

**Agenda of Meeting  
Midlothian ISD  
Board of Trustees Regular Meeting**

L.A. Mills Administration Building  
100 Walter Stephenson Road  
Midlothian, Texas 76065

**Tuesday, January 20, 2026 – 5:30 PM**

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A Regular Meeting of the Board of Trustees of Midlothian ISD will be held Tuesday, January 20, 2026, beginning at 5:30 PM.

The subjects to be discussed or considered, or upon which any formal action may be taken are listed on the agenda, which is attached to, and made a part of this Notice. Items do not have to be taken in the order shown on this meeting notice.

The open portions of this meeting will be streamed live and recorded. The video will be made available to the public on the District’s website.

**PUBLIC COMMENT** – The Board offers public comment at the beginning of each Regular Meeting in accordance with Texas Education Code 26.0071. Members of the public may choose between two opportunities when addressing the Board during the public comment portion of the board meeting; immediately following the opening of the meeting prior to the Executive Session or a second public comment as it appears on the posted agenda. An individual may sign up for only one public comment offering per meeting.

Individuals wishing to participate in Public Comment must: indicate the desired time slot (e.g., “1<sup>st</sup> Public Comment” or “2<sup>nd</sup> Public Comment), sign up [online by 4:00 pm](#) the day of the meeting or sign in and complete a "Public Comment Participation Form" and present it to the Board President or designee 10 minutes prior to the start of the meeting. If a completed form for public comment is not received by the applicable deadline posted, the individual will not be able to participate in public comment at this meeting.

In accordance with the Texas Open Meetings Act, Board Members will listen to the comments. The Board, through the presiding officer or Superintendent, can offer factual information, cite Board policy, or direct the administration to investigate items and report back to the Board, but shall not engage in a two-way dialogue with patrons.

- I. **FIRST ORDER OF BUSINESS**
  - A. Announcement by the presiding officer that a quorum of Board members is present, that the meeting has been duly called, and that notice of the meeting has been posted in accordance with the Texas Open Meetings Act, Texas Government Code Chapter 551
- II. **PUBLIC COMMENT #1**
- III. **CLOSED SESSION as authorized by the Texas Open Meetings Act, Texas Government Code Chapter 551.**
  - A. Discussion of Personnel, Texas Government Codes 551.074 - Resignations, Terminations, and Non-renewals of Professional Employees, Employment, Leaves of Absences, Personnel Issues

1.	Discussion Regarding Superintendent Contract and Evaluation, Pursuant to Texas Govt Code 551.074.	
B.	Discuss Purchase, Exchange, Lease, or Value of Real Property 551.072	
C.	551.071 Private consultation with the board’s attorney.	
1.	Social Media MDL Update	
D.	Students, Texas Government Code 551.082, 551.0821	
1.	Discipline Issues	
2.	Non-Discipline Issues	
E.	Safety and Security, Texas Government Code 551.076	
1.	Deliberation Regarding Security Devices or Security Audits	
IV.	<b>RECONVENE TO OPEN SESSION</b>	
V.	<b>INTRODUCTION OF MEETING</b>	
A.	Invocation	
B.	Pledges of Allegiance	
VI.	<b>SUPERINTENDENT REPORT</b>	
A.	Notice of Intruder Audit Findings	
B.	Superintendent Good Things	5
VII.	<b>TRUSTEE GOOD THINGS</b>	6
VIII.	<b>SUBCOMMITTEE REPORT(S)</b>	
A.	Receive an Update from Business and Operations Subcommittee	7
IX.	<b>PRESENTATIONS / RECOGNITIONS</b>	
A.	MISD Mission, Vision, and Cultural Tenets	8
B.	MISD Board Pledge	10
C.	Recognition: Artist of the 2025 MISD Holiday Card Design	12
D.	Recognition: Para Standing Team USA Finalist	13
E.	Recognition: Board Member Appreciation	14
X.	<b>PUBLIC COMMENT #2</b>	
XI.	<b>CONSENT AGENDA</b>	
A.	Consider Meeting Minutes	
1.	December 10, 2025 - Special Hearing Minutes	15
2.	December 15, 2025, Regular Meeting Minutes	17
3.	December 16, 2025 - Team of 8 Training Minutes	21
B.	Quarterly Investment Report	22
C.	Consider Board Approval of Administrator Activity According to TEC 11.006(c) and HB3372	25
D.	Consider Resolution to Appoint Ellis County Chief Tax Appraiser as Agent in Property Value Study	27
E.	Consider Approving the Order of Election for the May 2, 2026, Trustee General Election	29
XII.	<b>DISCUSSION / ACTION ITEMS</b>	
A.	Consider Approving Additional Staff Position for 2025-2026	31

B.	Consider Adopting Prevailing Wage Rates for Construction Projects	42
C.	Consider Adopting a Resolution Expressing Intent to Reimburse Certain Capital Expenditures from the Proceeds of Bonds to be Issued in the Future	52
D.	Consider Approving a Resolution to Delegate Authority to the Superintendent to Select and Contract with Certain Consultants for Professional Services Related to Construction and Technology Under the Bond Program	57
E.	Consider Approving the Recommended Ranking of Architectural Firms for Certain 2025 Bond Projects and Delegating Authority to the Superintendent to Negotiate and Execute Such Contracts.	62
F.	Consider Approving the Recommended Project Delivery Methods for Certain 2025 Bond Projects	64
G.	Consider Superintendent Contract, Pursuant to Texas Govt Code 551.074.	66
XIII.	<b>INFORMATION ONLY</b>	
A.	Discuss Update 126: TASB Policy Update (LEGAL/LOCAL)	67
B.	Discuss Local Policy Revisions: CH(LOCAL) and EIC(LOCAL)	166
C.	Receive Financial Reports	174
XIV.	<b>Action, if any, on Items Discussed in Closed Session</b>	
XV.	<b>Consider Agenda Items/Topics for Upcoming Meetings</b>	
XVI.	<b>ADJOURNMENT OF MEETING</b>	

If, during the course of the meeting covered by this Notice, the Board of Trustees should determine that a closed meeting or session of the Board of Trustees is required, then such closed meeting or session as authorized by the Texas Open Meetings Act, Texas Government Code Section 551.001 et seq., will be held by the School Board at the date, hour, and place given in this Notice or as soon after the commencement of the meeting covered by this Notice as the School Board may conveniently meet in such closed meeting or session concerning any and all purposes permitted by the Act, including, but not limited to the following sections and purposes:

Texas Government Code Section:

- 551.071 Private consultation with the board’s attorney.
- 551.072 Discussing purchase, exchange, lease, or value of real property.
- 551.073 Discussing negotiated contracts for prospective gifts or donations.
- 551.074 Discussing personnel or to hear complaints against personnel.
- 551.075 To confer with employees of the school district to receive information or to ask questions.
- 551.076 Considering the deployment, specific occasions for, or implementation of, security personnel, or devices.
- 551.082 Considering discipline of a public school child, or complaint or charge against personnel.
- 551.0821 Discussing personally identifiable information about a public school student.

551.083 Considering the standards, guidelines, terms, or conditions the board will follow, or will instruct its representatives to follow, in consultation with representatives of employees groups.

551.084 Excluding witnesses from a hearing.

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

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



**Midlothian ISD  
BOARDBOOK TEMPLATE**

<b>Board Meeting Date:</b>	January 20, 2026	
<b>Agenda Item:</b>	Superintendent Good Things	
<b>Requires Board Action:</b>	NO	
<b>Agenda Location:</b>	PRESENTATIONS / RECOGNITIONS	
<b>Template Attachments:</b>	No	
<b>If yes, then select what applies:</b>		
<b>Link to the presentation:</b>		
<b>Background Information</b>	<p><b>WHY:</b> As we open each meeting, the Superintendent's Good Things provides an opportunity to recognize specific students, staff, and community members.</p>	
<b>Strategic Priority: (Primary)</b>	Priority 1: Student Success	
<b>Performance Objective: (Primary)</b>	1.1 Multiple Pathways for All Students to Belong	
<b>Strategic Priority: (Secondary - if needed)</b>	Priority 3: Culture, Climate and Safety	
<b>Performance Objective: (Secondary - if needed)</b>	3.1 Commit to MISD Cultural Tenets in a Way that Ensure Staff and Student Well-being	
<b>Legal Reference: (1) / (2)</b>	N/A	N/A
<b>Policy Reference: (1) / (2)</b>		
<b>Fiscal Impact/Budget Function Code:</b>		
<b>Administration Recommendation</b>	Presentation only	
<b>Motion:</b>	N/A	
<b>Presenter:</b>	David Belding, Ed.D.	
	Superintendent	

**Midlothian ISD  
BOARDBOOK TEMPLATE**


<b>Board Meeting Date:</b>	January 20, 2026	
<b>Agenda Item:</b>	Trustee Good Things	
<b>Requires Board Action:</b>	NO	
<b>Agenda Location:</b>	PRESENTATIONS / RECOGNITIONS	
<b>Template Attachments:</b>	No	
<b>If yes, then select what applies:</b>	Presentation	
<b>Link to the presentation:</b>		
<b>Background Information</b>	<b>WHY:</b> As we open each meeting, Trustees have an opportunity to share "Good Things" recognizing specific students, staff, and community members.	
<b>Strategic Priority: (Primary)</b>	Priority 1: Student Success	
<b>Performance Objective: (Primary)</b>	1.2 All Students Exhibit Yearly Growth in Core Areas	
<b>Strategic Priority: (Secondary - if needed)</b>	Priority 3: Culture, Climate and Safety	
<b>Performance Objective: (Secondary - if needed)</b>	3.1 Commit to MISD Cultural Tenets in a Way that Ensure Staff and Student Well-being	
<b>Legal Reference: (1) / (2)</b>		
<b>Policy Reference: (1) / (2)</b>		
<b>Fiscal Impact/Budget Function Code:</b>	None	
<b>Administration Recommendation</b>	Presentation only	
<b>Motion:</b>	No action required.	
<b>Presenter:</b>	Ryan Timm	
	Board President	

**Midlothian ISD  
BOARDBOOK TEMPLATE**

<b>Board Meeting Date:</b>	January 20, 2026	
<b>Agenda Item:</b>	Board Subcommittee Report - Business and Operations	
<b>Requires Board Action:</b>	NO	
<b>Agenda Location:</b>	INFORMATION ONLY	
<b>Template Attachments:</b>	No	PDF
<b>If yes, then select what applies:</b>		
<b>Link to the presentation:</b>	No presentation for this item.	
<b>Background Information</b>	<p><b>WHY:</b> Ed Harrision, John Knight and alternate, Tami Tobey serve as subcommittee members on the Business and Operations Committee from July 2025 to May 2026 with the staff members of the Business and Operations Departments.</p> <p><b>WHAT:</b> This agenda item offers an opportunity for this subcommittee to report and update the Board as a whole.</p>	
<b>Strategic Priority:</b> <i>(Primary)</i>	Priority 4: District Operations and Financial Stewardship	
<b>Performance Objective:</b> <i>(Primary)</i>	4.3 Commitment to Financial Stewardship	
<b>Strategic Priority:</b> <i>(Secondary - if needed)</i>	Priority 4: District Operations and Financial Stewardship	
<b>Performance Objective:</b> <i>(Secondary - if needed)</i>	4.1 Systematic Long-range Facility Management	
<b>Legal Reference: (1) / (2)</b>	N/A	
<b>Policy Reference: (1) / (2)</b>		
<b>Fiscal Impact/Budget Function Code:</b>	N/A	
<b>Administration Recommendation</b>	Presentation only	
<b>Motion:</b>	N/A	
<b>Presenter:</b>	Dr. Rebecca Metzger	Ed Harrison and/or John Knight
	District Leadership	Trustee



Midlothian ISD  
BOARDBOOK TEMPLATE

<b>Board Meeting Date:</b>	January 20, 2026
<b>Agenda Item:</b>	MISD Mission, Vision, and Cultural Tenets
<b>Requires Board Action:</b>	NO
<b>Agenda Location:</b>	PRESENTATIONS / RECOGNITIONS
<b>Template Attachments:</b>	No
<b>If yes, then select what applies:</b>	
<b>Link to the presentation:</b>	
<b>Background Information</b>	<p><b>WHY:</b> As we open each meeting, it is important that we share the MISD Mission, Vision, and Cultural Tenets with everyone.</p> <p><b>Mission:</b> The mission of Midlothian ISD is to educate students by empowering them to maximize their potential.</p> <p><b>Vision:</b> Inspiring excellence today to change the world tomorrow</p> <p><b>MISD Cultural Tenets:</b></p>
	 <p>The graphic consists of six colored boxes arranged in two rows of three. The top row contains: 'WE ARE FAMILY' (green), 'CELEBRATE THE POWER OF DIVERSITY' (teal), and 'HONOR RELATIONSHIPS' (red). The bottom row contains: 'UNLIMITED POTENTIAL' (orange-red), 'EXCELLENCE THROUGH PURPOSE' (orange), and 'WE ARE MIDLOTHIAN STRONG' (blue). In the center of the graphic is the Midlothian ISD logo with the tagline 'INSPIRING EXCELLENCE'.</p>
<b>Strategic Priority: (Primary)</b>	Priority 1: Student Success
<b>Performance Objective: (Primary)</b>	1.1 Multiple Pathways for All Students to Belong
<b>Strategic Priority: (Secondary - if needed)</b>	
<b>Performance Objective: (Secondary - if needed)</b>	
<b>Legal Reference: (1) / (2)</b>	

<b>Policy Reference: (1) / (2)</b>	AE-Educational Philosophy	
<b>Fiscal Impact/Budget Function Code:</b>	N/A	
<b>Administration Recommendation</b>	Presentation only	
<b>Motion:</b>	N/A	
<b>Presenter:</b>	Ryan Timm	
	Board President	

**Midlothian ISD  
BOARDBOOK TEMPLATE**

<b>Board Meeting Date:</b>	January 20, 2026	
<b>Agenda Item:</b>	Board Pledge	
<b>Agenda Location:</b>	PRESENTATIONS / RECOGNITIONS	
<b>Template Attachments:</b>	Yes	PDF
<b>If yes, then select what applies:</b>	PDF	PDF
<b>Link to the presentation:</b>	No presentation for this item.	
<b>Background Information</b>	<p><b>WHY:</b> As we open each meeting, it is important that we share the MISD Board Pledge with all participants.</p> <p><b>WHAT:</b> <i>Pledge is attached to read for the audience.</i></p>	
<b>Strategic Priority:</b> <i>(Primary)</i>	Priority 3: Culture, Climate and Safety	
<b>Performance Objective:</b> <i>(Primary)</i>	3.2 Strive to Be a Listening and Learning Organization Aligned with Stakeholder Engagement	
<b>Strategic Priority:</b> <i>(Secondary - if needed)</i>	N/A	
<b>Performance Objective:</b> <i>(Secondary - if needed)</i>	N/A	
<b>Legal Reference: (1) / (2)</b>	N/A	N/A
<b>Policy Reference: (1) / (2)</b>	BBF-BOARD MEMBERS - ETHICS	
<b>Fiscal Impact/Budget Function Code:</b>	N/A	
<b>Administration Recommendation</b>	Presentation only	
<b>Motion:</b>	Presentation only	
<b>Presenter:</b>	MISD Board of Trustees	

# Board Pledge

## 2025-2026

<p><b>John Knight</b></p>	<p><i>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:</i></p> <p><b>Student Focused</b></p> <ul style="list-style-type: none"> <li>• <i>I will be continuously guided by what is best for all students of the District.</i></li> </ul>
<p><b>Ed Harrison</b></p>	<p><b>Trustworthiness in Stewardship</b></p> <ul style="list-style-type: none"> <li>• <i>I will be accountable to the public by representing District policies, programs, priorities, and progress accurately.</i></li> <li>• <i>I will be responsive to the community by seeking its involvement in District affairs and by communicating its priorities and concerns:</i></li> <li>• <i>I will work to ensure prudent and accountable use of district resources.</i></li> <li>• <i>I will make no personal promise or take private action that may compromise my performance or my responsibilities.</i></li> </ul>
<p><b>Gary Vineyard</b></p>	<p><b>Commitment in Service</b></p> <ul style="list-style-type: none"> <li>• <i>I will focus my attention on fulfilling the Board’s responsibilities of goal setting, policy making, and evaluation.</i></li> <li>• <i>I will diligently prepare for and attend Board meetings.</i></li> <li>• <i>I will avoid personal involvement in activities the board has delegated to the superintendent.</i></li> <li>• <i>I will seek continuing education that will enhance my ability to fulfill my duties effectively.</i></li> </ul>
<p><b>Jessica Ward</b></p>	<p><b>Equity in Attitude</b></p> <ul style="list-style-type: none"> <li>• <i>I will be fair, just and impartial in all my decisions and actions.</i></li> <li>• <i>I will accord others the respect I wish for myself. I will encourage expressions of different opinions and listen with an open mind to others’ ideas.</i></li> </ul>
<p><b>Tami Tobey</b></p>	<ul style="list-style-type: none"> <li>• <b>Honor in Conduct</b></li> <li>• <i>I will tell the truth.</i></li> <li>• <i>I will share my views while working for consensus.</i></li> <li>• <i>I will respect the majority decisions as the decision of the Board.</i></li> <li>• <i>I will base my decisions on fact rather than supposition, opinion, or public favor.</i></li> </ul>
<p><b>Richard Peña</b></p>	<p><b>Integrity in Character</b></p> <ul style="list-style-type: none"> <li>• <i>I will refuse to surrender judgment to any individual or group at the expense of the District as a whole.</i></li> <li>• <i>I will consistently uphold all applicable laws, rules, policies and governance procedures.</i></li> <li>• <i>I will not disclose information that is confidential by law or that will needlessly harm the District if disclosed.</i></li> </ul>

**Midlothian ISD  
BOARDBOOK TEMPLATE**

<b>Board Meeting Date:</b>	01/20/2026
<b>Agenda Item:</b>	Recognition: Lauren Anderson, Artist of the 2025 MISD Holiday Card Design
<b>Agenda Location:</b>	PRESENTATIONS / RECOGNITIONS
<b>Template Attachments:</b>	No
<b>If yes, then select what applies:</b>	
<b>Link to the presentation:</b>	
<b>Background Information</b>	<p><b>Why:</b> To recognize the hard work and success of our students. MISD is proud to celebrate the excellence in academics, athletics, fine arts and CTE that is demonstrated by our students, and we believe that safe, engaging, rigorous, and diverse learning environments provide the best opportunity for students to reach their fullest potential through experiences offered at MISD.</p> <p><b>What:</b> MISD shares a holiday card with parents, partners and the community annually. This year, MISD commissioned seventh grade Walnut Grove Middle School student-artist Lauren Anderson to transform our holiday card in a way that spotlights student talent while celebrating the district and the community we serve. Lauren's artwork has truly exceeded that goal and we are MISD Proud to recognize Lauren for her artwork and design.</p>
<b>Strategic Priority: (Primary)</b>	Priority 1: Student Success
<b>Performance Objective: (Primary)</b>	1.1 Multiple Pathways for All Students to Belong
<b>Strategic Priority: (Secondary - if needed)</b>	
<b>Performance Objective: (Secondary - if needed)</b>	
<b>Legal Reference: (1) / (2)</b>	
<b>Fiscal Impact/Budget Function Code:</b>	N/A
<b>Administration Recommendation</b>	Presentation only
<b>Motion:</b>	N/A
<b>Presenter:</b>	Tammy Kuykendall
	Executive Director of Communications

**Midlothian ISD  
BOARDBOOK TEMPLATE**

<b>Board Meeting Date:</b>	01/20/2026
<b>Agenda Item:</b>	Recognition: Dylan Fann, Para Standing Team USA Finalist
<b>Agenda Location:</b>	PRESENTATIONS / RECOGNITIONS
<b>Template Attachments:</b>	No
<b>If yes, then select what applies:</b>	
<b>Link to the presentation:</b>	
<b>Background Information</b>	<p><b>Why:</b> To recognize the hard work and success of our students. MISD is proud to celebrate the excellence in academics, athletics, fine arts and CTE that is demonstrated by our students, and we believe that safe, engaging, rigorous, and diverse learning environments provide the best opportunity for students to reach their fullest potential through experiences offered at MISD.</p> <p><b>What:</b> The North America Para Standing Tennis Championships returned to Dallas in 2025 for its eighth year at the SMU Tennis Complex, welcoming players from around the world, including Midlothian High School junior Dylan Fann. This is an international event that includes athletes from countries all over North America. The championships feature student-athletes in standing events for athletes with limb loss or mobility impairments, highlighting the continued growth, visibility, and competitive opportunities within adaptive sports in the United States. Dylan competed at the highest level and earned a finalist finish in Para Standing Tennis Singles at the 2025 North America Championships. He also previously finished as a finalist in the Men's Open Singles division at the 2024 USA Tournament. We are MISD Proud of Dylan and invite trustees and the school community to join us in congratulating him.</p>
<b>Strategic Priority:</b> <i>(Primary)</i>	Priority 1: Student Success
<b>Performance Objective:</b> <i>(Primary)</i>	1.1 Multiple Pathways for All Students to Belong
<b>Strategic Priority:</b> <i>(Secondary - if needed)</i>	
<b>Performance Objective:</b> <i>(Secondary - if needed)</i>	
<b>Legal Reference:</b> (1) / (2)	
<b>Fiscal Impact/Budget Function Code:</b>	N/A
<b>Administration Recommendation</b>	Presentation only
<b>Motion:</b>	N/A
<b>Presenter:</b>	Tammy Kuykendall
	Executive Director of Communications

**Midlothian ISD  
BOARDBOOK TEMPLATE**

<b>Board Meeting Date:</b>	01/20/2026	
<b>Agenda Item:</b>	Recognition: School Board Appreciation Month	
<b>Agenda Location:</b>	PRESENTATIONS / RECOGNITIONS	
<b>Template Attachments:</b>	No	
<b>If yes, then select what applies:</b>		
<b>Link to the presentation:</b>		
<b>Background Information</b>	<p><b>Why:</b> MISD strives to honor the cultural tenets of "We Are Family" and "Honor Relationships." The Board gives so much time and effort to our district, we want to take this opportunity to thank them.</p> <p><b>What:</b> January is School Board Appreciation Month and MISD will join school district's across Texas as we take the opportunity to express appreciation to our Trustees. This year's appreciation month theme is Our Future is Public. District leadership, staff, students and parents are encouraged to #ThankASchoolBoardMember for all they do to serve the MISD community and demonstrate our appreciation for their service and collaboration to support student success.</p>	
<b>Strategic Priority: (Primary)</b>	Priority 3: Culture, Climate and Safety	
<b>Performance Objective: (Primary)</b>	3.1 Commit to MISD Cultural Tenets in a Way that Ensure Staff and Student Well-being	
<b>Strategic Priority: (Secondary - if needed)</b>		
<b>Performance Objective: (Secondary - if needed)</b>		
<b>Legal Reference: (1) / (2)</b>		
<b>Fiscal Impact/Budget Function Code:</b>	N/A	
<b>Administration Recommendation</b>	Presentation only	
<b>Motion:</b>	N/A	
<b>Presenter:</b>	Tammy Kuykendall	
	Executive Director of Communications	

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Minutes of a Special Meeting  
L.A. Mills Administration Building  
100 Walter Stephenson Road  
Midlothian, Texas 76065  
Wednesday, December 10, 2025, beginning at 5:30 PM

A Special Meeting of the Board of Trustees of Midlothian ISD was held on Wednesday, December 10, 2025, beginning at 5:30 PM.

**Board Members Present Included:** Ed Harrison: Present, Gary Vineyard: Present, Jessica Ward: Present, John Knight: Present, Richard Pena: Absent, Ryan Timm: Present, Tami Tobey: Present.

**Administration Present:** David Belding, Superintendent

**Attorneys:** Haley Turner, representing the Board  
Adebola C. Ibidapo, representing Administration

I. **FIRST ORDER OF BUSINESS**

- A. Announcement by the presiding officer that a quorum of Board members is present, that the meeting has been duly called, and that notice of the meeting has been posted in accordance with the Texas Open Meetings Act, Texas Government Code Chapter 551  
The meeting was called to order at 5:30 pm.

- II. **PUBLIC COMMENT - Members of the public may address the Board during the public comment portion of the board meeting in accordance with Board policy BED (LOCAL). Individuals wishing to speak shall follow the procedures outlined above.**  
There was no public comment for this meeting.

III. **CLOSED SESSION as authorized by the Texas Open Meetings Act, Texas Government Code Chapter 551.**

The Board moved out of open session at 5:30 pm under Texas Government Code Chapter 551.082 and 551.0821, and into closed session at 5:34 pm for consultation with the District's attorney and moved then into the Level III grievance at 5:50 pm.

- A. Conduct Level III parent grievance appeal, pursuant to Texas Gov't Codes 551.074, 551.082, 551.0821  
B. Deliberation and consultation with legal counsel regarding Level III parent grievance appeal, pursuant to Texas Gov't Code 551.071

Following the L3 Hearing presentations, the Board moved into deliberation with the

attorney at 6:47 pm until 7:17 pm.

**IV. RECONVENE TO OPEN SESSION**

The Board reconvened in Open Session at 7:17 pm.

**V. ACTION ITEM**

A. Consider and take action on Level III parent grievance appeal.

A motion was made to uphold the Level II Response as untimely in the submission of the grievance. This motion, made by Jessica Ward and seconded by John Knight, Passed.

Ed Harrison: Yea, Gary Vineyard: Nay, Jessica Ward: Yea, John Knight: Yea, Richard Pena: Absent, Ryan Timm: Yea, Tami Tobey: Yea  
Yea: 5, Nay: 1, Absent: 1

**VI. ADJOURNMENT OF MEETING**

The meeting adjourned at 7:23 pm.

\_\_\_\_\_  
Board President

\_\_\_\_\_  
Board Secretary

January 20, 2026

Date

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Minutes of a Regular Meeting  
L.A. Mills Administration Building  
100 Walter Stephenson Road  
Midlothian, Texas 76065  
Monday, December 15, 2025, beginning at 5:30 PM

A Regular Meeting of the Board of Trustees of Midlothian ISD was held on Monday, December 15, 2025, beginning at 5:30 PM.

**Board Members Present Included:** Ed Harrison: Present, Gary Vineyard: Present, Jessica Ward: Present, John Knight: Present, Richard Pena: Absent, Ryan Timm: Present, Tami Tobey: Present.

**Administration Present:** David Belding, Shelle Blaylock, Aaron Williams, Tammy Kuykendall, and Rebecca Metzger.

I. **FIRST ORDER OF BUSINESS**

A. Announcement by the presiding officer that a quorum of Board members is present, that the meeting has been duly called, and that notice of the meeting has been posted in accordance with the Texas Open Meetings Act, Texas Government Code Chapter 551

The meeting was called to order at 5:30 pm

II. **PUBLIC COMMENT #1**

There was no public comment for this portion of the meeting.

III. **CLOSED SESSION as authorized by the Texas Open Meetings Act, Texas Government Code Chapter 551.**

The Board moved out of open session at 5:30 pm and into closed session at 5:34 pm.

A. Discussion of Personnel, Texas Government Codes 551.074 -

Resignations, Terminations, and Non-renewals of Professional Employees, Employment, Leaves of Absences, Personnel Issues

B. Discuss Purchase, Exchange, Lease, or Value of Real Property 551.072

C. Students, Texas Government Code 551.082, 551.0821

1. Discipline Issues

2. Non-Discipline Issues

IV. **RECONVENE TO OPEN SESSION**

The Board moved out of closed session at 6:25 pm and into open session at 6:30 pm.

V. **INTRODUCTION OF MEETING**

A. Invocation

The invocation was given by Gary Vineyard.

B. Pledges of Allegiance

The pledges were led by Vitovsky Elementary Honor Council.

VI. **SUPERINTENDENT REPORT**

Dr. Belding acknowledged the number of students being recognized for the evening; the All City Choir performances from last week, and the Deck the Halls' event at Heritage High School last weekend. He shared that the city parade was a great community event and he also mentioned the number of community events that students and staff are involved in — truly showing the hearts of our students.

Dr. Belding highlighted the MISD athletic trainers: Greg Goerig, Ashlyn Powell, Russell Wagner, and Rachel Young.

VII. **TRUSTEE GOOD THINGS**

Jessica Ward wished everyone a very Merry Christmas and a Happy New Year.

Ryan Timm reiterated Jessica's wishes, and he recognized Coach Todd York and his team for executing a great playoff game between Duncanville and Waxahachie.

VIII. **PRESENTATIONS / RECOGNITIONS**

A. MISD Mission, Vision, and Cultural Tenets

Ryan Timm shared the MISD Mission, Vision, and Cultural Tenets.

B. MISD Board Pledge

The Trustees recited the Board Pledge for the record.

C. Recognition: Heritage and Midlothian High School Cross Country State Qualifiers

Heritage High School senior Jenna Jacobsen and Midlothian High School senior Lincoln Husbands were each recognized as they qualified and advanced to the UIL 5A Cross Country State Meet.

D. Recognition: Aramark Culinary Excellence Award

Aramark Chef, Brent Loving, was recognized for participating in the 2025 ACE Competition, advancing to nationals and then Enterprise Level at the Culinary Institute of America where he showcased his skills on a global stage at Aramark's headquarters in Philadelphia. Chef Loving earned a silver medal.

E. Recognition: MHS Volleyball Regional Semi-finalist

MHS Volleyball Players were recognized as Bi-district Champions, Area Champions and for qualifying as Regional Semi-Finalists.

F. Recognition: HHS Football Regional Semi-finalist

The Heritage HS Football team was recognized for winning its seventh Regional Semifinalists Title. The team was ranked #1 in DMA (District Map Area), #39 in the state, #77 nationally, and #11 in its state division.

G. Recognition: Thespian Qualifiers

MHS and Heritage HS Theater students were recognized for participating in the Texas Thespian State Festival and Competition during the Thanksgiving break that produced 20 MISD Thespian National Qualifiers.

IX. **PUBLIC COMMENT #2**

There was no public comment for this portion of the meeting.

- X. **SUBCOMMITTEE UPDATES**
- A. Curriculum and Instruction Subcommittee Update  
Ed Harrison provided an update from the Curriculum and Instruction Subcommittee Meeting on December 10, 2025.
- XI. **CONSENT AGENDA**
- A motion was made to approve the Consent agenda as presented. This motion, made by John Knight and seconded by Ed Harrison, Passed.  
Ed Harrison: Yea, Gary Vineyard: Yea, Jessica Ward: Abstain (out of the meeting), John Knight: Yea, Richard Pena: Absent, Ryan Timm: Yea, Tami Tobey: Yea  
Yea: 5, Nay: 0, Absent: 1, Abstain: 1.
- A. Consider Meeting Minutes  
1. November 17, 2025 - Regular Board Meeting Minutes
- B. Consider Board Approval of Administrator Activity According to TEC 11.006(c) and HB3372
- C. Consider Authorization to Hire
- D. Acknowledgment of Name Change Due to Merger/Acquisition - Orcutt Winslow to Grace Design Studios, LLC
- XII. **DISCUSSION / ACTION ITEMS**
- A. Consider Approving Annual Audit for Fiscal Year 24-25  
A motion was made to approve the Midlothian ISD Annual Financial Report for the fiscal year ended June 30, 2025. This motion, made by Tami Tobey and seconded by Gary Vineyard, Passed.  
Ed Harrison: Yea, Gary Vineyard: Yea, Jessica Ward: Yea, John Knight: Yea, Richard Pena: Absent, Ryan Timm: Yea, Tami Tobey: Yea  
Yea: 6, Nay: 0, Absent: 1
- XIII. **INFORMATION ONLY**
- A. Campus Spotlight - Vitovsky Elementary School  
Napoleon Leiva, principal of Vitovsky Elementary, shared the student experience, campus events and highlights. Mr. Leiva provided information related to the 25–26 campus goals and steps being taken to help students meet those goals.
- B. Campus Spotlight - The MILE  
Dr. Shannon Blake shared campus goals for the MILE making student success a priority while pairing learning with engaging experiences.
- C. Receive Financial Reports  
Dr. Metzger shared the monthly finance reports.
- XIV. **Action, if any, on Items Discussed in Closed Session**
- XV. **Consider Agenda Items/Topics for Upcoming Meetings**  
Gary Vineyard asked for an update on the Yondr Pouches.
- XVI. **ADJOURNMENT OF MEETING**  
A motion was made to adjourn the meeting at 8:02 pm. This motion, made by Ed Harrison

and seconded by John Knight, Passed.

Ed Harrison: Yea, Gary Vineyard: Yea, Jessica Ward: Yea, John Knight: Yea, Richard Pena:

Absent, Ryan Timm: Yea, Tami Tobey: Yea

Yea: 6, Nay: 0, Absent: 1

\_\_\_\_\_  
Board President

\_\_\_\_\_  
Board Secretary

January 20, 2026

Date

Minutes of a Team of 8 Training Meeting  
L.A. Mills Administration Building  
100 Walter Stephenson Road  
Midlothian, Texas 76065  
Tuesday, December 16, 2025, beginning at 5:30 PM

A Working Meeting of the Board of Trustees of Midlothian ISD was held on Tuesday, December 16, 2025, beginning at 5:30 PM.

**Board Members Present Included:** Ed Harrison: Present, Gary Vineyard: Present, Jessica Ward: Present, John Knight: Present, Richard Pena: Present, Ryan Timm: Present, Tami Tobey: Present.

**Administration Present:** David Belding, Shelle Blaylock, Aaron Williams, Rebecca Metzger, and Tammy Kuykendall

I. **FIRST ORDER OF BUSINESS**

- A. Announcement by the presiding officer that a quorum of Board members is present, that the meeting has been duly called, and that notice of the meeting has been posted in accordance with the Texas Open Meetings Act, Texas Government Code Chapter 551  
The meeting was called to order at 5:30 pm.

II. **TEAM OF 8 TRAINING**

Dr. Jim Vaszauskas facilitated the Team of 8 Training with a focus on the November 2025 Bond next steps, including Board Policies and state laws; financial planning, architect selection and design process. The team worked through Board policies for construction, the delivery methods and the projected timelines for the individual projects.

(The Board took a brief recess from 6:38 to 6:54 pm.)

III. **ADJOURNMENT OF MEETING**

The meeting adjourned at 7:43 pm.

\_\_\_\_\_  
Board President

\_\_\_\_\_  
Board Secretary

January 20, 2026  
Date

**Midlothian ISD  
BOARDBOOK TEMPLATE**

<b>Board Meeting Date:</b>	January 20, 2026	
<b>Agenda Item:</b>	Quarterly Investment Report	
<b>Agenda Location:</b>	CONSENT	
<b>Template Attachments:</b>	Yes	PDF
<b>If yes, then select what applies:</b>	PDF	PDF
<b>Link to the presentation:</b>	No presentation for this item.	
<b>Background Information</b>	<p><b>WHY:</b> Board Policy CDA (LEGAL) requires the District investment officer to prepare a written report of investment transactions for all funds covered under the Public Funds Investment Act. This report shall be presented to the Board and Superintendent not less than quarterly, within a reasonable time after the end of the period.</p> <p><b>WHAT:</b></p> <ul style="list-style-type: none"> <li>• Total Cash Balances increased from last quarter by \$18,390,774.87. Tax collections have increased.</li> <li>• Total Interest earned this quarter was \$471,407.72 which is lower than the prior quarter by \$92,093.50 due to lower interest rates this quarter. The decrease in interest rates are as follows- Lone Star rates decreased from 4.292% to 3.792%, TexPool rates decreased from 4.290% to 3.986%, the First Financial money market decreased from 4.305% to 4.127% and the First Financial Checking account interest decreased from 3.662% to 3.348%.</li> </ul> <p>A detailed report is attached covering the quarter beginning October 1, 2025 and ending December 31, 2025.</p>	
<b>Strategic Priority: (Primary)</b>	Priority 4: District Operations and financial Stewardship	
<b>Performance Objective: (Primary)</b>	4.3 Commitment to Financial Stewardship	
<b>Strategic Priority:</b> <i>(Secondary - if needed)</i>	N/A	
<b>Performance Objective:</b> <i>(Secondary - if needed)</i>	N/A	
<b>Legal Reference: (1) / (2)</b>	Texas Education Agency	N/A
<b>Policy Reference: (1) / (2)</b>	CDA-OTHER REVENUES - INVESTMENTS	
<b>Fiscal Impact/Budget Function Code:</b>	N/A	

<b>Administration Recommendation</b>	Administration recommends the approval of the agenda item as presented.	
<b>Motion:</b>	Presented as a consent item. If the item is pulled from the consent agenda, the motion might be: "I move that the quarterly investment report be approved as presented."	
<b>Presenter:</b>	Dr. Rebecca Metzger	
	District Leadership	

	Balance at 10/01/25	Deposits	Withdrawals	Interest	Balance at 12/31/25	Fund Totals	First Financial Checking/IntraFi	First Financial - General Operating MMA	Lone Star	TexPool	Total
<b>Fund 163 Payroll</b>											
Checking Account-FRB	0.00				0.00		0.00				
First Financial IntraFi	38,380.64	23,459,560.47	(23,444,091.49)	7,379.60	61,229.22	61,229.22	61,229.22				
<b>Fund 199 General Fund</b>											
First Financial Bank-Money Market	250,855.14		(2,610.53)	2,602.26	250,846.87			250,846.87			
First Financial IntraFi	12,470,234.76	2,610.53	-	130,508.82	12,603,354.11			12,603,354.11			
Lone Star Investment Pool	1,719,470.70	17,291,925.00		50,677.90	19,062,073.60			19,062,073.60			
TexPool	13,788,127.56	17,843,554.10	(30,729,317.57)	79,812.30	982,176.39	32,898,450.97				982,176.39	
<b>Fund 240 Food Service</b>											
First Financial IntraFi	960,633.43	911,632.37	(1,237,896.74)	6,909.13	641,278.19		641,278.19				
TexPool	2,015,459.12	3,952.40		20,348.66	2,039,760.18	2,681,038.37				2,039,760.18	
<b>Fund 481 Campus Activity</b>											
TexPool	1,143,379.07	137,944.61	(1,119.01)	12,329.54	1,292,534.21	1,292,534.21				1,292,534.21	
<b>Fund 499 Child Care</b>											
TexPool	263,690.53	28,509.96		2,769.70	294,970.19	294,970.19				294,970.19	
<b>Fund 589 Interest &amp; Sinking (Debt Service)</b>											
Lone Star Investment Pool	11,236,067.60	10,743,635.73		133,566.97	22,113,270.30			22,113,270.30			
TexPool	703,876.92	3,086,613.00	(5,225.00)	11,213.27	3,796,478.19	25,909,748.49				3,796,478.19	
<b>Fund 694 Construction</b>											
2020 Series	335,514.30		(35,305.28)	3,210.98	303,421.00	303,421.00				303,421.00	
<b>Multi-Fund Checking Account</b>											
First Financial IntraFi	477,655.26	19,457,839.12	(19,592,844.52)	10,078.59	352,728.45	352,728.45	352,728.45				
<b>TOTALS</b>	<u>45,403,346.03</u>	<u>92,967,777.29</u>	<u>(75,048,410.14)</u>	<u>471,407.72</u>	<u>63,794,120.90</u>	<u>63,794,120.90</u>	<u>1,055,235.86</u>	<u>12,854,200.98</u>	<u>41,175,343.90</u>	<u>8,709,340.16</u>	<u>63,794,120.90</u>
							3.348%	4.127%	3.972%	3.986%	

The investments listed above comply with the District's investment policy as defined in CDA (Local) and with relevant provisions of the Government Code, Chapter 2256.

Prepared by: Dr. David Beiding, Superintendent

  
Dr. Rebecca Metzger, Asst. Superintendent of Business & Operations

**Midlothian ISD  
BOARDBOOK TEMPLATE**

<b>Board Meeting Date:</b>	January 20, 2026	
<b>Agenda Item:</b>	Consider Administrator Activity - TEC 11.006	
<b>Agenda Location:</b>	CONSENT	
<b>Template Attachments:</b>	Yes	<a href="#">MISD FORM - Blake</a> <a href="#">Contract - Blake</a>
<b>If yes, then select what applies:</b>	N/A	N/A
<b>Link to the presentation:</b>		
<b>Background Information</b>	<p><b>WHAT:</b> Section 11.006 of Texas Education Code prohibits certain activities by administrators. In this section, "administrator" means a person who has significant administrative duties relating to the operation of a school district, including the operation of a campus, program, or other subdivision of the district.</p> <p>An administrator may not receive any financial benefit for the performance of personal services for:</p> <ul style="list-style-type: none"> <li>(1) any business entity that conducts or solicits business with the school district that employs the administrator;</li> <li>(2) except as provided by Subsection (c), an education business that provides services regarding the curriculum or administration of any school district; or</li> <li>(3) except as provided by Subsection (c), another school district, open-enrollment charter school, or regional education service center.</li> </ul> <p><b>WHY:</b> An administrator, other than a member of a board of managers, superintendent, or assistant superintendent, may receive a financial benefit under Subsection (b)(2) or (3) if: a written contract describing the services to be performed by the administrator is provided to the board of trustees of the administrator's employing district; and the board of trustees for the administrator's employing district votes to approve the contract after determining that:</p> <ul style="list-style-type: none"> <li>(A) the contract will not harm the district;</li> <li>(B) the arrangement does not present a conflict of interest; and</li> <li>(C) the services to be performed by the administrator will be performed entirely on the administrator's personal time.</li> </ul> <p>Qualifying requests to this end will be submitted on a monthly basis as needed for consideration.</p>	
<b>Strategic Priority:</b> <i>(Primary)</i>	Priority 3: Culture, Climate and Safety	
<b>Performance Objective:</b> <i>(Primary)</i>	3.1 Commit to MISD Cultural Tenets in a Way that Ensure Staff and Student Well-being	

<b>Strategic Priority:</b> <i>(Secondary - if needed)</i>		
<b>Performance Objective:</b> <i>(Secondary - if needed)</i>		
<b>Legal Reference: (1) / (2)</b>	BDF (Legal)	
<b>Fiscal Impact/Budget Function Code:</b>		
<b>Administration Recommendation</b>	Administration recommends the approval of the agenda item as presented.	
<b>Motion:</b>	If pulled a motion may be, "I make a motion to approve the item as presented."	
<b>Presenter:</b>	Aaron Williams, Ed.D.	Gaya Jefferson
	Chief Human Capital Officer	Executive Director (ED) - Human Resources

**Midlothian ISD  
BOARDBOOK TEMPLATE**

<b>Board Meeting Date:</b>	January 20, 2026	
<b>Agenda Item:</b>	RESOLUTION FOR CHIEF TAX APPRASIER TO ACT AS AGENT ON BEHALF OF MIDLOTHIAN ISD FOR PROTESTS	
<b>Agenda Location:</b>	CONSENT	
<b>Template Attachments:</b>	Yes	PDF
<b>If yes, then select what applies:</b>	PDF	PDF
<b>Link to the presentation:</b>	No presentation for this item.	
<b>Background Information</b>	<p><b>WHY:</b> It is necessary for the Board of Trustees to a adopt a Resolution for the Ellis County Chief Tax Appraiser to act on behalf of the District for protests in values with the Office of the Texas State Comptroller's Office.</p> <p><b>WHAT:</b> The resolution is attached for your review and approval.</p>	
<b>Strategic Priority: (Primary)</b>	Priority 4: District Operations and financial Stewardship	
<b>Performance Objective: (Primary)</b>	4.3 Commitment to Financial Stewardship	
<b>Strategic Priority: (Secondary - if needed)</b>	N/A	
<b>Performance Objective: (Secondary - if needed)</b>	N/A	
<b>Legal Reference: (1) / (2)</b>	Texas Education Agency	N/A
<b>Policy Reference: (1) / (2)</b>	CBA-STATE AND FEDERAL REVENUE SOURCES - STATE	
<b>Fiscal Impact/Budget Function Code:</b>	N/A	
<b>Administration Recommendation</b>	Administration recommends the approval of the agenda item as presented.	
<b>Motion:</b>	If pulled from the consent agenda, a motion might be, "I move to approve the Resolution for the Ellis County Tax Appraiser to Act as an Agent on behalf of Midlothian ISD for any protests with the Texas State Comptroller's Office, as presented."	
<b>Presenter:</b>	Dr. Rebecca Metzger	
	District Leadership	

MIDLOTHIAN INDEPENDENT SCHOOL DISTRICT

A RESOLUTION  
AUTHORIZING THE ELLIS APPRAISAL DISTRICT CHIEF APPRAISER  
OR OTHER EMPLOYEE OF EAD TO ACT AS AGENT IN  
REGARD TO FILING A PROTEST AGAINST THE  
COMPTROLLER'S 2025 PROPERTY VALUE STUDY AND/OR AN AUDIT OF A PREVIOUS YEAR'S VALUES  
FOR MIDLOTHIAN ISD:

WHEREAS, the Board of Trustees of said Independent School District intend to protest the Comptroller's Property Value Study for tax year 2025;

WHEREAS, 34 TEX. ADMIN. CODE § 9.4302 permits the governing body of a school district to designate the Chief Appraiser and other employees of the appraisal district to act as its agent for the school district in the protest of the Comptroller's Property Value Study and/or an Audit for a previous year's values;

WHEREAS, the Board of Trustees of said Independent School District have voted to approve and grant authority to the Chief Appraiser of the Ellis Appraisal District ("EAD") and all other EAD employees, as delegated and determined by the EAD Chief Appraiser, to act as its agent regarding its protest of the Comptroller's Property Value Study for tax year 2025 and/or an Audit for a previous year's values;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of said Independent School District hereby authorize and otherwise grant authority to the EAD Chief Appraiser and all other employees of EAD to act as its agent in its protest of the Comptroller's Property Value Study for tax year 2025 and/or an Audit for a previous year's values.

This resolution shall become effective upon its passage.

Passed, adopted and resolved by the Board of Trustees, at a meeting at which a quorum was present and a majority of the trustees voting for and at which meeting this resolution, in written form, was before the Board at the time of its adoption.

ADOPTED on the 20<sup>TH</sup> day of January, 2026.

MIDLOTHIAN INDEPENDENT SCHOOL DISTRICT

ATTEST: \_\_\_\_\_  
Ryan Timm  
President, Board of Trustees

**Midlothian ISD  
BOARDBOOK TEMPLATE**

<b>Board Meeting Date:</b>	January 20, 2026	
<b>Agenda Item:</b>	Consider Approving the Order of Election for the May 2, 2026 General Trustee Election	
<b>Requires Board Action:</b>	YES	
<b>Agenda Location:</b>	CONSENT	
<b>Template Attachments:</b>	Yes	PDF
<b>If yes, then select what applies:</b>		
<b>Link to the presentation:</b>	No presentation for this item.	
<b>Background Information</b>	<p><b>WHY:</b> This year's general trustee election will be Saturday, May 2nd and by law must be a joint election with the city or the county. Administration's desire is to contract with Ellis County Elections Administration as previously done for the administration of the election. This has proved to be quite advantageous to the voters.</p> <p><b>WHAT:</b> However, it is still the responsibility of the governmental entity (MISD) to execute, approve and publish the Order of Election for the May 2, 2026 Election.</p>	
<b>Strategic Priority: (Primary)</b>	Priority 3: Culture, Climate and Safety	
<b>Performance Objective: (Primary)</b>	3.2 Strive to Be a Listening and Learning Organization Aligned with Stakeholder Engagement	
<b>Strategic Priority: (Secondary - if needed)</b>	Priority 4: District Operations and Financial Stewardship	
<b>Performance Objective: (Secondary - if needed)</b>	4.3 Commitment to Financial Stewardship	
<b>Legal Reference: (1) / (2)</b>	Texas Election Code	
<b>Policy Reference: (1) / (2)</b>	BBB-BOARD MEMBERS - ELECTIONS	
<b>Fiscal Impact/Budget Function Code:</b>	N/A	
<b>Administration Recommendation</b>	It is the administration's recommendation to approve the Order as presented.	
<b>Motion:</b>	Presented as a consent agenda item; however, if pulled for discussion a motion might be, "I move to approve the Order of Election for the May 2, 2026 General Trustee Election."	
<b>Presenter:</b>	David Belding, Ed.D.	
	District Leadership	

**ORDER OF ELECTION for May 2, 2026 GENERAL ELECTION**  
*ORDEN DE ELECCIÓN para la ELECCIÓN GENERAL del 2 de mayo de 2026*

**An election is hereby ordered to be held on May 2, 2026 for the purpose of voting on: Election of two (2) Board Trustees for Midlothian ISD**  
*Por la presente se ordena que se celebre una eleccion el 2 de mayo de 2026 con el proposito de votar: Eleccion de dos (2) Fideicomisarios de Midlothian ISD*

**The below listed Early Voting Vote Centers will be established for any qualified voter with an effective date of registration on or before May 2, 2026. A voter may vote at any of the Early Voting Vote Centers for the General and Special Elections.**  
*Las ubicaciones para centros de votacion anticipada que se enumeran a continuacion se estableceran para cualquier votante calificada con una fecha efectiva de registro en o antes del 02 de mayo de 2026. Un votante puede votar en cualquiera de los lugares de votacion anticipada para las Elecciones General y Especial Conjunta.*

**Early Voting Location Dates and Times**

*Fechas y horarios de ubicación de la votación anticipada*

1	Ellis County Woman’s Building (Main Early Voting Location) 407 W. Jefferson Street (Davis Hall) Waxahachie, TX 75165
	Remaining Early Voting Locations to be determined and published in the Election Notice.

Monday, April 20, 2026 <i>lunes, 20 de abril de 2026</i>	through <i>hasta</i>	Friday, April 24, 2026 <i>viernes, 24 de abril de 2026</i>	8:00 AM – 5:00 PM <i>8:00 AM – 5:00 PM</i>
<i>*Tuesday, April 21, 2025 NO VOTING – San Jacinto Day</i>			
Saturday, April 25, 2026 <i>sabado, 25 de abril de 2026</i>			8:00 AM – 4:00 PM <i>8:00 AM – 4:00 PM</i>
Monday, April 27, 2026 <i>lunes, 27 de abril de 2026</i>	and <i>y</i>	Tuesday, April 28, 2026 <i>martes, 28 de abril de 2026</i>	7:00 AM – 7:00 PM <i>7:00 AM – 7:00 PM</i>

Last day to register to vote for the Joint General and Special Elections is: Thursday, April 02, 2026.  
*Último día para registrarse para votar en la Elecciones General y Especial Conjunta es: jueves, 02 de abril de 2026.*

Last day for the Election's Office to receive a Regular or FPCA Ballot by Mail Application: Tuesday, April 20, 2026.  
*El Último día para que la Oficina de Elecciones reciba una solicitud regular o una solicitud de tarjeta postal federal para votar por correo (FPCA-por sus siglas en inglés) es: martes, 20 de abril de 2026.*

**Absentee Application (Regular or Federal Postcard) for ballot by mail shall be mailed to:**  
**Early Voting Clerk, 204 E. Jefferson Street, Waxahachie, Texas 75165**  
**Or email a scanned copy of signed application to [elections@co.ellis.tx.us](mailto:elections@co.ellis.tx.us)**  
**Or faxed to 972-923-5194 (If faxed or emailed, then must receive original application by mail within 4 days)**

*Las solicitudes (Regular o FPCA) de boletas electorales por correo deben enviarse por correo a:*  
*Secretaria de la Votación Adelantada 204 E. Jefferson Street Waxahachie, TX 75165*  
*O por correo eletronico una copia e su aplicación firmada a [elections@co.ellis.tx.us](mailto:elections@co.ellis.tx.us)*  
*O por fax al 972-923-5194 (Si se envía por fax o correo electrónico, debe recibir la solicitud original dentro de los cuatro días)*

Issued this the 20<sup>th</sup> day of January, 2026. (*Publicado el día 20 de enero de 2026.*)

_____	_____	_____
Presiding Officer	Member	Member
_____	_____	
Member	Member	
_____	_____	
Member	Member	

**Midlothian ISD  
BOARDBOOK TEMPLATE**

<b>Board Meeting Date:</b>	January 20, 2026	
<b>Agenda Item:</b>	Consider Approving Additional Staff - Bond Construction Positions for 25-26SY	
<b>Agenda Location:</b>	DISCUSSION / ACTION	
<b>Template Attachments:</b>	Yes	<a href="#">Construction Project Specialist - Bond Program (AP6) Job Description</a>  <a href="#">The Project Manager - Bond Program (AP8) Job Description</a>
<b>If yes, then select what applies:</b>	N/A	
<b>Link to the presentation:</b>	No presentation for this item.	
<b>Background Information</b>	<p><b>WHY:</b> Based on a review of the anticipated scope of work associated with the board-approved bond program, additional positions are needed to provide additional support and project management.</p> <p><b>WHAT:</b> MISD Administration is requesting the following positions for the 2025-26 school year: <u>Construction Project Specialist - Bond Program (AP6)</u>, and <u>Project Manager - Bond Program (AP8)</u>. These positions are to be funded using Bond Construction Funds and will not impact the M&amp;O budget or last longer than there are active bond projects.</p> <p><b>HOW:</b> The Construction Project Specialist - Bond Program (AP6), will coordinate and help oversee all new construction and renovation projects in the District from planning through closeout. This role ensures compliance with all applicable planning, zoning, and construction documentation retention requirements, and is responsible for tracking, managing, and submitting warranty requests for completed construction projects. The position supports project planning, scheduling, field coordination, and construction documentation by working closely with district staff, architects, engineers, contractors, and consultants, applying foundational construction management principles and hands-on project coordination experience to support the successful delivery of bond-funded projects.</p>	

	<p>The Project Manager - Bond Program (AP8), collaborates with the Executive Director of Operations and the Assistant Superintendent of Business and Operations to plan, design, and deliver district campus and facility bond projects. The role works closely with and communicates regularly with key stakeholders, including board members, district staff, construction project specialist, architects, authorities having jurisdiction (AHJs), and vendors to ensure alignment, transparency, and timely project execution. This position also supports the Director of Purchasing in overseeing procurement-related activities associated with bond projects, including planning, development, and execution.</p> <p>Responsibilities include reviewing scopes of work, recommending appropriate pricing methodologies, ensuring compliance with district procurement policies, conducting proposal openings, assisting with proposal evaluations, and supporting negotiations for goods and services. The role supports procurement administration, vendor coordination, and conflict resolution; ensures executed agreements are communicated to appropriate parties; and oversees renewals and amendments to maintain an uninterrupted flow of goods and services.</p>	
<b>Strategic Priority:</b> <i>(Primary)</i>	Priority 2: Capacity Building and Effective Leadership	
<b>Performance Objective:</b> <i>(Primary)</i>	2.1 Recruit and Retain High-potential Talent	
<b>Strategic Priority:</b> <i>(Secondary - if needed)</i>	Priority 2: Capacity Building and Effective Leadership	
<b>Performance Objective:</b> <i>(Secondary - if needed)</i>	2.2 Systematic Management of Individual Talent	
<b>Legal Reference: (1) / (2)</b>		
<b>Policy Reference: (1) / (2)</b>		
<b>Fiscal Impact/Budget Function Code:</b>	These positions are compensated partially or fully from Midlothian ISD Bond funding; therefore, the positions are approved on an annual basis, and are not guaranteed as a recurring position(s) on the Midlothian ISD Staffing table. Compensation will not come from the Maintenance & Operations budget.	
<b>Administration Recommendation</b>	Administration recommends the approval of the agenda item as presented.	
<b>Motion:</b>	Possible motion would be: "I move that the board approve the additional positions as presented."	
<b>Presenter:</b>	Aaron Williams, Ed.D.	Rebecca Metzger, Ed.D
	Chief Human Capital Officer	Assistant Superintendent of Business and Operations



# HUMAN RESOURCES DEPARTMENT

MIDLOTHIAN INDEPENDENT SCHOOL DISTRICT

## **JOB TITLE: Construction Project Specialist – Bond Program**

On-site - Full-time - Pay Grade: AP6

Wage/Hour Status: Exempt

Reports to: Executive Director of Operations

Department: Randall Hill Support Center

## **FUNDING**

This position is compensated partially or fully from Midlothian ISD Bond funding; therefore, the position is approved on an annual basis, and is not guaranteed as a recurring position on the Midlothian ISD Staffing table.

## **ABOUT THE JOB**

The **Construction Project Specialist** will coordinate and help oversee all new construction and renovation projects in the District from planning through closeout. This role ensures compliance with all applicable planning, zoning, and construction documentation retention requirements, and is responsible for tracking, managing, and submitting warranty requests for completed construction projects. The position supports project planning, scheduling, field coordination, and construction documentation by working closely with district staff, architects, engineers, contractors, and consultants, applying foundational construction management principles and hands-on project coordination experience to support the successful delivery of bond-funded projects.

## **MINIMUM QUALIFICATIONS - PREFERRED EDUCATION AND EXPERIENCE**

Bachelor's Degree in Construction Science, Construction Management, Building Science, Civil Engineering, or a degree in an approved field of study or Three (3) years of experience in construction, construction project management, architecture, or engineering on K-12 Facilities or closely related industry. Preferred.

Clear and valid Texas driver's license

Construction project management, architectural, or engineering experience

## **SPECIAL KNOWLEDGE AND/OR SKILLS - EXPERIENCE**

A good candidate for this position will possess knowledge of project planning and construction principles; knowledge of mechanical and electrical design and installation; knowledge of health and safety regulations; knowledge of building codes, zoning ordinances, and the inspection certification process; the



# HUMAN RESOURCES DEPARTMENT

MIDLOTHIAN INDEPENDENT SCHOOL DISTRICT

ability to read blueprints and schematics; the ability to conduct on-site inspections of all district facilities; and strong organizational, communication, and interpersonal skills.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Supervise complex construction activities to build new or modify existing school, classrooms, facilities and/or other related buildings, including utilities, equipment installation and exterior improvements.

Serve as liaison to architects, engineers, and consultants to develop, review, and finalize project plans, drawings, schematics, and specifications. Coordinate and conduct project development and construction progress meetings.

Work with city, county, state, and federal officials to ensure conformity with codes and ordinances regulating district construction projects.

Develop and maintain construction progress schedules.

Conduct on-site inspection of construction projects to ensure conformance with construction documents, programs, and needs.

Inspect existing facilities and make recommendations for improvements as needed and establish and recommend priorities for repair projects.

Expedite documentation and completion of punch-list items and coordinate transition of building operation from general contractor to district upon acceptance of a facility.

Track warranty expiration dates and make final warranty check prior to end of warranty periods. Oversee warranty correction work.

Develop resolutions to complex technical problems where analysis of situations or data requires an in-depth evaluation of various factors.

Participate in the prequalification or approval process for architects, engineers, and contractors.

Consult faculty, administrative staff, and community to determine program-driven design needs.

Complete periodic reports of construction project progress and make presentations to the board.

Compile, maintain, and file all reports, records, and other documents required including coordinating the storage and handling of construction documents.

Follow district safety protocols and emergency procedures.



# HUMAN RESOURCES DEPARTMENT

MIDLOTHIAN INDEPENDENT SCHOOL DISTRICT

Estimate cost of construction and repair projects, including labor, materials, and other related costs and assist with the preparation of bidding documents, including notice and instructions to bidders, drawings, and specifications.

Assist with the evaluation of formal bids and provide input into recommendations for the awarding of contracts for school board approval.

Review and authorize requests for payment from contractor(s) and designer(s).

Ensure programs are cost-effective and funds are managed wisely.

Maintain safety standards in conformance with federal, state, and insurance regulations.

## **SUPERVISORY RESPONSIBILITIES**

None

## **ADDITIONAL INFORMATION**

Use of the equipment may be required: Standard office equipment including computer and peripherals; small hand tools; ladder; mechanical and electrical testing equipment; small truck or van.

The job may require mental/physical demands and consideration of environmental factors: Posture: Frequent standing, kneeling/squatting, bending/stooping, pushing/pulling, and twisting; Motion: Frequent walking, climbing stairs/ladders, grasping/squeezing, wrist flexion/extension, and overhead reaching; frequent driving; Lifting: Frequent moderate lifting and carrying (15–44 pounds); Environment: Work outside and inside, on slippery or uneven walking surfaces; frequent exposure to extreme hot and cold temperatures, dust, noise, vibration; exposure to chemical and electrical hazards; work around machinery with moving parts; work around moving objects or vehicles; work alone; may work irregular hours; occasional prolonged hours; frequent districtwide travel; Mental Demands: Maintain emotional control under stress.

This job is expected to be mostly on-site but comes with the possibility to work remotely (from home) a few days per week as determined by your supervisor. Employees who work remotely are expected to follow policies (attendance, social media, confidentiality, data protection, code of conduct) in addition to protecting passwords and following data encryption protection standards and settings while working remotely as expected at the worksite

*This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of responsibilities and duties that may be assigned or skills that may be required.*



# HUMAN RESOURCES DEPARTMENT

MIDLOTHIAN INDEPENDENT SCHOOL DISTRICT

All MISD employees are expected to maintain confidentiality by following the Family Educational Rights and Privacy Act (FERPA) for student information and the Health Insurance Portability and Accountability Act of 1996 (HIPAA) for employee and student information.

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*Received by*

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*Date*



# HUMAN RESOURCES DEPARTMENT

MIDLOTHIAN INDEPENDENT SCHOOL DISTRICT

## **JOB TITLE: Project Manager - Bond Program**

On-site - Full-time - Pay Grade: AP8

Wage/Hour Status: Exempt

Reports to: Executive Director of Operations

Department: Randall Hill Support Center

## **FUNDING**

This position is compensated partially or fully from Midlothian ISD Bond funding; therefore, the position is approved on an annual basis and is not guaranteed as a recurring position on the Midlothian ISD Staffing table.

## **ABOUT THE JOB**

The **Project Manager: Bond Program** collaborates with the Executive Director of Operations and the Assistant Superintendent of Business and Operations to plan, design, and deliver district campus and facility bond projects. The role works closely with and communicates regularly with key stakeholders, including board members, district staff, construction project specialist, architects, authorities having jurisdiction (AHJs), and vendors to ensure alignment, transparency, and timely project execution. This position also supports the Director of Purchasing in overseeing procurement-related activities associated with bond projects, including planning, development, and execution. Responsibilities include reviewing scopes of work, recommending appropriate pricing methodologies, ensuring compliance with district procurement policies, conducting proposal openings, assisting with proposal evaluations, and supporting negotiations for goods and services. The role supports procurement administration, vendor coordination, and conflict resolution; ensures executed agreements are communicated to appropriate parties; and oversees renewals and amendments to maintain an uninterrupted flow of goods and services.

## **MINIMUM QUALIFICATIONS - PREFERRED EDUCATION AND EXPERIENCE**

Bachelor's Degree in Construction Science, Construction Management, Building Science, Civil Engineering, or a degree in an approved field of study or Fifteen (15) years of experience in construction, construction project management, architecture, or engineering on K-12 Facilities or closely related industry.

Five (5) years of successful leadership in construction or related fields, preferred

Project Manager Certification, preferred

### **Minimum Experience:**

K-12 education facilities construction and/or bond program planning experience



# HUMAN RESOURCES DEPARTMENT

MIDLOTHIAN INDEPENDENT SCHOOL DISTRICT

Five years of experience with progressive management responsibility in Construction, Architectural, or Engineering design and construction/project management, facility planning, and contracts.

Five years of experience in a senior supervisory or managerial position managing a large, multi-project facilities design and development program.

## **SPECIAL KNOWLEDGE AND/OR SKILLS - EXPERIENCE**

The ideal candidate will have demonstrated experience managing and coordinating construction projects, including reviewing design and construction documents, supporting capital program planning, and understanding various construction delivery methods. The role supports the Executive Director of Operations with project planning, cost control, budgeting, scheduling, change order review, and constructability analysis. The position requires working knowledge of architectural, civil, mechanical, electrical, and structural systems; construction estimating and budgeting; public capital project practices; and applicable funding, legal, building code, and zoning requirements. The candidate must be able to review construction documents, financials, and pay applications for accuracy and value, and assist with preparation of bidding documents. Strong written and verbal communication skills are essential, along with the ability to collaborate effectively with district staff, architects, engineers, contractors, authorities having jurisdiction (AHJs), and community stakeholders. Proficiency in Microsoft Office and Microsoft Project, strong organizational and negotiation skills, and the ability to present information clearly and professionally are required.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Work in conjunction with the Executive Director of Operations in organizing and administering a comprehensive site and master facility planning program, including new construction and modernization of current facilities.

Oversee the Responsible for successfully the successful planning, programming, designing, and constructing of District Facilities and Bond Construction Projects.

Provide District leadership with documentation, as needed, of what is required to complete a major capital development bond program for construction and renovation projects.

Develop facilities planning data to assist the District Leadership in the execution of the projects related to the bond and capital improvement programs.

Oversee the development of project proposals as determined by the Site and/or District as required by the Board of Trustees.



# HUMAN RESOURCES DEPARTMENT

MIDLOTHIAN INDEPENDENT SCHOOL DISTRICT

Serve as the responsible party to represent the District with Local, State, and Federal agencies and with architects, engineers, technical and financial consultants, legal counsel, inspectors, and contractor representatives related to facilities planning approvals, funding, and construction.

Provide assistance to principals, administrators, and staff on building site planning, including the development of educational specifications and equipment needs for facility projects, and coordinate the planning functions with the assigned project architect.

Supervise architects and other design professionals, contractors, and project coordinators in the execution of district plans and construction projects.

Monitor the schematic design and design development phases of projects to ensure the District's educational program requirements are met.

Evaluate construction contract documents for compliance with District design guidelines and educational specifications, and facilities.

Oversee project closeout documentation and financial closeout documentation, as well as approvals, with the district.

Coordinate with utility providers and notify them of any project requirements, as well as City, County, and State construction requirements for projects.

Coordinate projects with Maintenance and Operations, Technology, and Purchasing departments.

Assist with long-range project planning and budgeting.

Supervise field testing and commissioning of work orders during project warranty periods.

Review general contractor payment applications for accuracy and make recommendations for payment and/or working with consultants to perform this process.

Support the District's Purchasing Director in developing bid documents, contract awards, construction, change orders, and contract completion acceptances.

Provide information, reports, and updates to the Director of Operations and the Executive Leadership Team as needed.

Participate in all preconstruction activities and assist in developing construction phasing, scheduling, and procurement.



# HUMAN RESOURCES DEPARTMENT

MIDLOTHIAN INDEPENDENT SCHOOL DISTRICT

Assist with the bidding process, job walks, bid analysis before final contracts are awarded, and pre-construction conferences.

Work with the Purchasing Department to solicit proposals from architects for plans, estimates, and specifications, and recommend architects to the Board of Trustees for approval, and provide oversight of meetings with architects and facilities committees.

Serve as the primary liaison between the architect, construction specialist, the Executive Leadership Team, and District staff to ensure projects are completed on time and within budget.

Make presentations as needed to the Executive Leadership Team and Board of Trustees to inform them of the purposes, practices, and progress of the bond program and to respond to questions and concerns.

Manage general contractors, construction consultants, architects, and project inspectors on multiple construction projects, as well as making onsite inspection of work to ensure that projects conform to established schedules and approved procedures.

Utilize a systems approach to continuous improvement.

Perform other duties as assigned by the supervisor.

## **ADDITIONAL INFORMATION**

Use of the equipment may be required: Standard office equipment including computer and peripherals; small hand tools; ladder; mechanical and electrical testing equipment; small truck or van

The job may require mental/physical demands and consideration of environmental factors: Job duties are performed both indoors and outdoors, in various environments with varying temperatures, noise levels, including construction sites, rooftops, high and precarious places, and District-wide facilities. Must possess the ability to work near mechanical parts; required to travel by personal and/or District vehicle to and from District sites and to work at remote District sites as needed; maintain emotional control under pressure; potential statewide travel; frequent, prolonged, and irregular hours. Must contribute to the preservation of accidents and injuries and incidents immediately to the supervisor, and be proactive in the ongoing efforts to improve and maintain workplace safety.

This job is expected to be mostly on-site but comes with the possibility to work remotely (from home) a few days per week as determined by your supervisor. Employees who work remotely are expected to follow policies (attendance, social media, confidentiality, data protection, code of conduct) in addition to protecting passwords and following data encryption protection standards and settings while working remotely as expected at the worksite.



# HUMAN RESOURCES DEPARTMENT

MIDLOTHIAN INDEPENDENT SCHOOL DISTRICT

*This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of responsibilities and duties that may be assigned or skills that may be required.*

All MISD employees are expected to maintain confidentiality by following the Family Educational Rights and Privacy Act (FERPA) for student information and the Health Insurance Portability and Accountability Act of 1996 (HIPAA) for employee and student information.

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*Received by*

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*Date*

**Midlothian ISD  
BOARDBOOK TEMPLATE**

<b>Board Meeting Date:</b>	January 20, 2026	
<b>Agenda Item:</b>	CONSIDER APPROVING A RESOLUTION ADOPTING PREVAILING WAGE RATES	
<b>Agenda Location:</b>	DISCUSSION/ACTION: BUSINESS AND FINANCE	
<b>Template Attachments:</b>	Yes	PDF
<b>If yes, then select what applies:</b>	PDF	PDF
<b>Link to the presentation:</b>	No presentation for this item.	
<b>Background Information</b>	<p>Government Code §2258.022 requires that the District determine a prevailing wage scale for construction projects and that the prevailing wage scale be published in the construction and bid documents of each project. In accordance with the statute, a worker, laborer, or mechanic employed on a public work, exclusive of maintenance work, by or on behalf of the District shall be paid not less than the general prevailing rate of per diem wages. The general prevailing rate of per diem wages is the rate of per diem wages for work of a similar character in the locality in which the work is performed, and also includes the rate of per diem wages for legal holiday and overtime work. A worker is employed on a public work if the worker is employed by a contractor or subcontractor in the execution of a contract for public work with the District.</p> <p>The Board shall determine, as a sum certain, the general prevailing rate of per diem wages in the District for each craft or type of worker needed to execute the contract and also for legal holiday and overtime work. To ascertain the general prevailing rate of per diem wages, the Board shall either conduct a survey of the wages received by classes of workers, laborers, and mechanics employed on projects of a character similar to the contract work in the District, or adopt the prevailing wage rate as determined by the U.S. Department of Labor. The Board's determination of the general prevailing rates of per diem wages is final.</p> <p>In lieu of conducting its own survey, the District recommends the adoption of the wage determinations from the U.S. Department of Labor. The most current wage determination for Ellis County is attached.</p>	
<b>Strategic Priority: (Primary)</b>	Priority 4: District Operations and financial Stewardship	
<b>Performance Objective: (Primary)</b>	4.3 Commitment to Financial Stewardship	
<b>Strategic Priority: (Secondary - if needed)</b>	N/A	

<b>Performance Objective:</b> <i>(Secondary - if needed)</i>	N/A	
<b>Legal Reference: (1) / (2)</b>	Texas Education Agency	N/A
<b>Policy Reference: (1) / (2)</b>	CV-FACILITIES CONSTRUCTION	
<b>Fiscal Impact/Budget Function Code:</b>	N/A	
<b>Administration Recommendation</b>	Administration recommends the approval of the agenda item as presented.	
<b>Motion:</b>	A motion might be "I move that we approve the Resolution Adopting Prevailing Wage Rates, as presented."	
<b>Presenter:</b>	Dr. Rebecca Metzger	
	District Leadership	

**RESOLUTION OF THE BOARD OF TRUSTEES OF  
MIDLOTHIAN INDEPENDENT SCHOOL DISTRICT  
ADOPTING PREVAILING WAGE RATES**

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**WHEREAS**, Texas Government Code Chapter 2258 entitles a worker, laborer or mechanic employed on a public work (exclusive of maintenance work) by or on behalf of the Midlothian Independent School District (the "District") shall be paid not less than the general prevailing rate of per diem wages for work of a similar character in the geographical limits of the District and not less than the general prevailing rate of per diem wages for legal holiday and overtime work; and

**WHEREAS**, a worker is employed on a public work if the worker is employed by a contractor or subcontractor in the execution of a contract for the public work with the District or any officer or public body of the District; and

**WHEREAS**, for a contract for a public work awarded by the District, the Board of Trustees must determine the general prevailing rate of per diem wages in the geographical limits of the District for each craft, trade or type of worker needed to execute the contract and the prevailing rate for legal holiday and overtime work by conducting a survey of the wages received or using the prevailing wage rate as determined by the U.S. Department of Labor in accordance with the Davis-Bacon Act and its subsequent amendments; and

**WHEREAS**, the prevailing wage rate determined by the Board of Trustees shall be specified in the invitation for bids or proposals for a public work contract and in the contract itself; and

**WHEREAS**, the contractor who is awarded a public works contract by the Board of Trustees and subcontractors of the contractor shall pay not less than the rates determined by the Board of Trustees to a worker employed by it in the execution of the contract; and

**WHEREAS**, for the District's public works contracts, the District's Administration recommends for adoption the prevailing wage rate determined by the United States Department of Labor in accordance with the Davis-Bacon Act (40 U.S.C. Section 276a et seq.) and its subsequent amendments and recommend that these wage rates be adopted by the Board of Trustees as the District's Prevailing Wage Rates for inclusion in the District's public work contracts; and

**WHEREAS**, the Board of Trustees, based on the foregoing findings and recommendations, desires to adopt the prevailing wage rate determined by the United States Department of Labor in accordance with the Davis- Bacon Act (40 U.S.C. Section 276a et seq.) and its subsequent amendments as the Prevailing Wage Rates for the District's public work contracts

***Be it resolved,***

1. That the findings and recitals in the preamble of this Resolution are hereby found to be true and correct and are hereby approved and adopted.

2. For public work contracts, the wage rates determined by the United States Department of Labor in accordance with the Davis-Bacon Act (40 U.S.C. Section 276a et seq.) and its subsequent amendments are hereby adopted by the Board of Trustees as the District's Prevailing Wage Rates. The Board of Trustees further adopts as the prevailing rate for legal holiday and overtime work the rate of at least one and one-half times the Prevailing Wage Rates described herein or as required by federal law, whichever is greater.

3. The Prevailing Wage Rates adopted hereby are to be specified in the District's invitation for bids or proposals for public work contracts and be included in the District's contracts for public works.

4. It is hereby officially found and determined that the meeting at which this Resolution was considered was open to the public, and public notice of the time, place and purpose of the meeting was given and posted, all as required by Chapter 551, Texas Gov't. Code, as amended.

FINALLY PASSED AND ADOPTED this 20th day of January, 2026.

By: \_\_\_\_\_  
Ryan Timm, President  
Board of Trustees

ATTEST:

By: \_\_\_\_\_  
Jessica Ward, Secretary  
Board of Trustees

**Certificate for Resolution**

I hereby certify that the foregoing resolution was presented to the Board of Trustees of the Midlothian Independent School District during a regularly scheduled meeting on January 20, 2026. A quorum of the Board of Trustees being then present, it was then duly moved and seconded that the resolution be adopted, and such resolution was then adopted according to the following vote:

Ayes: \_\_\_\_\_  
Noes: \_\_\_\_\_  
Abstentions: \_\_\_\_\_

To certify which, witness my hand this 20<sup>th</sup> day of January, 2026.

By: \_\_\_\_\_  
Ryan Timm, President  
Board of Trustees

Superseded General Decision Number: TX20250246

State: Texas

Construction Type: Building

County: Ellis County in Texas.

BUILDING CONSTRUCTION PROJECTS (does not include single family homes or apartments up to and including 4 stories).

Modification Number 0 Publication Date 01/02/2026

ASBE0021-011 06/01/2025

Rates Fringes

ASBESTOS WORKER/HEAT & FROST INSULATOR (Duct, Pipe and Mechanical System Insulation)....\$ 33.23 7.52

BOIL0074-003 01/01/2025

Rates Fringes

BOILERMAKER.....\$ 33.17 24.92

CARP1421-002 10/01/2023

Rates Fringes

MILLWRIGHT.....\$ 32.02 11.27

ELEV0021-006 01/01/2025

Rates Fringes

ELEVATOR MECHANIC.....\$ 51.93 38.435+a+b

FOOTNOTES:

A. 6% under 5 years based on regular hourly rate for all hours worked. 8% over 5 years based on regular hourly rate for all hours worked.

B. New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the Friday after Thanksgiving Day, Christmas Day, and Veterans Day.

ENGI0178-005 06/01/2020

Rates Fringes

POWER EQUIPMENT OPERATOR (1) Tower Crane.....\$ 32.85 13.10 (2) Cranes with Pile Driving or Caisson Attachment and Hydraulic Crane 60 tons and above....\$ 28.75 10.60 (3) Hydraulic cranes 59 Tons and under.....\$ 32.35 13.10

IRON0263-005 06/01/2025

Rates Fringes

IRONWORKER (ORNAMENTAL AND STRUCTURAL).....	\$ 29.64	8.43
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 PLUM0100-005 11/01/2024

	Rates	Fringes
HVAC MECHANIC (HVAC Unit Installation Only).....	\$ 39.76	14.04
PIPEFITTER (Excludes HVAC Pipe Installation).....	\$ 39.76	14.04

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 SUTX2014-022 07/21/2014

	Rates	Fringes
BRICKLAYER.....	\$ 19.89	0.00
CARPENTER, Excludes Drywall Hanging, Form Work, and Metal Stud Installation.....	\$ 16.62	0.00
CAULKER.....	\$ 15.16	0.00
CEMENT MASON/CONCRETE FINISHER...	\$ 13.21	0.00
DRYWALL HANGER AND METAL STUD INSTALLER.....	\$ 15.42	0.00
ELECTRICIAN (Alarm Installation Only).....	\$ 20.93	3.86
ELECTRICIAN (Communication Technician Only).....	\$ 17.62	2.92
ELECTRICIAN (Low Voltage Wiring Only).....	\$ 17.97	2.63
ELECTRICIAN, Excludes Low Voltage Wiring and Installation of Alarms/Sound and Communication Systems.....	\$ 20.65	3.05
FORM WORKER.....	\$ 12.13	0.00
GLAZIER.....	\$ 16.55	3.13
HIGHWAY/PARKING LOT STRIPING: Operator (Striping Machine).....	\$ 10.04	2.31
INSTALLER - SIDING (METAL/ALUMINUM/VINYL).....	\$ 14.74	0.00
INSTALLER - SIGN.....	\$ 15.61	0.00
INSULATOR - BATT.....	\$ 13.00	0.00
IRONWORKER, REINFORCING.....	\$ 12.37	0.00
LABORER: Common or General.....	\$ 12.97	0.00
LABORER: Mason Tender - Brick...	\$ 10.54	0.00
LABORER: Mason Tender - Cement/Concrete.....	\$ 10.75	0.00
LABORER: Pipelayer.....	\$ 13.00	0.35
LABORER: Plaster Tender.....	\$ 12.22	0.00

LABORER: Roof Tearoff.....	\$ 11.28	0.00
LABORER: Landscape and Irrigation.....	\$ 11.09	0.00
LATHER.....	\$ 16.00	0.00
OPERATOR: Backhoe/Excavator/Trackhoe.....	\$ 12.83	0.00
OPERATOR: Bobcat/Skid Steer/Skid Loader.....	\$ 13.93	0.00
OPERATOR: Bulldozer.....	\$ 18.29	1.31
OPERATOR: Drill.....	\$ 15.69	0.50
OPERATOR: Forklift.....	\$ 13.21	0.81
OPERATOR: Grader/Blade.....	\$ 12.96	0.00
OPERATOR: Loader.....	\$ 13.46	0.85
OPERATOR: Mechanic.....	\$ 17.52	3.33
OPERATOR: Paver (Asphalt, Aggregate, and Concrete).....	\$ 18.44	0.00
OPERATOR: Roller.....	\$ 15.04	0.00
PAINTER (Brush, Roller and Spray), Excludes Drywall Finishing/Taping.....	\$ 13.21	2.33
PAINTER: Drywall Finishing/Taping Only.....	\$ 13.76	2.84
PLASTERER.....	\$ 15.75	0.00
PLUMBER (HVAC Pipe Installation Only).....	\$ 22.16	5.46
PLUMBER, Excludes HVAC Pipe Installation.....	\$ 22.31	5.18
ROOFER.....	\$ 17.19	0.00
SHEET METAL WORKER (HVAC Duct Installation Only).....	\$ 20.88	5.19
SHEET METAL WORKER, Excludes HVAC Duct Installation.....	\$ 24.88	5.97
SPRINKLER FITTER (Fire Sprinklers).....	\$ 22.94	0.00
TILE FINISHER.....	\$ 11.22	0.00
TILE SETTER.....	\$ 14.25	0.00
TRUCK DRIVER: 1/Single Axle Truck.....	\$ 16.40	0.81
TRUCK DRIVER: Dump Truck.....	\$ 12.39	1.18
48		
TRUCK DRIVER: Flatbed Truck.....	\$ 19.65	8.57
TRUCK DRIVER: Semi-Trailer Truck.....	\$ 12.50	0.00

TRUCK DRIVER: Water Truck.....\$ 12.00 4.11  
TRUCK DRIVER.....\$ 16.15 3.46  
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WELDERS - Receive rate prescribed for craft performing operation to which welding is incidental.

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Note: Executive Order (EO) 13706, Establishing Paid Sick Leave for Federal Contractors applies to all contracts subject to the Davis-Bacon Act for which the contract is awarded (and any solicitation was issued) on or after January 1, 2017. If this contract is covered by the EO, the contractor must provide employees with 1 hour of paid sick leave for every 30 hours they work, up to 56 hours of paid sick leave each year. Employees must be permitted to use paid sick leave for their own illness, injury or other health-related needs, including preventive care; to assist a family member (or person who is like family to the employee) who is ill, injured, or has other health-related needs, including preventive care; or for reasons resulting from, or to assist a family member (or person who is like family to the employee) who is a victim of, domestic violence, sexual assault, or stalking. Additional information on contractor requirements and worker protections under the EO is available at <https://www.dol.gov/agencies/whd/government-contracts>.

Note: Executive Order 13658 generally applies to contracts subject to the Davis-Bacon Act that were awarded on or between January 1, 2015 and January 29, 2022, and that have not been renewed or extended on or after January 30, 2022. Executive Order 13658 does not apply to contracts subject only to the Davis-Bacon Related Acts regardless of when they were awarded. If a contract is subject to Executive Order 13658, the contractor must pay all covered workers at least \$13.30 per hour (or the applicable wage rate listed on this wage determination, if it is higher) for all hours spent performing on the contract in 2025. The applicable Executive Order minimum wage rate will be adjusted annually. Additional information on contractor requirements and worker protections under Executive Order 13658 is available at [www.dol.gov/whd/govcontracts](http://www.dol.gov/whd/govcontracts).

Unlisted classifications needed for work not included within the scope of the classifications listed may be added after award only as provided in the labor standards contract clauses (29CFR 5.5 (a) (1) (iii)).

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The body of each wage determination lists the classifications and wage rates that have been found to be prevailing for the type(s) of construction and geographic area covered by the wage determination. The classifications are listed in alphabetical order under rate identifiers indicating whether the particular rate is a union rate (current union negotiated rate), a survey rate, a weighted union average rate, a state adopted rate, or a supplemental classification rate.

Union Rate Identifiers

A four-letter identifier beginning with characters other than ""SU"", ""UAVG"", ?SA?, or ?SC? denotes that a union rate was prevailing for that classification in the survey. Example: PLUM0198-005 07/01/2024. PLUM is an identifier of the union whose collectively bargained rate prevailed in the survey for

this classification, which in this example would be Plumbers. 0198 indicates the local union number or district council number where applicable, i.e., Plumbers Local 0198. The next number, 005 in the example, is an internal number used in processing the wage determination. The date, 07/01/2024 in the example, is the effective date of the most current negotiated rate.

Union prevailing wage rates are updated to reflect all changes over time that are reported to WHD in the rates in the collective bargaining agreement (CBA) governing the classification.

Union Average Rate Identifiers

The UAVG identifier indicates that no single rate prevailed for those classifications, but that 100% of the data reported for the classifications reflected union rates. EXAMPLE: UAVG-OH-0010 01/01/2024. UAVG indicates that the rate is a weighted union average rate. OH indicates the State of Ohio. The next number, 0010 in the example, is an internal number used in producing the wage determination. The date, 01/01/2024 in the example, indicates the date the wage determination was updated to reflect the most current union average rate.

A UAVG rate will be updated once a year, usually in January, to reflect a weighted average of the current rates in the collective bargaining agreements on which the rate is based.

Survey Rate Identifiers

The "SU" identifier indicates that either a single non-union rate prevailed (as defined in 29 CFR 1.2) for this classification in the survey or that the rate was derived by computing a weighted average rate based on all the rates reported in the survey for that classification. As a weighted average rate includes all rates reported in the survey, it may include both union and non-union rates. Example: SUFL2022-007 6/27/2024. SU indicates the rate is a single non-union prevailing rate or a weighted average of survey data for that classification. FL indicates the State of Florida. 2022 is the year of the survey on which these classifications and rates are based. The next number, 007 in the example, is an internal number used in producing the wage determination. The date, 6/27/2024 in the example, indicates the survey completion date for the classifications and rates under that identifier.

?SU? wage rates typically remain in effect until a new survey is conducted. However, the Wage and Hour Division (WHD) has the discretion to update such rates under 29 CFR 1.6(c)(1).

State Adopted Rate Identifiers

The "SA" identifier indicates that the classifications and prevailing wage rates set by a state (or local) government were adopted under 29 C.F.R 1.3(g)-(h). Example: SAME2023-007 01/03/2024. SA reflects that the rates are state adopted. ME refers to the State of Maine. 2023 is the year during which the state completed the survey on which the listed classifications and rates are based. The next number, 007 in the example, is an internal number used in producing the wage determination. The date, 01/03/2024 in the example, reflects the date on which the classifications and rates under the ?SA? identifier took effect under state law in the state from which the rates were adopted.

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1) Has there been an initial decision in the matter? This can be:

- a) a survey underlying a wage determination
- b) an existing published wage determination
- c) an initial WHD letter setting forth a position on a wage determination matter
- d) an initial conformance (additional classification and rate) determination

On survey related matters, initial contact, including requests for summaries of surveys, should be directed to the WHD Branch of Wage Surveys. Requests can be submitted via email to [davisbaconinfo@dol.gov](mailto:davisbaconinfo@dol.gov) or by mail to:

Branch of Wage Surveys  
Wage and Hour Division  
U.S. Department of Labor  
200 Constitution Avenue, N.W.  
Washington, DC 20210

Regarding any other wage determination matter such as conformance decisions, requests for initial decisions should be directed to the WHD Branch of Construction Wage Determinations. Requests can be submitted via email to [BCWD-Office@dol.gov](mailto:BCWD-Office@dol.gov) or by mail to:

Branch of Construction Wage Determinations  
Wage and Hour Division  
U.S. Department of Labor  
200 Constitution Avenue, N.W.  
Washington, DC 20210

2) If an initial decision has been issued, then any interested party (those affected by the action) that disagrees with the decision can request review and reconsideration from the Wage and Hour Administrator (See 29 CFR Part 1.8 and 29 CFR Part 7). Requests for review and reconsideration can be submitted via email to [dba.reconsideration@dol.gov](mailto:dba.reconsideration@dol.gov) or by mail to:

Wage and Hour Administrator  
U.S. Department of Labor  
200 Constitution Avenue, N.W.  
Washington, DC 20210

The request should be accompanied by a full statement of the interested party's position and any information (wage payment data, project description, area practice material, etc.) that the requestor considers relevant to the issue.

3) If the decision of the Administrator is not favorable, an interested party may appeal directly to the Administrative Review Board (formerly the Wage Appeals Board). Write to:

Administrative Review Board  
U.S. Department of Labor  
200 Constitution Avenue, N.W.  
Washington, DC 20210.

=====  
END OF GENERAL DECISION

**Midlothian ISD  
BOARDBOOK TEMPLATE**

<b>Board Meeting Date:</b>	January 20, 2026	
<b>Agenda Item:</b>	CONSIDER RESOLUTION EXPRESSING INTENT TO REIMBURSE CERTAIN CAPITAL EXPENDITURES FROM THE PROCEEDS OF BONDS TO BE ISSUED IN THE FUTURE	
<b>Agenda Location:</b>	DISCUSSION/ACTION: BUSINESS AND FINANCE	
<b>Template Attachments:</b>	Yes	PDF
<b>If yes, then select what applies:</b>	PDF	PDF
<b>Link to the presentation:</b>	No presentation for this item.	
<b>Background Information</b>	<p><b>WHY:</b> It is necessary for the Board of Trustees to adopt a Resolution to reimburse the general fund for capital expenditures to be paid from future bond funds. At the advice of our financial advisor the district is waiting to issue bonds until later in the spring. However, to get projects underway, we may incur expenses related to the projects and this resolution allows the general fund to be reimbursed for any such expenses from bond funds once bonds are sold. Additionally, the general fund will be reimbursed for all bond planning and election costs associated with the bond election.</p> <p><b>WHAT:</b> The resolution is attached for your review and approval.</p>	
<b>Strategic Priority:</b> <i>(Primary)</i>	Priority 4: District Operations and financial Stewardship	
<b>Performance Objective:</b> <i>(Primary)</i>	4.3 Commitment to Financial Stewardship	
<b>Strategic Priority:</b> <i>(Secondary - if needed)</i>	N/A	
<b>Performance Objective:</b> <i>(Secondary - if needed)</i>	N/A	
<b>Legal Reference: (1) / (2)</b>	Texas Education Agency	N/A
<b>Policy Reference: (1) / (2)</b>	CBA-STATE AND FEDERAL REVENUE SOURCES - STATE	
<b>Fiscal Impact/Budget Function Code:</b>	N/A	
<b>Administration Recommendation</b>	Administration recommends the approval of the agenda item as presented.	
<b>Motion:</b>	A motion might be "I move to approve the reimbursement resolution expressing the District's intention to reimburse itself from the proceeds of bonds to be issued by the District in the future, as presented."	
<b>Presenter:</b>	Dr. Rebecca Metzger	
	District Leadership	

## **RESOLUTION EXPRESSING INTENT TO REIMBURSE CERTAIN EXPENDITURES**

**WHEREAS**, the Midlothian Independent School District (the “District”) is a political subdivision of the State of Texas authorized to finance its activities by issuing obligations; and

**WHEREAS**, the Issuer will make, or has made not more than 60 days prior to the date hereof, payments with respect to the design, engineering, acquisition, construction, reconstruction or renovation of the projects listed on Exhibit A attached hereto (the “Financed Project”); and

**WHEREAS**, the District has concluded that it does not currently desire to issue obligations to finance the costs associated with the Financed Project; and

**WHEREAS**, the District desires to reimburse itself for the costs associated with the Financed Project from the proceeds of obligations to be issued subsequent to the date hereof; and

**WHEREAS**, the District reasonably expects to issue obligations to reimburse itself for the costs associated with the Financed Project;

**WHEREAS**, in certain circumstances, federal and/or state law requires that the Issuer express its official intent to issue obligations to reimburse itself for expenditures paid prior to the issuance of such obligations in order for such expenditures to be eligible for reimbursement from proceeds of such obligations; and

**WHEREAS**, Section 1.150-2(d)(2) of the Treasury Regulations sets forth limitations regarding the timing of reimbursements made from the proceeds of certain obligations.

**WHEREAS**, all constitutional and statutory prerequisites for the approval of this resolution have been met, including but not limited to the Open Meetings Act; and

**WHEREAS**, the District’s Board of Trustees deems the adoption of this resolution to be in the best interest of the health, safety, and welfare of the public

**NOW, THEREFORE**, be it resolved that:

Section 1. The Issuer reasonably expects to reimburse itself for costs that have been or will be paid subsequent to the date that is 60 days prior to the date hereof and that are to be paid in connection with the Financed Project from the proceeds of obligations to be issued subsequent to the date hereof.

Section 2. The Issuer reasonably expects that the maximum principal amount of obligations issued to reimburse the Issuer for the costs associated with the Financed Project will be \$3,600,000. Such obligations may be issued in one or more series.

Section 3. Unless otherwise advised by bond counsel, any reimbursement allocation will be made not later than 18 months after the later of (1) the date the original expenditure is

paid or (2) the date on which the Financed Project to which the expenditure relates is placed in service or abandoned, but in no event more than three years after the original expenditure is paid.

(Signature page follows)

INTRODUCED, READ AND PASSED by the affirmative vote of the Board of Trustees of the Midlothian Independent School District this 20<sup>th</sup> day of January, 2026.

By: \_\_\_\_\_  
Name: Ryan Timm  
Title: President, Board of Trustees,  
Midlothian Independent School District

ATTEST:

By: \_\_\_\_\_  
Name: Jessica Ward  
Title: Secretary, Midlothian Independent School District

*Signature Page to Reimbursement Resolution*

**EXHIBIT A**

**DESCRIPTION OF FINANCED PROJECT**

<b>Project</b>	<b>Reimbursement Amount</b>
Acquiring, constructing, renovating, improving and equipping school buildings of the District; for the purchase of necessary sites for school buildings; for the retrofitting of school buses with the emergency, safety, or security equipment, and for the purchase of new school buses;	\$300,000
Acquiring, constructing, renovating, improving and equipping a career and technical education facility	\$300,000
Acquiring, improving and equipping technology and technology infrastructure, including computers and tablets and other technology devices for the District.	\$3,000,000
<b>TOTAL</b>	<b>\$3,600,000</b>

**Midlothian ISD  
BOARDBOOK TEMPLATE**

<b>Board Meeting Date:</b>	January 20, 2026	
<b>Agenda Item:</b>	CONSIDER APPROVING A RESOLUTION TO DELEGATE AUTHORITY TO THE SUPERINTENDENT TO SELECT AND CONTRACT WITH CERTAIN CONSULTANTS FOR PROFESSIONAL SERVICES RELATED TO CONSTRUCTION AND TECHNOLOGY UNDER THE BOND PROGRAM	
<b>Agenda Location:</b>	DISCUSSION/ACTION: BUSINESS AND FINANCE	
<b>Template Attachments:</b>	Yes	PDF
<b>If yes, then select what applies:</b>	PDF	PDF
<b>Link to the presentation:</b>	No presentation for this item.	
<b>Background Information</b>	<p><b>WHY:</b> As was discussed in the Team of 8 training, it is necessary for the Board of Trustees to adopt a resolution to delegate authority to the Superintendent to select and contract with certain consultants so that the bond program can run efficiently. The resolution will delegate authority to the Superintendent to negotiate and execute contracts at a fair and reasonable price with each selected consultant in accordance with Texas Government Code Chapters 2254 and 2269, regardless of amount so long as it is within the 2025 Bond Program funds or the budget, without requiring approval from the Board.</p> <p><b>WHAT:</b> The resolution is attached for your review and approval.</p>	
<b>Strategic Priority: (Primary)</b>	Priority 4: District Operations and financial Stewardship	
<b>Performance Objective: (Primary)</b>	4.3 Commitment to Financial Stewardship	
<b>Strategic Priority: (Secondary - if needed)</b>	N/A	
<b>Performance Objective: (Secondary - if needed)</b>	N/A	
<b>Legal Reference: (1) / (2)</b>	Texas Education Agency	N/A
<b>Policy Reference: (1) / (2)</b>	CH-PURCHASING AND ACQUISITION	CV-FACILITIES CONSTRUCTION
<b>Fiscal Impact/Budget Function Code:</b>	N/A	
<b>Administration Recommendation</b>	Administration recommends the approval of the agenda item as presented.	

<b>Motion:</b>	A motion might be "I move that we approve the Resolution to Delegate Authority to the Superintendent to Select and Contract with Certain Consultants for Professional Services related to Construction and Technology under the 2025 Bond Program, as presented."	
<b>Presenter:</b>	Dr. Rebecca Metzger	
	District Leadership	

**RESOLUTION OF THE BOARD OF TRUSTEES OF  
MIDLOTHIAN INDEPENDENT SCHOOL DISTRICT  
DELEGATING AUTHORITY REGARDING CERTAIN PROFESSIONAL  
CONSULTANTS**

**WHEREAS**, the Midlothian Independent School District (the “District”) is commencing several bond projects that were approved by voters in November, 2025 (the “2025 Bond Program”), including obtaining the services of certain professional consultants related to construction and technology;

**WHEREAS**, these professional consultants will be selected on the basis of demonstrated competence and qualifications in accordance with Texas Education Code Section 44.031(f) and Texas Government Code Chapters 2254 and 2269; and

**WHEREAS**, the Board wishes to delegate and grant authority to the Superintendent to select these professional consultants under the 2025 Bond Program, and to negotiate and execute contracts with said consultants consistent with law and policy; therefore,

***Be it resolved,***

1. That the findings and recitals in the preamble of this Resolution are hereby found to be true and correct and are hereby approved and adopted.

2. That the Board of Trustees approves and delegates authority to the Superintendent to select certain professional consultants on the basis of their demonstrated competence and qualifications under the 2025 Bond Program (including, but not limited to, engineers; geotechnical engineers; land surveyors; construction materials engineering, testing, and inspection services; verification testing services; commissioning services; land platting; environmental services; and technology consultants), without requiring approval from the Board.

3. That the Board of Trustees approves and delegates authority to the Superintendent to negotiate and execute contracts at a fair and reasonable price with each selected consultant in accordance with Texas Government Code Chapters 2254 and 2269, regardless of amount so long as it is within the 2025 Bond Program funds or the budget, without requiring approval from the Board.

4. That it is hereby found, determined and declared that a sufficient written notice of the date, time, place and subject of the meeting of the Board of Trustees of the Midlothian Independent School at which this Resolution was adopted was posted at a place convenient and readily accessible at all times to the general public for the time required by law preceding this meeting as required by chapter 551, Texas Government Code, and that this meeting has been open to the public as required by law at all times during which this Resolution and the subject matter thereof has been discussed, considered and formally acted upon. The Board of Trustees further ratifies, approves and confirms such written notice and posting thereof.

FINALLY PASSED AND ADOPTED this 20th day of January, 2026.

By: \_\_\_\_\_  
Ryan Timm, President  
Board of Trustees

ATTEST:

By: \_\_\_\_\_  
Jessica Ward, Secretary  
Board of Trustees

**Certificate for Resolution**

I hereby certify that the foregoing resolution was presented to the Board of Trustees of the Midlothian Independent School District during a regularly scheduled meeting on January 20, 2026. A quorum of the Board of Trustees being then present, it was then duly moved and seconded that the resolution be adopted, and such resolution was then adopted according to the following vote:

Ayes: \_\_\_\_\_  
Noes: \_\_\_\_\_  
Abstentions: \_\_\_\_\_

To certify which, witness my hand this 20<sup>th</sup> day of January, 2026.

By: \_\_\_\_\_  
Ryan Timm, President  
Board of Trustees

THE STATE OF TEXAS     }  
                                      }  
COUNTY OF ELLIS        }     ACKNOWLEDGMENT

BEFORE ME, a Notary Public, on this day personally appeared Ryan Timm, known to me to be the person whose name is subscribed to the foregoing instrument, and having been sworn, upon his oath stated that he is the President of the Board of Trustees of the Midlothian Independent School District; that he was authorized to execute such instrument pursuant to resolution of the Board of Trustees adopted on January 20, 2026; and that said instrument is executed as the free and voluntary act and deed of such governmental unit for the purposes expressed therein.

GIVEN UNDER MY HAND AND SEAL OF OFFICE on this the 20<sup>th</sup> day of January, 2026.

\_\_\_\_\_  
Notary Public, State of Texas

**Midlothian ISD  
BOARDBOOK TEMPLATE**

<b>Board Meeting Date:</b>	January 20, 2026	
<b>Agenda Item:</b>	CONSIDER APPROVING THE RECOMMENDED RANKING OF ARCHITECTURAL FIRMS FOR CERTAIN 2025 BOND PROJECTS AND DELEGATING AUTHORITY TO THE SUPERINTENDENT TO NEGOTIATE AND EXECUTE SUCH CONTRACTS	
<b>Agenda Location:</b>	DISCUSSION/ACTION: BUSINESS AND FINANCE	
<b>Template Attachments:</b>	Yes	PDF
<b>If yes, then select what applies:</b>	PDF	PDF
<b>Link to the presentation:</b>	No presentation for this item.	
<b>Background Information</b>	<p>Midlothian ISD issued a Request for Qualifications invitation (in accordance with Tex. Educ Code 44.031(f)) on July 3, 2024. Qualification proposals were accepted until August 6, 2024. An evaluation committee reviewed the submitted proposals and met on August 29, 2024 to discuss and score the submissions. In December 2024, the Board approved a qualified pool of architectural firms. In December 2025 and January 2026, a committee reviewed submissions from the approved pool in relation to the 2025 bond projects requiring architectural services. Selected firms from the qualified pool were invited to present and interview for specific projects. Following the completion of all presentations and interviews, evaluation scores were compiled and rankings were established for each of the following projects:</p> <ul style="list-style-type: none"> <li>• Elementary School #9</li> <li>• CTE Center</li> <li>• MHS Renovations &amp; Capital Improvements</li> <li>• Frank Seale Middle School, Longbranch Elementary, Mt. Peak Elementary, &amp; Vitovsky Elementary Renovations &amp; Capital Improvements</li> <li>• Transportation Center Expansion, Capital Improvement, and Renovation</li> <li>• Ag Facility Expansion, Capital Improvement, and Renovation</li> </ul> <p>The project-specific rankings are attached for Board review and approval.</p> <p>Additionally, approving this agenda item will delegate authority to the Superintendent to negotiate and execute contracts for architectural services for each project. Negotiations will begin with the highest-ranked firm for each project. If mutually agreeable terms are unable to be made with the highest ranked firm, negotiations will proceed with the next highest- ranked firm, and so on. This delegation will allow the District to efficiently advance with the design phases of the bond projects.</p>	
<b>Strategic Priority: (Primary)</b>	Priority 4: District Operations and financial Stewardship	

<b>Performance Objective:</b> <i>(Primary)</i>	4.3 Commitment to Financial Stewardship	
<b>Strategic Priority:</b> <i>(Secondary - if needed)</i>	N/A	
<b>Performance Objective:</b> <i>(Secondary - if needed)</i>	N/A	
<b>Legal Reference: (1) / (2)</b>	Texas Education Agency	N/A
<b>Policy Reference: (1) / (2)</b>	CH-PURCHASING AND ACQUISITION	CV-FACILITIES CONSTRUCTION
<b>Fiscal Impact/Budget Function Code:</b>	N/A	
<b>Administration Recommendation</b>	Administration recommends the approval of the agenda item as presented.	
<b>Motion:</b>	A motion might be "I move that we approve the architectural firm rankings for the listed 2025 bond projects and authorization for the Superintendent to negotiate and execute contracts for architectural services for the identified bond projects, as presented."	
<b>Presenter:</b>	Dr. Rebecca Metzger	
	District Leadership	

**Midlothian ISD  
BOARDBOOK TEMPLATE**

<b>Board Meeting Date:</b>	January 20, 2026	
<b>Agenda Item:</b>	CONSIDER APPROVING THE RECOMMENDED PROJECT DELIVERY METHODS FOR CERTAIN 2025 BOND PROJECTS	
<b>Agenda Location:</b>	DISCUSSION/ACTION: BUSINESS AND FINANCE	
<b>Template Attachments:</b>	Yes	PDF
<b>If yes, then select what applies:</b>	PDF	PDF
<b>Link to the presentation:</b>	No presentation for this item.	
<b>Background Information</b>	<p>In accordance with Texas Government Code Chapter 2269 and Board Policy CV (LOCAL), <b>prior to advertising</b>, the Board of Trustees must determine the construction delivery method that provides the best value to the District for construction projects valued at or above \$50,000.</p> <p>The District is currently planning the following projects from the 2025 bond program:</p> <ul style="list-style-type: none"> <li>• Elementary School #9</li> <li>• CTE Center</li> <li>• MHS Renovations &amp; Capital Improvements</li> <li>• Frank Seale Middle School, Longbranch Elementary, Mt. Peak Elementary, &amp; Vitovsky Elementary Renovations &amp; Capital Improvements</li> <li>• Transportation Center Expansion, Capital Improvement, and Renovation</li> <li>• Ag Facility Expansion, Capital Improvement, and Renovation</li> <li>• Districtwide Capital Improvements</li> </ul> <p>State law requires that the District evaluate and select a procurement method before any solicitation for construction services is published.</p> <p>The Administration has evaluated the available methods authorized under Chapter 2269, which were discussed at the Team of 8 Training in December 2025. The attached table indicates the project, the recommended delivery method, and the justification for that method.</p>	
<b>Strategic Priority: (Primary)</b>	Priority 4: District Operations and financial Stewardship	
<b>Performance Objective: (Primary)</b>	4.3 Commitment to Financial Stewardship	
<b>Strategic Priority: (Secondary - if needed)</b>	N/A	
<b>Performance Objective: (Secondary - if needed)</b>	N/A	
<b>Legal Reference: (1) / (2)</b>	Texas Education Agency	N/A
<b>Policy Reference: (1) / (2)</b>	CV-FACILITIES CONSTRUCTION	
<b>Fiscal Impact/Budget Function Code:</b>	N/A	
<b>Administration Recommendation</b>	Administration recommends the approval of the agenda item as presented.	

<b>Motion:</b>	A motion might be "I move that we approve the project delivery methods for certain 2025 bond projects, as presented."	
<b>Presenter:</b>	Dr. Rebecca Metzger	
	District Leadership	



**Midlothian ISD  
BOARDBOOK TEMPLATE**

<b>Board Meeting Date:</b>	January 20, 2026
<b>Agenda Item:</b>	Consider Approving Superintendent Contract, Pursuant to Texas Govt Code 551.074.
<b>Requires Board Action:</b>	YES
<b>Agenda Location:</b>	DISCUSSION/ACTION
<b>Template Attachments:</b>	Yes
<b>If yes, then select what applies:</b>	
<b>Link to the presentation:</b>	No presentation for this item.
<b>Background Information</b>	<p><b>WHY:</b> Each year the Board reviews the Superintendent performance and discusses any contract extensions, pay increases, etc. as it relates to the Superintendent.</p> <p><b>WHAT:</b> This agenda item gives the Board the opportunity to vote on approving an extension to the Superintendent's contract and to authorize the Board President to finalize and execute a new contract reflecting any changes as discussed in closed session.</p>
<b>Strategic Priority: (Primary)</b>	Priority 2: Capacity Building and Effective Leadership
<b>Performance Objective: (Primary)</b>	2.1 Recruit and Retain High-potential Talent
<b>Strategic Priority: (Secondary - if needed)</b>	
<b>Performance Objective: (Secondary - if needed)</b>	
<b>Legal Reference: (1) / (2)</b>	
<b>Policy Reference: (1) / (2)</b>	BJCD-Superintendent: Evaluation
<b>Fiscal Impact/Budget Function Code:</b>	
<b>Administration Recommendation</b>	This is a Board decision.
<b>Motion:</b>	A motion might be, "I move to approve the contract extension to the Superintendent's contract as well as the other changes discussed by the Board in closed session, and to authorize the Board President to finalize and execute a new contract reflecting these changes."
<b>Presenter:</b>	Ryan Timm, Board President
	Board President



**Midlothian ISD  
BOARDBOOK TEMPLATE**

<b>Board Meeting Date:</b>	January 20, 2026	
<b>Agenda Item:</b>	Update 126: TASB Policy Update (LEGAL/LOCAL)	
<b>Requires Board Action:</b>	YES	
<b>Agenda Location:</b>	INFORMATION ONLY	
<b>Template Attachments:</b>	Yes	PDF
<b>If yes, then select what applies:</b>	PDF	N/A
<b>Link to the presentation:</b>	Yes. See link in the box to the right.	<a href="#">Presentation</a> <a href="#">Explanatory Notes</a> <a href="#">Local Comparison</a> <a href="#">Legal Policy Reference</a>
<b>Background Information</b>	<p><b>WHY:</b> LEGAL policies are for Board review. LOCAL policies in Update 126 require Board action. Update 126 includes revisions to legal policies based on legislative and regulatory changes</p> <p><b>WHAT:</b> Below are the local policies for review and consideration this month being presented as part of Update 126. These recommended policy revisions are a result of TASB policy review and align to LEGAL policy updates. Midlothian ISD administration then conducts an additional review to ensure policy is aligned to local practice and community standards. Please see the Explanatory Notes and the Local Comparison for additional information.</p>	
	BE (LOCAL) - BOARD MEETINGS BED (LOCAL) - BOARD MEETINGS: PUBLIC PARTICIPATION CJ (LOCAL) - CONTRACTED SERVICES CJA (LOCAL) - CONTRACTED SERVICES: BACKGROUND CHECKS AND REQUIRED REPORTING CLE (LOCAL) - BUILDINGS, GROUNDS, AND EQUIPMENT MANAGEMENT: REQUIRED DISPLAYS CQB (LOCAL) - TECHNOLOGY RESOURCES: CYBERSECURITY CQD (LOCAL) - TECHNOLOGY RESOURCES: ARTIFICIAL INTELLIGENCE CSA (LOCAL) - FACILITY STANDARDS: SAFETY AND SECURITY CV (LOCAL) - FACILITIES CONSTRUCTION DBD (LOCAL) - EMPLOYMENT REQUIREMENTS AND RESTRICTIONS: CONFLICT OF INTEREST DEC (LOCAL) - COMPENSATION AND BENEFITS: LEAVES AND ABSENCES DFBB (LOCAL) - TERM CONTRACTS: NONRENEWAL DGBA (LOCAL) - PERSONNEL-MANAGEMENT RELATIONS: EMPLOYEE COMPLAINTS/GRIEVANCES DH (LOCAL) - EMPLOYEE STANDARDS OF CONDUCT EFA (LOCAL) - INSTRUCTIONAL RESOURCES: INSTRUCTIONAL MATERIALS EHBAF (LOCAL) - SPECIAL EDUCATION: VIDEO/AUDIO MONITORING	

	EIA (LOCAL) - ACADEMIC ACHIEVEMENT: GRADING/PROGRESS REPORTS TO PARENTS FA (LOCAL) - PARENT RIGHTS AND RESPONSIBILITIES FEF (LOCAL) - ATTENDANCE: RELEASED TIME FFAC (LOCAL) - WELLNESS AND HEALTH SERVICES: MEDICAL TREATMENT FFB (LOCAL) - STUDENT WELFARE: CRISIS INTERVENTION FFF (LOCAL) - STUDENT WELFARE: STUDENT SAFETY FFG (LOCAL) - STUDENT WELFARE: CHILD ABUSE AND NEGLECT FO (LOCAL) - STUDENT DISCIPLINE GF (LOCAL) - PUBLIC COMPLAINTS GKA (LOCAL) - COMMUNITY RELATIONS: CONDUCT ON SCHOOL PREMISES	
<b>Strategic Priority:</b> <i>(Primary)</i>	Priority 1: Student Success	
<b>Performance Objective:</b> <i>(Primary)</i>	1.3 Continuous Improvement of Curriculum, Professional Development, and the Art and Science of Teaching	
<b>Strategic Priority:</b> <i>(Secondary - if needed)</i>	Priority 4: District Operations and Financial Stewardship	
<b>Performance Objective:</b> <i>(Secondary - if needed)</i>	4.2 Effective and Efficient Cross-departmental Work Processes	
<b>Legal Reference:</b> (1) / (2)	N/A	N/A
<b>Policy Reference:</b> (1) / (2)		
<b>Fiscal Impact/Budget Function Code:</b>	Presentation only	
<b>Administration Recommendation</b>		
<b>Motion:</b>	N/A	
<b>Presenter:</b>	Aaron Williams, Ed.D.	
	District Leadership	

# Explanatory Notes

## TASB Localized Policy Manual Update 126

### Midlothian ISD

#### ATTN(NOTE)

#### GENERAL INFORMATION ABOUT THIS UPDATE

##### Please note:

Changes at Update 126 are based almost exclusively on legislation from the 89th Regular Legislative Session. Please note that documents provided in the legal framework are not adopted by the board.

Unless otherwise noted, references to legislative bills throughout these explanatory notes refer to Senate Bills (SB), House Bills (HB), or House Concurrent Resolutions (HCR) from the 89th Regular Legislative Session. All referenced bills have already gone into effect unless otherwise noted.

TASB Policy Service hosted and recorded a webinar to review the content of Update 126. That recorded webinar is available with your Update 126 materials on Policy Online.

#### AE(LEGAL)

#### EDUCATIONAL PHILOSOPHY

HB 2 updated the existing goals of education and added an additional two.

#### AF(LEGAL)

#### INNOVATION DISTRICTS

The ability for a district to exempt itself from certain laws through a District of Innovation plan was impacted by SB 12, HB 2, and HB 6. SB 571 amended and redesignated the requirements related to termination of a district's designation as a District of Innovation.

#### AG(LEGAL)

#### HOME-RULE DISTRICTS

SB 571 amended the language at Education Code 12.0271 and redesignated material from Education Code 22.085 and 22.092. Changes to the legal framework have been made accordingly.

#### AIA(LEGAL)

#### ACCOUNTABILITY: ACCREDITATION AND PERFORMANCE INDICATORS

An Appeal and Revision section has been added to reflect changes in 19 Administrative Code 97.1002.

#### AIB(LEGAL)

#### ACCOUNTABILITY: PERFORMANCE REPORTING

A section addressing the Performance of Students Receiving Special Education Services has been added to reflect changes from HB 2.

#### AIC(LEGAL)

#### ACCOUNTABILITY: INTERVENTIONS AND SANCTIONS

The section on Intervention Programs has been amended to reflect changes from HB 2.

#### AIE(LEGAL)

#### ACCOUNTABILITY: INVESTIGATIONS

SB 571 added a reason the commissioner is authorized to conduct a special investigation.

#### B(LEGAL)

#### LOCAL GOVERNANCE

The section B table of contents has been revised to add the new code BT, Prohibition on Diversity, Equity, and Inclusion Activities.

#### BBA(LEGAL)

#### BOARD MEMBERS: ELIGIBILITY/QUALIFICATIONS

Registration as a Sex Offender has been added under Ineligibility in response to HB 3629, which prohibits an individual who must register as a sex offender from serving as a trustee.

# Explanatory Notes

## TASB Localized Policy Manual Update 126

### **Midlothian ISD**

#### **BBB(LEGAL) BOARD MEMBERS: ELECTIONS**

The board may adopt a resolution to change the length of terms of trustees no later than December 31, 2030, and may change its election date to the November uniform election date in accordance with HB 3546.

#### **BBBA(LEGAL) ELECTIONS: CONDUCTING ELECTIONS**

Electioneering may not be conducted within 20 feet of a parking space designated for curbside voting in accordance with HB 521.

#### **BBD(LEGAL) BOARD MEMBERS: TRAINING AND ORIENTATION**

Revisions throughout are due to adopted amendments to 19 Administrative Code 61.1 related to board member training.

#### **BBE(LEGAL) BOARD MEMBERS: AUTHORITY**

A section relating to access to information by board members under the Public Information Act has been added pursuant to HB 4310.

#### **BE(LEGAL) BOARD MEETINGS**

SB 413 requires the recording of all board meetings. SB 413 also added language regarding inclusion in board meeting minutes of each board member's vote on any item and a requirement to post on the district's website any resolution adopted by the board. HB 1522 changed the required posting time for board agendas from 72 hours to 3 business days.

#### **BE(LOCAL) BOARD MEETINGS**

Several recommended revisions have been made to this policy on board meetings. SB 12 prompted new language at Meeting Place and Time indicating that board meetings will be held outside of typical work hours. Language at Notice to Members has been adjusted to reflect HB 1522, which requires board agendas to be posted for three business days, rather than 72 hours, before the meeting. This recommended revision appropriately adjusts when the notice of the meeting will be provided to board members.

At Deadline, the recommended revisions are also in response to HB 1522. We offer for your consideration language requiring that agenda items be submitted 10 calendar days before a meeting. This deadline would provide the district sufficient time to compile items and post an agenda by the statutory deadline. If the district would like to adjust the deadline, please contact your policy consultant.

SB 413 requires roll call voting, so the language at Record Vote has been revised accordingly. A paragraph in the Minutes section has been removed, as the statement is true for all district records and it is not necessary to separately address retention in this policy. Please refer to CPC(LOCAL) and your district's record retention procedures.

The [Legal Tips for Policy Development](#), available in the Policy Online® Governance and Management Library (TASB login required), describe common legal concerns and best practices specific to this policy's topic.

#### **BEC(LEGAL) BOARD MEETINGS: CLOSED MEETINGS**

Trustees may now address matters of cybersecurity and critical infrastructure facilities in closed meetings, in accordance with HB 3112.

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#### **BED(LEGAL) BOARD MEETINGS: PUBLIC PARTICIPATION**

HB 5238 amended the offense of disruption of a meeting to include virtual meetings and electronic disturbances like hacking.

#### **BED(LOCAL) BOARD MEETINGS: PUBLIC PARTICIPATION**

Recommended revisions comply with the SB 12 requirement that public comment occur at the beginning of board meetings.

The [Legal Tips for Policy Development](#), available in the Policy Online® Governance and Management Library (TASB login required), describe common legal concerns and best practices specific to this policy's topic.

#### **BF(LEGAL) BOARD POLICIES**

A Compliance section has been added pursuant to SB 12's requirement that districts must implement and comply with policies the district is required to adopt.

#### **BJA(LEGAL) SUPERINTENDENT: QUALIFICATIONS AND DUTIES**

Provisions regarding required certifications to TEA have been added to this policy. Information on the do-not-hire registry are in accordance with HB 2. SB 12 requires board approval of the superintendent's certification relating to diversity, equity, and inclusion prohibitions. A section on Testimony Before the SBOE has also been added pursuant to SB 12.

#### **BJB(LEGAL) SUPERINTENDENT: RECRUITMENT AND APPOINTMENT**

Notice of vacant positions must now be posted five, rather than 10, school days before the date on which a district fills the position according to HB 2.

#### **BT(LEGAL) PROHIBITION ON DIVERSITY, EQUITY, AND INCLUSION ACTIVITIES**

This new policy code addresses SB 12's prohibition on diversity, equity, and inclusion activities. Definitions and prohibited activities and certification requirements are included.

#### **C(LEGAL) BUSINESS AND SUPPORT SERVICES**

The section C table of contents has been updated to reflect revised subtopics for CJA, now named Background Checks and Required Reporting, and CLE, now named Required Displayed. A new code CQD, on Artificial Intelligence, has also been added.

#### **CBA(LEGAL) STATE AND FEDERAL REVENUE SOURCES: STATE**

A section has been included to reflect that HB 2 added an allotment for basic costs of \$106 for each student. At New Instructional Facility Allotment, HB 2 and HB 120 add a renovated portion of an instructional facility to the definition of a new instructional facility.

#### **CCA(LEGAL) LOCAL REVENUE SOURCES: BOND ISSUES**

HB 103, HB 3526, and SB 843 all relate to bond databases. Extensive revisions throughout comport with these new laws. HB 4395 required the addition of an Electronic Submission and Delivery subsection under Attorney General Review and Approval.

#### **CCG(LEGAL) LOCAL REVENUE SOURCES: AD VALOREM TAXES**

HB 1522 requires specific notices to be provided when the board will discuss or adopt the budget, and HB 1453 allows districts to approve an interest and sinking (I & S) rate that exceeds the rate to maintain the

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same level of maintenance and operations revenue and pay debt service under specific conditions. Sections have been added to address these requirements. A deletion at Voter-Approval Tax Rate is due to HB 2. SB 1502 restricts a district's ability to approve disaster pennies. At Proposition, SB 1025 requires a proposition that increases a tax to include the statement "THIS IS A TAX INCREASE."

#### **CCGA(LLEGAL) AD VALOREM TAXES: EXEMPTIONS AND PAYMENTS**

Contingent on a constitutional amendment, SB 4 will raise the homestead exemption to \$140,000. SB 23, also contingent on a constitutional amendment, raises the disabled and elderly exemption to \$60,000. HB 2742 amends the requirements around split payments for districts that collect their own taxes and eliminates Tax Code 31.04(c). Other revisions have been made for clarity.

#### **CCGB(LLEGAL) AD VALOREM TAXES: ECONOMIC DEVELOPMENT**

SB 2900 repealed the JETI Oversight Committee, so related language in the Governor Action on Application section has been removed. HB 1620 repealed Tax Code 313.007, which was found in the Texas Economic Development Act section.

#### **CE(LLEGAL) ANNUAL OPERATING BUDGET**

Language at Authorized Expenditures has been updated to reflect changes from HB 2.

#### **CFEA(LLEGAL) PAYROLL PROCEDURES: SALARY DEDUCTIONS AND REDUCTIONS**

The Professional or Other Dues section has been amended to address HB 2 changes for salary deductions.

#### **CH(LLEGAL) PURCHASING AND ACQUISITION**

SB 1173 changes the competitive procurement threshold from \$50,000 to \$100,000.

**Please note:** In many districts' CH(LOCAL), the purchasing authority of the superintendent is established. This is a different threshold from what has been changed statutorily. For that reason, CH(LOCAL) is not included in this update. Please review your CH(LOCAL) and, if any revisions are necessary, please contact your policy consultant.

#### **CHE(LLEGAL) PURCHASING AND ACQUISITION: VENDOR DISCLOSURES AND CONTRACTS**

HB 210 creates a criminal offense for a vendor to bid or contract with the district if it has a close relationship with a trustee. A new section called Prohibited Activities by Vendors has been created to reflect this change. SB 33 adds to the prohibition against using taxpayer resource transactions for abortion-related expenses.

#### **CHF(LLEGAL) PURCHASING AND ACQUISITION: PAYMENT PROCEDURES**

Language has been added to reflect an exception to the Exception for bona fide disputes between a district and vendor for purposes of prompt payment in construction projects, in accordance with HB 3005.

#### **CJ(LLEGAL) CONTRACTED SERVICES**

A section on Severance Pay has been added to address HB 762, which restricts severance agreements for independent contractors. The provisions also apply to employees, as reflected in policy DEA.

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#### **CJ(LOCAL) CONTRACTED SERVICES**

Recommended new provisions reflect that contractors may not engage in or assign instructional activities prohibited by law or diversity, equity, and inclusion (DEI) duties under SB 12. Violations will result in termination of the contract.

#### **CJA(LEGAL) CONTRACTED SERVICES: BACKGROUND CHECKS AND REQUIRED REPORTING**

The subtopic of this code, previously Criminal History, has been renamed Background Checks and Required Reporting. SB 571 transferred Education Code 22.085 to Chapter 22A and redesignated it as 22A.157. That change is reflected at Disqualifying Conviction and District Responsibility to Ensure Compliance. Extensive new sections on Requirement to Report Service Provider Misconduct and Consent for Release of Records and Preservice Affidavit have been added pursuant to SB 571.

#### **CJA(LOCAL) CONTRACTED SERVICES: BACKGROUND CHECKS AND REQUIRED REPORTING**

The subtopic name has been adjusted to Background Checks and Required Reporting to more accurately describe the contents of the legal framework at this code. No changes have been made to the local text, and the district has not been charged for this revision.

#### **CK(LEGAL) SAFETY PROGRAM/RISK MANAGEMENT**

SB 57 changes at the Responsibilities subsection under Safety and Security Committee reflect the need to recommend accommodations for a student with an IEP or 504 plan. Additional changes from SB 57 are reflected in the Meetings subsection. HB 33 and HB 121 both speak to Sheriff-Led School Safety Meetings, which apply differently depending on the size of the county. A section about Public Information Officer for Emergency Communications has been added based on new requirements in HB 33. A clerical error in a citation as well as codes that were redesignated during the legislative session have been corrected.

#### **CKA(LEGAL) SAFETY PROGRAM/RISK MANAGEMENT: SAFETY AND SECURITY AUDITS AND MONITORING**

Revisions throughout are in compliance with HB 33, HB 2, and HB 121.

#### **CKC(LEGAL) SAFETY PROGRAM/RISK MANAGEMENT: EMERGENCY PLANS**

At Emergency Response Map and Walk-Through, the requirement to provide a map to the Department of Public Safety has been included in compliance with HB 121. Changes in the Emergency Operations Plan section are due to changes from HB 33, HB 131, SB 57, and HB 121. SB 57 made significant changes to Education Code 37.1086, as reflected in the Recommendations and Guidelines for Individuals with Disabilities or Impairments section. The requirement to provide information to parents about safe firearm storage three times per year pursuant to HB 121 is in the Safe Firearm Storage section. At Confidential Information under the Texas Disaster Act, the language has been amended to reflect changes from HB 132.

#### **CKD(LEGAL) SAFETY PROGRAM/RISK MANAGEMENT: EMERGENCY MEDICAL EQUIPMENT AND PROCEDURES**

The Automated External Defibrillators section has been amended to include, amongst other changes, an Inspection subsection that is required under SB 865. The Cardiac Emergency Response Plan has also been amended to meet the requirements of that bill. A section on Airway Clearance Devices has been added pursuant to HB 549.

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#### **CKE(LLEGAL) SAFETY PROGRAM/RISK MANAGEMENT: SECURITY PERSONNEL**

Retired and reserve police officers are addressed in the Armed Security Officer Required section pursuant to HB 1458. Language regarding the expiration and renewal of good cause exceptions to the armed security officer requirement is included from HB 121. HB 121 also necessitated additional language in the Alternative Standard section.

#### **CKEA(LLEGAL) SECURITY PERSONNEL: COMMISSIONED PEACE OFFICERS**

Language has been added pursuant to HB 33, which requires law enforcement agencies to have a Public Information Officer for Emergency Communications. Reserve police officers, as allowed in HB 1458, are similarly addressed in a new section. In accordance with HB 33, an Active Shooter Incident subsection has been added under Required Policies, along with a section requiring Access to a Breaching Tool and Ballistic Shield. A section on Donation of Surplus Law Enforcement Equipment to a School District has been included pursuant to HB 1851. Law enforcement agencies are authorized to acquire and possess epinephrine delivery systems, and that section has been updated due to changes in SB 1619. HB 4504 from the 88th Regular Legislative Session necessitated an update to the Code of Criminal Procedure citations throughout.

#### **CKEB(LLEGAL) SECURITY PERSONNEL: SCHOOL MARSHALS**

Language at Board Regulations has been revised to reflect that uniformed school marshals may now open carry a firearm on campus pursuant to SB 870. HB 4504 from the 88th Regular Legislative Session necessitated an update to the Code of Criminal Procedure citations throughout.

#### **CL(LLEGAL) BUILDINGS, GROUNDS, AND EQUIPMENT MANAGEMENT**

HB 2 creates a requirement for districts to report facility usage to TEA.

#### **CLB(LLEGAL) BUILDINGS, GROUNDS, AND EQUIPMENT MANAGEMENT: MAINTENANCE**

A section on Fire Safety Inspection Reports has been included to reflect that SB 1177 requires fire safety inspections to include inspections of automated external defibrillators (AEDs) and that fire safety reports be filed at the campus level.

#### **CLE(LLEGAL) BUILDINGS, GROUNDS, AND EQUIPMENT MANAGEMENT: REQUIRED DISPLAYS**

The subtopic name has been adjusted to Required Displays to more accurately describe the contents at this code. A section heading for Flags has been added for clarity. SB 10's requirements regarding conspicuously displaying the Ten Commandments have been added.

#### **CLE(LOCAL) BUILDINGS, GROUNDS, AND EQUIPMENT MANAGEMENT: REQUIRED DISPLAYS**

The subtopic name has been adjusted to Required Displays to more accurately describe the contents of the legal framework at this code. No changes have been made to the local text, and the district has not been charged for this revision.

#### **CMD(LLEGAL) EQUIPMENT AND SUPPLIES MANAGEMENT: INSTRUCTIONAL MATERIALS CARE AND ACCOUNTING**

19 Administrative Code 67.1003(i), which became effective June 8, 2025, relates to district entitlement to state aid regardless of whether the district uses the amount provided during the school year, and has been included here. Extensive additions regarding open education resource instructional materials has

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been added pursuant to 19 Administrative Code 67.1004, which also became effective June 8, 2025. SB 13 allows instructional material and technology allotment funds to be used for costs associated with complying with Education Code 33.023, which is set out more fully in EFB, and is referenced here. Beginning in the 2026-27 school year, districts may not adopt or use instructional material included on the list of rejected instructional materials maintained by the SBOE, and that has been included at Prohibited Expenditures. New provisions regarding commissioner's rules relating to the Instructional Materials and Technology Allotment have been added in accordance with 19 Administrative Code 67.1001, which became effective June 8, 2025. Changes at Requisitions, Use, and Distribution have been made pursuant to HB 2.

#### **CNA(LLEGAL)                      TRANSPORTATION MANAGEMENT: STUDENT TRANSPORTATION**

A section on Special Transportation Services has been added after HB 2 amended Education Code 48.151(g).

#### **CNC(LLEGAL)                      TRANSPORTATION MANAGEMENT: TRANSPORTATION SAFETY**

School buses are required to be equipped with three-point seat belts by 2029 in accordance with SB 546. Language to that effect has been added, including required reports that must be submitted to TEA if a board determines that the district's budget does not permit the district to purchase a bus equipped with the required seat belts.

#### **COB(LLEGAL)                      FOOD AND NUTRITION MANAGEMENT: FREE AND REDUCED-PRICE MEALS**

SB 314 applies beginning with the 2026-27 school year, which necessitated a section on Prohibition on Certain Additives.

#### **CQA(LLEGAL)                      TECHNOLOGY RESOURCES: DISTRICT, CAMPUS, AND CLASSROOM WEBSITES**

SB 12 creates a deadline for updating board information online and adds annual updating to TEA. Those changes are reflected in the Required Trustee Information subsection. Rule changes also necessitated an update to a citation in the Required Website Postings section. Additional required postings listed come from SB 12 and SB 13.

#### **CQB(LLEGAL)                      TECHNOLOGY RESOURCES: CYBERSECURITY**

HB 150 moves cybersecurity duties from the Department of Information Resources (DIR) to Texas Cyber Command. Both HB 150 and HB 1500 amend the requirements relating to training. HB 1500 also changes who takes cybersecurity training. HB 150 provides a definition of "cybersecurity incident." Finally, HB 5331 affects contracts for cybersecurity insurance.

#### **CQB(LOCAL)                      TECHNOLOGY RESOURCES: CYBERSECURITY**

Recommended revisions comply with HB 150, which moves cybersecurity training requirements from the Department of Information Resources to the Texas Cyber Command and includes details about notifications for cybersecurity incidents in addition to security breaches.

#### **CQD(LLEGAL)                      TECHNOLOGY RESOURCES: ARTIFICIAL INTELLIGENCE**

This new code includes information relating to artificial intelligence (AI) based on new laws from SB 1964 (regulating the use of AI by governmental entities), HB 149 (regulating the use of AI), and HB 150 and HB 1500 (addressing training related to AI).

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#### **QCD(LOCAL)**

#### **TECHNOLOGY RESOURCES: ARTIFICIAL INTELLIGENCE**

This new recommended policy addresses artificial intelligence training requirements based on HB 150 and HB 1500, as well as the use of artificial intelligence by district employees and students.

#### **CRD(LEGAL)**

#### **INSURANCE AND ANNUITIES MANAGEMENT: HEALTH AND LIFE INSURANCE**

Qualifying districts that discontinued participation in TRS-ActiveCare may elect to participate based on HB 3126.

#### **CS(LEGAL)**

#### **FACILITY STANDARDS**

The date of the International Energy Conservation Code is no longer relevant and has been removed.

#### **CSA(LEGAL)**

#### **FACILITY STANDARDS: SAFETY AND SECURITY**

HB 121 puts an expiration date on the HB 3 good cause exception relating to Safety and Security Requirements for Facilities, so the requirement to renew the exception at least every five years has been included, in addition to a subsection on Security Review. The requirement to have at least one breaching tool and one ballistic shield available for use at each campus has also been included. SB 1620 necessitated a citation adjustment.

SB 8 from the Second Special Session becomes effective December 4, 2025. In addition to providing definitions, it requires districts to designate each multiple-occupancy private space for use only by individuals of one sex and to take every reasonable step to ensure an individual does not enter the wrong private space. SB 8 also provides for investigations by the attorney general, private causes of action, and civil penalties.

#### **CSA(LOCAL)**

#### **FACILITY STANDARDS: SAFETY AND SECURITY**

SB 8 from the Second Special Session prompted the inclusion of a section on Designation and Use of Private Spaces. The superintendent is directed to designate private spaces in accordance with law and to develop regulations to ensure compliance.

#### **CV(LEGAL)**

#### **FACILITIES CONSTRUCTION**

The procurement threshold for contracts has increased to \$100,000. HB 1620 required a citation adjustment. SB 687 adds land surveyors to the statute pertaining to architects and engineers.

#### **CV(LOCAL)**

#### **FACILITIES CONSTRUCTION**

As reflected in CH(LEGAL), the competitive purchasing threshold established in law has changed from \$50,000 to \$100,000. The language at Construction Contracts is recommended for revision here to refer to the legal threshold rather than a specific dollar amount. Policy BJA(LOCAL) establishes the superintendent's delegation authority; therefore "or designee" is recommended for deletion at Project Administration.

The [Legal Tips for Policy Development](#), available in the Policy Online® Governance and Management Library (TASB login required), describe common legal concerns and best practices specific to this policy's topic.

**Please note:** The superintendent's authority to approve construction contracts is reflected with a dollar amount in many districts' CV(LOCAL) that matched the previous competitive purchasing threshold. We have not revised the provisions reflecting the superintendent's authority to approve construction contracts. If the board wishes to update the superintendent's authority to approve contracts, please contact your policy consultant.

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#### **DBA(LEGAL) EMPLOYMENT REQUIREMENTS AND RESTRICTIONS: CREDENTIALS AND RECORDS**

Under Notice to Parents, HB 2 requires the superintendent to use, if available, the model notice provided by TEA. HB 2 also prohibits using a District of Innovation plan to exempt from the notice requirement. Teacher certification requirements were impacted heavily by HB 2, which required additional language at Professional Personnel. HB 2 also impacted the School District Teaching Permit section. SB 865 amends the requirement for cardiopulmonary resuscitation (CPR) certifications, which has been updated at CPR and AED Certification.

#### **DBAA(LEGAL) EMPLOYMENT REQUIREMENTS AND RESTRICTIONS: PRE-EMPLOYMENT REVIEWS**

Revisions throughout are due to SB 571. New language reflects additional offenses included in the crimes prohibiting employment with the district and removes the victim age requirement.

#### **DBD(LEGAL) EMPLOYMENT REQUIREMENTS AND RESTRICTIONS: CONFLICT OF INTEREST**

A section on Personal Services Performed by Administrators, often referred to as "moonlighting," has been added to reflect changes from HB 3372.

#### **DBD(LOCAL) EMPLOYMENT REQUIREMENTS AND RESTRICTIONS: CONFLICT OF INTEREST**

A new recommended section on Personal Services Performed by an Administrator includes language relating to administrator work from HB 3372.

#### **DC(LEGAL) EMPLOYMENT PRACTICES**

HB 2 amends Education Code 11.1513 to change the requirement for posting of vacancies from 10 days to five days. HB 2 also requires an employment policy relating to daily rate of pay, which is found in DEC(LOCAL).

#### **DEA(LEGAL) COMPENSATION AND BENEFITS: COMPENSATION PLAN**

The Increase in Basic Allotment and Maintenance of Salary sections have been deleted after HB 2 repealed those provisions. A section on Severance Pay has been added based on HB 762. Under TRS Surcharge for Rehired Retirees, the No Recovery of Costs subsection has been deleted pursuant to HB 2. The Temporary Exception subsection has been deleted as that provision has expired.

#### **DEAA(LEGAL) COMPENSATION PLAN: INCENTIVES AND STIPENDS**

Extensive revisions throughout this policy reflect changes from HB 2.

#### **DEC(LEGAL) COMPENSATION AND BENEFITS: LEAVES AND ABSENCES**

A subsection addressing the option for classroom teachers to use noncurrent use of Family Medical Leave has been added pursuant to HB 2. A section on Daily Rate of Pay has also been added pursuant to HB 2.

#### **DEC(LOCAL) COMPENSATION AND BENEFITS: LEAVES AND ABSENCES**

HB 2 prompted recommended revisions to include Daily Rate of Pay under the Definitions section, as well as a section regarding Concurrent Use of Paid Leave during Family and Medical Leave for classroom teachers.

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The [Legal Tips for Policy Development](#), available in the Policy Online® Governance and Management Library (TASB login required), describe common legal concerns and best practices specific to this policy's topic.

**Please note:** We have retained unchanged your locally developed text at Military Leave. Please contact your policy consultant if you have any questions.

#### **DF(LEGAL)                      TERMINATION OF EMPLOYMENT**

SB 12 adds sanctions through the State Board for Educator Certification for encouraging a child to withhold evidence. SB 571 renumbered the provisions regarding the do-not-hire registry and expanded the misconduct included. SB 571 also changes the offenses requiring termination, which is reflected here. Based on SB 12, sections addressing Prohibition on DEI and Prohibited Classroom Instruction have also been included.

#### **DFBA(LEGAL)                      TERM CONTRACTS: SUSPENSION/TERMINATION DURING CONTRACT**

SB 571 renumbered the statute and changed timelines for principals to report misconduct to the superintendent.

#### **DFBB(LOCAL)                      TERM CONTRACTS: NONRENEWAL**

Based on SB 12, engaging or assigning diversity, equity, and inclusion duties, as well as instructional activities prohibited by law, are recommended for inclusion in the list of reasons a term contract employee may be nonrenewed. The item related to disability and the ability to perform the essential functions of the job has been amended for clarity.

#### **DFD(LEGAL)                      TERMINATION OF EMPLOYMENT: HEARINGS BEFORE HEARING EXAMINER**

A section on Dismissal of hearings before a hearing examiner has been included to reflect changes in HB 2.

#### **DFE(LEGAL)                      TERMINATION OF EMPLOYMENT: RESIGNATION**

Under Contract Abandonment, a subsection on Sanctions Prohibited has been included pursuant to HB 2. The Good Cause subsection has been removed as the rule it is based on conflicts with provisions in HB 2. Revisions in the Mitigating Factors section are due to rule changes found in 19 Administrative Code 249.17 that were published on May 18, 2025. Revisions in Required Report to SBEC, Investigation, and Report by Principal are due to SB 571.

#### **DG(LEGAL)                      EMPLOYEE RIGHTS AND PRIVILEGES**

In response to SB 11, new provisions are included to address the option of a board to adopt a policy designating a time for prayer and reading of the Bible or other religious text. The new law requires the board to take a vote on whether to permit this activity within six months of the legislation's effective date. Since the law was effective on September 1, the board would need to take a vote prior to March 1, 2026. [See also FNA(LEGAL), below.]

Also, a section on Right to Engage in Religious Speech or Prayer has been included pursuant to SB 965.

#### **DGA(LEGAL)                      EMPLOYEE RIGHTS AND PRIVILEGES: FREEDOM OF ASSOCIATION**

HB 2 tasks TEA with providing services for a classroom teacher and prohibits districts from interfering.

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#### DGBA(LEGAL)

#### PERSONNEL-MANAGEMENT RELATIONS: EMPLOYEE COMPLAINTS/GRIEVANCES

All of the revisions in this policy reflect applicable changes from SB 12. Substantially similar revisions are being made to the grievance policies at FNG, regarding student and parent complaints, and GF, regarding public complaints.

#### DGBA(LOCAL)

#### PERSONNEL-MANAGEMENT RELATIONS: EMPLOYEE COMPLAINTS/GRIEVANCES

All recommended revisions to this local policy on employee complaints stem from the applicable portions of SB 12.

The [Legal Tips for Policy Development](#), available in the Policy Online® Governance and Management Library (TASB login required), describe common legal concerns and best practices specific to this policy's topic.

#### DGC(LEGAL)

#### EMPLOYEE RIGHTS AND PRIVILEGES: IMMUNITY

SB 920 necessitated a revision related to immunities under Administration of Medication. HB 6 led to the addition of the section on Immunity for Disciplinary Actions.

#### DH(LEGAL)

#### EMPLOYEE STANDARDS OF CONDUCT

Provisions regarding Duty to Report have always been in FFG(LEGAL) but have been duplicated here to ensure prominent placement and understanding. Sections on Retaliation Against Grievant and Social Transitioning have been included pursuant to SB 12. In the Low-THC Cannabis section, storage has been added pursuant to HB 46.

#### DH(LOCAL)

#### EMPLOYEE STANDARDS OF CONDUCT

The recommended revision to the text at Weapons Prohibited – Exceptions reflects changes under SB 706 regarding reciprocity with a handgun license from another state. Sections on Prohibited Classroom Instruction or Activities; Prohibited Diversity, Equity, and Inclusion Duties; and Social Transitioning are recommended for inclusion pursuant to SB 12. At Relationships with Students, the recommended revision addresses the requirement under SB 571 regarding notice of suspected misconduct by an educator or district service provider.

The [Legal Tips for Policy Development](#), available in the Policy Online® Governance and Management Library (TASB login required), describe common legal concerns and best practices specific to this policy's topic.

#### DHB(LEGAL)

#### EMPLOYEE STANDARDS OF CONDUCT: REPORTS TO STATE BOARD FOR EDUCATOR CERTIFICATION

Substantial revisions throughout this code are required pursuant to SB 571. Revisions relating to Solicitation of a Romantic Relationship are due to rule changes at 19 Administrative Code 249.3.

#### DHC(LEGAL)

#### EMPLOYEE STANDARDS OF CONDUCT: REPORTS TO TEXAS EDUCATION AGENCY

Substantial revisions throughout reflect changes from SB 571.

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#### **DMA(LLEGAL)                      PROFESSIONAL DEVELOPMENT: REQUIRED STAFF DEVELOPMENT**

Revisions at Cybersecurity are due to HB 150. A new section on Artificial Intelligence Training is included in accordance with HB 3512. A new section for Mathematics Achievement Academies is included to reflect changes in HB 2. Information relating to CPR has been included pursuant to SB 865.

#### **DP(LLEGAL)                      PERSONNEL POSITIONS**

Changes relating to school psychologists result from HB 2598. All other revisions are due to SB 571.

#### **EA(LLEGAL)                      INSTRUCTIONAL GOALS AND OBJECTIVES**

Revisions at College, Career, and Military Readiness Plans as well as at Website Posting are due to HB 2.

#### **EEP(LLEGAL)                      INSTRUCTIONAL ARRANGEMENTS: LESSON PLANS**

This new legal framework document contains the SB 12 legal requirements for Disclosure of Instructional Plans.

#### **EEP(LOCAL)                      INSTRUCTIONAL ARRANGEMENTS: LESSON PLANS**

This new local policy includes recommended language from SB 12 on instructional plans and course syllabi.

#### **EFA(LLEGAL)                      INSTRUCTIONAL RESOURCES: INSTRUCTIONAL MATERIALS**

A subsection on Notice of Entitlement to Review Materials has been added pursuant to SB 12. Provisions at Parent Request for Instructional Material Review, including Mandatory Review on Petition by Group of Parents, have been added based on a new rule at 19 Administrative Code 67.69.

#### **EFA(LOCAL)                      INSTRUCTIONAL RESOURCES: INSTRUCTIONAL MATERIALS**

In accordance with SB 12, a section on Parent Request for Instructional Material Review is recommended for inclusion. The policy requires the superintendent to develop administrative regulations to ensure that parents or guardians can request review of instructional materials individually or through a petition process with other parents.

The [Legal Tips for Policy Development](#), available in the Policy Online® Governance and Management Library (TASB login required), describe common legal concerns and best practices specific to this policy's topic.

#### **EFB(LLEGAL)                      INSTRUCTIONAL RESOURCES: LIBRARY MATERIALS**

The School Library section has been deleted based on the 5th Circuit decision in *Little v. Llano County* and new provisions in SB 13 related to removal of library materials during challenges. The remaining revisions regarding the procurement of library materials are also in response to SB 13.

#### **EHA(LLEGAL)                      CURRICULUM DESIGN: BASIC INSTRUCTIONAL PROGRAM**

Changes to Videotape or Recording to include "or contractor" are from SB 12.

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**EHAA(LEGAL)                      BASIC INSTRUCTIONAL PROGRAM: REQUIRED INSTRUCTION (ALL LEVELS)**

A subsection on Parent Consent within the Human Sexuality Instruction section has been added due to SB 12. A cross-reference to EEP(LEGAL) has been added at Scope and Sequence and Instructional Materials for clarity after SB 12 revisions.

**EHAC(LEGAL)                      BASIC INSTRUCTIONAL PROGRAM: REQUIRED INSTRUCTION (SECONDARY)**

A change relating to substituting AP courses has been added at Personal Financial Literacy, pursuant to HB 27. Nutrition and Wellness information has also been included, based on SB 25.

**EHB(LEGAL)                        CURRICULUM DESIGN: SPECIAL PROGRAMS**

Removal of the definitions of dyslexia and related disorders and changes at Screening, Testing, and Identification and at Talking Book Program Notification are all based on HB 2.

**EHBA(LEGAL)                      SPECIAL PROGRAMS: SPECIAL EDUCATION**

HB 2 prompted new language related to specialized technical assistance at Interventions and Sanctions as well as the removal of a parenthetical at State-Supported Living Center referring to state schools.

**EHBAA(LEGAL)                    SPECIAL EDUCATION: IDENTIFICATION, EVALUATION, AND ELIGIBILITY**

SB 2 prompted the addition of a Students Not Enrolled in District section, which contains full and individual initial evaluation requirements. The language at Psychological Examinations was repealed by HB 2 and has been removed. A new section at Children with Visual Impairments and revisions at Eligibility and Reevaluations and at Visual and Auditory Impairments are also due to HB 2.

**EHBAB(LEGAL)                    SPECIAL EDUCATION: ARD COMMITTEE AND INDIVIDUALIZED EDUCATION PROGRAM**

Language at Intellectual Disability and Developmental Delay Information has been added as a result of HB 1188. All other revisions have been made pursuant to HB 2.

**EHBAC(LEGAL)                    SPECIAL EDUCATION: STUDENTS IN NONDISTRICT PLACEMENT**

HB 2 prompted revisions at Residential Placement as well as at Grant for Community-Based Support Services.

**EHBAF(LEGAL)                    SPECIAL EDUCATION: VIDEO/AUDIO MONITORING**

The term "contractor" has been added at Parent Consent Not Required due to SB 12. The definition of "self-contained" has been deleted and that term has been replaced with "special educational classroom" throughout in accordance with HB 2. A definition of "special education classroom or other special education setting" has been added.

**EHBAF(LOCAL)                    SPECIAL EDUCATION: VIDEO/AUDIO MONITORING**

The enclosed revisions are recommended to update language regarding special education classrooms in accordance with HB 2 and to update the timeframe for reporting suspected misconduct or child abuse as required by SB 571.

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**EHBC(LLEGAL) SPECIAL PROGRAMS: COMPENSATORY SERVICES AND INTENSIVE PROGRAMS**

The Use subsection under Compensatory Education Allotment has been deleted due to HB 2, which repealed Education Code 48.104(k). The provision on Virtual School Network has also been deleted, as it was repealed by SB 569. Amendments at At-Risk Student are due to SB 991. The Accelerated Instruction Program section has been deleted due to the repeal of Education Code 28.006(g) and (g-1) by HB 2.

**EHBCA(LLEGAL) COMPENSATORY SERVICES AND INTENSIVE PROGRAMS: ACCELERATED INSTRUCTION**

HB 2 prompted the addition of language at High-Impact Tutoring Providers.

**EHBE(LLEGAL) SPECIAL PROGRAMS: BILINGUAL EDUCATION/ESL**

Revisions at Exceptions and Waivers under the Bilingual and ESL Programs section are due to HB 2.

**EHBF(LLEGAL) SPECIAL PROGRAMS: CAREER AND TECHNICAL EDUCATION**

Revisions at Certification Subsidy are due to HB 2. A section on Applied Sciences Pathway Program has been added pursuant to HB 20.

**EHBG(LLEGAL) SPECIAL PROGRAMS: PREKINDERGARTEN**

Revisions throughout are due to HB 2.

**EBBH(LLEGAL) SPECIAL PROGRAMS: OTHER SPECIAL POPULATIONS**

Revisions throughout are pursuant to HB 2.

**EBBK(LLEGAL) SPECIAL PROGRAMS: OTHER INSTRUCTIONAL INITIATIVES**

A section on Gifted and Talented Week has been added pursuant to HCR 64.

**EHDD(LLEGAL) ALTERNATIVE METHODS FOR EARNING CREDIT: COLLEGE COURSE WORK/DUAL CREDIT**

A note referencing the Texas Virtual School Network (TXVSN) has been removed pursuant to a repeal by SB 569. Language added at the FAST Program section is from HB 2, and other revisions to that section are due to SB 1786.

**EHDE(LLEGAL) ALTERNATIVE METHODS FOR EARNING CREDIT: DISTANCE LEARNING**

Substantial additions to this legal framework document have been made related to Virtual and Hybrid Courses due to SB 569. Provisions related to the TXVSN have been removed, also due to SB 569.

**EIA(LLEGAL) ACADEMIC ACHIEVEMENT: GRADING/PROGRESS REPORTS TO PARENTS**

SB 12 prompted amended language at Progress Reports and Conferences.

**EIA(LOCAL) ACADEMIC ACHIEVEMENT: GRADING/PROGRESS REPORTS TO PARENTS**

Recommended revisions reflect the SB 12 requirement that each parent of a student be afforded the opportunity for at least two in-person conferences with the student's teacher per year. At Academic Dishon-

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esty, language is recommended that indicates the use of artificial intelligence without permission constitutes academic dishonesty.

#### **EIF(LEGAL)                      ACADEMIC ACHIEVEMENT: GRADUATION**

SB 2314 prompted amendments at High School Diploma as well as an additional section on Direct Admissions Data Sharing Election. Revisions in the Endorsements section are due to HB 2.

#### **EK(LEGAL)                      TESTING PROGRAMS**

Amended language at Benchmark Assessment Instruments is due to terminology changes found in SB 1418. College Preparation Assessments revisions were prompted by HB 2.

#### **EKB(LEGAL)                      TESTING PROGRAMS: STATE ASSESSMENT**

Revisions at Accountability Testing are due to rule changes found at 19 Administrative Code 101.4002.

#### **EKC(LEGAL)                      TESTING PROGRAMS: READING ASSESSMENT**

Substantial revisions throughout are due to HB 2.

#### **EKD(LEGAL)                      TESTING PROGRAMS: MATHEMATICS ASSESSMENT**

The Mathematics Diagnosis section has been removed since Education Code 28.007 was repealed by HB 2. A section on Mathematics Instruments has been added based on the same bill.

#### **EL(LEGAL)                      CAMPUS OR PROGRAM CHARTERS**

The Failure to Discharge or Refuse to Hire section has been amended based on SB 571.

#### **EMB(LEGAL)                      MISCELLANEOUS INSTRUCTIONAL POLICIES: TEACHING ABOUT CONTROVERSIAL ISSUES**

Revisions throughout are due to SB 12.

#### **F(LEGAL)                      STUDENTS**

The section F table of contents has been revised to update the subtopic name for policy code FOB from Out-of-School Suspension to Suspension since that code now houses provisions on in-school and out-of-school suspension. In addition, the subtopic for policy code FNCE has been updated from Personal Telecommunications/Electronic Devices to Personal Communication Devices/Electronic Devices.

#### **FA(LEGAL)                      PARENT RIGHTS AND RESPONSIBILITIES**

A section on Right to Select School has been added pursuant to HB 2495. A statement prohibiting boards from adopting rules or policy regulating home schools has been added due to HB 2674. All other revisions have been made because of SB 12, including the addition of a Policy on Parental Engagement section. A district's policy on parental engagement must provide for an internet portal through which parents may submit comments to administrators and the board, require the board to prioritize public comments by presenting those comments at the beginning of the meeting, and require board meetings to be held outside of typical work hours.

#### **FA(LOCAL)                      PARENT RIGHTS AND RESPONSIBILITIES**

This new local policy is recommended for inclusion in the district's manual to address the SB 12 requirement to establish a parent portal on the district's website, through which parents may submit comments to administrators or the board.

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#### FD(LEGAL)

#### ADMISSIONS

A section on Parental Child Safety Placement has been added pursuant to SB 226. The section on Foreign Military Force Parent has been added due to HB 2757.

#### FEA(LEGAL)

#### ATTENDANCE: COMPULSORY ATTENDANCE

Revisions and citation changes at Accelerated, Intervention, and Compensatory Programs are due to HB 2. Under Excused Absences for Compulsory Attendance Determinations, attending a released time course has been added pursuant to SB 1049. SB 207 made clear that Health-Care Appointments includes appointments with mental health professionals, which has been added. HB 367 added specific requirements relating to Serious or Life-Threatening Illness and the form that the district must use for this purpose.

#### FEB(LEGAL)

#### ATTENDANCE: ATTENDANCE ACCOUNTING

A new section on Emergency or Crisis has been added pursuant to SB 569.

#### FED(LEGAL)

#### ATTENDANCE: ATTENDANCE ENFORCEMENT

HB 4504 from the 2023 88th Regular Legislative Session necessitated an update to the Code of Criminal Procedure citation relating to expunction of records.

#### FEF(LEGAL)

#### ATTENDANCE: RELEASED TIME

This new legal framework document reflects the requirements around released time courses in SB 1049.

#### FEF(LOCAL)

#### ATTENDANCE: RELEASED TIME

This local policy is recommended for inclusion in the district's manual to reflect SB 1049 requirements regarding released time courses.

#### FFA(LEGAL)

#### STUDENT WELFARE: WELLNESS AND HEALTH SERVICES

Substantial revisions throughout are due to SB 12.

#### FFAC(LEGAL)

#### WELLNESS AND HEALTH SERVICES: MEDICAL TREATMENT

SB 9 permits employees, including nurses, to administer nonprescription medication to a student without receiving additional documentation from that student's health care provider if the parent consents. Revisions at Administering Medication reflect those changes. SB 1619 required adding a definition of epinephrine delivery system and replacing "epinephrine auto-injector" with "epinephrine delivery system" throughout the policy. New Concussion Response Policy and Academic Accommodations sections were added in response to SB 2398. A citation error has been corrected at Maintenance and Administration of Medication for Respiratory Distress.

#### FFAC(LOCAL)

#### WELLNESS AND HEALTH SERVICES: MEDICAL TREATMENT

A recommended revision at Medication Provided by Parent has been made due to SB 920, which now allows school employees, including nurses, to administer nonprescription medication in accordance with legal requirements.

At Epinephrine, references to "epinephrine auto-injector" have been updated to "epinephrine delivery system" in accordance with SB 1619.

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The [Legal Tips for Policy Development](#), available in the Policy Online® Governance and Management Library (TASB login required), describe common legal concerns and best practices specific to this policy's topic.

#### **FFB(LEGAL)                      STUDENT WELFARE: CRISIS INTERVENTION**

A new item 6 at Threat Assessment and Safe and Supportive Schools Team has been added due to HB 2. Revisions to the General Team Composition subsection under Membership have been made pursuant to HB 6. All other revisions are due to HB 121.

#### **FFB(LOCAL)                      STUDENT WELFARE: CRISIS INTERVENTION**

As required by HB 2, a provision is recommended for inclusion addressing the required notification that must be provided to teaching staff when a threat is made against the campus.

#### **FFEA(LEGAL)                      COUNSELING AND MENTAL HEALTH: COUNSELING**

Additional text at Higher Education Counseling has been included due to HB 2. The citation adjustment at Automatic Admission is due to rule redesignation to 19 Administrative Code 78.2001.

#### **FFEB(LEGAL)                      COUNSELING AND MENTAL HEALTH: MENTAL HEALTH**

Changes have been made at Consent to Examinations, Tests, and Treatment and a cross-reference to materials regarding parental consent for psychological and psychiatric exams, tests, and treatment has been added in response to changes made by SB 12.

#### **FFF(LEGAL)                      STUDENT WELFARE: STUDENT SAFETY**

A section on Notice of Suspected Criminal Offense has been added due to SB 12. All other revisions and additions have been made pursuant to SB 571.

#### **FFF(LOCAL)                      STUDENT WELFARE: STUDENT SAFETY**

HB 2 prompted recommended revisions to this local policy regarding notifying a parent of a student with whom an employee or service provider is alleged to have engaged in misconduct.

#### **FFG(LEGAL)                      STUDENT WELFARE: CHILD ABUSE AND NEGLECT**

Definition changes are due to HB 1106, HB 1151, and SB 571. Reports of suspected abuse or neglect must now be made within 24, rather than 48, hours pursuant to SB 571. SB 571 additionally defined the law enforcement agencies to which such a report may be made at Abuse and Neglect Involving School Personnel and Those Responsible for Care. A section on Civil Liability has been included due to HB 4623. Citation changes at SBEC Disciplinary Action have been made pursuant to SB 571. The new 24 hour reporting requirement from SB 571 is also reflected in the Reporting Policy section.

#### **FFG(LOCAL)                      STUDENT WELFARE: CHILD ABUSE AND NEGLECT**

A recommended change at Reporting Child Abuse or Neglect reflects that SB 571 requires reporting within 24 hours of learning of the facts giving rise to suspicion of abuse or neglect of a child. The revision to item 1 at Making a Report also comes from SB 571.

The [Legal Tips for Policy Development](#), available in the Policy Online® Governance and Management Library (TASB login required), describe common legal concerns and best practices specific to this policy's topic.

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#### FFH(LLEGAL)

#### STUDENT WELFARE: FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION

A section on Civil Liability has been added pursuant to HB 4623.

#### FL(LLEGAL)

#### STUDENT RECORDS

A section on Vital Statistics Records has been added due to changes in HB 229. Under Disclosure with Consent, a reference to FFA has been added for clarity in light of SB 12 requirements. SB 12 also prompted changes relating to Access by Parents. A new section on My Texas Future Admissions Data Sharing has been added to reflect changes in SB 2314. A section on Records Requests Under Education Savings Account Program has been added pursuant to SB 2.

#### FM(LLEGAL)

#### STUDENT ACTIVITIES

A cross-reference to FFAC has been included to ensure clarity around the rules surrounding concussions from SB 2398. Revisions in Parental Notice and Consent are due to SB 12. SB 401 prompted additional information at Participation by Homeschooled Students.

**Please note:** Information and a survey was emailed to districts in July regarding homeschool student participation in UIL activities. Districts that responded they were opting out of permitting homeschool students to participate in UIL activities received a draft of FD(LOCAL) with that opt-out language; a cross reference to FD(LOCAL) was placed at FM(LOCAL) for those same districts. Please contact your policy consultant if you have questions.

#### FNA(LLEGAL)

#### STUDENT RIGHTS AND RESPONSIBILITIES: STUDENT EXPRESSION

The word "encouraged" has been deleted under Prayer at School Activities pursuant to SB 11. A section on Designated Time for Prayer and Religious Reading has been included in alignment with SB 11.

In response to SB 11, new provisions are included to address the option of a board to adopt a policy designating a time for prayer and reading of the Bible or other religious text. The new law requires the board to take a vote on whether to permit this activity within six months of the legislation's effective date. Since the law was effective on September 1, the board would need to take a vote prior to March 1, 2026.

#### FNAB(LLEGAL)

#### STUDENT EXPRESSION: USE OF SCHOOL FACILITIES FOR NONSCHOOL PURPOSES

A section on Student Clubs has been added pursuant to SB 12.

#### FNCD(LLEGAL)

#### STUDENT CONDUCT: TOBACCO USE AND POSSESSION

Revisions to this code are due to SB 2024.

#### FNCE(LLEGAL)

#### STUDENT CONDUCT: PERSONAL COMMUNICATION DEVICES/ELECTRONIC DEVICES

Extensive revisions throughout are due to HB 1481. In addition, the subtopic for this policy code has been updated from Personal Telecommunications/Electronic Devices to Personal Communication Devices/Electronic Devices.

#### FNCG(LLEGAL)

#### STUDENT CONDUCT: WEAPONS

SB 1596 repealed short-barrel firearms as a prohibited weapon in the Penal Code, so that provision has been deleted.

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#### **FNG(LEGAL)**

#### **STUDENT RIGHTS AND RESPONSIBILITIES: STUDENT AND PARENT COMPLAINTS/GRIEVANCES**

A section on Notice to Teacher or Employee has been added pursuant to HB 2. The provisions at Disruption have been removed at this code but remain in BED(LEGAL). All other revisions are due to SB 12.

#### **FNG(LOCAL)**

#### **STUDENT RIGHTS AND RESPONSIBILITIES: STUDENT AND PARENT COMPLAINTS/GRIEVANCES**

We recommend for your consideration this revised student and parent complaint policy, which includes revisions prompted by the applicable portions of SB 12. Please contact your policy consultant if you wish to make additional revisions to this policy.

The [Legal Tips for Policy Development](#), available in the Policy Online® Governance and Management Library (TASB login required), describe common legal concerns and best practices specific to this policy's topic.

#### **FO(LEGAL)**

#### **STUDENT DISCIPLINE**

Requirements relating to discipline for first-time vape offenses and information about parental involvement policies for school disciplinary placements have been added pursuant to HB 6. A section on Determination of Antisemitism has been added due to SB 326. Substantial revisions in the section on Campus Behavior Coordinators and the Parent Involvement Policy are due to HB 6. A section called No Restriction of Recess or Physical Activity has been added pursuant to SB 25. Inclusion of contractors in Video-tapes and Recordings is due to SB 12.

#### **FO(LOCAL)**

#### **STUDENT DISCIPLINE**

Minor edits are recommended to the language regarding Video and Audio Monitoring that make such monitoring permissive and clarify what should happen when video and audio recording equipment is in use.

#### **FOA(LEGAL)**

#### **STUDENT DISCIPLINE: REMOVAL BY TEACHER OR BUS DRIVER**

Extensive revisions throughout this legal framework are due to HB 6.

#### **FOB(LEGAL)**

#### **STUDENT DISCIPLINE: SUSPENSION**

Revisions throughout are due to HB 6, including changes regarding both in- and out-of-school suspension, necessitating a change to the policy subtopic name.

#### **FOC(LEGAL)**

#### **STUDENT DISCIPLINE: PLACEMENT IN A DISCIPLINARY ALTERNATIVE EDUCATION SETTING**

HB 1422 changed the victim age relating to the crime of voyeurism from younger than 14 to younger than 18. All other revisions are pursuant to HB 6.

#### **FOD(LEGAL)**

#### **STUDENT DISCIPLINE: EXPULSION**

The section on Consideration of Virtual Education as Alternative to Expulsion is included pursuant to SB 569. All other revisions are due to HB 6.

#### **FODA(LEGAL)**

#### **EXPULSION: JUVENILE JUSTICE ALTERNATIVE EDUCATION PROGRAM**

A citation adjustment has been made at Court-Ordered Placement after HB 6 repealed Education Code 37.007(d).

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#### **FOE(LEGAL)                      STUDENT DISCIPLINE: EMERGENCY AND ALTERNATIVE PLACEMENT**

A subsection called Single Incident has been added under Emergency Placements due to changes from HB 6.

#### **FOF(LEGAL)                      STUDENT DISCIPLINE: STUDENTS WITH DISABILITIES**

HB 6 amended Education Code 37.001(b-1), and a slight revision under ARD Committee Required has been made as a result.

#### **FP(LEGAL)                      STUDENT FEES, FINES, AND CHARGES**

The section on TXVSN has been retitled Hybrid or Virtual Course with language revised in accordance with SB 569. Attorney general guidance regarding Authorized Fees has also been added.

#### **GBA(LEGAL)                      PUBLIC INFORMATION PROGRAM: ACCESS TO PUBLIC INFORMATION**

In the Information That Must Be Disclosed section, a subsection on Personal Services Contract has been added pursuant to HB 3372. A citation at Student Victim Information has been revised based on SB 571. Employee Victims has been amended based on revisions in SB 2601. Language has been added at Cybersecurity Information pursuant to HB 3112. HB 150 Cyber Command revisions prompted language and citation changes in the Texas VIRT Information section. SB 1540 adds election officials to the list of individuals who have the option to restrict access to some personal information. Additional language is included in Board Member and Employee Personnel Information due to SB 370.

#### **GBAA(LEGAL)                      ACCESS TO PUBLIC INFORMATION: REQUESTS FOR INFORMATION**

Changes throughout are due to HB 4219.

#### **GC(LEGAL)                      PUBLIC NOTICES**

A section on Digital Newspaper has been added due to SB 1062.

#### **GF(LEGAL)                      PUBLIC COMPLAINTS**

Revisions throughout are the result of SB 12.

#### **GF(LOCAL)                      PUBLIC COMPLAINTS**

All recommended revisions to this local policy on public complaints stem from the applicable portions of SB 12.

The [Legal Tips for Policy Development](#), available in the Policy Online® Governance and Management Library (TASB login required), describe common legal concerns and best practices specific to this policy's topic.

#### **GKA(LEGAL)                      COMMUNITY RELATIONS: CONDUCT ON SCHOOL PREMISES**

Additional language at Refusal of Entry or Ejection of Unauthorized Persons has been included pursuant to SB 2929.

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

Language regarding handguns is recommended for revision due to SB 706.

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The [Legal Tips for Policy Development](#), available in the Policy Online® Governance and Management Library (TASB login required), describe common legal concerns and best practices specific to this policy's topic.

**GNB(LLEGAL)                      RELATIONS WITH EDUCATIONAL ENTITIES: REGIONAL EDUCATION SERVICE CENTERS**

The revisions relating to special education service group and dyslexia are due to HB 2.

**GRAA(LLEGAL)                      STATE AND LOCAL GOVERNMENTAL AUTHORITIES: LAW ENFORCEMENT AGENCIES**

Citation revisions are due to HB 6 and to correct a formatting issue.



## (LOCAL) Policy Comparisons

These documents are generated by an automated process that compares the updated policy to the current policy as found in TASB records.

In this packet, you will find:

- Policies being recommended for revision (annotated)
- New policies (not annotated)
- Policies recommended for deletion (annotated in PDF; not shown in Word)

Annotations are shown as follows:

- Deletions are in a red strike-through font: ~~deleted text~~.
- Additions are in a blue font: **new text**.
- Blocks of text that were moved without changes are shown in green, with double underline and double strike-through formatting to distinguish the text's new placement from its original location: ~~moved text~~ becomes moved text.
- Revision bars appear in the right margin to show sections with changes.

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

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

### Contact us:

School Districts and Education Service Centers, call 800-580-7529 or email [policy.service@tasb.org](mailto:policy.service@tasb.org).

Community Colleges, call 800-580-1488 or email [colleges@tasb.org](mailto:colleges@tasb.org).

**Meeting Place and Time**

Board meetings shall be held during a time that is outside of typical work hours. [See FA(LEGAL)]

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

**Regular Meetings**

Regular meetings of the Board shall normally be held on the third Monday of each month at 5:30 p.m. When determined necessary and for the convenience of Board members, the Board President may change the date, time, or location of a regular meeting with proper notice.

**Special or Emergency Meetings**

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

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

**Agenda**

Deadline

The deadline for submitting items for inclusion on the agenda is the ~~fifth~~ 10th calendar day before regular meetings and the ~~fifth~~ 10th calendar day before special meetings.

Preparation

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

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 Board President's approval. In reviewing the preliminary agenda, the Board President shall ensure that any topics the Board or individual Board members have requested to be addressed are either on that agenda or scheduled for deliberation at an appropriate time in the near future. The Board President shall not have authority to remove from the agenda a subject requested by a Board member without that Board member's specific authorization.

**Notice to Members**

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

**Closed Meeting**

Notice of all meetings shall provide for the possibility of a closed meeting during an open meeting, in accordance with law.

The Board may conduct a closed meeting when the agenda subject is one that may properly be discussed in closed meeting. [See BEC]

**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.

**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.

~~Voting~~ Record Vote

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

Consent Agenda

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

**Minutes**

Board action shall be carefully recorded by the Board Secretary or clerk; when approved, these minutes shall serve as the legal record of official Board actions. The written minutes of all meetings shall be approved by vote of the Board and signed by the Board President and the Board Secretary.

~~The official minutes of the Board shall be retained on file in the office of the Superintendent and shall be available for examination during regular office hours.~~[See CPC regarding retention of records.]

**Discussions and Limitation**

Discussions shall be addressed to the Board President and then the entire membership. Discussion shall be directed solely to the business currently under deliberation, and the Board President shall halt discussion that does not apply to the business before the Board.

The Board President shall also halt discussion if the Board has agreed to a time limitation for discussion of an item, and that time

limit has expired. Aside from these limitations, the Board President shall not interfere with debate so long as members wish to address themselves to an item under consideration.

**Limit on Participation**

Audience participation at a Board meeting is limited to the portion of the meeting designated to receive public comment in accordance with this policy. At all other times during a Board meeting, the audience shall not enter into discussion or debate on matters being considered by the Board, unless requested by the presiding officer.

**Public Comment**

Public comment shall occur at the beginning of the meeting. [See FA]

Regular Meetings

At regular Board meetings, the Board shall permit public comment, regardless of whether the topic is an item on the agenda posted with notice of the meeting.

Special Meetings

At all other Board meetings, public comment shall be limited to items on the agenda posted with notice of the meeting.

Procedures

Individuals who wish to participate during the portion of the meeting designated for public comment shall sign up with the presiding officer or designee before the meeting begins as specified in the Board's procedures on public comment and shall indicate the agenda item or topic on which they wish to address the Board.

~~Public comment shall occur at the beginning of the meeting.~~

Except as permitted by this policy and the Board's procedures on public comment, an individual's comments to the Board shall not exceed five minutes per meeting.

Meeting Management

When necessary for effective meeting management or to accommodate large numbers of individuals wishing to address the Board, the presiding officer may ~~make adjustments to public comment procedures, including adjusting when public comment will occur during the meeting, reordering agenda items, deferring public comment on nonagenda items, continuing agenda items to a later meeting, providing expanded opportunity for public comment, or establishing an overall time limit for public comment and adjusting~~ adjust the time allotted to each speaker. However, no individual shall be given less than one minute to make comments.

Board's Response

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

**Complaints and Concerns**

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

- Employee complaints: DGBA
- Student or parent complaints: FNG
- Public complaints: GF

**Disruption**

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

**Employment Assistance Prohibited**

No District employee shall assist a contractor or agent of the District or of any other school district in obtaining a new job if the employee knows, or has probable cause to believe, that the contractor or agent engaged in sexual misconduct regarding a minor or student in violation of the law. Routine transmission of an administrative file does not violate this prohibition.

No District contractor or agent shall assist an employee, contractor, or agent of the District or of any other school district in obtaining a new job if the contractor or agent knows, or has probable cause to believe, that the individual engaged in sexual misconduct regarding a minor or student in violation of the law. Routine transmission of an administrative or personnel file does not violate this prohibition.

[See also DC for prohibitions relating to employees.]

**Prohibited Classroom Instruction or Activities**

A District contractor is prohibited from intentionally or knowingly engaging in or assigning to another individual instruction, guidance, activities, or programming prohibited by law [see EMB(LEGAL)]. Violation of this policy shall result in termination of the contract. A District contractor shall be permitted to appeal this action in accordance with GF(LOCAL).

**Prohibition on Diversity, Equity, and Inclusion**

A contract is subject to termination if the District contractor intentionally or knowingly:

- Engages in diversity, equity, and inclusion (DEI) duties.
- Assigns to another individual DEI duties.

A District contractor shall be permitted to appeal this action in accordance with GF(LOCAL).

[See BT(LEGAL)]

CONTRACTED SERVICES

~~CRIMINAL HISTORY~~BACKGROUND CHECKS AND REQUIRED REPORT-  
ING

CJA  
(LOCAL)

**Emergencies**

In an emergency due to a health or safety concern, a reasonably unforeseeable situation, or other exigent circumstance, the District employee who is in charge of the facility shall be authorized to determine whether an employee of a contracting or subcontracting entity who does not have the required criminal history record information (CHRI) review or who has a disqualifying conviction will be permitted to enter a District facility.

If allowed to enter the facility, the employee of the contracting or subcontracting entity shall be accompanied by a District employee at all times.

The U.S. and Texas flags shall be prominently displayed in each classroom to which a student is assigned during the time that the pledges of allegiance to those flags are recited.

**Plan** The District shall develop a cybersecurity plan to secure the District's cyberinfrastructure against a cyberattack or any other cybersecurity incidents, determine cybersecurity risk, and implement appropriate mitigation planning.

**Coordinator** The Superintendent shall designate a cybersecurity coordinator. The cybersecurity coordinator shall serve as the liaison between the District and the Texas Education Agency in cybersecurity matters.

**Training** The Board delegates to the Superintendent the authority to:

1. Determine the cybersecurity training program to be used in the District;
2. Verify and report compliance with training requirements in accordance with guidance from the [Department of Information Resources Texas Cyber Command](#); and
3. Remove access to the District's computer systems and databases for noncompliance with training requirements as appropriate.

The District shall complete periodic audits to ensure compliance with the cybersecurity training requirements.

**Security Breach and Cybersecurity Incident Notifications** Upon discovering or receiving notification of a breach of system security or a [security](#) [cybersecurity](#) incident, as defined by law, the District shall disclose the breach or incident to affected persons or entities [and provide any other notices](#) in accordance with the time frames established by law. The District shall give notice by using one or more of the following methods:

1. Written notice.
2. Email, if the District has email addresses for the affected persons.
3. Conspicuous posting on the District's websites.
4. Publication through broadcast media.

The District shall disclose a breach or incident involving sensitive, protected, or confidential student information as required by law.

**Training**

The Board delegates to the Superintendent the authority to:

1. Determine the artificial intelligence (AI) training program to be used in the District;
2. Verify and report compliance with training requirements in accordance with guidance from the Department of Information Resources; and
3. Remove access to the District's computer systems and databases for noncompliance with training requirements as appropriate.

The District shall complete periodic audits to ensure compliance with the AI training requirements.

**Use in District**

Employees and students shall be permitted to explore AI and implement its use in and out of the classroom in accordance with policy and administrative regulations. The use of AI shall only be as a support tool to enhance student outcomes and shall never take the place of teacher and student decision-making. Any use of AI must comply with law, policy, and administrative regulations relating to student and employee privacy and data security.

A student shall only use AI tools with teacher permission and shall be expected to produce original work and properly credit sources, including AI tools used in creating the work. Students who use AI tools to deceptively harm, bully, or harass others shall be disciplined in accordance with the Student Code of Conduct and policy. [See EIA(LOCAL), FFH, FFI, and the FO series]

**Building Access  
Control**

Audits of building access control shall include weekly inspections of instructional facilities during school hours to certify all exterior doors are, by default, set to closed, latched, and locked status and cannot be opened from the outside without a key.

The Superintendent shall ensure that the findings of the weekly inspections are:

1. Reported to the District safety and security committee; and
2. Reported to the campus principal or lead administrator of the instructional facility to ensure awareness of any deficiencies identified.

The campus principal or lead administrator shall assign appropriate staff to take action to reduce the likelihood of similar deficiencies in the future.

The results of the weekly reports shall be kept for review as part of the required safety and security audit.

The District's building access control procedures shall not be interpreted as discouraging parents or guardians who have been properly verified as authorized visitors from visiting their student's campus. [See GKC]

**Designation and Use  
of Private Spaces**

The Board shall ensure that the Superintendent, or appropriate staff as determined by the Superintendent, designates private spaces in accordance with law.

The Superintendent shall develop administrative regulations to ensure compliance with law and policy regarding the use of private spaces in District facilities.

FACILITIES CONSTRUCTION

CV  
(LOCAL)

**Compliance with Law**

The Superintendent shall establish procedures that ensure that all school facilities within the District comply with applicable laws and local building codes.

**Construction Contracts**

Prior to advertising, the Board ~~shall delegates authority to the Superintendent to~~ determine the project delivery/contract award method to be used for each construction contract, ~~valued at or above \$50,000. To assist the Board, the~~ Superintendent shall ~~recommend-determine~~ the project delivery/contract award method that he or she determines provides the best value to the District. [See CV series generally and CBB(LEGAL) for requirements if federal funds are involved.]

For construction contracts valued at or above ~~\$50,000,\$100,000,~~ the Superintendent shall also submit the resulting contract to the Board for approval. Lesser expenditures for construction and construction-related materials or services shall be at the discretion of the Superintendent and consistent with law and policy. [See also CH and CBB(LEGAL)]

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**Note:** For provisions regarding delegation of authority for construction contracts in the event of a catastrophe, emergency, or natural disaster affecting the District, see CH(LOCAL).

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**Change Orders**

Change orders permitted by law shall be approved prior to any changes being made in the approved plans or the actual construction of the facility.

Change orders ~~valued at or above \$25,000 that would result in an increase to the total approved contract amount,~~ shall require Board approval. The Superintendent shall be authorized to approve change orders of a lesser amount.

**Project Administration**

All construction projects shall be administered by the Superintendent ~~or designee.~~

The Superintendent shall keep the Board informed concerning construction projects and also shall provide information to the general public.

**Final Payment**

The District shall not make final payments for construction or the supervision of construction until the work has been completed and the Board has accepted the work.

EMPLOYMENT REQUIREMENTS AND RESTRICTIONS  
CONFLICT OF INTEREST

DBD  
(LOCAL)

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**Note:** For conflicts of interest and gifts and gratuities related to federal grants and awards, see CB and CBB.

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~~Disclosure—~~  
~~General Disclosure —~~  
General Standard

An employee shall disclose to his or her immediate supervisor a personal financial interest, a business interest, or any other obligation or relationship that in any way creates a potential conflict of interest with the proper discharge of assigned duties and responsibilities or with the best interest of the District.

**Specific Disclosures**

Substantial Interest

The Superintendent shall file an affidavit with the Board President disclosing a substantial interest, as defined by Local Government Code 171.002, in any business or real property that the Superintendent or any of his or her relatives in the first degree may have.

Any other employee who is in a position to affect a financial decision involving any business entity or real property in which the employee has a substantial interest, as defined by Local Government Code 171.002, shall file an affidavit with the Superintendent; however, the employee shall not be required to file an affidavit for the substantial interest of a relative.

Interest in Property

The Superintendent shall be required to file an affidavit disclosing interest in property in accordance with Government Code 553.002.

Annual Financial  
Management  
Report

The Superintendent, as the executive officer of the District, shall provide to the District in a timely manner information necessary for the District's annual financial management report.

[See BBFA]

**Gifts**

An employee shall not accept or solicit any gift, favor, service, or other benefit that could reasonably be construed to influence the employee's discharge of assigned duties and responsibilities. [See CAA, CB, and CBB]

**Endorsements**

An employee shall not recommend, endorse, or require students to purchase any product, material, or service in which the employee has a financial interest or that is sold by a company that employs or retains the District employee during nonschool hours. No employee shall require students to purchase a specific brand of school supplies if other brands are equal and suitable for the intended instructional purpose.

**Sales**

An employee shall not use his or her position with the District to attempt to sell products or services.

EMPLOYMENT REQUIREMENTS AND RESTRICTIONS  
CONFLICT OF INTEREST

DBD  
(LOCAL)

**Nonschool  
Employment**

An employee shall disclose in writing to his or her immediate supervisor any outside employment that in any way creates a potential conflict of interest with the proper discharge of assigned duties and responsibilities or with the best interest of the District.

Private Tutoring

An employee shall disclose in writing to his or her immediate supervisor any private tutoring of District students for pay.

**Personal Services  
Performed by an  
Administrator**

An administrator, as defined in law, shall not receive any financial benefit for the performance of personal services except as permitted by and in accordance with law.

An administrator, other than a Superintendent or an assistant superintendent, who wishes to seek Board approval to perform personal services permitted by law shall submit that request to the Superintendent in accordance with administrative regulations.

COMPENSATION AND BENEFITS  
LEAVES AND ABSENCES

DEC  
(LOCAL)

**Leave  
Administration**

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

**Definitions**

The term "immediate family" is defined as:

Immediate Family

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.

Daily Rate of Pay

The "daily rate" of a contract employee, including a teacher, school counselor, or librarian, shall be computed by dicing the employee's annual salary by the number of duty days in the employee's contract year.

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

COMPENSATION AND BENEFITS  
LEAVES AND ABSENCES

DEC  
(LOCAL)

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.

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

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**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.

**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**

DATE ISSUED:  
~~12/11/2023~~ 11/11/2025  
~~LDU-2023-09~~ UPDATE 126  
DEC(LOCAL)-X

Adopted:  
10/18/2023

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COMPENSATION AND BENEFITS  
LEAVES AND ABSENCES

DEC  
(LOCAL)

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.

Discretionary use of state personal leave shall not exceed three consecutive workdays.

**Local Leave**

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 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 or a member of the employee's immediate family experiences a catastrophic illness or injury and the employee 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.

COMPENSATION AND BENEFITS  
LEAVES AND ABSENCES

DEC  
(LOCAL)

Appeal

An employee may appeal a decision regarding the sick leave bank in accordance with DGBA(LOCAL), beginning with the Superintendent or appropriate administrator.

**Military Leave**

If an employee is absent from a position of employment by reason of involuntary military service and has been called to active duty in the uniformed services as described in DEC(LEGAL), that employee shall be entitled to certain reemployment rights and benefits under the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA) if all conditions outlined in DEC(LEGAL) are met.

If an employee is called to active duty while on military leave for involuntary service, the District shall pay the difference in salary received from the military position and salary or wages from the position from which the person is on leave from the District. This benefit shall continue so long as the person is on military active duty up to, but not to exceed, five years.

**Hardship Leave**

The District hardship leave program grants an employee the opportunity to receive up to 40 days of unpaid leave in a school year (July 1 through June 30) if the employee or a member of the employee's immediate family experiences a serious illness or injury or if the employee otherwise experiences an unforeseen personal hardship that requires the employee's absence from duty on a short-term basis. An employee must be ineligible for or must have exhausted all FMLA leave and/or temporary disability leave to qualify for hardship leave. The District shall develop administrative regulations to implement hardship leave.

Serious Illness or Injury

A serious illness or injury under this section 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 brief 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 sudden or immediate hospitalization or recovery or are expected to result in imminent disability or death.

Unforeseen Personal Hardship

An unforeseen personal hardship shall include situations or circumstances that do not affect the mental or physical health of the employee or a member of the employee's immediate family, but otherwise requires the employee's absence from duty and forces the employee to lose compensation from the District. A situation or circumstance that affects the employee's access to housing or other form of reliable shelter shall be considered an eligible unforeseen personal hardship if the employee meets the requirements of this policy.

COMPENSATION AND BENEFITS  
LEAVES AND ABSENCES

DEC  
(LOCAL)

Certification of Leave	An employee's request for leave shall be accompanied by documentation establishing the employee's need and eligibility for the leave, in accordance with administrative regulations.
Appeal	An employee may appeal a decision regarding the District hardship leave program in accordance with DGBA(LOCAL).
<b>Family and Medical Leave</b>	<p><u>The District shall make FMLA leave available to employees in accordance with DECA(LEGAL) and the following provisions.</u></p> <p>FMLA leave shall run concurrently with applicable paid leave and compensatory time, as applicable, <u>except as provided below.</u></p> <p><u>An employee shall notify the appropriate administrator if they choose not to use paid leave concurrently with FMLA leave for an absence related to pregnancy or the birth or adoption of a child.</u></p> <hr/> <p><b>Note:</b> — <del>See DECA(LEGAL) for provisions addressing FMLA.</del></p> <hr/>
<u>Concurrent Use of Paid Leave</u>	
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 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.
Fitness-for-Duty Certification	In accordance with administrative regulations, when an employee takes FMLA leave due to the employee's own serious health condition, the employee shall provide, before resuming work, a fitness-for-duty certification.
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.
<b>District Medical Leave Plan</b>	A part-time employee who does not meet eligibility requirements for family and medical leave as a result of the limited number of hours required for the position and who has been employed for one school year shall be eligible to participate in the District medical

COMPENSATION AND BENEFITS  
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(LOCAL)

leave plan. The District medical leave plan grants a part-time employee the opportunity to receive up to six weeks of unpaid leave concurrently with any other leave to which he or she may be entitled under other policy provisions.

Appeal

An employee may appeal a decision regarding the District medical leave plan in accordance with DGBA(LOCAL), beginning with the Superintendent or appropriate administrator.

**Temporary Disability Leave**

Any full-time employee whose position requires educator certification by the State Board for Educator Certification or by the District 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**

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**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.

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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]

**Court Appearances**

Absences due to compliance with a valid subpoena or for jury duty shall be fully compensated by the District and shall not be deducted from the employee's pay or leave balance.

Absences for court appearances related to an employee's personal business shall be deducted from the employee's personal leave.

**Payment for Accumulated Leave Upon Retirement**

The following leave provisions shall apply to state and local leave accumulated beginning on the effective date of January 7, 2019.

An employee who retires from the District shall be eligible for payment for accumulated state and local leave under the following conditions:

COMPENSATION AND BENEFITS  
LEAVES AND ABSENCES

DEC  
(LOCAL)

1. The employee's retirement is voluntary, i.e., the employee is not being discharged or nonrenewed.
2. The employee provides advance written notice of intent to retire. A contract and noncontract employee must provide written notice at least 60 days before the final work date in a school year prior to retirement.
3. The employee has at least five years of service with the District.
4. The employee meets state eligibility requirements for retirement.

The employee shall receive payment for each day of accumulated state and local leave, to a maximum of 30 days, at a rate established by the Board. If the employee is reemployed with the District, days for which the employee received payment shall not be available to that employee.

The rate established by the Board shall be in effect until the Board adopts a new rate. Any changes to the rate shall apply beginning with the school year following the adoption of the rate change.

**Expiration of All Available Leave**

If the employee has not already returned to work upon the expiration of all leave for which an employee has applied and is eligible, the District may deem the employee as having excessive absences.

Excessive Absences

An employee who has excessive absences during the school year may be recommended for nonrenewal or termination in accordance with this policy, other applicable policies, and applicable law. [See DCD and DF series]

"Excessive absence" shall mean failure to appear for work when no leave applies to the absence and the absence is not excused on any other basis provided in law or District policy. Elective leaves, if any, shall apply to and excuse an absence when the leave has been duly elected by the employee and approved by the District, and the absence qualifies for and falls within the leave period.

Reemployment

In the event the employee shall subsequently apply for reemployment with the District, the fact that the employee had previously taken leave and failed to return to work upon the expiration of the leave shall not be grounds for denial of new employment.

**Reasons**

The recommendation to the Board and its decision not to renew a contract under this policy shall not be based on an employee's exercise of Constitutional rights or based unlawfully on an employee's race, color, religion, sex, gender, national origin, age, disability, or any other basis prohibited by law. Reasons for proposed nonrenewal of an employee's term contract shall be:

1. Deficiencies pointed out in observation reports, appraisals or evaluations, supplemental memoranda, or other communications.
2. Failure to fulfill duties or responsibilities.
3. Incompetency or inefficiency in the performance of duties.
4. Inability to maintain discipline in any situation in which the employee is responsible for the oversight and supervision of students.
5. Insubordination or failure to comply with official directives.
6. Failure to comply with Board policies or administrative regulations.
7. Excessive absences.
8. Conducting personal business during school hours when it results in neglect of duties.
9. Reduction in force because of financial exigency. [See DFFA]
10. Reduction in force because of a program change. [See DFFB]
11. The employee is not retained at a campus in accordance with the provisions of a campus turnaround plan. [See AIC]
12. Drunkenness or excessive use of alcoholic beverages; or possession, use, or being under the influence of alcohol or alcoholic beverages while on District property, while working in the scope of the employee's duties, or while attending any school- or District-sponsored activity.
13. The illegal possession, use, manufacture, or distribution of a controlled substance, a drug, a dangerous drug, hallucinogens, or other substances regulated by state statutes.
14. Failure to meet the District's standards of professional conduct.
15. Failure to report any arrest, indictment, conviction, no contest or guilty plea, or other adjudication for any felony, any crime

involving moral turpitude, or other offense listed at DH(LOCAL). [See DH]

16. Conviction of or deferred adjudication for any felony, any crime involving moral turpitude, or other offense listed at DH(LOCAL); or conviction of a lesser included offense pursuant to a plea when the original charged offense is a felony. [See DH]
17. Failure to comply with reasonable District requirements regarding advanced coursework or professional improvement and growth.
18. Disability, not otherwise protected by law, that prevents the employee from performing the essential functions of the job, [with or without reasonable accommodation](#).
19. Any activity, school-connected or otherwise, that, because of publicity given it, or knowledge of it among students, faculty, or the community, impairs or diminishes the employee's effectiveness in the District.
20. Any breach by the employee of an employment contract or any reason specified in the employee's employment contract.
21. Failure to maintain an effective working relationship, or maintain good rapport, with parents, the community, or colleagues.
22. A significant lack of student progress attributable to the educator.
23. Behavior that presents a danger of physical harm to a student or to other individuals.
24. Assault on a person on District property or at a school-related function, or on an employee, student, or student's parent regardless of time or place.
25. Use of profanity in the course of performing any duties of employment, whether on or off school premises, in the presence of students, staff, or members of the public, if reasonably characterized as unprofessional.
26. Falsification of records or other documents related to the District's activities.
27. Falsification or omission of required information on an employment application.
28. Misrepresentation of facts to a supervisor or other District official in the conduct of District business.

29. Failure to fulfill requirements for state licensure or certification, including passing certification or licensing examinations required by state or federal law or by the District, for the employee's assignment.
30. Failure to maintain licensing and certification requirements, including the completion of required continuing education hours, for the employee's assignment.
31. Failure to complete certification or permit renewal requirements, or failure to fulfill the requirements of a deficiency plan, under an Emergency Permit or a Temporary Classroom Assignment Permit.
32. Any attempt to encourage or coerce a child to withhold information from the child's parent or from other District personnel.
33. Any reason that makes the employment relationship void or voidable, such as a violation of federal, state, or local law.
34. Engaging in or assigning to another individual, whether intentionally or knowingly, an instruction, guidance, activities, or programming prohibited by law. [See EMB]
35. Engaging in or assigning to another individual, whether intentionally or knowingly, diversity, equity, and inclusion duties prohibited by law.
- ~~34-36.~~ Any reason constituting good cause for terminating the contract during its term.

Recommendations  
from Administration

Administrative recommendations for renewal or proposed nonrenewal of term contracts shall be submitted to the Superintendent. A recommendation for proposed nonrenewal shall be supported by any relevant documentation. The final decision on the administrative recommendation to the Board on each employee's contract rests with the Superintendent.

Superintendent's  
Recommendation

The Superintendent shall prepare lists of employees whose contracts are recommended for renewal or proposed nonrenewal by the Board. Supporting documentation, if any, and reasons for the recommendation shall be submitted for each employee recommended for proposed nonrenewal.

The Board shall consider such information, as appropriate, in support of recommendations for proposed nonrenewal and shall then act on all recommendations.

Notice of Proposed  
Nonrenewal

After the Board votes to propose nonrenewal, the Superintendent or designee shall deliver written notice of proposed nonrenewal in accordance with law.

If the notice of proposed nonrenewal does not contain a statement of the reason or all the reasons for the proposed action, and the employee requests a hearing, the District shall give the employee notice of all reasons for the proposed nonrenewal at a reasonable time before the hearing. The initial notice or any subsequent notice shall contain the hearing procedures.

**Request for Hearing**

If the employee desires a hearing after receiving the notice of proposed nonrenewal, the employee shall notify the Board in writing not later than the 15th day after the date the employee received the notice of proposed nonrenewal.

When a timely request for a hearing on a proposed nonrenewal is received by the presiding officer, the Board shall notify the employee whether the hearing will be conducted by the Board [see Hearing by the Board, below] or an attorney designated by the Board [see Hearing by an Attorney Designated by the Board, below].

In either case, the hearing shall be held not later than the 15th day after receipt of the request, unless the parties mutually agree to a delay. The employee shall be given notice of the hearing date as soon as it is set.

**Hearing by the Board**

Unless the employee requests that the hearing be open, the hearing shall be conducted in closed meeting with only the members of the Board, the employee, the Superintendent, their representatives, and such witnesses as may be called in attendance. Witnesses may be excluded from the hearing until called to present evidence. The employee and the administration may choose a representative. Notice, at least five days in advance of the hearing, shall be given by each party intending to be represented, including the name of the representative. Failure to give such notice may result in postponement of the hearing.

**Hearing Procedures**

The conduct of the hearing shall be under the presiding officer's control and shall generally follow the steps listed below:

1. After consultation with the parties, the presiding officer shall impose reasonable time limits for presentation of evidence and closing arguments.
2. The hearing shall begin with the administration's presentation, supported by such proof as it desires to offer.
3. The employee may cross-examine any witnesses for the administration.

4. The employee may then present such testimonial or documentary proof, as desired, to offer in rebuttal or general support of the contention that the contract be renewed.
5. The administration may cross-examine any witnesses for the employee and offer rebuttal to the testimony of the employee's witnesses.
6. Closing arguments may be made by each party.

A record of the hearing shall be made so that a certified transcript can be prepared, if required.

Board Decision

The Board may consider only evidence presented at the hearing. After all the evidence has been presented, if the Board determines that the reasons given in support of the recommendation to not renew the employee's contract are lawful, supported by the evidence, and not arbitrary or capricious, it shall so notify the employee by a written notice not later than the 15th day after the date on which the hearing is concluded. This notice shall also include the Board's decision on renewal, which decision shall be final.

**Hearing by an  
Attorney Designated  
by the Board**

The hearing must be private unless the employee requests in writing that the hearing be public, except that the attorney may close the hearing to maintain decorum. If the employee does not request a public hearing, only the attorney designated by the Board, the employee, the Superintendent, their representatives, and witnesses shall be permitted to be in attendance, and witnesses may be excluded from the hearing until called to present evidence. The employee and the administration may choose a representative. Notice, at least five days in advance of the hearing, shall be given by each party intending to be represented, including the name of the representative. Failure to give such notice may result in postponement of the hearing.

The conduct of the hearing shall be under the control of the attorney designated by the Board and shall generally follow the steps listed at Hearing by the Board.

Not later than the 15th day after the completion of the hearing, the attorney shall provide to the Board a record of the hearing and his or her recommendation on renewal.

Board Review

The Board shall consider the record of the hearing and the attorney's recommendation at the first Board meeting for which notice can be posted, unless the parties agree in writing to a different date. The Board shall notify the employee of the meeting date as soon as it is set. At the meeting, the Board shall allow each party an equal amount of time to present oral arguments. The Board

shall notify the employee in writing of the Board's decision on re-  
newal not later than the 15th day after the date of the meeting.

**No Hearing**

If the employee fails to request a hearing, the Board shall take the  
appropriate action and notify the employee in writing of that action  
not later than the 30th day after the date the notice of proposed  
nonrenewal was sent.

## Complaints

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

### Other Complaint Processes

Employee 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 DGBA after the relevant complaint process [has been followed](#):

1. Complaints alleging discrimination, including violations of Title IX (gender), Title VII (sex, race, color, religion, national origin), ADEA (age), or Section 504 (disability), shall be submitted in accordance with ~~the DIA series~~.
2. Complaints alleging certain forms of harassment, including harassment by a supervisor and violation of Title VII, shall be submitted in accordance with ~~the DIA series~~.
3. Complaints concerning retaliation ~~relating~~[related](#) to discrimination and harassment shall be submitted in accordance with ~~the DIA series~~.
4. Complaints concerning instructional resources shall be submitted in accordance with the EF series.
5. Complaints concerning a commissioned peace officer who is an employee of the District shall be submitted in accordance with the CKE series.
6. Complaints concerning the proposed nonrenewal of a term contract issued under Chapter 21 of the Education Code shall be submitted in accordance with DFBB.
7. Complaints concerning the proposed termination or suspension without pay of an employee on a probationary, term, or continuing contract issued under Chapter 21 of the Education Code during the contract term shall be submitted in accordance with DFAA, DFBA, or DFCA.

## Notice to Employees

The District shall inform employees of this policy through appropriate District publications [and on the District's website](#).

### ~~Guiding Principles~~ Informal Process

The Board encourages employees to discuss their concerns with their supervisor, principal, or other appropriate [campus or District 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.

PERSONNEL-MANAGEMENT RELATIONS  
EMPLOYEE COMPLAINTS/GRIEVANCES

DGBA  
(LOCAL)

Direct  
Communication with  
Board Members  
~~Employees shall not  
be prohibited from  
communicating with  
a member of the  
Board regarding  
District operations  
Formal Process  
communication  
between an  
employee and a  
Board member  
would be  
inappropriate  
because of a  
pending hearing or  
appeal related to the  
employee~~  
Filing  
Deadlines

If an employee has engaged in the informal process in an attempt to resolve the complaint with the District and has not reached a resolution during the process, the employee must file a complaint within 15 business days of the date the employee first knew, or with reasonable diligence should have known, of the decision or action giving rise to the complaint or grievance.

All deadlines shall be strictly followed unless otherwise required by law or modified by mutual written consent.

An employee may initiate the formal process described below by timely filing a written complaint form.

~~Even after initiating the formal complaint process, employees are encouraged to seek informal resolution of their concerns. An employee 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.~~ 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.

The complaint form shall be filed with the lowest level administrator who has the authority to remedy the alleged problem. In most circumstances, the employee shall file Level One complaints with the campus principal for any complaint on a matter related to a campus. For a complaint that arises on a matter that is unrelated to a campus, the complaint shall be filed with the appropriate District-level administrator.

If the subject matter of the complaint requires a Board decision, is a complaint about a Board member, or is a complaint about the Superintendent, the complaint shall be initiated at the Board level. A preliminary hearing to develop a record or recommendation for the Board may be conducted by an appropriate administrator.

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.

Option to Continue  
Informal Process

Even after initiating the formal complaint process, the employee is encouraged to seek informal resolution of their concerns. An employee whose concerns are resolved may withdraw a formal complaint at any time.

Notice of Complaint	A District employee against whom a complaint has been filed shall be provided notice of the complaint in accordance with administrative regulations. The employee shall have sufficient opportunity to submit a written response to the complaint that shall be included in the record of the complaint.
Freedom from Retaliation	Neither the Board nor any District employee shall unlawfully retaliate against an employee for bringing a concern or complaint.
Whistleblower Complaints	Whistleblower complaints shall be filed within the time specified by law and may be made <del>to the Superintendent or designee</del> beginning at Level Two. Timelines for the employee and the District set out in this policy may be shortened to allow the Board to make a final decision within 60 calendar days of the initiation of the complaint. [See DG]
Complaints Against Supervisors	Complaints alleging a violation of law by a supervisor may be made to the Superintendent <del>or designee</del> . <del>Complaint forms</del> . <del>Complaints</del> alleging a violation of law by the Superintendent may be submitted directly to the Board or <del>Board's</del> designee.
Direct Communication with Board Members	Employees shall not be prohibited from communicating with a member of the Board regarding District operations except when communication between an employee and a Board member would be inappropriate because of a pending hearing or appeal related to the employee.
General Provisions Filing	Complaint forms and appeal notices may be filed by hand-delivery, by electronic communication, <del>including email and fax</del> , 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 post-marked by U.S. Mail on or before the deadline and received by the appropriate administrator or designated representative no more than three <del>business</del> days after the deadline.
Scheduling Conferences Hearings	The District shall make reasonable attempts to schedule <del>conferences</del> <del>hearings</del> at a mutually agreeable time. If the employee fails to appear at a scheduled <del>conference</del> <del>hearing</del> , the District may hold the <del>conference</del> <del>hearing</del> and issue a decision in the employee's absence.
Response At Levels One and Two, "response" Decision	A "decision" shall mean a written communication to the employee from the appropriate administrator. <del>Responses</del> that provides an explanation of the basis of the decision, an indication of each document that supports the decision, and any relief or redress to be

provided. A decision shall be issued on the merits of the concern raised in the complaint notwithstanding any procedural errors or the type of relief or redress requested.

The decision shall also include information regarding the filing of an appeal in accordance with this policy. After a hearing at Level Three, the decision shall include information on submitting an appeal to the commissioner.

A decision may be hand-delivered, sent by electronic communication to the employee's email address of record, or sent by U.S. Mail to the employee's mailing address of record. Mailed ~~responses~~ decisions 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

"Representative" shall mean any person who or an organization that does not claim the right to strike and is designated by the employee to represent ~~him or her~~ the employee in the complaint process.

The employee may designate a representative through written notice to the District at any level of this process. The representative may participate in person or by telephone conference call. If the employee designates a representative with fewer than three business 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. Employees shall not file~~ To promote efficiency in addressing complaints, the appropriate administrator shall determine if separate or serial complaints arising from ~~any~~ an event or series of events that have been or could have been addressed in a previous complaint.

~~When two or more complaints are sufficiently similar in nature and remedy sought to permit their resolution through one proceeding, the District may consolidate the complaints.~~

~~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 employee, at any point during the complaint process. The employee 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~~ related events shall be consolidated.

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~~ included with the complaint form. If the employee does not have copies of these documents, ~~they~~ copies may be presented at the Level One ~~conference~~ hearing. After the Level One ~~conference~~, ~~no new documents may be submitted by the employee unless the employee did not know the documents existed before the Level One conference~~ hearing, the employee may supplement the record with additional documents or include additional claims.

Record

A record of each complaint hearing shall be created and retained in accordance with this policy. The record shall include documents submitted by the employee who filed the complaint, documents determined relevant by District personnel, and the decision.

Remand

A complaint or appeal form that is incomplete in any material aspect ~~may~~ shall be ~~dismissed but may be refiled with all the required information if the refiling is within the designated time for filing~~ re-filed, if at Level One, and remanded at all other levels in order to develop an adequate record of the complaint.

If an adequate record has not been developed, the appropriate administrator may remand the complaint to a lower level. The Board or Board committee may remand a complaint to a lower level if at the Board level of review an adequate record has not been developed.

**Assignment of Hearing Officer**

When a District employee is the subject of a complaint, the hearing shall be conducted by an administrator who is in a supervisory or higher organizational role. The District employee who is the subject of the complaint shall recuse themselves from reviewing the complaint at any level in the process.

**Investigation**

The District may conduct an investigation at any level in the complaint process. If the District and the employee mutually agree, all deadlines shall be suspended during an investigation.

**Audio Recording**

As provided by law, an employee shall be permitted to make an audio recording of a ~~conference or~~ hearing under this policy at which the substance of the employee's complaint is discussed. The

employee shall notify all attendees present that an audio recording is taking place.

### Complaint Levels

#### Level One

~~Complaint forms must be filed:~~

~~8. Within 15 days of the date the employee first knew, or with reasonable diligence should have known, of the decision or action giving rise to the complaint or grievance; and~~

~~9. With the lowest level administrator who has the authority to remedy the alleged problem.~~

~~In most circumstances, employees on a school campus shall file Level One complaints with the campus principal; other District employees shall file Level One complaints with their immediate supervisor.~~

~~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 employee 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 employee 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~~At Level One, the appropriate hearing officer shall hold a hearing with the employee within 10 calendar days after receipt of the written complaint. The hearing officer may set reasonable time limits for the hearing.

The hearing officer shall provide the employee a decision within 20 calendar days following the hearing. In reaching a decision, the hearing officer may consider information provided with the complaint form and any other relevant documents or information the hearing officer believes will help resolve the complaint.

Level Two

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

The appeal notice must be filed in writing, on a form provided by the District, within ~~ten~~20 calendar days of the date of the ~~written~~ Level One ~~response~~decision or, if no ~~response was received,~~ within ~~ten~~decision has been communicated to the employee, within 20 calendar days of the Level One ~~response~~decision deadline.

After receiving notice of the appeal, the Level One ~~administrator-~~hearing officer shall prepare and forward a record of the Level One complaint to the Level Two ~~administrator.~~ ~~The employee may re-~~questhearing officer and provide a copy of the Level One record to the employee.

The Level One record shall include:

1. The original complaint form and any attachments.
2. ~~All~~Any other documents submitted by the employee at Level One.
3. ~~The~~if the complaint is against a District employee, the written response of the District employee, if any.
- ~~3.4.~~ 4. The decision issued at Level One and any attachments.
- ~~4.5.~~ 5. All other documents relied upon by the Level One ~~administra-~~torhearing officer in reaching the Level One decision.

The ~~Superintendent or designee shall schedule a conference~~ ~~within ten~~hearing officer shall hold a hearing within 10 calendar 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 employee 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~~hearing officer may set reasonable time limits for the hearing.

The ~~Superintendent or designee~~hearing officer shall provide the employee a ~~written response~~decision within ~~ten~~20 calendar days following the ~~conference.~~ ~~The written response shall set forth the basis of the decision~~hearing. In reaching a decision, the ~~Superintendent or designee~~hearing officer may consider the Level One record, any additional information provided ~~at~~prior to the Level Two ~~conference~~hearing, and any other relevant documents or informa-

- tion the ~~Superintendent or designee~~ hearing officer believes will help resolve the complaint.
- Recordings of the Level One and Level Two ~~conferences~~ hearings, if any, shall be maintained with the Level One and Level Two records.
- Level Three
- If the employee did not receive the relief requested at Level Two or if the time for a ~~response~~ decision has expired, the employee may appeal the decision to the Board.
- The appeal notice must be filed in writing, on a form provided by the District, within ~~ten~~ 20 calendar days of the date of the ~~written~~ Level Two ~~response~~ decision or, if no ~~response was received,~~ ~~within ten~~ decision has been communicated to the employee, within 20 calendar days of the Level Two ~~response~~ decision deadline.
- ~~The Superintendent or designee shall inform the employee of the date, time, and place of the Board~~ Unless the Board delegates a committee in accordance with law, the Board shall hear the appeal of the Level Two decision.
- After receiving notice of the appeal, the Board or Board committee shall hold a meeting to discuss the complaint no later than 60 calendar days after the date on which the Level Two decision was made.
- The Superintendent shall inform the employee whether the Board or a Board committee will hear the appeal and of the date, time, and place of the meeting at which the complaint will be on the agenda for presentation to the Board or Board committee.
- ~~The Superintendent or designee~~ At least five business days before the Board or Board committee meeting, the Superintendent shall provide the employee a description of any information the Board intends to rely on that is not contained in the record created at the previous hearing levels, including any preliminary hearing.
- The Superintendent shall provide the Board the record of the Level Two appeal. The employee may request a copy of the Level Two record.
- 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~~ Any other documents submitted by the employee at Level Two.
  - 3.4. The decision issued at Level Two and any attachments.

4.5. 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 employee 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 employee may request that the complaint be heard in open or closed meeting. The District shall honor that request unless the Texas Open Meetings Act or other applicable law requires otherwise. [See BE]

At the meeting, the presiding officer may set reasonable time limits and guidelines for the presentation, including an opportunity for the employee 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. members.~~

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

The Board or Board committee shall then consider the complaint. It ~~may give notice of its~~ shall make a 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~~ no later than 30 calendar days after the date of the Board or Board committee meeting at which the complaint was presented. The employee shall be provided a decision in accordance with this policy and state law.

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

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

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

**Violations of Standards of Conduct**

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

**Weapons Prohibited**

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

Exceptions

No violation of this policy occurs when:

1. A District employee who holds a ~~Texas~~ handgun license [in accordance with state law](#) stores a handgun or other firearm in a locked vehicle in a parking lot, parking garage, or other parking area provided by the District, provided the handgun or other firearm is not in plain view; or
2. The use, possession, or display of an otherwise prohibited weapon takes place as part of a District-approved activity supervised by proper authorities. [See FOD]

**Electronic Communication**

Use with Students

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

Unless an exception has been made in accordance with the employee handbook or other administrative regulations, an employee shall not use a personal electronic communication platform, application, or account to communicate with currently enrolled students.

EMPLOYEE STANDARDS OF CONDUCT

DH  
(LOCAL)

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

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

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

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

Personal Use

All employees shall be held to the same professional standards in their public use of electronic communication as for any other public conduct. If an employee's use of electronic communication violates state or federal law or District policy, or interferes with the employee's ability to effectively perform his or her job duties, the employee is subject to disciplinary action, up to and including termination of employment.

Reporting Improper Communication

In accordance with administrative regulations, an employee shall notify his or her supervisor when a student engages in improper electronic communication with the employee.

Disclosing Personal Information

An employee shall not be required to disclose his or her personal email address or personal phone number to a student.

**Prohibited Classroom Instruction or Activities**

An employee is prohibited from intentionally or knowingly engaging in or assigning to another individual instruction, guidance, activities, or programming prohibited by law [see EMB].

**Prohibited Diversity, Equity, and Inclusion Duties**

An employee shall be subject to disciplinary action, including termination of employment, if the employee, intentionally or knowingly:

- Engages in diversity, equity, and inclusion (DEI) duties.
- Assigns to another individual DEI duties.

[See BT(LEGAL)]

**Social Transitioning**

An employee shall be prohibited from assisting a District student with social transitioning, as the term is defined in law. This prohibition includes providing any information to a District student about social transitioning or guidelines intended to assist a District student with social transitioning.

**Safety Requirements**

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

**Harassment or Abuse**

An employee shall not engage in prohibited harassment, including sexual harassment, of:

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

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

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

**Relationships with Students**

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

As required by law, the District shall notify the parent of a student with whom ~~an educator~~ a District employee or person acting as a service provider for the District is alleged to have engaged in certain misconduct. [See FFF]

[See FFF for parent notification requirements and DHB and DHC for reporting requirements.]

**Tobacco and Nicotine Products and E-Cigarettes**

An employee is prohibited from possessing or using any type of tobacco product, e-cigarette, or any other electronic vaporizing device while on school property, in a District vehicle, or while attending an off-campus school-related activity. An employee is also

prohibited from possessing or using any type of nicotine product, including nicotine pouches, regardless of whether the product contains tobacco, while on District property, in a District vehicle, or while attending an off-campus school-related activity.

An employee's supervisor is authorized to approve an exception to this policy for a smoking cessation product.

**Alcohol and Drugs /  
Notice of Drug-Free  
Workplace**

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

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

1. Any controlled substance or dangerous drug as defined by law, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate.
2. Alcohol or any alcoholic beverage.
3. Any abusable glue, aerosol paint, or any other chemical substance for inhalation.
4. Any other intoxicant or mood-changing, mind-altering, or behavior-altering drug.

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

**Exceptions**

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

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

**Sanctions**

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

EMPLOYEE STANDARDS OF CONDUCT

DH  
(LOCAL)

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

Notice

Employees shall receive a copy of this policy.

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

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

1. Crimes involving school property or funds;
2. Crimes involving attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit that would entitle any person to hold or obtain a position as an educator;
3. Crimes that occur wholly or in part on school property or at a school-sponsored activity; or
4. Crimes involving moral turpitude, which include:
  - Dishonesty; fraud; deceit; theft; misrepresentation;
  - Deliberate violence;
  - Base, vile, or depraved acts that are intended to arouse or gratify the sexual desire of the actor;
  - Felony possession or conspiracy to possess, or any misdemeanor or felony transfer, sale, distribution, or conspiracy to transfer, sell, or distribute any controlled substance defined in Chapter 481 of the Health and Safety Code;
  - Felony driving while intoxicated (DWI); or
  - Acts constituting abuse or neglect under the Texas Family Code.

**Dress and Grooming**

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

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**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.

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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.

The District values parental involvement in the educational process and shall continue to identify opportunities for parents to learn about the District's instructional programs and the availability of instructional materials.

**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, which may include items from the list of resources adopted by the State Board of Education, shall be chosen 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.

#### **Parent Request for Instructional Material Review**

The Superintendent shall develop administrative regulations to ensure compliance with state law and rules that a parent or guardian of a District student may request an instructional materials review for a subject area in the grade level in which their student is enrolled on the basis of the following:

1. The material is not aligned with District-adopted materials; or
2. The material does not have the appropriate rigor for the grade level for the subject area in which the instructional material is used.

The regulations shall also address procedures for submitting a parent petition to review instructional materials, the appeal process if a petition for review is denied, criteria for reviewing any appeal, and timelines for each step in the process.

#### **Reconsideration of Instructional Materials**

A District employee or a parent or guardian of a District student may request reconsideration of 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 a request for reconsideration 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 quali-

fied 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 Request for  
Reconsideration

A complainant shall make any formal request to reconsider an instructional material on the form provided by the District and shall submit the completed and signed form to the principal. Upon receipt of the form, the principal 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 District-level 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

INSTRUCTIONAL RESOURCES  
INSTRUCTIONAL MATERIALS

EFA  
(LOCAL)

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]

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**Note:** Unless otherwise noted, the terms “video recording,” “video surveillance,” and “video monitoring” shall also include any associated audio recordings. In addition, the term “classroom” shall also include other special education settings subject to video and audio recording required by law.

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To promote student safety, the District shall comply with requests for video and audio monitoring of certain **self-contained** special education classrooms as required by law. Regular or continual monitoring of video recordings shall be prohibited. Video recordings shall not be used for teacher evaluation or monitoring or for any purpose other than the promotion of student safety.

The **Superintendent** is responsible for coordinating the provision of equipment to campuses in compliance with the law.

The Superintendent shall ensure that administrative regulations are developed to implement this policy.

### Requests

For Following Year

A parent of a student receiving special education services and whose placement for the following school year will be in a **self-contained** special education classroom eligible for video surveillance may request in writing that a video camera be placed in the classroom by the end of the current school year or by the **tenth 10th** business day after the student’s admission, review, and dismissal (ARD) committee determines the student’s placement, whichever is later. If such a request is made, the campus shall begin operation of the camera by the deadlines in law.

For Current Year

Written requests from a parent, assistant principal, principal, staff member, or the Board shall be submitted and processed in accordance with the procedures in law.

Response

As required by law, the District shall provide a response to the requester not later than the seventh business day after receipt of the request.

### Notice

Before a camera is activated, the principal shall provide advance written notice to staff on the campus and to parents of the students assigned to or engaging in school activities in the classroom that video and audio surveillance will be conducted in the classroom.

### Installation and Operation

The classroom subject to the request shall begin operation of video surveillance not later than the time frames required in law, except when the District is granted an extension of time.

When the District has installed video cameras in a classroom as required by law, the District shall operate the cameras during the instructional day at all times when one or more students are in the classroom. For purposes of this policy, the instructional day shall be defined as the portion of a school day during which instruction is taking place in the classroom.

For the school year in which a campus receives a request for video and audio surveillance, the campus shall continue to operate and maintain any video cameras placed in the classroom for as long as the classroom continues to satisfy the requirements in Education Code 29.022(a). However, the campus may discontinue operation of the video camera during the year if the requester withdraws the request in writing and no request is submitted to continue the surveillance. Before a camera is deactivated, the principal shall provide advance written notice to staff on the campus and to parents of the students assigned to or engaging in school activities in the classroom that video and audio surveillance will be discontinued in the classroom and of the opportunity to request continued video and audio surveillance.

Video cameras must be capable of recording video and audio of all areas of the classroom, including a room attached to the classroom used for time out as defined by law. No visual monitoring, other than incidental coverage, shall be conducted of the inside of a bathroom or other area used for changing a student's clothes.

The District shall post notice at the entrance to a classroom in which video cameras are placed stating that video and audio surveillance is conducted in that classroom.

**Retention of Recordings**

Video recordings shall be retained for at least three months after the date of the recording but may be retained for a longer period in accordance with the District's records management program, or as required by law. [See CPC]

**Confidentiality of Recordings**

Video recordings made in accordance with this policy shall be confidential and shall only be released or viewed by the individuals and in the limited circumstances permitted by law. The following individuals shall have authority to view video recordings to the extent permitted by the Family Educational Rights and Privacy Act (FERPA):

1. A District employee or a parent of a student who is involved in an alleged incident documented by a recording and reported to the District;
2. Appropriate Department of Family and Protective Services (DFPS) personnel as part of an investigation of alleged abuse or neglect of a child;

3. A peace officer, school nurse, District administrator trained in de-escalation and restraint techniques, or human resource staff member in response to a report of an alleged incident or an investigation of an employee or a report of alleged abuse committed by a student; and
4. Appropriate Texas Education Agency or State Board for Educator Certification personnel or their agents as part of an investigation.

For purposes of this policy, the term “human resource staff member” shall include the Superintendent, an executive director of specialized learning, a principal, an assistant principal or other campus administrator, and any supervisory position within the District’s human resources office. If an individual listed in items ~~2-42-4~~, above, believes that a recording shows a violation of District policy or campus procedures, the individual may allow access to the recording by appropriate legal and human resources personnel designated by the District for the purpose of determining whether a policy or procedure has been violated.

Any person who suspects that child abuse or neglect has occurred shall report this suspicion as required by law and District policy. [See FFG]

### Reporting an Incident

A person alleging that an incident, as defined by law, has occurred in a classroom in which video surveillance is conducted shall file a report on the form provided by the District with the principal as soon as possible after the person suspects the alleged incident. If possible, an incident report form shall be filed within ~~48~~24 hours of the facts giving rise to the allegation. The principal shall promptly view, or direct an authorized individual to view, the video surveillance footage to identify the relevant portion of the recording. No later than ~~ten District business days~~10 District business days after the report is filed, the principal or designee shall respond by notifying the person whether the alleged incident was recorded in the District’s video surveillance footage and shall initiate other steps as required by law, District policy, or local procedures.

### Complaints

Complaints related to video and audio recordings under this policy shall be filed in accordance with DGBA, FNG, or GF, as applicable. A complainant who is dissatisfied with the outcome of the District’s complaint process may appeal in writing to the commissioner of education in accordance with Education Code 7.057 and 19 Administrative Code 103.1303. A parent, staff member, or District administrator may request an expedited review in accordance with 19 Administrative Code 103.1303.

**Relation to Essential Knowledge and Skills**

The District shall establish instructional objectives that relate to the essential knowledge and skills for grade-level subjects or courses. These objectives shall address the skills needed for successful performance in the next grade or next course in a sequence of courses.

Assignments, tests, projects, classroom activities, and other instructional activities shall be designed so that each student's performance indicates the level of mastery of the designated District objectives.

**Guidelines for Grading**

The Superintendent or designee shall ensure that each campus or instructional level develops guidelines for teachers to follow in determining grades for students. These guidelines shall ensure that grading reflects a student's relative mastery of an assignment and that a sufficient number of grades are taken to support the grade average assigned. Guidelines for grading shall be clearly communicated to students and parents.

**Progress Reporting**

The District shall issue grade reports/report cards every ~~nine~~nine weeks for elementary school students, which is the end of each of the four grading periods, and every six weeks for secondary school students. Performance shall be measured in accordance with this policy and the standards established in EIE.

**Interim Reports**

Interim progress reports shall be issued in accordance with law for a student who demonstrates consistent unsatisfactory performance. Other interim reports shall be issued as established by campus grading guidelines. Supplemental progress reports may be issued at the teacher's discretion.

**Conferences**

~~In addition to conferences scheduled on the campus calendar,~~Each year, the District shall provide at least two opportunities for in-person conferences between each parent and the student's teacher. Additional conferences may be requested by a teacher or parent as needed.

**Academic Dishonesty**

A student found to have engaged in academic dishonesty shall be subject to grade penalties on assignments or tests and disciplinary penalties in accordance with the Student Code of Conduct. Academic dishonesty includes cheating or copying the work of another student, plagiarism, the use of artificial intelligence to complete an assignment in part or in whole unless approved by the classroom teacher [see CQD], and unauthorized communication between students during an examination. The determination that a student has engaged in academic dishonesty shall be based on the judgment of the classroom teacher or another supervising professional employee, taking into consideration written materials, observation, or

information from students, or the use of an artificial intelligence de-  
tection tool selected by the District.

PARENT RIGHTS AND RESPONSIBILITIES

FA  
(LOCAL)

**Parent Portal**

The District shall establish a parent portal on the District's website through which parents may submit comments to campus administrators, District administrators, and the Board.

The Superintendent shall develop administrative regulations related to the portal, including placement on the District or campus websites and how campus or District administrators are to address comments received from parents through the portal.

**Release from School**

A student shall not be released from school at times other than regular dismissal hours except with the permission of the principal of the school. The teacher shall determine that such permission has been granted before allowing the student to leave.

Exception for  
Released Time  
Course

For purposes of this policy, a “released time course” shall have the same definition as provided in law.

A student shall be permitted to attend a released time course in accordance with the following requirements:

1. The parent or guardian has provided written consent for the student to attend the released time course;
2. The private entity offering the released time course maintains attendance records and will make those records available to the District;
3. The private entity, parent or guardian, or student assumes responsibility for transportation, including transportation for a student with a disability, to and from the location at which the released course is offered;
4. The private entity assumes liability for the student enrolled in the released time course while the student is under the private entity’s care; and
5. The student is responsible for any school work and assignments issued during the student’s absence from the District.

The District shall be prohibited from using District funds, excluding de minimis costs, to facilitate the student attending a released time course.

A private entity shall be prohibited from offering the released time course on District property unless the use is in accordance with policy GKD.

The District shall not interfere with a parent’s or guardian’s ability to request or access a released time course for the student.

No employee shall give any student prescription medication, non-prescription medication, herbal substances, anabolic steroids, or dietary supplements of any type, except as authorized by this or other District policy.

**Medication Provided by Parent**

The Superintendent shall designate the employees who are authorized to administer medication that has been provided by a student's parent. An authorized employee is permitted to administer the following medication in accordance with administrative regulations:

1. Prescription medication in accordance with legal requirements.
2. Nonprescription medication, ~~upon a parent's written request, when properly labeled and in the original container~~ in accordance with legal requirements.
3. Herbal substances or dietary supplements provided by the parent and only if required by the individualized education program or Section 504 plan for a student with disabilities.

**Medication Provided by District**

Except as required by law and provided by this policy, the District shall not purchase medication to administer to a student.

Emergency Basis

The District shall purchase certain nonprescription medications to administer to students only on an emergency basis and in accordance with:

1. Protocols established by the District's medical adviser who must be licensed to practice medicine in the state of Texas; and
2. Parental consent given on the emergency treatment form.

The Superintendent shall designate the employees who are authorized to administer nonprescription medication under these protocols and permissions.

Athletic Program

The District shall purchase nonprescription medication that may be used to prevent or treat illness or injury in the District's athletic program. Only a licensed athletic trainer or a physician licensed to practice medicine in the state of Texas may administer this medication and may do so only if:

1. The District has prior written consent for medication to be administered [see Medical Treatment, below]; and
2. The administration of a medication by an athletic trainer is in accordance with a standing order or procedures approved by

a physician licensed to practice medicine in the state of Texas.

Epinephrine	The District authorizes school personnel who have agreed in writing and been adequately trained to administer an unassigned epinephrine <b>delivery system, such as an auto-injector or nasal spray</b> , in accordance with law and this policy. Administration of epinephrine shall only be permitted when an authorized and trained individual reasonably believes a person is experiencing anaphylaxis.
<i>On Campus</i>	<p>Authorized and trained individuals may administer an unassigned epinephrine <b>auto-injector delivery system</b> at any time to a person experiencing anaphylaxis on a school campus.</p> <p>The District shall ensure that at each campus a sufficient number of authorized individuals are trained to administer epinephrine so that at least one trained individual is present on campus during all hours the campus is open. In accordance with state rules, the campus shall be considered open for this purpose during regular on-campus school hours and whenever school personnel are physically on site for school-sponsored activities.</p>
<i>Maintenance, Availability, and Training</i>	The Superintendent shall develop administrative regulations designating a coordinator to manage policy implementation and addressing annual training of authorized individuals in accordance with law; procedures for <b>auto-injector delivery system</b> use; and acquisition or purchase, maintenance, expiration, disposal, and availability of unassigned epinephrine <b>auto-injectors</b> at each campus.
<i>Notice to Parents</i>	In accordance with law, the District shall provide notice of the policy to parents regarding the epinephrine program, including notice of any change to or discontinuation of this program.
Opioid Antagonist	This provision shall be applicable to each campus that serves students in grades 6-12.
<i>On Campus</i>	<p>The District authorizes school personnel who have been adequately trained to administer an opioid antagonist in accordance with law and this policy. Administration of an opioid antagonist shall only be permitted when an authorized and trained individual reasonably believes a person is experiencing an opioid-related overdose.</p> <p>Each applicable campus shall have at least one individual who is authorized and trained to administer an opioid antagonist present during regular school hours.</p>

*Maintenance,  
Availability,  
Training, and  
Reporting*

Each applicable campus shall have at least two unused, unexpired opioid antagonist doses available.

All opioid antagonists shall be stored in a secure location and shall be easily accessible by individuals who are authorized and trained to administer an opioid antagonist.

The Superintendent shall develop administrative regulations addressing acquisition, maintenance, expiration, and disposal of opioid antagonists in the District, as well as reporting, employee training, and emergency notification requirements.

**Psychotropics**

Except as permitted by law, an employee shall not:

1. Recommend to a student or a parent that the student use a psychotropic drug;
2. Suggest a particular diagnosis; or
3. Exclude the student from a class or a school-related activity because of the parent's refusal to consent to psychiatric evaluation or examination or treatment of the student.

**Medical Treatment**

A student's parent, legal guardian, or other person having lawful control shall annually complete and sign a form that provides emergency information and addresses authorization regarding medical treatment. A student who has reached age 18 shall be permitted to complete this form.

The District shall seek appropriate emergency care for a student as required or deemed necessary.

**Threat Assessment  
and Safe and  
Supportive Team**

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

Training

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

Student Reports

Each campus shall establish a clear procedure for a student to report concerning behavior exhibited by another student for assessment by the team or other appropriate District employee.

Employee  
Confidentiality

A District employee who reports a potential threat may elect for the employee's identity to remain confidential and not be subject to disclosure under the state's public information law. The employee's identity shall only be revealed when necessary for the team, the District, or law enforcement to investigate the reported threat.

The District shall maintain a record of the identity of a District employee who elects for the employee's identity to remain confidential.

Notification to  
Teaching Staff of  
Threat

As soon as safe and practicable after an administrator or team receives information regarding a threat against a campus, including a threat made through social media, the appropriate administrator or the team shall immediately provide to each member of the teaching staff, including teacher aides, who may be directly affected by the threat a statement containing the following information:

1. The existence of the threat;
2. The nature of the threat; and
3. Any other pertinent detail to ensure student and staff safety.

The Superintendent shall develop administrative regulations to ensure that the required notice is provided to the teaching staff in accordance with law. The administrative regulations may also address notification of other appropriate employees on the affected campus.

Imminent Threats or  
Emergencies

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

Threat Assessment  
Process

The District shall develop procedures as recommended by the Texas School Safety Center. In accordance with those procedures,

the threat assessment and safe and supportive team shall conduct threat assessments using a process that includes:

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

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

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

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

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

As appropriate, the team may refer a student:

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

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

STUDENT WELFARE  
CRISIS INTERVENTION

FFB  
(LOCAL)

Guidance to School  
Community

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

Reports

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

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**Note:** See policies DHB and DHC for information on other required reports regarding alleged misconduct against a student.

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The District shall notify a parent of a student with whom ~~an educa-~~  
~~tor~~ a District employee or a person acting as a service provider for  
the District is alleged to have engaged in misconduct, informing the  
parent:

1. As soon as feasible that the alleged misconduct may have occurred;
2. Whether the ~~educator~~ individual was terminated following an investigation of the alleged misconduct or resigned before completion of the investigation; and
3. Whether a report was submitted to the Texas Education Agency or State Board for Educator Certification (~~SBEC~~) concerning the alleged misconduct.

For purposes of this policy, misconduct is defined as an ~~educa-~~  
~~tor's~~ individual's alleged abuse or commission of an otherwise un-  
lawful act with ~~the~~ student or involvement in a romantic relation-  
ship, or soliciting or engaging in sexual contact with ~~the~~ student.

#### Notice of Suspected Criminal Offense

Except as provided by state law regarding child abuse investiga-  
tions, the District shall notify a parent not later than one business  
day after the date an employee first suspects that a criminal of-  
fense has been committed against the parent's child.

[See also FFG for reporting requirements related to child abuse  
and FFH for parental notification requirements regarding prohibited  
conduct as defined by that policy.]

**Program to Address  
Child Sexual Abuse,  
Trafficking, and  
Maltreatment**

The District's program to address child sexual abuse, trafficking, and other maltreatment of children, as included in the District improvement plan and the student handbook, shall include:

1. Methods for increasing staff, student, and parent awareness regarding these issues, including prevention techniques and knowledge of likely warning signs indicating that a child may be a victim;
2. Age-appropriate, research-based antivictimization programs for students;
3. Actions that a child who is a victim should take to obtain assistance and intervention; and
4. Available counseling options for affected students.

Training

The District shall provide training to employees as required by law and District policy. Training shall address techniques to prevent and recognize sexual abuse, trafficking, and all other maltreatment of children, including children with significant cognitive disabilities. [See DMA]

[See BBD for Board member training requirements and BJCB for Superintendent continuing education requirements.]

**Reporting Child  
Abuse and Neglect**

Any person who has reasonable cause to believe that a child's physical or mental health or welfare has been adversely affected by abuse or neglect has a legal responsibility, under state law, to immediately report the suspected abuse or neglect to an appropriate authority.

As defined in state law, child abuse and neglect include both sex and labor trafficking of a child.

The following individuals have an additional legal obligation to submit a written or oral report within 4824 hours of learning of the facts giving rise to the suspicion of abuse or neglect:

1. Any District employee, agent, or contractor who suspects a child's physical or mental health or welfare has been adversely affected by abuse or neglect.
2. A professional who has reasonable cause to believe that a child has been or may be abused or neglected or may have been a victim of indecency with a child. A professional is anyone licensed or certified by the state who has direct contact with children in the normal course of duties for which the individual is licensed or certified.

A person is required to make a report if the person has reasonable cause to believe that an adult was a victim of abuse or neglect as a

child and the person determines in good faith that disclosure of the information is necessary to protect the health and safety of another child or an elderly or disabled person.

[For parental notification requirements regarding an allegation of ~~educator~~ misconduct with a student, see FFF.]

Oral Reports

As required by law, an oral report made to the Texas Department of Family and Protective Services (DFPS) is recorded.

**Restrictions on Reporting**

In accordance with law, an employee is prohibited from using or threatening to use a parent's refusal to consent to administration of a psychotropic drug or to any other psychiatric or psychological testing or treatment of a child as the sole basis for making a report of neglect, unless the employee has cause to believe that the refusal:

1. Presents a substantial risk of death, disfigurement, or bodily injury to the child; or
2. Has resulted in an observable and material impairment to the growth, development, or functioning of the child.

**Making a Report**

Reports may be made to any of the following:

1. A ~~state or local~~ law enforcement agency, [as defined in law](#);
2. The Child Protective Services (CPS) division of DFPS at 800-252-5400 or the [Texas Abuse Hotline website](#)<sup>1</sup>;
3. A local CPS office; or
4. If applicable, the state agency operating, licensing, certifying, or registering the facility in which the suspected abuse or neglect occurred.

However, if the suspected abuse or neglect involves a person responsible for the care, custody, or welfare of the child, the report must be made to DFPS, unless the report is to the state agency that operates, licenses, certifies, or registers the facility where the suspected abuse or neglect took place; or the report is to the Texas Juvenile Justice Department as a report of suspected abuse or neglect in a juvenile justice program or facility. As defined by law, a person responsible for the care, custody, or welfare of a child includes school personnel and volunteers and day-care workers. [See FFG(LEGAL)]

An individual does not fulfill his or her responsibilities under the law by only reporting suspicion of abuse or neglect to a campus principal, school counselor, or another District staff member. Furthermore, the District is prohibited from requiring an employee to first report his or her suspicion to a District or campus administrator.

In accordance with law, an individual must provide their name and telephone number when making a report. If the individual making the report is a school employee, agent, or contractor, they must also provide their business address and profession.

**Confidentiality**

The identity of a person making a report of suspected child abuse or neglect shall be kept confidential and disclosed only in accordance with the law and the rules of the investigating agency.

**Immunity**

A person who in good faith reports or assists in the investigation of a report of child abuse or neglect is immune from civil or criminal liability.

**Failing to Report Suspected Child Abuse or Neglect**

By failing to report suspicion of child abuse or neglect, an employee:

1. May be placing a child at risk of continued abuse or neglect;
2. Violates the law and may be subject to legal penalties, including criminal sanctions for knowingly failing to make a required report;
3. Violates Board policy and may be subject to disciplinary action, including possible termination of employment; and
4. May have his or her certification from the State Board for Educator Certification suspended, revoked, or canceled in accordance with 19 Administrative Code Chapter 249.

It is a criminal offense to coerce someone into suppressing or failing to report child abuse or neglect.

**Responsibilities Regarding Investigations**

In accordance with law, District officials shall be prohibited from:

1. Denying an investigator's request to interview a child at school in connection with an investigation of child abuse or neglect;
2. Requiring that a parent or school employee be present during the interview; or
3. Coercing someone into suppressing or failing to report child abuse or neglect.

District personnel shall cooperate fully and without parental consent, if necessary, with an investigation of reported child abuse or neglect. [See GKA]

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<sup>1</sup> Texas Abuse Hotline website: <http://www.txabusehotline.org>

**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.

**Corporal Punishment**

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**

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

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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. Protect property from serious damage.
4. 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.

**DAEP Placement and UIL Participation**

A student who is assigned to a disciplinary alternative education program (DAEP) shall not be permitted to participate in UIL activities. The student shall be permitted to resume participation in UIL activities after completion of the assignment to the DAEP on the first day he or she returns to regular classes.

**Electronic Monitoring by Law Enforcement**

A student monitored by law enforcement officials by means of an electronic monitoring device shall not be allowed to participate in UIL activities. The student may be permitted to resume participation on the first day following release from monitoring requirements.

**Video and Audio Monitoring**

Video and audio recording equipment ~~shall~~may be used for safety purposes to monitor student behavior on District property.

~~The~~When video and audio recording equipment is in use, the District shall post signs notifying students and parents about the District's use of video and audio recording equipment. Students shall not be notified when the equipment is turned on.

Use of Recordings

The principal shall review recordings as needed, and evidence of student misconduct shall be documented. A student found to be in violation of the District's Student Code of Conduct shall be subject to appropriate discipline.

Access to Recordings

Recordings shall remain in the custody of the campus principal and shall be maintained as required by law. A parent or student who wishes to view a recording in response to disciplinary action taken against the student may request such access under the procedures set out by law. [See FL(LEGAL)]

## Complaints

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

### Other Complaint Processes

Complaints by members of the public 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 GF after the relevant complaint process:

1. Complaints concerning instructional resources shall be ~~filed-~~ **submitted** in accordance with the EF series.
2. Complaints concerning a commissioned peace officer who is an employee of the District shall be ~~filed~~ **submitted** in accordance with the CKE series.

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)]

## ~~Guiding Principles~~ Informal Process

The Board encourages the public to discuss concerns with an appropriate 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.

## Filing Deadlines

If a member of the public has engaged in the informal process in an attempt to resolve the complaint with the District and has not reached a resolution during the process, the individual must file a complaint within 15 business days of the date the individual first knew, or with reasonable diligence should have known, of the decision or action giving rise to the complaint or grievance.

## Deadline Extensions

All deadlines shall be strictly followed unless otherwise required by law or modified by mutual written consent.

## Formal Process

An individual may initiate the formal process described below by timely filing a written complaint form.

~~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.~~

~~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.~~ 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.

The complaint form shall be filed with the lowest level administrator who has the authority to remedy the alleged problem. In most circumstances, the individual shall file a Level One complaint with the campus principal for any complaint on a matter related to a campus. For a complaint that arises on a matter that is unrelated to a campus, the complaint shall be filed with the appropriate District-level administrator.

If the subject matter of the complaint requires a Board decision, is a complaint about a Board member, or is a complaint about the Superintendent, the complaint shall be initiated at the Board level. A preliminary hearing to develop a record or recommendation for the Board may be conducted by an appropriate administrator.

A Board member shall be permitted to file a complaint under this policy, but, if the complaint is considered by the Board or Board committee, the Board member shall be prohibited from voting on the Board’s or Board committee’s decision.

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.

Option to Continue Informal Process

Even after initiating the formal complaint process, the complainant is encouraged to seek informal resolution of their concerns. A complainant whose concerns are resolved may withdraw a formal complaint at any time.

Notice of Complaint

A District employee against whom a complaint has been filed shall be provided notice of the complaint in accordance with administrative regulations. The employee shall have sufficient opportunity to submit a written response to the complaint that shall be included in the record of the complaint.

**Freedom from Retaliation**

Neither the Board nor any District employee shall unlawfully retaliate against any individual 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 post-marked by U.S. Mail on or before the deadline and received by the appropriate administrator or designated representative no more than three **business** days after the deadline.

Scheduling  
~~Conferences~~Hearin  
gs

The District shall make reasonable attempts to schedule ~~confer-  
ences~~hearings at a mutually agreeable time. If the ~~individual~~com-  
plainant fails to appear at a scheduled ~~conference~~hearing, the Dis-  
trict may hold the ~~conference~~hearing and issue a decision in the  
~~individual's~~complainant's absence.

Response  
At Levels One and  
Two,  
"response"Decision

A "decision" shall mean a written communication to the ~~individual-  
complainant~~ from the appropriate administrator. ~~Responses may  
be hand-delivered, sent by electronic communication to the individ-  
ual's email address of record, or sent by U.S. Mail to the individ-  
ual's mailing address of record. Mailed responses that provides an~~  
explanation of the basis of the decision, an indication of each docu-  
ment that supports the decision, and any relief or redress to be  
provided. A decision shall be issued on the merits of the concern  
raised in the complaint notwithstanding any procedural errors or  
the type of relief or redress requested.

The decision shall also include information regarding the filing of  
an appeal in accordance with this policy. After a hearing at Level  
Three, the decision shall include information on submitting an ap-  
peal to the commissioner.

A decision may be hand-delivered, sent by electronic communica-  
tion to the complainant's email address of record, or sent by U.S.  
Mail to the complainant's mailing address of record. Mailed deci-  
sions shall be timely if they are postmarked by U.S. Mail on or be-  
fore 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 ~~an individual~~a complainant to represent the ~~individu-  
al~~complainant in the complaint process.

The ~~individual~~complainant may designate a representative through  
written notice to the District at any level of this process. ~~If the indi-  
vidual~~The representative may participate in person or by telephone  
conference call. If the complainant designates a representative  
with fewer than three **business** 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	<p><del>Complaints arising out of an event or a series of related events shall be addressed in one complaint. An individual shall not file</del>To promote efficiency in addressing complaints, the appropriate administrator shall determine if separate or serial complaints arising from <del>any</del>an event or series of <del>events that have been or could have been addressed in a previous complaint.</del></p>
Untimely Filings	<p><del>All time limits shall be strictly followed unless modified by mutual written consent.</del></p> <p><del>If a complaint form or appeal notice is not timely filed, the complaint may be dismissed, on written notice to the individual, at any point during the complaint process. The individual 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</del>related events shall be consolidated.</p>
Costs Incurred	<p>Each party shall pay its own costs incurred in the course of the complaint.</p>
Complaint and Appeal Forms	<p>Complaints and appeals under this policy shall be submitted <del>in writing</del> on a form provided by the District.</p> <p>Copies of any documents that support the complaint should be <del>attached to</del>included with the complaint form. If the <del>individual</del>complainant does not have copies of these documents, <del>they</del>copies may be presented at the Level One <del>conference</del>hearing. After the Level One <del>conference</del>, <del>no new documents may be submitted by the individual unless the individual did not know the documents existed before the Level One conference</del>hearing, the complainant may supplement the record with additional documents or include additional claims.</p>
Record	<p>A record of each complaint hearing shall be created and retained in accordance with this policy. The record shall include documents submitted by the complainant, documents determined relevant by District personnel, and the decision.</p>
Remand	<p>A complaint or appeal form that is incomplete in any material aspect <del>may</del>shall be <del>dismissed but may be refiled with all the required information if the refiling is within the designated time for filing</del>re-filed, if at Level One, and remanded at all other levels in order to develop an adequate record of the complaint.</p> <p>If an adequate record has not been developed, the appropriate administrator may remand the complaint to a lower level. The Board or Board committee may remand a complaint to a lower level if at the Board level of review an adequate record has not been developed.</p>

### Assignment of Hearing Officer

When a District employee is the subject of a complaint, the hearing shall be conducted by an administrator who is in a supervisory or higher organizational role. The District employee who is the subject of the complaint shall recuse themselves from reviewing the complaint at any level in the process.

### Level One

Complaint forms must be filed:

- ~~3. Within 15 days of the date the individual first knew, or with reasonable diligence should have known, of the decision or action giving rise to the complaint or grievance; and~~
- ~~4. With the lowest level administrator who has the authority to remedy the alleged problem.~~

~~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 individual 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 individual 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 collect information provided at the Level One conference and any other relevant documents or information the administrator~~ **Investigation**

The District may conduct an investigation at any level in the complaint process. If the District and the complainant mutually agree, all deadlines shall be suspended during an investigation.

At Level One, the appropriate hearing officer shall hold a hearing with the complainant within 10 calendar days after receipt of the written complaint. The hearing officer may set reasonable time limits for the hearing.

The hearing officer shall provide the complainant a decision within 20 calendar days following the hearing. In reaching a decision, the hearing officer may consider information provided with the complaint form and any other relevant documents or information the hearing officer believes will help resolve the complaint.

If the ~~individual~~ complainant did not receive the relief requested at Level One or if the time for a ~~response~~ decision has expired, ~~he or she~~ the complainant may request a ~~conference with the Superintendent or designee~~ hearing at Level Two to appeal the Level One decision.

The appeal notice must be filed in writing, on a form provided by the District, within ~~ten~~ 20 calendar days of the date of the ~~written~~ Level One ~~response~~ decision or, if no ~~response was received,~~ ~~within ten~~ decision has been communicated to the complainant, within 20 calendar days of the Level One ~~response~~ decision deadline.

After receiving notice of the appeal, the Level One ~~administrator~~ hearing officer shall prepare and forward a record of the Level One complaint to the Level Two ~~administrator~~. ~~The individual may request~~ hearing officer and provide a copy of the Level One record to the complainant.

The Level One record shall include:

1. The original complaint form and any attachments.
2. ~~All~~ Any other documents submitted by the ~~individual~~ complainant at Level One.
3. ~~The~~ If the complaint is against a District employee, the written response of the District employee, if any.
- ~~3.4.~~ The decision issued at Level One and any attachments.
- ~~4.5.~~ All other documents relied upon by the Level One ~~administrator~~ hearing officer in reaching the Level One decision.

The ~~Superintendent or designee shall schedule a conference within ten~~ hearing officer shall hold a hearing within 10 calendar days after the appeal notice is filed. The ~~conference shall be lim-~~

~~ited to the issues and documents considered at Level One. At the conference, the individual 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.~~ hearing officer may set reasonable time limits for the hearing.

The ~~Superintendent or designee~~ hearing officer shall provide the ~~individual a written response within ten~~ complainant a decision within 20 calendar days following the ~~conference.~~ The written response shall set forth the basis of the ~~decision.~~ hearing. In reaching a decision, the ~~Superintendent or designee~~ hearing officer may consider the Level One record, any additional information provided ~~at~~ prior to the Level Two ~~conference~~ hearing, and any other relevant documents or information the ~~Superintendent or designee~~ hearing officer believes will help resolve the complaint.

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

Level Three

If the ~~individual~~ complainant did not receive the relief requested at Level Two or if the time for a ~~response~~ decision has expired, he or she may appeal the decision to the Board.

The appeal notice must be filed in writing, on a form provided by the District, within ~~ten~~ 20 calendar days of the date of the ~~written~~ Level Two ~~response~~ decision or, if no ~~response was received,~~ within ~~ten~~ decision has been communicated to the complainant, within 20 calendar days of the Level Two ~~response~~ decision deadline.

~~The Superintendent or designee shall inform the individual of the date, time, and place of the Board.~~ Unless the Board delegates a committee in accordance with law, the Board shall hear the appeal of the Level Two decision.

After receiving notice of the appeal, the Board or Board committee shall hold a meeting to discuss the complaint no later than 60 calendar days after the date on which the Level Two decision was made.

The Superintendent shall inform the complainant whether the Board or a Board committee will hear the appeal and of the date, time, and place of the meeting at which the complaint will be on the agenda for presentation to the Board or Board committee.

~~The Superintendent or designee shall provide the Board the record of the Level Two appeal. The individual~~ At least five business days before the Board or Board committee meeting, the Superintendent

shall provide the complainant a description of any information the Board intends to rely on that is not contained in the record created at the previous hearing levels, including any preliminary hearing.

The Superintendent shall provide the Board the record of the Level Two appeal. The complainant may request a copy of the Level Two record.

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~~ Any other documents submitted by the complainant at Level Two.
- ~~3-4.~~ The decision issued at Level Two and any attachments.
- ~~4-5.~~ 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 individual 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 complainant may request that the complaint be heard in open or closed meeting. The District shall honor that request unless the Texas Open Meetings Act or other applicable law requires otherwise. [See BE]

At the meeting, the presiding officer may set reasonable time limits and guidelines for the presentation, including an opportunity for the individual complainant 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.~~ members.

In addition to any other record of the Board meeting required by law, the Board or Board committee shall prepare a separate record of the Level Three presentation. The Level Three presentation, including the presentation by the individual complainant or his or her the complainant's representative, any presentation from the administration, and questions from the Board members with re-

sponses, shall be recorded by audio recording, video/audio recording, or court reporter.

The Board or Board committee shall then consider the complaint. It ~~may give notice of its~~ shall make a 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~~ no later than 30 calendar days after the date of the Board or Board committee meeting at which the complaint was presented. The complainant shall be provided a decision in accordance with this policy and state law.

**Access to District Property**

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

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

**Ejection or Exclusion under Education Code 37.105**

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

A person appealing under the District's grievance process shall be permitted 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 FNG and GF]

**Off-Campus Activities**

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

**Prohibitions**

Tobacco and E-Cigarettes

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

Weapons

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

*Exceptions*

No violation of this policy occurs when:

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



**Midlothian ISD  
BOARDBOOK TEMPLATE**

<b>Board Meeting Date:</b>	January 20, 2026	
<b>Agenda Item:</b>	Discuss Local Policy Revisions: CH (LOCAL) and EIC (LOCAL)	
<b>Requires Board Action:</b>	NO	
<b>Agenda Location:</b>	INFORMATION ONLY	
<b>Template Attachments:</b>	Yes	PDF
<b>If yes, then select what applies:</b>	PDF	N/A
<b>Link to the presentation:</b>	Yes. See link in the box to the right.	<a href="#">CH (LOCAL)</a> <a href="#">EIC (LOCAL)</a>
<b>Background Information</b>	<p><b>WHY:</b> LEGAL policies are for Board review. LOCAL policies updates require Board action.</p> <p><b>WHAT:</b> Local updates to policy CH (LOCAL) reflect changes being made in Update 126 to purchasing requirements in CV (LOCAL) and (LEGAL). Local updates to policy EIC removes expired content, no longer applicable to current students/families.</p>	
<b>Strategic Priority: (Primary)</b>	Priority 1: Student Success	
<b>Performance Objective: (Primary)</b>	1.3 Continuous Improvement of Curriculum, Professional Development, and the Art and Science of Teaching	
<b>Strategic Priority: (Secondary - if needed)</b>	Priority 4: District Operations and Financial Stewardship	
<b>Performance Objective: (Secondary - if needed)</b>	4.2 Effective and Efficient Cross-departmental Work Processes	
<b>Legal Reference: (1) / (2)</b>	N/A	N/A
<b>Policy Reference: (1) / (2)</b>	CH-Purchasing and Acquisition	EIC-Academic Achievement: Class Ranking
<b>Fiscal Impact/Budget Function Code:</b>	Presentation only	
<b>Administration Recommendation</b>		
<b>Motion:</b>	N/A	
<b>Presenter:</b>	Aaron Williams, Ed.D.	
	District Leadership	

PURCHASING AND ACQUISITION

CH  
(LOCAL)

**Purchasing  
Authority**

The Board delegates to the Superintendent the authority to make budgeted purchases for goods or services. However, any single, unbudgeted purchase of goods or services that costs ~~\$50,000~~ \$100,000 or more, regardless of whether the goods or services are competitively purchased, shall require Board approval before a transaction may take place.

Exception for  
Emergency  
Contracts

In the event of a catastrophe, emergency, or natural disaster affecting the District, the Board delegates to the Superintendent the authority to contract for the replacement, construction, or repair of school equipment or facilities in accordance with law, if emergency replacement, construction, or repair is necessary for the health and safety of District students and staff. The Superintendent shall report to the Board at the next regular meeting any contract made under this authority. [See Disaster Exception, CH(LEGAL)]

The delegation regarding emergency contracts does not waive competitive purchasing requirements under Education Code Chapter 44. Only the Board is authorized to waive competitive purchasing requirements under limited circumstances in accordance with Education Code 44.031(h). [See Emergency Damage or Destruction, CH(LEGAL)]

Purchasing  
Procedures

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

Purchasing Method

The Board delegates to the Superintendent the authority to determine the method of purchasing in accordance with CH(LEGAL) or CBB(LEGAL), as appropriate.

*Competitive  
Bidding*

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

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

*Competitive  
Sealed Proposals*

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

PURCHASING AND ACQUISITION

CH  
(LOCAL)

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

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

**Electronic Bids or Proposals**

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

**Responsibility for Debts**

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

**Purchase Commitments**

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

**Personal Purchases**

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

**PROPOSED REVISIONS: 1.5.2026**

**Consistent  
Application for  
Graduating Class**

The District shall apply the same class rank calculation method and rules for local graduation honors for all students in a graduating class, regardless of the school year in which a student first earned high school credit.

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**Note:** ~~The following provisions shall apply to students in the graduating classes of 2019, 2020, and 2021.~~

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~~Calculation~~

~~The District shall include in the calculation of class rank semester grades earned in all high school credit courses taken in grades 9–12, unless excluded below.~~

~~Exclusions~~

~~The calculation of class rank shall exclude grades earned in an assigned remediation or tutoring course taken in summer school; a local credit course; credit by examination, with or without prior instruction; a distance learning course that is a traditional correspondence course; and a course taken without District approval while enrolled in the District high school.~~

~~Weighted Grade  
System~~

~~The District shall categorize and weight eligible courses as Advanced, Honors, and Regular in accordance with provisions of this policy and the District's course catalog.~~

~~Categories~~

~~*Advanced*~~

~~Eligible Advanced Placement (AP) and locally designated advanced courses in the course catalog shall be categorized and weighted as Advanced courses.~~

~~*Honors*~~

~~Eligible Pre-AP and dual credit courses in English, mathematics, fine arts, languages other than English, science, social studies, and any other courses locally designated as honors courses in the course catalog shall be categorized and weighted as Honors courses.~~

~~*Regular*~~

~~All other eligible courses shall be designated as Regular courses.~~

~~Weighted Numerical  
Grade Average~~

~~The District shall assign weights to grades earned in eligible courses and shall calculate a weighted numerical grade average in accordance with the following scale:~~

<b>Category</b>	<b>Weight</b>
<del>Advanced</del>	<del>Multiplied by 1.50</del>
<del>Honors</del>	<del>Multiplied by 1.38</del>
<del>Regular</del>	<del>Multiplied by 1.00</del>

ACADEMIC ACHIEVEMENT  
CLASS RANKING

EIC  
(LOCAL)

	<p><del>The District shall record unweighted numerical grades on student transcripts.</del></p> <p><del>A student's rank in class shall be calculated by adding the weighted numerical grades and dividing the sum by the total number of eligible courses taken.</del></p>
<p><del>Transferred Grades</del></p>	<p><del>When a student transfers grades for properly documented and eligible courses, the District shall assign weight to those grades based on the categories and grade weight system used by the District for an equivalent number of weighted courses offered to the same class of students in the District.</del></p>
<p><del>Local Graduation Honors</del></p>	<p><del>For the purpose of determining honors to be conferred during graduation activities, the District shall calculate class rank using grades available at the time of calculation at the end of the next to the last grading period.</del></p> <p><del>For the purpose of applications to institutions of higher education, the District shall also calculate class rank as required by state law. The District's eligibility criteria for local graduation honors shall apply only for local recognitions and shall not restrict class rank for the purpose of automatic admission under state law. [See EIC(LEGAL)]</del></p>
<p><del>Valedictorian and Salutatorian</del></p>	<p><del>The valedictorian and salutatorian shall be the eligible students with the highest and second highest rank, respectively. To be eligible for such recognition, a student must:</del></p> <ol style="list-style-type: none"><li><del>1. Have been continuously enrolled in the same District high school for the four semesters immediately preceding graduation; and</del></li><li><del>2. Have completed the foundation program with the distinguished level of achievement.</del></li></ol>
<p><del><i>Highest-Ranking Graduate</i></del></p>	<p><del>The local eligibility criteria for recognition as the valedictorian shall not affect recognition of the highest ranking graduate for purposes of receiving the scholarship certificate from the state of Texas.</del></p>
<p><del><i>Breaking Ties</i></del></p>	<p><del>In case of a tie in weighted numerical grade averages after calculation to the thousandths place, the District shall recognize all students involved in the tie as sharing the honor and title.</del></p>
<p><del>Honor Graduates</del></p>	<p><del>The District shall recognize as honor graduates all students who have:</del></p> <ol style="list-style-type: none"><li><del>1. Completed the foundation program with the distinguished level of achievement; and</del></li></ol>

~~2. Earned weighted numerical grade averages that comprise the top ten percent of the students in the graduating class.~~

~~**Note:** The following provisions shall apply to students beginning with the graduating class of 2022.~~

**Calculation**

The District shall include in the calculation of class rank semester grades earned in high school credit courses taken at any grade level, but only the following subject areas: English, mathematics, science, and social studies.

The calculation shall include failing grades.

Exclusions

The calculation of class rank shall exclude grades earned in the following:

~~1. High school grades earned prior to grade 9 by those in the freshmen cohort class of 2018–19.~~

~~2.1.~~ Dual credit courses except those taken with prior written District approval.

~~3.2.~~ Courses taken without District approval while enrolled in the District high school.

**Weighted Grade System**

Categories

The District shall categorize and weight eligible courses as Advanced, Honors, and Regular in accordance with provisions of this policy and as designated **in appropriate District publications** ~~in the District's course catalog.~~

*Advanced*

Eligible AP courses shall be categorized and weighted as Advanced courses.

*Honors*

Eligible Pre-AP, dual credit, and courses locally designated as honors shall be categorized and weighted as Honors courses.

*Regular*

All other eligible courses shall be categorized and weighted as Regular courses.

Weighted Numerical Grade Average

The District shall assign weights to semester grades earned in eligible courses and shall calculate a weighted numerical grade average in accordance with the following:

Category	Weight
Advanced	Multiplied by 1.15
Honors	Multiplied by 1.10
Regular	Multiplied by 1.0

No weighted credit shall be added for grades lower than 70.

The District shall record unweighted numerical grades on student transcripts.

Transferred Grades

When a student transfers semester grades for courses that would be eligible under the Regular category and the District has accepted the credit, the District shall include the grades in the calculation of class rank.

When a student transfers grades for properly documented and eligible courses, the District shall assign weight to those grades based on the categories and grade weight system used by the District for an equivalent number of weighted courses offered to the same class of students in the District.

Local Graduation Honors

For the purpose of determining honors to be conferred during graduation activities, the District shall calculate class rank using grades available at the time of calculation at the end of the next to the last grading period.

For the purpose of applications to institutions of higher education, the District shall also calculate class rank as required by state law. The District's eligibility criteria for local graduation honors shall apply only for local recognitions and shall not restrict class rank for the purpose of automatic admission under state law. [See EIC(LEGAL)]

Valedictorian and Salutatorian

The valedictorian and salutatorian shall be the eligible students with the highest and second-highest rank, respectively. To be eligible for this local graduation honor, a student must:

1. Have been continuously enrolled in the same District high school for the four semesters immediately preceding graduation;
2. Be graduating after exactly eight semesters of enrollment in high school; and
3. Have completed the foundation program with the distinguished level of achievement.

*Breaking Ties*

In case of a tie in weighted numerical grade averages after calculation to the fifth decimal place, the District shall apply the following methods, in this order, to determine recognition as valedictorian or salutatorian:

1. Count the number of AP courses taken by each student involved in the tie.

ACADEMIC ACHIEVEMENT  
CLASS RANKING

EIC  
(LOCAL)

2. Compute the weighted numerical grade average of AP courses taken by each student involved in the tie.
3. Count the number of Pre-AP courses taken by each student involved in the tie.
4. Compute the weighted numerical grade average of Pre-AP courses taken by each student involved in the tie.
5. Compare the amount of time each student has been enrolled in the District for each student involved in the tie.
6. Compare scores on standardized college entrance tests, if the same tests were taken by all students involved in the tie.

If the tie is not broken after applying these methods, the District shall recognize all students involved in the tie as sharing the honor and title.

Honor Graduates

The District shall recognize as honor graduates all students who have:

1. Completed the foundation program with the distinguished level of achievement; and
2. Earned weighted numerical grade averages that comprise the top ~~ten~~-10 percent of the students in the graduating class.

**Highest-Ranking Graduate**

The student meeting the local eligibility criteria for recognition as the valedictorian shall also be considered the highest-ranking graduate for purposes of receiving the honor graduate certificate from the state of Texas.

**Midlothian ISD  
BOARDBOOK TEMPLATE**

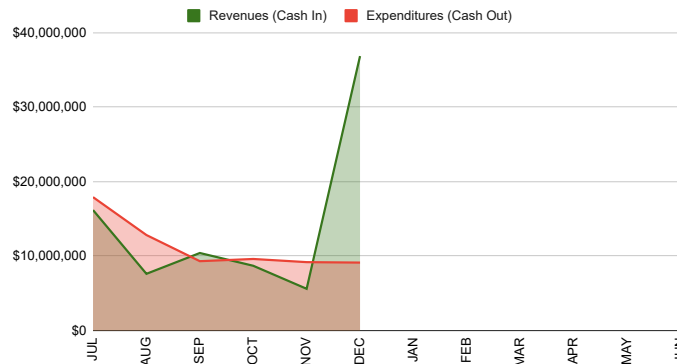
<b>Board Meeting Date:</b>	January 20, 2026	
<b>Agenda Item:</b>	Financial Reports	
<b>Agenda Location:</b>	INFORMATION ONLY	
<b>Template Attachments:</b>	Yes	PDF
<b>If yes, then select what applies:</b>	PDF	PDF
<b>Link to the presentation:</b>	Yes	
<b>Background Information</b>	<p>The cash flow report illustrates a cash basis financial report that will help with monitoring cash balances and ensuring that we have sufficient resources to meet obligations.</p> <p>The fund financial reports illustrate where we are with our financial statements at this point in the year. These provide a year to date comparison with the previous year through the same month as well as where we are in comparison to our annual budget. We have also provided a few visualizations of the same data.</p>	
<b>Strategic Priority: (Primary)</b>	Priority 4: District Operations and financial Stewardship	
<b>Performance Objective: (Primary)</b>	4.3 Commitment to Financial Stewardship	
<b>Strategic Priority: (Secondary - if needed)</b>	N/A	
<b>Performance Objective: (Secondary - if needed)</b>	N/A	
<b>Legal Reference: (1) / (2)</b>	N/A	N/A
<b>Policy Reference: (1) / (2)</b>	CE-ANNUAL OPERATING BUDGET	
<b>Fiscal Impact/Budget Function Code:</b>	None	
<b>Administration Recommendation</b>	Presentation only	
<b>Motion:</b>	No motion needed.	
<b>Presenter:</b>	Dr. Rebecca Metzger	
	District Leadership	

## Operating Funds Cash Flow

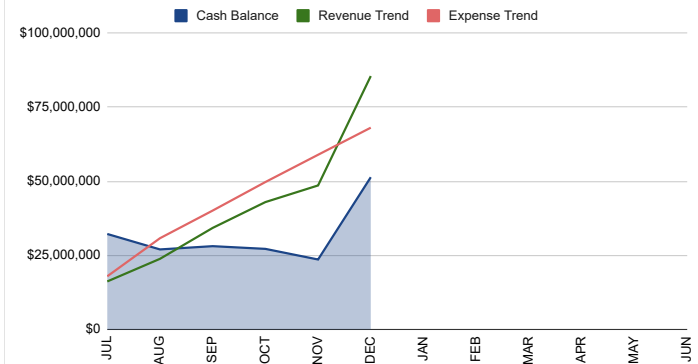
**2025-2026**

	July	August	September	October	November	December	January	February	March	April	May	June	Total
<b>Beginning Cash Balance</b>	\$33,934,883	\$32,199,613	\$26,988,396	\$28,087,955	\$27,174,690	\$23,592,147							\$33,934,883
<b>Revenue</b>													
Local	\$3,094,517	\$167,319	\$306,137	\$360,407	\$789,361	\$35,921,343							\$40,639,083
State	\$13,098,311	\$7,429,989	\$10,101,997	\$8,345,484	\$4,788,328	\$952,789							\$44,716,898
Federal	\$0	\$28,976	\$14,803	\$1,409	\$34,296	\$7,625							\$87,109
Other Sources	\$0	\$0	\$0	\$0	\$0	\$0							\$0
<b>Total Revenue</b>	<b>\$16,192,828</b>	<b>\$7,626,284</b>	<b>\$10,422,937</b>	<b>\$8,707,299</b>	<b>\$5,611,985</b>	<b>\$36,881,757</b>							<b>\$85,443,090</b>
<b>Expenditures</b>													
Payroll Costs	\$7,337,379	\$9,014,956	\$7,866,750	\$8,301,939	\$8,081,860	\$8,011,006							\$48,613,891
Professional & Contracted Service	\$1,019,192	\$803,542	\$656,331	\$805,515	\$928,804	\$704,462							\$4,917,847
Supplies & Materials	\$90,121	\$718,853	\$770,096	\$389,311	\$124,002	\$215,401							\$2,307,785
Other Operating	\$9,481,405	\$2,300,150	\$30,200	\$118,659	\$59,862	\$203,454							\$12,193,730
Debt Service	\$0	\$0	\$0	\$0	\$0	\$0							\$0
Capital Outlay	\$0	\$0	\$0	\$5,140	\$0	\$0							\$5,140
Other Uses	\$0	\$0	\$0	\$0	\$0	\$0							\$0
<b>Total Expenditures</b>	<b>\$17,928,097</b>	<b>\$12,837,502</b>	<b>\$9,323,378</b>	<b>\$9,620,564</b>	<b>\$9,194,528</b>	<b>\$9,134,324</b>							<b>\$68,038,393</b>
<b>Cash Flow Summary</b>													
Revenues (Cash In)	\$16,192,828	\$7,626,284	\$10,422,937	\$8,707,299	\$5,611,985	\$36,881,757							\$85,443,090
Expenditures (Cash Out)	\$17,928,097	\$12,837,502	\$9,323,378	\$9,620,564	\$9,194,528	\$9,134,324							\$68,038,393
Adjustments	\$0	\$0	\$0	\$0	\$0	\$0							\$0
<b>Net Cash Flow</b>	<b>-\$1,735,269</b>	<b>-\$5,211,218</b>	<b>\$1,099,559</b>	<b>-\$913,265</b>	<b>-\$3,582,543</b>	<b>\$27,747,433</b>							<b>\$17,404,697</b>
<b>Ending Cash Balance</b>	<b>\$32,199,613</b>	<b>\$26,988,396</b>	<b>\$28,087,955</b>	<b>\$27,174,690</b>	<b>\$23,592,147</b>	<b>\$51,339,580</b>							<b>\$51,339,580</b>

Revenues (Cash In) vs. Expenditures (Cash Out)



Revenue, Expense, and Cash Balance Trends



**MIDLOTHIAN INDEPENDENT SCHOOL DISTRICT**  
**Debt Service Fund Financial Report**  
**Unaudited and Without Year End Adjustments**  
**December 2025**

	Year-to-Date Comparison			Current Year Budget Comparison			
	2024-2025 December	2025-2026 December	Difference	Original Budget	Amended Budget	Budget Variance	Actual to Budget
<b>REVENUES</b>							
Local and Intermediate Sources	20,608,668	23,050,785	2,442,117	45,396,200	45,396,200	(22,345,415)	50.8%
State Program	4,510,195	3,086,613	(1,423,582)	3,213,355	3,213,355	(126,742)	96.1%
Other Sources - Bond Issues	-	-	-	-	-	-	#DIV/0!
<b>Total Revenues</b>	<b>25,118,863</b>	<b>26,137,398</b>	<b>1,018,535</b>	<b>48,609,555</b>	<b>48,609,555</b>	<b>(22,472,157)</b>	<b>53.8%</b>
<b>EXPENDITURES</b>							
71 - Debt Service - Principal	-	-	-	31,630,000	31,630,000	(31,630,000)	0.0%
71 - Debt Service - Interest	7,146,567	6,823,252	(323,315)	13,557,005	13,557,005	(6,733,753)	50.3%
71 - Debt Service - Issue Costs & Fees	9,617	5,975	(3,642)	25,000	25,000	(19,025)	23.9%
Other Uses - Refunding Bond Issue	-	-	-	-	-	-	#DIV/0!
<b>Total Expenditures</b>	<b>7,156,184</b>	<b>6,829,227</b>	<b>(326,957)</b>	<b>45,212,005</b>	<b>45,212,005</b>	<b>(38,382,778)</b>	<b>15.1%</b>
Excess/(Deficiency) of Revenues Over Expenditures	17,962,679	19,308,171	1,345,492	3,397,550	3,397,550	15,910,621	
Fund Balance at 6/30/2025 - <b>AUDITED</b>				<u>18,303,527</u>			
Fund Balance at 12/31/2025 - <b>UNAUDITED</b>				<u>37,611,698</u>			

**MIDLOTHIAN INDEPENDENT SCHOOL DISTRICT**  
**Food Service Fund Financial Report**  
**Unaudited and Without Year End Adjustments**  
**December 2025**

	Year-to-Date Comparison			Current Year Budget Comparison			
	2024-2025 December	2025-2026 December	Difference	Original Budget	Amended Budget	Budget Variance	Actual to Budget
<b>REVENUES</b>							
Local and Intermediate Sources	1,503,086	1,688,213	185,127	2,970,000	2,970,000	(1,281,787)	56.8%
State Program	-	-	-	24,350	24,350	(24,350)	0.0%
Federal Program	954,440	1,117,223	162,783	2,323,950	2,323,950	(1,206,727)	48.1%
<b>Total Revenues</b>	<b>2,457,526</b>	<b>2,805,436</b>	<b>347,910</b>	<b>5,318,300</b>	<b>5,318,300</b>	<b>(2,512,864)</b>	<b>52.8%</b>
<b>EXPENDITURES</b>							
35 - Food Service	2,061,445	2,214,818	153,373	4,990,677	4,990,677	(2,775,859)	44.4%
51 - Plant Maintenance & Operations	17,641	21,281	3,640	130,648	130,648	(109,367)	16.3%
<b>Total Expenditures</b>	<b>2,079,086</b>	<b>2,236,099</b>	<b>157,013</b>	<b>5,121,325</b>	<b>5,121,325</b>	<b>(2,885,226)</b>	<b>43.7%</b>
<b>OTHER SOURCES &amp; USES</b>							
Other Sources	-	-	-	-	-	-	#DIV/0!
Other Uses	-	-	-	-	-	-	#DIV/0!
<b>Total Other Sources &amp; Uses</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>#DIV/0!</b>
Excess/(Deficiency) of Revenues							
Over Expenditures	378,440	569,337	190,897	196,975	196,975	372,362	
Fund Balance at 6/30/2025 - <b>AUDITED</b>		<u>2,206,735</u>					
Fund Balance at 12/31/2025 - <b>UNAUDITED</b>		<u><u>2,776,072</u></u>					

**MIDLOTHIAN INDEPENDENT SCHOOL DISTRICT**  
**General Fund Financial Report**  
**Unaudited and Without Year End Adjustments**  
**December 2025**

	<b>Year-to-Date Comparison</b>			<b>Current Year Budget Comparison</b>			
	2024-2025 December	2025-2026 December	Difference	Original Budget	Amended Budget	Budget Variance	Actual to Budget
<b>REVENUES</b>							
Local and Intermediate Sources	34,288,769	37,859,496	3,570,727	74,396,932	74,670,677	(36,811,181)	50.7%
State Program	22,889,162	25,213,342	2,324,180	51,650,308	58,169,085	(32,955,743)	43.3%
Federal Program	197,320	79,441	(117,879)	304,000	304,000	(224,559)	26.1%
<b>Total Revenues</b>	<b>57,375,251</b>	<b>63,152,279</b>	<b>5,777,028</b>	<b>126,351,240</b>	<b>133,143,762</b>	<b>(69,991,483)</b>	<b>47.4%</b>
<b>EXPENDITURES</b>							
11 - Instruction	30,844,196	23,395,553	(7,448,643)	65,687,127	69,605,361	(46,209,808)	33.6%
12 - Instr Resources & Media Svcs	569,684	414,798	(154,886)	1,200,756	1,247,086	(832,288)	33.3%
13 - Curr & Inst Staff Development	698,343	699,772	1,429	1,428,261	1,471,824	(772,052)	47.5%
21 - Instructional Leadership	667,260	689,954	22,694	1,379,575	1,418,293	(728,339)	48.6%
23 - School Leadership	2,878,548	2,581,481	(297,067)	5,993,883	6,161,322	(3,579,841)	41.9%
31 - Guidance, Counseling	2,183,702	1,974,261	(209,441)	4,494,614	4,611,860	(2,637,599)	42.8%
33 - Health Services	660,481	580,304	(80,177)	1,462,781	1,501,840	(921,536)	38.6%
34 - Student Transportation	2,149,842	2,147,186	(2,656)	4,600,882	4,751,406	(2,604,220)	45.2%
36 - Extra-Curr/Co-Curricular	2,591,958	2,279,325	(312,633)	4,757,533	4,783,559	(2,504,234)	47.6%
41 - General Administration	1,995,783	1,893,253	(102,530)	3,798,934	3,862,815	(1,969,562)	49.0%
51 - Plant Maintenance & Operations	7,865,225	6,969,765	(895,460)	13,696,464	13,000,322	(6,030,557)	53.6%
52 - Security & Monitoring	552,969	979,028	426,059	3,015,999	3,025,423	(2,046,395)	32.4%
53 - Data Processing	809,208	1,196,939	387,731	1,935,131	2,000,461	(803,522)	59.8%
95 - Payment to JJAEP Programs	-	-	-	10,000	10,000	(10,000)	0.0%
97 - Payments to Tax Increment Fund	4,945	-	-	17,996,690	17,803,190	(17,803,190)	0.0%
99 - Payments to Tax Office	508,195	271,378	(236,817)	1,208,600	1,208,600	(937,222)	22.5%
<b>Total Expenditures</b>	<b>54,980,339</b>	<b>46,072,997</b>	<b>(8,907,342)</b>	<b>132,667,230</b>	<b>136,463,362</b>	<b>(90,390,365)</b>	<b>33.8%</b>
<b>OTHER SOURCES &amp; USES</b>							
Other Sources	-	-	-	-	-	-	#DIV/0!
Other Uses	-	-	-	-	-	-	#DIV/0!
<b>Total Other Sources &amp; Uses</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>#DIV/0!</b>

Excess/(Deficiency) of Revenues					
Over Expenditures	2,394,912	17,079,282	14,684,370	(6,315,990)	(3,319,600)

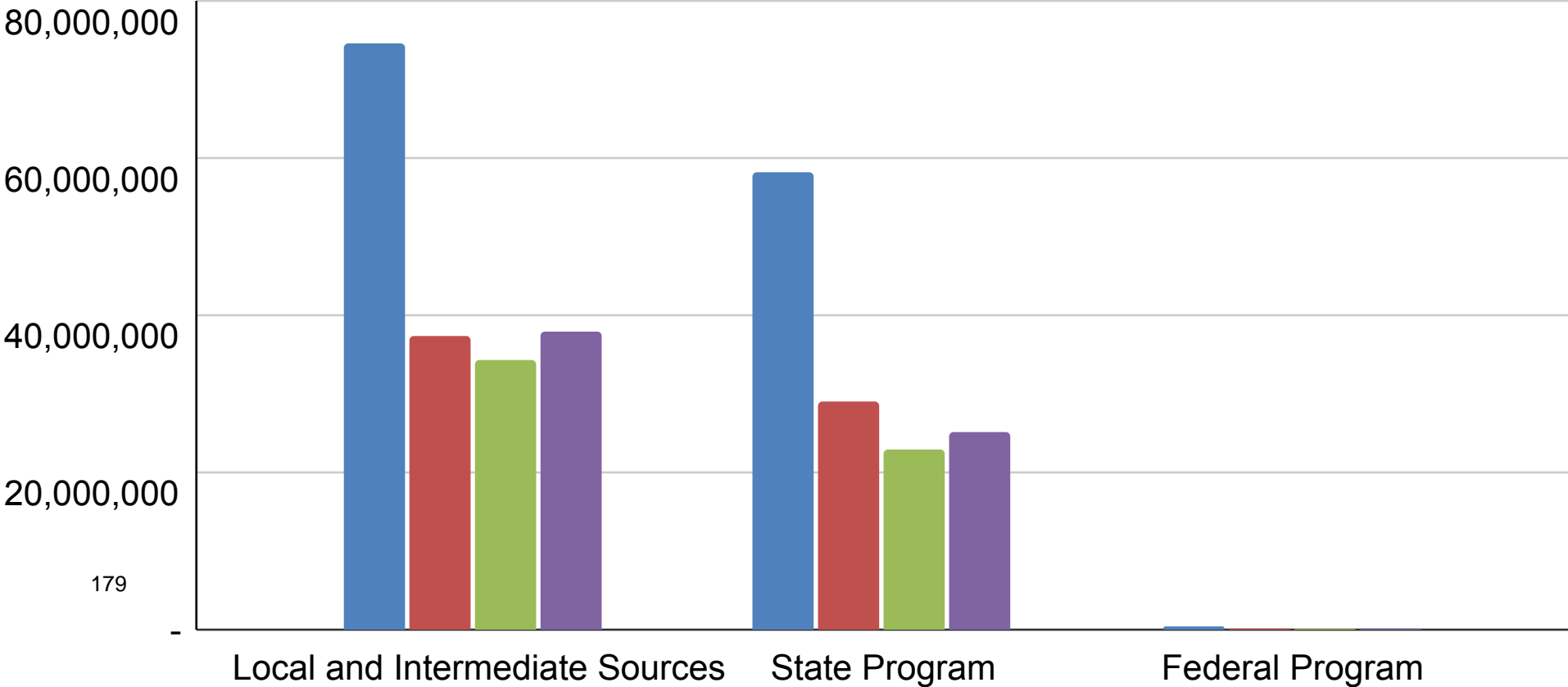
Fund Balance at 6/30/2025 - **AUDITED** 33,329,066

Fund Balance at 12/31/2025 - **UNAUDITED** 50,408,348

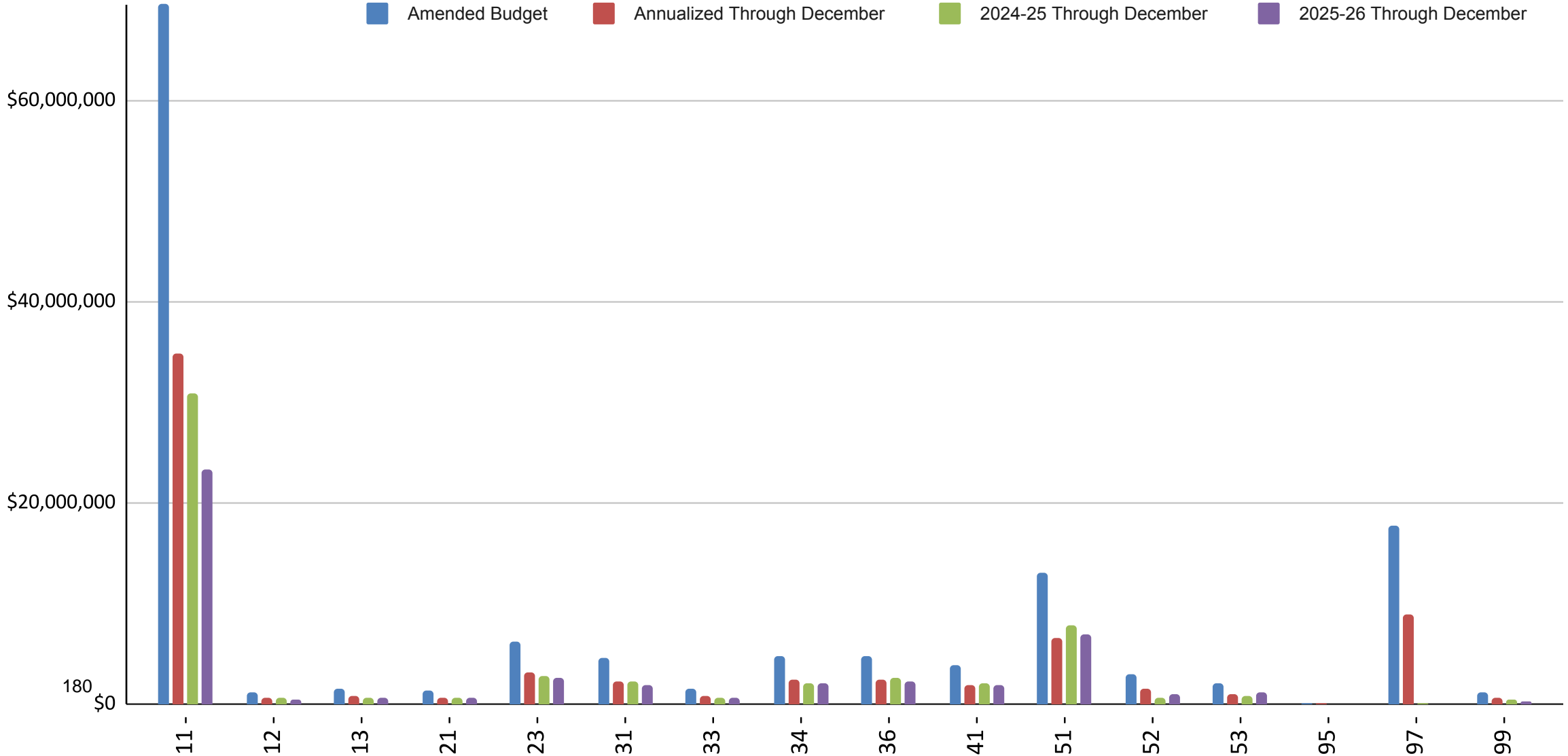
Fund Balance as % of Budget 37%

# Revenue Comparison

- Amended Budget
- Annualized Through December
- 2024-25 Through December
- 2025-26 Through December



# Expense Comparison



# Fund Balance Comparison to Target

