



A meeting of the Board of Trustees of the Bryan Independent School District will be held on Monday, December 16, 2024, beginning at 6:00 PM in the Boardroom of the Administration Building, 801 South Ennis Street, Bryan, Texas 77803, where a quorum of the Board of Trustees will be present.

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 order shown on this meeting agenda. A closed meeting may be held at any time during the open meeting as authorized by various sections of the Texas Government Code. When this occurs, a formal statement will be made by the president or presiding officer of the Board of Trustees.

1. CALL TO ORDER

2. Welcome

3. Pledges of Allegiance

4. Spotlight

4.A. Elementary Teachers of the Month

4.B. Auxiliary Employee of the Month

4.C. Spotlight on Family Engagement

4.D. Appreciation to Mr. George McMahon of Infrastructure Equipment Group for the Donation to Support the Bryan ISD Career and Technical Education Department

5. Superintendent Update

5.A. Superintendent Update - Student, Staff, and Community Celebrations

6. Information Items

6.A. Human Resources Update on the Holistic Review of Pay Systems



HUMAN RESOURCES

Holistic Review of Pay Systems

December 16, 2024



Multiphased Approach

January
2024 -
June 2024



Pay Equity Review

TASB Finding: "No patterns of administrative pay inequity attributable to dimensions of diversity in Bryan ISD. Current pay procedures focus on measurable criteria." No legal requirement to make any salary adjustments.

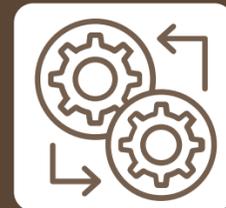
2024 -
2025



Pay Systems Holistic Review

Evaluate the market to identify competitive pay practices
Building and aligning competitive pay structures
Calculate cost estimates

Ongoing



Pay Maintenance Review

Ensure the pay structures stay in alignment
Adjust pay ranges to maintain a competitive position in the market

Quantitative & Qualitative Data Collection

- October Kickoff Meeting
- Quantitative Data Collection
- Qualitative Data Collection
 - TASB sent the survey to staff in hiring positions in October - November
 - Excellent participation rate
 - Feedback Summary
 - Respondents almost universally felt that pay is low
 - Respondents universally felt supportive of the district



Next Steps



December 2024 Market Analysis

- Gather & validate market data
- Match common jobs
- Review job classifications

January 2025 Build Models

- Build pay structures
- Calculate pay increase models
- Calculate Adjustments

February 2025 Draft Report

- Prepare initial findings & recommendations
- Share preliminary cost models
- Review with Administration

March-April 2025 Final Report

- Finalize recommendations
- Prepare final comprehensive report
- Present to administration & Board



HUMAN RESOURCES

Holistic Review of Pay Systems

December 16, 2024



6.B. Special Education Update on Therapeutic Services



BRYAN ISD

THERAPEUTIC SERVICES UPDATE

Special Programs
December 16, 2024

Therapeutic Services Implementation Timeline



January-February 2024
Needs Analysis
Data Review and Cost Analysis
Vendor Survey



March-April 2024
Sierra School Site Visit
Special Education/Campus Leadership Collaboration



May-June 2024
Board Approval
Draft Processes & Procedures



July-August 2024
Campus Leadership Update
Parent/Student Conversations



Fall 2024
Continue Conversations with Parents
and Monitoring Student Progress

May 2024
The board approved authorization for contracted services not to exceed \$900,000 for the 2024 -25 school year.
While the cost for this service is approximately \$900,000, there is a reduced need for campus-based special education support, resulting in an offset of approximately \$582,500.



OVERVIEW

Location



Milam Campus

Provides access to county resources

Provides access to classrooms for transitioning to traditional-style classrooms

Student Capacity



Maximum of 20 students

7th-12th Graders

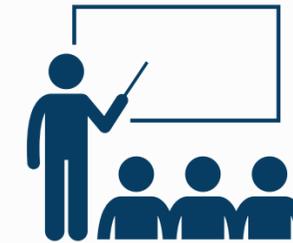
Students with Special Education Needs

Admission, Review, and Dismissal (ARD) Committee Decision

Currently

- 8 Middle School Students
- 11 High School Students

Staffing



1-Program Director

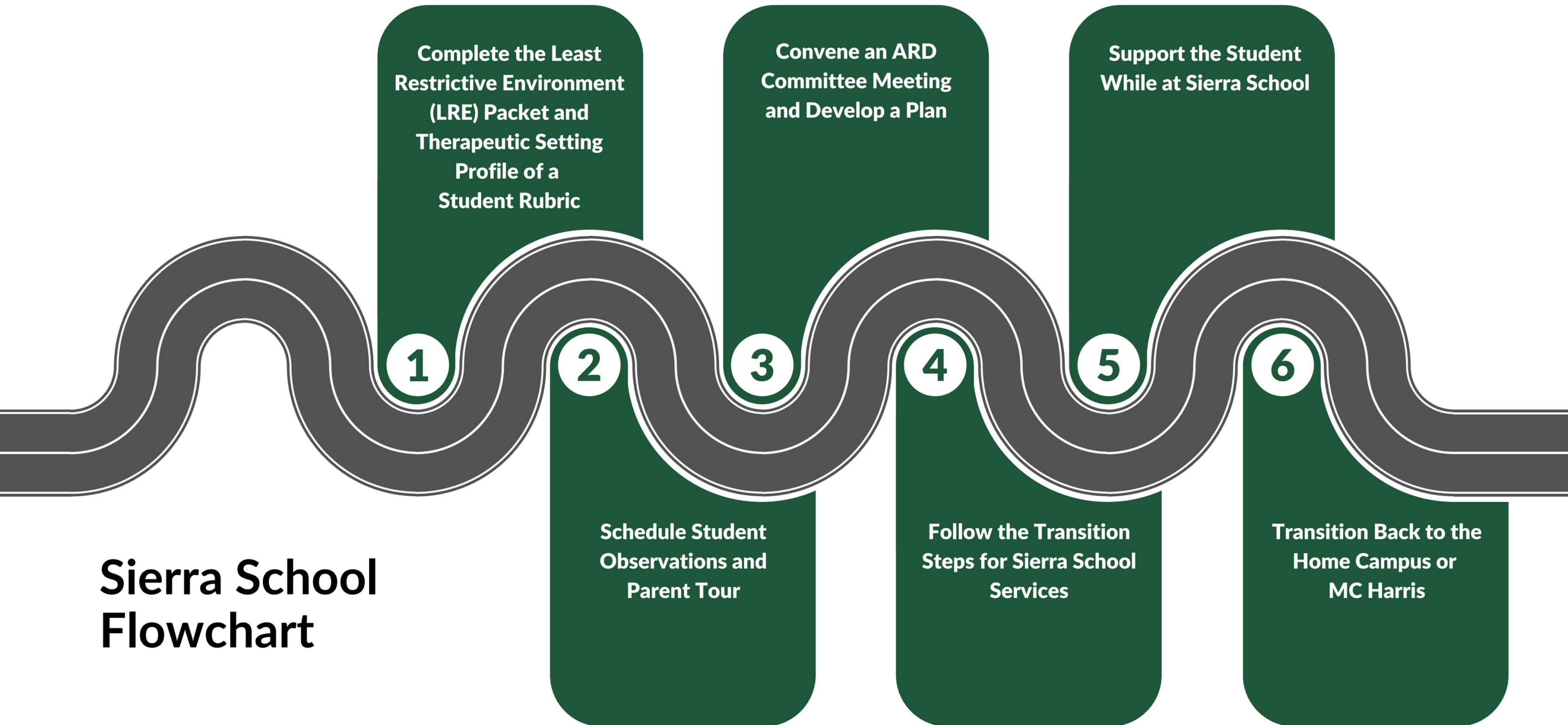
2-Special Education Teachers

4-Assistant Teachers

1-Social Worker

1-Climate Manager

Sierra School Flowchart



Current Outcomes

Students Participating in Sierra School Services



Student Experience
Academic Success



Staff Capacity
and Access to
Experts in the
Field



Reduced
Behavioral &
Disciplinary
Events,
Reduced Days of
Suspension



Positive Culture,
Self-Regulation,
and Social Skill
Development



Reduced Need
for Secondary
School BEST
Support Staff

Credit
Recovery

Disciplinary Referrals in 2023 (YTD)
have been reduced by 67% in 2024

Days of Suspension in 2023 (YTD)
have been reduced by 44% in 2024

Reduction of 3 teacher positions
and 6 para-professional positions
from 2023-2024 to 2024-2025



BRYAN ISD

THERAPEUTIC SERVICES UPDATE

Special Programs

December 16, 2024

6.C. Instructional Materials Update



Instructional Materials

HB 1605 Updates

December 16, 2024

Texas Required Curriculum

Texas Legislature

Texas Education Code Chapter 28, Subchapter A: Required Curriculum



State Board of Education

Texas Administrative Code - Texas Essential Knowledge & Skills (TEKS)



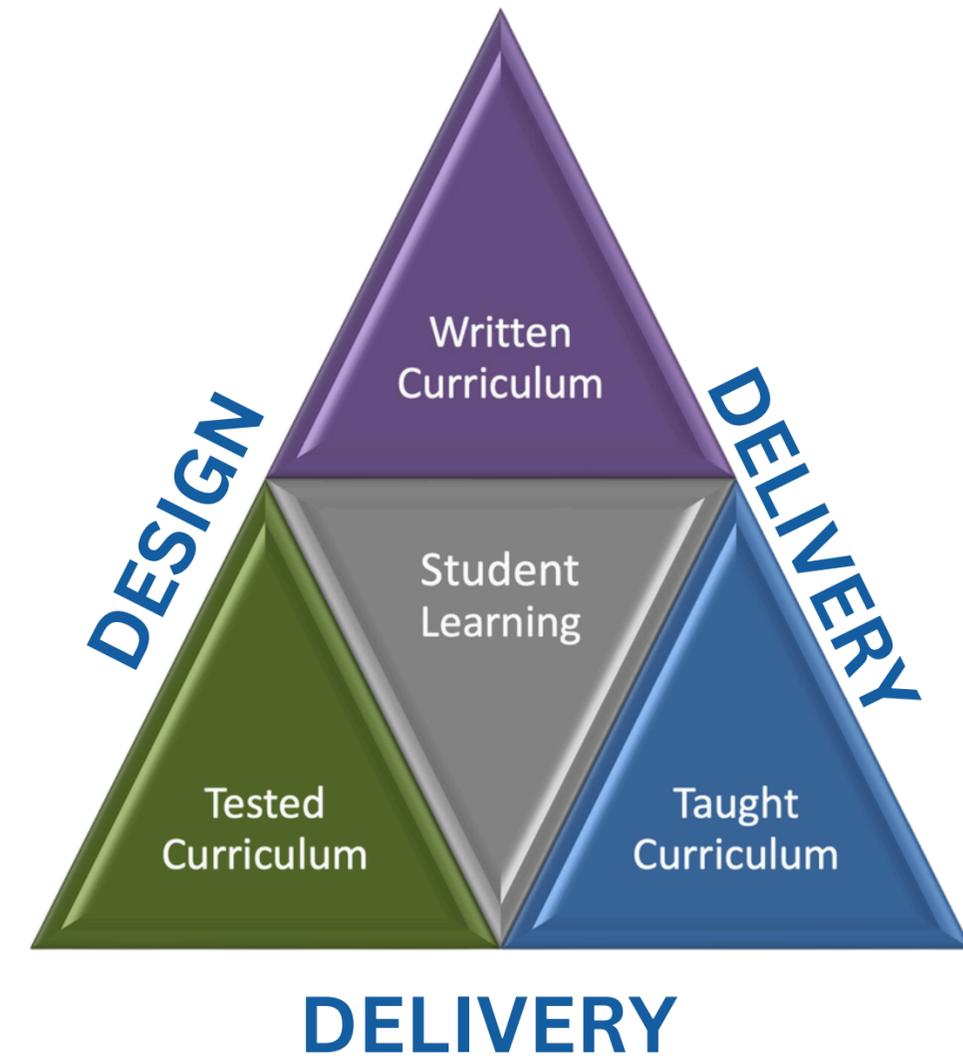
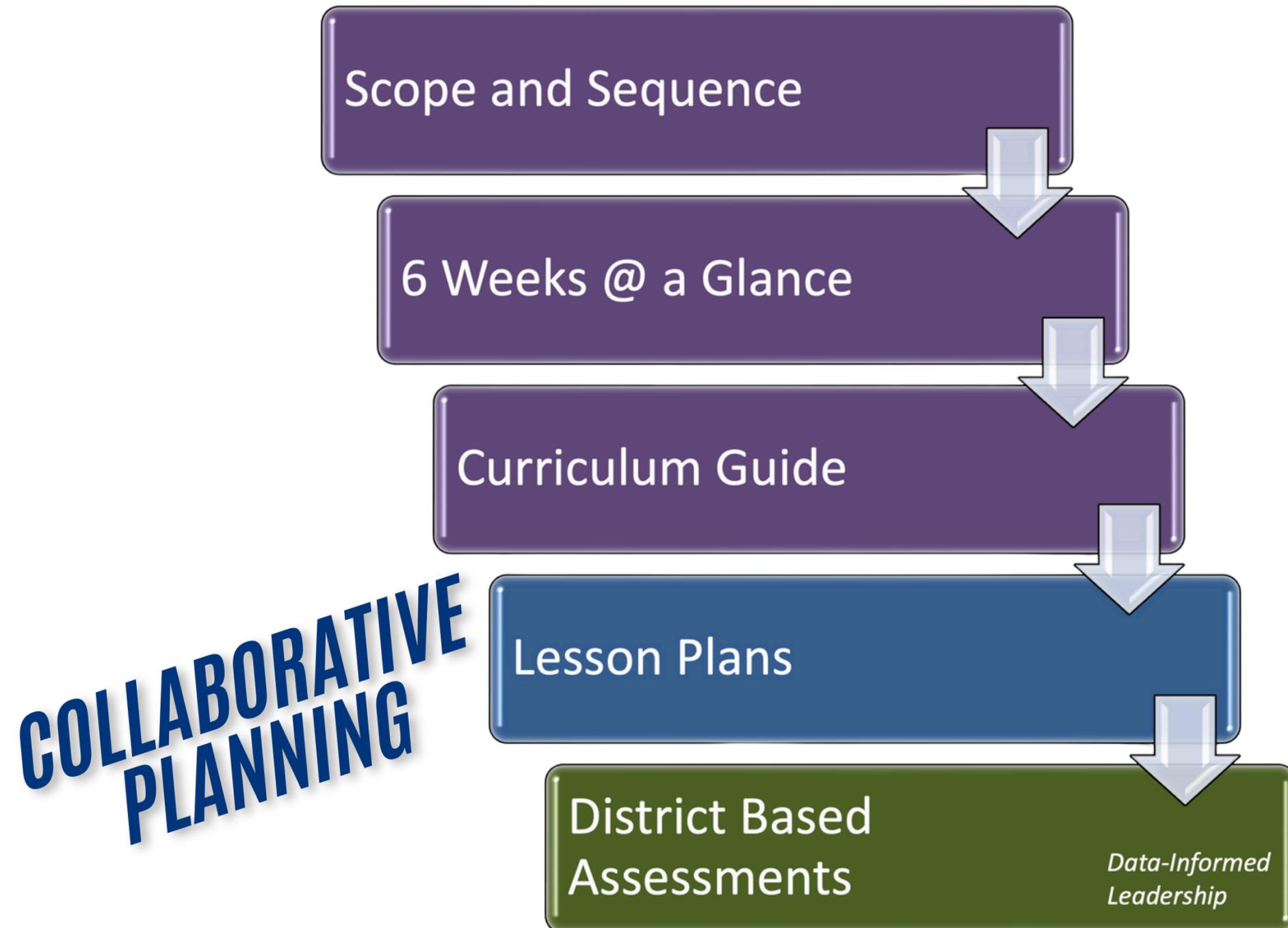
Bryan ISD Board of Trustees

Board Policy AE (Local) – Managed Curriculum



Bryan ISD Curriculum

Instructional Alignment



Changes to the Adoption Process (HB 1605)

Before

SBOE Proclamation cycle consisting of an 8-year adoption of materials for each subject

Proclamation
Texas Resource Review Process

SBOE adopts list of materials per proclamation and static for 8 years

Local review of approved instructional materials and present recommendations to School Board

Instructional Materials and Technology Allotment Funding (IMTA)



Now

Eliminated 8-year adoption cycle and proclamations

Instructional Materials Review Process (IMRA)
Reviews for High-Quality Instructional Materials

SBOE list of approved materials under IMRA review will be cumulative and expand each year

Local review of approved instructional materials and present recommendations to School Board

Instructional Materials and Technology Allotment Funding (IMTA) + Entitlement Funding

Prior Proclamations

Subject	Grade-Level	Year Adopted	Gap Funding
Math	K-8	2014	<ul style="list-style-type: none"> • Older adoptions were purchased in 4 or 8 year agreements. • Once that timeframe expired and no new proclamation was issued, there was an annual cost for continuation. • 2022-2023 Biennium was drastically reduced by the 87th Legislature due to the influx of ESSER funding. • Further deteriorated the IMTA fund.
Social Studies	K-12	2015	
Math	9-12	2015	
Fine Arts	K-12	2015	
CTE (All Courses)	6-12	2015	
LOTE	6-12	2017	
ELAR	K-8	2019	
ELAR	9-12	2020	
PreK	PreK	2021	
Health and Physical Education	K-12	2022	
Science	K-12	2024	
CTE (Select Courses)	9-12	2024	



SBOE Multi-Year Plan for Reviews

Cycle 2024	Cycle 2025	Cycle 2026	Cycle 2027	Cycle 2028	Cycle 2029	Cycle 2030	Cycle 2031
Materials in classrooms SY 2025-26	Materials in classrooms SY 2026-27	Materials in classrooms SY 2027-28	Materials in classrooms SY 2028-29	Materials in classrooms SY 2029-30	Materials in classrooms SY 2030-31	Materials in classrooms SY 2031-32	Materials in classrooms SY 2032-33
Foundation Subjects <ul style="list-style-type: none"> Math K-12 ELAR K-5 SLAR K-5 	Foundation Subjects <ul style="list-style-type: none"> Math K-12 ELAR K-5 SLAR K-5 <ul style="list-style-type: none"> Math Supplemental 	Foundation Subjects <ul style="list-style-type: none"> Math K-12 Math Adv ELAR K-5 SLAR K-5 <ul style="list-style-type: none"> Math Supplemental RLA Supplemental Enrichment Subjects <ul style="list-style-type: none"> Positive Character Traits Fine Arts CTE (Batch 1) 	Foundation Subjects <ul style="list-style-type: none"> Math K-12 Math Adv ELAR K-5 SLAR K-5 <ul style="list-style-type: none"> Math Supplemental RLA Supplemental Enrichment Subjects <ul style="list-style-type: none"> Positive Character Traits Fine Arts CTE (Batch 1) CTE (Batch 2) Languages Other Than English (LOTE) 	Foundation Subjects <ul style="list-style-type: none"> Math K-12 Math Advanced ELAR K-5 SLAR K-5 <ul style="list-style-type: none"> Math Supplemental RLA Supplemental Enrichment Subjects <ul style="list-style-type: none"> Positive Character Traits Fine Arts CTE (Batch 1) CTE (Batch 2) CTE (Batch 3) Languages Other Than English (LOTE) Religious Literature 	Foundation Subjects <ul style="list-style-type: none"> Math K-12 Math Advanced ELAR K-12 SLAR K-6 Science K-12 <u>Social Studies K-12</u> <ul style="list-style-type: none"> Math Supplemental RLA Supplemental Enrichment Subjects <ul style="list-style-type: none"> Positive Character Traits Fine Arts CTE (Batch 1) CTE (Batch 2) CTE (Batch 3) Languages Other Than English (LOTE) Religious Literature 	Foundation Subjects <ul style="list-style-type: none"> Math K-12 Math Advanced ELAR K-12 SLAR K-6 Science K-12 Social Studies K-12 Prekindergarten <ul style="list-style-type: none"> Math Supplemental RLA Supplemental Enrichment Subjects <ul style="list-style-type: none"> Positive Character Traits Fine Arts CTE (Batch 1) CTE (Batch 2) CTE (Batch 3) Languages Other Than English (LOTE) Religious Literature 	Foundation Subjects <ul style="list-style-type: none"> Math K-12 Math Advanced ELAR K-12 SLAR K-6 Science K-12 Social Studies K-12 Prekindergarten <ul style="list-style-type: none"> Math Supplemental RLA Supplemental Enrichment Subjects <ul style="list-style-type: none"> Positive Character Traits Fine Arts CTE (Batch 1) CTE (Batch 2) CTE (Batch 3) Languages Other Than English (LOTE) Religious Literature Health Physical Education

Each year IMRA reviews will cumulatively expand to include more courses and categories of instructional materials.

**Last Adopted
2015**

Instructional Materials and Technology Allotment (IMTA)

What is the IMTA?

- Established by the 82nd Legislature in 2011
- Funding set aside by the SBOE out of the available school fund

What can the IMTA fund?

- Instructional Materials
- Technology Equipment
- Related Software Systems
 - ClassLink
 - Schoology



Funding and New Entitlements

Instructional Materials and
Technology Allotment (IMTA)



\$2,829,398

Biennium Funding

- Funding per student
- Additional for EB
- 80% available in year 1

Approved Instructional
Materials Entitlement



\$1,208,000

Annual Funding

- \$40 per student per year for approved materials
- Accumulates

State-Developed
Open Educational
Resources (OER)
Entitlement



\$268,160

Annual Funding

- \$20 per student per year for OER
- Expires Annually
- Requires TEA Approved Transition Plan

Spring 2025

- **Instructional Materials Committee for K-8 Mathematics**
 - Teacher representation from all impacted campuses and grades
 - Review all SBOE-approved materials and provide feedback via surveys and rubrics
 - Publishers Showcase of Top 3
 - Recommendation for Selection
- **Board Consideration:**
 - Recommendation to adopt instructional materials for K-8 Mathematics
- **Board Consideration:**
 - Annual certification to the State Board of Education (SBOE) and the Commissioner that students have access to instructional materials covering all Texas Essential Knowledge and Skills (TEKS)





Instructional Materials

HB 1605 Updates

December 16, 2024

6.D. District Operations Update

7. Citizens' Comments

8. ITEMS FOR DISCUSSION AND OR ACTION / CONSENT AGENDA

8.A. Consider Approval of the Meeting Minutes for November 4, November 8, November 14, and November 18, 2024



BRYAN ISD BOARD OF TRUSTEES MEETING

November 4, 2024

The Bryan ISD Board of Trustees met for a workshop meeting on Monday, November 4, 2024, at 12:00 p.m. in the Boardroom of the Bryan ISD Administration Building, located at 801 South Ennis Street Bryan, TX 77803.

Board members present:

- Dr. Julie Harlin (President)
- Felicia Benford (Vice President)
- David Stasny (Secretary)
- Mark McCall
- Ruthie Waller
- Leo Gonzalez, II
- Joel Bryan

CALL TO ORDER REGULAR MEETING

President Harlin called the workshop to order at 12:04 p.m and welcomed all attendees.

Spotlight

Appreciation of Mark McCall for his Dedication and Service as a Board of Trustee

On behalf of the entire Board, Board President Julie Harlin expressed profound gratitude for Mark McCall's steadfast service and commitment to Bryan ISD. McCall, who has been a part of the Board since November 2015, has been a pillar of strength, especially during the challenging pandemic years, and has made significant contributions to numerous committees. His dedication has been invaluable to the district, and Bryan ISD sincerely appreciates his service.

Information Items

Update on the Student Information System Transition to Skyward

Director of Data Services Jennifer Lemons, Executive Director of Technology Service, Julea Johnson, and Associate Superintendent of Teaching and Learning Dr. Barbara Ybarra provided an update on the Student Information System. In May 2023, the Board unanimously approved the purchase of the Skyward Student Information System. The district presented a timeframe for the transition to Skyward (SIS). All registration timelines have been moved up by several weeks compared to the prior year. One notable change is the student transfer window. Historically, this process began in January, but to better align with the transition timeline for the new system (SIS), the transfer portal will begin in December 2024 and close in January 2025. The course guide development process has been shared with all parents and students as they build course schedules for the 2025-2026 school year. Faculty and staff will begin training in March 2025, allowing a hands-on opportunity to review the data as they transition to the new system. A complete demographic data conversion is set for June, with additional training in July 2025. The Go Live time frame is set for August 2025.

Academic Calendar Development for 2025-2026

Associate Superintendent of Teaching and Learning, Dr. Barbara Ybarra, provided an update on the development of the 2025-2026 Academic Calendar. The committee members, composed of campus leadership, teachers, parents, students, school board members, District program leaders, and District Administration, have begun meetings to develop the academic calendar for the following year. This collaborative effort ensures that all voices are heard and considered in the calendar development process, making everyone feel included and valued. The parameters to build the calendar are 75,600 operational minutes and 187 teacher workdays. Bryan ISD's local District of Innovation (DoI) plan will allow the district to determine an appropriate start date annually by gathering stakeholder input as required by Board Policy EB(Local) to set the first day of instruction. This year, the calendar survey will be combined with the District Fall survey, allowing the community to weigh in on both topics to get quality feedback on the calendar development. The tentative survey release date is Thanksgiving break through December 10, 2024. The committee will continue to work with multiple stakeholders to discuss what has worked well and vet the areas that need improvement. The committee wishes to present the final calendar options for Board consideration at the December 16, 2024 meeting.

Advanced Academics Update

Advanced Academics Director Dr. Christina Richardson provided an update on the Advanced Academics Program. The Advanced Academic Programs in Bryan ISD are designed to provide dynamic differentiated learning opportunities to challenge students to develop their intellectual power and creativity, providing services for:

- K-4th Grade GT Services
- Explore Academy (*1st-4th Grade Ross Elementary*)
- Dual Language
- Inquire Academy (*7th-8th Grade Davila Middle School*)
- Odyssey Academy (*7th-8th Grade SFA Middle School*)
- Aspire (*5th-6th Grade All Intermediate School - Lond, Rayburn, and Sadberry*) *Will transition into 7th grade in 2025*
- 5th-11th Grade Advanced Course
- Pre-AP/Advanced Placement
- AP Capstone Diploma Program
- International Baccalaureate (Bryan High School)
- Dual Credit
- Bryan Collegiate High School (Early College High School)
- AVID

The Advanced Academics Strategic Planning Committee is a diverse group of stakeholders, including parents, teachers, administrators, and community members. They meet regularly to provide feedback on services and outcomes, develop goals, and identify students for enrollment. The committee also focuses on service design, development for specialized programs, professional development for teachers, and community and parent engagement. The committee's work is instrumental in shaping the direction and effectiveness of our Advanced Academics Program.

Our Advanced Academics Program is a testament to our dedication to providing the best education for our students. Professional development is offered to all K-12 teachers who serve GT students in a core content area. GT Teachers are required to complete the GT initial 30 hours of training and have 6-hour yearly updates. Additional in-depth training on complexity is also necessary for GT teachers and instructional coaches who assist with planning and modeling to create activities. AP and IB teachers rotate throughout the summer, receiving College Board and International Baccalaureate training. The initial findings of professional development and AVID have shown a significant increase in students enrolled in advanced academics. The training has improved performance on STAAR and TELPAS testing, which is a testament to the effectiveness of our Advanced Academics Program and the dedication of our teachers and students.

Board Policy Update

Associate Superintendent of Teaching and Learning Dr. Barbara Ybarra provided an overview of the board's legal and local policies. Legal policies are derived from statutes and case law, which the Board does not adopt. On the other hand, local policies respond to legal requirements for the board to adopt policy and reduce potential legal risk by mandating consistent practices across the district.

Bryan ISD will undergo a comprehensive policy review in November 2024. This review recommended every 5-7 years, is crucial to ensure our policies align with our practices in critical areas, resolve any internal inconsistencies that may have developed over time, and keep our administrators well-trained on policy issues. This update will inform the audience of policy changes, ensuring transparency and understanding.

Update 123 covers recommended local policy revisions to address laws from the 88th Legislative session. Subcommittees by policy area review legal policy for any changes that may impact district procedures. A committee is formed if a local policy needs to be adjusted and the policy language is updated to reflect the new statute. The policy is then taken to the Board for review and consideration. The legal policies in Update 123 provided minor clarifying language to align the policy with that series of policies. The minor updates had little or no impact on local policy.

Elementary Family Participation Incentive

Deputy Superintendent Dr. Brian Merrell shared the vision for the Elementary Family Participation Incentive. Implementing this process will allow the district to engage the community more deeply. The administration will launch a ribbon event on Saturday, November 9, 2024. Every Bryan ISD Elementary student will receive a card and lanyard for free. The card allows the student and up to five guests to enter 25 preselected events throughout the year for free. Students will receive a ribbon for each event that they attend. For every five ribbons they collect, students can obtain a pin to add to their lanyards.

Citizens' Comment

No comment cards were presented.

ITEMS FOR DISCUSSION AND OR ACTION / CONSENT AGENDA

A **motion** was made by Felicia Benford and seconded by Mark McCall for the approval of the items listed on the consent agenda.

- T-TESS Appraisers for the 2024-2025 School Year
- Quarterly Investment Report for the Quarter Ending September 30, 2024

The motion passed unanimously.

Closed Session

CONVENE IN CLOSED SESSION

Board President Dr. Julie Harlin called for a closed session at 1:46 p.m. as authorized by Texas Government Code Chapter 551.074, 551.087, and 551.0821 for the subjects allowed.

DISCUSS ISSUES PERTAINING TO APPOINTMENT, EMPLOYMENT, EVALUATION, REASSIGNMENT, DUTIES, DISCIPLINE, OR DISMISSAL OF A PUBLIC OFFICER OR EMPLOYEE

The agenda item was discussed in a session closed to the public.

PURSUANT TO TEXAS GOVERNMENT CODE SECTIONS 551.0821, DELIBERATION CONCERNING A PUBLIC SCHOOL STUDENT WHEREIN PERSONALLY IDENTIFIABLE INFORMATION WILL NECESSARILY BE REVEALED

The agenda item was discussed in a session closed to the public.

PURSUANT TO TEXAS GOVERNMENT CODE SECTIONS 551.071 and 551.087, CONSULTATION WITH ATTORNEY TO DISCUSS LEGAL REQUIREMENTS AND FINANCIAL TERMS OF JETI TAX INCENTIVE PROGRAM

The agenda item was discussed in a session closed to the public.

RECONVENE IN OPEN SESSION

The board reconvened in an open session at 2.56 p.m. No action was taken in the closed session.

ADJOURN

There being no further business, the meeting adjourned at 2.56 p.m.

President

Secretary



BRYAN ISD BOARD OF TRUSTEES MEETING

November 14, 2024

The Bryan ISD Board of Trustees convened for a special meeting on Thursday, November 14, 2024, at 6:00 p.m. in the Boardroom of the Bryan ISD Administration Building, located at 801 South Ennis Street Bryan, TX 77803.

Board members present:

- Dr. Julie Harlin (President)
- David Stasny (Secretary)
- Ruthie Waller
- Leo Gonzalez, II
- Joel Bryan
- David R. Stennis

Board member absent:

- Felicia Benford (Vice President)

CALL TO ORDER SPECIAL MEETING

President Dr. Julie Harlin called the special meeting to order at 6:02 p.m and welcomed all attendees.

Citizens' Comment

No comment cards were presented.

ITEMS FOR DISCUSSION AND OR ACTION

Local Governance

EVALUATING AND IMPROVING STUDENT OUTCOMES (EISO) AND TEAM OF EIGHT CONTINUING EDUCATION TRAINING, REFINEMENT, AND DEVELOPMENT OF BOARD GOALS, SCHOOL FINANCE, LEGISLATIVE PRIORITIES, AND REVIEW OF BOARD OPERATING PROCEDURES

Board President Dr. Julie Harlin introduced Texas Association of School Boards Consultant Orin Moore. Moore provided the Board with the Annual/Team of Eight training on the roles and responsibilities of a Trustee. The Board received an update on school finance from Steven Adams from Specialized Public Finance. Adams provided a historical review of the district's assessed property values and tax rate, including the district's current bond portfolio.

The Board discussed Legislative Priorities for the upcoming session. Topics included school finance, safety and security, teacher shortages, and the assessment and accountability system. The Administration will use the feedback to draft the Board's legislative priorities for discussion and consideration at the next Board meeting.

TASB representative Orin Moore and the Administration provided an overview of the assessment and accountability system. The Board also reviewed the Board Goals and key performance indicators.

A review of the Board's operating procedures was also conducted, ensuring that all aspects of governance were considered. The training session meets the professional development requirements for the annual team building and evaluation and improvement of student outcomes (EISO) training.

Closed Session

CONVENE IN CLOSED SESSION

Board President Dr. Julie Harlin called for a closed session at 9:20 p.m. as authorized by Texas Government Code Chapter 551.074 and 551.0821 for the subjects allowed.

DISCUSS ISSUES PERTAINING TO APPOINTMENT, EMPLOYMENT, EVALUATION, REASSIGNMENT, DUTIES, DISCIPLINE, OR DISMISSAL OF A PUBLIC OFFICER OR EMPLOYEE

The agenda item was discussed in a session closed to the public.

PURSUANT TO TEXAS GOVERNMENT CODE SECTIONS 551.0821, DELIBERATION CONCERNING A PUBLIC SCHOOL STUDENT WHEREIN PERSONALLY IDENTIFIABLE INFORMATION WILL NECESSARILY BE REVEALED

The agenda item was discussed in a session closed to the public.

DELIBERATE SELECTION OF BOARD OFFICERS - TEXAS GOVERNMENT CODE SECTION 551.074

The agenda item was discussed in a session closed to the public.

RECONVENE IN OPEN SESSION

The board reconvened in an open session at 10:11 p.m. No action was taken in the closed session.

REORGANIZATION OF BOARD OFFICERS

A **motion** was made by David Stasny and seconded by Ruthie Waller for the Board officers to remain in place and postpone the appointment and reorganization of the board officers until the December 16, 2024, meeting.

ADJOURN

There being no further business, the meeting adjourned at 10:13 p.m.

President

Secretary



BRYAN ISD BOARD OF TRUSTEES MEETING

The Bryan ISD Board of Trustees met for a regular meeting on November 18, 2024, at 6:00 p.m., in the Boardroom of the Bryan ISD Administration Building, located at 801 South Ennis Street, Bryan, TX 77803.

Board members present:

- David Stasny (Secretary)
- Ruthie Waller
- Leo Gonzalez, II
- Joel Bryan
- David R. Stennis

Board member absent:

- Dr. Julie Harlin (President)
- Felicia Benford (Vice President)

CALL TO ORDER REGULAR MEETING

Board Secretary David Stasny called the regular meeting to order at 6:02 p.m. and welcomed all attendees.

Pledges of Allegiance

Students from Ross Elementary led the audience in a pledge to the American flag. Following this, Neal Elementary student ambassadors recited the Texas pledge.

Spotlight

Elementary & Secondary Teachers of the Month

Assistant Principal Aubrey Rivas introduced Anita Pittman, Ross Elementary's Teacher of the Month for November 2024. Principal Juanita Ontiberos introduced Carrie Lundbeck-Perry as Neal Elementary Teacher of the Month.

The Teacher of the Month for Secondary was Kaitlyn Labus, introduced by Assistant Principal Dana Bechuck.

The Elementary & Secondary Teachers of the Month were recognized for exhibiting outstanding Essential 8 "E8" characteristics in their classrooms and throughout their campuses. Each teacher received a certificate of appreciation and a gift card from Truist Bank.

Auxiliary Employees of the Month

The November Auxiliary Employee of the Month is Erika Chavez Rios with the Custodial Services Department. She was introduced by Custodial Supervisor Rick Scott. Erika has been with Bryan ISD for four years and became the head custodian at Jones Elementary in January 2024. Through her years in the district, Erika has shown outstanding leadership and a servant's heart that cares deeply about her job and Bryan ISD. She received a certificate of appreciation and a gift card from Truist Bank.

Recognition of Bryan ISD and Angela Behrens, Assistant Director of Human Resources, for Receiving the Quest for Quality Exceptional K-12 Partnership Award

The Texas Association of Teacher Educators (TxATE) president, Dr. Abbie Strunc, presented Bryan ISD and Assistant Director of Human Resources, Angela Behrens, with the Quest for Quality Exceptional K-12 Partnerships Award. This prestigious award was given in recognition of our Educator Preparation Program Partnership with Sam Houston State University, a testament to our educators and staff's hard work and dedication. Bryan ISD is proud to share this achievement with the entire Bryan ISD community.

Recognition of Tami Glenn, Jones Elementary Region 6 ESC Elementary Teacher of the Year

Executive Director of School Leadership Linda Montoya introduced Tami Glenn. Tami Glenn, a kindergarten teacher at Jones Elementary School, was selected as the ESC Region's 6 Elementary Teacher of the Year out of 56 districts. On August 14, 2024, Tami was recognized on stage at the District's Annual Convocation. ESC Representative Jason Jeitz presented the award. Tami Glenn also advanced to represent the district at the State level.

Bryan ISD Student Ambassador Non-Profit Partner of the Year Award

Deputy Superintendent Dr. Brian Merrell introduced Amber Robertson with Brazos Valley Blessings. Amber Robertson thanked the Ambassadors for their hard work and dedication to assist in community activities and events. They continue to exhibit philanthropy by volunteering countless hours.

Bryan ISD Student Ambassador's Dancing Under the Stars Participation Awards

Deputy Superintendent Dr. Brian Merrell summarized the first annual Dancing Under the Stars. The event was a resounding success, with approximately 1000 attendees. P.E. Teachers across the district taught the latest line dances to the students, creating a fun and engaging atmosphere. Due to its overwhelming success, many eagerly look forward to planning the next dance, including one for intermediate and secondary campuses, promising even more fun and excitement.

Superintendent's Update - Student and Staff Celebrations and Community Update

Superintendent Ginger Carrabine provided an update on the students and staff activities happening across the district. The Board welcomed David Stennis, the newly elected trustee for At-Large Place 6 and incumbent Ruthie Waller. Stennis and Waller were sworn in on November 8th. On Saturday, November 9, 2024, the Student Ambassadors held its first Dancing Under the Stars event. The event was a fun-filled evening for elementary and intermediate students. The 2nd Annual Next Step Parent Info night was also a huge success, with free books being awarded to attendees. Fourth graders across the district attended the Texas A&M University women's Basketball game, where Henderson and Branch Elementary students sang the National anthem. Keeping families engaged, the links to view all Fine Arts and Athletic events were shared. The

Superintendent also provided updates on various academic and extracurricular activities across the district.

Standing Committees

Teaching and Learning Committee - Update on the Transition to Student Skyward, 2025-2026 Academic Calendar Development, and Annual Report

Trustee Joel Bryan reported that the committee had met on November 1, 2024, via Zoom. The committee received an update on the transition to Skyward's new student information system. The academic calendar for the 2025-2026 school year was underway. The administration anticipates bringing the calendar to the Board for consideration at the December 16 meeting. TEA anticipates releasing the final reports for the annual report in December.

Finance Committee - 2024 Annual Audit Update and Brazos Central Appraisal District Board of Directors Update

Trustee Leo Gonzalez II reported that the committee had met on November 8, 2024. The committee discussed the timeline for the 2024 Financial Audit and the JETI agreement status update. Beesaw addressed the process for electing a Board of Directors for the Brazos Central Appraisal District. Under the new legislation, the directors are elected, partly through the general election and partly by the taxing entities. Under the old method, the directors were appointed entirely by the taxing entities covered by the appraisal district.

City School Committee - City of Bryan Third Fridays and Christmas Holiday Events and Bryan ISD District Update on New Hires, Community Engagement, and Construction Projects

Trustee Ruthie Waller reported that the committee had met on October 31, 2024. The committee received an update from the City of Bryan regarding Third Fridays held downtown and a host of Christmas and holiday events scheduled for December. The City has seen a tremendous increase in Single-family permits. The district provided updates on family and community engagement and examples of recent events. The marketing efforts of Bryan ISD were also discussed. The next meeting is scheduled for January 7, 2025.

Information Items

Academic Calendar Development for 2025-2026

Director of Counseling Services Donna Willett provided an update on the calendar process. The Committee members have held numerous meetings to gather additional feedback. Nine different calendar options were drafted from those meetings, and the consensus was to have an end date by Memorial Day. The committee will continue meeting with stakeholders to narrow the selections and ensure all parameters are met. The calendar is built for students' academic success while supporting the needs of parents and students. The final draft is expected to be presented to the Board for final consideration at the December 16 meeting.

Board Policy Review Update

Associate Superintendent of Teaching and Learning, Dr. Barbara Ybarra, stated that over 40 team members, including the Superintendent, Cabinet, Directors by Area, and Principals from each level, weighed in on the review. The policy consultant selected critical policies for the team to review for potential updates and revisions. Draft revisions will be returned to the district, where the administration can review them. After review, the corresponding Board Committee will review the draft policies for feedback before the final recommended policy revisions are taken to the Board of Trustees for discussion and consideration.

Legislative Priorities

Associate Superintendent of Teaching and Learning Dr. Barbara Ybarra, Deputy Superintendent Dr. Brian Merrell, and Assistant Superintendent of Business Services Kevin Beesaw provided an overview of the district's legislative priorities. The legislative priorities fall into four main categories: Reform School Finance, Adequately Fund School Safety, Address the Teacher Shortage, and Restructure the Assessment and Accountability System.

Citizen Comments

Denise Bazy - Topic Addressed: Desire to have all middle school football games recorded for the safety of students.

ITEMS FOR DISCUSSION AND OR ACTION / CONSENT AGENDA

A **motion** was made by Leo Gonzalez, II, and seconded by Joel Bryan to approve the items listed on the consent agenda. *The motion passed unanimously.*

- Meeting Minutes October 7, 2024
- Meeting Minutes October 21, 2024
- Resolution to Cast Votes for the Brazos Central Appraisal District Board of Directors
- Financial Statements and Purchasing Report for October 2024
- Board Policy Update
- Minimum Prevailing Wage Rate

ITEMS FOR DISCUSSION AND OR ACTION / REGULAR AGENDA

Business Services

CONSIDER APPROVAL OF THE ANNUAL FINANCIAL REPORT FOR BRYAN INDEPENDENT SCHOOL DISTRICT FOR THE YEAR JUNE 30, 2024

Assistant Superintendent of Business Services Kevin Beesaw stated that the Texas Education Agency (TEA) requires all Independent School Districts to have a financial audit performed by an independent auditor and issue an audited financial report annually. Matt Rogers, a CPA representative from Weaver and Tidwell, provided an overview of the audit process, financial highlights, and upcoming changes. The Business Services department continuously communicates with the auditors to discuss and address new developments to ensure all State compliance requirements are met. Based on the test work, no material misstatements, significant deficiencies, or weaknesses in internal controls were found. There were no substantial difficulties or disagreements during the audit. A comparison of revenue sources, expenditures, and changes in the fund balance for the 10 months ending June 30, 2024, was presented along with some upcoming GASB changes in the area of compensated absences FY 25, risk disclosures FY 25, financial reporting model improvements FY 26, and the disclosure of particular capital asset and the requirements for capital assets held for sale FY 26.

A **motion** was made by Leo Gonzalez, II, and seconded by Ruthie Waller to approve the annual audit and financial report for the year ending June 30, 2024. *The motion passed unanimously.*

Teaching and Learning

DISCUSS AND CONSIDER INNOVATIVE COURSE OFFERING FOR TEAM SPORT OFFICIATING

Director of Counseling Services Donna Willett and Director of Athletics Dereck Rush stated that the district may offer any state-approved innovative course without modifications with the board's approval. Students enrolling in this course for a semester would have the opportunity to receive web-based instructional modules, combined with interactives and activities facilitated by the

classroom teacher to understand the mechanics and philosophy of officiating up to 3 different sporting activities. Students can use athletic and PE classes to officiate, practice, and use scrimmage settings to learn the game's mechanics. The course includes the State Licensure exams.

A **motion** was made by Leo Gonzalez, II, and seconded by Joel Bryan to approve the Innovative Courses for Team Sport Officiating. *The motion passed unanimously.*

DISCUSS AND CONSIDER INNOVATIVE COURSE OFFERING FOR NAVIGATING LIFE FOR STUDENTS WHO ARE DEAF OR HARD OF HEARING

Director of Counseling Services Donna Willett, Executive Director of Special Programs Dr . Jennifer Warren, and Athletic Director Dereck Rush stated that this course would provide the necessary information, resources, and opportunities that will empower students who are deaf or hard of hearing to effectively apply information and skills learned in educational, home, and community settings to facilitate achievement in secondary and postsecondary environments. The areas that will be addressed include audiology, hearing health, assistive technology, support services, communication, and accommodations.

A **motion** was made by Ruthie Waller and seconded by David Stennis to approve the Innovative Courses Offering for Navigating Life for Students who are Deaf or Hard of Hearing as presented. *The motion passed unanimously.*

Local Governance

DISCUSS AND CONSIDER THE LEGISLATIVE PRIORITIES FOR THE 89TH LEGISLATIVE SESSION

Associate Superintendent of Teaching and Learning Dr. Barbara presented the revised draft of the Board's Legislative Priorities for the 89th Legislative session presented earlier in the meeting. The revisions addressed school finance reform, school safety, teacher shortage, and the assessment and accountability system restructuring.

A **motion** was made by David R. Stennis and seconded by Leo Gonzalez, II, to approve the Legislative Priorities as presented. *The motion passed unanimously.*

Closed Session

CONVENE IN CLOSED SESSION

Secretary David Stasny called for a closed session on the subjects allowed at 8:10 p.m., as authorized by Texas Government Code Chapters 551.074, 551.0821, 551.071, and 551.087.

DISCUSS ISSUES PERTAINING TO APPOINTMENT, EMPLOYMENT, EVALUATION, REASSIGNMENT, DUTIES, DISCIPLINE, OR DISMISSAL OF A PUBLIC OFFICER OR EMPLOYEE - TEXAS GOVERNMENT CODE SECTION 551.074

The agenda item was discussed in a session closed to the public.

PURSUANT TO TEXAS GOVERNMENT CODE SECTIONS 551.0821, DELIBERATION CONCERNING A PUBLIC SCHOOL STUDENT WHEREIN PERSONALLY IDENTIFIABLE INFORMATION WILL NECESSARILY BE REVEALED

The agenda item was discussed in a session closed to the public.

PURSUANT TO TEXAS GOVERNMENT CODE SECTIONS 551.071 AND 551.087, CONSULTATION WITH ATTORNEY TO DISCUSS LEGAL REQUIREMENTS AND FINANCIAL TERMS OF JETI TAX INCENTIVE PROGRAM

The agenda item was discussed in a session closed to the public.

Reconvene in Open Session

The Board reconvened in an open session at 8:48 p.m. No action was taken during the closed session.

CONSIDER APPROVAL OF THE RECOMMENDATION FOR THE PRINCIPAL OF BRYAN COLLEGIATE HIGH SCHOOL

A **motion** was made by Joel Bryan and seconded by Ruthie Waller for the approval of Dr. Desiree Caperton as Principal of Bryan Collegiate High School. *The motion passed unanimously.*

ADJOURN

There being no further business, the meeting adjourned at 8:48 p.m.

President

Secretary



BRYAN ISD BOARD OF TRUSTEES MEETING
November 8, 2024

The Bryan ISD Board of Trustees convened for a special meeting on Friday, November 8, 2024, at 12:00 p.m. in the Boardroom of the Bryan ISD Administration Building, located at 801 South Ennis Street Bryan, TX 77803.

Board members present:

- Dr. Julie Harlin (President)
- Felicia Benford (Vice President)
- Ruthie Waller
- Leo Gonzalez, II
- Joel Bryan

Absent member:

- David Stasny (Secretary)

CALL TO ORDER REGULAR MEETING

President Harlin called the special meeting to order at 12:05 p.m and extended a hearty welcome to all attendees.

Citizens' Comment

No comment cards were presented.

ITEMS FOR DISCUSSION AND OR ACTION

Local Governance

CONSIDER APPROVAL OF ALL MATTERS INCIDENT AND RELATED TO THE CANVASSING OF ELECTIONS RETURNS AND DECLARING THE RESULTS OF THE BOARD OF TRUSTEE ELECTION FOR NOVEMBER 2024

Board President Julie Harlin announced the results of Bryan ISD's election returns for the position of Single Member District Place 4 and At-Large Place 7 of the Bryan Independent School District Board of Trustees. On September 9, 2024, the Board unanimously voted to cancel the November 5, 2024 election as both candidates were unopposed. This decision declared incumbent Ruthie Waller the Single-Member District Place 4 winner and Candidate David R. Stennis the At-Large Place 7 winner.

A **motion** was made by Leo Gonzalez, II. Joel Bryan seconded it to approve the canvassing report for the November 5, 2024, Board of Trustees Election, as presented. *The motion passed unanimously.*

ADMINISTER THE OATH OF OFFICE TO TRUSTEES ELECTED TO THE BRYAN ISD BOARD OF TRUSTEES

Executive Assistant to the Board of Trustees Tiffany Lee administered the Oath of Office to Ruthie Waller, Single Member District Place 4, and David R. Stennis, At-Large Place 7. Each candidate for each elected position signed the statement of office, marking a significant moment in their service to the Bryan ISD community.

ADJOURN

There being no further business, the meeting adjourned at 12:11 p.m.

President

Secretary

8.B. Consider Approval of Financial Statements and Purchasing Report for November 2024

BRYAN INDEPENDENT SCHOOL DISTRICT
 REPORT OF SUPERINTENDENT APPROVED PURCHASES (\$25,000 - \$50,000)
 FOR THE MONTH OF NOVEMBER 2024



Date	Dept	Campus	Vendor	Amount	Fund	Purch Method	Description
11/21/24	Transportation	Transportation	Transpar Group	\$27,500.00	General Fund	Purchasing Cooperative	Transportation Route Efficiency Study

**BRYAN INDEPENDENT SCHOOL DISTRICT
PURCHASE AUTHORIZATION REQUEST**

In accordance with Policy CH (LOCAL) the following purchase request is being submitted for consideration:

VENDOR: Transpar Group

FUNDING AMOUNT: \$27,500

ADDRESS: 186 Seven Farms Drive, Ste F, PMB 103

FUNDING SOURCE: General Fund

CITY, STATE ZIP: Charleston, SC 29492

DATE REQUIRED: November 2024

PURCHASING/BID METHOD:

Purchasing Cooperative

DESCRIPTION:

Transportation Route Efficiency Study

JUSTIFICATION:

Review of current routes within the district to help conduct and present a Time and Capacity Utilization and Deployment Model Analysis recognizing the most efficient route structure within the district

EFFECT ON FUTURE BUDGET YEAR:

n/s

REQUESTED BY:

Lori Sears/M. Martin

DATE:

November 2024

KEVIN BEESAW, ASSIST SUPT OF BUS SERV

APPROVED:

DENIED:

GINGER CARRABINE, SUPERINTENDENT

APPROVED:

DENIED:

DATE OF BOARD MEETING:

APPROVED:

DENIED:

BUSINESS OFFICE USE ONLY:

FORM 1295 REC'D: YES:

NO:

PURCHASE ORDER NO: _____

BUDGET TRANSFER REQUIRED:

DATE ISSUED: _____

YES:

NO:



Proposal to Provide a Route Efficiency Study

Bryan Independent School District

November 2024



TRANSPAR GROUP, INC.

186 Seven Farms Drive | Ste. F, PMB #103 | Charleston, SC 29492
transpargroup.com | (888) 518-3377



November 20, 2024

Ms. Ginger Carrabine
Superintendent of Schools
Bryan Independent School District
801 S. Ennis St.
Bryan, TX 77803-5398

Ms. Carrabine:

TransPar Group, Inc., is pleased to submit this proposal to Bryan Independent School District (BISD) to provide a route efficiency study through the use of TransPar's proprietary RouteYield™ analysis tool.

As the largest consulting and management company in North America solely dedicated to student transportation, TransPar has nearly three decades of experience serving clients across the United States in projects of a variety of sizes and with their own unique objectives. Our team has performed more than 500 consulting and management projects of various sizes and types for districts, schools, and state agencies in 42 states, from Rhode Island to Hawai'i, and in 4 Canadian provinces, for over 29 years. Our mission aligns directly with our clients' and the challenges that they face, in that we exist to **ensure equitable access to education through Responsible Student Transportation.**

Furthermore, we pride ourselves on only make recommendations we are willing to implement ourselves, proven by the fact that we implement our solutions daily at school district locations across the country. TransPar has the tools and expertise to effectively communicate to all stakeholders the complex relationships that exist in student transportation, which include numerous variables and stakeholders that create competing priorities. Balancing cost, service, and change is not an easy task, yet it is required of student transportation professionals every day. These challenging realities require districts to establish safe, reliable, and cost-effective educational systems, of which student transportation is an undeniable and integral part.

We appreciate the opportunity to offer our services to BISD, and we thank you for your consideration of our proposal. If you have any questions or need for further information on any aspect of the proposal, I can be reached at (512) 571-1832 or via e-mail at mikeb@transpar.com.

Sincerely,

Michael Brassfield

Director of Advisory Services
TransPar Group, Inc.



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TransPar's Background & Expertise

TransPar has nearly 30 years of experience operating as a transportation solutions advisor, provider, and partner within school districts of all sizes and operating philosophies. As such, TransPar can support a broad range of organizations. This is best demonstrated by the fact that we manage nearly 600 buses in the State of Hawaii and 16 buses at STEM Preparatory Academy near Nashville, operating in nine states and four time zones, while annually providing advisory services to districts of every size in between.

TransPar provides two primary differentiating factors:

1. We have established a long history of successful service to more school districts than any other organization; and
2. No other entity can provide the exact combination of industry-specific knowledge, management experience, and analytical/consultative skills that is being proposed by the TransPar team.

Experience and Qualifications of Proposed Staff

Every TransPar employee is committed to providing the safest, most reliable, and cost-effective services possible for our clients. Our staff also understands, however, that transportation is but one component in a district's ability to deliver high quality educational services to its students. Consequently, we believe that it is critical for our staff to be able to provide flexible options to address transportation concerns. We focus our efforts on considering all the aspects of the district so that our virtual, on-site, and corporate support teams can comprehensively address the needs and strategic objectives of the district as it moves forward. Anticipating the needs of the district rather than reacting to them is a crucial element in the TransPar philosophy of service delivery.

The individuals within TransPar have unmatched experience and expertise in the management of student transportation services, with a long history of analytical capability, specifically in the realm of school transportation operations. Furthermore, our consulting staff is solely dedicated to supporting our school district partners in achieving the safest, most efficient, and cost-effective transportation operations possible. Unlike other firms who may hire part-time subject matter experts on an as-needed basis, our expert full-time staff spends 100% of their time working with and in support of school transportation operations across the country.

Biographies for prospective members of this project team are featured below.



Mike Brassfield, Project Manager is the Director of Advisory Services for TransPar Group with a career spanning more than three decades in student transportation. Mike began his transportation career as a bus driver, dispatcher, and payroll specialist in 1983, where he quickly earned subsequent leadership roles culminating in a variety of roles as a Director of Transportation beginning in 2004, leading to his most recent role as an Executive Director of Transportation for Pflugerville Independent School District. Over the course of his career, Mike also gained consulting experience with over a dozen school district transportation operations prior to joining the TransPar team and brings with him this broad perspective of a variety of operations. Mike's expansive and dedicated career as a transportation professional affords him the knowledge and expertise to advise our school district partners in operational efficiency, strategic planning, safety, staffing, and a myriad of other challenges transportation operations are facing across the country.



Micah Brassfield, Project Executive is TransPar's current Vice President of Operations and former Director of Advisory Services. Micah worked directly for school districts and as a school district consultant for over 15 years before joining TransPar. She oversaw combined operations of more than 450 buses, which collectively served over 75,000 students daily on regular and special education routes, as well as McKinney-Vento, special programs, and extracurricular trips. In her previous roles, she oversaw contracted student transportation services provided by both First Student and National Express (Durham School Services), as well as contracted child nutrition and custodial services. Micah earned her Bachelor of Arts degree in Interdisciplinary Studies and English Language Arts from the University of Texas at Dallas in Richardson, Texas, and her Master of Business Administration from Texas State University in San Marcos, Texas.



Chris Barff, Consultant serves the TransPar consulting and analytics teams by providing valuable insight gained from his background as a transportation director and supervisor. Prior to accepting a consulting role with TransPar, Chris led one of TransPar's management locations in Pennsylvania as Reading School District's Director of Transportation, overseeing an onsite team of TransPar employees and managing the two transportation vendors. Before relocating to Reading to accept this role with TransPar, Chris was a Routing Supervisor for a school district in Indianapolis, Indiana. Chris also has direct experience as a school bus operator and manager in a variety of fields outside of student transportation. Chris holds a Bachelor of Science degree in Natural Resource Management from Angelo State University and a Master of Science degree in School Business Leadership from Wilkes University.



Bruce Herrin, Routing Specialist is an Analyst specializing in routing efficiency and operational analyses. Bruce responds to client needs by providing support and analysis to our management locations regarding routing support, bell time studies, boundary analyses, and fleet analyses. Prior to accepting his role with TransPar, Bruce was the Routing Supervisor for Pflugerville ISD. He has also worked as a Lead Coordinator and Field Trip Coordinator for Durham School Services, following his own hands-on experience as a bus driver. Bruce is well versed in VersaTrans, Routefinder Pro, and Routefinder PLUS and familiar with a variety of routing software outside of those systems. Bruce holds a Bachelor of Science degree in Geography from Brigham Young University.

Project Approach and Methodology

Task 1: Project Initiation, Data Collection, Review, & Quality Control

In this task, TransPar will set a virtual kick-off call to introduce its project team and align next steps with the relevant District leaders and stakeholders. We will use this call to confirm objectives, goals, time frames, and to outline the data required to establish a baseline understanding of the current operational scope.

Prior to and during this initial meeting, our team will request and review data as it pertains to various components of transportation operations, including but not limited to current bell times, routing processes and procedures, approach to routing, key performance indicators (KPIs) and benchmarks, and system constraints including both policy-driven and evolutionary. This task is key to initiating the project, aligning the path forward, setting expectations and timelines, and establishing the cadence for the engagement.

Task 2: Develop an Understanding of Routing System Methodology and Constraints

Task 2.1 – Routing Methodology Analysis

Prior to conducting our RouteYield™ analysis, it will be critical to first develop a baseline understanding of the key factors which affect the routing system, including any strategies, techniques, and processes which may directly affect routing and scheduling. We will begin this process by interviewing appropriate personnel, as identified in collaboration with District leadership, on how bus routes are developed and updated. Our line of questioning allows for the identification of other areas that may be limiting efficiencies and possible new strategies to address in policy or procedural changes.

Examples of some of the questions we will ask include:

- Are bus stops located within defined (and acceptable) walking distance limits; can these be safely consolidated to reduce trip miles and times?
- How are student groups and different schools or programs combined on bus runs where it is advantageous to do so?
- Are inclusion busing strategies employed to transport special education students on general education routes where it is appropriate and cost effective to do so?
- What are the potential benefits or challenges associated with the impact of varying instructional lengths of day by either program or grade level?
- Are bus runs designed such that they maximize the use of available capacity?
- Are alternative routing strategies employed where safe and reasonable to do so?
- How are runs assigned to bus routes to minimize empty running miles and layovers?
- How are non-core (e.g., field and extra-curricular trips) managed and how are resources allocated to these services? To what extent do these trips contribute to the ability to control efficiency and costs?

Task 2.2 – Policy Analysis

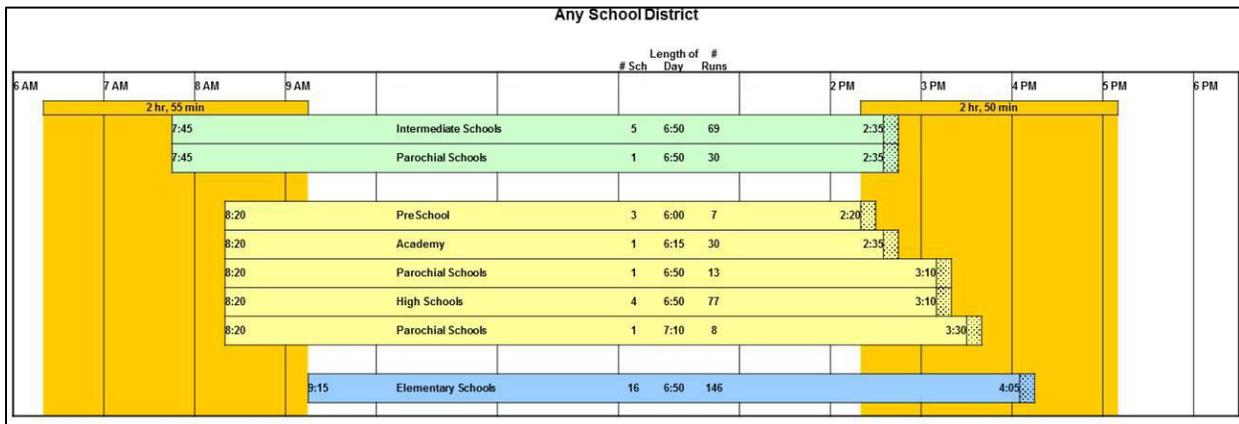
Building upon our understanding of BISD's routing methodology as evaluated in the previous subtask, TransPar will work with District staff to define critical policy related inputs to the routing scheme. These will fall into the following basic categories:

- Transportation eligibility (programs, student location, etc.)
- Walk distances to, and location of, bus stops (walk-to-stop policies)
- Bus loading (capacity) standards
- Use of shuttle buses, transfer routes and collector routes for multiple schools
- Maximum ride time standards
- Acceptable arrival and departure time windows at schools
- Courtesy transportation standards (multiple drop-off locations for students, space-available transportation, ride-along with friends, etc.)

Task 2.3 – Conduct Current Bell Structure Analysis

Task 2 will also include a review of the current bell time structure and its impact on existing routes. TransPar will evaluate the current structure to gain an understanding of the separation between bell time tiers, the degree of commonality in the length of the instructional day and the degree to which this constrains efficiency, all of which heavily influence how many times buses can be filled and reused, also known as tiering, to reduce the overall number of buses required to operate the system. Analyzing this time-related resource allocation would begin with a modeling of the current bell scheme similar to the one represented in **Figure 1** below.

Figure 1: Sample Bell Time Grid



Task 2.4 – TEA Route Services and Operations Cost Report Comparative Analysis

In an effort to assist BIRD with developing a better understanding of how districts of comparable geographic size, routes operated, and student enrollment are performing with regards to miles traveled and costs per mile, particularly in better understanding fuel costs, TransPar will research and create a comparable peer group to Bryan ISD based on state reported information for the last three (3) years. The analysis will highlight the following factors, including:

- Total annual miles
- Total regular education annual miles
- Total special education annual miles
- Total daily miles
- Total regular education daily miles
- Total special education daily miles
- Costs per mile

- Cost per regular education mile
- Cost per special education mile
- Cost per student
- Cost per regular education student
- Cost per special education student
- Average three-year historical fuel costs for diesel and gasoline in peer district areas

This analysis will provide insight into how BISD compares to the average mileage and cost categories respective to its peer districts, noting similarities and differences among the districts which could be contributing to each district's respective costs.

The previous subtasks will allow our team to more easily identify any challenges and constraints within the current system that are impacting routing efficiency. It will further allow us to outline the steps that will be required for making both short and long-term changes to enhance efficiency, anticipated costs and/or savings associated with any operational transition, and best practice recommendations and guidance for implementing the routing system desire to meet the district's in-district and non-district routing needs.

Task 3: Conduct RouteYield™ Time and Capacity Utilization and Deployment Model Analysis

Task 3.1 – RouteYield™ Time and Capacity Utilization Analysis

Once we have established a baseline understanding of the routing system, TransPar will evaluate the efficiency of the system utilizing its proprietary route efficiency tools: RouteYield™ and the bell time and fleet deployment models. During our onsite visit, TransPar will conduct a time and capacity utilization analysis of all the District's bus runs and routes. Each bus driver will be provided with a route data survey form to complete by filling in pertinent information for their respective routes. TransPar's staff will input the data into the RouteYield™ system and will analyze all runs to identify any that are under 60% utilized in time and capacity.

Figure 4 provides an example of the RouteYield™ output, which provides a graph and table output to highlight capacity available vs. capacity utilized and time available vs. time utilized. The five runs in **Figure 4** that have a red highlight in the bottom row of the table are five that were identified as underutilized in time and capacity. The District would receive an output like this for every one of its schools, programs, and campuses and their associated bus runs. As an example of how impactful this process has been for our clients, our RouteYield™ analysis resulted in a \$1.3 million savings for the operation that TransPar manages for the Bethlehem Area School District in Pennsylvania, after RouteYield™ revealed the ability to reduce five bus routes from its system. We anticipate that our team will be able to find similar efficiencies in BISD's routing system through the use of this tool.

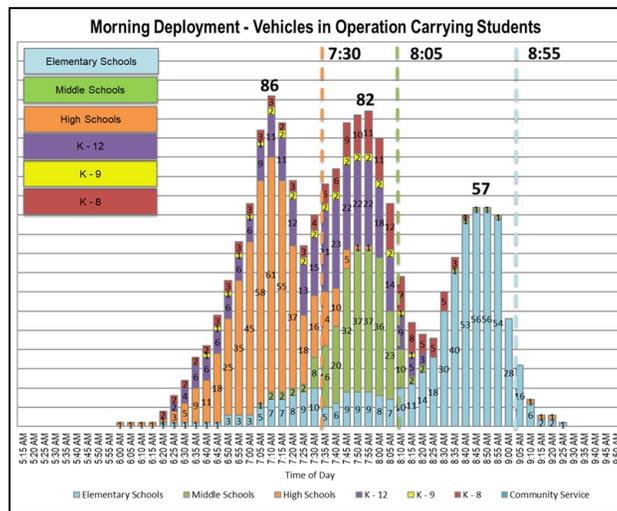
Figure 4: Sample RouteYield™ Time and Capacity Analysis, Runs by Campus



Task 3.2 – Deployment Model Analysis

The route data will then be used to develop a distribution of bus routes by time tier for the current route structure. The route model will display graphically the distribution of bus runs for each school according to start and dismissal times. This can be illustrative of the current scheme and can assist in discussion of potential schedule challenges within the system. **Figure 5** on the next page shows a three-tier system that does not currently have enough time between the first and second tier for the majority of the buses to be emptied and re-used before the second wave of transportation must begin. While there is more time between the second and third tier, this visual indicates that if more time between tiers could be allotted, that the system could likely operate with 10 to 20 buses less than the 86 that it currently requires.

Figure 5: Sample A.M. Route Deployment Model



Task 4: Develop Final Deliverable

This final task will represent the culmination of all previous tasks and the creation of a draft of the report, during which time BISD and transportation leadership will be given the opportunity to review the draft and to provide final feedback ahead of TransPar making any final requested revisions and submitting a final version of the report. The final version of the report will provide detailed recommendations pertaining to route efficiency, along with the necessary action steps that BISD would need to take to execute on these recommendations.

Note that while not included in this initial scope of work, TransPar stands ready and willing to provide additional onsite support for the implementation of any and all recommendations made as a result of the assessments outlined in this proposal. As both a consulting and management firm, we pride ourselves on making recommendations that are not only practical for our school district partners to implement, but that we are willing and able to implement ourselves, if requested.

Project Investment

TransPar proposed a firm-fixed, all-inclusive price of \$27,500 to complete this work, inclusive of Tasks 1-4 as outlined in the proposal above and all travel costs associated with conducting the RouteYield™ analysis. As previously discussed, we have arrived at this pricing using our cooperative rates. Should BISD wish to engage in this work without utilizing a mutual cooperative agreement, pricing will need to be adjusted accordingly using TransPar's standard rates.



Proposal Acceptance

Select "Accept" below if Bryan Independent School District (BISD) wishes to proceed with the proposal terms as outlined herein. Select "Do Not Accept" if BISD does not agree to or wish to proceed with the proposal terms as outlined herein.

Accept

Do Not Accept

TransPar Group, Inc.

By: 
TransPar Representative

Title: Vice President of Operations

Date: 11/21/2024

Bryan Independent School District

By: 
BISD Representative

Title: Asst. Supt. - BUSINESS SERVICES

Date: 11-21-24

MIKE BRASSFIELD

p: (512) 571-1832

e: mikeb@transpar.com

transpargroup.com



TRANSPAR

Bryan ISD Monthly Update - Budgeted Funds

General Fund

November 2024

	Adopted Budget	5 Months November 2024	Estimated Budget Remaining	November Actual
Revenues:				
Local and Intermediate Sources	90,213,000	9,079,654	81,133,346	5,591,634
State Programs	74,890,000	54,583,056	20,306,944	1,329,806
Federal Programs	5,650,000	5,839,532	(189,532)	322,222
Total Revenues	170,753,000	69,502,241	101,250,759	7,243,662
Expenditures:				
11 Instructional	107,736,309	30,224,010	77,512,299	8,594,815
12 Instructional Resources	1,654,568	558,361	1,096,207	178,736
13 Instructional Staff Development	3,177,100	1,347,182	1,829,918	342,428
21 Instructional Leadership	4,335,529	1,693,263	2,642,266	286,027
23 Campus Administration	11,197,614	4,632,090	6,565,524	979,229
31 Guidance and Counseling	6,504,204	2,849,936	3,654,268	648,935
32 Social Work Services	231,390	196,243	35,147	66,263
33 Health Services	2,059,324	678,062	1,381,262	173,382
34 Student Transportation	7,921,236	2,938,975	4,982,261	713,432
35 Food Services	25,000	-	25,000	-
36 Cocurricular / Extracurricular	4,240,419	1,676,965	2,563,454	424,201
41 General Administration	4,685,099	1,975,381	2,709,718	325,280
51 Plant Maint. And Operations	16,509,790	8,699,321	7,810,469	1,293,933
52 Security and Monitoring	1,703,426	786,042	917,384	393,767
53 Data Processing Services	2,681,296	1,711,393	969,903	212,868
61 Community Services	113,121	100,129	12,992	26,933
71 Debt Services	835,000	417,302	417,698	208,651
72 Debt Services - SECO Loan	-	-	-	-
81 Facilities Acquisition & Constr.	-	-	-	-
95 Juvenile Justice AEP	60,000	7,103	52,897	-
97 Tax Incremental Financing	-	-	-	-
99 Intergovernmental Charges	1,308,875	300,420	1,008,455	(5,128)
Total Expenditures	176,979,300	60,792,179	116,187,121	14,863,752
Other Resources*	0	0	0	-
Other Uses**	0	0	0	-
Net Other Resources and Uses	0	0	0	-

A Budget Amendment will be brought to cover the negative balances.

Bryan ISD Monthly Update - Budgeted Funds

Debt Service

November 2024

	Adopted Budget	5 Months November 2024	Estimated Budget Remaining	November Actual
Revenues:				
Local and Intermediate Sources	37,448,928	3,295,331	34,153,597	2,145,387
State Programs	175,000	3,069,491	(2,894,491)	3,069,491
Total Revenues	37,623,928	6,364,822	31,259,106	5,214,878
Expenditures:				
71 Debt Services	37,623,928	4,587,908	33,036,020	84,694
Total Expenditures	37,623,928	4,587,908	33,036,020	84,694

Bryan ISD Monthly Update - Budgeted Funds

School Nutrition Services

November 2024

	Adopted Budget	5 Months November 2024	Estimated Budget Remaining	November Actual
Revenues:				
Total Revenues*	12,135,000	5,539,457	6,595,543	1,216,425
Expenditures:				
35 Food Services	11,585,000	5,086,830	6,498,170	1,272,737
51 Plant Maint. And Operations	550,000	-	550,000	-
Total Expenditures	12,135,000	5,086,830	7,048,170	1,272,737

A Budget Amendment will be brought to cover the negative balances.

Bryan ISD Monthly Update - Non-Budgeted Funds
Special Revenue Funds
November 2024

	Adopted Budget	5 Months November 2024	Estimated Budget Remaining	November Actual
Revenues:				
Local and Intermediate Sources	-	1,035,521	-	187,032
State Programs	-	2,493,987	-	176,482
Federal Programs	-	5,025,408	-	829,594
Other	-		-	-
Total Revenues	-	8,554,916	-	1,193,109
Expenditures:				
11 Instructional	-	4,714,885	-	445,255
12 Instructional Resources	-	1,621	-	-
13 Instructional Staff Development	-	1,033,797	-	228,391
21 Instructional Leadership	-	322,393	-	55,526
23 Campus Administration	-	235,902	-	51,233
31 Guidance and Counseling	-	773,371	-	150,229
32 Social Work Services	-	141,128	-	15,257
33 Health Services	-	27,651	-	-
34 Student Transportation	-	-	-	-
35 Food Services	-		-	-
36 Cocurricular / Extracurricular	-	201,362	-	50,594
41 General Administration	-	59,870	-	11,322
51 Plant Maint. And Operations	-	-	-	-
52 Security and Monitoring	-	562,258	-	64,058
53 Data Processing Services	-	-	-	-
61 Community Services	-	47,858	-	13,159
71 Debt Services	-	-	-	-
81 Facilities Acquisition & Constr.	-	432,819	-	108,085
95 Juvenile Justice AEP	-		-	-
97 Tax Incremental Financing	-		-	-
99 Intergovernmental Charges	-		-	-
Subtotal Expenditures	-	8,554,916	-	1,193,109
Other Uses	-	-	-	-
Total Expenditures	-	8,554,916	-	1,193,109

These items do not require budgets to be adopted
by the Board of Trustees

9. ITEMS FOR DISCUSSION AND OR ACTION / REGULAR AGENDA

10. Business Services

10.A. Consider Approval of a Donation from Mr. George McMahon of Infrastructure Equipment Group to Support the Career and Technical Education Programs of Bryan ISD

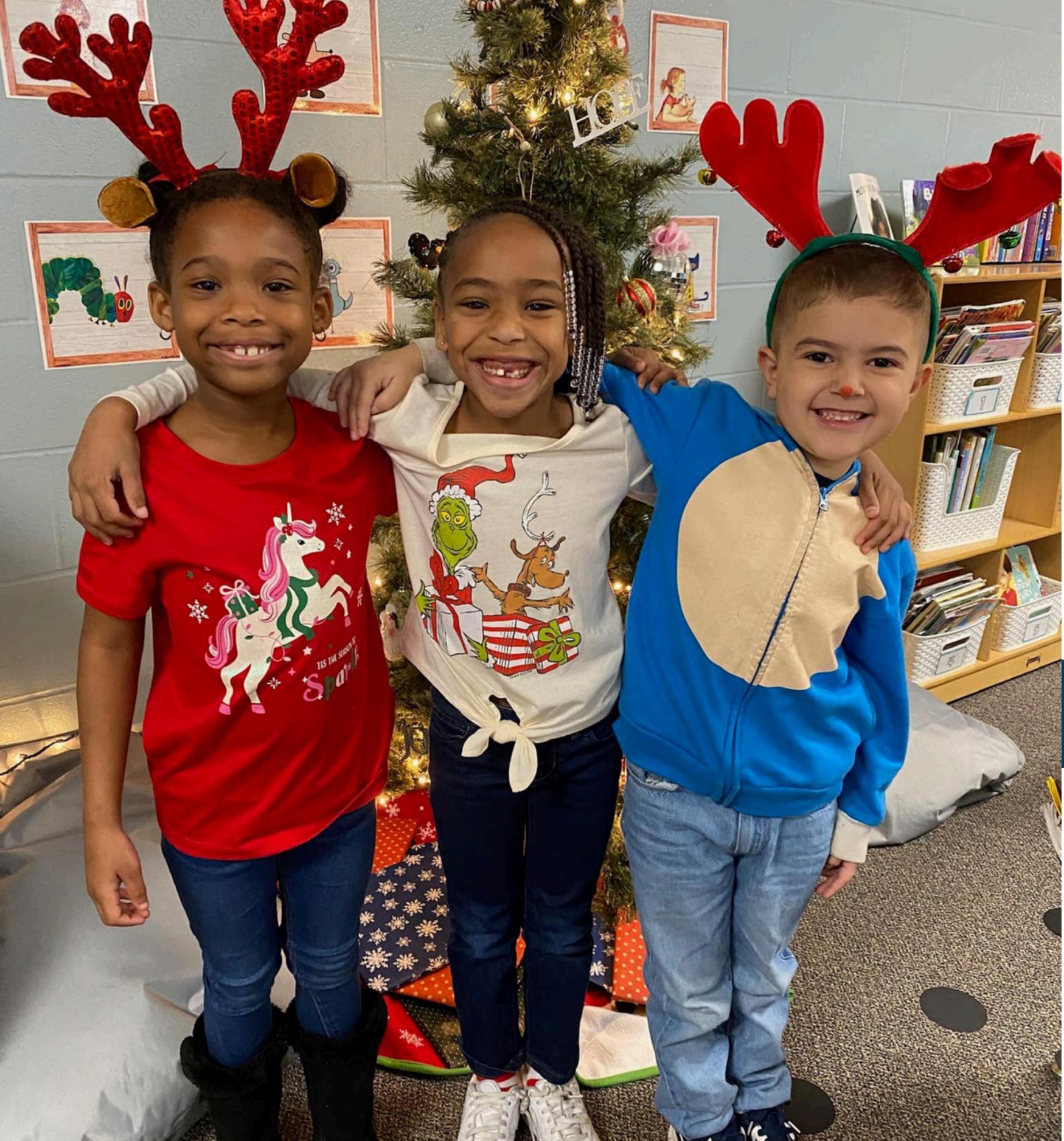
11. Teaching and Learning

11.A. Consider Approval of the Academic Calendar for the 2025-2026 School Year

11.B. Consider Approval of the Bryan Collegiate High School Academic Calendar for the 2025-2026 School Year

12. Local Governance

12.A. Consider Approval of Board Policy Updates



Board Policy Review

Local Policy Updates

DECEMBER 16, 2024



Comprehensive Policy Review



November 2024

December 2024 - Spring 2025



**Comprehensive
Committee**

40 Member Team
Superintendent
Cabinet
Directors by Area
Principals from
each Level



**Review Each
Section of Policy**

The policy
consultant selected
key policies for the
team to review for
potential
updates/revisions.



**Draft Policy
Revisions**

Draft revisions will be
returned to the
district where they
will be review by
administration.



**Board
Committees**

After review, the
draft policies will be
reviewed by the
corresponding
Board committee
for feedback.



**Board of Trustees
Review and
Consideration**

Final recommended
revisions of policy will
be taken to the Board of
Trustees for discussion
and consideration.

Section B. Local Governance



Policy	Legal Policy	Local Policy
BBB(LOCAL): BOARD MEMBERS – ELECTIONS	<ul style="list-style-type: none">• No changes	<ul style="list-style-type: none">• Updated election years through 2033 for At-Large and Single-Member Districts

Note: This summary provides a high-level overview of select policy updates. Please see the full policy update for complete details.



Section C. Business & Support Services



Policy	Legal Policy	Local Policy
COA(LOCAL): FOOD AND NUTRITION MANAGEMENT – PROCUREMENT	<ul style="list-style-type: none"> No changes 	<ul style="list-style-type: none"> Updated title from Director of Child Nutrition Services to Director of School Nutrition Services.
CPC(LOCAL): OFFICE MANAGEMENT – RECORDS MANAGEMENT	<ul style="list-style-type: none"> No changes 	<ul style="list-style-type: none"> Removed unnecessary wording “or designee”. BJA(LOCAL) provides authority across all policies for the Superintendent to delegate responsibilities to other district employees unless prohibited by law.
CQ(LOCAL): TECHNOLOGY RESOURCES	<ul style="list-style-type: none"> No changes 	<ul style="list-style-type: none"> Removed unnecessary wording regarding Superintendent oversight, undue burden on staff, and forgery prohibited. Added new language regarding Artificial Intelligence.

Note: This summary provides a high-level overview of select policy updates. Please see the full policy update for complete details.



Section D. Personnel



Policy	Legal Policy	Local Policy
DBA (LOCAL): EMPLOYMENT REQUIREMENTS AND RESTRICTIONS – CREDENTIALS AND RECORDS	<ul style="list-style-type: none">• No changes	<ul style="list-style-type: none">• Removed redundant language. The Texas Association of School Boards moved all references to District of Innovation provisions to the Legal portions of policy.

Note: This summary provides a high-level overview of select policy updates. Please see the full policy update for complete details.



Section E. Instruction



Policy	Legal Policy	Local Policy
EB(LOCAL): SCHOOL YEAR	<ul style="list-style-type: none"> No changes 	<ul style="list-style-type: none"> Removed redundant language. The Texas Association of School Boards moved all references to District of Innovation provisions to the Legal portions of policy.
EEB(LOCAL): INSTRUCTIONAL ARRANGEMENTS – CLASS SIZE	<ul style="list-style-type: none"> No changes 	<ul style="list-style-type: none"> Delete policy. The Texas Association of School Boards moved all references to District of Innovation provisions to the Legal portions of policy.
EHBAF(LOCAL): SPECIAL EDUCATION – VIDEO/AUDIO MONITORING	<ul style="list-style-type: none"> No changes 	<ul style="list-style-type: none"> Streamlined language pertaining to delegation of responsibilities.



Note: This summary provides a high-level overview of select policy updates. Please see the full policy update for complete details.



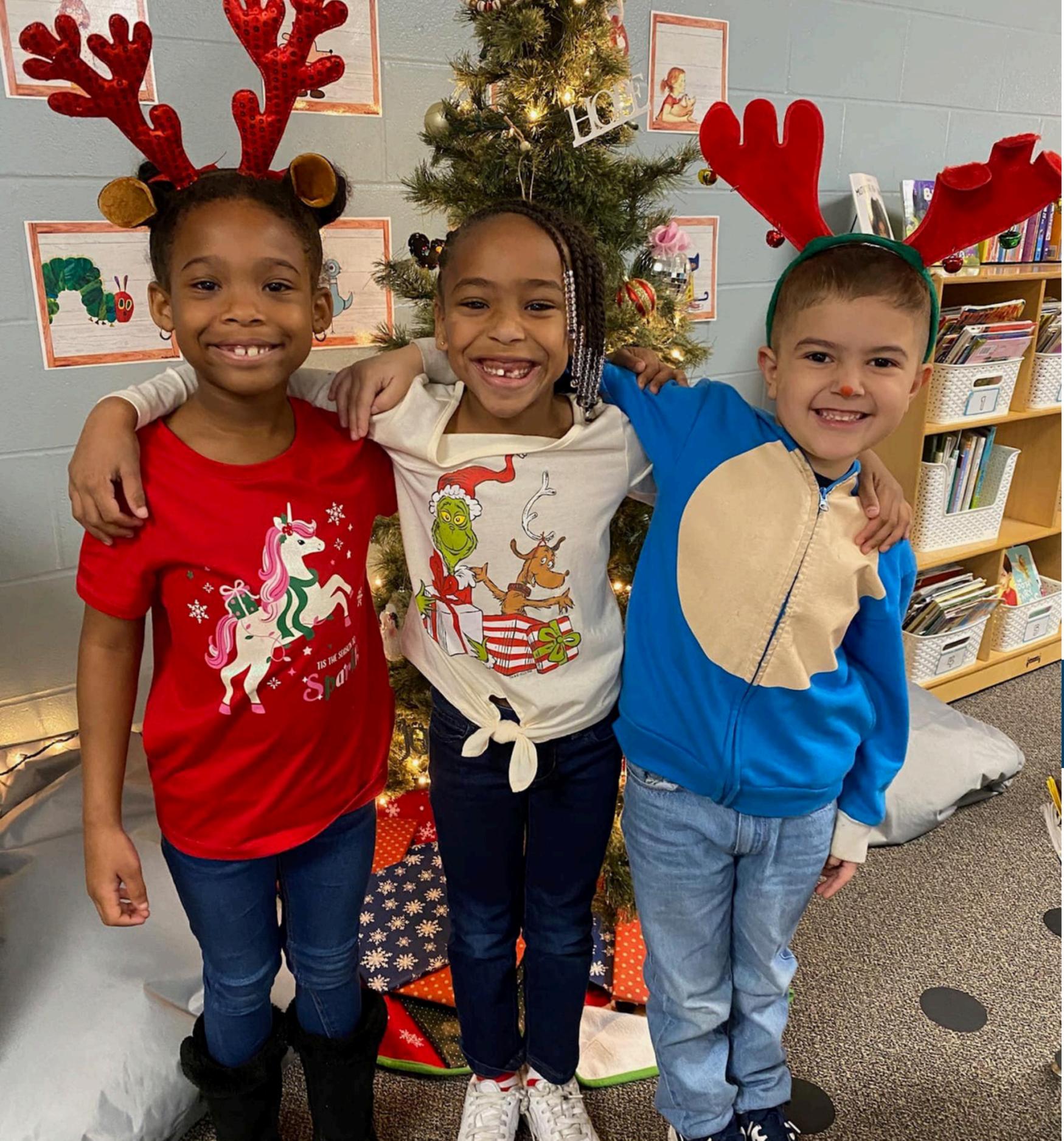
Section F. Students



Policy	Legal Policy	Local Policy
FFA(LOCAL): STUDENT WELFARE – WELLNESS AND HEALTH SERVICES	<ul style="list-style-type: none"> No changes 	<ul style="list-style-type: none"> Updated position responsible for the implementation of the wellness plan and administrative procedures from school nutrition services to Assistant Director of Athletics to be in alignment with practice.
FFAC(LOCAL) WELLNESS and HEALTH SERVICES: MEDICAL TREATMENT	<ul style="list-style-type: none"> No changes 	<ul style="list-style-type: none"> Updated language to be in alignment with current practice. The administration of prescription and over-the-counter medications to students requires a doctor’s order. The medication must be properly labeled with the unit dosage and in the original container.

Note: This summary provides a high-level overview of select policy updates. Please see the full policy update for complete details.





Board Policy Review

Local Policy Updates

DECEMBER 16, 2024



PROPOSED REVISIONS

Membership	The Board shall consist of seven members.
Method of Election	Election of Board members shall be a combination of at large and by single-member districts.
Election Date	General election of Board members shall be on the November uniform election date.
Terms and Election Schedule	Two Board members shall be elected at large for three-year terms, with elections conducted annually, as follows:
At Large	The election of one Board member shall be held in 2024 , 2027, 2030, <u>2033</u> , and in three-year intervals thereafter. The election of one Board member shall be held in 2023 , 2026, 2029, <u>2032</u> , and in three-year intervals thereafter.
Single-Member Districts	Five Board members shall be elected by single-member districts for three-year terms, with elections conducted annually, as follows:
<i>District 4</i>	The election for single-member district number 4 shall be held in 2024 , 2027, 2030, <u>2033</u> , and in three-year intervals thereafter.
<i>Districts 1, 3, and 5</i>	The election for single-member district numbers 1, 3, and 5 shall be held in 2025, 2028, 2031, and in three-year intervals thereafter.
<i>District 2</i>	The election for single-member district number 2 shall be held in 2023 , 2026, 2029, <u>2032</u> , and in three-year intervals thereafter.
Method of Voting	The at-large candidates receiving the highest number of votes for the number of seats with expiring terms shall be elected.
At Large	
<i>Plurality</i>	
Single-Member Districts	To be elected, a single-member district candidate must receive more votes than any other candidate for the single-member district.
<i>Plurality</i>	

PROPOSED REVISIONS

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

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

~~The Superintendent shall implement, monitor, and evaluate electronic media resources for instructional and administrative purposes.~~

Availability of Access

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

Limited Personal Use

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

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

Use by Members of the Public

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

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

Acceptable Use

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

Access to the District’s technology resources is a privilege, not a right. All users shall be required to acknowledge receipt and understanding of all administrative regulations governing use of the District’s technology resources and shall agree in writing to allow monitoring of their use and to comply with such regulations and guidelines. Noncompliance may result in suspension of access or termination of privileges and other disciplinary action consistent

with District policies. [See DH, FN series, FO series, and the Student Code of Conduct] Violations of law may result in criminal prosecution as well as disciplinary action by the District.

Artificial Intelligence

Employees and students shall be permitted to explore artificial intelligence (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. [See Academic Dishonesty at EIA(LOCAL)] 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 FFH, FFI, and the FO series]

Internet Safety

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

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

Filtering

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

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

Monitored Use

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

~~**Forgery Prohibited**~~

~~Forgery or attempted forgery of electronic mail messages is prohibited. Attempts to read, delete, copy, or modify the electronic mail of other system users, or deliberate interference with the ability of other system users to send/receive electronic mail is prohibited.~~

Disclaimer of Liability

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

Record Retention

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

Electronically Signed Documents

At the District's discretion, the District may make certain transactions available online, including student admissions documents, student grade and performance information, contracts for goods and services, and employment documents.

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

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

- Authenticate a digital signature for a written electronic communication sent to the District;
- Maintain all records as required by law;
- Ensure that records are created and maintained in a secure environment;
- Maintain appropriate internal controls on the use of electronic signatures;

TECHNOLOGY RESOURCES

CQ
(LOCAL)

- Implement means of confirming transactions; and
- Train staff on related procedures as necessary.

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

- Records administrator, as prescribed by Local Government Code 176.001 and 176.0065. [See BBFA]
- Officer for public information, as prescribed by Government Code 552.201–.205. [See GBAA]
- Public information coordinator, as prescribed by Government Code 552.012. [See BBD]

**Local Government
Records Act**

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

“Local Government
Record”

Records
Management
Officer

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

Notification

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

Electronic Records

The records management officer shall develop procedures for the management of electronic records that comply with the District’s records control schedules and meet the minimum components required by law.

The procedures shall:

1. Specify the objectives of the electronic records management program;
2. Identify the responsibilities of employees who create, receive, or maintain electronic records;
3. Ensure the maintenance of electronic records until the expiration of the applicable retention period and final disposition; and
4. Ensure that electronic records that must be protected from unauthorized use or disclosure are appropriately protected as required by law, regulation, or other applicable requirements.

Records Control
Schedules

The records management officer shall file with the TSLAC a written declaration that the District has adopted records control schedules

that comply with records retention schedules issued by the TSLAC as provided by law.

Website Postings

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

Records Destruction Practices

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

Training

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

PROPOSED REVISIONS

Procurement

The director, ~~child~~ of school nutrition services, shall oversee the use of federal child nutrition funds to procure appropriate goods and services necessary for providing food service to students and shall develop and enforce financial management systems, internal control procedures, procurement procedures, and other administrative procedures as needed to comply with all state and federal requirements for use of these funds.

[See CO(LEGAL) and COA(LEGAL)]

Geographic Preference

The Board delegates to the director, ~~child~~ of school nutrition services, the authority to determine whether the District will apply a geographic preference when procuring unprocessed, locally grown or locally raised agricultural products and to:

1. Specify the types of products for which any geographic preference will be applied; and
2. Define the geographic area to be preferred for each applicable product.

PROPOSED REVISIONS

~~**Note:** — This local policy has been revised in accordance with the District's innovation plan.⁴~~

Updating Credentials All employees who have earned certificates, endorsements, or degrees of higher rank since the previous school year shall file with the District:

1. An official college transcript showing the highest degree earned and date conferred.
2. Proof of the certificate or endorsement.

Contract Personnel The Superintendent or designee shall ensure that contract personnel possess valid credentials before issuing contracts.

~~**State Certification** The District shall make every effort to hire teachers with appropriate state certification. However, at the written request of the principal at a secondary campus for an instructor without the state certification in a particular subject area, the District shall be exempt from state certification requirements for secondary teachers.~~

Social Security Number The District shall not use an employee's social security number as an employee identifier, except for tax purposes [see DC]. In accordance with law, the District shall keep an employee's social security number confidential.

~~⁴ Innovation Plan: http://www.bryanisd.org/apps/pages/index.jsp?uREC_ID=680095&type=d&pREC_ID=1123068~~

PROPOSED REVISIONS

(see pages 1 & 3)

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.

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 shall designate an administrator at the primary administrative office of the District to act as the designated District coordinator. The designated District coordinator~~ Superintendent is responsible for coordinating the provision of equipment to ~~schools and~~ 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 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 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 designated District coordinator 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, ~~the associate superintendent of teaching and learning, the director of special education,~~ a principal, an assistant principal or other campus administrator, and any supervisory position within the District’s human resources ~~or school leadership offices.~~office. If an individual listed in items 2-4, 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 hours of the facts giving rise to the allegation. The director of special education or authorized designee 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 10 District business after the report is filed, the District 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.

PROPOSED REVISIONS

~~**Note:** This local policy has been revised in accordance with the District's innovation plan.⁴~~

School Calendar

The Superintendent shall be authorized to approve variations from the Board-adopted school calendar, as necessary.

School Closure

The Board delegates to the Superintendent the authority to close schools for reasons of public health and safety.

~~**School Year**~~

~~The District shall annually determine the first day of instruction.~~

⁴ ~~Innovation Plan: http://www.bryanisd.org/apps/pages/index.jsp?uREC_ID=680095&type=d&pREC_ID=1123068.~~

PROPOSED REVISIONS

(see page 3)

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

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

Development, Implementation, and Review of Guidelines and Goals

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

[See BDF for required membership of the SHAC.]

Wellness Plan

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

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

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

Nutrition Guidelines

Foods and Beverages Sold

The District's nutrition guidelines for reimbursable school meals and all other foods and beverages sold or marketed to students during the school day shall be designed to promote student health and reduce childhood obesity and shall be at least as restrictive as federal regulations and guidance, except when the District allows

	<p>an exemption for fundraising activities as authorized by state and federal rules. [See CO and FJ]</p>
<p>Foods and Beverages Provided</p>	<p>The District shall establish standards for all foods and beverages provided, but not sold, to students during the school day. These standards shall be addressed in the District's wellness plan.</p>
<p>Wellness Goals</p>	
<p>Nutrition Promotion and Education</p>	<p>The District shall implement, in accordance with law, a coordinated school health program with a nutrition education component. [See EHAA] The District's nutrition promotion activities shall encourage participation in the National School Lunch Program, the School Breakfast Program, and any other supplemental food and nutrition programs offered by the District.</p> <p>The District establishes the following goal for nutrition promotion: The District shall share educational nutrition information with families and the general public to promote healthy nutrition choices and positively influence the health of students.</p> <p>The District establishes the following goal for nutrition education: The District shall deliver nutrition education that fosters the adoption and maintenance of healthy eating behaviors.</p>
<p>Physical Activity</p>	<p>The District shall implement, in accordance with law, a coordinated health program with physical education and physical activity components and shall offer at least the required amount of physical activity for all grades. [See BDF, EHAA, EHAB, and EHAC]</p> <p>The District establishes the following goals for physical activity:</p> <ol style="list-style-type: none">1. The District shall provide an environment that fosters safe, enjoyable, and developmentally appropriate fitness activities for all students.2. The District shall encourage students, parents, staff, and community members to use the District's recreational facilities, such as tracks, playgrounds, and the like, that are available outside of the school day. [See GKD]
<p>School-Based Activities</p>	<p>The District establishes the following goals to create an environment conducive to healthful eating and physical activity and to promote and express a consistent wellness message through other school-based activities:</p> <ol style="list-style-type: none">1. The District shall allow sufficient time for students to eat meals in cafeteria facilities that are clean, safe, and comfortable.2. The District shall promote employee wellness activities and involvement at suitable District and campus activities.

Implementation	The school nutrition services <u>assistant</u> director <u>of athletics</u> shall oversee the implementation of this policy and the development and implementation of the wellness plan and appropriate administrative procedures.
Evaluation	The District shall comply with federal requirements for evaluating this policy and the wellness plan.
Public Notification	The District shall annually inform and update the public about the content and implementation of the wellness policy, including posting on its website copies of the wellness policy, the wellness plan, and the required implementation assessment.
Records Retention	The District shall retain all the required records associated with the wellness policy, in accordance with law and the District's records management program. [See CPC and FFA(LEGAL)]

DELETE POLICY

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

Class-Size Ratio

In accordance with the innovation plan, the District shall be exempt from provisions in state law requiring a district not to enroll more than 22 students in a class, kindergarten–grade 4.

¹ Innovation Plan: http://www.bryanisd.org/apps/pages/index.jsp?uREC_ID=680095&type=d&pREC_ID=1123068

DISTRICT'S PROPOSED REVISIONS

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. FDA approved Prescription-prescription medication ordered by a physician licensed in Texas, when properly labeled with unit dosage and in the original container~~in accordance with legal requirements.~~
2. FDA approved Nonprescription-nonprescription medication, ordered by a physician licensed in Texas~~upon a parent's written request~~, when properly labeled with unit dosage and in the original container.
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.

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 auto-injector 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.

WELLNESS AND HEALTH SERVICES
MEDICAL TREATMENT

FFAC
(LOCAL)

<i>On Campus</i>	<p>Authorized and trained individuals may administer an unassigned epinephrine auto-injector 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>Off Campus</i>	<p>Authorized and trained individuals may administer an unassigned epinephrine auto-injector to a person experiencing anaphylaxis at an off-campus school event or while in transit to or from a school event when an unassigned epinephrine auto-injector is available.</p>
<i>Maintenance, Availability, and Training</i>	<p>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 auto-injector use; and acquisition or purchase, maintenance, expiration, disposal, and availability of unassigned epinephrine auto-injectors at each campus.</p>
<i>Notice to Parents</i>	<p>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.</p>
Opioid Antagonist	<p>This provision shall be applicable to every campus.</p>
<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>	<p>Each applicable campus shall have at least two unused, unexpired opioid antagonist doses available.</p> <p>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.</p>

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.

13. **Closed Session**

13.A. Discuss Issues Pertaining to Appointment, Employment, Evaluation, Reassignment, Duties, Discipline, or Dismissal of a Public Officer or Employee - Texas Government Code Chapter 551.074

13.B. Pursuant to Texas Government Code Sections 551.0821, Deliberation Concerning a Public School Student Wherein Personally Identifiable Information will Necessarily be Revealed

13.C. Pursuant to Texas Government Code Sections 551.071 and 551.087, Consultation with Attorney to Discuss Legal Requirements and Financial Terms of JETI Tax Incentive Program

13.D. Discuss Request to Amend Chapter 313 Agreement with FujiFilm - Texas Government Code 551.087, 551.071

14. **Reconvene in Open Session**

14.A. Consider Approval of the Recommendation for the Principal of Jane Long Intermediate School

15. **ADJOURN**

Posted: Friday, December 13, 2024 at 3:15 p.m.



For the Board of Trustees