Regular

Monday, March 18, 2019 5:00 PM
Granbury ISD Board Room, 217 N. Jones St., Granbury, TX 76048, 217 N Jones St, Granbury, TX 76048

1. **Call to order - 5:00 PM - GISD Board Room**
2. **Convene in Closed Session under the Texas Open Meetings Act, Texas Government Code Section 551.001 et seq.**

a. Section 551.074 – to deliberate the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee.

1. Staff Recommendations
2. Consider Second Request for Catastrophic Leave

b. Chapter 551.072 -Purchase, exchange, lease or value of real property
c. Section 551.076. Deliberations Regarding Security Devices or Security Audits

3. **Reconvene in Open Session - 6:00 PM**
4. **Moment of Silence/Invocation**
5. **Pledges - U.S. Flag & Texas Flag**
6. **Achievement Spotlight**

a. Synergy Racing – F1 in Schools Team Advancing to World Finals: Ryyan Amsden, Ethan Bohney, Brody Hesseltine, Gage Molinari, Alex Opperman, and Michael Quinn of Granbury High School
b. State Science Fair Contestants: Zachary Massey and Isabella Sanchez of Granbury High School

7. **Open Forum / Public Comments**
8. **Discussion/Action**

a. Consider Consent Agenda Items

1. Minutes of January 23, 2019, February 27, 20019, Special Board Meeting for Breakfast with the Board and February 27, 2019, Strategic Design Summit, and February 18, 2019, Regular Meeting Minutes
2. Consider Budget Amendments
3. Consider Adoption of TASB Local Policy Update 112
4. Consider Approving/Awarding the Purchase of STEAM Tables for Child Nutrition at Emma Roberson, Brawner and Oak Woods Campuses
5. Review of Choir Trip to Canada/Boston Spring Break 2020

b. Consider Approval of Instructional Materials Allotment Certification
c. Consider Staff Development Waiver
d. Consider Change to 2019-20 Granbury ISD School Calendar
e. Consider Change to 2018-19 Calendar Making April 18, 2019, a Staff Development Day with Unused District Minutes

9. **Reports**

a. Superintendent's Report
b. Financial Statements for Period Ending February 28, 2019
c. Cash Flow Statements for the Period Ending February 28, 2019

10. **Consider Action on Items Discussed In Closed Session**

a. Consider Staff Recommendations
b. Consider Second Request for Catastrophic Leave

11. **Adjourn**

Minutes of Special Meeting
The Board of Trustees
Granbury ISD
February 13, 2019
7:00 AM

A special meeting of the Board of Trustees of Granbury ISD was held Wednesday, February 13, 2019, at 7:00 a.m. at Mambrino Elementary School, 3835 Mambrino Hwy, Granbury, Texas 76049

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.

Presiding Officer ..... Barbara Townsend, Vice-President

Board Members Present
Nancy Alana
Rhonda Rezsofi
Mike Moore
Dr. Barbara Herrington

Board Members Absent
Mark Jackson

Open Meeting
Barbara Townsend, President, called the meeting to order at 7:00 a.m. and noted that a quorum of board members were present. The meeting was duly called and that notice of the meeting was posted in accordance with the Texas Open Meetings Act, Texas Government Code, Chapter 551.

Discussion
The board had an informal meet and greet with campus staff at Mambrino Elementary School.

Adjourned
There being no further business, the meeting was adjourned at 8:15 a.m.

_____ _____

Barbara Townsend, Vice-President Barbara Herrington, Board Secretary

Minutes of Regular Meeting
The Board of Trustees
Granbury ISD
February 18, 2019
5:00 PM

A Regular meeting of the Board of Trustees of Granbury ISD was held on Monday, February 18, 2019, beginning at 5:00 PM in the Granbury ISD Board Room, 217 N Jones St., Granbury, TX 76048.

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.

Presiding Officer ..... Mark Jackson, President

Board Members Present
Barbara Herrington
Barbara Townsend
Mark Jackson
Mike Moore
Rhonda Rezsofi
Chris Willis

Board Members Absent
None

School Officials Present
Dr. Jeremy K. Glenn Ed.D., Superintendent
Ron Holmgreen, Assistant Superintendent for Administrative Services
Dobie Williams, Assistant Superintendent for Finance & Operations
Wes Jones, Director of Human Resources
Amy Wood, Technology Director
Jeff Meador, Director of Communications
Faith Barnes, Recording Secretary

Others Present
School Employees
Media
Community Members

Meeting Called to Order
Mark Jackson, President, called the meeting to order at 5:00 p.m. and noted that a quorum of board members were present. The meeting was duly called and that notice of the meeting was posted in accordance with the Texas Open Meetings Act, Texas Government Code, Chapter 551.

Convened in Closed Session
The Board of Trustees convened in closed session at 5:01 p.m. under the Texas Open Meetings Act, Chapter 551.072-purchase, exchange, lease or value, of real property, and 551.074 –personnel.

Reconvened and Recessed
The Board of Trustees reconvened in open session at 6:00 p.m.

Moment of Silence/Invocation
Mike Moore led the Invocation.

Pledges - U.S. Flag & Texas Flag
Mambrino Elementary Students Quinn Bradley-President; Kambry Zschiesche-V.P.; Cade Moody-Treasurer; Samantha Ross-Reporter led the pledges.

Achievement Spotlight

Brawner Intermediate School principal Jincy Ross presented the Area Spelling Bee Winner Judah Turner from Brawner Intermediate School to the board.

All-State Choir
Granbury High School choir director Kendra Fisher presented student Andrew Walters of Granbury High School to the board.

All-State Band
Granbury High School Band Director Mark Eastin presented students Ian Cone and Paige Quillen of Granbury High School to the board.

Fort Worth Stock Show Art Show
Granbury High School art teacher Mike Tabor presented Jade Goodson, Abigail Green, Majestic Head, Isabella Novelli, Cheyenne Ragsdale, Emma Revett, Caroline Rezsofi, Celestial Riggs, and Sidney Stephenson to the board.

UIL State Swim Meet Contestants and Alternates
Granbury High School coach Jason Pullano presented state swim contestants Sean Atchue, Trinity Belott, Kinsey Brawner, Kori Brawner, Raegan Brown, Jaxon Castillo, Jonah Delaney, Daniel D'Souza, Brock Holmgreen, Christy Kleiser, Ben Lillagore, Ashley Loveless, Mary Power, Caroline Rezsofi, Nick Rodriguez, Faith Schmeets, Brady Willmeth, and Cutter Willmeth to the board.

Open Forum / Public Comments
None

Discussion/Action

Consider Consent Agenda Items
A motion was made by Barbara Herrington and seconded by Nancy Alana to move consent agenda item no. 5 to an action item and approve the consent agenda items 1,2,3,4, and 6: 1. Minutes of January 14, 2019, Regular Meeting and January 23, 2019, Special Meeting Minutes and the February 13, 2019, Special Meeting Minutes; 2. Consider Budget Amendments; 3. Consider the Renewal of Auditing Firm for the 2018-19 School Year; 4. Consider Approval of Changes to Authorized Signatories for the District's Depository Bank, Plains Capital Bank; and 6. Consider Approval of the Region 20 Evaluation Capacity Award Cooperative Interlocal Agreement.

Consider Approval of Changes to Authorized Individuals on Logic, First Public, TexPool, Texas Term and TD Ameritrade (TCG Mapp Program) Investment Accounts

A motion was made by Barbara Herrington and Barbara Townsend to approve the changes to Authorized Individuals on Logic, First Public, TexPool, Texas Term and TD Ameritrade (TCG Mapp Program) Investment Accounts as presented.

Motion Carried: 7 Yes and 0 No

Consider Approval of Summer Projects

A motion was made by Nancy Alana and seconded by Rhonda Rezsofi to approve summer projects as presented.

Motion Carried: 7 Yes and 0 No

Consider Budget Amendments for Summer Projects

A motion was made by Nancy Alana and seconded by Chris Willis to approve budget amendments for summer projects as presented.

Motion Carried: 7 Yes and 0 No

Consider Budget Assumptions and Calendar for 2019-20 Budget

A motion was made by Nancy Alana and seconded by Barbara Townsend to approve budget assumption and calendar for 2019-20 school year as presented.

Consider Approval of Resolution by the Granbury Independent School District Approving the Proposal by the Hood Central Appraisal District Relating to the Purchase of Land and Construction and Financing of an Appraisal Office and Facility

No action taken.

Consider Interlocal Agreement Between Hood County Texas and Granbury ISD Regarding Surveillance Systems and the Interlocal Agreement Between Granbury Police Department and Granbury ISD Regarding Surveillance Systems and giving Superintendent authority to execute said documents

A motion was made by Rhonda Rezsofi and Nancy Alana to approve the Interlocal Agreement Between Hood County Texas and Granbury ISD Regarding Surveillance Systems and the Interlocal Agreement Between Granbury Police Department and Granbury ISD Regarding Surveillance Systems and giving Superintendent authority to execute said documents and negotiations as presented.

Motion Carried: 7 Yes and 0 No

Consider Contract with DIR-S Security Software

A motion was made by Rhonda Rezsofi and Nancy Alana to approve the DIR-S Security Software and gave the superintendent authority to approve contracts and lead negotiations as presented.

Motion Carried: 7 Yes and 0 No

Reports

Superintendent's Report

Superintendent gave and update on district news.

First Review: TASB Policy Update 112

Superintendent Dr. Glenn brought the TASB Policy Update 112 to the board for first review.

ESS (Substitute Company)

Wes Jones presented a third party company that provides substitutes to school districts, ESS, to the board.

Middle School Course Selections

Assistant Superintendent Ron Holmgreen presented the 2019-20 middle school course selections to the board.

Financial Statements for Period Ending January 31, 2019

Assistant Superintendent Dobie Williams presented the Financial Statements for Period Ending January 31, 2019, to the board.

Cash Flow Statements for the Period Ending January 31, 2019

Assistant Superintendent Dobie Williams presented the Cash Flow and Investment Reports for Period Ending January 31, 2019, to the board.

Consider Action on Items Discussed In Closed Session

Consider Staff Recommendations

A motion was made by Barbara Herrington and seconded Nancy Alana to approve summer projects as presented.

Motion Carried: 7 Yes and 0 No

Consider Administrator Contracts

A motion was made by Rhonda Rezsofi and seconded by Chris Willis to approve staff recommendations and administrator contracts as presented.

Adjourn

With no further business, this meeting was adjourned at 7:41 p.m.

_____ _____

Mark Jackson, President Barbara Herrington, Board Secretary

Minutes of Special Meeting
The Board of Trustees
Granbury ISD
February 27, 2019
9:30 AM

A special meeting of the Board of Trustees of Granbury ISD was held for Wednesday, February 27, 2019, at 9:30 a.m. at Granbury ISD Administration, 217 N. Jones St., Granbury, TX 76048.

G2025 Strategic Design Summit

The school district held a Strategic Design Summit to discuss a long-range strategic plan with administrators, teachers, parents, and community members.

A quorum of board members was not present.

Mark Jackson, President

Barbara Herrington, Board Secretary

in progress

Minutes of Special Meeting
The Board of Trustees
Granbury ISD
February 27, 2019
7:00 AM

A special meeting of the Board of Trustees of Granbury ISD was held Wednesday, February 27, 2019, at 7:00 a.m. at Oak Woods Elementary School, 311 Davis Rd, Granbury, TX 76049.

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.

Presiding Officer ..... Mark Jackson, President

Board Members Present
Nancy Alana
Rhonda Rezsofi
Mike Moore
Barbara Townsend
Chris Willis

Board Members Absent
Dr. Barbara Herrington

Open Meeting
Mark Jackson, President, called the meeting to order at 7:00 a.m. and noted that a quorum of board members were present. The meeting was duly called and that notice of the meeting was posted in accordance with the Texas Open Meetings Act, Texas Government Code, Chapter 551.

Discussion
The board had an informal meet and greet with campus staff at Oak Woods Elementary School.

Adjourned
There being no further business, the meeting was adjourned at 8:15 a.m.

_____ _____

Mark Jackson, President Barbara Herrington, Board Secretary

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: March 18, 2019
For: Approval

TO: Dr. Jeremy Glenn, Superintendent

FROM: Dobie Williams
Asst. Supt. for Finance and Operations
DATE: March 8, 2019
RE: Budget Amendments

SUMMARY:

Attached are the monthly general fund budget amendments for Board approval. The first page is the budget amendment for the current period and indicates any increases to revenue as well as increases/decreases to each function and the overall net effect of the amendment totals to the budget. For convenience, the budget amendments that will generate new revenue (i.e. campus book fairs, etc.) or are the result of donations made to GISD, have been highlighted in green so that the board may recognize these donations and efforts if they so choose. The second page is a summary and indicates how the current amendment will impact the overall general fund budget as well as how any previous amendments have impacted the budget.

BUDGET IMPACT: As indicated on the attached.

RECOMMENDATION:

I recommend the Board approve the amendments as presented.

Respectfully submitted,

D O Williams

Assistant Superintendent for Finance and Operations

Staff Person Responsible: Dobie Williams
Emmett Whitefield

Date Submitted: March 8, 2019

2018-2019
Budget Amendment #7

	March Proposed Budget Amendment #7	Increase	Decrease	Net Effect
Object	**Revenue**			
5700	Revenue Generated	50,406	0	
5800		0	0	
5900		0	0	
	Total	**50,406**	**0**	**50,406**
Function	**Expenses**			
11	Acton Elementary - Amend funds for 4th and 5th grade field trips to Austin, FW Stock Show, and Camp Grady Spruce donated by the campus PTO	25,656	0	
	Acton Elementary - Amend funds for substitute reimbursement donated by the campus PTO	1,138	0	
	Mambrino - Amend funds for student travel donated by Raider Express Transportation	1,300	0	
	GMS - Amend funds for the purchase of custom mats and trash cans	0	2,285	
	AMS - Amend funds for purchase of year end supplies	3,832	0	
	AMS - Amend funds for the purchase of custom mats	0	970	
	Oakwoods - Amend funds for nursing supplies	0	1,000	
	SPED - Amend fund for OT Supplies	900	0	
	Business Office - Amend funds for Pre - K spending	0	8,000	
	Business Office - Amend funds for Summer Projects	0	225,000	
	Business Office - Amend funds for year end budget entries	0	82,000	
	Overall effect on Function 11	**32,826**	**319,255**	**(286,429)**
12	Acton Elementary - Amend funds for library furniture donated by the campus PTO	5,000	0	
	Overall effect on Function 12	**5,000**	**0**	**5,000**
13	AMS - Amend funds for purchase of year end supplies	0	2,800	
	Emma - Amend funds for staff development travel	614	0	
	SPED - Amend fund for OT Supplies	0	900	
	Business Office - Amend funds for Pre - K spending	8,000	0	
	Business Office - Amend funds for year end budget entries	45,000	0	
	Overall effect on Function 13	**53,614**	**3,700**	**49,914**
21	**Overall effect on Function 21**	**0**	**0**	**0**
23	AMS - Amend funds for purchase of year end supplies	0	175	
	Overall effect on Function 23	**0**	**175**	**(175)**
31	GHS - Amend funds for PSAT grading received from student fees	3,312	0	
	Business Office - Amend funds for Summer Projects	0	50,000	
	Overall effect on Function 31	**3,312**	**50,000**	**(46,688)**
32	**Overall effect on Function 32**	**0**	**0**	**0**
33	Oakwoods - Amend funds for nursing supplies	1,000	0	
	Business Office - Amend funds for year end budget entries	15,000	0	
	Overall effect on Function 33	**16,000**	**0**	**16,000**
34	Business Office - Amend funds for year end budget entries	12,200	0	
	Overall effect on Function 34	**12,200**	**0**	**12,200**
36	Athletics - Amend funds for student travel donated by GHS Girls Golf Booster Club	4,000	0	
	Athletics - Amend funds for Student travel donated by GHS Volleyball Booster Club	10,000	0	
	AMS - Amend funds for purchase of year end supplies	0	857	
	Athletics - Amend funds for purchase of new phones	0	1,133	
	Business Office - Amend funds for year end budget entries	9,800	0	
	Overall effect on Function 36	**23,800**	**1,990**	**21,810**
41	Business Office - Amend funds for Summer Projects	0	10,000	
	Overall effect on Function 41	**0**	**10,000**	**(10,000)**
51	GMS - Amend funds for the purchase of custom mats and trash cans	2,285	0	
	AMS - Amend funds for the purchase of custom mats	970	0	
	Athletics - Amend funds for the purchase of new phones	1,133	0	
	Business Office - Amend funds for Summer Projects	0	10,000	
	Overall effect on Function 51	**4,388**	**10,000**	**(5,612)**
52	Emma - Amend funds for staff development travel	0	614	
	Overall effect on Function 52	**0**	**614**	**(614)**
53	**Overall effect on Function 53**	**0**	**0**	**0**
61	Business Office - Amend funds for Summer Projects	0	5,000	
	Overall effect on Function 61	**0**	**5,000**	**(5,000)**
71	**Overall effect on Function 71**	**0**	**0**	**0**
81	Business Office - Amend funds for Summer Projects	300,000	0	
	Overall effect on Function 81	**300,000**	**0**	**300,000**
91	**Overall effect on Function 91**	**0**	**0**	**0**
93	**Overall effect on Function 93**	**0**	**0**	**0**
99	**Overall effect on Function 99**	**0**	**0**	**0**
	Total	**451,140**	**400,734**	**50,406**

Granbury Independent School District

Fiscal Year 2018-2019

		Adopted Budget	Prior Budget Amendments	Budget Amendment 3/18/2019	Revised Budget
	REVENUE				
5700	Local Revenue	60,816,855	297,442	50,406	61,164,703
5800	State Revenue	8,541,770	200,888	0	8,742,658
59/7900	Federal Programs/Other Sources	845,000	0	0	845,000
	Total	**$70,203,625**	**498,330**	**50,406**	**$70,752,361**
	EXPENDITURES				
11	Instruction & Instr. Related Services	35,671,193	(28,416)	(286,429)	35,356,348
12	Instructional Resources & Media Serve	764,966	602	5,000	770,568
13	Curriculum & Instr. Staff Development	893,363	11,931	49,914	955,208
21	Instructional Leadership	662,075	(5,582)	0	656,493
23	School Leadership	3,528,081	2,836	(175)	3,530,742
31	Guidance, Counseling & Evaluation Serve	2,693,991	12,058	(46,688)	2,659,361
32	Social Work Services	64,700	0	0	64,700
33	Health Services	391,836	32,128	16,000	439,964
34	Student (Pupil) Transportation	3,106,140	60	12,200	3,118,400
35	Food Service	0	0	0	0
36	Co curricular/Extracurricular Activities	2,000,724	241,315	21,810	2,263,849
41	General Administration	2,283,432	(2,638)	(10,000)	2,270,794
51	Plant Maintenance and Operations	5,836,860	71,019	(5,612)	5,902,267
52	Security & Monitoring Services	815,817	(29,455)	(614)	785,748
53	Data Processing Services	1,315,734	2,488	0	1,318,222
61	Community Services	78,832	0	(5,000)	73,832
71	Debt Service (M&O)	0	0	0	0
81	Facilities Acquisition	0	558,582	300,000	858,582
91	Contracted Instruction Services - Chapter 41	9,535,423	(808,140)	0	8,727,283
93	Shared Services Arrangement	0	0	0	0
99	Other Governmental Charges	1,000,000	0	0	1,000,000
00	Other Uses	0	0	0	0
	Total Budgeted Expenditures	**$70,643,167**	**58,788**	**50,406**	**$70,752,361**
	Excess Revenue over (Under) Expenditures	**(439,542)**	**439,542**	**-**	**0**

Prepared by:
D Williams
E Whitefield

Explanatory Notes

TASB Localized Policy Manual Update 112

Granbury ISD

BBFA(LEGAL) ETHICS: CONFLICT OF INTEREST DISCLOSURES

Revisions at Annual Financial Management Report on page 7 reflect amended Administrative Code rules, effective August 1, 2018, addressing financial accountability ratings.

BBFB(LEGAL) ETHICS: PROHIBITED PRACTICES

This legally referenced policy has been revised to improve accessibility, add some existing statutory provisions, and better match statutory text.

In addition, we have removed a provision addressing conflicts of interest for depository contracts, as the provision is already included in BDAE(LEGAL).

BJA(LOCAL) SUPERINTENDENT: QUALIFICATIONS AND DUTIES

Recommended formatting revisions to this local policy are to improve accessibility for individuals with disabilities.

BJCD(LEGAL) SUPERINTENDENT: EVALUATION

Added to this legally referenced policy is an existing statutory provision requiring the board to adopt policy providing that the board employs and evaluates the superintendent. This is already addressed by the district's BJCD(LOCAL) policy.

C(LEGAL) BUSINESS AND SUPPORT SERVICES

We have revised the C section table of contents to add two new policy codes, CCGA, Exemptions and Payments, and CCGB, Economic Development, the content of which was previously addressed at CCG. In addition, the CO series has been retitled Food and Nutrition Management, COA has been renamed Procurement, and COB has been renamed Free and Reduced-Price Meals.

CBB(LEGAL) STATE AND FEDERAL REVENUE SOURCES: FEDERAL

Based on changes in federal law that increased the micro-purchase and simplified acquisition thresholds for small purchases under the EDGAR procurement rules, this legally referenced policy has been updated to delete the old threshold amounts and include links to an Office of Management and Budget memorandum and a TEA To the Administrator Addressed letter dated August 28, 2018, which provide additional information on this issue.

CCE(LEGAL) LOCAL REVENUE SOURCES: ATHLETIC STADIUM AUTHORITY

Additional detail regarding the board's authority to create an Athletic Stadium Authority has been added.

CCG(LEGAL) LOCAL REVENUE SOURCES: AD VALOREM TAXES

Update 112 includes a significant restructuring of the policies on ad valorem taxes to break up the lengthy content into multiple policy codes, reorganize the provisions for better flow, and better match statutory text.

CCG(LEGAL) now focuses on adoption of the tax rate and conducting an election to ratify taxes.

Provisions on exemptions and payments of ad valorem taxes have been updated and moved to CCGA. Provisions on economic development have been updated and moved to CCGB.

Granbury ISD

CCG(LOCAL) LOCAL REVENUE SOURCES: AD VALOREM TAXES

For consistency with the recoding of legal provisions, the district's local policy provisions on exemptions and payments of ad valorem taxes have been moved from CCG to CCGA.

CCGA(LEGAL) AD VALOREM TAXES: EXEMPTIONS AND PAYMENTS

As mentioned above, provisions on exemptions and payments of ad valorem taxes have been updated and moved from CCG to CCGA. In addition, two constitutional amendments have been added:

- As allowed by Senate Joint Resolution 1 and Senate Bill 15 (85th Texas Legislative Session), voters approved an exemption of all or part of the value of the residence homestead of the surviving spouse of a first responder who is killed or fatally injured in the line of duty. See Surviving Spouse of First Responder.
- As allowed by House Joint Resolution 21 and House Bill 150, voters approved an exemption of part of the value of the residence homestead of a partially disabled veteran or surviving spouse if the homestead was donated to the veteran by a charitable organization for less than market value. See Veteran Exemptions.

Please note that the board of a district that adopted a local option homestead exemption for all taxpayers under Tax Code 11.13(n) may not reduce or repeal the exemption before December 31, 2019.

CCGA(LOCAL) AD VALOREM TAXES: EXEMPTIONS AND PAYMENTS

For consistency with the recoding of legal provisions described above, the district's local policy provisions on exemptions and payments of ad valorem taxes have been moved from CCG to CCGA.

CCGB(LEGAL) AD VALOREM TAXES: ECONOMIC DEVELOPMENT

As mentioned above, provisions on economic development have been moved from CCG to CCGB and have been updated with additional detail.

CCH(LEGAL) LOCAL REVENUE SOURCES: APPRAISAL DISTRICT

This legally referenced policy has been revised to add some existing statutory provisions, delete nonessential provisions, and better match statutory text.

CFA(LEGAL) ACCOUNTING: FINANCIAL REPORTS AND STATEMENTS

Revisions to this legally referenced policy reflect amended Administrative Code rules, effective August 1, 2018, addressing financial accountability ratings. The rules revised the notice provisions for the public hearing on the Financial Management Report. Other changes are to better match statutory wording.

CFC(LEGAL) ACCOUNTING: AUDITS

Revisions to this legally referenced policy reflect amended Administrative Code rules, effective August 1, 2018, allowing the commissioner to change a financial accountability rating in disaster situations and addressing the appeal process.

CH(LEGAL) PURCHASING AND ACQUISITION

References to COA(LEGAL) have been added to align with newly added material on food purchases at that code. In addition, the board delegation provision applicable in disaster circumstances has been updated for completeness. (See page 3.)

Granbury ISD

CH(LOCAL) PURCHASING AND ACQUISITION

At Purchasing Method, we recommend adding a reference to CBB(LEGAL), addressing procurement requirements for federal awards, as a reminder that other requirements may be applicable if federal funds are involved in a purchase.

Likewise, at Competitive Bidding and Competitive Sealed Proposals, we recommend an adjustment to acknowledge that any rejection of bids or proposals shall be in accordance with state or federal law, as some purchases with federal funds may require a sound, documented reason for rejecting a bid.

CHF(LEGAL) PURCHASING AND ACQUISITION: PAYMENT PROCEDURES

This legally referenced policy on payment procedures has been revised to reorder provisions and better match statutory text.

CHG(LEGAL) PURCHASING AND ACQUISITION: REAL PROPERTY AND IMPROVEMENTS

This legally referenced policy on real property and improvements has been revised to add some existing statutory provisions and better match statutory text.

CNA(LEGAL) TRANSPORTATION MANAGEMENT: STUDENT TRANSPORTATION

New Administrative Code rules effective July 12, 2018, have been added at Hazardous Conditions or High Risk of Violence. The rules include definitions, eligibility and local policy requirements, and reporting requirements for districts seeking additional funds for transportation of students living within two miles of the school.

Districts with TASB-recommended policy text at CNA(LOCAL) have the necessary policy provisions for seeking the additional transportation funding. If your district has a community walking transportation program but does not have policy provisions at CNA(LOCAL), please contact your policy consultant for an adjustment to the district's policy.

CO(LEGAL) FOOD AND NUTRITION MANAGEMENT

Additional existing federal and state provisions have been added to this legally referenced policy on food services management to provide more thorough coverage of the school nutrition compliance and professional standards, fundraiser standards, and unpaid meal policy requirements.

COA(LEGAL) FOOD AND NUTRITION MANAGEMENT: PROCUREMENT

This legally referenced policy on food purchasing has been extensively revised to include federal regulations applicable to the operation of and purchasing of food under the national school lunch and breakfast programs.

COB(LEGAL) FOOD AND NUTRITION MANAGEMENT: FREE AND REDUCED-PRICE MEALS

Additional existing federal provisions have been added to this legally referenced policy on free and reduced-price meals to provide more thorough coverage of the claim for reimbursement and on-site review processes, record retention requirements, and the Community Eligibility Provision program.

CQ(LOCAL) TECHNOLOGY RESOURCES

State law permits a district to accept electronic signatures that comply with rules adopted by the board. The board's rules, to the extent practicable, must be consistent with rules adopted by the Department of

Granbury ISD

Information Resources. To comply with state law and align with most districts' practice of accepting electronic signatures, we recommend new policy language permitting electronic signatures as outlined in the policy.

CV(LOCAL) FACILITIES CONSTRUCTION

At Construction Contracts, we recommend adding references to CBB(LEGAL), addressing purchasing requirements for federal awards, as a reminder that if federal funds are involved in the contract other requirements may be applicable.

DBB(LEGAL) EMPLOYMENT REQUIREMENTS AND RESTRICTIONS: MEDICAL EXAMINATIONS AND COMMUNICABLE DISEASES

Details on the bloodborne pathogen exposure control plan developed by the Texas Department of State Health Services have been added.

DBD(LEGAL) EMPLOYMENT REQUIREMENTS AND RESTRICTIONS: CONFLICT OF INTEREST

This legally referenced policy has been revised to improve accessibility, add some existing statutory provisions, and better match statutory text.

DCB(LEGAL) EMPLOYMENT PRACTICES: TERM CONTRACTS

Changes to this legally referenced policy on term contracts include:

- The addition of a commissioner of education decision explaining that if a district requires a person, by policy, job description, or contract, to hold certification, the district must employ that person under a Chapter 21 contract (see District-Required Certification); and
- Revisions to better match statutory wording.

DCB(LOCAL) EMPLOYMENT PRACTICES: TERM CONTRACTS

Reorganization of provisions in this local policy on term contracts is recommended to better distinguish the provisions applicable when SBEC requires certification versus when the district requires certification. An adjustment clarifies that, when the district requires SBEC certification for a position, full-time professional employees in those positions are entitled to a term contract.

We have retained provisions reflecting that the board also approves a list of positions for which term contracts are issued even though neither SBEC nor the district requires certification for those positions. In addition, we have retained the district’s unique provision limiting contracts for full-time nurses to only registered nurses.

DFE(LEGAL) TERMINATION OF EMPLOYMENT: RESIGNATION

Revisions at Report by Principal reflect amended Administrative Code rules, effective March 8, 2018, providing that a principal is subject to sanctions for failing to notify the superintendent within seven days after an educator resigns following an alleged incident of misconduct as required by law.

DH(LOCAL) EMPLOYEE STANDARDS OF CONDUCT

So as not to deter reports of discrimination, harassment, and retaliation, we recommend moving to DH(LOCAL) a provision previously at DIA(LOCAL) subjecting employees to discipline for making false claims of discrimination, harassment, and retaliation or refusing to participate in an investigation. Placement at DH(LOCAL), addressing the broader topic of employee standards of conduct, makes it clear that

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the district may discipline employees for such conduct in any circumstance, not just in relation to claims of discrimination, harassment, and retaliation. See Violations of Standards of Conduct.

In addition, we have added to the list of exceptions to the weapons prohibition a cross-reference to CKE for provisions addressing your newly adopted school marshals program.

DH(EXHIBIT) EMPLOYEE STANDARDS OF CONDUCT

Amendments effective October 21, 2018, to the Educators' Code of Ethics have been incorporated. The amendments:

- Subject educators to discipline by the State Board for Educator Certification for intentionally or recklessly diverting money, personnel, property, or equipment for personal gain;
- Clarify the language regarding an educator's illegal use of controlled substances, prescription drugs, and toxic inhalants;
- Remove from the Educators' Code of Ethics and move to a different section of the Administrative Code the standard on assisting another educator with obtaining a new job when the educator has engaged in an inappropriate relationship with a student or minor; and
- Prohibit an educator from intentionally or knowingly subjecting a colleague to sexual harassment.

DHB(LEGAL) EMPLOYEE STANDARDS OF CONDUCT: REPORTS TO STATE BOARD FOR EDUCATOR CERTIFICATION

In accordance with Administrative Code changes effective October 21, 2018, evidence of an educator's solicitation of a romantic relationship with a student may consist of the educator violating written directives from school administrators regarding the educator's behavior toward a student.

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

The addition of an existing statutory provision clarifies that Department of Transportation (DOT) alcohol and drug testing must be completely separate from non-DOT testing.

DIA(LEGAL) EMPLOYEE WELFARE: FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION

This legally referenced policy has been revised to add an existing statutory provision on official oppression and to better match statutory text.

DIA(LOCAL) EMPLOYEE WELFARE: FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION

Two revisions are recommended to this local policy on discrimination, harassment, and retaliation:

- We have added the word "sex" to the statement of nondiscrimination and to the definition of discrimination for a complete listing of all the protected categories under law and for consistency throughout the policy manual.
- So as not to deter reports of discrimination, harassment, and retaliation, we have moved to DH(LOCAL) the provision subjecting employees to discipline for making false claims of discrimination, harassment, and retaliation or refusing to participate in an investigation. Placement at DH(LOCAL), addressing the broader topic of employee standards of conduct, makes it clear that the district may discipline employees for such conduct in any circumstance, not just in relation to claims of discrimination, harassment, and retaliation.

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DP(LEGAL) PERSONNEL POSITIONS

The State Board for Educator Certification has adopted new rules for principal certification effective September 23, 2018, referenced on page 1.

EHAC(LEGAL) BASIC INSTRUCTIONAL PROGRAM: REQUIRED INSTRUCTION (SECONDARY)

New Administrative Code rules effective August 27, 2018, address the required instruction for all students entering grade 9 in the 2018–19 school year and thereafter on proper interaction with a peace officer. (See page 8.)

EHAD(LEGAL) BASIC INSTRUCTIONAL PROGRAM: ELECTIVE INSTRUCTION

This legally referenced policy on elective instruction has been updated to include existing statutory provisions permitting districts to offer:

- Courses in cybersecurity; and
- Other courses or activities, including apprenticeships or training hours needed to obtain an industry-recognized credential or certificate.

EHB(LEGAL) CURRICULUM DESIGN: SPECIAL PROGRAMS

Revisions to the dyslexia provisions in this legally referenced policy are a result of amended Administrative Code rules effective August 27, 2018. The amendments:

- Clarify requirements for screening of students for dyslexia and related disorders;
- Address information that must be provided to parents before identification or evaluation of a student occurs;
- Add requirements for parent education programs; and
- Clarify that districts must provide each student with dyslexia or a related disorder access to each program under which the student qualifies for services.

EHBC(LEGAL) SPECIAL PROGRAMS: COMPENSATORY/ACCELERATED SERVICES

Details on the Optional Extended Year Program have been deleted, as the Program has not been funded for several years.

Regarding the Optional Flexible School Day Program (OFSDP), we have deleted funding provisions and added:

- Detail on the board approval process;
- Requirements regarding parental permission; and
- A provision permitting districts to provide an OFSDP to students attending a community-based dropout recovery education program, based on amended Administrative Code rules effective August 2, 2018.

EHBE(LEGAL) SPECIAL PROGRAMS: BILINGUAL EDUCATION/ESL

Revisions throughout this legally referenced policy on bilingual education are a result of amended Administrative Code rules effective July 15, 2018. The amendments align the rules with current TEA practice and the adopted Every Student Succeeds Act (ESSA) State Plan. Significant changes include:

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- Changes to the home language survey requirements, including designation of Vietnamese as a required language for the home language surveys;
- Clarification that participation of non-LEP students in a bilingual education program may not exceed 40 percent of the number of students enrolled in the program district-wide;
- Changes to require bilingual education programs to begin in prekindergarten rather than kindergarten;
- Strengthening of teacher certification requirements for both the content-based and pull-out ESL program models; and
- A requirement for dual language immersion programs to begin at prekindergarten or kindergarten, as applicable; implementation can no longer begin in grade 1.

EHBI(LEGAL) SPECIAL PROGRAMS: ADULT AND COMMUNITY EDUCATION

This legally referenced policy on adult and community education has been revised to add some existing statutory provisions and better match the text of statute and the Administrative Code.

EHDC(LEGAL) ALTERNATIVE METHODS FOR EARNING CREDIT: CREDIT BY EXAMINATION WITHOUT PRIOR INSTRUCTION

Revisions to this legally referenced policy include rule changes from the State Board of Education (SBOE) on credit by examination (CBE) effective August 27, 2018. The rules include a new requirement for districts and assessment providers to audit their CBE assessments. The district board of trustees must approve an audit process for all CBE assessments used for kindergarten–grade 5 acceleration, whether district-developed or developed by another provider, and for all district-developed assessments to be used in grades 6–12. However, a board that adopts examinations from the University of Texas at Austin or Texas Tech University for kindergarten–grade 5 does not need to create a separate audit process for those examinations and may adopt the provider's audit process. The rules also include changes to the validation requirements and new annual reporting requirements.

TASB Policy Service sent Policy Alerts regarding these changes on August 15 and 30, 2018, and TASB Legal Services' Frequently Asked Questions on Credit by Exam addresses what districts need to know about the CBE assessment process, including the validation and audit requirements for district-created examinations.

EI(LEGAL) ACADEMIC ACHIEVEMENT

We have added amended rules effective August 27, 2018, addressing notations on a student's transcript for:

- Demonstrating proficiency in speech;
- Completing instruction in CPR;
- Completing instruction on proper interaction with peace officers; and
- Satisfying a graduation requirement for a language other than Engish by completing a dual language immersion program.

EIF(LEGAL) ACADEMIC ACHIEVEMENT: GRADUATION

An amended Administrative Code rule, effective August 27, 2018, permits a student to satisfy one of the two credits required in a language other than English by completing a dual language immersion program. The amended rule has been added on page 10.

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FFAC(LEGAL) WELLNESS AND HEALTH SERVICES: MEDICAL TREATMENT

Revisions to this legally referenced policy on medical treatment include the following additions:

- Existing statutory provisions on nursing peer review committees;
- An existing statutory provision prohibiting a district employee from making a report of neglect based solely on a parent's refusal to administer or consent to the administration of a psychotrophic drug or psychological testing, except in certain circumstances;
- Provisions on opioid antagonist medication (naloxone); and
- Provisions on maintenance and administration of epinephrine auto-injectors from new Administrative Code rules effective August 1, 2018.

TASB Legal Services' article What Do School Districts Need to Know About Epinephrine Auto-Injectors? discusses use of epinephrine to treat anaphylaxis on a school campus, including the legal requirements for a district with a policy that authorizes staff or volunteers to administer an unassigned epinephrine auto-injector.

FMA(LOCAL) STUDENT ACTIVITIES: SCHOOL-SPONSORED PUBLICATIONS

Recommended revisions to this local policy clarify that district and campus publications are under the district's control and school-sponsored publications approved by a principal and published by students are part of the instructional program. The provision outlining the principal's administrative responsibilities for publications is recommended for deletion, as such a statement need not be included in board policy.

We also recommend:

- Replacing the text on advertising with a Note pointing to GKB, to consolidate and eliminate duplication of advertising provisions; and
- Deleting the unnecessary complaint provision.

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

A new commissioner of education rule effective August 26, 2018, addresses Education Code 37.105, which authorizes district officials to refuse entry to or eject a person from property under the district's control in certain circumstances. See GKA(LEGAL), below.

The recommended revision to this grievance policy at Complaints is to address new board policy requirements in the rule, which requires a board to adopt a policy that will allow a person refused entry to or ejected from property under the district's control to appeal by using the district's current grievance process and to permit a person appealing to address the board in person within 90 days of filing the complaint, unless the complaint is resolved before the board considers the complaint.

Update 58 to the *Regulations Resource Manual* includes at GKA updated exhibits in response to the new rule. TASB Legal Services' article "Visitors to School Property and School Events" provides further information on Education Code 37.105.

No other changes have been made to the district's current policy provisions.

FODA(LEGAL) EXPULSION: JUVENILE JUSTICE ALTERNATIVE EDUCATION PROGRAM

This legally referenced policy on Juvenile Justice Alternative Education Programs (JJAEPs) has been revised as a result of newly adopted Administrative Code rules effective August 1, 2018. Revisions from

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the rules include requirements for a JJAEP to develop, in coordination with the sending district, entry and exit transition plans for each student.

GF(LOCAL) PUBLIC COMPLAINTS

A new commissioner of education rule effective August 26, 2018, addresses Education Code 37.105, which authorizes district officials to refuse entry to or eject a person from property under the district's control in certain circumstances. See GKA(LEGAL), below.

The recommended revision to this grievance policy at Complaints is to address new board policy requirements in the rule, which requires a board to adopt a policy that will allow a person refused entry to or ejected from property under the district's control to appeal by using the district's current grievance process and to permit a person appealing to address the board in person within 90 days of filing the complaint, unless the complaint is resolved before the board considers the complaint.

Update 58 to the *Regulations Resource Manual* includes at GKA updated exhibits in response to the new rule. TASB Legal Services' article "Visitors to School Property and School Events" provides further information on Education Code 37.105.

No other changes have been made to the district's current policy provisions.

GKA(LEGAL) COMMUNITY RELATIONS: CONDUCT ON SCHOOL PREMISES

A new commissioner of education rule effective August 26, 2018, addresses Education Code 37.105, which authorizes district officials to refuse entry to or eject a person from property under the district's control in certain circumstances.

As reflected in this legally referenced policy, the rule requires each board to adopt a policy that will allow a person refused entry to or ejected from property under the district's control to appeal by using the district's current grievance process and must permit a person appealing to address the board in person within 90 days of the individual filing the appeal, unless the appeal is resolved before the appeal reaches the board level. Local policy recommendations are addressed at FNG(LOCAL), GF(LOCAL), and GKA(LOCAL). In addition, Update 58 to the *Regulations Resource Manual* includes at GKA updated exhibits in response to the new rule.

Another revision to this policy adds the separate trespass provision from the Education Code to distinguish the district's authority to pursue trespass charges from the Education Code 37.105 provisions.

TASB Legal Services' article "Visitors to School Property and School Events" provides further information on the district's authority.

Finally, federal and state provisions on drones have been added, beginning on page 11.

GKA(LOCAL) COMMUNITY RELATIONS: CONDUCT ON SCHOOL PREMISES

A new commissioner of education rule effective August 26, 2018, addresses Education Code 37.105, which authorizes district officials to refuse entry to or eject a person from property under the district's control in certain circumstances. See GKA(LEGAL), above.

To comply with the requirements in the new rule, we recommend policy language:

- Providing that a district official will give a person refused entry to or ejected from property under the district's control written information explaining the right to appeal, and
- Referencing the specific grievance timelines and right to address the board that apply if an individual appeals an ejection or exclusion.

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Update 58 to the *Regulations Resource Manual* includes at GKA updated exhibits in response to the new rule. TASB Legal Services' article "Visitors to School Property and School Events" provides further information on Education Code 37.105.

Changes at Access to District Property clarify that authorized district officials may refuse to allow a person access to district property and may request assistance from law enforcement in an emergency or when a person's behavior rises to the level of criminal conduct.

GKB(LEGAL) COMMUNITY RELATIONS: ADVERTISING AND FUNDRAISING

We have added a recent U.S. Supreme Court case to this legally referenced policy to clarify that the district's statements and actions that take the form of speech do not create a forum for private speech and the district does not engage in unconstitutional viewpoint discrimination by advancing its viewpoints on permissible goals, even if advancing those goals discourages alternative goals. (See District Communications.)

GKB(LOCAL) COMMUNITY RELATIONS: ADVERTISING AND FUNDRAISING

Recommended revisions to the advertising provisions in this local policy are to keep the text current with evolving case law. The revisions add several new circumstances under which a district may reject advertising, including when advertising:

- Is inappropriate in the school setting;
- Presents a health hazard; or
- Adds to the district's administrative burden by exposing the district to complaints, controversy, or litigation.

Likewise, new provisions are recommended to clarify that a district's acknowledgment of sponsorships and donations may be through whatever means the district deems appropriate and the district retains full editorial control, even if donors may suggest text for the acknowledgment.

GRA(LEGAL) RELATIONS WITH GOVERNMENTAL ENTITIES: STATE AND LOCAL GOVERNMENTAL AUTHORITIES

This legally referenced policy has been updated to provide additional detail on Department of Family and Protective Services investigations regarding allegations of child abuse or neglect in schools.

Vantage Points

A Board Member's Guide to Update 112

Please note: *Vantage Points* is an executive summary, prepared specifically for board members, of the TASB Localized Update. The topic-by-topic outline and the brief descriptions focus attention on key issues to assist local officials in understanding changes found in the policies. The description of policy changes in *Vantage Points* is highly summarized and should not substitute for careful attention to the more detailed, district-specific Explanatory Notes and the policies within the localized update packet. **Your district may not have all policy provisions addressed in this update's *Vantage Points*.**

We welcome your comments or suggestions for improving *Vantage Points*. Please write to us at TASB Policy Service, P.O. Box 400, Austin, TX 78767-0400, e-mail us at policy.service@tasb.org, or call us at 800-580-7529 or 512-467-0222.

For more information about Policy Service, visit our website at http://policy.tasb.org.

This information is provided for educational purposes only to facilitate a general understanding of the law or other regulatory matter. This information is neither an exhaustive treatment on the subject nor is this intended to substitute for the advice of an attorney or other professional adviser. Consult with your attorney or professional adviser to apply these principles to specific fact situations.

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TASB Policy Service

Update 112 focuses on updating (LEGAL) policies that were affected by changes in administrative rule and commissioner of education rulings. Several (LOCAL) policies have been updated as well to better align with these changes or for organization and restructuring purposes.

Board Ethics

Two legal policies have been revised regarding board member ethics—BBFA(LEGAL) and BBFB(LEGAL). Revisions to BBFA(LEGAL) reflect amended Administrative Code rules addressing financial accountability ratings. Formatting changes were made to BBFB(LEGAL) for accessibility purposes, and existing statutory provisions have been added. Additionally, provisions addressing conflicts of interest for depository contracts were removed, as they are addressed in BDAE(LEGAL).

Superintendent

Minor formatting changes were made to BJA(LOCAL) to improve accessibility for individuals with disabilities, and changes to BJCD(LEGAL) were made to include an existing provision in statute that requires the board to adopt a policy stating that the board employs and evaluates the superintendent.

Business Operations

Extensive revisions were made to several policies in the C section of the manual, which required revisions to the table of contents to add two new codes—CCGA and CCGB—and to rename policies in the CO series.

State and Federal Revenue

Revisions to CBB(LEGAL) were based on changes to federal law increasing certain thresholds under the Education Department General Administrative Regulations (EDGAR) procurement rules and to include links to resources that provide additional information on the issue.

Ad Valorem Taxes

Significant restructuring of CCG(LEGAL) breaks up the content on ad valorem taxes into multiple policy codes, leading to two new policies: CCGA, Exemptions and Payments, and CCGB, Economic Development. CCG(LEGAL) now focuses on adoption of the tax rate and conducting an election to ratify taxes.

CCG SERIES (LOCAL) POLICY CONSIDERATIONS

The district's local policy provisions on exemptions and payments of ad valorem taxes have been moved from CCG to CCGA, and districts with provisions on economic development now have that language coded at CCGB.

Financial Accountability

Revisions to CFA(LEGAL) were made to reflect amended Administrative Code rules that revised the notice provisions for the public hearing on the Financial Management Report.

Additionally, the amended rules allow for the commissioner to change a financial accountability rating in disaster situations, which is reflected in CFC(LEGAL).

Purchasing and Construction

References to COA(LEGAL) have been added to CH(LEGAL) to align with newly added material on food purchases, and the board delegation provision applicable in disaster circumstances has been updated.

CH(LOCAL) AND CV(LOCAL) POLICY CONSIDERATIONS

Recommended revisions to CH(LOCAL) and CV(LOCAL) add a cross-reference to CBB(LEGAL), which addresses procurement requirements for federal awards, as a reminder that other requirements may be applicable if federal funds are involved in a purchase or contract.

We also recommend an adjustment in CH(LOCAL) to acknowledge that any rejection of bids or proposals will be in accordance with state or federal law, as some purchases with federal funds may require a sound, documented reason for rejecting a bid.

Student Transportation

New Administrative Code rules have been added to CNA(LEGAL). The rules include definitions, eligibility and local policy requirements, and reporting requirements for districts seeking additional funds for transportation of students living within two miles of school. Please note that if your district will seek transportation funds for these students or if your district has a community walking transportation program but does not have policy provisions at CNA(LOCAL), then the district should contact its TASB policy consultant for adjustments to the policy.

Food and Nutrition Management

Existing federal and state provisions have been added to the CO(LEGAL) series to provide more thorough coverage of school nutrition compliance and professional standards, fundraiser standards, unpaid meal policy requirements, food procurement, and the Community Eligibility Provision program.

Technology Resources

CQ(LOCAL) POLICY CONSIDERATIONS

Districts may accept electronic signatures in accordance with state law; however, the rules adopted by the board for allowing such signatures must be consistent, to the extent practicable, with rules from the Department of Information Resources. In order to be in compliance with these rules and to align with most districts' practice of accepting electronic signatures, new language on electronic signatures has been recommended for CQ(LOCAL).

Personnel

Details on the bloodborne pathogen exposure control plan from the Texas Department of State Health Services has been added to DBB(LEGAL).

DP(LEGAL) has been revised in accordance with new rules from the State Board for Educator Certification regarding principal certification.

Term Contracts

Included in DCB(LEGAL) are provisions from a commissioner of education decision explaining that if a district requires a person—by policy, job description, or contract—to hold certification, the district must employ that person under a Chapter 21 contract.

DCB(LOCAL) POLICY CONSIDERATIONS

Reorganization of this local policy on term contracts is recommended to better distinguish the provisions applicable when SBEC requires certification versus when the district requires certification. An adjustment clarifies that only full-time professional employees in positions for which the district requires SBEC certification are entitled to a term contract.

Employee Standards of Conduct

Amended Administrative Code rules have been included in DFE(LEGAL) to clarify that a principal is subject to sanctions for failing to notify the superintendent within seven days after an educator resigns following an alleged incident of misconduct.

DIA(LOCAL) AND DH(LOCAL) POLICY CONSIDERATIONS

We recommend moving to DH(LOCAL) a provision previously at DIA(LOCAL) subjecting employees to discipline for making false claims of discrimination, harassment, and retaliation or refusing to participate in an investigation. Placement of this provision in DH(LOCAL), which addresses the broader topic of employee standards of conduct, clarifies that the district may discipline employees for such conduct in any circumstance, not just in relation to claims of discrimination, harassment, and retaliation.

Additional revisions to DIA(LOCAL) add the word “sex” to the statement of nondiscrimination and to the definition of discrimination for a complete listing of all the protected categories under law and for consistency throughout the policy manual.

Alcohol and Drug Testing

Added provisions at DHE(LEGAL) clarify that Department of Transportation (DOT) alcohol and drug testing must be completely separate from non-DOT testing.

Instruction

New Administrative Code rules addressing the required instruction on proper interaction with a peace officer have been added to EHAC(LEGAL).

The policy on elective instruction, EHAD(LEGAL), has been updated to include provisions permitting districts to offer courses in cybersecurity and other elective classes a student would need to obtain an industry-recognized credential or certificate.

Amended Administrative Code rules resulted in revisions to dyslexia provisions in EHB(LEGAL), including those regarding screening, parental notification, parent education programs, and access to appropriate programs.

Provisions in EHBC(LEGAL) regarding the Optional Extended Year Program have been deleted, as the program has not been funded for several years, and additional details have been added regarding the Optional Flexible School Day Program.

Extensive revisions to EHBE(LEGAL) on bilingual education are from amended Administrative Code rules that were revised to align with TEA practice and the Every Student Succeeds Act (ESSA) State Plan.

Credit By Examination

The State Board of Education changed the rules regarding credit by examination without prior instruction to include audit and annual reporting requirements. Language has been revised in EHDC(LEGAL) to reflect these recent changes.

Academic Achievement

Amended rules required changes to EI(LEGAL) regarding notations on a student's transcript. Changes to EIF(LEGAL) were made in accordance with amended Administrative Code rules that permit a student to satisfy one of the two credits required in a language other than English by completing a dual language immersion program.

Students

Health

There were several revisions made to the policy on medical treatment for students, FFAC(LEGAL). The revisions cover existing statutory provisions and provisions from new Administrative Code rules regarding the maintenance and administration of unassigned epinephrine auto-injectors.

School-Sponsored Publications

FMA(LOCAL) POLICY CONSIDERATIONS

Recommended revisions to FMA(LOCAL) clarify that district and campus publications are under the district's control and school-sponsored publications approved by a principal and published by students are part of the instructional program. We also recommend adding a Note pointing to GKB for relevant advertising provisions and deleting the unnecessary complaint provision.

Juvenile Justice Alternative Education Program

Newly adopted Administrative Code provisions regarding juvenile justice alternative education programs (JJAEPs) incorporated in FODA(LEGAL) include requirements for a JJAEP to develop entry and exit transition plans for a student, file the annual memorandum of understanding with the district and county juvenile board by a certain date, and provide a copy of the JJAEP's performance report to the district superintendent.

Community Relations

Conduct on District-Controlled Property

Revisions to GKA(LEGAL) stem from a commissioner of education rule addressing Education Code 37.105, which authorizes district officials to refuse entry to or eject a person from property under the district's control in certain circumstances. The new rule also requires the board to adopt a policy that allows a person refused entry to or ejected from the property to appeal using the district's current grievance process and permits a person appealing to address the board in person within 90 days of filing the complaint unless the complaint is resolved before reaching the board. Another revision to GKA(LEGAL) adds the separate trespass provision from the Education Code to distinguish the district's authority to pursue trespass charges from the Education Code 37.105 provisions.

FNG(LOCAL), GF(LOCAL), GKA(LOCAL) POLICY CONSIDERATIONS

The new rule at GKA(LEGAL) also affects FNG, GF, and GKA(LOCAL). Revisions to GKA(LOCAL) clarify that a district official will give a person refused entry to or ejected from property under the district's control written information explaining the right to appeal and explain the relevant complaint timeline. A paragraph addressing the 90-day timeline to address the board has been added to FNG(LOCAL) and GF(LOCAL).

District Speech

A recent U.S. Supreme Court case clarifies that the district's statements and actions that take the form of speech do not create a forum for private speech and a district does not engage in unconstitutional viewpoint discrimination by sharing its viewpoints on permissible goals. These revisions have been added to GKB(LEGAL).

Advertising

GKB(LOCAL) POLICY CONSIDERATIONS

In line with current case law, recommended revisions to the advertising provisions in GKB(LOCAL) specify when a district may reject advertising. New provisions are also recommended to clarify that a district's acknowledgment of sponsorships and donations may be in the manner the district deems appropriate and that the district retains full editorial control.

CPS Investigations

Finally, GRA(LEGAL) has been updated to add details on Department of Family and Protective Services investigations regarding allegations of child abuse or neglect in schools.

(LOCAL) Policy Comparison Packet

This packet is generated by an automated process that compares the updated policy to the district's current policy as found in TASB records.

In this packet, you will find:

- Policies being recommended for revision (annotated)
- New policies (not annotated)

Policies recommended for deletion are not included. If you want to include the text of these policies in the information given to the Board, you may download them from *Policy On Line*.

Annotations are shown as follows.

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

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

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

Contact:

School Districts and Education Service Centers	**Community Colleges**
policy.service@tasb.org	colleges@tasb.org
800.580.7529 512.467.0222	800.580.1488 512.467.3689

Duties

In addition to responsibilities specifically provided by law or in the Superintendent's contract, the Superintendent shall provide educational leadership, demonstrate district management, and maintain positive ~~:~~Board and community relations.

Educational Leadership

1. To provide~~Provide~~ leadership and direction for the development of an educational system that is based on the needs of students, on standards of excellence and equity, and on community goals~~. Toward that end~~, the Superintendent shall~~:~~:

~~Instructional Management~~

~~b.~~a. Establish effective mechanisms for communication to and from staff in instructional evaluation, planning, and decision making.

~~c.~~b. Oversee annual planning for instructional improvement and monitor for effectiveness.

~~d.~~c. Ensure that goals and objectives form the basis of curricular decision making and instruction and communicate expectations for high achievement.

~~e.~~d. Ensure that appropriate data are used in developing recommendations and making decisions regarding the instructional program and resources.

~~f.~~e. Oversee a system for regular evaluation of instructional programs, including identifying areas for improvement, to attain desired student achievement.

~~Student Services Management~~

~~h.~~f. Oversee student services, including health and safety services, counseling services, and extracurricular programs, and monitor for effectiveness.

~~i.~~g. Oversee a discipline management program and monitor for equity and effectiveness.

~~j.~~h. Encourage, oversee, and participate in activities for recognition of student efforts and accomplishments.

~~Staff Development and Professional Growth~~

~~l.~~i. Oversee a program of staff development and monitor staff development for effectiveness in improving district performance.

~~m.~~j. Stay abreast of developments in educational leadership and administration.

District Management

~~2.~~1. To demonstrate~~Demonstrate~~ effective planning and management of District administration, finances, operations, and personnel~~. To accomplish this~~, the Superintendent shall~~:~~:

~~Facilities and Operations Management~~

~~b.~~a. Implement and oversee a planning process that results in goals, targets, or priorities for all major areas of District operations, including facilities maintenance and operations, transportation, and food services.

~~c.~~b. Monitor effectiveness of District operations against appropriate benchmarks.

~~d.~~c. Oversee procedures to ensure effective and timely compliance with all legal obligations, reporting requirements, and policies.

~~e.~~d. Ensure that key planning activities within the District are coordinated and are consistent with Board policy and applicable law and that goals and results are communicated to staff, students, and the public as appropriate.

~~Fiscal Management~~

~~g.~~e. Oversee a budget development process that results in recommendations based on District priorities, available resources, and anticipated changes to district finances.

~~h.~~f. Oversee budget implementation to ensure appropriate expenditure of budgeted funds, to provide for clear and timely budget reports, and to monitor for effectiveness of the process.

~~i.~~g. Ensure that District investment strategies, risk management activities, and purchasing practices are sound, cost-effective, and consistent with District policy and law.

~~j.~~h. Maintain a system of internal controls to deter and monitor for fraud or financial impropriety in the District.

~~Human Resources Management~~

~~l.~~i. Ensure that the system for recruiting and selection results in personnel recommendations based on defined needs, goals, and priorities.

~~m.~~j. Organize District staff in a manner consistent with District priorities and resources and monitor administrative organization at all levels for effectiveness and efficiency.

~~n.~~k. Oversee a performance appraisal process for all staff that reinforces a standard of excellence and assesses deficiencies; ensure that results are used in planning for improvement.

~~o.~~l. Administer a compensation and benefits plan for employees based on clearly defined goals and priorities.

~~p.~~m. Encourage, oversee, and participate in staff recognition and support activities.

~~q.~~n. Oversee a program for staff retention and monitor for effectiveness.

Board and Community Relations

~~3.~~1. To maintain~~Maintain~~ positive and professional working relationships with the Board and the community, the Superintendent~~. The responsibilities in this regard~~ shall~~: encompass the following:~~

~~Board~~

~~b.~~a. Keep the Board informed of significant issues as they arise, using agreed upon criteria and procedures for information dissemination.

~~c.~~b. Respond in a timely and complete manner to Board requests for information that are consistent with Board policy and established procedures.

~~d.~~c. Provide recommendations and appropriate supporting materials to the Board on matters for Board decision.

~~e.~~d. Articulate and support Board policy and decisions to staff and community.

~~Community~~

~~g.~~e. Direct a proactive program of internal and external communication at all levels designed to improve staff and community understanding and support of the District.

~~h.~~f. Establish mechanisms for community and business involvement in the schools and encourage participation.

~~i.~~g. Work with other governmental entities and community organizations to meet the needs of students and the community in a coordinated way.

Delegation

To the extent permitted by law, the Superintendent may delegate responsibilities to other employees of the District but shall remain accountable to the Board for the performance of all duties, delegated or otherwise.

No Discounts or Split Payments Discount or split payment options shall not be provided for the payment of property taxes in the District.

No Discounts or Split Payments

Discount or split payment options shall not be provided for the payment of property taxes in the District.

Purchasing Authority

The Board delegates to the Superintendent or designee the authority to make budgeted purchases for goods or services. However, any single, budgeted purchase of goods or services that costs $50,000~~$50,000~~ or more, regardless of whether the goods or services are competitively purchased, shall require Board approval before a transaction may take place, except as otherwise provided in this policy.

The Superintendent is not required to obtain Board approval for the following types of budgeted purchases costing less than $100,000, but shall subsequently report them to the Board:

1. A purchase made pursuant to a Board-approved interlocal contract, in accordance with law;
2. A purchase made through a cooperative purchasing program or state purchasing program that satisfies the District's obligation for competitive purchasing [see CH(LEGAL) or CBB(LEGAL), as appropriate];~~]];~~ or
3. A continuing or periodic purchase under a Board-approved bid or contract.

Purchasing Method

The Board delegates to the Superintendent or designee the authority to determine the method of purchasing in accordance with CH(LEGAL) or CBB(LEGAL), as appropriate.~~).~~

Competitive Bidding

If competitive bidding is chosen as the purchasing method, the Superintendent or designee shall prepare bid specifications. All bids shall be in accordance with administrative regulations, and the submission of any electronic bids shall also be in accordance with Board-adopted rules. All bidders shall be invited to attend the bid opening. Any bid may be withdrawn prior to the scheduled time for opening. Bids received after the specified time shall not be considered.

The District may reject any and all bids in accordance with state or federal law, as applicable.

Competitive Sealed Proposals

If competitive sealed proposals are chosen as the purchasing method, the Superintendent or designee shall prepare the request for proposals and/or specifications for items to be purchased. All proposals shall be in accordance with administrative regulations, and the submission of any electronic proposals shall also be in accordance with Board-adopted rules. Proposals received after the specified time shall not be considered. Proposals shall be opened at the time specified, and all proposers shall be invited to attend the proposal opening. Proposals may be withdrawn prior to the scheduled time of opening. Changes in the content of a proposal, and in prices, may be negotiated after proposals are opened.

	The District may reject any and all proposals in accordance with state or federal law, as applicable.
Electronic Bids or Proposals	Bids or proposals that the District has chosen to accept through electronic transmission shall be administered in accordance with Board-adopted rules. Such rules shall safeguard the integrity of the competitive procurement process; ensure the identification, security, and confidentiality of electronic bids or proposals; and ensure that the electronic bids or proposals remain effectively unopened until the proper time.
Responsibility for Debts	The Board shall assume responsibility for debts incurred in the name of the District so long as those debts are for purchases made in accordance with the adopted budget, state law, Board policy, and the District's purchasing procedures. [See CE] The Board shall not be responsible for debts incurred by persons or organizations not directly under Board control. Persons making unauthorized purchases shall assume full responsibility for all such debts.
Purchase Commitments	All purchase commitments shall be made by the Superintendent or designee in accordance with administrative procedures, including the District's purchasing procedures.
Personal Purchases	District employees shall not be permitted to make purchases for personal use through the District's business office.

Note: For Board member use of District technology resources, see BBI. For student use of personal electronic devices, see FNCE.

For purposes of this policy, "technology resources" means electronic communication systems and electronic equipment.

Availability of Access

Access to the District's technology resources, including the internet~~Internet~~, shall be made available to students and employees primarily for instructional and administrative purposes and in accordance with administrative regulations.

Limited Personal Use

Limited personal use of the District's technology resources shall be permitted if the use:

1. Imposes no tangible cost on the District;
2. Does not unduly burden the District's technology resources; and
3. Has no adverse effect on an employee's job performance or on a student's academic performance.

Use by Members of the Public

Access to the District's technology resources, including the internet~~Internet~~, shall be made available to members of the public, in accordance with administrative regulations. Such use shall be permitted so long as the use:

1. Imposes no tangible cost on the District; and
2. Does not unduly burden the District's technology resources.

Acceptable Use

The Superintendent or designee shall develop and implement administrative regulations, guidelines, and user agreements consistent with the purposes and mission of the District and with law and policy.

Access to the District's technology resources is a privilege, not a right. All users shall be required to acknowledge receipt and understanding of all administrative regulations governing use of the District's technology resources and shall agree in writing to allow monitoring of their use and to comply with such regulations and guidelines. Noncompliance may result in suspension of access or termination of privileges and other disciplinary action consistent with District policies. [See DH, FN series, FO series, and the Student Code of Conduct]~~-~~ Violations of law may result in criminal prosecution as well as disciplinary action by the District.

Internet Safety

The Superintendent or designee shall develop and implement an internet~~Internet~~ safety plan to:

1. Control students' access to inappropriate materials, as well as to materials that are harmful to minors;
2. Ensure student safety and security when using electronic communications;
3. Prevent unauthorized access, including hacking and other unlawful activities;
4. Restrict unauthorized disclosure, use, and dissemination of personally identifiable information regarding students; and
5. Educate students about cyberbullying awareness and response and about appropriate online behavior, including interacting with other individuals on social networking websites~~Web sites~~ and in chat rooms.

Filtering

Each District computer with internet~~Internet~~ access and the District's network systems shall have filtering devices or software that blocks access to visual depictions that are obscene, pornographic, inappropriate for students, or harmful to minors, as defined by the federal Children's Internet Protection Act and as determined by the Superintendent or designee.

The Superintendent or designee shall enforce the use of such filtering devices. Upon approval from the Superintendent or designee, an administrator, supervisor, or other authorized person may disable the filtering device for bona fide research or other lawful purpose.

Monitored Use

Electronic mail transmissions and other use of the District's technology resources by students, employees, and members of the public shall not be considered private. Designated District staff shall be authorized to monitor the District's technology resources at any time to ensure appropriate use.

Disclaimer of Liability

The District shall not be liable for users' inappropriate use of the District's technology resources, violations of copyright restrictions or other laws, users' mistakes or negligence, and costs incurred by users. The District shall not be responsible for ensuring the availability of the District's technology resources or the accuracy, age appropriateness, or usability of any information found on the internet~~Internet~~.

Record Retention

A District employee shall retain electronic records, whether created or maintained using the District's technology resources or using personal technology resources, in accordance with the District's record management program. [See CPC]

Electronically Signed Documents

At the District's discretion, the District may make certain transactions available online, including student admissions documents, student grade and performance information, contracts for goods and services, and employment documents.

To the extent the District offers transactions electronically, the District may accept electronic signatures in accordance with this policy.

When accepting electronically signed documents or digital signatures, the District shall comply with rules adopted by the Department of Information Resources, to the extent practicable, to:

- Authenticate a digital signature for a written electronic communication sent to the District;
- Maintain all records as required by law;
- Ensure that records are created and maintained in a secure environment;
- Maintain appropriate internal controls on the use of electronic signatures;
- Implement means of confirming transactions; and
- Train staff on related procedures as necessary.

Security Breach Notification

Upon discovering or receiving notification of a breach of system security, the District shall disclose the breach to affected persons or entities in accordance with the time frames established by law.

The District shall give notice by using one or more of the following methods:

1. Written notice.
2. Electronic mail, if the District has electronic mail addresses for the affected persons.
3. Conspicuous posting on the District's website~~Web site~~.
4. Publication through broadcast media.

Compliance with Law

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

Construction Contracts

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

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

Change Orders

Change orders permitted by law shall be approved by the Board or its designee prior to any changes being made in the approved plans or the actual construction of the facility and as long as the guaranteed maximum price of the project is not exceeded.

Project Administration

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

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

Final Payment

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

Contracts Required by Law

After any applicable probationary contract period required by the District, term contracts governed by Chapter 21 of the Education Code (educator term contracts) shall be provided to: ~~any employees in positions required by law to receive such contracts, including:~~

1. Any employees in positions required by statute to receive such contracts, including SBEC-certified employees serving full-time as principals, assistant principals, teachers, school counselors, diagnosticians, librarians, and athletic directors; ~~and~~

1. Full-time professional employees in other positions for which the District requires current SBEC certification; and

2. Full-time nurses.

For purposes of this policy, the District shall consider only full-time registered nurses to be eligible for educator term contracts.

~~Employees in positions for which the District requires current SBEC certification shall also receive term contracts.~~

No Certification Required

Educator term contracts shall also be provided for positions for which neither SBEC nor the District requires current SBEC certification, as reflected on the list approved by the Board.

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

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

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

Violations of Standards of Conduct

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

Weapons Prohibited

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

Exceptions

No violation of this policy occurs when:~~:~~

1. Use or possession of a firearm by a specific employee is authorized by Board action. [See CKE]

~~1.~~2. A District employee who holds a Texas handgun license stores a handgun or other firearm in a locked vehicle in a parking lot, parking garage, or other parking area provided by the District, provided the handgun or other firearm is not loaded and not in plain view; or

~~2.~~3. The use, possession, or display of an otherwise prohibited weapon takes place as part of a District-approved activity supervised by proper authorities. [See FOD]

Electronic Communication

Use with Students

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

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

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

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

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

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

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

Personal Use

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

Reporting Improper Communication

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

Disclosing Personal Information

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

Safety Requirements

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

Harassment or Abuse

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

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

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

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

Relationships with Students

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

As required by law, the District shall notify the parent of a student with whom an educator is alleged to have engaged in certain misconduct. [See FFF]

Tobacco and E-Cigarettes

An employee shall not smoke or use tobacco products or e-cigarettes on District property, in District vehicles, or at school-related activities. [See also GKA]

Alcohol and Drugs / Notice of Drug-Free Workplace

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

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

1. Any controlled substance or dangerous drug as defined by law, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate.
2. Alcohol or any alcoholic beverage.

3. Any abusable glue, aerosol paint, or any other chemical substance for inhalation.

4. Any other intoxicant or mood-changing, mind-altering, or behavior-altering drug.

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

Exceptions

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

1. Manufactures, possesses, or dispenses a substance listed above as part of the employee's job responsibilities;

2. Uses or possesses a controlled substance or drug authorized by a licensed physician prescribed for the employee's personal use; or

3. Possesses a controlled substance or drug that a licensed physician has prescribed for the employee's child or other individual for whom the employee is a legal guardian.

Sanctions

An employee who violates these drug-free workplace provisions shall be subject to disciplinary sanctions. Sanctions may include:

1. Referral to drug and alcohol counseling or rehabilitation programs;

2. Referral to employee assistance programs;

3. Termination from employment with the District; and

4. Referral to appropriate law enforcement officials for prosecution.

Notice

Employees shall receive a copy of this policy.

Arrests, Indictments, Convictions, and Other Adjudications

An employee shall notify his or her principal or immediate supervisor within three calendar days of any arrest, indictment, conviction, no contest or guilty plea, or other adjudication of the employee for any felony, any offense involving moral turpitude, and any of the other offenses as indicated below:

1. Crimes involving school property or funds;

2. Crimes involving attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit that would entitle any person to hold or obtain a position as an educator;

3. Crimes that occur wholly or in part on school property or at a school-sponsored activity; or

4. Crimes involving moral turpitude, which include:

- Dishonesty; fraud; deceit; theft; misrepresentation;
- Deliberate violence;
- Base, vile, or depraved acts that are intended to arouse or gratify the sexual desire of the actor;
- Felony possession or conspiracy to possess, or any misdemeanor or felony transfer, sale, distribution, or conspiracy to transfer, sell, or distribute any controlled substance defined in Chapter 481 of the Health and Safety Code;
- Felony driving while intoxicated (DWI); or
- Acts constituting abuse or neglect under the Texas Family Code.

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

Note: This policy addresses discrimination, harassment, and retaliation involving District employees. For discrimination, harassment, and retaliation involving students, see FFH. For reporting requirements related to child abuse and neglect, see FFG.

Definitions

Solely for purposes of this policy, the term "employee~~employees~~" includes former employees, applicants for employment, and unpaid interns.

Statement of Nondiscrimination

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

Discrimination

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

Harassment

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

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

Examples

Examples of prohibited harassment may include offensive or derogatory language directed at another person's religious beliefs or practices, accent, skin color, gender identity, or need for workplace accommodation; threatening or intimidating conduct; offensive jokes, name calling, slurs, or rumors; physical aggression or assault; display of graffiti or printed material promoting racial, ethnic, or other stereotypes; or other types of aggressive conduct such as theft or damage to property.

Sexual Harassment

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

1. Submission to the conduct is either explicitly or implicitly a condition of an employee's employment, or when submission to or rejection of the conduct is the basis for an employment action affecting the employee; or

2. The conduct is so severe, persistent, or pervasive that it has the purpose or effect of unreasonably interfering with the employee's work performance or creates an intimidating, threatening, hostile, or offensive work environment.

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

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

~~An employee who intentionally makes a false claim, offers false statements, or refuses to cooperate with a District investigation regarding harassment or discrimination is subject to appropriate discipline.~~

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

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

Reporting Procedures — An employee who believes that he or she has experienced prohibited conduct or believes that another employee has experienced prohibited conduct should immediately report the alleged acts. The employee may report the alleged acts to his or her supervisor or campus principal.

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

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

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

ADA / Section 504 Coordinator	Reports of discrimination based on disability may be directed to the designated ADA/Section 504 coordinator. [See DIA(EXHIBIT)]
Superintendent	The Superintendent shall serve as coordinator for purposes of District compliance with all other antidiscrimination laws.

Alternative Reporting Procedures

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

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

Timely Reporting

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

Notice of Report

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

Investigation of the Report

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

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

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

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

The investigation may consist of personal interviews with the person making the report, the person against whom the report is filed, and others with knowledge of the circumstances surrounding the

allegations. The investigation may also include analysis of other information or documents related to the allegations.

Concluding the Investigation

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

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

District Action

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

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

Confidentiality

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

Appeal

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

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

Records Retention

Copies of reports alleging prohibited conduct, investigation reports, and related records shall be maintained by the District for a period of at least three years. [See CPC]

Access to Policy

This policy shall be distributed annually to District employees. Copies of the policy shall be readily available at each campus and the District administrative offices.

All publications edited, published, and ~~printed, or~~ distributed in print or electronically in the name of ~~or within~~ the District or an individual campus~~schools~~ shall be under the control of the campus and District ~~school~~ administration and the Board. All school-sponsored publications approved ~~and issued~~ by a principal and published by students at an individual campus~~schools~~ shall be part of the instructional program, under the supervision of a faculty sponsor.

Note: For provisions regarding advertising, including advertising in District- or school-sponsored~~, and shall be carefully edited to reflect the ideals and expectations of the citizens of the District for their schools. The principal shall be responsible for all matters pertaining to the organization, issuance, and sale of such~~ publications, see GKB. ~~and any other publication procedure, subject to the Superintendent's approval.~~

~~**Advertising**~~

~~Advertising in individual school publications may be accepted from bona fide business firms, subject to the approval of professional employees exercising editorial supervision over the publications. Advertising deemed inappropriate for student readers or that advertises products presenting a health hazard, such as alcohol or tobacco products, shall not be accepted.~~

~~**Complaints**~~

~~Students who have a complaint regarding the procedures or a professional decision affecting the content or style of a school-sponsored publication shall present that complaint in accordance with FNG.~~

Complaints

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

Other Complaint Processes

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

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

12. Complaints concerning intradistrict transfers or campus assignment shall be submitted in accordance with FDB.

13. Complaints concerning admission, placement, or services provided for a homeless student shall be submitted in accordance with FDC.

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

Notice to Students and Parents

The District shall inform students and parents of this policy through appropriate District publications.

Guiding Principles

Informal Process

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

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

Formal Process

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

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

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

Freedom from Retaliation

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

General Provisions

Filing

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

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

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

Costs Incurred

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

Complaint and Appeal Forms

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

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

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

Level One

Complaint forms must be filed:

1. Within 15 days of the date the student or parent first knew, or with reasonable diligence should have known, of the decision or action giving rise to the complaint or grievance; and

2. With the lowest level administrator who has the authority to remedy the alleged problem.

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

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

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

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

Absent extenuating circumstances, the administrator shall provide the student or parent a written response within ten days following the conference. The written response shall set forth the basis of the

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

Level Two

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

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

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

The Level One record shall include:

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

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

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

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

Level Three

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

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

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

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

The Level Two record shall include:

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

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

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

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

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

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

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

Complaints

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

Other Complaint Processes

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

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

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

Guiding Principles

Informal Process

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

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

Formal Process

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

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

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

Freedom from Retaliation

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

General Provisions

Filing

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

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

Scheduling Conferences

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

Response

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

Days

"Days" shall mean District business days. In calculating timelines~~time lines~~ under this policy, the day a document is filed is "day zero." The following business day is "day one."

Representative

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

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

Consolidating Complaints

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

Untimely Filings

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

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

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

Costs Incurred

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

Complaint and Appeal Forms

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

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

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

Level One

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1. Within 15 days of the date the individual first knew, or with reasonable diligence should have known, of the decision or action giving rise to the complaint or grievance; and

2. With the lowest level administrator who has the authority to remedy the alleged problem.

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

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

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

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

Level Two

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

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

The Level One record shall include:

1. The original complaint form and any attachments.
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4. All other documents relied upon by the Level One administrator in reaching the Level One decision.

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

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

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

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

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

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3. The written response issued at Level Two and any attachments.
4. All other documents relied upon by the administration in reaching the Level Two decision.

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

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

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

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

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

Access to~~Campus and~~ District Property

Authorized District officials, including~~administrators, as well as~~ school resource officers and District police officers if applicable, may refuse to allow a person access to~~to enter or may eject a person from~~ property under the District's control in accordance with law.

District officials~~personnel~~ may request assistance from law enforcement in an emergency or when a person is engaging in behavior rising to the level of criminal conduct.

Ejection or Exclusion under Education Code 37.105

In accordance with Education Code 37.105, a District official shall provide a person refused entry to or ejected from property under the District's control written information explaining the right to appeal such refusal of entry or ejection under the District's grievance process.

A person appealing under the District's grievance process shall be permitted to address the Board in person within 90 days of filing the initial complaint, unless the complaint is resolved before the Board considers it. [See FNG and GF]

Off-Campus Activities

Employees shall be designated to ensure appropriate conduct of participants and others attending a school-related activity at non-District or out-of-District facilities. Those so designated shall coordinate their efforts with persons in charge of the facilities.

Prohibitions

Tobacco and E-Cigarettes

The District prohibits smoking and the use of tobacco products and e-cigarettes on District property, in District vehicles, or at school-related activities.

Weapons

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

Exceptions

No violation of this policy occurs when:

1. A Texas handgun license holder stores a handgun or other firearm in a locked vehicle in a parking lot, parking garage, or other parking area ~~owned or~~ provided by the District, as long as the handgun or other firearm is not loaded and not in plain view; or
2. The use, possession, or display of an otherwise prohibited weapon takes place as part of a District-approved activity supervised by proper authorities. [See FOD]

Promotional Activities

District facilities shall not be used to advertise, promote, sell tickets, or collect funds for any nonschool-related purpose without prior approval of the Superintendent or designee.

[For information relating to nonschool use of facilities, see GKD.]

Advertising

For purposes of this policy, "advertising" shall mean a communication designed to attract attention or patronage by the public or school community and communicated through means under the control of the District in exchange for consideration to the District. "Advertising" does not include public recognition of donors or sponsors who have made contributions, financial or otherwise, to the District or school support organizations.

Advertising shall be accepted solely for the purpose of generating revenue for the District and not for the purpose of establishing a forum for communication. The District shall retain final editorial authority to accept or reject submitted advertisements in a manner consistent with the First Amendment. The District shall retain the authority to determine the size and location of any advertising. The District reserves~~shall also reserve~~ the right to reject advertising that~~: is inconsistent with federal or state law, Board policy, District or campus regulations, or curriculum, as well as any content the District determines has a reasonable likelihood of exposing the District to controversy, litigation, or disruption.~~

1. Is inconsistent with federal or state law, Board policy, District or campus regulations, or curriculum;
2. Is inappropriate in a school setting with a student audience;
3. Advertises products presenting a health hazard;
4. Creates a substantial likelihood of material disruption, including adding to the District's obligations for security and facilities maintenance; or
5. Adds to the District's administrative burden by exposing the District to complaints, controversy, or litigation.

The District shall not accept paid political advertising.

Acceptance of advertising shall not constitute District approval or endorsement of any product, service, organization, or issue referenced in the advertising, nor shall acceptance of advertising from a vendor determine whether the District will purchase goods or services from the vendor through the District's formal procurement process.

[For information relating to school-sponsored publications, see FMA.]

Sponsorships and Donations

If the District or any campus accepts financial or in-kind donations to support District-sponsored activities, the District reserves the right to acknowledge donors through whatever means the District deems appropriate. The District retains full editorial control over its acknowledgment or display of donations, even if donors are permitted to suggest text for the acknowledgment.

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: March 18, 2019
For: Approval

TO: Dr. Jeremy Glenn, Superintendent

FROM: Houcine Chraibi
DATE: March 8, 2019
RE: Steam Tables/Serving Line Replacement

SUMMARY:

A Request for Proposal (RFP) was let to provide competitive pricing for the one-time purchase of heavy-duty stainless-steel equipment. The equipment being purchased consists of steam tables/serving lines, including installation, for the Emma Roberson, Brawner and Oak Woods campuses. Old equipment will be removed and auctioned by GISD Staff. Pasco Brokerage, Inc. was the low bidder with a turnkey installation of $69,725.31.

RECOMMENDATION:

It is recommended the Board approve the one-time purchase of steam tables/serving lines, including installation, and award Pasco Brokerage Inc. as the lowest responsive bidder with a bid of $69,725.31.

Budget Impact: $69,725.31 to Fund 240 Child Nutrition

Respectfully submitted,

Assistant Superintendent for Finance and Operations

Staff Person Responsible: Linda Williams
Houcine Chraibi

Date Submitted: March 8, 2019

BOARD APPROVAL FORM

Board Meeting Date: March 18, 2019 **Bid Number:** RFP #2019-1042

1. **Item, material or service (specific or classification):** Steam Tables and serving lines

2. **Brief description:** A proposal was let to provide pricing for steam tables and serving lines for child nutrition department.

3. **Period of time bid covers:** one time purchase

4. **Person and title responsible for the expenditure:** Linda Williams – Director of Support Services

5. **Notification process:** An email was sent electronically through our e-bid system to 39 vendors that registered for the category of food service equipment, it was advertised in the Hood County News.

6. **Number of bids received from vendors:** 5 responses

7. **Listing of recommended vendors and total prices:**

   It is the recommendation of the purchasing office to award the purchase of the steam tables to Pasco Brokerage, Inc. for a total of $69,725.31 for all three campuses.

8. **Explanation of other than low recommendations: N/A**

9. **Last bid date (bid of comparable nature within last 5 years):** N/A

10. **Percentage increase or decrease from last bid**: N/A

11. **Budget information:** Expenditures for purchase will come from budgeted funds in Fund 240 Child Nutrition.



Dobie Williams
Assistant Supt. for Finance & Operations

Event Number	2019-1042 Addendum 1	**Organization**	Granbury ISD
Event Title	Steam Table/Serving Line Replacement	**Workgroup**	Purchasing
Event Description	Granbury ISD, through its Child Nutrition de	**Event Owner**	Houcine Chraibi
Event Type	RFP	**Email**	houcine.chraibi@granburyisd.org
Issue Date	1/12/2019 06:30:01 AM (CT)	**Phone**	(817) 408-4029
Close Date	2/8/2019 12:00:00 PM (CT)	**Fax**	(817) 408-4033

Responding Supplier	City	State	Response Submitted	Lines Responded	Response Total
1st Choice Restaurant Equipmer	San Antonio	TX	2/8/2019 09:48:38 AM (CT)	1	$76,002.47
Pasco Brokerage, Inc.	Plano	TX	2/8/2019 09:04:25 AM (CT)	1	$69,725.31
Ace Mart Restaurant Supply Cor	San Antonio	TX	2/6/2019 09:06:37 AM (CT)	1	$82,744.90
Supreme Fixture Company, Inc.	Little Rock	AR	2/8/2019 10:09:47 AM (CT)	1	$83,993.00
ISI Commercial Refrigeration LL(	Lewisville	TX	2/8/2019 09:46:49 AM (CT)	1	$84,075.66

Please note: Lines Responded and Response Total only includes responses to specification. No alternate response data is included.

						ice Restaurant Equipment & Su		Pasco Brokerage, Inc.	
						Total Price	$76,002.47	Total Price	$69,725.31
Line #	Description	Mfgr	Mfgno	QTY	UOM	Unit	Extended	Unit	Extended
1	Turnkey Installation			1	EA	**$76,002.47**	$76,002.47	$69,725.31	$69,725.31

	Mart Restaurant Supply Comp		Supreme Fixture Company, Inc.		SI Commercial Refrigeration LL	
	Total Price	$82,744.90	Total Price	$83,993.00	Total Price	$84,075.66
Line #	Unit	Extended	Unit	Extended	Unit	Extended
1	$82,744.90	$82,744.90	$83,993.00	$83,993.00	$84,075.66	$84,075.66

OFFICE OF GHS CHOIR DIRECTOR

To:	**Board of Trustees**
Meeting Date: 3/18/2019	
Re: Choir Trip, Spring Break 2020 – Boston/Montreal/Quebec City	
Action:	☐ **Approval** ■ **Review** ☐ **Report**

SUMMARY: GHS Choir students will depart on Saturday, March 7, 2020 and return Friday, March 13, 2020. Students will visit historically & culturally important sites during their time in Boston, Montreal, and Quebec City. There will also be performance opportunities for the choir. Students / Parent Chaperones / Booster Club will pay for the cost of the trip with personal / booster club funds. Booster Club will pay a flat amount that will be applied equally to all students who attend the trip. Trip price is all inclusive and includes flight/hotel/charter bus/activities/all meals.

RECOMMENDATION:

IT is further recommend that…

Respectfully submitted,

Kendra Fisher
GHS Choir Director

Granbury HS Choir

Propsed Itinerary

Boston, Montreal and Quebec City

3/7/2019							
3/13/2019							

Hotel: Red Jacket Resort, 1380 White Mtn Hwy, N. Conway, NH - 800-752-2538

Hotel: Hotel Clasique - 2815 Boulevard Laurier, Quebec 800-463-1885

Hotel: Holiday Inn Downtown, 999 Urbain St Montreal QC - 514-878-9888

Hotel: Springhill Suites- 43 Newbury Street Peabody 978-535-5000

Tour Conductor:

Saturday, March 7, 2020

12:00 AM	Flight departs for Boston, MA	
12:00 AM	Flight arrives in Boston, MA to meet your USIT Conductor	
12:15 PM	Collect your luggage and meet the coach to depart for Lunch	
12:45 PM	Lunch in Harvard Square **(via $10.00 stipend)**	
2:00 PM	Group departs for N. Conway NH	
4:30 PM	Arrive at the Red Jacket Hotel & Resort for check-in	
6:00 PM	**Enjoy a Pizza Party & swimming at the Water Park in the hotel (incl)**	

Sunday, March 8, 2020

7:30 AM	Full breakfast buffet at the hotel	
9:00 AM	This morning we depart for Quebec City passing through the mountains	
	of New Hampshire and Vermont to the Derby Line VT Border crossing.	
12:00 NN	Lunch enroute **(via $10.00 stipend)**	
3:00 PM	Arrive and check into the Hotel Plaza Quebec	
	(Free time in Old Quebec city if time permits)	
6:30 PM	**Dinner at Cote and Cote (incl)**	
8:00 PM	Meet your local guide and depart for the ferry	
8:30 PM	Arrive and board your **ferry to cross the frozen St. Lawrence River**	
10:30 PM	Return to the hotel	

Monday, March 9, 2020

7:30 AM	Breakfast at the hotel	
9:00AM	Meet your guide and depart on a tour of Quebec City	
	Your tour will include the Plains of Abraham, Cape Diamond,	
	Joan of Arc Garden, Grand Allee Parliament, Place d'Armes,	
	Chateau Frontenac, the Artist's Alley, Place Royale, Petit Champlain Street	
10:00 AM	**Stop for a group photo at Dufferin Terrace @Chateau Frontenac**	
12:00 PM	Lunch and free time to explore the Old walled City of Quebec **(via $10.00 stipen**	
2:00 PM	Meet your coach and transfer to Les Jardins du Haut St_Laurent	

2:30 PM	**Performance at Les Jardins by Granbury High School Choir**	
	Return to the hotel and freshen up for Dinner	
5:30 PM	Depart the hotel for tonight's dinner	
6:00 PM	Dinner at restaurant **Chemin du Roy** **(incl)**	
	Enjoy a traditional Canadian feast and entertaunment at the **Sugar Shack**	
10:30 PM	Return to the hotel	
Tuesday, March 10, 2020		
7:30 AM	Full breakfast buffet at the hotel	
9:00 AM	Full day St. Anne de Beaupre tour to include drive along the Old King's Highway,	
	a stop at Montmorency Falls, the copper Museum and workshop and the Famous	
	Ste-Anne de Beaupre Shrine	
10:00 AM	Arrive and warm up at St. Anne Basilica	
	(Be sure to notice the copper work in the Basilica doors)	
10:30 AM	**Performance by Granbury HS Choir at St. Anne Basilica**	
11:00 AM	**Visit the Basilica**	
11:30 AM	Lunch around St. Anne's Basilica **(via $10.00 stipend)**	
12:15 PM	Visit the Copper Museum where the doors for St. Anne's were created	
2:45 PM	Visit Montmorency Falls	
	(higher than Niagra Falls suppling the area with electricity)	
4:30 PM	Guided visit of the **Ice Hotel**	
6:00 PM	**Dinner at Valcartier** **(incl)**	
	Access to 42 slides, the Tornado and snow rafting	
10:30 PM	Return to your hotel	
Wednesday, March 11, 2020		
7:00 AM	Full breakfast buffet at hotel	
8:30 AM	Load luggage and depart for Montreal	
11:30 AM	Lunch in Montreal **(via $10.00 stipend)**	
1:00 PM	Arrive and visit Notre Dame Basilica	
1:30 PM	Warm up for your performance	
2:00 PM	**Performance of the Granbury High School Choir at the**	
	Notre Dame Basilica	
2:30 PM	Meet your local guide at the Basilica and tour Montreal	
5:00 PM	Arrive and check into the Holiday Inn Montreal Center	
6:30 PM	Depart for dinner at St. Paul's **(incl)**	
7:00 PM	**Dinner at St. Paul's Pub in Old Montreal**	
9:00 PM	Return to the hotel	
Thursday, March 12, 2020		
7:00 AM	Hotel Check out and a full American breakfast	
8:00 AM	Depart for the U.S. Border	
11:00 AM	Pass through Border and U.S. Customs	
12:30 PM	Lunch enroute **(via $10.00 stipend)**	

4:00 PM	Free time in Quincy Market if time permits	
6:30 PM	**Dinner at Fire and Ice restaurant, Boston, MA (incl)**	
8:00 PM	Depart for the Boston North Quality Inn and check in	
8:30 PM	Arrive and check into hotel	
Friday, March 13, 2020		
7:00 AM	Full breakfast buffet at hotel	
8:30 AM	Load luggage and check out of hotel	
9:15 AM	Depart for the **Old North Church**	
10:00 AM	Behind the Scenes guided tour the Old North Church	
11:30 AM	Meet the coach and transfer to Boston Logan Airport	
12:15 PM	Arrive and check in for your flight two hours before departure	
	Lunch at the airport **(via $10.00 stipend)**	
12:00 AM	Flight # departs Boston for DFW	
12:00 AM	Flight # arrives at DFW	

Note: Your coach driver is probably the most important person that you will encounter on your tour in regard to assuring that your trip is a success. It is customary that the driver be tipped if his services are what you expect. These tips have been included in your price.

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

CURRICULUM AND INSTRUCTION

TO: Dr. Jeremy Glenn, Superintendent	**FROM**: Sharon Williams **DATE**: March 4, 2019 **RE**: Instructional Materials Allotment and TEKS Certification Form

SUMMARY:

Districts are required to certify annually to the State Board of Education and the Commissioner of Education that for each subject in the required curriculum students have access to the instructional materials that cover all of the Texas Essential Knowledge and Skills (TEKS).

Proclamation 2019 issued by TEA includes:

- English Language Arts and Reading K-8
- Spanish Language Arts and Reading K-6
- English Learners Language Arts 7-8
- Handwriting K-5
- Spelling 1-6
- Personal Financial Literacy

In addition to these newly adopted resources, we will need to purchase annual materials and items to match student growth.

RECOMMENDATION:

It is recommended that the certification form be approved to allow the district to order resources via EMAT for the 2019-20 school year.

Respectfully submitted,

Sharon Williams
Director of Curriculum and Instruction

GRANBURY ISD
District Name

111901
County District Number

Allotment and TEKS Certification, 2019-20

The district superintendent, along with the president and secretary of the local board of trustees, or the officers of the governing body of the charter school, certify the following:

1) This district's technology and instructional materials allotment is used only for expenses allowed by the Texas Education Code (TEC), §31.0211.

2) For the current school year, this district has instructional materials that collectively cover all elements of the Texas Essential Knowledge and Skills of the required curriculum identified in the TEC, §28.002, other than physical education, for each subject and grade level (TEC §31.004).

3) Upon request, this district will provide to the State Board of Education the title and publication information for any instructional materials requisitioned or purchased by the district with the district's allotment (TEC §31.101).

Certified	Grade Level
☑	Kindergarten
☑	Grade 1
☑	Grade 2
☑	Grade 3
☑	Grade 4
☑	Grade 5
☑	Grade 6
☑	Grade 7
☑	Grade 8
☑	Grade 9
☑	Grade 10
☑	Grade 11
☑	Grade 12

Certified	Subject Area
☑	CAREER & TECHNICAL EDUCATION (CTE)
☑	ENGLISH LANGUAGE ARTS AND READING
☑	ENGLISH LANGUAGE PROFICIENCY STANDARDS
☑	FINE ARTS
☑	HEALTH
☑	LANGUAGES OTHER THAN ENGLISH
☑	MATHEMATICS
☑	SCIENCE
☑	SOCIAL STUDIES
☑	TECHNOLOGY APPLICATIONS

Signature of Superintendent

Signature

Signatures of Board President and Secretary or Governing Board Officers

Board President

Board Secretary

Scan the signed certification document and email it to instructional.materials@tea.texas.gov with the following subject line: [your district] certification (ex: Anywhere ISD certification)

Email to instructional.materials@tea.texas.gov

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

CURRICULUM AND INSTRUCTION

TO: Dr. Jeremy Glenn, Superintendent

FROM: Sharon Williams
DATE: March 4, 2019
RE: State Expedited Waivers

SUMMARY:

A school district may apply to the Commissioner of Education for a waiver regarding staff development of up to 2100 minutes (TEC 25.081). The strategic planning process has defined a need to provide staff time for collaboration. Professional development is critical due to state curriculum changes of English Language Arts and Reading (ELAR), new resource adoption for the ELAR area, and the pedagogical shifts regarding student diversity and reading across the curriculum. A staff development waiver will be beneficial to address those needs.

RECOMMENDATION:

It is recommended that a Staff Development Waiver be approved for 2100 minutes.

Respectfully submitted,

Sharon Williams
Director of Curriculum and Instruction

Office of Assistant Superintendent

To:	**Board of Trustees**
Meeting Date:	**March 18, 2019**
Re:	**Consider Change to 2019-2020 School Calendar**
Action:	☒ **Approval** ☐ **Review** ☐ **Report**

SUMMARY:

Due to a change in TEA testing dates, the addition of an early release day, plus an error in the number of days calculated for staff to work I am requesting that we adopt this updated version of the 2019-2020 school calendar. The first change is located on August 1, 2019; in addition to this day being a new hire orientation day, it will also be a Staff Development/Comp day for those teachers who have 24 or more hours of summer training. The second change is on March 6, 2020, with an early release day prior to spring break. The final change is due to a change in TEA testing dates (approved by TEA on January 30), and will now allow us to have a fourth staff development/comp day on Monday, April 13, 2020, which follows Easter Sunday.

RECCOMENDATION:

It is recommend that the board adopt the most recent version of the Granbury ISD 2019-2020 calendar.

Respectfully submitted,

Ron Holmgreen, Assistant Superintendent

_____

GRANBURY ISD

SCHOOL CALENDAR 2019-2020

July 2019

S	M	T	W	T	F	S
	1	2	3	H	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	NH			

August 2019

S	M	T	W	T	F	S
				NH SD	2	3
4	SD	SD	SD	SD	SD	10
11	SD	{13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2019

S	M	T	W	T	F	S
1	H	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	ER}	21
22	{SD	24	25	26	27	28
29	30					

October 2019

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	ER	12
13	H	SD/C	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2019

S	M	T	W	T	F	S
					ER}	2
3	{4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	H	H	H	H	H	30

December 2019

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	ER}	H	21
22	H	H	H	H	H	28
29	H	H				

January 2020

S	M	T	W	T	F	S
			1	2	3	4
5	{SD	7	8	9	10	11
12	13	14	15	16	17	18
19	H	21	22	23	24	25
26	27	28	29	30	31	

February 2020

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	ER}	15
16	{SD	18	19	20	21	22
23	24	25	26	27	28	29

March 2020

S	M	T	W	T	F	S
1	2	3	4	5	ER	7
8	H	H	H	H	H	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April 2020

S	M	T	W	T	F	S
			1	2	ER}	4
5	{6	7	8	9	H	11
12	SD/C	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 2020

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20}	21		23
24	H	SD/C	27	28	29	30
31						

June 2020

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

CALENDAR KEYS

NH	New Hire Orientation
SD	Staff Day/Student Holiday
SD/C	Student Holiday/Teacher Comp Day for summer trainings attended May 26, April 13, Oct. 15, & Aug. 1
▭	First & Last Day of School
H	Student/Teacher Holiday
{}	Beginning/end of grading period
ER	Early Release
🎓	Graduation

DATES AT A GLANCE

Aug 13: First Day of School
Sept 2: Labor Day
Sept 23: Student Holiday
Oct. 14: Student Holiday
Nov 25-29: Thanksgiving Break
Dec 20-Jan.6: Christmas Break
Jan 6: Student Holiday
Jan 20: Dr. Martin Luther King Jr. Day
Feb 17: President's Day/Student Holiday
Mar 9-13: Spring Break
April 10: Good Friday
May 20: Last Day of School
May 22: GHS Graduation
May 25: Memorial Day

GRADING PERIODS

First Semester-84 Days

1st GP - 28 days; Aug 13-Sep 20
2nd GP - 27 days; Sep 23-Nov 1
3rd GP - 29 days; Nov 4- Dec 19

Second Semester-88 Days

4th GP - 28 days; Jan 6-Feb 14
5th GP - 29 days; Feb 17-Apr 3
6th GP - 32 days; Apr 6-May 20

May 2017						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	H	FD	FD			

OFFICE OF SUPERINTENDENT

To:	**Board of Trustees**
Meeting Date:	**March 4, 2019**
Re:	**Consider Change in 2018-19 Calendar for April 18th**
Action:	■ **Approv** ☐ **Revi** ☐ **Report**

SUMMARY:

Granbury ISD currently has unused school day minutes equivalent to 3 school days for the current year. These minutes (days) were set aside for bad weather and other extenuating circumstances. I would like to make April 18th a holiday for students and non-contract employees. This would give them an extended Easter Break. Teachers do not work on the same calendar as students and still have a number of days to work per their contract. There will be a half day of professional development for teachers on April 18th.

RECCOMENDATION:

It is recommend that April 18th be changed to a holiday for students and non-contract employees, and a professional development day for teachers.

Respectfully submitted,

_____

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: March 18, 2019
For: Information

TO: Dr. Jeremy Glenn, Superintendent

FROM: Dobie Williams
DATE: March 8, 2019
RE: February 28, 2019 Financial Statements

SUMMARY:

Attached are the financial statements for the period ended February 28, 2019 for the general operating fund.

The statements includes only those transactions that occurred between the period of September 1, 2018, and February 28, 2019. Revenue collected to date equals 87.03% of the budgeted amount compared to 88.82% last year. Expenditures to date represent 45.83% of the budget compared to 47.12% last year.

BUDGET IMPACT: None

Respectfully submitted,

D O Williams

Assistant Superintendent for Finance and Operations

Staff Persons Responsible: Dobie Williams
Emmett Whitefield

Date Submitted: March 8, 2019

GRANBURY INDEPENDENT SCHOOL DISTRICT
GENERAL OPERATING FUND - SORTED BY FUNCTION CODE
INTERIM STATEMENT OF REVENUES AND EXPENDITURES
FOR THE PERIOD ENDED FEBRUARY 28, 2019

		ANNUAL BUDGET	YTD ACTUAL	REMAINING BALANCE	YTD PERCENT	PRIOR YTD PERCENT
REVENUES						
5700	LOCAL					
	PROPERTY TAXES	60,159,517	56,018,811	4,140,706	93.12%	93.22%
	INVESTMENT INCOME	460,000	406,064	53,936	88.27%	65.71%
	OTHER LOCAL INCOME	494,780	314,931	179,849	63.65%	64.32%
5800	STATE					
	STATE FUNDING	8,742,658	4,487,037	4,255,621	51.32%	59.87%
5900	FEDERAL					
	FEDERAL PROJECTS	845,000	304,482	540,518	36.03%	40.61%
	TOTAL REVENUES	**70,701,955**	**61,531,326**	**9,170,629**	**87.03%**	**88.82%**
EXPENDITURES						
11	INSTRUCTION	35,642,777	17,391,765	18,251,012	48.79%	49.11%
12	INSTRUCTIONAL RESOURCES & MEDIA	765,568	382,383	383,185	49.95%	50.79%
13	CURRICULUM & STAFF DEVELOPMENT	905,294	420,567	484,727	46.46%	46.95%
21	INSTRUCTIONAL LEADERSHIP	656,493	331,060	325,433	50.43%	50.13%
23	SCHOOL LEADERSHIP	3,530,917	1,734,090	1,796,827	49.11%	49.24%
31	GUIDANCE/COUNSELING	2,706,049	1,284,206	1,421,843	47.46%	50.18%
32	SOCIAL WORK SERVICES	64,700	64,648	52	99.92%	99.46%
33	HEALTH SERVICES	423,964	246,058	177,906	58.04%	49.65%
34	TRANSPORTATION	3,106,200	1,739,746	1,366,454	56.01%	56.90%
35	FOOD SERVICE	0	0	0	0.00%	0.00%
36	CO-CURRICULAR/EXTRACURRICULAR	2,242,039	1,135,049	1,106,990	50.63%	49.03%
41	GENERAL ADMINISTRATION	2,280,794	1,138,577	1,142,217	49.92%	49.18%
51	PLANT MAINTENANCE	5,907,879	3,565,297	2,342,582	60.35%	57.42%
52	SECURITY & MONITORING SERVICES	786,362	257,123	529,239	32.70%	49.68%
53	DATA PROCESSING	1,318,222	825,054	493,168	62.59%	69.34%
61	COMMUNITY EDUCATION	78,832	19,718	59,114	25.01%	20.03%
71	DEBT SERVICE	0	0	0	0.00%	0.00%
81	FACILITIES CONSTRUCTION & ACQUISITION	558,582	31,679	526,903	0.00%	0.00%
91	CONTR INSTRUCTIONAL SERVICES	8,727,283	1,349,618	7,377,665	15.46%	14.10%
93	PAYMENTS TO FISCAL AGENT	0	0	0	0.00%	0.00%
99	OTHER INTER GOV CHARGES	1,000,000	488,345	511,655	48.83%	25.70%
	TOTAL EXPENDITURES	**70,701,955**	**32,404,983**	**38,296,972**	**45.83%**	**47.12%**
		0				
	OTHER SOURCES (USES)	0	0	0	0.00%	0.00%
	EXCESS (DEFICIENCY) OF REVENUE OVER EXPENDITURES	**0**	**29,126,343**	**(29,126,343)**		

GRANBURY INDEPENDENT SCHOOL DISTRICT
GENERAL OPERATING FUND
INTERIM STATEMENT OF REVENUES AND EXPENDITURES
FOR THE PERIOD ENDED FEBRUARY 28, 2019

	ANNUAL BUDGET	YTD ACTUAL	REMAINING BALANCE	YTD PERCENT
REVENUES				
5700 LOCAL SOURCES	61,114,297	56,739,807	4,374,490	92.84%
5800 STATE SOURCES	8,742,658	4,487,037	4,255,621	51.32%
5900 FEDERAL SOURCES	845,000	304,482	540,518	36.03%
TOTAL REVENUES	**70,701,955**	**61,531,326**	**9,170,629**	**87.03%**
EXPENDITURES				
6100 PAYROLL COSTS	49,055,654	23,549,349	25,506,305	48.01%
6200 PROFESSIONAL & CONTRACTED SERVICES	15,622,035	5,319,280	10,302,755	34.05%
6300 SUPPLIES/MATERIALS	2,966,804	2,005,260	961,544	67.59%
6400 OTHER OPERATING	1,514,045	818,107	695,938	54.03%
6500 DEBT SERVICE	0	0	0	0.00%
6600 CAPITAL OUTLAY	1,543,417	712,987	830,430	46.20%
TOTAL EXPENDITURES	**70,701,955**	**32,404,983**	**38,296,972**	**45.83%**
OTHER SOURCES AND USES				
7900 OTHER RESOURCES	0	0	0	0.00%
8900 OTHER USES	0	0	0	0.00%
OTHER SOURCES(USES)	**0**	**0**	**0**	**0.00%**
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	**0**	**29,126,343**	**(29,126,343)**	

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: March 18, 2019
For: Information

TO: Dr. Jeremy Glenn, Superintendent

FROM: Dobie Williams
DATE: March 8, 2019
RE: Cash Flow and Investment Report as of February 28, 2019

SUMMARY:

Attached is the Cash Flow and Investment Report for the period ending February 28, 2019.

BUDGET IMPACT: None

Respectfully submitted,

Assistant Superintendent for Finance and Operations

Staff Person Responsible: Dobie Williams
Emmett Whitefield

Date Submitted: March 8, 2019

GRANBURY INDEPENDENT SCHOOL DISTRICT

CASH AND INVESTMENT REPORT

FROM FEBRUARY 1, 2019 TO FEBRUARY 28, 2019

FOR BOARD MEETING MARCH 18, 2019

	PLAINS CAPITAL BANK								INVESTMENTS				MAPP	
	GENERAL FUND	DEBT	CAPITAL PROJ	PAYROLL	A/P	WC FUND	EZDENT	CHILD NUTRITION	LOGIC	LONE STAR	TEXPOOL	TEXAS TERM	PROGRAM	TOTAL
BEGINNING BALANCE - FEBRUARY 1, 2019	$ 459,668	$ 26,915	$ 942	$ 1,172,965	$ 126,594	$ 427,324	$ 22,986	$ 658,836	$ 3,371,752	$ 44,574,673	$ 2,346	$ 1,083,812	$ 10,256,102	$ 62,184,915
LOCAL REVENUE-RENT, CAFÉ MEALS,ATH	$ 157,616.00		$ -	$ -				$ 112,121						$ 269,737
														$ -
TAX COLLECTIONS										$ 11,533,849				$ 11,533,849
														$ -
TEA COLLECTIONS:														$ -
CHILD NUTRITION	$ 220,666							$ -						$ 220,666
FOUNDATION	$ -													$ -
TITLE FUNDS	$ -													$ -
AVAILABLE SCHOOL FUND	$ -													$ -
IDEA-B FUNDS	$ -													$ -
IMA	$ 42,284													$ 42,284
PERKINS	$ -													$ -
MAC/SHARS	$ 35,279													$ 35,279
TRANSFERS IN	$ 5,700,000	$ -	$ 3,000	$ 1,477,345	$ 1,191,264	$ 17,658	$ 16,173		$ 300,000	$ -	$ -	$ 400,000		$ 9,105,440
														$ -
BOND PAYMENT		$ -												$ -
OPERATING EXPENSES	$ (1,012,610)	0	$ (3,450)		$ (1,194,167)	$ (327,750)	$ (23,509)	$ (581,580)	$ -	$ -			$ (1,731)	$ (3,144,798)
PAYROLL	$ (3,903,719)		$ -	$ (1,457,024)				$ (94,460)						$ (5,455,203)
TEA RECAPTURE	$ (1,349,618)				$ -									$ (1,349,618)
TRANSFERS OUT	$ -	$ -	$ -			$ -			$ (3,000)	$ (5,700,000)	$ -	$ -		$ (5,703,000)
MARKET APPRECIATION / (DEPRECIATION)													$ 3,059	$ 3,059
MONTHLY DIVIDENDS & INTEREST EARNED AND PAID	$ 713	$ 46	$ 1	$ 1,261	$ 500	$ 461	$ 29	$ 632	$ 7,048	$ 103,005	$ 4	$ 2,360	$ 11,670	$ 127,731
ACCRUED INTEREST PAID														$ -
ENDING BALANCE - FEBRUARY 28, 2019	$ 350,278	$ 26,961	$ 494	$ 1,194,547	$ 124,190	$ 117,693	$ 15,680	$ 95,549	$ 3,675,800	$ 50,511,527	$ 2,351	$ 1,486,171	$ 10,269,101	$ 67,870,340
INTEREST ACCRUED, NOT PAID AT MONTHS END														$ -
WEIGHTED AVERAGE MATURITY	1 Day	1 Day	1 Day	1 Day	1 Day	1 Day	1 Day	1 Day	43 Days	49 Days	24 Days	1 Days	1.01 yrs	
CURRENT MONTH AVERAGE MONTHLY INTEREST RATE:	2.250%	2.250%	2.250%	2.250%	2.250%	2.250%	2.250%	2.250%	2.609%	2.625%	2.460%	2.400%	2.603%	
PRIOR MONTH AVERAGE MONTHLY INTEREST RATE:	2.240%	2.240%	2.240%	2.240%	2.240%	2.240%	2.240%	2.240%	2.604%	2.631%	2.389%	2.380%	2.603%	
												CDs Various	2.433% Coupon	

We, the approved Investment Officers of Granbury ISD, hereby certify that the above Investment Report represents the investment position of the District (as of the end of the month indicated at the top of this investment form) in accordance with the Board approved Investment Funds Policy, the Public Funds Investment Act (Texas Government Code 2256), and Generally Accepted Accounting Principals (GAAP).

2018-19 INTEREST ACCRUED (as of 02/28/19)			
Sep-18	$ 39,909.20		Mar-19
Oct-18	$ 73,177.10		Apr-19
Nov-18	$ 61,555.42		May-19
Dec-18	$ 63,693.98		Jun-19
Jan-19	$ 120,205.88		Jul-19
Feb-19	$ 127,730.98		Aug-19
		TOTAL	$ 486,272.56

FEBRUARY INTEREST ACCRUED	$ -
FEBRUARY INTEREST EARNED & PD	$ 127,730.98
FEBRUARY TOTAL INTEREST	$ 127,730.98

Dobie Williams
Assistant Superintendent for Finance and Operations

Dr. Jeremy Glenn
Superintendent

Emmett J. Whitefield
District Comptroller