

Agenda of Regular Meeting

The Board of Trustees Grand Prairie Independent School District

A Regular Meeting of the Board of Trustees of Grand Prairie Independent School District will be held Thursday, January 16, 2025, beginning at 5:30 PM in the Board Room at the Education Center, 2602 South Belt Line Road, Grand Prairie, TX 75052.

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.

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, Texas 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.

1. **5:30 P.M. - CALL TO ORDER**
2. **RECESS TO CLOSED SESSION**
 - A. Personnel Matters (§ 551.074)
Appointments, Discipline, Dismissals, Duties, Employment, Employment Contracts, Evaluations, Extensions, Leaves of Absence, Nonrenewals, Proposals for Nonrenewals, Renewals, Reassignments, Retirements, Job Abandonment, Terminations, Proposed Terminations, Requests for Leave of Absence, Requests for Extended Leave Without Pay, Proposed Suspension Without Pay, Resignations, and Settlements, for Superintendent, Administrators, Principals, Teachers and/or other employees.
 1. Termination of Probationary Contract During the Term of the Contract 4
 - B. Deliberation Regarding Real Property (§ 551.072).
 1. District Facilities and Properties
 - C. School Children; School District Employees; Disciplinary Matter or Complaint (§ 551.082).
 - D. Consultation with Attorney (§ 551.071)
Consultation with the attorney with respect to pending or contemplated litigation, settlement offers, and matters where the attorney's duty to the district, pursuant to the code of professional responsibility of the State Bar of Texas, clearly conflicts with the provisions of the Open Meetings Act, or on a matter which the attorney determines should be confidential, including, but not limited to, contract negotiations in accordance with the Texas Government Code §§ 551.071, 551.082, 551.0821, 551.087.
 1. Legal issues related to employment of Superintendent, including Cause No. DC 24-18108 and Dkt. 067-LH-12-2024

E.	Deliberation Regarding Security Devices or Security Audits (§§ 551.076; .089). The deployment, or specific occasions for implementation, of security personnel or devices; or a security audit.	
1.	Intruder Detection Audit.	
3.	RECONVENE IN OPEN SESSION	
4.	INVOCATION	
5.	PLEDGE TO THE AMERICAN FLAG AND TEXAS FLAG	
6.	RECOGNITION OF SPECIAL GUESTS Presenter: Sam Buchmeyer, Public Information Officer	
A.	School Board Recognition Month	
B.	National Merit Scholars	
C.	Students of Character	
7.	OPEN FORUM FOR AGENDA ITEMS	
A.	Persons attending the meeting may request an Open Forum Sign-Up Card. The card must be completed in its entirety and submitted to the Board President or designee by 7:00 p.m. The first Open Forum is limited to agenda items other than personnel, public officers, and individual/specific students. Speakers will be limited to three (3) minutes. When more than one individual wishes to address the same agenda item, the President may ask the group to appoint one spokesperson.	
8.	ACTION AS A RESULT OF CLOSED SESSION	
9.	CONSIDER APPROVAL OF CONSENT AGENDA ITEMS	
A.	Minutes	
1.	Minutes 12.2.24	5
2.	Minutes 12.12.24	7
B.	Personnel: Routine Action	
1.	Employment, Retirement(s), Termination(s)/Proposed Termination(s), Proposed Nonrenewal(s), Request(s) for Leave of Absence, Request(s) for Extended Leave Without Pay, Resignation(s), Reassignment(s), Request(s) for Temporary Disability, Job Abandonment, Proposed Extension of Probationary Contract(s), Proposed Suspension Without Pay, Administrator Contract Recommendations, Non- Administrator Contract Recommendations	
2.	Personnel Report	
a.	Personnel Report	
C.	Regular Reports of the Superintendent	
Presenter:	Tracy Ray, Deputy Superintendent of Business Operations	
1.	Contract Listing	
2.	Property Tax Collection Report	
a.	Tax Report	11
3.	Revenue and Expenditure	
a.	Revenue and Expenditure	12
b.	Revenue and Expenditure - \$16 Million Donation	13
c.	Revenue and Expenditure - Capital Funds Project	14
4.	Budget Transfers and Amendments	
a.	Budget Transfers and Amendments - General Fund #5	15
D.	Quarterly Reports	16
E.	Waiver for Missed School Days	17
Presenter:	Dr. Melissa Steger, Chief Data and Information Systems Officer	
10.	CONSIDER APPROVAL OF ACTION AGENDA ITEMS	
A.	HVAC at Grand Prairie High School Tower	18
Presenter:	Joel Falcon, Chief of Operations	
B.	Campus Kitchen Equipment Replacement	20

	Presenter: Joel Falcon, Chief of Operations	
C.	Elementary Shade Structures	22
	Presenter: Joel Falcon, Chief of Operations	
D.	Order of Election	23
	Presenter: Debbie Torres, Director of Purchasing/Elections Coordinator	
E.	Resolution to Pay during Emergency Weather Closure	27
	Presenter: Tracy Ray, Acting Superintendent of Schools	
F.	Annual Financial Report for Fiscal Year Ended August 31, 2024	30
	Presenter: Tracy Ray, Deputy Superintendent of Business Operations	
11.	INFORMATION/DISCUSSION ITEMS	
A.	Targeted Improvement Plans	31
	Presenter: Traci Davis, Associate Superintendent of Teaching and Learning, School Leadership and Innovation, and Susanna Ramirez, Associate Superintendent of Early Learning and Family Engagement	
B.	Replacement of Underground Fuel Storage Tanks at Gentry Long Service Center	32
	Presenter: Joel Falcon, Chief of Operations	
C.	Local Policy Update	33
	Presenter: Dr. Melissa Kates, General Counsel	
12.	OPEN FORUM FOR NON-AGENDA ITEMS	
A.	Persons attending the meeting may request an Open Forum Sign-Up Card. The card must be completed in its entirety and submitted to the Board President or designee by 7:00 p.m. This second Open Forum allows individuals to address the Board on any subject, except personnel and individual/specific students. Any personnel concern should be brought directly to the attention of the Superintendent prior to the meeting. Speakers will be limited to three (3) minutes. When more than one individual wishes to address the same topic, the Board President may ask the group to appoint one spokesperson.	
13.	COMMENTS FROM INDIVIDUAL BOARD MEMBERS AND SUPERINTENDENT UPDATE	
A.	Board of Trustees' expressions of thanks, congratulations, and condolences.	
14.	ADJOURNMENT	

Grand Prairie ISD Board of Trustees

CREATE.
EMPOWER.
LEAD.

Information

Action

Consent

Topic: Termination of Probationary Contract During the Term of the Contract

Submitted by: Dr. Melissa Kates, General Counsel

Approved for Transmittal:



Board Meeting Date: 1/16/2025

Recommendation:

It is recommended that the Board accept the Superintendent's recommendation to terminate the probationary contract of employment for good cause of the employee identified in the attached Exhibit 1. It is further recommended that the Board authorize the Superintendent to take any other actions required under the Texas Education Code.

Rationale:

The Board found good cause to terminate the employee's probationary contract at the Board meeting on December 12, 2024. The employee was provided the required notice of the Board's proposed termination of the probationary employment contract, and the employee was given an opportunity to appeal the decision to the Commissioner of Education. The employee has failed to request a hearing regarding the proposed termination by the deadline in Chapter 21 of the Texas Education Code. Formal action by the Board to terminate the contract is required.

Budget Information:

No budgetary impact

Board Policy Reference and Compliance:

Texas Education Code Chapter 21; DFAA

Special Meeting

Monday, December 2, 2024, 5:30 PM

Board Room at the Education Center, 2602 South Belt Line Road, Grand Prairie, Texas 75052

1. **5:30 P.M. - CALL TO ORDER**
Board President Amber Moffitt called the meeting to order at 5:30 p.m. Other trustees present were Gloria Carrillo, Terry Brooks, Nancy Bridges, Emily Liles, David Espinosa, and Bryan Parra.
2. **OPEN FORUM FOR AGENDA ITEMS**
Gracie Cortez
Gil Cerda
Raul Sanchez
Claudia Flores
Arely Medrano
Araceli Mercado
Daniel Becerra
Lupe Adel Castillo
Alfred Adel Castillo
Esmeralda Rodriguez
Ana Coca
Angela Luckey
Maggie Wolters
Rodney Anderson
3. **RECESS TO CLOSED SESSION**
 - A. Personnel Matters (§ 551.074)
Appointments, Discipline, Dismissals, Duties, Employment, Employment Contracts, Evaluations, Extensions, Leaves of Absence, Nonrenewals, Proposals for Nonrenewals, Renewals, Reassignments, Retirements, Job Abandonment, Terminations, Proposed Terminations, Requests for Leave of Absence, Requests for Extended Leave Without Pay, Proposed Suspension Without Pay, Resignations, and Settlements, for Superintendent, Administrators, Principals, Teachers and/or other employees.
 1. Pursuant to Tex. Govt. Code 551.074, consider and discuss employment of Superintendent.
 - B. Consultation with Attorney (§ 551.071)
Consultation with the attorney with respect to pending or contemplated litigation, settlement offers, and matters where the attorney's duty to the district, pursuant to the code of professional responsibility of the State Bar of Texas, clearly conflicts with the provisions of the Open Meetings Act, or on a matter which the attorney determines should be confidential, including, but not limited to, contract negotiations in accordance with the Texas Government Code §§ 551.071, 551.082, 551.0821, 551.087.
 1. Pursuant to Tex. Govt. Code 551.071, attorney consultation regarding legal issues related to employment of Superintendent.
 2. Cause No. DC 24-18108; *Arredondo v. Grand Prairie ISD, et.al.*
4. **RECONVENE IN OPEN SESSION**
The Board reconvened in open session at 8:11 p.m.

5. ACTION AS A RESULT OF CLOSED SESSION

Ms. Liles made the motion to propose termination of Dr. Arredondo's contract as Superintendent of Grand Prairie ISD for the reasons discussed by the Board in Closed Session and as presented in the written notice of proposed termination and to authorize legal counsel to send him notice. Mr. Brooks seconded the motion. Motion passed 5-2.

Roll call vote:

Ms. Bridges - Yes
Ms. Carrillo - No
Mr. Parra - Yes
Ms. Moffitt - Yes
Mr. Espinosa - No
Mr. Brooks - Yes
Ms. Liles - Yes

6. ADJOURNMENT

President Moffitt adjourned the meeting at 8:12 p.m.

Approved: January 16, 2025

President, Board of Education

Attest: _____
Secretary, Board of Education

Regular Meeting

Thursday, December 12, 2024, 5:30 PM

Board Room at the Education Center, 2602 South Belt Line Road, Grand Prairie, Texas 75052

1. 5:30 P.M. - CALL TO ORDER

Board President Amber Moffitt called the meeting to order at 5:31 p.m. Other trustees present were Gloria Carrillo, Terry Brooks, Nancy Bridges, Emily Liles, and David Espinosa. Mr. Parra will be joining in Executive Session.

2. RECESS TO CLOSED SESSION

A. Personnel Matters (§ 551.074)

Appointments, Discipline, Dismissals, Duties, Employment, Employment Contracts, Evaluations, Extensions, Leaves of Absence, Nonrenewals, Proposals for Nonrenewals, Renewals, Reassignments, Retirements, Job Abandonment, Terminations, Proposed Terminations, Requests for Leave of Absence, Requests for Extended Leave Without Pay, Proposed Suspension Without Pay, Resignations, and Settlements, for Superintendent, Administrators, Principals, Teachers and/or other employees.

1. Termination of a Probationary Contract Prior to the End of the Contract Term

a. Termination of a Probationary Contract Prior to the End of the Contract Term

2. Level III DGBA Grievance Heard on 11/14/2024

B. Deliberation Regarding Real Property (§ 551.072).

C. School Children; School District Employees; Disciplinary Matter or Complaint (§ 551.082).

D. Consultation with Attorney (§ 551.071)

Consultation with the attorney with respect to pending or contemplated litigation, settlement offers, and matters where the attorney's duty to the district, pursuant to the code of professional responsibility of the State Bar of Texas, clearly conflicts with the provisions of the Open Meetings Act, or on a matter which the attorney determines should be confidential, including, but not limited to, contract negotiations in accordance with the Texas Government Code §§ 551.071, 551.082, 551.0821, 551.087.

1. Pursuant to Tex. Govt. Code 551.071, attorney consultation regarding legal issues related to employment of Superintendent.

E. Deliberation Regarding Security Devices or Security Audits (§§ 551.076; .089).

The deployment, or specific occasions for implementation, of security personnel or devices; or a security audit.

1. Intruder Detection Audit.

3. RECONVENE IN OPEN SESSION

The Board reconvened in open session at 7:48 p.m. All Board members were present.

4. INVOCATION

5. **PLEDGE TO THE AMERICAN FLAG AND TEXAS FLAG**

6. **RECOGNITION OF SPECIAL GUESTS**

Sam Buchmeyer, Public Information Officer

A. GPISD Education Foundation/Texas Trust Grant

B. Trinity River Authority 2024 Art Contest Awards

C. QuestBridge Finalists

7. **OPEN FORUM FOR AGENDA ITEMS**

Doris Hill

8. **ACTION AS A RESULT OF CLOSED SESSION**

Mr. Brooks made the motion to approve the Superintendent recommendation that the Board propose termination of Vincent Smalls' 2024-2025 probationary contract before the end of the contract period for good cause and to direct the Superintendent to provide written notice to the employee as required under the Texas Education Code. Mr. Parra seconded the motion. Motion passed 7-0.

Mr. Brooks made the motion to uphold the decision of Administration in the Level III grievance heard in Closed Session on November 14, 2024. Ms. Liles seconded the motion. Motion failed.

Mr. Brooks made the motion to overturn the decision of the Administration in the Level III grievance that was heard in Closed Session on November 14, 2024. Mr. Espinosa made a second. Motion passed 4-3.

Roll Call Vote:

Ms. Bridge - Yes

Ms. Carrillo - Yes

Mr. Parra - Yes

Ms. Moffitt - No

Mr. Espinosa - Yes

Mr. Brooks - No

Ms. Liles - No

9. **CONSIDER APPROVAL OF CONSENT AGENDA ITEMS**

Mr. Brooks made the motion that the consent agenda be approved as presented. Mr. Parra seconded the motion. Motion passed 7-0.

A. Minutes

1. Minutes 11.14.24

B. Personnel: Routine Action

1. Employment, Retirement(s), Termination(s)/Proposed Termination(s), Proposed Nonrenewal(s), Request(s) for Leave of Absence, Request(s) for Extended Leave Without Pay, Resignation(s), Reassignment(s), Request(s) for Temporary Disability, Job Abandonment, Proposed Extension of Probationary Contract(s), Proposed Suspension Without Pay, Administrator Contract Recommendations, Non-Administrator Contract Recommendations

2. Personnel Report

a. Personnel Report

C. Regular Reports of the Superintendent

Tracy Ray, Deputy Superintendent of Business Operations

1. Contract Listing
 - a. Board Agenda Contracts
 2. Property Tax Collection Report
 - a. Tax Report
 3. Revenue and Expenditure
 - a. Revenue and Expenditure
 - b. Revenue and Expenditure - \$16 Million Donation
 - c. Revenue and Expenditure - Capital Funds Project
 4. Budget Transfers and Amendments
 - a. Budget Transfers and Amendments - General Fund #4
 - b. Budget Transfers and Amendments - General Fund #4A
 - c. Budget Transfers and Amendments - Capital Fund Project
 - D. Certified 2024 Tax Levy
Tracy Ray, Deputy Superintendent of Business Operations
 - E. Donation - National Gypsum-ProForm Finishing Products
Tracy Ray, Deputy Superintendent of Business Operations
 - F. GPISD Education Foundation Update
Tracy Ray, Deputy Superintendent of Business Operations
10. **CONSIDER APPROVAL OF ACTION AGENDA ITEMS**
- A. 2025-2026 School Calendar
Sam Buchmeyer, Public Information Officer
Mr. Parra made the motion to approve the 2025-2026 School Calendar as presented. Ms. Carrillo seconded the motion. Motion passed 7-0.
 - B. TRS Active Care for 2025-2026
Tracy Ray, Deputy Superintendent of Business Operations
Mr. Brooks made the motion to approve the TRS Active Care for 2025-2026 as presented. Mr. Parra seconded the motion. Motion passed 7-0.
11. **INFORMATION/DISCUSSION ITEMS**
- A. HVAC at Grand Prairie High School Tower
Joel Falcon, Chief of Operations
 - B. Campus Kitchen Equipment Replacement
Joel Falcon, Chief of Operations
 - C. Elementary Shade Structures
Joel Falcon, Chief of Operations
12. **OPEN FORUM FOR NON-AGENDA ITEMS**
Daniel Becerra
13. **COMMENTS FROM INDIVIDUAL BOARD MEMBERS AND SUPERINTENDENT UPDATE**
- A. Board of Trustees' expressions of thanks, congratulations, and condolences.
14. **ADJOURNMENT**
President Moffitt adjourned the meeting at 8:57 p.m.

Approved: January 16, 2025

President, Board of Education

Attest: _____
Secretary, Board of Education



**GRAND PRAIRIE INDEPENDENT SCHOOL DISTRICT
PROPERTY TAX COLLECTION REPORT
FOR THE PERIOD ENDING NOVEMBER 30, 2024**

MAINTENANCE & OPERATION (M&O)

Description	2024-2025		NOVEMBER	
	Original Budget	Revised Budget	2024-2025 Monthly Activity	2024-2025 FYTD Activity
LOCAL TAXES-CURRENT	\$ 99,004,150.00	\$ 99,004,150.00	\$ 4,028,049.15	\$ 6,060,957.57
LOCAL TAXES-PRIOR YR	700,000.00	700,000.00	(101,640.18)	(170,715.93)
PENALTY/INTEREST	500,000.00	500,000.00	24,163.74	88,038.40
TOTAL	\$ 100,204,150.00	\$ 100,204,150.00	\$ 3,950,572.71	\$ 5,978,280.04

INTEREST & SINKING (I&S)

Description	2024-2025		NOVEMBER	
	Original Budget	Revised Budget	2024-2025 Monthly Activity	2024-2025 FYTD Activity
LOCAL TAXES - CUR YR	\$ 39,850,000.00	\$ 39,850,000.00	\$ 1,613,459.84	\$ 2,427,753.70
LOCAL TAXES - PRIOR YEAR	100,000.00	100,000.00	(45,790.98)	(78,218.24)
PENALTY/INTEREST/DEL	50,000.00	50,000.00	10,259.74	36,640.69
TOTAL	\$ 40,000,000.00	\$ 40,000,000.00	\$ 1,577,928.60	\$ 2,386,176.15

This report is prepared for the Board of Trustees meeting held January 16, 2025.

2024-2025 GENERAL FUND
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE
FINANCIAL POSITION AS OF NOVEMBER 30, 2024

	General Fund Original Budget	November 30, 2024 Amended Budget	11/30/24 Revenue, Expenditures, and Change in FB	% of Budget
REVENUES:				
5700 Local revenues	\$ 111,959,150	\$ 111,959,150	\$ 8,598,243	8%
5800 State revenues	173,892,315	171,808,993	82,204,454	48%
5900 Federal revenues	2,330,000	2,330,000	118,477	5%
TOTAL REVENUES	\$ 288,181,465	\$ 286,098,143	\$ 90,921,174	32%
EXPENDITURES:				
11 Instruction	\$ 173,193,831	\$ 173,156,651	\$ 26,393,746	15%
12 Inst. Resources/Media	3,381,558	3,381,558	592,500	18%
13 Curr & Staff Develop	3,300,393	3,283,553	478,232	15%
21 Inst Leadership	5,377,921	5,389,434	1,263,019	23%
23 School Leadership	20,331,486	20,341,331	4,651,167	23%
31 Guidance/Counseling	12,914,276	12,925,276	2,804,407	22%
32 Social Services	1,057,700	1,057,700	276,248	26%
33 Health Services	3,934,927	3,935,577	586,162	15%
34 Transportation	7,524,808	8,818,608	1,686,128	19%
35 Food Service	76,250	76,250	-	0%
36 Extra-Curricular	6,280,584	6,280,777	1,356,271	22%
41 General Admin.	7,575,789	7,578,109	1,985,979	26%
51 Maint & Operations	32,616,470	33,487,144	8,843,718	26%
52 Security	6,261,966	6,261,966	872,628	14%
53 Data Processing	8,152,201	8,154,681	3,346,773	41%
61 Community Services	4,607,753	4,632,367	721,561	16%
71 Debt Service	1,201,600	1,201,600	-	0%
81 Facilities Acq/Constr.	143,763	829,763	19,492	2%
95 Juvenile Justice Prgm	31,450	31,450	-	0%
97 Payments to TIF	-	-	-	0%
99 Intergovernmental Chgs	420,939	420,939	119,283	28%
TOTAL EXPENDITURES	\$ 298,385,665	\$ 301,244,734	\$ 55,997,314	19%
OTHER SOURCES:				
7912 Sale of Property	\$ -	\$ -	\$ 2,492	
7913 Proceeds from Capital Leases	-	-	-	
7915 Operating Transfer In	-	-	-	
TOTAL OTHER SOURCES	\$ -	\$ -	\$ 2,492	
OTHER USES:				
8911 Operating Transfer Out	\$ -	\$ -	\$ -	
TOTAL OTHER USES	\$ -	\$ -	\$ -	
CHANGE IN FUND BALANCE	\$ (10,204,200)	\$ (15,146,591)	\$ 34,926,352	

2024-2025 GENERAL FUND - MACKENZIE SCOTT DONATION
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE
FINANCIAL POSITION AS OF NOVEMBER 30, 2024

	MacKenzie Scott Donation Original Budget	November 30, 2024 Amended Budget	11/30/24 Revenue, Expenditures, and Change in FB	% of Budget
REVENUES:				
5700 Local revenues	\$ 450,000	\$ 450,000	\$ 133,147	30%
5800 State revenues	-	-	-	0%
5900 Federal revenues	-	-	-	0%
TOTAL REVENUES	\$ 450,000	\$ 450,000	\$ 133,147	30%
EXPENDITURES:				
11 Instruction	\$ 3,589,244	\$ 3,589,244	\$ 181,403	5%
12 Inst. Resources/Media	-	-	-	0%
13 Curr & Staff Develop	-	-	-	0%
21 Inst Leadership	-	-	-	0%
23 School Leadership	-	-	-	0%
31 Guidance/Counseling	1,148,196	1,148,196	1,091,000	95%
32 Social Services	-	-	-	0%
33 Health Services	-	-	-	0%
34 Transportation	-	-	-	0%
35 Food Service	-	-	-	0%
36 Extra-Curricular	849,438	849,438	-	0%
41 General Admin.	-	-	-	0%
51 Maint & Operations	-	-	-	0%
52 Security	-	-	-	0%
53 Data Processing	-	-	-	0%
61 Community Services	-	-	-	0%
71 Debt Service	-	-	-	0%
81 Facilities Acq/Constr.	5,822,107	5,822,107	-	0%
95 Juvenile Justice Prgm	-	-	-	0%
97 Payments to TIF	-	-	-	0%
99 Intergovernmental Chgs	-	-	-	0%
TOTAL EXPENDITURES	\$ 11,408,985	\$ 11,408,985	\$ 1,272,403	11%
OTHER SOURCES:				
7912 Sale of Property	\$ -	\$ -	\$ -	
7913 Proceeds from Capital Leases	-	-	-	
7915 Operating Transfer In	-	-	-	
TOTAL OTHER SOURCES	\$ -	\$ -	\$ -	
OTHER USES:				
8911 Operating Transfer Out	\$ -	\$ -	\$ -	
TOTAL OTHER USES	\$ -	\$ -	\$ -	
CHANGE IN FUND BALANCE	\$ (10,958,985)	\$ (10,958,985)	\$ (1,139,256)	

8/31/24 FUND BALANCE	\$ 11,411,535
2024-2025 Revenue (Interest Earnings) as of 11/30/24	\$ 133,147
2024-2025 Expenditures as of 11/30/24	\$ (1,272,403)
11/30/24 FUND BALANCE	\$ 10,272,279

**2024-2025 LOCALLY DEFINED CAPITAL PROJECT FUND
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE
FINANCIAL POSITION AS OF NOVEMBER 30, 2024**

	Locally Defined Capital Project Fund Original Budget	November 30, 2024 Amended Budget	11/30/24 Revenue, Expenditures, and Change in FB	% of Budget
REVENUES:				
5700 Local revenues	\$ 215,000	\$ 215,000	\$ 117,664	55%
5800 State revenues	-	-	-	0%
5900 Federal revenues	-	-	-	0%
TOTAL REVENUES	\$ 215,000	\$ 215,000	\$ 117,664	55%
EXPENDITURES:				
11 Instruction	\$ -	\$ -	\$ -	0%
12 Inst. Resources/Media	-	-	-	0%
13 Curr & Staff Develop	-	-	-	0%
21 Inst Leadership	-	-	-	0%
23 School Leadership	-	-	-	0%
31 Guidance/Counseling	-	-	-	0%
32 Social Services	-	-	-	0%
33 Health Services	-	-	-	0%
34 Transportation	-	-	-	0%
35 Food Service	-	-	-	0%
36 Extra-Curricular	-	-	-	0%
41 General Admin.	-	-	-	0%
51 Maint & Operations	245,909	245,909	-	0%
52 Security	399,922	399,922	-	0%
53 Data Processing	6,613,995	6,613,995	409,615	6%
61 Community Services	-	-	-	0%
71 Debt Service	-	-	-	0%
81 Facilities Acq/Constr.	671,618	671,618	(58,064)	-9%
95 Juvenile Justice Prgm	-	-	-	0%
97 Payments to TIF	-	-	-	0%
99 Intergovernmental Chgs	-	-	-	0%
TOTAL EXPENDITURES	\$ 7,931,444	\$ 7,931,444	\$ 351,551	4%
OTHER SOURCES:				
7912 Sale of Property	\$ -	\$ -	\$ -	
7913 Proceeds from Capital Leases	-	-	-	
7915 Operating Transfer In	-	-	-	
TOTAL OTHER SOURCES	\$ -	\$ -	\$ -	
OTHER USES:				
8911 Operating Transfer Out	\$ -	\$ -	\$ -	
TOTAL OTHER USES	\$ -	\$ -	\$ -	
CHANGE IN FUND BALANCE	\$ (7,716,444)	\$ (7,716,444)	\$ (233,887)	

08/31/24 FUND BALANCE	\$ 9,031,093
2024-2025 Revenue (Interest Earnings) as of 11/30/24	\$ 117,664
2024-2025 Expenditures as of 11/30/24	\$ (351,551)
11/30/24 FUND BALANCE	\$ 8,797,206

**2024-2025 General Fund
Summary of Proposed Budget Transfers/Amendments
01/16/2025 Regular Board Meeting**

	General Fund Original Budget	December, 2024 Amended Budget	January, 2025 Proposed Budget Transfers	January, 2025 Proposed Budget Amendment	January, 2025 Proposed Amended Budget
REVENUES:					
5700 Local revenues	\$ 111,959,150	\$ 111,959,150	\$ -	\$ -	\$ 111,959,150
5800 State revenues	173,892,315	171,808,993	-	-	171,808,993
5900 Federal revenues	2,330,000	2,330,000	-	-	2,330,000
TOTAL REVENUES	\$ 288,181,465	\$ 286,098,143	\$ -	\$ -	\$ 286,098,143
EXPENDITURES:					
11 Instruction	\$ 173,193,831	\$ 173,307,778	\$ (100,654)	\$ -	\$ 173,207,124
12 Inst. Resources/Media	3,381,558	3,382,098	-	-	3,382,098
13 Curr & Staff Develop	3,300,393	3,272,078	151,090	-	3,423,168
21 Inst Leadership	5,377,921	5,362,623	(7,724)	-	5,354,899
23 School Leadership	20,331,486	20,353,797	9,490	-	20,363,287
31 Guidance/Counseling	12,914,276	12,771,508	(13,661)	-	12,757,847
32 Social Services	1,057,700	1,067,700	-	-	1,067,700
33 Health Services	3,934,927	3,935,577	-	-	3,935,577
34 Transportation	7,524,808	8,818,608	(53,902)	-	8,764,706
35 Food Service	76,250	76,250	-	-	76,250
36 Extra-Curricular	6,280,584	6,284,605	1,030	-	6,285,635
41 General Admin.	7,575,789	7,578,109	15,000	-	7,593,109
51 Maint & Operations	32,616,470	33,491,876	120	-	33,491,996
52 Security	6,261,966	6,261,966	-	-	6,261,966
53 Data Processing	8,152,201	8,154,681	-	-	8,154,681
61 Community Services	4,607,753	4,641,728	(789)	-	4,640,939
71 Debt Service	1,201,600	1,201,600	-	-	1,201,600
81 Facilities Acq/Constr.	143,763	143,763	-	-	143,763
95 Juvenile Justice Prgm	31,450	31,450	-	-	31,450
99 Intergovernmental Chgs	420,939	420,939	-	-	420,939
TOTAL EXPENDITURES	\$ 298,385,665	\$ 300,558,734	\$ -	\$ -	\$ 300,558,734
OTHER SOURCES:					
7912 Sale of Property	\$ -	\$ -	\$ -	\$ -	\$ -
7913 Proceeds from Capital Leases	-	-	-	-	-
7915 Operating Transfer In	-	-	-	-	-
7917 SBITA	-	-	-	-	-
TOTAL OTHER SOURCES	\$ -	\$ -	\$ -	\$ -	\$ -
OTHER USES:					
8911 Operating Transfer Out	\$ -	\$ 686,000	\$ -	\$ -	\$ 686,000
TOTAL OTHER USES	\$ -	\$ 686,000	\$ -	\$ -	\$ 686,000
CHANGE IN FUND BALANCE	\$ (10,204,200)	\$ (15,146,591)	\$ -	\$ -	\$ (15,146,591)

GRAND PRAIRIE INDEPENDENT SCHOOL DISTRICT

Quarterly Summary of Investments for the period September 1, 2024 to November 30, 2024 (1st Quarter)

	BEGINNING BALANCE 09/01/2024	INCREASES	DECREASES	ENDING BALANCE 11/30/2024	AVERAGE YIELD	# DAYS IN PERIOD	QUARTERLY INTEREST EARNED
TEXPOOL							
Debt Service Fund	3,271,500.44	40,420.04	-	3,311,920.48	4.93%	91	40,420.04
General Fund	3,985,513.31	49,241.87	-	4,034,755.18	4.93%	91	49,241.87
Total Texpool	\$ 7,257,013.75	\$ 89,661.91	\$ -	\$ 7,346,675.66			\$ 89,661.91
TexStar							
General Fund	119,498.30	1,467.11	-	120,965.41	4.91%	91	1,467.11
Debt Service Fund	2,083.34	25.60	-	2,108.94	4.91%	91	25.60
Total TexStar Pool	\$ 121,581.64	\$ 1,492.71	\$ -	\$ 123,074.35			\$ 1,492.71
Texas Class Pool							
General Fund	111,240,763.07	100,503,838.55	115,296,227.57	96,448,374.05	5.07%	91	1,189,673.47
Debt Service Fund	35,470,392.71	7,834,173.27	18,250.00	43,286,315.98	5.07%	91	464,833.85
Capital Projects Fund	10,058,557.09	117,663.90	1,385,724.70	8,790,496.29	5.07%	91	117,663.90
Campus Activity Fund	835,146.34	10,596.98	-	845,743.32	5.07%	91	10,596.98
Food Service Fund	11,398,006.77	124,044.85	2,842,937.51	8,679,114.11	5.07%	91	124,044.85
Natl Philanthropic	11,589,428.67	223,940.28	1,541,089.44	10,272,279.51	5.07%	91	133,147.28
Total Texas Class Pool	\$ 180,592,294.65	\$ 108,814,257.83	\$ 121,084,229.22	\$ 168,322,323.26			\$ 2,039,960.33
Lone Star Pool							
General Fund	20,899.95	256.95	-	21,156.90	4.92%	91	256.95
Total Lone Star Pool	\$ 20,899.95	\$ 256.95	\$ -	\$ 21,156.90			\$ 256.95

SECURITIES	BEGINNING MARKET VALUE			ENDING MARKET VALUE		QUARTERLY EARNINGS/FV AMORT ADJ
Gen Fund-Federal Agency Securities	-	-	-	-		-
Gen Fund-Treasury Securities	9,987,500.00	50,132,594.89	-	60,120,094.89		540,798.59
Gen Fund-Commercial Paper	-	-	-	-		-
	\$ 9,987,500.00			\$ 60,120,094.89		\$540,798.59
TOTAL INVESTMENTS	\$ 197,979,289.99			\$ 235,933,325.06		\$ 2,672,170.49

	BEGINNING BALANCE 09/01/2024	INCREASES	DECREASES	ENDING BALANCE 11/30/2024		YEAR TO DATE INTEREST/FV ADJ
FISCAL YEAR TO DATE	\$ 197,979,289.99	\$ 159,038,264.29	\$ 121,084,229.22	\$ 235,933,325.06		\$ 2,672,170.49

COMPLIANCE CERTIFICATION

I hereby certify that the quarterly Investment Report represents the investment position of the district as of November 30, 2024 and that all investments were purchased in compliance with the Board approved Investment Policy. The Board of Trustees has approved and reviewed the policies and strategies for investments of the Grand Prairie Independent School District.


 Lara Brown
 Executive Director of Finance

December 13, 2024
 Date

Grand Prairie ISD Board of Trustees

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Information

Action

Consent

Topic: Waiver for Missed School Days

Submitted by: Dr. Melissa Steger, Chief Data and Information Systems Officer

Approved for Transmittal: 

Board Meeting Date: 1/16/2025

Recommendation:

The Administration recommends that the Board of Trustees approve a waiver for the missed school days for Grand Prairie Independent School District for the week of January 6, 2025.

Rationale:

Districts or campuses can request a waiver for excused absences if instructional days are missed due to inclement weather, health, safety-related, or other issues. The first two days missed for any reason must be made up, using either designated makeup days or additional minutes.

Budget Information:

If granted, the district will not have to make up the lost minutes that could be subject to low attendance.

Board Policy Reference and Compliance:

EB (LEGAL)

Grand Prairie ISD Board of Trustees

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Information

Action

Consent

Topic: HVAC at Grand Prairie High School Tower

Submitted by: Joel Falcon, Chief of Operations

Approved for Transmittal: 

Board Meeting Date: 1/16/2025

Recommendation:

It is recommended that the Board of Trustees approve the HVAC at the Grand Prairie High School Tower through RFP #24-03 with John Cook & Associates in the amount of \$9,775,000.00.

Rationale:

Tower Replacement Update: The current variable refrigerant flow (VRF) system is holding to date. We continue to monitor it daily. The work week will begin in March 2025 with a substantial completion date of July 21, 2025.

Budget Information:

General Funds

Board Policy Reference and Compliance:

CH(LOCAL)
CH(LEGAL)

**2024-2025 General Fund
Summary of Proposed Budget Transfers/Amendments
01/16/2025 Regular Board Meeting**

	General Fund Original Budget	December, 2024 Amended Budget	#5A January, 2025 Proposed Budget Amendment	January, 2025 Proposed Amended Budget
REVENUES:				
5700 Local revenues	\$ 111,959,150	\$ 111,959,150	\$ -	\$ 111,959,150
5800 State revenues	173,892,315	171,808,993	-	171,808,993
5900 Federal revenues	2,330,000	2,330,000	-	2,330,000
TOTAL REVENUES	\$ 288,181,465	\$ 286,098,143	\$ -	\$ 286,098,143
EXPENDITURES:				
11 Instruction	\$ 173,193,831	\$ 173,307,778	\$ -	\$ 173,207,124
12 Inst. Resources/Media	3,381,558	3,382,098	-	3,382,098
13 Curr & Staff Develop	3,300,393	3,272,078	-	3,423,168
21 Inst Leadership	5,377,921	5,362,623	-	5,354,899
23 School Leadership	20,331,486	20,353,797	-	20,363,287
31 Guidance/Counseling	12,914,276	12,771,508	-	12,757,847
32 Social Services	1,057,700	1,067,700	-	1,067,700
33 Health Services	3,934,927	3,935,577	-	3,935,577
34 Transportation	7,524,808	8,818,608	-	8,764,706
35 Food Service	76,250	76,250	-	76,250
36 Extra-Curricular	6,280,584	6,284,605	-	6,285,635
41 General Admin.	7,575,789	7,578,109	-	7,593,109
51 Maint & Operations	32,616,470	33,491,876	-	33,491,996
52 Security	6,261,966	6,261,966	-	6,261,966
53 Data Processing	8,152,201	8,154,681	-	8,154,681
61 Community Services	4,607,753	4,641,728	-	4,640,939
71 Debt Service	1,201,600	1,201,600	-	1,201,600
81 Facilities Acq/Constr.	143,763	143,763	9,775,000	9,918,763
95 Juvenile Justice Prgm	31,450	31,450	-	31,450
99 Intergovernmental Chgs	420,939	420,939	-	420,939
TOTAL EXPENDITURES	\$ 298,385,665	\$ 300,558,734	\$ 9,775,000	\$ 310,333,734
OTHER SOURCES:				
7912 Sale of Property	\$ -	\$ -	\$ -	\$ -
7913 Proceeds from Capital Leases	-	-	-	-
7915 Operating Transfer In	-	-	-	-
7917 SBITA	-	-	-	-
TOTAL OTHER SOURCES	\$ -	\$ -	\$ -	\$ -
OTHER USES:				
8911 Operating Transfer Out	\$ -	\$ 686,000	\$ -	\$ 686,000
TOTAL OTHER USES	\$ -	\$ 686,000	\$ -	\$ 686,000
CHANGE IN FUND BALANCE	\$ (10,204,200)	\$ (15,146,591)	\$ (9,775,000)	\$ (24,921,591)

Grand Prairie ISD Board of Trustees

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Information

Action

Consent

Topic: Campus Kitchen Equipment Replacement

Submitted by: Joel Falcon, Chief of Operations

Approved for Transmittal: *Tracy Ray*

Board Meeting Date: 1/16/2025

Recommendation:

It is recommended that the Board of Trustees approve the campus kitchen equipment replacement through RFP #24-04 with Texas Metal in the amount of \$2,786,467.00.

Rationale:

Serving-line upgrades will be more conducive to cross-functional service models, providing grab-and-go options that will create a better-quality product, increase participation, and allow for more students to move through the line at a faster pace, resulting in better line flow.

Pending Texas Department of Agriculture (TDA) approval.

Budget Information:

Child Nutrition Fund

Board Policy Reference and Compliance:

CH(LOCAL)

CH(LOCAL)

2024-2025 Food Service Fund
Summary of Proposed Budget Transfers/Amendments
01/16/2025 Regular Board Meeting

	General Fund Original Budget	December, 2024 Amended Budget	January, 2025 Proposed Budget Transfers	January, 2025 Proposed Budget Amendment	January, 2025 Proposed Amended Budget
REVENUES:					
5700 Local revenues	\$ 2,952,182	\$ 2,952,182	\$ -	\$ -	\$ 2,952,182
5800 State revenues	76,425	76,425	-	-	76,425
5900 Federal revenues	15,654,274	15,654,274	-	-	15,654,274
TOTAL REVENUES	\$ 18,682,881	\$ 18,682,881	\$ -	\$ -	\$ 18,682,881
EXPENDITURES:					
11 Instruction	\$ -	\$ -	\$ -	\$ -	\$ -
12 Inst. Resources/Media	-	-	-	-	-
13 Curr & Staff Develop	-	-	-	-	-
21 Inst Leadership	-	-	-	-	-
23 School Leadership	-	-	-	-	-
31 Guidance/Counseling	-	-	-	-	-
32 Social Services	-	-	-	-	-
33 Health Services	-	-	-	-	-
34 Transportation	-	-	-	-	-
35 Food Service	20,974,340	20,974,340	-	2,786,467	23,760,807
36 Extra-Curricular	-	-	-	-	-
41 General Admin.	-	-	-	-	-
51 Maint & Operations	-	-	-	-	-
52 Security	-	-	-	-	-
53 Data Processing	-	-	-	-	-
61 Community Services	-	-	-	-	-
71 Debt Service	-	-	-	-	-
81 Facilities Acq/Constr.	-	-	-	-	-
95 Juvenile Justice Prgm	-	-	-	-	-
99 Intergovernmental Chgs	-	-	-	-	-
TOTAL EXPENDITURES	\$ 20,974,340	\$ 20,974,340	\$ -	\$ 2,786,467	\$ 23,760,807
OTHER SOURCES:					
7912 Sale of Property	\$ -	\$ -	\$ -	\$ -	\$ -
7913 Proceeds from Capital Leases	-	-	-	-	-
7915 Operating Transfer In	-	-	-	-	-
7917 SBITA	-	-	-	-	-
TOTAL OTHER SOURCES	\$ -	\$ -	\$ -	\$ -	\$ -
OTHER USES:					
8911 Operating Transfer Out	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL OTHER USES	\$ -	\$ -	\$ -	\$ -	\$ -
CHANGE IN FUND BALANCE	\$ (2,291,459)	\$ (2,291,459)	\$ -	\$ (2,786,467)	\$ (5,077,926)

Grand Prairie ISD Board of Trustees

CREATE.
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Information

Action

Consent

Topic: Elementary Shade Structures

Submitted by: Joel Falcon, Chief of Operations

Approved for Transmittal: 

Board Meeting Date: 1/16/2025

Recommendation:

It is recommended that the Board of Trustees approve the elementary shade structures through RFP #24-02 with CGC General Contractors in the amount of \$1,563,171.26.

Rationale:

Shade-structure additions for the elementary playgrounds offer a range of benefits, including sun protection, heat reduction, accessibility, equipment preservation, and aesthetic enhancement.

Budget Information:

Mackenzie Scott Donation

Board Policy Reference and Compliance:

CH(LOCAL)
CH(LEGAL)

Grand Prairie ISD Board of Trustees

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Information

Action

Consent

Topic: Adoption of Order of Election

Submitted by: Debbie Torres, Director of Purchasing/Elections Coordinator

Approved for Transmittal: 

Board Meeting Date: 1/16/2025

Recommendation:

The Administration recommends the Board of Trustees adopt the Order of Election as submitted and establish the date of Saturday, May 3, 2025, for the Board of Trustees election.

Rationale:

An Order of Election has been prepared for a Board of Trustees Election to be held on Saturday, May 3, 2025. The Order is presented to the Board of Trustees for adoption at this Board meeting.

The positions for election this year are Single-Member District 6, incumbent Emily Liles, and At-Large Place 7, incumbent Amber Moffitt. The filing period is January 15, 2025, through February 14, 2025.

Dallas County Elections will conduct the election. Early voting by personal appearance is April 21, 2025, through April 29, 2025. The early voting locations are Crosswinds High School and Betty Warmack Library. The Election Coordinator for the District will be Debbie Torres.

Budget Information:

General Fund

Board Policy Reference and Compliance:

BBB(LEGAL) and BBB(LOCAL)

ORDER OF ELECTION

An election is hereby ordered to be held on May 3, 2025 for the purpose of electing to the Board of Trustees of the Grand Prairie Independent School District one trustee each for positions designated as Single Member District 6 and At Large Place 7 for a full three-year term.

Early voting by personal appearance will be conducted as follows:

Crosswinds High School	1100 N. Carrier Pkwy., 75050
Betty Warmack Library	760 Bardin Rd., 75052
<hr/>	
Apr 21 (Monday through Friday) – Apr 25	8:00 a.m. to 5:00 p.m.
Apr 26 (Saturday)	7:00 a.m. to 7:00 p.m.
Apr 27 (Sunday)	12:00 p.m. to 6:00 p.m.
Apr 28 (Monday and Tuesday) – Apr 29	7:00 a.m. to 7:00 p.m.

Applications for ballot by mail shall be submitted by mail, carrier delivery, fax or Email to:

Heider Garcia, Early Voting Clerk

(Name of Early Voting Clerk)

1520 Round Table Drive

(Address)

Dallas 75247

(City) (Zip Code)

evapplications@dallascounty.org

Email Address

214-819-6303

Fax

Applications for ballots by mail must be received no later than the close of business on Tuesday, April 22, 2025.

Issued this the 16th day of January 2025

Amber Moffitt, Board President/Presiding Officer

Nancy Bridges, Board Member

Bryan Parra, Board Vice President

Terry Brooks, Board Member

Emily Liles, Board Secretary

Gloria Carrillo, Board Member

David Espinosa, Board Member

ORDEN DE ELECCIONES

Por la presente, se ordena se lleven a cabo elecciones el día 3 de mayo del 2025 con el propósito de elegir a los miembros consejeros de la Junta Directiva del Distrito Escolar Independiente de Grand Prairie. Se elegirá al miembro consejero único designado en el distrito 6 y al miembro por votación general del precinto electoral 7. Los miembros consejeros electos servirán en su posición por un período de tres años.

La votación anticipada en persona se llevará a cabo en los siguientes lugares y fechas:

Preparatoria Crosswinds	1100 N. Carrier Pkwy., 75050
Biblioteca Betty Warmack	760 Bardin Rd., 75052
<hr/>	
Abr 21 – 25 (lunes a viernes)	8:00 a.m. a 5:00 p.m.
Abr 26 (sábado)	7:00 a.m. a 7:00 p.m.
Abr 27 (domingo)	12:00 p.m. a 6:00 p.m.
Abr 28 – 29 (lunes y martes)	7:00 a.m. a 7:00 p.m.

Las solicitudes de boletas de votación por correo deberán pedirse a través de correo postal, servicios de mensajería, fax o correo electrónico a:

Heider García, Oficial de Votación Anticipada
(Nombre del Secretario de Votación Anticipada)

1520 Round Table Drive
(Dirección)

Dallas 75247
(Ciudad) (Código Postal)

evapplications@dallascounty.org
Dirección de Correo Electrónico

214-819-6303
Número de Fax

Las solicitudes de boletas electorales de votación por correo deberán recibirse a más tardar al cierre de operaciones del martes 22 de abril del 2025.

Emitido el día 16 de enero del 2025

Amber Moffitt, Presidenta de la Junta/Presidenta Oficial

Nancy Bridges, Miembro de la Junta Directiva

Bryan Parra, Vicepresidente de la Junta Directiva

Terry Brooks, Miembro de la Junta Directiva

Emily Liles, Secretaria de la Junta Directiva

Gloria Carrillo, Miembro de la Junta Directiva

David Espinosa, Miembro de la Junta Directiva

SẮC LỆNH BẦU CỬ

Cuộc bầu cử theo đây được lệnh tổ chức vào ngày 3 tháng 5 năm 2025 với mục đích bầu vào Hội đồng Quản trị của Khu học chánh Độc lập Grand Prairie, mỗi người một ủy viên cho các vị trí được chỉ định là Thành viên Duy nhất Khu vực 6 và Theo thông lệ Khu vực 7 cho nhiệm kỳ đầy đủ ba năm.

Bỏ phiếu sớm trực tiếp sẽ được tiến hành như sau:

Crosswinds High School	1100 N. Carrier Pkwy., 75050
Betty Warmack Library	760 Bardin Rd., 75052
Ngày 21 tháng 4 (Thứ Hai đến Thứ Sáu) – Ngày 25 tháng 4	8:00 sáng đến 5:00 chiều
Ngày 26 tháng 4 (Thứ Bảy)	7:00 sáng đến 7:00 tối
Ngày 27 tháng 4 (Chủ Nhật)	12:00 trưa đến 6:00 chiều
Ngày 28 tháng 4 (Thứ Hai và Thứ Ba) – ngày 29 tháng 4	7:00 giờ sáng – 7:00 giờ tối

Đơn xin đăng ký lá phiếu qua đường bưu điện phải được gửi qua đường bưu điện, chuyển phát nhanh, fax hoặc Email tới:

Heider Garcia, Thư ký Phụ trách Bầu cử Sớm
(Tên Thư ký Phụ trách Bầu cử Sớm)

1520 Round Table Drive
(Địa chỉ)

Dallas 75247
(Thành phố) (Mã vùng)

evapplications@dallascounty.org
Địa chỉ email

214-819-6303
Fax

Đơn đăng ký lá phiếu qua thư phải được nhận trước khi kết thúc ngày làm việc vào thứ Ba, ngày 22 tháng 4 năm 2025.

Lệnh này được ban hành ngày 16 tháng 1 năm 2025

Amber Moffitt, Chủ tịch Hội đồng/Giám đốc

Nancy Bridges, Thành viên Hội đồng

Bryan Parra, Phó chủ tịch Hội đồng

Terry Brooks, Thành viên Hội đồng

Emily Liles, Thư ký Hội đồng

Gloria Carrillo, Thành viên Hội đồng

David Espinosa, Thành viên Hội đồng

Grand Prairie ISD Board of Trustees

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Information

Action

Consent

Topic: Resolution for Pay during Emergency Weather Closure

Submitted by: Tracy Ray, Acting Superintendent of Schools

Approved for Transmittal:



Board Meeting Date: 1/16/2025

Recommendation:

The Administration recommends that the Board consider approval of the resolution for pay during the emergency weather closure during the week of January 6, 2025.

Rationale:

The vast majority of employees were directed not to come to work on the date indicated because of dangerously low temperatures, and the Board believes that paying employees for days that will not be made up serves a public purpose.

Budget Information:

No budgetary impact.

Board Policy Reference and Compliance:

DEA(LOCAL)

**RESOLUTION OF THE BOARD OF TRUSTEES OF
GRAND PRAIRIE INDEPENDENT SCHOOL DISTRICT**

WHEREAS, the Board of Trustees (the “Board”) of the Grand Prairie Independent School District (the “District”) is authorized by § 11.51 of the Texas Education Code (“TEC”) to govern and oversee the management of the public schools in the District; and

WHEREAS, Grand Prairie ISD endured inclement weather during the 2024-2025 school year and, for the safety of all students and staff, closed school facilities because of bad weather during the week of January 6, 2025; and

WHEREAS, the vast majority of employees were directed to not come to work on those weather affected days, and the Board believes there is a public purpose for paying employees for missed workdays that will not be made up; and

WHEREAS, the public purpose for payment of employees for the workdays missed during the week of January 6, 2025 would include increased morale, reduction of employee turnover, reducing the District’s exposure to possible unemployment or Fair Labor Standards Act claims, and equitable treatment of all employees.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE GRAND PRAIRIE INDEPENDENT SCHOOL DISTRICT:

RESOLVED, the Board of Trustees finds that the public interest will be served by paying all employees, including substitutes working in a full-time TRS eligible vacant position, who were idled due to the unexpected closure of the District due to bad weather for missed workdays during the week of January 6, 2025, that will not be made up.

RESOLVED, the Board authorizes and directs the Superintendent to pay all employees, including substitutes working in a full-time TRS eligible vacant position, for a regular duty day pursuant to Grand Prairie ISD Board Policy for the unexpected closure of the District due to bad weather, including those employees who were idle and not working those days that will not be made up.

RESOLVED, the Board authorizes and directs the Superintendent to pay employees who were required to work during the bad weather storm which caused an emergency closing as declared by a federal, state, or local official or the Board, at the rate of two times their regular hourly rate of pay for those hours only. The Superintendent shall approve payments and ensure that accurate time records are kept of actual hours worked during emergency closings.

RESOLVED, the Board of Trustees hereby (1) determines that these payments serve a public purpose, (2) retains sufficient control over the expenditures to ensure a public purpose is served, and (3) is confident the District will receive a return benefit.

RESOLVED, this resolution does not establish ongoing policy and Grand Prairie ISD is under no obligation to pay employees for any other days not worked.

PASSED AND APPROVED this 16th day of January, 2025.

By: _____
Amber Moffitt, President of the Grand Prairie ISD Board of Trustees

Attest: _____
Emily Liles, Board Secretary

Grand Prairie ISD Board of Trustees

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Information

Action

Consent

Topic: Annual Financial Report for Fiscal Year Ended August 31, 2024

Submitted by: Tracy Ray, Deputy Superintendent of Business Operations

Approved for Transmittal: 

Board Meeting Date: 1/16/2025

Recommendation:

The Administration recommends that the Board of Trustees approve the Annual Financial Report for the fiscal year ended August 31, 2024, as presented.

Rationale:

Per Section 44.008 of the Texas Education Code, the Board of Trustees of each school district shall have its school district fiscal accounts audited annually, and a copy of this annual audit report, approved by the Board of Trustees, shall be filed by the district with Texas Education Agency not later than the 150th day after fiscal year end.

In compliance with the Texas Education Code and district legal policy, Weaver and Tidwell, LLP, has conducted an audit of the district's 2023-2024 fiscal accounts and will present the resulting Annual Financial Report for the fiscal year ended August 31, 2024, to the Grand Prairie ISD Board of Trustees for approval.

Budget Information:

Board Policy Reference and Compliance:

CFC(LEGAL)

Texas Education Code Section 44.008

Grand Prairie ISD Board of Trustees

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Information

Action

Consent

Topic: Targeted Improvement Plans

Submitted by: Traci Davis, Associate Superintendent of Teaching and Learning, School Leadership and Innovation, and Susanna Ramirez, Associate Superintendent of Early Learning and Family Engagement

Approved for Transmittal:



Board Meeting Date: 1/16/2025

Recommendation:

Principals of Fannin Middle School, Garcia Elementary School, and Dickinson Montessori Academy will present their proposed plans for targeted intervention.

Rationale:

Budget Information:

Board Policy Reference and Compliance:

Grand Prairie ISD Board of Trustees

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Information

Action

Consent

Topic: Replacement of Underground Fuel Storage Tanks at Gentry Long Service Center

Submitted by: Joel Falcon, Chief of Operations

Approved for Transmittal: 

Board Meeting Date: 1/16/2025

Recommendation:

Administration will update the Board of Trustees on the replacement of the underground fuel storage tanks.

Rationale:

The four underground storage tanks (USTs) currently in use at Gentry Long range in age from 27 to 30 years. The life expectancy of USTs is typically 30 years. Due to the nature of the construction, it is recommended that the work be done in two phases. New fuel dispensers, fuel lines, and electrical systems will be included in the installation of the new USTs.

Budget Information:

MacKenzie Scott Donation

Board Policy Reference and Compliance:

CH(LOCAL)
CH(LEGAL)

Grand Prairie ISD Board of Trustees

CREATE.
EMPOWER.
LEAD.

Information

Action

Consent

Topic: Local Policy Update

Submitted by: Dr. Melissa Kates, General Counsel

Approved for Transmittal: 

Board Meeting Date: 1/16/2025

Recommendation:

The Administration is providing information about recommended policy revisions, including Update 123, to the Board of Trustees. Attachment A provides a list of the policies for which updates are recommended.

Rationale:

The attached policies are recommended for adoption by the Board to align with the changes to laws. The policies will be brought to the Board for a vote at the regular January 2025 Board meeting.

Budget Information:

No budgetary impact.

Board Policy Reference and Compliance:

BAA(LEGAL)
BAA(LOCAL)

BBD(LOCAL) BOARD MEMBERS: TRAINING AND ORIENTATION
BBFA(LOCAL) ETHICS: CONFLICT OF INTEREST DISCLOSURES
CKC(LOCAL) SAFETY PROGRAM/RISK MANAGEMENT: EMERGENCY PLANS
CKE(LOCAL) SAFETY PROGRAM/RISK MANAGEMENT: SECURITY PERSONNEL
CKEC(LOCAL) SECURITY PERSONNEL: SCHOOL RESOURCE OFFICERS
CQC(LOCAL) TECHNOLOGY RESOURCES: EQUIPMENT
DCE(LOCAL) EMPLOYMENT PRACTICES: OTHER TYPES OF CONTRACTS
DGBA(LOCAL) PERSONNEL-MANAGEMENT RELATIONS: EMPLOYEE COMPLAINTS/GRIEVANCES
EEH (LOCAL) INSTRUCTIONAL ARRANGEMENTS: HOMEBOUND INSTRUCTION
EF(LOCAL) INSTRUCTIONAL RESOURCES
EFA(LOCAL) INSTRUCTIONAL RESOURCES: INSTRUCTIONAL MATERIALS
EFB(LOCAL) INSTRUCTIONAL RESOURCES: LIBRARY MATERIALS
FNG(LOCAL) STUDENT RIGHTS AND RESPONSIBILITIES: STUDENT AND PARENT COMPLAINTS/GRIEVANCES
GF(LOCAL) PUBLIC COMPLAINTS



(LOCAL) Policy Comparisons

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

In this packet, you will find:

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

Annotations are shown as follows:

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

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

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

Contact:	School Districts and Education Service Centers	Community Colleges
	policy.service@tasb.org	colleges@tasb.org
	800.580.7529	800.580.1488

**Public Information
Coordinator**

After Election or
Appointment

The Superintendent 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]

After a Violation

A Board member who receives written notice from the attorney general that the member must complete Public Information Act (PIA) training described by GBAA(LEGAL) following the District's failure to comply with a PIA requirement shall complete the training within the timelines described in law. The completion of the training in response to such a notice cannot be delegated.

**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.

In addition to disclosures required by law, a Board member shall disclose to the Board any personal financial interest, business interest, or obligation or relationship that in any way creates a potential conflict of interest with a vote on a pending matter.

A Board member shall not use coercive means or promise special treatment in order to influence Board or District decisions, nor use the member's position to seek personal advantage. [See also BBF(LOCAL)]

**Annual Financial
Management Report**

Each Board member shall provide to the District in a timely manner information necessary for the District's annual financial management report. [See CFA]

**Emergency
Operations Plan**

The Superintendent shall ensure updating of the District's emergency operations plan and ongoing staff training.

As required by law, the emergency operations plan shall include the District's procedures addressing:

1. Reasonable security measures when District property is used as a polling place;
2. Response to an active shooter emergency;
3. Response to a nearby train derailment, as applicable; and
4. Access to campus buildings and materials necessary for a substitute teacher to carry out the duties of a District employee during an emergency or an emergency drill.

Firearms

Purpose

~~The Board has adopted these provisions regarding firearms to address concerns about effective and timely response to emergency situations on District property, including invasion of a school by an armed outsider; a hostage situation; actions of a student or employee who is armed and poses a direct threat of physical harm to himself, herself, or others; and similar circumstances.~~

Authorization

~~Pursuant to its authority under state law, the Board may authorize specific District employees to possess certain firearms in schools, at Board meetings, and at school sponsored or school related events on District property, to the extent allowed by law.~~

~~Each specifically authorized employee shall be approved by action of the Board. The Superintendent shall issue written authorization to each approved employee.~~

~~Participation in this safety program shall be strictly voluntary and shall not be a requirement of any employee position.~~

Revocation

~~The Superintendent, as well as the Board, shall have the authority to revoke at any time a specific employee's authorization to possess a firearm under this policy.~~

~~However, authorization for a specific employee to possess a firearm under this policy shall be automatically revoked if the employee is placed on administrative leave or separates from employment with the District, regardless of the reason.~~

Handgun Licensees

~~Only a District employee who maintains a current license to carry a handgun in accordance with state law shall be eligible for authorization to possess a firearm on District property under this policy and in accordance with the District's emergency operations plan.~~

~~A District employee who is a handgun license holder but who has not been specifically authorized by Board action under this policy~~

	shall not be permitted to possess a firearm on school property except in accordance with the limited provisions of DH(LOCAL).
Training	The District shall provide to each District employee who is authorized to possess a firearm on District property specialized training in crisis intervention, management of hostage situations, and other topics the Board may determine necessary or appropriate.
Permitted Weapons and Ammunition	Only District approved firearms and ammunition shall be authorized for possession and use under this policy and the District's emergency operations procedures.
Notice Regarding Violent Activity	The Superintendent shall develop procedures to notify parents regarding violent activity that has occurred or is being investigated at a campus or other District facility or at a District-sponsored activity.

**School Resource
Officers**

To implement the District's comprehensive safety programs, the District has entered into a memorandum of understanding (MOU) with each local law enforcement agency that provides the District with school resource officers. School resource officers shall provide services consistent with the terms of the agreement, the comprehensive safety programs, and Board policy.

Jurisdiction

The jurisdiction of school resource officers shall include all territory within District boundaries, as well as all real and personal property outside the boundaries of the District that is owned, leased, or rented by the District, or is otherwise under the District's control.

Authority and Duties

A school resource officer shall perform duties as described in the MOU and as included in the District improvement plan and the Student Code of Conduct. Pursuant to the MOU, a school resource officer shall:

1. Protect the safety and welfare of any person in the jurisdiction of the District and protect the property of the District.
2. Enforce all laws, including municipal ordinances, county ordinances, and state laws, and investigate violations of law as needed. In doing so, school resource officers may serve search warrants in connection with District-related investigations in compliance with the Texas Code of Criminal Procedure.
3. Arrest suspects consistent with state and federal statutory and constitutional standards governing arrests, including arrests without warrant, for offenses that occur in the officer's presence or under the other rules set out in the Texas Code of Criminal Procedure.
4. Coordinate and cooperate with commissioned officers of all other law enforcement agencies in the enforcement of this policy as necessary.
5. Enforce District policies, rules, and regulations on District property, in school zones, at bus stops, or at District functions.
6. Investigate violations of District policy, rules, and regulations as requested by the Superintendent and participate in hearings concerning alleged violations.
7. Carry a firearm in accordance with the MOU and the directives with the commissioning entity.
8. Carry out all other duties in accordance with the MOU.

A school resource officer shall not be assigned routine classroom discipline or administrative tasks. Each school resource officer

shall receive at least the minimum amount of education and training required by law.

[See CKE(LEGAL) and CKEC(LEGAL)]

Contracted Security Officers

To assist with implementing the District's comprehensive safety programs, the District has entered into an agreement with a security services contractor for security officers in accordance with law. Contracted security officers shall provide services consistent with the terms of the agreement, the comprehensive safety programs, and Board policy.

Jurisdiction

The jurisdiction of contracted security officers shall include all territory within District boundaries, as well as all real and personal property outside the boundaries of the District that is owned, leased, or rented by the District, or is otherwise under the District's control.

Authorization

Pursuant to its authority under state law, the Board may authorize contracted security officers to possess certain firearms in schools, at Board meetings, and at school-sponsored or school-related events on District property, to the extent allowed by law. Each contracted security officer shall have immunities as provided by law.

Each specifically authorized contracted security officer shall be approved by action of the Board. The Superintendent shall issue written authorization to each approved officer. The written authorization shall specify the District premises and other property where the contracted security officer is authorized to carry a firearm, as well as the means of carrying and storing the firearm.

Revocation

The Superintendent, as well as the Board, shall have the authority to revoke at any time a specific contracted security officer's authorization to possess a firearm on District property under this policy.

In addition, authorization for a specific contracted security officer to possess a firearm on District property under this policy shall be automatically revoked if the agreement with the security services contractor expires or is severed.

Duties

A contracted security officer shall not perform routine law enforcement duties unless the duty is performed in response to an emergency that poses a threat of death or serious bodily injury to a student, employee, or other individual on a District campus.

In the scope of their services as contracted security personnel, each security officer shall:

1. Protect the safety and welfare of any person in the jurisdiction of the District and protect the property of the District.

	<ol style="list-style-type: none">2. Carry out all other duties in accordance with the agreement.
Training	<p>The District shall ensure that each contracted security officer receives specialized training in crisis intervention, management of hostage situations, and other topics the Board may determine necessary or appropriate.</p> <p>In addition, each contracted security officer shall receive training in the following:</p> <ol style="list-style-type: none">1. Student mental health, including suicide awareness;2. Trauma-informed care;3. Age-appropriate responses;4. Child abuse identification and reporting;5. Bullying, cyberbullying, harassment, and dating violence;6. Special accommodations for students with disabilities (including behavior de-escalation techniques);7. Confidentiality; and8. Board policies and District regulations.
Peace Officers Providing Security Services	<p>To assist with implementing the District's comprehensive safety programs and Board policy, the District shall employ or accept as a volunteer for security services a reserve, retired, or off-duty peace officer who shall have the same jurisdiction, duties, authorities, and immunities as commissioned peace officers regularly employed by or assigned to the District.</p>
Security Officers Authorized to Possess Firearms	<p>To assist with implementing the District's comprehensive safety programs, the District shall employ security officers as defined by Occupations Code Chapter 1702. To be authorized to carry a firearm, a security officer shall have completed the Department of Public Safety (DPS) Level III training course in order to be commissioned. The District shall comply with DPS rules for the employment of commissioned security officers. Security officers shall be accountable to and shall report to the Superintendent.</p>
Jurisdiction	<p>The jurisdiction of security officers shall include all territory within District boundaries, as well as all real and personal property outside the boundaries of the District that is owned, leased, or rented by the District, or is otherwise under the District's control.</p>
Authorization	<p>Pursuant to its authority under state law, the Board shall authorize security officers to possess certain firearms in schools, at Board meetings, and at school-sponsored or school-related events on</p>

District property, to the extent allowed by law. Each authorized security officer shall have immunities as provided by law.

Each specifically authorized security officer shall be approved by action of the Board. The Superintendent shall issue written authorization to each approved security officer. The written authorization shall specify the District premises and other property where the security officer is authorized to carry a firearm, as well as the means of carrying and storing the firearm.

Revocation

The Superintendent, as well as the Board, shall have the authority to revoke at any time a security officer's authorization to possess a firearm under this policy.

In addition, authorization for a security officer to possess a firearm under this policy shall be automatically revoked if the employee is placed on administrative leave or separates from employment with the District, regardless of the reason.

Duties

An authorized security officer shall not perform routine law enforcement duties unless the duty is performed in response to an emergency that poses a threat of death or serious bodily injury to a student, employee, or other individual on a District campus.

In addition to complying with the relevant DPS regulations, a security officer shall:

1. Act as necessary to protect the safety and welfare of any person in the jurisdiction of the District;
2. Maintain school security by patrolling campus hallways, completing door checks, and monitoring the perimeter of the campus throughout the day;
3. Routinely check exterior doors and interior classroom doors to ensure they are locked;
4. Complete weekly exterior door audits;
5. Inform campus administrators of malfunctioning cameras, doors, locks, gates, windows, etc., that require the submission of a work order for repair;
6. Assist with campus safety drills (i.e., fire, hold, secure, lockdown, evacuate, shelter);
7. Assist and coordinate with law enforcement personnel as needed;
8. Notify the police, fire department, emergency responders, or other appropriate authority of any situation requiring immediate attention; and

	<ol style="list-style-type: none">9. Perform other tasks and carry out all other lawful duties as directed by the Superintendent.
Handgun Licensees	Each security officer shall be required to maintain a current license to carry a handgun in accordance with state law.
Training	<p>In addition to the training required by law and applicable DPS rules, each security officer assigned to a campus shall receive training in the following:</p> <ol style="list-style-type: none">1. Student mental health, including suicide awareness;2. Trauma-informed care;3. Age-appropriate responses;4. Child abuse identification and reporting;5. Bullying, cyberbullying, harassment, and dating violence;6. Special accommodations for students with disabilities (including behavior de-escalation techniques);7. Confidentiality; and8. Board policies and District regulations.
Permitted Weapons and Ammunition	Only District-approved firearms and ammunition shall be authorized for possession and use under this policy and the District's emergency operations procedures.
Implementation	The Superintendent shall ensure that procedures to implement this safety and security program are detailed in the District's emergency operations plan.
Employees Authorized to Possess Firearms for Emergency Response	The Board has adopted these provisions regarding firearms to address concerns about effective and timely response to emergency situations on District property, including invasion of a school by an armed outsider; a hostage situation; actions of a student or employee who is armed and poses a direct threat of physical harm to himself, herself, or others; and similar circumstances.
Purpose	
Authorization	<p>Pursuant to its authority under state law, the Board may authorize specific District employees to possess certain firearms in schools, at Board meetings, and at school-sponsored or school-related events on District property, to the extent allowed by law. Each authorized employee shall have immunities as provided by law.</p> <p>Each specifically authorized employee shall be approved by action of the Board. The Superintendent shall issue written authorization to each approved employee. The written authorization shall specify</p>

	<p>the District premises and other property where the employee is authorized to carry a firearm, as well as the means of carrying and storing the firearm.</p> <p>Participation in this safety and security program shall be strictly voluntary.</p>
<i>Revocation</i>	<p>The Superintendent, as well as the Board, shall have the authority to revoke at any time a specific employee's authorization to possess a firearm under this policy.</p> <p>In addition, authorization for a specific employee to possess a firearm under this policy shall be automatically revoked if the employee is placed on administrative leave or separates from employment with the District, regardless of the reason.</p>
Duties	<p>An authorized employee shall not perform routine law enforcement duties unless the duty is performed in response to an emergency that poses a threat of death or serious bodily injury to a student, employee, or other individual on a District campus.</p> <p>In an emergency an authorized employee shall:</p> <ol style="list-style-type: none">1. Act as necessary to protect the safety and welfare of any person in the jurisdiction of the District; and2. Carry out all other lawful duties as directed by the Superintendent.
Handgun Licensees	<p>Only a District employee who maintains a current license to carry a handgun in accordance with state law shall be eligible for authorization to possess a firearm on District property under this policy and in accordance with the District's emergency operations plan.</p> <p>A District employee who is a handgun license holder but who has not been specifically authorized by Board action under this policy shall not be permitted to possess a firearm on school property except in accordance with the limited provisions of DH(LOCAL).</p>
Training	<p>The District shall provide to each District employee who is authorized to possess a firearm on District property specialized training in crisis intervention, management of hostage situations, and other topics the Board may determine necessary or appropriate.</p>
Permitted Weapons and Ammunition	<p>Only District-approved firearms and ammunition shall be authorized for possession and use under this policy and the District's emergency operations procedures.</p>
Implementation	<p>The Superintendent shall ensure that procedures to implement this safety and security program are detailed in the District's emergency operations plan.</p>

SECURITY PERSONNEL
SCHOOL RESOURCE OFFICERS

CKEG
(LOCAL)

~~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.~~

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

With this policy, the Board adopts the model health and safety guidelines for the effective integration of digital devices in schools that have been developed by the Texas Education Agency and the Health and Human Services Commission.

The Superintendent shall develop regulations that implement these guidelines.

**Non-Chapter 21
Contracts**

Non-Chapter 21 contracts shall be provided for positions listed in administrative regulations. A non-Chapter 21 contract shall not be governed by Chapter 21 of the Education Code.

**Appeal of
Employment Actions**

In accordance with DCE(LEGAL), an employee may request a hearing before the Board to appeal discharge during the contract period ~~in accordance with DCE(LEGAL).~~

**Termination
During Contract
Term**

An employee whose contract is not reissued at the end of the contract period may appeal in accordance with DGBA(LOCAL).

Complaints

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

Other Complaint Processes

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

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

Notice to Employees

The District shall inform employees of this policy through appropriate District publications.

Guiding Principles

Informal Process

The Board encourages employees to discuss their concerns with their supervisor, principal, or other 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.

PERSONNEL-MANAGEMENT RELATIONS
EMPLOYEE COMPLAINTS/GRIEVANCES

DGBA
(LOCAL)

Direct Communication with Board Members	Employees shall not be prohibited from communicating with a member of the Board regarding District operations except when communication between an employee and a Board member would be inappropriate because of a pending hearing or appeal related to the employee.
Formal Process	<p>An employee may initiate the formal process described below by timely filing a written complaint form.</p> <p>Even after initiating the formal complaint process, employees are encouraged to seek informal resolution of their concerns. An employee whose concerns are resolved may withdraw a formal complaint at any time.</p> <p>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.</p>
Freedom from Retaliation	Neither the Board nor any District employee shall unlawfully retaliate against an employee for bringing a concern or complaint.
Whistleblower Complaints	<p>Whistleblower complaints shall be filed within the time specified by law and may be made to the Superintendent or designee beginning at Level Two. Timelines for the employee and the District set out in this policy may be shortened to allow the Board to make a final decision within 60 calendar days of the initiation of the complaint.</p> <p>[See DG]</p>
Complaints Against Supervisors	Complaints alleging a violation of law by a supervisor may be made to the Superintendent or designee. Complaint forms alleging a violation of law by the Superintendent may be submitted directly to the Board or designee.
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 employee fails to appear at a scheduled conference, the District may hold the conference and issue a decision in the employee's absence.

Response	At Levels One and Two, "response" shall mean a written communication to the employee from the appropriate administrator. Responses may be hand-delivered, sent by electronic communication to the employee's email address of record, or sent by U.S. Mail to the employee's mailing address of record. Mailed 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	<p>"Representative" shall mean any person who or an organization that does not claim the right to strike and is designated by the employee to represent him or her in the complaint process.</p> <p>The employee may designate a representative through written notice to the District at any level of this process. The representative may participate in person or by telephone conference call. If the employee designates a representative with fewer than three 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.</p>
Consolidating Complaints	<p>Complaints arising out of an event or a series of related events shall be addressed in one complaint. Employees 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.</p> <p>When two or more complaints are sufficiently similar in nature and remedy sought to permit their resolution through one proceeding, the District may consolidate the complaints.</p>
Untimely Filings	<p>All time limits shall be strictly followed unless modified by mutual written consent.</p> <p>If a complaint form or appeal notice is not timely filed, the complaint may be dismissed, on written notice to the employee, at any point during the complaint process. The employee may appeal the dismissal by seeking review in writing within ten days from the date of the written dismissal notice, starting at the level at which the complaint was dismissed. Such appeal shall be limited to the issue of timeliness.</p>
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 employee 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 employee unless the employee 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.

Audio Recording

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

Level One

Complaint forms must be filed:

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

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

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

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

The appropriate administrator shall investigate as necessary and schedule a conference with the employee 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 employee 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 employee did not receive the relief requested at Level One or if the time for a response has expired, the employee 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 employee 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 employee 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 employee 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 employee 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.

Level Three

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

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

The appeal notice must be filed in writing, on a form provided by the District, within ten 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 employee 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 employee may request a copy of the Level Two record.

The Level Two record shall include:

1. The Level One record.
2. The notice of appeal from Level One to Level Two.
3. 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 employee 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 employee and administration to each make a presentation and provide rebuttal and an opportunity for questioning by the Board. The Board shall hear the complaint and may request that the administration provide an explanation for the decisions at the preceding levels.

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 employee or the employee'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.

General Education

Consistent with ~~TEA's~~the Texas Education Agency (TEA) *Student Attendance Accounting Handbook (SAAH)*, a student may be eligible for general education homebound services if the student is to be confined for a minimum of four weeks to a hospital or homebound setting for medical or psychological reasons specifically documented by a physician licensed to practice in the United States. The weeks of confinement need not be consecutive. The parent's request for services shall be submitted to the principal in accordance with TEA's *SAAH* and administrative procedures.

The principal or designee shall convene a placement committee composed of at least a campus administrator, a teacher of the student, and the parent or guardian of the student to consider the necessity of providing general education homebound instruction to the student. If the committee determines that such instruction is appropriate, the committee shall determine the type and amount of instruction to be provided and, if applicable, the length of the transition period to the school-based setting based on current ~~medical~~ information regarding the medical or psychological condition.

Special Education

Consistent with state rule and the *SAAH*, a student receiving special education services may be eligible for special education homebound services if the student is to be confined for a minimum of four weeks to a hospital or homebound setting for medical or psychological reasons specifically documented by a physician licensed to practice in the United States. ~~If a student is chronically ill, the student's admission, review, and dismissal (ARD) committee shall determine whether the~~The weeks of confinement need ~~to~~not be consecutive.

~~If the ARD~~If a student's admission, review, and dismissal committee determines that homebound instruction is appropriate, the committee shall determine the type and amount of instruction to be provided in accordance with law, and, if applicable, the length of the transition period to the school-based setting based on current ~~medical~~ information regarding the medical or psychological condition.

Documentation of Services

The District shall maintain full documentation about students receiving homebound services, in accordance with administrative procedures, the *SAAH*, and a student's individualized education program (~~IEP~~), as applicable.

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

Objectives

The District shall provide a wide range of instructional resources and library resources for students and faculty that present varying levels of difficulty, diversity of appeal, and a variety of points of view. Although professional staff members may select instructional resources for their use in accordance with District policy and administrative regulations, the ultimate authority for determining and approving the curriculum and instructional program of the District lies with the Board.

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

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

1. Enrich and support the curriculum, taking into consideration students' varied interests, abilities, learning styles, and maturity levels.
2. Stimulate growth in factual knowledge, enjoyment of reading, literary appreciation, aesthetic values, and societal standards.
3. Present various sides of controversial issues so that students have an opportunity to develop, under guidance, skills in critical analysis and in making informed judgments in their daily lives.
4. Represent many ethnic, religious, and cultural groups and their contributions to the national heritage and world community.
5. Provide a wide range of background information that will enable students to make intelligent judgments in their daily lives.

Selection Criteria

In the selection of instructional resources, the building principal, in consultation with the campus advisory committee, the campus librarian, and with assistance from subject areas facilitators and/or the library media facilitator, shall ensure that the resources:

1. Support and are consistent with the general educational goals of the state and District, the goals and objectives applicable to

INSTRUCTIONAL RESOURCES

EF
(LOCAL)

~~the grade level(s) or course(s) as established in the District's curriculum guides, and the aims and objectives of individual schools and specific courses consistent with the District and campus improvement plans.~~

- ~~2. Meet high standards for artistic quality and/or literary style, authenticity, educational significance, factual content, physical format, presentation, readability, and technical quality.~~
- ~~3. Are appropriate for the subject area and for the age, ability level, learning styles, and social and emotional development of the students for whom they are selected.~~
- ~~4. Are designed to help students gain an awareness of our pluralistic society.~~
- ~~5. Are designed to provide information that will motivate students and staff to examine their own attitudes and behavior; to understand their duties, responsibilities, rights, and privileges as citizens participating in our society; and to make informed choices in their daily lives.~~
- ~~6. For library selections, are integral to the instructional program, are appropriate for the reading levels and understanding of students, reflect the interests and needs of the students and faculty, are included because of their literary or artistic value and merit, and present information with the greatest degree of accuracy and clarity.~~

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

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

Controversial Issues

District professional staff shall endeavor to maintain a balanced collection representing various views when selecting instructional resources on controversial issues. Resources shall be chosen to clarify historical and contemporary forces by presenting and analyzing intergroup tension and conflict objectively, placing emphasis on recognizing and understanding social and economic problems. [See also EMB regarding instruction about controversial issues and EHAA regarding human sexuality instruction.]

INSTRUCTIONAL RESOURCES

EF
(LOCAL)

**Challenged
Resources**

A parent of a District student, any employee, or any District resident may formally challenge an instructional resource used in the District's educational program on the basis of appropriateness.

Informal
Reconsideration

The school receiving a complaint about the appropriateness of an instructional resource shall try to resolve the matter informally using the following procedure:

1. The principal or designee shall explain the school's selection process, the criteria for selection, and the qualifications of the professional staff who selected the questioned resource.
2. The principal or designee shall explain the intended educational purpose of the resource and any additional information regarding its use.
3. If appropriate, the principal or designee may offer a concerned parent an alternative instructional resource to be used by that parent's child in place of the challenged resource.
4. If the complainant wishes to make a formal challenge, the principal or designee shall provide the complainant a copy of this policy and a form to request a formal reconsideration of the resource.

Formal
Reconsideration

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

The reconsideration committee shall include at least one member of the instructional staff who has experience using the challenged resource with students or is familiar with the challenged resource's content. Other members of the committee may include District-level staff, library staff, secondary-level students, parents, and any other appropriate individuals. The complainant shall not be a member of the reconsideration committee.

All members of the committee shall review the challenged resource in its entirety. As soon as reasonably possible, the committee shall meet and determine whether the challenged resource conforms to the principles of selection set out in this policy. The committee shall prepare a written report of its findings and provide copies to the principal, the Superintendent or designee, and the complainant. The decision of the reconsideration committee shall be binding for the affected school.

INSTRUCTIONAL RESOURCES

EF
(LOCAL)

Appeal

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

Guiding Principles

The following principles shall guide the Board and staff in responding to challenges of instructional resources:

1. A complainant may raise an objection to an instructional resource or library resource used in a school's educational program, despite the fact that the professional staff selecting the resources were qualified to make the selection, followed the proper procedure, and adhered to the objectives and criteria for instructional resources set out in this policy.
2. A parent's ability to exercise control over reading, listening, or viewing matter extends only to his or her own child.
3. Access to a challenged resource shall not be restricted during the reconsideration process, except the District may deny access to a child if requested by the child's parent.

The major criterion for the final decision on challenged resources is the appropriateness of the resource for its intended educational use or pleasure reading as well as age appropriateness based on professional reviews. No challenged instructional resource shall be removed solely because of the ideas expressed therein.

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

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

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

Objectives

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

Selection

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

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

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

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

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

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

Reconsideration of Instructional Materials

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

Guiding Principles

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

1. A complainant may raise an objection to an instructional material used in a school's educational program, despite the fact that the professional staff selecting the materials were qualified to make the selection, followed the proper procedure, and adhered to the objectives for instructional materials set out in this policy.
2. A parent's ability to exercise control over instruction extends only to his or her own child as set forth in Education Code Chapter 26.
3. Access to a challenged material shall not be restricted during the reconsideration process, except the District may deny access to a child if requested by the child's parent.

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

Informal Reconsideration

When the District or a campus receives an objection to the appropriateness of an instructional material, the appropriate administrator shall try to resolve the matter informally. The administrator shall explain the selection process and discuss the intended educational purpose for the instructional material. If appropriate, the adminis-

	<p>trator may offer a concerned parent an alternative instructional material to be used by that parent's child in place of the challenged material.</p> <p>If the complainant wishes to make a formal challenge, the administrator shall provide the complainant a copy of this policy and a form to request a formal reconsideration of the instructional material.</p>
Formal Request for Reconsideration	<p>A complainant shall make any formal request to reconsider an instructional material on the form provided by the District and shall submit the completed and signed form to the principal. Upon receipt of the form, the principal shall appoint a reconsideration committee.</p> <p>The reconsideration committee shall include at least one member of the instructional staff who has experience using the challenged material with students or is familiar with the challenged material's content. Other members of the committee may include District-level staff, secondary-level students, parents, and any other appropriate individuals.</p> <p>All members of the committee shall review the challenged instructional material in its entirety. As soon as reasonably possible, the committee shall meet and determine whether the challenged material conforms to the principles of selection set out in this policy and whether the challenged material will continue to be used in the educational program. The committee shall prepare a written report of its findings. The Superintendent, other appropriate administrators, and the complainant shall receive copies of the report.</p>
<i>Frequency of Review</i>	<p>After an instructional material has been reviewed through formal reconsideration, it shall not be reviewed again until it is evaluated in the periodic local selection process.</p>
Appeal	<p>The complainant may appeal the decision of the reconsideration committee in accordance with appropriate complaint policies, starting at the appropriate level. [See DGBA, FNG, and GF]</p>

Note: For information related to the selection of instructional materials, see EFA.

**Collection
Development Policy**

The purpose of this policy is to ensure that the District provides a wide range of library materials for students and faculty that support student achievement and present varying levels of difficulty, diversity of appeal, and a variety of points of view. This policy also provides standards for collection development and the selection and evaluation of library materials.

In this policy, "library materials" may include printed and electronic library acquisitions, including online catalogs, and other ancillary or supplementary materials maintained in a campus library.

The library collection development standards shall apply to all library materials available for use or display, including material contained in school libraries, classroom libraries, and online catalogs.

In developing library collections, the District shall consider the age groups, grade levels, and access to library material by all students on a campus.

Responsibility

The District shall ensure librarians, professional library staff, and other designated professional staff trained on the proper collection development standards select and acquire library materials in accordance with state law and rules, this collection development policy, and administrative procedures.

The Superintendent shall develop administrative procedures to ensure that library collections comply with applicable law and the District's collection development purpose and goals.

**Collection
Development Goals**

In addition to the requirements in state law and rules, the District's library collections shall:

1. Present multiple viewpoints related to controversial issues [see EMB regarding instruction about controversial issues].
2. Provide a wide range of background information that will enable students to make intelligent decisions in their daily lives.
3. Include accurate and authentic factual content from authoritative sources.
4. Have a high degree of potential user appeal and interest.
5. Offer a global perspective that promotes equity of access, including print and nonprint materials such as electronic and multimedia, to meet the needs of individual learners.

INSTRUCTIONAL RESOURCES
LIBRARY MATERIALS

EFB
(LOCAL)

6. Represent diverse viewpoints and cultures appropriate to each campus to ensure the collection embodies the unique background of its student population.

Selection and
Evaluation of
Materials

Library materials shall be selected and acquired in accordance with guidelines adopted by the Texas State Library and Archives Commission and the District standards and priorities expressed in this policy.

When selecting, acquiring, and evaluating library materials, librarians and other professional staff shall ensure that the materials:

1. Enrich and support the TEKS and the state and local curriculum, taking into consideration students' varied interests, maturity levels, abilities, and learning styles.
2. Foster growth in factual knowledge, literary appreciation, aesthetic values, and societal standards.
3. Encourage the enjoyment of reading, foster high-level thinking skills, support personal learning, and encourage discussion based on rational analysis.
4. Represent ethnic, religious, and cultural groups of the state and their contributions to the state, the nation, and the world.

The Superintendent shall ensure that administrative procedures regarding the selection of library materials consider at least two of the following factors:

1. Recommendations from students, parents or guardians, teachers, and District community members.
2. Consultation with District teachers and library staff.
3. Consultation with library staff from other districts.
4. Extensive review of the library material.
5. Context of the library material, including overall fit within the existing collection and support of District curriculum.
6. Reviews of the library material from sources such as professional journals in library science, recognized professional education or content journals with book reviews, national and state award recognition lists, library science field experts, and highly acclaimed author and literacy expert recommendations.
7. Coverage of topics, authors, series, or genres that fill gaps in the school library collection.

Access Plan

The District shall allow efficient parental access to the District's library and any available online catalogs.

Online catalogs shall be publicly available. The District shall publish information about library material titles, including how and where material can be accessed.

Each campus shall communicate the following to parents and guardians:

- Access to policies relating to school libraries and library materials;
- Consistent access to library materials and resources; and
- Opportunities for students, parents and guardians, educators, and community members to provide feedback on library materials and services.

Parental
Involvement

Parents and guardians are the primary decision makers regarding their student's access to library material. In general, a student is afforded the opportunity to self-select library materials as part of literacy development and the library program. District staff may assist a student in selecting library material; however, the ultimate determination of appropriateness remains with the student and parent or guardian. Parents and guardians are encouraged to communicate with the campus librarian and their child's teacher about special considerations regarding library materials self-selected by their student.

In accordance with state law and administrative procedures, parents or guardians may select alternative library materials for their student. [For information on parental rights regarding instructional materials and other instructional resources, see EFA(LEGAL).]

The District shall focus on maximizing transparency with parents while meeting student needs and providing enrichment opportunities with library materials. Parental involvement in library acquisition, maintenance, and campus activities is encouraged.

*Access
Procedures*

School Library

A parent or guardian who wishes to access a school's library shall first submit a request to the principal. The principal or a staff member designated by the principal shall work with the parent or guardian to determine a time to access the library that will not interfere with the delivery of instruction or disrupt student use of library services.

Online Catalog

A parent or guardian who wishes to access an online catalog shall submit a written request to the principal. The principal or a staff member designated by the principal shall respond to the request in accordance with administrative procedures.

INSTRUCTIONAL RESOURCES
LIBRARY MATERIALS

EFB
(LOCAL)

Protection from
Inappropriate
Material

Library materials shall not include "harmful material" as defined by Penal Code 43.24(a)(2); "obscene" material as defined by Penal Code 43.21(a)(1); any library material that is pervasively vulgar or educationally unsuitable as referenced in *Board of Education v. Pico*; or any other material legally prohibited from inclusion in a public school library. [See EFB(LEGAL)]

Obscene material is not protected by the First Amendment to the United States Constitution.

Library materials shall comply with the Children's Internet Protection Act (CIPA), including technology protection measures. [See CQ]

Reconsideration of
Library Material

A District employee or a parent or guardian of a District student may request the reconsideration of a library material maintained in the District's library program.

*Guiding
Principles*

The following principles shall guide the review of a request to reconsider a library material:

1. An individual may raise an objection to a library material used in the District's library program, despite the fact that the professional staff selecting the materials were qualified to make the selection, followed the proper procedure, and adhered to the objectives and criteria for library materials set out in this policy.
2. A parent's or guardian's ability to exercise control over instruction and instructional resources, including library materials, extends only to his or her own child as set forth in Education Code Chapter 26.
3. Access to a challenged material shall not be restricted during the reconsideration process, except the District may deny access to a student if requested by the student's parent or guardian.

In addition to compliance with state law and this policy, a criterion for the final decision on challenged library materials is the appropriateness of the material for its intended use. No challenged library material shall be removed solely because of the ideas expressed in the library material or the personal background of the library material's author or the personal background of the characters in the material.

*Informal
Reconsideration*

When the District or a campus receives an objection to the appropriateness of a library material, the appropriate librarian or adminis-

trator shall try to resolve the matter informally. The librarian or administrator shall explain the selection process and discuss the intended purpose for the library material.

The librarian or administrator shall offer a concerned parent or guardian an alternative library material to be used by the child in place of the material and, if requested, shall restrict the child's access to the material objected to by the parent or guardian.

If the individual wishes to make a formal challenge, the administrator shall make available to the individual a copy of this policy and a form to request a formal reconsideration of the library material.

*Formal Request
for
Reconsideration*

The District shall make a form to request reconsideration of library material available in the District's administrative office.

If an employee or a parent or guardian of a District student wishes to request reconsideration of a library material, they shall follow the procedures to complete and submit the request for reconsideration form.

After a request for reconsideration form is submitted, the form shall be provided to the Superintendent. Copies of the form shall be provided to the school librarian, the Board, and any other staff designated in administrative procedures.

*Reconsideration
Committee*

For purposes of this policy, "days" shall mean District business days, unless otherwise noted.

The principal shall appoint a reconsideration committee and notify committee members within 10 days of receiving the request for reconsideration form.

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

Within 10 days of appointment of the committee the District shall provide members of the committee the relevant materials to review. If additional time is required to obtain and distribute the materials for review, all members of the committee shall be informed that a reasonable extension of time is needed.

All members of the committee shall review the challenged library material in its entirety and determine whether the material conforms to this policy and whether the material will continue to be available in the library. The committee shall prepare a written report of its findings.

Absent extenuating circumstances, the written report shall be provided to the administration within 60 days of the District providing the material to the committee members. In calculating timelines under this policy, the day the committee is provided the materials is "day zero." The following business day is "day one."

Extensions of time due to extenuating circumstances shall take into consideration the time necessary to convene the committee members, the amount of material being reviewed, and any other pending reconsideration requests being handled by the committee.

An extension of any deadline shall be promptly communicated to the individual who submitted the request for reconsideration.

The Superintendent, the school librarian, the individual submitting the request for reconsideration, and any other appropriate administrators shall receive a copy of the committee's report.

Appeal

An individual who submitted a request for reconsideration may appeal the decision of the reconsideration committee in accordance with appropriate complaint policies, starting at the level immediately preceding Board consideration of a complaint. [See DGBA and FNG]

Frequency of Review

After a library material has been reviewed through the reconsideration process, it shall not be reviewed again within two calendar years of the reconsideration committee's final decision.

Maintenance of Library Materials

In accordance with state guidelines and District administrative procedures, collections shall be evaluated and updated regularly based on the collections' age, relevance, diversity, and variety. The Superintendent shall ensure administrative procedures are established for regular maintenance of the library collection on each campus. Standard maintenance procedures for any library collection include repair, replacement, and removal of materials as necessary. Regular maintenance shall also include scheduled inventories of the collection. Disposal of any District-owned library materials shall be in accordance with District policy and procedures. [See CI]

Gifts and Donations

The District shall accept gifts and donations of library materials with the understanding that the use and disposition of the materials and monies will be in accordance with District policy and the selection criteria noted above. [See CDC]

Policy Review

This policy shall be reviewed at least every three years and revised as necessary.

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:

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

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 [the CKE series](#).
12. Complaints concerning intradistrict transfers or campus assignment shall be submitted in accordance with FDB.
13. Complaints concerning admission, placement, or services provided for a homeless student shall be submitted in accordance with FDC.
14. Complaints concerning disputes regarding a student's eligibility for free or reduced-priced meal programs shall be submitted in accordance with COB.

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

**Extracurricular
Activity Complaints**

For a complaint concerning a student's participation in an extracurricular activity that does not involve a violation of a right guaranteed by Education Code Chapter 26, the Level Two decision is final and may not be appealed to the Board.

**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.
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 a student or parent fails to appear at a scheduled conference, the District may hold the conference 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.

STUDENT RIGHTS AND RESPONSIBILITIES
STUDENT AND PARENT COMPLAINTS/GRIEVANCES

FNG
(LOCAL)

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.

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 refiled is within the designated time for filing.

Level One

Complaint forms must be filed:

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

With the exception of complaints regarding extracurricular activities, described above, 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 parent 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.

Complaints

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

Other Complaint Processes

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

1. Complaints concerning instructional resources shall be filed in accordance with the EF series.
2. Complaints concerning a commissioned peace officer who is an employee of the District shall be filed in accordance with [the CKE series](#).

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

Guiding Principles

Informal Process

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

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

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 hold the conference 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 refile 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.