

# **AGENDA**

**for the**

**Regular Meeting**

**of the**

**Board of Trustees**

**JIM PLYLER INSTRUCTIONAL COMPLEX  
807 W. GLENWOOD  
DR. JACK L. DAVIDSON CONFERENCE CENTER**

**January 23, 2020**

**5:00 p.m. - Reception for School Board Recognition**

**REGULAR BOARD MEETING  
Executive Session 6:00 P.M.  
Regular Session 7:00 P.M.**

**NOTICE OF REGULAR MEETING OF THE  
TYLER INDEPENDENT SCHOOL DISTRICT  
BOARD OF TRUSTEES**

Notice is hereby given that on Thursday, January 23, 2020, the Board of Trustees of the Tyler Independent School District will hold a regular meeting at (Executive Session at 6:00 p.m. and Regular Session at 7:00 p.m.) at the Jim Plyler Instructional Complex, 807 W. Glenwood, Tyler, Texas. The subjects to be discussed are listed on the agenda which is attached to and made a part of this Notice.

Individuals with disabilities are entitled to have access to and participate in public meetings. An individual requiring an accommodation for access to the meeting must notify the Tyler Independent School District by informing the district's ADA coordinator, in writing 24 hours prior to the scheduled meeting of the necessity of an accommodation. Upon receipt of this request, the district will furnish appropriate auxiliary aides and services when necessary to afford an individual with a disability an equal opportunity to participate in and enjoy the benefits of the board meeting as nonhandicapped individuals enjoy.

If, during the course of the meeting covered by this Notice, the Board of Trustees should determine that a closed or executive meeting or session of the Board of Trustees is required, then such closed or executive meeting or session as authorized by the Texas Open Meetings Act, Texas Government Code Section 551.001 et seq., will be held by the School Board at the date, hour, and place given in this Notice or as soon after the commencement of the meeting covered by this Notice as the School Board may conveniently meet in such closed or executive meeting or session concerning any and all purposes permitted by the Act.

Texas Government Code Section:

551.071	Private consultation with the board's attorney.
551.072	Discussing purchase, exchange, lease, or value of real property.
551.073	Discussing negotiated contracts for prospective gifts or donations.
551.074	Discussing personnel or to hear complaints against personnel.
551.076	Considering the deployment, specific occasions for, or implementation of, security personnel or devices.
551.082	Considering discipline of a public school child, or complaint or charge against personnel.
551.083	Considering the standards, guidelines, terms, or conditions the board will follow, or will instruct its representatives to follow, in consultation with representatives of employee groups.
551.084	Excluding witnesses from a hearing.

Should any final action, final decision, or final vote be required in the opinion of the School Board with regard to any matter considered in such closed or executive meeting, then the final action, final decision, or final vote shall be either:

- (a) in the open meeting covered by the Notice upon the reconvening of the public meeting; or
- (b) at a subsequent public meeting of the School Board upon notice thereof; as the School Board shall determine.

**TYLER INDEPENDENT SCHOOL DISTRICT  
BOARD OF TRUSTEES**

**January 23, 2020**

**5:00 p.m. - Reception for School Board Recognition**

**REGULAR BOARD MEETING  
Executive Session 6:00 P.M.  
Regular Session 7:00 P.M.**

**JIM PLYLER INSTRUCTIONAL COMPLEX  
807 W. GLENWOOD  
DR. JACK L. DAVIDSON CONFERENCE CENTER**

**AGENDA**

- I. Call to Order
- II. First Order of Business - Announcement by the Chairman as to the presence of a quorum, that the meeting has been duly called and that notice of the meeting has been posted in the time and manner required.
- III. Executive Session will be held for the purposes authorized by the Texas Open Meetings Act, Texas Government Code Section 551.071 et seq. concerning any and all purposes permitted by the Act.
  - A. Texas Government Code Section 551.071  
For the purpose of a private consultation with the board's attorney on all subjects or matter authorized by law.
    - I. When the governmental body seeks the advice of its attorney about pending or contemplated litigation or a settlement offer or
    - II. On a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with this chapter.
    - III. Consider legal advice regarding personnel and related action items.
  - B. Texas Government Code Section 551.072
    - I. Discussing purchase, exchange, lease, or value of real property
  - C. Texas Government Code Section 551.074  
For the purpose of considering the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee.
    - I. Consider hiring and accepting resignations/retirements of professional personnel
    - II. Consider renewals, non-renewals, contract abandonments and terminations of contracts for professional personnel. (To deliberate the appointment, employment, evaluation, reassignment, duties, and contracts of employees.)
    - III. Consider approval of Superintendent's Contract

D. Texas Government Code Section 551.076	
I. Considering the deployment, specific occasions for, or implementation of, security personnel or devices.	
IV. Reconvene from Executive Session	
V. 7:00 p.m. Prayer and Pledge of Allegiance - Mr. Martinez	
VI. Consider action on items discussed in Executive Session	
A. Consider board approval of hiring, accepting resignations/retirements of professional personnel.	6
B. Consider renewals, non-renewals, contract abandonments and terminations of contracts for professional personnel. (To deliberate the appointment, employment, evaluation, reassignment, duties, and contracts of employees.)	
C. Consider approval of Superintendent's Contract	
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IX. Approval of Minutes	
A. Approve Minutes of Board Workshop - December 5, 2019	8
B. Approve Minutes of Regular Meeting - December 16, 2019	10
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C. Competitive Academics Update	16
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A. Consider approval of 2019-2020 Amended Budget	17
B. Consider approval of Gifts and Donations	20
C. Consider approval of Local Policy GKD	21
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C. Consider approval of Field/Clinical Teaching Experience Agreement with Sam Houston State University	31
D. Consider approval of Purchase of Technology Equipment for Boulter Middle School	36
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A. TASB Update 114, Local Policies CDA, CH, CKC, CKE, CQ, CQB, DFFA, DH, EHBB, FDE, FFAA, FFB, FFBA, FL, GBAA, and GKA (First Reading)	38
B. Local Policies BE and BED (First Reading)	81
XVI. Future Business	
A. Board Workshop - February 6, 2020	
B. Regular Meeting - February 17, 2020	

C. May 2, 2020 School Trustee Election for Single Member Districts 2 and 4  
XVII. Adjournment

Subject: Personnel Actions

BACKGROUND INFORMATION

Personnel actions are as indicated.

ADMINISTRATIVE CONSIDERATION

Personnel appointments recommended for confirmation have met the employment prerequisites of the Tyler Independent School District. The candidates either hold valid certificates or such alternatives as specified by the Board. Proposed contract renewals for one-year term contracts and one year non-certified contracts for administrators are also considered.

Recommendations for new appointments are based on interviews, references, adequacy of preparation, performance records and the Superintendent's approval.

The appointments, resignations, retirements, non-renewals, contract abandonments and terminations are subject to the approval of the Board of Trustees.

ADMINISTRATIVE RECOMMENDATION

The confirmation of personnel actions as indicated.

ACTION REQUIRED

Board Approval

CONTACT PERSON

Ronald K. Jones

01-23-20

Subject: Special Recognitions

The primary focus of the Tyler ISD Board Recognition Program is to acknowledge accomplishments achieved by Tyler Independent School District students, employees, campuses and departments.

### STUDENT

Tyler ISD would like to recognize the efforts of two District students of the month for January. **Ja’Coryen Kennedy**, a first grade student at **Austin Elementary School** is the Elementary Student of the Month. The Secondary Student of the Month is **Necairah Collins**, a sixth grade student at **Boulter Middle School**.

Congratulations to **Elizabeth Boynton**, a senior at **Robert E. Lee High School**, for auditioning and marching in the Macy’s Great American Marching Band in New York City. Elizabeth was one of five Texas students to be selected.

Tyler ISD is proud to recognized **Hubbard Middle School** students **Kate Thomas** and **Emily Parker** for leading their fellow Huskies in collecting 3,126 pairs of socks for the St. Paul Children’s Foundation.

Tyler ISD would like to recognize **Juan Chapa**, a third grade student at **Griffin Elementary School** for taking the initiative to clean up around the playground at recess time. Juan organized a group of students to join him and now a campus clean up club is being formed.

### STAFF

Congratulations to the Teacher of the Month, **Sandra Fillmore**, fifth grade teacher at **Bell Elementary School**.

### COMMUNITY

**John Tyler High School** standout and former NFL player **Teddy Williams** presented brand new bikes to one boy and one girl at each Tyler ISD elementary school. Each bike also came with a helmet in partnership with Tyler ISD and CHRISTUS Trinity Clinic.

01-23-20

## **MINUTES OF BOARD WORKSHOP MEETING**

The Board of Trustees of the Tyler Independent School District held a board workshop meeting on Thursday, December 5, 2019, at the Jim Plyler Instructional Complex. The president called the meeting to order at 11:01 a.m., announced the presence of a quorum and that the meeting had been posted in the time and manner required.

Members present Wade Washmon, president; Rev. Orenthia Mason, vice president; Andy Bergfeld, Rev. Fritz Hager, Aaron Martinez, Dr. Patricia Nation, and Freeman Sterling.

Administrators present were Dr. Marty Crawford, superintendent; Tosha Bjork, Kevin Bogue, Jan Coker, Dr. Christy Hanson, Jennifer Hines, Ronald Jones, Tim Loper, Jeff Millslagle and Mary Russell.

John C. and John M. Hardy, school attorneys were present.

Gina Orr, board secretary, was not present. Minutes were taken by Jennifer Hines.

Mr. Washmon stated that no one requested to speak during public participation.

Tosha Bjork and Dr. Christy Hanson provided a Pre-K Update. Mrs. Bjork stated that the district has 36 Pre-K classrooms: 8 Head Start bilingual, 14 Head Start monolingual, 2 Pre-K qualifying/tuition bilingual and 12 Pre-K qualifying/tuition Monolingual. There are a total of 677 students currently in Pre-K classrooms in the district.

Dr. Hanson reviewed the Pre-K training efforts: LETRS for Early Childhood, Pre-K Academies, CIRCLE, CLASS and Conscious Discipline (Head Start). She reviewed the CIRCLE data related to phonemic awareness, math skills, and other measures that include social emotional behaviors, early writing skills and physical development and health. Vernora Jones, director of Title I and Head Start, provided an overview of the Wrap Around Services that are continuing to be offered to assist families in need. She also reviewed the duties and procedures of the Head Start Policy Council. Dr. Crawford stated that purpose of the transformation with Head Start and Pre-K was to take control of something that was not working in conjunction with the board's vision and the administration's operational vision. He stated that every child deserves to receive the good stuff and that the district is working to make sure the curriculum is equitable across the district. The administration has already applied for next year's Head Start grant. They then addressed questions from the board.

Dr. Jennifer Jones, director of guidance and counseling, provided the board with a #safeTisd Update. She stated that this past year legislation was adopted requiring boards to establish a threat assessment and safe and support school team to serve



at each campus of the district and to adopt policies and procedures for the teams. She reviewed the structure for the Oversight Team and the Campus Team. She discussed the responsibilities of the threat assessment teams and the processes that have been implemented to assess and address students in need of intervention. She then addressed questions from the board.

Dr. Nation left the meeting at 11:36 a.m.

Mr. Martinez made a motion to approve the District #safeTisd Team and Campus Team Structure as presented. The motion was seconded by Rev. Mason and passed by a vote of 6-0.

Rev. Mason made a motion to approve Local Policy FFAC. The motion was seconded by Mr. Sterling and passed by a vote of 6-0.

Trustees adjourned to executive session at 11:53 a.m.

Rev. Hager left the meeting.

Trustees reconvened in open session at 2:20 p.m.

The meeting adjourned at 2:20 p.m. following a motion by Rev. Mason seconded by Mr. Bergfeld and a vote of 5-0.

APPROVED: \_\_\_\_\_

/s/ Gina Orr  
Gina Orr, Secretary

/s/ R. Wade Washmon  
R. Wade Washmon, Board President

## **MINUTES OF REGULAR MEETING**

The Board of Trustees of the Tyler Independent School District met in regular session on Monday, December 16, 2019, at the Jim Plyler Instructional Complex. The president called the meeting to order at 6:00 p.m., announced the presence of a quorum and that the meeting had been posted in the time and manner required.

Members present were Wade Washmon, president; Rev. Orenthia Mason, vice president; Andy Bergfeld, Rev. Fritz Hager, Aaron Martinez, Dr. Patricia Nation, and Freeman Sterling.

Administrators present were Dr. Marty Crawford, superintendent; Jarrod Bitter, Tosha Bjork, Jan Coker, Gary Brown, Laura Cano, Dr. Julie Davis, Dr. Leslie George, Dr. Christy Hanson, Jennifer Hines, Shauna Hittle, Vanessa Holmes, Joseph Jacks, Dr. Jennifer Jones, Ronald Jones, Jeff Millslagle, Mary Russell, Ana Segulin and Johnita Ward.

John C. and John M. Hardy, school attorneys, were present.

Trustees adjourned to executive session at 6:01 p.m. Mr. Washmon stated there would be action to follow.

Trustees reconvened in open session at 7:00 p.m.

Rev. Hager offered prayer and led the Pledge of Allegiance.

Regarding action from executive session, Rev. Mason made a motion to approve the hiring of Tamara Johnson as Principal of Bell Elementary School as listed in Personnel Item I. The motion was seconded by Mr. Sterling and passed by a vote of 7-0.

Congratulations to the two District students of the month for December. Itzel Mejia, a third grade student at Bell Elementary School, is the Elementary Student of the Month. The Secondary Student of the Month is Dillon Welch, an eleventh grade student at Wayne D. Boshears Center for Exceptional Programs.

The board congratulated Amy Knarr, a ninth grade student at Robert E. Lee High School, for creating the artwork for the District Christmas Card.

Congratulations to the Teacher of the Month, Brandi Thompson, a fourth grade teacher at Clarkston Elementary School.

The board recognized Leon Ross and Terry Tompkins in the Maintenance Services department for going above and beyond in assisting a visiting school district by noticing and repairing a spare tire on their trailer.

As part of Continuous Improvement, Dr. Crawford provided a Pathfinder Update. He stated that Pathfinder is a comprehensive portfolio that includes choice, innovation and comprehensive school offerings across the district. The board watched a video presentation regarding the Pathfinder Expo that was held on December 7<sup>th</sup> at the Career and Technology Center. The event provided an opportunity for parents and students of current and future students to find out more about the educational opportunities that are available. He stated that the next offerings that are on the district's radar is a dual language program for 6<sup>th</sup> and 7<sup>th</sup> graders and an elementary STEM program. Dr. Crawford highlighted Caldwell Arts Academy, the only true K-8<sup>th</sup> grade arts magnet school in East Texas, Moore MST Magnet and the Career and Technology Center. He then addressed questions from the board.

No one requested to speak to the board during public participation.

Rev. Mason made a motion to approve the minutes of board workshop on November 5, 2019, and the regular meeting on November 18, 2019. The motion was seconded by Mr. Bergfeld and passed by a vote of 7-0.

Regarding the Business/Legal/Finance/Consent agenda, the board pulled the Gifts and Donations for individual consideration.

Mr. Martinez made a motion, seconded by Mr. Sterling to approve the following:

- Approval of 2019-2020 Amended Budget;
- Approval of Resolutions for Sale of Property for Delinquent Taxes;
- Approval of an Easement of Right-of-Way as requested by ETEX Telephone Cooperative, Inc. for a portion of the Tyler ISD Administration Complex.

The motion was approved by a vote of 7-0.

Dr. Crawford stated the district received two donations from the Dollar General Store in the amount of \$5,000 each totaling \$10,000 for Dixie Elementary School and Jones Elementary School.

Dr. Nation made a motion to approve the donations. The motion was seconded by Rev. Hager and passed by a vote of 7-0.

Regarding the Curriculum/Instruction/Consent Agenda, Rev. Mason made a motion, seconded by Dr. Nation to approve the following:

- Approval of Additional T-TESS Appraiser;
- Approval of Memorandum of Understanding with Texas A&M Commerce for the Tyler ISD Leadership Pipeline Initiative: TeamOne Tyler;

- Approval of Affiliation Agreement with Stephen F. Austin State University for School Psychology Practicum Experience;
- Approval of Memorandum of Understanding with The University of Louisiana at Monroe for the Clinical Education Program with the Department of Speech-Language Pathology;
- Approval of Candy Crocker School of Dance as an approved facility/agency for the Tyler ISD Off-Campus PE Program;
- Approval of Purchase of CTE Manufacturing Equipment from Advanced Technologies Consultants for John Tyler High School, Robert E. Lee High School and the Career and Technology Center in the amount of \$173,615.00.

The motion was approved by a vote of 7-0.

Regarding Superintendent's/Staff Reports, Dr. Crawford stated that the Quarterly Investment Report and Quarterly Financial Executive Summary have been provided in the agenda. He asked the board to contact Mrs. Bjork with any questions they may have.

Dr. Crawford reviewed the two drafts of the 2020-2021 School Calendar. He stated that the calendar committee prepared a traditional 176 day instructional calendar and a 180 day instructional calendar as an option for pursuing additional funding support provide by HB 3, 86<sup>th</sup> Legislative Session designed to address the issue of the summer slide. Both calendars satisfy the Texas Education Agency's testing calendar requirements. The draft calendars are presented for first reading and will be posted on the website to allow for employee and public comment. The calendars will be brought back for consideration, selection and approval by the board at the January meeting.

Regarding future business, Dr. Crawford reminded the board about the upcoming board meetings.

The meeting adjourned at 7:41 p.m. following a motion by Rev. Mason, seconded by Dr. Nation and a vote of 7-0.

APPROVED: \_\_\_\_\_

/s/ Gina Orr  
Gina Orr, Secretary

/s/ R. Wade Washmon  
R. Wade Washmon, Board President

Subject: Annual Audit for the 2018-2019 Fiscal Year

BACKGROUND INFORMATION

The District's financial statements have been audited this year by Prothro, Wilhelmi & Company, PLLC. Tom Prothro supervised the audit for the 2018-2019 fiscal year and will be present at the meeting to answer any questions.

ADMINISTRATIVE RECOMMENDATION

The Board approves the audit for the 2018-2019 fiscal year as submitted by Prothro, Wilhelmi & Company, PLLC. A copy of the audit report is provided under separate cover.

ACTION REQUIRED

Board Approval

CONTACT PERSON

Tosha Bjork

01-23-20

Subject: Athletics Update

### BACKGROUND INFORMATION

The Tyler ISD Athletic Program is based on the premise that athletes are students first and that athletic participation is a privilege rather than a right. Students learn teamwork and group responsibility, while learning to achieve success and overcome adversity.

The Athletic Department provides a variety of experiences to enhance the development of positive student habits and attitudes that will prepare them for adult life.

### ADMINISTRATIVE CONSIDERATION

As part of Continuous Improvement, the Athletic Department is proud to present an update.

### ACTION REQUIRED

Information only

### CONTACT PERSON

Greg Priest

01-23-20

Subject: Visual and Performing Arts Update

### BACKGROUND INFORMATION

The Tyler ISD Visual and Performing Arts department serves students, faculty, and the community in the areas of Visual Art, Band, Choir, Dance and Drill Team, Orchestra, and Theatre. The purpose of the Visual and Performing Arts Department is to provide students with the knowledge and skills necessary for cognitive, creative, and social growth; as well as the mastery of technical skills. Through the discipline of the arts, we are preparing students for the 21st Century.

Meaningful Visual and Performing Arts participation begins in early childhood and continues through formal education. Students have opportunities to experience and explore their own creative self-expression. Involvement in a systematic arts curriculum from early years of education allows every child to experience a true and lasting love of the Arts. This exposure also promotes enjoyment, involvement, and support of the Arts, while providing the skills that nurture creative passion in students who may choose to later pursue careers in the Arts.

### ADMINISTRATIVE CONSIDERATION

The Tyler ISD Visual and Performing Arts department has continued the rich tradition of high quality programs and fine arts opportunities for students. Collaborative relationships with community organizations and individuals is a high priority to further the arts in Tyler ISD, and the City of Tyler. All of these initiatives work to promote successful student outcomes.

### ACTION REQUIRED

Information Only

### CONTACT PERSONS

Christy L. Hanson, Ed. D.  
Sandra Newton

01-23-20

Subject: Competitive Academics Update

BACKGROUND INFORMATION

In any educational system, academic competition is very vital for a child's development and the overall learning process. Academic competitions boost the confidence and the morale of the students, while challenging them to give their best effort. Student participation in various kinds of academic competitions helps motivate them and promotes diversity. Competitions inspire children to learn more about math, science or any other subject, as well as serve as a great tool in preparing students for their career preferences later in life. Students who choose to participate in academic competitions learn the value of working hard to excel in something.

ADMINISTRATIVE CONSIDERATION

The presentation will provide a mid-year update of the competitive academic events for which Tyler ISD students will participate during the spring semester.

ACTION REQUIRED

Information only

CONTACT PERSON

Gary Brown

01-23-20



Subject: 2019-2020 Amended Budget

**BACKGROUND INFORMATION**

The Texas Education Agency requires that independent school districts file an amended budget, approved by the Board of Trustees, with the Agency.

**ADMINISTRATIVE CONSIDERATIONS**

An amended 2019-2020 budget for the general fund has been prepared, and a copy is included in the agenda.

**ADMINISTRATIVE RECOMMENDATION**

That the Board approves the 2019-2020 amended budget for the general fund as presented in the agenda.

**ACTION REQUIRED**

Board Approval

**CONTACT PERSON**

Tosha Bjork

01-23-20

**TYLER INDEPENDENT SCHOOL DISTRICT  
GENERAL OPERATING FUND  
AMENDED EXPENDITURE BUDGET  
2019-2020**

	ORIGINAL BUDGET	CURRENT BUDGET	AMENDED BUDGET	CHANGE ORIGINAL BUDGET	CHANGE CURRENT BUDGET
	\$ 95,295,185.33	\$ 95,263,743.63	\$ 95,226,732.71	\$ (68,452.62)	\$ (37,010.92)
Total Function 11 - Instruction					
Total Function 12 - Instructional Resources and Media Services	2,973,987.01	2,945,274.70	2,941,975.70	(32,011.31)	(3,299.00)
Total Function 13 - Curriculum and Instructional Staff Development	5,196,960.20	5,680,671.01	5,706,929.01	509,968.81	26,258.00
Total Function 21 - Instructional Development	2,653,247.91	2,653,931.89	2,657,838.82	4,590.91	3,906.93
Total Function 23 - School Administration	9,748,833.53	9,819,883.99	9,826,070.05	77,236.52	6,186.06
Total Function 31 - Guidance, Counseling & Evaluation Services	5,044,843.88	5,022,558.66	5,016,558.66	(28,285.22)	(6,000.00)
Total Function 32 - Social Work Services	239,358.99	236,801.24	236,801.24	(2,557.75)	
Total Function 33 - Health Services	2,246,853.24	2,271,536.27	2,272,165.83	25,312.59	629.56
Total Function 34 - Student (Pupil Transportation)	5,191,946.32	5,191,946.32	5,191,655.02	(291.30)	(291.30)
Total Function 36 - Cocurricular/ Extracurricular Activities	4,880,138.31	5,104,406.24	5,111,293.23	231,154.92	6,886.99
Total Function 41 - General Administration	4,146,558.60	4,153,615.70	4,161,406.26	14,847.66	7,790.56
Total Function 51 - Plant Maintenance and Operations	14,419,952.89	14,509,026.29	14,514,511.14	94,558.25	5,484.85
Total Function 52 - Security and Monitoring Services	2,437,643.95	2,494,219.52	2,517,323.57	79,679.62	23,104.05
Total Function 53 - Data Processing Services	3,634,037.77	3,204,531.66	3,204,580.88	(429,456.89)	49.22
Total Function 61 - Community Service	91,302.50	91,223.67	91,223.67	(78.83)	
Total Function 81 - Building and Construction		16,073.18	16,073.18	16,073.18	
Total Function 93 - Shared Svc Arrangement	500,452.57	503,156.20	503,156.20	2,703.63	
Total Function 99 - Intergovernmental Charges	1,895,345.00	1,895,345.00	1,895,345.00		
Transfer to Preventive Maintenance Account	2,566,413.00	2,566,413.00	2,566,413.00		
<b>TOTAL EXPENDITURES-GENERAL OPERATING FUND</b>	<b>\$ 163,163,061.00</b>	<b>\$ 163,624,358.17</b>	<b>\$ 163,658,053.17</b>	<b>\$ 494,992.17</b>	<b>\$ 33,695.00</b>

**Tyler Independent School District**  
**General Operating Fund**  
**Amended Expenditure Budget**  
**Summary of Significant Changes from Original and Current Budgets**  
**2019-2020**

Changes to Budget:	Original	Current
Rollover of Prior Year Encumbrances	159,719.72	
Early Literacy Software and Training	233,998.60	
Funds for foreign immigration fees		3,695.00
Panoram Student Surveys	30,000.00	30,000.00
Organizational Health Program	67,578.85	
	<u>491,297.17</u>	<u>33,695.00</u>

Subject: Gifts and Donations

BACKGROUND INFORMATION

Board policy (CDC Local) requires that all donations to the District must be reviewed by the Superintendent prior to formal acceptance. The Superintendent must approve all donations under \$5,000. The Board must approve all donations of \$5,000 or more.

ADMINISTRATIVE CONSIDERATION

The following donations with a value of \$5,000 or more have been received:

<u>Amount</u>	<u>Source</u>	<u>Recipient</u>
\$80,969.57	Tyler ISD Foundation Grants for Great Ideas	Various Schools and Departments
\$17,598.25	Three Lakes PTA	Three Lakes School

ADMINISTRATIVE RECOMMENDATION

The administration recommends that the Board accept the donations.

ACTION REQUIRED

Board Approval

CONTACT PERSON

Marty Crawford, Ed. D.

01-23-20

Subject: Localized Policy GKD: Community Relations – Nonschool Use of Facilities

BACKGROUND INFORMATION

The Facilities Committee has implemented technology improvements designed to streamline the electronic rental process and revised the Facility Rental and Usage Handbook.

ADMINISTRATIVE CONSIDERATION

Local Policy GKD has been reviewed by administration to make corrections as needed that reflect the practices of the district and the intentions of the board.

ADMINISTRATIVE RECOMMENDATION

The administration recommends the board approve the policy as it prepares to incorporate the Local policy into the district's Localized Policy Manual.

ACTION REQUIRED

Board Approval

CONTACT PERSON

Marty Crawford, Ed.D.

01-23-20

The District has established a limited open forum for nonschool use of District facilities in accordance with this policy.

The District shall provide equal access to youth groups designated in federal law, including the Boy Scouts, as it provides to other nonschool users of District facilities. [See Patriotic Societies in GKD(LEGAL)]

**Scope of Use**

The District shall permit nonschool use of designated District facilities for educational, recreational, civic, or social activities when these activities do not conflict with school use or with this policy.

Approval shall not be granted for any purpose that would damage District property or to any group that has damaged District property.

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**Note:** See the following policies for other information regarding facilities use:

- Use by employee professional organizations: DGA
  - Use of facilities for school-sponsored and school-related activities: FM
  - Use by noncurriculum-related student groups: FNAB
  - Use by District-affiliated school-support organizations: GE
- 

**Nonprofit Fundraising**

The District shall permit nonprofit organizations to conduct fundraising events on designated District property when these activities do not conflict with school use or with this policy.

**For-Profit Use**

The District shall permit individuals and for-profit organizations to use its designated facilities for financial gain when these activities do not conflict with school use or with this policy.

**Campaign-Related Use**

Except to the extent that a District facility is used as an official polling place, District facilities shall not be available for use by individuals or groups for political advertising, campaign communications, or electioneering, as those terms are used in state law.

**Scheduling**

Requests for nonschool use of District facilities shall be considered on a first-come, first-served basis.

Academic and extracurricular activities sponsored by the District shall always have priority when any use is scheduled. [See FM] The Superintendent shall have authority to cancel a scheduled nonschool use if an unexpected conflict arises with a District activity.

<b>Approval of Use</b>	<p>The campus principal or designee is authorized to approve a nonschool use of facilities on a school campus. The director of athletics is authorized to approve a non-school use of District athletic facilities. The Superintendent is authorized to approve nonschool use of all other District facilities. The Superintendent may override any decision to accept or deny a rental request if it is deemed to be in the best interest of the District.</p> <p>The Facilities Rental and Usage Handbook shall define the approval process in use by the District.</p>
Exception	<p>No approval shall be required for nonschool-related recreational use of the District's unlocked, outdoor recreational facilities, such as the track, playgrounds, tennis courts, and the like, when the facilities are not in use by the District or for a scheduled nonschool purpose. All users shall follow all rules and regulations included in the Facilities Rental Usage Handbook in addition to any rules and regulations displayed on District signage.</p>
Emergency Use	<p>In case of emergencies or disasters, the Superintendent may authorize the use of District facilities by civil defense, health, or emergency service authorities.</p>
<b>Use Agreement</b>	<p>Any organization or individual approved for a nonschool use of District facilities shall be required to complete an agreement indicating receipt and understanding of this policy and any applicable administrative regulations, including the Facilities Rental and Usage Handbook, and acknowledging that the District is not liable for any personal injury or damages to personal property related to the nonschool use.</p>
<b>Fees for Use</b>	<p>Nonschool users shall be charged a fee for the use of designated District facilities.</p> <p>The facilities committee shall establish and publish a schedule of fees based on the cost of the physical operation of the facilities, as well as any applicable personnel costs for supervision, custodial services, food services, security, and technology services.</p>
Exceptions	<p>Fees shall not be charged when District facilities are used:</p> <ol style="list-style-type: none"><li>1. For public meetings sponsored by state or local governmental agencies; or</li><li>2. By District employee professional organizations. [See DGA]</li></ol>
<b>Required Conduct</b>	<p>Persons or groups using District facilities shall:</p> <ol style="list-style-type: none"><li>1. Conduct business in an orderly manner.</li></ol>

COMMUNITY RELATIONS  
NONSCHOOL USE OF SCHOOL FACILITIES

GKD  
(LOCAL)

2. Abide by all laws and policies, including but not limited to, those prohibiting the use, sale, or possession of alcoholic beverages, illegal drugs, and firearms, and the use of tobacco products and e-cigarettes on school property. [See GKA]
3. Make no alteration, temporary or permanent, to school property without prior written consent from the Superintendent.

All groups using District facilities shall be responsible for the cost of repairing any damages incurred during use and shall be required to indemnify the District for the cost of any such repairs.



Subject: District Calendar for the 2020-2021 School Year

### BACKGROUND INFORMATION

The Tyler Independent School District annually adopts the calendar for the following school year. The 2020-2021 calendar is consistent with all requirements set forth by the *Texas Education agency* and is designed to satisfy the instructional minutes requirement of *House Bill 2610*. In addition to the traditional 176 day instructional calendar, the calendar committee constructed a 180 day instructional calendar as an option for pursuing additional funding support provided by HB 3, 86<sup>th</sup> Legislative Session designed to address the issue of the summer slide. Both calendars satisfy the *Texas Education Agency's* testing calendar requirements for *STARR/EOC* and *TAKS* testing dates. Per *HB 2610*, bad weather days are not reflected for students because the required number of instructional minutes has been met to allow the district to bank bad weather days.

### ADMINISTRATION CONSIDERATION

In cooperation with community members, businesses, parents, and staff representatives on the District Planning Committee (DPC), the district recommends the proposed school calendars. The focus of the calendar continues to be what is best instructionally for successful student outcomes with community and staff considerations included.

### ADMINISTRATION RECOMMENDATION

The Administration recommends the Board approve one of the proposed District calendars for 2020-2021.

### ACTION REQUIRED

Board Approval

### CONTACT PERSON

Ronald K. Jones

01-23-20



## 2020-2021 Calendar (176 Day)

**First Day of School for Students** August 19, 2020  
**Last Day of School for Students** May 26, 2021

### Graduations

May 19, 2021  
 May 20, 2021  
 May 21, 2021  
 May 22, 2021

RISE Academy  
 Early College High School  
 Robert E. Lee High School  
 John Tyler High School

### Six Weeks

First Six Weeks	Aug. 19 – Sept. 25	(27 Days)
Second Six Weeks	Sept. 28 – Oct. 30	(24 Days)
Third Six Weeks	Nov. 2 – Dec. 18	(30 Days)
Fourth Six Weeks	Jan. 5 – Feb. 12	(28 Days)
Fifth Six Weeks	Feb. 15 – Apr. 1	(29 Days)
Sixth Six Weeks	Apr. 5 – May 26	(38 Days)

### State Testing

December 8 – 11  
 April 6 – 9  
 May 4 – 7; May 11 – 14  
 June 22 – 25

### Report Card Dates

### Holidays

Labor Day – September 7  
 Thanksgiving – November 23 – 27  
 Christmas Break – Dec. 21 – Jan 1, 2021  
 Martin Luther King Jr. Holiday – Jan. 18  
 Spring Break – March 8 – 12  
 Good Friday – April 2  
 Memorial Day – May 31

### Teachers Report

August 10, 2020

### Professional Development Days

Aug. 11-14, 17; Oct. 5; May 28

### Teacher Work/Clerical Days

Aug. 10, 18; Jan. 4; May 27

### Bad Weather Make Up Days (Staff Only)

June 1-2, 2021

Early Release Days: Dec. 18, 2020; May 26, 2021

### Administrative Summer Hours -

M-W 7:30 a.m. to 5:00 p.m.; TH 7:30 a.m. to 4:30 p.m.  
 Closed Fridays

Administrative Offices Closed: July 6 – 10, 2020

### July 2020

S	M	T	W	T	F	S
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
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### August 2020

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### September 2020

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### October 2020

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### November 2020

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### December 2020

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### January 2021

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### February 2021

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### March 2021

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### April 2021

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### May 2021

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### June 2021

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20	21	22	23	24	25	26
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## 2020-2021 Calendar (180 Day)

**First Day of School for Students** August 17, 2020  
**Last Day of School for Students** May 27, 2021

### Graduations

May 19, 2021  
 May 20, 2021  
 May 21, 2021  
 May 22, 2021

RISE Academy  
 Early College High School  
 Robert E. Lee High School  
 John Tyler High School

### Six Weeks

First Six Weeks	Aug. 17 – Sept. 25	(29 Days)
Second Six Weeks	Sept. 28 – Oct. 30	(24 Days)
Third Six Weeks	Nov. 2 – Dec. 18	(30 Days)
Fourth Six Weeks	Jan. 4 – Feb. 12	(29 Days)
Fifth Six Weeks	Feb. 15 – Apr. 1	(29 Days)
Sixth Six Weeks	Apr. 5 – May 27	(39 Days)

### State Testing

December 8 – 11  
 April 6 – 9  
 May 4 – 7; May 11 – 14  
 June 22 – 25

### Report Card Dates

### Holidays

Labor Day – September 7  
 Thanksgiving – November 23 – 27  
 Christmas Break – Dec. 21 – Jan 1, 2021  
 Martin Luther King Jr. Holiday – Jan. 18  
 Spring Break – March 8 – 12  
 Good Friday – April 2  
 Memorial Day – May 31

### Teachers Report

August 10, 2020

### Professional Development Days

Aug. 11-13; Oct. 5

### Teacher Work/Clerical Days

Aug. 10, 14; May 28

### Bad Weather Make Up Days (Staff Only)

June 1-2, 2021

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 Closed Fridays

Administrative Offices Closed: July 6 – 10, 2020

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### August 2020

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### September 2020

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27	28	29	30			

### October 2020

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### November 2020

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### December 2020

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27	28	29	30	31		

### January 2021

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### February 2021

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27	28	29	30	31		

### March 2021

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### April 2021

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### May 2021

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### June 2021

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Subject: Calendar for the Wayne D. Boshears Center for the 2020-2021 School Year

### BACKGROUND INFORMATION

In order to provide consistent instruction for the special education students at the Wayne D. Boshears Center for Exceptional Programs, the calendar provides short breaks throughout the year rather than one extended break. This type of calendar allows for better service to the students as well as complying with state guidelines. The 2020-2021 calendar is consistent with all requirements set forth by the *Texas Education Agency* and is designed to satisfy the instructional minutes requirement of *House Bill 2610*. In addition to the traditional 176 day instructional calendar, the calendar committee constructed a 180 day instructional calendar as an option for pursuing additional funding support provided by HB 3, 86<sup>th</sup> Legislative Session. Both calendars satisfy the *Texas Education Agency's* testing calendar requirements for *STARR/EOC* and *TAKS* testing dates. Per *HB 2610*, bad weather days are not reflected for students because the required number of instructional minutes has been met to allow the district to bank bad weather days.

### ADMINISTRATION CONSIDERATION

Enclosed is a copy of the calendars being proposed for the 2020-2021 school year for Wayne D. Boshears Center for Exceptional Programs. The calendars meet all state criteria for students' commensurate day.

### ADMINISTRATION RECOMMENDATION

The Administration recommends the Board approve one of the proposed calendars for Wayne D. Boshears Center for 2020-2021.

### ACTION REQUIRED

Board Approval

### CONTACT PERSONS

Brooke Parker  
Ronald K. Jones

01-23-20





Subject: Approval of the Field/Clinical Teaching Experience Agreement with Sam Houston State University

### BACKGROUND INFORMATION

Sam Houston State University is seeking a partnership opportunity with Tyler ISD for college students pursuing a teaching degree plan. Students within the program would have the opportunity to complete their clinical teaching towards their degree plan under the mentorship of certified teacher employed by Tyler ISD.

### ADMINISTRATIVE CONSIDERATION

Tyler ISD and Sam Houston State University will work collaboratively to support the advancement of the students who are pursuing their teaching degree. The partnership will establish professional relationships and on-site collaboration as well as increase the applicant pool with highly qualified candidates.

### ADMINISTRATIVE RECOMMENDATION

The administration recommends the board approve the Field/Clinical Teaching Experience Agreement between Tyler ISD and Sam Houston State University for the 2019-2020.

### ACTION REQUIRED

Board Approval

### CONTACT PERSON

Ronald Jones

01-23-20

*(Name of the University/Alternative Campus)*

FIELD/CLINICAL TEACHING EXPERIENCE AGREEMENT

between

TYLER ISD

And

*Sam Houston State University*

The Field/Clinical Teaching Experience Agreement (the “agreement”) has been entered into as of 1/9/20 the (“Effective Date”) and shall renew on the annual anniversary of the Effective date thereafter by and between the School of Education at the Sam Houston State University and the Tyler Independent School District located in Tyler, TX.

The School of Education, in collaboration with Tyler ISD, will provide pre-service teaching candidates with experience-based education and training to help ensure candidates are competent in the Texas Education Standards.

This agreement may be terminated at any time by either party provided a written notice of such intent. In the event this agreement is terminated, the parties shall make every effort to allow candidates to complete the field/clinical teaching experience.

The School of Education shall:

- Assign clinical teachers who are eligible for such placement under State, University, and District rules;
- Provide clinical teaching supervision by University/Alternative personnel as defined by the School of Education who have completed a prescribed Texas Education Agency Coaching Training;
- Provide mentor training to district cooperating teacher mentors;
- Provide clinical teachers with Family Educational Rights and Privacy Act (FERPA) training;
- Remove any University supervisor or clinical teacher from the District for unacceptable performance, reasons of health, or other reasonable causes;
- Assume and maintain full responsibility for the planning and execution of the clinical teaching program;



- Provide paperwork and/or specific instructions required by the District to conduct criminal background checks

The District shall:

- Advise and assist the selection of well-qualified cooperating teachers that meet the following criteria:
  - Have a least 3-years of teaching experience;
  - Exhibit competence and effectiveness in classroom instruction as evidence by T-PESS evaluations;
  - Hold a current Texas teaching certification in the field and grade level(s) in which the pre-service candidate is teaching;
  - Be informed on current development in the content of subject and pedagogy;
  - Exhibit skills in positive human relations;
  - Be the instructor of record for the course/classroom to which the pre-service candidate is assigned.
- Encourage well-qualified teachers to participate in the clinical teaching program;
- Provide appropriate supervision of the clinical teacher pursuant to rules promulgated by the school's Board of Trustees. Such rules may not conflict with any minimum requirements established by the Texas Education Code with regard to clinical teaching;
- Notify, within a reasonable timeframe, if there is a change in the certification status for a cooperating teacher providing supervision to a clinical teacher which would place the clinical teacher's future eligibility for certification in jeopardy.
- Refrain from placing a clinical teacher as a substitute teacher;
- Treat all records and data regarding the clinical teacher as confidential records under the provisions of FERPA;
- Provide all required documentation to the Office of Clinical Experiences.

The Campus Principal or designee shall:

- Assist in selection of cooperating teachers;
- Provide leadership within the building for the supervision of pre-service candidates;
- Introduce pre-service teachers to the campus community;

- Acquaint pre-service teacher candidates with the policies and procedures of the school as it relates to:
  - Fire drills;
  - Illness or injuries to students;
  - Schedule of teachers' duties;
  - Discipline procedures;
  - Rules or regulations regarding school equipment;
  - Arrival/Dismissal times;
  - Dress code

The Cooperating Teacher shall:

- Introduce the pre-service candidate to the faculty and school staff;
- Include pre-service teacher in school events, as appropriate;
- Provide opportunities for the candidate to experience all aspects of the job of teacher;
- Inform the campus principal and university/alternative supervisor of the progress of the teacher candidate;
- Make instructional materials available;
- Provide background information about students;
- Encourage and assist pre-service candidate by completing two Clinical Observation Rubric (COR) forms-one at the beginning of the semester and one at the end of assignment;
- Work closely with university supervisor in planning for the growth of the pre-service teacher candidate;
- Notify the university supervisor immediately regarding concerns related to the pre-service candidate.

By signing below the University/Alternative School certifies the following:

The University/Alternative School does not and will not boycott Israel during the term of this agreement. The University/Alternative School does not support any terrorist organization and will continue to make every effort to verify all students will support this agreement.

Indemnification:

- (a) To the extent permitted by the Texas Constitution and laws of the State of Texas, SHSU will indemnify and hold Institution harmless from liability

resulting from SHSU's acts of omissions within the terms of this Agreement; provided, however SHSU shall not hold Institution harmless from any claims, demands, or causes of action arising in favor of any person or entity resulting directly or indirectly from negligence (whether sole, joint, concurring, or otherwise) of Institution, its officers, agents, representatives, or employees, or any person or entity not subjects SHSU's supervision or control.

- (b) To the extent permitted by the Texas Constitution and laws of the State of Texas, Institution shall indemnify and hold SHSU and System harmless for liability resulting from Institution's acts or omissions within the terms of this Agreement; provided, however Institution shall not hold SHSU and System harmless from claims, demands, or causes of action arising in favor of any person or entity resulting directly or indirectly from negligence (whether sole, joint, concurring or otherwise) of SHSU or System, or their respective officers, agents, representatives, or employees, or any person or entity not subject to Institution's supervision or control.

College: SHSU

Signature: Holly Weimar

Print Name: Holly Weimar

Title: Professor/Chair

Date: 1/9/20

School District: TYLER ISD

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

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

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

Subject: Purchase of Technology Equipment for Boulder Middle School

BACKGROUND INFORMATION

The Boulder Middle School Instructional Leadership team has identified appropriate technology equipment to support curriculum and instruction at Boulder Middle School. Funds from Title I 1003 – School Improvement Grant will be utilized to purchase the proposed equipment to support students and instructors at Boulder Middle School.

ADMINISTRATIVE CONSIDERATION

The administration received quotes from CDW-G, Sigma Technology and Southern Computer Warehouse. CDW-G is a vendor through the Region 7 cooperative and offered the district the best value at a cost of \$50,190 for the purchase of the chromebooks, google chrome management console licenses and joey carts.

ADMINISTRATIVE RECOMMENDATION

The administration recommends the board approve the purchase of the technology equipment from CDW-G in the amount of \$50,190 for Boulder Middle School.

ACTION REQUIRED

Board Approval

CONTACT PERSON

Vanessa Holmes

01-23-20

Subject: Construction Update

Information will be presented at the meeting.

ACTION REQUIRED

Information only

CONTACT PERSONS

Tim Loper  
Tosha Bjork

01-23-20

Subject: TASB Localized Policy Update 114 – Local Policies CDA, CH, CKC, CKE, CQ, CQB, DFFA, DH, EHBB, FDE, FFAA, FFB, FFBA, FL, GBAA, and GKA.

BACKGROUND INFORMATION

TASB Policy and Legal Services regularly monitors federal and state authorities to identify changes in the legal framework for local school district governance and management. Generally, these changes are accumulated into a numbered update, usually encompassing many policy codes.

Local policy replacements, additions, and deletions are listed below.

ADMINISTRATIVE CONSIDERATION

Localized Policy has been reviewed by the district administration to make corrections as needed that reflect the practices of the district and the intentions of the board.

CDA(LOCAL): OTHER REVENUES INVESTMENTS  
**REPLACE POLICY**

CH(LOCAL): PURCHASING AND ACQUISITION  
**REPLACE POLICY**

CKC(LOCAL): SAFETY PROGRAM/RISK MANAGEMENT EMERGENCY PLANS  
**REPLACE POLICY**

CKE(LOCAL): SAFETY PROGRAM/RISK MANAGEMENT SECURITY PERSONNEL  
**REPLACE POLICY**

CQ(LOCAL): TECHNOLOGY RESOURCES  
**REPLACE POLICY**

CQB(LOCAL): TECHNOLOGY RESOURCES CYBERSECURITY  
**ADD POLICY**

DFFA(LOCAL): REDUCTION IN FORCE FINANCIAL EXIGENCY  
**REPLACE POLICY**

DH(LOCAL): EMPLOYEE STANDARDS OF CONDUCT  
**REPLACE POLICY**

EHBB(LOCAL): SPECIAL PROGRAMS GIFTED AND TALENTED STUDENTS  
**REPLACE POLICY**

FDE(LOCAL): ADMISSIONS SCHOOL SAFETY TRANSFERS  
**REPLACE POLICY**

FFAA(LOCAL): WELLNESS AND HEALTH SERVICES PHYSICAL  
EXAMINATIONS  
**REPLACE POLICY**

FFB(LOCAL): STUDENT WELFARE CRISIS INTERVENTION  
**ADD POLICY**

FFBA(LOCAL): CRISIS INTERVENTION TRAUMA-INFORMED CARE  
**ADD POLICY**

FL(LOCAL): STUDENT RECORDS  
**REPLACE POLICY**

GBAA(LOCAL): INFORMATION ACCESS REQUESTS FOR INFORMATION  
**REPLACE POLICY**

GKA(LOCAL): COMMUNITY RELATIONS CONDUCT ON SCHOOL PREMISES  
**REPLACE POLICY**

#### ADMINISTRATIVE RECOMMENDATION

The administration recommends that the board review this update as it prepares to incorporate the Local policies into the district's Localized Policy Manual.

#### ACTON REQUIRED

First Reading

#### CONTACT PERSON

Marty Crawford, Ed.D.

01-23-20



## (LOCAL) Policy Comparison Packet

This packet is generated by an automated process that compares the updated policy to the district's current policy as found in TASB records.

In this packet, you will find:

- Policies being recommended for revision (annotated)
- New policies (not annotated)

Policies recommended for deletion are not included. If you want to include the text of these policies in the information given to the Board, you may download them from *Policy On Line*.

Annotations are shown as follows.

- *Deletions* are shown in a red strike-through font: ~~deleted text~~.
- *Additions* are shown in a blue, bold font: **new text**.
- Blocks of text that have been *moved* without alteration are shown in green, with double underline and double strike-through formatting to distinguish the text's destination from its origin: ~~moved text~~ becomes moved text.
- *Revision bars* appear in the right margin, as above.

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**Note:** While the annotation software competently identifies simple changes, large or complicated changes—as in an extensive rewrite—may be more difficult to follow. In addition, TASB's recent changes to the policy templates to facilitate accessibility sometimes makes formatting changes appear tracked, even though the text remains the same.

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For further assistance in understanding policy changes, please refer to the explanatory notes in your Localized Policy Manual update packet or contact your policy consultant.

<b>Contact:</b>	<b>School Districts and Education Service Centers</b>	<b>Community Colleges</b>
	<a href="mailto:policy.service@tasb.org">policy.service@tasb.org</a>	<a href="mailto:colleges@tasb.org">colleges@tasb.org</a>
	800.580.7529 512.467.0222	800.580.1488 512.467.3689



**Investment Authority**

The chief financial officer and the executive director of financial services shall serve as the investment officers of the District and shall invest District funds as directed by the Board and in accordance with the District's written investment policy and generally accepted accounting procedures. All investment transactions except investment pool funds and mutual funds shall be settled on a delivery versus payment basis.

**Approved  
Investment  
Instruments**

From those investments authorized by law and described further in CDA(LEGAL) under Authorized Investments, the Board shall permit investment of District funds, **including bond proceeds and pledged revenue to the extent allowed by law**, in only the following investment types, consistent with the strategies and maturities defined in this policy:

1. Obligations of, or guaranteed by, governmental entities as permitted by Government Code 2256.009.
2. Certificates of deposit and share certificates as permitted by Government Code 2256.010.
3. Fully collateralized repurchase agreements permitted by Government Code 2256.011.
4. A securities lending program as permitted by Government Code 2256.0115.
5. Banker's acceptances as permitted by Government Code 2256.012.
6. Commercial paper as permitted by Government Code 2256.013.
7. No-load **mutual funds, except for bond proceeds, and no-load money market mutual funds**, ~~and no-load mutual funds~~ as permitted by Government Code 2256.014.
8. A guaranteed investment contract as an investment vehicle for bond proceeds, provided it meets the criteria and eligibility requirements established by Government Code 2256.015.
9. Public funds investment pools as permitted by Government Code 2256.016.

**Safety**

The primary goal of the investment program is to ensure safety of principal, to maintain liquidity, and to maximize financial returns within current market conditions in accordance with this policy. The investment officers shall observe financial market indicators, study financial trends, and utilize available educational tools in order to maintain appropriate investment managerial expertise. Investments shall be made in a manner that ensures the preservation of capital

in the overall portfolio, and offsets during a 12-month period any market price losses resulting from interest-rate fluctuations by income received from the balance of the portfolio. No individual investment transaction shall be undertaken that jeopardizes the total capital position of the overall portfolio.

**Investment Management**

In accordance with Government Code 2256.005(b)(3), the quality and capability of investment management for District funds shall be in accordance with the standard of care, investment training, and other requirements set forth in Government Code Chapter 2256.

**Liquidity and Maturity**

Any internally created pool fund group of the District shall have a maximum dollar weighted maturity of 180 days. Maturities longer than one year may be authorized, provided legal limits are not exceeded.

The District's investment portfolio shall have sufficient liquidity to meet anticipated cash flow requirements.

**Diversity**

The investment portfolio shall be diversified in terms of investment instruments, maturity scheduling, and financial institutions to reduce risk of loss resulting from overconcentration of assets in a specific class of investments, specific maturity, or specific issuer.

**Monitoring Market Prices**

The investment officer shall monitor the investment portfolio and shall keep the Board informed of significant changes in the market value of the District's investment portfolio. Information sources may include financial/investment publications and electronic media, available software for tracking investments, depository banks, commercial or investment banks, financial advisers, and representatives/advisers of investment pools or money market funds. Monitoring shall be done monthly or more often as economic conditions warrant by using appropriate reports, indices, or benchmarks for the type of investment.

**Monitoring Rating Changes**

In accordance with Government Code 2256.005(b), the investment officer shall develop a procedure to monitor changes in investment ratings and to liquidate investments that do not maintain satisfactory ratings.

**Funds / Strategies**

Investments of the following fund categories shall be consistent with this policy and in accordance with the applicable strategy defined below. All strategies described below for the investment of a particular fund should be based on an understanding of the suitability of an investment to the financial requirements of the District and consider preservation and safety of principal, liquidity, marketability of an investment if the need arises to liquidate before maturity, diversification of the investment portfolio, and yield.

OTHER REVENUES  
INVESTMENTS

CDA  
(LOCAL)

Operating Funds	Investment strategies for operating funds (including any commingled pools containing operating funds) shall have as their primary objectives preservation and safety of principal, investment liquidity, and maturity sufficient to meet anticipated cash flow requirements.
Custodial Agency Funds	Investment strategies for custodial agency funds shall have as their primary objectives preservation and safety of principal, investment liquidity, and maturity sufficient to meet anticipated cash flow requirements.
Debt Service Funds	Investment strategies for debt service funds shall have as their primary objective sufficient investment liquidity to timely meet debt service payment obligations in accordance with provisions in the bond documents. Maturities longer than one year are authorized provided legal limits are not exceeded.
Capital Project Funds	Investment strategies for capital project funds shall have as their primary objective sufficient investment liquidity to timely meet capital project obligations. Maturities longer than one year are authorized provided legal limits are not exceeded.
Insurance Funds	Investment strategies for insurance funds shall have as their primary objectives preservation and safety of principal, investment liquidity, and maturity sufficient to meet anticipated cash flow requirements.
<b>Safekeeping and Custody</b>	The District shall retain clearly marked receipts providing proof of the District's ownership. The District may delegate, however, to an investment pool the authority to hold legal title as custodian of investments purchased with District funds by the investment pool.
<b>Sellers of Investments</b>	<p>Prior to handling investments on behalf of the District, a broker/dealer or a qualified representative of a business organization must submit required written documents in accordance with law. [See Sellers of Investments, CDA(LEGAL)]</p> <p>Representatives of brokers/dealers shall be registered with the Texas State Securities Board and must have membership in the Securities Investor Protection Corporation (SIPC); and be in good standing with the Financial Industry Regulatory Authority (FINRA).</p>
<b>Soliciting Bids for CDs</b>	In order to get the best return on its investments, the District may solicit bids for certificates of deposit in writing, by telephone, or electronically, or by a combination of these methods.
<b>Interest Rate Risk</b>	To reduce exposure to changes in interest rates that could adversely affect the value of investments, the District shall use final and weighted-average-maturity limits and diversification.

The District shall monitor interest rate risk using weighted average maturity and specific identification.

**Internal Controls**

A system of internal controls shall be established and documented in writing and must include specific procedures designating who has authority to withdraw funds. Also, they shall be designed to protect against losses of public funds arising from fraud, employee error, misrepresentation by third parties, unanticipated changes in financial markets, or imprudent actions by employees and officers of the District. Controls deemed most important shall include:

1. Separation of transaction authority from accounting and recordkeeping and electronic transfer of funds.
2. Avoidance of collusion.
3. Custodial safekeeping.
4. Clear delegation of authority.
5. Written confirmation of telephone transactions.
6. Documentation of dealer questionnaires, quotations and bids, evaluations, transactions, and rationale.
7. Avoidance of bearer-form securities.

These controls shall be reviewed by the District's independent auditing firm.

**Annual Review**

The Board shall review this investment policy and investment strategies not less than annually and shall document its review in writing, which shall include whether any changes were made to either the investment policy or investment strategies.

**Annual Audit**

In conjunction with the annual financial audit, the District shall perform a compliance audit of management controls on investments and adherence to the District's established investment policies.

**Purchasing  
Authority**

The Board delegates to the Superintendent ~~or designee~~ the authority to make budgeted purchases for goods or services. However, any single, budgeted purchase of goods or services that costs \$50,000 or more, regardless of whether the goods or services are competitively purchased, shall require Board approval before a transaction may take place, except as otherwise provided in this policy.

The Superintendent is not required to obtain Board approval for the following types of budgeted purchases:

1. A purchase made pursuant to a Board-approved interlocal contract, in accordance with law;
2. A purchase made through a cooperative purchasing program or state purchasing program that satisfies the District's obligation for competitive purchasing [see CH(LEGAL)];
3. A continuing or periodic purchase under a Board-approved bid or contract; or
4. A purchase for produce or fuel.

**Purchasing  
Procedures** ~~Method~~

The Superintendent shall develop purchasing procedures to implement the requirements of state and federal law. [See also CB, CBB, CH(LEGAL), and COA]

**Purchasing Method**

The Board delegates to the Superintendent ~~or designee~~ the authority to determine the method of purchasing in accordance with CH(LEGAL). [See also CH and CBB(LEGAL) as appropriate.]

*Competitive  
Bidding*

If competitive bidding is chosen as the purchasing method, the Superintendent ~~or designee~~ shall prepare bid specifications. All bids shall be in accordance with administrative regulations, and the submission of any electronic bids shall also be in accordance with Board-adopted rules. All bidders shall be invited to attend the bid opening. Any bid may be withdrawn prior to the scheduled time for opening. Bids received after the specified time shall not be considered.

The District may reject any and all bids in accordance with state or federal law, as applicable.

*Competitive  
Sealed Proposals*

If competitive sealed proposals are chosen as the purchasing method, the Superintendent ~~or designee~~ shall prepare the request for proposals and/or specifications for items to be purchased. All proposals shall be in accordance with administrative regulations, and the submission of any electronic proposals shall also be in accordance with Board-adopted rules. Proposals received after the specified time shall not be considered. Proposals shall be opened

at the time specified, and all proposers shall be invited to attend the proposal opening. Proposals may be withdrawn prior to the scheduled time of opening. Changes in the content of a proposal, and in prices, may be negotiated after proposals are opened.

The District may reject any and all proposals in accordance with state or federal law, as applicable.

**Electronic Bids or Proposals**

Bids or proposals that the District has chosen to accept through electronic transmission shall be administered in accordance with Board-adopted rules. Such rules shall safeguard the integrity of the competitive procurement process; ensure the identification, security, and confidentiality of electronic bids or proposals; and ensure that the electronic bids or proposals remain effectively unopened until the proper time.

**Responsibility for Debts**

The Board shall assume responsibility for debts incurred in the name of the District so long as those debts are for purchases made in accordance with the adopted budget, state law, Board policy, and the District's purchasing procedures. [See CE] The Board shall not be responsible for debts incurred by persons or organizations not directly under Board control. Persons making unauthorized purchases shall assume full responsibility for all such debts.

**Purchase Commitments**

All purchase commitments shall be made by the Superintendent ~~or designee~~ in accordance with administrative procedures, including the District's purchasing procedures.

Procurement cards may be used for designated purchases determined by the executive director of financial services.

**Personal Purchases**

District employees shall not be permitted to make purchases for personal use through the District's business office.

**Emergency  
Operations Plan**

The Superintendent shall ensure updating of the District's ~~Emergency Operations Plan~~ **emergency operations plan** and ongoing staff training.

As required by law, the emergency operations plan shall include the District's procedures addressing:

1. ~~Reasonable~~ **Reasonable** security measures when District property is used as a polling place;
2. **Response to an active shooter emergency; and**

**Access to campus buildings and materials necessary for a substitute teacher to carry out the duties of a District employee during an emergency or an emergency drill.**

<b>District Police Department</b>	To ensure sufficient security and protection of students, staff, and property, the Board authorizes the formation of a District police department and shall employ and commission police officers.
Supervisory Authority	The chief of police shall be accountable to and shall report to the Superintendent. In accordance with law, the Superintendent shall not delegate this supervisory responsibility.
Jurisdiction	The jurisdiction of police officers shall include all territory within District boundaries, as well as all real and personal property outside the boundaries of the District that is owned, leased, or rented by the District, or is otherwise under the District's control.
Police Authority	<p>Police officers employed by the District shall have all the powers, privileges, and immunities of police officers on or off duty within the jurisdiction of the District. <a href="#">Subject to limitations in law</a>, District police officers shall have the authority to:</p> <ol style="list-style-type: none"><li>1. Protect the safety and welfare of any person in the jurisdiction of the District and protect the property of the District.</li><li>2. Enforce all laws, including municipal ordinances, county ordinances, and state laws, and investigate violations of law as needed. In doing so, District police officers may serve search warrants in connection with District-related investigations in compliance with the Texas Code of Criminal Procedure.</li><li>3. Arrest suspects consistent with state and federal statutory and constitutional standards governing arrests, including arrests without warrant, for offenses that occur in the officer's presence or under the other rules set out in the Texas Code of Criminal Procedure.</li><li>4. Coordinate and cooperate with commissioned officers of all other law enforcement agencies in the enforcement of this policy as necessary.</li><li>5. Enforce District policies, <a href="#">rules, and regulations</a> on District property, in school zones, at bus stops, or at District functions.</li><li>6. Investigate violations of District policy, rules, and regulations as requested by the Superintendent and participate in <del>administrative</del> hearings concerning <del>the</del> alleged violations.</li><li>7. Carry weapons as directed by the chief of police and approved by the Superintendent.</li><li>8. Carry out all other duties as directed by the chief of police or Superintendent.</li></ol>



District police officers shall not be assigned routine classroom discipline or administrative tasks.

*Temporary Assignment*

District police officers shall enforce all laws, including municipal ordinances, county ordinances, and state laws within another law enforcement agency's jurisdiction while temporarily assigned to the other agency.

Limitations on Nonschool Employment

No officer commissioned under this policy shall provide law enforcement or security services for an outside employer without prior written approval from the chief of police and Superintendent.

Relationship with Outside Agencies

The District's police department and the law enforcement agencies with which it has overlapping jurisdiction shall enter into a memorandum of understanding that outlines reasonable communication and coordination efforts among the department and the agencies. The chief of police and the Superintendent shall review the memorandum of understanding at least once every year. The memorandum of understanding shall be approved by the Board.

Video Monitoring

If available, video equipment shall be used on a District police car for safety purposes whenever the flashing lights on the car are in use.

*Access to Recordings*

Recordings shall be considered law enforcement records, shall remain in the custody of the chief of police, and shall be maintained as required by the department regulations manual and law. A parent or student who wishes to view a video recording in response to disciplinary action taken against the student may request such access under the procedures set out by law. [See FL(LEGAL)]

Training

All District officers shall receive at least the minimum amount of education and training required by law.

Department Regulations Manual

To carry out the provisions in this policy, the police department shall compile and maintain a manual that describes and sets forth operational procedures, rules, and regulations pertaining to the administration of police services. The chief of police and the Superintendent shall review the manual annually and make any appropriate revisions.

*Racial Profiling*

The chief of police shall develop and implement regulations to ensure compliance with state law regarding racial profiling. Police officers employed by the District shall not initiate any law enforcement action based on an individual's race, ethnicity, or national origin.

*Use of Force*

The use of force, including deadly force, shall be authorized only when reasonable and necessary, as outlined in the department regulations manual.

*High-Speed  
Pursuit*

Officers shall not engage in high-speed chases in a motor vehicle when the immediate danger to the public or the officer created by the pursuit exceeds the immediate or potential danger presented by the offenders remaining at large. Guidelines for high-speed pursuits shall be addressed in the department regulations manual.

Complaints

Complaints against a District police officer shall be in writing on a form provided by the District and shall be signed by the person making the complaint. In accordance with law, the District shall provide to the police officer a copy of the complaint. [See [Complaints Against Peace Officers](#) ~~COMPLAINTS AGAINST PEACE OFFICERS~~ at [CKE](#) ~~CKE~~(LEGAL)]

Appeals regarding this complaint process shall be filed in accordance with DGBA, FNG, or GF, as appropriate.

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**Note:** For Board member use of District technology resources, see BBI. For student use of personal electronic devices, see FNCE.

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**Availability of Access**

For purposes of this policy, “technology resources” means electronic communication systems and electronic equipment.

Access to the District’s technology resources, including the internet, shall be made available to students and employees primarily for instructional and administrative purposes and in accordance with administrative regulations.

Limited Personal Use

Limited personal use of the District’s technology resources shall be permitted if the use:

1. Imposes no tangible cost on the District;
2. Does not unduly burden the District’s technology resources; and
3. Has no adverse effect on an employee’s job performance or on a student’s academic performance.

Use by Members of the Public

Access to the District’s technology resources, including the internet, shall be made available to members of the public, in accordance with administrative regulations. Such use shall be permitted so long as the use:

1. Imposes no tangible cost on the District; and
2. Does not unduly burden the District’s technology resources.

**Acceptable Use**

The Superintendent ~~or designee~~ shall develop and implement administrative regulations, guidelines, and user agreements consistent with the purposes and mission of the District and with law and policy.

Access to the District’s technology resources is a privilege, not a right. All users shall be required to acknowledge receipt and understanding of all administrative regulations governing use of the District’s technology resources and shall agree in writing to allow monitoring of their use and to comply with such regulations and guidelines. Noncompliance may result in suspension of access or termination of privileges and other disciplinary action consistent with District policies. [See DH, FN series, FO series, and the Student Code of Conduct] Violations of law may result in criminal prosecution as well as disciplinary action by the District.

**Internet Safety**

The Superintendent ~~or designee~~ shall develop and implement an internet safety plan to:

1. Control students' access to inappropriate materials, as well as to materials that are harmful to minors;
2. Ensure student safety and security when using electronic communications;
3. Prevent unauthorized access, including hacking and other unlawful activities;
4. Restrict unauthorized disclosure, use, and dissemination of personally identifiable information regarding students; and
5. Educate students about cyberbullying awareness and response and about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms.

**Filtering**

Each District computer with internet access and the District's network systems shall have filtering devices or software that blocks access to visual depictions that are obscene, pornographic, inappropriate for students, or harmful to minors, as defined by the federal Children's Internet Protection Act and as determined by the Superintendent ~~or designee~~.

The Superintendent ~~or designee~~ shall enforce the use of such filtering devices. Upon approval from the Superintendent ~~or designee~~, an administrator, supervisor, or other authorized person may disable the filtering device for bona fide research or other lawful purpose.

**Monitored Use**

Electronic mail transmissions and other use of the District's technology resources by students, employees, and members of the public shall not be considered private. Designated District staff shall be authorized to monitor the District's technology resources at any time to ensure appropriate use.

**Disclaimer of Liability**

The District shall not be liable for users' inappropriate use of the District's technology resources, violations of copyright restrictions or other laws, users' mistakes or negligence, and costs incurred by users. The District shall not be responsible for ensuring the availability of the District's technology resources or the accuracy, age appropriateness, or usability of any information found on the internet.

**Record Retention**

A District employee shall retain electronic records, whether created or maintained using the District's technology resources or using personal technology resources, in accordance with the District's record management program. [See CPC]

**Electronically Signed Documents**

At the District's discretion, the District may make certain transactions available online, including student admissions documents,

student grade and performance information, contracts for goods and services, and employment documents.

To the extent the District offers transactions electronically, the District may accept electronic signatures in accordance with this policy.

When accepting electronically signed documents or digital signatures, the District shall comply with rules adopted by the Department of Information Resources, to the extent practicable, to:

- Authenticate a digital signature for a written electronic communication sent to the District;
- Maintain all records as required by law;
- Ensure that records are created and maintained in a secure environment;
- Maintain appropriate internal controls on the use of electronic signatures;
- Implement means of confirming transactions; and
- Train staff on related procedures as necessary.

### **Security Breach Notification**

~~Upon discovering or receiving notification of a breach of system security, the District shall disclose the breach to affected persons or entities in accordance with the time frames established by law.~~

~~The District shall give notice by using one or more of the following methods:~~

- ~~1. Written notice.~~
- ~~2. Electronic mail, if the District has electronic mail addresses for the affected persons.~~
- ~~3. Conspicuous posting on the District's website.~~
- 4.1. Publication through broadcast media.

<b>Plan</b>	The District shall develop a cybersecurity plan to secure the District's cyberinfrastructure against a cyberattack or any other cybersecurity incidents, determine cybersecurity risk, and implement appropriate mitigation planning.
<b>Coordinator</b>	The Superintendent shall designate a cybersecurity coordinator. The cybersecurity coordinator shall serve as the liaison between the District and the Texas Education Agency (TEA) in cybersecurity matters and as required by law report to TEA breaches of system security.
<b>Training</b>	Each District employee and Board member shall annually complete the cybersecurity training program designated by the District. The District shall verify and report compliance with staff training requirements to the Department of Information Resources. Additionally, the District shall complete periodic audits to ensure compliance with the cybersecurity training requirements.
<b>Security Breach Notifications</b>	<p>Upon discovering or receiving notification of a breach of system security, the District shall disclose the breach to affected persons or entities in accordance with the time frames established by law. The District shall give notice by using one or more of the following methods:</p> <ol style="list-style-type: none"><li>1. Written notice.</li><li>2. Email, if the District has email addresses for the affected persons.</li><li>3. Conspicuous posting on the District's websites.</li><li>4. Publication through broadcast media.</li></ol> <p>The District's cybersecurity coordinator shall disclose a breach involving sensitive, protected, or confidential student information to TEA and parents in accordance with law.</p>

**Plan to Reduce  
Personnel Costs**

If the Superintendent determines that there is a need to reduce personnel costs, the Superintendent shall develop, in consultation with the Board as necessary, a plan for reducing costs that may include one or more of the following:

- Salary reductions [see DEA];
- Furloughs [see DEA];
- ~~Furloughs, if the District has received from the commissioner of education certification of a reduction in funding under Education Code 42.009 [see CBA and DEA];~~
- Reductions in force of contract personnel due to financial exigency, if the District meets the standard for declaring a financial exigency as defined by the commissioner [see CEA and provisions at [Reduction in Force Due to Financial Exigency](#) ~~REDUCTION IN FORCE DUE TO FINANCIAL EXIGENCY~~, below];
- Reductions in force of contract personnel due to program change [see DFFB]; or
- Other means of reducing personnel costs.

A plan to reduce personnel costs may include the reduction of personnel employed pursuant to employment arrangements not covered at [Applicability](#) ~~APPLICABILITY~~, below.

- See DCD for the termination at any time of at-will employment.
- See DFAB for the termination of a probationary contract at the end of the contract period.
- See DFCA for the termination of a continuing contract, if applicable.
- See DCE for the termination at the end of the contract period of a contract not governed by Chapter 21 of the Education Code.

**Reduction in Force  
Due to Financial  
Exigency**

Applicability

The following provisions shall apply when a reduction in force due to financial exigency requires:

1. The nonrenewal or termination of a term contract;
2. The termination of a probationary contract during the contract period; or
3. The termination of a contract not governed by Chapter 21 of the Education Code during the contract period.

**Definitions**

Definitions used in this policy are as follows:

1. "Nonrenewal" shall mean the termination of a term contract at the end of the contract period.
2. "Discharge" shall mean termination of a contract during the contract period.

**General Grounds**

A reduction in force may take place when the Superintendent recommends and the Board adopts a resolution declaring a financial exigency. [See CEA]- A determination of financial exigency constitutes sufficient reason for nonrenewal or sufficient cause for discharge.

**Employment Areas**

When a reduction in force is to be implemented, the Superintendent shall recommend the employment areas to be affected.

Employment areas may include, for example:

1. Elementary grades, levels, subjects, departments, or programs.
2. Secondary grades, levels, subjects, departments, or programs, including career and technical education subjects.
3. Special programs, such as gifted and talented, bilingual/ESL programs, special education and related services, compensatory education, or migrant education.
4. Disciplinary alternative education programs (DAEPs) and other discipline management programs.
5. Counseling programs.
6. Library programs.
7. Nursing and other health services programs.
8. An educational support program that does not provide direct instruction to students.
9. Other District-wide programs.
10. An individual campus.
11. Any administrative position, unit, or department.
12. Programs funded by state or federal grants or other dedicated funding.
13. Other contractual positions.

The Superintendent's recommendation may address whether any employment areas should be:



1. Combined or adjusted (e.g., “elementary programs” and “compensatory education programs” can be combined to identify an employment area of “elementary compensatory education programs”); and/or
2. Applied on a District-wide or campus-wide basis (e.g., “the counseling program at [named elementary campus]”).

The Board shall determine the employment areas to be affected.

### Criteria for Decision

The Superintendent ~~or designee~~ shall apply the following criteria to the employees within an affected employment area when a reduction in force will not result in the nonrenewal or discharge of all staff in the employment area. The criteria are listed in the order of importance and shall be applied sequentially to the extent necessary to identify the employees who least satisfy the criteria and therefore are subject to the reduction in force. For example, if all necessary reductions can be accomplished by applying the first criterion, it is not necessary to apply the second criterion, and so forth.

1. Qualifications for Current or Projected Assignment: Certification, multiple or composite certifications, bilingual certification, licensure, endorsement, and/or specialized or advanced content-specific training or skills for the current or projected assignment.
- ~~2.~~ Performance: Effectiveness, as reflected by ~~the:~~
  - ~~a.~~ The most recent formal appraisal and, if available, consecutive formal appraisals from more than one year [see DNA]; and any
  - ~~b.~~ Any other written evaluative information, including disciplinary information, from the last 36 months.

If the Superintendent ~~or designee~~ at his or her discretion decides that the documented performance differences between two or more employees are too insubstantial to rely upon, he or she may proceed to apply the remaining criteria in the order listed below.

- ~~3.~~2. Extra Duties: Currently performing an extra-duty assignment, such as department or grade-level chair, band director, athletic coach, or activity sponsor.
- ~~4.~~3. Professional Background: Professional education and work experience related to the current or projected assignment.
- ~~5.~~4. Seniority: Length of service in the District, as measured from the employee’s most recent date of hire.

REDUCTION IN FORCE  
FINANCIAL EXIGENCY

DFFA  
(LOCAL)

Superintendent Recommendation      The Superintendent shall recommend to the Board the nonrenewal or discharge of the identified employees within the affected employment areas.

Board Vote      After considering the Superintendent's recommendations, the Board shall determine the employees to be proposed for nonrenewal or discharge, as appropriate.

If the Board votes to propose nonrenewal of one or more employees, the Board shall specify the manner of hearing in accordance with DFBB(LOCAL).

If the Board votes to propose discharge of one or more employees, the Board shall determine whether the hearing will be conducted by a TEA-appointed hearing examiner [see DFD] or will be a local hearing under Education Code 21.207 [see DFBB].

Notice      The Superintendent ~~or designee~~ shall provide each employee written notice of the proposed nonrenewal or discharge, as applicable. The notice shall include:

1. The proposed action, as applicable;
2. A statement of the reason for the proposed action; and
3. Notice that the employee is entitled to a hearing of the type determined by the Board.

**Consideration for Available Positions**

An employee who has received notice of proposed nonrenewal or discharge may apply for available positions for which he or she wishes to be considered. The employee is responsible for reviewing posted vacancies, submitting an application, and otherwise complying with District procedures.

If the employee meets the District's objective criteria for the position and is the most qualified internal applicant, the District shall offer the employee the position until:

1. Final action by the Board to end the employee's contract, if the employee does not request a hearing.
2. The evidentiary hearing by the independent hearing examiner, the Board, or other person designated in DFBB(LOCAL), if the employee requests a hearing.

**Hearing Request**

Nonrenewal: Term Contract

An employee receiving notice of proposed nonrenewal of a term contract may request a hearing in accordance with DFBB.

Discharge: Chapter 21 Contract

An employee receiving notice of proposed discharge from a contract governed by Chapter 21 of the Education Code may request a

REDUCTION IN FORCE  
FINANCIAL EXIGENCY

DFFA  
(LOCAL)

hearing. The hearing shall be conducted in accordance with DFD or the nonrenewal hearing process in DFBB, as determined by the Board and specified in the notice of proposed discharge.

Discharge:  
Non-Chapter 21  
Contract

An employee receiving notice of proposed discharge during the period of an employment contract not governed by Chapter 21 of the Education Code may request a hearing before the Board or its designee in accordance with DCE.

**Final Action**

Hearing Requested

If the employee requests a hearing, the Board shall take final action after the hearing in accordance with DCE, DFBB, or DFD, as applicable, and shall notify the employee in writing.

No Hearing  
Requested

If the employee does not request a hearing, the Board shall take final action in accordance with DCE, DFBB, or DFD, as applicable, and shall notify the employee in writing.

Each District employee shall perform his or her duties in accordance with state and federal law, District policy, and ethical standards. The District holds all employees accountable to the Educators' Code of Ethics. [See DH(EXHIBIT)]

Each District employee shall recognize and respect the rights of students, parents, other employees, and members of the community and shall work cooperatively with others to serve the best interests of the District.

An employee wishing to express concern, complaints, or criticism shall do so through appropriate channels. [See DGBA]

**Violations of Standards of Conduct**

Each employee shall comply with the standards of conduct set out in this policy and with any other policies, regulations, and guidelines that impose duties, requirements, or standards attendant to his or her status as a District employee. Violation of any policies, regulations, or guidelines, including intentionally making a false claim, offering a false statement, or refusing to cooperate with a District investigation, may result in disciplinary action, including termination of employment. [See DCD and DF series]

**Weapons Prohibited**

The District prohibits the use, possession, or display of any firearm, location-restricted knife, club, or prohibited weapon, as defined at FNCG, on District property at all times.

Exceptions

No violation of this policy occurs when:

1. Use or possession of a firearm by a specific employee is authorized by Board action. [See CKE]
2. A District employee who holds a Texas handgun license stores a handgun or other firearm in a locked vehicle in a parking lot, parking garage, or other parking area provided by the District, provided the handgun or other firearm is not ~~loaded and not~~ in plain view; or
3. The use, possession, or display of an otherwise prohibited weapon takes place as part of a District-approved activity supervised by proper authorities. [See FOD]

**Electronic Communication**

Use with Students

A certified employee, licensed employee, or any other employee designated in writing by the Superintendent or a campus principal may use electronic communication, as this term is defined by law, with currently enrolled students only about matters within the scope of the employee's professional responsibilities.

Unless an exception has been made in accordance with the employee handbook or other administrative regulations, an employee

shall not use a personal electronic communication platform, application, or account to communicate with currently enrolled students.

Unless authorized above, all other employees are prohibited from using electronic communication directly with students who are currently enrolled in the District. The employee handbook or other administrative regulations shall further detail:

1. Exceptions for family and social relationships;
2. The circumstances under which an employee may use text messaging to communicate with individual students or student groups;
3. Hours of the day during which electronic communication is discouraged or prohibited; and
4. Other matters deemed appropriate by the Superintendent or designee.

In accordance with ethical standards applicable to all District employees [see DH(EXHIBIT)], an employee shall be prohibited from using electronic communications in a manner that constitutes prohibited harassment or abuse of a District student; adversely affects the student's learning, mental health, or safety; includes threats of violence against the student; reveals confidential information about the student; or constitutes an inappropriate communication with a student, as described in the Educators' Code of Ethics.

An employee shall have no expectation of privacy in electronic communications with students. Each employee shall comply with the District's requirements for records retention and destruction to the extent those requirements apply to electronic communication. [See CPC]

Personal Use	All employees shall be held to the same professional standards in their public use of electronic communication as for any other public conduct. If an employee's use of electronic communication violates state or federal law or District policy, or interferes with the employee's ability to effectively perform his or her job duties, the employee is subject to disciplinary action, up to and including termination of employment.
Reporting Improper Communication	In accordance with administrative regulations, an employee shall notify his or her supervisor when a student engages in improper electronic communication with the employee.
Disclosing Personal Information	An employee shall not be required to disclose his or her personal email address or personal phone number to a student.

**Safety Requirements** Each employee shall adhere to District safety rules and regulations and shall report unsafe conditions or practices to the appropriate supervisor.

**Harassment or Abuse** An employee shall not engage in prohibited harassment, including sexual harassment, of:

1. Other employees. [See DIA]
2. Students. [See FFH; see FFG regarding child abuse and neglect.]

While acting in the course of employment, an employee shall not engage in prohibited harassment, including sexual harassment, of other persons, including Board members, vendors, contractors, volunteers, or parents.

An employee shall report child abuse or neglect as required by law. [See FFG]

**Relationships with Students** An employee shall not form romantic or other inappropriate social relationships with students. Any sexual relationship between a student and a District employee is always prohibited, even if consensual. [See FFH]

As required by law, the District shall notify the parent of a student with whom an educator is alleged to have engaged in certain misconduct. [See FFF]

**Tobacco and E-Cigarettes** An employee shall not smoke or use tobacco products or e-cigarettes on District property, in District vehicles, or at school-related activities. [See also GKA]

**Alcohol and Drugs / Notice of Drug-Free Workplace** As a condition of employment, an employee shall abide by the terms of the following drug-free workplace provisions. An employee shall notify the Superintendent in writing if the employee is convicted for a violation of a criminal drug statute occurring in the workplace in accordance with Arrests, Indictments, Convictions, and Other Adjudications, below.

An employee shall not manufacture, distribute, dispense, possess, use, or be under the influence of any of the following substances during working hours while on District property or at school-related activities during or outside of usual working hours:

1. Any controlled substance or dangerous drug as defined by law, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate.
2. Alcohol or any alcoholic beverage.

EMPLOYEE STANDARDS OF CONDUCT

DH  
(LOCAL)

3. Any abusable glue, aerosol paint, or any other chemical substance for inhalation.
4. Any other intoxicant or mood-changing, mind-altering, or behavior-altering drug.

An employee need not be legally intoxicated to be considered “under the influence” of a controlled substance.

Exceptions

It shall not be considered a violation of this policy if the employee:

1. Manufactures, possesses, or dispenses a substance listed above as part of the employee’s job responsibilities;
2. Uses or possesses a controlled substance or drug authorized by a licensed physician prescribed for the employee’s personal use; or
3. Possesses a controlled substance or drug that a licensed physician has prescribed for the employee’s child or other individual for whom the employee is a legal guardian.

Sanctions

An employee who violates these drug-free workplace provisions shall be subject to disciplinary sanctions. Sanctions may include:

1. Referral to drug and alcohol counseling or rehabilitation programs;
2. Referral to employee assistance programs;
3. Termination from employment with the District; and
4. Referral to appropriate law enforcement officials for prosecution.

Notice

Employees shall receive a copy of this policy.

**Arrests, Indictments, Convictions, and Other Adjudications**

An employee shall notify his or her principal or immediate supervisor within three calendar days of any arrest, indictment, conviction, no contest or guilty plea, or other adjudication of the employee for any felony, any offense involving moral turpitude, and any of the other offenses as indicated below:

1. Crimes involving school property or funds;
2. Crimes involving attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit that would entitle any person to hold or obtain a position as an educator;
3. Crimes that occur wholly or in part on school property or at a school-sponsored activity; or
4. Crimes involving moral turpitude, which include:

- Dishonesty; fraud; deceit; theft; misrepresentation;
- Deliberate violence;
- Base, vile, or depraved acts that are intended to arouse or gratify the sexual desire of the actor;
- Felony possession or conspiracy to possess, or any misdemeanor or felony transfer, sale, distribution, or conspiracy to transfer, sell, or distribute any controlled substance defined in Chapter 481 of the Health and Safety Code;
- Felony driving while intoxicated (DWI); or
- Acts constituting abuse or neglect under the Texas Family Code.

**Dress and Grooming**

An employee's dress and grooming shall be clean, neat, in a manner appropriate for his or her assignment, and in accordance with any additional standards established by his or her supervisor and approved by the Superintendent.



<b>Nomination / Referral</b>	Students may be <del>nominated</del> /referred for the gifted and talented program at any time by teachers, <del>school</del> -counselors, parents, or other interested persons.
Screening and Identification Process	<p>The District shall provide assessment opportunities to complete the screening and identification process for <del>nominated</del>/referred students at least once per school year.</p> <p>The District shall schedule a gifted and talented program awareness session for parents that provides an overview of the assessment procedures and services for the program prior to beginning the screening and identification process.</p>
<b>Parental Consent</b>	The District shall obtain written parental consent before any special testing or individual assessment is conducted as part of the screening and identification process. All student information collected during the screening and identification process shall be an educational record, subject to the protections set out in policies at FL.
<b>Identification Criteria</b>	The Board-approved program for the gifted and talented shall establish criteria to identify gifted and talented students. The criteria shall be specific to the state definition of gifted and talented and shall ensure the fair assessment of students with special needs, such as the culturally different, the economically disadvantaged, and students with disabilities.
<b>Assessments</b>	Data collected through both objective and subjective assessments shall be measured against the criteria approved by the Board to determine individual eligibility for the program. Assessment tools may include, but are not limited to, the following: achievement tests, intelligence tests, creativity tests, behavioral checklists completed by teachers and parents, student/parent conferences, and available student work products.
<b>Selection</b>	A selection committee shall evaluate each <del>nominated</del> /referred student according to the established criteria and shall identify those students for whom placement in the gifted and talented program is the most appropriate educational setting. The committee shall be composed of at least three professional educators who have received training in the nature and needs of gifted students, as required by law.
<b>Notification</b>	The District shall provide written notification to parents of students who qualify for services through the District's gifted and talented program. Participation in any program or services provided for gifted students shall be voluntary, and the District shall obtain written permission from the parents before placing a student in a gifted and talented program.

**No-Reassessment** If the District reassesses students in the gifted and talented program, the reassessment shall be based on a student's performance in response to services and shall occur no more than once in elementary grades, once in middle school grades, and once in high school grades.

~~The District shall not perform routine reassessments.~~

**Transfer Students**

Interdistrict

When a student identified as gifted by a previous school district enrolls in the District, the selection committee shall review the student's records and conduct assessment procedures when necessary to determine if placement in the District's program for gifted and talented students is appropriate.

~~The selection committee shall make a determination within 30 calendar days of the student's enrollment in the District and shall base the decision on the transferred records, observation reports of District teachers who instruct the student, and student and parent conferences.~~

[See FDD(LEGAL) for information regarding transfer students and the Interstate Compact on Educational Opportunities for Military Children]

Intradistrict

A student who transfers from one campus in the District to the same grade level at another District campus shall continue to receive services in the District's gifted and talented program.

**Furloughs**

**Furlough**

The District may place on a furlough any student who is unable to maintain satisfactory performance or whose educational needs are not being met within the structure of the gifted and talented program. A furlough may be initiated by the District, the parent, or the student.

In accordance with the Board-approved program administrative regulations, a furlough shall be granted for specified reasons and for a specified period of time. At the end of a furlough, the student may reenter the gifted and talented program, be placed on another furlough, or be exited from the program.

**Exit Provisions**

The District shall monitor student performance in response to gifted and talented the program services. If at any time the selection committee or a parent determines it is in the best interest of the student to and his or her educational needs, the committee may exit a student from the program. If a student or parent requests removal from the program, the selection committee shall meet with the parent and student before finalizing an exit decision honoring the request.

**Appeals**

A parent, ~~or~~ student, ~~or~~ educator may appeal any final decision of the selection committee regarding selection for or exit from the gifted and talented program. Appeals shall be made first to the selection committee. Any subsequent appeals shall be made in accordance with FNG(LOCAL) beginning at Level Two.

**Program Evaluation**

The District shall annually evaluate the effectiveness of the District's gifted and talented program, and the results of the evaluation shall be used to modify and update the District and campus improvement plans. The District shall include parents in the evaluation process and shall share the information with Board members, administrators, teachers, ~~school~~ counselors, students in the gifted and talented program, and the community.

The District's gifted and talented program shall address effective use of funds for programs and services consistent with the standards in the state plan for gifted and talented students.

The District shall annually report to the Texas Education Agency (TEA) regarding funding used to implement the District's gifted and talented program. The District shall annually certify to TEA:

1. The establishment of a gifted and talented program by the District; and
2. That the District's program is consistent with the state plan for gifted and talented students.

**Community Awareness**

The District shall ensure that information about the District's gifted and talented program is available to parents and community members and that they have an opportunity to develop an understanding of and support for the program.

**Safe Schools Data**

The Superintendent ~~or designee~~ shall ensure that the District complies with [Texas Education Agency \(TEA\)](#) guidelines for the collection and maintenance of data regarding:

1. Mandatory expellable offenses committed at school or at a school-related or school-sponsored activity, on or off school property [see FOD];~~;~~ and
2. Any student who becomes a victim of one of the following violent criminal offenses, as defined by the Penal Code, while ~~in~~ ~~or on the premises~~~~grounds~~ of the school the student attends ~~or while attending a school-sponsored or school-related activity, on or off school property:~~
  - a. Attempted murder;
  - b. Indecency with a child;
  - c. Aggravated kidnapping;
  - d. ~~Aggravated Assault resulting in bodily injury or aggravated assault on someone other than a District employee or volunteer;~~;
  - e. Sexual assault or aggravated sexual assault ~~against someone other than a District employee;~~ or volunteer;
  - f. Aggravated robbery; ~~or;~~
    - a. [Continuous sexual abuse of a young child or children.](#)

**School Safety Transfers**

The parent of a student who becomes a victim of a violent criminal offense as described [in the state guidance for unsafe school choice options](#)~~above~~ or who is assigned to a campus identified by TEA as persistently dangerous shall be offered a transfer to a safe public or charter school within the District.

For each transfer requested, the District shall explore transfer options, as appropriate. Options may include a transfer agreement with another school district.

**From a Persistently Dangerous School**

The parent of a student attending a school identified as persistently dangerous shall be provided notification of his or her right to request a transfer. Notification shall occur at least 14 days prior to the start of the school year or, for a student enrolling subsequently, upon the student's enrollment.

The parent must submit to the Superintendent ~~or designee~~ an application for transfer. The Superintendent ~~or designee~~ shall complete the transfer prior to the beginning of the school year, if applicable, or within 14 calendar days of the request for a subsequently enrolling student.

Any transfer arranged for a student from a campus identified by TEA as persistently dangerous shall be renewed so long as the campus from which the student transferred retains that designation.

The District shall maintain, in accordance with the District's record retention schedule, documentation of notification to parents of the transfer option, transfer applications submitted, and action taken.

For a Victim of a  
Violent Criminal  
Offense

Within 14 calendar days after a violent criminal offense described above occurs in or on the ~~premises~~~~grounds~~ of the school the student attends ~~or while attending a school-sponsored or school-related activity, on or off school property~~, the District shall notify the parent of a student who is a victim of the offense of the parent's right to request a transfer. The parent must submit to the Superintendent ~~or designee~~ an application for transfer. The Superintendent ~~or designee~~ shall approve or disapprove the request within 14 calendar days of its submission.

Any transfer arranged for a student who was a victim of a violent crime as described above shall be renewed so long as the threat to the student exists at the campus to which the student would typically be assigned.

For each offense, the District shall maintain for at least five years documentation of the nature and date of the offense, notification to the parent of the transfer option, transfer applications submitted, action taken, and other relevant information regarding the offense.

**Additional Transfer  
Options**

In circumstances described by Education Code 25.0341, a parent of a student who has been the victim of a sexual assault, regardless of whether the offense occurred on or off school property, may request a transfer of the parent's child or the student assailant from the same campus.

[For other transfer provisions, see ~~See~~ also FDA and FDB.]

**Required Medical Clearance**

**Prior to participating in a designated University Interscholastic League (UIL) program or other District**

**extracurricular program identified by the Superintendent, a student UIL Participation**

Notice of Lice

~~A student desiring to participate in the UIL athletic program~~ shall undergo a physical examination in accordance with the required schedule established by the UIL and shall submit a statement from an authorized health-care provider indicating that the student has been examined and ~~medically cleared~~ ~~is physically able~~ to participate in the ~~athletic~~ program. In years that a physical examination is not required, the student shall complete a medical appraisal form. A student may be required to have a physical examination based on answers to the appraisal form.

The District may provide additional screening as District and community resources permit.

Parents of students identified through any screening programs as needing treatment or further examination shall be advised of the need and referred to appropriate health agencies.

A school nurse or administrator who discovers or becomes aware that a child enrolled in a District elementary school has lice shall provide written or electronic notice to parents within the time frames prescribed in law.

**Threat Assessment  
and Safe and  
Supportive Team**

In compliance with law, the Superintendent shall ensure that a multidisciplinary threat assessment and safe and supportive team is established to serve each campus. The Superintendent shall appoint team members. The team shall be responsible for developing and implementing a safe and supportive school program at each campus served by the team and shall support the District in implementing its multi-hazard emergency operations plan.

Training

Each team shall complete training provided by an approved provider on evidence-based threat assessment programs.

Imminent Threats or  
Emergencies

A member of the team or any District employee may act immediately to prevent an imminent threat or respond to an emergency, including contacting law enforcement directly.

Threat Assessment  
Process

The District shall develop procedures as recommended by the Texas School Safety Center. In accordance with those procedures, the threat assessment and safe and supportive team shall conduct threat assessments using a process that includes:

1. Identifying individuals, based on referrals, tips, or observations, whose behavior has raised concerns due to threats of violence or exhibition of behavior that is harmful, threatening, or violent.
2. Conducting an individualized assessment based on reasonably available information to determine whether the individual poses a threat of violence or poses a risk of harm to self or others and the level of risk.
3. Implementing appropriate intervention and monitoring strategies, if the team determines an individual poses a threat of harm to self or others. These strategies may include referral of a student for a mental health assessment and escalation procedures as appropriate.

For a student or other individual the team determines poses a serious risk of violence to self or others, the team shall immediately report to the Superintendent, who shall immediately attempt to contact the student's parent or guardian. Additionally, the Superintendent shall coordinate with law enforcement authorities as necessary and take other appropriate action in accordance with the District's multihazard emergency operations plan.

For a student the team identifies as at risk of suicide, the team shall follow the District's suicide prevention program.

For a student the team identifies as having a substance abuse issue, the team shall follow the District's substance abuse program.

For a student whose conduct may constitute a violation of the District's Student Code of Conduct, the team shall make a referral to the campus behavior coordinator or other appropriate administrator to consider disciplinary action.

As appropriate, the team may refer a student:

1. To a local mental health authority or health-care provider for evaluation or treatment; or
2. For a full individualized and initial evaluation for special education services.

The team shall not provide any mental health-care services, except as permitted by law.

Guidance to School  
Community

The team shall provide guidance to students and District employees on recognizing harmful, threatening, or violent behavior that may pose a threat to another person, the campus, or the community and methods to report such behavior to the team, including through anonymous reporting.

Reports

The team shall provide reports to the Texas Education Agency as required by law.



**Trauma-Informed  
Care Program**

The District's trauma-informed care program, as included in the District improvement plan, shall provide for the integration of trauma-informed care practices in the school environment, including increasing staff and parent awareness of trauma-informed care, implementation of trauma-informed practices and care by District and campus staff, and providing information about available counseling options for students affected by trauma or grief.

Training

The District shall provide training in trauma-informed care to District educators as required by law. The District improvement plan shall specify required training for any other District employees as applicable.

Annual Report

The District shall provide an annual report to the Texas Education Agency on the number of employees who have participated in trauma-informed care training.

**Comprehensive System**

The Superintendent ~~or designee~~ shall develop and maintain a comprehensive system of student records and reports dealing with all facets of the school program operation and shall ensure through reasonable procedures that records are accessed by authorized persons only, as allowed by this policy. These data and records shall be stored in a safe and secure manner and shall be conveniently retrievable for use by authorized school officials.

**Cumulative Record**

A cumulative record shall be maintained for each student from entrance into District schools until withdrawal or graduation from the District.

This record shall move with the student from school to school and be maintained at the school where currently enrolled until graduation or withdrawal. Records for nonenrolled students shall be retained for the period of time required by law. No permanent records may be destroyed without explicit permission from the Superintendent. [See CPC]

**Custodian of Records**

The principal and records management officer are custodians of all records for currently enrolled students. The records management officer is the custodian of records for students who have withdrawn or graduated. The student handbook made available to all students and parents shall contain a listing of the addresses of District schools, as well as the Superintendent's business address.

**Types of Education Records**

The record custodian shall be responsible for the education records of the District. These records may include:

1. Admissions data, personal and family data, including certification of date of birth.
2. Standardized test data, including intelligence, aptitude, interest, personality, and social adjustment ratings.
3. All achievement records, as determined by tests, recorded grades, and teacher evaluations.
4. All documentation regarding a student's testing history and any accelerated instruction he or she has received, including any documentation of discussion or action by a grade placement committee convened for the student.
5. Health services record, including:
  - a. The results of any tuberculin tests required by the District.
  - b. The findings of screening or health appraisal programs the District conducts or provides. [See FFAA]

- c. Immunization records. [See FFAB]
6. Attendance records.
7. Student questionnaires.
8. Records of teacher, [school](#) counselor, or administrative conferences with the student or pertaining to the student.
9. Verified reports of serious or recurrent behavior patterns.
10. Copies of correspondence with parents and others concerned with the student.
11. Records transferred from other districts in which the student was enrolled.
12. Records pertaining to participation in extracurricular activities.
13. Information relating to student participation in special programs.
14. Records of fees assessed and paid.
15. Records pertaining to student and parent complaints.
16. Other records that may contribute to an understanding of the student.

#### **Access by Parents**

The District shall make a student's records available to the student's parents, as permitted by law. The records custodian or designee shall use reasonable procedures to verify the ~~requester's~~ ~~requestor's~~ identity before disclosing student records containing personally identifiable information.

Records may be reviewed in person during regular school hours without charge upon written request to the records custodian. For in-person viewing, the records custodian or designee shall be available to explain the record and to answer questions. The confidential nature of the student's records shall be maintained at all times, and records to be viewed shall be restricted to use only in the Superintendent's, principal's, or [school](#) counselor's office, or other restricted area designated by the records custodian. The original copy of the record or any document contained in the cumulative record shall not be removed from the school.

Copies of records are available at a per copy cost, payable in advance. Copies of records must be requested in writing. Parents may be denied copies of records if they fail to follow proper procedures or pay the copying charge. If the student qualifies for free or

reduced-price lunches and the parents are unable to view the records during regular school hours, upon written request of a parent, one copy of the record shall be provided at no charge.

A parent may continue to have access to his or her child's records under specific circumstances after the student has attained 18 years of age or is attending an institution of postsecondary education. [See FL(LEGAL)]

### **Access by School Officials**

A school official shall be allowed access to student records if he or she has a legitimate educational interest in the records.

For the purposes of this policy, "school officials" shall include:

1. An employee, Board member, or agent of the District, including an attorney, a consultant, a contractor, a volunteer, a school resource officer, and any outside service provider used by the District to perform institutional services.
2. An employee of a cooperative of which the District is a member or of a facility with which the District contracts for placement of students with disabilities.
3. A contractor retained by a cooperative of which the District is a member or by a facility with which the District contracts for placement of students with disabilities.
4. A parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.
5. [A person appointed to serve on a team to support the District's safe and supportive school program.](#)

All contractors provided with student records shall follow the same rules as employees concerning privacy of the records and shall return the records upon completion of the assignment.

A school official has a "legitimate educational interest" in a student's records when he or she is:

1. Working with the student;
2. Considering disciplinary or academic actions, the student's case, or an individualized education program for a student with disabilities;
3. Compiling statistical data;
4. Reviewing an education record to fulfill the official's professional responsibility; or

5. Investigating or evaluating programs.

**Transcripts and  
Transfers of Records**

The District may request transcripts from previously attended schools for students transferring into District schools; however, the ultimate responsibility for obtaining transcripts from sending schools rests with the parent or student, if 18 or older.

For purposes of a student's enrollment or transfer, the District shall promptly forward in accordance with the time line provided in law education records upon request to officials of other schools or school systems in which the student intends to enroll or enrolls. [See FD(LEGAL), Required Documentation] The District may return an education record to the school identified as the source of the record.

**Records  
Responsibility for  
Students in Special  
Education**

The executive director of academic intervention shall be responsible for ensuring the confidentiality of any personally identifiable information in records of students in special education.

A current listing of names and positions of persons who have access to records of students in special education is maintained at the academic intervention office.

**Procedure to Amend  
Records**

Within 15 District business days of the record custodian's receipt of a request to amend records, the District shall notify the parents in writing of its decision on the request and, if the request is denied, of their right to a hearing. If a hearing is requested, it shall be held within ten District business days after the request is received.

Parents shall be notified in advance of the date, time, and place of the hearing. An administrator who is not responsible for the contested records and who does not have a direct interest in the outcome of the hearing shall conduct the hearing. The parents shall be given a full and fair opportunity to present evidence and, at their own expense, may be assisted or represented at the hearing.

The parents shall be notified of the decision in writing within ten District business days of the hearing. The decision shall be based solely on the evidence presented at the hearing and shall include a summary of the evidence and reasons for the decision. If the decision is to deny the request, the parents shall be informed that they have 30 District business days within which to exercise their right to place in the record a statement commenting on the contested information and/or stating any reason for disagreeing with the District's decision.

**Directory  
Information**

The District has designated the following categories of information as directory information: student name, address, telephone listing, electronic mail address, photograph, date of birth, major field of study, honors, awards received, dates of attendance, grade level,

most recent educational institution attended, participation in officially recognized activities and sports, and weight and height of members of athletic teams.

**Charging for  
Personnel Time**

As authorized by law, the District shall charge a ~~requester~~requester for additional personnel time spent producing information for the ~~requester~~requester after personnel of the District have collectively spent:

1. 36 hours of time during the District's fiscal year; or
1. 15 hours of time during a one-month period.

**Suspension of  
Public Information  
Act During  
Catastrophe**

2. In the event of a catastrophe, as defined by law, affecting the District, the Board delegates to the Superintendent the authority to suspend the applicability of Government Code Chapter 552 to the District for the period of time permitted by law and provide the required notices to the attorney general and public. The Board shall approve any extension of an initial suspension period.

**Access to District Property**

Authorized District officials, including school resource officers and District police officers if applicable, may refuse to allow a person access to property under the District's control in accordance with law.

District officials may request assistance from law enforcement in an emergency or when a person is engaging in behavior rising to the level of criminal conduct.

**Ejection or Exclusion under Education Code 37.105**

In accordance with Education Code 37.105, a District official shall provide a person refused entry to or ejected from property under the District's control written information explaining the right to appeal such refusal of entry or ejection under the District's grievance process.

**Off-Campus Activities**

Employees shall be designated to ensure appropriate conduct of participants and others attending a school-related activity at non-District or out-of-District facilities. Those so designated shall coordinate their efforts with persons in charge of the facilities.

**Prohibitions**

Tobacco and E-Cigarettes

The District prohibits smoking and the use of tobacco products and e-cigarettes on District property, in District vehicles, or at school-related activities.

Weapons

The District prohibits the unlawful use, possession, or display of any firearm, location-restricted knife, club, or prohibited weapon, as defined at FNCG, on all District property at all times.

*Exceptions*

No violation of this policy occurs when:

1. A Texas handgun license holder stores a handgun or other firearm in a locked vehicle in a parking lot, parking garage, or other parking area provided by the District, as long as the handgun or other firearm is not ~~loaded and not~~ in plain view; or
2. The use, possession, or display of an otherwise prohibited weapon takes place as part of a District-approved activity supervised by proper authorities. [See FOD]



Subject: Local Policies BE and BED

BACKGROUND INFORMATION

TASB Policy and Legal Services regularly monitors federal and state authorities to identify changes in the legal framework for local school district governance and management. Generally, these changes are accumulated into a numbered update, usually encompassing many policy codes.

Local policy replacements, additions, and deletions are listed below.

ADMINISTRATIVE CONSIDERATION

Localized Policy has been reviewed by the district administration to make corrections as needed that reflect the practices of the district and the intentions of the board.

BE(LOCAL): BOARD MEETINGS  
**REPLACE POLICY**

BED(LOCAL): BOARD MEETINGS PUBLIC PARTICIPATION  
**REPLACE POLICY**

ADMINISTRATIVE RECOMMENDATION

The administration recommends that the board review these policies as it prepares to incorporate the Local policies into the district's Localized Policy Manual.

ACTON REQUIRED

First Reading

CONTACT PERSON

Marty Crawford, Ed.D.

01-23-20

BOARD MEETINGS

BE  
(LOCAL)

**Meeting Place and Time**

The notice for a Board meeting shall reflect the date, time, and location of the meeting.

**Regular Meetings**

Regular meetings of the Board shall normally be held on the third Monday of each month at ~~7~~**6**:00 p.m. When determined necessary and for the convenience of Board members, the Board President may change the date, time, or location of a regular meeting with proper notice.

**Special or Emergency Meetings**

The Board President shall call special meetings at the Board President's discretion or on request by two members of the Board or administration.

The Board President shall call an emergency meeting when it is determined by the Board President or two members of the Board that an emergency or urgent public necessity, as defined by law, warrants the meeting.

**Agenda**

Deadline

The normal deadline for submitting items for inclusion on the agenda is ~~4:00 p.m. on the~~ **seventh**~~eight~~**th** calendar day before regular meetings and the fourth calendar day before special meetings. No agenda item shall be added after the agenda is officially posted 72 hours prior to the Board meeting.

Preparation

In consultation with the Board President and Vice President, the Superintendent shall prepare the agenda for all Board meetings. Any Board member may request that a subject be included on the agenda for a meeting, and the Superintendent shall include on the preliminary agenda of the meeting all topics that have been timely submitted by a Board member.

Agenda Review

Before the official agenda is finalized for any meeting, the Superintendent shall consult the Board President to ensure that the agenda and the topics included meet with the approval of the Board President or the approval of the Vice President, in the Board President's absence. In reviewing the preliminary agenda, the Board President shall ensure that any topics the Board or individual Board members have requested to be addressed are either on that agenda or scheduled for deliberation at an appropriate time in the near future, no later than the next regularly scheduled Board meeting. The Board President shall not have authority to remove from the agenda a subject requested by a Board member without that Board member's specific authorization.

**Notice to Members**

Members of the Board shall be given notice of regular and special meetings at least 72 hours prior to the scheduled time of the meeting and at least **one hour**~~two hours~~ prior to the time of an emergency meeting.

BOARD MEETINGS

BE  
(LOCAL)

- Closed Meeting** Notice of all meetings shall provide for the possibility of a closed meeting during an open meeting, in accordance with law.  
The Board may conduct a closed meeting when the agenda subject is one that may properly be discussed in closed meeting. [See BEC]
- Public Access to Agenda** The agenda shall be posted publicly in a timely fashion, as required by law. In addition, the administration shall strive to provide copies of the meeting agenda to guests at the meeting and/or prominently display the agenda throughout the meeting.
- Order of Business** The order of business for regular Board meetings shall be as set out in the agenda accompanying the notice of the meeting. At the meeting, the order in which posted agenda items are taken may be changed by consensus of Board members.
- Agenda Format** The order of the regular Board meeting shall generally follow the guidelines as outlined in TASB BoardBook. The Board shall reserve the right to adjust the order of the agenda as deemed appropriate or necessary. [See BE(EXHIBIT) for a sample agenda]  
The Board President shall make an opening statement to set the tone of the meeting and explain the guidelines.
- Rules of Order** The Board shall observe the parliamentary procedures as found in *Robert's Rules of Order, Newly Revised*, except as otherwise provided in Board procedural rules or by law. Procedural rules may be suspended at any Board meeting by majority vote of the members present.
- Conduct of Meeting** Guidelines for Board member protocol shall be as follows:
1. Board members shall act and dress professionally.
  2. Board members shall handle all interactions with each other, the Superintendent, staff, and the public with respect.
  3. Board members shall refrain from responding to speaker comments or addressing the audience.
  4. Discussions shall be addressed to the Board President and then the entire membership.
  5. Discussions shall be directed solely to the business currently under deliberation, and the Board President shall reserve the right to close discussions that do not apply to the business before the Board.
  6. The Board President shall preside with fairness and provide Board members with equal time. No Board member shall be

permitted to procure substantial time extraordinary of other Trustees' participation.

7. The Board President shall close discussions if the Board has agreed to a time limitation for discussion of an item and that time limit has expired.
8. An administrative designee shall serve as timekeeper.
9. The Board President shall not interfere with debate so long as members wish to address an item under consideration.
10. Board members shall, in every way, strive to make Board meetings effective, efficient, and professional.

Guidelines for audience protocol shall be as follows:

1. The audience shall be expected to remain quiet during the meeting.
2. All cell phones and other electronic devices shall be turned off or set to vibrate.
3. The audience shall be expected to refrain from cheering, clapping, or audibly commenting during the business portion of the meeting.
4. The audience shall be prohibited from displaying signs, posters, or placards inside the room where the Board meeting is being held.
5. If disruption occurs, the Board President shall have the authority to ensure order through verbal warnings and/or removal of the individual or individuals from the premises by law enforcement. Continued disruption may result in criminal charges. [See BED]

Guidelines for speaker protocol shall be as follows:

- ~~1. Public comment shall be limited to the designated open forum portion of a meeting, with the exception of public hearings.~~
1. Speakers shall be required to fill out a speaker participation form prior to speaking. The deadline for completing and submitting a speaker's form shall be ten minutes prior to the start of the regular Board meeting.
2. Speakers shall be acknowledged by the Board President before speaking and must state their first and last name and the intended topic of comments.

~~3. Public comments shall be limited to five minutes per speaker. When there are multiple speakers on the same issue, the Board President shall indicate the Board's desire that the speakers designate two or three people to speak for the group. The Board may have allotted time reduced if an unusually large number of persons wish to speak.~~

4.3. Speakers shall refrain from direct questions to Board members, the Superintendent, District staff, or members of the audience while speaking.

5.4. Speakers may not accrue minutes from other speakers.

6.5. Speakers shall not use profane or vulgar language.

7.6. Speakers shall refrain from making personal attacks against any person.

8.7. Speakers shall remain in the designated area for public comment.

The Board President shall reserve the right to conclude a speaker's privileges to address the Board if any of these provisions are violated.

Voting

Voting shall be by voice vote or show of hands, as directed by the Board President. Any member may abstain from voting, and a member's vote or failure to vote shall be recorded upon that member's request. [See BDAA(LOCAL) for the Board President's voting rights]

Consent Agenda

When the agenda is prepared, the Board President shall determine items, if any, that qualify to be placed on the consent agenda. A consent agenda shall include items of a routine and/or recurring nature grouped together under one action item. For each item listed as part of a consent agenda, the Board shall be furnished with background material. All such items shall be acted upon by one vote without separate discussion, unless a Board member requests that an item be withdrawn for individual consideration. The remaining items shall be adopted under a single motion and vote.

Minutes

Board action shall be carefully recorded by the Board Secretary or clerk; when approved, these minutes shall serve as the legal record of official Board actions. The written minutes of all meetings shall be approved by vote of the Board and signed by the Board President and the Board Secretary. Minutes of the meeting shall be official only after being approved at a subsequent regularly scheduled Board meeting.

The official minutes of the Board shall be retained on file in the office of the Superintendent and shall be available for examination during regular office hours.

<b>Limit on Participation</b>	Audience participation at a Board meeting is limited to the <del>public comment</del> portion of the meeting designated <b>to receive public comment in accordance with this policy</b> <del>for that purpose</del> . At all other times during a Board meeting, the audience shall not enter into discussion or debate on matters being considered by the Board, unless requested by the presiding officer.
Public Comment Regular Meetings	At regular <b>Board</b> meetings, the Board <b>shall permit public comment, regardless of whether the topic is an item on the agenda posted with notice of the meeting.</b>
Special Meetings	At all other <b>Board</b> meetings, public comment shall be limited to items on the agenda posted with notice of the meeting.
Procedures	<del>Individuals may allot 30 minutes to hear persons who desire to make comments to the Board. Persons</del> who wish to participate <b>during the</b> <del>in this</del> portion of the meeting <b>designated for public comment</b> shall sign up with the presiding officer or designee <del>no later than ten minutes before the regular meeting begins</del> <del>is scheduled to begin</del> and shall indicate the <b>agenda item or topic</b> <del>on</del> <b>about</b> which they wish to <b>address the Board. The deadline for completing and submitting a speaker's form shall be ten minutes prior to the start of the regular session of the Board meeting.</b> <del> speak.</del>
	<b>Public comment shall occur at the beginning of the meeting,</b> prior to any action item considered by the Board.
	Except as permitted by this policy and the Board's procedures on public comment, an individual's comments to the Board shall not exceed five minutes per meeting.
Meeting Management	When necessary for effective meeting management or to accommodate large numbers of individuals wishing to address the Board, the presiding officer may make adjustments to public comment procedures, including adjusting when public comment will occur during the meeting, reordering agenda items, deferring public comment on nonagenda items, continuing agenda items to a later meeting, providing expanded opportunity for public comment, or establishing an overall time limit for public comment and adjusting the time allotted to each speaker. However, no individual shall be given less than one minute to make comments.
	<del>Public comments shall be limited to five minutes per speaker. When there are multiple speakers on the same issue, the Board President shall indicate the Board's desire that the speakers designate two or three people to speak for the group. Allotted time may be reduced if an unusually large number of persons wish to speak.</del>

**Public Participation  
Statement**

~~The President of the Board shall have the authority to extend the amount of time for the public participation at his or her discretion.~~

The following statement shall be read at the beginning of the public comment portion of the agenda:

We are now at the scheduled time in our agenda for public comment. The Board wishes to hear your thoughts and concerns. As per Board policy, all speakers must have submitted a speaker participation form at least ten minutes prior to the start of our regular session.

All registered speakers should have received a card with our guidelines for your presentation. We also ask those in the audience to refrain from responding to the speaker's comments, including cheering and applauding. This will enable the Board members to focus their attention entirely on the speaker.

Although the Board may ask clarifying questions, please be reminded that Board members may not respond to any comments.

Tonight we have individuals signed up to speak. Each will have five minutes for their public presentation.

**Board's Response**

Specific factual information or recitation of existing policy may be furnished in response to inquiries, but the Board shall not deliberate or decide regarding any subject that is not included on the agenda posted with notice of the meeting.

**Complaints and  
Concerns**

~~The President of the Board has the authority to request that the appropriate member or administrator follow up with the individual regarding the information or concern presented to the Board.~~

The presiding officer or designee shall determine whether **an individual** ~~a person~~ addressing the Board has attempted to solve a matter administratively through resolution channels established by policy. If not, the **individual** ~~person~~ shall be referred to the appropriate policy (~~see list below~~) to seek resolution:

Employee complaints: DGBA

Student or parent complaints: FNG

Public complaints: GF

~~Constituent service: BBE~~

**Open Forum  
Protocol**

A public speaker:



1. Must have submitted a speaker participation form to the Superintendent's secretary or designee by the appropriate deadline;
2. Must be first acknowledged by the Board President before publicly speaking;
3. Shall state his or her first and last name and state the intended topic;
4. May address the Board only on matters relating to the District;
5. Is permitted to speak for not more than five minutes;
6. May have allotted time reduced if an unusually large number of persons wish to speak or if multiple speakers wish to address the same issue;
7. May not accrue time from other speakers;
8. Shall not use profane or vulgar language;
9. Shall refrain from making personal attacks against any person; and
10. Shall stay in **the** designated location for speaking.

Although the Board may ask clarifying questions, Board members may not respond to any comments.

~~The Board President reserves the right to conclude a speaker's privileges to address the Board if any of these provisions are violated.~~

### Disruption

The Board shall not tolerate disruption of the meeting by members of the audience. If, after at least one warning from the presiding officer, any **individual**~~person~~ continues to disrupt the meeting by his or her words or actions, the presiding officer may request assistance from law enforcement officials to have the **individual**~~person~~ removed from the meeting.