

Killeen Independent School District
Annual Financial Management Report
For the year ended August 31, 2017

Financial Integrity Rating System of Texas
Killeen ISD District Status Detail

2017-2018 Rating (based on 2016-2017 data): **A = Superior**

Indicators Answered YES: 15

Indicators Answered NO: 0

District Score: 100
 Highest Score Available: 100

#	Indicator Description	2015-2016 Result	2016-2017 Result
1	Was the complete annual financial report (AFR) and data submitted to the TEA within 30 days of the November 27 or January 28 deadline depending on the school district's fiscal year end date of June 30 or August 31, respectively?	Yes	Yes
2a	Was there an unmodified opinion in the AFR on the financial statements as a whole?	Yes	Yes
2b	Did the external independent auditor report that the AFR was free of any instance(s) of material weaknesses in internal controls over financial reporting and compliance for local, state or federal funds?	Yes	Yes
3	Was the school district in compliance with the payment terms of all debt agreements at fiscal year end?	Yes	Yes
4	Did the school district make timely payments to the Teachers Retirement System (TRS), Texas Workforce Commission (TWC), Internal Revenue Service (IRS), and other government agencies?	Yes	Yes
5	Was the total unrestricted net position balance (Net of accretion of interest on capital appreciation bonds) in the governmental activities column in the Statement of Net Assets greater than zero?	Yes	Yes
6	Was the number of days of cash on hand and current investments in the general fund for the school district sufficient to cover operating expenditures (excluding facilities acquisition and construction)?	Yes	Yes
7	Was the measure of current assets to current liabilities ratio for the school district sufficient to cover short-term debt?	Yes	Yes
8	Was the ratio of long-term liabilities to total assets for the school district sufficient to support long-term solvency?	Yes	Yes
9	Did the school district's general fund revenues equal or exceed expenditures (excluding facilities acquisition and construction)?	Yes	Yes
10	Was the debt service coverage ratio sufficient to meet the required debt service?	Yes	Yes
11	Was the school district's administrative cost ratio equal to or less than the threshold ratio?	Yes	Yes
12	Did the school district not have a 15 percent decline in the students to staff ratio over 3 years (total enrollment to total staff)?	Yes	Yes
13	Did the comparison of PEIMS data to like information in the school district's annual financial report result in a total variance of less 3 percent of all expenditures by function?	Yes	Yes
14	Did the external independent auditor indicate the AFR was free of any instance(s) of material noncompliance for grants, contracts, and laws related to local, state, or federal funds?	Yes	Yes
15	Did the school district not receive an adjusted repayment schedule for more than one fiscal year for an over allocation of Foundation School Program (FSP) funds as a result of a financial hardship?	Yes	Yes

Reimbursements received by the superintendent and board members

For the twelve-month period ended August 31, 2017: Description of Reimbursements	Board Members								
	Superintendent John Craft	Terry Delano	Susan Jones	Corbett Lawler	JoAnn Purser	Marvin Rainwater	Minerva Trujillo	Carlyle Walton	Shelley Wells
Meals	\$ 1,799	\$ 1,181	\$ 1,054	\$ 1,439	\$ 1,400	\$ 1,092	\$ 1,150	\$ 63	\$ 1,040
Lodging	4,080	1,134	354	2,454	3,065	784	693	0	247
Transportation	6,909	438	-	693	1,898	159	153	-	155
Motor Fuel	6	-	-	-	-	-	-	-	-
Other	1,840	500	500	885	1,545	385	545	50	545
Total	\$ 14,634	\$ 3,253	\$ 1,908	\$ 5,471	\$ 7,908	\$ 2,420	\$ 2,541	\$ 113	\$ 1,987

All "reimbursements" expenses, regardless of the manner of payment, including direct pay, credit card, cash, and purchase order are to be reported. Items to be reported per category include:

Meals: Meals consumed out of town, and in-district meals at area restaurants (outside of board meetings, excludes catered board meeting meals).

Lodging: Hotel charges.

Transportation: Airfare, car rental (can include fuel on rental, taxis, mileage reimbursements, leased cars, parking and tolls).

Motor fuel: Gasoline.

Other: Registration fees, telephone/cell phone, internet service, fax machine, and other reimbursements (or on-behalf of) to the superintendent and board member not defined above.

Detail of reimbursements reported for the superintendent and board members

Banquet costs included in "Meals": \$951.53 split evenly per each board member and the superintendent
These are not reimbursements, but are paid by the district to the organization and must be included in the FIRST reporting.

Harker Heights Chamber of Commerce	\$ 62.50
Festival of Trees	\$ 75.00
Association of the United States Army	\$ 15.90
National Association for the Advancement of Colored People	\$ 40.00
Girl Scouts Women of Distinction	\$ 65.63
Boy Scouts Silver Eagle	\$ 62.50
KISD Education Foundation Starmakers	\$ 62.50
Exchange Club Golden Deeds	\$ 30.00
Greater Killeen Chamber of Commerce	\$ 537.50
	<u>\$ 951.53</u>

Registration fees included in "Other":

National Association of Federally Impacted Schools September 2016	\$ 500.00	Terry Delano, Corbett Lawler, JoAnn Purser
National Association of Federally Impacted Schools March 2017	\$ 500.00	Susan Jones, JoAnn Purser
Region 12 Training June 2017	\$ 50.00	Carlyle Walton
School Leadership Institute June 2017	\$ 385.00	Corbett Lawler, Marvin Rainwater
School Leadership Institute June 2017	\$ 545.00	Minerva Trujillo, JoAnn Purser, Shelley Wells

Outside compensation and/or fees received by the superintendent for professional consulting and/or other personal services

For the twelve-month period ended August 31, 2017	
Name(s) of entity(ies)	Amount Received
None	\$0
Total	\$0

Compensation does not include business revenues generated from a family business (farming, ranching, etc.) that has no relation to school district business.

**Gifts received by the executive officers and board members (and first degree relatives, if any)
 (gifts that had an economic value of \$250 or more in the aggregate in the fiscal year)**

		Board Members							
For the twelve-month period ended August 31, 2017	Superintendent John Craft	Terry Delano	Susan Jones	Corbett Lawler	JoAnn Purser	Marvin Rainwater	Minerva Trujillo	Carlyle Walton	Shelley Wells
Summary amounts	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Note - An executive officer is defined as the superintendent, unless the board of trustees or the district administration names additional staff under this classification for local officials.

Business transactions between school district and board members

	Board Members							
For the twelve-month period ended August 31, 2017	Terry Delano ¹	Susan Jones	Corbett Lawler	JoAnn Purser	Marvin Rainwater	Minerva Trujillo	Carlyle Walton	Shelley Wells
Summary amounts	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Note - The summary amounts reported under this disclosure are not to duplicate the items disclosed in the summary schedule of reimbursements received by board members.

¹ Mr. Delano has disclosed that while we have no official record of purchases made by KISD to his business, since it is a restaurant in the area, that purchases could have been made by campuses using activity funds where we may not have a record. If purchases were made they would be of an amount that would be deemed immaterial in our annual financial audit.

STATE OF TEXAS §
 §
COUNTY OF BELL §

SUPERINTENDENT’S TERM CONTRACT

Pursuant to § 11.201 of the Texas Education Code, this Contract is entered into by and between the BOARD OF TRUSTEES (“Board”) of the KILLEEN INDEPENDENT SCHOOL DISTRICT (“KISD” or “the District”) and Dr. John Craft (“Superintendent”). The Board and the Superintendent, for and in consideration of the terms stated in this Contract, do hereby agree to the following terms and conditions of employment of the Superintendent of KISD:

I. Term

- 1.1 The Superintendent is currently employed in the position of Superintendent for a term through June 30, 2023. This Contract is not for a specific number of days within a year, and there are no “non-duty” days under this Contract.
- 1.2 KISD may, by action of the Board and with the consent of the Superintendent, extend the term of this term Contract.
- 1.3 The Board has not adopted any policy, rule, regulation, law, or practice providing for tenure. No right of tenure is created by this term Contract. No property interest, express or implied, is created in continued employment beyond the Contract term.

II. Employment

- 2.1 *Duties.* The Superintendent is the educational leader and chief executive of the District and shall faithfully perform the duties of the Superintendent of Schools for KISD, as prescribed by Texas law and in the adopted job description. The Superintendent may be assigned additional duties or his job responsibilities may be changed by action of the Board; all duties assigned to the Superintendent by the Board shall be appropriate to and consistent with the professional role and responsibility of the Superintendent. The Superintendent shall comply with all lawful Board directives, state and federal law, district policy, rules, and regulations as they exist or may hereafter be amended. The Superintendent shall perform the duties of the Superintendent of Schools for KISD with reasonable care, diligence, skill, and expertise and shall devote substantially all of his time, skill, labor, and attention to his employment and the performance of these duties during the term of this term Contract.

- 2.2 *Professional Certification.* The Superintendent shall at all times during employment by KISD hold a valid certificate required of a superintendent by the State of Texas and issued by the Texas Education Agency or the State Board of Educator Certification and all other certificates required by law. This Contract is void if the Superintendent's certification expires, is cancelled, or is revoked.
- 2.3 *Representations.* The Superintendent represents that any records or information provided in connection with his employment application are true and correct. Any false statements, misrepresentations, omissions of requested information, or fraud by the Superintendent in or concerning any required records or the employment application may be grounds for termination or nonrenewal, as applicable.
- 2.4 *Criminal History.* The Superintendent represents that he has made written disclosure to the Board of any conviction for a felony or for any offense involving moral turpitude. The Superintendent shall also be subject to a criminal history record check, and his employment is contingent upon such results being both consistent with information previously disclosed to the Board and acceptable to the Board. Other than traffic violations, the Superintendent agrees that he will notify the Board in writing within three calendar days of any arrest, indictment, conviction, no contest or guilty plea, or other adjudication occurring during the term of this Contract.
- 2.5 *Board Meetings.* The Superintendent shall attend all meetings of the Board, both public and closed, with the exception of those closed meetings devoted to the consideration of any action or lack of action on the Superintendent's Contract, or the Superintendent's evaluation, or for purposes of resolving conflicts between individual Board members, or when the Board is acting in its capacity as a tribunal. In the event of illness or Board approved absence, the Superintendent's designee shall attend such meetings.
- 2.6 *Criticisms, Complaints.* The Board, individually and collectively shall refer in a timely manner all substantive criticisms, complaints, and suggestions called to the Board's attention either (a) to the Superintendent for study and/or appropriate action, and the Superintendent shall refer such matter(s) to the appropriate District employee or shall investigate such matter(s) and shall within a reasonable time inform the Board of the results of such efforts; or (b) to the appropriate complaint resolution procedure as established by District Board policies.
- 2.7 *Residence.* The Superintendent agrees to live within the District boundaries for the duration of his employment with the District.

III. Compensation and Benefits

- 3.1 *Base Salary.* The District shall provide the Superintendent with an annual salary in the sum of Three Hundred Ten Thousand Dollars and No cents (\$310,000.00). The annual base salary shall be paid to the Superintendent in equal monthly installments consistent with the Board's policies
- 3.2 *Salary Adjustments.* The Board will consider all compensation regularly and determine if increases are warranted by performance, longevity, and general economic conditions, but in no event shall the Superintendent be paid less than the salary set forth in Section 3.1 of this Contract, except as provided below. Such adjustments, if any, shall be in the form of a written addendum to this term Contract or a new contract shall be issued.
- a. *Widespread Salary Reduction.* If the Board implements a widespread salary reduction under Texas Education Code § 21.4023, the Superintendent's annual salary shall be reduced by the percent or fraction of a percent that is equal to the average percent or fraction of a percent by which teacher salaries have been reduced.
- b. *Furlough.* If the Board implements a furlough under Texas Education Code § 21.4021, the Superintendent shall be furloughed for the same number of days as other contract personnel, and the Superintendent's salary shall be reduced in proportion to the number of furlough days.
- 3.3 *Vacation, Holidays, Leave Benefit.* Subject to the Board President's approval of the scheduling, the Superintendent may take the same number of days of vacation/leave authorized by policies adopted by the Board for administrators on twelve month contracts, the days to be in a single period or at different times, and may be accrued consistent with other professional employees of the District. These vacation/leave days will be taken at times that will least interfere with the performance of the Superintendent's duties as set forth in this term contract. The Superintendent shall observe the same holidays and breaks as provided by the Board's adopted annual calendar. The Superintendent shall be subject to the leave policies applicable to all employees as stated in Board policy.
- 3.4 *Insurance.* The District shall pay the same premiums for hospitalization and major medical insurance coverage and any other insurance benefits for the Superintendent pursuant to the group health care plan as provided by the District for its administrative employees.
- 3.5 *Professional Growth.* The Superintendent shall devote the Superintendent's time, attention, and energy to the direction, administration, and supervision of the District. The Board, however, encourages the continued professional growth of

the Superintendent through the Superintendent's active attendance at and participation in appropriate professional meetings at the local, regional, state, and national levels. The Board encourages the use of data and information sources, and shall encourage the participation of the Superintendent in pertinent education seminars and courses offered by public or private institutions or by educational associations, as well as the participation in informational meetings with those individuals whose particular skills, expertise, or backgrounds would serve to improve the capacity of the Superintendent to perform the Superintendent's professional responsibilities for the District. In its encouragement of the Superintendent to grow professionally, the Board shall permit a reasonable amount of release time for the Superintendent, as the Superintendent and the Board deem appropriate, to attend such seminars, courses, or meetings. The Superintendent will provide advance notice to the Board President regarding his participation in professional growth activities. The District agrees to provide in the District's budget during the term of this Contract, for the benefit of the Superintendent, a professional development budget per contract year to be used for registration, travel, meals, lodging, and other related expenses. The District shall pay the Superintendent's membership dues to the American Association of School Administrators and the Texas Association of School Administrators. The District shall pay for other memberships necessary to maintain and improve the Superintendent's professional skills as the Board may deem appropriate. The District shall bear the reasonable cost and expense for such attendance and membership.

- 3.6 *Civic Activities.* The Superintendent is encouraged to participate in community and civic affairs. Because such participation serves a legitimate purpose related to the educational mission of the District, the reasonable expenses of such activities shall be borne by the District for one (1) civic organization.
- 3.7 *Outside Consultant Activities.* With prior notice to the Board, the Superintendent may serve as a consultant or undertake speaking engagements, writing, teaching, or other professional duties and obligations outside the District (referred to collectively herein as "Consulting Services") that do not conflict or interfere with the Superintendent's professional responsibilities to the District. The Superintendent may accept a reimbursement of expenses for such Consulting Services at no expense to the District. Consulting Services provided by the Superintendent under the terms and conditions of this paragraph must be consistent with state and federal law, and Board policy. The Superintendent will report potential and actual conflicts of interest.

- 3.8 *Business Expenses.* The District shall reimburse the Superintendent for reasonable expenses incurred by the Superintendent in the continuing performance of the Superintendent's duties under this Contract. The District agrees to pay the actual and incidental costs incurred by the Superintendent for travel outside the District in performance of his duties. Such actual or incidental costs may include, but are not limited to mileage, hotels and accommodations, meals, rental car, and other expenses incurred in the performance of the business of the District. The Superintendent shall comply with all procedures and documentation requirements in accordance with Board policies.
- 3.9 *Automobile.* The District shall reimburse the Superintendent for out-of-District travel incurred by the Superintendent in the continuing performance of the Superintendent's duties under this Contract. The reimbursement will be at the highest rate allowed by IRS rules at the time the expense was incurred for miles traveled. In addition, the Superintendent shall receive an annual travel stipend of \$5,000.
- 3.10 *Insurance - Professional Legal Liability.* The District shall obtain, if available, and provide Professional Legal Liability Insurance coverage with the Superintendent as the named insured, against liability in a limit of not less than \$2,000,000 aggregate, and the District shall pay the deductible for any claim made against the Superintendent under such policy. The Superintendent shall be named as an insured under the District's Errors and Omissions General Liability Insurance Policy, and the District shall pay the deductible for any claim made against the Superintendent under such policy.
- 3.11 *Indemnification.* To the extent it may be permitted to do so by applicable law, including, but not limited to the Texas Civil Practice & Remedies Code, the District agrees to defend, hold harmless, and indemnify the Superintendent from any and all demands, claims, suits, actions, judgments, expenses, and attorneys' fees incurred in any legal proceedings brought against the Superintendent in the Superintendent's individual or official capacity as Superintendent of the District while acting within the course and scope of the Superintendent's employment with the District; excluding, however, any such demand, claim, suits, actions, judgments, expenses, and attorneys' fees where it is determined that the Superintendent committed official misconduct, or committed a willful or wrongful act or omission, or an act or omission constituting gross negligence, or acted in bad faith; and excluding any costs, fees, expenses or damages that would be recoverable or payable under an insurance contract, held either by the District or by the Superintendent. In no event will any individual Board member be

considered personally liable for indemnifying the Superintendent against such demand, claims, suits, actions, or legal proceedings. The District's obligation to indemnify does not apply to criminal investigations or criminal proceedings. Likewise, the District shall not be required to pay any costs of any legal proceeding in the event the District and the Superintendent have adverse interests.

The selection of the Superintendent's legal counsel shall be with the mutual agreement of the Superintendent and the District if such legal counsel is not also the District's legal counsel. A legal defense may be provided through insurance coverage, in which case the Superintendent's right to agree to legal counsel provided for him will depend on the terms of the applicable insurance contract. To the extent this Section exceeds the authority provided and limitations imposed by Texas Civil Practice & Remedies Code, Chapter 102, it shall be construed and modified accordingly. The provisions of this Section shall survive the termination of this Contract.

- 3.12 *Personal Protection.* The District shall, at its expense, provide to the Superintendent such personal protection as the Board may deem necessary. In the event the life or safety of the Superintendent or the Superintendent's family is threatened or otherwise appears in danger due to the performance of the Superintendent's professional duties, the District shall pay the reasonable and necessary costs incidental to the protection of the Superintendent and the Superintendent's family as the Board may deem necessary; provided, however, that such protection will initially be sought from the police/sheriff's department or the appropriate governmental authority having jurisdiction in the District.

IV. Annual Goals

- 4.1 *Development of Goals.* The Superintendent will meet with the Board to initiate the Annual District Goal Setting process. The Superintendent and staff will work in coordination with the District-Level Planning and Decision Making Committee to develop a proposed list of District Goals and plan for implementation for the Board's consideration. The final goals approved by the Board will be memorialized in writing and reflected in Board minutes and will be among the criteria on which the Superintendent's annual written evaluation is reviewed and evaluated. The Board agrees to work with and support the Superintendent in achieving the District Goals.

V. Review of Performance

- 5.1 *Time and Basis of Evaluation.* The Board shall evaluate and assess in writing the performance of the Superintendent at least once each year during the term of this term Contract. The evaluation and assessment shall be reasonably related to the duties of the Superintendent. The Board, at its discretion, may evaluate and assess the performance of the Superintendent as many times during the year as it deems appropriate. Unless the Superintendent expressly requests otherwise in writing, the evaluation of the Superintendent shall at all times, be conducted in closed meeting and the evaluation instrument shall be considered confidential to the extent permitted by law. Nothing herein shall prohibit the Board or the Superintendent from sharing the content of the Superintendent's evaluation instrument with their respective legal counsel.
- 5.2 *Evaluation Format and Procedure.* The evaluation format and procedure shall comply with the law and Board policy. In the event that the Board deems that the evaluation instrument, format and/or procedure is to be modified by the Board and such modifications would require new or different performance expectations, the Superintendent shall be provided a reasonable period of time to demonstrate such expected performance before being evaluated.

VI. Suspension, Nonrenewal, or Termination of Contract

- 6.1 *Mutual Agreement.* This term Contract may be terminated by the mutual agreement of the Superintendent and the Board in writing, upon such terms and conditions as are mutually agreed.
- 6.2 *Resignation.* The Superintendent may leave the employment of the District at the end of a school year without penalty by filing a written resignation with the Board, not later than the 45th day before the first day of instruction of the following school year. The Superintendent may resign with the consent of the Board at any other time.
- 6.3 *Renewal/Nonrenewal.* Contract renewal or nonrenewal shall be in accordance with Board policy and Chapter 21 of the Texas Education Code.
- 6.4 *Suspension.* In accordance with Chapter 21 of the Texas Education Code, the Board may suspend the Superintendent without pay during the term of this Contract for good cause as determined by the Board.
- 6.5 *Termination.* The Board may dismiss the Superintendent during the term of this Contract for good cause as determined by the Board as provided by Chapter 21 of the Texas Education Code.

- 6.6 *Nonrenewal, Termination, or Suspension Without Pay Procedure.* In the event that the Board proposes to nonrenew or terminate this term contract or suspend the Superintendent without pay for "good cause," the Superintendent shall be afforded all the rights as set forth in Board policies and Subchapter F, Chapter 21, of the Texas Education Code.
- 6.7 *Appeal.* If the Superintendent is aggrieved by the Board's decision to suspend without pay, nonrenew, or terminate this employment Contract, he may appeal to the Commissioner of Education in accordance with Subchapter G, Chapter 21, of the Texas Education Code.
- 6.8 *Retirement or Death.* This term Contract shall be terminated upon the retirement or death of the Superintendent.

VII. Miscellaneous

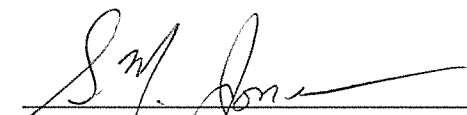
- 7.1 *Controlling Law.* This term Contract shall be governed by the laws of the State of Texas and shall be performed in Bell County, Texas, unless otherwise provided by law.
- 7.2 *Complete Agreement.* This term Contract embodies the entire understanding between the parties and cannot be varied or amended except by written agreement of the undersigned parties and Board approval of the new or additional writing at a lawfully called meeting. All existing term contracts, both oral and written, between the parties regarding the employment of the Superintendent are superseded by this term Contract, and this term Contract constitutes the entire agreement between the parties unless amended pursuant to this paragraph or other specific terms of this term Contract.
- 7.3 *Conflicts.* In the event of any conflict between the terms, conditions, and provisions of this term Contract and the provisions of the Board's policies or any permissive state or federal law, the terms of this term Contract shall take precedence over the contrary provisions of the Board's policies or any such permissive law, unless otherwise prohibited by law.
- 7.4 *Savings Clause.* In the event any one or more of the provisions contained in this term Contract shall, for any reason, be held to be invalid, illegal, or unenforceable, such invalidity, illegality, or unenforceability shall not affect any other provision, and this term Contract shall be construed as if such invalid, illegal, or unenforceable provision had never been included.
- 7.5 *Legal Representation.* Both parties have had the opportunity to consult with legal counsel in the negotiation and execution of this Contract.


EXECUTED at Killeen, Texas, pursuant to action of the Board of Trustees at a lawfully called meeting held on February 12, 2019.

KILLEEN INDEPENDENT SCHOOL DISTRICT

By:  Date: 2-26-19
Corbett Lawler, President
Board of Trustees

ATTEST:

 Date: 02-26-2019
Susan M. Jones, Secretary
Board of Trustees

 Date: 2/13/19
John Craft, Ed.D.
Superintendent