

**AGENDA OF PUBLIC HEARING - BUDGET & TAX RATE 2020-2021**

**BOARD OF TRUSTEES**

**SANGER INDEPENDENT SCHOOL DISTRICT**

**August 24, 2020**

**5:00 PM**

Notice is hereby given that a Public Hearing - Budget & Tax Rate 2020-2021 of the Board of Trustees of the Sanger Independent School District will be held August 24, 2020 beginning at 5:00 PM, Denton County Special Education Cooperative Building, 601 Elm St, Sanger, TX 76266-9635.

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

Unless removed from the consent agenda, items identified within the consent agenda will be acted on at one time.

**1. CALL TO ORDER**

**2. PLEDGE OF ALLEGIANCE**

**3. INVOCATION**

**4. PUBLIC HEARING**

A. Public Hearing: Budget & Tax 2020-2021

**5. PUBLIC COMMENT**

**6. COMMUNITY INPUT: ACTION AGENDA ITEM**

**7. ACTION**

A. Final Amendments to the 2019-2020 Budget

B. Adopt Budget for 2020-2021 School Year

C. Adopt ordinance setting tax rate for 2020

D. TASB Policy Update 115, Affecting LOCAL Policies, Second of Two Readings for Approval and Placement on TASB Policy Online

**8. ADJOURNMENT**

**9. TEAM OF EIGHT TRAINING**

*For the purpose of compliance with the Texas Association of School Board for obtaining Continuing Education Credits for each board member for their Team of Eight Team Building Requirements*

A. Evaluating & Improving Student Outcome -(formerly SB1566)

B. Goal Setting

**10. EXECUTIVE SESSION** may be called for the purposes permitted in accordance with the Texas Open Meetings Act, Texas Government Code, Chapter 551, Subchapters D and E. Before any closed meeting is convened, the presiding officer will publicly identify the

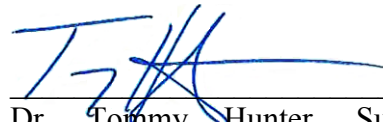
section or sections of the Act authorizing the closed meeting. All final votes, actions, or decisions will be taken in open session.

**11. RECONVENE TO OPEN SESSION**

**12. ADJOURN TRAINING SESSION**

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

This notice was posted in compliance with the Texas Open Meetings Act on August 20, 2020 at 4 p.m.

  
\_\_\_\_\_  
Dr. Tommy Hunter, Superintendent



# **CALL TO ORDER**



# **PLEDGE OF ALLEGIANCE**



# **INVOCATION**



# **PUBLIC HEARING**



2020 - 2021  
PROPOSED BUDGET AND  
TAX RATE

SANGER ISD

# PROPOSED TAX RATE AND TAXABLE VALUES

	2019-2020 Fiscal Year	2020-2021 Fiscal Year
<b>TAX RATE</b>		
M & O Tax Rate	\$ 1.06835	\$ 0.979300
I & S Tax Rate	\$ 0.24	\$ 0.218343
Total Tax Rate	\$ 1.30835	\$ 1.197643
<b>TAXABLE VALUES</b>		
Taxable Values	\$ 1,200,355,128	\$ 1,432,306,505*
		*Estimated certified value-Certified values will be issued in mid-September

# BUDGET COMPARISON - REVENUE

<b>Local Revenue</b>	<b>2019-2020: Adopted</b>	<b>2020-2021: Proposed</b>
Local Taxes	\$12,697,988	\$14,026,738
Taxes Prior Year	\$87,000	\$87,000
Penalties and Interest	\$65,000	\$65,000
Rendition Penalties	\$10,000	\$10,000
Misc. Other Revenue	\$55,000	\$55,000
Interest Earned	\$210,000	\$110,000
Building Rental	\$50,000	\$50,000
Insurance Recovery	\$15,000	\$15,000
Tuition & Fees	\$285,000	\$85,000
Athletic Revenue	\$50,000	\$50,000
<b>Total Local Rev</b>	<b>\$13,524,988</b>	<b>\$14,553,578</b>

# BUDGET COMPARISON - REVENUE

<b>State Revenue</b>	<b>2019-2020: Adopted</b>	<b>2020-2021: Proposed</b>
Foundation School	\$13,502,232	\$11,416,748
Per Capita Apportion	\$637,232	\$980,541
TRS on Behalf	\$0*	\$1,351,012
	*budget amendment done at end of year	
<b>TOTAL State Rev.</b>	<b>\$14,139,521</b>	<b>\$13,748,301</b>

# BUDGET COMPARISON - EXPENDITURES

<b>II – Instruction</b>	<b>2019-2020: Adopted</b>	<b>2020-2021: Proposed</b>	<b>Percentage ( + or - )</b>
6100 – Payroll Costs	\$14,578,573	\$15,178,796	4.12%
6200 – Contracted Services	\$173,430	\$460,265	165.39%
6300 – Supplies and Materials	\$492,668	\$450,189	-8.62%
6400 – Other Operating Expenses	\$8,240	\$6,150	-25.36%
<b>Total</b>	<b>\$15,252,911</b>	<b>\$16,095,400</b>	<b>5.52%</b>

# BUDGET COMPARISON - EXPENDITURES

<b>12 – Media Service</b>	<b>2019-2020: Adopted</b>	<b>2020-2021: Proposed</b>	<b>Percentage ( + or - )</b>
6100 – Payroll Costs	\$177,864	\$182,148	2.41%
6200 – Contracted Services	\$17,250	\$17,250	0.0%
6300 – Supplies and Materials	\$52,568	\$52,568	0.0%
6400 – Other Operating Expenses	\$200	\$200	0.0%
<b>Total</b>	<b>\$247,882</b>	<b>\$252,166</b>	<b>1.73%</b>

# BUDGET COMPARISON - EXPENDITURES

<b>13 – Curriculum and Instruction</b>	<b>2019-2020: Adopted</b>	<b>2020-2021: Proposed</b>	<b>Percentage ( + or - )</b>
6100 – Payroll Costs	\$26,743	\$109,917	311.01%
6200 – Contracted Services	\$73,000	\$47,500	-34.93%
6300 – Supplies and Materials	\$25,900	\$20,200	-22.01%
6400 – Other Operating Expenses	\$50,359	\$50,361	0.00%
<b>Total</b>	<b>\$176,002</b>	<b>\$227,978</b>	<b>29.53%</b>

# BUDGET COMPARISON - EXPENDITURES

<b>21 – Instructional Leadership</b>	<b>2019-2020: Adopted</b>	<b>2020-2021: Proposed</b>	<b>Percentage ( + or - )</b>
6100 – Payroll Costs	\$330,494	\$371,873	12.52%
<b>Total</b>	<b>\$330,494</b>	<b>\$371,873</b>	<b>12.52%</b>

# BUDGET COMPARISON - EXPENDITURES

<b>23-Administration</b>	<b>2019-2020: Adopted</b>	<b>2020-2021: Proposed</b>	<b>Percentage ( + or - )</b>
6100 – Payroll Costs	\$1,670,397	\$1,860,901	11.40%
6200 – Contracted Services	\$4,857	\$4,857	0.0%
6300 – Supplies and Materials	\$29,306	\$29,306	0.0%
6400 – Other Operating Expenses	\$18,477	\$18,477	0.0%
<b>Total</b>	<b>\$1,723,037</b>	<b>\$1,913,541</b>	<b>11.06%</b>

# BUDGET COMPARISON - EXPENDITURES

<b>31 – Counselor Services</b>	<b>2019-2020: Adopted</b>	<b>2020-2021: Proposed</b>	<b>Percentage ( + or - )</b>
6100 – Payroll Costs	\$641,787	\$702,412	9.45%
6200 – Purchase and Contracted Materials	\$77,533	\$66,258	-14.54%
6300 – Supplies and Materials	\$2,133	\$2,133	0.0%
6400 – Other Operating Expenses	\$0	\$0	0.0%
<b>Total</b>	<b>\$721,453</b>	<b>\$770,803</b>	<b>6.84%</b>

# BUDGET COMPARISON - EXPENDITURES

<b>33 – Health Services</b>	<b>2019-2020: Adopted</b>	<b>2020-2021: Proposed</b>	<b>Percentage ( + or - )</b>
6100 – Payroll Costs	\$286,813	\$348,338	21.45%
6200 – Contracted Services	\$660	\$660	0.0%
6300 – Supplies and Materials	\$14,362	\$14,362	0.0%
6400 – Other Operating Expenses	\$2,565	\$2,565	0.0%
<b>Total</b>	<b>\$304,400</b>	<b>\$365,925</b>	<b>20.21%</b>

# BUDGET COMPARISON - EXPENDITURES

<b>34 - Transportation</b>	<b>2019-2020: Adopted</b>	<b>2020-2021: Proposed</b>	<b>Percentage ( + or - )</b>
6100 – Payroll Costs	\$619,474	\$651,393	5.15%
6200 – Contracted Services	\$60,800	\$60,800	0.00%
6300 – Supplies and Materials	\$150,150	\$164,150	9.32%
6400 – Other Operating Expenses	\$51,500	\$97,410	89.15%
6600-Capital Outlay	\$375,000	\$15,000	-96.00
<b>Total</b>	<b>\$1,256,924</b>	<b>\$988,753</b>	<b>-21.34%</b>

# BUDGET COMPARISON - EXPENDITURES

<b>36 -Co-Curricular</b>	<b>2019-2020: Adopted</b>	<b>2020-2021: Proposed</b>	<b>Percentage ( + or - )</b>
6100 – Payroll Costs	\$917,077	\$834,684	-8.98%
6200 – Purchase and Contracted Materials	\$93,108	\$123,858	33.03%
6300 – Supplies and Materials	\$171,948	\$168,073	-2.25%
6400 – Other Operating Expenses & Capital Outlay	\$135,254	\$137,479	1.65%
<b>Total</b>	<b>\$1,317,387</b>	<b>\$1,264,094</b>	<b>-4.05%</b>

# BUDGET COMPARISON - EXPENDITURES

<b>41- General Administration</b>	<b>2019-2020: Adopted</b>	<b>2020-2021: Proposed</b>	<b>Percentage ( + or - )</b>
6100 – Payroll Costs	\$793,792	\$777,499	-2.05%
6200 – Purchase and Contracted Materials	\$156,108	\$146,840	-5.94%
6300 – Supplies and Materials	\$58,296	\$35,800	-38.59%
6400 – Other Operating Expenses	\$62,726	\$100,740	60.60%
<b>Total</b>	<b>\$1,070,922</b>	<b>\$1,060,879</b>	<b>-.94%</b>

# BUDGET COMPARISON - EXPENDITURES

<b>51 – Maintenance &amp; Operations</b>	<b>2019-2020: Adopted</b>	<b>2020-2021: Proposed</b>	<b>Percentage ( + or - )</b>
6100 – Payroll Costs	\$1,150,718	\$1,285,407	11.70%
6200 – Contracted Services	\$1,376,400	\$1,366,400	-.73%
6300 – Supplies and Materials	\$352,700	\$318,700	-9.64%
6400 – Other Operating Expenses	\$168,000	\$212,500	26.49%
6600-Capital Outlay	\$167,000	\$0	-100.0%
<b>Total</b>	<b>\$3,214,818</b>	<b>\$3,183,007</b>	<b>-.99%</b>

# BUDGET COMPARISON - EXPENDITURES

<b>52 - Security</b>	<b>2019-2020: Adopted</b>	<b>2020-2021: Proposed</b>	<b>Percentage ( + or - )</b>
6200 – Contracted Services	\$77,500	\$72,500	-6.45%
6300 – Supplies and Materials	\$0	\$0	0.0%
<b>Total</b>	<b>\$77,500</b>	<b>\$72,500</b>	<b>-6.45%</b>

# BUDGET COMPARISON - EXPENDITURES

<b>53 – Data Processing</b>	<b>2019-2020: Adopted</b>	<b>2020-2021: Proposed</b>	<b>Percentage ( + or - )</b>
6100 – Payroll Costs	\$299,997	\$273,490	-8.84%
6200 – Purchase and Contracted Materials	\$176,000	\$176,000	0.0%
6300 – Supplies and Materials	\$74,925	\$74,925	0.0%
6400 – Other Operating Expenses	\$4,500	\$4,500	0.0%
<b>Total</b>	<b>\$555,422</b>	<b>\$528,915</b>	<b>-4.77%</b>

# BUDGET COMPARISON - EXPENDITURES

<b>61 – Community Services</b>	<b>2019-2020: Adopted</b>	<b>2020-2021: Proposed</b>	<b>Percentage (+ or -)</b>
6100 – Payroll Costs	\$156,997	\$179,662	14.44%
6200 – Purchase and Contracted Materials	\$19,500	\$19,500	0.0%
6300 – Supplies and Materials	\$4,000	\$4,000	0.0%
6400 – Other Operating Expenses	\$0	\$0	0.0%
<b>Total</b>	<b>\$180,497</b>	<b>\$203,162</b>	<b>4.38%</b>

# BUDGET COMPARISON - EXPENDITURES

<b>71 – Debt Service -Leases</b>	<b>2019-2020: Adopted</b>	<b>2020-2021: Proposed</b>	<b>Percentage ( + or - )</b>
6500 – Leases	\$295,382	\$295,382	0.00%
<b>Total</b>	<b>\$295,382</b>	<b>\$295,382</b>	<b>-0.00%</b>

# BUDGET COMPARISON - EXPENDITURES

<b>93 –Shared Services Agreement</b>	<b>2019-2020: Adopted</b>	<b>2020-2021: Proposed</b>	<b>Percentage ( + or - )</b>
6500 – Leases	\$800,000	\$800,000	0.00%
<b>Total</b>	<b>\$800,000</b>	<b>\$800,000</b>	<b>0.00%</b>

# BUDGET COMPARISON - EXPENDITURES

<b>95 – JJAEP</b>	<b>2019-2020: Adopted</b>	<b>2020-2021: Proposed</b>	<b>Percentage ( + or - )</b>
6200 – Purchase and Contracted Services	\$8,500	\$8,500	0.0%
<b>Total</b>	<b>\$8,500</b>	<b>\$8,5000</b>	<b>0.0%</b>

# BUDGET COMPARISON - EXPENDITURES

<b>99 – Tax Appraisal Fees</b>	<b>2019-2020: Adopted</b>	<b>2020-2021: Proposed</b>	<b>Percentage ( + or - )</b>
6200 – Purchase and Contracted Services	\$90,000	\$100,000	11.11%
<b>Total</b>	<b>\$90,000</b>	<b>\$100,000</b>	<b>11.11%</b>

# BUDGET 2020-2021 GENERAL FUND 199

- ▶ Total Expenditures: **\$28.5 million**
  - ▶ Salaries: **\$22.8 million**
  - ▶ Non Salary Expenditures: **\$5.7 million**
- 
- ▶ The proposed budget reflects a tax rate of .97930

# BUDGET COMPARISON – CAFETERIA FUND 240 REVENUE

<b>Fund 240</b>	<b>2019-2020: Adopted</b>	<b>2020-2021: Proposed</b>
Local Revenues	\$645,096	\$645,096
State Matching	\$5,600	\$49,122
National School Breakfast & Lunch	\$719,000	\$719,000
<b>Total</b>	<b>\$1,369,696</b>	<b>\$1,413,218</b>

# BUDGET COMPARISON – CAFETERIA FUND 240 EXPENDITURES

<b>Fund 240</b>	<b>2019-2020: Adopted</b>	<b>2020-2021: Proposed</b>	<b>Percentage ( + or - )</b>
6100 – Payroll Costs	\$635,496	\$604,134	-4.94%
6200 – Purchase and Contracted Materials	\$70,000	\$70,000	0.0%
6300 – Supplies and Materials	\$663,000	\$663,000	0.0%
6400 – Other Operating Expenses & Capital Outlay	\$1,200	\$1,200	0.0%
<b>Total</b>	<b>\$1,369,696</b>	<b>\$1,338,334</b>	<b>-2.29%</b>

# BUDGET COMPARISON – FUND 599

## INTEREST & SINKING

<b>Fund 599</b>	<b>2019-2020: Adopted</b>	<b>2020-2021: Proposed</b>
5711 – Taxes Current Year	\$2,897,838	\$3,127,341
5712 – Taxes Prior Years	\$15,000	\$15,000
5719 – Taxes P & I	\$20,000	\$20,000
Interest	\$11,000	\$6,000
<b>Totals</b>	<b>\$ 2,943,838<sup>32</sup></b>	<b>\$3,168,341</b>

# BUDGET COMPARISON - EXPENDITURES

<b>71 – Debt Service</b>	<b>2019-2020: Adopted</b>	<b>2020-2021: Proposed</b>	<b>Percentage ( + or - )</b>
6500 – Debt Service	\$2,853,050	\$2,867,750	0.52%
<b>Total</b>	<b>\$2,853,050</b>	<b>\$2,867,750</b>	<b>0.52%</b>

QUESTIONS?



# **PUBLIC COMMENT**



# Sanger Independent School District

601 Elm St., Sanger, Texas 76266

## PUBLIC OPEN FORUM/COMMUNITY INPUT FORM

This form is used to register one's desire to speak before the Sanger ISD Board of Trustees at a Regular Called Board Meeting. Please complete and submit this form to the Board Secretary prior to the beginning of the meeting.

You may address the Board:

- During Community Input for Issues NOT on the Posted Agenda
- During any Posted Action Agenda Item
- During any Public Hearing (this form is not necessary for Public Hearings)

All comments must be made to the Board as a whole, not to individuals. Comments will be limited to five (5) minutes, and each speaker will be allowed one opportunity to speak for each item requested. Your comments must be related to the issue when speaking during Action Agenda Items.

You may have your position recorded without speaking by checking and filling in the appropriate boxes below. If the information you have to present will exceed five (5) minutes, the Board recommends it to be submitted in writing to the Board Secretary for distribution to the Board.

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

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

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Community Input – Topic: \_\_\_\_\_

Action Agenda Item: #(s) \_\_\_\_\_

Comments: (Additional Comments Attached)



**ACTION**

Amendment Nbr	Amendment Number Description	Originator	Campus/Dept	Board Approval
020288	TRS ON BEHALF EOY	MONICA MILLER (MMILLER)	750 - BUSINESS OFFICE	<input checked="" type="checkbox"/>

Note:

Detail Information

Account Code	Description	Reason	Increase Amt	Decrease Amt	Trans Date	User ID
197-00-5831.00-000-000000	TRS ON-BEHALF BENEFIT	TRS ON BEHALF EOY	21.18	.00	08-24-2020	MMILLER
197-61-6144.00-998-099000	TRS ON-BEHALF BENEFIT	TRS ON BEHALF EOY	21.18	.00	08-24-2020	MMILLER
198-00-5831.00-000-000000	TRS ON-BEHALF BENEFIT	TRS ON BEHALF EOY	2,447.27	.00	08-24-2020	MMILLER
198-11-6144.00-001-011000	TRS ON-BEHALF BENEFIT	TRS ON BEHALF EOY	2,447.27	.00	08-24-2020	MMILLER
<b>Total:</b>			<b>4,936.90</b>	<b>.00</b>		

Summary Information

Account Code	Description	Original Budget Amt	Current Approved Amt	Increase Amt	Decrease Amt	Amended Amt	Current Balance
197-00-5831.00-000-000000	TRS ON-BEHALF BENEFIT	.00	.00	21.18	.00	21.18	-21.18
197-61-6144.00-998-099000	TRS ON-BEHALF BENEFIT	.00	.00	21.18	.00	-21.18	21.18
198-00-5831.00-000-000000	TRS ON-BEHALF BENEFIT	.00	.00	2,447.27	.00	2,447.27	-2,447.27
198-11-6144.00-001-011000	TRS ON-BEHALF BENEFIT	.00	.00	2,447.27	.00	-2,447.27	2,447.27
<b>Total:</b>		<b>.00</b>	<b>.00</b>	<b>4,936.90</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>

End of Report

Amendment Nbr	Amendment Number Description	Originator	Campus/Dept	Board Approval
020290	TRS ON BEHALF EOY	MONICA MILLER (MMILLER)	750 - BUSINESS OFFICE	<input checked="" type="checkbox"/>

Note:

Detail Information

Account Code	Description	Reason	Increase Amt	Decrease Amt	Trans Date	User ID
199-00-5831.00-000-000000	TRS ON-BEHALF BENEFIT	TRS ON BEHALF EOY	800,771.08	.00	08-18-2020	MMILLER
199-11-6144.00-001-011000	TRS ON-BEHALF BENEFIT	TRS ON BEHALF EOY	114,063.27	.00	08-13-2020	MMILLER
199-11-6144.00-001-021000	TRS ON-BEHALF BENEFIT	TRS ON BEHALF EOY	15,361.94	.00	08-13-2020	MMILLER
199-11-6144.00-001-022000	TRS ON-BEHALF BENEFIT	TRS ON BEHALF EOY	36,934.10	.00	08-13-2020	MMILLER
199-11-6144.00-001-023000	TRS ON-BEHALF BENEFIT	TRS ON BEHALF EOY	48,519.50	.00	08-13-2020	MMILLER
199-11-6144.00-001-024000	TRS ON-BEHALF BENEFIT	TRS ON BEHALF EOY	5,713.56	.00	08-13-2020	MMILLER
199-11-6144.00-001-025000	TRS ON-BEHALF BENEFIT	TRS ON BEHALF EOY	1,364.42	.00	08-13-2020	MMILLER
199-11-6144.00-001-031000	TRS ON-BEHALF BENEFIT	TRS ON BEHALF EOY	3,339.00	.00	08-13-2020	MMILLER
199-11-6144.00-003-011000	TRS ON-BEHALF BENEFIT	TRS ON BEHALF EOY	413.52	.00	08-13-2020	MMILLER
199-11-6144.00-003-026000	TRS ON-BEHALF BENEFIT	TRS ON BEHALF EOY	20,235.87	.00	08-13-2020	MMILLER
199-11-6144.00-041-011000	TRS ON-BEHALF BENEFIT	TRS ON BEHALF EOY	80,534.07	.00	08-13-2020	MMILLER
199-11-6144.00-041-022000	TRS ON-BEHALF BENEFIT	TRS ON BEHALF EOY	4,729.16	.00	08-13-2020	MMILLER
199-11-6144.00-041-023000	TRS ON-BEHALF BENEFIT	TRS ON BEHALF EOY	25,345.18	.00	08-13-2020	MMILLER
199-11-6144.00-101-011000	TRS ON-BEHALF BENEFIT	TRS ON BEHALF EOY	80,979.89	.00	08-13-2020	MMILLER
199-11-6144.00-101-023000	TRS ON-BEHALF BENEFIT	TRS ON BEHALF EOY	16,935.86	.00	08-13-2020	MMILLER
199-11-6144.00-101-025000	TRS ON-BEHALF BENEFIT	TRS ON BEHALF EOY	1,379.61	.00	08-13-2020	MMILLER
199-11-6144.00-102-011000	TRS ON-BEHALF BENEFIT	TRS ON BEHALF EOY	69,523.64	.00	08-13-2020	MMILLER
199-11-6144.00-102-023000	TRS ON-BEHALF BENEFIT	TRS ON BEHALF EOY	12,522.39	.00	08-13-2020	MMILLER
199-11-6144.00-102-025000	TRS ON-BEHALF BENEFIT	TRS ON BEHALF EOY	1,911.84	.00	08-13-2020	MMILLER
199-11-6144.00-102-032000	TRS ON-BEHALF BENEFIT	TRS ON BEHALF EOY	966.01	.00	08-13-2020	MMILLER
199-11-6144.00-102-035000	TRS ON-BEHALF BENEFIT	TRS ON BEHALF EOY	2,889.82	.00	08-13-2020	MMILLER
199-11-6144.00-102-036000	TRS ON-BEHALF BENEFIT	TRS ON BEHALF EOY	16,487.20	.00	08-13-2020	MMILLER
199-11-6144.00-104-011000	TRS ON-BEHALF BENEFIT	TRS ON BEHALF EOY	115,297.76	.00	08-13-2020	MMILLER
199-11-6144.00-104-023000	TRS ON-BEHALF BENEFIT	TRS ON BEHALF EOY	32,738.88	.00	08-13-2020	MMILLER
199-11-6144.00-104-024000	TRS ON-BEHALF BENEFIT	TRS ON BEHALF EOY	829.26	.00	08-13-2020	MMILLER
199-11-6144.00-104-025000	TRS ON-BEHALF BENEFIT	TRS ON BEHALF EOY	1,590.22	.00	08-13-2020	MMILLER
199-11-6144.00-104-032000	TRS ON-BEHALF BENEFIT	TRS ON BEHALF EOY	196.72	.00	08-13-2020	MMILLER
199-11-6144.00-104-033000	TRS ON-BEHALF BENEFIT	TRS ON BEHALF EOY	8,478.61	.00	08-13-2020	MMILLER
199-11-6144.00-104-034000	TRS ON-BEHALF BENEFIT	TRS ON BEHALF EOY	3,788.36	.00	08-13-2020	MMILLER
199-11-6144.00-104-035000	TRS ON-BEHALF BENEFIT	TRS ON BEHALF EOY	350.96	.00	08-13-2020	MMILLER
199-11-6144.00-104-036000	TRS ON-BEHALF BENEFIT	TRS ON BEHALF EOY	2,152.13	.00	08-13-2020	MMILLER
199-11-6144.00-104-037000	TRS ON-BEHALF BENEFIT	TRS ON BEHALF EOY	4,146.29	.00	08-13-2020	MMILLER
199-11-6144.00-105-011000	TRS ON-BEHALF BENEFIT	TRS ON BEHALF EOY	44,916.83	.00	08-13-2020	MMILLER
199-11-6144.00-105-023000	TRS ON-BEHALF BENEFIT	TRS ON BEHALF EOY	8,665.94	.00	08-13-2020	MMILLER
199-11-6144.00-105-024000	TRS ON-BEHALF BENEFIT	TRS ON BEHALF EOY	4,879.44	.00	08-13-2020	MMILLER
199-11-6144.00-699-024000	TRS ON-BEHALF BENEFIT	TRS ON BEHALF EOY	138.58	.00	08-13-2020	MMILLER
199-11-6144.00-998-011000	TRS/TRS CARE - ON-BEHALF PM	TRS ON BEHALF EOY	5,153.12	.00	08-13-2020	MMILLER
199-11-6144.00-998-023000	TRS ON-BEHALF BENEFIT	TRS ON BEHALF EOY	50.00	.00	08-13-2020	MMILLER
199-11-6144.00-998-024000	TRS ON-BEHALF BENEFIT	TRS ON BEHALF EOY	135.63	.00	08-13-2020	MMILLER
199-11-6144.00-999-011000	TRS ON-BEHALF BENEFIT	TRS ON BEHALF EOY	47.19	.00	08-13-2020	MMILLER
199-11-6144.48-998-099000	TRS ON-BEHALF BENEFIT	TRS ON BEHALF EOY	6,915.60	.00	08-13-2020	MMILLER
199-11-6144.79-998-099000	TRS ON-BEHALF BENEFIT	TRS ON BEHALF EOY	27.34	.00	08-13-2020	MMILLER
199-11-6144.HB-998-023000	TRS ON-BEHALF BENEFIT	TRS ON BEHALF EOY	59.28	.00	08-13-2020	MMILLER
199-11-6144.HB-998-024000	TRS ON-BEHALF BENEFIT	TRS ON BEHALF EOY	63.09	.00	08-13-2020	MMILLER

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<u>Amendment Nbr</u>	<u>Amendment Number Description</u>	<u>Originator</u>	<u>Campus/Dept</u>	<u>Board Approval</u>
020290	TRS ON BEHALF EOY	MONICA MILLER (MMILLER)	750 - BUSINESS OFFICE	<input checked="" type="checkbox"/>

Note:

Total: 1,601,542.16 .00

Amendment Nbr	Amendment Number Description	Originator	Campus/Dept	Board Approval
020290	TRS ON BEHALF EOY	MONICA MILLER (MMILLER)	750 - BUSINESS OFFICE	<input checked="" type="checkbox"/>

Note:

Summary Information

Account Code	Description	Original Budget Amt	Current Approved Amt	Increase Amt	Decrease Amt	Amended Amt	Current Balance
199-00-5831.00-000-000000	TRS ON-BEHALF BENEFIT	.00	.00	800,771.08	.00	800,771.08	-1,301,528.78
199-11-6144.00-001-011000	TRS ON-BEHALF BENEFIT	.00	.00	114,063.27	.00	-114,063.27	114,063.27
199-11-6144.00-001-021000	TRS ON-BEHALF BENEFIT	.00	.00	15,361.94	.00	-15,361.94	15,361.94
199-11-6144.00-001-022000	TRS ON-BEHALF BENEFIT	.00	.00	36,934.10	.00	-36,934.10	36,934.10
199-11-6144.00-001-023000	TRS ON-BEHALF BENEFIT	.00	.00	48,519.50	.00	-48,519.50	48,519.50
199-11-6144.00-001-024000	TRS ON-BEHALF BENEFIT	.00	.00	5,713.56	.00	-5,713.56	5,713.56
199-11-6144.00-001-025000	TRS ON-BEHALF BENEFIT	.00	.00	1,364.42	.00	-1,364.42	1,364.42
199-11-6144.00-001-031000	TRS ON-BEHALF BENEFIT	.00	.00	3,339.00	.00	-3,339.00	3,339.00
199-11-6144.00-003-011000	TRS ON-BEHALF BENEFIT	.00	.00	413.52	.00	-413.52	413.52
199-11-6144.00-003-026000	TRS ON-BEHALF BENEFIT	.00	.00	20,235.87	.00	-20,235.87	20,235.87
199-11-6144.00-041-011000	TRS ON-BEHALF BENEFIT	.00	.00	80,534.07	.00	-80,534.07	80,534.07
199-11-6144.00-041-022000	TRS ON-BEHALF BENEFIT	.00	.00	4,729.16	.00	-4,729.16	4,729.16
199-11-6144.00-041-023000	TRS ON-BEHALF BENEFIT	.00	.00	25,345.18	.00	-25,345.18	25,345.18
199-11-6144.00-101-011000	TRS ON-BEHALF BENEFIT	.00	.00	80,979.89	.00	-80,979.89	80,979.89
199-11-6144.00-101-023000	TRS ON-BEHALF BENEFIT	.00	.00	16,935.86	.00	-16,935.86	16,935.86
199-11-6144.00-101-025000	TRS ON-BEHALF BENEFIT	.00	.00	1,379.61	.00	-1,379.61	1,379.61
199-11-6144.00-102-011000	TRS ON-BEHALF BENEFIT	.00	.00	69,523.64	.00	-69,523.64	69,523.64
199-11-6144.00-102-023000	TRS ON-BEHALF BENEFIT	.00	.00	12,522.39	.00	-12,522.39	12,522.39
199-11-6144.00-102-025000	TRS ON-BEHALF BENEFIT	.00	.00	1,911.84	.00	-1,911.84	1,911.84
199-11-6144.00-102-032000	TRS ON-BEHALF BENEFIT	.00	.00	966.01	.00	-966.01	966.01
199-11-6144.00-102-035000	TRS ON-BEHALF BENEFIT	.00	.00	2,889.82	.00	-2,889.82	2,889.82
199-11-6144.00-102-036000	TRS ON-BEHALF BENEFIT	.00	.00	16,487.20	.00	-16,487.20	16,487.20
199-11-6144.00-104-011000	TRS ON-BEHALF BENEFIT	.00	.00	115,297.76	.00	-115,297.76	115,297.76
199-11-6144.00-104-023000	TRS ON-BEHALF BENEFIT	.00	.00	32,738.88	.00	-32,738.88	32,738.88
199-11-6144.00-104-024000	TRS ON-BEHALF BENEFIT	.00	.00	829.26	.00	-829.26	829.26
199-11-6144.00-104-025000	TRS ON-BEHALF BENEFIT	.00	.00	1,590.22	.00	-1,590.22	1,590.22
199-11-6144.00-104-032000	TRS ON-BEHALF BENEFIT	.00	.00	196.72	.00	-196.72	196.72
199-11-6144.00-104-033000	TRS ON-BEHALF BENEFIT	.00	.00	8,478.61	.00	-8,478.61	8,478.61
199-11-6144.00-104-034000	TRS ON-BEHALF BENEFIT	.00	.00	3,788.36	.00	-3,788.36	3,788.36
199-11-6144.00-104-035000	TRS ON-BEHALF BENEFIT	.00	.00	350.96	.00	-350.96	350.96
199-11-6144.00-104-036000	TRS ON-BEHALF BENEFIT	.00	.00	2,152.13	.00	-2,152.13	2,152.13
199-11-6144.00-104-037000	TRS ON-BEHALF BENEFIT	.00	.00	4,146.29	.00	-4,146.29	4,146.29
199-11-6144.00-105-011000	TRS ON-BEHALF BENEFIT	.00	.00	44,916.83	.00	-44,916.83	44,916.83
199-11-6144.00-105-023000	TRS ON-BEHALF BENEFIT	.00	.00	8,665.94	.00	-8,665.94	8,665.94
199-11-6144.00-105-024000	TRS ON-BEHALF BENEFIT	.00	.00	4,879.44	.00	-4,879.44	4,879.44
199-11-6144.00-699-024000	TRS ON-BEHALF BENEFIT	.00	.00	138.58	.00	-138.58	138.58
199-11-6144.00-998-011000	TRS/TRS CARE - ON-BEHAL	.00	.00	5,153.12	.00	-5,153.12	5,153.12
199-11-6144.00-998-023000	TRS ON-BEHALF BENEFIT	.00	.00	50.00	.00	-50.00	50.00
199-11-6144.00-998-024000	TRS ON-BEHALF BENEFIT	.00	.00	135.63	.00	-135.63	135.63
199-11-6144.00-999-011000	TRS ON-BEHALF BENEFIT	.00	.00	47.19	.00	-47.19	47.19
199-11-6144.48-998-099000	TRS ON-BEHALF BENEFIT	.00	.00	6,915.60	.00	-6,915.60	6,915.60
199-11-6144.79-998-099000	TRS ON-BEHALF BENEFIT	.00	.00	27.34	.00	-27.34	27.34
199-11-6144.HB-998-023000	TRS ON-BEHALF BENEFIT	.00	41	59.28	.00	-59.28	59.28
199-11-6144.HB-998-024000	TRS ON-BEHALF BENEFIT	.00	.00	63.09	.00	-63.09	63.09

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<u>Amendment Nbr</u>	<u>Amendment Number Description</u>	<u>Originator</u>	<u>Campus/Dept</u>	<u>Board Approval</u>			
020290	TRS ON BEHALF EOY	MONICA MILLER (MMILLER)	750 - BUSINESS OFFICE	<input checked="" type="checkbox"/>			
<b>Total:</b>		.00	.00	1,601,542.16	.00	.00	-500,757.70

Note:

End of Report

Amendment Nbr	Amendment Number Description	Originator	Campus/Dept	Board Approval
020291	TRS ON BEHALF EOY	MONICA MILLER (MMILLER)	750 - BUSINESS OFFICE	<input checked="" type="checkbox"/>

Note:

Detail Information

Account Code	Description	Reason	Increase Amt	Decrease Amt	Trans Date	User ID
199-00-5831.00-000-000000	TRS ON-BEHALF BENEFIT	TRS ON BEHALF EOY	11,843.47	.00	08-17-2020	MMILLER
199-12-6144.00-001-011000	TRS ON-BEHALF BENEFIT	TRS ON BEHALF EOY	3,745.76	.00	08-17-2020	MMILLER
199-12-6144.00-041-011000	TRS ON-BEHALF BENEFIT	TRS ON BEHALF EOY	1,698.84	.00	08-17-2020	MMILLER
199-12-6144.00-101-011000	TRS ON-BEHALF BENEFIT	TRS ON BEHALF EOY	1,755.48	.00	08-17-2020	MMILLER
199-12-6144.00-104-011000	TRS ON-BEHALF BENEFIT	TRS ON BEHALF EOY	2,323.07	.00	08-17-2020	MMILLER
199-12-6144.00-105-011000	TRS ON-BEHALF BENEFIT	TRS ON BEHALF EOY	2,320.32	.00	08-17-2020	MMILLER
<b>Total:</b>			<b>23,686.94</b>	<b>.00</b>		

Summary Information

Account Code	Description	Original Budget Amt	Current Approved Amt	Increase Amt	Decrease Amt	Amended Amt	Current Balance
199-00-5831.00-000-000000	TRS ON-BEHALF BENEFIT	.00	.00	11,843.47	.00	11,843.47	-1,301,528.78
199-12-6144.00-001-011000	TRS ON-BEHALF BENEFIT	.00	.00	3,745.76	.00	-3,745.76	3,745.76
199-12-6144.00-041-011000	TRS ON-BEHALF BENEFIT	.00	.00	1,698.84	.00	-1,698.84	1,698.84
199-12-6144.00-101-011000	TRS ON-BEHALF BENEFIT	.00	.00	1,755.48	.00	-1,755.48	1,755.48
199-12-6144.00-104-011000	TRS ON-BEHALF BENEFIT	.00	.00	2,323.07	.00	-2,323.07	2,323.07
199-12-6144.00-105-011000	TRS ON-BEHALF BENEFIT	.00	.00	2,320.32	.00	-2,320.32	2,320.32
<b>Total:</b>		<b>.00</b>	<b>.00</b>	<b>23,686.94</b>	<b>.00</b>	<b>.00</b>	<b>-1,289,685.31</b>

End of Report

Amendment Nbr	Amendment Number Description	Originator	Campus/Dept	Board Approval
020292	TRS ON BEHALF EOY	MONICA MILLER (MMILLER)	750 - BUSINESS OFFICE	<input checked="" type="checkbox"/>

Note:

Detail Information

Account Code	Description	Reason	Increase Amt	Decrease Amt	Trans Date	User ID
199-00-5831.00-000-000000	TRS ON-BEHALF BENEFIT	TRS ON BEHALF EOY	1,783.97	.00	08-17-2020	MMILLER
199-13-6144.00-001-011000	TRS ON-BEHALF BENEFIT	TRS ON BEHALF EOY	181.58	.00	08-17-2020	MMILLER
199-13-6144.00-001-022000	TRS ON-BEHALF BENEFIT	TRS ON BEHALF EOY	34.21	.00	08-17-2020	MMILLER
199-13-6144.00-001-023000	TRS ON-BEHALF BENEFIT	TRS ON BEHALF EOY	39.84	.00	08-17-2020	MMILLER
199-13-6144.00-041-011000	TRS ON-BEHALF BENEFIT	TRS ON BEHALF EOY	184.40	.00	08-17-2020	MMILLER
199-13-6144.00-041-023000	TRS ON-BEHALF BENEFIT	TRS ON BEHALF EOY	38.47	.00	08-17-2020	MMILLER
199-13-6144.00-101-011000	TRS ON-BEHALF BENEFIT	TRS ON BEHALF EOY	110.55	.00	08-17-2020	MMILLER
199-13-6144.00-102-011000	TRS ON-BEHALF BENEFIT	TRS ON BEHALF EOY	107.88	.00	08-17-2020	MMILLER
199-13-6144.00-102-023000	TRS ON-BEHALF BENEFIT	TRS ON BEHALF EOY	36.12	.00	08-17-2020	MMILLER
199-13-6144.00-102-032000	TRS ON-BEHALF BENEFIT	TRS ON BEHALF EOY	3.32	.00	08-17-2020	MMILLER
199-13-6144.00-102-036000	TRS ON-BEHALF BENEFIT	TRS ON BEHALF EOY	36.35	.00	08-17-2020	MMILLER
199-13-6144.00-104-011000	TRS ON-BEHALF BENEFIT	TRS ON BEHALF EOY	223.42	.00	08-17-2020	MMILLER
199-13-6144.00-104-023000	TRS ON-BEHALF BENEFIT	TRS ON BEHALF EOY	34.92	.00	08-17-2020	MMILLER
199-13-6144.00-104-032000	TRS ON-BEHALF BENEFIT	TRS ON BEHALF EOY	3.14	.00	08-17-2020	MMILLER
199-13-6144.00-104-036000	TRS ON-BEHALF BENEFIT	TRS ON BEHALF EOY	34.34	.00	08-17-2020	MMILLER
199-13-6144.00-998-011000	TRS ON-BEHALF BENEFIT	TRS ON BEHALF EOY	569.51	.00	08-17-2020	MMILLER
199-13-6144.00-998-021000	TRS ON-BEHALF BENEFIT	TRS ON BEHALF EOY	145.92	.00	08-17-2020	MMILLER
<b>Total:</b>			<b>3,567.94</b>	<b>.00</b>		

Summary Information

Account Code	Description	Original Budget Amt	Current Approved Amt	Increase Amt	Decrease Amt	Amended Amt	Current Balance
199-00-5831.00-000-000000	TRS ON-BEHALF BENEFIT	.00	.00	1,783.97	.00	1,783.97	-1,301,528.78
199-13-6144.00-001-011000	TRS ON-BEHALF BENEFIT	.00	.00	181.58	.00	-181.58	181.58
199-13-6144.00-001-022000	TRS ON-BEHALF BENEFIT	.00	.00	34.21	.00	-34.21	34.21
199-13-6144.00-001-023000	TRS ON-BEHALF BENEFIT	.00	.00	39.84	.00	-39.84	39.84
199-13-6144.00-041-011000	TRS ON-BEHALF BENEFIT	.00	.00	184.40	.00	-184.40	184.40
199-13-6144.00-041-023000	TRS ON-BEHALF BENEFIT	.00	.00	38.47	.00	-38.47	38.47
199-13-6144.00-101-011000	TRS ON-BEHALF BENEFIT	.00	.00	110.55	.00	-110.55	110.55
199-13-6144.00-102-011000	TRS ON-BEHALF BENEFIT	.00	.00	107.88	.00	-107.88	107.88
199-13-6144.00-102-023000	TRS ON-BEHALF BENEFIT	.00	.00	36.12	.00	-36.12	36.12
199-13-6144.00-102-032000	TRS ON-BEHALF BENEFIT	.00	.00	3.32	.00	-3.32	3.32
199-13-6144.00-102-036000	TRS ON-BEHALF BENEFIT	.00	.00	36.35	.00	-36.35	36.35
199-13-6144.00-104-011000	TRS ON-BEHALF BENEFIT	.00	.00	223.42	.00	-223.42	223.42
199-13-6144.00-104-023000	TRS ON-BEHALF BENEFIT	.00	.00	34.92	.00	-34.92	34.92
199-13-6144.00-104-032000	TRS ON-BEHALF BENEFIT	.00	.00	3.14	.00	-3.14	3.14
199-13-6144.00-104-036000	TRS ON-BEHALF BENEFIT	.00	.00	34.34	.00	-34.34	34.34
199-13-6144.00-998-011000	TRS ON-BEHALF BENEFIT	.00	.00	569.51	.00	-569.51	569.51
199-13-6144.00-998-021000	TRS ON-BEHALF BENEFIT	.00	.00	145.92	.00	-145.92	145.92
<b>Total:</b>		<b>.00</b>	<b>.00</b>	<b>3,567.94</b>	<b>.00</b>	<b>.00</b>	<b>-1,299,744.81</b>

End of Report

Amendment Nbr	Amendment Number Description	Originator	Campus/Dept	Board Approval
020293	TRS ON-BEHALF EOY	NATALIE KEY (NKEY)	750 - BUSINESS OFFICE	<input checked="" type="checkbox"/>

Note:

Detail Information

Account Code	Description	Reason	Increase Amt	Decrease Amt	Trans Date	User ID
199-00-5831.00-000-000000	TRS ON-BEHALF BENEFIT	TRS ON-BEHALF EOY	20,463.86	.00	08-17-2020	NKEY
199-21-6144.00-998-024000	TRS ON-BEHALF BENEFIT	TRS ON-BEHALF EOY	3,123.68	.00	08-17-2020	NKEY
199-21-6144.00-998-037000	TRS ON-BEHALF BENEFIT	TRS ON-BEHALF EOY	4,251.80	.00	08-17-2020	NKEY
199-21-6144.00-998-099000	TRS ON-BEHALF BENEFIT	TRS ON-BEHALF EOY	13,088.38	.00	08-17-2020	NKEY
<b>Total:</b>			<b>40,927.72</b>	<b>.00</b>		

Summary Information

Account Code	Description	Original Budget Amt	Current Approved Amt	Increase Amt	Decrease Amt	Amended Amt	Current Balance
199-00-5831.00-000-000000	TRS ON-BEHALF BENEFIT	.00	.00	20,463.86	.00	20,463.86	-1,301,528.78
199-21-6144.00-998-024000	TRS ON-BEHALF BENEFIT	.00	.00	3,123.68	.00	-3,123.68	3,123.68
199-21-6144.00-998-037000	TRS ON-BEHALF BENEFIT	.00	.00	4,251.80	.00	-4,251.80	4,251.80
199-21-6144.00-998-099000	TRS ON-BEHALF BENEFIT	.00	.00	13,088.38	.00	-13,088.38	13,088.38
<b>Total:</b>		<b>.00</b>	<b>.00</b>	<b>40,927.72</b>	<b>.00</b>	<b>.00</b>	<b>-1,281,064.92</b>

End of Report

Amendment Nbr	Amendment Number Description	Originator	Campus/Dept	Board Approval
020294	TRS ON-BEHALF EOY	NATALIE KEY (NKEY)	750 - BUSINESS OFFICE	<input checked="" type="checkbox"/>

Note:

Detail Information

Account Code	Description	Reason	Increase Amt	Decrease Amt	Trans Date	User ID
199-00-5831.00-000-000000	TRS ON-BEHALF BENEFIT	TRS ON-BEHALF EOY	115,460.65	.00	08-17-2020	NKEY
199-23-6144.00-001-099000	TRS ON-BEHALF BENEFIT	TRS ON-BEHALF EOY	17,687.22	.00	08-17-2020	NKEY
199-23-6144.00-003-099000	TRS ON-BEHALF BENEFIT	TRS ON-BEHALF EOY	7,287.89	.00	08-17-2020	NKEY
199-23-6144.00-041-099000	TRS ON-BEHALF BENEFIT	TRS ON-BEHALF EOY	12,592.15	.00	08-17-2020	NKEY
199-23-6144.00-101-099000	TRS ON-BEHALF BENEFIT	TRS ON-BEHALF EOY	9,987.13	.00	08-17-2020	NKEY
199-23-6144.00-102-099000	TRS ON-BEHALF BENEFIT	TRS ON-BEHALF EOY	10,464.76	.00	08-17-2020	NKEY
199-23-6144.00-104-099000	TRS ON-BEHALF BENEFIT	TRS ON-BEHALF EOY	7,939.46	.00	08-17-2020	NKEY
199-23-6144.00-105-099000	TRS ON-BEHALF BENEFIT	TRS ON-BEHALF EOY	11,005.36	.00	08-17-2020	NKEY
199-23-6144.45-001-099000	TRS ON-BEHALF BENEFIT	TRS ON-BEHALF EOY	11,858.98	.00	08-17-2020	NKEY
199-23-6144.45-003-099000	TRS ON-BEHALF BENEFIT	TRS ON-BEHALF EOY	2,554.25	.00	08-17-2020	NKEY
199-23-6144.45-041-099000	TRS ON-BEHALF BENEFIT	TRS ON-BEHALF EOY	5,285.72	.00	08-17-2020	NKEY
199-23-6144.45-101-099000	TRS ON-BEHALF BENEFIT	TRS ON-BEHALF EOY	5,272.79	.00	08-17-2020	NKEY
199-23-6144.45-102-099000	TRS ON-BEHALF BENEFIT	TRS ON-BEHALF EOY	4,844.65	.00	08-17-2020	NKEY
199-23-6144.45-104-099000	TRS ON-BEHALF BENEFIT	TRS ON-BEHALF EOY	4,373.31	.00	08-17-2020	NKEY
199-23-6144.45-105-099000	TRS ON-BEHALF BENEFIT	TRS ON-BEHALF EOY	4,306.98	.00	08-17-2020	NKEY
<b>Total:</b>			<b>230,921.30</b>	<b>.00</b>		

Summary Information

Account Code	Description	Original Budget Amt	Current Approved Amt	Increase Amt	Decrease Amt	Amended Amt	Current Balance
199-00-5831.00-000-000000	TRS ON-BEHALF BENEFIT	.00	.00	115,460.65	.00	115,460.65	-1,301,528.78
199-23-6144.00-001-099000	TRS ON-BEHALF BENEFIT	.00	.00	17,687.22	.00	-17,687.22	17,687.22
199-23-6144.00-003-099000	TRS ON-BEHALF BENEFIT	.00	.00	7,287.89	.00	-7,287.89	7,287.89
199-23-6144.00-041-099000	TRS ON-BEHALF BENEFIT	.00	.00	12,592.15	.00	-12,592.15	12,592.15
199-23-6144.00-101-099000	TRS ON-BEHALF BENEFIT	.00	.00	9,987.13	.00	-9,987.13	9,987.13
199-23-6144.00-102-099000	TRS ON-BEHALF BENEFIT	.00	.00	10,464.76	.00	-10,464.76	10,464.76
199-23-6144.00-104-099000	TRS ON-BEHALF BENEFIT	.00	.00	7,939.46	.00	-7,939.46	7,939.46
199-23-6144.00-105-099000	TRS ON-BEHALF BENEFIT	.00	.00	11,005.36	.00	-11,005.36	11,005.36
199-23-6144.45-001-099000	TRS ON-BEHALF BENEFIT	.00	.00	11,858.98	.00	-11,858.98	11,858.98
199-23-6144.45-003-099000	TRS ON-BEHALF BENEFIT	.00	.00	2,554.25	.00	-2,554.25	2,554.25
199-23-6144.45-041-099000	TRS ON-BEHALF BENEFIT	.00	.00	5,285.72	.00	-5,285.72	5,285.72
199-23-6144.45-101-099000	TRS ON-BEHALF BENEFIT	.00	.00	5,272.79	.00	-5,272.79	5,272.79
199-23-6144.45-102-099000	TRS ON-BEHALF BENEFIT	.00	.00	4,844.65	.00	-4,844.65	4,844.65
199-23-6144.45-104-099000	TRS ON-BEHALF BENEFIT	.00	.00	4,373.31	.00	-4,373.31	4,373.31
199-23-6144.45-105-099000	TRS ON-BEHALF BENEFIT	.00	.00	4,306.98	.00	-4,306.98	4,306.98
<b>Total:</b>		<b>.00</b>	<b>.00</b>	<b>230,921.30</b>	<b>.00</b>	<b>.00</b>	<b>-1,186,068.13</b>

End of Report

Amendment Nbr	Amendment Number Description	Originator	Campus/Dept	Board Approval
020295	TRS ON-BEHALF EOY	NATALIE KEY (NKEY)	750 - BUSINESS OFFICE	<input checked="" type="checkbox"/>

Note:

Detail Information

Account Code	Description	Reason	Increase Amt	Decrease Amt	Trans Date	User ID
199-00-5831.00-000-000000	TRS ON-BEHALF BENEFIT	TRS ON-BEHALF EOY	42,290.35	.00	08-17-2020	NKEY
199-31-6144.00-001-011000	TRS ON-BEHALF BENEFIT	TRS ON-BEHALF EOY	15,214.40	.00	08-17-2020	NKEY
199-31-6144.00-003-026000	TRS ON-BEHALF BENEFIT	TRS ON-BEHALF EOY	2,308.29	.00	08-17-2020	NKEY
199-31-6144.00-041-011000	TRS ON-BEHALF BENEFIT	TRS ON-BEHALF EOY	5,427.17	.00	08-17-2020	NKEY
199-31-6144.00-101-011000	TRS ON-BEHALF BENEFIT	TRS ON-BEHALF EOY	4,838.76	.00	08-17-2020	NKEY
199-31-6144.00-102-011000	TRS ON-BEHALF BENEFIT	TRS ON-BEHALF EOY	4,711.89	.00	08-17-2020	NKEY
199-31-6144.00-104-011000	TRS ON-BEHALF BENEFIT	TRS ON-BEHALF EOY	4,922.88	.00	08-17-2020	NKEY
199-31-6144.00-105-011000	TRS ON-BEHALF BENEFIT	TRS ON-BEHALF EOY	4,866.96	.00	08-17-2020	NKEY
<b>Total:</b>			<b>84,580.70</b>	<b>.00</b>		

Summary Information

Account Code	Description	Original Budget Amt	Current Approved Amt	Increase Amt	Decrease Amt	Amended Amt	Current Balance
199-00-5831.00-000-000000	TRS ON-BEHALF BENEFIT	.00	.00	42,290.35	.00	42,290.35	-1,301,528.78
199-31-6144.00-001-011000	TRS ON-BEHALF BENEFIT	.00	.00	15,214.40	.00	-15,214.40	15,214.40
199-31-6144.00-003-026000	TRS ON-BEHALF BENEFIT	.00	.00	2,308.29	.00	-2,308.29	2,308.29
199-31-6144.00-041-011000	TRS ON-BEHALF BENEFIT	.00	.00	5,427.17	.00	-5,427.17	5,427.17
199-31-6144.00-101-011000	TRS ON-BEHALF BENEFIT	.00	.00	4,838.76	.00	-4,838.76	4,838.76
199-31-6144.00-102-011000	TRS ON-BEHALF BENEFIT	.00	.00	4,711.89	.00	-4,711.89	4,711.89
199-31-6144.00-104-011000	TRS ON-BEHALF BENEFIT	.00	.00	4,922.88	.00	-4,922.88	4,922.88
199-31-6144.00-105-011000	TRS ON-BEHALF BENEFIT	.00	.00	4,866.96	.00	-4,866.96	4,866.96
<b>Total:</b>		<b>.00</b>	<b>.00</b>	<b>84,580.70</b>	<b>.00</b>	<b>.00</b>	<b>-1,259,238.43</b>

End of Report

Amendment Nbr	Amendment Number Description	Originator	Campus/Dept	Board Approval
020296	TRS ON-BEHALF EOY	NATALIE KEY (NKEY)	750 - BUSINESS OFFICE	<input checked="" type="checkbox"/>

Note:

Detail Information

Account Code	Description	Reason	Increase Amt	Decrease Amt	Trans Date	User ID
199-00-5831.00-000-000000	TRS ON-BEHALF BENEFIT	TRS ON-BEHALF EOY	18,558.67	.00	08-17-2020	NKEY
199-33-6144.00-998-099000	TRS ON-BEHALF BENEFIT	TRS ON-BEHALF EOY	18,558.67	.00	08-17-2020	NKEY
<b>Total:</b>			<b>37,117.34</b>	<b>.00</b>		

Summary Information

Account Code	Description	Original Budget Amt	Current Approved Amt	Increase Amt	Decrease Amt	Amended Amt	Current Balance
199-00-5831.00-000-000000	TRS ON-BEHALF BENEFIT	.00	.00	18,558.67	.00	18,558.67	-1,301,528.78
199-33-6144.00-998-099000	TRS ON-BEHALF BENEFIT	.00	.00	18,558.67	.00	-18,558.67	18,558.67
<b>Total:</b>		<b>.00</b>	<b>.00</b>	<b>37,117.34</b>	<b>.00</b>	<b>.00</b>	<b>-1,282,970.11</b>

End of Report

Amendment Nbr	Amendment Number Description	Originator	Campus/Dept	Board Approval
020297	TRS ON-BEHALF EOY	NATALIE KEY (NKEY)	750 - BUSINESS OFFICE	<input checked="" type="checkbox"/>

Note:

Detail Information

Account Code	Description	Reason	Increase Amt	Decrease Amt	Trans Date	User ID
199-00-5831.00-000-000000	TRS ON-BEHALF BENEFIT	TRS ON-BEHALF EOY	48,869.21	.00	08-17-2020	NKEY
199-34-6144.00-998-022000	TRS ON-BEHALF BENEFIT	TRS ON-BEHALF EOY	400.33	.00	08-17-2020	NKEY
199-34-6144.00-998-023000	TRS ON-BEHALF BENEFIT	TRS ON-BEHALF EOY	11,756.84	.00	08-17-2020	NKEY
199-34-6144.00-998-099000	TRS ON-BEHALF BENEFIT	TRS ON-BEHALF EOY	23,726.25	.00	08-17-2020	NKEY
199-34-6144.60-998-023000	TRS ON-BEHALF BENEFIT	TRS ON-BEHALF EOY	1,658.34	.00	08-17-2020	NKEY
199-34-6144.60-998-099000	TRS ON-BEHALF BENEFIT	TRS ON-BEHALF EOY	11,327.45	.00	08-17-2020	NKEY
<b>Total:</b>			<b>97,738.42</b>	<b>.00</b>		

Summary Information

Account Code	Description	Original Budget Amt	Current Approved Amt	Increase Amt	Decrease Amt	Amended Amt	Current Balance
199-00-5831.00-000-000000	TRS ON-BEHALF BENEFIT	.00	.00	48,869.21	.00	48,869.21	-1,301,528.78
199-34-6144.00-998-022000	TRS ON-BEHALF BENEFIT	.00	.00	400.33	.00	-400.33	400.33
199-34-6144.00-998-023000	TRS ON-BEHALF BENEFIT	.00	.00	11,756.84	.00	-11,756.84	11,756.84
199-34-6144.00-998-099000	TRS ON-BEHALF BENEFIT	.00	.00	23,726.25	.00	-23,726.25	23,726.25
199-34-6144.60-998-023000	TRS ON-BEHALF BENEFIT	.00	.00	1,658.34	.00	-1,658.34	1,658.34
199-34-6144.60-998-099000	TRS ON-BEHALF BENEFIT	.00	.00	11,327.45	.00	-11,327.45	11,327.45
<b>Total:</b>		<b>.00</b>	<b>.00</b>	<b>97,738.42</b>	<b>.00</b>	<b>.00</b>	<b>-1,252,659.57</b>

End of Report

Amendment Nbr	Amendment Number Description	Originator	Campus/Dept	Board Approval
020298	TRS ON-BEHALF EOY	NATALIE KEY (NKEY)	750 - BUSINESS OFFICE	<input checked="" type="checkbox"/>

Note:

Detail Information

Account Code	Description	Reason	Increase Amt	Decrease Amt	Trans Date	User ID
199-00-5831.00-000-000000	TRS ON-BEHALF BENEFIT	TRS ON-BEHALF EOY	56,545.86	.00	08-17-2020	NKEY
199-36-6144.00-001-091000	TRS ON-BEHALF BENEFIT	TRS ON-BEHALF EOY	13,324.62	.00	08-18-2020	NKEY
199-36-6144.00-041-091000	TRS ON-BEHALF BENEFIT	TRS ON-BEHALF EOY	1,097.52	.00	08-18-2020	NKEY
199-36-6144.00-101-099000	TRS ON-BEHALF BENEFIT	TRS ON-BEHALF EOY	43.80	.00	08-18-2020	NKEY
199-36-6144.00-104-091000	TRS ON-BEHALF BENEFIT	TRS ON-BEHALF EOY	43.79	.00	08-18-2020	NKEY
199-36-6144.00-998-091000	TRS ON-BEHALF BENEFIT	TRS ON-BEHALF EOY	33,266.86	.00	08-18-2020	NKEY
199-36-6144.00-998-099000	TRS ON-BEHALF BENEFIT	TRS ON-BEHALF EOY	988.71	.00	08-18-2020	NKEY
199-36-6144.20-001-099000	TRS ON-BEHALF BENEFIT	TRS ON-BEHALF EOY	1,977.31	.00	08-18-2020	NKEY
199-36-6144.20-041-099000	TRS ON-BEHALF BENEFIT	TRS ON-BEHALF EOY	666.87	.00	08-18-2020	NKEY
199-36-6144.20-105-099000	TRS ON-BEHALF BENEFIT	TRS ON-BEHALF EOY	541.16	.00	08-18-2020	NKEY
199-36-6144.21-001-091000	TRS ON-BEHALF BENEFIT	TRS ON-BEHALF EOY	224.01	.00	08-18-2020	NKEY
199-36-6144.21-041-091000	TRS ON-BEHALF BENEFIT	TRS ON-BEHALF EOY	152.16	.00	08-18-2020	NKEY
199-36-6144.24-001-099000	TRS ON-BEHALF BENEFIT	TRS ON-BEHALF EOY	102.53	.00	08-18-2020	NKEY
199-36-6144.24-041-099000	TRS ON-BEHALF BENEFIT	TRS ON-BEHALF EOY	52.87	.00	08-18-2020	NKEY
199-36-6144.24-102-099000	TRS ON-BEHALF BENEFIT	TRS ON-BEHALF EOY	43.80	.00	08-18-2020	NKEY
199-36-6144.24-105-099000	TRS ON-BEHALF BENEFIT	TRS ON-BEHALF EOY	43.80	.00	08-18-2020	NKEY
199-36-6144.25-001-099000	TRS ON-BEHALF BENEFIT	TRS ON-BEHALF EOY	407.30	.00	08-18-2020	NKEY
199-36-6144.25-041-099000	TRS ON-BEHALF BENEFIT	TRS ON-BEHALF EOY	578.25	.00	08-18-2020	NKEY
199-36-6144.25-101-099000	TRS ON-BEHALF BENEFIT	TRS ON-BEHALF EOY	254.00	.00	08-18-2020	NKEY
199-36-6144.25-104-099000	TRS ON-BEHALF BENEFIT	TRS ON-BEHALF EOY	69.24	.00	08-18-2020	NKEY
199-36-6144.25-105-099000	TRS ON-BEHALF BENEFIT	TRS ON-BEHALF EOY	72.72	.00	08-18-2020	NKEY
199-36-6144.29-041-099000	TRS ON-BEHALF BENEFIT	TRS ON-BEHALF EOY	201.55	.00	08-18-2020	NKEY
199-36-6144.30-001-099000	TRS ON-BEHALF BENEFIT	TRS ON-BEHALF EOY	374.28	.00	08-18-2020	NKEY
199-36-6144.37-998-099000	TRS ON-BEHALF BENEFIT	TRS ON-BEHALF EOY	180.38	.00	08-18-2020	NKEY
199-36-6144.43-001-022000	TRS ON-BEHALF BENEFIT	TRS ON-BEHALF EOY	326.80	.00	08-18-2020	NKEY
199-36-6144.43-001-099000	TRS ON-BEHALF BENEFIT	TRS ON-BEHALF EOY	309.36	.00	08-18-2020	NKEY
199-36-6144.43-041-099000	TRS ON-BEHALF BENEFIT	TRS ON-BEHALF EOY	234.55	.00	08-18-2020	NKEY
199-36-6144.73-998-091000	TRS ON-BEHALF BENEFIT	TRS ON-BEHALF EOY	987.62	.00	08-18-2020	NKEY
<b>Total:</b>			<b>113,091.72</b>	<b>.00</b>		

Amendment Nbr	Amendment Number Description	Originator	Campus/Dept	Board Approval
020298	TRS ON-BEHALF EOY	NATALIE KEY (NKEY)	750 - BUSINESS OFFICE	<input checked="" type="checkbox"/>

Note:

Summary Information

Account Code	Description	Original Budget Amt	Current Approved Amt	Increase Amt	Decrease Amt	Amended Amt	Current Balance
199-00-5831.00-000-000000	TRS ON-BEHALF BENEFIT	.00	.00	56,545.86	.00	56,545.86	-1,301,528.78
199-36-6144.00-001-091000	TRS ON-BEHALF BENEFIT	.00	.00	13,324.62	.00	-13,324.62	13,324.62
199-36-6144.00-041-091000	TRS ON-BEHALF BENEFIT	.00	.00	1,097.52	.00	-1,097.52	1,097.52
199-36-6144.00-101-099000	TRS ON-BEHALF BENEFIT	.00	.00	43.80	.00	-43.80	43.80
199-36-6144.00-104-091000	TRS ON-BEHALF BENEFIT	.00	.00	43.79	.00	-43.79	43.79
199-36-6144.00-998-091000	TRS ON-BEHALF BENEFIT	.00	.00	33,266.86	.00	-33,266.86	33,266.86
199-36-6144.00-998-099000	TRS ON-BEHALF BENEFIT	.00	.00	968.71	.00	-968.71	968.71
199-36-6144.20-001-099000	TRS ON-BEHALF BENEFIT	.00	.00	1,977.31	.00	-1,977.31	1,977.31
199-36-6144.20-041-099000	TRS ON-BEHALF BENEFIT	.00	.00	666.87	.00	-666.87	666.87
199-36-6144.20-105-099000	TRS ON-BEHALF BENEFIT	.00	.00	541.16	.00	-541.16	541.16
199-36-6144.21-001-091000	TRS ON-BEHALF BENEFIT	.00	.00	224.01	.00	-224.01	224.01
199-36-6144.21-041-091000	TRS ON-BEHALF BENEFIT	.00	.00	152.16	.00	-152.16	152.16
199-36-6144.24-001-099000	TRS ON-BEHALF BENEFIT	.00	.00	102.53	.00	-102.53	102.53
199-36-6144.24-041-099000	TRS ON-BEHALF BENEFIT	.00	.00	52.87	.00	-52.87	52.87
199-36-6144.24-102-099000	TRS ON-BEHALF BENEFIT	.00	.00	43.80	.00	-43.80	43.80
199-36-6144.24-105-099000	TRS ON-BEHALF BENEFIT	.00	.00	43.80	.00	-43.80	43.80
199-36-6144.25-001-099000	TRS ON-BEHALF BENEFIT	.00	.00	407.30	.00	-407.30	407.30
199-36-6144.25-041-099000	TRS ON-BEHALF BENEFIT	.00	.00	578.25	.00	-578.25	578.25
199-36-6144.25-101-099000	TRS ON-BEHALF BENEFIT	.00	.00	254.00	.00	-254.00	254.00
199-36-6144.25-104-099000	TRS ON-BEHALF BENEFIT	.00	.00	69.24	.00	-69.24	69.24
199-36-6144.25-105-099000	TRS ON-BEHALF BENEFIT	.00	.00	72.72	.00	-72.72	72.72
199-36-6144.29-041-099000	TRS ON-BEHALF BENEFIT	.00	.00	201.55	.00	-201.55	201.55
199-36-6144.30-001-099000	TRS ON-BEHALF BENEFIT	.00	.00	374.28	.00	-374.28	374.28
199-36-6144.37-998-099000	TRS ON-BEHALF BENEFIT	.00	.00	180.38	.00	-180.38	180.38
199-36-6144.43-001-022000	TRS ON-BEHALF BENEFIT	.00	.00	326.80	.00	-326.80	326.80
199-36-6144.43-001-099000	TRS ON-BEHALF BENEFIT	.00	.00	309.36	.00	-309.36	309.36
199-36-6144.43-041-099000	TRS ON-BEHALF BENEFIT	.00	.00	234.55	.00	-234.55	234.55
199-36-6144.73-998-091000	TRS ON-BEHALF BENEFIT	.00	.00	987.62	.00	-987.62	987.62
<b>Total:</b>		<b>.00</b>	<b>.00</b>	<b>113,091.72</b>	<b>.00</b>	<b>.00</b>	<b>-1,244,982.92</b>

End of Report

Amendment Nbr	Amendment Number Description	Originator	Campus/Dept	Board Approval
020299	TRS ON-BEHALF EOY	NATALIE KEY (NKEY)	750 - BUSINESS OFFICE	<input checked="" type="checkbox"/>

Note:

Detail Information

Account Code	Description	Reason	Increase Amt	Decrease Amt	Trans Date	User ID
199-00-5831.00-000-000000	TRS ON-BEHALF BENEFIT	TRS ON-BEHALF EOY	48,510.19	.00	08-17-2020	NKEY
199-41-6144.00-701-099000	TRS ON-BEHALF BENEFIT	TRS ON-BEHALF EOY	12,528.46	.00	08-17-2020	NKEY
199-41-6144.00-750-099000	TRS ON-BEHALF BENEFIT	TRS ON-BEHALF EOY	35,981.73	.00	08-17-2020	NKEY
<b>Total:</b>			<b>97,020.38</b>	<b>.00</b>		

Summary Information

Account Code	Description	Original Budget Amt	Current Approved Amt	Increase Amt	Decrease Amt	Amended Amt	Current Balance
199-00-5831.00-000-000000	TRS ON-BEHALF BENEFIT	.00	.00	48,510.19	.00	48,510.19	-1,301,528.78
199-41-6144.00-701-099000	TRS ON-BEHALF BENEFIT	.00	.00	12,528.46	.00	-12,528.46	12,528.46
199-41-6144.00-750-099000	TRS ON-BEHALF BENEFIT	.00	.00	35,981.73	.00	-35,981.73	35,981.73
<b>Total:</b>		<b>.00</b>	<b>.00</b>	<b>97,020.38</b>	<b>.00</b>	<b>.00</b>	<b>-1,253,018.59</b>

End of Report

Amendment Nbr	Amendment Number Description	Originator	Campus/Dept	Board Approval
020300	TRS ON-BEHALF EOY	NATALIE KEY (NKEY)	750 - BUSINESS OFFICE	<input checked="" type="checkbox"/>

Note:

Detail Information

Account Code	Description	Reason	Increase Amt	Decrease Amt	Trans Date	User ID
199-00-5831.00-000-000000	TRS ON-BEHALF BENEFIT	TRS ON-BEHALF EOY	103,911.40	.00	08-17-2020	NKEY
199-51-6144.00-001-099000	TRS ON-BEHALF BENEFIT	TRS ON-BEHALF EOY	18,567.04	.00	08-17-2020	NKEY
199-51-6144.00-003-099000	TRS ON-BEHALF BENEFIT	TRS ON-BEHALF EOY	4,570.70	.00	08-17-2020	NKEY
199-51-6144.00-041-099000	TRS ON-BEHALF BENEFIT	TRS ON-BEHALF EOY	11,393.89	.00	08-17-2020	NKEY
199-51-6144.00-101-099000	TRS ON-BEHALF BENEFIT	TRS ON-BEHALF EOY	3,982.07	.00	08-17-2020	NKEY
199-51-6144.00-102-099000	TRS ON-BEHALF BENEFIT	TRS ON-BEHALF EOY	6,328.40	.00	08-17-2020	NKEY
199-51-6144.00-104-099000	TRS ON-BEHALF BENEFIT	TRS ON-BEHALF EOY	9,201.48	.00	08-17-2020	NKEY
199-51-6144.00-105-099000	TRS ON-BEHALF BENEFIT	TRS ON-BEHALF EOY	5,414.06	.00	08-17-2020	NKEY
199-51-6144.00-998-099000	TRS ON-BEHALF BENEFIT	TRS ON-BEHALF EOY	34,980.77	.00	08-17-2020	NKEY
199-51-6144.49-998-099000	TRS ON-BEHALF BENEFIT	TRS ON-BEHALF EOY	5,523.71	.00	08-17-2020	NKEY
199-51-6144.50-998-099000	TRS ON-BEHALF BENEFIT	TRS ON-BEHALF EOY	3,949.28	.00	08-17-2020	NKEY
<b>Total:</b>			<b>207,822.80</b>	<b>.00</b>		

Summary Information

Account Code	Description	Original Budget Amt	Current Approved Amt	Increase Amt	Decrease Amt	Amended Amt	Current Balance
199-00-5831.00-000-000000	TRS ON-BEHALF BENEFIT	.00	.00	103,911.40	.00	103,911.40	-1,301,528.78
199-51-6144.00-001-099000	TRS ON-BEHALF BENEFIT	.00	.00	18,567.04	.00	-18,567.04	18,567.04
199-51-6144.00-003-099000	TRS ON-BEHALF BENEFIT	.00	.00	4,570.70	.00	-4,570.70	4,570.70
199-51-6144.00-041-099000	TRS ON-BEHALF BENEFIT	.00	.00	11,393.89	.00	-11,393.89	11,393.89
199-51-6144.00-101-099000	TRS ON-BEHALF BENEFIT	.00	.00	3,982.07	.00	-3,982.07	3,982.07
199-51-6144.00-102-099000	TRS ON-BEHALF BENEFIT	.00	.00	6,328.40	.00	-6,328.40	6,328.40
199-51-6144.00-104-099000	TRS ON-BEHALF BENEFIT	.00	.00	9,201.48	.00	-9,201.48	9,201.48
199-51-6144.00-105-099000	TRS ON-BEHALF BENEFIT	.00	.00	5,414.06	.00	-5,414.06	5,414.06
199-51-6144.00-998-099000	TRS ON-BEHALF BENEFIT	.00	.00	34,980.77	.00	-34,980.77	34,980.77
199-51-6144.49-998-099000	TRS ON-BEHALF BENEFIT	.00	.00	5,523.71	.00	-5,523.71	5,523.71
199-51-6144.50-998-099000	TRS ON-BEHALF BENEFIT	.00	.00	3,949.28	.00	-3,949.28	3,949.28
<b>Total:</b>		<b>.00</b>	<b>.00</b>	<b>207,822.80</b>	<b>.00</b>	<b>.00</b>	<b>-1,197,617.38</b>

End of Report

Amendment Nbr	Amendment Number Description	Originator	Campus/Dept	Board Approval
020301	TRS ON-BEHALF EOY	NATALIE KEY (NKEY)	750 - BUSINESS OFFICE	<input checked="" type="checkbox"/>

Note:

Detail Information

Account Code	Description	Reason	Increase Amt	Decrease Amt	Trans Date	User ID
199-00-5831.00-000-000000	TRS ON-BEHALF BENEFIT	TRS ON-BEHALF EOY	20,182.60	.00	08-17-2020	NKEY
199-53-6144.00-003-099000	TRS ON-BEHALF BENEFIT	TRS ON-BEHALF EOY	65.61	.00	08-17-2020	NKEY
199-53-6144.00-041-099000	TRS ON-BEHALF BENEFIT	TRS ON-BEHALF EOY	32.85	.00	08-17-2020	NKEY
199-53-6144.00-101-099000	TRS ON-BEHALF BENEFIT	TRS ON-BEHALF EOY	185.48	.00	08-17-2020	NKEY
199-53-6144.00-104-099000	TRS ON-BEHALF BENEFIT	TRS ON-BEHALF EOY	473.26	.00	08-17-2020	NKEY
199-53-6144.00-998-099000	TRS ON-BEHALF BENEFIT	TRS ON-BEHALF EOY	19,425.40	.00	08-17-2020	NKEY
<b>Total:</b>			<b>40,365.20</b>	<b>.00</b>		

Summary Information

Account Code	Description	Original Budget Amt	Current Approved Amt	Increase Amt	Decrease Amt	Amended Amt	Current Balance
199-00-5831.00-000-000000	TRS ON BEHALF BENEFIT	.00	.00	20,182.60	.00	20,182.60	-1,301,528.78
199-53-6144.00-003-099000	TRS ON-BEHALF BENEFIT	.00	.00	65.61	.00	-65.61	65.61
199-53-6144.00-041-099000	TRS ON-BEHALF BENEFIT	.00	.00	32.85	.00	-32.85	32.85
199-53-6144.00-101-099000	TRS ON-BEHALF BENEFIT	.00	.00	185.48	.00	-185.48	185.48
199-53-6144.00-104-099000	TRS ON-BEHALF BENEFIT	.00	.00	473.26	.00	-473.26	473.26
199-53-6144.00-998-099000	TRS ON-BEHALF BENEFIT	.00	.00	19,425.40	.00	-19,425.40	19,425.40
<b>Total:</b>		<b>.00</b>	<b>.00</b>	<b>40,365.20</b>	<b>.00</b>	<b>.00</b>	<b>-1,281,346.18</b>

End of Report

Amendment Nbr	Amendment Number Description	Originator	Campus/Dept	Board Approval
020302	TRS ON-BEHALF EOY	NATALIE KEY (NKEY)	750 - BUSINESS OFFICE	<input checked="" type="checkbox"/>

Note:

Detail Information

Account Code	Description	Reason	Increase Amt	Decrease Amt	Trans Date	User ID
199-00-5831.00-000-000000	TRS ON-BEHALF BENEFIT	TRS ON-BEHALF EOY	12,337.47	.00	08-17-2020	NKEY
199-61-6144.00-998-024000	TRS ON-BEHALF BENEFIT	TRS ON-BEHALF EOY	2,950.92	.00	08-17-2020	NKEY
199-61-6144.79-998-099000	TRS ON-BEHALF BENEFIT	TRS ON-BEHALF EOY	9,386.55	.00	08-17-2020	NKEY
<b>Total:</b>			<b>24,674.94</b>	<b>.00</b>		

Summary Information

Account Code	Description	Original Budget Amt	Current Approved Amt	Increase Amt	Decrease Amt	Amended Amt	Current Balance
199-00-5831.00-000-000000	TRS ON-BEHALF BENEFIT	.00	.00	12,337.47	.00	12,337.47	-1,301,528.78
199-61-6144.00-998-024000	TRS ON-BEHALF BENEFIT	.00	.00	2,950.92	.00	-2,950.92	2,950.92
199-61-6144.79-998-099000	TRS ON-BEHALF BENEFIT	.00	.00	9,386.55	.00	-9,386.55	9,386.55
<b>Total:</b>		<b>.00</b>	<b>.00</b>	<b>24,674.94</b>	<b>.00</b>	<b>.00</b>	<b>-1,289,191.31</b>

End of Report

Amendment Nbr	Amendment Number Description	Originator	Campus/Dept	Board Approval
020306	RECORD PPE FROM STATE	MONICA MILLER (MMILLER)	750 - BUSINESS OFFICE	<input type="checkbox"/>

Note:

Detail Information

Account Code	Description	Reason	Increase Amt	Decrease Amt	Trans Date	User ID
199-00-5829.00-000-000000	STATE REV DISTRIBUTED BY TE	RECORD PPE FROM STAT	28,989.79	.00	08-18-2020	MMILLER
199-33-6399.00-998-099000	PPE FROM STATE	RECORD PPE FROM STAT	28,989.79	.00	08-18-2020	MMILLER
Total:			57,979.58	.00		

Summary Information

Account Code	Description	Original Budget Amt	Current Approved Amt	Increase Amt	Decrease Amt	Amended Amt	Current Balance
199-00-5829.00-000-000000	STATE REV DISTRIBUTED B	.00	.00	28,989.79	.00	28,989.79	.00
199-33-6399.00-998-099000	PPE FROM STATE	.00	.00	28,989.79	.00	-28,989.79	.00
Total:		.00	.00	57,979.58	.00	.00	.00

End of Report

Amendment Nbr	Amendment Number Description	Originator	Campus/Dept	Board Approval
020305	RECORD TRS ON BEH HB 1	MONICA MILLER (MMILLER)	750 - BUSINESS OFFICE	<input checked="" type="checkbox"/>

Note:

Detail Information

Account Code	Description	Reason	Increase Amt	Decrease Amt	Trans Date	User ID
199-00-5831.00-000-000000	TRS ON-BEHALF BENEFIT	RECORD TRS ON BEH HB	65,076.00	.00	08-18-2020	MMILLER
199-11-6144.00-998-011000	TRS/TRS CARE - ON-BEHALF PM	RECORD TRS ON BEH HB	41,648.00	.00	08-18-2020	MMILLER
199-23-6144.00-041-099000	TRS ON-BEHALF BENEFIT	RECORD TRS ON BEH HB	6,065.00	.00	08-18-2020	MMILLER
199-31-6144.00-101-011000	TRS ON-BEHALF BENEFIT	RECORD TRS ON BEH HB	2,213.00	.00	08-18-2020	MMILLER
199-33-6144.00-998-099000	TRS ON-BEHALF BENEFIT	RECORD TRS ON BEH HB	969.00	.00	08-18-2020	MMILLER
199-34-6144.00-998-022000	TRS ON-BEHALF BENEFIT	RECORD TRS ON BEH HB	2,584.00	.00	08-18-2020	MMILLER
199-36-6144.00-998-091000	TRS ON-BEHALF BENEFIT	RECORD TRS ON BEH HB	2,922.00	.00	08-18-2020	MMILLER
199-41-6144.00-701-099000	TRS ON-BEHALF BENEFIT	RECORD TRS ON BEH HB	2,544.00	.00	08-18-2020	MMILLER
199-51-6144.00-998-099000	TRS ON-BEHALF BENEFIT	RECORD TRS ON BEH HB	6,131.00	.00	08-18-2020	MMILLER
<b>Total:</b>			<b>130,152.00</b>	<b>.00</b>		

Summary Information

Account Code	Description	Original Budget Amt	Current Approved Amt	Increase Amt	Decrease Amt	Amended Amt	Current Balance
199-00-5831.00-000-000000	TRS ON-BEHALF BENEFIT	.00	.00	65,076.00	.00	65,076.00	-1,191,530.59
199-11-6144.00-998-011000	TRS/TRS CARE - ON-BEHAL	.00	.00	41,648.00	.00	-41,648.00	4,696.36
199-23-6144.00-041-099000	TRS ON-BEHALF BENEFIT	.00	.00	6,065.00	.00	-6,065.00	11,539.10
199-31-6144.00-101-011000	TRS ON-BEHALF BENEFIT	.00	.00	2,213.00	.00	-2,213.00	4,435.53
199-33-6144.00-998-099000	TRS ON-BEHALF BENEFIT	.00	.00	969.00	.00	-969.00	16,957.26
199-34-6144.00-998-022000	TRS ON-BEHALF BENEFIT	.00	.00	2,584.00	.00	-2,584.00	400.33
199-36-6144.00-998-091000	TRS ON-BEHALF BENEFIT	.00	.00	2,922.00	.00	-2,922.00	30,413.57
199-41-6144.00-701-099000	TRS ON-BEHALF BENEFIT	.00	.00	2,544.00	.00	-2,544.00	11,476.70
199-51-6144.00-998-099000	TRS ON-BEHALF BENEFIT	.00	.00	6,131.00	.00	-6,131.00	32,854.02
<b>Total:</b>		<b>.00</b>	<b>.00</b>	<b>130,152.00</b>	<b>.00</b>	<b>.00</b>	<b>-1,078,757.72</b>

End of Report

Amendment Nbr	Amendment Number Description	Originator	Campus/Dept	Board Approval
020304	RECORD TRS MED PART D	MONICA MILLER (MMILLER)	750 - BUSINESS OFFICE	<input checked="" type="checkbox"/>

Note:

Detail Information

Account Code	Description	Reason	Increase Amt	Decrease Amt	Trans Date	User ID
199-00-5831.00-000-000000	TRS ON-BEHALF BENEFIT	RECORD TRS MED PART	101,669.00	.00	08-18-2020	MMILLER
199-11-6144.00-998-011000	TRS/TRS CARE - ON-BEHALF PM	RECORD TRS MED PART	65,068.16	.00	08-18-2020	MMILLER
199-23-6144.00-001-099000	TRS ON-BEHALF BENEFIT	RECORD TRS MED PART	9,859.81	.00	08-18-2020	MMILLER
199-31-6144.00-001-011000	TRS ON-BEHALF BENEFIT	RECORD TRS MED PART	3,456.75	.00	08-18-2020	MMILLER
199-33-6144.00-998-099000	TRS ON-BEHALF BENEFIT	RECORD TRS MED PART	1,514.87	.00	08-18-2020	MMILLER
199-34-6144.00-998-099000	TRS ON-BEHALF BENEFIT	RECORD TRS MED PART	4,036.26	.00	08-18-2020	MMILLER
199-36-6144.00-998-091000	TRS ON-BEHALF BENEFIT	RECORD TRS MED PART	4,564.94	.00	08-18-2020	MMILLER
199-41-6144.00-750-099000	TRS ON-BEHALF BENEFIT	RECORD TRS MED PART	4,546.68	.00	08-18-2020	MMILLER
199-51-6144.00-998-099000	TRS ON-BEHALF BENEFIT	RECORD TRS MED PART	8,621.53	.00	08-18-2020	MMILLER
<b>Total:</b>			<b>203,338.00</b>	<b>.00</b>		

Summary Information

Account Code	Description	Original Budget Amt	Current Approved Amt	Increase Amt	Decrease Amt	Amended Amt	Current Balance
199-00-5831.00-000-000000	TRS ON-BEHALF BENEFIT	.00	.00	101,669.00	.00	101,669.00	-1,191,530.59
199-11-6144.00-998-011000	TRS/TRS CARE - ON-BEHAL	.00	.00	65,068.16	.00	-65,068.16	4,696.36
199-23-6144.00-001-099000	TRS ON-BEHALF BENEFIT	.00	.00	9,859.81	.00	-9,859.81	16,187.41
199-31-6144.00-001-011000	TRS ON-BEHALF BENEFIT	.00	.00	3,456.75	.00	-3,456.75	13,761.81
199-33-6144.00-998-099000	TRS ON-BEHALF BENEFIT	.00	.00	1,514.87	.00	-1,514.87	16,957.26
199-34-6144.00-998-099000	TRS ON-BEHALF BENEFIT	.00	.00	4,036.26	.00	-4,036.26	22,224.93
199-36-6144.00-998-091000	TRS ON-BEHALF BENEFIT	.00	.00	4,564.94	.00	-4,564.94	30,413.57
199-41-6144.00-750-099000	TRS ON-BEHALF BENEFIT	.00	.00	4,546.68	.00	-4,546.68	32,897.87
199-51-6144.00-998-099000	TRS ON-BEHALF BENEFIT	.00	.00	8,621.53	.00	-8,621.53	32,854.02
<b>Total:</b>		<b>.00</b>	<b>.00</b>	<b>203,338.00</b>	<b>.00</b>	<b>.00</b>	<b>-1,021,537.36</b>

End of Report

Amendment Nbr	Amendment Number Description	Originator	Campus/Dept	Board Approval
020307	EOY ADJUSTMENTS	MONICA MILLER (MMILLER)	750 - BUSINESS OFFICE	<input checked="" type="checkbox"/>

Note:

Detail Information

Account Code	Description	Reason	Increase Amt	Decrease Amt	Trans Date	User ID
199-11-6117.00-998-011000	DIST PROF SALS AUG ACCRUAL	EOY ADJUSTMENTS	.00	125,000.00	08-20-2020	MMILLER
199-21-6119.00-998-099000	PROFESSIONAL PERSONNEL	EOY ADJUSTMENTS	25,000.00	.00	08-20-2020	MMILLER
199-33-6119.00-998-099000	PROF SALS: DISTRICT NURSES	EOY ADJUSTMENTS	10,000.00	.00	08-20-2020	MMILLER
199-34-6129.00-998-099000	REG RT BUS DRIVERS	EOY ADJUSTMENTS	10,000.00	.00	08-20-2020	MMILLER
199-41-6119.00-750-099000	PROFESSIONAL PERSONNEL	EOY ADJUSTMENTS	70,000.00	.00	08-20-2020	MMILLER
199-61-6129.79-998-099000	SPRT SALS: TCDC STAFF	EOY ADJUSTMENTS	10,000.00	.00	08-20-2020	MMILLER
<b>Total:</b>			<b>125,000.00</b>	<b>125,000.00</b>		

Summary Information

Account Code	Description	Original Budget Amt	Current Approved Amt	Increase Amt	Decrease Amt	Amended Amt	Current Balance
199-11-6117.00-998-011000	DIST PROF SALS AUG ACCR	-3,577,530.00	-2,337,817.50	.00	125,000.00	-2,212,817.50	-2,471,492.50
199-21-6119.00-998-099000	PROFESSIONAL PERSONNE	-252,152.00	-252,152.00	25,000.00	.00	-277,152.00	-46,858.16
199-33-6119.00-998-099000	PROF SALS: DISTRICT NUR	-263,260.00	-263,260.00	10,000.00	.00	-273,260.00	-27,266.52
199-34-6129.00-998-099000	REG RT BUS DRIVERS	-221,494.00	-221,494.00	10,000.00	.00	-231,494.00	25,218.12
199-41-6119.00-750-099000	PROFESSIONAL PERSONNE	-121,420.00	-121,420.00	70,000.00	.00	-191,420.00	607.18
199-61-6129.79-998-099000	SPRT SALS: TCDC STAFF	-106,375.00	-106,375.00	10,000.00	.00	-116,375.00	4,654.64
<b>Total:</b>		<b>-4,542,231.00</b>	<b>-3,302,518.50</b>	<b>125,000.00</b>	<b>125,000.00</b>	<b>-3,302,518.50</b>	<b>-2,515,137.24</b>

End of Report

Amendment Nbr	Amendment Number Description	Originator	Campus/Dept	Board Approval
020308	EOY ADJUSTMENTS	MONICA MILLER (MMILLER)	750 - BUSINESS OFFICE	<input checked="" type="checkbox"/>

Note:

Detail Information

Account Code	Description	Reason	Increase Amt	Decrease Amt	Trans Date	User ID
199-11-6117.00-998-011000	DIST PROF SALS AUG ACCRUAL	EOY ADJUSTMENTS	.00	2,000.00	08-20-2020	MMILLER
511-71-6521.00-998-099000	INTEREST ON BONDS	EOY ADJUSTMENTS	2,000.00	.00	08-20-2020	MMILLER
Total:			2,000.00	2,000.00		

Summary Information

Account Code	Description	Original Budget Amt	Current Approved Amt	Increase Amt	Decrease Amt	Amended Amt	Current Balance
199-11-6117.00-998-011000	DIST PROF SALS AUG ACCR	-3,577,530.00	-2,337,817.50	.00	2,000.00	-2,335,817.50	-2,471,492.50
511-71-6521.00-998-099000	INTEREST ON BONDS	-2,040,940.00	-486,262.00	2,000.00	.00	-488,262.00	1,788.00
Total:		-5,618,470.00	-2,824,079.50	2,000.00	2,000.00	-2,824,079.50	-2,469,704.50

End of Report

*Sanger Independent School District*

*Adoption of Budget*

August 24, 2020

On this date, we, the Board of Trustees of the Sanger Independent School District, hereby approves and establishes the following budget based upon anticipated revenues and expenditures for the 2020-2021 school year. Anticipated revenues and expenditures are as follows:

Anticipated revenues	199-General fund <u>\$28,502,878</u>
	240-Food Service <u>\$1,413,218</u>
	599-Debt Service <u>\$3,168,341</u>

Anticipated expenditures	199-General fund <u>\$28,502,878</u>
	240-Food Service <u>\$1,338,334</u>
	599-Debt Service <u>\$2,867,750</u>

In certification thereof:

Signed: \_\_\_\_\_

President

Attest: \_\_\_\_\_

Secretary

\*This document shall be affixed and attached to the Official Board Minutes of the date publicized for the setting of the School Official Budget along with a copy of the budget approved.

ORDINANCE TO SET TAX RATE

August 24, 2020

On this date, we, the Board of Trustees of the Sanger Independent School District, hereby levy or set the tax rate on \$100 valuation for the District for the Tax Year 2020 at a total tax rate of \$1.197643, to be assessed and collected by the duly specified assessor and collector as follows:

\$0.979300 for the purpose of maintenance and operations, and  
\$0.218343 for the purpose of payment of principal and interest on debts;

Such taxes are to be assessed and collected by the tax officials designated by the District.

IN CERTIFICATION THEREOF:

Signed: \_\_\_\_\_

Board of Trustees President

Signed: \_\_\_\_\_

Board of Trustees Secretary



# **TASB POLICY UPDATE**

# Explanatory Notes

## TASB Localized Policy Manual Update 115

### Sanger ISD

#### ATTN(NOTE)

#### GENERAL INFORMATION ABOUT THIS UPDATE

Update 115 includes new Title IX regulations, effective August 14, 2020, which define sexual harassment under Title IX and establish detailed procedures for how districts must respond to notice or allegations of sexual harassment. The final Title IX regulations and related materials are available on the U.S. Department of Education [Office for Civil Rights](#) website.

Multiple changes at Update 115 are based on legislation from the Regular Session of the 86th Texas Legislature that impose changes effective with the 2020–21 school year. Unless otherwise noted, references to legislative bills throughout these explanatory notes refer to Senate Bills (SB) or House Bills (HB) from the 86th Legislature.

An overview video of the local policy changes is available under Policy Manual Update Resources in the myTASB [Policy Service Resource Library](#). **(LEGAL) policies provide the legal framework for key areas of district operations; they are not adopted by the board.**

#### AF(LEGAL)

#### INNOVATION DISTRICTS

Revisions to the Administrative Code, effective January 2020:

- Specify that an innovation district may not be exempted from Education Code Chapters 48 (Foundation School Program) and 49 (Options for Local Revenue Levels in Excess of Entitlement); and
- Authorize the commissioner to terminate district of innovation status for a district's failure to comply with the duty to discharge or refuse to hire certain employees or applicants as required by state law.

#### AIA(LEGAL)

#### ACCOUNTABILITY: ACCREDITATION AND PERFORMANCE INDICATORS

Administrative rule changes, effective August 2019, specify that districts with a local accountability system must use the local accountability system rating standards established by the commissioner. These standards will be updated annually and published in the *Local Accountability System Manual*.

Definitions for the various accreditation statuses have also been added.

#### AIB(LEGAL)

#### ACCOUNTABILITY: PERFORMANCE REPORTING

TEA has renamed the Performance-Based Monitoring Analysis System (PBMAS) to the Results Driven Accountability (RDA) system, effective December 3, 2019. This was to align with the Office of Special Education Programs (OSEP) framework.

#### AIC(LEGAL)

#### ACCOUNTABILITY: INTERVENTIONS AND SANCTIONS

Beginning with the 2020–21 school year, HB 4205 creates a new option for campuses that are required to submit campus turnaround plans—an accelerated campus excellence (ACE) turnaround plan. The commissioner is required to approve an ACE turnaround plan if the commissioner determines that the plan meets the statutory requirements.

Other changes are from revised Administrative Code rules, effective March 31, 2020. The rules clarify interventions and sanctions provisions, including campus intervention team membership and participation and campus turnaround plan submission, approval, and implementation processes.

Additional detail has been included about the required notice the campus intervention team must provide regarding the public meeting for soliciting input on development of a targeted improvement plan.

# Explanatory Notes

## TASB Localized Policy Manual Update 115

### Sanger ISD

#### **BBA(LEGAL)**

#### **BOARD MEMBERS: ELIGIBILITY/QUALIFICATIONS**

This legally referenced policy on eligibility and qualifications for board members has been revised to clarify that a person cannot *run* for the board if the person has a final felony conviction from which the person has not been pardoned or had the disabilities removed (see Eligibility). The provision at Ineligibility indicating that a person cannot *serve* as a member of the board if the person has been convicted of a felony remains unchanged.

#### **BBBB(LEGAL)**

#### **ELECTIONS: POST-ELECTION PROCEDURES**

HB 2640 deleted the requirement for the presiding officer of the board to prepare a report of precinct results for the secretary of state.

#### **BBD(LEGAL)**

#### **BOARD MEMBERS: TRAINING AND ORIENTATION**

Extensive changes to this legally referenced policy on board member training and orientation are from revised Administrative Code rules, effective March 24, 2020. See the TASB Board Development Services website for helpful overviews of the [training requirements](#).

#### **BDF(LEGAL)**

#### **BOARD INTERNAL ORGANIZATION: CITIZEN ADVISORY COMMITTEES**

HB 18 revised the list of persons that a board may appoint to the school health advisory council (SHAC). The bill also added requirements for a district to publish in the student handbook and on the district's website certain information on student physical and mental health resources, policies, and procedures and whether each campus has a full-time nurse or school counselor. The 2020–21 [TASB Model Student Handbook](#) has been updated to meet this requirement.

#### **BF(LOCAL)**

#### **BOARD POLICIES**

A revision to this local policy clarifies that a district's legally referenced policies are not adopted by the board.

The *Legal Issues in Update 115* memo describes common legal concerns and best practices specific to [this policy topic](#).

#### **BQ(LEGAL)**

#### **PLANNING AND DECISION-MAKING PROCESS**

HB 18 revised the list of strategies for improvement of student performance that must be included in the district improvement plan (DIP) to include positive behavior interventions and support and implementation of a comprehensive school counseling program. In addition, the DIP must include:

- Strategies for providing elementary school students information about higher education; and
- The district's procedures on mental health promotion and intervention, substance abuse prevention and intervention, and suicide prevention.

Details about dating violence have been moved to FFH addressing harassment; details about sexual abuse, sex trafficking, and other maltreatment of children have been moved to FFG addressing child abuse and neglect.

#### **BQA(LEGAL)**

#### **PLANNING AND DECISION-MAKING PROCESS: DISTRICT-LEVEL**

Provisions on the district-level decision-making committee's responsibilities have been revised to better match statute.

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### **Sanger ISD**

#### **BQB(LEGAL) PLANNING AND DECISION-MAKING PROCESS: CAMPUS-LEVEL**

Provisions on the campus-level decision-making committee's responsibilities have been revised to better match statute.

#### **CBB(LEGAL) STATE AND FEDERAL REVENUE SOURCES: FEDERAL**

The Note on page 5 has been adjusted to include a link to a USDA memo addressing micro-purchase and simplified acquisition thresholds for federal child nutrition programs.

#### **CCA(LEGAL) LOCAL REVENUE SOURCES: BOND ISSUES**

TASB Policy Service engaged an outside law firm with expertise in the area of bonds to review the federal securities law provisions in this legally referenced policy, which resulted in revisions throughout that section of the policy.

In addition, we have included two existing statutory provisions on:

- Attorney general review and approval of a public security and the record of proceedings, and
- Authority of the issuer of public securities to contract for certain services.

#### **CCG(LEGAL) LOCAL REVENUE SOURCES: AD VALOREM TAXES**

At Tax Rate Adoption, we have added information on the maximum compressed rate from HB 3 and new Administrative Code rules effective April 10, 2020.

HB 492 repeals existing law regarding reappraisal of property damaged in a disaster area. However, an amendment to the Texas constitution approved by voters in November 2019 authorizes a temporary exemption for property damaged in a disaster. These new provisions have been added to CCGA(LEGAL) addressing ad valorem tax exemptions.

A board must conduct an efficiency audit before holding an election seeking voter approval to adopt an M&O tax rate. In conducting the audit, the auditor selected by the board must follow the Legislative Budget Board (LBB) guidelines, to which we have included a link.

#### **CCGA(LEGAL) AD VALOREM TAXES: EXEMPTIONS AND PAYMENTS**

HB 492 provides for a temporary exemption for property damaged in a disaster, as authorized in an amendment to the Texas Constitution approved by voters in November 2019.

#### **CCGB(LEGAL) AD VALOREM TAXES: ECONOMIC DEVELOPMENT**

Revisions to this legally referenced policy reflect amended Administrative Code rules, effective February 6, 2020, and include:

- The exclusion of any employee names or other personal identifying information from the definition of *substantive documents* submitted to the comptroller in connection with economic development applications,
- Clarification of the procedures for an applicant to obtain continued eligibility for a limitation on appraised value, and
- Extended timelines for the comptroller to review a written agreement for a limitation on appraised value.

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#### **CCH(LEGAL)**

#### **LOCAL REVENUE SOURCES: APPRAISAL DISTRICT**

Effective September 1, 2020, SB 2 requires an appraisal district board in a county with a population of a million or more to increase the size of the appraisal review board (ARB) to an appropriate number of members. The ARB must establish special panels to conduct protest hearings.

#### **CFA(LEGAL)**

#### **ACCOUNTING: FINANCIAL REPORTS AND STATEMENTS**

Revisions to the provisions on the Annual Local Debt Report are from amended Administrative Code rules, effective April 5, 2020.

Other revisions are to add some existing legal provisions, delete nonessential provisions, and better match legal sources.

#### **CFC(LEGAL)**

#### **ACCOUNTING: AUDITS**

This legally referenced policy on audits has been revised to add some existing legal provisions, delete nonessential provisions, and better match legal sources.

#### **CKA(LEGAL)**

#### **SAFETY PROGRAM/RISK MANAGEMENT: INSPECTIONS**

This legally referenced policy on asbestos has been revised to add some existing legal provisions, delete nonessential provisions, and better match legal sources.

#### **CKE(LEGAL)**

#### **SAFETY PROGRAM/RISK MANAGEMENT: SECURITY PERSONNEL**

Revisions regarding training are from amended Administrative Code rules, effective February 5, 2020, and require district police officers and school resource officers to receive a school-based law enforcement proficiency certificate within 180 days of commission or placement in the district.

#### **CKEA(LEGAL)**

#### **SECURITY PERSONNEL: COMMISSIONED PEACE OFFICERS**

The addition of provisions regarding reporting on appointment and separation of licensed peace officers was prompted by amended Administrative Code rules, effective February 5, 2020.

#### **CMD(LEGAL)**

#### **EQUIPMENT AND SUPPLIES MANAGEMENT: INSTRUCTIONAL MATERIALS CARE AND ACCOUNTING**

Revisions to the provisions prohibiting certain expenditures of funds from the instructional materials allotment are from amended Administrative Code rules, effective February 6, 2020.

#### **CO(LEGAL)**

#### **FOOD AND NUTRITION MANAGEMENT**

A Note has been added pointing to the Texas Department of Agriculture's Records Retention List, which can assist districts with retaining documentation to demonstrate program compliance.

#### **CQ(LEGAL)**

#### **TECHNOLOGY RESOURCES**

This legally referenced policy has been revised to add some existing legal provisions, delete nonessential provisions, and better match legal sources. Citations to various laws pertaining to unlawful interception, use, or disclosure of communications have also been added to this policy for reference.

#### **CQA(LEGAL)**

#### **TECHNOLOGY RESOURCES: DISTRICT, CAMPUS, AND CLASSROOM WEBSITES**

Online posting provisions have been updated to:

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- Clarify that notification by the campus intervention team regarding public input on development of a targeted improvement plan must be published on the district and campus websites,
- Add the requirement to post a completed campus turnaround plan 30 days before the final plan is submitted to the board,
- Add details about posting of the Annual Local Debt Report,
- Add the requirement to post information on designated agents under the Digital Millennium Copyright Act for districts seeking to limit liability, and
- Add the requirement to post the district's family engagement plan.
- Add contact information for the district's Title IX coordinator and the district's policy of nondiscrimination; and
- Add materials used to train the Title IX coordinator and other individuals who are relevant to resolving complaints under Title IX.

### **CQB(LEGAL)                      TECHNOLOGY RESOURCES: CYBERSECURITY**

We have removed provisions on the Electronic Communication Privacy Act that address the criminal consequences of the Act. A high-level reference to this information has been added to CQ(LEGAL).

### **CRE(LEGAL)                      INSURANCE AND ANNUITIES MANAGEMENT: WORKERS' COMPENSATION**

We have removed case law addressing enforcement of a reasonable absence-control rule because the case is also included in DEC(LEGAL).

### **CS(LEGAL)                      FACILITY STANDARDS**

Provisions on termination of LP-gas service have been revised as a result of amended Administrative Code rules, effective January 6, 2020.

### **CY(LEGAL)                      INTELLECTUAL PROPERTY**

This legally referenced policy on intellectual property has been revised to add some existing legal provisions, delete nonessential provisions, and better match legal sources.

### **D(LEGAL)                      PERSONNEL**

The D Section table of contents has been revised to rename DBAA Pre-Employment Reviews.

### **DAA(LEGAL)                      EMPLOYMENT OBJECTIVES: EQUAL EMPLOYMENT OPPORTUNITY**

This legally referenced policy has been revised at Bankruptcy Discrimination to better match statute.

The provisions addressing compliance coordinators for federal nondiscrimination laws have been updated in response to the new Title IX regulations.

### **DBAA(LEGAL)                      EMPLOYMENT REQUIREMENTS AND RESTRICTIONS: PRE-EMPLOYMENT REVIEWS**

This legally referenced policy has been retitled and reorganized to include various pre-employment reviews. As a result, provisions on the required pre-employment affidavit and the Do Not Hire Registry have been moved to this policy from DC(LEGAL).

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Provisions have been added on the U.S. Department of Transportation's (DOT) national commercial driver license drug and alcohol clearinghouse. A district may not employ a driver subject to DOT drug and alcohol testing who will perform a safety-sensitive function without first conducting a pre-employment inquiry through the clearinghouse.

#### **DC(LEGAL) EMPLOYMENT PRACTICES**

As mentioned above, provisions on the required pre-employment affidavit and the Do Not Hire Registry have been moved to DBAA(LEGAL), which now addresses pre-employment reviews.

#### **DED(LOCAL) COMPENSATION AND BENEFITS: VACATIONS AND HOLIDAYS**

Recommended revisions to this local policy on paid vacation days address the board's authorization of the program, including which employees are eligible for the benefits, and refer to administrative procedures for details to promote consistent application and prevent conflict between policy and administrative procedures. Please confirm that the eligibility information, which was pulled from the district's existing policy, is accurate.

If your district offers paid holiday benefits to certain district employees, please contact the district's policy consultant for recommended policy language. TASB HR Services has a [framework](#) to help districts develop administrative procedures on vacation and holiday programs.

The *Legal Issues in Update 115* memo describes common legal concerns and best practices specific to [this policy topic](#).

#### **DF(LEGAL) TERMINATION OF EMPLOYMENT**

Failure to terminate an employee on the Do Not Hire Registry has been added as a reason for which the State Board for Educator Certification may impose sanctions on an educator. This change is from amended Administrative Code rules, effective March 5, 2020.

#### **DHC(LEGAL) EMPLOYEE STANDARDS OF CONDUCT: REPORTS TO TEXAS EDUCATION AGENCY**

Changes to this legally referenced policy on reports to TEA regarding non-certified employee misconduct are from revised Administrative Code rules, effective December 31, 2019. The rules clarify the information that must be in a report and include several relevant definitions.

#### **DHE(LEGAL) EMPLOYEE STANDARDS OF CONDUCT: SEARCHES AND ALCOHOL/DRUG TESTING**

Information on postaccident alcohol or controlled substances testing has been incorporated from DHE(EXHIBIT), which is being deleted.

Additional detail has been included regarding required Department of Transportation drug and alcohol testing of commercial vehicle operators.

#### **DHE(EXHIBIT) EMPLOYEE STANDARDS OF CONDUCT: SEARCHES AND ALCOHOL/DRUG TESTING**

This exhibit on postaccident alcohol or controlled substances testing is being deleted, as the content has been incorporated into DHE(LEGAL).

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#### DIA(LLEGAL)

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

The Note pointing to other relevant policies has been updated to reflect Title IX changes. We have added the recent U.S. Supreme Court case, *Bostock v. Clayton County, Georgia*, which held that firing an employee on the basis of homosexuality or transgender status violates Title VII's prohibition against sex discrimination in employment. Margin notes have also been updated.

#### DIA(LOCAL)

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

Recommended revisions to this policy incorporate the recent United States Supreme Court decision *Bostock v. Clayton County, Georgia*, which held that an adverse employment action against an employee on the basis of homosexuality or transgender status violates Title VII's prohibition on sex discrimination in employment. As a result, the policy clarifies that discrimination on the basis of sex includes discrimination on the basis of biological sex, gender identity, sexual orientation, gender stereotypes, or any other prohibited basis related to sex.

Based on the new Title IX regulations, recommended revisions include the following.

- The definition of Prohibited Conduct has been revised to include conduct that meets the Title IX definition of sexual harassment, but the policy retains the broader definitions of prohibited conduct in districts' current policies to ensure that all prohibited conduct is addressed.
- Text at Sex-Based Harassment and Investigation of Reports Other than Title IX directs readers to new provisions on responding to allegations of prohibited conduct that if proved would meet the definition of sexual harassment under Title IX, as the law requires a specific response process for these allegations. Allegations of prohibited conduct not based on sex or that would not meet the definition of sexual harassment under Title IX will follow the district's existing investigation process.
- The Title IX regulations provide that a district has actual knowledge of sexual harassment if notice or allegations are made to any employee; therefore, a new provision at Notice of Report requires *any* employee who receives a report of prohibited conduct based on sex to notify the Title IX coordinator.
- Text at Response to Sexual Harassment—Title IX addresses legally required actions when the district receives notice or allegations of conduct that would meet the definition of sexual harassment under Title IX.
- New provisions direct the superintendent to develop a Title IX formal complaint process that will apply following a formal complaint and that must comply with the elements in the new regulations, as included in FFH(LLEGAL).
- To determine responsibility in a Title IX formal complaint of sexual harassment, the policy designates that the district will use a *preponderance of the evidence* standard. **If the board wishes to instead use the *clear and convincing evidence* standard, which is a higher standard of evidence, please contact the district's policy consultant.** The district must use the same standard of evidence for investigation of all formal Title IX sexual harassment complaints, including complaints by students.
- Provisions on retaliation and records retention have been updated.

Policy Service also recommends updates to the examples for harassment to include cyberharassment and electronic communications and clarification of the provisions on distribution of the policy and any accompanying procedures.

TASB's Title IX model procedures are available in [TASB School Law eSource](#).

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The *Legal Issues in Update 115* memo describes common legal concerns and best practices specific to [this policy topic](#).

#### **DIA(EXHIBIT)                      EMPLOYEE WELFARE: FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION**

The new Title IX regulations require districts to notify employees, students, parents, and others of the Title IX coordinator's contact information, which now must include an email address. For consistency, Policy Service recommends adding an email address for the ADA/Section 504 coordinator, if applicable to your district.

**If you have not already completed the survey from Policy Service regarding coordinator contact information, including providing email addresses for each coordinator, please do so in order for your policy consultant to update this exhibit.**

The *Legal Issues in Update 115* memo describes common legal concerns and best practices specific to [this policy topic](#).

#### **DMA(LLEGAL)                      PROFESSIONAL DEVELOPMENT: REQUIRED STAFF DEVELOPMENT**

HB 18 revises both optional and required training for district staff development. Required training, which must be provided annually, focuses on various aspects of student mental health, as listed in the policy. Suicide prevention training must address the specific components indicated.

Details about required mental health support programs have been updated in accordance with HB 18 and moved to FFEB addressing student mental health.

Provisions addressing required training on child abuse, trafficking, and maltreatment have been updated based on revised Administrative Code rules, effective November 6, 2019.

#### **DMD(LOCAL)                      PROFESSIONAL DEVELOPMENT: PROFESSIONAL MEETINGS AND VISITATIONS**

Policy Service recommends that the administrative details regarding professional meetings be removed from the local policy manual, as board-adopted policy is not required.

The *Legal Issues in Update 115* memo describes common legal concerns and best practices specific to [this policy topic](#).

#### **DP(LLEGAL)                      PERSONNEL POSITIONS**

This legally referenced policy on personnel has been revised to include provisions on various physical and mental health professionals, including:

- School nurses,
- Certified school counselors,
- Nonphysician mental health professionals, and
- Licensed specialists in school psychology (LSSPs).

#### **EEL(LLEGAL)                      INSTRUCTIONAL ARRANGEMENTS: CONTRACTS WITH OUTSIDE AGENCIES**

In accordance with new federal provisions, districts that have Junior Reserve Officers' Training Corps programs must permit homeschooled students to participate in the program.

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#### **EHAA(LLEGAL)                      BASIC INSTRUCTIONAL PROGRAM: REQUIRED INSTRUCTION (ALL LEVELS)**

Provisions on coordinated health programs have been updated based on HB 18.

HB 18 amends the SHAC's duties to include making recommendations about various aspects of student mental health.

#### **EHB(LLEGAL)                      CURRICULUM DESIGN: SPECIAL PROGRAMS**

New provisions on dyslexia compliance monitoring are from revised Administrative Code rules, effective December 25, 2019.

SB 2075 requires that a district notify the parent of a student who has or is at risk for dyslexia or a related disorder that the Texas State Library and Archives Commission provides audiobooks free of charge to students with eligible disabilities.

#### **EHBA(LLEGAL)                      SPECIAL PROGRAMS: SPECIAL EDUCATION**

Provisions on off-campus programs to provide special education and related services during school hours in a non-district facility are from new Administrative Code rules, effective November 10, 2019. The rules address placement in the programs, notification to and review by TEA, contract requirements, and changes of student residence.

#### **EHBAB(LLEGAL)                      SPECIAL EDUCATION: ARD COMMITTEE AND INDIVIDUALIZED EDUCATION PROGRAM**

New Administrative Code rules, effective March 30, 2020, address transition assistance for highly mobile students who are homeless or in substitute care. For such students who transfer into the district, the rules require the receiving district to:

- Accept a referral done by a previous district for a special education evaluation and complete any written report of a full individual and initial evaluation by the timelines in law, and
- Ensure that the district meets student transfer requirements relating to the ARD committee for a student who is already eligible for services.

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

This legally referenced policy on bilingual education has been revised throughout as a result of amended Administrative Code rules, effective April 10, 2020. The rules address requirements for administering the home language survey, parental notice and consent, and assessment options for students in a two-way dual language immersion program.

Other revisions are to better match statute.

#### **EHBG(LLEGAL)                      SPECIAL PROGRAMS: PREKINDERGARTEN**

Amended Administrative Code rules, effective February 13, 2020, prompted revisions throughout the high-quality prekindergarten program provisions.

#### **EHBJ(LLEGAL)                      SPECIAL PROGRAMS: INNOVATIVE AND MAGNET PROGRAMS**

Changes to the application process for requesting approval from the State Board of Education or the commissioner to offer an innovative course are from amended Administrative Code rules, effective December 25, 2019.

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#### **EHDD(LEGAL)**

#### **ALTERNATIVE METHODS FOR EARNING CREDIT: COLLEGE COURSE WORK/DUAL CREDIT**

Provisions on dual credit agreements have been updated based on amended Administrative Code rules, effective November 24, 2019. We have also added some existing statutory provisions on dual credit programs to address faculty supervision and student transcripts.

#### **EI(LEGAL)**

#### **ACADEMIC ACHIEVEMENT**

Provisions on partial award of credit have been updated to reflect revised Administrative Code rules, effective March 15, 2020. The rules revised terminology regarding awarding of credit proportionately when a student receives a passing grade in "half" of a course, rather than per "semester."

New Administrative Code rules, effective March 30, 2020, address transition assistance for highly mobile students who are homeless or in substitute care and require districts to:

- Adopt local policy to assist with awarding credit for a course that was earned prior to the student enrolling in or transferring to the district [see FD(LOCAL) recommendations in Update 115],
- Develop credit recovery plans for students who were denied credits outside the district or if the student's credit deficit would impede on-time promotion or graduation,
- Create course transition plans for students who were denied credit,
- Develop and administer personal graduation plans for junior or middle school students, and
- Comply with existing Education Code provisions regarding awarding of diplomas.

#### **EI(LOCAL)**

#### **ACADEMIC ACHIEVEMENT**

Provisions on partial credit have been updated to reflect revised Administrative Code rules, which changed terminology regarding awarding of credit proportionately when a student receives a passing grade in "half" of a course, rather than per "semester."

To provide flexibility, Policy Service is recommending deletion of the statement that a student shall be required to retake only the portion of the course with a failing grade. The ways a student can earn credit for the failed part of a course can include various methods other than retaking the failed portion, and board policy is not required to specify which particular method may be used.

#### **EIF(LEGAL)**

#### **ACADEMIC ACHIEVEMENT: GRADUATION**

Beginning with students enrolled in the 12th grade in the 2021–22 school year, HB 3 will require a student to complete and submit a federal or Texas application for financial aid to graduate. The provision has been added to the policy manual now in case the district starts receiving questions about this provision. TEA will be issuing rules with more details.

Details on forming an individual graduation committee, including acceptable alternate members, have been added from amended Administrative Code rules, effective February 10, 2020.

Administrative Code rules effective November 24, 2019, provide that a student who completes the core curriculum of an institution of higher education meets the curriculum requirements for the foundation high school program, earns an endorsement and the distinguished level of achievement, and is entitled to a high school diploma.

Provisions on transitioning to the foundation high school program have been deleted from law.

#### **EKB(LEGAL)**

#### **TESTING PROGRAMS: STATE ASSESSMENT**

Changes to this legally referenced policy on assessments include:

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- Additional detail on end-of-course assessments, for more complete information;
- Deletion of detailed provisions on use of the TSI as a substitute assessment in lieu of a statutory reference; and
- Revisions to testing requirements for accountability purposes based on amended Administrative Code rules, effective February 23, 2020.

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

Effective with the 2020–21 school year, HB 3 requires a district to administer the commissioner-adopted reading instrument or the commissioner-approved alternative reading instrument to students at the kindergarten level and report results of reading instruments to parents within 60 calendar days of administration.

### **ELA(LLEGAL) CAMPUS OR PROGRAM CHARTERS: PARTNERSHIP CHARTERS**

This legally referenced policy on partnership charters has been significantly revised in accordance with amended Administrative Code rules, effective March 31, 2020. The rules:

- State that operating partners have final and sole authority over certain campus decisions;
- Add numerous requirements for performance contracts; and
- Update the TEA approval process.

In accordance with amended Administrative Code rules, effective September 1, 2019, a performance contract for a partnership charter only needs to include assurances that the district has consulted with relevant campus personnel if the partnering entity is an open enrollment charter school and not for other partnering entities approved by TEA.

### **F(LLEGAL) STUDENTS**

Update 115 includes reorganization of student mental health provisions. As a result:

- FFE has been renamed Counseling and Mental Health;
- FFEA has been renamed Counseling; and
- FFEB has been renamed Mental Health.

### **FB(LLEGAL) EQUAL EDUCATIONAL OPPORTUNITY**

The provisions on required grievance procedures and retaliation have been updated based on the new Title IX regulations.

### **FB(LOCAL) EQUAL EDUCATIONAL OPPORTUNITY**

The provision on the Title IX coordinator has been updated in response to the new Title IX regulations. Corresponding wording changes were made to the ADA/Section 504 coordinator text.

### **FB(EXHIBIT) EQUAL EDUCATIONAL OPPORTUNITY**

The new Title IX regulations require districts to notify employees, students, parents, and others of the Title IX coordinator's contact information, which now must include an email address. For consistency, Policy Service recommends adding an email address for the district's ADA/Section 504 coordinator.

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**If you have not already completed the survey from Policy Service regarding coordinator contact information, including providing email addresses for each coordinator, please do so in order for your policy consultant to update this exhibit.**

The *Legal Issues in Update 115* memo describes common legal concerns and best practices specific to [this policy topic](#).

#### **FD(LOCAL) ADMISSIONS**

New Administrative Code rules, effective March 30, 2020, address transition assistance for highly mobile students who are homeless or in substitute care and require districts to adopt local policy to assist with awarding credit to a student who is homeless or in substitute care for a course that was earned prior to the student enrolling in or transferring to the district. See Transition Assistance for recommended text to comply with this local policy requirement.

The *Legal Issues in Update 115* memo describes common legal concerns and best practices specific to [this policy topic](#).

#### **FDB(LEGAL) ADMISSIONS: INTRADISTRICT TRANSFERS AND CLASSROOM ASSIGNMENTS**

Clarification has been added regarding transfer of a student with a disability who receives special education services and who engaged in bullying.

#### **FEA(LEGAL) ATTENDANCE: COMPULSORY ATTENDANCE**

From HB 3, we have added a provision, effective September 1, 2020, clarifying that a student is not required to attend school for the additional instructional days for which a district receives a financial incentive under Education Code 48.0051. See FEB(LEGAL) for more information.

#### **FEB(LEGAL) ATTENDANCE: ATTENDANCE ACCOUNTING**

Amended Administrative Code rules, effective December 25, 2019, delete the reference to taking attendance during the second or fifth instructional hour and specify that attendance shall be taken at the official attendance-taking time during the campus's instructional day. There is no requirement to include the official attendance-taking time in policy; it may be designated in district procedures.

From HB 3, we have added a provision, effective September 1, 2020, under which a district may receive a financial incentive for offering an additional 30 days of half-day instruction above the required minimum number of minutes for students in prekindergarten through fifth grade.

#### **FEB(LOCAL) ATTENDANCE: ATTENDANCE ACCOUNTING**

Recommended revisions to this local policy on attendance accounting are to address amended Administrative Code rules that delete the reference to taking attendance during the second or fifth instructional hour and specify that attendance shall be determined at the official attendance-taking time during the campus's instructional day. The recommended text assigns to the superintendent the responsibility of designating the district's official attendance-taking time. Note that there is no requirement to include the official attendance-taking time in policy; it may be designated in district procedures.

See FEB in the [TASB Regulations Resource Manual](#).

#### **FFAC(LEGAL) WELLNESS AND HEALTH SERVICES: MEDICAL TREATMENT**

Provisions on nursing peer review committees have been moved to DP(LEGAL).

Provisions on psychotropics and psychiatric evaluations have been moved to FFE(LEGAL).

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#### **FFAE(LEGAL)**

#### **WELLNESS AND HEALTH SERVICES: SCHOOL-BASED HEALTH CENTERS**

HB 18 permits the board (in addition to a local health education and health-care advisory council) to initiate the establishment of a school-based health center at a campus. The bill also expands the list of services that may be provided at school-based health centers to include physical health care, treatment of mental health conditions, and treatment for substance abuse.

Other changes from HB 18 address parental consent for referrals, the membership of the advisory council, and coordination with existing providers.

#### **FFB(LEGAL)**

#### **STUDENT WELFARE: CRISIS INTERVENTION**

Provisions on the recommended best practice programs and research-based practices on student mental health have been moved to FFEB(LEGAL).

#### **FFC(LEGAL)**

#### **STUDENT WELFARE: STUDENT SUPPORT SERVICES**

New Administrative Code rules, effective March 30, 2020, address transition assistance for highly mobile students who are homeless or in substitute care. The rules address processes and practices on the following:

- Transferring student records;
- Developing systems to ease transition for students, including welcome packets, introductions, and mechanisms for receiving school nutrition program benefits;
- Convening enrollment conferences;
- Determining appropriate placement in educational programs and courses;
- Facilitating participation in extracurricular programs;
- Promoting postsecondary information; and
- Notifying the educational decision-maker and caseworker of events that significantly impact the student's education.

#### **FFE(LEGAL)**

#### **STUDENT WELFARE: COUNSELING AND MENTAL HEALTH**

Provisions on counseling have been moved to FFEA.

#### **FFEA(LEGAL)**

#### **COUNSELING AND MENTAL HEALTH: COUNSELING**

This legally referenced policy has been reorganized to focus on both behavioral and academic counseling programs. As a result:

- Personnel provisions on school counselors and their duties have been moved to DP(LEGAL), and
- Various provisions regarding consent to counseling services previously at FFE(LEGAL) have been moved to this code.

From HB 18, we have added a provision requiring a school counselor to work with various stakeholders to plan, implement, and evaluate a comprehensive school counseling program.

From HB 114, we have added a provision applicable with the 2020–21 school year requiring a school counselor to provide information regarding availability of college credit for military experience, education, and training obtained during military service.

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#### **FFEB(LEGAL) COUNSELING AND MENTAL HEALTH: MENTAL HEALTH**

This legally referenced policy has been added to focus on student mental health programs. As a result, provisions on psychotropics and psychiatric evaluations previously at FFAC(LEGAL) have been moved to this code.

The policy now addresses the various mental health programs, as revised by HB 18, for which the district must develop practices and procedures. The practices and procedures must be included in the student handbook and district improvement plan. The 2020–21 [TASB Model Student Handbook](#) has been updated to meet this requirement.

#### **FFG(LEGAL) STUDENT WELFARE: CHILD ABUSE AND NEGLECT**

This legally referenced policy on child abuse and neglect has been significantly revised based on amended Administrative Code rules, effective November 6, 2019. The rules address the required policy on sexual abuse, trafficking, and other maltreatment of students that must be included in the district improvement plan and the student handbook. The 2020–21 [TASB Model Student Handbook](#) has been updated to meet this requirement. The rules also revise the elements of the required child abuse and neglect reporting policy.

FFG(LOCAL) has been revised to comply with these rule changes.

#### **FFG(LOCAL) STUDENT WELFARE: CHILD ABUSE AND NEGLECT**

This local policy on child abuse and neglect has been significantly revised based on amended Administrative Code rules.

Recommended text is included to provide the required policy addressing sexual abuse, trafficking, and other maltreatment of students that must be included in the district improvement plan and the student handbook. The 2020–21 [TASB Model Student Handbook](#) has been updated to meet this requirement.

The rules also revise the elements of the required child abuse and neglect reporting policy. To ensure all the policy elements are addressed in board-adopted local policy, we have revised and moved provisions from FFG(EXHIBIT) into this local policy and recommend deletion of the exhibit.

The *Legal Issues in Update 115* memo describes common legal concerns and best practices specific to [this policy topic](#).

#### **FFG(EXHIBIT) STUDENT WELFARE: CHILD ABUSE AND NEGLECT**

As mentioned at FFG(LEGAL), Administrative Code rules on child abuse and neglect were recently revised. To ensure that all required policy elements are addressed in board-adopted local policy, we have revised and moved provisions from this exhibit into FFG(LOCAL). This exhibit is recommended for deletion.

#### **FFH(LEGAL) STUDENT WELFARE: FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION**

This legally referenced policy addressing discrimination, harassment, and retaliation against students has been significantly revised to include the new Title IX regulations, which define sexual harassment under Title IX and establish detailed procedures for how districts must respond to notice or allegations of sexual harassment.

The final Title IX regulations and related materials are available on the U.S. Department of Education [Office for Civil Rights](#) website.

Provisions on dating violence have been moved from BQ(LEGAL) to this code on discrimination, harassment, and retaliation.

# Explanatory Notes

## TASB Localized Policy Manual Update 115

### Sanger ISD

#### FFH(LOCAL)

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

Based on the new Title IX regulations, recommended revisions include the following.

- The definition of Prohibited Conduct has been revised to include conduct that meets the Title IX definition of sexual harassment, but the policy retains the broader definitions of prohibited conduct in districts' current policies to ensure that all prohibited conduct is addressed.
- Text at Sex-Based Harassment and Investigation of Reports Other than Title IX directs readers to new provisions on responding to allegations of prohibited conduct that if proved would meet the definition of sexual harassment under Title IX, as the law requires a specific response process for these allegations. Allegations of prohibited conduct not based on sex or that would not meet the definition of sexual harassment under Title IX will follow the district's existing investigation process.
- The provision requiring an employee to report prohibited conduct has been updated to include either direct or indirect reports.
- Text at Response to Sexual Harassment—Title IX addresses legally required actions when the district receives notice or allegations of conduct that would meet the definition of sexual harassment under Title IX.
- New provisions direct the superintendent to develop a Title IX formal complaint process that will apply following a formal complaint and that must comply with the elements in the new regulations, as included in FFH(LEGAL).
- To determine responsibility in a Title IX formal complaint of sexual harassment, the policy designates that the district will use a *preponderance of the evidence* standard. **If the board wishes to instead use the *clear and convincing evidence* standard, which is a higher standard of evidence, please contact the district's policy consultant.** The district must use the same standard of evidence for investigation of all formal Title IX sexual harassment complaints, including complaints by employees.
- Provisions on retaliation and false claims have been updated and moved to the end of the policy.

Policy Service also recommends updates to the examples for harassment to include cyberharassment and electronic communications.

TASB's Title IX model procedures are available in [TASB School Law eSource](#).

#### FFH(EXHIBIT)

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

The new Title IX regulations require districts to notify employees, students, parents, and others of the Title IX coordinator's contact information, which now must include an email address. For consistency, Policy Service recommends adding an email address for the district's ADA/Section 504 coordinator.

**If you have not already completed the survey from Policy Service regarding coordinator contact information, including providing email addresses for each coordinator, please do so in order for your policy consultant to update this exhibit.**

The *Legal Issues in Update 115* memo describes common legal concerns and best practices specific to [this policy topic](#).

#### FM(LEGAL)

#### STUDENT ACTIVITIES

The detailed list of honors classes for purposes of eligibility to participate in extracurricular activities has been deleted in lieu of a reference to the Administrative Code.

# Explanatory Notes

## TASB Localized Policy Manual Update 115

### **Sanger ISD**

Existing statutory provisions on before- and after-school programs for elementary and middle school grades have been added.

#### **FMF(LOCAL)                      STUDENT ACTIVITIES: CONTESTS AND COMPETITION**

This local policy on student contests and competition is recommended for deletion. There is no requirement for board policy on these issues; the district's practices can be included in administrative procedures.

#### **FNG(LOCAL)                      STUDENT RIGHTS AND RESPONSIBILITIES: STUDENT AND PARENT COMPLAINTS/GRIEVANCES**

Policy Service has revised the list of protected characteristics at Other Complaint Processes, item 1, to align with the list at FFH(LOCAL) above.

A recommended revision specifies that a person filing a complaint regarding refusal of entry to or ejection from property based on Education Code 37.105 shall be permitted to address the board within 90 "calendar" days. This is an exception to how other timelines are calculated in the policy, which are based on "business" days in accordance with how days are defined.

See FNG in the [TASB Regulations Resource Manual](#) for updated complaint forms.

The *Legal Issues in Update 115* memo describes common legal concerns and best practices specific to [this policy topic](#).

#### **GBAA(EXHIBIT)                      INFORMATION ACCESS: REQUESTS FOR INFORMATION**

This exhibit referring to the attorney general's guidelines for charges under the Public Information Act is being deleted. The citation to the Administrative Code where these charges are found has been added to GBAA(LEGAL).

See GBAA in the [TASB Regulations Resource Manual](#) for updated forms related to requests for information.

#### **GF(LOCAL)                      PUBLIC COMPLAINTS**

A recommended revision specifies that a person filing a complaint regarding refusal of entry to or ejection from property based on Education Code 37.105 shall be permitted to address the board within 90 "calendar" days. This is an exception to how other timelines are calculated in the policy, which are based on "business" days in accordance with how days are defined.

See GF in the [TASB Regulations Resource Manual](#) for updated complaint forms.

The *Legal Issues in Update 115* memo describes common legal concerns and best practices specific to [this policy topic](#).

#### **GKA(LEGAL)                      COMMUNITY RELATIONS: CONDUCT ON SCHOOL PREMISES**

Provisions on drones have been updated based on changes to federal law and replace previous provisions on model aircraft.



## (LOCAL) Policy Comparison Packet

This packet is generated by an automated process that compares the updated policy to the district's 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; omitted in Word)

Annotations are shown as follows.

- *Deletions* are shown in a red strike-through font: ~~deleted text~~.
- *Additions* are shown in a blue, bold font: **new text**.
- Blocks of text that have been *moved* without alteration are shown in green, with double underline and double strike-through formatting to distinguish the text's destination from its origin: ~~moved text~~ becomes moved text.
- *Revision bars* appear in the right margin, as above.

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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 makes 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.

<b>Contact:</b>	<b>School Districts and Education Service Centers</b>	<b>Community Colleges</b>
	<a href="mailto:policy.service@tasb.org">policy.service@tasb.org</a>	<a href="mailto:colleges@tasb.org">colleges@tasb.org</a>
	800.580.7529 512.467.0222	800.580.1488 512.467.3689

Within the context of current law, the District shall be guided by Board-adopted written policies that are given appropriate distribution and are accessible to staff members, parents, students, and community residents.

**Organization**

Legally referenced policies contain provisions from federal and state statutes and regulations, case law, and other legal authority that together form the framework for local decision making and implementation. These policies are binding on the District until the cited provisions are repealed, revised, or superseded by legislative, regulatory, or judicial action.

[Legally referenced policies are not adopted by the Board.](#)

At each policy code the legally referenced policy and the Board-adopted local policy must be read together to further a full understanding of a topic.

**Terms**

The terms “Trustee” and “Board member” are used interchangeably in the local policy manual. Both terms are intended to reflect all the duties and obligations of the office.

[See AB for District name terminology.]

**Harmony with Law**

Newly enacted law is applicable when effective. No policy or regulation, or any portion thereof, shall be operative if it is found to be in conflict with applicable law.

Severability

If any portion of a policy or its application to any person or circumstance is found to be invalid, that invalidity shall not affect other provisions or applications of policy that can be given effect without the invalid provision or application; and to this end the provisions of this policy manual are declared to be severable.

**Policy Development**

Policies and policy amendments may be initiated by the Superintendent, Board members, school personnel, or community citizens, but generally shall be recommended for the Board’s consideration by the Superintendent.

**Official Policy Manual**

The Board shall designate one copy of the local policy manual as the official policy manual of the District. The official copy shall be kept in the central administration office, and the Superintendent ~~or designee~~ shall be responsible for its accuracy and integrity and shall maintain a historical record of the District’s policy manual.

**Adoption and Amendment**

Local policies may be adopted or amended by a majority of the Board at any regular or special meeting, provided that Board members have had advance written notice of the proposed change and that it has been placed on the agenda for such meeting.

Local policies become effective upon Board adoption or at a future date designated by the Board at the time of adoption.

TASB Localized  
Updates

After Board review of legally referenced policies and adoption of local policies, the new material shall be incorporated into the official policy manual and into other localized policy manuals maintained by the District. If discrepancies occur between different copies of the manual, the version contained in the official policy manual shall be regarded as authoritative.

COMPENSATION AND BENEFITS  
VACATIONS AND HOLIDAYS

DED  
(LOCAL)

**Vacation Days**

**Eligible  
employees  
Eleven-  
Month Contracts**

~~All persons serving on an 11-month contract of 202 or 207 days shall begin their vacation on the day after the last day of employment as stated in their contract. Vacation days shall not be reimbursed.~~

~~Vacation days must be taken during the specified time. Changes may be made only with the approval of the Superintendent, as long as no additions/deletions to the original number of contract days are made. Any additions or deletions must be submitted for Board approval.~~

**Twelve-Month  
Personnel**

~~Vacation for professional personnel shall be based on their contracts of either 220 or 230 days. After their first year of employment, noncontractual personnel in positions normally requiring 11 months or 12 months of service annually shall receive paid~~ **earn ten days of vacation days in accordance with per year.**

~~Vacations may be scheduled from June 1 to the first day of duty each year with approval of the supervisor and Superintendent. If for some reason the entire vacation cannot be taken at one time, at least one week must be taken. The remaining days may be spread out over the year; however, they must be taken before May 31 of the following year.~~

~~A schedule of vacations will be circulated in April of each year. Employees will be asked to sign up and hold as closely as possible to the schedule.~~

~~Maintenance and custodial personnel will schedule their vacation with their appropriate supervisor and the administrative~~ **regulations that address the following:**

1. Eligibility criteria;
2. Accrual rates and availability;
3. Request and approval processes;
4. Accumulation and carryover limits; and

~~Treatment of vacation days upon separation from service.~~ **assistant for plant operation.**

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**Note:** This policy addresses discrimination, harassment, and retaliation ~~against~~~~involving~~ District employees. ~~For Title IX and other provisions regarding~~ ~~For~~ discrimination, harassment, and retaliation ~~against~~~~involving~~ students, see FFH. For reporting requirements related to child abuse and neglect, see FFG.

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**Definitions** Solely for purposes of this policy, the term “employee” includes former employees, applicants for employment, and unpaid interns.

**Statement of Nondiscrimination** The District prohibits discrimination, including harassment, against any employee on the basis of race, color, religion, sex, ~~gender~~, national origin, age, disability, or any other basis prohibited by law. Retaliation against anyone involved in the complaint process is a violation of District policy ~~and is prohibited~~.

**Discrimination** Discrimination against an employee is defined as conduct directed at an employee on the basis of race, color, religion, sex, ~~gender~~, national origin, age, disability, or any other basis prohibited by law, that adversely affects the employee’s employment.

*In accordance with law, discrimination on the basis of sex includes discrimination on the basis of biological sex, gender identity, sexual orientation, gender stereotypes, or any other prohibited basis related to sex.*

**Prohibited Conduct** In this policy, the term “prohibited conduct” includes discrimination, harassment, and retaliation as defined by this policy, even if the behavior does not rise to the level of unlawful conduct.

*Prohibited conduct also includes sexual harassment as defined by Title IX. [See FFH(LEGAL)]*

**Prohibited Harassment** Prohibited harassment of an employee is defined as physical, verbal, or nonverbal conduct based on an employee’s race, color, religion, sex, ~~gender~~, national origin, age, disability, or any other basis prohibited by law, when the conduct is so severe, persistent, or pervasive that the conduct:

1. Has the purpose or effect of unreasonably interfering with the employee’s work performance;
2. Creates an intimidating, threatening, hostile, or offensive work environment; or
3. Otherwise adversely affects the employee’s performance, environment, or employment opportunities.

**Examples** Examples of prohibited harassment may include offensive or derogatory language directed at another person’s religious beliefs or

practices, accent, skin color, gender identity, or need for workplace accommodation; threatening or intimidating conduct; offensive jokes, name calling, slurs, or rumors; **cyberharassment**; physical aggression or assault; display of graffiti or printed material promoting racial, ethnic, or other **negative** stereotypes; or other **kinds** types of aggressive conduct such as theft or damage to property.

**Sex-Based Harassment**

As required by law, the District shall follow the procedures below at Response to Sexual Harassment—Title IX upon a report of sex-based harassment, including sexual harassment, when such allegations, if proved, would meet the definition of sexual harassment under Title IX. [See FFH(LEGAL)]

**Sexual Harassment**

Sexual harassment is a form of sex discrimination defined as unwelcome sexual advances; requests for sexual favors; sexually motivated physical, verbal, or nonverbal conduct; or other conduct or communication of a sexual nature when:

1. Submission to the conduct is either explicitly or implicitly a condition of an employee's employment, or when submission to or rejection of the conduct is the basis for an employment action affecting the employee; or
2. The conduct is so severe, persistent, or pervasive that it has the purpose or effect of unreasonably interfering with the employee's work performance or creates an intimidating, threatening, hostile, or offensive work environment.

Examples

Examples of sexual harassment may include sexual advances; touching intimate body parts; coercing or forcing a sexual act on another; jokes or conversations of a sexual nature; and other sexually motivated conduct, **contact**, or communication, **including electronic communication** or ~~contact~~.

~~Retaliation~~

~~The District prohibits retaliation against an employee who makes a claim alleging to have experienced discrimination or harassment, or another employee who, in good faith, makes a report, **serves as a witness, or otherwise participates in an investigation.**~~

~~Examples~~

~~Examples of retaliation may include termination, refusal to hire, demotion, and denial of promotion. **Retaliation may also include threats, unjustified negative evaluations, unjustified negative references, or increased surveillance.**~~

~~Prohibited Conduct~~

~~In this policy, the term "prohibited conduct" includes discrimination, harassment, and retaliation as defined by this policy, even if the behavior does not rise to the level of unlawful conduct.~~

**Reporting Procedures**

**Any** An employee who believes that he or she has experienced prohibited conduct or believes that another employee has experienced

prohibited conduct should immediately report the alleged acts. The employee may report the alleged acts to his or her supervisor or campus principal.

Alternatively, the employee may report the alleged acts to one of the District officials below.

**Definition of District Officials**

For the purposes of this policy, District officials are the Title IX coordinator, the ADA/Section 504 coordinator, and the Superintendent.

Title IX Coordinator

Reports of discrimination based on sex, including sexual harassment, may be directed to the designated Title IX coordinator. [See DIA(EXHIBIT)]

ADA / Section 504 Coordinator

Reports of discrimination based on disability may be directed to the designated ADA/Section 504 coordinator. [See DIA(EXHIBIT)]

Superintendent

The Superintendent shall serve as coordinator for purposes of District compliance with all other ~~nondiscrimination~~ ~~antidiscrimination~~ laws.

**Alternative Reporting Procedures**

An employee shall not be required to report prohibited conduct to the person alleged to have committed ~~the conduct~~. Reports concerning prohibited conduct, including reports against the Title IX coordinator or ADA/Section 504 coordinator, may be directed to the Superintendent.

A report against the Superintendent may be made directly to the Board. If a report is made directly to the Board, the Board shall appoint an appropriate person to conduct an investigation.

**Timely Reporting**

To ensure the District's prompt investigation, reports ~~Reports~~ of prohibited conduct shall be made as soon as possible after the alleged act or knowledge of the alleged act. ~~A failure to promptly report may impair the District's ability to investigate and address the prohibited conduct.~~

**Notice of Report**

Any District supervisor who receives a report of prohibited conduct shall immediately notify the appropriate District official listed above and take any other steps required by this policy.

Any District employee who receives a report of prohibited conduct based on sex, including sexual harassment, shall immediately notify the Title IX coordinator.

**Investigation of Reports Other Than Title IX ~~the Report~~**

The following procedures apply to all allegations of prohibited conduct other than allegations of harassment prohibited by Title IX. [See FFH(LEGAL)] For allegations of sex-based harassment that,

if proved, would meet the definition of sexual harassment under Title IX, see the procedures below at Response to Sexual Harassment—Title IX.

The District may request, but shall not ~~require~~~~insist upon~~, a written report. If a report is made orally, the District official shall reduce the report to written form.

**Initial Assessment**

Upon receipt or notice of a report, the District official shall determine whether the allegations, if ~~proved~~~~proven~~, would constitute prohibited conduct as defined by this policy. If so, the District ~~official~~ shall immediately authorize or undertake an investigation, regardless of whether a criminal or regulatory investigation regarding the same or similar allegations is pending.

**Interim Action**

If appropriate, the District shall promptly take interim action calculated to prevent prohibited conduct during the course of an investigation.

**District Investigation**

The investigation may be conducted by the District official or a designee, such as the campus principal, or by a third party designated by the District, such as an attorney. When appropriate, the ~~campus~~ principal or supervisor shall be involved in or informed of the investigation.

The investigation may consist of personal interviews with the person making the report, the person against whom the report is filed, and others with knowledge of the circumstances surrounding the allegations. The investigation may also include analysis of other information or documents related to the allegations.

**Concluding the Investigation**

Absent extenuating circumstances, the investigation should be completed within ten District business days from the date of the report; however, the investigator shall take additional time if necessary to complete a thorough investigation.

The investigator shall prepare a written report of the investigation. The report shall be filed with the District official overseeing the investigation.

**District Action**

If the results of an investigation indicate that prohibited conduct occurred, the District shall promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the conduct.

The District may take action based on the results of an investigation, even if the conduct did not rise to the level of prohibited or unlawful conduct.

**Confidentiality**

To the greatest extent possible, the District shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation and comply with applicable law.

**Appeal**

A complainant who is dissatisfied with the outcome of the investigation may appeal through DGBA(LOCAL), beginning at the appropriate level.

The complainant may have a right to file a complaint with appropriate state or federal agencies.

**Response to Sexual Harassment—Title IX**

General Response

For purposes of the District’s response to reports of harassment prohibited by Title IX, definitions can be found in FFH(LEGAL).

When the District receives notice or an allegation of conduct that, if proved, would meet the definition of sexual harassment under Title IX, the Title IX coordinator shall promptly contact the complainant to:

- Discuss the availability of supportive measures and inform the complainant that they are available, with or without the filing of a formal complaint;
- Consider the complainant’s wishes with respect to supportive measures; and
- Explain to the complainant the option and process for filing a formal complaint.

The District’s response to sexual harassment shall treat complainants and respondents equitably by offering supportive measures to both parties, as appropriate, and by following the Title IX formal complaint process before imposing disciplinary sanctions or other actions that are not supportive measures against a respondent.

If a formal complaint is not filed, the District reserves the right to investigate and respond to prohibited conduct in accordance with Board policies and administrative procedures.

Title IX Formal Complaint Process

To distinguish the process described below from the District’s general grievance policies [see DGBA, FNG, and GF], this policy refers to the grievance process required by Title IX regulations for responding to formal complaints of sexual harassment as the District’s “Title IX formal complaint process.”

The Superintendent shall ensure the development of a Title IX formal complaint process that complies with legal requirements. [See FFH(LEGAL)] The formal complaint process shall be posted on the

District's website. In compliance with Title IX regulations, the District's Title IX formal complaint process shall address the following basic requirements:

1. Equitable treatment of complainants and respondents;
2. An objective evaluation of all relevant evidence;
3. A requirement that the Title IX coordinator, investigator, decision-maker, or any person designated to facilitate an informal resolution process not have a conflict of interest or bias;
4. A presumption that the respondent is not responsible for the alleged sexual harassment until a determination is made at the conclusion of the Title IX formal complaint process;
5. Time frames that provide for a reasonably prompt conclusion of the Title IX formal complaint process, including time frames for appeals and any informal resolution process, and that allow for temporary delays or the limited extension of time frames with good cause and written notice as required by law;
6. A description of the possible disciplinary sanctions and remedies that may be implemented following a determination of responsibility for the alleged sexual harassment;
7. A statement of the standard of evidence to be used to determine responsibility for all Title IX formal complaints of sexual harassment;
8. Procedures and permissible bases for the complainant and respondent to appeal a determination of responsibility or a dismissal of a Title IX formal complaint or any allegations therein;
9. A description of the supportive measures available to the complainant and respondent;
10. A prohibition on using or seeking information protected under a legally recognized privilege unless the individual holding the privilege has waived the privilege;
11. Additional formal complaint procedures in 34 C.F.R. 106.45(b), including written notice of a formal complaint, consolidation of formal complaints, recordkeeping, and investigation procedures; and
12. Other local procedures as determined by the Superintendent.

Standard of  
Evidence

The standard of evidence used to determine responsibility in a Title IX formal complaint of sexual harassment shall be the preponderance of the evidence.

**Retaliation**

The District prohibits retaliation against an employee who makes a claim alleging to have experienced discrimination or harassment, or another employee who, in good faith, makes a report of harassment or discrimination, files a complaint of harassment or discrimination, serves as a witness, or otherwise participates or refuses to participate in an investigation.

**Examples**

Examples of retaliation may include termination, refusal to hire, demotion, and denial of promotion. Retaliation may also include threats, intimidation, coercion, unjustified negative evaluations, unjustified negative references, or increased surveillance.

**Records Retention**

The District shall retain copies of allegations ~~Copies of reports alleging prohibited conduct~~, investigation reports, and related records regarding any prohibited conduct in accordance with ~~shall be maintained by~~ the District's records control schedules, but ~~District~~ for no less than the minimum amount ~~a period~~ of time required by law. ~~at least three years.~~ [See CPC]

[For Title IX recordkeeping and retention provisions, see FFH(LEGAL) and the District's Title IX formal complaint process.]

**Access to Policy and Procedures**

Information regarding this ~~This~~ policy and any accompanying procedures shall be distributed annually to District employees. Copies of the policy and procedures shall be ~~posted on the District's website, to the extent practicable,~~ and readily available at each campus and the ~~District's~~ District administrative offices.

PROFESSIONAL DEVELOPMENT  
PROFESSIONAL MEETINGS AND VISITATIONS

DMD  
(LOCAL)

**Meetings,  
Conferences, and  
Workshops**

~~Professional personnel may attend and participate in meetings, conferences, and workshops that will contribute to their professional growth and development. [See also DMA and DMG]~~

~~When attendance at such events is recommended or required by the administration, the Board, TEA, or UIL, personnel may attend with the Superintendent's approval. No salary deduction or loss of leave shall occur when attendance is recommended or required.~~

~~The Superintendent may grant additional absences to employees for attendance at meetings, conferences, and workshops that are of special interest to the employee.~~

**Release Time**

~~Requests for release time with pay to attend employee organization meetings, other than any such meetings approved for required staff development purposes, shall be considered on a case-by-case basis. The responsibility for justifying the school-related purpose to be accomplished by attendance shall rest with the employee. Approval shall be given only if the employee is on the program, has some official function, or can obtain specific information related to his or her job description that will assist the District in improving the instructional program.~~

**Certificate of Coursework Completion**

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

**Partial Credit**

When a student earns a passing grade in only ~~half~~<sup>one semester</sup> of a ~~two-semester~~ course and the combined grade for ~~both halves~~<sup>the two semesters</sup> is lower than 70, the District shall award the student credit for the ~~half~~<sup>semester</sup> with the passing grade. ~~The student shall be required to retake only the semester in which he or she earned the failing grade.~~

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

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**Title IX Coordinator** The District ~~designates and authorizes the~~~~has designated a~~ Title IX coordinator for students to coordinate its efforts to comply with Title IX of the Education Amendments of 1972, as amended. [See FB(EXHIBIT)]

**ADA / Section 504 Coordinator** The District ~~designates and authorizes the~~~~has designated an~~ ADA/Section 504 coordinator for students to coordinate its efforts to comply with Title II of the Americans with Disabilities Act of 1990, as amended, which incorporates and expands upon the requirements of Section 504 of the Rehabilitation Act of 1973 (“Section 504”), as amended. [See FB(EXHIBIT)]

**Superintendent** The Superintendent shall serve as coordinator for purposes of District compliance with all other nondiscrimination laws.

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

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

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

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

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**Section 504**

Committees

The District shall form Section 504 committees as necessary. The Section 504 coordinator and members of each Section 504 committee shall receive training in the procedures and requirements for identifying and providing educational and related services and supports to a student who has a disability that results in a substantial limitation of a major life activity.

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

Referrals

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

Notice and Consent

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

Evaluation and Placement

The results of an evaluation shall be considered before any action is taken to place a student with a disability or make a significant change in placement in an instructional program. The Superintendent shall ensure that the District's procedures for tests and other evaluation materials comply with the minimum requirements of law. In interpreting evaluation data and when making decisions related to necessary services and supports, each Section 504 committee shall carefully consider and document information from a variety of sources in accordance with law.

Review and Reevaluation Procedure

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

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

Examining Records

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

Right to Impartial Hearing

A parent shall be given written notice of the due process right to an impartial hearing if the parent has a concern or complaint about the District's actions regarding the identification, evaluation, or educational placement of a student with a disability. The impartial hearing

shall be conducted by a person who is knowledgeable about Section 504 issues and who is not employed by the District or related to a member of the Board in a degree that would be prohibited under the nepotism statute [see DBE]. The impartial hearing officer is not required to be an attorney. The District and the parent shall be entitled to legal representation at the impartial hearing.

Records Retention

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

**Persons Age 21  
and ~~And~~ Over**

The District shall not admit into its public schools any person age 21 or over unless otherwise required by law.

**Registration Forms**

The student's parent, legal guardian, or other person having lawful control shall annually complete registration forms. A student who has reached age 18 shall be permitted to complete these forms.

Proof of Residency

At the time of initial registration and on an annual basis thereafter, the parent, guardian, or other person having lawful control of the student under order of a court shall present proof of residency in accordance with administrative regulations developed by the Superintendent. The District may investigate stated residency as necessary.

**Minor Living Apart**

Person Standing in  
Parental Relation

A minor student residing in the District but whose parent, guardian, or other person having lawful control under a court order does not reside in the District shall present a power of attorney or an authorization agreement as provided in Chapter 34 of the Family Code assigning responsibility for the student in all school-related matters to an adult resident of the District.

Misconduct

A minor student living apart who has engaged in misconduct that results in any of the consequences found in Education Code 25.001(d) shall not be permitted to attend a District school.

Exceptions

Based on an individual student's circumstance, the Superintendent shall have authority to grant exceptions to the requirement for a power of attorney or authorization agreement and to the exclusion for misconduct.

Extracurricular  
Activities

The Superintendent shall determine whether a minor student living apart is present in the District for the primary purpose of participating in extracurricular activities.

**Nonresident Student  
in Grandparent's  
After-School Care**

The parent and grandparent of a nonresident student requesting admission under Education Code 25.001(b)(9) shall provide to the Superintendent the required information on the grandparent's residency and complete a form provided by the District describing the extent of after-school care to be provided by the grandparent.

The Superintendent shall have authority to approve or deny such admissions requests in accordance with criteria approved by the Board.

**"Accredited" Defined**

For the purposes of this policy, "accredited" shall be defined as accreditation by TEA, an equivalent agency from another state, or an accrediting association recognized by the commissioner of education.

**Grade-Level Placement**

Accredited Schools

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

Nonaccredited Schools

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

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

**Transfer of Credit**

Accredited Texas Public Schools

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

Other Accredited or Nonaccredited Schools

Before recognizing credit in a course earned in an accredited non-public school, an accredited school outside of Texas, or a nonaccredited school, appropriate personnel shall evaluate a student's records and transcript. The District may require the student to demonstrate mastery of the content or use alternative methods to verify course content for the award of credit. ~~[See E1]~~

Transition Assistance

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

[See E1]

**Withdrawal**

A parent or guardian wishing to withdraw a minor student shall present a signed statement that includes the reason for the withdraw-

al. A student who is 18 or older may submit a withdrawal statement without a parent's or guardian's signature.

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

**Attendance  
Accounting System**

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

Alternative  
Attendance-  
Taking **Recording**  
Time

**The** ~~When appropriate, the~~ Superintendent is authorized to **shall** establish written procedures permitting a campus to **record absences in** ~~specify~~ an alternative **hour from the District's official time for taking attendance-taking time other than the second or fifth instructional hour. Exceptions may be authorized for an entire campus** or for a designated group of students at a campus. The alternative ~~time for recording~~ attendance-taking time shall be determined in accordance with TEA's *Student Attendance Accounting Handbook* **and administrative regulations.**

**Parental Consent to  
Leave Campus**

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

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

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

The following individuals have an additional legal obligation to submit a written or oral report within 48 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 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.

~~Any~~ ~~by any~~ person is required to ~~shall~~ make a report if the person has cause to believe that an adult was a victim of abuse or neglect ~~im-~~  
~~mediately~~ 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. ~~required by law.~~

~~Reports shall be made in accordance with FFG(EXHIBIT).~~

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

### 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;
2. The Child Protective Services (CPS) division of the Texas Department of Family and Protective Services (DFPS) at (800) 252-5400 or the [Texas Abuse Hotline Website](#)<sup>i</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.

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.

### Confidentiality

In accordance with state law, 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 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>i</sup> Texas Abuse Hotline Website: <http://www.txabusehotline.org>

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**Note:** This policy addresses discrimination, harassment, and retaliation ~~against~~~~involving~~ District students. For provisions regarding discrimination, harassment, and retaliation ~~against~~~~involving~~ District employees, see DIA. For reporting requirements related to child abuse and neglect, see FFG. Note that FFH shall be used in conjunction with FFI (bullying) for certain prohibited conduct.

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**Statement of Nondiscrimination**

The District prohibits discrimination, including harassment, against any student on the basis of race, color, religion, sex, gender, national origin, ~~age~~, disability, ~~age~~, or any other basis prohibited by law. The District prohibits dating violence, as defined by this policy. Retaliation against anyone involved in the complaint process is a violation of District policy and is prohibited.

**Discrimination**

Discrimination against a student is defined as conduct directed at a student on the basis of race, color, religion, sex, gender, national origin, ~~age~~, disability, ~~age~~, or ~~on~~ any other basis prohibited by law, that adversely affects the student.

**Prohibited Conduct**

In this policy, the term “prohibited conduct” includes discrimination, harassment, dating violence, and retaliation as defined by this policy, even if the behavior does not rise to the level of unlawful conduct.

Prohibited conduct also includes sexual harassment as defined by Title IX. [See FFH(LEGAL)]

**Prohibited Harassment**

Prohibited harassment of a student is defined as physical, verbal, or nonverbal conduct based on the student’s race, color, religion, sex, gender, national origin, ~~age~~, disability, ~~age~~, or any other basis prohibited by law, ~~when the conduct~~ ~~that~~ is so severe, persistent, or pervasive that the conduct:

1. Affects a student’s ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;
2. Has the purpose or effect of substantially or unreasonably interfering with the student’s academic performance; or
3. Otherwise adversely affects the student’s educational opportunities.

Prohibited harassment includes dating violence as defined by ~~law~~ ~~and~~ this policy.

Examples

Examples of prohibited harassment may include offensive or derogatory language directed at another person’s religious beliefs or

practices, accent, skin color, or need for accommodation; threatening, intimidating, or humiliating conduct; offensive jokes, name calling, slurs, or rumors; [cyberharassment](#); physical aggression or assault; display of graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or other kinds of aggressive conduct such as theft or damage to property.

### Sex-Based Harassment

As required by law, the District shall follow the procedures below at Response to Sexual Harassment—Title IX upon a report of sex-based harassment, including sexual harassment, gender-based harassment, and dating violence, when such allegations, if proved, would meet the definition of sexual harassment under Title IX. [See FFH(LEGAL)]

#### Sexual Harassment By an Employee

Sexual harassment of a student by a District employee includes both welcome and unwelcome sexual advances; requests for sexual favors; sexually motivated physical, verbal, or nonverbal conduct; or other conduct or communication of a sexual nature when:

1. A District employee causes the student to believe that the student must submit to the conduct in order to participate in a school program or activity, or that the employee will make an educational decision based on whether or not the student submits to the conduct; or
2. The conduct is so severe, persistent, or pervasive that it:
  - a. Affects the student's ability to participate in or benefit from an educational program or activity, or otherwise adversely affects the student's educational opportunities; or
  - b. Creates an intimidating, threatening, hostile, or abusive educational environment.

Romantic or [other](#) inappropriate social relationships between students and District employees are prohibited. Any sexual relationship between a student and a District employee is always prohibited, even if consensual. [See DH]

#### By Others

Sexual harassment of a student, including harassment committed by another student, includes unwelcome sexual advances; requests for sexual favors; or sexually motivated physical, verbal, or nonverbal conduct when the conduct is so severe, persistent, or pervasive that it:

1. Affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;

2. Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or
3. Otherwise adversely affects the student's educational opportunities.

Examples

Examples of sexual harassment of a student may include sexual advances; touching intimate body parts or coercing physical contact that is sexual in nature; jokes or conversations of a sexual nature; and other sexually motivated conduct, [contact](#), or communications, [including electronic communication](#) ~~or contact~~.

Necessary or permissible physical contact such as assisting a child by taking the child's hand, comforting a child with a hug, or other physical contact not reasonably construed as sexual in nature is not sexual harassment.

**Gender-Based Harassment**

Gender-based harassment includes physical, verbal, or nonverbal conduct based on the student's gender, the student's expression of characteristics perceived as stereotypical for the student's gender, or the student's failure to conform to stereotypical notions of masculinity or femininity. For purposes of this policy, gender-based harassment is considered prohibited harassment if the conduct is so severe, persistent, or pervasive that the conduct:

1. Affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;
2. Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or
3. Otherwise adversely affects the student's educational opportunities.

Examples

Examples of gender-based harassment directed against a student, regardless of the student's or the harasser's actual or perceived sexual orientation or gender identity, may include offensive jokes, name-calling, slurs, or rumors; [cyberharassment](#); physical aggression or assault; threatening or intimidating conduct; or other kinds of aggressive conduct such as theft or damage to property.

**Dating Violence**

Dating violence occurs when a person in a current or past dating relationship uses physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate, or control the other person in the relationship. Dating violence also occurs when a person commits these acts against a person in a marriage or dating relationship with the individual who is or was once in a marriage or dating relationship with the person committing the offense.

For purposes of this policy, dating violence is considered prohibited harassment if the conduct is so severe, persistent, or pervasive that the conduct:

1. Affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;
2. Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or
3. Otherwise adversely affects the student's educational opportunities.

Examples

Examples of dating violence against a student may include physical or sexual assaults; name-calling; put-downs; or threats directed at the student, the student's family members, or members of the student's household. Additional examples may include destroying property belonging to the student, threatening to commit suicide or homicide if the student ends the relationship, attempting to isolate the student from friends and family, stalking, threatening a student's spouse or current dating partner, or encouraging others to engage in these behaviors.

~~Retaliation~~

~~The District prohibits retaliation by a student or District employee against a student alleged to have experienced discrimination or harassment, including dating violence, or another student who, in good faith, makes a report of harassment or discrimination, serves as a witness, or participates in an investigation.~~

~~Examples~~

~~Examples of retaliation may include threats, rumor spreading, ostracism, assault, destruction of property, unjustified punishments, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances.~~

~~False Claim~~

~~A student who intentionally makes a false claim, offers false statements, or refuses to cooperate with a District investigation regarding discrimination or harassment, including dating violence, shall be subject to appropriate disciplinary action.~~

~~Prohibited Conduct~~

~~In this policy, the term "prohibited conduct" includes discrimination, harassment, dating violence, and retaliation as defined by this policy, even if the behavior does not rise to the level of unlawful conduct.~~

**Reporting  
Procedures**

Student Report

Any student who believes that he or she has experienced prohibited conduct or believes that another student has experienced prohibited conduct should immediately report the alleged acts to a teacher, school counselor, principal, other District employee, or the appropriate District official listed in this policy.

Employee Report	Any District employee who suspects or receives <b>direct or indirect</b> notice that a student or group of students has or may have experienced prohibited conduct shall immediately notify the appropriate District official listed in this policy and take any other steps required by this policy.
<i>Definition of District Officials</i>	For the purposes of this policy, District officials are the Title IX coordinator, the ADA/Section 504 coordinator, and the Superintendent.
<i>Title IX Coordinator</i>	Reports of discrimination based on sex, including sexual harassment, <del>or</del> gender-based harassment, <b>or dating violence</b> , may be directed to the designated Title IX coordinator for students. [See FFH(EXHIBIT)]
<i>ADA / Section 504 Coordinator</i>	Reports of discrimination based on disability may be directed to the designated ADA/Section 504 coordinator for students. [See FFH(EXHIBIT)]
<i>Superintendent</i>	The Superintendent shall serve as coordinator for purposes of District compliance with all other nondiscrimination laws.
<b>Alternative Reporting Procedures</b>	<p><b>An individual</b><del>A student</del> shall not be required to report prohibited conduct to the person alleged to have committed the conduct. Reports concerning prohibited conduct, including reports against the Title IX coordinator or ADA/Section 504 coordinator, may be directed to the Superintendent.</p> <p>A report against the Superintendent may be made directly to the Board. If a report is made directly to the Board, the Board shall appoint an appropriate person to conduct an investigation.</p>
<b>Timely Reporting</b>	<p><b>To ensure the District's prompt investigation, reports</b>Reports of prohibited conduct shall be made as soon as possible after the alleged act or knowledge of the alleged act. <del>A failure to immediately report may impair the District's ability to investigate and address the prohibited conduct.</del></p>
<b>Notice to Parents</b>	<p>The District official or designee shall promptly notify the parents of any student alleged to have experienced prohibited conduct by a District employee or another adult.</p> <p>[For parental notification requirements regarding an allegation of educator misconduct with a student, see FFF.]</p>
<b>Investigation of Reports Other Than Title IX</b> <del>the Report</del>	<p><b>The following procedures apply to all allegations of prohibited conduct other than allegations of harassment prohibited by Title IX.</b> [See FFH(LEGAL)] For allegations of sex-based harassment that, if proved, would meet the definition of sexual harassment under Title IX, including sexual harassment, gender-based harassment,</p>

and dating violence, see the procedures below at [Response to Sexual Harassment—Title IX](#).

The District may request, but shall not require, a written report. If a report is made orally, the District official shall reduce the report to written form.

**Initial Assessment** Upon receipt or notice of a report, the District official shall determine whether the allegations, if ~~proved~~ proven, would constitute prohibited conduct as defined by this policy. If so, the District shall immediately undertake an investigation, except as provided below at Criminal Investigation.

If the District official determines that the allegations, if ~~proved~~ proven, would not constitute prohibited conduct as defined by this policy, the District official shall refer the complaint for consideration under FFI.

**Interim Action** If appropriate and regardless of whether a criminal or regulatory investigation regarding the alleged conduct is pending, the District shall promptly take interim action calculated to address prohibited conduct or bullying prior to the completion of the District's investigation.

**District Investigation** The investigation may be conducted by the District official or a designee, such as the principal, or by a third party designated by the District, such as an attorney. When appropriate, the principal shall be involved in or informed of the investigation.

The investigation may consist of personal interviews with the person making the report, the person against whom the report is filed, and others with knowledge of the circumstances surrounding the allegations. The investigation may also include analysis of other information or documents related to the allegations.

**Criminal Investigation** If a law enforcement or regulatory agency notifies the District that a criminal or regulatory investigation has been initiated, the District shall confer with the agency to determine if the District investigation would impede the criminal or regulatory investigation. The District shall proceed with its investigation only to the extent that it does not impede the ongoing criminal or regulatory investigation. After the law enforcement or regulatory agency has finished gathering its evidence, the District shall promptly resume its investigation.

**Concluding the Investigation** Absent extenuating circumstances, such as a request by a law enforcement or regulatory agency for the District to delay its investigation, the investigation should be completed within ten District business days from the date of the report; however, the investiga-

tor shall take additional time if necessary to complete a thorough investigation.

The investigator shall prepare a written report of the investigation. The report shall include a determination of whether prohibited conduct or bullying occurred. The report shall be filed with the District official overseeing the investigation.

*Notification of Outcome*

Notification of the outcome of the investigation shall be provided to both parties in compliance with FERPA.

**District Action**

Prohibited Conduct

If the results of an investigation indicate that prohibited conduct occurred, the District shall promptly respond by taking appropriate disciplinary action in accordance with the Student Code of Conduct and may take corrective action reasonably calculated to address the conduct.

*Corrective Action*

Examples of corrective action may include a training program for those involved in the ~~report~~ ~~complaint~~, a comprehensive education program for the school community, counseling to the victim and the student who engaged in prohibited conduct, follow-up inquiries to determine if any new incidents or any instances of retaliation have occurred, involving parents and students in efforts to identify problems and improve the school climate, increasing staff monitoring of areas where prohibited conduct has occurred, and reaffirming the District's policy against discrimination and harassment.

Bullying

If the results of an investigation indicate that bullying occurred, as defined by FFI, the District official shall refer to FFI for appropriate notice to parents and District action. The District official shall refer to FDB for transfer provisions.

Improper Conduct

If the investigation reveals improper conduct that did not rise to the level of prohibited conduct or bullying, the District may take disciplinary action in accordance with the Student Code of Conduct or other corrective action reasonably calculated to address the conduct.

**Confidentiality**

To the greatest extent possible, the District shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation and comply with applicable law.

**Appeal**

A student or parent who is dissatisfied with the outcome of the investigation may appeal through FNG(LOCAL), beginning at the appropriate level. A student or parent shall be informed of his or her right to file a complaint with the United States Department of Education Office for Civil Rights.

**Response to Sexual Harassment–Title IX**

General Response

For purposes of the District’s response to reports of harassment prohibited by Title IX, definitions can be found in FFH(LEGAL).

When the District receives notice or an allegation of conduct that, if proved, would meet the definition of sexual harassment under Title IX, the Title IX coordinator shall promptly contact the complainant to:

- Discuss the availability of supportive measures and inform the complainant that they are available, with or without the filing of a formal complaint;
- Consider the complainant’s wishes with respect to supportive measures; and
- Explain to the complainant the option and process for filing a formal complaint.

The District’s response to sexual harassment shall treat complainants and respondents equitably by offering supportive measures to both parties, as appropriate, and by following the Title IX formal complaint process before imposing disciplinary sanctions or other actions that are not supportive measures against a respondent.

If a formal complaint is not filed, the District reserves the right to investigate and respond to prohibited conduct in accordance with Board policies and the Student Code of Conduct.

Title IX Formal Complaint Process

To distinguish the process described below from the District’s general grievance policies [see DGBA, FNG, and GF], this policy refers to the grievance process required by Title IX regulations for responding to formal complaints of sexual harassment as the District’s “Title IX formal complaint process.”

The Superintendent shall ensure the development of a Title IX formal complaint process that complies with legal requirements. [See FFH(LEGAL)] The formal complaint process shall be posted on the District’s website. In compliance with Title IX regulations, the District’s Title IX formal complaint process shall address the following basic requirements:

1. Equitable treatment of complainants and respondents;
2. An objective evaluation of all relevant evidence;
3. A requirement that the Title IX coordinator, investigator, decision-maker, or any person designated to facilitate an informal resolution process not have a conflict of interest or bias;

4. A presumption that the respondent is not responsible for the alleged sexual harassment until a determination is made at the conclusion of the Title IX formal complaint process;
5. Time frames that provide for a reasonably prompt conclusion of the Title IX formal complaint process, including time frames for appeals and any informal resolution process, and that allow for temporary delays or the limited extension of time frames with good cause and written notice as required by law;
6. A description of the possible disciplinary sanctions and remedies that may be implemented following a determination of responsibility for the alleged sexual harassment;
7. A statement of the standard of evidence to be used to determine responsibility for all Title IX formal complaints of sexual harassment;
8. Procedures and permissible bases for the complainant and respondent to appeal a determination of responsibility or a dismissal of a Title IX formal complaint or any allegations therein;
9. A description of the supportive measures available to the complainant and respondent;
10. A prohibition on using or seeking information protected under a legally recognized privilege unless the individual holding the privilege has waived the privilege;
11. Additional formal complaint procedures in 34 C.F.R. 106.45(b), including written notice of a formal complaint, consolidation of formal complaints, recordkeeping, and investigation procedures; and
12. Other local procedures as determined by the Superintendent.

Standard of  
Evidence

The standard of evidence used to determine responsibility in a Title IX formal complaint of sexual harassment shall be the preponderance of the evidence.

Retaliation

The District prohibits retaliation by a student or District employee against a student alleged to have experienced discrimination or harassment, including dating violence, or another student who, in good faith, makes a report of harassment or discrimination, files a complaint of harassment or discrimination, serves as a witness, or participates in an investigation. The definition of prohibited retaliation under this policy also includes retaliation against a student who refuses to participate in any manner in an investigation under Title IX.

Examples

Examples of retaliation may include threats, intimidation, coercion, rumor spreading, ostracism, assault, destruction of property, unjustified punishments, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances.

False Claim

A student who intentionally makes a false claim or offers false statements in a District investigation regarding discrimination or harassment, including dating violence, shall be subject to appropriate disciplinary action in accordance with law.

**Records Retention**

The District shall retain copies of allegations, investigation reports, and related records regarding any prohibited conduct in accordance with the District's records ~~control~~retention schedules, but for no less than the minimum amount of time required by law. [See CPC]

[For Title IX recordkeeping and retention provisions, see FFH(LEGAL) and the District's Title IX formal complaint process.]

**Access to Policy and Procedures**

Information regarding this policy and any accompanying procedures shall be distributed annually in the employee and student handbooks. Copies of the policy and procedures shall be posted on the District's website, to the extent practicable, and readily available at each campus and the District's administrative offices.

STUDENT ACTIVITIES  
CONTESTS AND COMPETITION

FMF  
(LOCAL)

**UIL Activities**

~~State Board and UIL rules shall govern interscholastic activities; however, Board policies and District rules may supplement State Board and UIL rules.~~

~~No event shall be scheduled and no student allowed to participate in any UIL event unless all pertinent rules and regulations are strictly enforced. The Superintendent or designee shall maintain all necessary records and reports. Sponsors and coaches are responsible for knowledge of and compliance with rules for eligibility and participation. [See FM]~~

**Athletic Program**

~~A well-rounded program of interscholastic athletics shall be maintained in the District secondary schools. The operation of the total program, including the starting and ending dates for each sport, shall be in accordance with regulations set by the UIL and the Board.~~

~~Supervision of the program shall be the responsibility of the Superintendent, but certain responsibilities may be delegated to other staff members. In each school, the principal shall have direct responsibility to maintain the athletic program as an integral part of the educational program of that school.~~

~~Interscholar competitive athletics shall not be part of the elementary grades' program. To the extent practicable, a program of intra-school sports activities for elementary students shall be maintained as part of the physical education program.~~

**Non-UIL Activities**

~~Contests and competitive activities that are sponsored by outside organizations shall not be recommended to students unless the activities supplement and do not interfere with the regular school program. Contests and competitive activities shall have the prior approval of the Superintendent or designee, who shall develop the necessary rules and regulations to implement this policy. [See FM]~~

**Overnight Trips**

~~Students involved in UIL competition that requires an overnight trip shall have their expenses paid by the District. [See also FM, FMG]~~

## Complaints

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

### Other Complaint Processes

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

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

12. Complaints concerning intradistrict transfers or campus assignment shall be submitted in accordance with FDB.
13. Complaints concerning admission, placement, or services provided for a homeless student shall be submitted in accordance with FDC.

Complaints regarding refusal of entry to or ejection from District property based on Education Code 37.105 shall be filed in accordance with this policy. However, the timelines shall be adjusted as necessary to permit the complainant to address the Board in person within 90 **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.

**Guiding Principles**

Informal Process

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

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

Formal Process

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

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

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

**Freedom from Retaliation**

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

**General Provisions**

Filing

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

STUDENT RIGHTS AND RESPONSIBILITIES  
STUDENT AND PARENT COMPLAINTS/GRIEVANCES

FNG  
(LOCAL)

	<p>deadline, as indicated by the date/time shown on the electronic communication. Mail filings shall be timely filed if they are post-marked by U.S. Mail on or before the deadline and received by the appropriate administrator or designated representative no more than three days after the deadline.</p>
Scheduling Conferences	<p>The District shall make reasonable attempts to schedule conferences at a mutually agreeable time. If a student or parent fails to appear at a scheduled conference, the District may hold the conference and issue a decision in the student's or parent's absence.</p>
Response	<p>At Levels One and Two, "response" shall mean a written communication to the student or parent from the appropriate administrator. Responses may be hand-delivered, sent by electronic communication to the student's or parent's email address of record, or sent by U.S. Mail to the student's or parent's mailing address of record. Mailed responses shall be timely if they are postmarked by U.S. Mail on or before the deadline.</p>
Days	<p>"Days" shall mean District business days, <a href="#">unless otherwise noted</a>. In calculating timelines under this policy, the day a document is filed is "day zero." The following business day is "day one."</p>
Representative	<p>"Representative" shall mean any person who or organization that is designated by the student or parent to represent the student or parent in the complaint process. A student may be represented by an adult at any level of the complaint.</p> <p>The student or parent may designate a representative through written notice to the District at any level of this process. If the student or parent designates a representative with fewer than three days' notice to the District before a scheduled conference or hearing, the District may reschedule the conference or hearing to a later date, if desired, in order to include the District's counsel. The District may be represented by counsel at any level of the process.</p>
Consolidating Complaints	<p>Complaints arising out of an event or a series of related events shall be addressed in one complaint. A student or parent shall not file separate or serial complaints arising from any event or series of events that have been or could have been addressed in a previous complaint.</p>
Untimely Filings	<p>All time limits shall be strictly followed unless modified by mutual written consent.</p> <p>If a complaint form or appeal notice is not timely filed, the complaint may be dismissed, on written notice to the 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</p>

level at which the complaint was dismissed. Such appeal shall be limited to the issue of timeliness.

Costs Incurred

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

Complaint and Appeal Forms

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

Copies of any documents that support the complaint should be attached to the complaint form. If the student or parent does not have copies of these documents, copies may be presented at the Level One conference. After the Level One conference, no new documents may be submitted by the student or parent unless the student or parent did not know the documents existed before the Level One conference.

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

**Level One**

Complaint forms must be filed:

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

In most circumstances, students and parents shall file Level One complaints with the campus principal.

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

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

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

Absent extenuating circumstances, the administrator shall provide the student or parent a written response within ten days following

the conference. In reaching a decision, the administrator may consider information provided at the Level One conference and any other relevant documents or information the administrator believes will help resolve the complaint.

## **Level Two**

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

The appeal notice must be filed in writing, on a form provided by the District, within ten days of the date of the written Level One response or, if no response was received, within ten days of the Level One response deadline.

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

The Level One record shall include:

1. The original complaint form and any attachments.
2. All other documents submitted by the student or parent at Level One.
3. The written response issued at Level One and any attachments.
4. All other documents relied upon by the Level One administrator in reaching the Level One decision.

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

The Superintendent or designee shall provide the student or parent a written response within ten days following the conference. In reaching a decision, the Superintendent or designee may consider the Level One record, information provided at the Level Two conference, and any other relevant documents or information the Superintendent or designee believes will help resolve the complaint.

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

### **Level Three**

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

The appeal notice must be filed in writing, on a form provided by the District, within ten days of the date of the written Level Two response or, if no response was received, within ten days of the Level Two response deadline.

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

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

The Level Two record shall include:

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

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

The District shall determine whether the complaint will be presented in open or closed meeting in accordance with the Texas Open Meetings Act and other applicable law. [See BE]

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

In addition to any other record of the Board meeting required by law, the Board shall prepare a separate record of the Level Three presentation. The Level Three presentation, including the presentation by the student or parent or the student's representative, any

presentation from the administration, and questions from the Board with responses, shall be recorded by audio recording, video/audio recording, or court reporter.

The Board shall then consider the complaint. It may give notice of its decision orally or in writing at any time up to and including the next regularly scheduled Board meeting. If the Board does not make a decision regarding the complaint by the end of the next regularly scheduled meeting, the lack of a response by the Board upholds the administrative decision at Level Two.

**Complaints**

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

Other Complaint Processes

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

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

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

**Guiding Principles**

Informal Process

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

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

Formal Process

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

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

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

**Freedom from Retaliation**

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

**General Provisions**

Filing

Complaint forms and appeal notices may be filed by hand-delivery, by electronic communication, including email and fax, or by U.S. Mail. Hand-delivered filings shall be timely filed if received by the appropriate administrator or designee by the close of business on

the deadline. Filings submitted by electronic communication shall be timely filed if they are received by the close of business on the deadline, as indicated by the date/time shown on the electronic communication. Mail filings shall be timely filed if they are post-marked by U.S. Mail on or before the deadline and received by the appropriate administrator or designated representative no more than three days after the deadline.

Scheduling  
Conferences

The District shall make reasonable attempts to schedule conferences at a mutually agreeable time. If the individual fails to appear at a scheduled conference, the District may hold the conference and issue a decision in the individual's absence.

Response

At Levels One and Two, "response" shall mean a written communication to the individual from the appropriate administrator. Responses may be hand-delivered, sent by electronic communication to the individual's email address of record, or sent by U.S. Mail to the individual's mailing address of record. Mailed responses shall be timely if they are postmarked by U.S. Mail on or before the deadline.

Days

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

Representative

"Representative" shall mean any person who or organization that is designated by an individual to represent the individual in the complaint process.

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

Consolidating  
Complaints

Complaints arising out of an event or a series of related events shall be addressed in one complaint. An individual shall not file separate or serial complaints arising from any event or series of events that have been or could have been addressed in a previous complaint.

Untimely Filings

All time limits shall be strictly followed unless modified by mutual written consent.

If a complaint form or appeal notice is not timely filed, the complaint may be dismissed, on written notice to the individual, at any point during the complaint process. The individual may appeal the dismissal by seeking review in writing within ten days from the date

of the written dismissal notice, starting at the level at which the complaint was dismissed. Such appeal shall be limited to the issue of timeliness.

Costs Incurred

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

Complaint and  
Appeal Forms

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

Copies of any documents that support the complaint should be attached to the complaint form. If the individual does not have copies of these documents, they may be presented at the Level One conference. After the Level One conference, no new documents may be submitted by the individual unless the individual did not know the documents existed before the Level One conference.

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

**Level One**

Complaint forms must be filed:

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

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

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

The appropriate administrator shall investigate as necessary and schedule a conference with the individual within ten days after receipt of the written complaint. The administrator may set reasonable time limits for the conference.

Absent extenuating circumstances, the administrator shall provide the individual a written response within ten days following the conference. In reaching a decision, the administrator may consider information provided at the Level One conference and any other relevant documents or information the administrator believes will help resolve the complaint.

### **Level Two**

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

The appeal notice must be filed in writing, on a form provided by the District, within ten days of the date of the written Level One response or, if no response was received, within ten days of the Level One response deadline.

After receiving notice of the appeal, the Level One administrator shall prepare and forward a record of the Level One complaint to the Level Two administrator. The individual may request a copy of the Level One record.

The Level One record shall include:

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4. All other documents relied upon by the Level One administrator in reaching the Level One decision.

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

The Superintendent or designee shall provide the individual a written response within ten days following the conference. In reaching a decision, the Superintendent or designee may consider the Level One record, information provided at the Level Two conference, and any other relevant documents or information the Superintendent or designee believes will help resolve the complaint.

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

### **Level Three**

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

The appeal notice must be filed in writing, on a form provided by the District, within ten days of the date of the written Level Two response or, if no response was received, within ten days of the Level Two response deadline.

The Superintendent or designee shall inform the individual of the date, time, and place of the Board meeting at which the complaint will be on the agenda for presentation to the Board.

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

The Level Two record shall include:

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

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

The District shall determine whether the complaint will be presented in open or closed meeting in accordance with the Texas Open Meetings Act and other applicable law. [See BE]

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

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

The Board shall then consider the complaint. It may give notice of its decision orally or in writing at any time up to and including the next regularly scheduled Board meeting. If the Board does not make a decision regarding the complaint by the end of the next regularly scheduled meeting, the lack of a response by the Board upholds the administrative decision at Level Two.

### PROPOSED REVISIONS

<u>Paid Vacation Days</u>	<p><u>Each person employed in a position normally requiring 260 days of service shall receive ten paid vacation days per year on the anniversary day of employment. All vacations schedules shall be subject to the approval of the Superintendent. The following guidelines shall apply:</u></p> <ol style="list-style-type: none"><li><u>1. An employee shall be eligible for vacation time after 12 months of continuous employment on a full-time basis.</u></li><li><u>2. Vacation days are not cumulative from year to year.</u></li></ol>
<u>Nonduty Days</u>	<p><u>A full-time, 12-month employee in a position having an assignment of 226 workdays or who has a contract requiring 226 workdays of service shall have a determined number of nonduty days each school calendar year.</u></p>
<u>Eligibility</u>	
<u>Number of Nonduty Days</u>	<p><u>The number of nonduty days available for a 226-day employee shall be calculated by subtracting the number of assigned or contracted workdays and the school calendar holidays from the total number of weekdays in the school calendar year.</u></p>
<u>Scheduling Nonduty Days</u>	<p><u>Scheduling of nonduty days for the purposes of time off shall require prior approval of the Superintendent. The Superintendent shall have the authority to schedule an employee's nonduty days to meet the needs of the District.</u></p>
<u>Use of Nonduty Days / Carryover</u>	<p><u>An employee who works 226 workdays shall be expected to use the nonduty days available to him or her in a school calendar year by June 30 of that year. Unused nonduty days at the end of the school calendar year shall be lost.</u></p> <p><u>Unused nonduty days shall not include any nonduty days that an employee has worked, and for which the employee received compensation, in accordance with this policy.</u></p>
<u>No Compensation for Working Nonduty Days</u>	<p><u>An employee working 226 workdays who chooses to report to work rather than using his or her nonduty days shall receive no compensation for the additional days worked unless prior approval has been given, in writing, by the Superintendent or the Superintendent's designee.</u></p>
<u>No Reimbursement</u>	<p><u>There shall be no reimbursement paid to a 226-day employee for unused nonduty days under any circumstances. If a 226-day employee ceases to be employed by the District, all unused nonduty days shall be lost.</u></p>

COMPENSATION AND BENEFITS  
VACATIONS AND HOLIDAYS

DED  
(LOCAL)

**Eleven-Month  
Contracts**

~~All persons serving on an 11-month contract of 202 or 207 days shall begin their vacation on the day after the last day of employment as stated in their contract. Vacation days shall not be reimbursed.~~

~~Vacation days must be taken during the specified time. Changes may be made only with the approval of the Superintendent, as long as no additions/deletions to the original number of contract days are made. Any additions or deletions must be submitted for Board approval.~~

**Twelve-Month  
Personnel**

~~Vacation for professional personnel shall be based on their contracts of either 220 or 230 days. After their first year of employment, noncontractual personnel in positions requiring 12 months of service shall earn ten days of vacation per year.~~

~~Vacations may be scheduled from June 1 to the first day of duty each year with approval of the supervisor and Superintendent. If for some reason the entire vacation cannot be taken at one time, at least one week must be taken. The remaining days may be spread out over the year; however, they must be taken before May 31 of the following year.~~

~~A schedule of vacations will be circulated in April of each year. Employees will be asked to sign up and hold as closely as possible to the schedule.~~

~~Maintenance and custodial personnel will schedule their vacation with their appropriate supervisor and the administrative assistant for plant operation.~~



# ADJOURNMENT



**BREAK  
& RECONVENE TO  
TEAM BUILDING  
SESSION**



**TEAM  
OF  
EIGHT**



# **EXECUTIVE SESSION**



**RECONVENE  
TO OPEN  
SESSION**



# ADJOURNMENT