

Notice of Regular Meeting

The Board of Trustees Nordheim ISD

A Regular Meeting of the Board of Trustees of Nordheim ISD will be held Wednesday, August 30, 2023, beginning at 6:05 PM in the Conference Room, 500 North Broadway, Nordheim, TX 78141.

The subjects to be discussed or considered or upon which any formal action may be taken are listed below. Items do not have to be taken in the same order as shown on this meeting notice. Unless removed from the consent agenda, items identified within the consent agenda will be acted on at one time.

1. Opening
 - A. Call to Order, Roll Call, Declaration of Quorum
 - B. Pledge of Allegiance of the United States Flag
2. Recognitions & Presentations
3. Public Comments
4. Consent Agenda
 - A. Approve Donations
 - B. Approve minutes of previous meeting 3
 - C. Approve monthly expenditures
 - D. Financial Update
5. Items for Discussion, Consideration, and Possible Action
 - A. Approve the 2022-2023 Budget Amendments
 - B. Resolution Authorizing the Defeasance and Redemption 8
 - C. Approve Resolution setting the Maintenance and Operation (M&O) Tax rate and the Interest and Sinking (I&S) Tax rate for 2023 15
 - D. Approve the 2023-2024 Budget.
 - E. Approve Resolution to Declare Good Cause Exceptin for Houlse Bill 3 Armed Security Officer Requirement.
 - F. Approve update Nordheim ISD IPM or Integrated Pest Management Policy 16
 - G. Approve raising Adult meal prices to 4.75 for lunch and 3.10 for breakfast. as recommended by the Texas Agricultural Department
 - H. Remove the yearly psychological exam from guardian policy.
6. Principals Report
7. Superintendents Report

8. Adjourn to Closed Session

A. For the Purpose of considering matters for with closed sessions are authorized by Chapter 551.071-551.084, Texas Government Code, where upon the Superintendent at the request of the Board President has prepared the agenda to present the Board's consideration or discussion the following matter(s):

1. Consult with the Districts attorneys on any matter on the agenda
2. Discuss and consider purchase of real property
3. Discuss and consider the resignation, appointment, employment, evaluation, reassignment, duites, discipline, and/or dismissal of public officer or employee.

B. Return to Open Session

C. Adjourn

If, during the course of the meeting, discussion of any item on the agenda should be held in a closed meeting, the board will conduct a closed meeting in accordance with the Texas Open Meetings Act, Government Code, Chapter 551, Subchapters D and E or Texas Government Code section 418.183(f). Before any closed meeting is convened, the presiding officer will publicly identify the section or sections of the Act authorizing the closed meeting. All final votes, actions, or decisions will be taken in open meeting. [See BEC(LEGAL)]

The notice for this meeting was posted in compliance with the Texas Open Meetings Act on Posted August 27, 2023 @4:00pm By Kevin Wilson, Superintendent Nordheim ISD.

For the Board of Trustees

MINUTES OF THE REGULAR MEETING OF THE TRUSTEES
OF THE NORDHEIM INDEPENDENT SCHOOL DISTRICT

Wednesday, July 19, 2023

President Pam Remmers called the meeting to order at 6:30 p.m. with Richard Heard, Janice Brown, John Green, Lynette Metting, and Elisha Tam to constitute a quorum. Kathryn Garcia arrived at 6:06 p.m. Superintendent Kevin Wilson, Principal Richard Cardin, Business Manager Robert Barth, Jennifer Wagner, and Robert Gadbois were also present.

President Pam Remmers led the Pledge of Allegiance.

Robert Gadbois presented an update on Bond Projects.

The motion to approve minutes from June 21, 2023 Regular Meeting was made by Elisha Tam and seconded by Janice Brown.

Motion Carried 7-0

Robert Barth gave the financial update.

The motion to approve monthly expenditures was made by Janice Brown and seconded by Elisha Tam.

Motion Carried 7-0

Discussed Policy update 121 Legal and Local.

The motion to approve Policy 121 Legal and Local Policy 121 update : CFB(LOCAL): ACCOUNTING – INVENTORIES; CLB(LOCAL): BUILDINGS, GROUNDS, AND EQUIPMENT MANAGEMENT – MAINTENANCE; CRF(LOCAL): INSURANCE AND ANNUITIES MANAGEMENT – UNEMPLOYMENT INSURANCE; CVA(LOCAL): FACILITIES CONSTRUCTION – COMPETITIVE BIDDING; CVB(LOCAL): FACILITIES CONSTRUCTION – COMPETITIVE SEALED PROPOSALS; DEA(LOCAL): COMPENSATION AND BENEFITS – COMPENSATION PLAN; FD(LOCAL): ADMISSIONS; FFI(LOCAL): STUDENT WELFARE – FREEDOM FROM BULLYING was made by John Green and seconded by Lynette Metting.

Motion Carried 7-0

Discussed Budget items.

No motion made.

The motion to approve endorsement of Candidate Demetrio Garcia for Region 3 TASB Board was made by John Green and seconded by Janice Brown.

Motion Carried 7-0

The motion to approve the hire of Mrs. Hart to be instructional coach was made by John Green and seconded by Kathryn Garcia.

Motion Carried 7-0

The motion to approve to adjourn to Closed Session at 7:28 p.m. was made by Janice Brown and seconded by Lynette Metting.

Motion Carried 7-0

The motion to return from Closed Session at 9:50 p.m. was made by Elisha Tam and seconded by Janice Brown.

Motion Carried 7-0

No principal's report given.

Kevin Wilson gave the superintendent's report. We have hired teachers for History and Spanish/Art.

President Pam Remmers adjourned the meeting at 10:00 p.m.

Approved on this 30th day of August, 2023

President

Secretary

MINUTES OF THE SPECIAL MEETING OF THE TRUSTEES
OF THE NORDHEIM INDEPENDENT SCHOOL DISTRICT

Wednesday, August 9, 2023

President Pam Remmers called the meeting to order at 6:07 p.m. with Richard Heard, Lynette Metting, Kathryn Garcia, Janice Brown, and Elisha Tam to constitute a quorum. Superintendent Kevin Wilson, Principal Richard Cardin, Business Manager Robert Barth, and Jennifer Wagner were also present. John Green was absent.

President Pam Remmers led the Pledge of Allegiance.

The motion to approve the Resolution of the Board of Trustees of the Nordheim Independent School District concerning Compliance With Certain Public-School Safety And Security Requirements and other Matters Related Thereto was made by Elisha Tam and seconded by Kathryn Garcia.

Motion Carried 6-0

The motion to approve the Nordheim Independent School District’s Student Code of Conduct was made by Janice Brown and Richard Heard.

Motion Carried 6-0

The motion to approve adjourn to Closed Session at 7:00 p.m. was made by Lynette Metting and seconded by Kathryn Garcia.

Motion Carried 6-0

The motion to approve returning from Closed Session at 7:51 p.m. was made by Janice Brown and seconded by Elisha Tam.

Motion Carried 6-0

President Pam Remmers adjourned the meeting at 7:56 p.m.

Approved on this 30th of August, 2023

President

Secretary

MINUTES OF THE SPECIAL MEETING OF THE TRUSTEES
OF THE NORDHEIM INDEPENDENT SCHOOL DISTRICT

Thursday, August 24, 2023

President Pam Remmers called the meeting to order at 6:03 p.m. with Richard Heard, Lynette Metting, Kathryn Garcia, Janice Brown, and Elisha Tam to constitute a quorum. John Green arrived at 6:07 p.m. Superintendent Kevin Wilson, Principal Richard Cardin, Business Manager Robert Barth, and Jennifer Wagner were also present.

President Pam Remmers led the Pledge of Allegiance.

Discussed 2023-2024 Salary Schedule.

The motion to approve adjourn to Closed Session at 6:15 p.m. was made by Elisha Tam and Janice Brown.

Motion Carried 7-0

The motion to approve returning from Closed Session at 6:24 p.m. was made by Kathryn Garcia and John Green.

Motion Carried 7-0

The motion to approve Option A with benefits, auxiliary and paraprofessional staff as presented, and administration \$7000 increase salary schedule was made Elisha Tam and seconded by John Green.

Motion Carried 7-0

Discussed and reviewed Proposed Budget for 2023-2024.

President Pam Remmers adjourned the meeting at 7:56 p.m.

Approved on this 30th of August, 2023

President

Secretary

A RESOLUTION BY THE BOARD OF TRUSTEES OF THE NORDHEIM INDEPENDENT SCHOOL DISTRICT PROVIDING FOR THE DEFEASANCE AND CALLING FOR REDEMPTION CERTAIN CURRENTLY OUTSTANDING OBLIGATIONS; DIRECTING THE BOARD SECRETARY, OR A DESIGNEE THEREOF, TO EFFECTUATE THE REDEMPTION OF THESE OBLIGATIONS; AUTHORIZING THE EXECUTION OF AN ESCROW AGREEMENT; DELEGATING TO CERTAIN DISTRICT OFFICIALS AND STAFF THE AUTHORITY TO EFFECTUATE MATTERS HEREIN RESOLVED; AND OTHER MATTERS IN CONNECTION THEREWITH

WHEREAS, the Board of Trustees (the *Board*) of the Nordheim Independent School District (the *District*) previously adopted an order (the *Original Order*) authorizing the issuance of the District's currently outstanding Unlimited Tax School Building Bonds, Series 2021 (the *Obligations*); and

WHEREAS, the Obligations maturing on and after February 15, 2026 are subject to optional redemption, as a whole or in part (provided that a portion of a Bond may be redeemed only in an integral multiple of \$5,000), at the option of the District, on February 15, 2025 or any date thereafter; and

WHEREAS, the Original Order provides the notice requirements to effectuate the redemption and defeasance of the Obligations prior to their applicable Stated Maturity; and

WHEREAS, it is in the best interest of the District and its residents to defease and/or redeem certain of the Obligations (the *Defeased Obligations*) extinguishing the District's payment obligations with respect thereto at the time of defeasance, and calling the Defeased Obligations on an optional redemption date to be determined by an Authorized Official (defined herein), all as herein provided; now, therefore,

BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE NORDHEIM INDEPENDENT SCHOOL DISTRICT THAT:

SECTION 1. The Board hereby authorizes an Authorized Official to use District funds realized from prior interest and sinking fund tax collections or any other lawfully available source (the *Defeasance Proceeds*), in an amount necessary and sufficient to redeem, or defease, to their date of early redemption, the Defeased Obligations, which shall be determined by an Authorized Official and set forth in Exhibit A hereto. An Authorized Official shall accomplish the defeasance of the Defeased Obligations by establishing and funding with Defeasance Proceeds prior to the end of the District's 2023-2024 fiscal year the hereinafter-defined Escrow Fund pursuant to the provisions of Section 3 hereof, and/or shall accomplish the redemption of the Defeased Obligations by depositing the Defeasance Proceeds, prior to the end of the District's 2023-2024 fiscal year, in the requisite amount with the paying agent/registrar for the Defeased Obligations on or before the established redemption date therefor. An Authorized Official shall identify the maximum principal amount of Defeased Obligations that can be defeased and/or redeemed after taking into consideration District funds from the sources identified above, interest earnings on Escrow Fund deposits, and final costs related to establishment of the Escrow Fund, with the goal of maximizing the principal amount of the Defeased Obligations. District officials currently estimate that the

principal amount of Defeased Obligations will be approximately \$1,010,000, but such amount may be lesser or greater dependent on the receipt of actual collections. The final amount will be known to the District after February 1, 2024, when current taxes become delinquent and the tax collections available for defeasance are ascertained.

SECTION 2. Each Authorized Official is hereby authorized to select the date of the defeasance and/or redemption of the Defeased Obligations, subject to the limitations set forth in the preceding paragraph. The form of the Notice of Redemption for the Defeased Obligations is attached as Exhibit B hereto and incorporated by reference for all purposes.

SECTION 3. Each Authorized Official is hereby authorized to enter into and execute, on behalf of the District, an escrow agreement (the *Agreement*), a substantial form of which is attached hereto as Exhibit C, together with such changes or revisions as may be necessary to accomplish the defeasance of the Defeased Obligations or benefit the District; and any such Agreement as executed by said Authorized Official shall be deemed approved by the Board and constitute the Agreement herein approved.

Furthermore, each Authorized Official, the District's Financial Advisor (Tijerina Galvan Lawrence LLC), and the District's Bond Counsel (McCall, Parkhurst & Horton L.L.P.), in cooperation with the Escrow Agent, are hereby authorized to make any necessary arrangements for the deposit of cash and/or the purchase of any securities referenced in the Agreement and the delivery thereof to the Escrow Agent upon delivery to the Escrow Agent of the Defeasance Proceeds for deposit to the credit of the "NORDHEIM INDEPENDENT SCHOOL DISTRICT 2024 DEFEASANCE ESCROW FUND" (the *Escrow Fund*), as may be modified in name to reference the appropriate Defeasance Obligations, and may include the execution of the subscription forms, if any, for the purchase and issuance of the "United States Treasury Securities - State and Local Government Series" for deposit to the Escrow Fund; all as contemplated and provided by the provisions of Chapter 1207, as amended, Texas Government Code, this Resolution, and the Agreement.

SECTION 4. The President and Secretary of the Board are authorized and instructed to give notice of redemption described herein to the paying agent/registrar for the Defeased Obligations for further delivery thereby to the holders of such Defeased Obligations, as provided in the Original Order.

SECTION 5. An Authorized Official may, to the extent necessary, select an appoint a qualified verification agent (such party, the *Verification Agent*) to verify the sufficiency of the deposit to the Escrow Fund to accomplish the defeasance of the Defeased Obligations, to the extent such appointment is necessary or desired.

SECTION 6. Each Authorized Official is authorized to evidence adoption of this Resolution and to do any and all things necessary or convenient to effect the redemption of the Defeased Obligations herein described and otherwise give effect to the intent and purpose hereof.

SECTION 7. The Board hereby directs that Defeasance Proceeds shall include amounts sufficient to pay professional fees and expenses of the District's Bond Counsel, the District's Financial Advisor, the Escrow Agent, the Verification Agent, the paying agent/registrar for the Defeased Obligations, respectively, and any other party whose services have been determined by the District to be necessary to accomplish the purpose and intent of this Resolution. Use of

Defeasance Proceeds to pay these expenses is hereby approved.

SECTION 8. The recitals contained in the preamble hereof are hereby found to be true, and such recitals are hereby made a part of this Resolution for all purposes and are adopted as a part of the judgment and findings of the Board.

SECTION 9. All orders and resolutions, or parts thereof, which are in conflict or inconsistent with any provision of this Resolution are hereby repealed to the extent of such conflict, and the provisions of this Resolution shall be and remain controlling as to the matters resolved herein.

SECTION 10. This Resolution shall be construed and enforced in accordance with the laws of the State of Texas and the United States of America.

SECTION 11. If any provision of this Resolution or the application thereof to any person or circumstance shall be held to be invalid, the remainder of this Resolution and the application of such provision to other persons and circumstances shall nevertheless be valid, and the Board hereby declares that this Resolution would have been enacted without such invalid provision.

SECTION 12. It is officially found, determined, and declared that the meeting at which this Resolution is adopted was open to the public and public notice of the time, place, and subject matter of the public business to be considered at such meeting, including this Resolution, was given, all as required by Chapter 551, as amended, Texas Government Code.

SECTION 13. Though such parties may be identified, and the entry into a particular form of contract may be authorized herein, the Board hereby delegates to the Board President, Board Vice President, Board Secretary, Superintendent of Schools, or their designee (each of the foregoing, an *Authorized Official*) the authority to independently select the counterparty to any agreement with the Escrow Agent, Verification Agent or any other contract that is determined by an Authorized Official, the District's Financial Advisor, or Bond Counsel to be necessary or incidental to carry out the provisions of this Resolution, as long as each of such contracts has a value of less than the amount referenced in Section 2252.908 of the Texas Government Code, as amended (collectively, the *Ancillary Bond Contracts*); and, as necessary, to execute the Ancillary Bond Contracts on behalf and as the act and deed of the District. The Board has not participated in the selection of any of the business entities which are counterparties to the Ancillary Bond Contracts.

SECTION 14. Capitalized terms used but not otherwise defined herein shall have the same meanings as set forth in the Original Order.

SECTION 15. This Resolution shall be in force and effect from and after its final passage, and it is so resolved.

* * *

PASSED AND APPROVED, this the _____ day of August, 2023.

NORDHEIM INDEPENDENT SCHOOL
DISTRICT

President, Board of Trustees

ATTEST:

Secretary, Board of Trustees

(DISTRICT SEAL)

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EXHIBIT A

DEFEASED OBLIGATIONS

1. Nordheim Independent School District Unlimited Tax School Building Bonds, Series 2021, dated July 15, 2021, in the original principal amount of \$7,975,000 – more particularly, the obligations stated to mature on August 15, 20__, in the principal amount of \$_____, are being defeased and a portion of the obligations stated to mature on August 15, 20__, in the principal amount of \$_____ are being defeased. These obligations have been called for redemption on [August 15, 2024].

EXHIBIT B

NOTICES OF REDEMPTION

(See Tab _)

EXHIBIT C

ESCROW AGREEMENT

(See Tab _)

Resolution of the Board the Set Tax Rate

Date: _____

On this date, we, the Board of Trustees of the Nordheim Independent School District, hereby levy or set the tax rate on \$100 valuation for the District for the tax year 2023 at a total tax rate of \$0.86042, to be assessed and collected by the duly specified assessor and collector as follows:

\$0.75750 for the purpose of maintenance and operations, and

\$0.10292 for the purpose of payment of principal and interest on debts.

Such taxes are to be assessed and collected by the tax officials designated by the District.

THE TAX RATE WILL RAISE MORE TAXES FOR MAINTENANCE AND OPERATIONS THAN LAST YEAR'S TAX RATE.

THE TAX RATE WILL EFFECTIVELY BE RAISED BY 9.28 PERCENT AND WILL RAISE TAXES FOR MAINTENANCE AND OPERATIONS ON A \$100,000 HOME BY APPROXIMATELY \$-185.40

Adopted this _____ day of _____, _____, by the Board of Trustees.

President's Signature

Secretary's Signature

Nordheim ISD - IPM Program

Structural and landscape pests can pose a significant problem to people, property and the environment. Pesticides and herbicides can also pose risks to people, property, and the environment. It is therefore the Policy of **Nordheim ISD** to incorporate Integrated Pest Management (IPM) procedures for control of structural and landscape pests.

Pests are populations of living organisms (animals, plants, microorganisms) that can interfere with the day to-day operations of **Nordheim ISD** campuses. Strategies for managing pest populations will be influenced by the pest species and whether that species poses a threat to the students, staff, property, and/ or the environment. Pest management plans will be developed for **Nordheim ISD** and will include pest management measures.

Pests will be managed to reduce any potential human health hazards to protect against a significant threat to public safety, to prevent damage to Nordheim ISD structure or property, and to enhance the quality of life for students and staff.

The choice of using chemical pesticides will be based on a review of all other known options and a determination that these options are not acceptable or feasible. Cost or staffing consideration alone will not be adequate justification for use of chemical control agents. Selected non-chemical pest management methods will be implemented, whenever possible to provide the desired control. It is the policy of **Nordheim ISD** to utilize IPM principles to manage pest populations adequately. The full range of alternatives, including no action will be considered. When it is determined that a pesticide or herbicide must be used in order to meet the pest management goals, the least hazardous material will be chosen.

The IPM Coordinator, Administrator, and staff will be educated about the potential school pest problems and the IPM policies and procedures to be used to achieve the desired pest management objectives.

The IPM Coordinator will maintain records of pesticide and herbicide use and will notify the **Nordheim ISD** staff and students of upcoming pesticide treatments. Notices will be posted in designated areas at each site.

Pesticide purchase will be limited to the amount authorized for use in one year. Pesticide will be stored and disposed in accordance with the label directions and state regulations. Pesticides will be stored in an appropriate secure site not accessible to students or unauthorized personnel.

Pesticide applicators will be educated and trained in the principles and practices of integrated pest management and use of pesticides. They will follow regulations and label precautions. Applicators will be certified and comply with Nordheim ISD policy.

IPM Management

The IPM Coordinator will be trained through a Texas Structural Pest Control Service approved IPM Coordinator training course. The IPM Coordinator will design a pest management system and maintain IPM Policies. The IPM Coordinator is the person who observes and evaluates the site or directs others to do so and decides what needs to be done to achieve the site management objectives.

Nordheim ISD will contract with a commercial pest control company(s) to meet the needs of the facility. The contractors will make detailed site-specific recommendations for structural and procedural modifications to achieve pest suppression. The contractor shall provide evidence of sufficient expertise in pest control and IPM principles and practices

The **Nordheim ISD** IPM program includes educating all that is involved in the program. This education should include the administrators, teachers and auxiliary staff.

Pest Management Objectives

- Manage pests that may occur on campus to prevent interference with the learning environment of the students
- Preserve the integrity of the buildings and structure

- Provide the safest playing or athletic surfaces possible

IPM Cycle

INSPECTION – Inspection of all facilities and grounds will be conducted monthly basis by district personnel or by pest management contractors. A detailed building inspection of each campus will be conducted annually to determine if the building has any conducive conditions for pests and to develop a list of structural and landscape improvements.

IDENTIFICATION – Accurate identification of pest is a vital part of ensuring that proper control methods will be used. Local resources will be used to help in identification

ACTION – Habitat modifications, exclusions, repair, and sanitation efforts will be the first actions considered. Action threshold will be considered before any other actions are considered. Then action threshold will reflect how many pests can be tolerated for a specific site. The presence of some pests does not in itself necessarily require action.

EVALUATION – If it is determined that further action is needed then there will be a follow up with an appropriate pesticide approved by the IPM Coordinator

THRESHOLDS

A threshold is the boundary between a tolerable and an intolerable level of a pest. The higher the threshold, the more pests can be tolerated. Some level of pest presence, except in the cases of a few serious health or quarantined pests, can usually be tolerated.

Thresholds can be multi-leveled and used to trigger different types of management actions, including actions other than pesticides.

Nordheim ISD will develop their own thresholds.

Indoor IPM Strategies

Typical Pests: Mice, Rats, Cockroaches, Ants, Flies, Spiders, Termites, and Microorganisms Entryways: Doorways, Overhead doors, Windows, and Openings around pipes, Electrical fixtures, and Duct (s).

- Keep exterior doors shut when not in use
- Place weather stripping around doors
- Caulk and seal openings in walls
- Keep vegetation at least one foot from the structure

Classrooms/Offices: Including Performance Hall, Gymnasiums, Hallways, Offices and Classrooms

- Allow food and Beverages only in designated areas
- Keep indoor plants healthy
- Keep areas dry as possible by removing standing water and water damaged and wet materials
- In the all class rooms store animal foods in sealed containers and regularly clean cages
- In all areas remove dust and debris
- Routinely clean lockers and desks
- Frequently vacuum carpeted areas.

Food Preparation and Serving Areas: Dinning Hall, Kitchen, Teacher's Lounge, Vending Machine areas and Food Storage Rooms

- Store food in containers that are inaccessible to pest
- Store waste in containers that are inaccessible to pests
- Remove all waste at the end of each day
- Place screens on vents, windows and floor drains.
- Remove all food debris including crumbs
- Fix dripping faucets and other water leaks
- Promptly clean food preparation equipment after use

- Caulk or paint to seal cracks and crevices

Rooms with Extensive Plumbing: Bathrooms, rooms with sink, locker rooms and crew spaces.

- Promptly repair leaks and correct other plumbing problems
 - Routinely clean floor drains, strainers and grates
 - Keep areas dry
 - Store paper products or cardboard boxes away from moist areas and direct contact with the floors
- Maintenance Areas: Mechanical rooms, Janitorial rooms, etc.
- Allow eating only in designated eating rooms
 - Clean trash cans regularly
 - Use plastic liners in trashcans
 - Keep areas clean and dry as possible
 - Store paper products or cardboard boxes away from moist areas and direct contact with the floors and walls.

Outdoor IPM Strategies

Typical Pest: Mice and Rats. Turf Pest such as board-leaf and grassy weeds. Insects such as beetle grubs or sod webworms and turf disease.

Ornamental pest such as plant diseases, insects such as trips, aphids, Japanese beetles and bagworms.

Parking Lots, Loading Docks, Refuse Dumpsters

- Regularly clean trash containers and gutters
- Regularly remove all waste and paper debris
- Secure lids on trash containers
- Repair cracks in pavement and sidewalks
- Provide adequate drainage

Turf: Lawns, Athletic Fields and Playgrounds

- Select turf types best adapted for the area
- Adjust mowing height to grass type
- Vary mowing patterns to reduce soil compaction
- Do not over or under water turf water in the “A.M.”
- Provide good drainage
- Periodically inspect turf for evidence of pest or diseases
- Have soil analyzed to determine fertilizer requirements
- Time fertilizer applications on an appropriate time
- Aerate soil periodically

Ornamental Shrubs and Trees

- Apply fertilizer to annual and perennials during active growing season
- Apply fertilizer to trees and shrubs early in the growth season or during the dormant season
- Prune branches to improve plants and prevent access by pest to structures
- Periodically inspect plants for evidence of pest or disease
- Remove susceptible plants if a plant disease recurs and requires too many resources to keep healthy •
Select replacement plants from among the disease resistant types

Pesticide/Herbicide Applications

The IPM coordinator must approve applications

- An appropriate application uses the least toxic and most effective pesticide or herbicide
- Applications should be applied by qualified applicators
- Applications will be applied when occupant are not expected to be present for at least 12 hours. A sign will be posted 48 hours before the application.
- Applications will be applied according to label directions
- Proper protective clothing or equipment will be used when applying chemicals.
- Areas will be properly vented after application

Storing Pesticides

- Pesticide and herbicides will be stored off site or in buildings that are locked and inaccessible to all undesignated personnel.

The storage area will have adequate ventilation.

- Pesticide and herbicides will be stored in separate locations.
- Storage facilities will be such that the risk of flooding and contaminating the environment will be minimal.
- The storage area will be free of ignition sources
- All pesticide and herbicides will be stored in their original containers with secure lids.
- If pesticide and herbicides are stored in occupied buildings precautions will be taken to ensure that the air in the storage space has no chance of mixing with the air in the central ventilation system. Containers will be inspected routinely for leaks.

Posting and Notification

State law requires schools to notify students and staff of impending pesticide applications 48 hours in advance. Notices will be posted in the areas to be treated. (Please consult state regulations for current posting notifications.)

Evaluation and Recordkeeping

- Recordkeeping allows the IPM Coordinator to evaluate the IPM Program.
- A pest management log will be maintained for the district and kept in the office of the IPM Coordinator. It will include pesticide use records that meet the requirements of the Texas Department of Agriculture.
- Copies of the Integrated Pest Management Plan will be kept in the Superintendent's Office and the IPM Coordinator's Office.
- A copy of the EPA-registered label and the current MSDS for each pesticide and herbicide product used on school property.
- The Following forms will be filled in the IPM Coordinator's Office.
- Approval for Yellow and Red List Products
- Emergency Treatment Request
- Registration Notification Documentation
- Pest Management Log
- Incidental Use Letters
- Documentation of Training
- An IPM facility inspection document will be completed on each school campus at least every other year or more frequently based on campus age and pest problems.
- Request/Complaints relating to pest problems
- Contracts and records dealing with professional pest control services

Pest Control Practices for Food Establishments

A formalized preventive pest control program should be maintained in the retail food establishment or food processing plant by in-house or contracted services. The food establishment should maintain written procedures outlining the requirements of the program to reduce the potential for product contamination from pest activity or the use of materials and/or procedures designed to control pest activity. Pest control activities should be conducted in total compliance with the regulatory requirements of the agency controlling such procedures. In addition, specific programs and procedures should include as a minimum:

1. Pesticide applications made within and/or around the exterior of the retail food establishment **shall** be undertaken by a licensed pest control contractor or properly licensed or trained in-house employee,

where such licensing provisions are required by government codes. In the absence of such regulatory requirements, applicators **shall** demonstrate they have received proper training in the proper and safe use of pest control materials by attendance at a recognized seminar or have documented training and be under the supervision of a licensed applicator, where required by government codes. Pesticides designated for "Restricted Use" **shall** only be used by trained, licensed pest control applicators, where a license is required by government codes.

2. The retail food establishment serviced by in-house personnel (licensed or trained pesticide applicator or applicators) **shall**:
 - a. Maintain a file of sample labels and Material Safety Data Sheets (MSDS) information for each pesticide used and **shall** maintain pesticide usage records as well as records on maintenance of the safety and protective equipment used.
 - b. Maintain and enforce written procedures for the application of all pesticides.
 - c. Maintain accurate records of application of pesticides as outlined in section 3.d. below.

3. Retail food establishments serviced by a contracted licensed pest control company **shall** maintain the following:

A contract describing the specific services to be rendered, including materials to be used, methods, precautions, and Material Safety Data Sheets (MSDS) required by government regulations. Sample labels for all pesticides used. Sample labels **shall** be kept on file for the time specified by regulatory codes.

Accurate and complete service records describing current levels of pest activity and recommendations for additional efforts needed to correct conditions allowing a potential for pest activity.

Accurate documentation of all pesticide applications, including rodenticides made in or around the facility. Documentation **shall** be maintained in accordance with government regulations and must document, at a minimum:

- Materials applied
- Target organism
- Amount applied
- Specific area where pesticide was applied
- Method of application
- Rate of application or dosage
- Date and time treated
- Applicator's signature

A copy of the current liability insurance and evidence of a current applicator's license, where a license is required. All retail food establishments **shall** establish effective preventive programs for the elimination of pest activity. The effectiveness of the programs **shall** be measured by the lack of observation of pest activity and evidence. Specific procedures include but are not limited to:

1. If necessary, outside bait stations for the control of rats and mice. Bait stations **shall** meet tamper resistance standards and be properly positioned, anchored in place, locked, and properly labeled in compliance with regulatory requirements. The bait stations **shall** be installed around the exterior perimeter of the retail food establishment at 50-100 foot intervals, where allowed by local ordinance. Properly maintained mechanical rodent control devices may also be used, where allowed by government regulations.

Lids to the bait stations **shall** be locked with devices supplied by or recommended by the manufacturer.

The use of reusable plastic ties or other easily cut or tampered with materials **shall not** be used.

Baits used **shall** be rodenticide or monitoring (nontoxic) feeding blocks meeting relevant legislation or the appropriate regulatory agency. Service conducted on the monitoring devices **shall** be in line with levels of rodent activity in the stations. However, all stations **shall** be inspected and serviced no less than once per month. Each service and the results of the service **shall** be documented for each station or device and maintained on file.

Internal measures **shall** comply with government regulations. Unless prohibited by regulatory requirements, internal control programs **shall** consist of the use of mechanical traps, extended trigger traps, or glue boards, but **shall not** include feeding stations of any kind.

Internal devices used for routine monitoring purposes should be positioned at 20-40 foot intervals along exterior perimeter walls. In any area where there is a potential for rodent activity, such as raw material storage areas within a facility, rodent control devices should be installed along interior walls. The contractor or retail food establishment personnel **shall** inspect and clean the devices at least once a week.

2. Maps or schematics showing the locations of the rodent control devices **shall** be maintained and kept current.
3. A record of the service and cleaning of each rodent control device **shall** be maintained in each pest monitoring device. The service documentation **shall** include the findings from the device inspections.
4. Rodent burrows, rodent runs, and any conditions attracting rodents or other pests both inside and outside the retail food establishment **shall** be eliminated.
5. Electric flying insect monitors should be used as needed to identify flying insect entry into the facility. Units **shall** be installed so insects are not attracted from outside the retail food establishment. Units **shall not** be placed within 10 feet of exposed product in a preparation or storage area. All units should be listed on the Master Cleaning Schedule for cleanout on a weekly schedule during peak insect season. These should be cleaned monthly during off-peak season. Installation and use **shall** follow all local regulations.
6. Birds **shall** be controlled by exclusion: netting, screening, mechanical traps or avicides, if legal and practical. The use of avicides **shall not be** permitted inside the retail food establishment.
7. All pesticide containers and application equipment **shall** be properly labeled to identify the contents. Insecticides or herbicides each require separate equipment for application. All equipment used for pesticide application **shall** be properly maintained in serviceable condition.
8. Pesticides stored in a retail food establishment **shall** be stored in a locked enclosure, preferably in an outside building away from preparation areas. Easily understandable labeling warning of the contents and limiting access **shall** be posted on the exterior entrances to this enclosure. The storage enclosure **shall** be adequate in size and construction and well ventilated. The enclosure **shall** contain the necessary materials to control spills or leakage and to avoid injury to personnel.
9. Disposal of pesticides, pesticide containers, and pesticide residues **shall** be done in a manner that meets all regulatory guidelines and must be consistent with the instructions included on the label for the material.
10. Pest monitoring devices and appropriate integrated pest management strategies should be properly used to provide ongoing monitoring for pest activity and to design an effective control program to eliminate pests and the potential pest activity.

NORDHEIM ISD- IPM ACTION THRESHOLDS

Ants (common house-infesting)

Classrooms and other public areas:	5 ants per room
Infirmary:	5 ants per room
Kitchen:	5 ants per room
Maintenance and storage areas: square feet in two successive monitoring periods	20 ants per 100
Outside grounds:	2 field ant mounds per 250 square feet

Ants (Carpenter)

Classrooms and other public areas:	3 ants per room
Infirmary:	3 ants per room
Kitchen:	5 ants per room
Immediate action if ant colony inside or within 25 feet of any building	

Ants (Fire)

Classroom and other public areas:	3 ants per room
Infirmary:	3 ants per room
Kitchen:	3 ants per room
Maintenance and Storage areas:	10 ants per 100 square feet in two successive monitoring periods.
Outside Grounds:	Any fire ant mound

Bees (Honey)

Classrooms, Infirmary, Kitchen and Public Areas:	3 bees
Maintenance areas:	10 bees
Outdoors: No Action unless children are threatened and to be relocated by qualified beekeepers whenever possible. Handled by a qualified beekeeper whenever possible.	

Cockroaches (German)

Classrooms and other public areas:	4 per room
4-10 cockroaches track down infestations, review sanitation, trash handling, clutter, open equipment, check accessible areas; vacuum and otherwise clean room and apply containerized baits or baits/gels for crack and crevice treatment	
Infirmary:	3 cockroaches per room
Kitchen:	3 cockroaches per room
Maintenance areas:	5 cockroaches per room

Grain and Flour pests

Found in food for human consumption: 1 per package or container Pet food:
1 if escaping from packaging

House Flies

Classrooms and other public areas: 5 flies per room
Infirmary: 2 flies per room
Kitchen: 2 flies per room
Maintenance areas: 8 flies per room Outside grounds: 10 flies around
any one trashcan or 20 flies around a dumpster.

Mice:

Indoors: Any mouse sightings or evidence of mice (droppings, tracks, etc) triggers pest management action.
Outdoors: Any noticeable burrows or activity in student areas

Rats

Indoors: Any rat sighting or evidence of rats (such as droppings, tracks) triggers pest management action Outdoors:
Any active burrows or activity

Yellow-jackets/Hornets

Classrooms and public areas: 1 yellow jacket or hornet and any area if children are threatened.
Outdoors: Action necessary if nests are present in or near student activity area. Trash can or
dumpster: 10 in 10 minutes at trash can or dumpster

**NORDHEIM INDEPENDENT SCHOOL
DISTRICT
PEST MANAGEMENT POLICY**

Nordheim Independent School District prohibits the possession, storing or application of any kind of pesticide on school premises or as a part of any of the District's activities.

A **pesticide** is defined as a substance or mixture of substances intended for destroying, repelling or mitigating any pest. A **pest** is any living thing that exists where it is not wanted. (As defined by School IPM)

Employees who violate this prohibition shall be subject to disciplinary sanctions.

I accept the responsibility for accessing the Pest Management Policy at the Nordheim I.S.D. website.

Employee Signature

Print Name

Date

Please sign this copy and return to your supervisor.