

The Board of Trustees Splendora Independent School District Notice of Regular Meeting



A Regular Meeting of the Board of Trustees of Splendora Independent School District will be held May 18, 2026 beginning at 6:00 PM in the Peach Creek Elementary Cafeteria, 16488 S Tram Rd. , Splendora, Texas 77372.

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.

- I. **Call to Order**
- II. **Audience**
- III. **Closed Session from 6:00 to 7:00 PM**
 - A. Safety - Section 551.076
 - B. Personnel - Section 551.074
 1. Resignation(s)/Retirement(s)/New Hire(s)
 - C. Real Estate - Section 551.072
 - D. Consultation with Attorney - Section 551.071
- IV. **Reconvene from Closed Session 7:00 PM**
- V. **Board Protocol, Invocation, Pledge & Good Things**
 - A. Board Leadership Guidelines & Code of Ethics
 - B. Invocation
 - C. U.S. & State of Texas Pledge of Allegiance
 - D. Good Things
- VI. **Strategic Direction Review**
- VII. **Board Recognitions**
 - A. Bridge Mentoring - Ms. Abke
- VIII. **Campus Spotlight**
 - A. Piney Woods Elementary
- IX. **Superintendent's Report**
 - A. Month-At-A-Glance
 - B. Strategic Direction Presentation
 1. Athletics - Ms. Eubanks
 2. Fine Arts- Dr. Moss
- X. **Informational Items**
 - A. Splendora Youth Basketball Association.
- XI. **Administrative Presentations**
 - A. Cosmetology Dual Credit Opportunity - Mr. Lira
 - B. 2026-2027 Effective Advising Framework Implementation Grant, Year 1 - Ms. Abke
- XII. **Consent Agenda**
 - A. Determine and Approve Any Consent Agenda Items
 - B. Approve Board Meeting Minutes
 1. Regular Board Meeting Minutes - April 20, 2026
 2. Special Board Meeting Minutes - May 5, 2026
 3. Special Board Meeting Minutes - May 6, 2026
 - C. Approve Board Meeting Calendar for the 2026–2027 School Year.

- D. Approve a Donation in the amount of \$1080 from The Cheer Booster Club.
 - E. Approve a Donation in the amount of \$4170 from Splendoria Athletic Booster Club for the Football Tunnel.
 - F. Approve a Donation in the Amount of \$1,500 from Anco Insurance via the Splendoria ISD Education Foundation.
 - G. Approve an Addendum to Memorandum of Understanding (MOU) between Splendoria ISD and Sam Houston State University for PREP Residency Program.
 - H. Approve an Affiliation Agreement between Splendoria ISD and Sam Houston State University for the Health Science Clinical Program.
 - I. Approve a Memorandum of Understanding (MOU) between Splendoria ISD and Lamar State University for Dual Enrollment.
 - J. Approve a Memorandum of Understanding (MOU) between Splendoria ISD and Teachworthy for the ELEVATE program.
 - K. Approve Lone Star Investment Pool Authorized Representatives.
 - L. Approve the Purchase of Capturing Kids Hearts Training for New Teachers' Professional Development.
 - M. Approve the Purchase of Security Cameras from NextGen Security, LLC for the Transportation and Warehouse Buildings in the Amount of \$53,767, via TIPS Contract #250106.
 - N. Approve the Renewal of ParentSquare, Splendoria ISD's district-wide communication and family engagement platform.
 - O. Approve Second Reading and Adoption of TASB Local Policy Update 126.
 - P. Approve Second Reading and Adoption of Local Policy E.I. Revisions.
- XIII. **Action and/or Discussion Items**
- A. Certificate(s) of Election, Oath(s) of Office, Statement (s) of Officers.
 - B. Consider Approval of the Hiring of the ELAR Coordinator.
 - C. Consider Approval of the Hiring of the Special Service Coordinator.
 - D. Consider Approval of the award of RFP 26-03 for the Livestock Facility & Show Arena Land Clearing (Project # 907-000) to Ameripride Construction LLC, and delegate authority to the Superintendent, or designee, to negotiate and execute a contract with the selected company.
 - E. Consider Approval of the Competitive Sealed Proposal (CSP) Method of Project Delivery/Contract Award for the District-Wide Support Services Building Project. (Project#905-000).
 - F. Consider Approval of the Job Order Contracting (JOC) Method of Project Delivery/Contract Award for the Peach Creek Elementary Additional Parking Project (Project # 101-001).
 - G. Consider Approval of the Purchase of Four (4) 78-Passenger School Buses, Each Equipped with Three-Point Seat Belts for All Passengers, from Thomas Bus Gulf Coast GP, Inc., in the Amount of \$671,040, via TIPS Contract 240901.
- XIV. **Closed Session Items**
- A. Personnel - Section 551.074
 - 1. Superintendent Evaluation
- XV. **Possible Action Arising from Closed Session**
- XVI. **Possible Agenda Items for Next Meeting**
- XVII. **Adjourn**

If, during the course of the meeting, discussion of any item on the agenda should be held in a closed meeting, the Board will conduct a closed meeting in accordance with the Texas Open Meetings Act, Government Code, Chapter 551, Subchapters D and E. 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.

The notice for this meeting was posted in compliance with the Texas Open Meetings Act on May 12, 2026, at 4:30 pm.

Dustin Bromley, Ed. D., Superintendent of Schools

Splendora Independent School District
Governance Team Guidelines & Operating Procedures

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Introduction

Governance Team Guidelines & Operating Procedures (hereinafter referred to as ‘the document’) defines the “partnership” between the superintendent and board members to a great extent. It clarifies expectations for one another, as well as responsibilities for practices and issues that are anticipated to occur on a frequent basis. It does not attempt to cover all potential scenarios as the document is meant to be a brief reference guide for each member of the team. Just like a partnership in the business world, each individual wants to know what he or she is responsible for accomplishing in order for the organization to be successful.

The ***Governance Team*** in Splendor ISD will operate more effectively and efficiently if the expectations for “how we will function as a team” are clearly defined. ***Governance Team Guidelines & Operating Procedures*** is based on practice, not theory. It is also a “living document” in that it should be reviewed annually and modifications should be made at the pleasure of the Governance Team and the needs of the district. A good time to review this document is after each school board election as it is an excellent tool for new board member orientation.

The update and development of ***Governance Team Guidelines & Operating Procedures*** assures a common understanding among members of the Governance Team and provides an excellent foundation for new Board member orientation as it provides district and Board member responsibilities. Additionally, the document will describe the mode of operation of the Governance Team to new, district level administrative staff. The document should be reviewed periodically to ensure it accurately reflects the expectations of the Governance Team and that its contents reflect actual practices of the team and individual members.

Governance Team Members

Dr. Dustin Bromley	Superintendent
Allen Wells	President
Dan Muirhead	Vice President
Jennifer Stewart	Secretary
Kim Klepcyk	Assistant Secretary
Jason Sessum	Member
Barry Welch	Member
Travis “Doc” Jones	Member

Board Organization, Duties, and Responsibilities

Organization

At the first meeting following school board elections, an agenda item will be placed to disband the present Board and select new officers. Nominations and voting must take place in open session.

The Board shall elect a President, Vice-President, Secretary, and an Assistant Secretary, who shall be members of the Board. Officers shall be elected by plurality vote of the members present and voting. Board officers shall serve for a term of one year or until a successor is elected. Officers may succeed themselves in office. A vacancy among officers of the Board shall be filled by a majority action of the Board.

Typically the selection of officers will follow the outline below:

- Motion made, seconded, and passed to disband the current board and appoint the Superintendent as temporary chairperson.
- The Superintendent then asks the Board for nominations for the office of Board President.
- After nominations have ceased, the Superintendent then calls for the vote, with the selection being made by majority vote of those members present.
- The Superintendent then turns the chair to the newly elected President. The President then conducts the election of the Vice-President using the same nominating and voting process. The same procedure is then used for the Secretary position and then the Assistant Secretary position.

Duties

President:

The legal duties and powers of the Board President are described in detail in policy BDAA Legal. He/she also has the right to discuss, make motions and resolutions, and vote on all matters coming before the Board. The Board President also appoints all Board committees, unless otherwise provided by policy or Board consensus.

Vice-President:

The Board Vice-President shall act in the capacity and perform the duties of the Board President in the event of the absence or incapacity of the president and will perform other duties as prescribed by the Board.

Secretary:

The Secretary of the Board shall keep or cause to be kept, an accurate record of the proceedings of each board meeting and will send, or cause to be sent, notices of board meetings. In the absence of the President and Vice-President of the Board, the Secretary shall call the meeting to order and conduct the election of a president pro tem. The Secretary will also perform other duties as directed by the Board.

Assistant Secretary:

The Assistant Secretary of the Board shall act in the capacity and perform the duties of the Secretary of the Board in the event of the Secretary's absence.

Responsibilities

In addition to the responsibilities of Board Officers listed above, Policy BAA Legal provides an overview of key Board responsibilities. Key responsibilities are briefly described as follows:

- Review and adopt the district's vision and mission statements (August)
- Conduct an annual evaluation of the superintendent (January)
- Conduct an annual board self-evaluation (May)
- Approve district goals (March)
- Review and adopt the annual district budget (June)

SISD related policies:

(BEC Legal)

(BDAA Local)

Board Essential Roles (See insert on next page)

Board Meetings

Board Meeting

Meeting Day of the Week/Times

- A. Regular meetings of the Board shall normally be held on the third Monday of each month at 6:00 p.m. When determined necessary and for the convenience of Board members, the Board President may change the date, time, or location of a regular meeting with proper notice.

Agenda

- A. In consultation with the board president, the superintendent shall prepare the agenda for all board meetings. The deadline for including board agenda items for regular meetings will be the fifth business day prior to the board meeting. On request in writing of any board member, an agenda item may be included on the board agenda. If the agenda item has been acted upon within the previous twelve months, two board members are needed to request that it be placed on another board agenda.
- B. The draft agenda may include items from the board agenda calendar as scheduled in advance by the Board of Trustees as well as actions required by law. Before the agenda is finalized, the superintendent will consult with the board president for approval of the final agenda.
- C. The consent agenda may include items listed below and action may be taken with a single vote without discussion. Placement of items on the consent agenda will be done at the discretion of the superintendent and board president. At the board meeting, any board member may ask questions or discuss a consent agenda item by asking the board president to remove it from the consent agenda for the purpose of giving the item individual consideration. The board president will allow discussion on any item requested for removal from the consent agenda by a board member.

Examples of Consent Agenda Items

1. Minutes of regular and special board meetings
2. Acceptance of financial reports
3. Routine bid recommendations in alignment with district policy
4. Approval of personnel contracts that comply with district policy
5. Requests to use district facilities
6. Routine, non-controversial items

7. Board policy updates

The above items are examples only. Not all topics listed may be included as part of the consent agenda.

SISD related policies:

BE (LEGAL)	BE (LOCAL)	BJA (LOCAL)
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Items Eligible for Executive Session

- A. 551.071. Consultation with attorney. A governmental body may conduct a private consultation with its attorney when the government body seeks advice about pending or contemplated litigation, a settlement offer, or any of the appropriate exceptions listed for an executive session. Example: Discussing a real estate transaction with an attorney.
- B. 551.072. Deliberation regarding real property. A governmental body may conduct a closed meeting (executive session) to deliberate the purchase, exchange, lease, or value of real property if deliberation in an open meeting would have a detrimental effect on the position of the governmental body.
- C. 551.074. Personnel matters. An executive session may be conducted to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee. Also, to hear a complaint or charge against an employee unless the employee who is the subject of the charge or complaint requests an open meeting or hearing to hear the complaint.
- D. 551.076. Deliberation regarding security devices. A governmental body may deliberate the deployment of security personnel or devices in an executive session.
- E. 551.0821. Personally identifiable information about public school student. Deliberation concerning a student in which personally identifiable information is discussed will be held in executive session – even if the student’s name is not mentioned in the deliberation.
- F. 551.084. Exclusion of witness from hearing. A governmental body that is conducting a hearing may exclude a witness from the hearing while another witness is testifying.

- G. 551.073. Prospective gift. The governmental body may conduct an executive session to deliberate a negotiated contract for a prospective gift or donation if deliberation in an open session would have a detrimental effect.
- H. Ed. Code 39.030. The Board of Trustees shall conduct an executive session to discuss or adopt individual assessment instruments or assessment instrument items.
- I. 418.183. Emergency management – homeland security. Issues related to 418.175 in the Government Code are exempted from the open meeting requirement; however, a tape recording of the proceedings should be made.
- J. 551.087. Economic development. Deliberations concerning the offer of financial incentives for companies to locate in the school district may be held in executive session.

SISD related policies:		
BEC (LEGAL)	DCE (LEGAL)	GF (LEGAL)

Notice of Meetings

Members of the Board shall be given notice of regular and special meetings on Thursday prior to regularly scheduled Monday Board Meetings. Notice for special meetings will be at least 72 hours prior to the scheduled time of the meeting and at least two hours prior to the time of an emergency meeting.

The district shall provide special notice of each meeting to any news media that has requested notification. When an emergency meeting is called or an emergency item is added to an agenda, the district shall notify any news media that have previously requested special notice of all meetings. (BE Legal)

Executive Session/Closed Meetings

Notice of all meetings shall provide for the possibility of a closed meeting during an open meeting, as provided by law. (BEC Legal)

For each closed meeting, except for consultations with its attorney, the board shall keep a certified agenda of the proceedings. The presiding officer and secretary shall certify that the agenda is a true and correct record of the proceedings. (BEC Legal) Board members must limit discussion to those items specified in the closed session.

No voting or polling of members is allowed in closed session. A final decision, or vote must take place in an open meeting. (BEC Legal)

No board member or other participant in a closed meeting shall, without lawful authority, disclose to a member of the public any deliberations made in a closed session.

Board Meetings/Audience Participation

Participants must have signed up prior to Board Meeting start time. At regular Board meetings, the Board shall permit public comment, regardless of whether the topic is an item on the agenda posted with notice of the meeting. At all other Board meetings, public comment shall be limited to items on the agenda posted with notice of the meeting. Participation is limited to three minutes to make comments to the Board, unless the participant requires the use of a translator, in which case participation is limited to six minutes. The Board will only consider complaints that remain unresolved after being addressed through proper administrative channels and when they have been placed on the agenda. The Board of Trustees shall not deliberate, respond, or make decisions regarding any subject that is not included on the agenda that is posted.

Board Member Preparation for Meetings

- A. The Superintendent will ensure that all information needed for informed decision-making is supplied to each Board member in agenda information delivered four days prior to the regular board meeting. The agenda and support materials will be provided electronically unless a request is made for a written copy. If a written copy is requested, Board members are asked to discuss delivery options at the time of the request.
- B. Each Board member will prepare for the Board meeting by studying the agenda and support materials and asking clarifying questions of the Superintendent at least one day in advance of the meeting if possible. While it is likely that questions often result as part of the discussion of an agenda item, when a Board member knows that he/she will have a specific question it is appreciated if that question is asked prior to the meeting.

Board Member Questions Concerning the Agenda

- A. Board members are encouraged to ask for information from the Superintendent at least one day prior to the Board meeting. This will allow time for appropriate research, if needed.
- B. Any questions about agenda items or requests for additional information prior to the board meeting will be directed to the Superintendent. The Superintendent or his/her designee for that particular agenda item will respond to the Board member and an electronic copy of the question and response will be provided to all Board members.
- C. The Superintendent will determine if the information requested is readily available or will require additional time to gather or research. If additional time is needed the

Superintendent and the Board member will agree upon an appropriate time frame in which the information will be provided.

- D. If a written summary or report is requested, the Superintendent will present a copy of it to each Board member.
- E. Even when information about agenda items is provided in advance or Board members receive answers to specific questions prior to the Board meeting; they are not prohibited from discussing or asking additional questions during the Board meeting.
- F. Board members seeking information during the Board meeting should ensure that the question pertains to agenda items.

Exhibiting Professionalism and Courtesy in Board Meetings

Board members shall observe and adhere to parliamentary procedures according to *Robert's Rules of Order, Newly Revised* and the Board President will ensure that discussion is related to the agenda item being addressed.

The Board President may recognize Board members prior to comments being given about an agenda item, particularly if several members wish to speak to the item.

Professional courtesy will be extended to all members of the Governance Team, school district staff, and visitors to the Board meeting.

Communication

Governance Team Communication

- A. The Superintendent will communicate with each Board member via weekly reports (emails) that will include information such as:
 - 1. District events
 - 2. Progress reports on Board goals and directives
 - 3. Follow-up reports in answer to Board member questions
 - 4. Information or reports requested by a Board member
 - 5. General program updates
- B. The Superintendent will communicate requested information to all Board members in as timely a manner as possible without interfering with the regular conduct of district business.

- C. The Superintendent will meet with the Board President as needed, or communicate by telephone or electronic means to inform him/her of district issues that may need to come before the Board for discussion or action.
- D. Board member phone calls to the Superintendent will be returned during the same day if at all possible.
- E. Board members may communicate with other individual members for purposes of asking questions, clarifying information, or socializing under circumstances that do not conflict with or circumvent the Texas Open Meetings Act.
- F. Board members may not communicate with other individual members for purposes of soliciting votes in support of or opposition to items of business that may come before the Board.
- G. Board members who wish to share information relevant to district business or issues before the Board will relay the information to the Superintendent for distribution to all members in his/her weekly reports.

Splendora ISD related policies: BE (LEGAL)	BJA (LOCAL)
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Board Member Requests for Information Not Related to Meeting Agendas

- A. Board members will contact the Superintendent to request information about the school district or Board of Trustee business.
- B. The Superintendent, at his/her discretion, may refer the Board member to a staff person with direct knowledge about the information requested.
- C. The Superintendent will determine if the information requested is readily available or additional time is needed to gather information or research the issue.
- D. If the information is available, the Superintendent will provide it to the requesting Board member.
- E. If a written response is provided, a copy of the information will be provided to each Board member.

- F. If the Superintendent determines that the request is unreasonable and will divert staff time or attention from Board priorities, the Superintendent or the requesting Board member may ask the Board President to place the request on a meeting agenda. The requesting Board member may then ask if a majority of the Board wishes to direct the Superintendent to generate a report to include the requested information.

Board Member Contact with Campuses

- A. Board members are encouraged to attend as many school events as their time and schedule permits.
- B. Board members will notify the Superintendent before visiting any campus and will follow all established campus procedures. Board members shall not interfere with instructional time or assume a supervisory role during such visits.
- C. Board members will check in with the principal's office when he/she arrive at a campus during the school day, as per guidelines for all visitors to campuses.
- D. Board members will not go into classrooms or other areas on campus for the purposes of conducting personnel evaluations or investigations.
- E. Board members may not give direction to any staff or student except when immediate safety or liability is an issue.
- F. While Board members have no authority when not at the board table, as individuals, it is sometimes difficult for staff members to see them as ordinary parents, therefore;
 - a. When visiting with teachers of their own children, Board members should make it clear that they are acting as parents rather than as a member of the Board.
 - b. Board members will not request or accept extraordinary consideration for themselves or their children.
- G. Board members will not ask district employees for extraordinary consideration for anyone.

Splendora ISD related policies:

GKA (LEGAL))

BBF (LOCAL)

Response by Board Members to Community Member or Employee Complaints

- A. Listen briefly and respectfully; remain impartial

- B. Ask if the complainant has followed the complaint procedure (following the “chain of command”) outlined in district policy
- C. Remind the complainant of the Board’s responsibility to remain impartial regarding complaints that may ultimately be brought to the Board on appeal.
- D. If the complainant does not know the district’s complaint procedures or “chain of command,” the Board member should provide the following information:
 - a. The complainant must first discuss the problem with the authority closest to the problem. In most cases this is the immediate supervisor if it is an employee or the principal if it is a campus issue.
 - b. If the complainant is not satisfied with the resolution, he/she may file a formal grievance according to procedures outlined in policy for students and parents, employees, or community members.
 - c. If the complainant is not satisfied with the resolution offered through the formal complaint process, the complainant may appeal to the next level of authority as outlined in policy.
 - d. When all levels of administrative appeal have been exhausted without satisfaction by the complainant, he/she may appeal the complaint to the Board of Trustees according to procedures outlined in policy. The Board President will place the complaint on the agenda for presentation to and discussion by the Board.
 - e. The Board may uphold the decision of the Superintendent or designee regarding the complaint, overturn it, offer an alternative solution, or the Board may take no action.
 - f. Complaints regarding an individual will be heard in closed session unless specific law or local policy provides otherwise.
- E. Board members should inform the Superintendent of all relevant complaints from staff and community. If requested by the Board member forwarding the request, the Superintendent will notify the individual Board member as to the resolution of the complaint.

SISD related policies:

DGBA (LOCAL) FNG (LOCAL) GF (LOCAL) BBF (LOCAL)

Communicating with the Community and/or Personnel

- A. Board members are encouraged to participate in community activities. When doing so, Board members may choose to provide information and/or respond to questions based on the following:
 - a. Relay information about district goals or other district information the Board member is comfortable providing
 - b. Interact in a positive manner
 - c. Listen politely and respectfully to comments
 - d. Refer questions about specific district activities to the Superintendent when they do not know the answers or if the individual wants detailed information.
- B. The Board of Trustees encourages community input, however, it will not respond to anonymous calls or letters unless they involve the safety and security of students and/or employees. If the anonymous communication refers to a significant issue, the Board member will contact the Superintendent to inform him/her of its' content.
- C. Signed letters addressed to the Board or a Board member will be forwarded to the Superintendent for inclusion in the weekly information provided to the Board.
- D. The Board will communicate to the community collectively through district communication strategies authorized by the Board in policy or the district communication plan.

SISD related policies: BBF (LOCAL)

Communicating with the Media

- A. The Superintendent and the Board President shall act as spokespersons for the Board of Trustees to the media on all school district related issues. Generally speaking, questions concerning district operations should be referred to the Superintendent and questions regarding board policy or actions taken by the Board should be referred to the Board President. This practice will promote a single “position statement” which can be clearly understood by the public as opposed to potentially having multiple statements on an issue.
- B. A Board member who receives a call from the media requesting information, comments, or an interview regarding district related issues will direct them to the Superintendent and/or Board President, depending on the nature of the questions.

- C. Board members retain the right to speak to the media as individuals but are strongly encouraged to direct all media inquiries to the Superintendent and/or Board President.
- D. When speaking to a media representative, a Board member should clarify when speaking as an individual rather than as a spokesperson for the Board of Trustees. When speaking as an individual, the Board member will remind the media representative of the position or action of the Board of Trustees as a body – if the Board has taken action on the issue.

SISD related policies:

BJA (LOCAL) BDAB (LOCAL)

Evaluation of the Superintendent

Updating the Superintendent Evaluation Instrument

After district goals are identified and priorities of the Board are established for the next school year, the Governance Team should review the content of the Superintendent's evaluation instrument to ensure proper alignment. This will ensure that the Board and Superintendent have an understanding of the challenges and priorities that are going to be emphasized in the coming year and that appropriate evaluation indicators may be developed. The evaluation instrument shall be based on the Superintendent's job description, student performance, and Governance Team priorities. The document evaluating the performance of the Superintendent is confidential.

Objectives of the Superintendent Evaluation Process

Based on law and board policy the following objectives are associated with the superintendent evaluation process:

- Clarify to the Superintendent his or her role and priorities, as seen by the Board
- Clarify to Board members the Superintendent's role, according to the Board's written criteria, as expressed in the Superintendent's job description and the district's goals and priorities
- Foster an early understanding among new Board members of the evaluation process and the Superintendent's current performance objectives and priorities
- Develop and sustain a harmonious working relationship between the Board and the Superintendent
- Include indicators on the evaluation instrument that reflect high expectations and outstanding Governance for the day-to-day operations of the school district
- Ensure fairness and objectivity in the evaluation process

The superintendent evaluation process and evaluation instrument will be provided to Board members with agenda items for the meeting in which the evaluation is to be conducted.

SISD related policies:

BJA (LEGAL)

BJCD (EXHIBIT)

BJCD (LOCAL)

BJCD (LEGAL)

New Board Member Orientation & Governance Team Training

Reporting Requirements

The minutes of the last regular meeting of the Board held during a calendar year must reflect whether each Trustee has met or is delinquent in meeting the training required to be completed as of the date of the meeting. *Education Code 11.159*

Training Requirements

New Board members shall receive a district orientation session within 60 days before or after their election or appointment and an orientation to the Texas Education Code within the first 120 days of election or appointment. Texas Education Code orientation sessions are offered through the Regional Education Service Center. New Board members are also encouraged to attend the TASB Summer Governance Conference, if possible. New Board members will also be trained on parliamentary procedures according to *Robert's Rules of Order, Newly Revised*. Once a year all Board members will receive a review of parliamentary procedures according to *Robert's Rules of Order, Newly Revised*.

All Board members shall receive an update session following each session of the Texas Legislature and the entire Board and Superintendent shall annually participate in a team building session. The lengths of these trainings are not specified, but are usually at least three hours.

In addition to the orientation and team building training, all Board members shall receive additional continuing education on an annual basis. To the extent possible, the entire Board shall participate in continuing education programs together. In the first year of service, Board members shall receive at least ten hours of continuing education in fulfillment of assessed needs in addition to required orientations and team building training. Within 90 days of election or appointment, new board members should receive one (1) hour of Open Meetings Training provided by the Attorney General's Office.

After the first year of service Board members shall receive at least five hours of continuing education annually in fulfillment of assessed needs. This of course is in addition to required

team building training and a Texas Education Code update if a session of the Texas Legislature has been held that year.

The Board President shall receive continuing education related to Governance duties of the Board President as some portion of the annual requirement.

SISD related policies: BBD (LEGAL) BBD (EXHIBIT)
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Professional Development for Board Members

Board members and the Superintendent are encouraged to seek and attend relevant opportunities for professional development in addition to required training activities. Membership in state and national organizations and attendance at conventions, conferences, clinics, and workshops provide opportunities to learn about best practices and bring new ideas back to Splendora ISD.

Subscriptions to school board newsletter services, journals, and other written works are also efficient ways to learn examples of new or best practices.

Board members wishing to participate or attend professional development activities that are not planned for the entire Board should contact the Superintendent and Board President. If either should have a question as to the appropriateness of the request, the matter shall be brought to the Board as an agenda item for consideration.

Board Member Reimbursement for Expenses

Professional development for Board members is encouraged and reimbursement for travel and related expenses should be included in the district's budget each year. Utilize policy BBG (LOCAL) for Board member reimbursement when attending meetings, workshops, and conventions as an official representative of the Board.

SISD related policies: BBG (LOCAL) BBG (LEGAL)
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Board Member Ethics & Vendor Influence

In addition to Splendora ISD Board Member Ethics, BBF (LOCAL) attached, Board members will comply with state required annual Conflict of Interest reports outlined in BBFA (LEGAL), if applicable. The Conflict of Interest form is provided by the Texas Ethics Commission and applies to any Board member when he or she, or any member of the family, receives more than \$2,500 per year from a business that contracts with the school district, or when a Board member, or member of his or her family, receives \$250 or more in aggregate gifts from a business that contracts with the school district.

Board members may be a reference as to the professionalism and quality of a potential vendor for the school district, but he or she should communicate to the vendor and school district personnel that their personal knowledge of the vendor should not be represented as individual preference or support. Vendor selection is based on school district business practices and guidelines, state law, and district policy.

Board members should not request assistance, information, or school district equipment from school district employees for the purpose of personal or professional gain or on behalf of a friend or relative.

SISD related policies:

BBF (LOCAL)

BBFA (LEGAL)

Gov't Code 171.004

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

**Equity
In Attitude**

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

**Trustworthiness
In Stewardship**

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

**Honor
In Conduct**

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

**Integrity
Of Character**

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

**Commitment
To Service**

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

**Student-Centered
Focus**

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

SPLENDORA ISD - STRATEGIC DIRECTION *why we exist*

VISION Connected by Purpose, Driven by Excellence

MISSION Cultivating Exceptional People

BELIEFS - *why we act*

Student Focused: We believe *the greatest outcomes result when students come first.*

Relationships: We believe *positive relationships create conditions for students to be advocates in their education.*

Servant Leaders: We believe *servant leaders and critical thinkers strengthen our community.*

Learning: We believe *students deserve high-quality, engaging learning experiences that honor the potential in each student.*

Future Ready: We believe *every student should be resilient, innovative, and demonstrate initiative.*

LEARNER PROFILE

The Splendora ISD Learner Profile creates an educational environment where every student is empowered to become a self-motivated, adaptive learner, critical thinker, and productive citizen.

STRATEGIC PRIORITIES

1. Student Outcomes: Academic
2. Student Outcomes: Future Ready
3. Community Engagement and Partnership
4. Professional Learning and Quality Staff
5. Fiscal and Operational System
6. Safety and Well-Being

**SPLENDORA INDEPENDENT SCHOOL DISTRICT
BOARD OF TRUSTEES
REGULAR MEETING MINUTES
April 20, 2026
7:00 pm**

The Trustees of the Splendor Independent School District met in the Cafeteria, Greenleaf Elementary, 24050 Bright Sunshine, Splendor, TX, for a regular monthly meeting. It was the intent of the District to have, and the meeting did have, a quorum of the Board of Trustees physically present. The meeting was recorded as required by law.

I. Call to Order: Meeting began at 6:03 pm.

ROLL CALL: (1) Jennifer Stewart - Secretary, (2) Dan Muirhead – Vice President, (3) Barry Welch – Member, (4) Jason Sessum - Member, (5) Allen Wells - President, (6) Travis “Doc” Jones - Member, (7) Kimberly Klepcyk - Assistant Secretary, and Dr. Dustin Bromley – Superintendent

Board Member	Present	Absent	Recorder	Presiding
Travis “Doc” Jones	X			
Kimberly Klepcyk	X			
Dan Muirhead	Arrived @ 6:09 pm	X		
Jason Sessum	X			
Jennifer Stewart	X		X	
Allen Wells	X			X

Note: Barry Welch resigned from the board.

II. AUDIENCE - Participants must have signed up prior to the Board Meeting start time. Participants may address the Board on any agenda item. Participation is limited to three minutes to make comments to the Board, unless the participant requires a translator, in which case participation is limited to six minutes. The Board will only consider complaints that remain unresolved after being addressed through proper administrative channels and when they have been placed on the agenda. Please note that the Board of Trustees shall not deliberate, respond, or make decisions regarding any subject that is not included on the agenda that is posted. For further information on these requirements, contact Ruth Garcia, Superintendent Secretary, at 281-689-4441.

No Audience

III. CLOSED SESSION ITEM(S)

“The Board of Trustees will now go into a Closed session. This Closed Session will be held for purposes authorized by the Texas Open Meetings Act, Texas Government Code(s) Personnel - Section 551.074, Real Estate - Section 551.072, Consultation with Attorney - Section 551.071, and Safety - Section 551.076, concerning any and all purposes permitted by the Act. No voting will take place in the closed meeting. Any action the Board wishes to take as part of discussions in closed session will take place after the Board reconvenes in the open meeting. It is now 6:05 pm.

BREAK AT 6:05 pm

BOARD CONVENED TO CLOSED SESSION AT 6:05 pm

BOARD RECONVENED FROM CLOSED SESSION AT 7:03 pm

- A. Safety - Section 551.076
- B. Personnel - Section 551.074
 - 1. Resignation(s)/Retirement(s)/New Hire(s)
- C. Real Estate - Section 551.072
- D. Consultations with Attorney - Section 551.071

IV. Reconvene from Closed Session

V. Board Protocol, Invocation, Pledge & Good Things

- A. Board Leadership Guidelines & Code of Ethics
- B. Invocation by Doc Jones.
- C. U.S. & State of Texas Pledge of Allegiance by Penelope Viruette & Samuel Escandon
- D. Good Things

VI. Strategic Direction Review

VII. Recognitions

- A. Splendora High School Boys Soccer Team
- B. Splendota High School Girls Soccer Team
- C. Splendora High School UIL Academic Students

VIII. Campus Spotlight - Coleman 6th Grad Campus

IX. 2022 Bond Update

- A. Program Manager Update - LAN

X. Superintendent's Report

- A. Month-At-A-Glance/Enrollment Report

XI. Informational Item

- A. Transportation Annual Report

XII. Administrative Presentations

- A. Intruder Detection Audit Findings
- B. Population and Survey Analysts (PASA) 2026 Update

XIII. Consent Agenda

- A. Determine and Approve any Consent Agenda Items.
- B. Approve Board Meeting Minutes
 - 1. Regular Board Meeting Minutes - March 16, 2026
 - 2. Budget Workshop Meeting Minutes - March 25, 2026
- C. Approve Budget Amendment #6 for Fiscal Year 2025-2026.
- D. Approve Financials, Tax Report, Investment Report, and Accounts Payables.
- E. Approve an amount not to exceed \$60,000 for the College Board Advanced Placement Exams for Spring 2026.
- F. Approve an Engagement Letter with Weaver and Tidwell, L.L.P., for the Annual Financial Audit of Fiscal Year Ending June 30, 2026.
- G. Approve the Purchase of PowerSchool Schoology Learning Management System for Secondary Students.
- H. Approve a Revised Memorandum of Understanding (MOU) between the Splendora ISD Education Foundation and Splendora Independent School District.
- I. Ratify Approval of an Interlocal Agreement for Specialized Services with the Harris County Department of Education Academic Behavior School (ABS) East for Fiscal Year 2025-2026
- J. Approve a Shared Services Agreement with Conroe ISD for the Regional Day School Program for the Deaf for Fiscal Year 2026-2027.

I make a motion to approve the reviewed Consent Agenda items **A** through **J**.

A motion was made by **Allen Wells** and seconded by **Kim Klepcyk** to approve the reviewed items **A** through **J**.

Board Member	Yea	Nay	Abstain
Travis "Doc" Jones	X		
Kimberly Klepcyk	X		
Dan Muirhead	X		
Jason Sessum	X		
Jennifer Stewart	X		
Allen Wells	X		
Voting Totals	6	0	Passes

XIV. Action and/or Discussion Items

A. Discussion and possible action to adopt Board Resolution No. 2025-14 declaring a vacant, landlocked 10-acre tract of land located near FM 2090 in Splendora, Montgomery County, Texas, further identified as Tract 1 in the Deed recorded under Montgomery County Clerk's File No. 2013090370, as surplus property, and to authorize the sale of such property in accordance with applicable law.

I make a motion to approve and adopt Board Resolution No. 2025-14 declaring a vacant, landlocked 10-acre tract of land located near FM 2090 in Splendora, Montgomery County, Texas, further identified as Tract 1 in the Deed recorded under Montgomery County Clerk's File No. 2013090370, as surplus property, and to authorize the sale of such property in accordance with applicable law.

A motion was made by **Dan Muirhead** and seconded by **Jennifer Stewart** to approve and adopt Board Resolution No. 2025-14 declaring a vacant, landlocked 10-acre tract of land located near FM 2090 in Splendora, Montgomery County, Texas, further identified as Tract 1 in the Deed recorded under Montgomery County Clerk's File No. 2013090370, as surplus property, and to authorize the sale of such property in accordance with applicable law.

Board Member	Yea	Nay	Abstain
Travis "Doc" Jones	X		
Kimberly Klepcyk	X		
Dan Muirhead	X		
Jason Sessum	X		
Jennifer Stewart	X		
Allen Wells	X		
Voting Totals	6	0	PASSES

B. Discuss and Consider Approval of Resolution No. 2025-13 Addressing Compliance with Senate Bill 546 Related to Seat Belt Requirements.

I make a motion to approve Resolution No. 2025-13 Addressing Compliance with Senate Bill 546 Related to Seat Belt Requirements.

A motion was made by **Kim Klepcyk** and seconded by **Dan Muirhead** to approve Resolution No. 2025-13 Addressing Compliance with Senate Bill 546 Related to Seat Belt Requirements.

Board Member	Yea	Nay	Abstain
Travis "Doc" Jones	X		
Kimberly Klepcyk	X		
Dan Muirhead	X		
Jason Sessum	X		
Jennifer Stewart	X		
Allen Wells	X		
Voting Totals	6	0	PASSES

C. Consider Approval of the Hiring of the Executive Director of Special Services.

I make a motion to approve the hiring of **Mrs. Shannon Wallace** as the

Executive Director of Special Services.

A motion was made by **Dan Muirhead** and seconded by **"Doc" Jones** to approve Mrs. Shannon Wallace as the Executive Director of Special Services.

Board Member	Yea	Nay	Abstain
Travis "Doc" Jones	X		
Kimberly Klepcyk	X		
Dan Muirhead	X		
Jason Sessum	X		
Jennifer Stewart			x
Allen Wells	x		
Voting Totals	5	0	1
			PASSES

D. Consider Approval of the hiring of the Human Resource Coordinator.

I make a motion to approve **Dr. Yvette Sylvan** as the Human Resource Coordinator.

A motion was made by **Jennifer Stewart** and seconded by **Jason Sessum** to approve **Dr. Yvette Sylvan** as the Human Resource Coordinator.

Board Member	Yea	Nay	Abstain
Travis "Doc" Jones	X		
Kimberly Klepcyk	X		
Dan Muirhead	X		
Jason Sessum	X		
Jennifer Stewart	X		
Allen Wells	X		
Voting Totals	6	0	PASSES

E. Consider Approval of the Hiring of the Principal of Splendora Junior High.

I make a motion to approve the hiring of **Mr. Harrison Gillaspay** as the Principal of Splendora Junior High School.

A motion was made by **Jason Sessum** and seconded by **"Doc" Jones** to Approve the hiring of Mr. Harrison Gillaspay as the Principal of Splendora Junior High School.

Board Member	Yea	Nay	Abstain
Travis "Doc" Jones	X		
Kimberly Klepcyk	X		
Dan Muirhead	X		
Jason Sessum	X		
Jennifer Stewart	X		
Allen Wells	X		
Voting Totals	6	0	PASSES

F. Consider Approval of the Hiring of the Science and Social Studies Coordinator.

I make a motion to approve the hiring of **Mrs. Octavia Gilshenan** as the Science and Social Studies Coordinator

A motion was made by **"Doc" Jones** and seconded by **Kim Klepcyk** to approve the hiring of Mrs. Octavia Gilshenan as the Science and Social Studies Coordinator.

Board Member	Yea	Nay	Abstain
Travis "Doc" Jones	X		
Kimberly Klepcyk	X		
Dan Muirhead	X		
Jason Sessum	X		
Jennifer Stewart	X		
Allen Wells	X		
Voting Totals	6	0	PASSES

G. Consider Approval of Probationary and Remaining Contracts for the 2026–2027 School Year.

I make a motion to approve the Probationary and Remaining Contracts for the 2026 - 2027 school year.

A motion was made by Kim Klepcyk and seconded by Allen Wells to approve the Probationary and Remaining Contracts for the 2026-2027 School Year.

Board Member	Yea	Nay	Abstain
Travis "Doc" Jones	X		
Kimberly Klepcyk	X		
Dan Muirhead	X		
Jason Sessum	X		
Jennifer Stewart	X		
Allen Wells	X		
Voting Totals	6	0	PASSES

XIV. Returns to Closed Session 8:59 pm

XV. Possible Action Arising from Closed Session

XVI. Possible Agenda Items for Next Meeting

XVII. Adjourn

Adjournment at 10:35 pm

President

Secretary

**SPLENDORA INDEPENDENT SCHOOL DISTRICT
BOARD OF TRUSTEES
SPECIAL CALLED MEETING MINUTES
May 5, 2026
5:00 pm**

The Trustees of the Splendor Independent School District met in the Boardroom, Splendor Independent School District, 23419 FM 2090, Splendor, TX, for a Special Called meeting. It was the intent of the District to have, and the meeting did have, a quorum of the Board of Trustees physically present. The meeting was recorded as required by law.

I. Call to Order: Meeting began at **5:00** pm.

ROLL CALL: (1) Jennifer Stewart - Secretary, (2) Dan Muirhead – Vice President, (3) Barry Welch – Member, (4) Jason Sessum - Member, (5) Allen Wells - President, (6) Travis “Doc” Jones - Member, (7) Kimberly Klepcyk - Assistant Secretary, and Dr. Dustin Bromley – Superintendent

Board Member	Present	Absent	Recorder	Presiding	Arrival
Travis “Doc” Jones	X				
Kimberly Klepcyk		X			5:15 pm
Dan Muirhead	X	X			
Jason Sessum		X			5:35 pm
Jennifer Stewart	X		X		
Allen Wells	X			X	

II. AUDIENCE - Participants must have signed up prior to the Board Meeting start time. Participants may address the Board on any agenda item. Participation is limited to three minutes to make comments to the Board, unless the participant requires a translator, in which case participation is limited to six minutes. The Board will only consider complaints that remain unresolved after being addressed through proper administrative channels and when they have been placed on the agenda. Please note that the Board of Trustees shall not deliberate, respond, or make decisions regarding any subject that is not included on the agenda that is posted. For further information on these requirements, contact Ruth Garcia, Superintendent Secretary, at 281-689-4441.

No Audience

III. CLOSED SESSION ITEM(S)

"The Board of Trustees will now go into a Closed session. This Closed Session will be held for purposes authorized by the Texas Open Meetings Act, Texas Government Code(s) Personnel - Section 551.074, Consultation with Attorney - Section 551.071, concerning any and all purposes permitted by the Act. No voting will take place in the closed meeting. Any action the Board wishes to take as part of discussions in closed session will take place after the Board reconvenes in the open meeting. It is now 5:01 pm.

BREAK AT 5:01 pm

BOARD CONVENED TO CLOSED SESSION AT 5:02 pm

BOARD RECONVENED FROM CLOSED SESSION AT 5:33 pm

A. Personnel - Section 551.074

1. Resignation(s)/Retirement(s)/New Hire(s)

D. Consultations with Attorney - Section 551.071

IV. Reconvene from Closed Session

V. Board Protocol, Invocation, Pledge & Good Things

A. Board Leadership Guidelines & Code of Ethics

B. Invocation by _____.

C. U.S. & State of Texas Pledge of Allegiance

D. Good Things

VI. Consent Agenda

A. Approve purchase of Annual student licenses for MAP testing.

B. Approve purchase of McGraw-Hill curriculum for 7th- 12th grade Social Studies.

C. Approve purchase of Summit K-12 Curriculum (Grades 3–12) Science.

D. Approve purchase of HMH Curriculum (6-12) into Literature.

E. Approve purchase of Bluebonnet Curriculum (Secondary) Math.

F. Approve purchase of Amplify Boost Reading Program (K-5).

G. Approve purchase of Bluebonnet Curriculum (K-5) Math.

H. Approve the transition to and purchase of Bluebonnet Curriculum (K-5) Reading.

I. Approve Resolution #2025-15 Amending TexPool Authorized Representatives.

J. Approve Signature Authority Change with District Depository

I make a motion to approve the reviewed Consent Agenda items A through J.

A motion was made by Dan Muirhead and seconded by Jennifer Stewart to approve the reviewed items A through J.

Board Member	Yea	Nay	Abstain	
Travis "Doc" Jones	X			
Kimberly Klepcyk	X			
Dan Muirhead	X			
Jason Sessum				
Jennifer Stewart	X			
Allen Wells	X			
Voting Totals	5	0		PASSES

VII. Action and/or Discussion Items

A. Consider Rescinding Approval and Award of CSP #26-04 for Baseball/Softball Drainage Improvements (Project #901-001) to DTurfMeister, LLC (approved at the March 16, 2026 Board meeting), in the best interest of the district, and delegate authority to the Superintendent and his designee to notify DTurfMeister, LLC of this action

I make a motion to rescind approval and Award of CSP #26-04 for Baseball/Softball Drainage Improvements (Project #901-001) to DTurfMeister, LLC (approved at the March 16, 2026 Board meeting), in the best interest of the district, and delegate authority to the Superintendent and his designee to notify DTurfMeister, LLC of this action.

A motion was made by Dan Muirhead and seconded by Kim Klepcyk to approve to rescind approval and award of CSP #26-04 for Baseball/Softball Drainage Improvements (Project #901-001) to DTurfMeister, LLC (approved at the March 16, 2026 Board meeting), in the best interest of the district, and delegate authority to the Superintendent and his designee to notify DTurfMeister, LLC of this action.

Board Member	Yea	Nay	Abstain	
Travis "Doc" Jones	X			
Kimberly Klepcyk	X			
Dan Muirhead	X			
Jason Sessum	X			
Jennifer Stewart	X			
Allen Wells	X			
Voting Totals	6	0	PASSES	

B. Consider Approval of the Hiring of Mrs. Bay Hill for the position of Principal at Piney Woods Elementary.

I make a motion to approve the hiring of Mrs. Bay Hill for the position of Principal of Piney Woods Elementary.

A motion was made by "Doc" Jones and seconded by Jennifer Stewart to approve the hiring of Mrs. Bay Hill as the Principal of Piney Woods Elementary.

Board Member	Yea	Nay	Abstain	
Travis "Doc" Jones	x			
Kimberly Klepcyk	x			
Dan Muirhead	x			
Jason Sessum	x			
Jennifer Stewart	x			
Allen Wells			x	
Voting Totals	5	0	1	PASSES

NO ACTION NEEDED.....

C. Consider Approval of the Hiring of the Special Service Coordinator.

I make a motion to approve the hiring of _____ as the Special Service Coordinator.

A motion was made by _____ and seconded by _____ to approve of the hiring of _____ as the Special Service Coordinator.

Board Member	Yea	Nay	Abstain
Travis "Doc" Jones			
Kimberly Klepcyk			
Dan Muirhead			
Jason Sessum			
Jennifer Stewart			
Allen Wells			
Voting Totals			

This was tabled for the May 18, 2026, Regular Board Meeting.

VIII. Returns to Closed Session 5:37 pm

A. Personnel

1. Discuss and interview the candidate for Board Position # 3.

IX. Possible Action Arising from Closed Session

X. Possible Agenda Items for Next Meeting

XI. Adjourn

Adjournment at 8:55 pm

President

Secretary

**SPLENDORA INDEPENDENT SCHOOL DISTRICT
BOARD OF TRUSTEES
SPECIAL CALLED MEETING MINUTES
May 6, 2026
5:00 pm**

The Trustees of the Splendor Independent School District met in the Boardroom, Splendor Independent School District, 23419 FM 2090, Splendor, TX, for a Special Called meeting. It was the intent of the District to have, and the meeting did have, a quorum of the Board of Trustees physically present. The meeting was recorded as required by law.

I. Call to Order: Meeting began at 5:01 pm.

ROLL CALL: (1) Jennifer Stewart - Secretary, (2) Dan Muirhead – Vice President, (3) Barry Welch – Member, (4) Jason Sessum - Member, (5) Allen Wells - President, (6) Travis “Doc” Jones - Member, (7) Kimberly Klepcyk - Assistant Secretary, and Dr. Dustin Bromley – Superintendent

Board Member	Present	Absent	Recorder	Presiding	Arrival
Travis “Doc” Jones	X				
Kimberly Klepcyk	X				
Dan Muirhead		X			5:10 PM
Jason Sessum		X			5:06 PM
Jennifer Stewart	X		X		
Allen Wells	X			X	

II. AUDIENCE - Participants must have signed up prior to the Board Meeting start time. Participants may address the Board on any agenda item. Participation is limited to three minutes to make comments to the Board, unless the participant requires a translator, in which case participation is limited to six minutes. The Board will only consider complaints that remain unresolved after being addressed through proper administrative channels and when they have been placed on the agenda. Please note that the Board of Trustees shall not deliberate, respond, or make decisions regarding any subject that is not included on the agenda that is posted. For further information on these requirements, contact Ruth Garcia, Superintendent Secretary, at 281-689-4441.

No Audience

III. Board Protocol, Invocation, Pledge & Good Things

- A. Board Leadership Guidelines & Code of Ethics
- B. U.S. & State of Texas Pledge of Allegiance

VI. Closed Session Item (s)

"The Board of Trustees will now go into a Closed session. This Closed Session will be held for purposes authorized by the Texas Open Meetings Act, Texas Government Code(s) Personnel - Section 551.074, Consultation with Attorney - Section 551.071, concerning any and all purposes permitted by the Act. No voting will take place in the closed meeting. Any action the Board wishes to take as part of discussions in closed session will take place after the Board reconvenes in the open meeting. It is now 5:03 pm.

A. Personnel

1. Discuss and interview the candidate for Board Position # 3.

BOARD RECONVENED FROM CLOSED SESSION AT 9:00 pm.

I make a motion to appoint Jacklyn Canada for Position 3.

A motion was made by Jason Sessum and seconded by "Doc" Jones to appoint Jacklyn Canada for Position 3.

Board Member	Yea	Nay	Abstain	
Travis "Doc" Jones	X			
Kimberly Klepcyk	X			
Dan Muirhead	X			
Jason Sessum	X			
Jennifer Stewart	X			
Allen Wells	X			
Voting Totals	6	0		PASSES

V. Adjourn

Adjournment at 9:01 pm.

President

Secretary



Splendoria ISD Board of Trustees Agenda Item Information Form

BOARD MEETING DATE: May 18, 2026

AGENDA ITEM NAME: Approve Board Meeting Calendar for 2026-2027 School Year

THIS ITEM RELATES TO STRATEGIC PLAN PILLAR(S):

BACKGROUND INFORMATION: Proposed regular board meeting for the 2026-2027 School Year

ADMINISTRATIVE RECOMMENDATION: Approve the proposed dates.

ATTACHMENTS: Proposed Board Meeting Dates

BUDGET INFORMATION: N/A

RESOURCE PERSONNEL: Dr. Dustin Bromley, Superintendent

RECOMMENDED MOTION: I make a motion to approve the proposed board meeting date for the 2026-2027 school year.

2026-2027 BOARD MEETINGS CALENDAR

JULY 20, 2026

Monday, Regular meeting 6:00 pm

AUGUST 17, 2026

Monday, Regular meeting 6:00 pm

SEPTEMBER 21, 2026

Monday, Regular meeting 6:00 pm

OCTOBER 19, 2026

Monday, Regular meeting 6:00 pm

NOVEMBER 16, 2026

Monday, Regular meeting 6:00 pm

DECEMBER 14, 2026

Monday, Regular meeting 6:00 pm

JANUARY 19, 2027

Tuesday, Regular Meeting 6:00 (Please note that Monday, January 18, is a district holiday.)

FEBRUARY 15, 2027

Monday, Regular meeting 6:00 pm

MARCH 15, 2027

Monday, Regular meeting 6:00 pm

APRIL 19, 2027

Monday, Regular meeting 6:00 pm

MAY 17, 2027

Monday, Regular meeting 6:00 pm

JUNE 21, 2027

Monday, Regular meeting 6:00 pm



Splendoria ISD Board of Trustees Agenda Item Information Form

BOARD MEETING DATE: May 18, 2026

AGENDA ITEM NAME: Consider approval of a donation in the amount of \$1,080 from the Splendoria High School Cheer Booster Club.

THIS ITEM RELATES TO STRATEGIC PLAN PILLAR(S): Community Engagement and Partnerships; Fiscal & Operational Systems

BACKGROUND INFORMATION: The District received a donation in the amount of \$1,080 from the Splendoria High School Cheer Booster Club to assist with offsetting the cost for cheer camp.

ADMINISTRATIVE RECOMMENDATION: Administration recommends approval of the \$1,080 donation made to the District from the Splendoria High School Cheer Booster Club.

ATTACHMENTS: N/A

BUDGET INFORMATION: The donation was deposited into the Athletics Campus Activity Fund for use by that organization.

RESOURCE PERSONNEL: Yvonne M. Johnson, Chief Financial Officer

RECOMMENDED MOTION: I move to approve the \$1,080 donation from the Splendoria High School Cheer Booster Club to support the Athletics Department at Splendoria High School.



Splendoria ISD Board of Trustees Agenda Item Information Form

BOARD MEETING DATE: May 18, 2026

AGENDA ITEM NAME: Consider approval of a donation in the amount of \$4,170 from the Splendoria Athletic Booster Club.

THIS ITEM RELATES TO STRATEGIC PLAN PILLAR(S): Community Engagement and Partnerships; Fiscal & Operational Systems

BACKGROUND INFORMATION: The District received a donation in the amount of \$4,170 from the Splendoria Athletic Booster Club to purchase a new football tunnel.

ADMINISTRATIVE RECOMMENDATION: Administration recommends approval of the \$4,170 donation made to the District from the Splendoria Athletic Booster Club.

ATTACHMENTS: Quote from All Star Inflatables, Inc.

BUDGET INFORMATION: The donation was deposited into the Athletics Campus Activity Fund for use by that organization.

RESOURCE PERSONNEL: Yvonne M. Johnson, Chief Financial Officer

RECOMMENDED MOTION: I move to approve the \$4,170 donation from the Splendoria Athletic Booster Club to support the Athletics Department at Splendoria High School.

**ALL STAR INFLATABLES, INC**

11120 Grader St
Dallas, TX 75238-2403

+19722724191

sales@all-starinflatables.com

www.all-starinflatables.com

All Star Estimate 20267

ADDRESS

Robbie Deheck
Splendora High School
23747 fm 2090
Cleveland, TX 77327

SHIP TO

Robbie Deheck
Splendora High School
23747 fm 2090
Splendora, TX 77372

DATE
04/27/2026

TOTAL
\$4,170.00

SALES REP

SS

ACTIVITY	QTY	RATE	AMOUNT
25' Tunnel	1	4,170.00	4,170.00
25' Tunnel			
Schools and Sports:Tunnels:25' Tunnel	1	4,095.00	
25' Inflatable Tunnel			
Blower Motors-Included:1 HP Blower-Included	1	0.00	
1 HP Blower (Recommended for Slides, Bouncers, Helmets, Logos, 25' Tunnels, Mascot Heads, Regular Firehouses, Standing Mascot Combo, Pavilions, Lg Advertising) ****REGISTER WITH MANUFACTURER****. This item is not warrantied by All-Star Inflatables			
Accessories:Sand Bags-Included	1	0.00	
Set of 4 Sand Bags 50-60lb. capacity each. Even though these are titled as "sand" bags we recommend that you purchase pea gravel or white rock as the weight will stay true and prevent a mess.			
Accessories:Storage Bags Included With Order:Storage Bag-Large Included	1	0.00	
This size storage bag is recommended for 15',20',25' entrance tunnels, standard mobile paint booth, 15', 20' helmet entrances, mascot heads, standing mascot tunnel combos, etc.			
Financial Support:3 Year Warranty	1	0.00	
3 Year Limited Inflatable Warranty			
Financial Support:Terms & Conditions	1	0.00	
Payment Terms: 1/2 down when ordered and balance due before delivery.			
Financial Support:Freight Shipping	1	0.00	
Shipping and handling is buyers responsibility ****FREIGHT ESTIMATES WILL BE MADE 4 BUSINESS DAYS PRIOR TO SHIPMENT. ESTIMATES NOT GUARANTEED TILL FREIGHT IS DELIVERED AND COMPLETE****ANY CHANGES MADE TO DELIVERY AFTER IT LEAVES ALL-STAR DOCK IS 100% BUYERS RESPONSIBILITY****			
Financial Support:Handling Fee	1	75.00	
Handling and Preparation Fee for Freight Restrictions			
Financial Support:Cancellation Policy	1	0.00	
YOU THE BUYER, MAY CANCEL THIS TRANSACTION AT ANY TIME PRIOR TO MIDNIGHT OF THE THIRD BUSINESS DAY AFTER THE DATE OF THIS TRANSACTION.			

Thank you for your order and welcome or welcome back to the ASI family!
We accept ACH, Credit Card payments and overnighted checks. Please be sure when overnighting a check that you DO NOT check the "sign for" box.
This estimate is good for 30 days from date on estimate.

SUBTOTAL	4,170.00
TAX (0%)	0.00

TOTAL	\$4,170.00
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THANK YOU.

Accepted By

Accepted Date



Splendoria ISD Board of Trustees Agenda Item Information Form

BOARD MEETING DATE: May 18, 2026

AGENDA ITEM NAME: Consider approval of a donation in the amount of \$1,500 from Anco Insurance via the Splendoria ISD Education Foundation.

THIS ITEM RELATES TO STRATEGIC PLAN PILLAR(S): Community Engagement and Partnerships; Fiscal & Operational Systems

BACKGROUND INFORMATION: The District received a donation in the amount of \$1,500 from Anco Insurance via the Splendoria ISD Education Foundation to fund breakfast for Greenleaf Elementary staff for their participation in the Splendoria Wellness Color Run.

ADMINISTRATIVE RECOMMENDATION: Administration recommends approval of the \$1,500 donation made to the District from Anco Insurance via the Splendoria ISD Education Foundation.

ATTACHMENTS: N/A

BUDGET INFORMATION: The donation was deposited into the General Fund to purchase breakfast for the staff of Greenleaf Elementary School.

RESOURCE PERSONNEL: Yvonne M. Johnson, Chief Financial Officer

RECOMMENDED MOTION: I move to approve the \$1,500 donation from Anco Insurance via the Splendoria ISD Education Foundation to purchase breakfast for the staff of Greenleaf Elementary School.



Splendoria ISD Board of Trustees Agenda Item Information Form

BOARD MEETING DATE: May 18, 2026

AGENDA ITEM NAME: Approve an Addendum to Memorandum of Understanding (MOU) between Splendoria ISD and Sam Houston State University for PREP Residency Program.

THIS ITEM RELATES TO STRATEGIC PLAN PILLAR(S): Professional Learning and Quality Staff

BACKGROUND INFORMATION: A previously approved MOU with Sam Houston State University for Resident Teachers did not include specific wording required by TEA. This addendum adds the necessary wording.

ADMINISTRATIVE RECOMMENDATION: Our Residency Program with Sam Houston State University is an active pipeline for new teachers, who we often retain in our district.

ATTACHMENTS: PREP Residency Addendum

BUDGET INFORMATION: The addendum allows the use of TEA LASSO grant funds to partially pay Resident Teacher salaries and their mentor teacher stipend.

RESOURCE PERSONNEL: Dr. William H. Rhodes, Executive Director of Human Resources

RECOMMENDED MOTION: I move to approve the MOU between Splendoria ISD and Sam Houston State University for PREP Residency Program.

ADDENDUM TO MEMORANDUM OF UNDERSTANDING (MOU) FOR PREP RESIDENCY 2026-2027 Between

Sam Houston State University & Splendora ISD

This document constitutes an Addendum (the Addendum) to the Memorandum of Understanding (MOU) whose effective date is [EFFECTIVE DATE], between **SAM HOUSTON STATE UNIVERSITY**, an agency authorized under the laws of the State of Texas, and member institution of the Texas State University System (TSUS), through its College of Education at Sam Houston State University (SHSUCOE), and Splendora Independent School District, (hereinafter Splendora ISD or the District. Individually, Splendora ISD and SHSUCOE may be referred to as Party, and collectively as Parties.

A. Purpose

- To supplement the terms of the MOU by adding each Party's expected responsibilities associated with implementing the SHSUCOE Enhanced Residency program to improve educator preparation, with the end goal of improving Splendora ISD student achievement.
- To facilitate a learning-centered partnership between the District and SHSUCOE in compliance with the Preparing & Retaining Educators through Partnership (PREP) Program Allotment, and
- To support a high-quality teacher residency that results in effective classroom practice and positive PK–12 student outcomes.

B. Authority & Citations

This Addendum is intended to satisfy the PREP partnership components and applicable requirements in Texas Education Code (TEC) §§ 21.902, 21.904, and 48.157, and Texas Administrative Code (TAC) Chapter 228 (as applicable).

C. Term & Renewal

This Addendum begins on the Effective Date and ends on June 30, 2027 (2026–2027 school year). It may be renewed or amended by mutual written agreement of the Parties.

D. Collaborative Goals

- Provide Residents with professional instructional coaching and opportunities to engage in co-teaching throughout the clinical placement.
- Ensure compliance with SBEC requirements for Residents seeking initial certification and with PREP Program Allotment requirements.
- Establish and communicate compliance procedures associated with participation in PREP.

E. Shared Governance & Progress Monitoring of Program Quality

- Cadence: The Parties will meet at least quarterly (minimum four meetings per academic year).
- Participation: Each Party will identify expected participants (e.g., district leadership, program manager, campus leaders; EPP legal authority, residency program leadership, field supervision lead) and roles within the governance structure.
- Scope: Parties agree to review current programmatic resident data, host teacher supports, and implementation needs to make just-in-time improvements.
- Data-Sharing Framework: Establish processes to share non-identified district performance data between the Parties for monitoring and evaluation of Resident preparation and effectiveness.

F. Recruitment

The Parties will collaborate to recruit candidates that meet the District's greatest staffing needs and align with SHSUCOE admissions and program capacity.

G. Support for Residents

1 Communication & Cohort Management

- Each Party will designate named personnel responsible for direct communication with and management of Residents; these responsibilities will be explicitly included in the personnel job descriptions.

2 Clinical Experience

- Program design and site scheduling will ensure a minimum of 750 hours of co-teaching under the supervision of a qualified Host Teacher during the residency year.
- Partners will identify processes and timelines to ensure Residents complete all required coursework and training for the Enhanced Standard Certificate, including—if needed—scheduled release time or designated professional learning periods.

3 Intervention & Support

- The Parties will develop individualized support plans for Residents, as needed, with clear roles and responsibilities for both Parties.

4 Evaluation & Coaching

- Formal Evaluation: Identify the evaluative tools, rubrics, and measures used to evaluate Resident progress and performance, and how data will be collected and communicated to all Parties.
- Informal Coaching: Adopt a shared informal observation/walkthrough tool for coaching and progress monitoring, and calibrate on its use at least annually.

5 Observation Logistics

- Data Collection & Dissemination: Ensure compliance with FERPA and District policies in any collection, storage, or sharing of data.
- Communication of Schedules & Results: Field Supervisors and/or SHSUCOE faculty will communicate observation schedules and results to designated District personnel via email and the SHSUCOE compliance software (e.g. TK20).
- Campus Visit Procedures: SHSUCOE personnel will adhere to District campus-visit procedures (e.g., check-in, scheduling, and observation protocols), which the District will provide in writing and update as needed.

H. Support for Host Teachers

- Collaborate to identify and select high-quality Host Teachers using agreed-upon criteria.
- Training (2026–2027): The Parties will identify which entity is responsible for Host Teacher training in the 2026–2027 academic year and develop a plan to ensure quality training that meets SBEC requirements.
- Ongoing Development: Define roles and responsibilities for ongoing Host Teacher development during the academic year, including observation and feedback of coaching practices.
- Support/Reassignment Protocol: Implement a Host Teacher support and/or reassignment protocol.

I. Allocation of Costs & Resources

- Each Party will act with fiduciary responsibility to ensure compliance with the PREP Program Allotment requirements.
- Programmatic Costs: The Parties will develop a plan to address remaining programmatic costs necessary for effective implementation (e.g., quality field supervision, coaching calibration, materials).

J. Data Sharing & FERPA

- The Parties will share and co-analyze non-identified PK–12 performance data for the purpose of preparing Residents to positively impact PK–12 student learning and for the continuous improvement of SHSUCOE.
- For purposes of the Family Educational Rights and Privacy Act (FERPA), the District designates SHSUCOE as a school official with a legitimate educational interest to the extent required to fulfill obligations under this Addendum. The FERPA Designee shall comply with FERPA as to any such educational records.

K. Additional District Specific Obligations

- Provide opportunities for Residents to attend District- and school-level professional development.

- Provide teacher residents access to District systems, curriculum, and instructional resources.
- Supply facility resources (e.g., meeting space with furnishings and technology) to support partnership activities as available and appropriate.
- Permit Resident video recording for licensure and professional development purposes in accordance with District policy; obtain signed parental consent forms as required.

L. Additional SHSUCOE Specific Obligations

- Comply with District policies and procedures and ensure SHSUCOE instructors, Site Coordinators/Field Supervisors, and Residents are aware of these policies and procedures.
- Assign qualified Field Supervisor(s) for teacher resident supervision and evaluation and ensure timely communications between the Parties.
- Ensure compliance with all other requirements for teacher resident preparation pursuant to TAC chapter 228, Educator Preparation Program Requirements.
- Maintain candidate records in accordance with applicable policies and laws.
- Support candidates who fall below academic or professional standards through a documented improvement or growth plan.
- Remove candidates from placement upon request of the District or when required by SHSUCOE policy or law.
- Design differentiated preparation models responsive to District workforce needs, including accelerated and employment-embedded Grow Your Own pathways.

M. Miscellaneous

1 Governing Law & Venue

This Addendum is made in Texas and shall be governed by and construed in accordance with the laws of the State of Texas.

2 Termination

Except as otherwise provided, this Addendum may be terminated by either Party upon six (6) months' written notice. The Parties will use best efforts to allow sufficient opportunity for Residents to complete the year prior to the effective date of termination. Upon termination, the District will notify appropriate Texas Education Agency staff of the termination of this Addendum.

3 Dispute Resolution

The dispute resolution process provided in Chapter 2260, Texas Government Code, and related rules adopted by the Texas Attorney General shall be used by the Parties to resolve any claim for breach of contract that cannot be resolved in the ordinary course of business.

4 Sovereign Immunity

Nothing in this Addendum waives or relinquishes the Parties' rights to claim any exemptions, privileges, immunities, or defenses, whether constitutional, statutory or common law. To the extent the terms of this paragraph conflicts with any other provision in this Addendum, the terms of this paragraph shall control.

All terms and provisions from the original MOU also apply to this Addendum.

Signatures

IN WITNESS WHEREOF, the Parties to this Addendum, through their duly authorized representatives, have executed this Addendum and certify that they have read, understood, and agreed to its terms. This Addendum may be executed in counterparts, each of which is deemed an original, and delivered electronically with the same legal effect as an original.

Splendora ISD (Superintendent's Designee)

- Signature: _____
- Name: _____
- Title: _____
- Date: _____

Splendora ISD (Program Manager)

- Signature: _____
- Name: _____
- Title: _____
- Date: _____

SHSU (Legal Authority)

- Signature: _____
- Name: Sumanth Yenduri, Ph.D.
- Title: Provost and Senior Vice President, Sam Houston State University
- Date: _____

SHSUCOE (Residency Program Leadership)

- Signature: _____
- Name: Stacey Edmonson, Ed.D.
- Title: Dean, College of Education, Sam Houston State University
- Date: _____



Splendoria ISD Board of Trustees Agenda Item Information Form

BOARD MEETING DATE: May 18, 2026

AGENDA ITEM NAME: Approve an Affiliation Agreement between Splendoria ISD and Sam Houston State University for the Health Science Clinical Program.

THIS ITEM RELATES TO STRATEGIC PLAN PILLAR(S): 1-7

5- Professional Learning and Quality Staff

BACKGROUND INFORMATION: This Affiliation Agreement will allow Sam Houston State University nursing students to observe/assist in our school clinics during clinical rotations or nursing internships.

ADMINISTRATIVE RECOMMENDATION: Collegiate partnership that provides mutual benefit to both organizations.

ATTACHMENTS: SHSU Affiliation Agreement

BUDGET INFORMATION: N/A

RESOURCE PERSONNEL: Dr. William H. Rhodes, Executive Director of Human Resources

RECOMMENDED MOTION: I move to approve the Affiliation Agreement between Splendoria ISD and Sam Houston State University for the Health Science Clinical Program.

AFFILIATION AGREEMENT BETWEEN SAM HOUSTON STATE UNIVERSITY AND

Splendora Independent School District

FOR THE CONDUCT OF AN ON-SITE CLINICAL OR INTERNSHIPS EDUCATION PROGRAM FOR SAM
HOUSTON STATE UNIVERSITY STUDENTS

THIS AFFILIATION AGREEMENT (hereafter, referred to as “**Agreement**”) is effective as of the date of full and final execution below by and between Sam Houston State University, an agency and institution of higher education authorized under the laws of the State of Texas, and member institution of the Texas State University System, located at 1900 Ave I, Suite 201, Huntsville, TX 77340 (the “University”) and the **Splendora Independent School District** located at site address 26175 FM-2090, Splendora, TX 77372 (the “Site”).

I. **PURPOSE OF AGREEMENT:**

This Agreement provides that terms under which the Intern Site will provide on-site educational experience to students who are enrolled in the following academic programs: Nursing

II. **TERM:**

This Agreement will be in effect as of the date of full and final execution below and shall terminate May 31, 2029. The Agreement shall automatically renew for two (2) one-year extension periods, unless earlier terminated. Either party may terminate this Agreement with or without cause upon ninety (90) days prior written notice to the other party, provided that any student currently participating in a clinical rotation or internship at the time of termination may be permitted to complete the educational experience.

III. **THE UNIVERSITY AGREES TO:**

A. Provide a program coordinator from each academic program to liaise with Site.

B. Timely recommend students and facilitate student’s semester long internships and/or clinical rotations at site.

C. Provide professional liability insurance coverage for students participating in a clinical rotation or internship at Site in an amount not less than \$1,000,000.00 per incident with a maximum total coverage of \$3,000,000.00;

IV. **UNIVERSITY SHALL INFORM STUDENTS OF REQUIREMENTS:**

A. For students enrolled in Nursing and for students enrolled in other programs upon written request of the Site, to provide Site:

1) Proof of current immunizations and health records as required by the Site;

2) Proof of criminal background, which includes:

a) Five (5)-year criminal background check in current and previous counties of residence and employment;

b) A check of the national sex offender registry;

c) Evidence that the student is not ineligible to participate in all federal and state health programs and verifications that the student is not on the OIG or GSA exclusion list; and

d) Proof of current basic life support for Healthcare Provider CPR.

B. To become familiar with and comply with Site policies and requirements for participating students.

V. THE SITE AGREES TO:

A. Provide an on-site experience pertinent and meaningful for student's degree program.

B. Accept from the University the number of students that staff, space and program permit.

C. Allow the program of on-site education to be open to review by the participating student's faculty or administrative staff.

D. Provide quality supervision of the student(s) in the on-site education program.

E. Keep the University informed regarding the education received by each student and his/her level of performance at the Site, and to consult with the University any time the student fails to make satisfactory progress.

F. Support continuing education and professional growth and development of those staff who are responsible for student supervision.

VI. THE UNIVERSITY AND THE SITE JOINTLY AGREE:

A. That no student will be discriminated against on the basis of race, creed, ancestry, marital status, citizenship, color, national origin, sex, religion, age, disability, veteran's status, sexual orientation, or gender identity in any aspect of this program. In execution of this agreement, the Site, their respective employees, and others acting by or through them shall comply with all federal and state policies and laws prohibiting discrimination,

harassment, and *sexual misconduct*. Any breach of this covenant may result in termination of this Agreement.

- B. That the determination of the number of students to be assigned to the Site shall be a joint decision based on staff, space, and business necessity available at the Site and eligible students enrolled in the curriculum who desire placement at that particular site.
- C. That this document does not limit the Site to accepting only students from this University into the on-site education program.
- D. That there will be meetings of representatives of both the University and the Site as often as such meetings are needed to coordinate and improve the program, and at the convenience of both parties.
- E. That there will be on-going, open communication between the University and the Site to ensure understanding of the expectations and roles of both institutions in providing on-site experience for students.
- F. That either the University or the Site may terminate a student's clinical rotation of internship if, in the opinion of either party, the student is not making satisfactory progress or impairs Site's ongoing operations.
- G. For purposes of the Agreement, pursuant to the Family Educational rights and Privacy Act of 1974 (FERPA) the University hereby designates Site as a school official with a legitimate educational interest in the educational records of Students who participate in educational programs with Site to the extent that such records are required or provided to Site to facilitate this Agreement. Site agrees to maintain the confidentiality of the educational records in accordance with the provisions of the FERPA.
- H. The University strictly adheres to all statutes, court decisions and the opinions of the Texas Attorney General with respect to disclosure of public information under the Texas Public Information Act, Chapter 552, Texas Government Code. Contractor is required to make any information created or exchanged with the state pursuant to this contract that is not otherwise excepted from disclosure under the Texas Public Information Act, available in a format that is accessible by the public at no additional charge to the state. The following format(s) shall be deemed to be in compliance with this provision: electronic files in Word, PDF, or similar generally accessible format.
- I. No participating faculty member or student shall for any reason be deemed to be an employee, agent, ostensible or apparent agent, or servant of the Site. The parties acknowledge that the University is not a covered entity under the Health Insurance Portability and Accountability Act (HIPAA) and is not a business associate of the Site.
- J. Notwithstanding any provision of this agreement, nothing herein constitutes a waiver of the constitutional, statutory or common law rights, privileges, defenses or immunities of the University.

VI. STUDENT SCHEDULES

Schedules for individual students will be agreed upon by Site and the program coordinator for each program.

AGREED:

FOR THE INTERN SITE:

FOR SAM HOUSTON STATE UNIVERSITY:

Director or Designated Intern Supervisor

Ryan K. Zapalac, Ph.D.
Dean of College of Health Science

Date

Date

[Head, Intern Site]

Please return to:

Devon Berry, PhD, RN
Director for the School of Nursing
Sam Houston State University School of Nursing
Conroe, TX 77384
(936) 202-5109



Splendoria ISD Board of Trustees Agenda Item Information Form

BOARD MEETING DATE: May 18, 2026

AGENDA ITEM NAME: Approve an MOU Agreement with Lamar State College Orange for Dual Enrollment in Cosmetology from 2026-2031

THIS ITEM RELATES TO STRATEGIC PLAN PILLAR(S): Fiscal & Operational Systems

BACKGROUND INFORMATION: The Lamar State College Orange (LSCO) Dual Enrollment Agreement establishes a partnership between LSCO and Splendoria ISD to provide eligible high school students with opportunities to earn both high school and college credit simultaneously through dual enrollment courses. The agreement supports academic advancement, college readiness, workforce preparation, and career pathway development for students from 2026–2031.

ADMINISTRATIVE RECOMMENDATION: District administration recommends that the Board of Trustees approve the MOU agreement with Lamar State College Orange for Dual Enrollment in Cosmetology

ATTACHMENTS: MOU

BUDGET INFORMATION: N/A

RESOURCE PERSONNEL: Mr. Adam Lira, Director of CTE

RECOMMENDED MOTION: District administration moves that the Board approves the MOU agreement with Lamar State College for Dual Enrollment in Cosmetology

Lamar State College Orange and Splendora Independent School District Dual Enrollment Agreement 2026-2031

This dual enrollment agreement is made by and between Lamar State College Orange (LSCO) and the [Splendora](#) Independent School District (ISD)/School Name (herein referred to as School). The purpose of this Agreement is to allow eligible high school students to enroll in college courses from Lamar State College Orange (LSCO) and receive credit for courses from their respective School and LSCO. The following terms and conditions shall govern the eligibility and enrollment of the students, and the administration of the high school and college courses offered via dual enrollment, effective January 1, 2026, or upon the date of the execution of this agreement.

I. General Information.

The content of this dual enrollment agreement is based on 19 Tex. Admin. Code § 4.D 4.84 and statewide goals established under Texas Education Code §28.009 and the collaborative efforts of the Texas Education Agency and the Texas Higher Education Coordinating Board.

GOAL 1: School and LSCO will implement purposeful and collaborative outreach efforts to inform all students and parents of the benefits and costs of dual enrollment, including enrollment and fee policies.

GOAL 2: Dual enrollment programs will assist high school students in successfully transitioning to and accelerating through postsecondary education.

GOAL 3: All dual enrollment students receive academic and college readiness advising with access to student support services to bridge them successfully into college completion.

GOAL 4: The quality and rigor of dual enrollment courses will be sufficient to ensure student success in subsequent courses.

Collaboration and Outreach Efforts to Inform Students and Parents

Lamar State College-Orange Responsibilities – Information regarding current benefits, enrollment, and fee policies associated with dual enrollment are accessible to all students and parents via one or more of the following formats: LSCO website (<https://www.lSCO.edu/admissions/how-to-apply/high-school/dual-credit.php>); LSCO dual enrollment brochures; LSCO updates and emails disseminated to school administrators, counselors, and teachers; and LSCO conducted workshops and presentations. Lamar State College Orange offers workshops to high school counselors that provide detailed information on developing and implementing dual enrollment programs with LSCO.

School District, Charter School, or Home School Responsibilities – Current information pertaining to the benefits, costs, and enrollment procedures for dual enrollment will be posted on the School's website. The School will also be responsible for marketing dual enrollment opportunities by disseminating information and updates provided by LSCO to prospective students and parents. The School agrees to allow and support counselors and other School personnel's participation in workshops and informational sessions conducted by LSCO. The School agrees to display LSCO marketing materials in ISD classrooms used for dual credit courses. LSCO will furnish materials to partnering district.

II. Eligible Courses.

A. Lamar State College Orange Dual Credit Staff and/or Administrators will collaborate with School administration and/or counselor(s) to identify courses that may be offered.

1. Courses eligible for awarding of LSCO dual credit for high school students are limited to those within the LSCO core curriculum, LSCO career technical education courses, or LSCO foreign language courses. These courses are identified as college level academic courses in the current edition of the Lower Division Academic Course Guide Manual (ACGM) or as a college level technical course in the current edition of the Workforce Education Course Manual (WECM).
2. Exceptions include:
 - a. Competitive entry allied health programs.
 - b. Courses that have additional requirements, such as an age restriction.
- B. Eligible courses may be taken in any format (face-to-face, online, or hybrid) the college offers unless otherwise specified in the agreement.
- C. Establish Course(s).
 1. The School must request, in writing, to offer a dual enrollment course on the School campus. The request must include the course title, course rubric, faculty member (See Section IX for faculty criteria), course location, and meeting times. Requests must include dual enrollment courses for the academic year (fall semester and spring semester). Requests should be submitted to the Associate Dean of Off-Campus Instructional Services.
 2. For courses that begin in the fall semester, LSCO must be notified no later than the first working day in June.
 3. The course will be added to the appropriate Lamar State College Orange schedule after the request is received and reviewed. Until this process has occurred, students cannot register for the course(s).
 4. After receiving course requests from the school, the Dual Credit Department will communicate the course list to the Executive Vice President/Provost, and the appropriate Dean, Department Chair, and Program Director. The academic department will coordinate with the Off-Campus Instructional Services department to ensure that each campus has access to the syllabi or any additional course and program expectations.
- D. Academic credit or technical dual credit courses may be provided at the School or at an LSCO campus.
- E. Credit and noncredit courses offered on either the School or LSCO campus approved by LSCO's Dean of Dual Credit will be eligible for dual enrollment status.
- F. LSCO's Dual Credit Pathway Handbook provides a crosswalk between secondary and postsecondary dual credit courses and will be provided to the School.

III. Student Eligibility.

1. Technical Course(s): Students applying for Dual Enrollment course(s) intending to pursue a Level 1 Certificate are not required to be TSI complete. However, students will be required to meet TSI requirements for applicable degree changes or courses that require satisfactory scores on the TSI.
2. TSI score requirements in the tables below are subject to change. TSI score requirements are based on the current THECB guidelines.

Academic Courses	
STAAR	Score of Level 2 on Algebra II EOC, score 4000 or Meets Score of Level 2 on English III EOC, score 4000 or Meets
TSI (before January 2021)	Mathematics score of ≥ 350 Reading score of ≥ 351 and Writing score of ≥ 340 with 4 on essay

3. As of January 2021, minimum scores for MATH and ENGLISH are as follows:
 (subject to change by Texas Higher Education Coordinating Board)

Required TSI Assessment Score	Minimum Score
Mathematics	950 OR 910-949 + diagnostic score of 6
ELAR	945-990 + Essay of at least 5 OR 910-944, a diagnostic score of 4, 5, or 6, and Essay of 5-8

- A. High school students who need college-level courses in order to continue to study in a discipline will be eligible to take dual enrollment courses offered on either the School campus or the college campus.
- B. Students must meet the stated pre-requisite(s) and/or co-requisite(s) of each course and be 21 years of age or younger.
- C. It is strongly recommended that the School evaluate the background and maturity level of the student prior to registration in any college credit course.
- D. Seniors who will graduate at the end of the academic calendar year are eligible for dual enrollment tuition rates during Summer I and II of the year they graduate.

IV. Admissions, Advising, and Registration.

A. Advising Sessions.

1. LSCO personnel will provide the School Administrator and counselors with necessary information concerning the dual enrollment course(s) for scheduling and registration of students.
2. LSCO personnel and School counselors will assist students in selecting courses that will satisfy applicable high school and college requirements for the student's intended program.
 - a. LSCO and the School have identified resources from the Texas Education Agency, including items like *Endorsements Frequently Asked Questions* and *TEA Graduation Toolkit, Endorsement – Choices* to assist students and their families in selecting endorsements offered by the School and College.
 - b. LSCO will host informational sessions on the School campus for students and parents that explain how to select dual credit courses that will satisfy both their high school requirement and college requirements.
 - c. LSCO will provide the Dual Credit Pathways Handbook to students and parents that provides a detailed crosswalk of 17 suggested pathways that span 9 different career clusters and 13 programs of study. The crosswalks within this guide are aligned with TEA's Program of Study.
- B. LSCO and the School agree to review eligible programs under each endorsement specified in Texas Education Code 28.025 (c-1). The review will evaluate the postsecondary pathways

and credentials that LSCO offers to best serve the needs of the ISD and their community industries.

- C. LSCO will provide a student application checklist that will identify the steps in completing the application process. The student and the parent/guardian should review the checklist and verify the completed application steps.
- D. The student is responsible for completing TSI testing as early as possible before the beginning of the semester. If the participating High School does not conduct its TSI Testing, School District personnel should coordinate required testing with the LSCO Testing Center at (409) 882-3330 or testingcenter@lSCO.edu.
- E. The Texas Education Code §51.9192 requires that all new students under age 22 who attend on-campus classes at an institution of higher learning either receive a vaccination against bacterial meningitis or meet certain criteria for declining such a vaccination before the first day of the semester. Students who do not qualify for an exemption must be immunized no later than ten days before the first class day. All students under the age of 22 attending classes at LSCO must comply with this requirement.
- F. High school counselors and/or the person responsible for dual credit on the campus will:
 - 1. Advise students and parents and disseminate dual enrollment program information.
 - 2. Provide course descriptions and course syllabi to students and parents for review during the approval process for students.
 - ~~3.~~ Facilitate Supplemental Dual Enrollment Applications, including their dissemination, completion, and collection by June 1st.
 - a. Provide instruction and guidance in completing and submitting the LSCO dual credit application, including the student's social security numbers.
 - b. Submit an official high school transcript to the Dual Credit team.
 - c. Identify students that may require additional documents (ex., immigrants).
 - 4. Submit a 504 Plan or Special Education IEP to the LSCO Director of Student Care and Accessibility for those students requesting accommodations no later than two weeks prior to the beginning of the semester.
- G. Proof of residency is not required for high school students registering for dual enrollment classes at LSCO. Students must meet the residency requirements after high school graduation to continue their education at a postsecondary institution. Non-residents must provide one of the following documents:
 - a. U.S. Passport (current or expired) - unless stamped non-citizen national.
 - b. U.S. Birth Certificate.
 - c. Certificate of U.S. Citizenship (Form N-560 or N-561) issued by USCIS through a federal or state court or through administrative naturalization after December 1990.
 - d. Certification of Naturalization (Form N-550 or N-570) issued by USCIS.
 - e. Permanent Certificate of Naturalization.
 - f. Resident Card with photograph (Form I-151) issued since 1997 or later.
 - g. Resident Alien Card (Form I-551) issued before 1997.
 - h. Consular Report of Birth Abroad (Form FS-240) Issued by the State Department and valid photo ID.

H. Dual Credit students applying for admission to LSCO should complete the LSCO Dual Credit application and submit all required documentation well in advance of the semester for which they are applying. Applications and required documents should be submitted no later than the following dates:

1. Fall Semester – June 1
2. Spring Semester – November 1
3. Summer – April 1

V. Course Curriculum, Instruction, and Grading.

A. Curriculum.

1. Dual enrollment courses are college classes and have the academic rigor expected in all college coursework.
2. College courses will be taught according to the approved college syllabus.
3. LSCO will expect embedded adjunct dual credit faculty to attend in-service training that is provided at various times throughout the year to ensure that faculty teaching courses for dual credit meet the academic rigor and expectations of the department.

B. Curriculum Alignment.

1. The defined sequence of courses for an Associate of Arts (AA) degree or Associate of Applied Science (AAS) degree is contained with the LSCO approved core curriculum. A defined sequence of courses for career technical education program certificates will be provided to the School, upon request.
2. The Dean of Dual Credit or designated personnel and the School Administrator will review and compare the Texas Essential Knowledge and Skills (TEKS), Lower Division Academic Course Guide Manual (ACGM), and the Workforce Education Course Manual (WECM) to determine the course credits that can be earned by dual credit students.
3. The School shall facilitate time for embedded adjunct Dual Credit faculty and the LSCO faculty to meet each semester to review the curriculum, methodology, schedules, and student evaluation as it relates to the requirements for meeting the course standards.
4. LSCO and the School will monitor the quality of instruction in all courses for dual credit to ensure compliance with standards established by the state, Southern Association of Colleges and Schools Commission of Colleges (SACSCOC), Lamar State College Orange, and the high school.

C. Instruction.

1. Schedule.
 - a. Dual enrollment courses taught by LSCO faculty and embedded adjunct faculty will be taught in accordance with the LSCO schedule and calendar.
 - b. All courses taught for dual credit must meet the minimum instructional minutes required by the Texas Higher Education Coordinating Board.
2. The student and/or parent(s) shall be responsible for the student's transportation and accept all liability for all courses taken on the LSCO campus.
3. College instructors must comply with all applicable rules governing attendance, classroom management, and record-keeping while conducting courses on the high school campus.

4. LSCO strongly encourages the respective school to ensure that dual credit courses taught via distance learning are assigned a facilitator for proctoring and monitoring the dual credit course and students in accordance with LSCO's Dual Credit Proctoring Center Agreement (Appendix A).
5. Courses offered via embedded instruction (school provided instruction at the local school campus) must meet the rigor and equipment requirements of LSCO. The School site will become an Off-Campus Instruction Site (OCIS) in accordance with the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) guidelines and approval. The School must complete the Off-Campus Instructional Site Information form (Appendix B) and return to LSCO within the first semester of student instruction.

D. Grading.

1. Grading will be consistent with the grading policy in LSCO's course syllabus. Audit grades are not allowed.
2. Student grades will be reported to the School person or office designated at the end of the semester and in accordance with the School's grading calendar.
3. Progress reports will be provided to the School no less than 3 times per semester for students registered in dual enrollment classes on LSCO's campus.
4. Final grades for students shall be submitted electronically by the faculty member teaching dual credit courses according to the LSCO Grade Reporting Process, the LSCO Academic Calendar, and the School grading calendar.

E. Physical and Cyber Security.

1. The School is responsible for providing a healthy, safe, and secure environment to all students and staff. The School will be responsible for providing a statement about its current comprehensive safety plan and crisis communication plan, including how the School disseminates emergency procedures and other health and safety-related procedures.
2. The School shall describe their dedicated police force structure, other security officer presence on their campus, or use of local law enforcement agencies.
3. The School shall disclose any open or recently closed investigations by the Office of Civil Rights for possible violations alleging sexual violence.
4. The School will be responsible for providing a statement about their current Cybersecurity plan and/or protocols. The information above shall be furnished as soon as possible utilizing the Off-Campus Instructional Site Information Technology Resources Questionnaire (Appendix C).

VI. Transcription of Credit.

- A. Approved dual enrollment courses noted on the Supplemental Dual Enrollment Application shall be used to fulfill high school credit graduation requirements or elective credit.
- B. Dual Credit students will earn a college grade (A, B, C, D, F, W) for all courses taken for dual credit. The earned grade will be recorded on an official LSCO college transcript.
- C. All college credit courses offered will meet the guidelines for transferability of credit under the Texas Education Agency Dual Enrollment policy.

VII. Dual Enrollment Program Policies.

- A. College instructors teaching on the high school campus during regular school hours may be required to attend LSCO organizational meetings.

- B. The high school Principal shall communicate and ensure that high school-embedded adjunct instructors teach dual enrollment courses in accordance with the conditions of this Agreement.

VIII. Student Composition of Class

- A. Dual credit courses may be comprised of dual credit high school students only or of dual credit high school students and college credit students. Exceptions for a mixed class, which would also include high school credit-only students, may be allowed only under one of the following conditions:
 - 1. If the course involved is required for completion under the State Board of Education High School Program graduation requirements, and the high school involved is otherwise unable to offer such a course.
 - 2. If the high school credit-only students are College Board Advanced Placement (AP) students.
 - 3. If the course is a career technical education course and the high school credit-only students are earning articulated college credit.

IX. Faculty Selection, Supervision, and Evaluation.

- A. Selection.
 - 1. Embedded adjunct faculty for college courses offered at the high school during regular school hours are to be agreed upon mutually by the high school and college personnel in accordance with locally established procedures.
 - 2. Dual enrollment faculty members must meet the minimum criteria specified by LSCO and the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).
 - 3. Procedure to assign embedded adjunct faculty for high school dual enrollment:
 - a. The potential Dual Credit School embedded adjunct faculty must complete an employment application with LSCO and provide copies of the appropriate credentials that shall include official college transcripts. The Principal must submit the recommendation in writing along with copies of credentials and supporting documents. Application documents must include official transcripts. Other documents may include copies of licenses, work verification, etc.
 - b. The potential new hire must complete an interview following LSCO Human Resources practices.
 - c. The LSCO dean or designee will recommend the new hire for embedded dual credit instruction.
 - d. The new hire must provide all documents required of the LSCO Human Resources Department.
 - e. All documents must be submitted at least thirty (30) days before the faculty member teaches a dual enrollment course(s).
 - 4. Notification of changes of faculty assignments at the School should be discussed no later than the dates provided below:
 - 1. Fall Semester – June 1
 - 2. Spring Semester – November 1

3. Summer – April 1

This change includes LSCO faculty being replaced by local School embedded dual credit faculty or its converse of local School's being replaced by LSCO faculty.

5. Faculty changes after the semester deadlines indicated above must be approved by LSCO in order to adhere to institutional workload policies.

B. Faculty Background Screening.

1. College faculty who teach dual enrollment courses on the high school campus may be required to undergo background screening conducted by the school district. The School will ensure the school district has screened all such employees before their teaching assignment.
2. Although the school district cannot make decisions related to the employment of LSCO faculty, they can use the background screening results to prohibit such personnel from teaching on the high school campus.
3. LSCO will be responsible for the costs associated with background screening for LSCO faculty.
4. The School will be responsible for the costs associated with the background screening for school employees.

C. Faculty Evaluation.

1. Evaluation of LSCO embedded instructors on high school campuses shall be conducted by LSCO using the same process that LSCO evaluates adjunct (part-time) faculty. Details of the evaluation process will be provided by the dean, department chair, or program director.

X. Academic Policies and Student Support Services.

A. Students with Disabilities.

1. The School and dual credit student is responsible for providing and funding reasonable accommodations for dual-enrolled student(s) with recent and/or well-documented physical and/or learning disabilities during regular high school hours on the high school campus(s). Students with disabilities who are accepted into a dual enrollment course must submit the Accommodations Request Form and necessary backup documentation in order to receive accommodations. LSCO's Director of Student Care and Accessibility will create an Accommodations Memorandum for each student based on the Accommodations Request Form and backup documentation provided by the student. The student is responsible for providing the Accommodations Memorandum to each instructor.
2. Nothing herein shall make LSCO a party to a student's Transition Plan, nor shall LSCO be given or required to have a Transition Plan with a dual enrollment student. LSCO's Director of Student Care and Accessibility shall work with student and the School to determine accommodations that are approved by LSCO.

B. Confidentiality.

1. Each party acknowledges that each party will send and receive information on students, which is considered confidential under federal and Texas laws.
2. Each party agrees to protect and hold confidential information unless written authorization from the student and/or parent is provided according to LSCO's FERPA regulations or otherwise authorized or required by law or rules.

C. Attendance.

1. LSCO agrees to:
 - a. Confirm dual enrollment registrations with School personnel at least one week before the first day of class.
 - b. Coordinate and confirm, with high school dual enrollment contact, when a student drops or withdraws from a course.
2. The School will supervise a change in student enrollment status.
 - a. Notify the Dual Credit team about a student's intent to drop or withdraw from the course(s) during the approved drop period as referenced in LSCO's academic calendar.

D. Suspension Policy.

1. When a student is suspended from a School for any reason, the student will not be permitted to attend dual enrollment classes on the LSCO campus for the dates indicated in the suspension or as directed by the School. The student will be responsible for completing all dual credit work assigned even though classes that are missed.
2. The School Principal will notify the Dual Credit Department of the suspension. The suspended student will be subject to any penalties noted in the LSCO syllabi of the courses in which he/she is registered.

E. Student Issues and Complaints.

1. Students who experience issues or have complaints are to follow LSCO's Complaint Process outlined in the current [catalog](#).
2. Except for safety concerns (e.g., harassment/sexual misconduct/Title IX complaint), a student who has not successfully resolved an informal complaint should complete and submit the Student Complaint Intake [Form](#). Only complaints submitted within the stated timeframe will be considered.
3. Upon submitting a formal complaint for concerns excluding discrimination and safety through the Complaint Intake [Form](#), the student will be contacted through their LSCO email to schedule an initial conference and receive guidance on how to proceed.

F. Student Support Services

1. To facilitate student learning, course- and program-level assessment, and efficient, effective communication, the College provides each student with a password-protected account whose provisions include use of the suite of applications in Office 365 (MS Word, Excel, Outlook email, and other applications), and a Blackboard account using the same username and password allowing students to access the College's Learning Management System.
2. LSCO's Office of Academic Support and Instructional Services (OASIS) is available to all dual credit students. The OASIS includes LSCO's library that houses more than 33,000 print titles, access to over 100,000 eBook titles, 63,000 eJournals, and over seventy only subscription databases.
3. The OASIS tutoring center is available to all dual credit students offering face-to-face and online synchronous tutoring during normal hours of operation. After hours tutoring is available upon request and also through LSCO's partnership with Upswing.
4. The OASIS has evening and weekend hours of operation to enhance access to all services, including secure wide-band wifi and computing resources.

5. The Office of Learning Technology (OLT) administers LSC-O's Distance Learning course and program offerings through the use of web-based delivery systems currently including Blackboard Learn Ultra, Collaborate Ultra, BioSig-ID, BioSight-ID, Respondus, Degree Works, Upswing, Blackboard Connect, and Self-Service Banner, providing an online learning environment integrated with access portals for a full range of services, including registration, financial aid, advising, credit transfer and records management, emergency and deadline notification services, and the cashier's office, among others.

XI. Funding.

A. Tuition.

1. The School and/or the student's Parent/Guardian will pay tuition and fees as determined at each respective high school campus for students enrolled in dual credit courses in accordance with *Table 1: Tuition and Fees*.
2. The School and/or student will be billed for tuition and fees at the dual enrollment rates in according to TSUS Board of Regent Policies.
3. The tuition rate is \$45.00 per Semester Credit Hour for academic (ACGM) courses that are taught by an LSCO instructor or an embedded adjunct (school) instructor.
4. The tuition rate is \$45.00 per Semester Credit Hour for technical/CTE (WECM) courses that are taught by an LSCO instructor at the LSCO campus or at the School campus.
5. The tuition rate is \$0.00 per Semester Credit Hour for technical/CTE (WECM) courses that are taught by a School instructor at the School campus provided the courses are within the student's program of study.
6. LSCO reserves the right to cancel course sections with fewer than ten (10) students. A minimum enrollment of ten (10) may comprise students from multiple districts.
7. For programs requiring professional liability insurance, the School will pay the required professional liability insurance. LSCO will bill the School for these fees.
8. Tuition and Fees are subject to change without notice by action of *The Texas State University System Board of Regents*.

The cost for classes offered on the high school campuses will be determined based upon courses offered, faculty provided (full-time, part-time), instructional materials and consumable supplies, and other related items for a course.

Table 1: Tuition and Fees

	Campus Location	Faculty	Description	Tuition per SCH ¹	Technology Fee	Distance Education Fee (if applicable)	Minimum Number of Credit and Noncredit Students Required
A	LSCO	LSCO ²	Student on LSCO campus with LSCO instructor.	\$45	Waived	Waived	10

¹Cost per semester credit hour per student.

²Faculty member paid stipend by LSCO

³Faculty member paid by LSCO

B	SCHOOL	LSCO ³	Student at high school site with LSCO instructor.	\$45	Waived	Waived	10
C	SCHOOL	SCHOOL	Student at school site enrolled in academic course (ACGM) with school instructor.	\$45	\$0	\$0	Any
D	SCHOOL	SCHOOL	Student at school site enrolled in CTE course (WECM) with school instructor.	\$0	\$0	\$0	Any

XII. Textbooks and Instructional Supplies.

A. Responsibility of School:

1. Supply students with basic instructional supplies and provide a best effort to supply students with textbooks currently adopted by LSCO.
2. Purchase, store, and maintain textbooks used in the dual enrollment course(s).

B. Responsibility of LSCO:

1. Provide the Embedded Faculty or Principal with a list of adopted textbooks upon hire.
2. Review requests for exceptions to textbook selection and approve textbooks that adequately meet the curriculum objectives for the college dual enrollment courses.

C. Student(s) may be required to provide, at his or her own expense, additional materials such as safety glasses, uniforms, safety shoes, kits, etc.

D. LSCO and the School will consider the use of free or low-cost open educational resources (OER) in courses offered under the program, if available.

XIII. Financial Aid for Swift Transfer (FAST).

A. Responsibilities of the School:

1. Provide the LSCO dual credit contact person with a list of the students who meet federal qualifications for free and reduced lunches using the template provided by LSCO, by the deadline (usually the beginning of August and January).
2. Provide the **TSDS ID** for each student and the social security number if available so the reported students can be matched against TEA and Texas Higher Education Coordinating Board databases. ***Students who do not match the TEA and THECB databases and are not eligible for FAST will be expected to pay the outstanding charges on or before the end of the semester.*
3. Provide an alternative means of payment if the School reports a student as eligible via the free and reduced lunch report who is not eligible. This may be done by passing the cost to the student or covering the cost as a district.

B. Responsibilities of LSCO:

1. Communicate the due dates for the FAST student eligibility report submission.
2. Communicate any student discrepancies to the School for any student reported eligible for free tuition who did not qualify and has an account balance.

XIV. Termination and renewal of this memorandum of agreement.

- A. This Agreement shall commence on 1/3/2024 (or day of execution) and expire on 8/31/2028.
- B. Prior to its expiration, this Agreement may be renewed for a period not to exceed four years upon the mutual written consent of both institutions.
- C. Prior to its expiration, this Agreement may be terminated by either institution providing written notice of its intent to terminate to the other institution.
- D. The notice of termination must be provided no later than six (6) months before the desired termination date.

XV. Amendments to this Agreement.

- A. Once signed by the Dean of Dual Credit and the School appointed representative, this agreement may be amended in writing and agreed upon by both parties.
- B. Written requests must be delivered to the School and the Associate Dean of Off-Campus Instructional Services thirty (30) days before the requested amendment is effective.

XVI. Posting of this Agreement.

- A. The current signed Agreement/MOU are required to be posted to the LSCO and School respective website in accordance with Texas Administrative Code Title 19 Part 1 Chapter 4 Subchapter D Rule 4.84.

XVII. Contacts.

- A. This Agreement will be effective for four (4) years from the year the agreement is signed.
- B. For LSCO:
 - 1. Dean of Dual Credit
- C. For the School:
 - 1. Superintendent or designated School employee.

Alicia Lloyd, Dean of Dual Credit
Partnerships

Date

Insert Name, Superintendent/Role
Insert Name School

Date

Appendix A
LSCO Dual Credit Proctoring Center Agreement

Lamar State College Orange students within your district may be enrolled in online courses and have a need for completing exams that require proctoring in a closely monitored, quiet, and secure location. Maintaining the integrity of LSCO exams is critical. In order to comply with LSCO proctoring guidelines that require authentication of the student and protecting exam security, your assistance in providing this service is very much appreciated.

Please review the proctor responsibilities below and complete details of the Proctoring Center Agreement. A signed copy should be delivered to LSCO's Dual Credit Coordinator and remain on file for the entire academic year. Please complete a separate form for each individual who will assume proctoring responsibilities at the district.

Proctor Responsibilities

1. Confirm the identity of the student prior to exam administration
2. Provide a quiet, non-residential, testing environment
3. Closely monitor students while testing
4. Ensure that the student does not use a cell phone, telephone, calculator, camera, or any electronic devices as reference material during the exam
5. Ensure that the student does not access notes, books, or articles during the exam unless the test specifies otherwise
6. Ensure that the student does not perform prohibited activities during the exam including: tabbed browsing, internet searches, copying exam questions to a local computer, instant messaging, and no use of other electronic reference materials
7. Ensure that the student does not take more than the allotted time to complete the examination
8. Report any attempt by the student to circumvent these guidelines to the instructor immediately
9. Store the exam in a secure location where it cannot be accessed by other students.
10. Ensure no copies of the exam are made
11. Secure the exam until mailing
12. Ship the completed test to the designated address within 24 hours of test completion.

School District: _____

Proctor's name and title: _____

Proctor Telephone number: _____

Proctoring Location: _____

Proctor Email: _____

Proctor Signature _____

Date: _____

Appendix B

Off Campus Instructional Site Information

LSCO must submit a Substantive Change Prospectus to the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) that includes the following information:

Name of Campus / Building: _____

Address: _____

Intended date of implementation: _____

Proposed Dual Credit Program(s) to be offered: _____

Anticipated Number of Students to enroll in program(s): _____

Total high school enrolled students: _____

Total Number/Percentage of special education students: _____

Total Number/Percentage of economically disadvantaged students: _____

Total Number/Percentage of Limited English Proficiency students enrolled: _____

Describe the adequacy of physical facilities which will support the change:

Classroom(s) to be used in program:

- Dimensions _____
- Capacity (students) _____

Lab(s) to be used in program:

- Dimensions _____
- Capacity (students) _____

Physical and Cybersecurity: (Please explain the police/security presence at the campus, fire and security alarm systems, security surveillance camera systems, process for locking/unlocking exterior doors during campus hours, and explain the cybersecurity protocols and services.)

Equipment: (Describe equipment which will be available for use for the proposed program at this site. This includes computers, wi-fi access, and all equipment available for use in the proposed program(s) to be offered at the site.)

Appendix C

Off-Campus Instructional Site Information Technology Review Procedure

The Lamar State College Orange Off-Campus Instructional Site Information Technology Questionnaire should be included with other documentation provided by the contact person at Lamar State College Orange to any school that will become an off-campus instructional site for Lamar State College Orange.

It must be filled out by the school's Information Technology department and returned to the contact person at Lamar State College Orange along with any other requested documentation.

When received by the contact person at Lamar State College Orange, the questionnaire should be sent to the Associate Vice President of Information Technology for review. The AVP will review the questionnaire to determine if the school district's facility meets the minimum requirements needed to provide instruction for Lamar State College Orange.

If it is determined the school district's facility meets the minimum requirements, the questionnaire will be signed and forwarded to the Director of SACSCOC Reporting or the Institutional Accreditation Liaison. If it is determined that the school district's facility does not meet the minimum requirements, the AVP will inform the Director of SACSCOC Reporting or the Institutional Accreditation Liaison. The AVP will contact the school district and work with them to formulate a plan to help bring the school district's facility to the minimum requirements. Upon agreement to the plan, the questionnaire will be signed and both the questionnaire and copy of the plan will be forwarded to the Director of SACSCOC Reporting or the Institutional Accreditation Liaison.

Off-Campus Instructional Site Information Technology Questionnaire
For {School Name}

Please answer the following questions limiting the scope as indicated in each section. Type your answers under each question expanding the document as needed. Many questions have example answers that should not be considered requirements but are only given as guidance for the type of expected answer. If you have any questions or are uncertain how to answer a question, please contact LSCO's IT Department (helpdesk@lSCO.edu) and will help coordinate a response.

I. Personal Computers

Please limit answers to the PC's used in classrooms or labs that directly support classes taught as part of the dual enrollment program.

What make and model of PC's will be used in the classrooms or lab(s)?

What is the minimum processor, RAM, and hard drive specifications for the PC's that will be in use?

What is the minimum OS version?

What is the method of applying updates?

What anti-virus program(s) are installed?

How is the anti-virus program managed?

Is there any other security related software installed on the PC's?

Are the computers joined to an Active Directory domain?

Are group policies used to control certain aspects of PC configuration?

Who manages the desktop PC's?

Is there a periodic refresh cycle for replacing PC's?

Is there a scanner available in the lab or classroom for students use?

II. Bring Your Own Device (BYOD)

Please limit the responses to the students enrolled in the program and the types of devices and access they might have.

Are students issued a laptop or Chromebook for use at home or in the classroom?

Are students or employees allowed to connect personal devices to the campus network?

Is the security posture of student or employee owned devices checked before connection to the network is allowed?

What resources are the student or employee owned devices allowed to access?

III. Software

Please limit answers to the application software available in classrooms or labs that directly support classes taught as part of the dual enrollment program.

What productivity applications are installed?

What browsers are installed?

What PDF viewing or editing software is installed?

IV. Local Area Network (LAN)

Please limit the responses to the networking equipment that services the classrooms and labs used by students enrolled in the program.

What are the make and models of the network switches that connect directly to the classroom PC's (LAN access switches)?

What are the make and models of the core networking switches?

How is network traffic segmented?

Is the LAN monitored for capacity utilization?

Who manages the LAN?

Is access to network closets controlled/secured to authorized personnel only?

How is access controlled?

Is there documentation of request and approval of access?

Is there a periodic refresh cycle for replacing network equipment?

V. Wireless (Wi-Fi)

Please limit the responses to the wireless networking equipment that services the classrooms and labs used by students enrolled in the program.

Is there student access to Wi-Fi on campus?

What is the make and model of the Wi-Fi Access Points?

What is the authentication method for Wi-Fi?

VI. Wide Area Network (WAN)

Please limit the responses to the public facing Internet connection and equipment that services the campus used by students enrolled in the program.

What firewall is installed for protection at the edge of the network?

Are other firewalls installed to protect internal segments of the network?

How is the campus/network connected to the internet?

What is the connection speed?

Who is the internet service provider for commodity Internet?

What is the public IP address range used by the campus (provided by the ISP)?

Is there a secondary/failover Internet connection?

Is the WAN monitored for capacity utilization?

Has the network undergone a controlled penetration test (CPT) by a third party?

Who manages the firewall ruleset?

VII. Identity and Access Management

Answer these questions about computer or network access account management.

Are employees given unique accounts/usernames for accessing school resources?

Is two factor authentication required for employee logins? If so, for which services?

Are students given unique accounts/usernames for accessing school resources?

Is two factor authentication required for student logins? If so, for which services?

Are students required to use their account/usernames to login to classroom or lab computers?

Are students and/or employees required to change their password at regular intervals?

Are student accounts created using an automated process or manual process?

Are student accounts expired or deleted when they are no longer needed?

Is it done using an automated or manual process?

Are employee accounts created using an automated or manual process?

Are employee accounts expired or deleted when the employee is terminated?

Are IT system administrators (superusers) given a separate, elevated privilege account for use when managing systems?

Is use of elevated privilege accounts logged and monitored?

VIII. Compliance

Answer these questions relating to compliance with information technology and information security regulations, rules, and policies.

Is there a published set of Information Technology policies including Appropriate Use of Technology and Cybersecurity policies?

Is there a district cybersecurity plan? May we have a copy of it?

Who is the district cybersecurity coordinator?

Is there an Appropriate Use Policy or other IT Policy acknowledgement required at login?

Is there annual security awareness training for employees?

Is there training for employees handling confidential or regulated information?

Has the district undergone a cybersecurity compliance audit by an internal or external auditor? No

Name of School	
Questionnaire Completed by	
Phone	
Email	
Date completed	

For Lamar State College Orange Use Only	
Completed Questionnaire Received by:	Name: Title: Date:
Completed Questionnaire Reviewed by:	Name: Title: Date:
Completed Questionnaire Reviewed by:	Name: Title: Date:
Completed Questionnaire Reviewed by:	Name: Title: Date:
Plan of Action and Milestones Required:	Yes No Name: Date:
Plan of Action and Milestones Requested by:	Name: Title: Date:
Plan of Action and Milestones Agreed to by:	Name: Title: Date:



Splendoria ISD Board of Trustees Agenda Item Information Form

BOARD MEETING DATE: May 18, 2026

AGENDA ITEM NAME: Approve a Memorandum of Understanding (MOU) between Splendoria ISD and Teachworthy for the ELEVATE program.

THIS ITEM RELATES TO STRATEGIC PLAN PILLAR(S): Professional Learning and Quality Staff

BACKGROUND INFORMATION: Yearly MOU to continue ELEVATE Grow Your Own Program.

ADMINISTRATIVE RECOMMENDATION: Our Grow Your Own (GYO) Program allows selected SISD paraprofessionals to complete a degree and an Alternative Certification Program while working as a teacher of record as a Classroom Instructor in an SISD school.

ATTACHMENTS: MOU Teachworthy

BUDGET INFORMATION: A budgeted Teacher FTE provides funding for the Classroom Instructor salary as well as college courses, materials, and associated fees.

RESOURCE PERSONNEL: Dr. William H. Rhodes, Executive Director of Human Resources

RECOMMENDED MOTION: I move to approve the MOU between Splendoria ISD and Teachworthy for the ELEVATE program

MEMORANDUM OF UNDERSTANDING

BETWEEN

TEACHWORTHY

and

Splendora Independent School District

Effective Oct 01 2026

This Education Preparation Program Agreement (the "Agreement") is entered into by and between Q2 Limited Partnership dba Teachworthy, a Texas Limited Partnership ("Teachworthy"), and Splendora Independent School District, a Texas Public School, ("District") for the conduct of assisting District employees and candidates to pursue Texas teacher certifications. Collectively, Teachworthy and District are referred to herein as the "Parties." It is understood that the Parties will cooperate in the conduct of educational activities.

I. PURPOSE OF AGREEMENT

This Agreement provides the terms under which the District will provide an on-site educational experience and opportunity to District-selected candidates. A Candidate is defined as an instructional aide, paraprofessional, or substitute teacher specifically identified and selected by the District to participate in, and approved by Teachworthy for admittance into, the Program.

Through this partnership, Candidates gain access to a structured pathway to earn a bachelor's degree and Texas teaching certification while continuing to serve in their current District role. Candidates will complete Teachworthy Continuing Professional Education ("CPE") credits, which transfer to Indiana Wesleyan University Texas ("IWU") as fourteen (14) Assessed Learning ("AL") college credits toward the completion of a conferred degree from IWU.

Upon completion of a bachelor's degree, or during the final semester before graduation, Candidates will apply to Teachworthy for the accelerated certification phase. With formal admission to Teachworthy, a Candidate can begin the certification process.

This purpose as described in this section is collectively defined as the "Program."

II. PROGRAM VALUE

The Elevate program is designed to deliver meaningful value to both the District and the Candidate.

Value to the District

- **Grow-Your-Own Teacher Pipeline:** The District gains a structured, supported pathway to develop certified teachers from its existing workforce, including instructional aides, paraprofessionals, and substitute teachers who already know the community and school culture.
- **Retention and Workforce Development:** By investing in current employees' professional growth, the District strengthens retention and builds long-term staffing capacity in hard-to-fill teaching positions.
- **Dedicated Program Support:** Teachworthy provides ongoing candidate monitoring, progress reporting, and coordination with IWU throughout the multi-year program journey, reducing the administrative burden on the District.
- **Capturing Kids' Hearts®1 Training:** Each Candidate receives Capturing Kids' Hearts®1 ("CKH-1") training, a two-day professional learning experience that equips K-12 educators with practical tools for building a safe, connected, and high-performing classroom. Through hands-on activities and a consistent approach for handling conflict and misbehavior, participants learn how to strengthen relationships, build accountability, earn trust, and show students they care.

Value to the Candidate

- **14 College Credits Embedded in the Program:** Candidates earn 14 AL college credits through Teachworthy CPE coursework that transfers directly to IWU, representing over \$3,400 in tuition value.
- **Zero Upfront Cost to Enter Certification:** Elevate Candidates who complete their degree through IWU and transition into Teachworthy's certification program pay no application fee and no upfront curriculum fee, meaning they do not pay anything out of pocket until they secure an internship placement.
- **\$1,000 Reduction on Teachworthy Certification Program Fees:** Candidates who complete the Elevate program and their degree with IWU receive a \$1,000 reduction of their Teachworthy certification program cost.
- **Earn While You Learn:** Candidates continue working in their District role throughout the program, maintaining income stability while progressing toward a degree and certification.
- **Accelerated Certification Pathway:** The Elevate pathway streamlines the transition from degree completion to Teachworthy's internship and certification process.

III. SCOPE OF THE PROGRAM

The District makes no agreement to provide any specified number of Candidates for the Program, and Teachworthy makes no agreement to accept a specified number of Candidates from the District.

IV. TERM OF AGREEMENT, TERMINATION, GOVERNING LAW

This Agreement shall be effective upon the date of last signature below ("Effective Date") and may be terminated without cause by ninety (90) days written notice from either party to the respective address given below.

Teachworthy agrees to continue providing the Program to active Candidates until recommendation of standard certificate, resignation, transfer, or disqualification of each active Candidate should Teachworthy terminate the Agreement without cause.

This Agreement shall be governed and construed in accordance with the laws of the State of Texas.

V. CANDIDATE SCHEDULES

Schedules for District Candidates, including instruction, internship participation, and use of each party's facilities, shall be mutually agreed upon by the designated representatives of Teachworthy and District.

VI. RESPONSIBILITIES OF THE PARTIES

In consideration of the mutual aims and interests of both parties, each Party hereby agrees that its responsibilities under this Agreement shall be as follows:

A. Teachworthy Responsibilities

Teachworthy assumes the following responsibilities and shall provide the following services:

1. Provide CPE Courses for District to offer to Candidates working toward a degree with IWU. CPE courses are approved by IWU to receive 14 Prior Learning Assessment Credits if completed in full.
2. Provide Capturing Kids' Hearts® Training, a two-day professional learning experience that equips K-12 educators with practical tools for building a safe, connected, and high-performing classroom. Through hands-on activities and a consistent approach for

handling conflict and misbehavior, participants learn how to strengthen relationships, build accountability, earn trust, and show students they care.

3. Monitor the course progress and evaluate performance of each Candidate in the CPE/AL courses and share progress with the District partner.
4. Provide a **\$1,000 reduction** of the Teachworthy certification program fee for Candidates who complete the Elevate program and their degree with IWU, applied at the time the Candidate is formally admitted to the Teachworthy certification program.
5. Evaluate Candidates for formal admission to Teachworthy to begin the certification process.
6. Teachworthy program fees are subject to change at the discretion of the Teachworthy Leadership Team. Teachworthy will communicate fee changes to District partners with a minimum of one-hundred eighty (180) days' notice for District Candidates to enter the Elevate program under the existing fee structure. Teachworthy will make every effort to control costs but recognizes that inflation and new Texas Education Agency rules and requirements often cause fees to be increased.

B. District Responsibilities

1. Provide a cohort coach to monitor and support Candidates through the process, ensuring that they have the opportunity to complete the coursework and required observation hours.
2. Comply with the School District Teaching Permit admittance requirements for District Candidates.
3. Make payment to Teachworthy in the amount of **\$2,000 per Candidate**, which includes \$1,500 for CPE coursework and \$500 for CKH-1 training. Payment is due when a Candidate gains access to the curriculum. This payment is non-refundable and non-transferable. For districts that currently have an active contract with Capturing Kids' Hearts, Elevate Candidates may attend a district-hosted CKH-1 training session. In these cases, the CKH-1 fee for Elevate will be waived, since the district is already covering the cost of the training.
4. Ensure Candidates who are on a School District Teaching Permit remain on track to have a probationary certification within three years of the first day of admission into the School District Teaching Permit.
5. Ensure all Candidates must be starting their internship within 4.5 years of enrollment in their first Teachworthy CPE course.

C. Candidate Responsibilities

Candidates will be expected to fulfill the following responsibilities in order to remain enrolled in the Program. These expectations will be communicated to Candidates by Teachworthy and by the District. Teachworthy and the District shall have the right to remove a Candidate from the Program or from the District's employment, respectively, in accordance with their individual policies and procedures. Each party shall promptly notify the other party prior to removal of a Candidate.

1. Execute an Elevate CPE Agreement with Teachworthy.
2. Apply to Teachworthy in the final semester before graduation, or within 30 days of graduation.
3. Demonstrate a GPA of 2.50 or higher, which is a Texas Education Agency requirement for formal admission to Teachworthy.
4. Prepare and pass all certification exams as required for the admitted certification area, including test remediation activities if required.
5. Begin the Internship phase within 4.5 years of completion of the Teachworthy CPE/AL courses to receive credit for certification training. If for any reason the Candidate is unable to begin an internship within 4.5 years of completing the Teachworthy CPE credits, Candidate will have to re-take Teachworthy pre-service training at an additional cost to the Candidate of **\$495**.
6. Pay the Teachworthy certification program fee at the price in effect when the Candidate is formally admitted to Teachworthy, minus the **\$1,000 Elevate program cost reduction**.
7. If the Candidate leaves the partnering District after completing CPE courses, course credit can be accepted at another district in Texas, but the Candidate may not benefit from the program cost reduction and would be required to pay the full program fee at the time of reaching this stage of the program.

VII. CONSIDERATION

The total consideration for this Agreement shall be the mutual services provided by the Parties, and any other consideration specified within this document, specifically the fees set forth under Section VI.B., District Responsibilities.

VIII. MISCELLANEOUS

1. **Compliance with Applicable Law:** Each party shall fully comply with all provisions of applicable federal, state, and local law in facilitating the Education Preparation Program described herein, including but not limited to the Texas Education Code and the Texas Administrative Code.
2. **Relationship of the Parties:** This Agreement does not create an employer-employee relationship. This Agreement shall not be considered or construed to be a partnership or joint venture, and neither party shall be liable for any obligations incurred by the other unless specifically authorized in writing by the other party.
3. **Scope of Agreement:** This Agreement constitutes the final, complete, and entire agreement between the Parties and supersedes all prior and contemporaneous agreements, understandings, negotiations, and discussions of the Parties, whether written or oral. There are no representations or other agreements included. Any alteration or modification of this Agreement shall be effective only if it is in writing, signed, and dated by the Parties.
4. **Indemnity:** To the extent permitted by law, each party shall be responsible for its own acts and omissions.
5. **Severability:** In the event that any one or more of the provisions contained in this Agreement shall be held to be unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provisions, and this Agreement shall be construed as if such invalid, illegal, or unenforceable provision did not exist.
6. **Waiver of Breach:** The waiver by either party of any breach of any provision of this Agreement shall not constitute or operate as a waiver of any breach of any other provision hereof, nor shall failure to enforce any provision hereof operate as waiver at such time or at any future time or performance of any other provision hereof.
7. **Service of Notices:** The notices required by this Agreement shall be effective when mailed, postage prepaid, certified with return receipt requested to the addresses shown below:

If to the District: Splendora Independent School District

If to the Program: Teachworthy 1199 Haywood Drive College Station, TX 77845

8. **Amendments:** This Agreement may be amended at any time by mutual agreement of the Parties. However, before any amendment will be operative or valid, it must be reduced to writing and signed by both Parties.

THE PARTIES, having full authority and having taken all legal prerequisites to execution of this Agreement, by and through their respective authorized representatives, hereby execute this Agreement on the date(s) referenced below:

	DISTRICT	TEACHWORTHY
Signature		
Printed Name		Jan Bettersworth
Title		Elevate Program Director
Date		May 01 2026

Billing Contact Information

First Name:

Last Name:

Email Address:

Billing Address:



Splendoria ISD Board of Trustees Agenda Item Information Form

BOARD MEETING DATE: May 18, 2026

AGENDA ITEM NAME: Consider Approval of Lone Star Investment Pool Authorized Representatives.

THIS ITEM RELATES TO STRATEGIC PLAN PILLAR(S): Fiscal & Operational Systems

BACKGROUND INFORMATION: Board action is necessary to change authorized representatives on the accounts with Lone Star Investment Pool. The revisions include removal of Stacey Swanson and addition of Cadie Provost.

The revised list of authorized representatives will include the following for all accounts:

- Yvonne Johnson, Chief Financial Officer
- Cadie Provost, Director of Finance

ADMINISTRATIVE RECOMMENDATION: Approve the authorized representative changes with Lone Star Investment Pool, as presented.

ATTACHMENTS: N/A

BUDGET INFORMATION: N/A

RESOURCE PERSONNEL: Yvonne M. Johnson, Chief Financial Officer

RECOMMENDED MOTION: I move to approve the changes in authorized representatives with Lone Star Investment Pool.



Splendoria ISD Board of Trustees Agenda Item Information Form

BOARD MEETING DATE: May 18, 2026

AGENDA ITEM NAME: Discuss and Consider Approval of Capturing Kids Hearts Training

THIS ITEM RELATES TO STRATEGIC PLAN PILLAR(S): Quality Staff

BACKGROUND INFORMATION:

Capturing Kids' Hearts (CKH) is a nationally recognized program focused on building strong, positive relationships between teachers and students to improve school culture, student engagement, and academic outcomes. The district seeks approval to purchase CKH training and support services for 100 new teachers at a cost exceeding \$50,000.

ADMINISTRATIVE RECOMMENDATION:

Administration recommends approval of the Capturing Kids' Hearts training purchase for new teacher professional development.

ATTACHMENTS:

BUDGET INFORMATION: \$51,000

RESOURCE PERSONNEL: Dr. Shane Conklin, Deputy Superintendent

RECOMMENDED MOTION: "I move to approve the Capturing Kids' Hearts agreement for new teacher training, at a cost not to exceed \$51,000, utilizing designated district funds."



Capturing Kids' Hearts®

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CAPTURING KIDS' HEARTS ► SERVICE AGREEMENT

CAPTURE *Hearts*. IMPACT *Culture*. SEE *Change*.

Created by:

Christie Lathrop
Capturing Kids' Hearts

Prepared for:

Dr. Shane Conklin
Splendora Independent School District

Date: April 9, 2026

SERVICE AGREEMENT



Splendora Independent School District ("Client" or "you")
23419 FM 2090
Splendora, Texas 77372

Thank you for selecting The Flippen Group, LLC, dba Capturing Kids' Hearts ("**CKH**" or "**we**") to serve your organization. Our goal is to provide you with products and services that will both motivate and empower your organization to advance to a new level of success. Please take a moment to review the information below, and then sign and return this form to confirm this Master Services Agreement ("**Agreement**"). We look forward to serving you.

Section 1: Our Commitment

The Agreement itself is between CKH and you, the above-identified Client, although most of the benefits of this Agreement are available to many of your representatives/participants as well. Once accepted by you, this Agreement governs our relationship with regard to all of the "**Products and Services**" as defined in this Agreement, or that may later be mutually agreed upon between the parties with reference to this Agreement; many if not all of which involve training events to be conducted by CKH's representatives ("**Consultants**" or "**Strategists**"). In addition, this Agreement together with the Terms of Use associated with our "**Websites**" governs our relationship over the numerous resources and products that are and will be made available to you during the "**Term**" of this Agreement (collectively, "**Resources**"). Once your acceptance of this Agreement is confirmed, the pricing applicable to you for all such Products and Services and for your access to many of the Resources ("**Access**") become enforceable.

SERVICE AGREEMENT



Section 2: Products and Services

Leadership Solutions	Proposed Timeline	Quantity	Solutions Price	Travel	Solutions Subtotal
Capturing Kids' Hearts® 1 Training Two consecutive-day training sessions for up to 50 participants. Includes: • Access to the course training manual • Limited collection of foundational videos and resources on CKH.org	Summer 2026 July 30-31	1	\$23,500.00	\$2,000.00	\$25,500.00
Capturing Kids' Hearts® 1 Training Two consecutive-day training sessions for up to 50 participants. Includes: • Access to the course training manual • Limited collection of foundational videos and resources on CKH.org	Summer 2026 July 30-31	1	\$23,500.00	\$2,000.00	\$25,500.00

Grand Total \$51,000.00



ADDITIONAL CHARGES (where applicable):

TRAVEL EXPENSES:

Travel fees for each training event or other service provided by CKH under this Agreement are included in the grand total. Unless otherwise agreed in advance, such travel fees inside the Continental United States will be included on the invoice and billed at the rate of \$1,300.00 for one-day events, \$2,000.00 for two-day events, and \$2,350.00 for three-day events (per Consultant). Each additional consecutive day for durations in excess of three days will be billed at \$350.00 per day (per Consultant).

FACILITY EXPENSES:

Client (at a minimum) will be responsible for securing facilities/meeting space with adequate square footage, comfortable seating, and light refreshments for all attendees for any training event. Facilities and all related costs will be at Client's expense.

ADDITIONAL PARTICIPANT FEES (to the extent applicable):

- A \$450.00 fee will be charged for each person over 50 not to exceed 60 total per Capturing Kids' Hearts® 1 Training.

Section 3: Investment

AGREEMENT:

By entering this Agreement, you agree to engage CKH as your provider for our Resources and all the Products and Services as outlined in the accompanying Products and Services section or that may later be mutually agreed between the parties with reference to this Agreement, each of which is incorporated into this Agreement in its entirety by this reference.

Until accepted by you this Agreement and its rates and other pricing terms are non-binding and will expire in 30 calendar days following April 9, 2026. To accept and receive the benefits of this Agreement, your signature and acceptance can only be confirmed by CKH upon our receipt of the signed return of this Agreement on or before, May 9, 2026.

PAYMENT TERMS:

The fees for each of the Products and Services and for your Access to Resources shall be determined based on the applicable Products and Services section as well as the other terms of this Agreement. In the case of Products and Services involving scheduled events, the fees (including travel, if applicable) will be billed when the corresponding Products and Services are provided or rendered.

Subscription(s) services shall commence upon the signing of this agreement or July 1, 2026 for the 2026-2027 school year(s) (whichever occurs later) through June 30, 2027. Should subscription costs increase by more than 20% over this agreement, the Client will be given 60 days' notice of the rate increase.

Purchase Orders for each scheduled item that is part of the Products and Services section, must be submitted to CKH at least 30 days prior to the scheduled event.

Invoices are due upon receipt. Please make all checks payable to Capturing Kids' Hearts.

SURCHARGES & TAXES:

For Products or Services sold or accessed or Services performed in jurisdictions where taxes, including sales tax, apply to the corresponding transactions under this Agreement, Client shall be responsible for payment of such taxes or for reimbursement of the payment of such taxes when they are paid by or for CKH.



Section 4: Policies

SCHEDULING:

CKH will need someone designated in Client organization to work with on scheduling and event planning needs.

CKH will contact you upon confirmed signing of this Agreement to begin setting up dates for Products and Services to be rendered on the applicable Products and Services section.

Confirmation of all scheduled dates of service will be made via email and is subject to cancellation terms as listed in this Agreement.

CKH may need to communicate with the Client's members/Participant(s) via e-mail to communicate pertinent details about events or products they are attending/experiencing. These e-mail addresses are not shared with any third-party organizations and are only used for the events they are attending. These email addresses are NOT used for soliciting purposes.

FACILITIES/EVENT SET-UP:

You and CKH will mutually agree upon the location of any event as part of the Products and Services section, which should be resolved at least 30 days prior to a scheduled service. CKH will provide event-specific details for any scheduled service (including square footage requirements, AV needs, schedule, and other logistics to be coordinated). Should any of those details need to be altered, prior approval by CKH would be needed.

RECORDING/MEDIA:

Video and/or audio taping of events is strictly prohibited without prior written approval by CKH.

Media representatives are not allowed to attend events without prior written approval by CKH.

DEPOSITS and CANCELLATIONS:

- No deposit is required.
- CKH requires a cancellation notice of 90 days prior to any scheduled date of service. A cancellation notice received inside the 90-day window will result in the full contractual fee being assessed as of the date of cancellation. To the extent not offset by duplicate expenses incurred by CKH, the fee charged for such cancellation may be credited to the event once that event is rescheduled, although any amounts paid for Products or Services that are unused by your organization within the 12 months following the date of signature of this Agreement will be forfeited.
- Nonrefundable travel expenses that Capturing Kids' Hearts has incurred as a result of the Client rescheduling or cancelling a service will be passed through to your organization.
- In the event an assigned CKH Consultant/Strategist is subject to illness, travel delay, or unavoidable emergencies, the event can be rescheduled/restructured/reassigned.
- Force Majeure: Except with regard to payment obligations, neither party shall be liable to the other for any failure or delay in performing its obligations under this Agreement where such failure or delay is as a result of Acts of God (including fire, flood, earthquake, storm, hurricane or other natural disasters), pandemics, epidemics, war, invasion, act of foreign enemies, hostilities (whether war is declared or not), civil war, rebellion, revolution, insurrection, military or usurped power or confiscation, terrorist activities, government sanction, blockage, embargo, labor dispute, strike, lockout or interruption or failure of electricity or telephone service, and no other Party will have a right to terminate this Agreement in such circumstances. Any Party asserting Force Majeure as an excuse shall have the burden of proving that reasonable steps were taken (under the circumstances) to minimize delay or damages caused by foreseeable events, that all non-excused obligations were substantially fulfilled, and that the other Party was timely notified of the likelihood or actual occurrence which would justify such an assertion so that other prudent precautions could be contemplated.

RESOURCES:



During the course of providing the Products and Services, participants will be provided with various Resources, some of which shall be distributed by hand or by email to participants during or in preparation or follow-up to particular events, and others of which shall be accessed through websites operated by CKH ("**Websites**"). For the purpose of accessing some or all of the Resources used during our provision of the Products and Services, you will be required to create an account through one or more of the Websites. In the process, you will be required to accept the Terms of Use for the Websites, which will govern your rights and obligations with respect to the content accessed through those Websites, to the extent such Terms of Use are consistent with this Agreement.

NONDISCRIMINATION REQUIREMENTS:

CKH is complying with all applicable federal nondiscrimination laws and regulations, including but not limited to: Title VI of the Civil Rights Act of 1964 (42 U.S.C. §2000d), Title IX of the Education Amendments of 1972 (20 U.S.C. §1681), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. §794), Title II of the Americans with Disabilities Act of 1990 (42 U.S.C. §12131 et seq.), and the Age Discrimination Act of 1975 (42 U.S.C. §6101 et seq.) CKH does not discriminate against any program participant, employee, or applicant for services on the basis of race, color, national origin, sex, disability, or age, and shall ensure that federal funds are not used for any program or activity that engages in such discrimination.

Section 5: Intellectual Property

COPYRIGHTS & TECHNOLOGY RIGHTS

CKH's intellectual property is a crucial part of providing training materials and consulting services to its clients, and CKH could not continue its work if its clients did not honor and respect CKH's intellectual property rights. All copyrights and other forms of intellectual property protection pertaining to the Resources, including without limitation all content and functionality on or of the Websites, as well as all text, graphics, images, logos, icons, audio, video, tables, algorithms, analytics, reports, and dynamic content associated with the Resources, whether prearranged or created or modified during the course of providing the Products and Services, as well as the selection, arrangement and "look and feel" of all the foregoing, (excluding personal data belonging to you or your authorized users) are the exclusive property of CKH or its licensors. **None of our work or work product is done on a "work for hire" basis, and all our material and work product is owned exclusively by CKH and is subject to one or more of the following: copyright, trademark, patent, license, or trade secret.** Intellectual property and learning/know-how that may be developed while working with any client shall remain the property of CKH. By entering into this Agreement, you are expressly acknowledging and agreeing to the matters set forth in this paragraph and you are agreeing that none of the training materials, notebooks, videos, presentations, processes or concepts may be used by you, for any purpose, without the express advance written consent of CKH. All textual, dramatic, audio, and/or visual Resources are protected by U.S. and international copyright laws. All rights not expressly granted are reserved.

TRADEMARKS:

The trademarks, service marks, designs, and logos displayed on or in conjunction with the Products, Services, Resources or Websites (collectively, the "**Trademarks**") are the registered and unregistered trademarks of CKH and its licensors. You agree that you will obtain advance written consent from CKH before referring to or attributing any information to CKH or its licensors in any public medium (e.g., signage, press releases, websites, etc.) for advertising or promotion purposes, or for the purpose of informing or influencing any third party, understanding that such consent may be denied for any or no reason. You also agree that you will not use or reproduce any Trademark of, or imply any endorsement by or relationship with, CKH or its licensors.

USE OF RESOURCES:

Capturing Kids' Hearts grants individual participants of training a limited, non-exclusive, revocable, and non-transferable license for the Term of this Agreement to view, access, download, display, and otherwise use specific Capturing Kids' Hearts Resources for their personal and classroom use only. Resources are made available to participants based upon their completed training and provided during training or through site content of Websites.



Access to Resources for participants is based upon both their completion of specific training(s) with Capturing Kids' Hearts and the contractual relationship between Capturing Kids' Hearts and the Client, the organization of which the participant is a current member. The relationship with a Client is documented in the products listed in the Products and Services Section and determines the varying levels of access to Resources based upon the training, products or subscriptions purchased. If the participant is no longer part of the Client's organization, the participant will no longer have access to the resources.

APPLICABLE RESTRICTIONS & REQUIREMENTS:

Any unauthorized use of Resources is prohibited and may violate copyright, trademark, patent, and other applicable laws or regulations and could result in criminal or civil penalties. All Resources are made available for use by you only to the extent that such use complies with all Applicable Restrictions & Requirements. For these purposes, **"Applicable Restrictions & Requirements"** means any and all of the following: (i) the provisions of this Agreement; (ii) the Terms of Use associated with the Websites; (iii) any other CKH agreements or Products and Services that may be applicable to you; (iv) any written instructions or restrictions provided to you by CKH; and (v) any instructions or restrictions printed on or otherwise accompanying any copies of the Resources that are provided to you, or that appear on Websites that are associated with such Resources. To be clear, except to the extent expressly permitted in writing as part of the Applicable Restrictions & Requirements, your rights do not include rights to do any of the following (collectively, **"Prohibited Actions"**), all of which you are prohibited from doing without CKH's express prior written consent: (i) reproduce, modify, translate, aggregate, distribute, sell, commercially exploit, transmit, post, make derivatives of, or publicly disclose any of the Resources, or any portion thereof, in any way not expressly permitted in writing by CKH; (ii) remove, redact, or omit any and all copyright and other proprietary notices displayed on the Resources or on any permitted copies thereof; (iii) use of any data mining, robots or similar data gathering or extraction methods in connection with the Resources or the Websites; (iv) download (other than page caching) of any portion of the Resources or the Websites except to the extent expressly authorized during provision of the Products and Services; (v) reverse engineer or access the Resources or the Websites in order to develop or use any competitive website, content, app, product or service; (vi) use any of the Websites, Products or Resources other than for their intended purposes; (vii) resell any Resources or other Products delivered or otherwise acquired by you during the course of the Services or otherwise through the Websites; (viii) store, transport or use any Products or Resources in an unsafe or reckless manner or in any manner prohibited by law or regulation; or (ix) use any of the Resources in any manner not permitted by law or regulation. CKH may also impose additional reasonable limits on the scope of your access to and use of the Resources, including limits on time or number of materials accessed or machines used to access such Resources, in part to prevent unauthorized third-party access to or use of such Resources.

AUTHORIZED INSTRUCTION AND REINFORCEMENT:

Only individuals who are officially certified by CKH and maintain active certification status are authorized to deliver "formal instruction", training, or facilitation of CKH content.

As a clarification, CKH's Process Champions Implementation Visits, Campus and District Traction Visits, subsequent trainings, etc., are structured to provide educators already trained in CKH-1 more tools to help coach educators from their school already trained in CKH-1 on the general principles and concepts of CKH, the CKH Process and associated CKH tools. For these educators who experience Process Champions or other consultative visits/trainings, they may reference, model, or reinforce the principles of CKH in the normal course of meetings, conversations, coaching sessions, or daily interactions, provided that such reinforcement does not constitute formal instruction or initial CKH training.

Clarification of "Formal Instruction"

"Formal instruction" refers to structured teaching sessions, workshops, or trainings (such as but not limited to Capturing Kids' Hearts 1 or 2, Process Champions, Leadership Blueprint, etc.) designed to educate others on the core methodologies, frameworks, or practices of CKH.

Brand Protection Note

Uncertified individuals or Client's designated CKH Process Champions may not represent themselves as certified facilitators, nor may they create or distribute instructional materials to support their role as a Process Champion or to reinforce the teaching of CKH.

CONFIDENTIALITY:



This Agreement and its various terms (including the pricing, combination of services and solutions, and other terms of all associated Products and Services section) as well as metrics, observations and personal information about Client's participants that may be contained or reflected in Deliverables (collectively, "**Confidential Information**") shall be treated as confidential by Client and shall not be disclosed to any third parties throughout the Term of this Agreement and for five (5) years thereafter. However, notwithstanding the foregoing, Client may disclose such Confidential Information in compliance with judicial or other governmental orders or open records requests, provided that (i) Client shall give CKH at least ten business days advance written notice before so disclosing in response to such orders or requests, and (ii) Client shall reasonably cooperate with CKH to accommodate any requests from CKH to secure protective orders or to limit the scope of responses to the extent legally permissible.

Section 6: Disclaimers

Client accepts and must accept all of the Resources, Access, Products and Services, including any work products, results or deliverables produced thereby (collectively, "**Deliverables**"), "AS IS" and with all faults and errors. CKH HEREBY DISCLAIMS ANY AND ALL WARRANTIES, EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE, THAT MIGHT RELATE TO THE RESOURCES, ACCESS, SERVICES OR ANY DELIVERABLES, EXCEPT FOR ANY SPECIFIC WARRANTIES THAT MAY BE EXPRESSLY PROVIDED IN THE TERMS OF THIS AGREEMENT, IF ANY. The entire risk as to the functionality, operation, and results is with the Client, and neither CKH nor any of its Consultants or other representatives assumes any risk or obligation in connection therewith. CKH hereby disclaims any and all liability, risk, obligation, or responsibility for decisions made or actions taken by Client after use of the Products, Resources, Access, Services, or any Deliverables. CKH shall in no way be responsible or liable for CLIENT'S use of (1) the Resources, Access, Products, Services, or Deliverables, (2) the information and data provided by third parties in order to use the Resources, Access, Products, Services or Deliverables; or (3) the information or results obtained through the Resources, Access, Products, Services or Deliverables. CKH does not guarantee or warrant any particular result or success as a result of the use of the Resources, Access, Products, Services, or Deliverables. Instead, the Resources, Access, Products, Services, and Deliverables should be considered tools to assist the Client, but they should not be treated as a singular solution.

In no event shall CKH or any of its Consultants or other representatives be liable for or responsible for any indirect, incidental, or consequential damages or injuries related to Client's or its representative's use of: (1) the Resources, Access, Products, Services or Deliverables; (2) the information and data provided by third parties in order to use the Resources, Access, Products, Services or Deliverables; or (3) the information or results obtained through the Resources, Access, Products, Services or Deliverables. The maximum possible liability of CKH shall not exceed the lesser of (a) the amount that the Client paid for the Resources, Access, Products, Services, or Deliverables that directly relate to the claim giving rise to such liability or (b) the full retail cost of those same Resources, Access, Products, Services or Deliverables.

No information shared by CKH verbally or in writing can be constituted to be professional advice, such as medical, legal, financial, psychological, business, or counseling advice. Diagnosing medical or psychological conditions cannot be done through a coaching process and should only be done by licensed professionals.

Section 7: Entirety & Interpretation

Once accepted, this Agreement together with the Terms of Use associated with our Websites represents the entire agreement, and supersedes any and all previous understandings, between you and CKH as pertains to our Products and Services and your Access to Resources. To be valid and enforceable, any amendment or modification to this Agreement, which may be in the form of a subsequent Products and Services Amendment that expressly invokes this Agreement, must be in a writing and signed by the respective authorized representatives to be bound thereby. This Agreement shall be construed, interpreted, and enforced exclusively under the laws and venue applicable in College Station, Brazos County, Texas. Section and paragraph headings have been included in this Agreement in hopes of facilitating ease of reference, but such headings shall not affect the interpretation of this Agreement. In the event of any inconsistency that cannot be



reasonably resolved between this Agreement and an applicable Products and Services, the Products and Services section shall control for purposes of resolving the inconsistency, and a more recent Products and Services section shall control over inconsistent terms in Products and Services section(s). To the extent of any inconsistency that cannot be reasonably resolved between this Agreement and the Terms of Use associated with our Websites, this Agreement shall control throughout the Term, while the Terms of Use will control after the Term. You also agree that this Agreement will not be construed against CKH by virtue of having drafted it.

Section 8: Acceptance & Term

To indicate your acceptance of this Agreement without changes, the Client should have its authorized representative sign where indicated below and return the signed Agreement to Capturing Kids' Hearts via email to christie.lathrop@capturingkidshearts.org. Once returned, the date of your authorized representative's signature shall be treated as the effective start date of this Agreement. The enforceable term of this Agreement ("**Term**") shall extend until all services on the Products and Services section are from the Effective Date, unless sooner terminated, except that the Term shall be automatically extended through the last day of your Subscription Access, including any and all Renewal Terms for such Access.

Either party to this Agreement may terminate this Agreement at any point during the Term by providing ninety days' written notice to the other in the event that such other party materially breaches any provision of this Agreement, unless that other party cures such breach during those ninety days. All unpaid payment obligations and all rights and obligations under Intellectual Property of this Agreement shall survive any termination of this Agreement.

Section 9: Confirmation

On behalf of the Client, the undersigned individual hereby confirms that they have read and understand all the terms and conditions of this Agreement, and, as the contact person and authorized representative of the Client for all purposes of this Agreement, will endeavor to see that all policies and related details are understood and completed by all Client involved parties in the planning of the Products and Services. The undersigned individual applies their signature to this Agreement on behalf of their respective party for the purposes of entering into a legally binding contractual relationship between CKH and Client.

If you have any questions or need additional assistance, please do not hesitate to contact us.

Splendora Independent School District

By:

Printed Name:

Client's Authorized Representative

Title:

Date:

Contact Information:

SERVICE AGREEMENT



Capturing Kids' Hearts

Attn: Christie Lathrop

christie.lathrop@capturingkidshearts.org

1199 Haywood Drive

College Station, TX 77845

Phone: 800-316-4311

Fax: 877-941-4700



Splendora ISD Board of Trustees Agenda Item Information Form

BOARD MEETING DATE: May 18, 2026

AGENDA ITEM NAME: Consider approval of the purchase of security cameras from NextGen Security, LLC for the Transportation and Warehouse Buildings in the amount of \$53,767, via TIPS Contract #250106.

THIS ITEM RELATES TO STRATEGIC PLAN PILLAR(S): Priority 1 & 2

BACKGROUND INFORMATION: The agenda item is to install additional security cameras needed for the Warehouse Building. The Transportation Building currently has no security cameras and requests both the interior and exterior to enhance security.

ADMINISTRATIVE RECOMMENDATION: Administration recommends that the Board of Trustees approve the purchase of security cameras for Transportation Building and Warehouse Building.

- Transportation Building \$28,286
- Warehouse Building \$25,481

ATTACHMENTS: Quotes with NextGen Security, LLC.

BUDGET INFORMATION: Capital Projects Fund (2022 Bond Funds)

RESOURCE PERSONNEL: Buddy Denman, Director of Technology, Dr. Shane Conklin, Deputy Superintendent, Yvonne Johnson, Chief Financial Officer

RECOMMENDED MOTION: I move to approve the purchase of security cameras from NextGen Security, LLC for the Transportation and Warehouse Buildings in the amount of \$53,767, via TIPS Contract #250106.



Splendoria ISD Board of Trustees Agenda Item Information Form

BOARD MEETING DATE: May 18, 2026

AGENDA ITEM NAME: Approve the Renewal of ParentSquare, Splendoria ISD districtwide communication and family engagement platform.

THIS ITEM RELATES TO STRATEGIC PLAN PILLAR(S): Priority 3: Community Engagement and Partnerships, Priority 6: Safety and Well-Being

BACKGROUND INFORMATION:

Splendoria ISD currently uses ParentSquare as a districtwide communication platform to support timely, consistent, and two-way communication with families, staff, and stakeholders. ParentSquare is a K–12 school-home communication and family engagement platform that provides mass notifications, classroom communication, direct messaging, forms, sign-ups, attendance communication, virtual phone features, and multilingual two-way communication.

ADMINISTRATIVE RECOMMENDATION:

The administration recommends approval of the continued use of ParentSquare as Splendoria ISD's districtwide communication and family engagement platform.

ATTACHMENTS:

[ParentSquare Renewal](#)

BUDGET INFORMATION: Year 1: \$54,832.52, Year 2: \$57,553.66, Year 3: 60,449.07

RESOURCE PERSONNEL: Dr. Shane Conklin, Deputy Superintendent

RECOMMENDED MOTION:

I move that the Board approve the three-year contract for ParentSquare as Splendoria ISD's districtwide communication and family engagement platform, as recommended by administration.



SPLENDORA ISD, TX - 4841070 - July 2026 Renewal (3-year)

Pricing Term Start Date: July 01, 2026 | **Pricing Term End Date:** June 30, 2029 | **Quote**
Create Date: May 5, 2026 | **Reference:** 20260505-150417838

SPLENDORA ISD, TX - 4841070

23419 FM 2090
SPLENDORA, TX 77372
United States

Lisa Foster

lfoster@splendoraisd.org
281689-4358

Comments

Gabbie Aiello - Parentsquare, Inc.

Products and Services

Item & Description	Billing Start Date	Term (Months)	Quantity	Unit Price	Total
Engage Premium 2025 - Year 1 Year 1 Universal Reach • One-way notifications and urgent alerts	07/01/2026	12M	5909 Per Student	\$7.30	\$43,135.70 annually

- Automated notices and attendance notifications
- Social and website sharing
- Student communication app (StudentSquare)

- True Two-Way
- Two-way SMS texting
 - Two-way app and web messaging
 - Two-way email replies
 - Automatic language translation

- Enhanced Engagement
- Newsletter designer (Studio Editor)
 - Appointment invitations and RSVPs
 - Volunteering and signups
 - Searchable directory

- Admin Intelligence
- Data analytics and reporting
 - 100% contactability tools
 - Direct SIS integrations
 - Custom roles and permissions

- Paperless Workflows
- Online forms and surveys
 - Digital permission slips and signatures
 - Secure document delivery
 - Public community groups

Virtual Phone - Year 1 Year 1	07/01/2026	12M	5909 Per Student	\$1.98	\$11,699.82 annually
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Engage Premium 2025 - Year 2 Year 2	07/01/2027	12M	5909 Per Student	\$7.66	\$45,262.94
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- Universal Reach
- One-way notifications and urgent alerts
 - Automated notices and attendance notifications
 - Social and website sharing
 - Student communication app (StudentSquare)

True Two-Way

- Two-way SMS texting
- Two-way app and web messaging
- Two-way email replies
- Automatic language translation

Enhanced Engagement

- Newsletter designer (Studio Editor)
- Appointment invitations and RSVPs
- Volunteering and signups
- Searchable directory

Admin Intelligence

- Data analytics and reporting
- 100% contactability tools
- Direct SIS integrations
- Custom roles and permissions

Paperless Workflows

- Online forms and surveys
- Digital permission slips and signatures
- Secure document delivery
- Public community groups

Virtual Phone - Year 2

07/01/2027

12M

5909

\$2.08

\$12,290.72

Year 2

Per Student

Engage Premium 2025 - Year 3

07/01/2028

12M

5909

\$8.04

\$47,508.36

Year 3

Per Student

Universal Reach

- One-way notifications and urgent alerts
- Automated notices and attendance notifications
- Social and website sharing
- Student communication app (StudentSquare)

True Two-Way

- Two-way SMS texting
- Two-way app and web messaging
- Two-way email replies
- Automatic language translation

Enhanced Engagement

- Newsletter designer (Studio

Editor) • Appointment invitations and RSVPs • Volunteering and signups • Searchable directory Admin Intelligence • Data analytics and reporting • 100% contactability tools • Direct SIS integrations • Custom roles and permissions Paperless Workflows • Online forms and surveys • Digital permission slips and signatures • Secure document delivery • Public community groups					
Virtual Phone - Year 3 Year 3	07/01/2028	12M	5909 Per Student	\$2.19	\$12,940.71

Totals

Year 1

Unit of Measurement	Unit Total	Total
Per Student	\$9.28	\$54,835.52
		\$54,835.52

Year 2

Unit of Measurement	Unit Total	Total
Per Student	\$9.74	\$57,553.66
		\$57,553.66

Year 3

Unit of Measurement	Unit Total	Total
Per Student	\$10.23	\$60,449.07
		\$60,449.07

Signature

Before you sign this quote, an email must be sent to you to verify your identity. Find your profile below to request a verification email.

Lisa Foster
lfoster@splendoraisd.org

[sig|req|signer1]

Quote expires: July 4, 2026

Purchase Terms

District/School Agreement -- The Services are subject to the terms contained in this Order Form and School Agreement which are located at www.parentsquare.com/agreement, and incorporated by reference into this Order Form ("ParentSquare School Agreement").

By executing this Order Form, the undersigned certifies that (i) the undersigned is a duly authorized agent of District/School, and (ii) the undersigned has read the ParentSquare School Agreement and will take all reasonable measures to enforce them within the District/School.

NOTE: Pricing above does not reflect ParentSquare's right to increase pricing as set forth in the ParentSquare School Agreement. Pricing above also does not include applicable tax, which will be applied upon invoicing.

Privacy Policy -- The ParentSquare Privacy Policy may be reviewed here - <https://www.parentsquare.com/privacy>

Terms of Use -- The ParentSquare Terms of Use may be reviewed here - <https://www.parentsquare.com/terms>

Questions? Contact Me



Gabbie Aiello

gabrielle.aiello@parentsquare.com



Splendoria ISD Board of Trustees Agenda Item Information Form

BOARD MEETING DATE: May 18, 2026

AGENDA ITEM NAME: Approve Second Reading and Adoption of TASB Local Policy Update 126.

THIS ITEM RELATES TO STRATEGIC PLAN PILLAR(S): Pillars 1-7

BACKGROUND INFORMATION:

Update 126 of the TASB Localized Policy Manual reflects legislative changes from the 89th Regular Legislative Session and includes numerous revisions to align district policies with new state laws and regulations. The update addresses a wide range of areas, including board governance, student services, safety, accountability, and operational procedures, with many changes driven by House Bill 2 and Senate Bill 12. Overall, the update ensures Splendoria ISD policies remain compliant with current legal requirements and best practices.

ADMINISTRATIVE RECOMMENDATION:

SISD recommends that the district approve the 126 updates.

ATTACHMENTS:

[Update 126 Explanatory Notes](#)

[Update 126 Overview Notes](#)

BUDGET INFORMATION: NA

RESOURCE PERSONNEL: Dr. Shane Conklin, Deputy Superintendent

RECOMMENDED MOTION: I move to approve the Second Reading and Adoption of TASB Local Policy Update 126.

Explanatory Notes

TASB Localized Policy Manual Update 126

Splendora ISD

ATTN(NOTE)

GENERAL INFORMATION ABOUT THIS UPDATE

Please note:

Changes at Update 126 are based almost exclusively on legislation from the 89th Regular Legislative Session. Please note that documents provided in the legal framework are not adopted by the board.

Unless otherwise noted, references to legislative bills throughout these explanatory notes refer to Senate Bills (SB), House Bills (HB), or House Concurrent Resolutions (HCR) from the 89th Regular Legislative Session. All referenced bills have already gone into effect unless otherwise noted.

TASB Policy Service hosted and recorded a webinar to review the content of Update 126. That recorded webinar is available with your Update 126 materials on Policy Online.

AE(LEGAL)

EDUCATIONAL PHILOSOPHY

HB 2 updated the existing goals of education and added an additional two.

AF(LEGAL)

INNOVATION DISTRICTS

The ability for a district to exempt itself from certain laws through a District of Innovation plan was impacted by SB 12, HB 2, and HB 6. SB 571 amended and redesignated the requirements related to termination of a district's designation as a District of Innovation.

AG(LEGAL)

HOME-RULE DISTRICTS

SB 571 amended the language at Education Code 12.0271 and redesignated material from Education Code 22.085 and 22.092. Changes to the legal framework have been made accordingly.

AIA(LEGAL)

ACCOUNTABILITY: ACCREDITATION AND PERFORMANCE INDICATORS

An Appeal and Revision section has been added to reflect changes in 19 Administrative Code 97.1002.

AIB(LEGAL)

ACCOUNTABILITY: PERFORMANCE REPORTING

A section addressing the Performance of Students Receiving Special Education Services has been added to reflect changes from HB 2.

AIC(LEGAL)

ACCOUNTABILITY: INTERVENTIONS AND SANCTIONS

The section on Intervention Programs has been amended to reflect changes from HB 2.

AIE(LEGAL)

ACCOUNTABILITY: INVESTIGATIONS

SB 571 added a reason the commissioner is authorized to conduct a special investigation.

B(LEGAL)

LOCAL GOVERNANCE

The section B table of contents has been revised to add the new code BT, Prohibition on Diversity, Equity, and Inclusion Activities.

BBA(LEGAL)

BOARD MEMBERS: ELIGIBILITY/QUALIFICATIONS

Registration as a Sex Offender has been added under Ineligibility in response to HB 3629, which prohibits an individual who must register as a sex offender from serving as a trustee.

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BBB(LEGAL)

BOARD MEMBERS: ELECTIONS

The board may adopt a resolution to change the length of terms of trustees no later than December 31, 2030, and may change its election date to the November uniform election date in accordance with HB 3546.

BBBA(LEGAL)

ELECTIONS: CONDUCTING ELECTIONS

Electioneering may not be conducted within 20 feet of a parking space designated for curbside voting in accordance with HB 521.

BBD(LEGAL)

BOARD MEMBERS: TRAINING AND ORIENTATION

Revisions throughout are due to adopted amendments to 19 Administrative Code 61.1 related to board member training.

BBE(LEGAL)

BOARD MEMBERS: AUTHORITY

A section relating to access to information by board members under the Public Information Act has been added pursuant to HB 4310.

BE(LEGAL)

BOARD MEETINGS

SB 413 requires the recording of all board meetings. SB 413 also added language regarding inclusion in board meeting minutes of each board member's vote on any item and a requirement to post on the district's website any resolution adopted by the board. HB 1522 changed the required posting time for board agendas from 72 hours to 3 business days.

BE(LOCAL)

BOARD MEETINGS

Several recommended revisions have been made to this policy on board meetings. SB 12 prompted new language at Meeting Place and Time indicating that board meetings will be held outside of typical work hours. Language at Notice to Members has been adjusted to reflect HB 1522, which requires board agendas to be posted for three business days, rather than 72 hours, before the meeting. This recommended revision appropriately adjusts when the notice of the meeting will be provided to board members.

At Deadline, the recommended revisions are also in response to HB 1522. We offer for your consideration language requiring that agenda items be submitted 10 calendar days before a meeting. This deadline would provide the district sufficient time to compile items and post an agenda by the statutory deadline. If the district would like to adjust the deadline, please contact your policy consultant.

SB 413 requires roll call voting, so the language at Record Vote has been revised accordingly. A paragraph in the Minutes section has been removed, as the statement is true for all district records and it is not necessary to separately address retention in this policy. Please refer to CPC(LOCAL) and your district's record retention procedures.

Please note: Revisions to the Special or Emergency Meetings provisions as discussed at the Policy Review Session on September 24-25, 2025, have also been included for consideration.

The [Legal Tips for Policy Development](#), available in the Policy Online® Governance and Management Library (TASB login required), describe common legal concerns and best practices specific to this policy's topic.

BEC(LEGAL)

BOARD MEETINGS: CLOSED MEETINGS

Trustees may now address matters of cybersecurity and critical infrastructure facilities in closed meetings, in accordance with HB 3112.

Explanatory Notes

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BED(LEGAL)

BOARD MEETINGS: PUBLIC PARTICIPATION

HB 5238 amended the offense of disruption of a meeting to include virtual meetings and electronic disturbances like hacking.

BED(LOCAL)

BOARD MEETINGS: PUBLIC PARTICIPATION

Recommended revisions comply with the SB 12 requirement that public comment occur at the beginning of board meetings.

The [Legal Tips for Policy Development](#), available in the Policy Online® Governance and Management Library (TASB login required), describe common legal concerns and best practices specific to this policy's topic.

BF(LEGAL)

BOARD POLICIES

A Compliance section has been added pursuant to SB 12's requirement that districts must implement and comply with policies the district is required to adopt.

BJA(LEGAL)

SUPERINTENDENT: QUALIFICATIONS AND DUTIES

Provisions regarding required certifications to TEA have been added to this policy. Information on the do-not-hire registry are in accordance with HB 2. SB 12 requires board approval of the superintendent's certification relating to diversity, equity, and inclusion prohibitions. A section on Testimony Before the SBOE has also been added pursuant to SB 12.

BJB(LEGAL)

SUPERINTENDENT: RECRUITMENT AND APPOINTMENT

Notice of vacant positions must now be posted five, rather than 10, school days before the date on which a district fills the position according to HB 2.

BT(LEGAL)

PROHIBITION ON DIVERSITY, EQUITY, AND INCLUSION ACTIVITIES

This new policy code addresses SB 12's prohibition on diversity, equity, and inclusion activities. Definitions and prohibited activities and certification requirements are included.

C(LEGAL)

BUSINESS AND SUPPORT SERVICES

The section C table of contents has been updated to reflect revised subtopics for CJA, now named Background Checks and Required Reporting, and CLE, now named Required Displayed. A new code CQD, on Artificial Intelligence, has also been added.

CBA(LEGAL)

STATE AND FEDERAL REVENUE SOURCES: STATE

A section has been included to reflect that HB 2 added an allotment for basic costs of \$106 for each student. At New Instructional Facility Allotment, HB 2 and HB 120 add a renovated portion of an instructional facility to the definition of a new instructional facility.

CCA(LEGAL)

LOCAL REVENUE SOURCES: BOND ISSUES

HB 103, HB 3526, and SB 843 all relate to bond databases. Extensive revisions throughout comport with these new laws. HB 4395 required the addition of an Electronic Submission and Delivery subsection under Attorney General Review and Approval.

CCG(LEGAL)

LOCAL REVENUE SOURCES: AD VALOREM TAXES

HB 1522 requires specific notices to be provided when the board will discuss or adopt the budget, and HB 1453 allows districts to approve an interest and sinking (I & S) rate that exceeds the rate to maintain the

Explanatory Notes

TASB Localized Policy Manual Update 126

Splendora ISD

same level of maintenance and operations revenue and pay debt service under specific conditions. Sections have been added to address these requirements. A deletion at Voter-Approval Tax Rate is due to HB 2. SB 1502 restricts a district's ability to approve disaster pennies. At Proposition, SB 1025 requires a proposition that increases a tax to include the statement "THIS IS A TAX INCREASE."

CCGA(LEGAL)

AD VALOREM TAXES: EXEMPTIONS AND PAYMENTS

Contingent on a constitutional amendment, SB 4 will raise the homestead exemption to \$140,000. SB 23, also contingent on a constitutional amendment, raises the disabled and elderly exemption to \$60,000. HB 2742 amends the requirements around split payments for districts that collect their own taxes and eliminates Tax Code 31.04(c). Other revisions have been made for clarity.

CCGB(LEGAL)

AD VALOREM TAXES: ECONOMIC DEVELOPMENT

SB 2900 repealed the JETI Oversight Committee, so related language in the Governor Action on Application section has been removed. HB 1620 repealed Tax Code 313.007, which was found in the Texas Economic Development Act section.

CE(LEGAL)

ANNUAL OPERATING BUDGET

Language at Authorized Expenditures has been updated to reflect changes from HB 2.

CFEA(LEGAL)

PAYROLL PROCEDURES: SALARY DEDUCTIONS AND REDUCTIONS

The Professional or Other Dues section has been amended to address HB 2 changes for salary deductions.

CH(LEGAL)

PURCHASING AND ACQUISITION

SB 1173 changes the competitive procurement threshold from \$50,000 to \$100,000.

Please note: In many districts' CH(LOCAL), the purchasing authority of the superintendent is established. This is a different threshold from what has been changed statutorily. For that reason, CH(LOCAL) is not included in this update. Please review your CH(LOCAL) and, if any revisions are necessary, please contact your policy consultant.

CHE(LEGAL)

PURCHASING AND ACQUISITION: VENDOR DISCLOSURES AND CONTRACTS

HB 210 creates a criminal offense for a vendor to bid or contract with the district if it has a close relationship with a trustee. A new section called Prohibited Activities by Vendors has been created to reflect this change. SB 33 adds to the prohibition against using taxpayer resource transactions for abortion-related expenses.

CHF(LEGAL)

PURCHASING AND ACQUISITION: PAYMENT PROCEDURES

Language has been added to reflect an exception to the Exception for bona fide disputes between a district and vendor for purposes of prompt payment in construction projects, in accordance with HB 3005.

CJ(LEGAL)

CONTRACTED SERVICES

A section on Severance Pay has been added to address HB 762, which restricts severance agreements for independent contractors. The provisions also apply to employees, as reflected in policy DEA.

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CJ(LOCAL)

CONTRACTED SERVICES

Recommended new provisions reflect that contractors may not engage in or assign instructional activities prohibited by law or diversity, equity, and inclusion (DEI) duties under SB 12. Violations will result in termination of the contract.

CJA(LEGAL)

CONTRACTED SERVICES: BACKGROUND CHECKS AND REQUIRED REPORTING

The subtopic of this code, previously Criminal History, has been renamed Background Checks and Required Reporting. SB 571 transferred Education Code 22.085 to Chapter 22A and redesignated it as 22A.157. That change is reflected at Disqualifying Conviction and District Responsibility to Ensure Compliance. Extensive new sections on Requirement to Report Service Provider Misconduct and Consent for Release of Records and Preservice Affidavit have been added pursuant to SB 571.

CJA(LOCAL)

CONTRACTED SERVICES: BACKGROUND CHECKS AND REQUIRED REPORTING

The subtopic name has been adjusted to Background Checks and Required Reporting to more accurately describe the contents of the legal framework at this code. No changes have been made to the local text, and the district has not been charged for this revision.

CK(LEGAL)

SAFETY PROGRAM/RISK MANAGEMENT

SB 57 changes at the Responsibilities subsection under Safety and Security Committee reflect the need to recommend accommodations for a student with an IEP or 504 plan. Additional changes from SB 57 are reflected in the Meetings subsection. HB 33 and HB 121 both speak to Sheriff-Led School Safety Meetings, which apply differently depending on the size of the county. A section about Public Information Officer for Emergency Communications has been added based on new requirements in HB 33. A clerical error in a citation as well as codes that were redesignated during the legislative session have been corrected.

CKA(LEGAL)

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

Revisions throughout are in compliance with HB 33, HB 2, and HB 121.

CKC(LEGAL)

SAFETY PROGRAM/RISK MANAGEMENT: EMERGENCY PLANS

At Emergency Response Map and Walk-Through, the requirement to provide a map to the Department of Public Safety has been included in compliance with HB 121. Changes in the Emergency Operations Plan section are due to changes from HB 33, HB 131, SB 57, and HB 121. SB 57 made significant changes to Education Code 37.1086, as reflected in the Recommendations and Guidelines for Individuals with Disabilities or Impairments section. The requirement to provide information to parents about safe firearm storage three times per year pursuant to HB 121 is in the Safe Firearm Storage section. At Confidential Information under the Texas Disaster Act, the language has been amended to reflect changes from HB 132.

CKD(LEGAL)

SAFETY PROGRAM/RISK MANAGEMENT: EMERGENCY MEDICAL EQUIPMENT AND PROCEDURES

The Automated External Defibrillators section has been amended to include, amongst other changes, an Inspection subsection that is required under SB 865. The Cardiac Emergency Response Plan has also been amended to meet the requirements of that bill. A section on Airway Clearance Devices has been added pursuant to HB 549.

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CKE(LEGAL)

SAFETY PROGRAM/RISK MANAGEMENT: SECURITY PERSONNEL

Retired and reserve police officers are addressed in the Armed Security Officer Required section pursuant to HB 1458. Language regarding the expiration and renewal of good cause exceptions to the armed security officer requirement is included from HB 121. HB 121 also necessitated additional language in the Alternative Standard section.

CKEA(LEGAL)

SECURITY PERSONNEL: COMMISSIONED PEACE OFFICERS

Language has been added pursuant to HB 33, which requires law enforcement agencies to have a Public Information Officer for Emergency Communications. Reserve police officers, as allowed in HB 1458, are similarly addressed in a new section. In accordance with HB 33, an Active Shooter Incident subsection has been added under Required Policies, along with a section requiring Access to a Breaching Tool and Ballistic Shield. A section on Donation of Surplus Law Enforcement Equipment to a School District has been included pursuant to HB 1851. Law enforcement agencies are authorized to acquire and possess epinephrine delivery systems, and that section has been updated due to changes in SB 1619. HB 4504 from the 88th Regular Legislative Session necessitated an update to the Code of Criminal Procedure citations throughout.

CKEB(LEGAL)

SECURITY PERSONNEL: SCHOOL MARSHALS

Language at Board Regulations has been revised to reflect that uniformed school marshals may now open carry a firearm on campus pursuant to SB 870. HB 4504 from the 88th Regular Legislative Session necessitated an update to the Code of Criminal Procedure citations throughout.

CL(LEGAL)

BUILDINGS, GROUNDS, AND EQUIPMENT MANAGEMENT

HB 2 creates a requirement for districts to report facility usage to TEA.

CLB(LEGAL)

BUILDINGS, GROUNDS, AND EQUIPMENT MANAGEMENT: MAINTENANCE

A section on Fire Safety Inspection Reports has been included to reflect that SB 1177 requires fire safety inspections to include inspections of automated external defibrillators (AEDs) and that fire safety reports be filed at the campus level.

CLE(LEGAL)

BUILDINGS, GROUNDS, AND EQUIPMENT MANAGEMENT: REQUIRED DISPLAYS

The subtopic name has been adjusted to Required Displays to more accurately describe the contents at this code. A section heading for Flags has been added for clarity. SB 10's requirements regarding conspicuously displaying the Ten Commandments have been added.

CLE(LOCAL)

BUILDINGS, GROUNDS, AND EQUIPMENT MANAGEMENT: REQUIRED DISPLAYS

The subtopic name has been adjusted to Required Displays to more accurately describe the contents of the legal framework at this code. No changes have been made to the local text, and the district has not been charged for this revision.

CMD(LEGAL)

EQUIPMENT AND SUPPLIES MANAGEMENT: INSTRUCTIONAL MATERIALS CARE AND ACCOUNTING

19 Administrative Code 67.1003(i), which became effective June 8, 2025, relates to district entitlement to state aid regardless of whether the district uses the amount provided during the school year, and has been included here. Extensive additions regarding open education resource instructional materials has

Explanatory Notes

TASB Localized Policy Manual Update 126

Splendora ISD

been added pursuant to 19 Administrative Code 67.1004, which also became effective June 8, 2025. SB 13 allows instructional material and technology allotment funds to be used for costs associated with complying with Education Code 33.023, which is set out more fully in EFB, and is referenced here. Beginning in the 2026-27 school year, districts may not adopt or use instructional material included on the list of rejected instructional materials maintained by the SBOE, and that has been included at Prohibited Expenditures. New provisions regarding commissioner's rules relating to the Instructional Materials and Technology Allotment have been added in accordance with 19 Administrative Code 67.1001, which became effective June 8, 2025. Changes at Requisitions, Use, and Distribution have been made pursuant to HB 2.

CNA(LEGAL)

TRANSPORTATION MANAGEMENT: STUDENT TRANSPORTATION

A section on Special Transportation Services has been added after HB 2 amended Education Code 48.151(g).

CNC(LEGAL)

TRANSPORTATION MANAGEMENT: TRANSPORTATION SAFETY

School buses are required to be equipped with three-point seat belts by 2029 in accordance with SB 546. Language to that effect has been added, including required reports that must be submitted to TEA if a board determines that the district's budget does not permit the district to purchase a bus equipped with the required seat belts.

COB(LEGAL)

FOOD AND NUTRITION MANAGEMENT: FREE AND REDUCED-PRICE MEALS

SB 314 applies beginning with the 2026-27 school year, which necessitated a section on Prohibition on Certain Additives.

CQA(LEGAL)

TECHNOLOGY RESOURCES: DISTRICT, CAMPUS, AND CLASSROOM WEBSITES

SB 12 creates a deadline for updating board information online and adds annual updating to TEA. Those changes are reflected in the Required Trustee Information subsection. Rule changes also necessitated an update to a citation in the Required Website Postings section. Additional required postings listed come from SB 12 and SB 13.

CQB(LEGAL)

TECHNOLOGY RESOURCES: CYBERSECURITY

HB 150 moves cybersecurity duties from the Department of Information Resources (DIR) to Texas Cyber Command. Both HB 150 and HB 1500 amend the requirements relating to training. HB 1500 also changes who takes cybersecurity training. HB 150 provides a definition of "cybersecurity incident." Finally, HB 5331 affects contracts for cybersecurity insurance.

CQB(LOCAL)

TECHNOLOGY RESOURCES: CYBERSECURITY

Recommended revisions comply with HB 150, which moves cybersecurity training requirements from the Department of Information Resources to the Texas Cyber Command and includes details about notifications for cybersecurity incidents in addition to security breaches.

CQD(LEGAL)

TECHNOLOGY RESOURCES: ARTIFICIAL INTELLIGENCE

This new code includes information relating to artificial intelligence (AI) based on new laws from SB 1964 (regulating the use of AI by governmental entities), HB 149 (regulating the use of AI), and HB 150 and HB 1500 (addressing training related to AI).

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CQD(LOCAL)

TECHNOLOGY RESOURCES: ARTIFICIAL INTELLIGENCE

This new recommended policy addresses artificial intelligence training requirements based on HB 150 and HB 1500, as well as the use of artificial intelligence by district employees and students.

CRD(LEGAL)

INSURANCE AND ANNUITIES MANAGEMENT: HEALTH AND LIFE INSURANCE

Qualifying districts that discontinued participation in TRS-ActiveCare may elect to participate based on HB 3126.

CS(LEGAL)

FACILITY STANDARDS

The date of the International Energy Conservation Code is no longer relevant and has been removed.

CSA(LEGAL)

FACILITY STANDARDS: SAFETY AND SECURITY

HB 121 puts an expiration date on the HB 3 good cause exception relating to Safety and Security Requirements for Facilities, so the requirement to renew the exception at least every five years has been included, in addition to a subsection on Security Review. The requirement to have at least one breaching tool and one ballistic shield available for use at each campus has also been included. SB 1620 necessitated a citation adjustment.

SB 8 from the Second Special Session becomes effective December 4, 2025. In addition to providing definitions, it requires districts to designate each multiple-occupancy private space for use only by individuals of one sex and to take every reasonable step to ensure an individual does not enter the wrong private space. SB 8 also provides for investigations by the attorney general, private causes of action, and civil penalties.

CSA(LOCAL)

FACILITY STANDARDS: SAFETY AND SECURITY

SB 8 from the Second Special Session prompted the inclusion of a section on Designation and Use of Private Spaces. The superintendent is directed to designate private spaces in accordance with law and to develop regulations to ensure compliance.

CV(LEGAL)

FACILITIES CONSTRUCTION

The procurement threshold for contracts has increased to \$100,000. HB 1620 required a citation adjustment. SB 687 adds land surveyors to the statute pertaining to architects and engineers.

CV(LOCAL)

FACILITIES CONSTRUCTION

As reflected in CH(LEGAL), the competitive purchasing threshold established in law has changed from \$50,000 to \$100,000. The language at Construction Contracts is recommended for revision here to refer to the legal threshold rather than a specific dollar amount. Policy BJA(LOCAL) establishes the superintendent's delegation authority; therefore "or designee" is recommended for deletion at Project Administration.

The [Legal Tips for Policy Development](#), available in the Policy Online® Governance and Management Library (TASB login required), describe common legal concerns and best practices specific to this policy's topic.

Please note: The superintendent's authority to approve construction contracts is reflected with a dollar amount in many districts' CV(LOCAL) that matched the previous competitive purchasing threshold. We have not revised the provisions reflecting the superintendent's authority to approve construction contracts. If the board wishes to update the superintendent's authority to approve contracts, please contact your policy consultant.

Explanatory Notes

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DBA(LEGAL)

EMPLOYMENT REQUIREMENTS AND RESTRICTIONS: CREDENTIALS AND RECORDS

Under Notice to Parents, HB 2 requires the superintendent to use, if available, the model notice provided by TEA. HB 2 also prohibits using a District of Innovation plan to exempt from the notice requirement. Teacher certification requirements were impacted heavily by HB 2, which required additional language at Professional Personnel. HB 2 also impacted the School District Teaching Permit section. SB 865 amends the requirement for cardiopulmonary resuscitation (CPR) certifications, which has been updated at CPR and AED Certification.

DBAA(LEGAL)

EMPLOYMENT REQUIREMENTS AND RESTRICTIONS: PRE-EMPLOYMENT REVIEWS

Revisions throughout are due to SB 571. New language reflects additional offenses included in the crimes prohibiting employment with the district and removes the victim age requirement.

DBD(LEGAL)

EMPLOYMENT REQUIREMENTS AND RESTRICTIONS: CONFLICT OF INTEREST

A section on Personal Services Performed by Administrators, often referred to as "moonlighting," has been added to reflect changes from HB 3372.

DBD(LOCAL)

EMPLOYMENT REQUIREMENTS AND RESTRICTIONS: CONFLICT OF INTEREST

A new recommended section on Personal Services Performed by an Administrator includes language relating to administrator work from HB 3372.

DC(LEGAL)

EMPLOYMENT PRACTICES

HB 2 amends Education Code 11.1513 to change the requirement for posting of vacancies from 10 days to five days. HB 2 also requires an employment policy relating to daily rate of pay, which is found in DEC(LOCAL).

DEA(LEGAL)

COMPENSATION AND BENEFITS: COMPENSATION PLAN

The Increase in Basic Allotment and Maintenance of Salary sections have been deleted after HB 2 repealed those provisions. A section on Severance Pay has been added based on HB 762. Under TRS Surcharge for Rehired Retirees, the No Recovery of Costs subsection has been deleted pursuant to HB 2. The Temporary Exception subsection has been deleted as that provision has expired.

DEAA(LEGAL)

COMPENSATION PLAN: INCENTIVES AND STIPENDS

Extensive revisions throughout this policy reflect changes from HB 2.

DEC(LEGAL)

COMPENSATION AND BENEFITS: LEAVES AND ABSENCES

A subsection addressing the option for classroom teachers to use noncurrent use of Family Medical Leave has been added pursuant to HB 2. A section on Daily Rate of Pay has also been added pursuant to HB 2.

DEC(LOCAL)

COMPENSATION AND BENEFITS: LEAVES AND ABSENCES

HB 2 prompted recommended revisions to include Daily Rate of Pay under the Definitions section, as well as a section regarding Concurrent Use of Paid Leave during Family and Medical Leave for classroom teachers.

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Please note: Revisions to the Request for Leave provisions as discussed at the Policy Review Session on September 24-25, 2025, have also been included for consideration.

The [Legal Tips for Policy Development](#), available in the Policy Online® Governance and Management Library (TASB login required), describe common legal concerns and best practices specific to this policy's topic.

DF(LEGAL) TERMINATION OF EMPLOYMENT

SB 12 adds sanctions through the State Board for Educator Certification for encouraging a child to withhold evidence. SB 571 renumbered the provisions regarding the do-not-hire registry and expanded the misconduct included. SB 571 also changes the offenses requiring termination, which is reflected here. Based on SB 12, sections addressing Prohibition on DEI and Prohibited Classroom Instruction have also been included.

DFBA(LEGAL) TERM CONTRACTS: SUSPENSION/TERMINATION DURING CONTRACT

SB 571 renumbered the statute and changed timelines for principals to report misconduct to the superintendent.

DFBB(LOCAL) TERM CONTRACTS: NONRENEWAL

Based on SB 12, engaging or assigning diversity, equity, and inclusion duties, as well as instructional activities prohibited by law, are recommended for inclusion in the list of reasons a term contract employee may be nonrenewed. The item related to disability and the ability to perform the essential functions of the job has been amended for clarity.

DFD(LEGAL) TERMINATION OF EMPLOYMENT: HEARINGS BEFORE HEARING EXAMINER

A section on Dismissal of hearings before a hearing examiner has been included to reflect changes in HB 2.

DFE(LEGAL) TERMINATION OF EMPLOYMENT: RESIGNATION

Under Contract Abandonment, a subsection on Sanctions Prohibited has been included pursuant to HB 2. The Good Cause subsection has been removed as the rule it is based on conflicts with provisions in HB 2. Revisions in the Mitigating Factors section are due to rule changes found in 19 Administrative Code 249.17 that were published on May 18, 2025. Revisions in Required Report to SBEC, Investigation, and Report by Principal are due to SB 571.

DG(LEGAL) EMPLOYEE RIGHTS AND PRIVILEGES

In response to SB 11, new provisions are included to address the option of a board to adopt a policy designating a time for prayer and reading of the Bible or other religious text. The new law requires the board to take a vote on whether to permit this activity within six months of the legislation's effective date. Since the law was effective on September 1, the board would need to take a vote prior to March 1, 2026. [See also FNA(LEGAL), below.]

Also, a section on Right to Engage in Religious Speech or Prayer has been included pursuant to SB 965.

DGA(LEGAL) EMPLOYEE RIGHTS AND PRIVILEGES: FREEDOM OF ASSOCIATION

HB 2 tasks TEA with providing services for a classroom teacher and prohibits districts from interfering.

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DGBA(LEGAL)

PERSONNEL-MANAGEMENT RELATIONS: EMPLOYEE COMPLAINTS/GRIEVANCES

All of the revisions in this policy reflect applicable changes from SB 12. Substantially similar revisions are being made to the grievance policies at FNG, regarding student and parent complaints, and GF, regarding public complaints.

DGBA(LOCAL)

PERSONNEL-MANAGEMENT RELATIONS: EMPLOYEE COMPLAINTS/GRIEVANCES

All recommended revisions to this local policy on employee complaints stem from the applicable portions of SB 12.

The [Legal Tips for Policy Development](#), available in the Policy Online® Governance and Management Library (TASB login required), describe common legal concerns and best practices specific to this policy's topic.

DGC(LEGAL)

EMPLOYEE RIGHTS AND PRIVILEGES: IMMUNITY

SB 920 necessitated a revision related to immunities under Administration of Medication. HB 6 led to the addition of the section on Immunity for Disciplinary Actions.

DH(LEGAL)

EMPLOYEE STANDARDS OF CONDUCT

Provisions regarding Duty to Report have always been in FFG(LEGAL) but have been duplicated here to ensure prominent placement and understanding. Sections on Retaliation Against Grievant and Social Transitioning have been included pursuant to SB 12. In the Low-THC Cannabis section, storage has been added pursuant to HB 46.

DH(LOCAL)

EMPLOYEE STANDARDS OF CONDUCT

The recommended revision to the text at Weapons Prohibited – Exceptions reflects changes under SB 706 regarding reciprocity with a handgun license from another state. Sections on Prohibited Classroom Instruction or Activities; Prohibited Diversity, Equity, and Inclusion Duties; and Social Transitioning are recommended for inclusion pursuant to SB 12. At Relationships with Students, the recommended revision addresses the requirement under SB 571 regarding notice of suspected misconduct by an educator or district service provider.

The [Legal Tips for Policy Development](#), available in the Policy Online® Governance and Management Library (TASB login required), describe common legal concerns and best practices specific to this policy's topic.

DHB(LEGAL)

EMPLOYEE STANDARDS OF CONDUCT: REPORTS TO STATE BOARD FOR EDUCATOR CERTIFICATION

Substantial revisions throughout this code are required pursuant to SB 571. Revisions relating to Solicitation of a Romantic Relationship are due to rule changes at 19 Administrative Code 249.3.

DHC(LEGAL)

EMPLOYEE STANDARDS OF CONDUCT: REPORTS TO TEXAS EDUCATION AGENCY

Substantial revisions throughout reflect changes from SB 571.

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DMA(LEGAL) PROFESSIONAL DEVELOPMENT: REQUIRED STAFF DEVELOPMENT

Revisions at Cybersecurity are due to HB 150. A new section on Artificial Intelligence Training is included in accordance with HB 3512. A new section for Mathematics Achievement Academies is included to reflect changes in HB 2. Information relating to CPR has been included pursuant to SB 865.

DP(LEGAL) PERSONNEL POSITIONS

Changes relating to school psychologists result from HB 2598. All other revisions are due to SB 571.

EA(LEGAL) INSTRUCTIONAL GOALS AND OBJECTIVES

Revisions at College, Career, and Military Readiness Plans as well as at Website Posting are due to HB 2.

EEP(LEGAL) INSTRUCTIONAL ARRANGEMENTS: LESSON PLANS

This new legal framework document contains the SB 12 legal requirements for Disclosure of Instructional Plans.

EEP(LOCAL) INSTRUCTIONAL ARRANGEMENTS: LESSON PLANS

This new local policy includes recommended language from SB 12 on instructional plans and course syllabi.

EFA(LEGAL) INSTRUCTIONAL RESOURCES: INSTRUCTIONAL MATERIALS

A subsection on Notice of Entitlement to Review Materials has been added pursuant to SB 12. Provisions at Parent Request for Instructional Material Review, including Mandatory Review on Petition by Group of Parents, have been added based on a new rule at 19 Administrative Code 67.69.

EFA(LOCAL) INSTRUCTIONAL RESOURCES: INSTRUCTIONAL MATERIALS

In accordance with SB 12, a section on Parent Request for Instructional Material Review is recommended for inclusion. The policy requires the superintendent to develop administrative regulations to ensure that parents or guardians can request review of instructional materials individually or through a petition process with other parents.

The [Legal Tips for Policy Development](#), available in the Policy Online® Governance and Management Library (TASB login required), describe common legal concerns and best practices specific to this policy's topic.

EFB(LEGAL) INSTRUCTIONAL RESOURCES: LIBRARY MATERIALS

The School Library section has been deleted based on the 5th Circuit decision in *Little v. Llano County* and new provisions in SB 13 related to removal of library materials during challenges. The remaining revisions regarding the procurement of library materials are also in response to SB 13.

EHA(LEGAL) CURRICULUM DESIGN: BASIC INSTRUCTIONAL PROGRAM

Changes to Videotape or Recording to include "or contractor" are from SB 12.

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EHAA(LEGAL)

BASIC INSTRUCTIONAL PROGRAM: REQUIRED INSTRUCTION (ALL LEVELS)

A subsection on Parent Consent within the Human Sexuality Instruction section has been added due to SB 12. A cross-reference to EEP(LEGAL) has been added at Scope and Sequence and Instructional Materials for clarity after SB 12 revisions.

EHAC(LEGAL)

BASIC INSTRUCTIONAL PROGRAM: REQUIRED INSTRUCTION (SECONDARY)

A change relating to substituting AP courses has been added at Personal Financial Literacy, pursuant to HB 27. Nutrition and Wellness information has also been included, based on SB 25.

EHB(LEGAL)

CURRICULUM DESIGN: SPECIAL PROGRAMS

Removal of the definitions of dyslexia and related disorders and changes at Screening, Testing, and Identification and at Talking Book Program Notification are all based on HB 2.

EHBA(LEGAL)

SPECIAL PROGRAMS: SPECIAL EDUCATION

HB 2 prompted new language related to specialized technical assistance at Interventions and Sanctions as well as the removal of a parenthetical at State-Supported Living Center referring to state schools.

EHBAA(LEGAL)

SPECIAL EDUCATION: IDENTIFICATION, EVALUATION, AND ELIGIBILITY

SB 2 prompted the addition of a Students Not Enrolled in District section, which contains full and individual initial evaluation requirements. The language at Psychological Examinations was repealed by HB 2 and has been removed. A new section at Children with Visual Impairments and revisions at Eligibility and Reevaluations and at Visual and Auditory Impairments are also due to HB 2.

EHBAB(LEGAL)

SPECIAL EDUCATION: ARD COMMITTEE AND INDIVIDUALIZED EDUCATION PROGRAM

Language at Intellectual Disability and Developmental Delay Information has been added as a result of HB 1188. All other revisions have been made pursuant to HB 2.

EBAC(LEGAL)

SPECIAL EDUCATION: STUDENTS IN NONDISTRICT PLACEMENT

HB 2 prompted revisions at Residential Placement as well as at Grant for Community-Based Support Services.

EHBAF(LEGAL)

SPECIAL EDUCATION: VIDEO/AUDIO MONITORING

The term "contractor" has been added at Parent Consent Not Required due to SB 12. The definition of "self-contained" has been deleted and that term has been replaced with "special educational classroom" throughout in accordance with HB 2. A definition of "special education classroom or other special education setting" has been added.

EHBAF(LOCAL)

SPECIAL EDUCATION: VIDEO/AUDIO MONITORING

The enclosed revisions are recommended to update language regarding special education classrooms in accordance with HB 2 and to update the timeframe for reporting suspected misconduct or child abuse as required by SB 571.

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EHBC(LEGAL) SPECIAL PROGRAMS: COMPENSATORY SERVICES AND INTENSIVE PROGRAMS

The Use subsection under Compensatory Education Allotment has been deleted due to HB 2, which repealed Education Code 48.104(k). The provision on Virtual School Network has also been deleted, as it was repealed by SB 569. Amendments at At-Risk Student are due to SB 991. The Accelerated Instruction Program section has been deleted due to the repeal of Education Code 28.006(g) and (g-1) by HB 2.

EHBCA(LEGAL) COMPENSATORY SERVICES AND INTENSIVE PROGRAMS: ACCELERATED INSTRUCTION

HB 2 prompted the addition of language at High-Impact Tutoring Providers.

EHBE(LEGAL) SPECIAL PROGRAMS: BILINGUAL EDUCATION/ESL

Revisions at Exceptions and Waivers under the Bilingual and ESL Programs section are due to HB 2.

EHBF(LEGAL) SPECIAL PROGRAMS: CAREER AND TECHNICAL EDUCATION

Revisions at Certification Subsidy are due to HB 2. A section on Applied Sciences Pathway Program has been added pursuant to HB 20.

EHBG(LEGAL) SPECIAL PROGRAMS: PREKINDERGARTEN

Revisions throughout are due to HB 2.

EBBH(LEGAL) SPECIAL PROGRAMS: OTHER SPECIAL POPULATIONS

Revisions throughout are pursuant to HB 2.

EBBK(LEGAL) SPECIAL PROGRAMS: OTHER INSTRUCTIONAL INITIATIVES

A section on Gifted and Talented Week has been added pursuant to HCR 64.

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

A note referencing the Texas Virtual School Network (TXVSN) has been removed pursuant to a repeal by SB 569. Language added at the FAST Program section is from HB 2, and other revisions to that section are due to SB 1786.

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

Substantial additions to this legal framework document have been made related to Virtual and Hybrid Courses due to SB 569. Provisions related to the TXVSN have been removed, also due to SB 569.

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

SB 12 prompted amended language at Progress Reports and Conferences.

EIA(LOCAL) ACADEMIC ACHIEVEMENT: GRADING/PROGRESS REPORTS TO PARENTS

Recommended revisions reflect the SB 12 requirement that each parent of a student be afforded the opportunity for at least two in-person conferences with the student's teacher per year. At Academic Dishon-

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esty, language is recommended that indicates the use of artificial intelligence without permission constitutes academic dishonesty.

Please note: Revisions to the Interim Reports provisions as discussed at the Policy Review Session on September 24-25, 2025, have also been included for consideration.

EIF(LEGAL) ACADEMIC ACHIEVEMENT: GRADUATION

SB 2314 prompted amendments at High School Diploma as well as an additional section on Direct Admissions Data Sharing Election. Revisions in the Endorsements section are due to HB 2.

EK(LEGAL) TESTING PROGRAMS

Amended language at Benchmark Assessment Instruments is due to terminology changes found in SB 1418. College Preparation Assessments revisions were prompted by HB 2.

EKB(LEGAL) TESTING PROGRAMS: STATE ASSESSMENT

Revisions at Accountability Testing are due to rule changes found at 19 Administrative Code 101.4002.

EKC(LEGAL) TESTING PROGRAMS: READING ASSESSMENT

Substantial revisions throughout are due to HB 2.

EKD(LEGAL) TESTING PROGRAMS: MATHEMATICS ASSESSMENT

The Mathematics Diagnosis section has been removed since Education Code 28.007 was repealed by HB 2. A section on Mathematics Instruments has been added based on the same bill.

EL(LEGAL) CAMPUS OR PROGRAM CHARTERS

The Failure to Discharge or Refuse to Hire section has been amended based on SB 571.

EMB(LEGAL) MISCELLANEOUS INSTRUCTIONAL POLICIES: TEACHING ABOUT CONTROVERSIAL ISSUES

Revisions throughout are due to SB 12.

F(LEGAL) STUDENTS

The section F table of contents has been revised to update the subtopic name for policy code FOB from Out-of-School Suspension to Suspension since that code now houses provisions on in-school and out-of-school suspension. In addition, the subtopic for policy code FNCE has been updated from Personal Telecommunications/Electronic Devices to Personal Communication Devices/Electronic Devices.

FA(LEGAL) PARENT RIGHTS AND RESPONSIBILITIES

A section on Right to Select School has been added pursuant to HB 2495. A statement prohibiting boards from adopting rules or policy regulating home schools has been added due to HB 2674. All other revisions have been made because of SB 12, including the addition of a Policy on Parental Engagement section. A district's policy on parental engagement must provide for an internet portal through which parents may submit comments to administrators and the board, require the board to prioritize public comments by presenting those comments at the beginning of the meeting, and require board meetings to be held outside of typical work hours.

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FA(LOCAL)

PARENT RIGHTS AND RESPONSIBILITIES

This new local policy is recommended for inclusion in the district's manual to address the SB 12 requirement to establish a parent portal on the district's website, through which parents may submit comments to administrators or the board.

FD(LEGAL)

ADMISSIONS

A section on Parental Child Safety Placement has been added pursuant to SB 226. The section on Foreign Military Force Parent has been added due to HB 2757.

FEA(LEGAL)

ATTENDANCE: COMPULSORY ATTENDANCE

Revisions and citation changes at Accelerated, Intervention, and Compensatory Programs are due to HB 2. Under Excused Absences for Compulsory Attendance Determinations, attending a released time course has been added pursuant to SB 1049. SB 207 made clear that Health-Care Appointments includes appointments with mental health professionals, which has been added. HB 367 added specific requirements relating to Serious or Life-Threatening Illness and the form that the district must use for this purpose.

FEB(LEGAL)

ATTENDANCE: ATTENDANCE ACCOUNTING

A new section on Emergency or Crisis has been added pursuant to SB 569.

FED(LEGAL)

ATTENDANCE: ATTENDANCE ENFORCEMENT

HB 4504 from the 2023 88th Regular Legislative Session necessitated an update to the Code of Criminal Procedure citation relating to expunction of records.

FEF(LEGAL)

ATTENDANCE: RELEASED TIME

This new legal framework document reflects the requirements around released time courses in SB 1049.

FEF(LOCAL)

ATTENDANCE: RELEASED TIME

New recommended language reflects SB 1049 requirements regarding released time courses.

FFA(LEGAL)

STUDENT WELFARE: WELLNESS AND HEALTH SERVICES

Substantial revisions throughout are due to SB 12.

FFAC(LEGAL)

WELLNESS AND HEALTH SERVICES: MEDICAL TREATMENT

SB 9 permits employees, including nurses, to administer nonprescription medication to a student without receiving additional documentation from that student's health care provider if the parent consents. Revisions at Administering Medication reflect those changes. SB 1619 required adding a definition of epinephrine delivery system and replacing "epinephrine auto-injector" with "epinephrine delivery system" throughout the policy. New Concussion Response Policy and Academic Accommodations sections were added in response to SB 2398. A citation error has been corrected at Maintenance and Administration of Medication for Respiratory Distress.

FFAC(LOCAL)

WELLNESS AND HEALTH SERVICES: MEDICAL TREATMENT

A recommended revision at Medication Provided by Parent has been made due to SB 920, which now allows school employees, including nurses, to administer nonprescription medication in accordance with legal requirements.

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The [Legal Tips for Policy Development](#), available in the Policy Online® Governance and Management Library (TASB login required), describe common legal concerns and best practices specific to this policy's topic.

Please note: Contact your policy consultant if this policy needs adjustments to address provisions regarding athletic trainers, epinephrine, or respiratory distress medication.

FFB(LEGAL) STUDENT WELFARE: CRISIS INTERVENTION

A new item 6 at Threat Assessment and Safe and Supportive Schools Team has been added due to HB 2. Revisions to the General Team Composition subsection under Membership have been made pursuant to HB 6. All other revisions are due to HB 121.

FFB(LOCAL) STUDENT WELFARE: CRISIS INTERVENTION

As required by HB 2, a provision is recommended for inclusion addressing the required notification that must be provided to teaching staff when a threat is made against the campus.

FFEA(LEGAL) COUNSELING AND MENTAL HEALTH: COUNSELING

Additional text at Higher Education Counseling has been included due to HB 2. The citation adjustment at Automatic Admission is due to rule redesignation to 19 Administrative Code 78.2001.

FFEB(LEGAL) COUNSELING AND MENTAL HEALTH: MENTAL HEALTH

Changes have been made at Consent to Examinations, Tests, and Treatment and a cross-reference to materials regarding parental consent for psychological and psychiatric exams, tests, and treatment has been added in response to changes made by SB 12.

FFF(LEGAL) STUDENT WELFARE: STUDENT SAFETY

A section on Notice of Suspected Criminal Offense has been added due to SB 12. All other revisions and additions have been made pursuant to SB 571.

FFF(LOCAL) STUDENT WELFARE: STUDENT SAFETY

HB 2 prompted recommended revisions to this local policy regarding notifying a parent of a student with whom an employee or service provider is alleged to have engaged in misconduct.

FFG(LEGAL) STUDENT WELFARE: CHILD ABUSE AND NEGLECT

Definition changes are due to HB 1106, HB 1151, and SB 571. Reports of suspected abuse or neglect must now be made within 24, rather than 48, hours pursuant to SB 571. SB 571 additionally defined the law enforcement agencies to which such a report may be made at Abuse and Neglect Involving School Personnel and Those Responsible for Care. A section on Civil Liability has been included due to HB 4623. Citation changes at SBEC Disciplinary Action have been made pursuant to SB 571. The new 24 hour reporting requirement from SB 571 is also reflected in the Reporting Policy section.

FFG(LOCAL) STUDENT WELFARE: CHILD ABUSE AND NEGLECT

A recommended change at Reporting Child Abuse or Neglect reflects that SB 571 requires reporting within 24 hours of learning of the facts giving rise to suspicion of abuse or neglect of a child. The revision to item 1 at Making a Report also comes from SB 571.

The [Legal Tips for Policy Development](#), available in the Policy Online® Governance and Management Library (TASB login required), describe common legal concerns and best practices specific to this policy's topic.

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FFH(LEGAL)

STUDENT WELFARE: FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION

A section on Civil Liability has been added pursuant to HB 4623.

FL(LEGAL)

STUDENT RECORDS

A section on Vital Statistics Records has been added due to changes in HB 229. Under Disclosure with Consent, a reference to FFA has been added for clarity in light of SB 12 requirements. SB 12 also prompted changes relating to Access by Parents. A new section on My Texas Future Admissions Data Sharing has been added to reflect changes in SB 2314. A section on Records Requests Under Education Savings Account Program has been added pursuant to SB 2.

FM(LEGAL)

STUDENT ACTIVITIES

A cross-reference to FFAC has been included to ensure clarity around the rules surrounding concussions from SB 2398. Revisions in Parental Notice and Consent are due to SB 12. SB 401 prompted additional information at Participation by Homeschooled Students.

Please note: Information and a survey was emailed to districts in July regarding homeschool student participation in UIL activities. Districts that responded they were opting out of permitting homeschool students to participate in UIL activities received a draft of FD(LOCAL) with that opt-out language; a cross reference to FD(LOCAL) was placed at FM(LOCAL) for those same districts. Please contact your policy consultant if you have questions.

FNA(LEGAL)

STUDENT RIGHTS AND RESPONSIBILITIES: STUDENT EXPRESSION

The word "encouraged" has been deleted under Prayer at School Activities pursuant to SB 11. A section on Designated Time for Prayer and Religious Reading has been included in alignment with SB 11.

In response to SB 11, new provisions are included to address the option of a board to adopt a policy designating a time for prayer and reading of the Bible or other religious text. The new law requires the board to take a vote on whether to permit this activity within six months of the legislation's effective date. Since the law was effective on September 1, the board would need to take a vote prior to March 1, 2026.

FNAB(LEGAL)

STUDENT EXPRESSION: USE OF SCHOOL FACILITIES FOR NONSCHOOL PURPOSES

A section on Student Clubs has been added pursuant to SB 12.

FNCD(LEGAL)

STUDENT CONDUCT: TOBACCO USE AND POSSESSION

Revisions to this code are due to SB 2024.

FNCE(LEGAL)

STUDENT CONDUCT: PERSONAL COMMUNICATION DEVICES/ELECTRONIC DEVICES

Extensive revisions throughout are due to HB 1481. In addition, the subtopic for this policy code has been updated from Personal Telecommunications/Electronic Devices to Personal Communication Devices/Electronic Devices.

FNCG(LEGAL)

STUDENT CONDUCT: WEAPONS

SB 1596 repealed short-barrel firearms as a prohibited weapon in the Penal Code, so that provision has been deleted.

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FNG(LEGAL)

STUDENT RIGHTS AND RESPONSIBILITIES: STUDENT AND PARENT COMPLAINTS/GRIEVANCES

A section on Notice to Teacher or Employee has been added pursuant to HB 2. The provisions at Disruption have been removed at this code but remain in BED(LEGAL). All other revisions are due to SB 12.

FNG(LOCAL)

STUDENT RIGHTS AND RESPONSIBILITIES: STUDENT AND PARENT COMPLAINTS/GRIEVANCES

Substantial revisions to this student and parent complaint policy are recommended to reflect requirements in SB 12 and other legal requirements reflected in the legal framework at this code.

The [Legal Tips for Policy Development](#), available in the Policy Online® Governance and Management Library (TASB login required), describe common legal concerns and best practices specific to this policy's topic.

FO(LEGAL)

STUDENT DISCIPLINE

Requirements relating to discipline for first-time vape offenses and information about parental involvement policies for school disciplinary placements have been added pursuant to HB 6. A section on Determination of Antisemitism has been added due to SB 326. Substantial revisions in the section on Campus Behavior Coordinators and the Parent Involvement Policy are due to HB 6. A section called No Restriction of Recess or Physical Activity has been added pursuant to SB 25. Inclusion of contractors in Video-tapes and Recordings is due to SB 12.

FO(LOCAL)

STUDENT DISCIPLINE

Minor edits are recommended to the language regarding Video and Audio Monitoring that make such monitoring permissive and clarify what should happen when video and audio recording equipment is in use.

FOA(LEGAL)

STUDENT DISCIPLINE: REMOVAL BY TEACHER OR BUS DRIVER

Extensive revisions throughout this legal framework are due to HB 6.

FOB(LEGAL)

STUDENT DISCIPLINE: SUSPENSION

Revisions throughout are due to HB 6, including changes regarding both in- and out-of-school suspension, necessitating a change to the policy subtopic name.

FOC(LEGAL)

STUDENT DISCIPLINE: PLACEMENT IN A DISCIPLINARY ALTERNATIVE EDUCATION SETTING

HB 1422 changed the victim age relating to the crime of voyeurism from younger than 14 to younger than 18. All other revisions are pursuant to HB 6.

FOD(LEGAL)

STUDENT DISCIPLINE: EXPULSION

The section on Consideration of Virtual Education as Alternative to Expulsion is included pursuant to SB 569. All other revisions are due to HB 6.

FODA(LEGAL)

EXPULSION: JUVENILE JUSTICE ALTERNATIVE EDUCATION PROGRAM

A citation adjustment has been made at Court-Ordered Placement after HB 6 repealed Education Code 37.007(d).

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FOE(LEGAL) STUDENT DISCIPLINE: EMERGENCY AND ALTERNATIVE PLACEMENT

A subsection called Single Incident has been added under Emergency Placements due to changes from HB 6.

FOF(LEGAL) STUDENT DISCIPLINE: STUDENTS WITH DISABILITIES

HB 6 amended Education Code 37.001(b-1), and a slight revision under ARD Committee Required has been made as a result.

FP(LEGAL) STUDENT FEES, FINES, AND CHARGES

The section on TXVSN has been retitled Hybrid or Virtual Course with language revised in accordance with SB 569. Attorney general guidance regarding Authorized Fees has also been added.

GBA(LEGAL) PUBLIC INFORMATION PROGRAM: ACCESS TO PUBLIC INFORMATION

In the Information That Must Be Disclosed section, a subsection on Personal Services Contract has been added pursuant to HB 3372. A citation at Student Victim Information has been revised based on SB 571. Employee Victims has been amended based on revisions in SB 2601. Language has been added at Cybersecurity Information pursuant to HB 3112. HB 150 Cyber Command revisions prompted language and citation changes in the Texas VIRT Information section. SB 1540 adds election officials to the list of individuals who have the option to restrict access to some personal information. Additional language is included in Board Member and Employee Personnel Information due to SB 370.

GBAA(LEGAL) ACCESS TO PUBLIC INFORMATION: REQUESTS FOR INFORMATION

Changes throughout are due to HB 4219.

GC(LEGAL) PUBLIC NOTICES

A section on Digital Newspaper has been added due to SB 1062.

GF(LEGAL) PUBLIC COMPLAINTS

Revisions throughout are the result of SB 12.

GF(LOCAL) PUBLIC COMPLAINTS

All recommended revisions to this local policy on public complaints stem from the applicable portions of SB 12.

The [Legal Tips for Policy Development](#), available in the Policy Online® Governance and Management Library (TASB login required), describe common legal concerns and best practices specific to this policy's topic.

GKA(LEGAL) COMMUNITY RELATIONS: CONDUCT ON SCHOOL PREMISES

Additional language at Refusal of Entry or Ejection of Unauthorized Persons has been included pursuant to SB 2929.

GKA(LOCAL) COMMUNITY RELATIONS: CONDUCT ON SCHOOL PREMISES

Language regarding handguns is recommended for revision due to SB 706.

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The [Legal Tips for Policy Development](#), available in the Policy Online® Governance and Management Library (TASB login required), describe common legal concerns and best practices specific to this policy's topic.

GNB(LEGAL)

RELATIONS WITH EDUCATIONAL ENTITIES: REGIONAL EDUCATION SERVICE CENTERS

The revisions relating to special education service group and dyslexia are due to HB 2.

GRAA(LEGAL)

STATE AND LOCAL GOVERNMENTAL AUTHORITIES: LAW ENFORCEMENT AGENCIES

Citation revisions are due to HB 6 and to correct a formatting issue.



(LOCAL) Policy Comparisons

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

In this packet, you will find:

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

Annotations are shown as follows:

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

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 us:

School Districts and Education Service Centers, call 800-580-7529 or email policy.service@tasb.org.

Community Colleges, call 800-580-1488 or email colleges@tasb.org.

BOARD MEETINGS

BE
(LOCAL)

Meeting Place and Time

Board meetings shall be held during a time that is outside of typical work hours. [See FA(LEGAL)]

The notice for a Board meeting shall reflect the date, time, and location of the meeting.

Regular Meetings

Regular meetings of the Board shall normally be held on the third Monday of each month at 6:00 p.m. When determined necessary and for the convenience of Board members, the Board President may change the date, time, or location of a regular meeting with proper notice.

Special or Emergency Meetings

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

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

Agenda

Deadline

The deadline for submitting items for inclusion on the agenda is the ~~fifth~~10th calendar day before regular meetings and the ~~third~~10th calendar day before special meetings.

Preparation

In consultation with the Board President, the Superintendent shall prepare the agenda for all Board meetings. Any Board member may request that a subject be included on the agenda for a meeting, and the Superintendent shall include on the preliminary agenda of the meeting all topics that have been timely submitted by a Board member.

Before the official agenda is finalized for any meeting, the Superintendent shall consult the Board President to ensure that the agenda and the topics included meet with the Board President's approval. In reviewing the preliminary agenda, the Board President shall ensure that any topics the Board or individual Board members have requested to be addressed are either on that agenda or scheduled for deliberation at an appropriate time in the near future. The Board President shall not have authority to remove from the agenda a subject requested by a Board member without that Board member's specific authorization.

Notice to Members

Members of the Board shall be given notice of regular and special meetings at least ~~72 hours~~three business days prior to the scheduled ~~time~~date of the meeting and at least one hour prior to the time of an emergency meeting.

Closed Meeting

Notice of all meetings shall provide for the possibility of a closed meeting during an open meeting, in accordance with law.

BOARD MEETINGS

BE
(LOCAL)

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

Order of Business

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

Rules of Order

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

~~Voting~~ Record Vote

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

Consent Agenda

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

Minutes

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

~~The official minutes of the Board shall be retained on file in the office of the Superintendent and shall be available for examination during regular office hours.~~ [See CPC regarding retention of records.]

Discussions and Limitation

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

The Board President shall also halt discussion if the Board has agreed to a time limitation for discussion of an item, and that time

limit has expired. Aside from these limitations, the Board President shall not interfere with debate so long as members wish to address themselves to an item under consideration.

BOARD MEETINGS
PUBLIC PARTICIPATION

BED
(LOCAL)

**Limit on
Participation**

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

Public Comment

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

Regular Meetings

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

Special Meetings

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

Procedures

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

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

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

Meeting
Management

When necessary for effective meeting management or to accommodate large numbers of individuals wishing to address the Board, the presiding officer may ~~make adjustments to public comment procedures, including adjusting when public comment will occur during the meeting, reordering agenda items, deferring public comment on nonagenda items, continuing agenda items to a later meeting, providing expanded opportunity for public comment, or establishing an overall time limit for public comment and adjusting~~ adjust the time allotted to each speaker. However, no individual shall be given less than one minute to make comments.

Board's Response

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

**Complaints and
Concerns**

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

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

Disruption

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

CONTRACTED SERVICES

CJ
(LOCAL)

**Employment
Assistance
Prohibited**

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

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

[See also DC for prohibitions relating to employees.]

**Prohibited
Classroom
Instruction or
Activities**

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

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

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

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

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

[See BT(LEGAL)]

CONTRACTED SERVICES

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

CJA
(LOCAL)

Emergencies

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

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

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

Plan	The District shall develop a cybersecurity plan to secure the District's cyberinfrastructure against a cyberattack or any other cybersecurity incidents, determine cybersecurity risk, and implement appropriate mitigation planning.
Coordinator	The Superintendent shall designate a cybersecurity coordinator. The cybersecurity coordinator shall serve as the liaison between the District and the Texas Education Agency in cybersecurity matters.
Training	The Board delegates to the Superintendent the authority to: 1. Determine the cybersecurity training program to be used in the District; 2. Verify and report compliance with training requirements in accordance with guidance from the Department of Information Resources Texas Cyber Command; and 3. Remove access to the District's computer systems and databases for noncompliance with training requirements as appropriate. The District shall complete periodic audits to ensure compliance with the cybersecurity training requirements.
Security Breach and Cybersecurity Incident Notifications	Upon discovering or receiving notification of a breach of system security or a security cybersecurity incident, as defined by law, the District shall disclose the breach or incident to affected persons or entities and provide any other notices in accordance with the time frames established by law. The District shall give notice by using one or more of the following methods: 1. Written notice. 2. Email, if the District has email addresses for the affected persons. 3. Conspicuous posting on the District's websites. 4. Publication through broadcast media. The District shall disclose a breach or incident involving sensitive, protected, or confidential student information as required by law.

Training

The Board delegates to the Superintendent the authority to:

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

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

Use in District

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

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

Building Access Control

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

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

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

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

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

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

Designation and Use of Private Spaces

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

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

FACILITIES CONSTRUCTION

CV
(LOCAL)

Compliance with Law

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

Construction Contracts

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

For construction contracts valued at or above \$250,000, the Superintendent shall also submit the resulting contract to the Board for approval. Lesser expenditures for construction and construction-related materials or services shall be at the discretion of the Superintendent and consistent with law and policy. [See also CH and CBB(LEGAL)]

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

Change Orders

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

Change orders valued at or above \$50,000 shall require Board approval. The Superintendent shall be authorized to approve change orders of a lesser amount.

Project Administration

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

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

Final Payment

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

EMPLOYMENT REQUIREMENTS AND RESTRICTIONS
CONFLICT OF INTEREST

DBD
(LOCAL)

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

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

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

Specific Disclosures
Substantial Interest

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

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

Interest in Property

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

Annual Financial
Management
Report

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

[See BBFA]

Gifts

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

Endorsements

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

Sales

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

EMPLOYMENT REQUIREMENTS AND RESTRICTIONS
CONFLICT OF INTEREST

DBD
(LOCAL)

**Nonschool
Employment**

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

Private Tutoring

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

**Personal Services
Performed by an
Administrator**

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

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

COMPENSATION AND BENEFITS
LEAVES AND ABSENCES

DEC
(LOCAL)

**Leave
Administration**

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

Definitions

The term "immediate family" is defined as:

Immediate Family

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

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

Family Emergency

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

Leave Day

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

School Year

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

Daily Rate of Pay

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

Catastrophic Illness
or Injury

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

COMPENSATION AND BENEFITS
LEAVES AND ABSENCES

DEC
(LOCAL)

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

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

Availability

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

**State Leave
Proration**

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

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

Medical Certification

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

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

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

State Personal Leave

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

**Nondiscretionary
Use**

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

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

COMPENSATION AND BENEFITS
LEAVES AND ABSENCES

DEC
(LOCAL)

Discretionary Use	Discretionary use of leave is at the individual employee's discretion, subject to limitations set out below.
<i>Request for Leave</i>	In deciding whether to approve or deny a request for discretionary use of state personal leave, the supervisor shall not seek or consider the reasons for which an employee requests to use leave. The supervisor shall, however, consider the duration of the requested absence in conjunction with the effect of the employee's absence on the educational program and District operations, as well as the availability of substitutes. Discretionary use of state personal leave shall not exceed threefive consecutive workdays.
Local Leave	Each full-time employee shall earn five paid local leave days per school year in accordance with administrative regulations. Local leave shall accumulate without limit. Local leave shall be used according to the terms and conditions of state personal leave. [See State Personal Leave, above]
Bereavement Leave	Full-time employees may receive bereavement leave and be absent without loss of pay and without deduction from accrued leave in the case of death of a spouse, child, parent, or sibling, for a period not to exceed three days per occurrence. Additional days and all other funerals shall be charged to the employee's accrued leave balance. The employee shall apply for bereavement leave in accordance with administrative procedures. Use of state and/or local personal or sick leave for death in the immediate family shall not exceed five workdays per occurrence. Bereavement leave shall not be granted without prior approval from the principal and/or immediate supervisor.
Sick Leave Bank	The District shall establish a sick leave bank that employees may join through contribution of local leave. Leave contributed to the bank shall be solely for the use of participating employees. An employee who is a member of the bank may request leave from the bank if the employee experiences a catastrophic illness or injury and has exhausted all paid leave and any applicable compensatory time. The Superintendent shall develop regulations for the operation of the sick leave bank that address the following: 1. Membership in the sick leave bank, including the number of days an employee must contribute to become a member; 2. Procedures to request leave from the sick leave bank;

COMPENSATION AND BENEFITS
LEAVES AND ABSENCES

DEC
(LOCAL)

3. The maximum number of days per school year a member employee may receive from the sick leave bank;
4. The committee or administrator authorized to consider requests for leave from the sick leave bank and criteria for granting requests; and
5. Other procedures deemed necessary for the operation of the sick leave bank.

Appeal

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

Sick Leave Pool

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

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

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

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

Appeal

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

Mental Health Leave

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

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

COMPENSATION AND BENEFITS
LEAVES AND ABSENCES

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(LOCAL)

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

Quarantine Leave

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

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

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

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

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

**Family and Medical
Leave**

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

**Concurrent Use of
Paid Leave**

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

**Note: — See
DECA(LEGAL)
for provisions
addressing**

**Twelve-Month
Period**

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

For purposes of an employee's entitlement to FMLA leave, the 12-month period shall be measured backward from the date an employee uses FMLA leave.

**Combined Leave for
Spouses**

When both spouses are employed by the District, the District shall limit FMLA leave for the birth, adoption, or placement of a child, or

COMPENSATION AND BENEFITS
LEAVES AND ABSENCES

DEC
(LOCAL)

	to care for a parent with a serious health condition, to a combined total of 12 weeks. The District shall limit military caregiver leave to a combined total of 26 weeks.
Intermittent or Reduced Schedule Leave	The District shall not permit use of intermittent or reduced schedule FMLA leave for the care of a newborn child or for the adoption or placement of a child with the employee.
Certification of Leave	When an employee requests leave, the employee shall provide certification, in accordance with FMLA regulations, of the need for leave.
Fitness-for-Duty Certification	In accordance with administrative regulations, when an employee takes FMLA leave due to the employee's own serious health condition, the employee shall provide, before resuming work, a fitness-for-duty certification.
Leave at the End of Semester	When a teacher takes leave near the end of the semester, the District may require the teacher to continue leave until the end of the semester.
Temporary Disability Leave	Any full-time employee whose position requires educator certification by the State Board for Educator Certification or by the District shall be eligible for temporary disability leave. The maximum length of temporary disability leave shall be 180 calendar days. [See DBB(LOCAL) for temporary disability leave placement and DEC(LEGAL) for return to active duty.] An employee's notification of need for extended absence due to the employee's own medical condition shall be forwarded to the Superintendent as a request for temporary disability leave. The District shall require the employee to use temporary disability leave and paid leave, including any compensatory time, concurrently with FMLA leave.
Workers' Compensation	Note: Workers' compensation is not a form of leave. The workers' compensation law does not require the continuation of the District's contribution to health insurance.
	An absence due to a work-related injury or illness shall be designated as FMLA leave, temporary disability leave, and/or assault leave, as applicable.
No Paid Leave Offset	The District shall not permit the option for paid leave offset in conjunction with workers' compensation income benefits. [See CRE]
Court Appearances	Absences due to compliance with a valid subpoena or for jury duty shall be fully compensated by the District and shall not be deducted from the employee's pay or leave balance.

COMPENSATION AND BENEFITS
LEAVES AND ABSENCES

DEC
(LOCAL)

**Payment for
Accumulated Leave
Upon Retirement**

The following leave provisions shall apply to local leave accumulated beginning on July 1, 2010.

An employee who retires from the District shall be eligible for payment for accumulated local leave under the following conditions:

1. The employee is retiring through the Teacher Retirement System of Texas (TRS).
2. The employee provides advance written notice of intent to retire. Contract employees must provide written notice at least 90 days before the last day of employment. Noncontract employees must provide written notice at least two weeks before the last day of employment.

The employee shall receive payment for each day of accumulated local leave at the daily substitute rate established by the Board. If the employee is reemployed with the District, days for which the employee received payment shall not be available to that employee.

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

**Neutral Absence
Control**

An employee who has excessive absences equal to four workdays during the school year may be recommended for termination in accordance with this policy, other applicable policies, and applicable law. [See DF series]

Definitions

Definitions used in these provisions shall be as follows:

1. Excessive absence shall mean a failure to appear for work when no leave applies to the absence and the absence is not excused on any other basis in policy or law. Elective leaves, if any, apply to and excuse an absence only when the leave has been duly elected by the employee and approved by the District, and the absence qualifies for and falls within the leave period.
2. Workdays shall be those days on which the employee is required to perform services for the District in compliance with policy and the employment agreement between the parties.

Use of Leave

Prior to termination or recommendation for termination under these provisions, an employee shall be provided with notice of the employee's rights to apply for leave.

Due Process

An employee shall receive any process to which he or she is entitled in law or in policy prior to termination. [See DF series]

COMPENSATION AND BENEFITS
LEAVES AND ABSENCES

DEC
(LOCAL)

Reasonable
Accommodation,
Restoration, and
Reemployment

When required by law, reasonable accommodation and/or restoration to the same, an equivalent, or another position shall be afforded. [See DEC(LEGAL) and DAA(LEGAL)] Employees not qualifying for reasonable accommodations who are terminated may apply for and be considered on an equal basis with other applicants for other open employment positions.

Reasons

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

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

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

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

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

Recommendations
from Administration

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

Superintendent's
Recommendation

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

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

Notice of Proposed
Nonrenewal

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

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

Request for Hearing

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

When a timely request for a hearing on a proposed nonrenewal is received by the presiding officer, the hearing shall be held not later than the 15th day after receipt of the request, unless the parties mutually agree to a delay. The employee shall be given notice of the hearing date as soon as it is set.

Hearing Procedures

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

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

1. After consultation with the parties, the presiding officer shall impose reasonable time limits for presentation of evidence and closing arguments.
2. The hearing shall begin with the administration's presentation, supported by such proof as it desires to offer.
3. The employee may cross-examine any witnesses for the administration.
4. The employee may then present such testimonial or documentary proof, as desired, to offer in rebuttal or general support of the contention that the contract be renewed.
5. The administration may cross-examine any witnesses for the employee and offer rebuttal to the testimony of the employee's witnesses.

6. Closing arguments may be made by each party.

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

Board Decision

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

No Hearing

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

Complaints

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

Other Complaint Processes

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

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

Notice to Employees

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

~~Guiding Principles~~ Informal Process

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

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

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~~Direct
Communication with
Board Members~~
~~Employees shall not
be prohibited from
communicating with
a member of the
Board regarding
District operations~~
~~Formal Process
communication
between an
employee and a
Board member
would be
inappropriate
because of a
pending hearing or
appeal related to the
employee~~
Filing
Deadlines

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

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

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

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

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

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

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

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

Option to Continue
Informal Process

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

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Notice of Complaint	A District employee against whom a complaint has been filed shall be provided notice of the complaint in accordance with administrative regulations. The employee shall have sufficient opportunity to submit a written response to the complaint that shall be included in the record of the complaint.
Freedom from Retaliation	Neither the Board nor any District employee shall unlawfully retaliate against an employee for bringing a concern or complaint.
Whistleblower Complaints	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. [See DG]
Complaints Against Supervisors	Complaints alleging a violation of law by a supervisor may be made to the Superintendent or designee . Complaint forms . Complaints alleging a violation of law by the Superintendent may be submitted directly to the Board or Board's designee.
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.
General Provisions Filing	Complaint forms and appeal notices may be filed by hand-delivery, by electronic communication, including email and fax , or by U.S. Mail. Hand-delivered filings shall be timely filed if received by the appropriate administrator or designee by the close of business on the deadline. Filings submitted by electronic communication shall be timely filed if they are received by the close of business on the deadline, as indicated by the date/time shown on the electronic communication. Mail filings shall be timely filed if they are post-marked by U.S. Mail on or before the deadline and received by the appropriate administrator or designated representative no more than three business days after the deadline.
Scheduling Conferences Hearings	The District shall make reasonable attempts to schedule conferences hearings at a mutually agreeable time. If the employee fails to appear at a scheduled conference hearing, the District may hold the conference hearing and issue a decision in the employee's absence.
Response At Levels One and Two, "response" Decision	A "decision" shall mean a written communication to the employee from the appropriate administrator. Responses that provides an explanation of the basis of the decision, an indication of each document that supports the decision, and any relief or redress to be

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provided. A decision shall be issued on the merits of the concern raised in the complaint notwithstanding any procedural errors or the type of relief or redress requested.

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

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

Days

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

Representative
Representative

"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~~ the employee in the complaint process.

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 business days' notice to the District before a scheduled ~~conference or~~ hearing, the District may reschedule the ~~conference or~~ hearing to a later date, if desired, in order to include the District's counsel. The District may be represented by counsel at any level of the process.

Consolidating
Complaints

~~Complaints arising out of an event or a series of related events shall be addressed in one complaint. Employees shall not file To promote efficiency in addressing complaints, the appropriate administrator shall determine if separate or serial complaints arising from any an event or series of events that have been or could have been addressed in a previous complaint.~~

~~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.~~

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 employee, at any point during the complaint process. The employee may appeal the~~

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~~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~~related events shall be consolidated.

Costs Incurred

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

Complaint and
Appeal Forms

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

Copies of any documents that support the complaint should be ~~at-
tached to~~included with the complaint form. If the employee does not have copies of these documents, ~~they~~copies may be presented at the Level One ~~conference~~hearing. After the Level One ~~confer-
ence, no new documents may be submitted by the employee un-
less the employee did not know the documents existed before the~~Level One ~~conference~~hearing, the employee may supplement the record with additional documents or include additional claims.

Record

A record of each complaint hearing shall be created and retained in accordance with this policy. The record shall include documents submitted by the employee who filed the complaint, documents determined relevant by District personnel, and the decision.

Remand

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

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

Assignment of
Hearing Officer

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

Investigation

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

Audio Recording

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

employee shall notify all attendees present that an audio recording is taking place.

Complaint Levels

Level One

~~Complaint forms must be filed:~~

~~8. 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~~

~~9. 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~~At Level One, the appropriate hearing officer shall hold a hearing with the employee within 10 calendar days after receipt of the written complaint. The hearing officer may set reasonable time limits for the hearing.

The hearing officer shall provide the employee a decision within 20 calendar days following the hearing. In reaching a decision, the hearing officer may consider information provided with the complaint form and any other relevant documents or information the hearing officer believes will help resolve the complaint.

Level Two

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

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

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

The Level One record shall include:

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

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

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

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- tion the ~~Superintendent or designee~~ hearing officer believes will help resolve the complaint.
- Recordings of the Level One and Level Two ~~conferences~~ hearings, if any, shall be maintained with the Level One and Level Two records.
- Level Three
- If the employee did not receive the relief requested at Level Two or if the time for a ~~response~~ decision has expired, the employee may appeal the decision to the Board.
- The appeal notice must be filed in writing, on a form provided by the District, within ~~ten~~ 20 calendar days of the date of the ~~written~~ Level Two ~~response~~ decision or, if no ~~response was received,~~ ~~within ten~~ decision has been communicated to the employee, within 20 calendar days of the Level Two ~~response~~ decision deadline.
- ~~The Superintendent or designee shall inform the employee of the date, time, and place of the Board~~ Unless the Board delegates a committee in accordance with law, the Board shall hear the appeal of the Level Two decision.
- After receiving notice of the appeal, the Board or Board committee shall hold a meeting to discuss the complaint no later than 60 calendar days after the date on which the Level Two decision was made.
- The Superintendent shall inform the employee whether the Board or a Board committee will hear the appeal and of the date, time, and place of the meeting at which the complaint will be on the agenda for presentation to the Board or Board committee.
- ~~The Superintendent or designee~~ At least five business days before the Board or Board committee meeting, the Superintendent shall provide the employee a description of any information the Board intends to rely on that is not contained in the record created at the previous hearing levels, including any preliminary hearing.
- The Superintendent 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~~ Any other documents submitted by the employee at Level Two.
 - 3.4. The decision issued at Level Two and any attachments.

~~4.5.~~ All other documents relied upon by the administration in reaching the Level Two decision.

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

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

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

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

The Board or Board committee shall then consider the complaint. It ~~may give notice of its~~ shall make a 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~~ no later than 30 calendar days after the date of the Board or Board committee meeting at which the complaint was presented. The employee shall be provided a decision in accordance with this policy and state law.

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

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

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

**Violations of
Standards of
Conduct**

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

Weapons Prohibited

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

Exceptions

No violation of this policy occurs when:

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

**Electronic
Communication**

Use with Students

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

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

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

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

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

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

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

Personal Use

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

Reporting Improper Communication

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

Disclosing Personal Information

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

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Prohibited Classroom Instruction or Activities

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

Prohibited Diversity, Equity, and Inclusion Duties

An employee shall be subject to disciplinary action, including termination of employment, if the employee, intentionally or knowingly:

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

[See BT(LEGAL)]

Social Transitioning

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

Safety Requirements

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

Harassment or Abuse

An employee shall not engage in prohibited harassment, including sexual harassment, of:

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

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

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

Relationships with Students

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

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

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

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

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

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

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

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

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

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

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

Exceptions

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

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

EMPLOYEE STANDARDS OF CONDUCT

DH
(LOCAL)

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

Sanctions

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

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

Notice

Employees shall receive a copy of this policy.

Arrests, Indictments, Convictions, and Other Adjudications

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

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

EMPLOYEE STANDARDS OF CONDUCT

DH
(LOCAL)

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

INSTRUCTIONAL ARRANGEMENTS
LESSON PLANS

EEP
(LOCAL)

**Instructional Plan
and Course Syllabus**

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

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

District Website

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

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.

INSTRUCTIONAL RESOURCES
INSTRUCTIONAL MATERIALS

EFA
(LOCAL)

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

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

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

Parent Request for Instructional Material Review

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

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

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

Reconsideration of Instructional Materials

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

Guiding Principles

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

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

INSTRUCTIONAL RESOURCES
INSTRUCTIONAL MATERIALS

EFA
(LOCAL)

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

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

Informal
Reconsideration

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

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

Formal Request for
Reconsideration

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

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

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

*Frequency of
Review*

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

Appeal	The complainant may appeal the decision of the reconsideration committee in accordance with appropriate complaint policies, starting at the appropriate level. [See DGBA, FNG, and GF]
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Note: Unless otherwise noted, the terms “video recording,” “video surveillance,” and “video monitoring” shall also include any associated audio recordings. In addition, the term “classroom” shall also include other special education settings subject to video and audio recording required by law.

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

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

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

Requests

For Following Year

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

For Current Year

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

Response

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

Notice

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

Installation and Operation

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

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

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

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

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

**Retention of
Recordings**

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

**Confidentiality of
Recordings**

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

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

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

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

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

Reporting an Incident

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

Complaints

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

ACADEMIC ACHIEVEMENT
GRADING/PROGRESS REPORTS TO PARENTS

EIA
(LOCAL)

Relation to Essential Knowledge and Skills

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

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

Guidelines for Grading

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

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

Progress Reporting

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

Interim Reports

Interim progress reports shall be issued for all students after the ~~fourth~~third week and the sixth week of each grading period. Supplemental progress reports may be issued at the teacher's discretion.

Conferences

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

Academic Dishonesty

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

employee, taking into consideration written materials, observation,
~~or~~ information from students, ~~or the use of an artificial intelligence~~
detection tool selected by the District.

PARENT RIGHTS AND RESPONSIBILITIES

FA
(LOCAL)

Parent Portal

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

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

Release from School

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

Private Lessons

~~Students shall not be excused during school hours for private lessons of any nature~~

Exception for Released Time Course

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

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

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

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

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

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

WELLNESS AND HEALTH SERVICES
MEDICAL TREATMENT

FFAC
(LOCAL)

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

**Medication Provided
by Parent**

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

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

**Medication Provided
by District**

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

Athletic Program

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

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

Opioid Antagonist

This provision shall be applicable to every campus.

On Campus

The District authorizes school personnel who have been adequately trained to administer an opioid antagonist in accordance with law and this policy. Administration of an opioid antagonist shall only be permitted when an authorized and trained individual reasonably believes a person is experiencing an opioid-related overdose.

Each applicable campus shall have at least one individual who is authorized and trained to administer an opioid antagonist present during regular school hours.

WELLNESS AND HEALTH SERVICES
MEDICAL TREATMENT

FFAC
(LOCAL)

*Maintenance,
Availability,
Training, and
Reporting*

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

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

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

Psychotropics

Except as permitted by law, an employee shall not:

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

Medical Treatment

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

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

Threat Assessment and Safe and Supportive Team	In compliance with law, the Superintendent shall ensure that a multidisciplinary threat assessment and safe and supportive team is established to serve each campus. The Superintendent shall appoint team members. The team shall be responsible for developing and implementing a safe and supportive school program at each campus served by the team and shall support the District in implementing its multi-hazard emergency operations plan.
Training	Each team shall complete training provided by an approved provider on evidence-based threat assessment programs.
Student Reports	Each campus shall establish a clear procedure for a student to report concerning behavior exhibited by another student for assessment by the team or other appropriate District employee.
Employee Confidentiality	A District employee who reports a potential threat may elect for the employee's identity to remain confidential and not be subject to disclosure under the state's public information law. The employee's identity shall only be revealed when necessary for the team, the District, or law enforcement to investigate the reported threat. The District shall maintain a record of the identity of a District employee who elects for the employee's identity to remain confidential.
Notification to Teaching Staff of Threat	As soon as safe and practicable after an administrator or team receives information regarding a threat against a campus, including a threat made through social media, the appropriate administrator or the team shall immediately provide to each member of the teaching staff, including teacher aides, who may be directly affected by the threat a statement containing the following information: 1. The existence of the threat; 2. The nature of the threat; and 3. Any other pertinent detail to ensure student and staff safety. The Superintendent shall develop administrative regulations to ensure that the required notice is provided to the teaching staff in accordance with law. The administrative regulations may also address notification of other appropriate employees on the affected campus.
Imminent Threats or Emergencies	A member of the team or any District employee may act immediately to prevent an imminent threat or respond to an emergency, including contacting law enforcement directly.
Threat Assessment Process	The District shall develop procedures as recommended by the Texas School Safety Center. In accordance with those procedures,

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

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

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

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

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

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

As appropriate, the team may refer a student:

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

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

STUDENT WELFARE
CRISIS INTERVENTION

FFB
(LOCAL)

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

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

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

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

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

**Notice of Suspected
Criminal Offense**

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

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

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

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

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

Training

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

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

**Reporting Child
Abuse and Neglect**

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

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

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

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

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

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

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

Oral Reports

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

Restrictions on Reporting

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

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

Making a Report

Reports may be made to any of the following:

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

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

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

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

Confidentiality

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

Immunity

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

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

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

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

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

**Responsibilities
Regarding
Investigations**

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

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

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

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

STUDENT RIGHTS AND RESPONSIBILITIES
STUDENT AND PARENT COMPLAINTS/GRIEVANCES

FNG
(LOCAL)

Complaints

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

Other Complaint
Processes

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

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

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

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

Notice to Students and Parents

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

Guiding Principles
Informal Process

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

Informal resolution shall be encouraged but shall not extend any deadlines in this policy, except Filing Deadlines

[If a student or parent has engaged in the informal process in an attempt to resolve the complaint with the District and has not reached a resolution during the process, the student or parent shall have the later of:](#)

[After Informal Process](#)

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

[\[See Formal Process, below\]](#)

[No Prior Informal Process](#)

[If the student or parent has not engaged in the informal process, the student or parent shall have no more than 60 calendar days from the date the student or parent first knew, or with reasonable](#)

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

Deadline Extensions

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

Formal Process

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

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

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

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

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

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

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

Option to Continue Informal Process

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

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Notice of Complaint	A District employee against whom a complaint has been filed shall be provided notice of the complaint in accordance with administrative regulations. The employee shall have sufficient opportunity to submit a written response to the complaint that shall be included in the record of the complaint.
Freedom from Retaliation	Neither the Board nor any District employee shall unlawfully retaliate against any student or parent for bringing a concern or complaint.
General Provisions Filing	Complaint forms and appeal notices may be filed by hand-delivery, by electronic communication, including email and fax, or by U.S. Mail. Hand-delivered filings shall be timely filed if received by the appropriate administrator or designee by the close of business on the deadline. Filings submitted by electronic communication shall be timely filed if they are received by the close of business on the deadline, as indicated by the date/time shown on the electronic communication. Mail filings shall be timely filed if they are postmarked by U.S. Mail on or before the deadline and received by the appropriate administrator or designated representative no more than three business days after the deadline.
Scheduling Conferences Hearings	The District shall make reasonable attempts to schedule conferences hearings at a mutually agreeable time. If a student or parent complainant fails to appear at a scheduled conference hearing, the District may hold the conference hearing and issue a decision in the student's or parent's complainant's absence.
Response At Levels One and Two, "response" Decision	A "decision" shall mean a written communication to the student or parentcomplainant 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 that provides an explanation of the basis of the decision, an indication of each document that supports the decision, and any relief or redress to be provided. A decision shall be issued on the merits of the concern raised in the complaint notwithstanding any procedural errors or the type of relief or redress requested. The decision shall also include information regarding the filing of an appeal in accordance with this policy. After a hearing at Level Three, the decision shall include information on submitting an appeal to the commissioner. A decision may be hand-delivered, sent by electronic communication to the complainant's email address of record, or sent by U.S. Mail to the complainant's mailing address of record. Mailed decisions shall be timely if they are postmarked by U.S. Mail on or before the deadline.

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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 parentcomplainant to represent the student or parentcomplainant in the complaint process. A student may be represented by an adult at any level of the complaint. The student or parentcomplainant may designate a representative through written notice to the District at any level of this process. If the student or parentThe representative may participate in person or by telephone conference call. If the complainant designates a representative with fewer than three business days' notice to the District before a scheduled conference orhearing, the District may reschedule the conference orhearing to a later date, if desired, in order to include the District's counsel. The District may be represented by counsel at any level of the process.
Consolidating Complaints	Complaints arising out of an event or a series of related events shall be addressed in one complaint. A student or parent shall not file To promote efficiency in addressing complaints, the appropriate administrator shall determine if separate or serial complaints arising from any an 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 timelinessrelated events shall be consolidated.
Costs Incurred	Each party shall pay its own costs incurred in the course of the complaint.
Complaint and Appeal Forms	Complaints and appeals under this policy shall be submitted in writingon a form provided by the District. Copies of any documents that support the complaint should be attached toincluded with the complaint form. If the student or parentcomplainant does not have copies of these documents, copies may be presented at the Level One conferencehearing. 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 docu-

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	ments existed before the Level One conference hearing, the complainant may supplement the record with additional documents or include additional claims.
Record	A record of each complaint hearing shall be created and retained in accordance with this policy. The record shall include documents submitted by the complainant, documents determined relevant by District personnel, and the decision.
Remand	A complaint or appeal form that is incomplete in any material aspect mayshall be dismissed but may be refiled with all the required information if the re-filing is within the designated time for filing.re-filed, if at Level One, and remanded at all other levels in order to develop an adequate record of the complaint. If an adequate record has not been developed, the appropriate administrator may remand the complaint to a lower level. The Board or Board committee may remand a complaint to a lower level if at the Board level of review an adequate record has not been developed.
Assignment of Hearing Officer	When a District employee is the subject of a complaint, the hearing shall be conducted by an administrator who is in a supervisory or higher organizational role. The District employee who is the subject of the complaint shall recuse themselves from reviewing the complaint at any level in the process.
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

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~~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~~
~~Level Two~~
Investigation

~~after receipt of the written complaint. The administrator may set reasonable time limits for the conference.~~

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

At Level One, the appropriate hearing officer shall hold a hearing with the complainant within 10 calendar days after receipt of the written complaint. The hearing officer may set reasonable time limits for the hearing.

The hearing officer shall provide the complainant a decision within 20 calendar days following the hearing. In reaching a decision, the hearing officer may consider information provided with the complaint form and any other relevant documents or information the hearing officer believes will help resolve the complaint.

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

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

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

The Level One record shall include:

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

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

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

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

Level Three

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

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

~~The Superintendent or designee shall inform the student or parent of the date, time, and place of the Board~~ Unless the Board delegates a committee in accordance with law, the Board shall hear the appeal of the Level Two decision.

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

The Superintendent shall inform the complainant whether the Board or a Board committee will hear the appeal and of the date,

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time, and place of the meeting at which the complaint will be on the agenda for presentation to the Board or Board committee.

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

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

The Level Two record shall include:

1. The Level One record.
2. The notice of appeal from Level One to Level Two.
3. ~~The written response~~Any other documents submitted by the complainant at Level Two.
- ~~3.4.~~4. The decision issued at Level Two and any attachments.
- ~~4.5.~~5. All other documents relied upon by the administration in reaching the Level Two decision.

~~The appeal shall be limited to the issues and documents considered at Level Two, except that if at the Level Three hearing the administration intends to rely on evidence not included in the Level Two record, the administration shall provide the 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~~complainant may request that the complaint be heard in open or closed meeting. The District shall honor that request unless the Texas Open Meetings Act or other applicable law requires otherwise. [See BE]

At the meeting, the presiding officer may set reasonable time limits and guidelines for the presentation, including an opportunity for the ~~student or parent~~complainant and administration to each make a presentation and provide rebuttal and an opportunity for questioning by ~~the Board. The Board shall hear the complaint and may re-~~

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~~quest that the administration provide an explanation for the decisions at the preceding levels.~~ members.

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

The Board ~~or Board committee~~ shall then consider the complaint. It ~~may give notice of its~~shall make a 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~~no later than 30 calendar days after the date of the Board or Board committee meeting at which the complaint was presented. The complainant shall be provided a decision in accordance with this policy and state law.

STUDENT DISCIPLINE

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Student Code of Conduct

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

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

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

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

Revisions

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

Extracurricular Standards of Behavior

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

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

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

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

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“Parent” Defined

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

General Discipline Guidelines

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

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

Corporal Punishment

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

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

Guidelines

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

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

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

Disciplinary
Records

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

Physical Restraint

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

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

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

**Video and Audio
Monitoring**

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

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

Use of Recordings

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

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Access to
Recordings

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

Complaints

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

Other Complaint Processes

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

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

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

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

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

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

Filing Deadlines

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

Deadline Extensions

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

Formal Process

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

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

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

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

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

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

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

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

Option to Continue Informal Process

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

Notice of Complaint

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

Freedom from Retaliation

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

General Provisions

Filing

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

communication. Mail filings shall be timely filed if they are post-marked by U.S. Mail on or before the deadline and received by the appropriate administrator or designated representative no more than three **business** days after the deadline.

Scheduling
~~Conferences~~**Hearin**
gs

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

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

A "decision" shall mean a written communication to the ~~individual-~~
~~complainant~~ from the appropriate administrator. ~~Responses may~~
~~be hand-delivered, sent by electronic communication to the individ-~~
~~ual's email address of record, or sent by U.S. Mail to the individ-~~
~~ual's mailing address of record. Mailed responses that provides an~~
explanation of the basis of the decision, an indication of each docu-
ment that supports the decision, and any relief or redress to be
provided. A decision shall be issued on the merits of the concern
raised in the complaint notwithstanding any procedural errors or
the type of relief or redress requested.

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

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

~~Days~~

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

Representative

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

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

PUBLIC COMPLAINTS

GF
(LOCAL)

Consolidating Complaints	Complaints arising out of an event or a series of related events shall be addressed in one complaint. An individual shall not fileTo promote efficiency in addressing complaints, the appropriate administrator shall determine if separate or serial complaints arising from anyan 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 timelinessrelated events shall be consolidated.
Costs Incurred	Each party shall pay its own costs incurred in the course of the complaint.
Complaint and Appeal Forms	Complaints and appeals under this policy shall be submitted in writing on a form provided by the District. Copies of any documents that support the complaint should be attached toincluded with the complaint form. If the individualcomplainant does not have copies of these documents, theycopies may be presented at the Level One conferencehearing. 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 conferencehearing, the complainant may supplement the record with additional documents or include additional claims.
Record	A record of each complaint hearing shall be created and retained in accordance with this policy. The record shall include documents submitted by the complainant, documents determined relevant by District personnel, and the decision.
Remand	A complaint or appeal form that is incomplete in any material aspect mayshall be dismissed but may be refiled with all the required information if the refiling is within the designated time for filingrefiled, if at Level One, and remanded at all other levels in order to develop an adequate record of the complaint. If an adequate record has not been developed, the appropriate administrator may remand the complaint to a lower level. The Board or Board committee may remand a complaint to a lower level if at the Board level of review an adequate record has not been developed.

Assignment of Hearing Officer

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

Level One

Complaint forms must be filed:

- ~~3. 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~~
- ~~4. 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~~
Complaint Levels
Level One
Investigation

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

At Level One, the appropriate hearing officer shall hold a hearing with the complainant within 10 calendar days after receipt of the written complaint. The hearing officer may set reasonable time limits for the hearing.

The hearing officer shall provide the complainant a decision within 20 calendar days following the hearing. In reaching a decision, the hearing officer may consider information provided with the complaint form and any other relevant documents or information the hearing officer believes will help resolve the complaint.

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

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

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

The Level One record shall include:

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

The ~~Superintendent or designee shall schedule a conference within ten~~hearing officer shall hold a hearing within 10 calendar days after the appeal notice is filed. The ~~conference shall be lim-~~

~~ited 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.~~hearing officer may set reasonable time limits for the hearing.

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

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

Level Three

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

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

~~The Superintendent or designee shall inform the individual of the date, time, and place of the Board~~Unless the Board delegates a committee in accordance with law, the Board shall hear the appeal of the Level Two decision.

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

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

~~The Superintendent or designee shall provide the Board the record of the Level Two appeal. The individual~~At least five business days before the Board or Board committee meeting, the Superintendent

shall provide the complainant a description of any information the Board intends to rely on that is not contained in the record created at the previous hearing levels, including any preliminary hearing.

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

The Level Two record shall include:

1. The Level One record.
2. The notice of appeal from Level One to Level Two.
3. ~~The written response~~Any other documents submitted by the complainant at Level Two.
- ~~3-4.~~ The decision issued at Level Two and any attachments.
- ~~4-5.~~ All other documents relied upon by the administration in reaching the Level Two decision.

~~The appeal shall be limited to the issues and documents considered at Level Two, except that if at the Level Three hearing the administration intends to rely on evidence not included in the Level Two record, the administration shall provide the 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~~complainant may request that the complaint be heard in open or closed meeting. The District shall honor that request unless the Texas Open Meetings Act or other applicable law requires otherwise. [See BE]

At the meeting, the presiding officer may set reasonable time limits and guidelines for the presentation, including an opportunity for the individualcomplainant 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.~~ members.

In addition to any other record of the Board meeting required by law, the Board or Board committee shall prepare a separate record of the Level Three presentation. The Level Three presentation, including the presentation by the individualcomplainant or his or herthe complainant's representative, any presentation from the administration, and questions from the Board members with re-

sponses, shall be recorded by audio recording, video/audio recording, or court reporter.

The Board or Board committee shall then consider the complaint. It ~~may give notice of its~~ shall make a 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~~ no later than 30 calendar days after the date of the Board or Board committee meeting at which the complaint was presented. The complainant shall be provided a decision in accordance with this policy and state law.

COMMUNITY RELATIONS
CONDUCT ON SCHOOL PREMISES

GKA
(LOCAL)

**Access to District
Property**

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

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

**Ejection or
Exclusion under
Education Code
37.105**

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

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

**Off-Campus
Activities**

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

Prohibitions

Tobacco and
E-Cigarettes

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

Weapons

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

Exceptions

No violation of this policy occurs when:

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



Splendoria ISD Board of Trustees Agenda Item Information Form

BOARD MEETING DATE: 05/18/2026

AGENDA ITEM NAME: Approve the Second Reading and Adopt Local Policy EI

THIS ITEM RELATES TO STRATEGIC PLAN PILLAR(S): Student Learning & Progress;
Student Readiness

BACKGROUND INFORMATION:

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

Proposed Revision: The District shall award credit for a credentialed lower-level course in a language other than English (LOTE) on a pass/fail basis if a student completes the higher-level LOTE course with an overall grade of 70 or higher or earns credit for the higher-level LOTE course through credit by examination.

ADMINISTRATIVE RECOMMENDATION: Administration recommends that the Board of Trustees of Splendoria Independent School District approve the credentialing policy revision.

ATTACHMENTS: Policy Update  EI(L)-A to X; proposed revisions 2-2-2026

BUDGET INFORMATION: N/A

RESOURCE PERSONNEL: Itzil Welch- Director of Multilingual, Carrie Reed- Deputy Superintendent, Academics, Dr. Kristy Dietrich, Assistant Superintendent of Teaching & Learning

RECOMMENDED MOTION: No motion at this time

ACADEMIC ACHIEVEMENT EI (LOCAL)

meet all applicable state testing requirements.
[See EIF, FMH]

Certificate of Coursework Completion

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

Partial Credit [Credentialing](#)

PROPOSED REVISIONS

The District shall issue a certificate of coursework completion to a student who has successfully completed state and local credit requirements for graduation but has failed to

[The District shall award credit for a credentialed lower-level course in a language other than English \(LOTE\) on a pass/fail basis if a student completes the higher-level LOTE course with an overall grade of 70 or higher or earns credit for the higher-level LOTE course through credit by examination.](#)



Splendoria ISD Board of Trustees Agenda Item Information Form

BOARD MEETING DATE: May 18, 2026

AGENDA ITEM NAME: Consider Approval of the Hiring of the ELAR Coordinator.

THIS ITEM RELATES TO STRATEGIC PLAN PILLAR(S): Fiscal & Operational Systems

BACKGROUND INFORMATION: N/A

ADMINISTRATIVE RECOMMENDATION: Administration recommends the hiring of the ELAR Coordinator.

ATTACHMENTS: N/A

BUDGET INFORMATION: General Fund 199

RESOURCE PERSONNEL: Dr. Dustin Bromley, Superintendent of Schools

RECOMMENDED MOTION: I move to approve the hiring of the ELAR Coordinator.



Splendoria ISD Board of Trustees Agenda Item Information Form

BOARD MEETING DATE: May 18, 2026

AGENDA ITEM NAME: Consider Approval of the Hiring of the Special Service Coordinator.

THIS ITEM RELATES TO STRATEGIC PLAN PILLAR(S): Fiscal & Operational Systems

BACKGROUND INFORMATION: N/A

ADMINISTRATIVE RECOMMENDATION: Administration recommends the hiring of the Special Service Coordinator.

ATTACHMENTS: N/A

BUDGET INFORMATION: General Fund 199

RESOURCE PERSONNEL: Dr. Dustin Bromley, Superintendent of Schools

RECOMMENDED MOTION: I move to approve the hiring of the Special Service Coordinator.



Splendoria ISD Board of Trustees Agenda Item Information Form

BOARD MEETING DATE: May 18, 2026

AGENDA ITEM NAME: Consider approval of the award of RFP 26-03 for the Livestock Facility & Show Arena Land Clearing (Project # 907-000) to Ameripride Construction LLC, and delegate authority to the Superintendent, or designee, to negotiate and execute a contract with the selected company.

THIS ITEM RELATES TO STRATEGIC PLAN PILLAR(S): Fiscal & Operational Systems

BACKGROUND INFORMATION: Request for Proposal (RFP) 26-03 for the Livestock Facility & Show Arena Land Clearing (Project #907-000) was advertised in the Conroe Courier on January 26, 2026, and February 2, 2026. A total of three companies submitted proposals, which were evaluated by the District and Lockwood, Andrews & Newnam, Inc. (LAN), based on the following criteria:

- Price
- Reputation of Vendor and of Vendor's goods and/or services
- Quality of Vendor's good and/or services
- Extent to which the goods and/or services meet Splendoria ISD's needs
- Vendor's past relationship with Splendoria ISD
- Total long-term cost to Splendoria ISD to acquire Vendor's goods and/or services

Ameripride Construction LLC was the number one ranked proposer and has been determined to provide the best value to Splendoria ISD.

ADMINISTRATIVE RECOMMENDATION: Administration recommends approval of Ameripride Construction LLC for the award of RFP 26-03.

ATTACHMENTS: RFP 26-03 Score Sheet

BUDGET INFORMATION: The expenditure will be funded by the Capital Projects Fund (2025 Bond) in an amount not to exceed \$441,600.

RESOURCE PERSONNEL: Yvonne M. Johnson, Chief Financial Officer, Dr. Shane Conklin, Deputy Superintendent, Kevin Lynch, Project Manager, Jennifer Stafford, Director of Purchasing, and Robert Arcement, LAN Project Manager

RECOMMENDED MOTION: I move to approve award of RFP 26-03 for the Livestock Facility & Show Arena Land Clearing (Project # 907-000) to Ameripride Construction LLC, and delegate authority to the Superintendent, or designee, to negotiate and execute a contract with the selected company.

Totals

**RFP 26-03 Livestock Facility & Show Arena Land Clearing
Project #907-000**Possible
Points

Ameripride Construction LLC (Judy)	R & T Ellis Excavating Inc (Kochevar)	Texas Land Clearing, Inc.
---	--	--

Base Price

\$240,000.00 \$347,500.00 \$277,500.00

Alt 1 (add)

\$201,600.00 \$225,000.00 \$192,500.00

Total including Alternate 1**\$441,600.00 \$572,500.00 \$470,000.00**

1. Price (The allocation of points for submitted pricing is based on a sliding scale. The further a proposer is from the lowest bid, the fewer points are allocated.)	40	40	18	34
2. Reputation of Vendor and of Vendor's goods and/or services	20	20	20	20
3. Quality of Vendor's goods and/or services	10	8.25	7.25	10
4. Extent to which the goods and/or services meet Splendora ISD's needs	10	10	10	10
5. Vendor's past relationship with Splendora ISD	10	9.25	3.5	10
6. Impact on the ability of Splendora ISD to comply with laws and rules relating to HUBs	0	0	0	0
7. Total long-term cost to Splendora ISD to acquire Vendor's goods and/or services	10	10	10	10
8. For a contract for goods and services, other than goods and services related to telecommunications and information services, building construction and maintenance, or instructional materials, whether the Vendor or the Vendor's ultimate parent company or majority owner: (A) has its principal place of business in this state; or (B) employs at least 500 persons in this state [1] [1] Splendora ISD may apply an optional geographic preference in the procurement of unprocessed locally grown or locally raised agricultural products for use in a Child Nutrition Program. See 7 C.F.R. §§ 210 (National School Lunch Program), 215 (Special Milk Program for Children), 220 (School Breakfast Program), 225 (Summer Food Service Program), 226 (Child and Adult Care Food Program).	0	0	0	0
9. Other relevant factor specifically listed in the request for bids or proposals	0	0	0	0
	100	97.5	68.75	94

Proposer Ranking

1

3

2



Splendoria ISD Board of Trustees Agenda Item Information Form

BOARD MEETING DATE: May 18, 2026

AGENDA ITEM NAME: Consider approval of the Competitive Sealed Proposal (CSP) Method of Project Delivery/Contract Award for the District-Wide Support Services Project (Project #905-000).

THIS ITEM RELATES TO STRATEGIC PLAN PILLAR(S): Fiscal & Operational Systems

BACKGROUND INFORMATION: Districts may only procure construction services using a method in Texas Government Code, Chapter 2269 or an interlocal agreement, depending on which method will provide the best value to the District. The methods available are:

- Competitive bidding
- **Competitive sealed proposals (CSP)**
- Construction manager-agent
- Construction manager-at-risk
- Design-build
- Job order contracting (JOC)

Board Policy CV(LOCAL) states the Board shall, prior to advertising a project, determine the project delivery/contract award method to be used for each construction contract valued at or above \$50,000. To assist the Board, the Superintendent shall recommend the project delivery/contract award method that he or she determines provides the best value to the District.

CSP is the recommended project delivery/contract award method for construction of the District-Wide Support Services Project.

ADMINISTRATIVE RECOMMENDATION: Administration recommends approval of the CSP project delivery/contract award method.

ATTACHMENTS: N/A

BUDGET INFORMATION: The expenditure will be funded by the Capital Projects Fund (2025 Bond). A contract associated with this project will be placed on a future agenda for Board of Trustees approval to award the project to a specific vendor for a specified amount.

RESOURCE PERSONNEL: Yvonne M. Johnson, Chief Financial Officer, Dr. Shane Conklin, Deputy Superintendent, Kevin Lynch, Project Manager, and Robert Arcement, LAN Project Manager

RECOMMENDED MOTION: I move to approve the Competitive Sealed Proposal (CSP) Method of Project Delivery/Contract Award for the District-Wide Support Services Project (Project #905-000).



Splendoria ISD Board of Trustees Agenda Item Information Form

BOARD MEETING DATE: May 18, 2026

AGENDA ITEM NAME: Consider approval of the Job Order Contracting (JOC) Method of Project Delivery/Contract Award for the Peach Creek Elementary Additional Parking Project (Project #101-001).

THIS ITEM RELATES TO STRATEGIC PLAN PILLAR(S): Fiscal & Operational Systems

BACKGROUND INFORMATION: Districts may only procure construction services using a method in Texas Government Code, Chapter 2269 or an interlocal agreement, depending on which method will provide the best value to the District. The methods available are:

- Competitive bidding
- Competitive sealed proposals (CSP)
- Construction manager-agent
- Construction manager-at-risk
- Design-build
- **Job order contracting (JOC)**

Board Policy CV(LOCAL) states the Board shall, prior to advertising the project, determine the project delivery/contract award method to be used for each construction contract valued at or above \$50,000. To assist the Board, the Superintendent shall recommend the project delivery/contract award method that he or she determines provides the best value to the District.

JOC is the recommended project delivery/contract award method for the parking project.

ADMINISTRATIVE RECOMMENDATION: Administration recommends approval of the JOC project delivery/contract award method.

ATTACHMENTS: N/A

BUDGET INFORMATION: The expenditure will be funded by the Capital Projects Fund (2022 Bond). A contract associated with this project will be placed on a future agenda for Board of Trustees approval to award the project to a specific vendor for a specified amount.

RESOURCE PERSONNEL: Yvonne M. Johnson, Chief Financial Officer, Dr. Shane Conklin, Deputy Superintendent, Kevin Lynch, Splendora ISD Project Manager, and Robert Arcement, LAN Project Manager

RECOMMENDED MOTION: I move to approve the Job Order Contracting (JOC) Method of Project Delivery/Contract Award for the Peach Creek Elementary Additional Parking Project (Project #101-001).



Splendoria ISD Board of Trustees Agenda Item Information Form

BOARD MEETING DATE: May 18, 2026

AGENDA ITEM NAME: Consider approval of the purchase of four (4) 78-Passenger School Buses, each equipped with three-point seat belts for all passengers, from Thomas Bus Gulf Coast GP, Inc., in the amount of \$671,040, via TIPS Contract 240901

THIS ITEM RELATES TO STRATEGIC PLAN PILLAR(S): (6) Fiscal and Operational Systems & (7) Safety and Wellbeing

BACKGROUND INFORMATION: Splendoria ISD has been awarded a grant through the Texas Commission on Environmental Quality (TCEQ) Texas Clean School Bus (TCSB) Program in the amount of \$426,884. The Transportation Department is requesting approval to purchase four (4) 78-passenger school buses to replace four buses currently in service that are over 24 years old. Replacing these aging vehicles will help reduce long-term operational costs through improved fuel efficiency, fewer breakdowns, and benefiting from warranty coverage. This purchase will also support the District's efforts to comply with Senate Bill (SB) 546 by purchasing buses equipped with three-point seat belts.

ADMINISTRATIVE RECOMMENDATION: Administration recommends the Board of Trustees approve the purchase of (4) 78-Passenger School Buses.

ATTACHMENTS: Quotes with Thomas Bus.

BUDGET INFORMATION: TCEQ funding will reimburse the District for \$426,884. The total bus purchase is \$671,040. The difference of \$244,156 will be funded by the Capital Projects Fund (2022 Bond).

RESOURCE PERSONNEL: Dr. Shane Conklin, Deputy Superintendent, Darcas Moody, Transportation Director, Yvonne Johnson, Chief Financial Officer

RECOMMENDED MOTION: I move to approve the purchase of four (4) 78-Passenger School Buses, each equipped with three-point seat belts for all

passengers, from Thomas Bus Gulf Coast GP, Inc., in the amount of \$671,040,
via TIPS Contract 240901



Customer Quotation

Prepared For:
SPLENDORA ISD
23419 FM 2090
SPLENDORA, TX 77372

Prepared By :
Jay Vinson
Thomas Bus Texas
935.465.4887

Quote Number:
421779

Quote Date:
4/20/2026

Customer Order No:
Splendora78

Model Profile: Saf-T-Liner C2 341TS

Product Type:	School Transportation
Year:	2027
Chassis Model:	B2 106
Chassis MFG:	FLNER
Passenger Capacity:	78
Headroom:	78
Wheelbase:	279
Brake Type:	AIR
Engine Type:	CUMMINS B6.7 220 DIESEL, 6 Cyl, 220 HP, 2600 RPM
Fuel Type:	DIESEL
Fuel Tank Capacity:	100
Transmission Type:	AUTOMATIC
Axle, Front:	10000-lb Capacity
Axle, Rear:	23000-lb Capacity
Tires, Front:	FRONT HANKOOK AH24 11R22.5 14 PLY TIRES
Tires, Rear:	REAR HANKOOK AH24 11R22.5 14 PLY TIRES

Total for 1 complete unit(s): **\$161,000.00**

Includes the Following Equipment:

BODY

ACCESSORIES

- 1 VISOR-TINT DRS SIDE WDO 6"X18"
- 1 LOCKS-KEYED ALIKE #CH545
- 1 LOCK-DR INT STOR OVR DRVRSHDR

CERTIFICATION/SAFETY

- 1 REFLECTTAPE-RR END YEL 2"
- 4 REFLECTTAPE-P/O WDO YEL
- 1 REFLECTTAPE-EMER DR RR YEL
- 1 REFLECTTAPE-SI 2" ABV FLR YEL
- 1 FE-5 3A-40BC
- 1 REFLECTORS-AMBER(4) MID/FRT 3"
- 1 REFLECTORS-RED (4) RR/RR SI 3"
- 1 ELEC-ROOF ESCAPE HATCH POS 3
- 1 HANDLES-W/S SERVICE, BLACK
- 1 KIT,FIRST AID 24 UNIT TEX.
- 1 KIT,BODYFLUID CLEANUP NAT.MIN.
- 1 LABEL-PASS ADVISOR INSTRUCTION
- 1 LOC-VEST.FLR.PLT.LEFT 5LB FE
- 1 LOC-VEST.FLR.TRIANGLE BRACKET
- 1 CUTTER-SEAT BELT W/HAND GRIP
- 1 TRIANGLES-REFL. 3 W/BOX
- 1 BRACKET,MTG. REFL. TRIANGLES
- 1 OPEN VIEW-ES, NON-HTD, RMT,SS
- 1 MIR-B EXT.CROSSVIEW SS.BRKT
- 1 SIGN-STOP, ELEC FRT #SE1-7980C
- 1 SIGN-STOP, ELEC RR #SE1-7981C
- 1 MIRROR-INT 6"X30" CAMERA & LEV
- 1 LABEL(S)-SPECIAL DATA, TX

- 1 LABEL-VEHICLE CERTIFICATION
- 1 DOMICILED USA-EXCLUDING CARB

DOORS

- 1 STEP-RS ALUM.ENT.DR 8.75"RISER
- 1 HANDLE-INT RR DR BLACK
- 1 HANDLE-EXT RR DR W/REC
- 1 VANDALOCK-REAR DOOR W/BOLT
- 1 DOOR-ENT AG2 TINT LAM LOCK
- 1 PWR SYST.-AG2 AIR.ENT.DR.
- 1 VANDALOCK-ALUM.ENT.DR.CYLINDER
- 1 PULL-ENTRANCE DOOR, EXT. ALUM.
- 1 KEY-VANDALOCK REAR DOOR NONE
- 1 TRIM-ENTRANCE DOOR INTERIOR
- 1 PAD-DR HEADER, RR EMER 36"W
- 1 TRED-STEP ALU ENT DR BK KOR PE
- 1 TRIM-STPWLL HORIZ W/RIBB NOSE
- 1 RAIL-ASSIST FRT ENT DR RS 1"OD

ELECTRICAL - BODY

- 1 FAN-CIRC DRV'S WDO HDR BLACK
- 1 RADIO-AM/FM DEA700 W/PAGE
- 1 Elec-Park Brake Interlock
- 1 MONITOR-LPS WARN CEEA+
- 1 OPER-MONITOR LPS WARN ONLY CEEA+
- 1 LPS-DOME OVER DRIVER LED
- 1 LPS-DOME PASS MEDIUM LED(341
- 1 ELEC-LPS EXT AFT OF ENT DOOR
- 1 LPS-STP/TAIL/DIR AMBER/REV LED
- 1 ADVISOR-PASS BUZ.ACT,W/SWITCH
- 1 OPER-NOISE SUPP ON/OFF
- 1 LPS-LIC PLATE ILLUMINATION LED
- 1 LPS-SI DIR AMBER FRT. LED PIN
- 1 LPS-WARNING LED STROBE (8)
- 1 LPS-ID AMB/RED LED
- 1 LPS-MKR ROOF FRT/RR LED PIN
- 1 LPS-MKR ROOF MID LED PIN
- 1 STROBE-ECCO 7460CC 6' FROM RR
- 1 LPS- STOP/TAIL 4" FLS.MT L.E.D
- 1 LPS-SI DIR AMB LED PIN RR.AXLE
- 1 Elec-Cable Prim Pwr & Gnd
- 1 LAYOUT-ROCKER SWITCH STANDARD
- 1 FIRST LIGHT LPS-ID SIGN FRONT/REAR
- 1 ELEC-PV 360 CAM STOP/TAIL/TURN
- 1 Elec-Noise Suppression
- 1 Elec-Transmission Inhibit
- 1 OPER-ALTERNATING HEADLAMPS
- 1 SPEAKERS-INT. 30 WAT.(6) 341T
- 1 DOME LPS - MEDIUM
- 1 112DB BACKUP ALARM

EXTERIOR

- 1 FLAPS-MUD, REAR 22.5"W
- 1 FLAPS-MUD, FRONT 16"W X 12"H
- 1 STEPS-EXT W/S SERVICE
- 1 FENDER-QUARTER 24" BATTERY BOX
- 1 BODY ADJ-FTL, BTR RS FFLOC
- 1 REINFORCEMENT-FRAME 24" BAT DR
- 1 CAP-ENTRANCE DOOR STANDARD
- 1 FLOOR-NON ADA
- 1 BUMPER-RR 2 BRACES NO EXH HOLE
- 1 SKT.FWD.STPWLL LO DEF
- 1 CAP-FRT ROOF VENT W/WARN.LPS.
- 1 CAP-REAR ROOF W/WARN.LPS.
- 1 GUSSET-21"H LWR SIDE SHEET
- 1 SHEET-LWR, L MID 20G,21"
- 1 SHEET-LWR,L RR 20G,21"

- 1 SHEET-LWR,R MID 20G,21"
- 1 SHEET-LWR,R RR 20G,21"
- 1 DOOR-U/B L BATTERY 24"
- 1 DOOR-FUEL FILL ACC BTR
- 1 FENDERETTE-STL 21" SKIRT
- 1 LATCH-BATT DOOR NON-LOCKING
- 1 LATCH-FUEL FILL ACCESS (THUMB)
- 1 VENT-STATIC PRESENT
- 1 PILASTER - 341T, 900
- 1 LATCH-NON-LOCKING DEF ACC DOOR
- 1 RAIL-SNOW RAIL PRESENT
- 1 HARDWARE-MOUNTING CLIPS STD

HVAC

- 1 AC-126K BTU-FREE BLOW BULKHEAD
- 1 AIR COND CONTROLS-STANDARD
- 1 CONDENSER- CM3 (2)
- 1 EVAP - IW10 RR, IW4 FRONT
- 1 PLUMB.-AC COMP DUAL ISB
- 1 AC CTL.BD.STD.TIE IN SGL.LOOP
- 1 PLUMBING-IW10, IW4
- 1 DOOR-ACC NONE
- 1 CABLE-EVAP 2 FRT BULKHEAD
- 1 HTR-U/S LS 84,000 BTU LOC 10
- 1 HOSE-HTR BLUSTRI W/ W/H POS 10
- 1 CLAMPS-U/SEAT HTR CONST TORQUE
- 1 LOCATION-EVAP NO2 FRONT BULKHD
- 1 ADD AUX LINES W/MANIFOLD PLUMB
- 1 PLASTIC COOLANT BOOST PUMP AUT
- 1 HEATER, DEFROSTER,AND AIR COND
- 1 BODY BUILDER SUPPLIED PLUMBING
- 1 AUX HTR PLUMB SOLENOID SHUTOFF

INTERIOR

- 1 VISOR-W/S SUN 6"X30" TINTED
- 1 DOOR-STORAGE BOX W/O GLASS
- 1 TRIM-LOWER REAR HEATER NO A/C
- 1 FLOOR-GALVALUME STEEL MID BODY
- 1 REINF-RR END A/C EVAP. IW10
- 1 REINFORCEMENT-RR STOP SIGN 40"
- 1 REINF-FRONT A/C EVAP.
- 1 LATCH-DR INT STOR OVR W/S NONE
- 1 BTR FUEL FILL RECESS, W/DOOR
- 1 BULKHEAD-RR END INT.W-A/C IW10
- 1 COVER-ACCESS RR END HARNESS NO
- 1 COVER-TRIM DRVS HDR W/STORAGE
- 1 COVER-TRIM FT END W/S HEADR AC
- 1 FLR-BLK VINYL W/13" CTR AISLE
- 1 FLR-BLK WHEELHOUSE AND HEATER
- 1 INSULATION-FT BKHD 2" W/ACRSY
- 1 H/L-1ST WDO SEC ACOUS GRY 341T
- 1 INSULATION - RAFTER CAVITY 341
- 1 MAT, FLOOR VESTIBULE CEEA+
- 1 Trim - Interior Dash Fwd.
- 1 TUBE-FILL BTR & OVERFLOW HOSE
- 1 CAP-FUEL FILL BTR NON-LOCKING

MISC

- 1 70 MPH ROAD SPEED LIMIT
- 1 SAF-T-LINER C2

PAINT/LETTERING

- 1 DECAL-UNITED AUTO WORKERS
- 24 LETTERING - 6" HIGH
- 1 LOGO-THOMAS DECALS BLACK
- 4 LABEL-P/O WDO EMER EXIT 2" BLK
- 1 LABEL-ENGLISH AG2.AIR.ENT DR
- 1 DECAL-BACKING ALARM

- 1 DECAL-LOW SULFUR FUEL
- 1 LABEL-RR DR EMERG DOOR 2"H
- 1 DECAL-ENT DOOR VANDALOCK ENGL
- 1 LABEL-RR EMERGENCY DR INSTRUCT
- 1 LABEL-"DEF ONLY"
- 1 LABEL-REGEN WARN 10/13 EPA
- 1 PAINT-EXT HNDLE(S) BLACK
- 1 DECAL-"DIESEL"
- 1 PAINT-EXTERIOR ROOF WHITE 341T
- 1 PAINT-EXT WDO AREA SAME AS BOD
- 1 PAINT-EXT GRD RAIL @ WDO BLACK
- 1 PAINT-EXT GRD RAIL@SEAT BLACK
- 1 PAINT-EXT GRD RAIL @ FLOOR BLK
- 1 PAINT-EXT GRD RAIL @ SKRT BLAC
- 1 PAINT-EXT BUMPER REAR BLACK
- 1 PAINT-BLACK TRIM-FT/RR ROOF CP
- 1 DECALS-SIDE ST REFL-SCHOOL BUS
- 1 PAINT-SOLID COLOR YELLOW
- 1 DECAL-APPROVED FUEL TYPE
- 1 H/L-VEST ACOU,GRY,DRIVER LAMP
- 1 LABEL-AIR CONDITIONING SPEC TX
- 1 PAINT:ONE SOLID COLOR,BASE/CLR
- 1 CAB CLR A:L5898EB SCH BUS YELL

SEATS

- 1 SEAT BELT - DRIVERS SEAT
- 1 39" BARR-VERT,WALL MT 45"H RS
- 1 39"8DEG BARR-REV. WALL-MT 45"H
- 2 PRO GRA/BLK UPH-45"H RECES BAR
- 1 RAIL-ASSIST FRT ENT DR 39"W
- 1 BACK-NATIONAL DRV'S SEAT
- 1 ARMREST NATIONAL DR'S ST. BOTH
- 1 UPH DR.ST.PRO BLK NATIONAL
- 1 PEDESTAL-NATIONAL AIR 2 SHOCKS
- 1 RETAINER NAT DR.ST.BELT
- 1 KICKPLATE-MOD.PANEL RS 39" IW4
- 1 RISER-DRIVERS SEAT, NATIONAL
- 26 FIREBLK GRAY/BLK UPH-SBR SEAT
- 26 HARDWARE-SBR WALL MOUNT C2/MINO
- 13 SBR 39 LS WALL 3PT3
- 13 SBR 39 RS WALL 3PT3

WINDOWS/GLASS

- 1 GLASS-W/S ONE PCE W/TINT BAND
- 1 GLASS-RS FRT STAT TNT LAM
- 1 GLASS-LS FRT STAT TNT LAM
- 1 GLASS-RR STAT TINTED LAMINATED
- 1 FRAME-WDO SPLIT
- 16 FRAME-WDO SPLIT 30"W
- 2 FRAME-WDO SPLIT 40"W
- 2 FRAME-WDO P/O VERT LAM TINT LS
- 2 FRAME-WDO P/O VERT LAM TINT RS
- 16 GLASS-WDO TINT LAM 30"
- 2 GLASS-WDO TINT LAM 40"
- 1 STOPS-WDO 12"
- 1 GLS-LWR RR DR LAM TINT
- 1 GLS-UPR RR DR LAM TINT
- 1 WDO-DRIVER'S LAM TINT

OTHER

- 1 LOGO-FRT RS & RR
- 1 SWITCH-RKR DEST.SIGN
- 1 ELEC-FAN DRV'S WDO HDR
- 1 HATCH-RF ESC ADV ENG GRAY (2)
- 1 ELEC-RF ESC HATCH POS 9
- 1 ARM ASM-WINDSHIELD WIPER (2)
- 1 ELEC-ROOF HATCH - P/O WDO

- 1 OPER-FAN DRV'S WDO HDR
- 1 OPER-ALARM BACKING W/REV.
- 1 OPER-ROOF HATCH BUZZER
- 1 Evap Trim-Int(2) IW10, IW4
- 1 OPER-A/C CONTROL- STANDARD L.H
- 1 OPER-ID SIGN,FRONT & OR REAR
- 1 ELEC-ID SIGN FRT/ REAR 341T
- 1 LOC-VEST.FLR.PLT.CTR.24 FAK
- 1 LOC-VEST.FLR.PLT.FWD. 10 BFC
- 1 ANTENNA - RADIO SWIVEL BASE
- 1 ELECTRICAL-ANTENNA RADIO COAX
- 1 KIT-RADIO ANT.MTG.@DRVR'SHDR.
- 1 Manual-Drvr's/Maint.English
- 1 ELEC-NO ZONAR MONITORING
- 1 ELEC-BACKING CAMERA
- 1 ALERT-6.7L CONDENSER SHORT
- 1 Elec-AC Digital Signal
- 1 Elec-Aux BCA Power Cable
- 1 BCA-Aux w/o Contactor
- 1 WHEELHOUSES-REAR L&R
- 1 STRINGER-ROOF 341T
- 1 FRONT END FRAME
- 1 FRT END FRAME MTG KIT
- 1 REAR END FRAME-28.68"DEEP
- 1 LOC-40" RAF SP 11TH 341T
- 1 TRIM-REAR DOOR
- 1 ELEC-AG2 AIR OP.ENT. DOOR
- 1 HINGES-REAR DOOR PIN TYPE
- 1 LATCH-SGL-POINT, RR EMERG DOOR
- 1 STOP-DOOR REAR EMERG, 1-POS
- 1 OPER-DOOR AIR ENT.W/ BAT.2 POS
- 1 OPER-VANDLK.ENT./EMERDR(S)PILO
- 1 OPER-DR.RR.EMG.W/BUZ
- 1 ELEC-EMERG/EXIT DOORS
- 1 INT COLOR -RR DOOR GRAY
- 1 SWITCH-PAD. ENT.DOOR AIR.
- 1 DOOR, REAR EMERGENCY
- 1 THRESHOLD REAR EMERGENCY DOOR
- 1 ELEC-DRIVER'S DOME LPS
- 1 ELEC-PASS DOME LPS MEDIUM ()
- 1 SWITCH-RKR DOME LPS ALL
- 1 Module-Pwr.Dist.Elec.Sys.
- 1 SWITCH-RKR PANEL LPS DIM
- 1 OPER-SWITCH, PANEL LPS DIMMER
- 1 LPS-EXT AFT OF ENT DOOR
- 1 OPER-STEPWLL LPSW/PARKLPS&ENT
- 1 LPS-STPWLL LED (1)
- 1 ELEC-PASSENGER ADVISORY
- 1 OPER-PASS ADV IGN/WARN/BUZZER
- 1 SWITCH-RKR FAN DEFROST L.S.
- 1 BUZZER-SWITCH PANEL 1 TONE
- 1 LPS-PILOT VANDALOCK STATUS RED
- 1 ELEC-PWR, GND, NETWORK, BUZZ
- 1 ELEC-LPS WARNING, 8 LPS
- 1 OPER-LPS, DOME RS ENT DR
- 1 LPS-PILOT POST TRIP INSP RED
- 1 OPER-LPS BODY TAIL & EXT.W/DAY
- 1 ELEC-LPS SI DIRECTIONAL 341T
- 1 OPER-LPS WARNING (8) PKG 2
- 1 OPER-LPS REV.W/RR EMG.DR.OPEN
- 1 ELEC-LPS ID/MKR PARK/SW.
- 1 SWITCH-RKR DOME LPS DRVR.ON/OFF
- 1 ELEC-LPS STROBE 6' FROM RR
- 1 SWITCH-RKR NOISE SUPPR ON/OFF
- 1 OPER-DRVR'S DOME LPS ON/OFF

- 1 OPER-HTR BOOSTER PUMP AUTOMATI
- 1 OPER-LPS INT/EXT R.F. ENT DR.
- 1 OPER-LPS SERVICE BRAKE
- 1 OPER-SW.ID/MARK LPS W/PARK
- 1 SWITCH-RKR STROBE LPS
- 1 OPER-LPS DOME (1)ON/OFF
- 1 OPER-LPS REVERSE
- 1 ELEC-(2) SWITCH BANK
- 1 LPS-PILOT WARN LGTS RED
- 1 LPS-PILOT WARN LGTS AMBER
- 1 SWITCH-WARN LPS ON/AMB ACT.
- 1 OPER-LPS STROBE, IGN & SW ACTI
- 1 SWITCH-RKR A/C FAN SPD.
- 1 CABLE-EVAP 1 POWER SUPPLY STD
- 1 SWITCH-RKR A/C ON
- 1 ELEC-HARNESS COMP ASM
- 1 OPER-LPS DIR./HAZ.
- 1 OPER-LPS SIDE DIRECT.ONLY
- 1 Block-PDM Customer Access
- 1 OPER-PRE-TRIP INSPECTION
- 1 ELEC-SEAT BELT PILOT LAMP
- 1 OPER-SEAT BELT PILOT LAMP
- 1 Elec-Stepwell Lamp
- 1 Elec-Standard Switch Interface
- 1 Elec-Heater Booster Pump
- 1 Oper-Buzzer, Switch Panel Tone
- 1 Starpoint-Junction Block
- 1 ELEC-MIR A NH & RC
- 1 ELEC-ELECTRIC STOP SIGN FRT
- 1 ELEC-ELECTRIC STOP SIGN RR
- 1 RAIL-EXT GRD@WDO,ST,FLR,SKIRT
- 1 RAIL-EXT GRD @ SEAT FRT END LS
- 1 RAIL-EXT GRD@ FLOOR, NONE
- 1 TRIM-FRT CAP RS/LS
- 1 DECAL-FRT CAP "SCHOOL BUS" OM
- 1 DECAL-RR CAP "SCHOOL BUS" OMIT
- 1 PANELS-EXTERIOR REAR
- 1 SHEET-DRIVERS EXTERIOR 20 GA.
- 1 SHEET-UPPER SIDE EXTERIOR
- 1 UNDERCOATING-ASPHALT EMULSION
- 1 HEADERS-WINDOW INTERIOR 341T
- 1 PANELS-EXT RR SIDE LONG PANEL
- 1 ROOF SHEETS-(2)HATCH - 341T
- 1 PANELS-RR END INT RR GALV.
- 1 Panels-Rr End Int Si Long w/sld.pnl.
- 1 PANELS-ACCESS RR GRAY PASS ADV
- 1 COVER-HARNESS ACCESS@HDR
- 1 COVER-ACCESS FRT END HARNESS
- 1 COVER-TRIM FT ENT.ALUM.DR AIR
- 1 H/L-REAR LONG SMOOTH, GRAY
- 1 STRIPS - AISLE, SNAP-IN BLACK
- 1 Flr-Plywood 5/8" 341T
- 1 COVER-FUEL SENDING INSPECTION
- 1 Molding-Shoe
- 1 ELEC- (6) INT SPEAKERS 341T
- 1 SWITCH-RKR HTR UNDERSEAT 2ND
- 1 ELEC-HTR U/ SEAT POS.10
- 1 RAIL-SEAT
- 1 Lining-Side Int.
- 1 CABINET-SW, FWD
- 1 CABINET-SWITCH, LWR W/O POCKET
- 1 CABINET-SWITCH, UPPER
- 1 CABINET-TOP PLATE (2 BANK)
- 1 INSULATION-VEST HEADLINING 2"
- 1 INSULATION-SIDELINING 2" POLY

- 1 INSULATION-RR BULKHEAD 2" POLY
- 1 OPER-HTR U/ SEAT LS AFT
- 1 HEADERS-WINDOW EXTERIOR 341T
- 1 LOCATION-EVAP NO1 RR BULKHEAD
- 1 HARNESS COVER COLOR - GRAY
- 1 SPEAKER ALERT - PRESENT
- 1 HEADLINING COLOR - GREY
- 1 HDLINING TYPE-1ST WDO ACOUSTIC
- 1 INSTALLATION-PARK BRK NONE
- 1 INSULATION-INT LONG REAR END
- 1 PLATE-ACCELERATOR
- 1 LABEL-QR CODE
- 1 OPER-WDO P/O
- 1 DUAL SELTEC TM-21 COMPRESSORS
- 1 CRUISE CTRL-ELEC ENG,IN STEERI
- 1 ELECTRONIC PARK BRAKE NONE
- 1 VANDLK,START DISABLE-EMER DR
- 1 PAINTED FUEL TANK, PAINTED BND
- 1 SGL SUCTION & RETURN FUEL LINE
- 1 FUEL TANK MTD BTR AFT RR AXLE
- 1 STD CHARGE AIR COOLER PLUMBING
- 1 REMOTE MOUNTED SURGE TANK
- 1 WIRING SCHEMATIC,UNMNT 12V GRD
- 1 PAINTED BATTERY PANEL COVER
- 1 ENGINE AFTER TRMT DEVICE AUTO
- 1 BATTERY BOX FRAME MOUNTED
- 1 BATT SO SWITCH W/AUX CONTACT
- 1 INTEGRAL ELEC TURN SIGNAL FLAS
- 1 SELF CANCEL TRN SIG-DIM/WASH
- 1 BATT ENA 3 AMB INBOARD,2 OUTBD
- 1 STROBE LAMP,IGN SW OR LH DASH
- 1 ID SIGN(S),ILL,LH DASH ACTIVAT
- 1 LED WARNING SYS LAMPS W/PULSE
- 1 STD BDY VISL WARN,REV LM,DR OP
- 1 STANDARD WIRING
- 1 DR'S IGN OPER DOME W/ON/OFF SW
- 1 PASS COMPT DOME LAMPS-IGN ACTI
- 1 PASS COMP DOME LPS,SINGL ON/OF
- 1 STPWELL LMP ON-DR OPEN-MARK ON
- 1 8-LMP WARN SYS,LH DASH, PKG 2
- 1 CURT WT 2K SERIES WO PARK PAWL
- 1 DRIVELINE GUARD
- 1 NON-ASBESTOS FRT BRAKE LININGS
- 1 FRONT SHOCK ABSORBERS
- 1 NON-ASBESTOS REAR BRAKE LINING
- 1 REAR OIL SEALS
- 1 MAX 91262 22.5X8.25 10HPLT 5HD
- 1 MAX 91262 22.5X8.25 10HPLT 5HD
- 1 2 QT SEE THRU PWR STEERING RES
- 1 STD FITTINGS PWR STEERING GEAR
- 1 POWER STEERING PUMP
- 1 4-SPOKE 18" STEERING WHEEL
- 1 ZINC PLATE HEXHED CHASSIS FAST
- 1 3975MM (155")RR FRAME OVERHANG
- 1 SQUARE END OF FRAME
- 1 BUMPER MNT SGL LICENSE PLATE
- 1 COMBINATION S/T/T/R LAMPS, LED
- 1 RR EMER DR,IGN CTRL,BZ ON W/DR
- 1 MAINT-FREE RUBBER BUSH FRT SUS
- 1 CAB MOUNTING HOOD/COWL CHASSIS
- 1 MAN ENT DR LOCK/BUZZ W/EMER
- 1 ONE GALLON W/S WASHER RESERVOR
- 1 SINGLE ELEC W/S WIPER MTR W/DE
- 1 MS/S2 DASH
- 1 D112403008 6.7L SHORT 3RD EVAP

- 1 STANDARD HVAC DUCTING
- 1 CARBON WITH BASE BLACK ACCENT
- 1 DR FAN,(1) MTD ABOVE SIDE WDO
- 1 AUX BODY HEATER,UNDER SEAT,AFT
- 1 DIGITAL AUX BDY MT AC CONTROL
- 1 CONFIGURABLE INSTR PANELS W/UPPER STORAGE
- 1 DIGITAL ALARM CLOCK IN DISPLAY
- 1 PROVISIONS-AIR DRS SEAT
- 1 ROOF MOUNTED VENT/ESCAPE HATCH
- 1 PO BODY SIDE WDO,BUZ WDO UNLAT
- 1 PREMIUM INST CLUSTER 5" COLOR
- 1 SEP PANEL LAMP DIMMER,LH DR
- 1 PRE/POST TRIP SYSTEM TEST
- 1 CHASSIS COWL AND HOOD ONLY
- 1 DUAL NEEDL PRIM & SEC AIR
- 1 STANDARD BRAKE WIRING
- 1 BUMPER: BLACK
- 1 CHASSIS: VENDOR BLACK
- 1 CEEA+ 667 ELEC ARCHITECTURE
- 1 SCHOOL BUS SERVICE
- 1 COWL CHASSIS CONFIG - SBMTC
- 1 BUS BODY WITH WHEELWELL
- 1 PASSENGER COMMODITY
- 1 100% ON-HIGHWAY (CITY) TERRAIN
- 1 THOMAS BUILT SCHOOL BUS 341T
- 1 EXT TOWING 2YR/UNLTD \$750 CAP

CHASSIS

AXLES AND SUSPENSIONS

- 1 ALIGNMENT-4-WHEEL C2
- 1 SPL100 DANA SPICER MAIN DRIVE
- 1 DA-F-10-3 10K 71.5 KPI/3.74 AX
- 1 FRONT OIL SEALS
- 1 SYNTH 75W-90 FRONT AXLE LUBE
- 1 CONMET IRON FRONT HUBS
- 1 SYNTH 75W-90 REAR AXLE LUBE
- 1 DA-RS-23-4 23,000# R-SRS AXLE
- 1 5.56 REAR AXLE RATIO
- 1 IRON REAR AXLE CARRIER HOUSING
- 1 REAR SHOCK ABSORBERS - 1 AXLE
- 1 CONMET IRON REAR HUBS
- 1 9,000 LB.TAPERLEAF FRT SUSPENS
- 1 AIRLINER 23K REAR SUSPENSION
- 1 COMFORT-TEC SUSPENSION
- 1 SGL AIR SUSPN LEVELING VALVES

BRAKES

- 1 ALERT-ENHANCED STABILITY CONTR
- 1 AIR BRAKE PACKAGE
- 1 MERITOR 15X4Q+ CAM FRT BRK ROC
- 1 HALDEX LGSTROKE FT BRAKE CHAMB
- 1 MERITOR AUTO FRONT SLACK ADJ
- 1 CONMET CAST IRON FRT BRK DRUMS
- 1 MERITOR 16.5X7Q+ RR BRAKE/SHOE
- 1 HALDEX,L-STROK, AXLE SPR CHAMB
- 1 MERITOR AUTO SLACK ADJUSTERS
- 1 CONMET CAST IRON RR BRAKE DRUM
- 1 STL AIR BR RESRV INSIDE FRAME
- 1 BENDIX AD-9 AIR DRYER W/HEATER
- 1 EXT CHARGING SCHRADER VALVE
- 1 WABCO 4S/4M ABS W/TRACTION CTL
- 1 1 VALVE PARKING BRAKE SYSTEM

CHASSIS EQUIPMENT

- 1 EXHAUST-LS TURNDWN, BELOW BMPR
- 1 ANTI-FREEZE, OAT -34 DEGREE
- 1 SHIELD-EXHAUST PIPE

- 1 B2 106 CONVENTIONAL CHASSIS
- 1 SET-BACK AXLE - TRUCK
- 1 ELECTRIC GRID AIR INTAKE WARME
- 1 INTAKE MTD AIR RESTR NO GRADUA
- 1 RH SIDEFILL FUEL TANK CAP
- 1 100GAL/378 LIT STEL TANK, BTR
- 1 HORIZ TAILPIPE, EXIT LH REAR
- 1 11.5 GALLON DEF TANK
- 1 STEERING WHL MTD HORN CONTROL
- 1 MAGN ENG DRAIN, RR AXLE PLUGS
- 1 EXHAUST MITIGATION DEVICE FTL
- 1 700 CU. IN. MIN AUX AIR
- 1 PETCOCK DRAIN VALVES AIR TANKS
- 1 ADJUSTABLE STEERING COLUMN
- 1 TRW THP-60 POWER STEERING
- 1 7075MM (279") WHEELBASE
- 1 5/16" X3"X 10-1/8" STEEL FRAME
- 1 14" STL 1/4" BUMPR JACK PROVIS
- 1 FRT FRAME MOUNTED TOW HOOKS
- 1 STANDARD DUTY HOOD MOUNTING
- 1 FIBERGLASS HOOD
- 1 HOOD MTD CHROMED PLASTIC GRILL
- 1 ALL LOCKS KEYED THE SAME
- 1 CHROME HOOD MOUNTED AIR INTAKE
- 1 CAB FLR,TOE BRD,FIREWALL HEAT
- 1 (2) CUPHOLDERS, LH & RH DASH
- 1 REINF NYLON,FAB/WIRE AIR LINES

ELECTRICAL - CHASSIS

- 1 LN 12V 270 AMP 4949PA PADMT AL
- 1 PROG RPM CTRL W A/C OR 12.75V
- 1 DIAGNOSTIC INTERFACE CONN,9PIN
- 1 IGNITION SWITCH CONTROL ENG ST
- 1 HEATED STEPS - NONE
- 1 ALTERNATELY FLASHING HEADLAMPS
- 1 12VOLT POWER SUPPLY LH PANEL
- 1 SOLID STATE CIRCUIT PROTECTION
- 1 3 ALLI 1131 2850CCA BATTERIES
- 1 STD FRONT TURN SIGNAL LIGHTS
- 1 ROTARY HDLAMP SW W/O FOG LPS
- 1 AMBER LED MIDSHIP TURN SIGNALS
- 1 RED LED OVER WHEELS TURN GUARD
- 1 DAYTIME RUNNING LTS SET @ 100%
- 1 LED HEADLIGHT W/CHROME BEZEL
- 1 STOP SIGN PRESENT
- 1 ELECTRONIC STABILITY CONTROL
- 1 AIR OP ENT DR,PASS DOME LPS ON
- 1 OFF-ON RED LS PNL
- 1 AC W/ RECIRC; ON/OFF NOISE SUPR
- 1 ELE HORN,PASS ADVIS BUZZ W/IGN
- 1 C/F J1939 RADIO W/PA
- 1 FASTEN SEAT BELT INDICATOR
- 1 ELECTRONIC MPH SPEEDOMETER
- 1 WARNING LAMP MONITORING-CEEA+
- 1 ENGINE & HOUR METERS INTEGRAL
- 1 DIGITAL VOLTAGE DISPLAY
- 1 ELECTRIC FUEL GAUGE
- 1 ELECT ENG OIL PRESSURE GAUGE
- 1 ELEC ENG COOLANT TEMP GAUGE

ENGINE AND EQUIPMENT

- 1 CUM B6.7-220 HP @ 2400 RPM
- 1 ANTI-FREEZE TO -34F, OAT
- 1 ENGINE MTD OIL CHECK & FILL
- 1 CUMMINS 18.7 CFM COMPRESSOR
- 1 CUMMINS SPIN ON FUEL FILTER
- 1 STANDARD ENGINE OIL

- 1 FULL FLOW OIL FILTER
- 1 DETROIT F/W SEP WIF SENSOR&PRI
- 1 CUMMINS ENGINE INTEGRAL BRAKE
- 1 ALUMINUM FLYWHEEL HOUSING
- 1 STANDARD OIL PAN
- 1 ELEC ENG WARN & DERATE PROT SY
- 1 DELCO 12V 29MT STARTER
- 1 GATES BLUE STRIPE COOLANT HOSE
- 1 CONSTANT TORQUE BREEZE CLAMPS
- 1 DONALDSON ONE-STAGE AIR CLEANR
- 1 700 SQU INCH ALUMINUM RADIATOR
- 1 VISCOUS FAN DRIVE
- 1 NO IDLE SHUTDOWN CONFIGURATION
- 1 DIGITAL TRANS OIL TEMP DVR DIS

TRANSMISSION AND EQUIPMENT

- 1 ALLISON 2500 PTS AUTO TRANS
- 1 ALLISON VOCATIONAL PACKAGE 354
- 1 TRANSMISSION OIL CHECK & FILL
- 1 SYNTHETIC 50W TRANS LUBE
- 1 WAT 2 OIL TRANS COOL-N RADIATR
- 1 6M1-PROMARY MODE GEARS

WHEELS AND TIRES

- 1 FT HKOOK AH24 11R22.5 14 PLY
- 1 RR HKOOK AH24 11R22.5 14 PLY
- 1 BENDIX SMARTIRE MONITOR SYSTEM
- 1 TIRE/WHEEL BALANCING-LEAD FREE
- 1 AC PKBLK21 POWD BLK(N0001H)FRT
- 1 AC PKBLK21 POWD BLK (N0001H)RR

OTHER TYPE

Electrical - body

- 1 ELEC-(2) USB OUTLET LS CABINET

PDI

- 1 ALERT-CUSTOM OPS INSTALLATION
- 1 EM7 SIDE A/C EVAPORATOR

DEALER ADD On's

EQUIPMENT

- 1 DOT Vehicle Inspection
- 1 Beltline Lettering
- 1 Delivery to District
- 1 CHANGEORDER (NO INTELLIBRAKE)
- 0 No cam/two-way incl in pricing
- 0 No ZONAR or GPS Monitoring

Meets all FMVSS requirements in effect at the time of manufacture.

Total for 1 complete unit(s):

\$161,000.00

PURCHASING COOP OPTIONS

BuyBoard: ADD \$800 PER PO

SourceWell: ADD \$750 PER BUS

TIPS: ADD \$350 PER PO

Additional options you may want to consider:

Safety Vision 6 Cam System

Motorola XPR5350E

Opt. In for Intellibrake

Gatekeeper 6 Cam System

+ \$4,450.00 includes install

+ \$2,200.00 includes install

+ \$400 but **1 Month Delivery** ARO

+ \$4,472.50 includes install

Delivery Estimate:

Summer 2026

Quote Expires:

30 DAYS

Customer Signature: _____ **Date:** _____

Dealer Signature: _____ **Date:** _____