



DISCLOSURES

Reporting requirements for the financial management report for School FIRST public hearing are found in **Title 19 Texas Administrative Code Chapter 109, Budgeting, Accounting, and Auditing, Subchapter AA, Commissioner's Rules Concerning Financial Accountability Rating System**. This rule describes requirements for the six (6) disclosures explained below that are to be presented as appendices in the School FIRST financial management report.



DISCLOSURES

1. Superintendent's Employment Contract

The school district is to provide a copy of the superintendent's employment contract that is effective on the date of the School FIRST hearing in calendar year 2023. In lieu of publication in the School FIRST financial management report, the school district may choose to publish the superintendent's employment contract on the school district's Internet site. **If published on the Internet**, the contract is to remain accessible for twelve months.

FORTH AMENDMENT TO
SUPERINTENDENT'S CONTRACT OF EMPLOYMENT

THE STATE OF TEXAS §
 § KNOW ALL MEN BY THESE PRESENTS:
COUNTY OF GALVESTON §

WHEREAS, the Board of Trustees ("Board") of the Texas City Independent School District, met on June 13, 2023;

WHEREAS, at the meeting on June 13, 2023, the District, pursuant to her Superintendent's Contract of Employment ("Contract"), offered an amendment to her Contract;

WHEREAS, Dr. Duarte accepted the amendment to the Contract;

NOW, THEREFORE, pursuant to the authority of § 11.201 of the Texas Education Code, the general laws of the state of Texas and Section 7.2 of the Contract, the Board and Dr. Duarte agree as follows:

I.

Subsection 1.1 of the Superintendent's Contract of Employment executed on July 14, 2020, is amended and revised as follows:

- 1.1 **Term.** The Board, by and on behalf of the District, does hereby employ the Superintendent, and the Superintendent does hereby accept employment as Superintendent of Schools for the District accepts employment as Superintendent of Schools for the District from today through and ending on June 30, 2027. In all years of this Contract, the contract year shall be from July 1st through June 30th. The District may, by action of the Board, and with the consent and approval of the Superintendent, extend the term of this Contract as permitted by state law.

Subsection 3.1 of the Superintendent's Contract of Employment executed on July 14, 2020, is amended as follows:

- 3.1 **Annual Base Salary.** The Superintendent shall be paid an annual base salary in the sum of Two Hundred Thirty-Six Thousand and Twenty-Nine and No/100 Dollars (\$236,029.00) effective July 1, 2023. This amount will be paid in installments in accordance with Board policy, if any, applicable to district-wide administrative staff or school district administrative procedures applicable to district-wide administrative staff.

Subsection 3.4 of the Superintendent's Contract of Employment executed on July 14, 2020, is amended as follows:

3.4 **Longevity Pay.** In order to encourage continuity of leadership in the District, the District elects to provide additional compensation to the Superintendent for reaching certain longevity goals. This longevity payment shall be made as follows:

If the Superintendent continues to be employed by the District as of July 1st of each respective contract year listed below for contract years 2021-2024 and/or June 30, 2025 and for contract years 2026-2027 and/or June 30, 2028 as outlined below, and if the Superintendent receives a satisfactory rating (proficient or meet expectations or the equivalent) on her annual performance review under the goals and objectives established by the Board for the year being reviewed, then the Board, via the administration, shall pay the amounts below into a District account on behalf of the Superintendent as follows and as provided by this paragraph:

<u>Year</u>	<u>Payment Date</u>	<u>Amount</u>	<u>Cumulative \$</u>	<u>Vesting%</u>	<u>Vested \$</u>
2021	July 1, 2021	\$10,000.00	\$10,000.00	0%	\$0.00
2022	July 1, 2022	\$15,000.00	\$25,000.00	0%	\$0.00
2023	July 1, 2023	\$26,600.00	\$51,100.00	60%	\$30,960.00
2024	July 1, 2024	\$33,250.00	\$84,850.00	80%	\$67,880.00
2025	June 30, 2025	\$39,900.00	\$124,750.00	100%	\$124,750.00
2026	July 1, 2026	\$45,000.00	\$169,750.00	60% (of 45k)	\$151,750.00
2027	July 1, 2027			80% (of 45K)	\$160,750.00
2028	June 30, 2028			100% (of 45K)	\$169,750.00

The Board's payments as outline above through June 30, 2025 plus future earnings, if any, are vested and made available/paid directly to the Superintendent pursuant to the vesting schedule and percentages outlined above upon separation from employment or upon June 30, 2025, if the Superintendent continues to be employed by Texas City ISD on June 30, 2025. The Board's payment(s) on and/or after July 1, 2026 plus future earnings, if any, are vested and made available/paid directly to the Superintendent pursuant to the vesting schedule and percentages outlined above upon separation from employment or upon June 30, 2028, if the Superintendent continues to be employed by Texas City ISD on June 30, 2028. Upon the

Superintendent's separation of employment, all funds not vested pursuant to this paragraph remain/revert back to the District.

All payments made and vested to the Superintendent shall be reported as creditable compensation to TRS.

EXECUTED by signatures below, and effective June 13, 2023.

BOARD OF TRUSTEES
TEXAS CITY INDEPENDENT SCHOOL
DISTRICT

By: Melba L. Anderson
Ms. Melba Anderson
President, Board of Trustees

Date: June 15, 2023

By: Meli Duarte
Dr. Melissa Duarte
Superintendent of Schools

Date: 6-15-23



DISCLOSURES

2. Reimbursements Received by the Superintendent and Board Members for Fiscal Year 2022

For the Twelve-month Period Ended June 30, or August 31, 2022	Dr. Duarte	Melba Anderson	Mable Pratt	Nakisha Paul	Lori Carnes	Dickey Campbell	Hal Biery	Michael Matranga
Description of Reimbursements	Superintendent	Board Member 1	Board Member 2	Board Member 3	Board Member 4	Board Member 5	Board Member 6	Board Member 7
Meals	\$ 606.01	\$	\$ 117.01	\$143.43	\$	\$	\$ 65.36	\$
Lodging	3,108.21	421.62	780.88	780.88	250.38	210.81	722.91	493.06
Transportation	1,543.43			465.83	271.44	271.44	539.90	
Motor Fuel								
Other	2,571.10	1,270.00	1,695.00	1,695.00	910.00	1,295.00	1,185.00	950.00
Total	\$ 7,828.75	\$1,691.62	\$2,595.89	\$3,084.94	\$1,431.82	\$1,777.25	\$2,513.17	\$1,332.86

Note – The spirit of the rule is to capture all “reimbursements” for fiscal year 2020, regardless of the manner of payment, including direct pay, credit card, cash, and purchase order. Reimbursements to be reported per category include:

Meals – Meals consumed off the school district’s premises, and in-district meals at area restaurants (excludes catered meals for board meetings).

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.



DISCLOSURES

3. Outside Compensation and/or Fees Received by the Superintendent for Professional Consulting and/or Other Personal Services in Fiscal Year 2022

For the Twelve-Month Period Ended June 30, or August 31, 2022	
Name(s) of Entity(ies)	
	\$
Total	\$ 0.00

Note – Compensation does not include business revenues from the superintendent’s livestock or agricultural-based activities on a ranch or farm. Report gross amount received (do not deduct business expenses from gross revenues). Revenues generated from a family business that have no relationship to school district business are not to be disclosed.



DISCLOSURES

4. Gifts Received by the Executive Officer(s) and Board Members (and First Degree Relatives, if any) in Fiscal Year 2022

For the Twelve-Month Period Ended June 30, or August 31, 2022								
	Superintendent	Board Member 1	Board Member 2	Board Member 3	Board Member 4	Board Member 5	Board Member 6	Board Member 7
Summary Amounts	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

Note – An executive officer is defined as the superintendent, unless the board of trustees or the district administration names additional staff under this classification. Gifts received by first degree relatives, if any, will be reported under the applicable school official.



DISCLOSURES

5. Business Transactions Between School District and Board Members for Fiscal Year 2022

For the Twelve-Month Period Ended June 30, or August 31, 2022	Board Member 1	Board Member 2	Board Member 3	Board Member 4	Board Member 5	Board Member 6	Board Member 7
Summary Amounts	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

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



DISCLOSURES

6. Any other information the board of trustees of the school district determines to be useful.