

PROPOSED REVISIONS

Investment Authority

The Superintendent or other person designated by Board resolution shall serve as the investment officer 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. ~~The investment officer shall be bonded or shall be covered under a fidelity insurance policy.~~ All investment transactions except investment pool funds and mutual funds shall be ~~executed~~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.**
- ~~4.5.~~ Banker's acceptances as permitted by Government Code 2256.012.
- ~~5.6.~~ Commercial paper as permitted by Government Code 2256.013.
- ~~6.7.~~ No-load mutual funds, except for bond proceeds, and no-load money market mutual funds, as permitted by Government Code 2256.014.
- ~~7.8.~~ 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.
- ~~8.9.~~ Public funds investment pools as permitted by Government Code 2256.016 ~~and 2256.019.~~

Safety ~~and~~ Investment Management

The main goal of the investment program is to ensure its safety and maximize financial returns within current market conditions in accordance with this policy. The investment officer shall observe fi-

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. The maximum allowable stated maturity of any other individual investment owned by the District shall not exceed three years from the time of purchase. The Board may specifically authorize a longer maturity for a given investment, within legal limits.

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 **declineschanges** 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 ~~strategy defined below~~ **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.**

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 Funds

Investment strategies for custodial 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.

~~Special Revenue
Funds~~

~~Investment strategies for special revenue funds shall have as their primary objectives safety, investment liquidity and maturity sufficient to meet anticipated cash flow requirements.~~

**Safekeeping and
Custody**

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.

**Sellers of
Investments**

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)]

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).

OTHER REVENUES
INVESTMENTS

CDA
(LOCAL)

**Soliciting Bids for
CDs**

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.

Interest Rate Risk

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.

DELETE POLICY

Property Control	The Board may, by resolution, authorize the sale of any property held in its trust for free school purposes.
Transfer of Title	The District is vested with the power of contracting with a city for construction and use of recreational facilities to be used by the District, and in exchange, may convey title to surplus school land to the city if both agree that the paramount public use of the land would be its use as a public park for the benefit of all the residents. (Atty. Gen. Op. H-93)
Relocation of Utility Lines and Off-Site Improvements	Where it becomes necessary for the District to relocate utilities or provide new utility services to District property, the administration shall have the authority to negotiate with utility companies or sub-viders for the appropriate cost to be shared by the District. In all cases, such projects in excess of \$10,000 shall be reported to the Board.
Rights-of-Way and Easements	District property that is needed for rights-of-way or easements shall be sold at a fair market value, except as easements are needed for direct service to school facilities. Where service is required for District property and adjacent property owners participate in rights-of-way or easements, if the property owner donates half of the needed property, the District will also donate its prorata share.

DELETE POLICY

The Superintendent shall establish regulations for the sale of tickets to all school functions for which admission is charged, the collection of funds from ticket sales, and the disposition of those funds. The Superintendent shall also determine when and under what conditions courtesy cards or free passes shall be issued.

Concessions

All concessions shall be operated under the immediate supervision of the District. The rights of classes or organizations to concessions at games or other activities shall be determined by the Superintendent or designee.

Students may conduct sales from time to time with approval of the principal and the area assistant superintendent on behalf of student organizations, provided that profits accrue to approved student organizations.

DELETE POLICY

Monthly Reports

A comparison report of budgeted revenues versus actual expenditures shall be presented to the Board the second meeting of each month. The revenue report shall indicate the percent realized by revenue category (Local Revenues, State Revenues, and Federal Revenues). The expenditure report shall indicate the percent expended by expenditure category (Payroll Costs, Purchased and Contracted Services, Supplies and Materials, Other Operating Expenses, Debt Service, and Capital Outlay).

PROPOSED REVISIONS – DELETED PROCEDURES WILL BE ADDRESSED IN ADMINISTRATIVE REGULATIONS

Accountability	Fixed asset management shall address the full range of fixed asset activities, including planning, attainment, reporting, responsibility, storage, standards and quality assurance, issue and receipt control, valuation, and disposition. Fixed asset strategies, goals, objectives, and performance measures should be established and set forth in writing.
Fixed Asset Definition	All fixed assets donated to the District or purchased by the District from any funding source are subject to this policy. Fixed assets are defined as equipment items that have a multiyear useful life and a property value of \$5,000 or greater. Anything bought out of the capital account should be inventoried.
Capitalization Threshold	The capitalization threshold for purposes of classifying capital assets shall be The capitalization threshold for purposes of classifying capital assets shall be All fixed assets valued at \$5,000 or more shall be purchased under the appropriate 6630 level object code. Items of a lesser value shall be coded and maintained in the District's fixed asset accounting system for tracking purposes.
Depreciation Method	Depreciation of the District's fixed assets shall be calculated using the straight-line depreciation method, which is calculated as follows: • $\text{Cost of asset} / \text{useful life} = \text{Annual depreciation amount.}$
Tagging and Identification of Fixed Assets	Fixed asset items will be tagged with a permanent, machine-readable label and documented in a fixed asset control system in the fixed assets office.
Central Receiving and Initial Inventory of Fixed Assets	Fixed asset items shall be received at a central warehouse facility and will be tagged and inventoried as described above. The purchasing department shall make sure that the delivery instructions for fixed asset purchases stipulate the appropriate central receiving facility's address. The inventory information shall be entered into the fixed asset inventory control system by the fixed asset personnel. The location information for the fixed asset control system database shall correspond to the location requesting purchase of the item even though the fixed asset is to be delivered to the warehouse. The central warehouse receiving facility personnel shall maintain strict control over the unused fixed asset control tags and over all fixed assets being received from vendors and distributed within the District.

**~~Perpetual
Inventorying of Fixed
Assets Annual
Inventory Cycle~~**

~~A physical inventory schedule shall be conducted annually for state defined and District-controlled assets. The results shall be submitted to the site administration and the respective area superintendent. The results shall be used as a component on the principal's end-of-year checklist and personnel evaluation instruments.~~

**~~Change in
Administrator
Inventory~~**

~~When a change in principal or administrator occurs, a joint inventory of the items listed shall be taken by the internal audit department with the assistance from the fixed asset department. That inventory shall be reported for reconciliation with the last regular inventory.~~

**~~Removal of Fixed
Assets~~**

~~Equipment assigned to a particular campus or building shall not be transferred except with the appropriate, duly authorized documentation.~~

~~Fixed assets moved from one room to another within the same location shall be updated into the fixed assets inventory control system by the District location. The administrator is responsible for the safeguarding of District assets. Equipment taken from the primary location for work-related use shall be authorized by the campus/department administrator.~~

**~~Accountability for
Missing Fixed
Assets~~**

~~The fixed asset staff shall perform the necessary reconciliation of the inventory and shall report the results to the principal or department administrator, the appropriate associate superintendent, and the internal auditor. The principal or department administrator shall be required to account for missing equipment. The internal audit department shall intervene as appropriate to determine what action should be taken regarding missing fixed assets. Employees are responsible for the safekeeping of assigned equipment. In the event that the assigned items are damaged, stolen, or lost, the employee shall assume financial responsibility of replacing such items at the adjusted value basis (after straight-lined depreciation).~~

~~Violations~~

~~Employees 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 their status as District employees. The internal audit and security services department shall be contacted to report any unusual, illegal, or control-lapse situations involving fixed assets. Misappropriation of District furniture, fixtures, and equipment is an activity constituting inappropriate conduct. Violation of any policies, regulations, or guidelines may result in disciplinary action, including termination of employment. [See DCD and DF series]~~

~~Disciplinary Action~~

~~Necessary disciplinary action, including the immediate physical removal of an employee from his or her work site, will follow careful~~

~~consideration of an employee's violation or misbehavior and its impact on the District.~~

**Management of
Specific Types of
Fixed Assets**

~~Certain types of fixed assets such as maintenance, technology, musical instruments, media center equipment, and the like, require daily management by personnel assigned to those program areas. Notwithstanding the special program nature of these fixed asset items, those departments will be responsible for the accurate and timely maintenance of the fixed asset database consistent with the requirements of this policy and the fixed asset regulations promulgated by the fixed assets department.~~

**Unusual Fixed Asset
Control Situation**

~~The Superintendent or designee may dispose of surplus personal property in the most appropriate method listed below. [For disposal of school buses, see CNB(LEGAL)]~~

~~All questions regarding this policy and its implementation procedures shall be directed to the fixed assets department. [For disposal of school properties, see CI(LOCAL).]~~

PROPOSED REVISIONS

**Internal Audit
Department
Charter Mission**

~~The mission of the internal audit department is to help the District accomplish its objectives and improve operations by evaluating and improving the effectiveness of risk management and control.~~ **The District shall maintain a comprehensive internal audit program. Internal auditing is an independent and objective assurance and consulting activity that is guided by the philosophy of adding value to improve District operations. It assists the District in accomplishing its objectives by bringing a systematic and disciplined approach to evaluate and improve the effectiveness of the District's governance, risk management, and internal controls.**

~~Mission and Scope~~

The scope of work of the internal audit department is to determine whether the District's network of risk management, control, and governance processes, as designed and represented by management, is adequate and functioning in a manner to ensure that:

1. Risks are appropriately identified and managed.
2. Interaction with the various governance groups occurs as needed.
3. Significant financial, managerial, and operating information is accurate, reliable, and timely.
4. Employees' actions are in compliance with policy, standards, procedures, applicable law, and regulation.
5. Resources are acquired economically, used efficiently, and protected adequately.
6. Plans and objectives are achieved.
7. Quality and continuous improvement are fostered in the District's control process.

Opportunities for improving management control may be identified during audits; if so, they shall be communicated to the appropriate level of management.

**Accountability of
Lead Internal
Auditor Director
Accountability**

The ~~lead internal auditor~~ **director of internal audit** shall be accountable to the Superintendent and to the Board to:

1. Provide annually an assessment of the adequacy and effectiveness of the District's processes for controlling the activities and managing the risks set out in the areas under ~~MISSION AND~~ Scope above.

2. Report significant issues related to the processes for controlling District activities, including potential improvements to the processes.
3. Provide information periodically on the status and results of the annual audit plan and the sufficiency of department resources.
4. Coordinate with and provide oversight of other control and monitoring functions, such as risk management, compliance, security, legal, ethics, environmental, and external audit.

**Department
Independence**

In order to provide for the independence of the internal audit department, the department's personnel shall report to the ~~lead internal auditor~~ **director of internal audit**, who shall report functionally **to the Board** and administratively to the Superintendent ~~and periodically to the Board~~ in accordance with ~~provisions at ACCOUNTABILITY OF LEAD INTERNAL AUDITOR above~~ **law**.

An individual Board member shall have no individual authority to direct audits. Audit selection shall be based on the internal auditor's professional judgement, augmented by the direction of the Board audit committee acting as a whole.

**Department
Responsibilities**

The ~~lead internal auditor~~ **director of internal audit** and staff of the internal audit department shall be responsible for:

1. Developing a flexible annual audit plan in conjunction with the Superintendent using an appropriate risk-based methodology, including any risks or control concerns identified by management, and submitting the plan to the Board for review and approval, as well as periodic updates.
2. Implementing the annual audit plan, as approved, including, as appropriate, any special tasks or projects requested by management and the Board.
3. Maintaining a professional audit staff with sufficient knowledge, skills, experience, and professional certification to meet the requirements of this charter.
4. Issuing periodic reports to the Board and Superintendent summarizing results of audit activities.
5. Keeping the Board informed of emerging trends and successful practices in internal auditing.
6. Assisting in the investigation of significant suspected fraudulent activities within the District.

7. Considering the scope of work of the external auditors and regulatory agencies, as appropriate, to provide optimal audit coverage to the District at a reasonable overall cost.

**Department
Authority**

The ~~lead internal auditor~~ **director of internal audit** and staff of the internal audit department shall be authorized to:

1. Have unrestricted access to all functions, records, property, and personnel.
2. Allocate resources, set frequencies, select subjects, determine audit scope, and apply the techniques required to accomplish audit objectives.
3. Obtain the necessary cooperation of personnel in departments where they perform audits, as well as other specialized services from within or from outside the District.
4. ~~Train, support, and direct campus employees in the preparation of monthly reconciliations of student activities accounts. [See CFD(LOCAL)]~~
4. The director of internal audit shall have full, free, and unrestricted access to the Board, Board audit committee, and the Superintendent.

The ~~lead internal auditor~~ **director of internal audit** and staff of the internal audit department shall not be authorized to:

1. Perform any operational duties for the District.
2. Initiate or approve accounting transactions external to the internal audit department.
3. Direct the activities of any District employee not assigned to the internal audit department, except to the extent that the employee has been assigned to an auditing team or to otherwise assist the internal auditors.

**Standards of Audit
Practice**

The internal audit department shall meet or exceed the Standards for the Professional Practice of Internal Auditing Code of the Institute of Internal Auditors.

PROPOSED REVISIONS

**Fiduciary
Responsibility**

The Superintendent, principal, and sponsor, as applicable, shall be responsible for the proper administration of District and campus activity funds and student activity funds in accordance with state law and local policy, District-approved accounting practices and procedures, and the TEA *Financial Accountability System Resource Guide*.

**Student Activity
Funds**

The Superintendent or designee shall ensure that student activity accounts are maintained to manage all class funds, organization funds, and any other funds collected from students for a school-related purpose. The principal or designee shall issue receipts for all funds prior to their deposit into the appropriate District account at the District depository.

Student activity funds shall be included in unannounced internal audits and in the annual audit of the District's fiscal accounts. [See CFC]

Use and
Expenditure

Funds collected by student groups shall be used only for purposes authorized by the organization or upon approval of the sponsor. The principal or designee shall approve all disbursements. All funds raised by student organizations must be expended for the benefit of the students.

**District and Campus
Activity Funds**

The Superintendent shall establish regulations governing the expenditure of District and campus activity funds generated from vending machines, rentals, gate receipts, concessions, and other local sources of revenue over which the District has direct control. Funds generated from such sources shall be expended for the benefit of the District or its students and shall be related to the District's educational purpose. ~~{For fund-raising activities see FJ}~~

Approval

Approval from the immediate supervisor or designee shall be obtained prior to a disbursement being made to any employee, including the principal.

Carryover Funds

All funds shall be left in the appropriate account and each sponsoring group shall retain the carryover funds for the next fiscal year. If an organization ceases to function or exist, the unexpended funds of the organization shall be credited to the ~~student motivation~~**appropriate administrative** activity account.

**Motivation Funds
Management**

~~Motivation funds may be maintained by campuses and by non-campus based units. No budgeted funds nor funds collected by student groups are to be commingled with the motivation funds. Motivation funds shall be included in unannounced internal audits and in the annual internal audit.~~

~~For each campus or noncampus-based unit, an advisory group, such as the campus performance objective committee, shall determine guidelines for the use of motivation funds, review expenditures at least once each semester, evaluate the impact of expenditures, and revise guidelines as needed. Funds in the motivation account may only be used for the purpose of improving student performance and/or attendance. In addition to direct expenditures for students, this policy permits indirect expenditures, such as for replacement of lost textbooks, staff motivation, and other purposes specifically named by the advisory group, provided that such expenditures can be evaluated in terms of improved student performance and/or attendance.~~

PROPOSED REVISIONS

**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, which is not acquired using one of the procurement methods outlined in state and federal law, shall require Board approval before a transaction may take place, except for the purchase of produce and fuel.

Any single budgeted purchase of goods or services that costs \$50,000 or more and is acquired through a Board-approved interlocal agreement or cooperative purchasing program shall have three written quotes.

~~The Board does not delegate to the Superintendent or designee the authority to hire outside counsel.~~

[See BDD (LEGAL) and (LOCAL) for procurement of legal services, including outside counsel, and and CH(LEGAL) for contingent fee contracts for legal services.]

**Purchasing
Procedures**

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) ~~or~~ **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~~, **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

PURCHASING AND ACQUISITION

CH
(LOCAL)

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 and federal 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 on a properly drawn and issued purchase order,~~ in accordance with administrative procedures, including the District's purchasing procedures.

Personal Purchases

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

DELETE POLICY – PROVISIONS WILL BE ADDRESSED IN

ADMINISTRATIVE REGULATIONS

Energy Conservation Acknowledgment

The Board acknowledges that every effort should be made to conserve energy and natural resources. The Board believes that this commitment benefits students, employees, and taxpayers.

The Superintendent shall be directed to develop the necessary administrative guidelines to implement a program of energy management and conservation that meets the goals established in this policy.

Purpose

The intent of this policy is to create a comprehensive document that identifies energy and water conservation and efficiency as significant issues for the entire District. This document is intended to detail realistic steps that District administrators, staff, teachers, and students shall take to address specific energy issues and reach the established goals of the District. This policy should be reviewed and updated periodically as energy technologies and the District's strategic energy plan changes.

Energy Policy Statement

Recognizing the responsibility of Board members, administrators, staff, teachers, and students of the District, the District is committed to making all reasonable physical, procedural, and behavioral efforts to conserve energy and natural resources, while also reducing the cost of educating District students. Recognizing that convenient natural resources such as coal, oil, gas, and water are being depleted, but yet are being faced with continuous increases in demand while becoming more expensive, the District must become proactive in conserving energy and reducing costs.

Energy and Water Conservation Goals

The goals of this policy shall be to:

1. Reduce energy consumption by five percent per year for six consecutive years beginning with the energy program established in 2006 as required by House Bill 3693.
2. Monitor energy and water consumption levels and costs at the District level and provide records to individual campuses and facilities on a monthly and yearly basis.
3. Implement low cost or no cost operation and maintenance procedures to ensure more efficient equipment operation.
4. Assign responsibility for the energy management conservation policy to the Board, Superintendent, administrators, principals, teachers, students, support personnel, and patrons of the District.

5. Implement an incentive program to promote energy and water savings that will reward the individual campuses monetarily for their conservation efforts.
6. Combine multiple electrical meters on individual campuses into a single meter per campus.
7. Design and build new construction that minimizes energy use.
8. Retrofit or upgrade lighting at existing buildings with high efficiency lighting.
9. Monitor and turn off all electrical equipment when not in use.
10. Install water meters dedicated solely to irrigation.

Recycling

The District is committed to recycling the materials it uses and to minimizing non-hazardous waste. It shall be the responsibility of every member of the District to support these efforts designed to protect the environment by conserving resources and preserving rapidly diminishing landfill space. Recycling is just one part of a much larger program of activities through which the District takes an increasingly active role to further understanding and preservation of the environment in the years to come.

Department administrators and campus principals shall be responsible for the management of the recycling program and coordination of waste reduction efforts at their office and/or campus. Each department shall designate a department employee to coordinate and oversee the workflow process.

The entire District shall be expected to actively participate in the recycling program and waste reduction efforts, which shall involve four distinct activities:

1. Recycling of paper, cardboard, and the like.
2. Using source reduction, which includes but is not limited to making double-sided copies, increasingly using e-mail instead of memos, reusing surplus furniture, and the like.
3. Purchasing products made from recycled materials. The long-term success of recycling programs depends on the creation of markets for recycled materials. All campus and departments shall purchase recycled products wherever economically feasible, i.e., remanufactured cartridges, cleaning products, and printer and copier paper.
4. Encouraging District employees to participate in the recycling effort by following instructions regarding the separation of recyclable and non-recyclable materials and by placing

recyclable materials in appropriately marked recycling containers. Students shall also be expected to participate in campus recycling efforts.

All District personnel shall be strongly encouraged to purchase and maximize the use of products made of recycled materials, especially recycled paper.

Recycling programs already functioning at campus and administrative offices shall be encouraged to continue and expand with refined processes.

Recycling
Management
Officer

In implementing the recycling program for the separation, collection, and purchasing of recyclable products, the recycling management officer shall:

1. Assist in establishing and developing policies and procedures for the District's recycle management program.
2. Administer the recycle management program, provide assistance to administrators and campus principals in order to reduce costs and improve the purchasing of recyclable products.
3. In cooperation with the Texas Commission on Environmental Quality (TCEQ), oversee and implement recycle schedules and amended schedules and maintain lists of obsolete recyclable products, as required by CL(LEGAL).
4. In cooperation with administrators and campus principals, establish procedural methods in preparing or directing the preparation of requests for authorization to purchase, destroy, and recycle products.
5. In cooperation with administrators and campus principals, identify and take adequate steps to promote recycling.
6. In cooperation with administrators and campus principals, establish procedures to ensure that the handling of recyclable products and the purchasing of recyclable products are carried out with due regard and in the best interest of the District.

Purchasing
Recycled Products

All District personnel will specify recycled content and environmentally preferable products unless such products do not perform satisfactorily or are unreasonably expensive. The priority for purchasing recycled content products shall be as follows:

1. The highest percentage of recycled content of post-consumer recovered material, available in the marketplace; and

2. The highest percentage of “pre-consumer recovered material,” available in the market place.

The Buy Recycled programs shall promote District policy to buy recycled products and other environmentally preferable products. This policy supports the recycling hierarchy of reduce-reuse-recycle through minimizing the creation of waste, reusing materials, recycling materials that cannot be source-reduced, and purchasing recycled content and environmentally preferred products.

The basic components of this policy include:

1. Requiring waste prevention, recycling, marketing, developing, and using recycled/recyclable materials through contractual relationships and purchasing practices with vendors, contractors, businesses, and other public and governmental agencies.
2. Generating less waste material by reviewing how office supplies, materials, and equipment are purchased, packaged, delivered, used, and disposed.
3. Serving as a model for the community to influence waste prevention, recycling, and procurement efforts.

Department and
Campus Recycling

The department administrator and campus principal shall be responsible for and shall have final authority for ensuring that recyclable materials are collected, separated, and disposed of in accordance with District policy. No confidential records shall be included or combined with recycled material. Confidential records shall be properly packed, labeled, and sent to the records center for destruction.

Each member of the campus and department community must assume personal responsibility for recycling of designated wastes and shall be encouraged to promote recycling among fellow employees and students and to encourage participation, i.e., when printing, making copies, and discarding ink toner cartridges to:

1. Make double-sided copies where possible.
2. Before running a large number of copies, do a one-page test of copier settings.
3. Place unusable copies in the recycle box adjacent to copier. Do not throw in trash.
4. Place recyclables and route toner cartridges to designated area for recycling.

Assignment

The department administrator or principal shall assign an individual to actively collect, identify, secure, and ensure that all recyclable materials are disposed of in accordance with District procedures. [See CL(LEGAL)]

Recycle Pick Up

The records management office shall be responsible for picking up recyclable materials.

Responsibility

The success of this policy shall be the joint responsibility of the Board, administrators, teachers, students, and support personnel. Every employee and student shall be expected to contribute to energy efficiency and be an "Energy Saver."

Each campus or department shall:

1. Practice waste prevention.
2. Continue to utilize recycling programs and expand where possible.
3. Evaluate each designated product to determine the extent to which campus or departments may practicably use it.
4. Ensure that procurement documents issued by the campus or department require environmental preferred purchasing.
5. Collaborate with the recycling management officer in proposing procedures or reduction, recycling, and environmental preferable purchasing.
6. All campus and departments shall use recycled products for their business cards, letterhead stationery, envelopes, business forms, and pertinent documents. All said documents shall be printed with the standard phrase, "Printed on Recycled/Recyclable Paper," thereby promoting the use of post-consumer content. If sufficient documentation and certification is available, reasonable efforts shall be undertaken to specifically indicate the percentage of recycled post-consumer content. In addition, the District publications or mailing will be printed using non-toxic inks.

Exemption

Nothing in this policy shall be construed as requiring the purchase of products that do not perform adequately or are not available at a reasonable price. In those instances where it is deemed impractical to procure a recycled-content item, a specific explanation for the finding must be included in the purchasing record.

Procurement Practices

The Purchasing Department recycling management officer shall work in collaboration to evaluate the following environmentally preferable product categories, at a minimum, and produce a list of such products that meet the criteria. Campus and departments

shall order from the list that meets the criteria unless a performance issue with a specific product arises or the cost of the product is unreasonably expensive:

1. Printing and writing papers, including all imprinted letterhead paper and business cards, which shall contain a minimum of 30 percent post-consumer recycle content.
2. Paper products including janitorial supplies, shop towels, hand towels, facial tissue, toilet paper, seat covers, corrugated boxes, file boxes, hanging file folders, and other products composed largely of paper.
3. Remanufactured laser printer toner cartridges and remanufactured or refillable inkjet cartridges.
4. Re-refined antifreeze including on-site antifreeze recycling.
5. Re-refined lubricating and hydraulic oils.
6. Recycled plastic outdoor wood substitutes including plastic, lumber, benches, fencing, signs, and posts.
7. Recycled content construction, building and maintenance products, including plastic, lumber, carpet, tiles, and insulation.

PROPOSED REVISIONS – DELETED PROCEDURES WILL BE ADDRESSED IN ADMINISTRATIVE REGULATIONS

No Nonschool Use	The District shall not permit use of District vehicles for nonschool purposes.
Emergency Use Exception	In case of emergencies or disasters, the Superintendent or designee may authorize the use of District vehicles by civil defense, health, or emergency service authorities.
School-Related Use	The Superintendent or designee shall develop administrative regulations for requesting, scheduling, and using District vehicles for extracurricular activities, field trips, and other school-related purposes. [See GKD regarding nonschool use of school facilities]
District Vehicle Advertisement	[See GKB regarding advertising and fund-raising in the schools]
Extracurricular Activities and Field Trips	Field trips within Cameron, Hidalgo, Starr, and Willacy counties may be approved by the area administrator. All other trips outside of the District must be approved by the Superintendent but in no case shall approval be granted for a District vehicle to travel out of the state of Texas. Unless the Board has approved use of the unencumbered transportation fund for that purpose, school organizations using District vehicles for extracurricular activities and field trips shall reimburse the transportation fund. Except in emergency situations, the transportation department shall provide a bus driver for all approved extracurricular trips using a school bus. In each case, the bus driver shall be a certified individual who has been hired and trained by the District as a bus driver and who is currently serving in that capacity. The Superintendent or designee may declare an emergency situation when the transportation department has a shortage of drivers due to illness, unexpected growth, or another justified cause. For out-of-District trips that require excessive distance or time, the director of transportation shall, at his or her discretion, send a relief driver to share the driving duties. The District shall not approve the use of private vehicles for group activities. For those groups wishing to travel in vehicles other than school buses, the following options shall be available: 1. Charter buses.

TRANSPORTATION MANAGEMENT
DISTRICT VEHICLES

CNB
(LOCAL)

~~2. Lease of a vehicle. Groups choosing this option shall need to lease the vehicle under the District's name for liability insurance purposes and must notify the District's insurance carrier in advance of the planned use. It shall also be necessary for such groups to purchase the collision insurance offered by the lessor, as the District does not carry such coverage.~~

DELETE POLICY

- Authorization** The Superintendent or designee shall be responsible for the rules and regulations regarding installation, use, control, and removal of all vending machines within the District to ensure full compliance with District policy, state purchasing laws, and federal and state regulations.
- Restrictions** Except for sales from the food and nutrition service, the sale of any food or beverage from vending machines at the school level shall adhere to the guidelines of the Texas Public School Nutrition Policy, which can be found at <http://www.squaremeals.org>.
- Contracts** All beverage vending machine contracts shall be approved at the District level. Individual campus principals shall not have the authority to enter into individual contracts.
- Receipts** Receipts from vending machines shall be deposited in the school-approved student activity fund account.

PROPOSED REVISIONS – DELETED PROCEDURES WILL BE ADDRESSED IN ADMINISTRATIVE REGULATIONS

The Superintendent shall oversee the performance of records management functions prescribed by state and federal law:

- Records Administrator, as prescribed by Local Government Code 176.001 and 176.007 [See BBFA and CHE]
- Officer for Public Information, as prescribed by Government Code 552.201–.205 [See GBAA]
- Public Information Coordinator, as prescribed by Government Code 552.012 [See BBD]

Local Government Records Act

“Local Government
Record”

The term “local government record” shall pertain to all items identified as such by the Local Government Records Act.

Records
Management
Officer

The ~~Superintendent~~ records manager shall serve as and perform the duties of the District’s records management officer as prescribed by Local Government Code 203.023, and shall administer the District’s records management program pertaining to local government records in compliance with the Local Government Records Act.

Notification

The records management officer shall file his or her name with the Texas State Library and Archives Commission (TSLAC) within 30 days of assuming the position.

Records Control
Schedules

The records management officer shall file with the TSLAC a written declaration that the District has adopted records control schedules that comply with records retention schedules issued by the TSLAC as provided by law.

Website Postings

The District’s records management program shall address the length of time records will be posted on the District’s website when the law does not specify a posting period.

Records Destruction Practices

All local government records shall be considered District property and any unauthorized destruction or removal shall be prohibited. The District shall follow its records control schedules, records management program, and all applicable laws regarding records destruction. However, the District shall preserve records, including electronically stored information, and suspend routine record destruction practices where appropriate and in accordance with procedures developed by the records management officer. Such procedures shall describe the circumstances under which local government records scheduled for destruction must be retained.

Notification shall be given to appropriate staff when routine record destruction practices must be suspended and when they may be resumed.

~~Destruction of
District Records~~

~~Government Code 441.095 authorizes the District to destroy records. The records management office shall be the only authorized department in the District to destroy records for recycling, shredding, burning, burying in a landfill, or pulping. No other campus or department in the District shall burn, destroy, or shred without written authorization from the Superintendent or designee.~~

~~A state record may not be destroyed if any litigation, claim, negotiation, audit, open records request, administrative review, or other action involving the record is initiated before the expiration of the retention period for the record set in the approved institutional records retention schedule.~~

~~Records not listed on a department's certified records retention schedule shall be processed through the records management program for assistance prior to disposition. Form RMD 102, Request for Authority to Dispose of State Records, must be completed and submitted to the Record Services Department of the Texas State Library to obtain approval for the destruction of public or official records. Unlisted records shall not be destroyed until the state library administrator approves and returns the form to the appropriate District officials.~~

~~District's Records
Administrator~~

~~The records administrator shall be the District's custodian of inactive administrative and student records listed on the State Retention Schedule. The records administrator is responsible for developing a District-wide program objectives, providing training, and setting responsibilities and authorities for the creation, maintenance, and disposition of records.~~

~~The District's records administrator shall provide resources as required to carry out records management responsibilities or functions. Courses may include, but not be limited to, basic records management, state and federal guidelines, file plan management, and vital records guidance.~~

~~The records administrator shall:~~

- ~~• Institute controls ensuring that all records, regardless of format or medium, are properly organized, classified or indexed, and described, and made available for use by all appropriate District staff; and~~
- ~~• Conduct formal evaluations to measure the effectiveness of records management programs and practices, and to ensure that they comply with the TSLAC regulations.~~

Formal Training and Guidance

~~Without training, District records are put at risk. It is crucial that all District employees, including administrators, receive District-specific records management training. Formal training programs provide a consistent, standardized curriculum that communicates the District's vision of records management and gives participants practical tools to manage their records appropriately. Administrators and assigned staff in the District shall receive records training to learn the necessary skills to manage their records functions.~~

Tampering with Records

~~Permanent records such as Board agendas, student academic records, and health records are considered permanent. Once a District permanent record becomes inactive, it cannot be modified. Upon inspection, the permanent record shall remain as presented. [Texas Penal Code 37.10, Tampering with Governmental Record]~~

Custodian of Campus and Department Records

~~The campus principal shall be the custodian of all active administrative and student records. [See FL(LOCAL)] The department administrator shall be the custodian of all active administrative records. Administrators are responsible for the security and maintenance of all records. The records management officer shall be the District's custodian of inactive administrative and student records listed on the State Retention Schedule.~~

Records Clerks

~~As a fundamental requirement, the campus principal or department administrator shall designate a qualified staff member dedicated to records management on a full-time basis. The District requires administration to assign responsibility to a person in office with appropriate authority to coordinate and oversee the department or campus records management program.~~

Guidelines for Records Clerks

~~Records clerks provide District-wide support and technical assistance to employees within their respective department or campus and others on records management issues. Each records clerk serves as a liaison to assist others in organizing records in a manner that is efficient and effective for their respective campus or department. Records clerks assist in making appropriate determinations regarding records management issues. The records clerks shall function as the office representatives handling unresolved records management issues and coordinating the resolution of these issues with the District's records administrator.~~

~~As a minimum, records clerks:~~

- ~~• Ensure that internal office procedures are established that allow all authorized users access to office records;~~
- ~~• Review procedures to certify the record is identified and retained under the control of the respective department;~~

- ~~Review new functions, or changes to existing operations, to safeguard that all recordkeeping requirements have been identified and correctly disposed of;~~
- ~~Provide assistance in obtaining space and security provisions for the preservation of vital records; and~~
- ~~Assist in the transfer of inactive and vital records to the records management office or other suitable location.~~

~~Responsibilities of records clerks may include:~~

- ~~Developing and providing oversight of the records management processes in their department or campus, including training others to follow established records management guidelines, policies, and retention schedules; and~~
- ~~Serving as the liaison with the District's records management office. Records clerks may contact the records management office at (956) 698-0230. The records management office offers in-office training and support.~~

~~All District employees are responsible for:~~

- ~~Creating and managing the records necessary to document the District's official activities and actions; and~~
- ~~Identifying, labeling, and boxing inactive records due for destruction in accordance with the approved State Retention Schedule.~~

~~District records shall not be removed from the District without written authorization.~~

Responsibilities

~~Administrators and principals shall assign records management responsibility to a person and office with appropriate authority within the campus or department to coordinate and oversee implementation of the District's comprehensive records management program principles. Administrators shall assign records management responsibilities in each administrative area to ensure incorporation of recordkeeping requirements and records maintenance, storage, and disposition practices into District processes, systems, and procedures.~~

~~Administrators shall ensure that all employees under their responsibility will adequately:~~

- ~~Receive formal training from the District's records administrator;~~

- ~~Create, receive, and maintain official records, and properly label, document, and evidence department or campus activities; District staff using the information must manage and preserve the materials in accordance with applicable statutory and regulatory requirements;~~
- ~~Manage records in any format (e.g., paper, e-mail, electronic documents, images, maps, video, and other social media tools that generate communications) in an orderly manner and in accordance with applicable statutes and regulations;~~
- ~~Migrate electronic records in District systems to an approved electronic records management system, when feasible; and~~
- ~~Print and file records in a paper recordkeeping system when an approved electronic records management system or application is not available.~~

Storage

~~Once records are no longer used on a regular basis, they are considered inactive. At that point, it is most practical to move them to inactive storage. Departments and campuses are responsible for identifying at box labeling, storage, transfer, and/or destruction of their own records in accordance with the State Retention Schedule and the District's policies, procedures, and records management program. Storage and handling of administrative and student records shall be conducted in a manner that safeguards, through all reasonable measures, the security and confidentiality of all information while enabling the records to be accessed for their intended purpose.~~

Records Disposition

~~When department or campus active records are no longer accessed on a regular basis, they become inactive. The District's department or campus administrator that created and maintains these records makes this determination. Inactive records that have met their retention period may be moved to the District's records management office for destruction. The records management office acts as an off-site storage facility for the departments and campuses. When the time has come to dispose of records, no photocopy or other image may be made or kept.~~

Reassignment or Separation from the District

~~In the event the Superintendent, administrator, or principal is reassigned or separates from the District, the internal audit department shall promptly be notified to ensure that all records are secure. If any litigation, claim, negotiation, audit, open records request, or administrative review is pending, the internal audit department shall ensure all records at the Superintendent's office or other District employee's office shall not be taken outside of District property. The records shall remain boxed for a period determined by the~~

~~internal audit department before any destruction procedures are completed.~~

Correcting Records

~~Administrators shall ensure that employees inheriting records with mistakes have a professional and ethical responsibility to review and amend records. District employees may contact the records management office regarding relevant state retention laws before correcting an inherited record. Assigned or inherited record means documentary material that exists on the date a District employee assumes responsibility.~~

Notifying the Records Center

~~In the event a District employee who handles records administratively or at the campus level is reassigned, separates, or takes a leave of absence from employment with the District, the administrator, principal, or designee shall promptly notify the records center to conduct a compliance audit.~~

Administrator and Principal Responsibility

~~Each administrator or principal shall ensure that his or her respective department has all records systematically identified and labeled as required by the State Retention Schedule. The Superintendent, administrator, or campus principal shall ensure that his or her department records staff has all records and boxes properly labeled in accordance with procedures outlined by the records management office.~~

Training

The records management officer shall receive appropriate training regarding the Local Government Records Act and shall ensure that custodians of records, as defined by law, and other applicable District staff are trained on the District's records management program, including this policy and corresponding procedures.

PROPOSED REVISIONS

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

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 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 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.

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

Personal Technology Resources

~~Students, employees, and guests may connect personal technology resources to the District's guest wireless network as set forth in administrative procedures. Connecting personal technology resources to the District's wired network shall only be allowed with written permission as set forth in administrative procedures.~~

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.

DELETE POLICY

Proposals and Quotations

The Board shall solicit proposals for fire and extended coverage policies for all school property and liability insurance including building, grounds, equipment, and school-owned vehicles and for other policies required by law or by the District.

All policy renewals with an annual premium of \$25,000 or more shall be approved by the Board.

The Board may issue a three-year contract for insurance coverage when there is a financial savings on the premiums.

PROPOSED REVISIONS

District Contribution	The Board shall annually shall determine the District's contribution to employee health insurance premiums as part of the budget development and adoption process.
Continuation Coverage	<p>The District shall continue its contribution toward the cost of the employee's group health insurance coverage while the employee is on paid leave or, if applicable, while the employee is on family and medical leave. [See DEC]</p> <p>The District shall not otherwise expend public funds for group health insurance coverage of an employee who is not on paid leave status. However, an employee who is not on paid leave status or FMLA leave shall be allowed to continue group health insurance coverage, at his or her own expense, for the period specified in the District's group health insurance plan.</p>
Termination for Gross Misconduct	In the event employment is terminated for gross misconduct, the District's contribution to benefits shall cease on the effective date of termination of employment.
Definition and Examples	Gross misconduct shall be defined as any illegal or dangerous act committed while in the workplace or away from the workplace. Acts of gross misconduct are intentional, wanton, willful, deliberate, reckless, or in deliberate indifference to the District's interests. Often, acts that will prompt termination are those done in deliberate violation of the District's known standards. <p>Examples of employee gross misconduct include:</p> <ol style="list-style-type: none">1. Arrest for sex crimes.2. Repeatedly ignoring warnings to properly perform job duties.3. Misappropriating funds.

DELETE POLICY

**Tax-Sheltered
Annuities**

The District is authorized to enter into agreements with its employees for the purchase of annuities as authorized in Sec. 403(b) of the Internal Revenue Code of 1954, as amended.

The appointed tax-sheltered annuity administrator is hereby authorized and directed to sign such applications and other papers as may from time to time be required to carry into effect an annuity program as authorized by the Board and in accordance with the terms of the agreements executed by the District for this purpose with its employees.

The tax-sheltered annuity administrator shall be appointed at the discretion of the Superintendent.

PROPOSED POLICY

The District shall support the general wellness of all students by implementing measurable goals to promote sound nutrition, physical activity, and student health and to reduce childhood obesity.

[See EHAA for information regarding the District's coordinated school health program.]

Development, Implementation, and Review of Guidelines and Goals

The local school health advisory council (SHAC), on behalf of the District, shall review and consider evidence-based strategies and techniques and shall develop nutrition guidelines and wellness goals as required by law. In the development, implementation, and review of these guidelines and goals, the SHAC shall permit participation by parents, students, representatives of the District's food service provider, physical education teachers, school health professionals, members of the Board, school administrators, and members of the public.

[See BDF for required membership of the SHAC.]

Wellness Plan

The SHAC shall develop a wellness plan to implement the District's nutrition guidelines and wellness goals. The wellness plan shall, at a minimum, address:

1. Strategies for soliciting involvement by and input from persons interested in the wellness plan and policy;
2. Objectives, benchmarks, and activities for implementing the wellness goals;
3. Methods for measuring implementation of the wellness goals;
4. The District's standards for foods and beverages provided, but not sold, to students during the school day on a school campus; and
5. The manner of communicating to the public applicable information about the District's wellness policy and plan.

The SHAC shall review and revise the plan on a regular basis and recommend revisions to the wellness policy when necessary.

Nutrition Guidelines

Foods and Beverages Sold

The District's nutrition guidelines for reimbursable school meals and all other foods and beverages sold or marketed to students during the school day shall be designed to promote student health and reduce childhood obesity and shall be at least as restrictive as federal regulations and guidance, except when the District allows an exemption for fundraising activities as authorized by state and federal rules. [See CO and FJ]

Foods and
Beverages Provided

The District shall establish standards for all foods and beverages provided, but not sold, to students during the school day. These standards shall be addressed in the District's wellness plan.

Wellness Goals

Nutrition Promotion
and Education

The District shall implement, in accordance with law, a coordinated school health program with a nutrition education component. [See EHAA] The District's nutrition promotion activities shall encourage participation in the National School Lunch Program, the School Breakfast Program, and any other supplemental food and nutrition programs offered by the District.

The District establishes the following goals for nutrition promotion:

1. The District's food service staff, teachers, and other District personnel shall consistently promote healthy nutrition messages in cafeterias, classrooms, and other appropriate settings.
2. The District shall share educational nutrition information with families and the general public to promote healthy nutrition choices and positively influence the health of students.

The District establishes the following goals for nutrition education:

1. The District shall deliver nutrition education that fosters the adoption and maintenance of healthy eating behaviors.
2. The District shall make nutrition education a District-wide priority and shall integrate nutrition education into other areas of the curriculum, as appropriate.

Physical Activity

The District shall implement, in accordance with law, a coordinated health program with physical education and physical activity components and shall offer at least the required amount of physical activity for all grades. [See BDF, EHAA, EHAB, and EHAC]

The District establishes the following goals for physical activity:

1. The District shall provide an environment that fosters safe, enjoyable, and developmentally appropriate fitness activities for all students, including those who are not participating in physical education classes or competitive sports.
2. The District shall provide appropriate staff development and encourage teachers to integrate physical activity into the academic curriculum where appropriate.
3. The District shall make appropriate before-school and after-school physical activity programs available and shall encourage students to participate.

4. The District shall encourage students, parents, staff, and community members to use the District's recreational facilities, such as tracks, playgrounds, and the like, that are available outside of the school day. [See GKD]

Other School-Based Activities

The District establishes the following goals to create an environment conducive to healthful eating and physical activity and to promote and express a consistent wellness message through other school-based activities:

1. The District shall allow sufficient time for students to eat meals in cafeteria facilities that are clean, safe, and comfortable.
2. The District shall promote wellness for students and their families at suitable District and campus activities.
3. The District shall promote employee wellness activities and involvement at suitable District and campus activities.

Implementation

The health and wellness coordinator shall oversee the implementation of this policy and the development and implementation of the wellness plan and appropriate administrative procedures. The wellness plan shall establish further procedures to meet the goals of this policy.

Evaluation

The District shall comply with federal requirements for evaluating this policy and the wellness plan.

Public Notification

The District shall annually inform and update the public about the content and implementation of the wellness policy, including posting on its website copies of the wellness policy, the wellness plan, and the required implementation assessment.

Records Retention

The District shall retain all the required records associated with the wellness policy, in accordance with law and the District's records management program. [See CPC and FFA(LEGAL)]