



**Regular Meeting Agenda
Thursday, April 13, 2023
LEO Conference Center
300 S. West Dr.
Leander, TX 78641
6:15 PM**

Note, the district has instituted a clear bag policy for members of the public at all Board meetings (see the link below for details).

Board meeting protocols are available at <https://bit.ly/3DHAR4v>.

Doors will open to the public at 5:30 PM.

Members of the public may access this meeting via live stream at <https://live.myvrspot.com/st?cid=MmVIZD>. Please note, this link will not be active until approximately 5 minutes before the scheduled meeting time.

Citizens wishing to address the Board of Trustees may do so in person at the meeting location noted on the agenda. In order to address the Board, individuals must sign up online at <http://bit.ly/3JwscHW>, between noon the day prior to the meeting and noon the day of the meeting and be present at the meeting when their number is called.

Citizens who need special accommodations or assistance with sign-up should contact the office of the Superintendent (512-570-0000) during regular business hours.

The notice for this meeting was posted in compliance with the Texas Open Meetings Act on April 6, 2023, at 5:31 PM.

The subjects to be discussed or considered or upon which any formal action may be taken are as listed below. Items do not have to be taken in the order 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 AND DECLARATION OF QUORUM**
- 2. OPENING CEREMONY**
 - A. Pledge of Allegiance
 - B. Moment of Silence
- 3. RECOGNITION**
 - A. Spotlight on Learning: Faubion Elementary School
- 4. COMMUNICATIONS / ANNOUNCEMENTS**
 - A. Board Member Remarks
- 5. CITIZEN COMMENTS** *(See the notes at the top of the agenda for instructions on how to sign up and details regarding speaking.)*
- 6. CONSENT AGENDA**
 - A. Consider Approval of 2023-2024 Hazardous Routes 3
 - B. Consider Approval of Early Release of Critical Positions 23
 - C. Consider Approval of Guaranteed Maximum Price #2 for Elementary #30 25
- 7. SUPERINTENDENT'S REPORT 27**
 - A. Safe and Innovative Learning Environments
 - B. Empowered Student Learning
- 8. DISCUSSION / ACTION ITEMS**
 - A. STUDENT EXPERIENCE
 1. Consider Approval of Instructional Materials 54

B. GOVERNANCE	
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2. Discussion of District Administrative Committees	257
C. OPERATIONS	
1. Discussion of Bond Oversight Committee Process and Membership	259
2. 2023-2024 Budget Development Update	271
3. Consider Approval of the Amendments to the 2023-2024 Budget Assumptions and Parameter	294
9. CLOSED SESSION	
A. Texas Government Code 551.071: consultation with attorney regarding, pending or contemplated litigation, and/or attorney client privileged matter	
B. Texas Government Code 551:071: consider next litigation options regarding second access road to Vandegrift High School	
C. Texas Government Code 551.074: deliberation regarding resignations, terminations, employment, reassignments, duties, and evaluation of personnel and public officers	
D. Texas Government Code 551.0821: deliberation regarding matters whereby personally identifiable information regarding one or more students will be disclosed	
E. Texas Government Code 551.074: personnel - consideration of term, probationary employment contract renewals for administrators	
10. ACTION PURSUANT TO CLOSED SESSION	
A. Consider Approval of Administrator Contracts	
11. BOARD MEETING DEBRIEF	
12. ADJOURNMENT	

If, during the course of the meeting, discussion of any item on the agenda should be held in a closed meeting, the board will conduct a closed meeting in accordance with the Texas Open Meetings Act, Government Code, Chapter 551, Subchapters D and E or Texas Government Code section 418.183(f). Before any closed meeting is convened, the presiding officer will publicly identify the section or sections of the Act authorizing the closed meeting. All final votes, actions, or decisions will be taken in open meeting. [See BEC(LEGAL)]

Leander ISD Board Meeting Agenda Item Information

Meeting Date: Thursday, April 13, 2023

Agenda Item:	Consider Approval of 2023-2024 Hazardous Routes
Purpose (this meeting):	<input type="checkbox"/> Discussion Item/Report Only <input checked="" type="checkbox"/> Action Requested
Administrator Responsible:	Brandon Evans
Attachments:	2023-2024 Hazardous Routes Presentation

Background Information:

Each year, transportation staff analyzes and reviews the recommendations regarding transportation services for areas to be deemed as “hazardous” within the two-mile radius of the schools. The rating instrument used was developed by a community advisory committee and approved by the Board of Trustees to study hazardous conditions.

The district started evaluating routes for the 2023-2024 school year in January 2023 and notified the community the hazardous routes were under review. Families provided feedback to the transportation department regarding individual routes via Let’s Talk. We utilized the feedback to ensure we are reviewing all routes that have been or may be impacted by the hazardous routes process.

All community feedback was reviewed, and each area was reevaluated by Transportation staff. The individual areas of feedback received is outlined in the presentation.

Hazardous Routes findings:

NBCD 3985 Maya Vista: Glenn High School and Danielson Middle School is recommended to remove bus services. They are within the Net Zone but received bus service this year due to construction and safe walk paths not being completed. Those projects have been completed and did not meet the minimum score to be considered hazardous.

We recommend no other changes to any transportation service areas.

Administrative Recommendation:

Administration recommends that the Board approve and provide to the Commissioner of Education, pursuant to the policy CNA (Legal and Local), the defined hazardous routes as presented, and the discontinuance of bus service for non-hazardous areas in the Not Eligible for Transportation Zone applicable to the Leander Independent School District for the 2023-2024 School Year.

Sample Motion:

I move that the Board approve and provide to the Commissioner of Education pursuant to policy CNA (Legal and local), the defined hazardous routes as presented, and the discontinuance of bus service for the non-hazardous areas in the Not Eligible for Transportation Zone applicable to the Leander Independent School District for the 2023 – 2024 school year.



DISCUSSION OF 2023-2024 HAZARDOUS ROUTES

March 23, 2023

PURPOSE

The purpose of this presentation is to provide the Board of Trustees the administration's recommendations for the approval of hazardous routes for the 2023-2024 school year.

BACKGROUND INFORMATION

LISD families notified of Annual Evaluation

13 Dec. 2022

13 Dec – 16 Jan 2023

16 Feb – 3 Mar. 2023

Families shared feedback with the district

(Reminder of 1/16 deadline sent 1/9/23)

District evaluated and reviewed areas for hazardous routes bus service based on community feedback and department knowledge of areas that may be impacted by planned or pending changes within the NETZone

BACKGROUND INFORMATION

- The hazardous routes scoring matrix, approved by the board in 2019, is used to score students' walking routes to school to determine if it meets the criteria for bus service for those students living within two miles of their assigned campus.
- The state provides funding for public schools to bus students to and from campuses that are two miles or more from their home.
- In Leander ISD, families living closer than 2 miles from their assigned school are in the “Not Eligible for Transportation Zone,” or NETZone. Students in the NETZone are only provided bus service if their route to school is rated as hazardous.

BACKGROUND INFORMATION

- Routes in the NETZone automatically qualify for bus service when they meet any of the following criteria:
 - Crosses an arterial street (as defined by the municipality's roadway plan) or highway without controls (stop sign, crosswalk, traffic signal or crossing guard);
 - aligns alongside a road with a speed limit more than 45 mph; or
 - crosses a railroad crossing.

FEEDBACK OVERVIEW

- 894 Feedback Responses from 228 NBCD's were received.
 - 529 ELEMENTARY – 263 MIDDLE SCHOOL – 102 HIGH SCHOOL
- 62% of respondents do not currently receive bus service
- 38% of respondents do currently receive bus service
- All Feedback was read
- All LISD Feeder patterns were represented in the evaluation process

GHS/DMS Feeder:

Bagdad ES

NBCD 3900

COMMENTS

“Would like to have bus service to Devine Lake. The road is not safe for walking and there is ongoing construction on the road which make it unsafe for kids to walk. A bus service will solve the issue and helpful for the parent or Devine Lane kids.”

“We as a parents don’t feel comfortable to have our kid walk on the road and especially when there is no side walks open and no traffic signal. Request you to please have a bus service started as soon as possible.”

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FINDINGS

- Construction Completed
- Evaluation scores for all campuses (175,112.5,100), below Hazardous route designation.

RHS/VRHS Feeder: Akin ES & Stiles MS NBCD 1270 & 1460

COMMENTS

“The pedestrian beacon crosswalk gives a very false sense of security to our neighborhood. People are constantly running the red light at the crosswalk (not a day goes by that I don’t see it between walking kids and walking my dog) I have almost been hit multiple times. Please reevaluate this crossing, it is not safe for our children!”

“Access to school on a main road with speed limits more than 45 miles per hour and not enough internal roads that will be with less speed limits causing anxious to kids while walking or riding their bikes to and from home as there are many kids from the neighborhood it’s getting congested as well”

“The 4 way stop at CR 175 and Journey Parkway is dangerous for students to be crossing. On a daily basis, someone runs the stop signs at the four way stop. Even though there are flashing lights for people in the crosswalk, people don’t always pay attention. There isn’t a crossing guard at the 4 way stop.”

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FINDINGS

- Subdivision 1270 & 1460: Evaluation scores for both NBDC’s (175, 112.5) below Hazardous Route designation.
- Walking Path within subdivision connects sidewalks to prevent need to walk along CR175. Also, Mineral Dr. within subdivision is an available alternate route to campus via Pecan Creek to Journey Pkwy

RHS/WMS Feeder:

Rouse & Wiley

NBCD 1230 & 1670

COMMENTS

“I wanted to raise concerns about the state of the route between raider way and crystal falls. Today there is no place for kids to walk safely to school. My understanding is LISD has been sitting on heels to grant access to expansion of the raider way and has caused delays to the project . This is shameful to put the kids in danger. It’s even more worse to see a new development being built right across the schools before expanding the raider way. The board should address this issue immediately before they allow any more development to happen.”

“Have any of actually tried to cross the street during morning and evening traffic at Raider Way/E. Crystal Falls? Holy hell. We are from Louisiana and it’s totally backwards in everything they do educationally. EVEN THEY WOULD HAVE A CROSSWALK GUARD. I have Personally seen two children hit by cars in the last two years. Not killed but actually hit by people not paying attention. Both kids were hit in the backpack and lunch box they were carrying. You are lucky their parents haven’t tried to sue you.”

FINDINGS

BOTH WMS NBCD’s currently receive Transportation

RHS/WMS Feeder:

Pleasant Hill ES

NBCD 1325

COMMENTS

“For the kids walking home. The sidewalk from the school property does not connect to the city sidewalk on Crystal Falls. This causes the kids to either have to cross in front of traffic leaving the school to get up to the city sidewalk (leaving the crosswalk barriers) or walk through, at times, mud, to get to the people sidewalk. Having these two sidewalks connected would ensure safety for the walkers and especially the kids that ride bikes home.”

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FINDINGS

- Sidewalks do not connect however, students have to cross the street either way and can select the city sidewalk.
- Evaluation score of 0 below Hazardous route designation.

LHS/LMS Feeder:

Whitestone ES

NBCD 4600 & 4610

COMMENTS

“Streets without safe sidewalks, very easy to step off the curb into traffic. Doesn’t meet the requirements stated on the leander guidelines that are supposed to be reviewed by the school transportation board. Walked the route myself last year and it scored very poorly and didn’t pass according to the sheet the district uses to grade safety. Nothing was done about it after submitting. He crosses more than 5 entrances that cars come in and out of to get to his destination and there was no crossing guard at the Main Street most of the year.” (4610)

“Too many people in our neighborhood drive to a cut through to the school which is very dangerous for the walkers that actually live near the cut ¹⁴ through. Several students have almost been hit by drivers and fallen off their bikes. Bus transportation should be provided for students that need to cross Lakeline Blvd to get to school. Lakeline is also a dangerous road due to the speed limit and amount of traffic. think LISD needs to revisit the bus zones/protocols now that the district has grown since the original zones/protocols were originally established.” (4350)

FINDINGS

- Evaluation Score for Whitestone: 245
- Evaluation scores below Hazardous route designation.

LHS/LMS Feeder:

Whitestone ES

NBCD 4605

COMMENTS

“On Applerock, we have at least 11 ES children who all live >1.2 miles away from the school. To walk/bike, these students would have to cross lakeline blvd. without a crossing guard and then 3 more commercial or residential intersections before getting to a crossing guard. For MS children, the distance is further.”

“Currently elementary students must cross a major intersection and walk alongside the busy street. With elementary students being less aware of surroundings, this could easily cause a child to be injured by a passing car as I often see people ignoring the school zone speed limit on Lakeline.”¹⁵

FINDINGS

- Safe walking paths along sidewalks and crossing guard to cross Crystal Falls to the campus.
- Evaluation Score of 0 below Hazardous route designation.

LHS/RBMS Feeder: Knowles ES/RBMS NBCD 4725

COMMENTS

“The two mile issue here is that New Hope and Baghdad being so extremely busy in the morning makes it impossible for me to ever consider allowing my children to bike or walk to school or the middle school (which is 600 feet up the road from it). The fact that you want to potentially tell every child in this neighborhood that they need to find their own way to school in the next couple of years is extremely not okay and part of the reason we plan to leave the area.”

“Currently elementary students must cross a major intersection and walk alongside the busy street. With elementary students being less aware of surroundings, this could easily cause a child to be injured by a passing car as I often see people ignoring the school zone speed limit on Lakeline.”

“The near by residence should be allowed to have bus routes. The school is off a busy street with high speeds and on a coldesac which does not allow traffic to flow well causing lots of traffic and dangerous conditions.”

FINDINGS

- Traffic light controls & crossing guards
- Evaluation Scores: Knowles 140, Running Brushy 90 below Hazardous route designation.

VRHS/HMS Feeder:

Cox ES/Henry

NBCD 1800 & 1870

COMMENTS

“Our house address (Tallow trail, Cedar Park, Texas) to school address on map is a minimum 2.1 miles and is difficult to walk safely for my child considering the traffic on vista ridge rd, park street and Lynnwood trail.”

“North Lynnwood trail was opened to through traffic from RR 1431. On the North side many kids cross N Lynnwood trail to get to Cox ES. The road has become extremely busy and the stop sign at Lynnwood and Rawhide Trail is dangerous because many people¹⁷ run the stop sign. This is considered the village side of forest oaks. Also where kids have to cross farther down on S Lynnwood trail where kids cross to go to school (south Lynnwood trail and darkwoods or at park St and S Lynnwood) the increased traffic is making it a lot more dangerous.”

FINDINGS

- 1800: Sidewalks and clearly marked crosswalks. Tunnel under Park St to continue along N Lynnwood to S Lynnwood.
- 1870: Areas of neighborhood are beyond 2 miles NETZone – Bus provided to HMS for those eligible students.

CPHS/CPMS Feeder:

Westside ES/CPMS

NBCD 2050, 3050 & 3075

COMMENTS

“Walking on Lakeline Blvd is extreme dangerous There need to be more crosswalks painted at Westside Elementary. There is only one crosswalk with flashing lights and the lights do not work during the hours it should be in operation.”

"My house is 2.3 miles from Cedar Park Middle School, but do not have existing bus service. Why am I not getting bus service? The intersection at Anderson Mill and Twin Creeks drive is 4 lane divided highway with the high school exit (and high school drivers) on the other side. The Anderson Mill and Old Mill intersection is also 4 lanes divided highway and potentially unsafe.”¹⁸

“With school starting so late at the middle school and being such a far distance, a bus that took kids from the west side Deer Creek would be super helpful. Anderson mill and cypress is dangerous. Walking signals don’t work half the time and cars are insane. Plenty of wrecks there and won’t let my kids walk.”

FINDINGS

Wide sidewalks along Lakeline and then sidewalks and trails throughout the neighborhoods.

Scores: 2050 WSE-245; 3050 CPMS-45 are below Hazardous Routes designation.

VHS/CRMS/FPMS Feeder:

BUSH/RRES

NBCD 2775, 2795, 2771,2710

COMMENTS

“Kids have to cross Quinlan Park Rd, which is very busy in the morning and drivers are not paying close attention. There is not always a crossing guard. When there is, it is not for the entire time this kids are going to school.” (2775)

“We walk to and from school. We have to cross Quinlan and there are no crossing guards. Sometimes drivers do not pay attention and slow down/stop. Traffic is so heavy going both directions, the cars in the far lane may not see people starting to cross. My husband¹⁹ kids and I have had a couple concerning near-misses. This is an issue primarily in the morning. Unfortunately I will not be comfortable letting my older elementary student walk/bike to school on his own in the upcoming years due to the need to cross Quinlan. “ (2795)

FINDINGS

- Evaluation scores for these neighborhoods did not exceed 100
- Evaluation score below Hazardous route designation.

HAZARDOUS ROUTES FINDINGS SUMMARY

- We are not recommending the addition of any LISD Transportation Service within the 2-mile NETZone for the 2023-24 school year.
- We are recommending the discontinuance of Transportation Service for GHS/DMS NBCD 3985 (Maya Vista Subdivision). The addition of neighboring new subdivision (Reserve @ North Fork) established a safe walk path to their campus (see next slide). This change will impact 39 NETZone students (22 GHS/17 DMS) Students with special needs are not impacted.
- New scores for the NBCD 3985: DMS - 22.5 & GHS – 20, below Hazardous Route Designation

HAZROUTES 3985 (Safe Walk Path)



DISCUSSION

Leander ISD Board Meeting Agenda Item Information

Meeting Date: Thursday, April 13, 2023

Agenda Item:	Consider Approval of Early Release of Critical Positions
Purpose (this meeting):	<input type="checkbox"/> Discussion Item/Report Only <input checked="" type="checkbox"/> Action Requested
Action Requested (future meeting):	Thursday, April 13, 2023
Administrator Responsible:	Pete Pape
Attachments:	2023-2024 Early Release of Critical Positions

Background Information:

The administration requested the early release of critical positions at the February 23, 2023, Board meeting based on formula and hard-to-fill positions. At this time, the administration is requesting the early release of 11 additional teacher and non-teacher formula positions, as follows: 4.0 PreK-3 teacher FTEs, 4.0 elementary counselor FTEs, 1.0 middle school counselor FTE, and 1.0 assistant principal FTE.

The district will be increasing the number of PreK-3 classrooms offered by four to be housed at campuses that can accommodate the increased number of students without the need to add portables or staff, other than teachers and instructional assistants. The increase in enrollment is estimated to offset any costs for additional teachers, instructional assistants, and supplies for the classroom.

Additionally, the district's current staffing guideline at elementary requires the addition of a counselor when campus enrollment exceeds 1,000 students. The staffing guidelines are being modified to reflect that an additional counselor will be added to an elementary campus when student enrollment exceeds 850 students. This change results in the need to add four additional counselors in 2023-24 for campuses that are projected to exceed 850 students.

The MS counselor and assistant principal are being requested pursuant to current staffing guidelines for a middle school campus.

A list of critical positions requested for early release is attached for your review. The financial impact for these additional positions is \$713,296 and is included in the 2023-2024 projected budget.

Once approval for the positions is granted, the Administration will post the openings and begin the hiring process in order to be fully staffed for the 2023-2024 school year.

Administrative Recommendation:

The Administration recommends that the Board approve the addition of 10.0 positions for the 2023-2024 school year, as presented.

Sample Motion:

I move that the Board of Trustees approve the addition of 10.0 positions for the 2023-2024 school year, as presented.

**LEANDER INDEPENDENT SCHOOL DISTRICT
2023-2024 GENERAL FUND FTEs (Funds 196-199)
EARLY RELEASE OF CRITICAL POSITIONS**

Position	2023-2024 FTE	Estimated Cost	Comments
TEACHER FORMULA POSITIONS BASED ON MODERATE GROWTH PROJECTIONS			
Teachers (Pre-K)	4.00	258,622	Four additional PreK-3 classrooms to be offered in 2023-2024
TOTAL TEACHING POSITIONS DUE TO GROWTH:	4.00	\$ 258,622	
NON-TEACHER FORMULA POSITIONS BASED ON MODERATE GROWTH PROJECTIONS			
Assistant Principal (Middle School)	1.00	91,220	Pursuant to Staffing Ratios
Counselor (Middle School)	1.00	72,691	Pursuant to Staffing Ratios
Counselor (Non-Title Elementary)	4.00	290,763	Modifying staffing guideline for Elementary campus to receive additional counselor FTE at 850 students
TOTAL TEACHING POSITIONS DUE TO GROWTH:	6.00	\$ 454,674	
TOTAL POSITIONS TO EARLY RELEASE:	10.00	713,296	

Leander ISD Board Meeting Agenda Item Information

Meeting Date: Thursday, April 13, 2023

Agenda Item: Consider Approval of Guaranteed Maximum Price #2 for Elementary #30
Purpose (this meeting): Discussion Item/Report Only Action Requested
Action Requested (future meeting): April 13, 2023
Administrator Responsible: Jimmy Disler
Attachments: Consider Approval of Guaranteed Maximum Price #2 for Elementary #30
Atch

Background Information:

At the November 10, 2022, meeting, the Board approved Guaranteed Maximum Price (GMP) #1 for Elementary #30. GMP #1, in the amount of \$19,878,228, funded long lead procurement items and early project startup needs. GMP #2, in the amount of \$34,249,398, is for the construction phase of the project.

This GMP is funded by the 2017 Bond Authorization.

Administrative Recommendation:

Administration recommends that the Board approve Guaranteed Maximum Price #2 in the amount of \$34,249,398 for Elementary #30.

Sample Motion:

I move that the Board approve Guaranteed Maximum Price #2 in the amount of \$34,249,398 for Elementary number 30.

American Constructors
 Leander ISD Elementary 30
 GMP #2
 March 29, 2023

Div	Description	GMP-2
01	Jobsite Expenses	\$428,350
03	Concrete	\$3,808,353
04	Masonry	\$320,725
05	Structural Steel	\$1,414,648
06	Carpentry & Casework	\$1,108,052
07	Thermal & Moisture Protection	\$545,016
08	Doors/Windows	\$1,373,193
09	Finishes	\$4,016,667
10	Specialties	\$819,391
11	Equipment	\$966,567
12	Furnishings	\$137,407
14	Conveying Equipment	\$193,552
26	Electrical	\$147,868
27	Communication	\$403,126
28	Electronic Safety/Security	\$335,155
31	Earthwork	\$1,083,050
32	Exterior Improvements	\$3,244,178
33	Utilities	\$2,893,656
34	Offsite Construction	\$4,930,915
50	Project Supervision	\$845,850
51	Allowances	
	Owner Allowance	\$150,000
	Expediting	\$350,000
	Site/Offsite Changes	\$750,000
	Fiber Offsite to MDF	\$275,000
	Irrigation Pump	\$35,000
	Roadway Striping & Signage	\$25,000
	Irrigation System	\$400,000
	Roadway Lighting	\$850,000
	PA & Clock System	\$250,000
	Escalations	\$200,000
	Bonds & Insurance	\$704,635
	Fee	\$819,044
	Construction Contingency	\$425,000
	TOTAL	\$34,249,398

GMP Schedule/Summary

GMP #1 - Nov 2022	\$19,878,228
GMP #2 - April 2023	\$34,249,398
GMP Total	\$54,127,626



Empowered Student Learning & Empowered Staff



Week of the Young Child (April 1-7)

Week-long, international celebration honoring early learning, young children, their teachers, families, and communities.

Week of the Young Child (April 1-7)

We coordinated the WOYC Kick Off AND PreK Registration on April 1st hosting over 250 families at the LEO center with onsite registration and tons of fun outside.

Week of the Young Child (April 1-7)

**In the first 48 hours of open registration,
we had over 650 children who had
registered online!
The fun was just beginning!**

Week of the Young Child (April 1-7)

Throughout the week, campuses hosted daily themed activities highlighting the learning and care happening in their classes.

Week of the Young Child (April 1-7)

Work Together Wednesday

Campuses invited families to come be a part of breakfast, outdoor play, learning centers, lunch picnics, egg hunts, learning walks, plays. It was a busy and beautiful day to see families on campuses, smiling and working with their students and building community among each other as families of early learners!

Saturday Kick Off- We are ready with smiling volunteers!



Saturday Kick Off Ready to Welcome Families!



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Saturday Kick Off

We built it and they came!!



Saturday Kick Off Bounce House and Balloon Swords!



Saturday Kick Off- of course the bus was a hit!



Saturday Kick Off- Tricycle races and Face Painting



Saturday Kick Off- Sunny Gardening and Happy Pediatric Dentist



Saturday Kick Off- Hot Dogs and Glenn High School Tennis Team



Saturday Kick Off- Speaking of a Great Team!



Work Together Wednesday



Bagdad Elementary in Learning Centers re-telling 3 little pigs

Tarvin Elementary Family Picnic



43

Work Together Wednesday



**Deer Creek Elementary
Sharing about their Learning**

Jim Plain Elementary Making collages with natural items



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Work Together Wednesday



One of the many learning stations at Faubion Elementary



Larkspur Elementary Family Egg Hunt

Work Together Wednesday



Naumann Elementary hosted parents for breakfast and butterflies



Camacho Elementary brought outdoor play indoor when it was raining

Work Together Wednesday



**Cox Elementary hosted
Parents for Breakfast**



**Knowles Elementary worked together
with parents in learning centers**

Work Together Wednesday



Pleasant Hill Elementary plays with parachute with Parents!



Bush Elementary put on a Rainbow Fish Play for parents



Victoria Waits
Special Education Teacher
Social Communication

I was a student in Leander ISD from 2003-2017 (Cypress from 2003-2010, CPMS from 2010-2013, and CPHS from 2013- Graduated in 2017). I participated in the Ready, Set, Teach program my junior and senior year. From the program, I did my field experience in Special Education at Cypress. I graduated Summa Cum Laude from Texas State University in May of 2022, with a degree in Special Education. In my last semester at Texas State, I did my student teaching at Plain Elementary and Danielson Middle. Currently, I am a SCSS teacher at Four Points Middle School. The past 20 years of my involvement with Leander ISD has made a big impact on my success and where I am today. I am beyond grateful for their support in getting me where I am today, and I am trusting that I can provide the same support for our students at Four Points Middle School.

Safe and Innovative Learning Environments



50

2023

BOND
LEANDER ISD

www.leanderisd.org/bond2023

51



2023 **BOND** LEANDER ISD

HIGHLIGHTS

- Safety & Security at Every Campus
- Renovate, Design & Build Facilities
- Device & Equipment Replacement

PROCESS

- 150-member community committee evaluated LISD facilities, technology and ancillary needs across the district and presented findings to steering committee.
- 25-member steering committee prioritized recommendations and presented them to the Board of Trustees.
- Long-Range Planning Committee introduced a 10-year facilities plan to be combined with committee recommendations.
- Board called a bond election for 3 propositions totaling \$762.82 million during Feb. 16 board meeting.

#1LISDVotes

Register to vote by April 6

EARLY VOTING April 24 - May 2
ELECTION DAY Saturday, May 6



*This document includes proposed projects based on enrollment, finance projections and Board approval.

TEXT QUESTIONS

512-399-0068

PROPOSITION A - \$698.33 MILLION

Safety & Security Projects at Every Campus

- Exterior/Interior security layers & alert systems
- Replace existing and add new cameras
- Cybersecurity & network firewalls

Renovation of Existing Schools & Facilities

- Modernization at several campuses - New HVAC equipment, paint, ceiling tiles, lights, carpet & furniture
 - Cedar Park HS, Vista Ridge HS, Running Brushy MS & Bagdad Elementary
 - Design for modernization - Henry MS
- Phase One of the Leander HS Redesign Masterplan
- Install new turf fields
 - Baseball/Softball at Cedar Park HS, Leander HS, Rouse HS, Vista Ridge HS, Vandegrift HS
 - Competition field turf at Running Brushy MS
- Shade structures or updated fabric (as needed) at elementary schools
- Renovate facility at Grandview Hills Elementary to house additional transportation facility
- Renovations of existing district facilities for Early Childhood Centers, Leander Extended Opportunity Center, New Hope High School and/or professional learning center

New Schools, Facilities & Equipment

- Construct two elementary schools #31 & #32
- Build new Science Materials Center facility
- Build new Special Education 18+ Transition Services facility
- Partial design for middle school #10 & high school #7
- Design only for new Early College High School
- Music instrument replacement for middle & high school
- Replace/Purchase new school buses & vans

PROPOSITION B - \$50.82 MILLION

Replacement of Devices & Equipment

- Student & staff devices
- Network refresh & upgrades
- Update technology infrastructure
- Server & storage replacement
- Installation of interactive panels in every LISD classroom

PROPOSITION C - \$13.67 MILLION

Renovations to 2 Performing Arts Centers (PACs)

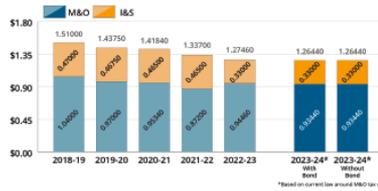
- Facility lighting, sound system, flooring & seating
 - Don Tew PAC at Leander HS
 - South PAC at Cedar Park HS

WWW.LEANDERISD.ORG/BOND2023

In 2019, the Texas Legislature enacted a requirement that school districts list certain types of projects, such as construction of or renovation to fine arts facilities, as separate propositions. This is one reason why the LISD bond is presented in the form of three different propositions.

THE LISD BOND PROPOSITIONS WILL NOT INCREASE THE LISD TAX RATE

TAX RATE HISTORY



FISCAL MANAGEMENT HIGHLIGHTS

- Leander ISD has recently **saved taxpayers over \$3.5 million** through a bond refinancing opportunity.
- If passed, this Bond won't be sold all at once. Bonds are authorized by voters and are **sold in increments over time** as needed to fund the projects.
- State law allows for bonds to be financed for up to 40 years. However, Leander ISD's repayment schedules are **matched up with the useful life of the assets** being constructed or purchased. Leander ISD generally limits the maximum term to 30 years.
- The Board has a stated goal of reducing debt from Capital Appreciation Bonds (CABs) to 25 percent by 2025, and this is currently on target. Since 2015, Leander ISD has **reduced CAB debt by 61 percent**.
- Leander ISD maintains **high credit ratings** from bond-rating agencies. Leander ISD's bonds are currently rated AA by S&P and from Fitch.



Community members discuss and review district facilities

BALLOT LANGUAGE (FOR/AGAINST)

PROP A

"THE ISSUANCE OF \$698,330,000 OF BONDS BY THE LEANDER INDEPENDENT SCHOOL DISTRICT FOR SCHOOL FACILITIES, THE PURCHASE OF NECESSARY SITES FOR SCHOOL FACILITIES, BUSES AND VEHICLES AND THE IMPOSITION OF A TAX SUFFICIENT TO PAY THE PRINCIPAL OF AND INTEREST ON THE BONDS AND THE COST OF ANY CREDIT AGREEMENTS. THIS IS A PROPERTY TAX INCREASE."

PROP B

"THE ISSUANCE OF \$50,820,000 OF BONDS BY THE LEANDER INDEPENDENT SCHOOL DISTRICT FOR TECHNOLOGY EQUIPMENT AND TECHNOLOGY INFRASTRUCTURE AND THE IMPOSITION OF A TAX SUFFICIENT TO PAY THE PRINCIPAL OF AND INTEREST ON THE BONDS AND THE COST OF ANY CREDIT AGREEMENTS. THIS IS A PROPERTY TAX INCREASE."

PROP C

"THE ISSUANCE OF \$13,670,000 OF BONDS BY THE LEANDER INDEPENDENT SCHOOL DISTRICT FOR RENOVATIONS TO DON TEW PERFORMING ARTS CENTER AND SOUTH PERFORMING ARTS CENTER AND THE IMPOSITION OF A TAX SUFFICIENT TO PAY THE PRINCIPAL OF AND INTEREST ON THE BONDS AND THE COST OF ANY CREDIT AGREEMENTS. THIS IS A PROPERTY TAX INCREASE."

IMPORTANT: A new state law requires all school district bond referendum ballots to be printed with "THIS IS A PROPERTY TAX INCREASE." While this is legally required language, the Leander ISD bond referendum will not increase the property tax rate.

2023 **BOND** LEANDER ISD



*This document includes proposed projects based on enrollment, finance projections and Board approval.

TEXT QUESTIONS

512-399-0068

WWW.LEANDERISD.ORG/BOND2023



H-E-B
EXCELLENCE
IN
EDUCATION
AWARDS

Date: March 2023

Pay to the
order of

Erika Cruz

\$1,000

One Thousand and 00/100

Dollars

Memo:

Principal Elementary

H-E-B

Discussion

LEANDER  ISD

Leander ISD Board Meeting Agenda Item Information

Meeting Date: Thursday, April 13, 2023

Agenda Item:	Consider Approval of Instructional Materials Selection Process Update
Purpose (this meeting):	<input type="checkbox"/> Discussion Item/Report Only <input checked="" type="checkbox"/> Action Requested
Administrator Responsible:	Alicia Westcot, Tony Bonazzi, Kip Harmon, Maria Vaso
Attachments:	03-23-2-23 Instructional Materials Selection Process Update Presentation

Background Information:

Adoption by the Board of Trustees of recommended resources is required prior to purchase. The proposed instructional materials within this recommendation are scheduled to be implemented beginning in the 2023-2024 school year.

- Advanced Placement Calculus AB/BC
Materials: AP Calculus Vol 1, Vol 2, Vol 3
Publisher: OpenStax (Rice University)
- Advanced Placement US History
Materials: American History AP Edition
Publisher: McGraw Hill
- African American Studies
Materials: African American Studies Course
Publisher: Active Classroom - Social Studies School Services
- Mexican American Studies
Materials: Mexican American Studies Course
Publisher: Active Classroom - Social Studies School Services

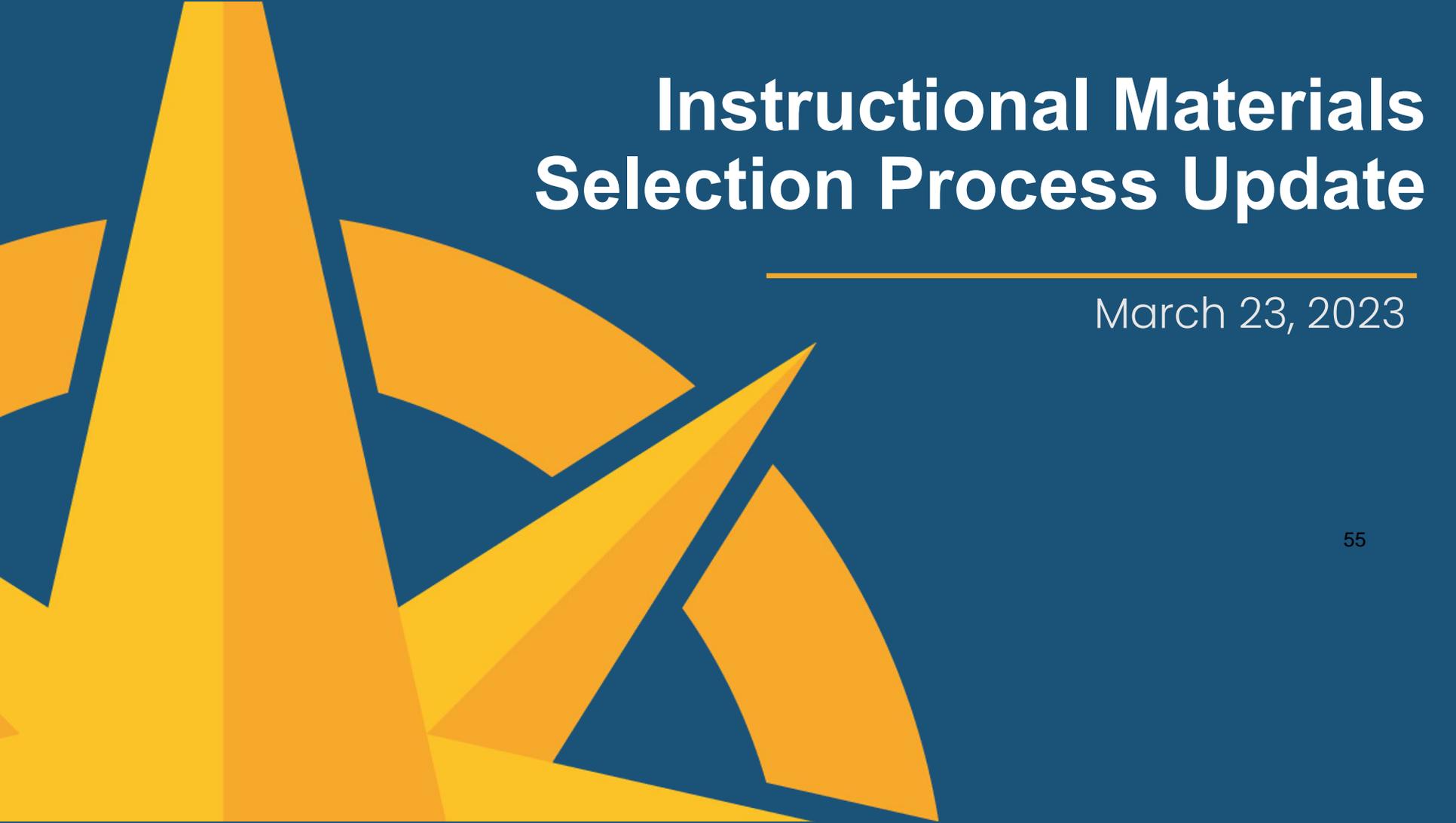
Final selection must be recorded in the Board minutes. LISD teachers of the above-mentioned courses have worked hand-in-hand with District administrators throughout the research and selection process. Input and feedback have been gathered from staff, parents, and community members through the Districtwide Educational Improvement Council (DWEIC), Student Health Advisory Committee (SHAC), Superintendent Student Advisory Council (SSAC), and the Community Curriculum Advisory Committee (CCAC). Instructional materials being considered were also made available for public and Trustee viewing on January 17, 2023, through February 24, 2023, at Cedar Park High School Lobby and Leander ISD Administration Building Lobby as well as on a Leander ISD website designed for virtual preview. In addition, virtual community listening sessions were hosted on February 7, 2023. At the March 23, 2023, Regular Board Meeting a presentation reviewing the instructional materials process was given and instructional materials were available for viewing.

Administrative Recommendation:

Administration recommends the Board of Trustees adopt the instructional materials as presented, for use and subsequent purchase using the Leander Independent School District 2023 Instructional Materials Allocation.

Sample Motion:

I move that the Board of Trustees adopt the instructional materials as presented, for use and subsequent purchase using the Leander Independent School District 2023 Instructional Materials Allocation.



Instructional Materials Selection Process Update

March 23, 2023

Purpose

The purpose of this presentation is to review the instructional materials selection process and share recommendations for the following courses:

- AP Calculus AB and BC
- African-American Studies
- AP US History
- Mexican-American Studies

Adoption Timeline

- Call for campus committee members (Jan/Feb)
- District Level Meetings with campus members (Jan/Feb)
- Campus Level Meetings (Nov-Feb)
- Gather Community Feedback (Jan-Feb)
- Gather Campus Level Feedback (Feb)
- Recommendation to Board of Trustees (March/April)

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Board Communication Timeline

- Annual Instructional Materials Selection Presentation (September 22, 2022)
- Progress Update (January 12, 2023)
- Opportunity for board members to provide feedback on Instructional Resources (January 12, 2023)
- Final recommendation/approval (March 23 & April 13, 2023)⁵⁸

Gathering Community Feedback

January 17 – February 24, 2023

- District website designed for virtual preview
- Samples available for in-person preview at LISD Central Office and CPHS for at least one month
- School Community Relations (SCR) media blast
- Collaboration with DWEIC, CCAC, SHAC, SSAC, and other district-wide committees
- Virtual presentations designed for principals to share with Site-Based committees ⁵⁹
- Three virtual community listening sessions hosted on February 1st by content leaders

Community Feedback Data

- 325 people reviewed resources on our website
- 70 DWEIC members
- 35 CCAC members, including SSAC members

American Sign Language I-IV

- **Materials:** Signing Naturally 1-4 (paper)
ASL Deafined 1-4 (digital)



- **Publishers:**
 - DawnSignPress
 - ASLDeafined



- **Cost:** \$112,167



- **Features:**
 - Signing Naturally—printed student and teacher editions including lessons/activities.
 - ASLDeafined – license per campus including digital, print and digital teacher access including lessons/activities, videos to promote lifelong fitness.

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Chinese I-IV

- **Materials:** Go Far with Chinese 1-3
Integrated Chinese 1 (AP)
- **Publisher:** Cheng & Tsui
- **Cost:** \$ 51,510
- **Features:** Fully paper editions for student and teacher, online app and resource for teachers and students, multiple reading levels model lessons with interactive tools.

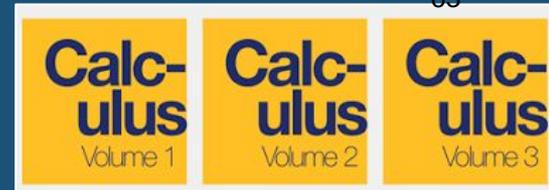


AP Calculus AB and BC

- **Materials:** AP Calculus Vol 1, Vol 2, Vol 3
- **Publisher:** openstax (Rice University)
- **Cost:** \$0
- **Features:** Aligned to AP course and exam(s). Online textbook for instructor, student, and parent/family free resource access. A getting started guide, solutions manual, and note-taking guide are a few of the features.

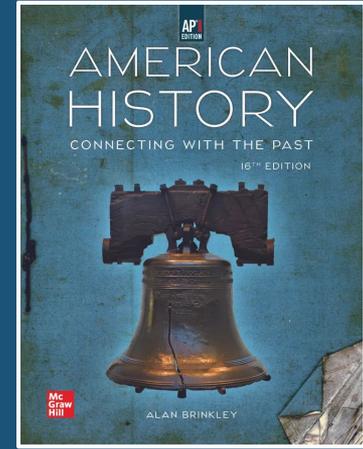


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AP US History

- **Materials:** American History AP Edition
- **Publisher:** McGraw Hill
- **Cost:** \$107,016
- **Features:** Aligned to AP course and exam description. Student interactive online tools (highlight, note taking and search features), free ReadAnywhere App for offline access and anytime reading, presentation slides, instructor resources, test banks aligned with updated AP exam format, online adaptive learning with SmartBook, teacher customization options (recorded lessons, uploaded digital content), practical skill applications.



African-American Studies

- **Materials:** African American Studies Course
- **Publisher:** Active Classroom – Social Studies School Services
- **Cost:** \$122,850 (7 sites includes MAS as well)
- **Features:** Fully online resource for teachers and students; integrates with Google Classroom; Student version includes multiple languages, text to speech, text passages, videos, pictures, graphics, maps, primary sources and inquiries; Teacher version includes lessons, assessments, presentations, TEKS connections, and teacher guide.



- **Materials:** Mexican American Studies Course
- **Publisher:** Active Classroom – Social Studies School Services
- **Cost:** \$122,850 (7 sites includes AAS as well)
- **Features:** Fully online resource for teachers and students; integrates with Google Classroom; Student version includes multiple languages, text to speech, text passages, videos, pictures, graphics, maps, primary sources and inquiries; Teacher version includes lessons, assessments, presentations, TEKS connections, and teacher guide.



TIMA Budget Request

Course	TIMA New Instructional Materials Selection Request
AP Calculus AB and BC	\$0
AP US History	\$107,016
African-American Studies	\$122,850 (7 campuses)
Mexican-American Studies	
TOTAL 2023-2024 TIMA Allocation Estimated \$4,000,000	\$229, 559

DISCUSSION

The background features a dark blue field on the left and a large, abstract graphic on the right. This graphic is composed of several overlapping, angular shapes in shades of yellow and orange, creating a dynamic, sunburst-like effect.

Leander ISD Board Meeting Agenda Item Information

Meeting Date: Thursday, April 13, 2023

Agenda Item:	Discussion of Texas Association of School Boards (TASB) Comprehensive Policy Review	
Purpose (this meeting):	<input checked="" type="checkbox"/> Discussion Item/Report Only	<input type="checkbox"/> Action Requested
Action Requested (future meeting):	April 27, 2023	
Administrator Responsible:	Shawn Swisher	
Attachments:	04-13-23 Discussion of Texas Association of School Boards (TASB) Comprehensive Policy Review Atch	

Background Information:

The Board and administration began a comprehensive policy review in Spring 2022. Staff and the policy committee are now coming full circle and bringing the work back to the board for deliberation. Recall that the purpose and the scope of the policy review, as presented to the Board by staff and by the district's appointed TASB policy consultant, is to review to ensure alignment of policy and practice. This process including administration meeting with the policy consultant and reviewing policies and practices and making recommendations to either revise policy to align with current practice or to ensure that practice is in alignment with current policy, as appropriate. The policy consultant also met at a special board meeting to discuss policies directly related to governance, again with the same objective of ensuring policy and practice are aligned.

After these meetings, the district's policy consultant prepared proposals for draft revisions to policy, which was then referred by the Board to the policy committee. The policy committee reviewed the proposals, as well as questions submitted by other board members. The following notes include all of the recommendations resulting from this review process, and hopefully provide information for the boards full discussion and deliberation. With the exception of Policies DC(LOCAL) and EIC(LOCAL), which you will see in the notes, this information is for discussion this evening, with potential action at your next board meeting, depending on the outcome of the discussions.

Please note that the scope of the project does not necessarily include revision of any and all policy. Although there were board member questions submitted to the committee, they are not all fully resolved here. The intention is to complete the policy review in time for the end of the current legislative session, knowing that additional policy updates will result from the work of the legislature. This does not mean, however, that the unanswered questions are dismissed. They have merely been deferred to future committee work or separate board deliberation, as appropriate and as annotated below.

AE(LOCAL) – (REVISION) The philosophy and purpose of this policy has remained, but several edits are proposed that bring the policy into alignment with the Board's Vision, Mission, Core Beliefs, Graduate Profile, etc. Additionally, the Strategic Objectives have been updated to align with the Board's adopted strategic plan.

AF(LOCAL) – (ADDITION) This policy is an addition that is required due to the District's designation as a District of Innovation.

BBB(LOCAL) – (REVISION) The policy language has been updated to reflect future election cycles and removes the now outdated past election years.

BBD(LOCAL) – (REVISION) The only change is to remove the redundancy of "or designee." Unless the superintendent is specifically prohibited from delegation of a specific duty, then it is implied that the duty can be delegated, with the superintendent ultimately being held accountable for fulfillment of the duty.

BBE(LOCAL) – (REVISION) This includes a revision that clarifies and makes a clear reference to the Board Operating Procedures for dealing with Board Member records requests.

BBF(LOCAL) – (FOR COMPARISON/CONSIDERATION) The District's policy consultant provided the current policy on Board Member Ethics and provided a copy of the standard policy for side-by-side comparison. It is entirely within the Board's discretion to determine whether to reorganize this section to the standard format or to keep the current unique policy.

BBG(LOCAL) – (REVISION) This revision breaks meal expenses out from general travel expenses and adds specific requirements for Board member meal expense reimbursement, in alignment with current practice.

BDB(LOCAL) – (REVISION) This revision is recommended to achieve alignment with the current Board Operating Procedures.

BDD(LOCAL) – (REVISION) This revision is recommended to align policy with the long-standing practice of employing in-house general counsel. This policy has been out of date since around 2011, when the district began this practice.

BE(LOCAL) – (REVISION) These revisions are recommended to align with the Board Operating Procedures.

BJA(LOCAL) – (NO CHANGE AT THIS TIME) A board member question was submitted to the committee on this policy. The committee determined that the issues of superintendent qualifications are a bigger discussion that can be addressed separately from the policy review and potentially update at a later date, if the Board desires.

BJCD(LOCAL) – (NO CHANGE AT THIS TIME) A board member question was submitted to the committee on this policy. The committee determined that the issues of superintendent evaluations are a bigger discussion that can be addressed separately from the policy review and potentially update at a later date, if the Board desires.

BJCG(LOCAL) – (DELETION) The District’s policy advisor presented information during his presentation at a public board meeting that this section. He recommends deletion of BJCG(LOCAL), noting that more current language on nonrenewal of a superintendent’s contract is located at BJCF(LOCAL).

BQ(LOCAL) – (REVISION) The revisions here reflect removing what the policy consultant views as an unnecessary purpose statement, as well as aligning the language with current practice, e.g. there is no articulated district “Purpose.” Rather, there is a district vision, mission and graduate profile.

BQA(LOCAL) – (REVISION) The district’s policy consultant recommends revisions to reorganize, and simplify this policy.

BQB(LOCAL) – (REVISION) The district’s policy consultant recommends revisions to reorganize and simplify this policy.

BP(LOCAL) – (NO CHANGES AT THIS TIME) A board member question was submitted to the committee on this policy. As noted throughout, several of these materials are found in student and employee handbooks. However, there are also several recommendations throughout this work that recommend deleting portions of policy in part or in whole and including that information in a regulation manual. Once the board has taken action on policy review, staff will collate regulations and determine how best to meet the requirement of the policy to ensure that all regulations are accessible to staff students and the public.

CAA(LOCAL) – (REORGANIZE) This edit does not reflect a substantive change. Rather, it reorganizes the language for clarity and to ensure the list appropriately groups issues.

CB(LOCAL) – (REVISION) This revision includes additions based on May 2021 TEA recommendations regarding Federal ESSER funds. Additionally, this includes a staff recommendation to reduce the gift threshold for staff from \$100 aggregate to \$50 aggregate.

CCA(LOCAL) – (REVISION) The proposed revisions here reflect an effort to align policy with current practice.

CDA(LOCAL) – (REVISION) The proposed revisions here reflect an effort to align policy with current business office/finance practice.

CE(LOCAL) – (REVISION) Staff and the district’s policy advisor advise removing the purpose statements from this policy as they are unnecessary in order to effectuate the policy objective.

CFC(LOCAL) – (NO CHANGES AT THIS TIME) Several board members raised questions about this policy. After discussion, the policy committee determined that no changes should be made until the board has made final decisions on how internal audit is handled in the district. Once the board has made a final determination, the committee can revisit this issue.

CFG(LOCAL) – (DELETION) The district’s policy advisor recommends deletion of this policy. Local policy is unnecessary and these topics are best addressed either in regulation or in the employee handbook.

CH(LOCAL) – (REVISION) The proposed revisions here are intended to clarify a board intent to delegate authority to the superintendent to enter interlocal agreement. It also include typographical edits and deletions of redundancies.

CHB(LOCAL) – (DELETION) The district’s policy advisor recommends deletion of this policy. Local policy is unnecessary and these topics are best addressed either in regulation or a purchasing handbook.

CHE(LOCAL) – (REVISION) The only change is to remove the redundancy of “or designee.”

CI(LOCAL) – (REVISION) This slight revision clarifies that the Superintendent has the authorization in this instance. As discussed throughout, the superintendent has the ability to delegate this as appropriate.

CKE(LOCAL) – (NO CHANGES AT THIS TIME) When the board met with the district’s policy advisor, there were questions about the specific training requirements for School Resource Officers. The policy recommendation here is to leave the policy as is, to allow for flexibility to rapidly respond to changes in training needs. At a future date, the board can be provided a presentation on the specific types of training that SRO’s are currently receiving.

CL(LOCAL) – (DELETE) District administration and the district’s policy advisor recommend deletion of this policy. The consensus was that this language is unnecessary, is implied in the district’s mission.

CLC(LOCAL) – (DELETE) The outdated policy, adopted in 1996, is recommended for deletion as it is more appropriately addressed in employee and student handbooks. *See Student Handbook at p. 41.*

COA(LOCAL) – (REVISION) The proposed revision updates the delegation of this duty to reflect current practice.

CV(LOCAL) – (REVISION) The proposed revisions here are intended to align the policy with current practice. Additionally, “or designee” has been proposed for deletion due to redundancy.

CW(LOCAL) – (REVISION) At this time, there is only one minor revision to this policy to correct a grammatical issue. The committee acknowledged that the Board has an ongoing interest in updating this policy in order to improve the naming process but noted that this is a larger conversation that will require further discussion. For the purposes of wrapping up the policy review process, the recommendation is to adopt the grammatical revision and return this policy to committee for further discussion.

DBB(LOCAL) – (REVISION) The proposed revision is intended to remove superfluous language that brought this policy out of standard. The language is not required in order to effectuate the requirements under the law, and if retained is more appropriate in a regulation manual or employee handbook. *See Employee Handbook at p. 22.*

DBD(LOCAL) – (REVISION) The proposed revisions are intended to align policy with current district practice. There was a board member question on whether the Board should consider a clause limiting senior level official selling to the district in the first two years from separation of employment. If the board determines that they would like to include this type of limitation, it can either direct staff to include appropriate language to reflect that or adopt the current proposed revisions and refer the issue back to the policy committee for further study.

DBE(LOCAL) – (DELETION) The current policy was adopted in 2007, prior to the enactment of current law. This language is now codified in DBE(LEGAL) and is redundant here.

DC(LOCAL) – (REVISION) The revisions here reflect a delegation of authority to the superintendent to approve hires up to, but not including building principals and above. This revision is requested to help streamline the efficiency of hiring and improve the district’s ability to competitively hire. It retains authority for hiring principals and above to the board. Because of the timeliness of this issue, at the beginning of the busy and competitive hiring season, the board will be presented with a separate agenda item seeking approval of this specific policy so it can begin immediate implementation if the board approves the change. There was a specific board member question regarding whether additional language should be added to this policy to articulate an expectation of recruitment, retention, and certification of a diverse body of qualified employees. The proposed revision does not include such language. If the board determines that they would like to include this type of language, staff recommends adoption the current proposed revisions in order to meet the time sensitive needs and refer the issue back to the policy committee for further study and potential future revisions.

DCB(LOCAL) – (REVISIONS) The proposed revisions align this policy with State Law and SBEC rules. Additional revisions reflect aligning policy with district practice.

DEA(LOCAL) – (REVISIONS) The proposed revisions add required language that would allow the district to recoup from FEMA a portion of pay for non-exempt employees required to report to work during a federally declared disaster.

DEAA(LOCAL) – (REVISIONS) The proposed revision deletes a duplicate cross-reference that already appears at the beginning of the policy.

DEAB(LOCAL) – (REVISIONS) The proposed revisions would align policy with current district practice.

DEC(LOCAL) – (REVISIONS) The proposed revisions aim to clearly articulate the provisions for providing and the use of bereavement leave. . There was a specific board member question regarding whether additional language should be added to this policy to allow for mental health leave. The proposed revision does not include such language. If the board determines that they would like to include this type of language to provide for a new type of leave, staff recommends adoption the current proposed revisions and refer the issue back to the policy committee and HR staff for further study and potential future revisions.

DED(LOCAL) – (ADDITION) This policy is recommended for addition to address vacation days and holidays for certain categories of eligible employees. The details are left to the employee handbook. *See Employee Handbook at p. 45.*

DFBB(LOCAL) – (REVISION) The proposed revision updates this language because the referenced evaluation rating categories were associated with PDAS and are no longer applicable under the T-TESS.

DGA(LOCAL) – (REVISION) The proposed revisions include additional clarification, removal of unnecessary rationale language, and removing unnecessary language that is already addressed in current laws regarding

electioneering by district employees that could be addressed in the employee handbook. *See, for example, Employee Handbook at p. 69.*

- DGBA(EXHIBIT) – (DELETION) The district’s policy advisor recommends deletion of the grievance form from the policy manual and having it posted online instead. If the board approves this, then administration will promptly publicly post the forms online rather than having them access them through the policy manual.
- DH(LOCAL) – (REVISION) The revisions include and update to align the policy with current state law, as well as deletion of a philosophy statement that is not necessary for enforcement of the policy and could be addressed in another venue.
- DK(LOCAL) – (REVISION) The proposed revisions include reorganization for clarity and additions of cross-references.
- DL(LOCAL) – (DELETION) This policy is proposed for deletion. It is best addressed in teacher contracts and in administrative regulations or the employee handbook. *See, for example, Employee Handbook at pp. 28-29.*
- DLA(LOCAL) – (DELETION) This policy was adopted in 1992 and has not been revised since. The district’s policy advisor notes that there is no requirement that staff meetings be addressed in board policy.
- DME(LOCAL) – (DELETION) This policy is recommended for deletion as it is redundant. The information can be found in Policy CY(LOCAL).
- DNA(LOCAL) – (REVISIONS) These revisions are recommended to reflect current district practice regarding whether a teacher receives an annual evaluation or is on an alternative evaluation schedule. The revisions reflect the eligibility criteria and the frequency of a complete appraisal.
- DNB(LOCAL) – (REVISIONS) These revisions are intended to clarify the process for evaluation of campus administrators and not conflate them with other employees processes.
- EB(LOCAL) – (REVISIONS) These revisions align the policy with the district’s innovation plan.
- EHAD(LOCAL) – (DELETION) This outdated policy was issued in 1997. The district’s policy consultant recommends deletion. The language is unnecessary for the superintendent to have this authority.
- EI(LOCAL) – (REVISION) The district’s policy advisor noted that the law gives districts the option to award partial credit or not. The provision on partial credit is included in the policy to document the option exercised by the district and it is not necessary to address in policy how a student earns full credit for a two-semester course. Additionally, these are better addressed in the student handbook, and a reference has been added to the proposed policy language.
- EIA(LOCAL) – (REVISION) The proposed revisions clarify language and ensure alignment of policy with current district practice.
- EIC(LOCAL) – (REVISION) The proposed revisions include updates to clarify language and align with district practice. Additionally, language has been added to address ranking and GPA calculations for Early College High School students, which has not yet been addressed in current policy. This time sensitive policy will be presented to the board in a separate agenda item to ensure that the board has the ability to make revisions to policy prior to the first rank calculation for the ECHS students.
- EIE(LOCAL) – (REVISION) The deletion of text in this policy is proposed as a result of elimination of grade placement provisions as part of HB 4545 int eh 2021 legislative session. The district’s policy consultant notes that accelerated instruction and the new accelerated learning committee can be found at Policies EHBC(LEGAL) and EHBC(LOCAL).
- EL(EXHIBIT) – (DELETION) As part of a trend in policy recommendations from TASB, this form, like others, is recommended for deletion. The rationale is that forms are an administrative function and subject to updates, so long as they do not conflict with policy.
- FB(LOCAL) – (REVISION) The revisions proposed by the district’s policy consultant are based on guidance from the Office of Civil Rights published in 2015.
- FBA(REGULATION) – (DELETION) Oddly, this is a regulation, which properly should be in a regulation manual, and not in the board’s policy manual.
- FD(LOCAL) – (REVISION) The proposed revision is intended to provide clarity on the requirement to use a district provided form and align with current district practice.
- FDA(LOCAL) – (REVISION) The proposed revisions would bring the policy in line with the law and with current district practice.
- FEB(LOCAL) – (REVISION) The revision eliminates the redundant “or designee” language.
- FEE(LOCAL) – (DELETION) The district’s policy consultant advises that this is more appropriate for inclusion in the student handbook, rather than in policy. *See, for example, Student Handbook, pp. 32 and 50.*

- FFAC(LOCAL) – (REVISION) The proposed revisions include additions to cover the provision of epinephrine, and opioid antagonist rescue medications, such as Naloxone.
- FFG(EXHIBIT) – (DELETION) The district’s policy consultant notes that this exhibit was recommended for deletion in Update 115. The Board elected not to delete it at that time. Much of the information is now incorporated into FFG(LOCAL) and the employee handbook. *See, for example, Employee Handbook at pp. 63-64.*
- FM(LOCAL) – (REVISION) This minor edit is recommended to change from grade “point” average to grade average since the requirement is a grade of 70.
- FMB(LOCAL) – (DELETION) The district’s policy consultant recommends deletion of this policy as it is information better suited for inclusion in a handbook.
- FMD(LOCAL) – (DELETION) The district’s policy consultant recommends deletion of this policy as it is information better suited for inclusion in a handbook.
- FMF(LOCAL) – (REVISION) The district’s policy consultant noted that this entire policy was recommended for deletion in Update 115, back in 2020. The Board opted not to do so at that time. Administration is recommending keeping the first paragraph, as noted. The rest of the language is better addressed as administrative regulations or in student handbooks or athletics participation handbooks.
- FMG(LOCAL) – (DELETION) The district’s policy consultant recommends deletion of this policy as it is information better suited for inclusion in an administrative regulation or a handbook.
- FNAAL(LOCAL) – (REVISION) The revision here creates a more reasonable standard for a district the size of Leander ISD, changing the definition of “distribution” from circulation of more than 10 copies to circulation of more than thirty copies of material from a source other than the district.
- FNAB(LOCAL) – (REVISION) The proposed revision would provide clarity on the role of monitors of non-school use of school facilities to ensure that it aligns with law.
- FNCE(LOCAL) – (REVISION) The district’s policy consultant recommends this revision to reference administrative regulations for the specifics of implementation.
- FNG(EXHIBIT) – (DELETION) The district’s policy advisor recommends deletion of the grievance form from the policy manual and having it posted online instead. If the board approves this, then administration will promptly publicly post the forms online rather than having them access them through the policy manual.
- FNG(LOCAL) – (REVISION) This proposed revision ensures that the timelines align with state law. Although there were some questions submitted to the policy committee regarding grievance policies, no other significant changes are recommended at this time. Administration has been reviewing grievance policies to determine whether any changes may be recommended to improve policy and procedures, but no recommendations are made at this time.
- GBB(LOCAL) – (DELETION) The district’s policy consultant recommends deletion of this policy and states, that it is not necessary to address the specifics of the district’s communication program in board policy. He notes there is a district goal regarding effective communication, and that since this is the Board’s expectation it is the superintendent’s responsibility to develop the appropriate procedures or program to meet that goal.
- GF(LOCAL) – (REVISION) As noted for FNG(LOCAL), this proposed revision ensures that the timelines align with state law. Although there were some questions submitted to the policy committee regarding grievance policies, no other significant changes are recommended at this time. Administration has been reviewing grievance policies to determine whether any changes may be recommended to improve policy and procedures, but no recommendations are made at this time.
- GKA(LOCAL) – (REVISION) This proposed revision is recommended to align the text in Policy DH(LOCAL) and with current law.
- GKB(LOCAL) – (REVISION) The proposed revisions include reorganization of the text to ensure clarity, and proposed deletion of some text that is either duplicative or potentially too subjective to apply in implementation (and not necessary to carry out the objective of the policy). The district’s policy consultant recommends that if the district wishes to retain this standard it would be wise to revisit in the future and establish objective criteria for determining “bad taste” or “objectionable” that would withstand legal scrutiny under the First Amendment.
- GKDA(LOCAL) – (REVISION) The proposed revisions include removal of duplicative language that is otherwise found in Policy GKB(LOCAL), and an update to a reference based on revisions to Policy GKD(LOCAL) that were adopted in April 2022.

GNC(LOCAL) – (DELETION) This policy is recommended for deletion as the material is more appropriate for an administrative regulation or handbook.

Administrative Recommendation:

Staff will recommend adoption of the proposed revisions to Policy that resulted from the comprehensive policy review at a future public meeting of the Board.

Sample Motion:

N/A

PROPOSED REVISIONS

Philosophy

The philosophy of the District is to provide a learning environment that will encourage students to become thinking, feeling, creative, healthy, and contributing members of society. Trustees, administrators, and teachers, as well as other District employees, shall dedicate their efforts toward providing each student with intellectually stimulating instruction of the highest quality together with the individual guidance required to develop the student's academic, aesthetic, and occupational ~~talents~~ passions, interests, and aptitudes.

The District recognizes that people are more alike than different in their basic needs for growth and development. The powers of thought and reason, however, cause people to seek to fulfill these needs in significantly different ways and to different degrees. Therefore, the District is committed to providing an educational program that meets the general and specialized needs of its students ~~though~~ through a curriculum recognizing the unique characteristics of learners and the need for learners to assume as much responsibility for learning as their maturity allows.

It lies neither within the District's ability nor its desire to substitute itself for or supplant the guidance and love of the student's family. The District gladly accepts the opportunity, within the bounds of the school system, to help every student experience the power, richness, and beauty of this world. The District shall help every student develop an understanding of, and respect for, the integrity, ~~opinions, and ambitions~~ perspectives, and beliefs of others.

Vision

The #1LISD community cultivates each student individually to produce the most sought after creators of our future world.

~~Every student is encouraged, supported, and challenged to achieve the highest levels of knowledge, skills, and character.~~

Mission

We will cultivate each individual student by:

- Knowing and appreciating them.
- Creating a safe and supportive environment to nurture their personal growth.
- Partnering with each family.

Core Beliefs

As a public school organization, we hold these truths as our core beliefs:

- Each and every student is at the heart of our decisions. This requires a focus on students and all elements that impact their overall student experience in order for them to reach their maximum potential.

- LISD life-changers (each and every staff member) should be empowered so they can inspire our students to own their learning.
- Our LISD family, which includes our students and their families, life-changers, Board, and community members, thrives when we ensure a welcoming, safe, and caring environment in which we treat one another with integrity, respect, fairness, and acceptance while appreciating our differences.
- A deliberate and intentional focus on relevant and deeper learning for each student will optimize individual outcomes and personal growth.
- Developing and maintaining meaningful, collaborative relationships between all our LISD family is vital for a whole child, student-driven experience.

Principles of Ethical Behavior

~~The following major ethical principles form a philosophical judgment and define the moral duties and virtues implicit in ethical behavior. The District is committed to the principles of:~~

- ~~1.—Honesty~~
- ~~2.—Integrity~~
- ~~3.—Promise keeping~~
- ~~4.—Loyalty~~
- ~~5.—Fairness~~
- ~~6.—Caring/concern for others~~
- ~~7.—Respect for others~~
- ~~8.—Law abidance/civic duty~~
- ~~9.—Pursuit of excellence~~
- ~~10.—Accountability~~

Graduate Profile

The LISD Graduate Profile serves as the student embodiment of the District's vision and mission.

Leander ISD learners are empowered to enrich our world and excel in a rapidly changing global society through a life-long journey of character development, academic success, and fulfillment.

Leander ISD learners are empowered to be:

- Critical and Creative Thinkers who seek and solve problems through curiosity, flexibility, and innovation.

- Skilled Communicators & Collaborators who listen to understand, express ideas with empathy, and work collectively toward shared outcomes.
- Compassionate Community Contributors who value diverse perspectives and share their unique gifts with the world.
- Adaptable & Reflective Individuals who confidently embrace their strengths and challenges while pursuing their interests and passions.

~~The graduate profile describes the goals and objectives for District graduates to obtain and are listed below.0.~~

- ~~1. To be an effective communicator, each District graduate:~~
 - ~~a. Reads for a variety of purposes and applies reading skills to real life situations.~~
 - ~~b. Uses a range of writing styles effectively and appropriately for purpose, situation, and audience.~~
 - ~~c. Listens attentively and critically for a variety of purposes and responds to speakers appropriately.~~
 - ~~d. Uses effective speaking strategies for a variety of purposes and settings.~~
- ~~2. Each District graduate is academically prepared to:~~
 - ~~a. Use mathematics, science, and social studies as tools for problem-solving, communicating, and reasoning.~~
 - ~~b. Use the literary, visual, and performing arts to enrich his or her daily life.~~
- ~~3. To be a responsible citizen, each District graduate:~~
 - ~~a. Understands the nature of economics as it applies to everyday living.~~
 - ~~b. Actively contributes to community or school service organizations.~~
 - ~~c. Makes and evaluates decisions based on ethical principles.~~
 - ~~d. Understands world issues, identifies the rights and obligations of citizens, and participates in the democratic process.~~
- ~~4. To be a productive learner, each District graduate:~~

- a. ~~Applies the self-management skills of goal-setting, time management, and continuous improvement.~~
- b. ~~Demonstrates skill in resource management to allocate money, materials, space, and people.~~
- c. ~~Manages information by acquiring and evaluating data, organizing and maintaining records, using technology to process information, selecting equipment and tools, and using research skills.~~
- d. ~~Uses critical and creative thinking to solve problems.~~
- 5. ~~Each District graduate:~~
 - a. ~~Makes wise career decisions based on self-knowledge, educational and occupational exploration, and career planning.~~
 - b. ~~Fosters personal health and self-esteem.~~
 - ~~Demonstrates interpersonal skills needed to work effectively in teams, manage conflict, lead in community and business, and be an effective parent.~~

Strategic Objectives

Strategic objectives of the District are to:

Empowered Student Learning

Empower students through meaningful learning experiences to optimize growth and embody the LISD Graduate Profile.

~~Training / Staff Development~~

~~6. Improve processes to support orientation and ongoing high-quality training and education for all District staff.~~

Empowered Staff Data Analysis

Attract, grow, and retain a collaborative community of first-rate employees who are empowered to meet the needs of each and every student.

~~7. Improve processes to provide, analyze, and use data throughout the system for informed decision-making.~~

Impactful Family Engagement

Engage our diverse community by fostering positive relationships through reciprocal communication and collaboration

~~Curriculum~~

~~8. Develop and improve relevant and challenging curricula and learning opportunities that promote motivation to learn and achieve the graduate profile.~~

Equitable Access Efficiency Issues

Ensure equitable access to opportunities by eliminating barriers for each and every student.

~~9. Support the District's purpose by continually improving the effective and efficient use of system resources.~~

Safe and Innovative Learning Environments

~~'Parenting' /
Preschool
Communications~~

~~Discipline /
Character
Development~~

~~Facilities~~

Provide safe, supportive, inclusive, and innovative environments to inspire each individual learner.

- ~~10. Partner with parents and other agencies in developing, nurturing, and maintaining children who value education.~~
- ~~11. Develop and improve processes to communicate relevant information among Board, parents, students, staff, and community to support the District's purpose and vision.~~
- ~~12. Develop and improve a proactive system which expects and supports responsible student behavior and character development.~~
- ~~13. Provide safe, secure, and comfortable facilities conducive to productivity and learning for a rapidly growing student population.~~

Guiding Documents

All LISD Guiding Documents, including the Strategic Plan, Graduate Profile, 10 Ethical Principles, Learning Model and The Leander Way can be found on the District website at <https://www.leanderisd.org/guidingdocuments/>.¹

¹ District Guiding Documents website: <https://www.leanderisd.org/guidingdocuments/>

ADD POLICY

In accordance with state law, the District has completed all requirements for designation as an innovation district, and the Board has adopted an [innovation plan](#).¹

¹ Innovation Plan: <https://www.leanderisd.org/districtofinnovation/>

PROPOSED REVISIONS

Membership	The Board shall consist of seven members.
Method of Election	Election of Board members shall be at large, by place.
Election Date	General election of Board members shall be on the November uniform election date.
Terms and Election Schedule	Board members shall be elected for four-year terms, with elections conducted biennially, as follows: Places 1, 2, 6, and 7 shall be held in 2018 , 2022, 2026, <u>2030</u> , and in four-year intervals thereafter. Places 3, 4, and 5 shall be held in 2020 , 2024, 2028, <u>2032</u> , and in four-year intervals thereafter.
Method of Voting	To be elected, a candidate must receive more votes than any other candidate for the place.
Plurality	

PROPOSED REVISIONS

**Public Information
Coordinator**

The Superintendent ~~or designee~~ shall fulfill the responsibilities of the public information coordinator and shall receive, on behalf of Board members, the training specified by Government Code 552.012. [See GBAA]

**Reporting
Continuing
Education Credit**

The Board President shall announce the status of each Board member's continuing education credit. The announcement shall be made annually at the last regular Board meeting before the District's uniform election date, whether or not an election is held. The announcement shall be reflected in the meeting minutes and, when necessary, posted on the District's website in accordance with law.

PROPOSED REVISIONS

Board Authority	The Board has final authority to determine and interpret the policies that govern the schools and, subject to the mandates and limits imposed by state and federal authorities, has complete and full control of the District. Board action shall be taken only in meetings that comply with the Open Meetings Act. [See BE(LEGAL)]
Transacting Business	When a proposal is presented to the Board, the Board shall hold a discussion and reach a decision. Although there may be dissenting votes, which are a matter of public record, each Board decision shall be an action by the whole Board binding upon each member.
Individual Authority for Committing the Board	Board members as individuals shall not exercise authority over the District, its property, or its employees. Except for appropriate duties and functions of the Board President, an individual member may act on behalf of the Board only with the express authorization of the Board. Without such authorization, no individual member may commit the Board on any issue. [See BDAA]
Individual Access to Information	An individual Board member, acting in his or her official capacity, shall have the right to seek information pertaining to District fiscal affairs, business transactions, governance, and personnel matters, including information that properly may be withheld from members of the public in accordance with the Public Information Chapter of the Government Code. [See GBA]
Limitations	<p>If a Board member is not acting in his or her official capacity, the Board member has no greater right to District records than a member of the public.</p> <p>An individual Board member shall not have access to confidential student records unless the member is acting in his or her official capacity and has a legitimate educational interest in the records in accordance with policy FL.</p> <p>A Board member who is denied access to a record under this provision may ask the Board to determine whether the record should be provided or may file a request under the Public Information Act. [See GBAA]</p>
Requests for Records	An individual Board member shall seek access to records or request copies of records from the Superintendent or other designated custodian of records, who shall respond within the time frames required by law. When a custodian of records other than the Superintendent provides access to records or copies of records to an individual Board member, the provider shall inform the Superintendent of the records provided [See Board Operating Procedures] .

In accordance with law, the District shall track and report any requests under this provision, including the cost of responding to one or more requests by any individual Board member for 200 or more pages of material in a 90-day period.

Requests for
Reports

No individual Board member shall direct or require District employees to prepare reports derived from an analysis of information in existing District records or to create a new record compiled from information in existing District records. Directives to the Superintendent ~~or other custodian of records~~ regarding the preparation of reports shall be by Board action.

Confidentiality

At the time a Board member is provided access to records or reports that are confidential or otherwise not subject to public disclosure [see GBA], the Superintendent or other District employee shall advise the Board member of the responsibility to comply with confidentiality requirements and the District's information security controls.

**Referring
Complaints**

If employees, parents, students, or other members of the public bring concerns or complaints to an individual Board member, he or she shall refer them to the Superintendent or another appropriate administrator, who shall proceed according to the applicable complaint policy. [See (LOCAL) policies at DGBA, FNG, and GF]

When the concern or complaint directly pertains to the Board's own actions or policy, for which there is no administrative remedy, the Board member may request that the issue be placed on the agenda.

**Visits to District
Facilities**

A Board member shall adhere to any posted requirements for visitors to first report to the main office of a District facility, including a school campus. Visits during the school or business day shall not be permitted if their duration or frequency interferes with the delivery of instruction or District operations. [See also GKC]

DISTRICT'S CURRENT POLICY

Comment: This document highlights the district's unique provisions and the reordering of the provisions to move some concepts to the beginning of the policy.

As a member of the Board, I shall promote the best interests of the District as a whole and, to that end, shall adhere to the following ethical standards:

Student-Centered Focus

Commitment to Service

Trustworthiness in Stewardship

Honor in Conduct

- I will be continuously guided by what is best for all students of the District.
- I will focus my attention on fulfilling the Board's responsibilities of goal setting, policymaking, and evaluation.
- I will diligently prepare for and attend Board meetings.
- I will avoid personal involvement in activities the Board has delegated to the Superintendent.
- I will seek continuing education that will enhance my ability to fulfill my duties effectively.
- I will become informed about current educational issues by individual study and through participation in programs.
- I will support and protect school personnel in the proper performance of their duties.
- I will be accountable to the public by representing District policies, programs, priorities, and progress accurately.
- I will be responsive to the community by seeking its involvement in District affairs and by communicating its priorities and concerns.
- I will work to ensure prudent and accountable use of District resources.
- I will make no personal promise or take private action that may compromise my performance or my responsibilities.
- I will tell the truth.
- I will share my views while working for consensus.
- I will respect the majority decision as the decision of the Board.
- I will base my decisions on fact rather than supposition, opinion, or public favor.

Integrity of Character

- I will strive to be an example to the students, faculty, and community by upholding the ethical principles of the District and the standards of propriety of our community.
- I will refuse to surrender judgment to any individual or group at the expense of the District as a whole.
- I will consistently uphold all applicable laws, rules, policies, and governance procedures.
- I will not disclose information that is confidential by law or that will needlessly harm the District if disclosed.

Equity in Attitude

- I will work for the benefit of all students, not focusing on the needs of any one group to the exclusion of others.
- I will be fair, just, and impartial in all my decisions and actions.
- I will accord others the respect I wish for myself.
- I will encourage expressions of different opinions and listen with an open mind to others' ideas.

TASB STANDARD POLICY LANGUAGE

As a member of the Board, I shall promote the best interests of the District as a whole and, to that end, shall adhere to the following ethical standards:

Equity in Attitude

- I will be fair, just, and impartial in all my decisions and actions.
- I will accord others the respect I wish for myself.
- I will encourage expressions of different opinions and listen with an open mind to others' ideas.

Trustworthiness in Stewardship

- I will be accountable to the public by representing District policies, programs, priorities, and progress accurately.
- I will be responsive to the community by seeking its involvement in District affairs and by communicating its priorities and concerns.
- I will work to ensure prudent and accountable use of District resources.
- I will make no personal promise or take private action that may compromise my performance or my responsibilities.

Honor in Conduct

- I will tell the truth.
- I will share my views while working for consensus.
- I will respect the majority decision as the decision of the Board.
- I will base my decisions on fact rather than supposition, opinion, or public favor.

Integrity of Character

- I will refuse to surrender judgment to any individual or group at the expense of the District as a whole.
- I will consistently uphold all applicable laws, rules, policies, and governance procedures.
- I will not disclose information that is confidential by law or that will needlessly harm the District if disclosed.

Commitment to Service

- I will focus my attention on fulfilling the Board's responsibilities of goal setting, policymaking, and evaluation.
- I will diligently prepare for and attend Board meetings.
- I will avoid personal involvement in activities the Board has delegated to the Superintendent.
- I will seek continuing education that will enhance my ability to fulfill my duties effectively.

Sudent-Centered
Focus

- I will be continuously guided by what is best for all students of the District.

OTHER EXAMPLES

**Commitment
To Service**

- I will attend all regularly scheduled Board meetings insofar as possible and become informed concerning the issues to be considered at those meetings.
- I will communicate to other Board members and the Superintendent at appropriate times expressions of public reaction to Board policies and District programs.

**Student-Centered
Focus**

- I will have a high-level of understanding of teaching and learning goals in the District.
- Be continuously guided by the District's vision, mission, values, focus, and goals in all decisions and allocation of resources.
- Uphold the Board's values of integrity, inspiration, inclusiveness, and innovation.

**Integrity
of Character**

- I will share my views concerning District matters and employees through the processes and procedures available under the Texas Open Meetings Act, and will refrain from using e-mail, social media, and other forms of communication to criticize regarding matters related to my office.

**Trustworthiness
In Stewardship**

- I will strive to involve the community by ensuring that it is fully and accurately informed about our schools and will try to interpret community aspirations to the school staff.
- I will recognize that authority rests only with the whole Board assembled in meeting and will make no personal promise to take private action that may compromise my performance or my responsibilities.
- I will refer all complaints through the proper 'chain of command' within the system and will act on such complaints at public meetings only when administrative solutions fail.

Equity In Attitude

- I will attempt to accept criticism without getting defensive or angry.

PROPOSED REVISIONS

**Expense
Reimbursement**

An amount for Board member travel expenses shall be approved in the budget each year.

A Board member shall be reimbursed for reasonable, allowable expenses incurred in carrying out Board business only at the Board's request and for reasonable, allowable expenses incurred while attending meetings and conventions as an official representative of the Board.

Travel Expenses

Payment for authorized and documented travel expenses shall be made in accordance with legal requirements by either of the following two methods:

1. Reimbursement, not to exceed the allowable rates, for use of a personal car or commercial transportation plus parking, taxi fares, lodging, ~~meals~~, and other incidental expenses.
2. Advancement of a set amount for use of a personal car or commercial transportation plus parking, taxi fares, lodging, ~~meals~~, and other incidental expenses. Any excess over actual allowable expenses shall be refunded to the District.

Accounting records shall accurately reflect that no state or federal funds were used to reimburse travel expenses beyond those authorized for state employees.

Meal Expenses

Regarding meal expenses associated with authorized and documented travel, payment to a Board member shall be made in accordance with one of the following methods:0.

1. Reimbursement, not to exceed the allowable rates, for meal expenses.
2. Advancement of a set amount for meal expenses. Any excess over actual allowable expenses shall be refunded to the District.
3. A per diem for meal expenses for meals associated with authorized overnight travel not related to a state or federal grant. No receipts shall be required for expenses paid on a per diem basis.

**Documentation
Required**

Except as provided in this policy, ~~F~~for any authorized expense incurred, the Board member shall submit a statement, with receipts to the extent feasible, documenting actual expenses and in accordance with procedures applicable to employee expense reimbursement.

[See Board Operating Procedures.]

PROPOSED REVISIONS

No Standing Board Committees

Board committees shall be established in accordance with the Board Operating Procedures.

~~The Board shall have no standing committees.~~

Special Committees

~~The President shall appoint members to special committees created by the Board to fulfill specific assignments, unless otherwise provided by Board action. These committees may include District personnel and citizens.~~ The function of committees shall be fact-finding, deliberative, and advisory, but not administrative. **Special Board** committees shall provide updates and report their findings to the Board ~~and shall be dissolved upon completion of the assigned task or vote of the Board.~~

~~The President of the Board and the Superintendent shall be ex-officio members of all Board committees, unless otherwise provided by Board action.~~

Transacting Business

Committees may transact business only within the specific authority granted by the Board. To be binding, all such business must be reported to the Board at the next regular or special meeting for approval and entry into the minutes as a public record.

Comments: The proposed revisions are recommended to align with the Board Operating Procedures Section XIX, page 17.

PROPOSED REVISIONS

- In-House Counsel** The District has ~~retained~~ employed as general counsel an attorney to serve as the District's in-house legal counsel and representative in matters requiring legal services and to oversee outside attorneys providing legal services to the District.
- Outside Counsel** The Board delegates to the Superintendent the authority to approve the hiring of outside counsel, as recommended by the general counsel in consultation with the administration.
- Services to be performed and reasonable fees and expenses to be paid by the District to outside counsel shall be set forth in writing and submitted to the general counsel and administration.
- Inquiries** Individual Board members shall channel legal inquiries through the Superintendent, Board President, or the Board's designee, as appropriate, when seeking advice or information from the District's general counsel or outside counsel.
- Board's Attorneys** The Board shall have final authority to retain attorneys to represent the Board in matters of Board governance and business of the District. Attorneys representing or advising the Board shall report only to the Board.

PROPOSED REVISIONS

Meeting Place and Time

The notice for a Board meeting shall reflect the date, time, and location of the meeting and shall be posted on the District’s website.

Regular Meetings

Regular meetings of the Board shall normally be held on the ~~third Thursday~~second and fourth Thursdays of each month at 6:15 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.

Comment: The revision is recommended to align with the information in the Board Operating Procedures.

Special or Emergency Meetings

The Board President shall call special meetings at the Board President’s discretion or on request by two members of the Board.

The Board President shall call an emergency meeting when it is determined by the Board President or two members of the Board that an emergency or urgent public necessity, as defined by law, warrants the meeting.

Agenda

Deadline

The deadline for submitting items for inclusion on the agenda is the seventh calendar day before regular meetings and the seventh calendar day before special meetings.

Comment: The above provision aligns with the Board Operating Procedures; however, would the seven-calendar day requirement also apply to special meetings that are sometimes called on relatively short notices but in compliance with TOMA.

Preparation

In consultation with the Board President, the Superintendent shall prepare the agenda for all Board meetings. At the request of at least two Board members, the Board President shall include an item on the agenda. The Board President or designee must be notified, in a manner as he or she deems necessary, of requests for items to be placed on the agenda.

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 at least two 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 at least two Board members without specific authorization from those Board members.

BOARD MEETINGS

BE
(LOCAL)

- Notice to Members** Members of the Board shall be given notice of regular and special meetings at least 72 hours prior to the scheduled time of the meeting and at least one hour prior to the time of an emergency meeting.
- Closed Meeting** Notice of all meetings shall provide for the possibility of a closed meeting during an open meeting, in accordance with law.
- The Board may conduct a closed meeting when the agenda subject is one that may properly be discussed in closed meeting. [See BEC]
- Order of Business** The order of business for regular Board meetings shall be as set out in the agenda accompanying the notice of the meeting. At the meeting, the order in which posted agenda items are taken may be changed by consensus of Board members.
- Rules of Order** The Board shall observe the parliamentary procedures as found in *Robert's Rules of Order, Newly Revised*, except as otherwise provided in Board procedural rules or by law. Procedural rules may be suspended at any Board meeting by majority vote of the members present.
- Voting Voting shall be by voice vote or show of hands, as directed by the Board President. Any member may abstain from voting, and a member's vote or failure to vote shall be recorded upon that member's request. [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.
- 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.

DELETE POLICY

Comment: As mentioned during the board meeting, this policy is mis-coded and more current policy language on nonrenewal of the superintendent's contract is located at BJCF(LOCAL). Other than Leander ISD, only one other district has policy language at this code, and that district's policy addresses interim superintendent selection, which is not necessary to include in policy.

Reasons

The Board's decision not to renew the Superintendent's contract shall not be based on the Superintendent's exercise of rights guaranteed by the Constitution, or based unlawfully on race, color, religion, sex, national origin, disability, or age. Reasons for the nonrenewal of the Superintendent's contract shall be:

1. Deficiencies pointed out in evaluations, supplemental memoranda, or other communications.
2. Failure to fulfill duties or responsibilities.
3. Incompetency or inefficiency in the performance of required or assigned duties.
4. Insubordination or failure to comply with Board directives.
5. Failure to comply with Board policies or administrative regulations.
6. Failure of the District to make measurable progress towards the goals stated in the District improvement plan. [See BQ (LEGAL)]
7. Conducting personal business during school hours when it results in neglect of duties.
8. Drunkenness or excessive use of alcoholic beverages; illegal use of drugs, hallucinogens, or other substances regulated by the Texas Controlled Substances Act.
9. The possession, use, or being under the influence of alcohol, alcoholic beverages, or drugs and narcotics as defined by the Texas Controlled Substances Act, while on school property, working in the scope of the employee's duties, or attending any school- or District-sponsored activity.
10. Conviction of a felony or any crime involving moral turpitude.
11. Failure to meet the District's standards of professional conduct.

SUPERINTENDENT
RESIGNATION

BJCG
(LOCAL)

12. Failure to comply with reasonable District professional requirements regarding advanced coursework or professional improvement and growth.
13. Disability, not otherwise protected by law, that impairs performance of required duties.
14. Immorality, which is conduct the Board determines is not in conformity with the accepted moral standards of our community or the ethical principles adopted by the Board. [See AE(EXHIBIT)] Immorality is not confined to sexual matters, but includes conduct inconsistent with rectitude, or indicative of corruption, indecency, or depravity.
15. Any activity, school-connected or otherwise, that, because of publicity given it or knowledge of it among students, faculty, or community, impairs or diminishes the Superintendent's effectiveness in the District.
16. Reasons specified in the individual employment contract reflecting special conditions of employment.
17. Failure to maintain an effective working relationship, or maintain good rapport, with parents, the community, staff, or the Board.
18. Assault on an employee or student.
19. Falsification of records or other documents related to the District's activities.
20. Misrepresentation of facts to the Board or other District officials in the conduct of District business.
21. Failure to fulfill requirements for Superintendent certification.
22. Failure to fulfill the requirements of a deficiency plan under an Emergency Permit or a Special Assignment Permit.
23. Reasons constituting good cause for dismissing the Superintendent during the contract term.

Notice

0.If a majority of the Board determines that the Superintendent's contract should be considered for nonrenewal, the Board shall deliver to the Superintendent by hand or certified mail, return receipt requested, written notice of the proposed nonrenewal. This notice shall contain the hearing procedures and shall be delivered not later than the 30th day before the last day of the contract term.

Hearing

If the Superintendent desires a hearing after receiving notice of the proposed nonrenewal, the Superintendent shall notify the Board not later than the 15th day after receiving the notice. When the

Board receives a timely request for a hearing on proposed nonrenewal, 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 Superintendent shall be given notice of the hearing date as soon as it is set.

The hearing shall be conducted in closed meeting unless the Superintendent requests that it be open, with only the members of the Board, the Superintendent, their chosen representatives, and such witnesses as may be called in attendance. Witnesses may be excluded from the hearing until it is their turn to present evidence. The Superintendent and the Board may each be represented by a person designated in writing to act for them. 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 Procedure

The conduct of the hearing shall be under the Board President's control and in general shall follow the steps listed below:

1. The hearing shall begin with the Board's presentation, supported by such proof as it desires to offer.
2. The Superintendent may cross-examine any witnesses for the Board.
3. The Superintendent may then present such testimonial or documentary proofs, as desired, to offer in rebuttal or in general support of the contention that the contract be renewed.
4. The Board may cross-examine any witnesses for the Superintendent and offer rebuttal to the testimony of the Superintendent's witnesses.
5. Closing arguments may be made by each party.

0.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 such evidence as is 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 Superintendent's contract are lawful, supported by the evidence, and not arbitrary or capricious, it shall so notify the Superintendent 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.

PROPOSED REVISIONS

**Long-Range
Planning**

~~One of the Board's responsibilities is to conduct long-range planning in order to anticipate and recognize future needs and trends, to identify potential barriers, and to balance short-term needs with long-term improvements in order to support the graduate profile.~~

~~The District improvement plans shall serve as some of the plans to address identified needs for systemic improvement.~~

~~The Board's planning process shall ensure a consistency of action over time, even as individual Board members and administrators change office.~~

Comment: This unique text dates to 2003. It is akin to a purpose statement, which is not necessary to include in board policy.

**District Purpose,
Vision, Graduate
Profile, Goals,
Objectives and
Campus Objectives**

The Board shall approve and periodically review the District's ~~purpose~~, vision, [mission](#), graduate profile, and goals to improve student performance. The ~~purpose~~, vision, [mission](#), graduate profile, goals, and the approved District and campus objectives shall be mutually supportive and shall support the state goals and objectives under Education Code, Chapter 4. [See AE]

Comment: The district's mission statement is available online but no "purpose" statement.

**District Improvement
Planning Process**

The District's planning process to improve student performance includes the development of the District's educational goals, the legal requirements for the District and campus improvement plans, all pertinent federal planning requirements, and administrative procedures. The Board shall approve the process under which the educational goals are developed and shall ensure that input is gathered from the District-level committee. [See BQA]

**Parent and Family
Engagement Plan**

The Board shall ensure that the District and campus improvement plans, as applicable, address all elements required by federal law for receipt of Title I, Part A funds, including elements pertaining to parent and family engagement. The District-level and campus-level committees shall involve parents and family members of District students in the development of such plans and in the process for campus review and improvement of student academic achievement and campus performance. [See EHBD]

**Administrative
Procedures and
Reports**

The Board shall ensure that administrative procedures are developed in the areas of planning, budgeting, curriculum, staffing patterns, staff development, and school organization; adequately reflect the District's planning process; and include implementation guidelines, time frames, and necessary resources. The District-

PLANNING AND DECISION-MAKING PROCESS

BQ
(LOCAL)

level and campus-level committees shall be involved in the development of these procedures. [See BQA and BQB]

The Superintendent shall report periodically to the Board on the status of the planning process, including a review of the related administrative procedures, any revisions to improve the process, and progress on implementation of identified strategies.

Evaluation

The Board shall ensure that data are gathered and criteria are developed to undertake the required biennial evaluation to ensure that policies, procedures, and staff development activities related to planning and decision-making are effectively structured to positively impact student performance.

Collaborative Decision Making	The Board recognizes that LISD the District is a system of interrelated people and processes and therefore expects collaborative decision making.
Districtwide Educational Improvement Council	In compliance with Education Code 11.251 , the law the District shall establish a Districtwide Educational Improvement Council (committee) shall advise the Board or its designee in establishing and reviewing the District's educational goals, objectives, and major Districtwide classroom instructional programs. identified by the Board or its designee. The committee shall serve exclusively in an advisory role except that the committee shall approve staff development of a Districtwide nature.
Chairperson	The Superintendent shall be the Board's designee and shall name the chairperson of the committee from among the committee's members. The Superintendent shall meet with the committee periodically.
Board's Designee	The Superintendent shall serve as the Board's designee and shall regularly consult with the committee.
Meetings	The chairperson of the committee shall set its agenda, and shall schedule at least two meetings per year; additional meetings may be held at the call of the chairperson. , including the public meeting required by law.
Duties of Committee	The committee shall perform duties as described in BQA(LEGAL).
Communications	The Superintendent shall ensure that the District-level committee establishes communication strategies to periodically obtain broad-based community, parent, and staff input and provide information to those persons regarding the recommendations of the committee.
Composition	The committee shall be composed of members who shall represent campus-based professional staff, District-level professional staff, parents, businesses, and the community. At least two-thirds of the District and campus professional staff shall be classroom teachers. The remaining one-third shall be professional nonteaching District and campus-level staff. For purposes of this policy, District-level professional staff shall be defined as professionals who have responsibilities at more than one campus, including, but not limited to, central office staff. When practicable, professional staff representation shall include a representative with the primary responsibility for educating students with disabilities. For purposes of this policy, District-level professional staff shall be defined as professionals who have responsibilities at more than one campus, including, but not limited to, central office staff.

Community Input

~~The Superintendent or designee shall ensure that the District-level committee obtains broad-based community, parent, and staff input and provides information to those persons on a systematic basis. Methods of communication shall include, but not be limited to, periodic reports to the principals on the work of the committee that may be posted on campus bulletin boards.~~

*Selected
Representatives*

Parent, community member, and business representatives shall be selected in accordance with this policy and administrative regulations.

Parents

The committee shall include at least two parents of students currently enrolled within the District, ~~selected in accordance with administrative procedures~~. The Superintendent shall, through various channels, inform all parents of District students about the committee's duties and composition, and shall solicit volunteers. ~~{See BQA(LEGAL)}~~

Community Members

The committee shall include at least two community members selected by a process that provides for adequate representation of the community's diversity, in accordance with administrative procedures. The Superintendent shall use several methods of communication to ensure that community residents are informed of the committee and are provided the opportunity to participate, and shall solicit volunteers. All community member representatives must reside in the District.

*Business
Representatives*

The committee shall include at least two business people, selected by a process that provides for adequate representation of the community's diversity, ~~in accordance with administrative procedures~~. The Superintendent shall use several methods of communication to ensure that community residents are informed of the committee and are provided the opportunity to participate, and shall solicit volunteers. Business member representatives need not reside in nor operate businesses in the District.

**Campus Site-Based
Planning Committee**

~~A campus site-based planning committee shall be established on each campus to assist the principal. The committee shall meet for the purpose of assisting in the planning processes in accordance with Board policy and administrative procedures and shall be chaired by the principal.~~

~~The committee shall serve exclusively in an advisory role except that each committee shall approve staff development of a campus nature.~~

In compliance with law, each campus shall establish a campus-level committee to ensure that effective planning and site-based decision-making occur to direct and support the improvement of student performance for all students. The committees shall assist the principal, as the Board's designee, in establishing and reviewing the goals, performance objectives, and major classroom instructional programs of each campus.

Each committee shall assist with the development, evaluation, and revision of the respective campus improvement plan and shall approve campus staff development needs identified in the campus improvement plan [see BQ and DMA].

Meetings

The principal shall be responsible for the agenda and shall schedule at least two meetings per year, including the public meeting required by law.

Duties of Committee

~~The committee shall perform duties as described at BQB(LEGAL).~~

**Campus
Performance
Objectives**

~~Each principal shall be responsible for the development of campus performance objectives. These objectives shall be formulated annually in accordance with a schedule established by the District, shall support the District's educational goals and objectives, and shall be specific to the academic achievement of students served by the campus. The Board shall review and approve campus performance objectives.~~

Waivers

~~The principal shall be responsible for ensuring that no campus-initiated recommendation violates rule, law, or policy, unless the campus has obtained a waiver [see BQB(LEGAL) preceding and BF].~~

~~Except as prohibited by law [see BF], a campus may apply to the Board for a waiver of a local policy. An application for a waiver must state the achievement objectives of the campus and the reasons for requesting the waiver.~~

Communications

~~The principal or designee shall ensure that the campus-level committee obtains broad-based community, parent, and staff input, and provides information to those persons on a systematic basis. Methods of communication shall include, but not be limited to, periodic reports on the work of the committee that may be posted on campus bulletin boards.~~

Each principal or designee shall ensure that the campus-level committee establishes communication strategies to periodically obtain broad-based community, parent, and staff input and provide information to those persons regarding the recommendations of the committee.

Composition

~~The committee shall be composed of members who shall represent campus-based professional staff, parents, businesses, and the community. At least two-thirds of the District and campus professional staff shall be classroom teachers. The remaining one-third shall be professional nonteaching District and campus-level staff. For purposes of this policy, District-level professional staff shall be defined as professionals who have responsibilities at more than one campus, including, but not limited to, central office staff.~~

The committee shall be composed of members who shall represent campus-based professional staff, District-level professional staff, parents, businesses, and the community. When practicable, professional staff representation shall include a representative with the primary responsibility for educating students with disabilities. For purposes of this policy, District-level professional staff shall be defined as professionals who have responsibilities at more than one campus, including, but not limited to, central office staff.

Selected Representatives

Parent, community member, and business representatives shall be selected in accordance with this policy and administrative regulations.

Parents

The committee shall include at least two parents of students currently enrolled within the District, ~~elected in accordance with administrative procedures~~. The principal shall, through various channels, inform all parents of campus students about the committee's duties and composition, and shall solicit volunteers. ~~{See BQB(LEGAL)}~~

Community Members

~~The committee shall include at least two community members, selected in accordance with administrative procedures that provide for adequate representation of the community's diversity. The principal shall solicit volunteers. All community member representatives must reside in the District.~~

PROPOSED REVISIONS

All Trustees, employees, vendors, contractors, agents, consultants, volunteers, and any other parties who are involved in the District's financial transactions shall act with integrity and diligence in duties involving the District's fiscal resources.

Note: See the following policies and/or administrative regulations regarding conflicts of interest, ethics, and financial oversight:

- Code of ethics:
 - for Board members—BBF
 - for employees—DH
- Financial conflicts of interest:
 - for public officials—BBFA
 - for all employees—DBD
 - for vendors—CHE
- Compliance with state and federal grant and award requirements: CB, CBB
- Financial conflicts and gifts and gratuities regarding federal funds: CB, CBB
- Systems for monitoring the District's investment program: CDA
- Budget planning and evaluation: CE
- Compliance with accounting regulations: CFC
- Activity fund management: CFD
- Criminal history record information for employees: DBAA, DC
- Disciplinary action for fraud by employees: DCD, DCE, and DF series

Fraud and Financial Impropriety

The District prohibits fraud and financial impropriety, as defined below, in the actions of its Trustees, employees, vendors, contractors, agents, consultants, volunteers, and others seeking or maintaining a business relationship with the District.

Definition

Fraud and financial impropriety shall include but not be limited to:•

FISCAL MANAGEMENT GOALS AND OBJECTIVES
FINANCIAL ETHICS

CAA
(LOCAL)

1. Forgery or unauthorized alteration of any document or account belonging to the District.
2. Forgery or unauthorized alteration of a check, bank draft, or any other financial document.
3. Misappropriation of funds, securities, supplies, or other District assets, including employee time.
4. Impropriety in the handling of money or reporting of District financial transactions.
5. Profiteering as a result of insider knowledge of District information or activities.
6. Unauthorized disclosure of confidential or proprietary information to outside parties.
7. Unauthorized disclosure of investment activities engaged in or contemplated by the District.
8. Accepting or seeking anything of material value from contractors, vendors, or other persons providing services or materials to the District, except as otherwise permitted by law or District policy. [See CB, DBD]
9. Inappropriately destroying, removing, or using records, furniture, fixtures, or equipment.
10. Failure to provide financial records required by federal, state, or local entities.
11. Failure to disclose conflicts of interest as required by law or District policy.
- ~~12. Failure to comply with requirements imposed by law, the awarding agency, or a pass-through entity for state and federal awards.~~
- ~~13.~~12. Any other dishonest act regarding the finances of the District.
- ~~14.~~13. Failure to comply with requirements imposed by law, the awarding agency, or a pass-through entity for state and federal awards.

Comments: The revision would reorganize items in the list to appropriately group the items. Items 1 -12 address financial improprieties related to district operations and Item 13 is intended to address failure to comply with laws or guidelines imposed by other entities.

FISCAL MANAGEMENT GOALS AND OBJECTIVES
FINANCIAL ETHICS

CAA
(LOCAL)

**Financial Controls
and Oversight**

Each employee who supervises or prepares District financial reports or transactions shall set an example of honest and ethical behavior and shall actively monitor his or her area of responsibility for fraud and financial impropriety.

Fraud Prevention

The Superintendent or designee shall maintain a system of internal controls to deter and monitor for fraud or financial impropriety in the District.

Reports

Any person who suspects fraud or financial impropriety in the District shall report the suspicions immediately to a person with authority to investigate the suspicions, including any supervisor, the Superintendent or designee, the Board President, or local law enforcement.

Reports of suspected fraud or financial impropriety shall be treated as confidential to the extent permitted by law. Limited disclosure may be necessary to complete a full investigation or to comply with law. All employees involved in an investigation shall be advised to keep information about the investigation confidential.

*Protection from
Retaliation*

Neither the Board nor any District employee shall unlawfully retaliate against a person who in good faith reports perceived fraud or financial impropriety. [See DG]

Fraud Investigations

In coordination with legal counsel and other internal or external departments or agencies, as appropriate, the Superintendent, Board President, or a designee shall promptly investigate reports of potential fraud or financial impropriety.

Response

If an investigation substantiates a report of fraud or financial impropriety, the Superintendent or designee shall promptly inform the Board of the report, the investigation, and any responsive action taken or recommended by the administration.

If an employee is found to have committed fraud or financial impropriety, the Superintendent or designee shall take or recommend appropriate disciplinary action, which may include termination of employment. If a contractor or vendor is found to have committed fraud or financial impropriety, the District shall take appropriate action, which may include cancellation of the District's relationship with the contractor or vendor.

When circumstances warrant, the Board, Superintendent, or designee may refer matters to appropriate law enforcement or regulatory authorities. In cases involving monetary loss to the District, the District may seek to recover lost or misappropriated funds.

The final disposition of the matter and any decision to file a criminal complaint or to refer the matter to the appropriate law enforcement

FISCAL MANAGEMENT GOALS AND OBJECTIVES
FINANCIAL ETHICS

CAA
(LOCAL)

or regulatory agency for independent investigation shall be made in consultation with legal counsel.

Federal Awards
Disclosure

The District shall disclose, in a timely manner in writing to the federal awarding agency or pass-through entity, all violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting a federal grant award. [See CBB]

Analysis of Fraud

After any investigation substantiates a report of fraud or financial impropriety, the Superintendent or designee shall analyze conditions or factors that may have contributed to the fraudulent or improper activity. The Superintendent or designee shall ensure that appropriate administrative procedures are developed and implemented to prevent future misconduct. These measures shall be presented to the Board for review.

PROPOSED REVISIONS

Grants and Awards

The Superintendent ~~or designee~~ shall be authorized to: 0)

1. Apply, on behalf of the Board, for any and all special federal and state grants and awards as deemed appropriate for the District's operations;
2. Approve commitment of District funds for matching, cost sharing, cooperative, or jointly funded projects up to the amounts specifically allowed under the District budget approved by the Board; and
3. Approve grant and award amendments as necessary.

The District shall comply with all requirements for state and federal grants and awards imposed by law, the awarding agency, or an applicable pass-through entity. The Superintendent ~~or designee~~ shall develop and enforce financial management systems, internal control procedures, procurement procedures, and other administrative procedures as needed to provide reasonable assurance that the District is complying with requirements for state and federal grants and awards.

[See CAA, CBB]

Federal Awards

Public Notice and Input

The District shall provide public notice of federal grant applications for Elementary and Secondary School Emergency Relief Funds (ESSER) through an information item at a Board meeting and by publishing information on the District's website. The District shall make available opportunities for public input as required by law or the granting agency.

Plan Approval

Approval of required grant and award plans shall be by the Superintendent.

Comments: *These provisions were recommended for inclusion in districts' policies based on TEA guidance from May 2021.*

Conflict of Interest

Each employee, Board member, or agent of the District who is engaged in the selection, award, or administration of a contract supported by a federal grant or award and who has a potential conflict of interest as defined at Code of Federal Regulations, title 2, section 200.318, shall disclose to the District, in writing, any conflict that meets the disclosure threshold in Chapter 176 of the Local Government Code. [See CBB]

In addition, each employee, Board member, or agent of the District shall comply with any other conflict of interest requirements imposed by the granting agency or a pass-through entity.

For purposes of this policy, “immediate family member” shall have the same meaning as “family member” as described in Chapter 176 of the Government Code. [See BBFA]

For purposes of this policy, “partner” shall have the same meaning as defined in Business Organizations Code Chapter 1, Subchapter A.

An employee, Board member, or agent of the District who is required to disclose a conflict in accordance with the provisions above shall not participate in the selection, award, or administration of a contract supported by a federal grant or award.

Gifts and Gratuities

Employees, Board members, and agents of the District shall not solicit any gratuities, favors, or items from a contractor or a party to a subcontract for a federal grant or award and shall not accept:

1. Any gift, favor, service, or other benefit that could reasonably be construed to influence the person’s discharge of assigned duties and responsibilities;
2. Any single item with a value at or above \$50; or
3. Items from a single contractor or subcontractor that have an aggregate monetary value exceeding ~~\$100~~\$50 in a 12-month period.

Comments: *Based on comments from the administrative review, the revised gift limits are recommended. This would be lower than the limit established in BBFA(LEGAL) for public officials.*

[See BBFA, BBFB, CBB, DBD. In the event of a violation of these requirements, see CAA and DH.]

PROPOSED REVISIONS

Debt Management Policy

~~The Board intends that this policy shall provide a guideline for the management of debt by the District.~~

Purpose

~~The Board recognizes that no policy can meet every circumstance and intends that this policy shall serve as a guideline to be used by the Board and administration to handle routine tasks and as a starting point for discussion in deciding on more complex questions.~~

Comments: *The purpose provision is recommended for removal from the policy.*

Scope

This policy applies to all debt instruments issued by the District regardless of the purpose for which issued or the funding source for repayment.

Comments: *This policy was reviewed during the meeting with the administrative team. The revisions are recommended to align with current practice.*

Chain of Command

The Board shall have ultimate authority for the issuance of debt and the terms and conditions under which debt may be issued.

The Board delegates to the Superintendent ~~or designee~~ the responsibility for:

1. Recommending the projects to be funded;
2. Recommending the order for funding;
3. Recommending the construction budgets;
4. Recommending the date money is required; and
5. Consulting with the District's municipal advisor to develop recommendations for:
 - a. Timing of sales;
 - b. Impact of bond sales on the tax rate;
 - c. Type of sale (competitive, negotiated, private placement);
 - d. Type of security to be issued;
 - e. Guarantee or insurance; and
 - f. Rating of the securities.

Objectives

Debt management procedures shall include prudent debt management practices that:

0. Maintain the District's financial stability;
1. Preserve public trust;
2. Effectively manage the tax rate;
3. Match debt to the estimated useful lives of the assets;
4. Provide debt management flexibility;
5. Minimize cost to taxpayers; and
6. Demonstrate strong financial management to credit agencies.

Goals of Debt Issuance

This policy is not intended to create a mechanism that constitutes a "trigger" for action without further discussion.

0. The goals of the Board in all financing shall include the following:

1. Current and future tax rates shall be the best compromise between the preference to sell bonds with the shortest maturity schedule, provide the lowest tax bill possible to taxpayers of the District, and plan for the future issuance of debt by the District.
2. Capital appreciation bonds (CAB) shall be used only as required to meet the state's par-to-par test.
3. Call features shall be as aggressive as market conditions will permit.
4. Variable rate bonds, swaps, derivatives, and other synthetic securities shall not be used unless the Board determines that basis risk, tax risk, counter-party risk, termination risk, liquidity renewal risk, remarketing risk, and credit risk have been fully identified, investigated, and proven to be acceptable.

Refunding of Outstanding Debt

Refunding opportunities shall be evaluated using criteria established by the Board.

Rating Agency Relationships

The District's municipal advisor shall provide to the Superintendent ~~or designee~~ periodic reports detailing the following:

0. Current criteria used by the rating agencies to evaluate Texas schools.
1. Areas in which the District needs to improve policies or practices.
2. Recommendations concerning the type of presentation to be given to the rating agencies.

LOCAL REVENUE SOURCES
BOND ISSUES

CCA
(LOCAL)

**Board Resolution
Creating Guideline
Criteria for the
Consideration of
Refunding of
Outstanding Debt**

The Board establishes the following criteria as a guideline for refunding bonds:

~~Whereas the Board does desire to establish criteria for the consideration of refunding certain maturities of bonds currently outstanding; and~~

~~Whereas the Board desires to have a set of stated criteria with which to evaluate refunding proposals;~~

~~Now therefore, the Board of the District does hereby adopt the following criteria as a guideline for refunding bonds. These criteria are recognized as guidelines, and the Board reserves the right to add criteria, delete criteria, or modify any or all of the criteria in making a final evaluation of any proposal. These criteria are adopted with this understanding that they do and shall apply until modified or replaced by the Board.0.~~

~~Criteria for
Refunding~~

1. Three percent or greater, present value savings.
2. No increase in the debt service of the maturities refunded.
3. No lengthening of the existing maturity schedule.
4. Preservation of future ability to manage the debt service tax rate.
5. Combine refunding and new money issues when possible.
6. District should be satisfied as to the amount of savings obtained compared to the cost of the deal.
7. When a refund is combined with a new money transaction, item 1 in this list ~~is~~ shall not be required.
8. Transactions involving swaps, derivatives, or other synthetic securities are prohibited unless the Board and administration have conducted additional due diligence to determine the risks involved and shall have determined that the risks are known and acceptable.

These criteria are recognized as guidelines, and the Board reserves the right to add criteria, delete criteria, or modify any or all of the criteria in making a final evaluation of any proposal. These criteria are adopted with this understanding that they do and shall apply until modified or replaced by the Board.0.

**Debt Issuance
Process**

~~The Board may choose a~~Any authorized method of sale including competitive sales, negotiated sales, and private placements may be used. The ~~Board may utilize~~ alternative types of sales may be used if deemed more advantageous to the District as a result of the market or other conditions.0.

LOCAL REVENUE SOURCES
BOND ISSUES

CCA
(LOCAL)

Refunding issues shall usually be conducted on a negotiated basis.

Competitive sales are preferred for the sale of short-term debt, or when the market is very stable. Negotiated sales may be utilized if deemed more advantageous to the District.

**Reimbursement
Resolution**

By resolution, the Board may declare its intent to reimburse itself from proceeds of bonds for any capital expenditures previously incurred (not more than 60 days prior to the date of the resolution) from the lawfully available general funds or other lawfully available funds of the District. The reimbursement shall take place within 30 days after the issuance of the bonds.

**Selection of Public
Finance Team**

~~The Superintendent or designee shall issue a solicitation for municipal advisor, underwriters, bond counsel, and disclosure counsel not less than every five years.~~

PROPOSED REVISIONS

Comments: The revisions below were recommended during the administrative review.

Investment Authority

The Superintendent or other person designated by Board resolution shall serve as the investment officer of the District and shall invest District funds as directed by the Board and in accordance with the District's written investment policy and generally accepted accounting procedures. All investment transactions except investment pool funds and mutual funds shall be settled on a delivery versus payment basis.

Approved Investment Instruments

From those investments authorized by law and described further in CDA(LEGAL) under Authorized Investments, the Board shall permit investment of District funds, including bond proceeds and pledged revenue to the extent allowed by law, in only the following investment types, consistent with the strategies and maturities defined in this policy:0)

1. Obligations of, or guaranteed by, governmental entities as permitted by Government Code 2256.009.
2. Certificates of deposit and share certificates as permitted by Government Code 2256.010.
3. Fully collateralized repurchase agreements permitted by Government Code 2256.011. Flexible repurchase agreements used only for bond proceeds may extend beyond one year if matched to the anticipated expenditure schedule for the proceeds.
4. A securities lending program as permitted by Government Code 2256.0115.
5. Banker's acceptances as permitted by Government Code 2256.012.
6. Commercial paper as permitted by Government Code 2256.013.
7. No-load mutual funds, except for bond proceeds, and no-load money market mutual funds, as permitted by Government Code 2256.014.
8. A guaranteed investment contract as an investment vehicle for bond proceeds, provided it meets the criteria and eligibility requirements established by Government Code 2256.015.
9. Public funds investment pools as permitted by Government Code 2256.016.

OTHER REVENUES
INVESTMENTS

CDA
(LOCAL)

Safety

The primary goal of the investment program is to ensure safety of principal, to maintain liquidity, and to maximize financial returns within current market conditions in accordance with this policy. Investments shall be made in a manner that ensures the preservation of capital in the overall portfolio, and offsets during a 12-month period any market price losses resulting from interest-rate fluctuations by income received from the balance of the portfolio. No individual investment transaction shall be undertaken that jeopardizes the total capital position of the overall portfolio.

Investment Management

In accordance with Government Code 2256.005(b)(3), the quality and capability of investment management for District funds shall be in accordance with the standard of care, investment training, and other requirements set forth in Government Code Chapter 2256.

Liquidity and Maturity

Any internally created pool fund group of the District shall have a maximum dollar weighted maturity of 180 days. The maximum allowable stated maturity of any other individual investment owned by the District shall not exceed ~~one~~ three years from the time of purchase. The Board may specifically authorize a longer maturity for a given investment, within legal limits.

The District's investment portfolio shall have sufficient liquidity to meet anticipated cash flow requirements.

Diversity

The investment portfolio shall be diversified in terms of investment instruments, maturity scheduling, and financial institutions to reduce risk of loss resulting from overconcentration of assets in a specific class of investments, specific maturity, or specific issuer.

Monitoring Market Prices

The investment officer shall monitor the investment portfolio and shall keep the Board informed of significant changes in the market value of the District's investment portfolio. Information sources may include financial/investment publications and electronic media, available software for tracking investments, depository banks, commercial or investment banks, financial advisers, and representatives/advisers of investment pools or money market funds. Monitoring shall be done monthly or more often as economic conditions warrant by using appropriate reports, indices, or benchmarks for the type of investment.

Monitoring Rating Changes

In accordance with Government Code 2256.005(b), the investment officer shall develop a procedure to monitor changes in investment ratings and to liquidate investments that do not maintain satisfactory ratings.

Funds/Strategies

Investments of the following fund categories shall be consistent with this policy and in accordance with the applicable strategy defined below. All strategies described below for the investment of a

OTHER REVENUES
INVESTMENTS

CDA
(LOCAL)

particular fund should be based on an understanding of the suitability of an investment to the financial requirements of the District and consider preservation and safety of principal, liquidity, marketability of an investment if the need arises to liquidate before maturity, diversification of the investment portfolio, and yield.

Operating Funds Investment strategies for operating funds (including any commingled pools containing operating funds) shall have as their primary objectives preservation and safety of principal, investment liquidity, and maturity sufficient to meet anticipated cash flow requirements. [Maturities longer than one year are authorized provided legal limits are not exceeded.](#)

Custodial Funds Investment strategies for custodial funds shall have as their primary objectives preservation and safety of principal, investment liquidity, and maturity sufficient to meet anticipated cash flow requirements.

Debt Service Funds Investment strategies for debt service funds shall have as their primary objective sufficient investment liquidity to timely meet debt service payment obligations in accordance with provisions in the bond documents. Maturities longer than one year are authorized provided legal limits are not exceeded.

Capital Project Funds Investment strategies for capital project funds shall have as their primary objective sufficient investment liquidity to timely meet capital project obligations. Maturities longer than one year are authorized provided legal limits are not exceeded.

Safekeeping and Custody The District shall retain clearly marked receipts providing proof of the District's ownership. The District may delegate, however, to an investment pool the authority to hold legal title as custodian of investments purchased with District funds by the investment pool.

Sellers of Investments Prior to handling investments on behalf of the District, a broker/dealer or a qualified representative of a business organization must submit required written documents in accordance with law. [See Sellers of Investments, CDA(LEGAL)]

Representatives of brokers/dealers shall be registered with the Texas State Securities Board and must have membership in the Securities Investor Protection Corporation (SIPC) and be in good standing with the Financial Industry Regulatory Authority (FINRA).

Soliciting Bids for CDs In order to get the best return on its investments, the District may solicit bids for certificates of deposit in writing, by telephone, or electronically, or by a combination of these methods.

Interest Rate Risk

To reduce exposure to changes in interest rates that could adversely affect the value of investments, the District shall use final and weighted-average-maturity limits and diversification.

The District shall monitor interest rate risk using weighted average maturity and specific identification.

Internal Controls

A system of internal controls shall be established and documented in writing and must include specific procedures designating who has authority to withdraw funds. Also, they shall be designed to protect against losses of public funds arising from fraud, employee error, misrepresentation by third parties, unanticipated changes in financial markets, or imprudent actions by employees and officers of the District. Controls deemed most important shall include:

1. Separation of transaction authority from accounting and recordkeeping and electronic transfer of funds.
2. Avoidance of collusion.
3. Custodial safekeeping.
4. Clear delegation of authority.
5. Written confirmation of telephone transactions.
6. Documentation of dealer questionnaires, quotations and bids, evaluations, transactions, and rationale.
7. Avoidance of bearer-form securities.

These controls shall be reviewed by the District's independent auditing firm.

Annual Review

The Board shall review this investment policy and investment strategies not less than annually and shall document its review in writing, which shall include whether any changes were made to either the investment policy or investment strategies.

Annual Audit

In conjunction with the annual financial audit, the District shall perform a compliance audit of management controls on investments and adherence to the District's established investment policies.

PROPOSED REVISIONS

Fiscal Year The District shall operate on a fiscal year beginning July 1 and ending June 30.

~~**Curriculum Budget Linkage** The District and building level budget development processes shall support the curricular and instructional priorities. The District shall maintain a system of ongoing internal evaluation to ensure adequate resources to support such priorities.~~

Comment: This curriculum linkage statement is only in two places in the manual. It is not necessary to include this statement in board policy. This policy was discussed during the administrative review.

Budget Planning Budget planning shall be an integral part of overall program planning so that the budget effectively reflects the District's programs and activities and provides the resources to implement them. In the budget planning process, general educational goals, specific program goals, and alternatives for achieving program goals shall be considered, as well as input from the District- and campus-level planning and decision-making committees. Budget planning and evaluation are continuous processes and shall be a part of each month's activities.

Budget Meeting The annual public meeting to discuss the proposed budget and tax rate shall be conducted as follows:

1. The Board President shall request at the beginning of the meeting that all persons who desire to speak on the proposed budget and/or tax rate sign up on the sheet provided.
2. Prior to the beginning of the meeting, the Board may establish time limits for speakers.
3. Speakers shall confine their remarks to the appropriation of funds as contained in the proposed budget and/or the tax rate.
4. No officer or employee of the District shall be required to respond to questions from speakers at the meeting.

Authorized Expenditures 0.The adopted budget provides authority to expend funds for the purposes indicated and in accordance with state law, Board policy, and the District's approved purchasing procedures. The expenditure of funds shall be under the direction of the Superintendent or designee who shall ensure that funds are expended in accordance with the adopted budget.

Budget Amendments The Board shall amend the budget when a change is made increasing any one of the functional spending categories or increasing revenue object accounts and other resources.

Maintenance of Reserves Policy

Purpose

~~Board adoption of a policy addressing maintenance of reserves is intended to provide a guideline for the management of reserve funds of the District.~~

~~The Board recognizes that no policy can meet every circumstance and intends that these provisions shall serve as a guideline to be used by the Board and administration to handle routine tasks and as a starting point for discussion in deciding on more complex questions.~~

Comment: Similar to other policy recommendations, it is not necessary to include the purpose in the policy.

Intent of the Board

The Board intends that funds shall be available for emergency needs of the District and shall provide funds to be used for such purposes and such opportunities as shall arise, which will benefit the District.

Reserve Goal

Operations and Maintenance

In order to preserve financial stability, the District must be prepared to respond to cash flow shortages, large or unexpected one-time expenditures, changes in the economy, and changes in state funding. The District shall, therefore, maintain assigned and unassigned fund balances equal to or exceeding three months of total annual operating expenditures in reserve.

If the assigned and unassigned fund balances fall below three months of the total annual operating expenditures, the Superintendent shall prepare a plan for Board approval to meet the required unassigned and assigned minimum fund balance requirement.

The Board may commit a portion of the fund balance for a specific purpose by resolution during a Board meeting. The committed fund balance shall be used in accordance with the Board-adopted resolution and shall be expended for the specific purpose and within a reasonable period of time unless an emergency occurs. The designation may be amended at any time by Board approval.

Interest and Sinking

The District shall maintain at least 20 percent of the next fiscal year's requirement.

The Board's goal shall be for the District to achieve a reserve fund of 30 percent of the next fiscal year's requirement.

Implementation

The Board delegates to the Superintendent the responsibility for knowing the amount of reserves available and for recommending a

budget that will meet the goals of the Board as expressed in this policy.

DELETE POLICY

**Principal
Responsible for
Safekeeping**

The principal in each school shall be responsible for the safekeeping of cash reserves maintained for school purposes and kept in the school itself. He or she shall designate safe places where any such funds shall be kept, and shall ensure that those places are appropriately guarded.

**Employees'
Responsibility**

Any public funds entrusted to the care of an individual school employee shall become the complete responsibility of the employee.

No money shall be left in rooms or offices, except in such safe-guarded places as shall be indicated by the principal, or other responsible employee.

***Comment:** If this remains a district practice, it can be addressed in an administrative regulation.*

PROPOSED REVISIONS

Purchasing Authority	The Board delegates to the Superintendent the authority to make budgeted purchases for goods or services unless state law requires the Board to make or approve a specific purchase. All contracts shall be signed by the Superintendent or designee .
Purchasing Procedures	The Superintendent shall develop purchasing procedures to implement the requirements of state and federal law. The District may reject any and all bids or proposals in accordance with state, federal law, district District policies, or requirements as applicable. [See also CB, CBB, CH(LEGAL), and COA]
Purchasing Method	The Board delegates to the Superintendent the authority to determine the method of purchasing in accordance with CH(LEGAL) or CBB(LEGAL), as appropriate. Commitment to purchase on the basis basis of low bid or proposal alone shall not be inferred, but contracts shall be awarded on the basis of best value to the District.
Exception for Emergency Contracts	<p>In the event of a catastrophe, emergency, or natural disaster affecting the District, the Board delegates to the Superintendent the authority to contract for the replacement, construction, or repair of school equipment or facilities in accordance with law, if emergency replacement, construction, or repair is necessary for the health and safety of District students and staff. The Superintendent shall report to the Board at the next regular meeting any contract made under this authority. [See Disaster Exception, CH(LEGAL)]</p> <p>The delegation regarding emergency contracts does not waive competitive purchasing requirements under Education Code Chapter 44. Only the Board is authorized to waive competitive purchasing requirements under limited circumstances in accordance with Education Code 44.031(h). [See Emergency Damage or Destruction, CH(LEGAL)]</p>
Competitive Procurement Requirements	District contracts must be submitted to a competitive procurement process when the aggregate purchase will total \$50,000 or more for each 12-month period. The Superintendent or designee shall prepare the request for bids or proposals and the bid or proposal specifications. All bids or proposals shall be submitted by the designated purchasing method, either through the District's electronic procurement system or in sealed envelopes, plainly marked with the name of the bidder or proposer, the date, the time of opening, and the bid or proposal number. The Superintendent shall accept the bid or proposal deemed to be of the best value for the District as identified in CH(LEGAL).

PURCHASING AND ACQUISITION

CH
(LOCAL)

Lease-Purchase Contracts The competitive procurement process, as set up in this policy, shall be applied to all lease-purchase contracts for personal property.

Bids, Quotes, and Other Purchases under \$50,000 The purchasing department shall establish guidelines that may require bids, quotations, or proposals to be obtained prior to approving a purchase when it appears that best value and substantial savings can be realized by the District.

Electronic Bids or Proposals Bids or proposals that the District has chosen to accept through electronic transmission shall be administered in accordance with ~~Board-adopted rules~~the rules below. ~~Such rules shall safeguard the integrity of the competitive procurement process; ensure the identification, security, and confidentiality of electronic bids or proposals; and ensure that the electronic bids or proposals remain effectively unopened until the proper time.~~

*Electronic Bid Procedures*Rules To ensure the security and confidentiality of electronic bids or proposals, the following ~~procedures~~rules shall be followed by District staff:0)

1. Both District users and vendors are required to access the system through a unique user account and password.
2. Individual user passwords shall be stored in a manner that cannot be accessed by any other user, and the District system administrator shall only have the ability to reset the password through a system-generated program based on a user request to reset a password.
3. All data transmitted between the District and vendors shall be encrypted using standard security technology.
4. The system shall limit inactivity by expiring a session based on a preset period of time.
5. All actions within the system can be audited for actions taken by any user.
6. All formal solicitations shall be electronically sealed in an electronic lockbox and not accessible to any user other than the initiating vendor.
7. The solicitation document includes, at a minimum, the date and time the bid was received by the system.
8. The system shall not allow for any late bids after the closing date and time.
9. The system shall only allow for bids to be electronically unsealed by authorized District staff; and

PURCHASING AND ACQUISITION

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10. The system shall retain electronic copies of the vendors' responses for the minimum period of time required by the state of Texas records retention schedule or for an extended period of time if required by the District.

*Electronic
Vendors List*

For the purpose of obtaining bids or proposals on supplies, materials, equipment, and services, an electronic vendors list shall be maintained within the school administrative offices. Any and all bidders and proposers who fail to deliver or to comply with any of the terms, specifications, or contract requirements may be ~~deleted~~ removed from the vendors list for a period not to exceed two years from the time when the infraction occurred and the vendor was notified in writing of removal from the list.

**Interlocal
Agreements**

The Board authorizes the Superintendent ~~on the Board's behalf~~ to enter into cooperative interlocal agreements in accordance with ~~Government Code Chapter 791~~ state law when:

1. The District determines that the interlocal agreement will increase efficiency and effectiveness of the District.
2. The interlocal agreement permits the District to enter into a purchasing contract offered through a cooperative purchasing program authorized by ~~Local Government Code Chapter 271 Subchapter F~~ state law. The interlocal agreement may result in a purchase contract providing the best value to the District; or
3. Other local governments, including other school districts, desire the District to provide services to the local government because of the District's equipment, knowledge, or expertise when:
 - a. By providing this service to the local government, the District is fairly compensated;
 - b. The District benefits by performing the service; and
 - c. Expenditures by the District are included within the current District budget.

Cooperative interlocal agreements entered into by the Superintendent shall be ~~presented~~ reported to the Board ~~as necessary for ratification and approval~~ at the next regular Board meeting.

Comment: *The revisions are recommended to clarify that the board has delegated authority to the superintendent to enter into interlocal agreements. The superintendent would report any newly entered interlocal agreements to the board at the next regular meeting. It would not be necessary for the board to ratify or approve these agreements.*

PURCHASING AND ACQUISITION

CH
(LOCAL)

Responsibility for Debts

The Board shall assume responsibility for debts incurred in the name of the District so long as those debts are for purchases made in accordance with the adopted budget, state law, Board policy, and the District's purchasing procedures. [See CE] The Board shall not be responsible for debts incurred by persons or organizations not directly under Board control. Persons making unauthorized purchases shall assume full responsibility for all such debts.

Purchase Commitments

All purchase commitments shall be ~~made by the Superintendent or designee~~ in accordance with [this policy and](#) administrative procedures, including the District's purchasing procedures.

***Comment:** Revisions are intended to remove duplicative text that is already addressed below.*

All purchase commitments shall be made by the Superintendent on a properly drawn and issued purchase order or by electronic transaction by use of a District-authorized and -issued procurement card, in accordance with administrative procedures. All purchase commitments are to follow general accounting principles which include not committing to a purchase without ensuring funds are available and issuance of a District purchase order, unless such purchases are made authorized for purchase using a procurement card. Persons making unauthorized purchases shall assume full responsibility for all such debts.

Employee Conflict of Interest

The purchase of goods or services from a business owned in whole or in part by a District employee shall not be permitted. This provision includes any individual actively receiving compensation as a substitute or with any other temporary employee status. The purchase of goods or services from a business owned in whole or in part by a person related to a District employee by blood (consanguinity) or by marriage (affinity) that results in the District employee receiving compensation directly or indirectly shall be permitted only when:

1. The District employee does not exercise discretion in connection with contracts, purchases, payments, claims, or other pecuniary transactions related to the services or equipment supplied by the business, in which case the business shall not be permitted to sell services or equipment to the District employee's department and department affiliates or campus and campus feeder pattern, as applicable, for as long as the employee continues in the department or campus position;
2. The business transaction has been approved by the Superintendent; and

PURCHASING AND ACQUISITION

CH
(LOCAL)

3. The purchase of services or equipment has been contracted through a documented competitive process.

Permissive Bids and Proposals

Purchases of goods and services for which bidding and/or proposing is neither required nor prohibited by law may be based on any procurement method that the Superintendent determines provides the best value for the District.

Personal Purchases

District employees shall not be permitted to make purchases for personal use through the District's business office except through contracts specifically designated as employee purchase agreements.

DELETE POLICY

In order to facilitate refunds and minor purchases, the District and the individual schools in the District may maintain petty cash funds.

Supervision of Funds

The Superintendent or designee shall be responsible for disbursing and accounting for money from the District fund. The principal in each school shall have the same responsibility regarding individual school funds.

Accounting

Itemized expenditures from the individual funds shall be maintained and kept on file at each school. Expenditures made from the District fund shall be itemized and kept on file in the Superintendent's office.

***Comment:** If this remains a district practice, it can be addressed in an administrative regulation.*

PROPOSED REVISIONS

Vendor Interactions with Students and Employees

Solicitors, vendors, collectors, or salespersons shall not be permitted to confer with students or employees during school hours without the prior approval of the Superintendent or designee.

Under no circumstances shall such persons be permitted to interrupt classes or conduct personal business with employees.

Right to Protest: Level I

Any bidder/proposer who believes he or she is aggrieved in connection with a procurement may protest to the director of purchasing. The Level I protest shall be submitted in writing within five District business days after the facts or occurrences giving rise thereto.

Procurement After Protest

In the event of a timely protest, the purchasing department shall not proceed further with the procurement unless the chief financial officer makes a determination that the award of the contract is necessary to protect the substantial interest of the District or that the protest would not affect the outcome of the award.

Protest Determination

Within ten District business days after receipt of a written protest, the director of purchasing shall:0)

1. Inform the protestor in writing of the action taken and the reason for it; and
2. Provide the protester a copy of this protest procedure.

Determination Appeal: Level II

If the protester did not receive the requested remedy at Level I, the protestor may submit a Level II appeal to the chief financial officer in writing within two District business days after notification of the determination made by the director of purchasing. The chief financial officer or designee shall have the authority to take any action reasonably necessary to resolve a protest. The chief financial officer shall:0.

1. Respond in writing within ten District business days, stating the reasons for the action taken; and
2. Inform the protesting party of the right to a Level III appeal of the determination of the chief financial officer.

Determination Appeal: Level III

If the protestor did not receive the requested remedy at Level II, the protester may submit a Level III appeal in writing to the Board within ten District business days after notification of the determination made by the chief financial officer. The District shall determine whether the protest will be presented in open or closed meeting in accordance with the Texas Open Meetings Act and other applicable laws [See BEC] Provisions for placement of items on a Board

meeting agenda, as provided in BE(LOCAL), shall not apply to protests. The Superintendent ~~or designee~~ shall inform the protester of the date, time, and place of the Board meeting at which the protest will be on the agenda for presentation to the Board.

The Superintendent ~~or designee~~ shall provide the Board the record of the Level II protest. The protester may request a copy of the Level II record. The record shall include:

1. The Level I record;
2. The written response issued at Level II and any attachments; and
3. All other documents relied upon by the administration in reaching the Level II decision.

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

Once the Board communicates its decision, the matter shall be concluded.

**Notice of
Determination**

When final action has been taken, a copy of the determination issued shall be mailed within two District business days to the protester and other bidders or proposers involved in the procurement.

PROPOSED REVISIONS

The ~~purchasing department~~ Superintendent is authorized to declare District materials, equipment, personal property such as vehicles, and supplies to be unnecessary and shall dispose of unnecessary materials, equipment, personal property such as vehicles, and supplies for fair market value. If the unnecessary property has no value, the purchasing department may dispose of such property according to administrative discretion.

Instructional materials shall be disposed of in accordance with law.
[See CMD(LEGAL)]

Property obtained with federal funds or as federal surplus shall be managed in accordance with federal law.

NO RECOMMENDED REVISIONS

**School Resource
Officers**

To implement the District's comprehensive safety programs, the District has entered into an agreement with a local law enforcement agency for school resource officers. School resource officers shall provide services consistent with the terms of the agreement, the comprehensive safety programs, and Board policy.

A school resource officer shall perform duties as described in the agreement and as included in the District improvement plan and the Student Code of Conduct. A school resource officer shall not be assigned routine classroom discipline or administrative tasks.

Training

All school resource officers shall receive at least the minimum amount of education and training required by law.

***Comment:** During the board meeting, there was a suggestion that this section on training be revised with more specific training requirements. The district can provide any additional revisions when returning the policies associated with this review.*

[See CKEC]

DELETE POLICY

**Curriculum Facilities
Linkage**

The primary purpose of the District's facilities shall be to support the curricular goals of the District. Activities such as facilities planning, disposition of real/personal property, maintenance (including care of buildings and equipment, prevention/corrective/emergency maintenance, and hygienic maintenance), building security property inventory, and use of school facilities shall be designed and implemented to support the curricular goals of the District.

***Comment:** This curriculum linkage statement is only in two places in the manual. It is not necessary to include this statement in board policy. This policy was discussed during the administrative review.*

DELETE POLICY

Vehicle Regulations

The Superintendent or designee shall establish rules and regulations concerning the operation and parking of vehicles on District property. Such rules and regulations shall be reviewed regularly and published annually in the student handbook.

***Comment:** If this is still district practice, it can be addressed in the employee and student handbooks.*

PROPOSED REVISIONS

Procurement

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

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

Geographic Preference

The Board delegates to the assistant superintendent for campus activities and support ~~Superintendent~~ the authority to determine whether the District will apply a geographic preference when procuring unprocessed, locally grown or locally raised agricultural products and to:

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

Comments: This policy delegates the district administrator who would be responsible for the food services procurement functions listed in this policy.

PROPOSED REVISIONS

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.

Definitions

'Construction'

For purposes of this policy 'construction' shall be defined at the activity of moving, demolishing, installing or building a structure, facility, or system according to an approved plan and process and an act that requires the granting of specific permits.

'Maintenance'

For purposes of this policy, 'maintenance' shall be defined as any other activity that is not considered construction.

Comments: At the request of the district, I have provided definitions for construction. In reviewing other districts' policies, there were no sample definitions that I could provide. Instead of including a definition in policy, it might be more appropriate for the administrative team to develop a checklist with specific criteria to determine whether a project is considered construction or maintenance.

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. 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.]

Comments: Please confirm that the board approves the project delivery/contract award method.

If this responsibility is delegated to the superintendent (or administrative team), please indicate on the copy of the policy returned with the checklist.

For construction contracts valued at or above \$10,000, 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)]

Comments: Please confirm that the \$10,000 threshold at which a construction contract would require board approval is still consistent with district practice.

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).

Change Orders

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

For purposes of this policy, all change orders shall be classified as one of the following two types.

Type One

Type One change orders are changes resulting from one or a combination of factors such as: design problems that prevent the facility from functioning as designed, a specific issue that was not clearly addressed in the plans and specifications, or noncompliance with codes due to new interpretations of existing codes or new code provisions with which the District must comply. Approval of Type One change orders usually must be made quickly to maintain the integrity/functionality of and to avoid delaying the project or in the worst case, stopping the work.

To facilitate Type One change orders, an amount equal to the amount listed below with the corresponding type of project, delivery method of the project, and cost of the project, shall be set aside at the beginning of the project. The Superintendent may approve these change orders. If the requests for Type One change orders exceed the amount set aside prior to completion of the project, the Board may approve an additional allowance for Type One change orders. Any additional requirements shall be approved in advance by the Board.

New Construction Projects

Construction Management at Risk, Design Build Delivery Method

Greater Than	Less Than or Equal To	Amount
\$0	\$25,000,000	\$200,000
\$25,000,000	\$100,000,000	\$300,000
\$100,000,000	\$200,000,000	\$400,000

Competitive Seal Proposals, Competitive Bidding

Greater Than	Less Than or Equal To	Amount
\$0	\$10,000,000	\$300,000
\$10,000,000	\$25,000,000	\$375,000

FACILITIES CONSTRUCTION

CV
(LOCAL)

Greater Than	Less Than or Equal To	Amount
\$25,000,000	\$100,000,000	\$450,000
\$100,000,000	\$200,000,000	\$600,000

Additions and Renovation Projects

All Delivery Methods

Greater Than	Less Than or Equal To	Amount
\$0	\$10,000,000	\$400,000
\$10,000,000	\$25,000,000	\$500,000
\$25,000,000	\$50,000,000	\$600,000
\$50,000,000	\$100,000,000	\$700,000
\$100,000,000	\$200,000,000	\$800,000

Type Two

Type Two change orders modify the design of the project either to improve function or to accommodate a specified program need overlooked or not known at the initial design stage. Change orders valued above \$40,000 shall require Board approval. The Superintendent shall be authorized to approve change orders of a lesser amount.

Reports to Board

The Superintendent ~~or designee~~ shall maintain a log of all change orders approved by the Superintendent and shall report the changes to the Board ~~on a monthly basis~~. Reports shall include the type of change, a brief description of the change, the reason for the change, and the cost of the change. The Superintendent ~~or designee~~ shall require due diligence from the appropriate professional design team members regarding the cost calculations and any credits due for change orders submitted by the contractor.

Project Administration

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

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

Final Payment

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

PROPOSED REVISIONS

The Board shall have complete authority in regard to naming or re-naming any facility, property, or fixture (building, annex, stadium, grove, area, fountain, scoreboard, clock, and the like). The Board may appoint a committee to study and suggest possible names.

A new building shall be named for one of the following:0)

1. Historical or geographical site or community;
2. Deceased, significant individual;
3. Local, state, or national historical event or place;
4. Significant state or national figure; or
5. A person who has made a significant contribution to education in the District.

Nomination Process

The nominations of names shall be publicized and solicited through available media sources. An individual or group may nominate names, in accordance with this policy.

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

If the nominated name is of an individual, the name submitted shall be accompanied by a written rationale and/or a description of the named person's accomplishments. Each name nominated shall fulfill the following criteria:0.

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

Dedications / Memorials

The dedication of a facility in memory of an individual shall follow the same guidelines. Any memorial or similar type of addition, property, or fixtures to be erected on or attached to grounds or a facility must first be approved by the Board. Prior to deliberation and action, plans outlining all aspects of the proposed memorial, site, and installation process must be submitted to the Board in the same manner described in this policy for nominations of names for new facilities.

NAMING FACILITIES

CW
(LOCAL)

Plaques

Each building or addition shall have a plaque attached upon completion. The plaque shall list the building name and the names of the Superintendent and Board members who served at the time the community voted to pass the bonds, at the time the contract was ~~let~~awarded, and at the time of the dedication for the building or addition. The architect and construction date shall also be included.

Comments: A very minor grammatical revision is recommended.

PROPOSED REVISIONS

~~Employment Entrance Medical Examination~~

~~After the District makes an offer of employment but before a new employee begins duties, the District shall require, as a condition of employment, that an applicant for a position specifically identified as requiring physical activity or driving submit the results of a medical examination certifying that he or she is physically able to perform the job-related functions of the position. The District shall designate the physician and shall pay the cost of this examination.~~

~~Examinations During Employment~~

~~New Position~~

~~The District shall require, as a condition of reassignment to a position that would require increased physical activity, that any employee applying for a reassignment to a position specifically identified as requiring physical activity or driving submit the results of a medical examination certifying that he or she is physically able to perform the job-related functions of the position. The District shall designate the physician and shall pay the cost of this examination.~~

Comments: The information above is more appropriate for inclusion in administrative regulations. This policy was intended to meet the legal requirement to have a policy that addresses placement on temporary disability leave.

~~Other Circumstances~~

The Superintendent or designee may require an employee to undergo a medical examination if information received from the employee, the employee's supervisor, or other sources indicates the employee has a physical or mental impairment that:

1. Interferes with the employee's ability to perform essential job functions; or
2. Poses a direct threat to the health or safety of the employee or others. A communicable or other infectious disease may constitute a direct threat.

The District may designate the physician to perform the examination. If the District designates the physician, the District shall pay the cost of the examination. The District may place the employee on paid administrative leave while awaiting results of the examination and evaluating the results.

Based on the results of the examination, the Superintendent or designee shall determine whether the employee has an impairment. If so, the Superintendent or designee shall determine whether the impairment interferes with the employee's ability to perform essential job functions or poses a direct threat. If not, the employee shall be returned to his or her job position.

EMPLOYMENT REQUIREMENTS AND RESTRICTIONS
MEDICAL EXAMINATIONS AND COMMUNICABLE DISEASES

DBB
(LOCAL)

If the impairment does interfere with the employee's ability to perform essential job functions or poses a direct threat, the Superintendent or designee shall determine whether the employee has a disability and, if so, whether the disability requires reasonable accommodation, including the use of available leave. The granting of additional unpaid leave may be a reasonable accommodation in some circumstances. If the employee does not have a disability, the Superintendent or designee shall evaluate the employee's eligibility for leave. [See DEC(LOCAL)]

[See DAA for information on disabilities and reasonable accommodation]

**Placement on
Temporary Disability**

At Employee's
Request

The Superintendent or designee shall have authority to place an eligible employee on temporary disability leave at the employee's request, as appropriate, when the employee's condition interferes with the performance of regular duties.

By Board Authority

Based on the Superintendent's recommendation that an eligible employee be involuntarily placed on temporary disability leave, the Board shall place an employee on temporary disability leave if the Board determines, in consultation with the physician who performed the medical examination, that the employee's condition interferes with the performance of regular duties. [For employees who are eligible for temporary disability leave, see DEC(LOCAL)]

In accordance with DGBA, an employee may file a complaint disputing placement on temporary disability leave. As part of the complaint process, the employee may present testimony or other relevant information to the Board regarding the employee's fitness to perform regular duties.

Other Requirements

Employees with communicable diseases shall follow recommendations of public health officials regarding contact with students and other employees. Food service workers shall comply with health requirements established by city, county, and state health authorities. Bus drivers shall comply with legal requirements. [See DBA]

PROPOSED REVISIONS

Comments: During the administrative review, there was extensive discussion of this policy to ensure alignment with current district practice regarding employee conflict of interest. Please closely review the policy and recommended revisions.

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

Disclosure—General Standard

An employee shall disclose to his or her immediate supervisor and to the human resources department all of the following that in any way create a potential conflict of interest with the employee's proper discharge of assigned duties and responsibilities or conflict with the best interest of the District:

1. A personal financial interest.
2. A business interest.
3. A family relationship, by consanguinity (blood) within the third degree or by affinity (marriage) within the second degree.
4. 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.~~

Whenever the employee is assigned a new supervisor, the employee shall repeat the disclosure to the new supervisor.

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 shall file an affidavit with the Superintendent disclosing a substantial interest, as defined by Local Government Code 171.002, in any business or real property that the employee or any of his or her relatives in the first degree by consanguinity (blood) or by affinity (marriage) may have. ~~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.~~

EMPLOYMENT REQUIREMENTS AND RESTRICTIONS
CONFLICT OF INTEREST

DBD
(LOCAL)

Comments: As reflected in the first paragraph, the district has established a stricter disclosure standard than most districts. The adjustment to this provision is recommended to reflect that stricter standard.

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 or staff 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.
Nondistrict Employment	An employee shall disclose in writing to his or her immediate supervisor and the human resources department any outside employment. The human resources department shall determine if this 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.
Nonschool Tutoring	<u>Except when a teacher is assigned by the District to tutor a student,</u> a teachers shall not privately tutor their own students for pay during the school year. After the last day of school and until the first day of school, however, <u>a teachers</u> may privately tutor <u>their own</u> students <u>for pay</u> .
<u>Roles in District-Affiliated or Parent-Support Organizations</u> <u>PTA / Booster Club Roles</u>	No District employee—regular or temporary, full-time or part-time—shall be permitted to hold a position with financial capacity in a PTA or booster club at a District school <u>District-affiliated or parent-support organization, such as the PTA, booster club, or the District's educational foundation.</u>

EMPLOYMENT REQUIREMENTS AND RESTRICTIONS
CONFLICT OF INTEREST

DBD
(LOCAL)

For purposes of this policy, “[a position with](#) financial capacity” shall include the offices of president, vice president, treasurer, and fundraising chair, as well as service on a financial review committee, acting as a check signer, and performance of any other function that involves the receipt and distribution of money.

DELETE POLICY

Nepotism Prohibition In addition to requirements of law, the District shall not employ any person who is related by blood within the third degree, or by marriage within the second degree, to a member of the Board or to the Superintendent, regardless of any delegation of hiring authority. [See DBE(LEGAL) and (EXHIBIT)]

This prohibition shall not affect the employment of a District employee who has been continuously employed by the District for a period of one calendar year prior to the appointment of the Superintendent or the election or appointment of a Board member.

Comments: This requirement is now codified in law. See page 1 of DBE(LEGAL) for a district in a county with a population of 35,000 or more. This policy text was adopted in 2007 prior to enactment of the current law.

PROPOSED REVISIONS

Contracts Required by Law

After any applicable probationary contract period required by the District, term contracts governed by Chapter 21 of the Education Code (educator term contracts) shall be provided to: 0)

1. Any employees in positions required by statute to receive such contracts, including SBEC-certified employees serving full-time as principals, assistant principals, teachers, school counselors, diagnosticians, librarians, and athletic directors;
2. Full-time professional employees in other positions for which the District requires current SBEC certification, ~~with the exception of Education Aide I, II, or III~~; and
3. Full-time nurses.

Comment: According to state law and SBEC rules, educational aides are not entitled to Chapter 21 contracts so it was not necessary to mention this category in the policy.

No Certification Required

Educator term contracts shall also be provided for positions for which neither SBEC nor the District requires current SBEC certification, including noncertified administrators recommended by the Superintendent, as reflected on the list approved by the Board.

~~{For District employees hired under a continuing contract, see also DCC}~~

Comments: The district does not issue continuing contracts.

PROPOSED REVISIONS

The Superintendent shall recommend an annual compensation plan for all District employees. The compensation plan may include wage and salary structures, stipends, benefits, and incentives. [See also DEAA] The recommended plan shall support District goals for hiring and retaining highly qualified employees. The Board shall review and approve the compensation plan to be used by the District. The Board shall also determine the total compensation package for the Superintendent. [See BJ series]

Pay Administration

The Superintendent ~~or designee~~ shall implement the compensation plan and establish procedures for plan administration consistent with the budget. The Superintendent or designee shall classify each job title within the compensation plan based on the qualifications, duties, and market value of the position.

Annualized Salary

The District shall pay all salaried employees over 12 months in equal monthly or bimonthly installments, regardless of the number of months employed during the school year. Salaried employees hired during the school year shall be paid in accordance with administrative regulations.

Pay Increases

The Superintendent shall recommend to the Board an amount for employee pay increases as part of the annual budget. The Superintendent or designee shall determine pay adjustments for individual employees, within the approved budget following established procedures.

*Mid-Year Pay
Increases*

Contract
Employees

A contract employee's pay may be increased after performance on the contract has begun only if authorized by the compensation plan of the District or there is a change in the employee's job assignment or duties during the term of the contract that warrants additional compensation. Any such changes in pay that do not conform with the compensation plan shall require Board approval. [See DEA(LEGAL) for provisions on pay increases and public hearing requirements]

Non-Contract
Employees

The Superintendent may grant a pay increase to a noncontract employee after duties have begun because of a change in the employee's job assignment or to address pay equity.

Pay During Closing

If the Board chooses to pay employees during an emergency closure for which the workdays are not scheduled to be made up at a later date, then that authorization shall be by resolution or other Board action and shall reflect the purpose served by the expenditure. [See EB for the authority to close schools]

COMPENSATION AND BENEFITS
COMPENSATION PLAN

DEA
(LOCAL)

Premium Pay
During Disasters

Nonexempt employees who are required to work during an emergency closing for a disaster, as declared by a federal, state, or local official or the Board, shall be paid at the rate of one and one-half times their regular rate of pay for all hours worked up to 40 hours per week. Overtime for time worked over 40 hours in a week shall be calculated and paid according to law. [See DEAB] The Superintendent or designee shall approve payments and ensure that accurate time records are kept of actual hours worked during emergency closings.

Comments: *The recommended text is required should the district ever wish to recoup from FEMA a portion of the pay for nonexempt employees required to report work during a federally declared disaster.*

PROPOSED REVISIONS

Stipend

The Superintendent shall recommend a stipend pay schedule as part of the annual compensation plan of the District. [See DEA]

**Supplemental
Duties**

The Superintendent or designee may assign noncontractual supplemental duties to personnel exempt under the Fair Labor Standards Act (FLSA), as needed. [See DK(LOCAL)] The employee shall be compensated for these assignments according to the compensation plan of the District.

**Incentive and
Innovation Programs**

The Superintendent shall have authority to submit plans and grant applications for incentive and innovation programs to TEA or other granting organizations on behalf of the Board. Incentive plans shall address teacher eligibility, including any exclusions.

Locally developed incentive programs, if any, shall be addressed in the compensation plan of the District.

~~[For information regarding the District's annual compensation plan, see DEA]~~

Comments: The duplicative cross-reference is recommended for removal. The cross-reference is in the first paragraph.

PROPOSED REVISIONS

Classification of Positions

The Superintendent or designee shall determine the classification of positions or employees as “exempt” or “nonexempt” for purposes of payment of overtime in compliance with the Fair Labor Standards Act (FLSA).

Exempt

The District shall pay employees who are exempt from the overtime pay requirements of the FLSA on a salary basis. The salaries of these employees are intended to cover all hours worked, and the District shall not make deductions that are prohibited under the FLSA.

An employee who believes deductions have been made from his or her salary in violation of this policy should bring the matter to the District’s attention, through the District’s complaint policy. [See DGBA] If improper deductions are confirmed, the District will reimburse the employee and take steps to ensure future compliance with the FLSA.

Nonexempt

Nonexempt employees may be compensated on an hourly basis or on a salary basis. Employees who are paid on an hourly basis shall be compensated for all hours worked.

A nonexempt employee shall have the approval of his or her supervisor before working overtime. An employee who works overtime without prior approval is subject to discipline but shall be compensated in accordance with the FLSA.

Workweek Defined

For purposes of FLSA compliance, the workweek for District employees shall begin at 12:00 a.m. Monday and end at 11:59 p.m. Sunday.

Compensatory Time

At the District’s option, nonexempt employees may receive compensatory time off, rather than overtime pay, for overtime work. The employee shall be informed in advance if overtime hours will accrue compensatory time rather than pay.

Accrual

Compensatory time earned by nonexempt employees may ~~not~~ accrue up to the maximum established in accordance with administrative regulations ~~beyond a maximum of 60 hours. If an employee has a balance of more than 60 hours of compensatory time, the District shall require the employee to use the compensatory time, or at the District’s option, the District shall pay the employee for the compensatory time.~~

Use

An employee shall use compensatory time within the duty year in which it is earned. Except, an employee may carryover five hours of compensatory time into the next duty year. At the end of the duty year, the District shall pay the employee for any remaining unused compensatory time beyond the five hours.

Compensatory time may be used at either the employee's or the District's option. An employee may use compensatory time in accordance with the District's leave policies and if such use does not unduly disrupt the operations of the District. [See DEC(LOCAL)] The District may require an employee to use compensatory time when in the best interest of the District.

PROPOSED REVISIONS, pages 3 and 5

**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.

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.

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

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.

Discretionary Use

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

COMPENSATION AND BENEFITS
LEAVES AND ABSENCES

DEC
(LOCAL)

*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 in a position normally requiring ten, 11, or 12 months of service per year shall earn five, six, or seven paid local leave days, respectively, per school year in accordance with administrative regulations.

Local leave shall accumulate to a maximum of 30 leave days.

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

Bereavement Leave

An employee shall be granted five days of bereavement leave upon the death of an immediate family member, as defined in this policy. Such leave shall be taken with no loss of pay or other paid leave. Bereavement leave shall be noncumulative.

To receive bereavement leave, an employee must provide documentation in accordance with administrative regulations.

**Catastrophic Event
Benefit**

The District shall establish a catastrophic event benefit (CEB) that employees may join through contribution of local leave or state personal leave.

Leave contributed to the CEB shall be solely for the use of participating employees. An employee who is a member of the CEB may request leave from the CEB if the employee or a member of the employee's immediate family experiences a catastrophic illness or injury and the employee has exhausted all paid leave and any applicable compensatory time.

The Superintendent shall develop regulations for the operation of the CEB that address the following:

1. Membership in the CEB, including the number of days an employee must contribute to become a member;
2. Procedures to request leave from the CEB;
3. The maximum number of days per school year a member employee may receive from the CEB;

COMPENSATION AND BENEFITS
LEAVES AND ABSENCES

DEC
(LOCAL)

4. The committee or administrator authorized to consider requests for leave from the CEB and criteria for granting requests; and
5. Other procedures deemed necessary for the operation of the CEB.

Appeal

An employee may appeal a decision regarding the CEB in accordance with DGBA(LOCAL), beginning with the Superintendent or appropriate administrator.

Family and Medical Leave

FMLA leave shall run concurrently with applicable paid leave and compensatory time, as applicable.

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

Twelve-Month Period

For purposes of an employee's entitlement to FMLA leave, the 12-month period shall be measured forward from the date an individual employee's first FMLA leave begins.

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

Under State Authority

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.]

COMPENSATION AND BENEFITS
LEAVES AND ABSENCES

DEC
(LOCAL)

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.

Under Local
Authority

Any employee who is not covered by the state temporary disability leave program, but who is eligible for District health insurance benefits, shall be eligible for local temporary disability leave for the same reasons as in the state temporary disability leave program. An employee who takes local temporary disability leave shall be subject to the same conditions as under the state temporary disability leave program; however, an employee returning from local temporary disability leave shall not be guaranteed a position with the District.

The maximum length of local temporary disability leave shall be 90 calendar days. The Superintendent shall have the authority to grant additional leave ~~on a case-by-case basis~~ in accordance with administrative guidelines.

Comment: *It is recommended that the district have clear guidelines in place that would determine whether the granting of additional leave is appropriate. This is to ensure for equitable treatment of all employees.*

**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.

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.

Absences for court appearances related to an employee's personal business shall be deducted from the employee's available paid leave balance. When available paid leave is exhausted, such absences shall be taken as leave without pay.

ADD POLICY

Comments: *During the administrative review it was confirmed that the district does provide paid vacation to a specific group of hourly employees. This is different from the paid leave described in policy DEC and off-duty days that are usually applicable to employees with specifically defined duty years. If a district offers paid vacation and holidays, there should be a board statement to that effect similar to what is found in DEC(LOCAL) for local leave.*

Please provide the information for the blanks below (e.g. 255 days or 12 months)

Vacation Days

Eligible employees in positions normally requiring [at least 247 days](#) of service annually shall receive paid vacation days in accordance with administrative regulations that address the following:0)

1. Eligibility criteria;
2. Accrual rates and availability;
3. Request and approval processes;
4. Accumulation and carryover limits; and
5. Treatment of vacation days upon separation from service.

Comments: *If the district does not offer paid holidays then the following section would not be included in the policy.*

Holidays

Eligible employees in positions normally requiring [at least 247 days](#) of service annually shall receive paid holidays in accordance with the employee's duty schedule and administrative regulations.

[See DEAB for overtime pay provisions.]

PROPOSED REVISIONS

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:0)

1. Deficiencies pointed out in observation reports, appraisals or evaluations, supplemental memoranda, or other communications; ~~or receipt of an evaluation with an "unsatisfactory" rating in one or more domains or a "below expectations" rating in two or more domains.~~

Comments: The referenced evaluation rating categories were associated with PDAS and are no longer applicable under the T-TESS.

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 or tardiness, or a pattern of absences or tardiness.
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. [See DH]
15. Failure to report any arrest, indictment, charge, conviction for any felony, any crime involving moral turpitude, or other offense listed at DH(LOCAL); or failure to report if the employee has entered a no contest or guilty plea or has been granted probation, deferred adjudication, or other adjudication for any felony, any crime involving moral turpitude, or other offense listed at DH(LOCAL). [See DBAA and 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 training, 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.
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. [See DH]
22. A significant lack of student progress attributable to the educator.
23. Behavior that presents a danger of physical or mental 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. Failure to provide, or falsification or omission of, required information or documentation on an employment application or during the hiring process.
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. Failure to comply with a criminal history record check required by state law.
35. Lack of funding for a federally or categorically funded position.
36. Current placement as an excess Chapter 21 employee.
37. Failure to fulfill the requirements of a [performance](#) improvement plan.
38. 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 renewal 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.

PROPOSED REVISIONS

Use of District Facilities

Organizations representing professional, paraprofessional, or support employees may use District facilities with prior approval of the appropriate administrator. Other groups composed of District employees may use District facilities in accordance with policy GKD.

Participation in Organizations / Activities

An employee's participation in community, political, or employee organization activities shall be entirely voluntary and shall not:

1. Interfere with the employee's performance of assigned duties and responsibilities.
2. Result in any political or social pressure being placed on students, parents, or staff.
3. Involve trading on the employee's position or title with the District.
4. Involve the use of any District funds, school vehicles, equipment, telephones, or materials at any time.
5. Involve the use of District facilities during school hours, or time [See GKD for nonschool use of school facilities].

Comment: Items 4 and 5, above, and all the provisions below date back to 1998. Much of the information below could be addressed in administrative regulations or in the employee handbook instead of in board policy.

Political Activities

0. Any participation in political activities by District employees shall be during off-duty time. Employees engaging in political activity shall make it clear that their views and actions are theirs as individuals and that they in no manner represent the views of the District.

Guidelines

All ~~school personnel~~ District employees may exercise their right and duty to participate in the election process, especially for local elections and also for state and national elections as follows: ~~The following guidelines are given by the Board to ensure that all employees can exercise their right to the fullest measure and feel complete freedom to openly and actively support the candidate of their choice.~~

Comment: The final sentence above is essentially rationale for the policy language below. It is not necessary to include the rationale text in policy.

1. Administrators ~~should~~ shall use care so that nothing said or done could be construed as undue pressure on people under him or her to vote for or against a particular person or issue. This policy is not intended to restrict the free exchange of

EMPLOYEE RIGHTS AND PRIVILEGES
FREEDOM OF ASSOCIATION

DGA
(LOCAL)

ideas of employees or otherwise affect their rights of discussion or to make inquiries of their supervisors or colleagues regarding public issues or political contests.

2. Employees are encouraged to refer political candidates, Board candidates, or any other citizen seeking information relating to school operations to the Superintendent in order to prevent any student, employee, or public confusion that might be created by misstatement of school policies, administrative actions, or Board decisions.

On District
Premises

0.No employee shall engage in political activities, as defined by this policy, upon property under the jurisdiction of the Board.

The term "Property" ~~as used herein includes~~ shall mean school premises, property owned by the District, and property in the possession of the District, whether the possession be through lease or otherwise.

The Political activities not permitted shall include the following:

1. Posting of political circulars or petitions on bulletin board.
2. Using students for writing or addressing political materials, or the distribution of such materials to students.

~~During Active
Duty
Time Assigned
Work Hours~~

0.Political activities not permitted during ~~active-duty time~~assigned work hours shall include:

Comments: *The above revision is intended to clarify when these activities would not be permitted.*

1. Distribution to school employees of political circulars or petitions unless sent through the United States mail.
2. Collecting and/or soliciting of funds for political use.
3. Soliciting campaign workers.

~~District Elections~~

~~0.Elections to determine membership to the Board shall be considered political; however, nothing in this policy shall prevent:~~

- ~~1.—Disseminating information concerning school tax and/or bond elections.~~
- ~~2.—Discussing and studying politics and political issues in the classroom when such discussions and study are appropriate to classroom studies such as history, current events, and political science.~~

Comments: *The provisions on political activities addressed early in the policy does not make a distinction between the type of elections. There are*

currently laws regarding electioneering by district employees that would be more appropriate to outline in the employee handbook.

DELETE EXHIBIT (for Policy Online)

Comment: *It is recommended that the form be removed from Policy Online and be posted on the district's website for access by district employees..*

Note: Informal resolution is encouraged but does not extend any deadlines in DGBA(LOCAL), except by mutual written consent.

Whistleblower complaints must be filed within the time specified by law and may be made to the Superintendent or designee beginning at Level Two.

EMPLOYEE COMPLAINT FORM—LEVEL ONE

To file a formal complaint, please fill out this form completely and submit it by hand delivery, electronic communication, or U.S. Mail to the appropriate administrator within the time established in DGBA(LOCAL). All complaints will be heard in accordance with DGBA(LEGAL) and (LOCAL) or any exceptions outlined therein.

1. Name: _____

2. Address: _____

Telephone number: _____

E-mail address: _____

3. Position: _____ Campus/Department: _____

4. If you will be represented in presenting your complaint, please identify the person representing you. If the person representing you will participate by telephone conference call, please check the box below. The District will inform you if the equipment necessary for telephone representation is unavailable.

Representation will be by telephone conference call.

Please note: You must designate a representative who will be participating in person or by telephone with an advance notice of at least three days, or the District may reschedule the conference or hearing to a later date.

Name: _____

Address: _____

Telephone number: _____

E-mail address: _____

PERSONNEL-MANAGEMENT RELATIONS
EMPLOYEE COMPLAINTS/GRIEVANCES

DGBA
(EXHIBIT)

5. Please describe the decision or circumstance causing your complaint (give specific, factual details).

6. What was the date of the decision or circumstance causing your complaint?

7. Please explain how you have been harmed by this decision or circumstance.

8. Please describe any efforts you have made to resolve your concerns and the responses to your efforts. Please include dates of communication and with whom you communicated regarding your concerns.

9. Please describe the outcome or remedy you seek for this complaint.

Employee's signature: _____

Signature of employee's representative: _____

Date of filing: _____

Complainant, please note:

A complaint form that is incomplete in any material way may be dismissed but may be refiled with all the required information if the refiling is within the designated time for filing a complaint.

Attach to this form any documents you believe will support the complaint; if unavailable when you submit this form, they may be presented no later than the Level One conference. Please keep a copy of the completed form and any supporting documentation for your records.

PROPOSED REVISIONS

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 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:0)

1. A District employee who holds a Texas handgun license 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 loaded and~~ 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]

Comment: Based on current state law from 2019 [Ed. Code 37.0815(a)], the district cannot regulate that the firearm be unloaded.

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.

EMPLOYEE STANDARDS OF CONDUCT

DH
(LOCAL)

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:0.

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 or designee.

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.

EMPLOYEE STANDARDS OF CONDUCT

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Disclosing Personal Information	An employee shall not be required to disclose his or her personal email address or personal phone number to a student.
Unauthorized Video or Audio Recording	The District prohibits any employee from video or audio recording another employee without the other employee's knowledge and consent.
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	<p>An employee shall not engage in prohibited harassment, including sexual harassment, of:</p> <ol style="list-style-type: none">1. Other employees. [See DIA]2. Students. [See FFH; see FFG regarding child abuse and neglect.] <p>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.</p> <p>An employee shall report child abuse or neglect as required by law. [See FFG]</p>
Relationships with Students	<p>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]</p> <p>As required by law, the District shall notify the parent of a student with whom an educator is alleged to have engaged in certain misconduct. [See FFF]</p>
Tobacco and E-Cigarettes	An employee shall not smoke or use tobacco products or e-cigarettes on District property, in District vehicles, or at school-related activities. [See also GKA]
Alcohol and Drugs / Notice of Drug-Free Workplace	<p>The Board recognizes that one of the most serious threats to the health and well-being of our society is the illegal use of controlled substances.</p> <p>Drugs influence behavior in ways that significantly disturb the teaching and learning process and must not be tolerated within the educational environment. Therefore, the Board authorizes the Superintendent to provide leadership supportive of a school climate for both students and employees that is free from the illegal use of controlled substances.</p>

Philosophy

Comments: The authorization statement is not necessary since this is part of the superintendent's management responsibilities. This could be addressed as part of the superintendent performance goals.

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:0.

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:0.

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:0.

1. Referral to drug and alcohol counseling or rehabilitation programs;

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DH
(LOCAL)

2. Referral to employee assistance programs;
3. Termination from employment with the District; and
4. Referral to appropriate law enforcement officials for prosecution.

Upon Seeking Assistance

Any employee who voluntarily seeks help or assistance from school personnel or medical assistance in dealing with a personal alcohol or drug problem, prior to being reported by any school official or law enforcement officer, may not be considered in violation of this policy and may be entitled to anonymity for referral to proper medical and/or psychological counseling by the Superintendent or designee, depending upon the circumstances. Anonymity may be withdrawn at any time the Superintendent or designee determines that the teaching or learning environment is in jeopardy. The Superintendent or designee shall be the sole determiner of this jeopardy.

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

EMPLOYEE STANDARDS OF CONDUCT

DH
(LOCAL)

- 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.

PROPOSED REVISIONS

Superintendent's Authority

All personnel are employed subject to assignment and reassignment by the Superintendent ~~or designee~~ when the Superintendent determines that the assignment or reassignment is in the best interest of the District. Reassignment shall be defined as a transfer to another position, department, or facility that does not necessitate a change in the employment contract of a contract employee. Any change in an employee's contract shall be in accordance with policy DC.

Any employee may request reassignment within the District to another position for which he or she is qualified.

Disclosure of Family Relationships

An employee who is recommended for promotion, who applies for a transfer within the District, or who receives notice of an involuntary transfer or a demotion must disclose to the human resources department and his or her current and prospective supervisors all family relationships with other District employees.

This disclosure shall be made regardless of whether the reassignment would place the employee in the same department with a member of the employee's immediate family or would result in the employee supervising or being supervised by a member of his or her immediate family.

[For information addressing relationship to the Superintendent or a Board member, see DBE([LEGAL](#)).]

Assignment of Immediate Family Members

Definition of Immediate Family

For purposes of this policy, the term ~~The District shall define~~ "immediate family" for purposes of this policy is defined as:

1. Spouse;
2. Son or daughter, including a biological, adopted, or foster child, son- or daughter-in-law, stepchild, legal ward, or child for whom the employee stands *in loco parentis*;
3. Parent, step-parent, parent-in-law, or other individual who stands *in loco parentis* to the employee;
4. Sibling, step-sibling, or sibling-in-law;
5. Grandparent, spouse's grandparent, or grandchild;
6. Aunt, uncle, niece, or nephew; or
7. Any other person who may be residing in the employee's home.

Members of the same immediate family may be assigned to the same school, building, or other worksite. To avoid conflicts, however, the District reserves the right to reassign an employee or to restrict such employment, as provided in ~~this~~ [Board](#) policy. [\[See also DC\(LOCAL\)\].](#)

In no event shall an employee directly supervise and/or evaluate another member of his or her immediate family. Nor shall an employee be within two levels of the line of supervision to influence or affect employment, promotion, salary administration, or any other management or personnel transaction involving a member of his or her immediate family.

Transition Period

The limitations and requirements of these provisions regarding assignment of [immediate](#) family members shall not apply to any person who was employed by the District as of July 1, 2007, and who was assigned to the same campus or department as a member of his or her immediate family.

~~Definition of
Immediate Family~~

~~The District shall define "immediate family" for purposes of this policy as:~~

- ~~1. Spouse;~~
- ~~2.1. Son or daughter, including a biological, adopted, or foster child, son or daughter in law, stepchild, legal ward, or child for whom the employee stands *in loco parentis*;~~
- ~~3.1. Parent, step parent, parent in law, or other individual who stands *in loco parentis* to the employee;~~
- ~~4.1. Sibling, step sibling, or sibling in law;~~
- ~~5.1. Grandparent, spouse's grandparent, or grandchild;~~
- ~~6.1. Aunt, uncle, niece, or nephew; or~~
- ~~7.1. Any other person who may be residing in the employee's home.~~

**Campus
Assignments**

The principal's criteria for approval of campus assignments and reassignments shall be consistent with District policy regarding equal opportunity employment, and with staffing patterns approved in the District and campus plans. [See BQ series] In exercising their authority to approve assignments and reassignments, principals shall work cooperatively with the central office staff to ensure the efficient operation of the District as a whole.

Supplemental Duties

Noncontractual supplemental duties for which supplemental pay is received may be discontinued by either party at any time. An employee who wishes to relinquish a paid supplemental duty may do

ASSIGNMENT AND SCHEDULES

DK
(LOCAL)

so by notifying the Superintendent or designee in writing. Paid supplemental duties are not part of the District's contractual obligation to the employee, and an employee shall hold no expectation of continuing assignment to any paid supplemental duty.

Work Calendars and Schedules

Subject to the Board-adopted budget and compensation plan and in harmony with employment contracts, the Superintendent shall determine required work calendars for all employees. [See DC, EB]

Daily time schedules for all employees shall be determined by the Superintendent or designee and principals.

DELETE POLICY

Extra Duty

Teachers shall be expected to assume reasonable duties over and above their regular teaching responsibilities. Activities and services that make minor demands on the teacher's time shall be part of each teacher's basic assignment. These duties may be scheduled before and after, as well as during, certain parts of the school day and at co-curricular activities. Administrators shall strive to equalize such duties among teachers and to keep such duties to a minimum.

Extra responsibilities that make major demands on a teacher's time shall be rewarded with extra compensation. Such jobs, and their compensation, shall be in accordance with the current "position pay" salary schedule of the District.

Comments: This should be addressed in teacher contracts and in administrative regulations.

DELETE POLICY

Every effort is made to keep the number of meetings that teachers must attend to a minimum and consistent with effective school operation. Meetings may be called by administrators as necessary.

Staff members shall participate in professional meetings and activities, which may take place up to one hour before school starts or after school. In addition, staff members shall be expected to participate in a limited number of evening activities such as open house, parent meetings, etc., as required by their immediate supervisor.

Principals should evaluate their faculty meetings very carefully and schedule only those that are essential and profitable. A principal is free, however, to schedule as many meetings as necessary for the successful operation of the school program.

It is important that teachers attend meetings scheduled for them. They should be on time and stay until the meeting is completed. If it is necessary for a teacher to be absent from a meeting, come in late, or leave early, this information should be given to the principal prior to the meeting.

All teachers, including substitutes, are required to attend the required activities and meetings regularly and punctually unless excused by the principal or Superintendent to their designees. Failure to attend a required activity or meeting without approval shall be reported by the principal or supervisor to the Superintendent.

Teachers shall attend all meetings of their respective grades or departments as may be deemed necessary by their head teachers, supervisors, or principals, unless excused.

All professional employees and aides are required by law, and compensated in salary, to attend eight or more days of professional development training. These days may be scheduled before, within, and after the regular instructional year of the students.

Comments: *There is not a requirement that staff meetings be addressed in board policy. This policy was added in 1992 and has not been revised since that year.*

DELETE POLICY

Instructional materials, publications, programs, computer programs, and devices prepared by employees as part of their job assignment shall be property of the District, unless prepared by such employees on their own time without use of District facilities or equipment. The Board shall encourage professional development for staff personnel and the sharing of new developments with other districts. The Board is aware that professional publication of material by staff members serves to enhance the reputation of the District.

The Superintendent or designee shall review material prepared by staff members prior to copyright or patent for subsequent publication or distribution and may waive all or part of the Board's proprietary rights in favor of those employees preparing such material.

The Board shall authorize the Superintendent to sell instructional materials that have been prepared by the District to other districts, organizations, or commercial firms desiring to purchase copies or obtain reproduction rights.

All staff members shall comply with the Family Rights to Privacy Act (Public Law 93-380), Educational Amendments of 1974 (Title V, Section 513), as it concerns the release of any personally identifiable data, including pictures and illustrations.

Comments: Much of this information is now covered in CY(LOCAL).

PROPOSED REVISIONS

Comments: The revisions are recommended to reflect that the district evaluates some teachers less than annually. The policy establishes the eligibility criteria and the frequency of a complete appraisal.

Local Appraisal Process

The District shall appraise teachers using a local appraisal process and evaluation criteria developed in accordance with law and administrative regulations.

Annual Appraisal

District teachers shall be appraised annually.

Exception

Teachers who are eligible for less frequent evaluations in accordance with law [see DNA(LEGAL)] and the local criteria established in this policy shall be appraised in accordance with the provisions below.

Less-Than-Annual

Eligibility

To be eligible for less-than-annual evaluations under the District's local appraisal system, a teacher shall:

1. Be rated at least proficient on 10 of the 17 dimensions and no dimension, defined as a rating of Improvement Needed or its equivalent;
2. Be employed on an educator term contract;
3. Hold SBEC certification; and
4. Have served at the current campus for at least one year.

Frequency

Eligible teachers shall be appraised every five years.

During any school year when a complete appraisal is not scheduled for an eligible teacher, either the teacher or the principal may require that an appraisal be conducted by providing written notice to the other party.

A teacher's supervisor shall have the authority to return a teacher to the traditional appraisal cycle as a result of performance deficiencies documented in accordance with state rule.

Annual Review Process

In the years in which an appraisal is not scheduled for an eligible teacher, he or she shall follow the procedures outlined in the District's local appraisal system.

The annual review process shall produce a written document to be presented to the teacher, signed by the teacher and supervisor, and maintained in the personnel file.

Appraisal System

~~The formal appraisal of District teachers shall be in accordance with an alternate appraisal system developed locally in compliance with statutory provisions and state rules.~~

**General
Requirements**

~~District teachers shall be appraised annually.~~

~~The District's alternate appraisal process shall be developed in collaboration with the administration and the District and campus-level decision-making committees and shall be detailed in administrative guidelines.~~

~~Components of the appraisal system shall ensure that teachers receive appropriate guidance and feedback and may include, but are not limited to, formal and informal observations, classroom walk-throughs, student learning indicators, and conferences. The appraisal process shall produce a written document to be presented to the teacher, signed by the teacher and supervisor, and maintained in the personnel file.~~

Grievances

~~Complaints regarding teacher appraisal shall be addressed in accordance with DGBA(LOCAL).~~

PROPOSED REVISIONS

Comments: This policy addresses the evaluation of campus administrators. Policy DN(LOCAL) addresses evaluation of all other employees, other than teachers, which is addressed at DNA(LOCAL).

Principals

The District shall appraise principals using a local appraisal process developed in accordance with law and administrative regulations.

Other Campus Administrators

Campus administrators other than principals shall be appraised according to a local appraisal process determined by each administrator's position and job responsibilities and developed in accordance with law and administrative regulations.

Frequency

District principals and other campus administrators shall be appraised annually.

~~Locally Developed Plan~~

~~The annual appraisal of District professional personnel, other than teachers, shall be in accordance with a local appraisal system written in compliance with statutory provisions and commissioner's rules.~~

~~Employment Decisions~~

~~When relevant to the decision, written evaluations of a professional employee's performance, as documented to date, and any other information the administration determines to be appropriate shall be considered in decisions affecting contract status.~~

~~Exception~~

~~Written evaluations and other evaluative information need not be considered prior to a decision to terminate a probationary contract at the end of the contract term.~~

Comments: The termination of a probationary contract at the end of the year is addressed at DFAB(LEGAL). Local policy language is not necessary to address this process.

PROPOSED REVISIONS

Note: This local policy has been revised in accordance with the District's innovation plan.¹

School Start Date

In accordance with the District's innovation plan, the District is exempt from the state law that generally prohibits instruction for students from beginning before the fourth Monday in August.

School Calendar

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

School Closure

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

¹ Innovation Plan: <https://www.leanderisd.org/districtofinnovation/>

DELETE POLICY

Pass / Fail Courses The Superintendent or designee may exercise discretion in designating pass/fail courses.

PROPOSED REVISIONS

Certificate of Coursework Completion

The District shall not issue a certificate of coursework completion to a student who fails to meet all state and local requirements for graduation. [See EIF, FMH]

Full Credit

~~A student shall earn credit for both semesters of a two-semester course if the combined grade for the two semesters is 70 or above.~~

Comment: The law gives districts the option to award partial credit or not. The provision on partial credit is included in the policy to document the option exercised by the district. It is not necessary to address in policy how a student earns full credit for a two-semester course.

Partial Credit

When a student earns a passing grade in only half of a course and the ~~combined grade~~ average for both halves is lower than 70, the District shall award the student credit for the half with the passing grade.

[For award of full credit, see the student handbook.]

PROPOSED REVISIONS

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 ~~six or~~ nine weeks for students in elementary grades 1-12, and for students in secondary grades, every ~~nine-six~~ weeks ~~in kindergarten,~~ 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 elementary students during the mid-point of each grading period and for all secondary students after the third week of each grading period ~~in accordance with law for a student who demonstrates consistent unsatisfactory performance.~~

Conferences

Teachers shall offer to parents the opportunity for a conference every grading period ~~in kindergarten-grade 12~~. In addition to conferences scheduled on the campus calendar, 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. ~~Penalties may include loss of credit for the test, project, or the like, or for the entire course, and disciplinary penalties in accordance with the Student Code of Conduct.~~ Academic dishonesty includes cheating or copying the work of another student, plagiarism, 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, or information from students.

PROPOSED REVISIONS

Curriculum Mastery	Promotion and course credit shall be based on mastery of the curriculum. Expectations and standards for promotion shall be established for each grade level, content area, and course and shall be coordinated with compensatory, intensive, and/or accelerated services. [See EHBC] The District shall comply with applicable state and federal requirements when determining methods for students with disabilities [see FB] or students who are English language learners [see EHBE and EKBA] to demonstrate mastery of the curriculum.
Students Receiving Special Education Services	Any modified promotion standards for a student receiving special education services shall be determined by the student's admission, review, and dismissal (ARD) committee and documented in the student's individualized education program (IEP). [See EHBA series and EKB]
Standards for Mastery	In addition to the factors in law that must be considered for promotion, mastery shall be determined as follows:0) <ol style="list-style-type: none">1. Course assignments and unit evaluation shall be used to determine student grades in a subject. An average of 70 or higher shall be considered a passing grade for those courses with a numerical grading system. Mastery of the majority of the objectives is required for those grade levels utilizing standards-based grading.2. Mastery of the skills necessary for success at the next level shall be validated by a variety of assessments.
Kindergarten– Grade 3 and Grade 4–5 Pilot	In kindergarten–grade 3 and at campuses participating in the standards-based report card pilot, promotion to the next grade level shall be based on demonstrated proficiency on course-level, grade-level standards for all subject areas, as outlined on grade-level, standards-based report cards.
Grades 4 and 5	In grades 4 and 5, promotion to the next grade level shall be based on an overall average of 70 on a scale of 100 based on course-level, grade-level standards (essential knowledge and skills) for all subject areas and a grade of 70 or above in three of the following areas: the average of reading and writing, mathematics, science, and social studies.
Grades 6–8	In grades 6–8, promotion to the next grade level shall be based on an overall average of 70 on a scale of 100 based on course-level, grade-level standards (essential knowledge and skills) for all subject areas and a grade of 70 or above in three of the following areas: language arts, mathematics, science, and social studies.

Grades 9–12

Grade-level advancement for students in grades 9–12 shall be earned by course credits. [See EI]

Comments: With the elimination of the grade placement provision as part of HB 4545 in the 2021 legislative session, the following provisions are recommended for deletion from the policy.

Accelerated instruction and the new accelerated learning committee can be found at EHBC(LEGAL) and (LOCAL).

Accelerated Instruction

~~If a student fails to demonstrate proficiency on a state-mandated assessment, the student shall be provided accelerated instruction in accordance with state law. Additionally, students in grades 5 and 8 shall be subject to all provisions of Grade Advancement Testing, below.~~

Grade Advancement Testing

~~Except when a student will be assessed in reading or mathematics above his or her enrolled grade level, students in grades 5 and 8 must meet the passing standard on the applicable state-mandated assessments in reading and mathematics to be promoted to the next grade level, in addition to the District's local standards for mastery and promotion.~~

Definition of "Parent"

~~For purposes of this policy and decisions related to grade advancement requirements, a student's "parent" shall be defined to include either of the student's parents or guardians; a person designated by the parent, by means of a power of attorney or an authorization agreement as provided in Chapter 34 of the Family Code, to have responsibility for the student in all school-related matters [see FD]; a surrogate parent acting on behalf of a student with a disability; a person designated by the parent or guardian to serve on the grade placement committee (GPC) for all purposes; or in the event that a parent, guardian, or designee cannot be located, a person designated by the Superintendent or designee to act on behalf of the student. [See EIE(LEGAL)]~~

Alternate Assessment Instrument

~~The Superintendent or designee shall select from the state-approved list, if available, for each applicable subject an alternate assessment instrument that may be used for the third testing opportunity. Each student's GPC shall decide whether he or she shall be given the statewide assessment instrument or the applicable alternate instrument for the third testing opportunity. The committee's decision shall be based on a review of the student's performance in the previous testing opportunities, local assessments, and any other circumstances it deems appropriate.~~

~~Standards for
Promotion upon
Appeal~~

~~If a parent initiates an appeal of his or her child's retention following the student's failure to demonstrate proficiency after the third testing opportunity, the GPC shall review all facts and circumstances in accordance with law.~~

~~The student shall not be promoted unless:~~

- ~~1. All members of the GPC agree that the student is likely to perform on grade level if given additional accelerated instruction during the following school year in accordance with the educational plan developed by the GPC; and~~
- ~~2. The student has completed required accelerated instruction in the subject area for which the student failed to demonstrate proficiency.~~

~~Whether the GPC decides to promote or to retain a student in this manner, the committee shall determine an accelerated instruction plan for the student for the following school year, providing for interim reports to the student's parent and opportunities for the parent to consult with the teacher or principal as needed. The principal or designee shall monitor the student's progress during the following school year to ensure that he or she is progressing in accordance with the plan.~~

~~Transfer Students~~

~~When a student transfers into the District having failed to demonstrate proficiency on applicable assessment instruments after two testing opportunities, a GPC shall convene for that student. The GPC shall review any available records of decisions regarding testing and accelerated instruction from the previous district and determine an accelerated instruction plan for the student.~~

~~If a parent initiates an appeal for promotion when a student transfers into the District having failed to demonstrate proficiency after three testing opportunities, the GPC shall review any available records of decisions regarding testing, accelerated instruction, retention, or promotion from the previous district and issue a decision in accordance with the District's standards for promotion.~~

~~Assignment of
Retained Students~~

~~In the event a student is not promoted to the next grade level, the District shall nevertheless assign the student to an age appropriate campus, unless:~~

- ~~1. The student's parent requests that the student be assigned to the same or a similar campus setting; or~~
- ~~2. The student's GPC determines that it would be in the student's best interest to be assigned to the same or a similar campus setting. Criteria to be considered for this decision may include:~~

- ~~a. Recommendations from the student's teachers.~~
- ~~b. Observed social and emotional development of the student.~~

Reducing Student Retention

~~The District shall establish procedures designed to reduce retaining students at a grade level, with the ultimate goal being elimination of the practice of retaining students. [See EHBC]~~

DELETE EXHIBIT

See the following pages for forms relating to applications for campus charters and campus program charters:

- Exhibit A: Application for a Campus Charter or Campus Program Charter — 5 pages
- Exhibit B: Parent Petition Supporting a Campus Charter or Campus Program Charter — 1 page
- Exhibit C: Teacher Petition Supporting a Campus Charter or Campus Program Charter — 1 page

CURRICULUM AND INSTRUCTIONAL PROGRAM

Provide a copy of the curriculum to be used in the proposed campus or program, if different from current District curriculum. List the objectives of the program and their correlation to state mandated assessments, locally developed assessments, and campus developed measures and the materials to be used. Outline the methods of instruction for each subject for each grade level to be served, and specify any educational services the proposed program intends the District to provide.

STUDENT ACHIEVEMENT

Describe the student performance objectives of the proposed campus or program, and include a plan for implementation of the state accountability system.

Present a description of the plan for evaluating student performance, including the forms of assessment that will be used to measure student progress toward achievement of the school's performance standards, time lines for achievement of such standards, and procedures for corrective action in the event that student performance falls below such standards. (Must include state mandated assessments, District- developed assessments, and campus-developed measures.)

GOVERNANCE AND DECISION-MAKING PLAN

Describe the composition of the governing body of the proposed program and the process for selecting its members. Specify its duties. Include a detailed explanation of the governance and management relationship between the proposed charter campus or program and the District.

List the Board policies which will apply to the proposed program.

List the Board policies for which waivers are requested. Include the reason for each request and describe the alternate policies, if any, under which the program will operate.

CAMPUS OR PROGRAM CHARTERS

EL
(EXHIBIT)

Describe the nature and extent of parental and community involvement in the operation of the proposed school. Address the following:

1. Any provisions for a campus or program accountability committee.
2. A process for development of an annual school improvement plan.
3. The relationship of the proposed program to the District-level planning and decision-making process and to the District's goals and objectives.

Describe the procedures by which the program's activities and progress will be communicated to the Board and to the community.

ENROLLMENT AND WITHDRAWAL PROCEDURES

Outline the enrollment procedures, including any eligibility and selection criteria.

Outline the withdrawal procedures, including a process for students and teachers already assigned to the affected campus who do not choose to participate in the proposed program. (Such procedures must prohibit discrimination in admission on the basis of national origin, ethnicity, race, religion, or disability, in accordance with federal and state law.)

PEIMS REPORTING PLAN

Explain how PEIMS data will be collected, maintained, and reported to the District and to the Texas Education Agency.

DISCIPLINE PROGRAM AND PROCEDURES

Describe the proposed program's discipline plan and procedures, including the relationship, if any, to the District's adopted Student Code of Conduct and Alternative Education Program.

SAFETY AND SECURITY PLAN

Describe the safety and security plan, including any emergency procedures.

FACILITIES AND TRANSPORTATION PLAN

Indicate what facilities are to be used for the proposed program. Describe any modifications proposed for existing District facilities. If the facilities are not currently District property, explain how they are to be acquired.

Outline a plan for routine maintenance of the facilities for the proposed program. Indicate whether such services are to be provided by the District or by some other means.

Describe the plan for planning transportation of students to the proposed campus or program. Indicate whether such services are to be provided by the District, by a transportation company, or by some other means.

EMPLOYMENT PLAN

Describe the proposed employment practices of the campus or program, including a description of the qualifications and classifications of employees, a compensation schedule including any benefits to be granted, recruitment and selection procedures, hiring and dismissal procedures, and a process for handling employee complaints. (The plan must prohibit discrimination on the basis of national origin, ethnicity, race, religion, age, or disability in accordance with state and federal law.)

OPERATIONAL AND FINANCIAL PLAN

Describe the role of the chief operating officer responsible for personnel, the budget, purchasing, program funds, and any other areas of management.

CAMPUS OR PROGRAM CHARTERS

EL
(EXHIBIT)

Provide evidence that the proposal for the charter campus or program is economically sound for both the charter campus or program and the District, and will not to exceed the campus allocations for the applicable year.

Include a proposed budget for the term of the charter.

Describe the manner in which an annual audit of the financial and administrative operations of the campus or program will be conducted.

Detail the plan for fiscal accountability, including procedures for purchasing and bidding that comply with state law.

List and describe the business services the proposed program intends the District to provide.

INDICATION OF SUPPORT

(With the draft application) Provide a preliminary list of parents who support the application and who have made a commitment to enroll their children in the proposed program. Provide a preliminary list of classroom teachers at the campus and/or elsewhere in the District who support the proposal and who would apply to work in the proposed program.

(With the final application) Provide the completed petitions of parent and teacher signatures, as required by law. [See Exhibits B and C]

ADDITIONAL INFORMATION

Provide any additional information that might be helpful to the Board when considering this request for a campus charter or campus program charter.

PROPOSED REVISIONS

Note: [The following provisions address equal educational opportunity for all students in accordance with law. For provisions addressing discrimination, harassment, and retaliation involving District students, see FFH.](#)

Equal Access

The District shall ensure that all students have equal access to the District's programs, instructional materials, and resources, and that all children are given equal access to academic growth and development within the educational arena.

Comments: The revisions recommended to this policy are based on guidance from the Office of Civil Rights published in 2015.

Title IX Coordinator

~~Reports of discrimination based on sex/gender may be directed to the Title IX coordinator.~~ The District designates and authorizes the Title IX coordinator [for students](#) to coordinate its efforts to comply with Title IX of the Education Amendments of 1972, [as amended](#). [See FB(EXHIBIT)]

ADA / Section 504 Coordinator

~~Reports of discrimination based on disability may be directed to the ADA/Section 504 coordinator.~~ The District designates and authorizes the ADA/Section 504 coordinator [for students](#) to coordinate its efforts to comply with Title II of the Americans with Disabilities Act of 1990, as amended, which incorporates and expands upon the requirements of Section 504 of the Rehabilitation Act of 1973, [\("Section 504"\)](#), as amended. [See FB(EXHIBIT)]

Superintendent

The Superintendent shall serve as coordinator for purposes of District compliance with all other ~~antidiscrimination~~ [nondiscrimination](#) laws.

Complaints

~~Allegations of unlawful discrimination, prohibited harassment, including sexual harassment, or retaliation shall be made according to FFH(LOCAL).~~

~~Records Retention~~

~~Copies of reports alleging discrimination, prohibited harassment, including sexual harassment, and retaliation; investigation reports; and related records shall be maintained by the District for a period of at least three years. If the person alleged to have experienced discrimination, prohibited harassment, or retaliation was a minor, the records shall be maintained until the person reaches the age of 21.~~

Equal Educational Opportunity

General Education

The District shall provide necessary services and supports to provide students equal access to educational opportunities. [See EHBC] Certain instructional or other accommodations, including on state-mandated assessments, may be made when necessary, when allowable, and when these accommodations do not modify the rigor or content expectations of a subject, course, or assessment. [See EKB]

Additional Services and Supports

If the District has reason to believe that a student has a disability that may require additional services and supports in order for the student to receive an appropriate education as this term is defined by law, Section 504 and/or the Individuals with Disabilities Education Act (IDEA) shall govern the evaluation, services, and supports provided by the District. [See also EHBA series]

[For information regarding dyslexia and related disorders, see EHB.]

Note: The following provisions address the District's compliance efforts and system of procedural safeguards as required by federal regulations for a student with a disability as defined by Section 504. A report of discrimination or harassment based on a student's disability shall be made in accordance with FFH.

Section 504

Committees

The District shall form Section 504 committees as necessary. The Section 504 coordinator and members of ~~the each~~ Section 504 committee shall receive training in the procedures and requirements for identifying and providing educational and related services ~~to those students who have disabilities, but who are not in need of special education in accordance with the Individuals with Disabilities Education Act (IDEA). [See EHBA]~~ and supports to a student who has a disability that results in a substantial limitation of a major life activity.

~~The Each~~ Section 504 committee shall be composed of ~~at least two persons, including a group of~~ persons knowledgeable about the student, the meaning of the evaluation data, ~~the~~ placement options, and the legal requirements regarding least restrictive environment and comparable facilities for students with disabilities.

Referrals

If a teacher, school counselor, administrator, or other District employee has reason to believe that a student may have a disability as defined by Section 504, the District shall evaluate the student. A student may also be referred for evaluation by the student's parent.

~~A student may be referred by parents, teachers, counselors, administrators, or any other District employee for evaluation to determine if the student has disabilities and is in need of special instruction or services.~~

Notice and Consent
~~Parental Consent~~

The District shall seek written parental consent prior to conducting a formal evaluation. Ordinary observations in the classroom or other school setting shall not require prior parental consent.

~~The Section 504 coordinator shall notify parents prior to any individual evaluation conducted to determine if their child has disabilities or to determine what educational or related services should be provided to the student. Parental consent shall be obtained before the initial student evaluation procedures for the identification, diagnosis, and prescription of specific education services.~~

~~Notice to Parents~~

~~Parents shall be given written notice of the District's refusal to evaluate a student or to provide specific aids and services the parents have requested.~~

~~Preplacement~~
Evaluation and Placement

The results of ~~the~~an evaluation shall be considered before any action is taken to place a student with ~~disabilities~~a disability or make a significant change in placement in an instructional program. ~~The~~The Superintendent shall ensure that the District's procedures for tests and other evaluation materials comply with the minimum requirements of law. In interpreting ~~evaluation shall include consideration of adaptive behavior. Adaptive behavior is the effectiveness with which the individual meets the standards of personal independence~~data and social responsibility expected ofwhen making decisions related to necessary services and supports, each Section 504 committee shall carefully consider and document information from a variety of sources in accordance with law.

Review and Reevaluation Procedure

To address the periodic reevaluation requirement of law, the District shall adhere to the reevaluation timelines in the IDEA regulations.

A parent, teacher, or other District employee may request a review of a student's services and supports at any time, but a formal reevaluation shall generally occur no more frequently than once a year.

Examining Records

A parent shall make any request to review his or her ~~age and cultural group~~ child's education records to the campus principal or other identified custodian of records. [See FL]

Right to Impartial Hearing

~~Parents~~A parent shall be given written notice of ~~their~~the due process right to an impartial hearing if ~~they have~~the parent has a con-

cern or complaint about the District's actions regarding the identification, evaluation, or educational placement of a student with ~~disabilities~~a disability. The impartial hearing shall be conducted by a person who is knowledgeable about ~~the issues involved in~~ Section 504 issues and who is not employed by the District or related to a member of the Board in a degree that would be prohibited under the nepotism statute [see DBE]. The impartial hearing officer is not required to be an attorney. The District and the parent shall be entitled to legal representation at the impartial hearing.

~~State-Mandated Assessments~~

~~Modifications in taking the state-mandated assessments may be made for a Section 504 student when the modifications have been determined not to destroy the validity of the test, are necessary for the student to take the test, are consistent with modifications provided the student in the classroom, and are approved by TEA. [See EKB]~~

Records Retention

Records specific to identification, evaluation, and placement as these pertain to Section 504 shall be retained by the District in accordance with law and the District's local records control schedules. [See CPC]

DELETE REGULATION (from the policy manual)

**Service / Assistance
Animals and
Miniature Horses**

A student with a qualifying disability may have the right to have a service animal, as defined at FBA(LEGAL), or a miniature horse accompany him or her on campus and other District facilities, including on District transportation. [See FB(LEGAL), Reasonable Modification]

Miniature Horses

A parent of a student with a qualifying disability may request that a miniature horse that has been individually trained to work or to perform tasks for the benefit of the student be permitted to accompany the student on campus or other District facilities. Consideration and approval for use of a miniature horse will be on a case-by-case basis and will be in accordance with the assessment factors prescribed in law. [See FBA(LEGAL)]

Requirements

A service animal or miniature horse on campus or in any District facility must remain within the control of the student/handler at all times and must be housebroken.

Removal of Service
Animal or Miniature
Horse

If a service animal or miniature horse is not housebroken, displays signs of being out of control at any time and the animal's handler does not take effective action to control it, or is a direct threat to the health or safety of others [see FB(LEGAL), Direct Threat], the animal will be removed from the building, and the student's parent will be contacted.

Parent Request

A parent considering the use of a service animal should consult with the student's campus principal, admission, review, and dismissal (ARD) committee, or 504 committee as early as possible to discuss the student's needs.

A parent must submit to the campus principal a written request for a service animal or a miniature horse to accompany a student at least ten District business days prior to bringing the animal on campus. If not readily apparent, the parent will confirm that the animal is required because of the student's disability and will provide information about the work or tasks that the animal has been trained to perform.

IEPs and 504 Plans

A student's ARD committee or 504 committee, as appropriate, will convene to determine if the service animal or miniature horse is necessary for the student to receive a free and appropriate education (FAPE) under the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act.

Vaccinations

A service animal's vaccinations must be kept current in accordance with state law, including rabies vaccinations. The student's parent will annually provide a copy of the vaccination record, which will be kept on file with the campus principal.

Liability

The owner of a service animal or a miniature horse is liable for any harm, injury, or damage caused by the animal to other students, District employees, visitors, and/or property.

Appeal

Complaints alleging discrimination or harassment based on disability may be appealed in accordance with FFH(LOCAL).

All other decisions regarding service animals or miniature horses may be appealed in accordance with FNG(LOCAL).

PROPOSED REVISIONS

Persons Age 21 and Over	The District shall not admit into its public schools any person age 21 or over unless otherwise required by law.
Registration Forms	The student’s parent, legal guardian, or other person having lawful control shall annually complete registration forms. A student who has reached age 18 shall be permitted to complete these forms.
Proof of Residency	At the time of initial registration and on an annual basis thereafter, the parent, guardian, or other person having lawful control of the student under order of a court shall present proof of residency in accordance with administrative regulations developed by the Superintendent. The District may investigate stated residency as necessary.
Minor Living Apart	A minor student residing in the District but whose parent, guardian, or other person having lawful control under a court order does not reside in the District shall present a power of attorney or an authorization agreement as provided in Chapter 34 of the Family Code assigning responsibility for the student in all school-related matters to an adult resident of the District.
Person Standing in Parental Relation	
Misconduct	A minor student living apart who has engaged in misconduct that results in any of the consequences found in Education Code 25.001(d) shall not be permitted to attend a District school.
Exceptions	Based on an individual student’s circumstance, the Superintendent shall have authority to grant exceptions to the requirement for a power of attorney or authorization agreement and to the exclusion for misconduct.
Extracurricular Activities	The Superintendent shall determine whether a minor student living apart is present in the District for the primary purpose of participating in extracurricular activities.
Nonresident Student in Grandparent’s After-School Care	The parent and grandparent of a nonresident student requesting admission under Education Code 25.001(b)(9) shall provide to the Superintendent the required information on the grandparent’s residency and describe complete a form provided by the District describing the extent of after-school care to be provided by the grandparent. The Superintendent shall have authority to approve or deny such admissions requests in accordance with criteria approved by the Board.
“Accredited” Defined	For the purposes of this policy, “accredited” shall be defined as accreditation by TEA, an equivalent agency from another state, or an

accrediting association recognized by the commissioner of education.

Grade-Level Placement

Accredited Schools

The parent, guardian, or other person having lawful control of a student enrolling in a District school from an accredited public, private, or parochial school shall provide evidence of the prior schooling outside the District. The student shall be placed initially at the grade level reached elsewhere, pending observation by the classroom teacher, guidance personnel, and the principal. On the basis of these observations and results of tests that may be administered by appropriate District personnel, the principal shall determine the final grade placement.

Nonaccredited Schools

A student enrolling in a District school from a nonaccredited public, private, or parochial school, including a homeschool, shall be placed initially at the discretion of the principal, pending observation by classroom teachers, guidance personnel, and the principal. Criteria for placement may include: 0)

1. Scores on achievement tests, which may be administered by appropriate District personnel.
2. Recommendation of the sending school.
3. Prior academic record.
4. Chronological age and social and emotional development of the student.
5. Other criteria deemed appropriate by the principal.

Transfer of Credit

Accredited Texas Public Schools

Credit toward state graduation requirements earned in an accredited public school district in Texas shall be transferable and recognized by the District.

Other Accredited or Nonaccredited Schools

Before recognizing credit in a course earned in an accredited non-public school, an accredited school outside of Texas, or a nonaccredited school, appropriate personnel shall evaluate a student's records and transcript. The District may require the student to demonstrate mastery of the content or use alternative methods to verify course content for the award of credit.

Transition Assistance

In accordance with law, when a student who is identified as homeless or in substitute care enrolls in the District, the District shall assess the student's available records and other relevant information to determine transfer of credit for subjects and courses taken prior to enrollment.

[See EI]

Withdrawal

A parent or guardian wishing to withdraw a minor student shall present a signed statement that includes the reason for the withdrawal. A student who is 18 or older may submit a withdrawal statement without a parent's or guardian's signature.

[For District withdrawal of students no longer in attendance, see FEA(LOCAL).]

PROPOSED REVISIONS

No Interdistrict Transfers

A nonresident student shall not be permitted to attend District schools except as provided below.

~~Exceptions~~
Former Resident
Student

A resident student who becomes a nonresident during the course of a semester ~~shall may be permitted to continue in attendance for the remainder of the semester.~~ file an application to remain in attendance in the District for the remainder of the school year. The application shall be reviewed and evaluated in accordance with the provisions in this policy.

Comments: The above revisions were discussed during the administrative review.

Nonresident
District Employee
Child

A nonresident District employee may request that his or her child be admitted into District schools by filing an application with the Superintendent ~~or designee and paying any applicable fee for processing the application.~~

Comments: An application fee is not a fee the district is permitted to assess. Policy FP(LEGAL) provides a list of authorized fees a district can assess.

Transfers shall be granted for one regular school year at a time, on a tuition-free basis. If the child is withdrawn from the District at any time, the student shall not be eligible for another transfer into the District.

Factors

In approving transfers, the Superintendent or designee shall consider availability of space and instructional staff and the student's disciplinary history and attendance records.

Transfer Agreements

A transfer student shall be notified in the written transfer agreement that he or she must follow all rules and regulations of the District. Violation of the terms of the agreement may result in a transfer request not being approved the following year.

For a child of a nonresident District employee, the transfer agreement shall provide for the District to revoke the transfer of a child of an employee if the parent's employment with the District ends.

Appeals

Any appeals shall be made in accordance with FNG(LOCAL) and GF(LOCAL), as appropriate.

PROPOSED REVISIONS

**Attendance
Accounting System**

The Superintendent ~~or designee~~ shall be responsible for designating the official attendance-taking time during the campus's instructional day and maintaining a student attendance accounting system in accordance with statutory and TEA requirements. [See also FD for admissions and residency requirements.]

Alternative
Attendance-Taking
Time

The Superintendent ~~or designee~~ is authorized to establish written procedures permitting a campus to record absences in an alternative hour from the District's official attendance-taking time or for a designated group of students at a campus. The alternative attendance-taking time shall be determined in accordance with TEA's *Student Attendance Accounting Handbook* and administrative regulations.

**Parental Consent to
Leave Campus**

The Superintendent ~~or designee~~ shall establish procedures regarding parental consent for a student to leave campus, including procedures for documenting a student's absence. The procedures shall be communicated in the employee and student handbooks.

DELETE POLICY

Comments: This information is more appropriate for inclusion in the student handbook.

Leaving Campus

No student shall be permitted to leave campus during the school day except as approved by the principal or designee, on a case-by-case basis in response to a parent's request.

All Students

Students who leave campus during lunch or at any other time without administrative approval shall be subject to disciplinary action in accordance with the Student Code of Conduct.

PROPOSED REVISIONS

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

Medication Provided by Parent

The Superintendent shall designate the employees who are authorized to administer medication that has been provided by a student's parent. An authorized employee is permitted to administer the following medication in accordance with administrative regulations:0)

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

Medication Provided by District

Except as 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:0.

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

On Campus

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

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

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 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 to parents regarding the epinephrine program, including notice of any change to or discontinuation of this program.

Administration of
Opioid Antagonist
Medication

The District shall purchase and store opioid antagonist medication, such as Naloxone, to assist a person who may be experiencing an opioid-related drug overdose. Only a registered nurse or other designated and trained District employee shall be authorized to administer this medication and may do so only in accordance with a standing order or procedures approved by a physician licensed to practice medicine in the state of Texas.

The Superintendent shall develop administrative procedures addressing acquisition, maintenance, expiration, disposal, and availability of opioid antagonist medication in the District, as well as 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.

Delete Exhibit

Notice of Employee Responsibilities for Reporting Child Abuse and Neglect

Comments: *The exhibit was recommended for deletion from the manual at Update 115. Much of this information has now been incorporated into the FFG(LOCAL).*

What are the District's policies addressing child abuse or neglect and my responsibilities for reporting suspected child abuse or neglect?

The applicable District policies—FFG(LEGAL) and (LOCAL), GRA(LEGAL) and (LOCAL), and DH(LOCAL) and (EXHIBIT)—are enclosed in this packet. This distribution is required by state law. At regular intervals, these policies will be addressed in staff development as well. If you have any questions about these policies, please contact the office of student support services, at (512) 570-1053, or counseling services, at (512) 570-0212.

What are my legal responsibilities for reporting if I suspect that a child has been or may be abused or neglected?

Anyone who suspects that a child has been or may be abused or neglected has a legal responsibility, under state law, for reporting the suspected abuse or neglect to law enforcement or to Child Protective Services (CPS).

Any District employee, agent, or contractor has an additional legal obligation to submit the oral or written report within 48 hours of learning of the facts giving rise to the suspicion.

An employee will make a report if the employee has cause to believe that an adult was a victim of abuse or neglect as a child and the employee 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.

Are there any restrictions on reporting?

Under state 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:

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

To whom do I make a report?

Reports may be made to any of the following:

STUDENT WELFARE
CHILD ABUSE AND NEGLECT

FFG
(EXHIBIT)

- A law enforcement agency: The Leander Police Department, at (512) 259-0613; the Cedar Park Police Department, at (512) 258-2800; the Travis County Sheriff's Office, at (512) 854-9697; the Williamson County Sheriff's Office, at (512) 943-1300; or the Austin Police Department, Child Abuse Unit, at (512) 974-6880;
- The CPS division of the Texas Department of Family and Protective Services at (800) 252-5400 or [Texas Abuse Hotline Website](#)¹; or
- 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 CPS, 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.

Reporting your suspicion to a school counselor, a principal, or another school staff member does NOT fulfill your responsibilities under the law. Furthermore, the District cannot require you to report your suspicion first to a school administrator.

Will my report be kept confidential?

State law requires that the identity of a person making a report of suspected child abuse or neglect be kept confidential.

Will I be liable in any way for making a report?

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.

What will happen if I don't report suspected child abuse or neglect?

By failing to report a suspicion of child abuse or neglect:

- You may be placing a child at risk of continued abuse or neglect;
- You are violating the law and may be subject to legal penalties, including criminal sanctions;
- You are violating Board policy and may be subject to disciplinary action, including possible termination of your employment; and
- Your certification from the State Board for Educator Certification may be suspended, revoked, or canceled.

What are my responsibilities regarding investigations of abuse or neglect?

State law specifically prohibits school officials from:

- Denying an investigator's request to interview a child at school in connection with an investigation of child abuse or neglect; or

- Requiring that a parent or school employee be present during the interview.

School personnel must cooperate fully and may not interfere with an investigation of reported child abuse or neglect.

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

PROPOSED REVISIONS

**Extracurricular
Activity Absences**

The District shall make no distinction between absences for UIL activities and absences for other extracurricular activities approved by the Board. A student shall be allowed ten extracurricular absences not related to post-district competition, five absences for post-district competition prior to state, and two absences for state competition.

Additional absences, to a maximum of five, shall be permitted when a student has a grade ~~point~~ average of at least 70 in the courses or subjects to be missed.

Comment: A minor revision to change from grade "point" average to grade average since the requirement is a grade of 70.

**Use of District
Facilities**

School-sponsored student groups may use District facilities with prior approval of the appropriate administrator. Other student groups may use District facilities in accordance with policy FNAB.

DELETE POLICY

Function	Student government organizations serve an essential function in the total educational program of the District, as well as in the general emotional, social, and intellectual development of students. Student government affords students the opportunity to participate in the formation of general school policies and to discuss matters of student concern, and it also provides students with experience in participating in the democratic process.
Scope	Student government organizations may make recommendations for the general operation of the school and for policy matters of the District; they shall not, however, actually prescribe regulations and rules for the operation of the schools.
Supervision	All such organizations shall be under the direct supervision of a faculty adviser and the principal.

***Comment:** This information is more appropriate for inclusion in the handbook.*

DELETE POLICY

School activities shall conform to the purposes of the instructional program. Any social or other activity that is not part of the instructional program under the direction of District personnel shall be planned for, and limited to, nonschool hours.

District social activities shall be controlled by the following guidelines:

1. All activities shall have prior approval of the principal.
2. All school-sponsored social events shall have faculty supervision.
3. Rules of conduct applicable to regular school hours shall be applicable to all school-sponsored social activities.

0.Regulations concerning supervision, parental participation, refreshments, curfew, visitor participation, and other matters essential to the proper handling of such events shall be developed and implemented by principals, who shall work in conjunction with parents and student leaders in their formulation.

Dances

School-sponsored dances may be held on school property.

***Comment:** This information is more appropriate for inclusion in the handbook.*

PROPOSED REVISIONS

UIL Activities

State Board and UIL rules shall govern interscholastic activities; however, Board policies and District rules may supplement State Board and UIL rules.

Comments: This entire policy was recommended for deletion at Update 115 in 2020. The administration wished to retain the above text in this policy. The remaining provisions could be addressed as part of administrative regulations.

~~No event shall be scheduled and no student allowed to participate in any UIL event unless all pertinent rules and regulations are strictly enforced. The Superintendent or designee shall maintain all necessary records and reports. Sponsors and coaches are responsible for knowledge of and compliance with rules for eligibility and participation. [See FM]~~

Athletic Program

~~A well-rounded program of interscholastic athletics shall be maintained in the District secondary schools. The operation of the total program, including the starting and ending dates for each sport, shall be in accordance with regulations set by the UIL and the Board.~~

~~Supervision of the program shall be the responsibility of the Superintendent, but certain responsibilities may be delegated to other staff members. In each school, the principal shall have direct responsibility to maintain the athletic program as an integral part of the educational program of that school.~~

~~Interscholastic competitive athletics shall not be part of the elementary grades' program. To the extent practicable, a program of intraschool sports activities for elementary students shall be maintained as part of the physical education program.~~

Non-UIL Activities

~~Contests and competitive activities that are sponsored by outside organizations shall not be recommended to students unless the activities supplement and do not interfere with the regular school program. Contests and competitive activities shall have the prior approval of the Superintendent or designee, who shall develop the necessary rules and regulations to implement this policy. [See FM]~~

Overnight Trips

~~Students involved in UIL competition above the UIL district level that requires an overnight trip shall have their expenses paid by the District. [See also FM, FMG]~~

DELETE POLICY

Comment: This information is more appropriately addressed in administrative regulations.

Transportation for Student Travel

A student who participates in a school-sponsored trip shall be required to use transportation provided by the school to and from the event.

An exception may be made if:0)

1. The student's parent makes a written request that the student be released to the parent or to another adult designated by the parent;
2. The student is traveling to or from an individual competition/performance; or
3. The student is traveling to or from activities within the boundaries of the District.

The District shall not be liable for any injuries that occur to a student using transportation that is not provided by the school.

Overnight Trips

The Superintendent and principal shall have authority to approve in-state overnight trips by student organizations and other student groups.

Out-of-State Trips

Any out-of-state trips by student organizations or other student groups shall require approval from the Superintendent and principal.

PROPOSED REVISIONS

Written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials not sponsored by the District or by a District-affiliated school-support organization shall not be sold, circulated, distributed, or posted on any District premises by any District student, except in accordance with this policy.

The District shall not be responsible for, nor shall the District endorse, the contents of any nonschool literature distributed by students.

For purposes of this policy, "distribution" means the circulation of more than ~~ten~~30 copies of material from a source other than the District.

***Comment:** The revision establishes a more reasonable standard in defining distribution for a district the size of Leander ISD.*

Materials distributed under the supervision of instructional personnel as a part of instruction or other authorized classroom activities shall not be considered nonschool literature and shall not be governed by this policy.

[For distribution of nonschool literature by nonstudents, see GKDA]

Limitations on Content

Nonschool literature shall not be distributed by students on District property if:

1. The materials are obscene, vulgar, or otherwise inappropriate for the age and maturity of the audience.
2. The materials endorse actions endangering the health or safety of students.
3. The materials promote illegal use of drugs, alcohol, or other controlled substances.
4. The distribution of such materials would violate the intellectual property rights, privacy rights, or other rights of another person.
5. The materials contain defamatory statements about public figures or others.
6. The materials advocate imminent lawless or disruptive action, or violation of school rules, and are likely to incite or produce such action.
7. The materials are hate literature or similar publications that scurrilously attack ethnic, religious, or racial groups or contain

STUDENT EXPRESSION
DISTRIBUTION OF NONSCHOOL LITERATURE

FNAA
(LOCAL)

content aimed at creating hostility and violence, and the materials would materially and substantially interfere with school activities or the rights of others.

8. There is reasonable cause to believe that distribution of the nonschool literature would result in material and substantial interference with school activities or the rights of others.

Prior Review

All nonschool literature intended for distribution by students on school campuses or other District premises under this policy shall be submitted to the principal or designee for prior review in accordance with the following:

1. Materials shall include the name of the person or organization sponsoring the distribution.
2. Using the standards found in this policy at Limitations on Content, the principal or designee shall approve or reject submitted materials within two school days of the time the materials were received.

Exceptions to Prior Review

Prior review shall not be required for distribution of nonschool literature by District students only in the following circumstances:

1. Distribution of materials by a student to other attendees during a meeting of a noncurriculum-related student group authorized to meet at school during noninstructional time in accordance with FNAB(LOCAL); or
2. Distribution of nonschool materials in circumstances for which exceptions to prior review are authorized at GKDA(LOCAL).

Even when prior review is not required, all other provisions of this policy shall apply.

Time, Place, and Manner Restrictions

Each campus principal shall designate times, locations, and means by which nonschool literature that is appropriate for distribution, as provided in this policy, may be made available or distributed by students to students or others at the principal's campus.

The ~~school/community relations department~~ Superintendent shall designate times, locations, and means for distribution of nonschool literature by students at District facilities other than school campuses, in accordance with this policy.

Violations of Policy

Failure to comply with this policy regarding distribution of nonschool literature shall result in appropriate administrative action, including but not limited to confiscation of nonconforming materials, suspension of a noncurriculum-related student group's use of District facilities, and/or other disciplinary action in accordance with the Student Code of Conduct.

Appeals

Decisions made by the administration in accordance with this policy may be appealed in accordance with FNG(LOCAL).

PROPOSED REVISIONS

For purposes of the Equal Access Act, the District has established a limited open forum for secondary school students enrolled in the District. Each District secondary school campus shall offer an opportunity for noncurriculum-related student groups to meet on school premises during noninstructional time.

The District has not established a limited public forum for elementary school students to meet as noncurriculum-related student groups on school premises during noninstructional time. [See GKD for community access]

Sponsorship

Noncurriculum-related student groups shall not be sponsored by the District and shall in no way imply to students or to the public that they are school-sponsored. All letterheads, flyers, posters, or other communications that identify the group shall contain a disclaimer of such sponsorship.

District personnel shall not promote, lead, or participate in the meetings of noncurriculum-related student groups.

[For student activities sponsored by the District and having subject matter and purposes directly related to the school's curriculum, see FM]

Requests

To receive permission to meet on school premises during noninstructional time, interested students shall file a written request with the principal or designee on a form provided by the District.

The students making the request shall indicate that they have read and understand the policies and rules governing nonsponsored, noncurriculum-related student groups and that the group will abide by those rules.

Approval

The principal ~~and the Superintendent~~ or designee shall approve or reject the request within seven school days, subject to the availability of suitable meeting space and without regard to the religious, political, philosophical, or other content of the speech likely to be associated with the group's meetings.

Approval to meet as a nonsponsored, noncurriculum-related group shall be granted for one school year at a time, subject to the provisions of this policy.

Meetings

The principal or designee shall designate noninstructional time for meetings of nonsponsored, noncurriculum-related student groups and shall assign each approved group an appropriate location and time.

STUDENT EXPRESSION
USE OF SCHOOL FACILITIES FOR NONSCHOOL PURPOSES

FNAB
(LOCAL)

Employee Monitor

Monitors shall be present at meetings and activities in a nonparticipatory capacity to maintain order and protect school property. Monitors shall be assigned in accordance with administrative regulations. The assignment of an employee to a meeting or activity shall not constitute sponsorship of the meeting, activity, or group.

Comments: The new text is recommended to clarify that assigned monitors are not considered sponsors of that noncurriculum student group. This would be consistent with the Equal Access Act described in more detail in FNAB(LEGAL).

No employee shall be required to monitor meetings at which the content of the speech would be objectionable to the employee.

Announcements and Publicity

All nonsponsored, noncurriculum-related student groups shall be given access on the same basis for making announcements and publicizing their meetings and activities, in accordance with guidelines developed by the campus principal.

[For distribution of nonschool materials, see FNAA]

Violations

Failure of a student group to comply with applicable rules may result in loss of the right to meet on school premises.

In addition, students who violate applicable rules are subject to disciplinary action in accordance with the Student Code of Conduct.

Appeals

Decisions made by the administration in accordance with this policy may be appealed in accordance with FNG(LOCAL).

PROPOSED REVISIONS

Note: For searches of personal telecommunications devices or other personal electronic devices, see FNF.

Personal Use

Telecommunications
Devices

An authorized District employee may confiscate a personal telecommunications device, including a mobile telephone, used in violation of applicable campus rules.

A confiscated personal telecommunications device shall be returned in accordance with administrative regulations ~~to the student or parent at the end of the school day~~. Disciplinary consequences may be imposed for multiple violations of the campus rules regarding personal telecommunications devices.

If a personal telecommunications device is not retrieved, the District shall dispose of the device after providing notice required by law.

Other Electronic
Devices

Guidelines regarding other electronic devices shall be addressed in the student handbook.

Instructional Use

A student shall obtain prior approval before using personal telecommunications or other personal electronic devices for on-campus instructional purposes. The student shall also acknowledge receipt and understanding of applicable regulations and shall sign the appropriate user agreements. [See CQ]

DELETE EXHIBIT

EXHIBIT A

Note: Informal resolution is encouraged but does not extend any deadlines in FNG(LOCAL), except by mutual written consent.

STUDENT/PARENT COMPLAINT FORM—LEVEL ONE

To file a formal complaint, please fill out this form completely and submit it by hand delivery, electronic communication, or U.S. Mail to the appropriate administrator within the time established in FNG(LOCAL). All complaints will be heard in accordance with FNG(LEGAL) and (LOCAL) or any exceptions outlined therein.

1. Name: _____

2. Address: _____

Telephone number: _____

E-mail address: _____

3. Campus: _____

4. If you will be represented in presenting your complaint, please identify the person representing you.

Name: _____

Address: _____

Telephone number: _____

E-mail address: _____

5. Please describe the decision or circumstance causing your complaint (give specific, factual details).

6. What was the date of the decision or circumstance causing your complaint?

STUDENT RIGHTS AND RESPONSIBILITIES
STUDENT AND PARENT COMPLAINTS/GRIEVANCES

FNG
(EXHIBIT)

7. Please explain how you have been harmed by this decision or circumstance.

8. Please describe any efforts you have made to resolve your concerns and the responses to your efforts. Please include dates of communication and whom you communicated with regarding your concerns.

9. Please describe the outcome or remedy you seek for this complaint.

Student's or parent's signature: _____

Signature of student's or parent's representative: _____

Date of filing: _____

Complainant, please note:

A complaint form that is incomplete in any material way may be dismissed, but may be refiled with all the required information if the refiling is within the designated time for filing a complaint.

Attach to this form any documents you believe will support the complaint; if unavailable when you submit this form, they may be presented no later than the Level One conference. Please keep a copy of the completed form and any supporting documentation for your records.

PROPOSED REVISIONS

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:0)

1. Complaints alleging discrimination or harassment based on race, color, religion, sex, gender, national origin, age, or disability shall be submitted in accordance with FFH.
2. Complaints concerning dating violence shall be submitted in accordance with FFH.
3. Complaints concerning retaliation related to discrimination and harassment shall be submitted in accordance with FFH.
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 concerning identification, evaluation, or educational placement of a student with a disability within the scope of Section 504 shall be submitted in accordance with FB and the procedural safeguards handbook.
9. Complaints concerning identification, evaluation, educational placement, or discipline of a student with a disability within the scope of the Individuals with Disabilities Education Act 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 EF.

STUDENT RIGHTS AND RESPONSIBILITIES
STUDENT AND PARENT COMPLAINTS/GRIEVANCES

FNG
(LOCAL)

11. Complaints concerning a commissioned peace officer who is an employee of the District shall be submitted in accordance with CKE.
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.

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 business calendar days of filing the initial complaint, unless the complaint is resolved before the Board considers it. [See GKA(LEGAL)]

Comment: *The law requires this type of complaint to be completed within 90 calendar days.*

Notice to Students and Parents

The District shall inform students and parents of this policy through appropriate District publications.

Guiding Principles

Informal Process

The Board encourages students and parents to discuss their concerns with the appropriate teacher, principal, or other campus 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.

Formal Process

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

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

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

Freedom from Retaliation

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

STUDENT RIGHTS AND RESPONSIBILITIES
STUDENT AND PARENT COMPLAINTS/GRIEVANCES

FNG
(LOCAL)

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 days after the deadline.

Scheduling
Conferences

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

Response

At Levels One and Two, "response" shall mean a written communication to the student or parent from the appropriate administrator. Responses may be hand-delivered, sent by electronic communication to the student's or parent's email address of record, or sent by U.S. Mail to the student's or parent's mailing address of record. Mailed responses shall be timely if they are postmarked by U.S. Mail on or before the deadline.

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 the student or parent to represent the student or parent in the complaint process. A student may be represented by an adult at any level of the complaint.

The student or parent may designate a representative through written notice to the District at any level of this process. If the student or parent designates a representative with fewer than three days' notice to the District before a scheduled conference or hearing, the District may reschedule the conference or hearing to a later date, if desired, in order to include the District's counsel. The District may be represented by counsel at any level of the process.

Consolidating
Complaints

Complaints arising out of an event or a series of related events shall be addressed in one complaint. A student or parent shall not file separate or serial complaints arising from any event or series of events that have been or could have been addressed in a previous complaint.

STUDENT RIGHTS AND RESPONSIBILITIES
STUDENT AND PARENT COMPLAINTS/GRIEVANCES

FNG
(LOCAL)

Untimely Filings All time limits shall be strictly followed unless modified by mutual written consent.

If a complaint form or appeal notice is not timely filed, the complaint may be dismissed, on written notice to the 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.

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 the complaint form. If the student or parent does not have copies of these documents, copies may be presented at the Level One conference. After the Level One conference, no new documents may be submitted by the student or parent unless the student or parent did not know the documents existed before the Level One conference.

A complaint or appeal form that is incomplete in any material aspect may be dismissed but may be refiled with all the required information if the refile is within the designated time for filing.

Level One

Complaint forms must be filed:0.

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

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

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

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

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

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

Level Two

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

The appeal notice must be filed in writing, on a form provided by the District, within ten days of the date of the written Level One response or, if no response was received, within ten days of the Level One response deadline.

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

The Level One record shall include:

1. The original complaint form and any attachments.
2. All other documents submitted by the student or parent at Level One.
3. The written response issued at Level One and any attachments.
4. All other documents relied upon by the Level One administrator in reaching the Level One decision.

The Superintendent or designee shall schedule a conference within ten days after the appeal notice is filed. The conference shall be limited to the issues and documents considered at Level One. 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 may set reasonable time limits for the conference.

The Superintendent or designee shall provide the student or parent a written response within ten days following the conference. The

written response shall set forth the basis of the decision. In reaching a decision, the Superintendent or designee may consider the Level One record, information provided at the Level Two conference, and any other relevant documents or information the Superintendent or designee believes will help resolve the complaint.

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

Level Three

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

The appeal notice must be filed in writing, on a form provided by the District, within ten days of the date of the written Level Two response or, if no response was received, within ten days of the Level Two response deadline.

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

The Superintendent or designee shall provide the Board the record of the Level Two appeal. The student or parent 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. The written response issued at Level Two and any attachments.
4. 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 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 in open or closed meeting in accordance with the Texas Open Meetings Act and other applicable law. [See BE]

The presiding officer may set reasonable time limits and guidelines for the presentation, including an opportunity for the student or par-

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ent 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.

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

The Board 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 make a decision regarding the complaint by the end of the next regularly scheduled meeting, the lack of a response by the Board upholds the administrative decision at Level Two.

Frequent Appeals

If a student, a parent, or a student's representative has presented five Level Three appeals to the Board within a calendar year, the Board shall consider any subsequent Level Three appeal from the complainant during that calendar year only upon written submission, with no Level Three presentation made to the Board by the complainant or the administration. In such an event, the Board shall consider the written record and give notice of its decision in writing.

Upon a motion by any Board member, however, the presiding officer shall call for a vote to suspend this rule and allow an oral presentation of the Level Three appeal.

DELETE POLICY

The Board, administration, and staff of the District shall actively pursue a communications program highlighting for the school community—and for the community at large—educational experiences in District schools and promoting effective community partnerships.

District officials shall ensure complete and accurate coverage of all Board meetings and shall provide access to meeting minutes.

Centralized Communication Functions

The District's communications program shall include:

1. A centralized public information/communications office to coordinate the District's communication efforts.
2. An effective communication system between the District and its various publics ensuring:
 - a. Dissemination of accurate, timely information about District policies, programs, procedures, achievements, decisions, and critical issues;
 - b. Clear interpretations of decisions and action;
 - c. Appropriate responses to rumors and misinformation;
 - d. An open climate encouraging employees and the community to present ideas, suggestions, and reactions regarding the District's programs and practices; and
 - e. An effective working relationship with the news media.
3. An organizational environment in which District staff members are aware that they share responsibility for communicating school policies, programs, and activities to parents and the community.

Comments: *It is not necessary to address the specifics of the district's communication program in board policy. There is a district goal (#7) regarding effective communication. That is the board's expectation and it is the superintendent's responsibility to develop the appropriate procedures or program to meet that goal.*

PROPOSED REVISIONS

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:0)

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

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 ~~business~~-calendar days of filing the initial complaint, unless the complaint is resolved before the Board considers it. [See GKA(LEGAL)]

Comment: The law requires this type of complaint to be completed within 90 calendar days.

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.

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.

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 days after the deadline.

Scheduling Conferences

The District shall make reasonable attempts to schedule conferences at a mutually agreeable time. If the individual fails to appear at a scheduled conference, the District may consider the complaint and issue a decision in the individual's absence.

Response

At Levels One and Two, "response" shall mean a written communication to the individual from the appropriate administrator. Responses may be hand-delivered, sent by electronic communication to the individual's email address of record, or sent by U.S. Mail to the individual's mailing address of record. Mailed responses shall be timely if they are postmarked by U.S. Mail on or before the deadline.

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 to represent the individual in the complaint process.

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

Consolidating Complaints

Complaints arising out of an event or a series of related events shall be addressed in one complaint. An individual shall not file separate or serial complaints arising from any event or series of events that have been or could have been addressed in a previous complaint.

Untimely Filings

All time limits shall be strictly followed unless modified by mutual written consent.

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

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 the complaint form. If the individual does not have copies of these documents, they may be presented at the Level One conference. After the Level One conference, no new documents may be submitted by the individual unless the individual did not know the documents existed before the Level One conference.

A complaint or appeal form that is incomplete in any material aspect may be dismissed but may be refiled with all the required information if the refiling is within the designated time for filing.

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 Level One.

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

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

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

Level Two

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

The appeal notice must be filed in writing, on a form provided by the District, within ten days of the date of the written Level One response or, if no response was received, within ten days of the Level One response deadline.

After receiving notice of the appeal, the Level One administrator shall prepare and forward a record of the Level One complaint to the Level Two administrator. The individual may request a copy of the Level One record.

The Level One record shall include:

1. The original complaint form and any attachments.
2. All other documents submitted by the individual at Level One.
3. The written response issued at Level One and any attachments.
4. All other documents relied upon by the Level One administrator in reaching the Level One decision.

The Superintendent or designee shall schedule a conference within ten days after the appeal notice is filed. The conference shall be limited to the issues and documents considered at Level One. 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 may set reasonable time limits for the conference.

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

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

Level Three

If the individual did not receive the relief requested at Level Two or if the time for a response 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 days of the date of the written Level Two response or, if no response was received, within ten days of the Level Two response deadline.

The Superintendent or designee shall inform the individual of the date, time, and place of the Board meeting at which the complaint will be on the agenda for presentation to the Board.

The Superintendent or designee shall provide the Board the record of the Level Two appeal. The individual 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. The written response issued at Level Two and any attachments.
4. 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 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 in open or closed meeting in accordance with the Texas Open Meetings Act and other applicable law. [See BE]

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

In addition to any other record of the Board meeting required by law, the Board shall prepare a separate record of the Level Three

presentation. The Level Three presentation, including the presentation by the individual or his or her representative, any presentation from the administration, and questions from the Board with responses, shall be recorded by audio recording, video/audio recording, or court reporter.

The Board 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 make a decision regarding the complaint by the end of the next regularly scheduled meeting, the lack of a response by the Board upholds the administrative decision at Level Two.

Frequent Appeals

If a member of the public has presented five Level Three appeals to the Board within a calendar year, the Board shall consider any subsequent Level Three appeal from the complainant during that calendar year only upon written submission, with no Level Three presentation made to the Board by the complainant or the administration. In such an event, the Board shall consider the written record and give notice of its decision in writing.

Upon a motion by any Board member, however, the presiding officer shall call for a vote to suspend this rule and allow an oral presentation of the Level Three appeal.

PROPOSED REVISIONS

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 and e-cigarettes 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: 0)

1. A Texas handgun license holder 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 ~~secured and~~ 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]

Comment: The revision is recommended to align with the text at DH(LOCAL) and current law.

COMMUNITY RELATIONS
CONDUCT ON SCHOOL PREMISES

GKA
(LOCAL)

Video or Audio
Recording

The District prohibits video or audio recording of a District employee or volunteer without the knowledge and consent of the employee or volunteer. The District prohibits video or audio recording of a student except by the student's parent or in accordance with Education Code 26.009.

PROPOSED REVISIONS

Comments: This policy has been organized to move the political advertising provisions earlier in the policy since it deals with the placement of signs and campaign literature and not district-sponsored advertising.

Promotional Activities

~~School~~-District facilities shall not be used to advertise, promote, sell tickets, or collect funds for any nonschool-related purpose without prior approval of the Superintendent or the office of school and community relations.

[For information relating to nonschool use of facilities, see GKD.]

Political Advertising

Political advertising signs and campaign literature for candidates for District Board members shall not be permitted on District property during working hours prior to the day of the election. Candidates and their campaign organizations shall not use the District's electronic mail system to send campaign literature to employees. After business hours (4:30 p.m.) on the day preceding an election, signs and campaign literature may be placed on District property, in accordance with state law. Such signs and campaign literature shall not be attached to structures, fences, or trees, however, and shall be in accordance with provisions of the Texas Election Code. [See BE and GKDA] All signs should be limited to small yard signs and must be removed from District property the day following the election.

Political advertising signs and campaign literature for other elections shall also be subject to these guidelines with the exception of materials used for classroom instruction.

Advertising

For purposes of this policy, "advertising" shall mean a communication designed to attract attention or patronage by the public or school community and communicated through means under the control of the District in exchange for consideration to the District. "Advertising" does not include public recognition of donors or sponsors who have made contributions, financial or otherwise, to the District or school support organizations.

Advertising shall be accepted solely for the purpose of covering the cost of providing materials, equipment, and services, including support services that are consistent with the mission of the District in meeting its needs or to otherwise raise additional funds for use by the District and not for the purpose of establishing a forum for communication. The District shall retain final editorial authority to accept or reject submitted advertisements in a manner consistent with the First Amendment. The District shall retain the authority to determine the size and location of any advertising. The District shall also reserve the right to reject advertising that is inconsistent

with federal or state law, Board policy, District or campus regulations, or curriculum, as well as any content the District determines has a reasonable likelihood of exposing the District to controversy, litigation, or disruption.

Acceptance of advertising shall not constitute District approval or endorsement of any product, service, organization, or issue referenced in the advertising, nor shall acceptance of advertising from a vendor determine whether the District will purchase goods or services from the vendor through the District's formal procurement process.

[For information relating to school-sponsored publications, see FMA.]

Commercial
Advertising

By allowing advertising, the District does not intend to open a forum for indiscriminate use or expressive activity by the general public, but instead shall create a limited opportunity for true commercial advertisement by community entities, as well as an opportunity to raise funds for use by the District. By accepting any advertisement, the District does not intend to, and specifically disavows intent to endorse the entity submitting the advertisement, the entity's products, or any viewpoints associated with that entity. To avoid any appearance of endorsement, any advertisements on District property shall be for a limited period of time not to exceed three years under most circumstances. The Superintendent or the office of school and community relations may waive this [three-year length requirement maximum](#) under unique circumstances.

The Superintendent or the office of school and community relations may, on behalf of the District, sell advertising to commercial businesses to appear on or in school property, athletic event programs, athletic field fences, scoreboards, the District's website, and other media approved by the Superintendent or the office of school and community relations. The District shall retain the authority to determine the appropriate size and location of any signage or advertising. Advertising shall be permitted only in locations accessible to the general public, unless otherwise approved by the Superintendent or the office of school and community relations.

The District shall retain the authority to discontinue advertising in any specific forum at any time.

~~Political Advertising~~

~~Political advertising signs and campaign literature for candidates for District Board members shall not be permitted on District property during working hours prior to the day of the election. Candidates and their campaign organizations shall not use the District's electronic mail system to send campaign literature to employees. After business hours (4:30 p.m.) on the day preceding an election,~~

~~signs and campaign literature may be placed on District property, in accordance with state law. Such signs and campaign literature shall not be attached to structures, fences, or trees, however, and shall be in accordance with provisions of the Texas Election Code. [See BE and GKDA] All signs should be limited to small yard signs and must be removed from District property the day following the election.~~

~~Political advertising signs and campaign literature for other elections shall also be subject to these guidelines with the exception of materials used for classroom instruction.~~

Standards for
Approval

The District has established standards of approval for advertisements that are narrowly tailored to meet the District's legitimate concerns including, but not limited to, safety, providing instruction, providing education, maintaining discipline, and achieving curricular objectives and state-mandated learning requirements.

The District shall have the right to disapprove any advertisements if the District determines in good faith that the proposed advertisement: 0)

1. Is of substandard technical quality;
2. Does not conform to ~~any~~ the specifications set forth by the District;
3. Does not comply with applicable state or federal law, government standards or regulations, or with the District's rules, regulations, or policies; or
4. ~~Is in bad taste or otherwise reasonably objectionable.0.~~

Comment: This is a subjective standard, and the application could vary based on the individual evaluating. If the district has established criteria to evaluate advertising that is in bad taste or objectionable, it is recommended that those specifics be included in the policy to ensure consistent application.

Without limiting the generality of the foregoing, the following types of statements and practices shall not be used in any advertisements displayed on District property or in any District publications:0.

1. False or unwarranted claims;
2. Infringements of any other persons' rights through plagiarism, unfair imitation of another person's program, idea, copy, or any other unfair competition;
3. Disparagement of a competitor or of a competitor's products or services;

4. Advertisements of lotteries, “drawing contests,” or any other contests that do not conform to applicable legal requirements or in which the public is unfairly treated;
5. Matter that is slanderous, obscene, sexual, profane, vulgar, repulsive, or offensive, either in theme or in treatment;
6. Advertisements of alcohol, tobacco products, or any product deemed illegal;
7. Ambiguous statements that may be misleading to the audience;
- ~~8. Advertisements of price, unless first approved in writing by the District;~~
- 9.8. Advertisements promoting an organization, entity, or individual that provides services in competition with the District;
- ~~10.9.~~ Testimonials that cannot be authenticated;
- 11.10. Advertisements that describe external body enhancements or pharmaceutical products that would not be deemed appropriate for youth;
- 12.11. Advertisements that endorses actions endangering the health or safety of students;
- ~~13.12.~~ Announcements of programs that are prejudicial to the public interest, to the interest of the District, or to legitimate advertising or reputable business in general;
- 14.13. Defamatory statements about the District or any other public or political figure or entity;
- ~~15. Promotions containing alcohol or tobacco products;~~
- ~~16.14.~~ Advertisements that are not consistent with the mission of the school health advisory council;
- 17.15. Subjects that would be disruptive to or inconsistent with the educational purpose of the District;
- 18.16. Political advertisements; or
- 19.17. Advertisements that would prevent the District from maintaining a position of neutrality on political and religious issues or would create an appearance of favoritism on said issues.

Comment: The item 15 recommended for deletion is addressed at item 6, above.

~~As noted above, the District provides advertisement opportunities to commercial entities for the sole purpose of raising funds for the District, and not to open a forum for indiscriminate use or expressive activity by the general public. Accordingly, t~~he District shall also retain the right to reject proposed advertisements if, in good faith, the District deems it necessary to avoid disruption, controversy, and expensive litigation that might arise from community members seeking to remove the advertisement.

~~Participation in the District's commercial advertising program in no way guarantees or influences the client's selection as a District vendor through the District's formal procurement process for products and services.~~

Agreement

Prior to the placement of any advertisement in or on school property, an agreement shall be executed that states precisely where the advertising may be placed and the period of time it may be displayed. The Superintendent or the office of school and community relations shall approve the final written form of the advertisement including the content, format, placement, and size of the advertisement. No advertising shall be allowed outside the designated areas specified in the agreement. The decision of the Superintendent or the office of school and community relation's decision may be appealed to the Board. [See GF(LOCAL)]

The District shall establish the advertising rate, which shall be agreed to in writing prior to placement of the advertisement.

Endorsements

The District and its schools shall be used to endorse or promote the merit of brand name or trademarked products only with the approval of the Superintendent or the office of school and community relations.

Sponsorships and Donations

If the District or any campus accepts financial or in-kind donations to support District-sponsored activities, the District reserves the right to acknowledge donors through whatever means the District deems appropriate. The District retains full editorial control over its acknowledgment or display of donations, even if donors are permitted to suggest text for the acknowledgment.

PROPOSED REVISIONS

Distribution of Nonschool Literature Permitted

Written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials not sponsored by the District or by a District-affiliated school-support organization shall not be sold, circulated, distributed, or posted on any District premises by any District employee or by persons or groups not associated with the District, except in accordance with this policy.

~~Except as provided at GKB(LOCAL), only organizations that are nonprofit entities shall be allowed to distribute nonschool literature in accordance with this policy.~~

Comments: Policy GKB(LOCAL) addresses district-sponsored advertising.

The District shall not be responsible for, nor shall the District endorse, the contents of any nonschool literature distributed on any District premises.0)

[See CPAB regarding use of the District's internal mail system and FNAA regarding distribution of nonschool literature by students]

Limitations on Content

Nonschool literature shall not be distributed on District property if:

1. The materials are obscene, vulgar, or otherwise inappropriate for the age and maturity of the audience.
2. The materials endorse actions endangering the health or safety of students.
3. The materials promote illegal use of drugs, alcohol, or other controlled substances.
4. The distribution of such materials would violate the intellectual property rights, privacy rights, or other rights of another person.
5. The materials contain defamatory statements about the District, or any other political entity, or about any public or political figure or others.
6. The materials advocate imminent lawless or disruptive action and are likely to incite or produce such action.
7. The materials are hate literature or similar publications that scurrilously attack ethnic, religious, or racial groups or contain content aimed at creating hostility and violence, and the materials would materially and substantially interfere with school activities or the rights of others.

NONSCHOOL USE OF SCHOOL FACILITIES
DISTRIBUTION OF NONSCHOOL LITERATURE

GKDA
(LOCAL)

8. There is reasonable cause to believe that distribution of the nonschool literature would result in material and substantial interference with school activities or the rights of others.
9. The materials contain political advertisements, except as provided at GKB(LOCAL).
10. The materials contain advertisements that would prevent the District from maintaining a position of neutrality on political or religious issues or would create an appearance of favoritism on political or religious issues.

Prior Review

All nonschool literature intended for distribution on school campuses or other District premises under this policy shall be submitted to the school/community relations office for prior review in accordance with the following:0.

1. Materials shall include the name of the person or organization sponsoring the distribution.
2. Using the standards found in this policy at Limitations on Content, the school/community relations office shall approve or reject submitted materials within ~~five~~ two school days of the time the materials were received.
3. Materials shall include the following disclaimer: "Approval of distribution of these materials shall in no way be a promotion of such services, activities, and/or products by the District."

Exceptions to Prior Review

Prior review shall not be required for distribution of nonschool literature in the following circumstances:0.

1. Distribution of materials by an attendee to other attendees at a school-sponsored meeting intended for adults and held after school hours;
2. Distribution of materials by an attendee to other attendees at ~~a community group meeting held in accordance with GKD(LOCAL)~~ or a noncurriculum-related student group meeting held in accordance with FNAB(LOCAL); or
3. Distribution for electioneering purposes during the time a school facility is being used as a polling place in accordance with state law [see BBBA].

[\[See GKD\(LOCAL\) for limitations imposed on distribution of materials when facilities are being used by a nonschool group or organization.\]](#)

Comments: The revisions above resulted from the GKD(LOCAL) adopted in April 2022.

NONSCHOOL USE OF SCHOOL FACILITIES
DISTRIBUTION OF NONSCHOOL LITERATURE

GKDA
(LOCAL)

All nonschool literature distributed under these exceptions shall be removed from District property immediately following the event at which the materials were distributed.

Even when prior review is not required, all other provisions of this policy shall apply.

**Time, Place,
And Manner
Restrictions**

Each campus principal shall designate times, locations, and means by which nonschool literature that is appropriate for distribution, as provided in this policy, may be made available or distributed to students or others at the principal's campus.

The Superintendent ~~or designee~~ shall designate times, locations, and means for distribution of nonschool literature at District facilities other than school campuses, in accordance with this policy.

Violations of Policy

Failure to comply with this policy regarding distribution of nonschool literature shall result in appropriate administrative action, including but not limited to confiscation of nonconforming materials and/or suspension of use of District facilities. Appropriate law enforcement officials may be called if a person refuses to comply with this policy or fails to leave the premises when asked. [See GKA]

Appeals

Decisions made by the administration in accordance with this policy may be appealed in accordance with the appropriate District complaint policy. [See DGBA, FNG, or GF]

DELETE POLICY

Student Teachers

All student teachers must be interviewed personally by the principal. Placement of all student teachers shall be approved by the Superintendent or designee and the principal of the school to which the student teacher is to be assigned.

Student teachers who fail to abide by District policies, rules, and administrative regulations may be dismissed by the Superintendent at any time during the course of the teacher education program.

The person in charge of the teacher education program shall coordinate this program with institutions of higher learning and shall be responsible, in a joint effort with such institutions, for professional development programs for the student teachers. All contracts for such programs must be signed by the Superintendent.

Leander ISD Board Meeting Agenda Item Information

Meeting Date: Thursday, April 13, 2023

Agenda Item:	Discussion of District Administrative Committees
Purpose (this meeting):	<input checked="" type="checkbox"/> Discussion Item/Report Only <input type="checkbox"/> Action Requested
Administrator Responsible:	Laurelyn Arterbury, Ed.D.
Attachments:	2022-2023 Board Member Representation on District Administrative Committees Atch

Background Information:

During fall 2022, administration streamlined our processes for requesting nominations from Board Members for community members to serve on Citizen Advisory Committees. We identified a window of time when Board Members would nominate citizens to serve on these District committees; created a template for charters for our Citizen Advisory Committees to more easily identify the mission, structure, membership, duties, and responsibilities of these committees; and added a link on the District webpage where this information is publicly accessible.

www.leanderisd.org/committees

Leander ISD Board Operating Procedures state:

XX. District Citizen Advisory Committees

A. Board Member appointments to certain District administrative committees, created by board policy or established through administration, may be conducted annually or as specified by administration. Beginning with appointments for the 2022-2023 school year, the Board shall instruct the District to include on the committee webpage each Board appointee's name and the name of the Board Member who nominated them, as well as details regarding the time frame during which appointments shall be made. Beginning with appointments for the 2022-2023 school year, community members must be residents of Leander ISD. The Board reserves the right to replace committee members who miss more than two consecutive meetings.

In July 2023, administration will once again reach out to individual Board members to request your nominations for community members to serve on the following Citizen Advisory Committees during the 2023-2024 school year. Terms of service for these committees are stated on their respective charters.

- Citizens' Facility Advisory Committee (CFAC)
- Community-Based Accountability System (CBAS)
- Community Curriculum Advisory Council (CCAC)
- District-Wide Educational Improvement Council (DWEIC)
- School Health Advisory Council (SHAC)

*The Bond Oversight Committee (BOC) term of service runs from January - December and terms end on December 31st.

Administrative Recommendation:

N/A

Sample Motion:

N/A

**Board Member Representation on Board and District Administrative Committees
2022-23**

- **Audit Committee**
 - Chair: Sade Fashokun
 - Representatives: Trish Bode and Anna Smith
- **Board Operating Procedures Review Committee**
 - Chair: Anna Smith
 - Representative: Trish Bode
- **Legislative Priorities Committee**
 - Chair: Trish Bode
 - Representatives: Gloria Gonzales-Dholakia, Anna Smith
- **Policy Review Committee**
 - Chair: Gloria Gonzales-Dholakia
 - Board Representatives: Sade Fashokun, Francesca Romans
- **Community-Based Accountability System Committee:**
 - Administrators Responsible: Sarah Martinez and Brenda Cruz
 - Board Representatives: Anna Smith, Christine Mauer, and Paul Gauthier
- **Community Curriculum Advisory Committee (CCAC)**
 - Administrator Responsible: TBD
 - Board Representatives: Gloria Gonzales-Dholakia and Francesca Romans
- **Diversity, Equity and Inclusion Advisory Committee:**
 - Administrator Responsible: DeWayne Street
 - Board Representatives: Gloria Gonzales-Dholakia, Christine Mauer, and Sade Fashokun
- **School Health Advisory Committee (SHAC)**
 - Administrator Responsible: Matt Bentz
 - Board Representatives: Paul Gauthier
- **School Safety and Security Committee**
 - Administrator Responsible: John Graham
 - Board Representatives: Trish Bode and Sade Fashokun
- **Long Range Planning Committee**
 - Administrator: Laurelyn Arterbury
 - Board Representatives: Trish Bode, Anna Smith, and Christine Mauer

Non-LISD committees/boards on which LISD Board members represent the District:

- The City of Austin Regional Affordability Committee: Sade Fashokun
- The City of Cedar Park Key 6: LISD Board President
- The City of Leander Key 6: LISD Board President
- LEEF Board Ex-Officio Director: Anna Smith

Leander ISD Board Meeting Agenda Item Information

Meeting Date: Thursday, April 13, 2023

Agenda Item: Discussion of Bond Oversight Committee Process and Membership
Purpose (this meeting): Discussion Item/Report Only Action Requested
Administrator Responsible: Jimmy Disler and Jon Lux, Bond Oversight Committee Chairperson
Attachments: Discussion of Bond Oversight Committee Process and Membership Pres
Bond Project Status Report

Background Information:

The purpose of the Bond Oversight Committee (BOC) shall be to review the status of capital projects, bond expenditures, project schedules and the timelines of bond projects. Jon Lux, Chairperson of the Bond Oversight Committee will discuss the BOC processes, and charter, and explain how this group approves all bond expenditures.

Administrative Recommendation:

N/A

Sample Motion:

N/A



Discussion of Bond Oversight Committee Process and Membership

April 13, 2023

Bond Oversight Committee Charter

Charter Website Link:

https://drive.google.com/file/d/1ZXo-A2Gcy4ckO6yKxX6EYfV_o_RwCJzGc/view?usp=share_link



Bond Oversight Committee Committee Charter

January 28, 2021

Mission

The purpose of the Bond Oversight Committee (BOC) shall be to review the status of capital projects, bond expenditures, project schedules and the timelines of bond projects.

The committee shall also evaluate any proposed changes to the scheduled project scope of work to the voter-approved bond program and communicate with the Board of Trustees as necessary.

Organization

The BOC shall be composed of twenty-four (24) members and a committee chairperson. The committee chairperson shall be elected by a majority vote of the entire committee.

The Committee Chair and other Committee members shall serve staggered two-year terms ending December 31st of each year.

Members of this committee should have expertise in the areas of finance, architecture, construction project management, or be active members of the PTA, PTO, booster clubs, foundations, LISD Districtwide Educational Improvement Council (DWEIC) or a site-based committee. The committee shall function as an administrative committee.

Citizen members of the committee shall not be employed or currently under contract with the district. In the event that an individual does become employed or under contract with the district during the term of their office, they shall automatically be removed from the committee. If a member has a conflict with a particular topic addressed by the committee, they can recuse themselves from that discussion rather than resign. The BOC shall meet at a minimum on a quarterly basis to review the progress of capital projects.

Replacing Members

Each Leander ISD Board of Trustee shall select two members to serve on the BOC. The Administration shall select the remaining 11 members to provide a geographical representation across Leander ISD. Each member shall be a resident of Leander ISD or an elected official representing Leander ISD.

If a Trustee's selection cannot serve any longer, then that Trustee will have the opportunity to name a replacement. The Trustee selecting a replacement will work with the Administration to determine what feeder pattern is needing representation prior to selecting a replacement member.



If a Trustee's selections are up for replacement, then that Trustee will name the replacements. The Trustee selecting the replacements will work with the Administration to determine what feeder pattern is needing representation prior to selecting the replacement members.

If a new Trustee is elected and the outgoing Trustee's selections are not up for replacement, then the new Trustee shall name selections for two of the Administration's members up for replacement. When the outgoing Trustee's selections are up for replacement, then the Administration shall select replacements for those two members.

Duties & Responsibilities

The duties and responsibilities of the BOC shall include the following, in addition to other duties and responsibilities as may be delegated to the Committee from time to time by the Superintendent of Schools.

1. Review the financial status of voter-approved bond programs through periodic financial reports.
2. Review the progress of voter-approved capital projects.
3. Review the expenditure of bond proceeds to determine the proceeds are being expended for the approved purpose.
4. Review and consider the use of unspent bond funds. If the BOC recommends the use of unspent bond funds, then the Chairperson shall make the recommendation to the Board of Trustees for consideration. The Leander ISD Administration will add the agenda item to an upcoming board meeting for the board to consider their recommendation. The Board of Trustees will have the final decision.
5. Review the Bond Oversight Committee Charter annually.
6. Meeting Agendas shall be posted formally and minutes from each meeting maintained. The agendas and minutes shall be posted to the Districts website under the Bond Information Page.
7. Report to the Board of Trustees annually.

Attendance

Regular attendance at the committee meetings is expected for all committee members. If two (2) meetings are missed in any twelve (12) month period, a replacement member may be assigned to that committee position.

Mission of Bond Oversight Committee (BOC)

The purpose of the Bond Oversight Committee (BOC) is to review the status of capital projects, bond expenditures, project schedules and the timelines of bond projects. The committee also evaluates any proposed changes to the scheduled project scope of work to the voter-approved bond program and communicates with the Board of Trustees as necessary.

Bond Oversight Committee website link:

<https://www.leanderisd.org/bondoversightcommittee/>

Organization of Bond Oversight Committee

Each Leander ISD Board of Trustee shall select a maximum of two members at any one time to serve on the Bond Oversight Committee (BOC). The Administration shall select the remaining 11 members to provide a geographical representation across Leander ISD.

Each committee member:

- shall be a resident of Leander ISD or an elected official representing Leander ISD.
- shall serve staggered two-year terms ending December 31st of each year.
- shall not be employed or currently under contract with the district. In the event that an individual does become employed or under contract with the district during the term of their office, they shall automatically be removed from the committee.

Bond Oversight Committee Duties and Responsibilities

The duties and responsibilities of the BOC shall include the following, in addition to other duties and responsibilities as may be delegated to the Committee from time to time by the Superintendent of Schools.

1. Review the financial status of voter-approved bond programs through periodic financial reports.
2. Review the progress of voter-approved capital projects.
3. Review the expenditure of bond proceeds to determine if the proceeds are being expended for the approved purpose.
4. Review and consider the use of unspent bond funds. If the BOC recommends the use of unspent bond funds, then the Chairperson shall make the recommendation to the Board of Trustees for consideration. The Leander ISD Administration will add the agenda item to an upcoming board meeting for the board to consider their recommendation. The Board of Trustees will have the final decision.
5. Review the Bond Oversight Committee Charter annually.
6. Meeting Agendas shall be posted formally and minutes from each meeting maintained. The agendas and minutes shall be posted to the District's website under the Bond Information Page.
7. Report to the Board of Trustees annually.

BOND PROJECT STATUS REPORT

AS OF FEBRUARY 28, 2023



CAMPUS	PROJECT DESCRIPTION	PROJECT SOURCES :				PROJECT EXPENDITURES :							TOTAL EXPENDITURES TO DATE	PROJECT ENCUMBRANCE	REMAINING BUDGET	
		2007 BOND AUTHORIZATION BUDGET	2017 BOND AUTHORIZATION BUDGET	BUDGET TRANSFERS	OTHER REVENUE SOURCES	TOTAL PROJECT BUDGET	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023				
HS CAMPUS IMPROVEMENTS																
Leander HS	CTE Classrooms and Black Box Renovations, Additions and Renovations to Existing Ag Barn, Softball Complex Improvements	\$ -	\$ 4,947,836	\$ (91,372)	\$ -	\$ 4,856,464	\$ 1,590	\$ 3,756,402	\$ 972,608	\$ 37,647	\$ 73,719	\$ -	\$ 4,841,965	\$ 13,259	\$ 1,240	
Cedar Park HS	Additions and Renovation, Softball Complex Improvements	-	11,150,507	(188,335)	-	10,962,172	505,712	6,109,691	3,141,020	383,351	725,406	2,299	10,887,479	74,693	0	
Cedar Park HS	Board Approved: Major Maintenance: CPHS Renovations	-	-	-	9,855,820	9,855,820	-	7,279,652	2,576,168	-	-	-	9,855,820	-	-	
Cedar Park HS	Flex Lab	3,100,000	-	(3,100,000)	-	-	-	-	-	-	-	-	-	-	-	
Vista Ridge HS	JROTC Building Additions and Renovations, Incubator Renovations	-	2,665,503	-	-	2,665,503	1,677,360	436,247	5,692	255,004	10,879	2,375,783	18,145	276,575		
Vandegrift HS	Ag Facility	-	3,768,190	(344,334)	-	3,423,856	-	294,468	1,735,381	1,387,472	-	3,412,321	6,505	0		
Vandegrift HS	Classroom Additions, Incubator Renovation	-	31,245,385	(10,719,785)	-	20,525,600	-	4,618,833	11,021,375	4,564,706	123,386	20,228,300	197,300	(0)		
Vandegrift HS	Secondary Access Road	-	3,000,000	-	-	3,000,000	28,883	39,722	45,474	6,252	128,650	48,717	295,897	229,103	2,475,000	
Glenn HS	Remaining Construction Contract (Under 2007 Auth)	408,677	-	(381,253)	-	27,424	-	-	-	27,424	-	27,424	-	-		
Glenn HS	Remaining GHS Template (Under 2007 Auth)	763,642	-	-	-	763,642	-	-	-	621	48,141	-	48,762	2,224	712,656	
Glenn HS	Ag Facility	-	3,163,960	(492,005)	-	2,671,955	148,457	2,297,596	211,760	34,142	-	2,671,955	-	(0)		
Various HS	Campus Security Upgrades (High School Sites)	-	3,625,020	198,534	-	3,823,554	-	-	1,136,909	293,060	3,520	3,813,489	10,064	0		
Monroe/CPHS	Monroe Stadium Expansion and Cedar Park HS Grandstand Replacement	-	1,758,284	(99,822)	-	1,658,462	1,054,496	591,541	12,000	425	-	1,658,462	-	0		
HS 7	New Construction (Design Only)	-	10,073,645	-	-	10,073,645	-	-	-	-	-	-	-	10,073,645		
HS Land	Future HS #8	-	21,411,300	(21,411,300)	-	-	-	-	-	-	-	-	-	-		
Leander HS	LHS Master Plan	-	100,000	-	-	100,000	-	-	-	-	-	38,800	38,800	58,200	3,000	
Total HS Campus Improvements		\$ 4,272,319	\$ 96,809,600	\$ (36,529,672)	\$ 9,855,820	\$ 74,408,067	\$ 1,797,136	\$ 26,645,065	\$ 21,298,943	\$ 9,096,792	\$ 1,358,026	\$ 100,495	\$ 60,254,457	\$ 609,493	\$ 15,542,117	
MS CAMPUS IMPROVEMENTS																
Leander MS	HVAC Update, Classroom Addition	\$ -	\$ 21,518,101	\$ (2,618,521)	\$ -	\$ 18,899,580	\$ 3,594,061	\$ 11,265,274	\$ 902,173	\$ 1,428,631	\$ 280,767	\$ 138,770	\$ 17,607,877	\$ 189,903	\$ 1,300,000	
Leander MS	HVAC Update: Under 2007 Auth	692	-	(606)	-	88,074	-	388,207	694,281	96	-	-	881,074	-	-	
Cedar Park MS	HVAC Update	-	15,240,743	(2,073,235)	-	13,167,508	-	6,936,074	1,940,710	2,112,431	1,612,696	252,627	12,254,539	312,989	(11)	
Danielson MS	MS New Construction	-	63,410,011	(1,731,073)	-	61,678,938	761,745	20,857,501	30,847,648	6,626,911	253,957	58,991,867	252,219	34,822		
Danielson MS	MS Template (From 2007 Auth)	62,738	-	(6,525)	-	56,213	-	-	-	55,788	-	55,788	-	0		
Various MS	Campus Security Upgrades (Middle School Sites)	-	7,250,040	(453,835)	-	6,796,205	-	-	1,406,210	5,029,283	358,438	6,796,205	2,075	(0)		
MS Land	Future MS #11	-	10,018,850	-	-	10,018,850	-	-	-	-	-	-	-	10,018,850		
Total MS Campus Improvements		\$ 63,430	\$ 117,435,745	\$ (18,884,202)	\$ 882,988	\$ 106,497,961	\$ 4,935,807	\$ 39,247,557	\$ 35,791,022	\$ 15,251,128	\$ 2,506,059	\$ 435,522	\$ 97,587,094	\$ 757,136	\$ 11,153,671	
ES CAMPUS IMPROVEMENTS																
Mason ES	Play Area Renovation and District Standard Traffic Gates	\$ -	\$ 603,540	\$ (163,343)	\$ -	\$ 440,197	\$ 391,220	\$ 49,099	\$ -	\$ -	\$ -	\$ -	\$ 440,197	\$ -	\$ (0)	
Gliddens ES	HVAC Update and District Standard Traffic Gates	-	9,005,975	(1,609,658)	-	7,396,317	2,433,399	4,321,512	428,859	14,010	64,156	47,722	7,309,657	86,660	0	
Steiner ES	HVAC Update	-	8,857,136	(159,381)	-	8,697,755	-	2,783,462	4,132,589	1,534,031	160,587	8,610,668	87,067	(0)		
Akin ES	Remaining Construction Contract (Under 2007 Auth)	607,348	-	(562,004)	-	45,344	-	-	-	-	-	-	45,344	-		
Larkspur ES 27	New construction	-	37,779,628	(24,805,180)	-	12,974,448	2,945,860	8,982,507	874,374	151,706	-	12,974,448	(0)	0		
Larkspur ES 27	Board Approved: 2007 Funds: E1, 27 Construction	-	-	-	18,639,920	18,639,920	-	18,168,836	471,084	-	-	18,639,920	-	(0)		
Tarvin ES 28	ES New Construction	-	40,882,445	(1,415,928)	-	37,466,517	-	4,472,697	28,057,563	3,937,877	93,667	36,541,804	432,033	452,679		
ES 29	ES New Construction	-	42,436,943	-	-	42,436,943	-	-	1,256,605	6,205,502	31,019,546	38,481,652	1,410,821	2,604,470		
ES 30	ES New Construction (Design Only)	-	2,181,032	611,200,968	-	613,382,000	-	-	-	-	1,020,223	1,020,223	21,667,858	40,673,919		
Various ES	District Standard Traffic Gates - Bagdad ES, Block House ES, Cox ES, Cypress ES, Faulkner ES, Kozlowski ES, Neumann ES and Whitestone ES	-	245,700	(554)	-	245,146	-	245,146	-	-	-	245,146	-	(0)		
ES Land	Future Elementary Sites	-	6,238,719	-	-	6,238,719	-	-	-	33,193	4,126,708	59,062	4,218,953	91,966	1,927,799	
ES Land	Future ES (34, 35, 36, 37, 38, 39, 40)	-	30,504,236	-	-	30,504,236	-	-	-	-	-	-	-	30,504,236		
Various ES	ES Prekdyke	-	-	75,000	-	75,000	-	-	-	-	-	-	-	75,000		
Total ES Campus Improvements		\$ 6,846,067	\$ 172,536,655	\$ 30,480,000	\$ 18,639,920	\$ 228,502,642	\$ 5,790,479	\$ 31,767,099	\$ 9,030,475	\$ 33,690,990	\$ 40,482,818	\$ 7,586,753	\$ 128,548,114	\$ 23,716,424	\$ 76,238,104	
TECHNOLOGY PROJECTS																
Technology	Device, Hardware, Infrastructure Replacement, Disaster Recovery Hot Site	\$ -	\$ 38,730,000	\$ 71,328	\$ -	\$ 38,801,328	\$ 3,391,432	\$ 10,679,797	\$ 4,391,158	\$ 7,780,357	\$ 2,484,107	\$ 2,617,879	\$ 31,324,730	\$ 627,876	\$ 6,848,722	
Technology	IT Assessment	-	-	199,035	-	199,035	-	-	-	173,556	25,479	36,923	235,958	1,508	(18,921)	
Vista Ridge HS	Disaster Recovery Site Improvements	465,062	-	(270,363)	-	194,699	-	-	-	-	-	-	155,778	38,921	-	
Total Technology Projects		\$ 465,062	\$ 38,730,000	\$ -	\$ -	\$ 39,195,062	\$ 3,391,432	\$ 10,679,797	\$ 4,391,158	\$ 7,953,913	\$ 2,489,586	\$ 2,654,802	\$ 31,560,668	\$ 785,652	\$ 6,848,722	
SUPPORT SERVICES PROJECTS																
Plant Services	Replacement Maintenance/Grounds Vans and Trucks	\$ -	\$ 893,000	\$ -	\$ -	\$ 893,000	\$ -	\$ 100,136	\$ 148,630	\$ -	\$ 146,975	\$ 111,660	\$ 507,401	\$ 400	\$ 385,199	
Plant Services	Water Bottle Refilling Stations	314,087	-	43,804	-	357,891	-	-	242,949	84,935	-	377,885	30,006	(0)		
Transportation	Bus Replacement Buses, A/C, Retrofits	-	10,200,000	-	-	10,200,000	-	8,688,117	-	819,918	692,965	10,200,000	-	-		
Transportation	Bus A/C Upgrades: 2007 Funded Portion	-	-	-	35,080	35,080	-	-	-	-	-	35,080	-	-		
Transportation	North Satellite Transportation Center	-	17,800,000	(2,245,948)	-	15,554,052	773,943	14,232,376	436,119	111,614	-	15,554,052	-	(0)		
Transportation	South Satellite Transportation Center	3,100,000	-	(3,100,000)	-	-	-	-	-	-	-	-	-	-		
Land	Initial Land Costs, Warehouse/Science Material Center	300,000	-	2,005,899	-	2,305,899	-	-	2,072,178	1,489	-	2,073,668	32,218	(0)		
Plant Services	Major Maintenance Funding	-	12,500,000	-	-	12,500,000	-	-	-	-	-	-	2,834,506	10,165,494		
Plant Services	Portables	-	2,500,000	-	-	2,500,000	-	-	-	-	179,817	648,230	128,047	1,161,614		
District Wide	HVAC Design	-	2,000,000	-	-	2,000,000	-	-	-	-	577,500	577,500	1,154,500	488,000		
Total Support Service Projects		\$ 3,514,087	\$ 28,893,000	\$ 13,903,751	\$ 35,080	\$ 46,345,918	\$ 773,943	\$ 23,055,709	\$ 584,749	\$ 3,245,640	\$ 413,217	\$ 2,030,355	\$ 30,103,633	\$ 6,000	\$ 12,580,306	
PROJECT MANAGEMENT																
2007 Funds	Bond Interest/Other Rev/Project Management	\$ 1,339,002	\$ -	\$ -	\$ 18,318	\$ 1,357,320	\$ -	\$ -	\$ -	\$ 613,930	\$ 575,077	\$ 162,323	\$ 1,351,320	\$ 6,000	\$ (0)	
2007 Funds	Project Management Costs (Reserve)	500,000	-	-	-	500,000	-	500,000	-	-	160,659	160,659	-	339,341		
2007 Funds	Project Savings	1,558,683	-	(1,558,683)	-	-	-	-	-	-	-	-	-	-		
2017 Funds	Bond Interest/Other Rev/Project Management	-	-	-	3,625,505	3,625,505	-	-	-	-	-	-	-	3,625,505		
2017 Funds	Project Savings	-	-	2,588,806	-	2,588,806	-	-	-	-	-	-	-	2,588,806		
Total Project Management		\$ 3,397,685	\$ -	\$ (1,030,123)	\$ 3,643,823	\$ 6,271,631	\$ -	\$ -	\$ -	\$ 613,930	\$ 575,077	\$ 322,982	\$ 1,511,979	\$ 6,000	\$ 6,753,652	
TOTALS		\$ 18,558,650	\$ 454,405,000	\$ -	\$ 33,257,631	\$ 506,221,281	\$ 16,048,798	\$ 131,415,227	\$ 71,096,347	\$ 69,852,403	\$ 48,024,281	\$ 13,130,909	\$ 349,567,965	\$ 29,536,745	\$ 127,116,571	

[Link to report](#)

Recommended Projects to Move to Project Savings

		2007 Bond Program	2017 Bond Program	Overall Bond Projects
Current Project Savings:				
2007 Funds	Bond Interest/Other Rev/Proj Mgmt	\$ 243,684	\$ -	\$ 243,684
2007 Funds	Project Management Costs (Reserve)	500,000	-	500,000
2007 Funds	Project Savings	3,559,819	-	3,559,819
2017 Funds	Bond Interest/Other Rev/Project	-	2,572,749	2,572,749
2017 Funds	Project Savings	-	49,535,208	49,535,208
Project Savings per Bond Status Report 04.30.22		\$ 4,303,503	\$ 52,107,957	\$ 56,411,460
Budgets to Move:				
ADD:	Future HS #8 Land	\$ -	\$ 21,411,300	\$ 21,411,300
ADD:	South Satellite Transportation Center	3,100,000	-	3,100,000
Total Project Savings		\$ 7,403,503	\$ 73,519,257	\$ 80,922,760

Recommended Projects to Fund with Project Savings: July 2022

	July 2022 Proposal
Total Project Savings	\$ 80,922,760
NEW Projects:	
FUND: Elementary 30	(61,120,968)
FUND: Portables - 2 yrs **	(2,500,000)
FUND: Major Maintenance - 2 yrs **	(9,000,000)
FUND: HVAC Design (CPHS, VRHS, RBMS)	(2,200,000)
FUND: Redesign Elementary Prototype to Accommodate up to 1,000 Students**	(75,000)
FUND: Leander High School Masterplan	(100,000)
Estimated Total	\$ (74,995,968)
Reserved for Project Management	(730,239)
June Budget Adjustments**	21,553
Net Project Savings	\$ 5,175,000

***Board of Trustees approved budgets for all or a portion of these projects on June 23, 2022*



Discussion

BOND PROJECT STATUS REPORT

AS OF FEBRUARY 28, 2023



CAMPUS	PROJECT DESCRIPTION	PROJECT SOURCES :					PROJECT EXPENDITURES :							PROJECT ENCUMBRANCE	REMAINING BUDGET
		2007 BOND AUTHORIZATION BUDGET	2017 BOND AUTHORIZATION BUDGET	BUDGET TRANSFERS	OTHER REVENUE SOURCES	TOTAL PROJECT BUDGET	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	TOTAL EXPENDITURES TO DATE		
HS CAMPUS IMPROVEMENTS															
Leander HS	CTE Classrooms and Black Box Renovations, Additions and Renovations to Existing Ag Barn, Softball Complex Improvements	\$ -	\$ 4,947,836	\$ (91,372)	\$ -	\$ 4,856,464	\$ 1,590	\$ 3,756,402	\$ 972,608	\$ 37,647	\$ 73,719	\$ -	\$ 4,841,965	\$ 13,259	\$ 1,240
Cedar Park HS	Additions and Renovation, Softball Complex Improvements	-	11,150,507	(188,335)	-	10,962,172	505,712	6,109,691	3,161,020	383,351	725,406	2,299	10,887,479	74,693	0
Cedar Park HS	Board Approved: Major Maintenance: CPHS Renovations	-	-	-	9,855,820	9,855,820	-	7,279,652	2,576,168	-	-	-	9,855,820	-	-
Cedar Park HS	Flex Lab	3,100,000	-	(3,100,000)	-	-	-	-	-	-	-	-	-	-	-
Vista Ridge HS	JROTC Building Additions and Renovations, Incubator Renovations	-	2,665,503	-	-	2,665,503	-	1,677,160	426,247	1,692	255,004	10,679	2,370,783	18,145	276,575
Vandegrift HS	Ag Facility	-	3,768,160	(344,334)	-	3,423,826	-	294,468	1,735,381	1,387,472	-	-	3,417,321	6,505	0
Vandegrift HS	Classroom Additions, Incubator Renovation	-	31,245,385	(10,719,785)	-	20,525,600	-	4,618,833	11,021,375	4,564,706	123,386	-	20,328,300	197,300	(0)
Vandegrift HS	Secondary Access Road	-	3,000,000	-	-	3,000,000	26,883	39,722	45,474	6,252	128,850	48,717	295,897	229,103	2,475,000
Glenn HS	Remaining Construction Contract (Under 2007 Auth)	408,677	-	(381,253)	-	27,424	-	-	-	-	27,424	-	27,424	-	-
Glenn HS	Remaining GHS Template (Under 2007 Auth)	763,642	-	-	-	763,642	-	-	-	621	48,141	-	48,762	2,224	712,656
Glenn HS	Ag Facility	-	3,163,960	(492,005)	-	2,671,955	148,457	2,297,596	211,760	14,142	-	-	2,671,955	-	(0)
Various HS	Campus Security Upgrades (High School Sites)	-	3,625,020	198,534	-	3,823,554	-	-	1,136,909	2,673,060	3,520	-	3,813,489	10,064	0
Monroe/CPHS	Monroe Stadium Expansion and Cedar Park HS Grandstand Replacement	-	1,758,284	(99,822)	-	1,658,462	1,054,496	591,541	12,000	425	-	-	1,658,462	-	10,073,645
HS 7	New Construction (Design Only)	-	10,073,645	-	-	10,073,645	-	-	-	-	-	-	-	-	0
HS Land	Future HS #8	-	21,411,300	(21,411,300)	-	-	-	-	-	-	-	-	-	-	-
Leander HS	LHS Master Plan	-	-	-	-	100,000	-	-	-	-	-	38,800	38,800	58,200	3,000
Total HS Campus Improvements		\$ 4,272,319	\$ 96,809,600	\$ (36,529,672)	\$ 9,855,820	\$ 74,408,067	\$ 1,737,136	\$ 26,665,065	\$ 21,298,943	\$ 9,096,792	\$ 1,358,026	\$ 100,495	\$ 60,256,457	\$ 609,493	\$ 13,542,117
MS CAMPUS IMPROVEMENTS															
Leander MS	HVAC Update, Classroom Addition	\$ -	\$ 21,516,101	\$ (2,618,521)	\$ -	\$ 18,897,580	\$ 3,594,061	\$ 11,265,274	\$ 902,173	\$ 1,426,631	\$ 280,767	\$ 138,770	\$ 17,607,677	\$ 189,903	\$ 1,100,000
Leander MS	HVAC Update: Under 2007 Auth	692	-	(606)	882,988	883,074	-	188,707	694,281	86	-	-	883,074	-	0
Cedar Park MS	HVAC Update	-	15,240,743	(2,073,215)	-	13,167,528	-	6,936,074	1,940,710	2,112,431	1,612,696	252,627	12,854,539	312,989	(1)
Danielson MS	MS New Construction	-	63,410,011	(3,731,073)	-	59,678,938	761,745	20,857,501	30,847,648	6,626,911	253,957	44,125	59,391,887	252,229	34,822
Danielson MS	MS Template (From 2007 Auth)	62,738	-	(6,952)	-	55,786	-	-	-	55,786	-	-	55,786	-	0
Various MS	Campus Security Upgrades (Middle School Sites)	-	7,250,040	(453,835)	-	6,796,205	-	-	1,406,210	5,029,283	358,638	-	6,794,130	2,075	(0)
MS Land	Future MS #11	-	-	-	-	10,018,850	-	-	-	-	-	-	-	-	10,018,850
Total MS Campus Improvements		\$ 63,430	\$ 117,435,745	\$ (8,884,202)	\$ 882,988	\$ 109,497,961	\$ 4,355,807	\$ 39,247,557	\$ 35,791,022	\$ 15,251,128	\$ 2,506,059	\$ 435,522	\$ 97,587,094	\$ 757,196	\$ 11,153,671
ES CAMPUS IMPROVEMENTS															
Mason ES	Play Area Renovation and District Standard Traffic Gates	\$ -	\$ 603,560	\$ (163,243)	\$ -	\$ 440,317	\$ 391,220	\$ 49,098	\$ -	\$ -	\$ -	\$ -	\$ 440,317	\$ -	\$ 269 (0)
Giddens ES	HVAC Update and District Standard Traffic Gates	-	9,005,975	(1,609,658)	-	7,396,317	2,433,399	4,321,512	428,859	14,010	64,156	47,722	7,309,657	86,660	0
Steiner ES	HVAC Update	-	8,857,136	(159,381)	-	8,697,755	-	2,783,462	4,132,589	1,534,031	160,587	-	8,610,668	87,087	(0)
Akin ES	Remaining Construction Contract (Under 2007 Auth)	607,348	-	(562,024)	-	45,324	-	-	-	45,324	-	-	45,324	-	-
Larkspur ES 27	New construction	-	37,779,628	(24,805,180)	-	12,974,448	2,965,860	8,982,507	874,374	151,706	-	-	12,974,448	(0)	0
Larkspur ES 27	Board Approved: 2007 Funds: EL 27 Construction	-	-	-	18,639,920	18,639,920	-	18,168,836	471,084	-	-	-	18,639,920	-	(0)
Tarvin ES 28	ES New Construction	-	40,862,445	(3,415,928)	-	37,446,517	-	-	28,057,563	3,937,877	93,667	-	36,561,804	432,033	452,679
ES 29	ES New Construction	-	42,496,943	-	-	42,496,943	-	-	4,472,697	-	1,256,605	31,019,546	6,205,502	38,811,652	1,410,821
ES 30	ES New Construction (Design Only)	-	2,181,032	61,120,968	-	63,302,000	-	-	-	-	-	1,020,223	1,020,223	21,607,858	40,673,919
Various ES	District Standard Traffic Gates - Bagdad ES, Block House ES, Cox ES, Cypress ES, Faubion ES, Knowles ES, Naumann ES and Whitestone ES	-	245,700	(554)	-	245,146	245,146	-	-	-	-	-	245,146	-	(0)
ES Land	Future Elementary Sites	6,238,719	-	-	-	6,238,719	-	-	-	33,193	4,126,708	59,052	4,218,953	91,966	1,927,799
ES Land	Future ES (34, 35, 36, 37, 38, 39, 40)	-	30,504,236	-	-	30,504,236	-	-	-	-	-	-	-	-	30,504,236
Various ES	ES Prototype	-	-	75,000	-	75,000	-	-	-	-	-	-	-	-	75,000
Total ES Campus Improvements		\$ 6,846,067	\$ 172,536,655	\$ 30,480,000	\$ 18,639,920	\$ 228,502,642	\$ 5,790,479	\$ 31,767,099	\$ 9,030,475	\$ 33,690,990	\$ 40,682,318	\$ 7,586,753	\$ 128,548,114	\$ 23,716,424	\$ 76,238,104
TECHNOLOGY PROJECTS															
Technology	Device, Hardware, Infrastructure Replacement, Disaster Recovery Hot Site	\$ -	\$ 38,730,000	\$ 71,328	\$ -	\$ 38,801,328	\$ 3,391,432	\$ 10,679,797	\$ 4,391,158	\$ 7,780,357	\$ 2,464,107	\$ 2,617,879	\$ 31,324,730	\$ 627,876	\$ 6,848,722
Technology	IT Assessment	-	-	199,035	-	199,035	-	-	173,556	25,479	36,923	-	235,958	1,998	(38,921)
Vista Ridge HS	Disaster Recovery Site Improvements	465,062	-	(270,363)	-	194,699	-	-	-	-	-	-	155,778	-	38,921
Total Technology Projects		\$ 465,062	\$ 38,730,000	\$ -	\$ -	\$ 39,195,062	\$ 3,391,432	\$ 10,679,797	\$ 4,391,158	\$ 7,953,913	\$ 2,489,586	\$ 2,654,802	\$ 31,560,688	\$ 785,652	\$ 6,848,722
SUPPORT SERVICES PROJECTS															
Plant Services	Replacement Maintenance/Grounds Vans and Trucks	\$ -	\$ 893,000	\$ -	\$ -	\$ 893,000	\$ -	\$ 100,136	\$ 148,630	\$ -	\$ 146,975	\$ 111,660	\$ 507,401	\$ 400	\$ 385,199
Plant Services	Water Bottle Refilling Stations	314,087	-	43,804	-	357,891	-	-	242,949	84,935	-	-	327,885	30,006	(0)
Transportation	88 Replacement Buses; A/C Retrofit	-	10,200,000	-	-	10,200,000	-	8,688,117	818,918	-	692,965	-	10,200,000	-	-
Transportation	Bus A/C Upgrades: 2007 Funded Portion	-	-	-	35,080	35,080	-	-	-	-	-	-	35,080	-	-
Transportation	North Satellite Transportation Center	-	17,800,000	(2,245,948)	-	15,554,052	773,943	14,232,376	436,119	111,614	-	-	15,554,052	-	(0)
Transportation	South Satellite Transportation Center	3,100,000	-	(3,100,000)	-	-	-	-	-	-	-	-	-	-	-
Land	Initial Land Costs: Warehouse/Science Material Center	100,000	-	2,005,895	-	2,105,895	-	-	2,072,178	1,489	-	-	2,073,668	32,228	(0)
Plant Services	Major Maintenance Funding	-	-	12,500,000	-	12,500,000	-	-	-	-	-	-	2,334,506	10,165,494	-
Plant Services	Portables	-	2,500,000	-	-	2,500,000	-	-	-	-	179,817	648,230	828,047	110,339	1,561,614
District Wide	HVAC Design	-	2,200,000	-	-	2,200,000	-	-	-	-	-	577,500	577,500	1,154,500	468,000
Total Support Service Projects		\$ 3,514,087	\$ 28,893,000	\$ 13,903,751	\$ 35,080	\$ 46,345,918	\$ 773,943	\$ 23,055,709	\$ 584,749	\$ 3,245,660	\$ 413,217	\$ 2,030,355	\$ 30,103,633	\$ 3,661,979	\$ 12,580,306
PROJECT MANAGEMENT															
2007 Funds	Bond Interest/Other Rev/Project Management	\$ 1,339,002	\$ -	\$ -	\$ 18,318	\$ 1,357,320	\$ -	\$ -	\$ -	\$ 613,920	\$ 575,077	\$ 162,323	\$ 1,351,320	\$ 6,000	\$ (0)
2007 Funds	Project Management Costs (Reserve)	500,000	-	-	-	500,000	-	-	-	-	-	160,659	160,659	-	339,341
2007 Funds	Project Savings	1,558,683	-	(1,558,683)	-	-	-	-	-	-	-	-	-	-	-
2017 Funds	Bond Interest/Other Rev/Project Management	-	-	-	3,825,505	3,825,505	-	-	-	-	-	-	-	-	3,825,505
2017 Funds	Project Savings	-	-	2,588,806	-	2,588,806	-	-	-	-	-	-	-	-	2,588,806
Total Project Management		\$ 3,397,685	\$ -	\$ 1,030,123	\$ 3,843,823	\$ 8,271,631	\$ -	\$ -	\$ -	\$ 613,920	\$ 575,077	\$ 322,982	\$ 1,511,979	\$ 6,000	\$ 6,753,652
TOTALS		\$ 18,558,650	\$ 454,405,000	\$ -	\$ 33,257,631	\$ 506,221,281	\$ 16,048,798	\$ 131,415,227	\$ 71,096,347	\$ 69,852,403	\$ 48,024,281	\$ 13,130,909	\$ 349,567,965	\$ 29,536,745	\$ 127,116,571



						PROJECT EXPENDITURES				
CAMPUS	PROJECT DESCRIPTION	2021 BOND AUTHORIZATION BUDGET	BUDGET TRANSFERS	OTHER REVENUE SOURCES	TOTAL PROJECT BUDGET	2021-2022	2022-2023	TOTAL EXPENDITURES TO DATE	PROJECT ENCUMBRANCE	REMAINING BUDGET
TECHNOLOGY										
Technology	Devices, Document Cameras, CTE Program Setup, Makerspaces, Printers, Interactive Panels	\$ 33,298,077	\$ -	\$ -	\$ 33,298,077	\$ 616,975	\$ 633,858	\$ 1,250,833	\$ 1,250,833	\$ 30,796,411
TOTALS		\$ 33,298,077	\$ -	\$ -	\$ 33,298,077	\$ 616,975	\$ 633,858	\$ 1,250,833	\$ 1,250,833	\$ 30,796,411

Leander ISD Board Meeting Agenda Item Information

Meeting Date: Thursday, April 13, 2023

Agenda Item:	2023-2024 Budget Development Update
Purpose (this meeting):	<input checked="" type="checkbox"/> Discussion Item/Report Only <input type="checkbox"/> Action Requested
Administrator Responsible:	Pete Pape
Attachments:	04-13-23 2023-2024 Budget Development Update Pres (Revised Presentation Uploaded 04-13-23) 2023-2024 Revised Budget Preparation and Tax Rate Adoption Calendar

Background Information:

Attached for the Board's review is a presentation providing updated information regarding the development of the 2023-2024 budget, as well as a revised 2023-2024 Budget Preparation and Tax Rate Adoption Calendar.

Included in the presentation are updated 2023-2024 Proposed Budget Assumptions. Since initial projections were presented in January, events have transpired impacting the assumptions. The budget submission process began internally in January and staff have worked diligently over the last two months to evaluate existing formula positions and to prioritize non-formula positions.

In order to provide the Board with the most up-to-date information, expenditure costs for 2023-2024 include all requested non-payroll costs. The administration will continue its discussion regarding requested positions and requested non-payroll increases, and final considerations will be included in the budget presented to the Board in May.

This information is being provided to facilitate upcoming discussions on the 2023-2024 budget and the decisions to be made in May. The 2023-2024 budget will be adopted on June 15, 2023.

Administrative Recommendation:

N/A

Sample Motion:

N/A

Recruit & Retain



**2023-2024
BUDGET
DEVELOPMENT
UPDATE**

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April 13, 2023

Important Dates to Remember

April 30

Receive preliminary certified property values

May 11

Present compensation plan
Board calls meeting for the purpose of adopting 2023-2024 Budget

May 25

Approve Compensation Plan
Present proposed 2023-2024 budget

June 15

Public hearing to adopt 2023-2024 budget

Adopted Assumptions

DATA ELEMENT	ASSUMPTION	MODERATE GROWTH	
		23-24 PASA for Staffing 2.53%	23-24 PASA for Funding 2.47%
Student Enrollment:	PASA Moderate Growth Projection (less Pre-k)	42,399	42,399
	Pre-k projection (funding based on 1/2 day)	1,024	512
	Student enrollment projection for staffing/revenue estimates	<u>43,423</u>	<u>42,911</u>
Budget Parameter:			4.00%
Avg Daily Attendance Rate:	Based on historical trend		94%
Property Values:	Projected growth over prior year LOCAL values		15%
Property Tax Collection Rate:	Projected rate of collection on tax levy		99%
Staff Pay Increase:	Overall pay increases to all staff		2%
Campus Allocations:	Maintain weighted per student allocations		
Positions tied to student enrollment projections:			
	Staffing formulas; PreKindergarten-12	\$	1,000,000
	New positions for special education	\$	1,150,000
New School Allocations:	Start up salaries for EL 30 <i>opening</i> 24-25	\$	150,000
Other Staffing Increases:			
	Adjustments due to pay study	\$	5,000,000
	Stipend adjustments for special education teachers	\$	2,800,000
	New position requests (outside of formula)	\$	1,400,000
Employee Benefits:	Increase contribution towards insurance premiums	\$	-
Major Maintenance:	Funded at equivalent of 2 pennies of M&O levy	\$	-
Portables:	Portables to house students at campuses over capacity	\$	1,000,000
Budgeting Practices:	Budget payroll at 98%	\$	(5,050,000)
	ESSER funds - Potential General Fund Impact	\$	4,000,000
<hr/>			
Tax Rate:		2022 Tax Rate	2023 Tax Rate
	M&O rate ESTIMATE with additional compression under HB3	\$ 0.8046	\$ 0.7917
	Existing golden pennies	0.0500	0.0800
	Golden pennies (Additional)	0.0300	-
	Copper pennies	0.0600	0.0600
	I & S rate	0.3300	0.3300
	<i>Actual/Projected Tax Rate</i>	\$ 1.2746	\$ 1.2617

2023-2024 Budget Development Update

Healthcare Options

2023-2024 Budget
Projections

Compensation
Considerations

2023-2024 Updated
Assumptions

Legislative Updates

What's Next?





Health Insurance Funding

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Health Insurance Fund Update

Maintain healthy balance in the health insurance fund without negatively impacting employees or general fund

– 2023-2024 General Fund Budget

- January early estimate included \$7.3 million in transfers out to health insurance fund
 - Actual expenditures approximately \$5.7 million
- Reduce transfer out to healthcare fund to \$3.0 million
- Increase of \$2.4 million in payroll expenditures (\$360 to \$410 monthly contribution)
- Net reduction to 2023-2024 General Fund budget of \$2.0 million
 - Net decrease to health insurance fund \$300,000

– Additional Funding Sources for Health Insurance Fund (if/when necessary)

- Consider transfer of available General Fund funds at the end of each fiscal year
- Transfer portion of revenues exceeding expenditures from workers' compensation fund to health insurance fund annually
- Commit \$10 million from the General Fund fund balance for self-funded health insurance

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2023-2024 Budget Projections

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Projected 2023-2024 Budget- January



High Level Summary

	2022-2023 Adopted Budget	2022-2023 Projected Budget	2023-2024 Early Estimate	2024-2025 Early Estimate	2025-2026 Early Estimate
PROJECTED ENROLLMENT (<i>Moderate growth</i>)	43,720	42,353	43,423	44,371	45,090
TOTAL ESTIMATED REVENUES:	\$ 446,495,685	\$ 455,448,549	\$ 487,413,299	\$ 522,015,267	\$ 558,950,429
TOTAL PAYROLL EXPENDITURES:	\$ 360,538,964	\$ 347,822,361	\$ 371,621,421	\$ 390,889,563	\$ 406,411,319
TOTAL OPERATING EXPENDITURES:	\$ 47,615,638	\$ 49,329,838	\$ 50,349,710	\$ 51,649,394	\$ 50,473,538
ESTIMATED RECAPTURE:	36,210,203	50,160,262	73,809,662	98,119,187	125,688,014
TOTAL OPERATING AND PAYROLL EXPENDITURES:	\$ 444,364,805	\$ 447,312,461	\$ 495,780,793	\$ 540,658,144	\$ 582,572,871
RESULTS FROM OPERATIONS:	\$ 2,130,880	\$ 8,136,088	\$ (8,367,494)	\$ (18,642,877)	\$ (23,622,442)
TOTAL TRANSFERS IN/OUT:	\$ (7,510,000)	\$ (6,336,524)	\$ (7,330,000)	\$ (7,330,000)	\$ (7,330,000)
TOTAL SURPLUS/DEFICIT FOR ADOPTION:	\$ (5,379,120)	\$ 1,799,564	\$ (15,697,494)	\$ (25,972,877)	\$ (30,952,442)
BUDGET PARAMETER					
Budget Deficit Threshold - 4% of Revenues	16,411,419	16,411,419	16,544,145	16,955,843	17,330,497
Deficit (Exceeding)/Within Budget Parameter	\$ 11,032,299	\$ 18,210,983	\$ 846,651	\$ (9,017,034)	\$ (13,621,945)

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**Projected deficit
in January:
\$15.7 million**

Updated Projected 2023-2024 Budget



High Level Summary

	2022-2023 Adopted Budget	2022-2023 Projected Budget	2023-2024 Current Law	2023-2024 Increase in Golden Yield	2024-2025 Increase in Golden Yield	2025-2026 Increase in Golden Yield
PROJECTED ENROLLMENT (<i>Moderate growth</i>)	43,720	42,353	43,543	43,543	44,491	45,210
Increase/Decrease in Enrollment			-0.40%/2.81%	-0.40%/2.81%	2.18%	1.62%
Revenue Per Student	9,384	9,669	9,610	9,867	9,876	9,841
TOTAL ESTIMATED REVENUES:	\$ 446,495,685	\$ 460,169,466	\$ 492,109,683	\$ 503,273,848	\$ 537,328,489	\$ 570,675,088
TOTAL PAYROLL EXPENDITURES:	\$ 360,538,964	\$ 351,559,458	\$ 375,794,623	\$ 375,794,623	\$ 395,141,722	\$ 410,746,820
TOTAL OPERATING EXPENDITURES:	\$ 47,615,638	\$ 49,876,623	\$ 54,486,527	\$ 54,486,527	\$ 55,536,131	\$ 54,479,751
RECAPTURE:	36,210,203	50,637,501	73,654,933	73,654,933	97,951,500	125,750,158
TOTAL OPERATING AND PAYROLL EXPENDITURES:	\$ 444,364,805	\$ 452,073,582	\$ 503,936,083	\$ 503,936,083	\$ 548,629,353	\$ 590,976,729
RESULTS FROM OPERATIONS:	\$ 2,130,880	\$ 8,095,884	\$ (11,826,400)	\$ (662,235)	\$ (11,300,864)	\$ (20,301,641)
TOTAL TRANSFERS IN/OUT:	\$ (7,510,000)	\$ (5,748,180)	\$ (3,030,000)	\$ (3,030,000)	\$ (3,030,000)	\$ (3,030,000)
TOTAL SURPLUS/DEFICIT FOR ADOPTION:	\$ (5,379,120)	\$ 2,347,704	\$ (14,856,400)	\$ (3,692,235)	\$ (14,330,864)	\$ (23,331,641)
BUDGET PARAMETER						
Budget Deficit Threshold - 3% of Revenues	12,308,564	\$ 12,285,959	12,553,643	12,888,567	13,181,310	13,347,748
Deficit (Exceeding)/Within Budget Parameter of 3%	6,929,444	14,633,663	(2,802,758)	8,696,332	(1,699,554)	(10,483,893)

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Updated Projected 2023-2024 Budget



2023-2024 KEY CHANGES SINCE JANUARY

- State revenue includes an increase in the golden yield; \$126.21 in 23-24, \$129.52 in 24-25 & 25-26
- Local revenue includes updated collections for the MCR update and an increase for interest earnings

Revenue Detail	2022-2023 Adopted Budget	2022-2023 Projected Budget	2023-2024 Current Law	2023-2024 Increase in Golden Yield	2024-2025 Increase in Golden Yield	2025-2026 Increase in Golden Yield
PROJECTED ENROLLMENT (<i>Moderate growth</i>)	43,720	42,353	43,543	43,543	44,491	45,210
Increase/Decrease in Enrollment			-0.40%/2.81%	-0.40%/2.81%	2.18%	281 1.62%
Revenue Per Student	9,384	9,669	9,610	9,867	9,876	9,841
REVENUE:						
State Revenue	\$ 46,456,165	\$ 53,083,789	\$ 41,239,447	\$ 52,403,612	\$ 54,863,955	\$ 50,781,215
Local Revenue	394,721,314	398,847,787	444,008,236	444,008,236	476,600,534	514,028,873
Federal Revenue	5,318,206	8,237,890	6,862,000	6,862,000	5,864,000	5,865,000
TOTAL ESTIMATED REVENUES:	\$ 446,495,685	\$ 460,169,466	\$ 492,109,683	\$ 503,273,848	\$ 537,328,489	\$ 570,675,088

Updated Projected 2023-2024 Budget



2023-2024 KEY CHANGES SINCE JANUARY

- Updated personnel information
- Includes 2% pay increase (additional compensation options provided)
- Increased healthcare contribution (decrease in transfers out)

Payroll Detail

PAYROLL EXPENDITURES:

	2022-2023 Adopted Budget	2022-2023 Projected Budget	2023-2024 Current Law	2023-2024 Increase in Golden Yield	2024-2025 Increase in Golden Yield	2025-2026 Increase in Golden Yield
Payroll - Existing Positions	\$ 338,315,948	\$ 329,336,442	\$ 334,732,813	\$ 334,732,813	\$ 352,871,607	\$ 371,418,706
Budgeting at 98%/Misc Adjustments	-	-	(3,108,706)	(3,108,706)	(378,512)	(302,145)
Positions previously funded by ESSER	-	-	4,003,278	4,003,278	2,644,892	-
Salary Increase (2%)	-	-	6,315,000	6,315,000	7,057,432	7,428,374
Increase monthly contribution for health insurance	-	-	2,479,800	2,479,800	-	-
Pay Study Adjustments	-	-	6,845,000	6,845,000	2,300,000	1,500,000
New Positions (staffing formulae - Pre-K thru 12)	-	-	(1,233,030)	(1,233,030)	3,424,970	3,162,837
New Positions (Early College High School)	-	-	387,934	387,934	375,676	131,612
New Positions (special education)	-	-	961,257	961,257	1,192,096	1,084,021
New Positions (outside staffing formulae)	-	-	1,335,669	1,335,669	500,000	500,000
Salary costs to open a new campus	-	-	152,592	152,592	1,430,545	1,300,399
State Funded TRS	22,223,016	22,223,016	22,923,016	22,923,016	23,723,016	24,523,016
TOTAL PAYROLL EXPENDITURES:	\$ 360,538,964	\$ 351,559,458	\$ 375,794,623	\$ 375,794,623	\$ 395,141,722	\$ 410,746,820

Updated Projected 2023-2024 Budget



2023-2024 KEY CHANGES SINCE JANUARY

- Actual non-payroll submissions
- Requests have not been evaluated
- Includes \$1 million for portables

Operating Detail

	2022-2023 Adopted Budget	2022-2023 Projected Budget	2023-2024 Current Law	2023-2024 Increase in Golden Yield	2024-2025 Increase in Golden Yield	2025-2026 Increase in Golden Yield
OPERATING EXPENDITURES						
Contracted Services	14,248,287	17,005,488	15,961,797	15,961,797	16,281,033	16,606,654
Utilities	8,566,910	9,019,924	8,915,400	8,915,400	9,093,708	9,275,582
Supplies	18,000,171	17,740,573	20,108,934	20,108,934	20,511,113	20,921,335
Operating previously coded to ESSER	-	-	757,087	757,087	1,690,000	-
Instructional Materials/Textbooks	686,470	686,470	-	-	-	-
Travel/Misc.	5,498,231	4,880,026	6,525,027	6,525,027	6,590,277	6,656,180
Debt Service	132,000	132,000	525,415	525,415	550,000	550,000
Capital Outlay	313,569	412,142	1,342,867	1,342,867	300,000	300,000
New Campus Operating Costs (utilities/supplies)	170,000		350,000	350,000	520,000	170,000
TOTAL OPERATING EXPENDITURES:	\$ 47,615,638	\$ 49,876,623	\$ 54,486,527	\$ 54,486,527	\$ 55,536,131	\$ 54,479,751
RECAPTURE	36,210,203	50,637,501	73,654,933	73,654,933	97,951,500	125,750,158
TOTAL OPERATING AND PAYROLL EXPENDITURES:	\$ 444,364,805	\$ 452,073,582	\$ 503,936,083	\$ 503,936,083	\$ 548,629,353	\$ 590,976,729
RESULTS FROM OPERATIONS:	\$ 2,130,880	\$ 8,095,884	\$ (11,826,400)	\$ (662,235)	\$ (11,300,864)	\$ (20,301,641)

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Updated Projected 2023-2024 Budget

2023-2024 KEY CHANGES SINCE JANUARY

- Decrease transfer out to health insurance fund (was \$7.3 million)

Transfers In/Out	2022-2023 Adopted Budget	2022-2023 Projected Budget	2023-2024 Current Law	2023-2024 Increase in Golden Yield	2024-2025 Increase in Golden Yield	2025-2026 Increase in Golden Yield
OTHER TRANSFERS IN/OUT						
Other Sources	20,000	270,000	20,000	20,000	20,000	20,000
Transfers Out - Other	(230,000)	(50,000)	(50,000)	(50,000)	(50,000)	(50,000)
Transfers Out - Healthcare	(6,300,000)	(5,968,180)	(3,000,000)	(3,000,000)	(3,000,000)	(3,000,000)
Transfers Out - Healthcare Additional	(1,000,000)	-	-	-	-	-
Transfer Out- 2 cents to Major Maintenance	-	-	-	-	-	284
TOTAL TRANSFERS IN/OUT:	\$ (7,510,000)	\$ (5,748,180)	\$ (3,030,000)	\$ (3,030,000)	\$ (3,030,000)	\$ (3,030,000)
TOTAL SURPLUS/DEFICIT FOR ADOPTION:	\$ (5,379,120)	\$ 2,347,704	\$ (14,856,400)	\$ (3,692,235)	\$ (14,330,864)	\$ (23,331,641)

Updated Projected 2023-2024 Budget



2023-2024 KEY CHANGES SINCE JANUARY

- Recommending 3% parameter
- Projected budget is within 3% parameter with increase in golden yield

Budget	2022-2023 Adopted Budget	2022-2023 Projected Budget	2023-2024 Current Law	2023-2024 Increase in Golden Yield	2024-2025 Increase in Golden Yield	2025-2026 Increase in Golden Yield
TOTAL SURPLUS/DEFICIT FOR ADOPTION:	\$ (5,379,120)	\$ 2,347,704	\$ (14,856,400)	\$ (3,692,235)	\$ (14,330,864)	\$ (23,331,641)
BUDGET PARAMETER						
Budget Deficit Threshold - 3% of Revenues	12,308,564	\$ 12,285,959	12,553,643	12,888,567	13,181,310	13,347,748
Deficit (Exceeding)/Within Budget Parameter of 3%	6,929,444	14,633,663	(2,802,758)	8,696,332	(1,699,554)	(10,483,893) ²⁸⁵
Budget Deficit Threshold - 4% of Revenues	16,411,419	16,381,279	16,738,190	17,184,757	17,575,080	17,796,997
Deficit (Exceeding)/Within Budget Parameter of 4%	\$ 11,032,299	\$ 18,728,983	\$ 1,881,790	\$ 13,492,522	\$ 3,244,216	\$ (5,534,644)

Budget Parameter is calculated based on total revenues, less recapture, times Budget Parameter %

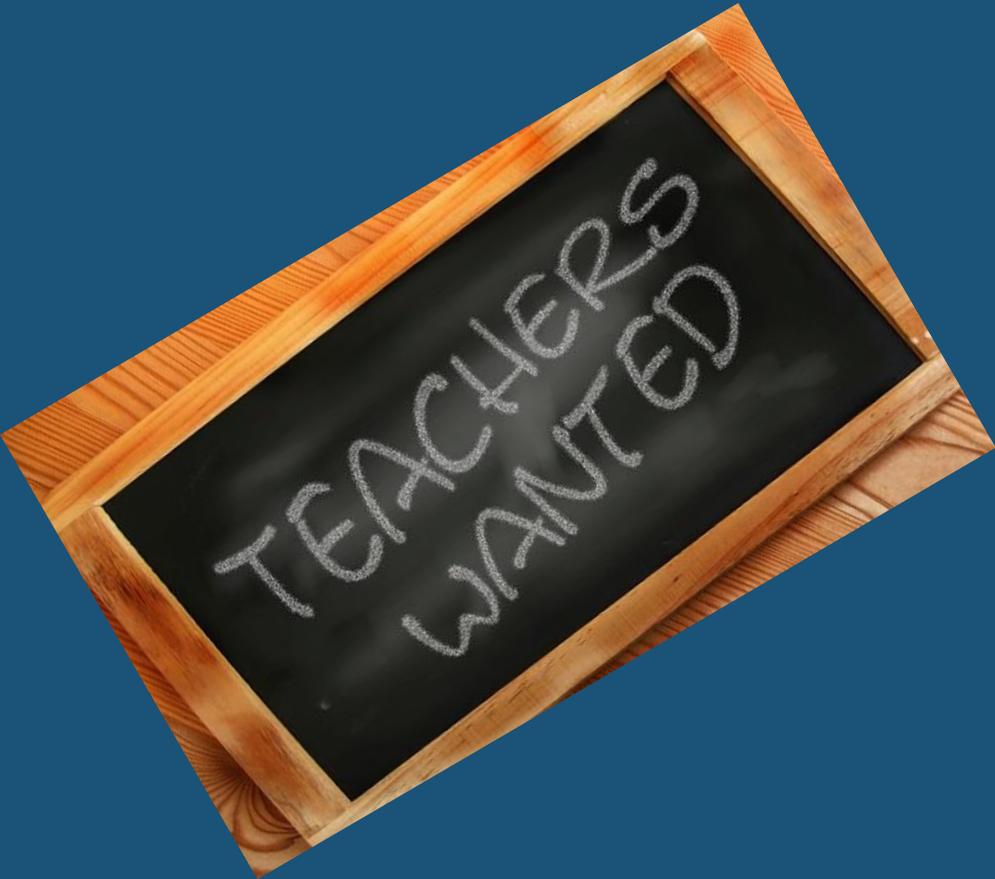
$$(\$492,109,683 - \$73,654,933) * .03 = \$12,553,643$$

$$(\$492,109,683 - \$73,654,933) * .04 = \$16,738,190$$

Compensation Considerations

Recruit and Retain

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Recruit and Retain Compensation



- **Salary increase (2% included in 23-24 budget projection)**
 - 2% = \$6,315,000; 3% = \$9,465,000; 4% = \$12,615,000
 - Increase in base pay
 - Included in TRS calculation
- **Longevity Pay**
 - Reward employees for years with Leander ISD
 - Tiered approach; 1-4 years; 6-9 years, etc.
 - Higher longevity pay at 5-year marks
 - Not included in TRS calculation
- **Employer match/403b/457/Indexed Universal Life (IUL) plans**
 - Employer contribution match
 - Not included in TRS calculation

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Compensation plan to be presented at the May 11 Board meeting

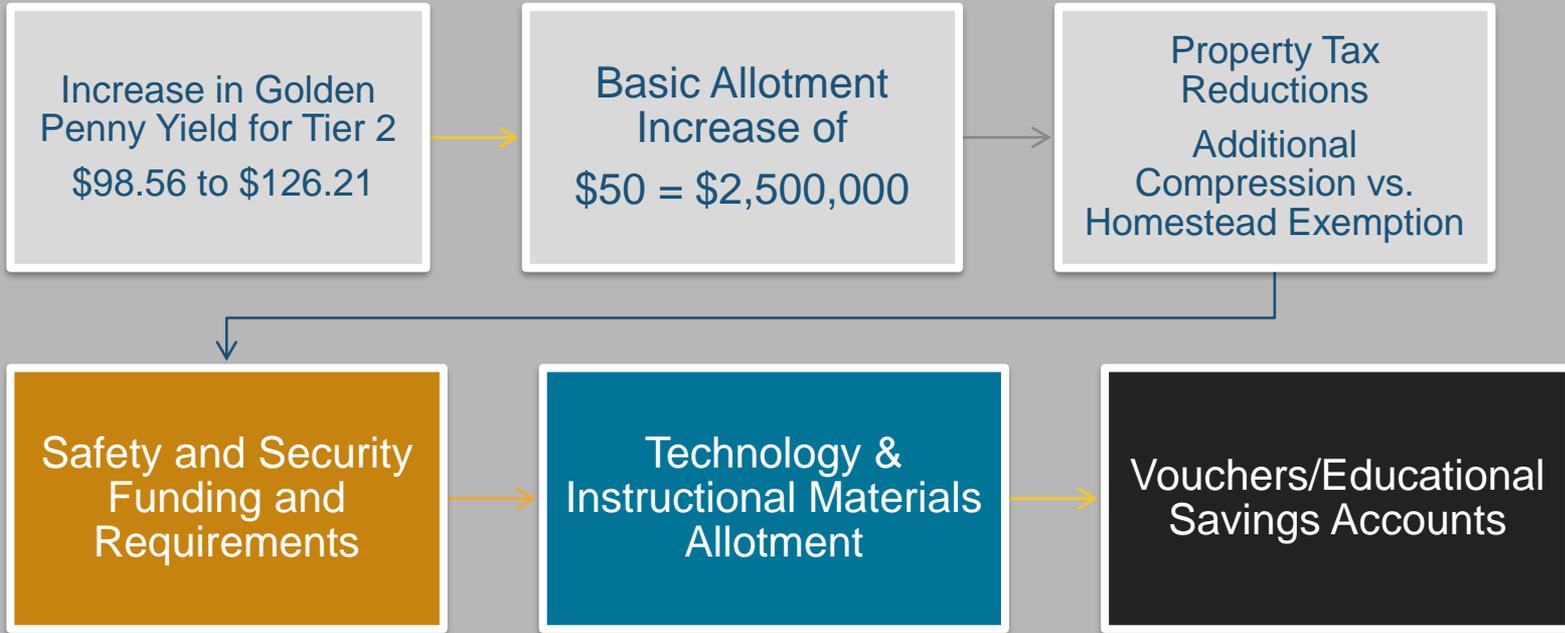
Compensation Considerations- Recruit & Retain

TYPE	% Increase	Amount	Included in TRS Calculation	Included in Budget Scenarios
Pay Increase for all Staff	2%	\$ 6,315,000	Yes	Yes
Increase in SPED Stipends		\$ 1,845,000	Yes	Yes
Additional Pay Increase for all Staff	3%	\$ 9,465,000	Yes	No
Additional Pay Increase for all Staff	4%	\$ 12,615,000	Yes	No
Longevity Pay (one-time payment)		\$ 4,841,500	No	No
Employer Contribution Match		\$ 700,000	No	No
Local Leave Pay upon Retirement		\$ 175,000	No	No



Legislative Unknowns

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Assumptions – Key Changes

Assumption	1/12/23 Adopted Assumption	Updated Assumption	Reasoning
Student Enrollment for staffing/revenue estimates	43,423 / 42,911	43,543 / 42,971	Adding 4 additional PreK-3 classes increases enrollment by 120 students; revenue offsets expenditures
Budget Parameter	4.00%	3.00%	Change in budget practices; 3% parameter recommended
Staff Pay Increase	2.00%	???	To be discussed
Staffing formulas; PreKindergarten-12	1,000,000	(800,000)	Reducing vacant formula positions 291
Stipend adjustments for special education teachers	2,800,000	1,800,000	Actual impact to budget
Increase contribution towards insurance premiums; reduce transfers out for health insurance	-	(2,000,000)	Impact to General Fund budget
M&O rate ESTIMATE with additional compression under HB3	0.7917	0.7944	Current updated estimate

Next Steps

- Approve Updated Assumptions
- Continue review of budget requests
- Review/Adjust revenues based on Preliminary Certified Property Values
- Monitor legislative bills
- Present “near final” budget in May
- Adopt budget on June 15, 2023
- Set tax rate August/September
- Revised Budget Development and Tax Rate Adoption Calendar

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LEANDER INDEPENDENT SCHOOL DISTRICT
REVISED BUDGET PREPARATION AND TAX RATE ADOPTION CALENDAR
FISCAL YEAR 2023-2024

DATE	ACTIVITY
December 8, 2022	Present planning calendar to Board of Trustees
January 12, 2023	Present budget assumptions and parameter for building the budget
January 12, 2023	Present updated revenues and expenditures based on assumptions/grade level projections
January 26, 2023	Review/Approve budget assumptions and parameter for building the budget
February 23, 2023	Budget update for Board of Trustees/Early Release of Positions
March 9, 2023	Presentation of Special Education Stipends
April 13, 2023	2023-2024 Budget update/Early Release of Positions
April 30, 2023	Receive preliminary certified tax values from Williamson and Travis County Appraisal Districts
May 11, 2023	Presentation of compensation plan
May 11, 2023	2023-2024 budget update, if necessary
May 11, 2023	Board President calls a meeting for the purpose of adopting a budget for the 2023-2024 fiscal year (June 15, 2023 public hearing)
May 25, 2023	Proposed 2023-2024 budget presented to Board of Trustees; Board of Trustees approve Compensation Plan for 2023-2024
June 1 / 4, 2023	Publish "Notice of Public Meeting to Discuss Budget and Proposed Tax Rate" and post summary of proposed budget on district website
June 15, 2023	Public hearing on the 2023-2024 proposed budget; Board of Trustees adopts the 2023-2024 budget and approves final 2022-2023 budget amendment
July 25, 2023	Receive certified tax values from Williamson and Travis County Appraisal Districts
August/September 2023	Board of Trustees adopts tax rate for 2023 tax year

Leander ISD Board Meeting Agenda Item Information

Meeting Date: Thursday, April 13, 2023

Agenda Item:	Consider Approval of Amendments to the 2023-2024 Budget Assumptions and Parameter	
Purpose (this meeting):	<input type="checkbox"/> Discussion Item/Report Only	<input checked="" type="checkbox"/> Action Requested
Administrator Responsible:	Pete Pape	
Attachments:	2023-2024 Proposed Amended Budget Assumptions Atch	

Background Information:

On January 12, 2023, the Board approved the budget assumptions to be used as a starting point in building the 2023-2024 budget. A projected 2023-2024 budget was prepared using those assumptions and reflected a total deficit of \$15.7 million. More up-to-date information has become available resulting in the need to amend the current assumptions.

Administration has identified an opportunity to add four additional PreK-3 classrooms since the January meeting. Amending the assumptions would increase enrollment by 120 students, which will generate additional revenue. The estimated revenue is projected to offset the costs of teachers, instructional assistants and classroom supplies needed for the additional classrooms. The district worked to ensure no other additional costs would occur due to adding these additional classrooms, such as portables or other added staff.

Staff recommends a revision to the budget parameter from 4% to 3%. Efforts have been made to close the gap between budget and actuals, making it increasingly difficult to make up the difference when utilizing a 4% budget parameter.

Staffing assumptions have been updated based on updated formula calculations and non-formula requests, and the M&O tax rate has been updated to reflect current estimated values.

The health insurance contribution is being updated, which reflects an increase in the contribution rate and a decrease in the transfers out to the health insurance fund. Information regarding the health insurance changes is provided in the 2023-2024 Budget Development Update, and even more detailed information will be provided by the Human Resources department at the May 11, 2023, Board meeting. Administration will continue discussions surrounding payroll and non-payroll requests, and the 2023-2024 budget will be updated accordingly.

The 2023-2024 budget has been developed under the amended assumptions. Under current law, the budget deficit does not meet the 3% parameter; however, when including funding for an increase in the golden yield, the budget does meet the 3% budget deficit parameter.

The actual tax rate will be determined following any adopted legislative action, receipt of certified property values in July and certification of the MCR by TEA no later than August 5, 2023.

Administrative Recommendation:

The administration recommends that the Board of Trustees amend the 2023-2024 Budget Assumptions to be used in developing the General Fund budget for 2023-2024 covering all estimated revenues and proposed expenditures.

Sample Motion:

I move that the Board of Trustees amend the 2023-2024 Budget Assumptions in preparing the 2023-2024 General Fund Budget as presented.



**LEANDER INDEPENDENT SCHOOL DISTRICT
2023-2024 BUDGET PREPARATION
2023-2024 **AMENDED** BUDGET ASSUMPTIONS**

DATA ELEMENT	ASSUMPTION	MODERATE GROWTH	
		23-24 PASA for Staffing 2.81%	23-24 PASA for Funding 2.61%
Student Enrollment:	PASA Moderate Growth Projection (less Pre-k)	42,399	42,399
	Pre-k projection (funding based on 1/2 day)	1,144	572
	Student enrollment projection for staffing/revenue estimates	43,543	42,971
Budget Parameter:			3.00%
Avg Daily Attendance Rate:	Based on historical trend		94%
Property Values:	Projected growth over prior year LOCAL values		15%
Property Tax Collection Rate:	Projected rate of collection on tax levy		99%
Staff Pay Increase:	Overall pay increases to all staff		2%
Campus Allocations:	Maintain weighted per student allocations		
Positions tied to student enrollment projections:			
	Staffing formulas; PreKindergarten-12		\$ (800,000)
	New positions for special education		\$ 1,150,000
New School Allocations:	Start up salaries for EL 30 opening 24-25		\$ 150,000
Other Staffing Increases:			
	Adjustments due to pay study		\$ 5,000,000
	Stipend adjustments for special education teachers		\$ 1,800,000
	New position requests (outside of formula)		\$ 1,400,000
Employee Benefits:	Increase contribution towards insurance premiums; reduce transfers out for health insurance		\$ (2,000,000)
Major Maintenance:	Funded at equivalent of 2 pennies of M&O levy		\$ -
Portables:	Portables to house students at campuses over capacity		\$ 1,000,000
Budgeting Practices:	Budget payroll at 98%		\$ (5,050,000)
	ESSER funds - General Fund Impact		\$ 4,000,000
		2022 Tax Rate	2023 Tax Rate
Tax Rate:	M&O rate ESTIMATE with additional compression under HB3	\$ 0.8046	\$ 0.7944
	Existing golden pennies	0.0500	0.0800
	Golden pennies (Additional)	0.0300	-
	Copper pennies	0.0600	0.0600
	I & S rate	0.3300	0.3300
	<i>Actual/Projected Tax Rate</i>	\$ 1.2746	\$ 1.2644