

**AGENDA OF RED OAK INDEPENDENT SCHOOL DISTRICT  
BOARD OF TRUSTEES REGULAR MEETING  
Monday, November 17, 2025**

Notice is hereby given that a Regular Meeting of the Board of Trustees of the Red Oak Independent School District will be held on Monday, November 17, 2025 beginning at 6:00 PM at Red Oak ISD Education Service Center, 109 West Red Oak Road, Red Oak, TX 75154.

The subjects to be discussed or considered, or upon which any formal action may be taken, are listed below. Items do not have to be taken in the same order as shown on the meeting notice.

1. CALL TO ORDER / ESTABLISH QUORUM
2. INVOCATION  
Jared Douglas, Lead Pastor of First Baptist Church Red Oak
3. PLEDGES OF ALLEGIANCE  
Zariah Baldwin, 5th Grade Student from Schupmann Elementary School
4. RECOGNITIONS
  - A. Top Hawks  
Brenda Sanford, Superintendent
  - B. Hawk Staff Spotlight  
Brenda Sanford, Superintendent
  - C. Qarbon Aerospace - Robotics Team Program Sponsor  
Jennifer Jeter, Director of Career and Technology Education
5. OPEN FORUM - PUBLIC HEARING
  - A. Public Hearing - Financial Integrity Rating System of Texas (F.I.R.S.T.) 4  
Report  
Dr. Bill Johnston, Chief Financial Officer
6. SUPERINTENDENT'S REPORT
  - A. Discussion of Districtwide Intruder Detection Audit Report Findings  
Phillip Prasifka, Chief of Police, Red Oak ISD Police Department
  - B. Red Oak Middle School Local Improvement Plan  
Israel Cordero, Chief of Secondary Schools and Programs and Christopher Thompson, Principal - Red Oak Middle School
  - C. District Update  
Brenda Sanford, Superintendent
7. OPEN FORUM 29
8. ACTION ITEMS
  - A. Consent Agenda
    1. Minutes from School Board Regular Meeting on October 20, 2025 31
    2. Payment of Current Bills Over \$50,000 36
    3. Interlocal Agreement with Region 10 ESC Multi-Region Purchasing Cooperative for the 2026-2027 School Year 40
    4. Interlocal Cooperation Contract with Ellis County 55
    5. Library Book Procurement 59
    6. Local Policy Update 126 72
    7. Purchase of Red Oak High School Drill Team Uniforms 188
    8. Red Oak High School Flooring Replacement 195
    9. School Health Advisory Council (SHAC) for the 2025-2026 School Year 198

- B. Consideration and Approval of Resolution and Ballot of Election for the Ellis Appraisal District Board of Directors for 2026  
Brenda Sanford, Superintendent 199
- 9. INFORMATION ITEMS
  - A. Enrollment Report 203
  - B. Finance Report 207
- 10. CLOSED SESSION
  - A. Texas Government Code 551.071 - For the purpose of a private consultation with the Board's attorney on any and all subjects or matters authorized by law.
  - B. Texas Government Code 551.072 - For the purpose of discussing the purchase, exchange, lease or value of real property.
  - C. Texas Government Code 551.073 - For the purpose of considering a negotiated contract for a prospective gift or donation.
  - D. Texas Government Code 551.074 - For the purpose of considering the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee; or to hear a complaint or charge against an officer or employee.
    - 1. Personnel Matters
    - 2. Superintendent Goals
  - E. Texas Government Code 551.076 - To consider the deployment, or specific occasions for implementation, of security personnel or devices.
  - F. Texas Government Code 551.082 - For the purpose of considering discipline of a public school child or children or to hear a complaint by an employee against another employee if the complaint or charge directly results in a need for a hearing.
  - G. Texas Government Code 551.0821 - Personally identifiable information of Public School students.
  - H. Texas Government Code 551.083 - For the purpose of considering the standards, guidelines, terms or conditions the Board will follow, or instruct its representatives to follow, in consultation with representative of employee groups in connection with consultation agreements provided for by Section 13.901 of the Texas Education Code.
  - I. Texas Government Code 551.084 - For the purpose of excluding witness or witnesses from a hearing during examination of another witness.
  - J. Texas Government Code 551.086 - For the purpose of considering economic development negotiations.
- 11. RECONVENE IN OPEN SESSION FOR ACTION RELATIVE TO CLOSED SESSION
- 12. ADJOURNMENT

***If, during the course of the meeting, discussion of any item on the agenda should be held in a closed meeting, the Board will convene in such closed meeting in accordance with the 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.***

Any person with a disability or special accommodation need should call 972-617-2941 no later than 10:00 a.m. on the scheduled meeting date.

This notice was posted in compliance with the Open Meetings Act on November 11, 2025 at 4:00 p.m.

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Brenda Sanford, Superintendent  
(For the Board of Trustees)

**NOTICE OF PUBLIC HEARING  
TO DISCUSS  
RED OAK INDEPENDENT SCHOOL  
DISTRICT'S  
School Financial Accountability Rating**

**Red Oak Independent School District will hold  
a public hearing  
at 6:00 p.m., November 17, 2025  
at the  
Red Oak ISD Education Service Center  
109 West Red Oak Road  
Red Oak, Texas**

**The purpose of this hearing is to discuss the  
Red Oak Independent School District's  
rating on the state's financial accountability  
system (FIRST).**



# ***Red Oak ISD***

## **Annual Financial Accountability Management Report**

### **2024-2025 Rating**



109 West Red Oak Road, Red Oak, TX 75154  
972-617-2941 (phone) / 972-617-4333 (fax)  
[www.redoakisd.org](http://www.redoakisd.org)

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# RED OAK

## INDEPENDENT SCHOOL DISTRICT

109 W. RED OAK ROAD P.O. BOX 9000 RED OAK, TEXAS 75154 972.617.2941  
BRENDA SANFORD, SUPERINTENDENT

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November 1, 2025

To The Citizens of Red Oak Independent School District:

In accordance with Texas Administrative Code Chapter 109, Subchapter AA 109.001, the 2024-2025 Annual Financial Management Report is being presented. The state's financial accountability system, Financial Integrity Rating System of Texas (FIRST), started in 2002. Major changes to the School FIRST system were implemented by the Texas Education Agency in 2015 and a few more changes occurred with the 2024 Report.

During these challenging times, maintaining the financial health of the District and modeling accountability is imperative. One of the District's goals is to develop a standard of excellence that will result in positive student success. To achieve this standard of excellence, the Business Office is committed to developing long-term financial planning that will support the instructional and operational goals of the District.

The 2024-2025 Annual Financial Management Report is based on the budgetary and financial data from the 2023-2024 fiscal year. For the 2025 report, Red Oak ISD received a Superior FIRST rating, which is the state's highest rating and demonstrates the quality of the District's financial management and reporting system. It is the same rating as the last several years. For this year's reporting period, we assessed last year's rating data and continued to review and monitor several financial situations which had negatively impacted the rating in the prior years. The goal of the District is to continually assess the District's financial situation and improve financial management practices to ensure that our students receive the best education possible.

This rating shows that Red Oak ISD is committed to excellence and transparency with taxpayer funds. This Annual Financial Management Report will be posted to the District's website at [www.redoakisd.org](http://www.redoakisd.org).

Should you have any questions, please feel free to come by or call my office.

Sincerely,

Brenda Sanford  
Superintendent

**Red Oak Independent School District  
Annual Financial Management Report  
2024-2025  
Executive Summary**

**Background Information**

This is the 23<sup>rd</sup> year of School FIRST (Financial Accountability Rating System of Texas), a financial accountability system for Texas school districts developed by the Texas Education Agency (TEA) in response to Senate Bill 875 from the 76<sup>th</sup> Texas Legislature in 1999. The financial rating is issued each year by TEA based on financial data submitted by the school district. The data is submitted through the Public Education Information Management System (PEIMS). This PEIMS data is used to answer a series of specifically designed financial questions for the given fiscal school year.

Major changes to the School FIRST system were implemented by the Texas Education Agency in August 2015 that combined financial management indicators with financial solvency indicators, in accordance with House Bill 5, the 83<sup>rd</sup> Texas Legislature, Regular Session, 2013. The primary goal of School FIRST is to achieve quality performance in the management of school districts' financial resources, a goal made more significant due to the complexity of accounting associated with the Texas school finance system.

Additional changes were added for the 2020-2021 fiscal year and also for the 2023-2024 fiscal year. Some of the points per indicator have changed and now there are 21 indicators. In the past, there were 15 indicators. A new type of indicator, called a "Ceiling Indicator" was added for the 2021 Report.

**Determination of Rating**

The School FIRST system contains twenty-one financial indicators assessing the 2023-2024 fiscal year financial data of the District. Indicator questions 1 through 4 are considered to be critical indicators of financial condition and fiscal management and are answered as either "Yes" or "No". A "No" in any one of these four (4) will result in a Substandard Achievement. There are now 7 ceiling indicators with additional criteria for indicators 4, 5, 6, 16, 17, 20 and 21. Indicators 7 through 15, 18 and 19 are assigned a numerical score based on the numerical measurement used. The highest possible points of 100 is based on receiving a "Yes" on the first 4 indicators and then a numerical score of 0 to 10 on the other indicators. For the 2025 Rating, indicator 10 is not being scored due to budgetary and enrollment concerns originating from the 2020 pandemic. The maximum points are provided for this indicator.

**District Ratings**

For the current reporting period, the School FIRST accountability rating system assigns one of four financial accountability ratings to Texas school districts as follows:

A – Superior Achievement	90 – 100 points
B – Above Standard Achievement	80 – 89 points
C – Meets Standard Achievement	70 – 79 points
F – Substandard Achievement	less than 70 points

Districts that receive the "Substandard Achievement" rating under School FIRST must file a corrective action plan with the Texas Education Agency.

**Red Oak Independent School District  
Annual Financial Management Report  
2024-2025  
Executive Summary**

**For the 2024-2025 School FIRST rating, the Red Oak Independent School District  
Received a rating of:**

**SUPERIOR ACHIEVEMENT**

From the financial data submitted for the 2023-2024 fiscal year, the District received 98 points out of a possible 100. The complete results for the indicators are listed beginning on page 4 on each of the indicators as published by the Texas Education Agency. This is a 2 point decrease from last year and an increase of 4 points over the 2021-2022 report, which was an improvement over the rating of Above Average Achievement with 84 points for the 2017-2018 fiscal year.

**Reporting, Notices and Public Meetings**

The Red Oak ISD School Board is required to publish an annual report describing the financial management performance of the District. The report must include the information provided by the Texas Education Agency and any supplemental information as may be determined by the local board. **A copy of the report will be available, upon request at the District's administrative offices and on the District's website.**

As required by State law, the Board of Trustees shall hold a public hearing within two months of receiving the final financial accountability rating. Notice of the hearing to discuss the school financial accountability rating must be published in a local newspaper. The notice must be no more than thirty days or less than ten days prior to the scheduled hearing date. The District has complied with the public hearing notification in the local newspaper. The public hearing will be held in conjunction with the regularly called School Board meeting on November 17, 2025.

# ASSESSED RATINGS



**Financial Integrity Rating System of Texas**

## 2024-2025 RATINGS BASED ON SCHOOL YEAR 2023-2024 DATA DISTRICT STATUS DETAIL

<b>Name: RED OAK ISD (070911)</b>		<b>Publication Level 1:</b> 8/8/2025 12:54:09 PM	
<b>Status: Passed</b>		<b>Publication Level 2:</b> 8/8/2025 4:49:42 PM	
<b>Rating:</b> A = Superior Achievement		<b>Last Updated:</b> 8/8/2025 4:49:42 PM	
<b>District Score:</b> 98		<b>Passing Score:</b> 70	
#	Indicator Description	Updated	Score
1	Was the complete annual financial report (AFR) and data submitted to the TEA within 30 days of the November 27 or January 28 deadline depending on the school district’s fiscal year end date of June 30 or August 31, respectively?	4/23/2025 6:09:49 PM	Yes
2	Was there an unmodified opinion in the AFR on the financial statements as a whole? (The American Institute of Certified Public Accountants (AICPA) defines unmodified opinion.)	4/23/2025 6:09:49 PM	Yes
3	Was the school district in compliance with the payment terms of all debt agreements at fiscal year end?	4/23/2025 6:09:49 PM	Yes
4	Did the school district make timely payments to the Teachers Retirement System (TRS), Texas Workforce Commission (TWC), Internal Revenue Service (IRS), and other government agencies?	4/23/2025 6:09:49 PM	Yes  Ceiling Passed
5	Was the total net position balance in the governmental activities column in the Statement of Net Position (net of accretion of interest for capital appreciation bonds, net pension liability, and other post-employment benefits) greater than zero?	4/23/2025 6:09:49 PM	Ceiling Passed
6	Was the average change in (assigned and unassigned) fund balances over 3 years less than a 25 percent decrease or did the current year's assigned and unassigned fund balances exceed 75 days of operational expenditures?	4/23/2025 6:09:49 PM	Ceiling Passed

## ASSESSED RATINGS

7	Was the number of days of cash on hand and current investments in the general fund for the school district sufficient to cover operating expenditures (excluding facilities acquisition and construction)?	4/23/2025 6:09:49 PM	8
8	Was the measure of current assets to current liabilities ratio for the school district sufficient to cover short-term debt?	4/23/2025 6:09:49 PM	10
9	Did the school district's general fund revenues equal or exceed expenditures (excluding facilities acquisition and construction)? If not, was the school district's number of days of cash on hand greater than or equal to 60 days?	4/23/2025 6:09:49 PM	10
10	Did the school district average less than a 10 percent variance (90% to 110%) when comparing budgeted revenues to actual revenues for the last 3 fiscal years?	This is not being scored this year	10
11	Was the ratio of long-term liabilities to total assets for the school district sufficient to support long-term solvency?	4/23/2025 6:09:49 PM	10
12	What is the correlation between future debt requirements and the district's assessed property value?	4/23/2025 6:09:49 PM	10
13	Was the school district's administrative cost ratio equal to or less than the threshold ratio?	4/23/2025 6:09:49 PM	10
14	Did the school district not have a 15 percent decline in the students to staff ratio over 3 years (total enrollment to total staff)?	4/23/2025 6:09:49 PM	10
15	Was the school district's ADA within the allotted range of the district's biennial pupil projection(s) submitted to TEA?	4/23/2025 6:09:49 PM	5
16	Did the comparison of Public Education Information Management System (PEIMS) data to like information in the school district's AFR result in a total variance of less than 3 percent of all expenditures by function?	4/23/2025 6:09:49 PM	Ceiling Passed
17	Did the external independent auditor report that the AFR was free of any instance(s) of material weaknesses in internal controls over financial reporting and compliance for local, state, or federal funds (The AICPA defines material weakness.)	4/23/2025 6:09:49 PM	Ceiling Passed

## ASSESSED RATINGS

18	Did the external independent auditor indicate the AFR was free of any instance(s) of material noncompliance for grants, contracts, and laws related to local, state, or federal funds? (The AICPA defines material noncompliance.)	4/23/2025 6:09:49 PM	10
19	Did the school district post the required financial information on its website in accordance with Government Code, Local Government Code, Texas Education Code, Texas Administrative Code and other statutes, laws and rules that were in effect at the school district's fiscal year end?	4/23/2025 6:09:49 PM	5
20	Did the school district's administration and board members discuss any changes and/or impact to local, state, and federal funding at a board meeting within 120 days before the district adopted its budget?	4/23/2025 6:09:49 PM	Ceiling Passed
21	Did the school district receive an adjusted repayment schedule for more than one fiscal year for an over-allocation of Foundation School Program (FSP) funds because of a financial hardship?	4/23/2025 6:09:49 PM	Ceiling Passed
			98 Weighted Sum
			1 Multiplier Sum
			(100 Ceiling)
			98 Score

## HOW RATINGS ARE ASSESSED

The questions a school district must address in completing the worksheet that is used to assess its financial management system can be confusing to some individuals.

The following is a layman's explanation of what the questions mean or measure, and how Red Oak ISD actually scored on the indicator question and how it impacts the overall rating.

- 1. Was the complete annual financial report (AFR) and data submitted to the TEA within 30 days of the November 27 or January 28 deadline depending on the school district's fiscal year end date of June 30 or August 31, respectively?**

The question asks if the Annual Financial Report was filed by the deadline. The Red Oak ISD fiscal year end is June 30<sup>th</sup> and the AFR was filed on November 25, 2024 and the deadline was December 27, 2024.

- 2. Was there an unmodified opinion in the AFR on the financial statements as a whole? (The American Institute of Certified Public Accountants (AICPA) defines unmodified opinion. The external independent auditor determines if there was an unmodified opinion.)**

A "modified" version of the auditor's opinion in the annual audit report means that the district needs to correct some of the reporting or financial controls. The goal, therefore, is to receive an "unmodified opinion" on the Annual Financial Report. For Red Oak, this is a "Yes", since the 2023-2024 audit received an unmodified opinion or a "clean audit".

- 3. Was the school district in compliance with the payment terms of all debt agreements at fiscal year end?**

This indicator seeks to make certain that the district has paid the debt obligations on a timely basis for any financing arrangements to pay for school construction, school buses, photocopiers, etc. Red Oak received a "Yes" on this indicator.

- 4. Did the school district make timely payments to the Teachers Retirement System (TRS), Texas Workforce Commission (TWC), Internal Revenue Service (IRS), and other government agencies?**

This indicator seeks to make sure the district fulfilled its obligation to the TRS, TWC and IRS to transfer payroll withholdings and to fulfill any additional payroll-related obligations required to be paid by the district. Red Oak received a "Yes" for this indicator.

## HOW RATINGS ARE ASSESSED

- 5. Was the total net position in the governmental activities column in the Statement of Net Position (net of accretion of interest for capital appreciation bonds, net pension liability, and other post-employment benefits) greater than zero?**

This indicator determines if the total net position in the governmental activities column of the Statement of Net Position as reported in the Annual Financial Report is greater than zero. A positive net position demonstrates financial solvency. Red Oak received a “Yes” for this indicator.

- 6. Was the average change in (assigned and unassigned) fund balance over 3 years less than a 25% decrease or did the current year assigned and unassigned fund balance exceed 75 days of operational expenditures?**

This indicator measures the percentage change in fund balance to see whether the fund balance is declining too quickly and if it is declining, whether sufficient fund balance remains to operate for at least 75 days. The actual fund balance went up over the prior three (3) years by 2.7% and the most current fund balance is 111 days of operational expenditures. Red Oak received a “Yes” on this indicator.

- 7. Was the number of days of cash on hand and current investments in the general fund for the school district sufficient to cover operating expenditures (excluding facilities acquisition and construction)?**

This indicator measures how long in days after the end of the fiscal school year that the district could have disbursed funds for its operating expenditures without receiving any new revenues. The number of days of cash on hand for Red Oak was 81.94 or a score of 8. The optimum number of days of cash on hand is 90 days.

- 8. Was the measure of current assets to current liabilities ratio for the school district sufficient to cover short-term debt?**

This indicator measures whether the school district had sufficient short-term assets at the end of the fiscal year to pay off its short-term liabilities. The Red Oak assets for the 2023-2024 fiscal year were \$118,336,608 measured against the liabilities of \$15,157,999. This resulted in assets exceeding liabilities by a ratio of 7.8069 to 1 and provided a score of 10. A ratio of 3 to 1 or greater is optimum.

- 9. Did the school district’s general fund revenues equal or exceed expenditures (excluding facilities acquisition and construction)? If not, was the school district’s number of days of cash on hand greater than or equal to 60 days?**

## HOW RATINGS ARE ASSESSED

This indicator asks, "Did you spend more than you received?" The Red Oak total revenues were \$72,779,263 compared to total expenditures of \$71,462,442. This equated to the District having 81.9394 days of cash on hand. Red Oak passed this indicator with a score of 10 since both the revenues were greater than expenditures and the days of cash on hand was greater than 60 days.

### **10. Did the school district average less than a 10 percent variance (90% to 110%) when comparing budgeted revenues to actual revenues for the last 3 fiscal years?**

This indicator is not being scored this year, so a score of 10 is provided.

### **11. Was the ratio of long-term liabilities to total assets for the school district sufficient to support long-term solvency?**

This question is like asking someone if their mortgage exceeds the market value of their home. The Red Oak long-term liabilities were \$157,686,225 compared to total assets of \$227,843,779 resulting in a ratio of 0.6921. The optimum ratio is 0.60 or less. This indicator also recognizes that high-growth districts incur additional operating costs to open new instructional campuses. The District's enrollment increased by 528 students over the last five (5) years (8.72%) and was over the 7% threshold, so a score of 10 points was provided.

### **12. What is the correlation between future debt requirements and the district's assessed property value?**

This indicator asks about the school district's ability to make debt principal and interest payments. Did you meet or exceed the target amount in School FIRST? Red Oak's property value to long term liability ratio was 3.9773 which results in a score of 10 points.

### **13. Was the school district's administrative cost ratio equal to or less than the threshold ratio?**

This indicator measures the percentage of the budget that Texas school districts spend on administration, based on the size of the school district. The ratio takes the administrative costs and divides them by the instructional costs to determine the percentage. Red Oak's administrative cost ratio for the 2023-2024 fiscal year was 9.6% or a score of 10. This is the fourth year that the District has received a score of 10 in this indicator. The optimum administrative cost ratio should be less than 10% for a district the size of Red Oak.

## HOW RATINGS ARE ASSESSED

**14. Did the school district not have a 15 percent decline in the students to staff ratio over 3 years (total enrollment to total staff)?**

This indicator measures if a decline in student enrollment is occurring was the decline in total staff in proportion to the declining enrollment over a 3-year period. If declining enrollment is occurring, the change in this ratio cannot exceed 15 percent. The district's enrollment and staffing went up so a score of 10 points was received.

**15. Was the school district's ADA within the allotted range of the district's biennial pupil projection(s) submitted to TEA? If the district did not submit pupil projections to TEA, did it certify TEA's projections?**

This indicator measures how well the district was able to project average daily attendance for the coming biennium for payment purposes. Projected ADA is compared to actual. The 2023-2024 fiscal year actual difference in the budget to actual ADA for Red Oak was 22.26 which is a 0.36% difference and a score of 5 (the maximum for this indicator) was received since it was significantly less than the 10% threshold difference.

**16. Did the comparison of Public Education Information Management System (PEIMS) data to like information in the school district's AFR result in a total variance of less than 3 percent of all expenditures by function?**

This indicator measures the quality of data reported to PEIMS and in the Annual Financial Report to make certain that the data reported in each case "matches up." If the difference in numbers reported in any fund type is 3 percent or more, the district "fails" this measure. For the 2023-2024 PEIMS submission, the District only had a difference of \$90 compared to the total expenditures of \$71,462,442 which was significantly less than the 3% threshold, so Red Oak received a "Yes" on this indicator.

**17. Did the external independent auditor indicate the AFR was free of any instance(s) of material noncompliance for grants, contracts, and laws related to local, state, or federal funds? (The AICPA defines material noncompliance.)**

A "clean audit" of your Annual Financial Report would state that your district has no material weaknesses in internal controls. Any internal weaknesses create a risk of the district not being able to properly account for the use of public funds. Red Oak did not have any material weakness identified or reported, so this indicator was passed.

## HOW RATINGS ARE ASSESSED

- 18. Did the external independent auditor indicate the AFR was free of any instance(s) of material noncompliance for grants, contracts, and laws related to local, state, or federal funds? (The AICPA defines material noncompliance.)**

This indicator measures whether the district is complying with laws, rules and regulations related to the expenditure of grant funds, contracts, and other state and federal funds. Red Oak did not have any material noncompliance identified or reported, so the score was a 10.

- 19. Did the school district post the required financial information on its website in accordance with Government Code, Local Government Code, Texas Education Code, Texas Administrative Code and other statutes, laws and rules that were in effect at the school district's fiscal year end?**

This indicator measures whether the district is complying with legal requirements related to financial transparency by posting all required information. All of the required financial information was posted on the Red Oak's website so a score of 5 (the maximum for this indicator) was received.

- 20. Did the school district's administration and school board members discuss any changes and/or impact to local, state, and federal funding at a board meeting within 120 days before the district adopted its budget?**

This indicator measures whether the school board had the opportunity to consider the impact of changes in property value on the finances of the district. The District's changes in revenue and the local and State property values for the 2023-2024 fiscal year budget were discussed with the Board at the May 15, 2023 Budget Workshop and also at the June 20, 2023 Special Meeting before the district adopted the 2023-2024 Budget at the June 20, 2023 Regular Meeting. Red Oak received a "Yes" on this indicator.

- 21. Did the school receive an adjusted repayment schedule for more than one fiscal year for an over-allocation of Foundation School Program (FSP) funds because of a financial hardship?**

This indicator determines if the district has an adjusted repayment schedule for an overallocation of FSP funds. Red Oak ISD did not have any overallocation of FSP funds, so this indicator was passed.

# DISCLOSURES

Annual disclosures in accordance with Title 19, Texas Administrative Code Chapter 109, Budgeting, Accounting, and Auditing, Subchapter AA, *Commissioner's Rules Concerning Financial Accountability Rating System*, are to provide for increased transparency with the public. The five (5) disclosures that are required and are presented as appendices in the School FIRST financial management report are:

1. Superintendent's Employment Contract in effect on the date of the School FIRST public hearing.
2. Reimbursements received by the Superintendent and Board Members in fiscal year 2023-2024
3. Outside compensation and/or fees received by the Superintendent for professional consulting and/or other personal Services in fiscal year 2023-2024.
4. Gifts received by the Executive Officer(s) and Board Member(s) in fiscal year 2023-2024.
5. Business transactions between School District and Board Member(s) in fiscal year 2023-2024.

## Superintendent's Employment Contract

As of November 2025

For transparency purposes, a school district is required to provide a copy of the superintendent's employment contract that is effective at the time of the School FIRST hearing. Another option school districts can use is to publish the superintendent's employment contract on the school district's Internet site. If published on the Internet, the contract is to remain accessible for twelve months.

An electronic version of the Superintendent's Contract is located on the Red Oak ISD website at [www.redoakisd.org](http://www.redoakisd.org).

**Reimbursements Received by the Superintendent and Board Members**

For the Twelve-Month Period  
Ended June 30, 2024

Description of Reimbursements	Brenda Sanford	John Anderson	Sean Kelly	Donna Knight	Johnny Knight	Melanie Petersen	Michelle Porter	Brian Sebring		
Meals	\$ 206.68	\$ 0.00	\$ 18.40	\$ 15.00	\$ 15.00	\$ 26.00	\$ 33.23	\$ 0.00	\$ 0.00	\$ 0.00
Lodging	3,339.13	0.00	1,570.80	0.00	635.58	539.46	1,241.73	0.00	0.00	0.00
Transportation	4,436.24	0.00	0.00	0.00	55.00	0.00	0.00	0.00	0.00	0.00
Motor Fuel	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Other	1,355.00	0.00	1,245.00	660.00	660.00	660.00	1,405.00	0.00	0.00	0.00
<b>Total</b>	<b>\$ 9,337.05</b>	<b>\$ 0.00</b>	<b>\$ 2,834.20</b>	<b>\$ 675.00</b>	<b>\$ 1,365.58</b>	<b>\$ 1,225.46</b>	<b>\$ 2,679.96</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>

**Note** – The spirit of the rule is to capture all “reimbursements” for the fiscal year, regardless of the manner of payment, including direct pay, credit card, cash, and purchase order. Reimbursements to be reported per category include:

**Meals** – Meals consumed out-of-town and in-district meals at area restaurants (excludes catered meals for board meetings).

**Lodging** - Hotel charges.

**Transportation** - Airfare, car rental (can include fuel on rental), taxis, mileage reimbursements, leased cars, parking and tolls.

**Motor fuel** – Gasoline.

**Other** - Registration fees, telephone/cell phone, internet service, and other reimbursements (or on-behalf of) to the superintendent and board member not

**Outside Compensation and/or Fees Received by the Superintendent for Professional Consulting and/or Other Personal Services**

For the Twelve-Month Period  
Ended June 30, 2024

Name(s) of Entity(ies)	Amount Received
None	\$ -
<b>Total</b>	<b>\$ -</b>

**Note** – Compensation does not include business revenues from the superintendent’s livestock or agricultural-based activities on a ranch or farm. Report gross amount received (do not deduct business expenses from gross revenues). Revenues generated from a family business that have no relationship to school district business are not to be disclosed.

**Gifts Received by Executive Officers and Board Members (and First Degree Relatives, if any)  
(gifts that had an economic value of \$250 or more in the aggregate in the fiscal year)**

For the Twelve-Month Period  
Ended June 30, 2024

	Brenda Sanford	John Anderson	Sean Kelly	Donna Knight	Johnny Knight	Melanie Petersen	Michelle Porter	Brian Sebring	
<b>Total</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

**Note** – An executive officer is defined as the superintendent, unless the board of trustees or the district administration names additional staff under this classification. (Any gifts received by their immediate family as described in Government Code, Chapter 573, Subchapter B, Relationships by Consanguinity or by Affinity will be reported under the applicable school official.)

**Business Transactions Between School District and Board Members**

For the Twelve-Month Period  
Ended June 30, 2024

	John Anderson	Sean Kelly	Donna Knight	Johnny Knight	Melanie Petersen	Michelle Porter	Brian Sebring
<b>Amounts</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

**Note** - The summary amounts reported under this disclosure are not to duplicate the items disclosed in the summary schedule of reimbursements received by board members.

## GLOSSARY OF TERMS

**Accounting:** A standard school fiscal accounting system must be adopted and installed by the board of trustees of each school district. The accounting system must conform to generally accepted accounting principles. This accounting system must also meet at least the minimum requirements prescribed by the state board of education, subject to review and comment by the state auditor.

**Ad Valorem Property Tax:** Literally the term means "according to value." Ad valorem taxes are based on a fixed proportion of the value of the property with respect to which the tax is assessed. They require an appraisal of the taxable subject matter's worth. General property taxes are almost invariably of this type. Ad valorem property taxes are based on ownership of the property and are payable regardless of whether the property is used or not and whether it generates income for the owner (although these factors may affect the assessed value).

**Adopted Tax Rate:** The tax rate set by the school district to meet its legally adopted budget for a specific calendar year.

**All Funds:** A school district's accounting system is organized and operated on a fund basis where each fund is a separate fiscal entity in the school district much the same as various corporate subsidiaries are fiscally separate in private enterprise. All Funds refers to the combined total of all the funds listed below:

- The General Fund
- Special Revenue Funds (Federal Programs, Federally Funded Shared Services, State Programs, Shared State/Local Services, Local Programs)
- Debt Service Funds
- Capital Projects Funds
- Enterprise Funds for the National School Breakfast and Lunch Program (as appropriate)

**Annual Financial Report (AFR):** The audited annual report required by TEC section 44.008, that is due to TEA by no later than 150 days after the close of a school district's or an open-enrollment charter school's fiscal year.

**Assessed Valuation:** A valuation set upon real estate or other property by a government as a basis for levying taxes.

**Assigned Fund Balance:** The assigned fund balance represents tentative plans for the future use of financial resources. Assignments require executive management (per board policy to assign this responsibility to executive management prior to end of fiscal year) action to earmark fund balance for bona fide purposes that will be fulfilled within a reasonable period of time. The assignment and dollar amount for the assignment may be determined after the end of the fiscal year when final fund balance is known.

**Auditing:** Accounting documents and records must be audited annually by an independent auditor. Texas Education Agency (TEA) is charged with reviewing the independent audit of the local education agencies.

**Beginning Fund Balance:** The General Fund balance on the first day of a new school year. For most school districts this is equivalent to the fund balance at the end of the previous school year.

**Budget:** The projected financial data for the current school year. Budget data are collected for the general fund, food service fund, and debt service fund.

**Budgeting:** Not later than June 20 of each year, the superintendent (or designee) must prepare a budget for the school district if the fiscal year begins on July 1. (For those districts with fiscal years beginning September 1, this date would be August 20.) The legal requirements for

## GLOSSARY OF TERMS

funds to be budgeted are included in the Budgeting module of the TEA Resource Guide. The budget must be adopted before expenditures can be made, and this adoption must be prior to the setting of the tax rate for the budget year. The budget must be itemized in detail according to classification and purpose of expenditure and must be prepared according to the rules and regulations established by the state board of education. The adopted budget, as necessarily amended, shall be filed with TEA through the Public Education Information Management System (PEIMS) as of the date prescribed by TEA.

**Capital Outlay:** This term is used as both a Function and an Object. Expenditures for land, buildings, and equipment are covered under Object 6600. The amount spent on acquisitions, construction, or major renovation of school district facilities are reported under Function 81.

**Capital Project Funds:** Fund type used to account for financial resources to be used for the acquisition or construction of major capital facilities (other than those financed by proprietary funds and trust funds.)

**Cash:** The term, as used in connection with cash flows reporting, includes not only currency on hand, but also demand deposits with banks or other financial institutions. Cash also includes deposits in other kinds of accounts or cash management pools that have the general characteristics of demand deposit accounts in that the governmental enterprise may deposit additional cash at any time and also effectively may withdraw cash at any time without prior notice or penalty.

**Ceiling indicator:** An upper limit (the maximum score) at which a score from a standard limit of a specific indicator will result regardless of overall points.

**Chapter 49:** A key "equity" chapter in the Texas Education Code (TEC) is Chapter

49 (formally Chapter 41). This Chapter is devoted to wealth equalization through the mechanism of recapture, the recovery of financial resources from districts defined by the state as high property wealth. Resources are recovered for the purpose of sharing them with low-wealth districts. Districts that are subject to the provisions of Chapter 49 must make a choice among several options in order to reduce their property wealth and share financial resources.

**Committed Fund Balance:** The committed fund balance represents constraints made by the board of trustees for planned future use of financial resources through a resolution by the board, for various specified purposes including commitments of fund balance earned through campus activity fund activities. Commitments are to be made as to purpose prior to the end of the fiscal year. The dollar amount for the commitment may be determined after the end of the fiscal year when final fund balance is known.

**Comptroller Certified Property Value:** The district's total taxable property value as certified by the Comptroller's Property Tax Division (Comptroller Valuation).

**Days of Cash on Hand:** The number of days the school district can disburse funds for its operating expenditures without receiving any new revenues.

**Debt:** An amount of money owed to a person, bank, company, or other organization.

**Debt Service Fund:** Governmental fund type used to account for the accumulation of resources for, and the payment of, general long-term debt principal and interest.

**Debt Services:** Two function areas (70 and 71) and one Object (6500) are identified using this terminology "debt

# GLOSSARY OF TERMS

services." Function 70 is a major functional area that is used for expenditures that are used for the payment of debt principal and interest. Expenditures that are for the retirement of recurring bond, capital lease principal, and other debt, related debt service fees, and for all debt interest fall under Function 71. Object 6500 covers all expenditures for debt service.

**Debt Service Coverage Ratio:** This ratio measures an organization's ability to make debt principal and interest payments that will become due during the year.

**Deferred Revenue:** Resource inflows that do not yet meet the criteria for revenue recognition. Unearned amounts are always reported as deferred revenue. In governmental funds, earned amounts also are reported as deferred revenue until they are available to liquidate liabilities of the current period.

**Electronic submission:** The TEA electronic data feed format required for use by school districts, open-enrollment charter schools, and regional education service centers (ESCs).

**Ending Fund Balance:** The amount of unencumbered surplus fund balance reported by the district at the end of the specified school year. For most school districts this will be equivalent to the fund balance at the beginning of the next school year.

**Excess (Deficiency):** Represents receivables due (excess) or owed (deficiency) at the end of the school year. This amount is recorded as Asset Object 1200.

**Existing Debt Allotment (EDA):** Is the amount of state funds to be allocated to the district for assistance with existing debt.

**Expenditures:** The cost of goods delivered, or services rendered, whether paid or unpaid including expenses, provisions for debt retirement not reported as a liability of the fund from which retired and capital outlays.

**Federal Revenues:** Revenues paid either directly to the district or indirectly through a local or state government entity for Federally- subsidized programs including the School Breakfast Program, National School Lunch Program, and School Health and Related Services Program. This amount is recorded as Revenue Object 5900.

**Fiscal Year:** A period of 12 consecutive months legislatively selected as a basis for annual financial reporting, planning, and budgeting. The fiscal year may run September 1 through August 31 or July 1 through June 30.

**Financial Integrity Rating System of Texas (FIRST):** The financial accountability rating system administered by the TEA in accordance with the TEC sections 39.082 and 39.085. The system provides additional transparency to public education finance and meaningful financial oversight and improvement for school districts (School FIRST) and open-enrollment charter schools and charter schools operated by a public institution of higher education under TEC, Chapter 12, Subchapters D and E (Charter FIRST).

**Foundation School Program (FSP):** The Foundation School Program (FSP) is the shared financial arrangement between the state and the school district, where property taxes are blended with revenues from the state to cover the cost of basic and mandated programs. The nature of this arrangement falls in one of the following status categories: Regular, Special Statutory, State Administered, Education Service Center, or Open Enrollment Charter School District.

# GLOSSARY OF TERMS

**FTE:** Full-Time Equivalent measures the extent to which one individual or student occupies a full-time position or provides instruction, e.g., a person who works four hours a day or a student that attends a half of a day represents a .5 FTE.

**Function:** Function codes identify the expenditures of an operational area or a group of related activities. For example, in order to provide the appropriate atmosphere for learning, school districts transport students to school, teach students, feed students and provide health services. Each of these activities is a function. The major functional areas are:

- Instruction and Instructional-Related Services
- Instructional and School Leadership
- Support Services - Student
- Administrative Support Services
- Support Services; Non-Student Based
- Ancillary Services
- Debt Service
- Capital Outlay
- Intergovernmental Charges

**Fund Balance:** The difference between assets and liabilities reported in a governmental fund.

**General Administration:** The amount spent on managing or governing the school district as an overall entity. Expenditures associated with this functional area are reported under Function 41.

**General Fund:** This fund finances the fundamental operations of the district in partnership with the community. All revenues and expenditures not accounted for by other funds are included. This is a budgeted fund and any fund balances are considered resources available for current operations.

**I&S Tax Rate:** The tax rate calculated to provide the revenues needed to cover Interest and Sinking (I&S) (also referred to

as Debt Service). I&S includes the interest and principal on bonds and other debt secured by property tax revenues.

**Incremental Costs:** The amount spent by a school district with excess wealth per WADA on the purchase of attendance credits either from the state or from other school districts. Expenditures associated with this functional area are reported under Function 92.

**Instruction:** The amount spent on direct classroom instruction and other activities that deliver, enhance or direct the delivery of learning situations to students regardless of location or medium. Expenditures associated with this functional area are reported under Function 11.

**Instructional Facilities Allotment (IFA):** (State Aid) Provides assistance to school districts in making debt service payments on qualifying bonds and lease-purchase agreements. Proceeds must be used for the construction or renovation of an instructional facility.

**Intergovernmental Charges:** "Intergovernmental" is a classification used when one governmental unit transfers resources to another. In particular, when a Revenue Sharing District purchases WADA or where one school district pays another school district to educate transfer students. Expenditures associated with this functional area are reported under Function 90.

**Investments in Capital Assets, Net of Related Debt:** One of three components of net assets that must be reported in both government-wide and proprietary fund financial statements. Related debt, for this purpose, includes the outstanding balances of any bonds, mortgages, notes, or other borrowings that are attributable to the acquisition, construction, or improvement of capital assets of the government.

# GLOSSARY OF TERMS

**Local & Intermediate Revenues:** All revenues from local taxes and other local and intermediate revenues. For specifics, see the definitions for Local Tax and Other Local & Intermediate Revenues. This amount is recorded under Object 5700.

**Local Tax:** This is all revenues from local real and personal property taxes, including recaptured funds from 1) Contracted Instructional Services between public schools (Function 91) and 2) Incremental Costs associated with Chapter 41 of the Texas Education Code (Function 92).

**M&O Tax Rate:** The tax rate calculated to provide the revenues needed to cover Maintenance & Operations (M&O). M&O includes such things as salaries, utilities, and day-to-day operations.

**Modified Opinion:** Term used in connection with financial auditing. A modification of the independent auditor's report means there exists one or more specific exceptions to the auditor's general assertion that the district's financial statements present fairly the financial information contained therein according to generally accepted accounting principles.

**No-New-Revenue Tax Rate:** Formally called the Effective Tax Rate. Provides the unit with approximately the same amount of local tax revenue it had the year before on properties taxes in both years. A comparison of the no-new-revenue tax rate to the taxing unit's proposed tax rate shows if there will be a tax increase.

**Nonspendable Fund Balance:** The portion of fund balance that is in non-liquid form, including inventories, prepaid items, deferred expenditures, long-term receivables and encumbrances (if significant). Nonspendable fund balance may also be in the form of an endowment fund balance that is required to remain intact.

**Object:** An object is the highest level of accounting classification used to identify either the transaction posted or the source to which the associated monies are related. Each object is assigned a code that identifies in which of the following eight major object groupings it belongs:

- 1000 Assets
- 2000 Liabilities
- 3000 Fund Balances
- 5000 Revenue
- 6000 Expenditures/Expenses
- 7000 Other Resources/Non-Operating Revenue/Residual Equity Transfers In
- 8000 Other Uses/Non-Operating Revenue/Residual Equity Transfers Out

**Operating Expenditures:** A wide variety of expenditures necessary for a district's operations fall into this category with the largest portion going to payroll and related employee benefits and the purchase of goods and services.

**Operating Expenditures per Student:** Total Operating Expenditures divided by the total number of enrolled students.

**Operating Revenues and Expenses:** Term used in connection with the proprietary fund statement of revenues, expenses, and changes in net assets. The term is not defined as such in the authoritative accounting and financial reporting standards, although financial statement preparers are advised to consider the definition of operating activities for cash flows reporting in establishing their own definition.

**Other Local & Intermediate Revenues:** All local and intermediate revenues NOT from local real and personal property taxes including:

- Revenues Realized as a Result of Services Rendered to Other School Districts
- Tuition and Fees

# GLOSSARY OF TERMS

- Rental payments, interest, investment income
- Sale of food and revenues from athletic and extra/co-curricular activities
- Revenues from counties, municipalities, utility districts, etc.

**Other Operating Costs:** Expenditures necessary for the operation of the school district that are NOT covered by Payroll Costs, Professional and Contracted Services, Supplies and Materials, Debt Services, and Capital Outlay fall into this category and include travel, insurance and bonding costs, election costs, and depreciation. This amount is recorded as Expenditure/Expense Object 6400.

**Other Resources:** This amount is credited to total actual other resources or non-operating revenues received or residual equity transfers in. This amount is recorded under Object 7020.

## **Payments for Shared Services**

**Arrangements:** Payments made either from a member district to a fiscal agent or payments from a fiscal agent to a member district as part of a Shared Services Arrangement (SSA). The most common types of SSAs relate to special education services, adult education services, and activities funded by the Elementary and Secondary Education Act (ESEA). Expenditures associated with this functional area are reported under Function 93.

**Payroll:** Payroll costs include the gross salaries or wages and benefit costs for services or tasks performed by employees at the general direction of the school district. This amount is recorded as Expenditure/Expense Object 6100. *(NOTE: Payroll amounts do not include salaries for contract workers, e.g., for food service and maintenance. Therefore, this figure will vary significantly between districts and*

*campuses that use contract workers and those that do not.)*

**PEIMS:** A state-wide data management system for public education information in the State of Texas called the Texas Student Data System Public Education Information Management System (TSDS PEIMS). One of the basic goals of PEIMS, as adopted by the State Board of Education in 1986, is to improve education practices of local school districts. School districts use PEIMS to load, validate and submit their data via standardized computer files to TEA.

**Plant Maintenance & Operations:** The amount spent on the maintenance and operation of the physical plant and grounds and for warehousing and receiving services. Expenditures associated with this functional area are reported under Function 51.

**Property / Refined ADA:** The district's Comptroller Certified Property Value divided by its total Refined ADA.

**Property/WADA:** The district's Comptroller Certified Property Value divided by its total WADA.

**Qualified Opinion:** Term used in connection with financial auditing. A modification of the independent auditor's report on the fair presentation of the financial statements indicating that there exists one or more specific exceptions to the auditor's general assertion that the financial statements are fairly presented.

**Refined ADA:** Refined Average Daily Attendance (also called RADA) is based on the number of days of instruction in the school year. The aggregate eligible days attendance is divided by the number of days of instruction to compute the refined average daily attendance.

## GLOSSARY OF TERMS

**Restricted Fund Balance:** This is the portion of fund balance that has externally enforceable constraints made by outside parties.

**Revenues:** Any increase in a school district's financial resources from property taxes, foundation fund entitlements, user charges, grants, and other sources. Revenues fall into the three broad sources of revenue: Local & Intermediate, State and Federal.

**Robin Hood Funds:** See Wealth Equalization Transfer.

**School Year:** The twelve months beginning September 1 of one year and ending August 31 of the following year or beginning July 1 and ending June 30. Districts now have two options.

**Special Revenue Fund:** A governmental fund type used to account for the proceeds of specific revenue sources (other than for major capital projects) that are legally restricted to expenditures for specified purposes.

**State Revenues:** Revenues realized from the Texas Education Agency, other state agencies, shared services arrangements, or allocated on the basis of state laws relating to the Foundation School Program Act. This amount is recorded as Revenue Object 5800.

**Summary of Finances (SOF) report:** The document of record for FSP allocations. An SOF report is produced for each school district and open-enrollment charter school by the TEA division responsible for state funding that describes the school district's or open-enrollment charter school's funding elements and FSP state aid.

**Unassigned Fund Balances:** Available expendable financial resources in a governmental fund that are not the object of tentative management plans (i.e., committed or assigned). One primary

criterion of rating agencies for school bonds is the relative amount of unassigned fund balance. Bond rating agencies view unassigned fund balances as a reflection of the financial strength of school districts and show concern when district fund balances decrease.

**Unmodified Opinion:** Term used in connection with financial auditing. An unmodified independent auditor's opinion means there are no stated exceptions to the auditor's general assertion that the district's financial statements present fairly the financial information contained according to generally accepted accounting principles.

**Unrestricted Net Asset Balance:** The term net asset refers to the amount of total assets less total liabilities. Unrestricted net asset balance refers to the portion of total net assets that is neither invested in capital assets nor restricted.

**Voter-Approved Tax Rate:** Formally called the Rollback Tax Rate. Provides governments other than school districts with approximately the same amount of tax revenue it spent the previous year for day-to-day operations plus an extra 8 percent cushion and sufficient funds to pay its debts in the coming year. For school districts, the M&O portion of the voter-approved tax rate allows school districts to add four cents (\$0.04) to the lesser of the prior tax year compressed operating tax rate or the no-new-revenue M&O rate to generate operating funds. School districts will get to add to the compressed operating rate any additional cents approved by voters at a 2006 or subsequent rollback election, not 8 percent. The voter-approved tax rate is the highest rate that the taxing unit may adopt before voters can petition for an election to roll back the adopted rate to the voter-approved rate. For school districts, no petition is required; it's an automatic election if the adopted rate exceeds the voter-approved rate.

## GLOSSARY OF TERMS

**WADA:** A Weighted Average Daily Attendance (WADA) is used to measure the extent students are participating in special programs. The concept of WADA in effect converts all of a school district's students with their different weights to a calculated number of regular students required to raise the same amount of revenue. The greater the number of students eligible for special entitlements, the greater the school district's WADA.

**Warrant hold:** The process by which state payments issued to payees indebted to the state, or payees with a tax delinquency, are held by the Texas Comptroller of Public Accounts until the debt is satisfied in accordance with the Texas Government Code section 403.055

**Wealth Equalization Transfer:** The amount budgeted by districts for the cost of reducing their property wealth to the required equalized wealth level (Function 91). Sometimes referred to as Robin Hood Funds

### DISCLAIMER

**All of the information provided in this Glossary is believed to be accurate and reliable; however, TASBO and TSPRA assume no responsibility for any errors appearing in this information or otherwise. Further, TASBO and TSPRA assume no responsibility for the use of the information provided.**

## AUDIENCE PARTICIPATION SIGN-UP SHEET

Any person wishing to address the Board about a topic related to District business during the period reserved for public comment at a Board meeting must sign up to be heard, in accordance with District policy BED(LOCAL):

1. Each participant will be limited to two (2) minutes to make comments to the Board.
2. Under the Texas Open Meetings Act, the Board is not permitted to discuss or act upon any issues that are not posted on the agenda for tonight's meeting.
3. The Board has adopted complaint policies that are designed to secure, at the lowest possible administrative level, a prompt and equitable resolution of complaints and concerns. Each of these processes provides that, if a resolution cannot be achieved administratively, the person may appeal the administrative decision to the Board as a properly posted agenda item. For further information on those policies, please contact Kevin Freels, Assistant Superintendent of District Operations, for student issues, and Michelle Ailara, Assistant Superintendent of Human Resources, for employee issues at 972-617-2941. If the subject of your comment involves a pending grievance, please continue to seek resolution through the grievance process and address the Board only at the appropriate stage of that process.
4. Under the Texas Open Meetings Act, the Board may exercise its authority to discuss certain subject matters in closed session, including matters involving individual District staff members and individual students. If your comment concerns one of these subjects, please address your concern through the complaint policies described above.
5. Finally, please be aware that rules of decorum will be enforced during the public comment period. Personal attacks, name-calling, and rude or slanderous remarks will not be tolerated. Each participant is legally responsible for the content and consequences of his or her own statements.

Please fill in the information requested below if you wish to address the Board during the public comment period:

Name (please print) \_\_\_\_\_

Address \_\_\_\_\_

ROISD Campus Your Child(ren) attends \_\_\_\_\_

School District of Residence \_\_\_\_\_ Telephone \_\_\_\_\_

Topic/ Agenda Item \_\_\_\_\_

<b>Limit on Participation</b>	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.
<b>Public Comment</b>	<b>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.</b>
<b>Regular Meetings</b>	
<b>Special Meetings</b>	At all other Board meetings, public comment shall be limited to items on the agenda posted with notice of the meeting.
<b>Procedures</b>	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 two minutes per meeting.
<b>Meeting Management</b>	When necessary for effective meeting management or to accommodate large numbers of individuals wishing to address the Board, the presiding officer may make adjustments to public comment procedures, including adjusting when public comment will occur during the meeting, reordering agenda items, deferring public comment on nonagenda items, continuing agenda items to a later meeting, providing expanded opportunity for public comment, or establishing an overall time limit for public comment and adjusting the time allotted to each speaker. However, no individual shall be given less than one minute to make comments.
<b>Board's Response</b>	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.
<b>Complaints and Concerns</b>	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: <ul style="list-style-type: none"><li>• Employee complaints: DGBA</li><li>• Student or parent complaints: FNG</li><li>• Public complaints: GF</li></ul>
<b>Disruption</b>	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.

**MINUTES OF THE  
RED OAK INDEPENDENT SCHOOL DISTRICT  
BOARD OF TRUSTEES REGULAR MEETING  
Monday, October 20, 2025**

A Regular Meeting of the Board of Trustees of Red Oak ISD was held Monday, October 20, 2025, beginning at 7:00 PM at the Red Oak ISD Education Service Center, 109 West Red Oak Road, Red Oak, TX 75154.

1. CALL TO ORDER / ESTABLISH QUORUM

The Regular Meeting of the School Board was called to order by Melanie Petersen, President of the School Board, at 7:00 p.m.

The Red Oak ISD School Board met at the Red Oak ISD Education Service Center and the presiding officer, Melanie Petersen, noted that a quorum of Board Members was present; that the meeting was duly called; and that notice of the meeting had been posted in accordance with the Texas Open Meetings Act, Texas Government Code, Chapter 551.00.

The following Board members were present: Melanie Petersen, President; Johnny Knight, Vice President; Sean Kelly, Secretary; John Anderson; Donna Knight; Donny Lutrick; and Brian Sebring.

The following Board members were absent: None.

2. INVOCATION

Mr. Anderson led the invocation.

3. PLEDGES OF ALLEGIANCE

Ayden Smith, 5th Grade Student from Red Oak Elementary School, led the Pledges of Allegiance to the American and Texas flags.

4. RECOGNITIONS

A. Top Hawks  
Brenda Sanford, Superintendent

**The Board and Ms. Sanford recognized Top Hawks from each campus. These students are selected based on the 4 Talons of the Hawk – Academic Readiness/Prepared, GRIT, Character, and Service.**

- B. Hawk Staff Spotlight  
Brenda Sanford, Superintendent

**The Board and Ms. Sanford recognized Ms. Jennifer Casas, PreK Aide at Wooden Elementary School, as the Hawk Staff Spotlight winner.**

- C. National Principals Month  
Brenda Sanford, Superintendent

**The Board and Ms. Sanford recognized Red Oak ISD's Campus Principals as October is National Principals Month. Principals recognized were Beatriz Quintanar of Red Oak Elementary; Ashley Jackson of Schupmann Elementary; Allyson Bell of Shields Elementary; Kelly Barbe of Eastridge Elementary; Jessica Trezza of Wooden Elementary; Lanoria Washington of Shaw Middle School; Chris Thompson of Red Oak Middle School; and Brett Haugh of Red Oak High School.**

## 5. SUPERINTENDENT'S REPORT

- A. Construction Update  
Brent Stanford, Executive Director of Support Services

**Mr. Stanford, Executive Director of Support Services, gave the Board an update on the progress of Dr. Joy Shaw Middle School, elementary playground projects, and the baseball and softball field construction.**

- B. District Update  
Brenda Sanford, Superintendent

**Everyone enjoyed all the special activities for Homecoming last week. We had themed dress-up days, a pep rally, a parade, and the crowning of the homecoming king and queen and we recognized our distinguished alumni. It was a wonderful week!**

**We celebrated Custodial Worker's Day on October 2<sup>nd</sup>. We have the most amazing custodial team. They work tirelessly every day, and we appreciate all they do.**

**The Education Foundation held their annual Partnership Challenge Golf Tournament on October 6<sup>th</sup>, and it was the best one yet! We want to thank all the players, sponsors, and volunteers.**

**On October 8th we recognized the ROISD Human Resources Department for Texas Education Human Resources Day. We want to thank them for their dedication to our staff and students.**

**The Mighty Hawk Band will perform at the 5A UIL Region Marching Band contest on Wednesday, October 22<sup>nd</sup>, at 1:30 p.m. at John Kincaide Stadium.**

**We will hold our Senior Citizen Luncheon on November 13<sup>th</sup> at the Red Oak Municipal Center. Any of our community members sixty and greater are invited to attend. You can find more information on our website and Facebook pages.**

**Coffee Talk with the Superintendent will take place on Wednesday, November 5<sup>th</sup>, at 7:45 a.m.**

**The next Mobile Food Pantry will be on Thursday, November 13<sup>th</sup>, at 4:00 p.m., at the ESC.**

**The next Regular Board Meeting is Monday, November 17<sup>th</sup>, at 7:00 p.m.**

6. OPEN FORUM

**No one spoke in Open Forum.**

7. ACTION ITEMS

A. Consent Agenda

1. Minutes from School Board Regular Meeting on September 15, 2025
2. Minutes from School Board Special Meeting on September 16, 2025
3. Payment of Current Bills Over \$50,000
4. Board Policy CFB (LOCAL)
5. RFP 2025-08-01 - ROISD - Student Nutrition - Pizza
6. Technology Manager At-Risk for 2025 Bond Projects

**Mr. Knight made a motion to approve the Consent Agenda as presented. Mr. Kelly seconded the motion. The motion passed 7 – 0.**

<b>BOARD MEMBER</b>	<b>Yea</b>	<b>Nay</b>	<b>Abstain</b>
Melanie Petersen	X		
Johnny Knight	X		
Sean Kelly	X		
John Anderson	X		
Donna Knight	X		
Donny Lutrick	X		
Brian Sebring	X		

B. Consideration and Approval of Annual Investment Report  
Dr. Bill Johnston, Chief Financial Officer

**Mr. Knight made a motion to approve the adoption of the list of qualified brokers as presented on page 41 of the Annual Investment Report. Mr. Sebring seconded the motion. The motion passed 7 – 0.**

<b>BOARD MEMBER</b>	<b>Yea</b>	<b>Nay</b>	<b>Abstain</b>
Melanie Petersen	X		
Johnny Knight	X		
Sean Kelly	X		
John Anderson	X		
Donna Knight	X		
Donny Lutrick	X		
Brian Sebring	X		

8. INFORMATION ITEMS

- A. Bilingual / ESL Program Evaluation
- B. Campus Improvement Plans
  - 1. Eastridge Elementary School
  - 2. Red Oak Elementary School
  - 3. Russell P. Schupmann Elementary School
  - 4. Donald T. Shields Elementary School
  - 5. H. A. Wooden Elementary School
  - 6. Red Oak Middle School
  - 7. Dr. Joy Shaw Middle School
  - 8. Red Oak High School
- C. District Improvement Plan
- D. Enrollment Report
- E. Finance Report

9. CLOSED SESSION

**The Board convened into Closed Session at 7:37 p.m.**

- A. Texas Government Code 551.071 - For the purpose of a private consultation with the Board's attorney on any and all subjects or matters authorized by law.
- B. Texas Government Code 551.072 - For the purpose of discussing the purchase, exchange, lease or value of real property.
- C. Texas Government Code 551.073 - For the purpose of considering a negotiated contract for a prospective gift or donation.
- D. Texas Government Code 551.074 - For the purpose of considering the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee; or to hear a complaint or charge against an officer or employee.
  - 1. Personnel Matters
  - 2. Superintendent Goals
- E. Texas Government Code 551.076 - To consider the deployment, or specific occasions for implementation, of security personnel or devices.

- F. Texas Government Code 551.082 - For the purpose of considering discipline of a public school child or children or to hear a complaint by an employee against another employee if the complaint or charge directly results in a need for a hearing.
- G. Texas Government Code 551.0821 - Personally identifiable information of Public School students.
- H. Texas Government Code 551.083 - For the purpose of considering the standards, guidelines, terms or conditions the Board will follow, or instruct its representatives to follow, in consultation with representative of employee groups in connection with consultation agreements provided for by Section 13.901 of the Texas Education Code.
- I. Texas Government Code 551.084 - For the purpose of excluding witness or witnesses from a hearing during examination of another witness.
- J. Texas Government Code 551.086 - For the purpose of considering economic development negotiations.

**10. RECONVENE IN OPEN SESSION FOR ACTION RELATIVE TO CLOSED SESSION**

**The Board reconvened back into Open Session at 9:56 p.m.**

**Mr. Knight made a motion to accept personnel recommendations as presented. Mr. Sebring seconded the motion. The motion passed 7 – 0.**

<b>BOARD MEMBER</b>	<b>Yea</b>	<b>Nay</b>	<b>Abstain</b>
Melanie Petersen	X		
Johnny Knight	X		
Sean Kelly	X		
John Anderson	X		
Donna Knight	X		
Donny Lutrick	X		
Brian Sebring	X		

**11. ADJOURNMENT**

**As there was no further business or action to be taken, the meeting adjourned at 9:57 p.m.**

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Melanie Petersen, Board President

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Sean Kelly, Board Secretary

CHECK		ACCOUNT			
NUMBER	VENDOR	AMOUNT	NUMBER		
233846	COMMUNICATIONS TECHN	89,807.40	199 E 52 6639 00 999 0 99 000		
		89,807.40	Totals for 233846		
234039	COMMUNICATIONS TECHN	287,863.60	199 E 52 6639 00 999 0 99 000		
		287,863.60	Totals for 234039		
234074	SHELL ENERGY SOLUTIO	32,312.55	199 E 51 6259 02 001 0 99 000		
234074	SHELL ENERGY SOLUTIO	15,304.60	199 E 51 6259 02 041 0 99 000		
234074	SHELL ENERGY SOLUTIO	7,435.66	199 E 51 6259 02 101 0 99 000		
234074	SHELL ENERGY SOLUTIO	5,163.13	199 E 51 6259 02 102 0 99 000		
234074	SHELL ENERGY SOLUTIO	4,815.85	199 E 51 6259 02 103 0 99 000		
234074	SHELL ENERGY SOLUTIO	7,482.30	199 E 51 6259 02 105 0 99 000		
234074	SHELL ENERGY SOLUTIO	7,017.18	199 E 51 6259 02 999 0 99 000		
234074	SHELL ENERGY SOLUTIO	7,258.36	198 E 51 6259 02 999 0 99 000		
234074	SHELL ENERGY SOLUTIO	2,768.09	199 E 51 6259 02 870 0 99 000		
234074	SHELL ENERGY SOLUTIO	681.24	199 E 51 6259 02 996 0 99 000		
234074	SHELL ENERGY SOLUTIO	2,165.53	199 E 51 6259 02 995 0 99 000		
234074	SHELL ENERGY SOLUTIO	2,267.13	199 E 51 6259 02 001 0 22 000		
234074	SHELL ENERGY SOLUTIO	9,159.86	199 E 51 6259 02 042 0 99 000		
		103,831.48	Totals for 234074		
234199	BEDFORD FREEMAN WORT	1,365.00	410 E 11 6321 26 999 0 11 IMA		
234199	BEDFORD FREEMAN WORT	38,966.40	410 E 11 6321 26 999 0 11 IMA		
234199	BEDFORD FREEMAN WORT	4,724.50	410 E 11 6321 26 999 0 11 IMA		
234199	BEDFORD FREEMAN WORT	17,267.80	410 E 11 6321 26 999 0 11 IMA		
234199	BEDFORD FREEMAN WORT	8,049.00	410 E 11 6321 26 999 0 11 IMA		
234199	BEDFORD FREEMAN WORT	13,173.30	410 E 11 6321 26 999 0 11 IMA		
234199	BEDFORD FREEMAN WORT	13,368.60	410 E 11 6321 26 999 0 11 IMA		
234199	BEDFORD FREEMAN WORT	10,638.60	410 E 11 6321 26 999 0 11 IMA		
234199	BEDFORD FREEMAN WORT	1,365.00	410 E 11 6321 26 999 0 11 IMA		
234199	BEDFORD FREEMAN WORT	1,365.00	410 E 11 6321 26 999 0 11 IMA		
234199	BEDFORD FREEMAN WORT	6,264.30	410 E 11 6321 26 999 0 11 IMA		
234199	BEDFORD FREEMAN WORT	1,365.00	410 E 11 6321 26 999 0 11 IMA		
234199	BEDFORD FREEMAN WORT	1,365.00	410 E 11 6321 26 999 0 11 IMA		
234199	BEDFORD FREEMAN WORT	1,365.00	410 E 11 6321 26 999 0 11 IMA		
234199	BEDFORD FREEMAN WORT	1,365.00	410 E 11 6321 26 999 0 11 IMA		
234199	BEDFORD FREEMAN WORT	1,365.00	410 E 11 6321 26 999 0 11 IMA		
		122,007.50	Totals for 234199		
234287	CARNEGIE LEARNING, I	91,176.67	429 E 13 6299 00 999 6 99 SFI		
		91,176.67	Totals for 234287		
234303	LONGHORN BUS SALES/D	150,717.00	199 E 34 6631 00 991 0 23 000		
		150,717.00	Totals for 234303		
		845,403.65	Totals for checks		

CHECK			ACCOUNT						
NUMBER	VENDOR		AMOUNT	NUMBER					
19820	LABATT FOOD SERVICE		12,031.98	240	E	35	6341	00 001 0 99 000	
19820	LABATT FOOD SERVICE		563.40	240	E	35	6342	00 001 0 99 000	
19820	LABATT FOOD SERVICE		176.40	240	E	35	6342	00 001 0 99 000	
19820	LABATT FOOD SERVICE		184.49	240	E	35	6341	01 001 0 99 000	
19820	LABATT FOOD SERVICE		31.44	240	E	35	6342	01 001 0 99 000	
19820	LABATT FOOD SERVICE		5,808.98	240	E	35	6341	00 041 0 99 000	
19820	LABATT FOOD SERVICE		736.97	240	E	35	6342	00 041 0 99 000	
19820	LABATT FOOD SERVICE		346.12	240	E	35	6341	00 041 0 99 000	
19820	LABATT FOOD SERVICE		2,469.11	240	E	35	6341	00 042 0 99 000	
19820	LABATT FOOD SERVICE		188.55	240	E	35	6342	00 042 0 99 000	
19820	LABATT FOOD SERVICE		30.88	240	E	35	6341	00 042 0 99 000	
19820	LABATT FOOD SERVICE		81.91	240	E	35	6342	00 042 0 99 000	
19820	LABATT FOOD SERVICE		48.28	240	E	35	6342	00 101 0 99 000	
19820	LABATT FOOD SERVICE		3,421.43	240	E	35	6341	00 101 0 99 000	
19820	LABATT FOOD SERVICE		382.18	240	E	35	6342	00 101 0 99 000	
19820	LABATT FOOD SERVICE		3,637.12	240	E	35	6341	00 102 0 99 000	
19820	LABATT FOOD SERVICE		428.50	240	E	35	6342	00 102 0 99 000	
19820	LABATT FOOD SERVICE		3,875.99	240	E	35	6341	00 103 0 99 000	
19820	LABATT FOOD SERVICE		627.25	240	E	35	6342	00 103 0 99 000	
19820	LABATT FOOD SERVICE		80.96	240	E	35	6341	00 103 0 99 000	
19820	LABATT FOOD SERVICE		14.24	240	E	35	6342	00 103 0 99 000	
19820	LABATT FOOD SERVICE		5,633.56	240	E	35	6341	00 105 0 99 000	
19820	LABATT FOOD SERVICE		646.83	240	E	35	6342	00 105 0 99 000	
19820	LABATT FOOD SERVICE		14.32	240	E	35	6341	00 105 0 99 000	
19820	LABATT FOOD SERVICE		3,711.85	240	E	35	6341	00 107 0 99 000	
19820	LABATT FOOD SERVICE		395.17	240	E	35	6342	00 107 0 99 000	
19820	LABATT FOOD SERVICE		1,840.21	240	E	35	6341	00 107 0 99 000	
19820	LABATT FOOD SERVICE		172.57	240	E	35	6342	00 107 0 99 000	
19820	LABATT FOOD SERVICE		96.00	240	E	35	6341	00 107 0 99 000	
19820	LABATT FOOD SERVICE		434.77	240	E	35	6342	00 999 0 99 000	
19820	LABATT FOOD SERVICE		610.62	240	E	35	6342	00 999 0 99 000	
19820	LABATT FOOD SERVICE		64.61	240	E	35	6341	00 999 0 99 000	
19820	LABATT FOOD SERVICE		294.00	240	E	35	6342	00 999 0 99 000	
19820	LABATT FOOD SERVICE		1,082.67	240	E	35	6341	00 999 0 99 000	
			50,163.36	Totals for 19820					
19842	LABATT FOOD SERVICE		14,138.47	240	E	35	6341	00 001 0 99 000	
19842	LABATT FOOD SERVICE		582.35	240	E	35	6342	00 001 0 99 000	
19842	LABATT FOOD SERVICE		60.91	240	E	35	6341	00 001 0 99 000	
19842	LABATT FOOD SERVICE		204.51	240	E	35	6341	01 001 0 99 000	
19842	LABATT FOOD SERVICE		41.02	240	E	35	6342	01 001 0 99 000	
19842	LABATT FOOD SERVICE		54.43	240	E	35	6341	00 041 0 99 000	
19842	LABATT FOOD SERVICE		8,005.38	240	E	35	6341	00 041 0 99 000	
19842	LABATT FOOD SERVICE		619.12	240	E	35	6342	00 041 0 99 000	
19842	LABATT FOOD SERVICE		96.00	240	E	35	6341	00 041 0 99 000	
19842	LABATT FOOD SERVICE		358.16	240	E	35	6342	00 041 0 99 000	
19842	LABATT FOOD SERVICE		2,967.68	240	E	35	6341	00 042 0 99 000	
19842	LABATT FOOD SERVICE		345.88	240	E	35	6342	00 042 0 99 000	
19842	LABATT FOOD SERVICE		4,343.80	240	E	35	6341	00 101 0 99 000	
19842	LABATT FOOD SERVICE		535.05	240	E	35	6342	00 101 0 99 000	
19842	LABATT FOOD SERVICE		158.88	240	E	35	6341	00 101 0 99 000	
19842	LABATT FOOD SERVICE		4,527.43	240	E	35	6341	00 102 0 99 000	
19842	LABATT FOOD SERVICE		255.89	240	E	35	6342	00 102 0 99 000	
19842	LABATT FOOD SERVICE		4,995.09	240	E	35	6341	00 103 0 99 000	
19842	LABATT FOOD SERVICE		486.80	240	E	35	6342	00 103 0 99 000	
19842	LABATT FOOD SERVICE		7,932.80	240	E	35	6341	00 105 0 99 000	

CHECK		ACCOUNT						
NUMBER	VENDOR	AMOUNT	NUMBER					
19842	LABATT FOOD SERVICE	897.08	240 E 35 6342 00 105 0 99 000					
19842	LABATT FOOD SERVICE	6,648.70	240 E 35 6341 00 107 0 99 000					
19842	LABATT FOOD SERVICE	744.86	240 E 35 6342 00 107 0 99 000					
19842	LABATT FOOD SERVICE	614.64	240 E 35 6341 00 107 0 99 000					
19842	LABATT FOOD SERVICE	158.98	240 E 35 6342 00 107 0 99 000					
19842	LABATT FOOD SERVICE	73.18	240 E 35 6341 00 999 0 99 000					
19842	LABATT FOOD SERVICE	90.21	240 E 35 6341 00 999 0 99 000					
		59,937.30	Totals for 19842					
19884	LABATT FOOD SERVICE	754.65	240 E 35 6341 00 001 0 99 000					
19884	LABATT FOOD SERVICE	12,449.07	240 E 35 6341 00 001 0 99 000					
19884	LABATT FOOD SERVICE	509.10	240 E 35 6342 00 001 0 99 000					
19884	LABATT FOOD SERVICE	955.89	240 E 35 6341 00 041 0 99 000					
19884	LABATT FOOD SERVICE	7,530.34	240 E 35 6341 00 041 0 99 000					
19884	LABATT FOOD SERVICE	798.08	240 E 35 6342 00 041 0 99 000					
19884	LABATT FOOD SERVICE	79.12	240 E 35 6341 00 041 0 99 000					
19884	LABATT FOOD SERVICE	57.86	240 E 35 6342 00 041 0 99 000					
19884	LABATT FOOD SERVICE	855.27	240 E 35 6341 00 042 0 99 000					
19884	LABATT FOOD SERVICE	3,698.32	240 E 35 6341 00 042 0 99 000					
19884	LABATT FOOD SERVICE	545.56	240 E 35 6342 00 042 0 99 000					
19884	LABATT FOOD SERVICE	503.10	240 E 35 6341 00 101 0 99 000					
19884	LABATT FOOD SERVICE	2,722.71	240 E 35 6341 00 101 0 99 000					
19884	LABATT FOOD SERVICE	310.20	240 E 35 6342 00 101 0 99 000					
19884	LABATT FOOD SERVICE	503.10	240 E 35 6341 00 102 0 99 000					
19884	LABATT FOOD SERVICE	3,254.13	240 E 35 6341 00 102 0 99 000					
19884	LABATT FOOD SERVICE	329.49	240 E 35 6342 00 102 0 99 000					
19884	LABATT FOOD SERVICE	503.10	240 E 35 6341 00 103 0 99 000					
19884	LABATT FOOD SERVICE	3,487.49	240 E 35 6341 00 103 0 99 000					
19884	LABATT FOOD SERVICE	391.32	240 E 35 6342 00 103 0 99 000					
19884	LABATT FOOD SERVICE	654.03	240 E 35 6341 00 105 0 99 000					
19884	LABATT FOOD SERVICE	2,807.04	240 E 35 6341 00 105 0 99 000					
19884	LABATT FOOD SERVICE	766.81	240 E 35 6342 00 105 0 99 000					
19884	LABATT FOOD SERVICE	704.34	240 E 35 6341 00 107 0 99 000					
19884	LABATT FOOD SERVICE	4,463.33	240 E 35 6341 00 107 0 99 000					
19884	LABATT FOOD SERVICE	455.12	240 E 35 6342 00 107 0 99 000					
		50,088.57	Totals for 19884					
		160,189.23	Totals for checks					

CHECK		ACCOUNT					
NUMBER	VENDOR	AMOUNT	NUMBER				
12330	CORYELL ROOFING & CO	212,004.98	699 E 51 6629 34 999 0 99 000				
12330	CORYELL ROOFING & CO	49,716.29	699 E 51 6629 34 999 0 99 000				
		261,721.27	Totals for 12330				
12331	HELLAS CONSTRUCTION	1,347,732.50	660 E 81 6629 57 999 0 99 000				
		1,347,732.50	Totals for 12331				
12338	CORGAN ASSOCIATES IN	263,250.00	660 E 81 6629 51 999 0 99 000				
12338	CORGAN ASSOCIATES IN	31,500.00	660 E 81 6629 52 999 0 99 000				
12338	CORGAN ASSOCIATES IN	165,600.00	660 E 81 6629 54 999 0 99 000				
12338	CORGAN ASSOCIATES IN	57,600.00	660 E 81 6629 56 999 0 99 000				
12338	CORGAN ASSOCIATES IN	138,600.00	660 E 81 6629 58 999 0 99 000				
		656,550.00	Totals for 12338				
12346	COMMUNICATIONS TECHN	114,123.70	660 E 81 6629 58 999 0 99 000				
		114,123.70	Totals for 12346				
12348	CORGAN ASSOCIATES IN	292,841.86	660 E 81 6629 51 999 0 99 000				
12348	CORGAN ASSOCIATES IN	207,000.00	660 E 81 6629 54 999 0 99 000				
12348	CORGAN ASSOCIATES IN	45,000.00	660 E 81 6629 52 999 0 99 000				
12348	CORGAN ASSOCIATES IN	173,250.00	660 E 81 6629 58 999 0 99 000				
12348	CORGAN ASSOCIATES IN	91,200.00	660 E 81 6629 56 999 0 99 000				
		809,291.86	Totals for 12348				
12349	HELLAS CONSTRUCTION	811,306.00	660 E 81 6629 57 999 0 99 000				
12349	HELLAS CONSTRUCTION	73,481.00	660 E 81 6629 57 999 0 99 000				
		884,787.00	Totals for 12349				
		4,074,206.33	Totals for checks				

Interlocal Agreement with Region 10 ESC Multi-Region Purchasing Cooperative for the 2026-2027 School Year

**Presented for:**

Board Action     X     Report/Review Only                     

**Supporting documents:**

None                      Attached     X     Provided Later                     

**Contact Person:**

Victoria Ybarra, Director of Student Nutrition

**Background Information:**

Board approval is required for the yearly Interlocal Agreement with Region 10 Multi-Region Purchasing Cooperative.

**Fiscal Implications:**

None

**Administrative Recommendation:**

Administration recommends the approval of the Interlocal Agreement with Region 10 Multi-Region Purchasing Cooperative for the 2026-2027 School Year.



**ACTION REQUIRED!**  
**Due Date: February 27, 2026**

October 10, 2025

Re: Membership and Participation in the Region 10 ESC Multi-Region Purchasing Cooperative, SY 2026-2027

Dear Food Service Director Addressed:

Multi-Region Purchasing Cooperative (hereafter "R10MRPC") requires all Interlocal Agreements (hereafter "Agreement") to be approved by each Recipient Agency's (hereafter "RA") Board of Directors if applicable. Completed Agreements must be submitted with proof of Board approval or authorized signature. The Agreement encompasses membership roles, responsibilities, and bid participation for the agreement term. Region 10 Education Service Center is the "Coordinating Entity and Fiscal Agent" for R10MRPC.

This packet includes the Interlocal Agreement for RAs participating in the School Nutrition Programs that wish to purchase food service products or services through the R10MRPC formally procured and awarded bids. If the RA does not plan to purchase from any of the awarded bids, there is no need to complete this Interlocal Agreement.

The **Interlocal Agreement** (pages 3-11) is a "membership and participation" agreement that commences on July 1<sup>st</sup> and extends through June 30<sup>th</sup> of the following calendar year. By signing the Agreement, you agree to the General Provisions of Member Roles and Responsibilities with your bid participation selection(s) indicating your entity's purchasing commitment. Members must provide estimated quantities for each product planned for each bid category selected. This is done through a specialized software created by R10MRPC called "Maestro Forecasting."

The Multi-Region Purchasing Cooperative is fully self-funded through a Vendor Participation Fee. This fee is collected directly from the awarded vendors offering commercial products only. Fees are used to cover expenses related to the administration and operation of R10MRPC and the growth in services and benefits offered to our members. Studies indicate that school districts benefit through cooperative participation with considerable cost savings. While the purchasing power of the R10MRPC is significant, the costs of goods and services continue to rise annually. Studies prove that schools participating in a child nutrition purchasing cooperative receive better pricing and a higher selection of products with higher fill rates. Additional benefits of participating in the R10MRPC include training and technical support for child nutrition programs, compliant solicitations, and high-level customer service.

Thank you for considering participating in the SY 2026-2027 with R10MRPC. If you have any questions, please contact me.

Sincerely,

Keri Warnick  
Program Coordinator  
[Keri.warnick@region10.org](mailto:Keri.warnick@region10.org)  
972.348.1448

Enclosures

# INTERLOCAL AGREEMENT

The following Interlocal Agreement (pages 3-11) is to be completed by all recipient agencies (RA) that wish to participate in Region 10 ESC Multi-Region Purchasing Cooperative (R10MRPC) and purchase from formally procured bids.

This Interlocal Agreement is a one-year agreement for the school year 2026-2027 (July 1, 2026, through June 30, 2027). If completed, a fully executed copy will be returned to the RA and kept on file with R10MRPC indefinitely.

Each RA wishing to purchase from any procured and awarded bid must complete and sign all required pages. Each RA is asked to consider which bids best fit their needs. R10MRPC requires members to forecast their product and/or service needs through R10MRPC's customized software before all bid renewals and new bids are released.

The fully completed and signed Interlocal Agreement must be approved by your school Board of Trustees or Authorized Representative and returned no later than February 28, 2026. Please note that Interlocal Agreements received after the due date or later after bids have been released may not be approved due to forecasting requirements and procurement regulations.

Please return pages 3-11 of the completed Agreement to:  
Angela McCrary: [angela.mccrary@region10.org](mailto:angela.mccrary@region10.org)

Region 10 Education Service Center  
Multi-Region Purchasing Cooperative  
**SY26-27: INTERLOCAL AGREEMENT**

***This Interlocal Agreement (hereafter the “Agreement”) is entered into by and between the agencies shown below as contracting parties for a single-year term, per the section entitled “Membership Term” below. The Member Recipient Agency (RA) is responsible for paying vendors’ invoices for goods and services purchased by the RA through the effective termination date. Region 10 ESC is the MRPC “Coordinating Entity and Fiscal Agent.”***

**Contracting Parties**

<u>Region 10 Education Service Center</u> Fiscal Agent/Coordinating Entity	<u>057-950</u> County District Number	
<u>Red Oak Independent School District</u> District/Recipient Agency Name (RA)	<u>070-911</u> RA County District Number	<u>00338</u> RA ID (WBSCM Operation ID)

**STATEMENT OF SERVICE’S TO BE PERFORMED**

The Region 10 Multi-Region Purchasing Cooperative (hereafter the “R10MRPC”) organizes and administers the child nutrition cooperative purchasing and commodity processing program for RAs in Texas. Authority for such service is granted by Section 8.053 of the Texas Education Code, Chapter 791 of the Texas Government Code, and Chapter 271, Subchapter F, of the Texas Local Government Code. The goal of MRPC is to obtain substantial savings on food service items through volume purchasing. There is no fee to join R10MRPC.

**MEMBERSHIP:**

Membership is a single-year term in the R10MRPC. The R10MRPC offers a variety of formally procured bids utilizing the competitive requests for proposals (RFP) method to assist RAs with their fiscal budgetary needs. RAs may commit to any bid(s) that best fits their needs. Members’ bid selection is a commitment to purchase from the R10MRPC awarded vendor(s). Before releasing any formal solicitation or bid renewal, members must provide estimated quantities/forecasts for each product they plan to purchase on each bid selected. Currently, the following formally procured bids are offered:

1. USDA Processed Foods
2. Full-Line Grocery Distributor (to include processed commodities)
3. Manufacturer Direct-to-District Delivery (commercial foods; approval required)
4. Small-wares
5. Kitchen Chemicals & Cleaning Products (products only)
6. Sanitation System & Safety Training (services)
7. Fresh Produce & Raw Meats
8. Fresh Bread
9. Milk Full-Service Delivery
10. Ice Cream Novelties
11. Chips and Snacks
12. Beverages (container)
13. GDSN Connection Software

## **LIMITATION OF AGREEMENT:**

The R10MRPC reviews this Agreement annually to ensure compliance with United States Department of Agriculture (USDA) and Texas Department of Agriculture (TDA) regulations. If, following such review, the R10MRPC discovers that any provision contained herein is not in accordance with USDA and TDA regulations, R10MRPC will have 30 days to make all necessary updates and require that each participating RA sign a new Agreement. If R10MRPC does not amend the provision within the given timeframe, the RA may terminate this agreement on 10 days' written notice to R10MRPC. Child Nutrition Federal Funds are governed by USDA and TDA regulations. EDGAR does not apply to child nutrition federal funds.

## **GENERAL PROVISIONS:**

1. The Parties agree to comply with all applicable federal, state, and local statutes, ordinances, rules, and regulations in connection with the procurement activities and programs contemplated under this Agreement. This Agreement is subject to all applicable present and future valid laws governing such programs.
2. This Agreement shall be governed by the law of the State of Texas and the venue for any dispute resolution shall be in the county where the administrative offices of Region 10 ESC are located, which is currently Dallas County, Texas.
3. The R10MRPC reserves the right, but is not obligated, to add additional members and allow participation. Adding an RA may "materially change the existing contract(s)" and, thereby, require rebidding of said contract(s). Consequently, the RA may not be permitted to participate in those affected contracts to avoid rebidding and negatively impacting the membership in place at the time of the current contract(s) award. The membership of a new RA may become effective upon any new bids, rebids being awarded, new fiscal year, or as permitted at the sole discretion of the R10MRPC.
4. This Agreement and any addenda executed by the parties contains the entire agreement of the Parties hereto concerning the matters covered by its terms, and it may not be modified in any manner without the express written consent of both Parties. Modifications may be required by law or regulation, which shall require action by the R10MRPC and the RA. Failure to act by either party, within a reasonable period, on legally required modifications shall constitute good cause to terminate this Agreement effective upon written notification to the other party.
5. If any term(s) or provision(s) of this Agreement are held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remainder of the provisions of this Agreement shall remain in full force and effect.
6. The Executive Director of Region 10 ESC or his or her designee and authorized agent of the member district shall attempt to resolve any disputes that develop under this Agreement. If any dispute is unable to be resolved, both Parties agree to nonbinding mediation before either Party may resort to litigation. The selection of the mediator shall be mutually agreed upon, and the costs for such mediation borne equally between the Parties.

7. No Party to this Agreement waives or relinquishes any immunity or defense on behalf of itself, its trustees, directors, officers, employees, and agents, because of its execution of this Agreement or the performance of the functions and obligations set forth herein.

8. All parts of this Agreement, when executed by both Parties, are binding upon the Parties, and may be changed only by written agreement executed by authorized representatives of the Parties.

9. Per USDA Federal Regulations and TDA Administrator's Reference Manual (ARM) Section 17, the R10MRPC is a Child Nutrition Program (CNP) Operator-Only Cooperative that is categorized as a "for-profit cooperative". Per ARM Section 17, R10MRPC is required to return "unanticipated profits" to the member. This Agreement allows R10MRPC to deduct the cost of services from the collected vendor fees and pay any remaining amount to members regularly. The R10MRPC's "profit margin", for purposes of this Agreement, shall be defined as the revenue received by the R10MRPC through the charging of the vendor fees outlined in the "Membership Fees" section below minus the expenses to the R10MRPC to operate the cooperative. The Coordinating Entity shall retain the profit margin; however, any revenue received more than the profit margin ("unanticipated profit") will be distributed to the R10MRPC's participating members by the Fiscal Agent. R10MRPC is not permitted per state regulations to collect a profit from sales of processed commodities.

**R10MRPC adheres to the following rebate system.**

- A. R10MRPC will collect all Vendor Participation Fees quarterly.
- B. R10MRPC does not charge a Vendor Fee to any USDA commodity processor.
- C. R10MRPC will utilize a year-end revenue report that details each participating member's generated sales with each awarded vendor.
  - 1) R10MRPC applies an equal percentage of the operational cost to each RFP.
  - 2) Total overhead and expenses are calculated for each RFP based on shared percentage.
  - 3) Total collected revenue is calculated against shared operational costs for each RFP. Any RFP that does not generate enough revenue to cover the shared percentage of expenses is not eligible for a rebate.
  - 4) Any member purchasing USDA commodity foods through our awarded grocery distributor will receive a rebate of collected fees minus the shared expenses.
  - 5) Any member participating in bids that have an excess of fees collected beyond the shared expenses will receive a rebate.
  - 6) Rebate amounts are calculated in October once the Region 10 ESC books are closed.
  - 7) Rebate checks are mailed to each eligible participating member in late November or December. Checks include a letter with instructions about the rebate check and that it must be deposited into the child nutrition fund account.
  - 8) R10MRPC will send out an email notification to each food service director that includes the amount of their rebate.

10. This Agreement and any modification(s) may be executed in separate copies; however, the Agreement must be Board of Trustee approved and physically signed by both participating parties using a "physical signature." Electronic or typed signatures will not be accepted. This Agreement may be exchanged and/or transmitted electronically via fax or scanned email. Proof of Board approval acceptable to R10MRPC must be submitted along with a completed and signed Agreement.

**Membership Term.** This Agreement shall be for a one-year term unless sooner terminated per the provisions of this Agreement. The conditions outlined in this Agreement shall apply to this single-year term. The Agreement year for each purchasing cooperative program commences July 1<sup>st</sup> and will extend through June 30<sup>th</sup> of the following calendar year.

**Membership Fees.** No membership fee shall be directly charged to participating members of the R10MRPC.

The United States Department of Agriculture (USDA) does not allow federal funds received by ESC Child Nutrition components to be used to support purchasing cooperatives. Therefore, the R10MRPC is a fully self-funded entity through a "Vendor Participation Fee" on all commercial sales. This fee is collected directly from the awarded vendors in the fixed amount of .0085 for every \$1.00 of revenue. R10MRPC "does not charge" any fees to the Commodity Processors. All fees are used to cover expenses related to the administration, direct operation, and growth in services or software programs offered by the Cooperative to the members that benefit their foodservice operation. RAs, even though they may incur these fees indirectly, pay no direct fee to R10MRPC for participation.

The parties agree that the payments under this Agreement and any related exhibits and documents are amounts that fairly compensate the Coordinating Entity for the services or functions to be performed under the Agreement.

**Authorization to Participate.** The R10MRPC and each RA represent and warrant, by the execution and delivery of the Interlocal Agreement, that they have obtained all requisite authority through governing board action to enter and perform the terms of this Agreement. Proof of Board approval through Board meeting notes is accepted. If your school does not have a Board of Directors, the authorized representative's signature is acceptable.

**Cooperation and Access.** Each party agrees to cooperate with any reasonable requests for information and records made by the other party. Each party reserves the right to audit the relevant records of the other party during normal business hours. Any breach of this Article shall be considered material and shall make the Agreement subject to termination on ten (10) days' written notice to the RA.

**Primary and Secondary Contact.** The RA agrees to appoint a primary and secondary contact who shall have express authority to represent and bind the RA, and R10MRPC will not be required to contact any other individual regarding program matters. Any notice to a primary or secondary contact shall be binding upon the RA. The RA reserves the right to change the designated contacts as needed by giving written notice to R10MRPC. Such notice is not effective until actual receipt by R10MRPC.

**Defense and Prosecution of Claims.** The RA authorizes the Fiscal Agent, only concerning matters arising out of or contemplated by this Agreement: (1) to control the commencement, defense, intervention, or participation in a judicial, administrative, or other governmental proceeding; (2) to represent the R10MRPC in an arbitration, mediation, or any other form of alternative dispute resolution; (3) to represent the R10MRPC in any other appearance necessary to protect the rights of the R10MRPC relating to actions concerning any past or current, including any appearances and actions in litigation, claim or dispute; and (4) to engage legal counsel and appropriate experts that, in the Fiscal Agent's sole discretion, will assist with such defense or prosecution of any action or claim in matters arising out of this Agreement. The RA agrees that any suit brought against R10MRPC, the Fiscal Agent, or a R10MRPC or Fiscal Agent employee or agent may be defended in the name of R10MRPC, Region 10 Education Service Center, or the RA by the

counsel selected by the Fiscal Agent, in its sole discretion, or its designee, on behalf of and at the expense of the R10MRPC as necessary for the prosecution or defense of any litigation or claim. Full cooperation by the RA shall be extended to supplying any information needed or requested by the Fiscal Agent or R10MRPC in such prosecution or defense. Subject to specific revocation, the RA designates the Fiscal Agent to function as a class representative on its behalf in matters arising from this Agreement.

**Governance.** R10MRPC shall be governed by the Fiscal Agent’s Board of Trustees (hereinafter the “Board”) per applicable law and regulations. Procurement processes and procedures are governed by applicable laws and regulations.

**Limitations of Liability.** The Fiscal Agent, its endorsers, and servicing contractors do not guarantee that the operation or use of R10MRPC services will be uninterrupted or error-free. The Fiscal Agent, its endorsers, and servicing contractors, disclaim all warranties, express or implied, regarding any information, product, or service furnished under this Agreement, including without limitation, any implied warranties of merchantability or fitness for a particular purpose. The Parties agree that regarding all causes of action arising out of or relating to this Agreement, neither Party shall be liable to the other under any circumstances for special, incidental, consequential, or exemplary damages, even if it has been advised of the possibility of such damages.

**Notice.** Any written notice to the R10MRPC or the Fiscal Agent shall be made by: first class mail, postage prepaid and delivered to the Multi-Region Purchasing Cooperative, Region 10 Education Service Center, 400 E Spring Valley Rd, Richardson, TX 75081-1300; Attn: Keri Warnick (contact person); or emailed to [keri.warnick@region10.org](mailto:keri.warnick@region10.org) with a copy to [sue.hayes@region10.org](mailto:sue.hayes@region10.org).

**Acceptance of USDA Foods Sent for Further Processing.** The R10MRPC, through the Fiscal Agent, is granted the right to issue a cooperative bid/proposal (RFP) for the processing of selected USDA commodity foods donated by participating members. The R10MRPC, through the Fiscal Agent, is further granted the right to enter a Contract for Services with the commodity food processor(s) receiving the processing award(s) for agreed-upon processed end-products, to execute a service agreement on behalf of participating members. Participating members will have the right and responsibility to accept the processed end-product(s) for the life of the contract between R10MRPC, through the Fiscal Agent, and the processor for all commodity foods donated to, and for which processing was subsequently procured through, the R10MRPC. Excess commodities may be distributed according to USDA or TDA regulations and guidance.

**Payment for Goods.** Each Party, paying for any goods or services under this Agreement or related to this Agreement, must pay for such goods and services from available current revenues only.

#### **PARTY ROLES AND RESPONSIBILITIES:**

##### ***Role of the R10MRPC, through the Fiscal Agent:***

1. Provide for the organizational and administrative structure of the program.
2. Provide staff with the time necessary for the efficient operation of the program.
3. The R10MRPC shall coordinate the Competitive Procurement Process for all Awarded Contracts using the Formal Procurement method of Requests for Proposals (RFP).
4. The R10MRPC shall follow the local, State, and Federal procurement guidelines as listed below:

- a. United States Department (USDA) Code of Federal Regulations (2 CFR) parts 200.318-200.327 and Appendix II, along with any other required CFR citations.
  - b. Texas Department of Agriculture's (TDA) Administrator's Reference Manual (ARM) Sections 16 and 17, 17a, 17b, and 17c.
  - c. Requiring Board of Directors' approval of all R10MRPC bid award recommendations.
  - d. Texas Education Code 44.031 relating to purchasing contracts.
  - e. Education Department General Administrative Regulations (EDGAR) as the guidelines pertain to Purchasing Cooperatives' procuring on behalf of its RAs. EDGAR refers to and requires Child Nutrition Food Purchasing Cooperatives to adhere to USDA Federal Regulations located at 2 CFR 200.318-200.327.
  - f. Form 1295 will be required to be filled out and filed with the Texas Ethics Commission by all awarded vendors and will be managed by the Fiscal Agent's Business Office.
5. Send solicitations for the Further Processing of USDA foods to all companies found on the TDA "Approved List of Vendors" without limitations.
  6. Enter into a detailed agreement with distributors that distribute processed end-products containing USDA Foods including language to ensure proper resolution of errors such as data, pricing, product, reports, etc.
  7. Do the following regarding USDA Foods:
    - a. Track and assist RAs with the management of their USDA Processed Foods inventory balances to ensure compliance with TDA and USDA Foods inventory requirements.
    - b. Assist RAs with Sales Verifications of end products sold through a distributor, including but not limited to verification of rebates, discounts, and credits.
    - c. Provide RAs with information on commodity processing, including, but not limited to, anticipated delivery dates, product recalls or production issues, discontinued products, and replacement recommendations.
    - d. Receive quantity requests from RAs for commodity processing through district entries into the online software and prepare appropriate quantity totals by item.
    - e. Provide a delivery schedule, on behalf of each RA, for all selected USDA Foods for Further Processing to each processor and distributor based on information collected from each RA.
  8. The R10MRPC assumes no responsibility for failure of delivery by vendors, however, the R10MRPC will assist all RAs with service and product quality issues to ensure all vendors adhere to the terms and conditions of the awarded contract.
  9. Initiate and implement activities related to the bidding and vendor selection process. Competitive bidding procedures for Texas public schools using Child Nutrition federal funds will be strictly followed.
  10. Provide RAs with procedures for ordering, delivery, and billing.
  11. Mediate problems/concerns between vendors and RAs.
  12. Provide RAs access to all records, reports, and documents to ensure rebates, discounts and other applicable credits will accrue to the RA.
  13. Make available or provide easy access to all procurement documents created and received for each awarded RFP and vendor, as required and in compliance with State Agency Administrative and Procurement Reviews.
  14. Act ethically always and in accordance with all federal, state, and local guidelines.
  15. Create an Advisory Committee to function as liaison between R10MRPC and the membership base if needed, communicate information received from TDA to R10MRPC as necessary, and review sample products to assist in the streamlining of offered bid awards and best products.

## **Role of the RA:**

1. Commit to the General Provisions and Roles and Responsibilities of this Agreement by authorization of its governing body (School Board of Trustees or Authorized Person) and by execution by an approved foodservice employee in the appropriate spaces on page 11 (physical signature copy must be provided to R10MRPC promptly following execution).
2. Designate primary and secondary contacts.
3. Commit to purchasing from each selected bid on the Bid Participations Selection, page 10.
4. Provide an estimated quantity for each of the products planned for purchase using the required online software Maestro Forecasting or as requested by the Program Coordinator during any single-year term of Participation. A RA that does not forecast may place themselves at risk of not being allowed to purchase from the awarded vendor due to material change in contract value based on adding products.
5. Comply with all USDA and TDA regulations.
6. Prepare purchase orders issued to the appropriate vendor from the official award list provided by R10MRPC.
7. Accept shipments of products ordered from vendors per standard purchasing procedures.
8. Address product warranties and product qualities with the manufacturer.
9. Pay vendors' net amount due within agreed-upon terms after receipt of a correct monthly statement.
10. Participate in bid evaluation committees for the bids that the RA is utilizing. Evaluation committee meetings will include, but not be limited to, face-to-face group meetings, online voting, or any other form of participation as requested by the R10MRPC.
11. Act ethically always and in accordance with all Federal, State, and local guidelines, as well as R10MRPC Member Roles. The R10MRPC shares information with participating members that at times is considered confidential and proprietary. Members may be asked to sign Non-Disclosure Agreements and agree to adhere to the terms set forth in those agreements. Future membership in the R10MRPC may be jeopardized based on unethical handling of sensitive R10MRPC and/or vendor information.
12. Attend R10MRPC meetings and training classes to stay informed of the cooperative processes and services offered. Training classes are specific to the "tools" offered by R10MRPC. Attending meetings and classes helps ensure your success as a participating RA in the R10MRPC.
13. Participate in a Member Advisory Committee when offered. The Member Advisory Committee is a small committee of R10MRPC participating members formed every 2 years. The Advisory Committee serves as the liaison for all participating members when a conflict or concern arises regarding R10MRPC if needed and annually reviews all procurement practices by the R10MRPC to ensure compliance in all areas, along with other tasks.
14. The following roles will apply to participating members who commit entitlement dollars for the USDA processed commodity foods:
  - a. The RA shall access the Web Based Supply Chain Management (WBSCM) system on a regular basis to effectively manage USDA Foods entitlement, food requests, and allocations.
  - b. The RA shall track and manage USDA Foods inventory balances to ensure compliance with TDA and USDA Foods inventory requirements, i.e., inventory levels shall not exceed a six (6) month supply at any given time; access processor tracking systems (K12 Foodservice, ProcessorLink, or other) on a regular basis; and report inventory issues to R10MRPC.
  - c. The RA shall conduct Sales Verifications of end-products sold through a distributor, t verification of rebates, discounts, and credits.
  - d. The RA shall maintain copies of the original Label from the product, carton; or a photograph of label as it appears on the original product carton if available.

**BID PARTICIPATION SELECTIONS for SY 2026-2027**

The following Bid Participation agreement, as an integrated part of the Agreement, is entered into by and between the District/RA, as indicated below, and Region 10 Multi-Region Purchasing Cooperative (R10MRPC) for participation in one or more of the R10MRPC awarded bids. This agreement is a single-term agreement effective July 1, 2026, through June 30, 2027.

The R10MRPC formally procures competitive RFPs (Request for Proposals) on behalf of all participating members. Each member is required to complete this Bid Participation Agreement and forecast all products planned for purchase when required if they wish to utilize the R10MRPC awarded bids during the term of this agreement.

To help the R10MRPC represent the most accurate information to potential bidders, ***please place a check mark to the left of each bid listed below from which you “plan” to purchase during the SY 2026-2027.*** Each RFP is explained on the next page to assist you in the best decision as to which bid(s) best fits your needs. The R10MRPC does not guarantee that any item will be purchased, however, members should seriously consider each selected bid as member forecasting of each product planned on each selected bid is required prior to the release of a new bid or renewal bid.

	Full-Line Grocery, NOI/FFS Distributor
	USDA Foods For Further Processing
	Milk: Full-Service Delivery
	Fresh Bread
	Ice Cream Novelties
	Beverages (container)
	Manufacturer Direct-to-District (commercial foods) – requires MRPC approval

	Chips & Snacks
	Fresh Produce & Raw Meat
	Small Wares
	Kitchen Chemicals & Cleaning Supplies
	Sanitation Systems & Safety Training
	GDSN Connection Software
	Kitchen Equipment Repair Services

**Please provide us with your district's main address as listed on your website or in the directory:**

<b>District Name</b>	<b>Campus/Bldg. Name</b>				
<table border="0" style="width: 100%;"> <tr> <td style="width: 55%; border-bottom: 1px solid black; padding-bottom: 5px;"><b>Street Number &amp; Name</b></td> <td style="width: 20%; border-bottom: 1px solid black; padding-bottom: 5px;"><b>City</b></td> <td style="width: 15%; border-bottom: 1px solid black; padding-bottom: 5px;"><b>State</b></td> <td style="width: 10%; border-bottom: 1px solid black; padding-bottom: 5px;"><b>Zip Code</b></td> </tr> </table>		<b>Street Number &amp; Name</b>	<b>City</b>	<b>State</b>	<b>Zip Code</b>
<b>Street Number &amp; Name</b>	<b>City</b>	<b>State</b>	<b>Zip Code</b>		

## Interlocal Agreement for SY 2026-2027 Signature and Authorization Form

By signing this page, the RA confirms entering an interlocal agreement with Region 10 Education Service Center, as the Fiscal Agent and Coordinating Entity for the R10MRPC, per all Agreement terms, Membership Roles and Responsibilities, and Bid Participation selection(s) as stated on pages 3-10 and indicated on page 11.

As of July 1, 2026, \_\_\_\_\_ and the Region 10 Education Service Center/Fiscal Agent  
District Name/Recipient Agency (RA)

enter this Interlocal Agreement, including Bid Participation. As the authorized Agent for the Board of Trustees or Authorized Representative of the RA, I hereby execute this Agreement on behalf of RA and intend to be bound by the provisions set forth herein for a single-year term, unless otherwise terminated by either party per the terms outlined in the Agreement. Physical signatures are required, typed or digital signatures will not be accepted.

District/ Name	ESC Region	2025-2026 Enrollment
# Of Participating Campuses	County/Countries in Which Campuses are Located	
Printed Name: Primary Foodservice Contact	<input checked="" type="checkbox"/>	11/05/2025
Email: Primary Contact	Signature: Primary Foodservice Contact	Date Signed
Printed Name: Secondary Foodservice Contact	Email: Secondary Foodservice Contact	
Phone: Secondary Foodservice Contact	Phone: Primary Contact	

**Board of Director Approval (or authorized rep): Signature Below or Meeting Minutes are acceptable.**

Printed Name: Authorized Board Director (or Authorized Representative)	
<input checked="" type="checkbox"/>	Date Signed
Signature: Authorized Board Director (or Authorized Representative)	

**Below Area: For Region 10 MRPC Use Only**

R10MRPC Authorized Signature	Keri Warnick	Date Signed
Program Coordinator	972-348-1448	
Title of Contact Person	Office Phone	

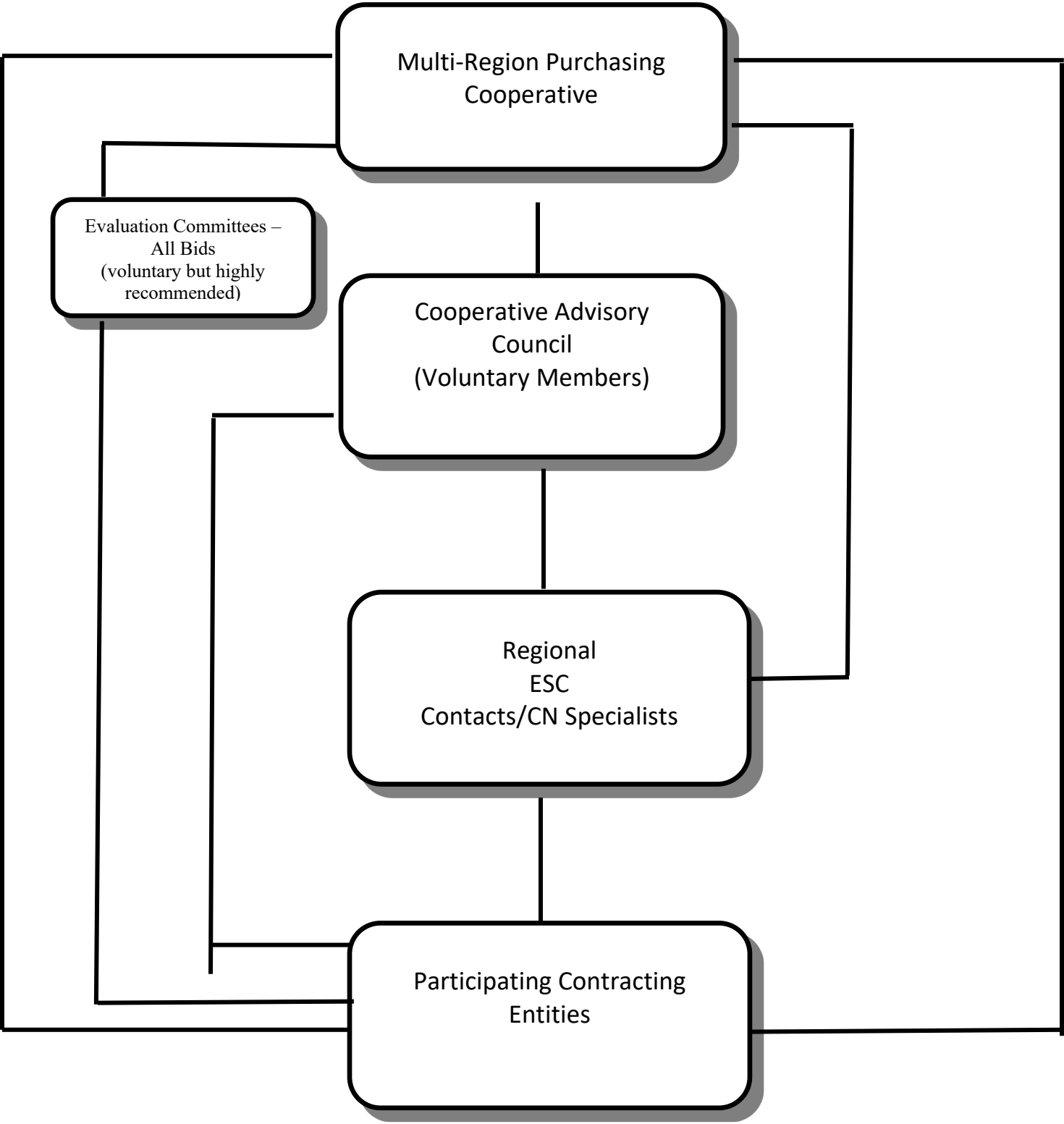
## Bids Overview

Each year awarded bids are either renewed, if options are available, or released as new based on factors such as no remaining renewal options, material change in contract value, growth in cooperative membership participation, too many discontinuations or new items to consider, or restructuring of the areas to be serviced in the cooperative. The following is the list of RFPs that will be offered in SY26-27 and information if they will be new or renewed.

Bid Category	Bid Description	Current RFP #	Bid Status for SY26-27	Vendors To Be Renewed	Contract Year in SY26-27
Beverages - Container	Drinks in containers such as Coke, Dr Pepper, Gatorade, Water, that meet Smart Snack and/or used for before or after school events if managed by foodservice	2022-01-12	Renewal	Coca Cola; Dr Pepper; Master's Distribution	5 of 5
Chips & Snacks	Smart Snack approved chips and snacks for a' la carte sales	2022-02-13	Renewal	Master's Distribution	5 of 5
Fresh Bread	Direct delivery from bread vendor to campuses. Fresh bread products	2023-02	Renewal	Bimbo Bakery, Flowers Bakery	4 of 5
Fresh Produce & Raw Meats	Fresh produce and raw meat; produce held to monthly market price	2023-04	Renewal	Brother's Food Service; Farmers Market Ft Worth; R Craig Stephens; Walnut Creek Farms; Hardie's; Freshpoint	4 of 5
Full-Line Grocery, NOI & FFS Distributor	Main-line distributor of commercial foods, processed commodity foods, fresh produce, and non-food foodservice items.	TBD	New		1st
Ice Cream	Frozen Ice Cream novelties, delivered directly from vendor, smart snack compliant	TBD	New Bid		1st

<b>Bid Category</b>	<b>Bid Description</b>	<b>RFP # in SY26-27</b>	<b>Will This Bid Be Renewed?</b>	<b>Vendors To Be Renewed</b>	<b>Contract Year in SY25-26</b>
Kitchen Chemicals & Cleaning Supplies	Kitchen and cafeteria cleaning supplies such as chemicals, mops, gloves, as well as testing kits, etc.	2022-08	Renewal	Complete Supply, Eco Lab, Kirby	5 of 5
Manufacturer Direct-to-District	Direct delivery in bulk quantities to approved RAs of commercial foods only. Must have a loading dock, ability to unload the truck and large storage areas.	TBD	New		1st
Milk - Full-Service Delivery	Milk delivery, rotation and restock of needed products.	2025-01	Renewal	Oak Farms, Gandy's, Hiland	2 of 5
Sanitation Systems & Safety Training	Sanitation System, monthly visit from rep to restock needed sanitation products; staff training and safety training classes available	TBD	New		1st
Small Wares	All types of small wares for foodservice needs	2022-09	Renewal	Ace Mart, Sam Tell & Son, Strategic Equipment	5 of 5
USDA Foods for Further Processing	Processed USDA foods received through direct delivery, distributor, or contracted warehouse	2025-20	New	Multiple processors	1st
Software Services	GDSN Connection Software Service: Connect to product data in the Global Data Synchronization Network (GDSN) through an online software platform.	2024-01	Renewal	inTEAM Associates	3 of 5
Kitchen Equipment Repair Services	Repair services for multiple types of commercial equipment.	2025-02	Renewal	Multiple Vendors	2 of 5

Region 10 Education Service Center  
Multi-Region Purchasing Cooperative



Interlocal Cooperation Agreement with Ellis County

**Presented for:**

Board Action   X   Report/Review Only \_\_\_\_\_

**Supporting documents:**

None \_\_\_\_\_ Attached   X   Provided Later \_\_\_\_\_

**Contact Person:**

Brenda Sanford, Superintendent  
Brent Stanford, Executive Director of Support Services

**Background Information:**

Each year we have approved an Interlocal Cooperation Agreement with Ellis County. This agreement allows ROISD to request assistance from the County for service via a work order request. The County will then set up a contract to complete the work and ROISD will agree to pay the County within 30 days of billing.

**Fiscal Implications:**

Any contracts with Ellis County will be paid for out of budgeted funds.

**Administrative Recommendation:**

The Administration recommends approval of the Interlocal Cooperation Agreement with Ellis County as presented.

**INTERLOCAL AGREEMENT  
BETWEEN COUNTY OF ELLIS, TEXAS  
AND RED OAK ISD**

This Agreement entered into between the County of Ellis, a political body of the State of Texas, hereinafter referred to as (the “County”), and RED OAK ISD, an Independent School District of the State of Texas, hereinafter referred to as a (the “ISD”).

**WITNESSETH:**

**WHEREAS,** the County and ISD desire to increase their efficiency and effectiveness by entering into this contract; and

**WHEREAS,** such contract is authorized under Chapter 791 of the Government Code of the State of Texas, said law cited as the Interlocal Cooperation Act of the State of Texas; and

**WHEREAS,** the function of service contracted for and to be provided by this Agreement is within the definition of “Governmental Function and Services” as defined by Section 791.003 of the Government Code; and

**WHEREAS,** the function of service contracted to be provided is a function or service that each party to the contract is authorized to perform individually.

**NOW THEREFORE,** for the mutual covenants and considerations expressed herein, the County and the ISD hereby agree as follows:

1. The County agrees to provide labor, equipment and materials necessary to complete road maintenance, enhancements, repairs and other projects that may be requested by ISD and accepted by County pursuant to this Agreement. Function or services provided shall include maintenance, repair and construction of streets, roads, alleys, bridges, and parking areas, as well as the maintenance and construction of waterways and ditches. The County shall further be authorized to sell ISD goods and services.
2. The ISD shall be the party receiving the function, goods, or service and providing payment for such function, goods and/or services.
3. The ISD, as paying party acknowledges and certifies, as required by the Interlocal Cooperation Act, that all payments shall be made from the current revenues available to ISD.
4. The term of this Agreement shall be for a fixed period commencing on the date of execution by the last governing body’s authorized agent and ending on December 31st, 2026 (“Effective Period”).

5. Both parties acknowledge and understand, in reference to any project undertaken under this Agreement involving the maintenance, repair, and construction of streets, roads, alleys, bridges and parking areas, as well as the maintenance and construction of waterways and ditches, the following:
  - a) that prior to beginning said project, a "Work Order" in the form similar to Exhibit A attached hereto shall be adopted describing the project to be undertaken and identifying the project's location; and
  - b) that the payment and penalty provisions set out in Section 791.014 of the Government Code Interlocal Cooperation Act shall apply to this Agreement.
6. ISD agrees to pay within (30) days of billing for the goods, governmental function, and/or services provided in an amount that fairly compensates for service or functions performed by under this Agreement, or as outlined by the Texas Prompt Payment Act.
7. Nothing contained in this Agreement is intended to create a partnership or joint venture between the Parties, and any implication to the contrary is hereby expressly disavowed. This Agreement does not create a joint enterprise, nor does it appoint any Party as an agent of the other Party, for any purpose whatsoever.
8. Either Party may terminate this Agreement upon thirty (30) days written notice to the other Party.

**EXECUTED** in duplicate this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

**ELLIS COUNTY, TEXAS**

By: \_\_\_\_\_  
John Wray, County Judge

**ATTEST:**

By: \_\_\_\_\_  
Krystal C. Valdez, County Clerk

**RED OAK ISD**

By: \_\_\_\_\_  
Melanie Petersen, Board President

Attest:

\_\_\_\_\_  
Sean Kelly, Board Secretary

# EXHIBIT A

## WORK ORDER UNDER INTERLOCAL AGREEMENT

Service Provider: Ellis County, Texas

Department to Provide Service: \_\_\_\_\_

Basis of Authority to Provide Service: *Interlocal Agreement dated:* \_\_\_\_\_

*per Commissioners Count Minute Order* \_\_\_\_\_

Local Government Requesting Service: \_\_\_\_\_

Description of Project to be Undertaken: \_\_\_\_\_

Location of Project to be Undertaken: \_\_\_\_\_

Requested by: \_\_\_\_\_

*Kyle Butler*

Department: *Ellis County Commissioner, Pct. 4*

APPROVED in Open Commissioners Court per Minute Order No. \_\_\_\_\_ on the  
\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
*John Wray*

*County Judge, Ellis County, Texas*

\*\*\*\*\*

ACCEPTED AND AGREED TO this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

*Signature:* \_\_\_\_\_

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

*On Behalf of:* \_\_\_\_\_

School Library Advisory Council (SLAC) Library Book Procurement

**Presented for:**

Board Action     X                          Report/Review Only                     

**Supporting documents:**

None                                           Attached     X                          Provided Later                     

**Contact Person:**

Laura Kelly, Director of Instructional Technology  
Julie Phillips, Director of Purchasing  
Nicole Segovia, SLAC Chair

**Background Information:**

In September 2025, Red Oak ISD campus librarians submitted a list of recommended titles for purchase during the fall semester to enhance campus library collections in compliance with the recently adopted SB 13 guidelines as well as aligned with ROISD Library Collection Development Policy EFB(Local).

The proposed list was posted on the ROISD School Library Advisory Council (SLAC) website for a 30-day public comment period. No public comments were received during this time.

SLAC members reviewed the recommended titles and convened on October 28, 2025. After discussion, the council voted unanimously to recommend approval of the list for procurement.

**Fiscal Implications:**

The proposal for the Red Oak ISD requested services would come from individual campus library budgets as has been in previous years.

**SLAC Recommendation:**

The School Library Advisory Council (SLAC) recommends that the Red Oak ISD Board of Trustees approve the attached list of books for purchase as part of the Fall 2025 library procurement process.

<b>Elementary</b>			
<b>Title</b>	<b>Author</b>	<b>Genre</b>	<b>Notes</b>
A few beautiful minutes: experiencing a solar eclipse	Fox, Kate Allen	NF	update section
A Lost Cause	Sala, Felicita	E	curriculum support
A Snow Day for Amos McGee	Stead, Philip C	E	series
Adventures unlimited : you and me and the land of lost things	Griffiths, Andy	Adventure	best of Titlewave
Art club	Doucet, Rashad	GN	Best of Titlewave
Annie and the unsinkable ship: a Titanic graphic novel	Rubinate, Amy	Graphic Novel	student interest
ARTificial intelligence	Biedrzycki, David	E	Best of Titlewave
Author vs illustrator	Lemke, Donald B.	E	curriculum support
Avengers: assemble!	Palacios, Tomas	E	student interest
Bad Kitty, Supercat	Bruel, Nick	E	series
Bats!: mysterious and misunderstood mammals	Lukidis, Lydia	NF	update section
Being home	Sorell, Traci	E	curriculum support
Big test jitters	Danneberg, Julie	E	series
Bruce saves the planet	Higgins, Ryan T.	E	series
Bubbly beautiful Kitty-corn	Hale, Shannon	E	Series
Cat Ninja. 3,Wanted	Cody, Matthew	GN	series
Cat Ninja. 5,Cat's claw	Cody, Matthew	GN	series
Cat Ninja. 6,The heart of a hero	Cody, Matthew	GN	series
Celebra el Cinco de Mayo con jarabe tapatio	Campoy, F. Isabel	NF (SP)	update
Celebra el Halloween y el Dia de Muertos con Cristina y su conejiyo azul	Campoy, F. Isabel	NF (SP)	update
Conoce a Pablo Picasso	Brown, Monica	NF (SP)	update
Chooch helped	Rogers, Andrea L	E	Caldecott Award
Cookies & milk	Amos, Shawn	Realistic Fic	Best of Titleave
Cranky, crabby crow (saves the world)	Tabor, Corey R	E	Curriculum support
Dasher and the Polar Bear	Tavares, Matt	E	series
Dear Acorn (love Oak): letter poems to friends	Sidman, Joyce	Poetry	curriculum support
Dog Man. Big Jim believes	Pilkey, Dav	GN	series
Don't trust fish	Sharpson, Neil	E	Best of Titlewave
Down the hole	Slater, Scott	E	Best of Titlewave
Dragon Vs. Unicorn Friends or Frenemies?	Hoover, P. J	E	popular subject
Dream	O'Connor, Barbara	Realistic Fic	series
El crossover	Alexander, Kwame	F (SP)	best of Titlewave
Ellis Johnson might be famous	Amos, Shawn	F - Realistic F	update section
Erno Rubik and his magic cube	Aradhya, Kerry	NF	update biographies
Everything baseball	Stathes, Corbu	NF	update section
Everything basketball	Hanlon, Luke	NF	update section
Everything football	Stathes, Corbu	NF	update section
Everything gymnastics	Stathes, Corbu	NF	update section
Everything lacrosse	Shapiro, Sean	NF	update section
Everything soccer	Clarke, David J	NF	update section
Everything softball	Shapiro, Sean	NF	update section
Everything volleyball	Stathes, Corbu	NF	update section
Everything's wrong! : a bear, a hare, and trouble everywhere	John, Jory	E	popular author

Falcon takes flight	Davis, Adam	E	student interest
Famous Anonymous	Baden, Morgan	Realistic F	update section
Fancy Nancy Besties for eternity	O'Connor, Jane	E	series
Fear of flying	Lambert, Nancy	E	student interest
Finding things	Henkes, Kevin	E	best of Titlewave
Fire Truck	Hoefl, August	NF	update section
Fox has a problem	Tabor, Corey R	FIC (Adventure)	series
Fox versus fox	Tabor, Corey R	E	Giesel Award
Froggy's Baby Sister	London, Jonathan	E	series
Froggy se viste	London, Jonathan	E (SP)	series
Go and get with rex	LaRochelle, David	E	Texas 2x2
Glass frog	Murray, Julie	NF	section update
Goodnight, Butterfly	Burach, Ross	E	series
Goodnight, Crayons	Daywalt, Drew	E	series
Grumpy monkey. 2,Who threw that?	Lang, Suzanne	E	series
Grumpy monkey. Don't be scared	Lang, Suzanne	E	series
Grumpy monkey. 3, School Stinks!	Lang, Suzanne	E	series
Grumpy monkey up all night	Lang, Suzanne	E	series
Grumpy monkey. Valentine gross-out	Lang, Suzanne	E	series
Happy birthday to you! : The sisters who wrote the most famous song in the world	Burk, Rachelle	NF	update biographies
Haunted U.S.A. : spine-tingling stories from all 50 states	Alexander, Heather	NF	student interest
	Anderson, Beth	NF	update section
Hiding in plain sight : Kate Warne and the race to save Abraham Lincoln			
Holly Jolly Kitty-Corn	Hale, Shannon	E	popular topic
Hombre perro. Veinte mil pulgas de viaje en submarino	Pilkey, Dav	Graphic Novel (S)	series
Hombre perro. El despeluzado escarlata	Pilkey, Dav	Graphic Novel (S)	series
Hot mess	Kinney, Jeff	Humor	series
I'm sorry you got mad	Lukoff, Kyle	E	Texas 2x2
I survived the Black death, 1348	Tarshis, Lauren	FIC - Hist. Fic	series
I Survived the Dust Bowl, 1935	Tarshis, Lauren	FIC - Hist. Fic	series
I Truck --a Big Rig's Epic Trip	Schmitt, Kelly Rice	NF	update section
If I Built a Town	Van Dusen, Chris	E	series
If we were dogs	Blackall, Sophie	E	Best of Titlewave
Interrupting chicken saves the Nutcracker	Stein, David Ezra	E	series
InvestiGators. Case files	Green, John Patrick	GN	series
J vs. K	Alexander, Kwame	FIC	best of Titlewave
Knight owl and the early bird	Denise, Christopher	E	series
Lefty: a story that is not all right	Willems, Mo	NF	Texas 2x2
La mala semilla	John, Jory	E (SP)	popular author
Look and cook breakfast : a first book of recipes in pictures	Fisher, Valorie	NF	student interest
Look and cook sweet : a first book of recipes in pictures	Fisher, Valorie	NF	student interest
Lost Evangeline	DiCamillo, Kate	F -fantasy	series
Make way for Butterfly	Burach, Ross	E	series
Making sense of dog senses: how furry friends experience the world	Gibeault, Stephanie	NF	update section
Mexikid: a graphic memoir	Martin, Pedro	Graphic Novel	student interest
Mexikid en espanol	Martin, Pedro	Graphic Novel (S)	student interest

Mirror, Mirror --Return to Snow White	Mylnowski, Sarah	F -fantasy	series
Monster hands	Kane, Karen	E	Best of Titlewave
Ms. Pennypickle's Puzzle Quest	Grabenstein, Chris	F - Action/Advent	update section
No cats in the library	Emmons, Lauren	E	curriculum support
North for the Winter	Podesta, Bobby	GN	update holiday books
Nothing's wrong! : a hare, a bear, and some pie to share	John, Jory	E	Popular author
Only in Texas	Alexander, Heather	NF	curriculum support
Out of my mind	Draper, Sharon	FIC - Realistic F	update section
Partypooper	Kinney, Jeff	F - Humor	series
Pedro's yo-yo's: how a Filipino immigrant came to America and changed the world of toys	Penas, Rob	NF	biography update section
Pete the Cat's cool new ride	Dean, Kim	E	series
Pete el gato and his magic sunglasses	Dean, James	E (SP)	series
Pickle words: crunchy, punchy pickles and poetry	Sayre, April Pulley	NF	Texas 2x2
Pinkaliciousand the Pinkadorable Pony	Kann, Victoria	E	student interest
Pizza and Taco. 8,Best Christmas ever!	Shaskan, Stephen	GN	series
Pizza and Taco. 9 Coolest Club Ever!	Shaskan, Stephen	GN	series
Red hot salsa : bilingual poems on being young and Latino in the United States	Carlson, Lori	NF (SP)	curriculum support
Recess	Smith, Lane	E	Best of Titlewave
Rizo	Ortega, Claribel	GN (SP)	update section
Sadie mouse wrecks the house	Kalan, Elliott	E	Best of Titlewave
Scratching the surface : exploring Earth's layers	Fox, Kate Allen	Poetry	curriculum support
Sisters	Telgemeier, Raina	Graphic Novel	series
Sleepy: surprising ways animals snooze	Ward, Jennifer	NF	curriculum support
Soy Frida Kahlo	Meltzer, Brad	NF (SP)	update biographies
Spider in the well	Hannigan, Jess	E	Texas 2x2
Spidey and his amazing friends. Dino-Rama	Behling, Steve	E	student interest
Spidey and his amazing friends. The ant thief	Behling, Steve	E	student interest
Sweet justice: Georgia Gilmore and the Montgomery Bus Boycott	Rockliff, Mara	NF	update biographies
Teacher jitters	Danneberg, Julie	E	series
That's not funny , David!	Shannon, David	E	series
The 50 States Things That Go	Lee, Kristen	NF	curriculum support
The book that almost rhymed	Abed, Omar	E	Texas 2x2, curriculum support
The Cartoonists Club	Telgemeier, Raina	GN	student interest
The Christmas Sweater	Brett, Jan	E	holiday update
The day the books disappeared	Ho, Joanna	E	curriculum support
The day the crayons made friends	Daywalt, Drew	E	series
The face in the mirror and other scary stories	Brallier, Max	E	student interest
The First Cat in Space and the Baby Pirate's Revenge	Barnett, Mac	GN	series
The girl who figured it out	Dentler, Minda	NF	update biographies
The Green Bay Packers	Bellweather Media	NF	student interest
The last comics on Earth. #1	Brallier, Max	GN	series
The last comics on Earth. #3,A song of swords and stuffies	Brallier, Max	GN	series
The Last Kids on Earth and the Destructor's Lair	Ballier, Max	F - Action/Advent	series
The last zookeeper	Becker, Aaron	E (Wordess)	curriculum support
The little butterfly that could	Burach, Ross	E	series

The man who didn't like animals	Underwood, Deborah	E	Texas 2x2
The mystery of locked rooms	Currie, Lindsay	FIC	update section
The Picasso curse	Gutman, Dan	F - Mystery	update section
The Philadelphia Eagles	Norwood House Press	NF	student interest
The Pittsburg Steelers	Bellweather Media	NF	student interest
The squad	Soontornvat, Christina	Graphic Novel	student interest
The Secret Lives of Stones Fascinating Stories of Gemstones, Rocks and Minerals	Judah, Hettie	NF	curriculum support
The story of Iron Man	Macri, Thomas	E	student interest
The story of the Avengers	Macri, Thomas	E	student interest
The Stuff That Stuff Is Made Of The Things We Make with Plants	Drori, Jonathan	NF	curriculum support
The Teeny-Weeny Unicorn's great big wish	Harris, Shawn	E	student interest
The the Boy Troll, and the Chalk	Booth, Anne	E	curriculum support
The tryout	Soontornvat, Christina	Graphic Novel	student interest
The unlikely aventuras of Ramon and el cucuy	Higuera, Donna Barba		student interest
The very impatient caterpillar	Burach, Ross	E	Series
The Washington Commanders	Bellweather Media	NF	student interest
The wild robot on the island	Brown, Peter	E	series
The world's most pointless* animals. : *or are they?	Bunting, Philip	NF	curriculum support
The wrong book	Daywalt, Drew	E	series
There was an old lady who swallowed a rainbow!	Colandro, Lucille	E	series
This is Miles Morales	West, Alexandra	E	student interest
This is Spider-Man	Juhlin, Emeli	E	student interest
Tiny T. Rex and the impossible hug	Stutzman, Jonathan	E	update section
Tiny T. Rex and the very dark dark	Stutzman, Jonathan	E	update section
Trapped in a video game, book 1	Brady, Dustin	FIC	student interest
Trapped in a video game, book 2 the invisible invasion	Brady, Dustin	FIC	student interest
Trapped in a video game, book 3 robots revolt	Brady, Dustin	FIC	student interest
Trapped in a video game, book 4 return to doom island	Brady, Dustin	FIC	student interest
Trapped in a video game, book 5 the final boss	Brady, Dustin	FIC	student interest
Turkey's birthday bash	Silvano, Wendi	E	series
Turkey's sandtastic beach day	Silvano, Wendi	E	series
Troubling tonsils!	Reynolds, Aaron	E	series
Un huevo muy bueno	John, Jory	E (SP)	series
Ursula upside down	Tabor, Corey R	E	popular author
Vamos! Let's celebrate Halloween and Dia de los Muertos	Raul the Third	E	series
Volcanoes	Beckerman, Nell Cross	NF	curriculum support
Warriors Graystripe's adventure. #1,The lost warrior	Jolley, Dan	Graphic Novel	popular author/series
Warriors Graystripe's adventure. #2,Warriror's refuge	Jolley, Dan	Graphic Novel	popular author/series
Warriors Graystripe's adventure. #3,Warriror's return	Jolley, Dan	Graphic Novel	popular author/series
Warriors Ravenpaw's path. #1,Shattered peace	Jolley, Dan	Graphic Novel	popular author/series
Warriors Ravenpaw's path. #2,A clan in need	Jolley, Dan	Graphic Novel	popular author/series
Warriors Ravenpaw's path. #3,The heart of a warrior	Jolley, Dan	Graphic Novel	popular author/series
Warriors SkyClan and the stranger. #1,The rescue	Jolley, Dan	Graphic Novel	popular author/series
Warriors SkyClan and the stranger. #2,Beyond the code	Jolley, Dan	Graphic Novel	popular author/series
Warriors SkyClan and the stranger. #3,After the flood	Jolley, Dan	Graphic Novel	popular author/series

What's inside a caterpillar cocoon? : and other questions about moths & butterflies	Ignatofsky, Rachel	NF	curriculum support
Will the pigeon graduate?	Willems, Mo	E	series
Wings of fire.The graphic novel. Book seven, Winter turning	Deutsch, Barry	Graphic Novel	series
Wings of fire. The graphic novel.Book eight,Escaping peril	Deutsch, Barry	Graphic Novel	series
Zip Zap Wickety Wack	Diffie, Matthew	E	Curriculum support

	A	B	C	D
2	<b>Middle School</b>	<b>Author</b>	<b>Genre</b>	<b>Notes</b>
3	<b>Title</b>			
4	3 Weeks in the Rainforest	Swanson, Jennifer	Nonfiction	Nonfiction upgrade
5	A Day at the Beach	Schmidt, Gary D.	Realistic Fiction	Meets "Best of Titlewave"
6	A night for mischief (Orca Currents) (#2756VHX)	Finley, Allison	Horror	Added to Joy Shaw MS Order due to previously requested titles not being available
7	A Strange Thing Happened in Cherry Hall	Warga, Jasmine	Mystery	Meets "Best of Titlewave"
8	A World Without Summer	Day, Nicholas	Literary Nonfiction	Nonfiction with primary sources
9	Aarzu All Around	Abbas, Marzieh	Sports Fiction	First book in our collection about Cricket!
10	Alabama Crimson Tide	Beattie, Charlie	Nonfiction	Nonfiction update; frequently requested topic
11	Alice in Wonderland : the official cookbook : more than 50 topsy-turvy recipes inspired by Alice, the Mad Hatter, and more!	Craig, Elena P	Nonfiction	Added to Joy Shaw MS Order due to previously requested titles not being available
12	Alkrem Magic Wasnet Just His Birthright, It Was His Destiny	Palazzesi, Marta	Fantasy	Recommended to me; New fantasy series
13	Amari and the Night Brothers #4 (Supernatural Investigations, Book 4)	Alson, B. B	Fantasy	Continuing series
14	Amazing Animals (Creative) Book Set	Creative Education	Nonfiction	Possible replacement for outdated animal books popular to students (86 animals)
15	An Immense World : How Animals Sense Earth's Amazing Secrets	Anderson, AnnMarie	Nonfiction	Meets "Best of Titlewave"
16	Anne of Green Gables	Montgomery, L. M	Classics	Added to Joy Shaw MS Order due to previously requested titles not being available
17	Around the World in 80 Endangered Animals	French, Jess	Nonfiction	Replacement for outdated content
18	Athletic trainer	Klatte, Kathleen A	Nonfiction	Added to Joy Shaw MS Order due to previously requested titles not being available
19	Awkward (Berrybrook Middle School #1)	Chmaova, Svetlana	Graphic Novel	Replacement for lost/damaged materials
20	Bark twice for murder (Orca Currents) (#2827THX)	Lekich, John	Mystery	Added to Joy Shaw MS Order due to previously requested titles not being available
21	Benjamin Franklin and the discovery of electricity : separating fact from fiction	Peterson, Megan Cooley	Nonfiction	Added to Joy Shaw MS Order due to previously requested titles not being available
22	Billie Eilish	Nguyen, Suzane	Nonfiction	Added to Joy Shaw MS Order due to previously requested titles not being available
23	Birdie	Spinelli, Eileen	Realistic Fiction	Book in verse (New library section: popular with reluctant readers)
24	Black Beauty	Sewell, Anna	Classics	Added to Joy Shaw MS Order due to previously requested titles not being available
25	Blastoff! Discovery: Behind the Brand Book Set [26-item set] (#A643846)	Bellwether Media	Nonfiction	Added to Joy Shaw MS Order due to previously requested titles not being available
26	Blockbusters Book Set [High-Low] [6-item set] (#A647906)	Abdo, Kenny	Nonfiction	Added to Joy Shaw MS Order due to previously requested titles not being available
27	Bomb:: the Race to Build--and Steal--the World's Most Dangerous Weapon	Sheinkin, Steve	Graphic Novel	Replacement for lost/damaged materials
28	Bravo for Backstage! (Mini-Musical Tales from Bird Mountain School)	Hess, Mary Rand	Realistic	Celebrates teamwork and the behind-the-scenes heroes who make the magic happen
29	Bread workshop : creating yeast doughs & quick breads (Kitchen to Career)	Borgert-Spaniol, Megan	Nonfiction	Added to Joy Shaw MS Order due to previously requested titles not being available
30	Breakout	Wyman, Christina	Humor	Meets "Best of Titlewave" ; Popular author
31	Can you survive The adventures of Sherlock Holmes	Jacobson, Ryan	Classics	Added to Joy Shaw MS Order due to previously requested titles not being available
32	Cinderella and the Beast ; Beauty and the glass slipper (Princess Swap, Book 1)	Bussing, Kim	Fantasy	Meets "Best of Titlewave"; Next in Series
33	Clutch time (Shot Clock, Book 2)	Butler, Caron	Sports Fiction	Continuing series
34	Coach (Track #5)	Reynolds, Jason	Sports Fiction	Popular series
35	Code Name Kingfisher	Kessler, Liz	Historical Fiction	Meets "Best of Titlewave" WWII Nonfiction; Popular Content
36	College Football Teams (Apex) Book Set	Apex Editions	Nonfiction	Requested by students
37	Continental Drifter	Macleod, Kathy	Graphic Novel	Meets "Best of Titlewave" <b>Asian/Pacific American Award for Literature Award, 2025</b>
38	Cosmetologist	Klatte, Kathleen A	Nonfiction	Added to Joy Shaw MS Order due to previously requested titles not being available
39	Cruzita and the Mariacheros	Granillo, Ashley Jean	Realistic	Meets "Best of Titlewave" <b>Pura Belpre Author Honor, 2025</b>
40	Cupcake class : 50 fun themes & totally amazing designs for kids to make & share	Howard, Joy	Nonfiction	Added to Joy Shaw MS Order due to previously requested titles not being available
41	Darkness at Dreamer Mountain	Wolf, Ryan	Horror	Popular: Novels in Verse
42	Dawn on the Coast (Babysitters Club #19)	Nopra, Arley	Graphic Novel	A Strange Thing Happened in Cherry Hall
43	Death By Whoopee Cushion	Grant, Vicki	Humor	Meets "Best of Titlewave"
44	Deep Secrets	Shannon Smith, Nikki	Historical Fiction	High interest; a Titanic survival story
45	Devon Delaney should totally know better (Devon Delaney)	Barnholdt, Lauren	Romance	Added to Joy Shaw MS Order due to previously requested titles not being available
46	Dex Dingo Book Set [2-item set]	Goley, Greg	Graphic Novel	New series
47	Disney Christmas cookbook (#2332NF0)	Howard, Joy	Nonfiction	Added to Joy Shaw MS Order due to previously requested titles not being available
48	Disney princess cookbook : 50 delicious recipes! (#1866DQ9)	Littlefield, Cindy A	Nonfiction	Added to Joy Shaw MS Order due to previously requested titles not being available
49	Disney villains cookbook (#2444FC0)	Howard, Joy	Nonfiction	Added to Joy Shaw MS Order due to previously requested titles not being available
50	Dog Man - Big Jim Believes	Pilkey, Dav	Graphic Novel	Next in series; Popular series
51	Dream (Wish, Book 2)	O'Connor, Barbara	Realistic	Meets "Best of Titlewave"; Next in Series
52	Dream On	Hale, Shannon	Graphic Novel	Popular author
53	Each and Every Spark	Swinarski, Claire	Historical Fiction	Popular content: WWII; Popular author with students
54	Ecuador	Golkar, Golriz	Nonfiction	Added to Joy Shaw MS Order due to previously requested titles not being available
55	Eek! Book Set [3-item set]	Strand, Jeff	Horror	New series; one of the most popular genres in middle school
56	Entirely Emmie (Emmie & Friends #9)	Libenson, Terri	Graphic Novel	Next in series; Popular series
57	Europa (City Spies, Book 7)	Ponti, James	Mystery	Continuing series
58	Extreme careers	West, David	Nonfiction	Added to Joy Shaw MS Order due to previously requested titles not being available
59	Extreme careers. Part 2	West, David	Nonfiction	Added to Joy Shaw MS Order due to previously requested titles not being available
60	Fast food workshop : building a menu of quick dishes (Kitchen to Career)	Borgert-Spaniol, Megan	Nonfiction	Added to Joy Shaw MS Order due to previously requested titles not being available
61	Fault Lines in the Constitution	Levinson, Cynthia	Nonfiction	Replacement for outdated content; Teacher request; meets "Best of Titlewave"
62	Finn and Ezra's Bar Mitzvah Time Loop	Levy, Joshua	Humor	Meets "Best of Titlewave" <b>Sydney Taylor Book Honor, 2025</b>
63	Firefox Moon (Jupiter Lane Adventures, Book 1)	Colfer, Eoin	Fantasy	New series from popular author
64	Frankenstein	Shelley, Mary Woolstonecraft	Classics	Added to Joy Shaw MS Order due to previously requested titles not being available
65	From the World of Percy Jackson The Court of the Dead AN ico di Angelo Adventure	Riordan, Rick	Fantasy	Popular author; new book
66	Fun in the Sun (Spotlight Sprinkles)	Heart, Lee	Romance	Added to Joy Shaw MS Order due to previously requested titles not being available
67	Georgia Bulldogs	Hanlon, Luke	Nonfiction	Added to Joy Shaw MS Order due to previously requested titles not being available
68	Goalkeeper	Bloor, Edward	Sports Fiction	Sequel to Tangerine which is read in 8th grade
69	Goat	Fleming, Goat	Realistic	Added to Joy Shaw MS Order due to previously requested titles not being available

	A	B	C	D
70	Great Expectations (Comic Classics)	Noel, Jack	Classics	Added to Joy Shaw MS Order due to previously requested titles not being available
71	Great Peach Experiment Book Series	Soderberg Downing, Erin	Realistic	Meets "Best of Titlewave"; new series
72	Green Promises Girls Who Loved the Earth (Girls Who Love Science)	Atkins, Jeannine	Historical Fiction	Popular: Novels in Verse
73	Gross and disgusting jobs	Lundgren, Julie K	Nonfiction	Added to Joy Shaw MS Order due to previously requested titles not being available
74	Ground zero : then and now (9/11 Terrorist Attacks)	Rusick, Jessica	Nonfiction	Added to Joy Shaw MS Order due to previously requested titles not being available
75	Harboring hope : the true story of how Henny Sinding helped Denmark's Jews escape the Nazis	Hood, Susan	Historical Fiction	Added to Joy Shaw MS Order due to previously requested titles not being available
76	Holding Fire (Aerimander, Book 1)	Dodd, Lily Berlin	Fantasy	Meets "Best of Titlewave"; Next in Series
77	How far I'll go (Twisted Tale) (#2610NH7)	Kendall, Keala	Fantasy	Added to Joy Shaw MS Order due to previously requested titles not being available
78	How To Save a Library	Nelson, Colleen	Realistic	Meets "Best of Titlewave"; new series
79	How to Talk to Your Succulent	Persico, Zoe	Graphic Novel	Meets "Best of Titlewave"
80	Hurricane heist (Sherlock Society, Book 2)	Ponti, James	Mystery	Meets "Best of Titlewave"; Next in Series
81	I Survived the California Wildfires, 2018 (I Survived, Book 13)	Tarshis, Lauren	Graphic Novel	One of the most popular series on our shelves! I need 2 copies!
82	I Survived the Dust Bowl, 1935	Tarshis, Lauren	Historical Fiction	New in the very popular I Survived Series
83	I won't feel this way forever (#2756UH2)	Spencer, Kim	Realistic	Added to Joy Shaw MS Order due to previously requested titles not being available
84	Illustra. Book 1, Daybreaker (Illustra, Book 1)	Tadiar, Tori	Graphic Novel	Meets "Best of Titlewave"; perfect for readers of Amulet and Percy Jackson
85	Invisible Emmie (Emmie & Friends #1)	Libenson, Terri	Graphic Novel	Replacement for lost/damaged materials
86	Isle of ever (Isle of Ever, Book 1)	Calonita, Jen	Fantasy	New Series: A nail-biter of a novel for readers who like their mysteries with a touch of magic.
87	It's Like We Touched the Moon	Gier, Beth Hollar	Historical Fiction	Popular: Novels in Verse
88	It's Watching	Currie, Lindsay	Horror	Meets "Best of Titlewave" Popular genre and author: scary stories, thriller, mystery, horror
89	Ivypool's Heart (Warriors: Super Edition #17)	Hunter, Erin	Fantasy	Next in series; Popular series
90	Jane Stays Dreaming	Meiser, Britnee	Romance	Added to Joy Shaw MS Order due to previously requested titles not being available
91	Johnny, the Sea, and Me	Escobar, Melba	Realistic	Added to Joy Shaw MS Order due to previously requested titles not being available
92	Just One Gift	Park, Linda Sue	Realistic	Popular author
93	Keep it Together Keiko Carter	Forance, Debbi Michiko	Realistic	Added to Joy Shaw MS Order due to previously requested titles not being available
94	Keeper of the Lost Cities the Graphic Novel Part 2 Volume 1 (Keeper of the Lost Cities, Book 2)	Messenger, Shannon	Graphic Novel	Continuing series
95	King of the Neuro Verse	Goodwin, Idris	Realistic	Popular: Novels in Verse
96	Lady Gaga (Today's Stars)	Bell, Samantha	Nonfiction	Added to Joy Shaw MS Order due to previously requested titles not being available
97	Legends of Norse mythology : enter a world of gods, giants, monsters and heroes	Birkett, Tom	Nonfiction	Added to Joy Shaw MS Order due to previously requested titles not being available
98	Let's Get Marching: Sections in a Band Book Set [High-Low] [4-item set]	Mazzarella, Kerri	Nonfiction	Added to Joy Shaw MS Order due to previously requested titles not being available
99	Let's Get Together	Colbert, Brandy	Humor	Meets "Best of Titlewave"
100	Let's Make Bread! : a Comic Book Cookbook-	Forkish, Ken	Nonfiction	High interest
101	Let's Make Dumplings! : a Comic Book Cookbook-	Amano, Hugh	Nonfiction	High interest
102	Life in Motion : an Unlikely Ballerina	Copeland, Misty	Literary Nonfiction	High interest: only African American soloist at the American Ballet Theatre.
103	Limelight	LaTulippe, Renee	Nonfiction Graphic	Meets "Best of Titlewave"
104	Lion of the Sky	Hemnani, Ritu	Historical Fiction	Meets "Best of Titlewave" Novels in verse
105	Lola	Valenti, Karla	Fantasy	Meets "Best of Titlewave" <b>Pura Belpre Author Award, 2025</b>
106	Magnolia Wu Unfolds it All	Miller, Chanel	Realistic Fiction	<b>Newbery Honor 2025</b> Chanel Miller is the author of the bestselling adult memoir Know My Name. This is her middle grade debut
107	Michigan Wolverines	Moon, Derek	Nonfiction	Added to Joy Shaw MS Order due to previously requested titles not being available
108	Midnighters	Tooke, Hana	Fantasy	Added to Joy Shaw MS Order due to previously requested titles not being available
109	Minecraft. The crafter's kitchen : an official cookbook for young chefs and their families	Berne, Emma Carlson	Nonfiction	Added to Joy Shaw MS Order due to previously requested titles not being available
110	Mirror to Mirror	LaRocca, Rajani	Realistic	Meets "Best of Titlewave" Novels in verse
111	Momentous Events in the Life of a Cactus (Life of a Cactus #2)	Bowling, Dusti	Realistic Fiction	Replacement for lost/damaged materials
112	Monsters of Fife: Sea Dragons	Yolen, Jane	Fantasy	Meets "Best of Titlewave"
113	Moonleapers	Haddix, Margaret Peterson	Science Fiction	I read an advanced copy of this book and LOVED it! It's like an update to a Wrinkle in Time
114	Mountain of Fire --The Eruption and Survivors of Mount St. Helens	Barone, Rebecca	Literary Nonfiction	Meets "Best of Titlewave" ; High interest
115	Musical Instruments (Child's World) Book Set [12-item set] (#A386088)	The Child's World	Nonfiction	Added to Joy Shaw MS Order due to previously requested titles not being available
116	My Pokemon cookbook : delicious recipes inspired by Pikachu and friends	Rosenthal, Victoria	Nonfiction	Added to Joy Shaw MS Order due to previously requested titles not being available
117	My Presentation Today is about the Anaconda	Dumon Tak, Bibi	Nonfiction	Meets "Best of Titlewave" ; Nonfiction animal book from the POV of the animals!
118	Naruto : the unofficial cookbook	Baghernejad, Danielle	Nonfiction	Added to Joy Shaw MS Order due to previously requested titles not being available
119	Neshama	Pixley, Marcella	Fantasy	Popular: Novels in Verse
120	Noodles, Rice, and Everything Spice : a Comic Book Cookbook-	Witte, Christina De	Nonfiction	High interest
121	Notre Dame Fighting Irish	Moon, Derek	Nonfiction	Added to Joy Shaw MS Order due to previously requested titles not being available
122	Octopus Moon	Pyron, Bobbie	Realistic	Meets "Best of Titlewave"; Book in verse (New library section: popular with reluctant readers)
123	Ohio State Buckeyes	Moon, Derek	Nonfiction	Added to Joy Shaw MS Order due to previously requested titles not being available
124	Oklahoma Sooners	Hanlon, Luke	Nonfiction	Added to Joy Shaw MS Order due to previously requested titles not being available
125	On Thin Ice	Kim, Jessica	Sports Fiction	For the new Sports Fiction section, new sports, meets "Best of Titlewave"
126	Once Upon a Tim Book Series (Books 1-4)	Gibbs, Stuart	Humor	Meets "Best of Titlewave" ; Poverty, peasants, kingdoms, princesses, kidnapping; new humor series with good reviews
127	Open wide	Eerie, I. M	Horror	Added to Joy Shaw MS Order due to previously requested titles not being available
128	Our Amazing Solar System Book Set	Mazzarella, Kerri	Nonfiction	Added to Joy Shaw MS Order due to previously requested titles not being available
129	Pac-Man : the official cookbook	Kingsley, Lisa	Nonfiction	Added to Joy Shaw MS Order due to previously requested titles not being available
130	Partypoooper (Diary of a Wimpy Kid #20)	Kinney, Jeff	Humor	Next in series; Popular series
131	Pennies (Blight Harbor, Book 4)	Senf, Lora	Horror	Meets "Best of Titlewave"; Next in Series
132	Phantom Academy	Virnig, Christine	Horror	Added to Joy Shaw MS Order due to previously requested titles not being available
133	Playing for keeps (Spotlight Sprinkles)	Heart, Lee	Romance	Added to Joy Shaw MS Order due to previously requested titles not being available
134	Pocket Bear	Applegate, Katherine	Fantasy	Meets "Best of Titlewave" ; Popular author
135	Police officers	Becker, Trudy	Nonfiction	Added to Joy Shaw MS Order due to previously requested titles not being available
136	Queen Elizabeth II (DK Life Stories)	Williams, Brenda	Nonfiction	Added to Joy Shaw MS Order due to previously requested titles not being available

	A	B	C	D
137	Reasons to Look at the Night Sky	Daniel, Danielle	Realist	Meets "Best of Titlewave" Novels in verse
138	Rebellion 1776	Anderson, Laurie Halse	Historical Fiction	Meets "Best of Titlewave" First HF about the Revolution in our collection
139	Reckless, Glorious, Girl	Hagan, Ellen	Realistic	Popular: Novels in Verse
140	Refugee --the Graphic Novel	Gratz, Alan	Graphic Novel	Graphic novel presentation of one of our most popular books
141	Remember My Story : a Airl, a Holocaust Survivor, and a Friendship that Made History	Sarnowski, Claire	Literary Nonfiction	Meets "Best of Titlewave" WWII Nonfiction; Popular Content
142	Remembering the Battle of the Alamo	Caravantes, Peggy	Nonfiction	Added to Joy Shaw MS Order due to previously requested titles not being available
143	Ride or Die	Dawson, Delilah S	Horror	Added to Joy Shaw MS Order due to previously requested titles not being available
144	Robot Island	Fagan, Cary	Science Fiction	Sci-Fi Needs an upgrade!
145	Robots go wild! (House of Robots, #2)	Patterson, James	Humor	Replacement book; Book 2 in series (last copy was lost)
146	Rolling On (Roll With It, Book 3)	Sumner, Jamie	Realistic	Book 3 in a Popular Series
147	Running back to you	Henning, Sarah	Romance	Added to Joy Shaw MS Order due to previously requested titles not being available
148	Safe Harbor	Venkatraman, Padma	Realistic	Popular: Novels in Verse
149	Safiyah's War	Khan, Hiba Noor	Historical Fiction	Meets "Best of Titlewave" WWII Nonfiction; Popular Content
150	Sally's lament (Twisted Tale) (#2334MF6)	Mancusi, Mari	Fantasy	Added to Joy Shaw MS Order due to previously requested titles not being available
151	Schoolbot 9000	Hepburn, Sam	Graphic Novel	Meets "Best of Titlewave"
152	Seabird	Kadarusman, Michelle	Historical Fiction	Meets "Best of Titlewave"
153	Seagarden (Plotting the Stars, Book 2)	Barry, Michelle A	Science Fiction	Added to Joy Shaw MS Order due to previously requested titles not being available
154	Secret S.T.E.A.M Society Book Set [4-item set]	Mueller, Trevor	Nonfiction Graphic	Reads like "The Magic Schoolbus"!
155	Shaken	Preller, James	Sports Fiction	For the new Sports Fiction section, new sports, meets "Best of Titlewave"
156	Shakespeare Illustrated Classics Book Set	Graphic Planet	Classics	Added to Joy Shaw MS Order due to previously requested titles not being available
157	Should I go to college?	Mooney, Carla	Nonfiction	Added to Joy Shaw MS Order due to previously requested titles not being available
158	Sing me a Story Latine Short Stories in Verse	Salazar, Aida	Short Stories	Short stories in verse about the power of music.
159	Snoop	Korman, Gordon	Mystery	Meets "Best of Titlewave" ; Popular author
160	Sole Survivor	Ollestad, Norman	Literary Nonfiction	Meets "Best of Titlewave" ; Based on a true story
161	Sorceline Book Series [3-item series]	Douye, Sylvia	Graphic Novel	New Series: Hand to kids who are obsessed with magical creatures.
162	Space case, the graphic novel (#2267SE2)	Gibbs, Stuart	Graphic Novel	Added to Joy Shaw MS Order due to previously requested titles not being available
163	Spark	Baron, Chris	Realistic Fiction	Saving community post wildfire; Meets "Best of Titlewave"
164	Speak Up, Santiago!	Anta, Julio	Graphic Novel	Meets "Best of Titlewave"
165	Sports Illustrated Kids: Legend vs. Legend Book Set	Flynn, Brendan	Nonfiction	Added to Joy Shaw MS Order due to previously requested titles not being available
166	Spy School Blackout (Spy School, Book 13)	Gibbs, Stuart	Mystery	Meets "Best of Titlewave"; Next in Series
167	Spy Ski School (Book #4)	Gibbs, Stuart	Graphic Novel	Next in series; Popular series
168	Star Wars, the High Republic character encyclopedia	Crouse, Megan	Nonfiction	Added to Joy Shaw MS Order due to previously requested titles not being available
169	Stealing the Score	Liu, Sylvia	Mystery	Sports + Mystery!
170	Stinetinglers 2 : 10 more new stories from the master of scary tales (Stinetinglers, Book 2)	Stein, R.L	Horror	Meets "Best of Titlewave" ; Popular author
171	Stinetinglers 3 (Stinetinglers, Book 3)	Stein, R.L	Horror	Meets "Best of Titlewave" ; Popular author
172	Storm Dragons Book Series [2-item series]	Kagawa, Julie	Fantasy	Meets "Best of Titlewave"; new dragon series
173	Stuck (Click Book #7)	Miller, Kayla	Graphic Novel	Next in series; Popular series
174	Sugar Shack	Knisley, Lucy	Graphic Novel	Next in Series
175	Talons of Power (Wings Of Fire, Book 9)	Sutherland, Tui T	Graphic Novel	Continuing series
176	Teens' guide to college & career planning : your high school roadmap to college and career success	Muchnick, Justin Ross	Nonfiction	Added to Joy Shaw MS Order due to previously requested titles not being available
177	Tesla (Cool Cars (Apex))	Rains, Dalton	Nonfiction	Added to Joy Shaw MS Order due to previously requested titles not being available
178	Texas Longhorns	Moon, Derek	Nonfiction	Added to Joy Shaw MS Order due to previously requested titles not being available
179	The 169-Story Treehouse --Doppleganger Doom! (Treehouse, Book 13)	Griffiths, Andy	Humor	Continuing series
180	The 39 Clue 3, The Sword Thief (39 Clues, Book 3)	Lerangis, Peter	Graphic Novel	Continuing series
181	The 9/11 terrorist attacks (Turning Points in History)	Rebman, Nick	Nonfiction	New for section; Student high interest
182	The Bad Guys in One Last Thing (#20)	Blabey, Aaron	Graphic Novel	Next in series; Popular series
183	The Bad Guys in the Serpent and the Beast (#19)	Blabey, Aaron	Graphic Novel	Next in series; Popular series
184	The Beat I Drum (Life of a Cactus #3)	Bowling, Dusti	Realistic Fiction	Next in series; Popular series
185	The Big Book of Pi	Aubin, Jean-Baptiste	Nonfiction	Mathmatics graphic novel
186	The Burning Season	Rose, Caroline Starr	Realistic	Meets "Best of Titlewave"; Book in verse (New library section: popular with reluctant readers)
187	The Cartoonists Club	Telgemeier, Raina	Graphic Novel	New from most popular GN author; meets "Best of Titlewave"
188	The casebook of Sherlock Holmes	Doyle, Arthur Conan	Classics	Added to Joy Shaw MS Order due to previously requested titles not being available
189	The City of Lost Cats	Kyi, Tanya Lloyd	Realistic	Meets "Best of Titlewave"
190	The Daggers of Ire	Cervantes, J.C.	Fantasy	Meets "Best of Titlewave"
191	The Dragon's Return (Zodiac Legacy Book 2)	Lee, Stan	Horror	Replacement for lost/damaged materials
192	The Experiment	Stead, Rebecca	Science Fiction	Upgrade SciFi
193	The Extraordinary Orbit of Alex Ramirez	Paulino, Jasminne	Realistic	Novel in verse about a neurodivergent seventh grader who dreams of traveling to the stars one day
194	The First Cat in Space and the Baby Pirate's Revenge (First Cat in Space, Book 4)	Barnett, Mac	Graphic Novel	Continuing series
195	The First State of Being	Kelly, Erin Entrada	Historical Fiction	Meets "Best of Titlewave"
196	The Forest Revealed An Illustrated Year	Fitch, Jada	Nonfiction	Added to Joy Shaw MS Order due to previously requested titles not being available
197	The Girl in the Walls	Kuyatt, Meg Eden	Horror	Meets "Best of Titlewave"
198	The Girl Who Sang: A Holocaust Memoir of Hope and Survival	Nadel, Estelle	Historical Fiction	Meets "Best of Titlewave"
199	The Great Pet Heist	Ecton, Emily	Humor	Fun animal stories
200	The guardian's quest (Magic Paintbrush)	Zhang, Kat	Fantasy	Added to Joy Shaw MS Order due to previously requested titles not being available
201	The House Next Door	Oh, Ellen	Horror	Upgrade Horror
202	The Jungle Book (Arcturus Deluxe Children's Classics)	Kipling, Rudyard	Classics	Added to Joy Shaw MS Order due to previously requested titles not being available
203	The Last Apple Tree	Mills, Claudia	Realistic Fiction	Meets "Best of Titlewave"
204	The Last Kids on Earth and the Destructor's Lair (#10)	Ballier, Max	Humor	One of the most popular series on our shelves! I need 2 copies!

	A	B	C	D
205	The Last Resort	Kelly, Erin Entrada	Horror	High interest
206	The Lost Women of Science	Gerosa, Melina	Nonfiction	New series based on a popular podcast about women in science
207	The Memory Vampires	Wolf, Ryan	Horror	Popular: Novels in Verse
208	The Metamorphosis of Bunny Baxter	Roberts, Barbara Carroll	Humor	Meets "Best of Titlewave"
209	The missing : the true story of my family in World War II	Rosen, Michael	Literary Nonfiction	Added to Joy Shaw MS Order due to previously requested titles not being available
210	The Mizzy Mysteries	Hatcher-Smith, Claire	Mystery	New mystery series with a disabled main character
211	The Mystery of Mystic Mountain	Fox, Janet	Mystery	Meets "Best of Titlewave"
212	The Mystery of the Haunted Dance Hall	Cotter, Charis	Mystery	Meets "Best of Titlewave"
213	The Night Slayer	Jankovic, George	Fantasy	High interest; Perfect for fans of PERCY JACKSON
214	The Nine Moons of Han Yu and Luli	Glaser, Karina Yan	Historical Fiction	<b>Newbery 2026 Contender?</b> We don't have anything like this, kids may enjoy a new take on history?
215	The Picasso Curse	Gutman, Dan	Humor	High interest
216	The Poetry of Car Mechanics	Stemple, Heidi E. Y	Realistic	Meets "Best of Titlewave" Popular: Novels in Verse; MC rescues a hawk!
217	The Poisoned King (Book 2)	Rundell, Katherine	Fantasy	Meets "Best of Titlewave"; Next in Series
218	The Reel Wish	Mendez, Yamile Saied	Realistic Fiction	Meets "Best of Titlewave" Realistic - recommended and reviewed
219	The Rise of Neptune (Dragonships (Aladdin), Book 2)	Reintgen, Scott	Fantasy	Next in Series
220	The secret garden (Arcturus Deluxe Children's Classics)	Burnett, Frances Hodgson	Classics	Added to Joy Shaw MS Order due to previously requested titles not being available
221	The secret identity of Devon Delaney (Devon Delaney)	Barnholdt, Lauren	Romance	Added to Joy Shaw MS Order due to previously requested titles not being available
222	The secret of the mansion (Trixie Belden, Girl Detective, Book 1)	Campell, Julie	Mystery	Reprint of an old Classic
223	The Snowy Owl Rescue	Temple, Heidi E. Weiss	Realistic	New mystery series centered around birdwatching
224	The Tale of the Vanishing Circus (#3) (Are You Afraid of the Dark?, Book 3)	Cottingham, Kayla	Horror	Meets "Best of Titlewave"; Next in Series
225	The Teacher of Nomad Land	Nayeri, Daniel	Historical Fiction	<b>Newbery 2026 Contender?</b> Popular subject
226	The Trouble with Secrets	Milliner, Naomi	Realistic Fiction	Meets "Best of Titlewave"
227	The Unlikely Tale of Chase & Finnegan	Warga, Jasmine	Fantasy	Meets "Best of Titlewave" ; Popular author
228	The Witches of Pepperwood Bay (Volume 1)	Wiley, Lisa Manuzak	Graphic Novel	New series (fantasy)
229	Tigerheart's Shadow (Warriors: Super Edition, Book 10)	Hunter, Erin	Fantasy	Next in series; Popular series
230	Top college football national championship games	James, Ryan	Nonfiction	Added to Joy Shaw MS Order due to previously requested titles not being available
231	Total Garbage --A Messy Dive into Trash, Waste, and Our World	Donnelly, Rebecca	Nonfiction	Replacement for outdated content
232	Truck and transportation drivers	Morkes, Andrew	Nonfiction	Added to Joy Shaw MS Order due to previously requested titles not being available
233	Unbirthday (Twisted Tale) (#1619LK0)	Braswell, Liz	Fantasy	Added to Joy Shaw MS Order due to previously requested titles not being available
234	USC Trojans	Moon, Derek	Nonfiction	Added to Joy Shaw MS Order due to previously requested titles not being available
235	War Games	Gratz, Alan	Historical Fiction	Meets "Best of Titlewave" ; Popular author
236	Warriors Changing Skies #2Hidden Moon (Warriors: Changing Skies, Book 2)	Hunter, Erin	Fantasy	Popular book series
237	Warriors Graphic Novel The Prophecies Begin #3 (Warriors Graphic Novel: The Prophecies Begin, Book 3)	Hunter, Erin	Graphic Novel	Meets "Best of Titlewave"; Next in Series
238	Warriors: The Prophecies Begin #2	Riess, Natalie	Graphic Novel	Next in series; Popular series based on more popular novels; meets "Best of Titlewave"
239	What electricians need to know	Reeves, Diane Lindsey	Nonfiction	Added to Joy Shaw MS Order due to previously requested titles not being available
240	What Happened Then	Soderberg Downing, Erin	Mystery	Meets "Best of Titlewave"
241	What plumbers need to know	Reeves, Diane Lindsey	Nonfiction	Added to Joy Shaw MS Order due to previously requested titles not being available
242	When the World Was Ours	Kessler, Liz	Historical Fiction	Meets "Best of Titlewave" WWII Nonfiction; Popular Content
243	When We Flew Away : a Novel of Anne Frank, Before the Diary	Hoffman, Alice	Historical Fiction	Meets "Best of Titlewave" WWII Nonfiction; Popular Content
244	You can fly : the Tuskegee Airmen	Weatherford, Carole Boston	Literary Nonfiction	Nonfiction Update
245	Zarina Divided	Faruqi, Reem	Historical Fiction	Meets "Best of Titlewave" Novels in verse
246	Zimbabwe (Exploring World Cultures	Reynolds, Donna	Nonfiction	Added to Joy Shaw MS Order due to previously requested titles not being available
247	Zodiac Signs Book Set (12 books)	Andrews, Elizabeth	Nonfiction	Nonfiction update; frequently requested topic
248	Zombie Season (Zombie Season, Book 1)	Weinberger, Justin	Horror	Replacement for lost/damaged materials
249	Zombie Spiders and Asteroid Blasters 16 Incredible Ways That Scientists Are Changing the World	Okereke, Maynard	Nonfiction	Added to Joy Shaw MS Order due to previously requested titles not being available

	A	B	C	D
1	<b>ROHS</b>			
2	<b>Title</b>	<b>Author</b>	<b>Genre</b>	<b>Notes</b>
3	13 Days of Summer	Strohm, Stephanie Kate	Realistic Fiction	Meets "Best of Titlewave"
4	575+ practice questions for the digital PSAT/NMSQT	Penguin Random House	Nonfiction	Test prep
5	ACT premium prep	Penguin Random House	Nonfiction	Test prep
6	ACT prep 2025	Penguin Random House	Nonfiction	Test prep
7	ACT study guide premium 2025	Stewart, Brian W	Nonfiction	Test prep
8	ASVAB practice test book 2022-2023 : exam prep	Simon, Elissa	Nonfiction	Test prep
9	ASVAB study guide 2022-2023	Simon, Elissa	Nonfiction	Test prep
10	ASVAB study guide 2023-2024 : 4 practice tests ans ASVAB prep book	Simon, Elissa	Nonfiction	Test prep
11	ASVAB total prep 2024-2025	Trivium Test Prep	Nonfiction	Test prep
12	A court of silver flames	Maas, Sarah	Fantasy	Replacement copy
13	After Life	Foreman, Gayle	Realistic Fiction	A Good Morning America Book Club YA Pick
14	Attack on titan 31	Isayama, Hajime	Graphic Novel	Continuing series
15	Attack on titan 33	Isayama, Hajime	Graphic Novel	Continuing series
16	Attack on titan 34	Isayama, Hajime	Graphic Novel	Continuing series
17	All the stars align	Schreiber, Gretchen	Romance	Student Request
18	Blood Gone Cold	Grant, Katy	Thriller	Meets "Best of Titlewave"
19	But then I came back	Laure, Estelle	Realistic Fiction	Meets "Best of Titlewave"
20	Charm	Wolff, Tracy	Realistic Fiction	Continuing series
21	Cherish	Wolff, Tracy	Realistic Fiction	Continuing series
22	Digital SAT advanced		Nonfiction	Test prep
23	Dragonfruit	Lucier, Makiia	Adventure	An Asian/Pacific American Award Honor Book
24	Don't look now	Gagnon, Michelle	Thriller	Rebuilding Thriller section
25	Ellie Haycock is totally normal	Schreiber, Gretchen	Realistic Fiction	Meets "Best of Titlewave"
26	Falling like leaves	Wilson, Misty	Romance	Meets "Best of Titlewave"
27	Fifteenth summer	Dalton, Michelle	Romance	Continuing series
28	Flash flood	Prendergast, Gabrielle	Realistic Fiction	Rebuilding Realistic Fiction section
29	Ghost Brother	Sanchez Garza, Sylvia	Realistic Fiction	Rebuilding Realistic Fiction section
30	Ghost Queen	Narsimhan, Mahtab	Horror	Meets "Best of Titlewave"
31	Here, there be dragons	Owen, James A	Fantasy	Additional Copy
32	Hurricane Katrina, 2005	Tarshis, Lauren	Historical Fiction	Continuing series
33	I survived the attack of the grizzlies, 1967	Tarshis, Lauren	Historical Fiction	Continuing series
34	I survived the Black death, 1348	Tarshis, Lauren	Historical Fiction	Continuing series
35	I survived the great Alaska earthquake, 1964	Tarshis, Lauren	Historical Fiction	Continuing series
36	I survived the great molasses flood, 1919	Tarshis, Lauren	Historical Fiction	Continuing series
37	I survived the Hindenburg disaster, 1937	Tarshis, Lauren	Historical Fiction	Continuing series
38	I survived the sinking of the Titanic, 1912	Tarshis, Lauren	Historical Fiction	Continuing series
39	I survived the Wellington avalanche, 1910	Tarshis, Lauren	Historical Fiction	Continuing series
40	I was told there would be romance	Arnold, Marie	Romance	Popular author
41	Idol gossip	Young, Alexandra Leigh	Realistic Fiction	Meets "Best of Titlewave"
42	If anything happens to me	Rice, Luanne	Thriller	Meets "Best of Titlewave"
43	Imposter syndrome and other confessions of Alejandra Kim	Park, Patricia	Realistic Fiction	Student Request
44	Invisible ghosts	Schneider, Robyn	Romance	Student Request
45	It waits in the forest	Dass, Sarah	Fantasy	Popular author
46	Journey to the centre of the Earth	Verne, Jules	Adventure	Continuing series

	A	B	C	D
47	Just another meet cute	Nguyen, Jenn P	Romance	Meets "Best of Titlewave"
48	Love Unmasked	Dean, Becky	Romance	Meets "Best of Titlewave"
49	Manslaughter Park	Price, Tirzah	Mystery	Continuing series
50	Mystery royale	Cavalancia, Kaitlyn	Mystery	Popular title
51	No good deed	Moldavsky, Goldy	Humor	Student Request
52	Nothing like the movies	Painter, Lynn	Romance	Continuing series
53	Of curses and kisses	Menon, Sandhya	Romance	Meets "Best of Titlewave"
54	Of flame and fury	Bridge, MiKayla	Fantasy	Meets "Best of Titlewave"
55	Prepped	Mangle, Bethany	Romance	Meets "Best of Titlewave"
56	Pride and premeditation	Price, Tirzah	Mystery	Additional copy-Popular book
57	PSAT/NMSQT prep : with 3 practice tests		Nonfiction	Test Prep
58	Pulled under	Dalton, Michelle	Romance	Continuing series
59	Sense and second-degree murder	Price, Tirzah	Mystery	Continuing series
60	Sixteenth summer	Dalton, Michelle	Romance	Continuing series
61	Somewhere in the deep	Berwah, Tanvi	Fantasy	Author of popular book in collection
62	Songs for the offseason	Wolf, Ryan	Realistic Fiction	Meets "Best of Titlewave"
63	Sugar Crash	Di Lorenzo, Melinda	Adventure	Meets "Best of Titlewave"
64	Sunrise on the reaping	Collins, Suzanne	Dystopian	Continuing series
65	Swept away	Dalton, Michelle	Romance	Continuing series
66	Team Human	Larbalestier, Justine	Fantasy	Student Request
67	That's not my name	Lally, Megan	Thriller	Meets "Best of Titlewave"
68	The attacks of September 11, 2001	Tarshis, Lauren	Historical Fiction	Continuing series
69	The battle of D-Day, 1944	Tarshis, Lauren	Historical Fiction	Continuing series
70	The battle of Gettysburg, 1863	Tarshis, Lauren	Historical Fiction	Continuing series
71	The California wildfires, 2018	Tarshis, Lauren	Historical Fiction	Continuing series
72	The Children's Blizzard, 1888	Tarshis, Lauren	Historical Fiction	Continuing series
73	The dragons of winter	Owen, James A	Fantasy	Popular series
74	The end of always	Phillips, Rebecca	Realistic Fiction	Meets "Best of Titlewave"
75	The first dragon	Owen, James A	Fantasy	Popular series
76	The Galveston hurricane, 1900	Tarshis, Lauren	Historical Fiction	Continuing series
77	The reappearance of Rachel Price	Jackson, Holly	Thriller	Meets "Best of Titlewave"
78	The Japanese tsunami, 2011	Tarshis, Lauren	Historical Fiction	Continuing series
79	The San Francisco earthquake, 1906	Tarshis, Lauren	Historical Fiction	Student Request
80	The sandcastle empire	Olson, Kayla	Adventure	Meets "Best of Titlewave"
81	The search for the Red Dragon	Owen, James A	Fantasy	Additional Copy
82	The shark attacks of 1916	Tarshis, Lauren	Historical Fiction	Continuing series
83	The sinking of the Titanic, 1912	Tarshis, Lauren	Historical Fiction	Continuing series
84	The space you left behind	Gritz, Ona	Realistic Fiction	Rebuilding Realistic Fiction section
85	The town with no mirrors	Collins, Christina	Dystopian	Additional Copy
86	The truth about everything	Farr, Bridget	Realistic Fiction	Meets "Best of Titlewave"
87	The unfinished	Isaacs, Cheryl	Horror	Meets "Best of Titlewave"
88	This is not the Jess show	Carey, Anna	Dystopian	Student Request
89	Warcross	Lu, Marie	Science Fiction	Additional Copy/Teacher request
90	Watch us crack	Lepore, Gabriella	Thriller	Meets "Best of Titlewave"
91	Wild beauty	McLemore, Anna-Marie	Fantasy	Student Request
92	Wildcard	Lu, Marie	Science Fiction	Additional Copy

	A	B	C	D
93	Wings in the wild	Engle, Margarita	Adventure	Meets "Best of Titlewave"

**Presented for:**

Board Action   X   Report/Review Only \_\_\_\_\_

**Supporting documents:**

None \_\_\_\_\_ Attached   X   Provided Later \_\_\_\_\_

**Contact Person:**

Merilee Stone, Assessment and Accountability Coordinator

**Background Information:**

Attached you will find Explanatory Notes for TASB Local Update 126 and The Summary of Local Policy Recommendations. Local changes are due to changes in legal policy or Texas Administrative Code following the 89<sup>th</sup> Legislative Session. Cabinet members listed next to each policy have reviewed the recommendations. The update includes changes in local policy related to:

**BE(LOCAL): BOARD MEETINGS – Sanford**

- Updates reflect SB 12 and HB 1522 by requiring meetings outside work hours, extending agenda posting to three business days, setting a 10-day deadline for agenda items, mandating roll call voting, and removing redundant record retention language.

**BED(LOCAL): BOARD MEETINGS - PUBLIC PARTICIPATION – Sanford**

- Revised to comply with SB 12 by requiring public comment at the beginning of board meetings.

**CJ(LOCAL): CONTRACTED SERVICES – Johnston**

- Adds provisions prohibiting contractors from engaging in unlawful instructional activities or DEI duties under SB 12, with violations resulting in contract termination.

**CJA(LOCAL): CONTRACTED SERVICES - BACKGROUND CHECKS AND REQUIRED REPORTING – Johnston**

- Subtopic name updated for clarity; no changes to local text.

**CLE(LOCAL): BUILDINGS, GROUNDS, AND EQUIPMENT MANAGEMENT - REQUIRED DISPLAYS – Sanford**

- Subtopic name updated for clarity; no changes to local text.

**CQB(LOCAL): TECHNOLOGY RESOURCES – CYBERSECURITY – Corns**

- Revised to align with HB 150, transferring cybersecurity training and adding incident notification requirements.

**CQD(LOCAL): TECHNOLOGY RESOURCES - ARTIFICIAL INTELLIGENCE – Corns**

- New policy addressing AI training requirements and guidelines for employee and student use under HB 150 and HB 1500.

**CSA(LOCAL): FACILITY STANDARDS - SAFETY AND SECURITY – Sanford**

- Adds section requiring designation and regulation of private spaces per SB 8.

**CV(LOCAL): FACILITIES CONSTRUCTION – Sanford**

- Updates competitive purchasing threshold reference to \$100,000 and removes “or designee” from project administration language. Policy BJA(LOCAL) still allows superintendent to designate as needed.

**DBD(LOCAL): EMPLOYMENT REQUIREMENTS AND RESTRICTIONS - CONFLICT OF INTEREST – Ailara**

- Adds section on administrator personal services based on HB 3372.

**DEC(LOCAL): COMPENSATION AND BENEFITS - LEAVES AND ABSENCES – Ailara**

- Incorporates HB 2 changes defining daily rate of pay and concurrent use of paid leave during FMLA for classroom teachers.

**DFBB(LOCAL): TERM CONTRACTS – NONRENEWAL – Ailara**

- Expands nonrenewal reasons to include prohibited instructional activities and DEI duties under SB 12 and clarifies disability-related language.

**DH(LOCAL): EMPLOYEE STANDARDS OF CONDUCT – Ailara**

- Revised to reflect SB 12 requirements for handling employee complaints.

**EEP(LOCAL): INSTRUCTIONAL ARRANGEMENTS - LESSON PLANS – Owen**

- Introduces new policy language from SB 12 regarding instructional plans and course syllabi.

**EFA(LOCAL): INSTRUCTIONAL RESOURCES - INSTRUCTIONAL MATERIALS – Owen**

- Adds a section requiring the superintendent to create regulations for parent requests to review instructional materials individually or via petition, as mandated by SB 12.

**EHBAF(LOCAL): SPECIAL EDUCATION - VIDEO/AUDIO MONITORING – Owen**

- Updates language for special education classrooms per HB 2 and revises reporting timelines for suspected misconduct or abuse under SB 571.

**EIA(LOCAL): ACADEMIC ACHIEVEMENT - GRADING/PROGRESS REPORTS TO PARENTS – Owen**

- Requires at least two in-person parent-teacher conferences annually and clarifies that unauthorized use of AI constitutes academic dishonesty under SB 12.

**FA(LOCAL): PARENT RIGHTS AND RESPONSIBILITIES – Corns**

- Establishes a parent portal on the district website for submitting comments to administrators or the board, as required by SB 12.

**FEF(LOCAL): ATTENDANCE - RELEASED TIME – Corns**

- Adds provisions for released time courses in compliance with SB 1049.

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

- Revises medication policy to allow employees, including nurses, to administer nonprescription medication under SB 920.

**FFB(LOCAL): STUDENT WELFARE - CRISIS INTERVENTION – Trimble**

- Adds a provision requiring notification to teaching staff when a campus threat is made, as mandated by HB 2.

**FFF(LOCAL): STUDENT WELFARE - STUDENT SAFETY – Trimble**

- Revises policy to require notifying parents when an employee or service provider is alleged to have engaged in misconduct with their child, per HB 2.

**FFG(LOCAL): STUDENT WELFARE - CHILD ABUSE AND NEGLECT – Trimble**

- Updates reporting requirements to mandate reports within 24 hours of suspicion and revises reporting steps, in compliance with SB 571.

**FO(LOCAL): STUDENT DISCIPLINE – Corns**

- Deletes District of Innovation exemption language per HB 6 and clarifies that video/audio monitoring is permissive with guidance on handling recordings.

**GKA(LOCAL): COMMUNITY RELATIONS - CONDUCT ON SCHOOL PREMISES – Trimble**

- Updates language regarding handguns in compliance with SB 706.

These changes are explained in the attached Explanatory Notes for TASB Localized Policy Manual Update 126.

**Fiscal Implications:**

N/A

**Administrative Recommendation:**

The administration recommends that the Board add, revise, or delete (LOCAL) policies as recommended by ROISD Administration.

# Explanatory Notes

## TASB Localized Policy Manual Update 126

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#### **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.

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.

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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

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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(LLEGAL) 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(LLEGAL) 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(LLEGAL) ANNUAL OPERATING BUDGET**

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

#### **CFEA(LLEGAL) PAYROLL PROCEDURES: SALARY DEDUCTIONS AND REDUCTIONS**

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

#### **CH(LLEGAL) 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(LLEGAL) 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(LLEGAL) 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(LLEGAL) 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(LLOCAL) 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(LLEGAL) 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(LLOCAL) 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(LLEGAL) 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(LLEGAL) SAFETY PROGRAM/RISK MANAGEMENT: SAFETY AND SECURITY AUDITS AND MONITORING**

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

#### **CKC(LLEGAL) 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(LLEGAL) 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(LLEGAL) 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(LLEGAL) 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(LLEGAL) 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(LLEGAL) BUILDINGS, GROUNDS, AND EQUIPMENT MANAGEMENT**

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

#### **CLB(LLEGAL) 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(LLEGAL) 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(LLEGAL) 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

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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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#### QCD(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.

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#### **DBA(LLEGAL)                      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(LLEGAL)                      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(LLEGAL)                      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(LLEGAL)                      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(LLEGAL)                      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(LLEGAL)                      COMPENSATION PLAN: INCENTIVES AND STIPENDS**

Extensive revisions throughout this policy reflect changes from HB 2.

#### **DEC(LLEGAL)                      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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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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**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(LLEGAL)                      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(LLEGAL)                      PERSONNEL POSITIONS**

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

#### **EA(LLEGAL)                      INSTRUCTIONAL GOALS AND OBJECTIVES**

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

#### **EEP(LLEGAL)                      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(LLEGAL)                      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(LLEGAL)                      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(LLEGAL)                      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.

**EHBAC(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(LLEGAL)                      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(LLEGAL)                      COMPENSATORY SERVICES AND INTENSIVE PROGRAMS: ACCELERATED INSTRUCTION**

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

**EHBE(LLEGAL)                      SPECIAL PROGRAMS: BILINGUAL EDUCATION/ESL**

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

**EHBF(LLEGAL)                      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(LLEGAL)                      SPECIAL PROGRAMS: PREKINDERGARTEN**

Revisions throughout are due to HB 2.

**EBBH(LLEGAL)                      SPECIAL PROGRAMS: OTHER SPECIAL POPULATIONS**

Revisions throughout are pursuant to HB 2.

**EBBK(LLEGAL)                      SPECIAL PROGRAMS: OTHER INSTRUCTIONAL INITIATIVES**

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

**EHDD(LLEGAL)                      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(LLEGAL)                      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(LLEGAL)                      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.

#### **EIF(LLEGAL)                      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(LLEGAL)                      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(LLEGAL)                      TESTING PROGRAMS: STATE ASSESSMENT**

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

#### **EKC(LLEGAL)                      TESTING PROGRAMS: READING ASSESSMENT**

Substantial revisions throughout are due to HB 2.

#### **EKD(LLEGAL)                      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(LLEGAL)                      CAMPUS OR PROGRAM CHARTERS**

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

#### **EMB(LLEGAL)                      MISCELLANEOUS INSTRUCTIONAL POLICIES: TEACHING ABOUT CONTROVERSIAL ISSUES**

Revisions throughout are due to SB 12.

#### **F(LLEGAL)                      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(LLEGAL)                      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.

#### **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.

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#### **FD(LLEGAL)                      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(LLEGAL)                      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(LLEGAL)                      ATTENDANCE: ATTENDANCE ACCOUNTING**

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

#### **FED(LLEGAL)                      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(LLEGAL)                      ATTENDANCE: RELEASED TIME**

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

#### **FEF(LOCAL)                      ATTENDANCE: RELEASED TIME**

This local policy is recommended for inclusion in the district's manual to reflect SB 1049 requirements regarding released time courses.

#### **FFA(LLEGAL)                      STUDENT WELFARE: WELLNESS AND HEALTH SERVICES**

Substantial revisions throughout are due to SB 12.

#### **FFAC(LLEGAL)                      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.

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

#### **FFB(LLEGAL)                      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(LLEGAL)                      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(LLEGAL)                      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(LLEGAL)                      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(LLEGAL)                      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(LLEGAL)

#### STUDENT WELFARE: FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION

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

#### FL(LLEGAL)

#### 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(LLEGAL)

#### 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(LLEGAL)

#### 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(LLEGAL)

#### STUDENT EXPRESSION: USE OF SCHOOL FACILITIES FOR NONSCHOOL PURPOSES

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

#### FNCD(LLEGAL)

#### STUDENT CONDUCT: TOBACCO USE AND POSSESSION

Revisions to this code are due to SB 2024.

#### FNCE(LLEGAL)

#### 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(LLEGAL)

#### 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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**FO(LLEGAL)                      STUDENT DISCIPLINE**

HB 6 removed a district's authority to exempt itself from student discipline requirements through a District of Innovation plan; therefore, the Note indicating such an exemption has been deleted. 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 Anti-semitism 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 Videotapes and Recordings is due to SB 12.

**FO(LOCAL)                      STUDENT DISCIPLINE**

HB 6 removed a district's authority to exempt itself from student discipline requirements through a District of Innovation plan. The District of Innovation text is, therefore, recommended for deletion. 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(LLEGAL)                      STUDENT DISCIPLINE: REMOVAL BY TEACHER OR BUS DRIVER**

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

**FOB(LLEGAL)                      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(LLEGAL)                      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(LLEGAL)                      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.

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#### **FODA(LLEGAL)**

#### **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).

#### **FOE(LLEGAL)**

#### **STUDENT DISCIPLINE: EMERGENCY AND ALTERNATIVE PLACEMENT**

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

#### **FOF(LLEGAL)**

#### **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(LLEGAL)**

#### **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(LLEGAL)**

#### **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(LLEGAL)**

#### **ACCESS TO PUBLIC INFORMATION: REQUESTS FOR INFORMATION**

Changes throughout are due to HB 4219.

#### **GC(LLEGAL)**

#### **PUBLIC NOTICES**

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

#### **GKA(LLEGAL)**

#### **COMMUNITY RELATIONS: CONDUCT ON SCHOOL PREMISES**

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

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**GKA(LOCAL)**

**COMMUNITY RELATIONS: CONDUCT ON SCHOOL PREMISES**

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

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(LLEGAL)**

**RELATIONS WITH EDUCATIONAL ENTITIES: REGIONAL EDUCATION SERVICE CENTERS**

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

**GRAA(LLEGAL)**

**STATE AND LOCAL GOVERNMENTAL AUTHORITIES: LAW ENFORCEMENT AGENCIES**

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

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<b>Code</b>	<b>Type</b>	<b>Action To Be Taken</b>	<b>Note</b>
ATTN	(NOTE)	No policy enclosed	See explanatory note
AE	(LEGAL)	Replace policy	Revised policy
AF	(LEGAL)	Replace policy	Revised policy
AG	(LEGAL)	Replace policy	Revised policy
AIA	(LEGAL)	Replace policy	Revised policy
AIB	(LEGAL)	Replace policy	Revised policy
AIC	(LEGAL)	Replace policy	Revised policy
AIE	(LEGAL)	Replace policy	Revised policy
B	(LEGAL)	Replace table of contents	Revised table of contents
BBA	(LEGAL)	Replace policy	Revised policy
BBB	(LEGAL)	Replace policy	Revised policy
BBBA	(LEGAL)	Replace policy	Revised policy
BBD	(LEGAL)	Replace policy	Revised policy
BBE	(LEGAL)	Replace policy	Revised policy
BE	(LEGAL)	Replace policy	Revised policy
BE	(LOCAL)	Replace policy	Revised policy
BEC	(LEGAL)	Replace policy	Revised policy
BED	(LEGAL)	Replace policy	Revised policy
BED	(LOCAL)	Replace policy	Revised policy
BF	(LEGAL)	Replace policy	Revised policy
BJA	(LEGAL)	Replace policy	Revised policy
BJB	(LEGAL)	Replace policy	Revised policy
BT	(LEGAL)	ADD policy	See explanatory note
C	(LEGAL)	Replace table of contents	Revised table of contents
CBA	(LEGAL)	Replace policy	Revised policy
CCA	(LEGAL)	Replace policy	Revised policy
CCG	(LEGAL)	Replace policy	Revised policy
CCGA	(LEGAL)	Replace policy	Revised policy
CCGB	(LEGAL)	Replace policy	Revised policy
CE	(LEGAL)	Replace policy	Revised policy
CFEA	(LEGAL)	Replace policy	Revised policy
CH	(LEGAL)	Replace policy	Revised policy
CHE	(LEGAL)	Replace policy	Revised policy
CHF	(LEGAL)	Replace policy	Revised policy

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Code	Type	Action To Be Taken	Note
CJ	(LEGAL)	Replace policy	Revised policy
CJ	(LOCAL)	Replace policy	Revised policy
CJA	(LEGAL)	Replace policy	Revised policy
CJA	(LOCAL)	Replace policy	Revised policy
CK	(LEGAL)	Replace policy	Revised policy
CKA	(LEGAL)	Replace policy	Revised policy
CKC	(LEGAL)	Replace policy	Revised policy
CKD	(LEGAL)	Replace policy	Revised policy
CKE	(LEGAL)	Replace policy	Revised policy
CKEA	(LEGAL)	Replace policy	Revised policy
CKEB	(LEGAL)	Replace policy	Revised policy
CL	(LEGAL)	Replace policy	Revised policy
CLB	(LEGAL)	Replace policy	Revised policy
CLE	(LEGAL)	Replace policy	Revised policy
CLE	(LOCAL)	Replace policy	Revised policy
CMD	(LEGAL)	Replace policy	Revised policy
CNA	(LEGAL)	Replace policy	Revised policy
CNC	(LEGAL)	Replace policy	Revised policy
COB	(LEGAL)	Replace policy	Revised policy
CQA	(LEGAL)	Replace policy	Revised policy
CQB	(LEGAL)	Replace policy	Revised policy
CQB	(LOCAL)	Replace policy	Revised policy
CQD	(LEGAL)	ADD policy	See explanatory note
CQD	(LOCAL)	ADD policy	See explanatory note
CRD	(LEGAL)	Replace policy	Revised policy
CS	(LEGAL)	Replace policy	Revised policy
CSA	(LEGAL)	Replace policy	Revised policy
CSA	(LOCAL)	Replace policy	Revised policy
CV	(LEGAL)	Replace policy	Revised policy
CV	(LOCAL)	Replace policy	Revised policy
DBA	(LEGAL)	Replace policy	Revised policy
DBAA	(LEGAL)	Replace policy	Revised policy
DBD	(LEGAL)	Replace policy	Revised policy
DBD	(LOCAL)	Replace policy	Revised policy

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<b>Code</b>	<b>Type</b>	<b>Action To Be Taken</b>	<b>Note</b>
DC	(LEGAL)	Replace policy	Revised policy
DEA	(LEGAL)	Replace policy	Revised policy
DEAA	(LEGAL)	Replace policy	Revised policy
DEC	(LEGAL)	Replace policy	Revised policy
DEC	(LOCAL)	Replace policy	Revised policy
DF	(LEGAL)	Replace policy	Revised policy
DFBA	(LEGAL)	Replace policy	Revised policy
DFBB	(LOCAL)	Replace policy	Revised policy
DFD	(LEGAL)	Replace policy	Revised policy
DFE	(LEGAL)	Replace policy	Revised policy
DG	(LEGAL)	Replace policy	Revised policy
DGA	(LEGAL)	Replace policy	Revised policy
DGBA	(LEGAL)	Replace policy	Revised policy
DGC	(LEGAL)	Replace policy	Revised policy
DH	(LEGAL)	Replace policy	Revised policy
DH	(LOCAL)	Replace policy	Revised policy
DHB	(LEGAL)	Replace policy	Revised policy
DHC	(LEGAL)	Replace policy	Revised policy
DMA	(LEGAL)	Replace policy	Revised policy
DP	(LEGAL)	Replace policy	Revised policy
EA	(LEGAL)	Replace policy	Revised policy
EEP	(LEGAL)	ADD policy	See explanatory note
EEP	(LOCAL)	ADD policy	See explanatory note
EFA	(LEGAL)	Replace policy	Revised policy
EFA	(LOCAL)	Replace policy	Revised policy
EFB	(LEGAL)	Replace policy	Revised policy
EHA	(LEGAL)	Replace policy	Revised policy
EHAA	(LEGAL)	Replace policy	Revised policy
EHAC	(LEGAL)	Replace policy	Revised policy
EHB	(LEGAL)	Replace policy	Revised policy
EHBA	(LEGAL)	Replace policy	Revised policy
EHBAA	(LEGAL)	Replace policy	Revised policy
EHBAB	(LEGAL)	Replace policy	Revised policy

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Code	Type	Action To Be Taken	Note
EHBAC	(LEGAL)	Replace policy	Revised policy
EHBAF	(LEGAL)	Replace policy	Revised policy
EHBAF	(LOCAL)	Replace policy	Revised policy
EHBC	(LEGAL)	Replace policy	Revised policy
EHBCA	(LEGAL)	Replace policy	Revised policy
EHBE	(LEGAL)	Replace policy	Revised policy
EHBF	(LEGAL)	Replace policy	Revised policy
EHBG	(LEGAL)	Replace policy	Revised policy
EBBH	(LEGAL)	Replace policy	Revised policy
EBBK	(LEGAL)	Replace policy	Revised policy
EHDD	(LEGAL)	Replace policy	Revised policy
EHDE	(LEGAL)	Replace policy	Revised policy
EIA	(LEGAL)	Replace policy	Revised policy
EIA	(LOCAL)	Replace policy	Revised policy
EIF	(LEGAL)	Replace policy	Revised policy
EK	(LEGAL)	Replace policy	Revised policy
EKB	(LEGAL)	Replace policy	Revised policy
EKC	(LEGAL)	Replace policy	Revised policy
EKD	(LEGAL)	Replace policy	Revised policy
EL	(LEGAL)	Replace policy	Revised policy
EMB	(LEGAL)	Replace policy	Revised policy
F	(LEGAL)	Replace table of contents	Revised table of contents
FA	(LEGAL)	Replace policy	Revised policy
FA	(LOCAL)	ADD policy	See explanatory note
FD	(LEGAL)	Replace policy	Revised policy
FEA	(LEGAL)	Replace policy	Revised policy
FEB	(LEGAL)	Replace policy	Revised policy
FED	(LEGAL)	Replace policy	Revised policy
FEF	(LEGAL)	ADD policy	See explanatory note
FEF	(LOCAL)	ADD policy	See explanatory note
FFA	(LEGAL)	Replace policy	Revised policy
FFAC	(LEGAL)	Replace policy	Revised policy
FFAC	(LOCAL)	Replace policy	Revised policy
FFB	(LEGAL)	Replace policy	Revised policy

# Instruction Sheet

## TASB Localized Policy Manual Update 126

### Red Oak ISD

<b>Code</b>	<b>Type</b>	<b>Action To Be Taken</b>	<b>Note</b>
FFB	(LOCAL)	Replace policy	Revised policy
FFEA	(LEGAL)	Replace policy	Revised policy
FFEB	(LEGAL)	Replace policy	Revised policy
FFF	(LEGAL)	Replace policy	Revised policy
FFF	(LOCAL)	Replace policy	Revised policy
FFG	(LEGAL)	Replace policy	Revised policy
FFG	(LOCAL)	Replace policy	Revised policy
FFH	(LEGAL)	Replace policy	Revised policy
FL	(LEGAL)	Replace policy	Revised policy
FM	(LEGAL)	Replace policy	Revised policy
FNA	(LEGAL)	Replace policy	Revised policy
FNAB	(LEGAL)	Replace policy	Revised policy
FNCD	(LEGAL)	Replace policy	Revised policy
FNCE	(LEGAL)	Replace policy	Revised policy
FNCG	(LEGAL)	Replace policy	Revised policy
FNG	(LEGAL)	Replace policy	Revised policy
FO	(LEGAL)	Replace policy	Revised policy
FO	(LOCAL)	Replace policy	Revised policy
FOA	(LEGAL)	Replace policy	Revised policy
FOB	(LEGAL)	Replace policy	Revised policy
FOC	(LEGAL)	Replace policy	Revised policy
FOD	(LEGAL)	Replace policy	Revised policy
FODA	(LEGAL)	Replace policy	Revised policy
FOE	(LEGAL)	Replace policy	Revised policy
FOF	(LEGAL)	Replace policy	Revised policy
FP	(LEGAL)	Replace policy	Revised policy
GBA	(LEGAL)	Replace policy	Revised policy
GBAA	(LEGAL)	Replace policy	Revised policy
GC	(LEGAL)	Replace policy	Revised policy
GF	(LEGAL)	Replace policy	Revised policy
GKA	(LEGAL)	Replace policy	Revised policy
GKA	(LOCAL)	Replace policy	Revised policy

Instruction Sheet  
TASB Localized Policy Manual Update 126

**Red Oak ISD**

<b>Code</b>	<b>Type</b>	<b>Action To Be Taken</b>	<b>Note</b>
GNB	(LEGAL)	Replace policy	Revised policy
GRAA	(LEGAL)	Replace policy	Revised policy



## **(LOCAL) Policy Comparisons**

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

In this packet, you will find:

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

Annotations are shown as follows:

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

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

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

### **Contact us:**

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

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

**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 7:00 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 two members of the Board.

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

**Agenda**

Deadline

The deadline for submitting items for inclusion on the agenda is the ~~seventh~~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-hour~~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.

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.

**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 two 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.

**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.

**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 ~~\$50,000~~ **\$50,000**, the Superintendent shall also submit the resulting contract to the Board for approval. Lesser expenditures for construction and construction-related materials or services shall be at the discretion of the Superintendent and consistent with law and policy. [See also CH and CBB(LEGAL)]

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

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**Change Orders**

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

**Project Administration**

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

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

**Final Payment**

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

EMPLOYMENT REQUIREMENTS AND RESTRICTIONS  
CONFLICT OF INTEREST

DBD  
(LOCAL)

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

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

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

**Specific Disclosures**  
Substantial Interest

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

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

Interest in Property

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

Annual Financial  
Management  
Report

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

[See BBFA]

**Gifts**

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

**Endorsements**

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

**Sales**

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

EMPLOYMENT REQUIREMENTS AND RESTRICTIONS  
CONFLICT OF INTEREST

DBD  
(LOCAL)

**Nonschool  
Employment**

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

Private Tutoring

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

**Personal Services  
Performed by an  
Administrator**

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

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

COMPENSATION AND BENEFITS  
LEAVES AND ABSENCES

DEC  
(LOCAL)

**Leave  
Administration**

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

**Definitions**

The term “immediate family” is defined as:

Immediate Family

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

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

Family Emergency

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

Leave Day

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

School Year

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

Daily Rate of Pay

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

Catastrophic Illness  
or Injury

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

recovery or are expected to result in disability or death. Conditions relating to pregnancy or childbirth shall be considered catastrophic if they meet the requirements of this paragraph.

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

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**Availability**

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

**State Leave Proration**

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

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

**Medical Certification**

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

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

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

**State Personal Leave**

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

**Nondiscretionary Use**

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

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

COMPENSATION AND BENEFITS  
LEAVES AND ABSENCES

DEC  
(LOCAL)

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

*Request for  
Leave*

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

Discretionary use of state personal leave shall not exceed three consecutive workdays or ten total workdays in a school year.

**Local Leave**

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

Local leave shall accumulate to a maximum of 45 leave days.

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

**Sick Leave Pool**

An employee who has exhausted all paid leave as well as any applicable compensatory time and who suffers from a catastrophic illness or injury or is absent due to the catastrophic illness or injury of a member of the employee's immediate family may request the establishment of a sick leave pool, to which District employees may donate local leave or state personal 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 or a full-time telecommunicator, as defined by law, who experiences a traumatic event in the scope of employment shall be granted a maximum of five days of mental health leave per traumatic event. Such leave shall be provided in accordance with administrative regulations and shall not be deducted from the employee's pay or leave balance.

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

1. Circumstances or reasons under which an eligible employee may use mental health leave;
2. Procedures for requesting mental health leave and maintaining the anonymity of the requestor;
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.

COMPENSATION AND BENEFITS  
LEAVES AND ABSENCES

DEC  
(LOCAL)

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~~

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

~~Twelve-Month~~  
Period

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

Combined Leave for  
Spouses

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

Intermittent or  
Reduced Schedule  
Leave

The District shall 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**

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

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

No Paid Leave  
Offset

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

**Court Appearances**

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

Absences for court appearances related to an employee's personal business shall be deducted from the employee's personal leave or shall be taken by the employee as leave without pay.

**Payment for  
Accumulated Leave  
Upon Retirement**

An employee who retires from the District shall be eligible for payment for accumulated state and local leave under the following conditions:

1. The employee's retirement is voluntary, i.e., the employee is not being discharged or nonrenewed.
2. The employee retires at the end of the school year.
3. The employee provides advance written notice of intent to retire 60 days before the last day of instruction.
4. The employee has at least ten years of continuous service with the District immediately prior to retirement.
5. The employee has maintained a 95 percent attendance rate for each of the three years preceding retirement.

The employee shall receive payment for each day of accumulated state and local leave, to a maximum of 40 days, at half of the employee's daily rate of pay in the final year of service. 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**

If an employee does not return to work after exhausting all available paid and unpaid leave, the District shall provide the employee written notice that he or she no longer has leave available for use.

COMPENSATION AND BENEFITS  
LEAVES AND ABSENCES

DEC  
(LOCAL)

The District shall automatically pursue termination of an employee who has exhausted all available leave, regardless of the reason for the absence [see DF series]. The employee's eligibility for reasonable accommodations, as required by the Americans with Disabilities Act [see DAA(LEGAL)], shall be considered before termination. If terminated, the employee may apply for reemployment with the District.

**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. If the Board votes to propose nonrenewal for any employees, it shall also decide whether any requested hearing will be conducted by the Board or by an independent hearing examiner.

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 Board has chosen to designate the type of hearing for proposed nonrenewals on a case-by-case basis. In the notice of proposed nonrenewal, the employee shall receive notice of whether the Board [see Request for Board Hearing, below] or an independent hearing examiner appointed by the commissioner of education [see Request for Appointment of Hearing Examiner, below] will conduct the hearing.

**Request for  
Appointment of  
Hearing Examiner**

If the notice of proposed nonrenewal states that the nonrenewal hearing will be conducted by an independent hearing examiner, the employee may request a hearing by filing a written request with the commissioner, and providing the Board a copy of the request, not later than the 15th day after the date the employee received the notice of proposed nonrenewal.

Hearing Procedures

The hearing shall be conducted by an independent hearing examiner in accordance with the process described at DFD.

Board Decision

Following the hearing, the Board shall take appropriate action in accordance with DFD.

**Request for Board  
Hearing**

If the notice of proposed nonrenewal states that the nonrenewal hearing will be conducted by the Board, the employee may request a hearing by providing written notice to the Board not later than the 15th day after the date the employee received the notice of proposed nonrenewal.

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

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

**Hearing by the Board**

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

**Hearing Procedures**

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

1. After consultation with the parties, the presiding officer shall impose reasonable time limits for presentation of evidence and closing arguments.
2. The hearing shall begin with the administration's presentation, supported by such proof as it desires to offer.
3. The employee may cross-examine any witnesses for the administration.
4. The employee may then present such testimonial or documentary proof, as desired, to offer in rebuttal or general support of the contention that the contract be renewed.
5. The administration may cross-examine any witnesses for the employee and offer rebuttal to the testimony of the employee's witnesses.
6. Closing arguments may be made by each party.

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

**Board Decision**

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

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

The hearing must be private unless the employee requests in writing that the hearing be public, except that the attorney may close the hearing to maintain decorum. If the employee does not request a public hearing, only the attorney designated by the Board, the

employee, the Superintendent, their representatives, and witnesses will be permitted to be in attendance, and witnesses may be excluded from the hearing until called to present evidence. The employee and the administration may choose a representative. Notice, at least five days in advance of the hearing, shall be given by each party intending to be represented, including the name of the representative. Failure to give such notice may result in postponement of the hearing.

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

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

**Board Review**

The Board shall consider the record of the hearing and the attorney's recommendation at the first Board meeting for which notice can be posted, unless the parties agree in writing to a different date. The Board shall notify the employee of the meeting date as soon as it is set. At the meeting, the Board shall allow each party an equal amount of time to present oral arguments. The Board shall notify the employee in writing of the Board's decision on renewal not later than the 15th day after the date of the meeting.

**No Hearing**

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

**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.

~~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.

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 <del>to the Superintendent or designee</del> beginning at Level Two. Timelines for the employee and the District set out in this policy may be shortened to allow the Board to make a final decision within 60 calendar days of the initiation of the complaint. [See DG]
Complaints Against Supervisors	Complaints alleging a violation of law by a supervisor may be made to the Superintendent <del>or designee</del> . <del>Complaint forms</del> . <del>Complaints</del> alleging a violation of law by the Superintendent may be submitted directly to the Board or <del>Board's</del> 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, <del>including email and fax</del> , or by U.S. Mail. Hand-delivered filings shall be timely filed if received by the appropriate administrator or designee by the close of business on the deadline. Filings submitted by electronic communication shall be timely filed if they are received by the close of business on the deadline, as indicated by the date/time shown on the electronic communication. Mail filings shall be timely filed if they are post-marked by U.S. Mail on or before the deadline and received by the appropriate administrator or designated representative no more than three <del>business</del> days after the deadline.
Scheduling Conferences Hearings	The District shall make reasonable attempts to schedule <del>conferences</del> <del>hearings</del> at a mutually agreeable time. If the employee fails to appear at a scheduled <del>conference</del> <del>hearing</del> , the District may hold the <del>conference</del> <del>hearing</del> 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. <del>Responses</del> that provides an explanation of the basis of the decision, an indication of each document that supports the decision, and any relief or redress to be

provided. A decision shall be issued on the merits of the concern raised in the complaint notwithstanding any procedural errors or the type of relief or redress requested.

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~~

~~dismissal by seeking review in writing within ten days from the date of the written dismissal notice, starting at the level at which the complaint was dismissed. Such appeal shall be limited to the issue of timeliness.~~

~~Costs Incurred~~ 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 ~~attached to~~ included with the complaint form. If the employee does not have copies of these documents, ~~they~~ copies may be presented at the Level One ~~conference~~ hearing. After the Level One ~~conference~~, ~~no new documents may be submitted by the employee unless 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 refiling is within the designated time for filing~~ refiled, 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. In reaching a decision, the administrator may consider information provided at the Level One conference and any other relevant documents or information the administrator believes will help resolve the complaint.~~ 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 re-~~quest ~~hearing officer and provide~~ a copy of the Level One record to the employee.

The Level One record shall include:

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

The ~~Superintendent or designee 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~~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.

Level Three

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

If the employee did not receive the relief requested at Level Two or if the time for a ~~response~~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.~~ 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 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.

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

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

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

**Violations of Standards of Conduct**

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

**Weapons Prohibited**

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

Exceptions

No violation of this policy occurs when:

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

**Electronic Communication**

Use with Students

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

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

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

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

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

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

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

Personal Use

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

Reporting Improper Communication

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

Disclosing Personal Information

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

**Prohibited Classroom Instruction or Activities**

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

**Prohibited Diversity, Equity, and Inclusion Duties**

An employee shall be subject to disciplinary action, including termination of employment, if the employee, intentionally or knowingly:

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

[See BT(LEGAL)]

**Social Transitioning**

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

**Safety Requirements**

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

**Harassment or Abuse**

An employee shall not engage in prohibited harassment, including sexual harassment, of:

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

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

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

**Relationships with Students**

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

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

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

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

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

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

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

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

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

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

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

**Exceptions**

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

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

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.

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

**Instructional Plan  
and Course Syllabus**

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

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

District Website

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

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

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

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

**Objectives**

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

**Selection**

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

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

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

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

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

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

**Parent Request for Instructional Material Review**

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

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

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

**Reconsideration of Instructional Materials**

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

**Guiding Principles**

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

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

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

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

Informal  
Reconsideration

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

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

Formal Request for  
Reconsideration

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

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

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

*Frequency of  
Review*

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

Appeal

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

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

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

The **Superintendent** 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 ~~2-42-4~~, 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 ~~ten District business days~~10 District business days after the report is filed, the principal or designee shall respond by notifying the person whether the alleged incident was recorded in the District’s video surveillance footage and shall initiate other steps as required by law, District policy, or local procedures.

#### Complaints

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

**Relation to Essential Knowledge and Skills**

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

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

**Guidelines for Grading**

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

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

**Progress Reporting**

The District shall issue grade reports/report cards every ~~six~~ six 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 ~~third~~ third 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 de-  
tection 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**

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

Exception for  
Released Time  
Course

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

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

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

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

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

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

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

**Medication Provided by Parent**

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

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

**Medication Provided by District**

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

**Athletic Program**

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

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

**Opioid Antagonist**

This provision shall be applicable to every campus.

**On Campus**

The District authorizes school personnel who have been adequately trained to administer an opioid antagonist in accordance with law and this policy. Administration of an opioid antagonist shall only be permitted when an authorized and trained individual reasonably believes a person is experiencing an opioid-related overdose.

Each applicable campus shall have at least one individual who is authorized and trained to administer an opioid antagonist present during regular school hours.

*Maintenance,  
Availability,  
Training, and  
Reporting*

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

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

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

**Psychotropics**

Except as permitted by law, an employee shall not:

1. Recommend to a student or a parent that the student use a psychotropic drug;
2. Suggest a particular diagnosis; or
3. Exclude the student from a class or a school-related activity because of the parent's refusal to consent to psychiatric evaluation or examination or treatment of the student.

**Medical Treatment**

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

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

**Threat Assessment  
and Safe and  
Supportive Team**

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

Training

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

Student Reports

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

Employee  
Confidentiality

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

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

Notification to  
Teaching Staff of  
Threat

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

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

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

Imminent Threats or  
Emergencies

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

Threat Assessment  
Process

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

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

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

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

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

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

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

As appropriate, the team may refer a student:

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

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

STUDENT WELFARE  
CRISIS INTERVENTION

FFB  
(LOCAL)

Guidance to School  
Community

The team shall provide guidance to students and District employees on recognizing harmful, threatening, or violent behavior that may pose a threat to another person, the campus, or the community and methods to report such behavior to the team, including through anonymous reporting.

Reports

The team shall provide reports to the Texas Education Agency as required by law.

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

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The District shall notify a parent of a student with whom ~~an educa-~~  
~~tor~~ 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 ~~educa-~~  
~~tor's~~ individual's alleged abuse or commission of an otherwise un-  
lawful act with ~~the~~ student or involvement in a romantic relation-  
ship, or soliciting or engaging in sexual contact with ~~the~~ student.

#### Notice of Suspected Criminal Offense

Except as provided by state law regarding child abuse investiga-  
tions, the District shall notify a parent not later than one business  
day after the date an employee first suspects that a criminal of-  
fense 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 4824 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](#)<sup>1</sup>;
3. A local CPS office; or
4. If applicable, the state agency operating, licensing, certifying, or registering the facility in which the suspected abuse or neglect occurred.

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

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

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

**Confidentiality**

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

**Immunity**

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

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

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

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

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

**Responsibilities Regarding Investigations**

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

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

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

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

## Complaints

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

### Other Complaint Processes

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

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

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

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

**Notice to Students and Parents**

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

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

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

**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

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.

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

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

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

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

**Option to Continue Informal Process**

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

Notice of Complaint	A District employee against whom a complaint has been filed shall be provided notice of the complaint in accordance with administrative regulations. The employee shall have sufficient opportunity to submit a written response to the complaint that shall be included in the record of the complaint.
Freedom from Retaliation	Neither the Board nor any District employee shall unlawfully retaliate against any student or parent for bringing a concern or complaint.
General Provisions Filing	Complaint forms and appeal notices may be filed by hand-delivery, by electronic communication, <del>including email and fax,</del> or by U.S. Mail. Hand-delivered filings shall be timely filed if received by the appropriate administrator or designee by the close of business on the deadline. Filings submitted by electronic communication shall be timely filed if they are received by the close of business on the deadline, as indicated by the date/time shown on the electronic communication. Mail filings shall be timely filed if they are postmarked by U.S. Mail on or before the deadline and received by the appropriate administrator or designated representative no more than three <b>business</b> days after the deadline.
Scheduling <del>Conferences</del> Hearings	The District shall make reasonable attempts to schedule <del>conferences</del> hearings at a mutually agreeable time. If a <del>student or parent complainant</del> fails to appear at a scheduled <del>conference</del> hearing, the District may hold the <del>conference</del> hearing and issue a decision in the <del>student's or parent's</del> complainant's absence.
Response <del>At Levels One and Two,</del> "response"Decision	A "decision" shall mean a written communication to the <del>student or parent</del> complainant from the appropriate administrator. <del>Responses may be hand-delivered, sent by electronic communication to the student's or parent's email address of record, or sent by U.S. Mail to the student's or parent's mailing address of record. Mailed responses shall be timely if they are postmarked by U.S. Mail on or before the deadline.</del>
Days	<del>"Days" shall mean District business days, unless otherwise noted. In calculating timelines under this policy, the day a document is filed is "day zero." The following business day is "day one." 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.</del>  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.

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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.

Representative

"Representative" shall mean any person who or organization that is designated by the ~~student or parent~~complainant to represent the ~~student or parent~~complainant in the complaint process. A student may be represented by an adult at any level of the complaint.

The ~~student or parent~~complainant may designate a representative through written notice to the District at any level of this process. ~~If the student or parent~~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.

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 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 ~~attached to~~included with the complaint form. If the ~~student or parent-~~complainant does not have copies of these documents, copies may be presented at the Level One ~~conference~~hearing. After the Level

	<p><del>One conference, no new documents may be submitted by the student or parent unless the student or parent did not know the documents existed before the Level One conference hearing, the complainant may supplement the record with additional documents or include additional claims.</del></p>
Record	<p>A record of each complaint hearing shall be created and retained in accordance with this policy. The record shall include documents submitted by the complainant, documents determined relevant by District personnel, and the decision.</p>
Remand	<p>A complaint or appeal form that is incomplete in any material aspect <del>may</del> shall be <del>dismissed but may be refiled with all the required information if the re-filing is within the designated time for filing.</del> re-filed, if at Level One, and remanded at all other levels in order to develop an adequate record of the complaint.</p> <p>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.</p>
Assignment of Hearing Officer	<p>When a District employee is the subject of a complaint, the hearing shall be conducted by an administrator who is in a supervisory or higher organizational role. The District employee who is the subject of the complaint shall recuse themselves from reviewing the complaint at any level in the process.</p>
Level One	<p><del>Complaint forms must be filed:</del></p> <ol style="list-style-type: none"><li><del>1. Within 15 days of the date the student or parent first knew, or with reasonable diligence should have known, of the decision or action giving rise to the complaint or grievance; and</del></li><li><del>2. With the lowest level administrator who has the authority to remedy the alleged problem.</del></li></ol> <p><del>In most circumstances, students and parents shall file Level One complaints with the campus principal.</del></p> <p><del>If the only administrator who has authority to remedy the alleged problem is the Superintendent or designee, the complaint may begin at Level Two following the procedure, including deadlines, for filing the complaint form at Level One.</del></p> <p><del>If the complaint is not filed with the appropriate administrator, the receiving administrator must note the date and time the complaint form was received and immediately forward the complaint form to the appropriate administrator.</del></p>

~~Absent extenuating circumstances, the administrator shall provide the student or parent a written response within ten days following the conference. 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 appropriate administrator shall investigate as necessary and schedule a conference with the student or parent within ten days after receipt of the written complaint. The administrator may set reasonable time limits for the conference.~~

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. All other documents relied upon by the Level One ~~administra-  
ter~~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 student or parent may provide information con-  
cerning any documents or information relied upon by the adminis-  
tration 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 deci-  
sion within 20 calendar days following the ~~conference~~hearing. In  
reaching a decision, the ~~Superintendent or designee~~hearing officer  
may consider the Level One record, any additional information pro-  
vided 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 re-  
quested at Level Two or if the time for a ~~response~~decision has ex-  
pired, 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 dead-  
line.

~~The Superintendent or designee shall inform the student or parent  
of the date, time, and place of the Board~~Unless the Board dele-  
gates 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 cal-  
endar 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 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-~~

~~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.

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**Note:** ~~This local policy has been revised in accordance with the District's innovation plan.<sup>1</sup>~~

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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.

**Campus Behavior Coordinator**

~~In accordance with the District's innovation plan, the District is exempt from the state law requiring that a single person at each campus be designated to serve as the campus behavior coordinator (CBC).~~

**Extracurricular Standards of Behavior**

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

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

Standards of behavior for an extracurricular activity are independent of the Student Code of Conduct. Violations of these standards

of behavior that are also violations of the Student Code of Conduct may result in independent disciplinary actions.

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

**“Parent” Defined**

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

**General Discipline Guidelines**

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

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

**Corporal Punishment**

The Board prohibits the use of corporal punishment in the District. Students shall not be spanked, paddled, or subjected to other physical force as a means of discipline for violations of the Student Code of Conduct.

**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.

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)]

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<sup>i</sup>Innovation Plan: <https://www.redoakisd.org>

## 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-  
ences~~hearings at a mutually agreeable time. If the ~~individual~~com-  
plainant fails to appear at a scheduled ~~conference~~hearing, the Dis-  
trict may hold the ~~conference~~hearing and issue a decision in the  
~~individual's~~complainant's absence.

Response  
At Levels One and  
Two,  
"response"Decision

A "decision" shall mean a written communication to the ~~individual-  
complainant~~ from the appropriate administrator. ~~Responses 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.

Consolidating Complaints	<p><del>Complaints arising out of an event or a series of related events shall be addressed in one complaint. An individual shall not file</del>To promote efficiency in addressing complaints, the appropriate administrator shall determine if separate or serial complaints arising from <del>any</del>an event or series of <del>events that have been or could have been addressed in a previous complaint.</del></p>
Untimely Filings	<p><del>All time limits shall be strictly followed unless modified by mutual written consent.</del></p> <p><del>If a complaint form or appeal notice is not timely filed, the complaint may be dismissed, on written notice to the individual, at any point during the complaint process. The individual may appeal the dismissal by seeking review in writing within ten days from the date of the written dismissal notice, starting at the level at which the complaint was dismissed. Such appeal shall be limited to the issue of timeliness</del>related events shall be consolidated.</p>
Costs Incurred	<p>Each party shall pay its own costs incurred in the course of the complaint.</p>
Complaint and Appeal Forms	<p>Complaints and appeals under this policy shall be submitted <del>in writing</del> on a form provided by the District.</p> <p>Copies of any documents that support the complaint should be <del>attached to</del>included with the complaint form. If the <del>individual</del>complainant does not have copies of these documents, <del>they</del>copies may be presented at the Level One <del>conference</del>hearing. After the Level One <del>conference</del>, <del>no new documents may be submitted by the individual unless the individual did not know the documents existed before the Level One conference</del>hearing, the complainant may supplement the record with additional documents or include additional claims.</p>
Record	<p>A record of each complaint hearing shall be created and retained in accordance with this policy. The record shall include documents submitted by the complainant, documents determined relevant by District personnel, and the decision.</p>
Remand	<p>A complaint or appeal form that is incomplete in any material aspect <del>may</del>shall be <del>dismissed but may be refiled with all the required information if the refile is within the designated time for filing</del>re-filed, if at Level One, and remanded at all other levels in order to develop an adequate record of the complaint.</p> <p>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.</p>

**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. In reaching a decision, the administrator may consider information provided at the Level One conference and any other Level One documents or information the administrator invest**

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 limited to the issues and documents considered at Level One.~~ At the conference, the individual may provide information concerning any documents or information relied upon by the administration for the Level One decision. The ~~Superintendent or designee may set reasonable time limits for the conference~~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~~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 issued at Level Two and any attachments.~~
- ~~4.3. All~~Any other documents ~~relied upon~~submitted by the ~~administration in reaching the complainant at Level Two decision.~~
4. The ~~appeal shall be limited to the issues and documents considered~~decision issued at Level Two, ~~except that if at the Level Three hearing and any attachments.~~

5. All other documents relied upon by 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 in~~ reaching the Level Two decision.

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

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

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

The Board ~~or Board committee~~ shall then consider the complaint. It ~~may give notice of its~~ 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.

**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]

Purchase of Red Oak High School Drill Team Uniforms

**Presented for:**

Board Action     X                          Report/Review Only                     

**Supporting documents:**

None                                           Attached     X                          Provided Later                     

**Contact Person:**

Jason Nitsch, Director of Fine Arts  
Julie Phillips, Director of Purchasing

**Background Information:**

Current drill team uniforms were last purchased in 2019 and worn for six seasons. The current uniforms are within the expected lifespan of 5-7 years, are experiencing predictable wear and degradation from use and exposure to the elements and need to be replaced for the 2026-27 school year.

The varsity uniform (parts mock-up attached) design is minimally updated from the current uniform, with the largest difference being the use of a maroon undershirt for the line uniform (currently this is a white undershirt). The uniform design contains options for the primary overlay, a vest, and a jacket. There are three variations of the uniform: 1. The Line; 2. The Lieutenants; 3. The Captain.

The junior varsity uniform (drawing attached) is a single piece dress that is modeled after the look of the varsity uniform, but without the additional customization elements.

The life expectancy of these uniforms is approximately 5-7 years.

**Fiscal Implications:**

Quotes for uniforms were received from:  
**Cheers Etc. Inc.**  
**Dance Sophisticates**

The purchase will be funded from General Funds (199) for the 2025-2026 school year.

**Administrative Recommendation:**

Administration recommends the purchase of varsity drill team uniforms from Cheers Etc. Inc. at \$59,409.00 and junior varsity uniforms from Dance Sophisticates at \$10,394.70, using Buyboard contract 670-22.

Hawketts uniforms



**Cheers Etc., Inc.**  
 1366 SAN RAFAEL DR.  
 ROCKWALL, TX 75087

**ESTIMATE**

Estimate # : <b>Z002957</b>	Sales person : <b>Jan</b>
Estimate Date : <b>09/16/2025</b>	
Reference # : <b>2025: New Uniforms Pricing Estimate</b>	

<b>Bill To</b>	<b>Ship To</b>
<b>Red Oak High School</b> Attn: Accounts payable 220 South SH 342 Red Oak, Texas 75154 972-617-3535	Red Oak High School Attn: Ashleigh Pope / Drill Team 220 South SH 342 Red Oak, Texas 75154 972-617-3535

Estimate Subject :  
 2025: New Uniforms Pricing Estimate

#	Item & Description	Qty	Rate	Amount
1	Tops Sleeveless, Sequin Embroidered top with keyhole front neck - zipper back - any rank	65 pcs	140.00	9,100.00
2	Skirts Mid-Sweep, pull on skirt with Sequin Embroidered Hem area - any rank	65 pcs	140.00	9,100.00
3	Vest Full Sequin Embroidered Bolero Vest - Fully lined - any rank	65	130.00	8,450.00
4	Overlays Full Sequin Embroidered Overlay with Fringe Trim - Fully lined = any rank	65 pcs	125.00	8,125.00
5	Tops Plain shell top - to be worn under Shell, Vest or Jacket - any Rank	65 pcs	50.00	3,250.00
6	Brief Boycut Brief - any rank	65	25.00	1,625.00
7	Jackets Full Sequin Rangerette Jacket, double breasted with Silver metal buttons - fully lined - any Ranks	65 pcs	200.00	13,000.00
8	Scarf Cotton Ascot #1 - White (line) or Maroon (LT)	63	10.00	630.00
9	Scarf Silver Lame Ascot #1 - Captain	2	12.00	24.00
10	Belts White Leather Belt - 1A - Line	55	40.00	2,200.00
11	Gauntlets White Leather Gauntlets (pair)- G1 - Line	55 Pair	40.00	2,200.00
12	Belts Full Sequin Belt - 1A - with Sequin Trim around edges - LT	8	65.00	520.00
13	Belts Full Sequin Belt - 1A - Captains	2	55.00	110.00
14	Gauntlets Full Sequin Gauntlets - fully lined - LT or Captain	10 Pair	45.00	450.00
15	Pattern Charge ***Surcharge for Patterns, Materials and Trims involved for Plus size uniforms (ranges from \$5.00 to \$20.00 per garment)	1	250.00	250.00
16	Beltchg ***Please allow for Belts that are over 30" - \$1.00 per inch	75	1.00	75.00

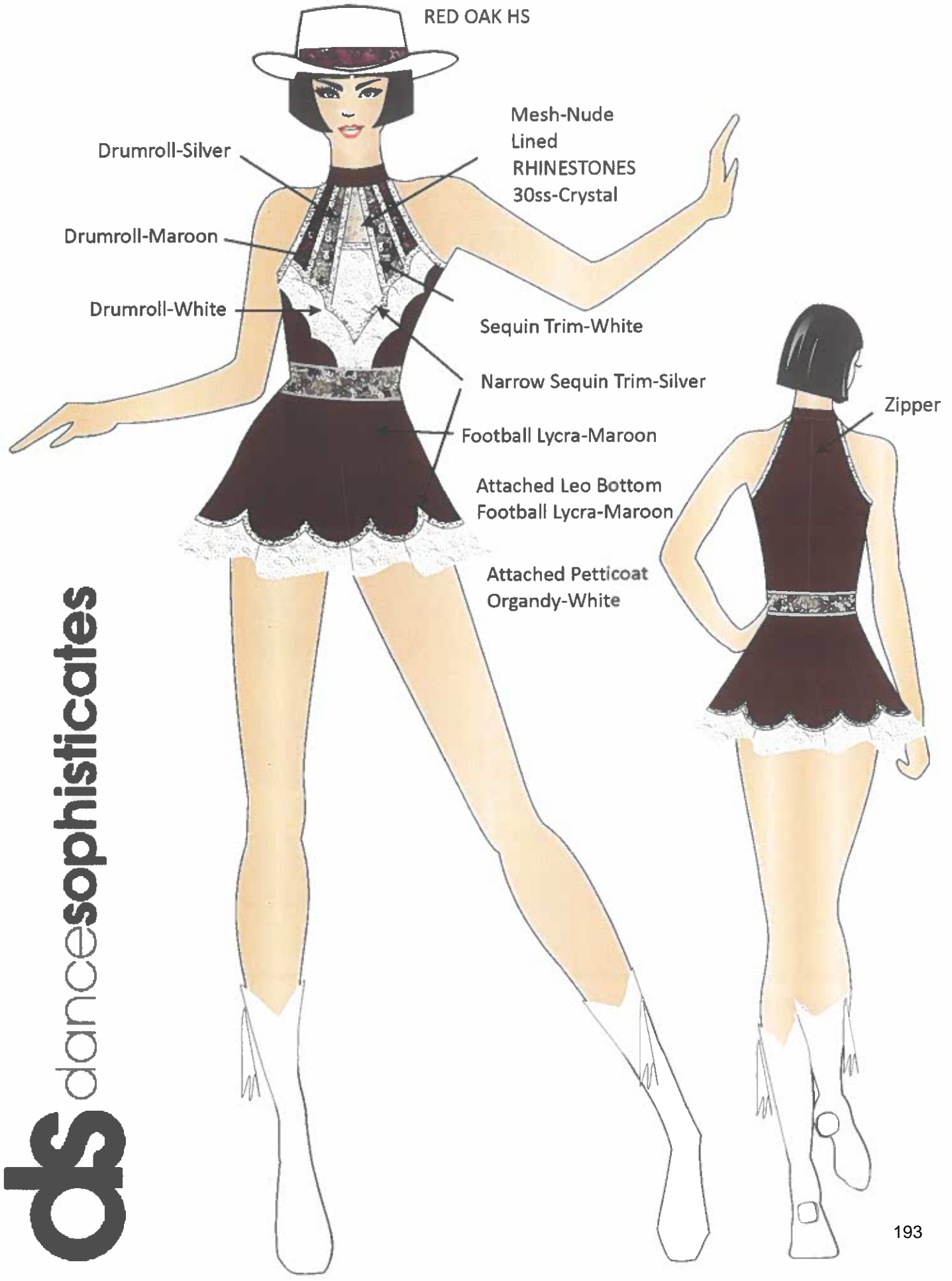
Notes Looking forward for your business.	Sub Total	59,109.00
	Shipping charge	300.00
	<b>Total</b>	<b>\$59,409.00</b>

	Captain	Lieutenant	Line		
Shirt	\$140.00	\$140.00	\$140.00		
Skirt	\$140.00	\$140.00	\$140.00		
Vest	\$130.00	\$130.00	\$130.00		
Overlay	\$125.00	\$125.00	\$125.00		
Plain Shell Top	\$50.00	\$50.00	\$50.00		
Shorts	\$25.00	\$25.00	\$25.00		
Jacket	\$200.00	\$200.00	\$200.00		
Ascot	\$12.00	\$10.00	\$10.00		
Belt	\$65.00	\$70.00	\$40.00		
Gauntlets	\$45.00	\$45.00	\$40.00		
<b>Total Per Uniform</b>	<b>\$932.00</b>	<b>\$935.00</b>	<b>\$900.00</b>		

# RED OAK - 2025/2026 - NEW UNIFORMS



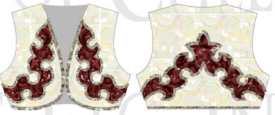




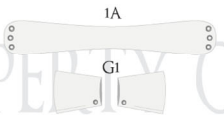
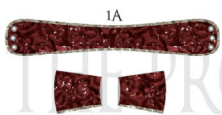
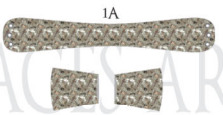
CAPTAIN

LIEUTENANTS

LINE



PLAIN SHELL TOP  
WORN UNDER  
VEST, OVERLAY & JACKET





A Committee, having reviewed and evaluated each response, has selected Gomez Floor Covering, Inc. to recommend as the best value provider for the District. The vendor has proposed a competitive price, as well as assuring that they will be able to complete the project within the District's required timeline.

**Fiscal Implications:**

The purchase will be made using 2025 Bond funds.

**Administrative Recommendation:**

Administration recommends that the Board award Red Oak ISD RFP 2025-06-01 Red Oak High School Renovations Flooring Project to Gomez Floor Covering, Inc, with a maximum price of \$1,442,912.00.

# Gomez Floor Covering, Inc.

**PHONE: 214-905-1901**



**FAX: 214-905-1904**

**1130 Inwood Dallas, Texas 75247**

**CUSTOMER:** Red Oak ISD

**QUOTE #**

**Contact :** Brent Stanford  
**Phone #:** 972-617-4012  
**Email:** [brent.stanford@redoakisd.org](mailto:brent.stanford@redoakisd.org)  
**Cell#:** 469-658-5778  
**Project:** Red Oak HS

Item Description		Total
	Furnish & Install Shaw Alignment Carpet Tile	
	Furnish & Install Shaw Joy LVT	
	Furnish & Install Shaw Vitality tones Sheet Vinyl	
	Furnish & Install Floor Prep	
	Furnish & Install Tarkett Duracove 4" Cove Base	
		\$ 1,384,127.00
<b>Fieldhouse Areas</b>		
	Furnish & Install Shaw Joy LVT	
	Furnish & Install Shaw Vitality tones Sheet Vinyl	
	Furnish & Install Floor Prep	
	Furnish & Install Tarkett Duracove 4" Cove Base	
		\$ 39,985.00
	Payment & Performance Bond	\$ 18,800.00
	<b>Note:Furniture Moving Is by the district</b>	
	<b>Total</b>	<b>\$ 1,442,912.00</b>

**EXCULSIONS:**

- |                     |                           |
|---------------------|---------------------------|
| 1) Overtime Labor   | 2) Protect Existing Floor |
| 3) Damaged Flooring | 4) Slab Moisture Pressure |
| 5) Bonding          | 6) Floor Leveling         |
| 7) Waxing, Mopping  | 8) Storage                |

School Health Advisory Council (SHAC)

**Presented for:**

Board Action   X   Report/Review Only \_\_\_\_\_

**Supporting documents:**

None   X   Attached \_\_\_\_\_ Provided Later \_\_\_\_\_

**Contact Person:**

Maricela Torres, SHAC Coordinator

**Background Information:**

The goal of the Red Oak ISD SHAC is to advise Red Oak ISD decision-makers regarding students’ needs and assets related to health knowledge and skills, regarding policies and procedures that impact student health, and regarding health of the school environment. *TAC Education Code 28.004*

**2025-2026 SHAC Committee Members:**

Member’s Name	Representing	Role
Rebeca Piantini Alvarez, MD	Medical	Community
Cassie Street	JSMS/REACH Council	Parent/Community
Kendra Morris	DTS	Parent
Shelsey Wood	EES	Parent
Briann Wyatt	EES	Parent
Aareon Moore	HAW/ROHS	Parent
Latoyia Patterson	EES	Parent
Michelle Bluit	ROE/ROHS	Parent
Toni Edwards	ROHS	Parent
Brandis Gonzalez	ROHS	Parent
Audrey Taylor	ROHS/PTSA	Parent
Debra Thornton	ROMS	Parent
Yolanda Mitchell	ROMS/ROHS	Parent
Graciela Narvaez	DTS/JSMS/ROHS	Parent
Sacara Williams	ROMS	Parent
Heather Roberts	EES	Parent
Kristina Vailolo	HAW/ROHS	Parent
Sherry Holley	RPS	Parent
Melody Hawkins	District	ROISD Counseling & Family Services
Elizabeth Haugh	District	ROISD Curriculum
Lori Rowe	District	ROISD Health Services
Stephen Flores	District	ROISD Physical Education
Johnny Knight	District	ROISD School Board
Donna Knight	District	ROISD School Board
Victoria Ybarra	District	ROISD Student Nutrition
Maricela Torres	District	ROISD SHAC Coordinator

**Fiscal Implications:**

None.

**Administrative Recommendation:**

Administration recommends the approval of the Committee members.

Resolution and Ballot for Election for the Ellis Appraisal District Board of Directors for 2026

**Presented for:**

Board Action     X                        Report/Review Only                     

**Supporting documents:**

None   Attached     X                        Provided Later                     

**Contact Person:**

Brenda Sanford, Superintendent

**Background Information:**

Each taxing unit within Ellis Appraisal District cast votes for the Board of Directors of the Ellis Appraisal District. There are four (4) candidates nominated for two (2) positions. Red Oak ISD Board Members may choose to cast all of the district’s 152 votes for one (1) candidate or distribute the votes among any number of candidates listed on the ballot.

The 2026 election is for the two appointed director’s positions who served for a one-year term in 2025.

**Fiscal Implications:**

None.

**Administrative Recommendation:**

The Administration recommends consensus of the Board and approval of the Resolution of votes cast.

## 2026 Ellis Appraisal District Board of Directors' Candidate Information

*Please find information for the nominated candidates:*

*Tim Cummings, Walter Erwin, Sherri Lampkin and Nathan Potter*

**Tim Cummings** – Mr. Cummings was nominated by **Ellis County and Waxahachie ISD**. Mr. Cummings is a Broker/Realtor with Tero Real Estate brokerage. He is a life-long resident of Ellis County; originally from Ennis and has raised his family in Waxahachie. He received his Bachelor degree in Real Estate and Marketing from Baylor University in 1997. He grew up working alongside his father immersed in building residential home development. Specializing in land and commercial properties, Tim serves a diverse clientele including legacy landowners, developers and business owners. Tero Real Estate brings a unique background, experiences and skill set with a commitment to keeping things simple, making honesty the mandate. His family is deeply connected in the Waxahachie community through family, friends and active involvement in educational and athletic activities. (Full information included in email)

**Walter Erwin** - Mr. Erwin was nominated by **Ellis County, Ferris ISD and Midlothian ISD, City of Ennis and City of Midlothian**. Mr. Erwin has served on the Ellis Appraisal District Board of Directors as the Chairman of the Board of Directors from 2022-2024 and as a Member for a part of 2021 and 2025. He was in the US Army Reserve from 1964-1971 while simultaneously earning his BBA from the University of Texas. From 1973-2018, he was the President and CEO of Erwin Distributing Co, Inc. DBA Wally's Party Factory while also founding Party Club of America and was co-owner/founder of Halloween and Party Expo, selling these businesses by 2018. Mr. Erwin remains the Managing Member of Erwin Properties, LP (I & II) and remains on the Ennis State Bank Board of Directors since 1985. He volunteered as the Vice-President of the Ennis Industrial Foundation in the 1970-80's and the Trinity River Authority of Texas from 1982-1993, serving as the President of their Board of Directors from 1991-1993. (Full information included in email)

**Sherri Lampkin** - Ms. Lampkin was nominated by **City of Ennis**. Ms. Lampkin lives in Ennis. She has taken courses at the University of Phoenix, Cedar Valley College, Real Estate Career College, and El Centro Community College focusing on Real Estate. She has been in the real estate arena since 1984 and in 1994 she became the Owner/Licensed Texas Real Estate Broker/Property Manager at L&L Property Management. In 2009 Ms. Lampkin became the Owner/Program Director as a State Accredited Facilitator at Path of Righteousness Ministries Battering Intervention and Prevention Program (PRM BIPP) working with the Texas Department of Criminal Justice, the Community Justice Assistance Division, the Texas Council of Family Violence and Child Protective Services. (Full information included in email)

**Nathan Potter** – Mr. Potter was nominated by **Midlothian ISD and the City of Midlothian**. In 1998, Mr. Potter served as the 3<sup>rd</sup> generation CEO and Owner of DW Distribution Inc until late 2021. Growing this company, they became a market leader in Building Products Distribution in Texas, Oklahoma and surrounding states. In 2012, DW was awarded the Texas Family Business of the Year by Baylor University and in 2021, DW was awarded the Gallup Exceptional Workplace Award, one of 40 companies in the U.S. to earn this recognition. Mr. Potter served from 2006-2014 as a Board Member, on Executive Committee and as Chairman on the World Millwork Alliance. From 2022-2025 serving in Luxury Senior Living in the Greater Atlanta market as a Board Member and Investor and 2021-2025 with SBP/Varsity Holdings LLC. As a Board Member and Investor. (Full information included in email)

**OFFICIAL BALLOT**

TO

**ELECT TWO MEMBERS**

TO THE ELLIS APPRAISAL DISTRICT

**2026 BOARD OF DIRECTORS**

Issued to: **RED OAK ISD**

Number of Votes: **152**

Directions: Please enter the number of votes cast on the blank space opposite the name of the candidate. You may cast all of your votes for one candidate or divide your votes among any number of the candidates.

CANDIDATES (listed alphabetically)

TIM CUMMINGS \_\_\_\_\_

WALTER ERWIN \_\_\_\_\_

SHERRI LAMPKIN \_\_\_\_\_

NATHAN POTTER \_\_\_\_\_

Issued under my hand this 27<sup>th</sup> day of October, 2025.



\_\_\_\_\_  
Kathy A. Rodrigue, RPA  
Chief Appraiser  
Ellis Appraisal District

**Texas Property Tax Code Sec. 6.0301. Board of Directors.**

(c) The appraisal district is governed by a board of nine directors. Five directors are appointed by the taxing units that participate in the district in a manner prescribed by Section 6.03. *(This year two members will be appointed to serve a four-year term beginning in 2026. In 2027, three members will be appointed to serve a four-year term beginning in 2028.)* Three directors are elected by majority vote at the general election for state and county officers by the voters of the county in which the district is established. The county assessor-collector serves as an ex officio director.

TAXING UNIT: \_\_\_\_\_

Resolution No. \_\_\_\_\_

RESOLUTION OF **VOTES CAST** TO ELECT DIRECTORS FOR THE  
ELLIS APPRAISAL DISTRICT FOR THE YEARS 2026\*

WHEREAS, Section 6.03 (k) of the Texas Property Tax Code, requires that each taxing unit entitled to vote cast their vote by Resolution and submit results of that vote to the Chief Appraiser of the Ellis Appraisal District before December 15, 2025.

THEREFORE, the \_\_\_\_\_ submits the attached Official Ballot, as issued by the Chief Appraiser, stating the votes cast for candidates in the 2026 Board of Directors' Election for the Ellis Appraisal District.

ACTION TAKEN this \_\_\_\_\_ day of \_\_\_\_\_, 2025, in \_\_\_\_\_ Session of the governing body of the above mentioned taxing unit; as authorized under Section 6.03 of the Texas Property Tax Code, for the purpose of casting votes to elect the Board of Directors of the Ellis Appraisal District.

\_\_\_\_\_  
Presiding Officer

ATTEST:

\_\_\_\_\_

\*This election is for 2026, to appoint two directors who will begin serving a four-year term January 1, 2026.

Daily Enrollment & Attendance Analysis for the Day ending: 11-5-2025

RED OAK HIGH SCHOOL - 001		EOY	EOY	EOY	EOY
	CY	2024-25	2023-24	2022-23	2021-22
12th Grade	575	525	458	518	480
11th Grade	548	561	506	438	500
10th Grade	595	573	606	507	458
9th Grade	575	596	579	653	556
<b>Total Enrollment</b>	<b>2293</b>	<b>2255</b>	<b>2149</b>	<b>2116</b>	<b>1994</b>

Total Absences: 118

Daily ADA	% of Attendance
2168.00	94.84
3RD SW ADA	% of Attendance
2147.33	94.03
Yearly ADA	% of Attendance
2159.08	94.76

3rd SW ADA Percentage Breakdown		
ROHS	11-5 Only	11-3 THRU 12-18
12th Grade	94.40	92.93
11th Grade	95.03	94.01
10th Grade	94.97	94.34
9th Grade	94.97	94.82

RED OAK MIDDLE SCHOOL - 041		EOY	EOY	EOY	EOY
	CY	2024-25	2023-24	2022-23	2021-22
8th Grade	228	532	552	543	588
7th Grade	279	463	515	518	512
6th Grade	246	501	460	490	492
<b>Total Enrollment</b>	<b>753</b>	<b>1496</b>	<b>1527</b>	<b>1551</b>	<b>1592</b>

Total Absences: 29

Daily ADA	% of Attendance
723.00	96.14
3RD SW ADA	% of Attendance
718.33	95.57
Yearly ADA	% of Attendance
725.36	96.17

3rd SW ADA Percentage Breakdown		
ROMS	11-5 Only	11-3 THRU 12-18
8th Grade	95.59	94.26
7th Grade	96.42	96.30
6th Grade	96.34	95.93

SHAW MIDDLE SCHOOL - 042		EOY	EOY	EOY	EOY
	CY	2024-25	2023-24	2022-23	2021-22
8th Grade	240				
7th Grade	228				
6th Grade	223				
<b>Total Enrollment</b>	<b>691</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

Total Absences: 28

Daily ADA	% of Attendance
663.00	95.95
3RD SW ADA	% of Attendance
650.33	94.21
Yearly ADA	% of Attendance
655.87	

3rd SW ADA Percentage Breakdown		
JSMS	11-5 Only	11-3 THRU 12-18
8th Grade	94.58	93.18
7th Grade	96.05	94.74
6th Grade	97.31	94.76

ELLIS COUNTY JJAEP - 009		EOY	EOY	EOY	EOY
	CY	2024-25	2023-24	2022-23	2021-22
12th Grade	0				
11th Grade	1				
10th Grade	1				
9th Grade	0				
8th Grade	0				
7th Grade	0				
6th Grade	0				
5th Grade	0				
<b>Total Enrollment</b>	<b>2</b>		<b>0</b>		

Total Absences: -

Daily ADA	% of Attendance
-	-
3RD SW ADA	% of Attendance
-	-
Yearly ADA	% of Attendance
-	-

3rd SW ADA Percentage Breakdown		
JJAEP	11-5 Only	11-3 THRU 12-18
12th Grade		
11th Grade		
10th Grade		
9th Grade		
8th Grade		
7th Grade		
6th Grade		
5th Grade		

RED OAK ELEMENTARY - 101		EOY	EOY	EOY	EOY
	CY	2024-25	2023-24	2022-23	2021-22
5th Grade	76	83	101	70	113
4th Grade	77	80	72	99	75
3rd Grade	89	81	87	71	97
2nd Grade	64	83	75	89	68
1st Grade	57	59	82	73	94
Kinder	63	55	56	87	62
Pre-K	30	35	37	31	38
EE	17	33	23	19	22
<b>Total Enrollment</b>	<b>473</b>	<b>509</b>	<b>533</b>	<b>539</b>	<b>569</b>

Total Absences:	25
-----------------	----

Daily ADA	% of Attendance
432.50	94.85
3RD SW ADA	% of Attendance
434.67	95.32
Yearly ADA	% of Attendance
437.45	95.68

3rd SW ADA Percentage Breakdown		
ROE	11-5 Only	11-3 THRU 12-18
5th Grade	96.05	97.31
4th Grade	90.91	93.07
3rd Grade	95.51	94.76
2nd Grade	96.88	96.35
1st Grade	96.49	97.08
Kinder	93.65	93.12
Pre-K	100.00	100.00
EE	96.55	96.55

WOODEN ELEMENTARY - 102		EOY	EOY	EOY	EOY
	CY	2024-25	2023-24	2022-23	2021-22
5th Grade	77	98	89	92	96
4th Grade	84	77	99	76	87
3rd Grade	87	83	69	92	74
2nd Grade	59	89	83	59	87
1st Grade	75	67	95	79	60
Kinder	59	73	60	83	72
Pre-K	43	33	44	28	38
EE	4	3	2	2	1
<b>Total Enrollment</b>	<b>488</b>	<b>523</b>	<b>541</b>	<b>511</b>	<b>515</b>

Total Absences:	16
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Daily ADA	% of Attendance
447.50	96.76
3RD SW ADA	% of Attendance
443.00	95.78
Yearly ADA	% of Attendance
450.42	96.70

3rd SW ADA Percentage Breakdown		
HAW	11-5 Only	11-3 THRU 12-18
5th Grade	100.00	98.27
4th Grade	97.62	96.83
3rd Grade	96.55	96.55
2nd Grade	96.61	95.48
1st Grade	96.00	96.00
Kinder	93.22	90.40
Pre-K	95.35	94.57
EE	0.00	0.00

EASTRIDGE ELEMENTARY - 103		EOY	EOY	EOY	EOY
	CY	2024-25	2023-24	2022-23	2021-22
5th Grade	102	87	105	87	69
4th Grade	79	101	90	99	75
3rd Grade	94	80	101	77	89
2nd Grade	80	88	82	89	67
1st Grade	68	81	85	80	86
Kinder	74	60	75	71	68
Pre-K	38	29	21	21	21
EE	5	3	6	3	4
<b>Total Enrollment</b>	<b>540</b>	<b>529</b>	<b>565</b>	<b>527</b>	<b>479</b>

Total Absences:	15.5
-----------------	------

Daily ADA	% of Attendance
502.50	97.01
3RD SW ADA	% of Attendance
500.17	96.62
Yearly ADA	% of Attendance
486.53	95.60

3rd SW ADA Percentage Breakdown		
EES	11-5 Only	11-3 THRU 12-18
5th Grade	97.06	96.41
4th Grade	92.41	94.49
3rd Grade	100.00	98.58
2nd Grade	98.75	98.75
1st Grade	97.06	94.61
Kinder	95.95	96.40
Pre-K	97.37	95.61
EE	100.00	100.00

SHIELDS ELEMENTARY - 105		EOY	EOY	EOY	EOY
	CY	2024-25	2023-24	2022-23	2021-22
5th Grade	105	91	84	109	100
4th Grade	103	102	87	83	107
3rd Grade	99	98	100	76	74
2nd Grade	94	88	93	93	77
1st Grade	98	90	87	83	79
Kinder	84	91	82	85	78
Pre-K	42	40	43	44	34
EE	21	46	34	25	22
<b>Total Enrollment</b>	<b>646</b>	<b>646</b>	<b>610</b>	<b>598</b>	<b>571</b>

Total Absences:	20
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Daily ADA	% of Attendance
599.00	96.77
3RD SW ADA	% of Attendance
586.00	94.72
Yearly ADA	% of Attendance
580.78	95.54

3rd SW ADA Percentage Breakdown		
DTS	11-5 Only	11-3 THRU 12-18
5th Grade	98.10	96.51
4th Grade	99.03	95.15
3rd Grade	96.97	93.94
2nd Grade	98.94	97.52
1st Grade	94.90	92.52
Kinder	92.86	92.86
Pre-K	100.00	95.87
EE	80.95	85.71

SCHUPMANN - 107		EOY	EOY	EOY	EOY
	CY	2024-25	2023-24	2022-23	2021-22
5th Grade	143	130	115	113	109
4th Grade	117	142	125	104	98
3rd Grade	107	114	125	116	98
2nd Grade	112	104	104	121	94
1st Grade	115	105	96	103	109
Kinder	93	108	94	94	104
Pre-K	52	47	66	30	36
EE	2	3	3	5	2
<b>Total Enrollment</b>	<b>741</b>	<b>753</b>	<b>728</b>	<b>686</b>	<b>650</b>

Total Absences:	20.5
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Daily ADA	% of Attendance
693.50	97.13
3RD SW ADA	% of Attendance
684.66	95.98
Yearly ADA	% of Attendance
675.55	96.17

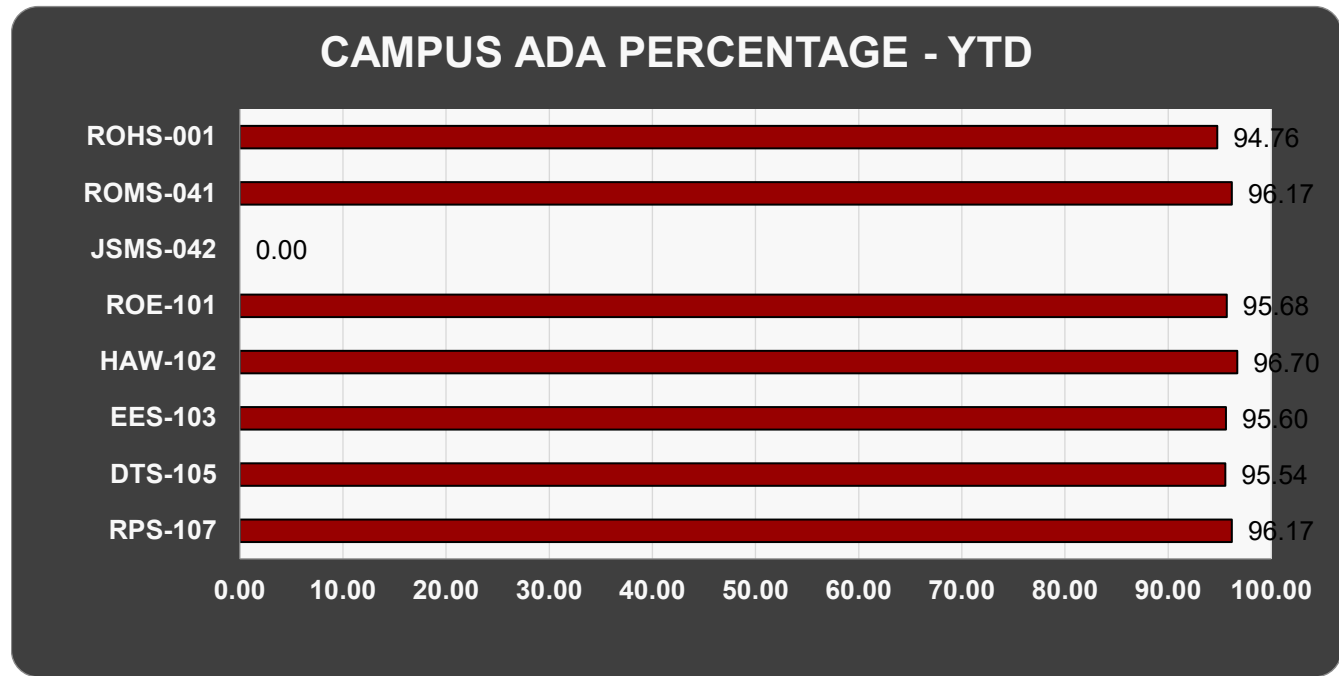
3rd SW ADA Percentage Breakdown		
RPS	11-5 Only	11-3 THRU 12-18
5th Grade	97.90	96.96
4th Grade	98.29	96.01
3rd Grade	93.46	95.33
2nd Grade	99.11	96.72
1st Grade	98.26	94.78
Kinder	94.62	95.34
Pre-K	98.08	97.44
EE	100.00	100.00

ROISD Enrollment/Grade Level		EOY	EOY	EOY	EOY
	CY	2024-25	2023-24	2022-23	2021-22
12th Grade	575	525	458	518	480
11th Grade	549	561	506	438	500
10th Grade	596	575	606	508	458
9th Grade	575	597	579	654	556
8th Grade	468	533	552	545	588
7th Grade	507	463	515	518	512
6th Grade	469	501	460	490	492
5th Grade	503	489	494	471	487
4th Grade	460	502	473	461	442
3rd Grade	476	456	482	432	432
2nd Grade	409	452	437	451	393
1st Grade	413	402	445	418	428
Kinder	373	387	367	420	384
Pre-K	205	184	211	154	167
EE	49	88	68	54	51
<b>Total Enrollment</b>	<b>6627</b>	<b>6715</b>	<b>6653</b>	<b>6532</b>	<b>6370</b>

Total Absences:	244
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Daily ADA	% of Attendance
6233.50	95.92
3RD SW ADA	% of Attendance
6166.33	94.95
Yearly ADA	% of Attendance
6171.68	95.53

ROISD Campus YRLY SUM					
	CY	EOY 2024-25	EOY 2023-24	EOY 2022-23	EOY 2021-22
ROHS-001	2293	2255	2149	2116	1994
ROMS-041	753	1496	1527	1551	1592
JSMS-042	691	-	-	-	-
ROE-101	473	509	533	539	569
HAW-102	488	523	541	511	515
EES-103	540	529	565	527	479
DTS-105	646	646	610	598	571
RPS-107	741	753	728	686	650
<b>Total Enrollment</b>	<b>6625</b>	<b>6711</b>	<b>6653</b>	<b>6528</b>	<b>6370</b>



YEAR TO DATE	
ROHS-001	94.76
ROMS-041	96.17
JSMS-042	0.00
ROE-101	95.68
HAW-102	96.70
EES-103	95.60
DTS-105	95.54
RPS-107	96.17



# Monthly Financial Report

November 2025

**RED OAK ISD-TAX COLLECTIONS**  
*Monthly Tax Collections*  
*As of September 30, 2025*

**GENERAL FUND**

	<b>MONTHLY</b>	<b>YEAR TO DATE</b>	<b>BUDGET</b>	<b>YTD % OF BUDGET</b>
CURRENT TAXES COLLECTED	34,816	117,816	30,834,756	0.38%
DELINQUENT TAX COLLECTED	10,812	44,057	200,000	22.03%
PENALTIES AND INTEREST COLLECTED	10,527	36,496	200,000	18.25%
<b>TOTAL FUNDS COLLECTED</b>	<b>56,156</b>	<b>198,369</b>	<b>31,234,756</b>	<b>0.64%</b>

**DEBT SERVICE**

	<b>MONTHLY</b>	<b>YEAR TO DATE</b>	<b>BUDGET</b>	<b>YTD % OF BUDGET</b>
CURRENT TAXES COLLECTED	16,048	54,306	14,644,433	0.37%
DELINQUENT TAX COLLECTED	4,312	16,179	50,000	32.36%
PENALTIES AND INTEREST COLLECTED	4,832	16,107	30,000	53.69%
<b>TOTAL FUNDS COLLECTED</b>	<b>25,192</b>	<b>86,591</b>	<b>14,724,433</b>	<b>0.59%</b>

<b>TOTAL TAX COLLECTIONS</b>	<b>81,347</b>	<b>284,960</b>	<b>45,959,189</b>	<b>0.62%</b>
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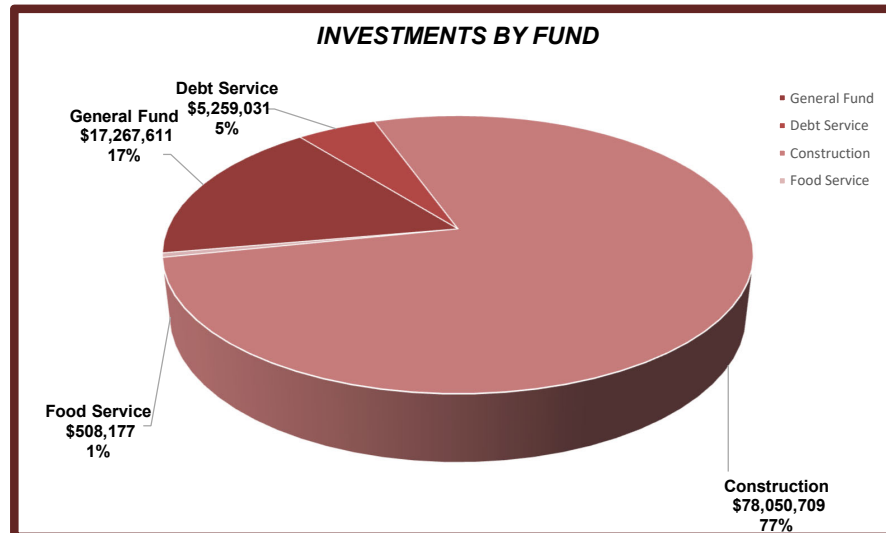
**Red Oak Independent School District**  
**Government Investment Pools**  
**As of First Quarter ending September 30, 2025**

INVESTMENT POOL ACCOUNTS	BEGINNING BALANCE 07/01/2025	DEPOSITS	WITHDRAWALS	INTEREST FOR FIRST QUARTER	ENDING BALANCE 09/30/2025	INTEREST RATE	INTEREST YEAR TO DATE
<b>TEXSTAR</b>							
General Fund	\$ 11,170.44	\$ -	\$ -	120.54	\$ 11,290.98	4.2135%	\$ 120.54
Construction	846.48	-	-	9.18	855.66	4.2135%	9.18
<b>TEXPOOL</b>							
General/Construction Fund	2,829.46	-	-	31.15	2,860.61	4.2520%	31.15
Money Market	1,631.50	-	-	17.49	1,648.99	4.2520%	17.49
<b>FIRST PUBLIC-GOV.OVERNIGHT</b>							
General Fund	16,108,996.31	21,995,874.25	20,985,025.03	131,964.41	17,251,809.94	4.3099%	131,964.41
Debt Service	9,154,816.27	105,879.34	4,074,609.12	72,944.67	5,259,031.16	4.3099%	72,944.67
Construction	4,246,138.01	175,219,970.05	101,998,575.21	582,320.57	78,049,853.42	4.3099%	582,320.57
Food Service	1,066,858.91	32,220.94	600,000.00	9,097.27	508,177.12	4.3099%	9,097.27
<b>TOTAL INVESTMENT POOLS</b>	<b>\$ 30,593,287</b>	<b>\$ 197,353,945</b>	<b>\$ 127,658,209</b>	<b>\$ 796,505</b>	<b>\$ 101,085,528</b>		<b>\$ 796,505</b>
					\$ -		

We, the approved Investment Officers of Red Oak ISD, hereby certify the Investment Report represents the government investment portion of the District as of the above date in compliance with the Texas Public Funds Investment Act and Red Oak ISD Investment Policy CDA

\_\_\_\_\_  
 (signature on file)  
 William Johnston, Ed.D., CPA  
 Assistant Superintendent of Business Services/CFO

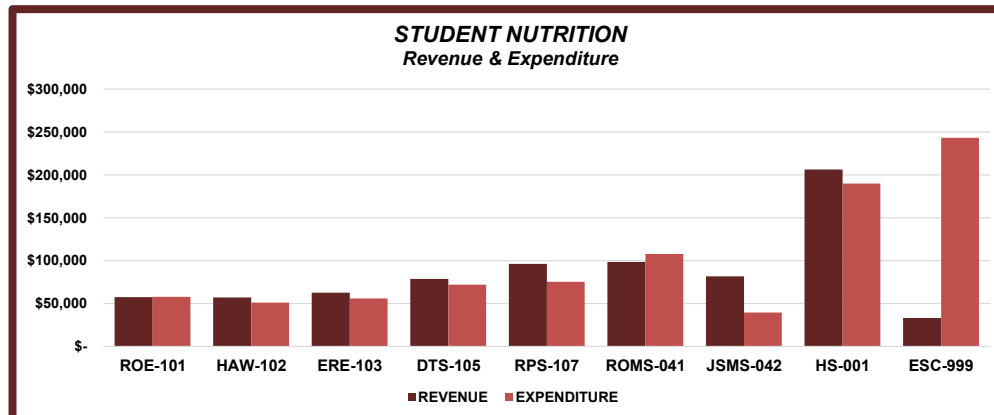
\_\_\_\_\_  
 (signature on file)  
 Sandra King, RTSBA  
 Finance Coordinator



**Red Oak ISD - Student Nutrition**  
**Revenue / Expenditure Detail**  
**As of September 30, 2025**

	ROE-101	HAW-102	ERE-103	DTS-105	RPS-107	ROMS-041	JSMS-042	HS-001	ESC-999	TOTAL
<b>Average Daily Participation (ADP):</b>										
<b>Breakfast</b>	3276	2704	3824	5106	6340	3825	3358	8957	0	37,390
<b>Lunch</b>	6423	6548	6781	8491	10311	12076	10777	29160	0	90,567
<b>Afterschool</b>	331	406	468	664	617	0	0	0	0	2,486

	ROE-101	HAW-102	ERE-103	DTS-105	RPS-107	ROMS-041	JSMS-042	HS-001	ESC-999	TOTAL	BUDGET	% EXP TO BUDGET
57xx Local Revenue	\$ 4,386	\$ 5,121	\$ 5,043	\$ 4,849	\$ 7,367	\$ 8,075	\$ 5,066	\$ 30,466	\$ 9,569	\$ 79,942	\$ 500,550	16%
58xx State Matching	-	-	-	-	-	-	-	-	23,565	\$ 23,565	98,500	24%
5921 Federal - Breakfast	12,227	10,227	14,697	19,971	23,669	14,491	9,981	26,072	-	\$ 131,334	808,868	16%
5922 Federal - Lunch	40,904	41,478	42,739	53,919	64,938	75,623	66,642	149,741	-	\$ 535,984	2,750,000	19%
5923 USDA Commodities	-	-	-	-	-	-	-	-	-	\$ -	150,000	0%
5939/49 Other Revenue	-	-	-	-	-	-	-	-	-	\$ -	53,000	0%
<b>TOTAL REVENUE</b>	<b>\$ 57,517</b>	<b>\$ 56,826</b>	<b>\$ 62,479</b>	<b>\$ 78,739</b>	<b>\$ 95,974</b>	<b>\$ 98,189</b>	<b>\$ 81,689</b>	<b>\$ 206,279</b>	<b>\$ 33,133</b>	<b>\$ 770,826</b>	<b>\$ 4,360,918</b>	<b>18%</b>
61xx Payroll	\$ 28,579	\$ 23,369	\$ 22,553	\$ 27,521	\$ 28,635	\$ 40,490	\$ 13,096	\$ 72,407	\$ 147,762	\$ 404,412	\$ 2,099,125	19%
62xx Contracted Services	1,740	2,057	1,595	1,924	1,900	2,868	382	5,550	5,756	\$ 23,772	82,100	29%
63xx Supplies	27,278	25,674	31,682	42,354	44,808	64,329	26,058	111,689	37,160	\$ 411,032	2,367,618	17%
64xx Travel / Miscellaneous	-	-	-	-	-	-	-	-	-	\$ 3,150	25,500	12%
66xx Capital Outlay	-	-	-	-	-	-	-	-	49,253	\$ 49,253	119,000	0%
<b>TOTAL EXPENDITURES</b>	<b>\$ 57,597</b>	<b>\$ 51,100</b>	<b>\$ 55,830</b>	<b>\$ 71,799</b>	<b>\$ 75,343</b>	<b>\$ 107,688</b>	<b>\$ 39,536</b>	<b>\$ 189,646</b>	<b>\$ 243,081</b>	<b>\$ 891,619</b>	<b>\$ 4,693,343</b>	<b>19%</b>
<b>Other Sources (Uses)</b>												
Operating Transfers In												
<b>Revenue Over (Under) Expenditures</b>	<b>\$ (80)</b>	<b>\$ 5,726</b>	<b>\$ 6,649</b>	<b>\$ 6,940</b>	<b>\$ 20,631</b>	<b>\$ (9,499)</b>	<b>\$ 42,153</b>	<b>\$ 16,633</b>	<b>\$ (209,948)</b>	<b>\$ (120,794)</b>	<b>\$ (332,425)</b>	



**Red Oak ISD - Debt Service Fund**  
*Revenue / Expenditure Detail*  
*As of September 30, 2025*

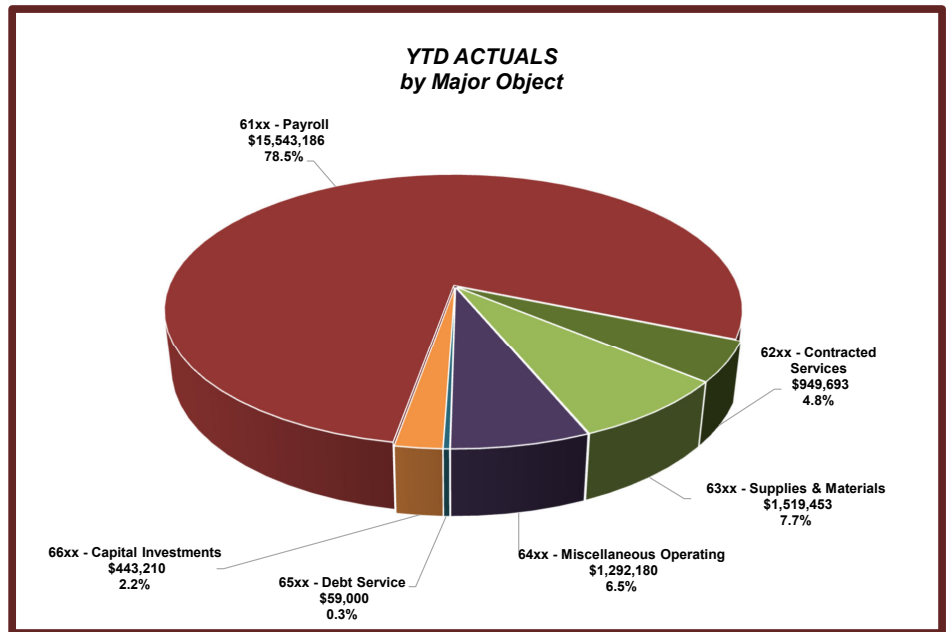
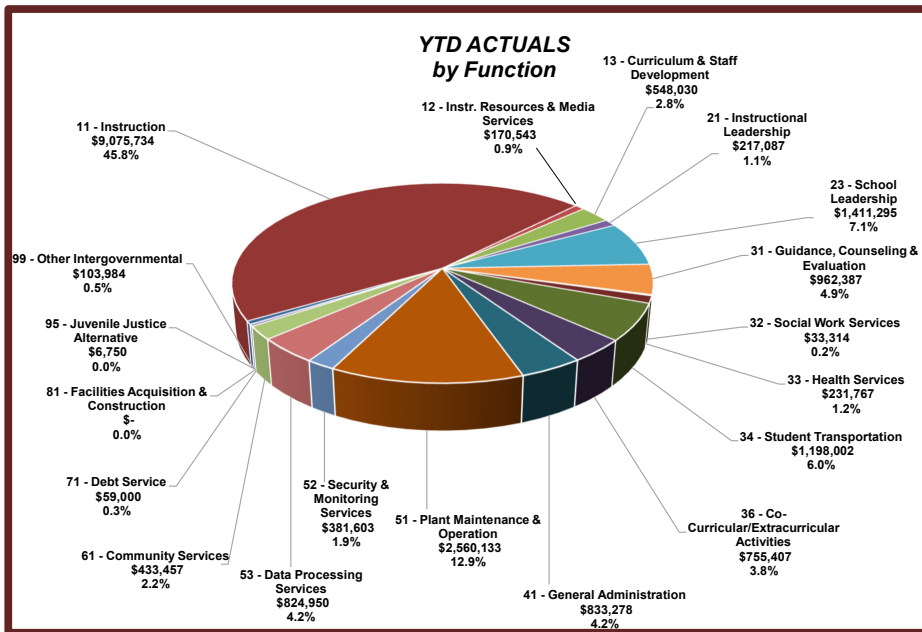
	Budget	YTD Actuals	Outstanding Encumbrances	Balance	% Expended to Budget
<b>Revenues</b>					
57xx Local	\$ 15,772,506	\$ 159,560	\$ -	\$ 15,612,946	1.01%
58xx State	1,548,951	-	-	1,548,951	0.00%
<b>TOTAL</b>	<b>\$ 17,321,457</b>	<b>\$ 159,560</b>	<b>\$ -</b>	<b>\$ 17,161,897</b>	<b>0.92%</b>
<b>Expenditures</b>					
71 Debt Service	\$ 18,737,281	4,125,900	\$ -	\$ 14,611,381	22.02%
<b>TOTAL</b>	<b>\$ 18,737,281</b>	<b>\$ 4,125,900</b>	<b>\$ -</b>	<b>\$ 14,611,381</b>	<b>22.02%</b>
<b>Other Resources/(Uses)</b>					
Issuance of Bonds	\$ -	\$ -	\$ -	\$ -	0.00%
Premium/Discount	-	72,794	-	(72,794)	0.00%
Escrow	-	-	-	-	0.00%
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ 72,794</b>	<b>\$ -</b>	<b>\$ (72,794)</b>	<b>0.00%</b>
<b>Revenue Over (Under) Expenditures</b>	<b>\$ (1,415,824)</b>	<b>\$ (3,893,546)</b>	<b>\$ -</b>	<b>\$ 2,477,722</b>	

**Red Oak ISD - General Fund**  
**Revenue/Expenditure Detail**  
**As of September 30, 2025**

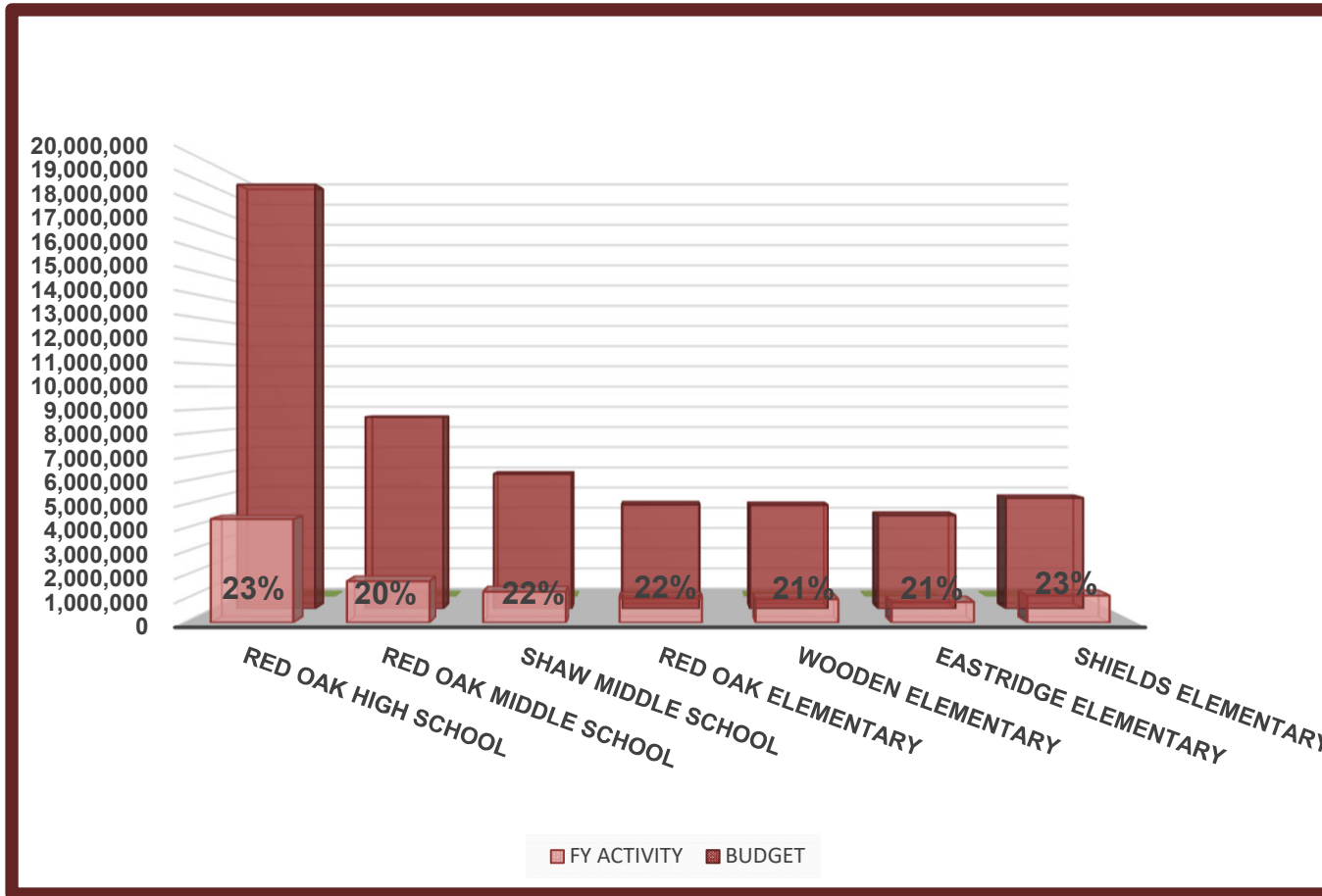
	Amended Budget	2025-2026 YTD Actuals (Unaudited)	Outstanding Encumbrances	Balance	% Expended to Budget	2024-2025 YTD Actuals (Unaudited)	YTD Actuals Variance
<b>Revenues</b>							
57xx Local	\$ 34,554,666	\$ 651,108	\$ -	\$ 33,903,558	1.88%	\$ 649,530	\$ 1,578
58xx State	47,391,753	10,628,371	-	36,763,382	22.43%	8,633,221	1,995,150
59xx Federal	850,000	122,016	-	727,984	14.35%	54,396	67,620
79xx Non Operating Revenue							
<b>TOTAL</b>	<b>\$ 82,796,419</b>	<b>\$ 11,401,495</b>	<b>\$ -</b>	<b>\$ 71,394,924</b>	<b>14%</b>	<b>\$ 9,337,147</b>	<b>\$ 2,064,348</b>
<b>Expenditures</b>							
11 Instruction	\$ 43,040,071	\$ 9,075,734	\$ 854,058	\$ 33,110,279	23.07%	\$ 8,789,479	\$ 286,255
12 Instr. Resources & Media Services	757,352	170,543	35,919	550,889	27.26%	167,365	3,178
13 Curriculum & Staff Development	2,453,626	548,030	11,527	1,894,069	22.81%	519,266	28,764
21 Instructional Leadership	847,917	217,087	5,610	625,220	26.26%	252,804	(35,717)
23 School Leadership	5,531,685	1,411,295	9,106	4,111,284	25.68%	1,171,991	239,304
31 Guidance, Counseling & Evaluation	4,513,521	962,387	122,613	3,428,521	24.04%	954,046	8,341
32 Social Work Services	134,903	33,314	-	101,589	24.69%	35,743	(2,429)
33 Health Services	978,499	231,767	15,540	731,192	25.27%	219,176	12,591
34 Student Transportation	3,382,936	1,198,002	366,498	1,818,436	46.25%	1,112,478	85,524
36 Co-Curricular/Extracurricular Activities	2,814,929	755,407	113,826	1,945,696	30.88%	625,547	129,860
41 General Administration	3,184,128	833,278	163,489	2,187,362	31.30%	852,172	(18,894)
51 Plant Maintenance & Operation	8,410,837	2,560,133	29,315,975	(23,465,270)	378.99%	2,673,935	(113,802)
52 Security & Monitoring Services	1,743,179	381,603	419,752	941,824	45.97%	351,582	30,021
53 Data Processing Services	2,038,926	824,950	48,401	1,165,574	42.83%	813,509	11,441
61 Community Services	2,050,160	433,457	10,895	1,605,808	21.67%	382,050	51,408
71 Debt Service	448,750	59,000	-	389,750	13.15%	66,875	(7,875)
81 Facilities Acquisition & Construction	-	-	-	-	0.00%	-	-
95 Juvenile Justice Alternative	40,000	6,750	4,500	28,750	28.13%	-	6,750
99 Other Intergovernmental	425,000	103,984	341,952	(20,936)	104.93%	93,482	10,502
<b>TOTAL</b>	<b>\$ 82,796,419</b>	<b>\$ 19,806,722</b>	<b>\$ 31,839,660</b>	<b>\$ 31,150,037</b>	<b>62%</b>	<b>\$ 19,081,499</b>	<b>\$ 725,223</b>
<b>Other Resources/(Uses)</b>							
Sale of Property	\$ 0	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -
	<b>\$ 0</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 0</b>	<b>0%</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Revenue Over (Under) Expenditures</b>	<b>\$ 0</b>	<b>\$ (8,405,227)</b>	<b>\$ (31,839,660)</b>	<b>\$ 40,244,887</b>		<b>\$ (9,744,352)</b>	<b>\$ 1,339,125</b>

\*The District reports on the modified accrual basis.

**Red Oak ISD - General Fund**  
**Revenue / Expenditure Detail**  
**As of September 30, 2025**



**Red Oak ISD - General Fund**  
**Comparison by Campus**  
*As of September 30, 2025*



# Questions



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**Chief Financial Officer**

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