



AGENDA

for the

Board Workshop Meeting

of the

Board of Trustees

**Tyler ISD Administration Building, Conference Room B, 1319 Earl
Campbell Parkway, Tyler, TX**

**January 17, 2019
11:00 AM**

**NOTICE OF BOARD WORKSHOP MEETING OF THE
TYLER INDEPENDENT SCHOOL DISTRICT
BOARD OF TRUSTEES**

Notice is hereby given that on Thursday, January 17, 2019, the Board of Trustees of the Tyler Independent School District will hold a Board Workshop meeting at 11:00 AM at the Tyler ISD Administration Building, Conference Room B, 1319 Earl Campbell Parkway, Tyler, TX. The subjects to be discussed are listed on the agenda which is attached to and made a part of this Notice.

Individuals with disabilities are entitled to have access to and participate in public meetings. An individual requiring an accommodation for access to the meeting must notify the Tyler Independent School District by informing the district's ADA coordinator, in writing 24 hours prior to the scheduled meeting of the necessity of an accommodation. Upon receipt of this request, the district will furnish appropriate auxiliary aides and services when necessary to afford an individual with a disability an equal opportunity to participate in and enjoy the benefits of the board meeting as nonhandicapped individuals enjoy.

If, during the course of the meeting covered by this Notice, the Board of Trustees should determine that a closed or executive meeting or session of the Board of Trustees is required, then such closed or executive meeting or session as authorized by the Texas Open Meetings Act, Texas Government Code Section 551.001 et seq., will be held by the School Board at the date, hour, and place given in this Notice or as soon after the commencement of the meeting covered by this Notice as the School Board may conveniently meet in such closed or executive meeting or session concerning any and all purposes permitted by the Act.

Texas Government Code Section:

551.071	Private consultation with the board's attorney.
551.072	Discussing purchase, exchange, lease, or value of real property.
551.073	Discussing negotiated contracts for prospective gifts or donations.
551.074	Discussing personnel or to hear complaints against personnel.
551.076	Considering the deployment, specific occasions for, or implementation of, security personnel or devices.
551.082	Considering discipline of a public school child, or complaint or charge against personnel.
551.083	Considering the standards, guidelines, terms, or conditions the board will follow, or will instruct its representatives to follow, in consultation with representatives of employee groups.
551.084	Excluding witnesses from a hearing.

Should any final action, final decision, or final vote be required in the opinion of the School Board with regard to any matter considered in such closed or executive meeting, then the final action, final decision, or final vote shall be either:

- (a) in the open meeting covered by the Notice upon the reconvening of the public meeting; or
- (b) at a subsequent public meeting of the School Board upon notice thereof; as the School Board shall determine.

**TYLER INDEPENDENT SCHOOL DISTRICT
BOARD OF TRUSTEES BOARD WORKSHOP MEETING**

**Thursday, January 17, 2019 11:00 AM
Tyler ISD Administration Building, Conference Room B, 1319 Earl Campbell
Parkway, Tyler, TX**

AGENDA

- I. Call to Order
- II. First Order of Business -- Announcement by the Chairman as to the presence of a quorum, that the meeting has been duly called and that notice of the meeting has been posted in the time and manner required.
- III. Continuous Improvement
 - A. Public Hearing on Texas Academic Performance Report (TAPR) 5
 - I. Presentation of Report by Staff
 - II. Opportunity for Public/Board Comments
 - B. Governance Discussion 6
- IV. Action Items
 - A. Consider approval of Head Start Annual Report to the Public and Program Information Report 7
 - B. Consider approval of Head Start Carryover Application Request 8
 - C. Consider approval of Disposition of Head Start Portables 9
 - D. Consider approval of Internal Audit Charter Update 10
- V. Executive Session will be held for the purposes authorized by the Texas Open Meetings Act, Texas Government Code Section 551.071 et seq. concerning any and all purposes permitted by the Act.
 - A. Texas Government Code Section 551.071 For the purpose of a private consultation with the board's attorney on all subjects or matter authorized by law.
 - I. When the governmental body seeks the advice of its attorney about pending or contemplated litigation or a settlement offer or
 - II. On a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with this chapter.
 - III. Consider legal advice regarding personnel and related action items.
 - B. Texas Government Code Section 551.072 For the purpose of discussing purchase, exchange, lease, or value of real property.
 - I. Discussing purchase, exchange, lease, or value of real property
 - C. Texas Government Code Section 551.074 For the purpose of considering the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee.
 - I. Consider hiring and accepting resignations/retirements of professional personnel.

- II. Consider renewals, non-renewals and terminations of contracts for professional personnel. (To deliberate the appointment, employment, evaluation, reassignment, duties, and contracts of employees.)
- III. Consider renewals, non-renewals, contract abandonments and terminations of contracts for professional personnel
- IV. Consider Superintendent's Contract
- D. Texas Government Code Section 551.076
 - I. Considering the deployment, specific occasions for, or implementation of, security personnel or devices.
- VI. Reconvene from Executive Session
- VII. Consider action on items discussed in Executive Session
 - A. Consider board approval of hiring, accepting resignations/retirements of professional personnel included but not limited to.
 - B. Consider renewals, non-renewals, contract abandonments, and terminations of contracts for professional personnel.
- VIII. Adjournment

Subject: 2017-2018 Texas Academic Performance Report

BACKGROUND INFORMATION

The Texas Academic Performance Reports (TAPR) combine details of district and campus academic performance with financial reports and information about staff, programs, and demographics.

ADMINISTRATIVE CONSIDERATION

Texas Education Code Chapter 39 requires each district's board of trustees to publish an annual report that includes the Texas Academic Performance Report (TAPR), campus performance objectives.

The TAPR report is available on the internet at the Texas Education Agency website.

<http://ritter.tea.state.tx.us/perfreport/tapr/index.html>

The TAPR and other required reports are also available under Education Reports on the school district's website.

<http://www.tylerisd.org>

A hearing for public discussion of this report must be held within 90 days of receipt of the TAPR report.

ACTION REQUIRED

Information only

CONTACT PERSONS

Christy L. Hanson, Ed. D.
Rawly Sanchez
James Cureton, Ph. D.

01-17-19

Subject: Governance Discussion

Information will be presented at the meeting.

ACTION REQUIRED

Discussion only

CONTACT PERSONS

Marty Crawford, Ed. D.

01-17-19

Subject: Head Start Annual Report to the Public and Program Information Report (PIR)

BACKGROUND INFORMATION

Section 642(d)(2) of the Head Start Act of 2007 states that each Head Start agency shall ensure the sharing of accurate and regular information for use by the governing body and the policy council about program planning, policies, and Head Start agency operations, including:

- Annual Report to the Public
- Program Information Report (PIR)

The Office of Head Start Program Information Report (PIR) provides comprehensive data on the services, staff, children, and families served by Head Start programs nationwide. All grantees and delegates are required to submit PIR for Head Start programs each year. The PIR data is compiled for use at the federal, regional, state, and local levels.

ADMINISTRATIVE CONSIDERATION

The Head Start Act requires that the school board review and approve the Annual Report to the Public and Program Information Report (PIR) annually.

ADMINISTRATIVE RECOMMENDATION

The administration recommends the board approve the 2017-2018 Tyler ISD Head Start Annual Report to the Public and the Program Information Report.

ACTION REQUIRED

Board approval

CONTACT PERSONS

Christy Hanson, Ed. D.
Stacy Miles

01-17-19

Subject: Head Start Carryover Application Request

BACKGROUND INFORMATION

A Carryover request is the process by which unobligated Head Start funds remaining at the end of a budget period may be moved to the current budget period to cover allowable expenses. The carry forward funds enable grantees to use unexpended prior year grant funds in the current budget period.

ADMINISTRATIVE CONSIDERATION

The Head Start program requests to submit a Carryover application in the amount of \$46,847.00 from the budget period ending August 31, 2018 to the budget period ending August 2019. The Carryover balance would be used for the Head Start playground at Rice Elementary. Due to the unusual amount of rain that we experienced for October and November, contractors did not have conditions favorable for pouring the concrete for the base/foundation of the playground. Installation of the playgrounds was not complete in time to liquidate the encumbrances within 90 days of the end of the grant period.

ADMINISTRATIVE RECOMMENDATION

The administration recommends that the Board approve the Carryover request application for the Head Start playground at Rice Elementary.

ACTION REQUIRED

Board approval

CONTACT PERSONS

Christy Hanson, Ed. D.
Stacy Miles

01-17-19

Subject: Disposition of Head Start Portables

BACKGROUND INFORMATION

Modular units were purchased and used in the delivery of services to Head Start students and families. These units are no longer in use for program purposes. Grantees may request release of federal interest for older modular units that are no longer needed for program services.

ADMINISTRATIVE CONSIDERATION

The modular units listed below are no longer needed for program purposes. According to Head Start Performance Standards, a letter must be submitted to the regional office detailing:

- Serial number or other identifying information for the modular unit
- Acquisition price of the modular unit
- Justification for disposing of modular units (portables)
- How the grantee proposes to dispose of the modular units
- Documentation of approval from governing board and policy council

The Head Start program proposes to donate or transfer for no value received to North Lamar ISD.

Modular Unit	Purchase Date	Total Cost
P-33	09/01/90	\$42,858.00
P-34	09/01/91	\$34,875.00
P-126	09/01/98	\$ 7,455.00
P-138	09/01/00	\$29,060.00

ADMINISTRATIVE RECOMMENDATION

The administration recommends that the Board approve the disposition of the Head Start modular unit and propose to donate the modular units to North Lamar ISD.

ACTION REQUIRED

Board approval

CONTACT PERSONS

Christy Hanson, Ed. D.
Stacy Miles

01-17-19

Subject: Internal Audit Services Charter

BACKGROUND INFORMATION

The Internal Audit Services Department Charter's (charter) purpose is to provide a general understanding of the roles and responsibilities of the Internal Audit Services function within Tyler Independent School District.

The charter has been reviewed by the Audit Committee to make corrections as needed that reflect the practices and intentions of the board.

AUDIT COMMITTEE RECOMMENDATION

The Board of Trustees approve the *Internal Audit Services Charter* update.

ACTION REQUIRED

Board Approval

CONTACT PERSON

Jan Coker

01-17-19



Internal Audit Services Department
Internal Audit Services Charter

INTERNAL AUDIT SERVICES DEPARTMENT CHARTER

(Original September 2008 and Revised January 2019)

MISSION

The mission of the Internal Audit Services department is to support Tyler Independent School District's (the District) mission by applying resources in the most efficient, proactive and responsive manner to independently evaluate the adequacy, effectiveness and efficiency of the systems of control and continuing operations within the District and provide the Audit Committee of the Board of Trustees (the Audit Committee) and District administration concise, informative reporting of issues, observations and recommendations. It assists the District in accomplishing its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes.

PROFESSIONAL STANDARDS

The Internal Audit Services department shall adhere to the Institute of Internal Auditors *International Standards for the Professional Practice of Internal Auditing*. The Internal Audit Services staff will govern themselves by adherence to the Institute of Internal Auditor's *Code of Ethics*.

ORGANIZATION

The Internal Audit Services Department is established by the Board of Trustees. The director of Internal Audit Services will report administratively to the superintendent and functionally to the Board of Trustees through the Audit Committee of the Board.

The director of Internal Audit Services shall take directly to the superintendent and the chairman of the Audit Committee matters he/she believes to be of sufficient magnitude and importance to require immediate attention.

INDEPENDENCE

All Internal Audit Services activities shall remain free of influence by any element in the District, including matters of audit selection, scope, procedures, frequency, timing, or report content to permit maintenance of an independent and objective mental attitude necessary in rendering reports.

The internal auditor should not have direct responsibility or any authority over any of the activities or operations that they examine. They should not develop and install procedures, prepare records, or engage in activities which would normally fall under the scope of their procedures.

AUTHORITY

The director and staff of the Internal Audit Services department are authorized to:

- Have unrestricted access to all functions, records (manual or electronic), physical properties and personnel of the District relevant to any function under review.
- Have full and free access to the Audit Committee of the Board.
- Allocate resources, set frequencies, select subjects, determine scopes of work, and apply the techniques required to accomplish audit objectives.
- Obtain the necessary assistance of personnel in the District.

The director and staff of the Internal Audit Services department are not authorized to:

- Perform any operational duties for the District.
- Initiate or approve accounting transactions external to the Internal Audit Services department.
- Direct the activities of any District employee not employed by the Internal Audit Services department, except to the extent such employees have been appropriately assigned to auditing teams or to otherwise assist the internal auditors.

Documents and information given to internal auditors during a periodic review will be handled in the same prudent manner as by those employees normally accountable for them.

SCOPE OF WORK

The scope of work of the Internal Audit Services department is to determine whether the District's governance, risk management process, and system of internal control structure, as designed and represented by management, is adequate and functioning in a manner to ensure:

- Risks are appropriately identified and managed.
- Interaction with the various governance groups occurs as needed.
- Significant financial, managerial and operating information presented to the public and the Board is accurate, reliable and timely.
- Employees' actions are in compliance with policies, standards, procedures and applicable laws and regulations.
- Resources are acquired economically, used efficiently, and adequately protected.
- Programs, plans and objectives are achieved.
- Quality and continuous improvement are fostered in the District's control process.
- Significant legislative or regulatory issues impacting the District are recognized and addressed appropriately.

RESPONSIBILITY

The director and staff of the Internal Audit Services department have the responsibility to:

- Review the reliability and integrity of financial and operating information and the means used to identify, measure, classify, and report such information.
- Review the systems established to ensure compliance with those policies, plans, procedures, laws, and regulations which could have a significant impact on operations and reports.

- Review operations or programs to ascertain whether results are consistent with established objectives and goals and whether the operations or programs are being carried out as planned.
- Review controls over assets to ensure they are safeguarded.
- Create and review annually Internal Audit Services policies and procedures necessary to direct the functions of the department.
- Annually, establish mission, goals, and objectives for the Internal Audit Services department.
- Evaluate and assess significant merging/consolidating functions and new or changing services, processes, operations and control processes coincident with their development, implementation and/or expansion.
- Assist external auditors where appropriate.
- Report significant issues related to the processes for controlling the activities of the District, including potential improvements to those processes, and provide information concerning such issues through resolution.
- Assist in the investigation of significant suspected fraudulent activities within the District and notify the superintendent and the Audit Committee of the results.
- Perform consulting services, beyond Internal Audit Services assurance services, to assist management in meeting its objectives. Examples may include: facilitation, training, and advisory services.

Responsibilities to the Audit Committee:

- Keep the Audit Committee informed of emerging trends and successful practices in internal auditing.
- Work with the Chairman of the Audit Committee to set quarterly meeting agendas.
- Assist the Audit Committee in assuring its charter, activities and processes are appropriate to fulfill its responsibilities.

Any appropriate opportunities for improving administration control, profitability and the District's image may be identified during audits and will be communicated to the appropriate level of administration and the Audit Committee.

AUDIT PLANNING

The director of Internal Audit Services will:

- Develop a cyclical annual audit plan, with the consultation of District management, using an appropriate risk-based methodology, including any risks or control concerns identified by District administration.
- Implement the annual audit plan, as approved by the Board of Trustees.
- Report to the Audit Committee on results and recommendations relative to the audit plan and any special requests.
- Maintain a system to monitor the disposition of results and recommendations.

REPORTING

Upon conclusion of an audit or special project/review, a written report will be prepared and issued by the director of Internal Audit Services and will be distributed as appropriate. A copy of

each audit report and a summarization will be forwarded to the superintendent and the Audit Committee.

All final reports will include the response of the manager of the activity or department for each individual finding or recommendation in the report. This response shall include:

1. A statement whether the manager agrees or disagrees,
2. Corrective actions taken or to be taken,
3. Timetable for anticipated completion of above actions,
4. Position(s) responsible for completing corrective actions.

In cases where a response is not included within the audit report, management of the audited area shall respond, within thirty days of publication, to the Internal Audit Services department. The Internal Audit Services director will review the response and provide the accepted response to those on the distribution list.

The Internal Audit Services department will be responsible for appropriate follow-up on audit findings and recommendations. All significant findings will remain in an "open issues" file until cleared by the Internal Audit Services department. The director of Internal Audit Services will provide quarterly status reports to the Audit Committee, with copies to the superintendent.

RESOLUTION OF DISPUTES

The Internal Audit Services department will make all attempts to resolve at the lowest level any disputes regarding specific findings or recommendations in final audit reports. In the event the Internal Audit Services staff cannot resolve the issue, the matter will be referred to the superintendent for resolution. In the event the dispute is not satisfactorily resolved or involves the superintendent, it will be referred to the Audit Committee for adjudication.

STANDARDS OF AUDIT PRACTICE

The Internal Audit Services staff will possess the knowledge, skills and other competencies needed to perform their individual responsibilities. The director will possess the knowledge and skills to oversee the Internal Audit Services function and obtain assistance from outside experts, per approval of the Board of Trustees, to support or complement areas where staff may not be fully proficient. A program for continuing education for the department will be developed and adhered to by the director. Internal Audit Services staff will apply the care and skill expected of a reasonably prudent and competent individual in each activity.

AUDIT DEPARTMENT CHARTER AND PROCEDURES

The director of Internal Audit Services will annually assess whether the purpose, authority, and responsibility, as defined in this charter, continue to be adequate to enable the internal auditing activity to accomplish its objectives. The result of this annual assessment should be communicated to the Audit Committee. Furthermore, the director will establish local audit procedures to provide written guidance to clarify and augment this charter and professional standards.