

THE HOUSTON INDEPENDENT SCHOOL DISTRICT



AGENDA

**School Board
Meeting**

December 14, 2023

5:00 P.M. – BOARD AUDITORIUM – OPEN SESSION

- **CALL TO ORDER**
- **MEDITATION AND PLEDGE OF ALLEGIANCE**
- **RECOGNITIONS**
- **SPEAKERS TO AGENDA ITEMS**
- **PUBLIC HEARING ON SCHOOL FINANCIAL INTEGRITY RATING SYSTEM OF TEXAS (SCHOOL FIRST)**
- **HEARING OF THE COMMUNITY**
- **CONSIDERATION AND APPROVAL OF AGENDA ITEMS**
- **REMARKS AND REPORTS**
- **RECESS TO CLOSED OR EXECUTIVE SESSION UNDER SECTIONS 551.004, 551.071, 551.072, 551.073, 551.074, 551.076, 551.082, 551.0821, 551.083, 551.084, AND 551.089 OF THE TEXAS GOVERNMENT CODE FOR THE PURPOSES LISTED IN THIS NOTICE**
- **RECONVENE IN OPEN SESSION**
- **CONSIDERATION AND POSSIBLE ACTION ON MATTERS DISCUSSED IN CLOSED OR EXECUTIVE SESSION**

CONSENT AGENDA

1. Approval To Adopt The Local Innovation Plan And Obtain The District Of Innovation Designation
2. Consideration And Acceptance Of New Goal Progress Measures And Constraint Progress Measures
 - Goal Progress Measures And Constraint Progress Measures
3. Approval To Adopt A Monitoring Calendar In Accordance With Texas Education Agency Lone Star Governance
 - Lone Star Governance Monitoring Calendar
4. Adoption Of Lone Star Governance Implementation Timeline
 - Lone Star Governance Implementation Timeline

5. Approval Of Proposed Revisions To Board Policy CFC(LOCAL), *Accounting: Audits*-First Reading
 - CFC(LOCAL), First Reading
6. Approval Of Proposed Revisions To Board Policy CLB(LOCAL), *Buildings, Grounds, And Equipment Management: Maintenance*-First Reading
 - CLB(LOCAL), First Reading
7. Approval Of Proposed Revisions To Board Policy CKC(LOCAL), *Safety Program/Risk Management: Emergency Plans*-Second Reading
 - CKC(LOCAL), Second Reading
8. Approval Of Proposed Deletion Of Board Policy CKE(LOCAL), *Safety Program/Risk Management: Security Personnel*, And Proposed Establishment Of Board Policy CKEA(LOCAL), *Security Personnel: Commissioned Peace Officers*-Second Reading
 - CKE(LOCAL), Second Reading
 - CKEA(LOCAL), Second Reading
9. Approval Of Proposed Revisions To Board Policy FNG(LOCAL), *Student Rights And Responsibilities: Student And Parent Complaints/Grievances*-Second Reading
 - FNG(LOCAL), Second Reading
10. Approval Of Proposed Revisions To Board Policy FO(LOCAL), *Student Discipline*-Second Reading
 - FO(LOCAL), Second Reading
11. Approval Of Certification Waiver For Counselors For The 2023-2024 School Year
12. Approval Of Vendor Awards for Purchases Which Cost \$1,000,000 Or More
 - Purchase Requests Cover Sheet
 - Purchase Requests
13. Authority To Negotiate, Execute, And Amend Construction Contracts For Multi-Campus Heating, Ventilation, And Air Conditioning System Repairs And Improvements
14. Approval Of The December Budget Amendment
 - December Budget Amendment
15. Approval Of 2023 Tax Roll
 - Harris County Tax Roll Letter

16. Approval Of Agreement With Houston Community College To Utilize Classroom Space For A Special Education Transition Program For Students 18 And Older
17. Consideration And Approval Of Minutes From Previous Meetings

REMARKS AND REPORTS

BOARD MEMBER REPORTS AND COMMENTS

Reports and comments from the board president and board members regarding meetings and conferences attended, including board committee meetings; schools visited; community and district activities; new initiatives; education programs; and continuing education. The items may be discussed, but no final action will be taken on these items at this meeting.

REPORTS FROM THE SUPERINTENDENT

Reports and comments by the superintendent of schools regarding meetings and conferences attended, schools visited, community and district activities, new initiatives, and education programs, on which there will be no action. The items may be discussed, but no final action will be taken on these items at this meeting.

CLOSED SESSION

Personnel

- a) Deliberate the duties of the superintendent of schools, chief officers, assistant superintendents, principals, employees, and board members; evaluations of the superintendent; consideration of compensation, and contractual provisions of same.
- b) Consider and approve proposed appointments, reassignments, proposed terminations, terminations/suspensions, contract lengths, proposed nonrenewals, renewals, and resignations/retirements of personnel including teachers, assistant principals, principals, chief officers, assistant superintendents, executive officers, and other administrators, and, if necessary, approve waiver and release and compromise agreements.
- c) Hear complaints against and deliberate the appointment, evaluation, and duties of public officers or employees and resolution of same.

Legal

- a) Matters on which the district's attorney's duty to the district under the Code of Professional Responsibility clearly conflicts with the Texas Open Meetings Law, including specifically any matter listed on this agenda and meeting notice.
- b) Pending or contemplated litigation matters and status report.
- c) Update on federal law enforcement activity on February 27, 2020.
- d) Update on Harvey insurance claims.

Real Estate

- a) Discussion pursuant to Texas Government Code section 551.072 related to the purchase, exchange, lease, or value of certain real property.

Security Devices Or Security Audits

- a) Discussion Of Districtwide Intruder Detection Audit Report Findings And Corrective Actions Put Into Place

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Consent Agenda

4400 WEST 18TH STREET
HOUSTON, TEXAS 77092

12/14/2023

1.

Office of the Superintendent of Schools

Office of the Chief of Staff

Approval To Adopt The Local Innovation Plan And Obtain The District Of Innovation Designation

The School Board of the Houston Independent School District (HISD) is asked to approve the district's local innovation plan, which will allow HISD to obtain the state's District of Innovation designation under Texas Education Code (TEC) 12A.005.

The board voted on September 7, 2023, to approve a resolution to initiate the process of becoming a District of Innovation, and on September 14, 2023, the School Board held a public hearing as required by TEC 12A.002(a). Also on September 14, 2023, the board voted to approve the formation of a local District of Innovation Plan Committee to develop a local innovation plan as described in TEC 12A.002(b)(2) and TEC 12A.003.

On November 14, 2023, the HISD District Advisory Committee voted to approve the local innovation plan as required by TEC 12A.005(a)(3).

The plan has been posted on the HISD website at <https://www.houstonisd.org/Page/41608> since November 10, 2023, in compliance with TEC 12A.005(a)(1).

COST/FUNDING SOURCE(S): None

STAFFING IMPLICATIONS: None

THIS ITEM DOES NOT ESTABLISH, MODIFY, OR DELETE BOARD POLICY.

RECOMMENDED: That the School Board approves the local innovation plan, effective December 15, 2023.



Consent Agenda

4400 WEST 18TH STREET
HOUSTON, TEXAS 77092

12/14/2023

2.

Office of the School Board

Consideration And Acceptance Of New Goal Progress Measures And Constraint Progress Measures

The Houston Independent School District (HISD) School Board is asked to consider and accept progress measures for the new goals and constraints adopted by the board on November 9, 2023.

The proposed progress measures are attached to this agenda item and will be published in the Lone Star Governance (LSG) section of the HISD public website.

COST/FUNDING SOURCE(S): None

STAFFING IMPLICATIONS: None

THIS ITEM DOES NOT ESTABLISH, MODIFY, OR DELETE BOARD POLICY.

RECOMMENDED: That the School Board accepts the progress measures as provided, effective December 15, 2023.

PROGRESS MEASURES FOR STUDENT OUTCOME GOALS

The progress measures for the student outcome goals defined in Board Policy AE(LOCAL) are as follows.

GOAL PROGRESS MEASURE 1.1

The percentage of grade 3 students projected at Meets Grade Level on NWEA Measures of Academic Progress (MAP) in reading will increase from 28 percent in September 2023 to 43 percent in May 2028.

Alignment to Goal

NWEA MAP-aligned cut scores for Meets Grade Level are based on the State of Texas Assessments of Academic Readiness (STAAR) data from prior years. As students test in beginning of the year (BOY), middle of the year (MOY), and end of the year (EOY), these cut scores increase to align with expected EOY STAAR performance.

Group	2023 BOY Baseline	2024 Goal	2025 Goal	2026 Goal	2027 Goal	2028 Goal
All Students	28	29	30	35	40	43
American Indian	30	31	32	37	42	45
Asian	63	64	65	70	75	78
Black	27	28	29	34	39	42
Hispanic	18	19	20	25	30	33
Pacific Islander	64	65	66	71	76	79
Two or More	70	71	72	77	82	85
White	64	65	66	71	76	79
Economically Disadvantaged	19	20	21	26	31	34
Emergent Bilingual	13	14	15	20	25	28
Special Education	12	13	14	19	24	27

GOAL PROGRESS MEASURE 1.2

The percentage of grade 3 students attending a New Education System (NES) or NES-aligned (NES-A) campus projected at Meets Grade Level in reading on NWEA MAP will increase from 18 percent in September 2023 to 38 percent in May 2028.

Alignment to Goal

NES and NES-A campuses reflect the superintendent's priority and are campuses with the highest needs.

Group	2023 BOY Baseline	2024 Goal	2025 Goal	2026 Goal	2027 Goal	2028 Goal
All Students	18	20	23	28	33	38
American Indian	-					
Asian	9	11	14	19	24	29
Black	22	24	27	32	37	42
Hispanic	15	17	20	25	30	35
Pacific Islander	-					
Two or More	40	42	45	50	55	60
White	26	28	31	36	41	46
Economically Disadvantaged	18	20	23	28	33	38
Emergent Bilingual	10	12	15	20	25	30
Special Education	5	7	10	15	20	25

GOAL PROGRESS MEASURE 1.3

The percentage of grade 3 students that have a Conditional Growth Index (CGI) of 0.6 or higher on NWEA MAP in reading will increase from XX percent in January 2024 to YY percent in May 2028.

Alignment to Goal

Students need to grow at 0.6 or more to accelerate learning and achieve the Meets Grade Level standard on STAAR. More students meeting grade level will improve the school growth indicator performance.

Note: Baseline data is anticipated January 29, 2024, following closure of the MOY MAP testing window. Baseline data will be set using BOY – MOY CGI. Summative progress measure data will be based on EOY – EOY CGI, which will not be available until June 1, 2025.

Group	2023 MOY Baseline	2024 Goal	2025 Goal	2026 Goal	2027 Goal	2028 Goal
All Students						70
American Indian						
Asian						
Black						
Hispanic						
Pacific Islander						
Two or More						
White						
Economically Disadvantaged						
Emergent Bilingual						
Special Education						

GOAL PROGRESS MEASURE 2.1

The percentage of all grade 3 students projected at Meets Grade Level on NWEA MAP in math will increase from 24 percent in September 2023 to 39 percent in May 2028.

Alignment to Goal

NWEA MAP-aligned cut scores for Meets Grade Level are based on STAAR data from prior years. As students test in BOY, MOY, and EOY, these cut scores increase to align with expected EOY STAAR performance.

Group	2023 BOY Baseline	2024 Goal	2025 Goal	2026 Goal	2027 Goal	2028 Goal
All Students	24	25	27	33	37	39
American Indian	41	42	44	50	54	56
Asian	61	62	64	70	74	76
Black	14	15	17	23	27	29
Hispanic	18	19	21	27	31	33
Pacific Islander	56	57	59	65	69	71
Two or More	64	65	67	73	77	79
White	60	61	63	69	73	75
Economically Disadvantaged	15	16	18	24	28	30
Emergent Bilingual	17	18	20	26	30	32
Special Education	9	10	12	18	22	24

GOAL PROGRESS MEASURE 2.2

The percentage of grade 3 students attending an NES or NES-A campus projected at Meets Grade Level on NWEA MAP in math will increase from 12 percent in September 2023 to 32 percent in May 2028.

Alignment to Goal

NES and NES-A campuses reflect the superintendent's priority and are campuses with the highest needs.

Group	2023 BOY Baseline	2024 Goal	2025 Goal	2026 Goal	2027 Goal	2028 Goal
All Students	12	14	17	22	27	32
American Indian	-					
Asian	6	8	11	16	21	26
Black	8	10	13	18	23	28
Hispanic	14	16	19	24	29	34
Pacific Islander	-					
Two or More	4	6	9	14	19	24
White	17	19	22	27	32	37
Economically Disadvantaged	12	14	17	23	28	30
Emergent Bilingual	11	13	16	21	26	31
Special Education	4	6	9	14	19	24

GOAL PROGRESS MEASURE 2.3

The percentage of grade 3 students that have a CGI of 0.6 or higher on NWEA MAP in math will increase from XX percent in January 2024 to YY percent in May 2028.

Alignment to Goal

Students with a CGI of 0.6 or higher are growing at a greater rate than the national norm. This demonstrates a level of accelerated learning that moves students towards achieving the Meets Grade Level standard.

Note: Baseline data is anticipated January 29, 2024, following closure of the MOY MAP testing window. Baseline data will be set using BOY – MOY CGI. Summative progress measure data will be based on EOY – EOY CGI, which will not be available until June 1, 2025.

Group	2023 MOY Baseline	2024 Goal	2025 Goal	2026 Goal	2027 Goal	2028 Goal
All Students						
American Indian						
Asian						
Black						
Hispanic						
Pacific Islander						
Two or More						
White						
Economically Disadvantaged						
Emergent Bilingual						
Special Education						

GOAL PROGRESS MEASURE 3.1

The percentage of grade 11 students meeting Texas Success Initiative (TSI) criteria on the SAT, ACT, or TSI Assessment (TSIA) in both math and reading will increase from 15 percent in May 2023 to 30 percent in May 2028.

Alignment to Goal

Demonstrating TSI readiness is one way to demonstrate college readiness for the Texas accountability system. By ensuring that students are meeting the TSI prior to their senior year, the district increases the percentage of graduates who are college ready. TSI is one of the requirements of the outcomes bonus for both career and college ready.

Group	2023 BOY Baseline	2024 Goal	2025 Goal	2026 Goal	2027 Goal	2028 Goal
All Students	15	16	17	22	27	30
American Indian	21	22	23	28	33	36
Asian	42	43	44	49	54	57
Black	10	11	12	17	22	25
Hispanic	11	12	13	18	23	27
Pacific Islander	20	21	22	27	32	35
Two or More	31	32	33	38	43	47
White	30	31	32	37	42	45
Economically Disadvantaged	9	10	11	16	21	24
Emergent Bilingual	11	12	13	18	23	26
Special Education	4	5	6	11	16	19

GOAL PROGRESS MEASURE 3.2

The percentage of grade 10, 11, and 12 students who are on track to achieve career and technical education (CTE) completer status by graduation will increase from 34 percent in May 2023 to 49 percent in May 2028.

Alignment to Goal

CTE completers must complete three courses in an aligned program of study to be eligible for a college, career, and military readiness (CCMR) point after passing the industry-based certification (IBC) exam. This metric also ensures that students are on track to obtain an IBC before graduation. Success on an IBC exam is a component of the career readiness outcomes bonus funding.

Group	2023 BOY Baseline	2024 Goal	2025 Goal	2026 Goal	2027 Goal	2028 Goal
All Students	34	35	36	41	46	49
American Indian	27	28	29	34	39	42
Asian	37	38	39	44	49	52
Black	32	33	34	39	44	47
Hispanic	36	37	38	43	48	51
Pacific Islander	29	30	31	36	41	44
Two or More	27	28	29	34	39	42
White	27	28	29	34	39	42
Economically Disadvantaged	34	35	36	41	46	49
Emergent Bilingual	36	37	38	43	48	51
Special Education	25	26	27	32	37	40

GOAL PROGRESS MEASURE 3.3

The percentage of grade 11 students who qualify for college credit will increase from 33 percent in May 2023 to 48 percent in May 2028.

Alignment to Goal

Advanced Placement (AP), International Baccalaureate (IB), dual credit, and dual enrollment (DE) provide students the opportunity to earn college credit and earn a CCMR point. These are all areas leading to students being successful in TSI as well, aligning to the outcomes bonus career readiness component.

Note: Current baseline data is missing 2021 DE data, which is a minimal portion of the dataset, given the scope of DE in that year and the fact that most students do not participate in DE in their freshman year.

Group	2023 BOY Baseline	2024 Goal	2025 Goal	2026 Goal	2027 Goal	2028 Goal
All Students	33	34	35	40	45	48
American Indian	25	26	27	32	37	40
Asian	71	72	73	78	83	86
Black	22	23	24	29	34	37
Hispanic	33	34	35	40	45	48
Pacific Islander	20	21	22	27	32	35
Two or More	45	46	47	52	57	60
White	38	39	40	45	50	53
Economically Disadvantaged	28	29	30	35	40	43
Emergent Bilingual	37	38	39	44	49	52
Special Education	9	10	11	16	21	24

GOAL PROGRESS MEASURE 4.1

The percentage of students in grades 4 through 8 who receive special education services that have a CGI of 0.6 or higher on NWEA MAP in reading will increase from XX percent in January 2024 to YY percent in May 2028.

Alignment to Goal

Students with a CGI of 0.6 or higher are growing at a greater rate than the national norm. This demonstrates a level of accelerated learning that moves students towards achieving the Meets Grade Level standard. More students meeting grade level will improve the school growth indicator performance.

Note: Baseline data is anticipated January 29, 2024, following closure of the MOY MAP testing window. Baseline data will be set using BOY – MOY CGI. Summative progress measure data will be based on EOY – EOY CGI, which will not be available until June 1, 2025.

Group	2023 BOY Baseline	2024 Goal	2025 Goal	2026 Goal	2027 Goal	2028 Goal
All Students (Special Education)						
American Indian						
Asian						
Black						
Hispanic						
Pacific Islander						
Two or More						
White						
Economically Disadvantaged						
Emergent Bilingual						

GOAL PROGRESS MEASURE 4.2

The percentage of students in grades 4 through 8 who receive special education services that have a CGI of 0.6 or higher on NWEA MAP in math will increase from XX percent in January 2024 to YY percent in May 2028.

Alignment to Goal

Students with a CGI of 0.6 or higher are growing at a greater rate than the national norm. This demonstrates a level of accelerated learning that moves students towards achieving the Meets Grade Level standard. More students meeting grade level will improve the school growth indicator performance.

Note: Baseline data is anticipated January 29, 2024, following closure of the MOY MAP testing window. Baseline data will be set using BOY – MOY CGI. Summative progress measure data will be based on EOY – EOY CGI, which will not be available until June 1, 2025.

Group	2023 BOY Baseline	2024 Goal	2025 Goal	2026 Goal	2027 Goal	2028 Goal
All Students (Special Education)						
American Indian						
Asian						
Black						
Hispanic						
Pacific Islander						
Two or More						
White						
Economically Disadvantaged						
Emergent Bilingual						

GOAL PROGRESS MEASURE 4.3

The percentage of students in grades 3 through 8 who receive special education services who are projected at Meets Grade Level in reading or math on NWEA MAP will increase from 11 percent in September 2023 to 26 percent in May 2028.

Alignment to Goal

NWEA MAP conducted a linking study between the STAAR assessment on the MAP assessment to determine projected proficiency performance. Those that attain the Meets Grade Level standard on the STAAR assessment are likely to receive a point toward the school growth indicator.

Group	2023 BOY Baseline	2024 Goal	2025 Goal	2026 Goal	2027 Goal	2028 Goal
All Students (Special Education)	11	12	13	18	23	26
American Indian	-					
Asian	43	44	45	50	55	58
Black	6	7	8	13	18	21
Hispanic	7	8	9	14	19	22
Pacific Islander	-					
Two or More	35	36	37	42	47	50
White	41	42	43	48	53	56
Economically Disadvantaged	6	7	8	13	18	21
Emergent Bilingual	6	7	8	13	18	21

PROGRESS MEASURES FOR SUPERINTENDENT CONSTRAINTS

The progress measures for the superintendent constraints defined in Board Policy AE(LOCAL) are as follows.

Note: Five-year targets are based on the campus component score aligned with a C in domain 2a of the accountability system for progress measures one and two and a C for CCMR for domain 1 for progress measure three. As campuses who are rated D/F are not at the C level yes, these constraint progress measures are the path to meeting the constraint.

CONSTRAINT PROGRESS MEASURE 1.1

The percentage of grade 2–5 students enrolled in a campus with a prior-year unacceptable rating who have a CGI of 0.6 or higher on NWEA MAP in reading or math will increase from XX% in January 2024 (beginning to middle of year) to 63% in May 2028 (beginning to end of year).

Note: No baseline due to MOY being in January 2024.

Group	2024 MOY Baseline	2024 Goal	2025 Goal	2026 Goal	2027 Goal	2028 Goal
Target						63%
Actual						

CONSTRAINT PROGRESS MEASURE 1.2

The percentage of grade 6–8 students enrolled in a campus with a prior-year unacceptable rating who have a CGI of 0.6 or higher on NWEA MAP in reading or math will increase from XX% in January 2024 (beginning to middle of year) to 61% in May 2028 (beginning to end of year).

Note: No baseline due to MOY being in January 2024.

Group	2024 MOY Baseline	2024 Goal	2025 Goal	2026 Goal	2027 Goal	2028 Goal
Target						61%
Actual						

CONSTRAINT PROGRESS MEASURE 1.3

The percentage of graduates from campuses with a prior-year unacceptable rating who graduate college-, career-, or military-ready will increase from XX% in August 2023 to 64% in August 2028.

Note: No baseline due to delay in accountability ratings release.

Group	2023 Baseline	2024 Goal	2025 Goal	2026 Goal	2027 Goal	2028 Goal
Target						64%
Actual						

CONSTRAINT PROGRESS MEASURE 2.1

The District will increase the percentage of initial eligibility Admission, Review, Dismissal (ARD) committee meetings conducted in compliance with federally required timelines from 87% in June 2023 to 100% in June 2024 and maintain 100% compliance through June 2028.

Group	2023 Baseline	2024 Goal	2025 Goal	2026 Goal	2027 Goal	2028 Goal
Target		100%	100%	100%	100%	100%
Actual	87%					

CONSTRAINT PROGRESS MEASURE 2.2

The percentage of Individualized Education Plans (IEPs) reviewed by an independent team from the Special Education Department for compliance and delivery of services will increase from XX% in January 2024 to YY% in June 2028.

Group	2024 Baseline	2024 Goal	2025 Goal	2026 Goal	2027 Goal	2028 Goal
Target						
Actual						

CONSTRAINT PROGRESS MEASURE 3.1

The number of significant changes to school options or programming made by the superintendent without conducting and communicating research-based analysis of the effectiveness and impact on the achievement of board-adopted student outcome goals shall not increase from zero in November 2023 to zero in June 2028.

Group	2023 Baseline	2024 Goal	2025 Goal	2026 Goal	2027 Goal	2028 Goal
Target		0	0	0	0	0
Actual	0					



Consent Agenda

4400 WEST 18TH STREET
HOUSTON, TEXAS 77092

12/14/2023

3.

Office of the School Board

Approval To Adopt A Monitoring Calendar In Accordance With Texas Education Agency Lone Star Governance

The Houston Independent School District (HISD) School Board is asked to adopt a monitoring calendar for the 2024-2028 school years that describes the months during which student outcome goals, constraints, and progress measures are reported to the board, as well as the months in which certain other reports are presented and in which certain events occur, in accordance with the Texas Education Agency (TEA) Lone Star Governance (LSG) continuous-improvement model.

A copy of the LSG monitoring calendar is attached.

COST/FUNDING SOURCE(S): None

STAFFING IMPLICATIONS: None

THIS ITEM DOES NOT ESTABLISH, MODIFY, OR DELETE BOARD POLICY.

RECOMMENDED: That the School Board approves adopting a monitoring calendar in accordance with TEA LSG requirements, effective December 15, 2023.

Houston Independent School District (HISD) Year 1 Texas Education Agency (TEA) Lone Star Governance (LSG) Monitoring Calendar: 2024							
Month	Goal/GPM		Constraint/CPM		Leadership Evaluations	Trainings	Other
	Number	Subject	Number	Subject			
January	1.1	Reading - Meets GL - BOY			Board Self-Evaluation	Team Building	
	2.1	Math - Meets GL- BOY					
February	3.2	CTE Completer Status - MOY					TAPR Hearing
	3.3	College Credit MOY					
March	1.2	Reading - Meets GL NES/A - MOY					Budget Workshop
	2.2	Math - Meets GL NES/A - MOY					
April	4.3	SPED - Meets GL - MOY	CPM 2.1	SPED compliance - 1st semester	Board Self-Evaluation		
	3.1	TSI Success - MOY	CPM 2.2	SPED compliance - 1st semester			
May	4.1	SPED - MAP Growth - MOY					
	4.2	SPED - MAP Growth NES/A - MOY					
June	1.3	Reading - MAP Growth - MOY/EOY	CPM 3.1	Campus Specialized Programming			Budget Hearing State Compensatory Education Hearing
	2.3	Math - MAP Growth - MOY/EOY					
July	NO MEETING						
August	Goal 1	STAAR Meets GL	CPM 2.1	SPED compliance - full prior year	Board Self-Evaluation		
	Goal 2	STAAR - Meets GL	CPM 2.2	SPED compliance - full prior year			
September	Goal 3	TSI Ready with IBC	CPM 1.1	MAP Growth - D&F rated		Local Orientation EISO Training Cybersecurity Training Human Trafficking Training Intro/Update to Code	
	Goal 4	Growth in 2A	CPM 1.2	MAP Growth - D&F rated			
			CPM 1.3	CCMR Points, Class of 2023			
October					Superintendent Evaluation		

HISD Years 2–5
TEA LSG Monitoring Calendar:
2024–2028

Month	Goal/GPM		Constraint/CPM		Leadership Evaluations	Trainings	Other
	Number	Subject	Number	Subject			
October	3.1	TSI Success - BOY			Board Self-Evaluation		
	3.2	CTE Completer Status - BOY					
November	1.1	Reading - Meets GL - BOY					
	2.1	Math - Meets GL- BOY					
December	4.3	SPED - Meets GL - BOY					School FIRST Hearing
January	3.3	College Credit - BOY			Board Self-Evaluation	Team Building	
February	3.2	CTE Completer Status - MOY					TAPR Hearing
	3.3	College Credit MOY					
March	1.2	Reading - Meets GL NES/A - MOY					
	2.2	Math - Meets GL NES/A - MOY					
April	4.3	SPED - Meets GL - MOY	CPM 2.1	SPED compliance - 1st semester	Board Self-Evaluation		
	3.1	TSI Success - MOY	CPM 2.2	SPED compliance - 1st semester			
May	4.1	SPED - MAP Growth - MOY					
	4.2	SPED - MAP Growth NES/A - MOY					
June	1.3	Reading - MAP Growth - MOY/EOY	CPM 3.1	Campus Specialized Programming			Budget Hearing State Compensatory Education Hearing
	2.3	Math - MAP Growth - MOY/EOY					
July	NO MEETING						
August	Goal 1	STAAR Meets GL	CPM 2.1	SPED compliance - full prior year	Board Self-Evaluation		
	Goal 2	STAAR - Meets GL	CPM 2.2	SPED compliance - full prior year			
September	Goal 3	TSI Ready with IBC	CPM 1.1	MAP Growth - D&F rated	Superintendent Evaluation	Local Orientation EISO Training Cybersecurity Training Human Trafficking Training Intro/Update to Code	
	Goal 4	Growth in 2A	CPM 1.2	MAP Growth - D&F rated			
			CPM 1.3	CCMR Points, Class of 2023			

Key	
Color	Description
	Goal 1
	Goal 2
	Goal 3
	Goal 4
	Constraints
Abbreviation	Description
BOY	Beginning of Year
CCMR	College, Career, and Military Readiness
CPM	Constraint Progress Measure
CTE	Career and Technology Education
EISO	Evaluating and Improving Student Outcomes
EOY	End of Year
School FIRST	School Financial Integrity Rating System of Texas
GL	Grade Level
GPM	Goal Progress Measure
IBC	Industry-Based Certification
MAP	Measures of Academic Progress
MOY	Middle of Year
NES/A	New Education System (NES) and/or NES-Aligned
NWEA	Formerly the Northwest Education Association; now just NWEA
SPED	Special Education
STAAR	State of Texas Assessments of Academic Readiness
TAPR	Texas Academic Performance Report
TSI	Texas Success Initiative



Consent Agenda

4400 WEST 18TH STREET
HOUSTON, TEXAS 77092

12/14/2023

4.

Office of the School Board

Adoption Of Lone Star Governance Implementation Timeline

The School Board of the Houston Independent School District (HISD) is asked to approve an implementation timeline for Lone Star Governance (LSG).

A board's implementation timeline is an important communication tool for LSG, Student Outcomes Focused Governance (SOFG), and all other effective school board-aligned frameworks in which boards receive support from a certified governance coach. This timeline is how the board publicly signals what the scope, timeline, and deliverables will be as they implement the framework being used. It is more importantly an agreement among the board, the administration, and the coach that they will be accountable to each other for completing the deliverables in the timeline.

The board coach, board president, and superintendent will review the plan every six months and determine which deliverables, if any, should be adjusted. Should the timeline be significantly changed, the board should vote to approve such a change.

A copy of the timeline is attached. It reflects feedback from and recent actions by the board.

COST/FUNDING SOURCE(S): None

STAFFING IMPLICATIONS: None

THIS ITEM DOES NOT ESTABLISH, MODIFY, OR DELETE BOARD POLICY.

RECOMMENDED: That the School Board adopts the LSG implementation timeline, effective December 15, 2023.

HOUSTON ISD LONE STAR GOVERNANCE IMPLEMENTATION TIMELINE - DRAFT

Quarter 1- September-November	Quarter 2- December-February
Adopt Implementation Timeline, Conduct Community Engagement, Adopt Vision Statement, Goals, GPMs, Constraints, CPMs, Progress Monitoring Training, Complete Agenda Review and Calendar Evaluation, Implement Time-use Tracking Process, Develop Board Operating Manual	Implement progress monitoring, adopt board guardrails, conduct policy diet, adopt superintendent evaluation instrument, develop board operating procedures manual, Onboard new elected board members, begin process of tracking cost of staff time spent on governance
Quarter 3- March-May	Quarter 4- June-August
Meet and maintain 50% time-use threshold, adopt budget aligned with goals and constraints	establish a regular cadence of board led community engagement using LSG process, Maintain LSG Progress and 50% Time-Use
Quarter 5- September-November	Quarter 6- December-February
Maintain LSG Progress and 50% Time-Use, annual board self evaluation and staff time-use report, first superintendent evaluation, <u>consider community engagement sessions to report results</u>	Maintain LSG Progress and 50% Time-Use
Quarter 7- March-May	Quarter 8- June-August
Meet and maintain 50% time-use threshold, adopt budget aligned with goals and constraints	Maintain LSG Progress and 50% Time-Use

Deliverable	Description	Owner	Due Date	Status	
September 2023					Past Due
2-Day	Board completes orientation on governance that is student outcomes focused	Coach	9/30/2023		On Track
Advocacy and Engagement	Hold 2-way board-led community engagement sessions	Board Chair	9/30/2023		At Risk
Advocacy and Engagement	Develop data handout and slide deck for community engagement sessions	Superintendent	9/30/2023		Completed
Advocacy and Engagement	Provide coach with all notes from the community to review and summarize into a document for the board	Superintendent	9/30/2023		Not Started
Advocacy and Engagement	Debrief community engagement process with coach and discuss ideas for continuous improvement	Board Chair	9/30/2023		
Check-in	Monthly touchpoint meetings with coach and conservator	Coach	9/30/2023		
Check-in	Monthly Check-in w/ Coach, Superintendent, and Chair	Board Chair	9/30/2023		
October 2023					
Advocacy and Engagement	Code and Synthesize information received from the community	Coach	10/7/2023		
Vision and Goals	Share community feedback summary with board of managers	Coach	10/7/2023		
Progress and Accountability	Attend time-use training hosted by coach	Board Chair	10/16/2023		
Vision and Goals	Review data sources (feedback summary and student needs assessment) with superintendent and discuss recommendations for board	Superintendent	10/10/2023		
Vision and Goals	Schedule 1-1 Conversations to discuss community feedback and student needs data with board members individually	Coach	10/16/2023		
Vision and Goals	Hold workshop to discuss vision and values, student outcome data, and draft goals/constraints	Board Chair	10/19/2023		
Vision and Goals	Post draft goals and constraints for community public comment	Board Chair	10/31/2023		
Monitoring & Accountability	Review GPMs, CPMs, monitoring report and monitoring calendar with LSG coach	Superintendent	10/31/2023		
Check-in	Monthly touchpoint meetings with coach and conservator	Coach	10/31/2023		
Check-in	Monthly Check-in w/ Coach, Superintendent, and Chair	Board Chair	10/31/2023		

November 2023				
Progress and Accountability	Workshop to review final goal language and monitoring processes	Coach	11/30/2023	
Vision and Goals	Adopt final goals, goal progress measures, constraints, and constraint progress measures	Board Chair	11/30/2023	
Progress and Accountability	Adopt Superintendent Evaluation Instrument	Board Chair	11/30/2023	
Synergy and Teamwork	Empanel an ad hoc committee to develop board operating procedure recommendations for the board	Board Chair	11/30/2023	
Check-in	Monthly touchpoint meetings with coach and conservator	Coach	11/30/2023	
Check-in	Monthly Check-in w/ Coach, Superintendent, and Chair	Board Chair	11/30/2023	
December 2023				
Progress and Accountability	Progress Monitoring Training- Effective monitoring calendar, effective monitoring report, effective monitoring practices and questions	Coach	12/31/2023	
Vision and Goals	Present Goal Progress Measures, Constraint Progress Measures, and Monitoring Calendar	Superintendent	12/31/2023	
Synergy and Teamwork	Onboard newly elected trustees	Board Chair	12/31/2023	
Progress and Accountability	Spend at least 10% of the board's time monitoring student outcome goals	Board Chair	12/31/2023	
Check-in	Monthly touchpoint meetings with coach and conservator	Coach	12/31/2023	
Check-in	Monthly Check-in w/ Coach, Superintendent, and Chair	Board Chair	12/31/2023	
January 2024				
Progress and Accountability	LSG workshop for cabinet level staff	Coach	1/31/2024	
Progress and Accountability	Quarterly Board Self-Evaluation w/ a Target of 40/80 Points As Measured By the LSG Integrity Instrument	Board Chair	1/31/2024	
Progress and Accountability	Develop a process for tracking and reporting, at least annually, the average cost of staff time spent on governance using the staff use tracker.	Superintendent	1/31/2024	
Progress and Accountability	Spend at least 10% of the board's time monitoring student outcome goals	Board Chair	1/31/2024	
Check-in	Monthly touchpoint meetings with coach and conservator	Coach	1/31/2024	
Check-in	Monthly Check-in w/ Coach, Superintendent, and Chair	Board Chair	1/31/2024	
February 2024				
Vision and Goals	Hold workshop to discuss board operating procedures and <u>board constraints</u>	Coach	2/29/2024	
Synergy and Teamwork	Adopt final reading of board operating procedures and board constraints	Board Chair	2/29/2024	
Synergy and Teamwork	Implement the process by which board members receive meeting materials and submit questions after being codified into board operating procedures.	Superintendent	2/29/2024	
Unity and Trust	Check-in with elected board members and representatives of BOM	Board Chair	2/29/2024	
Progress and Accountability	Spend at least 25% of the board's time monitoring student outcome goals	Board Chair	2/29/2024	
Check-in	Monthly touchpoint meetings with coach and conservator	Coach	2/29/2024	
Check-in	Monthly Check-in w/ Coach, Superintendent, and Chair	Board Chair	2/29/2024	
March 2024				

Progress and Accountability	Spend at least 50% of the board's time monitoring student outcome goals	Board Chair	3/31/2024	
Systems and Processes	Empanel an Ad Hoc Committee to Conduct the Policy Diet Process	Board Chair	3/31/2024	
Advocacy and Engagement	Empanel an Ad Hoc Committee to Plan a Cadence of Accountability with Routine Board-led Community Engagement to Occur AT LEAST 2x Per Year	Board Chair	3/31/2024	
Check-in	Monthly touchpoint meetings with coach and conservator	Coach	3/31/2024	
Check-in	Monthly Check-in w/ Coach, Superintendent, and Chair	Board Chair	3/31/2024	
April 2024				
Progress and Accountability	Workshop to ascertain the alignment between the 2024/25 budget and achievement of the goals and constraints	Coach	4/30/2024	
Systems and Processes	Finalize implementation of the process by which board members receive meeting materials and submit questions.	Superintendent	4/30/2024	
Progress and Accountability	Quarterly Board Self-Evaluation w/ a Target of 46/80 Points As Measured By the LSG Integrity Instrument	Board Chair	4/30/2024	
Progress and Accountability	Spend at least 50% of the board's time monitoring student outcome goals	Board Chair	4/30/2024	
Check-in	Monthly touchpoint meetings with coach and conservator	Coach	4/30/2024	
Check-in	Monthly Check-in w/ Coach, Superintendent, and Chair	Board Chair	4/30/2024	
May 2024				
Progress and Accountability	Spend at least 50% of the board's time monitoring student outcome goals	Board Chair	5/31/2024	
Systems and Processes	Consider Recommendations from the Ad Hoc Policy Diet Committee	Board Chair	5/31/2024	
Advocacy and Engagement	Community Engagement Ad hoc Committee Recommendations to the Board	Board Chair	5/31/2024	
Check-in	Monthly touchpoint meetings with coach and conservator	Coach	5/31/2024	
Check-in	Monthly Check-in w/ Coach, Superintendent, and Chair	Board Chair	5/31/2024	
June 2024				
Unity and Trust	Check-in with elected board members and representatives of BOM	Board Chair	6/30/2024	
Advocacy and Engagement	Board-led Community Engagement Training Workshop	Coach	6/30/2024	
Progress and Accountability	Adopt the FY 2024/25 Budget- after confirming alignment with goals and constraints	Board Chair	6/30/2024	
Progress and Accountability	Spend at least 50% of the board's time monitoring student outcome goals	Board Chair	6/30/2024	
Check-in	Monthly touchpoint meetings with coach and conservator	Coach	6/30/2024	
Check-in	Monthly Check-in w/ Coach, Superintendent, and Chair	Board Chair	6/30/2024	
July 2024				
Progress and Accountability	Spend at least 50% of the board's time monitoring student outcome goals	Board Chair	7/31/2024	
Check-in	Monthly touchpoint meetings with coach and conservator	Coach	7/31/2024	
Check-in	Monthly Check-in w/ Coach, Superintendent, and Chair	Board Chair	7/31/2024	
August 2024				

Progress and Accountability	Spend at least 50% of the board's time monitoring student outcome goals	Board Chair	8/31/2024	
Progress and Accountability	Quarterly Board Self-Evaluation w/ a Target of 78/80 Points As Measured By the LSG Integrity Instrument	Board Chair	8/31/2024	
Check-in	Monthly touchpoint meetings with coach and conservator	Coach	8/31/2024	
Check-in	Monthly Check-in w/ Coach, Superintendent, and Chair	Board Chair	8/31/2024	
September 2024				
Progress and Accountability	Annual Reporting of staff time use on governance	Board Chair	9/30/2024	
Progress and Accountability	Spend at least 50% of the board's time monitoring student outcome goals	Board Chair	9/30/2024	
Check-in	Monthly touchpoint meetings with coach and conservator	Coach	9/30/2024	
Check-in	Monthly Check-in w/ Coach, Superintendent, and Chair	Board Chair	9/30/2024	
October 2024				
Unity and Trust	Check-in with elected board members and representatives of BOM	Board Chair	10/31/2024	
Progress and Accountability	Spend at least 50% of the board's time monitoring student outcome goals	Board Chair	10/31/2024	
Vision and Goals	Present Annual Student Outcome Goals and Constraints Report	Superintendent	10/31/2024	
Progress and Accountability	Annual Board Self-Evaluation w/ a Target of 80/80 Points As Measured By the LSG Integrity Instrument (must be done no more than 45 days before Sup't evaluation)	Board Chair	10/31/2024	
Progress and Accountability	Conduct Superintendent Evaluation using LSG Instrument	Board Chair	10/31/2024	
Advocacy and Engagement	Conduct Board-led Community Engagement to Review Progress Toward Student Outcome Goals Within Each Feeder Pattern w/ Low Performing Campuses	Board Chair	10/31/2024	
Check-in	Monthly Check-in w/ Coach, Superintendent, and Chair	Board Chair	10/31/2024	
November 2024				
Progress and Accountability	Spend at least 50% of the board's time monitoring student outcome goals	Board Chair	11/30/2024	
Check-in	Monthly touchpoint meetings with coach and conservator	Coach	11/30/2024	
Check-in	Monthly Check-in w/ Coach, Superintendent, and Chair	Board Chair	11/30/2024	
December 2024				
Progress and Accountability	Quarterly Board Self-Evaluation w/ a Target of 80/80 Points As Measured By the LSG Integrity Instrument	Board Chair	12/31/2024	
Progress and Accountability	Spend at least 50% of the board's time monitoring student outcome goals	Board Chair	12/31/2024	
Check-in	Monthly Check-in w/ Coach, Superintendent, and Chair	Board Chair	12/31/2024	
January 2025				
Progress and Accountability	Spend at least 50% of the board's time monitoring student outcome goals	Board Chair	1/31/2025	
Check-in	Monthly touchpoint meetings with coach and conservator	Coach	1/31/2025	
Check-in	Monthly Check-in w/ Coach, Superintendent, and Chair	Board Chair	1/31/2025	
February 2025				

Unity and Trust	Check-in with elected board members and representatives of BOM	Board Chair	2/28/2025	
Progress and Accountability	Spend at least 50% of the board's time monitoring student outcome goals	Board Chair	2/28/2025	
Check-in	Monthly touchpoint meetings with coach and conservator	Coach	2/28/2025	
Check-in	Monthly Check-in w/ Coach, Superintendent, and Chair	Board Chair	2/28/2025	
March 2025				
Progress and Accountability	Quarterly Board Self-Evaluation w/ a Target of 80/80 Points As Measured By the LSG Integrity Instrument	Board Chair	5/31/2025	
Progress and Accountability	Spend at least 50% of the board's time monitoring student outcome goals	Board Chair	3/31/2025	
Check-in	Monthly Check-in w/ Coach, Superintendent, and Chair	Board Chair	3/31/2025	
April 2025				
Budget Workshop	Presentation to connect the alignment between the 2025/26 budget and achievement of the goals and constraints	Superintendent	4/30/2024	
Progress and Accountability	Spend at least 50% of the board's time monitoring student outcome goals	Board Chair	4/30/2024	
Check-in	Monthly touchpoint meetings with coach and conservator	Coach	4/30/2024	
Check-in	Monthly Check-in w/ Coach, Superintendent, and Chair	Board Chair	4/30/2024	
May 2025				
Progress and Accountability	Spend at least 50% of the board's time monitoring student outcome goals	Board Chair	5/31/2025	
Check-in	Monthly touchpoint meetings with coach and conservator	Coach	5/31/2025	
Check-in	Monthly Check-in w/ Coach, Superintendent, and Chair	Board Chair	5/31/2025	
June 2025				
Unity and Trust	Check-in with elected board members and representatives of BOM	Board Chair	6/30/2025	
Progress and Accountability	Spend at least 50% of the board's time monitoring student outcome goals	Board Chair	6/30/2025	
Progress and Accountability	Quarterly Board Self-Evaluation w/ a Target of 80/80 Points As Measured By the LSG Integrity Instrument	Board Chair	8/31/2025	
Check-in	Monthly touchpoint meetings with coach and conservator	Coach	6/30/2025	
Check-in	Monthly Check-in w/ Coach, Superintendent, and Chair	Board Chair	6/30/2025	
July 2025				
Progress and Accountability	Spend at least 50% of the board's time monitoring student outcome goals	Board Chair	7/31/2025	
Check-in	Monthly touchpoint meetings with coach and conservator	Coach	7/31/2025	
Check-in	Monthly Check-in w/ Coach, Superintendent, and Chair	Board Chair	7/31/2025	
August 2025				
Progress and Accountability	Spend at least 50% of the board's time monitoring student outcome goals	Board Chair	8/31/2025	
Check-in	Monthly touchpoint meetings with coach and conservator	Coach	8/31/2025	
Check-in	Monthly Check-in w/ Coach, Superintendent, and Chair	Board Chair	8/31/2025	

September: Annual self-evaluation, staff time report, annual superintendent evaluation



Consent Agenda

4400 WEST 18TH STREET
HOUSTON, TEXAS 77092

12/14/2023

5.

Office of the Superintendent of Schools

Office of Finance and Business Services

Approval Of Proposed Revisions To Board Policy CFC(LOCAL), *Accounting: Audits*
-First Reading

The purpose of this agenda item is to request that the Houston Independent School District (HISD) School Board approves revisions to Board Policy CFC(LOCAL), *Accounting: Audits*.

RATIONALE

Changes to this local policy are recommended to update the requirements for performing internal audit functions.

A copy of CFC(LOCAL) showing the proposed changes is attached.

COST/FUNDING SOURCE(S): None

STAFFING IMPLICATIONS: None

THIS ITEM DOES NOT REQUIRE CONSULTATION.

THIS ITEM DOES MODIFY BOARD POLICY.

RECOMMENDED: That the School Board accepts the proposed revisions to Board Policy CFC (LOCAL), *Accounting: Audits*, on first reading, effective December 15, 2023.

Internal Audit

The Board shall select an external auditor(s) for the purpose of conducting~~The Office of Internal Audit shall conduct~~ a broad, comprehensive program of financial compliance and performance auditing within the District. The auditor(s) shall review the adequacy of the systems of internal controls to ascertain whether they provide reasonable assurance that the District's objectives and goals will be met efficiently and economically and that the systems of internal controls are functioning as intended.

The District's external auditor(s) shall be selected by the Board and shall report directly to the Audit Committee of the Board. The external auditor(s) shall also work directly with the Superintendent of Schools and/or delegate.

The external auditor(s) shall review the quality of performance of various activities and departments to ascertain whether goals and objectives have been achieved and if the District's resources have been utilized effectively. To this end, the audit reports shall furnish management with objective analyses, appraisals, information, counsel, and/or recommendations concerning the activities reviewed.

Duties

The auditors shall:

1. Prepare an annual audit plan for submission to the Board Audit Committee by May 31 of each year;
2. Prepare an annual audit report for presentation to the Board and for publication in compliance with statutes; and
3. Perform other services as may be required by the Board.

Independent Auditors/Annual Audit

The Board shall have the fiscal accounts of the District audited annually by a Texas certified or public accountant holding a permit from the Texas Board of Public Accountancy. In accordance with prudent business practices, the District shall issue requests for qualifications for such services not less than once every five to seven years. The policy of the District shall be to rotate such services so long as two or more qualifying public accounting firms have submitted proposals for such services. The annual audit shall be completed at the close of each fiscal year and shall meet at least the minimum requirements prescribed by the State Board of Education. The audit shall include an examination and review of the accuracy of the fiscal information provided by the District through the Public Education Information Management System (PEIMS). A copy of the annual audit report shall be filed with the Texas Education Agency (TEA) within 150 days after the end of the fiscal year. The Board shall also publish a condensed version of its audit report in one of the daily newspapers in the City of Houston.

Fees

The fee for auditing services shall be established at the time of the request for Board approval of the auditor's contract. For any services in addition to the duties listed above, the auditors shall receive additional remuneration based on prevailing scales for such services.

E-Rate Matters

In the case of E-Rate matters, refer to governance provided at CAA.



Consent Agenda

4400 WEST 18TH STREET
HOUSTON, TEXAS 77092

12/14/2023

6.

Office of the Superintendent of Schools

Office of Business Operations

Approval Of Proposed Revisions To Board Policy CLB(LOCAL), *Buildings, Grounds, And Equipment Management: Maintenance*-First Reading

The purpose of this agenda item is to request that the Houston Independent School District (HISD) School Board approves revisions to Board Policy CLB(LOCAL), *Buildings, Grounds, And Equipment Management: Maintenance*, as recommended by the Texas Association of School Boards (TASB).

RATIONALE

TASB recommends changes to Board Policy CLB(LOCAL), *Buildings, Grounds, And Equipment Management: Maintenance*, to include district-owned residential property used as student housing among the district facilities subject to integrated pest management (IPM) requirements, based on Administrative Code changes and information from the Texas Department of Agriculture.

A copy of **FNGCLB**(LOCAL) showing the proposed changes is attached.

COST/FUNDING SOURCE(S): None

STAFFING IMPLICATIONS: None

THIS ITEM DOES MODIFY BOARD POLICY.

RECOMMENDED: That the School Board accepts the proposed changes to Board Policy CLB (LOCAL), *Buildings, Grounds, And Equipment Management: Maintenance*, on first reading, effective December 15, 2023.

BUILDINGS, GROUNDS, AND EQUIPMENT MANAGEMENT
MAINTENANCE

CLB
(LOCAL)

**Integrated Pest
Management
Program**

The District is committed to following integrated pest management (IPM) guidelines as required by Chapter 1951 of the Occupations Code and Title 4, Chapter 7 of the Administrative Code in all pest control activities that take place on District property.

Definition

IPM is a pest management strategy that relies on multiple pest control tactics, including the judicious use of pesticides, informed by accurate identification and scientific knowledge of pests, reliable monitoring methods to assess pest presence, preventative measures to avoid pest infestations, and thresholds to determine when corrective control measures are needed.

Standards

The District's IPM program shall govern the District's use of pesticides, herbicides, and other chemical agents for the purpose of controlling pests, rodents, insects, and weeds in and around District facilities, [including residential property primarily used as student housing](#).

IPM Coordinator

The Superintendent shall designate the IPM coordinator(s), who shall be registered with the Texas Department of Agriculture. The IPM coordinator(s) shall receive training in accordance with law and shall provide training to District employees, as necessary.

Application Time
Frame

The IPM coordinator(s), in addition to the responsibilities set out in CLB(LEGAL), shall coordinate with appropriate District administrators or other designated and trained employees regarding pesticide or herbicide applications in accordance with law. The IPM coordinator(s) shall determine when an emergency situation exists and an exception to the 48-hour notice requirement may be made.

No Unauthorized
Application

If the IPM coordinator is a licensed applicator, the IPM coordinator may apply pesticides in accordance with law. No other employee or other person or entity shall be permitted to apply a pesticide or herbicide at a District facility, [including residential property primarily used as student housing](#), without the prior approval of the IPM coordinator and other than in the manner prescribed by law and the District's IPM program.

Effective Date

~~This policy shall be effective as of the adoption date, November 12, 2021.~~



Consent Agenda

4400 WEST 18TH STREET
HOUSTON, TEXAS 77092

12/14/2023

7.

Office of the Superintendent of Schools

Office of the Chief of Police

Approval Of Proposed Revisions To Board Policy CKC(LOCAL), *Safety Program/Risk Management: Emergency Plans*-Second Reading

The purpose of this agenda item is to request that the Houston Independent School District (HISD) School Board approves revisions to Board Policy CKC(LOCAL), *Safety Program/Risk Management: Emergency Plans*, as recommended by the Texas Association of School Boards (TASB) and the HISD administration.

RATIONALE

TASB recommends changes to Board Policy CKC(LOCAL), *Safety Program/Risk Management: Emergency Plans*, to comply with Education Code 37.108(d) regarding response to a train derailment. The administration recommends changes to reflect the current title of the *Emergency Procedures Handbook* and to simplify the statement regarding drills.

A copy of CKC(LOCAL) showing the proposed changes is attached.

COST/FUNDING SOURCE(S): None

STAFFING IMPLICATIONS: None

THIS ITEM DOES MODIFY BOARD POLICY.

RECOMMENDED: That the School Board approves the proposed revisions to Board Policy CKC (LOCAL), *Safety Program/Risk Management: Emergency Plans*, on second reading, effective December 15, 2023.

SAFETY PROGRAM/RISK MANAGEMENT
EMERGENCY PLANS

CKC
(LOCAL)

**Emergency
Operations Plan**

The Superintendent shall ensure updating of the District's emergency operations plan and ongoing staff training.

As required by law, the emergency operations plan shall include the District's procedures addressing:

- ~~1.~~ • Reasonable security measures when District property is used as a polling place;
- ~~2.~~ • Response to an active shooter emergency; ~~and~~
 - Response to a nearby train derailment, as applicable; and
- ~~3.~~ • Access to campus buildings and materials necessary for a substitute teacher to carry out the duties of a District employee during an emergency or an emergency drill.

**Emergency
~~Preparedness~~
Procedures
Handbook**

As a part of the emergency operations plan, each school shall have effective emergency procedures that can be implemented on short notice and that will ensure safety for students and school personnel. The *Emergency ~~Preparedness~~ Procedures Handbook* shall be available at every work location.

School Closings

In the event unusual circumstances require closings of schools and alternation of the annual school calendar, the Superintendent shall prepare recommendations to the Board for approval of a revised annual calendar as soon as practicable.

Students Retained

During actual emergency conditions, students and faculty shall be retained at the school buildings unless otherwise directed by the Superintendent. Buses will not be made available for transportation until authorized by the Superintendent, and Civil Defense vehicles, ambulances, firefighting units, police, and other authorized vehicles shall have priority in the vicinity of the school.

**Evacuation
Procedures**

The Superintendent shall design and implement a system to familiarize employees and students with evacuation procedures and shall ensure that evacuation diagrams are appropriately posted.

Drills

Principals shall conduct ~~fire, tornado, or other~~ emergency drills designed to ensure the orderly movement of students and personnel to the safest areas available.



Consent Agenda

4400 WEST 18TH STREET
HOUSTON, TEXAS 77092

12/14/2023

8.

Office of the Superintendent of Schools

Office of the Chief of Police

Approval Of Proposed Deletion Of Board Policy CKE(LOCAL), *Safety Program/Risk Management: Security Personnel*, And Proposed Establishment Of Board Policy CKEA(LOCAL), *Security Personnel: Commissioned Peace Officers*-Second Reading

The purpose of this agenda item is to request that the Houston Independent School District (HISD) School Board approves deletion of Board Policy CKE(LOCAL), *Safety Program/Risk Management: Security Personnel*, and establishment of Board Policy CKEA(LOCAL), *Security Personnel: Commissioned Peace Officers*, to replace CKE(LOCAL), as recommended by the Texas Association of School Boards (TASB) and the HISD administration.

RATIONALE

TASB recommends relocating provisions addressing commissioned peace officers from Board Policy CKE(LOCAL), *Safety Program/Risk Management: Security Personnel*, to CKEA(LOCAL), *Security Personnel: Commissioned Peace Officers*, to better align the district's legal and local policies.

Copies of CKE(LOCAL) and CKEA(LOCAL) showing the proposed deletion and establishment are attached.

COST/FUNDING SOURCE(S): None

STAFFING IMPLICATIONS: None

THIS ITEM DOES ESTABLISH AND DELETE BOARD POLICY.

RECOMMENDED: That the School Board approves the proposed deletion of Board Policy CKE(LOCAL), *Safety Program/Risk Management: Security Personnel*, and establishment of Board Policy CKEA(LOCAL), *Security Personnel: Commissioned Peace Officers*, on second reading, effective December 15, 2023.

~~SAFETY PROGRAM/RISK MANAGEMENT
SECURITY PERSONNEL~~

CKE
(LOCAL)

**District Police
Department**

~~The Board has chosen to employ commissioned peace officers to carry out the provisions of Texas Education Code, Chapter 37, Subchapter C, relating to law and order. The mission of the District police department is to provide a safe learning environment by protecting the rights and property of the District, staff, and students through the establishment and maintenance of an innovative, knowledgeable, dedicated, and highly trained police department capable of adapting to a changing educational community environment.~~

**Supervisory
Authority**

~~The chief of police shall be accountable to and shall report to the Superintendent. In accordance with law, the Superintendent shall not delegate this supervisory responsibility.~~

Jurisdiction

~~The jurisdiction of police officers shall include all territory within District boundaries, as well as all real and personal property outside the boundaries of the District that is owned, leased, or rented by the District, or is otherwise under the District's control.~~

~~District police officers shall exercise police authority and powers in accordance with the provisions of the Texas Code of Criminal Procedure. Police department officers are required to limit their actions to incidents that are clearly District related, except in cases where, as Texas police officers, they have a statutory duty to involve themselves in non-District incidents that are life threatening, considered felony offenses, or are listed in Chapter 14 of the Texas Code of Criminal Procedure (arrest without warrant).~~

**Scope of Powers
and Duties**

Authority

~~District police officers are employees of the District and shall comply with all District policies, procedures, and regulations to the extent consistent with the requirements of state law and the Texas Commission on Law Enforcement. Police officers employed by the District shall have all the powers, privileges, and immunities of police officers on or off duty within the jurisdiction of the District and as defined in the Texas Code of Criminal Procedure. Subject to limitations in law, District police officers shall have the authority to:~~

- ~~1. Protect the safety and welfare of any person in the jurisdiction of the District and protect the property of the District.~~
- ~~2. Enforce all laws, including municipal ordinances, county ordinances, and state laws, and investigate violations of law as needed. In doing so, District police officers may serve search warrants and arrest warrants in connection with District-related investigations in compliance with the Texas Code of Criminal Procedure.~~

~~SAFETY PROGRAM/RISK MANAGEMENT
SECURITY PERSONNEL~~

CKE
(LOCAL)

- ~~3. Arrest suspects consistent with state and federal statutory and constitutional standards governing arrests, including arrests without warrant, for offenses that occur in the officer's presence or under the other rules set out in the Texas Code of Criminal Procedure.~~
- ~~4. Coordinate and cooperate with commissioned officers of all other law enforcement agencies in the enforcement of this policy as necessary.~~
- ~~5. Investigate violations of District policies, rules, and regulations that also constitute potential criminal conduct and/or violations of the Texas Penal code or other relevant criminal laws that occur on District property, in school zones, at bus stops, or at District functions.~~
- ~~6. Investigate violations of District policy, rules, and regulations that also constitute potential criminal conduct and/or violations of the Texas Penal code or other relevant criminal laws that occur as requested by the Superintendent and participate in hearings concerning alleged violations.~~
- ~~7. Carry weapons as directed by the chief of police and approved by the Superintendent.~~
- ~~8. Carry out all other duties as directed by the chief of police.~~

~~District police officers shall not be assigned to handle or address routine classroom discipline, administrative tasks, and/or investigations that pertain to violations of campus or District policy that do not involve potential criminal conduct and/or violations of the Texas Penal Code or other relevant criminal laws.~~

~~This does not preclude officers from participating in district sanctioned events or from participating in mentorship opportunities or restorative justice programs designed to encourage individual accountability and meet the needs of all students.~~

~~Outside
Employment~~

~~Officers shall adhere to regulations of the *HISD Police Department Policies and Procedures Manual* and applicable directives governing police-related and non-police-related extra employment.~~

~~Memorandum of
Understanding~~

~~The District police department and the law enforcement agencies with which it has overlapping jurisdiction shall enter into a memorandum of understanding that outlines reasonable communication and coordination efforts among the department and agencies. Approval to enter into or maintain relationships established by memoranda of understanding shall be approved by the Superintendent or designee.~~

~~SAFETY PROGRAM/RISK MANAGEMENT
SECURITY PERSONNEL~~

CKE
(LOCAL)

Video Monitoring	If available, video equipment shall be used in a District police car for safety purposes whenever the flashing lights on the car are in use.
Access to Recordings	Recordings shall be considered law enforcement records, shall remain in the custody of the chief of police, and shall be maintained as required by the department regulations manual and law. A parent or student who wishes to view a video recording in response to disciplinary action taken against the student may request such access under the procedures set out by law. [See FL(LEGAL)]
Body-Worn Cameras	District officers shall use body worn cameras only when performing official law enforcement duties and in accordance with the provisions of the District police department's body worn camera program. The cameras shall be used to record incidents that are of a criminal nature, or that will bring scrutiny to the department or the District, or to document actions and reactions regarding a request for police service. Officers shall receive training on the program, including proper use and operation of cameras. Any District employee who has access to data from body worn cameras shall receive training on storage, retention, and release of recordings.
Training	All District officers and police dispatchers shall receive at least the minimum amount of education and training required by law.
Department Regulations Manual	To carry out the provisions in this policy, the police department shall compile and maintain a manual that describes and sets forth operational procedures, rules, and regulations pertaining to the administration of police services. The chief of police and the Superintendent shall review the manual annually and make any appropriate revisions.
Racial Profiling	The chief of police shall develop and implement regulations to ensure compliance with state law regarding racial profiling. Police officers employed by the District shall not initiate any law enforcement action based on an individual's race, ethnicity, or national origin.
Use of Force	The use of force, including deadly force, shall be authorized only when reasonable and necessary, as outlined in the department regulations manual.
Vehicular Pursuit	Officers shall adhere to regulations in the <i>HISD Police Department Policies and Procedures Manual</i> and applicable directives governing vehicular pursuits. Once involved in a pursuit, the District police officers involved shall weigh the risks of the pursuit against the danger to the public, themselves, and fellow officers on a continual basis. If the risk of danger outweighs the benefit of capturing the fleeing suspect, the

~~SAFETY PROGRAM/RISK MANAGEMENT
SECURITY PERSONNEL~~

CKE
(LOCAL)

	pursuit shall be terminated immediately. If a pursuit is for a crime that is not District related, the officer(s) involved shall continue the pursuit only until units of the agency having primary jurisdiction become involved in the pursuit. At this time, the District officer(s) shall discontinue direct involvement in the pursuit.
Duty During Inclement Weather or Other Emergencies	District police officers and police department communications personnel are not included in the plan for dismissal of employees because of inclement weather and/or other conditions that may cause the schools or offices to close, except as provided in the administrative regulations. All police officers shall notify the District's police department office as soon as possible after arrival at their designated assignments.
Notice of Exposure to Communicable Disease	Notice of Health and Safety Code requirements regarding a work-related exposure to a reportable communicable disease that may affect eligibility for workers' compensation benefits shall be available to District police officers as specified by law. [See CKE(LEGAL)]
Complaints	Law enforcement related complaints against a District police officer shall be in writing on a form provided by the District police department and shall be signed by the person making the complaint. In accordance with law, the District shall provide to the police officer a copy of the complaint. [See Complaints Against Peace Officers at CKEA(LEGAL)] Appeals regarding this complaint process shall be filed in accordance with DGBA, FNG, or GF, as appropriate.

SECURITY PERSONNEL
COMMISSIONED PEACE OFFICERS

CKEA
(LOCAL)

District Police
Department

The Board has chosen to employ commissioned peace officers to carry out the provisions of Texas Education Code, Chapter 37, Subchapter C, relating to law and order. The mission of the District police department is to provide a safe learning environment by protecting the rights and property of the District, staff, and students through the establishment and maintenance of an innovative, knowledgeable, dedicated, and highly trained police department capable of adapting to a changing educational community environment.

Supervisory
Authority

The chief of police shall be accountable to and shall report to the Superintendent. In accordance with law, the Superintendent shall not delegate this supervisory responsibility.

Jurisdiction

The jurisdiction of police officers shall include all territory within District boundaries, as well as all real and personal property outside the boundaries of the District that is owned, leased, or rented by the District, or is otherwise under the District's control.

District police officers shall exercise police authority and powers in accordance with the provisions of the Texas Code of Criminal Procedure. Police department officers are required to limit their actions to incidents that are clearly District-related, except in cases where, as Texas police officers, they have a statutory duty to involve themselves in non-District incidents that are life-threatening, considered felony offenses, or are listed in Chapter 14 of the Texas Code of Criminal Procedure (arrest without warrant).

Scope of Powers
and Duties

Authority

District police officers are employees of the District and shall comply with all District policies, procedures, and regulations to the extent consistent with the requirements of state law and the Texas Commission on Law Enforcement. Police officers employed by the District shall have all the powers, privileges, and immunities of police officers on or off duty within the jurisdiction of the District and as defined in the Texas Code of Criminal Procedure. Subject to limitations in law, District police officers shall have the authority to:

1. Protect the safety and welfare of any person in the jurisdiction of the District and protect the property of the District.
2. Enforce all laws, including municipal ordinances, county ordinances, and state laws, and investigate violations of law as needed. In doing so, District police officers may serve search warrants and arrest warrants in connection with District-related investigations in compliance with the Texas Code of Criminal Procedure.

SECURITY PERSONNEL
COMMISSIONED PEACE OFFICERS

CKEA
(LOCAL)

3. Arrest suspects consistent with state and federal statutory and constitutional standards governing arrests, including arrests without warrant, for offenses that occur in the officer's presence or under the other rules set out in the Texas Code of Criminal Procedure.
4. Coordinate and cooperate with commissioned officers of all other law enforcement agencies in the enforcement of this policy as necessary.
5. Investigate violations of District policies, rules, and regulations that also constitute potential criminal conduct and/or violations of the Texas Penal code or other relevant criminal laws that occur on District property, in school zones, at bus stops, or at District functions.
6. Investigate violations of District policy, rules, and regulations that also constitute potential criminal conduct and/or violations of the Texas Penal code or other relevant criminal laws that occur as requested by the Superintendent and participate in hearings concerning alleged violations.
7. Carry weapons as directed by the chief of police and approved by the Superintendent.
8. Carry out all other duties as directed by the chief of police.

District police officers shall not be assigned to handle or address routine classroom discipline, administrative tasks, and/or investigations that pertain to violations of campus or District policy that do not involve potential criminal conduct and/or violations of the Texas Penal Code or other relevant criminal laws.

This does not preclude officers from participating in district-sanctioned events or from participating in mentorship opportunities or restorative justice programs designed to encourage individual accountability and meet the needs of all students.

Outside
Employment

Officers shall adhere to regulations of the *HISD Police Department Policies and Procedures Manual* and applicable directives governing police-related and non-police-related extra employment.

Memorandum of
Understanding

The District police department and the law enforcement agencies with which it has overlapping jurisdiction shall enter into a memorandum of understanding that outlines reasonable communication and coordination efforts among the department and agencies. Approval to enter into or maintain relationships established by memoranda of understanding shall be approved by the Superintendent.

SECURITY PERSONNEL
COMMISSIONED PEACE OFFICERS

CKEA
(LOCAL)

<u>Video Monitoring</u>	<u>If available, video equipment shall be used in a District police car for safety purposes whenever the flashing lights on the car are in use.</u>
<u>Access to Recordings</u>	<u>Recordings shall be considered law enforcement records, shall remain in the custody of the chief of police, and shall be maintained as required by the department regulations manual and law. A parent or student who wishes to view a video recording in response to disciplinary action taken against the student may request such access under the procedures set out by law. [See FL(LEGAL)]</u>
<u>Body-Worn Cameras</u>	<u>District officers shall use body-worn cameras only when performing official law enforcement duties and in accordance with the provisions of the District police department's body-worn camera program. The cameras shall be used to record incidents that are of a criminal nature, or that will bring scrutiny to the department or the District, or to document actions and reactions regarding a request for police service. Officers shall receive training on the program, including proper use and operation of cameras. Any District employee who has access to data from body-worn cameras shall receive training on storage, retention, and release of recordings.</u>
<u>Training</u>	<u>All District officers and police dispatchers shall receive at least the minimum amount of education and training required by law.</u>
<u>Department Regulations Manual</u>	<u>To carry out the provisions in this policy, the police department shall compile and maintain a manual that describes and sets forth operational procedures, rules, and regulations pertaining to the administration of police services. The chief of police and the Superintendent shall review the manual annually and make any appropriate revisions.</u>
<u>Racial Profiling</u>	<u>The chief of police shall develop and implement regulations to ensure compliance with state law regarding racial profiling. Police officers employed by the District shall not initiate any law enforcement action based on an individual's race, ethnicity, or national origin.</u>
<u>Use of Force</u>	<u>The use of force, including deadly force, shall be authorized only when reasonable and necessary, as outlined in the department regulations manual.</u>
<u>Vehicular Pursuit</u>	<u>Officers shall adhere to regulations in the <i>HISD Police Department Policies and Procedures Manual</i> and applicable directives governing vehicular pursuits.</u> <u>Once involved in a pursuit, the District police officers involved shall weigh the risks of the pursuit against the danger to the public, themselves, and fellow officers on a continual basis. If the risk of danger outweighs the benefit of capturing the fleeing suspect, the</u>

SECURITY PERSONNEL
COMMISSIONED PEACE OFFICERS

CKEA
(LOCAL)

pursuit shall be terminated immediately. If a pursuit is for a crime that is not District-related, the officer(s) involved shall continue the pursuit only until units of the agency having primary jurisdiction become involved in the pursuit. At this time, the District officer(s) shall discontinue direct involvement in the pursuit.

Duty During
Inclement Weather
or Other
Emergencies

District police officers and police department communications personnel are not included in the plan for dismissal of employees because of inclement weather and/or other conditions that may cause the schools or offices to close, except as provided in the administrative regulations. All police officers shall notify the District's police department office as soon as possible after arrival at their designated assignments.

Notice of Exposure
to Communicable
Disease

Notice of Health and Safety Code requirements regarding a work-related exposure to a reportable communicable disease that may affect eligibility for workers' compensation benefits shall be available to District police officers as specified by law. [See CKE(LEGAL)]

Complaints

Law enforcement related complaints against a District police officer shall be in writing on a form provided by the District police department and shall be signed by the person making the complaint. In accordance with law, the District shall provide to the police officer a copy of the complaint.

Appeals regarding this complaint process shall be filed in accordance with DGBA, FNG, or GF, as appropriate.



Consent Agenda

4400 WEST 18TH STREET
HOUSTON, TEXAS 77092

12/14/2023

9.

Office of the Superintendent of Schools

Office of Human Resources

Approval Of Proposed Revisions To Board Policy FNG(LOCAL), *Student Rights And Responsibilities: Student And Parent Complaints/Grievances*-Second Reading

The purpose of this agenda item is to request that the Houston Independent School District (HISD) School Board approves revisions to Board Policy FNG(LOCAL), *Student Rights And Responsibilities: Student And Parent Complaints/Grievances*, as recommended by the Texas Association of School Boards (TASB) and the HISD administration.

RATIONALE

TASB recommends changes to Board Policy FNG(LOCAL), *Student Rights And Responsibilities: Student And Parent Complaints/Grievances*, to clarify how special education complaints are addressed, encompass all instructional resources policies, and reference the required hearing procedure for eligibility disputes under school nutrition programs.

A copy of FNG(LOCAL) showing the proposed changes is attached.

COST/FUNDING SOURCE(S): None

STAFFING IMPLICATIONS: None

THIS ITEM DOES MODIFY BOARD POLICY.

RECOMMENDED: That the School Board approves the proposed changes to Board Policy FNG (LOCAL), *Student Rights And Responsibilities: Student And Parent Complaints/Grievances*, on second reading, effective December 15, 2023.

STUDENT RIGHTS AND RESPONSIBILITIES
STUDENT AND PARENT COMPLAINTS/GRIEVANCES

FNG
(LOCAL)

Definitions

Days

For purposes of this policy, “days” shall mean District business days unless otherwise noted in this policy. In calculating timelines under this policy, the day a document is filed is “day zero.” The following calendar day is “day one.”

Superintendent

For the purposes of this policy, “Superintendent” shall mean the Superintendent or designee.

Complaints

In this policy, the terms “complaint” and “grievance” shall have the same meaning.

Other Complaint Processes

Student or parent complaints shall be filed in accordance with this policy, except as required by the policies listed below. Some of these policies require appeals to be submitted in accordance with FNG after the relevant complaint process:

- ~~1.~~ 1. Complaints alleging discrimination or harassment based on race, color, religion, sex, gender, national origin, age, disability, ancestry, marital status, veteran status, political affiliation, sexual orientation, gender identity, and/or gender expression, or any other basis prohibited by law, that adversely affects the student [see FFH] shall be submitted in accordance with FFH.
- ~~2.~~ 2. Complaints concerning dating violence shall be submitted in accordance with FFH.
- ~~3.~~ 3. Complaints concerning retaliation related to discrimination and harassment shall be submitted in accordance with FFH.
- ~~4.~~ 4. Complaints concerning cyberbullying, bullying, or retaliation related to bullying shall be submitted in accordance with FFI.
- ~~5.~~ 5. Complaints concerning failure to award credit or a final grade on the basis of attendance shall be submitted in accordance with FEC.
- ~~6.~~ 6. Complaints concerning removal to a disciplinary alternative education program (DAEP) shall be submitted in accordance with FOC and the Code of Student Conduct.
- ~~7.~~ 7. Complaints concerning expulsion shall be submitted in accordance with FOD and the Code of Student Conduct.
- ~~8.~~ 8. Complaints concerning any final decisions of the gifted and talented selection committee regarding selection for or exit from the gifted program shall be submitted in accordance with EHBB.
- ~~9.~~ 9. Complaints within the scope of Section 504, including complaints concerning identification, evaluation, or educational placement of a student with a disability, ~~within the scope of~~

STUDENT RIGHTS AND RESPONSIBILITIES
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(LOCAL)

~~Section 504~~ shall be submitted in accordance with FB and the procedural safeguards handbook.

- ~~10.~~ ● Complaints within the scope of the Individuals with Disabilities Education Act, including ~~G~~complaints concerning identification, evaluation, educational placement, or discipline of a student with a disability, ~~within the scope of the Individuals with Disabilities Education Act (IDEA)~~ shall be submitted in accordance with EHBAE, FOF, and the procedural safeguards handbook provided to parents of all students referred to special education.
- ~~11.~~ ● Complaints concerning instructional ~~resources~~ ~~materials~~ shall be submitted in accordance with the EF series ~~EFA~~.
- ~~12.~~ ● Complaints concerning a commissioned peace officer who is an employee of the District shall be submitted in accordance with CKE.
- ~~13.~~ ● Complaints concerning intradistrict transfers or campus assignment shall be submitted in accordance with FDB.
- ~~14.~~ ● Complaints concerning admission, placement, or services provided for a homeless student shall be submitted in accordance with FDC.
- Complaints concerning disputes regarding a student's eligibility for free or reduced-priced meal programs shall be submitted in accordance with COB.

**Refusal of Entry to
or Ejection from
District Property**

Complaints to appeal refusal of entry to or ejection from District property based on Education Code 37.105 shall be filed in accordance with this policy. However, the timelines shall be adjusted as necessary to permit the complainant to address the Board in person within 90 days of filing the initial complaint, unless the complaint is resolved before the Board considers it. [See GKA(LEGAL)]

**Notice to Students
and Parents**

The District shall inform students and parents of this policy through appropriate District publications.

Guiding Principles

Informal Process

The Board encourages students and parents to discuss their concerns with the appropriate teacher, principal, or other campus administrator who has the authority to address the concerns.

Concerns should be expressed as soon as possible to allow early resolution at the lowest possible administrative level.

Informal resolution shall be encouraged but shall not extend any deadlines in this policy, except by mutual written consent.

STUDENT RIGHTS AND RESPONSIBILITIES
STUDENT AND PARENT COMPLAINTS/GRIEVANCES

FNG
(LOCAL)

Formal Process	<p>A student or parent may initiate the formal process described below by timely filing a written complaint form.</p> <p>Even after initiating the formal complaint process, students and parents are encouraged to seek informal resolution of their concerns. A student or parent whose concerns are resolved may withdraw a formal complaint at any time.</p> <p>The process described in this policy shall not be construed to create new or additional rights beyond those granted by law or Board policy, nor to require a full evidentiary hearing or “mini-trial” at any level.</p>
Freedom from Retaliation	<p>Neither the Board nor any District employee shall unlawfully retaliate against any student or parent for bringing a concern or complaint.</p>
General Provisions Filing	<p>Complaint forms and appeal notices may be filed by hand-delivery, by electronic communication, including email and fax, or by U.S. Mail. Hand-delivered filings shall be timely filed if received by the appropriate administrator or designee by the close of business on the deadline. Filings submitted by electronic communication shall be timely filed if they are received on or before the close of business on the deadline, as indicated by the date/time shown on the electronic communication. Mail filings shall be timely filed if they are postmarked by U.S. Mail on or before the deadline and received by the appropriate administrator or designated representative no more than three days after the deadline.</p>
Scheduling Conferences	<p>The District shall make reasonable attempts to schedule conferences at a mutually agreeable time. The student or parent is expected to participate in each phase of the complaint process. If the student and parent are unable to attend a conference, they must seek prior written approval from the hearing officer to allow a representative to appear at the conference in their place or to seek a postponement of the hearing. Failure to obtain prior written approval shall result in dismissal of the dispute.</p>
Withdrawal	<p>A grievant may withdraw a dispute at any time. Once withdrawn, a dispute may not be reopened.</p> <p>Unless modified by written mutual consent, a dispute shall be deemed withdrawn if a grievant fails to pursue the dispute or otherwise is deemed to be unreasonably protracting the process, including failure to attend a scheduled Level One or Level Two conference or Level Three hearing. Once withdrawn, a dispute cannot be reopened.</p>
Response	<p>At Levels One and Two, “response” shall mean a written communication to the student or parent from the appropriate administrator.</p>

STUDENT RIGHTS AND RESPONSIBILITIES
STUDENT AND PARENT COMPLAINTS/GRIEVANCES

FNG
(LOCAL)

Responses may be hand-delivered or sent by U.S. Mail to the student's or parent's mailing address of record. Mailed responses shall be timely if they are postmarked by U.S. Mail on or before the deadline.

Representative

"Representative" shall mean any person who or organization that is designated by the student or parent to represent the student or parent in the complaint process. A student may be represented by an adult at any level of the complaint.

The student or parent may designate a representative through written notice to the District at any level of this process. If the student or parent designates a representative with fewer than three days' notice to the District before a scheduled conference or hearing, the District may reschedule the conference or hearing to a later date, if desired, in order to include the District's counsel. The District may be represented by counsel at any level of the process.

Consolidating
Complaints

Complaints arising out of an event or a series of related events shall be addressed in one complaint. A student or parent shall not bring separate or serial complaints arising from any event or series of events that have been or could have been addressed in a previous complaint.

Untimely Filings

All time limits shall be strictly followed unless modified by mutual written consent.

If a complaint form or appeal notice is not timely filed, the complaint may be dismissed, on written notice to the student or parent, at any point during the complaint process. The student or parent may appeal the dismissal by seeking review in writing within ten days from the date of the written dismissal notice, starting at the level at which the complaint was dismissed. Such appeal shall be limited to the issue of timeliness.

Costs Incurred

Each party shall pay its own costs incurred in the course of the complaint.

Complaint and
Appeal Forms

Complaints and appeals under this policy shall be submitted in writing on a form provided by the District.

Copies of any documents that support the complaint should be attached to the complaint form. If the student or parent does not have copies of these documents, copies may be presented at the Level One conference. After the Level One conference, no new documents may be submitted by the student or parent unless the student or parent did not know the documents existed before the Level One conference.

STUDENT RIGHTS AND RESPONSIBILITIES
STUDENT AND PARENT COMPLAINTS/GRIEVANCES

FNG
(LOCAL)

A complaint or appeal form that is incomplete in any material aspect may be dismissed but may be refiled with all the required information if the refiling is within the designated time for filing.

Level One

Complaint forms must be filed:

1. Within 15 days of the date the student or parent first knew, or with reasonable diligence should have known, of the decision or action giving rise to the complaint or grievance; and
2. With the lowest level administrator who has the authority to remedy the alleged problem.

In most circumstances, students and parents shall file Level One complaints with the campus principal.

If the only administrator who has authority to remedy the alleged problem is the Superintendent or designee, the complaint may begin at Level Two following the procedure, including deadlines, for filing the complaint form at Level One.

If the complaint is not filed with the appropriate administrator, the receiving administrator must note the date and time the complaint form was received and immediately forward the complaint form to the appropriate administrator.

The appropriate administrator shall investigate as necessary and schedule a conference with the student or parent within ten days after receipt of the written complaint. The administrator may set reasonable time limits for the conference.

Absent extenuating circumstances, the administrator shall provide the student or parent a written response within ten days following the conference. The written response shall set forth the basis of the decision. In reaching a decision, the administrator may consider information provided at the Level One conference and any other relevant documents or information the administrator believes will help resolve the complaint.

Level Two

If the student or parent did not receive the relief requested at Level One or if the time for a response has expired, the student or parent may request a conference with the Superintendent or designee to appeal the Level One decision.

The appeal notice must be filed in writing, on a form provided by the District, within ten days of the date of the written Level One response or, if no response was received, within ten days of the Level One response deadline.

After receiving notice of the appeal, the Level One administrator shall prepare and forward a record of the Level One complaint to

STUDENT RIGHTS AND RESPONSIBILITIES
STUDENT AND PARENT COMPLAINTS/GRIEVANCES

FNG
(LOCAL)

the Level Two administrator. The student or parent may request a copy of the Level One record.

The Level One record shall include:

- ~~1.~~ 1. The original complaint form and any attachments.
- ~~2.~~ 2. All other documents submitted by the student or parent at Level One.
- ~~3.~~ 3. The written response issued at Level One and any attachments.
- ~~4.~~ 4. All other documents relied upon by the Level One administrator in reaching the Level One decision.

The Superintendent or designee shall initiate the Level Two hearing scheduling process by contacting both parties within ten days after the appeal notice is filed to determine availability and a mutually agreed upon date and time for the hearing. The conference shall be limited to the issues raised in the FNG Dispute Resolution Form and documents presented at the Level One conference. At the conference, the student or parent may provide information concerning any documents or information relied upon by the administration for the Level One decision. The Superintendent or designee may set reasonable time limits for the conference.

The conference is not an evidentiary or due process hearing. There shall be no cross-examination of witnesses. The student or parent shall be allotted a specific amount of time to present their concerns. The student or parent may also present witnesses and may submit any available documentation. The administration shall be allotted the same amount of time to present its position and shall be allowed to present witnesses and submit any documentation on the issues addressed at the conference.

The Superintendent or designee shall provide the student or parent a written response within ten days following the Superintendent or designee's receipt of the court reporter's transcript of the Level Two hearing, unless otherwise mutually agreed upon between the parties and the hearing officer. The written response shall set forth the basis of the decision. In reaching a decision, the Superintendent or designee may consider the Level One record, information provided at the Level Two conference, and any other relevant documents or information the Superintendent or designee believes will help resolve the complaint. In the event the Level Two hearing officer's decision is adverse to the administration, the administration may appeal the decision to Level Three.

STUDENT RIGHTS AND RESPONSIBILITIES
STUDENT AND PARENT COMPLAINTS/GRIEVANCES

FNG
(LOCAL)

Recordings of the Level One and Level Two conferences, if any, shall be maintained with the Level One and Level Two records.

It is expected for the grievant to participate in each phase of the dispute resolution process. Therefore, if the grievant is unable to attend a conference, the grievant must seek prior written approval from the hearing officer to allow a representative to appear at the conference in the grievant's place or to seek a postponement of the hearing. Failure to obtain prior written approval will result in dismissal of the dispute.

Level Three

If the student or parent did not receive the relief requested at Level Two or if the time for a response has expired, the student or parent may appeal the decision to the Board.

The appeal notice must be filed in writing, on a form provided by the District, within ten days of the date of the written Level Two response or, if no response was received, within ten days of the Level Two response deadline.

The Board shall not conduct a Level Three hearing until after a Level Two hearing has been convened, and a transcript of the hearing is available for the Board's review.

The Superintendent or designee shall inform the student or parent of the date, time, and place of the Board meeting at which the complaint will be on the agenda for presentation to the Board.

The Superintendent or designee shall provide the Board the record of the Level Two appeal. The student or parent may request a copy of the Level Two record.

The Level Two record shall include:

- ~~1.~~ 1. The Level One record.
- ~~2.~~ 2. The notice of appeal from Level One to Level Two.
- ~~3.~~ 3. The written response issued at Level Two and any attachments.
- ~~4.~~ 4. All other documents relied upon by the administration in reaching the Level Two decision.

The appeal shall be limited to the issues and documents considered at Level Two, except that if at the Level Three hearing the administration intends to rely on evidence not included in the Level Two record, the administration shall provide the student or parent notice of the nature of the evidence at least three days before the hearing.

STUDENT RIGHTS AND RESPONSIBILITIES
STUDENT AND PARENT COMPLAINTS/GRIEVANCES

FNG
(LOCAL)

The District shall determine whether the complaint will be presented in open or closed meeting in accordance with the Texas Open Meetings Act and other applicable law. [See BE]

The presiding officer may set reasonable time limits and guidelines for the presentation, including an opportunity for the student or parent and administration to each make a presentation and provide rebuttal and an opportunity for questioning by the Board. The Board shall hear the complaint and may request that the administration provide an explanation for the decisions at the preceding levels.

In addition to any other record of the Board meeting required by law, the Board shall prepare a separate record of the Level Three presentation. The Level Three presentation, including the presentation by the student or parent or the student's representative, any presentation from the administration, and questions from the Board with responses, shall be recorded by audio recording, video/audio recording, or court reporter.

The Board shall then consider the complaint. It may give notice of its decision orally or in writing at any time up to and including the next regularly scheduled Board meeting. If the Board does not make a decision regarding the complaint by the end of the next regularly scheduled meeting, the lack of a response by the Board upholds the administrative decision at Level Two.

Effective Date

~~This policy shall be effective as of the adoption date, December 10, 2021.~~



Consent Agenda

4400 WEST 18TH STREET
HOUSTON, TEXAS 77092

12/14/2023

10.

Office of the Superintendent of Schools

Office of Academics

Approval Of Proposed Revisions To Board Policy FO(LOCAL), *Student Discipline*
-Second Reading

The purpose of this agenda item is to request that the Houston Independent School District (HISD) School Board approves revisions to Board Policy FO(LOCAL), *Student Discipline*, as recommended by the Texas Association of School Boards (TASB) and the HISD administration.

RATIONALE

TASB recommends changes to Board Policy FO(LOCAL), *Student Discipline*, to remove the effective school year for the provision prohibiting students from being informally sent home since the policy is now in effect, to clarify circumstances when restraint may be used generally, and to more prominently address restraint of a student who receives special education services.

A copy of FO(LOCAL) showing the proposed changes is attached.

COST/FUNDING SOURCE(S): None

STAFFING IMPLICATIONS: None

THIS ITEM DOES MODIFY BOARD POLICY.

RECOMMENDED: That the School Board approves the proposed changes to Board Policy FO (LOCAL), *Student Discipline*, on second reading, effective December 15, 2023.

STUDENT DISCIPLINE

FO
(LOCAL)

**Code of Student
Conduct**

The District's rules of discipline are maintained in the Board-adopted Code of Student Conduct and are established to support an environment conducive to teaching and learning.

Rules of conduct and discipline shall not have the effect of discriminating on the basis of age, race, color, ancestry, national origin, sex, gender, handicap or disability, marital status, religion, veteran status, political affiliation, sexual orientation, gender identity, and/or gender expression, or any other basis prohibited by law.

At the beginning of the school year and throughout the school year as necessary, the Code of Student Conduct shall be:

1. Posted and prominently displayed at each campus or made available for review in the principal's office, as required by law; and
2. Made available on the [District's website](#)¹ and/or as a hard copy to students, parents, teachers, administrators, and others upon request.

Revisions

Revisions to the Code of Student Conduct approved by the Board during the year shall be made available promptly to students and parents, teachers, administrators, and others.

**Extracurricular
Standards of
Behavior**

With the approval of the principal and Superintendent, sponsors and coaches of extracurricular activities may develop and enforce standards of behavior that are higher than the District-developed Code of Student Conduct and may condition membership or participation in the activity on adherence to those standards. Extracurricular standards of behavior may take into consideration conduct that occurs at any time, on or off school property.

A student shall be informed of any extracurricular behavior standards at the beginning of each school year or when the student first begins participation in the activity. A student and his or her parent shall sign and return to the sponsor or coach a statement that they have read the extracurricular behavior standards and consent to them as a condition of participation in the activity.

Standards of behavior for an extracurricular activity are independent of the Code of Student Conduct. Violations of these standards of behavior that are also violations of the Code of Student Conduct may result in independent disciplinary actions.

A student may be removed from participation in extracurricular activities or may be excluded from school honors for violation of extracurricular standards of behavior for an activity or for violation of the Code of Student Conduct.

STUDENT DISCIPLINE

FO
(LOCAL)

“Parent” Defined

Throughout the Code of Student Conduct and discipline policies, the term “parent” includes a parent, legal guardian, or other person having lawful control of the student.

General Discipline Guidelines

These guidelines do not replace or supersede FOA(LEGAL), which allows a teacher to remove a student from the classroom. Additionally, these guidelines extend to CNA4(REGULATION) regarding enforcement of student discipline pertaining to student transportation.

A District employee shall adhere to the following general guidelines when imposing discipline:

1. A student shall be disciplined when necessary to improve the student’s behavior, to maintain order, or to protect other students, school employees, or property.
2. A student shall be treated fairly and equitably. Discipline shall be based on an assessment of the circumstances of each case. Factors to consider shall include:
 - a. The seriousness of the offense;
 - b. The student’s age;
 - c. The frequency of misconduct;
 - d. The student’s attitude;
 - e. The potential effect of the misconduct on the school environment;
 - f. Requirements of Chapter 37 of the Education Code; and
 - g. The Code of Student Conduct adopted by the Board.
3. ~~Beginning with the 2016–17 school year, no~~ No student shall be informally sent home. No student prior to third grade shall be suspended, placed into a disciplinary alternative setting, or expelled, except as required by law. Disciplinary actions that remove students from their school setting shall be used as a last resort for other elementary students in third through fifth grades.
4. Before a student under age 18 is assigned to detention outside regular school hours, notice shall be given to the student’s parent to inform him or her of the reason for the detention and permit arrangements for necessary transportation.

All school-based faculty and staff shall be trained annually in methodologies to provide a positive school climate, crisis prevention, and strategies for de-escalating disciplinary challenges.

STUDENT DISCIPLINE

FO
(LOCAL)

Additionally, school-based faculty and staff shall be trained periodically on the issues of equity based on age, race, color, ancestry, national origin, gender, handicap or disability, marital status, religion, veteran status, political affiliation, sexual orientation, gender identity, and/or gender expression as applied to the population served on that campus. Annually, all school principals shall ~~publicly~~ publicly share disaggregated disciplinary data and the plans for improving school climate/reducing student misbehavior and rectifying inequities.

**Corporal
Punishment**

The Board prohibits the use of corporal punishment in the District. Students shall not be spanked, paddled, or subjected to other physical force as a means of discipline for violations of the Code of Student Conduct.

Physical Restraint

Note: A District employee may restrain a student with a disability who receives special education services only in accordance with law. [See FOF(LEGAL)]

Within the scope of an employee's duties, a District employee may physically restrain a student if the employee reasonably believes restraint is necessary in order to:

- ~~1.~~ • Protect a person, including the person using physical restraint, from physical injury.
- ~~2.~~ • Obtain possession of a weapon or other dangerous object.
- Protect property from serious damage.
- ~~3.~~ • Remove a student refusing a lawful command of a school employee from a specific location, including a classroom or other school property, in order to restore order or to impose disciplinary measures.

~~4. Control an irrational student.~~

~~5. Protect property from serious damage.~~

~~A District employee may restrain a student with a disability who receives special education services only in accordance with law. [See FOF(LEGAL)]~~

**Video and Audio
Monitoring**

Video and audio recording equipment shall be used for safety purposes to monitor student behavior on District property.

The District shall post signs notifying students and parents about the District's use of video and audio recording equipment. Students shall not be notified when the equipment is turned on.

STUDENT DISCIPLINE

FO
(LOCAL)

Use of Recordings The principal shall review recordings as needed, and evidence of student misconduct shall be documented. A student found to be in violation of the District's Code of Student Conduct shall be subject to appropriate discipline.

Access to
Recordings Recordings shall remain in the custody of the campus principal and shall be maintained as required by law. A parent or student who wishes to view a recording in response to disciplinary action taken against the student may request such access under the procedures set out by law. [See FL(LEGAL)]

Effective Date ~~This policy shall be effective as of the adoption date, February 12, 2016.~~

District Student Code of Conduct:

¹ <http://www.houstonisd.org/codeofconduct>



Consent Agenda

4400 WEST 18TH STREET
HOUSTON, TEXAS 77092

12/14/2023

11.

Office of the Superintendent of Schools

Office of Human Resources

Approval Of Certification Waiver For Counselors For The 2023-2024 School Year

The purpose of this agenda item is to request that the Houston Independent School District (HISD) School Board approves the district's application to the Commissioner of Education for a certification waiver for counselors. The waiver is required by the Texas Education Agency (TEA) to hire counselors without a counselor certification for the 2023-2024 school year.

The TEA allows school districts to employ teachers and other public-school personnel without certification by submitting a request to waive such requirement for a limited number of years. HISD is electing to use the certification waiver option to hire and employ uncertified counselors. The continuing shortage of certified counselors has resulted in the need for school districts to leverage these allowable TEA certification waiver options.

COST/FUNDING SOURCE(S): None

STAFFING IMPLICATIONS: None

THIS ITEM DOES NOT ESTABLISH, MODIFY, OR DELETE BOARD POLICY.

RECOMMENDED: That the School Board approves the district's application to the Commissioner of Education for a waiver of the certification requirement for counselors, effective December 15, 2023.



Consent Agenda

4400 WEST 18TH STREET
HOUSTON, TEXAS 77092

12/14/2023

12.

Office of the Superintendent of Schools

Office of Finance and Business Services

Approval Of Vendor Awards for Purchases Which Cost \$1,000,000 Or More

The purpose of this item is to authorize vendor awards for purchases which cost \$1,000,000 or more. Pursuant to School Board policy, contracts for purchases which cost \$1,000,000 or more are submitted to the Houston Independent School District (HISD) School Board for approval before purchase orders and/or agreement letters are issued. The Purchasing Services Department, authorized by board policy, enters into purchase agreements for bid projects less than \$1,000,000, subject to ratification by the School Board, and contracts associated with a board-approved cooperative or intergovernmental interlocal agreement.

When determining the successful bidder, consideration is given to the quality of the articles supplied, conformity with developed specifications, suitability to the requirements of the educational system, and delivery terms. All advertised bids comply with minority- and woman-owned business enterprise procedures. All contracts are negotiated and executed with the supplier(s) providing the best overall value for the district.

The attachments reflect the names of successful bidders and a description of the items to be purchased.

COST/FUNDING SOURCE(S): Cost details are in the attachments to this item.

STAFFING IMPLICATIONS: None

THIS ITEM DOES NOT ESTABLISH, MODIFY, OR DELETE BOARD POLICY.

RECOMMENDED: That the School Board approves vendor awards for purchases which cost \$1,000,000 or more, effective December 15, 2023.

Project Number	AUTHORIZATION – NEW PROJECT Project Name and Description for Approval	Requesting Department	SPENDING LIMIT AUTHORIZATION		PROJECT TERM		
			Annually	Full Term	Begin Date	End Date	Renewal(s)
23-06-17	Janitorial Supplies, Toilet Paper, Paper Towels, and Trash Can Liners - To obtain janitorial supplies; specifically, toilet paper, paper towels, and trash can liners districtwide.	Facilities Services	\$6,000,000	\$30,000,000	12/15/2023	12/14/2028	4
24-08-08	Nutrition Services Commercial Kitchen Equipment - To obtain commercial kitchen equipment and related items.	Nutrition Services	\$1,400,000	\$7,000,000	12/15/2023	12/14/2028	4
Project Number	AUTHORIZATION – ADDITIONAL VENDOR(S) Project Name and Description for Approval	Requesting Department	SPENDING LIMIT AUTHORIZATION		PROJECT TERM		
			Annually	Full Term	Begin Date	End Date	Renewal(s)
21-06-02-B	Instructional Curriculum Materials, Supplies, and Digital Services- To provide supplemental curriculum materials, educational/instructional software, digital resources, and related items districtwide.	Academics	Additional Vendor(s)	Prior Board Approval \$470,000,000	12/15/2023	6/30/2027	3

**Approval of Purchase \$1,000,000 or More
Recommended for 12/14/2023 Board Agenda**

Project Information	23-06-17 – RFP / Janitorial Supplies, Toilet Paper, Paper Towels, and Trash Can Liners – (Bean) – (COO)
Project Description	The purpose of this project is to obtain janitorial supplies, such as toilet paper, paper towels, trash can liners, and related products districtwide. Based on annual appropriations, the projected expenditure is not to exceed \$30,000,000 for the duration of the project. The district applied the Best Value process in selecting the vendors to be awarded in accordance with Chapter 44 of the Texas Education Code (TEC) and district purchasing and acquisition policies CH(LOCAL) and CH(LEGAL).
Project Term	The project term is from December 15, 2023, through December 14, 2024, with four automatic annual renewals, not to extend beyond December 14, 2028.
Amount not to Exceed (Project Term)	\$30,000,000

Recommended Vendor(s) for Approval	M/WBE Commitment
Amazon.com Sales, Inc., dba Amazon.com Services, LLC	C-D
Buckeye International, Inc., dba Buckeye Cleaning Center-Houston	B-20%
Liberty Data Products, Inc., dba Liberty Office Products, dba Daniel Office Products, dba Gorilla Office Supplies	C-D
Pollock Investments, Inc.	B-20%
Sid Tool Co., Inc., dba MSC Industrial Supply Co.	C-D

**Approval of Purchase \$1,000,000 or More
Recommended for 12/14/2023 Board Agenda**

Project Information	24-08-08 – RFP / Nutrition Services Commercial Kitchen Equipment – (Carroll-Johnson) – (COO)
Project Description	The purpose of this project is to obtain commercial kitchen equipment and related items. Based on annual appropriations, the projected expenditure is not to exceed \$7,000,000 for the duration of the project. The district applied the Best Value process in selecting the vendors to be awarded in accordance with Chapter 44 of the Texas Education Code (TEC) and district purchasing and acquisition policies CH(LOCAL) and CH(LEGAL).
Project Term	The project term is from December 15, 2023, through December 14, 2024, with four annual renewals, not to extend beyond December 14, 2028.
Amount not to Exceed (Project Term)	\$7,000,000

Recommended Vendor(s) for Approval	M/WBE Commitment
A-Tex Restaurant Supply, Inc.	C-D
Pasco Brokerage, Inc.	A-100%
Sam Tell & Son, Inc.	C-10%
Southwest Texas Equipment Distributors, Inc., dba Mission Restaurant Supply	C-D
Stafford-Smith, Inc.	B-20%

**Amendment to Item Approved on a Prior Board Agenda
Recommended for 12/14/2023 Board Agenda**

Project Information	21-06-02-B – RFP / Instructional Curriculum Materials, Supplies, and Digital Services – (Svitek) – (CAO) – Additional Vendor(s)
Project Description	This project was originally approved by the School Board on October 12, 2023. The purpose of this project amendment is to award additional vendors, with no additional increase in funding, to provide supplemental curriculum materials, educational/instructional software, digital resources, and related items districtwide. The district applied the Best Value process in selecting the vendors to be awarded in accordance with Chapter 44 of the Texas Education Code (TEC) and district purchasing and acquisition policies CH(LOCAL) and CH(LEGAL).
Project Term	The project term is from December 15, 2023, through June 30, 2024, with three automatic annual renewals, not to extend beyond June 30, 2027.
Amount not to Exceed (Project Term)	N/A

Recommended Vendor(s) for Approval	M/WBE Commitment
Nessy Learning, LLC	C-D
XanEdu Publishing, Inc.	C-D

Code Legend

M/WBE - Minority and Women Business Enterprise Notations

- a) Certified M/WBE firm; if listed as A-100% indicates an M/WBE firm; if listed as A->100% the awardee will subcontract with an M/WBE firm(s).
- b) Non-M/WBE firm; who will subcontract the indicated percentage with an M/WBE firm(s) to meet or exceed the District's goal.
- c) Non-M/WBE firm; if listed as C-<%, the awardee will subcontract with an M/WBE firm(s) for a percentage less than the District's goal. If listed as, C-D, the awardee made a good faith effort.

Other Status Options

(NP-0%) - Non-profit



12/14/2023

13.

Office of the Superintendent of Schools

Office of Business Operations

Authority To Negotiate, Execute, And Amend Construction Contracts For Multi-Campus Heating, Ventilation, And Air Conditioning System Repairs And Improvements

In 2021, the Houston Independent School District (HISD) completed a comprehensive districtwide assessment of its facilities. That assessment identified the urgent need for the replacement and repair of poorly functioning heating, ventilation, and air conditioning (HVAC) systems and mechanical equipment at several campuses. Project *24-07-09: Multi-Campus HVAC System Repairs/Package C* will provide improvements to the indoor air quality and system performance at those campuses.

The district sought competitive sealed proposals (CSPs) from contractors for this project, with public advertisements issued on August 12 and August 19, 2023. A preproposal meeting was conducted on August 23, 2023. There were two addenda issued prior to receiving proposals. On September 13, 2023, the district received four responsive CSPs from the following contractors:

- American Mechanical Services of Houston, LLC
- Dunhill Development and Construction, LLC
- Prime Contractors, Inc.
- M Scott Construction, Inc.

After evaluation in accordance with the procedures approved by the HISD School Board, Dunhill Development and Construction, LLC; Prime Contractors, Inc.; and M Scott Construction, Inc., were determined to be the highest-ranked, best-value proposers. Therefore, it is recommended these contractors be awarded construction contracts for Project *24-07-09: Multi-Campus HVAC System Repairs and Improvements*.

Approval of this item will authorize the superintendent of schools or a designee to negotiate, execute, and amend contracts not to exceed the identified cost and amend the contracts within the established allowances.

The requested amount is as follows:

Campus	Highest-Ranked Firm	Base Proposal	Construction Contingency and Allowances added to BP	Total Contract Amount Not to Exceed	M/WBE Participation
Gregg Elementary School (ES)	Dunhill Development & Construction, LLC	\$2,399,700	\$1,107,800	\$3,507,500	1%
Kelso ES	Prime Contractors, Inc.	\$5,015,000	\$863,750	\$5,878,750	44%
Patterson ES	M Scott Construction, Inc.	\$2,569,092	\$1,107,800	\$3,676,892	42%
Deady Middle School	M Scott Construction, Inc.	\$10,202,564	\$3,138,000	\$13,340,564	42%

COST/FUNDING SOURCE(S):

The total cost shall not exceed \$26,403,706 and will be funded by American Rescue Plan (ARP) Act Elementary and Secondary School Emergency Relief (ESSER) III funds.

Fund Source	Fund	Cost Center	Functional Area	General Ledger	Internal Order/ Work Breakdown Structure	Amount
ARP Act ESSER III	2820000000	10408010000	PS81990000000000	6629190000	500000023638	\$26,403,706

STAFFING IMPLICATIONS:

None

THIS ITEM DOES NOT ESTABLISH, MODIFY, OR DELETE BOARD POLICY.

RECOMMENDED: That the School Board authorizes the superintendent of schools or a designee to negotiate, execute, and amend construction contracts for multi-campus HVAC system repairs and improvements, effective December 15, 2023.



Consent Agenda

4400 WEST 18TH STREET
HOUSTON, TEXAS 77092

12/14/2023

14.

Office of the Superintendent of Schools

Office of Finance and Business Services

Approval Of The December Budget Amendment

A report on the status of the 2023-2024 budget has been completed. This report reflects budget amendments that require approval by the Houston Independent School District (HISD) School Board in accordance with state guidelines, as well as budget-neutral adjustments made by schools and departments for ratification by the board. Although this update reflects all known changes and recommendations, additional changes may be needed. This item requests authority to make adjustments, if necessary, for the December Budget Amendment.

COST/FUNDING SOURCE(S): Adjustments to the budget will be appropriated as shown in the December Budget Amendment.

STAFFING IMPLICATIONS: None

THIS ITEM DOES NOT ESTABLISH, MODIFY, OR DELETE BOARD POLICY.

RECOMMENDED: That the School Board approves the December Budget Amendment reflecting fiscal adjustments to estimated appropriations for fiscal year 2023-2024, effective December 15, 2023.

HOUSTON INDEPENDENT SCHOOL DISTRICT
GENERAL FUND
BUDGET AMENDMENT FISCAL YEAR 2023-2024 (as adjusted)
December 14, 2023

	Adopted Budget July 1, 2023		Current Budget		December Budget Amendment		Variance	
ESTIMATED REVENUES								
Local sources	\$	1,935,628,316	88.2%	1,671,840,298	86.2%	1,671,840,298	86.2%	-
State sources		196,658,385	9.0%	205,590,595	10.6%	205,590,595	10.6%	-
Federal sources		62,538,142	2.8%	62,538,142	3.2%	62,538,142	3.2%	-
Total estimated revenues	\$	2,194,824,843	100.0%	1,939,969,035	100.0%	1,939,969,035	100.0%	-
APPROPRIATIONS								
11 Instruction	\$	1,137,458,757	47.8%	1,199,124,446	54.2%	1,197,656,405	54.2%	(1,468,041)
12 Instructional resources and media services		20,575,943	0.9%	19,132,134	0.9%	17,426,317	0.8%	(1,705,817)
13 Curriculum and Instructional Staff Development		27,569,001	1.2%	27,007,608	1.2%	27,052,799	1.2%	45,191
21 Instructional leadership		30,977,071	1.3%	25,366,865	1.1%	36,579,511	1.7%	11,212,646
23 School leadership		174,941,609	7.4%	176,785,454	8.0%	180,686,888	8.2%	3,901,434
31 Guidance, counseling and evaluation services		79,520,172	3.3%	69,564,761	3.1%	68,243,875	3.1%	(1,320,886)
32 Social work services		8,382,235	0.4%	21,277,868	1.0%	8,033,747	0.4%	(13,244,121)
33 Health services		25,650,688	1.1%	25,512,181	1.2%	25,841,863	1.2%	329,682
34 Student transportation		53,505,616	2.3%	64,501,655	2.9%	62,972,784	2.8%	(1,528,871)
35 Food services		136,117	0.0%	136,117	0.0%	114,332	0.0%	(21,785)
36 Co-Curricular/extracurricular activities		19,521,086	0.8%	31,834,144	1.4%	28,482,830	1.3%	(3,351,314)
41 General administration		50,002,399	2.1%	52,950,597	2.4%	55,517,520	2.5%	2,566,923
51 Plant maintenance and operations		233,833,447	9.8%	237,114,426	10.7%	233,273,341	10.6%	(3,841,085)
52 Security and monitoring services		30,601,520	1.3%	32,308,970	1.5%	31,064,300	1.4%	(1,244,671)
53 Data processing services		61,307,083	2.6%	75,281,698	3.4%	74,681,664	3.4%	(600,033)
61 Community services		2,030,863	0.1%	1,952,136	0.1%	12,078,242	0.5%	10,126,106
71 Debt Service		-	0.0%	5,130,330	0.2%	5,130,350	0.2%	20
81 Facilities acquisition and construction		-	0.0%	9,184,708	0.4%	9,329,192	0.4%	144,484
91 Contracted Instructional Services Between Public Schools		326,539,245	13.7%	41,868,578	1.9%	41,868,578	1.9%	-
95 Juvenile justice alternative education programs		792,000	0.0%	792,000	0.0%	792,000	0.0%	-
97 Tax reinvestment zone payments		77,304,451	3.3%	77,304,451	3.5%	77,304,451	3.5%	-
99 Tax appraisal and collection		16,501,316	0.7%	16,501,316	0.7%	16,501,457	0.7%	141
Total estimated appropriations	\$	2,377,150,619	100.0%	2,210,632,443	100.0%	2,210,632,443	100.0%	-
OTHER FINANCING SOURCES (USES)								
Transfers-in	\$	30,000,000		30,000,000		30,000,000		-
Proceeds from right to use SBITA		-		-		-		-
Transfers-out		(16,213,650)		(16,213,650)		(16,213,650)		-
Total other financing sources (uses)	\$	13,786,350		13,786,350		13,786,350		-
Excess (deficiency) of estimated revenues over (under) appropriations	\$	(168,539,426)		(256,877,058)		(256,877,058)		-
Beginning Fund Balance July 1, 2023	\$	1,120,551,047		1,140,786,786		1,127,068,920		
Projected Ending Fund Balance June 30, 2024	\$	1,022,011,621		883,909,728		870,191,862		

Notes:

Beginning Fund Balance July 1, 2023 has been updated with fiscal year end 2023 ACFR number.



Consent Agenda

4400 WEST 18TH STREET
HOUSTON, TEXAS 77092

12/14/2023

15.

Office of the Superintendent of Schools

Office of Finance and Business Services

Approval Of 2023 Tax Roll

At its meeting of September 14, 2023, the Houston Independent School District School Board adopted a tax rate of \$0.8683 per \$100 of taxable value for tax year 2023. On the basis of that tax rate, the Harris County Tax Office has calculated an initial tax roll levy of \$1,950,587,189.44 based on taxable value of \$224,644,384,366 prior to the age 65 and older and disabled persons' homestead frozen-levy loss calculations. The actual levy will be reduced by approximately \$72,725,191.85 for levy loss due to those frozen-levy loss calculations. This levy includes certified appraisal roll values as of September 8, 2023, by the Harris Central Appraisal District. The levy may also be subject to some increase as uncertified values are added to the roll, and to decrease due to settled value protests. This is submitted to the School Board for approval as the 2023 tax roll for the district pursuant to requirements of the Texas Property Tax Code.

A copy of the information from the Harris County Tax Office can be reviewed on the attachment and is on file in Board Services.

COST/FUNDING SOURCE(S): None

STAFFING IMPLICATIONS: The Harris County Tax Office mails tax statements based on the adopted tax rate.

THIS ITEM DOES NOT ESTABLISH, MODIFY, OR DELETE BOARD POLICY.

RECOMMENDED: That the School Board approves the 2023 Certified Appraisal Roll and 2023 Calculated Tax Roll as submitted, effective December 15, 2023.



ANN HARRIS BENNETT

Tax Assessor-Collector

www.hctax.net

November 9, 2023

Members of the Board of Education
Houston Independent School District
4400 West 18th Street
Houston, Texas 77092-8501

Honorable Board Members:

As required by Sections 26.04 and 26.09 of the Texas Tax Code, the information to be provided to you regarding the 2023 Certified Appraisal Roll used in preparation of the original tax bills is as follows:

Appraised/assessed value (certified appraisal roll only)	\$305,066,423,193
Taxable value (certified appraisal roll only)	\$224,644,384,366
Initial tax roll levy amount (tax rate \$0.8683/\$100 value) Before reduction for tax ceiling limitation	\$1,950,587,189.44
Levy lost from over-65/disabled tax ceiling limitation	\$72,725,191.85
Anticipated collection rate (including delinquent tax, penalty and interest)	97.32 %

The Harris County Appraisal District estimates the current uncertified property value added to the 2023 Certified Appraisal Roll (as of 9/08/2023) to be:

Appraised/assessed value (includes Sec. 26.01(d) property)	\$13,835,490,436
Taxable Value	\$10,691,895,806
Tax roll amount (tax rate \$0.8683/\$100 value)	\$92,837,731.28

The above amounts for the Houston Independent School District include the former North Forest Independent School District accounts.

Respectfully Submitted,

Ann Harris Bennett
Tax Assessor-Collector



12/14/2023

16.

Office of the Superintendent of Schools

Office of Strategic Initiatives

Approval Of Agreement With Houston Community College To Utilize Classroom Space For A Special Education Transition Program For Students 18 And Older

This agenda item seeks School Board approval to renew a contract with Houston Community College (HCC) to utilize classroom space for the *HCC Life Skills Transition Program* for students 18 and older (18+). The contract provides:

- Access to HCC for up to 36 transition program (18+) interns to gain employability skills for the workforce;
- Access to HCC for an appropriate learning environment including two classroom spaces and equipment (white board, tables, chairs, secured cabinet, computers, telephone, and copy machine) for interns and instructors based on the Houston Independent School District (HISD) academic calendar;
- Access to HCC's Vocational Advancement and Skills Training (VAST) Academy Eagles Club to gain leadership and social skills enhancement;
- Access to information and resources about the array of opportunities available in college, including academics, employment skills training, and social and recreational activities;
- Access to a VAST Academy transition coordinator to work with an HISD transition team to assist HISD high-school special education students with a successful transition to VAST Academy programs;
- Access to serve on the VAST Academy Advisory Committee to discuss programming and needs; and
- Access to HCC parking decals for HISD Office of Special Education transition staff.

HCC VAST Academy representatives will attend HISD districtwide transition fairs and high-school transition events to present and speak to students about the VAST program and college certificate programs. They will also collaborate with HISD staff (transition manager, team lead, teachers, and transition coach) to seek out new ways to serve students between the ages of 18 and 21 under the Individuals with Disabilities Education Act (IDEA), to include HCC VAST Academy Bridge Freshman Success courses, Summer Bridge program, and VAST Academy Intro to College Summer Camp.

COST/FUNDING SOURCE(S): The total cost for this program is not expected to exceed \$29,300.00, to be funded by General School Funds

Fund Source	Fund	Cost Center	Functional Area	General Ledger	Internal Order/ Work Breakdown Structure	Amount
General School Funds	1993000000	1060924000	PS11230000000000	6299000000	N/A	\$29,300.00

STAFFING IMPLICATIONS: None

THIS ITEM DOES NOT ESTABLISH, MODIFY, OR DELETE BOARD POLICY.

RECOMMENDED: That the School Board approves the renewal of a contract with HCC to utilize classroom space for the *HCC Life Skills Transition Program*, effective December 15, 2023.



Consent Agenda

4400 WEST 18TH STREET
HOUSTON, TEXAS 77092

12/14/2023

17.

Office of the School Board

Consideration And Approval Of Minutes From Previous Meetings

The Houston Independent School District School Board is asked to approve the minutes of its meetings on November 2, 9, and 20, 2023.

The minutes will be published after they are approved.

COST/FUNDING SOURCE(S): None

STAFFING IMPLICATIONS: None

THIS ITEM DOES NOT ESTABLISH, MODIFY, OR DELETE BOARD POLICY.

RECOMMENDED: That the School Board approves the minutes of its meetings on November 2, 9, and 20, 2023, effective December 15, 2023.