

Called Meeting
Tuesday, May 16, 2023 6:00 PM

Dr. Jim Vaszauskas Center for the Performing
Arts
1110 W. Debbie Lane
Mansfield, TX 76063

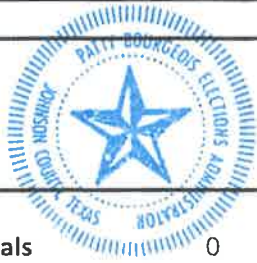
Agenda

1. **Call to Order**
2. **Roll Call**
3. **Closed Session**
 - 3.1. Adjourn to closed session pursuant to Texas Government Code Section 551.074, Personnel, to deliberate regarding the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee, including the Superintendent's contract; or to hear a complaint or charge against an officer or employee, 551.071, Consultation with the Board's attorney; 551.072, real property; and 551.076 to conduct deliberations regarding security devices or security audits.
4. **Reconvene**
 - 4.1. Reconvene to Public
5. **Meeting Opening**
 - 5.1. Prayer
 - 5.2. Pledges
6. **Public Comments**
 - 6.1. [The correct procedure for addressing the Board during Public Comments is as follows: Each speaker should address the Board from the podium microphone and state his or her name before speaking. All speakers will be limited to three minutes to make comments regarding items on the agenda, unless modified by the Board president based on Board Policy BED \(LOCAL\). Copies of presentations should be made available to all trustees and the Superintendent. Board policy prohibits the discussion of complaints against district employees during an open forum.](#)
7. **Canvass the Votes of the May 6, 2023, Board of Trustees General Election for Place 6 and Place 7**
8. **Business Items Requiring Board Action**
 - 8.1. Consideration and Approval of Updates to Board Operating Procedures
 - 8.2. Consideration and Approval of Interlocal Agreement Extension with General Land Office for Purchasing CNG
 - 8.3. Consideration and Approval of Resolution #23-14 Authorizing the Casting of the Mansfield Independent School District's Allocated Votes for a Candidate for the Tarrant Appraisal District Board of Directors to Replace a Recalled Member
 - 8.4. Consideration and Approval of the First Reading of TASB 120 and MISD Policy Update
 - 8.5. Consideration and Approval of the Human Resources Report
9. **Adjourn**
 - 9.1. Adjourn

Mansfield ISD General Election -- Official Results

| Tarrant County | | | | Johnson County | | | | |
|------------------------|--------------|--------------|----------|----------------|--------------|-------------|---------|---------|
| Absentee | Early Voting | Election Day | Absentee | Early Voting | Election Day | Total Votes | % Votes | |
| PLACE 6 | | | | | | | | |
| Benita Reed | 86 | 3,700 | 1,753 | 4 | 128 | 83 | 5,754 | 76.86% |
| Quintin V. Huckaby | 28 | 1,087 | 564 | 0 | 33 | 20 | 1,732 | 23.14% |
| Total: | 114 | 4,787 | 2,317 | 4 | 161 | 103 | 7,486 | 100.00% |
| PLACE 7 | | | | | | | | |
| Courtney Lackey Wilson | 85 | 3,829 | 1,905 | 4 | 132 | 74 | 6,029 | 100.00% |
| Total: | 85 | 3,829 | 1,905 | 4 | 132 | 74 | 6,029 | 100.00% |

| Mansfield ISD | | May 6, 2023 | | | |
|--------------------------|--|---------------------|-------|-----|--|
| Candidate | | Office | | | |
| BENITA REED | | TRUSTEE, PLACE 6 | EDay | 83 | |
| | | | Early | 128 | |
| | | | BBM | 4 | |
| | | | Total | 215 | |
| QUINTIN V. HUCKABY | | TRUSTEE, PLACE 6 | EDay | 20 | |
| | | | Early | 33 | |
| | | | BBM | 0 | |
| | | | Total | 53 | |
| COURTNEY LACKEY WILSON | | TRUSTEE, PLACE 7 | EDay | 74 | |
| | | | Early | 132 | |
| | | | BBM | 4 | |
| | | | Total | 210 | |
| TOTAL BALLOTS CAST | | | EDay | 105 | |
| | | | Early | 162 | |
| | | | BBM | 5 | |
| | | | Total | 272 | |



Total Provisionals 0
 Counted 0
 Did Not Count 0

Patty Bourgeois

**Mansfield ISD
Cumulative Report**

0523 Joint Special Elections

Run Time 12:13 PM
Run Date 05/15/2023

Tarrant County

Joint General and Special Elections

5/6/2023

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Official Results

Ballots Cast
7760

0 of 1288 = 0.00%

Mansfield Independent School District - Trustee, Place 6

| Choice | Party | Absentee Voting | | Early Voting | | Election Day Voting | | Total | |
|--------------------|-------|-----------------|---------|--------------|---------|---------------------|---------|-------|---------|
| Benita Reed | | 86 | 75.44% | 3,700 | 77.29% | 1,753 | 75.66% | 5,539 | 76.74% |
| Quintin V. Huckaby | | 28 | 24.56% | 1,087 | 22.71% | 564 | 24.34% | 1,679 | 23.26% |
| Cast Votes: | | 114 | 100.00% | 4,787 | 100.00% | 2,317 | 100.00% | 7,218 | 100.00% |
| Undervotes: | | 12 | | 374 | | 156 | | 542 | |
| Overvotes: | | 0 | | 0 | | 0 | | 0 | |

Mansfield Independent School District - Trustee, Place 7

| Choice | Party | Absentee Voting | | Early Voting | | Election Day Voting | | Total | |
|------------------------|-------|-----------------|---------|--------------|---------|---------------------|---------|-------|---------|
| Courtney Lackey Wilson | | 85 | 100.00% | 3,829 | 100.00% | 1,905 | 100.00% | 5,819 | 100.00% |
| Cast Votes: | | 85 | 100.00% | 3,829 | 100.00% | 1,905 | 100.00% | 5,819 | 100.00% |
| Undervotes: | | 41 | | 1,332 | | 568 | | 1,941 | |
| Overvotes: | | 0 | | 0 | | 0 | | 0 | |

*** End of report ***



**Board of School Trustees
Mansfield Independent School District**

TITLE: Consideration and Approval of
Board Operating Procedures

DATE: May 16, 2023

ACTION

BACKGROUND:

In effective school systems, the Superintendent and the Board function as a “Team of Eight.” A structured approach to developing a vision for the district and setting goals is enhanced by first developing a system of standard operating procedures. The School Board is the corporate policy making body for the district, and the Superintendent and staff provide the leadership to cause Board policies to be implemented. Therefore, the Mansfield ISD Board of Trustees and Superintendent function as a “Team of Eight” to provide open communication to the staff and patrons of the district.

On April 20, 2023, a committee met to discuss possible revisions to the Board Operating Procedures. The recommended revisions are attached to the agenda.

CONSIDERATIONS:

Consider changes to the Board Operating Procedures to set the expectations of the Board of Trustees and effectively communicate with staff and patrons of the district.

RECOMMENDATION:

This is a Board item. The Superintendent does not have a recommendation.



Mansfield Independent School District

Board Operating Procedures

Modified on May 16, 2023

Board Operating Procedures Mansfield Independent School District

In effective school systems, the Superintendent and the Board function as a "TEAM OF EIGHT." A structured approach to developing a vision for the district and setting goals is enhanced by first developing a system of standard operating procedures. The School Board is the corporate policy-making body for the district, and the Superintendent and staff provide the leadership to cause Board policies to be implemented. Therefore, the Mansfield ISD Board of Trustees and Superintendent function as a "TEAM OF EIGHT" to provide open communication to the staff and patrons of the district.

The Mansfield ISD Board of Trustees adopts these guidelines as Standard Operating Procedures to set the expectations of the Board of Trustees and to effectively communicate with staff and patrons of the district.

I. CODE OF ETHICS Board Policies BBF (LOCAL)

As a member of the Board, I shall promote the best interests of the District as a whole, and to that end, shall adhere to the following ethical standards:

1. Fair, just and impartial decisions and actions.
2. Accord others the respect I wish for myself.
3. Encourage expressions of different opinions and listen with an open mind to others' ideas.
4. Accountability to the public by representing District policies, programs, priorities and progress accurately.
5. Responsive to the community by seeking its involvement in District affairs and by communicating its priorities and concerns.
6. Ensure prudent and accountable use of District resources.
7. Recognize that decisions must be made by the Board as a whole and make no personal promise or take private action that may compromise performance or responsibilities.
8. Tell the truth.
9. Express opinions and views during the discussion of motions, but following the vote shall respect the majority decision as the decision of the Board.
10. Shall not discuss any information or express opinions in public when the district is involved with third party negotiations.
11. Make decisions in terms of the educational welfare of all children in the District and on fact rather than supposition, opinion or public favor.
12. Refuse to surrender judgment to any individual or group at the expense of the District as a whole.
13. Consistently uphold all applicable laws, rules, policies and governance procedures.
14. Hold confidential all matters and information that is privileged under applicable laws or will needlessly harm employees, individuals or the District if disclosed.
15. Focus attention on fulfilling the Board's responsibilities of goal setting, policymaking and evaluation.
16. Diligently prepare for and attend Board meetings by studying the material in the Board packet and when possible presenting or resolving questions beforehand by contacting the Superintendent or administrative staff.
17. Refrain from individual involvement in activities the Board has delegated to the Superintendent.
18. Seek continuing education that will meet legal requirements and enhance my ability to fulfill my duties effectively.
19. Use of social media, texting or other forms of electronic communication are subject to open records requests, and therefore are prohibited during board meetings.
20. Keep District business completely separate from personal social media accounts.

II. ROLE AND AUTHORITY OF BOARD MEMBER AND/OR BOARD OFFICERS BDAA(LOCAL)

- A. Board Officers:** The Board shall elect a President, a Vice President and a Secretary who shall be members of the Board. The Board may assign a District employee to provide clerical assistance to the Board. Officers shall be elected by majority vote of the members present and voting.
- B. Vacancy:** A vacancy among officers of the Board shall be filled by majority action of the Board.
- C. Terms and Duties:** Board officers shall serve for a term of one year or until a successor is elected. [A minimum of one year board experience is preferred before serving as an officer.](#) Officers may succeed themselves in office without limit with the exception of the President who may succeed himself or herself once. Each officer shall perform any legal duties of the office and other duties as required by action of the Board.
- D. President:** In addition to the duties required by law, the President of the Board shall:
1. Preside at all meetings of the Board unless unable to attend.
 2. Have the right to discuss, make motions and resolutions and vote on all matters coming before the Board.
 3. Call special meetings of the Board. [See BE]
 4. Sign all legal documents, warrants, vouchers and reports, as required by statute, state or federal regulations or Board policy.
 5. Decide all questions of order in accordance with *Robert's Rules of Order, Newly Revised*, as modified by Board policy.
 6. Act as the spokesperson for the entire Board.
 7. Receive official correspondence addressed to the Board.
 8. Assist in the development of the agenda for each meeting.
 9. Represent the Board and the District at certain ceremonial occasions and events.
 10. Lay before the Board from time to time whatever matters and suggestions he or she may consider to be within the best interest of the public schools.
 11. Perform all other duties which may be prescribed by law, authorized by the Board or mandated by a court of competent jurisdiction for the chief officer of the Board.
- E. Vice President:** The Vice President of the Board shall:
1. Act in the capacity and perform the duties of the President of the Board in the event of the absence or incapacity of the President.
 2. Become President only upon being elected to the position.
- F. Secretary:** The Secretary of the Board shall:
1. Ensure that an accurate record is kept of the proceedings of each Board meeting.
 2. Ensure that notices of Board meetings are posted and sent as required by law.
 3. In the absence of the President and Vice President, call the meeting to order and act as presiding officer.
 4. Sign or countersign documents as directed by action of the Board.
- G. Board as One:** Board members retain their free speech rights but should be sure to clarify that their statements are reflections of their own views and not the official position of the Board.

III. Governance BE (LEGAL)

Board Meetings: The Board may act only by majority vote of the members present at a meeting held in compliance with Chapter 551, Government Code, at which a quorum of the board is present and voting. *Education Code 11.051(a-1)*

- A. Definition:** "Meeting" means a deliberation among a quorum of the Board, or between a quorum of the Board and another person, during which public business or public policy over which the Board has supervision or control is discussed or considered, or during which the Board takes formal action. "Meeting" also means a gathering:

1. That is conducted by the Board or for which the Board is responsible;
 2. At which a quorum (e.g., four members of a seven-member board) of members of the Board is present;
 3. That has been called by the Board; and
 4. At which Board members receive information from, give information to, ask questions of or receive questions from any third person, including an employee of the District, about the public business or public policy over which the Board has supervision or control.
- B. Open to Public:** Every meeting of the Board shall be open to the public. The Board may, however, exclude a witness from a hearing during the examination of another witness in a matter being investigated and may enter into a closed meeting, as provided by law. *Gov't Code 551.002, 551.084, Ch. 551, Subch. D, Subch. E* [See BDB and BEC]
- C. Social Function or Convention:** The term "meeting" does not include the gathering of a quorum of the Board at a social function unrelated to the public business that is conducted by the Board, or the attendance by a quorum of the Board at a regional, state or national convention or workshop, ceremonial event or press conference, if formal action is not taken and any discussion of public business is incidental to the social function, convention, workshop, ceremonial event, or press conference. *Gov't Code 551.001(4)*
- D. Meeting Place:** The location of a board meeting shall be specified in the notice for the meeting, which is posted on the outside bulletin board of the Administration building and the district website.
- E. Meeting Time:** Regular meetings of the Board shall be held on the fourth Tuesday of each month at 7:00 p.m. When determined necessary and for the convenience of Trustees, the Board President may change the date or time of a regular meeting. The notice for that meeting shall reflect the changed date or time.
- F. Meeting Attendance:** Attendance at all board meetings, both regular and called, is generally expected. Attendance will be reported at the last regular Board meeting of the calendar year.
- G. Special or Emergency Meetings:**
1. The time and place of special and emergency meetings shall be as set out in the notice for the meeting.
 2. The President of the Board shall call special meetings at the President's discretion or on request by three members of the Board.
 3. The President shall call an emergency meeting when it is determined by the President or three members of the Board that an emergency or urgent public necessity, as defined by law, warrants the meeting.
 4. Videoconference meetings are not allowed unless a quorum of the Board is present in a single location. However, the Board will not allow a member to use this option. A teleconference meeting is only allowed when an emergency meeting is necessary per statute.
- H. Agenda:**
1. **Deadline:** The deadline for submitting items for inclusion on the agenda is the fifth calendar day before regular meetings and the fifth calendar day before special meetings.
 2. **Preparation:**
 - a. The Superintendent and Board President shall consult with one another to prepare the agenda for all Board meetings.
 - b. 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 President's approval. In reviewing the preliminary agenda, the Board President shall ensure that any topics the Board as a whole or at least two Board Members have requested to be addressed are either on that agenda or scheduled for deliberation at an appropriate time in the near future. Board members may submit their individual requests for agenda items to the Board

President who will assess, in conjunction with the Superintendent, when to address these requests. The Board President shall not have authority to remove from the agenda a subject requested by a Trustee without that Trustee's specific authorization.

- c. Prior to each meeting, the Superintendent or designee shall provide each member written notice of the meeting, an agenda listing, appropriate reports, information, documents and recommendations. Questions from Board members will be funneled through the Superintendent for response. 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 two hours prior to the time of an emergency meeting.
- I. **Notice to Members:** Notice of all meetings shall provide for the possibility of a closed meeting during an open meeting, as provided by law. [See BEC]
- J. **Closed Meetings:** The Board may conduct a closed meeting when the agenda subject is one that may properly be discussed in closed meeting. [See BEC]
- K. **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.
- L. **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.
- M. **Voting:** Voting shall be by voice vote or show of hands, as directed by the 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]
- N. **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.
- O. **Superintendent's Report:** During the preparation of the agenda, the Board President and Superintendent shall collaborate to determine which items, if any, should be placed on the Superintendent's Report. The Superintendent's Report is intended for informational purposes only. The Board does not vote on these items, although a Board member may ask questions or lead a discussion on any of the items listed under the Superintendent's Report.
- P. **Items for Executive Session:**
 1. All personnel issues must be conducted in an executive session, unless specifically required by Texas Open Meeting Law.
 2. The Board may discuss in executive session any and all subjects, for any and all purposes permitted by Sections 551.071-551.084.
 - a. Attorney consultations
 - b. Real property purchases or economic development negotiations
 - c. Prospective gifts or donations to the District Personnel matters, including employee complaints
 - d. Personally identifiable student information
 - e. Medical or Psychiatric records
 - f. Student discipline
 - g. Security devices
 - h. Assessment instruments
 - i. Emergency Management

j. Economic Development Negotiations

Q. Board Meetings and Public Participation:

1. **Limit on Participation:** Audience participation at a Board meeting is limited to the public comment portion of the meeting designated for that purpose. 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.
2. **Public Comment:** At regular meetings the Board shall allow each member of the public to address the body regarding an agenda item(s) in the open Board meeting before or during the body's consideration. Persons who wish to participate in this portion of the meeting shall sign up with the presiding officer or designee before the meeting begins.
3. **Board Response:** No member of the public shall exceed three minutes per meeting. The address shall not exceed 6 minutes if the member of the public is in need of a translator. 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.
4. **Complaints and Concerns:** The presiding officer or designee shall determine whether a person addressing the Board has attempted to solve a matter administratively through resolution channels established by policy. If not, the person shall be referred to the appropriate policy (see list below) to seek resolution:
 - a. Employee complaints: DGBA
 - b. Student or parent complaints: FNG
 - c. Public complaints: GF

IV. BOARD MEMBERS AUTHORITY BBE (LOCAL)

- A. **Board Members Authority:** The Board has final authority to determine and interpret the policies that govern the schools and, subject to the mandates and limits imposed by state and federal authorities, has complete and full control of the District. Board action shall be taken only in meetings that comply with the Open Meetings Act. [See BE(LEGAL)]
- B. **Transacting Business:** When a proposal is presented to the Board, the Board shall hold a discussion and reach a decision. Although there may be dissenting votes, which are a matter of public record, each Board decision shall be an action by the whole Board binding upon each member.
- C. **Individual Authority for Committing the Board:** Board members as individuals shall not exercise authority over the District, its property or its employees. Except for appropriate duties and functions of the Board President, an individual member may act on behalf of the Board only with the express authorization of the Board. Without such authorization, no individual member may commit the Board on any issue. [See BDAA]
- D. **Individual Access to Information:** An individual Board member, acting in his or her official capacity, shall have the right to seek information pertaining to District fiscal affairs, business transactions, governance and personnel matters, including information that properly may be withheld from members of the general public in accordance with the Public Information Chapter of the Government Code. [See GBA]
- E. **Limitations:** If a Board member is not acting in his or her official capacity, the Board member has no greater right to District records than a member of the public.

An Individual Board member shall not have access to confidential student records unless the member is acting in his or her official capacity and has a legitimate educational interest in the records in accordance with policy FL.

A Board member who is denied access to a record under this provision may ask the Board to determine whether the record should be provided or may file a request under the public information act. [See GBAA]

F. Requests for Records: An individual Board member shall seek access to records or request copies of records from the Superintendent or other designated custodian of records, who shall respond within the time frames required by law. When a custodian of records other than the Superintendent provides access to records or copies of records to an individual Board member, the provider shall inform the Superintendent of the records provided.

In accordance with law, the District shall track and report any requests under this provision, including the cost of responding to one or more requests by any individual Board member for 200 or more pages of material in a 90-day period.

G. Request for Reports: No individual Board member shall direct or require District employees to prepare reports derived from an analysis of information in existing District records or to create a new record compiled from information in existing District records. Directives to the Superintendent or other custodian of records regarding the preparation of reports shall be by Board action.

H. Confidentiality: At the time a Board member is provided access to confidential records or to reports compiled from such records, the Superintendent or other District employee shall advise the Board member of the responsibility to comply with confidentiality requirements.

I. Referring Complaints: If employees, parents, students, or other members of the public bring concerns or complaints to an individual Board member, he or she shall refer them to the Superintendent or another appropriate administrator, who shall proceed according to the applicable complaint policy. [See (LOCAL) policies at DGBA, FNG, and GF]

J. Visits to District Facilities: A Board member shall adhere to any posted requirements for visitors to first report to the main office of a District facility, including a school campus. Visits during the school or business day shall not be permitted if their duration or frequency interferes with the delivery of instruction or District operations. [See also GKC]. [Please see below, under Section X for further instructions regarding visiting campuses.](#)

V. BOARD MEMBERS TRAINING AND ORIENTATION BBD (LEGAL)

A. Required Training:

1. Each Trustee must complete any training required by the State Board of Education. The minutes of the last regular meeting of the Board held during a calendar year must reflect whether each Trustee has met or is delinquent in meeting the training required to be completed as of the date of the meeting. *Education Code 11.159*
2. Continuing education for Board members includes orientation sessions, an annual team building session with the Board and the Superintendent and specified hours of continuing education based on identified needs.

B. Local Orientation: All Board members shall receive a local District orientation and an orientation to the Texas Education Code as provided by the Superintendent or designee. [The Coordinator of School Board Operations will schedule individual meetings with new Board members and Executive Cabinet.](#)

C. New Members:

1. New Board members shall participate in a local orientation session within 60 days before or after their election or appointment. The purpose of this orientation is to familiarize new Board members with local Board policies and procedures and District goals and priorities.

2. All newly elected Board members shall receive the orientation to The Texas Education Code within the first year of service. The orientation shall be delivered by regional education services centers and shall be three hours in length.
 3. The Board president will assign a mentor for one year to a new Board member.
- D. Sitting Board Members:** All sitting Board members shall receive a basic orientation to the Texas Education Code and relevant legal obligations. The orientation will have special but not exclusive emphasis on statutory provisions related to Texas school district governance. The orientation shall be delivered by regional education services centers and shall be three hours in length. Topics shall include, but not be limited to, Texas Education Code, Chapter 26 (Parental Rights and Responsibilities), and Texas Education Code, Section 28.004 (Local School Health Education Advisory Council and Health Education Instruction). [See BDF, EHAA, and FNG]
- E. Legislative Updates:** After each session of the Texas Legislature, each Board member shall receive an updated session from a regional education service center or any registered provider to the basic orientation to the Texas Education Code. The update session shall be of sufficient length to familiarize Board members with major changes in the Education Code and other relevant legal developments related to school governance. A Board member who has attended a basic orientation session given by a service center that incorporates the most recent legislative changes is not required to attend an additional legislative update.
- F. Team Building:** The entire Board, including all Board members, shall annually participate with the Superintendent in a team-building session facilitated by the regional education service center or any registered provider. The team building session shall be of a length deemed appropriate by the Board, but generally at least three hours. The purpose of the team building session is to enhance the effectiveness of the Board-Superintendent team and to assess the continuing education needs of the Board-Superintendent team. The assessment of needs shall be based on the framework for governance leadership and shall be used to plan continuing education activities for the governance leadership team for the upcoming year.
- G. Continuing Education:** In addition to the orientation and team building training, all Board members shall receive additional continuing education on an annual basis, in fulfillment of assessed needs and based on the framework for governance leadership. [See BBD (EXHIBIT)] The continuing education sessions may be provided by the regional education service centers or other registered providers. To the extent possible, the entire Board shall participate in continuing education programs together.
- H. First Year:** In their first year of service, Board members shall receive at least ten hours of continuing education in fulfillment of assessed needs. Board members may fulfill up to five of the required ten hours of continuing education through online instruction, provided that the training is designed and offered by a registered provider, incorporates interactive activities that assess learning and provide feedback to the learner and offers an opportunity for interaction with the instructor.
- I. Subsequent Years:** Following the first year of service, Board members shall receive at least five hours of continuing education annually in fulfillment of assessed needs. Board members may fulfill the five hours of continuing education through online instruction, provided that the training is designed and offered by a registered provider, incorporates interactive activities that assess learning and provide feedback to the learner and offers an opportunity for interaction with the instructor.
- J. Presidents:** The Board President shall receive continuing education related to leadership duties of the Board President as some portion of the annual requirement.
- K. Local Training:** At least 50 percent of the annual continuing education shall be designed and delivered by persons not employed or affiliated with the Board member's local school District. No more than one hour of the required continuing education that is delivered by the local District may use self-instructional materials. *19 TAC 61.1*

L. Specific Open Meetings Training:

1. Within 90 days after taking the oath of office, each Board member shall complete a course of training regarding the responsibilities of the Board and its members under Chapter 551 of the Texas Government Code. The office of the attorney general may provide the training and may also approve other acceptable sources of training.
2. Board members sworn in before January 1, 2006, must complete the training required by Government Code 551.005 before January 1, 2007. Gov't Code 551.005

M. Specific Open Records Training:

1. Within 90 days after taking the oath of office or assuming duties as a public official, each Board member and public information coordinator shall complete a course of training regarding the responsibilities of the District and District officers and employees under Chapter 552 of the Texas Government Code. The office of the attorney general may provide the training and may also approve other acceptable sources of training.
2. A Board member may designate a public information coordinator to satisfy the training requirements of Government Code 552.012 for the Board member if the public information coordinator is primarily responsible for administering the responsibilities of the Board member or District under Government Code Chapter 552.
3. Board members and public information coordinators who have been sworn in or assumed duties before January 1, 2006, must complete the training required by Government Code 552.012 before January 1, 2007. Gov't Code 552.012

N. Annual Compliance Announcement: Annually, at the meeting at which the call for election of Board members is normally scheduled, the President or designee shall announce the name of each Board member who has completed the required continuing education, who has exceeded the required hours of continuing education and who is deficient in the required continuing education. The President shall cause the minutes to reflect the information and shall make this information available to the local media.

O. Training During Meetings: No continuing education shall take place during a Board meeting unless that meeting is called for the delivery of Board training. Continuing education may take place prior to or after a legally called Board meeting in accordance with the Government Code. 19 TAC 61.1

P. Conventions and Workshops: Board members may attend regional, state or national conventions or workshops without such gatherings being construed as "meetings" under the Open Meetings Act. However, no formal action shall be taken at such conventions or workshops concerning District business, and any discussion of public business shall be merely incidental to the convention or workshop. Gov't Code 551.001(4)

Q. Commendation: Annually, the State Board shall commend those Board-Superintendent teams that receive at least eight hours of the continuing education in the local orientation and team-building sessions as an entire Board-Superintendent team. 19 TAC 61.1

VI. PUBLIC COMPLAINTS GF (LOCAL)

A. Guiding Principles: The Board encourages the public to discuss concerns and complaints through informal conferences with the appropriate administrator.

B. Formal Process:

1. Concerns should be expressed as soon as possible to allow early resolution at the lowest possible administrative level. If an informal conference regarding a complaint fails to reach the outcome requested by an individual, he or she may initiate the formal process described below by timely

- filing a written complaint form.
2. Even after initiating the formal complaint process, individuals are encouraged to seek informal resolution of their concerns. An individual whose concerns are resolved may withdraw a formal complaint at any time.
 3. The process described in this policy shall not be construed to create new or additional rights beyond those granted by law or Board policy, nor to require a full evidentiary hearing or “mini-trial” at any level.
- C. Freedom from Retaliation:** Neither the Board nor any District employee shall unlawfully retaliate against any individual for bringing a concern or complaint.
- D. Application:** Except as addressed by SPECIFIC COMPLAINTS, below, this policy applies to all complaints or grievances from the public.
- E. Specific Complaints:** For more information on how to proceed with complaints regarding:
1. Alleged discrimination, see GA.
 2. Instructional materials, see EFA.
 3. On-campus distribution of non-school materials, see GKDA.
 4. A commissioned peace officer who is an employee of the District, see CKE.

VII. ANONYMOUS PHONE CALLS AND/OR LETTERS

The Mansfield ISD Board of Trustees encourages input; however, anonymous calls, letters and e-mails will not receive Board attention, discussion or response and will not result in directives to the administration. Confidentiality is strictly maintained when possible.

VIII. RESPONSE TO SIGNED LETTERS

- A. The Board of Trustees encourages input. A signed letter or e-mail regarding district business will be forwarded to the Superintendent. The Superintendent or a designee will respond to the letter or e-mail and communicate their actions/response to the signed letter to the Board.
- B. A Board Member retains the right to respond to an individual regarding issues other than District business but must understand that such communication may be interpreted as being an official statement of the Board. The member should do the following:
 - Clarify that he/she is responding as an individual and not for the Board
 - Remind the individual any position/action the Board has officially taken on the subject.
- C. Board Members will not respond to anonymous communications, unless the communication pertains to criminal, health or safety issues. Any such communications, will be forwarded to the Superintendent for action. If a Board member receives any communication which he/she perceives to be of a threatening nature, the Board member will immediately call and forward the communication to the Superintendent for action. The Superintendent will contact all Board members, if deemed necessary.

IX. BOARD MEMBER USE OF SOCIAL MEDIA

- A. While using social media platforms, should a community member, parent, student, employee, etc., of the District make a complaint or share concerns regarding the District online, Board members should either refrain from responding to the comment made, or should direct the community member to an administrator so that the individual can go through the District’s grievance process to have their concerns addressed.
- B. Board members should also keep in mind that they can be collectively and individually subject to defamation suits. As such, Board members must be extremely cautious in creating posts or

responding to comments with information that has not been verified or made public. Board Members should also refrain from commenting on or spreading rumors or misinformation about the District or its students or employees.

- C. Board members should refrain from using their individual accounts to discuss school business or invite any kind of public discourse. If this activity occurs and the account is designated as a public forum, Board members and the District can be subject to legal action for deleting posts or comments, blocking or restricting certain users or restricting public speech in any way.

X. BOARD MEMBER TO VISIT SCHOOL CAMPUS

- A. Board members are encouraged to attend special events on campuses to represent the Board in support of activities.
- B. Board members are not to go into teachers' classrooms or campuses for the purpose of evaluation or investigation.
- C. Board members must sign in at the office when visiting campuses.
- D. Board members must wear identification badges when visiting schools.
- E. Except for routine activities or visits to see their children, as a courtesy, Board members should let the principal and Superintendent and/or designee know of their visit.
- F. Board members should always have an invitation from, or coordinate their visit with, the campus administrator. Board members should avoid visiting a campus unannounced to avoid disruption to the classroom instruction or other planned activities.
- G. Board members who volunteer at a campus in a non-board member capacity will follow all protocols required of other volunteers up to and including background checks.
- H. Board members should not invite possible candidates or other individuals to campus events during the school day.

XI. COMMUNICATIONS WITH SUPERINTENDENT

- A. Superintendent will meet with the Board President on a routine basis.
- B. Superintendent will communicate with all Board members via regular transmittals by telephone calls, faxes, e-mail, text messages or personal visits. In an emergency, the Board will receive a phone call from the Superintendent. For minor things, the Superintendent will send a text message. If more detail is required, the Superintendent will send an email.
- C. Superintendent and Board President will communicate information in a timely manner to all Board members.
- D. Board will keep Superintendent informed via telephone calls, faxes, e-mail, text messages or personal visits.

XII. COMMUNICATIONS WITH PUBLIC

- A. The Board is committed to, and encourages, community input through surveys, community engagement opportunities, district website, and district publications

- B. The Board will communicate with its community through [community conversations](#), public hearings, regular Board meetings and regular publications.
- C. Unless otherwise approved or authorized by the Board, individual members cannot speak in an official capacity or otherwise represent the views of the Board.
- D. Community members may contact the Board and Administration through the District website. The Board is discouraged from responding to any website e-mail individually as the Administration will appropriately respond and the Board will be copied on their response when appropriate. Board members will forward patrons concerns on to the Superintendent. The Superintendent will determine the district employee best to answer the concern and communicate back to the patron and board member the outcome of the investigation. [When all of the Board members and the Superintendent are included on an email, the Superintendent will respond. When all of the Board members are included on an email but not the Superintendent, the Board President will respond. When an individual Board member receives an email, he or she should forward the email to the Superintendent and carbon copy the Board President. The Board member may respond as follows: "Thank you for your email. I have forwarded it to the proper administrator who will respond to your concern or question."](#)
- E. Media Inquiries to the Board:
 1. The Board President shall be the official spokesperson for the Board to the media/press on issues of media attention.
 2. All Board members who receive calls from the media should direct them to the Board President, Superintendent, and /or District Communications Department.

XIII. SUPERINTENDENT EVALUATION BJCD (LOCAL)

- A. **Evaluation Instrument:** The instrument used to evaluate the Superintendent shall be based on the Superintendent's job description [see BJA (LOCAL)] and performance goals and shall be adopted by the Board.
- B. **Written Evaluation:**
 1. The Board shall prepare a written [or electronic](#) evaluation of the Superintendent at annual or more frequent intervals.
 2. [An evaluation must be completed within 15 months of the last evaluation. In other words, the Board may not go more than three months past the one-year mark of the last evaluation.](#)
 3. The Board shall furnish the Superintendent with a copy of the completed evaluation and shall discuss its conclusions with the Superintendent in a closed meeting.
- C. **Objectives:** The Board shall strive to accomplish the following objectives in conducting the Superintendent's written evaluation:
 1. Clarify to the Superintendent his or her role, as seen by the Board.
 2. Clarify to Board members the Superintendent's role, according to the Board's written criteria, as expressed in the Superintendent's job description and the District's goals and objectives.
 3. Foster an early understanding among new Board members of the evaluation process and the Superintendent's current performance objectives and priorities.
 4. Develop and sustain a harmonious working relationship between the Board and the Superintendent.
 5. Ensure administrative leadership for excellence in the District.
 6. The Board may at any time conduct and communicate oral evaluations to augment its written evaluations.

XIV. EVALUATION OF THE BOARD

- A. The Board shall conduct formative self-evaluations at least quarterly, and within 45 days prior to conducting the annual Superintendent evaluation, an annual summative evaluation.
- B. The Board shall self-evaluate using the most current version of [the Board's quarterly progress tracker annual scorecard and monthly dashboard reports](#).

XV. REVIEW BOARD OPERATING PROCEDUR

Standard Board Operating Procedures will be reviewed and updated annually.

XVI. CAMPAIGNING FOR ELECTION

A. Support from Employees:

- 1. School district employees, during work hours, will not be solicited for endorsement by any Board Member campaigning for re-election. Use of district materials and systems (including district email communications) will not be used by any employee to discuss or solicit support of any candidate running for election or re-election. Texas Education Code Section 11.168, as amended by the 79th Legislature, 2005.
- 2. Campaign materials may only be distributed on school property in accordance with Board Policy.

B. Support of Board Members: The Board, as a whole, will not endorse any candidate running for public office.

C. Board members as Private Citizens: Board Members may endorse any school board candidate of their choice and may put endorsement signs in their private yards; however, active campaigning for a school board candidate is discouraged as it could create a detrimental working environment on the Board after the election.

[D. School Board members should not invite candidates to campus events during the school day. Campaigning is not allowed on any school property with the exception of district facilities being used as polling places and only during the times they are serving as polling places.](#)

XVII. BOARD MEMBERS COMPENSATION AND EXPENSES BBG (LEGAL/LOCAL)

A. Expense Reimbursement:

- 1. An amount for Board member travel expenses shall be approved in the budget each year.
- 2. A Board member shall be reimbursed for reasonable, allowable expenses incurred in carrying out Board business only at the Board's request and for reasonable, allowable expenses incurred while attending meetings and conventions as an official representative of the Board.
- 3. [Meals are only reimbursable when not provided by the conference host or MISD community partners or vendors. Reference district travel expenses and reimbursement form provided by the district.](#)

B. Travel Expenses:

- 1. Payment for authorized and documented travel expenses shall be made in accordance with legal requirements by either of the following two methods:
 - a) Reimbursement, not to exceed the allowable rates, for use of a personal car or commercial transportation plus parking, taxi fares, lodging, meals and other incidental expenses.
 - b) Advancement of a set amount for use of a personal car or commercial transportation plus parking, taxi fares, lodging, meals and other incidental expenses. Any excess over actual allowable expenses shall be refunded to the District.
- 2. Accounting records shall accurately reflect that no state or federal funds were used to reimburse travel expenses beyond those authorized for state employees.

3. If staying at a hotel, Board members must check out a district credit card from the Purchasing Department. Board members will also receive a hotel tax exempt form that must be presented at time of check-in.
 4. All district credit cards along with the hotel folio must be returned to the Purchasing Department or Coordinator of School Board Operations within 3 business days. A signature will be required.
- C. Documentation Required:** For any authorized expense incurred, the Board member shall submit a statement, with receipts to the extent feasible, documenting actual expenses and in accordance with procedures applicable to employee expense reimbursement.
- D. Members Expenses:** Local funds and state funds not designated for a specific purpose may be used for purposes necessary in the conduct of the public schools determined by the board. Reimbursement of travel expenses for Board members is not illegal if the reimbursement is determined to be necessary in the conduct of the school and to serve a proper public purpose. *Education Code 45.105(c); Atty. Gen. Op. H-133 (1973)*
- E. Nonmembers Expenses:** The Board may not pay the travel expenses of spouses and other persons who have no responsibilities or duties to perform for the Board when they accompany Board members to Board-related activities. *Atty. Gen. Op. MW-93 (1979)*
- F. Travel Cancellations**
1. Conference/Seminar Registration – Cancelled registrations are only partially refundable to a certain date, and non-refundable as the conference time approaches. Cancellations should only occur for extenuating circumstances or emergencies. If a Board member must cancel, he or she should inform the Coordinator of School Board Operations, Board President and Superintendent.
 2. Hotel Reservations – If needing to cancel a hotel reservation made by the district, at least four days' notice must be given to the Coordinator of School Board Operations to avoid the district being charged for the room.
 3. Airfare – Most airfare is non-refundable. Avoid cancelling flights unless there is an emergency situation.

Frequently asked Questions...

What are the parameters of a Board Members authority?

Unless authorized by the Board, no Board Member or officer has the authority to take Board action outside of a properly convened and conducted Board meeting.

As a Board Member, what do I do if I have a specific question about my own child's education?

When communicating with staff, a Board Member that is a parent of a student in the District is expected to make it clear to staff that he/she is acting as a parent and not as a Board Member.

Individual Board Members must not request, expect or require extraordinary consideration or preferential treatment for their children due to their position on the Board.

As a new Board Member, when should I begin my training on Board Operating Procedures?

Newly elected Board Members are required to review the Board Operating Procedures within the first six weeks of their term. (BBD (LEGAL) and BBD (EXHIBIT)).

What is my response to a parent who speaks about a student or district employee during the public comments part of a school Board Meeting?

The Board will not entertain negative comments on individual employees in public session.

What are the confidentiality requirements of what is said in closed session at Board Meeting?

What is said by any Board Member or Administrator during closed session should never be repeated outside the closed session meeting.

What is the procedure if a Board Member would like specific information on a topic?

Board Members are entitled to information they require to make informed decisions on the matters before them. Board Members will ask the Superintendent for the requested information. Board Members must balance their desire for information against the cost of producing such information.

What does a Board Member do when contacted by a patron/employee with a concern about district personnel, procedures or policies?

The Board member should listen to the concern and send on to the Superintendent any information that might be helpful in the resolution of the concern. The Board members will encourage the patron to contact the person whose job responsibility is in direct relationship with the concern. The Board member will pass on the concern to the Superintendent for resolution.



**Board of School Trustees
Mansfield Independent School District**

TITLE: Approve Interlocal Agreement
Extension between the General Land Office
and Mansfield Independent School District for
Cooperative Purchasing of Gas (CNG)

DATE: May 14, 2023

ACTION ITEM

BACKGROUND:

The Purchasing Department, in conjunction with the Associate Superintendent of Facilities & Bond Programs, requests authority to utilize the General Land Office (GLO) for the cooperative purchase of Gas (CNG). This agreement is being established under Chapter 791 of the Texas Government Code that authorizes political subdivisions to contract with each other for governmental functions such as the purchase of goods and/or services. This agreement satisfies any state law relative to the competitive bidding statutes. This option affords the District another way to utilize larger-volume purchasing power.

CONSIDERATIONS:

Mansfield ISD is currently under contract to purchase its Gas from GLO through April 30, 2023. The District seeks to enter into an extension with the GLO and execute an extension agreement for Gas (CNG) service to begin on May 1st, 2023 through April 30, 2025. Attached is a copy of the Texas General Land Office Retail Sales Agreement and Exhibits that would require execution. Due to the current market situation for Gas (CNG), it is advantageous for the district to seek a 2 year extension for the future purchase of Gas (CNG).

The District is requesting approval from the board to enter into exclusive contract extension with the GLO and authorize the MISD School Board President sign a contract for Gas (CNG) service to begin May 1st, 2023. The term of the contract will be extended for 2 years.

- Approve the exclusive contract for Gas (CNG) service between the General Land Office and Mansfield ISD and authorize the MISD School Board President to sign the agreement and all other related documents

RECOMMENDATION:

The Purchasing Department, in conjunction with the Associate Superintendent of Facilities and Bond Programs recommends approving the Interlocal Agreement between the General Land Office and Mansfield ISD and authorizing the MISD School Board President to sign the agreement and all other related documents.

If the Board agrees the Motion would read:

“Move approval of the Interlocal Agreement between the General Land Office and Mansfield ISD and authorize the MISD School Board President to sign the agreement and all other related documents.”



**INTERAGENCY COOPERATION CONTRACT
GLO CONTRACT NO. 12-365-000-6213
AMENDMENT NO. 7**

STATE OF TEXAS
COUNTY OF TRAVIS

The **General Land Office** (GLO) and **Mansfield ISD, ID# 75-6002005-3** (Receiving Agency), are parties to that certain Interagency Cooperation Contract No. 12-365-000-6213, entered into effective May 1, 2012 collectively referred to here as Contract.

Now therefore, the parties agree to amend the Contract effective May 1, 2023 as follows:

1. Section 1.02 is deleted in its entirety and replaced with the following:
"1.02 Term: This Contract shall be effective for a Primary Term of May 1, 2012 through April 30, 2025 and shall automatically renew and extend for a 12-month term each year thereafter unless the Receiving Agency notifies the GLO, in writing, at least sixty (60) days prior to the end of the then current term as it may have been extended. The Contract shall automatically renew under the same terms and conditions at a mutually agreeable Contract Price for each additional one-year extension."
2. Exhibits A-1 and A-2 are being deleted in their entirety and replaced with the attached Exhibits A-1 and A-2.
3. Exhibits B-1 and B-2, Gas Consumption Per Month in MMBtu, are being deleted in their entirety and replaced with the attached Exhibits B-1 and B-2, Gas Consumption Per Month in MMBtu.

Except as amended and modified herein, the terms and conditions of the Contract remain in full force and effect.

GENERAL LAND OFFICE

MANSFIELD ISD

Mark A. Havens
Chief Clerk/Deputy Land Commissioner

Name:
Title:

Date of execution: _____

Date of execution: _____

OGC _____ Dir _____ DepDir _____

Exhibit A-1

| | |
|------------------------------|---|
| GLO CONTRACT NUMBER: | 12-365-000-6213 |
| EFFECTIVE DATE OF CONTRACT: | MAY 1, 2012 |
| EFFECTIVE DATE OF EXHIBIT A: | MAY 1, 2023 |
| AGENCY NAME: | MANSFIELD INDEPENDENT SCHOOL DISTRICT |
| FACILITY NAME: | DANNY GRIFFIN COMPLEX 1914 NORTH MAIN |
| AGENCY LOCATION: | MANSFIELD, TEXAS |
| POINT OF DELIVERY: | ATMOS METER #80-1761610 |
| FIXED GAS PRICE: | N/A |
| INDEX GAS PRICE: | Effective May 1, 2023, an Index Gas Price equal to the Index Price posting as first published each month in Platts Gas Daily price guide report in section titled "Market Centers" under the heading "East Texas" and under the subheading "NGPL, Texok zone" plus a Market Demand Factor of \$0.59 per MMBtu. |
| SWING GAS PRICE: | For physical volumes delivered that are not priced under Fixed Gas Price or Index Gas Price, all excess volumes delivered will then be priced at the monthly average price of the Gas Daily NGPL, Texok Zone index as published in the Platts Gas Daily, Final Daily Price Survey plus \$.15 per MMBtu. Any shortfall volumes will be credited at the monthly average price of the Gas Daily NGPL, Texok Zone index as published in the Platts Gas Daily, Final Daily Price Survey minus \$.05 per MMBtu. |
| SYSTEM OPERATING EXPENSES: | Reimbursement of all Atmos tariff and telemetry charges. |
| CONTRACT MAINTENANCE FEE: | \$0.03 per MMBtu |

AUTHORIZED BY:

RECEIVING AGENCY:

Name:

Title:

DATE: _____

GENERAL LAND OFFICE

Mark A. Havens, Chief Clerk,
Deputy Land Commissioner

DATE: _____

**EXHIBIT B-1
MONTHLY GAS CONSUMPTION ELECTION (MGCE)
CONTRACT #12-365-000-6213**

AGENCY: Mansfield Independent School District
FACILITY NAME: CNG Installation at Danny Griffin Complex - Main Street
ADDRESS: 1914 North Main, Mansfield, Texas 76063
CONTACT NAME: Jeff Brogden
CONTACT PHONE NUMBER: 817-299-4343
EMAIL ADDRESS: JeffBrogden@misdmail.org

Gas Consumption Per Month in MMBtu

| | <u>Fixed</u> | <u>Index</u> | <u>Total</u> |
|--------|--------------|--------------|--------------|
| May-23 | 0 | 399 | 399 |
| Jun-23 | 0 | 3 | 3 |
| Jul-23 | 0 | 4 | 4 |
| Aug-23 | 0 | 218 | 218 |
| Sep-23 | 0 | 231 | 231 |
| Oct-23 | 0 | 233 | 233 |
| Nov-23 | 0 | 176 | 176 |
| Dec-23 | 0 | 122 | 122 |
| Jan-24 | 0 | 299 | 299 |
| Feb-24 | 0 | 262 | 262 |
| Mar-24 | 0 | 303 | 303 |
| Apr-24 | 0 | 305 | 305 |
| TOTAL | 0 | 2,555 | 2,555 |

| | <u>Fixed</u> | <u>Index</u> | <u>Total</u> |
|--------|--------------|--------------|--------------|
| May-24 | 0 | 399 | 399 |
| Jun-24 | 0 | 3 | 3 |
| Jul-24 | 0 | 4 | 4 |
| Aug-24 | 0 | 218 | 218 |
| Sep-24 | 0 | 231 | 231 |
| Oct-24 | 0 | 233 | 233 |
| Nov-24 | 0 | 176 | 176 |
| Dec-24 | 0 | 122 | 122 |
| Jan-25 | 0 | 299 | 299 |
| Feb-25 | 0 | 262 | 262 |
| Mar-25 | 0 | 303 | 303 |
| Apr-25 | 0 | 305 | 305 |
| TOTAL | 0 | 2,555 | 2,555 |

Receiving Agency: _____
 Name:
 Title:

Effective Date: 05/1/2023

GLO Initials: _____

Rec'd by Semp Initial/Date _____
 Updated GMS Initial Date _____
 Routed to Legal Initial/Date _____
 Posted into Docushare Initial/Date _____

Exhibit A-2

GLO CONTRACT NUMBER: 12-365-000-6213

EFFECTIVE DATE OF CONTRACT: MAY 1, 2012

EFFECTIVE DATE OF EXHIBIT A: MAY 1, 2023

AGENCY NAME: MANSFIELD INDEPENDENT SCHOOL DISTRICT

AGENCY LOCATION: MANSFIELD, TEXAS

FACILITY NAME: 6TH AVENUE BUS FACILITY

POINT OF DELIVERY: ATMOS METER #80-3039840

FIXED GAS PRICE: N/A

INDEX GAS PRICE: Effective May 1, 2023, an Index Gas Price equal to the Index Price posting as first published each month in Platts Gas Daily price guide report in section titled "Market Centers" under the heading "East Texas" and under the subheading "NGPL, Texok zone" plus a Market Demand Factor of \$0.59 per MMBtu.

SWING GAS PRICE: For physical volumes delivered that are not priced under Fixed Gas Price or Index Gas Price, all excess volumes delivered will then be priced at the monthly average price of the Gas Daily NGPL, Texok Zone index as published in the Platts Gas Daily, Final Daily Price Survey plus \$.15 per MMBtu. Any shortfall volumes will be credited at the monthly average price of the Gas Daily NGPL, Texok Zone index as published in the Platts Gas Daily, Final Daily Price Survey minus \$.05 per MMBtu.

SYSTEM OPERATING EXPENSES: Reimbursement of all Atmos tariff and telemetry charges.

CONTRACT MAINTENANCE FEE: \$0.03 per MMBtu

AUTHORIZED BY:

RECEIVING AGENCY:

Name:

Title:

DATE: _____

GENERAL LAND OFFICE

Mark A. Havens, Chief Clerk,
Deputy Land Commissioner

DATE: _____

**EXHIBIT B-2
MONTHLY GAS CONSUMPTION ELECTION (MGCE)
CONTRACT #12-365-000-6213**

AGENCY: Mansfield Independent School District
FACILITY NAME: 6th Avenue Bus Facility CNG Station
ADDRESS: 6th Street, Mansfield, Texas 76063
CONTACT NAME: Jeff Brogden
CONTACT PHONE NUMBER: 817-299-4343
EMAIL ADDRESS: JeffBrogden@misdmail.org

Gas Consumption Per Month in MMBtu

| | <u>Fixed</u> | <u>Index</u> | <u>Total</u> |
|--------|--------------|--------------|--------------|
| May-23 | 0 | 349 | 349 |
| Jun-23 | 0 | 3 | 3 |
| Jul-23 | 0 | 3 | 3 |
| Aug-23 | 0 | 230 | 230 |
| Sep-23 | 0 | 316 | 316 |
| Oct-23 | 0 | 222 | 222 |
| Nov-23 | 0 | 167 | 167 |
| Dec-23 | 0 | 99 | 99 |
| Jan-24 | 0 | 376 | 376 |
| Feb-24 | 0 | 284 | 284 |
| Mar-24 | 0 | 403 | 403 |
| Apr-24 | 0 | 458 | 458 |
| TOTAL | 0 | 2,910 | 2,910 |

| | <u>Fixed</u> | <u>Index</u> | <u>Total</u> |
|--------|--------------|--------------|--------------|
| May-24 | 0 | 349 | 349 |
| Jun-24 | 0 | 3 | 3 |
| Jul-24 | 0 | 3 | 3 |
| Aug-24 | 0 | 230 | 230 |
| Sep-24 | 0 | 316 | 316 |
| Oct-24 | 0 | 222 | 222 |
| Nov-24 | 0 | 167 | 167 |
| Dec-24 | 0 | 99 | 99 |
| Jan-25 | 0 | 376 | 376 |
| Feb-25 | 0 | 284 | 284 |
| Mar-25 | 0 | 403 | 403 |
| Apr-25 | 0 | 458 | 458 |
| TOTAL | 0 | 2,910 | 2,910 |

Receiving Agency: _____

Name:

Title:

Effective Date: 05/1/2023

GLO Initials: _____



**Board of School Trustees
Mansfield Independent School District**

TITLE: Consideration and Approval of Resolution #23-14
Authorizing the Casting of the Mansfield Independent
School District's Allocated Votes for a Candidate for the
TAD Board of Directors

DATE: May 16, 2023

ACTION

BACKGROUND:

On March 24, 2023, the Mansfield ISD Board of Trustees unanimously approved a resolution recalling Kathryn Wilemon from the Tarrant Appraisal District (TAD) Board of Directors pursuant to Section 6.033(b) of the Texas Tax Code.

As required by Section 6.033(d) of the Texas Property Tax Code, the following candidates were nominated by resolutions adopted by the governing body of the taxing units and were timely submitted to the Chief Appraiser of TAD: Mattie Peterson Compton (nominated by City of North Richland Hills) and Vince Puente, Sr. (City of Keller and Tarrant County Commissioner's Court.)

The candidate who receives the largest vote total will be appointed to the TAD Board of Directors for the remainder of the term.

CONSIDERATIONS:

In accordance with Section 6.03(d), the Mansfield ISD Board of Trustees is entitled to cast its 41 allocated votes to fill the vacancy from recalling Kathryn Wilemon. If approved, a certified copy of the resolution must be forwarded to Jeff Law, Chief Appraiser of the Tarrant Appraisal District, on or before midnight on May 16, 2023.

RECOMMENDATION:

The motion would read, "I move to approve Resolution #23-14 Authorizing the Casting of the Mansfield Independent School District's 41 allocated votes for _____ to fill the vacancy on the TASB Board of Directors.

Resolution No. 23-14

A resolution authorizing the casting of the Mansfield Independent School District's allocated votes for a candidate for the Tarrant Appraisal District Board of Directors to replace a recalled member.

WHEREAS, Kathryn Wilemon was recalled as a member of the Tarrant Appraisal District (TAD) Board of Directors on March 24, 2023; and

WHEREAS, the Mansfield Independent School District is a taxing unit entitled by section 6.033 of the Texas Property Tax Code to vote to fill the vacancy on TAD Board of Directors resulting from the recall of Kathryn Wilemon; and

WHEREAS, the Chief Appraiser of TAD prepared and delivered the ballot listing the candidates to fill that vacancy; NOW THEREFORE,

BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE MANSFIELD INDEPENDENT SCHOOL DISTRICT IN MANSFIELD, TEXAS:

I.

That the Board President, on behalf of the Board of Trustees of the Mansfield ISD, is authorized to cast the Mansfield ISD's allocated 41 votes on the official ballot for the election of a member to the Tarrant Appraisal District Board of Directors for _____.

II.

A substantial copy of the official ballot is attached hereto and incorporated herein for all intents and purposes.

III.

Further, the Board Secretary is hereby directed to forward a certified copy of this resolution to Jeff Law, Chief Appraiser, Tarrant Appraisal District, 2500 Handley-Ederville Road, Fort Worth, Texas 76118.

PRESENTED AND PASSED on this the 16th day of May, 2023, by a vote of ____ ayes and ____ nays at a called board meeting of the Board of Trustees of the Mansfield Independent School District, Mansfield, Texas.

Courtney Lackey Wilson, Board President

ATTEST:

Bianca Benavides Anderson, Board Secretary



**Board of School Trustees
Mansfield Independent School District**

**TITLE: Consideration and
Approval of the First Reading of
TASB 120 and MISD Policy
Update**

DATE: May 16, 2023

ACTION

BACKGROUND:

MISD is a member of the Texas Association of School Boards and as part of our service agreement; we receive their policy recommendations for our Legal and Local policies. The TASB policy service periodically provides updates to these policies, which reflect changes in education law and rule.

CONSIDERATIONS:

TASB Update 120 Recommend Policy Changes

CKC, FNG, and FO (LOCAL)

MSD Update Recommend Policy Changes

DEC, EFA, EFB, FNCE (LOCAL) as well as EFB (EXHBIT)

RECOMMENDATION:

The Superintendent recommends approval of the first reading of recommended policy updates CKC, FNG, FO (LOCAL), DEC, EFA, EFB, and FNCE (LOCAL) as well as EFB (EXHBIT) policies as presented.

RECOMMENDED MOTION:

If the Board desires to approve this action item, an appropriate motion would be:
“Move to approve the first reading of recommended policy updates CKC, FNG, FO (LOCAL), DEC, EFA, EFB, and FNCE (LOCAL) as well as EFB (EXHBIT) as presented.”

May 16, 2023

TASB 120 and MISD Policy Update

First Reading

Instruction Sheet
TASB Localized Policy Manual Update 120

Mansfield ISD

| Code | Type | Action To Be Taken | Note |
|-------------|-------------|---------------------------|----------------|
| AIC | (LEGAL) | Replace policy | Revised policy |
| AIE | (LEGAL) | Replace policy | Revised policy |
| BBD | (LEGAL) | Replace policy | Revised policy |
| BE | (LEGAL) | Replace policy | Revised policy |
| CCGA | (LEGAL) | Replace policy | Revised policy |
| CFA | (LEGAL) | Replace policy | Revised policy |
| CFC | (LEGAL) | Replace policy | Revised policy |
| CKB | (LEGAL) | Replace policy | Revised policy |
| CKC | (LOCAL) | Replace policy | Revised policy |
| CMD | (LEGAL) | Replace policy | Revised policy |
| CQA | (LEGAL) | Replace policy | Revised policy |
| CRD | (LEGAL) | Replace policy | Revised policy |
| EHAA | (LEGAL) | Replace policy | Revised policy |
| EHAB | (LEGAL) | Replace policy | Revised policy |
| EHAC | (LEGAL) | Replace policy | Revised policy |
| EHBAB | (LEGAL) | Replace policy | Revised policy |
| EHBAE | (LEGAL) | Replace policy | Revised policy |
| EHBC | (LEGAL) | Replace policy | Revised policy |
| EIE | (LEGAL) | Replace policy | Revised policy |
| EIF | (LEGAL) | Replace policy | Revised policy |
| EKB | (LEGAL) | Replace policy | Revised policy |
| EKBA | (LEGAL) | Replace policy | Revised policy |
| FB | (LEGAL) | Replace policy | Revised policy |
| FFA | (LEGAL) | Replace policy | Revised policy |
| FFAE | (LEGAL) | Replace policy | Revised policy |

| | | | |
|-----|--------------|--------------------|----------------------|
| FFG | (LEGAL) | Replace policy | Revised policy |
| FFI | (LOCAL) | No policy enclosed | See explanatory note |
| FNG | (LOCAL) | Replace policy | Revised policy |
| FNG | (REGULATION) | Review regulation | Revise as necessary |
| FO | (LOCAL) | Replace policy | Revised policy |
| FOF | (LEGAL) | Replace policy | Revised policy |

TASB UPDATE 120 RECOMMENDED POLICY CHANGES

CKC(LOCAL)

Mansfield ISD 220908
SAFETY PROGRAM/RISK MANAGEMENT
EMERGENCY PLANS

Emergency Operations Plan

The Superintendent shall ensure updating of the District's emergency operations plan and ongoing staff training.

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

1. Reasonable security measures when District property is used as a polling place;
2. Response to an active shooter emergency; ~~and~~
3. **Response to a nearby train derailment, as applicable; and**
4. 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.

FNG(LOCAL)

Mansfield ISD 220908

STUDENT RIGHTS AND RESPONSIBILITIES

STUDENT AND PARENT COMPLAINTS/GRIEVANCES

Complaints

In this policy, the terms “complaint” and “grievance” shall have the same meaning.

Other Complaint Processes

Student or parent complaints shall be filed in accordance with this policy, except as required by the policies listed below. Some of these policies require appeals to be submitted in accordance with FNG after the relevant complaint process:

1. Complaints alleging discrimination or harassment based on race, color, religion, sex, gender, national origin, age, or disability shall be submitted in accordance with FFH.
2. Complaints concerning dating violence shall be submitted in accordance with FFH.
3. Complaints concerning retaliation related to discrimination and harassment shall be submitted in accordance with FFH.
4. Complaints concerning bullying or retaliation related to bullying shall be submitted in accordance with FFI.
5. Complaints concerning failure to award credit or a final grade on the basis of attendance shall be submitted in accordance with FEC.
6. Complaints concerning removal to a disciplinary alternative education program shall be submitted in accordance with FOC and the Student Code of Conduct.
7. Complaints concerning expulsion shall be submitted in accordance with FOD and the Student Code of Conduct.
8. Complaints concerning any final decisions of the gifted and talented selection committee regarding selection for or exit from the gifted program shall be submitted in accordance with EHBB.
9. Complaints [within the scope of Section 504, including complaints](#) concerning identification, evaluation, or educational placement of a student with a disability ~~within~~

~~the scope of Section 504~~ shall be submitted in accordance with FB and the procedural safeguards handbook.

10. **Complaints within the scope of the Individuals with Disabilities Education Act, including complaints** ~~Complaints~~ concerning identification, evaluation, educational placement, or discipline of a student with a disability ~~within the scope of the Individuals with Disabilities Education Act~~ shall be submitted in accordance with EHBAE, FOF, and the procedural safeguards handbook provided to parents of all students referred to special education.
11. Complaints concerning instructional resources shall be submitted in accordance with EF.
12. Complaints concerning a commissioned peace officer who is an employee of the District shall be submitted in accordance with CKE.
13. Complaints concerning intradistrict transfers or campus assignment shall be submitted in accordance with FDB.
14. Complaints concerning admission, placement, or services provided for a homeless student shall be submitted in accordance with [the FDC series](#).
15. **Complaints concerning disputes regarding a student's eligibility for free or reduced-priced meal programs shall be submitted in accordance with COB.**

Complaints regarding refusal of entry to or ejection from District property based on Education Code 37.105 shall be filed in accordance with this policy. However, the timelines shall be adjusted as necessary to permit the complainant to address the Board in person within 90 calendar days of filing the initial complaint, unless the complaint is resolved before the Board considers it. [See GKA(LEGAL)]

Extracurricular Activity Complaints

In accordance with Texas Education Code 26.001, the Board is not required to address a complaint concerning a student's participation in an extracurricular activity that does not involve a violation of a right guaranteed by Chapter 26 of the Education Code. A Level Three extracurricular activity complaint shall be heard by the District's extracurricular activity committee established by the Superintendent. The decision of this committee is final and may not be appealed to the Board.

Notice to Students and Parents

The District shall inform students and parents of this policy through appropriate District publications.

Guiding Principles

Informal Process

The Board encourages students and parents to discuss their concerns with the appropriate teacher, principal, or other campus administrator who has the authority to address the concerns. Concerns should be expressed as soon as possible to allow early resolution at the lowest possible administrative level.

Informal resolution shall be encouraged but shall not extend any deadlines in this policy, except by mutual written consent.

Formal Process

A student or parent may initiate the formal process described below by timely filing a written complaint form.

Even after initiating the formal complaint process, students and parents are encouraged to seek informal resolution of their concerns. A student or parent whose concerns are resolved may withdraw a formal complaint at any time.

The process described in this policy shall not be construed to create new or additional rights beyond those granted by law or Board policy, nor to require a full evidentiary hearing or “mini-trial” at any level.

Freedom from Retaliation

Neither the Board nor any District employee shall unlawfully retaliate against any student or parent for bringing a concern or complaint.

General Provisions

Filing

Complaint forms and appeal notices may be filed by hand-delivery, by electronic communication, including email and fax, or by U.S. Mail. Hand-delivered filings shall be timely filed if received by the appropriate administrator or designee by the close of business on the deadline. Filings submitted by electronic communication shall be timely filed if they are received by the close of business on the deadline, as indicated by the date/time shown on the electronic communication. Mail filings shall be timely filed if they are postmarked by U.S. Mail on or before the deadline and received by the appropriate administrator or designated representative no more than three days after the deadline.

Scheduling Conferences

The District shall make reasonable attempts to schedule conferences at a mutually agreeable time. If a student or parent fails to appear at a scheduled conference, the District may hold the conference and issue a decision in the student's or parent's absence.

Response

At Levels One and Two, "response" shall mean a written communication to the student or parent from the appropriate administrator. Responses may be hand-delivered, sent by electronic communication to the student's or parent's email address of record, or sent by U.S. Mail to the student's or parent's mailing address of record. Mailed responses shall be timely if they are postmarked by U.S. Mail on or before the deadline.

Days

"Days" shall mean District business days, unless otherwise noted. In calculating timelines under this policy, the day a document is filed is "day zero." The following business day is "day one."

Representative

"Representative" shall mean any person who or organization that is designated by the student or parent to represent the student or parent in the complaint process. A student may be represented by an adult at any level of the complaint.

The student or parent may designate a representative through written notice to the District at any level of this process. If the student or parent designates a representative with fewer than three days' notice to the District before a scheduled conference or hearing, the District may reschedule the conference or hearing to a later date, if desired, in order to include the District's counsel. The District may be represented by counsel at any level of the process.

Consolidating Complaints

Complaints arising out of an event or a series of related events shall be addressed in one complaint. A student or parent shall not file separate or serial complaints arising from any event or series of events that have been or could have been addressed in a previous complaint.

Untimely Filings

All time limits shall be strictly followed unless modified by mutual written consent.

If a complaint form or appeal notice is not timely filed, the complaint may be dismissed, on written notice to the student or parent, at any point during the complaint process. The student or parent may appeal the dismissal by seeking review in writing within ten days from the date of the written dismissal notice, starting at the level at which the complaint was dismissed. Such appeal shall be limited to the issue of timeliness.

Costs Incurred

Each party shall pay its own costs incurred in the course of the complaint.

Complaint and Appeal Forms

Complaints and appeals under this policy shall be submitted in writing on a form provided by the District.

Copies of any documents that support the complaint should be attached to the complaint form. If the student or parent does not have copies of these documents, copies may be presented at the Level One conference. After the Level One conference, no new documents may be submitted by the student or parent unless the student or parent did not know the documents existed before the Level One conference.

A complaint or appeal form that is incomplete in any material aspect may be dismissed but may be refiled with all the required information if the refiling is within the designated time for filing.

Level One

Complaint forms must be filed:

1. Within 15 days of the date the student or parent first knew, or with reasonable diligence should have known, of the decision or action giving rise to the complaint or grievance; and
2. With the lowest level administrator who has the authority to remedy the alleged problem.

In most circumstances, students and parents shall file Level One complaints with the campus principal.

If the only administrator who has authority to remedy the alleged problem is the Superintendent or designee, the complaint may begin at Level Two following the procedure, including deadlines, for filing the complaint form at Level One.

If the complaint is not filed with the appropriate administrator, the receiving administrator must note the date and time the complaint form was received and immediately forward the complaint form to the appropriate administrator.

The appropriate administrator shall investigate as necessary and schedule a conference with the student or parent within ten days after receipt of the written complaint. The administrator may set reasonable time limits for the conference.

Absent extenuating circumstances, the administrator shall provide the student or parent a written response within ten days following the conference. The written response shall set forth the basis of the decision. In reaching a decision, the administrator may consider information provided at the Level One conference and any other relevant documents or information the administrator believes will help resolve the complaint.

If the student or parent did not receive the relief requested at Level One or if the time for a response has expired, the student or parent may request a conference with the Superintendent or designee to appeal the Level One decision.

The appeal notice must be filed in writing, on a form provided by the District, within ten days of the date of the written Level One response or, if no response was received, within ten days of the Level One response deadline.

After receiving notice of the appeal, the Level One administrator shall prepare and forward a record of the Level One complaint to the Level Two administrator. The student or parent may request a copy of the Level One record.

Level Two

The Level One record shall include:

1. The original complaint form and any attachments.
2. All other documents submitted by the student or parent at Level One.
3. The written response issued at Level One and any attachments.
4. All other documents relied upon by the Level One administrator in reaching the Level One decision.

The Superintendent or designee shall schedule a conference within ten days after the appeal notice is filed. The conference shall be limited to the issues and documents considered at Level One. At the conference, the student or parent may provide information

concerning any documents or information relied upon by the administration for the Level One decision. The Superintendent or designee may set reasonable time limits for the conference.

The Superintendent or designee shall provide the student or parent a written response within ten days following the conference. The written response shall set forth the basis of the decision. In reaching a decision, the Superintendent or designee may consider the Level One record, information provided at the Level Two conference, and any other relevant documents or information the Superintendent or designee believes will help resolve the complaint.

Recordings of the Level One and Level Two conferences, if any, shall be maintained with the Level One and Level Two records.

If the student or parent did not receive the relief requested at Level Two or if the time for a response has expired, the student or parent may appeal the decision to the Board.

The appeal notice must be filed in writing, on a form provided by the District, within ten days of the date of the written Level Two response or, if no response was received, within ten days of the Level Two response deadline. If the appeal notice is untimely, not on the District's form, or incomplete in any material way, the Superintendent, after consultation with the Board President, may dismiss the complaint and provide written notice of dismissal to the complainant.

The Superintendent or designee shall inform the student or parent of the date, time, and place of the Board meeting at which the complaint will be on the agenda for presentation to the Board.

The Superintendent or designee shall provide the Board the record of the Level Two appeal. The student or parent may request a copy of the Level Two record.

Level Three

The Level Two record shall include:

1. The Level One record.
2. The notice of appeal from Level One to Level Two.
3. The written response issued at Level Two and any attachments.
4. All other documents relied upon by the administration in reaching the Level Two decision.

The appeal shall be limited to the issues and documents considered at Level Two, except that if at the Level Three hearing the administration intends to rely on evidence not included in the Level

Two record, the administration shall provide the student or parent notice of the nature of the evidence at least three days before the hearing.

The District shall determine whether the complaint will be presented in open or closed meeting in accordance with the Texas Open Meetings Act and other applicable law. [See BE]

The presiding officer may set reasonable time limits and guidelines for the presentation, including an opportunity for the student or parent and administration to each make a presentation and provide rebuttal and an opportunity for questioning by the Board. The Board shall hear the complaint and may request that the administration provide an explanation for the decisions at the preceding levels.

In addition to any other record of the Board meeting required by law, the Board shall prepare a separate record of the Level Three presentation. The Level Three presentation, including the presentation by the student or parent or the student's representative, any presentation from the administration, and questions from the Board with responses, shall be recorded by audio recording, video/audio recording, or court reporter.

The Board shall then consider the complaint. It may give notice of its decision orally or in writing at any time up to and including the next regularly scheduled Board meeting. If the Board does not make a decision regarding the complaint by the end of the next regularly scheduled meeting, the lack of a response by the Board upholds the administrative decision at Level Two.

FO (LOCAL)

Mansfield ISD 220908
STUDENT DISCIPLINE

Note: This local policy has been revised in accordance with the District's [innovation plan](#).¹

Student Code of Conduct

The District's rules of discipline are maintained in the Board-adopted Student Code of Conduct and are established to support an environment conducive to teaching and learning.

Rules of conduct and discipline shall not have the effect of discriminating on the basis of gender, race, color, disability, religion, ethnicity, or national origin.

At the beginning of the school year and throughout the school year as necessary, the Student Code of Conduct shall be:

1. Posted and prominently displayed at each campus or made available for review in the principal's office, as required by law; and
2. Made available on the District's website and/or as a hard copy to students, parents, teachers, administrators, and others on request.

Revisions

Revisions to the Student Code of Conduct approved by the Board during the year shall be made available promptly to students and parents, teachers, administrators, and others.

Extracurricular Standards of Behavior

With the approval of the principal and Superintendent, sponsors and coaches of extracurricular activities may develop and enforce standards of behavior that are higher than the District-developed Student Code of Conduct and may condition membership or participation in the activity on adherence to those standards. Extracurricular standards of behavior may take into consideration conduct that occurs at any time, on or off school property.

A student shall be informed of any extracurricular behavior standards at the beginning of each school year or when the student first begins participation in the activity. A student and his or her parent shall sign and return to the sponsor or coach a statement that they have read the extracurricular behavior standards and consent to them as a condition of participation in the activity.

Standards of behavior for an extracurricular activity are independent of the Student Code of Conduct. Violations of these

standards of behavior that are also violations of the Student Code of Conduct may result in independent disciplinary actions.

A student may be removed from participation in extracurricular activities or may be excluded from school honors for violation of extracurricular standards of behavior for an activity or for violation of the Student Code of Conduct.

“Parent” Defined

Throughout the Student Code of Conduct and discipline policies, the term “parent” includes a parent, legal guardian, or other person having lawful control of the child.

General Discipline Guidelines

A District employee shall adhere to the following general guidelines when imposing discipline:

1. A student shall be disciplined when necessary to improve the student’s behavior, to maintain order, or to protect other students, school employees, or property.
2. A student shall be treated fairly and equitably. Discipline shall be based on an assessment of the circumstances of each case. Factors to consider shall include:
 - a. The seriousness of the offense;
 - b. The student’s age;
 - c. The frequency of misconduct;
 - d. The student’s attitude;
 - e. The potential effect of the misconduct on the school environment;
 - f. Requirements of Chapter 37 of the Education Code; and
 - g. The Student Code of Conduct adopted by the Board
3. Before a student under 18 is assigned to detention outside regular school hours, notice shall be given to the student’s parent to inform him or her of the reason for the detention and permit arrangements for necessary transportation.

The Board prohibits the use of corporal punishment in the District. Students shall not be spanked, paddled, or subjected to other physical force as a means of discipline for violations of the Student Code of Conduct.

Physical Restraint

Within the scope of an employee’s duties, a District employee may physically restrain a student if the employee reasonably believes restraint is necessary in order to:

1. Protect a person, including the person using physical restraint, from physical injury.
2. Obtain possession of a weapon or other dangerous object.
3. Remove a student refusing a lawful command of a school employee from a specific location, including a classroom or other school property, in order to restore order or to impose disciplinary measures.
- ~~4. Control an irrational student.~~
5. Protect property from serious damage.

A District employee may restrain a student with a disability who receives special education services only in accordance with law. [See FOF(LEGAL)]

**Campus Behavior
Coordinator**

In accordance with the District's innovation plan, the District is exempt from the state law requiring that a single person at each campus be designated to serve as the campus behavior coordinator (CBC).

MISD UPDATE RECOMMENDED POLICY CHANGES

DEC (LOCAL)

Mansfield ISD 220908

COMPENSATION AND BENEFITS

LEAVES AND ABSENCES

The Superintendent shall develop administrative regulations addressing employee leaves and absences to implement the provisions of this policy.

Note: See DEC(REGULATION) for further Leaves and Absences information.

Definitions

Immediate Family

The term "immediate family" is defined as:

1. Spouse.
2. Son or daughter, including a biological, adopted, or foster child, a son- or daughter-in-law, a stepchild, a legal ward, or a child for whom the employee stands *in loco parentis*.
3. Parent, stepparent, parent-in-law, or other individual who stands *in loco parentis* to the employee.
4. Sibling, stepsibling, and sibling-in-law.
5. Grandparent and grandchild.
6. Any person residing in the employee's household at the time of illness or death.

For purposes of the Family and Medical Leave Act (FMLA), the definitions of spouse, parent, son or daughter, and next of kin are found in DECA(LEGAL).

Family Emergency

The term "family emergency" shall be limited to disasters and life-threatening situations involving the employee or a member of the employee's immediate family.

Leave Day

A "leave day" for purposes of earning, using, or recording leave shall mean the number of hours per day equivalent to the employee's usual assignment, whether full-time or part-time.

School Year

A "school year" for purposes of earning, using, or recording leave shall mean the term of the employee's annual employment as set by the District for the employee's usual assignment, whether full-time or part-time.

Catastrophic Illness or Injury

A catastrophic illness or injury is a severe condition or combination of conditions affecting the mental or physical health of the employee or a member of the employee's immediate family that requires the services of a licensed practitioner for a prolonged period of time and that forces the employee to exhaust all leave time earned by that employee and to lose compensation from the District. Such conditions typically require prolonged hospitalization or recovery or are expected to result in disability or death. Conditions relating to pregnancy or childbirth shall be considered catastrophic if they meet the requirements of this paragraph.

Note: For District contribution to employee insurance during leave, see CRD(LOCAL).

Availability

The District shall make state personal leave and local leave for the current year available for use at the beginning of the school year.

State Leave Proration

If an employee separates from employment with the District before his or her last duty day of the school year or begins employment after the first duty day of the school year, state personal leave shall be prorated based on the actual time employed.

If an employee separates from employment before the last duty day of the school year, the employee's final paycheck shall be reduced for state personal leave the employee used beyond his or her pro rata entitlement for the school year.

An absence due to a work-related injury or illness shall be designated as FMLA leave, temporary disability leave, and/or assault leave, as applicable.

Medical Certification

An employee shall submit medical certification of the need for leave if:

1. The employee is absent more than five consecutive workdays because of personal illness or illness in the immediate family;
2. The District requires medical certification due to a questionable pattern of absences or when deemed necessary by the supervisor or Superintendent; or
3. The employee requests FMLA leave for the employee's serious health condition; a serious health condition of the employee's spouse, parent, or child; or for military caregiver leave.

In each case, medical certification shall be made by a health-care provider as defined by the FMLA. [See DECA(LEGAL)]

State Personal Leave

The Board requires employees to differentiate the manner in which state personal leave is used.

Nondiscretionary Use

Nondiscretionary use of leave shall be for the same reasons and in the same manner as state sick leave accumulated before May 30, 1995. [See DEC(LEGAL)]

Nondiscretionary use includes leave related to the birth or placement of a child and taken within the first year after the child’s birth, adoption, or foster placement.

Discretionary Use

Discretionary use of leave is at the individual employee’s discretion, subject to limitations set out below.

Request for Leave

In deciding whether to approve or deny a request for discretionary use of state personal leave, the supervisor shall not seek or consider the reasons for which an employee requests to use leave. The supervisor shall, however, consider the duration of the requested absence in conjunction with the effect of the employee’s absence on the educational program and District operations, as well as the availability of substitutes.

Duration of Leave

Discretionary use of state personal leave shall not exceed three consecutive workdays. This restriction shall apply to full or partial leave days. Any days over three shall be docked at the employee’s daily rate of pay.

Schedule Limitations

Discretionary use of leave shall not be allowed on the first or last day of school. Discretionary use of leave shall not be used to extend days off before or after breaks or school holidays.

Exception to the use of leave not being allowed to extend days off before or after breaks or school holidays are when the day(s) requested is a student holiday/teacher work day. When using this exception, discretionary use of leave shall not be allowed to extend days off before or after teacher work day. An employee shall be docked the daily rate of pay for leave taken on these days.

Each employee shall earn five paid local leave days per school year in accordance with administrative regulations.

Local leave shall accumulate to a maximum of 30 leave days.

Local leave shall be used according to the terms and conditions of state personal leave. [See State Personal Leave, above]

Sick Leave Pool

An employee who has exhausted all paid leave as well as any applicable compensatory time and who suffers from a catastrophic illness or injury or is absent due to the catastrophic illness or injury of a member of the employee’s immediate family may request the establishment of a sick leave pool, to which District employees may donate local leave for use by the eligible employee.

The pool shall cease to exist when the employee no longer needs leave for the purpose requested, uses the maximum number of days allowed under a pool, or exhausts all leave days donated to the sick leave pool.

The Superintendent shall develop regulations for the implementation of the sick leave pool that address the following:

1. Procedures to request the establishment of a sick leave pool;
2. The maximum number of days an employee may donate to a sick leave pool;
3. The maximum number of days per school year an eligible employee may receive from a sick leave pool; and
4. The return of unused days to donors.

Appeal

An employee may appeal a decision regarding the establishment or implementation of the District's sick leave pool in accordance with DGBA(LOCAL), beginning with the Superintendent or appropriate administrator.

Sick Leave Bank

The District shall establish a sick leave bank that employees may join through contribution of local leave.

Leave contributed to the bank shall be solely for the use of participating employees. An employee who is a member of the bank may request leave from the bank if the employee experiences a catastrophic illness or injury and has exhausted all paid leave and any applicable compensatory time.

The Superintendent shall develop regulations for the operation of the sick leave bank that address the following:

1. Membership in the sick leave bank, including the number of days an employee must contribute to become a member;
2. Procedures to request leave from the sick leave bank;
3. The maximum number of days per school year a member employee may receive from the sick leave bank;
4. The committee or administrator authorized to consider requests for leave from the sick leave bank and criteria for granting requests; and
5. Other procedures deemed necessary for the operation of the sick leave bank.

Appeal

All decisions regarding the sick leave bank may be appealed to the sick leave bank committee in accordance with administrative regulations. If the employee is not satisfied with the committee's decision, the employee may appeal a decision regarding the sick

leave bank in accordance with DGBA(LOCAL), beginning with the Superintendent or appropriate administrator.

Family and Medical Leave

FMLA leave shall run concurrently with applicable paid leave and compensatory time, as applicable.

Note: See DECA(LEGAL) for provisions addressing FMLA.

Twelve-Month Period

For purposes of an employee's entitlement to FMLA leave, the 12-month period shall begin on the first duty day of the school year.

Combined Leave for Spouses

When both spouses are employed by the District, the District shall limit FMLA leave for the birth, adoption, or placement of a child, or to care for a parent with a serious health condition, to a combined total of 12 weeks. The District shall limit military caregiver leave to a combined total of 26 weeks.

Intermittent or Reduced Schedule Leave

The District shall not permit use of intermittent or reduced schedule FMLA leave for the care of a newborn child or for the adoption or placement of a child with the employee.

Certification of Leave

When an employee requests leave, the employee shall provide certification, in accordance with FMLA regulations, of the need for leave.

Leave at the End of Semester

When a teacher takes leave near the end of the semester, the District may require the teacher to continue leave until the end of the semester.

Temporary Disability Leave

Any professional employee shall be eligible for temporary disability leave. The maximum length of temporary disability leave shall be 180 calendar days. [See DBB(LOCAL) for temporary disability leave placement and DEC(LEGAL) for return to active duty.]

An employee's notification of need for extended absence due to the employee's own medical condition shall be forwarded to the Superintendent as a request for temporary disability leave.

The District shall require the employee to use temporary disability leave and paid leave, including any compensatory time, concurrently with FMLA leave.

Workers' Compensation

Note: Workers' compensation is not a form of leave. The workers' compensation law does not require the continuation of the District's contribution to health insurance.

An absence due to a work-related injury or illness shall be designated as FMLA leave, temporary disability leave, and/or assault leave, as applicable.

No Paid Leave
Offset

The District shall not permit the option for paid leave offset in conjunction with workers' compensation income benefits. [See CRE]

**Military Leave for
National Emergency**

In addition to the 15-day leave of absence provided by law to employees engaged in authorized military training or duty as part of a short-term military leave [see DECB(LEGAL)], the District shall provide such employees with continued salary and benefits from the 16th day until the 90th day of training or duty during a national emergency.

In the event that the national emergency should extend beyond 90 days, the Board shall consider an extension of the paid leave.

Court Appearances

Absences due to compliance with a valid subpoena, court appearances for which the employee must appear on a specified day, or for jury duty shall be fully compensated by the District and shall not be deducted from the employee's pay or leave balance.

Other absences for court appearances related to an employee's personal business shall be deducted from the employee's personal leave or shall be taken by the employee as leave without pay.

**Expiration of
Available Leave and
Attendance Policy**

After an employee has exhausted all paid and unpaid approved leave, which runs concurrently and for which the employee is eligible, the District shall provide the employee written notice at the last known home address that his or her leave has expired. At that time, the employee shall be informed of Board policy governing other leave options. Within 15 days, an employee must apply for any other leave for which he or she may be eligible or must notify the District in writing that the employee is ready, willing, and able to return to work, accompanied by a medical clearance showing that the employee is able to perform the essential functions of his or her position, given reasonable accommodations if necessary.

Maximum leave allotment for professional employees is 180 calendar days. Maximum leave for paraprofessional and auxiliary employees is 60 workdays for FML.

A contract employee who does not apply for and receive approval for additional leave and who does not report and document his or her availability and fitness to return to work within the time set forth above shall resign or shall be deemed to be in repeated and continued neglect of duties and shall be subject to termination.

At-will employees, who do not apply for and receive approval for additional leave, and who do not report and document their availability and fitness to return to work within the time set forth above, shall be deemed to have resigned their positions with the District effective upon the expiration of the 15-day period set forth

above. At the expiration of available paid leave and/or unpaid leave, the District shall offer COBRA benefits as required by law.

~~EF (LOCAL)~~

~~Mansfield ISD 220908~~

~~INSTRUCTIONAL MATERIALS~~

Deleting policy for EFA and EFB

EFA (LOCAL)

Mansfield ISD 220908

INSTRUCTIONAL RESOURCES INSTRUCTIONAL RESOURCES
INSTRUCTIONAL MATERIALS

Note: For information related to the accounting of instructional materials, as this term is defined by state law and rule, see CMD.

For information related to the selection process of library materials, see EFB(LOCAL).

The District shall provide instructional materials designed to teach the Texas Essential Knowledge and Skills and further the District's educational mission. Although the Superintendent shall ensure that professional staff select instructional materials in accordance with District policy and administrative regulations, the ultimate authority for determining and approving the curriculum and instructional program of the District lies with the Board.

Objectives

In this policy, “instructional materials” may include textbooks, supplementary resources for classroom use, and any other instructional resources, including electronic resources, used for formal or informal teaching and learning purposes. The primary objectives of instructional materials are to implement, enrich, and support the District’s educational program.

Selection

Instructional materials that are textbooks and related supplemental materials shall be chosen from the list of resources adopted by the State Board of Education in accordance with administrative regulations and the objectives above.

The Board shall rely on District professional staff to select and acquire instructional materials that:

1. Enrich and support the curriculum consistent with the general educational goals of the state and District, the aims and objectives of individual schools and specific courses, and the District and campus improvement plans.
2. Are appropriate for the subject area and for the age, ability level, learning styles, interests, and social and emotional development of the students for whom they are selected.
3. Meet high standards for artistic quality, literary style, authenticity, educational significance, factual content, physical format, presentation, readability, and technical quality.
4. Present various sides of controversial issues so that students have an opportunity to develop, under guidance, skills in critical analysis and in making informed judgments in their daily lives. [See also EMB regarding instruction about controversial issues.]
5. Promote literacy.

District professional staff may select additional instructional materials in accordance with administrative regulations and the criteria above.

Administrators, teachers, other District personnel, parents, and community members, as appropriate, may recommend instructional materials for selection. Gifts of instructional materials shall be evaluated according to these criteria and accepted or rejected in accordance with CDC(LOCAL).

Selection of instructional materials is an ongoing process that includes the removal of materials no longer appropriate and the periodic replacement or repair of materials that still have educational value.

Challenged Resources

A parent of a District student, a student who is 18 years of age or older, an individual employee, or any District resident may challenge an instructional material used in the District's educational program on the basis that the instructional material fails to meet the standards set forth in this policy.

Guiding Principles

The following principles shall guide the Board and staff in responding to challenges of instructional materials:

1. A complainant may raise an objection to an instructional material used in a school's educational program, despite the fact that the professional staff selecting the materials were qualified to make the selection, followed the proper procedure, and adhered to the objectives for instructional materials set out in this policy.
2. A parent's ability to exercise control over instruction extends only to his or her own child as set forth in Education Code Chapter 26.
3. Access to a challenged material shall not be restricted during the reconsideration process, except the District may deny access to a child if requested by the child's parent.

The major criterion for the final decision on challenged instructional materials is the appropriateness of the material for its intended educational use. No challenged instructional material shall be removed solely because of the ideas expressed therein.

Informal Reconsideration

When the District or a campus receives an objection to the appropriateness of an instructional material, the appropriate administrator shall try to resolve the matter informally. The administrator shall explain the selection process and discuss the intended educational purpose for the instructional material. If appropriate, the administrator may offer a concerned parent an alternative instructional material to be used by that parent's child in place of the challenged material.

If the complainant wishes to make a formal challenge, the administrator shall provide the complainant a copy of this policy and a form to request a formal reconsideration of the instructional material.

Formal
Reconsideration

A complainant shall make any formal challenge to an instructional material on the form provided by the District and shall submit the completed and signed form to the [Superintendents designee](#). Upon receipt of the form, the [designee](#) shall appoint a reconsideration committee.

The reconsideration committee shall include at least one member of the instructional staff who has experience using the challenged material with students or is familiar with the challenged material's content. Other members of the committee may include Districtlevel staff, secondary-level students, parents, and any other appropriate individuals.

All members of the committee shall review the challenged instructional material in its entirety. As soon as reasonably possible, the committee shall meet and determine whether the challenged material conforms to the principles of selection set out in this policy and whether the challenged material will continue to be used in the educational program. The committee shall prepare a written report of its findings. The Superintendent, other appropriate administrators, and the complainant shall receive copies of the report.

*Frequency of
Review*

After an instructional material has been reviewed through formal reconsideration, it shall not be reviewed again until it is evaluated in the periodic local selection process.

Appeal

The complainant may appeal the decision of the reconsideration committee in accordance with appropriate complaint policies, starting at the appropriate level. [See DGBA, FNG, and GF]

EFB (LOCAL)

Mansfield ISD 220908

INSTRUCTIONAL RESOURCES INSTRUCTIONAL RESOURCES

LIBRARY MATERIALS

Note: For information related to the selection of instructional materials, see EF(LEGAL) and EFA.

The District shall provide a wide range of library materials for students and faculty that support student achievement and present varying levels of difficulty, diversity of appeal, and a variety of points of view. The Superintendent shall ensure that librarians and other designated professional staff select library materials in accordance with District policies. ~~and administrative regulations.~~

OBJECTIVE

This policy provides criteria for the selection, removal, and replacement of library materials, focused on maximizing transparency with parents and community members while meeting student needs to provide supplemental enrichment in their learning with appropriate materials. Through the provision of these library materials, the District shall recognize that parents hold an essential role in the education of their children and have the right to guide what their children read.

“Library Materials” may include printed and electronic library acquisitions and other ancillary or supplementary materials maintained in a campus library. In accordance with state and local guidelines, library collections should enrich and support the state and local curriculum. Collections should also provide materials of high interest to encourage student reading and learning for pleasure.

Library materials may be used to enhance the instructional program, for formal or informal teaching and learning purposes, and for voluntary inquiry or self-selected reading.

In accordance with state and local standards, school libraries are essential interactive collaborative learning environments, ever evolving to provide equitable physical and virtual access to ideas, information, and learning tools for the entire school community.

School libraries are essential, safe, and inviting centers for teaching and learning that provide equitable access to emerging technologies

and physical and virtual collections of high quality, reflecting input from stakeholders.

Parent Involvement

The District shall focus on maximizing transparency with parents and community members while meeting student needs and providing enrichment opportunities with library materials. Parental involvement in library acquisition, maintenance, and campus activities is encouraged.

To support transparency and access for the school community, the District shall establish means for parents and the public to review holdings, including information about titles and how materials are assessed.

Protection from Inappropriate Material

Library materials shall not include “harmful material” as defined by Penal Code 43.24(a)(2) or “obscene” material as defined by Penal Code 43.21(a)(1).

Library materials shall comply with the Children's Internet Protection Act (CIPA), including technology protection measures. [See CQ]

Library materials, that promote subject matter that has been prohibited by law or by the District’s Content Guideline [Exhibit], including any such instructional resources described in EMB(LOCAL), are prohibited materials.

RESPONSIBILITY FOR SELECTION

The legal responsibility for the purchase of all library materials is vested in the Board. The Board or those whom it appoints will provide final approval for all new materials added to the library.

Recommendations for new material and reorders of existing materials shall be made by the Superintendent designee(s). These individuals, with the assistance of other school personnel, shall discharge this obligation consistent with the Board's current adopted selection criteria and procedures.

Library materials shall be chosen in accordance with guidelines adopted by the Texas State Library and Archives Commission. In the selection of library materials, librarians and other professional staff shall ensure that the materials:

1. Enrich and support the curriculum, taking into consideration students' varied interests, abilities, learning styles, and maturity levels.
2. Stimulate growth in factual knowledge, enjoyment of reading, literary appreciation, aesthetic values, and societal standards.
3. Develop a balanced collection presenting multiple viewpoints related to controversial issues to foster critical thinking skills and encourage discussion based on rational analysis [see EMB regarding instruction about controversial issues].
4. Represent many ethnic, religious, and cultural groups and their contributions to the national heritage and world community.
5. Provide a wide range of background information that will enable students to make intelligent decisions in their daily lives.
6. Demonstrate literary merit, quality, value, and significance.
7. Have received favorable professional library reviews from state- and nationally recognized review publications.
8. Have received state or national awards or are included on recommended reading lists developed by library professionals and educators.
9. Cover topics, authors, series, or genres that fill gaps in the school library collection.
10. Include accurate and authentic factual content from authoritative sources.
11. Have a high degree of potential user appeal and interest.
12. Offer a global perspective that promotes equity of access, including print and nonprint materials such as electronic and multimedia, to meet the needs of individual learners.
13. Are requested or recommended by students and teachers.
14. Mirror selections found in neighboring districts or libraries in the region.
15. Represent diverse viewpoints and cultures appropriate to each campus to ensure the collection embodies the unique background of its student population.

PARENTS CONSIDERATION

In general, a student is afforded the opportunity to self-select library materials as part of literacy development and the library program. District staff may assist a student in selecting library material; however, the ultimate determination of appropriateness remains with the student and parent. Parents are encouraged to communicate with the campus librarian and their child's teacher about special considerations regarding library materials self-selected by their student. In accordance with state law and administrative regulations, parents may select alternative library materials for their student. [For information on parental rights regarding instructional materials and other instructional resources see EF(LEGAL).]

To ensure parental and community engagement, the District shall make the selection process of library materials readily available for parental and community review, with a list of all library materials posted online on the District's website, and the content of all materials available for direct review during:

- Parent/teacher conference nights or
- By appointment.

ACQUISITION PROCEDURES:

Steps of Acquisition Procedures:

1. Library materials are recommended and gathered by the Superintendent designee(s).
2. Library materials list submitted to the Superintendent.
3. Library materials list is posted on district website for public review at the regular Board meeting for 1st Reading.
4. Feedback may be given by the public during a 10-day period that starts the day of the regular Board meeting for 1st Reading.
5. Feedback will be compiled and placed on district website and given to the Board, 72 hours prior to the next regularly scheduled Board meeting.
6. Library material lists materials are submitted at the next regular Board meeting as Consent Item for 2nd Review.
7. Items approved by the Board at 2nd Review may be purchased.

The District-level library supervisor(s), designated administrator and librarians shall select material based on their own expertise in accordance with EFB(Exhibit).

Gifts and donations to the school library are accepted with the understanding that the decision for use and deployment of the materials and/or funds will be determined using the same selection criteria.

All Acquisition Feedback will be on the District developed form and, in order to be valid, must include the name of the individual providing feedback as well as their affiliation with the District. The Board shall be provided the Acquisition Feedback.

At the next regularly scheduled Board meeting, designated for 2nd Reading the Library materials on this list will be voted on to purchase unless individual Library items are pulled based on the feedback.

Individual Board Member Review

If any Board member questions or desires further information on any title or author, he or she shall contact the Superintendent. The Superintendent or designee shall then contact the District-level library supervisor to obtain copies of professional reviews of any library material in question. If so desired, the Board member can obtain a copy of the library material from another source.

CHALLENGED RESOURCES

A parent of a District student, a student who is 18 years of age or older, an individual employee, or any District resident may challenge a library material maintained in the District's library program on the basis that the library material fails to meet the standards set forth in this policy.

Access to a challenged material shall not be restricted during the reconsideration process, except the District may deny access to a child if requested by the child's parent. A parent's ability to exercise control over instruction and instructional resources, including library materials, extends only to his or her own child as set forth in Education Code Chapter 26.

Informal Challenge

The school receiving a complaint about the appropriateness of a library material shall try to resolve the matter informally through a telephone conference or meeting between the complainant and the designated campus administrator, or District-level library supervisor. The conference may also include other necessary staff members as deemed appropriate by District-level library personnel and shall be governed by the content guidelines of this policy.

Formal Challenge

A formal challenge may be made if the informal resolution process is unsuccessful or if the challenger wishes to move directly to formal challenge process.

A formal challenge to any library material shall be made on the form provided and shall submit the formal challenge document completed and signed. Upon receipt of the form, a reconsideration committee will be appointed.

The reconsideration committee shall include 13 total members, 7 Board appointees who are not District employees [one from each Board member] and 6 appointees from the District made up of a district level administrator; campus level administrator and librarian (from the same level school as the book challenge), and three teachers (from the same level school as the book challenge). The District shall appoint a non-voting chair to lead the reconsideration committee.

All members of the committee shall review the challenged library material excerpts listed by the challenger. As soon as reasonably possible, the committee shall meet and determine whether the challenged material conforms to the principles of selection set out in this policy and whether the challenged material will continue to be used in the educational program. The committee shall prepare a written report of its findings. The Superintendent, other appropriate administrators, and the complainant shall receive copies of the report.

Content Guidelines

Challenge material will be assessed by utilizing the Content Guideline [Exhibit] as the guide.

Formal Decision

When the committee has reached a decision, the appropriate District-level administrator shall notify the complainant. The decision shall be in written form, dated, and provided to the complainant within ten District business days of the committee's meeting. All other appropriate staff members shall be informed of the reconsideration and the outcome.

FREQUENCY OF REVIEW

After a library material has been reviewed through formal challenge the specific library material that completes the formal challenge process shall be eligible for:

1. reconsidered within one year of final determination unless there is a District policy or legal change that changes the determination of appropriateness of the material or

2. any material removed shall not be eligible for consideration to be added again for at least five years.

The District shall verify previous decisions prior to convening a reconsideration committee.

Appeal

The complainant may appeal the decision of the reconsideration committee in accordance with appropriate complaint policies, starting at the appropriate level. [See DGBA, FNG, and GF]

Maintenance of Library Materials

In accordance with state and local guidelines, collections shall be evaluated and updated regularly based on the collections' age, relevance, diversity, and variety. The Superintendent shall ensure administrative procedures are established for regular maintenance of the library collection on each campus. Standard maintenance procedures for any library collection include repair, replacement, and removal of materials as necessary. Regular maintenance shall also include scheduled inventories of the collection. Disposal of any District-owned library materials shall be in accordance with District policy and procedures. [See CI]

EFB (EXHBIT)

Mansfield ISD 220908

INSTRUCTIONAL RESOURCES INSTRUCTIONAL RESOURCES

LIBRARY MATERIALS

Content Guidelines

| Theme | ES | IS | MS | HS* |
|--|-----------|-----------|-----------|------------|
| Profanity | N | M | S | C |
| Passionate and/or extended kissing | N | N | M | P |
| Horror | N | M | S | C |
| Violence | M | S | S | C |
| Bullying | M+ | S+ | S+ | C |
| Drug or alcohol use by minors | N or M+ | N or M+ | S | P+ |
| Tobacco use by minors | N or M+ | S | S | P+ |
| Drug or alcohol use by adults | M | S | S | P+ |
| Suicide, self-harm, or mental illness | N or M+ | N or M+ | S+ | P+ |
| Brief description of nonsexual nudity | N | M | S | C |
| Illustrations or description of nude intimate body parts | N | N or M+ | N or M+ | S+ |
| Descriptions of sexually explicit conduct or sex acts | N | N | N | N |
| Sex scenes or sexual activities | N | N | N | M |
| Discussion or depiction of gender fluidity | N | N | N | N or M+ |

N = None

M = Minimal (infrequent) — the content rarely appears throughout the volume

S = Some — the content occasionally appears throughout the volume

C = Common — the content appears throughout the volume but is not a main theme of the volume

P = Prevalent — the content is frequent enough to be a main theme of the volume

+The intent of the content and or the positive message is to be taken into context

*Non-fiction historical, religious text, and books recommended by universities, TXVSN and tested through College Board that do not meet the above Content Guidelines are not separated within the library.

Parents of students always have the authority to limit their own student's access to any and all materials in a library and can set restrictions by contacting their child's librarian.

Terms and Definitions

For purposes of this Content Guideline System, the following terms and definitions will be used to interpret the content guidelines:

Intimate parts — Place on the human body which is customarily kept covered by clothing in public venues and conventional settings; like naked genitals, pubic area, anus, buttocks, or female nipple of a person. Any material that is part of the approved curriculum is excluded from this definition.

Sexually explicit conduct — Actual or simulated sexual intercourse, including sexual contact with the genitals or anus by means of touch or orally; whether alone or between two or more people of the same or of opposite sex. Sexual contact also means the intentional touching, either directly or through clothing of genitals and or anus, bestiality, masturbation, lascivious exhibition of the genitals and anus, pubic area, and sadistic or masochistic abuse.

Violence — Behavior involving physical force intended to hurt, abuse, damage, or kill someone or something to include glorification of use of weapons.

Horror — Descriptions of behavior arousing feelings of extreme fear, shock, or disgust.

Bullying — Descriptions of behavior that seeks to harm, intimidate, or coerce another, especially someone perceived as vulnerable.

Nonsexual nudity — Description or depiction of the human body for anatomical, scientific, or biological purposes to satisfy an educational need. This term specifically excludes any description or depiction of the human body intended to satisfy sexual desire of any reasonable person based on prevailing community values.

Gender fluidity — Any theory or ideology that:

1. Espouses the view that gender is merely a social construct;
2. Espouses the view that it is possible for a person to be any gender or none (i.e., non-binary) based solely on that person's feelings or preferences; or
3. Supports hormone therapy or other medical treatments or procedures to temporarily or permanently alter a person's body or genetic make-up so that it "matches" a self-believed gender that is different from the person's biological sex (as determined by the person's birth certificate made at or near the time of the person's birth).

FNCE (LOCAL)

Mansfield ISD 220908
STUDENT CONDUCT

PERSONAL TELECOMMUNICATIONS/ELECTRONIC DEVICES

Note: For searches of personal telecommunications devices or other personal electronic devices, see FNF.

**PERSONAL ELECTRONIC
COMMUNICATION
Telecommunications
Devices**

The District prohibits a student from using a personal electronic communication device without permission from an authorized District employee at school during the instructional day. An electronic communication device is a device that uses electronic signals to create, transmit, and receive information or a communication from or to a person. The Superintendent or designee shall develop guidelines related to the violation of this policy that provide the following:

1. An authorized District employee may confiscate a personal telecommunications device, or other electronic device, including a mobile telephone, used in violation of applicable guidelines.
2. The student's parent shall be allowed to retrieve a confiscated device after receiving notification from the District. The student may be allowed to retrieve a confiscated device in accordance with the District's guidelines.
3. As established by FNCE (LEGAL), charging an administrative fee to the owner of the device or the student's parent of not more than \$15 before it releases the device may occur in accordance with the District's guidelines.

PENALTIES

A student who violates this policy shall be subject to established disciplinary measures. [See FNCE and the Student Code of Conduct]

NOTIFICATION

A student's parents shall be notified within with in 24 hours after a personal telecommunications device is confiscated.



**Board of School Trustees
Mansfield Independent School District**

TITLE: Human Resources Report

DATE: May 16, 2023

ACTION

BACKGROUND:

Human Resource Report contains certified/contractual new hires and promotions for the current school year as required by Board Policy DC (local).

CONSIDERATIONS:

- Approve the hiring of new contractual personnel, approve promotions of current certified/contractual personnel.
- Do not approve the hiring of new contractual personnel, do not approve promotions of current certified/contractual personnel.

RECOMMENDATION:

The Superintendent recommends approval of selected certified/contractual personnel and promotions.

If Board agrees, the motion would be:

“Approve new contractual personnel and approve promotions, as presented.”

DATE: May 16, 2023
TO: Dr. Kimberley Cantu
Superintendent
FROM: Dr. Jennifer Stoecker
Assistant Superintendent for Human Resource Services
RE: **NEW HIRES/TRANSFERS FOR BOARD APPROVAL**

**NEW-HIRES/
TRANSFERS:**

NAME: Brown, Matthew
ASSIGNMENT: Executive Director/Student Services
EXPERIENCE: 23 Years
DEGREE: Doctorate/Tarleton State University
START DATE: July 10, 2023

NAME: Vardy, Tamara
ASSIGNMENT: Director/Student Services
EXPERIENCE: 21 Years
DEGREE: Doctorate/Tarleton State University
START DATE: July 10, 2023

* Years of experience are self-reported and verified upon receipt of service records.