

# Agenda of Regular Meeting

## The Board of Trustees Lone Oak Independent School District

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A Regular Meeting of the Board of Trustees of Lone Oak Independent School District will be held February 19, 2024, beginning at 6:00 PM in the Lone Oak ISD Administration Building 8162 Highway 69 South Lone Oak, TX 75453.

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 this meeting notice. Unless removed from the consent agenda, items identified within the consent agenda will be acted on at one time.

1. Establish a quorum and call meeting to order
2. Opening Prayer & Pledges
3. Forum for community input
4. Recognize Middle School UIL Students
5. Recognize Middle and High School Beta Students
6. Recognize BPA Students
7. Consent Agenda
  1. Monthly Check Register 3
  2. Finance/Investment Report 10
  3. Budget Amendments/Reallocation 11
  4. Minutes from previous meeting 13
  5. Out-of-State Travel Request for Beta Club
8. Public Hearing to discuss the Lone Oak ISD TAPR Report 17
9. Administrative Team Reports
10. Bond Update 40
11. Review and Approve the 2024-2025 Academic Calendar
12. Motion to approve the 2023-2024 Professional Services Contract for Audit Engagement by Rutherford, Taylor, & Company 55
13. Discuss and consider the donation of the 2009 Crown Victoria to Lone Oak PD
14. Review and approve Policy Update 122 63
15. Discuss and possibly approve a resolution in support of a fair and transparent accountability system 109
16. Executive Session
  1. 551.074 Discuss personnel or to hear complaints against personnel
  2. 551.072 Discussing purchase, exchange, lease, or value of real property
17. Discuss scheduling Team of 8 Training.

18. Consideration and possible action regarding superintendent's recommendations with regard to professional and administrative contracts
19. Possible action(s) on sale of district property located at 200 FM 1567 Lone Oak, Hunt County, Texas
  
20. Adjournment

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If, during the course of the meeting, discussion of any item on the agenda should be held in a closed meeting, the board will conduct a closed meeting in accordance with the Texas Open Meetings Act, Government Code, Chapter 551, Subchapters D and E or Texas Government Code section 418.183(f). 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. [See BEC(LEGAL)]

The notice for this meeting was posted in compliance with the Texas Open Meeting Act on:

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For the Board of Trustees

Check Nbr	Check Date	Credit Memo	Vend Nbr	Payee	Fnd-Fnc-Obj.So-Org-Prog	Typ Cd	Reason	Amount	EFT
011624	01-16-2024		00141	CLAIMS ADMINISTRATI	753-41-6499.00-999-499000	D	WORKER COMP PYMT	3.00	N
					753-41-6499.00-999-499000		WORKER COMP PYMT	3.00	
					753-41-6499.00-999-499000		WORKER COMP PYMT	1.00	
					753-41-6499.00-999-499000		WORKER COMP PYMT	2.00	
					753-41-6499.00-999-499000		WORKER COMP PYMT	5.00	
					753-41-6499.00-999-499000		WORKER COMP PYMT	9.00	
					753-41-6499.00-999-499000		WORKER COMP PYMT	16.00	
					753-41-6499.00-999-499000		WORKER COMP PYMT	15.00	
					753-41-6499.00-999-499000		WORKER COMP PYMT	1.00	
					753-41-6499.00-999-499000		WORKER COMP PYMT	13.00	
					753-41-6499.00-999-499000		WORKER COMP PYMT	11.00	
							<b>Check 011624 Total:</b>	<b>79.00</b>	
022102	01-11-2024		14066	ALL STAR EXTERIORS	699-81-6639.00-041-499007	C	REMODEL/RMS/RED HALL	28,906.00	N
022103	01-11-2024		14215	DYNAMIC ENGINEERIN	699-81-6299.00-999-499000	C	PHASE 3	13,087.50	N
022104	01-18-2024		00020	DEALERS ELECTRICAL	699-81-6639.00-041-499000	C	LED LIGHTS/FIXTURE	137.49	N
022105	01-24-2024		14326	CLEVE CLARK	699-81-6299.00-999-499000	C	DEC/CONSULT/ SERVICES	1,300.00	N
022106	01-24-2024		14258	HOOTEN & HOOTEN C	699-81-6639.00-999-4990CS	C	# 5 CONCESSION STAND/BB/	19,133.00	N
022107	01-24-2024		14534	L & L PLUMBING & SEP	699-81-6299.RR-999-499000	C	PROTABLE RESTROOM/REN	180.00	N
022108	01-25-2024		14468	AMAZON CAPITAL SER	699-81-6399.00-999-499004	C	WHITE BOARDS/RED HALL	536.69	N
					699-81-6399.00-999-499004		WIRE SHELVING	395.71	
							<b>Check 022108 Total:</b>	<b>932.40</b>	
059371*	01-10-2024		00168	ATSSB	199-36-6412.75-001-499000	D	LOST	-465.00	N
					199-36-6412.75-001-499000		LOST	-120.00	
							<b>Check 059371 Total:</b>	<b>-585.00</b>	
059506	01-03-2024		14602	WASTE CONNECTION	199-51-6249.02-999-499000	C	ELEM/HS/HS CON TRASH SE	3,841.79	N
059507	01-10-2024		00676	CASH SPECIAL UTILIT	199-51-6259.71-999-499000	C	WATER SERVICES	1,391.54	N
059508	01-10-2024		00012	CITY OF LONE OAK	199-51-6259.71-999-499000	C	WATER SERVICES	1,968.05	N
059509	01-10-2024		00672	FEC ELECTRIC	199-51-6259.73-999-499000	C	ELECTRIC SERVICES	13,764.60	N
059510	01-10-2024		00011	INTOUCH BY CUMBYT	199-51-6259.72-999-499000	C	PHONE SERVICES	845.41	N
059511	01-10-2024		14325	RICK TIDWELL	459-41-6219.00-751-499000	C	DEC CO-OP SERVICES	7,064.70	N
059512	01-11-2024		01596	WINONA ISD	199-36-6499.05-001-491000	C	BOYS PL ENTRY FEE	375.00	N
059513	01-11-2024		01596	WINONA ISD	199-36-6499.05-001-491000	C	GIRLS PL ENTRY FEE	375.00	N

Check Nbr	Check Date	Credit Memo	Vend Nbr	Payee	Fnd-Fnc-Obj.So-Org-Prog	Typ Cd	Reason	Amount	EFT
059514	01-11-2024		01596	WINONA ISD	199-36-6412.00-001-491000	C	PL STUDENT MEALS	252.00	N
059515	01-11-2024		00056	ASSOC. OF TX SMALL	199-36-6412.75-001-499000	C	MS/ALL REG FEE/ALL REGIO	585.00	N
059516	01-11-2024		14384	AIRCO GASES SOUTH	199-11-6399.39-001-422000	C	FFA OXYGEN BOTTLE RENT	212.78	N
059517	01-11-2024		14547	AUSTIN BUCK	199-36-6411.00-001-491000	C	MEALS/THSB CLINIC	215.00	N
059518	01-11-2024		13959	BOYS & GIRLS CLUB N	199-11-6219.00-101-411000	C	AFTER SCHOOL PROG/SPRI	17,500.00	N
059519	01-11-2024		14009	BRADLEY WILLIAMS	199-36-6219.00-001-491000	C	BB/OFFICIAL/COMMERCE	215.00	N
059520	01-11-2024		14253	CLEAN EARTH ENVIRO	199-51-6249.00-999-499000	C	CAFE/TRAPS PUMPED	2,350.41	N
059521	01-11-2024		00478	COLEMAN DIESEL SER	199-34-6249.00-999-499000	C	BUS 22-2/22-3 INSPECTION	138.00	N
059522	01-11-2024		01514	CROSSROAD COMMU	199-34-6249.00-999-499000	C	BUS RADIO/OFFICER SERVI	1,105.00	N
059523	01-11-2024		14641	DALE DRY	199-34-6319.00-999-499000	C	BB OFFICIAL/COMMERCE	215.00	N
059524	01-11-2024		01367	DATAMAX	199-23-6239.00-101-499000	C	COLOR COPIER/MAINTEN SE	140.60	N
059525	01-11-2024		00021	DUKO OIL COMPANY	199-34-6311.00-999-499000	C	DIESEL INVOICE	1,220.00	N
059526	01-11-2024		14349	EDUCATION ADVANCE	199-11-6397.00-001-411000	C	CARDONEX/ EDUCATION SO	1,043.58	N
					199-11-6397.00-001-422000		CARDONEX/ EDUCATION SO	3,614.09	
					199-11-6399.00-001-411000		CARDONEX/ EDUCATION SO	296.29	
					199-11-6399.00-001-421000		CARDONEX/ EDUCATION SO	281.07	
					199-11-6399.00-001-422000		CARDONEX/ EDUCATION SO	348.75	
					199-11-6399.00-001-423000		CARDONEX/ EDUCATION SO	330.81	
					199-11-6399.00-001-425000		CARDONEX/ EDUCATION SO	70.00	
					199-11-6399.00-041-411000		CARDONEX/ EDUCATION SO	2,500.00	
					199-11-6399.00-041-423000		CARDONEX/ EDUCATION SO	1,500.00	
					199-11-6399.00-041-425000		CARDONEX/ EDUCATION SO	300.00	
					199-11-6499.88-001-423000		CARDONEX/ EDUCATION SO	265.41	
					199-13-6399.00-041-411000		CARDONEX/ EDUCATION SO	700.00	
							<b>Check 059526 Total:</b>	<b>11,250.00</b>	
059527	01-11-2024		14651	F3 COLDCO OWNER	240-35-6249.00-999-499000	C	COMMODITY STORAGE	7.50	N
059528	01-11-2024		05325	GERMBLAST	199-51-6249.00-999-499000	C	GERMBLAST SANITIZE SERV	5,037.87	N
059529	01-11-2024		00038	GREENVILLE HERALD	199-41-6499.00-701-499000	C	NOTICE PUBLIC MEET/STAT	83.30	N
059530	01-11-2024		00040	GREENVILLE SUPPLY	199-51-6319.00-999-499000	C	TOILET SUPPLIES/THERMST	297.65	N
					199-51-6319.00-999-499000		TOILET/URNIAL SPUDS	75.40	
							<b>Check 059530 Total:</b>	<b>373.05</b>	

\* indicates voided checks

Check Nbr	Check Date	Credit Memo	Vend Nbr	Payee	Fnd-Fnc-Obj.So-Org-Prog	Typ Cd	Reason	Amount	EFT
059531	01-11-2024		00542	HOOTEN'S	199-51-6319.00-999-499000	C	WELDING RODS	73.79	N
					199-51-6319.00-999-499000		PAINT/SWITCH/DRILL BIT	322.35	
					199-51-6319.00-999-499000		HARDWARE/TOILET/WASHE	347.53	
					<b>Check 059531 Total:</b>			<b>743.67</b>	
059532	01-11-2024		00542	HOOTEN'S	199-11-6399.39-001-422000	C	BUILDING SUPPLIES	2,156.49	N
059533	01-11-2024		00063	J & R DISCOUNT AUTO	199-34-6319.00-999-499000	C	THERMOSTAT/MINI VAN	30.20	N
					199-34-6319.00-999-499000		BATTERIES/OIL/LIGHTS/TOO	683.97	
					199-34-6319.00-999-499000		WIPER BLADES/BUS	244.39	
					<b>Check 059533 Total:</b>			<b>958.56</b>	
059534	01-11-2024		01368	LABATT FOOD SERVIC	240-35-6341.00-999-499000	C	ELEM FOOD	10,532.58	N
					240-35-6341.00-999-499000		MS FOOD	5,784.15	
					240-35-6341.00-999-499000		HS FOOD	7,511.45	
					240-35-6342.00-999-499000		ELEM NON FOOD	903.01	
					240-35-6342.00-999-499000		MS NON FOOD	428.19	
					240-35-6342.00-999-499000		HS NON FOOD	844.19	
					<b>Check 059534 Total:</b>			<b>26,003.57</b>	
059535	01-11-2024		14294	LOGAN TURNER	199-36-6411.00-001-491000	C	FOOTBALL CONFERENCE M	243.50	N
059536	01-11-2024		14665	NATHAN WHITE	240-00-5751.00-000-400000	C	REFUND STUDENT LUNCH/	81.00	N
059537	01-11-2024		02394	NORTH TEXAS TOLLW	199-23-6411.88-001-499000	C	TOLLS/R WHITEHEAD/TRIP	4.22	N
059538	01-11-2024		03109	PARIS FIRE EXTINGUIS	199-51-6249.00-999-499000	C	SERVICE/INSPECT FIRE EXT	727.00	N
059539	01-11-2024		00160	QUILL CORPORATION	199-11-6399.00-001-411000	C	MISC GENERAL SUPPLIES	210.86	N
					199-11-6399.00-001-421000		MISC GENERAL SUPPLIES	111.26	
					199-11-6399.00-001-422000		MISC GENERAL SUPPLIES	222.97	
					199-11-6399.00-001-423000		MISC GENERAL SUPPLIES	34.19	
					199-11-6399.00-001-425000		MISC GENERAL SUPPLIES	111.13	
					199-11-6399.75-001-411000		MISC GENERAL SUPPLIES	20.32	
					199-11-6399.75-041-411000		MISC GENERAL SUPPLIES	10.18	
					199-23-6399.00-001-499000		MISC GENERAL SUPPLIES	65.58	
					<b>Check 059539 Total:</b>			<b>786.49</b>	
059540	01-11-2024		02668	RICOH USA, INC	199-23-6239.00-001-499000	C	JAN/COPIER MAITE	1,293.70	N
059541	01-11-2024		14041	ROBERT WALTERS	199-36-6219.00-001-491000	C	BB OFFICIAL/RAINS	215.00	N
059542	01-11-2024		14045	RODNEY WESTMOREL	199-36-6219.00-001-491000	C	BB OFFICIAL/ RAINS	215.00	N
059543	01-11-2024		00154	RUTHERFORD TAYLO	199-41-6211.00-701-499000	C	22-23 AUDIT	375.00	N
					199-41-6212.00-750-499000		22-23 AUDIT	20,000.00	
					<b>Check 059543 Total:</b>			<b>20,375.00</b>	
059544	01-11-2024		13860	SIMPLIFIED SCHOOL S	199-41-6219.00-701-499000	C	DEC/FINANCE/GRANT SUPP	3,600.00	N

\* indicates voided checks

Check Nbr	Check Date	Credit Memo	Vend Nbr	Payee	Fnd-Fnc-Obj.So-Org-Prog	Typ Cd	Reason	Amount	EFT
059545	01-11-2024		03155	TEXAS YARD PRO INC	199-51-6249.01-999-499000	C	DEC/LAWN SERVICES	2,520.00	N
059572	01-18-2024		01251	CARD SERVICE CENTE	199-11-6399.20-999-499000	C	WEBSITE RENEWAL	1.07	N
					199-34-6249.00-999-499000		REGISTER 2 BUSES	48.00	
					199-41-6399.00-750-499000		OFFICE STAMP	16.13	
					199-41-6411.00-701-499000		CANCEL FEE/HOTEL	100.00	
					199-41-6499.00-701-499000		WIRELESS HOTSPOT SERVI	275.00	
					481-36-6399.00-000-491000		BB MEALS BR	322.00	
							<b>Check 059572 Total:</b>	<b>762.20</b>	
059573	01-18-2024		14385	CANON FINANCIAL SE	199-23-6239.00-041-499000	C	JAN. COLOR COPIER MAINT	581.46	N
	01-22-2024		05032	TA MOLLY'S	865-00-2190.59-701-400000	C	BOARD APPREC/DINNER	429.76	
							<b>Check 059573 Total:</b>	<b>1,011.22</b>	
059574	01-18-2024		02486	CAROLYN WRIGHT	865-00-2190.42-001-400000	C	RABBIT DEPOSIT	2,600.00	N
	01-23-2024		02799	GREAT WOLF LODGE	865-00-2190.49-041-400000	C	BALANCE/JR BETA/HOTEL	187.73	
							<b>Check 059574 Total:</b>	<b>2,787.73</b>	
059575	01-18-2024		13703	CATNIPS WORLD WAL	199-11-6399.00-001-411000	C	Geometry Word Wall	108.00	N
	01-24-2024		05273	AMERICAN CONCEPTS	483-36-6399.00-041-499000	C	late order	67.20	
							<b>Check 059575 Total:</b>	<b>175.20</b>	
059576	01-18-2024		01706	CDW-G	199-11-6219.20-999-411000	C	SOFTWARE	935.10	N
	01-24-2024		14009	BRADLEY WILLIAMS	199-36-6219.00-001-491000	C	BB OFFICIAL/EDGEWOOD	215.00	
					199-36-6219.00-001-491000		BB OFFICIAL/GRAND SALINE	195.00	
							<b>Check 059576 Total:</b>	<b>1,345.10</b>	
059577	01-18-2024		14047	DELBERT SIMPSON	199-36-6219.00-001-491000	C	BB OFFICIAL/PRAIRILAND	315.00	N
	01-24-2024		13883	BUSINESS PROFESSIO	865-00-2190.54-001-400000	C	BOX LUNCH @ BPA CONF	80.00	
							<b>Check 059577 Total:</b>	<b>395.00</b>	
059578	01-18-2024		00746	DISCOUNT WHEEL AN	199-34-6249.00-999-499000	C	MINI VAN/TIRES	615.88	N
	01-24-2024		00943	CHALK'S TRUCK PART	199-34-6319.00-999-499000	C	BUS/VALVE/PUMP/HORN	807.58	
							<b>Check 059578 Total:</b>	<b>1,423.46</b>	
059579	01-18-2024		00025	EDUCATION SERVICE	199-41-6399.00-701-499000	C	2023 TAX FORMS/TXTRACTS	801.30	N
	01-24-2024		14035	D-N-D SERVICES	199-51-6249.00-999-499000	C	REPAIR HEATER/ISS RM	1,200.00	
							<b>Check 059579 Total:</b>	<b>2,001.30</b>	
059580	01-18-2024		02799	GREAT WOLF LODGE	865-00-2190.49-041-400000	C	Jr Beta	2,681.82	N
	01-24-2024		01367	DATAMAX	199-23-6239.00-101-499000	C	COLOR COPIER/OVERAGE	100.94	
							<b>Check 059580 Total:</b>	<b>2,782.76</b>	
059581	01-18-2024		00307	HARDIE'S FRESH FOO	240-35-6341.00-999-499000	C	HS FOOD INVOICE	406.50	N
					240-35-6341.00-999-499000		MS FOOD INVOICE	229.40	
	01-24-2024		14047	DELBERT SIMPSON	199-36-6219.00-001-491000	C	BB OFFICIAL/GRAND SALINE	195.00	
							<b>Check 059581 Total:</b>	<b>830.90</b>	
059582	01-18-2024		02378	IXL LEARNING	199-11-6249.00-101-411090	C	ELEM/ADD ON/MATH/ELA	377.18	N
					199-13-6399.00-999-411000		ELEM/ADD ON/MATH/ELA	1,152.82	
	01-24-2024		02700	DIRECT ENERGY BUSI	199-51-6259.73-999-499000	C	ELECTRIC SERVICES/COLLE	535.16	
							<b>Check 059582 Total:</b>	<b>2,065.16</b>	
059583	01-18-2024		13731	JAKE BUTLER	199-36-6219.SC-001-491000	C	BASKETBALL CLOCK KEEPE	600.00	N
	01-24-2024		00746	DISCOUNT WHEEL AN	199-34-6249.00-999-499000	C	CAMRY INSPECTION	7.00	
							<b>Check 059583 Total:</b>	<b>607.00</b>	

\* indicates voided checks

Check Nbr	Check Date	Credit Memo	Vend Nbr	Payee	Fnd-Fnc-Obj.So-Org-Prog	Typ Cd	Reason	Amount	EFT
059584	01-18-2024		14663	JEFF HUEBNER VOLLE	482-36-6399.00-000-491000	C	VB ACU SPIKE MACHINE	1,500.00	N
	01-24-2024		00453	EICHELBAUM WARDEL	199-36-6411.85-001-491000	C	Cheer Legal Issues Training	225.00	
							<b>Check 059584 Total:</b>	<b>1,725.00</b>	
059585*	01-18-2024		14639	LAKE TAWAKONI REGI	865-00-2190.59-701-400000	C	CHAMBER LUNCHEON	20.00	N
					865-00-2190.59-701-400000	D	CANCELED	-20.00	
	01-24-2024		00690	FLINN SCIENTIFIC	199-11-6399.00-001-422000	C	BLADES & BLADE REMOVER	13.54	
							<b>Check 059585 Total:</b>	<b>13.54</b>	
059586	01-18-2024		02652	LEAD4WARD	199-13-6411.00-101-411000	C	ROCKIN REVIEW	1,275.00	N
	01-24-2024		14313	GAME ONE	199-36-6399.01-041-491000	C	JH PANTS	411.50	
							<b>Check 059586 Total:</b>	<b>1,686.50</b>	
059587	01-18-2024		14397	MOTOROLA SOLUTION	199-52-6399.00-999-499000	C	PO Created by Req: 541465	733.42	N
	01-24-2024		13653	GENTRY FINANCIAL G	199-41-6499.00-701-499000	C	JAN. EMPLOYEE LIFE INS.	124.80	
							<b>Check 059587 Total:</b>	<b>858.22</b>	
059588	01-18-2024		05008	NATIONAL BETA CLUB	865-00-2190.49-041-400000	C	STATE CONVENTION	2,475.00	N
	01-24-2024		01672	HOUSE OF RIBBONS	199-31-6499.00-101-499000	C	HONOR ROLL/PERFECT ATT	205.95	
							<b>Check 059588 Total:</b>	<b>2,680.95</b>	
059589	01-18-2024		05008	NATIONAL BETA CLUB	865-00-2190.49-001-400000	C	NATIONAL CONVENTION FE	640.00	N
	01-24-2024		01576	LINDALE ISD	199-34-6499.00-999-499000	C	2 BUS DRIVER/TESTING	350.00	
							<b>Check 059589 Total:</b>	<b>990.00</b>	
059590	01-18-2024		00066	NOLAND SPENCER	199-36-6219.00-001-491000	C	BB OFFICIAL/PRAIRILAND	315.00	N
	01-24-2024		14026	NATHAN DILLER	199-36-6219.00-001-491000	C	BB OFFICIAL/GRAND SALINE	195.00	
							<b>Check 059590 Total:</b>	<b>510.00</b>	
059591	01-18-2024		13630	OAK FARMS DAIRY DA	240-35-6341.00-999-499000	C	ELEM FOOD INVOICE	2,170.10	N
					240-35-6341.00-999-499000		MS FOOD INVOICE	921.33	
					240-35-6341.00-999-499000		HS FOOD INVOICE	1,326.78	
	01-24-2024		14504	ROBERT CHEEK	199-36-6412.75-001-499000	C	MEAL MONEY @ TMEA CON	180.00	
							<b>Check 059591 Total:</b>	<b>4,598.21</b>	
059592	01-18-2024		00738	ROBOTICS EDUCATIO	199-11-6399.00-041-411000	C	PO Created by Req: 541440	110.00	N
	01-24-2024		14041	ROBERT WALTERS	199-36-6219.00-001-491000	C	BB OFFICIAL/EDGEWOOD	215.00	
							<b>Check 059592 Total:</b>	<b>325.00</b>	
059593	01-18-2024		01483	SHERLA ASHBY	865-00-2190.49-041-400000	C	Meals for Jr Beta 1/31 & 2/1	3,070.00	N
	01-24-2024		00738	ROBOTICS EDUCATIO	199-11-6399.00-001-421000	C	ROBOTICS COMPETITION	340.00	
							<b>Check 059593 Total:</b>	<b>3,410.00</b>	
059594	01-18-2024		01202	SOUTHERN TIRE MAR	199-34-6249.00-999-499000	C	BUS 12-1 FLAT REPAIR	160.00	N
	01-24-2024		00664	SMARTOX	199-36-6299.00-001-491000	C	RANDOM STUDENT TESTIN	1,000.00	
							<b>Check 059594 Total:</b>	<b>1,160.00</b>	
059595	01-18-2024		00540	TEXAS EDUCATION AG	199-41-6499.00-701-499000	C	DSHS HEALTH SUPPORT RE	5.00	N
	01-24-2024		03006	THE WORKS SERVICE	199-51-6249.00-999-499000	C	ELEM/COOLER/GASKETS/EL	1,090.00	
					199-51-6249.00-999-499000		REPLACE DOOR/REACH IN	2,422.00	
					199-51-6249.00-999-499000		DOOR GASKET/BOARD/TIME	360.00	
							<b>Check 059595 Total:</b>	<b>3,877.00</b>	
059596	01-18-2024		14039	TOM DALLY	199-36-6219.00-001-491000	C	BB OFFICIAL/PRAIRILAND	315.00	N
	01-24-2024		00123	TRI-COUNTRY PLUMBI	199-51-6249.00-999-499000	C	AG RM/CAP OFF WATER LIN	315.00	
							<b>Check 059596 Total:</b>	<b>630.00</b>	
059597	01-18-2024		14654	TRANSFINDER	199-41-6299.00-701-499000	C	TRANSPORTATION SOFTWA	4,999.00	N
	01-24-2024		00282	TRI-COUNTY COOPER	199-93-6492.00-999-4230TC	C	DEC V/I SERVICES	305.00	
							<b>Check 059597 Total:</b>	<b>5,304.00</b>	

\* indicates voided checks

Check Nbr	Check Date	Credit Memo	Vend Nbr	Payee	Fnd-Fnc-Obj.So-Org-Prog	Typ Cd	Reason	Amount	EFT
059598	01-24-2024		00178	WAYNE'S LAWNMOWE	199-51-6319.00-999-499000	C	AC/HEATER BELT UNIT	25.98	N
059599	01-25-2024		14027	AMANDA BOYKINS	199-36-6219.00-001-491000	C	BB OFFICIAL/PRAIRILAND	165.00	N
059600	01-25-2024		14468	AMAZON CAPITAL SER	199-11-6399.00-001-411000	C	STUDENT PROJECT SUPPLI	26.90	N
					199-11-6399.00-001-411000		Dodgeballs	168.97	
					199-11-6399.00-001-411000		HS/DOOR CURTAIN ROD	17.11	
					199-11-6399.00-001-423000		STUDENT SUPPLY	18.52	
					199-11-6399.00-041-411000		ART	1,008.13	
					199-11-6399.00-101-411000		SUPPLIES	19.98	
					199-11-6399.00-101-411000		SUPPLIES	456.56	
					199-11-6399.00-101-411000		SUPPLIES/FOYER TABLE	218.79	
					199-11-6399.00-101-411000		HOLE PUNCH	39.98	
					199-11-6399.00-101-421000		GT RESOURCES	34.95	
					199-11-6399.38-001-422000		CLASSROOM PROJECTS	345.03	
	01-25-2024	0000012224	14468	AMAZON CAPITAL SER	199-11-6399.38-001-422000	M	CREDIT/DAMAGE RETURN	-75.06	
	01-25-2024		14468	AMAZON CAPITAL SER	199-11-6411.00-101-423000	C	LIFE SKILLS CLASSROOM	199.94	
					199-12-6329.00-041-499000		BRIAN'S WINTER BOOKS	239.70	
					199-12-6399.00-001-499000		PRINTER TONER CARTRIDG	69.99	
					199-34-6319.00-999-499000		FRESHNER/BATTERIES	36.44	
					199-34-6319.00-999-499000		SHOVEL/DUSTERS/HOL PUN	80.47	
					199-36-6399.00-001-491000		DRONE REPLACEMENT PAR	76.03	
					199-36-6399.00-001-491000		CATCHER GEAR REPLACE	459.95	
					199-36-6399.08-001-491000		SOFTBALL SUPPLIES	887.21	
					199-41-6399.00-701-499000		DESK CALENDARS/BATTERI	89.69	
					199-41-6399.00-750-499000		1099 FORMS	77.41	
					240-35-6342.00-999-499000		THERMOMETER/MOP BUCK	99.52	
					482-36-6399.00-000-491000		TURF SHOES	1,614.05	
					483-36-6399.00-041-499000		ms	105.80	
					490-11-6399.00-001-411014		CANON REBEL CAMERA/BU	2,689.00	
					490-11-6399.00-001-499000		NINJA AIRFRYER	849.95	
					490-11-6399.00-101-411004		INTERACTIVE WHITEBOARD	599.96	
					865-00-2190.49-001-400000		BETA PROJECTS SUPPLIES	127.37	
							<b>Check 059600 Total:</b>	<b>10,582.34</b>	
059601	01-25-2024		14668	AMBER RUSSELL	240-00-5751.00-000-400000	C	REFUND LUNCH ACCT/WITH	14.50	N
059602	01-25-2024		00005	ATMOS ENERGY	199-51-6259.74-999-499000	C	GAS SERVICES	6,965.81	N
059603	01-25-2024		13883	BUSINESS PROFESSIO	865-00-2190.54-001-400000	C	MEMBERSHIP DUES	110.00	N
					865-00-2190.54-001-400000		EVENTS REG PART 2	42.00	
							<b>Check 059603 Total:</b>	<b>152.00</b>	
059604	01-25-2024		14641	DALE DRY	199-36-6219.00-001-491000	C	BB OFFICIAL/PRAIRILAND	165.00	N
059605	01-25-2024		00558	DEPARTMENT OF PUB	199-41-6499.00-701-499000	C	HISTORY INQUIRES	2.00	N

Check Nbr	Check Date	Credit Memo	Vend Nbr	Payee	Fnd-Fnc-Obj.So-Org-Prog	Typ Cd	Reason	Amount	EFT
059606	01-25-2024		00021	DUKO OIL COMPANY	199-34-6311.00-999-499000	C	FUEL/DIESEL INVOICE	2,418.88	N
059607	01-25-2024		00563	FRED CLEM PHOTOGR	865-00-2190.58-001-400000	C	SENIOR PICS	380.00	N
059608	01-25-2024		00589	GREENVILLE ISD	199-93-6492.00-999-423000	C	FALL 2023/SCHOOL	4,062.50	N
059609	01-25-2024		13857	JANEE CARTER	199-41-6411.00-701-499000	C	MIDWINTER/MEALS/MILEAG	449.62	N
059610	01-25-2024		01761	LEONARD ISD	199-36-6499.03-001-491000	C	HS BB ENTRY FEE	375.00	N
059611	01-25-2024		13800	MATTHEW'S AC & HEA	199-51-6249.00-999-499000	C	HS COOLER/CONDENSOR R	750.00	N
059612	01-25-2024		14588	NATHAN COMPTON	199-41-6411.00-750-499000	C	MIDWINTER/MEALS/MILEAG	464.62	N
059613	01-25-2024		02394	NORTH TEXAS TOLLW	199-52-6399.00-999-499000	C	POLICE/TAHOE TOLL	26.74	N
059614	01-25-2024		01301	PARIS JR COLLEGE	865-00-2190.57-001-400000	C	J SADLER/PEAGUS SCHOLA	2,500.00	N
059615	01-25-2024		05204	SUSANNAH WILLIAMS	199-11-6411.00-001-411000	C	MEALS @ BETA CONV	160.00	N
059616	01-25-2024		00059	TASB RISK MANAGEM	199-41-6219.00-701-499000	C	WORKER COMP/PAYROLL A	2,021.00	N
059617	01-25-2024		13791	TREERING CORPORAT	865-00-2190.44-001-400000	C	YEARBOOK SALES	2,633.64	N
059618	01-25-2024		01577	WHATABURGER	482-36-6399.00-000-491000	C	BB MEALS	97.00	N
059619	01-25-2024		01577	WHATABURGER	482-36-6399.00-000-491000	C	BB MEALS	83.62	N

**Grand Totals: 272,070.89**

End of Report

**LONE OAK INDEPENDENT SCHOOL DISTRICT  
SUMMARY OF BANK ACCOUNT BALANCES  
FOR THE MONTH END JANUARY 2024**

	OPENING BALANCES	DEPOSITS	WITHDRAWALS	ENDING BALANCES
<b><u>CHECKING ACCOUNTS</u></b>				
General Operating	\$ 2,420,284	2,456,159	1,292,623	3,583,820
Debt Service (I&S)	\$ 1,533,638	1,777,045		3,310,682
<b>TURF REPLACEMENT FUNDS</b>	\$ 50,008	0		50,008
<b>CAPITAL PROJECTS</b>	\$ 6,421,134		2,074,331	4,346,803
<b>TOTAL CHECKING ACCOUNTS</b>	<b>\$ 4,003,929</b>	<b>4,233,204</b>	<b>1,292,623</b>	<b>6,944,510</b>
<b><u>TIME DEPOSITS</u></b>				
Texpool (General Operating)	\$ 81,139	368		81,507
Texpool (I & S)	\$ 5,044	23		5,067
American Nat'l Bank CD'S	\$ 1,824,976			1,824,976
Inwood Nat'l Bank CD	\$ 219,352			219,352
Inwood Nat'l Bank CD (I&S)	\$ 43,349			43,349
<b>TURF REPLACEMENT CD</b>	\$ 253,526	2,549		256,075
<b>CAPITAL PROJECTS - CD#1</b>	\$ 10,210,722	9,211		10,219,933
<b>CAPITAL PROJECTS - CD #2</b>	\$ 10,402,788			10,402,788
<b>TOTAL TIME DEPOSITS</b>	<b>\$ 23,040,896</b>	<b>12,151</b>	<b>0</b>	<b>23,053,046</b>
<b>TOTAL ALL FUNDS</b>	<b>\$ 27,044,825</b>	<b>4,245,355</b>	<b>1,292,623</b>	<b>29,997,556</b>
<b>TOTAL FOR PERIOD</b>	<b>\$ 27,044,825</b>	<b>4,245,355</b>	<b>1,292,623</b>	<b>29,997,556</b>

Fund Balance as of June 30,2023    \$4,518,658

**ATTN: ALL CD INTEREST ABOVE IS ACCRUED INTEREST  
RECEIVABLE, AND WILL BE ACCURATELY RECONCILED  
TO THE DISTRICT'S GENERAL LEDGER AT YEAR END.**

**LONE OAK ISD  
2023 - 2024 BUDGET**

**GENERAL OPERATING FUND**

**FUND 199 - General Operating**

REVENUES:		(ORIGINAL)	(AMENDED)	(AMENDED)	(AMENDED)	(AMENDED)	(AMENDED)	(AMENDED)	(AMENDED)	(AMENDED)	(AMENDED)	(AMENDED)	(AMENDED)	(AMENDED)	(AMENDED)	
OBJECT	DESCRIPTION	ESTIMATED REVENUES	ESTIMATED REVENUES	AMEND #1 Aug 21, 2023	ESTIMATED REVENUES	AMEND #2 Sept 18, 2023	ESTIMATED REVENUES	AMEND #3 Oct 16, 2023	ESTIMATED REVENUES	AMEND #4 Nov 14, 2023	ESTIMATED REVENUES	AMEND #5 Dec 18, 2023	ESTIMATED REVENUES	AMEND #6 Jan 17, 2024	ESTIMATED REVENUES	AMEND #7 Feb 19, 2024
5700	Local / Intermediate Revenue	\$ 3,822,226	\$ 3,822,226	\$ -	\$ 3,822,226	\$ -	\$ 3,822,226	\$ -	\$ 3,862,226	\$ 40,000	\$ 3,864,335	\$ 2,109	\$ 3,896,335	\$ 32,000	\$ 3,896,335	\$ -
5800	State Program Revenue	9,004,581	9,004,581		9,032,982	28,401	9,404,581	371,599	9,432,982	28,401	9,502,982	70,000	9,502,982	-	9,502,982	-
5900	Federal Program Revenue	220,000	220,000		220,000	0	220,000	0	220,000	0	220,000	-	94,000	(126,000)	94,000	-
<b>TOTAL</b>		<b>\$ 13,046,807</b>	<b>\$ -</b>	<b>\$ 13,075,208</b>	<b>\$ 13,446,807</b>	<b>\$ -</b>	<b>\$ 13,515,208</b>	<b>\$ -</b>	<b>\$ 13,587,317</b>	<b>\$ -</b>	<b>\$ 13,493,317</b>	<b>\$ -</b>	<b>\$ 13,493,317</b>	<b>\$ -</b>	<b>\$ 13,493,317</b>	<b>\$ -</b>
APPROPRIATIONS:		(ORIGINAL)	(AMENDED)	AMEND #1	(AMENDED)	AMEND #2	(AMENDED)	AMEND #3	(AMENDED)	AMEND #4	(AMENDED)	AMEND #5	(AMENDED)	AMEND #6	(AMENDED)	AMEND #7
FUNCTION	DESCRIPTION	AMEND / REALLO	AMEND / REALLO	Aug 23 DIFFERENCE	AMEND / REALLO	DIFFERENCE	AMEND / REALLO	DIFFERENCE	AMEND / REALLO	DIFFERENCE	AMEND / REALLO	DIFFERENCE	AMEND / REALLO	DIFFERENCE	AMEND / REALLO	DIFFERENCE
11	Instruction	\$ 7,092,823	\$ 7,076,823	(16,000.00)	7,071,299.75	(5,523.25)	7,342,699.75	271,400.00	7,246,230.77	(96,468.98)	7,330,420.69	84,189.92	7,337,913.69	7,493.00	7,337,913.69	0.00
12	Instructional Resources & Media	277,047	277,047		277,047.00	0.00	277,047.00	0.00	277,047.00	0.00	277,047.00	0.00	277,047.00	0.00	277,047.00	0.00
13	Instructional Staff Development	8,000	83,000	75,000.00	88,523.25	5,523.25	128,523.25	40,000.00	128,523.25	0.00	128,523.25	0.00	128,523.25	0.00	128,523.25	0.00
21	Instructional Administration	174,902	174,902		174,902.00	0.00	174,902.00	0.00	174,902.00	0.00	174,902.00	0.00	174,902.00	0.00	174,902.00	0.00
23	School Leadership	696,454	696,454		696,454.00	0.00	696,454.00	0.00	684,454.00	(12,000.00)	684,454.00	0.00	683,354.00	0.00	683,354.00	(1,100.00)
31	Guidance and Counseling	295,328	295,328		295,328.00	0.00	295,328.00	0.00	295,328.00	0.00	295,328.00	600.00	297,028.00	0.00	297,028.00	1,700.00
33	Health Services	121,437	121,437		121,437.00	0.00	123,037.00	1,600.00	123,037.00	0.00	123,037.00	0.00	123,037.00	0.00	123,037.00	0.00
34	Student Transportation	427,280	507,280	80,000.00	507,280.00	0.00	507,280.00	0.00	497,280.00	(10,000.00)	497,280.00	(10,021.17)	497,258.83	0.00	504,323.83	7,065.00
35	Food Service	68,362	68,362		68,362.00	0.00	68,362.00	0.00	68,362.00	0.00	68,362.00	0.00	68,362.00	0.00	68,362.00	0.00
36	Cocurricular / Extracurricular	670,210	681,210	11,000.00	681,210.00	0.00	681,210.00	0.00	681,210.00	0.00	683,318.63	2,108.63	683,318.63	0.00	683,318.63	0.00
41	General Administration	1,207,445	1,197,445	(10,000.00)	1,197,445.00	0.00	1,247,445.00	50,000.00	1,239,865.00	(7,580.00)	1,239,865.00	0.00	1,266,372.00	26,507.00	1,259,307.00	(7,065.00)
51	Facilities Maintenance & Operations	1,287,832	1,227,832	(60,000.00)	1,227,832.00	0.00	1,257,832.00	30,000.00	1,434,573.98	176,741.98	1,419,683.23	(14,890.75)	1,419,683.23	0.00	1,419,683.23	0.00
52	Security & Monitoring Services	45,000	45,000		73,401.00	28,401.00	45,000.00	(28,401.00)	52,708.00	7,708.00	41,205.90	(11,502.10)	31,205.90	(10,000.00)	31,205.90	0.00
53	Data Processing	10,000	10,000		10,000.00	0.00	10,000.00	0.00	10,000.00	0.00	31,624.10	21,624.10	31,624.10	0.00	31,624.10	0.00
61	Community Services	28,762	28,762		28,762.00	0.00	28,762.00	0.00	28,762.00	0.00	28,762.00	0.00	28,762.00	0.00	28,762.00	0.00
71	Debt Services	252,916	252,916		252,916.00	0.00	252,916.00	0.00	252,916.00	0.00	252,916.00	0.00	252,916.00	0.00	252,916.00	0.00
93	Shared Service Arrangement	254,500	254,500		254,500.00	0.00	261,500.00	7,000.00	261,500.00	0.00	261,500.00	0.00	261,500.00	0.00	261,500.00	0.00
99	Other Intergovernmental Charges	122,000	122,000		122,000.00	0.00	122,000.00	0.00	122,000.00	0.00	122,000.00	0.00	122,000.00	0.00	122,000.00	0.00
<b>TOTAL</b>		<b>\$ 13,040,298</b>	<b>\$ 13,120,298</b>	<b>80,000.00</b>	<b>13,148,699.00</b>	<b>28,401.00</b>	<b>13,520,298.00</b>	<b>371,599.00</b>	<b>13,560,298.00</b>	<b>68,401.00</b>	<b>13,660,607.63</b>	<b>72,108.63</b>	<b>13,684,807.63</b>	<b>24,000.00</b>	<b>13,684,807.63</b>	<b>0.00</b>

**FOOD SERVICE FUND**

**FUND 240 - Food Service Fund**

REVENUES:		(ORIGINAL)	(AMENDED)	#1 AMENDMENT	(AMENDED)	#2 AMENDMENT	(AMENDED)	#3 AMENDMENT	(AMENDED)	#4 AMENDMENT	(AMENDED)	#5 AMENDMENT	(AMENDED)	#6 AMENDMENT	(AMENDED)	#7 AMENDMENT
OBJECT	DESCRIPTION	ESTIMATED REVENUES	ESTIMATED REVENUES	DIFFERENCE												
5700	Local / Intermediate Revenue	\$ 350,000	\$ 350,000		\$350,000.00		\$350,000.00		\$350,000.00		\$350,000.00		\$350,000.00		\$350,000.00	0.00
5800	State Program Revenue	35,000	35,000		\$35,000.00		\$35,000.00		\$35,000.00		\$35,000.00		\$35,000.00		\$35,000.00	0.00
5900	Federal Program Revenue	396,581	396,581		\$396,581.00		\$396,581.00		\$396,581.00		\$396,581.00		\$396,581.00		\$396,581.00	0.00
TOTAL		\$ 781,581	\$ 781,581	0.00	\$781,581.00	0.00	\$781,581.00	0.00	\$781,581.00	0.00	\$781,581.00	0.00	\$781,581.00	0.00	\$781,581.00	0.00

APPROPRIATIONS:		(ORIGINAL)	(AMENDED)	#1 AMENDMENT	(AMENDED)	#2 AMENDMENT	(AMENDED)	#3 AMENDMENT	(AMENDED)	#4 AMENDMENT	(AMENDED)	#5 AMENDMENT	(AMENDED)	#6 AMENDMENT	(AMENDED)	#7 AMENDMENT
FUNCTION	DESCRIPTION	AMEND / REALLO	AMEND / REALLO	DIFFERENCE												
35	Food Service	\$ 723,557	\$ 780,138	56,581.00	\$780,138.00		\$780,138.00		\$780,138.00		\$780,138.00		\$780,138.00		\$780,138.00	0.00
TOTAL		\$ 723,557	\$ 780,138	56,581.00	\$780,138.00		\$780,138.00		\$780,138.00		\$780,138.00		\$780,138.00		\$780,138.00	0.00

**DEBT SERVICE FUND**

**FUND 599 - Debt Service Fund**

REVENUES:		(ORIGINAL)	(AMENDED)	#1 AMENDMENT	(AMENDED)	#2 AMENDMENT	(AMENDED)	#3 AMENDMENT	(AMENDED)	#4 AMENDMENT	(AMENDED)	#5 AMENDMENT	(AMENDED)	#6 AMENDMENT	(AMENDED)	#7 AMENDMENT
OBJECT	DESCRIPTION	ESTIMATED REVENUES	ESTIMATED REVENUES	DIFFERENCE												
5700	Local / Intermediate Revenue	\$ 2,800,000	\$ 2,800,000		\$2,800,000.00		\$2,800,000.00		\$2,800,000.00		\$2,800,000.00		\$2,800,000.00		\$2,800,000.00	0.00
5800	State Program Revenue	200,000	200,000		\$200,000.00		\$200,000.00		\$200,000.00		\$200,000.00		\$200,000.00		\$200,000.00	0.00
5900	Federal Program Revenue	-	-													0.00
TOTAL		\$ 3,000,000	\$ 3,000,000	0.00	\$3,000,000.00	0.00	\$3,000,000.00	0.00	\$3,000,000.00	0.00	\$3,000,000.00	0.00	\$3,000,000.00	0.00	\$3,000,000.00	0.00

APPROPRIATIONS:		(ORIGINAL)	(AMENDED)	#1 AMENDMENT	(AMENDED)	#2 AMENDMENT	(AMENDED)	#3 AMENDMENT	(AMENDED)	#4 AMENDMENT	(AMENDED)	#5 AMENDMENT	(AMENDED)	#6 AMENDMENT	(AMENDED)	#7 AMENDMENT
FUNCTION	DESCRIPTION	AMEND / REALLO	AMEND / REALLO	DIFFERENCE												
71	Debt Service	\$ 2,784,105	\$ 2,784,105		\$2,784,105.00		\$2,784,105.00		\$2,784,105.00		\$2,784,105.00		\$2,784,105.00		\$2,784,105.00	0.00
TOTAL		\$ 2,784,105	\$ 2,784,105	0.00	\$2,784,105.00	0.00	\$2,784,105.00	0.00	\$2,784,105.00	0.00	\$2,784,105.00	0.00	\$2,784,105.00	0.00	\$2,784,105.00	0.00

## Regular Meeting - RESCHEDULED from January 17th

Monday, January 22, 2024 6:00 PM

Lone Oak ISD Administration Building, 8162 Highway 69 South, Lone Oak, TX 75453

Orville Gentry: Present  
Nikki Haynes: Present  
Lee Hogue: Present  
Donald Isenberg: Present  
Jeremy McClanahan: Absent  
Clint Patterson: Present  
Justin Ramm: Present  
Jeremy McClanahan: Present  
Jeremy McClanahan arrived at 6:27 PM

### 1. Establish a quorum and call meeting to order

**Discussion:** This meeting was called to order at 6:03 PM

### 2. Opening Prayer & Pledges

**Discussion:** Clint Patterson gave the opening prayer.

### 3. Forum for community input

**Discussion:** No input was provided.

### 4. Consent Agenda

#### Action(s):

Motion to approve the consent agenda as presented. This motion, made by Donald Isenberg and seconded by Nikki Haynes, Passed.

#### Voting Detail:

Orville Gentry: Yea

Nikki Haynes: Yea

Lee Hogue: Yea

Donald Isenberg: Yea

Jeremy McClanahan: Absent

Clint Patterson: Yea

Justin Ramm: Yea

**Voting Summary:** Yea: 6, Nay: 0, Absent: 1

### 4.1. Monthly Check Register

### 4.2. Budget Amendments/Reallocation

### 4.3. Finance/Investment Report

### 4.4. Minutes from previous meeting

### 4.5. TASB Insurance claim settlement approving the non-cash option regarding the September storm damage.

5. **Recognize Lone Oak Elementary UIL students.**  
**Discussion:** UIL Coordinator, Mindy Hogue, presented.
6. **Student recognition from Chief Northcutt**  
**Discussion:** Chief Northcutt presented LOMS student, Case Gibson, with a Life Saving award.
7. **Board Appreciation Recognition**  
**Discussion:** Various student groups and district departments presented tokens of gratitude to board members for their service to our district. Jeremy McClanahan arrived at 6:27 PM
8. **Public Hearing to discuss the Lone Oak ISD State Financial Accountability Rating.**  
**Discussion:** Items 8-13 were moved to after executive session.  
The board entered into a public hearing at 7:53 PM. Lone Oak ISD Director of Finance, Nate Compton presented the Lone Oak ISD State Financial Accountability Rating. No comments were made by the public when the floor was open. The board closed the public hearing and reconvened the regular open session at 8:01 PM.
9. **Call May 4, 2024, Board Election to elect (2) 3 year at-large terms.**

**Action(s):**

I recommend we order an Election on May 4, 2024 to fill two 3-year at large terms. This motion, made by Clint Patterson and seconded by Donald Isenberg, Passed.

**Voting Detail:**

Orville Gentry: Yea  
Nikki Haynes: Yea  
Lee Hogue: Yea  
Donald Isenberg: Yea

Jeremy McClanahan: Yea  
Clint Patterson: Yea

Justin Ramm: Yea

**Voting Summary:** Yea: 7, Nay: 0

10. **Administrative Team Reports**  
**Discussion:**  
Coach Turner gave an Athletic Department update  
Dr. Wilhite gave a Middle School update  
Mrs. Whitehead gave an elementary update  
Mr. Morrow gave a high school update  
Mr. Whitehead gave a College Street update  
Mrs. Luhn gave a Federal and Special Programs update  
Chief Northcutt gave a Safety and Security update
11. **Policy Update 122**  
**Discussion:** CQB(LOCAL): TECHNOLOGY RESOURCES

- CYBERSECURITY

CSA(LOCAL): FACILITY STANDARDS - SAFETY AND SECURITY

DC(LOCAL): EMPLOYMENT PRACTICES

EHB(LOCAL): CURRICULUM DESIGN - SPECIAL PROGRAMS

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

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

FEA(LOCAL): ATTENDANCE - COMPULSORY ATTENDANCE

FFAC(LOCAL): WELLNESS AND HEALTH SERVICES - MEDICAL TREATMENT

FFB(LOCAL): STUDENT WELFARE - CRISIS INTERVENTION

FL(LOCAL): STUDENT RECORDS

This item was tabled for further discussion at the next board meeting.

**12. Review and consider approving the 2023-2024 District Wellness Policy.**

**Action(s):**

Motion we approve the 2023-2024 District Wellness Policy. This motion, made by Jeremy McClanahan and seconded by Nikki Haynes, Passed.

**Voting Detail:**

Orville Gentry: Yea

Nikki Haynes: Yea

Lee Hogue: Yea

Donald Isenberg: Yea

Jeremy McClanahan: Yea

Clint Patterson: Yea

Justin Ramm: Yea

**Voting Summary:** Yea: 7, Nay: 0

**Discussion:** Mrs. Luhn presented the 2023-2024 District Wellness Policy.

**13. Discuss scheduling Team of 8 Training.**

**Discussion:** No date was determined.

14. **Executive Session**

**Discussion:** This item was moved up prior to number 8.

The board entered into executive session at 6:21 PM and returned into open session at 7:52 PM

14.1. 551.074 Discuss personnel or to hear complaints against personnel

14.2. 551.072 Discussing purchase, exchange, lease, or value of real property.

15. **Discuss and Consider Superintendent Janee**

**Carter Appraisal and Contract**

**Action(s):**

Motion to approve a new 5-year contract beginning July 1, 2024 and expiring June 30, 2029 under the same current terms and conditions. This motion, made by Jeremy McClanahan and seconded by Donald Isenberg, Passed.

**Voting Detail:**

Orville Gentry: Yea

Nikki Haynes: Yea

Lee Hogue: Yea

Donald Isenberg: Yea

Jeremy  
McClanahan: Yea

Clint Patterson: Yea

Justin Ramm: Yea

**Voting Summary:** Yea: 7, Nay: 0

16. **Adjournment**

**Discussion:** This meeting was adjourned at 8:35 PM

---

Board Secretary

# TEXAS ACADEMIC PERFORMANCE REPORT (TAPR)

2022-2023 School Year



# What does the TAPR include?

- District Information and Overview
- Attendance, Graduation, Dropout Rates
- District STAAR/EOC Performance Overview
- Student Progress and Growth Academically
- College, Career, and Military Readiness
- Other Information

Where can  
you find this  
information?

**LONE OAK INDEPENDENT SCHOOL DISTRICT**  
*Dedicated to Excellence in Education*

Portal Links - Menus Calendar **ENROLL NOW** Q

**About Us** **Parents** **Staff** **Departments** **News & Events**

Administration Board of Trustees 2021 Bond Education Foundation Nurse **Required Postings** Superintendent Advisory Team  
Tri County SSA

HOME > ABOUT US > REQUIRED POSTINGS > FEDERAL AND STATE PERFORMANCE REPORTING

**FEDERAL AND STATE PERFORMANCE REPORTING**

Bullying Policy and Reporting Procedure	
Campus Behavior Coordinators	
Career & Technical Education	
Conflict of Interest	
COVID Resources	
District and Campus	
Academic Performance	+
Accountability	+
Campus Report Cards	+
Federal Report Cards	+

19

or you can visit [txschools.gov](https://txschools.gov) to learn more.

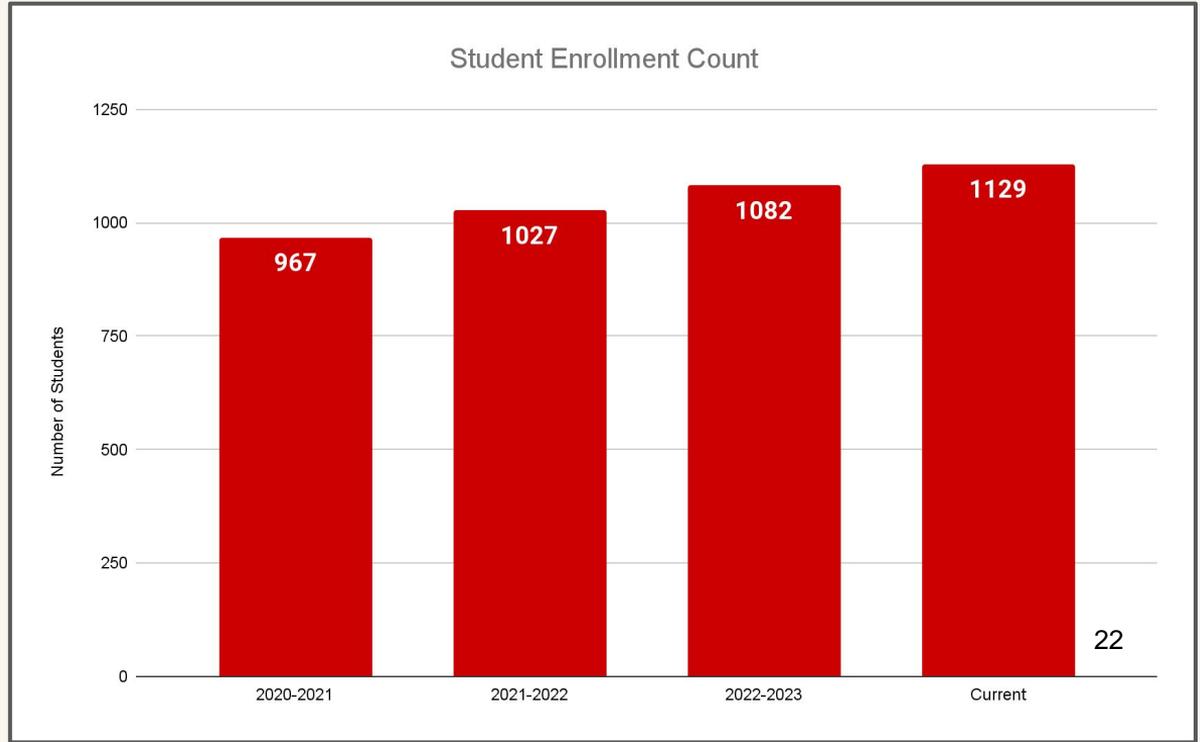


# DISTRICT INFORMATION AND OVERVIEW

# District Accreditation Status

Accreditation Status	Accredited
Accountability Rating	
Special Education Determination Status	
Financial Integrity Rating	

# Enrollment Overview



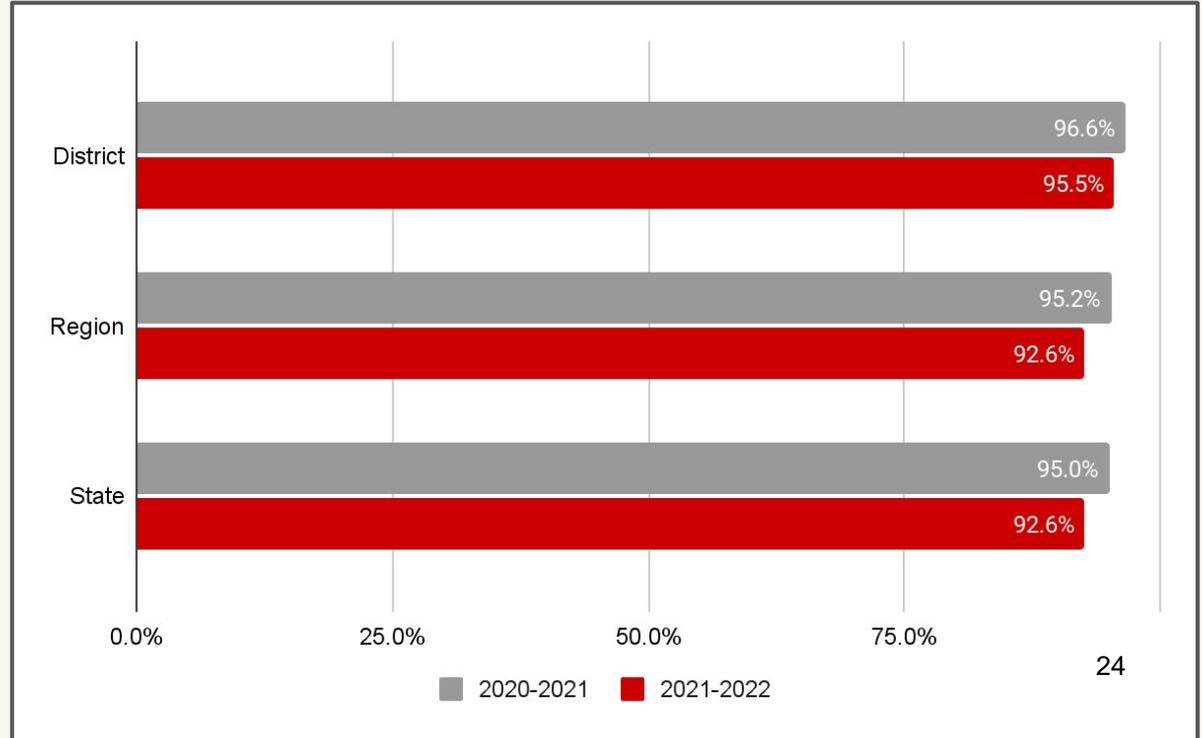
# Enrollment Overview

Ethnic Distribution	Percentage 2021-2022	Percentage 2022-2023
African American	2.2%	1.8%
Hispanic	13.7%	15.4%
White	79.5%	78.7%
American Indian	0.7%	0.5%
Asian	0.6%	0.5%
Pacific Islander	0.4%	0.2%
Two or More Races	2.9%	3.0%

Student Information	District 2021-2022	District 2022-2023	State
Economically Disadvantaged	48.2%	45.3%	62.1%
Non-Economically Disadvantaged	51.8%	54.7%	37.9%
Emergent Bilingual / English Learners	3.4%	3.8%	23.1%
Section 504	12.1%	14.4%	7.4%
Dyslexia	6.8%	7.9%	5.5%
Title I	43.0%	45.1%	64.6%
At-Risk	34.1%	43.0%	53.3%

Program Enrollment	District 2021-2022	District 2022-2023	State
Bilingual / ESL Education	3.4%	3.8%	21.9%
Gifted and Talented Education	7.4%	7.7%	8.0%
Special Education	16.5%	16.0%	11.6%

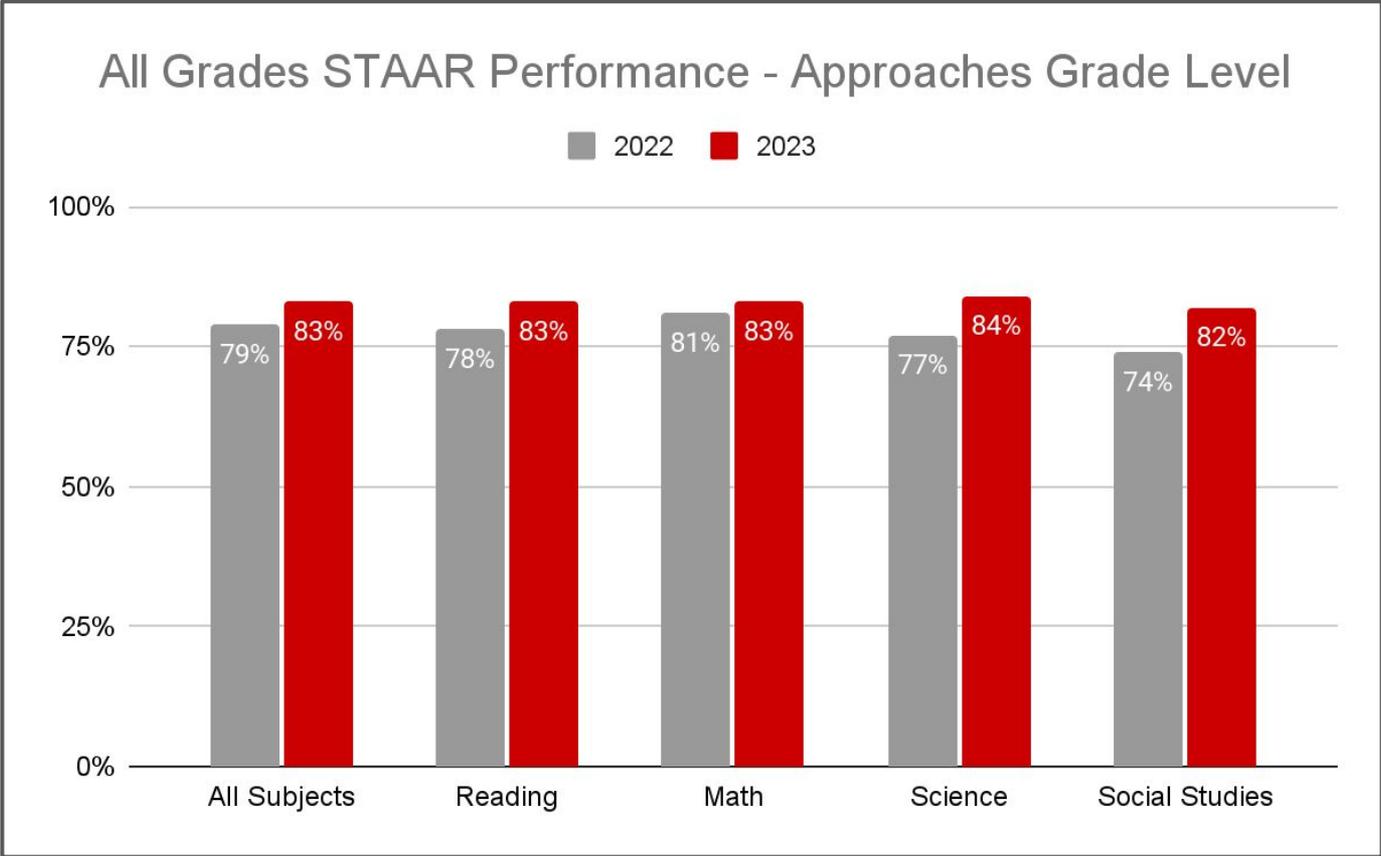
# Attendance Rates



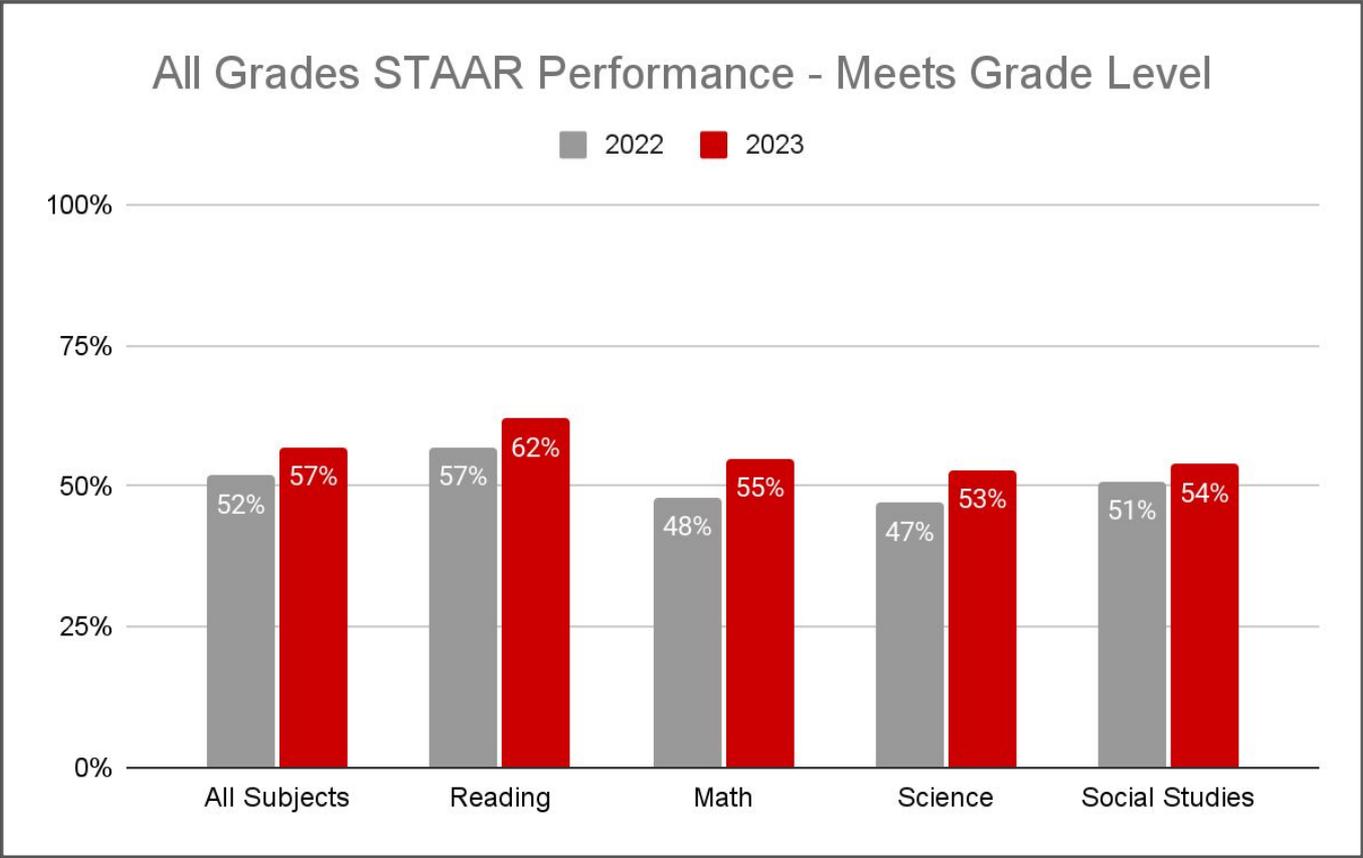


# DISTRICT STAAR/EOC ACADEMIC PERFORMANCE

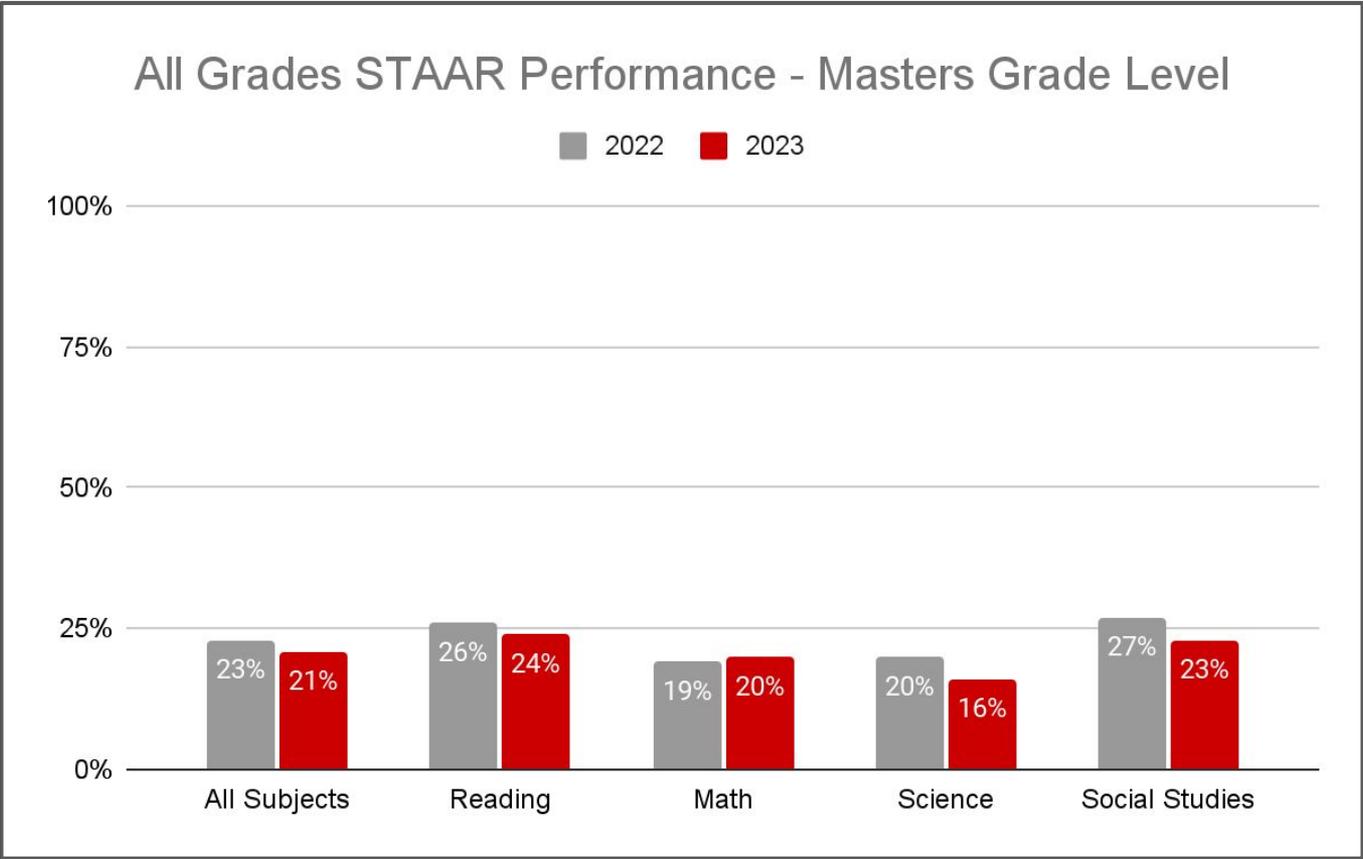
# STAAR/EOC Performance



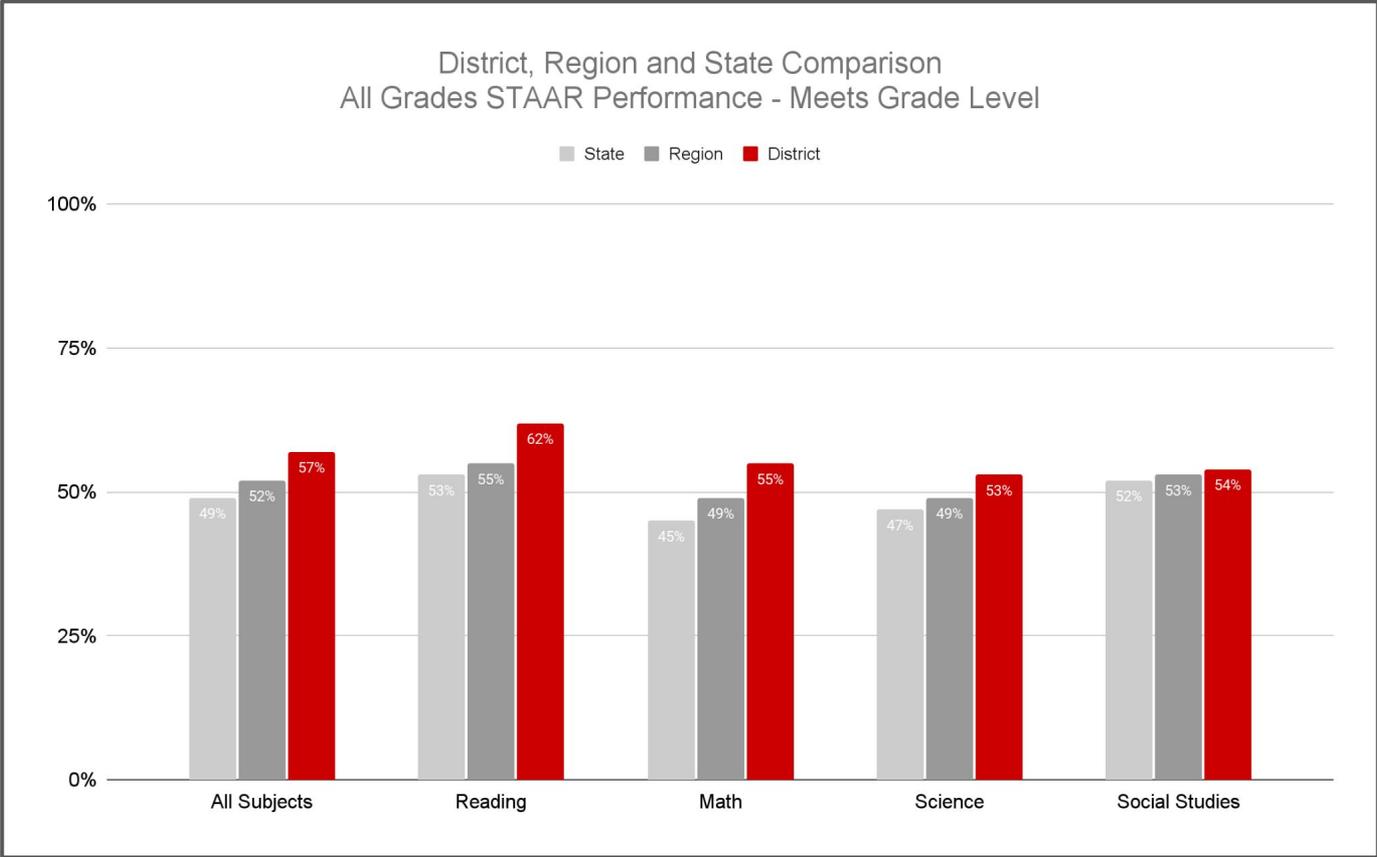
# STAAR/EOC Performance



# STAAR/EOC Performance

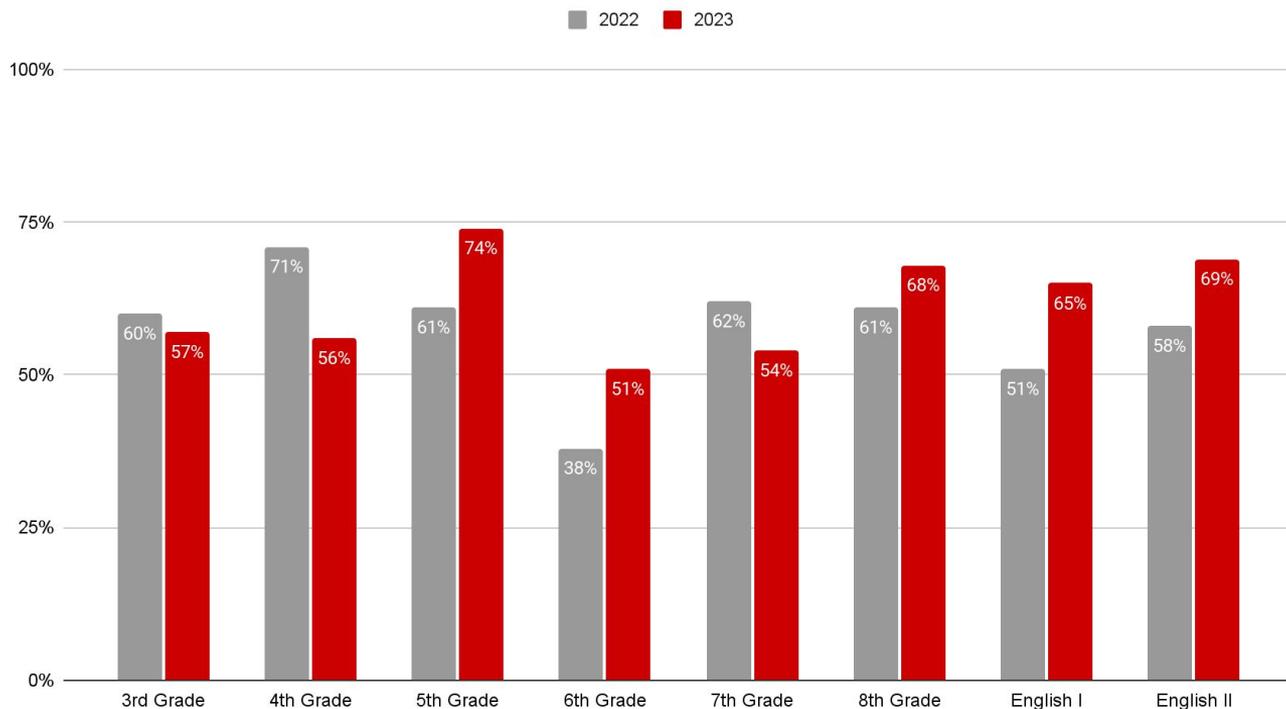


# STAAR/EOC Performance



# STAAR/EOC Performance

Reading by Grade Level - Meets or Above Grade Level



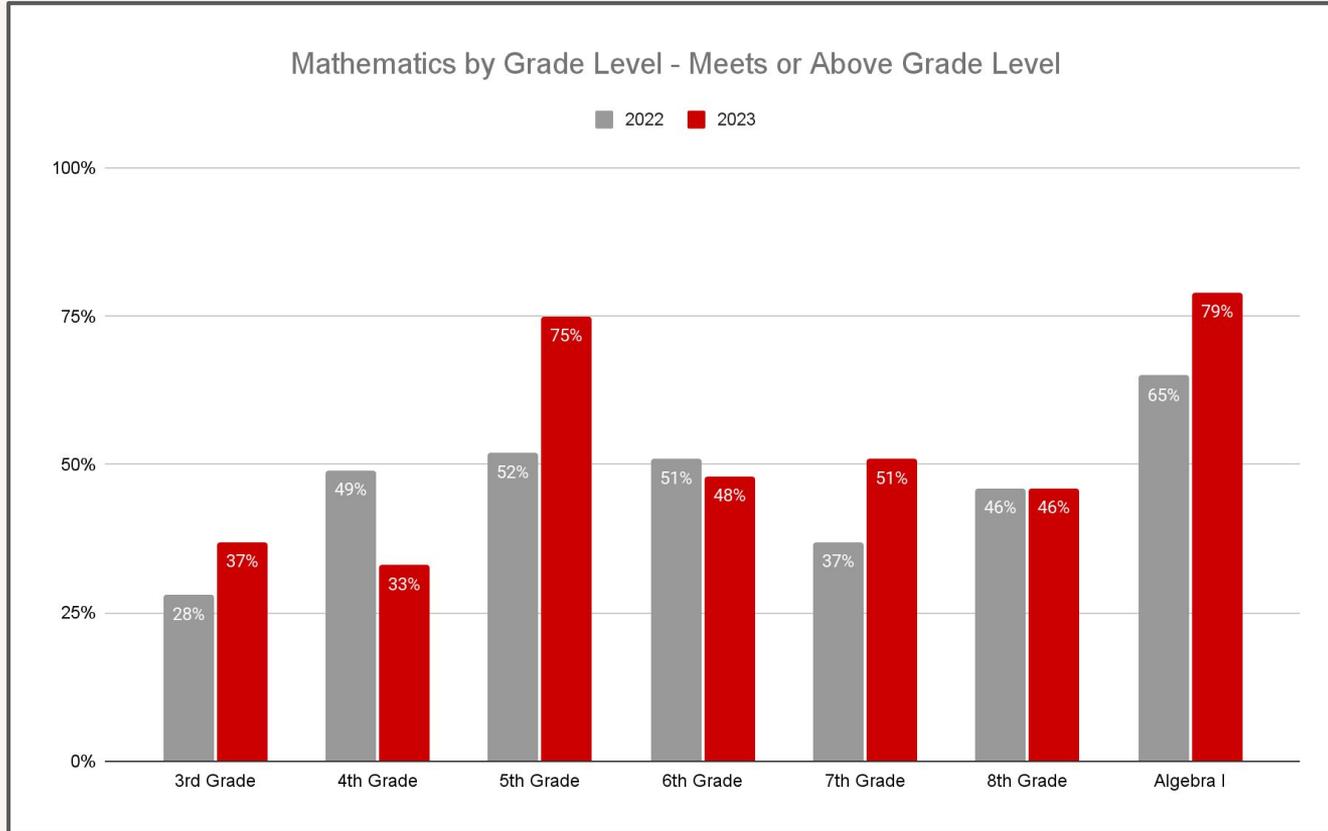
## Celebrations

- Performance in 5th, 8th, and High School
- Focus on reading fluency and connections to writing across content

## Supports

- Moved to MAP Growth and MAP Fluency at LOES
- Continued use of Reading Plus at LOMS 30
- Intervention supports across all grades.

# STAAR/EOC Performance



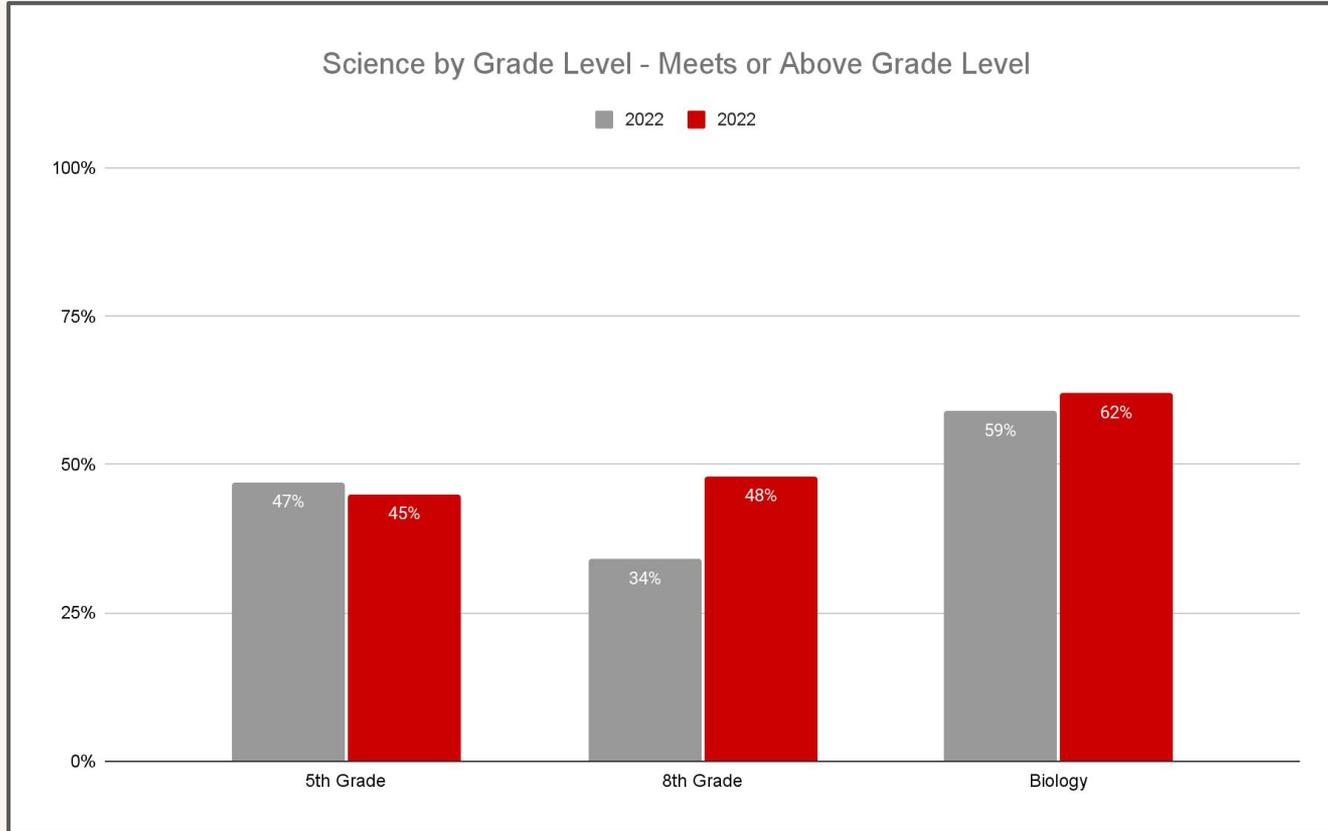
## Celebrations

- Performance in 5th, 7th and High School
- Use of data and implementation of new question types

## Supports

- Continued use of MAP Growth in K-8.
- Vertical alignment meetings and support grades 3-HS.

# STAAR/EOC Performance



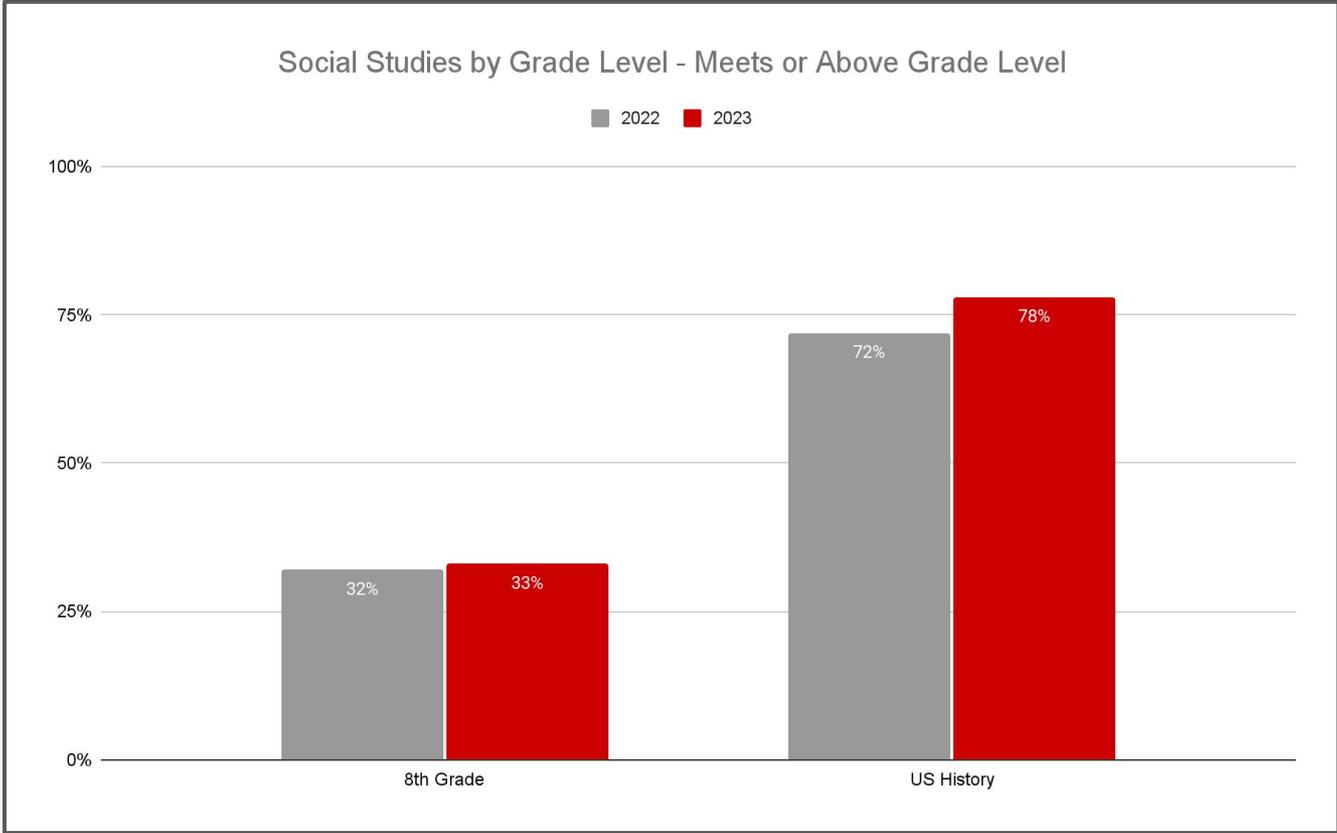
## Celebrations

- Performance 8th grade
- At or above State and Region in all three grades

## Supports

- Continued use of MAP Growth Science in grades 3-8.
- Data tracking and conversations at all grade levels.

# STAAR/EOC Performance



## Celebrations

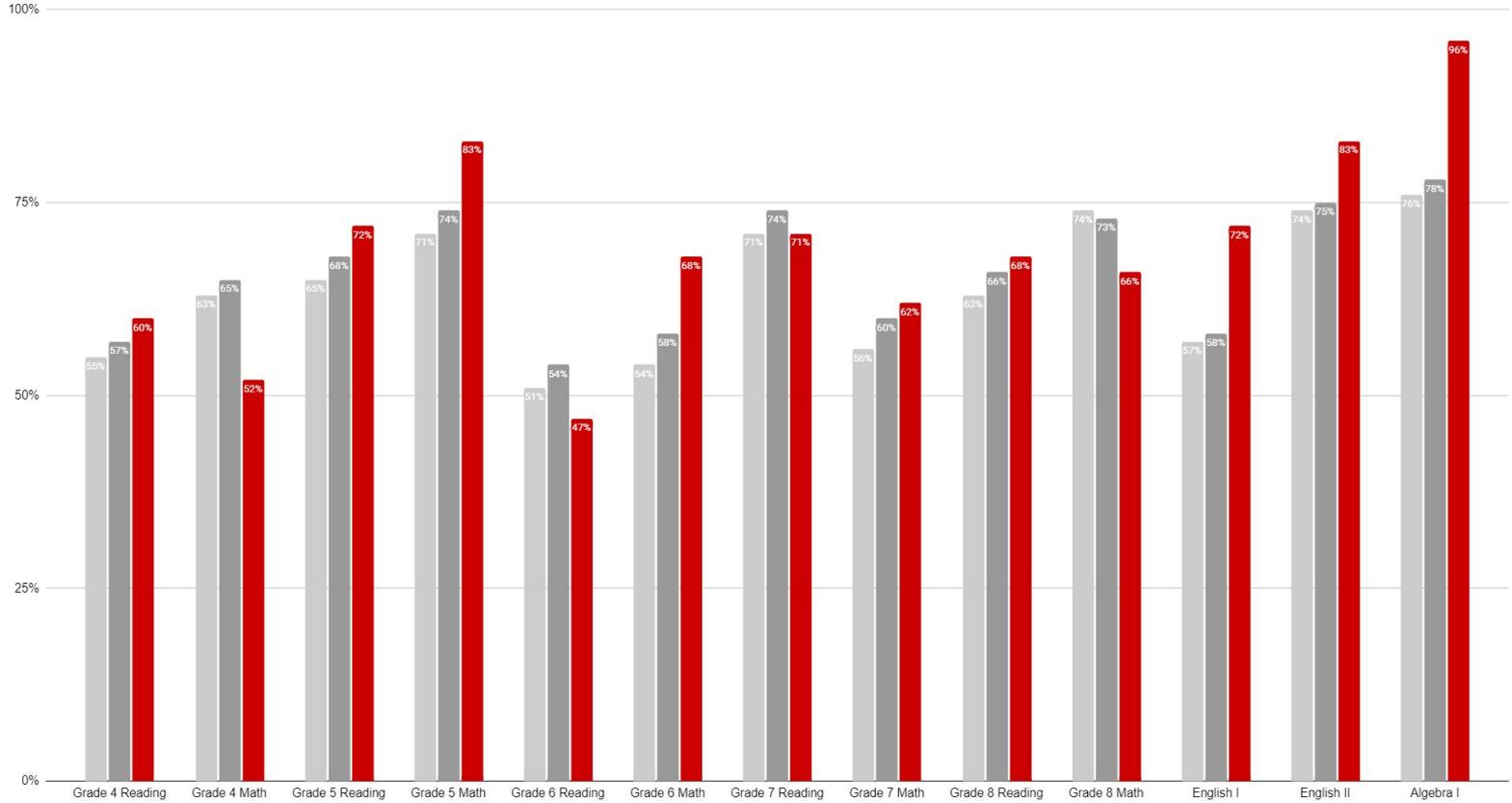
- Performance in HS
- Continued use and implementation of DBQ (Document Based Questioning)

## Supports

- Data conversations at all grade levels with use of BOY and EOY.

### Annual Growth by Grade and Subject

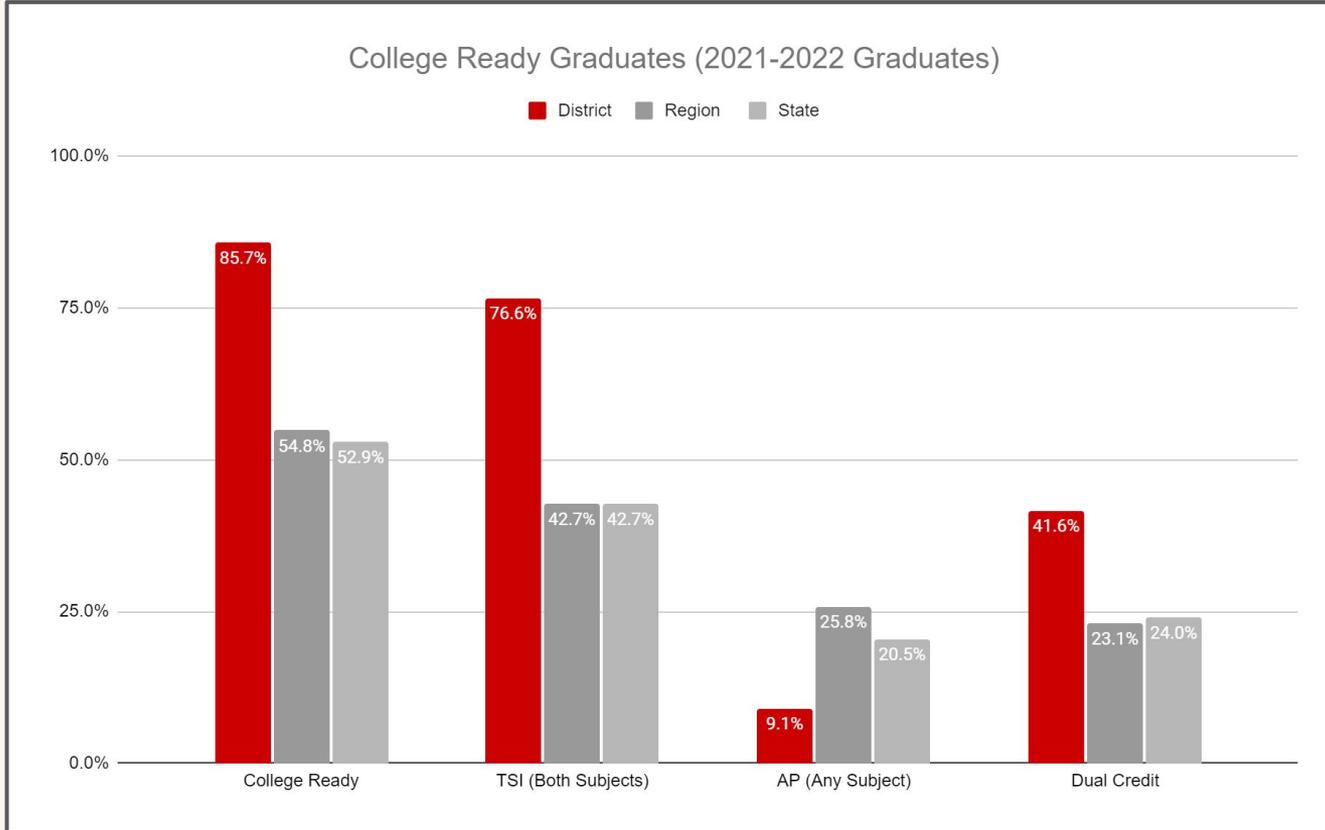
■ State ■ Region ■ District





# DISTRICT COLLEGE, CAREER, & MILITARY READINESS PERFORMANCE

# College, Career, & Military Readiness



## College Ready Indicators

- Texas Success Initiative (TSI) Criteria
- Earn Dual Course Credits
- Meet Criteria on Advanced Placement (AP) Examination
- Earn an Associate Degree
- Earn OnRamps Course Credits

## Celebrations

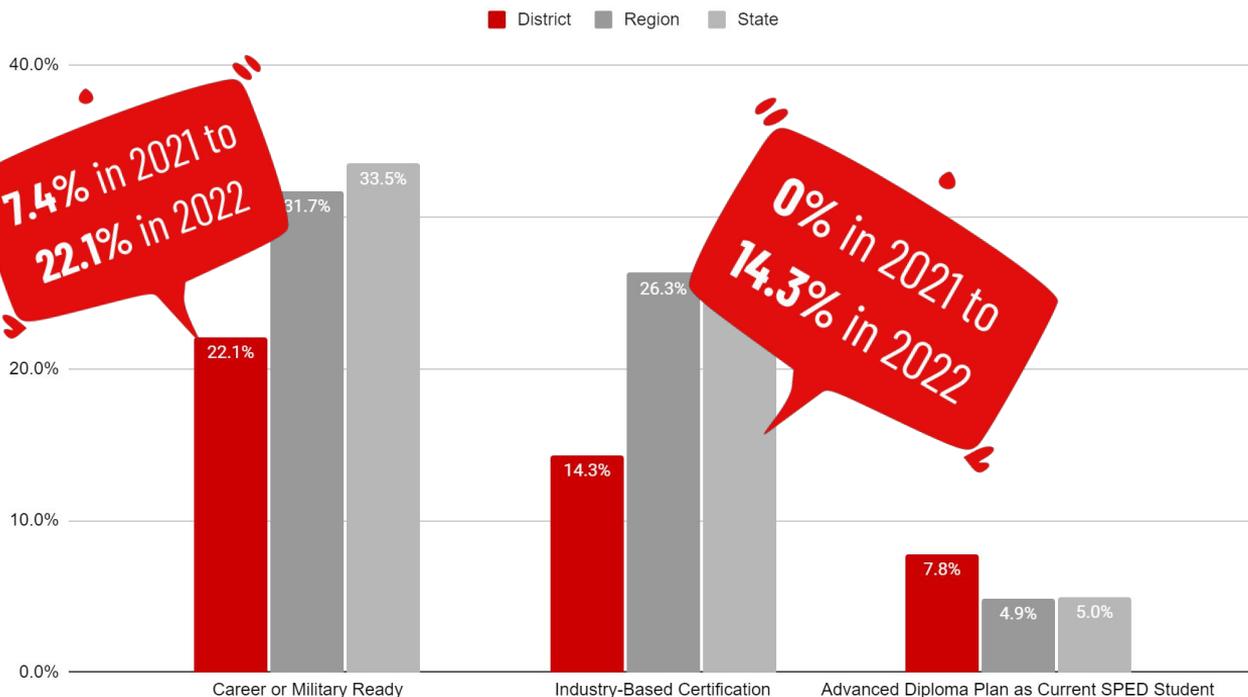
- Number of seniors who are college ready compared to state and region.
- TSI Performance

## Supports

- Continued use of data tracking
- Supports for better dual credit opportunities

# College, Career, & Military Readiness

Career Ready Graduates (2021-2022 Graduates)



## College Ready Indicators

- Earn an Industry-Based certification
- Graduate with Completed IEP and Workforce Readiness
- Graduates under an Advanced Degree Plan and Identified as a current Special Education Student
- Graduate with Level I or Level II Certificate
- \*Enlist in the Armed Forces

## Celebrations

- Industry certifications!!!!  
(improvement 0% to 14.3%)  
37

## Supports

- Tracking and coding industry certifications.
- Course alignment to IBCs

## District Celebrations

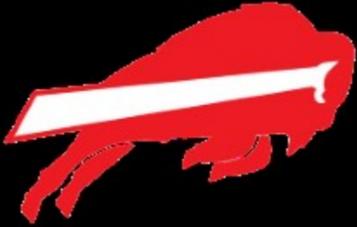
- Growth scores and gains in multiple areas.
- Gains in “Meets Grade Level” as a district.
- Gains in “Career” readiness
- Use of data (BOY, MOY, EOY) across the district.
- Implementation of Mentor Program

## District Goals

- Continue to improve math performance by ensuring high quality instructional resources are available. Vertical alignment with identification of priority standards.
- Improve “Masters Grade Level” performance
- Continue to improve “Career” readiness with alignment of CTE courses and IBCs.

# CELEBRATIONS AND GOALS

**Thank you!**  
**Any Questions?**

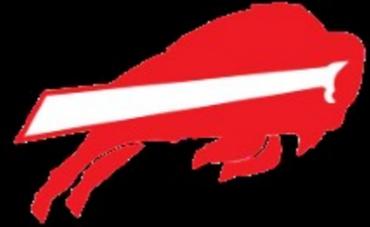


# Lone Oak I.S.D.

# 2021 Bond Program

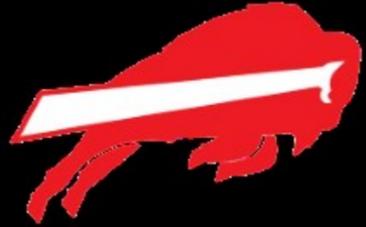
# CONSTRUCTION UPDATE

**February 19, 2024**



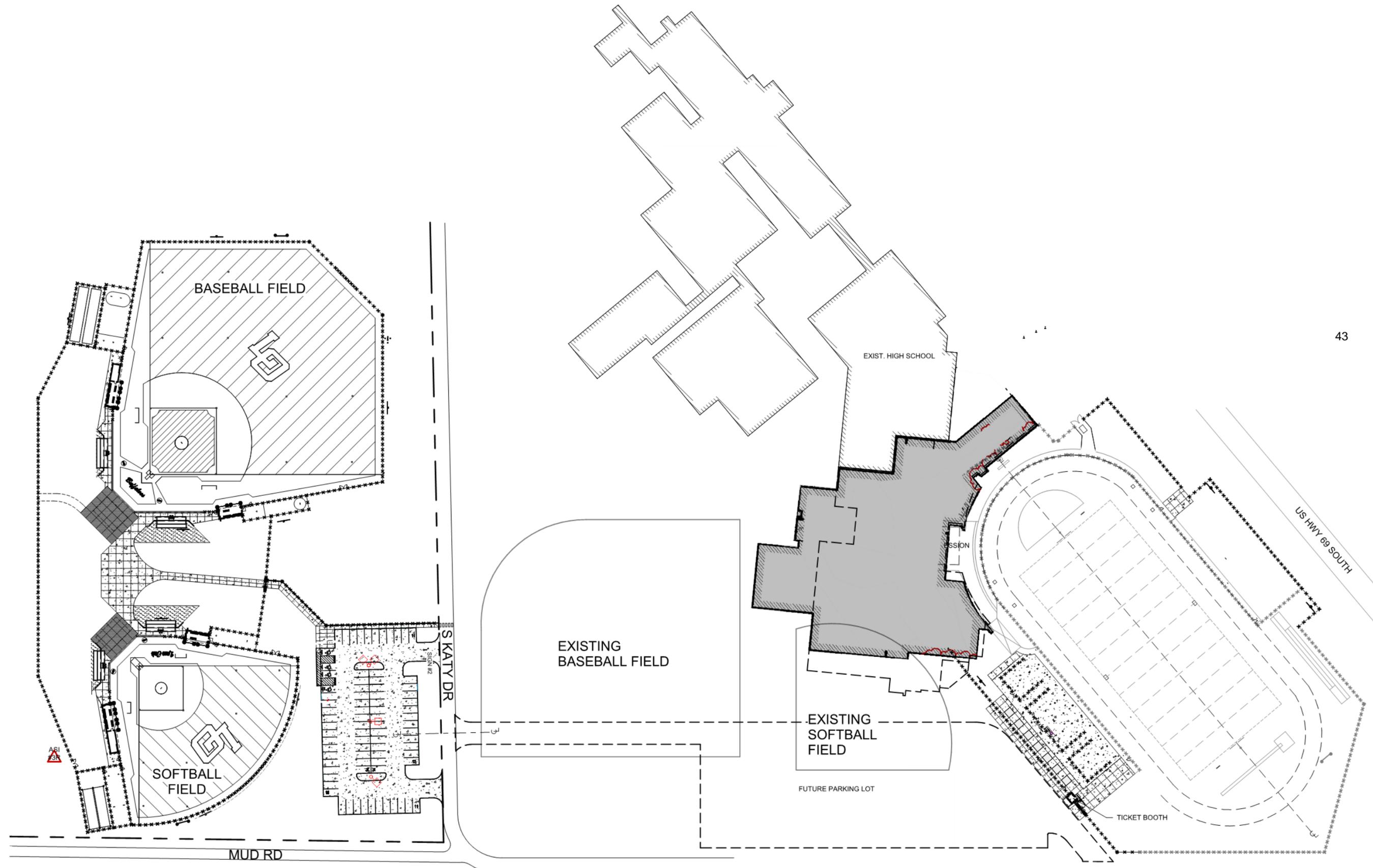
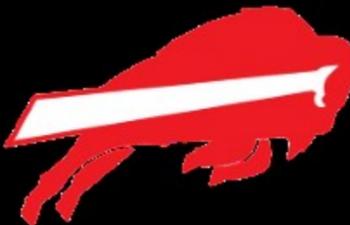
# BOND RECAP

- **November 2021** – Bond Passed
  - Partnered with Pogue Construction
- **March 2022** – Football Field Renovations & Turf GMP
- **July 2022** – Balance of Football Renovations
- **August 2022** – Baseball & Softball GMP
- **March 2023** – High School Additions GMP

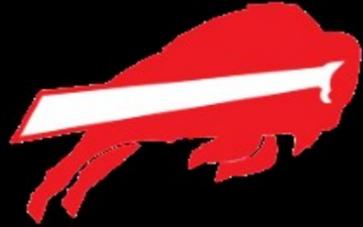


# SCOPE RECAP

- **Athletics**
  - Football Field Renovations & Turf
  - New Baseball & Softball Complex
- **High School Additions**
  - Classrooms & Science Labs
  - Dining Hall & Kitchen
  - Competition Gym
  - Weight Room & Locker Rooms
  - Band Hall
  - Safety Areas







# CONSTRUCTION UPDATE

- **Athletics**
  - Football Field Renovations & Turf
    - November 2021 – Start of Construction
    - October 2022 - Complete
  - New Baseball & Softball Complete
    - September 2022 – Start of Construction
    - December 2023 - Complete
- **High School Additions**
  - June 2023 – Start of Construction
- **Overall Construction Progress - 48% Complete**



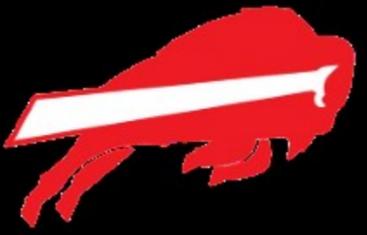
**POGUE**  
CONSTRUCTION



**CLAYCOMB**  
ASSOCIATES, ARCHITECTS



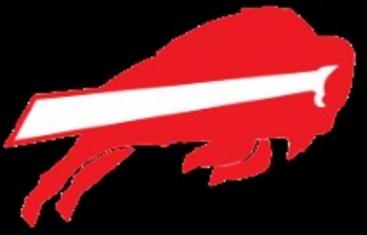
**POGUE**  
CONSTRUCTION



**CLAYCOMB**  
ASSOCIATES, ARCHITECTS



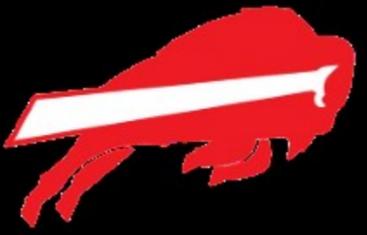
**POGUE**  
CONSTRUCTION



**CLAYCOMB**  
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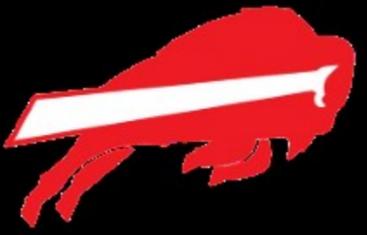


**POGUE**  
CONSTRUCTION



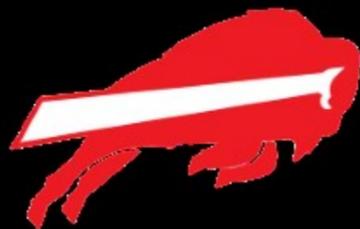
**CLAYCOMB**  
ASSOCIATES, ARCHITECTS

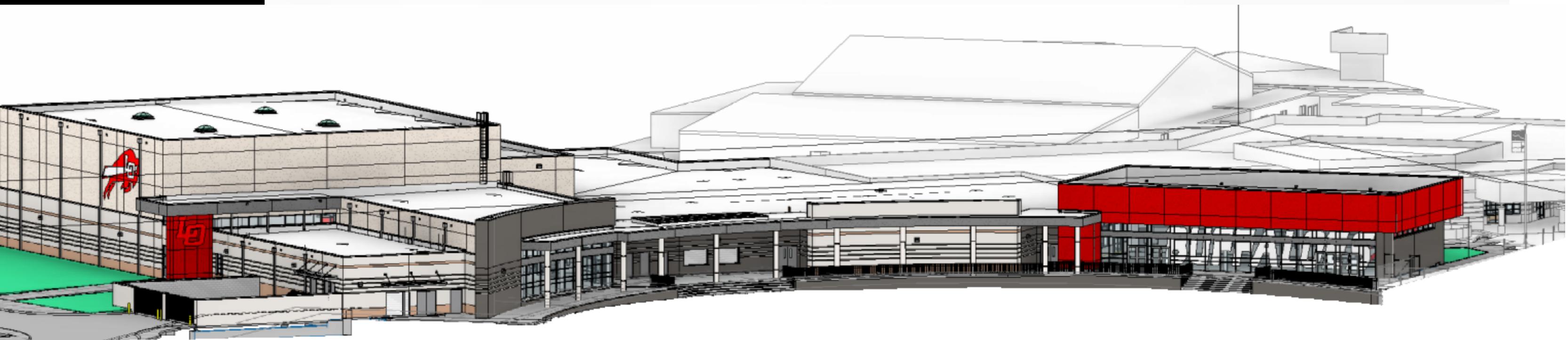
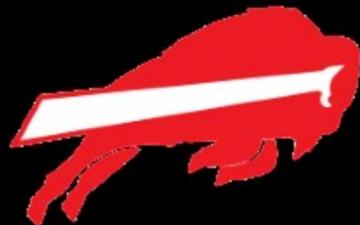


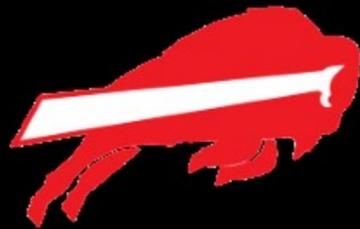


# WHERE WE'RE HEADED









# QUESTIONS?

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[www.pogueconstruction.com](http://www.pogueconstruction.com)



**RUTHERFORD,  
TAYLOR &  
COMPANY, P.C.**  
*Certified Public Accountants*

3500 Joe Ramsey Blvd

Greenville, Texas 75401

(903) 455-6252

Fax (903) 455-6667

February 8, 2024

Lone Oak Independent School District  
Ms. Janee' Carter, Superintendent  
8162 Hwy 69 South  
Lone Oak, TX 75453

We are pleased to confirm our understanding of the services we are to provide Lone Oak Independent School District (District) for the year ended June 30, 2024.

**Audit Scope and Objectives**

We will audit the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information, including the disclosures, which collectively comprise the basic financial statements of the District as of and for the year ended June 30, 2024. Accounting standards generally accepted in the United States of America (GAAP) provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the District's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the District's RSI in accordance with auditing standards generally accepted in the United States of America (GAAS). These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient appropriate evidence to express an opinion or provide any assurance. The following RSI is required by GAAP and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis.
- 2) Budgetary Comparison Schedules – General Fund
- 3) Budgetary Comparison Schedules – Major Special Revenue Funds (with legally adopted budgets), if any.
- 4) Schedules of the District's Proportionate Share of the Net Pension Liability – Teacher Retirement System of Texas
- 5) Schedule of District Pension Contributions – Teacher Retirement System of Texas
- 6) Schedules of the District's Proportionate Share of the Net OPEB Liability – Teacher Retirement System of Texas
- 7) Schedule of District OPEB Contributions – Teacher Retirement System of Texas

We have also been engaged to report on supplementary information other than RSI that accompanies the District's basic financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with GAAS, and we will provide an opinion on it in relation to the financial statements as a whole in a report combined with our auditor's report on the financial statements:

- 1) Schedule of Expenditures of Federal Awards and Related Notes

In connection with our audit of the basic financial statements, we will read the following other information and consider whether a material inconsistency exists between the other information and the basic financial statements, or the other information otherwise appears to be materially misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report:

- 1) Schedules of Delinquent Taxes Receivable
- 2) Budgetary Comparison Schedule – Child Nutrition Fund
- 3) Budgetary Comparison Schedule – Debt Service Fund
- 4) Schedule of Required Responses to Selected Schools FIRST Indicators
- 5) Schedule of Required Responses to State Mandated Programs

The objectives of our audit are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and issue an auditor's report that includes our opinions about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP, and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgement of a reasonable user made based on the financial statements. The objectives also include reporting on:

- Internal control over financial reporting and compliance with the provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control over compliance related to major programs and an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. *Code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance)*.

#### **Auditor's Responsibilities for the Audit of the Financial Statements and Single Audit**

We will conduct our audit in accordance with GAAS; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of the Uniform Guidance, and will include tests of accounting records, a determination of major program(s) in accordance with Uniform Guidance, and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS and *Government Auditing Standards*, we exercise professional judgement and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements or noncompliance may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or on major programs. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

In connection with this engagement, we may communicate with you or others via email transmission. As emails can be intercepted and read, disclosed, or otherwise used or communicated by an unintended third party, or may not be delivered to each of the parties to whom they are directed and only to such parties, we cannot guarantee or warrant that emails from us will be properly delivered and read only by the addressee. Therefore, we specifically disclaim and waive any liability or responsibility whatsoever for interception or unintentional disclosure of emails transmitted by us in connection with the performance of this engagement. In that regard, you agree that we shall have no liability for any loss or damage to any person or entity resulting from the use of email transmissions, including any consequential, incidental, direct, indirect, or special damages, such as loss of revenues or anticipated profits, or disclosure or communication of confidential or proprietary information.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, tests of the physical existence of inventories (if material), and direct confirmation of receivables and certain assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will also request written representations from your attorneys as part of the engagement and they may bill you for responding to this inquiry.

We have identified the following significant risk(s) of material misstatement as a part of our audit planning:

According to GAAS, significant risks include management override of controls, and GAAS presumes that revenue recognition is a significant risk. Accordingly, we have considered these as significant risks.

Our audit of the financial statements does not relieve you of your responsibilities.

#### **Audit Procedures—Internal Control**

We will obtain an understanding of the government and its environment, including the system of internal control, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the Uniform Guidance.

#### **Audit Procedures—Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the District's compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance, and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with federal statutes, regulations, and the terms and conditions of federal awards applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the *OMB Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of the District's major programs. For federal programs that are included in the Compliance Supplement, our compliance and internal control procedures will relate to the compliance requirements that the Compliance Supplement identifies as being subject to audit. The purpose of these procedures will be to express an opinion on the District's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

#### **Other Services**

We will also assist in preparing the financial statements, schedule of expenditures of federal awards, and related notes of the District in conformity with accounting principles generally accepted in the United States of America and the Uniform Guidance based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statements, schedule of expenditures of federal awards, and related notes services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

You agree to assume all management responsibilities for the financial statements, schedule of expenditures of federal awards, and related notes, and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements, the schedule of expenditures of federal awards, and related notes and that you have reviewed and approved the financial statements, the schedule of expenditures of federal awards, and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

#### **Responsibilities of Management for the Financial Statements and Single Audit**

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for (1) designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including internal controls over federal awards and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, schedule of expenditures of federal awards, and all accompanying information in conformity with accounting principles generally accepted in the United States of America with the oversight of those charged with governance; and for compliance with applicable laws and regulations (including federal statutes); rules, and the provisions of contracts and grant agreements (including award agreements). Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

You are responsible for making drafts of financial statements, schedule of expenditures of federal awards, all financial records and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) access to personnel, accounts, books, records, supporting documentation and other information as needed to perform an audit under the Uniform Guidance; (3) additional information that we may request for the purpose of the audit; and (4) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representation from you about the financial statements; schedule of expenditures of federal awards; federal award programs; compliance with laws, regulations, contracts, and grant agreements; and related matters.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants. You are also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements, that we report. Additionally, as required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; promptly follow up and take corrective action on reported audit findings; and prepare a summary schedule of prior audit findings and a separate corrective action plan.

You are responsible for identifying all federal awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received and COVID-19 related concepts, such as lost revenues, if applicable) in conformity with the Uniform Guidance. You agree to include our report on the schedule of expenditures of federal awards in any document that contains, and indicates that we have reported on, the schedule of expenditures of federal awards. You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal awards that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance; (2) you believe the schedule of expenditures of federal awards, including its form and content, is stated fairly in accordance with the Uniform Guidance; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with GAAP. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Scope and Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions for the report, and for the timing and format for providing that information.

With regard to publishing financial statements on your website, you understand that websites are a means of distributing information and, therefore, we are not required to read the information contained in those sites or to consider the consistency of other information on the website with the original document.

### **Engagement Administration, Fees, and Other**

We understand that your employees will prepare any cash or other confirmations we request and will locate any documents selected by us for testing. We will not undertake any accounting services (including but not limited to reconciliation of accounts and preparation of requested schedules) without obtaining approval through a written change order or additional engagement letter for such additional work. You may request that we perform additional services not addressed in this engagement letter. If this occurs, we will communicate with you regarding the scope of the additional services and the estimated fees. We also may issue a separate engagement letter covering the additional services.

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to electronically submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditor's reports, and corrective action plan) along with the Data Collection Form to the Federal Audit Clearinghouse. We will coordinate with you the electronic submission and certification. The Data Collection Form and the reporting package must be submitted within the earlier of 30 calendar days after receipt of the auditors' reports or nine months after the end of the audit period.

We will provide copies of our reports to the District, however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Rutherford, Taylor & Company, P.C. and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to the Texas Education Agency or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Rutherford, Taylor & Company, P.C. personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the Texas Education Agency. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Robert K. Lake is the engagement shareholder and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them. To ensure that Rutherford, Taylor & Company, P.C.'s independence is not impaired under the AICPA *Code of Professional Conduct*, you agree to inform the engagement partner before entering into any substantive employment discussions with any of our personnel. We expect to issue our reports no later than November 26, 2024.

Our audit engagement ends on delivery of our audit report. Any follow-up services that might be required will be a separate, new engagement. The terms and conditions of that new engagement will be governed by a new, specific engagement letter for that service.

Our fee for these services will be at our standard hourly rates. We agree that our professional fee will be \$ 21,575. In addition, you will be billed out of pocket expenses (travel, copies, telephone charges) as well as an administrative fee of five (5) percent to cover certain technology and administrative costs associated with our services. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered upon completion of the engagement. If we elect to terminate our services for nonpayment or for any other reason, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

### Reporting

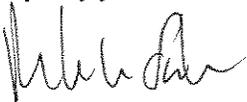
We will issue written reports upon completion of our Single Audit. Our reports will be addressed to the Board of Trustees of the District. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement.

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will state that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The Uniform Guidance report on internal control over compliance will state that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

*Government Auditing Standards* requires that we provide you with a copy of our most recent external peer review report and any subsequent reports received during the contract period. Accordingly, our 2021 peer review report accompanies this letter.

We appreciate the opportunity to be of service to the District and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy, and return it to us.

Very truly yours,



Robert K. Lake, CPA  
Rutherford, Taylor & Company, P.C.

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### RESPONSE:

This letter correctly sets forth the understanding of Lone Oak Independent School District.

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_



## Report on the Firm's System of Quality Control

June 27, 2022

To the Partner of Rutherford, Taylor & Company, P.C.  
and the Peer Review Committee of the Texas Society of Certified Public Accountants

We have reviewed the system of quality control for the accounting and auditing practice of Rutherford, Taylor & Company, P.C. (the firm) in effect for the year ended December 31, 2021. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants.

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review are described in the Standards at [www.aicpa.org/prsummary](http://www.aicpa.org/prsummary). The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

### Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

### Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review

### Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, including a compliance audit under the Single Audit Act.

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

### Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Rutherford, Taylor & Company, P.C. in effect for the year ended December 31, 2021, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Rutherford, Taylor & Company, P.C. has received a peer review rating of *pass*.

Wilf & Henderson, P.C.

## How to Place Policy Changes on the Agenda for Board Action

TASB recommends that the district address this update on the agenda as follows:

*“Policy Update \_\_\_\_\_:*

- *(LEGAL) policies*
- *(LOCAL) policies (see attached list of codes)”*

**(LEGAL) policies:** Although (LEGAL) policies are not adopted by the board, TASB recommends that the board review them. Since review of the (LEGAL) policies may result in discussion, the agenda should, at a minimum, reference “(LEGAL) policies.” If board members plan on discussing specific (LEGAL) policy changes, the relevant policy codes, titles, and subtitles should be listed on the agenda.

**(LOCAL) policies:** Board action on the (LOCAL) policies included in the update must occur within a properly posted, open meeting of the board.

The (LOCAL) policy changes — each addition, deletion, or replacement — should be listed in alphabetical order by policy code, title, and subtitle. The list on the following page is our compilation of that information, which may be copied and pasted into your meeting notice, staff communications of board action, and board meeting minutes.

A suggested motion for board action on the (LOCAL) policies included in the update:

*“I move that the board add, revise, or delete (LOCAL) policies as offered by TASB Policy Service for consideration and according to the Instruction Sheet for TASB Localized Policy Manual Update \_\_\_\_\_ [with the following changes:]”*

## How to Keep Minutes

The board’s action on this Localized Update must be reflected in board minutes. Your minutes should include the following:

- The list of local policy actions, such as the Instruction Sheet — annotated to reflect any changes made by the board.
- The Explanatory Notes for the update (filed as an attachment to the minutes).
- Copies of newly adopted or deleted (LOCAL) policies.

(LOCAL) Policy Action List

LONE OAK ISD (116906) - Update 122

CQB(LOCAL): TECHNOLOGY RESOURCES - CYBERSECURITY

CSA(LOCAL): FACILITY STANDARDS - SAFETY AND SECURITY

DC(LOCAL): EMPLOYMENT PRACTICES

EHB(LOCAL): CURRICULUM DESIGN - SPECIAL PROGRAMS

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

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

FEA(LOCAL): ATTENDANCE - COMPULSORY ATTENDANCE

FFAC(LOCAL): WELLNESS AND HEALTH SERVICES - MEDICAL TREATMENT

FFB(LOCAL): STUDENT WELFARE - CRISIS INTERVENTION

FL(LOCAL): STUDENT RECORDS

# Explanatory Notes

## TASB Localized Policy Manual Update 122

### Lone 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.)

# Explanatory Notes

## TASB Localized Policy Manual Update 122

### Lone Oak ISD

#### **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.)

# Explanatory Notes

## TASB Localized Policy Manual Update 122

### Lone Oak ISD

#### 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

# Explanatory Notes

## TASB Localized Policy Manual Update 122

### Lone Oak ISD

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.

Nonsubstantive revisions to provisions regarding the superintendent's hiring authority for contractual personnel are recommended for clarity and consistency with policy style.

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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#### **DF(LLEGAL)                      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(LLEGAL)                      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(LLEGAL)                      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(LLEGAL)                      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(LLEGAL)                      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(LLEGAL)                      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.

#### **DL(LLEGAL)                      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.

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#### DLB(LLEGAL)

#### 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(LLEGAL)

#### 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 page 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(LLEGAL)

#### 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).

#### EEB(LLEGAL)

#### 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.)

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#### **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.

#### **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.)

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#### **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.

#### **EHBAA(LEGAL) 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(LEGAL) 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

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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(LEGAL) 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(LEGAL) 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**

Provisions on accelerated instruction have been moved to EHBCA(LOCAL) (see below) to align with the legal policy created at that code in Update 121. EHBCA(LEGAL) already includes provisions from state law that require a student to participate in accelerated instruction during the school day, before and after school, and outside of the normal school year if the student fails to perform satisfactorily on a state mandated assessment. Therefore, these provisions do not need to be repeated in EHBCA(LOCAL).

Your locally developed criteria regarding eligibility for compensatory education services have been retained at this policy code.

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

#### **EHBCA(LEGAL) 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
- Adds circumstances under which the commissioner may waive a district's accelerated instruction requirements (See pages 8-9.)

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- 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.

As noted at EHBC(LOCAL), EHBCA(LEGAL) already includes provisions from state law that require a student to participate in accelerated instruction during the school day, before and after school, and outside of the normal school year if the student fails to perform satisfactorily on a state mandated assessment. Therefore, these provisions do not need to be repeated in EHBCA(LOCAL).

### **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.

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#### **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.

#### **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)

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#### **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.

#### **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 2 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 se-

# Explanatory Notes

## TASB Localized Policy Manual Update 122

### Lone Oak ISD

nior 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.

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 this policy are based on SB 629, which 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. The enclosed policy reflects the grade levels to which this new provision will apply 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(LEGAL) 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(LEGAL) 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(LEGAL) 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(LEGAL) 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(LEGAL) 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(LEGAL) 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(LEGAL) 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(LEGAL)                      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(LEGAL)                      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(LEGAL)                      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(LEGAL)                      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

# Instruction Sheet

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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
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
EHBC	(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	(LOCAL)	Replace policy	Revised policy
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
FL	(LOCAL)	Replace policy	Revised policy

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<b>Code</b>	<b>Type</b>	<b>Action To Be Taken</b>	<b>Note</b>
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]

**Personnel Duties** 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.

**Posting Vacancies** 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.

**Applications** 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.

[For information related to the evaluation of criminal history records, see DBAA.]

**Employment of Contractual Personnel** The Superintendent has sole authority to make recommendations to the Board regarding the selection of contractual personnel: [at the level of campus principal or above.](#)

The Board retains final authority for employment of contractual personnel at the level of campus principal or above.

The Board delegates to the Superintendent the final authority to employ all other contractual personnel. ~~[See DCA, DCB, DCC, and DCE as appropriate]~~

[See DCA, DCB, DCC, and DCE as appropriate]

**Employment of Noncontractual Personnel** **Note:** [For employment of a bus driver related to a Board member or the Superintendent, see DBE\(LEGAL\).](#)

The Board delegates to the Superintendent final authority to employ and dismiss noncontractual employees on an at-will basis. [See DCD]

**Employment Assistance Prohibited** 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.

~~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. In accordance with state law, a student who fails to perform satisfactorily on a state-mandated assessment shall be required to participate in accelerated instruction during the school day or before or after normal school hours. In accordance with state law, a student who fails to perform satisfactorily on an end-of-course assessment may be required to participate in accelerated instruction outside of the normal school year.~~

**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.~~

**Additional Definition of "At-Risk" Student**

In addition to the eligibility criteria specified in law, the District defines as "at-risk" and eligible for compensatory education services a student who has failed to perform satisfactorily on a District benchmark assessment. [See EHBC(LEGAL)]

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.

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.

*Epinephrine*

The District authorizes school personnel who have agreed in writing and been adequately trained to administer an unassigned epinephrine auto-injector in accordance with law and this policy. Administration of epinephrine shall only be permitted when an authorized and trained individual reasonably believes a person is experiencing anaphylaxis.

*On Campus*

Authorized and trained individuals may administer an unassigned epinephrine auto-injector at any time to a person experiencing anaphylaxis on a school campus.

The District shall ensure that at each campus a sufficient number of authorized individuals are trained to administer epinephrine so that at least one trained individual is present on campus during all hours the campus is open. In accordance with state rules, the campus shall be considered open for this purpose during regular on-campus school hours and whenever school personnel are physically on site for school-sponsored activities.

*Off Campus*

Authorized and trained individuals may administer an unassigned epinephrine auto-injector to a person experiencing anaphylaxis at an off-campus school event or while in transit to or from a school event when an unassigned epinephrine auto-injector is available.

<i>Maintenance, Availability, and Training</i>	The Superintendent shall develop administrative regulations designating a coordinator to manage policy implementation and addressing annual training of authorized individuals in accordance with law; procedures for auto-injector use; and acquisition or purchase, maintenance, expiration, disposal, availability of unassigned epinephrine auto-injectors at each campus, at off-campus events, and while in transit to and from a school event.
<i>Notice to Parents</i>	In accordance with law, the District shall provide notice of the policy to parents regarding the epinephrine program, including notice of any change to or discontinuation of this program.
<b>Opioid Antagonist</b> <i>On Campus</i>	This provision shall be applicable to every campus.  The District authorizes school personnel who have been adequately trained to administer an opioid antagonist in accordance with law and this policy. Administration of an opioid antagonist shall only be permitted when an authorized and trained individual reasonably believes a person is experiencing an opioid-related overdose.  Each applicable campus shall have at least one individual who is authorized and trained to administer an opioid antagonist present during regular school hours.
<i>Maintenance, Availability, Training, and Reporting</i>	Each applicable campus shall have at least two unused, unexpired opioid antagonist doses available.  All opioid antagonists shall be stored in a secure location and shall be easily accessible by individuals who are authorized and trained to administer an opioid antagonist.  The Superintendent shall develop administrative regulations addressing acquisition, maintenance, expiration, and disposal of opioid antagonists in the District, as well as reporting, employee training, and emergency notification requirements.
<b>Psychotropics</b>	Except as permitted by law, an employee shall not: <ol style="list-style-type: none"><li>1. Recommend to a student or a parent that the student use a psychotropic drug;</li><li>2. Suggest a particular diagnosis; or</li><li>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.</li></ol>
<b>Medical Treatment</b>	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 principal is custodian of all records for currently enrolled students. The Superintendent 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 the special education cooperative 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 office of the director of the special education cooperative.

**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— directory information shall include student name; address; telephone listing; electronic mail address; photograph; date and place of birth; major field of study; degrees, honors, and awards received; dates of attendance; grade level; most recent educational institution attended; participation in officially recognized activities and sports; and weight and height of members of athletic teams.

All Other Purposes

For all other purposes, directory information shall include student name; photograph; degrees, honors, and awards received; grade level; enrollment status; participation in officially recognized activities and sports; and weight and height of members of athletic teams.

**BOARD RESOLUTION IN SUPPORT OF A FAIR AND TRANSPARENT  
ACCOUNTABILITY SYSTEM**

**WHEREAS** the \_\_\_\_\_ School District Board of Trustees believes in a fairly and consistently applied Accountability Rating System from year-to-year;

**WHEREAS** the \_\_\_\_\_ School District Board of Trustees acknowledges that the Rating System should provide transparency to parents and the public with simple, accessible, and understandable information;

**WHEREAS** the transparency objective is also furthered by requiring the Commissioner to provide the measures, methods, and procedures to school districts that *will be* applied to school districts from year-to-year and without mid-year change;

**WHEREAS** year-to-year consistency allows timely notice to school districts and their campuses to plan school improvement efforts based on the measures, methods, and procedures adopted by the Commissioner;

**WHEREAS** the Texas legislature requires the Commissioner to provide the measures, methods, and procedures on a year-to-year basis and without mid-year change. Without annual consistency, school districts and campuses cannot effectively plan to achieve high-performance ratings unless the Commissioner complies with the legislature’s mandate;

**NOW, THEREFORE, BE IT RESOLVED THAT** the \_\_\_\_\_ School District Board of Trustees joins in collective efforts with other Texas School Boards to:

- Commit our support in pursuing action to ensure the Rating System provides a *fair, transparent, and effective system* for assigning performance ratings to school districts based on consistent measures, methods, and procedures.
- Oppose the Commissioner’s retroactive and drastic mid-year change to the measures, methods, and procedures used for the 2022-2023 school year performance ratings.
- Stand in support of the Rating System adhering to Texas state law as passed by the Texas legislature.
- Stand in support of efforts to reform the Accountability Rating System to one that uses multiple effective school measures for all grade levels and a more holistic approach to assign the ratings of a campus and the performance of each student in lieu of relying heavily on one standardized test.

**PASSED & APPROVED** on the \_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
**President**

\_\_\_\_\_  
**Vice President**

\_\_\_\_\_  
**Secretary**