

# Notice of Regular Meeting

## The Board of Trustees Celina Independent School District

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A Regular Meeting of the Board of Trustees of Celina Independent School District will be held Monday, November 17, 2025, beginning at 6:00 PM in the Moore Middle School Library, 300 E GA Moore Pkwy, Celina, TX 75009.

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. **CALL TO ORDER & ESTABLISH QUORUM**
  - 1.A. Pledge of Allegiance
  - 1.B. Invocation
2. **SUPERINTENDENT'S REPORT**
  - 2.A. Information / Superintendent's Update  
**Presenter:** Dr. Tom Maglisceau
3. **PUBLIC COMMENT**
  - 3.A. Comments from Visitors Who Wish to Address Board Members on Agenda or Non-Agenda Topics
4. **CONSTRUCTION REPORT**  
**Presenter:** David Fink
5. **CLOSED MEETING**
  - 5.A. Personnel - Pursuant to Texas Government Code Section 551.074, deliberation regarding the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee; or to hear a complaint or charge against an officer or employee.
    - 5.A.1. Retires/Rehires/Resignations
  - 5.B. Real Property - Pursuant to Texas Government Code Section 551.072, deliberation regarding the purchase, exchange, lease, or value of real property if deliberation in an open meeting would have a detrimental effect on the board's position in negotiations with a third person.
  - 5.C. Safety and Security - Pursuant to Texas Government Code Section 551.089, deliberation regarding security devices or security audits. (1) Security assessments or deployments relating to information resources technology; (2) network security information as described by Section 2059.055 (b); or (3) the deployment, or specific occasions for implementation, of security personnel, critical infrastructure, or security devices.
  - 5.D. Cybersecurity or Critical Infrastructure Facility - Pursuant to Texas Government Code Section 551.0761, deliberation regarding a cybersecurity measure, policy, or contract solely intended to protect a critical infrastructure facility located within the jurisdiction of the school district.
  - 5.E. Pursuant to Section 551.071 of the Texas Government Code, private consultation with the Board's attorney when the Board seeks the advice of its attorney in person, or by phone, about 1) pending or contemplated litigation; 2; a settlement offer; or 3) on a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with this chapter.
  - 5.F. Pursuant to Section 551.074 of the Texas Government Code, deliberation regarding the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee.

- 5.F.1. HB 3372 Request
- 5.G. Pursuant to Section 551.071 of the Texas Government Code, private consultation with the Board's attorney when the Board seeks the advice of its attorney in person, or by phone, about 1) pending or contemplated litigation; 2) a settlement offer; or 3) on a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with this chapter.
- 5.H. Pursuant to Section 551.074 of the Texas Government Code, deliberation regarding the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee.
  - 5.H.1. Consultation and deliberation regarding Caleb Elliott matter including investigations and pending lawsuits - Cause No. 471-08602-2025 and Cause No. 471-08453-2025 in the District Court of Collin County.
- 6. **RECONVENE - Open meeting to vote on matters considered in closed session in accordance with the Texas Open Meetings Act, Texas Government Code, Chapter 551, to take action necessary regarding personnel.**
- 7. **ACTION TAKEN ON ITEMS DISCUSSED IN CLOSED SESSION**
  - 7.A. Consideration and possible action to approve HB 3372 request.
- 8. **INFORMATION/CONFIRMATION AGENDA ITEMS**
  - 8.A. Demographic and Facility Planning Update  
**Presenter:** Dr. Jason Johnston
- 9. **ACTION/BRIEFING AGENDA ITEMS**
  - 9.A. Consider and Approve District Improvement Plan (DIP) and Campus Improvement Plans (CIP)  
**Presenter:** Dr. Jason Johnston
  - 9.B. Consider and Approve Local Policy Update 126  
**Presenter:** Dave Wilson
  - 9.C. Consider and Approve Uptown School Site Interlocal Agreement (ILA)  
**Presenter:** David Fink
  - 9.D. Consider and Approve the Guaranteed Maximum Price (GMP) - Green Meadows School Site  
**Presenter:** David Fink
  - 9.E. Consider and Approve the Guaranteed Maximum Price (GMP) - Ramble School Site  
**Presenter:** David Fink
  - 9.F. Consider and Approve the Guaranteed Maximum Price (GMP) - Uptown School Site  
**Presenter:** David Fink
  - 9.G. Consider and Approve the Guaranteed Maximum Price (GMP) - Uptown School Site Ground Work  
**Presenter:** David Fink
  - 9.H. Consider and Approve 2025 Tax Roll Resolution  
**Presenter:** Dr. Melissa Kelly
  - 9.I. Consider and Approve One-Time Lump Sum Payment (Budget Update)  
**Presenter:** Dr. Melissa Kelly
  - 9.J. Approve Collin County Appraisal District Board of Directors Voting Resolution  
**Presenter:** Jeff Gravley
  - 9.K. Approve Denton County Appraisal District Board of Directors Voting Resolution  
**Presenter:** Jeff Gravley
- 10. **CONSENT/CONFIRMATION AGENDA ITEMS**
  - 10.A. Minutes of the October 16, 2025 Special Called Meeting and the October 20, 2025 Regular Board Meeting
  - 10.B. Monthly Cash Distributions/Cash Balance/Investment Report/Budget Amendments
- 11. **ADJOURNMENT**

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If, during the course of the meeting, discussion of any items 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 preside 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)]

This meeting was posted in accordance with the Texas Open Meetings Act on Tuesday, November 11, 2025, at 7:46 PM.

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For the Board of Trustees



205 S Colorado, Celina, Tx 75009

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## CISD Board Agenda Item Synopsis

**Subject: Demographic and Facility Planning Update**

**Background Information:**

As our Celina ISD continues to experience exponential growth, District administration remains steadfast with a transparent and collaborative commitment toward excellence. This presentation will highlight the latest demographic projections and discuss the corresponding facility capacity and bond funding needs that must be addressed to support our continued growth.

**Goals:**

- ✓1. We will provide and support a safe, civil and collaborative culture.
- \_\_2. We will continuously provide and support effective teaching in every classroom.
- \_\_3. We will provide and support a guaranteed and viable curriculum.
- \_\_4. We will continue to foster a love of reading and commit to continual growth in childhood literacy.
- \_\_5. We will foster strong numeracy skills and commit to continual growth in math success.
- \_\_6. We will provide targeted strategies and practices to prepare students for post-secondary education, career readiness, and military participation.
- \_\_7. We will attract, recruit, develop, and retain high-quality professional staff.

**Budgetary Impact:**

None

**Information Only**

**Submitted by:**

*Dr. Jason Johnston*  
*Sr. Chief*

**Recommended by:**

*Tom Maglisceau, Ph.D.*  
*Superintendent*

**Meeting Date: November 17, 2025**



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## CISD Board Agenda Item Synopsis

### **Subject: District and Campus Improvement Plans**

**Background Information:** Board Policy BQ (Legal)(Local) establishes guidelines that outline the development and progress monitoring of the district and campus improvement plans. Performance objectives for the Celina ISD improvement plans are organized around the three components of The Learner Experience:

1. Love the learner; drive the rigor
2. Responsible for one's own learning and
3. Interdependent self-managers

District and campus leaders collaboratively develop their respective improvement plans to strategically and specifically ensure progress toward District and Board goals, as well as, campus specific needs. District administration will provide regular updates to the Board regarding progress toward identified goals.

### **Goals:**

- ✓1. We will provide and support a safe, civil and collaborative culture.
- ✓2. We will continuously provide and support effective teaching in every classroom.
- ✓3. We will provide and support a guaranteed and viable curriculum.
- ✓4. We will continue to foster a love of reading and commit to continual growth in childhood literacy.
- ✓5. We will foster strong numeracy skills and commit to continual growth in math success.
- ✓6. We will provide targeted strategies and practices to prepare students for post-secondary education, career readiness, and military participation.
- ✓7. We will attract, recruit, develop, and retain high-quality professional staff.

**Budgetary Impact:** N/A

**Recommendation:** District administration recommends approval of the goals and performance objectives within the District and Campus Improvement Plans as presented.

### **Submitted by:**

*Dr. Jason Johnston*  
*Sr. Chief*

### **Recommended by:**

*Tom Maglisceau, Ph.D.*  
*Superintendent*

**Meeting Date:** November 17, 2025

# **Celina Independent School District**

## **District Improvement Plan**

### **2025-2026 Strategic Objectives**



# **Mission Statement**

Celina ISD will educate students at the highest levels, empower them to succeed, develop their leadership potential, instill faith-based traditional values, and prepare them to become contributing members of society.

## **Vision**

Expecting Excellence, Inspiring Creativity, Growing Leaders

## **The Learner Experience**

Love the learner; drive the rigor

Responsible for one's own learning

Interdependent self-managers

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# Priorities

## **Priority 1:** Love the Learner; Drive the Rigor

**Strategic Objective 1:** Increase the number of community partnerships and strengthen existing ties to foster better relationships between the school district and all community stakeholders. (BG1) (E7) (SO1)

**Strategic Objective 2:** Intentionally promote engagement in co-curricular and extracurricular activities to enhance academic growth, boost student attendance, raise the likelihood of pursuing higher education, and nurture a sense of belonging. (BG2) (SO2)

**Strategic Objective 3:** Provide staff with ongoing and scaffolded professional growth opportunities to cultivate a culture committed to continuous improvement. (BG3)

**Strategic Objective 4:** CISD will develop new CTE pathways aligned with student needs and interests and increase workforce certificates. (BG4) (E10,12) (SO11)

### **HB3 Priority**

**Strategic Objective 5:** CISD will seek innovative hiring opportunities to enhance our hiring pool to include highly qualified applicants reflective of our community and students' needs. (BG5) (SO6)

**Strategic Objective 6:** CISD will engage students in relevant and innovative learning experiences that ensure academic progress and proficiency in state standards across all learning levels. (SO4,7) (SG1,2,3,4) (E1)

**Priority 2: Responsibility for Ones Own Learning**

**Strategic Objective 1:** Work proactively with all stakeholders on how to best serve and meet the diverse needs of our growing student body. (BG1) (E7)

**Strategic Objective 2:** Increase the identification of and support for Celina ISD gifted and talented students. (BG2) (SO2,7) (DNAP)

**Strategic Objective 3:** Establish a structured pathway for staff advancement and leadership development. (BG3) (SO6,8) (DNAP)

**Strategic Objective 4:** Expand the AVID program to maximize its benefits for student achievement in becoming College and Career Ready. (BG4) (DNAP) (E10) (SO3)

**Strategic Objective 5:** Continue to invest in campus-based instructional coaches and establish clear guidelines and standards for instructional coaching practices to ensure consistency and alignment with district goals and priorities. (BG5) (DNAP) (SO6,9)

### **Priority 3: Interdependent Self-managers**

**Strategic Objective 1:** Establish robust partnerships with parents and the community, ensuring opportunities for active involvement and collaboration in fostering positive student outcomes across academic, social, and emotional domains. (BG1) (E7) (SO1)

**Strategic Objective 2:** CISD will strategically promote and highlight student participation and achievement in co-curricular and extracurricular activities. (BG2)

**Strategic Objective 3:** CISD will empower staff to cultivate leadership skills, fostering their growth and simultaneously building organizational capacity. (BG4) (SO6,9) (DNAP)

**Strategic Objective 4:** Provide students with real life experiences and skill development to empower them for active engagement in society and success beyond the classroom. (BG4) (SO5)

**Strategic Objective 5:** Establish initiatives to cultivate a healthy district/campus culture where students and staff feel safe, supported, and valued. (BG5) (E11) (SO5,8)

# **Celina Independent School District**

## **Celina High School**

### **2025-2026 Performance Objectives**



# **Mission Statement**

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## **Vision**

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## **The Learner Experience**

Love the learner; drive the rigor

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Interdependent self-managers

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# Goals

## **Goal 1:** Love the Learner; Drive the Rigor

**Performance Objective 1:** CHS will recruit, hire, and retain highly qualified staff who will positively impact student learning and achievement. (BG5)

**Performance Objective 2:** (HB3 Literacy) CHS will achieve an increase of 5% for the Meets Performance Standard on any End of Course Exam that was below 75% in the 2024-2025 school year or will maintain the Meets Performance Standard on any End of Course Exam that was above 75% in the 2025-2026 school year:

English 1 = 70% Meets in 2024-2025. Performance Objective is to have English 1 = 75% Meets for 2025-2026.

### **HB3 Goal**

**Performance Objective 3:** (HB3 Literacy) CHS will achieve an increase of 5% for the Meets Performance Standard on any End of Course Exam that was below 75% in the 2024-2025 school year or will maintain the Meets Performance Standard on any End of Course Exam that was above 75% in the 2024-2025 school year:

English 2: 78% Meets in 2024-2025; 78% Meets is the goal for 2025-2026.

### **HB3 Goal**

**Performance Objective 4:** (HB3 Math) CHS will achieve an increase of 5% for the Meets Performance Standard on any End of Course Exam that was below 75% in the 2024-2025 school year or will maintain the Meets Performance Standard on any End of Course Exam that was above 75% in the 2024-2025 school year:

Algebra 1: 31% Meets in 2024-2025; 75% Meets is the goal for 2025-2026.

### **HB3 Goal**

**Performance Objective 5:** CHS will partner with the CISD Teaching and Learning Department to develop new CTE pathways aligned with student needs and interests. (BG4)

**Performance Objective 6:** CHS Seniors will achieve 100% of the College, Career, and Military Readiness Standard. (BG4) (HB3 CCMR)

## HB3 Goal

**Goal 2:** Responsibility for Ones Own Learning:

**Performance Objective 1:** CHS will achieve 100% participation rate of students involved in co-curricular and extra-curricular activities. (BG2)

**Performance Objective 2:** CHS will develop a leadership pipeline that focuses on building the leadership capacity of teachers, staff, and administrators. (BG3)

**Goal 3:** Interdependent Self-managers

**Performance Objective 1:** CHS will engage students to be active participants in civic and community organizations in the CISD Community. (BG1)

**Performance Objective 2:** CHS will develop a leadership pipeline that focuses on building the leadership capacity of teachers, staff, and administrators. (BG3)

# **Celina Independent School District**

## **Moore Middle School**

### **2025-2026 Performance Objectives**



# **Mission Statement**

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# Goals

## **Goal 1:** Love the Learner; Drive the Rigor

**Performance Objective 1:** MMS will partner with the Celina Chamber of Commerce to create a unique experience for all 6th graders and new to CISD students to experience the traditions and excellence in the fall each year called "Celina Heritage Tours." (BG1)

**Performance Objective 2:** MMS will work with The Celina Rotary Club to evaluate the needs of our library to be able to provide books and space for our students to engage in literature at or above their reading level. (BG1)

**Performance Objective 3:** MMS will collaborate with The Chamber of Commerce and Celina local to inspire all students to dream big and think beyond their current year in school by developing an interactive career fair using local businesses, programs, and organizations to showcase the vast talent, expertise, and needs in the community and world. (BG1)

**Performance Objective 4:** MMS CTE teachers will work with secondary teachers in CISD to develop essential standards for each CTE course in order to develop new pathways aligned with middle school students' needs and interests. (BG4, HB3 CCMR)

### **HB3 Goal**

**Performance Objective 5:** MMS staff will ensure that 100% of learners achieve one year's growth in English Language Arts and Reading. (BG1, HB3 Literacy)

### **HB3 Goal**

**Performance Objective 6:** MMS staff will ensure that 100% of learners achieve one year's growth in Math. (BG2, HB3 Math)

### **HB3 Goal**

## **Goal 2:** Responsibility for Ones Own Learning

**Performance Objective 1:** MMS will offer an Aspiring Leaders program to all staff members interested in pursuing a role as an administrator, counselor, instructional coach, digital learning specialist, curriculum coordinator, and/or coach to build the capacity of any interested staff member to create leadership pipelines in the district. (BG3)

**Performance Objective 2:** MMS will offer a robust, 5 days per week (45 minutes per day) teacher support system in the Collaboratory that is staffed by our Instructional Coach and Associate Principal to allow Design Teams to work through the PLC Process while also participating in data analysis and job-embedded professional learning to improve the overall retention rate of teachers. (BG5)

**Performance Objective 3:** MMS will partner with the community to offer Parent Tours with the Principal and Round Table Talks to encourage each parent/guardian to be responsible for their own learning and grow in their support of their student's academic and non-academic growth. (BG1)

**Goal 3:** Interdependent Self-managers

**Performance Objective 1:** MMS will offer student-led opportunities to start and host new clubs each semester during Bobcat Hour, as well as the opportunity for all students to attend a Club Fair during Bobcat Hour in the fall and spring. (BG2)

**Performance Objective 2:** MMS will partner with the Celina Chamber of Commerce to create Student of the Month outings at local businesses. Student of the Month recipients are nominated by their teachers and peers based on exhibiting the 5 Guiding Principles of CISD. (BG1)

# **Celina Independent School District**

## **Lykins Elementary**

### **2025-2026 Performance Objectives**



# **Mission Statement**

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# Goals

**Goal 1:** Love the Learner; Drive the Rigor:

**Performance Objective 1:** Lykins Elementary School will expand opportunities for involvement of all stakeholders in 2025-2026. (BG1)

**Performance Objective 2:** The percent of 3rd grade students that score meets grade level or above on STAAR Math will increase from 44% to 52% by June 2028. (HB3 Math)

**HB3 Goal**

**Performance Objective 3:** Celina ISD along with Lykins Elementary will increase the percentage of students involved in co-curricular and extracurricular activities at all school levels. (BG2) (HB3 CCMR)

**Performance Objective 4:** Celina ISD along with Lykins Elementary will develop new CTE pathways aligned with student needs and interests. (BG4) (HB3 CCMR)

**Performance Objective 5:** The percent of 3rd grade students that score meets grade level or above on STAAR Reading will increase from 59% to 63% by June 2028. (HB3 Literacy)

**HB3 Goal**

**Goal 2:** Responsibility for Ones Own Learning

**Performance Objective 1:** Lykins Elementary will create leadership opportunities for staff aimed at enhancing the leadership skills of teachers, staff, and administrators. (BG3)

**Performance Objective 2:** Develop high quality educators dedicated to continuous improvement. (BG5)

**Goal 3:** Interdependent Self-managers

**Performance Objective 1:** Teach, model, and integrate soft skills into Morning Meetings and guidance lessons.

**Performance Objective 2:** Promote and encourage the positive behavior to be exhibited by students. Layered Reward system.

**Performance Objective 3:** Lykins Elementary will create leadership opportunities for staff and students to develop a positive learning community and campus culture. (BG1, BG3)

# **Celina Independent School District**

## **O'Dell Elementary School**

### **2025-2026 Performance Objectives**



# **Mission Statement**

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# Goals

## **Goal 1:** Love the Learner; Drive the Rigor

**Performance Objective 1:** By the end of the school year, all staff will demonstrate a commitment to both honoring the diverse life experiences of our learners and colleagues and advancing high levels of academic challenge by collaboratively implementing instructional practices that promote respect, equity, and continuous improvement (BG1)

**Performance Objective 2:** Celina ISD along with O'Dell Elementary will increase the percentage of students involved in co-curricular and extracurricular activities at all school levels. (BG2) (HB3 CCMR)

**Performance Objective 3:** Celina ISD along with O'Dell Elementary will develop new CTE pathways aligned with student needs and interests. (BG4) (HB3 CCMR)

**Goal 2:** Responsibility for Ones Own Learning

**Performance Objective 1:** O'Dell teachers will have opportunities to serve as leaders and on a variety of committees (BG3)

**Performance Objective 2:** O'Dell will support high-quality teaching and learning by increasing educator capacity (BG5).

**Performance Objective 3:** O'Dell students will increase by 10% for the Meets Performance Standard on 3rd-5th Grade Math STAAR in the 2025-2026 school year. (HB3 Math)

**HB3 Goal**

**Performance Objective 4:** O'Dell students will increase by 10% for the Meets Performance Standard on 3rd-5th Grade RLA STAAR in the 2025-2026 school year. (HB3 Literacy)

**HB3 Goal**

**Performance Objective 5:** O'Dell Elementary Administrators are designing systems of support for teachers and staff members that are new to the profession. (BG5)

**Goal 3:** Interdependent Self-managers

**Performance Objective 1:** O'Dell will improve the retention rate of teachers. (BG5)

**Performance Objective 2:** O'Dell will foster opportunities to lead, serve and connect with the community of Celina. (BG1)

# **Celina Independent School District**

## **Martin Elementary School**

### **2025-2026 Performance Objectives**



# **Mission Statement**

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## **The Learner Experience**

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# Goals

**Goal 1:** Love the Learner; Drive the Rigor

**Performance Objective 1:** Martin will increase the percentage of students involved in co-curricular and extra curricular activities at school. (BG2)

**Performance Objective 2:** Martin Elementary students will have multiple opportunities to explore a range of careers. (BG4, HB3 CCMR)

**Performance Objective 3:** The percent of 3rd grade students that score meets grade level or above on STAAR Math will increase from 44% to 52% by June 2028. (HB3 Math)

**HB3 Goal**

**Performance Objective 4:** The percent of 3rd grade students that score meets grade level or above on STAAR Reading will increase from 59% to 63% by June 2028. (HB3 ELAR)

**HB3 Goal**

**Goal 2:** Responsibility for One's Own Learning

**Performance Objective 1:** Martin will establish and implement a variety of leadership opportunities for staff members through Guiding Coalition, Committee Chair Leaders, House Leaders, Mentors and Anchor Teachers, and District Leaders. (BG3)

**Performance Objective 2:** Martin will recruit, hire, and retain highly qualified staff who will positively impact student learning and achievement. (BG5)

**Goal 3:** Interdependent Self-managers

**Performance Objective 1:** Martin Elementary will build the leadership capacity of teachers and staff. (BG3)

**Performance Objective 2:** Martin Elementary will inspire, empower, and equip leaders who strive to make the community a better place. (BG1)

# **Celina Independent School District**

## **Bothwell Elementary School**

### **2025-2026 Performance Objectives**



# **Mission Statement**

Celina ISD will educate students at the highest levels, empower them to succeed, develop their leadership potential, instill faith-based traditional values, and prepare them to become contributing members of society.

## **Vision**

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## **The Learner Experience**

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# Goals

## **Goal 1:** Love the Learner; Drive the Rigor

**Performance Objective 1:** Bothwell will refine and strengthen six existing committees by clarifying their purpose, setting measurable outcomes, and monitoring progress each semester, in order to foster a positive school culture and enhance the student and staff experience.

**Performance Objective 2:** Bothwell Elementary will plan and promote co-curricular and extracurricular activities, aiming to increase overall student participation in each activity by 10% compared to the previous year, as measured by participation records. (BG2)

**Performance Objective 3:** Bothwell Elementary will provide students with at least two career exploration opportunities, including guest speakers, career fairs, or classroom activities, and track participation to ensure that all students engage in at least one experience. (BG4, HB3 CCMR)

### **HB3 Goal**

## **Goal 2:** Responsibility for Ones Own Learning

**Performance Objective 1:** Bothwell Elementary will establish and implement a variety of leadership opportunities for staff members, including Team Leaders, Committee Chairs, House Leaders, Mentors, and District Leaders, with at least 75% of eligible staff participating in one or more leadership roles, as measured by leadership rosters and participation records. (BG3)

**Performance Objective 2:** By the end of the 2025-2026 school year, Bothwell Elementary will increase the percentage of 3rd-grade students scoring Meets Grade Level or above on STAAR Math from 50% to 58%, as measured by STAAR Math results, with progress monitored through formative assessments and grade-level data meetings. (HB3 Math)

### **HB3 Goal**

**Performance Objective 3:** By the end of the 2025-2026 school year, Bothwell Elementary will increase the percentage of 3rd-grade students scoring Meets Grade Level or above on STAAR Reading from 55% to 63%, as measured by STAAR Reading results, with progress monitored through formative assessments and grade-level data meetings. (HB3 Literacy)

### **HB3 Goal**

**Performance Objective 4:** By the end of the 2025-2026 school year, Bothwell Elementary will implement a structured process for students to set academic goals and track their MAP assessment data each grading period, with 100% of students participating, as measured by goal-setting forms, student reflections, and progress-monitoring records.

**Performance Objective 5:** By the end of the 2025-2026 school year, Bothwell Elementary administrators will design and implement a structured system of support for new teachers and staff members, including mentoring, professional learning opportunities, and regular check-ins, with the goal that at least 90% of new staff report feeling supported and confident in their roles on end-of-year surveys. (BP5)

### **Goal 3:** Interdependent Self-managers

**Performance Objective 1:** Bothwell Elementary will recruit, hire, and retain high-quality staff, maintaining 90% staff retention, as measured by hiring records, performance evaluations, and retention data, to positively impact student learning and achievement. (BG5)

**Performance Objective 2:** Bothwell Elementary will foster opportunities for students and staff to lead, serve, and connect with the Celina community through at least three community engagement events, as measured by event participation records, volunteer logs, and feedback from community partners. (BG1)

# **Celina Independent School District**

## **Vasquez Elementary School**

### **2025-2026 Performance Objectives**



# **Mission Statement**

Celina ISD will educate students at the highest levels, empower them to succeed, develop their leadership potential, instill faith-based traditional values, and prepare them to become contributing members of society

## **Vision**

Expecting Excellence, Inspiring Creativity, Growing Leaders

## **The Learner Experience**

Love the learner; drive the rigor

Responsible for one's own learning

Interdependent self-managers

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# Goals

## **Goal 1:** Love the Learner; Drive the Rigor

**Performance Objective 1:** Vasquez will establish five committees to help create and support a positive culture and enhance the student and staff experience.

**Performance Objective 2:** Vasquez Elementary will create opportunities and promote student participation in co-curricular and extra curricular activities at all school levels. (BG2)

**Performance Objective 3:** Vasquez Elementary students will have multiple opportunities to explore a range of careers. (BG4, HB3 CCMR)

### **HB3 Goal**

**Goal 2:** Responsibility for Ones Own Learning

**Performance Objective 1:** Vasquez will establish and implement a variety of leadership opportunities for staff members through Team Leaders, Committee Chair Leaders, House Leaders, Mentors and District Leaders. (BG3)

**Performance Objective 2:** Vasquez will achieve 75% for the Meets Performance Standard on 3rd Grade Math STAAR in the 2024-2025 school year. (HB3 Math Goal)

**HB3 Goal**

**Performance Objective 3:** Vasquez will achieve 75% for the Meets Performance Standard on 3rd Grade RLA STAAR in the 2024-2025 school year. (HB3 Literacy Goal)

**HB3 Goal**

**Performance Objective 4:** Vasquez Elementary Administrators are designing systems of support for teachers and staff members that are new to the profession. (BG5)

**Goal 3:** Interdependent Self-managers

**Performance Objective 1:** Vasquez Elementary will recruit, hire and retain high quality staff who will positively impact student learning and achievement. (BG5)

**Performance Objective 2:** Vasquez Elementary will foster opportunities to lead, serve and connect with the community of Celina. (BG1)

# **Celina Independent School District**

## **Early Childhood School**

### **2025-2026 Performance Objectives**



# **Mission Statement**

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# Goals

## **Goal 1:** Love the Learner; Drive the Rigor

**Performance Objective 1:** Early Childhood School will increase parent orientation and understanding of school expectations of PreK by providing information using at least 3 platforms for communication throughout the school year.

**Performance Objective 2:** Early Childhood School will provide a variety of opportunities for the involvement of all families. (BG1)

**Performance Objective 3:** ECS will develop students fine and gross motor skills and expose students to STEAM. (BG4)

**Performance Objective 4:** ECS will offer a career day for students to engage in a variety of careers and life offerings. (HB3 CCMR)

### **HB3 Goal**

#### **Performance Objective 5:**

By the end of the year student portfolios will contain beginning, middle, and end-of-year work samples for writing name, self-portrait, and data sheets (ESGI, CLI, CFA) as well as any other purposeful items to demonstrate one year's growth. (HB3 Literacy)

### **HB3 Goal**

**Performance Objective 6:** By the end of the year student portfolios will contain beginning, middle, and end-of-year work samples for numbers to 30 and data sheets (ESGI, IEP, etc.) as well as any other purposeful items to demonstrate one year's growth. (HB3 Math)

### **HB3 Goal**

**Goal 2:** Responsibility for Ones Own Learning

**Performance Objective 1:** Increase teaching staff's understanding and competence in using effective ESL strategies by May 24, 2025.

**Performance Objective 2:** Early Childhood School will attempt to maintain a 1:11 adult/student ratio in all PreKindergarten classrooms.

**Performance Objective 3:** ECS will develop a leadership pipeline that focuses on building the leadership of teachers, staff and administrators. (BG3)

**Performance Objective 4:** ECS will create opportunities for students to engage in large/fine motor skill development on a daily basis. (BG2)

**Goal 3:** Interdependent Self-managers

**Performance Objective 1:** Early Childhood School will provide a common Design Team time for planning equitable lessons around the PreK guidelines.

**Performance Objective 2:** ECS will incrementally improve the retention rate of teachers by 10% from the previous school year. (BG5)

**Performance Objective 3:** ECS will be an influential contributor to community organizations through family contributions. (BG1)



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## CISD Board Agenda Item Synopsis

### Subject: Local Policy Update

**Background Information:** In accordance with Board Policy BF(LOCAL), local policies may be adopted or amended by a majority vote of the Board at any regular or special meeting, provided that Board members have received advance written notice of the proposed change and the item has been placed on the meeting agenda. Legally referenced (LEGAL) policies are reviewed but not adopted by the Board.

Policies and policy amendments may be initiated by the Superintendent, Board members, district staff, or community members. However, such proposals are generally submitted to the Board with a recommendation from the Superintendent.

District administration has been advised by both our attorneys and TASB to make adjustments to the following local policies-based outcomes from the Legislative Session: BE(Local), BED(Local), CJ(Local), CJA(local), CLE(Local), CQ(Local), CQB(Local), CQD(Local), CSA(Local), CV(Local), DBD(Local), DEC(Local), DFBB(Local), DGBA(Local), DH(Local), EEP(Local), EFA(Local), EHBAF(Local), EIA(Local), FA(Local), FDA(Local), FEF(Local), FFAC(Local), FFB(Local), FFF(Local), FFG(Local), FNG(Local), FO(Local), GF(Local), GKA(Local),

### Goals:

- 1. We will provide and support a safe, civil and collaborative culture.
- 2. We will continuously provide and support effective teaching in every classroom.
- 3. We will provide and support a guaranteed and viable curriculum.
- 4. We will continue to foster a love of reading and commit to continual growth in childhood literacy.
- 5. We will foster strong numeracy skills and commit to continual growth in math success.
- 6. We will provide targeted strategies and practices to prepare students for post-secondary education, career readiness, and military participation.
- 7. We will attract, recruit, develop, and retain high-quality professional staff.

### Budgetary Impact:

none

### Recommendation:

The District recommendation is for the Members of the Board to approve the local updates as presented.

**Submitted by:**

*Dave Wilson*

*Director of Safe & Secure Schools*

**Recommended by:**

*Tom Maglisceau, Ph.D.*

*Superintendent*

**Meeting Date:** November 17, 2025



## **(LOCAL) Policy Comparisons**

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

In this packet, you will find:

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

Annotations are shown as follows:

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

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

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

### **Contact us:**

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

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

<b>Meeting Place and Time</b>	<p>Board meetings shall be held during a time that is outside of typical work hours. [See FA(LEGAL)]</p> <p>The notice for a Board meeting shall reflect the date, time, and location of the meeting.</p>
<b>Regular Meetings</b>	<p>Regular meetings of the Board shall normally be held on the third Monday of each month at 6:00 p.m. When determined necessary and for the convenience of Board members, the Board President may change the date, time, or location of a regular meeting with proper notice.</p>
<b>Special or Emergency Meetings</b>	<p>The Board President shall call special meetings at the Board President's discretion or on request by two members of the Board.</p> <p>The Board President shall call an emergency meeting when it is determined by the Board President or two members of the Board that an emergency or urgent public necessity, as defined by law, warrants the meeting.</p>
<b>Agenda</b>	<p>The deadline for submitting items for inclusion on the agenda is the <del>third working</del>10th calendar day before regular meetings and the <del>third working</del>10th calendar day before special meetings.</p>
Deadline	
Preparation	<p>In consultation with the Board President, the Superintendent shall prepare the agenda for all Board meetings. Any Board member may request that a subject be included on the agenda for a meeting, and the Superintendent shall include on the preliminary agenda of the meeting all topics that have been timely submitted by a Board member.</p> <p>Before the official agenda is finalized for any meeting, the Superintendent shall consult the Board President to ensure that the agenda and the topics included meet with the Board President's approval. In reviewing the preliminary agenda, the Board President shall ensure that any topics the Board or individual Board members have requested to be addressed are either on that agenda or scheduled for deliberation at an appropriate time in the near future. The Board President shall not have authority to remove from the agenda a subject requested by a Board member without that Board member's specific authorization.</p>
<b>Notice to Members</b>	<p>Members of the Board shall be given notice of regular and special meetings at least <del>72 hours</del>three business days prior to the scheduled <del>time</del>date of the meeting and at least one hour prior to the time of an emergency meeting.</p>
<b>Closed Meeting</b>	<p>Notice of all meetings shall provide for the possibility of a closed meeting during an open meeting, in accordance with law.</p>

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

**Order of Business**

The order of business for regular Board meetings shall be as set out in the agenda accompanying the notice of the meeting. At the meeting, the order in which posted agenda items are taken may be changed by consensus of Board members.

**Rules of Order**

The Board shall observe the parliamentary procedures as found in *Robert's Rules of Order, Newly Revised*, except as otherwise provided in Board procedural rules or by law. Procedural rules may be suspended at any Board meeting by majority vote of the members present.

Record Vote

Voting

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

Consent Agenda

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

**Minutes**

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

~~The official minutes of the Board shall be retained on file in the office of the Superintendent and shall be available for examination during regular office hours.~~

[See CPC regarding retention of records.]

**Discussions and Limitation**

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

The Board President shall also halt discussion if the Board has agreed to a time limitation for discussion of an item, and that time limit has expired. Aside from these limitations, the Board President shall not interfere with debate so long as members wish to address themselves to an item under consideration.

**Limit on Participation**

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

**Public Comment**

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

Regular Meetings

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

Special Meetings

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

Procedures

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

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

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

Meeting Management

When necessary for effective meeting management or to accommodate large numbers of individuals wishing to address the Board, the presiding officer may ~~make adjustments to public comment procedures, including adjusting when public comment will occur during the meeting, reordering agenda items, deferring public comment on nonagenda items, continuing agenda items to a later meeting, providing expanded opportunity for public comment, or establishing an overall time limit for public comment and adjusting the time allotted to each speaker.~~ adjust the time allotted to each speaker.

However, no individual shall be given less than one minute to make comments.

Board's Response

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

**Complaints and Concerns**

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

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

**Disruption**

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

**Employment  
Assistance  
Prohibited**

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

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

[See also DC for prohibitions relating to employees].]

**Prohibited  
Classroom  
Instruction or  
Activities**

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

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

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

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

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

[See BT(LEGAL)]

CONTRACTED SERVICES

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

CJA  
(LOCAL)

**Emergencies**

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

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

BUILDINGS, GROUNDS, AND EQUIPMENT MANAGEMENT  
~~FLAG~~REQUIRED DISPLAYS

CLE  
(LOCAL)

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

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

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

**Availability of Access**

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

Limited Personal Use

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

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

Use by Members of the Public

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

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

**Acceptable Use**

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

Access to the District’s technology resources is a privilege, not a right. All users shall be required to acknowledge receipt and understanding of all administrative regulations governing use of the District’s technology resources and shall agree in writing to allow monitoring of their use and to comply with such regulations and guidelines. Noncompliance may result in suspension of access or termination of privileges and other disciplinary action consistent with District policies. [See DH, FN series, FO series, and the Student Code of Conduct] Violations of law may result in criminal prosecution as well as disciplinary action by the District.

Artificial Intelligence

~~Employees and students shall be permitted to explore artificial intelligence (AI) and implement its use in and out of the classroom in accordance with policy and administrative regulations. The use of~~

~~AI shall only be as a support tool to enhance student outcomes and shall never take the place of teacher and student decision-making. Any use of AI must comply with law, policy, and administrative regulations relating to student and employee privacy and data security.~~

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

**Internet Safety**

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

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

**Filtering**

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

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

**Monitored Use**

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

**Disclaimer of Liability**

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

**Record Retention**

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

**Electronically Signed Documents**

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

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

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

- Authenticate a digital signature for a written electronic communication sent to the District;
- Maintain all records as required by law;
- Ensure that records are created and maintained in a secure environment;
- Maintain appropriate internal controls on the use of electronic signatures;
- Implement means of confirming transactions; and
- Train staff on related procedures as necessary.

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

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

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

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

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

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

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

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

**Training**

The Board delegates to the Superintendent the authority to:

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

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

**Use in District**

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

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

**Building Access  
Control**

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

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

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

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

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

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

**Designation and Use  
of Private Spaces**

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

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

**Compliance with Law**

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

**Construction Contracts**

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

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

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

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**Change Orders**

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

**Project Administration**

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

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

**Final Payment**

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

EMPLOYMENT REQUIREMENTS AND RESTRICTIONS  
CONFLICT OF INTEREST

DBD  
(LOCAL)

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

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**Disclosure** — —  
**General Standard**

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

**Specific Disclosures**  
Substantial Interest

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

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

Interest in Property

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

Annual Financial  
Management  
Report

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

[See BBFA]

**Gifts**

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

**Endorsements**

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

**Sales**

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

EMPLOYMENT REQUIREMENTS AND RESTRICTIONS  
CONFLICT OF INTEREST

DBD  
(LOCAL)

**Nonschool  
Employment**

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

Private Tutoring

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

**Personal Services  
Performed by an  
Administrator**

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

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

COMPENSATION AND BENEFITS  
LEAVES AND ABSENCES

DEC  
(LOCAL)

**Leave  
Administration**

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

**Definitions**

The term “immediate family” is defined as:

Immediate Family

1. Spouse.
2. Son or daughter, including a biological, adopted, or foster child, a son- or daughter-in-law, a stepchild, a legal ward, or a child for whom the employee stands *in loco parentis*.
3. Parent, stepparent, parent-in-law, or other individual who stands *in loco parentis* to the employee.
4. Sibling, stepsibling, and sibling-in-law.
5. Grandparent and grandchild.
6. Any person residing in the employee’s household at the time of illness or death.

For purposes of the Family and Medical Leave Act (FMLA), the definitions of spouse, parent, son or daughter, and next of kin are found in DECA(LEGAL).

Family Emergency

The term “family emergency” shall be limited to disasters and life-threatening situations involving the employee or a member of the employee’s immediate family.

Leave Day

A “leave day” for purposes of earning, using, or recording leave shall mean the number of hours per day equivalent to the employee’s usual assignment, whether full time or part time.

School Year

A “school year” for purposes of earning, using, or recording leave shall mean the term of the employee’s annual employment as set by the District for the employee’s usual assignment, whether full time or part time.

Daily Rate of Pay

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

Catastrophic Illness  
or Injury

A catastrophic illness or injury is a severe condition or combination of conditions affecting the mental or physical health of the employee or a member of the employee’s immediate family that requires the services of a licensed practitioner for a prolonged period of time and that forces the employee to exhaust all leave time earned by that employee and to lose compensation from the District. Such conditions typically require prolonged hospitalization or recovery or are expected to result in disability or death. Conditions

relating to pregnancy or childbirth shall be considered catastrophic if they meet the requirements of this paragraph.

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

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**Availability**

The District shall make state personal leave and local leave for the current year available for use at the beginning of the school year.

**State Leave Proration**

If an employee separates from employment with the District before his or her last duty day of the school year or begins employment after the first duty day of the school year, state personal leave shall be prorated based on the actual time employed.

If an employee separates from employment before the last duty day of the school year, the employee's final paycheck shall be reduced for state personal leave the employee used beyond his or her pro rata entitlement for the school year.

**Medical Certification**

An employee shall submit medical certification of the need for leave if:

1. The employee is absent more than three consecutive work-days because of personal illness or illness in the immediate family;
2. The District requires medical certification due to a questionable pattern of absences or when deemed necessary by the supervisor or Superintendent; or
3. The employee requests FMLA leave for the employee's serious health condition; a serious health condition of the employee's spouse, parent, or child; or for military caregiver leave.

In each case, medical certification shall be made by a health-care provider as defined by the FMLA. [See DECA(LEGAL)]

**State Personal Leave**

The Board requires employees to differentiate the manner in which state personal leave is used.

**Nondiscretionary Use**

Nondiscretionary use of leave shall be for the same reasons and in the same manner as state sick leave accumulated before May 30, 1995. [See DEC(LEGAL)]

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

COMPENSATION AND BENEFITS  
LEAVES AND ABSENCES

DEC  
(LOCAL)

**Discretionary Use**

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

*Request for  
Leave*

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

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

**Local Leave**

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

Local leave shall be noncumulative.

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

**Sick Leave Pool**

An employee who has exhausted all paid leave as well as any applicable compensatory time and who suffers from a catastrophic illness or injury or is absent due to the catastrophic illness or injury of a member of the employee's immediate family may request the establishment of a sick leave pool, to which District employees may donate local leave for use by the eligible employee.

The pool shall cease to exist when the employee no longer needs leave for the purpose requested, uses the maximum number of days allowed under a pool, or exhausts all leave days donated to the sick leave pool.

The Superintendent shall develop regulations for the implementation of the sick leave pool that address the following:

1. Procedures to request the establishment of a sick leave pool;
2. The maximum number of days an employee may donate to a sick leave pool;
3. The maximum number of days per school year an eligible employee may receive from a sick leave pool; and
4. The return of unused days to donors.

**Appeal**

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

**Mental Health Leave**

A District peace officer who experiences a traumatic event in the scope of employment shall be granted a maximum of five days of mental health leave per traumatic event. Such leave shall be provided in accordance with administrative regulations and shall not be deducted from the employee's pay or leave balance.

The Superintendent shall develop regulations regarding mental health leave that address the following:

1. Circumstances or reasons under which an eligible employee may use mental health leave;
2. Procedures for requesting mental health leave and maintaining the anonymity of the requester;
3. The administrator authorized to approve requests for mental health leave; and
4. Other procedures deemed necessary for administering this provision.

**Quarantine Leave**

A District peace officer shall be granted quarantine leave when ordered by the local health authority or the peace officer's supervisor to quarantine or isolate due to possible or known exposure to a communicable disease while on duty. Such leave shall be provided in accordance with administrative regulations and shall not be deducted from the employee's pay or leave balance.

The Superintendent shall develop regulations regarding quarantine leave that address the following:

1. Continuation of all employment benefits and compensation for the duration of the leave;
2. Reimbursement for reasonable costs related to the quarantine; and
3. Other procedures deemed necessary for administering this provision.

**Line of Duty Illness  
or Injury Leave of  
Absence**

Following a leave of absence with full pay as required by law, the District shall not extend the leave of absence for a police officer's line of duty illness or injury. In accordance with law, the police officer may use accumulated leave.

**Family and Medical  
Leave**

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

**Concurrent Use of  
Paid Leave**

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

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**Note:** ~~See DECA(LEGAL) for provisions addressing FMLA.~~

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*Exception*

A teacher shall notify the appropriate administrator if they choose not to use paid leave concurrently with FMLA leave for an absence related to pregnancy or the birth or adoption of child.

Twelve-Month  
Period

For purposes of an employee's entitlement to FMLA leave, the 12-month period shall be July 1 through June 30.

Combined Leave for  
Spouses

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

Intermittent or  
Reduced Schedule  
Leave

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

Certification of  
Leave

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

Fitness-for-Duty  
Certification

In accordance with administrative regulations, when an employee takes FMLA leave due to the employee's own serious health condition, the employee shall provide, before resuming work, a fitness-for-duty certification.

Leave at the End of  
Semester

When a teacher takes leave near the end of the semester, the District may require the teacher to continue leave until the end of the semester.

**Temporary Disability  
Leave**

Any full-time employee whose position requires educator certification by the State Board for Educator Certification or by the District shall be eligible for temporary disability leave. The maximum length of temporary disability leave shall be 180 calendar days. [See DBB(LOCAL) for temporary disability leave placement and DEC(LEGAL) for return to active duty.]

An employee's notification of need for extended absence due to the employee's own medical condition shall be forwarded to the Superintendent as a request for temporary disability leave.

The District shall require the employee to use temporary disability leave and paid leave, including any compensatory time, concurrently with FMLA leave.

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**Workers'  
Compensation**

**Note:** Workers' compensation is not a form of leave. The workers' compensation law does not require the continuation of the District's contribution to health insurance.

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An absence due to a work-related injury or illness shall be designated as FMLA leave, temporary disability leave, and/or assault leave, as applicable.

**No Paid Leave  
Offset**

The District shall not permit the option for paid leave offset in conjunction with workers' compensation income benefits. [See CRE]

**Court Appearances**

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

**Annual Payment for  
Unused Leave**

Each employee shall receive an annual payment for unused local leave to a maximum of five days per school year.

The employee shall receive payment for each day of unused local leave at a rate established by the Board.

Days for which the employee received payment shall not be available to that employee for use in the District.

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

**Reasons**

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

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

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

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

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

Recommendations  
from Administration

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

Superintendent's  
Recommendation

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

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

Notice of Proposed  
Nonrenewal

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

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

**Request for Hearing**

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

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

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

**Hearing by the Board**

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

**Hearing Procedures**

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

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

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

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

Board Decision

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

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

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

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

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

Board Review

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

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

**No Hearing**

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

## Complaints

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

### Other Complaint Processes

Employee complaints shall be filed in accordance with this policy, except as required by the policies listed below. Some of these policies require appeals to be submitted in accordance with DGBA after the relevant complaint process [has been followed](#):

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

## Notice to Employees

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

## ~~Guiding Principles~~

### Informal Process

The Board encourages employees to discuss their concerns with their supervisor, principal, or other appropriate [campus or District administrator](#) who has the authority to address the concerns. Concerns should be expressed as soon as possible to allow early resolution at the lowest possible administrative level.

Informal resolution shall be encouraged but shall not extend any deadlines in this policy, except by mutual written consent.

### Filing Deadlines

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

### Deadline Extensions

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

### ~~Direct Communication with Board Members~~

~~Employees shall not be prohibited from communicating with a member of the Board regarding District operations except when communication between an employee and a Board member would be inappropriate because of a pending hearing or appeal related to the employee.~~

### Formal Process

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

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

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

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

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

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

Option to Continue Informal Process	Even after initiating the formal complaint process, the employee is encouraged to seek informal resolution of their concerns. <u>An employee whose concerns are resolved may withdraw a formal complaint at any time.</u>
Notice of Complaint	A District employee against whom a complaint has been filed shall be provided notice of the complaint in accordance with administrative regulations. The employee shall have sufficient opportunity to submit a written response to the complaint that shall be included in the record of the complaint.
<b>Freedom from Retaliation</b>	Neither the Board nor any District employee shall unlawfully retaliate against an employee for bringing a concern or complaint.
<b>Whistleblower Complaints</b>	Whistleblower complaints shall be filed within the time specified by law and may be made <del>to the Superintendent or designee</del> beginning at Level Two. Timelines for the employee and the District set out in this policy may be shortened to allow the Board to make a final decision within 60 calendar days of the initiation of the complaint. [See DG]
<b>Complaints Against Supervisors</b>	Complaints alleging a violation of law by a supervisor may be made to the Superintendent <del>or designee.</del> <b>Complaint forms.</b> <b>Complaints</b> alleging a violation of law by the Superintendent may be submitted directly to the Board or <b>Board's</b> designee.
<u><b>Direct Communication with Board Members</b></u>	<u>Employees shall not be prohibited from communicating with a member of the Board regarding District operations except when communication between an employee and a Board member would be inappropriate because of a pending hearing or appeal related to the employee.</u>
<b>General Provisions</b> Filing	Complaint forms and appeal notices may be filed by hand-delivery, by electronic communication, <del>including email and fax,</del> or by U.S. Mail. Hand-delivered filings shall be timely filed if received by the appropriate administrator or designee by the close of business on the deadline. Filings submitted by electronic communication shall be timely filed if they are received by the close of business on the deadline, as indicated by the date/time shown on the electronic communication. Mail filings shall be timely filed if they are post-marked by U.S. Mail on or before the deadline and received by the appropriate administrator or designated representative no more than three <b>business</b> days after the deadline.
Scheduling <del>Conferences</del> Hearings	The District shall make reasonable attempts to schedule <del>conferences</del> <b>hearings</b> at a mutually agreeable time. If the employee fails to appear at a scheduled <del>conference</del> <b>hearing</b> , the District may hold the <del>conference</del> <b>hearing</b> and issue a decision in the employee's absence.

<del>Response</del> <del>At Levels One and Two,</del> <del>“response</del> Decision	<p>A “decision” shall mean a written communication to the employee from the appropriate administrator. <del>Responses</del> that provides an explanation of the basis of the decision, an indication of each document that supports the decision, and any relief or redress to be provided. A decision shall be issued on the merits of the concern raised in the complaint notwithstanding any procedural errors or the type of relief or redress requested.</p> <p>The decision shall also include information regarding the filing of an appeal in accordance with this policy. After a hearing at Level Three, the decision shall include information on submitting an appeal to the commissioner.</p> <p>A decision may be hand-delivered, sent by electronic communication to the employee’s email address of record, or sent by U.S. Mail to the employee’s mailing address of record. Mailed <del>responses</del>decisions shall be timely if they are postmarked by U.S. Mail on or before the deadline.</p>
Days	<del>“Days” shall mean District business days, unless otherwise noted. In calculating timelines under this policy, the day a document is filed is “day zero.” The following business day is “day one.”</del>
Representative	<p>“Representative” shall mean any person who or an organization that does not claim the right to strike and is designated by the employee to represent <del>him or her</del>the employee in the complaint process.</p> <p>The employee may designate a representative through written notice to the District at any level of this process. The representative may participate in person or by telephone conference call. If the employee designates a representative with fewer than three <del>business</del> days’ notice to the District before a scheduled <del>conference or</del> hearing, the District may reschedule the <del>conference or</del> hearing to a later date, if desired, in order to include the District’s counsel. The District may be represented by counsel at any level of the process.</p>
Consolidating Complaints	<p><del>Complaints arising out of an event or a series of related events shall be addressed</del>To promote efficiency in <del>one complaint. Employees shall not file</del>addressing complaints, the appropriate administrator shall determine if separate or serial complaints arising from <del>an</del>an event or series of <del>related</del> events <del>that have been or could have been addressed in a previous complaint.</del></p> <p><del>When two or more complaints are sufficiently similar in nature and remedy sought to permit their resolution through one proceeding, the District may consolidate the complaints.</del></p>
Untimely Filings	<del>All time limits shall be strictly followed unless modified by mutual written consent.</del>

~~If a complaint form or appeal notice is not timely filed, the complaint may be dismissed, on written notice to the employee, at any point during the complaint process. The employee may appeal the dismissal by seeking review in writing within ten days from the date of the written dismissal notice, starting at the level at which the complaint was dismissed. Such appeal shall be limited to the issue of timeliness.~~consolidated.

Costs Incurred

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

Complaint and Appeal Forms

Complaints and appeals under this policy shall be submitted ~~in writing~~ on a form provided by the District.

Copies of any documents that support the complaint should be ~~attached to~~ included with the complaint form. If the employee does not have copies of these documents, ~~they~~copies may be presented at the Level One ~~conference~~hearing. After the Level One ~~conference, no new~~hearing, the employee may supplement the record with additional documents ~~may~~ or include additional claims.

Record

A record of each complaint hearing shall be created and retained in accordance with this policy. The record shall include documents submitted by the employee ~~unless the employee did not know the documents existed before~~who filed the Level One ~~conference~~complaint, documents determined relevant by District personnel, and the decision.

Remand

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

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

Assignment of Hearing Officer

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

Investigation

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

### Audio Recording

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

### Complaint Levels

#### Level One

~~Complaint forms must be filed:~~

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

~~In most circumstances, employees on a school campus shall file At Level One complaints with the campus principal; other District employees shall file Level One complaints with their immediate supervisor.~~

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

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

~~The, the~~ appropriate ~~administrator~~ ~~hearing officer~~ shall ~~investigate as necessary and schedule~~ ~~hold~~ a ~~conference~~ ~~hearing~~ with the employee within ~~ten~~ ~~10~~ calendar days after receipt of the written complaint. The ~~administrator~~ ~~hearing officer~~ may set reasonable time limits for the ~~conference~~ ~~hearing~~.

~~Absent extenuating circumstances, the administrator~~ ~~The hearing officer~~ shall provide the employee a ~~written response decision~~ within ~~ten~~ ~~20~~ calendar days following the ~~conference~~ ~~hearing~~. ~~The written response shall set forth the basis of the decision~~ ~~hearing~~. In reaching a decision, the ~~administrator~~ ~~hearing officer~~ may consider information provided ~~at~~ ~~with~~ the ~~Level One conference~~ ~~complaint form~~ and any other relevant documents or information the ~~administra-~~ ~~tor~~ ~~hearing officer~~ believes will help resolve the complaint.

#### Level Two

If the employee did not receive the relief requested at Level One or if the time for a ~~response~~ ~~decision~~ has expired, the employee may request a ~~conference with the Superintendent or designee~~ ~~hearing at Level Two~~ to appeal the Level One decision.

The appeal notice must be filed in writing, on a form provided by the District, within ~~ten~~20 calendar days of the date of the ~~written~~ Level One ~~response~~decision or, if no ~~response was received~~decision has been communicated to the employee, within ~~ten~~20 calendar days of the Level One ~~response~~decision deadline.

After receiving notice of the appeal, the Level One ~~administra-~~~~tor~~hearing officer shall prepare and forward a record of the Level One complaint to the Level Two administrator. ~~The employee may request~~hearing officer and provide a copy of the Level One record to the employee.

The Level One record shall include:

1. The original complaint form and any attachments.
2. ~~All~~Any other documents submitted by the employee at Level One.
3. ~~The~~If the complaint is against a District employee, the written response of the District employee, if any.
- ~~3-4.~~4. The decision issued at Level One and any attachments.
- ~~4-5.~~5. All other documents relied upon by the Level One ~~administra-~~~~tor~~hearing officer in reaching the Level One decision.

The ~~Superintendent or designee~~hearing officer shall ~~schedule~~hold a ~~conference~~hearing within ~~ten~~10 calendar days after the appeal notice is filed. The ~~conference shall be limited to the issues and documents considered at Level One. At the conference, the employee may provide information concerning any documents or information relied upon by the administration for the Level One decision. The Superintendent or designee~~hearing officer may set reasonable time limits for the ~~conference~~hearing.

The ~~Superintendent or designee~~hearing officer shall provide the employee a ~~written response~~decision within ~~ten~~20 calendar days following the ~~conference. The written response shall set forth the basis of the decision.~~hearing. In reaching a decision, the ~~Superintendent or designee~~hearing officer may consider the Level One record, any additional information provided ~~at~~prior to the Level Two ~~conference~~hearing, and any other relevant documents or information the ~~Superintendent or designee~~hearing officer believes will help resolve the complaint.

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

Level Three

If the employee did not receive the relief requested at Level Two or if the time for a ~~response~~decision has expired, the employee may appeal the decision to the Board.

The appeal notice must be filed in writing, on a form provided by the District, within ~~ten~~20 calendar days of the date of the ~~written~~ Level Two ~~response~~decision or, if no ~~response was received~~decision has been communicated to the employee, within ~~ten~~20 calendar days of the Level Two ~~response~~decision deadline.

Unless the Board delegates a committee in accordance with law, the Board shall hear the appeal of the Level Two decision.

After receiving notice of the appeal, the Board or Board committee shall hold a meeting to discuss the complaint no later than 60 calendar days after the date on which the Level Two decision was made.

The Superintendent ~~or designee~~ shall inform the employee whether the Board or a Board committee will hear the appeal and of the date, time, and place of the ~~Board~~ meeting at which the complaint will be on the agenda for presentation to the Board or Board committee.

At least five business days before the Board or Board committee meeting, the Superintendent shall provide the employee a description of any information the Board intends to rely on that is not contained in the record created at the previous hearing levels, including any preliminary hearing.

The Superintendent ~~or designee~~ shall provide the Board the record of the Level Two appeal. The employee may request a copy of the Level Two record.

The Level Two record shall include:

1. The Level One record.
2. The notice of appeal from Level One to Level Two.
3. Any other documents submitted by the employee at Level Two.
- ~~3.4.~~ The ~~written response~~decision issued at Level Two and any attachments.
- ~~4.5.~~ All other documents relied upon by the administration in reaching the Level Two decision.

~~The appeal shall be limited to the issues and documents considered at Level Two, except that if at the Level Three hearing the administration intends to rely on evidence not included in the Level~~

~~Two record, the administration shall provide the employee notice of the nature of the evidence at least three days before the hearing.~~

~~The District shall determine whether~~ may request that the complaint ~~will be presented~~heard in open or closed meeting ~~in accordance with~~. The District shall honor that request unless the Texas Open Meetings Act ~~and/or~~ other applicable law ~~requires otherwise~~.  
[See BE]

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

In addition to any other record of the ~~Board~~ meeting required by law, the Board ~~or Board committee~~ shall prepare a separate record of the Level Three presentation. The Level Three presentation, including the presentation by the employee or the employee's representative, any presentation from the administration, and questions from ~~the Board~~ members with responses, shall be recorded by audio recording, video/audio recording, or court reporter.

The Board ~~or Board committee~~ shall then consider the complaint. It ~~may give notice of its decision orally or in writing at any time up to and including the next regularly scheduled Board meeting~~. ~~If the Board does not~~shall make a decision ~~regarding~~no later than 30 calendar days after the date of the Board ~~or Board committee~~ meeting at which the complaint ~~by the end of the next regularly scheduled meeting, the lack of a response by the Board upholds the administrative decision at Level Two~~was presented. The employee shall be provided a decision in accordance with this policy and state law.

Each District employee shall perform his or her duties in accordance with state and federal law, District policy, and ethical standards. The District holds all employees accountable to the Educators' Code of Ethics. [See DH(EXHIBIT)]

Each District employee shall recognize and respect the rights of students, parents, other employees, and members of the community and shall work cooperatively with others to serve the best interests of the District.

An employee wishing to express concern, complaints, or criticism shall do so through appropriate channels. [See DGBA]

**Violations of Standards of Conduct**

Each employee shall comply with the standards of conduct set out in this policy and with any other policies, regulations, and guidelines that impose duties, requirements, or standards attendant to his or her status as a District employee. Violation of any policies, regulations, or guidelines, including intentionally making a false claim, offering a false statement, or refusing to cooperate with a District investigation, may result in disciplinary action, including termination of employment. [See DCD, DCE, and DF series]

**Weapons Prohibited**

The District prohibits the use, possession, or display of any firearm, location-restricted knife, club, or prohibited weapon, as defined at FNCG, on District property at all times.

Exceptions

No violation of this policy occurs when:

1. Use or possession of a firearm by a specific employee is authorized by Board action [see the CKE series];
2. A District employee who holds a ~~Texas~~ handgun license in accordance with state law stores a handgun or other firearm in a locked vehicle in a parking lot, parking garage, or other parking area provided by the District, provided the handgun or other firearm is not in plain view; or
3. The use, possession, or display of an otherwise prohibited weapon takes place as part of a District-approved activity supervised by proper authorities. [See FOD]

**Electronic Communication**

Use with Students

A certified employee, licensed employee, or any other employee designated in writing by the Superintendent or a campus principal may use electronic communication, as this term is defined by law, with currently enrolled students only about matters within the scope of the employee's professional responsibilities.

Unless an exception has been made in accordance with the employee handbook or other administrative regulations, an employee

shall not use a personal electronic communication platform, application, or account to communicate with currently enrolled students.

Unless authorized above, all other employees are prohibited from using electronic communication directly with students who are currently enrolled in the District. The employee handbook or other administrative regulations shall further detail:

1. Exceptions for family and social relationships;
2. The circumstances under which an employee may use text messaging to communicate with individual students or student groups;
3. Hours of the day during which electronic communication is discouraged or prohibited; and
4. Other matters deemed appropriate by the Superintendent.

In accordance with ethical standards applicable to all District employees [see DH(EXHIBIT)], an employee shall be prohibited from using electronic communications in a manner that constitutes prohibited harassment or abuse of a District student; adversely affects the student's learning, mental health, or safety; includes threats of violence against the student; reveals confidential information about the student; or constitutes an inappropriate communication with a student, as described in the Educators' Code of Ethics.

An employee shall have no expectation of privacy in electronic communications with students. Each employee shall comply with the District's requirements for records retention and destruction to the extent those requirements apply to electronic communication. [See CPC]

Personal Use

All employees shall be held to the same professional standards in their public use of electronic communication as for any other public conduct. If an employee's use of electronic communication violates state or federal law or District policy, or interferes with the employee's ability to effectively perform his or her job duties, the employee is subject to disciplinary action, up to and including termination of employment.

Reporting Improper Communication

In accordance with administrative regulations, an employee shall notify his or her supervisor when a student engages in improper electronic communication with the employee.

Disclosing Personal Information

An employee shall not be required to disclose his or her personal email address or personal phone number to a student.

**Prohibited Classroom Instruction or Activities** An employee is prohibited from intentionally or knowingly engaging in or assigning to another individual instruction, guidance, activities, or programming prohibited by law [see EMB].

**Prohibited Diversity, Equity, and Inclusion Duties** An employee shall be subject to disciplinary action, including termination of employment, if the employee, intentionally or knowingly:

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

[See BT(LEGAL)]

**Social Transitioning** An employee shall be prohibited from assisting a District student with social transitioning, as the term is defined in law. This prohibition includes providing any information to a District student about social transitioning or guidelines intended to assist a District student with social transitioning.

**Safety Requirements** Each employee shall adhere to District safety rules and regulations and shall report unsafe conditions or practices to the appropriate supervisor.

**Harassment or Abuse** An employee shall not engage in prohibited harassment, including sexual harassment, of:

1. Other employees. [See DIA]
2. Students. [See FFH; see FFG regarding child abuse and neglect.]

While acting in the course of employment, an employee shall not engage in prohibited harassment, including sexual harassment, of other persons, including Board members, vendors, contractors, volunteers, or parents.

An employee shall report child abuse or neglect as required by law. [See FFG]

**Relationships with Students** An employee shall not form romantic or other inappropriate social relationships with students. Any sexual relationship between a student and a District employee is always prohibited, even if consensual. ~~[See FFH]~~

As required by law, the District shall notify the parent of a student with whom ~~an educator~~ a District employee or person acting as a service provider for the District is alleged to have engaged in certain misconduct.

[See FFF] for parent notification requirements and DHB and DHC for reporting requirements.]

**Tobacco and  
Nicotine Products  
and E-Cigarettes**

An employee is prohibited from possessing or using any type of tobacco product, e-cigarette, or any other electronic vaporizing device while on school property, in a District vehicle, or while attending an off-campus school-related activity. An employee is also prohibited from possessing or using any type of nicotine product, including nicotine pouches, regardless of whether the product contains tobacco, while on District property, in a District vehicle, or while attending an off-campus school-related activity.

An employee's supervisor is authorized to approve an exception to this policy for a smoking cessation product.

**Alcohol and Drugs /  
Notice of Drug-Free  
Workplace**

As a condition of employment, an employee shall abide by the terms of the following drug-free workplace provisions. An employee shall notify the Superintendent in writing if the employee is convicted for a violation of a criminal drug statute occurring in the workplace in accordance with Arrests, Indictments, Convictions, and Other Adjudications, below.

An employee shall not manufacture, distribute, dispense, possess, use, or be under the influence of any of the following substances during working hours while on District property or at school-related activities during or outside of usual working hours:

1. Any controlled substance or dangerous drug as defined by law, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate.
2. Alcohol or any alcoholic beverage.
3. Any abusable glue, aerosol paint, or any other chemical substance for inhalation.
4. Any other intoxicant or mood-changing, mind-altering, or behavior-altering drug.

An employee need not be legally intoxicated to be considered "under the influence" of a controlled substance.

**Exceptions**

It shall not be considered a violation of this policy if the employee:

1. Manufactures, possesses, or dispenses a substance listed above as part of the employee's job responsibilities;
2. Uses or possesses a controlled substance or drug authorized by a licensed physician prescribed for the employee's personal use; or

3. Possesses a controlled substance or drug that a licensed physician has prescribed for the employee's child or other individual for whom the employee is a legal guardian.

Sanctions

An employee who violates these drug-free workplace provisions shall be subject to disciplinary sanctions. Sanctions may include:

1. Referral to drug and alcohol counseling or rehabilitation programs;
2. Referral to employee assistance programs;
3. Termination from employment with the District; and
4. Referral to appropriate law enforcement officials for prosecution.

Notice

Employees shall receive a copy of this policy.

**Arrests, Indictments, Convictions, and Other Adjudications**

An employee shall notify his or her principal or immediate supervisor within three calendar days of any arrest, indictment, conviction, no contest or guilty plea, or other adjudication of the employee for any felony, any offense involving moral turpitude, and any of the other offenses as indicated below:

1. Crimes involving school property or funds;
2. Crimes involving attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit that would entitle any person to hold or obtain a position as an educator;
3. Crimes that occur wholly or in part on school property or at a school-sponsored activity; or
4. Crimes involving moral turpitude, which include:
  - Dishonesty; fraud; deceit; theft; misrepresentation;
  - Deliberate violence;
  - Base, vile, or depraved acts that are intended to arouse or gratify the sexual desire of the actor;
  - Felony possession or conspiracy to possess, or any misdemeanor or felony transfer, sale, distribution, or conspiracy to transfer, sell, or distribute any controlled substance defined in Chapter 481 of the Health and Safety Code;
  - Felony driving while intoxicated (DWI); or
  - Acts constituting abuse or neglect under the Texas Family Code.

**Dress and Grooming** An employee's dress and grooming shall be clean, neat, in a manner appropriate for his or her assignment, and in accordance with any additional standards established by his or her supervisor and approved by the Superintendent.

**Instructional Plan  
and Course Syllabus**

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

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

District Website

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

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**Note:** For information related to the accounting of instructional materials, as this term is defined by state law and rule, see CMD.

For information related to the selection process of library materials, see EFB.

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The District shall provide instructional materials designed to teach the Texas Essential Knowledge and Skills and further the District's educational mission. Although the Superintendent shall ensure that professional staff select instructional materials in accordance with District policy and administrative regulations, the ultimate authority for determining and approving the curriculum and instructional program of the District lies with the Board.

**Objectives**

In this policy, "instructional materials" may include textbooks, supplementary resources for classroom use, and any other instructional resources, including electronic resources, used for formal or informal teaching and learning purposes. The primary objectives of instructional materials are to implement, enrich, and support the District's educational program.

**Selection**

Instructional materials that are textbooks and related supplemental materials, which may include items from the list of resources adopted by the State Board of Education, shall be chosen in accordance with administrative regulations and the objectives above.

The Board shall rely on District professional staff to select and acquire instructional materials that:

1. Enrich and support the curriculum consistent with the general educational goals of the state and District, the aims and objectives of individual schools and specific courses, and the District and campus improvement plans.
2. Are appropriate for the subject area and for the age, ability level, learning styles, interests, and social and emotional development of the students for whom they are selected.
3. Meet high standards for artistic quality, literary style, authenticity, educational significance, factual content, physical format, presentation, readability, and technical quality.
4. Present various sides of controversial issues so that students have an opportunity to develop, under guidance, skills in critical analysis and in making informed judgments in their daily lives. [See also EMB regarding instruction about controversial issues.]
5. Promote literacy.

District professional staff may select additional instructional materials in accordance with administrative regulations and the criteria above.

Administrators, teachers, other District personnel, parents, and community members, as appropriate, may recommend instructional materials for selection. Gifts of instructional materials shall be evaluated according to these criteria and accepted or rejected in accordance with CDC(LOCAL).

Selection of instructional materials is an ongoing process that includes the removal of materials no longer appropriate and the periodic replacement or repair of materials that still have educational value.

**Parent Request for Instructional Material Review**

The Superintendent shall develop administrative regulations to ensure compliance with state law and rules that a parent or guardian of a District student may request an instructional materials review for a subject area in the grade level in which their student is enrolled on the basis of the following:

1. The material is not aligned with District-adopted materials; or
2. The material does not have the appropriate rigor for the grade level for the subject area in which the instructional material is used.

The regulations shall also address procedures for submitting a parent petition to review instructional materials, the appeal process if a petition for review is denied, criteria for reviewing any appeal, and timelines for each step in the process.

**Reconsideration of Instructional Materials**

A District employee or a parent or guardian of a District student may request reconsideration of instructional material used in the District's educational program on the basis that the instructional material fails to meet the standards set forth in this policy.

**Guiding Principles**

The following principles shall guide the Board and staff in responding to a request for reconsideration of instructional materials:

1. A complainant may raise an objection to an instructional material used in a school's educational program, despite the fact that the professional staff selecting the materials were qualified to make the selection, followed the proper procedure, and adhered to the objectives for instructional materials set out in this policy.
2. A parent's ability to exercise control over instruction extends only to his or her own child as set forth in Education Code Chapter 26.

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

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

Informal  
Reconsideration

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

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

Formal Request for  
Reconsideration

A complainant shall make any formal request to reconsider an instructional material on the form provided by the District and shall submit the completed and signed form to the principal. Upon receipt of the form, the principal shall appoint a reconsideration committee.

The reconsideration committee shall include at least one member of the instructional staff who has experience using the challenged material with students or is familiar with the challenged material's content. Other members of the committee may include District-level staff, secondary-level students, parents, and any other appropriate individuals.

All members of the committee shall review the challenged instructional material in its entirety. As soon as reasonably possible, the committee shall meet and determine whether the challenged material conforms to the principles of selection set out in this policy and whether the challenged material will continue to be used in the educational program. The committee shall prepare a written report of its findings. The Superintendent, other appropriate administrators, and the complainant shall receive copies of the report.

*Frequency of  
Review*

After an instructional material has been reviewed through formal reconsideration, it shall not be reviewed again until it is evaluated in the periodic local selection process.

Appeal

The complainant may appeal the decision of the reconsideration committee in accordance with appropriate complaint policies, starting at the appropriate level. [See DGBA, FNG, and GF]

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**Note:** Unless otherwise noted, the terms “video recording,” “video surveillance,” and “video monitoring” shall also include any associated audio recordings. In addition, the term “classroom” shall also include other special education settings subject to video and audio recording required by law.

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To promote student safety, the District shall comply with requests for video and audio monitoring of certain ~~self-contained~~ special education classrooms as required by law. Regular or continual monitoring of video recordings shall be prohibited. Video recordings shall not be used for teacher evaluation or monitoring or for any purpose other than the promotion of student safety.

The director of special education is responsible for coordinating the provision of equipment to campuses in compliance with the law.

The Superintendent shall ensure that administrative regulations are developed to implement this policy.

**Requests**

For Following Year

A parent of a student receiving special education services and whose placement for the following school year will be in a ~~self-contained~~ special education classroom eligible for video surveillance may request in writing that a video camera be placed in the classroom by the end of the current school year or by the ~~tenth~~ 10th business day after the student’s admission, review, and dismissal (ARD) committee determines the student’s placement, whichever is later. If such a request is made, the campus shall begin operation of the camera by the deadlines in law.

For Current Year

Written requests from a parent, assistant principal, principal, staff member, or the Board shall be submitted and processed in accordance with the procedures in law.

Response

As required by law, the District shall provide a response to the requester not later than the seventh business day after receipt of the request.

**Notice**

Before a camera is activated, the principal or director of special education shall provide advance written notice to staff on the campus and to parents of the students assigned to or engaging in school activities in the classroom that video and audio surveillance will be conducted in the classroom.

**Installation and Operation**

The classroom subject to the request shall begin operation of video surveillance not later than the time frames required in law, except when the District is granted an extension of time.

When the District has installed video cameras in a classroom as required by law, the District shall operate the cameras during the instructional day at all times when one or more students are in the classroom. For purposes of this policy, the instructional day shall be defined as the portion of a school day during which instruction is taking place in the classroom.

For the school year in which a campus receives a request for video and audio surveillance, the campus shall continue to operate and maintain any video cameras placed in the classroom for as long as the classroom continues to satisfy the requirements in Education Code 29.022(a). However, the campus may discontinue operation of the video camera during the year if the requester withdraws the request in writing and no request is submitted to continue the surveillance. Before a camera is deactivated, the principal shall provide advance written notice to staff on the campus and to parents of the students assigned to or engaging in school activities in the classroom that video and audio surveillance will be discontinued in the classroom and of the opportunity to request continued video and audio surveillance.

Video cameras must be capable of recording video and audio of all areas of the classroom, including a room attached to the classroom used for time out as defined by law. No visual monitoring, other than incidental coverage, shall be conducted of the inside of a bathroom or other area used for changing a student's clothes.

The District shall post notice at the entrance to a classroom in which video cameras are placed stating that video and audio surveillance is conducted in that classroom.

**Retention of Recordings**

Video recordings shall be retained for at least three months after the date of the recording but may be retained for a longer period in accordance with the District's records management program, or as required by law. [See CPC]

**Confidentiality of Recordings**

Video recordings made in accordance with this policy shall be confidential and shall only be released or viewed by the individuals and in the limited circumstances permitted by law. The following individuals shall have authority to view video recordings to the extent permitted by the Family Educational Rights and Privacy Act (FERPA):

1. A District employee or a parent of a student who is involved in an alleged incident documented by a recording and reported to the District;
2. Appropriate Department of Family and Protective Services (DFPS) personnel as part of an investigation of alleged abuse or neglect of a child;

3. A peace officer, school nurse, District administrator trained in de-escalation and restraint techniques, or human resource staff member in response to a report of an alleged incident or an investigation of an employee or a report of alleged abuse committed by a student; and
4. Appropriate Texas Education Agency or State Board for Educator Certification personnel or their agents as part of an investigation.

For purposes of this policy, the term “human resource staff member” shall include the Superintendent, a principal, an assistant principal or other campus administrator, the director of special education, and any supervisory position within the District’s human resources office. If an individual listed in items 2–4, above, believes that a recording shows a violation of District policy or campus procedures, the individual may allow access to the recording by appropriate legal and human resources personnel designated by the District for the purpose of determining whether a policy or procedure has been violated.

Any person who suspects that child abuse or neglect has occurred shall report this suspicion as required by law and District policy. [See FFG]

### Reporting an Incident

A person alleging that an incident, as defined by law, has occurred in a classroom in which video surveillance is conducted shall file a report on the form provided by the District with the principal or the director of special education as soon as possible after the person suspects the alleged incident. If possible, an incident report form shall be filed within ~~48~~24 hours of the facts giving rise to the allegation. The principal shall promptly view, or direct an authorized individual to view, the video surveillance footage to identify the relevant portion of the recording. No later than 10 District business days after the report is filed, the principal or designee shall respond by notifying the person whether the alleged incident was recorded in the District’s video surveillance footage and shall initiate other steps as required by law, District policy, or local procedures.

### Complaints

Complaints related to video and audio recordings under this policy shall be filed in accordance with DGBA, FNG, or GF, as applicable. A complainant who is dissatisfied with the outcome of the District’s complaint process may appeal in writing to the commissioner of education in accordance with Education Code 7.057 and 19 Administrative Code 103.1303. A parent, staff member, or District administrator may request an expedited review in accordance with 19 Administrative Code 103.1303.

**Relation to Essential Knowledge and Skills**

The District shall establish instructional objectives that relate to the essential knowledge and skills for grade-level subjects or courses. These objectives shall address the skills needed for successful performance in the next grade or next course in a sequence of courses.

Assignments, tests, projects, classroom activities, and other instructional activities shall be designed so that each student's performance indicates the level of mastery of the designated District objectives.

**Guidelines for Grading**

The Superintendent or designee shall ensure that each campus or instructional level develops guidelines for teachers to follow in determining grades for students. These guidelines shall ensure that grading reflects a student's relative mastery of an assignment and that a sufficient number of grades are taken to support the grade average assigned. Guidelines for grading shall be clearly communicated to students and parents.

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

**Progress Reporting**

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

Interim Reports

Interim progress reports shall be issued for **all** students in kindergarten-grade 4 during the ~~fourth~~fourth week of each grading period and, for students in grades 5-12, after the third week and sixth week of each grading period. Supplemental progress reports may be issued at the teacher's discretion.

Conferences

~~In addition to conferences scheduled on the campus calendar,~~Each year, the District shall provide at least two opportunities for in-person conferences between each parent and the student's teacher. Additional conferences may be requested by a teacher or parent as needed.

**Academic Dishonesty**

A student found to have engaged in academic dishonesty shall be subject to grade penalties on assignments or tests and disciplinary penalties in accordance with the Student Code of Conduct. Academic dishonesty includes cheating or copying the work of another student, plagiarism, the use of artificial intelligence ~~(AI)~~ to complete an assignment in part or in whole unless approved by the classroom teacher, ~~;~~ [see CQD], and unauthorized communication between students during an examination. The determination that a student has engaged in academic dishonesty shall be based on

the judgment of the classroom teacher or another supervising professional employee, taking into consideration written materials, observation, information from students, or the use of an **Artificial intelligence** detection tool selected by the District. ~~[See CQ(LOCAL)]~~

**Parent Portal**

The District shall establish a parent portal on the District's website through which parents may submit comments to campus administrators, District administrators, and the Board.

The Superintendent shall develop administrative regulations related to the portal, including placement on the District or campus websites and how campus or District administrators are to address comments received from parents through the portal.

**Release from School**

A student shall not be released from school at times other than regular dismissal hours except with the permission of the principal of the school. The teacher shall determine that such permission has been granted before allowing the student to leave.

Exception for  
Released Time  
Course

For purposes of this policy, a “released time course” shall have the same definition as provided in law.

A student shall be permitted to attend a released time course in accordance with the following requirements:

1. The parent or guardian has provided written consent for the student to attend the released time course;
2. The private entity offering the released time course maintains attendance records and will make those records available to the District;
3. The private entity, parent or guardian, or student assumes responsibility for transportation, including transportation for a student with a disability, to and from the location at which the released course is offered;
4. The private entity assumes liability for the student enrolled in the released time course while the student is under the private entity’s care; and
5. The student is responsible for any school work and assignments issued during the student’s absence from the District.

The District shall be prohibited from using District funds, excluding de minimis costs, to facilitate the student attending a released time course.

A private entity shall be prohibited from offering the released time course on District property unless the use is in accordance with policy GKD.

The District shall not interfere with a parent’s or guardian’s ability to request or access a released time course for the student.

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

**Medication Provided by Parent**

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

1. Prescription medication in accordance with legal requirements.
2. Nonprescription medication, ~~upon a parent's written request, when properly labeled and in the original container~~ in accordance with legal requirements.
3. Herbal substances or dietary supplements provided by the parent and only if required by the individualized education program or Section 504 plan for a student with disabilities.

**Medication Provided by District**

Except as required by law and provided by this policy, the District shall not purchase medication to administer to a student.

**Athletic Program**

The District shall purchase nonprescription medication that may be used to prevent or treat illness or injury in the District's athletic program. Only a licensed athletic trainer or a physician licensed to practice medicine in the state of Texas may administer this medication and may do so only if:

1. The District has prior written consent for medication to be administered [see Medical Treatment, below]; and
2. The administration of a medication by an athletic trainer is in accordance with a standing order or procedures approved by a physician licensed to practice medicine in the state of Texas.

**Epinephrine**

The District authorizes school personnel who have agreed in writing and been adequately trained to administer an unassigned epinephrine **delivery system, such as an auto-injector or nasal spray**, 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 delivery system** 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.

*Maintenance,  
Availability, and  
Training*

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~~ **delivery system** use; and acquisition or purchase, maintenance, expiration, disposal, and availability of unassigned epinephrine ~~auto-injectors~~ at each campus.

*Notice to Parents*

In accordance with law, the District shall provide notice of the policy to parents regarding the epinephrine program, including notice of any change to or discontinuation of this program.

Opioid Antagonist

This provision shall be applicable to every campus.

*On 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.

*Maintenance,  
Availability,  
Training, and  
Reporting*

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

All opioid antagonists shall be stored in a secure location and shall be easily accessible by individuals who are authorized and trained to administer an opioid antagonist.

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

**Psychotropics**

Except as permitted by law, an employee shall not:

1. Recommend to a student or a parent that the student use a psychotropic drug;
2. Suggest a particular diagnosis; or

3. Exclude the student from a class or a school-related activity because of the parent's refusal to consent to psychiatric evaluation or examination or treatment of the student.

**Medical Treatment**

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

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

**Threat Assessment  
and Safe and  
Supportive Team**

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

Training

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

Student Reports

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

Employee  
Confidentiality

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

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

Notification to  
Teaching Staff of  
Threat

As soon as safe and practicable after an administrator or team receives information regarding a threat against a campus, including a threat made through social media, the appropriate administrator or the team shall immediately provide to each member of the teaching staff, including teacher aides, who may be directly affected by the threat a statement containing the following information:

1. The existence of the threat;
2. The nature of the threat; and
3. Any other pertinent detail to ensure student and staff safety.

The Superintendent shall develop administrative regulations to ensure that the required notice is provided to the teaching staff in accordance with law. The administrative regulations may also address notification of other appropriate employees on the affected campus.

Imminent Threats or  
Emergencies

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

Threat Assessment  
Process

The District shall develop procedures as recommended by the Texas School Safety Center. In accordance with those procedures,

the threat assessment and safe and supportive team shall conduct threat assessments using a process that includes:

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

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

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

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

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

As appropriate, the team may refer a student:

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

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

STUDENT WELFARE  
CRISIS INTERVENTION

FFB  
(LOCAL)

Guidance to School Community	The team shall provide guidance to students and District employees on recognizing harmful, threatening, or violent behavior that may pose a threat to another person, the campus, or the community and methods to report such behavior to the team, including through anonymous reporting.
Reports	The team shall provide reports to the Texas Education Agency as required by law.

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**Note:** See policies DHB and DHC for information on other required reports regarding alleged misconduct against a student.

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The District shall notify a parent of a student with whom ~~an educator~~ a District employee or a person acting as a service provider for the District is alleged to have engaged in misconduct, informing the parent:

1. As soon as feasible that the alleged misconduct may have occurred;
2. Whether the ~~educator~~ individual was terminated following an investigation of the alleged misconduct or resigned before completion of the investigation; and
3. Whether a report was submitted to the Texas Education Agency or State Board for Educator Certification ~~(SBEC)~~ concerning the alleged misconduct.

For purposes of this policy, misconduct is defined as an ~~educator's~~ individual's alleged abuse or commission of an otherwise unlawful act with ~~the~~ student or involvement in a romantic relationship, or soliciting or engaging in sexual contact with ~~the~~ student.

#### Notice of Suspected Criminal Offense

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

[See also FFG for reporting requirements related to child abuse and FFH for parental notification requirements regarding prohibited conduct as defined by that policy.]

**Program to Address  
Child Sexual Abuse,  
Trafficking, and  
Maltreatment**

The District's program to address child sexual abuse, trafficking, and other maltreatment of children, as included in the District improvement plan and the student handbook, shall include:

1. Methods for increasing staff, student, and parent awareness regarding these issues, including prevention techniques and knowledge of likely warning signs indicating that a child may be a victim;
2. Age-appropriate, research-based antivictimization programs for students;
3. Actions that a child who is a victim should take to obtain assistance and intervention; and
4. Available counseling options for affected students.

Training

The District shall provide training to employees as required by law and District policy. Training shall address techniques to prevent and recognize sexual abuse, trafficking, and all other maltreatment of children, including children with significant cognitive disabilities. [See DMA]

[See BBD for Board member training requirements and BJCB for Superintendent continuing education requirements.]

**Reporting Child  
Abuse and Neglect**

Any person who has reasonable cause to believe that a child's physical or mental health or welfare has been adversely affected by abuse or neglect has a legal responsibility, under state law, to immediately report the suspected abuse or neglect to an appropriate authority.

As defined in state law, child abuse and neglect include both sex and labor trafficking of a child.

The following individuals have an additional legal obligation to submit a written or oral report within ~~48~~24 hours of learning of the facts giving rise to the suspicion of abuse or neglect:

1. Any District employee, agent, or contractor who suspects a child's physical or mental health or welfare has been adversely affected by abuse or neglect.
2. A professional who has reasonable cause to believe that a child has been or may be abused or neglected or may have been a victim of indecency with a child. A professional is anyone licensed or certified by the state who has direct contact with children in the normal course of duties for which the individual is licensed or certified.

A person is required to make a report if the person has reasonable cause to believe that an adult was a victim of abuse or neglect as a

child and the person determines in good faith that disclosure of the information is necessary to protect the health and safety of another child or an elderly or disabled person.

[For parental notification requirements regarding an allegation of ~~educator~~ misconduct with a student, see FFF.]

Oral Reports

As required by law, an oral report made to the Texas Department of Family and Protective Services (DFPS) is recorded.

**Restrictions on Reporting**

In accordance with law, an employee is prohibited from using or threatening to use a parent's refusal to consent to administration of a psychotropic drug or to any other psychiatric or psychological testing or treatment of a child as the sole basis for making a report of neglect, unless the employee has cause to believe that the refusal:

1. Presents a substantial risk of death, disfigurement, or bodily injury to the child; or
2. Has resulted in an observable and material impairment to the growth, development, or functioning of the child.

**Making a Report**

Reports may be made to any of the following:

1. ~~A state or local~~ A law enforcement agency, [as defined in law](#);
2. The Child Protective Services (CPS) division of DFPS at 800-252-5400 or the [Texas Abuse Hotline website](#)<sup>1</sup>;
3. A local CPS office; or
4. If applicable, the state agency operating, licensing, certifying, or registering the facility in which the suspected abuse or neglect occurred.

However, if the suspected abuse or neglect involves a person responsible for the care, custody, or welfare of the child, the report must be made to DFPS, unless the report is to the state agency that operates, licenses, certifies, or registers the facility where the suspected abuse or neglect took place; or the report is to the Texas Juvenile Justice Department as a report of suspected abuse or neglect in a juvenile justice program or facility. As defined by law, a person responsible for the care, custody, or welfare of a child includes school personnel and volunteers and day-care workers. [See FFG(LEGAL)]

An individual does not fulfill his or her responsibilities under the law by only reporting suspicion of abuse or neglect to a campus principal, school counselor, or another District staff member. Furthermore, the District is prohibited from requiring an employee to first report his or her suspicion to a District or campus administrator.

In accordance with law, an individual must provide their name and telephone number when making a report. If the individual making the report is a school employee, agent, or contractor, they must also provide their business address and profession.

**Confidentiality**

The identity of a person making a report of suspected child abuse or neglect shall be kept confidential and disclosed only in accordance with the law and the rules of the investigating agency.

**Immunity**

A person who in good faith reports or assists in the investigation of a report of child abuse or neglect is immune from civil or criminal liability.

**Failing to Report  
Suspected Child  
Abuse or Neglect**

By failing to report suspicion of child abuse or neglect, an employee:

1. May be placing a child at risk of continued abuse or neglect;
2. Violates the law and may be subject to legal penalties, including criminal sanctions for knowingly failing to make a required report;
3. Violates Board policy and may be subject to disciplinary action, including possible termination of employment; and
4. May have his or her certification from the State Board for Educator Certification suspended, revoked, or canceled in accordance with 19 Administrative Code Chapter 249.

It is a criminal offense to coerce someone into suppressing or failing to report child abuse or neglect.

**Responsibilities  
Regarding  
Investigations**

In accordance with law, District officials shall be prohibited from:

1. Denying an investigator's request to interview a child at school in connection with an investigation of child abuse or neglect;
2. Requiring that a parent or school employee be present during the interview; or
3. Coercing someone into suppressing or failing to report child abuse or neglect.

District personnel shall cooperate fully and without parental consent, if necessary, with an investigation of reported child abuse or neglect. [See GKA]

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<sup>1</sup> Texas Abuse Hotline website: <http://www.txabusehotline.org>

## Complaints

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

### Other Complaint Processes

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

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

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

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

**Notice to Students and Parents**

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

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

The Board encourages students and parents to discuss their concerns with the appropriate teacher, principal, or other [appropriate campus or District](#) administrator who has the authority to address the concerns. Concerns should be expressed as soon as possible to allow early resolution at the lowest possible administrative level.

**Filing Deadlines**

After Informal Process

If a student or parent has engaged in the informal process in an attempt to resolve the complaint with the District and has not reached a resolution ~~shall be encouraged but~~ during the process, the student or parent shall have the later of:

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

[See Formal Process, below]

No Prior Informal Process

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

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

**Deadline Extensions** All deadlines ~~in this policy, except~~ shall be strictly followed unless otherwise required by law or modified by mutual written consent.

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

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

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

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

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

A Board member shall be permitted to file a complaint under this policy, but, if the complaint is considered by the Board or Board committee, the Board member shall be prohibited from voting on the Board’s or Board committee’s decision.

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

Option to Continue Informal Process

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

Notice of Complaint

A District employee against whom a complaint has been filed shall be provided notice of the complaint in accordance with administrative regulations. The employee shall have sufficient opportunity to submit a written response to the complaint that shall be included in the record of the complaint.

**Freedom from Retaliation**

Neither the Board nor any District employee shall unlawfully retaliate against any student or parent for bringing a concern or complaint.

**General Provisions**

Filing

Complaint forms and appeal notices may be filed by hand-delivery, by electronic communication, ~~including email and fax,~~ or by U.S. Mail. Hand-delivered filings shall be timely filed if received by the appropriate administrator or designee by the close of business on the deadline. Filings submitted by electronic communication shall be timely filed if they are received by the close of business on the deadline, as indicated by the date/time shown on the electronic communication. Mail filings shall be timely filed if they are postmarked by U.S. Mail on or before the deadline and received by the appropriate administrator or designated representative no more than three **business** days after the deadline.

Scheduling  
~~Conferences~~ Hearings

The District shall make reasonable attempts to schedule ~~conferences~~ **hearings** at a mutually agreeable time. If a ~~student or parent complainant~~ fails to appear at a scheduled ~~conference~~ **hearing**, the District may hold the ~~conference~~ **hearing** and issue a decision in the ~~student's or parent's complainant's~~ absence.

~~Response~~  
~~At Levels One and Two,~~  
~~response~~ Decision

A "decision" shall mean a written communication to the ~~student or parent complainant~~ from the appropriate administrator. ~~Responses~~ that provides an explanation of the basis of the decision, an indication of each document that supports the decision, and any relief or redress to be provided. A decision shall be issued on the merits of the concern raised in the complaint notwithstanding any procedural errors or the type of relief or redress requested.

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

A **decision** may be hand-delivered, sent by electronic communication to the ~~student's or parent's complainant's~~ email address of record, or sent by U.S. Mail to the ~~student's or parent's complainant's~~ mailing address of record. Mailed ~~responses~~ **decisions** shall be timely if they are postmarked by U.S. Mail on or before the deadline.

~~Days~~

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	<p><del>“Days” shall mean District business days, unless otherwise noted. In calculating timelines under this policy, the day a document is filed is “day zero.” The following business day is “day one.”</del></p>
Representative	<p>“Representative” shall mean any person who or organization that is designated by the <del>student or parent</del>complainant to represent the <del>student or parent</del>complainant in the complaint process. A student may be represented by an adult at any level of the complaint.</p> <p>The <del>student or parent</del>complainant may designate a representative through written notice to the District at any level of this process. <del>The representative may participate in person or by telephone conference call.</del> If the <del>student or parent</del>complainant designates a representative with fewer than three business days’ notice to the District before a scheduled <del>conference or</del> hearing, the District may reschedule the <del>conference or</del> hearing to a later date, if desired, in order to include the District’s counsel. The District may be represented by counsel at any level of the process.</p>
Consolidating Complaints	<p><del>Complaints arising out of an event or a series of related events shall be addressed</del>To promote efficiency in <del>one complaint.</del> A <del>student or parent shall not file</del>addressing complaints, the appropriate administrator shall determine if separate or serial complaints arising from <del>any</del>an event or series of <del>related</del> events <del>that have been or could have been addressed in a previous complaint.</del></p>
Untimely Filings	<p><del>All time limits shall be strictly followed unless modified by mutual written consent.</del></p> <p><del>If a complaint form or appeal notice is not timely filed, the complaint may be dismissed, on written notice to the student or parent, at any point during the complaint process. The student or parent may appeal the dismissal by seeking review in writing within ten days from the date of the written dismissal notice, starting at the level at which the complaint was dismissed. Such appeal shall be limited to the issue of timeliness</del>consolidated.</p>
Costs Incurred	<p>Each party shall pay its own costs incurred in the course of the complaint.</p>
Complaint and Appeal Forms	<p>Complaints and appeals under this policy shall be submitted <del>in writing</del> on a form provided by the District.</p> <p>Copies of any documents that support the complaint should be <del>attached to</del>included with the complaint form. If the <del>student or parent</del>complainant does not have copies of these documents, copies may be presented at the Level One <del>conference</del>hearing. After the Level One <del>conference, no new</del>hearing, the complainant may supplement the record with additional documents <del>may or include additional claims.</del></p>

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Record	<p>A record of each complaint hearing shall be created and retained in accordance with this policy. The record shall include documents submitted by the <del>student or parent unless the student or parent did not know the documents existed before</del> complainant, documents determined relevant by District personnel, and the <del>Level One conference</del> decision.</p>
Remand	<p>A complaint or appeal form that is incomplete in any material aspect <del>may be dismissed but may</del> shall be refiled <del>with</del>, if at Level One, and remanded at all other levels in order to develop an adequate record of the <del>required information if</del> complaint.</p> <p>If an adequate record has not been developed, the <del>refiling is with</del> appropriate administrator may remand the <del>designated time for filing</del> complaint to a lower level. The Board or Board committee may remand a complaint to a lower level if at the Board level of review an adequate record has not been developed.</p>
Assignment of Hearing Officer	<p>When a District employee is the subject of a complaint, the hearing shall be conducted by an administrator who is in a supervisory or higher organizational role. The District employee who is the subject of the complaint shall recuse themselves from reviewing the complaint at any level in the process.</p>
Investigation	<p>The District may conduct an investigation at any level in the complaint process. If the District and the complainant mutually agree, all deadlines shall be suspended during an investigation.</p>
Complaint Levels	<p><del>Complaint forms must be filed:</del></p> <ol style="list-style-type: none"><li><del>1. Within 15 days of the date the student or parent first knew, or with reasonable diligence should have known, of the decision or action giving rise to the complaint or grievance; and</del></li><li><del>2. With the lowest level administrator who has the authority to remedy the alleged problem.</del></li></ol> <p><del>In most circumstances, students and parents shall file</del>At Level One <del>complaints with, the campus principal.</del></p> <p><del>If the only administrator who has authority to remedy the alleged problem is the Superintendent or designee, the complaint may begin at Level Two following the procedure, including deadlines, for filing the complaint form at Level One.</del></p> <p><del>If the complaint is not filed with the appropriate administrator, the receiving administrator must note the date and time the complaint form was received and immediately forward the complaint form to the appropriate administrator.</del></p>

~~The appropriate administrator~~ appropriate hearing officer shall ~~investigate as necessary and schedule~~ hold a ~~conference~~ hearing with the ~~student or parent~~ complainant within ~~ten~~ 10 calendar days after receipt of the written complaint. The ~~administrator~~ hearing officer may set reasonable time limits for the ~~conference~~ hearing.

~~Absent extenuating circumstances, the administrator~~ The hearing officer shall provide the ~~student or parent~~ complainant a ~~written response decision~~ within ~~ten~~ 20 calendar days following the ~~conference~~. ~~The written response shall set forth the basis of the decision hearing.~~ In reaching a decision, the ~~administrator~~ hearing officer may consider information provided ~~at~~ with the ~~Level One conference complaint form~~ and any other relevant documents or information the ~~administrator~~ hearing officer believes will help resolve the complaint.

#### Level Two

If the ~~student or parent~~ complainant did not receive the relief requested at Level One or if the time for a ~~response~~ decision has expired, the ~~student or parent~~ complainant may request a ~~conference with the Superintendent or designee~~ hearing at Level Two to appeal the Level One decision.

The appeal notice must be filed in writing, on a form provided by the District, within ~~ten~~ 20 calendar days of the date of the ~~written~~ Level One ~~response~~ decision or, if no ~~response was received~~ decision has been communicated to the complainant, within ~~ten~~ 20 calendar days of the Level One ~~response~~ decision deadline.

After receiving notice of the appeal, the Level One ~~administrator~~ hearing officer shall prepare and forward a record of the Level One complaint to the Level Two administrator. ~~The student or parent may request~~ hearing officer and provide a copy of the Level One record to the complainant.

The Level One record shall include:

1. The original complaint form and any attachments.
2. ~~All~~ Any other documents submitted by the ~~student or parent~~ complainant at Level One.
3. ~~The~~ If the complaint is against a District employee, the written response of the District employee, if any.
- ~~3-4.~~ 4. The decision issued at Level One and any attachments.
- ~~4-5.~~ 5. All other documents relied upon by the Level One ~~administrator~~ hearing officer in reaching the Level One decision.

The ~~Superintendent or designee~~ hearing officer shall ~~schedule~~ hold a ~~conference~~ hearing within ~~ten~~ 10 calendar days after the appeal

notice is filed. The ~~conference shall be limited to the issues and documents considered at Level One. At the conference, the student or parent may provide information concerning any documents or information relied upon by the administration for the Level One decision. The Superintendent or designee~~hearing officer may set reasonable time limits for the ~~conference~~hearing.

The ~~Superintendent or designee~~hearing officer shall provide the ~~student or parent~~complainant a ~~written response~~decision within ~~ten~~20 calendar days following the ~~conference~~. The ~~written response shall set forth the basis of the decision~~hearing. In reaching a decision, the ~~Superintendent or designee~~hearing officer may consider the Level One record, any additional information provided ~~at~~prior to the Level Two ~~conference~~hearing, and any other relevant documents or information the ~~Superintendent or designee~~hearing officer believes will help resolve the complaint.

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

### Level Three

If the ~~student or parent~~complainant did not receive the relief requested at Level Two or if the time for a ~~response~~decision has expired, the ~~student or parent~~complainant may appeal the decision to the Board.

The appeal notice must be filed in writing, on a form provided by the District, within ~~ten~~20 calendar days of the date of the ~~written~~ Level Two ~~response~~decision or, if no ~~response was received~~decision has been communicated to the complainant, within ~~ten~~20 calendar days of the Level Two ~~response~~decision deadline.

Unless the Board delegates a committee in accordance with law, the Board shall hear the appeal of the Level Two decision.

After receiving notice of the appeal, the Board or Board committee shall hold a meeting to discuss the complaint no later than 60 calendar days after the date on which the Level Two decision was made.

The Superintendent ~~or designee~~ shall inform the ~~student~~complainant whether the Board or ~~parent~~a Board committee will hear the appeal and of the date, time, and place of the ~~Board~~meeting at which the complaint will be on the agenda for presentation to the Board ~~or Board committee~~.

At least five business days before the Board or Board committee meeting, the Superintendent shall provide the complainant a description of any information the Board intends to rely on that is not

contained in the record created at the previous hearing levels, including any preliminary hearing.

The Superintendent ~~or designee~~ shall provide the Board the record of the Level Two appeal. The ~~student or parent~~ complainant may request a copy of the Level Two record.

The Level Two record shall include:

1. The Level One record.
2. The notice of appeal from Level One to Level Two.
3. Any other documents submitted by the complainant at Level Two.
- ~~3.4.~~ The ~~written response~~ decision issued at Level Two and any attachments.
- ~~4.5.~~ All other documents relied upon by the administration in reaching the Level Two decision.

~~The appeal shall be limited to the issues and documents considered at Level Two, except~~ complainant may request that if at the Level Three hearing the administration intends to rely on evidence not included in the Level Two record, the administration shall provide the student or parent notice of the nature of the evidence at least three days before the hearing.

~~The District shall determine whether~~ the complaint will be ~~presented~~ heard in open or closed meeting ~~in accordance with~~. The District shall honor that request unless the Texas Open Meetings Act ~~and/or~~ other applicable law ~~requires otherwise~~. [See BE]

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

In addition to any other record of the ~~Board~~ meeting required by law, the Board ~~or Board committee~~ shall prepare a separate record of the Level Three presentation. The Level Three presentation, including the presentation by the ~~student or parent~~ complainant or the ~~student's~~ complainant's representative, any presentation from the administration, and questions from ~~the~~ Board members with responses, shall be recorded by audio recording, video/audio recording, or court reporter.

The Board or Board committee shall then consider the complaint. It ~~may give notice of its decision orally or in writing at any time up to and including the next regularly scheduled Board meeting. If the Board does not~~ shall make a decision ~~regarding~~ no later than 30 calendar days after the date of the Board or Board committee meeting at which the complaint ~~by the end of the next regularly scheduled meeting, the lack of a response by the Board upholds the administrative decision at Level Two~~ was presented. The complainant shall be provided a decision in accordance with this policy and state law.

**Student Code of Conduct**

The District's rules of discipline are maintained in the Board-adopted Student Code of Conduct and are established to support an environment conducive to teaching and learning.

Rules of conduct and discipline shall not have the effect of discriminating on the basis of gender, race, color, disability, religion, ethnicity, or national origin.

At the beginning of the school year and throughout the school year as necessary, the Student Code of Conduct shall be:

1. Posted and prominently displayed at each campus or made available for review in the principal's office, as required by law; and
2. Made available on the District's website and/or as a hard copy to students, parents, teachers, administrators, and others on request.

Revisions

Revisions to the Student Code of Conduct approved by the Board during the year shall be made available promptly to students and parents, teachers, administrators, and others.

**Extracurricular Standards of Behavior**

With the approval of the principal and Superintendent, sponsors and coaches of extracurricular activities may develop and enforce standards of behavior that are higher than the District-developed Student Code of Conduct and may condition membership or participation in the activity on adherence to those standards. Extracurricular standards of behavior may take into consideration conduct that occurs at any time, on or off school property.

A student shall be informed of any extracurricular behavior standards at the beginning of each school year or when the student first begins participation in the activity. A student and his or her parent shall sign and return to the sponsor or coach a statement that they have read the extracurricular behavior standards and consent to them as a condition of participation in the activity.

Standards of behavior for an extracurricular activity are independent of the Student Code of Conduct. Violations of these standards of behavior that are also violations of the Student Code of Conduct may result in independent disciplinary actions.

A student may be removed from participation in extracurricular activities or may be excluded from school honors for violation of extracurricular standards of behavior for an activity or for violation of the Student Code of Conduct.

**“Parent” Defined**

Throughout the Student Code of Conduct and discipline policies, the term “parent” includes a parent, legal guardian, or other person having lawful control of the child.

**General Discipline Guidelines**

A District employee shall adhere to the following general guidelines when imposing discipline:

1. A student shall be disciplined when necessary to improve the student’s behavior, to maintain order, or to protect other students, school employees, or property.
2. A student shall be treated fairly and equitably. Discipline shall be based on an assessment of the circumstances of each case. Factors to consider shall include:
  - a. The seriousness of the offense;
  - b. The student’s age;
  - c. The frequency of misconduct;
  - d. The student’s attitude;
  - e. The potential effect of the misconduct on the school environment;
  - f. Requirements of Chapter 37 of the Education Code; and
  - g. The Student Code of Conduct adopted by the Board.
3. Before a student under 18 is assigned to detention outside regular school hours, notice shall be given to the student’s parent to inform him or her of the reason for the detention and permit arrangements for necessary transportation.

**Corporal Punishment**

Corporal punishment may be used as a discipline management technique in accordance with this policy and the Student Code of Conduct.

Corporal punishment shall not be administered to a student whose parent has submitted to the principal a signed statement for the current school year prohibiting the use of corporal punishment with his or her child. The parent may reinstate permission to use corporal punishment at any time during the school year by submitting a signed statement to the principal.

Guidelines

Corporal punishment shall be limited to spanking or paddling the student and shall be administered in accordance with the following guidelines:

1. The student shall be told the reason corporal punishment is being administered.

STUDENT DISCIPLINE

FO  
(LOCAL)

2. Corporal punishment shall be administered only by the principal or designee.
3. The instrument to be used in administering corporal punishment shall be approved by the principal.
4. Corporal punishment shall be administered in the presence of one other District professional employee and in a designated place out of view of other students.

Disciplinary  
Records

The disciplinary record reflecting the use of corporal punishment shall include any related disciplinary actions, the corporal punishment administered, the name of the person administering the punishment, the name of the witness present, and the date and time of punishment.

**Physical Restraint**

**Note:** A District employee may restrain a student with a disability who receives special education services only in accordance with law. [See FOF(LEGAL)]

Within the scope of an employee's duties, a District employee may physically restrain a student if the employee reasonably believes restraint is necessary in order to:

1. Protect a person, including the person using physical restraint, from physical injury.
2. Obtain possession of a weapon or other dangerous object.
3. Protect property from serious damage.
4. Remove a student refusing a lawful command of a school employee from a specific location, including a classroom or other school property, in order to restore order or to impose disciplinary measures.

**Video and Audio  
Monitoring**

Video and audio recording equipment ~~shall~~ may be used for safety purposes to monitor student behavior on District property.

~~The~~ When video and audio recording equipment is in use, the District shall post signs notifying students and parents about the District's use of video and audio recording equipment. Students shall not be notified when the equipment is turned on.

Use of Recordings

The principal shall review recordings as needed, and evidence of student misconduct shall be documented. A student found to be in violation of the District's Student Code of Conduct shall be subject to appropriate discipline.

STUDENT DISCIPLINE

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(LOCAL)

Access to  
Recordings

Recordings shall remain in the custody of the campus principal and shall be maintained as required by law. A parent or student who wishes to view a recording in response to disciplinary action taken against the student may request such access under the procedures set out by law. [See FL(LEGAL)]

## Complaints

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

### Other Complaint Processes

Complaints by members of the public shall be filed in accordance with this policy, except as required by the policies listed below. Some of these policies require appeals to be submitted in accordance with GF after the relevant complaint process:

1. Complaints concerning instructional resources shall be ~~filed~~submitted in accordance with the EF series.
2. Complaints concerning a commissioned peace officer who is an employee of the District shall be ~~filed~~submitted in accordance with the CKE series.

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

## ~~Guiding Principles~~ Informal Process

The Board encourages the public to discuss concerns with an appropriate administrator who has the authority to address the concerns. Concerns should be expressed as soon as possible to allow early resolution at the lowest possible administrative level.

Informal resolution shall be encouraged but shall not extend any deadlines in this policy, except by mutual written consent.

## Filing Deadlines

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

## Deadline Extensions

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

## Formal Process

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

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

The process described in this policy shall not be construed to create new or additional rights beyond those granted by law or Board

policy, nor to require a full evidentiary hearing or “mini-trial” at any level.

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

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

A Board member shall be permitted to file a complaint under this policy, but, if the complaint is considered by the Board or Board committee, the Board member shall be prohibited from voting on the Board’s or Board committee’s decision.

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

Option to Continue Informal Process

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

Notice of Complaint

A District employee against whom a complaint has been filed shall be provided notice of the complaint in accordance with administrative regulations. The employee shall have sufficient opportunity to submit a written response to the complaint that shall be included in the record of the complaint.

**Freedom from Retaliation**

Neither the Board nor any District employee shall unlawfully retaliate against any individual for bringing a concern or complaint.

**General Provisions**

Filing

Complaint forms and appeal notices may be filed by hand-delivery, by electronic communication, ~~including email and fax~~, or by U.S. Mail. Hand-delivered filings shall be timely filed if received by the appropriate administrator or designee by the close of business on the deadline. Filings submitted by electronic communication shall be timely filed if they are received by the close of business on the deadline, as indicated by the date/time shown on the electronic communication. Mail filings shall be timely filed if they are post-marked by U.S. Mail on or before the deadline and received by the

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

Scheduling  
~~Conferences~~Hearin  
gs

The District shall make reasonable attempts to schedule ~~confer-  
ences~~hearings at a mutually agreeable time. If the ~~individual~~com-  
plainant fails to appear at a scheduled ~~conference~~hearing, the Dis-  
trict may hold the ~~conference~~hearing and issue a decision in the  
~~individual's~~complainant's absence.

~~Response~~  
~~At Levels One and~~  
~~Two,~~  
~~response~~Decision

A "decision" shall mean a written communication to the ~~individual-~~  
complainant from the appropriate administrator. ~~Responses that~~  
provides an explanation of the basis of the decision, an indication  
of each document that supports the decision, and any relief or red-  
ress to be provided. A decision shall be issued on the merits of  
the concern raised in the complaint notwithstanding any procedural  
errors or the type of relief or redress requested.

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

A **decision** may be hand-delivered, sent by electronic communica-  
tion to the ~~individual's~~complainant's email address of record, or  
sent by U.S. Mail to the ~~individual's~~complainant's mailing address  
of record. Mailed ~~responses~~decisions shall be timely if they are  
postmarked by U.S. Mail on or before the deadline.

~~Days~~

~~"Days" shall mean District business days, unless otherwise noted.  
In calculating timelines under this policy, the day a document is  
filed is "day zero." The following business day is "day one."~~

Representative

"Representative" shall mean any person who or organization that is  
designated by ~~an individual~~a complainant to represent the ~~individu-  
al~~complainant in the complaint process.

The ~~individual~~complainant may designate a representative through  
written notice to the District at any level of this process. ~~The repre-  
sentative may participate in person or by telephone conference  
call.~~ If the ~~individual~~complainant designates a representative with  
fewer than three **business** days' notice to the District before a  
scheduled ~~conference or~~ hearing, the District may reschedule the  
~~conference or~~ hearing to a later date, if desired, in order to include  
the District's counsel. The District may be represented by counsel  
at any level of the process.

Consolidating  
Complaints

~~Complaints arising out of an event or a series of related events  
shall be addressed~~To promote efficiency in ~~one complaint.~~ An indi-  
vidual shall not file ~~addressing~~complaints, the appropriate adminis-  
trator shall determine if separate or serial complaints arising from

	<p><del>any</del> an event or series of <del>related</del> events <del>that have been or could have been addressed in a previous complaint.</del></p>
<b>Untimely Filings</b>	<p><del>All time limits shall be strictly followed unless modified by mutual written consent.</del></p> <p><del>If a complaint form or appeal notice is not timely filed, the complaint may be dismissed, on written notice to the individual, at any point during the complaint process. The individual may appeal the dismissal by seeking review in writing within ten days from the date of the written dismissal notice, starting at the level at which the complaint was dismissed. Such appeal shall be limited to the issue of timeliness.</del> consolidated.</p>
<b>Costs Incurred</b>	<p>Each party shall pay its own costs incurred in the course of the complaint.</p>
<b>Complaint and Appeal Forms</b>	<p>Complaints and appeals under this policy shall be submitted <del>in writing</del> on a form provided by the District.</p> <p>Copies of any documents that support the complaint should be <del>attached to</del> included with the complaint form. If the <del>individual complainant</del> does not have copies of these documents, <del>they</del> copies may be presented at the Level One <del>conference</del> hearing. After the Level One <del>conference, no new</del> hearing, the complainant may supplement the record with additional documents <del>may</del> or include additional claims.</p>
<b>Record</b>	<p>A record of each complaint hearing shall be created and retained in accordance with this policy. The record shall include documents submitted by the <del>individual unless the individual did not know the complainant,</del> documents <del>existed before</del> determined relevant by District personnel, and the <del>Level One conference</del> decision.</p>
<b>Remand</b>	<p>A complaint or appeal form that is incomplete in any material aspect <del>may be dismissed but may</del> shall be refiled <del>with,</del> if at Level One, and remanded at all other levels in order to develop an adequate record of the <del>required information if</del> complaint.</p> <p>If an adequate record has not been developed, the <del>refiling is with-</del> in appropriate administrator may remand the <del>designated time for fil-</del> ing complaint to a lower level. The Board or Board committee may remand a complaint to a lower level if at the Board level of review an adequate record has not been developed.</p>
<b>Assignment of Hearing Officer</b>	<p>When a District employee is the subject of a complaint, the hearing shall be conducted by an administrator who is in a supervisory or higher organizational role. The District employee who is the subject of the complaint shall recuse themselves from reviewing the complaint at any level in the process.</p>

## Investigation

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

## Complaint Levels

### Level One

~~Complaint forms must be filed:~~

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

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

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

~~The,~~ the appropriate administrator/hearing officer shall investigate as necessary and schedule/hold a conference/hearing with the individual/complainant within ten/10 calendar days after receipt of the written complaint. The administrator/hearing officer may set reasonable time limits for the conference/hearing.

~~Absent extenuating circumstances, the administrator~~The hearing officer shall provide the individual/complainant a written response decision within ten/20 calendar days following the conference/hearing. ~~The written response shall set forth the basis of the decision.~~ In reaching a decision, the administrator/hearing officer may consider information provided at/with the Level One conference/complaint form and any other relevant documents or information the administrator/hearing officer believes will help resolve the complaint.

### Level Two

If the individual/complainant did not receive the relief requested at Level One or if the time for a response/decision has expired, he or she/the complainant may request a conference with the Superintendent or designee/hearing at Level Two to appeal the Level One decision.

The appeal notice must be filed in writing, on a form provided by the District, within ten/20 calendar days of the date of the written Level One response/decision or, if no response was received/decision has been communicated to the complainant, within ten/20 calendar days of the Level One response/decision deadline.

After receiving notice of the appeal, the Level One ~~administra-  
tor~~hearing officer shall prepare and forward a record of the Level One complaint to the Level Two administrator. ~~The individual may request~~hearing officer and provide a copy of the Level One record to the complainant.

The Level One record shall include:

1. The original complaint form and any attachments.
2. ~~All~~Any other documents submitted by the ~~individual~~complainant at Level One.
3. ~~The~~If the complaint is against a District employee, the written response of the District employee, if any.
- ~~3.4.~~4. The decision issued at Level One and any attachments.
- ~~4.5.~~5. All other documents relied upon by the Level One ~~administra-  
tor~~hearing officer in reaching the Level One decision.

The ~~Superintendent or designee~~hearing officer shall ~~schedule~~hold a ~~conference~~hearing within ~~ten~~10 calendar days after the appeal notice is filed. ~~The conference shall be limited to the issues and documents considered at Level One. At the conference, the individual may provide information concerning any documents or information relied upon by the administration for the Level One decision. The Superintendent or designee~~hearing officer may set reasonable time limits for the ~~conference~~hearing.

The ~~Superintendent or designee~~hearing officer shall provide the ~~in-  
dividual~~complainant a ~~written response~~decision within ~~ten~~20 calendar days following the ~~conference~~hearing. In reaching a decision, the ~~Superintendent or designee~~hearing officer may consider the Level One record, any additional information provided ~~at~~prior to the Level Two ~~conference~~hearing, and any other relevant documents or information the ~~Superintendent or designee~~hearing officer believes will help resolve the complaint.

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

#### Level Three

If the ~~individual~~complainant did not receive the relief requested at Level Two or if the time for a ~~response~~decision has expired, he or she may appeal the decision to the Board.

The appeal notice must be filed in writing, on a form provided by the District, within ~~ten~~20 calendar days of the date of the ~~written~~

Level Two ~~response~~decision or, if no ~~response was received~~decision has been communicated to the complainant, within ~~ten~~20 calendar days of the Level Two ~~response~~decision deadline.

Unless the Board delegates a committee in accordance with law, the Board shall hear the appeal of the Level Two decision.

After receiving notice of the appeal, the Board or Board committee shall hold a meeting to discuss the complaint no later than 60 calendar days after the date on which the Level Two decision was made.

The Superintendent ~~or designee~~ shall inform the ~~individual~~complainant whether the Board or a Board committee will hear the appeal and of the date, time, and place of the ~~Board~~meeting at which the complaint will be on the agenda for presentation to the Board or Board committee.

At least five business days before the Board or Board committee meeting, the Superintendent shall provide the complainant a description of any information the Board intends to rely on that is not contained in the record created at the previous hearing levels, including any preliminary hearing.

The Superintendent ~~or designee~~ shall provide the Board the record of the Level Two appeal. The ~~individual~~complainant may request a copy of the Level Two record.

The Level Two record shall include:

1. The Level One record.
2. The notice of appeal from Level One to Level Two.
3. Any other documents submitted by the complainant at Level Two.
- ~~3.4.~~ The ~~written response~~decision issued at Level Two and any attachments.
- ~~4.5.~~ All other documents relied upon by the administration in reaching the Level Two decision.

The ~~appeal shall be limited to the issues and documents considered at Level Two, except~~complainant may request that if at the Level Three hearing the administration intends to rely on evidence not included in the Level Two record, the administration shall provide the individual notice of the nature of the evidence at least three days before the hearing.

The District shall determine whether the complaint will be ~~presented~~heard in open or closed meeting ~~in accordance with~~. The District

shall honor that request unless the Texas Open Meetings Act ~~and~~ other applicable law ~~requires otherwise~~. [See BE]

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

In addition to any other record of the ~~Board~~ meeting required by law, the Board ~~or Board committee~~ shall prepare a separate record of the Level Three presentation. The Level Three presentation, including the presentation by the ~~individual complainant~~ or ~~his or her~~the complainant's representative, any presentation from the administration, and questions from ~~the Board~~ members with responses, shall be recorded by audio recording, video/audio recording, or court reporter.

The Board ~~or Board committee~~ shall then consider the complaint. It ~~may give notice of its decision orally or in writing at any time up to and including the next regularly scheduled Board meeting. If the Board does not~~shall make a decision ~~regarding~~no later than 30 calendar days after the date of the Board or Board committee meeting at which the complaint ~~by the end of the next regularly scheduled meeting, the lack of a response by the Board upholds the administrative decision at Level Two~~was presented. The complainant shall be provided a decision in accordance with this policy and state law.

**Access to District Property**

Authorized District officials, including school resource officers and District police officers if applicable, may refuse to allow a person access to property under the District's control in accordance with law.

District officials may request assistance from law enforcement in an emergency or when a person is engaging in behavior rising to the level of criminal conduct.

**Ejection or Exclusion under Education Code 37.105**

In accordance with Education Code 37.105, a District official shall provide a person refused entry to or ejected from property under the District's control written information explaining the right to appeal such refusal of entry or ejection under the District's grievance process.

A person appealing under the District's grievance process shall be permitted to address the Board in person within 90 calendar days of filing the initial complaint, unless the complaint is resolved before the Board considers it. [See FNG and GF]

**Off-Campus Activities**

Employees shall be designated to ensure appropriate conduct of participants and others attending a school-related activity at non-District or out-of-District facilities. Those so designated shall coordinate their efforts with persons in charge of the facilities.

**Prohibitions**

Tobacco and E-Cigarettes

The District prohibits smoking and the use of tobacco products, e-cigarettes, or other electronic vaporizing devices on District property, in District vehicles, or at school-related activities.

Weapons

The District prohibits the unlawful use, possession, or display of any firearm, location-restricted knife, club, or prohibited weapon, as defined at FNCG, on all District property at all times.

*Exceptions*

No violation of this policy occurs when:

1. ~~A Texas~~ An individual who holds a handgun license holder in accordance with state law stores a handgun or other firearm in a locked vehicle in a parking lot, parking garage, or other parking area provided by the District, as long as the handgun or other firearm is not in plain view; or
2. The use, possession, or display of an otherwise prohibited weapon takes place as part of a District-approved activity supervised by proper authorities. [See FOD]



205 S Colorado, Celina, Tx 75009

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## CISD Board Agenda Item Synopsis

### **Subject: Uptown Property Interlocal Agreement Regarding Construction and Funding of District Facilities**

**Background Information:** Approval for CISD to enter into an Interlocal Agreement with Uptown Municipal Utility District No. 1 of Collin County, a conservation and reclamation district created pursuant to Article XVI, Section 59, and Article III, Section 52, of the Texas Constitution, and operating pursuant to Chapters 49 and 54, Texas Water Code, as amended, and Chapter 7909A, Texas Special Local Law Code, as amended (the "MUD"). The MUD agrees to reimburse CISD for one hundred percent (100%) of the actual Facilities Costs with thirty (30) day of the occurrence of a sale relating to the Undeveloped MUD Property, but no later than a date yet to be determined and agreed to by both the CISD and the MUD.

#### **Goals:**

- ✓ 1. We will provide and support a safe, civil and collaborative culture.
- ✓ 2. We will continuously provide and support effective teaching in every classroom.
- ✓ 3. We will provide and support a guaranteed and viable curriculum.
- ✓ 4. We will continue to foster a love of reading and commit to continual growth in childhood literacy.
- ✓ 5. We will foster strong numeracy skills and commit to continual growth in math success.
- ✓ 6. We will provide targeted strategies and practices to prepare students for post-secondary education, career readiness, and military participation.
- ✓ 7. We will attract, recruit, develop, and retain high-quality professional staff.

**Budgetary Impact:** reimbursable costs will be determined by actual costs not to exceed \$7.5 Million

**Recommendation:** The District recommendation is for the Members of the Board to approve the Professional Contracts as presented.

#### **Submitted by:**

*David Fink*

*Director of Construction Services and Facility Planning*

#### **Recommended by:**

*Tom Maglisceau, Ph.D.*

*Superintendent*

**Meeting Date:** Monday November 17, 2025

**INTERLOCAL AGREEMENT REGARDING CONSTRUCTION AND FUNDING OF  
DISTRICT FACILITIES**

This INTERLOCAL AGREEMENT REGARDING CONSTRUCTION AND FUNDING OF DISTRICT FACILITIES (this “Agreement”) is entered on the 20th day of November, 2025, to be effective as of the Effective Date (hereinafter defined), by and between the Celina Independent School District (“CISD”), and Uptown Municipal Utility District No. 1 of Collin County, a conservation and reclamation district created pursuant to Article XVI, Section 59, and Article III, Section 52, of the Texas Constitution, and operating pursuant to Chapters 49 and 54, Texas Water Code, as amended, and Chapter 7909A, Texas Special District Local Laws Code, as amended (the “MUD”). The MUD and CISD are sometimes collectively referred to herein as the “Parties” and individually as a “Party.”

**RECITALS**

WHEREAS, CISD is a local government as defined by Chapter 791 of the Texas Government Code (the “Act”), and as such is lawfully permitted to enter into an interlocal agreement; and

WHEREAS, the MUD is a political subdivision of the State of Texas that provides water, sanitary sewer, drainage, roads and other facilities and services within the boundaries of the MUD, is a local government as defined by the Act, and as such is lawfully permitted to enter into an interlocal agreement; and

WHEREAS, CISD intends to construct a school on approximately 18.802 acres of land, more particularly described on **Exhibit A** attached hereto (the “Property”), all of which is located within the boundaries of the MUD; and

WHEREAS, the Property is located within an area of the MUD consisting of approximately 18.802 acres that are not yet developed and will not be developed prior to the construction of the school by CISD (the “Undeveloped MUD Property”), more particularly described on **Exhibit B** attached hereto; and

WHEREAS, CISD requires the construction of certain water, sanitary sewer, drainage and roadway facilities depicted on **Exhibit C** attached hereto (the “Facilities”), in order to properly serve the Property and operate the school, and such Facilities will be sized sufficiently to serve the Undeveloped MUD Property as well; and

WHEREAS, the Parties now desire to establish a definitive basis for CISD to construct and fund the Facilities, and for the MUD to reimburse CISD for the costs associated with constructing the Facilities in accordance with the terms of this Agreement; and

WHEREAS, the Parties have determined and hereby represent that they are authorized and empowered to make, execute and deliver this Agreement; that the terms, conditions and provisions of this Agreement are mutually agreeable, fair and advantageous to the Parties; and that they desire to enter into this Agreement for the purpose of setting forth the specific terms and conditions upon which the Facilities will be constructed and funded.

## AGREEMENT

NOW, THEREFORE, for and in consideration of the mutual promises, covenants, benefits and obligations contained herein, the Parties hereby contract, covenant and agree as follows:

### ARTICLE I CONSTRUCTION OF FACILITIES

1.1 Construction. The Facilities shall be constructed by CISD in accordance with the construction plans and specifications in compliance with the City of Celina's (the "City") applicable ordinances, rules, and regulations (in existence as of the time that construction of the Facilities commences), the rules and regulations of any other agencies having jurisdiction (in existence as of time that construction of the Facilities commences), and with applicable state laws relating to competitive bidding requirements for municipal utility districts, including, but not limited to, contract advertisements, bidding, and awarding. Such construction shall not commence unless and until said plans and specifications have been approved by the City's engineer and the MUD's engineer. To the extent there is a conflict between any portion(s) of an applicable ordinance, rule, regulation, or law related to the construction of the Facilities, the more restrictive/stringent of the conflicting portion(s) shall apply. The costs of said construction and installation of the Facilities shall be funded in accordance with Article II of this Agreement.

1.2 Contract Awarding. Prior to CISD's award of any contract for construction of any portion of the Facilities, CISD shall provide the MUD's engineer with the bids received in response to the pertinent contract advertisement and a recommendation of award for such contract. CISD and the MUD agree to review all bids and, to the extent permitted by law, come to a mutual decision regarding which bid to proceed with in accordance with applicable state laws relating to competitive bidding requirements for municipal utility districts. The Parties agree that CISD may award a contract without the MUD's engineer's input if the MUD's engineer does not provide an opinion within fifteen (15) days of CISD providing such bids and recommendation of award to the MUD. The Parties further agree that if the opinion of the MUD and the opinion of CISD do not align, the Parties shall seek the opinion of an independent third-party engineer and such third party engineer shall have the final decision regarding the winning bid for the pertinent contract.

ARTICLE II  
FUNDING OF CONSTRUCTION COSTS

2.1 Funding. CISD hereby agrees to fund all costs associated with the design, engineering and construction of the Facilities (the "Facilities Costs"). Upon completion of the Facilities, CISD shall provide the MUD with (i) copies of any awarded contracts relating to the Facilities; (ii) copies of any and all pay applications and change orders issued pursuant to such awarded contracts; and (iii) proof of payment of all amounts due under such awarded contracts, accounting for any change orders approved by the MUD in accordance with Section 2.2 of this Agreement. The MUD hereby agrees to reimburse CISD for one hundred percent (100%) of the actual Facilities Costs within thirty (30) days of the occurrence of a sale relating to the Undeveloped MUD Property, but in no event later than five (5) years from the Effective Date of this Agreement.

2.2 Change Orders. If change orders are requested by any contractor constructing the Facilities, CISD shall provide the MUD with a copy of such change order request, and CISD and the MUD shall come to a mutual decision regarding whether or not to approve such change order request. The Parties agree that CISD may approve a change order request without the MUD's input if the MUD's engineer, on behalf of the MUD, does not provide an opinion within ten (10) business days of CISD providing such change order request accompanied by CISD's recommendation to the MUD. The Parties further agree that if the opinion of the MUD and the opinion of CISD do not align, the Parties shall seek the opinion of an independent third party engineer and such third party engineer shall have the final decision regarding whether or not to approve the change order request at hand. Notwithstanding the foregoing or anything herein to the contrary, the Parties agree that change order requests received on any contracts for construction of any portion of the Facilities that exceed one twenty-five percent (25%) of the original contract price for such portion of the Facilities shall automatically be rejected by both Parties and bid out in accordance with applicable state laws relating to competitive bidding requirements for municipal utility districts, unless otherwise agreed to in writing by both Parties. CISD shall keep an accounting of all change orders approved for any contracts for construction of any portion of the Facilities.

ARTICLE III  
MISCELLANEOUS

3.1 Assignability. This Agreement shall not be assignable.

3.2 Amendments. This Agreement may be changed, amended, or modified only by written instrument with the consent of the MUD and CISD.

3.3 Default and Remedies. In the event any Party (the "Non-Defaulting Party") reasonably believes that another Party (the "Defaulting Party") is in violation or default of any of

the terms of this Agreement, the Non-Defaulting Party shall provide written notice of such default to the Defaulting Party with notice of the specific terms and conditions of the violation or default and the requirements to remedy such violation (each, a “Notice of Default”).

Upon receipt of a Notice of Default, the Defaulting Party shall have thirty (30) days from the date of receipt of such Notice of Default to remedy the alleged violation by taking appropriate actions. Such notice or cure period shall not be justification for the Defaulting Party to cease any of the obligations that might not be the subject of the Notice of Default. In the event the Defaulting Party fails to reasonably cure an alleged violation of this Agreement within the cure period set out above, the violation or default shall be deemed a “Default” hereunder. Notwithstanding the foregoing, if the Defaulting Party has commenced curing any alleged violation or default, other than an alleged violation or default relating to the Defaulting Party’s failure to satisfy any monetary obligation under this Agreement, within said thirty (30) day period and is diligently prosecuting the same, then the cure period will be extended for an amount of time reasonably necessary to cure such violation or default, subject to extension for Force Majeure. If any violation or default remains uncured after the thirty (30) day remedy period, as same may be extended as provided above, the Non-Defaulting Party shall have available all remedies at law or in equity.

3.4 Notice. Any notice, request, demand, instruction or other communication required or permitted to be given to the City or the Developer under this Agreement shall be in writing and shall be either (i) personally delivered to the parties named below by a commercial messenger service regularly retaining receipts for such delivery; (ii) sent by registered or certified mail, return receipt requested, effective upon deposit; (iii) delivered by a reputable overnight courier service, effective upon delivery thereof to the carrier; or (iv) sent by electronic mail with confirmation of transmission, and shall be addressed to the parties as listed below:

To CISD:                      Celina Independent School District  
205 S. Colorado  
Celina, Texas 75009  
Attn: David Fink  
Email: [davidfink@celinaisd.com](mailto:davidfink@celinaisd.com)

With Copy to:              Abernathy, Roeder, Boyd & Hullett, P.C.  
1700 Redbud Blvd., Suite 300  
McKinney, Texas 75069  
Attn: Chris Zillmer  
Email: [czillmer@abernathy-law.com](mailto:czillmer@abernathy-law.com)

To the MUD:                      Uptown Municipal Utility District No. 1 of Collin County  
c/o Coats Rose, P.C.  
16000 North Dallas Parkway, Suite 350  
Dallas, Texas 75248  
Attn: Joshua A. Bethke

Email: [jbethke@coatsrose.com](mailto:jbethke@coatsrose.com)

3.6 Further Acts; Cooperation. Each of the Parties hereto shall execute and deliver all such documents and perform all such acts as reasonably necessary, from time to time, to carry out the matters contemplated by this Agreement.

3.7 No Partnership; Third Parties. It is not intended by this Agreement to, and nothing contained in this Agreement shall, create any owner-contractor, contractor-subcontractor, employer-employee, partnership, joint venture or other arrangement between or among any or all of the Parties hereto. No term or provision of this Agreement is intended to, or shall, be for the benefit of any person, firm, organization or corporation not a Party hereto, and no such other person, firm, organization or corporation shall have any right or cause of action hereunder.

3.8 Entire Agreement. This Agreement contains the entire agreement of the Parties with respect to the subject matter hereof, and this Agreement can be amended only by written agreement signed by all of the Parties hereto.

3.9 Severability. If any provision of this Agreement is declared void or unenforceable, such provision shall be severed from this Agreement.

3.10 Applicable Law. The construction and validity of this Agreement shall be governed by the laws of the State of Texas.

3.11 Paragraph Headings. The paragraph headings contained in this Agreement are for convenience only and shall in no way enlarge or limit the scope or meaning of the various and several paragraphs hereof.

3.12 Force Majeure. If any Party is unable to perform an obligation under this Agreement (other than monetary obligations) by reason of Force Majeure, then the obligation of such Party, as appropriate, shall be extended or postponed for the period of the actual delay caused by such Force Majeure. The phrase "Force Majeure" shall mean the inability to perform a duty or an obligation due to causes or occurrences which are outside of the control of the Party whose obligation is postponed and could not be avoided by the exercise of due care on the part of such Party, including, but not limited to, acts of God, pandemics, fires, floods, labor disputes or strikes, and materials or equipment shortages or delays.

3.13 Counterparts. This Agreement may be executed in two or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument. The signature pages from one or more counterparts may be removed from such counterparts and such signature pages all attached to a single instrument so that the signatures of all Parties may be physically attached to a single document.

3.14 Effective Date. The Effective Date of this Agreement shall be the date signed by the last Party whose signature makes this Agreement fully executed.

3.15 Binding Agreement. This Agreement shall be binding upon and shall inure to the benefit of the Parties hereto, their successors and assigns. Each Party agrees that this Agreement may be enforced against it by the other Party under any rights or remedies available to such other Party at law or in equity.

3.16 Attorneys' Fees. In the event either Party files a lawsuit in connection with this Agreement or any provisions contained herein, then the Party that prevails in such action shall be entitled to recover from the non-prevailing Party, in addition to all other remedies or damages as limited herein, reasonable attorneys' fees and costs of court incurred in such lawsuit. This covenant shall survive the termination of this Agreement.

[THE REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK]

Executed by the MUD and the CISD to be effective on the Effective Date.

**CELINA INDEPENDENT SCHOOL  
DISTRICT**

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

Name: \_\_\_\_\_

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

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

MUD:

**UPTOWN MUNICIPAL UTILITY DISTRICT  
NO. 1 OF COLLIN COUNTY**

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

Name: \_\_\_\_\_

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

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

EXHIBIT "A"  
Property Description

EXHIBIT "B"  
Undeveloped MUD Property

EXHIBIT "C"

Facilities

# PAPE-DAWSON

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## 18.811 ACRE DESCRIPTION

**BEING** A TRACT OF LAND, SITUATED IN THE T. & P. RAILWAY CO. SURVEY, ABSTRACT NUMBER 932, CITY OF CELINA, COLLIN COUNTY, TEXAS, AND BEING A PORTION OF A CALLED 161.383 ACRE TRACT OF LAND DESCRIBED IN A DEED TO UPTOWN CELINA PARTNERS LP, AS RECORDED IN INSTRUMENT NUMBER 20210428000853320 OF THE OFFICIAL PUBLIC RECORDS OF COLLIN COUNTY, TEXAS (O.P.R.C.C.T.), AND BEING MORE PARTICULARLY DESCRIBED BY METES AND BOUNDS AS FOLLOWS;

**COMMENCING** AT A FOUND 1/2-INCH IRON ROD WITH A CAP STAMPED "5674" (CONTROLLING MONUMENT), BEING AN INTERIOR ELL CORNER OF SAID UPTOWN CELINA TRACT, SAME BEING THE SOUTHWEST CORNER OF A CALLED 5.00 ACRE TRACT OF LAND DESCRIBED IN A DEED TO CITY OF CELINA AS RECORDED IN VOLUME 481, PAGE 230 OF THE DEED RECORDS OF COLLIN COUNTY, TEXAS (D.R.C.C.T.);

**THENCE:** OVER AND ACROSS SAID UPTOWN CELINA TRACT, THE FOLLOWING COURSES:

N 83°34'10" W, A DISTANCE OF 373.78 FEET TO A SET 1/2-INCH IRON ROD WITH A YELLOW PLASTIC CAP STAMPED "PAPE DAWSON", BEING THE **POINT OF BEGINNING**;

S 11°30'39" W, A DISTANCE OF 838.02 FEET TO A SET 1/2-INCH IRON ROD WITH A YELLOW PLASTIC CAP STAMPED "PAPE DAWSON";

S 89°42'05" W, A DISTANCE OF 897.92 FEET TO A SET 1/2-INCH IRON ROD WITH A YELLOW PLASTIC CAP STAMPED "PAPE DAWSON", FROM WHICH A FOUND 1/2-INCH IRON ROD WITH A YELLOW PLASTIC CAP STAMPED "PAPE DAWSON", BEING ON THE WEST LINE OF SAID UPTOWN CELINA TRACT, SAME BEING THE SOUTHEAST CORNER OF A TRACT OF LAND DESCRIBED AS A VARIABLE WIDTH RIGHT-OF-WAY IN A DEED TO CITY OF CELINA, AS RECORDED IN INSTRUMENT NUMBER 2024000135123 (O.P.R.C.C.T.), BEARS: S 64°40'19" W, A DISTANCE OF 816.86 FEET;

N 00°17'55" W, A DISTANCE OF 668.01 FEET TO A SET 1/2-INCH IRON ROD WITH A YELLOW PLASTIC CAP STAMPED "PAPE DAWSON", BEING THE BEGINNING OF A TANGENT CURVE TO THE RIGHT HAVING A RADIUS OF 370.00 FEET, A CENTRAL ANGLE OF 22°09'08", A CHORD BEARING AND DISTANCE OF N 10°46'39" E – 142.16 FEET;

CONTINUING ALONG SAID CURVE TO THE RIGHT, AN ARC LENGTH OF 143.05 FEET TO A SET 1/2-INCH IRON ROD WITH A YELLOW PLASTIC CAP STAMPED "PAPE DAWSON";

N 21°51'13" E, A DISTANCE OF 47.15 FEET TO A SET 1/2-INCH IRON ROD WITH A YELLOW PLASTIC CAP STAMPED "PAPE DAWSON", FROM WHICH A FOUND 5/8-INCH IRON ROD WITH A CAP STAMPED "5671", BEING THE NORTHWEST CORNER OF SAID UPTOWN TRACT BEARS: N 33°15'01" W, A DISTANCE OF 1453.68 FEET;

N 66°51'13" E, A DISTANCE OF 35.36 FEET TO A SET 1/2-INCH IRON ROD WITH A YELLOW PLASTIC CAP STAMPED "PAPE DAWSON";

S 68°08'47" E, A DISTANCE OF 43.99 FEET TO A SET 1/2-INCH IRON ROD WITH A YELLOW PLASTIC CAP STAMPED "PAPE DAWSON", BEING THE BEGINNING OF A TANGENT CURVE TO THE LEFT HAVING A RADIUS OF 380.00 FEET, A CENTRAL ANGLE OF 22°09'08", A CHORD BEARING AND DISTANCE OF S 79°13'21" E – 146.01 FEET;

CONTINUING ALONG SAID CURVE TO THE LEFT, AN ARC LENGTH OF 146.92 FEET TO A SET 1/2-INCH IRON ROD WITH A YELLOW PLASTIC CAP STAMPED "PAPE DAWSON";

N 89°42'05" E, A DISTANCE OF 226.80 FEET TO A SET 1/2-INCH IRON ROD WITH A YELLOW PLASTIC CAP STAMPED "PAPE DAWSON";

N 00°17'55" W, A DISTANCE OF 50.00 FEET TO A SET 1/2-INCH IRON ROD WITH A YELLOW PLASTIC CAP STAMPED "PAPE DAWSON";

N 89°42'05" E, A DISTANCE OF 198.68 FEET TO A SET 1/2-INCH IRON ROD WITH A YELLOW PLASTIC CAP STAMPED "PAPE DAWSON";

S 00°17'55" E, A DISTANCE OF 50.00 FEET TO A SET 1/2-INCH IRON ROD WITH A YELLOW PLASTIC CAP STAMPED "PAPE DAWSON";

N 89°42'05" E, A DISTANCE OF 382.24 FEET TO THE **POINT OF BEGINNING** AND **CONTAINING** 18.811 ACRES OR 819,418 SQUARE FEET OF LAND MORE OR LESS. AND BEING DESCRIBED IN ACCORDANCE WITH A SURVEY MADE ON THE GROUND AND ACCOMPANIED BY AN EXHIBIT OR SURVEY MAP PREPARED UNDER JOB NUMBER **70297-23** BY PAPE DAWSON ENGINEERS, LLC.

BEARINGS ARE BASED ON THE TEXAS COORDINATE SYSTEM ESTABLISHED FOR THE NORTH CENTRAL ZONE (4202) FROM NORTH AMERICAN DATUM 1983 (NA2011) EPOCH 2010.00.

FOR PAPE DAWSON ENGINEERS, LLC.

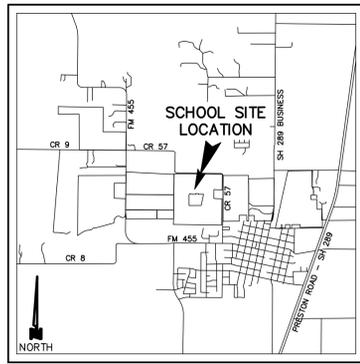


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KYLE R. REINER  
REGISTERED PROFESSIONAL LAND SURVEYOR  
TEXAS REGISTRATION NO. 7099  
PAPE DAWSON ENGINEERS, LLC.  
6105 TENNYSON PARKWAY, SUITE 210  
PLANO, TEXAS 75024  
TELE. 214-420-8494  
EMAIL: [KREINER@PAPE-DAWSON.COM](mailto:KREINER@PAPE-DAWSON.COM)



CERTIFICATION DATE: NOVEMBER 11, 2025  
REVISED CERTIFICATION DATE: NOVEMBER 14, 2025



LOCATION MAP  
(NOT TO SCALE)



GRAPHIC SCALE

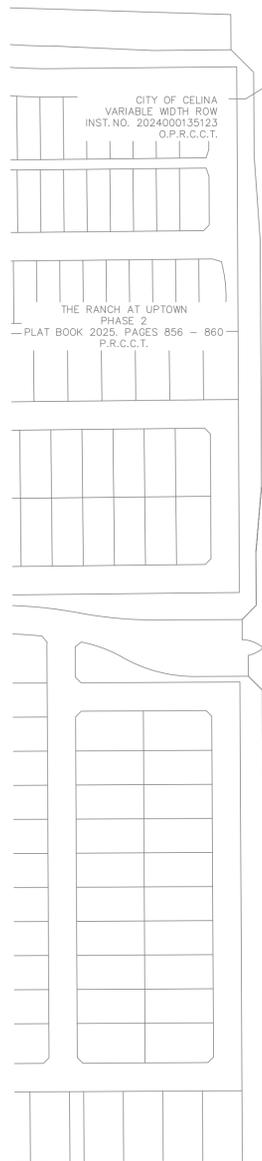
(IN FEET)  
1 inch = 150 ft.

LEGEND

- O.P.R.C.C.T. OFFICIAL PUBLIC RECORDS, COLLIN COUNTY, TEXAS
- D.R.C.C.T. DEED RECORDS, COLLIN COUNTY, TEXAS
- M.R.C.C.T. MAP RECORDS, COLLIN COUNTY, TEXAS
- P.R.C.C.T. PLAT RECORDS, COLLIN COUNTY, TEXAS

NOTES:

1. BASIS OF BEARINGS DERIVED FROM THE TEXAS STATE PLANE COORDINATE SYSTEM, NAD83, NORTH CENTRAL ZONE (4202).
2. THIS DOCUMENT WAS PREPARED UNDER 22 TEXAS ADMINISTRATIVE CODE §138.95, DOES NOT REFLECT THE RESULTS OF AN ON THE GROUND SURVEY, AND IS NOT TO BE USED TO CONVEY OR ESTABLISH INTERESTS IN REAL PROPERTY EXCEPT THOSE RIGHTS AND INTERESTS IMPLIED OR ESTABLISHED BY THE CREATION OR RECONFIGURATION OF THE BOUNDARY OF THE POLITICAL SUBDIVISION FOR WHICH IT WAS PREPARED.



CITY OF CELINA  
VARIABLE WIDTH ROW  
INST. NO. 2024000135123  
O.P.R.C.C.T.

THE RANCH AT UPTOWN  
PHASE 2  
PLAT BOOK 2025, PAGES 856 - 860  
P.R.C.C.T.

OLD CELINA LTD.  
INSTRUMENT NO. 20180323000355690  
O.P.R.C.C.T.

CITY OF CELINA  
VARIABLE WIDTH ROW  
INST. NO. 2024000082362  
O.P.R.C.C.T.

TRACT 1  
SH DEV GBAR7 CELINA LLC  
CALLED 121.653 ACRES  
INST. NO. 2024000155839  
O.P.R.C.C.T.

TRACT 2  
SH DEV GBAR7 CELINA LLC  
CALLED 34.224 ACRES  
INST. NO. 2024000155839  
O.P.R.C.C.T.

OLD CELINA, LTD.  
INSTRUMENT NO. 20170705000875630  
O.P.R.C.C.T.

OLD CELINA, LTD.  
INSTRUMENT NO. 20060815001168150  
O.P.R.C.C.T.

COUNTY ROAD 57

CALLED 161.383 ACRES  
UPTOWN CELINA PARTNERS LP  
INSTRUMENT NO. 20210428000853320  
O.P.R.C.C.T.

UPTOWN CELINA PARTNERS, LP  
REMAINDER OF TRACT III  
(CALLED 79 ACRES)  
INST. NO. 20210428000854540  
O.P.R.C.C.T.

THE CITY OF CELINA, TEXAS  
VOLUME 481, PAGE 230  
D.R.C.C.T.

*T + P RAILWAY COMPANY SURVEY,  
ABSTRACT NO. 932*



ELEMENTARY SCHOOL SITE  
18.811 ACRES  
(819,418 SQ. FT. MORE OR LESS)

COUNTY ROAD 57

POINTE NORTH SQUARE LLC  
INST. NO. 2025000017135  
O.P.R.C.C.T.

DIRECTORS LOT  
CALLED 5.00 ACRES  
COLE TALLEY (20%)  
ZACK SCHNEIDER (20%)  
CALEB LAVEY (20%)  
BEN HANBARTNER (20%)  
LUKE BROWN (20%)  
INST. NO. 2023000049875  
O.P.R.C.C.T.

JAMES HEPTIG AND TEDDY MALTE  
INSTRUMENT NO. 20070904001222  
O.P.R.C.C.T.

JARRELL DWAIN GRAY  
INSTRUMENT NO. 20090105000007700  
O.P.R.C.C.T.

WILLOCK HILL ADDITION  
AMENDED PLAT  
CABINET H, SLIDE 610  
M.R.C.C.T.

23



BOUNDARY EXHIBIT

BEING A TRACT OF LAND, SITUATED IN THE T. & P. RAILROAD COMPANY SURVEY, ABSTRACT NO. 932, CITY OF CELINA, COLLIN COUNTY, TEXAS.





205 S Colorado, Celina, Tx 75009

Phone 469-742-9100

Fax 972-382-3607

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## CISD Board Agenda Item Synopsis

### **Subject: Green Meadows School Site GMP**

**Background Information:** The Guaranteed Maximum Price (GMP) for the construction of the new Green Meadows School site in Celina, Texas, is presented by Northstar Builders Group. The GMP reflects bids received from qualified subcontractors in accordance with state-regulated procurement procedures.

Upon approval, construction is scheduled to begin in the first quarter of 2026, with substantial completion targeted for the start of the 2027–2028 school year.

#### **Goals:**

- ✓ 1. We will provide and support a safe, civil and collaborative culture.
- ✓ 2. We will continuously provide and support effective teaching in every classroom.
- ✓ 3. We will provide and support a guaranteed and viable curriculum.
- ✓ 4. We will continue to foster a love of reading and commit to continual growth in childhood literacy.
- ✓ 5. We will foster strong numeracy skills and commit to continual growth in math success.
- ✓ 6. We will provide targeted strategies and practices to prepare students for post-secondary education, career readiness, and military participation.
- ✓ 7. We will attract, recruit, develop, and retain high-quality professional staff.

**Budgetary Impact:** \$50,747,880.00

**Recommendation:** The District recommendation is for the Members of the Board to approve the Professional Contracts as presented.

#### **Submitted by:**

*David Fink*

*Director of Construction Services and Facility Planning*

#### **Recommended by:**

*Tom Maglisceau, Ph.D.*

*Superintendent*

**Meeting Date:** Monday November 17, 2025

# NORTHSTAR BUILDERS GROUP

## Celina ISD

GMP Estimate

Celina ES #7 - Green Meadows  
Celina, TX

Documents Dated 8/29/2025  
Estimate Dated 11/5/2025

<b>General Conditions</b>	<b>2,362,811</b>
<b>Allowances</b>	<b>2,280,000</b>
Owner's Contingency	
Supply Chain	
Offsite Fiber	
Pier Overages/Casing	
Energy Inspections	
Material Testing	
Commissioning	
Mechanical Screens	
Additional Graphics	
Emergency Responder Amp	
Cell Booster	
Fire Booster Pump	
City Review	
Exterior Stone Revisions	
Sculpture @ Media Center	
Exterior Storage	
<b>Reimbursables General Requirements</b>	<b>1,912,031</b>
<b>Concrete</b>	<b>5,893,260</b>
<b>Masonry</b>	<b>2,094,815</b>
<b>Metals</b>	<b>4,489,764</b>
<b>Woods &amp; Plastics</b>	<b>141,806</b>
<b>Thermal &amp; Roofing</b>	<b>3,517,182</b>
<b>Doors/Windows</b>	<b>2,466,299</b>
<b>Finishes</b>	<b>6,069,919</b>
<b>Specialties</b>	<b>1,096,524</b>
<b>Equipment</b>	<b>1,268,569</b>
<b>Furnishings</b>	<b>772,971</b>
<b>Elevator</b>	<b>180,805</b>
<b>Fire Protection</b>	<b>467,127</b>
<b>Mechanical &amp; Plumbing</b>	<b>5,887,226</b>
<b>Electrical</b>	<b>4,528,505</b>
<b>Communications Systems</b>	<b>1,607,632</b>
<b>Electronic Safety &amp; Security Systems</b>	<b>148,438</b>
<b>Earthwork</b>	<b>880,144</b>
<b>Exterior Improvements</b>	<b>1,077,097</b>
<b>Utilities</b>	<b>1,604,955</b>

**CELINA ES #7 - GREEN MEADOWS - FINAL GMP**

**\$50,747,880**



205 S Colorado, Celina, Tx 75009

Phone 469-742-9100

Fax 972-382-3607

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## CISD Board Agenda Item Synopsis

### **Subject: Ramble School Site GMP**

**Background Information:** The Guaranteed Maximum Price (GMP) for the construction of the new Ramble School site in Celina, Texas, is presented by Northstar Builders Group. The GMP reflects bids received from qualified subcontractors in accordance with state-regulated procurement processes.

Upon approval, construction is scheduled to begin in the first quarter of 2026, with substantial completion targeted for the start of the 2027–2028 school year.

### **Goals:**

- ✓ 1. We will provide and support a safe, civil and collaborative culture.
- ✓ 2. We will continuously provide and support effective teaching in every classroom.
- ✓ 3. We will provide and support a guaranteed and viable curriculum.
- ✓ 4. We will continue to foster a love of reading and commit to continual growth in childhood literacy.
- ✓ 5. We will foster strong numeracy skills and commit to continual growth in math success.
- ✓ 6. We will provide targeted strategies and practices to prepare students for post-secondary education, career readiness, and military participation.
- ✓ 7. We will attract, recruit, develop, and retain high-quality professional staff.

**Budgetary Impact:** \$51,387,011.00

**Recommendation:** The District recommendation is for the Members of the Board to approve the Professional Contracts as presented.

### **Submitted by:**

*David Fink*

*Director of Construction Services and Facility Planning*

### **Recommended by:**

*Tom Maglisceau, Ph.D.*

*Superintendent*

**Meeting Date:** Monday November 17, 2025

# NORTHSTAR BUILDERS GROUP

## Celina ISD

Celina ES #8 - Ramble  
Celina, TX

GMP Estimate

Documents Dated 8/29/2025  
Estimate Dated 11/5/2025

<b>General Conditions</b>	<b>2,360,311</b>
<b>Allowances</b>	<b>2,360,000</b>
Owner's Contingency	
Supply Chain	
Offsite Fiber	
Pier Overages/Casing	
Energy Inspections	
Material Testing	
Commissioning	
Mechanical Screens	
Additional Graphics	
Emergency Responder Amp	
Cell Booster	
Fire Booster Pump	
City Review	
Exterior Stone Veneer Revisions	
Sculpture @ Media Center	
Exterior Storage	
<b>Reimbursables General Requirements</b>	<b>1,930,510</b>
<b>Concrete</b>	<b>4,549,338</b>
<b>Masonry</b>	<b>2,074,185</b>
<b>Metals</b>	<b>4,885,211</b>
<b>Woods &amp; Plastics</b>	<b>141,819</b>
<b>Thermal &amp; Roofing</b>	<b>3,507,579</b>
<b>Doors/Windows</b>	<b>2,321,229</b>
<b>Finishes</b>	<b>6,058,608</b>
<b>Specialties</b>	<b>1,066,764</b>
<b>Equipment</b>	<b>1,268,688</b>
<b>Furnishings</b>	<b>796,539</b>
<b>Elevator</b>	<b>180,822</b>
<b>Fire Protection</b>	<b>467,171</b>
<b>Mechanical &amp; Plumbing</b>	<b>6,572,365</b>
<b>Electrical</b>	<b>4,542,071</b>
<b>Communications Systems</b>	<b>1,657,373</b>
<b>Electronic Safety &amp; Security Systems</b>	<b>148,452</b>
<b>Earthwork</b>	<b>2,314,512</b>
<b>Exterior Improvements</b>	<b>966,529</b>
<b>Utilities</b>	<b>1,216,933</b>

CELINA ES #8 - RAMBLE - FINAL GMP

\$51,387,011



205 S Colorado, Celina, Tx 75009

Phone 469-742-9100

Fax 972-382-3607

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## CISD Board Agenda Item Synopsis

### **Subject: Uptown School Site GMP**

**Background Information:** The Guaranteed Maximum Price (GMP) for the construction of the new Uptown School Site in Celina, Texas, is presented by Northstar Builders Group. The GMP reflects bids received from qualified subcontractors in accordance with state-regulated procurement procedures.

Upon approval, construction is scheduled to begin in the first quarter of 2026, with substantial completion targeted for the start of the 2027–2028 school year.

#### **Goals:**

- ✓ 1. We will provide and support a safe, civil and collaborative culture.
- ✓ 2. We will continuously provide and support effective teaching in every classroom.
- ✓ 3. We will provide and support a guaranteed and viable curriculum.
- ✓ 4. We will continue to foster a love of reading and commit to continual growth in childhood literacy.
- ✓ 5. We will foster strong numeracy skills and commit to continual growth in math success.
- ✓ 6. We will provide targeted strategies and practices to prepare students for post-secondary education, career readiness, and military participation.
- ✓ 7. We will attract, recruit, develop, and retain high-quality professional staff.

**Budgetary Impact:** \$52,069,412.00

**Recommendation:** The District recommendation is for the Members of the Board to approve the Professional Contracts as presented.

#### **Submitted by:**

*David Fink*

*Director of Construction Services and Facility Planning*

#### **Recommended by:**

*Tom Maglisceau, Ph.D.*

*Superintendent*

**Meeting Date:** Monday, November 17, 2025

# NORTHSTAR BUILDERS GROUP

## Celina ISD

Celina ES #6 - Uptown  
Celina, TX

GMP Estimate

Documents Dated 8/29/2025

Estimate Dated 11/5/2025

<b>General Conditions</b>	<b>2,596,757</b>
<b>Allowances</b>	<b>2,375,000</b>
Owner's Contingency	
Supply Chain	
Offsite Fiber	
Pier Overages/Casing	
Energy Inspections	
Material Testing	
Commissioning	
Mechanical Screens	
Graphics	
Emergency Responder Amp	
Cell Booster	
Fire Booster Pump	
Exterior Storage	
Exterior Sculpture @ Outdoor Courtyards	
City Review	
City Review - Exterior Stone Revisions	
<b>Reimbursables General Requirements</b>	<b>1,944,160</b>
<b>Concrete</b>	<b>5,730,957</b>
<b>Masonry</b>	<b>2,107,606</b>
<b>Metals</b>	<b>4,600,651</b>
<b>Woods &amp; Plastics</b>	<b>141,912</b>
<b>Thermal &amp; Roofing</b>	<b>3,514,794</b>
<b>Doors/Windows</b>	<b>2,333,420</b>
<b>Finishes</b>	<b>6,404,495</b>
<b>Specialties</b>	<b>1,268,514</b>
<b>Equipment</b>	<b>1,269,519</b>
<b>Furnishings</b>	<b>797,061</b>
<b>Special Construction</b>	<b>0</b>
<b>Elevator</b>	<b>180,941</b>
<b>Fire Protection</b>	<b>467,477</b>
<b>Mechanical &amp; Plumbing</b>	<b>6,235,758</b>
<b>Electrical</b>	<b>4,504,870</b>
<b>Communications Systems</b>	<b>1,650,525</b>
<b>Electronic Safety &amp; Security Systems</b>	<b>148,549</b>
<b>Earthwork</b>	<b>1,242,489</b>
<b>Exterior Improvements</b>	<b>1,071,002</b>
<b>Utilities</b>	<b>1,482,955</b>
<b>CELINA ES #6 - UPTOWN - FINAL GMP</b>	<b>\$52,069,412</b>



205 S Colorado, Celina, Tx 75009

Phone 469-742-9100

Fax 972-382-3607

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## CISD Board Agenda Item Synopsis

### **Subject: Uptown School Site Work GMP**

**Background Information:** This requested GMP approval covers site work for the Uptown School site. The scope includes the construction of new roads, water, sewer, and fiber infrastructure for Tract C of the Village of Uptown development.

Celina ISD will enter into an Interlocal Agreement (ILA) with Uptown Municipal Utility District (MUD) No. 1 of Collin County for 100 percent repayment of the actual facilities costs incurred (see ILA for details).

CISD.

#### **Goals:**

- ✓ 1. We will provide and support a safe, civil and collaborative culture.
- ✓ 2. We will continuously provide and support effective teaching in every classroom.
- ✓ 3. We will provide and support a guaranteed and viable curriculum.
- ✓ 4. We will continue to foster a love of reading and commit to continual growth in childhood literacy.
- ✓ 5. We will foster strong numeracy skills and commit to continual growth in math success.
- ✓ 6. We will provide targeted strategies and practices to prepare students for post-secondary education, career readiness, and military participation.
- ✓ 7. We will attract, recruit, develop, and retain high-quality professional staff.

**Budgetary Impact:** \$7.5 Million

**Recommendation:** The District recommendation is for the Members of the Board to approve the Professional Contracts as presented.

#### **Submitted by:**

*David Fink*

*Director of Construction Services and Facility Planning*

#### **Recommended by:**

*Tom Maglisceau, Ph.D.*

*Superintendent*

**Meeting Date:** Monday, November 17, 2025

# NORTHSTAR BUILDERS GROUP

## Celina ISD

ES #6 - Roadway Improvements  
 Celina, TX

### GMP SUMMARY

Documents Dated 10/15/2025  
 Estimate Dated 11/17/2025

	<b>General Conditions</b>					255,805
	<b>Allowances</b>					486,568
	Owner's Contingency					
	Material Testing					
	Inspection Fees					
	<b>Reimbursables General Requirements</b>					159,769
	<b>Earthwork</b>					327,276
	<b>Paving</b>					1,747,185
	<b>Electrical</b>					282,899
	<b>Utilities</b>					3,371,535
<b>TOTAL GMP</b>						<b>\$6,631,036</b>
	<b>Soft Cost (Engineering/Surveying)</b>					354,000
<b>TOTAL PROJECT COST</b>						<b>\$6,985,036</b>

**NORTHSTAR BUILDERS GROUP**

**Celina ISD**

**ES #6 - Roadway Improvements**

Celina, TX

Documents Dated 10/15/2025

Estimate Dated 11/17/2025

<b>GMP SUMMARY</b>							
<b>CODE</b>	<b>ITEM</b>		<b>LABOR</b>	<b>MATERIAL</b>	<b>SUB</b>	<b>TOTAL</b>	<b>COMMENTS</b>
<b>GENERAL CONDITIONS</b>							<b>231,323</b>
	General Conditions		XXXXXX	231,323	XXXXXX	231,323	
<b>ALLOWANCES</b>							<b>440,000</b>
	Owners Contingency		XXXXXX	XXXXXX	100,000	100,000	
	Material Testing		XXXXXX	XXXXXX	170,000	170,000	
	Inspection Fees		XXXXXX	XXXXXX	170,000	170,000	
	Engineering/Surveying	By Owner	XXXXXX	XXXXXX	XXXXXX	0	
<b>REIMBURSABLES</b>							<b>144,478</b>
	Pre-Construction Services		10,000	XXXXXX	XXXXXX	10,000	
	Shed/Tool Room	By subcontractor	XXXXXX	0	XXXXXX	0	
	Temporary Toilets	By subcontractor	XXXXXX	0	XXXXXX	0	
	Job Signs		XXXXXX	1,000	XXXXXX	1,000	
	Miscellaneous Tools & Equipments	By subcontractor	XXXXXX	0	XXXXXX	0	
	Project Coordinates	By subcontractor	XXXXXX	0	XXXXXX	0	
	Aerial/Progress Photos	By subcontractor	XXXXXX	0	XXXXXX	0	
	As-Built Drawings	By subcontractor	XXXXXX	0	XXXXXX	0	
	Watchman		XXXXXX	24,000	XXXXXX	24,000	
	Temporary Water	By subcontractor	XXXXXX	0	XXXXXX	0	
	Dumpsters	By subcontractor	XXXXXX	0	XXXXXX	0	
	Site Cleaning	By subcontractor	XXXXXX	0	XXXXXX	0	
	Subcontractor Default Insurance		XXXXXX	109,478	XXXXXX	109,478	
<b>EARTHWORK</b>							<b>295,953</b>
	Earthwork		XXXXXX	XXXXXX	291,453	291,453	RPMx
	SWPPP Plan		XXXXXX	4,500	XXXXXX	4,500	
	SWPPP Maintenance	Included in Paving	XXXXXX	XXXXXX	XXXXXX	0	
<b>ELECTRICAL</b>							<b>255,823</b>
	Electrical		XXXXXX	XXXXXX	255,823	255,823	Venus
<b>EXTERIOR IMPROVEMENTS</b>							<b>1,579,966</b>
	Paving		XXXXXX	XXXXXX	1,454,160	1,454,160	GTI
	Traffic Control	Included in Paving	XXXXXX	XXXXXX	XXXXXX	0	
	Pavement Markings & Signage		XXXXXX	XXXXXX	29,506	29,506	American Striping
	Joint Sealer	Included in Paving	XXXXXX	XXXXXX	XXXXXX	0	
	Lawns and Grasses		XXXXXX	XXXXXX	96,300	96,300	RPMx
<b>UTILITIES</b>							<b>3,048,855</b>
	Utilities	Excludes Utility Spoils Haul Off - Lose Onsite	XXXXXX	XXXXXX	3,048,855	3,048,855	Wright
	Utility Locates	Included in Paving	XXXXXX	XXXXXX	XXXXXX	0	
<b>SUBTOTAL</b>			<b>10,000</b>	<b>370,300</b>	<b>5,616,097</b>	<b>5,996,397</b>	<b>5,996,397</b>
	Contractor's Contingency	4.00%				\$239,856	
	Bond	0.95%				\$63,033	
	Fee	5.00%				\$331,750	
<b>TOTAL BASE BID</b>						<b>\$6,631,036</b>	
				Engineering/Surveying		\$354,000	
<b>TOTAL PROJECT COST</b>						<b>\$6,985,036</b>	



205 S Colorado, Celina, Tx 75009 Phone 469-742-9100 Fax 972-382-3607

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## **CISD Board Agenda Item Synopsis**

**Subject:** Consider Approval of the 2025 Tax Roll

**Background Information:** In accordance with state law, Celina ISD is required each year to formally adopt the certified tax roll as provided by the Collin County Appraisal District. The adopted tax roll establishes the official property valuations used to assess and collect taxes for the district.

**Goals:**

- ✓ 1. We will provide and support a safe, civil and collaborative culture.
- ✓ 2. We will continuously provide and support effective teaching in every classroom.
- ✓ 3. We will provide and support a guaranteed and viable curriculum.
- ✓ 4. We will continue to foster a love of reading and commit to continual growth in childhood literacy.
- ✓ 5. We will foster strong numeracy skills and commit to continual growth in math success.
- ✓ 6. We will provide targeted strategies and practices to prepare students for post-secondary education, career readiness, and military participation.
- ✓ 7. We will attract, recruit, develop, and retain high-quality professional staff.

**Budgetary Impact:** None

**Recommendation:** The District recommendation is for Members of the Board to Approve the attached 2025 Tax Roll Resolution provided by the Appraisal District.

**Submitted by:**

*Melissa Kelly, Ed.D.*  
*Chief of Business Resources*

**Recommended by:**

*Tom Maglisceau, Ph.D.*  
*Superintendent*

**Meeting Date:**

November 17, 2025



## TAX ROLL RESOLUTION

**WHEREAS**, Section 26.09 of the Property Tax Code requires approval by the governing body of the Celina Independent School District of the appraisal roll with tax amounts entered by the assessor, for the year 2025, and

**WHEREAS**, such roll was presented to the Celina Independent School District's Trustees on November 17, 2025 and appears in all things correct as under the applicable laws of Texas and

**IT IS HERBY RESOLVED** by the Trustees that the appraisal taxable roll valued at \$6,616,893,221 with the amount of tax levy due totaling \$78,381,051.57 for the year 2025 is approved and is the tax roll for the Celina Independent School District for the year 2025.

DULY PASSED on this 17<sup>th</sup> day of November, 2025.

FOR \_\_\_\_\_  
AGAINST \_\_\_\_\_

\_\_\_\_\_  
Jeff Gravley  
President, Board of Trustees  
Celina Independent School District

November 17, 2025  
Date

\_\_\_\_\_  
Jennifer Driver  
Secretary, Board of Trustees  
Celina Independent School District

November 17, 2025  
Date

(District Seal)



**SCOTT GRIGG**  
**TAX ASSESSOR COLLECTOR**  
**COLLIN COUNTY**  
2300 Bloomdale Road, Suite 2366  
P.O. Box 8046  
McKinney, TX 75070-8046  
(972) 547-5020  
Fax: (214) 491-4808  
Email: sgrigg@co.collin.tx.us

October 8, 2025

Thomas Maglisceau, Superintendent  
Celina Independent School District  
205 S. Colorado  
Celina, TX 75009

Dear Mr. Maglisceau,

Attached is the 2025 Tax Roll Summary for Celina Independent School District.

Submission of the 2025 Tax Roll to your governing body for approval, in accordance with *Texas Property Tax Code*, Section 26.09, will constitute the 2025 Tax Roll for Celina Independent School District.

Please provide my office a copy of your ordinance approving the Tax Roll at your earliest convenience. While this is a formality in the Texas Property Tax Code, we do want to fulfill the requirements of the law and do appreciate your cooperation.

If you have any questions, please contact me.

Sincerely,

Scott Grigg  
Tax Assessor Collector

SG:jd

Enclosure

cc: Melissa Kelly

2025 TAX ROLL SUMMARY

51 - CELINA ISD

	Amount	Count
NUMBER OF ACCOUNTS		19,975
MARKET VALUES		
ROLLCODE: MINERAL		
Mineral	\$100	
ROLLCODE: PERSONAL		
Personal	\$207,778,820	
ROLLCODE: REAL		
Agriculture	\$5,421,377,129	
Improvement	\$4,154,330,745	
Improvement Non-Home Site	\$1,091,744,780	
Land	\$2,181,240,968	
Land Ag Land	\$5,231,471	
Land Non-Home Site	\$1,368,463,891	
	<b>TOTAL MARKET VALUE</b>	<b>\$14,430,167,904</b>
DEFERRALS		
Ag	\$5,421,377,129	1,856
	<b>TOTAL DEFERRALS</b>	<b>\$5,421,377,129</b>
EXEMPTIONS		
23.231 Circuit Breaker Limitation	\$111,207,444	1,067
Absolute Exemption	\$858	1
Absolute Exemption , XN , XN	\$29,600	1
Autos , XO , PPV , XO , PPV	\$26,132,798	52
Cap Adjustment , XT , XT	\$272,855,404	2,559
Disabled	\$4,143,124	89
Disabled Veteran	\$72,017,464	343
Economic Development , XL , XL	\$1,500	1
Energy , XR , XR	\$6,445,149	10
Freeport	\$777,643	2
Historic Site	\$0	9
Homestead	\$937,689,875	6,831
Miscellaneous , XV , XV	\$884,859,638	846
Nominal Value	\$83,565	119
Over 65	\$68,490,280	1,234
Pollution Control	\$6,880,792	11
Solar/Wind	\$282,420	12
Surviving Spouse Disabled Person	\$0	1
	<b>TOTAL EXEMPTIONS</b>	<b>\$2,391,897,554</b>
GRAND TOTAL FOR DEFERRALS AND EXEMPTIONS		<b>\$7,813,274,683</b>
TOTAL MARKET VALUE		<b>\$14,430,167,904</b>
TAXABLE VALUE		<b>\$6,616,893,221</b>
TAX RATE		<b>1.208900</b>
ROLLCODE: MINERAL		
Levy	\$0.00	1
ROLLCODE: PERSONAL		
Levy	\$2,131,811.19	776
ROLLCODE: REAL		

2025 TAX ROLL SUMMARY

51 - CELINA ISD

Levy		\$76,249,240.38	19,198
<b>TOTAL LEVY</b>		<b>\$78,381,051.57</b>	
<b>LEVY LOST DUE TO FROZEN</b>		<b>\$1,610,573.98</b>	
<b>OTHER LOST LEVY</b>		<b>\$0.00</b>	
<b>TOTAL LOST LEVY</b>		<b>\$1,610,573.98</b>	

Calculation Analysis

	Calc Levy	- Tax Amount	=	Diff.	Market Value	Exemption	Taxable Value
Frozen	4,798,026.67	3,187,452.69		1,610,573.98	991,833,608	594,941,658	396,891,950
DV100 (Excl. Frozen)	9,825.67	9,825.67		0.00	73,217,423	55,247,811	17,969,612
Prorated (Excl. Frozen)	0.00	0.00		0.00	0	0	0
Other	75,183,773.21	75,183,773.21		0.00	13,365,116,873	7,163,085,214	6,202,031,659
<b>Total</b>	<b>79,991,625.55</b>	<b>78,381,051.57</b>		<b>1,610,573.98</b>	<b>14,430,167,904</b>	<b>7,813,274,683</b>	<b>6,616,893,221</b>
DV100 (Incl. Frozen)	3,208.84	3,208.84		0.00	23,610,685	13,530,655	10,080,030
Prorated (Incl. Frozen)	0.00	0.00		0.00	0	0	0



205 S Colorado, Celina, Tx 75009 Phone 469-742-9100 Fax 972-382-3607

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## **CISD Board Agenda Item Synopsis**

**Subject:** Budget Update and One Time Payment

**Background Information:** Following the review of the current budget status, the Board will take action by voting on a proposal for a one-time payment to CISD staff members in December.

**Goals:**

- ✓ 1. We will provide and support a safe, civil and collaborative culture.
- ✓ 2. We will continuously provide and support effective teaching in every classroom.
- ✓ 3. We will provide and support a guaranteed and viable curriculum.
- ✓ 4. We will continue to foster a love of reading and commit to continual growth in childhood literacy.
- ✓ 5. We will foster strong numeracy skills and commit to continual growth in math success.
- ✓ 6. We will provide targeted strategies and practices to prepare students for post-secondary education, career readiness, and military participation.
- ✓ 7. We will attract, recruit, develop, and retain high-quality professional staff.

**Budgetary Impact:** \$500 per staff member is approximately \$450,000

**Submitted by:**

*Melissa Kelly, Ed.D.  
Chief of Business Resources*

**Recommended by:**

*Tom Maglisceau, Ph.D.  
Superintendent*

**Meeting Date:**

November 17 , 2025

# Budget Update November 2025

<b>M &amp; O</b>	<b>2025-2026 Budgeted</b>	<b>2025-2026 November Update</b>
Enrollment # of Students	6,500	6,356
Tax Collections	\$47,813,149	\$45,075,850
Hubbard Trust	\$3,000,000	\$3,000,000
Other Local Revenue	\$1,000,000	\$1,000,000
State Revenue	\$18,997,320	\$19,981,534
Federal Revenue	\$90,000	\$90,000
Recapture	\$(1,891,263)	\$(1,940,456)
<b>Total</b>	<b>\$69,009,206</b>	<b>\$67,206,928</b>



205 S Colorado, Celina, Tx 75009

Phone 469-742-9100

Fax 972-382-3607

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## **CISD Board Agenda Item Synopsis**

### **Subject: Approval of the Collin County Appraisal District Board of Directors Resolution**

**Background Information:** Celina Independent School District intends to exercise its right to cast votes in the election of members to the Collin County Appraisal District (CCAD) Board of Directors. As a taxing entity within Collin County, Celina ISD is entitled to vote for candidates to represent the district's interests in property assessments and taxation matters. By participating in this vote, Celina ISD ensures that its voice is heard in decisions impacting property values and tax rates that directly affect the local community and school district funding.

#### **Goals:**

- ✓1. We will provide and support a safe, civil and collaborative culture.
- ✓2. We will continuously provide and support effective teaching in every classroom.
- ✓3. We will provide and support a guaranteed and viable curriculum.
- ✓4. We will continue to foster a love of reading and commit to continual growth in childhood literacy.
- ✓5. We will foster strong numeracy skills and commit to continual growth in math success.
- ✓6. We will provide targeted strategies and practices to prepare students for post-secondary education, career readiness, and military participation.
- ✓7. We will attract, recruit, develop, and retain high-quality professional staff.

#### **Budgetary Impact:**

none

#### **Recommendation:**

The District recommendation is for the Members of the Board to approve the Denton County Appraisal District Board of Directors Resolution.

#### **Submitted by:**

*Sarah Wood*

*Executive Assistant to the Superintendent and Board Secretary*

#### **Recommended by:**

*Tom Maglisceau, Ph.D.*

*Superintendent*

**Meeting Date:** November 17, 2025



A RESOLUTION BY THE GOVERNING BODY OF CELINA ISD EXERCISING THEIR RIGHT TO CAST VOTES FOR CANDIDATES IN THE ELECTION OF THE COLLIN CENTRAL APPRAISAL DISTRICT BOARD OF DIRECTORS

WHEREAS, the Celina ISD is a member of the Collin Central Appraisal District and is entitled to cast 24 VOTES in the election of the Board of Directors in accordance with 6.03 of the Texas Property Tax Code; and,

Whereas, each voting unit must cast it's votes by resolution and submit it to the Chief Appraiser before December 15, 2025.

NOW THEREFORE BE IT RESOLVED BY CELINA ISD AS FOLLOWS: THAT CELINA ISD CAST VOTES ACCORDINGLY AS REPRESENTED BELOW:

Candidate Name	# of votes

This Resolution is hereby introduced and adopted by the Celina ISD Board of Trustees at its open meeting on November 17, 2025.

\_\_\_\_\_  
SIGNATURE OF PRESIDING OFFICER

\_\_\_\_\_  
NAME OF ENTITY

\_\_\_\_\_  
SECONDARY SIGNATURE ATTEST

\_\_\_\_\_  
NAME OF ENTITY



# Collin Central Appraisal District

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October 20, 2025

Melissa Kelly, Chief Finance Officer  
Celina ISD  
205 S. Colorado St.  
Celina, TX 75009

RE: Board of Directors election, four-year term, beginning January 1, 2026

Dear Ms. Kelly:

Enclosed you will find the ballot listing the nominees for the Board of Director positions for the Collin Central Appraisal District. The candidates are listed alphabetically by their surname.

Each voting unit must vote in an open meeting, report its vote by written resolution, and submit the resolution to the chief appraiser before December 15, 2025, **except taxing units with 100 or more votes**.

**Taxing Units with 100 or more votes MUST determine its votes by Resolution adopted at the FIRST or SECOND open meeting of the governing body held after the chief appraiser delivers the ballot and their voting Resolution must be submitted to the chief appraiser not later than the THIRD day following the date the Resolution was adopted.**

Each unit may cast all its votes for one candidate or distribute the votes among any number of the candidates listed. Since there is no provision for write-in candidates, the chief appraiser will not count votes for someone not listed on the official ballot.

Regards,

A handwritten signature in black ink that reads "Marty Wright".

Marty Wright  
Chief Appraiser

Enclosure



# Collin Central Appraisal District

## OFFICIAL BALLOT

ISSUED TO: Celina ISD

NUMBER OF VOTES:

FOR: **BOARD OF DIRECTORS, COLLIN CENTRAL APPRAISAL DISTRICT, TERM BEGINNING JANUARY 1, 2026.**

NOMINEES	VOTES
<i>DOUG BENDER</i>	
<i>BAIN BROOKS</i>	
<i>BRIAN DALE</i>	
<i>JOSHUA DAVID</i>	
<i>MICHELLE HOWARTH</i>	
<i>DUANE KELLY</i>	
<i>SURESH MALEPATI</i>	
<i>JASON ROSS</i>	
<i>JERRY TARTAGLINO</i>	
<i>BRYAN WASHINGTON</i>	
<i>STEVE WILSON</i>	

October 20, 2025

A handwritten signature in black ink that reads "Marty Wright" is written over a horizontal line.

Marty Wright, Chief Appraiser

Section 6.03 (g) of the State Property Tax Code requires the above action be taken by resolution, therefore, please attach a copy of the resolution to this ballot and return to the chief appraiser, at 250 Eldorado Pkwy., McKinney, Texas 75069, before December 15, 2025, **except taxing units with 100 or more votes.**



# Collin Central Appraisal District

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2026  
COLLIN CENTRAL APPRAISAL DISTRICT  
BOARD OF DIRECTOR'S NOMINATIONS

DOUG BENDER	Nominated by the City of Plano and Plano ISD. Resides in Plano, TX.
BAINE BROOKS	Nominated by the City of Allen. Resides in Allen, TX
BRIAN DALE	Nominated by the City of Lucas. Resides in Lucas, TX.
JOSHUA DAVID	Nominated by the City of Princeton. Resides in Princeton, TX.
MICHELLE HOWARTH	Nominated by the City of Sachse. Resides in Sachse, TX.
DUANE KELLY	Nominated by Princeton ISD. Resides in Princeton, TX.
SURESH MALEPATI	Nominated by the City of Frisco and Frisco ISD. Resides in Frisco, TX.
JASON ROSS	Nominated by the City of Frisco and Frisco ISD. Resides in Frisco, TX.
JERRY TARTAGLINO	Nominated by the City of Parker and City of Nevada. Resides in Parker, TX.
BRYAN WASHINGTON	Nominated by the City of Princeton. Resides in Princeton, TX.
STEVE WILSON	Nominated by the City of McKinney. Resides in McKinney, TX.



205 S Colorado, Celina, Tx 75009

Phone 469-742-9100

Fax 972-382-3607

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## **CISD Board Agenda Item Synopsis**

### **Subject: Approval of the Denton County Appraisal District Board of Directors Resolution**

**Background Information:** Celina Independent School District intends to exercise its right to cast votes in the election of members to the Denton County Appraisal District (DCAD) Board of Directors. As a taxing entity within Collin County, Celina ISD is entitled to vote for candidates to represent the district's interests in property assessments and taxation matters. By participating in this vote, Celina ISD ensures that its voice is heard in decisions impacting property values and tax rates that directly affect the local community and school district funding.

#### **Goals:**

- ✓1. We will provide and support a safe, civil and collaborative culture.
- ✓2. We will continuously provide and support effective teaching in every classroom.
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- ✓6. We will provide targeted strategies and practices to prepare students for post-secondary education, career readiness, and military participation.
- ✓7. We will attract, recruit, develop, and retain high-quality professional staff.

#### **Budgetary Impact:**

none

#### **Recommendation:**

The District recommendation is for the Members of the Board to approve the Denton County Appraisal District Board of Directors Resolution.

#### **Submitted by:**

*Sarah Wood*

*Executive Assistant to the Superintendent and Board Secretary*

#### **Recommended by:**

*Tom Maglisceau, Ph.D.*

*Superintendent*

**Meeting Date:** November 17, 2025



A RESOLUTION BY THE GOVERNING BODY OF CELINA ISD EXERCISING THEIR RIGHT TO CAST VOTES FOR CANDIDATES IN THE ELECTION OF THE DENTON CENTRAL APPRAISAL DISTRICT BOARD OF DIRECTORS

WHEREAS, the Celina ISD is a member of the Denton Central Appraisal District and is entitled to cast 3 VOTES in the election of the Board of Directors in accordance with 6.03 of the Texas Property Tax Code; and,

Whereas, each voting unit must cast it's votes by resolution and submit it to the Chief Appraiser before December 15, 2025.

NOW THEREFORE BE IT RESOLVED BY CELINA ISD AS FOLLOWS: THAT CELINA ISD CAST VOTES ACCORDINGLY AS REPRESENTED BELOW:

Candidate Name	# of votes

This Resolution is hereby introduced and adopted by the Celina ISD Board of Trustees at its open meeting on November 17, 2025.

\_\_\_\_\_  
SIGNATURE OF PRESIDING OFFICER

\_\_\_\_\_  
NAME OF ENTITY

\_\_\_\_\_  
SECONDARY SIGNATURE ATTEST

\_\_\_\_\_  
NAME OF ENTITY



**Denton Central Appraisal District**  
3911 Morse Street  
Denton, TX 76208

 (940) 349-3800  
 [www.dentoncad.com](http://www.dentoncad.com)

TO: Denton County Taxing Units  
FROM: Don Spencer, Chief Appraiser  
DATE: October 22, 2025  
SUBJECT: Candidates to the Denton CAD Board of Directors

Candidates to the Denton Central Appraisal District Board of Directors are listed below.

Each voting unit must cast its vote by **written resolution** and submit it to the Chief Appraiser before Monday, December 15th. The Distribution of Votes for each voting unit is included with this letter. The unit may cast all its votes for one candidate or may distribute the votes among any number of candidates. When a voting unit casts its votes, it must cast the votes for a person that was nominated and is named on the ballot. There is no provision for write-in candidates. The Tax Code does not permit the Chief Appraiser to count votes cast for someone not listed on the official ballot. The two nominees receiving the most votes will be seated as Place 4 & 7 on the Denton CAD Board of Directors in January of 2026.

The candidates nominated by the taxing units are:

<b><u>Candidate</u></b>	<b><u>Nominating Unit</u></b>
1. <b>Mike Hennefer</b>	<b><i>City of Carrollton, C-FB ISD, City of The Colony, Denton County, City of Frisco, City of Highland Village, Lewisville ISD, City of Lewisville, Northwest ISD, City of Plano, Town of Shady Shores, City of Southlake</i></b>
2. <b>Ann Pomykal</b>	<b><i>City of Carrollton, City of The Colony, Denton County, City of Highland Village, City of Lewisville, Lewisville ISD, Northwest ISD, City of Plano Town of Shady Shores, City of Southlake</i></b>
3. <b>Jordan Villareal</b>	<b>Frisco ISD, City of Frisco</b>
4. <b>DeVon English</b>	<b>Little Elm ISD</b>

Bio sheets on each candidate have been requested and are being gathered. If you would like further information on one(or more) of the candidates, please contact Misty Baptiste she will forward those information sheets to you as soon as they are available.

Since some of you may not be familiar with the process of selecting the Board, please do not hesitate to contact Misty Baptiste at (940) 349-3977 or [misty.baptiste@dentoncad.com](mailto:misty.baptiste@dentoncad.com) for clarification and/or information.

Thank you,



Don Spencer  
Chief Appraiser  
Denton Central Appraisal District

Special Called Meeting  
Thursday, October 16, 2025 6:00 PM Central

Moore Middle School Library  
300 E GA Moore Pkwy  
Celina, TX 75009

Tracey Balsamo: Present  
Jarratt Calvert: Present  
Jennifer Driver: Present  
Jeff Gravley: Present  
Chuck Hansen: Present  
Kelly Juergens: Present  
Michael Wagoner: Present  
Present: 7.

### 1. CALL TO ORDER & ESTABLISH QUORUM

Jeff Gravley called the meeting to order at 6:00 PM.

1.A. Pledge of Allegiance  
Led by Jarratt Calvert

1.B. Invocation  
Led by Jeff Gravley

### 2. PUBLIC COMMENT

Rion Westfall - Addressed the Board regarding concerns about district hiring practices.

Lisa Draper - Spoke in support of Coach Bill Elliott.

Ace Draper - Addressed the Board in support of Coach Bill Elliott.

Carrie Braxton - Spoke regarding support for Moore Middle School staff and students.

Chelsie Heathcoat - Addressed the Board urging accountability and a thorough investigation.

Brittany McLeod - Spoke requesting Board support and accountability.

Michael Whitford - Addressed the Board regarding student concerns and thanked the Celina Police Department.

Brennan Lewis- Spoke regarding trust within the district and commended students for their courage.

Bill Elliott - Addressed the public, offered an apology on behalf of his family, and expressed appreciation for the community.

Kyle Sims - Spoke regarding hiring and vetting processes.

Bruce Canerday - Addressed the Board regarding accountability and thanked Dr. Tom for meeting with him personally.

### 3. CLOSED MEETING

Jeff Gravley adjourned the Board to Closed Meeting at 6:32 PM.

**3.A. Pursuant to Texas Government Code Section 551.071, private consultation with the Board's attorney, in person or by phone, when the Board seeks the advice of its attorney about: pending or contemplated litigation; a settlement offer; or on a matter in which the**

**duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with this chapter.**

**Pursuant to Texas Government Code Section 551.074, deliberation regarding the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee; or to hear a complaint or charge against an officer or employee.**

**Pursuant to Texas Government Code Section 551.082, deliberation regarding a case in which a complaint or charge is brought against an employee of the school district by another employee and the complaint or charge directly results in a need for a hearing.**

**Pursuant to Texas Government Code Section 551.0821, deliberation regarding a matter regarding a public school student if personally identifiable information about the student will necessarily be revealed by the deliberation.**

3.A.1. Consultation and deliberation regarding the pending investigations involving Caleb Elliott.

3.A.2. Consultation and deliberation regarding administrative matters related to the pending investigations involving Caleb Elliott including, but not limited to, the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee; or to hear a complaint or charge against an officer or employee, to include District administrators.

**4. RECONVENE - Open meeting to vote on matters considered in closed session in accordance with the Texas Open Meetings Act, Texas Government Code, Chapter 551, to take action necessary regarding personnel.**

Jeff Gravley reconvened the Board to Open Session at 9:06 PM.

#### **5. ACTION TAKEN ON ITEMS DISCUSSED IN CLOSED SESSION**

No action was taken on items discussed in Closed Session.

The Board addressed the public, thanking attendees for their participation and expressing appreciation for their continued engagement. Board members reaffirmed their commitment to taking the matter seriously and to ensuring the safety and protection of all students.

#### **6. ADJOURNMENT**

Motion was made to adjourn the meeting. This motion, made by Chuck Hansen and seconded by Tracey Balsamo, Passed.

Tracey Balsamo: Yea, Jarratt Calvert: Yea, Jennifer Driver: Yea, Jeff Gravley: Yea, Chuck Hansen: Yea, Kelly Juergens: Yea, Michael Wagoner: Yea

Yea: 7, Nay: 0

The meeting was adjourned at 9:13 PM.

Regular Meeting  
Monday, October 20, 2025 6:00 PM Central

Moore Middle School Library  
300 E GA Moore Pkwy  
Celina, TX 75009

Tracey Balsamo: Present  
Jarratt Calvert: Absent  
Jennifer Driver: Present  
Jeff Gravley: Present  
Chuck Hansen: Present  
Kelly Juergens: Present  
Michael Wagoner: Present  
Present: 6, Absent: 1.

### 1. CALL TO ORDER & ESTABLISH QUORUM

Jeff Gravley called the meeting to order at 6:00 PM

1.A. Pledge of Allegiance  
Led by Kelly Juergens

1.B. Invocation  
Led by Jennifer Driver

### 2. RECOGNITIONS

2.A. Jesse Sachs  
Dr. Tom Maglisceau recognized Jesse Sachs for his contribution to Sports Illustrated Kids.

### 3. SUPERINTENDENT'S REPORT

3.A. Information / Superintendent's Update

### 4. PUBLIC COMMENT

4.A. Comments from Visitors Who Wish to Address Board Members on Agenda or Non-Agenda Topics

Michael Whitford - Addressed the Board regarding the ongoing investigation.  
Aimee Enlow - Spoke to the Board about placing staff members with potential conflicts of interest on leave during the ongoing investigation.  
Rebecca Mason - Addressed the Board regarding updates to locker room protocols and procedures.  
Zach and Kendra Heath - Spoke to the Board regarding the ongoing investigation and requested that Bill Elliott be placed on leave.  
Marie Higgins - Addressed the Board regarding placing Bill Elliott on leave.

### 5. CONSTRUCTION REPORT

### 6. CLOSED MEETING

Jeff Gravley adjourned the Board to Closed Session at 6:33 PM.

6.A. Personnel - Pursuant to Texas Government Code Section 551.074, deliberation regarding the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee; or to hear a complaint or charge against an officer or employee.

6.A.1. Retires/Rehires/Resignations

6.B. Real Property - Pursuant to Texas Government Code Section 551.072, deliberation regarding the purchase, exchange, lease, or value of real property if deliberation in an open meeting would have a detrimental effect on the board's position in negotiations with a third person.

6.B.1. Facilities Committee Update

6.B.2. Ramble Agreement

6.B.3. Uptown Agreement

6.C. Safety and Security - Pursuant to Texas Government Code Section 551.089, deliberation regarding security devices or security audits. (1) Security assessments or deployments relating to information resources technology; (2) network security information as described by Section 2059.055 (b); or (3) the deployment, or specific occasions for implementation, of security personnel, critical infrastructure, or security devices.

6.C.1. Summary of Intruder Detection Audit Findings

6.D. Cybersecurity or Critical Infrastructure Facility - Pursuant to Texas Government Code Section 551.0761, deliberation regarding a cybersecurity measure, policy, or contract solely intended to protect a critical infrastructure facility located within the jurisdiction of the school district.

6.E. Pursuant to Texas Government Code Section 551.071, private consultation with the Board's attorney, in person or by phone, when the Board seeks the advice of its attorney about: pending or contemplated litigation; a settlement offer; or on a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with this chapter.

Pursuant to Texas Government Code Section 551.074, deliberation regarding the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee; or to hear a complaint or charge against an officer or employee.

Pursuant to Texas Government Code Section 551.082, deliberation regarding a case in which a complaint or charge is brought against an employee of the school district by another employee and the complaint or charge directly results in a need for a hearing.

Pursuant to Texas Government Code Section 551.0821, deliberation regarding a matter regarding a public school student if personally identifiable information about the student will necessarily be revealed by the deliberation.

6.E.1. Consultation and deliberation regarding the pending investigations involving Caleb Elliott.

6.E.2. Consultation and deliberation regarding administrative matters related to the pending investigations involving Caleb Elliott including, but not limited to, the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee; or to hear a complaint or charge against an officer or employee, to include District administrators.

**7. RECONVENE - Open meeting to vote on matters considered in closed session in accordance with the Texas Open Meetings Act, Texas Government Code, Chapter 551, to take action necessary regarding personnel.**

Jeff Gravley reconvened the Board to Open Session at 7:49 PM.

**8. ACTION TAKEN ON ITEMS DISCUSSED IN CLOSED SESSION**

No action was taken on items discussed in Closed Session.

**9. INFORMATION/CONFIRMATION AGENDA ITEMS**

9.A. Beginning of Year Map Data Update

9.B. Emergent Bilingual Program Update

**10. ACTION/BRIEFING AGENDA ITEMS**

10.A. Consider Approval of a Letter of Intent (LOI) Between Celina ISD and External Partners for Lease of District Facilities

Motion was made to approve the Letter of Intent (LOI) between Celina ISD and External Partners for Lease of District Facilities as presented. This motion, made by Kelly Juergens and seconded by Tracey Balsamo, Passed.

Jarratt Calvert: Absent, Jennifer Driver: Nay, Michael Wagoner: Nay, Tracey Balsamo: Yea, Jeff Gravley: Yea, Chuck Hansen: Yea, Kelly Juergens: Yea

Yea: 4, Nay: 2, Absent: 1

Jennifer Driver: Nay, Michael Wagoner: Nay

10.B. Approve Revision of August 18, 2025 Board Agenda Minutes

Motion was made to approve Revision of August 18, 2025 Agenda Minutes as approved. This motion, made by Jennifer Driver and seconded by Michael Wagoner, Passed.

Jarratt Calvert: Absent, Tracey Balsamo: Yea, Jennifer Driver: Yea, Jeff Gravley: Yea, Chuck Hansen: Yea, Kelly Juergens: Yea, Michael Wagoner: Yea

Yea: 6, Nay: 0, Absent: 1

**11. CONSENT/CONFIRMATION AGENDA ITEMS**

Motion was made to approve Consent Agenda Items. This motion, made by Kelly Juergens and seconded by Tracey Balsamo, Passed.

Jarratt Calvert: Absent, Tracey Balsamo: Yea, Jennifer Driver: Yea, Jeff Gravley: Yea, Chuck Hansen: Yea, Kelly Juergens: Yea, Michael Wagoner: Yea

Yea: 6, Nay: 0, Absent: 1

11.A. District & Campus Improvement Plans

Motion was made to change verbiage on DIP and CIP. This motion, made by Jennifer Driver and seconded by Michael Wagoner, Failed.

Jarratt Calvert: Absent, Jeff Gravley: Nay, Chuck Hansen: Nay, Kelly Juergens: Nay, Tracey

Balsamo: Yea, Jennifer Driver: Yea, Michael Wagoner: Yea

Yea: 3, Nay: 3, Absent: 1

Tracey Balsamo: Yea, Jennifer Driver: Yea, Michael Wagoner: Yea

Motion was made to table DIP and CIP until November meeting. This motion, made by Jennifer Driver and seconded by Michael Wagoner, Passed.

Jarratt Calvert: Absent, Tracey Balsamo: Yea, Jennifer Driver: Yea, Jeff Gravley: Yea, Chuck Hansen: Yea, Kelly Juergens: Yea, Michael Wagoner: Yea

Yea: 6, Nay: 0, Absent: 1

11.B. Minutes of the September 9, 2025 Training Meeting and September 15, 2025 Regular Meeting

11.C. Monthly Cash Distributions/Cash Balance/Investment Report/Budget Amendments

## 12. **ADJOURNMENT**

Motion was made to adjourn the meeting. This motion, made by Chuck Hansen and seconded by Tracey Balsamo, Passed.

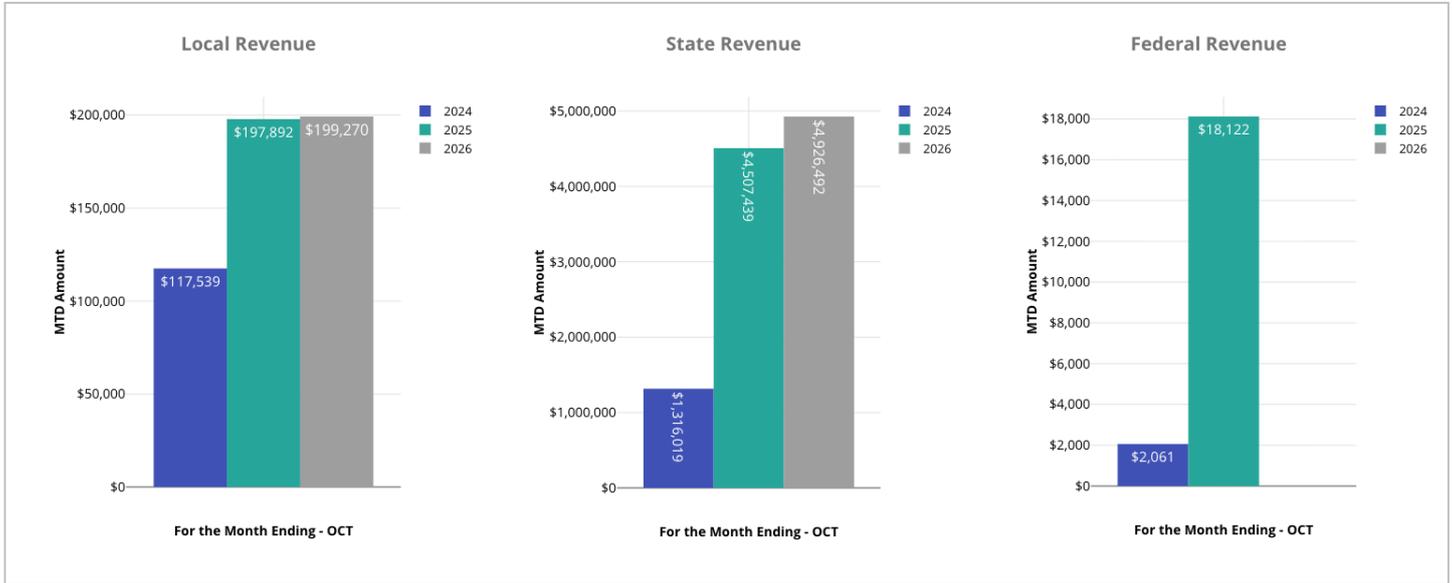
Jarratt Calvert: Absent, Tracey Balsamo: Yea, Jennifer Driver: Yea, Jeff Gravley: Yea, Chuck Hansen: Yea, Kelly Juergens: Yea, Michael Wagoner: Yea

Yea: 6, Nay: 0, Absent: 1

The meeting was adjourned at 9:37 PM.

CELINA ISD  
 Month End Revenue Overview (MTD)  
 October 2025

Local Revenue <b>\$199,270</b> 0.38% of Budget	State Revenue <b>\$4,926,492</b> 27.11% of Budget	Federal Revenue <b>\$0</b> 0.00% of Budget
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	FY 2025 MTD Amount	FY 2026 MTD Amount	FY 2026 Annual Budget	FY 2026 % MTD Budget
<b>LOCAL REVENUE</b>				
5711 TAXES, CURRENT YEAR	\$93,330	\$131,189	\$48,922,025	0.27%
5712 TAXES, PRIOR YEAR	\$-26,494	\$-24,108	\$1,076,079	-2.24%
5742 EARNINGS ON INVESTMENT	\$43,735	\$1,436	\$476,500	0.30%
ALL OTHER LOCAL REVENUE	\$87,322	\$90,753	\$2,164,671	4.19%
<b>TOTAL LOCAL REVENUE</b>	<b>\$197,892</b>	<b>\$199,270</b>	<b>\$52,639,274</b>	<b>0.38%</b>
<b>STATE REVENUE</b>				
5811 PER CAPITA APPORTIONMENT	\$181,657	\$213,384	\$2,692,579	7.92%
5812 FSP FORMULA FOUNDATION	\$4,109,965	\$4,713,108	\$11,949,089	39.44%
5829 STATE PRGM DIST BY TEA	\$0	\$0	\$0	0.00%
5831 TRS ON-BEHALF	\$215,817	\$0	\$3,529,527	0.00%
ALL OTHER STATE REVENUE	\$0	\$0	\$0	0.00%
<b>TOTAL STATE REVENUE</b>	<b>\$4,507,439</b>	<b>\$4,926,492</b>	<b>\$18,171,195</b>	<b>27.11%</b>
<b>TOTAL FEDERAL REVENUE</b>	<b>\$18,122</b>	<b>\$0</b>	<b>\$90,000</b>	<b>0.00%</b>
<b>TOTAL REVENUE</b>	<b>\$4,723,453</b>	<b>\$5,125,762</b>	<b>\$70,900,469</b>	<b>7.23%</b>
<b>7000 OTHER FINANCING SOURCES</b>				
	\$0	\$0	\$0	0.00%
<b>TOTAL REVENUE AND OTHER FINANCING SOURCES</b>	<b>\$4,723,453</b>	<b>\$5,125,762</b>	<b>\$70,900,469</b>	<b>7.23%</b>

**Revenue Insight:**

General Fund revenues totaled \$5,125,762 in October 2025, which is \$402,309 or 8.5% more than the amount received last year for this month. The year over year difference is driven by an increase in 5800-5899 State Program Revenues of \$419,053, a decrease in 5900-5999 Federal Program Revenues of -\$18,122, and an increase in 5700-5799 Local and Intermediate Sources of \$1,378.



CELINA ISD  
Month End Expense Overview (MTD)  
October 2025

Salaries and Benefits

**\$5,605,485**

10.27% of Budget

Purchased Services

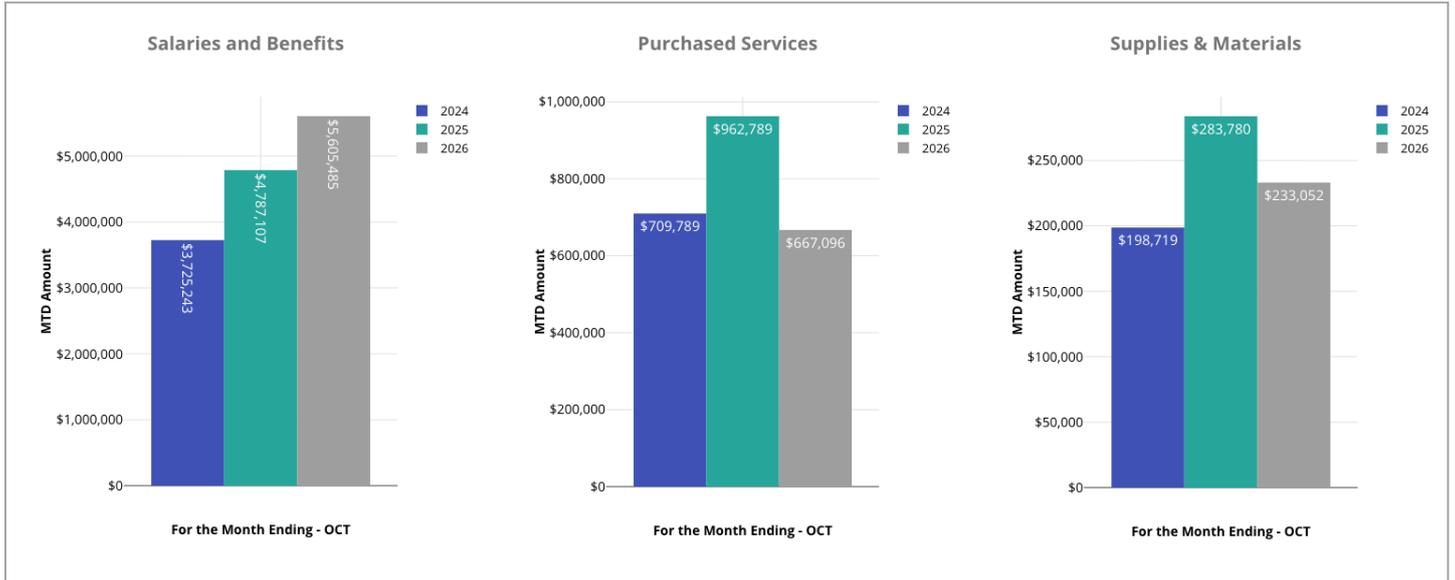
**\$667,096**

6.09% of Budget

Supplies & Materials

**\$233,052**

7.73% of Budget



	FY 2025 MTD Amount	FY 2026 MTD Amount	FY 2026 Annual Budget	FY 2026 % MTD Budget
<b>SALARIES AND BENEFITS</b>				
6110-6119 TEACHER AND OTHER PROFESSIONAL SALARIES	\$3,474,143	\$4,288,526	\$38,380,734	11.17%
6120-6129 SUPPORT PERSONNEL	\$651,012	\$787,711	\$7,701,944	10.23%
6130-6139 EMPLOYEE ALLOWANCES	\$913	\$913	\$21,000	4.35%
6140-6149 EMPLOYEE BENEFITS	\$661,039	\$528,335	\$8,482,796	6.23%
<b>TOTAL SALARIES AND BENEFITS</b>	<b>\$4,787,107</b>	<b>\$5,605,485</b>	<b>\$54,586,474</b>	<b>10.27%</b>
<b>PURCHASED SERVICES</b>				
6200-6299 PURCHASED AND CONTRACTED SERVICES	\$962,789	\$667,096	\$9,624,092	6.93%
6224 RECAPTURE	\$0	\$0	\$1,330,981	0.00%
<b>TOTAL PURCHASED SERVICES</b>	<b>\$962,789</b>	<b>\$667,096</b>	<b>\$10,955,073</b>	<b>6.09%</b>
<b>SUPPLIES, OTHER OPERATING, CAPITAL, DEBT SERVICE</b>				
6300 SUPPLIES	\$283,780	\$233,052	\$3,015,899	7.73%
6400 OTHER OPERATING	\$57,197	\$45,125	\$1,925,268	2.34%
6500 DEBT SERVICE	\$16,791	\$8,372	\$167,500	5.00%
6600 CAPITAL OUTLAY	\$11,513	\$3,090	\$179,390	1.72%
<b>TOTAL SUPPLIES, OTHER, CAPITAL, AND DEBT</b>	<b>\$369,280</b>	<b>\$289,639</b>	<b>\$3,015,899</b>	<b>7.73%</b>
<b>OTHER FINANCES USES</b>				
8000 OTHER FINANCING USES	\$0	\$0	\$0	0.00%
<b>TOTAL OTHER FINANCING USES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0.00%</b>
<b>TOTAL EXPENSES</b>	<b>\$6,119,176</b>	<b>\$6,562,220</b>	<b>\$70,829,605</b>	<b>9.26%</b>

**Expense Insights:**

General Fund expenses totaled \$6,562,220 in October 2025, which is \$443,044 or 7.2% more than the amount spent last year for this month. The year over year difference is driven by an increase in 6100-6199 Payroll Costs of \$818,378, a decrease in 6200-6299 Professional and Contracted Services of -\$295,694, and a decrease in 6300-6399 Supplies and Materials of -\$50,727.



CELINA ISD  
YTD General Fund Revenue Overview  
October 2025

Local Revenue

**\$1,194,553**

2.27% of Budget

State Revenue

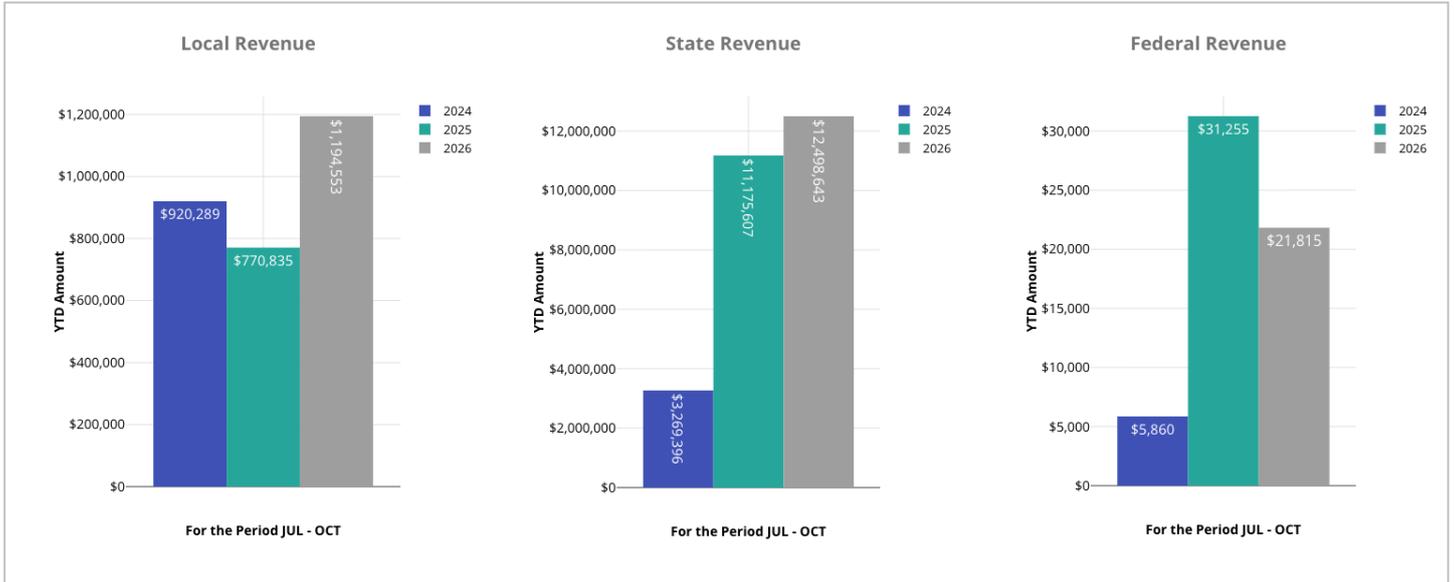
**\$12,498,643**

68.78% of Budget

Federal Revenue

**\$21,815**

24.24% of Budget



	Previous Year YTD Amount	Current Year YTD Amount	Annual Budget	% YTD Budget
<b>LOCAL REVENUE</b>				
5711 TAXES, CURRENT YEAR	\$210,580	\$281,065	\$48,922,025	0.57%
5712 TAXES, PRIOR YEAR	\$52,531	\$242,856	\$1,076,079	22.57%
5742 EARNINGS ON INVESTMENT	\$145,863	\$211,193	\$476,500	44.32%
ALL OTHER LOCAL REVENUE	\$361,862	\$459,439	\$2,164,671	21.22%
<b>TOTAL LOCAL REVENUE</b>	<b>\$770,835</b>	<b>\$1,194,553</b>	<b>\$52,639,274</b>	<b>2.27%</b>
<b>STATE REVENUE</b>				
5811 PER CAPITA APPORTIONMENT	\$358,149	\$1,193,203	\$2,692,579	44.31%
5812 FSP FORMULA FOUNDATION	\$9,937,840	\$11,305,440	\$11,949,089	94.61%
5829 STATE PRGM DIST BY TEA	\$0	\$0	\$0	0.00%
5831 TRS ON-BEHALF	\$879,618	\$0	\$3,529,527	0.00%
ALL OTHER STATE REVENUE	\$0	\$0	\$0	0.00%
<b>TOTAL STATE REVENUE</b>	<b>\$11,175,607</b>	<b>\$12,498,643</b>	<b>\$18,171,195</b>	<b>68.78%</b>
<b>TOTAL FEDERAL REVENUE</b>	<b>\$31,255</b>	<b>\$21,815</b>	<b>\$90,000</b>	<b>24.24%</b>
<b>TOTAL REVENUE</b>	<b>\$11,977,697</b>	<b>\$13,715,012</b>	<b>\$70,900,469</b>	<b>19.34%</b>
7000 OTHER FINANCING SOURCES	\$0	\$0	\$0	0.00%
<b>TOTAL REVENUE AND OTHER FINANCING SOURCES</b>	<b>\$11,977,697</b>	<b>\$13,715,012</b>	<b>\$70,900,469</b>	<b>19.34%</b>

**Revenue Insight:**

General Fund revenues totaled \$5,125,762 in October 2025, which is \$402,309 or 8.5% more than the amount received last year for this month. The year over year difference is driven by an increase in 5800-5899 State Program Revenues of \$419,053, a decrease in 5900-5999 Federal Program Revenues of -\$18,122, and an increase in 5700-5799 Local and Intermediate Sources of \$1,378.



CELINA ISD  
YTD General Fund Expense Overview  
October 2025

Salaries and Benefits

**\$17,177,730**

31.47% of Budget

Purchased Services

**\$2,796,096**

25.52% of Budget

Supplies & Equipment

**\$1,763,065**

33.34% of Budget



	Previous Year YTD Amount	Current Year YTD Amount	Annual Budget	% YTD Budget
<b>Payroll Costs</b>				
6110-6119 TEACHER AND OTHER PROFESSIONAL SALARIES	\$10,579,556	\$13,257,495	\$38,380,734	34.54%
6120-6129 SUPPORT PERSONNEL	\$2,055,913	\$2,540,930	\$7,701,944	32.99%
6130-6139 EMPLOYEE ALLOWANCES	\$3,650	\$3,650	\$21,000	17.38%
6140-6149 EMPLOYEE BENEFITS	\$2,042,428	\$1,375,655	\$8,482,796	16.22%
<b>TOTAL SALARIES AND BENEFITS</b>	<b>\$14,681,547</b>	<b>\$17,177,730</b>	<b>\$54,586,474</b>	<b>31.47%</b>
<b>PURCHASED SERVICES</b>				
6200-6299 PURCHASED AND CONTRACTED SERVICES	\$2,723,788	\$2,796,096	\$9,624,092	29.05%
6224 RECAPTURE	\$0	\$0	\$1,330,981	0.00%
<b>TOTAL PURCHASED SERVICES</b>	<b>\$2,723,788</b>	<b>\$2,796,096</b>	<b>\$10,955,073</b>	<b>25.52%</b>
<b>SUPPLIES, OTHER OPERATING, CAPITAL, DEBT SERVICE</b>				
6300 SUPPLIES	\$879,017	\$1,298,185	\$3,015,899	43.04%
6400 OTHER OPERATING	\$227,132	\$381,683	\$0	19.82%
6500 DEBT SERVICE	\$41,653	\$24,314	\$167,500	14.52%
6600 CAPITAL OUTLAY	\$77,709	\$58,882	\$179,390	32.82%
<b>TOTAL SUPPLIES, OTHER, CAPITAL, AND DEBT</b>	<b>\$1,225,512</b>	<b>\$1,763,065</b>	<b>\$5,288,058</b>	<b>33.34%</b>
<b>OTHER FINANCES USES</b>				
8000 OTHER FINANCING USES	\$0	\$0	\$0	0.00%
<b>TOTAL TRANSFERS</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0.00%</b>
<b>TOTAL EXPENSES</b>	<b>\$18,630,847</b>	<b>\$21,736,890</b>	<b>\$70,829,605</b>	<b>30.69%</b>

**Expense Insights:**

General Fund expenses totaled \$6,562,220 in October 2025, which is \$443,044 or 7.2% more than the amount spent last year for this month. The year over year difference is driven by an increase in 6100-6199 Payroll Costs of \$818,378, a decrease in 6200-6299 Professional and Contracted Services of -\$295,694, and a decrease in 6300-6399 Supplies and Materials of -\$50,727.

