

**AGENDA OF RED OAK INDEPENDENT SCHOOL DISTRICT  
BOARD OF TRUSTEES REGULAR MEETING  
Monday, January 22, 2024**

Notice is hereby given that a Regular Meeting of the Board of Trustees of the Red Oak Independent School District will be held on Monday, January 22, 2024 beginning at 7:00 PM at Red Oak ISD Education Service Center, 109 West Red Oak Road, Red Oak, TX 75154.

The subjects to be discussed or considered, or upon which any formal action may be taken, are listed below. Items do not have to be taken in the same order as shown on the meeting notice.

1. CALL TO ORDER / ESTABLISH QUORUM
2. INVOCATION
3. PLEDGES OF ALLEGIANCE  
Paul Smith, 5th Grade Student from Wooden Elementary School
4. RECOGNITIONS
  - A. Red Oak High School Band  
Justin Wood, Band Director
  - B. Red Oak High School Choir  
Cassie Arrington, Choir Director
  - C. Top Hawks  
Brenda Sanford, Superintendent
  - D. Hawk Staff Spotlight  
Brenda Sanford, Superintendent
  - E. School Board Appreciation Month - "Locally Elected, Community  
Connected" 3  
Brenda Sanford, Superintendent
5. SUPERINTENDENT'S REPORT 4
  - A. 2024-2025 Budget Process  
Dr. Bill Johnston, CPA, Assistant Superintendent of Business Services / Chief  
Financial Officer
  - B. District Update  
Brenda Sanford, Superintendent
6. OPEN FORUM 6
7. ACTION ITEMS
  - A. Consent Agenda
    1. Minutes from School Board Special Meeting on December 15, 2023 8
    2. Minutes from School Board Regular Meeting on December 18,  
2023 10
    3. Payment of Current Bills Over \$50,000 15
    4. Local Policy Update 122 18
    5. Resolution to Pay Staff During Emergency Weather Closure 61
  - B. Consideration and Approval of General Election Order for the Red Oak  
Independent School District Trustee Election on May 4, 2024 64  
Brenda Sanford, Superintendent
8. INFORMATION ITEMS
  - A. Enrollment Report 68
  - B. Finance Report 72
9. CLOSED SESSION

- A. Texas Government Code 551.071 - For the purpose of a private consultation with the Board's attorney on any and all subjects or matters authorized by law.
  - B. Texas Government Code 551.072 - For the purpose of discussing the purchase, exchange, lease or value of real property.
  - C. Texas Government Code 551.073 - For the purpose of considering a negotiated contract for a prospective gift or donation.
  - D. Texas Government Code 551.074 - For the purpose of considering the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee; or to hear a complaint or charge against an officer of employee.
    - 1. Personnel Matters
  - E. Texas Government Code 551.076 - To consider the deployment, or specific occasions for implementation, of security personnel or devices.
  - F. Texas Government Code 551.082 - For the purpose of considering discipline of a public school child or children or to hear a complaint by an employee against another employee if the complaint or charge directly results in a need for a hearing.
  - G. Texas Government Code 551.0821 - Personally identifiable information of Public School students.
  - H. Texas Government Code 551.083 - For the purpose of considering the standards, guidelines, terms or conditions the Board will follow, or instruct its representatives to follow, in consultation with representative of employee groups in connection with consultation agreements provided for by Section 13.901 of the Texas Education Code.
  - I. Texas Government Code 551.084 - For the purpose of excluding witness or witnesses from a hearing during examination of another witness.
  - J. Texas Government Code 551.086 - For the purpose of considering economic development negotiations.
10. RECONVENE IN OPEN SESSION FOR ACTION RELATIVE TO CLOSED SESSION
11. ADJOURNMENT

***If, during the course of the meeting, discussion of any item on the agenda should be held in a closed meeting, the Board will convene in such closed meeting in accordance with the Open Meetings Act, Government Code, Chapter 551, Subchapters D and E. Before any closed meeting is convened, the presiding officer will publicly identify the section or sections of the Act authorizing the closed meeting. All final votes, actions or decisions will be taken in open meeting.***

Any person with a disability or special accommodation need should call 972-617-2941 no later than 10:00 a.m. on the scheduled meeting date.

This notice was posted in compliance with the Open Meetings Act on January 19, 2024 at 4:30 p.m.

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Brenda Sanford, Superintendent  
(For the Board of Trustees)



STATE OF TEXAS  
OFFICE OF THE GOVERNOR

As a nation always looking toward the future, we are continuously challenged to ensure that young Americans are empowered with the diligence, skills, and responsibility necessary to succeed at the challenges before them. It is through a quality education that we place students firmly on the path to a lifetime of excellence and achievement.

This has been the mission of educators and administrators throughout our state. Ensuring an excellent education is the work of many, and local school boards collaborate with teachers, parents, and stakeholders to promote state and national standards in ways that reflect the community's values. By so doing, they inspire a lifelong love of learning for the next generation of Texas leaders.

At this time, I encourage all Texans to celebrate the more than 7,000 school board members across the Lone Star State. Their commitment to education and their communities represents the best of Texas, and they will have a key role to play as we strive to secure the future of the Lone Star State.

Therefore, I, Greg Abbott, Governor of Texas, do hereby proclaim January 2024 to be

## School Board Recognition Month



in Texas and urge all Texans to observe the occasion with appropriate ceremonies and activities.

In testimony whereof, I have hereunto affixed my signature this 2nd day of November, 2023.

  
\_\_\_\_\_  
Governor of Texas



# Red Oak ISD

## Budget Calendar

### 2024-2025 Fiscal Year

- December 2023
- Review the budget process from the prior year and develop the process for the next fiscal year
  - Discuss the Budget Strategy with the Superintendent’s Cabinet
- January 2024
- Communicate the budget process to the Board and all stakeholders
  - Begin the employee salary and benefit cost projections for the next budget year
- February 2024
- Meet with budget managers (Campuses and Departments) to review the budget process
  - Determine the preliminary revenue and expenditure assumptions to be used in the budget development process
  - Distribute the guidelines and process for Additional Funding Requests to all budget managers
  - Determine the projected staffing needs for the next school year based on enrollment projections
- March 2024
- Budget managers to submit any additional funding requests
  - Preliminary budget position and requested additional funding requests reviewed and evaluated by the Superintendent’s Cabinet
  - Budget managers provided their proposed budget allocation to enter into Skyward to match the school or department goals for the year
  - Present the preliminary budget picture to the School Board, including any major staffing, programmatic, technology or building maintenance needs
  - Finalize the projected salary and benefit costs for the next budget year

- April 2024

  - Tentative Budget position reviewed by the Superintendent’s Cabinet
  - Budget Workshop to be held with the School Board to discuss the Proposed Budget
  - Preliminary property values received from the Appraisal District
  
- May 2024

  - Update and present the Financial Planning Program that forecasts District revenue and expenditures for five (5) years
  - Final Budget Workshop to be held with the School Board to discuss any Additional Funding Requests (if necessary)
  
- June 2024

  - Notice of the Budget Hearing and Proposed Tax Rate published and then placed on public display for at least 10 days prior to date of the Hearing (Tex. Educ. Code § 44.004)
  - Public Hearing to discuss the Budget and Proposed Tax Rate to be held
  - School Board formally adopts the Budget (Tex. Educ. Code § 44.004) by June 30
  - Adopted Budget posted on the District’s website and filed with the Texas Education Agency (TEA) by the date established by the State Board of Education
  
- August 2024

  - School Board formally adopts the Tax Rate (Tex. Educ. Code § 26.05) by the end of September or within 60 days after the Certified Property Values have been received from the County Appraisal District

## AUDIENCE PARTICIPATION SIGN-UP SHEET

Any person wishing to address the Board about a topic related to District business during the period reserved for public comment at a Board meeting must sign up to be heard, in accordance with District policy BED(LOCAL):

1. Each participant will be limited to two (2) minutes to make comments to the Board.
2. Under the Texas Open Meetings Act, the Board is not permitted to discuss or act upon any issues that are not posted on the agenda for tonight's meeting.
3. The Board has adopted complaint policies that are designed to secure, at the lowest possible administrative level, a prompt and equitable resolution of complaints and concerns. Each of these processes provides that, if a resolution cannot be achieved administratively, the person may appeal the administrative decision to the Board as a properly posted agenda item. For further information on those policies, please contact Kevin Freels, Assistant Superintendent of District Operations, for student issues, and Michelle Ailara, Assistant Superintendent of Human Resources, for employee issues at 972-617-2941. If the subject of your comment involves a pending grievance, please continue to seek resolution through the grievance process and address the Board only at the appropriate stage of that process.
4. Under the Texas Open Meetings Act, the Board may exercise its authority to discuss certain subject matters in closed session, including matters involving individual District staff members and individual students. If your comment concerns one of these subjects, please address your concern through the complaint policies described above.
5. Finally, please be aware that rules of decorum will be enforced during the public comment period. Personal attacks, name-calling, and rude or slanderous remarks will not be tolerated. Each participant is legally responsible for the content and consequences of his or her own statements.

Please fill in the information requested below if you wish to address the Board during the public comment period:

Name (please print) \_\_\_\_\_

Address \_\_\_\_\_

ROISD Campus Your Child(ren) attends \_\_\_\_\_

School District of Residence \_\_\_\_\_ Telephone \_\_\_\_\_

Topic/ Agenda Item \_\_\_\_\_

<b>Limit on Participation</b>	Audience participation at a Board meeting is limited to the portion of the meeting designated to receive public comment in accordance with this policy. At all other times during a Board meeting, the audience shall not enter into discussion or debate on matters being considered by the Board, unless requested by the presiding officer.
<b>Public Comment</b>	<b>At regular Board meetings, the Board shall permit public comment, regardless of whether the topic is an item on the agenda posted with notice of the meeting.</b>
<b>Regular Meetings</b>	
<b>Special Meetings</b>	At all other Board meetings, public comment shall be limited to items on the agenda posted with notice of the meeting.
<b>Procedures</b>	Individuals who wish to participate during the portion of the meeting designated for public comment shall sign up with the presiding officer or designee before the meeting begins as specified in the Board's procedures on public comment and shall indicate the agenda item or topic on which they wish to address the Board.  Public comment shall occur at the beginning of the meeting.  Except as permitted by this policy and the Board's procedures on public comment, an individual's comments to the Board shall not exceed two minutes per meeting.
<b>Meeting Management</b>	When necessary for effective meeting management or to accommodate large numbers of individuals wishing to address the Board, the presiding officer may make adjustments to public comment procedures, including adjusting when public comment will occur during the meeting, reordering agenda items, deferring public comment on nonagenda items, continuing agenda items to a later meeting, providing expanded opportunity for public comment, or establishing an overall time limit for public comment and adjusting the time allotted to each speaker. However, no individual shall be given less than one minute to make comments.
<b>Board's Response</b>	Specific factual information or recitation of existing policy may be furnished in response to inquiries, but the Board shall not deliberate or decide regarding any subject that is not included on the agenda posted with notice of the meeting.
<b>Complaints and Concerns</b>	The presiding officer or designee shall determine whether an individual addressing the Board has attempted to solve a matter administratively through resolution channels established by policy. If not, the individual shall be referred to the appropriate policy to seek resolution: <ul style="list-style-type: none"><li>• Employee complaints: DGBA</li><li>• Student or parent complaints: FNG</li><li>• Public complaints: GF</li></ul>
<b>Disruption</b>	The Board shall not tolerate disruption of the meeting by members of the audience. If, after at least one warning from the presiding officer, any individual continues to disrupt the meeting by his or her words or actions, the presiding officer may request assistance from law enforcement officials to have the individual removed from the meeting.

**MINUTES OF THE  
RED OAK INDEPENDENT SCHOOL DISTRICT  
BOARD OF TRUSTEES SPECIAL MEETING  
Friday, December 15, 2023**

A Special Meeting of the Board of Trustees of Red Oak ISD was held Friday, December 15, 2023, beginning at 2:30 PM at the Red Oak ISD Education Service Center, 109 West Red Oak Road, Red Oak, TX 75154.

1. CALL TO ORDER / ESTABLISH QUORUM

The Special Meeting of the School Board was called to order by John Anderson, President of the School Board, at 2:30 p.m.

The Red Oak ISD School Board met at the Red Oak ISD Education Service Center and the presiding officer, John Anderson, noted that a quorum of Board Members was present; that the meeting was duly called; and that notice of the meeting had been posted in accordance with the Texas Open Meetings Act, Texas Government Code, Chapter 551.00.

The following Board members were present: John Anderson, President; Melanie Petersen, Vice President; Michelle Porter, Secretary; Donna Knight; and Johnny Knight.

The following Board members were absent: Sean Kelly and Brian Sebring.

2. INVOCATION

Mr. Knight led the invocation.

3. PLEDGES OF ALLEGIANCE

Mr. Anderson led the Pledges of Allegiance to the American and Texas flags.

4. OPEN FORUM

No one spoke in Open Forum.

5. ACTION ITEMS

- A. Consideration and Approval of the Board of Trustees of Red Oak Independent School District Authorizing the Superintendent to Negotiate and Enter Into the Interlocal Development Agreement with the City of Ovilla  
Brenda Sanford, Superintendent

**Mr. Knight made a motion to Authorize the Superintendent to Negotiate and Enter into the Interlocal Development Agreement with the City of Ovilla.  
Ms. Porter seconded the motion. The motion passed 5 – 0.**

6. CLOSED SESSION

**The Board did not convene into Closed Session.**

- A. Texas Government Code 551.071 - For the purpose of a private consultation with the Board's attorney on any and all subjects or matters authorized by law.
- B. Texas Government Code 551.072 - For the purpose of discussing the purchase, exchange, lease or value of real property.
- C. Texas Government Code 551.073 - For the purpose of considering a negotiated contract for a prospective gift or donation.
- D. Texas Government Code 551.074 - For the purpose of considering the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee.
  - 1. Personnel Matters
- E. Texas Government Code 551.076 - To consider the deployment, or specific occasions for implementation, of security personnel or devices.
- F. Texas Government Code 551.082 - For the purpose of considering discipline of a public school child or children or to hear a complaint by an employee against another employee if the complaint or charge directly results in a need for a hearing.
- G. Texas Government Code 551.0821 - Personally identifiable information of Public School students.
- H. Texas Government Code 551.083 - For the purpose of considering the standards, guidelines, terms or conditions the Board will follow, or instruct its representatives to follow, in consultation with representative of employee groups in connection with consultation agreements provided for by Section 13.901 of the Texas Education Code.
- I. Texas Government Code 551.084 - For the purpose of excluding witness or witnesses from a hearing during examination of another witness.
- J. Texas Government Code 551.086 - For the purpose of considering economic development negotiations.

7. RECONVENE IN OPEN SESSION FOR ACTION RELATIVE TO CLOSED SESSION

**The Board did not convene into Closed Session.**

8. ADJOURNMENT

**As there was no further business or action to be taken, the meeting adjourned at 2:35 p.m.**

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John Anderson, Board President

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Michelle Porter, Board Secretary

**MINUTES OF THE  
RED OAK INDEPENDENT SCHOOL DISTRICT  
BOARD OF TRUSTEES REGULAR MEETING  
Monday, December 18, 2023**

A Regular Meeting of the Board of Trustees of Red Oak ISD was held Monday, December 18, 2023, beginning at 7:00 PM at the Red Oak ISD Education Service Center, 109 West Red Oak Road, Red Oak, TX 75154.

1. CALL TO ORDER / ESTABLISH QUORUM

The Regular Meeting of the School Board was called to order by Melanie Petersen, Vice President of the School Board, at 7:00 p.m.

The Red Oak ISD School Board met at the Red Oak ISD Education Service Center and the presiding officer, Melanie Petersen, noted that a quorum of Board Members was present; that the meeting was duly called; and that notice of the meeting had been posted in accordance with the Texas Open Meetings Act, Texas Government Code, Chapter 551.00.

The following Board members were present: Melanie Petersen, Vice President; Michelle Porter, Secretary; Sean Kelly; Donna Knight; Johnny Knight; and Brian Sebring .

The following Board member was absent: John Anderson.

2. INVOCATION

Mr. Sebring led the invocation.

3. PLEDGES OF ALLEGIANCE

Parker Horton, 5th Grade Student from Shields Elementary School, led the Pledges of Allegiance to the American and Texas flags.

4. RECOGNITIONS

- A. Top Hawks  
Brenda Sanford, Superintendent

**The Board and Ms. Sanford recognized Top Hawks from each campus. These students are selected based on the 4 Talons of the Hawk – Academic Readiness/Prepared, GRIT, Character, and Service.**

- B. Hawk Staff Spotlight  
Brenda Sanford, Superintendent

**The Board and Ms. Sanford recognized Ms. Kelli Serna, PEIMS Clerk at Red Oak High School, as the Hawk Staff Spotlight winner.**

- C. Red Oak I.S.D. 16th Annual Christmas Card Art Competition Winners  
Beth Trimble, Chief Communications Officer

**The winners of Red Oak I.S.D.'s 16th Annual Christmas Card Art Competition were recognized. This year's entries were submitted by Red Oak I.S.D. elementary school students. The five finalists were: Zorah Southern; Bryson Edison; Ngoc Tran; Jasmine Espinal; and Moses Moffett. The winner of the Christmas Card Contest was Karleigh Daniell.**

- D. Qarbon Aerospace - Robotics Team Program Sponsor  
Jennifer Jeter, Director of Career and Technology Education

**Mr. Olaf Jarochowski from Qarbon Aerospace presented the Red Oak High School Robotics Team with a \$6,000.00 check to sponsor the team in FIRST Robotics Competitions.**

- E. Grant Check Presentation from Red Oak ISD Education Foundation  
Karen Anderson, Executive Director of Red Oak ISD Education Foundation

**The Red Oak ISD Education Foundation Board made a check presentation to the School Board for \$83,282.89, representing grants awarded to Red Oak ISD personnel for 2023.**

5. OPEN FORUM - PUBLIC HEARING

- A. Public Hearing - Financial Integrity Rating System of Texas (F.I.R.S.T.) Report for the 2021-2022 School Year  
Dr. Bill Johnston, CPA, Assistant Superintendent of Business Services / Chief Financial Officer

**A public hearing was conducted by Dr. Bill Johnston, CPA, Assistant Superintendent of Business Services / Chief Financial Officer on the F.I.R.S.T. Report for the 2021-2022 School Year. The presentation indicated we received a Schools F.I.R.S.T. rating of "Superior," the highest level available. Disclosures were discussed which included Superintendent's Contract; Reimbursements Received by the Superintendent and Board Members; Compensation and/or Fees Received by the Superintendent for Outside Consulting; Gifts Received by Administrators and Board Members in Excess of \$250; and Business Transactions Between Board Members and District. There were no questions from the Public.**

6. SUPERINTENDENT'S REPORT

- A. District Update  
Brenda Sanford, Superintendent

**The inaugural Ellis County Toys for Tots Drive Live on Fox 4 event took place on Tuesday, November 28 at Red Oak High School. Ms. Sanford thanked the school board members, staff, students, Mayor Stanfill, Palmer ISD, the cities of Red Oak, Glenn Heights, Ovilla, Pecan Hill, Oak Leaf, and Alma, Red Oak Chamber, and First Baptist Red Oak.**

**Congratulations to the newest Red Oak High School National Honor Society members. It was the 49th Induction Ceremony for the ROHS Chapter, which added 53 new members.**

**Congratulations to Zachary Smith who signed a letter of intent to play football at SMU and Rebecca Randerson who signed to play softball at Bossier Parish Community College.**

7. OPEN FORUM

**No one spoke in Open Forum.**

8. ACTION ITEMS

A. Consent Agenda

1. Minutes from School Board Special Meeting on November 13, 2023
2. Payment of Current Bills Over \$50,000
3. Budget Amendments 2023-2024
4. RFP #23-07-01 - ROISD - Special Education Services and Materials
5. Secondary Level New Course Proposals for the 2024-2025 School Year

**Mr. Knight made a motion to approve the Consent Agenda as presented. Mr. Sebring seconded the motion. The motion passed 6 – 0.**

- B. Consideration and Approval of Environmental Control Systems Upgrades  
Kevin Freels, Assistant Superintendent of District Operations and Dr. Bill Johnston, CPA, Assistant Superintendent of Business Services / CFO

**Mr. Knight made a motion to approve the Environmental Control Systems Upgrades. Mr. Sebring seconded the motion. The motion passed 6 – 0.**

- C. Consideration and Approval of New Middle School Bid Package 02: Structural Package and Switchgear PO  
Dr. Bill Johnston, CPA, Assistant Superintendent of Business Services / CFO and Julie Phillips, Director of Purchasing

**Mr. Knight made a motion to approve the New Middle School Bid Package 02: Structural Package and Switchgear PO. Ms. Knight seconded the motion. The motion passed 6 – 0.**

- D. Consideration and Approval of Purchase of Saxon Phonics and Spelling Program Materials  
Becky Waller, Curriculum Coordinator

**Mr. Sebring made a motion to approve the Purchase of Saxon Phonics and Spelling Program Materials. Ms. Porter seconded the motion. The motion passed 6- 0.**

9. INFORMATION ITEMS

- A. Enrollment Report
- B. Finance Report

10. CLOSED SESSION

**The Board convened into Closed Session at 7:50 p.m.**

- A. Texas Government Code 551.071 - For the purpose of a private consultation with the Board's attorney on any and all subjects or matters authorized by law.
- B. Texas Government Code 551.072 - For the purpose of discussing the purchase, exchange, lease or value of real property.
- C. Texas Government Code 551.073 - For the purpose of considering a negotiated contract for a prospective gift or donation.
- D. Texas Government Code 551.074 - For the purpose of considering the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee.
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- E. Texas Government Code 551.076 - To consider the deployment, or specific occasions for implementation, of security personnel or devices.
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- I. Texas Government Code 551.084 - For the purpose of excluding witness or witnesses from a hearing during examination of another witness.

J. Texas Government Code 551.086 - For the purpose of considering economic development negotiations.

11. RECONVENE IN OPEN SESSION FOR ACTION RELATIVE TO CLOSED SESSION

**The Board reconvened back into Open Session at 8:17 p.m. Mr. Sebring made a motion to approve personnel recommendations as presented in Closed Session. Ms. Knight seconded the motion. The motion passed 6 – 0.**

12. ADJOURNMENT

**As there was no further business or action to be taken, the meeting adjourned at 8:18 p.m.**

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John Anderson, Board President

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Michelle Porter, Board Secretary

CHECK		ACCOUNT			
NUMBER	VENDOR	AMOUNT	NUMBER		
225132	LONGHORN BUS SALES,	133,680.00	199 E 34 6631 00 991 0 99 000		
		133,680.00	Totals for 225132		
225311	TRUE NORTH COUNSULTI	3,250.00	199 E 53 6299 00 997 0 99 000		
225311	TRUE NORTH COUNSULTI	30,829.43	199 E 53 6299 00 997 0 99 000		
225311	TRUE NORTH COUNSULTI	29,162.11	199 E 53 6299 00 997 0 99 000		
225311	TRUE NORTH COUNSULTI	17,661.97	199 E 53 6299 00 997 0 99 000		
		80,903.51	Totals for 225311		
225314	TXU ENERGY	27,303.07	199 E 51 6259 02 001 0 99 000		
225314	TXU ENERGY	18,244.62	199 E 51 6259 02 041 0 99 000		
225314	TXU ENERGY	6,838.61	199 E 51 6259 02 101 0 99 000		
225314	TXU ENERGY	3,995.15	199 E 51 6259 02 102 0 99 000		
225314	TXU ENERGY	4,506.12	199 E 51 6259 02 103 0 99 000		
225314	TXU ENERGY	4,905.45	199 E 51 6259 02 105 0 99 000		
225314	TXU ENERGY	3,766.01	199 E 51 6259 02 999 0 99 000		
225314	TXU ENERGY	5,838.51	198 E 51 6259 02 999 0 99 000		
225314	TXU ENERGY	1,891.57	199 E 51 6259 02 870 0 99 000		
225314	TXU ENERGY	684.36	199 E 51 6259 02 996 0 99 000		
225314	TXU ENERGY	1,435.96	199 E 51 6259 02 995 0 99 000		
225314	TXU ENERGY	6,094.59	199 E 51 6259 02 001 0 22 000		
		85,504.02	Totals for 225314		
		300,087.53	Totals for checks		

CHECK		ACCOUNT										
NUMBER	VENDOR	AMOUNT	NUMBER									
18088	LABATT FOOD SERVICE	665.81	240 E 35 6341 00 001 0 99 000									
18088	LABATT FOOD SERVICE	53.14	240 E 35 6341 00 001 0 99 000									
18088	LABATT FOOD SERVICE	10,418.18	240 E 35 6341 00 001 0 99 000									
18088	LABATT FOOD SERVICE	588.26	240 E 35 6342 00 001 0 99 000									
18088	LABATT FOOD SERVICE	1,507.81	240 E 35 6341 00 001 0 99 000									
18088	LABATT FOOD SERVICE	10,791.52	240 E 35 6341 00 041 0 99 000									
18088	LABATT FOOD SERVICE	796.63	240 E 35 6342 00 041 0 99 000									
18088	LABATT FOOD SERVICE	680.59	240 E 35 6341 00 041 0 99 000									
18088	LABATT FOOD SERVICE	443.65	240 E 35 6342 00 041 0 99 000									
18088	LABATT FOOD SERVICE	101.85	240 E 35 6341 00 041 0 99 000									
18088	LABATT FOOD SERVICE	356.75	240 E 35 6341 00 041 0 99 000									
18088	LABATT FOOD SERVICE	4,242.59	240 E 35 6341 00 041 0 99 000									
18088	LABATT FOOD SERVICE	627.28	240 E 35 6342 00 041 0 99 000									
18088	LABATT FOOD SERVICE	67.90	240 E 35 6341 00 041 0 99 000									
18088	LABATT FOOD SERVICE	214.05	240 E 35 6341 00 041 0 99 000									
18088	LABATT FOOD SERVICE	228.08	240 E 35 6341 00 101 0 99 000									
18088	LABATT FOOD SERVICE	3,644.52	240 E 35 6341 00 101 0 99 000									
18088	LABATT FOOD SERVICE	487.17	240 E 35 6342 00 101 0 99 000									
18088	LABATT FOOD SERVICE	228.08	240 E 35 6341 00 102 0 99 000									
18088	LABATT FOOD SERVICE	2,628.08	240 E 35 6341 00 102 0 99 000									
18088	LABATT FOOD SERVICE	253.27	240 E 35 6342 00 102 0 99 000									
18088	LABATT FOOD SERVICE	145.34	240 E 35 6341 00 102 0 99 000									
18088	LABATT FOOD SERVICE	62.94	240 E 35 6341 00 102 0 99 000									
18088	LABATT FOOD SERVICE	71.35	240 E 35 6341 00 102 0 99 000									
18088	LABATT FOOD SERVICE	228.08	240 E 35 6341 00 103 0 99 000									
18088	LABATT FOOD SERVICE	3,817.70	240 E 35 6341 00 103 0 99 000									
18088	LABATT FOOD SERVICE	506.18	240 E 35 6342 00 103 0 99 000									
18088	LABATT FOOD SERVICE	757.72	240 E 35 6341 00 103 0 99 000									
18088	LABATT FOOD SERVICE	22.25	240 E 35 6342 00 103 0 99 000									
18088	LABATT FOOD SERVICE	228.08	240 E 35 6341 00 105 0 99 000									
18088	LABATT FOOD SERVICE	3,669.21	240 E 35 6341 00 105 0 99 000									
18088	LABATT FOOD SERVICE	220.58	240 E 35 6342 00 105 0 99 000									
18088	LABATT FOOD SERVICE	66.61	240 E 35 6342 00 105 0 99 000									
18088	LABATT FOOD SERVICE	285.10	240 E 35 6341 00 107 0 99 000									
18088	LABATT FOOD SERVICE	1,655.39	240 E 35 6341 00 107 0 99 000									
18088	LABATT FOOD SERVICE	5,046.37	240 E 35 6341 00 107 0 99 000									
18088	LABATT FOOD SERVICE	497.32	240 E 35 6342 00 107 0 99 000									
		56,305.43	Totals for 18088									

56,305.43 Totals for checks

CHECK		ACCOUNT	
NUMBER	VENDOR	AMOUNT	NUMBER
12056	PRO TRACK AND TENNIS	226,860.00	699 E 51 6629 34 999 0 99 000
		226,860.00	Totals for 12056

226,860.00 Totals for checks

# Explanatory Notes

## TASB Localized Policy Manual Update 122

### Red Oak ISD

#### ATTN(NOTE)

#### GENERAL INFORMATION ABOUT THIS UPDATE

##### Please note:

Changes at Update 122 are based almost exclusively on legislation from the 88th Regular Legislative Session.

Unless otherwise noted, references to legislative bills throughout these explanatory notes refer to Senate Bills (SB) or House Bills (HB) from the 88th Regular Legislative Session. All referenced bills have already gone into effect unless otherwise noted.

Each regular legislative session, legislation is passed that makes nonsubstantive additions, revisions, or corrections to existing statutes. HB 4595 was passed for this purpose in the 88th Regular Legislative Session. Minor nonsubstantive changes throughout Update 122 result from HB 4595 and are not otherwise mentioned in the explanatory notes.

For more information about the bills mentioned throughout and other changes from the 88th Legislative Session, download the free [2023 Legislative Summary for TASB Members](#) PDF from the TASB store.

The *Local Policy Overview* for Update 122, available with your Update 122 materials under [Local Manual Updates](#) on Policy Online® (TASB login required), provides a general, high-level overview of the changes to the local policies included in the update. **Legal policies provide the legal framework for key areas of district operations and are not adopted by the board.**

Changes to the policy manual based on bills from the special called sessions will be included in Update 123.

#### AF(LEGAL)

#### INNOVATION DISTRICTS

New and amended Administrative Code rules, effective June 20, 2023, revise the process and timeline for renewing an innovation plan. (See pages 5-6.)

#### AIB(LEGAL)

#### ACCOUNTABILITY: PERFORMANCE REPORTING

Provisions regarding remote instruction expired on September 1, 2023, and have been removed from this legal policy.

#### BBB(LEGAL)

#### BOARD MEMBERS: ELECTIONS

This legal policy has been updated to increase the population threshold for certain districts to conduct elections jointly with a hospital district. (HB 4559)

#### BBBA(LEGAL)

#### ELECTIONS: CONDUCTING ELECTIONS

HB 1217 repeals Election Code provisions creating different requirements for days and hours of early voting at temporary branch polling places in counties with a population under 100,000. The same requirements now apply regardless of county size.

#### BBBB(LEGAL)

#### ELECTIONS: POST-ELECTION PROCEDURES

HB 2559 adds retired justices of the peace, the comptroller of public accounts, and former comptrollers to the list of persons authorized to administer an oath in Texas. Because this legal policy includes only the four broadest categories of authorized persons, it has been amended to include retired justices of the peace. (See Oath of Office on page 4.)

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#### **BBBC(LLEGAL) ELECTIONS: CAMPAIGN FINANCE**

HB 2626 requires all districts, regardless of size, to post campaign finance reports filed with the district on the district website not later than the 10th business day after receipt. Certain address information may be removed before posting, and the reports must remain accessible on the website for five years.

#### **BBC(LLEGAL) BOARD MEMBERS: VACANCIES AND REMOVAL FROM OFFICE**

SB 232 implements automatic removal from office for certain criminal offenses. If a board member is removed, the board must fill the vacancy at the first regular meeting following the removal. (See page 4.)

HB 17 makes nonsubstantive changes to existing law regarding removal of a board member by written petition and trial. (See page 3.)

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

The attorney general (AG) may require board members to complete Public Information Act (PIA) training if the AG determines the district has failed to comply with a requirement of the PIA (see page 1). (HB 3033)

#### **BBI(LLEGAL) BOARD MEMBERS: TECHNOLOGY RESOURCES AND ELECTRONIC COMMUNICATIONS**

The Note at the beginning of this policy has been updated to include a reference to CQC(LLEGAL), where provisions from SB 1893 regarding prohibited applications on district-owned devices have been added.

#### **BE(LLEGAL) BOARD MEETINGS**

HB 3440 requires all districts to post both the notice *and* agenda for a board meeting on the district website under the Open Meetings Act. (See Internet Posting — Notice on page 4.) The bill repeals the previous provision that tied the requirement to post the agenda to the size of a municipality in the district.

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

The Section C table of contents has been revised to rename CKA as Safety Program/Risk Management: Safety and Security Audits and Monitoring. Provisions regarding asbestos management have been moved to a new code CSC, Facility Standards: Asbestos Management.

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

For bonds authorized at an election after September 1, 2023, HB 3 allows the use of bond proceeds to pay for compliance with school safety and security requirements for school facilities. If TEA finds that the district is not in compliance, the district must use bond proceeds to achieve compliance before using the proceeds for other purposes. (See page 3.)

#### **CDA(LLEGAL) OTHER REVENUES: INVESTMENTS**

SB 1246 amends the Public Funds Investment Act to authorize districts to invest in repurchase agreements through a joint account.

#### **CDB(LLEGAL) OTHER REVENUES: SALE, LEASE, OR EXCHANGE OF SCHOOL-OWNED PROPERTY**

HB 2518 requires a public property lease between a district and another person to include terms requiring the person to include payment and performance bond requirements in any construction contract the person enters related to the leased property. In addition, the person must provide notice of commencement to the district at least 90 days before any construction begins. (See pages 3-4.)

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#### CHE(LEGAL)

#### **PURCHASING AND ACQUISITION: VENDOR DISCLOSURES AND CONTRACTS**

HB 1817 specifies the circumstances under which a district contract is voidable for the vendor's failure to provide the required disclosure of interested parties. (See page 2.)

A provision has been added from HB 900 prohibiting the purchase of library material from vendors included on a list created by TEA. Other provisions of HB 900 are set out in EFB(LEGAL). (See page 10.)

#### CJA(LEGAL)

#### **CONTRACTED SERVICES: CRIMINAL HISTORY**

HB 4123 makes significant changes to the laws regarding criminal history record information (CHRI) reviews by the district and "qualified school contractors," as defined in the bill, and repeals provisions relating to CHRI reviews for certain public works contractors. The bill creates a single statutory approach to CHRI reviews for contractors and their employees.

#### CK(LEGAL)

#### **SAFETY PROGRAM/RISK MANAGEMENT**

Several legislative changes affect this legal policy on safety programs and risk management:

- HB 3 requires sheriffs in counties with a population of less than 350,000 to conduct semiannual meetings to discuss issues related to school safety.
- HB 1905 allows districts to make school safety training courses, including active shooter training courses, available at no cost to employees of private schools or child-care facilities in the district.
- SB 29 prohibits districts from implementing mandates related to COVID-19.

To better present legislative changes related to school safety and make the associated policies easier to use, provisions in this policy related to safety and security audits have been relocated to CKA(LEGAL).

#### CKA(LEGAL)

#### **SAFETY PROGRAM/RISK MANAGEMENT: SAFETY AND SECURITY AUDITS AND MONITORING**

To better present legislative changes related to school safety and make the associated policies easier to use, this legal policy has been renamed Safety and Security Audits and Monitoring, and provisions regarding asbestos management have been relocated to CSC(LEGAL) in the policy series related to facility standards. Provisions regarding safety and security audits have been moved from CK(LEGAL) and amended by HB 3.

Other revisions from HB 3 include new provisions related to the following:

- Monitoring by TEA of district implementation and operation of safety and security requirements through a new office of school safety and security
- Vulnerability assessments by TEA
- Intruder detection audits by regional school safety review teams
- Assignment of a conservator by the commissioner if a district fails to comply with specified safety and security requirements

#### CKC(LEGAL)

#### **SAFETY PROGRAM/RISK MANAGEMENT: EMERGENCY PLANS**

Numerous legislative changes affect this legal policy on emergency plans.

Under HB 3, a district must:

- Adopt a policy for providing notice regarding violent activity at a district campus or facility or at a district-sponsored activity. (See page 1.) [TEA issued a [To the Administrator Addressed letter](#) to provide

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guidance to educational leaders on September 7, 2023, with [Guidance on Model Standards for Parental Notification](#) that can be used to develop administrative procedures.]

- Provide the Department of Public Safety (DPS) and local law enforcement with emergency response maps and an opportunity to conduct a walk-through using the maps. (See page 1.)
- Follow TEA guidelines in adopting and implementing the district's multihazard emergency operations plan (EOP) to ensure the safety of students and personnel with disabilities or impairments in a disaster or emergency. TEA must develop the guidelines. (See page 3.)
- Submit its multihazard EOP no later than the 30th day after the Texas School Safety Center (TxSSC) requests it. HB 3 modifies the timelines related to submitting the plan and correcting any deficiencies. (See page 5.)
- Provide information from DPS and TxSSC regarding safe storage of firearms to parents. (See pages 6-7.) [TxSSC released [information](#) on September 1, 2023.]

Provisions have been added to this policy from the Texas Disaster Act regarding confidentiality of certain types of information the district may have related to safety and disaster response. (See pages 7-8.)

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

Several revisions to this legal policy on security personnel result from HB 3.

- The board must determine the appropriate number of armed security officers for each campus. The board must ensure that at least one armed security officer, as defined by the bill, is present during regular school hours at each campus or claim a good cause exception due to availability of funding or qualified personnel. A board that claims a good cause exception must develop an alternative standard. (See page 1.)
- The board's options as to who may be hired for security purposes are expanded. (See pages 1-2.)
- Security personnel are no longer required to be commissioned peace officers to carry weapons, but a person permitted to carry a firearm on campus may not perform certain law enforcement duties, except in an emergency, unless they are commissioned peace officers. (See page 5.)

HB 3 and SB 999 modify requirements related to active shooter response training. (See page 3.)

HB 1133 allows peace officers providing volunteer security services at school events to wear their uniforms under certain circumstances. (See pages 3-4.)

For more information, see TASB Legal Services' School Law eSource article "[Armed Security Officer Requirement in House Bill 3 \(2023\)](#)."

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

This legal policy has been updated to include existing provisions regarding the circumstances under which a body-worn camera recording may be released. (See page 5.)

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

HB 3623 allows a district to enter into a memorandum of understanding with another district, open-enrollment charter school, or private school to share a school marshal on the other school's campus for certain events. (See page 4.)

### **CKEC(LLEGAL) SECURITY PERSONNEL: SCHOOL RESOURCE OFFICERS**

HB 3 implements requirements for a memorandum of understanding for the provision of school resource officers.

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#### **CLA(LLEGAL) BUILDINGS, GROUNDS, AND EQUIPMENT MANAGEMENT: SECURITY**

SB 2069 revises the requirements for schools to post human trafficking signs. The signs must now be posted in a conspicuous place reasonably likely to be viewed by employees and visitors.

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

HB 2012 allows a classroom teacher to display the national motto in a classroom if the poster or framed copy meets existing requirements.

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

HB 1605 makes numerous changes to this legal policy on instructional materials care and accounting, including revisions to permitted expenditures, requisition procedures, requirements related to open education resources (OER), and certification. In addition, districts may be entitled to additional state aid for certain instructional materials.

Administrative code provisions have been deleted to the extent they are superseded by new laws.

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

Duplicative information regarding the transportation of students to accelerated instruction programs has been replaced with a reference on page 7 to EHBCA for more information.

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

HB 2190 changes all references in state law from "accident" to "collision."

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

The list of required internet postings has been updated to include:

- Campaign finance filings at item 18 (HB 2626)
- Item 46 regarding annual reports on measurable outcomes for dropout recovery education programs (SB 1647)

A district may now either post online or provide physical copies of the report on library materials (see item 4 at Optional Internet Postings). (HB 900)

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

SB 768 shortens the deadline to notify the attorney general of a system security breach from 60 to 30 days and requires the notice to be submitted electronically. (See page 4.)

SB 271 creates additional notification requirements for "security incidents" as defined in the bill. (See page 6.)

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

Based on the new notification requirements imposed by SB 271, the security breach notification provisions have been revised to include security incidents.

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#### **CQC(LEGAL)**

#### **TECHNOLOGY RESOURCES: EQUIPMENT**

HB 18 amends requirements related to transferring data processing equipment or electronic devices to students. Beginning with the 2023-24 school year, in addition to existing requirements, districts must adopt rules establishing programs that promote parents as partners in cybersecurity and online safety and install filters to block pornographic or obscene materials or applications. TEA must adopt standards for permissible devices and applications used by a district. If necessary, Policy Service will recommend policy revisions following publication of the TEA standards.

SB 1893 requires the district to adopt a policy prohibiting the installation or use of a "covered application," as defined in the bill, on any device owned or leased by the district. (See page 3.) The Department of Information Resources (DIR) and the Department of Public Safety (DPS) must develop a model policy for districts to use in developing the required policy, and the district must adopt the required policy no later than 60 days after the model is released. Policy Service will recommend local policy revisions, as appropriate, following publication of the DIR/DPS model policy.

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

#### **FACILITY STANDARDS**

For clarity and ease of use, this legal policy on Facility Standards has been divided into four codes:

- CS: Facility Standards
- CSA: Safety and Security
- CSB: Gas and Pipelines
- CSC: Asbestos Management

CS includes the existing school facility standards that apply to all district capital improvement projects. Accessibility standards as well as provisions related to portable buildings and outdoor lighting also remain in this policy code.

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

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

This new policy code regarding safety and security includes existing provisions moved from CS(LEGAL) as well as the commissioner's new school safety rules for facilities, effective May 31, 2023.

HB 3 implements additional safety and security requirements for facilities.

SB 838 requires a district to provide each classroom with silent panic alert technology that allows immediate contact with emergency services and law enforcement. This applies beginning with the 2025-26 school year. (See page 9.)

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

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

This new local policy on facility safety and security includes recommended provisions addressing audits of building access control to comply with the commissioner's new school safety rules for facilities, effective May 31, 2023.

#### **CSB(LEGAL)**

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

To present legal requirements more clearly, this new legal policy regarding gas and pipelines includes existing provisions moved from CS(LEGAL).

#### **CSC(LEGAL)**

#### **FACILITY STANDARDS: ASBESTOS MANAGEMENT**

To present legal requirements more clearly, existing provisions related to asbestos management have been moved from CKA(LEGAL) to this new policy code.

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#### **CV(LEGAL) FACILITIES CONSTRUCTION**

This legal policy regarding facilities construction includes several revisions:

- HB 679 prohibits requiring a specified experience modifier in construction contracts or solicitations. (See pages 5-6.)
- HB 3485 allows vendors and subcontractors to elect not to proceed with additional work without a properly executed change order. (See page 8.)
- HB 2518 adds the failure to include required lease terms to the circumstances under which a district may be liable for failure to obtain a payment bond. (See page 13.)
- HB 2965 prohibits the waiver of Government Code Chapter 2272 regarding construction liability claims. (See page 20.)

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

Changes to the laws regarding the use, confidentiality, and destruction of criminal history record information (CHRI) are from HB 4123. (See pages 4-5.) Other revisions are to better reflect statutory sources.

#### **DBE(LEGAL) EMPLOYMENT REQUIREMENTS AND RESTRICTIONS: NEPOTISM**

HB 1789 provides an exception to the nepotism prohibition for hiring bus drivers if the board approves the employment. (See page 4.)

#### **DC(LOCAL) EMPLOYMENT PRACTICES**

HB 1789 creates a nepotism exception for hiring bus drivers, regardless of county population, if the *board* approves employment. We recommend adding a note referring to DBE(LEGAL) (concerning nepotism) to this policy that delegates hiring authority for noncontractual employees to the superintendent as a reminder of the special requirements related to this nepotism exception for bus drivers.

Additional revisions are recommended to remove redundant cross-references.

The [Legal Issues in Update 122](#) memo describes common legal concerns and best practices specific to this policy's topic.

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

For at least two school years, a district must assign a mentor teacher to a teacher who has been issued a temporary certificate for military service members and first responders to teach career and technology education (see page 5). (HB 621)

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

Two bills impact leave requirements for district police officers and emergency personnel.

- HB 1486 adds full-time telecommunicators authorized under the Occupations Code to those entitled to paid mental health leave after experiencing a traumatic event in the scope of employment. (See page 6.)
- HB 471 requires a district to extend a leave of absence to a police officer or emergency medical services personnel for an illness or injury related to the person's line of duty. (See pages 6-7.)

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#### DEC(LOCAL)

#### COMPENSATION AND BENEFITS: LEAVES AND ABSENCES

If our records indicate that the district has a police force, Policy Service contacted the district with additional information regarding this policy. If your district has affected personnel and has not discussed this with the district's policy consultant, please contact your consultant for assistance.

#### DF(LEGAL)

#### TERMINATION OF EMPLOYMENT

HB 4520 adds conviction of or placement on deferred adjudication community supervision for sale, distribution, or display of harmful material to a minor as a basis for mandatory termination. (See page 2.)

#### DG(LEGAL)

#### EMPLOYEE RIGHTS AND PRIVILEGES

Revisions to this legal policy incorporate recent state and federal legislative changes.

- HB 1605 prohibits a district from penalizing a teacher for failure to follow the pacing of instructional materials for a subject in the required curriculum. A classroom teacher is also immune from disciplinary proceedings for violating certain state and federal laws if the teacher used only approved and adopted instructional material and delivered the instruction with fidelity. (See pages 4-5.)
- The federal Providing Urgent Maternal Protections (PUMP) for Nursing Mothers Act, effective December 29, 2022, repealed and replaced prior law requiring breaks for employees to express breast milk. The provisions are not limited to nonexempt employees. (See pages 6-7.)

#### DGC(LEGAL)

#### EMPLOYEE RIGHTS AND PRIVILEGES: IMMUNITY

HB 2059 adds local behavioral health authorities to the list of providers of mental health first aid training who receive immunity when assisting an individual experiencing a mental health crisis. (See page 4.)

#### DH(LEGAL)

#### EMPLOYEE STANDARDS OF CONDUCT

HB 4520 adds Penal Code 43.24 (sale, distribution, or display of harmful material to minor) to the qualifying felonies that render a person ineligible for a TRS service retirement annuity if convicted. (See item 4 on page 2.)

#### DI(LEGAL)

#### EMPLOYEE WELFARE

HB 915 requires a district to post information for reporting workplace violence to the Department of Public Safety.

Other changes are to improve online accessibility of the policy.

#### DIA(LEGAL)

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

Revisions to this legal policy incorporate recent state and federal legislative changes.

- HB 567 provides that the prohibition against racial discrimination includes discrimination based on an employee's hair texture or protective hairstyle commonly or historically associated with race. A district commits an unlawful employment practice if it adopts a dress or grooming policy that discriminates against such hair texture or protective hairstyle. (See page 4.)
- The federal Pregnant Workers Fairness Act, effective June 27, 2023, requires employers to provide reasonable accommodations to the known limitations related to the pregnancy, childbirth, or related medical conditions of a qualified employee. (See pages 9-11.)

Additional changes have been made to include citations to Administrative Code provisions and update other citations.

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#### DL(LEGAL)

#### WORK LOAD

HB 1605 allows supplemental agreements between a district and a classroom teacher related to lesson planning or selecting instructional material during planning and preparation time. This applies beginning with the 2024-25 school year.

#### DLB(LEGAL)

#### WORK LOAD: REQUIRED PLANS AND REPORTS

HB 1605 allows a unit or weekly lesson plan included in instructional material adopted by the board to satisfy a requirement to prepare such a plan. (See item 6 at Restrictions on Written Reports.)

#### DMA(LEGAL)

#### PROFESSIONAL DEVELOPMENT: REQUIRED STAFF DEVELOPMENT

Several legislative changes impact this legal policy on staff development.

- A district may satisfy a requirement to implement a program related to substance abuse and prevention and intervention by providing instruction related to fentanyl abuse prevention and drug poisoning awareness (see page 4). (HB 3908)
- A district must require all district employees who regularly interact with students to complete an evidence-based mental health training program (see pages 5-6). (HB 3)
- An athletic trainer who serves as a member of a district's concussion oversight team must take a course that meets the requirements set by the Texas Department of Licensing and Regulation (TDLR) (see page 9). (HB 2495)

Other revisions have been made to clarify the training requirements for other employees related to concussions.

#### DP(LEGAL)

#### PERSONNEL POSITIONS

Revisions to this legal policy include new Administrative Code provisions, effective May 21, 2023, regarding school counselors, including requirements that they track time spent on various work duties and that the district assess its compliance with its counselor policy. (See pages 5-6.)

The policy also includes provisions from SB 763 authorizing a district to employ or accept as a volunteer a chaplain to provide support, services, and programs for students as assigned by the board. (See pages 8-9.)

#### DP(LOCAL)

#### PERSONNEL POSITIONS

SB 763 authorizes districts to employ chaplains or accept chaplains as volunteers to provide support, services, and programs for students as assigned by the board. These provisions apply beginning with the 2023-24 school year. While your district currently may allow chaplains along with other visitors or volunteers on campus, SB 763 requires each board to take a record vote not later than six months after the effective date, September 1, 2023, on whether to adopt a policy authorizing a campus to employ or accept as a volunteer a chaplain. To facilitate this record vote, TASB Policy Service sent a draft resolution with the [2023 Post-Legislative Policy Changes Policy Alert](#), available in the Policy Online® Governance and Management Library (TASB login required), for consideration by the board between September 1, 2023, and March 1, 2024. If the board approves the option to adopt a policy to authorize district campuses to employ or accept as a volunteer a chaplain, send your TASB policy consultant a copy of the resolution for TASB to update the district's DP(LOCAL) policy to reflect the board's decision. If the board would prefer only to accept chaplains as volunteers like other district or campus volunteers, contact your policy consultant for assistance with language at GKG(LOCAL).

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#### EEB(LEGAL)

#### INSTRUCTIONAL ARRANGEMENTS: CLASS SIZE

HB 2729 requires a district or an entity with which a district contracts to provide a prekindergarten program to attempt to maintain an average ratio of at least one *qualified*, rather than certified, teacher or aide for each 11 students. (See High-Quality Prekindergarten Program on page 1.)

#### EF(LEGAL)

#### INSTRUCTIONAL RESOURCES

This legal policy includes the following revisions from HB 1605:

- Changes to timelines and other requirements related to parental review of tests and instructional materials
- New requirements pertaining to district instructional material review on request of a parent or group of parents

The district must adopt a process for a parent to request a district instructional material review. TEA must adopt standards for a district to use in this review. Policy Service will recommend local policy revisions following publication of the TEA standards.

Provisions related to parental rights regarding consent to surveys and information collection have been relocated to new policy FA(LEGAL), dedicated to parental rights.

#### EFA(LEGAL)

#### INSTRUCTIONAL RESOURCES: INSTRUCTIONAL MATERIALS

Numerous revisions throughout this legal policy on instructional materials are the result of HB 1605.

- Expanded definition of "instructional materials"
- Revised provisions regarding the SBOE's review, selection, and approval or rejection of instructional materials
- New provisions related to TEA's instructional materials website and other support for districts
- New and revised provisions pertaining to open education resource (OER) instructional material

#### EFB(LEGAL)

#### INSTRUCTIONAL RESOURCES: LIBRARY MATERIALS

HB 900 required revisions throughout this legal policy on library materials.

- A district must adhere to the standards for library collection development adopted by the Texas State Library and Archives Commission (TSLAC) with approval of the SBOE. TSLAC must develop standards by January 1, 2024; Policy Service will recommend local policy revisions following publication of the standards.
- Written parental consent is required before a student may check out library material rated by a vendor as "sexually relevant."
- A district must conduct a biennial review of library contents and post a report not later than January 1 of every odd-numbered year.
- Library material vendors may not sell library materials unless they have issued ratings regarding sexually explicit and sexually relevant material previously sold to the district. No sexually explicit material may be sold and any in use must be recalled. Vendors must submit a list to TEA of rated materials sold and in use, and TEA must post the list online.

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

HB 1605 requires districts, when adopting instructional materials, to ensure sufficient time for teachers to teach and students to learn the essential knowledge and skills for the subject and grade level. (See Scope and Sequence and Instructional Materials on page 3.)

HB 3908 expands the scope of instruction regarding the dangers of opioids about which the school health advisory council (SHAC) must make recommendations. (See item 7 on page 7.)

#### **EHAB(LEGAL)                      BASIC INSTRUCTIONAL PROGRAM: REQUIRED INSTRUCTION (ELEMENTARY)**

HB 1605 prohibits any instruction that incorporates three-cueing in the required phonics curriculum.

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

Several bills impact this legal policy on required secondary instruction.

- SB 2124 requires districts to develop an advanced mathematics program and automatically enroll certain sixth grade students unless the student's parent opts out. (See page 3.)
- HB 3908 requires a district to provide annual instruction regarding fentanyl abuse prevention and drug poisoning awareness to students in grades 6 through 12. (See page 7-8.)
- HB 4375 requires a district to provide instruction in using an automated external defibrillator (AED) to students in grades 7 through 12 and allows a district to accept donations to provide such instruction. (See pages 8-9.)

A reference to policy EHBAD has been added on page 9 for more information on new notice requirements regarding the driving with disability program from SB 2304.

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

HB 3928 impacts this legal policy on special programs as follows:

- Further outlines the district's obligations when a student is suspected of having dyslexia or a related disorder (See pages 1-2.)
- Requires the board to adopt a local policy requiring the district to comply with all SBOE and commissioner rules, standards, and guidance related to implementing the program to test students for dyslexia and related disorders (See pages 2-3.)
- Requires the multidisciplinary evaluation team to include a dyslexia specialist when determining a student's eligibility for special education services (See page 3.)
- Implements requirements for progress reports for students receiving dyslexia services (See page 5.)
- Specifies required qualifications for providers of dyslexia instruction (See pages 5-6.)

#### **EHB(LOCAL)                      CURRICULUM DESIGN: SPECIAL PROGRAMS**

New provisions are recommended to comply with HB 3928, which requires the board to adopt and implement a policy requiring the district to comply with all rules and standards adopted by the SBOE and guidance published by the commissioner to implement the program to test students for dyslexia and related disorders.

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

This policy on identification, evaluation, and eligibility has been updated to include a reference on page 5 to policy EHB for more information on special education of students with dyslexia and related disorders.

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

Changes reflect revised Administrative Code provisions regarding the admission, review, and dismissal (ARD) committee, effective July 18, 2023. The revisions include requirements related to students new to a district (see pages 4-6), including students who register in the summer, and requirements related to interpretation to ensure parent participation and understanding (see Collaborative Process on page 11).

**EHBAD(LLEGAL)                      SPECIAL EDUCATION: TRANSITION SERVICES**

SB 2304 requires a district to provide information regarding the Texas Driving with Disability Program to specified students. (See pages 3-4.)

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

The requirements for dropout recovery education programs are revised and supplemented by SB 1647. New provisions, beginning on page 6, address who can operate a program, when a district administrator or counselor may refer a student to a program, and reporting requirements.

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

This local policy containing provisions on accelerated instruction has been moved to EHBCA(LOCAL) (see below) to align with the legal policy created at that code in Update 121.

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

HB 1416 impacts this legal policy on accelerated instruction in numerous ways, including the following:

- Implements exceptions to accelerated instruction for certain students (See pages 1-2.)
- Modifies requirements for supplemental instruction, including requirements regarding the hours of instruction and the instructional group size (See page 3.)
- Provides parents an option to modify or remove a requirement for supplemental instruction for students who failed to perform satisfactorily on certain assessment instruments (See page 4.)
- Excepts a district from the requirement to provide transportation for students to accelerated instruction programs if the district does not operate or contract for a transportation system
- Expands the requirements to provide notice to parents and requires TEA to develop a [model notice](#) [TEA released [information](#) on July 13, 2023.]
- Requires a district to develop an accelerated education plan for a student who does not perform satisfactorily on an assessment instrument for two or more school years in the same subject (See pages 6-7.)
- Requires the district to make a good faith attempt to provide a parent conference for a student with an accelerated education plan

# Explanatory Notes

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- Adds circumstances under which the commissioner may waive a district's accelerated instruction requirements (See pages 8-9.)
- Repeals several provisions, including provisions related to accelerated learning committees
- Amends the ARD committee meeting requirements

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

This local policy has been recoded from EHBC(LOCAL) to align with EHBCA(LEGAL) created in Update 121. HB 1416 made several changes to the requirements for accelerated instruction. Recommended changes to this local policy reflect that a parent's ability to request a particular teacher after a student fails to perform satisfactorily on a state assessment is no longer limited to students in grades 3, 5, and 8. Other changes delete references to the accelerated learning committee, which has been eliminated. A district now must develop an accelerated learning plan for certain students, and parents still may file a complaint about the plan in accordance with FNG.

### **EHBG(LEGAL)                    SPECIAL PROGRAMS: PREKINDERGARTEN**

HB 2729 makes several changes related to prekindergarten programs:

- Expands teacher qualifications (See page 5.)
- Requires a district or an entity with which a district contracts to provide a prekindergarten program to attempt to maintain an average ratio of at least one *qualified*, rather than certified, teacher or aide for each 11 students (See page 6.)
- Prescribes new supervisor requirements for entities with which a district contracts to provide a prekindergarten program (See page 6.)

### **EHBK(LEGAL)                    SPECIAL PROGRAMS: OTHER INSTRUCTIONAL INITIATIVES**

HB 3991 designates the first Friday in April as Texas Fruit and Vegetable Day and requires appropriate instruction. (See page 4.)

HB 3908 requires the governor to designate Fentanyl Poisoning Awareness Week, which may include age-appropriate instruction. (See page 7.)

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

HB 8 implements the Financial Aid for Swift Transfer (FAST) program to allow certain students to enroll at no cost in a dual credit course. A district must provide notice to parents about the program and determine student eligibility. (See pages 7-8.)

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

Provisions related to attendance calculation for off campus electronic instruction expired on September 1, 2023, and have been removed from this legal policy.

### **EHDF(LEGAL)                    ALTERNATIVE METHODS FOR EARNING CREDIT: LOCAL REMOTE LEARNING PROGRAM**

Provisions related to local remote learning programs expired on September 1, 2023. This legal policy has been deleted in its entirety.

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#### **EI(LEGAL)                      ACADEMIC ACHIEVEMENT**

Changes reflect new Administrative Code provisions regarding the academic achievement record of a student who earns a diploma for completing the Texas First Early High School Completion Program, effective June 15, 2023. (See page 4.)

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

This policy on grading/progress reports to parents has been updated to include a reference on page 2 to policy EHB for more information on progress reports for students receiving dyslexia instruction.

#### **EIC(LOCAL)                      ACADEMIC ACHIEVEMENT: CLASS RANKING**

HB 3803 permits parents to elect to have their student repeat a high school course in which the student was enrolled during the previous school year unless the district determines the student has met all requirements for graduation. Absent local policy, TEA guidance provides that the original passing grade must be retained.

Contact your policy consultant for assistance with policy language that reflects the district's option regarding the use of grades from retaken courses in the calculation of class rank and on the transcript.

#### **EIE(LEGAL)                      ACADEMIC ACHIEVEMENT: RETENTION AND PROMOTION**

HB 3803 permits a parent to elect for a student to repeat the grade in which the student was enrolled in the previous school year up to grade 8. In addition, a parent may elect for a student to repeat a course taken for high school credit in the previous school year unless the district determines the student has met all requirements for graduation. (See page 1.)

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

Provisions related to diplomas for certain students who entered ninth grade before the 2011-12 school year expired on September 1, 2023, and have been removed from this legal policy.

SB 2294 requires a district to allow a student to graduate and receive a diploma under the Texas First Early High School Completion Program if the student satisfies other requirements. (See page 7.)

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

This legal policy has been updated to include legislative changes regarding state assessments.

- In establishing the district's calendar and the dates for the administration of state assessment instruments, the board may consider religious holy days or periods of observance likely to be observed by students during the period for administering those instruments (see page 5). (HB 1883)
- A district may administer a state assessment instrument in paper format to up to three percent of students upon request of a student's parent, guardian, or teacher (see pages 6-7). (HB 1225)

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

The Section F table of contents has been revised to add the new code FA, Parent Rights and Responsibilities. We have also added for future expansion a new code addressing identification of students at FI.

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#### FA(LEGAL)

#### PARENT RIGHTS AND RESPONSIBILITIES

Many of the legal provisions regarding parent rights have been moved to this new policy code so that information is available in a single location. In addition, this policy catalogs the other policy codes that address specific parents' rights throughout the policy manual.

#### FD(LEGAL)

#### ADMISSIONS

SB 1008 extends the deadline for an active-duty military parent to provide proof of residence in the district from 10 to 90 days after arrival. (See pages 3-4.)

HB 3 requires a parent enrolling a child or the district the child most recently attended to provide the new district a copy of the child's disciplinary record and any threat assessment involving the child's behavior. (See page 8.)

#### FDA(LEGAL)

#### ADMISSIONS: INTERDISTRICT TRANSFERS

HB 3 requires a transfer student's district of residence to provide the receiving district with the student's disciplinary record and any threat assessment involving the student's behavior. (See page 1.)

HB 1959 and HB 2892 require the board to grant the request of a peace officer who is a parent of a student or a servicemember who is a parent of a student to transfer the student to another campus or to another district under an agreement between the districts under Education Code 25.035. (See pages 2-3.)

#### FDB(LEGAL)

#### ADMISSIONS: INTRADISTRICT TRANSFERS AND CLASSROOM ASSIGNMENTS

A reference to information regarding intradistrict transfers requested by a parent who is a servicemember or peace officer has been added to page 3 of this legal policy. The referenced information is located in FDA(LEGAL).

#### FEA(LEGAL)

#### ATTENDANCE: COMPULSORY ATTENDANCE

HB 1212 prohibits a district from requiring documentation from a clergy member or other religious leader and requires the district to accept a note from a parent when excusing a student's absence to observe a religious holy day. (See page 4.)

SB 68 allows a district to excuse a student from attending school for career investigation days to visit a professional's workplace during the student's junior and senior years to determine the student's interest in a career in the professional's field. (See page 6.)

HB 4559 increases the population threshold for constitutional county courts in certain counties to be designated as truancy courts. (See page 8.)

#### FEA(LOCAL)

#### ATTENDANCE: COMPULSORY ATTENDANCE

SB 68 allows a district to excuse a student from attending school for career investigation days to visit a professional's workplace during the student's junior and senior years to determine the student's interest in a career in the professional's field. Districts that choose to excuse students for absences to visit a professional's workplace to explore a career in that professional's field must adopt a policy to determine when an absence will be excused for this purpose and a procedure to verify the visit. A new provision offered for the board's consideration at Career Investigation permits such absences for the maximum amount allowed in law — up to two days during a student's junior year and up to two days during the student's senior year. Contact your policy consultant for revisions if the district will allow fewer excused absences or will not allow any excused absences for this purpose.

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The [Legal Issues in Update 122](#) memo describes common legal concerns and best practices specific to this policy's topic.

#### **FEB(LLEGAL) ATTENDANCE: ATTENDANCE ACCOUNTING**

References regarding funding for courses taken with the Texas Virtual School Network have been updated.

#### **FEC(LLEGAL) ATTENDANCE: ATTENDANCE FOR CREDIT**

Provisions allowing a district to adopt a policy to exempt students from the 90 percent rule for courses offered under a local remote learning program exception expired on September 1, 2023, and have been removed from this legal policy.

#### **FED(LLEGAL) ATTENDANCE: ATTENDANCE ENFORCEMENT**

HB 3917 allows a parent against whom a complaint for contributing to nonattendance has been filed to enter a written agreement to complete counseling, training, or another program designated by the district. (See page 10.)

#### **FFAC(LLEGAL) WELLNESS AND HEALTH SERVICES: MEDICAL TREATMENT**

SB 629 requires a district to adopt a policy regarding maintenance, administration, and disposal of opioid antagonists at each campus that serves students in grades 6 through 12; a district may adopt a policy at campuses serving students in grades below 6. Provisions have been added beginning on page 4 regarding reporting, training, immunity, and other topics.

General provisions related to the administration of opioid antagonists have been deleted in light of the new requirements.

SB 294 revises provisions related to a district's option to adopt a policy regarding maintenance, administration, and disposal of medication for respiratory distress. A district that adopts a policy must require each campus to have at least one authorized and trained person present during regular school hours. Provisions have been added beginning on page 11 regarding required referrals after medication is administered, training, reporting, parental notice of the policy, and other topics.

Also under SB 294, a district that implements a policy for the maintenance, administration, and disposal of epinephrine auto-injectors must give notice *of the policy* to parents before the policy is implemented or before the start of each school year. (See page 10.)

Finally, SB 294 prohibits disciplinary action against an employee or volunteer who refuses to administer or receive training to administer epinephrine auto-injectors or medication for respiratory distress in accordance with board policy. (See pages 13-14.)

#### **FFAC(LOCAL) WELLNESS AND HEALTH SERVICES: MEDICAL TREATMENT**

Recommended revisions to the provisions on opioid antagonists are based on SB 629, which requires a district to have at least one person who is authorized and trained to administer the medication present during regular school hours on each campus that serves grades 6 through 12.

The grade levels to which this policy will apply are based on information recently received from the district.

The [Legal Issues in Update 122](#) memo describes common legal concerns and best practices specific to this policy's topic.

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#### **FFAF(LLEGAL) WELLNESS AND HEALTH SERVICES: CARE PLANS**

SB 1506 requires a student's seizure management and treatment plan to be on a form adopted by TEA. TEA must adopt the form by December 1, 2023, and post the form on the TEA website. (See page 5.)

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

The required policies and procedures for the district's threat assessment and safe and supportive school team are changed as follows (see pages 1-2):

- Under HB 3, the policy must require each campus to establish a procedure for students to report concerning behavior by another student.
- SB 1720 requires the policy to allow employees who report a potential threat to elect to keep their identities confidential.

Before the threat assessment and safe and supportive school team may conduct a threat assessment, HB 473 requires the team to notify a student's parent regarding the assessment. The team must also notify the parent of its findings and conclusions after the assessment.

HB 3 also requires that materials and information from a threat assessment be maintained in the student's school record until the student's 24th birthday.

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

Recommended revisions to this local policy on crisis intervention include the following:

- In accordance with HB 3, provisions have been added at Student Reports to require each campus to establish a clear procedure for students to report concerning behavior by another student.
- Revisions at Employee Confidentiality are based on SB 1720 and allow employees who report a potential threat to elect to keep their identities confidential.

#### **FFBA(LLEGAL) CRISIS INTERVENTION: TRAUMA-INFORMED CARE**

This policy on trauma-informed care has been updated to include a reference to policy DMA for more information on mental health training for district employees.

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

HB 1605 clarifies that materials required to be made available for parent review are those that are not available digitally through an instructional materials parent portal. (See page 1.)

HB 4363 requires that notice be given to students, teachers, counselors, and parents of Future Texas Teachers Scholarship programs. (See page 3.)

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

HB 63 prohibits the Department of Family and Protective Services from taking anonymous reports of abuse or neglect. Revisions have been made to the required contents of a report, including the name and contact information of the person making the report. (See page 3.) Other provisions have been rearranged for clarity.

#### **FL(LLEGAL) STUDENT RECORDS**

Information regarding enrollment records has been deleted from this policy to avoid unnecessary duplication of the same information in policy FD. A reference to that policy has been added on page 4.

The following provisions have been relocated to new policy FA(LLEGAL) dedicated to parental rights:

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- Parental rights regarding consent to surveys and information collection.
- Parental consent requirements related to videotaping or recording students.

### FL(LOCAL) STUDENT RECORDS

HB 1416 repeals provisions related to accelerated learning committees. The references to the accelerated learning committee have been replaced with references to the accelerated education plan that now must be created for certain students who fail to perform satisfactorily on state assessments.

The [Legal Issues in Update 122](#) memo describes common legal concerns and best practices specific to this policy's topic.

### FM(LLEGAL) STUDENT ACTIVITIES

HB 1002 allows a licensed chiropractor or physical therapist to serve on the concussion oversight team if the person meets the training requirements. (See pages 4-5.) This bill also allows a physical therapist to remove a student from practice or competition if the physical therapist believes the student has sustained a concussion. (See page 5.)

HB 2484 requires a district to provide a peace officer, SRO, administrator, or security personnel at an athletic event on district property to ensure the safety of an official of the activity under certain circumstances. (See page 8.) This bill also requires a district to prohibit a spectator from attending athletic activities for at least a year if the spectator causes bodily injury to an official because of the official's actions. (See page 18.)

HB 59 implements new requirements for organized water activities including parental affirmation of whether a child can swim and provision of flotation devices for children who cannot swim. (See pages 9-10.)

HB 699 requires UIL, in assigning league classification, to use the same student enrollment calculation formula for a school that allows homeschooled students to participate in UIL activities as for one that does not. (See pages 15-16.)

HB 3708 provides an allotment of \$1,500 for each UIL activity in which a district allows a homeschooled student to participate. (See page 16.)

An existing provision that a nurse or health-care professional who is not in compliance with training requirements may not serve on a concussion oversight team has been relocated from GKG. (See page 5.)

### FNCA(LLEGAL) STUDENT CONDUCT: DRESS CODE

HB 567 prohibits a student dress or grooming policy, including an extracurricular dress code, that discriminates against a hair texture or protective hairstyle commonly or historically associated with race. In light of this new Education Code provision, citations to older caselaw have been deleted.

### FNCC(LLEGAL) STUDENT CONDUCT: PROHIBITED ORGANIZATIONS AND HAZING

SB 1900 expands the offense of coercing, inducing, or soliciting membership in a criminal street gang to include a foreign terrorist organization. (See page 1.)

SB 37 allows a report of hazing to be made to a peace officer or law enforcement agency. Provisions regarding immunity for reporting hazing have been added to this legal policy. (See page 2.)

### FNCD(LLEGAL) STUDENT CONDUCT: TOBACCO USE AND POSSESSION

This legal policy on tobacco use and possession has been updated to include a reference to policy FOC regarding the new disciplinary consequences for conduct involving e-cigarettes.

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**FNCF(LLEGAL)                      STUDENT CONDUCT: ALCOHOL AND DRUG USE**

This legal policy has been updated on page 1 to increase the population threshold for certain districts to petition for an alcohol-free zone. (HB 4559)

**FNCG(LLEGAL)                      STUDENT CONDUCT: WEAPONS**

HB 114 clarifies that the procedural requirements of Education Code 37.009(a) regarding conference and mitigating factors apply to expulsion. (See Possession of Weapons on page 1.)

**FNG(LLEGAL)                      STUDENT RIGHTS AND RESPONSIBILITIES: STUDENT AND PARENT COMPLAINTS/GRIEVANCES**

Provisions outlining parental rights have been relocated to new policy FA(LLEGAL) dedicated to parent rights.

**FO(LLEGAL)                      STUDENT DISCIPLINE**

A district peace officer or security personnel may not restrain or use a chemical irritant or Taser on a student in fifth grade or below unless the student poses a serious risk of harm (see page 6). (SB 133)

**FOC(LLEGAL)                      STUDENT DISCIPLINE: PLACEMENT IN A DISCIPLINARY ALTERNATIVE EDUCATION SETTING**

Several bills impact this legal policy regarding placement in a DAEP.

- HB 114:
- Clarifies that the procedural requirements of Education Code 37.009(a) regarding conference and mitigating factors apply to placement in a DAEP (see page 1).
- Requires DAEP placement for certain conduct involving e-cigarettes (see item 5 on page 2).
- Allows placement in in-school suspension of students who engaged in certain conduct when DAEP is at capacity (see page 9).
- HB 2187 expands the Title V felony offense of abandoning or endangering a child to include elderly or disabled individuals. (See item 25 on page 4.)
- HB 3928 requires the district, upon placement of a student in DAEP, to provide information to the parent about the process to request an evaluation of the student for special education services. (See page 8.)

**FOCA(LLEGAL)                      PLACEMENT IN A DISCIPLINARY ALTERNATIVE EDUCATION SETTING: DISCIPLINARY ALTERNATIVE EDUCATION PROGRAM OPERATIONS**

HB 114 allows a program of educational and support services to be provided to a student and the student's parents when a DAEP offense involves e-cigarettes. (See page 5.)

HB 3928 requires the personalized transition plan for a student exiting a DAEP to include the provision of information to the parent about the process to request an evaluation of the student for special education services. (See pages 6-7.)

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#### **FOD(LLEGAL)                      STUDENT DISCIPLINE: EXPULSION**

HB 114 clarifies that the procedural requirements of Education Code 37.009(a) regarding conference and mitigating factors apply to expulsion. For ease of reference, content related to pre-placement proceedings has been duplicated in this policy. (See page 6.)

This legal policy also has been updated to increase the population threshold for certain counties considered to be a county with a population of 125,000 or less for purposes of JJAEP requirements (see page 10). (HB 4559)

#### **FODA(LLEGAL)                      EXPULSION: JUVENILE JUSTICE ALTERNATIVE EDUCATION PROGRAM**

This legal policy has been updated to increase population thresholds for certain counties considered to be a county with a population of 125,000 or less for purposes of JJAEP requirements. (See pages 1-2.) (HB 4559)

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

Several legislative changes affect this legal policy on access to public information.

- HB 1161 adds victims of child abduction to those covered by the address confidentiality program. (See page 10.)
- HB 3130 restricts the release of information about certain persons who hold or apply for a license issued by the district. (See page 12.)
- HB 4123 prohibits the release of criminal history record information (CHRI) obtained from the FBI and limits the release of CHRI obtained from other Texas criminal justice agencies. (See page 12.)
- HB 3033 provides that the litigation exception to disclosure does not apply to election information in the possession of the entity that administers elections. (See page 16.)
- HB 30 and HB 3033 address the release of information related to certain arrests and crimes. (See page 17.)

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

Numerous revisions throughout this legal policy on requests for information are the result of HB 3033, including the following:

- The attorney general (AG) may require board members and the officer for public information to complete Public Information Act (PIA) training if the AG determines the district has failed to comply with a requirement of the PIA. (See page 4.)
- "Business day" is defined. A board may designate 10 nonbusiness days each calendar year. (See page 7.)
- With limited exceptions, a district must submit a request for an AG decision through the AG's electronic filing system. (See page 14.)
- A district must take certain actions as soon as practicable after receiving an AG decision. (See pages 20-21.)
- A district may request photo identification from a requestor to establish the requestor has not exceeded a personnel time limit and concealed the requestor's identity. A requestor may decline to provide identification and pay a charge for exceeding the time limit. (See page 30.)

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The list of state and national holidays has been added on page 8.

**GC(LLEGAL) PUBLIC NOTICES**

This legal policy has been updated to increase the population threshold for the selection of the newspaper for publication of notice in certain counties (see page 2). (HB 4559)

**GKA(LLEGAL) COMMUNITY RELATIONS: CONDUCT ON SCHOOL PREMISES**

HB 1760 modifies the Penal Code regarding places where weapons are prohibited to require that grounds on which a school-sponsored activity is occurring be owned by and under the control of a school. (See page 7.)

**GKC(LLEGAL) COMMUNITY RELATIONS: VISITORS**

HB 3 allows a district to eject a person on district property who fails or refuses to provide identification on request if the person reasonably appears to have no legitimate reason to be on district property.

**GKG(LLEGAL) COMMUNITY RELATIONS: SCHOOL VOLUNTEER PROGRAM**

HB 4123 allows a district to obtain criminal history record information (CHRI) from the Department of Public Safety, in addition to other agencies, about a volunteer who is excepted from the required CHRI check but subject to a discretionary check by the district. (See page 2.)

Provisions related to the concussion oversight team have been relocated to FM(LLEGAL).

**GRAC(LLEGAL) STATE AND LOCAL GOVERNMENTAL AUTHORITIES: JUVENILE SERVICE PROVIDERS**

HB 446 changed terminology used in statutes to refer to intellectual disability. (See item 8 on page 2.)

**GRB(LLEGAL) RELATIONS WITH GOVERNMENTAL ENTITIES: INTERLOCAL COOPERATION CONTRACTS**

This policy has been updated to increase the population threshold for municipalities to contract with one or more school districts to provide school crossing guards. (HB 4559)

# Instruction Sheet

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<b>Code</b>	<b>Type</b>	<b>Action To Be Taken</b>	<b>Note</b>
ATTN	(NOTE)	No policy enclosed	See explanatory note
AF	(LEGAL)	Replace policy	Revised policy
AIB	(LEGAL)	Replace policy	Revised policy
BBB	(LEGAL)	Replace policy	Revised policy
BBBA	(LEGAL)	Replace policy	Revised policy
BBBB	(LEGAL)	Replace policy	Revised policy
BBBC	(LEGAL)	Replace policy	Revised policy
BBC	(LEGAL)	Replace policy	Revised policy
BBD	(LEGAL)	Replace policy	Revised policy
BBI	(LEGAL)	Replace policy	Revised policy
BE	(LEGAL)	Replace policy	Revised policy
C	(LEGAL)	Replace table of contents	Revised table of contents
CCA	(LEGAL)	Replace policy	Revised policy
CDA	(LEGAL)	Replace policy	Revised policy
CDB	(LEGAL)	Replace policy	Revised policy
CHE	(LEGAL)	Replace policy	Revised policy
CJA	(LEGAL)	Replace policy	Revised policy
CK	(LEGAL)	Replace policy	Revised policy
CKA	(LEGAL)	Replace policy	Revised policy
CKC	(LEGAL)	Replace policy	Revised policy
CKE	(LEGAL)	Replace policy	Revised policy
CKEA	(LEGAL)	Replace policy	Revised policy
CKEB	(LEGAL)	Replace policy	Revised policy
CKEC	(LEGAL)	Replace policy	Revised policy
CLA	(LEGAL)	Replace policy	Revised policy
CLE	(LEGAL)	Replace policy	Revised policy
CMD	(LEGAL)	Replace policy	Revised policy
CNA	(LEGAL)	Replace policy	Revised policy
CNC	(LEGAL)	Replace policy	Revised policy
CQA	(LEGAL)	Replace policy	Revised policy
CQB	(LEGAL)	Replace policy	Revised policy
CQB	(LOCAL)	Replace policy	Revised policy
CQC	(LEGAL)	Replace policy	Revised policy
CS	(LEGAL)	Replace policy	Revised policy

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<b>Code</b>	<b>Type</b>	<b>Action To Be Taken</b>	<b>Note</b>
CSA	(LEGAL)	ADD policy	See explanatory note
CSA	(LOCAL)	ADD policy	See explanatory note
CSB	(LEGAL)	ADD policy	See explanatory note
CSC	(LEGAL)	ADD policy	See explanatory note
CV	(LEGAL)	Replace policy	Revised policy
DBAA	(LEGAL)	Replace policy	Revised policy
DBE	(LEGAL)	Replace policy	Revised policy
DC	(LOCAL)	Replace policy	Revised policy
DEAA	(LEGAL)	Replace policy	Revised policy
DEC	(LEGAL)	Replace policy	Revised policy
DEC	(LOCAL)	No policy enclosed	See explanatory note
DF	(LEGAL)	Replace policy	Revised policy
DG	(LEGAL)	Replace policy	Revised policy
DGC	(LEGAL)	Replace policy	Revised policy
DH	(LEGAL)	Replace policy	Revised policy
DI	(LEGAL)	Replace policy	Revised policy
DIA	(LEGAL)	Replace policy	Revised policy
DL	(LEGAL)	Replace policy	Revised policy
DLB	(LEGAL)	Replace policy	Revised policy
DMA	(LEGAL)	Replace policy	Revised policy
DP	(LEGAL)	Replace policy	Revised policy
DP	(LOCAL)	No policy enclosed	See explanatory note
EEB	(LEGAL)	Replace policy	Revised policy
EF	(LEGAL)	Replace policy	Revised policy
EFA	(LEGAL)	Replace policy	Revised policy
EFB	(LEGAL)	Replace policy	Revised policy
EHAA	(LEGAL)	Replace policy	Revised policy
EHAB	(LEGAL)	Replace policy	Revised policy
EHAC	(LEGAL)	Replace policy	Revised policy
EHB	(LEGAL)	Replace policy	Revised policy
EHB	(LOCAL)	Replace policy	Revised policy
EHBAA	(LEGAL)	Replace policy	Revised policy
EHBAB	(LEGAL)	Replace policy	Revised policy
EHBAD	(LEGAL)	Replace policy	Revised policy

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<b>Code</b>	<b>Type</b>	<b>Action To Be Taken</b>	<b>Note</b>
EHBC	(LEGAL)	Replace policy	Revised policy
EHBC	(LOCAL)	DELETE policy	See explanatory note
EHBCA	(LEGAL)	Replace policy	Revised policy
EHBCA	(LOCAL)	ADD policy	See explanatory note
EHBG	(LEGAL)	Replace policy	Revised policy
EHBK	(LEGAL)	Replace policy	Revised policy
EHDD	(LEGAL)	Replace policy	Revised policy
EHDE	(LEGAL)	Replace policy	Revised policy
EHDF	(LEGAL)	DELETE policy	See explanatory note
EI	(LEGAL)	Replace policy	Revised policy
EIA	(LEGAL)	Replace policy	Revised policy
EIC	(LOCAL)	No policy enclosed	See explanatory note
EIE	(LEGAL)	Replace policy	Revised policy
EIF	(LEGAL)	Replace policy	Revised policy
EKB	(LEGAL)	Replace policy	Revised policy
F	(LEGAL)	Replace table of contents	Revised table of contents
FA	(LEGAL)	ADD policy	See explanatory note
FD	(LEGAL)	Replace policy	Revised policy
FDA	(LEGAL)	Replace policy	Revised policy
FDB	(LEGAL)	Replace policy	Revised policy
FEA	(LEGAL)	Replace policy	Revised policy
FEA	(LOCAL)	Replace policy	Revised policy
FEB	(LEGAL)	Replace policy	Revised policy
FEC	(LEGAL)	Replace policy	Revised policy
FED	(LEGAL)	Replace policy	Revised policy
FFAC	(LEGAL)	Replace policy	Revised policy
FFAC	(LOCAL)	Replace policy	Revised policy
FFAF	(LEGAL)	Replace policy	Revised policy
FFB	(LEGAL)	Replace policy	Revised policy
FFB	(LOCAL)	Replace policy	Revised policy
FFBA	(LEGAL)	Replace policy	Revised policy
FFEA	(LEGAL)	Replace policy	Revised policy
FFG	(LEGAL)	Replace policy	Revised policy
FL	(LEGAL)	Replace policy	Revised policy

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**Red Oak ISD**

<b>Code</b>	<b>Type</b>	<b>Action To Be Taken</b>	<b>Note</b>
FL	(LOCAL)	Replace policy	Revised policy
FM	(LEGAL)	Replace policy	Revised policy
FNCA	(LEGAL)	Replace policy	Revised policy
FNCC	(LEGAL)	Replace policy	Revised policy
FNCD	(LEGAL)	Replace policy	Revised policy
FNCF	(LEGAL)	Replace policy	Revised policy
FNCG	(LEGAL)	Replace policy	Revised policy
FNG	(LEGAL)	Replace policy	Revised policy
FO	(LEGAL)	Replace policy	Revised policy
FOC	(LEGAL)	Replace policy	Revised policy
FOCA	(LEGAL)	Replace policy	Revised policy
FOD	(LEGAL)	Replace policy	Revised policy
FODA	(LEGAL)	Replace policy	Revised policy
GBA	(LEGAL)	Replace policy	Revised policy
GBAA	(LEGAL)	Replace policy	Revised policy
GC	(LEGAL)	Replace policy	Revised policy
GKA	(LEGAL)	Replace policy	Revised policy
GKC	(LEGAL)	Replace policy	Revised policy
GKG	(LEGAL)	Replace policy	Revised policy
GRAC	(LEGAL)	Replace policy	Revised policy
GRB	(LEGAL)	Replace policy	Revised policy



## (LOCAL) Policy Comparisons

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

In this packet, you will find:

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

Annotations are shown as follows:

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

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

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

<b>Contact:</b>	<b>School Districts and Education Service Centers</b>	<b>Community Colleges</b>
	<a href="mailto:policy.service@tasb.org">policy.service@tasb.org</a>	<a href="mailto:colleges@tasb.org">colleges@tasb.org</a>
	800.580.7529	800.580.1488

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

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

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

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

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

**Security Breach Notifications** Upon discovering or receiving notification of a breach of system security or a security incident, as defined by law, the District shall disclose the breach or incident to affected persons or entities in accordance with the time frames established by law. The District shall give notice by using one or more of the following methods:

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

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

**Building Access  
Control**

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

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

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

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

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

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

<b>Personnel Duties</b>	The Superintendent shall define the qualifications, duties, and responsibilities of all positions and shall ensure that job descriptions are current and accessible to employees and supervisors.
<b>Posting Vacancies</b>	The Superintendent or designee shall establish guidelines for advertising employment opportunities and posting notices of vacancies. These guidelines shall advance the Board's commitment to equal opportunity employment and to recruiting well-qualified candidates. Current District employees may apply for any vacancy for which they have appropriate qualifications.
<b>Applications</b>	<p>All applicants shall complete the application form supplied by the District. Information on applications shall be confirmed before a contract is offered for a contractual position and before hiring or as soon as possible thereafter for a noncontractual position.</p> <p>[For information related to the evaluation of criminal history records, see DBAA.]</p>
<b>Employment of Contractual Personnel</b>	<p>The Superintendent has sole authority to make recommendations to the Board regarding the selection of contractual personnel.</p> <p>The Board retains final authority for employment of contractual personnel. From February 15 to September 29, however, the Board delegates to the Superintendent the authority to hire contractual personnel for contracts governed by Chapter 21 of the Education Code in accordance with DCA and DCB. The Board shall retain final authority for employment of all other contractual personnel in accordance with DCE.</p> <p><del>[See DCA, DCB, and DCE as appropriate]</del></p>
<b>Employment of Noncontractual Personnel</b>	<hr/> <p><b>Note:</b> For employment of a bus driver related to a Board member or the Superintendent, see DBE(LEGAL).</p> <hr/>
	<p>The Board delegates to the Superintendent final authority to employ and dismiss noncontractual employees on an at-will basis. [See DCD]</p>
<b>Employment Assistance Prohibited</b>	No District employee shall assist another employee of the District or of any school district in obtaining a new job if the employee knows, or has probable cause to believe, that the other employee engaged in sexual misconduct regarding a minor or student in violation of the law. Routine transmission of an administrative or personnel file does not violate this prohibition. [See CJ for prohibitions relating to contractors and agents and DH(EXHIBIT) for the Educators' Code of Ethics.]

**Dyslexia and Related Disorders**

The District shall comply with all rules and standards adopted by the State Board of Education and guidance published by the commissioner of education to implement the program to test students for dyslexia and related disorders.

In accordance with administrative procedures, the District shall provide regular training opportunities for teachers of students with dyslexia that include new research and practices for educating students with dyslexia.

SPECIAL PROGRAMS  
COMPENSATORY SERVICES AND INTENSIVE PROGRAMS

EHBC  
(LOCAL)

~~Each student who has been identified as being at risk of dropping out of school, who is not performing at grade level, or who did not perform satisfactorily on a state-mandated assessment shall be provided accelerated and/or compensatory educational services.~~

**Accelerated  
Instruction**

~~The District shall provide accelerated instruction in accordance with law if a student fails to perform satisfactorily on a state-mandated assessment.~~

**Accelerated  
Learning Committee**

~~When a student fails to perform satisfactorily on a math or reading state-mandated assessment in grades 3, 5, or 8, an accelerated learning committee shall develop a written educational plan in accordance with law. If a parent requests that the student be assigned to a particular teacher the following school year, the request shall be addressed in accordance with the District's administrative procedures.~~

~~A parent complaint about the content or implementation of the educational plan shall be filed in accordance with FNG.~~

COMPENSATORY SERVICES AND INTENSIVE PROGRAMS  
ACCELERATED INSTRUCTION

EHBCA  
(LOCAL)

Each student who has been identified as being at risk of dropping out of school, who is not performing at grade level, or who did not perform satisfactorily on a state-mandated assessment shall be provided accelerated and/or compensatory educational services.

**Accelerated  
Instruction**

The District shall provide accelerated instruction in accordance with law if a student fails to perform satisfactorily on a state-mandated assessment.

**Parent Request**

If a student fails to perform satisfactorily on a state-mandated assessment, a parent's request that the student be assigned to a particular teacher the following school year shall be addressed in accordance with the District's administrative procedures.

**Accelerated  
Education Plan**

Appropriate District staff shall develop an accelerated education plan for a student who fails to perform satisfactorily on the same state-mandated assessment for two or more consecutive years.

A parent complaint about the content or implementation of the accelerated education plan shall be filed in accordance with FNG.

Students in violation of the compulsory attendance law shall be reported to the District attendance officer, who may institute court action as provided by law.

**Excused Absences**

In addition to excused absences required by law, the District shall excuse absences for the following purposes. A student shall be required to submit verification of these absences in accordance with administrative regulations.

Higher Education Visits

The District shall excuse a student for up to two days during the student's junior year and up to two days during the student's senior year to visit an accredited institution of higher education.

Career Investigation

The District shall excuse a student for up to two days during the student's junior year and up to two days during the student's senior year to visit a professional's workplace for purposes of exploring the student's interest in pursuing a career in that professional's field.

Armed Services Enlistment

The District shall excuse a student 17 years of age or older for up to four days during his or her enrollment in high school for activities related to pursuing enlistment in a branch of the U.S. Armed Services or Texas National Guard.

Early Voting or Election Clerk

The District shall excuse a student for up to two days per school year to serve as an early voting or election clerk.

Learner or Driver's License

The District shall excuse a student 15 years of age or older for one day during his or her enrollment in high school for each of the following:

- Visiting a driver's license office to obtain a learner license; or
- Visiting a driver's license office to obtain a driver's license.

[For extracurricular activity absences, see FM.]

**Withdrawal for Nonattendance**

The District may initiate withdrawal of a student under the age of 19 for nonattendance under the following conditions:

1. The student has been absent ~~ten~~10 consecutive school days; and
2. Repeated efforts by the attendance officer and/or principal to locate the student have been unsuccessful.

[For District-initiated withdrawal of students 19 or older, see FEA(LEGAL).]

**Students Attending Homeschools**

Students who are homeschooled are exempt from the compulsory attendance law to the same extent as students enrolled in other private schools.

ATTENDANCE  
COMPULSORY ATTENDANCE

FEA  
(LOCAL)

Adequate documentation of homeschooling for withdrawal shall consist of either a statement of withdrawal in accordance with FD(LOCAL) indicating the date homeschooling began, or a signed and dated letter from a parent or guardian indicating that his or her child is being homeschooled and the date the homeschooling began.

The District may request from a parent or guardian a letter of assurance that a child is being educated using a curriculum designed to meet basic education goals of reading, spelling, grammar, mathematics, and a study of good citizenship.

Enforcing  
Compulsory  
Attendance

If a parent or guardian refuses to submit a requested statement or letter, or if the District has evidence that a school-aged child is not being homeschooled within legal requirements, the District may investigate further and, if warranted, shall pursue legal action to enforce the compulsory attendance law.

No employee shall give any student prescription medication, non-prescription medication, herbal substances, anabolic steroids, or dietary supplements of any type, except as authorized by this or other District policy.

**Medication Provided  
by Parent**

The Superintendent shall designate the employees who are authorized to administer medication that has been provided by a student's parent. An authorized employee is permitted to administer the following medication in accordance with administrative regulations:

1. Prescription medication in accordance with legal requirements.
2. Nonprescription medication, upon a parent's written request, when properly labeled and in the original container.
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.

~~Administration of  
Opioid Antagonist  
Medication~~  
*On Campus*

*This provision shall be applicable to every campus.*

The District ~~shall purchase~~ *authorizes* school personnel who have been adequately trained to administer an opioid antagonist in accordance with law and ~~store opioid antagonist medication, such as Naloxone, to assist~~ *this policy.* Administration of an opioid antagonist shall only be permitted when an authorized and trained individual reasonably believes a person ~~who may be~~ *is* experiencing an opioid-related ~~drug overdose.~~ *Only a registered nurse or other designated and trained District employee*

*Maintenance,  
Availability,  
Training, and  
Reporting*

Each applicable campus shall ~~behave~~ at least one individual who is authorized ~~to administer this medication and may do so only in accordance with a standing order or procedures approved~~ trained to administer an opioid antagonist present during regular school hours.

Each applicable campus shall have at least two unused, unexpired opioid antagonist doses available.

All opioid antagonists shall be stored in a secure location and shall be easily accessible by ~~a physician licensed to practice medicine in the state of Texas~~ individuals who are authorized and trained to administer an opioid antagonist.

The Superintendent shall develop administrative ~~procedures~~ regulations addressing acquisition, maintenance, expiration, ~~and disposal, and availability~~ of opioid ~~antagonist medication~~ antagonists in the District, as well as reporting, employee training, and emergency notification requirements.

### **Psychotropics**

Except as permitted by law, an employee shall not:

1. Recommend to a student or a parent that the student use a psychotropic drug;
2. Suggest a particular diagnosis; or
3. Exclude the student from a class or a school-related activity because of the parent's refusal to consent to psychiatric evaluation or examination or treatment of the student.

### **Medical Treatment**

A student's parent, legal guardian, or other person having lawful control shall annually complete and sign a form that provides emergency information and addresses authorization regarding medical treatment. A student who has reached age 18 shall be permitted to complete this form.

The District shall seek appropriate emergency care for a student as required or deemed necessary.

**Threat Assessment  
and Safe and  
Supportive Team**

In compliance with law, the Superintendent shall ensure that a multidisciplinary threat assessment and safe and supportive team is established to serve each campus. The Superintendent shall appoint team members. The team shall be responsible for developing and implementing a safe and supportive school program at each campus served by the team and shall support the District in implementing its multi-hazard emergency operations plan.

Training

Each team shall complete training provided by an approved provider on evidence-based threat assessment programs.

Student Reports

Each campus shall establish a clear procedure for a student to report concerning behavior exhibited by another student for assessment by the team or other appropriate District employee.

Employee  
Confidentiality

A District employee who reports a potential threat may elect for the employee's identity to remain confidential and not be subject to disclosure under the state's public information law. The employee's identity shall only be revealed when necessary for the team, the District, or law enforcement to investigate the reported threat.

The District shall maintain a record of the identity of a District employee who elects for the employee's identity to remain confidential.

Imminent Threats or  
Emergencies

A member of the team or any District employee may act immediately to prevent an imminent threat or respond to an emergency, including contacting law enforcement directly.

Threat Assessment  
Process

The District shall develop procedures as recommended by the Texas School Safety Center. In accordance with those procedures, the threat assessment and safe and supportive team shall conduct threat assessments using a process that includes:

1. Identifying individuals, based on referrals, tips, or observations, whose behavior has raised concerns due to threats of violence or exhibition of behavior that is harmful, threatening, or violent.
2. Conducting an individualized assessment based on reasonably available information to determine whether the individual poses a threat of violence or poses a risk of harm to self or others and the level of risk.
3. Implementing appropriate intervention and monitoring strategies, if the team determines an individual poses a threat of harm to self or others. These strategies may include referral of a student for a mental health assessment and escalation procedures as appropriate.

For a student or other individual the team determines poses a serious risk of violence to self or others, the team shall immediately report to the Superintendent, who shall immediately attempt to contact the student's parent or guardian. Additionally, the Superintendent shall coordinate with law enforcement authorities as necessary and take other appropriate action in accordance with the District's multihazard emergency operations plan.

For a student the team identifies as at risk of suicide, the team shall follow the District's suicide prevention program.

For a student the team identifies as having a substance abuse issue, the team shall follow the District's substance abuse program.

For a student whose conduct may constitute a violation of the District's Student Code of Conduct, the team shall make a referral to the campus behavior coordinator or other appropriate administrator to consider disciplinary action.

As appropriate, the team may refer a student:

1. To a local mental health authority or health-care provider for evaluation or treatment; or
2. For a full individualized and initial evaluation for special education services.

The team shall not provide any mental health-care services, except as permitted by law.

Guidance to School  
Community

The team shall provide guidance to students and District employees on recognizing harmful, threatening, or violent behavior that may pose a threat to another person, the campus, or the community and methods to report such behavior to the team, including through anonymous reporting.

Reports

The team shall provide reports to the Texas Education Agency as required by law.

**Comprehensive System**

The Superintendent shall develop and maintain a comprehensive system of student records and reports dealing with all facets of the school program operation and shall ensure through reasonable procedures that records are accessed by authorized persons only, as allowed by this policy. These data and records shall be stored in a safe and secure manner and shall be conveniently retrievable for use by authorized school officials.

**Cumulative Record**

A cumulative record shall be maintained for each student from entrance into District schools until withdrawal or graduation from the District.

This record shall move with the student from school to school and be maintained at the school where currently enrolled until graduation or withdrawal. Records for nonenrolled students shall be retained for the period of time required by law. No permanent records may be destroyed without explicit permission from the Superintendent. [See CPC]

**Custodian of Records**

The ~~assistant superintendent of district operations~~assistant superintendent of district operations is custodian of all records for currently enrolled students. ~~The assistant superintendent of district operations~~The assistant superintendent of district operations is the custodian of records for students who have withdrawn or graduated. The student handbook made available to all students and parents shall contain a listing of the addresses of District schools, as well as the Superintendent's business address.

**Types of Education Records**

The record custodian shall be responsible for the education records of the District. These records may include:

1. Admissions data, personal and family data, including certification of date of birth.
2. Standardized test data, including intelligence, aptitude, interest, personality, and social adjustment ratings.
3. All achievement records, as determined by tests, recorded grades, and teacher evaluations.
4. All documentation regarding a student's testing history and any accelerated instruction he or she has received, including any ~~documentation of discussion or action by an accelerated learning committee convened~~education plan developed for the student.
5. Health services record, including:
  - a. The results of any tuberculin tests required by the District.

- b. The findings of screening or health appraisal programs the District conducts or provides. [See FFAA]
  - c. Immunization records. [See FFAB]
6. Attendance records.
7. Student questionnaires.
8. Records of teacher, school counselor, or administrative conferences with the student or pertaining to the student.
9. Verified reports of serious or recurrent behavior patterns.
10. Copies of correspondence with parents and others concerned with the student.
11. Records transferred from other districts in which the student was enrolled.
12. Records pertaining to participation in extracurricular activities.
13. Information relating to student participation in special programs.
14. Records of fees assessed and paid.
15. Records pertaining to student and parent complaints.
16. Other records that may contribute to an understanding of the student.

#### **Access by Parents**

The District shall make a student's records available to the student's parents, as permitted by law. The records custodian or designee shall use reasonable procedures to verify the requester's identity before disclosing student records containing personally identifiable information.

Records may be reviewed in person during regular school hours without charge upon written request to the records custodian. For in-person viewing, the records custodian or designee shall be available to explain the record and to answer questions. The confidential nature of the student's records shall be maintained at all times, and records to be viewed shall be restricted to use only in the Superintendent's, principal's, or school counselor's office, or other restricted area designated by the records custodian. The original copy of the record or any document contained in the cumulative record shall not be removed from the school.

Copies of records are available at a per copy cost, payable in advance. Copies of records must be requested in writing. Parents

may be denied copies of records if they fail to follow proper procedures or pay the copying charge. If the student qualifies for free or reduced-price lunches and the parents are unable to view the records during regular school hours, upon written request of a parent, one copy of the record shall be provided at no charge.

A parent may continue to have access to his or her child's records under specific circumstances after the student has attained 18 years of age or is attending an institution of postsecondary education. [See FL(LEGAL)]

**Access by School Officials**

A school official shall be allowed access to student records if he or she has a legitimate educational interest in the records.

For the purposes of this policy, "school officials" shall include:

1. An employee, Board member, or agent of the District, including an attorney, a consultant, a contractor, a volunteer, a school resource officer, and any outside service provider used by the District to perform institutional services.
2. An employee of a cooperative of which the District is a member or of a facility with which the District contracts for placement of students with disabilities.
3. A contractor retained by a cooperative of which the District is a member or by a facility with which the District contracts for placement of students with disabilities.
4. A parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.
5. A person appointed to serve on a team to support the District's safe and supportive school program.

All contractors provided with student records shall follow the same rules as employees concerning privacy of the records and shall return the records upon completion of the assignment.

A school official has a "legitimate educational interest" in a student's records when he or she is:

1. Working with the student;
2. Considering disciplinary or academic actions, the student's case, or an individualized education program for a student with disabilities;
3. Compiling statistical data;

4. Reviewing an education record to fulfill the official's professional responsibility; or
5. Investigating or evaluating programs.

**Transcripts and  
Transfers of Records**

The District may request transcripts from previously attended schools for students transferring into District schools; however, the ultimate responsibility for obtaining transcripts from sending schools rests with the parent or student, if 18 or older.

For purposes of a student's enrollment or transfer, the District shall promptly forward in accordance with the timeline provided in law education records upon request to officials of other schools or school systems in which the student intends to enroll or enrolls. [See FD(LEGAL), Required Documentation] The District may return an education record to the school identified as the source of the record.

**Records  
Responsibility for  
Students in Special  
Education**

The ~~director of specialized learning~~ director of specialized learning shall be responsible for ensuring the confidentiality of any personally identifiable information in records of students in special education.

A current listing of names and positions of persons who have access to records of students in special education is maintained at ~~the District education service center~~ the District education service center.

**Procedure to Amend  
Records**

Within 15 District business days of the record custodian's receipt of a request to amend records, the District shall notify the parents in writing of its decision on the request and, if the request is denied, of their right to a hearing. If a hearing is requested, it shall be held within ~~ten~~10 District business days after the request is received.

Parents shall be notified in advance of the date, time, and place of the hearing. An administrator who is not responsible for the contested records and who does not have a direct interest in the outcome of the hearing shall conduct the hearing. The parents shall be given a full and fair opportunity to present evidence and, at their own expense, may be assisted or represented at the hearing.

The parents shall be notified of the decision in writing within ~~ten~~10 District business days of the hearing. The decision shall be based solely on the evidence presented at the hearing and shall include a summary of the evidence and reasons for the decision. If the decision is to deny the request, the parents shall be informed that they have 30 District business days within which to exercise their right to place in the record a statement commenting on the contested information and/or stating any reason for disagreeing with the District's decision.

**Directory  
Information**

Directory information for District students has been classified into two separate categories:

1. Items for use only for school-sponsored purposes; and
2. Items for all other purposes.

School-Sponsored  
Purposes

For the following school-sponsored purposes—~~all District publications and announcements~~all District publications and announcements—directory information shall include ~~student name; address; electronic mail address; photograph; date and place of birth; major field of study; degrees, honors, and awards; dates of attendance; grade level; participation in recognized activities and sports; and weight and height of members of athletic teams~~student name; address; electronic mail address; photograph; date and place of birth; major field of study; degrees, honors, and awards; dates of attendance; grade level; participation in recognized activities and sports; and weight and height of members of athletic teams.

All Other Purposes

The District shall not release student directory information for any purpose other than a school-sponsored purpose, unless required by law. [See FL(LEGAL)]

Resolution to Pay Staff During Emergency Weather Closure

**Presented for:**

Board Action   X   Report/Review Only \_\_\_\_\_

**Supporting documents:**

None \_\_\_\_\_ Attached \_\_\_\_\_ Provided Later \_\_\_\_\_

**Contact Person:**

Brenda Sanford, Superintendent

**Background Information:**

On January 16, 2024, Brenda Sanford, Superintendent of Schools, by her authority granted in Board Policy EB(LOCAL), initiated a district-wide emergency closure for reasons of public health and safety due to extremely low temperatures with added stress and uncertainty on infrastructure of facilities.

The Board approved 2023-2024 calendar has adequate weather-related days that will be converted to student instructional days which results in no need for additional instructional days to be added to the calendar; however, due to the district-wide closures on said date, the district would be required to open additional staff work days or otherwise cause staff to lose pay, unless the Board approves pay via resolution for said closure dates.

The proposed resolution allows the Superintendent, under Board Policy DEA(LOCAL), to pay all employees scheduled to work on said closure dates whose duties could not be completed due to emergency district closure.

**Fiscal Implications:**

No negative bearing on the operating budget for the 2023-2024 school year, as the budget already assumes full pay for all work days in the contract year for the employees of the district;

**Administrative Recommendation:**

The administration recommends the approval of the Resolution to Pay Staff During Emergency Weather Closure.

**Resolution of the Board of Trustees  
of the Red Oak Independent School District  
to Pay Staff During Emergency Weather Closure**

**WHEREAS**, the Red Oak Independent School District Board of Trustees (Board) is committed to compensating staff as the school operating budget allows regardless of unexpected district-wide closure or unexpected remote-work status, when financially feasible;

**WHEREAS**, the Board recognizes that the Superintendent of Schools, by her authority granted in Board Policy EB(LOCAL), initiated a district-wide emergency closure on January 16, 2024 and for reasons of public health and safety due to inclement winter weather on these dates wherein Red Oak experienced extremely low temperatures with added stress and uncertainty on infrastructure of facilities.

**WHEREAS**, the Red Oak ISD calendar for the 2023-2024 school year has a surplus of required instruction minutes meaning that no additional instructional days will be needed; meaning no instructional days will need to be added to the existing 2023-2024 school calendar;

**WHEREAS**, the Board recognizes that the district closure would require the district to open for additional **staff** work days or otherwise cause staff to lose daily pay unless the Board approves pay during the closures so described above;

**WHEREAS** pursuant to Board Policy DEA(LOCAL) regarding “pay during closing”, the Board desires to pay all employees whose duties could not be completed due to emergency district closure for said closure days as described above;

**WHEREAS**, the Board has considered and declares that this decision will have no negative bearing on the operating budget for the 2023-2024 school year, as the budget already assumes full pay for all work days in the contract year for the employees of the district;

**WHEREAS**, the Board declares the adoption of such payment will serve the public purpose of supporting the safety, wellness, morale, and retention of district employees which will directly contribute to the success of the district’s educational purpose;

**WHEREAS**, the Board also declares the adoption of such payment will serve the public purpose of saving money for four full days of operating costs within the district’s operating budget;

**WHEREAS**, the Board declares that all employees that were scheduled to work on said closure days as described in this resolution are to be paid in full for a scheduled work day, despite the district-wide emergency closure.

**NOW THEREFORE BE IT RESOLVED** that the Red Oak Independent School District Board of Trustees approves and authorizes the Superintendent of Schools to pay all employees who were scheduled to work on said closure days, whose duties could not be completed due to emergency district closure.

**BE IT FURTHER RESOLVED** that the Red Oak ISD Board of Trustees finds the individualized determination, through written resolution, to pay employees scheduled to work on above described days provides sufficient controls to ensure the intended public purposes stated herein are sufficiently accomplished and that the district will receive the return benefits as herein described.

The above resolution is passed and adopted this the 22<sup>nd</sup> day of January, 2024 by the Board of Trustees of the Red Oak Independent School District.

\_\_\_\_\_  
John Anderson, President, ROISD Board of Trustees

ATTEST:

\_\_\_\_\_  
Michelle Porter, Secretary, ROISD Board of Trustees

Order of General Election for the Red Oak I.S.D. Trustee Election on Saturday, May 4, 2024

**Presented for:**

Board Action   X  

Report/Review Only \_\_\_\_\_

**Supporting documents:**

None \_\_\_\_\_

Attached   X  

Provided Later \_\_\_\_\_

**Contact Person:**

Brenda Sanford, Superintendent

**Background Information:**

Annual General Board of Trustees of Red Oak Independent School District Election on May 4, 2024 for Place 6 and Place 7.

**Fiscal Implications:**

None.

**Administrative Recommendation:**

Administration recommends that the Board approve the Order of Election Calling a General Trustee Election.

ORDER OF GENERAL ELECTION FOR RED OAK INDEPENDENT SCHOOL DISTRICT

An election is hereby ordered to be held on May 4, 2024 for the purpose of the election of two (2) Board Trustees – Place 6 and Place 7.

Applications for a place on the ballot shall be filed by February 16, 2024, at 5:00 pm (Exhibit “C”).

Early Voting by Personal Appearance

Early voting by personal appearance will be conducted each weekday at the locations listed in Exhibit “A”. This election is being conducted as a joint election with the Ellis County Elections Department and other participating entities. The early voting locations are subject to change based on participating entities.

Applications for ballot by mail shall be mailed, emailed or faxed to the Early Voting Clerk:

Jana Onyon, Elections Administrator  
204 E. Jefferson Street  
Waxahachie, TX 75165  
elections@co.ellis.tx.us  
972-923-5194 (Fax)

Applications for ballots by mail must be received no later than the close of business on April 23, 2024.

Election Day:

The voting locations on Election Day shall be as set forth in Exhibit “B”. This election is being conducted as a joint election with the Ellis County Elections Department and other participating entities. The election day locations are subject to change based on participating entities.

Issued this 22nd day of January, 2024.

\_\_\_\_\_  
John Anderson, Board President

\_\_\_\_\_  
Melanie Petersen, Board Vice President

\_\_\_\_\_  
Michelle Porter, Board Secretary

\_\_\_\_\_  
Sean Kelly, Board Member

\_\_\_\_\_  
Donna Knight, Board Member

\_\_\_\_\_  
Johnny Knight, Board Member

\_\_\_\_\_  
Brian Sebring, Board Member

**Joint General and Special Elections Elecciones General y Especial Conjunta**  
**May 4, 2024 04 de mayo de 2024**

**Early Voting Vote Centers Centros de votación adelantada**

**Early Voting Location Dates and Times:**

*Ubicación, fechas, y horarios de la votación anticipada:*

<b>1. Ellis County Woman's Building (Main Early Voting Location)</b> <b>407 W Jefferson St. (Davis Hall)</b>	<b>Waxahachie, TX 75165</b>		
<b>2. Midlothian Conference Ctr (Lobby) 1 Community Circle Dr.</b>	<b>Midlothian, TX 76065</b>		
<b>3. Palmer ISD Annex Bldg (Portable Bldg) 303 Bulldog Way</b>	<b>Palmer, TX 75152</b>		
<b>4. Ellis County Sub-Courthouse (Conf. Rm) 207 S Sonoma Trail</b>	<b>Ennis, TX 75119</b>		
<b>5. Red Oak Municipal Center (Evelyn Pitts Rm) 200 Lakeview Pkwy</b>	<b>Red Oak, TX 75154</b>		
<b>Monday, April 22, 2024</b> <i>lunes, 22 de abril de 2024</i>	<b>through</b>	<b>Friday, April 26, 2024</b> <i>viernes, 26 de abril de 2024</i>	<b>8:00 AM - 5:00 PM</b> <i>8:00 AM - 5:00 PM</i>
<b>Saturday, April 27, 2024</b> <i>sábado, 27 de abril de 2024</i>			<b>8:00 AM - 4:00 PM</b> <i>8:00 AM - 4:00 PM</i>
<b>Monday, April 29, 2024</b> <i>lunes, 29 de abril de 2024</i>	<b>and</b> <i>y</i>	<b>Tuesday, April 30, 2024</b> <i>martes, 30 de abril de 2024</i>	<b>7:00 AM - 7:00 PM</b> <i>7:00 AM - 7:00 PM</i>

**Last day to register to vote for the Joint General and Special Elections is: Thursday, April 04, 2024.**

*Último día para registrarse para votar en la Elecciones General y Especial Conjunta es: jueves, 04 de abril de 2024.*

**Last day for the Election's Office to receive a Regular or FPCA Ballot by Mail Application: Tuesday, April 23, 2024.**

*El Último día para que la Oficina de Elecciones reciba una solicitud regular o una solicitud de tarjeta postal federal para votar por correo (FPCA-por sus siglas en inglés) es: martes, 23 de abril de 2024.*

**Absentee Application (Regular or Federal Postcard) for ballot by mail shall be mailed to:**

**Early Voting Clerk, 204 E Jefferson Street, Waxahachie, Texas 75165**

**Or email a scanned copy of signed application to [elections@co.ellis.tx.us](mailto:elections@co.ellis.tx.us)**

**Or faxed to 972-923-5194 (If faxed or emailed, then must receive original application by mail within 4 days)**

*Las solicitudes (Regular o FPCA) de boletas electorales por correo deben enviarse por correo a:*

*Secretaria de la Votación Adelantada 204 E. Jefferson Street Waxahachie, TX 75165*

*O por correo electrónico una copia e su aplicación firmada a [elections@co.ellis.tx.us](mailto:elections@co.ellis.tx.us)*

*O por fax al 972-923-5194 (Si se envía por fax o correo electrónico, debe recibir la solicitud original dentro de los cuatro días)*

**NOTICE OF DEADLINE TO FILE AN APPLICATION FOR  
PLACE ON THE BALLOT**  
*(AVISO DE FECHA LÍMITE PARA PRESENTAR UNA SOLICITUD PARA UN LUGAR EN LA BOLETA)*

Notice is hereby given that applications for a place on the Red Oak Independent School District Regular Election (Board of Trustees Place 6 and Place 7) ballot may be filed during the following time:

*Por la presente se notifica que las solicitudes para un lugar en la boleta electoral (Junta Directiva Lugar 6, y Lugar 7) de la Elección Regular del Distrito Escolar Independiente de Red Oak se pueden presentar durante el siguiente tiempo:*

**Filing Dates and Times:**  
*(Fechas y Horario para Entregar Solicitudes)*

Start Date: January 17, 2024                      End Date: February 16, 2024  
*(Fecha Inicio): 17 de Enero de 2024                      (Fecha Final): 16 de Febrero de 2024*

Office Hours: 8:30 am to 4:00 pm \*\*\*  
*(Horario de la Oficina)*

\*\*\* February 16, 2024 – Office Hours: 8:30 am to 5:00 pm\*\*\*  
*(\*\*\*16 de Febrero del 2024– Horario de la Oficina: 8:30 am to 5:00 pm\*\*\*)*

**Physical address for filing applications in person for place on the ballot:**  
*Dirección física para presentar solicitudes en persona para un lugar en la boleta:*

Red Oak Independent School District  
Education Service Center  
Attn: Debbie Temple  
109 West Red Oak Road  
Red Oak, Texas 75154

**Address to mail applications for place on the ballot (if filing by mail):**  
*Dirección para enviar solicitudes de lugar en la boleta (Si presenta por correo):*

Red Oak Independent School District  
Education Service Center  
Attn: Debbie Temple  
P. O. Box 9000  
Red Oak, Texas 75154

**Email or Fax Number to send an application for place on the ballot:**  
*Correo Electrónico o Número de Fax para enviar una solicitud para un lugar en la boleta:*

Red Oak Independent School District  
Fax: (972) 617-4333  
Email: [debbie.temple@redoakisd.org](mailto:debbie.temple@redoakisd.org)

Debbie Temple  
Printed Name of Filing Officer  
*(Nombre en letra de molde del Oficial de Archivos)*

*Debbie Temple*  
Signature of Filing Officer  
*(Firma del Oficial de Archivos)*

December 18, 2023  
Date Posted  
*(Fecha archivada)*

RED OAK ISD

Daily Enrollment & Attendance Analysis for the Day ending: 1-11-2024

RED OAK HIGH SCHOOL - 001	EOY	EOY	EOY	EOY	EOY	EOY
CY	2022-23	2021-22	2020-21	2019-20	2018-19	2017-18
12th Grade	444	518	480	423	468	444
11th Grade	503	438	500	477	432	458
10th Grade	634	507	458	529	511	438
9th Grade	592	653	556	475	540	511
<b>Total Enrollment</b>	<b>2173</b>	<b>2116</b>	<b>1994</b>	<b>1904</b>	<b>1951</b>	<b>1808</b>

Total Absences:	129
Daily ADA	% of Attendance
2043.00	94.06
4TH SW ADA	% of Attendance
2027.50	93.59
Yearly ADA	% of Attendance
2040.29	94.41

4th SW ADA Percentage Breakdown		
ROHS	1-11 Only	1-8 THRU 2-15
12th Grade	96.40	94.45
11th Grade	93.64	94.59
10th Grade	93.38	92.35
9th Grade	93.40	93.44

RED OAK MIDDLE SCHOOL - 04	EOY	EOY	EOY	EOY	EOY	EOY
CY	2022-23	2021-22	2020-21	2019-20	2018-19	2017-18
8th Grade	556	543	588	498	470	503
7th Grade	512	518	512	544	514	447
6th Grade	467	490	492	486	529	487
<b>Total Enrollment</b>	<b>1535</b>	<b>1551</b>	<b>1592</b>	<b>1528</b>	<b>1513</b>	<b>1391</b>

Total Absences:	57
Daily ADA	% of Attendance
1477.00	96.28
4TH SW ADA	% of Attendance
1464.25	95.67
Yearly ADA	% of Attendance
1465.01	95.50

4th SW ADA Percentage Breakdown		
ROMS	1-11 Only	1-8 THRU 2-15
8th Grade	96.58	95.50
7th Grade	95.89	95.78
6th Grade	96.36	95.76

ELLIS COUNTY JJAEP - 009	EOY	EOY	EOY	EOY	EOY	EOY
CY	2022-23	2021-22	2020-21	2019-20	2018-19	2017-18
12th Grade	0					
11th Grade	0					
10th Grade	0					
9th Grade	0					
8th Grade	0					
7th Grade	0					
6th Grade	0					
5th Grade	0					
<b>Total Enrollment</b>	<b>0</b>					

Total Absences:	-
Daily ADA	% of Attendance
-	-
4TH SW ADA	% of Attendance
-	-
Yearly ADA	% of Attendance
-	-

4th SW ADA Percentage Breakdown		
JJAEP	1-11 Only	1-8 THRU 2-15
12th Grade		
11th Grade		
10th Grade		
9th Grade		
8th Grade		
7th Grade		
6th Grade		
5th Grade		

RED OAK ELEMENTARY - 101	EOY	EOY	EOY	EOY	EOY	EOY
CY	2022-23	2021-22	2020-21	2019-20	2018-19	2017-18
5th Grade	103	70	113	107	98	113
4th Grade	73	99	75	108	116	100
3rd Grade	90	71	97	73	103	101
2nd Grade	77	89	68	95	78	94
1st Grade	86	73	94	72	94	81
Kinder	58	87	62	85	72	79
Pre-K	34	31	38	19	46	36
EE	24	19	22	24	15	15
<b>Total Enrollment</b>	<b>545</b>	<b>539</b>	<b>569</b>	<b>583</b>	<b>619</b>	<b>620</b>

Total Absences:	16.5
Daily ADA	% of Attendance
504.00	97.12
4TH SW ADA	% of Attendance
493.01	95.39
Yearly ADA	% of Attendance
479.18	95.32

4th SW ADA Percentage Breakdown		
ROE	1-11 Only	1-8 THRU 2-15
5th Grade	95.15	95.87
4th Grade	97.26	94.18
3rd Grade	98.89	96.39
2nd Grade	94.81	94.75
1st Grade	98.84	97.67
Kinder	100.00	92.07
Pre-K	91.18	92.59
EE	96.97	97.73

WOODEN ELEMENTARY - 102		EOY	EOY	EOY	EOY	EOY	EOY
	CY	2022-23	2021-22	2020-21	2019-20	2018-19	2017-18
5th Grade	84	92	96	85	118	97	93
4th Grade	103	76	87	85	97	112	94
3rd Grade	69	92	74	71	96	96	100
2nd Grade	86	59	87	79	83	98	91
1st Grade	91	79	60	88	85	78	91
Kinder	62	83	72	54	98	73	67
Pre-K	44	28	38	22	0	29	17
EE	1	2	1	3	1	3	4
<b>Total Enrollment</b>	<b>540</b>	<b>511</b>	<b>515</b>	<b>487</b>	<b>578</b>	<b>586</b>	<b>557</b>

Total Absences:	15.5
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Daily ADA	% of Attendance
501.50	97.00
4TH SW ADA	% of Attendance
491.38	95.78
Yearly ADA	% of Attendance
479.32	95.50

4th SW ADA Percentage Breakdown		
HAW	1-11 Only	1-8 THRU 2-15
5th Grade	97.62	96.71
4th Grade	100.00	97.55
3rd Grade	97.10	93.84
2nd Grade	96.51	95.85
1st Grade	95.60	95.58
Kinder	93.55	93.93
Pre-K	97.73	96.02
EE	0.00	0.00

EASTRIDGE ELEMENTARY - 103		EOY	EOY	EOY	EOY	EOY	EOY
	CY	2022-23	2021-22	2020-21	2019-20	2018-19	2017-18
5th Grade	103	87	69	88	67	89	80
4th Grade	87	99	75	61	75	61	91
3rd Grade	97	77	89	76	56	79	67
2nd Grade	86	89	67	72	70	62	73
1st Grade	82	80	86	61	78	76	65
Kinder	72	71	68	67	64	64	63
Pre-K	21	21	21	14	32	14	21
EE	2	3	4	3	2	1	3
<b>Total Enrollment</b>	<b>550</b>	<b>527</b>	<b>479</b>	<b>442</b>	<b>444</b>	<b>446</b>	<b>463</b>

Total Absences:	33
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Daily ADA	% of Attendance
504.50	93.86
4TH SW ADA	% of Attendance
501.13	93.45
Yearly ADA	% of Attendance
499.60	94.95

4th SW ADA Percentage Breakdown		
EES	1-11 Only	1-8 THRU 2-15
5th Grade	94.17	94.90
4th Grade	93.10	93.35
3rd Grade	94.85	93.02
2nd Grade	90.70	90.06
1st Grade	90.24	92.38
Kinder	100.00	96.53
Pre-K	100.00	98.81
EE	0.00	0.00

SHIELDS ELEMENTARY - 105		EOY	EOY	EOY	EOY	EOY	EOY
	CY	2022-23	2021-22	2020-21	2019-20	2018-19	2017-18
5th Grade	84	109	100	88	104	116	106
4th Grade	83	83	107	86	91	95	111
3rd Grade	102	76	74	88	85	88	90
2nd Grade	96	93	77	73	93	75	84
1st Grade	89	83	79	75	73	89	70
Kinder	84	85	78	67	78	70	83
Pre-K	43	44	34	16	35	25	16
EE	28	25	22	17	10	15	11
<b>Total Enrollment</b>	<b>609</b>	<b>598</b>	<b>571</b>	<b>510</b>	<b>569</b>	<b>573</b>	<b>571</b>

Total Absences:	30.5
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Daily ADA	% of Attendance
543.50	94.77
4TH SW ADA	% of Attendance
543.63	95.04
Yearly ADA	% of Attendance
533.14	95.01

4th SW ADA Percentage Breakdown		
DTS	1-11 Only	1-8 THRU 2-15
5th Grade	92.77	96.69
4th Grade	95.18	96.39
3rd Grade	94.06	94.54
2nd Grade	96.88	94.79
1st Grade	97.75	96.91
Kinder	93.98	92.47
Pre-K	95.35	95.93
EE	81.82	86.05

SCHUPMANN - 107		EOY	EOY	EOY	EOY	EOY	EOY
	CY	2022-23	2021-22	2020-21	2019-20	2018-19	2017-18
5th Grade	110	113	109	90	74	75	82
4th Grade	121	104	98	81	75	60	69
3rd Grade	127	116	98	83	68	71	61
2nd Grade	102	121	94	90	69	63	63
1st Grade	92	103	109	85	62	65	63
Kinder	95	94	104	88	68	49	61
Pre-K	61	30	36	27	22	11	19
EE	3	5	2	5	3	2	5
<b>Total Enrollment</b>	<b>711</b>	<b>686</b>	<b>650</b>	<b>549</b>	<b>441</b>	<b>396</b>	<b>423</b>

Total Absences:	31
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Daily ADA	% of Attendance
646.50	95.42
4TH SW ADA	% of Attendance
641.63	95.09
Yearly ADA	% of Attendance
631.60	94.96

4th SW ADA Percentage Breakdown		
RPS	1-11 Only	1-8 THRU 2-15
5th Grade	94.55	95.21
4th Grade	97.52	96.26
3rd Grade	94.49	93.48
2nd Grade	98.04	96.06
1st Grade	97.83	97.27
Kinder	91.58	94.21
Pre-K	90.16	89.75
EE	0.00	0.00

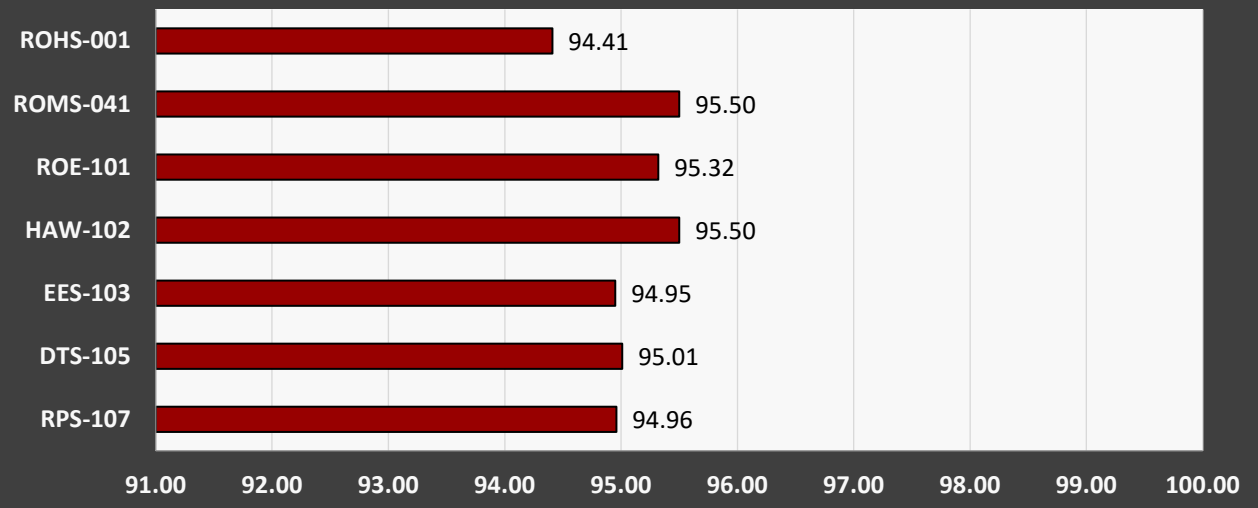
ROISD Enrollment/Grade Level		EOY	EOY	EOY	EOY	EOY	EOY
	CY	2022-23	2021-22	2020-21	2019-20	2018-19	2017-18
12th Grade	444	518	480	423	468	444	455
11th Grade	503	438	500	477	432	458	439
10th Grade	634	508	458	529	511	438	458
9th Grade	592	654	556	475	540	511	456
8th Grade	556	545	588	498	470	503	478
7th Grade	512	518	512	544	514	447	480
6th Grade	467	490	492	486	529	487	433
5th Grade	484	471	487	458	461	490	474
4th Grade	467	461	442	421	454	428	471
3rd Grade	485	432	432	391	408	435	409
2nd Grade	447	451	393	409	393	392	412
1st Grade	440	418	428	381	392	389	379
Kinder	371	420	384	361	380	335	345
Pre-K	203	154	167	98	135	115	107
EE	58	54	51	52	31	36	37
<b>Total Enrollment</b>	<b>6663</b>	<b>6532</b>	<b>6370</b>	<b>6003</b>	<b>6118</b>	<b>5908</b>	<b>5833</b>

Total Absences:	312.5
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Daily ADA	% of Attendance
6220.50	95.25
4TH SW ADA	% of Attendance
6164.02	94.66
Yearly ADA	% of Attendance
6128.13	94.97

ROISD Campus YRLY SUM		EOY	EOY	EOY	EOY	EOY	EOY
	CY	2022-23	2021-22	2020-21	2019-20	2018-19	2017-18
ROHS-001	2173	2116	1994	1904	1951	1851	1808
ROMS-041	1535	1551	1592	1528	1513	1437	1391
ROE-101	545	539	569	583	622	619	620
HAW-102	540	511	515	487	578	586	557
EES-103	550	527	479	442	444	446	463
DTS-105	609	598	571	510	569	573	571
RPS-107	711	686	650	549	441	396	423
<b>Total Enrollment</b>	<b>6663</b>	<b>6528</b>	<b>6370</b>	<b>6003</b>	<b>6118</b>	<b>5908</b>	<b>5833</b>

### CAMPUS ADA PERCENTAGE - YTD



YEAR TO DATE	
ROHS-001	94.41
ROMS-041	95.50
ROE-101	95.32
HAW-102	95.50
EES-103	94.95
DTS-105	95.01
RPS-107	94.96



# Monthly Financial Report

January 2024

## RED OAK ISD-TAX COLLECTIONS

### *Monthly Tax Collections*

*As of December 31, 2023*

#### GENERAL FUND

	MONTHLY	YEAR TO DATE	BUDGET	YTD % OF BUDGET
CURRENT TAXES COLLECTED	3,907,611	4,935,245	29,086,405	16.97%
DELINQUENT TAX COLLECTED	100,608	170,142	200,000	85.07%
PENALTIES AND INTEREST COLLECTED	7,832	80,310	175,000	45.89%
<b>TOTAL FUNDS COLLECTED</b>	<b>4,016,051</b>	<b>5,185,697</b>	<b>29,461,405</b>	<b>17.60%</b>

#### DEBT SERVICE

	MONTHLY	YEAR TO DATE	BUDGET	YTD % OF BUDGET
CURRENT TAXES COLLECTED	1,795,695	2,249,179	13,900,798	16.18%
DELINQUENT TAX COLLECTED	35,938	60,333	50,000	120.67%
PENALTIES AND INTEREST COLLECTED	2,903	28,128	30,000	93.76%
<b>TOTAL FUNDS COLLECTED</b>	<b>1,834,535</b>	<b>2,337,640</b>	<b>13,980,798</b>	<b>16.72%</b>

<b>TOTAL TAX COLLECTIONS</b>	<b>5,850,586</b>	<b>7,523,338</b>	<b>43,442,203</b>	<b>17.32%</b>
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**Red Oak Independent School District**  
*Investment Summary Report*  
 As of December 31, 2023

INVESTMENT POOL ACCOUNTS	BEGINNING BALANCE 12/01/2023	DEPOSITS	WITHDRAWALS	INTEREST FOR MONTH	ENDING BALANCE 12/31/2023	INTEREST RATE	INTEREST YEAR TO DATE
<b>TEXSTAR</b>							
General Fund	\$ 10,338.21	\$ -	\$ -	46.86	\$ 10,385.07	5.3378%	\$ 272.43
Construction	\$ 50,616,497.24	\$ -	\$ -	229,467.52	\$ 50,845,964.76	5.3378%	\$ 845,964.76
<b>TEXPOOL</b>							
General/Construction Fund	2,617.93	-	-	11.78	2,629.71	5.3836%	69.01
Money Market	1,510.21	-	-	6.82	1,517.03	5.3836%	40.14
<b>FIRST PUBLIC-GOV.OVERNIGHT</b>							
General Fund	12,360,007.11	4,177,687.51	6,969,721.25	45,367.78	9,613,341.15	5.3538%	330,503.95
Debt Service	5,766,795.40	1,718,239.14	822,641.00	28,100.08	6,690,493.62	5.3538%	170,783.60
Construction	36,611,514.72	-	250,000.00	165,740.51	36,527,255.23	5.3538%	973,291.84
Food Service	1,219,250.90	-	300,000.00	4,649.14	923,900.04	5.3538%	28,979.37
<b>TOTAL INVESTMENT POOLS</b>	<b>\$ 106,588,532</b>	<b>\$ 5,895,927</b>	<b>\$ 8,342,362</b>	<b>\$ 473,390</b>	<b>\$ 104,615,487</b>		<b>2,349,905.10</b>

We, the approved Investment Officers of Red Oak ISD, hereby certify the Investment Report represents the investment portion of the District as of the above date in compliance with the Texas Public Funds Investment Act and Red Oak ISD Investment Policy CDA

\_\_\_\_\_  
 (signature on file)  
 William Johnston, Ed.D., CPA  
 Assistant Superintendent of Business Services/CFO

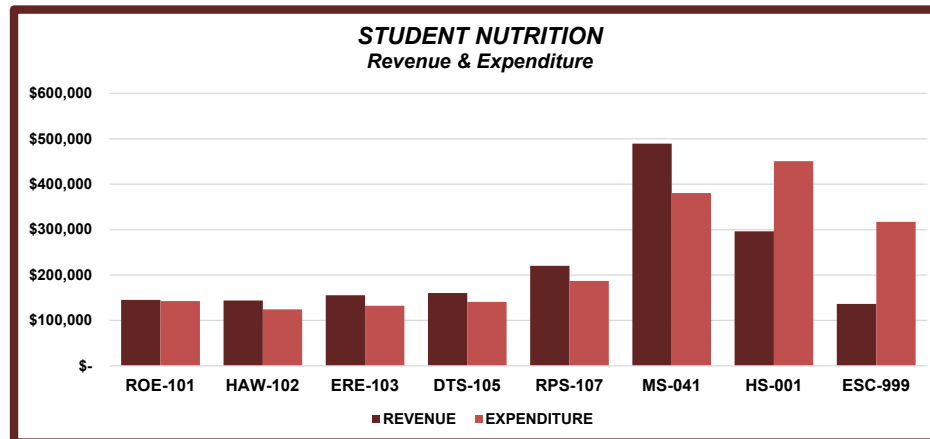
\_\_\_\_\_  
 (signature on file)  
 Sandra King, RTSBA  
 Finance Coordinator



**Red Oak ISD - Student Nutrition**  
*Revenue / Expenditure Detail*  
 As of December 31, 2023

	ROE-101	HAW-102	ERE-103	DTS-105	RPS-107	MS-041	HS-001	ESC-999	TOTAL
<b>Average Daily Participation (ADP):</b>									
<b>Breakfast</b>	163	130	177	222	282	580	285	0	1,839
<b>Lunch</b>	331	331	348	369	479	1103	960	0	3,921
<b>Afterschool</b>	21	16	28	35	31	0	0	0	131

	ROE-101	HAW-102	ERE-103	DTS-105	RPS-107	MS-041	HS-001	ESC-999	TOTAL	ORIGINAL BUDGET	% EXP TO BUDGET
57xx Local Revenue	\$ 31,336	\$ 33,857	\$ 37,808	\$ 36,628	\$ 40,277	\$ 119,508	\$ 176,732	\$ 82,481	\$ 558,626	\$ 872,572	64%
58xx State Matching	-	-	-	-	-	-	-	26,762	\$ 26,762	60,000	45%
5921 Federal - Breakfast	26,392	20,766	27,741	33,164	44,778	84,201	40,082	-	\$ 277,123	310,000	89%
5922 Federal - Lunch	87,584	89,252	89,919	90,587	135,289	285,869	250,432	-	\$ 1,028,933	1,505,000	68%
5923 USDA Commodities	-	-	-	-	-	-	-	-	\$ -	120,000	0%
5939/49 Other Revenue	-	-	-	-	-	-	-	27,019	\$ 27,019	103,000	26%
<b>TOTAL REVENUE</b>	<b>\$ 145,311</b>	<b>\$ 143,875</b>	<b>\$ 155,468</b>	<b>\$ 160,378</b>	<b>\$ 220,344</b>	<b>\$ 489,577</b>	<b>\$ 296,358</b>	<b>\$ 136,262</b>	<b>\$ 1,918,462</b>	<b>\$ 2,970,572</b>	<b>65%</b>
61xx Payroll	\$ 61,922	\$ 41,660	\$ 46,189	\$ 51,012	\$ 70,207	\$ 109,786	\$ 189,658	\$ 230,867	\$ 801,300	\$ 1,673,672	48%
62xx Contracted Services	1,733	1,466	1,310	3,446	3,035	2,452	5,268	(941)	\$ 17,771	83,200	21%
63xx Supplies	79,038	81,496	84,993	86,454	113,622	268,500	256,007	68,589	\$ 1,038,699	2,191,700	47%
64xx Travel / Miscellaneous	-	-	-	-	-	-	-	7,273	\$ 7,273	22,000	33%
66xx Capital Outlay	-	-	-	-	-	-	-	11,153	\$ 11,153	-	0%
<b>TOTAL EXPENDITURES</b>	<b>\$ 142,692</b>	<b>\$ 124,622</b>	<b>\$ 132,492</b>	<b>\$ 140,912</b>	<b>\$ 186,864</b>	<b>\$ 380,738</b>	<b>\$ 450,933</b>	<b>\$ 316,941</b>	<b>\$ 1,876,196</b>	<b>\$ 3,970,572</b>	<b>47%</b>
<b>Other Sources (Uses)</b>											
Operating Transfers In											
Revenue Over (Under) Expenditures	\$ 2,619	\$ 19,253	\$ 22,975	\$ 19,466	\$ 33,480	\$ 108,839	\$ (154,576)	\$ (180,679)	\$ 42,266	\$ (1,000,000)	



**Red Oak ISD - Debt Service Fund**  
*Revenue / Expenditure Detail*  
*As of December 31, 2023*

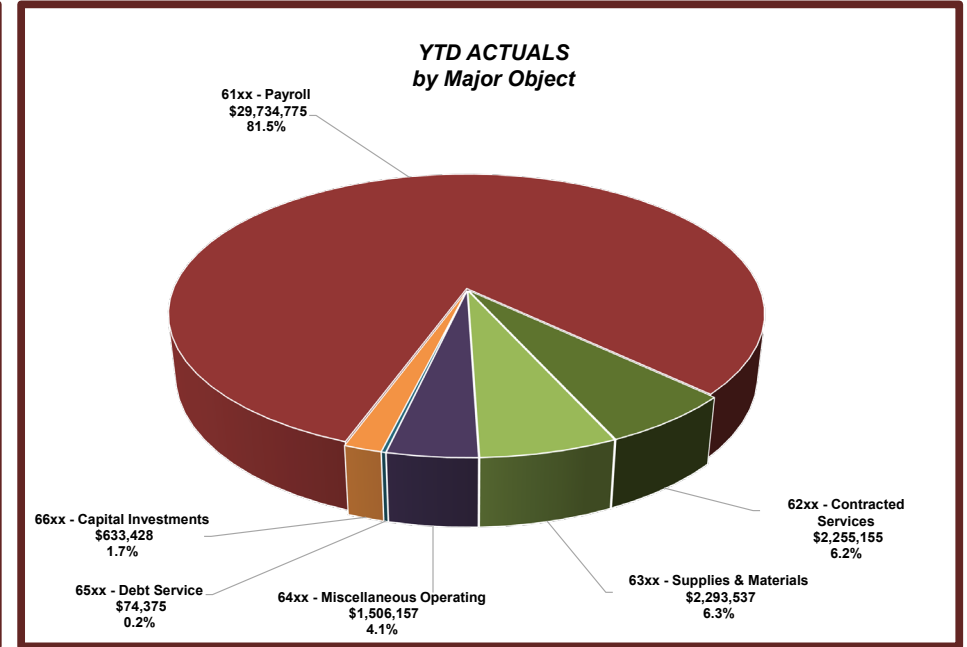
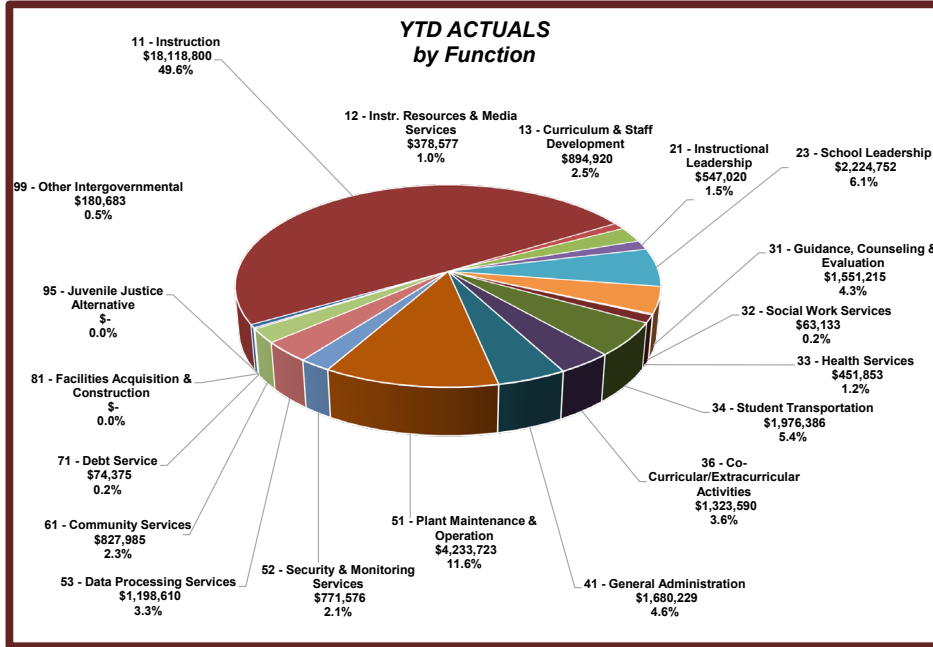
	Original Budget	YTD Actuals	Outstanding Encumbrances	Balance	% Expended to Budget
<b>Revenues</b>					
57xx Local	\$ 14,125,798	\$ 3,379,081	\$ -	\$ 10,746,717	23.92%
58xx State	400,000	-	-	400,000	0.00%
<b>TOTAL</b>	<b>\$ 14,525,798</b>	<b>\$ 3,379,081</b>	<b>\$ -</b>	<b>\$ 11,146,717</b>	<b>23.26%</b>
<b>Expenditures</b>					
71 Debt Service	\$ 16,189,688	3,748,386	\$ -	\$ 12,441,302	23.15%
<b>TOTAL</b>	<b>\$ 16,189,688</b>	<b>\$ 3,748,386</b>	<b>\$ -</b>	<b>\$ 12,441,302</b>	<b>23.15%</b>
<b>Other Resources/(Uses)</b>					
Issuance of Bonds	\$ -	\$ -	\$ -	\$ -	0.00%
Premium/Discount	-	-	-	-	0.00%
Escrow	-	-	-	-	0.00%
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.00%</b>
<b>Revenue Over (Under) Expenditures</b>	<b>\$ (1,663,890)</b>	<b>\$ (369,305)</b>	<b>\$ -</b>	<b>\$ (1,294,585)</b>	

**Red Oak ISD - General Fund**  
**Revenue/Expenditure Detail**  
**As of December 31, 2023**

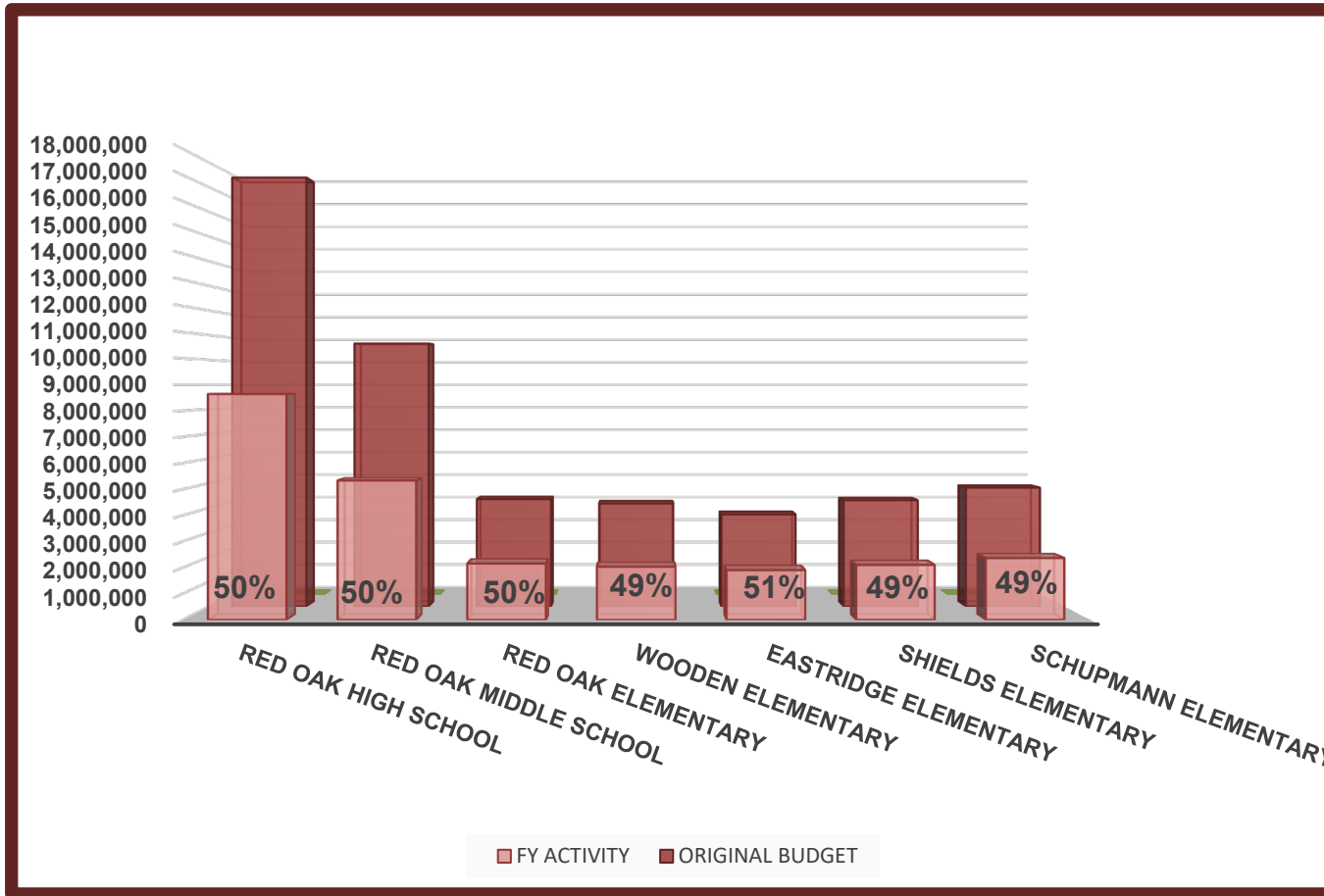
	Amended Budget	2023-2024 YTD Actuals	Outstanding Encumbrances	Balance	% Expended to Budget	2022-2023 YTD Actuals (Audited)	YTD Actuals Variance
<b>Revenues</b>							
57xx Local	\$ 31,412,964	\$ 6,189,363	\$ -	\$ 30,873,688	19.70%	\$ 19,996,128	\$ (13,806,765)
58xx State	40,239,748	18,435,104	-	39,688,188	45.81%	17,608,812	826,292
59xx Federal	1,250,000	880,433	-	825,683	70.43%	1,404,891	(524,458)
<b>TOTAL</b>	<b>\$ 72,902,712</b>	<b>\$ 25,504,900</b>	<b>\$ -</b>	<b>\$ 71,387,559</b>	<b>35%</b>	<b>\$ 39,009,831</b>	<b>\$ (13,504,931)</b>
<b>Expenditures</b>							
11 Instruction	\$ 37,044,972	\$ 18,118,800	\$ 289,145	\$ 34,966,489	49.69%	\$ 16,585,755	\$ 1,533,045
12 Instr. Resources & Media Services	920,129	378,577	3,425	876,587	41.52%	365,406	13,172
13 Curriculum & Staff Development	2,182,928	894,920	5,961	2,001,184	41.27%	911,872	(16,952)
21 Instructional Leadership	1,093,153	547,020	3,590	909,974	50.37%	422,851	124,169
23 School Leadership	4,340,075	2,224,752	9,077	3,698,514	51.47%	1,964,173	260,579
31 Guidance, Counseling & Evaluation	3,214,585	1,551,215	66,244	2,886,736	50.32%	1,398,444	152,771
32 Social Work Services	226,142	63,133	-	203,330	27.92%	61,272	1,861
33 Health Services	980,432	451,853	267	945,013	46.11%	438,590	13,263
34 Student Transportation	3,497,449	1,976,386	185,924	2,721,505	61.83%	1,662,771	313,616
36 Co-Curricular/Extracurricular Activities	2,505,229	1,323,590	88,941	2,006,146	56.38%	1,293,175	30,415
41 General Administration	2,982,675	1,680,229	47,438	2,334,475	57.92%	1,509,162	171,067
51 Plant Maintenance & Operation	7,683,735	4,233,723	1,086,453	3,972,530	69.24%	3,682,426	551,298
52 Security & Monitoring Services	1,692,541	771,576	71,766	1,423,133	49.83%	619,174	152,402
53 Data Processing Services	1,748,753	1,198,610	40,567	1,028,210	70.86%	1,201,597	(2,988)
61 Community Services	1,826,414	827,985	19,493	1,638,764	46.40%	849,168	(21,182)
71 Debt Service	475,500	74,375	-	401,125	15.64%	81,500	(7,125)
81 Facilities Acquisition & Construction	53,000	-	-	53,000	0.00%	4,500	(4,500)
95 Juvenile Justice Alternative	45,000	-	-	45,000	0.00%	-	-
99 Other Intergovernmental	390,000	180,683	176,518	32,799	91.59%	68,128	112,555
<b>TOTAL</b>	<b>\$ 72,902,712</b>	<b>\$ 36,497,428</b>	<b>\$ 2,094,807</b>	<b>\$ 62,144,515</b>	<b>53%</b>	<b>\$ 33,119,962</b>	<b>\$ 3,377,465</b>
<b>Other Resources/(Uses)</b>							
Sale of Property	\$ 0	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -
	\$ 0	\$ -	\$ -	\$ 0	0%	\$ -	\$ -
<b>Revenue Over (Under) Expenditures</b>	<b>\$ 0</b>	<b>\$ (10,992,528)</b>	<b>\$ (2,094,807)</b>	<b>\$ 9,243,044</b>		<b>\$ 5,889,869</b>	<b>\$ (16,882,396)</b>

\*The District reports on the modified accrual basis.

**Red Oak ISD - General Fund**  
**Revenue / Expenditure Detail**  
**As of December 31, 2023**



**Red Oak ISD - General Fund  
Comparison by Campus  
As of December 31, 2023**



# Questions



**Bill Johnston**

**Chief Financial Officer**

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