



GARLAND INDEPENDENT SCHOOL DISTRICT

DATE: March 31, 2023

TO: All 12 Month Employees

FROM: Dr. Gradyne Brown, Assistant Superintendent Human Resources

RE: 12 Month Employee 2023 Summer Work Schedule
(Based on the 2023-2024 calendar approved by Board of Trustees)

The schedule below applies to employees who normally follow the school calendar and do not work during school holidays. Employees who do not follow the school calendar or work more than 226 days will follow specific department schedules.

Please use the following schedule and information for summer 2023 work schedules:

Four –Day Work Week Schedule

June 5, 2023 – July 13, 2023

Monday – Thursday 7:30am – 5:00pm (one-hour lunch)

Note: July 17, 2023 – Resume regular five-day work week

All facilities and departments will be closed on Fridays, with the exception of the Maintenance Department.

Summer Shutdown

July 3, 2023 – July 7, 2023 - Central offices will be closed.

July 10, 2023 - All offices reopen with full staffing.

Reminder

In order to provide for a smooth beginning of the school year, extended vacation or compensatory time **should not** be taken from July 13, 2023 through August 30, 2023, unless those requests are specifically reviewed and approved in advance by the appropriate supervisor.

Return Date

Please use the below schedule to determine the date that you need to return to work for the beginning of the 2023-2023 school year.

2023-2024 Employee Assignment - Start and End Dates Calendar

All employees must report to work by the following dates for their specific number of workdays based on their assignment.

10 MONTH EMPLOYEE ASSIGNMENT DAYS	START DATE	END DATE
175	08/08/23	05/30/24 ¹
180	08/01/23	05/30/24 ¹
181	08/01/23	05/31/24 ¹
182	07/31/23	05/31/24 ¹
185	07/31/23	06/05/24 ¹
186	08/02/23	05/31/24
187	08/01/23	05/31/24
188	07/31/23	05/31/24
189	07/28/23	05/31/24
191	07/26/23	05/31/24
192	07/25/23	05/31/24
193	07/24/23	05/31/24
196	07/24/23	06/05/24
197	07/24/23	06/06/24

11 MONTH EMPLOYEE ASSIGNMENT DAYS	START DATE	END DATE
198	07/24/23	06/07/24
202	07/11/23	05/31/24
203	07/17/23	06/07/24
205	07/17/23	06/11/24
206	07/17/23	06/12/24
210	07/17/23	06/18/24
214	07/11/23	06/17/24

12 MONTH EMPLOYEE ASSIGNMENT DAYS	START DATE	END DATE
215	07/17/23	06/25/24
217	07/17/23	06/27/24
220	07/10/23	06/25/24
223	07/10/23	07/28/24
225	07/01/23	06/30/24 ³
226	07/01/23	06/30/24 ³
236	07/01/23	06/30/24 ²
260	07/01/23	06/30/24 ²

Notes:

¹ Employee does not work student holidays (09/01/23, 11/07/23, 01/04/24, 01/05/24, 02/19/24, 04/01/24)

² Trades and auxiliary employees who work 236-260 workdays will follow the schedule outlined by their department director or supervisor.

³ Employees who work 225 or 226 days will need to report to work or work remotely with their supervisors' approval as follows:

225 Employees – January 2 – 3, 2024

226 Employees – October 9, 2023, Jan. 2 – 3, 2024



GARLAND INDEPENDENT SCHOOL DISTRICT

DATE: March 31, 2023

TO: Elementary Principals

FROM: Dina Rowe, Director of Human Resources – Elementary Campuses

RE: 22:1 Enrollment Cap

State law releases school districts from the 22:1 class size cap in grades K-4 during the last 12 weeks of school (Education Code 25.112(d)-(e))(GISD Board Policy EEB/Legal).

Please be advised that the 22:1 requirement is lifted effective March 1, 2023.

In order to prevent extremely large class sizes, you are asked to limit the K-4 classes to 25 students each. Once each section at a grade level reaches 25 students, please call me to discuss closing that grade level to further enrollment.

Although fifth grade classes are not limited by the state 22:1 rules, as a district, we generally limit 5th grade classes to 28-30 students. During the last 12 weeks, fifth grade classes should not increase to more than 30 students.

The main purpose of lifting the cap is to make sure we have seats for newly enrolling students. With the exception of reuniting siblings, lifting the cap does not allow parents to move their children to schools where they are on a waiting list. Current GISD students who wish to transfer between campuses will still need to meet district transfer guidelines and established ethnicity ratios remain in effect.



GARLAND INDEPENDENT SCHOOL DISTRICT

DATE: March 31, 2023

TO: All Secondary Administrators
Secondary Counselors
Secondary Math and ELAR Teachers

FROM: Kevin Massey, Advanced Academics Administrator

RE: Changes to Scholars Programming and Required TPR Training

Historical Scholars Academy and KD College Prep

- Based on student/parent feedback, the preference is for Scholars test prep programming to be moved to the school day instead of a supplemental summer program.
 - Historically, only 50-60% of students invited to summer Scholars Academy programming have accepted the invitation to attend, and only 15-25% of students invited to KD College Prep programming have accepted the invitation to attend.

New for 2023-2024

- Scholars Academy will not take place during the summer and KD College Prep will not be utilized. This change provides the following:
 - Increases the number of days Scholars receive targeted test prep.
 - Provides students with test prep leading up to the October PSAT 8/9 and PSAT/NMSQT administration.
 - Removes supplemental program participation hurdles for students.
 - Expands test prep to include rising 8th and 9th graders compared to historical programming that served only rising 10th and 11th graders.
- Campuses will split the top 54-60 students in each grade level 8, 9, 10, and 11 into 2 advisory sections based on math/ELAR assessment performance:
 - MAP (Math and Reading) – Rising 8th grade students.
 - PSAT 8-9 Total Score – Rising 9th and 10th grade students.
 - PSAT/NMSQT Selection Index Score – Rising 11th grade students.

- Campuses will receive 23-24 student grouping lists the week of April 10th.
- This will capture 162-180 students at each HS campus and 54-60 students at each MS campus far exceeding the historically served 150-200 students.
- One section in each grade level 8, 9, 10, and 11 will be taught by a math teacher and the other section by an ELAR teacher.
 - Teachers must complete (or [have completed](#)) The Princeton Review (TPR) training.
 - HS campuses with teachers that previously taught Scholars Academy during the summer are required to assign Scholars Academy teachers to the Scholars programming advisory sections.
 - The math and ELAR TPR trained teachers will coordinate switching rooms or students every other day to ensure students receive equitable math and EBRW test prep.
- Please review the [Rising Scholars Communication](#) that will be sent via Skyward Message Center to Rising Scholars (top 100 rising 9th and 10th graders in the district based on PSAT 8/9 total score).
- Please review the [Superintendent's Scholars Communication](#) that will be sent via Skyward Message Center to Superintendent's Scholars (top 100 rising 11th graders in the district based on PSAT/NMSQT selection index score).

The Princeton Review Training

- Each HS campus is required to have 3 math and 3 ELAR TPR trained teachers to cover the Scholars programming sections.
- Each MS campus is required to have 1 math and 1 ELAR TPR trained teacher.
- Campuses need to [submit teacher names for summer 2023 TPR training](#) by June 15, 2023.
- The TPR 2-day training will be offered face-to-face (location TBD):
 - July 17 & 18 = 9:00 a.m. - 3:00 p.m. for ELAR teachers
 - July 19 & 20 = 9:00 a.m. - 3:00 p.m. for Math teachers
 - Teachers will receive supplemental pay for attending the training.



GARLAND INDEPENDENT SCHOOL DISTRICT

DATE: March 31, 2023



TO: All Principals & Assistant Principals

FROM: Tara Sowels, Director of Multilingual Programs
Diana Pecorino, Compliance Coordinator of Multilingual Programs

RE: EOY LPAC and IOWA testing Training

We will end the 2022- 2023 school year with the following training and support for the LPAC Administrator and Secondary LPAC Lead Teachers. We know you have been hard at work preparing for the end of the year and we can't wait to continue supporting you, your EB students, and your staff!

This training will serve as the State of Texas Assessment LPAC **requirement**.

	IOWA testing and End of Year LPAC		
Who needs to take the training?	Elementary LPAC Administrators	Secondary LPAC Administrators & LPAC Lead Teachers	
Asynchronous Training April 10 - 14, 2023 Recording and Training will be sent via e-mail on April 10th Completion form is due by April 14th.			

If you have questions, please contact:
 Diana Pecorino, MLP Coordinator dpecorino@garlandisd.net
 Megan DeWitt, MLP Specialist medewitt@garlandisd.net
 Jessica Olivarez, MLP Specialist JFOlivar@garlandisd.net

ACTION REQUIRED



GARLAND INDEPENDENT SCHOOL DISTRICT

DATE: March 31, 2023

TO: All Principals and Assistant Principals

FROM: Dr. Tiffany Gilmore, Director of Guidance and Counseling
Dr. Lisa Olsen, Responsive Services Administrator

RE: Fentanyl Awareness

With an 89% increase in fentanyl overdoses in our nation in the last year, our district is taking multiple steps to raise awareness of the dangers of fentanyl. Our goal is to provide facts about fentanyl, to encourage individuals to report those who may be involved with distributing or consuming unregulated pills, and to connect our community to substance abuse resources. The Guidance and Counseling department is:

- Collaborating with Family and Community Engagement by providing informational sessions led by Responsive Services licensed mental health professionals
- Working with the Communications Department to create [public service announcements](#) to address the dangers and ways to respond if a person overdoses
- Setting up You Matter tables at campus and district events with printed materials and links to online support, including substance abuse resources
- Partnering with the Security Department to highlight the importance of reporting concerning activities using [Anonymous Alerts](#)
- Promoting awareness through flyers and posters distributed on campuses and district facilities

Next week, the District Print Shop will deliver fentanyl awareness posters to your campus to help spread awareness. Please display them in areas of high traffic such as near restrooms, in main hallways, etc. so we can reach every person who enters the building. If you have any questions or need support, please contact Dr. Lisa Olsen: lrolsen@garlandisd.net or (972) 978-3861.



YOU MATTER

ONE PILL CAN KILL

When you try something your friend says is okay...
How do you know it's NOT Fentanyl?

DRUGS DO NOT COME WITH AN INGREDIENTS LIST.
MANY CONTAIN DEADLY DOSES OF FENTANYL.

learn more: justthinktwice.gov/facts

Anonymous Alerts
See something?
<Report anonymously
bit.ly/anonymousalerts

RESPONSIVE SERVICES TEAM
GISD
Request a counselor >
bit.ly/counselingreq



YOU MATTER

Fentanyl

IT LOOKS LIKE CANDY. ONE PILL CAN KILL.

Can you spot the laced pill?
Fentanyl is tasteless and odorless.
A tiny amount can cause an overdose.
#JustKnow #YouMatter

dea.gov/fentanylawareness

Anonymous Alerts
see something?
<Report anonymously
bit.ly/anonymousalerts

RESPONSIVE SERVICES TEAM
GISD
Request a counselor >
bit.ly/counselingreq



GARLAND INDEPENDENT SCHOOL DISTRICT

DATE: March 31, 2023

TO: All Campus Administrators, VAPA, Athletics, and HPE Staff

FROM: LeeAnn Stephenson, Coordinator Health & PE

RE: PFAI FITNESSGRAM DATA DUE



Reminder, Fitnessgram student data is due Friday, March 31, 2023.

[GISD PFAI Fitnessgram Due Dates](#)

In accordance with the **Texas Education Code 38.101-38.104**, the FITNESSGRAM physical assessment MUST be administered to all students in grades 3-12 who are enrolled in a class receiving physical education credit.

PFAI FITNESSGRAM INSTRUCTIONS

Teachers will use the GISD PFAI tool to input student PFAI Fitnessgram data to ensure the data collected is formatted correctly, input accurately, and submitted timely and efficiently. K-12 physical education teachers are trained on how to access, use, and submit PFAI data.

[PFAI Fitnessgram Instructions](#)

Who Must be Tested for PFAI Fitnessgram?

Grades 3-12 PE teachers, athletic coaches, and alternative PE course instructors (including ROTC, marching band, color guard, cheerleading, drill team, and OCPE) will fitness test their students and input their student fitness data on the provided GISD PFAI Fitnessgram spreadsheet by the due dates assigned.



GARLAND INDEPENDENT SCHOOL DISTRICT

DATE: March 31, 2023

TO: All Supervisors

FROM: Human Resources

RE: Supervisor Role & Responsibilities: Employee Resignation & Retirement

To facilitate the resignation/retirement process in a timely manner, supervisors must ensure that all steps in the Garland ISD Resignation/Retirement Protocol are completed. The process is twofold: employee action and supervisor action.

Step 1: Employee Action:

The resigning/retiring employee must submit a PRS-30 Form (Laserfiche) to the Human Resources Department to begin the process. A notification is then sent to the employee's supervisor.

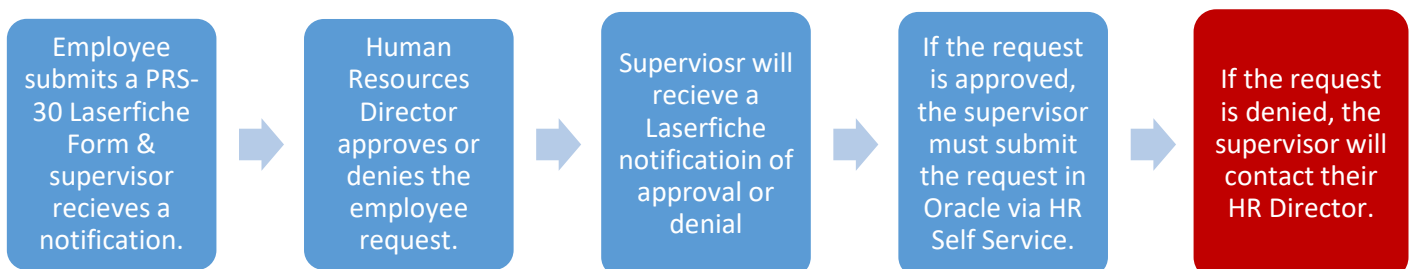
Step 2: Supervisor Action:

The applicable HR Director will either approve or deny the request. The supervisor receives another notification once the request is approved or denied.

If the request is approved, the supervisor must enter the resignation/retirement information in Oracle via HR Self-Service. The supervisor will receive a notification from Oracle once they complete this step. *If the request is denied, the supervisor must contact their HR Director for more information.*

Contact your HR Director with any questions about the resignation/retirement process.

Resignation/Retirement Process Overview





GARLAND INDEPENDENT SCHOOL DISTRICT

DATE: March 31, 2023
TO: All GISD Staff
FROM: Tara Sowels, Director of Multilingual Programs
RE: TXEL.org



The Texas Education Agency (TEA) English Learner Support Division has created a helpful website to support educators and families with Emergent Bilingual (EB) learners. Part of Senate Bill 560 includes a strategic plan to increase the awareness for our EB parents/students. To ensure equity for EB students in Texas, educators at all levels and families need access to relevant information and impactful resources that will ensure the academic success of EB students.

This website offers resources for classroom teachers, educators, parents and families. Garland ISD is currently participating in a pilot with TEA to market and increase awareness of this website to EB families and educators. Please share this information with parents and families of our EB students.

Our goal is to increase usage and subscribers to the website, via our GISD email accounts and unique IP addresses for our parents and families.

Check out the website and subscribe today!

TXEL.org