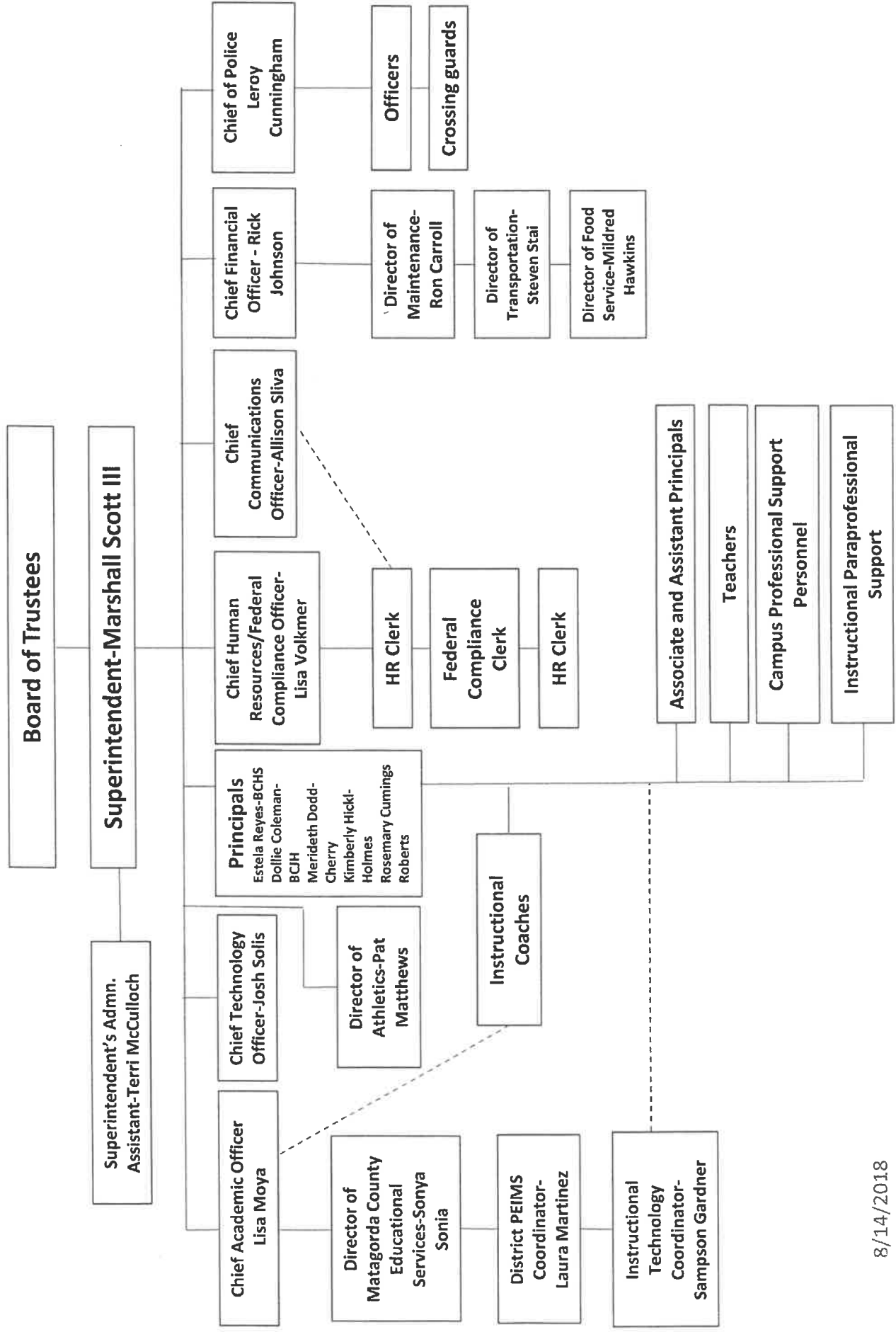
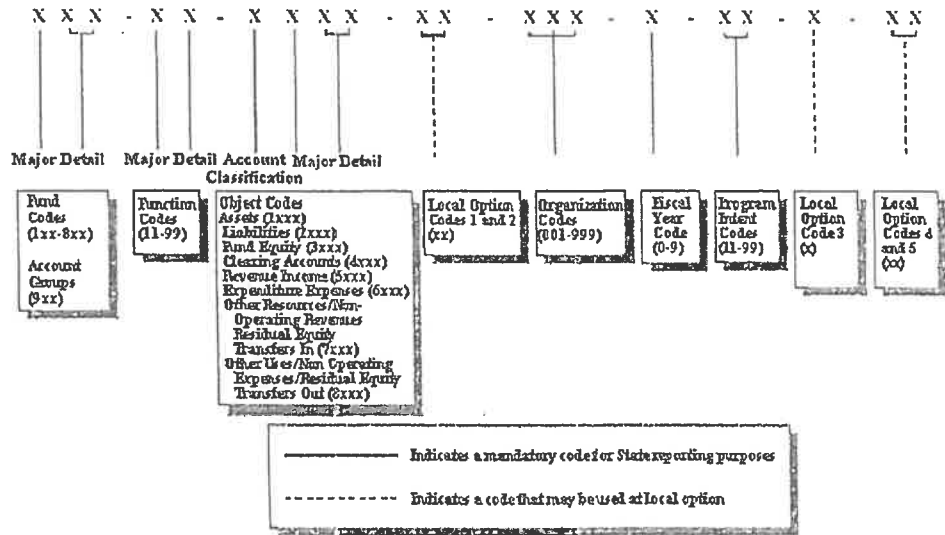


# 2018-2019 Bay City ISD Organizational Chart



# The Code Structure



**Local Funds: 15X-199**

161 – High School Allotment  
171 – Gifted & Talented - Pace  
181 – Athletic Fund  
185 – Co-Curricular/Extracurricular  
191 – Public Relations  
197 – S. C. E.  
198 – Bilingual Education  
199 – Local Maintenance

**Federal Funds**

211 – ESEA Title I, Part A  
224 – Idea-B Formula EIS  
240 – Food Service  
242 – Summer Food Service Program  
244 – Carl Perkins - Vocational  
255 – Title II – Prof Develop Program  
263 – Title III, LEP Grant

270 – Title VI Rural Low-Income Prog  
313 – IDEA-B Formula  
314 – IDEA-B Preschool  
397 – AP/IB Incentive Program

**State Funds**

404 – Accelerated Reading Initiative  
410 – Textbooks  
424 – AP/IB Incentive Program  
428 – Law Enforce. Officer Standards  
429 – AP/IB Incentive Program  
437 – Cooperatives Fund

**Miscellaneous Funds**

461 – Student Activity  
599 – Interest & Sinking  
817 – Bay City Scholars  
865 – Trust & Agency

11 – Instruction  
12 – Instructional Resource/Media Serv  
13 – Curriculum and Instructional Staff  
21 – Instructional Development  
23 – School Administration  
31 – Guidance and Counseling Services  
32 – Social Work Services  
33 – Health Services  
34 – Student (Pupil) Transportation  
35 – Food Services

36 – Co/Extra Curricular Activity  
41 – General Administration  
51 – Plant Maintenance and Operations  
52 – Security & Monitoring Services  
53 – Data Processing Services  
61 – Community Services  
71 – Debt Services  
81 – Facilities Acquisition & Constructi  
93 – Payments to Fiscal Agent/Mem Dis  
99 - Appraisal

**61XX Salaries & Benefits**

6112 – Substitutes  
6118 – Teachers  
6119 – Professional Salary  
6121 – Extra Duty Pay/Overtime – Support P  
6125 – Salaries Support Personnel  
6126 – Salaries Support Personnel  
6127 – Salaries Support Personnel  
6129 – Salaries Para/Aides  
614X – Benefits

**62XX Contract Services/Repairs**

6211 – Legal Services  
6212 – Audit Services  
6213 – Tax Appraisal/Collection  
6215 – Professional Services  
6216 – Professional Services  
6219 – Professional Services  
6227 – Tuition – Locally Defined  
6239 – Education Service Center Services  
6244 – Contracted Maintenance & Repair  
6245 – Contracted Maintenance & Repair  
6246 – Contracted Maintenance & Repair  
6249 – Contract Maint/Repairs  
6254 – Security System Service  
6255 – Utilities – Water  
6256 – Utilities – Telephone  
6257 – Utilities – Electrical  
6258 – Utilities - Gas  
6259 – Utilities – Trash/Shredding  
6269 – Rentals -Operating Leases (inc. copiers)  
6299 – Misc. Contracted Services

**63XX Supplies & Materials**

6311 – Fuel  
6315 – Supplies for Maintenance

6316 – Supplies for Maintenance  
6317 – Supplies for Maintenance  
6319 – Supplies for Maintenance  
6321 – Textbooks  
6325 – Reading Materials  
6327 – Reading Materials  
6329 – Read Materials/Library Books  
6339 – Testing Materials  
6341 – Food  
6342 – Non-food  
6395 – Supplies & Materials  
6396 – Supplies & Materials  
6397 – Sup & Mat (inventoried, <\$5,000)  
6398 – Supplies & Materials  
6399 – General Supplies

**64XX Travel**

6411 – Travel, Employee Only  
6412 – Travel, Student  
6419 – Travel, Non Employces, Board  
6429 – Insurance & Bonding  
6439 – Election Costs  
6492 – Payments Fiscal Agents of SSAS/P  
6494 – Reclassified Transportation Charges  
6495 – Fees  
6497 – Misc. Operating Cost  
6498 – Misc. Operating Cost  
6499 – Misc. Operating Cost

**65XX Bond Expenses**

**66XX Capital, > \$5000**

6631 – Vehicles > \$5,000  
6641 – Vehicles < \$5,000  
6639 – Furniture & Equipment

00	General		
01	Student Activity		
02	Cheerleading		
03	Agriculture		
04	Auto Mechanics		
05	A/V Tech & Comm		
06	Art		
07	Bilingual		
09	Board of Education		
10	Apprenticeship		
11	Breakfast		
12	Business & Finance		
13	Building Trades		
14	Curriculum Cord.		
15	Cosmetology		
16	Career Prep		
17	Drill Team		
19	Duplicating Supplies		
21	English		
24	Drafting		
27	Foreign Language		
30	Health Science		
33	Guidance		
34	Bus Drivers		
36	Health & PE		
37	Fashion Design		
38	Culinary Arts		
39	Child Development		
41	Language Arts		
42	Construction		
47	Volleyball		
48	Interscholastic Lea		
49	Boys Basketball		
50	Girls' Basketball		
51	Journalism		
52	Boys Track		
53	Girls Track		
54	Tennis		
55	Baseball		
56	Library		
57	Golf		
58	Football		
59	Math		
61	Softball		
62	Music-Band		
63	Music-Choir		
64	Reading		
65	National Honor Soc.		
70	Pace Program		
71	Secretaries		
72	Science		
75	Social Studies		
76	Swimming		
77	Summer School. Teac		
78	Special Education		
79	State Support		
81	Speech & Drama		
86	Athletic Trainer		
87	Pre-K		
88	Kindergarten		
89	1st Grade		
92	2nd Grade		
93	3rd Grade		
94	4th Grade		
95	5th Grade		
98	Welding		
AC	All Campus		
AE	Adult Education		
AP	Assistant Principal		
AU	Psychological Asses		
BC	Boys Cross Country		
BS	Boys Soccer		
CC	Curriculum Council		
CE	Cherry Elementary		
CG	Crossing Guard		
CS	CS		
DA	Diagnostic Assessmt		
DE	RDSPD		
DP	Diplomas		
DR	Drama		
EI	Early Intervent Svcs		
ER	E-Rate		
FD	Floral Design		
FP	Finger Printing		
FT	Field Trip		
GC	Girls Cross Country		
GM	Gigaman		
GR	Graduation		
GS	Girls Soccer		
HB	Homebound Teacher		
HE	Holmes Elementary		
HS	High School		
IE	Independent Eval.		
IN	Internet		
IP	Internet Provider		
JC	Jr. Class		
JH	Junior High		
LP	Loss Prevention		
MC	McAllister		
N3	Net3 Grant		
NT	Name Tags (visitors)		
NU	Non UIL Activities		
OM	O and M Services		
OT	OT Services		
P2	TAC Phase 2		
PA	Panther Camp, Sat Ac		
PB	Prosperity Bank		
PC	Pest Control		
PL	Plato Software		
PR	Personal		
PS	Private School		
PT	Physical Therapy Svcs		
RA	504		
RE	Roberts Elementary		
RF	Refund		
SA	SAT PREP		
SB	Softball Field		
SD	County-Wide Staf Dev		
SI	School Improve Pro		
SK	Sick		
SL	Software License		
ST	Student Transport		
T1	Telecommunication		
TF	Texas Forensic Associ		
TR	Teacher Recruitment		
TW	Twirlers		
XC	Extra Curricular		

001 – High School  
002 – Vocational – BCHS  
005 – DAEP - BCHS  
041 – Bay City Junior High  
042 – Swimming Pool  
101 – Cherry Elementary  
102 – Holmes Elementary  
104 – Roberts Elementary  
105 – Alternative School  
200 – Holy Cross  
701 – Superintendent  
702 – School Board  
703 – Tax Appraiser  
720 – Direct Costs In Function 41  
725 – Landscaping & Yards  
726 – Assistant Superintendent  
727 – Business Office  
728 – Curriculum Director  
729 – Maintenance  
730 – Custodial  
732 – Transportation  
733 – Nurses  
734 – Title Director  
737 – Public Relations  
738 – Food Service  
836 – Information Technology  
839 – Security  
871 – Tidehaven – Special Ed  
872 – Van Vleck – Special Ed  
873 – Special Ed – Cooperative  
874 – Palacios – Special Ed  
875 – Matagorda – Special Ed

- 00 – Non-Descriptive
- 11 – Basic Educational Services
- 21 – Gifted and Talented
- 22 – Career and Technology
- 23 – Special Education Services
- 24 – Accelerated Education
- 25 – Bilingual/ESL
- 28 – Disciplinary AEP/DAEP Basic Services
- 29 – Disciplinary AEP/DAEP State Compensatory
- 30 – Title I, Part A/SCE
- 31 – High School Allotment
- 32 – Pre-K
- 91 – Athletics (includes Cheerleading, excludes Band)
- 99 – Undistributed (includes Band & UIL)



**Fund**

**Function**

**Object**

**Sub Object**

**Campus/Organization**

**Fiscal Year Code 7 for 2016-17**

**Program Intent Code**

# BAY CITY INDEPENDENT SCHOOL DISTRICT

## **Elected Officials** **Board of Trustees**

Robert J. Klepac – *President*

Bobby Kimball – *Vice-President*

Crystal Allison – *Secretary*

Frankie Cole – *Member*

Jerry Manning – *Member*

Helen Knezek- *Member*

Eddie Nelson – *Member*

## **Central Office Administrators**

Dr. Marshall Scott III – *Superintendent*

Lisa Volkmer – *Chief HR/Federal Compliance Officer*

Richard C. Johnson – *Chief Financial Officer*

Lisa Moya – *Chief Academic Officer*

Allison Sliva – *Chief Communications Officer*

Josh Solis – *Chief Technology Officer*

Leroy Cunningham – *Chief of Police*

Sonya Sonia – *Director of Special Education/MCES*

# Bay City Independent School District

## Business Office Phone List (979) 401-1005

### Business Office

Linda Estrada – Ext. 1005  
lestrada@baycityisd.org  
Receptionist/Records

Kayla Cobb – Ext. 1026  
kcobb@baycityisd.org  
Administrative Asst./AESOP

Richard C. Johnson – Ext. 1026  
rcjohnson@baycityisd.org  
Chief Financial Officer

Sherry Loring – Ext. 1017  
sloring@baycityisd.org  
Bookkeeper/Budget Specialist

Margaret Laslie – Ext. 1025  
mlaslie@baycityisd.org  
Accounts Payable Specialist

Carma Crain – Ext. 1013  
ccrain@baycityisd.org  
Payroll Specialist

Anna Korenek – Ext. 1015  
akorenek@baycityisd.org  
Accounts Payable/Fixed Assets

# Bay City Independent School District

## EXPENSE VOUCHER

DATE \_\_\_\_\_

AMOUNT DUE \_\_\_\_\_

ID# \_\_\_\_\_ Name \_\_\_\_\_

Campus or Dept. \_\_\_\_\_

Purpose/Workshop \_\_\_\_\_

Destination \_\_\_\_\_

Date & Time Departing Bay City

Month	Day	Year	Time	AM/PM

Date & Time Returning Bay City

Month	Day	Year	Time	AM/PM

**Meals: (Record number of meals allowed for breakfast, lunch and dinner in the box. List the actual cost of each meal on the lines, but reimbursement will be for whichever is less.) (No reimbursements for non-overnight meals)**

Breakfast <input style="width: 50px; height: 20px;" type="text"/>	Lunch <input style="width: 50px; height: 20px;" type="text"/>	Dinner <input style="width: 50px; height: 20px;" type="text"/>
\$10 Max/day	\$15 Max/day	\$26 Max/day
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Other Expenses:**

Hotel Expenses (attach original receipt) \_\_\_\_\_

Parking Fees (attach original receipt) \_\_\_\_\_

Other Expenses \_\_\_\_\_

**Transportation:** (Attach transportation denial to be reimbursed for mileage at .545 cents/mile.)

Miles

Total Expenses \_\_\_\_\_

Less Advance \_\_\_\_\_

Amt./Bal. Due \_\_\_\_\_

**CHARGE TO ACCOUNT NUMBER** \_\_\_\_\_

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

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

Supervisor or Principal

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

Chief Academic Officer/Federal Compliance Officer

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

Chief Financial Officer

**In order to receive reimbursement for the above expenses, this form along with workshop certificate, hotel folio and any other receipts must be submitted within 3 business days of this travel. There will not be any reimbursements for non-overnight meals.**

## **General Guidelines**

***No reimbursement of meals for any non-overnight stays.***

***The school district reserves the right to designate the mode of travel when such travel is paid by the district. All travel must be approved by a supervisor, principal or director prior to travel.***

Travel reimbursements cover the following on overnight stays. Receipts must accompany this form for full reimbursement, except for meals and mileage.

1. Meals (Not to exceed \$51/day) (Must meet time criteria below.)
  - Breakfast - to claim breakfast, the employee must leave prior to 5:00am.
  - Lunch - to claim lunch, the employee must leave prior to 11:00am.
  - Dinner - to claim dinner, the employee must return after 7:00pm.
2. Hotel rate in state up to \$85.00/night per person (per Federal periderm rate map, [www.gsa.gov](http://www.gsa.gov).)
3. Hotel rate out of state up to \$89.00/night per person (per Federal periderm rate map)
4. Mileage (.545 cents per mile) (After being denied a vehicle from Transportation Dept.)
5. Railway, airplane or bus transportation: the cost of tickets paid by the traveler for official travel.
6. Public Transportation: the actual cost of transportation, which includes cab fares.
7. Parking fees

No reimbursement for sales tax, tips and gratuities. Any questions to reimbursement for travel, contact the Business Office. Any exceptions to the guidelines above will have to be approved by the Superintendent or Director of Business prior to the trip.

2018-2019  
School Year

**Bay City Independent School District  
Semi-Annual Certification  
Activity Report for Employees Working on a Single Cost Objective**

Campus: BCJH

Federal Program: Title I, Fund 211

Cost Objective: To improve the teaching and learning of children failing, or most at-risk of failing, to meet challenging State academic achievement standards by upgrading the school's overall instructional program

For the Period: First Semester August 2018 through December, 2018  
Month/Year

I certify that the employee(s) listed below worked 100% of their time on activities authorized by the federal program stated above.

<b>NAME</b>	<b>EMPLOYEE TITLE</b>	<b>SIGNATURE</b>

\_\_\_\_\_  
Administrator Signature

\_\_\_\_\_  
Date

BCISD

Name (Printed) Campus Signature Date Time In Hours Activity Title # Activity Title #

Objective: Collaborate with district staff to formulate, develop, implement, and evaluate federal programs as well as balancing all federal fund budgets. Direct and manage CTE by serving as an instructional leader in the development and improvement of instructional programs in career and technology education.

AUGUST 2018

	Time In Hours	Activity Title #	Time In Hours	Activity Title #	Time In Hours	Activity Title #
Mon						
Tues						
Wed						
Thurs						
Fri						
Sat						
Sun						
Mon						
Tues						
Wed						
Thurs						
Fri						
Sat						
Sun						
Mon						
Tues						
Wed						
Thurs						
Fri						
Sat						
Sun						
Mon						
Tues						
Wed						
Thurs						
Fri						
Sat						
Sun						
Mon						
Tues						
Wed						

Supervisor (Printed) BCISD Campus Supervisor's Signature Date

# CONFLICT OF INTEREST QUESTIONNAIRE

# FORM CIQ

For vendor doing business with local governmental entity

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

OFFICE USE ONLY

Date Received

1 Name of vendor who has a business relationship with local governmental entity.

2  Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

3 Name of local government officer about whom the information is being disclosed.

\_\_\_\_\_  
Name of Officer

4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

Yes       No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

Yes       No

5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.

6  Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

7

\_\_\_\_\_  
Signature of vendor doing business with the governmental entity

\_\_\_\_\_  
Date



## **CONFLICT OF INTEREST QUESTIONNAIRE**

### **For vendor doing business with local governmental entity**

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

**Local Government Code § 176.001(1-a):** "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

**Local Government Code § 176.003(a)(2)(A) and (B):**

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

\*\*\*

(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that

- (i) a contract between the local governmental entity and vendor has been executed;
- or
- (ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.

**Local Government Code § 176.006(a) and (a-1)**

(a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

- (1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);
- (2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or
- (3) has a family relationship with a local government officer of that local governmental entity.

(a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

(1) the date that the vendor:

- (A) begins discussions or negotiations to enter into a contract with the local governmental entity; or
- (B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

(2) the date the vendor becomes aware:

- (A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);
- (B) that the vendor has given one or more gifts described by Subsection (a); or
- (C) of a family relationship with a local government officer.

# BAY CITY INDEPENDENT SCHOOL DISTRICT

Personnel Department White-Personnel Yellow-Principal/Director  
**Recommendation for Employment  
FOR PROFESSIONAL AND PARAPROFESSIONAL**

Name \_\_\_\_\_ Social Security Number \_\_\_\_\_

Address \_\_\_\_\_ Phone # \_\_\_\_\_

Campus/Department \_\_\_\_\_ Assignment \_\_\_\_\_

Certification\* (list all) \_\_\_\_\_

\*Certification deficiencies \_\_\_\_\_ Begin Date \_\_\_\_\_

New Applicant: Is the applicant a former BCISD employee?  YES  NO

Transfer Request: Is the applicant a current BCISD employee requesting a transfer?  YES  NO

If employee is itinerant, list home campus: \_\_\_\_\_

Reason for vacancy:  New (Position approved by Superintendent or Assistant Superintendent)

Replacing (name) \_\_\_\_\_

Assignment \_\_\_\_\_

1. Resigning  2. Retiring  3. Transfer

Other \_\_\_\_\_

Comments: \_\_\_\_\_

References checked (minimum of two):

\_\_\_\_\_  
Name  
\_\_\_\_\_  
Title  
\_\_\_\_\_  
District  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Name  
\_\_\_\_\_  
Title  
\_\_\_\_\_  
District  
\_\_\_\_\_  
Date

I affirm that the applicant meets all District requirements for employment including appropriate degree, appropriate TECAT or ExCET tests, and valid and appropriate certification or appropriate deficiency plan. A minimum of two successful reference checks have been completed and are on file.

\_\_\_\_\_  
Principal/Director Date

\_\_\_\_\_  
(Additional approval as required) Date

-----  
**PERSONNEL DEPARTMENT**

Begin processing for criminal history check

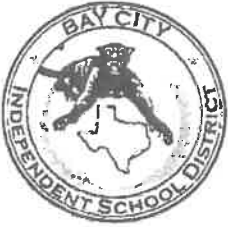
Denied

\_\_\_\_\_ Daily Rate \_\_\_\_\_ Days \_\_\_\_\_  
initial

Approved \_\_\_\_\_

\_\_\_\_\_ BCISD Account Number

\_\_\_\_\_  
Assistant Superintendent Date



# Bay City Independent School District

520 7<sup>th</sup> Street · Bay City, Texas 77414 · (979) 245-5766 · (979) 245-3175

## Personnel Change/Correction Form

Name \_\_\_\_\_

Current Campus/Dept. \_\_\_\_\_

**Change information:**  Denotes area (s) to be changed

Campus/Department \_\_\_\_\_ Begin Date \_\_\_\_\_

Assignment \_\_\_\_\_

Salary Account \_\_\_\_\_

Stipend Account \_\_\_\_\_

Salary/Daily/Hourly rate \$ \_\_\_\_\_

Stipend \$ \_\_\_\_\_

Days \_\_\_\_\_

\_\_\_\_\_  
Principal/Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chief Human Resource Officer

\_\_\_\_\_  
Date



# Employee Resignation Form

*(Please complete, print, sign, and send to Human Resources)*

Please follow the instructions in the "Employee Section" below to notify Bay City ISD of your resignation. **It is not necessary to present an additional document/letter.** Upon acceptance of this resignation by the Superintendent, you will be contacted by a Human Resources representative for additional instructions. (Please complete, print, sign, and send to Human Resources.)

<b>EMPLOYEE SECTION:</b>		
<b>Please complete, print, sign, and send to Human Resources.</b>		
Last Name:	First Name:	Bay City ISD ID #
Campus/Dept:	Position:	Last 4 Digits Social Security #
Check One: <input type="checkbox"/> Fulfilling contract/assignment <input type="checkbox"/> Breaking contract/assignment		Last Date to Work:
Reason for Resignation (check one): <input type="checkbox"/> Retire through TRS <input type="checkbox"/> Lateral move to another school district <input type="checkbox"/> Promotion to another school district <input type="checkbox"/> Family/personal obligation <input type="checkbox"/> Relocation/job transfer <input type="checkbox"/> Pursuit of career outside of education <input type="checkbox"/> Other: (note reason) _____		
Signature:		Date:

<b>FOR HUMAN RESOURCES USE ONLY</b>	
Date Received in HR:	
Accepted by Human Resources Representative:	Date Accepted: