

HAYS CONSOLIDATED INDEPENDENT SCHOOL DISTRICT  
BOARD OF TRUSTEES

Notice is hereby given that a meeting of the Board of Trustees of the Hays Consolidated Independent School District will be held on January 26, 2026 beginning at 5:30 PM at Hays CISD Merideth Keller Board Room, 21003 IH 35, Kyle, TX 78640.

If during the course of the meeting, discussion of any item on the agenda should be held in a closed session, the Board will adjourn to a closed session in accordance with the Texas Open Meetings Act, Texas Government Code Section 551, Subchapters D and E or Texas Government Code Section 418.183(f). Before any closed session is convened, the presiding officer will publicly identify the section or sections of the Act authorizing the closed meeting. All final votes, actions or decisions will be taken in open meeting. Policy BEC Legal attached.

The subjects to be discussed, considered or upon which any formal action may be taken are listed below. Items do not have to be taken in the same order as shown on this meeting notice. Unless removed from the consent agenda, items identified within the consent agenda will be acted on at one time.

- A. CALL TO ORDER: Establish a quorum
- B. PLEDGE OF ALLEGIANCE TO UNITED STATES AND TEXAS FLAGS

United States Flag Pledge:

I pledge allegiance to the flag of the United States of America and to the republic for which it stands, one nation, under God, indivisible, with liberty and justice for all.

Texas Flag Pledge:

Honor the Texas flag, I pledge allegiance to thee, Texas, one state under God, one and indivisible.

- C. MISSION STATEMENT

Hays CISD Makes it 100% Possible

- D. SOCIAL CONTRACT

The Board will:

Trust Positive and Noble Intent

Engage with Respect, Professionalism, and Purpose

Act with Accountability and a Growth Mindset

Model Unity as District Ambassadors

- E. PUBLIC HEARING — Texas Academic Performance Reports

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- F. PUBLIC FORUM

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It is the policy of the Board that, if members of the public wish to address the Board in Public Forum, they must complete and submit the Request to Address the Board of Trustees form (green sheet). This form may be obtained at the entrance to the Boardroom and must be submitted to Tim Savoy, Chief Communication Officer, at the entrance prior to the start of the meeting. Public participation in Board meetings is limited to the Public Forum portion of the meeting agenda, as is provided in Board policy.

*Please be aware that the audio and video of Public Forum are recorded as part of the recording of the entire meeting and is published on the District's website without alteration. A person who chooses to speak in Public Forum consents to the online publication of their comments.*

- G. CLOSED SESSION

1. Deliberation regarding safety and security, including security personnel, systems, infrastructure, and/or devices, pursuant to Tx. Gov't Code Section 551.076
2. Deliberation regarding the Superintendent's recommendations for employment, resignations, extended leave, and personnel matters, pursuant to Tx. Gov't Code Section 551.071
3. Superintendent's Formative Evaluation - Quarterly Progress Report on the Board and Superintendent Goals, pursuant to Tx. Gov't Code Section 551.074

- H. RECONVENE IN OPEN SESSION - immediately following Closed Session

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June 22, 2026 - 5:30 pm

June 29, 2026 - 5:30 pm

July 27, 2026 - 5:30 pm - *Special Meeting: Superintendent Evaluation*

*Official Board of Trustees information may be obtained at [www.hayscisd.net](http://www.hayscisd.net)*

O. ADJOURN

This notice was posted in compliance with the Texas Open Meetings act on: Tuesday, January 20, 2026 at 2:30PM

EXCEPTIONS FOR CLOSED MEETINGS	The Board may conduct a closed meeting for the purpose described in the following provisions.
ATTORNEY CONSULTATION	1. The Board may conduct a private consultation with its attorney only when it seeks the attorney's advice about pending or contemplated litigation or a settlement offer or on a matter in which the duty of the attorney to the Board under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with the requirement for open meetings. <i>Gov't Code 551.071</i> [See BE for permissible methods of communication for attorney consultations.
REAL PROPERTY	2. The Board may conduct a closed meeting to deliberate the purchase, exchange, lease, or value of real property if deliberation in an open meeting would have a detrimental effect on the Board's position in negotiations with a third person. <i>Gov't Code 551.072</i>
PROSPECTIVE GIFT	3. The Board may conduct a closed meeting to deliberate a negotiated contract for a prospective gift or donation to the District if deliberation in an open meeting would have a detrimental effect on the Board's position in negotiations with a third person. <i>Gov't Code 551.073</i>
PERSONNEL MATTERS	4. The Board is not required to conduct an open meeting to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee or to hear a complaint or charge against an officer or employee. However, the Board may not conduct a closed meeting for these purposes if the officer or employee who is the subject of the deliberation or hearing requests a public hearing. <i>Gov't Code 551.074</i>  The closed meeting exception for personnel matters does not apply when the Board discusses an independent contractor who is not a school employee, such as an engineering, architectural, or consultant firm, or when the Board discusses a class or group of employees, not a particular employee. <i>Atty. Gen. Op. MW-129 (1980), Atty. Gen. Op. H-496 (1975)</i>
EMPLOYEE-EMPLOYEE COMPLAINTS	The Board is not required to conduct an open meeting to deliberate in a case in which a complaint or charge is brought against a District employee by another employee and the complaint or charge directly results in the need for a hearing. However, the Board may not conduct a closed meeting for this purpose if the employee against whom the complaint or charge is brought makes a written request for an open hearing. <i>Gov't Code 551.082</i>
STUDENT DISCIPLINE	5. The Board is not required to conduct an open meeting to deliberate in a case involving discipline of a public school child. However, the Board may not conduct a closed meeting for this purpose if the child's parent or guardian makes a written request for an open hearing. <i>Gov't Code 551.082</i>
PERSONALLY IDENTIFIABLE STUDENT INFORMATION	6. The Board is not required to conduct an open meeting to deliberate a matter regarding a student if personally identifiable information about the student will necessarily be revealed by the deliberation.  Directory information about a public school student is considered to be personally identifiable information about the student for this purpose only if a parent or guardian of the student, or the student if the student has attained 18 years of age, has informed the District that the directory information should not be released without prior consent. [See FL]  This exception does not apply if an open meeting about the matter is requested in writing by a parent or guardian of the student or by the student if the student has attained 18 years of age.  <i>Gov't Code 551.0821</i>
MEDICAL OR PSYCHIATRIC RECORDS	7. A board that administers a public insurance, health, or retirement plan is not required to conduct an open meeting to deliberate: <ul style="list-style-type: none"><li>a. The medical records or psychiatric records of an individual applicant for a benefit from the plan; or</li><li>b. A matter that includes a consideration of information in the medical or psychiatric records of an individual applicant for a benefit from the plan.</li></ul> <i>Gov't Code 551.0785</i>
SECURITY	8. The Board is not required to conduct an open meeting to deliberate: <ul style="list-style-type: none"><li>a. The deployment, or specific occasions for implementation, of security personnel or devices; or</li><li>b. A security audit.</li></ul> <i>Gov't Code 551.076</i>

ASSESSMENT INSTRUMENTS	9. The Board shall conduct a closed meeting to discuss or adopt individual assessment instruments or assessment instrument items. <i>Education Code 39.030(a)</i>
EMERGENCY MANAGEMENT	10. The Board is not required to conduct an open meeting to deliberate information confidential under Government Code 418.175–418.182, relating to Homeland Security. However, the Board must make a tape recording of the proceedings of a closed meeting held to deliberate the information. <i>Gov't Code 418.183(f)</i>
ECONOMIC DEVELOPMENT NEGOTIATIONS	11. The Board is not required to conduct an open meeting: <ul style="list-style-type: none"> <li>a. To discuss or deliberate regarding commercial or financial information that the Board has received from a business prospect that the Board seeks to have locate, stay, or expand in or near the District and with which the Board is conducting economic development negotiations; or</li> <li>b. To deliberate the offer of a financial or other incentive to such a business prospect.</li> </ul> <i>Gov't Code 551.087</i>
PROCEDURES FOR CLOSED MEETINGS	If a closed meeting is allowed, the Board shall not conduct the closed meeting unless a quorum of the Board first convenes in an open meeting for which proper notice has been given [see BE] and the presiding officer has publicly announced that a closed meeting will be held and has identified the section or sections of the Open Meetings Act or other applicable law under which the closed meeting is held. <i>Gov't Code 551.101</i>
VOTE OR FINAL ACTION	A final action, decision, or vote on a matter deliberated in a closed meeting shall be made only in an open meeting for which proper notice has been given. <i>Gov't Code 551.102</i> [See BE]
CERTIFIED AGENDA OR TAPE RECORDING	The Board shall either keep a certified agenda or make a recording of the proceedings of each closed meeting, except for private consultation with the District's attorney. The certified agenda must include a statement of the subject matter of each deliberation, a record of any further action taken, and an announcement by the presiding officer at the beginning and end of the closed meeting indicating the date and time. A presiding officer shall certify that a certified agenda is a true and correct record of the proceedings. If a recording is made, it must include announcements by the presiding officer at the beginning and end of the meeting indicating the date and time. <i>Gov't Code 551.103</i>  "Recording" means a tangible medium on which audio or a combination of audio and video is recorded, including a disc, tape, wire, film, electronic storage drive, or other medium now existing or later developed. <i>Gov't Code 551.001(7)</i>  Closed meetings may not be recorded by an individual trustee against the wishes of a majority of the Board. <i>Zamora v. Edgewood ISD, 592 S.W.2d 649 (Tex. App.—San Antonio, 1979, writ ref'd n.r.e.)</i>
PRESERVATION	The Board shall preserve the certified agenda or recording of a closed meeting for at least two years after the date of the meeting. If a legal action involving the meeting is brought within that period, the Board shall preserve the certified agenda or recording while the action is pending. <i>Gov't Code 551.104(a)</i>
PUBLIC ACCESS	A certified agenda or recording of a closed meeting is available for public inspection and copying only under a court order issued as a result of litigation involving an alleged violation of the Open Meetings Act. <i>Gov't Code 551.104(b), (c)</i>
PROHIBITIONS	No Board member shall participate in a closed meeting knowing that neither a certified agenda nor a recording of the closed meeting is being made. <i>Gov't Code 551.145</i>  No individual, corporation, or partnership shall without lawful authority disclose to a member of the public the certified agenda or recording of a meeting that was lawfully closed to the public. <i>Gov't Code 551.146</i>  No Board member shall knowingly call or aid in calling or organizing a closed meeting that is not permitted under the Open Meetings Act, close or aid in closing a regular meeting to the public except as permitted under the Open Meetings Act, or participate in a closed meeting that is not permitted under the Open Meetings Act. <i>Gov't Code 551.144(a)</i>
AFFIRMATIVE DEFENSE	It is an affirmative defense to prosecution under Government Code 551.144(a) that a Board member acted in reasonable reliance on a court order or a written interpretation of the open meetings law contained in an opinion of a court of record, the attorney general, or the Board's attorney. <i>Gov't Code 551.144(c)</i>

**HAYS CONSOLIDATED INDEPENDENT SCHOOL DISTRICT  
BOARD OF TRUSTEES**

Date: January 26, 2026

Agenda Item: E

Board Goal: Student Achievement

Subject: Public Hearing of the Texas Academic Performance Reports (TAPR)

Administrator Responsible/Position: Marivel Sedillo, Deputy Superintendent / Chief Academic Officer

**A. Purpose of Agenda Item:**

Action needed

Information only

Receive input

**B. Authority for This Action:**

Local Policy

Law or Rule – Texas Education  
Code Chapter 39

N/A

**C. Goal or Need Addressed:**

The Texas Education Agency released Texas Academic Performance Reports (TAPR) to districts and schools. These reports were made public on the TEA website and posted to the district and campus websites in accordance with legal requirements. The TAPRs demonstrate performance on assessments (both state and national), student graduation and dropout rates, student demographics and staff demographics. Guidelines for the Texas Academic Performance Report stipulate that a hearing for public discussion of the annual report be held and may be combined with a regularly scheduled meeting of the local board of trustees.

**D. Summary:**

**Previous board action relating to this item:** Annual presentation – each January

**Future action anticipated:** Annual presentation – each January

**Background information:** The Texas Academic Performance Report (TAPR) pulls together a wide range of information on the performance of students in each school and district in Texas every year. Performance is shown disaggregated by student groups, including ethnicity and low-income status. The reports also provide extensive information on school and district staff, programs, and student demographics.

**E. Suggested Motion**

No motion needed. This is presented for information only.

**HAYS CONSOLIDATED INDEPENDENT SCHOOL DISTRICT  
BOARD OF TRUSTEES**

**Date:** January 26, 2026

**Agenda Item:** F

**Board Goal:** Community Relations

**Subject:** Superintendent's Report

**Administrator Responsible/Position:** Dr. Eric Wright, Superintendent of Schools

**A. Purpose of Agenda Item:**

Action Needed

Information Only

Receive Input

**B. Authority for This Action**

Local Policy

Law or Rule

N/A

**C. Goal or Need Addressed:**

Share with Board and Community information regarding current events in the district.

**D. Administrative Recommendation:** N/A

**HAYS CONSOLIDATED INDEPENDENT SCHOOL DISTRICT  
BOARD OF TRUSTEES**

Date: January 26, 2026

Agenda Item: J

Board Goal: As listed on following pages

Subject: Consideration and Possible Approval of Consent Agenda

Administrator Responsible/Position: Dr. Eric Wright, Superintendent

**A. Purpose of Agenda Item:**

- Action needed                       Information only                       Receive input

**B. Authority for This Action:**

- Local Policy BE                       Law or Rule                       N/A

Board Policy BE states that the 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

**C. Goal or Need Addressed:** As listed on attached pages

**D. Summary:**

- Previous board action relating to this item - Ongoing  
 Future action anticipated - Monthly  
 Background information – The following items are presented for approval

1. Minutes of Board of Trustees Meetings
2. Procurements
  - a. Continuation of Speech Services for 25/26 SY – ProCare
  - b. Continuation of SPED Evaluation Services for 25/26 SY – Trinity Education Services
3. Budget Amendments
4. Agreements, Contracts, and MOUs
  - a. Joint Election Agreements and Election Services Contracts for May 2, 2026 Trustee Election
5. Resolution proclaiming February as CTE Month

**E. Comments Received:**

- Cabinet                       DLT                       FBOC                       Teacher Org. Reps.                       Other

**F. Administrative Recommendation:**

The Superintendent recommends the Board approve consent agenda items as presented.

**G. Fiscal Impact and Cost:** Per individual items attached

**H. Suggested Motion:**

I move that the Hays CISD Board of Trustees approve the consent agenda, as presented.

**HAYS CONSOLIDATED INDEPENDENT SCHOOL DISTRICT  
BOARD OF TRUSTEES**

Date: January 26, 2026

Agenda Item: J.1

Board Goal: N/A

Subject: Consideration and possible approval of meeting minutes

Administrator Responsible/Position: Dr. Eric Wright, Superintendent

**A. Purpose of Agenda Item:**

Action needed

Information only

Receive input

**B. Authority for This Action:**

Local Policy

Law or Rule

N/A

Policy BE local states that 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

**C. Goal or Need Addressed: N/A**

**D. Summary:**

Previous board action relating to this item - Ongoing

Future action anticipated - Monthly

Background information – Minutes from the December 8, 2025 Business Meeting and the December 10, 2025 Special Meeting – Level III Grievance Appeal Hearing are presented for approval

**E. Comments Received:**

Cabinet

DLT

FBOC

Teacher Org. Reps.

Other

**F. Administrative Recommendation:**

The Superintendent recommends the Board approve minutes, as presented.

**G. Fiscal Impact and Cost: Amount: N/A**

**H. Suggested Motion:**

I move that the Hays CISD Board of Trustees approve minutes from December 8, 2025 Business Meeting and the December 10, 2025 Special Meeting – Level III Grievance Appeal Hearing, as presented.

# Minutes of Regular Meeting December 8, 2025

## Hays CISD Board of Trustees

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These minutes are a record of the actions taken by the Hays CISD Board of Trustees in the meeting held on the above date. The complete video of the meeting is accessible at [www.hayscisid.net](http://www.hayscisid.net) for those who wish to hear the specific details of the discussions on the agenda topics presented.

A Regular Meeting of the Board of Trustees of Hays CISD was held on Monday, December 8, 2025 beginning at 5:00 PM in the Merideth Keller Board Room at the Hays CISD Academic Support Center, located at 21003 Interstate 35, Kyle, TX 78640.

### CALL TO ORDER: Establish a quorum

Board Vice President Johnny Flores called the meeting to order at 5:00 PM. All members of the Board were present with the exception of Trustee Vanessa Petrea, Trustee Raul Vela, and Board President Byron Severance.

### PLEDGE OF ALLEGIANCE TO THE UNITED STATES AND TEXAS FLAGS

Board Secretary Geoff Seibel led the Board in the Pledge of Allegiance to the US and Texas flags.

### MISSION STATEMENT

Trustee Esperanza Orosco read the Hays CISD Board of Trustees Mission Statement.

### SOCIAL CONTRACT

Trustee Courtney Runkle read the Hays CISD Board of Trustees Social Contract.

### PUBLIC FORUM

There was no one present requesting to address the Board.

### CLOSED SESSION

The Board adjourned to Closed Session at 5:02 PM to deliberate regarding safety and security, including security personnel, systems, infrastructure, and/or devices, pursuant to Tx. Gov't Code Section 551.076, to deliberate regarding the Superintendent's recommendations for employment, resignations, extended leave, and other personnel matters, pursuant to Tx. Gov't Code Section 551.071, and to discuss the purchase, exchange, lease, or value of real property as pursuant to Tx. Gov't Code Section 551.072.

### RECONVENE IN OPEN SESSION

Board Vice President Johnny Flores called the Board back to order to reconvene in open session at 6:20 PM.

### SUPERINTENDENT REPORT

Superintendent Dr. Eric Wright provided an update on enrollment of 25076 students with an average daily attendance of 94.32%. Dr. Wright presented slides to note accolades, achievements, and activities around the District. There were no questions from the Board regarding Dr. Wright's report.

### ANNUAL DEMOGRAPHICS REPORT – Population and Survey Analysts

Vice President Johnny Flores introduced the agenda item. Max Cleaver, Chief Operations Officer, introduced Kris Pool and Caroline Couch of Population and Survey Analysts (PASA) who presented information to the Board via PowerPoint presentation. The team responded to questions and feedback from Board Secretary Geoff Seibel, Trustee Esperanza Orosco, Trustee Courtney Runkle, and Board Vice President Johnny Flores.

## CONSENT AGENDA

Board Vice President Johnny Flores introduced the consent agenda asking if any items were to be requested pulled for discussion. There were no items pulled for discussion. Vice President Flores moved that the Hays CISD Board of Trustees approve the consent agenda items, as presented. Trustee Esperanza Orosco seconded the motion. There was no further discussion, and the motion to approve passed by a vote of 4-0 with Courtney Runkle, Johnny Flores, Esperanza Orosco, and Geoff Seibel voting YES. Byron Severance, Raul Vela and Vanessa Petrea were not present at the meeting to cast their votes.

Consideration and possible approval of meeting minutes

There were no questions from the Board and no discussion.

Budget Amendments

There were no questions from the Board and no discussion.

Consideration and possible adoption of the Joint Election Agreement with the City of Hays for the upcoming May 2026 Trustee Election

There were no questions from the Board and no discussion.

## ACTION ITEMS

Consideration and possible action, if any, resulting from Closed Session

Consideration and possible approval of a resolution authorizing the sale of surplus real property

Board Vice President Johnny Flores introduced the agenda item. Max Cleaver, Chief Operations Officer, addressed the Board to provide information. Trustee Flores moved that the Hays CISD Board of Trustees approve a resolution authorizing the sale of surplus real property and authorize the Superintendent and/or Board President to negotiate and execute the purchase agreement and related documents necessary and convenient to close the transaction. Trustee Courtney Runkle seconded the motion. There were no further questions, and the motion to approve passed by a vote of 4-0 with Courtney Runkle, Johnny Flores, Esperanza Orosco, and Geoff Seibel voting YES. Byron Severance, Raul Vela and Vanessa Petrea were not present at the meeting to cast their votes.

Consideration and possible approval of the 2024-2025 Annual Comprehensive Financial Audit Report

Board Vice President Johnny Flores introduced the agenda item. Deborah Ottmers, Chief Financial Officer, introduced Kent Willis of the audit firm Pattillo, Brown & Hill, LLP, who presented slides to the Board. Mr. Willis responded to questions and feedback from Board Secretary Geoff Seibel. Vice President Johnny Flores moved that the Hays CISD Board of Trustees approve the 2024-2025 Annual Comprehensive Financial Audit Report, as presented. Trustee Courtney Runkle seconded the motion. There was no further discussion, and the motion was approved by a vote of 4-0 with Courtney Runkle, Johnny Flores, Esperanza Orosco, and Geoff Seibel voting YES. Byron Severance, Raul Vela and Vanessa Petrea were not present at the meeting to cast their votes. CFO Deborah Ottmers provided additional information to the Board via a slide presentation.

Trustee Vanessa Petrea arrived at 7:31PM.

Consideration and possible Acceptance of Certified Property Tax Levy Roll for the 2025 Tax Year

Board Vice President Johnny Flores introduced the agenda item. Deborah Ottmers, Chief Financial Officer, addressed the Board. There were no questions from the Board regarding this agenda item. Vice President Johnny Flores moved that the Hays CISD Board of Trustees accept the certified property tax levy roll, as presented. Trustee Vanessa Petrea seconded the motion. There was no further discussion, and the motion to approve passed by a vote of 5-0 with Courtney Runkle, Vanessa Petrea, Johnny Flores, Esperanza Orosco, and Geoff Seibel voting YES. Byron Severance and Raul Vela were not present at the meeting to cast their votes.

Consideration and possible adoption of a Resolution to Elect to Discontinue Participation in TRS ActiveCare Health Program

Board Vice President Johnny Flores introduced the agenda item. Christina Courson, Chief Human Resources Officer, and Deborah Ottmers, Chief Financial Officer, addressed the Board to provide slides for information on this agenda item. Mark Woolery of Universal Benefits Consortium was also present and addressed the Board. Mr. Woolery introduced Eric Smith and Rob Ward, both of UBC, who were present at the meeting. Ms. Courson, Mrs. Ottmers, and Mr. Woolery responded to questions and feedback from Board Secretary Geoff Seibel, Trustee Vanessa Petrea, Trustee Courtney Runkle, and Board Vice President Johnny Flores. Vice President Flores moved that the Hays CISD Board of Trustees adopt a resolution to elect to discontinue participation in the TRS-ActiveCare Health Insurance Program, as presented. Trustee Courtney Runkle seconded the motion. There was no further discussion, and the motion passed by a vote of 5-0 with Courtney Runkle, Vanessa Petrea, Johnny Flores, Esperanza Orosco, and Geoff Seibel voting YES. Byron Severance and Raul Vela were not present at the meeting to cast their votes.

Trustee Esperanza Orosco left the meeting at 8:38PM.

Consideration and possible approval of the Design-to-Date for 2025 Bond Additions and Renovations at Fuentes Elementary School

Board Vice President Johnny Flores introduced the agenda item. Chief Operations Officer Max Cleaver addressed the Board to provide summary information. Mr. Cleaver and Dough Dawson of O'Connell Robertson Architects responded to questions from Trustee Courtney Runkle, Trustee Vanessa Petrea, Secretary Geoff Seibel, and Vice President Johnny Flores. Mr. Flores moved that the Hays CISD Board of Trustees approve the design-to-date from Bartlett Cocke Contractors, as designed by O'Connell Robertson Architects, for 2025 Bond additions and renovations at Fuentes Elementary School, for an amount not to exceed \$16,672,567, as presented. Secretary Geoff Seibel seconded the motion. There was no further discussion, and the motion passed by a vote of 4-0 with Courtney Runkle, Vanessa Petrea, Johnny Flores, and Geoff Seibel voting YES. Byron Severance, Raul Vela, and Esperanza Orosco were not present to cast their votes.

Consideration and possible approval of the Design-to-Date for 2025 Bond Additions and Renovations at Wallace Middle School

Board Vice President Johnny Flores introduced the agenda item. Max Cleaver, Chief Operations Officer, addressed the Board to provide summary. Trustee Flores moved that the Hays CISD Board of Trustees approve the design-to-date from Bartlett Cocke Contractors, as designed by O'Connell Robertson Architects, for 2025 Bond additions and renovations at Wallace Middle School for an amount not to exceed \$18,685,551, as presented. Trustee Vanessa Petrea seconded the motion. There were no further questions and the motion to approve passed by a vote of 4-0 with Courtney Runkle, Vanessa Petrea, Johnny Flores, and Geoff Seibel voting YES. Byron Severance, Raul Vela, and Esperanza Orosco were not present to cast their votes.

Consideration and possible adoption of Hays CISD District of Innovation Plan – Amendment 7

Board Vice President Johnny Flores introduced the agenda item. Chief Human Resources Officer Christina Courson addressed the Board to provide summary. Ms. Courson responded to questions and feedback from Trustee Vanessa Petrea, and Board Secretary Geoff Seibel. Mr. Flores moved that the Hays CISD Board of Trustees adopt the Hays CISD District of Innovation Plan – Amendment #7, as presented. Trustee Vanessa Petrea seconded the motion. The motion to adopt passed by a vote of 4-0 with Courtney Runkle, Vanessa Petrea, Johnny Flores, and Geoff Seibel voting YES. Byron Severance, Raul Vela, and Esperanza Orosco were not present to cast their votes.

Consideration and possible approval to purchase Network switches and Licensing for Non-instruction Facilities – Solid IT Networks

Board Vice President Johnny Flores introduced the agenda item. Alan Duerr, Chief Technology Officer, addressed the Board. Trustee Flores moved that the Hays CISD Board of Trustees approve the purchase of network hardware and licensing from Solid IT Networks for an amount not to exceed \$212,922.92, as presented. There were no questions from the Board, and the motion to approve passed by a vote of 4-0 with Courtney Runkle, Vanessa Petrea, Johnny Flores, and Geoff Seibel voting YES. Byron Severance, Raul Vela, and Esperanza Orosco were not present to cast their votes.

Consideration and possible approval of the purchase and associated installation of Security Fencing at Hays High School – The Anchor Group

Board Vice President Johnny Flores introduced the agenda item. Jeri Skrocki, Chief Safety & Security Officer, addressed the Board to summarize the request. Mr. Flores moved that the Hays CISD Board of Trustees approve the purchase and associated installation services of security fencing at Hays High School from The Anchor Group for an amount not to exceed \$143,653, as presented. Trustee Courtney Runkle seconded the motion. There was no further discussion, and the motion to approve passed by a vote of 4-0 with Courtney Runkle, Vanessa Petrea, Johnny Flores, and Geoff Seibel voting YES. Byron Severance, Raul Vela, and Esperanza Orosco were not present to cast their votes.

Consideration and possible approval of the purchase and associated installation of Security Fencing at Johnson High School – The Anchor Group

Board Vice President Johnny Flores introduced the agenda item. Jeri Skrocki, Chief Safety & Security Officer, addressed the Board to summarize the request. Mr. Flores moved that the Hays CISD Board of Trustees approve the purchase and associated installation services for security fencing at Johnson High School from The Anchor Group for an amount not to exceed \$231,194, as presented. Trustee Courtney Runkle seconded the motion. There was no further discussion, and the motion to approve passed by a vote of 4-0 with Courtney Runkle, Vanessa Petrea, Johnny Flores, and Geoff Seibel voting YES. Byron Severance, Raul Vela, and Esperanza Orosco were not present to cast their votes.

Consideration and possible approval of the 2025 Bond-funded Purchase of Equipment for Weight Rooms at Johnson High School, Lehman High School, McCormick Middle School, Simon Middle School, and Wallace Middle School

Board Vice President Johnny Flores introduced the agenda item. Chief Operations Officer Max Cleaver addressed the Board to provide a summary of the request. Mr. Cleaver responded to feedback and questions from Trustee Courtney Runkle, Secretary Geoff Seibel and Vice President Johnny Flores. Mr. Flores moved that the Hays CISD Board of Trustees approve the 2025 Bond-funded purchase of weight room equipment from Powerlift Equipment for an amount not to exceed \$1,579,733 and from Dynamic Fitness for an amount not to exceed \$611,952, for a total project expenditure not to exceed \$2,191,685, as presented. Trustee Vanessa Petrea seconded the motion. There was no further discussion, and the motion passed by a vote of 4-0 with Courtney Runkle, Vanessa, Johnny Flores, and Geoff Seibel voting YES. Byron Severance, Raul Vela, and Esperanza Orosco were not present to cast their votes.

Consideration and possible approval of the 2025 Bond-funded purchase of Furniture, Fixtures, and Equipment for Renovations and Additions at Hemphill Elementary School and Simon Middle School

Board Vice President Johnny Flores introduced the agenda item. Chief Operations Officer Max Cleaver addressed the Board to provide a summary of the request. There were no initial questions from the Board. Mr. Flores moved that the Hays CISD Board of Trustees approve the 2025 Bond-funded purchase of FF&E for renovations and additions at Hemphill Elementary School and Simon

Middle School from School Specialty and Worthington Contract Furniture for an amount not to exceed \$951,590, and authorize the Superintendent to execute satisfactory contracts, as presented. Trustee Courtney Runkle seconded the motion. There was no further discussion, and the motion passed by a vote of 4-0 with Courtney Runkle, Vanessa, Johnny Flores, and Geoff Seibel voting YES. Byron Severance, Raul Vela, and Esperanza Orosco were not present to cast their votes.

Consideration and possible approval of Offsite Infrastructure and Utility Joint Development Agreement, Cost Allocation, and Escrow Agreement for 2025 Bond Comprehensive High School #4

Board Vice President Johnny Flores introduced the agenda item. Max Cleaver, Chief Operations Officer, addressed the Board to provide a summary of the request. Mr. Cleaver responded to questions and feedback from Trustee Vanessa Petrea, Trustee Courtney Runkle, Secretary Geoff Seibel, and Vice President Johnny Flores. Mr. Flores moved that the Hays CISD Board of Trustees approve the Offsite Infrastructure and Utility Joint Development Agreement, Cost Allocation, and Escrow Agreement with Sunfield Development LLC, fund the escrow for the specified work for an amount not to exceed \$7,340,444, and authorize the Superintendent and/or Board President to execute documents necessary and convenient to complete the transaction, as presented. Secretary Geoff Seibel seconded the motion. There was no further discussion, and the motion passed by a vote of 4-0 with Courtney Runkle, Vanessa, Johnny Flores, and Geoff Seibel voting YES. Byron Severance, Raul Vela, and Esperanza Orosco were not present to cast their votes.

#### INFORMATION ITEM

Discussion of Districtwide Intruder Detection Audit Report Findings

Jeri Skrocki, Chief Safety & Security Officer, addressed the Board to provide information relating to this agenda item. There were no questions from the Board.

Update on District Safety & Security Initiatives

There was no new information to report to the Board for this agenda item.

Update on District Bond, Construction, and Renovation Projects

Nathan Wensowitch, Executive Director of Facilities, Construction, and Bond Programs, addressed the Board and provided a document to update construction projects around the district. Mr. Wensowitch responded to feedback and questions from Secretary Geoff Seibel, Trustee Courtney Runkle, and Vice President Johnny Flores.

Financial Statements

There were no questions from the Board regarding this agenda item.

#### REQUESTS FOR INFORMATION FROM THE BOARD OF TRUSTEES

There were no requests for information.

#### ADJOURN

Board Vice President Johnny Flores noted that the next Board meeting is scheduled for Tuesday, January 20, 2026 at 5:30PM. No further business was conducted, and Vice President Flores announced that the meeting was adjourned at 9:51 PM.

# Minutes of Special Meeting – Level III Grievance Appeal Hearing December 10, 2025

## Hays CISD Board of Trustees

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These minutes are a record of the actions taken by the Hays CISD Board of Trustees in the meeting held on the above date. The complete video of the meeting is accessible at [www.hayscisid.net](http://www.hayscisid.net) for those who wish to hear the specific details of the discussions on the agenda topics presented.

A Special Meeting of the Board of Trustees of Hays CISD was held on Monday, December 10, 2025 beginning at 5:30 PM in the Merideth Keller Board Room at the Hays CISD Academic Support Center, located at 21003 Interstate 35, Kyle, TX 78640.

### CALL TO ORDER: Establish a quorum

Board Vice President Johnny Flores called the meeting to order at 5:30 PM. All members of the Board were present with the exception of Board President Byron Severance and Board Secretary Geoff Seibel.

### PUBLIC FORUM

There was no one present requesting to address the Board.

### CLOSED SESSION

The Board adjourned to Closed Session at 5:32 PM to conduct a Level III Grievance Appeal Hearing per Board Policy DGBA (Local), pursuant to Tx. Gov't Code Section 551.074 and 551.082, and to deliberate and consult with legal counsel regarding the Level III Grievance Appeal Hearing, pursuant to Tx. Gov't Code Section 551.071 and 551.074.

### RECONVENE IN OPEN SESSION

Board Vice President Johnny Flores called the Board back to order to reconvene in open session at 8:36 PM.

### ACTION ITEMS

Consideration and possible action, if any, resulting from Closed Session

Discussion and possible action regarding Level III Grievance Hearing in connection with DGBA (Legal) and DGBA (Local)

Board Vice President Johnny Flores introduced the agenda. Trustee Vanessa Petrea moved that the Hays CISD Board of Trustees grant the remedy requested by the grievant subject to the administration's weekly determination that the buses at issue continue not to be fully used at capacity but that the grievant's remedy otherwise be denied to the extent the administration determines the buses at issue are fully used based on their weekly monitoring. Trustee Esperanza Orosco seconded the motion. There was no further discussion, and the motion passed by a vote of 3 to 2 with Vanessa Petrea, Raul Vela, and Esperanza Orosco voting YES, and Courtney Runkle and Johnny Flores voting NO.

### ADJOURN

No further business was conducted, and Vice President Flores announced that the meeting was adjourned at 8:37 PM.

**HAYS CONSOLIDATED INDEPENDENT SCHOOL DISTRICT  
BOARD OF TRUSTEES**

Date: January 26, 2026

Agenda Item: J.2a

Board Goal: Student Achievement

Subject: Consideration and possible approval of continuation of Speech Services for the 2025-2026 School Year - ProCare

Administrator Responsible/Position: Marivel Sedillo, Deputy Superintendent / Chief Academic Officer  
Michelle Velasquez, Executive Officer of Special Education  
Lauren Gomez, Director of Special Services

**A. Purpose of Agenda Item:**

- Action needed                       Information only                       Receive input

**B. Authority for This Action:**

- Local Policy:                       Law or Rule                       N/A  
CH – Purchasing & Acquisition

**C. Goal or Need Addressed:** The purpose of this agenda item is to contract with ProCare Contract Services for speech services for the 2025-2026 school year

**D. Summary:**

- Previous board action relating to this item:** The Board approved use of this contract service vendor in December 2024
- Future action anticipated:** Possible future action if the total cost exceeds the requested amount.
- Background information:** Hays CISD has experienced an increase of students since the 2024-2025 school year. Beginning in the 2023-2024 school year, Hays CISD continues to experience difficulty filling SLP positions. In addition, funds have been used to cover speech services for speech providers out on FMLA. There are currently 3 SLP vacancies and 2 SLPAs vacancies. Two SLPs were hired in early November 2025; however, even with all positions filled, the volume of students requiring services will still necessitate the use of contracted speech providers.

When services are not provided on the IEP as written, compensatory services must be considered to be provided during the school day (before/after school), weekends, holidays, and/or during the summer. To mitigate the number of compensatory services needed, contract SLPs are needed to provide the IEP services as written.

Since the beginning of the 2025-2026 school year, HCISD has accessed contract speech providers through ProCare Contract Services. Services provided by ProCare are anticipated to exceed \$100,000.

**E. Comments Received:**

- Cabinet     DLT     FBOC     Teacher Org. Reps.     Other:

**F. Administrative Recommendation:** Administration recommends approval of the request

**Advantages and benefits of this proposal:** Providing speech services as written in the IEP allows the needs of students requiring specialized services to be met.

**Expected results in terms of student benefit/achievement:** Speech services provide identified services with the services needed to increase learner outcomes.

**Effect of this action on other parts of the system:** Speech services provide access to grade-level instruction, and incorporate the use of grade-level TEKS

**Consequences of not approving this recommendation:** Students in need of speech services would not have access to services, thus not meeting the state and federal requirements for FAPE; resulting in additional costs to provide compensatory services.

**G. Fiscal Impact and Cost:** \$250,000

**Budget**                       **Grant/Special Funds:** IDEA B                       **Other**

**Budget Amendment Needed**

**Prior Year Spending for this item/service:** \$231,395.62

**Bid / Contract Information:** RFP #25-022202VL Instructional Contracted Services

**Reasons for rejecting alternatives:** Continued partnership and trusted service

**Future/Ongoing:** Continuous use of this vendor is anticipated

**H. Monitoring and Reporting Time Line:**

**Person responsible for evaluating this decision or action:** Marivel Sedillo, Michelle Velasquez

**Evaluation method and timeline:** Evaluation of services are monitored on an ongoing basis through monthly check-ins with Special Education leadership, professional evaluation, and walk-throughs

**Next report to the Board:** January 2027

**I. Suggested Motion:**

I move that the Hays CISD Board of Trustees approve of the continuation of speech services for the 2025-2026 school year from ProCare for an amount not to exceed \$250,000, as presented

# HAYS CONSOLIDATED INDEPENDENT SCHOOL DISTRICT BOARD OF TRUSTEES

Date: January 26, 2026

Agenda Item: J.2b

Board Goal: Student Achievement

Subject: Consideration and possible approval for the continuation of Special Education Evaluation Services for the 2025-2026 School Year – Trinity Education Services

Administrator Responsible/Position: Marivel Sedillo, Deputy Superintendent / Chief Academic Officer  
Michelle Velasquez, Executive Officer of Special Education  
DeAnn Hoschek, Coordinator of Psychological Services

**A. Purpose of Agenda Item:**

- Action needed                       Information only                       Receive input

**B. Authority for This Action:**

- Local Policy:                       Law or Rule                       N/A  
CH – Purchasing & Acquisition

**C. Goal or Need Addressed:** The goal is to complete Special Education Evaluations

**D. Summary:**

- Previous board action relating to this item:** The Board has utilized services from this vendor, approved by the Board, annually for six years.
- Future action anticipated:** We anticipate continued utilization of vendor services until Hays CISD position vacancies are filled
- Background information:** Hays CISD will continue to require contracted education evaluation services during the 2025–2026 school year due to ongoing vacancies and an increase of students being referred to special education or already receiving special education services. Since the end of the 2023–2024 school year, the district has faced persistent challenges in filling School Psychologist positions. Hays CISD currently has two School Psychologist vacancies within applicants since May 2025. Even with all positions filled, the volume of students requiring services will still necessitate the use of contracted school psychologists.

The initial increase in special education evaluations was due to dyslexia moving under the special education umbrella. Since the 2024-2025 school year, Hays CISD has an influx of transfers to Hays CISD. In the 2025-2026 school year, approximately 50% of transfers into Hays CISD, are students who were already receiving special education services in their previous district. Trinity has been a valued partner in completing quality evaluations in compliance with timelines and providing competitive rates.

**E. Comments Received:**

- Cabinet       DLT       FBOC       Teacher Org. Reps.       Other:

**F. Administrative Recommendation:** Administration recommends approval of the request.

**Advantages and benefits of this proposal:** Hays CISD will remain in compliance with federal and state timelines for special education evaluations.

**Expected results in terms of student benefit/achievement:** Expected results in terms of student benefit/achievement: Special education evaluations will be completed within timeline and students will begin receiving services with federal and state timelines. In addition, School Psychologists can provide counseling to students when they qualify for counseling services as a related service through special education.

**Effect of this action on other parts of the system:** Hays CISD meets compliance of federal and state guidelines for special education evaluations.

**Consequences of not approving this recommendation:** Hays CISD will not meet compliance of federal and state guidelines for special education evaluations and will be required to complete a corrective action plan by TEA.

**G. Fiscal Impact and Cost:** \$250,000

**Budget**                       **Grant/Special Funds:** IDEA B                       **Other**

**Budget Amendment Needed**

**Prior Year Spending for this item/service:** \$131,887.50

**Bid / Contract Information:** RFP 250222VL; Instructional Contracted Services

**Reasons for rejecting alternatives:** Ongoing relationship with Trinity Educational Services, availability of contractors through Trinity, and fair and competitive pricing

**Future/Ongoing:** Anticipated annually

**H. Monitoring and Reporting Time Line:**

**Person responsible for evaluating this decision or action:** Marivel Sedillo, Michelle Velasquez

**Evaluation method and timeline:** Hays CISD will maintain compliance with SPP 11 and 12

**Next report to the Board:** As requested

**I. Suggested Motion:**

I move that the Hays CISD Board of Trustees approve the continuation of Special Education evaluation services with Trinity Educational Services for the 2025-2026 school year for an amount not to exceed \$250,000, as presented.

**HAYS CONSOLIDATED INDEPENDENT SCHOOL DISTRICT  
BOARD OF TRUSTEES**

Date: January 26, 2026

Agenda Item: J.3

Board Goal: Finance

Subject: Budget Amendments

Administrator Responsible/Position: Deborah Ottmers, Chief Financial Officer

**A. Purpose of Agenda Item:**

Action needed                       Information only                       Receive input

**B. Authority for This Action:**

Local Policy                       Law or Rule                       N/A

**C. Summary:**

Previous board action relating to this item - Monthly

Background information – The 2025-2026 budget has been approved by the Board of Trustees. Amendments to the budget must also be approved by the Board.

**D. Comments Received:**

Cabinet       DLT       FBOC       Teacher Org. Reps.       Other

**E. Administrative Recommendation:**

The administration recommends approval of the retro-active budget amendment, as presented.

**F. Fiscal Impact and Cost:    Amount:**

Budget (See attached detail)     Bond                       Grant/Special Funds                       Other

**G. Monitoring and Reporting Timeline:**

Person responsible for evaluating this decision: Deborah Ottmers

**H. Suggested Motion:**

I move that the Hays CISD Board of Trustees approve the budget amendment, as presented.

**Hays CISD**  
**Budget Amendment #5**  
**Requesting in January 2026**  
**2025/2026**



**GENERAL FUND**

**REVENUES:**

5700 - Local Revenue	
5800 - State Revenue	
5900 - Federal Revenue	
7000 - Other Sources	
<b>Total Estimated Revenues</b>	

7/1/2025 Adopted General Fund Budget	Sept 2025 Amendment #1 General Fund Budget	Oct 2025 Amendment #2 General Fund Budget	Nov 2025 Amendment #3 General Fund Budget	Dec 2025 Amendment #4 General Fund Budget	Jan-26 Amendment #5 General Fund Budget	Proposed Amended General Fund Budget	
\$ 130,793,536	\$ -	\$ 27,700,000	\$ (26,000,000)	\$ 5,000,000	\$ (10,363,488)	\$ 127,130,048	
128,945,967	-	500,000	-	-	12,482,985	141,928,952	
2,050,000	-	25,000	-	-	(700,000)	1,375,000	
6,000,000	-	800,000	-	-	-	6,800,000	
<b>\$ 267,789,503</b>	<b>\$ -</b>	<b>\$ 29,025,000</b>	<b>\$ (26,000,000)</b>	<b>\$ 5,000,000</b>	<b>\$ 1,419,497</b>	<b>\$ 277,234,000</b>	
<b>EXPENDITURES:</b>							
Function 11 - Instructional Services:	\$ 164,923,680	\$ (210,304)	\$ 200,000	\$ (200,000)	\$ -	\$ (310,832)	\$ 164,402,544
Function 12 - Instructional Resources & Media Services:	3,566,830	(1,000)	250,000	(250,000)	-	-	3,565,830
Function 13 - Instructional Staff Development:	2,655,114	129,679	300,000	(300,000)	-	43,623	2,828,416
Function 21 - Instructional Administration:	5,243,906	-	750,000	(750,000)	-	-	5,243,906
Function 23 - School Leadership:	14,895,770	34,000	500,000	(500,000)	-	1,000	14,930,770
Function 31 - Counseling Services:	8,681,490	54,000	400,000	(300,000)	-	-	8,835,490
Function 32 - Social Work Services:	379,983	-	50,000	(50,000)	-	187,684	567,667
Function 33 - Health Services:	2,840,553	-	300,000	(150,000)	-	-	2,990,553
Function 34 - Student Transportation:	12,188,080	186,834	700,000	(600,000)	1,600,000	42,000	14,116,914
Function 35 - Food Service	-	-	375,000	-	-	-	375,000
Function 36 - Cocurricular/Extracurricular Activities:	6,775,032	(4,000)	100,000	(100,000)	-	(600)	6,770,432
Function 41 - General Administration:	6,910,522	(17,500)	1,600,000	(400,000)	-	595,497	8,688,519
Function 51 - Plant Maintenance & Operations:	25,928,986	(186,834)	900,000	(650,000)	700,000	(148)	26,692,004
Function 52 - Security & Monitoring Services:	5,385,419	-	500,000	(500,000)	-	802,125	6,187,544
Function 53 - Data Processing Services:	5,513,968	-	450,000	(450,000)	-	(42,000)	5,471,968
Function 61 - Community Service:	25,170	(2,375)	125,000	(100,000)	2,700,000	10,148	2,757,943
Function 71 - Debt Service:	-	17,500	1,500,000	(700,000)	-	-	817,500
Function 81 - Facilities	-	-	25,000	-	-	-	25,000
Function 93 - Payments to Fiscal Agents:	375,000	-	-	-	-	-	375,000
Function 99 - Other Intergovernmental Charges	1,500,000	-	-	-	-	91,000	1,591,000
Function 00 - Other Expenditures Object 8000	-	-	-	-	-	-	-
<b>Total Expenditures</b>	<b>\$ 267,789,503</b>	<b>\$ -</b>	<b>\$ 9,025,000</b>	<b>\$ (6,000,000)</b>	<b>\$ 5,000,000</b>	<b>\$ 1,419,497</b>	<b>\$ 277,234,000</b>
<b>PROPOSED NET CHANGES IN FUND BALANCE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 20,000,000</b>	<b>\$ (20,000,000)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

Detail
Amendment #5

prop tax reduction, mise local revenue, adjust interest income  
TIA fees, state revenues increase  
reduce federal revenue and adjust for ROTC revenue

stud travel, tax appraisal, subs, TEKS bank, secure docs, reading academy subs, CIS, digital library, grad costs

meeting exp, stud travel, TEKS bank, secure docs, reading academy subs

Digital library  
CIS (Community in Schools)

insurance

security for athletic games  
TIA fees, payroll benefits, misc op exp, legal fees  
supplies  
security for athletic games, OT, SROs  
insurance  
supplies

tax appraisal

NO net change

**CHILD NUTRITION FUND**

**REVENUES:**

5700 - Local Revenue	
5800 - State Revenue	
5900 - Federal Revenue	
7000 - Other Sources	
<b>Total Estimated Revenues</b>	

2025/2026 Adopted Child Nutrition Budget	2025/2026 Amendment #1 Child Nutrition Budget	2025/2026 Amendment #2 Child Nutrition Budget	2025/2026 Amendment #3 Child Nutrition Budget	2025/2026 Amendment #4 Child Nutrition Budget	2025/2026 Amendment #5 Child Nutrition Budget	Proposed Amended Child Nutrition Budget
\$ 4,309,289	\$ -	\$ -	\$ -	\$ -	\$ 49	\$ 4,309,338
379,662	-	-	-	-	-	379,662.00
9,331,000	-	-	-	-	-	9,331,000.00
-	-	-	-	-	-	-
<b>\$ 14,019,951</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 49</b>	<b>\$ 14,020,000</b>
<b>EXPENDITURES:</b>						
Function 35 - Food Service	\$ 14,019,951	\$ -	\$ -	\$ -	\$ 49	\$ 14,020,000
<b>Total Expenditures</b>	<b>\$ 14,019,951</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 49</b>	<b>\$ 14,020,000</b>
<b>PROPOSED NET CHANGES IN FUND BALANCE</b>	<b>\$ -</b>	<b>\$ -</b>				

misc revenue

misc exp

NO net change

**DEBT SERVICE**

**REVENUES:**

5700 - Local Revenue	
5800 - State Revenue	
5900 - Federal Revenue	
7000 - Other Sources	
<b>Total Estimated Revenues</b>	

2025/2026 Adopted Debt Service Budget	2025/2026 Amendment #1 Debt Service Budget	2025/2026 Amendment #2 Debt Service Budget	2025/2026 Amendment #3 Debt Service Budget	2025/2026 Amendment #4 Debt Service Budget	2025/2026 Amendment #5 Debt Service Budget	Proposed Amended Debt Service Budget
\$ 95,692,661	\$ -	\$ -	\$ -	\$ -	\$ 7,339	\$ 95,700,000
-	-	-	-	-	-	-
-	-	-	-	-	-	-
-	-	-	-	-	-	-
<b>\$ 95,692,661</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 7,339</b>	<b>\$ 95,700,000</b>
<b>EXPENDITURES:</b>						
Function 71 - Debt Service:	\$ 95,692,661	\$ -	\$ -	\$ -	\$ 7,339	\$ 95,700,000
<b>Total Expenditures</b>	<b>\$ 95,692,661</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 7,339</b>	<b>\$ 95,700,000</b>
<b>PROPOSED NET CHANGES IN FUND BALANCE</b>	<b>\$ -</b>	<b>\$ -</b>				

misc revenue

misc exp

NO net change



**G. Fiscal Impact and Cost:** It doesn't cost money to enter into the agreements unless an election is held (not canceled legally)

**Budget**                       **Bond**                                       **Grant/Special Funds:**                       **Other**

**Budget Amendment Needed**

**Prior Year Spending for this item/service:** Approximately \$125,000

**Reasons for rejecting alternatives:**

**Future/Ongoing:**

**H. Monitoring and Reporting Time Line:**

**Person responsible for evaluating this decision or action:** Tim Savoy

**Evaluation method and timeline:** Execution of agreements and contracts once they are finalized at the respective county offices

**Next report to the Board:** Election canvassing in May

**I. Suggested Motion:**

I move that the Hays CISD Board of Trustees enter into all necessary joint election agreements and elections services contracts to conduct the May 2, 2026, election, and further authorize Chief Communication Officer Tim Savoy to execute the necessary documents once they are prepared and available by the respective county election offices, as presented.

**HAYS CONSOLIDATED INDEPENDENT SCHOOL DISTRICT  
BOARD OF TRUSTEES**

Date: January 26, 2026

Agenda Item: J.5

Board Goal: Student Achievement

Subject: Consideration and possible adoption of a Resolution proclaiming February as Career and Technical Education Month

Administrator Responsible/Position: Marivel Sedillo, Deputy Superintendent / Chief Academic Officer  
Rick Bough, Director of Career and Technical Education

**A. Purpose of Agenda Item:**

- Action needed                       Information only                       Receive input

**B. Authority for This Action:**

- Local Policy:                       Law or Rule                       N/A

**C. Goal or Need Addressed:** The citizens of Hays CISD will recognize February as Career and Technical Education Month as a time to identify and honor students, educators, and business partners who are involved in Career and Technical Education (CTE) programs.

**D. Summary:**

- Previous board action relating to this item:** Previous proclamations  
 **Future action anticipated:** Annual adoption  
 **Background information:** Every February, the CTE community celebrates CTE Month to raise awareness of the role that CTE has in readying our students for careers and college. CTE month is also a time to recognize and celebrate the achievements and accomplishments of CTE community members.

**E. Comments Received:**

- Cabinet     DLT     FBOC     Teacher Org. Reps.     Other:

**F. Administrative Recommendation:** The administration recommends the board adopt the Resolution Proclaiming February as Career and Technical Education Month as presented.

**Advantages and benefits of this proposal:** Recognition and appreciation of the impact CTE programs have for students and the greater Hays CISD community.

**Expected results in terms of student benefit/achievement:** N/A

**Effect of this action on other parts of the system:** N/A

**Consequences of not approving this recommendation:** N/A

**G. Fiscal Impact and Cost:** N/A

**H. Monitoring and Reporting Time Line:**

**Person responsible for evaluating this decision or action:** Marivel Sedillo, Rick Bough

**Evaluation method and timeline:** N/A

**Next report to the Board:** Annually, each January

**I. Suggested Motion:**

I move that the Hays CISD Board of Trustees adopt the resolution proclaiming February as Career and Technical Education Month, as presented.

# Resolution Proclaiming February as Career and Technical Education Month

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**WHEREAS:** February 1-28, 2026, has been designated Career and Technical Education (CTE) Month® by the Association for Career and Technical Education; and

**WHEREAS:** CTE offers students the opportunity to gain the academic, technical and employability skills necessary for true career readiness; and

**WHEREAS:** nearly 8,700 Hays CISD students enrolled in CTE programs participate in authentic, meaningful experiences that improve the quality of their education and increase their engagement and achievement; and

**WHEREAS:** CTE provides students with career exploration opportunities early in their educational experience, which enables them to make informed and beneficial decisions about their academic coursework and pursue established programs of study and career pathways; and

**WHEREAS:** leaders from business and industry nationwide report increasing challenges related to addressing the skills gap and connecting qualified professionals with careers in critical and growing CTE-related fields, such as health care, information technology, transportation, and construction; and

**WHEREAS:** CTE prepares students for these and other fulfilling careers by offering integrated programs of study that link secondary and postsecondary education and lead to the attainment of industry-recognized credentials; and

**WHEREAS:** CTE programs ensure that employers have access to a qualified and thriving workforce, ensuring our nation is a strong and competitive economy;

**NOW, THEREFORE:** we, the Hays Consolidated ISD Board of Trustees, hereby recognize February as CTE Month and extends sincere best wishes to all the talented young students who have chosen Career and Technical Education as a way to achieve their long-term professional goals.

Adopted this \_\_\_\_ day of January, 2026.

Hays Consolidated ISD

ATTEST:

By: \_\_\_\_\_  
Byron Severance, President

\_\_\_\_\_  
Geoff Seibel, Secretary

**HAYS CONSOLIDATED INDEPENDENT SCHOOL DISTRICT  
BOARD OF TRUSTEES**

Date: January 26, 2026

Agenda Item: K.1a

Board Goal: Student Achievement

Subject: Consideration and possible approval of the Superintendent's recommendations to contractually employ Administrative Personnel

Administrator Responsible/Position: Dr. Eric Wright, Superintendent  
Christina Courson, Chief Human Resources Officer

- A. Purpose of Agenda Item:**  
 Action needed                       Information only                       Receive input
- B. Authority for This Action:**  
 Local Policy                       Law or Rule                       N/A  
    DP – Personnel Positions                      DP – Personnel Positions  
    DC – Employment Practices                      DC – Employment Practices
- C. Goal or Need Addressed:** Request approval of the following administrator positions:
- Principal – DAEP (Impact Center)
  - Principal – McCormick Middle School (hiring timeline permitting)
  - Directors of Finance
- D. Summary:**  
 Previous board action relating to this item  
 Future action anticipated -  
 Background information - In accordance with policy DC (Local), the Superintendent has sole authority to recommend the employment of contractual personnel who serve as administrators and the Board of Trustees retains final authority to approve such personnel.
- E. Comments Received:**  
 Cabinet     Other -Campus-Level Interview Committee and District-Level Committee
- F. Administrative Recommendation:** Administration recommends the Board of Trustees approve the Superintendent's recommendations regarding the employment of administrative professional personnel.
- G. Fiscal Impact and Cost:** Included in 25/26 Budget  
 Budget                       Bond                       Grant/Special Funds                       Other
- H. Monitoring and Reporting Timeline:**  
**Person responsible for evaluating this decision or action** — Christina Courson, CHRO  
**Evaluation method and timeline** – The contractual personnel who serve as administrators undergo an annual performance appraisal.
- I. Suggested Motion:**  
I move that the Hays CISD Board of Trustees approve the Superintendent's recommendation to contractually employ Principals at DAEP Impact Center, McCormick Middle School, and Directors of Finance, as discussed.

**HAYS CONSOLIDATED INDEPENDENT SCHOOL DISTRICT  
BOARD OF TRUSTEES**

Date: January 26, 2026

Agenda Item: K.2

Board Goal: Finance

Subject: Consideration and possible adoption of the Proposed Revisions to the Hays CISD Employee Compensation Plan for the 2025-2026 School Year

Administrator Responsible/Position: Christina Courson, Chief Human Resources Officer  
Deborah Ottmers, Chief Financial Officer

- A. Purpose of Agenda Item:**  
 Action needed                       Information only                       Receive input
- B. Authority for This Action:**  
 Legal and Local Policy  
DEA – Compensation and Benefits: Compensation Plan  
DEAA – Compensation Plan: Incentives and Stipends  
DEAB – Compensation Plan: Wage and Hour Laws
- C. Goal or Need Addressed:**  
Establish a complete employee compensation plan for the 2025-2026 school year.
- D. Summary:**  
 Previous board action relating to this item – Annual Adoption. The Board adopted a teacher compensation plan for teachers with 3 years of experience or greater at the June 24, 2025 Board meeting.  
 Future action anticipated - NA  
 Background information – The Board of Trustees has been provided with a side-by-side comparison of changes made to the compensation plan.
- E. Comments Received:**  
 Cabinet     DLT                       FBOC                       Teacher Org. Reps.     Other
- F. Administrative Recommendation:**  
Administration recommends adoption of the compensation plan, as presented.
- G. Fiscal Impact and Cost: Amount:** See 2025-2026 Budget  
 Budget                       Bond                       Grant/Special Funds                       Other
- H. Monitoring and Reporting Time Line:**  
Person responsible for evaluating this decision or action – Ms. Christina Courson, Chief Human Resources Officer  
Evaluation method and time line –  
Next report to the board -
- I. Suggested Motion:**  
I move that the Hays CISD Board of Trustees approve the proposed revisions to the Hays CISD Employee Compensation Plan for the 2025-2026 school year, as presented.

**HAYS CONSOLIDATED INDEPENDENT SCHOOL DISTRICT  
BOARD OF TRUSTEES**

Date: January 26, 2026

Agenda Item: K.3

Board Goal: Student Achievement

Subject: Consideration and possible approval of Class Size Exceptions

Administrator Responsible/Position: Christina Courson, Chief Human Resources Officer

**A. Purpose of Agenda Item:**

Action needed                       Information only                       Receive input

**B. Authority for This Action:**

Local Policy: FB (Legal)                       Law or Rule                       N/A

**C. Goal or Need Addressed:**

A school district must submit a request for a class size exception for any classroom exceeding 22 students (Texas Education Code (TEC) §25.112). The class size requirement applies throughout the school year except during any 12-week period selected by the district with a significant percentage of migratory students or the last 12 weeks of any school year.

To apply for an exception, the class size limit must create an undue hardship on the district. The following factors are considered by the commissioner:

- Unanticipated enrollment growth
- Lack of facilities
- Lack of teachers
- Financial hardships

The district must now apply for class size exceptions and seeks approval from the Board before the application to the Texas Education Agency.

**D. Summary:**

Previous board action relating to this item: N/A  
 Future action anticipated: N/A  
 Background information: N/A

**E. Comments Received:**

Cabinet     DLT     FBOC     Teacher Org. Reps.     Other:

**F. Administrative Recommendation:** Administration recommends approval of the waivers presented.

**Advantages and benefits of this proposal:** The district's financial circumstances are not able to support hiring additional staff at this time. We would need 14 students over in a grade level to offset cost of a new teacher.

**Expected results in terms of student benefit/achievement:** N/A

**Effect of this action on other parts of the system:** N/A

**Consequences of not approving this recommendation:** We would have to hire at a time that the district is financially unable to do so.

**G. Fiscal Impact and Cost:** N/A

**H. Monitoring and Reporting Time Line:**

**Person responsible for evaluating this decision or action:** Christina Courson

**Evaluation method and time line:** HR will continue to monitor ratios daily.

**Next report to the board:** N/A

**I. Suggested Motion:**

I move the Hays CISD Board of Trustees approve Class Size Exceptions as presented and discussed.

**HAYS CONSOLIDATED INDEPENDENT SCHOOL DISTRICT  
BOARD OF TRUSTEES**

Date: January 26, 2026

Agenda Item: K.4

Board Goal: Community Relations

Subject: Consideration and possible adoption of the Order calling for the May 2, 2026, Trustee General Election

Administrator Responsible/Position: Tim Savoy, Chief Communication Officer

**A. Purpose of Agenda Item:**

- Action needed  Information only

**B. Authority for This Action:**

- Local Policy:  Law or Rule  
BBB – Board Members: Elections BBB – Board Members: Elections  
Texas Education Codes Texas Election Law

**C. Goal or Need Addressed:** The goal of this agenda item is to call for the May 2, 2026 trustee election.

**D. Summary:**

- Previous board action relating to this item: Occurs annually  
 Future action anticipated: Occurs annually  
 Background information: The Board is required to call for a trustee election when trustee terms are up for election.

**E. Comments Received:**

- Cabinet  DLT  FBOC  Teacher Org. Reps.  Other:

**F. Administrative Recommendation:** Administration recommends adoption of the election order.

**Advantages and benefits of this proposal:** This is required to conduct the trustee election.

**Expected results in terms of student benefit/achievement:** School board elections benefit the entire system.

**Effect of this action on other parts of the system:** School board elections affect the entire system.

**Consequences of not approving this recommendation:** The Board would not be able to conduct the trustee election.

**G. Fiscal Impact and Cost:** The election order does not cost anything, but the election will unless it is legally canceled.

- Budget  Bond  Grant/Special Funds:  Other  
 Budget Amendment Needed

**Prior Year Spending for this item/service:** Approximately \$125,000

**Reasons for rejecting alternatives:** N/A

**Future/Ongoing:** N/A

**H. Monitoring and Reporting Time Line:**

**Person responsible for evaluating this decision or action:** Tim Savoy

**Evaluation method and timeline:** See the Texas Secretary of State's Official election law calendar for May 2026

**Next report to the Board:** Election canvassing in May 2026

**I. Suggested Motion:**

I move that the Hays CISD Board of Trustees adopt the order calling for the May 2, 2026, trustee election order, as presented.

# ORDER OF ELECTION FOR HAYS CONSOLIDATED ISD TRUSTEE ELECTION

(ORDEN DE ELECCION PARA EL DISTRITO ESCOLAR INDEPENDIENTE CONSOLIDADO DE HAYS)

An election is hereby ordered to be held on *(Por la presente se ordena que se llevará a cabo una elección el)* **May 2, 2026 (2 de mayo de 2026)** for the purpose of electing *(con el propósito de)* **school district trustees to Single-Member District 1 (distrito de un solo miembro 1), Single-Member District 2 (distrito de un solo miembro 2), and (y) a Trustee At-Large (fideicomisario en general).**

Applications for a place on the ballot shall be filed by: 5:00 p.m., Friday, February 13, 2026 (Solicitudes para un lugar en la boleta serán presentadas por: 5:00 p.m., viernes, 13 de febrero de 2026)

**Main Early Voting Locations** *(Principales lugares de votación anticipada):*

Early voting by personal appearance will be conducted at the following locations: *(La votación anticipada en persona se llevará a cabo en los siguientes lugares):*

<p><b>Hays County Voters:</b></p> <p><b>Hays CISD Administration*</b> (Academic Support Center Building A) 21003 IH 35 Kyle, Texas 78640</p> <p><b>Historic Buda School</b> (Upper Campus – Kunkel Room) 300 San Marcos Street Buda, Texas 78610</p>	<p><b>Caldwell County Voters:</b></p> <p><b>Caldwell County Elections Office*</b> Scott Annex Building 1403 Blackjack St., Suite A Lockhart, TX 78644</p>	<p><b>Travis County Voters:</b></p> <p><b>TBD*</b> Early voting by personal appearance in Travis County shall be conducted on the dates and at the times as shown in Exhibit C.</p> <p><i>La votación anticipada en persona en el condado de Travis se llevará a cabo en las fechas y horas que se muestran en el Anexo C.</i></p>
<p>Early voting by personal appearance in Hays County shall be conducted on the dates and at the times as shown in Exhibit A.</p> <p><i>La votación anticipada en persona en el condado de Hays se llevará a cabo en las fechas y horas que se muestran en el Anexo A.</i></p>	<p>Early voting by personal appearance in Caldwell County shall be conducted on the dates and at the times as shown in Exhibit B.</p> <p><i>La votación anticipada en persona en el condado de Caldwell se llevará a cabo en las fechas y horas que se muestran en el Anexo B.</i></p>	<p>Early voting by personal appearance in Travis County shall be conducted on the dates and at the times as shown in Exhibit C.</p> <p><i>La votación anticipada en persona en el condado de Travis se llevará a cabo en las fechas y horas que se muestran en el Anexo C.</i></p>

\*main early voting locations

**Branch Early Voting & Election Day Voting Locations** *(Ubicación de las sucursales para la votación anticipada y el día de las elecciones):*

Additional branch early voting locations will be listed in the election notice. (Los lugares de votación anticipada de las sucursales adicionales se enumerarán en el aviso de elección.) All election day locations will be listed in the election notice once the locations have been determined. *(Todas las ubicaciones del día de las elecciones se enumerarán en el aviso de elección una vez que se hayan determinado las ubicaciones.)*

**Applications for Ballot by Mail** *(Solicitudes de boletas por correo):*

Applications for Ballot by Mail shall be mailed to *(Las solicitudes para boletas que se votarán ausencia deberán enviarse por correo a):*

<p><b>Hays County Voters:</b></p> <p><b>Hays County Elections Administrator</b> 120 Stagecoach Trail San Marcos, TX 78666-5268</p> <p>Phone: 512-393-7310 <a href="mailto:elections@co.hays.tx.us">elections@co.hays.tx.us</a> <a href="mailto:ballotbymail@co.hays.tx.us">ballotbymail@co.hays.tx.us</a> <a href="https://www.hayscountytx.gov/elections">https://www.hayscountytx.gov/elections</a></p> <p>Applications for ballot by mail must be received no later than the close of business on <i>(Las solicitudes para boletas que se votarán en ausencia por correo deberán recibirse para el fin de las horas de las horas de negocio el)</i> April 20, 2026 (20 de abril 2026)</p>	<p><b>Caldwell County Voters:</b></p> <p><b>Caldwell County Elections Administrator</b> Attn: Early Voting Clerk Scott Annex Building 1403 Blackjack St., Suite A Lockhart, TX 78644</p> <p>Phone: 512-668-4347 <a href="mailto:caldwellec@co.caldwell.tx.us">caldwellec@co.caldwell.tx.us</a> <a href="http://www.co.caldwell.tx.us/page/caldwell.ElectionsOffice">www.co.caldwell.tx.us/page/caldwell.ElectionsOffice</a></p> <p>Applications for ballot by mail must be received no later than the close of business on <i>(Las solicitudes para boletas que se votarán en ausencia por correo deberán recibirse para el fin de las horas de las horas de negocio el)</i> April 20, 2026 (20 de abril 2026)</p>	<p><b>Travis County Voters:</b></p> <p><b>Mail: Travis County Clerk – Elections Division</b> P.O. Box 149325 Austin, TX 78714-9325</p> <p>In Person: Travis County Elections Division 5501 Airport Blvd, Suite #100 Austin, TX 78751-1410</p> <p>Phone: 512-238-8683 Fax: (512) 854-3969 <a href="mailto:ebbm@traviscountytx.gov">ebbm@traviscountytx.gov</a> <a href="https://votetravis.gov/voter-information/ballot-by-mail">https://votetravis.gov/voter-information/ballot-by-mail</a></p> <p>Applications for ballot by mail must be received no later than the close of business on <i>(Las solicitudes para boletas que se votarán en ausencia por correo deberán recibirse para el fin de las horas de las horas de negocio el)</i> April 20, 2026 (20 de abril 2026)</p>
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Issued this 26<sup>th</sup> day of January 2026 *(Emitida este día 26 de enero 2026)*

\_\_\_\_\_  
Signature of Presiding Officer

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

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Member

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Member

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Member

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Member

**EXHIBIT A: HAYS COUNTY EARLY VOTING TIMES**  
(ANEXO A: HORARIO DE VOTACIÓN ANTICIPADA DEL CONDADO DE HAYS)

**Early voting by personal appearance in Hays County shall be conducted on the dates and at the times as shown in this exhibit once they are announced by the county elections office. They will also be provided in the district's election notice. Early voting by personal appearance shall begin on Monday, April 20, 2026 and end on Tuesday, April 28, 2026.**

*La votación anticipada en persona en el condado de Hays se llevará a cabo en las fechas y horarios que se muestran en este anexo una vez que la oficina electoral del condado los anuncie. También se proporcionarán en el aviso de elección del distrito. La votación anticipada en persona comenzará el lunes 20 de abril de 2026 y finalizará el martes 28 de abril de 2026.*

## **EXHIBIT B: CALDWELL COUNTY EARLY VOTING TIMES**

*(ANEXO B: HORARIO DE VOTACIÓN ANTICIPADA DEL CONDADO DE CALDWELL)*

**Early voting by personal appearance in Caldwell County shall be conducted on the dates and at the times as shown in this exhibit once they are announced by the county elections office. They will also be provided in the district's election notice. Early voting by personal appearance shall begin on Monday, April 20, 2026 and end on Tuesday, April 28, 2026.**

*La votación anticipada en persona en el condado de Caldwell se llevará a cabo en las fechas y horarios que se muestran en este anexo una vez que la oficina electoral del condado los anuncie. También se proporcionarán en el aviso de elección del distrito. La votación anticipada en persona comenzará el lunes 20 de abril de 2026 y finalizará el martes 28 de abril de 2026.*

## **EXHIBIT C: TRAVIS COUNTY EARLY VOTING TIMES**

*(ANEXO C: HORARIO DE VOTACIÓN ANTICIPADA DEL CONDADO DE TRAVIS)*

**Early voting by personal appearance in Travis County shall be conducted on the dates and at the times as shown in this exhibit once they are announced by the county elections office. They will also be provided in the district's election notice. Early voting by personal appearance shall begin on Monday, April 20, 2026 and end on Tuesday, April 28, 2026.**

*La votación anticipada en persona en el condado de Travis se llevará a cabo en las fechas y horarios que se muestran en este anexo una vez que la oficina electoral del condado los anuncie. También se proporcionarán en el aviso de elección del distrito. La votación anticipada en persona comenzará el lunes 20 de abril de 2026 y finalizará el martes 28 de abril de 2026.*

**HAYS CONSOLIDATED INDEPENDENT SCHOOL DISTRICT  
BOARD OF TRUSTEES**

Date: January 26, 2026

Agenda Item: K.5

Board Goal: Student Achievement / Community Relations

Subject: Second Reading and possible Adoption of Proposed Revisions to Local Policy FC – School Attendance Areas

Administrator Responsible/Position: Tim Savoy, Chief Communication Officer

**A. Purpose of Agenda Item:**

- Action needed                       Information only                       Receive input

**B. Authority for This Action:**

- Local Policy:                       Law or Rule                       N/A  
FC – School Attendance Areas

**C. Goal or Need Addressed:** The goal of this agenda item is to update the district's process to make changes to campus attendance zones.

**D. Summary:**

- Previous board action relating to this item:** First Reading of this proposed revision was held at the January 20, 2026 Board meeting.
- Future action anticipated:** No immediate future action anticipated.
- Background information:** The primary changes in the policy relate to streamlining the process. Rather than requiring separate, formal public forums, for example, the new policy would allow for public comment to occur during the meetings in which zoning decisions are being made. Additionally, references to paying out-of-district tuition to the district have been removed since we currently do not charge out-of-district tuition, nor do we allow out-of-district transfers.

**E. Comments Received:**

- Cabinet       DLT                       **Other:** Board Policy Subcommittee, Transportation Department

**F. Administrative Recommendation:** The administration recommends adopting the proposed policy changes.

**Advantages and benefits of this proposal:** This makes the rezoning process more succinct, benefit the citizens and the Board in its decision-making.

**Expected results in terms of student benefit/achievement:** More balanced schools help the district combat overcrowding leading to better educational outcomes and more efficient use of district facilities.

**Effect of this action on other parts of the system:** Affects C&I class scheduling, HR staffing, and transportation.

**Consequences of not approving this recommendation:** Not adopting the policy would make the rezoning process more cumbersome.

**G. Fiscal Impact and Cost:** N/A

**H. Monitoring and Reporting Time Line:**

**Person responsible for evaluating this decision or action:** Tim Savoy

**Evaluation method and timeline:** Use of the new policy and feedback on the process

**Next report to the Board:** N/A

**I. Suggested Motion:**

I move that the Hays CISD Board of Trustees adopt the proposed revisions to policy FC (Local), as presented

SCHOOL ATTENDANCE AREAS

FC  
(LOCAL)

<b>Attendance Areas</b>	<p>Attendance areas (also called attendance zones) for District schools shall be established by the Board.</p> <p>The purpose of establishing attendance areas shall be to:</p> <ol style="list-style-type: none"><li>1. Maintain the neighborhood school concept;</li><li>2. Prevent, reduce, and eliminate overcrowding;</li><li>3. Allow for future growth;</li><li>4. Keep distances traveled by students as short as possible;</li><li>5. Minimize the need for student transportation; and</li><li>6. Allow campuses to house students safely and provide adequate services to all students.</li></ol>
<b>Student Assignment</b>	<p>Students shall attend school in the attendance zone in which they reside unless enrolled in a magnet school, assigned to another school through an enrollment capping procedure or special program placement, assigned to another school for disciplinary reasons, or approved for continued enrollment or transfer at another campus.</p>
<b>Temporary Student Assignment</b>	<p>A student shall be allowed to attend a school other than the campus of the attendance area in which the student resides if all of the following criteria are met:</p> <ol style="list-style-type: none"><li>1. The parent has entered into a contract to construct, purchase, or lease a residence in the requested attendance area and provides the District a copy of the executed contract;</li><li>2. The parent and student shall begin occupying the residence during the school semester in which the temporary assignment is sought; and</li><li>3. The parent can provide documented proof of the expected move-in or occupancy date.</li></ol> <p><del>A student who resides in another school district and who is allowed a temporary student assignment due to home construction, purchase, or lease shall be required to pay tuition from the first day of enrollment if the student does not occupy the new residence within the semester in which the temporary assignment was granted.</del></p> <p><del>A student who fails to meet move-in date requirements may be denied a continued temporary student assignment.</del></p>
<b>Change of Student Residence Within District</b>	<p>A student whose place of residence changes from one attendance area within the District to another attendance area within the District during the school year may be permitted to finish the school</p>

year at the school in which the student began. In approving continued enrollment, the Superintendent or designee shall consider availability of space and instructional staff and the student's disciplinary history and attendance records. If the student wishes to continue enrollment beyond the school year, the student or parent must follow the policies and procedures that govern intradistrict transfers. [See FDB]

**Change of Student Residence Outside of District**

A student whose place of residence changes from within the District to another school district during the school year may be permitted to finish the semester at the school in which the student began. In approving continued enrollment, the Superintendent or designee shall consider availability of space and instructional staff and the student's disciplinary history and attendance records. If the student wishes to continue enrollment beyond the semester, the student must follow the policies and procedures that govern inter-district transfers ~~and may be required to pay tuition.~~ [See FDA]

**Changing Attendance Area Boundaries**

School attendance areas shall be kept as stable as possible. However, adjustments or changes shall be made whenever the District determines that there is a need to balance student loads among schools for efficient use of facilities or when it is determined to be in the best interest of the students involved. In considering attendance area changes, the best interests of all students in the District shall take precedence over the convenience or interest of students in any one school.

**Attendance Zone Decision Principles**

The following principles shall be among the factors considered in making attendance area changes where feasible:

1. Work toward common feeder patterns throughout the District.
2. Attempt to assign entire neighborhoods to the same school(s).
3. Consider students' proximity to campuses and promote safe and reasonable walking zones to encourage healthier students.
4. Utilize projected student enrollment and capacity as principle measures of determining efficient use of educational facilities.
5. Consider the purposes of establishing attendance zones as listed in this policy.

**Attendance Zone Development Process**

The Board may take action regarding attendance zones at its discretion. ~~The district will communicate with affected parents and students changes under consideration and changes that are adopted. The following attendance zone development guidelines are codified in policy for convenience, but are not required:~~

**Attendance Zone  
Approval Process**

~~1. If no students, or a number fewer than 10, live in a territory, the Board may take action to change a territory's attendance zones without any further process steps.~~

~~2. If more than 10 students live in a territory being considered for attendance zone changes, the following process steps are recommended:~~

~~a. The Board shall take action declaring its intent to begin a rezoning process.~~

~~b. District administration under the guidance of the district's demographer shall develop a minimum of two possible attendance zone maps, including demographic and other pertinent information for the Board's consideration.~~

~~c. An announcement that the Board is seeking public input regarding proposed attendance zone changes at public forums and through written and digital feedback shall be publicized through available media and District communication resources. This policy does not require the District to purchase an advertisement for the purposes of soliciting public input. Principals of the schools affected shall assist in notifying area patrons.~~

~~d. The Board shall conduct at least two public forums to gather input regarding the proposed map recommendations prior to making decisions.~~

~~Following study and discussion of the map recommendations; consideration of feedback garnered from public forums, if applicable; consideration of any written feedback or comments, if applicable; and deliberation of any recommendations from the Superintendent, the~~ The Board shall take appropriate action with respect to the establishment of school attendance boundaries.

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**HAYS CONSOLIDATED INDEPENDENT SCHOOL DISTRICT  
BOARD OF TRUSTEES**

Date: January 26, 2026

Agenda Item: K.6

Board Goal: Community Relations / Student Achievement

Subject: Consideration and possible adoption of proposed Attendance Boundary Changes for the 2026-2027 School Year

Administrator Responsible/Position: Tim Savoy, Chief Communication Officer  
Cassandra Behr, Director of Transportation

**A. Purpose of Agenda Item:**

- Action needed                       Information only                       Receive input

**B. Authority for This Action:**

- Local Policy:                       Law or Rule                       N/A  
FC – School Attendance Areas

**C. Goal or Need Addressed:** The goal of this agenda item is to balance efficient use of school facility space.

**D. Summary:**

- Previous board action relating to this item:** Various attendance boundary zones have been changed through the year.
- Future action anticipated:** Continued review and changes to attendance boundary zones will be needed as new schools are added to Hays CISD and to balance growth areas.
- Background information:** The primary purpose of this package of boundary adjustments is to pre-zone certain areas in the district that will be developed within the next ten years. However, some areas contain current students, though with the exception of the Turners Crossing subdivision, the numbers of current or projected students is relatively small. Turner's Crossing is projected to have about 49 elementary students and 25 middle school students next school year. This is about half of the total students in this planning unit's 10-year projected growth.

Though not required by policy FC (Local), the recommended process for rezoning for areas containing more than 10 students is to follow a full and formal public forum process. Because of exigent circumstances, including the need for the district to avoid potential future additional portable classroom expenses, and to ease significant over-crowding that is both real and projected; the district recommends waiving the full process and sending general notice of proposed changes directly to the general areas or campuses affected by the recommended boundary adjustment package.

Additionally, to ensure that no student is required to move to a new zone under the plan, the district recommends grandfathering any existing students in this attendance change recommendation package to allow them to individually choose either to attend the newly zoned school or remain at their current campuses. Note that because of costs and limited transportation resources, student who might chose to remain at their current campuses, would need to provide their own transportation.

**E. Comments Received:**

- Cabinet     DLT     FBOC     Other: Transportation Leadership

- F. Administrative Recommendation:** The administration recommends waiving policy FC (Local) attendance zone development recommended steps and adopting the attendance boundary changes as presented. The district further recommends grandfathering affected students to allow them to stay at their current campuses should they wish to do so.
- Advantages and benefits of this proposal:** Potential cost savings by more efficiently using district facilities. Easing overcrowding at some campuses.
- Expected results in terms of student benefit/achievement:** Students should perform better in less crowded campuses, as well as campuses where the student population may be too small to afford programs and offerings based on the economies of scale model.
- Effect of this action on other parts of the system:** This will affect transportation, C&I, operations, and future planning.
- Consequences of not approving this recommendation:** Eventually areas will have to be rezoned. Most of the presented planning unit changes currently have no students or houses, or are not fully developed. It is harder to make the changes as the areas continue to develop.
- G. Fiscal Impact and Cost:** N/A
- H. Monitoring and Reporting Time Line:**
- Person responsible for evaluating this decision or action:** Tim Savoy, Cassandra Behr
- Evaluation method and timeline:** Annual demographics projections reports
- Next report to the Board:** None on this specific package of changes
- I. Suggested Motion:**
- I move that the Hays CISD Board of Trustees waive the recommended, but not required, portions of Policy FC (Local) and adopt the proposed attendance boundary changes, as presented.

# Proposed Hays CISD Limited Attendance Zone Changes for School Year 2026 – 2027

## Overview

The following package of information outlines proposed adjustments to the Hays CISD elementary school and middle school attendance zone maps to alleviate actual and projected overcrowding at Sunfield and Buda Elementary Schools and McCormick Middle School; and to aid with better capacity utilization at Carpenter Hill and Elm Grove Elementary Schools and Dahlstrom Middle School.

No high school zones are affected in this proposal.

## Anticipated Impact

The impact on current students is relatively limited because most of the territory proposed for change is not yet developed. However, some areas could affect a limited number of current students.

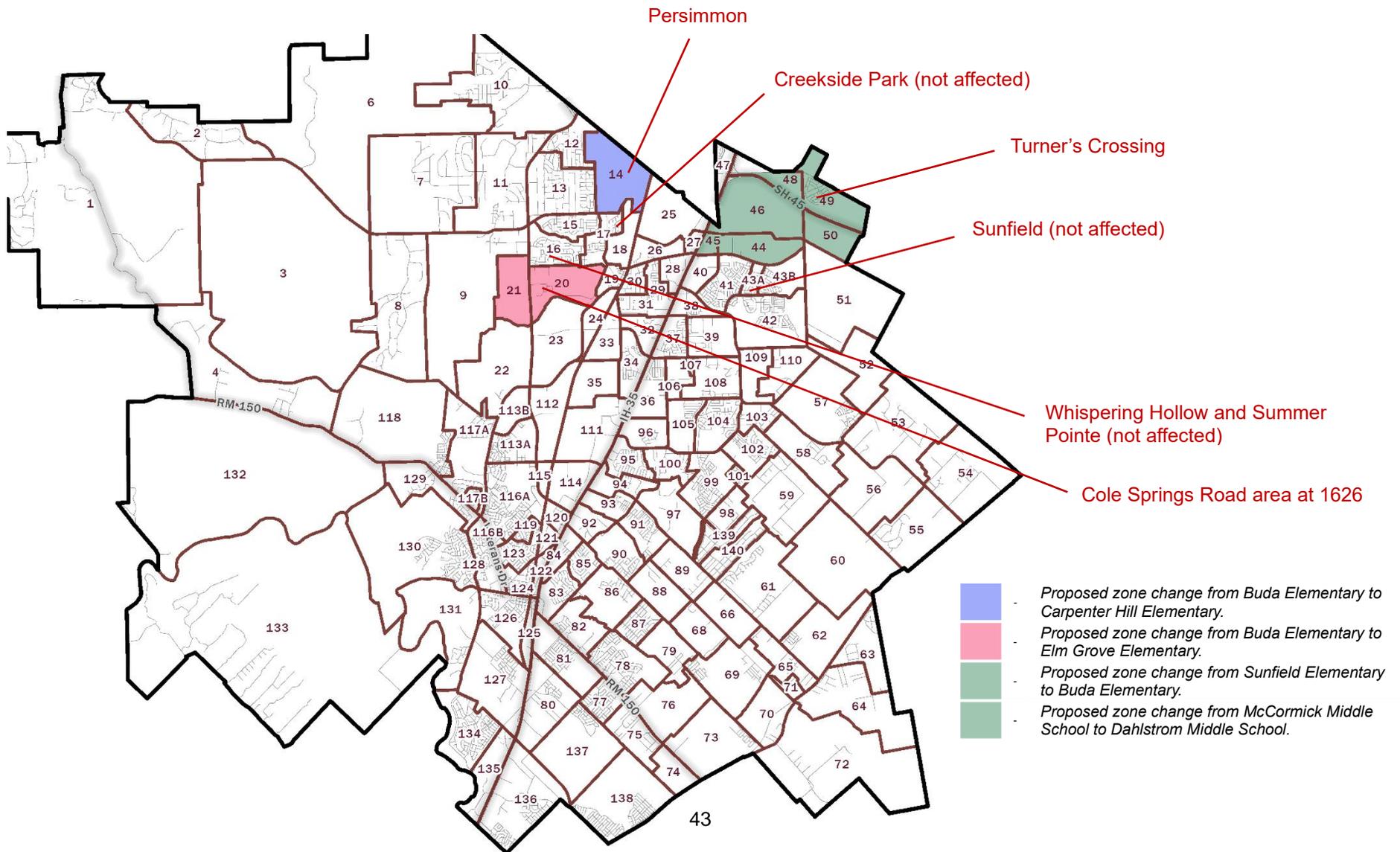
For any current students affected, this zone change recommendation includes (beginning with the 2026 – 2027 school year) allowing the students to either choose to go to their new campuses or remain at their current schools until the final grade levels at the campuses. However, for students who decide to remain at their current schools, the district would not be able to provide bus transportation to the current campuses because the buses in the affected neighborhoods would be transporting students to the newly zoned schools.

All new students moving into the affected areas would be assigned to the newly zoned campuses beginning with the 2026 – 2027 school year. New students moving into the affected areas before the start of school in August 2026, could:

- (1) begin school at the 2025-2026 zoned campuses with transportation for the remainder of this school year and either opt to stay at the current campuses after this school year with no transportation, or move to the new campus with transportation, or;
- (2) begin school immediately at the 2026-2027 zoned campuses with transportation to the newly zoned schools starting in August 2026.

## Planning Units & Maps

To create attendance zones, the district demographers use areas called planning units (PUs). This is map of the current planning units and their assigned numbers in Hays CISD.



## Proposal Data

Attendance Adjustments for 2026-2027 School Year (Student Counts Chart)									
Planning Unit #	General Description	Elementary Level				Middle School Level			
		From Current Campus	To New Campus	2026 Projected Students	2035 Projected Students	From Current Campus	To New Campus	2026 Projected Students	2035 Projected Students
<i>Moves students from BES to help fill CHES and EGES in future years. The shift frees space at BES to accommodate SES moves.</i>									
14	Persimmon	BES	CHES	10	461	No Change – Stays at DMS			
20	South of EGES, East of 1626	BES	EGES	19	243	No Change – Stays at DMS			
21	South of EGES, West of 1626	BES	EGES	0	122	No Change – Stays at DMS			
<i>Moves students from SES to BES because SES cannot sustain its current growth levels.</i>									
44	North of existing Sunfield	SES	BES	0	226	MMS	DMS	0	126
45	North of existing Sunfield	SES	BES	0	1	MMS	DMS	0	1
46	Further north of Sunfield along Toll 45	SES	BES	0	17	MMS	DMS	0	10
48	North of Toll 45 at I 35	SES	BES	0	15	MMS	DMS	0	9
49	Turner’s Crossing	SES	BES	49	92	MMS	DMS	25	46
50	South of Turners Crossing and Toll 45	SES	BES	7	111	MMS	DMS	2	58

## Projection Data

Under Utilized	69% or less utilization
Ideal Utilization	70% – 100% utilization
Manageable Utilization	101% - 125% utilization
Overcrowded	126% or greater utilization

<b>Buda ES</b> (900 Student Capacity)		2026-2027	2027-2028	2028-2029	2029-2030	2030-2031	2031-2032	2032-2033	2033-2034	2034-2035	2035-2036
<b>Current Map</b>	Students	588	612	681	779	935	1,084	1,214	1,332	1,448	1,515
	Utilization %	65%	68%	76%	87%	104%	120%	135%	148%	161%	168%
<b>Proposed New Map</b>	Students	618	618	628	669	778	872	963	1,037	1,093	1,154
	Utilization %	69%	69%	70%	74%	86%	97%	107%	115%	121%	128%

<b>Carpenter Hill ES</b> (800 Student Capacity)		2026-2027	2027-2028	2028-2029	2029-2030	2030-2031	2031-2032	2032-2033	2033-2034	2034-2035	2035-2036
<b>Current Map</b>	Students	412	388	397	392	419	443	482	521	559	593
	Utilization %	52%	49%	50%	49%	52%	55%	60%	65%	70%	74%
<b>Proposed New Map</b>	Students	478	468	506	554	640	732	840	947	1,054	1,110
	Utilization %	60%	59%	63%	69%	80%	92%	105%	118%	132%	139%

<b>Elm Grove ES</b> (982 Student Capacity)		2026-2027	2027-2028	2028-2029	2029-2030	2030-2031	2031-2032	2032-2033	2033-2034	2034-2035	2035-2036
<b>Current Map</b>	Students	532	488	472	439	421	423	426	429	429	434
	Utilization %	54%	50%	48%	45%	43%	43%	43%	44%	44%	44%
<b>Proposed New Map</b>	Students	601	582	609	618	650	703	747	784	810	849
	Utilization %	61%	59%	62%	63%	66%	72%	76%	80%	82%	86%

<b>Sunfield ES</b> (900 Student Capacity)		2026-2027	2027-2028	2028-2029	2029-2030	2030-2031	2031-2032	2032-2033	2033-2034	2034-2035	2035-2036
<b>Current Map</b>	Students	1,079	1,171	1,263	1,349	1,450	1,529	1,613	1,681	1,728	1,785
	Utilization %	120%	130%	140%	150%	161%	170%	179%	187%	192%	198%
<b>Proposed New Map</b>	Students	1,022	1,099	1,178	1,226	1,265	1,280	1,293	1,303	1,313	1,322
	Utilization %	114%	122%	131%	136%	141%	142%	144%	145%	146%	147%

Note: A new elementary school southeast of the Sunfield subdivision is currently funded and projected to open in 2028, which will alleviate projected overcrowding at this campus.

<b>McCormick MS</b> (1,236 Student Capacity)		2026-2027	2027-2028	2028-2029	2029-2030	2030-2031	2031-2032	2032-2033	2033-2034	2034-2035	2035-2036
<b>Current Map</b>	Students	1,414	1,462	1,517	1,644	1,743	1,903	2,017	2,225	2,415	2,627
	Utilization %	114%	118%	123%	133%	141%	154%	163%	180%	195%	213%
<b>Proposed New Map</b>	Students	1,344	1,384	1,429	1,542	1,610	1,737	1,820	1,986	2,152	2,334
	Utilization %	109%	112%	116%	125%	130%	141%	147%	161%	174%	189%

Note: The design fees for a new middle school to alleviate overcrowding at this campus are funded. Construction for the new middle school is expected to be presented to voters for consideration in 2027.

<b>Dahlstrom MS</b> (1,243 Student Capacity)		2026-2027	2027-2028	2028-2029	2029-2030	2030-2031	2031-2032	2032-2033	2033-2034	2034-2035	2035-2036
<b>Current Map</b>	Students	687	678	699	735	757	808	876	994	1,104	1,174
	Utilization %	55%	55%	56%	59%	61%	65%	70%	80%	89%	94%
<b>Proposed New Map</b>	Students	779	778	809	859	912	996	1,095	1,255	1,389	1,489
	Utilization %	63%	63%	65%	69%	73%	80%	88%	101%	112%	120%

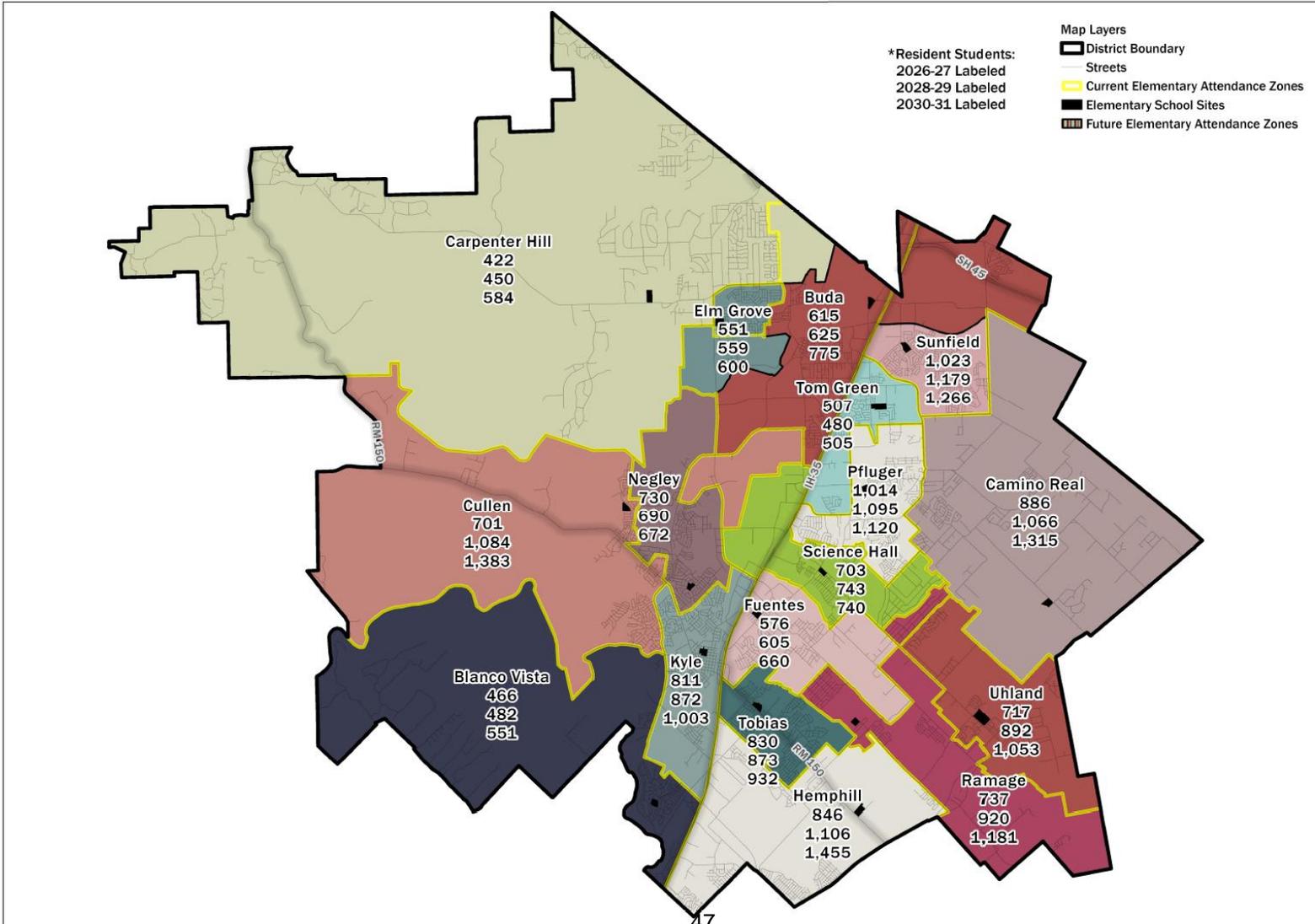
# Maps of Proposed New Attendance Zones

## Attendance Zone Modifications Option 1

Proposed Elementary Catchment Areas - 2026, 2028, and 2030 Labeled  
Hays CISD



0 0.5 1 2 Miles

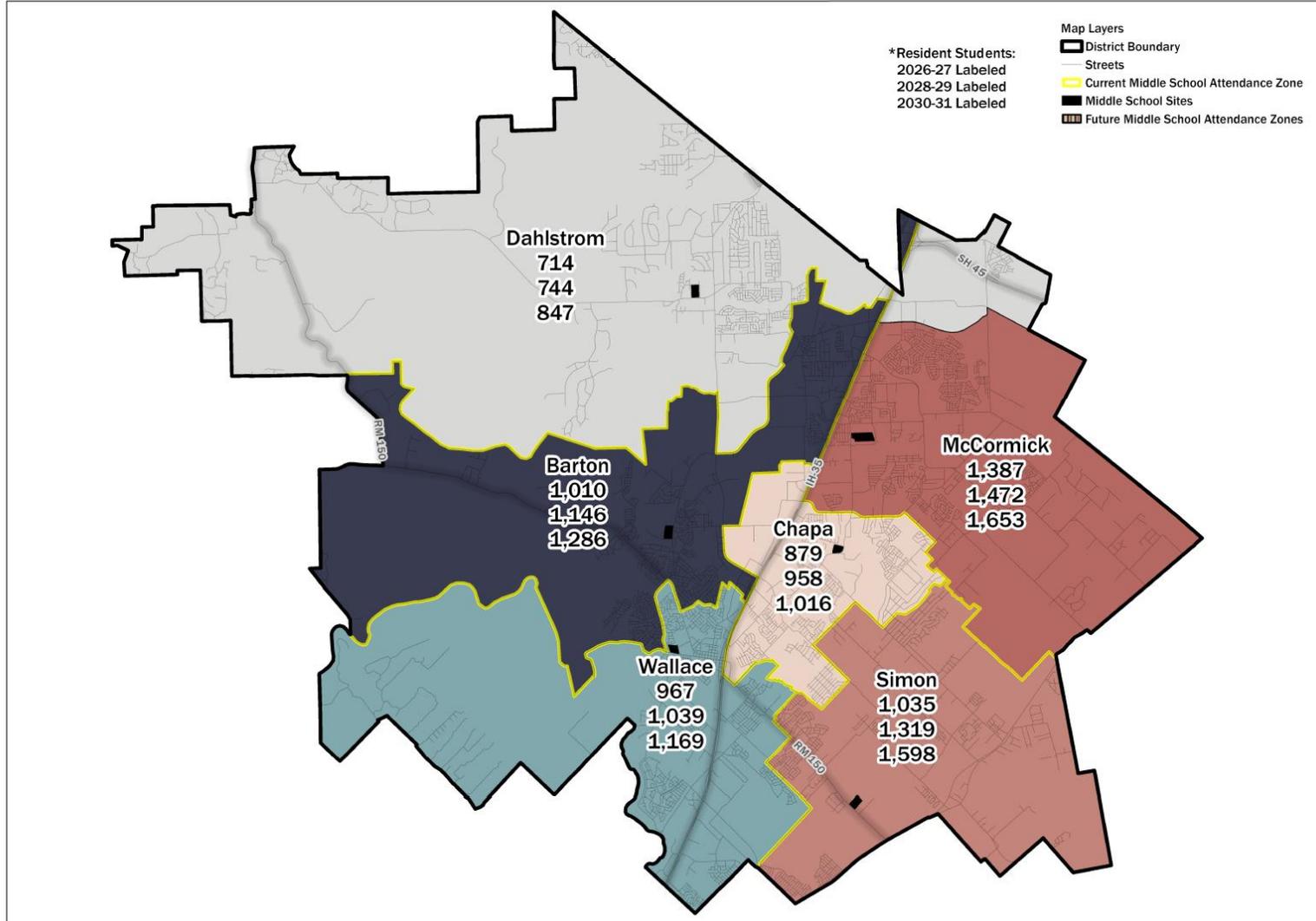


# Attendance Zone Modifications Option 1

Proposed Middle School Catchment Areas - 2026, 2028, and 2030 Labeled  
Hays CISD



0 0.5 1 2 Miles



**HAYS CONSOLIDATED INDEPENDENT SCHOOL DISTRICT  
BOARD OF TRUSTEES**

Date: January 26, 2026

Agenda Item: K.7

Board Goal: Student Achievement

Subject: Consideration and possible approval of the 2025 Bond-funded purchase of Computers for Upgrades at Blanco Vista Elementary School, Camino Real Elementary School, and Johnson High School – GTS

Administrator Responsible/Position: Alan Duerr, Chief Technology Officer  
Ray Gonzales, Deputy Technology Officer  
Jose Parra, Network Administrator

**A. Purpose of Agenda Item:**

- Action needed                       Information only                       Receive input

**B. Authority for This Action:**

- Local Policy:                       Law or Rule                       N/A  
CH – Purchasing and Acquisition

**C. Goal or Need Addressed:** The goal of this agenda item is to upgrade and/or replace outdated computers with reliable, secure, and current devices that support instruction, assessment, staff productivity, and long-term technology sustainability.

**D. Summary:**

- Previous board action relating to this item:** The board previously approved these upgrades and purchases of Computers in January 2019.
- Future action anticipated:** Following board approval the Technology department will move forward with the Computer upgrades at BVES, CRES and JHS.
- Background information:** The computers being replaced were installed approximately seven years ago and have reached the end of their effective service life. While they have been maintained and remain operational, they no longer meet current performance requirements. As a result, users are experiencing slower performance, longer load times, and reduced efficiency. Upgrading these computers will ensure systems run smoothly, support current and future software needs, and maintain reliability for daily operations.

**E. Comments Received:**

- Cabinet     DLT     FBOC     Teacher Org. Reps.     Other: Technology

**F. Administrative Recommendation:** Administration recommends approval of the purchase.

**Advantages and benefits of this proposal:** This proposal replaces outdated computers with faster, more reliable devices that support current software, improve productivity, enhance security, reduce disruptions, and support long-term technology needs. We will experience less downtime due to component failures.

**Expected results in terms of student benefit/achievement:** Replacing older computers gives staff and students faster, more reliable technology that works smoothly with current learning programs. This reduces disruptions, keeps students engaged, and helps them focus on learning. Updated devices also ensure equal access to digital tools and support the skills students need for future success.

**Effect of this action on other parts of the system:** The staff and students can rely on stable computer systems.

**Consequences of not approving this recommendation:** If the upgrades are not approved, campuses will continue using outdated computers that lead to slow performance, frequent technical issues, and disruptions to learning. These devices may not support required software, increase security risks, and require additional maintenance, increased cost of repair parts, impacting student engagement and staff productivity.

**G. Fiscal Impact and Cost: \$677,524.00**

Budget       2025 Bond       Grant/Special Funds:       Other  
 Budget Amendment Needed

**Prior Year Spending for this item/service: \$590,333.52**

**Bid / Contract Information: DIR-CPO-5792-R**

**Reasons for rejecting alternatives: N/A**

**Future/Ongoing: N/A**

**H. Monitoring and Reporting Time Line:**

**Person responsible for evaluating this decision or action: Alan Duerr**

**Evaluation method and timeline:** Computers were evaluated based on performance, reliability, compatibility with required software, and impact on daily operations.

**Next report to the Board: N/A**

**I. Suggested Motion:**

I move that the Hays CISD Board of Trustees approve the 2025 Bond-funded purchase of computers for upgrades at Blanco Vista Elementary School, Camino Real Elementary School, and Johnson High School, from GTS, for an amount not to exceed \$677,527.00, as presented.

**HAYS CONSOLIDATED INDEPENDENT SCHOOL DISTRICT  
BOARD OF TRUSTEES**

Date: January 26, 2026

Agenda Item: K.8

Board Goal: N/A

Subject: Consideration and possible approval of the Guaranteed Maximum Price for 2025 Bond Comprehensive High School #4

Administrator Responsible/Position: Max Cleaver, Chief Operations Officer  
Nathan Wensowitch, Exec Dir of Facilities, Construction & Bond Programs

**A. Purpose of Agenda Item:**

- Action needed                       Information only                       Receive input

**B. Authority for This Action:**

- Local Policy:                       Law or Rule  
CVD – Facilities Construction: Construction Manager-at-Risk

**C. Goal or Need Addressed:** Provide timely, cost-effective facilities.

**D. Summary:**

- Previous board action relating to this item:** On September 24, 2024, the Board reviewed the schematic designs for eleven potential 2025 Bond projects (2023 Bond BP 12 for planning) including Comprehensive HS 4. In October 2024, the Board approved schematic design and associated cost estimates for these projects. Staff and the FBOC utilized the approved SD estimates to develop the 2025 Bond Plan. In January 2025, the Board approved the expenditure of Bond interest earnings to continue the design of HS 4, the three existing high schools, KES, HES, and TGES in anticipation of the May 2025 Bond. On April 24, 2025, the Board approved the Design Development (DD) package for this project
- Future action anticipated:** N/A
- Background information:** The 2025 Bond contains provisions for the construction of Comprehensive High School #4. Huckabee Architects will present select construction drawings to accompany the Guaranteed Maximum Price (GMP) from Bartlett Cocke. Staff intends to present this information to the FBOC at the January 2026 meeting.

**E. Comments Received:**

- Cabinet     DLT                       FBOC                       Teacher Org. Reps.     Other: Architects & Engineers

**F. Administrative Recommendation:** Administration recommends approval of the GMP.

**G. Fiscal Impact and Cost:** \$351,487,586

- Budget                       2025 Bond                       Grant/Special Funds:                       Other  
 Budget Amendment Needed

**H. Monitoring and Reporting Time Line:**

Person responsible for evaluating this decision or action: Max Cleaver, Nate Wensowitch

Evaluation method and timeline:

Next report to the Board: CMAR will provide routine reports during construction.

**I. Suggested Motion:**

I move that the Hays CISD Board of Trustees approve the Guaranteed Maximum Price for 2025 Bond Comprehensive High School #4 submitted by Bartlett Cocke Contractors, as designed by Huckabee Architects, of an amount not to exceed \$351,487,586, and authorize the Superintendent to negotiate a satisfactory contract, as presented and discussed.

Comprehensive HS 4 GMP  
January 26, 2026

2025 Bond HS 4	SD 10/09/24		DD 4/07/25		GMP 1/26/26		GMP Notes
	Campus	MPAC Only	Campus	MPAC Only	Campus	MPAC Only	
<b>Construction Main Build</b>	\$282,257,288	\$0	\$285,835,404		\$342,934,618		Construction Main Build +Alternates
<b>Construction Site</b>	\$58,097,113	\$0	\$54,690,198		\$0		Construction Site – included above
<b>Construction MPAC</b>	\$0	\$10,033,700	\$0	\$7,783,954	\$0	\$8,552,968	Construction MPAC
<b>Architect</b>	\$8,800,326	\$0	\$8,686,006		\$8,860,797		Architect
<b>FFE</b>	\$23,824,808	\$0	\$23,836,792		\$24,005,426		FFE
<b>Infr and Fees</b>	\$10,210,632	\$0	\$10,215,768		\$10,288,039		Infr and Fees
<b>Contingency</b>	\$13,557,292	\$0	\$15,733,037		\$12,139,314		Contingency
<b>Total</b>	\$396,747,459	\$0	\$398,997,205	\$7,783,954	\$398,228,191		Total
	<i>Total Project Cost</i>	<i>\$406,781,158</i>	<i>Total Project Cost</i>	<i>\$406,781,158</i>	<i>Total Project Cost</i>	<i>\$406,781,158</i>	

Proposed 2025 Bond Prob B: \$396,063,095  
 HS 4 Portion of Proposed 2025 Bond Prop D: \$10,718,063  
 Total Comp HS 4 2025 Bond Budget: \$406,781,158



January 5, 2026

Mr. Max Cleaver
Hays Consolidated Independent School District
21003 Interstate 35
Kyle, Texas 78640

Re: Guaranteed Maximum Price (GMP) for New High School #4

Dear Mr. Cleaver:

Bartlett Cocke General Contractors received Subcontractor and Supplier proposals for the Contract Documents set for the above-referenced project on December 2, 2025. Based on the receipt of those proposals and subsequent analysis, we have assembled the Guaranteed Maximum Price (GMP) for the work included in this proposal package. We are pleased to offer for approval the following overall GMP:

Three hundred fifty-one million four hundred eighty-seven thousand five hundred eighty-six Dollars
(\$351,487,586.00)

Included In This GMP:

- Main Building & Sitework \$340,504,972
Multipurpose Practice Activity Center (MPAC) \$8,552,968
Total of Alternates \$2,429,646
Guaranteed Maximum Price (GMP) \$351,487,586

Alternates Included In This GMP:

- Alternate 1 Add Card Readers to Select Doors \$266,485
Alternate 4 - Add Operable Wall at Library Classroom \$57,907
Alternate 7 - DG ILO Mulch at Pocket Prairie Trails \$58,545
Alternate 8 - Full Pour Track System \$426,865
Alternate 9a - Add 12" Austin Water Line (Segment A) \$864,041
Alternate 9b - Add off-site Traffic Improvements (S Turnersville Road) \$1,330,298
Alternate 10 - Alum Feeders ILO Copper (\$498,952)
Alternate 11 - Alum Canopies for 1000 seat stadium \$36,415
Alternate M17 - Lennox ILO Daikin 1:1 Split VRF (\$111,958)
Total of Alternates \$2,429,646

CVO Items Included In This GMP (Main Building & Site):

- CVO - G-001 Allowance for CoA Permit Comments \$35,566
CVO - C-001 Concrete Pavement ILO Asphalt \$419,657
CVO - A-001 Aluminum Schluter Trim ILO Stainless Steel (\$115,417)
CVO - FP-001 Eliminate Nitrogen Generators on Dry System (\$216,520)

Items Included In This GMP:

- Owner Contingency \$5,235,869
CM Contingency \$5,235,869
Payment and Performance Bond.
Construction Manager Fee

- General Conditions Costs.
- Cost-of-Work Items.
- Payroll Taxes, Insurance, and other Costs.
- Prevailing Wages and Benefits per Documents.
- All construction work per Plans and Specifications, unless specifically noted or excluded below.

**Items Excluded From This GMP:**

- Sales tax.
- Testing and inspections.
- Impact / Use / Development / Consultant / Jurisdictional / Agency fees.
- Environmental surveys and hazardous material identification, handling and/or removal.
- Adjustments, removal, or relocations to existing utilities, unless specifically shown or specified.
- Sub-surface investigations, geo-technical testing, and hidden conditions costs.
- All items not shown or specified in the referenced Documents.
- Public utility applications, public utility construction costs and hookup fees.

**Clarifications and Assumptions:**

- Per clarifications and assumptions log.

**GMP Documents:**

- Documents developed by Huckabee Architects:

100% Contract Documents Drawings & Specifications .....	October 14, 2025
100% Contract Documents Drawings & Specifications – Addendum 1 .....	October 24, 2025
100% Contract Documents Drawings & Specifications – Addendum 2 .....	October 31, 2025
100% Contract Documents Drawings & Specifications – Addendum 3 .....	November 11, 2025
100% Contract Documents Drawings & Specifications – Post Bid Addendum 1 .....	December 5, 2025
100% Contract Documents Drawings & Specifications – Post Bid Addendum 2 .....	December 12, 2025

**Construction Schedule Milestones:**

..... Limited Notice-to-Proceed .....	January 26, 2026
Site Development Permit Approved with Signatures.....	April 16, 2026
Building Permit Approved with Signatures.....	August 3, 2026
Project Substantial Completion (36 Mos.) .....	April 18, 2029

We request that you review and approve that report including the project estimate in the above amounts. If you have any questions, please do not hesitate to call.

Sincerely,  
BARTLETT COCKE GENERAL CONTRACTORS

*Gabriel Rodriguez*

Gabriel Rodriguez  
Project Executive

CC: Nathan Wensowitch – Hays CISD  
Huckabee – Jason Andrus  
BCGC – Chris Caddell, BCGC – Jake Hogan

**BARTLETT COCKE GENERAL CONTRACTORS**

*Building Better Lives*

**HAYS CONSOLIDATED INDEPENDENT SCHOOL DISTRICT  
BOARD OF TRUSTEES**

Date: January 26, 2026

Agenda Item: K.9

Board Goal: Community Relations

Subject: Consideration and possible approval of Guaranteed Maximum Price 2 for 2025 Bond Additions and Renovations at McCormick Middle School

Administrator Responsible/Position: Max Cleaver, Chief Operations Officer  
Nathan Wensowitch, Exec Dir of Facilities, Construction and Bond Programs

**A. Purpose of Agenda Item:**

- Action needed                       Information only                       Receive input

**B. Authority for This Action:**

- Local Policy:                       Law or Rule  
CVD – Facilities Construction: Construction Manager-at-Risk

**C. Goal or Need Addressed:** Provide timely, cost-effective facilities

**D. Summary:**

- Previous board action relating to this item:** In October 2024 the Board approved the original SD package with estimate provided by Bartlett Cocke. This was 2023 Bond design funds. In June 2025, the Board approved SD for the Bus Loop and Utility Improvements, which was not included in the previous design effort. In August 2025 the Board approved the DD package for both design efforts with estimate provided by OCR, and assigned Joeris Construction to complete the entire project. On October 27, 2025, the Board approved GMP 1 for the Bus Loop.
- Future action anticipated:** N/A
- Background information:** The 2025 McCormick MS Additions and Renovations include a new weight room, renovated art rooms, a new bus loop, and connection to the sanitary sewer. GMP 1 includes the bus drive and site utility items to complete the upcoming weight room construction. GMP 2 includes the balance of the school building work. The artificial turf and track project is a separate work effort, which was also approved by the Board in October 2025  
OCR will provide select construction drawings related to GMP 2 and Joeris Construction will provide details. Staff will present this item to the FBOC at the next scheduled meeting.

**E. Comments Received:**

- Cabinet     DLT                       FBOC                       Teacher Org. Reps.     Other: Architects & Engineers

**F. Administrative Recommendation:** Staff recommends approval of GMP 2.

**G. Fiscal Impact and Cost:** \$5,353,991

- Budget                       2025 Bond                       Grant/Special Funds:                       Other  
 Budget Amendment Needed

**H. Monitoring and Reporting Time Line:**

Person responsible for evaluating this decision or action: Max Cleaver, Nate Wensowitch  
Evaluation method and timeline: N/A  
Next report to the Board: CMAR will provide routine reports during construction.

**I. Suggested Motion:**

I move that the Hays CISD Board of Trustees approve Guaranteed Maximum Price 2 for 2025 Bond Additions and Renovations at McCormick Middle School submitted by Joeris Construction, as designed by O'Connell Robertson Architects, for an amount not to exceed \$5,353,991, and authorize the Superintendent to negotiate a satisfactory contract, as presented and discussed.

McCormick Middle School GMP2: *Weight Room and Art Room*  
 January 26, 2026

<b>2025 Bond MMS</b>	<b>SD Estimate 10/14/24</b>	<b>GMP 1 *Bus Drive* 9/26/25</b>	<b>GMP 2 *Weight Room, Art Room* 1/26/26</b>
<b>Construction Additions</b>	\$4,920,000	\$1,049,175	\$1,049,175
<b>Construction Renovations</b>	\$1,292,729	\$6,212,729	\$5,353,991
<b>Architect</b>	\$434,891	\$508,333	\$448,222
<b>FFE</b>	\$434,891	\$434,891	\$434,891
<b>Infr and Fees</b>	\$186,382	\$186,382	\$186,382
<b>Contingency</b>	\$514,327	-\$608,290	\$310,559
<b>Total</b>	\$7,783,220	\$7,783,220	\$7,783,220



December 19th, 2025

Mr. Max Cleaver  
Hays Consolidated Independent School District  
21003 Interstate 35  
Kyle, Texas 78640

Re: **Guaranteed Maximum Price No 2 (GMP2) for the Hays CISD McCormick Middle School**

Dear Mr. Cleaver:

Joeris General Contractors, LLC advertised for and received Subcontractor and Supplier proposals for the GMP 2 set for the above-referenced project on November 12, 2025. Based on the receipt of proposals and subsequent analysis, we have assembled the Guaranteed Maximum Price (GMP) for the work included in this proposal package. We are pleased to offer for approval the following overall GMP 2, Weight Room Addition and Renovation scope of work:

**Five Million, Three Hundred and Fifty-One Thousand, Nine Hundred and Fifty-Three Dollars  
(\$5,353,991.00)**

**Project Total:**

- GMP 1 (approved in November 2025)..... **\$1,049,175.00**
- GMP 2 ..... **\$5,353,991.00**
- Project Total ..... **\$6,403,166.00**

**Included In GMP 2:**

- Owner Contingency ..... **\$180,121.00**
- CM Contingency..... **\$115,903.00**
- Repair Existing Damaged Sidewalks and Curbs - Allowance ..... **\$40,000.00**

**Alternates Accepted and Included In GMP 2:**

- Alternate 4: Test and Balance ..... **\$12,038.00**

Hays Consolidated Independent School District  
Guaranteed Maximum Price No. 2(GMP 2) for McCormick Middle School  
December 19, 2025  
Page 2

**Items Included In This GMP:**

- Payment and Performance Bond
- Construction Manager Fee
- General Conditions Costs
- Subcontracted Cost-of-Work Items.
- Prevailing Wages and Benefits per Documents
- All construction work per Plans and Specifications, unless specifically noted or excluded below.

**Items Excluded From This GMP:**

- Sales tax.
- Construction and material testing, and inspections. Testing and inspections assumed to be paid for by the Owner. Third party environmental (i.e. asbestos, lead, mold, etc.) monitoring. .
- Third party environmental (i.e. asbestos, lead, mold, etc.) monitoring.
- All municipal utility fees, water impact, or sewage fees.
- Creation of Geo-Technical Report, Soils Testing, Energy Compliance Inspections, and all costs associated with any testing or inspection by a third party.
- Provisions for unusual, undocumented, or unanticipated subsurface conditions. We will make reasonable efforts to locate and protect any existing underground utilities and facilities, but cannot accept responsibility for damage, or the impacts from damage, to unknown, unforeseen, nonlocated, or incorrectly located underground utilities or facilities.
- Adjustments, removal, or relocations to existing utilities, unless specifically shown or specified.
- All items not shown or specified in the referenced Proposal Documents.

**Clarifications and Assumptions:**

- Per clarifications and assumptions log.

**Proposal Documents:**

- Documents proposal based on and received on October 1, 2025:

Hays ISD McCormick MS Combined Plans – GMP 2 .....	October 1, 2025
Volume 1 Specifications for McCormick MS .....	October 1, 2025
Volume 2 Specifications for McCormick MS .....	October 1, 2025
Hays CISD McCormick MS – Addendum 01.....	November 10, 202

Hays Consolidated Independent School District  
Guaranteed Maximum Price No. 2(GMP 2) for McCormick Middle School  
December 19, 2025  
Page 3

**Milestone Schedule:**

- GMP1 Hays CISD Approvals and construction activities:

**Preconstruction**

Joeris Post Public Solicitation .....	October 26, 2025
Joeris Bid Date .....	November 12, 2025
Joeris GMP 2 Package Submission .....	December 15, 2025
Hays CISD Board Meeting .....	January 26, 2025
Hays CISD Issue Notice to Proceed.....	January 27, 2025

**Construction**

Mobilize for construction & install SWPPP .....	February 10, 2025
Utility Revision Finals .....	January 08, 2026
Art Room Finals.....	August 18, 2026
Weight Room Addition Building Finals .....	November 16, 2026
Existing Weight Room Remodel Finals .....	March 9, 2027

**Close Out**

Project Closeout Documents.....	June 23, 2027
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We have provided a GMP Summary for your assistance in preparing the Contract Amendment. At this time, we are requesting that you review and approve our GMP for the project in the above amounts. Upon approval, we will need a Contract Amendment to our Contract by the stated amounts and a Contract Notice to Proceed for this package. If you have any questions, please do not hesitate to call.

Sincerely,  
Joeris General Contractors, LLC

Randy Martinez  
Project Executive

- CC: Max Cleaver – Hays CISD  
Nathan Wensowitch - Hays CISD  
Joe Alexandre – Hays CISD  
Randy Davis - O’Connell Robertson  
Adam Shields - O’Connell Robertson

**HAYS CONSOLIDATED INDEPENDENT SCHOOL DISTRICT  
BOARD OF TRUSTEES**

Date: January 26, 2026

Agenda Item: K.10

Board Goal: Student Achievement / Community Relations

Subject: Second Reading and possible Adoption of Proposed Revisions to Local Policy CW – Naming Facilities

Administrator Responsible/Position: Tim Savoy, Chief Communication Officer

**A. Purpose of Agenda Item:**

- Action needed                       Information only                       Receive input

**B. Authority for This Action:**

- Local Policy:                       Law or Rule                       N/A  
CW – Naming Facilities

**C. Goal or Need Addressed:** The goal of this agenda item is to streamline the school naming process and to limit categories of potential name suggestions to those that have proven most popular and rewarding in recent years.

**D. Summary:**

- Previous board action relating to this item:** First Reading of this policy revision was held at the January 20, 2026 Board meeting.
- Future action anticipated:** No immediate future changes anticipated if this is adopted.
- Background information:** Prior to launching each naming process, it is important to review the current rules (policy) related to naming new schools and making changes necessary to improve and streamline the process. The district anticipates opening a naming window in the near future to garner name ideas for a new high school and at least one new elementary school.

**E. Comments Received:**

- Cabinet       DLT                       Other: Board Policy Subcommittee

**F. Administrative Recommendation:** The administration recommends adopting the proposed policy changes.

**Advantages and benefits of this proposal:** This streamlines the naming process and focuses proposed names on contenders that are most likely to be selected.

**Expected results in terms of student benefit/achievement:** The name of a campus has the potential to rally pride in a school and the community.

**Effect of this action on other parts of the system:** None

**Consequences of not approving this recommendation:** The codified process to name new campuses would be outdated.

**G. Fiscal Impact and Cost:** N/A

**H. Monitoring and Reporting Time Line:**

**Person responsible for evaluating this decision or action:** Tim Savoy

**Evaluation method and timeline:** Using the new process and gathering feedback.

**Next report to the Board:** N/A

**I. Suggested Motion:**

I move that the Hays CISD Board of Trustees adopt the proposed revisions to policy CW (Local), as presented

The Board retains authority to name or rename any facility, part of a facility, property, or fixture (building, annex, stadium, area, fountain, scoreboard, clock, and the like). Officially named facilities, parts of facilities, property, or fixtures are defined as those that have been named by the Board.

Final authority for naming District facilities, any part of a facility, or any permanent memorial or structure on district property rests with the Board.

### New Facilities

Board members shall vote to name a new facility after the passage of a bond or approval of another means to fund construction and before the facility opens.

A new facility shall be named for one of the following:

- ~~1. A former district employee who worked at least 15 years in the district, made significant contributions or accommodations to better the educational experiences of District students, and left employment with the district in good standing.~~
- ~~2. An historical or geographical site or in the community, but not the name of a subdivision with no historical significance;~~
- ~~2. The subdivision in which the facility is located;~~
- ~~3. A significant local, state, or national figure (living or deceased);~~
- ~~4. A person who has made a significant contribution to education in the District (living or deceased);~~
- ~~5. A local, state, or national historical event or place; or~~
- ~~6.3. A person or people name specified in a legal agreement adopted by the Board of Trustees, who have donated land or money for the property or facility.~~

Facilities named prior to the adoption of this policy shall be grandfathered.

### Nomination Process

An individual or group may nominate a name, in accordance with this policy. The request must be made by a resident of the District, an entity that pays taxes into the District's general fund, or a non-profit entity that provides services or funding, direct or in-kind, to the District.

Nominations of names are submitted to the Superintendent or designee.

The specific rules for submitting name suggestions for new facilities will be announced at the beginning of each name solicitation

Nomination  
Committee

~~process. District may provide a nomination form to assist groups or individuals in making nominations, but the form is not required for a nomination to be valid.~~

~~An announcement that the District is seeking the nomination of names and the deadline to submit such nominations. The announcement shall be publicized and solicited through available media and District communication resources. This policy does not require the District to purchase an advertisement for the purposes of soliciting name nominations.~~

~~Nominations shall be accepted for a period of at least two weeks from the date of the first announcement (District web posting, social media posting, parent and staff e-mail, or e-mail transmittal of a news release to members of the media) that the District is seeking name nominations. Names submitted after the nomination deadline shall not be considered unless the Board makes a special exception.~~

~~If the nominated name is a historical or geographic site, the name submitted must be accompanied by a written summary and/or a description of the significance of the name.~~

~~If the nominated name is an individual, the name submitted must be accompanied by a written rationale and/or description of the named person's accomplishments. Each name nominated must fulfill the following criteria:~~

- ~~1. The nominee shall be widely respected, regardless of any partisan affiliation.~~
- ~~2. The nominee shall be a person of character who embodies a wholesome image that would be expected to stand the test of time.~~
- ~~3. The nominee shall have a background of service to people of the District, Texas, or the United States.~~

~~The Board shall appoint a committee to study submitted name nominations and recommend up to the top three for consideration by the Board.~~

~~Each of the seven Board members shall appoint an equal number of individuals to serve on the committee.~~

~~The committee shall be responsible for researching the authenticity of information about the recommended names.~~

~~All nominations shall be considered for their individual merits. The number of times a name is submitted shall not necessarily be a factor in considering a name for recommendation to the Board.~~

NAMING FACILITIES

CW  
(LOCAL)

**Conflict of Interest**

~~Nominations are not considered votes and A petitions shall not be considered by the committee as a criterion for a naming recommendation. While the number of nominations a suggestion may garner can be considered as one factor in deciding which name to adopt, it is not the sole factor. Quality of name suggestions may be considered more important than quantity of suggestions for a specific name.~~

~~A person may not serve on the nominating committee if his or her name, or family name, is being considered for a school, facility, or part of a school or facility.~~

~~A person may not serve on the nominating committee if the person is related by consanguinity (blood) within the third degree or by affinity (marriage) within the second degree to a person whose name is being considered for a school, facility, or part of a school or facility. [See DBE(LEGAL) and DBE(EXHIBIT)]~~

~~If a conflict of interest occurs during the nominating process, one of the following must occur:~~

- ~~1. The nominated school or facility name must be withdrawn from consideration by the person or group who made the nomination or by the person whose name was nominated (or next living relative if the person is deceased), or~~
- ~~2. The person with whom the conflict of interest exists shall be excused from the nominating committee and replaced by the Board member who made the appointment to the committee.~~

**Approval Process**

~~The Board shall take appropriate action with respect to the establishment of school and facility names. hear a report from the committee including the recommended names(s).~~

~~Following the report to the Board, the suggested names shall be made available to the public as outlined above in the nomination process section of this policy.~~

~~The Board shall wait to vote on a name until a Board meeting occurring in at least the month following the meeting in which the top nominations were announced.~~

**Naming Parts of Existing Facilities**

A recommendation or request for dedicating an area of an existing facility may be made to the Superintendent. If appropriate, the Superintendent shall present the recommendation to Board members for their consideration.

**Renaming Facilities**

The Board may rename an existing facility at any time should an honoree discredit himself or herself, a school, or the community, or tarnish the good name of the District.

Unless a school is repurposed or a programmatic change has been made, or the honoree is discredited, officially named property shall not be eligible for renaming until 50 years after the date of the official naming. ~~If there is a deed restriction or donor designation or such name is of special historical or geographical significance, the property shall not be eligible for renaming.~~

~~In the case of renaming, an appropriate use of the former name shall be determined before the change is made.~~

~~In renaming the facility, the guidelines set forth above for the naming of new facilities shall be followed.~~

### Removal of Names

Upon Board vote, names shall be removed from District facilities if a named individual has been convicted of a felony or of any crime involving moral turpitude; conviction of a lesser included offense pursuant to a plea when the original charged offense is a felony; or deferred adjudication for a felony or any crime involving moral turpitude. Names may also be removed in the best interest of the District, as determined by the Board.

### Plaques

All buildings or additions shall have a plaque attached upon completion. The plaque shall list the building name and the Board members and the Superintendent at the time of the passage of the bond. The architect and the construction date shall also be included.

### Dedications And Memorials

Any memorial or similar type of permanent addition, property, or fixture to be erected on or attached to grounds or facilities ~~shall first~~ must be approved by the Board. Prior to deliberation and action, plans outlining all aspects of the proposed memorial, including cost, site plan, and installation process must be submitted to the Superintendent for possible presentation to the Board for consideration ~~Board.~~

Trees or other nonpermanent landscaping material planted as memorials require the approval of only campus or District administration, not the Board.

Dedications, tributes, likenesses, statues, or memorials honoring an individual or group on campuses or District facilities may not include the following:

1. A headstone or grave marker; or
2. A dedication, tribute, likeness, statue, or memorial that obligates the District to expend funds to add names to the dedication, tribute, likeness, statue, or memorial in the future.

### Campus Memorials

**District Facility  
Memorials**

~~The following process shall be followed when a request is made to erect a permanent memorial or similar type of addition, property, or fixture:~~

- ~~1. The request shall be submitted in writing to the principal of the campus where the memorial or fixture is sought to be erected. The request shall include information regarding the cost, materials, installation, location, maintenance, repair, replacement, content, and security of the memorial or fixture.~~
- ~~2. After submission to the principal, the principal shall present the request to the campus advisory committee and the parent teacher association.~~
- ~~3. If both the campus advisory committee and the parent teacher association recommend, and the principal agrees, that the request for a memorial or fixture be approved, the principal shall forward the request to the Superintendent with the recommendation that it be presented to the Board for consideration.~~

~~The following process shall be followed when a request is made to erect a permanent memorial or similar type of addition, property, or fixture on a District-wide facility or grounds:~~

- ~~1. The request must be made by a resident of the District, an entity that pays taxes into the District's general fund, or a non-profit entity that provides services or funding, direct or in-kind, to the District.~~
- ~~2. The request shall be submitted in writing to the Superintendent. The request shall include information regarding the cost, materials, installation, location, maintenance, repair, replacement, content, and security of the memorial or fixture.~~
- ~~3. The Superintendent shall present the request to the District advisory committee for consideration.~~

**Memorial  
Recommendation to  
Board**

~~Upon completion of the processes outlined above, the Superintendent shall present a recommendation to the Board to approve, approve with modifications, or reject a request to erect a memorial or similar type of addition, property, or fixture on a campus or District-wide facility.~~

**Sponsorship**

For the purposes of definition, "sponsorship" and "naming of a District facility" differ in that sponsorship reflects a business relationship between the sponsor and the District under which both are contractually obligated for a defined period of time. Conversely, Board action to "name" a facility is intended to create a long-term commitment of the name to the facility, generally into perpetuity, and carries no such legal or contractual obligation to any person or

NAMING FACILITIES

CW  
(LOCAL)

party on behalf of the District. Sponsorships that include affixing the sponsor's name on the facility must be derived from a donation or gift, thus creating a business relationship. The District's policy on sponsorships is not intended to conflict with or relate to any other District policy regarding "naming" of facilities. [See CDC(LOCAL)]

**Mascots and Colors**

A school mascot and school colors—and a secondary school's team mascot—shall be selected prior to the opening of each new campus, in accordance with administrative procedures. Once selected and established, a mascot and school colors shall not be changed without approval from the Board. A secondary school's team ~~mascot~~ in name or depiction shall not be substantially altered without prior approval of the Board.

**HAYS CONSOLIDATED INDEPENDENT SCHOOL DISTRICT  
BOARD OF TRUSTEES**

Date: January 26, 2026

Agenda Item: K.11

Board Goal: N/A

Subject: **Second Reading and possible adoption of Proposed Local Policy GR – Communication with External Elected Officials**

Administrator Responsible/Position: **Board Matter – Policy Pals**

**A. Purpose of Agenda Item:**

- Action needed                       Information only                       Receive input

**B. Authority for This Action:**

- Local Policy:                       Law or Rule                       N/A

The official Board Policies have been designated in accordance with BF(Local) and shall be considered authoritative and binding.

**C. Goal or Need Addressed:** Legal policies reflect changes mandated by federal and/or state law and must be incorporated into our district policies. Board discretion may be exercised on local policies.

**D. Summary:**

- Previous board action relating to this item:** First Reading of this proposed local policy was held at the January 20, 2026 Board meeting.
- Future action anticipated:** No future action is anticipated at this time.
- Background information:** Proposed policy details are provided on the following pages.

**E. Comments Received:**

- Cabinet       Other: Board Policy Subcommittee

**F. Administrative Recommendation:** There is no administrative recommendation regarding this agenda item as it is a Board matter.

**G. Suggested Motion:**

I move that the Hays CISD Board of Trustees adopt Local Policy GR – Communication with External Elected Officials, as discussed and presented.

## **POLICY GR Relations with Governmental Entities (Local Policy)-X**

### **Communications with External Elected Officials**

For purposes of this policy, external elected officials are defined as individuals elected to public office at the municipal, county, state, or federal level who do not serve on the District's Board of Trustees.

The Board recognizes the importance of maintaining professional and effective relationships with external elected officials while preserving appropriate lines of authority, uninterrupted District operations, and the integrity of the instructional day.

To promote accurate, consistent, and timely communication, all official communications between the District and external elected officials shall be coordinated through the Superintendent or the Superintendent's designee. This includes, but is not limited to, requests for District or campus information, data, interviews, meetings, campus visits, invitations, event participation, resolutions, proclamations, or other official actions.

The Superintendent or the Superintendent's designee shall serve as the District's primary point of contact for such communications.

District employees shall not independently respond to official communications or requests from external elected officials unless authorized by the Superintendent or designee. Any direct request received by a District employee shall be promptly forwarded to the Superintendent's office.

Invitations to participate in events, as well as requests for resolutions, proclamations, or recognitions initiated by external elected officials, shall be reviewed and coordinated through the Superintendent's office or designee to ensure alignment with District priorities, calendars, and operational considerations.

All campus visits by external elected officials shall be approved and coordinated through the Superintendent's office or designee to protect student safety, minimize disruption to instruction, and maintain orderly campus operations. During emergencies, crises, or other sensitive situations affecting the District or an individual campus, the Superintendent or designee shall serve as the sole District representative coordinating communications with external elected officials.

**HAYS CONSOLIDATED INDEPENDENT SCHOOL DISTRICT  
BOARD OF TRUSTEES**

Date: January 26, 2026

Agenda Item: K.12

Board Goal: N/A

Subject: Second Reading and Possible Adoption of TASB Policy Update 126 Affecting Local Policies

Administrator Responsible/Position: Board Matter

**A. Purpose of Agenda Item:**

- Action Needed                                       Information Only                                       Receive Input

**B. Authority for This Action**

- Local Policy: BF                                       Law or Rule                                       N/A

**C. Goal or Need Addressed:** Legal policies reflect changes mandated by federal and/or state law and must be incorporated into our district policies. Board discretion may be exercised on local policies.

**D. Summary:**

- Previous board action relating to this item** – First reading was held on January 20, 2026.
- Future action anticipated** – N/A
- Background information** – Update 126 focuses on updating (LEGAL) policies that were affected by changes in administrative rule and commissioner of education rulings. Several (LOCAL) policy revisions to local policies listed below, are provided by TASB and reflect the changes in law or administrative rules for organizational and restructuring purposes:

- BE (Local) – Board Meetings
- BED (Local) – Board Meetings: Public Participation
- CJ (Local) – Contracted Services: Prohibition of Certain Activities
- CJA (Local) – Contract Services: Criminal History
- CLE (Local) – Buildings, Grounds, and Equipment Management: Flag Displays – Subtopic Name Change
- CQB (Local) – Technology Resources: Cybersecurity
- CQD (Local) – Technology Resources: Artificial Intelligence ((New Policy))
- CSA (Local) – Facility Standards: Safety and Security
- CV (Local) – Facilities Construction: Threshold for Competitive Bidding
- DBD (Local) – Employment Requirements and Restrictions - Conflict of Interest: Prohibition on Personal Services Performed by Administrators
- DEC (Local) – Compensation and Benefits: Leaves and Absences – Employee Leave
- DFBB (Local) – Term Contracts: Nonrenewal: Reasons for Nonrenewal
- DGBA (Local) – Personnel-Management Relations: Employee Complaints/Grievances: Employee Complaints
- DH (Local) – Employee Standards of Conduct
- EED (Local) – Instructional Plans ((New Policy))
- EFA (Local) – Instructional Resources: Instructional Materials
- EHBAF (Local) – Special Education: Video/Audio Monitoring
- EIA (Local) – Academic Achievement: Grading/Progress Reports to Parents – Parent Conferences
- FA (Local) – Parent Rights and Responsibilities: Parent Portal
- FEF (Local) – Released Time Courses ((New Policy))
- 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: Notification of Child Abuse/Neglect  
FNG (Local) – Student Rights and Responsibilities: Student and Parent Complaints/Grievances:  
Parent/Student Complaints  
FO (Local) – Student Discipline: Video/Audio Monitoring in Common Areas  
GF (Local) – Public Complaints  
GKA (Local) – Community Relations: Conduct on School Premises – Weapons on District Property

**E. Comments Received:**

Cabinet       DLT       FBOC       Teacher Org. Reps.       Other

**F. Administrative Recommendation:**

No recommendation at this time.

**G. Suggested Motion**

I move that the Hays CISD Board of Trustees adopt TASB Policy Update 126 affecting local policies, as presented.

# Summary of Local Policy Recommendations

Update 126 includes the following local policy recommendations:

Local Policy	What Changed	Why it Changed
BE: Board Meetings	<p>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.</p> <p>At Deadline, the recommended revisions are also in response to HB 1522. We offer for 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.</p> <p>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 the district's record retention procedures.</p>	<p>SB 12 HB 1522 SB 413</p>
BED: Board Meetings, Public Participation	<p>Recommended revisions comply with the SB 12 requirement that public comment occur at the beginning of board meetings.</p>	<p>SB 12</p>
CJ: Contracted Services	<p>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.</p>	<p>SB 12</p>
CJA: Contracted Services, Background Checks and Required Reporting	<p>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.</p>	<p>Subtopic name change</p>

Local Policy	What Changed	Why it Changed
CLE: 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.	Subtopic name change
CQB: 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.	HB 150
CQD: 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.	HB 150 HB 1500
CSA: 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.	SB 8
CV: Facilities Construction	The competitive purchasing threshold established in law has changed from \$50,000 to \$100,000 as reflected in CH(LEGAL). 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.	SB 1173
DBD: 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.	HB 3372
DEC: 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.	HB 2

Local Policy	What Changed	Why it Changed
DFBB: 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.	SB 12
DGBA: Personnel-Management Relations, Employee Complaints/ Grievances	We recommend for consideration this revised policy, which includes revisions prompted by the applicable portions of SB 12.	SB 12
DH: 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.	SB 706 SB 12 SB 571
EEP: Instructional Arrangements, Lesson Plans	This new local policy includes recommended language from SB 12 on instructional plans and course syllabi.	SB 12
EFA: 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.	SB 12
EHBAF: 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.	HB 2 SB 571

Local Policy	What Changed	Why it Changed
EIA: 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 Dishonesty, language is recommended that indicates the use of artificial intelligence without permission constitutes academic dishonesty.	SB 12
FA: 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.	SB 12
FEF: Attendance, Released Time	This local policy is recommended for inclusion in the district’s manual to reflect SB 1049 requirements regarding released time courses.	SB 1049
FFAC: Wellness and Health Services, Medical Treatment	<p>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.</p> <p>At Epinephrine, references to “epinephrine auto-injector” have been updated to “epinephrine delivery system” in accordance with SB 1619.</p>	SB 920 SB 1619
FFB: 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.	HB 2
FFF: 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.	HB 2
FFG: 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.	SB 571

Local Policy	What Changed	Why it Changed
FNG: Student Rights and Responsibilities, Student and Parent Complaints/ Grievances	Substantial revisions to this student and parent complaint policy are recommended to reflect requirements in SB 12 and other legal requirements reflected in the legal framework at this code.	SB 12
FO: Student Discipline	<p>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.</p> <p>HB 6 removed a district's authority to exempt itself from student discipline requirements through a District of Innovation plan. If the district had District of Innovation text at this code, it is recommended for deletion.</p>	HB 6
GF: Public Complaints	We recommend for consideration this revised public complaint policy, which includes revisions prompted by the applicable portions of SB 12.	SB 12
GKA: Community Relations, Conduct on School Premises	Language regarding handguns is recommended for revision due to SB 706.	SB 706

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 relating to many of these policies.



## **(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).

BOARD MEETINGS

BE  
(LOCAL)

**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 be held monthly, excluding the month of July. No agenda item shall be taken up after 10:30 p.m. unless unanimous consent of the Board members present is obtained. When determined necessary and for the convenience of Board members, the Board President may change the date or time of a regular meeting. The notice for that meeting shall reflect the changed date or time.

An agenda review session in the form of a workshop may be held the week prior to the regular business meeting.

**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 ~~tenth~~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.

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. Items may be placed on the agenda by the Superintendent, the Board President, any Board member with approval of the Board President, or through a request by any two Board members.

Copies of the agenda shall be delivered to all Board members prior to the meeting to allow sufficient time for Board members to study items appearing on the agenda.

Copies shall also be delivered to each principal for posting on bulletin boards convenient to the public, to representatives of em-

BOARD MEETINGS

BE  
(LOCAL)

ployee groups as requested, and to representatives of media as requested.

**Notice to Members**

Members of the Board shall be given notice of regular and special meetings at least ~~72-hour~~ **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~~ **Final Board** minutes ~~of the Board~~ shall be ~~retained-~~ **posted** ~~on file in the office of the Superintendent and shall be available for examination during regular office hours.~~ ~~Final Board min-~~

~~utes shall also be posted on the District's website.~~ District's web-  
site.

[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**

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

Regular Meetings

At regular Board meetings, the Board shall permit public comment ~~on items, regardless of whether the topic is an item~~ on the agenda posted with notice of the meeting. ~~Public comment on topics not included on the agenda may be permitted if time allows, as determined by the presiding officer.~~

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.

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

Meeting  
Management

When necessary for effective meeting management or to accommodate large numbers of individuals wishing to address the Board, the presiding officer may ~~make adjustments to public comment procedures, including adjusting when public comment will occur during the meeting, reordering agenda items, deferring public comment on nonagenda items, continuing agenda items to a later meeting, providing expanded opportunity for public comment, or establishing an overall time limit for public comment and adjusting the time allotted to each speaker.~~ 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 determine the project delivery/contract award method to be used for each construction contract valued at or above ~~\$50,000~~ **the competitive purchasing threshold established in law**. To assist the Board, the Superintendent shall recommend 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~~ **\$50,000**, 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 by the Board or its designee prior to any changes being made in the approved plans or the actual construction of the facility.

**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 Superintendent ~~or designee~~ 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.

**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.

Regular Employee

A “regular employee” is not employed on a temporary or nonstandard hourly basis and shall work for at least 50 percent of the normal scheduled workweek for the position.

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 dividing 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 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 three 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)]

COMPENSATION AND BENEFITS  
LEAVES AND ABSENCES

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(LOCAL)

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

Discretionary Use

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

*Request for  
Leave*

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

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

Annual Use

No more than 10 personal leave days, including any combination of state personal leave and local leave, shall be used in a school year.

**Local Leave**

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

Local leave shall accumulate without limit.

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

**Catastrophic Leave  
Bank**

The District shall establish a catastrophic leave bank that employees may join through contribution of local leave. The catastrophic leave bank provides local leave days that are in addition to the established five local leave days per school year [see Local Leave, above]. Employees who request and receive local days from the catastrophic leave bank must exhaust those days before requesting the establishment of a sick leave pool [see Sick Leave Pool, below].

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 catastrophic leave bank that address the following:

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

Appeal

An employee may appeal a decision regarding the catastrophic leave bank in accordance with DGBA(LOCAL).

**Sick Leave Pool**

The sick leave pool provides additional local leave days beyond the established five local leave days per school year. [See Local Leave, above]. An employee who has exhausted all paid leave, including any applicable compensatory time or catastrophic leave bank days, and who suffers from a catastrophic illness or injury or is absent due to the catastrophic illness or injury of a member of the employee's immediate family may request the establishment of a sick leave pool, to which District employees may donate local leave or state personal leave for use by the eligible employee.

The number of days an employee may donate shall not be limited unless the donation would result in the donor having fewer than 10 days. No donation may result in an employee having fewer than nine available local days, state days, or a combination thereof. If an employee has 10 days available (local days, state days, or a combination thereof) and wishes to donate, the employee is limited to a donation of one day.

The pool shall cease to exist when the employee no longer needs leave for the purpose requested or exhausts all leave days donated to the sick leave pool.

The Superintendent shall develop regulations for the implementation of the sick leave pool.

Appeal

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

<b>Short-Term Leave</b>	The District provides short-term leave to regular employees who do not meet the eligibility requirement of twelve-months of employment with the District under the Family and Medical Leave Act (FMLA). Short-term leave is intended to provide a benefit for those newly hired employees not yet eligible for FMLA leave. Employees who have been employed with the District for at least 12 months are not eligible for short-term leave. [See DECA(LEGAL)].
Eligibility	An employee must have worked a minimum of 30 days in the employee's current work calendar or in the twelve months preceding the request for short-term leave.
Pay Status	Short-term leave is unpaid leave. The District shall require the employee to use any available paid leave, including any compensatory time, concurrently with short-term leave.
Qualifying Reason	Qualifying reasons for purposes of short-term leave shall be consistent with those of FMLA leave. [See DECA(LEGAL)].
Leave Length and Reinstatement	Short-term leave is defined as unpaid leave that does not exceed 60 workdays from the last day worked. Short-term leave shall be used concurrently with extended leave [see Extended Leave below]. Employees who return to work at the end of the approved period of short-term leave shall be returned to the same or substantially same position held prior to the leave.
Return to Work	Employees who do not return to work on exhaustion of short-term leave shall not be guaranteed a return to their former position but shall be placed in the first available position for which they are qualified.  An employee returning from short-term leave shall provide, before resuming work, a fitness-for-duty certification (medical release) from the employee's health-care provider to human resources.
<b>Extended Leave</b>	The District provides extended leave to regular employees who do not meet the eligibility requirements as stated under temporary disability leave. [See Temporary Disability Leave below]
Eligibility	An employee must have worked a minimum of 30 days in the employee's current work calendar or in the twelve months preceding the request for extended leave.
Pay Status	Extended leave is unpaid leave. The District shall require the employee to use any available paid leave, including any compensatory time, concurrently with extended leave.
Qualifying Reason	For purposes of extended leave, an employee must suffer from a severe condition or combination of conditions affecting the mental or physical health of the employee that require the services of a li-

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censed practitioner for a prolonged period of time. Such conditions typically require prolonged hospitalization or recovery or are expected to result in disability or death. Conditions relating to pregnancy or childbirth shall be considered catastrophic if they meet the requirements of this paragraph.

Leave Length and Reinstatement

Extended leave is defined as unpaid leave. The maximum length of extended leave shall be 180 calendar days. Extended leave shall run concurrently with short-term leave. Extended leave is available only on a continuous basis and shall not be approved on an intermittent basis.

Return to Work

An employee returning from extended leave for his or her own serious health condition shall provide, before resuming work, a fitness-for-duty certification (medical release) from the employee's health-care provider to human resources.

**Family and Medical Leave**

The District shall make FMLA leave available to employees in accordance with DECA(LEGAL) and the following provisions.

Concurrent Use of Paid Leave

FMLA leave shall run concurrently with applicable paid leave and compensatory time, as applicable, **except as provided below.**

**Note:— See DECA(LEGAL) for provisions addressing**

Twelve-Month Period  
**FMLA Exception**

A teacher 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 child.

For purposes of an employee's entitlement to FMLA leave, the 12-month period shall be measured backward from the date an employee uses FMLA leave.

Combined Leave for Spouses

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

Intermittent or Reduced Schedule Leave

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

Certification of Leave

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

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.

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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>Temporary Disability Leave</b>	<p>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.]</p> <p>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.</p> <p>Temporary disability leave is unpaid leave. The District shall require the employee to use temporary disability leave concurrently with paid leave, including any compensatory time, and short-term leave or FMLA leave.</p> <p>An employee shall notify the Superintendent or designee of a desire to return to active duty no later than the 30th day before the expected date of return. The notice must be accompanied by a physician's statement indicating the employee's fitness-for-duty. The employee may be required to provide another fitness-for-duty certification prior to returning to duty.</p>
<b>Workers' Compensation</b>	<hr/> <p><b>Note:</b> 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.</p> <hr/>
No Paid Leave Offset	<p>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.</p> <p>The District shall not permit the option for paid leave offset in conjunction with workers' compensation income benefits. [See CRE]</p>
<b>Civic Leave</b> Court Appearances	Absences due to compliance with a valid subpoena, for jury duty, or for naturalization proceedings or processes shall be fully compensated by the District and shall not be deducted from the employee's pay or leave balance.
<b>Incentive Upon Retirement</b>	An eligible employee may receive a salary increase for the employee's last year of service upon intent to retire from the District. For provisions addressing eligibility for this incentive, see DEAA(LOCAL).

COMPENSATION AND BENEFITS  
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**Payment for  
Accumulated Leave  
Upon Retirement**

The following leave provisions shall apply to state and local leave accumulated beginning on the original effective date of this program.

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

1. The employee's retirement is voluntary, i.e., the employee is not being discharged or nonrenewed.
2. The employee is retiring under the Teacher Retirement System of Texas (TRS) and has not previously retired under TRS.
3. The employee provides advance written notice at least two weeks before the last day of employment.
4. The employee has at least five years of service with the District.
5. The employee shall complete all contractual obligations and employment duties through the last day of instruction or through the end of the employee's work calendar.

An eligible employee shall receive payment for each day of accumulated state and local leave in accordance with the following:

<b>Years of Service</b>	<b>Maximum Days</b>	<b>Rate</b>
At least 5	50	\$100 per day
At least 10	70	\$100 per day
At least 15	90	\$100 per day

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.

**Payment for  
Accumulated Leave  
Upon Separation**

The following leave provisions shall apply to local leave accumulated beginning on the original effective date of this program.

An employee who separates from employment with the District shall be eligible for payment for accumulated local leave under the following conditions:

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1. The employee's separation from employment is voluntary, i.e., the employee is resigning and is not being discharged or nonrenewed.
2. The employee provides advance written notice of intent to separate from employment at least two weeks before the last day of employment.
3. The employee has at least five years of service with the District.
4. The employee shall complete all contractual obligations and employment duties through the last day of instruction or through the end of the employee's work calendar.

The employee shall receive payment for each day of accumulated local leave, to a maximum of 50 days, at a rate established by the Board. If the employee is reemployed with the District, local days for which the employee received payment shall not be available to that employee.

The following rates 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.

Employee	Rate
Professional	\$100 per day
Paraprofessional	\$50 per day
Auxiliary	\$50 per day

**Neutral Absence  
Control**

If an employee does not return to work after exhausting all available paid and unpaid leave, the District shall provide the employee written notice that he or she no longer has leave available for use. The District shall automatically pursue termination of an at-will employee who has exhausted all available leave, regardless of the reason for the absence [see DF series]. A contract employee's failure to return to duty after exhausting all available leave may be considered good cause for termination or grounds for nonrenewal. The employee's eligibility for reasonable accommodations, as required by the Americans with Disabilities Act [see DAA(LEGAL)], shall be considered before termination. If terminated, the employee may apply for reemployment with the District.

**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

The Superintendent or designee shall deliver to the employee by hand or certified mail, return receipt requested, written notice of

proposed nonrenewal not later than the 25th day before the last day of instruction required in the contract.

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 ~~provided below~~ 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 ~~materials~~ 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 ~~and complaints through informal conferences~~ with their supervisor, principal, or other appropriate ~~campus or District~~ administrator.

~~Concerns should be expressed as soon as possible to allow early resolution at the lowest possible administrative level.~~

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 except when communication between an employee and a Board member would be inappropriate because of a pending hearing or appeal related to the employee.~~

~~Formal Process~~

~~If an informal conference regarding a complaint fails to reach the outcome requested by the employee, he or she 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~~ 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 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.

**Deadline Extensions**

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

**Formal Process**

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

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 Su-

	<p>perintendent, 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.</p> <p>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.</p>
<p>Option to Continue Informal Process</p>	<p>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.</p>
<p>Notice of Complaint</p>	<p>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.</p>
<p><b>Freedom from Retaliation</b></p>	<p>Neither the Board nor any District employee shall unlawfully retaliate against an employee for bringing a concern or complaint.</p>
<p><b>Whistleblower Complaints</b></p>	<p>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]</p>
<p><b>Complaints against Supervisors</b></p>	<p>Complaints alleging a violation of law by a supervisor may be made to the Superintendent <del>or designee</del>. Complaints alleging a violation of law by the Superintendent may be <del>made</del> submitted directly to the Board or Board's designee.</p>
<p><b>Direct Communication with Board Members</b></p>	<p>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.</p>
<p><b>General Provisions</b> Filing</p>	<p>Complaint forms and appeal notices may be filed by hand-delivery, <del>fax</del> by electronic communication, 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. <del>Fax filings</del> Filings submitted by electronic communication shall be timely filed if they are received <del>on or before</del> by the close of business on the deadline, as indicated by the date/time shown on the <del>fax copy</del> electronic communication. Mail filings shall be timely filed if they are postmarked by U.S. Mail on or before the deadline and re-</p>

ceived by the appropriate administrator or designated representative no more than three business days after the deadline.

~~Response~~  
~~At Levels One and~~  
~~Two,~~  
~~“response”~~ Scheduling Hearings Decision

The District shall make reasonable attempts to schedule hearings at a mutually agreeable time. If the employee fails to appear at a scheduled hearing, the District may hold the hearing and issue a decision in the employee’s absence.

A “decision” shall mean a written communication to the employee from the appropriate administrator. ~~Responses may be hand-delivered or sent by U.S. Mail to the employee’s mailing address of record. Mailed responses shall be timely if they are postmarked by U.S. Mail on or before the deadline 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.

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.”~~ 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 decisions shall be timely if they are postmarked by U.S. Mail on or before the deadline.

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 bring 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.~~

~~Costs Incurred~~related events shall be consolidated.

#### Costs Incurred

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

#### Complaint ~~Form~~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, new documents may be submitted at the sole discretion of the District employee or official presiding over the grievance conference or appeal~~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 a complaint.~~refiled, 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 hold a conference with the employee within ten days after receipt of the written complaint. The administrator may set reasonable time limits for the conference~~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 ~~administrator~~ 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 ~~administrator~~ hearing officer may consider information provided ~~at~~ with the ~~Level One conference~~ complaint form and any other relevant documents or information the ~~administrator~~ 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.

~~The Superintendent or designee shall hold a conference within ten days after the appeal notice is filed. The conference shall be limited to the issues presented by the employee at Level One and identified in the Level Two appeal notice. The Superintendent or designee may set reasonable time limits for the conference~~ After receiving notice of the appeal, the Level One hearing officer shall prepare and forward a record of the Level One complaint to the Level Two hearing 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. Any other documents submitted by the employee at Level One.
3. If the complaint is against a District employee, the written response of the District employee, if any.
4. The decision issued at Level One and any attachments.
- ~~4~~.5. All other documents relied upon by the Level One hearing officer in reaching the Level One decision.

The ~~Superintendent or designee 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 de-~~

~~cision, the Superintendent or designee may consider documents and information provided at Levels One and Two and any other relevant documents or information the Superintendent or designee believes will help resolve the complaint.~~ hearing officer shall hold a hearing within 10 calendar days after the appeal notice is filed. 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 the Level One record, any additional information provided prior to the Level Two hearing, and any other relevant documents or information the hearing officer believes will help resolve the complaint.

Recordings of the Level One and Level Two 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.

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 ~~District~~ Superintendent 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~~ 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. Any other documents submitted by the employee at Level Two.
4. The decision issued at Level Two and any attachments.
5. All other documents relied upon by the administration in reaching the Level Two decision.

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]

~~The~~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 members. ~~The Board shall hear the complaint and may request that the administration provide an explanation for the decisions at the preceding levels.~~

In addition to any other record of the 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.

**Instructional Plan  
and Course Syllabus**

Prior to the beginning of each semester, each teacher shall provide a copy of the teacher's instructional plan or course syllabus for each class for which the teacher provides instruction.

The teacher shall provide this information to the District administration and the parent of each student enrolled in the teacher's class. Additional copies of the instructional plan or course syllabus shall be made available to a parent of a student enrolled upon that parent's request.

District Website

The Superintendent shall develop administrative procedures for the posting of the instructional plans and course syllabi for each class offered in the District on the District's website.

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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.

**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 qualified to make the selection, followed the proper procedure, and adhered to the objectives for instructional materials set out in this policy.
2. A parent's ability to exercise control over instruction extends only to his or her own child as set forth in Education Code Chapter 26.

3. Access to a challenged material shall not be restricted during the reconsideration process, except the District may deny access to a child if requested by the child's parent.

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

*Informal  
Reconsideration*

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

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

*Formal 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 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~~ 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 assistant superintendent, a principal, an assistant principal or other campus administrator, the executive director of special programs, 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 the District 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. Grades may include alternative assessments such as, but not limited to, a portfolio or other student performance.

The District shall permit a student who meets the criteria detailed in the grading guidelines a reasonable opportunity to redo an assignment or retake a test for which the student received a failing grade.

**Progress Reporting**

The District shall issue grade reports/report cards every grading period on a form approved by the Superintendent or designee. Performance shall be measured in accordance with this policy and the standards established in EIE.

Interim Reports

Interim progress reports shall be issued to all students in grades ~~2-12~~ 2-12. In addition, notice of a student's consistent unsatisfactory performance shall be issued in accordance with law.

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 em-

ployee, taking into consideration written materials, observation, ~~or~~ information from students, [or the use of an artificial intelligence detection tool selected by the District.](#)

PARENT RIGHTS AND RESPONSIBILITIES

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**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 every campus.
<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>
<i>Maintenance, Availability, Training, and Reporting</i>	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 educator~~ 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 ~~educator's~~ individual's alleged abuse or commission of an otherwise unlawful act with ~~the~~ student or involvement in a romantic relationship, or soliciting or engaging in sexual contact with ~~the~~ student.

#### Notice of Suspected Criminal Offense

Except as provided by state law regarding child abuse investigations, the District shall notify a parent not later than one business day after the date an employee first suspects that a criminal offense 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>

## Complaints

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

### Other Complaint Processes

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

1. Complaints alleging discrimination or harassment based on race, color, religion, sex, gender, national origin, age, ~~disability, or other protected characteristics [see the FFH series]~~ **disability** shall be submitted in accordance with ~~the FFH series~~.
2. Complaints concerning dating violence shall be submitted in accordance with ~~the FFH series~~.
3. Complaints concerning retaliation related to discrimination and harassment shall be submitted in accordance with ~~the FFH series~~.
4. Complaints concerning bullying or retaliation related to bullying shall be submitted in accordance with FFI.
5. Complaints concerning failure to award credit or a final grade on the basis of attendance shall be submitted in accordance with FEC.
6. Complaints concerning expulsion shall be submitted in accordance with FOD and the Student Code of Conduct.
7. Complaints concerning any final decisions of the gifted and talented selection committee regarding selection for or exit from the gifted program shall be submitted in accordance with EHBB.
8. Complaints within the scope of Section 504, including complaints concerning identification, evaluation, or educational placement of a student with a disability, shall be submitted in accordance with FB and the procedural safeguards handbook.
9. Complaints within the scope of the Individuals with Disabilities Education Act, including complaints concerning identification, evaluation, educational placement, or discipline of a student with a disability, shall be submitted in accordance with EHBAE, FOF, and the procedural safeguards handbook provided to parents of all students referred to special education.
10. Complaints concerning instructional resources shall be submitted in accordance with the EF series.

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11. Complaints concerning a commissioned peace officer who is an employee of the District shall be submitted in accordance with the CKE series.
12. Complaints concerning intradistrict transfers or campus assignment shall be submitted in accordance with FDB.
13. Complaints concerning admission, placement, or services provided for a homeless student shall be submitted in accordance with FDC.
14. Complaints concerning disputes regarding a student's eligibility for free or reduced-priced meal programs shall be submitted in accordance with COB.

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

**Notice to Students and Parents**

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

**Guiding Principles**  
**Informal Process**

The Board encourages students and parents to discuss their concerns with the appropriate teacher, 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 Filing Deadlines**

If a student or parent 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 student or parent shall have the later of:

After Informal Process

- Ninety calendar days to file a complaint from the date the student or parent first knew, or with reasonable diligence should have known, of the decision or action giving rise to the complaint; or
- Thirty calendar days to file a complaint from the date on which the District provided information to the student or parent regarding how to file a grievance.

[See Formal Process, below]

No Prior Informal Process

If the student or parent has not engaged in the informal process, the student or parent shall have no more than 60 calendar days from the date the student or parent first knew, or with reasonable

diligence should have known, of the decision or action giving rise to the complaint or grievance to file a complaint using the appropriate forms.

**Deadline Extensions**

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

**Formal Process**

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

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

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

~~Freedom from Retaliation~~The complaint form shall be filed with the lowest level administrator who has the authority to remedy the alleged problem. In most circumstances, students and parents shall file Level One complaints with the campus principal 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 student or parent for bringing a concern or complaint.
General Provisions Filing	Complaint forms and appeal notices may be filed by hand-delivery, by electronic communication, <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 <b>business</b> days after the deadline.
Scheduling Conferences Hearings	The District shall make reasonable attempts to schedule <del>confer-</del> <b>ences</b> <del>hearings</del> at a mutually agreeable time. If a <del>student or parent-</del> <b>complainant</b> fails to appear at a scheduled <del>conference</del> <b>hearing</b> , the District may hold the <del>conference</del> <b>hearing</b> and issue a decision in the <del>student's or parent's</del> <b>complainant's</b> absence.
Response At Levels One and Two, "response" Decision	A "decision" shall mean a written communication to the <del>student or parent</del> <b>complainant</b> from the appropriate administrator. <del>Responses may be hand-delivered or sent by U.S. Mail to the student's or parent's mailing address of record. Mailed responses shall be timely if they are postmarked by U.S. Mail on or before the deadline. Upon written mutual agreement of both parties, responses may be sent by electronic communication to the student's or parent's email address or fax number of record. Filings sent by electronic communication shall be timely if they are sent by the close of business on the deadline, as indicated by the date/time shown on the electronic communication 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.</del>  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.

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Days	<p><del>“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.”</del>A decision may be hand-delivered, sent by electronic communication to the complainant’s email address of record, or sent by U.S. Mail to the complainant’s mailing address of record. Mailed decisions shall be timely if they are postmarked by U.S. Mail on or before the deadline.</p>
Representative	<p>“Representative” shall mean any person who or organization that is designated by the <del>student or parent</del>complainant to represent the <del>student or parent</del>complainant in the complaint process. A student may be represented by an adult at any level of the complaint.</p> <p>The <del>student or parent</del>complainant may designate a representative through written notice to the District at any level of this process. <del>If the student or parent</del>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 <del>conference or</del>hearing, the District may reschedule the <del>conference or</del>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.</p>
Consolidating Complaints	<p><del>Complaints arising out of an event or a series of related events shall be addressed in one complaint. A student or parent shall not file</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 student or parent, at any point during the complaint process. The student or parent may appeal the dismissal by seeking review in writing within ten days from the date of the written dismissal notice, starting at the level at which the complaint was dismissed. Such appeal shall be limited to the issue of timeliness</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</del> writing on a form provided by the District.</p>

Copies of any documents that support the complaint should be ~~attached to~~ included with the complaint form. If the ~~student or parent-complainant~~ does not have copies of these documents, copies may be presented at the Level One ~~conference~~ hearing. After the Level One ~~conference, new documents may be submitted at the sole discretion of the District employee or official presiding over the grievance conference or appeal~~ hearing, the complainant 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 complainant, 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.

Level One

~~Complaint forms must be filed:~~

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

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

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

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

**Complaint Levels**  
**Level One**

**Level Two**

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

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

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 ~~student or parent~~ complainant did not receive the relief requested at Level One or if the time for a ~~response~~ decision has expired, the ~~student or parent~~ 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.

~~The Superintendent or designee shall schedule a conference within ten days after the appeal notice is filed. The conference shall be limited to the issues and documents considered at Level One. The Superintendent or designee may set reasonable time limits for the conference.~~ After receiving notice of the appeal, the Level One hearing officer shall prepare and forward a record of the Level One complaint to the Level Two 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. Any other documents submitted by the complainant at Level One.
- ~~4.3.~~ If the complaint is against a District employee, the written response of the District employee, if any.
4. ~~The Superintendent or designee shall provide the student or parent a written response within ten days following the conference. The written response shall set forth the basis of the decision. In reaching a decision, the Superintendent or designee may consider documents and information provided at Levels One and Two, and any other relevant documents or information the Superintendent or designee~~ decision issued at Level One and any attachments.
5. All other documents relied upon by the Level One hearing officer in reaching the Level One decision.

The hearing officer shall hold a hearing within 10 calendar days after the appeal notice is filed. 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 the Level One record, any additional information provided prior to the Level Two hearing, and any other relevant documents or information the hearing officer believes will help resolve the complaint.

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

### Level Three

If the ~~student or parent~~ complainant did not receive the relief requested at Level Two or if the time for a ~~response~~ decision has expired, the ~~student or parent~~ complainant 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 student or parent 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 appeal shall be limited to the issues and documents considered at Level Two.~~ 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. Any other documents submitted by the complainant at Level Two.
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 ~~District shall determine whether~~ complainant may request that the complaint ~~will be presented~~ heard in open or closed meeting. ~~in accordance with~~ The District shall honor that request unless the Texas Open Meetings Act ~~and~~ other applicable law ~~requires otherwise~~. [See BE]

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

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In addition to any other record of the 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 ~~student~~complainant or ~~parent or the student's~~the complainant'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. The lack of decision or 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.

**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.

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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.

**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 or sent by U.S. Mail to the individual's mailing  
address of record. Mailed responses shall be timely if they are  
postmarked by U.S. Mail on or before the deadline. Upon written  
mutual agreement of both parties, responses may be sent by elec-  
tronic communication to the individual's email address of record.~~

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." that  
provides an explanation of the basis of the decision, an indication  
of each document that supports the decision, and any relief or red-  
ress 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.

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

~~Complaints arising out of an event or a series of related events shall be addressed in one complaint. An individual 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.~~

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 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~~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 ~~individual~~complainant does not have copies of these documents, ~~they~~copies may be presented at the Level One ~~conference~~hearing. After the Level One ~~conference~~, new documents may be submitted at the sole discretion of the District employee or official presiding over the grievance conference or appealhearing, the complainant 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 complainant, 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 re-filing 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.

**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 consider 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.

~~The Superintendent or designee shall schedule a conference within ten days after the appeal notice is filed. The conference shall be limited to the issues and documents considered at Level One. The Superintendent or designee may set reasonable time limits for the conference.~~ After receiving notice of the appeal, the Level One hearing officer shall prepare and forward a record of the Level One complaint to the Level Two 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. Any other documents submitted by the complainant at Level One.
- ~~1.~~3. If the complaint is against a District employee, the written response of the District employee, if any.
4. ~~The Superintendent or designee 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 Superintendent or designee may~~

~~consider documents and information provided at Levels One and Two, and any other relevant documents or information the Superintendent or designee decision issued at Level One and any attachments.~~

5. All other documents relied upon by the Level One hearing officer in reaching the Level One decision.

The hearing officer shall hold a hearing within 10 calendar days after the appeal notice is filed. 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 the Level One record, any additional information provided prior to the Level Two hearing, and any other relevant documents or information the hearing officer believes will help resolve the complaint.

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

~~The presiding officer may set reasonable time limits and guidelines for the presentation, including an opportunity for the individual 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.~~

~~The Level Three presentation, including the presentation by the individual or his or her representative, any presentation from the administration, and questions from the Board~~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. Any other documents submitted by the complainant at Level Two.
4. The decision issued at Level Two and any attachments.
5. All other documents relied upon by the administration in reaching the Level Two decision.

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 complainant and administration to each make a presentation and provide rebuttal and an opportunity for questioning by Board members.

In addition to any other record of the 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 complainant or the complainant's representative, any presentation from the administration, and questions from 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. ~~The lack of decision or 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.

**School Functions**

The Superintendent or designee is authorized to require that all students in grades 5 and under be accompanied by their parents or an adult to school functions.

**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]

**HAYS CONSOLIDATED INDEPENDENT SCHOOL DISTRICT  
BOARD OF TRUSTEES**

Date: January 26, 2026

Agenda Item: L.1

Board Goal: Safety & Security

Subject: Update on District Safety & Security Initiatives

Administrator Responsible/Position: Jeri Skrocki, Chief Safety and Security Officer

- A. Purpose of Agenda Item:**  
 Action needed                       Information only                       Receive input
- B. Authority for This Action:**  
 Local Policy                       Law or Rule                       N/A
- C. Summary:**  
 Previous board action relating to this item -  
 Future action anticipated – As needed  
 Background information – Provide the Hays CISD Board of Trustees routine updates regarding an overview of general safety and security initiatives.
- D. Comments Received:**  
 Cabinet     DLT     FBOC     Teacher Org. Reps.     Other  
All agenda items are reviewed by Superintendent's Cabinet.
- E. Suggested Motion**  
No action needed. This item is presented as information only.

**HAYS CONSOLIDATED INDEPENDENT SCHOOL DISTRICT  
BOARD OF TRUSTEES**

Date: January 26, 2026

Agenda Item: L.2

Board Goal: Community Relations

Subject: Update on District Bond, Construction, and Renovation Projects

Administrator Responsible/Position: Max Cleaver, Chief Operations Officer

**A. Purpose of Agenda Item:**

Action needed

Information only

Receive input

**B. Authority for This Action:**

Local Policy

CV – Facilities Construction

Law or Rule

N/A

**C. Summary:**

**Previous board action relating to this item** – Updates are provided at each Board meeting.

**Future action anticipated** – As needed

**Background information** - The Board needs to monitor the progress of the bond projects and other construction projects to ensure the contract with the community is fulfilled.

**D. Comments Received:**

Cabinet

DLT

FBOC

Teacher Org. Reps.

Other

**E. Suggested Motion**

No action needed. This item is presented as information only.

**HAYS CONSOLIDATED INDEPENDENT SCHOOL DISTRICT  
BOARD OF TRUSTEES**

Date: January 26, 2026

Agenda Item: L.3

Board Goal: Finance

Subject: Financial Statements

Administrator Responsible/Position: Deborah Ottmers, Chief Financial Officer

**A. Purpose of Agenda Item:**

Action needed                       Information only                       Receive input

**B. Authority for This Action:**

Local Policy                       Law or Rule                       N/A

**C. Summary:**

Previous board action relating to this item - Monthly  
 Background information – A separate summary is attached with the financials.

**D. Comments Received:**

Cabinet     DLT     FBOC     Teacher Org. Reps.     Other

**E. Administrative Recommendation:**

There is no board action necessary. The monthly financial statements are presented as an information item.

**F. Fiscal Impact and Cost:    Amount: N/A – Information only**

Budget                       Bond                       Grant/Special Funds                       Other

**G. Suggested Motion:**

No action needed. This item is presented as information only.

**Hays CISD**  
**Financial Statements**  
**Estimated as of 12/31/2025**  
**2025/2026**



**REVENUES**

5700	Local and Intermediate
5800	State
5900	Federal
7000	Other Sources
<b>Total - All Revenues</b>	

GENERAL FUND			CHILD NUTRITION FUND			DEBT SERVICE FUND		
AMENDED BUDGET 12/31/2025	ACTUAL Est as of 12/31/2025	AVAILABLE Estimated 12/31/2025	AMENDED BUDGET 12/31/2025	ACTUAL Est as of 12/31/2025	AVAILABLE Estimated 12/31/2025	AMENDED BUDGET 12/31/2025	ACTUAL Est as of 12/31/2025	AVAILABLE Estimated 12/31/2025
\$ 137,493,536	\$ 4,663,341	\$ 132,830,195	\$ 4,309,289	\$ 2,007,460	\$ 2,301,829	\$ 95,692,661	\$ 781,364	\$ 94,911,297
129,445,967	59,357,739	70,088,228	379,662	-	379,662	-	-	-
2,075,000	267,056	1,807,944	9,331,000	2,885,697	6,445,303	-	-	-
6,800,000	-	6,800,000	-	-	-	-	-	-
<b>\$ 275,814,503</b>	<b>\$ 64,288,136</b>	<b>\$ 211,526,367</b>	<b>\$ 14,019,951</b>	<b>\$ 4,893,157</b>	<b>\$ 9,126,794</b>	<b>\$ 95,692,661</b>	<b>\$ 781,364</b>	<b>\$ 94,911,297</b>

**EXPENDITURES by FUNCTION**

11	Instruction
12	Instructional Resources and Media Services
13	Curriculum and Staff Development
21	Instructional Leadership
23	School Leadership
31	Guidance, Counseling and Evaluation Services
32	Social Work Services
33	Health Services
34	Student Transportation
35	Food Services
36	Co/Extra Curricular Activities
41	General Administration
51	Plant Maintenance and Operations
52	Security and Monitoring Services
53	Data Processing Services
61	Community Services
71	Debt Services
81	Facilities Acquisition and Construction
93	Payments to Fiscal Agents
99	Intergovernmental Charges
00	Other Uses
<b>Total - All Expenditures</b>	

\$ 164,713,376	\$ 78,675,226	\$ 86,038,150	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3,565,830	1,628,874	1,936,956	-	-	-	-	-	-
2,784,793	1,116,621	1,668,172	-	-	-	-	-	-
5,243,906	2,462,531	2,781,375	-	-	-	-	-	-
14,929,770	6,965,498	7,964,272	-	-	-	-	-	-
8,835,490	4,177,027	4,658,463	-	-	-	-	-	-
379,983	189,791	190,192	-	-	-	-	-	-
2,990,553	1,351,206	1,639,347	-	-	-	-	-	-
14,074,914	5,920,555	8,154,359	-	-	-	-	-	-
375,000	157,587	-	14,019,951	6,215,461	7,804,490	-	-	-
6,771,032	3,505,278	3,265,754	-	-	-	-	-	-
8,093,022	4,166,936	3,926,086	-	-	-	-	-	-
26,692,152	12,232,691	14,459,461	-	-	-	-	-	-
5,385,419	1,544,648	3,840,771	-	-	-	-	-	-
5,513,968	3,102,272	2,411,696	-	-	-	-	-	-
2,747,795	1,194,187	1,553,608	-	-	-	-	-	-
817,500	656,505	160,995	-	-	-	95,692,661	20,526,960	75,165,701
25,000	5,358	19,642	-	-	-	-	-	-
375,000	-	375,000	-	-	-	-	-	-
1,500,000	797,609	702,391	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
<b>\$ 275,814,503</b>	<b>\$ 129,850,400</b>	<b>\$ 145,746,690</b>	<b>\$ 14,019,951</b>	<b>\$ 6,215,461</b>	<b>\$ 7,804,490</b>	<b>\$ 95,692,661</b>	<b>\$ 20,526,960</b>	<b>\$ 75,165,701</b>

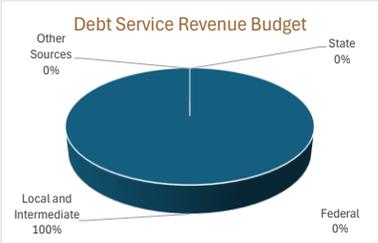
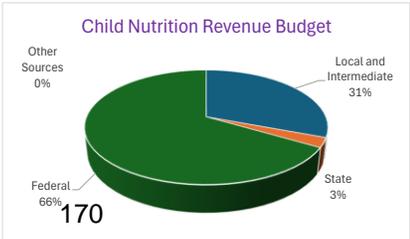
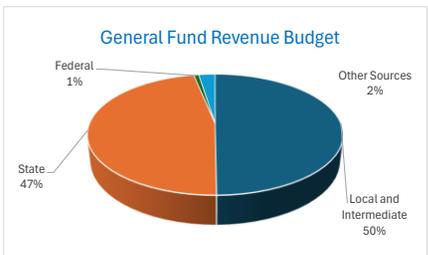
Fund Balance Beginning 7/1/25 (Audited)	\$ 25,135,775
Fund Balance Change (during fiscal year)	* -
3000 Fund Balance Ending 6/30/26 (Estimated)	<b>\$ 25,135,775</b>

	47%	53%		44%	56%		21%	79%

**EXPENDITURES by OBJECT**

6100	Payroll Costs
6200	Purchased/Contracted Services
6300	Supplies and Materials
6400	Other Operating Expenses
6500	Debt Service
6600	Capital Outlay
<b>Total - All Expenditures</b>	

\$ 114,090,390	\$ 3,421,426	\$ -
7,513,025	2,620,604	-
5,000,782	135,387	-
2,209,307	14,013	-
656,505	24,030	20,526,960
380,390	-	-
<b>\$ 129,850,400</b>	<b>\$ 6,215,461</b>	<b>\$ 20,526,960</b>



**HAYS CONSOLIDATED INDEPENDENT SCHOOL DISTRICT  
BOARD OF TRUSTEES**

Date: January 26, 2026

Agenda Item: L.4

Board Goal: Finance

Subject: Quarterly Investment Report for the 1st Quarter of the 2025-2026 Fiscal Year

Administrator Responsible/Position: Deborah Ottmers, Chief Financial Officer

**A. Purpose of Agenda Item:**

Action Needed

Information Only

Receive Input

**B. Authority for This Action**

Local Policy

N/A

CDA – Other Revenues: Investments

**C. Goal or Need Addressed:**

Board Policy CDA(LEGAL) Not less than quarterly, the investment officer shall prepare and submit to the board a written report of investment transactions for all funds covered by the Public Funds Investment Act for the preceding reporting period.

**D. Summary:**

Previous board action relating to this item: Quarterly

Future action anticipated: Quarterly

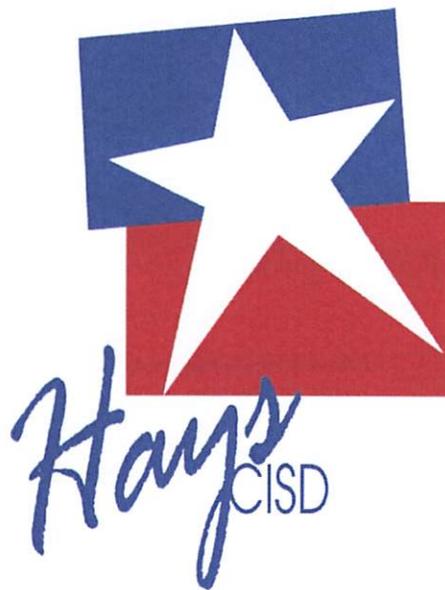
Background information: Quarterly Investment Report is attached

**E. Administrative Recommendation:**

There is no recommendation for this agenda item. This item is presented for information only.

# **Hays Consolidated Independent School District**

## **1<sup>st</sup> Quarter Investment Report**



**July 1, 2025 to  
September 30, 2025**

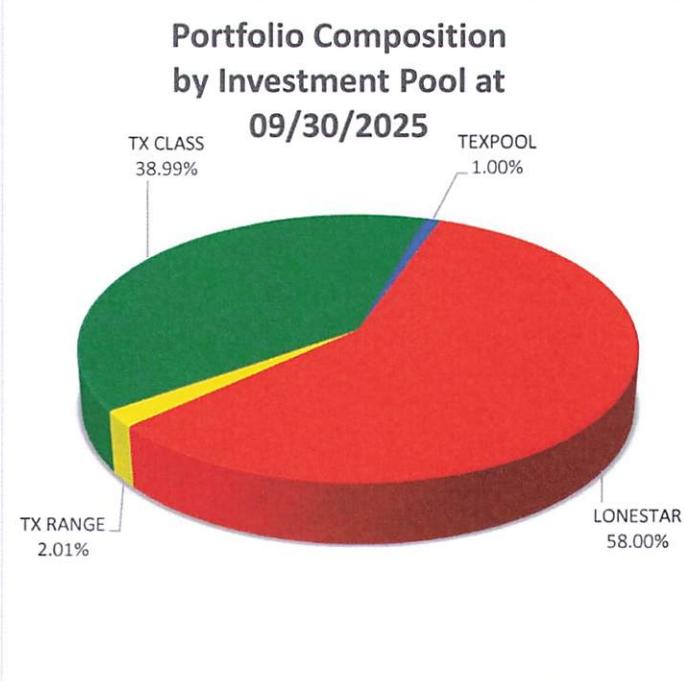
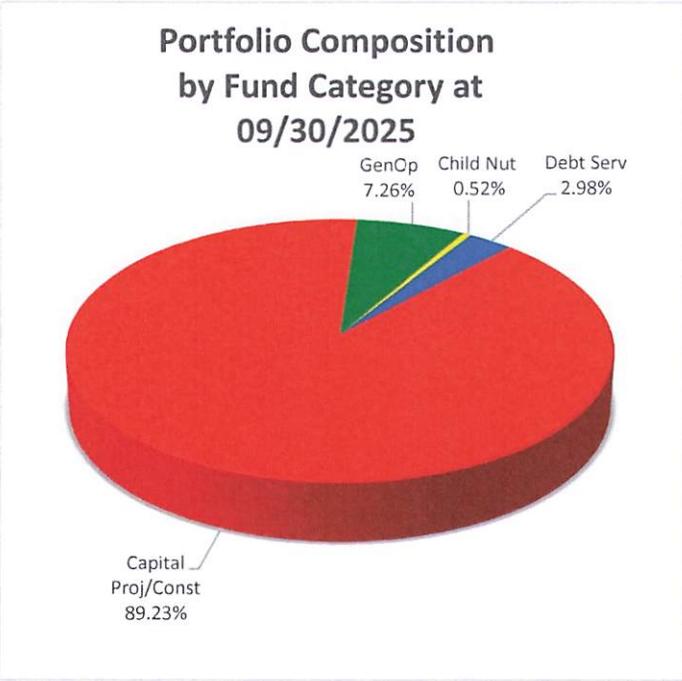
**Quarterly Investment Report  
HAYS CISD  
1st Quarter September 30, 2025**

**Portfolio Summary As of September 30, 2025**

Ending Market Value	\$ 677,375,647.83
Ending Book Value	\$ 677,375,647.83
Current Period Earnings	\$ 4,872,871.26
Portfolio Rate of Return	4.33%
Weighted Average Maturity	1 Day

**Benchmark Analysis for September 30, 2025**

Hays C.I.S.D.	4.33%
30-Day T-bill	4.37%
90-Day T-bill	4.30%
6-Month T-bill	4.18%
1-Year Treasury	4.05%



Detail of Investment Holdings  
HAYS CISD  
1st Quarter September 30, 2025

Portfolio Summary As Of September 30, 2025:

Description	CUSIP	Beginning Par Value	Ending Par Value	Book Value 6/30/2025	Book Value 9/30/2025	Market Value 6/30/2025	Market Value 9/30/2025	Period Earnings	YTD Earnings
<b>199 - General Operating</b>									
Lone Star LGIP	LONESTAR	435,648.49	31,717,285.97	435,648.49	31,717,285.97	435,648.49	31,717,285.97	91,660.09	91,660.09
Texas Range LGIP	TEXASTERM	45,895.15	17,060,704.64	45,895.15	17,060,704.64	45,895.15	17,060,704.64	141,872.19	141,872.19
TexPool LGIP	TEXPOOL02	14,620,698.73	413,665.66	14,620,698.73	413,665.66	14,620,698.73	413,665.66	42,954.78	42,954.78
		<u>15,102,242.37</u>	<u>49,191,656.27</u>	<u>15,102,242.37</u>	<u>49,191,656.27</u>	<u>15,102,242.37</u>	<u>49,191,656.27</u>	<u>276,487.06</u>	<u>276,487.06</u>
<b>240 - Child Nutrition</b>									
Lone Star LGIP	LONESTAR	5,157,897.21	3,544,421.04	5,157,897.21	3,544,421.04	5,157,897.21	3,544,421.04	47,048.99	47,048.99
Texas Range LGIP	TEXASTERM	856.30	865.56	856.30	865.56	856.30	865.56	9.26	9.26
		<u>5,158,753.51</u>	<u>3,545,286.60</u>	<u>5,158,753.51</u>	<u>3,545,286.60</u>	<u>5,158,753.51</u>	<u>3,545,286.60</u>	<u>47,058.25</u>	<u>47,058.25</u>
<b>599-Debt Service</b>									
Lone Star LGIP	LONESTAR	4,537,150.49	4,254,602.29	4,537,150.49	4,254,602.29	4,537,150.49	4,254,602.29	49,136.35	49,136.35
Texas Range LGIP	TEXASTERM	5,159,121.61	5,214,840.58	5,159,121.61	5,214,840.58	5,159,121.61	5,214,840.58	55,718.97	55,718.97
TexPool LGIP	TEXPOOL03	30,174,007.38	10,738,202.57	30,174,007.38	10,738,202.57	30,174,007.38	10,738,202.57	216,071.66	216,071.66
Texas Class	TXCLASS	0.00	4,353.19	0.00	4,353.19	0.00	4,353.19	21.24	21.24
		<u>39,870,279.48</u>	<u>20,211,998.63</u>	<u>39,870,279.48</u>	<u>20,211,998.63</u>	<u>39,870,279.48</u>	<u>20,211,998.63</u>	<u>320,948.22</u>	<u>320,948.22</u>
<b>608- 2008 Construction</b>									
Lone Star LGIP	LONESTAR	208,522.05	210,853.85	208,522.05	210,853.85	208,522.05	210,853.85	2,331.80	2,331.80
		<u>208,522.05</u>	<u>210,853.85</u>	<u>208,522.05</u>	<u>210,853.85</u>	<u>208,522.05</u>	<u>210,853.85</u>	<u>2,331.80</u>	<u>2,331.80</u>
<b>617-2017 Construction</b>									
Texas Range LGIP	TEXASTERM	180.22	182.17	180.22	182.17	180.22	182.17	1.98	1.98
		<u>180.22</u>	<u>182.17</u>	<u>180.22</u>	<u>182.17</u>	<u>180.22</u>	<u>182.17</u>	<u>1.98</u>	<u>1.98</u>
<b>617.18- 2017 Construction</b>									
Lone Star LGIP	LONESTAR	8,224,957.51	8,250,388.68	8,224,957.51	8,250,388.68	8,224,957.51	8,250,388.68	91,633.70	91,633.70
		<u>8,224,957.51</u>	<u>8,250,388.68</u>	<u>8,224,957.51</u>	<u>8,250,388.68</u>	<u>8,224,957.51</u>	<u>8,250,388.68</u>	<u>91,633.70</u>	<u>91,633.70</u>
<b>621(A) - 2021 Construction</b>									
Lone Star LGIP	LONESTAR	19,725,434.21	18,410,120.86	19,725,434.21	18,410,120.86	19,725,434.21	18,410,120.86	208,576.35	208,576.35
		<u>19,725,434.21</u>	<u>18,410,120.86</u>	<u>19,725,434.21</u>	<u>18,410,120.86</u>	<u>19,725,434.21</u>	<u>18,410,120.86</u>	<u>208,576.35</u>	<u>208,576.35</u>
<b>622- 2022 Construction</b>									
Lone Star LGIP	LONESTAR	19,045,764.46	18,932,315.30	19,045,764.46	18,932,315.30	19,045,764.46	18,932,315.30	211,630.80	211,630.80
		<u>19,045,764.46</u>	<u>18,932,315.30</u>	<u>19,045,764.46</u>	<u>18,932,315.30</u>	<u>19,045,764.46</u>	<u>18,932,315.30</u>	<u>211,630.80</u>	<u>211,630.80</u>
<b>623- 2023 Construction</b>									
Lone Star LGIP	LONESTAR	153,356,786.45	125,684,240.45	153,356,786.45	125,684,240.45	153,356,786.45	125,684,240.45	1,557,360.36	1,557,360.36
		<u>153,356,786.45</u>	<u>125,684,240.45</u>	<u>153,356,786.45</u>	<u>125,684,240.45</u>	<u>153,356,786.45</u>	<u>125,684,240.45</u>	<u>1,557,360.36</u>	<u>1,557,360.36</u>
<b>625- 2025 Construction</b>									
Texas Class	TXCLASS	0.00	432,938,605.02	0.00	432,938,605.02	0.00	432,938,605.02	2,156,842.74	2,156,842.74
		<u>0.00</u>	<u>432,938,605.02</u>	<u>0.00</u>	<u>432,938,605.02</u>	<u>0.00</u>	<u>432,938,605.02</u>	<u>2,156,842.74</u>	<u>2,156,842.74</u>
<b>Summary By Fund Category:</b>									
199- General Operating		15,102,242.37	49,191,656.27	15,102,242.37	49,191,656.27	15,102,242.37	49,191,656.27	276,487.06	276,487.06
240- Child Nutrition		5,158,753.51	3,545,286.60	5,158,753.51	3,545,286.60	5,158,753.51	3,545,286.60	47,058.25	47,058.25
599- Debt Service		39,870,279.48	20,211,998.63	39,870,279.48	20,211,998.63	39,870,279.48	20,211,998.63	320,948.22	320,948.22
6XX- Capital Projects/Construction		200,561,644.90	604,426,706.33	200,561,644.90	604,426,706.33	200,561,644.90	604,426,706.33	4,228,377.73	4,228,377.73
<b>TOTAL PORTFOLIO</b>		<u>260,692,920.26</u>	<u>677,375,647.83</u>	<u>260,692,920.26</u>	<u>677,375,647.83</u>	<u>260,692,920.26</u>	<u>677,375,647.83</u>	<u>4,872,871.26</u>	<u>4,872,871.26</u>
<b>Summary By Pool:</b>									
Lone Star		210,692,160.87	211,004,228.44	210,692,160.87	211,004,228.44	210,692,160.87	211,004,228.44	2,259,378.44	2,259,378.44
Texas Range		5,206,053.28	22,276,592.95	5,206,053.28	22,276,592.95	5,206,053.28	22,276,592.95	197,602.40	197,602.40
TexPool		44,794,706.11	11,151,868.23	44,794,706.11	11,151,868.23	44,794,706.11	11,151,868.23	259,026.44	259,026.44
Texas Class		0.00	432,942,958.21	0.00	432,942,958.21	0.00	432,942,958.21	2,156,863.98	2,156,863.98
<b>TOTAL PORTFOLIO</b>		<u>260,692,920.26</u>	<u>677,375,647.83</u>	<u>260,692,920.26</u>	<u>677,375,647.83</u>	<u>260,692,920.26</u>	<u>677,375,647.83</u>	<u>4,872,871.26</u>	<u>4,872,871.26</u>

Difference: Fund - Pool \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ -

**Lone Star™** September 2025  
Investment Pool Monthly Statement

Statement Period: 09/01/2025 to 09/30/2025

**Summary of Portfolio Holdings**

Account	Fund	Number of Shares	Price Per Share	Account Balance	% Port.
2008 Construction	Corporate Overnight Plus Fund	210,853.85	1.00	210,853.85	0.10%
<b>Totals:</b>				<b>210,853.85</b>	

Account	Fund	Number of Shares	Price Per Share	Account Balance	% Port.
2018 Construction	Corporate Overnight Plus Fund	8,250,388.68	1.00	8,250,388.68	3.91%
<b>Totals:</b>				<b>8,250,388.68</b>	

Account	Fund	Number of Shares	Price Per Share	Account Balance	% Port.
2021-A Construction	Corporate Overnight Plus Fund	18,410,120.86	1.00	18,410,120.86	8.73%
<b>Totals:</b>				<b>18,410,120.86</b>	

Account	Fund	Number of Shares	Price Per Share	Account Balance	% Port.
2022 Construction	Corporate Overnight Plus Fund	18,932,315.30	1.00	18,932,315.30	8.97%
<b>Totals:</b>				<b>18,932,315.30</b>	

Account	Fund	Number of Shares	Price Per Share	Account Balance	% Port.
2023 Bond Fund	Corporate Overnight Plus Fund	125,684,240.45	1.00	125,684,240.45	59.56%
<b>Totals:</b>				<b>125,684,240.45</b>	

Account	Fund	Number of Shares	Price Per Share	Account Balance	% Port.
Food Service	Corporate Overnight Plus Fund	3,544,421.04	1.00	3,544,421.04	1.68%
<b>Totals:</b>				<b>3,544,421.04</b>	

Account	Fund	Number of Shares	Price Per Share	Account Balance	% Port.
General Operating	Corporate Overnight Plus Fund	662,694.61	1.00	662,694.61	0.31%
	Government Overnight Fund	31,054,591.36	1.00	31,054,591.36	14.72%
<b>Totals:</b>				<b>31,717,285.97</b>	

Account	Fund	Number of Shares	Price Per Share	Account Balance	% Port.
Interest & Bonded Debt	Corporate Overnight Plus Fund	4,254,602.29	1.00	4,254,602.29	2.02%
<b>Totals:</b>				<b>4,254,602.29</b>	

**Totals**

Fund	Yield	Share Quantity	Price Per Share	Fund Balance (USD)	% Port.
Corporate Overnight Fund	0.00 %	0.00	1.00	0.00	0.00 %
Government Overnight Fund	4.20 %	31,054,591.36	1.00	31,054,591.36	14.72 %
Corporate Overnight Plus Fund	4.39 %	179,949,637.08	1.00	179,949,637.08	85.28 %
<b>Total Value:</b>				<b>211,004,228.44</b>	<b>100.00 %</b>

<b>TexPool Summary</b>		Hays Consolidated ISD General Operating				
Pool Name	Beginning Balance	Total Deposits	Total Withdrawals	Total Interest	Current Balance	Average Balance
Texas Local Government Investment Pool	\$412,225.03	\$0.00	\$0.00	\$1,440.63	\$413,665.66	\$412,273.05
<b>Total Dollar Value</b>	<b>\$412,225.03</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,440.63</b>	<b>\$413,665.66</b>	

<b>TexPool Summary</b>		Hays Consolidated ISD Interest and Bonded Debt				
Pool Name	Beginning Balance	Total Deposits	Total Withdrawals	Total Interest	Current Balance	Average Balance
Texas Local Government Investment Pool	\$10,700,805.55	\$0.00	\$0.00	\$37,397.02	\$10,738,202.57	\$10,702,052.12
<b>Total Dollar Value</b>	<b>\$10,700,805.55</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$37,397.02</b>	<b>\$10,738,202.57</b>	



**Account Statement**

**Consolidated Summary Statement**

For the Month Ending September 30, 2025

HAYS CONSOLIDATED INDEPENDENT SCHOOL DISTRICT								
Account Number	Account Name	Opening Market Value	Purchases / Deposits	Redemptions / Sales / Maturities	Unsettled Trades	Change in Value	Closing Market Value	Cash Dividends and Income
1142-00	GENERAL OPERATING	31,459,687.45	101,017.19	(14,500,000.00)	0.00	0.00	17,060,704.64	101,017.19
1142-01	FOOD SERVICE	862.56	3.00	0.00	0.00	0.00	865.56	3.00
1142-02	DEBT SERVICE	5,196,795.83	18,044.75	0.00	0.00	0.00	5,214,840.58	18,044.75
1142-08	2017 Construction	181.54	0.63	0.00	0.00	0.00	182.17	0.63
<b>Total</b>		<b>\$36,657,527.38</b>	<b>\$119,065.57</b>	<b>(\$14,500,000.00)</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$22,276,592.95</b>	<b>\$119,065.57</b>

**Texas CLASS**

Average Monthly Yield: 4.3496%

	Beginning Balance	Contributions	Withdrawals	Income Eamed	Income Earned YTD	Average Daily Balance	Month End Balance
TX-01-0288-0002 DEBT SERVICE	4,337.87	0.00	0.00	15.52	21.24	4,345.94	4,353.19
TX-01-0288-0003 Bond 2025 Cap Pro S1	431,849,506.02	0.00	456,844.00	1,545,944.00	2,156,842.74	432,533,642.11	432,938,805.02
<b>TOTAL</b>	<b>431,853,842.69</b>	<b>0.00</b>	<b>456,844.00</b>	<b>1,545,959.52</b>	<b>2,156,863.98</b>	<b>432,537,988.05</b>	<b>432,942,958.21</b>

**Quarterly Investment Report**  
**HAYS CISD**  
**1st Quarter September 30, 2025**

We, the approved Investment Officers of Hays CISD, hereby certify that the following Investment Report represents the investment position of the district as of **September 30, 2025** in compliance with the Board approved Investment Policy, the Public Funds Investment Act (*Texas Government Code 2256*), and, Generally Accepted Accounting Principles (GAAP).

Deborah Ottmers  
Chief Financial Officer



Kay Cannon  
Accountant



**HAYS CONSOLIDATED INDEPENDENT SCHOOL DISTRICT  
BOARD OF TRUSTEES**

Date: January 26, 2026

Agenda Item: M

Board Goal: N/A

Subject: Requests for Information from the Board of Trustees

Administrator Responsible/Position:

A. Purpose of Agenda Item:

Action Needed

Information Only

Receive Input

B. Authority for This Action

Local Policy

Law or Rule

N/A

C. Goal or Need Addressed: The Board shall request information as needed.

D. Administrative Recommendation: N/A

## 2025-2026 Hays CISD Board of Trustees Meeting Schedule



Hays CISD Board meetings are held at the Hays CISD Academic Support Center in the Merideth Keller Board Room located at 21003 Interstate 35, Kyle, TX 78640

Monday, July 21, 2025 - 5:30 pm

Friday, August 8, 2025 - 8:00 am – Special Meeting: Team Building  
Monday, August 25, 2025 - 5:30 pm

Monday, September 15, 2025 - 5:30 pm  
Monday, September 22, 2025 - 5:30 pm

Monday, October 20, 2025 - 5:30 pm  
Monday, October 27, 2025 - 5:30 pm

Monday, November 17, 2025 - **5:00 pm**

Monday, December 8, 2025 - **5:00 pm**

**TUESDAY**, January 20, 2026 - 5:30 pm  
Monday, January 26, 2026 - 5:30 pm

**TUESDAY**, February 17, 2026 - 5:30 pm  
Monday, February 23, 2026 - 5:30 pm

Monday, March 30, 2026 - 5:30 pm

Monday, April 20, 2026 - 5:30 pm  
Monday, April 27, 2026 - 5:30 pm

Monday, May 11, 2026 - **5:00 pm**  
Monday, May 18, 2026 - 5:30 pm

Monday, June 22, 2026 - 5:30 pm  
Monday, June 29, 2026 - 5:30 pm

Monday, July 27, 2026 – 5:30 pm – Special Meeting: Superintendent Evaluation