATIO?
- ★ DID THE SCHOOL DISTRICT NOT HAVE A 15 PERCENT DECLINE IN THE STUDENTS TO STAFF RATIO OVER 3 YEARS (TOTAL ENROLLMENT TO TOTAL STAFF)? (IF THE STUDENT ENROLLMENT DID NOT DECREASE, THE SCHOOL DISTRICT WILL AUTOMATICALLY PASS THIS INDICATOR.)

OTHER INDICATORS

★ FINANCIAL COMPETENCE INDICATORS

- ★ DID THE COMPARISON OF PUBLIC EDUCATION INFORMATION MANAGEMENT SYSTEM (PEIMS) DATA TO LIKE INFORMATION IN THE SCHOOL DISTRICT'S AFR RESULT IN A TOTAL VARIANCE OF LESS THAN 3 PERCENT OF ALL EXPENDITURES BY FUNCTION?
- ★ DID THE EXTERNAL INDEPENDENT AUDITOR REPORT THAT THE AFR WAS FREE OF ANY INSTANCE(S) OF MATERIAL NONCOMPLIANCE FOR GRANTS, CONTRACTS, AND LAWS RELATED TO LOCAL, STATE, OR FEDERAL FUNDS?
- ★ DID THE SCHOOL DISTRICT NOT RECEIVE AN ADJUSTED REPAYMENT SCHEDULE FOR MORE THAN ONE FISCAL YEAR FOR AN OVER ALLOCATION OF FOUNDATION SCHOOL PROGRAM (FSP) FUNDS AS A RESULT OF A FINANCIAL HARDSHIP?

DISCLOSURES

★REQUIRED DISCLOSURES INCLUDE:

- ★ SUPERINTENDENT'S CURRENT CONTRACT
- ★ SCHEDULE OF LODGING, MEALS, TRAVEL & OTHER REIMBURSEMENTS TO SUPERINTENDENT & BOARD
- ★ SCHEDULE OF OUTSIDE COMPENSATION PAID TO SUPERINTENDENT
- ★ SCHEDULE OF GIFTS WITH AGGREGATE VALUE IN EXCESS OF \$250 (WILL CHANGE TO \$100 AS OF SEPTEMBER 1, 2015) TO SUPERINTENDENT & BOARD FROM OUTSIDE ENTITIES
- ★ SCHEDULE OF BUSINESS TRANSACTIONS BETWEEN BOARD MEMBERS & THE DISTRICT

DETERMINATION OF RATING

★ RATINGS INCREASED FROM TWO RATINGS BACK TO FIVE:

- ★ A – SUPERIOR (70 THROUGH 100 POINTS)
- ★ B – ABOVE STANDARD (50 THROUGH 69 POINTS)
- ★ C – MEETS STANDARD (31 THROUGH 49 POINTS)
- ★ F – SUBSTANDARD ACHIEVEMENT (0 THROUGH 30 POINTS)
- ★ NO RATING – NO RATING WILL BE ISSUED FOR A SCHOOL DISTRICT RECEIVING TERRITORY UNDER ANNEXATION WITH A SCHOOL DISTRICT ORDERED BY THE COMMISSIONER, TEC 13.054, OR CONSOLIDATION UNDER SUBCHAPTER H, CHAPTER 41, UNTIL THE THIRD YEAR AFTER THE ANNEXATION/CONSOLIDATION.

★ SUBSTANDARD ACHIEVEMENT RATING MAY RESULT IN SANCTIONS FROM TEA

- ★ ASSIGNMENT OF FINANCIAL MONITOR OR MASTER
- ★ ACCREDITATION INVESTIGATION

2017 WISD RESULTS

A - SUPERIOR

WISD SCORED 98 OUT OF 100 POINTS

2017 WISD RESULTS

★ YES TO THE FIVE CRITICAL INDICATORS

★ 10 POINTS ON EACH OF THE SOLVENCY INDICATORS WITH THE EXCEPTION OF:

★ 8 POINTS ON INDICATOR 11: WAS THE SCHOOL DISTRICT'S ADMINISTRATIVE COST RATIO EQUAL TO OR LESS THAN THE THRESHOLD RATIO? THE DISTRICT'S ADMINISTRATIVE COST RATIO WAS 9.68 PERCENT. ALTHOUGH DOWN FROM 9.84 PERCENT FOR 2016, THIS RATIO EARNED ONLY 8 POINTS.

ADA Size	10	8	6	4	2	0
10,000 and Above	≤ 0.0855	$> 0.0855 \leq 0.1105$	$> 0.1105 \leq 0.1355$	$> 0.1355 \leq 0.1605$	$> 0.1605 \leq 0.1855$	> 0.1855
5,000 to 9,999	≤ 0.1000	$> 0.1000 \leq 0.1250$	$> 0.1250 \leq 0.1500$	$> 0.1500 \leq 0.1750$	$> 0.1750 \leq 0.2000$	> 0.2000
1,000 to 4,999	≤ 0.1151	$> 0.1151 \leq 0.1401$	$> 0.1401 \leq 0.1651$	$> 0.1651 \leq 0.1901$	$> 0.1901 \leq 0.2151$	> 0.2151
500 to 999	≤ 0.1311	$> 0.1311 \leq 0.1561$	$> 0.1561 \leq 0.1811$	$> 0.1811 \leq 0.2061$	$> 0.2061 \leq 0.2311$	> 0.2311
Less than 500	≤ 0.2404	$> 0.2404 \leq 0.2654$	$> 0.2654 \leq 0.2904$	$> 0.2904 \leq 0.3154$	$> 0.3154 \leq 0.3404$	> 0.3404
Sparse	≤ 0.3364	$> 0.3364 \leq 0.3614$	$> 0.3614 \leq 0.3864$	$> 0.3864 \leq 0.4114$	$> 0.4114 \leq 0.4364$	> 0.4364

★ 10 POINTS ON EACH OF THE FINANCIAL COMPETENCY INDICATORS

QUESTIONS

INVITATION FOR PUBLIC INPUT

A COPY OF THE “SCHOOL FIRST” REPORT IS AVAILABLE ON THE
“FINANCIAL TRANSPARENCY”
PAGE OF THE WACO ISD WEBSITE AT

WWW.WACOISD.ORG

COPIES ARE ALSO AVAILABLE UPON REQUEST FROM THE WACO ISD PUBLIC INFORMATION OFFICE



Waco Independent School District Special Board Meeting
Waco ISD Conference Center
115 S 5th Street, Waco, TX
Thursday, July 20, 2017
Closed Session 6:00 p.m.

Call to Order: President Pat Atkins called the meeting of the Waco Independent School District Board of Trustees to order at 6:00 p.m. He stated that a quorum of board members was present, and notice of the meeting had been posted.

Board Members Present: President Pat Atkins, Vice President Allen Sykes,
Secretary Norman Manning, Cary DuPuy,
Stephanie Korteweg, Larry Perez, and Angela Tekell

Board Members Absent: No one

III. CLOSED MEETING – President Atkins called the closed meeting to order at 6:05 p.m. pursuant to the following sections of the Texas Government Code:

A. Texas Government Code Section:

1. 551.074(a)(1) Personnel Matters

- a. Discussion and possible action to finalize the July 2017 formative evaluation of the Superintendent**
- b. Discussion and possible action to approve the evaluation instrument of the Superintendent**
- c. Discussion and possible action to approve hiring of administrators**

No action was taken during the closed meeting, President Atkins reconvened the meeting at 7:07 p.m.

IV. AUDIENCE FOR GUESTS

V. DISCUSSION AND POSSIBLE ACTION ON JULY 20, 2017

A. Discussion and possible action to finalize the July 2017 formative evaluation of the Superintendent

- No action was taken.

B. Discussion and possible action to approve the evaluation instrument of the Superintendent

- No action was taken

C. Discussion and possible action to approve hiring of administrators

- Elaine Botello, Assistant Superintendent of Human Resources, introduced assistant principal candidate, Jennifer Kunz.

Cary DuPuy moved, and Norman Manning seconded the motion to approve and employ Jennifer Kunz as assistant principal at Lake Waco Acceleration Academy. Motion passed 7-0.

D. Discussion and possible action to approve School District Teaching Permits for selected teacher candidates to teach a non-core academic Career and Technical Education (CTE) Course

- After a brief discussion, Norman Manning moved, and Stephanie Korteweg seconded the motion to approve School District Teaching Permits for elected teacher candidates to teach non-core academic Career and Technical Education (CTE) courses. Motion passed 7-0.

VI. REPORTS AND DISCUSSION

A. Presentation and discussion of preliminary budget information

- Sheryl Davis, CFO, briefed the board on the 2017-2018 preliminary budget. The board inquired on the enrollment of students at the Greater Waco Advanced Manufacturing Academy. Dr. Dale McCall, Director of Greater Waco Academies, stated that he would have more precise enrollment information at the next workshop.

President Atkins inquired as to whether there was any objection to take line item D out of order. Hearing no objection, President Atkins proceeded with line item D.

D. Presentation and discussion on the Texas Association of School Boards (TASB) Employee Opinion Survey

- Janelle Guillory, Texas Association of School Boards Staff Consultant, gave the board an overview of the spring 2017 employee opinion survey results.

President Atkins continued with the order of the agenda.

B. Discussion of school colors at Cesar Chavez Middle School

- Superintendent Dr. A. Marcus Nelson briefed the Board of Trustees of the Cesar Chavez Middle School's request to change the school colors to purple, black, and white to be consistent with the feeder school.

C. Discussion on Dr. Nelson's Entry Plan including the purchase of K12 Insight Services

- Superintendent Dr. A. Marcus Nelson briefed the Board of Trustees on the online survey instrument tool. The product was designed for new superintendents to complete an entry plan.

D. Presentation and discussion on the Texas Association of School Boards (TASB) Employee Opinion Survey

- Line item heard out of order.

E. Presentation and discussion of monthly financial reports for the period ending June 30, 2017

- There was no discussion on the line item.

F. Reports and discussion on Board Member committees

- Trustee Allen Sykes stated that there were several projects in the downtown area that the Tax Increment Financing (TIF) Board had approved. President Atkins stated Prosper Waco staff presented on Waco ISD's Greater Waco Academies at the CEO's for Cities Spring City Cluster workshop in Greenville, South Carolina in May.

G. Discussion and presentation on Lone Star Governance

1. Discuss Goal Progress Measure 2.3; Articulated Credit Final Grades

- Director of Career and Technical Education (CTE) Donna McKethan stated that students who make 80 or above in the high school CTE class receive college credit when they enroll in the program area at McLennan Community College or Texas State College.

2. Time Tracker Data

- Superintendent Dr. A. Marcus Nelson stated that A. J. Crabill, Deputy Commissioner of Governance, commended the Board of Trustees for their work on Lone Governance. Dr. Nelson also stated that he would like the board and himself to plan a Saturday workday session to discuss district goals and the strategic plan.

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President Atkins inquired as to whether anyone had questions regarding items listed on the consent agenda. Should any questions arise after the meeting, they should contact Superintendent Nelson.

VII. DISCUSSION ON CONSENT AGENDA ITEMS FOR JULY 27, 2017 BOARD OF TRUSTEES REGULAR BOARD MEETING

- A. Discussion and possible action to approve an alternate approver for Texas Student Data System (TSDS) Public Education Information Management System PEIMS Submissions**
- B. Approval of Minutes**
 - 1. February 15, 2017, Intergovernmental Meeting Summary**
- C. Discussion and possible action to approve amendments to the 2016-2017 budget**
- D. Discussion and possible action to approve the renewal of the bid for courier services**
- E. Discussion and possible action to approve the renewal of the bid for music supplies, equipment, and repairs**
- F. Discussion and possible action to approve the renewal of the bid for property and other related insurance for the 2017-2018 fiscal year**
- G. Discussion and possible action to approve the renewal of the agreement for financial advisory services**
- H. Discussion and possible action to approve the renewal of the interlocal participation agreement with the Texas Association of School Boards, Risk Management Fund, for general liability, educators' legal liability, and commercial auto liability coverage for the 2017-2018 fiscal year**
- I. Discussion and possible action to approve the renewal of the interlocal participation agreement with the Texas Association of School Boards, Risk Management Fund, for workers' compensation coverage for the 2017-2018 fiscal year**
- J. Discussion and possible action to approve and award the bid for exclusive beverage services**
- K. Discussion and possible action to approve the bid award for renovations at the Greater Waco Advanced Manufacturing Academy for the Construction Science Program**
- L. Discussion and possible action to designate the construction delivery method and appoint an architect team for science lab renovations at the Greater Waco Advanced Health Care Academy**
- M. Discussion and possible action to designate the construction delivery method and appoint a structural engineer for repairs to the fire escape at the Administration Building**
- N. Discussion and possible action to approve and authorize the administration to execute a contract with the Bayes Achievement Center for residential placement services**
- O. Discussion and possible action to approve an interlocal agreement between Waco ISD and the University of Texas at Austin Institute for Public School Initiatives**
- P. Discussion and possible action to approve a memorandum of understanding between the Waco Independent School District and partner independent school districts and set the tuition and building fee rates for the Greater Waco Advanced Manufacturing and Health Care Academies for the 2017-2018 school year**

- Q. Discussion and possible action to approve an interlocal cooperation agreement and fiscal agent contract between McLennan County Challenge Academy and participating districts for the 2017-2018 school year**
- R. Discussion and possible action to approve the Texas Teacher Evaluation and Support System (T-TESS) appraisal calendar for 2017-2018 school year**
- S. Discussion and possible action to approve the Texas Teacher Evaluation and Support System (T-TESS) teacher appraisers for the 2017-2018 school year**
- T. Discussion and possible action to approve the 2017-2018 Waco ISD Student Code of Conduct**
- U. Discussion and possible action on Texas Association of School Boards Policy Update 108**

VIII. ADJOURNMENT

- The meeting adjourned at 9:02 p.m.



Waco Independent School District Board of Trustees Board Meeting
Waco ISD Conference Center
115 S 5th Street
Waco, TX 76701
July 27, 2017
6:00 p.m.

Call to Order: President Pat Atkins called the meeting of the Waco Independent School Board of Trustees to order at 6:00 p.m. He stated that a quorum of board members was present and that notice of the meeting had been posted.

Board Members Present: President Pat Atkins, Vice President Allen Sykes, Secretary Norman Manning, Cary DuPuy, Stephanie Korteweg, and Larry Perez

Board Members Absent: Angela Tekell

III. CLOSED MEETING – President Atkins called the closed meeting to order at 7:03 p.m. pursuant to the following sections of the Texas Government Code:

A. Texas Government Code Section:

1. 551.074 Personnel Matters

a. Discussion and possible action on hiring of administrators

No action was taken during the closed meeting. President Atkins reconvened the meeting at 7:05 p.m.

IV. OPEN MEETING

V. MOMENT OF SILENCE

VI. PLEDGE OF ALLEGIANCE

- The Pledge of Allegiance was led by Gabriel Fields and Shania Green, both students at Tennyson Middle School.

VII. SPECIAL RECOGNITION

- Bruce Gietzen, Director of Communications, recognized the following groups/individuals:

AP Scholar Awards:

AP Scholars with Honor, Khristian Allen, and Haley Miller, Andrew Araujo; AP Scholars with Distinction, Dylan Rivera; Waco High School AP Scholars, Bryan Lopez, Hannah Sriram, Sarah Sriram, Tansy Ackermann, Aidan Medina, and Josue Moralez; University High School AP Scholars, Evan Davis, Alexis Cervantez, Anisya Ruano Ortiz, Andrea Suarez, Jazmyne Betters, Bibek Bhandari, Leslie Cazares, Manuel Gibson, Luis Picazo

Medal of Heroism – Cadet Ismael Lopez, JROTC, University High School.

Lake Air 12 and Under Major Girls softball team – Aziyah Flores, Indian Spring Middle School; Daniella Ramirez, Vanessa Ramirez, Ulissa Rivas, Tennyson Middle School; Asharah Thibodeaux, GW Carver Middle School; Makayla Ramos, Dominique Rodriguez, Lake Air Montessori Magnet School; Coaches, Angelo Ramirez and David Rodriguez, Waco ISD alumni.

The Career and Technical Association of Texas awarded Waco ISD and the Greater Waco Advanced Academies the CTE Showcase of Excellence Award. Donna McKethan, Director of Career and Technical Education, accepted the award for Waco ISD on July 18, 2017.

VIII. AUDIENCE FOR GUESTS

- No one requested to speak.

President Atkins, inquired as to whether there was any objection to pull a line item out of order. Hearing no objection, President Atkins proceeded with line item X-A.

X- A. Discussion and possible action on hiring of Administrators

- Elaine Botello, Assistant Superintendent of Human Resources, introduced assistant principal candidate, Lena Ortiz.
Larry Perez moved, and Stephanie Korteweg seconded the motion to approve the Administration's recommendation to employ Lena Ortiz, as an assistant principal at Cesar Chavez Middle School.

IX. CONSENT AGENDA

A. Discussion and possible action to approve an alternate approver for Texas Student Data System (TSDS) Public Education Information Management System (PEIMS) Submissions

- That the Board of Trustees approve Sheryl Davis, CFO, as the alternate approver for Texas Student Data System (TSDS) Public Education Information Management System (PEIMS).

B. Approval of Minutes

1. February 15, 2017 Intergovernmental Meeting Summary

- That the Board of Trustees approve the Intergovernmental meeting summary for February 15, 2017.

C. Discussion and possible action to approve amendments to the 2016-2017 Budget

- That the Board of Trustees approve budget amendments:
#063 – Brook Avenue Elementary School – will reallocate budgeted funds for instruction supplies to staff development for employee travel.
#064 Athletics Department – will reallocate budgeted funds for maintenance contracted building repairs, other contracted maintenance and repairs and other miscellaneous contracted services to maintenance and security for extra-duty support staff and extracurricular for contracted building and repairs.
#065 – Greater Waco Advanced Health Care Academy – will reallocate budgeted funds for instructional extra-duty professional to counseling for part-time wages professional.
#066 – General Fund – Non Athletics Events Revenue – will increase non athletics events revenue to match receipts from hosting UIL One-Act Play Area Competition. The corresponding increase in expenditures will be utilized for related costs.
#067 – Fine Arts Department – will reallocate budgeted funds for instructional extra-duty professional to staff development for extra-duty professional.
#068 – Mountainview Elementary School – will reallocate budgeted funds for instructional extra-duty support staff to school leadership for extra-duty support staff.
#069 – Food Service Fund – will amend funds from unassigned fund balance to cover estimated costs for new demo kitchen and the vent-a-hoods.
Amendment #36 decreases the restricted fund balance of the Child Nutrition Services Fund by \$481,202.00. The remaining amendments have no effect on the fund balance.

D. Discussion and possible action to approve the renewal of the bid for courier services

- That the Board of Trustees approve the renewal of the bid for courier service with TX Star USA, Inc.

E. Discussion and possible action to approve the renewal of the bid for music supplies, equipment, and repairs

- That the Board of Trustees approve the submitted list of vendors for the purchase of music supplies, equipment, services and repairs.

[illegible]

DBE=Disadvantage Business Enterprise
SBE= Small Business Enterprise
LOC= Local Business residing within WSD taxing base

Event Number: 16-15-1057		
Event Title: Music Supplies, Equipment, Services and Regalia		
SUGAR MUGG USA		
Sweetwater Music Education Technology	Travis Wazme	CA
Sweetwater Music	W. W.	CA
Texas Nova Violins	San Antonio	TX
Texas Sonic Company, Inc.	San Antonio	TX
The String and Horn Shop, Inc.	Harlan Heights	TX
The Tabba Exchange	Bryan	TX
Thorn Music Center	Durham	TX
TJ Fletcher Inc.	Dallas	TX
Totes Unlimited	Daeguport	TX
Travis Music	Fort Worth	TX
Urbansonic Inc.	Austin	TX
Washington Music Center	Washington	MD
Wanger Corporation	Owensboro	KY
West Music Company	Wesleyville	IA
Woodstock & Brunsford	Westlake Village	CA

DBE=Disadvantage Business Enterprise
SBE= Small Business Enterprise
LOC= Local Business residing within WISD taxing base

F. Discussion and possible action to approve the renewal of the bid for property and other related insurance for the 2017-2018 fiscal year

- That the Board of Trustees approve the renewal of property insurance coverage with American Home Assurance Company, the inland marine/equipment floater coverage with Hanover Insurance Company, and additional flood coverage through the National Flood Insurance Program (NFIP), effective September 1, 2017.

G. Discussion and possible action to approve the renewal of the agreement for financial advisory services

- That the Board of Trustees approve the renewal of the agreement with RBC Capital Markets for financial advisory services.

H. Discussion and possible action to approve the renewal of the interlocal participation agreement with the Texas Association of School Boards, Risk Management Fund, for general liability, educators' legal liability, and commercial auto liability coverage for the 2017-2018 fiscal year

- That the Board of Trustees approve the renewal of the interlocal agreement with the Texas Association of School Boards (TASB) Risk Management Fund for general liability (including school professional legal liability) and commercial auto liability coverage for the 2017-18 fiscal year.

I. Discussion and possible action to approve the renewal of the interlocal participation agreement with the Texas Association of School Boards, Risk Management Fund, for workers' compensation coverage for the 2017-2018 fiscal year

- That the Board of Trustees approve the renewal of the interlocal participation agreement with Texas Association of School Board, Risk Management Fund, for the administration of the workers' compensation program for the 2017-18 fiscal year.

J. Discussion and possible action to approve and award the bid for exclusive beverage services

- That the Board of Trustees approve and award the bid for exclusive beverage services to Dr. Pepper/Seven-Up Bottling Company.

- K. Discussion and possible action to approve the bid award for renovations at the Greater Waco Advanced Manufacturing Academy for the Construction Science Program**
- That the Board of Trustees approve the bid award for renovations at the Greater Waco Advanced Manufacturing Academy for the Construction Science Program to Mazanec Construction.
- L. Discussion and possible action to designate the construction delivery method and appoint an architect team for science lab renovations at the Greater Waco Advanced Health Care Academy**
- That the Board designate “competitive sealed proposal” as the construction delivery method and appoint the architect team of Wallace Group/Pfluger for design services regarding science lab renovations at the Greater Waco Advanced Health Care Academy.
- M. Discussion and possible action to designate the construction delivery method and appoint a structural engineer for repairs to the fire escape at the Administration Building**
- That the Board of Trustees designate “competitive sealed proposal” as the construction delivery method and appoint Wise, Janney, Elstner Associates, Inc. as the structural engineer for repairs to the fire escape at the Administration Building.
- N. Discussion and possible action to approve and authorize the administration to execute a contract with the Bayes Achievement Center for residential placement services**
- That the Board of Trustees approve, and authorize the administration to execute a contract with Bayes Achievement Center, Inc., for residential placement of a special education student, as required by the student’s Admission, Review and Dismissal (A.R.D.).
- O. Discussion and possible action to approve an interlocal agreement between Waco ISD and the University of Texas at Austin Institute for Public School Initiatives**
- That the Board of Trustees approve the interlocal agreement with the University of Texas at Austin Institute for Public School Initiatives for professional development services at Kendrick and West Avenue Elementary Schools.
- P. Discussion and possible action to approve a memorandum of understanding between the Waco Independent School District and partner independent school districts and set the tuition and building fee rates for the Greater Waco Advanced Manufacturing and Health Care Academies for the 2017-2018 school year**
- The line item was pulled from the consent agenda.
- Q. Discussion and possible action to approve an interlocal cooperation agreement and fiscal agent contract between McLennan County Challenge Academy and participating districts for the 2017-2018 school year**
- That the Board of Trustees approve the 2017-18 interlocal cooperation agreement and fiscal agent contract with the McLennan County Challenge Academy.
- R. Discussion and possible action to approve the Texas Teacher Evaluation and Support System (T-TESS) appraisal calendar for 2017-2018 school year**
- That the Board of Trustees approve the 2017-2017 Texas Teacher Evaluation and Support System (T-TESS) appraisal calendar.

2017-2018
Texas Teacher Evaluation and Support System (T-TESS)
Calendar

All teachers will be apprised annually using the T-15S.		DATE
APPROPRIATE COUNCILS		
1-TESS Council approved by WHD Head of Teachers		Thursdays, July 1, 2017
1-TESS Training (Mandatory)		August 3, 2017
Initial 1-TESS Training For New Teachers who attend new teacher orientation		August 3, 2017
Initial 1-TESS Training For New Teachers late West Initial July 24, 2017		August 3, 2017
1-TESS Refresher Training for Returning Teachers on Campus		September 1, 2017
1-TESS Training for all teachers attending the Professional Development day and training must be completed by the end of the training day		September 1, 2017
TEACHER SELF-ASSESSMENT AND GOAL SETTING		
The teacher self-assessment, goal setting, and professional development are all due dates and all due dates throughout the school year to guarantee impact on the teacher's professional practice and to ensure the teacher is on track to meet the standards.		
		On the due dates
		August 3, 2017
		September 1, 2017
		October 1, 2017
		November 1, 2017
		December 1, 2017
		January 1, 2018
		February 1, 2018
		March 1, 2018
		April 1, 2018
		May 1, 2018
		June 1, 2018
		July 1, 2018
		August 1, 2018
		September 1, 2018
		October 1, 2018
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		October 1, 2026
		November 1, 2026

OBSERVATION PRE-CONFERENCE AND CONFERENCE	END DAY
The observation pre-conference is to be held on the day before the observation and the pre-conference and its concluding discussion. The conference is primarily focused on the upcoming observation and the presenters' responses to the pre-observation. The pre-observation is to be held on the day before the observation.	No later than three calendar days (not necessarily consecutive days) before the day of observation.
<i>Observation Pre-Conference</i>	No later than three calendar days (not necessarily consecutive days) before the day of observation.
<i>Formal Observation Announcement</i>	The formal observation should be announced on the day of observation.
NOTE: Local observation units are not required to complete either a formal observation or a pre-observation if completion of either is not required by the school prior to the observation.	
43 Formal Observation	See New York State Education Law, § 3027
43 Minutes Observation for Late Day Teachers	§ 3027-1(c)(2) conference session following December 8, 2017. The observation shall occur after 10:00 a.m. and shall not occur before than two weeks following the observation.
<i>Observation Post-Conference</i>	§ 3027-1(c)(2) conference session following December 8, 2017. The observation shall occur after 10:00 a.m. and shall not occur before than two weeks following the observation.
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<i>Written Summary Annual Appraisal Report</i>	§ 3027-1(c)(2) conference session following December 8, 2017. The observation shall occur after 10:00 a.m. and shall not occur before than two weeks following the observation.
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<i>Written Summary Annual Appraisal Report</i>	§ 3027-1(c)(2) conference session following December 8, 2017. The observation shall occur after

Page 1

Page 2

- That the Board of Trustees approve the list of 2017-2018 Texas Teacher Evaluation and Support System (T-TESS) appraisers.

[illegible]

July 27, 2015

- That the Board of Trustees approve the edited 2017-2018 Waco ISD Student Code of Conduct handbook.

- That the Board of Trustees approve to add, replace, or delete local policies as recommended by TASB Policy Service and according to the instruction sheet for TASB Localized Policy Manual Update 108.

- That the Board of Trustees accept the gifts to Waco ISD. An increase of \$21,646.61 in total cash, items, and services donated to Waco ISD was recorded for July 2017.

2. 2.3 Presented July 20, 2017

- Allen Sykes moved, and Stephanie Korteweg seconded the motion to approve the consent agenda with the exception of line item P. Motion passed 6 to 0.**

P. Discussion and possible action to approve a memorandum of understanding between the Waco Independent School District and partner independent school districts and set the tuition and building fee rates for the Greater Waco Advanced Manufacturing and Health Care Academies for the 2017-2018 school year

- After a brief discussion, Administration will discuss ways to increase student participation in the Academies, along with a more equitable funding contribution by partner districts. Cary DuPuy moved, and Stephanie Korteweg seconded the motion to approve the memorandum of understanding between Waco Independent School District and partner independent school districts, thus setting the tuition rate at \$2,900 and the building rate fee at \$600 per student.

A. Discussion and possible action on hiring of Administrators

- ## XI. REPORTS AND DISCUSSION

- Sharla Garcia, Coordinator of Grants Management, briefed the Board of Trustees on grants awarded from Apple, Inc. ConnectEd; TEA 21st Century Texas After School Centers for Education (ACE), year 1; Texas Education Agency, Texas Title I Priority Schools (TTIPS) at Brook Avenue, cycle 5, J. H. Hines Elementary, cycle 3, and Indian Spring Middle School, cycle 3; Texas Support for Homeless Outreach Services (TEXSHEP), year 2 renewal; US Department of Education – Magnet Schools Assistance Program (MSAP), final year.

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- Superintendent A. Marcus Nelson, discussed a Saturday workshop to discuss the District's Strategic Plan. Sandra Gonzales, the superintendent's secretary will poll the board on dates for a Saturday workshop.

XII. ANNOUNCEMENTS

- Superintendent, A. Marcus Nelson, acknowledged Felipe Garza, Avance, Executive Director and 2018 Region 12 Elementary Educator of the Year, Debby DeGraff, Bell's Hill Elementary.

Returning students to Waco ISD may register online. New students to the District may pick up a registration packet at their campus. Registration continues through August 4th.

Tuesday, August 1st the District employee health fair will be held at University High School from 12:00 to 3:00 p.m.

The annual Family Fest will be held at both University and Waco High Schools from 9:00 to 12:00 p.m. on Saturday, August 12th.

Convocation will be held on Tuesday, August 15th.

Meet the teacher nights, 4:00 – 6:00 pm: middle school, August 14th; and elementary school, August 15th.

First day of classes on Thursday, August 17th.

Superintendent A. Marcus Nelson commended Bruce Gietzen for his work with the District.

XIII. ADJOURNMENT

- The meeting adjourned at 8:00 p.m.



Waco Independent School District Board of Trustees Special Meeting
Waco ISD Conference Center
115 S 5th Street
Waco, TX 76701
August 3, 2017
6:00 p.m.

Call to Order: President Pat Atkins called the meeting of the Waco Independent School District to order at 6:10 p.m. He stated that a quorum of Board members was present and that notice of the meeting had been posted.

Board Members Present: President Pat Atkins, Secretary Norman Manning, Stephanie Korteweg, and Angela Tekell

Board Members Absent: Allen Sykes, Cary DuPuy, and Larry Perez

III. Closed Session – President Atkins called the closed meeting to order at 6:10 p.m. pursuant to the following sections of the Texas Government Code:

A. Texas Government Code Section:

1. 551.74 Personnel Matters

- a. Discussion and Possible Action on Hiring of Administrator(s)**
- b. Other personnel matters**

No action was taken during the closed meeting. President Atkins reconvened the meeting at 7:05 p.m.

IV. REPORTS AND DISCUSSION

A. Presentation and Discussion of the Proposed Budget and Proposed Tax Rate for the 2017-18 Fiscal Year

- Sheryl Davis, CFO, briefed the Board of Trustees on the 2017-2018 proposed budget and tax rate to be voted on at the August 31st meeting, subsequent to the public hearing.

V. DISCUSSION AND POSSIBLE ACTION ON AUGUST 3, 2017

A. Discussion and Possible Action on Hiring of Administrator(s)

- No action was taken.

B. Discussion of and Possible Action to Approve the Notice of Public Meeting to Discuss Budget and Proposed Tax Rate for the 2017-2018 Fiscal Year, Setting the Proposed Tax Rate and the Date, Time, and Place for the Public Meeting

- After a brief discussion Sheryl Davis, CFO, would get clarification from the McLennan County Tax Office on whether the information received for the public meeting notice was correct before posting. Angela Tekell moved, Stephanie Korteweg seconded to approve the Notice of Public Meeting to discuss the budget and proposed tax rate for the 2017-2018 fiscal year on August 31, 2017, at 7:00 p.m. at Waco ISD Administration Building. Motion passed 4-0.

C. Discussion and Possible Action to Approve the 2017-2018 Employee Compensation Plan

- After a brief discussion Norman Manning moved, Angela Tekell seconded, to approve the compensation plan as presented and to include the monthly district contribution of \$367.50 per employee per month for health insurance/prescription benefits and the option for employees to elect the alternative flexible spending account of \$41.66 per month for employees who waive major medical and prescription benefits coverage. Motion passed 4-0.

D. Discussion and Possible Action to Approve Self Funded Health Insurance Plan Designs including Prescription Benefits and Rate Structure

- After a brief discussion Angela Tekell moved, Norman Manning seconded to approve the recommended group health and prescription plan designs and rate structures with United Health Care and Express Scripts for the 2018 plan year starting January 1, 2018 and continuing the Alternative Flexible Spending Account for employees who choose to waive major medical health insurance coverage offered by Waco ISD. Motion passed 4-0.

E. Discussion and Possible Action to Approve additional 2017-2018 Texas Teacher Evaluation and Support System (T-TESS) Teacher Appraisers

- That the Board of Trustees approve Elizabeth Velasco and Charles (Craig) Cox as Texas Teacher Evaluation and Support System (T-TESS) teacher appraisers. Motion passed 4-0.

VI. ANNOUNCEMENTS

- Elaine Botello, Assistant Superintendent of Human Resources announced that Grace Benson would be the interim Executive Director of Elementary Curriculum and Instruction. Mrs. Benson would continue to oversee the ELL/Bilingual program. Dr. Scott McClanahan was named the interim Executive Director of Secondary Curriculum and Instruction. Dr. McClanahan would continue to oversee the Advanced Academics program. Mrs. Botello also announced the employment of the Assistant Superintendent of Operations, Mr. Israel Carrera, and Chief Technology Officer, Mr. Darvis Griffin.

VII. ADJOURNMENT

- The meeting adjourned at 8:30 p.m.



Waco Independent School District Board of Trustees Workshop
Waco ISD Conference Center
115 S 5th Street
Waco, TX 76701
August 24, 2017
6:00 p.m.

Call to Order: President Pat Atkins called the meeting of the Waco Independent School District Board of Trustees to order at 6:00 p.m. He stated that a quorum of board members was present, and notice of the meeting had been posted.

Board Members Present: President Pat Atkins, Vice President Allen Sykes, Secretary Norman Manning, Cary DuPuy, Stephanie Korteweg, Larry Perez, and Angela Tekell

Board Members Absent: No one

III. CLOSED MEETING - President Atkins called the closed meeting to order at 6:05 p.m. pursuant to the following sections of the Texas Government Code:

A. Texas Government Code Section:

1. 551.071 Consultation with Attorney

2. 551.074 Personnel Matters

a. Discussion on duties and responsibilities of the Superintendent

B. Deliberate the Appointment, Employment, Evaluation, Reassignment, Duties, Discipline, or Dismissal of a Public Office or Employee

No action was taken during the closed meeting. President Atkins reconvened the meeting at 7:15 p.m.

IV. AUDIENCE FOR GUESTS

- No one asked to speak.

V. DISCUSSION AND UPDATES

A. Discussion and possible action to approve a resolution adopting the 2017-2018 budget on August 31, 2017

- There was no discussion on the line item.

B. Discussion and possible action to approve a resolution adopting the tax rate for the 2017 tax year on August 31, 2017

- There was no discussion on the line item.

C. Discussion of monthly financial reports for the period ending July 31, 2017

- There was no discussion on the line item.

D. Lone Star Governance

1. Time Tracker Data

2. Goal Progress Measure 2.1; Advanced Placement Exam Results

- Superintendent Dr. Marcus Nelson briefed the board on the time tracker data. Dr. Scott McClanahan, Executive Director of Secondary Curriculum and Instruction, briefed the

board on goal two, increase the percent of graduates displaying college readiness by earning at least 12 hours of postsecondary credit, and progress measure 1, to increase the percentage of students achieving a passing score on the AP Exam. Superintendent Nelson noted for the record that the board's discussion on the Lone Star Governance was forty minutes.

E. Reports and discussion of Board Member committees

VI. DISCUSSION AND POSSIBLE ACTION FOR THE CONSENT AGENDA ON AUGUST 31, 2017

A. Discussion and possible action to approve minutes

1. June 15, 2017, Special Meeting minutes

2 June 22, 2017, Business Meeting minutes

- President Atkins stated if anyone had any corrections to the minutes, to submit the changes to Sandra Gonzales, Secretary to the Superintendent.

B. Discussion and possible action to approve amendments to the 2016-2017 budget

- No discussion on the line item.

C. Discussion and possible action to approve a resolution committing General Fund balances as of August 31, 2017

- The board asked for clarification on the process used to arrive on the amount presented. Sheryl Davis, CFO, stated that the items were previously approved by the board. However, the projects would not be completed by August 31, 2017, therefore the balance would carry over to the new budget year.

D. Discussion and possible action to approve the renewal of the bid for refrigeration services

- No discussion on the line item.

E. Discussion and possible action to approve the renewal of the bid for floor covering services

- No discussion on the line item.

F. Discussion and possible action to approve the bid award for network operations center renovations

- Superintendent, Dr. A. Marcus Nelson requested that the line item be tabled.

G. Discussion and possible action to approve the amended interlocal cooperative agreement between Waco ISD and the City of Waco

- No discussion on the line item.

H. Discussion and possible action to approve an interlocal cooperation agreement with the City of Waco for the Waco Independent School District Channel

- No discussion on the line item.

I. Discussion and possible action to approve the amended interlocal cooperation agreement with Robinson ISD for transportation services

- Superintendent Dr. A. Marcus Nelson introduced Israel Carrera, Assistant Superintendent of Operations. Mr. Carrera stated that the amendment to the April 23, 2015 interlocal agreement was to include language which permits the district use of its busses by the other district in the event of a bus shortage situation. The use of any school buses for transportation by one district will not interfere with the normal school transportation services by the other district.

J. Discussion and possible action to approve a memorandum of understanding with EOAC/Headstart to provide a collaborative preschool program known as "Jump Start"

- No discussion on the line item.

- K. Discussion and possible action to approve a memorandum of understanding with the McLennan County Junior College District for college credit coursework and educational support of the Certified Nurse Aide Program at the Greater Waco Advanced Health Care Academy (GWAHCA)**
- No discussion on the line item.
- L. Discussion and possible action to approve a backup submitter for access to Texas Education Agency (TEA) secure Applications**
- No discussion on the line item.
- M. Discussion and possible action to approve a cost share agreement between Waco ISD and Communities-in-Schools**
- No discussion on the line item.
- N. Discussion and possible action to approve teacher appraisers for 2017-2018 school year**
- No discussion on the line item.
- O. Discussion and possible action to approve Local Policy Updates - District of Innovation Plan**
- No discussion on the line item.
- P. Discussion and possible action to approve a resolution to sanction 4-H as an extracurricular activity**
- No discussion on the line item.
- Dr. Nelson acknowledged the birthdays of Board of Trustee Angela Tekell, and Secretary to the Superintendent, Sandra Gonzales.**
- VII. ADJOURNMENT**
- The meeting adjourned at 8:05 p.m.



Waco Independent School District Board of Trustees Regular Board Meeting
Waco ISD Conference Center
115 S 5th Street
Waco, TX 76701
Thursday, August 31, 2017
Closed Session 6:00 p.m.
Open Meeting 7:00 p.m.

Call to Order – President Atkins called the meeting of the Waco Independent School District Board of Trustees to order at 6:00 p.m. He stated that a quorum of board members was present, and that notice of the meeting had been posted.

Board Members Present: President Pat Atkins, Vice President Allen Sykes, Secretary Norman Manning, Cary DuPuy, Stephanie Korteweg, Larry Perez, and Angela Tekell

Board Members Absent: None

III. CLOSED SESSION – President Atkins called the closed meeting to order at 6:05 p.m. to discuss the duties and responsibilities of the Superintendent.

A. Texas Government Code Section

1. Discussion on duties and responsibilities of the Superintendent

No action was taken during the closed meeting. President Atkins reconvened the meeting at 7:15 p.m.

IV. OPEN MEETING

V. MOMENT OF SILENCE

VI. PLEDGE OF ALLEGIANCE

- The Pledge of Allegiance was led by Greater Waco Advanced Manufacturing Academy students Kiana Martinez, home campus Waco High School, and Laquan Quinton, home campus University High School.

VII. PUBLIC MEETING

A. Public Meeting to discuss the 2017-2018 Budget and Proposed Tax Rate

- Line item heard out of order.

VIII. SPECIAL RECOGNITION

- Kyle DeBeer, Executive Director of Communications and Community Engagement, recognized the following groups: pledge leaders Kiana Martinez and Laquan Quinton; Region 12 Teacher of the Year: Mrs. Deborah DeGraff, Bell's Hill Elementary School; Kicking World Summer Camp Golden Boot Award: Chris Esqueda, Waco High School; 2017-2018 First Day of School Community Supporters: Waco Fire Department, represented by Chief Bobby Tatum, Waco Police Department, represented by Chief Ryan Holt, Calvary Baptist Church, represented by Pastor Mary Alice Birdwhistell; Promote Literacy, represented by Ivan LeBlanc and Marshall Harvey, St. Luke AME Church, represented by Reverend Pamela Rivera, KWBT FB 94.5 The Beat, represented by Rich Richardson, and Christopher Dupree. One Fellowship Church, represented by Pastor Bryan

Dalco, Waco NAACP, represented by Dr. Peaches Henry, Andrea Bernard, and Gamma Upsilon Chapter of the National Sorority of Phi Delta Kappa, Amber Bernard, Terrance McNair of Phi Beta Sigma, Brenda Freeman of Zeta Phi Beta, Lovie Livingston of Alpha Phi Alpha, Ramona Curtis of Baylor University and Delta Sigma Theta, Ashley Bean Thornton of Baylor University and Act Locally Waco, Primera Iglesia Bautista, represented by Pastor Emmanuel Roldan, Carver Park Baptist Church, represented by Pastor Gaylon Foreman, Waco Community Development, represented by Cuevas Peacock; and Holy Spirit Episcopal Church.

Line item heard out of order. President Atkins recessed the open meeting at 7:32 p.m. to open the Public Hearing.

VII. PUBLIC MEETING

A. Public Meeting to discuss the 2017-2018 Budget and Proposed Tax Rate

- Sheryl Davis, CFO, gave the Board of Trustees a brief overview on the four principles of truth-in-taxation for school districts, 2017-2018 budget timelines, budget priorities, tax rates, and the required internet posting. President Atkins inquired as to whether anyone had any questions. Hearing none, President Atkins inquired as to whether there was anyone in the audience who wished to speak on the budget or proposed tax rate. Hearing no requests, President Atkins closed the Public Meeting.

President Atkins closed the Public Meeting and reconvened the Open Meeting at 7:52 p.m.

IX. AUDIENCE FOR GUESTS

- No one requested to speak.

X. CONSENT AGENDA

A. Discussion and possible action to approve minutes

1. June 15, 2017 Special Meeting minutes

2. June 22, 2017 Business Meeting minutes

- That the Board of Trustees approve the minutes for June 15 and June 22, 2017.

B. Discussion and possible action to approve amendments to the 2016-2017 budget

- That the Board of Trustees approve amendments:
 - #070 – Athletics Department – will reallocate budgeted funds for extracurricular extra-duty and security other miscellaneous contracted services to maintenance for extra-duty and other miscellaneous contracted services.
 - #071 – General Fund – Final Amendment – will amend in general fund revenues for foundation school program to match projections for this year, and also to cover projected shortages in various functions for the 2016-17 fiscal year. Texas Education Agency requires a school district to amend the official budget before exceeding a functional expenditure category.

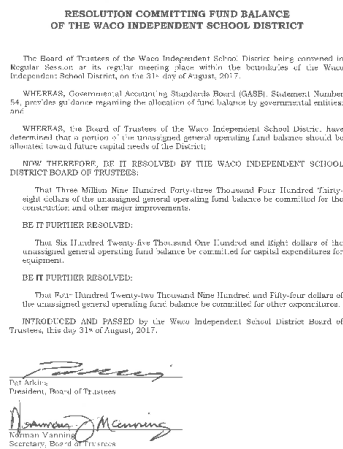
There was no effect on fund balance.

C. Discussion and possible action to approve a resolution committing General Fund balances as of August 31, 2017

- That the Board of trustees approve the resolution committing unassigned general operating fund balance in an amount not to exceed \$4,713,500 for purposes listed.
 - \$1,882,302 for renovations to the old maintenance shops to accommodate the relocation of Child Nutrition Services;
 - \$163,865 set aside for additional physical education facilities at Indian Spring

Middle School;

- \$699,084 for renovations to accommodate the technology data center plus
- \$207,959 for associated network equipment;
- \$302,819 for renovations to the old Lake Waco campus to accommodate the transition program at Brazos High School;
- \$297,000 for repairs to the fire escape at the Administration building;
- \$303,822 for construction of science labs at the Greater Waco Advanced Health Care Academy plus an additional \$278,000 to outfit the labs;
- \$86,587 for preliminary design services for various projects;
- \$625,108 accumulated from the sale of buses to be used for future bus replacement;
- \$88,168 for band lockers and other Fine Arts projects; and
- \$56,786 for funds approved through the tax ratification election for dual credit programs but not yet allocated.



D. Discussion and possible action to approve the renewal of the bid for refrigeration services

- That the Board of Trustees approve the renewal of the bid for refrigeration services under job order contract #14-100 with A & H Refrigeration Co., Inc. as the primary vendor and McNamara Custom Services as the additional vendor for projects between \$5,000 and \$125,000.

E. Discussion and possible action to approve the renewal of the bid for floor covering services

- That the Board of Trustees approve the renewal of the bid for floor covering services under job order contract #14-1009 with Centex Carpet & Interiors as the primary vendor and Gene Ives Acoustic awarded as the additional vendor for projects between \$5,000 and \$125,000.

F. Discussion and possible action to approve the amended interlocal cooperative agreement between Waco ISD and the City of Waco

- That the Board of Trustees approve the amended interlocal cooperative agreement between Waco ISD and the City of Waco to utilize the City's trunked 800 MHz communication system.

G. Discussion and possible action to approve the amended interlocal cooperative agreement with Robinson ISD for transportation services

- That the Board of Trustees approve the amended interlocal cooperative agreement between Waco ISD and Robinson ISD for transportation services.

- H. Discussion and possible action to approve a memorandum of understanding with EOAC/Headstart to provide a collaborative preschool program known as Jump Start**
- That the Board of Trustees approve the memorandum of understanding between Waco ISD and EOAC/Head Start to provide a collaborative preschool program known as “Jump Start” for the 207-2018 school year.
- I. Discussion and possible action to approve a memorandum of understanding with the McLennan County Junior College District for college credit coursework and educational support of the Certified Nurse Aide Program at the Greater Waco Advanced Health Care Academy (GWAHCA)**
- That the Board of Trustees approve the memorandum of understanding with McLennan County Junior College District for college credit coursework and educational support of the Certified Nurse Aide program at the Greater Waco Advanced Health Care Academy (GWAHCA).
- J. Discussion and possible action to approve a cost share agreement between Waco ISD and Communities-in-Schools**
- That the Board of Trustees approve the 2017-2018 cost share agreement between Waco ISD and Communities-in-Schools.
- K. Discussion and possible action to approve accepting the Gifts and Grants to Waco ISD**
- That the Board of Trustees approve the gifts and grants as presented: An increase of \$7,878.44 in total cash, items, and services donated to Waco ISD was recorded for the August 2017 report. The Texas Department of Family and Protective Services (DFPS) approved the Family Abuse Center’s (FAC) Project HOPES Grant for Year 3. An increase of \$125,476 in grant awards to Waco ISD.
- L. Discussion and possible action to approve the Lone Star Governance Implementation**
- 1. Goal Progress Measure 3.1, Work Program Passing Rate Presented July 27, 2017**
 - 2. Goal Progress Measure 2.1; Advanced Placement Exam Results**
- That the Board of Trustees accept the two goal progress measures 3.1, work program passing rate presented July 27, 2017 and goal progress measure 2.1, Advanced Placement exam results presented August 24, 2017.
- M. Discussion and possible action to approve additional Texas Teacher Evaluation and Support System (T-TESS) appraisers for the 2017-2018 school year**
- That the Board of Trustees approve the additional Texas Teacher Evaluation and Support System teacher appraisers: Lauren Frasure, Mary Nied Phillips, and Jennifer Kunz.
- N. Discussion and possible action to approve Local Policy Updates - District of Innovation Plan**
- That the Board of Trustees approve the revision of LOCAL policies DBA, DCA, DK, EB, EC, EEB, FEA, FEB, FEC, and FO that are related to the Waco ISD District of Innovation Plan.
- O. Discussion and possible action to approve a resolution to sanction 4-H as an extracurricular activity**
- That the Board of Trustees approve the resolution sanctioning 4-H as an extracurricular activity in Waco ISD for the 2017-2018 school year.



P. Discussion and possible action to hire an employee related to a current administrator

- That the Board of Trustees approve to hire Justin Austin Logan the son of Karmen Logan, principal, as a behavior support aide at Provident Heights Elementary.

Q. Discussion and possible action to approve Cooper Foundation Term Extension

- That the Board of Trustees approve to extend the term of Dr. Sharon Shields on the Cooper Foundation Board.

Allen Sykes moved, Angela Tekell seconded, to approve the consent agenda as presented. Motion passed 7-0.

XI. DISCUSSION AND POSSIBLE ACTION

A. Discussion and possible action to adopt the 2017-18 budgets

- After a brief discussion Larry Perez moved, Cary DuPuy seconded, to approve the budgets for the 2017-18 fiscal year in the following amounts. Motion passed 7-0.

Official Budget:

General Fund	\$143,334,470
Child Nutrition Fund	\$ 10,068,979
Debt Service Fund	\$ 14,668,156

Other Budgets

Greater Waco Advanced Health Care Academy	\$ 1,133,974
Greater Waco Advanced Manufacturing Academy	\$ 1,144,541
McLennan County Challenge Academy	\$ 940,156
Regional Day School for the Deaf	\$ 743,023

B. Discussion and possible action to approve a resolution adopting the tax rate for the 2017 tax year

- After a brief discussion Allen Sykes motioned “I move that the property tax rate be increased by the adoption of a tax rate of \$1.41000, which is effectively a 7.19 percent increase in the tax rate. This tax rate will raise more taxes for maintenance and operations than last year’s rate. The tax rate will effectively be raised by 3.47 percent and will raise taxes for maintenance and operations on a \$100,000 home by approximately \$0.00. Angela Tekell seconded the motion. Motion passed 7-0.

C. Discussion and possible action to approve the Continuous Improvement Governance Work

- Superintendent Dr. A. Marcus Nelson stated that the Board of Trustees would discuss the Board self-evaluation document at September 23rd workshop. No action was taken.

XII. DISCUSSION AND UPDATES

A. Update on Family Fest August 12, 2017

- Coordinator of Compensatory Services Sheila Whitehead gave the Board a brief overview of the 2017 Family Fest event.

XIII. ANNOUNCEMENTS

- Superintendent Dr. A. Marcus Nelson acknowledged the Waco ISD team for a successful start to school; Chief Ken Boatman, Lieutenant David Williams, and staff for going above and beyond to escort the Lake Air Softball Little League World Series Champions to Waco; and Director of Child Nutrition Services, Cliff Reece and his staff for the work they do for Pack of Hope. Dr. Nelson encouraged the community to support both Waco ISD football teams at the Derrick Johnson Classic Friday and Saturday evening.

Executive Director of Communications and Community Engagement, Kyle DeBeer, announced that Waco ISD would launch the Superintendent's Online Entry Plan Survey for the Waco community to provide input and guidance to Dr. Nelson to assist with his entry into the district. Heart of Texas College Night will be held on September 25th at the Extraco Events Center. Board President Pat Atkins acknowledged Educational T.V. and Social Media Specialist, David Ellis for doing a good job of keeping the community informed by livestreaming and tweeting the Softball Little League World Series games. Dr. Nelson acknowledged Mr. Felipe Garza with AVANCE, and Business and Finance staff, Sheryl Davis, CFO, David Cartwright, Director of Budget and Payroll, and Sherry Trotts, Director of Business Services, for diligently working on the 2017-18 budget that was approved by the Board.

XIV. ADJOURNMENT

- The meeting adjourned at 8:28 p.m.

Waco Independent School District
Board of Trustee Meeting Agenda Item

Date: September 21/28, 2017

Contact Person: David Cartwright

RE: Discussion and possible action to approve amendments to the 2017-2018 budget

Background Information:

The Texas Education Agency has established additional requirements for school district budget preparation. As part of these requirements, a school district must amend the official budget before exceeding a functional expenditure category, i.e., instruction, administration, etc., in the total district budget. Attached are copies of the proposed amendments to the Official Budget identifying details of the requests. The following summarizes the effect of these amendments by functional category.

Summary:

Amendment #001: Communications Department

This amendment will reallocate budgeted funds for instructional leadership payroll costs to general administration for payroll costs. The adjustment is required to appropriately reclassify the budget to the proper expenditure codes per TEA accounting guidelines.

		<u>TEA Code Function Description</u>
Source of Funds:	\$32,611.00	Instructional Leadership expenditure function
Use of Funds:	\$32,611.00	General Administration expenditure function
Fund Balance Effect	None	

Amendment #002: Technology Department

This amendment will reallocate budgeted funds for general administration payroll costs to data processing payroll costs. The adjustment is required to appropriately reclassify the budget to the proper expenditure codes per TEA accounting guidelines.

		<u>TEA Code Function Description</u>
Source of Funds:	\$49,220.00	General Administration expenditure function
Use of Funds:	\$49,220.00	Data Processing expenditure function
Fund Balance Effect	None	

Amendment #003: Hillcrest PDS Elementary School

This amendment will reallocate budgeted funds for instruction miscellaneous operating to health services for supplies. The adjustment is required to appropriately reclassify the budget to the proper expenditure codes per TEA accounting guidelines.

		<u>TEA Code Function Description</u>
Source of Funds:	\$125.00	Instruction expenditure function
Use of Funds:	\$125.00	Health Services expenditure function
Fund Balance Effect	None	

Amendment #004: General Fund - Districtwide

Place budget for Board committed or other assigned projects, not completed, and purchased orders, not received, at August 31, 2017.

		<u>TEA Code Function Description</u>
Source of Funds:	\$4,972,562.00	Committed and Assigned Fund Balance
Use of Funds:	\$4,972,562.00	Student Transportation, Extracurricular, General Administration, Maintenance, Security, Data Processing, Community Services and Facilities Construction expenditure functions
Fund Balance Effect	None	

Amendment #005: Special Education Department

This amendment will reallocate budgeted funds for instruction payroll costs to counseling for miscellaneous contracted services. The adjustment is required to appropriately reclassify the budget to the proper expenditure codes per TEA accounting guidelines.

		<u>TEA Code Function Description</u>
Source of Funds:	\$63,626.00	Instruction expenditure function
Use of Funds:	\$63,626.00	Counseling expenditure function
Fund Balance Effect	None	

Fiscal Implications:

Amendment #004 decreases fund balance \$4,972,562.00. The remaining amendments have no effect on fund balance.

Administrative Recommendation(s):


The administration recommends that the Board of Trustees approve the budget amendments, as presented.

AMENDMENT # 001

DATE: 9/6/2017

0.00

REASON FOR REQUEST: To realign budget for staff reassignment to match proper coding for job duties.


CHIEF FINANCIAL OFFICER

BATCH: JV/BCN: DATE:

AMENDMENT # 002

DATE: 9/12/2017

0.00

REASON FOR REQUEST: To realign budget for staff reassignment to match proper coding for job duties in Technology.

David Cartwright
BUDGET COORDINATOR

Shel Davis
CHIEF FINANCIAL OFFICER

YOU CANNOT REDUCE A BUDGET BY MORE THAN THE CURRENT ACCOUNT BALANCE AMOUNT.

BATCH: JV/BCN: DATE:

003

DATE: 9/11/2017

[illegible]

REASON FOR REQUEST: funds were not included in budget allocation


BUDGET ADMINISTRATOR /
DEPARTMENT HEAD


BUDGET COORDINATOR


CHIEF FINANCIAL OFFICER

YOU CANNOT REDUCE A BUDGET BY MORE THAN THE CURRENT ACCOUNT BALANCE AMOUNT.

BATCH: JV/BCN: DATE:

**WACO INDEPENDENT SCHOOL DISTRICT
AMENDMENT BUDGET FORM**

AMENDMENT # 004

CAMPUS OR DEPARTMENT: General Fund -- Districtwide


DATE: 9/28/2017

								A	B	C	D
BUDGET CODE								CURRENT	CURRENT	REQUESTED	AMENDED
FD/YR	FNC	OBJ	SO	ORG	PRG	LOPT	DESCRIPTION	APPROPRIATION	ACCOUNT	INCREASE	APPROPRIATION
									BALANCE	(DECREASE)	
199	34	6631	66	999	99	000	Vehicles, Unit Cost \$5000+	715,000.00	(598,677.00)	1,313,677.00	2,028,677.00
199	34	6631	98	999	99	000	Vehicles, Unit Cost \$5000+	0.00	0.00	625,108.00	625,108.00
199	36	6399	35	999	99	411	Other General Supplies & Materials	0.00	(23,021.00)	23,021.00	23,021.00
199	41	6299	11	750	99	000	Miscellaneous Contracted Services	15,000.00	(1,081.00)	16,000.00	31,000.00
199	51	6219	50	999	99	403	Other Professional Services	0.00	(32,774.00)	32,774.00	32,774.00
199	51	6247	06	999	99	429	Contracted Building Maintenance	0.00	(304,454.00)	305,217.00	305,217.00
199	51	6247	50	999	99	403	Contracted Building Maintenance	0.00	(932.50)	661,118.00	661,118.00
199	51	6247	51	002	99	417	Contracted Building Maintenance	0.00	(10,273.99)	10,274.00	10,274.00
199	51	6247	51	120	99	417	Contracted Building Maintenance	0.00	(8,726.01)	10,260.00	10,260.00
199	51	6247	51	999	99	411	Contracted Building Maintenance	0.00	(20,811.00)	56,031.00	56,031.00
199	51	6247	51	002	99	427	Contracted Building Maintenance	0.00	(108,490.00)	20,000.00	20,000.00
199	51	6247	51	999	99	460	Contracted Building Maintenance	330,000.00	173,090.00	297,000.00	627,000.00
199	51	6631	44	999	99	974	Vehicles, Unit Cost \$5000+	0.00	(59,543.46)	59,827.00	59,827.00
199	52	6397	75	999	99	000	Equipment, Unit Cost <\$5000	10,000.00	(21,036.20)	39,721.00	49,721.00
199	53	6299	99	750	99	000	Miscellaneous Contracted Services	0.00	0.00	14,470.00	14,470.00
199	53	6299	75	999	99	403	Miscellaneous Contracted Services	0.00	0.00	110,734.00	110,734.00
199	53	6219	75	999	99	403	Other Professional Services	0.00	0.00	30,175.00	30,175.00
199	61	6118	12	999	99	245	Extra-duty Pay	0.00	0.00	3,720.00	3,720.00
199	61	6299	12	999	99	245	Miscellaneous Contracted Services	0.00	0.00	11,000.00	11,000.00
199	61	6399	12	999	99	245	Other General Supplies & Materials	0.00	0.00	578.00	578.00
199	61	6499	12	999	99	245	Other Miscellaneous Operating Costs	0.00	0.00	3,116.00	3,116.00
199	81	6624	51	050	99	408	Construction-ISMS Pavilion	0.00	0.00	88,110.00	88,110.00
199	81	6626	51	050	99	408	Design Fees-ISMS Pavilion	0.00	0.00	18,347.00	18,347.00
199	81	6624	51	999	99	409	Construction/Major Renovations-CNS	0.00	(1,012,979.00)	1,167,675.00	1,167,675.00
199	81	6626	51	999	99	409	Design Fees-CNS	0.00	(45,587.00)	54,609.00	54,609.00
199	00	3510	00	000	00	000	Committed Fund Balance-Constructn	0.00	0.00	(2,862,324.00)	(2,862,324.00)
199	00	3530	00	000	00	000	Committed Fund Balance-Cap Equip	0.00	0.00	(625,108.00)	(625,108.00)
199	00	3570	00	000	00	000	Assigned Fund Balance-Cap Equip	0.00	0.00	(1,373,504.00)	(1,373,504.00)
199	00	3590	00	000	00	000	Assigned Fund Balance-Other	0.00	0.00	(111,626.00)	(111,626.00)

REASON FOR REQUEST: Place budget for Board committed or other assigned projects, not completed, and purchase orders, not received, at August 31, 2017.
See attached detail.

David Cartwright
BUDGET ADMINISTRATOR /
DEPARTMENT HEAD


BUDGET COORDINATOR


CHIEF FINANCIAL OFFICER

YOU CANNOT REDUCE A BUDGET BY MORE THAN THE CURRENT ACCOUNT BALANCE AMOUNT.

Revised 8/2013

Previously Committed and Assigned Funds Roll Forward into 2017-18

Project	Amount
Committed Funds:	
Band Locker Replacements / Theatre Lighting / Field Lighting	\$ 56,031
Data Center Renovations and Equipment	834,801
Energy Management System - Parkdale Elementary	10,260
Energy Management System - Waco High	10,274
Construction Science Academy - GWAMA	305,217
Vocational Technical Building Renovations (Cabling) - Waco High School	20,000
Pavilion / Other Renovations - Indian Spring Middle	106,457
Renovations - Maintenance Shops for Child Nutrition Services	1,222,284
Fire Escape Repairs - Administration Building	297,000
Total Committed for Construction & Major Improvements	<u>2,862,324</u>
Bus Replacement Fund	625,108
Total Committed for Capital Expenditures	<u>625,108</u>
Total Board Committed Funds	<u><u>\$ 3,487,432</u></u>
Assigned Funds:	
Purchase Orders Not Received at August 31, 2017 - Funding Rolled Forward	\$ 1,452,246
Financial System - Asset Management & Other New Module Implementation	14,470
Transformation Committees Stipends and Other Costs	18,414
Total Other Assigned Funds	<u><u>\$ 1,485,130</u></u>
Purchase Orders Not Received at August 31, 2017 - Funding Rolled Forward	
Fine Arts Seating	\$ 23,021
K-12 Insights	16,000
School Buses	1,313,677
Security Camera Installations	39,721
Warehouse Transit Van	59,827
Total Purchase Order Carryover	<u><u>\$ 1,452,246</u></u>

AMENDMENT # 005

DATE: 9/13/2017

0.00

Spite 9-14-17
BUDGET ADMINISTRATOR /
DEPARTMENT HEAD


BUDGET COORDINATOR

Shel Davis
CHIEF FINANCIAL OFFICER

BATCH: JV/BCN: DATE:

Waco Independent School District

Board of Trustee Meeting Agenda Item

Date: September 28, 2017

Contact Person: Dr. A. Marcus Nelson

**RE: Discussion and possible action to approve the Resolution to
Nominate Candidates for McLennan County Appraisal District
Board of Directors**

=====

Background Information:

Bi-annually, in odd numbered years, the taxing entities in McLennan County elect directors for the McLennan County Appraisal District Board. There are five (5) positions on the Board of Directors. Each taxing entity is entitled to nominate, by resolution, one candidate for each of the five (5) positions to be filled. Currently, Allen Sykes, Waco ISD Board Member, and Mildred Watkins serve on the Appraisal District Board. Nominations are due to the Chief Appraiser by October 15, 2017. Voting will occur at the November Board of Trustees meeting.

Attached is a copy of the *2018-19 Board of Directors Taxing Unit Voting Procedures, Board of Directors eligibility guidelines*, and a *resolution*, of candidate nominations to be submitted to the Chief Appraiser.

Fiscal Implications:

None

Administrative Recommendations:

The administration recommends that the Board of Trustees nominate Allen Sykes, and Mildred Watkins as candidates for the McLennan County Appraisal District Board of Directors.

McLENNAN COUNTY APPRAISAL DISTRICT

2018-2019 BOARD OF DIRECTORS TAXING UNIT VOTING PROCEDURES

McLennan CAD Taxing Units:

It is again time to deliver the voting entitlements, for eligible taxing units, to nominate candidates for the five (5) positions serving on the McLennan County Appraisal District Board of Directors.

Each taxing unit is entitled to nominate, via resolution adopted by its governing body (sample enclosed), one (1) candidate for **each** of the five (5) open positions of the board of directors. The presiding officer of the governing body of each taxing unit shall submit the name and address of the unit's nominee(s) to the chief appraiser **before October 15th**. **Before October 30th**, the chief appraiser shall prepare a ballot, listing the candidates, and shall deliver a copy of said ballot to the presiding officer of each taxing unit that is entitled to vote.

Each governing body shall determine its vote, via resolution, and submit it to the chief appraiser **before December 15th**. Your voting entitlement may be cast for one candidate or it may be distributed amongst any number of candidates the governing body would like to choose. The chief appraiser shall count the votes, declare the five (5) newly elected board members, who received the largest, cumulative total votes and submit those results, **before December 31st**, to each governing body.

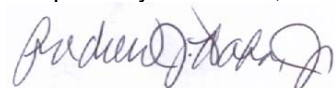
Please mark these important dates on your calendar for the governance of the McLennan County Appraisal District:

- **Before October 15th**: Each governing body will submit their choice of nominee names and addresses, via resolution, to the chief appraiser.
- **Before October 30th**: The chief appraiser will prepare and deliver a ballot to the presiding officer of each taxing unit.
- **Before December 15th**: Each governing body will vote, via resolution, and return the ballot to the chief appraiser.
- **Before December 31st**: The chief appraiser will send the election results to each governing body, as well as to the candidates.

There is a very small window of time in which to consider this issue. Please remember to include these procedures and dates on the agenda of your next scheduled meeting, in order to plan how your taxing unit would like to prepare for and act on this matter. Your vote is extremely important in order to ensure the continued dedicated leadership of this board.

As soon as we receive the 2017 tax levies from the McLennan County Tax Assessor Collector, (normally around the first of October), we will calculate each entities' voting entitlement. We will then send the voting entitlements, along with the ballot, to each taxing unit.

Respectfully submitted,



Andrew J. Hahn, Jr. RPA, RTA
Chief Appraiser

September 1, 2017-eobrate

**MCLENNAN COUNTY APPRAISAL DISTRICT
BOARD OF DIRECTORS ELIGIBILITY**

Eligibility:

To be eligible to serve, a person must have resided in the appraisal district for at least two (2) years immediately preceding the date of taking office. The person may not be an employee of a taxing entity served by the appraisal district, but may be an elected official or a member of the governing body. A person may not be appointed if related within the second degree of consanguinity (blood) or affinity (marriage) to either an appraiser who appraises property for use in the appraisal district's appraisal review board proceedings or a tax representative who represents taxpayers for compensation before the appraisal district's appraisal review board. Owing delinquent taxes for more than 60 days after the date the person knew or should have known of the delinquency, disqualifies a person from serving on the CAD board of directors.

Term:

All directors, other than the county tax assessor collector, serves a two (2) year term, beginning on January 1st of an even-numbered year.

Meetings:

Meetings are held at least once a calendar quarter, at the convenience of the majority of the board.

Compensation:

Directors may not receive a salary, per diem, or other compensation. The appraisal district may reimburse for reasonable and necessary expenses incurred in the performance of a director's duties, if included in the appraisal district budget.

General Statement of Functions:

The board of directors has the following primary responsibilities:

- Establish the appraisal district's appraisal office;
- Adopt the appraisal district's annual operating budget;
- Contract for necessary services;
- Hire a chief appraiser;
- Hire a taxpayer liaison officer (districts in counties having a population of over 125,000); and
- Make general policy on the appraisal district's operation.

The board's authority over appraisals is limited. The board does not appraise property or review values on individual properties. The board has no authority to officially review ARB decisions. The board does have some authority over appraisals through its duties to contract and budget.

TAXING UNIT: Waco Independent School District

Resolution No. _____

**RESOLUTION OF CANDIDATE NOMINATIONS FOR THE McLENNAN COUNTY
APPRAISAL DISTRICT BOARD OF DIRECTORS FOR THE YEARS 2018-2019**

WHEREAS, Section 6.03 (g) of the Texas Property Tax Code, requires that each taxing unit entitled to vote may nominate by Resolution one candidate for each of the five positions to be filled and submit those nominations to the Chief Appraiser of the McLennan County Appraisal District before October 15, 2017.

THEREFORE, the Waco Independent School District Board of Trustees submits the following nomination(s) for Board of Directors of the McLennan County Appraisal District for 2018-2019:

1. Allen Sykes
2. Mildred Watkins

ACTION TAKEN this 28th day of September, 2017, in Regular Session of the governing body of the above mentioned taxing unit; as authorized under Section 6.03 of the Texas Property Tax Code, for the purpose of nominating candidates to the Board of Directors of the McLennan County Appraisal District.

Pat Atkins, Board President

Allen Sykes, Vice President

Cary DuPuy

Stephanie Korteweg

Larry Perez

Angela Tekell

ATTEST:

Norman Manning, Secretary

Waco Independent School District

Board of Trustees Meeting Agenda Item

Date: September 21/28, 2017

Contact Person: Yolanda Williams

**RE: Discussion and possible action to approve the Targeted Improvement Plans
for Improvement Required (IR) Campuses**

=====

Background Information:

As part of the 2017 Accountability System, schools that did not meet the established targets for the index measures were classified as “Improvement Required (IR)” by the Texas Education Agency. The following schools were designated as IR: Alta Vista, Brook Avenue, Crestview, and J. H. Hines Elementary Schools; G.W. Carver, and Indian Spring Middle Schools.

One of the intervention requirements for campuses designated as IR is the development of a targeted improvement plan. Each campus defined a Campus Leadership Team and worked through a process of data analysis and needs assessment to develop a plan specific to the needs of the campus based on the determined root cause of the deficiencies defined during the analysis process.

Fiscal Implications:

None

Administration Recommendations:

The Administration recommends that the Board of Trustees accept the Targeted Improvement Plans and any updates needed throughout the course of the school year as a result of continued analysis.



Targeted Improvement Plan

District Name:	Waco ISD		County District Number:	161-914		Superintendent Name:	Dr. A. Marcus Nelson		
Campus Name:	Alta Vista		Campus Number:	101		District Coordinator of School Improvement:	Yolanda Williams		
PSP:	Deri Hooper		Educational Service Center:	Region 12		School Principal:	Karmen Logan		
Vision:			All students will have the necessary knowledge and skills to navigate their own journey toward success in life.						
Problem Statement #1:			53% of students at Alta Vista Elementary were at approaching grade level or above on all STAAR tests in 2017. (Index 1)			Annual Goal #1:			60% of all students will reach "Approaching Grade Level" or higher on STAAR tests in 2018.
Root Cause #1:			The focus of Professional Learning Communities during the past two years has been to develop teacher knowledge of TEKS and instructional strategies to deliver well-planned lessons. High teacher turnover prior to 2015 resulted in many new teachers inexperienced in both analyzing the specificity of the state standards and utilizing knowledge of effective pedagogy.			Strategy #1:			The focus of PLCs will be to analyze student work and assessment data to drive collaborative conversations about effective instructional strategies
Goal #1:	Activity (Actions/Processes)	Activities Timeline	Resources	Person(s) Responsible	Expected Outcomes (Goal/Target)	Results (Outcomes/Data)	Status	Next Steps	
Short-Term: (training, acquisition of new skills)	PLC Structure training for all grade levels and explicit modeling of PLC procedures	24-Aug-17	PLC agenda; Google note form- campus created	Principal, Assistant Principal, Instructional Specialist	100% classroom teachers will attend and be trained on PLC structure.	100% of teacher trained and utilizing Google note form for PLC meetings	On Track to Meet Goal	Implement PLCs using new structure	
Intermediate: (Implementation)	Implement vertical team triads that will collaborate on instructional effectiveness	9/27/2017, 10/25/2017, 12/15/2017, 2/07/2018, 3/28/2018, 5/23/2018	Time for team collaboration; peer observation form and action plan	Principal, Assistant Principal, Instructional Specialist, Campus Teaching Staff	100% of teachers will develop action plans using observation feedback to improve instruction.		Select		
	Use student and walkthrough data to determine TTESS focus dimension for job-embedded professional learning.	8/24/2017-5/25/2018	TTESS rubric, student assessment data, walkthrough data	Principal, Assistant Principal, Instructional Specialist	90% of teachers will be at proficient or higher on TTESS focus dimension for the 6 weeks.		Select		
	Continue implementation of vertically aligned TEK meetings by subject areas	9/20/2017, 11/01/2017, 12/19/2017, 02/14/2018, 04/14/2018	Vertical alignment planning template; Lead4Ward scaffolding documents; Focus TEKS based on student achievement data	Vertical Teacher Teams; Principal, Assistant Principal, Instructional Specialist	100% of focus TEKS will be vertically aligned in all four content areas: reading, math, writing, science.		Select		
	Implement observation PLCs once a 6 weeks that allow teachers to observe and discuss TTESS focus dimension with PLC and campus leadership.	09/29/17 -05/18/2018	Peer observation form and PLC meeting notes	Principal, Assistant Principal, Instructional Specialist, Campus Teaching Staff	90% of teachers will be at proficient or higher on TTESS focus dimension for the 6 weeks.		Select		
	Instructional coaching for teachers by district coaches, campus instructional leadership team and contracted support from Region 12.	8/25/2017- 5/31/2018	District coaches, campus instructional leadership team and contracted support from Region 12	Principal, Assistant Principal, Reading Coach, Instructional Specialist, Region 12, District Coaches	100% of teachers being coached will be proficient in domains 1 and 2 of TTESS		Select		
Long-Term: (Results)	Instructional leadership team will facilitate PLCs, while teachers lead discussions on purposeful planning and implement instructional decisions based on student data.	8/25/2017- 5/31/2018	District assessments, STAAR test	Principal, Assistant Principal, Instructional Specialist, Campus Teaching Staff	60% of all students will reach approaching grade level or higher on STAAR tests in 2018.		Select		
Vision Status			We are ensuring our students have the necessary knowledge and skills by ensuring our teachers and instructional leaders have the necessary knowledge and skills to guide students in their journey to learning success.			Vision Metrics			100% of teachers will contribute in PLCs and develop action plans to improve tier 1 instruction. Teachers come prepared to PLCs by knowing learning standards and discussing both instructional strategies and student assessment data. We need to continue to improve teacher knowledge of ongoing formative assessment data and how to utilize that information to drive instructional changes.

Vision: All students will have the necessary knowledge and skills to navigate their own journey toward success in life.								
Problem Statement #2:			Annual Goal #2:					
Root Cause #2:			Strategy #2:					
Goal #2:	Activity (Actions/Processes)	Activities Timeline	Resources	Person(s) Responsible	Expected Outcomes (Goal/Target)	Results (Outcomes/Data)	Status	Next Steps
Short-Term: (training, acquisition of new skills)	PLC Structure training for all grade levels; discussion of assessment data and types of assessments will be analyzed.	24-Aug-17	PLC agenda; Google note form- campus created	Principal, Assistant Principal	100% classroom teachers will attend and be trained on PLC structure.	100% of teacher trained and utilizing Google note form for PLC meetings	On Track to Meet Goal	Implement PLCs using new structure
	Utilize beginning of year Rigby data, end-of-year STAAR results, and math common assessments to set initial interventions for beginning of year.	08/21/2017-09/15/2017	Rigby data, math common assessments, STAAR data	Principal, Assistant Principal, Instructional Specialist, Full-time interventionist	100% of students below grade level will receive interventions in math, reading, or both subjects four times a week.		Select	
Intermediate: (Implementation)	Utilize three week progress monitoring tool for math and reading interventions to monitor progress on reading levels as well as reading and math learning standards.	9/18/2017-05/24/2017	Rigby progress monitoring, math common assessments for intervention, reading common assessments, assessment resources	Assistant Principal, Instructional Specialist, Interventionist, Classroom Teachers	100% of students not at "Approaches Grade Level" or higher on campus and district assessments will receive ongoing targeted interventions.		Select	
	Utilize assessment data and progress monitoring tools to determine intervention effectiveness, future interventions, and tutoring groups.	9/18/2017-05/24/2017	District-based assessments, data-analysis protocol	Assistant Principal, Instructional Specialist, Interventionist, Classroom Teachers	100% of students not at "Approaches Grade Level" or higher on campus and district assessments will received ongoing targeted intervention.		Select	
	Provide additional support for lowest performing subpopulations (ED, AA, ELL) in reading and math through morning tutoring utilizing targeted computer-based instructional programs and fall after-school tutoring designed to meet students' specific needs	9/18/17- 5/24/18	Computer-based instructional programs, computer lab, support staff for computer lab, campus and district assessment data, classroom teachers and funding for after-school tutoring	Administrators, Instructional Specialist, Computer lab support staff member, Classroom Teachers	Increase the percentage of economically disadvantaged students approaching grade level on all STAAR tests by 15%.			
Long-Term: (Results)	Administrators and leadership team will lead ongoing data discussions during PLCs to focus teachers on effective student-centered interventions, changing interventions (as needed) using analysis of individual student data.	9/18/17- 5/24/18	Campus common assessments, district assessments, intervention specific formative assessment data	Administrators, Instructional Specialist, Leadership Team and Teachers	60% or more of economically disadvantaged students will be at "Approaches Grade Level" or higher on all STAAR assessments.		Select	
Vision Status			Vision Metrics					
We have made great strides in ensuring that all students below grade level in reading and math are provided continuous intervention with research-based strategies. We are striving to better utilize ongoing progress data to better target student needs with more individualized intervention with our most struggling learners.			75% of PLCs will be utilized to analyze student data/work and determine appropriate interventions and enrichment. We will utilize progress monitoring data, based on interventions, to determine effectiveness of interventions and needed changes. We will know we are meeting our vision when we see all students continuously growing and modifying interventions based on those needs. We have to focus time to progress monitor our interventions regularly, use that data to make more frequent changes to our intervention, and develop more individualized interventions for our most struggling learners.					



Targeted Improvement Plan

District Name:	Waco ISD	County District Number:	161914	Superintendent Name:	Dr. A. Marcus Nelson
Campus Name:	Brook Avenue Elementary	Campus Number:	104	District Coordinator of School Improvement:	Yolanda Williams
PSP:	Jobob Aanenson	Educational Service Center:	Region 12	School Principal:	Sarah Pedrotti

Vision: Brook Avenue Elementary will be respectful, responsible, safe, and prepared, as we strive for continual improvement and innovation for ourselves and our students. #BrAveLearns								
Problem Statement #1:			56% of all students did not meet "Approaches Grade Level" or better on the 2017 STAAR tests.			Annual Goal #1:		
Root Cause #1:			At Brook Avenue, we have access to quality data, but teachers lack the skills needed to make instructional decisions based on classroom data.			Strategy #1:		
						PLC process to align instruction and student data.		
Goal #1:	Activity (Actions/Processes)	Activities Timeline	Resources	Person(s) Responsible	Expected Outcomes (Goal/Target)	Results (Outcomes/Data)	Status	Next Steps
Short-Term: (training, acquisition of new skills)	Campus leadership team will communicate and model the PLC process that includes data analyses and action planning steps. Campus leadership team will use a PLC structure to train the teachers in data analysis and action planning steps.	12 weeks from August 21st	PLC agenda, TAIS Data Analysis Module training and PLC Institute Learning by Doing	Principal, assistant principal, instructional specialist, TTIPS coaches, district coaches	55% of teachers will be proficient, as measured by TTESS, in analyzing student data in order to improve instructional planning and delivery.		Select	
Intermediate: (Implementation)	The principal, administrative team, and campus instructional leadership team will provide feedback and monitor implementation of instructional feedback, provide additional feedback, and monitor progress through continuous analysis of student data.	Ongoing until February 2, 2018	Collaborative planning tool, walkthrough data, coaching plans, student data tracking	Principal, assistant principal, instructional specialist, TTIPS coaches, district coaches	88% of teachers will be proficient, as measured by TTESS, in analyzing student data in order to improve instructional planning and delivery.		Select	
Long-Term: (Results)	Instructional specialists will facilitate PLCs, while teachers lead data discussions and make instructional decisions based on student data.	February 5, 2018 until EOY	Collaborative planning tool, student data tracking	Principal, assistant principal, instructional specialists	100% of teachers will be proficient, as measured by TTESS, in analyzing student data in order to improve instructional planning and delivery.		Select	
Vision Status				Vision Metrics		100% of campus professional development opportunities and professional learning communities will be used to align the purpose of the learning to the vision.		

Problem Statement #2:			Teachers do not have access to a structured, collaboration tool as part of their data analysis to use in professional learning communities to foster conversations and change classroom instruction based on student data.			Annual Goal #2:		
Root Cause #2:			Teachers need a structured, collaboration tool as part of their data analysis to use in professional learning communities to foster conversations and change instruction within their classrooms based on student data.			Strategy #2:		
						A collaboration tool will be developed and utilized to analyze student data and improve instructional planning and delivery.		
Goal #2:	Activity (Actions/Processes)	Activities Timeline	Resources	Person(s) Responsible	Expected Outcomes (Goal/Target)	Results (Outcomes/Data)	Status	Next Steps
Short-Term: (training, acquisition of new skills)	A collaborative planning tool will be developed to facilitate and provide focused planning. Teachers will be trained to use the collaborative tool to plan instruction based on results of data analysis.	6 weeks from August 21, 2017	PLC agenda 6 week Cycle, data collaboration tool	Principal, assistant principal, instructional specialist, TTIPS coaches, district coaches	55% of teachers will be proficient, as measured by TTESS, in using the collaboration tool to analyze student data in order to improve instructional planning and delivery.		Select	
Intermediate: (Implementation)	The principal, administrative team, and campus instructional leadership team will model and guide teacher teams through the collaboration process, providing examples of strategies and activities that respond to student data.	Ongoing until February 2, 2018	Collaborative planning tool, walkthrough data, coaching plans, student data tracking	Principal, assistant principal, instructional specialist, TTIPS coaches, district coaches	88% of teachers will be proficient, as measured by TTESS, in using the collaboration tool to analyze student data in order to improve instructional planning and delivery.		Select	
Long-Term: (Results)	Instructional specialists will facilitate PLCs, while teachers lead collaboration discussions and make instructional decisions based on student data.	February 5, 2018 until EOY	Collaborative planning tool, student data tracking	Principal, assistant principal, instructional specialists	100% of teachers will be proficient, as measured by TTESS, in using the collaboration tool to analyze student data in order to improve instructional planning and delivery.		Select	
Vision Status				Vision Metrics		100% of campus professional development opportunities and professional learning communities will be used to align the purpose of the learning to the vision.		

Vision: Brook Avenue Elementary will be respectful, responsible, safe, and prepared, as we strive for continual improvement and innovation for ourselves and our students. #BrAveLearns								
Problem Statement #3:		Teachers need job-embedded, structured and differentiated professional development that will provide them the knowledge and skills to make the greatest impact on academic performance.			Annual Goal #3:		100% of teachers will show gains in their student performance data based on their TTESS goals.	
Root Cause #3:		We have access to quality data, but teachers lack the skills needed to make instructional decisions based on classroom data.			Strategy #3:		Job embedded professional development will be developed, provided, and assessed to determine alignment and impact on student achievement.	
Goal #3:	Activity (Actions/Processes)	Activities Timeline	Resources	Person(s) Responsible	Expected Outcomes (Goal/Target)	Results (Outcomes/Data)	Status	Next Steps
Short-Term: (training, acquisition of new skills)	Teachers will create TTESS goals, focusing on areas of growth based on student data.	9/13/2017	TTESS Training Guides, student data, TTESS Goal Conference Form	Principal; Assistant Principal	100% of teachers develop TTESS goals focusing on areas of growth based on student data.		Select	
Intermediate: (Implementation)	The campus instructional leadership team will collaborate to provide teachers with professional development, modeled instruction, and feedback based on TTESS goals.	Ongoing until May 1, 2017	Walkthrough data, TTESS Goals, instructional resources	Principal; Assistant Principal; Instructional Specialist, TTIPS Coaches, District Coaches	100% of teachers participate in actions based on TTESS goals to further their learning and impact instruction.		Select	
Long-Term: (Results)	Teachers will adjust their instructional practices to impact learning based on student data, learned strategies, and instructional practices gained in job-embedded professional development.	Ongoing to EOY	Professional development reflection, activities, student data	Principal; Assistant Principal; Instructional Specialists	100% of teachers will show gains in their student performance data based on their TTESS goals.		Select	
Vision Status		At this stage, the vision has been communicated to all staff members and is being reiterated prior to each professional development and PLC to ensure alignment.		Vision Metrics	100% of campus professional development opportunities and professional learning communities will be used to align the purpose of the learning to the vision.			



Targeted Improvement Plan

District Name:	Waco ISD	County District Number:	161914	Superintendent Name:	Dr. A. Marcus Nelson			
Campus Name:	Crestview Elementary	Campus Number:	106	District Coordinator of School Improvement:	Yolanda Williams			
PSP:	Regina Jones	Educational Service Center:	Region 12	School Principal:	Jacob Donnell			
Vision:		Empowering all students in the school community to reach their full potential through intentionally designed learning experiences that foster curiosity, collaboration, and confidence.						
Problem Statement #1:		Data reveals on the 2017 STAAR test 46% of grade 3-5 students met approaches grade level standard in Reading, 60% in Math, 28% of grade 4 students in Writing, and 56% of grade 5 students in Science.	Annual Goal #1:		By the end of the 2017-2018 school year, the percentage of students achieving "Approaches Grade Level" standard in Writing will increase from 28% to 60%; Reading performance will increase from 46% to 60%; Science performance will increase from 56% to 65%; and Math performance will increase from 60%-70% on STAAR.			
Root Cause #1:		Tier 1 instruction lacks implementation with fidelity at the depth and complexity required by the TEKS.	Strategy #1:		A structured professional learning community protocol will be utilized to support teachers in curriculum design and delivery, data analysis, and/or interventions to improve classroom instruction (Turnaround component).			
Goal #1:	Activity (Actions/Processes)	Activities Timeline	Resources	Person(s) Responsible	Expected Outcomes (Goal/Target)	Results (Outcomes/Data)	Status	Next Steps
Short-Term: (training, acquisition of new skills)	100% of teachers were provided training on PLC protocol. Teachers will participate in PLCs and develop lesson plans with essential instructional interventions and strategies for their grades/content areas.	August 2017 - September 2017	PLC/Professional Development agenda/minutes, 2017 STAAR Data	Principal, Assistant Principals, Instructional Specialists,	The professional staff will implement the PLC protocol to analyze student data. 75% of lesson plans will contain specific instructional interventions predicated upon PLC analysis of student data.		Select	
	Professional Development will be provided during PLCs on data analysis protocols, in-depth understanding/study of the standards, and best practices to ensure aligned instruction and maximized learning. (Guided Reading, Rigby)	September 2017-October 2017	Assessment Data (iStation, 2017 STAAR), TEKS, Rigby	Principal, Assistant Principals, Instructional Specialists,	Common structures for grade level planning, quality instruction, academic language, and identification of student learning needs, based on data.		Select	
Intermediate: (Implementation)	Weekly PLC meetings and vertical PLC meetings every 6 weeks, emphasize ongoing PD, curriculum alignment, lesson planning, lesson delivery. (Leveled Literacy Intervention (LLI), balanced literacy, mathematical tasks, inquiry-based Science learning)	September 2017-June 2018	LLI curriculum, PLC agenda/meeting notes	Teachers, Assistant Principals, Instructional Specialists	During PLCs, teachers will continue to collaborate on the effectiveness of their teaching practices/lessons and their impact on student learning through data analysis.		Select	
	Campus Leadership Team will provide tiered coaching and immediate group/individual feedback regarding implementation of the PLC protocol and classroom instruction. Weekly PLCs follow a specific agenda, asking essential questions, led by the leadership team.	September 2017-June 2018	TTESS Rubric, PLC agenda/meeting notes	Principal, Assistant Principals, Instructional Specialists	The principal, assistant principals and instructional specialists will consistently monitor instruction to determine the implementation of instructional feedback, and progress monitoring through continuous analysis of student data.		Select	
	Data Reflection PLCs led by instructional specialists will take place following each unit/formative assessment to strategize action plans for reteaching students according to TEKS deficiencies. (i.e. STAAR, district/campus assessments, Rigby,etc) Identify content and grade level data trends.	September 2017-June 2018	Assessment Data, Data Artifacts, Data Walls	Instructional Specialists, Assistant Principals	Continued implementation of the data driven instructional model during PLCs and regularly update progress monitoring data by teacher, student, student group, campus and student expectation.		Select	
	Teachers implement small group interventions/ differentiation during instruction to increase proficiency. Literacy Aides and Supplemental Instruction Teachers will provide Tier 2 and 3 students targeted interventions utilizing Fountas and Pinnell Literacy Curriculum.	September 2017-June 2018	Assessment Data, Data Artifacts, Data Walls	Teachers, Literacy Aides, Instructional Specialists	Continue implementation of small group reteach lessons for high priority student expectations/content/ processes. Reassess and re-profile student growth on interim or common assessments and measure growth.		Select	
Long-Term: (Results)	The campus will develop meaningful, student data-driven Professional Learning Communities (PLCs) that focus on strategies for differentiated instruction and teacher collaboration to ensure improved instruction, deliberate progress monitoring, and aligned assessments, resulting in walkthrough documentation that ensures constructive feedback.	September 2017-June 2018	PLC agenda/minutes, Assessment Data, PD surveys, TTESS Rubric	Principal, Assistant Principals, Instructional Specialists, Region 12 Specialist	60% of students in all sub groups will achieve approaches, meets or masters on the 2018 STAAR administration. Parents will understand the academic progress of their children and ways to support their learning.		Select	
Vision Status		More focus is needed on intentional lesson design to promote student-centered, engaging, and outcome-driven pedagogy.		Vision Metrics	Growth on campus assessments such as running records, writing samples, and math fluency. Growth on District assessments such as DBAs, Rigby, and iStation data.			

Problem Statement #2:		Data reveals 41 % of students grades 3-5 in the African American student group met approaches grade level standard on all subjects on the 2017 STAAR test. (Index 3)		Annual Goal #2:		By the end of the 2017-2018 school year, the percentage of students in the AA student group achieving approaches grade level standard on all subjects performance will increase from 41% to 60% as measured by STAAR.		
Root Cause #2:		Teachers are not spiraling the material on a daily basis, as analysis of data was not consistent to help planning.		Strategy #2:		Structured and strongly aligned content area curriculum/practices will be utilized, adhering to methodologies for instructional differentiation (Turnaround component).		
Goal #2:	Activity (Actions/Processes)	Activities Timeline	Resources	Person(s) Responsible	Expected Outcomes (Goal/Target)	Results (Outcomes/Data)	Status	Next Steps
Short-Term: (training, acquisition of new skills)	100% of teachers receive professional development training related to differentiated instruction and response to interventions	August 2017-October 2017	PLC/PD agenda/minutes, 2017 STAAR Assessment Data	Principal, Assistant Principal, Instructional Specialists, District RTI Specialists	100% of teachers implement strategies provided in Professional Learning Communities (PLCs) professional development, focusing on student data and differentiated instruction to address student's individual instructional needs.		Select	
	PLC job embedded PD will address lower performing TEKS and reteaching strategies for classroom and tutoring instruction.	September 2017-October 2017	TEKS, PLC/PD agenda/minutes	Instructional Specialists, Assistant Principals	Targeted grouping for after school tutoring responds to current student needs and leads to increased student performance on those standards. Proactive professional development in PLCs prior to instruction on perennially difficult TEKS ensures teachers are prepared to teach those standards more effectively.		Select	
Intermediate: (Implementation)	Tiered Assignments/Flexible Grouping/Tutoring for Acceleration; Teachers implement small group interventions/ differentiation during daily instruction to increase proficiency.	September 2017-June 2018	Eduphoria, WISD RTI support and training	Teachers, Instructional Specialists	Targeted interventions are identified/implemented to address individual needs for all students.		Select	
	Implement GT strategy of depth and complexity to promote critical and higher-order thinking skills in daily instruction. (Meets/Masters Grade Levels)	September 2017-June 2018	AVID Initiative, Assessment Data	Teachers, Instructional Specialists	80% of all lessons observed will contain evidence of high rigor practices including scripted high-level questions		Select	
	Provide learning materials utilizing multiple response strategies, addressing all learning styles.	September 2017-June 2018	Assessment Data	Assistant Principals, Instructional Specialists, Teachers	Targeted interventions/strategies are identified/ implemented to address all individual student needs.		Select	
Long-Term: (Results)	The campus will develop meaningful, student data-driven Professional Learning Communities (PLCs) that focus on strategies for differentiated instruction and teacher collaboration to ensure improved instruction, deliberate progress monitoring and aligned assessments, resulting in walkthrough documentation that ensures constructive feedback.	September 2017-June 2018	PLC agenda/minutes, Assessment data, TTESS Rubric	Principal, Assistant Principals	60% of students in all sub groups will achieve approaches, meets or masters on the 2018 STAAR administration. Parents will understand the academic progress of their children and ways to support their learning.		Select	
Vision Status		Current lesson-design practices have not been effective in producing positive outcomes for some populations.		Vision Metrics	African American population will be specifically monitored on running records, writing samples, and math fluency. District assessments such as DBAs, Rigby, and iStation data. Intervention and enrichment opportunities will be provided as appropriate.			

Problem Statement #3:		Data reveals 19% of grade 3-5 students achieved meets grade level standard on the 2017 STAAR test. (Index 4)		Annual Goal #3:		By the end of the 2017-2018 school year, the percentage of students achieving meets grade level standard on Math performance will increase from 19% to 25% on STAAR.		
Root Cause #3:		Professional Learning Communities did not keep focus on data analysis on a weekly basis to reassess what needed to be retaught and form intervention/enrichment groups.		Strategy #3:		A structured PLC will provide job-embedded professional development to create a methodology for the infusion of organizational as well as critical thinking skills. (Turnaround component)		
Goal #3:	Activity <i>(Actions/Processes)</i>	Activities Timeline	Resources	Person(s) Responsible	Expected Outcomes <i>(Goal/Target)</i>	Results <i>(Outcomes/Data)</i>	Status	Next Steps
Short-Term: <i>(training, acquisition of new skills)</i>	Campus Leadership Team and grade level chairs attend AVID Professional Development.	July 2017 - September 2017	Funding for training	Principal, Assistant Principals, Instructional Specialists	100% of AVID trained teachers will provide instruction utilizing AVID strategies.		Select	
	Establish structures/processes and PD for 100% of teachers within PLCs for planning high-yield instructional lessons and activities that engage students in critical thinking and organizational skills. (College Readiness)	August 2017-October 2017	PLC and PD agenda/minutes, Lesson Plans	Principal, Assistant Principals, Instructional Specialists	Implementation of a process creating the protocols for the infusion of organizational as well as critical thinking skills into classroom life.		Select	
Intermediate: <i>(Implementation)</i>	Implement lessons in 90% of the classrooms that contain evidence of problem solving, critical thinking and high level questioning. (College Readiness)	September 2017-June 2018	PLC and PD agenda/minutes, Lesson Plans, Assessment Data	Teachers, Assistant Principals, Instructional Specialists	80% of lessons observed will demonstrate through student work, evidence of rigor and implementation of AVID strategies.		Select	
	Teachers will provide effective instruction with continued utilization of AVID strategies, review of student data/student work to analyze learning gaps and create re-teach lessons.	September 2017-June 2018	AVID Program Initiatives, Assessment Data	Teachers, Assistant Principals, Instructional Specialists, Region 12 Specialist	70% of student work will demonstrate mastery of content/concepts through application, analysis and evaluation. (College Readiness)		Select	
Long-Term: <i>(Results)</i>	The campus will implement the foundational components of a college readiness system that support closing achievement gaps and providing students with skills needed to be successful in college.	September 2017-June 2018	AVID Program Initiatives, Assessment Data	Principal, Assistant Principals, Teachers, Instructional Specialists	60% of students in all sub groups will achieve approaches, meets or masters on the 2018 STAAR administration. Parents will understand the academic progress of their children and ways to support their learning.		Select	
Vision Status		Lesson design has not included differentiated groups based on data analyzed in PLC.		Vision Metrics	30% more students will perform at 80% or better on DBAs as compared to previous year.			



Targeted Improvement Plan

District Name:	Waco ISD	County District Number:	161914	Superintendent Name:	Dr. A. Marcus Nelson
Campus Name:	J H Hines	Campus Number:	110	District Coordinator of School Improvement:	Yolanda Williams
PSP:	Mary Alice Deike	Educational Service Center:	Region 12	School Principal:	Julie Sapaugh

Vision:	Learners today, leaders tomorrow				
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Problem Statement #1:	Grades 3-5 are not meeting state standards in all tested subject areas.	Annual Goal #1:	STAAR scores will increase as follows: 3rd grade Math-from 36% to 55%, Reading 27% to 55%, 4th grade Math from 36% to 60%, Reading from 44% to 60%, Writing from 40% to 60%, 5th grade Math from 58% to 70%, Reading from 50% to 70%, and Science from 36% to 55%.		
Root Cause #1:	Tier 1 instruction is not at the level of the standards for each grade level.	Strategy #1:	The instructional leadership will have a system for identifying and responding to teacher instructional needs.		

Goal #1:	Activity (Actions/Processes)	Activities Timeline	Resources	Person(s) Responsible	Expected Outcomes (Goal/Target)	Results (Outcomes/Data)	Status	Next Steps
Short-Term: (training, acquisition of new skills)	Teachers planned and worked together during the summer to develop effective lessons.	June and July 2017	Time and funds to pay teachers	Instructional Leadership Team (ILT)	First six weeks of lessons prepared and school-wide instructional expectations are communicated.		Select	
	PLC dedicated time to plan assessments, review data and plan instruction. Student progress data will inform instructional strategies needed to scaffold to reach the rigor of the standards.	August and September 2017 to establish norms, embed processes and structure of the PLC	Campus and district instructional specialists	Instructional specialist	The Instructional Leadership Team will participate in PLC meetings to identify progress and determine needed improvement to be addressed at the weekly Instructional Leadership Team meetings. The intent is to improve effectiveness of the PLCs, which will be measured by improved classroom instruction.		Select	
	Teachers will utilize Lead4ward materials to engage students in developing progress charts to monitor their weekly learning progress on various performance measures: establishing goals, academic data, and writing samples in student folders.	By the end of October, students will have a Learning Progress Report to articulate their learning progress based on their data, personal writing folders and other metrics, such as iStation, Rigby and Accelerated Reader.	PD for teachers; Communication with parents,	Instructional Leadership Team	80% of students will articulate their learning progress during the fall teacher/parent/student conferences. Parents will understand the academic progress of their children and ways to support their learning.		Select	
	The Instructional Leadership Team meetings will focus on developing leadership effectiveness through discussions around the classroom instruction, observation data, and the leadership response to the data.	Weekly-September-May: The Instructional Leadership Team will meet weekly throughout the school year to discuss classroom walkthrough data and determine the leadership response to the data. The Waco ISD Super 7 will provide focus: High Expectations, Weekly Planning, Posted Objective, Academic Vocabulary, Advanced Questioning, Daily Journaling, and Active Word Walls.	Collaborative Leadership tool worksheet	Principal	Classroom walkthrough data will be monitored every 3 weeks to note and improve areas of growth or weakness when implementing instructional expectations. The campus will begin with teachers posting and stating objectives, and students communicating objectives back to teacher/administrator. Once the baseline is established, percent of growth over time will be defined.		Select	
Intermediate: (Implementation)	All student learning needs will be identified and appropriate instruction provided, monitored closely at each progress reporting period.	August - May	RTI data forms in Eduphoria	RTI Specialist; Classroom Teachers; Interventionists	Targeted interventions are in place to support student learning needs.		Select	
	PD, Learning Walks, co-teaching and/or model teaching will be provided to improve teacher quality.	October - February	Substitutes; Flexible Scheduling	Instructional Specialist	75% of classroom observations show teachers implementing the school-wide instructional expectations.		Select	
	The Instructional Leadership Team will continue to collect walk through data to determine teacher learning needs and provide the needed support.	October-March: Specific support for teachers will be provided through campus and district staff, Region 12, or other outside professional development.	Funds for Consultants	Principal; TTIPS Grant Specialist	75% of classroom walkthrough data shows improvement (Targeted Domain 2) in high rigor instruction at the level of the grade level TEKS.		Select	
	Students will become more adept at monitoring their learning progress and be able to verbalize their academic strengths and weaknesses.	November-May	Student Progress /Goal Setting Charts	Instructional Specialist; Classroom Teachers	Students will establish learning goals. Student assessment data will show a 10% gain on all assessments from previous assessments administered during this school year.		Select	
Long-Term: (Results)	A released STAAR test will be administered to all students.	March -April	Supplies for testing; Flexible Scheduling	Instructional Specialist	Assessment analysis will refine the targeted instruction.		Select	
	Data will be analyzed and specific targets will address identified student needs based on assessment.	January - May	Funds for Tutorials and Transportation	Principal; TTIPS Grant Specialist; Classroom Teachers	Data will identify needed adjustments to strengthen the instructional arrangements for the students.		Select	
Vision Status		Student learning time is increasing.		Vision Metrics		Students will include the campus vision statement on their progress folder.		

Vision: Learners today, leaders tomorrow								
Problem Statement #2:			Advanced level student performance is not at the state target for Index 3 and 4.		Annual Goal #2:		Increase the scores of Gifted students scoring at "Masters Grade Level" to the following: Reading - 6% to 12%, Math - 8% to 16%, Writing - 2% to 12% and Science - 5% to 12%.	
Root Cause #2:			Teachers focus primarily on students who are below grade level.		Strategy #2:		The Instructional Leadership Team will closely monitor student progress data to ensure that students are advancing to the Master's grade level standard of STAAR performance.	
Goal #2:	Activity (Actions/Processes)	Activities Timeline	Resources	Person(s) Responsible	Expected Outcomes (Goal/Target)	Results (Outcomes/Data)	Status	Next Steps
Short-Term: (training, acquisition of new skills)	Teachers will understand the STAAR performance standards and plan for differentiated instruction to meet the learning needs of the targeted students.	August, September and October 2017	Campus based professional development, Lead4ward webinars, PLC discussions	Instructional Specialist	Teacher planning will be influenced as they plan for students to achieve at the "Approaches," "Meets," and "Masters Grade Level" of STAAR.		Select	
	PLC time will focus on student activities that scaffold to the "Meets" and "Masters Grade Level" of the state standards.	October 2017 --December 2017	Time	Instructional Specialist; Classroom Teachers	December checkpoint data will show 10% of students scoring at the "Masters Grade Level."		Select	
	Screen more students for Giftedness and provide clusters of these students in groups of 2-3 in identified teachers' classrooms to foster collaboration and independence in learning.	October 2017- March 2018	Principal, Identified GT Cluster teachers, District Advanced Academics support	Principal; Instructional Specialist	Students are clustered in classrooms for targeted instruction and are also served by a district support teacher each Thursday during half-day enrichment.		Select	
	Continue professional development from Apple ConnectEd consultants to assist teachers in providing relevant high-level instructional activities to increase rigor through technology.	August 2017- April 2018	Funds for consultants	Principal; TTIPS Grant Specialist	Classroom observation data show 80% of teachers utilizing Apple Connect strategies to engage students in rigorous instruction.		Select	
Intermediate: (Implementation)	The Instructional Leadership Team will observe classrooms for differentiated instruction.	August 2017 - June 2018	Time / Coaching plans	Instructional Leadership Team	The instructional leadership team is reviewing/analyzing walk-through data and determining the effectiveness of differentiated instruction, providing coaching as needed.		Select	
	Advanced level students are monitoring their learning progress and establishing goals to accelerate their learning progress.	November 2017 - May 2018	Supplies/ Time	Instructional Specialist; Classroom Teachers	60% of all identified Gifted students in grades 3-5 will achieve "Meets Grade Level" or "Masters Grade Level" on STAAR.		Select	
	Data displays will be established that identify student learning progress, attendance, discipline, and classroom observation data.	October 2017 - May 2018	Supplies/ Time; Funds for Extra Duty Pay for after hours staff development	Instructional Specialist; Classroom Teachers	Teachers review the data displays at the PLC meetings and understand their role in influencing student progress data.		Select	
Long-Term: (Results)	The STAAR practice assessments indicate progress to reach the annual goal.	March-April 2018	Practice assessments	Instructional Specialist; Classroom Teachers	Data will be analyzed to ensure that students reaching "Masters Grade Level" standards are met: Reading - 12%, Math- 16%, Writing-12%, and Science-12%.		Select	
Vision Status			The Vision is communicated through six weeks' celebrations of goal attainment.		Vision Metrics	The students understand the meaning of the vision statement through teacher communication of what it means to "Learn and Lead."		

Vision: Learners today, leaders tomorrow								
Problem Statement #3:			The STAAR 2017 reading scores were 3rd grade 27%, 4th grade 44%, and 5th grade 50%.			Annual Goal #3:		
Root Cause #3:			Teachers lack the skills to close the reading gaps of a highly mobile student population.			Strategy #3:		
						Teachers will be provided support to administer effective reading instruction each day.		
Goal #3:	Activity (Actions/Processes)	Activities Timeline	Resources	Person(s) Responsible	Expected Outcomes (Goal/Target)	Results (Outcomes/Data)	Status	Next Steps
Short-Term: (training, acquisition of new skills)	Summer working dates are provided for teachers to plan for reading.	June and July 2017	Funds for Extra Duty Pay	Principal; TTIPS Grant Specialist	Grade level reading instruction has been planned for the 1st 6 weeks.		Select	
	Provide incentives for individual and group progress based on Attendance, Accelerated Reader, checkpoints, and other reading progress measures.	August 2017 - May 2018	Funds for Incentives	Principal	Data displays show increased student reading progress.		Select	
	Provide additional support for students in reading.	August 2017 - June 2018	RTI and other support; Community Volunteers	Principal; Community and Parent Involvement Specialist	Documented support of resources to support student reading.		Select	
	The Instructional Leadership Team will closely monitor reading instruction to ensure differentiation of guided reading to meet learning needs of students.	September- October 2017 and ongoing with results discussed at the weekly Instructional Leadership Team meetings	Time	Instructional Specialist; Classroom Teachers	Specific instructional strategies for reading will be identified and a baseline for percent of implementation will be established.		Select	
	Enlist community support to engage in reading support.	January 2018 to April 2018	Time; Volunteer checks and name tags	Principal; Community and Parent Involvement Specialist	Community engagement is established and volunteers are working with students to develop reading skills.		Select	
Intermediate: (Implementation)	Utilize Accelerated Reader in classrooms so that students have access to and are reading from different genres of literature from the library and classroom.	October 2017 - May 2018	Funds for new books	Principal; Instructional Specialist, Classroom Teachers	100% of classrooms are utilizing Accelerated Reader.		Select	
	The campus based and district instructional specialists will collaborate to improve teacher quality.	October 2017 - May 2018	Time	Instructional Specialists Classroom Teachers	Weekly meetings to collaborate and ensure a coherent approach to developing teacher quality.		Select	
	Continue and expand incentives to motivate readers.	October 2017 -May 2018	Funds for Incentives	Instructional Leadership Team	Community and campus-based support provides incentive for reading progress.		Select	
Long-Term: (Results)	A benchmark for STAAR is administered to the students.	March - April 2018	Funds for parent nights; Time	Principal; TTIPS Grant Specialist; Parent and Community Involvement Specialist	Engage parents in learning nights throughout the year so expectations of their children are known and ways they can help based on child's current data.		Select	
	Refine schedules and instruction based on recent data to target the specific learning needs of the students.	March - April 2018	Flexible scheduling	Instructional Leadership Team; Entire Staff Tutors	Adjustments are made to meet the targeted needs of the students.		Select	
Vision Status			Highlight the vision by noting that great leaders are readers.			Vision Metrics		
						Reading permeates the walls of hallways and pods throughout the school.		



Targeted Improvement Plan

District Name:	Waco ISD	County District Number:	161914	Superintendent Name:	Dr. A. Marcus Nelson			
Campus Name:	G W Carver	Campus Number:	48	District Coordinator of School Improvement:	Yolanda Williams			
PSP:	Mary Alice Deike	Educational Service Center:	Region 12	School Principal:	Alonzo McAdoo			
Vision: Carver is committed to follow the Panther Way with pride by creating responsible, educated students, teachers and staff who are prepared for excellence today and for the world tomorrow.								
Problem Statement #1:		The campus had 54% of students who did not meet "Approaches Grade Level" standard for all subjects on the 2017 STAAR tests.		Annual Goal #1:	65% of students will meet the "Approaches Grade Level" standard			
Root Cause #1:		The majority of the instructional staff do not possess the skills to address learning needs of the students, causing a lack of consistently delivered effective instruction aligned to the state standards, taught at the level of the state assessments.		Strategy #1:	A coherent process for increasing the learning of the entire staff will exist so that teachers and school leaders will have a deepened understanding of the curriculum and instruction; all staff will know and employ multiple engagement strategies to help students make academic progress.			
Goal #1:	Activity (Actions/Processes)	Activities Timeline	Resources	Person(s) Responsible	Expected Outcomes (Goal/Target)	Results (Outcomes/Data)	Status	Next Steps
Short-Term: (training, acquisition of new skills)	Establish systems and processes for observations, PLCs, student support and teacher support.	August-September	TTESS and instructional specialists walkthrough forms	Instructional Leadership Team	The following systems operate currently: PLC protocol, discipline, RTI, and identification of teacher needs.		Select	
	All PLCs will be attended by an administrator.	August and ongoing	Data Room	Principal, assistant principals	Administrator engagement fuels the sense of urgency and importance; a plan notes administrative assignment to attend specific PLC meetings.		Select	
	RTI meetings will identify students in need of support and provide targeted tutoring and progress monitoring.	September and ongoing	PLC , testing data, reading data, teacher input, progress monitoring form, Eduphoria, and behavioral interaction forms	Principal, assistant principals, instructional specialists, behavioral specialist	RTI is established with identified students receiving support.		Select	
	Weekly ILT meetings will follow an instructional agenda and will indicate next steps to respond to the classroom observation data, and effectiveness of the PLCs.	September - November	Walkthrough data, assessment data	Instructional Leadership Team	Classroom observation data reveals 75% of teachers implementing the identified instructional strategies: Specific AVID supports and board configuration showing objective, tasks and products.		Select	
Intermediate: (Implementation)	The ILT is reviewing/analyzing walkthrough data to determine the effectiveness of the instructional coaching in the weekly ILT meetings.	September - May	Walkthrough data, assessment data	Instructional Leadership Team	Teachers in need of support are identified and possess a specific plan to improve their instruction. Administrators will conduct classroom observations to monitor progress.		Select	
	Data room displays will identify student progress. The turnaround plan implementation and the progress of the targeted improvement plan will be posted and updated in the data room.	October --May	Walkthrough data, assessment data	Instructional Leadership Team	Data room is updated after each assessment. Students are identified according to the following standards: Approaches, Meets or Masters grade- level standards. The progress for the turnaround plan and targeted improvement plan will be displayed.		Select	
	Teachers will receive training on how to help students monitor their own learning and track their progress using a learning progress folder.	October - May	Campus and district professional development	Principal, assistant principals	Expectations will be clarified to ensure all teachers empower students with managing their own learning. Lead4ward template will guide the Student Learning Report used to chart and input progress in the folder.		Select	
	Each student will use a learning progress folder to set goals and review data.	October-November	Instructional materials, teacher training and student folders	Principal, assistant principals, instructional specialists, and teachers	Student folders will be kept in the classroom for observers to review.		Select	
Long-Term: (Results)	STAAR-like assessment will be administered. The campus will utilize the Lead4ward tool for guiding students as they take summative assessments.	March and April	State released test, unit tests	Instructional Leadership Team	Data will be analyzed and adjustments to instruction made as needed.		Select	
	Student data show they are prepared for STAAR.	May	Instructional materials, prepared students and teachers	Principal, assistant principals	June preliminary data will reveal that the campus met the state standards.		Select	
Vision Status		Panther pride is evident in the building--halls and classrooms.		Vision Metrics		Increased academic achievement data reflect that the vision is apparent in the adult and student behaviors.		

Vision:	Carver is committed to follow the Panther Way with pride by creating responsible, educated students, teachers and staff who are prepared for excellence today and for the world tomorrow.
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Problem Statement #2:		5% of students in Reading and 3% of students in math met the requirements to reach "Masters Grade Level" standard.		Annual Goal #2:		10% of students will reach the "Masters Grade Level" standard for reading and math.		
		No expectation to specifically address advanced-level students every day in every classroom existed.		Strategy #2:		Strategies to support and develop advanced students will be utilized in classrooms each day.		
Goal #2:	Activity (Actions/Processes)	Activities Timeline	Resources	Person(s) Responsible	Expected Outcomes (Goal/Target)	Results (Outcomes/Data)	Status	Next Steps
Short-Term: (training, acquisition of new skills)	Clarify the expectations and provide training for staff to implement AVID, board configuration, and differentiation strategies.	September faculty meetings and ongoing	AVID materials, AVID site team participants	Principal, assistant principals	Teacher behavior demonstrates understanding of the expectations for implementation of the identified strategies during PLC and instruction.		Select	
	Observe classrooms to note levels of implementation of the school-wide instructional expectations.	September-and ongoing	Walkthrough forms	Instructional Leadership Team	Data report 50% of classroom observations show teachers using research-based practices.		Select	
	Identify students who demonstrate potential to reach the "Masters Grade Level" standard.	October- November	Assessment data, teacher input, GT/Pre-AP students	Instructional specialist	Students are identified and follow a specific academic plan.		Select	
Intermediate: (Implementation)	Monitor student progress for "Masters Grade Level" standard.	December-May	Data tracking folder, assessment data	Instructional Leadership Team	Designed assessments measure "Masters Grade Level" standard progress.		Select	
	Teachers utilize Costa's questioning strategies as tools to communicate levels of students' thinking.	September -May	Campus and district professional development, Costa's posters, lesson plans, content binders	Principal, assistant principals	100% of classroom observations show teachers implementing the identified questioning strategies.		Select	
Long-Term: (Results)	Changes in adult behaviors throughout the school year will illustrate high expectations for students achieving "Masters Grade Level" standard.	September - June	District professional development emphasizing high expectations, PLCs, assessment data, walkthrough form	Principal, assistant principals, instructional specialists, teachers and staff	10% of the students reach the "Masters Grade Level" standard.		Select	
Vision Status		Panther Pride comes alive with students challenging their thinking and developing growth mindsets.		Vision Metrics	Students are actively preparing for academic excellence!			

Problem Statement #3:		Parent involvement and engagement are limited at Carver.		Annual Goal #3:		The Carver Middle School leadership team will implement strategies and interventions that will help the parents become more engaged in the school's activities, resulting in 70% of parents participating in at least one activity by the end of the 2017-2018 school year.		
Root Cause #3:		Few opportunities for parents to engage in growth activities held on the school campus existed.		Strategy #3:		The Carver leadership team will prepare a calendar of events, meetings, and school functions before the 2017-2018 school year begins. Activities will be actively promoted through a parent/community committee.		
Goal #3:	Activity (Actions/Processes)	Activities Timeline	Resources	Person(s) Responsible	Expected Outcomes (Goal/Target)	Results (Outcomes/Data)	Status	Next Steps
Short-Term: (training, acquisition of new skills)	Carver will work in partnership with district officials to identify opportunities for increased parental and community engagement.	September and ongoing	Campus and district personnel collaborating	Principal, assistant principals, and counselors	District personnel will assist the campus in creating opportunities for parent/community engagement.		Select	
	Parent-community engagement opportunities will be developed and/or expanded.	September and ongoing	Campus personnel	Principal, assistant principals, and counselors	Identification of engagement opportunities and measurement of level of parental involvement occurs.		Select	
	Establish opportunities for parents and the community to engage with the Carver campus by taking classes, using the computer lab, and utilizing the library.	September and ongoing	Campus and district personnel and defined space for parent classes	Principal, assistant principals	Classes and/or building use opportunities are created at the campus for community participation.		Select	
	Establish a system for measuring parent involvement and community partnerships.	September	Campus personnel	Principal, assistant principals	The established system determines what encourages community/parent engagement.		Select	
Intermediate: (Implementation)	Carver will host two STAAR nights to help parents understand what they can do to help their child score well on STAAR and TELPAS.	November 7, 2017 and March 20, 2018	Campus personnel	Principal, assistant principals	Parents partner with the campus to help their children be successful.		Select	
	Parent/Teacher/Student conferences are scheduled.	September - December	Teachers	Instructional Leadership Team	Students use their Learning Progress folder to lead the parent/teacher conference, explaining their academic progress and goals.		Select	
Long-Term: (Results)	The Carver community becomes an integral part of the student and family support system.	May, June and ongoing	Campus personnel	Instructional Leadership Team	Resources and support for the students expand due to the increase in parent and community engagement.		Select	
Vision Status		Panther Pride spreads to the neighborhood community.		Vision Metrics	Increased parent/community engagement demonstrates Panther Pride.			



Targeted Improvement Plan

District Name:	Waco ISD	County District Number:	161914	Superintendent Name:	Dr. A. Marcus Nelson			
Campus Name:	Indian Spring Middle School	Campus Number:	50	District Coordinator of School Improvement:	Yolanda Williams			
PSP:	Dr. Mary Alice Deike	Educational Service Center:	Region 12	School Principal:	Dr. John Jenkins			
Vision: To empower and educate every student, every day!								
Problem Statement #1:		The campus did not meet state standards for Index 1 (49% of students did not meet "Approaches Grade Level" and Index 3 (Target was 26 and campus reached 24).		Annual Goal #1:	The campus will reach or exceed the state target for each Domain.			
Root Cause #1:		The instruction was not at the level of the state standards.		Strategy #1:	The campus instructional leadership team (ILT) will create and implement a school-wide teacher coaching/support program, including a comprehensive walkthrough tool, feedback protocol, and targeted coaching/feedback sessions based on T-TESS.			
Goal #1:	Activity (Actions/Processes)	Activities Timeline	Resources	Person(s) Responsible	Expected Outcomes (Goal/Target)	Results (Outcomes/Data)	Status	Next Steps
Short-Term: (training, acquisition of new skills)	The ILT will create a unified message for all staff that defines the instructional expectations. The ILT will focus on the leadership response to support teachers and improve instruction.	August-September	ILT meeting time, Lead4ward materials, STAAR resources, district content specialist support, TEKS resources	Principal, Assistant Principals, Instructional Specialists, TTIPS Data Specialists, and Waco ISD content specialists	50% of classroom observations show the school-wide instructional expectations for board configuration are observed and adhered to as well as AVID strategies and Waco ISD Super 7.		Select	
	The ILT will conduct weekly calibration walks and weekly review/analysis of walk-through data and coaching results.	September -May	ILT meeting time	Principal, Assistant Principals, Instructional Specialists	ILT meeting notes/summaries will include who/what/how/when. A PD calendar will be reviewed and updated, utilizing data from classroom observations to determine level of implementation.		Select	
	A learning-walk tool will be developed, aligned with desired results. Collected data will note the level of instruction and of the assigned student tasks.	September	Collaboratively develop an instrument	Principal, Assistant Principals, Instructional Specialists	The ILT will do walkthroughs throughout the week and partner with a team member to calibrate (IS and Admin).		Select	
	Co-teaching/model teaching will be implemented to support all classes where teachers are needing additional support.	September and ongoing	Instructional Specialist contact time, Webpage, and Google Calendar	Instructional Specialists	Classes where additional support, such as co-teaching, occurs are analyzed through walkthrough data. Student learning progress determines the effectiveness of interventions and teacher support.		Select	
Intermediate: (Implementation)	Teachers will participate in focused Learning Walks.	October and ongoing	PLC time	Principal, Assistant Principals, Instructional Specialists and teachers	Learning walks are led by the Instructional Specialist, focusing on effective practices to be discussed and/or viewed at faculty meetings.		Select	
	The impact of the ILT meetings will be measured by the improvement of the classroom walkthrough data and student progress data.	October and ongoing	ILT meeting time	Principal, Assistant Principals, Instructional Specialists, data clerk	PSP and DCSI will meet with the principal to review specific practices identified for teachers in need and to analyze classroom observation data to identify the influence of the ILT on teacher practice.		Select	
Long-Term: (Results)	Mock STAAR will be administered.	March-April	Assessment material from WISD	All Staff	Data analysis will identify needed adjustments to be addressed.		Select	
Vision Status		Improvement of instruction will improve student achievement.		Vision Metrics		Student show progress on Mock STAAR.		

Vision: To empower and educate every student, every day!								
Problem Statement #2:			6% of students met the "Masters Grade Level" standard in Reading, and 3% of students met the "Masters Grade Level" in math.			Annual Goal #2:		
Root Cause #2:			Teachers have not intentionally monitored if the intended learning objectives are mastered by individual students.			Strategy #2:		
Teachers will fully engage and empower students with their learning by utilizing student learning progress folders for all core subjects.								
Goal #2:	Activity (Actions/Processes)	Activities Timeline	Resources	Person(s) Responsible	Expected Outcomes (Goal/Target)	Results (Outcomes/Data)	Status	Next Steps
Short-Term: (training, acquisition of new skills)	Provide teacher training about why and how student learning folders impact motivation and learning.	September	Wednesday embedded PD, PLC meeting time and Waco ISD instructional specialist support	Principal, Assistant Principal, Instructional Specialists--campus and district based	Teachers demonstrate understanding by reviewing sample Learning Progress folders.		Select	
	Utilize the Lead4ward or teacher-created instrument to develop a learning progress document.	October	PLC time to develop the instrument and guided practice by Instructional Specialists	Principal, Assistant Principal, Instructional Specialists--campus and district based	Student learning progress data are distributed to every student.		Select	
	Provide teachers with campus classroom models showing learning progress folders utilization to motivate and support learning.	October	Identified teachers to model the process during the faculty PD time and PLC meetings	Principal, Assistant Principal, Instructional Specialists--campus and district based and teacher leaders	All teachers are trained and equipped to guide students in using their learning folders.		Select	
Intermediate: (Implementation)	Identify TEKS that students need to reinforce/relearn and schedule specific student supports to address identified academic skills.	November and ongoing	Classroom teachers, tutors, TTIPS staff, support staff, CIS, mentors and volunteers	Instructional Specialists and TTIPS staff	100% of students establish learning goals and can identify how they will receive reinforcements/re-teaching for the skills they need to learn.		Select	
	Monitor increased student learning and plan learning celebrations with student certificates of learning.	November and ongoing	Classroom teachers, tutors, TTIPS staff, support staff, CIS, mentors and volunteers	Instructional Specialists and TTIPS staff	Student progress data review by teachers determine 8% of students achieving "Master Grade Level" progress each grading period.		Select	
	Organize extended learning time after school and/or Saturdays for advanced level tutoring.	November and ongoing	ILT meeting time	Principal, Assistant Principal, Instructional Specialists, TTIPS grant staff	Targeted students' specific goals and checkpoint data show individual students meeting progress goals.		Select	
	Assessments are developed specifically for the targeted students.	January and ongoing	Teachers and Instructional Specialists time	Teachers and Instructional Specialists, District support	10% of students score "Masters Grade Level" in reading; 8% of students score "Masters Grade Level" in math.		Select	
Long-Term: (Results)	STAAR practice assessment is administered.	March and April	Assessment material	All Staff	Data is analyzed and adjustments are made as needed.		Select	
Vision Status			Students are empowered with their learning.			Vision Metrics		
						By using the progress folders, students realize that "effort creates ability."		

Vision: To empower and educate every student, every day!								
Problem Statement #3:			English Language Learners and Special Education students' reading scores are significantly lower than the "All" student group.		Annual Goal #3:		STAAR data will show that 60% of ELL and 55% of special education students will meet or exceed their progress measure.	
Root Cause #3:			The campus system/process has not differentiated for ELLs or Sp Ed students in Tier 1 instruction because staff was not trained nor held accountable for differentiating instruction to meet the needs of students.		Strategy #3:		The progress of the ELL and Sp Ed students will be closely monitored by the Instructional Leadership Team using a walkthrough form that monitors teacher implementation of the instructional strategies for supporting ELL and Sped students.	
Goal #3:	Activity (Actions/Processes)	Activities Timeline	Resources	Person(s) Responsible	Expected Outcomes (Goal/Target)	Results (Outcomes/Data)	Status	Next Steps
Short-Term: (training, acquisition of new skills)	Develop a monitoring system to identify/address teacher needs in differentiating Tier 1 instruction for ELL and Sp Ed students.	September	Eduphoria, WISD RTI support and training, data template, Sped software, and ELL materials	Assistant Principal	The monitoring system is utilized and specific teacher learning needs identified in ILT meetings.		Select	
	Provide training for teachers in tools for scaffolding and differentiating instruction.	September and ongoing	PLC time, faculty embedded PD time, graphs and videos	Instructional Specialist, Assistant Principal and District content support for Sped and ELL	Differentiation evidenced in classrooms by the Instructional Specialist and Administrators reviewing observation data.		Select	
	Utilize stations and peer support to increase ELL and Sp Ed student progress/application of skill.	October and ongoing	PLC time, faculty embedded PD time	Instructional Specialist, Assistant Principal and District content support for Sped and ELL	Implementation of the specific lesson plans noted in classroom walkthrough data.		Select	
	Lesson plans will include specific strategies for ELL and Sp Ed students.	October and ongoing	PLC time and teacher conference time	Instructional Specialist, Assistant Principal and District content support for Sped and ELL	Lesson plans are reviewed, and 100% show strategies planned to support ELL and Sp Ed students.		Select	
	Sp Ed and ELL students will utilize their learning progress folders and celebrate success.	October and ongoing	Classroom time	Teachers and Instructional Specialists	Students can discuss their learning progress with classroom observers.		Select	
Intermediate: (Implementation)	Sp Ed case managers are meeting/conferencing with their Sp Ed students to monitor progress.	November and ongoing	Case management time	Sped teachers and Assistant Principal	The case manager and teachers meet every 3 weeks to review the progress of the students.		Select	
	Utilize inclusion teachers/case managers to collaborate with classroom teachers to target specific learning strategies for Sp Ed students.	November and ongoing	PLC and planning time	Sped teachers and classroom teachers, Instructional Specialist	Inclusion teachers will attend PLC meetings; classroom observation data will show inclusion teachers engaged with students while supporting instruction.		Select	
	Administration and instructional support will observe Sp Ed and ELL students in classrooms to note level of engagement.	November and ongoing	Classroom observation time	Principal, Assistant Principal, Instructional Specialist-campus and district	DCSI, Principal and PSP observations with Instructional Specialists will identify Sp Ed and ELL students' participation in the learning tasks.		Select	
Long-Term: (Results)	STAAR practice assessments identify areas to strengthen to reach the annual goal.	March and April	Assessment material	All Staff	Assessment data shows progress measure gains for Sp Ed students from 49% (2017) to goal of 55% and ELL students from 54% to 60%.		Select	
Vision Status		Special Education and ELL students are empowered with their own learning.		Vision Metrics	Special Education and ELL students manage their own learning utilizing their Learning Progress folders and can articulate their learning progress to classroom observers.			

Waco Independent School District
Board of Trustee Meeting Agenda Item

Date: September 21/28, 2017

Contact Person: S. Trotts/ J. Jenkins

RE: Discussion and possible action to approve a Memorandum of Understanding between Waco ISD and the Health and Human Services Commission for a Foster Grandparent Program at Indian Spring Middle School

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Background Information:

The Foster Grandparent Program is administered through the Health and Human Services Commission. The Foster Grandparent Program serves a dual purpose in that it provides income-eligible adults, age 55 and older, with meaningful volunteer opportunities, while also meeting critical community needs by serving children with special and/or exceptional needs.

Indian Spring Middle School wishes to utilize volunteers under the program to assist in the Service Learning and Afterschool Program.

A copy of the memorandum of understanding is attached.

Fiscal Implications:

The only cost of the program to the district is in providing meals to the foster grandparent participants in the school cafeteria. The campus will cover these costs from related program budgets, as permitted.

Administrative Recommendation(s):

The Administration recommends that the Board of Trustees approve the Memorandum of Understanding (MOU) between Waco ISD and the Health and Human Services Commission for a Foster Grandparent Program, as presented.

**MEMORANDUM OF UNDERSTANDING
BETWEEN THE
HEALTH & HUMAN SERVICES COMMISSION
AND
INDIAN SPRING MIDDLE SCHOOL
FOR
PROVISION OF A VOLUNTEER STATION
FOR
THE FOSTER GRANDPARENT PROGRAM**

Pursuant to the provisions of Title 45, Subtitle B, Chapter XXV, Part 2552, §2552.23 of the Code of Federal Regulations, this Memorandum of Understanding (the “**MOU**”) is entered into between the TEXAS HEALTH AND HUMAN SERVICES COMMISSION (“**HHSC**”), an administrative agency within the executive department of the State of Texas, with its central office at 4900 North Lamar Boulevard, Austin Texas, 78751 and Indian Spring Middle School (“**VS**”) having an office at 500 N University Parks Dr., Waco, TX 76701 for the purpose of providing a volunteer station (VS). HHSC and VS may be referred to in this agreement individually as a “Party,” or collectively as the “Parties.”

I. BACKGROUND AND PURPOSE

The Foster Grandparent Program ("FGP" or the "program") serves a dual purpose in that it provides income-eligible adults, age 55 and older, with meaningful volunteer opportunities, while also meeting critical community needs by serving children with special and exceptional needs. The VS is a public agency, non-profit organization or proprietary health care organization that accepts the responsibility for assignment and supervision of Foster Grandparents in health, education, social service or related settings, such as hospitals, homes for dependent and neglected children or similar establishments.

II. STATEMENT OF SERVICES TO BE PROVIDED

a) HHSC Statement of Duties:

HHSC, in support of the volunteers in the FGP, will:

- i) Recruit, interview, select, and enroll volunteers in the program. The volunteers will meet the criteria in the FGP Federal Regulations for enrollment in the program;
- ii) Unless otherwise specified in this MOU, conduct and document a criminal history check for all Foster Grandparents in accordance with the requirements established for a National Service Criminal History Check by the Corporation for National and Community Service;
- iii) Provide accident and liability insurance coverage as required by the program, including excess automobile liability insurance for Foster Grandparents who drive in connection with their service. Foster Grandparents are not covered by worker's compensation coverage;
- iv) Be responsible for the management and fiscal control of the program;
- v) Provide orientation to volunteers and provide in-service training on an on-going basis;
- vi) Provide orientation to VS staff; and
- vii) Provide additional Foster Grandparents at the request of the VS if available.

b) VS Statement of Duties:

The VS, in support of the Foster Grandparent Program, will:

- i) For each Foster Grandparent and for each child served, develop and obtain the Sponsor's approval, of a written Assignment Plan that identifies the child(ren) to be served and the role and activities of the volunteer activities, the expected outcomes for each child, and that addresses the period of time each child should receive such services. This Assignment Plan will be signed by the VS liaison and the volunteer and will be used to review the Foster Grandparent's services as well as, the impact of the assignment on the child's development.
- ii) Assure adequate health and safety provisions for the protection of volunteers.
- iii) Investigate incidents, accidents and injuries involving volunteers and notify the Foster Grandparent Program on a timely basis.
- iv) Assign children with designated special or exceptional needs or who are in circumstances that limit their academic, social, or emotional development, who are less than 21 years of age to each volunteer.
- v) Provide site specific orientation and training to the volunteers.
- vi) Submit required completed paperwork to the FGP on a timely basis, i.e., individual Volunteer Assignment Plans prior to assignment, volunteer timesheets, Volunteer Impact Evaluations, and Volunteer Performance Evaluations.
- vii) Ensure that Foster Grandparents serve in a volunteer capacity. VS will verify that Foster Grandparents will not: displace nor replace paid or contracted employees, relieve staff of their routine duties or infringe upon the site supervisor's supervisory role with the children.
- viii) Supervise Foster Grandparents at all times while they are performing as volunteers and not leave the Foster Grandparent alone with children.
- ix) Ensure that any screening processes required of other volunteers at VS are required for the Foster Grandparent volunteers. VS shall not charge HHSC or the foster grandparent volunteer for the cost of any screening requirements associated with the site's policies or licensure.
- x) Provide confidentiality training for all Foster Grandparents in accordance with VS policies and procedures (e.g., school districts will provide confidentiality training in accordance with State Education laws, rules and regulations, Federal Regulations and statutes, including the Buckley and Hatch Amendments).
- xi) Provide a daily schedule of activities for the Foster Grandparents and designate space for use in their activities with their assigned children.
- xii) Periodically review each child's continuing need for a Foster Grandparent and recommend phase-out or reassignment of the assigned Foster Grandparent, as necessary.
- xiii) For in-home assignments, VS will obtain a Letter of Agreement signed by the person or persons legally responsible for the child served, the VS liaison; and the FGP liaison authorizing the assignment of a Foster Grandparent in the child's home, defining the Foster Grandparent's activities, and specifying supervisory arrangements. In-home assignments must be pre-approved in writing by HHSC.

III. CIVIL RIGHTS

To the extent applicable, the VS agrees to comply with state and federal anti-discrimination laws, including without limitation:

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. §2000d et seq.);
 - Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. §794);
 - Americans with Disabilities Act of 1990 (42 U.S.C. §12101 et seq.);
 - Age Discrimination Act of 1975 (42 U.S.C. §§6101-6107);
 - Title IX of the Education Amendments of 1972 (20 U.S.C. §§1681-1688);
 - Food and Nutrition Act of 2008 (7 U.S.C. §2011, et seq.); and
 - The HHSC's administrative rules, as set forth in the Texas Administrative Code, to the extent applicable to this Agreement.
- a) The VS agrees to comply with all applicable amendments to the above-referenced laws, and all applicable requirements imposed by the regulations issued pursuant to these laws. These laws provide in part that no persons in the United States may, on the grounds of race, color, national origin, sex, age, disability, political beliefs, or religion, be excluded from participation in or denied any aid, care, service or other benefits provided by Federal or State funding, or otherwise be subjected to discrimination.
- b) To the extent applicable, the VS agrees to comply with Title VI of the Civil Rights Act of 1964, and its implementing regulations at 45 C.F.R. Part 80 or 7 C.F.R. Part 15, prohibiting the VS from adopting and implementing policies and procedures that exclude or have the effect of excluding or limiting the participation of people in its programs, benefits, or activities on the basis of national origin. The VS agrees to provide alternative methods for ensuring access to services for applicants and recipients who cannot express themselves fluently in English.
- c) The VS agrees to ensure that its policies do not have the effect of excluding or limiting the participation of persons in its programs, benefits, and activities on the basis of national origin.
- d) The VS agrees to take reasonable steps to provide services and information, both orally and in writing, in appropriate languages other than English, in order to ensure that persons with limited English proficiency are effectively informed and can have meaningful access to programs, benefits, and activities.
- e) The VS agrees to comply with Executive Order 13279, and its implementing regulations at 45 C.F.R. Part 87 or 7 C.F.R. Part 16. These provide in part that any organization that participates in programs funded by direct financial assistance from the United States Department of Agriculture or the United States Department of Health and Human Services shall not, in providing services, discriminate against a program beneficiary or prospective program beneficiary on the basis of religion or religious belief.
- f) Upon request, the VS will provide the HHSC with copies of all of the VS's civil rights policies and procedures.

- g) The VS must notify the HHSC's Civil Rights Office of any civil rights complaints received relating to its performance under this Agreement. This notice must be delivered no more than ten (10) calendar days after receipt of a complaint. Notice provided pursuant to this section must be directed to:

HHSC Civil Rights Office
701 W. 51st Street, Mail Code W206
Austin, Texas 78751
Phone Toll Free: (888) 388-6332
Phone: (512) 438-4313
TTY Toll Free: (877) 432-7232
Fax: (512) 438-5885.

IV. PROVISION OF MEALS

At the discretion of the VS meals may be provided to support the FGP. Meals, if provided, will be at no-cost to the Foster Grandparent or HHSC. Please indicate by placing an "X" next to the applicable statement.

☒ Yes, meals will be provided to the Foster Grandparents.

☐ No, meals will not be provided to the Foster Grandparents.

The organization must notify HHSC 30 calendar days in advance of discontinuing the provision of meals.

V. PRIVACY, SECURITY, AND BREACH NOTIFICATION

- a) "HHS Confidential Information" means any communication or record (whether oral, written, electronically stored or transmitted, or in any other form) provided or made available to you electronically or through any other means that consists of or includes any or all of the following:
- i) Protected Health Information in any form including without limitation, Electronic Protected Health Information or Unsecured Protected Health Information;
 - ii) Sensitive Personal Information defined by Texas Business and Commerce Code Ch. 521;
 - iii) Federal Tax Information;
 - iv) Personally Identifiable Information;
 - v) Social Security Administration Data, including, without limitation, Medicaid information;
 - vi) All information designated as confidential under the constitution and laws of the State of Texas and of the United States, including the Family Educational Rights and Privacy Act, the Child Abuse Prevention and Treatment Act, the Texas Health & Safety Code and the Texas Public Information Act, Texas Government Code, Chapter 552.
- b) Any HHS Confidential Information received by you under this MOU may be disclosed only in accordance with applicable law. By signing this MOU, you certify that you are, and intend to remain

for the term of this MOU, in compliance with all applicable state and federal laws and regulations with respect to privacy, security, and breach notification, including without limitation the following:

- i) The relevant portions of the Health Insurance Portability and Accountability Act of 1996 (HIPAA), 42 U.S.C. Chapter 7, Subchapter XI, Part C;
- ii) 42 CFR Part 2 and 45 CFR Parts 160 and 164;
- iii) The relevant portions of The Social Security Act, 42 U.S.C. Chapter 7;
- iv) The Privacy Act of 1974, as amended by the Computer Matching and Privacy Protection Act of 1988, 5 U.S.C. § 552a;
- v) Internal Revenue Code, Title 26 of the United States Code including IRS Publication 1075;
- vi) OMB Memorandum 07-16;
- vii) Texas Business and Commerce Code Chapter 521;
- viii) Texas Health and Safety Code, Section 81.006 and Chapters 181 and 611;
- ix) Texas Human Resources Code § 12.003;
- x) Texas Government Code, Chapter 552, as applicable;
- xi) Title 3 of the Texas Occupations Code, as applicable;
- xii) Constitutional and Common Law Privacy;
- xiii) Federal Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99); and
- xiv) Any other applicable law controlling the release of information created or obtained in the course of providing the services described in this MOU.

You further certify that you will comply with all amendments, regulations, and guidance relating to those laws, to the extent applicable.

- c) You will ensure that each entity or individual with which you contract that performs services related to this MOU and who has access to HHS Confidential Information will sign an agreement that complies with these terms. You must provide a copy of all such agreements to HHS upon request.

VI. MUTUAL RESPONSIBILITIES

The HHSC and the VS will communicate as necessary to successfully manage this agreement. They will work in good faith together to fulfill the purpose of this agreement.

VII. TERM OF AGREEMENT

This MOU is effective from execution through September 28, 2020 unless terminated earlier in accordance with the terms of the Agreement. At the discretion of the department, this MOU may be renewed for one additional two-year period.

VIII. TERMINATION OF AGREEMENT

- a) **Termination without Cause.** This MOU may be terminated by either party without cause upon thirty (30) days written notice to the other party.

- b) **Notice of Breach and Termination for Cause.** In the event of a party's failure to comply with a term of this MOU, the non-breaching party will provide notice to the breaching party of the breach. Upon thirty (30) days after such notice, if such breach is not cured to the non-breaching party's satisfaction, the non-breaching party may proceed to termination by serving a notice of termination upon the breaching party, which shall immediately terminate this MOU.

A breach of Social Security Number, client information, confidentiality, and/or security requirements will be cause for immediate termination of the agreement.

- c) **Nonwaiver.** Failure of either party to insist on performance of any term or condition of this MOU or to exercise any right or privilege hereunder shall not be construed as a continuing or future waiver of such term, condition, right or privilege.

IX. NOTICES

Any notice required to be given under this contract shall be sent to the sole point of contact by certified mail with postage prepaid, by email, or by fax. A notice sent by email is effective when the recipient acknowledges receiving the email. Each party's sole point contact for inquiries from the other party regarding this MOU is as follows:

For HHSC:

Foster Grandparent Program Project Director
701 West 51st St.
MC: W-235
Austin, TX 78751
E-mail: Fgpfiscalspt@dads.state.tx.us
Fax: (512) 438-4392

For VS:

Sherry Trotts, Director of Business Services
501 Franklin Ave
Waco, TX 76701
E-Mail: sherry.trotts@wacoisd.org
Fax: 254-755-9688

X. REPRESENTATIVES

For resolving non-contract related issues and questions:

The FGP local liaison is:

Name: Pamela Ballantine
Title: Volunteer Service Coordinator
E-mail: Pamela.Ballantine@hhsc.state.tx.us
Phone: (254)562-4234

The VS liaison responsible for volunteer supervision is:

Name: Travis Cheatham
Title: Service Learning Manager
E-mail: travis.cheatham@wacoisd.org
Phone: 217-553-6943

XI. GENERAL TERMS

Amendments. This MOU may be amended or modified by the consent of both parties at any time during its term. Amendments to this MOU must be in writing and signed by the HHSC and the VS. No change in, addition to, or waiver of any term or condition of this MOU shall be binding on the HHSC unless approved in writing by an authorized representative of the HHSC.

XII. ASSIGNMENT

Neither party shall assign any right, benefit or duty under this MOU without the other party's prior written consent.

TEXAS HEALTH AND HUMAN SERVICES COMMISSION

LEGAL NAME OF ENTITY

Signature

Name: **Wayne Salter**

Title: **Associate Commissioner**

Date _____

Signed: _____

Signature

Name: **Sherry Trotts**

Title: **Director of Business Services**

Date **September 28, 2017**

Signed: _____

THE FOLLOWING DOCUMENTS ARE INCORPORATED BY REFERENCE:

HHSC GRANTEE UNIFORM TERMS AND CONDITIONS
VENDOR GENERAL AFFIRMATIONS

Waco Independent School District
Board of Trustee Meeting Agenda Item

Date: September 21/28, 2017

Contact Person: S. Trotts/R. McDurham

RE: Discussion and possible action to approve an Interlocal Agreements between Waco ISD and the Klaras Center for Families-Heart of Texas Region MHMR for Brooke Avenue Elementary, G.W. Carver Middle, and Waco High Schools

=====

Background Information:

The Waco ISD wishes to continue its collaborative agreement with Klaras Center for Families-Heart of Texas Region MHMR (KCF or HOTRMHMR) a community center under the provisions of Chapter 534 of the Texas Health & Safety Code ANN., (Vernon's 2001).

Klaras will provide individual, family, and group therapy, clinical assessments, case management, suicide prevention and education training and support, trauma informed care training and support, anti-bullying and other supportive psychiatric services. These services will be provided, on an as-needed basis, to children and youth who attend Brooke Avenue Elementary, G.W. Carver Middle, and Waco High Schools. Waco High students placed at G.L. Wiley Opportunity Center (DAEP) will also be eligible for services. The services will be provided by a full-time licensed Professional Counselor (LPC) or Licensed Clinical Social Worker (LCSW) who will maintain a caseload at each campus as agreed upon by both parties.

The agreements for each campus are attached. Each agreement shall be for a period beginning September 29, 2017 and expiring on August 31, 2018 unless terminated earlier, as provided in the contract.

Fiscal Implications:

The funds for this collaboration will be provided through the Heart of Texas System of Care Closing the Gaps Initiative. Waco ISD will provide annual matching program costs at each campus through office space and staff support, valued at \$37,740 and \$7,742, respectively. Any remaining costs associated with the program will be provided by the Klaras Center for Families.

Administrative Recommendation(s):

The Administration recommends that the Board of Trustees approve the collaborative agreement between Waco ISD and Klaras Center for Families-Heart of Texas Region MHMR, as presented.

STATE OF TEXAS §
COUNTY OF McLENNAN §

This Agreement is made and entered into by and between the Waco ISD (hereinafter “ISD”), and Klaras Center for Families-Heart of Texas Region MHMR (hereinafter “KCF” or “HOTRMHMR”), a community center and an agency of the State of Texas under the provisions of Chapter 534 of the Texas Health & Safety Code, as amended, which are hereafter referred to collectively as “the Parties”.

1. Recitals

1.1 Waco ISD and KCF agree, in collaboration, to utilize two (2) full time positions (1- Case Manager-QMHP and 1- either a Licensed Therapist (LPC or LCSW) or a Master's level clinician (MSW or LPC-I) provided by KCF and the ISD will be provide offices at district campuses and will serve an identified caseload of youth who are referred by the ISD who meet admission criterion for HOTRMHMR Child & Adolescent Mental Health Services program; and to that end the Parties enter into this Agreement.

1.2 The goals of this collaboration include:

- Coordination of Services, both internal and external to the Heart of Texas Region MHMR Center, for youth who are students of Waco ISD.
- Fostering interagency collaboration between the ISD campuses and the Klaras Center for Families and Heart of Texas Region MHMR Center.
- Screening referrals received from the ISD staff to establish and maintain an identified caseload.
- Providing easily accessible on-site delivery of mental health services to eligible students.
- Providing Clinical Assessments, Case Management, Therapy, access to full complement of KCF services, linkage/coordination to community resources and individual, family and group based skills training services to youth on assigned caseload or as otherwise assigned.
- Coordination of various Mental Health trainings with ISD staff.
- Providing consultation and training to staff of ISD campuses regarding parent training as needed.
- Coordination and dissemination of clinical information to and from LPHA and other KCF staff to designated ISD staff in order to achieve optimal planning for educational success (BIP's, ARD's, IEP's, etc).

- Sharing of data/assessments/in order to inform treatment. This includes the use of any standardized instruments, assessments or formal evaluation and/or testing.

2. Term

2.1 This Agreement shall be for a period, beginning September 29, 2017 and expiring on August 31, 2018 unless terminated sooner as provided herein.

3. Termination

3.1 This Agreement may be terminated without fault or cause by either Party by giving at least thirty (30) days written notice of the intention to terminate by certified mail, or personal delivery to the other Party.

3.2 Waco ISD may terminate the whole or any part of this Agreement upon at least ten (10) days prior written notices (notice period) to KCF if KCF breaches this Agreement. KCF will have breached this Agreement if KCF fails to:

- (1) provide the services called for in this Agreement;
- (2) achieve the defined goals, outcomes, strategies, and outputs set forth in this Agreement; and/or
- (3) perform any provision(s) of this Agreement in accordance with its terms.

In any of these three (3) circumstances KCF shall have the right to avoid termination by curing such failure within the notice period or within any extension to the notice period as authorized by the ISD in writing.

3.3 If the ISD determines that KCF has breached this Agreement, the ISD may, at ISD's sole discretion, request corrective action from KCF and/or sanction KCF prior to initiating termination of this Agreement. Corrective action and sanctions may include submission and implementation of a written plan of correction, withholding of referral of Clients to KCF, withholding payment, and/or obtaining a refund of payment, under this Agreement until the alleged breach is cured. If KCF indicates an unwillingness to take corrective action, termination of this Agreement may be initiated by the ISD.

4. Responsibility of Waco ISD

4.1 Waco ISD agrees to provide the following:

- Office space valued at \$37,740/year and staff support at \$7,742.28 annually;
- Telephone and internet access at the school campus;
- Access to students and teachers as relevant;
- Identification of caseload to be served on-site;
- Identification of supervising faculty member(s) who will work jointly on campus with KCF staff;

4.2 **Confidentiality.** Parties understand that all client information is confidential in accordance with all applicable state and federal laws, statutes and regulations protecting the confidentiality of such information as applicable. Records completed by KCF staff will be maintained as confidential information with clinical staff determining the amount of treatment related information appropriate to disclose to ISD staff in need of information obtained. Laws regarding confidentiality will be followed allowing disclosures when a child is a danger to self or others and in cases of abuse.

4.3 **FERPA.** For purposes of this Agreement, pursuant to the Family Educational Rights and Privacy Act of 1974 (FERPA) (20 U.S.C §1232g; 34 C.F.R. Part 99), Waco ISD hereby designates KCF/HOTRMHMR as an Authorized Representative or school official with a legitimate educational interest in the educational records of the students of Waco Heart of Texas System of Care Closing the Gaps Initiative. Waco ISD will provide a match by providing office space valued at \$37,740 year and staff support for \$7,742.28 annually. ISD who are being served, to the extent such access to student records are required by KCF to provide services. KCF agrees to maintain the confidentiality of the educational records in accordance with the provisions of FERPA.

4.4 **Consent of Medical Care of a Minor.** Parties understand if medical or psychological treatment is provided to a minor under this Agreement, either directly or indirectly, the treatment of a minor shall be provided only if informed consent to treatment is obtained pursuant to Title 25, TAC, Part 7 Chapter 601 regarding informed consent and Texas Family Code Chapter 32, relating to consent to treatment of a child by a non-parent or child. If requirements of federal law relating to consent directly conflict with Texas Family Code Chapter 32, federal law will supersede state law.

5. Responsibility of Klaras Center for Families

5.1 The KCF agrees to provide the following:

- Funding necessary for two (2) full time positions (1-Case Manager-QMHP and 1-either a Licensed Therapist (LPC or LCSW) or a Master's level clinician (MSW or LPC-I) including travel and training expenses for the staff;
- Clinical and administrative supervision and control for the coordination and operation of service delivery;
- Computers/Laptop for documentation purposes within KCF identified software;
- Services will be provided for 40 hours per week at Brooke Avenue Elementary School unless school closure prevents on-site work or work off site when staff needs to attend training, meetings, staffing or community coordination, etc.;
- Necessary supplies and materials as needed;
- Specialized services by the LPC position and by the CM/QMHP position as outlined in Exhibit A.

6. Payment

6.1 The funds for this collaboration will be provided through the Heart of Texas System of Care Closing the Gaps Initiative. Waco ISD will provide a match by providing office space valued at \$37,740 a year and staff support in the amount \$7,742.28 annually. Any remaining costs associated with these programs will be provided by the KCF.

6.2 KCF agrees to provide the ISD, upon request, with an annual audited financial statement and other records/documents for auditing purposes.

7. Records

7.1 KCF agrees it will allow the ISD to examine and evaluate its program of services provided under terms of this Agreement and to review Client records maintained, under this Agreement, by KCF within the confines of State and Federal law related to confidentiality.

7.2 KCF agrees to maintain and make available for inspection, audit or reproduction by any authorized representative of the Waco ISD, documents, and other evidence (records), pertaining to the costs and expenses of this Agreement, to the extent and in such detail as will properly reflect all net costs, direct and indirect, or labor, material, equipment, supplies, services and other costs and expenses of whatever nature for which payment is claimed under provisions of this Agreement.

7.3 KCF agrees to maintain its records for six (6) years after final payment or until all questions arising from the Agreement are resolved, whichever is later.

8. Compliance with Laws

8.1 The Parties agree that no person shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination in the provision of any services under this Agreement on the basis of race, color, national origin, religion, sex, age, disability, or veteran status.

8.2 The Parties shall comply with all applicable state and federal statutes, rules and regulations, including but not limited to the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, the Age Discrimination in Employment Act, and the Immigration and Reform Control Act of 1986.

8.3 The Parties shall promptly disclose any pending or initiated criminal or governmental investigations and results/findings related to either party.

8.4 The Parties are required to comply with all applicable regulatory agency policies, procedures and administrative rules including compliance with the Texas DPS FACT fingerprinting process. Both Parties are required to maintain current state license, certification, registration or other necessary regulatory permits.

8.5 The Parties will insure that staff members and independent contractors maintain appropriate professional credentials and licensure.

9. Confidentiality

9.1 Both Parties have thoroughly familiarized itself with and shall follow all laws and regulations relating to the confidentiality of juvenile records and the confidentiality of medical/treatment information. Both Parties shall maintain the confidentiality of information received pursuant to the performance of this Agreement, including medical records and information which discloses information about or the identity of any person served, in accordance with applicable federal and state statutes, rules, and regulations.

9.2 Both Parties will adopt and implement AIDS/HIV workplace guidelines similar to those adopted by the DSHS, the TDFPS, the TDH, and the TJJD, and AIDS/HIV confidentiality guidelines consistent with state and federal law.

9.3 Additionally, KCF and Waco ISD agree that all Individually Identifiable Health Information (IIHI) and Protected Health Information (PHI), as defined in 42 U.S.C. § 1320(6) and as defined in 45 C.F.R. Parts 160 and 164 (the Privacy Rule), subject to the Health Insurance Portability and Accountability Act (HIPAA) will be safeguarded in accordance with all applicable state and federal rules and regulations and in accordance with HIPAA. To that end, both Parties agree to use and disclose IIHI and PHI only as necessary to perform youth services.

10. Certification

10.1 Under Section 231.006, Texas Family Code, both parties certifies that the individual or business entity named in this Agreement is not ineligible to receive the specified grant, loan, or payment and acknowledges that this Agreement may be terminated and payment may be withheld if this certificate is inaccurate.

11. General Provisions

11.1 Notice. Any notice required or permitted between the Parties under this Agreement must be in writing and shall be delivered in person or mailed, certified mail, return receipt requested, or may be transmitted by facsimile as follows:

To Waco ISD:

Robin McDurham, Ed.D
Assistant Superintendent of
Student Services and Family Engagement
Waco ISD
501 Franklin Ave
Waco, TX 76701
(254) 755-9473

To Klaras Center for Families at:

Barbara Tate, Executive Director
Heart of Texas Region MHMR
P.O. Box 890
110 S. 12th Street
Waco, TX 76703-0890
(254) 752-3451

Written notice permitted or required between the Parties to this Agreement is effective upon receipt by the recipient Party.

11.2 Governing Law and Venue. This Agreement shall be governed by the laws of the State of Texas. Venue for an action arising under this Agreement shall lie exclusively in McLennan County, Texas.

11.3 Independent Contractor. It is understood and agreed between the Parties that an independent contractor relationship is created by this Agreement. Neither KCF nor its employees are to be considered an agent or employee of the ISD. Neither KCF nor its employees are entitled to any of the benefits that the ISD provides for its employees and neither the ISD assume liability to any third party for any actions, inactions or deeds taken by KCF, its board of trustees, agents or employees in the performance of this Agreement.

11.4 Entirety of Agreement. This Agreement constitutes the entire Agreement existing among or between the Parties. No other oral or written statements not specifically incorporated herein, shall be of any force and effect. The Parties rely solely upon the representations and terms contained in this Agreement and no others.

11.5 Amendment. This Agreement may be amended only by the mutual written consent of the Parties.

11.6 Assignment. KCF may not assign, sell, or otherwise transfer this Agreement without the prior written permission of Waco ISD.

11.7 Severability. If a provision contained in this Agreement is held invalid for any reason, the invalidity does not affect other provisions of the Agreement that can be given effect without the invalid provision, and to this end the provisions of this Agreement are severable.

11.8 Validity and Enforceability. If any current or future legal limitations affect the validity or enforceability of a provision of this Agreement, then the legal limitations are made a part of this Agreement and shall operate to amend this Agreement to the minimum extent necessary to bring this Agreement into conformity with the requirements of the limitations, and so modified, this Agreement shall continue in full force and effect.

11.9 Waiver. The waiver by either Waco ISD or KCF of a breach or violation of any provision of this Agreement will not operate as or be construed to be a waiver of any subsequent breach or violation of this Agreement.

11.10 Benefit. This Agreement is intended to insure only to the benefit of KCF/HOTRMHMR and Waco ISD. This Agreement is not intended to create, nor shall be deemed or construed to create, any rights in third parties.

11.11 Public Information Act. HOTRMHMR and Waco ISD acknowledge that, pursuant to the Public Information Act, Waco ISD may be required to release information regarding HOTRMHMR. Information provided to or maintained by Waco ISD which HOTRMHMR considers proprietary must be clearly marked as proprietary. However, such information may still be subject to disclosure, depending on the opinion of the Attorney General of Texas.

11.12 Prohibition on Gratuities. Both Parties understands that the employees of Waco ISD or individuals acting as agents of Waco ISD are not authorized to receive any type of personal payment, reimbursement, compensation, commission, gratuity or gift for services provided under this Agreement. KCF/HOTRMHMR agrees that no employee or agent of Waco ISD has been or will be retained to solicit or secure this Agreement. KCF/HOTRMHMR has not paid or agreed to pay and will not pay or agree to pay any employee or agent of Waco ISD any fee, commission, percentage, brokerage fee, gift or any other consideration, contingent upon the making of this Agreement with Waco ISD or as an inducement for entering into any Agreement with Waco ISD. The unauthorized offering or receipt of such payments may result in immediate termination of this Agreement.

11.13 Survives Agreement. Notwithstanding anything to the contrary, all requirements of this Agreement regarding confidentiality and record retention shall survive this Agreement.

11.14 Headings. The headings at the beginning of the various provisions of this Agreement have been included only in order to make it easier to locate the subject covered by each provision and are not to be used in construing this Agreement.

11.15 Exhibits. All Exhibits referred to in this Agreement and attached hereto are incorporated into this Agreement by reference.

Intentionally Left Blank

This Agreement is EXECUTED to be effective as of September 29, 2017.

HEART OF TEXAS REGION MHMR:

Ron Kimbell, Division Director KCF

Date

HEART OF TEXAS REGION MHMR:

Barbara Tate, Executive Director

Date

WACO ISD

Date

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EXHIBIT A
SERVICES TO BE PERFORMED
BY
KLARAS CENTER FOR FAMILIES

Work performed by LPHA or LPC or LCSW:

1- Full time LPC (Licensed Professional Counselor) or an LCSW (Licensed Clinical Social Worker) on site at the Waco ISD campuses.

Services Provided by LPHA or LPC or LCSW:

1. Services will be provided at Waco ISD 40 hours per week, at Brooke Avenue Elementary School unless school closure prevents on-site work or work off site when staff needs to attend training, meetings, staffing or community co-ordination, etc..
2. Individual, family and group therapy.
3. Maintain an average caseload of Waco ISD students that are clients of KCF services.
4. Clinical Assessments every ninety (90) days for each student in services through the Agreement.
5. Coordination with other KCF staff, school staff, students and families for individualized treatment planning every ninety (90) days.
6. Maintain a caseload of an average of thirty (30) identified Waco ISD students who are also KCF clients.

Work performed by Case Manager/QMHP:

- 1- Full time Case Manager/QMHP (Qualified Mental Health Professional) on site at the Waco ISD.

Services Provided by Case Manager/QMHP:

1. Case management including:
 - a. Access to full complement of KCF services (Family Partner, Parent support/education groups, psychiatric services, medication and treatment monitoring and other supportive services as appropriate);
 - b. Linkage/Coordination to community resources;
 - c. Liaison with other Community agencies such as Bill Logue Juvenile Justice System, Primary Care Physicians, Specialists, Psychologists, etc.;
 - d. Providing, arranging and coordinating transportation when appropriate;
 - e. Assist families in accessing other social services and benefits such as Medicaid, CHIPS, Social Security, etc.;

- f. Coordination and dissemination of clinical information to and from LPHA and other KCF staff to Waco ISD staff in order to achieve optimal planning for educational success (BIP's, ARD's, IED's etc.);
 - g. Development and monitoring of an individualized treatment plan to be re-evaluated every ninety (90) days.
 - h. Provide information and referral to mental health services as well as screening and crisis intervention to Waco ISD students, clients and non-clients alike as appropriate.
- 2. Individual, family and group evidence based skills training services.
 - 3. Maintain a caseload of an average of thirty (30) identified Waco ISD students who are also KCF clients.

Training Provided to Waco ISD staff:

- 1. Suicide Prevention and education training and support
- 2. Anti-bullying and other supportive psycho-education as needed
- 3. Trauma Informed Care training and support

EXHIBIT B

**FEES TO BE PAID TO HEART OF TEXAS REGION MHMR
BY
Waco ISD**

Rate, Amount and Frequency of Payment

\$0 per month *
Contract shall not exceed* \$0 ending 8/31/18

***Waco ISD** will provide a match to the Heart of Texas System of Care Closing the Gaps Initiative by providing office space valued at \$37,740/year and staff support at \$7,742.28 annually.

[illegible]

This Agreement is made and entered into by and between the Waco ISD (hereinafter “ISD”), and Klaras Center for Families-Heart of Texas Region MHMR (hereinafter “KCF” or “HOTRMHMR”), a community center and an agency of the State of Texas under the provisions of Chapter 534 of the Texas Health & Safety Code, as amended, which are hereafter referred to collectively as “the Parties”.

1. Recitals

1.1 Waco ISD and KCF agree, in collaboration, to utilize one (1) full time position (1- Licensed Therapist (LPC or LCSW) or a Master's level clinician (MSW or LPC-I) provided by KCF and the ISD will be provide offices at district campuses and will serve an identified caseload of youth who are referred by the ISD who meet admission criterion for HOTRMHMR Child & Adolescent Mental Health Services program; and to that end the Parties enter into this Agreement.

1.2 The goals of this collaboration include:

- Coordination of Services, both internal and external to the Heart of Texas Region MHMR Center, for youth who are students of Waco ISD.
- Fostering interagency collaboration between the ISD campuses and the Klaras Center for Families and Heart of Texas Region MHMR Center.
- Screening referrals received from the ISD staff to establish and maintain an identified caseload.
- Providing easily accessible on-site delivery of mental health services to eligible students.
- Providing Clinical Assessments, Case Management, Therapy, access to full complement of KCF services, linkage/coordination to community resources and individual, family and group based skills training services to youth on assigned caseload or as otherwise assigned.
- Coordination of various Mental Health trainings with ISD staff.
- Providing consultation and training to staff of ISD campuses regarding parent training as needed.
- Coordination and dissemination of clinical information to and from LPHA and other KCF staff to designated ISD staff in order to achieve optimal planning for educational success (BIP's, ARD's, IEP's, etc).

- Sharing of data/assessments/in order to inform treatment. This includes the use of any standardized instruments, assessments or formal evaluation and/or testing.

2. Term

2.1 This Agreement shall be for a period, beginning September 29, 2017 and expiring on August 31, 2018 unless terminated sooner as provided herein.

3. Termination

3.1 This Agreement may be terminated without fault or cause by either Party by giving at least thirty (30) days written notice of the intention to terminate by certified mail, or personal delivery to the other Party.

3.2 Waco ISD may terminate the whole or any parts of this Agreement upon at least ten (10) days prior written notice (notice period) to KCF if KCF breaches this Agreement. KCF will have breached this Agreement if KCF fails to:

- (1) provide the services called for in this Agreement;
- (2) achieve the defined goals, outcomes, strategies, and outputs set forth in this Agreement; and/or
- (3) perform any provision(s) of this Agreement in accordance with its terms.

In any of these three (3) circumstances KCF shall have the right to avoid termination by curing such failure within the notice period or within any extension to the notice period as authorized by the ISD in writing.

3.3 If the ISD determines that KCF has breached this Agreement, the ISD may, at ISD's sole discretion, request corrective action from KCF and/or sanction KCF prior to initiating termination of this Agreement. Corrective action and sanctions may include submission and implementation of a written plan of correction, withholding of referral of Clients to KCF, withholding payment, and/or obtaining a refund of payment, under this Agreement until the alleged breach is cured. If KCF indicates an unwillingness to take corrective action, termination of this Agreement may be initiated by the ISD.

4. Responsibility of Waco ISD

4.1 Waco ISD agrees to provide the following:

- Office space valued at \$37,740/year and staff support at \$7,742.28 annually;
- Telephone and internet access at the school campus;
- Access to students and teachers as relevant;
- Identification of caseload to be served on-site;
- Identification of supervising faculty member(s) who will work jointly on campus with KCF staff;

4.2 **Confidentiality.** Parties understand that all client information is confidential in accordance with all applicable state and federal laws, statutes and regulations protecting the confidentiality of such information as applicable. Records completed by KCF staff will be maintained as confidential information with clinical staff determining the amount of treatment related information appropriate to disclose to ISD staff in need of information obtained. Laws regarding confidentiality will be followed allowing disclosures when a child is a danger to self or others and in cases of abuse.

4.3 **FERPA.** For purposes of this Agreement, pursuant to the Family Educational Rights and Privacy Act of 1974 (FERPA) (20 U.S.C §1232g; 34 C.F.R. Part 99), Waco ISD hereby designates KCF/HOTRMHMR as an Authorized Representative or school official with a legitimate educational interest in the educational records of the students of Waco Heart of Texas System of Care Closing the Gaps Initiative. Waco ISD will provide a match by providing office space valued at \$37,740 year and staff support for \$7,742.28 annually. ISD who are being served, to the extent such access to student records are required by KCF to provide services. KCF agrees to maintain the confidentiality of the educational records in accordance with the provisions of FERPA.

4.4 **Consent of Medical Care of a Minor.** Parties understand if medical or psychological treatment is provided to a minor under this Agreement, either directly or indirectly, the treatment of a minor shall be provided only if informed consent to treatment is obtained pursuant to Title 25, TAC, Part 7 Chapter 601 regarding informed consent and Texas Family Code Chapter 32, relating to consent to treatment of a child by a non-parent or child. If requirements of federal law relating to consent directly conflict with Texas Family Code Chapter 32, federal law will supersede state law.

5. Responsibility of Klaras Center for Families

5.1 The KCF agrees to provide the following:

- Funding necessary for one (1) full time position (1-either a Licensed Therapist (LPC or LCSW) or a Master's level clinician (MSW or LPC-I) including travel and training expenses for the staff;
- Clinical and administrative supervision and control for the coordination and operation of service delivery;
- Computers/Laptop for documentation purposes within KCF identified software;
- Services will be provided for 40 hours per week at G.W. Carver Middle School unless school closure prevents on-site work or work off site when staff needs to attend training, meetings, staffing or community co-ordination, etc.;
- Necessary supplies and materials as needed;
- Specialized services by the LPC position or the Master's level clinician (MSW or LPC-I) position as outlined in Exhibit A.

6. Payment

6.1 The funds for this collaboration will be provided through the Heart of Texas System of Care Closing the Gaps Initiative. Waco ISD will provide a match by providing office space valued at \$37,740 a year and staff support in the amount \$7,742.28 annually. Any remaining costs associated with these programs will be provided by the KCF.

6.2 KCF agrees to provide the ISD, upon request, with an annual audited financial statement and other records/documents for auditing purposes.

7. Records

7.1 KCF agrees it will allow the ISD to examine and evaluate its program of services provided under terms of this Agreement and to review Client records maintained, under this Agreement, by KCF within the confines of State and Federal law related to confidentiality.

7.2 KCF agrees to maintain and make available for inspection, audit or reproduction by any authorized representative of the Waco ISD, documents, and other evidence (records), pertaining to the costs and expenses of this Agreement, to the extent and in such detail as will properly reflect all net costs, direct and indirect, or labor, material, equipment, supplies, services and other costs and expenses of whatever nature for which payment is claimed under provisions of this Agreement.

7.3 KCF agrees to maintain its records for six (6) years after final payment or until all questions arising from the Agreement are resolved, whichever is later.

8. Compliance with Laws

8.1 The Parties agree that no person shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination in the provision of any services under this Agreement on the basis of race, color, national origin, religion, sex, age, disability, or veteran status.

8.2 The Parties shall comply with all applicable state and federal statutes, rules and regulations, including but not limited to the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, the Age Discrimination in Employment Act, and the Immigration and Reform Control Act of 1986.

8.3 The Parties shall promptly disclose any pending or initiated criminal or governmental investigations and results/findings related to either party.

8.4 The Parties are required to comply with all applicable regulatory agency policies, procedures and administrative rules including compliance with the Texas DPS FACT fingerprinting process. Both Parties are required to maintain current state license, certification, registration or other necessary regulatory permits.

8.5 The Parties will insure that staff members and independent contractors maintain

appropriate professional credentials and licensure.

9. Confidentiality

9.1 Both Parties have thoroughly familiarized itself with and shall follow all laws and regulations relating to the confidentiality of juvenile records and the confidentiality of medical/treatment information. Both Parties shall maintain the confidentiality of information received pursuant to the performance of this Agreement, including medical records and information which discloses information about or the identity of any person served, in accordance with applicable federal and state statutes, rules, and regulations.

9.2 Both Parties will adopt and implement AIDS/HIV workplace guidelines similar to those adopted by the DSHS, the TDFPS, the TDH, and the TJJD, and AIDS/HIV confidentiality guidelines consistent with state and federal law.

9.3 Additionally, KCF and Waco ISD agree that all Individually Identifiable Health Information (IIHI) and Protected Health Information (PHI), as defined in 42 U.S.C. § 1320(6) and as defined in 45 C.F.R. Parts 160 and 164 (the Privacy Rule), subject to the Health Insurance Portability and Accountability Act (HIPAA) will be safeguarded in accordance with all applicable state and federal rules and regulations and in accordance with HIPAA. To that end, both Parties agree to use and disclose IIHI and PHI only as necessary to perform youth services.

10. Certification

10.1 Under Section 231.006, Texas Family Code, both parties certifies that the individual or business entity named in this Agreement is not ineligible to receive the specified grant, loan, or payment and acknowledges that this Agreement may be terminated and payment may be withheld if this certificate is inaccurate.

11. General Provisions

11.1 Notice. Any notice required or permitted between the Parties under this Agreement must be in writing and shall be delivered in person or mailed, certified mail, return receipt requested, or may be transmitted by facsimile as follows:

To Waco ISD:

Robin McDurham, Ed.D
Assistant Superintendent of
Student Services and Family Engagement
Waco ISD
501 Franklin Ave
Waco, TX 76701
(254) 755-9473

To Klaras Center for Families at:

Barbara Tate, Executive Director
Heart of Texas Region MHMR
P.O. Box 890
110 S. 12th Street
Waco, TX 76703-0890
(254) 752-3451

Written notice permitted or required between the Parties to this Agreement is effective upon receipt by the recipient Party.

11.2 Governing Law and Venue. This Agreement shall be governed by the laws of the State of Texas. Venue for an action arising under this Agreement shall lie exclusively in McLennan County, Texas.

11.3 Independent Contractor. It is understood and agreed between the Parties that an independent contractor relationship is created by this Agreement. Neither KCF nor its employees are to be considered an agent or employee of the ISD. Neither KCF nor its employees are entitled to any of the benefits that the ISD provides for its employees and neither the ISD assume liability to any third party for any actions, inactions or deeds taken by KCF, its board of trustees, agents or employees in the performance of this Agreement.

11.4 Entirety of Agreement. This Agreement constitutes the entire Agreement existing among or between the Parties. No other oral or written statements not specifically incorporated herein, shall be of any force and effect. The Parties rely solely upon the representations and terms contained in this Agreement and no others.

11.5 Amendment. This Agreement may be amended only by the mutual written consent of the Parties.

11.6 Assignment. KCF may not assign, sell, or otherwise transfer this Agreement without the prior written permission of Waco ISD.

11.7 Severability. If a provision contained in this Agreement is held invalid for any reason, the invalidity does not affect other provisions of the Agreement that can be given effect without the invalid provision, and to this end the provisions of this Agreement are severable.

11.8 Validity and Enforceability. If any current or future legal limitations affect the validity or enforceability of a provision of this Agreement, then the legal limitations are made a part of this Agreement and shall operate to amend this Agreement to the minimum extent necessary to bring this Agreement into conformity with the requirements of the limitations, and so modified, this Agreement shall continue in full force and effect.

11.9 Waiver. The waiver by either Waco ISD or KCF of a breach or violation of any provision of this Agreement will not operate as or be construed to be a waiver of any subsequent breach or violation of this Agreement.

11.10 Benefit. This Agreement is intended to insure only to the benefit of KCF/HOTRMMHR and Waco ISD. This Agreement is not intended to create, nor shall be deemed or construed to create, any rights in third parties.

11.11 Public Information Act. HOTRMHMR and Waco ISD acknowledge that, pursuant to the Public Information Act, Waco ISD may be required to release information regarding HOTRMHMR. Information provided to or maintained by Waco ISD which HOTRMHMR considers proprietary must be clearly marked as proprietary. However, such information may still be subject to disclosure, depending on the opinion of the Attorney General of Texas.

11.12 Prohibition on Gratuities. Both Parties understands that the employees of Waco ISD or individuals acting as agents of Waco ISD are not authorized to receive any type of personal payment, reimbursement, compensation, commission, gratuity or gift for services provided under this Agreement. KCF/HOTRMHMR agrees that no employee or agent of Waco ISD has been or will be retained to solicit or secure this Agreement. KCF/HOTRMHMR has not paid or agreed to pay and will not pay or agree to pay any employee or agent of Waco ISD any fee, commission, percentage, brokerage fee, gift or any other consideration, contingent upon the making of this Agreement with Waco ISD or as an inducement for entering into any Agreement with Waco ISD. The unauthorized offering or receipt of such payments may result in immediate termination of this Agreement.

11.13 Survives Agreement. Notwithstanding anything to the contrary, all requirements of this Agreement regarding confidentiality and record retention shall survive this Agreement.

11.14 Headings. The headings at the beginning of the various provisions of this Agreement have been included only in order to make it easier to locate the subject covered by each provision and are not to be used in construing this Agreement.

11.15 Exhibits. All Exhibits referred to in this Agreement and attached hereto are incorporated into this Agreement by reference.

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This Agreement is EXECUTED to be effective as of September 29, 2017.

HEART OF TEXAS REGION MHMR:

Ron Kimbell, Division Director KCF

Date

HEART OF TEXAS REGION MHMR:

Barbara Tate, Executive Director

Date

WACO ISD

Robin McDurham, Assistant Superintendent

Date

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EXHIBIT A
SERVICES TO BE PERFORMED
BY
KLARAS CENTER FOR FAMILIES

Work performed by LPHA or LPC or LCSW or Master's level clinician (MSW or LPC-I):

1- Full time LPC (Licensed Professional Counselor) or an LCSW (Licensed Clinical Social Worker) on site at the Waco ISD campuses.

Services Provided by LPHA or LPC or LCSW or Master's level clinician (MSW or LPC-I)

1. Services will be provided at Waco ISD 40 hours per week, at G. W. Carver Middle School unless school closure prevents on-site work or work off site when staff needs to attend training, meetings, staffing or community co-ordination, etc..
2. Individual, family and group therapy.
3. Maintain a caseload of an average of thirty (30) identified Waco ISD students who are also KCF clients.
4. Clinical Assessments every ninety (90) days for each student in services through the Agreement.
5. Coordination with other KCF staff, school staff, students and families for individualized treatment planning every ninety (90) days.
6. Case management including:
 - a. Access to full complement of KCF services (Family Partner, Parent support/education groups, psychiatric services, medication and treatment monitoring and other supportive services as appropriate);
 - b. Linkage/Coordination to community resources;
 - c. Liaison with other Community agencies such as Bill Logue Juvenile Justice System, Primary Care Physicians, Specialists, Psychologists, etc.;
 - d. Providing, arranging and coordinating transportation when appropriate;
 - e. Assist families in accessing other social services and benefits such as Medicaid, CHIPS, Social Security, etc.;
 - f. Coordination and dissemination of clinical information to and from KCF staff to Waco ISD staff in order to achieve optimal planning for educational success (BIP's, ARD's, IED's etc.);
 - g. Development and monitoring of an individualized treatment plan to be re-evaluated every ninety (90) days.
 - h. Provide information and referral to mental health services as well as screening and crisis intervention to Waco ISD students, clients and non-clients alike as appropriate.
8. Individual, family and group evidence based skills training services.

Additional Services Provided by LPHA or LPC or LCSW or Master's level clinician (MSW or LPC-I):

1. KCF staff will continue to see active clients at the G.L. Wiley Opportunity Center (DAEP).
2. KCF staff will assist the Wiley Opportunity Center (DAEP) clients in transition to their home campuses.
3. KCF staff will continue to respond to referrals made by Wiley staff.

Training Provided to Waco ISD staff:

1. Suicide Prevention and education training and support
2. Anti-bullying and other supportive psycho-education as needed
3. Trauma Informed Care training and support

EXHIBIT B

**FEES TO BE PAID TO HEART OF TEXAS REGION MHMR
BY
Waco ISD**

Rate, Amount and Frequency of Payment

\$0 per month *
Contract shall not exceed* \$0 ending 8/31/18

***Waco ISD** will provide a match to the Heart of Texas System of Care Closing the Gaps Initiative by providing office space valued at \$37,740/year and staff support at \$7,742.28 annually.

- Sharing of data/assessments/in order to inform treatment. This includes the use of any standardized instruments, assessments or formal evaluation and/or testing.

2. Term

2.1 This Agreement shall be for a period, beginning September 29, 2017 and expiring on August 31, 2018 unless terminated sooner as provided herein.

3. Termination

3.1 This Agreement may be terminated without fault or cause by either Party by giving at least thirty (30) days written notice of the intention to terminate by certified mail, or personal delivery to the other Party.

3.2 Waco ISD may terminate the whole or any parts of this Agreement upon at least ten (10) days prior written notice (notice period) to KCF if KCF breaches this Agreement. KCF will have breached this Agreement if KCF fails to:

- (1) provide the services called for in this Agreement;
- (2) achieve the defined goals, outcomes, strategies, and outputs set forth in this Agreement; and/or
- (3) perform any provision(s) of this Agreement in accordance with its terms.

In any of these three (3) circumstances KCF shall have the right to avoid termination by curing such failure within the notice period or within any extension to the notice period as authorized by the ISD in writing.

3.3 If the ISD determines that KCF has breached this Agreement, the ISD may, at ISD's sole discretion, request corrective action from KCF and/or sanction KCF prior to initiating termination of this Agreement. Corrective action and sanctions may include submission and implementation of a written plan of correction, withholding of referral of Clients to KCF, withholding payment, and/or obtaining a refund of payment, under this Agreement until the alleged breach is cured. If KCF indicates an unwillingness to take corrective action, termination of this Agreement may be initiated by the ISD.

4. Responsibility of Waco ISD

- 4.1 Waco ISD agrees to provide the following:
- Office space valued at \$37,740/year and staff support at \$7,742.28 annually;
 - Telephone and internet access at the school campus;
 - Access to students and teachers as relevant;
 - Identification of caseload to be served on-site;
 - Identification of supervising faculty member(s) who will work jointly on campus with KCF staff;

4.2 **Confidentiality.** Parties understand that all client information is confidential in accordance with all applicable state and federal laws, statutes and regulations protecting the confidentiality of such information as applicable. Records completed by KCF staff will be maintained as confidential information with clinical staff determining the amount of treatment related information appropriate to disclose to ISD staff in need of information obtained. Laws regarding confidentiality will be followed allowing disclosures when a child is a danger to self or others and in cases of abuse.

4.3 **FERPA.** For purposes of this Agreement, pursuant to the Family Educational Rights and Privacy Act of 1974 (FERPA) (20 U.S.C §1232g; 34 C.F.R. Part 99), Waco ISD hereby designates KCF/HOTRMHMR as an Authorized Representative or school official with a legitimate educational interest in the educational records of the students of Waco Heart of Texas System of Care Closing the Gaps Initiative. Waco ISD will provide a match by providing office space valued at \$37,740 year and staff support for \$7,742.28 annually. ISD who are being served, to the extent such access to student records are required by KCF to provide services. KCF agrees to maintain the confidentiality of the educational records in accordance with the provisions of FERPA.

4.4 **Consent of Medical Care of a Minor.** Parties understand if medical or psychological treatment is provided to a minor under this Agreement, either directly or indirectly, the treatment of a minor shall be provided only if informed consent to treatment is obtained pursuant to Title 25, TAC, Part 7 Chapter 601 regarding informed consent and Texas Family Code Chapter 32, relating to consent to treatment of a child by a non-parent or child. If requirements of federal law relating to consent directly conflict with Texas Family Code Chapter 32, federal law will supersede state law.

5. Responsibility of Klaras Center for Families

5.1 The KCF agrees to provide the following:

- Funding necessary for one (1) full time position (1-either a Licensed Therapist (LPC or LCSW) or a Master's level clinician (MSW or LPC-I) including travel and training expenses for the staff;
- Clinical and administrative supervision and control for the coordination and operation of service delivery;
- Computers/Laptop for documentation purposes within KCF identified software;
- Services will be provided for 40 hours per week at Waco High School unless school closure prevents on-site work or work off site when staff needs to attend training, meetings, staffing or community co-ordination, etc.;
- Necessary supplies and materials as needed;
- Specialized services by the LPC position or the Master's level clinician (MSW or LPC-I) position as outlined in Exhibit A.

6. Payment

6.1 The funds for this collaboration will be provided through the Heart of Texas System of Care Closing the Gaps Initiative. Waco ISD will provide a match by providing office space valued at \$37,740 a year and staff support in the amount \$7,742.28 annually. Any remaining costs associated with these programs will be provided by the KCF.

6.2 KCF agrees to provide the ISD, upon request, with an annual audited financial statement and other records/documents for auditing purposes.

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7.1 KCF agrees it will allow the ISD to examine and evaluate its program of services provided under terms of this Agreement and to review Client records maintained, under this Agreement, by KCF within the confines of State and Federal law related to confidentiality.

7.2 KCF agrees to maintain and make available for inspection, audit or reproduction by any authorized representative of the Waco ISD, documents, and other evidence (records), pertaining to the costs and expenses of this Agreement, to the extent and in such detail as will properly reflect all net costs, direct and indirect, or labor, material, equipment, supplies, services and other costs and expenses of whatever nature for which payment is claimed under provisions of this Agreement.

7.3 KCF agrees to maintain its records for six (6) years after final payment or until all questions arising from the Agreement are resolved, whichever is later.

8. Compliance with Laws

8.1 The Parties agree that no person shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination in the provision of any services under this Agreement on the basis of race, color, national origin, religion, sex, age, disability, or veteran status.

8.2 The Parties shall comply with all applicable state and federal statutes, rules and regulations, including but not limited to the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, the Age Discrimination in Employment Act, and the Immigration and Reform Control Act of 1986.

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9.3 Additionally, KCF and Waco ISD agree that all Individually Identifiable Health Information (IIHI) and Protected Health Information (PHI), as defined in 42 U.S.C. § 1320(6) and as defined in 45 C.F.R. Parts 160 and 164 (the Privacy Rule), subject to the Health Insurance Portability and Accountability Act (HIPAA) will be safeguarded in accordance with all applicable state and federal rules and regulations and in accordance with HIPAA. To that end, both Parties agree to use and disclose IIHI and PHI only as necessary to perform youth services.

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To Waco ISD:

Robin McDurham, Ed.D
Assistant Superintendent of
Student Services and Family Engagement
Waco ISD
501 Franklin Ave
Waco, TX 76701
(254) 755-9473

To Klaras Center for Families at:

Barbara Tate, Executive Director
Heart of Texas Region MHMR
P.O. Box 890
110 S. 12th Street
Waco, TX 76703-0890
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11.9 Waiver. The waiver by either Waco ISD or KCF of a breach or violation of any provision of this Agreement will not operate as or be construed to be a waiver of any subsequent breach or violation of this Agreement.

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11.15 Exhibits. All Exhibits referred to in this Agreement and attached hereto are incorporated into this Agreement by reference.

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This Agreement is EXECUTED to be effective as of September 29, 2017.

HEART OF TEXAS REGION MHMR:

Ron Kimbell, Division Director KCF

Date

HEART OF TEXAS REGION MHMR:

Barbara Tate, Executive Director

Date

WACO ISD

Robin McDurham, Assistant Superintendent

Date

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EXHIBIT A
SERVICES TO BE PERFORMED
BY
KLARAS CENTER FOR FAMILIES

Work performed LPHA or LPC or LCSW or Master's level clinician (MSW or LPC-I):

1- Full time LPC (Licensed Professional Counselor), LCSW (Licensed Clinical Social Worker) or Master's level clinician (MSW or LPC-I) on site at the Waco ISD campuses.

Services Provided by LPHA or LPC or LCSW or Master's level clinician (MSW or LPC-I)

1. Services will be provided at Waco ISD 40 hours per week, at Waco High School unless school closure prevents on-site work or work off site when staff needs to attend training, meetings, staffing or community co-ordination, etc..
2. Individual, family and group therapy.
3. Maintain a caseload of an average of thirty (30) identified Waco ISD students who are also KCF clients.
4. Clinical Assessments every ninety (90) days for each student in services through the Agreement.
5. Coordination with other KCF staff, school staff, students and families for individualized treatment planning every ninety (90) days.
6. Case management including:
 - a. Access to full complement of KCF services (Family Partner, Parent support/education groups, psychiatric services, medication and treatment monitoring and other supportive services as appropriate);
 - b. Linkage/Coordination to community resources;
 - c. Liaison with other Community agencies such as Bill Logue Juvenile Justice System, Primary Care Physicians, Specialists, Psychologists, etc.;
 - d. Providing, arranging and coordinating transportation when appropriate;
 - e. Assist families in accessing other social services and benefits such as Medicaid, CHIPS, Social Security, etc.;
 - f. Coordination and dissemination of clinical information to and from KCF staff to Waco ISD staff in order to achieve optimal planning for educational success (BIP's, ARD's, IED's etc.);
 - g. Development and monitoring of an individualized treatment plan to be re-evaluated every ninety (90) days.
 - h. Provide information and referral to mental health services as well as screening and crisis intervention to Waco ISD students, clients and non-clients alike as appropriate.
8. Individual, family and group evidence based skills training services.

Additional Services Provided by LPHA or LPC or LCSW or Master's level clinician (MSW or LPC-I):

1. KCF staff will continue to see active clients at the G.L. Wiley Opportunity Center (DAEP).
2. KCF staff will assist the Wiley Opportunity Center (DAEP) clients in transition to their home campuses.
3. KCF staff will continue to respond to referrals made by Wiley staff.

Training Provided to Waco ISD staff:

1. Suicide Prevention and education training and support
2. Anti-bullying and other supportive psycho-education as needed
3. Trauma Informed Care training and support

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XHIBIT B

**FEES TO BE PAID TO HEART OF TEXAS REGION MHMR
BY
Waco ISD**

Rate, Amount and Frequency of Payment

\$0 per month *
Contract shall not exceed* \$0 ending 5/30/18

* **Waco ISD** will provide a match to the Heart of Texas System of Care Closing the Gaps by providing office space valued at \$37,740/year and staff support at \$7,742.28 annually.

Waco Independent School District

Board of Trustees Meeting Agenda Item

Date: September 28, 2017

Contact Person: Dr. A. Marcus Nelson

RE: Discussion and possible action to approve the Continuous Lone Star Governance

=====

Background Information:

The next steps the Board needs to take in implementation of the Lone Star Governance model are to:

1. Approve the updated Board Time Use Tracker.
2. Approve the Board's Quarterly Board Progress Tracker.
3. Approve the monitoring report for goal progress measure 2.2; Dual Credit completion; and goal progress measure 3.2; End of year student certifications.
4. Approve Constraint Measures.

Fiscal Implications:

None

Administration Recommendations:

The Administration recommends that the Board of Trustees approve the updated Board Time Use Tracker, Quarterly Board Progress Tracker, Goal Progress Measure 2.2 and 3.2, and the Constraint Measures as presented.

Board Time Use Tracker
(LSG Framework Accountability 1)

Meeting Date	% Time Spent on S Outcome Goals
03-16-17	30%
03-23-17	19%
04-20-17	56%
04-27-17	43%
05-11-17	0%
05-18-17	31%
05-25-17	3%
06-15-17	3%
06-22-17	23%
07-20-17	7%
08-24-17	68%
08-31-17	14%
09-21-17	75%
09-23-17	56%
9-28-17	
10-26-17	
11-16-17	

Does Not Meet Focus: Of total minutes spent in Board-authorized public meetings, fewer than **25 percent** are invested in progress monitoring of the Board's student outcome goals

Meets Focus: Of total minutes spent in Board-authorized public meetings, no fewer than **25 percent** are invested in progress monitoring of the Board's student outcome goals

Masters Focus: Of total minutes spent in Board-authorized public meetings, no fewer than **50 percent** are invested in progress monitoring of the Board's student outcome goals

Board Time Use Tracker - Identification Chart

Date of meeting: September 21, 2017

Framework	Activity	Minutes Used	% of Total Minutes Used	Notes
Vision 1	Student Outcome Goal Setting			
Vision 2	Student Outcome Goal Monitoring	75	71%	PGM Dual Credit, AVID, CTE certifications.
Vision 3	Constraints Setting			
Vision 4	Constraints Monitoring			
Accountability 1	Superintendent Evaluation			
Accountability 2	Board Self-Evaluation			
Structure	Voting			
Advocacy 1	Community engagement			
Advocacy 2	Student/Family Engagement			
Advocacy 3	Community Training			
Other	Other	30	29%	Board Cmt Rpts, Budget Adoption, Tax Rate Adoption,
Total Vision-focused Minutes		75	71%	
Total Minutes		105		

From: "Crabill, A.J." <<mailto:A.J.Crabill@tea.texas.gov> >A.J.Crabill@tea.texas.gov>

Subject: Re: Time tracker

If the workshop is to provide background on a specific board item, I'd associate it with **voting**. If it's to inform/educate about a broader area, I would use **other**. If it is to set goals/GPMs I'd associate it with **goal setting** and so forth.

In short: it can go whichever way the content of the session determines. But if the session is to add context for a specific board item that's up for a vote, I'd count it as an extension of voting.

Time Tracker: does not include closed session.

Board Time Use Tracker - Identification Chart

Date of meeting: September 23, 2017

Framework	Activity	Minutes Used	% of Total Minutes Used	Notes
Vision 1	Student Outcome Goal Setting			
Vision 2	Student Outcome Goal Monitoring			
Vision 3	Constraints Setting	20	17%	
Vision 4	Constraints Monitoring			
Accountability 1	Superintendent Evaluation			
Accountability 2	Board Self-Evaluation	45	39%	
Structure	Voting			
Advocacy 1	Community engagement	50	43%	
Advocacy 2	Student/Family Engagement			
Advocacy 3	Community Training			
Other	Other			Board Cmt Rpts, Budget Adoption, Tax Rate Adoption,
Total Vision-focused Minutes		65	56%	
Total Minutes		115		

From: "Crabill, A.J." <[mailto:A.J.Crabill@tea.texas.gov]A.J.Crabill@tea.texas.gov>

Subject: Re: Time tracker

If the workshop is to provide background on a specific board item, I'd associate it with **voting**. If it's to inform/educate about a broader area, I would use **other**. If it is to set goals/GPMs I'd associate it with **goal setting** and so forth.

In short: it can go whichever way the content of the session determines. But if the session is to add context for a specific board item that's up for a vote, I'd count it as an extension of voting.

Time Tracker: does not include closed session.

Quarterly Board Progress Tracker

Section	Two Quarters Ago (Oct-Dec)	One Quarter Ago (Jan-March)	Current Quarter Targets	Current Quarter (April-June)	Next Quarter Targets	Extra Meetings Needed	Total Points Possible
Vision 1	0	12	12	12	12		15
Vision 2	0	12	12	12	12		15
Vision 3	0	0	9	9	9		20
Vision 4	0	0	4	4	4		5
Accountability 1	0	0	4	12	12		15
Accountability 2	0	0	.5	.5	1		5
Structure	0	1	1	4	4		15
Advocacy	1	1	1	1	1		10
Unity	0	0	1	10	10		10
Total	1	26	44.5	64.5	65		100

Affirmations

By Signing below, I affirm as a Trustee that this Lone Star Governance Quarterly Report is Complete and Accurate.

Trustees	Initial Here to Affirm Adherence To All Board Operating Procedures	Signature
Board President: Pat Atkins		
Board Vice-President: Allen Sykes		
Board Secretary: Norman Manning		
Stephanie Korteweg		
Cary DuPuy		
Larry Perez		
Angela Tekell		

Goal Progress Measure Report

Board Goal Two: Increase the percent of graduates displaying college readiness by earning at least 12 hours of post-secondary credit from 5.9% in 2014-2015 to 20% by 2020.

Progress Measure 2: Increase the percentage of students completing two or more dual credit courses from 6.5% in 2015-2016 to 15% by 2020.

Date Presented to Board: September 21, 2017

2017-2018 checkpoint: Increase the percentage of students completing two or more dual credit courses from 6.5% in 2015-2016 to 10.5% by 2018.

2017-18 Progress Measure Results: During the summer of 2017, 134 students successfully completed 203 courses.

Explanation of Results: Given that the 2017-2018 Board Goal 2 focuses on graduates, 5.43% of the district's seniors completed 2 or more dual credit courses by enrolling in summer courses at MCC. This is steady, given that 5.5% of the district's seniors completed 2 or more dual credit courses during the summer of 2016.

These results indicate that by the time of graduation in 2018, approximately 22.4% of seniors will have completed at least two dual credit courses, earning at least 6 transferable college hours.

Additional Information:

	Total 12th graders as of Sept 12 each year	Total 12th graders successfully completing 2 or more summer dual credit courses	Percent of total seniors	Number of graduates successfully completing 2 or more academic DC courses	Percent of graduates successfully completing 2 or more academic DC courses	Expected percent of graduates successfully completing 2 or more DC courses
2015-2016 (Benchmark Year)	713 U – 329, W – 384	23	3.23	85 of 673 graduates	12.6	
2016-2017	618 U – 289, W – 329	34	5.50	156 of 641 graduates	24.3	
2017-2018	773 U – 399, W - 374	42	5.43	133 (as of the end of MCC second summer session)	17.2% (based on 773 graduates)	173 - 22.4% (based on 773 graduates)

Goal Progress Measure Report

Board Goal Three: Increase the percent of graduates displaying career readiness by completing a Waco ISD Workforce Preparation Program from 65% to 80% by 2020.

Progress Measure Two: Increase the cumulative percentage of students earning a workforce certification each semester from a total percent of 67% to 80% by 2020.

Date Presented to Board: September 21, 2017

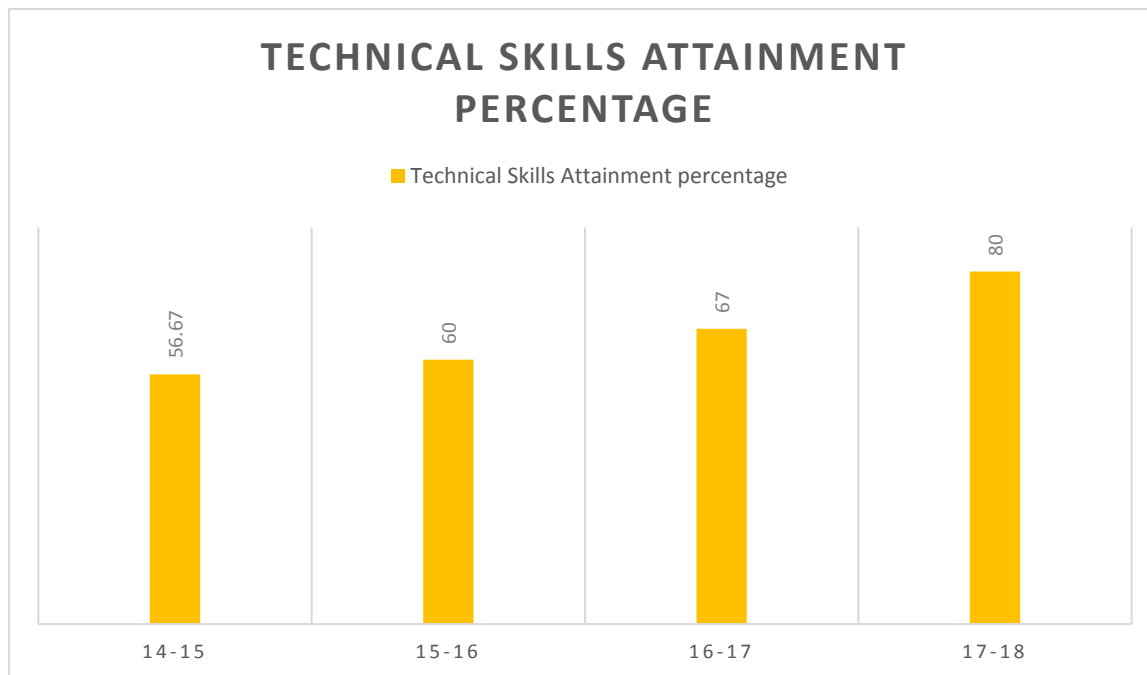
2016-17 Checkpoint: Spring Dual Credit Completion

Increase the cumulative percentage of students earning a workforce certification each semester from a total percent of 67% to 70% by 2020.

Superintendent's evaluation of goal progress measure achievement:

- ☐ Does Not Meet Goal
- ☐ Approaching Goal Attainment
- ☐ Met Goal
- ☒ Mastery of Goal

Explanation/Elaboration for Outcome:



Measures initiated to insure success:

- Prior to 2017, students seeking their C.N.A. certification were hampered by a lack of testing facilities in the area as well as available testing date. By fulfilling the requirements to become testing center for The National Association of Credential Evaluation Services (NACES), our students are now able to practice and test in the same facility. Issues related to dates and times have been eliminated. Much of the increase in percentage is due to this addition.
- Focusing on teacher accountability for the number of students who are successful has played a role in the increase. At the end of the year, the CTE Director evaluated each teacher's success rate and set an increased goal for the next school year.
- Additional certifications, over the past four years additional certifications have been added. These include welding, forklift and OSHA.

While this goal has been met, the CTE staff is not satisfied with 80%. Additional certifications will continue to be added and teachers will be given goals for improvement each school year.



Constraints

1. The Superintendent shall not allow the students enrolled at Improvement Required or formerly Improvement Required campuses to be disproportionately served at higher rates by inexperienced, unqualified, or out-of-field teachers than campuses that meet state standard.

2. The Superintendent shall not eliminate or reduce prekindergarten programming from full-day to half-day.

5. The Superintendent shall not reduce the percentage of district resources allocated to fine arts, ATLAS Academy, UIL Academics, and elementary gifted and talented programming below the percentage in the adopted 2016-17 general fund budget.

Waco Independent School District

Board of Trustee Meeting Agenda Item

Date: September 28, 2017

Contact Person: Sharla Garcia
Lara Robertson

RE: Discussion and possible action to approve accepting Gifts and Grants to Waco ISD

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Background Information (Gifts >\$50,000 for Board Approval):

No gifts valued at \$50,000 or greater were reported for the September 2017 report.

Fiscal Implications (All Gifts):

An increase of **\$21,588.37** in total cash, items, and services donated to Waco ISD was recorded for the **September 2017** report.

Background Information (Grants):

No new information to report this month.

Administrative Recommendation(s):

The administration recommends acceptance of these gifts to Waco ISD.

**Waco ISD Gifts Report
September 2017**

Date	Name	Cash	Item	Service	Amount	Notes	Campus
08/01/2017	Waco Hippodrome Theatre	\$ 184.92			\$ 184.92	Tennyson night @ Hippodrome (% of sales)	Tennyson Middle/ATLAS
08/01/2017	Box Tops for Education	\$ 230.60			\$ 230.60	Box Tops for Education	Tennyson Middle
08/02/2017	Mark Hays	\$ 20.00			\$ 20.00	donated to WISD Ed Fdn; designated for Brazos High summer school trip to Hawaiian Falls	Brazos High
08/02/2017	Barbara Locher	\$ 20.00			\$ 20.00	donated to WISD Ed Fdn; designated for Brazos High summer school trip to Hawaiian Falls	Brazos High
08/02/2017	Jennifer Sprague	\$ 20.00			\$ 20.00	donated to WISD Ed Fdn; designated for Brazos High summer school trip to Hawaiian Falls	Brazos High
08/02/2017	Melissa Wray	\$ 60.00			\$ 60.00	donated to WISD Ed Fdn; designated for Brazos High summer school trip to Hawaiian Falls	Brazos High
08/02/2017	Roger Pauling	\$ 30.00			\$ 30.00	donated to WISD Ed Fdn; designated for Brazos High summer school trip to Hawaiian Falls	Brazos High
08/02/2017	Nakita Hogge	\$ 25.00			\$ 25.00	donated to WISD Ed Fdn; designated for Brazos High summer school trip to Hawaiian Falls	Brazos High
08/02/2017	Brittney Briscoe	\$ 60.00			\$ 60.00	donated to WISD Ed Fdn; designated for Brazos High summer school trip to Hawaiian Falls	Brazos High
08/02/2017	Derek Nafe	\$ 40.00			\$ 40.00	donated to WISD Ed Fdn; designated for Brazos High summer school trip to Hawaiian Falls	Brazos High
08/02/2017	Tiffany Walker	\$ 60.00			\$ 60.00	donated to WISD Ed Fdn; designated for Brazos High summer school trip to Hawaiian Falls	Brazos High
08/02/2017	Mandi DuPuy	\$ 25.00			\$ 25.00	donated to WISD Ed Fdn; designated for Brazos High summer school trip to Hawaiian Falls	Brazos High
08/02/2017	Jennifer McVey	\$ 20.00			\$ 20.00	donated to WISD Ed Fdn; designated for Brazos High summer school trip to Hawaiian Falls	Brazos High
08/02/2017	Karen Nafe	\$ 20.00			\$ 20.00	donated to WISD Ed Fdn; designated for Brazos High summer school trip to Hawaiian Falls	Brazos High
08/05/2017	Lowe's of Waco		\$ 12,484.00	\$ 3,516.00	\$ 16,000.00	classroom renovation - building materials, lighting, flooring, paint, labor, custom cabinetry	Tennyson Middle
08/07/2017	Valley Mills Car Wash		\$ 104.85		\$ 104.85	15 free exterior car washes (\$6.99 each)	Indian Spring Middle
08/07/2017	Off the Cobb		\$ 26.00		\$ 26.00	8 party favor bags of popcorn (\$3.25 each)	Indian Spring Middle
08/08/2017	Dickey's BBQ		\$ 88.00		\$ 88.00	16 free BBQ sandwiches (\$5.50 each)	Indian Spring Middle
08/08/2017	Jimmy John's					5 party platters	Crestview Elementary
08/22/2017	Donorschoose.org		\$ 189.00		\$ 189.00	Scholastic News, grade 2	Parkdale Elementary
08/29/2017	Calvary Baptist Church		\$ 2,750.00		\$ 2,750.00	55 backpacks with school supplies for PK-5th graders	West Avenue Elementary
09/01/2017	Bowen Electric Co.	\$ 250.00			\$ 250.00	donated to the WISD Ed Fdn; designated for Construction Academy sponsorship	GWAMA/Construction
09/01/2017	Samantha Chamberlain		\$ 65.00		\$ 65.00	clothes, wipes, car seat & baby bath for PEP Program	Waco High
09/01/2017	Ascension Health	\$ 1,200.00			\$ 1,200.00	ck# 686967 - sponsorship for CTE summer internship program	CTE
09/01/2017	Carrie Arroyo		\$ 100.00		\$ 100.00	breast pump, bathtub, & clothing for PEP Program	Waco High
TOTALS		\$ 2,265.52	\$ 15,806.85	\$ 3,516.00	\$ 21,588.37		

Waco Independent School District
Board of Trustees Meeting Agenda Item

Date: September 28, 2017

Contact Person: Israel Carrera

RE: Discussion and update on Prevailing Wage Rates

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Background Information:

Israel Carrera, Assistant Superintendent of Operations, will give the Board an update on Prevailing Wage Rates.

Fiscal Implications:

None

Administration Recommendations:

For report only.

Waco Independent School District
Board of Trustees Meeting Agenda Item

Date: January 19, 2017

Contact Person: Dr. Marcus Nelson

RE: Continuous Improvement Governance Work

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Background Information:

As its next step in fully implementing TEA's model for continuous improvement for governing teams, the board will:

1. Review and discuss the annual goal completion and Lone Star Governance Score Card

Student Outcome Goals Scorecard

Student Outcome Goal # 1 (target 55% /actual 55%)		
Increase the percentage of third grade students reading on grade level as measured by STAAR from 54% to 83% by 2020		
GPM #1.1 (targeted/actual)	GPM #1.2 (targeted/actual)	GPM #1.3 (targeted/actual)
45%/48%	50%/44%	60%/55%
Student Outcome Goal # 2 (target 9% /actual 17.0%)		
Increase the percent of graduates displaying college readiness by earning at least 12 hours of post-secondary credit from 5.9% to 20% by 2020		
GPM #2.1 (targeted/actual)	GPM #2.2 (targeted/actual)	GPM #2.3 (targeted/actual)
31%/26.03	8.5%/30.8	77%/80%
Student Outcome Goal # 3 (target 68% /actual 80)		
Increase the percentage of graduates displaying career readiness by completing a Waco ISD Workforce Preparation Program from 65% to 80% by 2020.		
GPM #3.1 (targeted/actual)	GPM #3.2 (targeted/actual)	GPM #3.3 (targeted/actual)
91%/98%	70%/77.6%	66%/94%

Overall Performance	
% of All GPMs That Meet Target	67%

Constraints Scorecard

Constraint # 1		
The superintendent will not allow funding cuts for enrichment opportunities for fine arts, ATLAS, nor UIL academic activities.		
GPM #1.1 (targeted/actual)	GPM #1.2 (targeted/actual)	GPM #1.3 (targeted/actual)
4.31%/4.24	4.31%/4.24	4.31%/4.24

Constraint # 2		
TBD		

Overall Performance	
% of all CPMs That Met Target	0%