

# Notice of Regular Meeting

## The Board of Trustees Devine ISD

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A Regular Meeting of the Board of Trustees of Devine ISD will be held January 22, 2026, beginning at 6:30 PM in the Devine Student Activity Center (DSAC), 194 Arabian Way, Devine, TX 78016.

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

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

**1. Call to Order, Roll Call and Declaration of Quorum**

**2. Pledge of Allegiance and Invocation**

**3. Recognition and Presentations**

A. Board Recognition

1. Folklorico Presentation

B. FCCLA Project Presentation: Public Policy Advocacy

**4. Citizen Communication**

A. Public Comment for Non-Agenda Items

B. Public Address for Items on the Agenda

**5. DLA/DAEP Campus Report**

**6. Administrative Reports and Discussion**

A. Central Office Reports

1. Superintendent's Reports, Todd Grandjean

a. Monthly Report on Personnel and Board Priorities:

1. Increase student success and continue a tradition of student achievement

2. Continue successful partnerships with the community, teachers and parents to support our schools and achieve student success

3. Align facilities and technology improvements with needs and career opportunities

4. Maintain Highly Qualified teachers and retain staff

5. Increase trade career opportunities and continue to develop enhanced technology resources for all students

b. 2023 Bond Projects Update

c. Safety & Security Report, Michael Gomez

d. Monthly Activity Calendar

e. District Event Calendar

2. Director of HR/Info Mgmt Monthly Report, Dawn Schneider	
a. Monthly Report on Personnel, Testing and Assessment, Counseling, Student Services	
3. Director of Special Education Monthly Reports, Jenni Hagdorn	
a. Monthly Reports on Student Enrollment, ARDs, 504, and Training	
B. Business Office Reports, Chief Financial Officer, Shannon Ramirez	
1. Monthly reports on taxes, cafeteria, investments, cash flow	
2. Payment of Bills	
C. Principals' Reports on Campus Activities	
1. Devine High School Principal's Report, Michael Gomez	
2. Devine Middle School Principal's Report, Kandi Darnell	
3. Devine Intermediate School Principal's Report, Lysandra Reyes	
4. JJ Ciavarra Elementary School Principal's Report, Mark Raygosa	
5. Devine Learning Center/DAEP Principal Monthly Reports, Jodi Ann Dzierzanowski	
D. Directors' Reports	
1. Monthly report on finances, department acquisitions, travel and student services provided.	
<b>7. Consent Agenda</b>	
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B. 2026 Board Training Calendar	7
C. DEF Donation	32
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<b>8. Action Item(s):</b>	
A. Consider and Take Possible Action to Call for School Board Election	42
B. Consider and Take Possible Action in Regard to the DMS Gym Floor	
C. Consider and Take Possible Action to Approve Stipend for Academic Liaison/Recruiting Coordinator	45
D. Consider and take possible action to set the rate for early notice incentive award	47
E. Consider and Take Possible Action to Change March Board Meeting Date	54
<b>9. Closed Session</b>	
A. Personnel (TGC 551.074)	
1. Personnel Update	
2. Pursuant to Tex. Govt Code 551.074, consider and discuss evaluation and contract of Superintendent	
3. Consider and Discuss Superintendent's Goals & Objectives.	
B. Considering discipline of a public school child, or complaint or charge against personnel. (TGC 551.082)	
<b>10. Reconvene from Closed Session</b>	
<b>11. Action Items Discussed in Closed Session</b>	
A. Consider and take possible action regarding evaluation and contract of Superintendent	
<b>12. Adjournment</b>	

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

The notice for this meeting was posted in compliance with the Texas Open Meeting Act on \_\_\_\_\_,  
at \_\_\_\_\_.

\_\_\_\_\_  
For the Board of Trustees



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## Devine Independent School District Board of Trustees Agenda Document

Meeting Date: January 22, 2026

Agenda Item: Minutes of Board Meeting (s)

Background Information:

Every month the office will submit to the Board of Trustees for approval a copy of last month's minutes for approval.

Administrative Consideration:

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

The official minutes shall be retained on file in the office of the Superintendent and shall be available for examination during regular office hours.

Budgetary Consideration:

None

Supporting Documents:

BE (LOCAL) Board Meetings

Recommendation:

Approve minutes for the regular board meeting on December 15, 2025.

Respectfully Submitted by:

*Geri Woods*  
Superintendent's Secretary

Approved by:

*Dr. Todd Grandjean*  
Superintendent of Schools

# Minutes of Regular Meeting

## The Board of Trustees

### Devine ISD

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A Regular Meeting of the Board of Trustees of Devine ISD was held on Monday, December 15, 2025 beginning at 6:30 PM in the Devine Student Activity Center (DSAC), 194 Arabian Way, Devine, TX 78016

**Board Members Present:** Nancy Pepper (President), Henry Moreno (Vice-President), Keri James (Secretary), Carl Brown, Alixana Buvinghausen, Chris Davis, Candace Esparza.

**Guests Present:** Shelby Haass, Kandy Stein, Rebecca Kelley, Drew Redding, Julia Hoog, Joanie Dubose, David Gonzales, Zoe Barron, Jason Mann, Karsyn Mann, Kolbi Mann, Stacie Mann, Hali Carroll, Taylin Herrera, Cami Carroll, Kynedie Cruz, Bella Flores, Case Carroll, Tanya Flores, Daniel Flores, Tammy Morales, Robert Morales, Gail Muzquiz, J. Carroll, K. Campsey, D. Sollock, L. Dubose, Kalli B., Karla Korczynski, Kaci Chandler, Brent Parks, Reagan & Susy Stacy, Mary Joyer, Stacy Guzman.

**School Officials Present:** Dr. Todd Grandjean (Superintendent), Dawn Schneider (Director of HR/Info Mgmt), Michael Gomez (DHS Principal), Kandi Darnell (DMS Principal), Lysandra Reyes (Intermediate Principal), Mark Raygosa (Elementary Principal), Jenni Hagdorn (Special Ed Director), Shannon Ramirez (CFO), Geri Woods (Recording Secretary)

#### 1. **Call to Order, Roll Call and Declaration of Quorum**

Nancy Pepper called this meeting of the Devine Independent School District Board of Trustees to order at 6:30 p.m. and stated for the record that a quorum of board members was present, that this meeting had been duly called, and that notice of this meeting had been posted in accordance with the Texas Open Meetings Act, Texas Government Code Chapter 551. She further stated that trustees Keri James, Henry Moreno, Candace Esparza, Carl Brown, Chris Davis, Ali Buvinghausen, and Nancy Pepper were present.

#### 2. **Pledge of Allegiance and Invocation** led by Nancy Pepper.

3. At this time, item #11 **Consider and Take Possible Action Regarding the Employment of Head Volleyball Coach** was moved up on the agenda in order to accommodate the large crowd present for that item. Dr. Grandjean made a statement regarding the investigation and report directed by the school board. He stated that the report is not available for public information but was able to announce that the head volleyball coach has resigned from her coaching duties.

#### 4. **Citizen Communication**

A. Public Comment for Non-Agenda Items. None

B. Public Address for Items on the Agenda

The following people signed up and spoke regarding Agenda Item #11 Regarding the head volleyball coach: David Gonzales, Lisa Dubose, and Cody Carroll.

#### 5. **Elementary School Campus Report**

Principal, Mark Raygosa introduced school counselor, Drew Redding to present campus report. Ms. Redding introduced two students who were present to explain a new program called the Ciavarra Junior Leadership Team (CJLT).

#### 6. **School FIRST Rating Hearing**

A. Public Hearing

Shannon Ramirez presented the <sup>5</sup>FIRST report to the board. The district received a Superior A rating receiving 100 points.

B. Public Comments. None.

**7. Administrative Reports and Discussion**

A. Central Office Reports

1. Superintendent's Monthly Reports on Board Priorities, Safety & Security Report, Monthly Activity Calendar, District Event Calendar

2. Director of HR/Info Mgmt Monthly Reports

3. Director of Special Education Monthly Reports

B. Business Office Monthly Reports and Payment of Bills

C. Principals' Reports on Campus Sports and Activities

1. Devine High School Principal's Report

2. Devine Middle School Principal's Report

3. Devine Intermediate School Principal's Report

4. JJ Ciavarra Elementary School Principal's Report

5. Devine Learning Academy/DAEP Principal Monthly Reports

D. Directors' Monthly Reports

**8. Consent Agenda**

Carl Brown moved and seconded by Keri James to approve consent agenda as presented. This motion Passed, 7-0.

Those in favor: Brown, Buvinghausen, Davis, Esparza, James, Moreno, Pepper

Those opposed: 0

A. Minutes of Called Meeting on November 13, 2025 and Regular Board Meeting on November 17, 2025.

B. Budget Amendment

C. Walsh, Gallegos, Trevino, Kyle, Robinson & Roalson PC Legal Services Retainer Agreement

**9. Action Item(s):**

A. Alixana Buvinghausen moved and seconded by Candace Esparza to Approve LASO 4 Grant Assurances as presented and authorize the Superintendent or designee to execute all necessary documents for submission of the LASO 4 Grant. This motion Passed, 7-0.

Those in favor: Brown, Buvinghausen, Davis, Esparza, James, Moreno, Pepper

Those opposed: 0

**10. Closed Session**

Nancy Pepper stated for the record that the Board of Trustees, beginning at 7:06 p.m., will convene in a closed session in accordance with the Texas Open Meetings Act, for the purpose of discussing items listed under Texas Government Code Section 551.074 and 551.082. NO FINAL ACTION, DECISIONS, OR VOTES WILL BE TAKEN WHILE THE BOARD IS IN EXECUTIVE SESSION.

**11. Reconvene from Closed Session**

The board reconvened in open session at 7:45 p.m.

**12. Adjournment**

Henry Moreno moved and seconded by Ali Buvinghausen to adjourn. This motion Passed, 7-0. Those in favor: Brown, Buvinghausen, Davis, Esparza, James, Moreno, Pepper

Those opposed: 0

Meeting adjourned at 7:48 p.m.

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Board President

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Board Secretary



## Devine Independent School District Board of Trustees Agenda Document

**Meeting Date:** January 22, 2026

**Agenda Item:** 2026 Board Training Calendar

### **Background Information:**

To keep our Board current on training requirements, the Board should consider setting training dates for 2026. This training will keep the Board in compliance with legal [BBD] and local policy

### **Administrative Consideration:**

Statutory (Legislative)\*

- Open Meetings Act (for new board members)
- Public Information Act (for new board members)
- Cybersecurity

Regulatory (SBOE)

- Orientation to the Texas Education Code (for new board members)
- Local District Orientation (for new board members)
- Update to the Texas Education Code
- Child Abuse Prevention
- Evaluating and Improving Student Outcomes (SB 1566)
- School Safety

**Team Building**

**Additional Continuing Education**

### **Budgetary Consideration:**

Board training costs are included in the budget.

### **Supporting Documents:**

Overview of Continuing Education Requirements

Proposed 2026 Board Training Calendar

BBD (Legal)

### **Recommendation:**

Approve 2026 Board Training Calendar

### **Respectfully Submitted by:**

Todd Grandjean  
Superintendent of Schools

### Proposed 2026 Board Training Calendar

Date	Training	Location	Cost	CTE	Annual	Every other year
Before April 2027	Child Abuse Prevention.	Online (TASB Online)	\$50/\$35	1		X
Before April 2027	School Safety	TEA Learn	Free	2		X
Before April, 2026	Cybersecurity	Vector	No additional cost	1	X	
June 10-13, 2026	Summer Leadership Institute	San Antonio	\$425 +/- registration fee per attendee	Up to 12.5 hours	X	
Summer 2027	Update to the Texas Ed Code	ESC20/TASB	varies	2		X <sup>8</sup>
August/September 2026	Team of Eight Teambuilding	In-district	Approximately \$800	3	X	
July/August (due 2026)	SB1566 Training: Evaluating and Improving Student Outcomes	In-district	Approximately \$800	3		X
As needed	Superintendent's Evaluation Training	In-district	Approximately \$800	1-2		

## Experienced Member Training Requirements (More than one year of service)

*Note: Required hours will vary year to year depending on how the Post-Legislative Update, Child Abuse, and Student Achievement and Accountability hours fall for an individual trustee.*

Annual	
<b>Cybersecurity</b> 1 hour	Vector
<b>Team Building</b> 3 hours	ESC 20
<b>Additional Required Training</b> 5 hours (Up to 5 hours online; up to 1 hour using self-instructional materials)	<a href="#">Available through TASB</a> : Additional education based on Framework for School Board Development is available through TASB’s conferences, events, and continuing education programs. Also available through other providers.
Biennial (every other year)	
<b>Sexual Abuse, Human Trafficking, and Other Maltreatment of Children</b> (Child Abuse Prevention) 1 hour	<a href="#">Available through TASB</a> or other registered providers.
<b>Update to the Texas Education Code</b> Sufficient length ~ 1–2 hours after each legislative session	<a href="#">Available through TASB</a> or other registered providers.
<b>Evaluation and Improving Student Outcomes</b> 3 hours (By the second anniversary of completion of previous training)	ESC 20
<b>School Safety</b> 2 hours	Provided through <a href="#">TEA Learn</a> .



**Texas Association of School Boards**

Legal Services

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## **Texas School Board Member Continuing Education**

*Published online in [TASB School Law eSource](#)*

### [Required Continuing Education](#)

### [Training Logistics](#)

### [Application of the Texas Open Meetings Act](#)

### [Reporting Continuing Education Credit](#)

### **Required Continuing Education**

#### **1. What continuing education is required for school board members?**

School board members must complete continuing education training required by the State Board of Education (SBOE). Tex. Educ. Code § 11.159(b); 19 Tex. Admin. Code § 61.1. To the extent possible, entire boards are encouraged to participate in continuing education programs together. 19 Tex. Admin. Code § 61.1(i).

The SBOE is required to adopt a framework for governance leadership to be used in structuring continuing education for school board members, which must be posted to the Texas Education Agency (TEA) website and be distributed annually by the president of each board of trustees to all current board members and the superintendent. 19 Tex. Admin. Code § 61.1(a). See TASB Policy BBD.

The SBOE requires eight training areas<sup>1</sup> of continuing education for board members:

1. Local District Orientation (new members)
2. Orientation to the Texas Education Code (new members)
3. Update to the Texas Education Code (after regular legislative sessions and special sessions on education)
4. Team Building (annually with entire board and superintendent)
5. Additional Continuing Education (10 hours first year, 5 hours subsequent years)
6. Evaluating Student Academic Performance and Setting Goals (every two years)

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<sup>1</sup> In the past, board training areas have sometimes been called “tiers.” Due to changes in board training requirements, the term “tiers” has been discontinued.

7. Identifying and Reporting Abuse and Trafficking (every two years)<sup>2</sup>
8. School Safety (every two years)<sup>3</sup>

19 Tex. Admin. Code §§ 61.1(b), 61.3.

Other laws on [open government](#) and [cybersecurity](#) require additional training for trustees.

For summary tables of the training requirements, see TASB Legal Services' [Training for First-Year Trustees](#) and [Training for Experienced Trustees after First Year](#). The Texas Education Agency's [School Board Trustee Training Chart](#) provides additional guidance.

**2. Is a trustee who returns to the board after a break in service a “new” trustee?**

Neither state law nor rule answers this question. If the break in service has been brief, the board member may be able to rely on previous training in good faith. However, if the break in service has been more than a year, TASB generally recommends starting the training process from scratch.

**3. Can one area of training (such as open government training) also count toward a board member’s required hours of additional continuing education (i.e., ten hours for new members, five hours for experienced members)?**

Unless a statute or rule says otherwise, hours spent in training can be counted toward the additional required hours of continuing education based on assessed needs even if the hours also satisfy another training requirement. In other words, if a trustee attends a 1.25 hour session on the Texas Open Meetings Act (OMA) that has been approved by the attorney general, the trustee has met the Texas Government Code requirement for a newly elected official and may also report 1.25 hours of additional continuing education.

The SBOE rule provides that time required for the local district orientation, the orientation to the Texas Education Code, the update to the Texas Education Code, and the annual team building may not count toward the total hours for additional continuing education. 19 Tex. Admin. Code § 61.1(b)(5). However, the SBOE rule does not address whether other types of training received by a trustee may count as additional continuing education. For example, the rule does not specifically address whether the hours spent in training on evaluating student academic performance and setting individual campus goals may also count toward required hours of additional continuing education. Nor does the rule specifically address whether an experienced trustee who voluntarily attends a local district orientation may count that time towards additional continuing

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<sup>2</sup> Requirement added by House Bill 403 (2019), with rule implementation on May 1, 2020. 19 Tex. Admin. Code § 61.1(m).

<sup>3</sup> Requirement added by House Bill 690, Regular Session (2021).

education hours. Again, unless a rule or statute expressly states otherwise, a trustee or provider might reasonably determine that time spent in training in excess of the hours required may be counted as credit toward hours of additional continuing education.

**4. What is required for the three-hour board training on evaluating student academic performance and setting individual campus goals for early childhood literacy and mathematics and college, career, and military readiness?**

The SBOE rule requires a trustee to complete at least three hours of training every two years on evaluating student academic performance and setting individual campus goals for early childhood literacy and mathematics and college, career, and military readiness. 19 Tex. Admin. Code § 61.1(b)(6). Training may be completed in the year prior to board service or within 120 days of election or appointment, then every two years thereafter. The training must be provided by a TEA-authorized provider. 19 Tex. Admin. Code § 61.1(b)(6)(C), (D), (G).

The training on evaluating student academic performance must be research-based and designed to support the oversight role of the board of trustees under Texas Education Code section 11.1515. Tex. Educ. Code § 11.159(c), (c-1); 19 Tex. Admin. Code § 61.1(b)(6)(A). For the training on setting individual campus goals, the purpose is to facilitate board plans that set goals for early childhood literacy and mathematics and college, career and military readiness. Tex. Educ. Code §§ 11.185-.86; 19 Tex. Admin. Code § 61.1(b)(6)(B).

In addition, the SBOE rule states that the training will include, at a minimum, the following:

- Instruction in how school board behaviors correlate with improved student outcomes with emphasis on setting specific, quantifiable student outcome goals, and adopting plans to improve early literacy and numeracy and college, career, and military readiness for applicable student groups evaluated in the Closing the Gaps domain of the state accountability system established under the Texas Education Code chapter 39;
- Instruction in progress monitoring practices to improve student outcomes; and
- Instruction in state accountability with emphasis on the Texas Essential Knowledge and Skills, state assessment instruments administered under Texas Education Code chapter 39, and the state accountability system established under the Texas Education Code chapter 39.

19 Tex. Admin. Code § 61.1(b)(6)(F).

**5. Can the required three-hour board training on evaluating student academic performance and setting goals count as team building?**

The SBOE rule permits a board that completes the training on evaluating student academic performance and setting goals together, along with the board's superintendent, to count the same three hours of training as team-building credit under certain circumstances. In order for the training to count for both purposes, the following must be true:

- The training must be attended by an entire school board and its superintendent.
- The training must include a review of local school district data on student achievement.
- The training must meet all of the requirements for the three-hour board training on evaluating student academic performance and setting goals, as described above.
- The training must meet the requirements for team building, meaning that the purpose must be to enhance the effectiveness of board-superintendent team, the session must include a review of the roles, rights, and responsibilities of board based on the SBOE framework, and the team must assess its continuing education needs for the year.
- Finally, the training must comply with the OMA (see below at Application of the Texas Open Meetings Act).

19 Tex. Admin. Code § 61.1(b)(6)(H).

**6. What is required for the training on identifying and reporting potential victims of sexual abuse, human trafficking, and other maltreatment of children?**

Trustees must complete at least one hour of training on identifying and reporting potential victims of sexual abuse, human trafficking, and other maltreatment of children. Other maltreatment means child abuse or neglect. Tex. Educ. Code § 11.159(c)(2), (c-2), (e). As implemented by SBOE rule on May 1, 2020, training may be completed in the year prior to board service or within 120 days of election or appointment, then every two years thereafter. Training must be provided by a registered provider. 19 Tex. Admin. Code § 61.1(b)(7)(A)(B),(F), (m).

The training must familiarize board members with the requirements of Texas Education Code sections 38.004 and 38.0041, and Title 19, section 61.1051 of the Texas Administrative Code, relating to reporting child abuse or neglect, including trafficking of a child. 19 Tex. Admin. Code § 61.1 (b)(7)(D).

The training shall include, at a minimum:

- Instruction in best practices of identifying potential victims of child abuse, human trafficking, and other maltreatment of children;
- Instruction in legal requirements to report potential victims of child abuse, human trafficking, and other maltreatment of children; and
- Instruction in resources and organizations that help support victims and prevent child abuse, human trafficking, and other maltreatment of children.

19 Tex. Admin. Code § 61.1 (b)(7)(E).

## 7. What is required for school safety training beginning in 2022?

Trustees must complete training on school safety developed by the SBOE in coordination with Texas School Safety Center. Tex. Educ. Code § 11.159(b-1). The purpose of the training is to provide research-based information to trustees on ensuring a safe learning environment conducive to improving student outcomes. 19 Tex. Admin. Code § 61.3(b)(1). Trustees fulfill the requirement by completing the online course adopted by the SBOE and made available by the commissioner of education at [TEA Learn](#). 19 Tex. Admin. Code § 61.3(b)(3). Training may be completed in the year prior to board service or within 120 days of election or appointment, then every two years thereafter. 19 Tex. Admin. Code § 61.3(b)(2), (4).<sup>4</sup> Each school district shall maintain verification of completion of school safety training for each trustee. 19 Tex. Admin. Code § 61.3(b)(5).

## Training Logistics

### 8. Who facilitates school board training?

**Local district:** Each local district provides its own trustees' local district orientation. In addition, a local school district may provide up to half of trustees' additional continuing education based on assessed needs credit. If local school district officials provide training for their own board members, they are not required to register as providers with TEA. No more than one hour of the required continuing education that is delivered by the local district may utilize self-instructional materials. 19 Tex. Admin. Code § 61.1 (b)(1), (b)(5)(F), (c)(3).

**Education Service Centers:** ESCs are the exclusive source for trustees' orientation to the Texas Education Code and can provide all other board member training under the SBOE rule except for local district orientation. ESCs do not have to register or be authorized with TEA as providers. 19 Tex. Admin. Code § 61.1(b)(2)(E), (c)(4), (d)(2).

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<sup>4</sup> TEA advised that current trustees serving at the time of the May 2022 rule adoption should have completed their first school safety training no later than September 30, 2022.

**Other registered providers:** A private or professional organization, school district, government agency, college or university, or private consultant can register with TEA to provide board member continuing education for the legislative update to the Texas Education Code, team building, additional continuing education based on assessed needs, and reporting of abuse and trafficking. The registration process must be updated every three years and must include documentation of the provider’s training or expertise in the activities and areas covered in the framework for governance leadership. 19 Tex. Admin. Code § 61.1(c). TEA maintains an online list of [registered providers](#).

**Authorized providers:** Only ESCs and authorized providers may offer credit for the three-hour training on evaluating student academic performance and setting goals (see above). A registered provider may become an authorized provider for the course on evaluating student academic performance and setting goals by demonstrating proficiency in the content required. Proficiency may be demonstrated by completing a TEA-approved train-the-trainer course that includes evaluation on the topics and following a review of the provider’s qualifications and course design or through other means as determined by the commissioner. The authorization process must be updated every three years and must include documentation of the provider’s training or expertise in the activities and areas covered in the framework for governance leadership. 19 Tex. Admin. Code § 61.1(d). TEA maintains an online list of [authorized providers](#).

**9. Where does board training usually take place?**

For new board members, the local district orientation must be provided in the local school district, and the orientation to the Texas Education Code must be provided at the regional ESC. Other school board training may be provided for a board at a local board meeting by the school district itself, a representative of the regional ESC, or a registered or authorized provider. Continuing education credit may be awarded at regional events, such as training provided by ESCs, or by other registered or authorized providers at regional seminars and state or national conventions. For reasons described below at Application of the Texas Open Meetings Act, team building typically takes place in local school districts.

**10. Can training be completed online?**

The answer depends on the type of training. School safety training *must* be completed online through the course adopted by the SBOE and made available by the commissioner of education. 19 Tex. Admin. Code § 61.3(b)(3).

Training for the orientation to the Texas Education Code, the update to the Texas Education Code, additional continuing education, and the reporting of abuse and trafficking *may* be completed online. Training for local district orientation, team building, and evaluating student academic performance and setting goals *may not* be completed online.

For continuing education requirements other than school safety training, online training must be designed and offered by a registered provider, incorporate interactive activities that assess learning and provide feedback to the learner, and offer an opportunity for interaction with the instructor. The registered provider must determine the clock hours of training credit to be awarded for successful completion of an online course and provide verification of completion. 19 Tex. Admin. Code § 61.1(b)(2)(G)-(H), (b)(3)(D)-(E), (b)(5)(H)-(I), (b)(7)(G)-(H).

**11. Who pays for board member training expenses?**

Training expenses typically include the cost of hiring a consultant for in-district training and the cost of registration fees and travel for board members to attend regional, state, or national events.

For courses offered by ESCs, registration must be open to any interested person, including current and prospective board members. Tex. Educ. Code § 11.159. ESCs must determine a registration fee to cover the cost of providing continuing education programs at the ESCs. 19 Tex. Admin. Code § 61.1(g). Other registered providers typically charge a registration or consulting fee as well.

Local school boards usually approve an amount in the budget each year to cover the cost of training and reasonable, allowable, documented travel expenses. See TASB Policy BBG. Although board members serve without compensation, available state and local funds may be used to reimburse their travel expenses when the travel is determined to be necessary in the conduct of the public schools and to serve a proper public purpose. Tex. Educ. Code §§ 11.061(d), 45.105(c); Tex. Att’y Gen. Op. No. H-0133 (1973).

A district is not responsible for any training costs associated with individuals who are not current board members. 19 Tex. Admin. Code § 61.1(f). A board may not pay the travel expenses of spouses or other persons with no school district responsibilities or duties to perform at board-related activities. Tex. Att’y Gen. Op. No. MW-0093 (1979).

**Application of the Texas Open Meetings Act**

**12. What open meeting procedures are required for regional, state, and national conventions?**

A quorum or more of a school board may attend a regional training event outside the boundaries of the school district only if the training is not a *meeting* as defined by the OMA. When a school board conducts a *meeting*, the OMA requires procedures such as advance public notice and minutes. A meeting must be open to the public unless a closed meeting exception applies. Moreover, Texas school boards must conduct their meetings within the geographic boundaries of their respective school districts, unless they are conducting a joint meeting with another governmental body. Tex. Educ. Code § 26.007.

The term *meeting* does not include the gathering of a quorum of a school board at a regional, state, or national convention or workshop, if formal action is not taken and any discussion of public business is incidental to the workshop. Tex. Gov't Code § 551.001(4)(B).

This exception to the term *meeting* allows board members to attend training at regional workshops and conventions in numbers of a quorum or more without violating the OMA. Because such training is not a *meeting*, the board does not need to post advance notice of a regional workshop or convention. As a consequence of the training not being a posted *meeting*, members of a school board attending training in numbers of a quorum or more must exercise caution to avoid taking action (i.e., making decisions) or even discussing local school business except as is incidental to the workshop.

**13. Can training offered at a statewide or regional training event count for team-building credit?**

Although nothing in statute or rule expressly forbids team building at regional events, the team building requirement inherently requires discussion of local governance and training needs. The OMA exception does not permit a board to take action at a regional training event, but the SBOE rule on team building requires boards to assess the continuing education needs of the board-superintendent team: "The assessment of needs shall be based on the framework for governance leadership . . . and shall be used to plan continuing education activities for the year for the governance leadership team." 19 Tex. Admin. Code § 61.1(b)(4)(E). Because detailed discussion of local needs may not be merely incidental to regional training, team building may not fit within the OMA exception. Further, team building is intrinsically an activity focused on the effectiveness of the local governance team. A regional event attended by multiple boards may not be the ideal setting to accomplish this task.

**14. What open meeting procedures are required for local board training?**

When board training occurs in a school district, no exception to the term *meeting* applies. The training must be conducted in accordance with the OMA. Moreover, no continuing education may take place during a board meeting unless that meeting is called for the delivery of board member continuing education. Continuing education may take place before or after a legally called board meeting in accordance with the OMA. 19 Tex. Admin. Code § 61.1(e).

If local board training (including team building) involving a quorum of the school board is conducted for a school district, several requirements apply:

- The training must be posted as a board meeting under the OMA. Tex. Gov't Code § 551.041.
- The training must be posted as a separate meeting with no other business. 19 Tex. Admin. Code § 61.1(e).

- The training must be open to the public (if no closed meeting exception applies). Tex. Gov't Code § 551.002.
- Public testimony must be permitted before or during consideration of items on the agenda of an open meeting. Tex. Gov't Code § 551.007.
- The training must take place within the boundaries of the district. Tex. Educ. Code § 26.007.

### **Reporting Continuing Education Credit**

#### **15. How is credit tracked and verified?**

All providers of continuing education are required to provide verification of completion to participating board members and their school districts. The verification must include the provider's authorization or registration number. 19 Tex. Admin. Code § 61.1(h). For online school safety training made available through the commissioner of education, the school district must maintain the verification of completion for each trustee. 19 Tex. Admin. Code § 61.1(b)(5).

The completion of continuing education should be tracked locally to facilitate required public announcements about training credit. District officials with myTASB access can view and print board member training reports at TASB's [Continuing Education Credit Reporting Service](#). The district record keeper may also enter and track credit for non-TASB sponsored training events through the service.

#### **16. How is continuing education credit reported?**

At the last regular meeting of the board of trustees before an election of trustees, the current board president must announce the name of each board member who has completed the required continuing education, who has exceeded the required hours of continuing education, and who is deficient in meeting the required continuing education as of the anniversary of the date of each board member's election or appointment to the board or two-year anniversary of previous training, as applicable. The announcement must state that completing the required continuing education is a basic obligation and expectation of any sitting board member under SBOE rule. The president must cause the minutes of the local board to reflect the announcement. 19 Tex. Admin. Code § 61.1(j).

**Timing of the announcement:** Because announcements must be made at the last regular board meeting before trustee elections, districts with May elections will likely announce in April, and districts with November elections will likely announce in October. The purpose of announcing before elections is twofold. First, announcing shortly before elections synchronizes the timing of the public report with the time of year when most board members' credits are actually due to be completed, as most board members are elected, and state rules give board members one year to earn the required credit.

Second, the announcement may be relevant to the election if a current board member is running for re-election.

Setting the time for announcements as the last regular meeting before an election of trustees raises several questions.

- **Are announcements required to be annual?** State law and rule do not specify that announcements must be annual in districts that do not conduct annual elections—i.e., districts that use the November uniform election date with four-year terms of office. As a matter of best practice to promote transparency, however, TASB recommends establishing a local board policy to make annual announcements. See TASB Policy BBD.
- **What if an election is canceled?** Again, state law and rule do not address this situation, but as a matter of best practice, TASB recommends making an annual announcement at the regular meeting that falls the month before the month in which the district would typically conduct an election.
- **What about special districts (e.g., military districts) in which all board members are appointed?** Again, state law and rule do not address this situation, but as a matter of best practice, TASB recommends making an annual announcement. The board may choose to establish a local policy that calls for an annual announcement. See TASB Policy BBD.

**Time period for earning credit:** Arguably, making the public announcement the month before an election gives trustees only 11, not 12, full months to complete their credit. This raises additional questions.

- **Is a trustee deficient if the trustee will meet the training credit requirement by the anniversary of election or appointment but has not completed the hours by the date of the public announcement?** Arguably not, but the board president's announcement should clarify the situation. If a trustee is registered to complete training in a timely manner by the date of the announcement, the board president may include that information in the announcement. TASB offers a model announcement, [Board President Annual Announcement on Continuing Education of Board Members](#).
- **Are appointed trustees expected to finish all credits before the announcement even if they have not been on the board for a full year?** An appointed trustee has one year after appointment to complete the first-year training requirements, so the time period for earning credit (and determining compliance) will be unique for each appointed board member. If your board has an appointed member, your board president should explain the unique time frame in the public announcement.

To summarize:

Local Election Date	Time Period for Earning CE (for elected trustees)	CE Reporting Date
May	From May to the following May	April board meeting
November	From November to the following November	October board meeting

#### 17. What happens if a trustee does not complete the required training?

The minutes of the last regular meeting of the board of trustees held before an election of trustees must reflect whether each trustee has met or is deficient in meeting the training required for the trustee as of the first anniversary of the date of the trustee’s election or appointment or two-year anniversary of previous training, as applicable. If the minutes reflect that a trustee is deficient, the district must post the minutes on the district’s website within 10 business days of the meeting and maintain the posting until the trustee meets the requirements. Tex. Educ. Code § 11.159(b); 19 Tex. Admin. Code § 61.1(j).

TASB suggests the following steps if a board member fails to complete required training:

**Step One—public announcement at board meeting:** As stated, TASB recommends that school boards make annual announcements about the completion of board training credit, even in districts that do not conduct annual elections. The topic should appear on the open meeting notice of the board’s meeting (e.g., “Annual Announcement of Board Training Credit”). If a trustee has failed to complete any component of required training, TASB recommends that the announcement note the deficiency. TASB offers a model announcement, [Board President Annual Announcement on Continuing Education of Board Members](#).

**Step Two—include the announcement in the minutes:** To meet the requirement that the announcement be recorded in the board meeting minutes, the board president may direct that a report with the same text as the announcement be attached to the minutes.

**Step Three—post notice of a deficiency online:** If the announcement and minutes indicate that a trustee is deficient, the minutes must be posted online within 10 business days and must remain posted until the deficiency is cured.

- 18. If a trustee is deficient in meeting a training requirement, but the trustee had a good reason for missing the training, can the announcement, minutes, or online posting explain the deficiency?**

State law and rule do not dictate the form of the board president's announcement, the level of detail in the board meeting minutes, or the content of any accompanying post on the district's website. If additional information would assist the public in understanding the cause of a trustee's deficiency, the district may choose to include that information.

- 19. Can the minutes be changed or removed from the district's website if a trustee completes the required training?**

Remember that the board's approved minutes are the official record of what transpired at the board meeting. Consequently, the minutes may not be altered, even if a trustee cures a deficiency. Once all deficiencies noted in the minutes are cured, the minutes may be removed from the web posting and retained in the same manner as other board meeting minutes. See TASB's FAQ [Open Meetings Records](#). If minutes reflect deficiencies on the part of more than one trustee, and one trustee cures the deficiency but another does not, the minutes must remain posted. However, the web posting can be updated when the trustee cures the deficiency.

- 20. Should districts create a web posting about board training credit?**

Neither state law nor rule specifies where on the district's website the minutes should be posted. The location of the posting is a matter of local control. The statute requires the minutes to be posted if a deficiency is noted, but a district may wish to add an online statement to accompany the posting. The advantage of adding an online statement is that the statement can be updated with new developments even though the minutes cannot be altered. For example, if two deficiencies are noted, and one is cured, the minutes must remain posted without alteration, but the online statement could clarify that one of the deficiencies was cured.

- 21. Must a deficiency be noted in the minutes and posted online for every deficiency, or only deficiencies that occur after a trustee's first year of service?**

Because the statute and SBOE rule indicate that a trustee is deficient upon the *first* anniversary of the trustee's election or appointment, an argument can be made that a trustee is deficient for purposes of the minutes and posting requirements only as of the first anniversary of the trustee's election or appointment. For the sake of transparency and in order to treat all trustees equally, TASB does not recommend differentiating between board members based on their years of service. If your board wishes to rely on this distinction, please work with your school attorney to develop an appropriate explanation as part of your public announcement. Note also that TEA has indicated

informally that a trustee may have multiple *first* anniversaries of joining the board. A first anniversary will occur every time a trustee is elected or appointed to the board, even if the trustee is elected after appointment or re-elected with no break in service.

**22. What is a benefit of exceeding the required amount of training?**

Annually, the SBOE commends the board-superintendent teams that receive at least eight hours of continuing education in team building and other continuing education on assessed needs as an entire board-superintendent team. Annually, the SBOE will also commend the board-superintendent teams that effectively implement the commissioner’s trustee improvement and evaluation tool developed under Texas Education Code section 11.182 or any other tool approved by the commissioner. 19 Tex. Admin. Code § 61.1(k), (l).

This document is continually updated at [tasb.org/Services/Legal-Services/TASB-School-Law-eSource/Governance/documents/tex-sch-bd-mem-continuing-education.pdf](https://tasb.org/Services/Legal-Services/TASB-School-Law-eSource/Governance/documents/tex-sch-bd-mem-continuing-education.pdf). For more information on school law topics, visit TASB School Law eSource at [schoollawesource.tasb.org](https://schoollawesource.tasb.org).

*This document is provided for educational purposes and contains information to facilitate a general understanding of the law. References to judicial or other official proceedings are intended to be a fair and impartial account of public records, which may contain allegations that are not true. This publication is not an exhaustive treatment of the law, nor is it intended to substitute for the advice of an attorney. Consult your own attorney to apply these legal principles to specific fact situations.*

*Published December 2022*

BOARD MEMBERS  
TRAINING AND ORIENTATION

BBD  
(LEGAL)

**Open Meetings Act  
Training**

Not later than the 90th day after taking the oath of office, each board member shall complete training of not less than one and not more than two hours regarding the responsibilities of the board and its members under Government Code Chapter 551 (Open Meetings Act).

The attorney general may provide the training and may also approve other acceptable sources of training.

The board shall maintain and make available for public inspection the record of its members' completion of the training. The failure of one or more members of the board to complete the training does not affect the validity of an action taken by the board.

*Gov't Code 551.005*

**Public Information  
Act Training**

Not later than the 90th day after taking the oath of office, each board member shall complete training of not less than one and not more than two hours regarding the responsibilities of the board and its officers and employees under Government Code Chapter 552 (Public Information Act [PIA]). A board member may designate a public information coordinator to satisfy the training for the board member if the public information coordinator is primarily responsible for administering the responsibilities of the board member or board under the PIA. The attorney general may require a board member to complete the course of training if the attorney general determines that the district has failed to comply with a requirement of the PIA. *Gov't Code 552.012(b), (b-1), (c)* [See GBAA regarding public information coordinator training.]

**SBOE-Required  
Training**

A trustee must complete any training required by the State Board of Education (SBOE). *Education Code 11.159*

The SBOE's framework for school board development [see BBD(EXHIBIT)] shall be distributed annually by the board president to all current board members and the superintendent. All board trainings and continuing education under 19 Administrative Code 61.1 shall comply with state law. *19 TAC 61.1(a)*

The continuing education required under Education Code 11.159 applies to each member of the board. To the extent possible, an entire board shall participate in continuing education programs together. *19 TAC 61.1(b), (j)*

No continuing education shall take place during a board meeting unless that meeting is called expressly for the delivery of board member continuing education. Continuing education may take place prior to or after a legally called board meeting in accordance with Government Code 551.001(4) (definition of "meeting"). *19 TAC 61.1(f)*

An education service center (ESC) board member continuing education program shall be open to any interested person, including a current or prospective board member. A district is not responsible for any costs associated with individuals who are not current board members. *19 TAC 61.1(g)*

Annually, the SBOE shall commend those local board-superintendent teams that complete at least eight hours of the continuing education specified at Team Building and Additional Continuing Education, below, as an entire board-superintendent team.

Annually, the SBOE shall commend local board-superintendent teams that effectively implement the commissioner of education's trustee improvement and evaluation tool developed under Education Code 11.182 [see BG], or any other tool approved by the commissioner.

*19 TAC 61.1(l), (m)*

Verification

For each training described below, the provider of continuing education shall provide verification of completion of board member continuing education to the individual participant and to the participant's school district. The verification must include the provider's authorization or registration number. *19 TAC 61.1(i)*

Reporting

At the last regular board meeting before an election of trustees, the board president shall announce the name of each board member who has completed the required continuing education, who has exceeded the required hours of continuing education, and who is deficient in meeting the required continuing education as of the anniversary of the date of each board member's election or appointment to the board or two-year anniversary of his or her previous training, as applicable. The announcement shall state that completing the required continuing education is a basic obligation and expectation of any board member under SBOE rule. The minutes of the last regular board meeting held before an election of trustees must reflect whether each trustee has met or is deficient in meeting the training required for the trustee as of the first anniversary of the date of the trustee's election or appointment or two-year anniversary of his or her previous training, as applicable. The president shall cause the minutes to reflect the announcement and, if the minutes reflect that a trustee is deficient in training as of the anniversary of his or her joining the board, the district shall post the minutes on the district's internet website within 10 business days of the meeting and maintain the posting until the trustee meets the requirements. *19 TAC 61.1(k); Education Code 11.159(b)*

Local District  
Orientation

Each board member shall complete a local district orientation session. The purpose of the local orientation is to familiarize new

board members with local board policies and procedures and district goals and priorities.

A candidate for school board may complete the training up to one year before he or she is elected or appointed. A newly elected or appointed board member who did not complete this training in the year preceding his or her election or appointment must complete the training within 120 calendar days after election or appointment.

The orientation shall:

1. Be at least three hours in length.
2. Address local district practices in the following, in addition to topics chosen by the local district:
  - a. Curriculum and instruction;
  - b. Business and finance operations;
  - c. District operations;
  - d. Superintendent evaluation; and
  - e. Board member roles and responsibilities.

Each board member should be made aware of the continuing education requirements of 19 Administrative Code 61.1 and those of the following:

1. Open meetings act in Government Code 551.005 [see Open Meetings Act Training above];
2. Public information act in Government Code 552.012 [see Public Information Act Training above]; and
3. Cybersecurity in Government Code 2054.5191 [see CQB].

The orientation shall be open to any board member who chooses to attend.

*19 TAC 61.1(b)(1)*

Education Code  
Orientation

Each board member shall complete a basic orientation to the Education Code and relevant legal obligations. The orientation shall have special, but not exclusive, emphasis on statutory provisions related to governing Texas school districts.

A candidate for school board may complete the training up to one year before he or she is elected or appointed. A newly elected or appointed board member who did not complete this training in the year preceding his or her election or appointment must complete the training within 120 calendar days after election or appointment.

The orientation shall be at least three hours in length. Topics shall include, but not be limited to, Education Code Chapter 26 (Parental Rights and Responsibilities) and Education Code 28.004 (Local School Health Advisory Council and Health Education Instruction).

The orientation shall:

1. Be provided by an ESC.
2. Be open to any board member who chooses to attend.

The continuing education may be fulfilled through online instruction, provided that the training incorporates interactive activities that assess learning and provide feedback to the learner and offers an opportunity for interaction with the instructor.

*19 TAC 61.1(b)(2)*

Legislative Update

After each session of the Texas Legislature, including each regular session and called session related to education, each board member shall complete an update to the basic orientation to the Education Code.

The update session shall be of sufficient length to familiarize board members with major changes in statute and other relevant legal developments related to school governance.

The update shall be provided by an ESC or a registered provider [see Registered Provider, below].

A board member who has attended an ESC basic orientation session described at Education Code Orientation, above, that incorporated the most recent legislative changes is not required to attend an update.

The continuing education may be fulfilled through online instruction, provided that the training is designed and offered by a registered provider, incorporates interactive activities that assess learning and provide feedback to the learner, and offers an opportunity for interaction with the instructor.

*19 TAC 61.1(b)(3)*

Team Building

The entire board shall participate with their superintendent in a team-building session.

The purpose of the team-building session is to enhance the effectiveness of the board-superintendent team and to assess the continuing education needs of the board-superintendent team.

The session shall be held annually and shall be at least three hours in length.

BOARD MEMBERS  
TRAINING AND ORIENTATION

BBD  
(LEGAL)

The session shall include a review of the roles, rights, and responsibilities of the board, including its oversight relationship to administrators, as outlined in the framework for school board development. [See BBD(EXHIBIT)] The assessment of needs shall be based on the framework for school board development and shall be used to plan continuing education activities for the year for the governance leadership team.

The team-building session shall be provided by an ESC or a registered provider [see Registered Provider, below, and Authorized Provider, below].

*19 TAC 61.1(b)(4)*

Additional  
Continuing  
Education (Based  
on Assessed  
Needs)

In addition to the continuing education requirements set out above, each board member shall complete additional continuing education based on the framework for school board development. [See BBD(EXHIBIT)]

The purpose of continuing education is to address the continuing education needs referenced at Team Building above.

The continuing education shall be completed annually.

At least 50 percent of the continuing education shall be designed and delivered by persons not employed or affiliated with the board member's school district. No more than one hour of the required continuing education that is delivered by the district may use self-instructional materials.

The continuing education shall be provided by an ESC or a registered provider [see Registered Provider, below].

The continuing education may be fulfilled through online instruction, provided that the training is designed and offered by a registered provider, incorporates interactive activities that assess learning and provide feedback to the learner, and offers an opportunity for interaction with the instructor.

*First Year*

In a board member's first year of service, he or she shall complete at least 10 hours of continuing education in fulfillment of assessed needs.

*Subsequent  
Years*

Following a board member's first year of service, he or she shall complete at least five hours of continuing education annually in fulfillment of assessed needs.

*Board President*

A board president shall complete continuing education related to leadership duties of a board president as some portion of the annual requirement.

*19 TAC 61.1(b)(5)*

Evaluating Student  
Academic  
Performance

Each board member shall complete continuing education on evaluating student academic performance and setting individual campus goals for early childhood literacy and mathematics and college, career, and military readiness.

The purpose of the training on evaluating student academic performance is to provide research-based information to board members that is designed to support the oversight role of the board of trustees outlined in Education Code 11.1515. [See BAA]

The purpose of the continuing education on setting individual campus goals for early childhood literacy and mathematics and college, career, and military readiness is to facilitate boards meeting the requirements of Education Code 11.185 and 11.186.

A candidate for school board may complete the training up to one year before he or she is elected or appointed. A newly elected or appointed board member who did not complete this training in the year preceding his or her election or appointment must complete the training within 120 calendar days after election or appointment.

The continuing education shall be completed every two years and shall be at least three hours in length.

The continuing education required by this provision shall include, at a minimum:

1. Instruction in school board behaviors correlated with improved student outcomes with emphasis on:
  - a. Setting specific, quantifiable student outcome goals; and
  - b. Adopting plans to improve early literacy and numeracy and college, career, and military readiness for applicable student groups evaluated in the Closing the Gaps domain of the state accountability system established under Education Code Chapter 39;
2. Instruction in progress monitoring practices to improve student outcomes; and
3. Instruction in state accountability with emphasis on the Texas Essential Knowledge and Skills, state assessment instruments administered under Education Code Chapter 39, and the state accountability system established under Chapter 39.

The continuing education shall be provided by an authorized provider [see Authorized Provider, below].

If the training is attended by an entire board and its superintendent, includes a review of local school district data on student achievement, and otherwise meets the requirements described at Team Building above, the training may serve to meet a board member's obligation to complete training described at Team Building and at Evaluating Student Academic Performance, above, as long as the training complies with the Open Meetings Act.

*19 TAC 61.1(b)(6)*

Identifying and  
Reporting Abuse

Each board member shall complete continuing education on identifying and reporting potential victims of sexual abuse, human trafficking, and other maltreatment of children in accordance with Education Code 11.159(c)(2).

A candidate for school board may complete the training up to one year before he or she is elected or appointed. A newly elected or appointed board member who did not complete this training in the year preceding his or her election or appointment must complete the training within 120 calendar days after election or appointment.

The training shall be completed every two years and shall be at least one hour in length.

The training must familiarize board members with the requirements of Education Code 38.004 and 38.0041, and 19 Administrative Code 103.1401 (relating to Reporting Child Abuse or Neglect, Including Trafficking of a Child).

The training required by this provision shall include, at a minimum:

1. Instruction in best practices of identifying potential victims of child abuse, human trafficking, and other maltreatment of children;
2. Instruction in legal requirements to report potential victims of child abuse, human trafficking, and other maltreatment of children; and
3. Instruction in resources and organizations that help support victims and prevent child abuse, human trafficking, and other maltreatment of children.

The training sessions shall be provided by a registered provider [see Registered Provider, below].

This training may be completed online, provided that the training is designed and offered by a registered provider, incorporates inter-

active activities that assess learning and provide feedback to the learner, and offers an opportunity for interaction with the instructor.

*19 TAC 61.1(b)(7)*

School Safety

The SBOE shall require a trustee to complete training on school safety. *Education Code 11.159(b-1)*

The continuing education required under Education Code 11.159(b-1) applies to each member of an independent school district board of trustees.

Each member shall complete the training on school safety adopted by the SBOE. The training requirement shall be fulfilled by completing the online course adopted by the SBOE and made available by the commissioner of education. The training shall be completed every two years.

A candidate for school board may complete the training up to one year before he or she is elected or appointed. A newly elected or appointed trustee who did not complete the training in the year preceding his or her election or appointment must complete the training within 120 calendar days after election or appointment.

A district shall maintain verification of completion for each trustee.

*19 TAC 61.3*

Training Provider

*Registered  
Provider*

For the purposes of 19 Administrative Code 61.1, a registered provider has demonstrated proficiency in the content required for a specific training. A private or professional organization, school district, government agency, college/university, or private consultant shall register with the Texas Education Agency (TEA) to provide the board member continuing education required by 19 Administrative Code 61.1(b)(3), (5), and (7) [see Legislative Update, Additional Continuing Education, and Identifying and Reporting Abuse, above]. The registration process shall include documentation of the provider's training and/or expertise in the activities and areas covered in the framework for governance leadership. An updated registration shall be required of a provider of continuing education every three years.

A district that provides continuing education exclusively for its own board members is not required to register.

*19 TAC 61.1(c)*

[See 19 Administrative Code 61.1(c) for information about registration requirements for providers.]

BOARD MEMBERS  
TRAINING AND ORIENTATION

BBD  
(LEGAL)

*Authorized  
Provider*

An authorized provider meets all the requirements of a registered provider and has demonstrated proficiency in the content required by 19 Administrative Code 61.1(b)(4) and (6). Proficiency may be demonstrated in accordance with 19 Administrative Code 61.1(e).

A school district or individual may be authorized by TEA to provide the board member training required in 19 Administrative Code 61.1(b)(4) and (6).

An ESC shall be authorized by TEA to provide the board member training required in 19 Administrative Code 61.1(b)(4) and (6).

*19 TAC 61.1(e)*

[See above for 19 Administrative Code 61.1(b)(4) on Team Building and (b)(6) on Evaluating Student Academic Performance.]

**Prohibition on  
Political Advocacy**

A provider of training may not engage in political advocacy during the training sessions under 19 Administrative Code 61.1. For purposes of this prohibition, “political advocacy” means supporting or opposing political candidates, a particular party, or a group of candidates who hold a particular political viewpoint or position, specifically or by unmistakable implication, with the intent to influence the outcome of an election or appointment, and/or supporting or opposing any measure with the intent to influence the outcome of a legislative, rulemaking, or other policy process or measure. Political advocacy shall not include discussions on fostering legislative relationships, legislative or rulemaking processes, or legislative or policy updates. *19 TAC 61.1(d)*

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**Note:** For cybersecurity training requirements, see CQB(LEGAL). For artificial intelligence training requirements, see CQD(LEGAL).

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## Devine Independent School District Board of Trustees Agenda Document

**Meeting Date:** Jan. 22, 2026

**Agenda Item:** Devine Education Foundation Donation

**Background Information:**

Donation for three grants to DISD teachers

**Administrative Consideration:**

Funds will be used for specific purposes outlined in each grant document.

**Budgetary Consideration:**

Check to DISD for the approved donation

**Supporting Documents:**

***\$6,820.00***

*Cosmetology, Desks--\$3,450*

*Cosmetology, Washer, Dryer--\$1,460.00*

*DMS Multimedia--\$1,910.00*

**Recommendation:**

Approve the \$6,820.00 grant donation.

**Respectfully Submitted by:**

Brenda Gardner  
DEF Director

**Approved by:**

Todd Grandjean  
Superintendent of Schools

Devine Independent School District  
Donation Form

The Devine Independent School District Board Policy CDC (Legal) states: All bequests of property for the benefit of the public schools shall, when not otherwise directed by the grantor, vest the property in the Board. Funds or other property donated may be expended: 1) For any purpose designated by the donor that is in keeping with the lawful purposes of the schools that are to benefit from the donation; or 2) For any legal purpose if the donor designated no specific purpose.

Devine ISD is a political subdivision of the state of Texas and as such is exempt under section 115 of the IRS Code. Contributions to the district are deductible by donors as provided in section 170 of the IRS.

Type:  Cash/Check     Gift Card     Materials     Equipment

Donor Information:

Donor Name: Devine Education Foundation Organization: DEF

Address: 605 W. Hondo

City: Devine State: TX Zip Code: 78016

Donated to: Devine High School

Purpose of Donation: DHS Cosmetology and DMS Multimedia

Value of Donated Property: \$ 6,820.00

Describe/Itemize Donated Property: Outlined in grant documents

Donor Imposed Restrictions, if any: \_\_\_\_\_

Brenda Surman  
Donor Signature

Jan. 6, 2025  
Date

33

To Be Completed By District Official

Donation approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
(Superintendent, or Board of Trustees if value over \$1000)

To Be Completed by Business Office

Date of Receipt: \_\_\_\_\_ Amount Received (if cash): \$ \_\_\_\_\_

Cash     Check # \_\_\_\_\_ Deposited to account #: \_\_\_\_\_

Fixed Asset Tag #: \_\_\_\_\_ Location: \_\_\_\_\_



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## Devine Independent School District Board of Trustees Agenda Document

**Meeting Date:** Jan. 22, 2026

**Agenda Item:** Devine Education Foundation Donation

**Background Information:**

Donation for PSAT fees for all sophomores.

**Administrative Consideration:**

Funds will be used for those fees.

**Budgetary Consideration:**

Check to DISD for the approved donation

**Supporting Documents:**

*\$1,533.06—PO for payment to College Board*

**Recommendation:**

Approve the \$1,533.06 grant donation.

**Respectfully Submitted by:**

Brenda Gardner  
DEF Director

**Approved by:**

Todd Grandjean  
Superintendent of Schools

Devine Independent School District  
Donation Form

The Devine Independent School District Board Policy CDC (Legal) states: All bequests of property for the benefit of the public schools shall, when not otherwise directed by the grantor, vest the property in the Board. Funds or other property donated may be expended: 1) For any purpose designated by the donor that is in keeping with the lawful purposes of the schools that are to benefit from the donation; or 2) For any legal purpose if the donor designated no specific purpose.

Devine ISD is a political subdivision of the state of Texas and as such is exempt under section 115 of the IRS Code. Contributions to the district are deductible by donors as provided in section 170 of the IRS.

Type:  Cash/Check     Gift Card     Materials     Equipment

Donor Information:

Donor Name: Devine Education Foundation Organization: DEF

Address: 605 W. Hondo

City: Devine State: TX Zip Code: 78016

Donated to: Devine High School

Purpose of Donation: PSAT Fees for all sophomores

Value of Donated Property: \$ \$ 1,533.06

Describe/Itemize Donated Property: \_\_\_\_\_

Donor Imposed Restrictions, if any: \_\_\_\_\_

Brenda Gardner  
Donor Signature

Dec. 16, 2025  
Date

To Be Completed By District Official

Donation approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
(Superintendent, or Board of Trustees if value over \$1000)

To Be Completed by Business Office

Date of Receipt: \_\_\_\_\_ Amount Received (if cash): \$ \_\_\_\_\_

Cash     Check # \_\_\_\_\_ Deposited to account #: \_\_\_\_\_

Fixed Asset Tag #: \_\_\_\_\_ Location: \_\_\_\_\_



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## Devine Independent School District Board of Trustees Agenda Document

**Meeting Date:** January 22, 2026

**Agenda Item:** Adaptive Bike Donation

**Background Information:**

A San Antonio organization called the Believe it Foundation has entered into an MOU with Devine ISD. As part of the agreement, they will be gifting adaptive bikes to the district.

**Administrative Consideration:**

Devine ISD will own the bikes and will store and maintain the bikes and accessories and will carry all relevant liability insurance. The bikes will be used on campus for adaptive PE, bike rodeos, and for bike club meetings.

**Budgetary Consideration:**

**Supporting Documents:**

Donation Form  
MOU

**Recommendation:**

Approve the adaptive bike donation.

**Respectfully Submitted by:**

*Jenni Hagdorn*

Jenni Hagdorn  
Special Education/Populations Director

**Approved by:**

Todd Grandjean  
Superintendent of Schools

# MEMORANDUM OF UNDERSTANDING

Dated as of January 7, 2026

between

Devine ISD

and

**Believe it Foundation**

This **MEMORANDUM OF UNDERSTANDING** (hereinafter referred to as “**MOU**”) is made and entered into by and between v Devine ISD Located ;, 205 College Street, Devine Tx 78016 (hereinafter referred to as “Devine ISD”); and, Believe it Foundation located at 4242 Broadway, #706, San Antonio, Texas, 78209 (hereinafter referred to as “**Foundation**”).

**WHEREAS**, the intent of Devine ISD and FOUNDATION is to identify and agree with the commitments and obligations made by each party in this MOU.

**WHEREAS**, Devine ISD and FOUNDATION agree to collaborate, cross-promote their programs in an effort to promote inclusivity throughout Devine ISD and San Antonio;

**NOW THEREFORE**, for and in further consideration of the matter’s hereafter set forth, Devine ISD and FOUNDATION thereby stipulate and agree as follows:

**I. Responsibilities of Devine ISD and FOUNDATION**

**I.1.** Devine ISD to maintain/start a Partners In PE program, PALS or other inclusion programs and can ask for assistance from FOUNDATION

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**I.2.** Upon establishment of inclusion programming, FOUNDATION will purchase and gift adaptive bikes (number to be determined based on number of students impacted) to Devine ISD as funds are made available; Bikes will have an odometer for the purpose of gathering data on use. FOUNDATION will annually gather data to assess relevant impact on a given campus and in collaboration make recommendations about use maximization.

**I.3.** Devine ISD will own the bikes and will store and maintain the bikes and accessories and will carry all the relevant liability insurance;

**I.4.** Devine ISD will use adaptive bikes on campus for adaptive P.E., bike rodeos, and for bike club meetings. A bike lending program can be implemented for use of bikes on weekends, holidays, and summer.

**I.5.** Devine ISD and FOUNDATION to host additional bike training days throughout the 25-26 and 26-27 school year to promote the bikes and train users. All coaches and relevant personnel will be trained and informed about the importance and benefit of use.

**II. Terms of the MOU**

**II.1.** This MOU is entered by FOUNDATION and Devine ISD in good faith for a mutually beneficial relationship to collaborate and promote inclusion throughout Devine ISD and San Antonio

**II.2.** This MOU is not intended to create or constitute a legally binding obligation between Devine ISD and FOUNDATION, but it shall, in all respects, be governed by, and construed in accordance with the laws of the State of Texas, including all matters of construction, validity and performance, without giving effect to its conflict of law provisions

**III. Termination of this MOU**

**III.1.** This MOU shall be effective as of DATE and shall continue in full force and effect until August 2027 unless terminated earlier by FOUNDATION or Devine ISD with a 30 days written notice should the pilot program be deemed unsuccessful.

**IV. Notices and Communications**

**IV.1.** All notices and communications stipulated in this MOU shall be sent by way of e-mail and U.S. Mail.

**Devine ISD**  
**205 College Street,**  
**Devine Tx 78016**  
Email:

**BELIEVE IT FOUNDATION:**  
4242 Broadway #706  
San Antonio, Texas, 78209  
Attn: Andrew McAllister  
e-mail: info@believeitfoundation.org

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**V. Amendments**

**V.1.** The provisions of this MOU may not be waived, altered, modified, amended, supplemented or terminated in any manner whatsoever, except by a written instrument signed by FOUNDATION and Devine ISD hereto.

**IN WITNESS WHEREOF,** the undersigned parties have caused this MOU to be duly executed, delivered and effective as of the date first above written.

Devine ISD

**BELIEVE IT FOUNDATION**

\_\_\_\_\_

\_\_\_\_\_ <sup>A.</sup>

Andrew McAllister

# **Believe It Foundation – Bike Program Highlights**

## **Inclusive Mobility Solutions for School Districts**

A turnkey, high-impact program supporting district inclusion, wellness, and student engagement.

### **District Impact Snapshot**

- 350+ Bikes Delivered
- 24 School Districts Served
- General & Special Education Inclusive Model
- Scalable Across Campuses & Grades

### **Program Features**

- **Adaptive & Standard Bike Access:** Bikes for physical, cognitive, and sensory needs; supports PE, Adaptive PE, recess, and movement time; promotes independence, confidence, and safe participation
- **School-Based Implementation:** Integrates with existing PE and wellness programs; collaborative campus planning; minimal administrative burden
- **Inclusive Bike Rodeos & Get Active Days:** On-campus engagement events; bike safety, skill-building, and confidence; inclusive for all students; strengthens school culture
- **100 Ride Challenge:** School-year activity challenge; tracks participation and celebrates progress; builds perseverance, goal-setting, and healthy routines

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### **Why Superintendents Choose This Program**

- **Advances Inclusion Goals:** Equitable access for all learners
- **Improves Student Outcomes:** Physical health, emotional well-being, confidence, and social connection
- **Turnkey & Sustainable:** Equipment, guidance, and support provided; ready to scale

### **Superintendent Takeaway:**

The Believe It Foundation Bike Program delivers measurable inclusion and engagement with minimal lift—helping districts move from access to impact.

### **Partner with Us:**

Believe It Foundation – Advancing Inclusive Movement in Schools

Devine Independent School District  
**Donation Form**

The Devine Independent School District Board Policy CDC (Legal) states: All bequests of property for the benefit of the public schools shall, when not otherwise directed by the grantor, vest the property in the Board. Funds or other property donated may be expended: 1) For any purpose designated by the donor that is in keeping with the lawful purposes of the schools that are to benefit from the donation; or 2) For any legal purpose if the donor designated no specific purpose.

**Devine ISD is a political subdivision of the state of Texas and as such is exempt under section 115 of the IRS Code. Contributions to the district are deductible by donors as provided in section 170 of the IRS.**

Type:  Cash/Check     Gift Card     Materials     Equipment

**Donor Information:**

Donor Name: Believe It Foundation    Organization: Bike Program

Address: 4242 Broadway

City: San Antonio    State: TX    Zip Code: 78209

Donated to: Devine Special Education Department

Purpose of Donation: Provide adaptive bikes for special needs classrooms

Value of Donated Property: \$ \$3000 - \$4300 per bike

Describe/Itemize Donated Property: Adaptive Bike

Donor Imposed Restrictions, if any: None

William McGinnis    01/14/2026  
Donor Signature    Program Director    Date

**To Be Completed By District Official**

Donation approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
(Superintendent, or Board of Trustees if value over \$1000)

**To Be Completed by Business Office**

Date of Receipt: \_\_\_\_\_ Amount Received (if cash): \$ \_\_\_\_\_

[ ] Cash    [ ] Check # \_\_\_\_\_ Deposited to account #: \_\_\_\_\_

Fixed Asset Tag #: \_\_\_\_\_ Location: \_\_\_\_\_



## Devine Independent School District Board of Trustees Agenda Document

**Meeting Date:** January 22, 2026

**Agenda Item:** Call for School Board Election

**Background Information:**

ELECTION ORDER [BBBA (LEGAL)]:

A call for an election held on a uniform election date shall be made not later than the 78th day before election day (February 14, 2026). A board shall order the election.

Election Code 3.004, .005

Each election order must state the date of the election, the offices or measures to be voted on, the location of the main early voting polling place, the dates and hours for early voting, the dates and hours of any Saturday and Sunday early voting, and the early voting clerk's official mailing address. Election Code 3.006, 83.010, 85.004, .007

**Administrative Consideration:**

Calling for a school board election for District 3 and District 4 to be held on Saturday, May 2, 2026. Positions currently held by Henry Moreno, Jr. (District 3), and Nancy Pepper (District 4).

**Budgetary Consideration:**

Devine ISD will hold election jointly with the City of Devine and all costs will be shared. If the city of Devine cancels their election, the district will contract with Medina County to hold the election.

**Supporting Documents:**

BBBA (LEGAL) Elections: Conducting Elections  
Election Order and Notice

**Recommendation:**

Call for school board election for District 3 and District 4 to be held on Saturday, May 2, 2026.

**Respectfully Submitted by:**

*Geris Woods*  
*Superintendent's Secretary*

**Approved by:**

*Dr. Todd Grandjean*  
*Superintendent of Schools*



*Devine Independent School District*

605 W. Hondo Ave., Devine, Texas 78016  
 www.devineisd.org

(830) 851-0795 Fax (830) 663-6706  
 Dr. Todd Grandjean, Superintendent

**DEVINE INDEPENDENT SCHOOL DISTRICT  
 NOTICE OF GENERAL ELECTION  
 (AVISO DE ELECCION GENERAL)**

To the registered voters of DEVINE INDEPENDENT SCHOOL DISTRICT, DEVINE , Texas:  
 (A los votantes registrados del DEVINE INDEPENDENT SCHOOL DISTRICT, DEVINE , Texas:)

Notice is hereby given that the polling place listed below will be open from 7:00 a.m. to 7:00 p.m., on SATURDAY, MAY 2, 2026, for voting in a general election to elect two trustees (one for District 3 and one for District 4). Only registered voters residing in District 3 can vote for the trustee in District 3, and only registered voters residing in District 4 can vote for the trustee in District 4.

(Notifíquese, por la presente, que la casilla electorales citada abajo se abrirán desde las 7:00 de la mañana hasta las 7:00 de la noche el SABADO, 2 de MAYO de 2026 para votar en la Elección General para elegir DOS FIDEICOMISARIOS (uno para Distrito 3 y uno para Distrito 4). Solo los votantes registrados que residen en el distrito tres pueden votar por el fiduciario en el distrito tres y solo los votantes registrados que residen en el distrito cuatro pueden votar por el fiduciario en el distrito cuatro.

**On Election Day, voters must vote in their precinct where registered to vote.**  
 (El Día de Elección, los votantes deberán votar en su precinto donde están inscritos para votar.)

Location of Election Day Polling Place (Ubicación de la casilla electorales el Día de Elección)
Devine Community Center 200 E Hondo Ave. Devine, TX 78016

**For early voting, a voter may vote at the location listed below:**

(Para Votación Adelantada, los votantes podrán votar en la ubicacione nombrado abajo.)

Location for Early Voting Polling Place (Ubicación de la casilla electorales de votación adelantada)	Days and Hours of Operation (Días y Horas Hábiles)	
Devine Community Center 200 E Hondo Ave. Devine, TX 78016	Monday, April 20, 2026 – Friday, April 24, 2026 8:00 a.m. – 6:00 p.m.	
	and	
	Saturday, April 25, 2026 10:00 a.m. – 3:00 p.m.	Monday, April 27, 2026 – Tuesday, April 28, 2026 8:00 a.m. – 6:00 p.m.

Applications for ballot by mail shall be mailed to: (Las solicitudes para boletas que se votarán adelantada por correo deberán enviarse a:)

Name of Early Voting Clerk (Nombre del Secretaria de la Votación Adelantada):	<u>Michelle Martin</u>
Address (Dirección):	<u>303 S Teel Dr.</u>
City/State/Zip Code (Ciudad/Estado/Código Postal):	<u>Devine, TX 78016</u>
Telephone Number (Número de teléfono):	<u>830-663-2804</u>
Email Address (Dirección de correo electrónico):	<u>citysec@cityofdevine.com</u>
Early Voting Clerk’s Website (Sitio web del Secretaria de Votación Adelantada):	<u>cityofdevine.com</u>

Applications for Ballots by Mail (ABBM)s and Federal Post Card Applications (FPCAs) must be received no later than the close of business on April 20, 2026: (Las solicitudes para boletas que se votarán adelantada por correo y La Tarjeta Federal Postal de Solicitud deberán recibirse no más tardar de las horas de negocio el 20 de Abril 2026)

Issued this the \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.  
 (Emitada este día \_\_\_\_\_ de \_\_\_\_\_, 20 \_\_\_\_\_.)



*Devine Independent School District*

605 W. Hondo Ave., Devine, Texas 78016

(830) 851-0795 Fax (830) 663-6706  
 Dr. Todd Grandjean, Superintendent

**ORDER OF ELECTION FOR  
 (ORDEN DE ELECCION PARA)  
 DEVINE INDEPENDENT SCHOOL DISTRICT**

An election is hereby ordered to be held on Saturday, May 2, 2026 for the purpose of electing two trustees (one for District 3 and one for District 4). Only registered voters residing in District 3 can vote for the trustee in District 3, and only registered voters residing in District 4 can vote for the trustee in District 4. *(Por la presente se ordena una elección que se celebrará el sábado 2 de mayo de 2026, con el propósito de elegir dos fiduciarios (uno por distrito 3 y uno por distrito 4). Solo los votantes registrados que residen en el distrito tres pueden votar por el fiduciario en el distrito tres y solo los votantes registrados que residen en el distrito cuatro pueden votar por el fiduciario en el distrito cuatro).*

Early voting by personal appearance will be conducted each weekday at Devine Community Center, 200 E Hondo Ave., Devine, TX 78016 between the hours of 8:00 a.m. and 6:00 p.m. beginning on Monday, April 20, 2026 and ending on Tuesday, April 28, 2026. *(La votación anticipada en persona se llevará a cabo de lunes a viernes en Devine Community Center, 200 E Hondo Ave., Devine, TX 78016 entre las 8:00 de la mañana y las 6:00 de la tarde empezando el lunes 20 de abril de 2026 y terminando el martes 28 de abril de 2026.)*

Additional early voting will be held as follows *(La votación adelantada además se llevará a cabo de tal manera):*

Location (Sitio)	Date (Fecha)	Hours (Horas)
Devine Community Center	Saturday, April 25, 2026 <i>(sabado 25 de abril de 2026)</i>	10:00 a.m. – 3:00 p.m. <i>(entre las 10:00 de la mañana y las 3:00 de la tarde)</i>

Applications for ballot by mail shall be mailed to: *(Las solicitudes para boletas de votación adelantada por correo deberán enviarse a:)*

Name of Early Voting Clerk <i>(Nombre del Secretaria de la Votación Adelantada):</i>	Michelle Martin
Address <i>(Dirección):</i>	303 S Teel Dr.
City/State/Zip Code <i>(Ciudad/Estado/Código Postal):</i>	Devine, TX 78016
Telephone Number <i>(Número de teléfono):</i>	830-663-2804
Email Address <i>(Dirección de correo electrónico):</i>	citysec@cityofdevine.com
Early Voting Clerk’s Website <i>(Sitio web del Secretaria de Votación Adelantada):</i>	cityofdevine.com

Applications for Ballots by Mail (ABBMs) and Federal Post Card Applications (FPCAs) must be received no later than the close of business on April 20, 2026: *(Las solicitudes para boletas que se votarán adelantada por correo y La Tarjeta Federal Postal de Solicitud deberán recibirse no más tardar de las horas de negocio el 20 de Abril 2026)*

Issued this the *(Emitida este día)* \_\_\_\_\_ day of *(de)* \_\_\_\_\_, 20 \_\_\_\_\_.

\_\_\_\_\_  
 Signature of Presiding Officer *(Firma del Oficial que Preside)*

\_\_\_\_\_  
 Member *(Miembro)*

\_\_\_\_\_  
 Member *(Miembro)*

\_\_\_\_\_  
 Member *(Miembro)*

\_\_\_\_\_  
 Member *(Miembro)*

\_\_\_\_\_  
 Member *(Miembro)*

\_\_\_\_\_  
 Member *(Miembro)*



## Devine Independent School District Board of Trustees Agenda Document

Meeting Date: Jan 22, 2026

Agenda Item: Creation of a Stipend for the role of Academic Liaison and Recruiting Coordinator

Background Information:

The goal of creating the role of **Academic Liaison and Recruiting Coordinator** is to address a very real and currently missing piece in the overall success of **Arabian/Warhorse student-athletes**—both academically and athletically—while ensuring students who aspire to compete at the next level are properly supported, informed, and protected.

This position is designed to strengthen academic accountability, close communication gaps, and provide structured guidance through the increasingly complex college eligibility and recruiting process.

Administrative Consideration:

Budgetary Consideration:

This is a fairly new role that is beginning to be implemented across the state, including schools that we will likely be competing against in the future. These schools and the stipends allotted for this type of role include:

Lytle - \$5,000 / Poteet - \$3,500 / Jourdanton - \$4,500

Requesting at \$5,000 stipend

Supporting Documents:

Breakdown of job expectations and benefits attached.

Recommendation:

Respectfully Submitted by:

*Doug Bull*

Doug Bull  
Director of Athletics

Approved by:

Todd Grandjean  
Superintendent of Schools

## Academic Liaison and Recruiting Coordinator

The goal of creating the role of **Academic Liaison and Recruiting Coordinator** is to address a very real and currently missing piece in the overall success of **Arabian/Warhorse student-athletes**—both academically and athletically—while ensuring students who aspire to compete at the next level are properly supported, informed, and protected.

This position is designed to strengthen academic accountability, close communication gaps, and provide structured guidance through the increasingly complex college eligibility and recruiting process.

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### Academic Liaison Component

The first objective of this position is to proactively identify student-athletes who are struggling academically and to ensure meaningful support systems are put in place.

At present, academic concerns are often addressed only when a student is in-season, and in many cases consist solely of notifying the athlete of an issue. This reactive approach leaves limited follow-through and places the burden of problem-solving on the student alone.

The Academic Liaison will work collaboratively with the **Athletic Director, campus administrators, counselors, and coaches at all levels** to:

- Identify student-athletes who are academically at risk, both in-season and out-of-season
- Meet individually with those students to determine barriers to success
- Coordinate available academic supports, including tutorials, make-up work, extra credit opportunities, and structured academic planning
- Communicate expectations clearly to students and parents, including the understanding that missed practice time for academic intervention may impact playing time

This structured approach ensures academic concerns are addressed early, consistently, and with accountability, rather than after eligibility or graduation is jeopardized.

---

### Recruiting and College Eligibility Component

The second objective of this position is to guide **every high school student-athlete** through the NCAA and NAIA Eligibility Center (Clearinghouse) registration process.

This includes educating students and families on:

- Core curriculum requirements
- GPA and standardized testing standards
- Amateurism rules and recruiting timelines

Registering with the NCAA/NAIA Eligibility Center is the **essential first step** in validating a student-athlete's academic and amateur status and opening the door to collegiate athletic participation, scholarships, and broader postsecondary opportunities.

Currently, families are left to navigate this complex process independently, often without a full understanding of the long-term academic implications or critical deadlines. This position ensures consistent, accurate guidance and ongoing monitoring of academic progress aligned with eligibility requirements.

---

### Value to Students and the District

The Academic Liaison and Recruiting Coordinator position:

- Improves academic success and graduation outcomes
- Reduces eligibility and compliance risks
- Expands access to college and scholarship opportunities
- Provides equitable support for all student-athletes, not just those being actively recruited
- Demonstrates the district's commitment to developing well-rounded students prepared for life beyond athletics



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## Devine Independent School District Board of Trustees Agenda Document

Meeting Date: January 22, 2026

Agenda Item: Review DEC Local and Consider Incentive for Early Notification

Background Information:

Review the DEC Local Policy to determine if DISD Board of Trustees would like to continue to provide an incentive award for early notification of resignation/retirement prior to the March regular Board meeting. In 2025, four employees received the early notice incentive award.

Administrative Consideration:

The DEC policy states that:

*A contract employee who submits his or her early notice of resignation or retirement on the date established by the Superintendent and prior to the regular March Board meeting shall be eligible to receive an early notice incentive award.*

*The rate of this early notice incentive award shall be established annually by the Board.*

Budgetary Consideration:

This will affect the budget and the amount of the incentive is set by DISD Board annually.

Supporting Documents:

Board Policy DEC (Local)

Recommendation:

Approve the incentive award as detailed in DEC Local Policy for \$500.00 for each employee not to exceed a total of \$5,000 as recommended by the superintendent.

Respectfully Submitted by:

Dr. Todd Grandjean  
Superintendent of Schools

COMPENSATION AND BENEFITS  
LEAVES AND ABSENCES

DEC  
(LOCAL)

**Leave Administration**

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

**Definitions**

The term "immediate family" is defined as:

Immediate Family

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

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

Family Emergency

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

Leave Day

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

School Year

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

Daily Rate of Pay

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

Catastrophic Illness or Injury

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

COMPENSATION AND BENEFITS  
LEAVES AND ABSENCES

DEC  
(LOCAL)

relating to pregnancy or childbirth shall be considered catastrophic if they meet the requirements of this paragraph.

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

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**Availability**

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

**State Leave Proration**

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

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

**Medical Certification**

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

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

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

**State Personal Leave**

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

**Nondiscretionary Use**

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

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

**Discretionary Use**

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

COMPENSATION AND BENEFITS  
LEAVES AND ABSENCES

DEC  
(LOCAL)

*Request for  
Leave*

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

Discretionary use of state personal leave shall not exceed three consecutive workdays.

**Local Leave**

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

Each employee in a position normally requiring more than 216 days of service in a school year shall earn additional local leave days in accordance with administrative regulations.

Local leave shall accumulate without limit.

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

**Catastrophic Sick  
Leave Pool**

An employee who has exhausted all paid leave as well as any applicable compensatory time and who suffers from a catastrophic illness or injury or is absent due to the catastrophic illness or injury of a member of the employee's immediate family may request the establishment of a catastrophic sick leave pool, to which District employees may donate local leave for use by the eligible employee.

The pool shall cease to exist when the employee no longer needs leave for the purpose requested, uses the maximum number of days allowed under a pool, or exhausts all leave days donated to the catastrophic sick leave pool.

The Superintendent shall develop regulations for the implementation of the catastrophic sick leave pool that address the following:

1. Procedures to request the establishment of a catastrophic sick leave pool;
2. The maximum number of days an employee may donate to a catastrophic sick leave pool;
3. The maximum number of days per school year an eligible employee may receive from a catastrophic sick leave pool; and
4. The return of unused days to donors.

**Appeal**

An employee may appeal a decision regarding the establishment or implementation of the District's catastrophic sick leave pool in

COMPENSATION AND BENEFITS  
LEAVES AND ABSENCES

DEC  
(LOCAL)

accordance with DGBA(LOCAL), beginning with the Superintendent or appropriate administrator.

**Family and Medical Leave**

The District shall make FMLA leave available to employees in accordance with DECA(LEGAL) and the following provisions.

**Concurrent Use of Paid Leave**

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

*Exception*

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

**Twelve-Month Period**

For purposes of an employee's entitlement to FMLA leave, the 12-month period shall begin on the first duty day of the school year.

**Combined Leave for Spouses**

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

**Intermittent or Reduced Schedule Leave**

The District shall permit use of intermittent or reduced schedule FMLA leave for the care of a newborn child or for the adoption or placement of a child with the employee.

**Certification of Leave**

When an employee requests leave, the employee shall provide certification, in accordance with FMLA regulations, of the need for leave.

**Fitness-for-Duty Certification**

In accordance with administrative regulations, when an employee takes FMLA leave due to the employee's own serious health condition, the employee shall provide, before resuming work, a fitness-for-duty certification.

**Leave at the End of Semester**

When a teacher takes leave near the end of the semester, the District may require the teacher to continue leave until the end of the semester.

**Temporary Disability Leave**

Any full-time employee whose position requires educator certification by the State Board for Educator Certification or by the District shall be eligible for temporary disability leave. The maximum length of temporary disability leave shall be 180 calendar days. [See DBB(LOCAL) for temporary disability leave placement and DEC(LEGAL) for return to active duty.]

An employee's notification of need for extended absence due to the employee's own medical condition shall be forwarded to the Superintendent as a request for temporary disability leave.

COMPENSATION AND BENEFITS  
LEAVES AND ABSENCES

DEC  
(LOCAL)

The District shall require the employee to use temporary disability leave and paid leave, including any compensatory time, concurrently with FMLA leave.

**Workers'  
Compensation**

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

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

No Paid Leave  
Offset

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

**Court Appearances**

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

**Annual Payment for  
Unused Leave**

Each employee may request annual payment for unused local leave to a maximum of two days per school year.

An employee who wishes to receive payment for unused leave must submit his or her written request in accordance with administrative procedures.

The employee shall receive payment for each day of unused local leave at a rate established by the Board.

Days for which the employee received payment shall not be available to that employee for use in the District.

The rate established by the Board shall be in effect until a new rate is adopted. Any changes to the rate shall apply beginning with the school year following the adoption of the rate change.

**Payment for  
Accumulated Leave  
Upon Retirement**

The following leave provisions shall apply to local leave accumulated beginning on the original effective date of this program.

An employee who retires from the District shall be eligible for payment for accumulated local leave if the employee uses no more than a total of ten leave days during the school year immediately preceding retirement.

The employee shall receive payment for each day of accumulated local leave days at a rate established by the Board. If the employee is reemployed with the District, days for which the employee received payment shall not be available to that employee.

COMPENSATION AND BENEFITS  
LEAVES AND ABSENCES

DEC  
(LOCAL)

The rate established by the Board shall be in effect until the Board adopts a new rate. Any changes to the rate shall apply beginning with the school year following the adoption of the rate change.

**Incentive for Early  
Notice of  
Resignation or  
Retirement**

A contract employee who submits his or her early notice of resignation or retirement on the date established by the Superintendent and prior to the regular March Board meeting shall be eligible to receive an early notice incentive award.

The rate of this early notice incentive award shall be established annually by the Board.

**Neutral Absence  
Control**

With the exception of leaves of absence for military duty or as otherwise allowed by law, no authorized leave of absence, by itself or in combination with other periods of leave, may last longer than 180 days in a 12-month period or nine months in an 18-month period. Any employee who, for any reason or combination of reasons, misses a total of 180 days of work in a 12-month period or a total of nine months of work in an 18-month period shall be subject to termination due to unavailability for work, subject to the provisions below.

A medical clearance showing that the employee is physically able to perform the essential functions of his or her position shall be required in order for the employee to return to work.

**Contract Employees**

In the event that a contract employee fails to immediately return to work upon medical certification of the employee's ability to perform essential job functions, with or without reasonable accommodations, such failure to return to work, regardless of the type of leave, shall be considered good cause for termination. For termination procedures and rights of contract employees, see DF series and DCE.

**Noncontract  
Employees**

A noncontractual employee who fails to return to duty upon such medical release showing that the employee is physically able to perform the essential functions of his or her position, with reasonable accommodations, shall be deemed to have voluntarily resigned his or her employment with the District effective immediately upon the expiration of the maximum leave period and shall be offered health benefits according to COBRA.



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## Devine Independent School District Board of Trustees Agenda Document

Meeting Date: 01/22/2026

Agenda Item: Consider Changing the March board meeting date

Background Information:

Board meetings are scheduled for the 3<sup>rd</sup> Monday of every month.

Administrative Consideration:

The March board meeting is currently scheduled for March 16, 2026, which is the first day back following spring break. Moving this meeting would provide staff additional time to complete BoardBook materials.

Under normal circumstances, the meeting would be rescheduled to the following Monday, March 23; however, due to recent legislative changes requiring agendas to be posted at least three full business days prior to a meeting, the agenda would need to be posted by March 17, with board packets completed by March 18. Completing the required materials within this timeline is not feasible.

For this reason, the administration is requesting consideration of a later meeting date, either March 26 or March 30.

Budgetary Consideration:

This will not affect the budget.

Supporting Documents:

None

Recommendation:

Change board meeting date to March 26, 2026 or March 30, 2026.

Respectfully Submitted by:



Todd Grandjean  
Superintendent