Notice of Regular
Board of Trustees
July 18, 2006

A Regular of the Board of Trustees will be held on July 18, 2006, beginning at 7:00 PM, in the Administration Building, 400 East Loop 340, Waco, TX 76705.

The subjects to be discussed or considered or upon which any formal action may be taken are listed below. Items do not have to be taken in the same order as shown on this meeting notice. For more information about public comment, see Policy BED. Unless removed from the consent agenda, items identified within the consent agenda will be acted on at one time.

I. Roll Call, Establishment of Quorum, and Call to Order -- Mrs. Mildred Watkins
II. Opening Ceremony -- Mrs. Mildred Watkins
III. Approve Listing of Agenda Items -- Mrs. Mildred Watkins
IV. Recognition Items -- Dr. Monte Geren
    A. Eddie's Girls - Culinary Arts Competition --
V. Public Participation -- Mrs. Mildred Watkins
VI. Special Reports --
    A. Hear Report on Delinquent Tax Collections and Property Tax Issues -- Dr. Monte Geren and Mr. Robert Meyers
    B. Construction Report -- Mr. Cliff Brown
    C. Legislative Report -- Dr. Tamra Walthall
    D. Superintendent's Information to the Board -- Dr. Monte Geren
    E. Departmental Reports --
        1. Personnel Update -- Mr. Al Bishop
VII. Consider Approval of Consent Agenda Items --
    A. Minutes for Meetings Held -- Ms. Lori Mynarcik
    B. Personnel Items -- Mr. Al Bishop
        1. Contract Recommendations / Renewals, Resignations, Job Descriptions(s) or Revisions to Job Description(s), and Revisions to Paygrade Chart -- Mr. Al Bishop
        2. Re-activate Administrative Intern Program -- Mr. Al Bishop
    C. Monthly Budget Analysis Report -- Mr. Gary W. Williams
    D. Tax Collection Report -- Mr. Gary W. Williams
    E. LVISD Employee Handbook for 2006-2007 -- Mr. Al Bishop
VIII. Action / Discussion Items --
    A. Consider Approval of Audit Firm for Fiscal Year 2006 Financial Audit. -- Mr. Charles Langlotz
    B. Consider Approval of Purchase Order for Playground Equipment for La Vega Primary School and La Vega Elementary School -- Mr. Gary W. Williams
    C. Budget Update for 2005-2006 Fiscal Year -- Mr. Charles Langlotz
    D. Budget Workshop and Update on 2006-2007 Budget Preparation -- Mr. Gary W. Williams
IX. Closed Meeting --
    A. Discussion Regarding Personnel Appointment, Personnel Contracts, Employment, Evaluation, Reassignment, Duties, Discipline, Dismissal, Complaint, or Charges --
    B. Confer With Employees of the District to Receive Information or Ask Questions (If Needed) --
    C. Discussion Regarding Student Discipline (If Needed) --

D. Consultation with the District's Attorney (If Needed) --

X. Adjournment -- Mrs. Mildred Watkins

XI. Supplemental Reading --

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

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For the Board of Trustees

ROLL CALL, ESTABLISHMENT OF QUORUM, AND CALL TO ORDER

The meeting was called to order at _____ m.

Board of Trustees Members Present: _____

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Board of Trustees Members Absent: _____

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School Personnel Present: _____

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Others Present: _____

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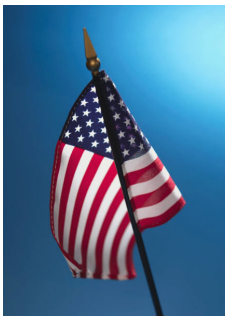
BOARD PRESIDENT:

THE OPENING CEREMONY CONSISTING OF THE PLEDGE OF ALLEGIANCE

TO THE AMERICAN FLAG AND TO THE TEXAS FLAG WILL BE PROVIDED BY:

_____

(NAME, TITLE, POSITION, LVISD CAMPUS/DEPT.)



PLEDGE TO UNITED STATES FLAG. I pledge allegiance to the Flag of the United States of America, and to the Republic for which it stands, one nation under God, indivisible, with liberty and justice for all.



PLEDGE TO TEXAS FLAG: Honor the Texas Flag, I pledge allegiance to thee, Texas, one and indivisible.

APPROVE LISTING OF AGENDA ITEMS

Presented for:
Board action ☒ Report/Review Only ☐

Supporting documents:
None ☒ Attached ☐ Provided Later ☐

Contact Person:
Dr. Monte Geren and Board President

Background Information:
Board Members are asked to review the listing of agenda items.

Fiscal Implication:
N/A

Administrative Recommendation:
N/A

Motion:

Second:

For:

Against

Abstain:

RECOGNITION ITEMS

Eddie's Girls - Culinary Arts Competition

Presented for:
Board action ☐ Report/Review Only ☒

Supporting documents:
None ☒ Attached ☐ Provided Later ☐

Contact Person:
Dr. Monte Geren

Background Information:
This portion of the board meeting is reserved to recognize students and staff for exemplary accomplishments beyond the District level.

Fiscal Implication:
N/A

Administrative Recommendation:
N/A

PUBLIC PARTICIPATION

Presented for:
Board action ☐ Report/Review Only ☒

Supporting documents:
None ☒ Attached ☐ Provided Later ☐

Contact Person(s):
Board President and Dr. Monte Geren

Background Information:
LVISD POLICY BED (LOCAL) -- Public Participation: At regular meetings the Board shall allot 30 minutes to hear persons who desire to make comments to the Board. Persons who wish to participate in this portion of the meeting shall sign up with the presiding officer or designee before the meeting begins and shall indicate the topic about which they wish to speak.

Limit on Participation: Audience participation is limited to the portion of the meeting designated for that purpose. At all other times during a Board meeting, the audience shall not enter into discussion or debate on matters being considered by the Board, unless recognized by the presiding officer. No presentation shall exceed five (5) minutes. Delegations of more than five persons shall appoint one person to present their views before the Board.

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

Complaints and Concerns—Complaints and concerns for which other resolution channels are provided shall be directed through those channels. The presiding officer or designee shall determine whether a person who wishes to address the Board has attempted to solve a matter administratively. If not, the person shall be directed to the appropriate policy to seek resolution before bringing the matter to the Board at a subsequent meeting.

Fiscal Implication:
N/A

Administrative Recommendation:
N/A

SPECIAL REPORTS

Presented for:
Board action ☐ Report/Review Only ☒

Supporting documents:
None ☒ Attached ☐ Provided Later ☐

Contact Person:
N/A

Background Information:
This portion of the meeting is to provide special reports to the Board of Trustees.

Fiscal Implication:
N/A

Administrative Recommendation:
This report is being provided for informational purposes.

Hear Report on Delinquent Tax Collections and Property Tax Issues

Presented for:
Board action ☐ Report/Review Only ☒ Consent Agenda Item ☐

Supporting documents:
None ☒ Attached ☐ Provided Later ☐

Contact Person:
Mr. Gary W. Williams

Background Information:
Mr. Robert Meyers, a representative with the law firm that collects the District's delinquent taxes, will provide a report to the Board of Trustees.

Fiscal Implication:
None at this time.

Administrative Recommendation:
N/A

Construction Report

Presented for:
Board action ☐ Report/Review Only ☒

Supporting documents:
None ☒ Attached ☐ Provided Later ☐

Contact Person:
Mr. Gary W. Williams and Mr. Cliff Brown

Background Information:
This portion of the board meeting is reserved to update the Board of Trustees on construction projects.

Fiscal Implication:
N/A

Administrative Recommendation:
N/A

Legislative Report

Presented for:
Board action ☐ Report/Review Only ☒

Supporting documents:
None ☒ Attached ☐ Provided Later ☐

Contact Person:
Dr. Tamra Walthall

Background Information:
This portion of the board meeting is reserved to update the Board of Trustees on legislative issues pertaining to public education.

Fiscal Implication:
N/A

Administrative Recommendation:
N/A

Superintendent's Report

Presented for:
Board action ☐ Report/Review Only ☒

Supporting documents:
None ☒ Attached ☐ Provided Later ☐

Contact Person:
Dr. Monte Geren

Background Information:
This portion of the board meeting is reserved to update the Board of Trustees on calendar and miscellaneous items.

Fiscal Implication:
N/A

Administrative Recommendation:
N/A

DEPARTMENTAL REPORTS

Presented for:
Board action ☐ Report/Review Only ☒

Supporting documents:
None ☒ Attached ☐ Provided Later ☐

Contact Person:
N/A

Background Information:
This portion of the meeting is to allow district personnel to provide reports to the Board of Trustees.

Fiscal Implication:
N/A

Administrative Recommendation:
This report is being provided for informational purposes.

Personnel Changes for 2006-2007

Presented for:
Board action ☐ Report/Review Only ☒ Consent Agenda Item ☐

Supporting documents:
None ☒ Attached ☐ Provided Later ☐

Contact Person:
Mr. Al Bishop

Background Information:
The following personnel changes will become effective the 2006-2007 school year. The changes are a result of personnel transfers from one position in the district to another position in the district. Personnel transfers are approved by the Superintendent. These personnel changes are as follows:

- Maria Green-Director of Elementary Education
- Tammy Brinkman-Director of Secondary Education
- Elicia Krumnow-Principal at La Vega Primary School (Pending)
- Lisa Cobb-Administrative Intern at La Vega Junior High School George Dixon Campus (Pending)

Fiscal Implication:
Salaries are a budgeted item.

Administrative Recommendation:
Board approval.

Motion: _____

Second: _____

For: _____

Against: _____

Abstain: _____

CONSENT AGENDA ITEMS

Presented for:
Board action ☒ Report/Review Only ☒

Supporting documents:
None ☐ Attached ☒ Provided Later ☐

Contact Person:
N/A

Background Information:
The consent agenda shall include items of a routine and/or recurring nature grouped together under one action item. For each item listed as part of a consent agenda, the Board shall be furnished with background material. All such items shall be acted upon by one vote without separate discussion, unless a Board member requests that an item be withdrawn for individual consideration. The remaining items shall be adopted under a single motion and vote.

Fiscal Implication:
N/A

Administrative Recommendation:
N/A

Motion: _____

Second: _____

For: _____

Against _____

Abstain: _____

Approve Minutes for Meeting(s) Held

Presented for:
Board action ☒ Report/Review Only ☐

Supporting documents:
None ☐ Attached ☒ Provided Later ☐

Contact Person:
Dr. Monte Geren or Lori Mynarcik

Background Information:
The Board shall prepare and retain minutes or make a tape recording of each of its open meetings. The minutes shall state the subject matter of each deliberation and shall indicate each vote, order, decision, or other action taken by the Board. The minutes or tapes are public records and shall be made available for public inspection and copying on request to the Superintendent or designee.

Fiscal Implication:
None.

Administrative Recommendation:
Board review and approval.

Motion: _____

Second: _____

For: _____

Against: _____

Abstain: _____

La Vega Independent School District
3100 Bellmead Drive, Waco, Texas 76705-3096
254-799-4963 ♦ 254-799-8642 FAX

Office of the Superintendent

La Vega I.S.D. Board of Trustees
Minutes of the Regular Meeting
June 20, 2006

BOARD MEMBERS PRESENT - Phil Bancale, Mildred Watkins, Rodney Outlaw, Dr. Tamra Walthall, and Henry C. Jennings.

BOARD MEMBERS ABSENT – Randy Devorsky and Phil Bancale.

SCHOOL PERSONNEL PRESENT - Gary W. Williams, Dr. Sharon M. Shields, Al Bishop, Cliff Brown, Patricia Harvey, Charles Langlotz, Mary Keezee, Salvador Acosta, and Lori Mynarcik.

OTHERS PRESENT - Douglas Carver, Melissa Carver, Justin Carver, Ian Carver, Terry Corsey, Gloria Harris, and Lillian Watkins.

CALLED TO ORDER - Board President Mildred Watkins established a quorum and brought the board meeting to order at 5:36 p.m.

RECESS TO CONDUCT WALK-THROUGH OF LA VEGA PRIMARY SCHOOL - The Board Members declared a recess at 5:36 p.m. to conduct a walk-through of La Vega Primary School. The meeting was called back to order at 7:00 p.m.

OPENING CEREMONY - Ms. Mary Keezee, LVJHSGDC Counselor, led the Pledge to the United States Flag and the Pledge to the Texas Flag.

APPROVED LISTING OF AGENDA ITEMS - Motioned by Mr. Harris and seconded by Mr. Jennings, the Board unanimously approved the listing of agenda items.

PRESENTATION OF SERVICE PINS TO MR. RODNEY OUTLAW AND MRS. MILDRED WATKINS - Service pins are awarded to faculty, staff, and Board Members for years of service (multiples of five). Mrs. Mildred Watkins received a service pin for ten years of service on the LVISD Board of Trustees, and Mr. Rodney Outlaw received a service pin for 15 years of service on the LVISD Board of Trustees.

RECOGNITION ITEMS

LVJHSGDC Students Qualifying for State Recognition in the Duke University Talent Identification Program - LVJHSGDC Students Justin Carver and Dustin Liendo were recognized for qualifying for state recognition in the Duke University Talent Identification Program. Ms. Mary Keezee, LVJHSGDC Counselor, is the LVISD coordinator for this program.

LVHS Girls Regional Track - The following members of the LVHS Girls Track Team were recognized for participating in the Region III Track and Field Meet at Humble High School on April 28-29th. Jessica Glynn placed eighth in the 3200-meter run. The 400-meter relay team consisting of Shayla White, Ashley White, Amber White, and Ali Smith finished ninth in the event. The 800-meter relay team of Shaunequa Dudley, Ashley White, Amber White, and Shayla White placed ninth. Ashley White qualified in the girls' long jump. Alternates for the regional meet were Shaylon Montgomery and Lacandice Sanders in the 400-meter relay and the 800-meter relays. Coaches are Jeff Jefferson and Suzette Gill.

LVHS State Vocal Soloists - The following LVHS Students were recognized for competing in the Texas State Solo and Ensemble Contest on Memorial Day in San Marcos: Elissa Green, Y'Kenya Robertson, Marybelle Adamson, and Kalyn Scott (silver medallists); John Kerley (gold medallist); and Derrico Brown. The Choir Director is Earl Presley.

LVHS Honor Band and Band Students Kelley Parker and Sarah English - La Vega High School Band was recognized for representing Region 8 and Area D in the STATE Honor Band Competition**.** LVHS Band Students Kelley Parker was recognized for making first division at the state competition and Sarah English was recognized for receiving a second division on her solo at the state competition. Band directors are Tom English, Holly Johnson, and Ramon Carrillo.

PUBLIC PARTICIPATION - None.

SPECIAL REPORTS - Board Members were given the following special reports.

Construction Report - Mr. Cliff Brown, Director of Construction, provided a report on current construction projects.

Superintendent's Information to the Board - Dr. Geren updated the Board Members on upcoming calendar items and other miscellaneous information.

Legislative Report - Dr. Tamra Walthall, the Board's Legislative Liaison, told the Board Members that the deadline for submitting a resolution to the Texas Association of School Boards is coming up quickly. Mr. Williams reported that several LVISD administrators recently attended a seminar on HB1, and received good information but not good news. He provided Board Members with an editorial written by State Representative Jim Dunnam.

DEPARTMENTAL REPORTS - None.

APPROVED CONSENT AGENDA ITEMS - On a motion by Mr. Outlaw and seconded by Dr. Walthall, the Board unanimously approved the following Consent Agenda items:

- The minutes for the May 16, 2006 regular board meeting;
- The minutes for the June 2, 2006 called board meeting;
- The minutes for June 13, 2006 called board meeting;
- The resignations of Paula Reed, Chemise Sora, Kim Taylor, and Megan Taylor;
- The contract recommendations for Kelly Blanks, Cliff Brown, Andrea Clark, Rosemary Landry, Mary Mynar, Judy Spring, and Albert Zertuche;
- The Monthly Budget Analysis Report as of May 31, 2006;
- The Tax Collection Reports for May, 2006;
- The Budget Change Requests in the total amount of $60,407.00;
- The Quarterly Investment Report and Compliance Statement for the quarter ended on May 31, 2006; and
- The Elementary Student Handbook and the LVJHSGDC Student Handbook.

ACTION / DISCUSSION ITEMS - The following items were considered and/or approved by the Board of Trustees.

Approved Substantial Completion of La Vega Primary School - Motioned by Mr. Harris and seconded by Dr. Walthall, the Board unanimously accepted substantial completion of La Vega Primary School, with the exceptions as noted on the attached document.

Approved Mosaic for La Vega Elementary School Donated by the Bellmead Home Depot - On a motion by Mr. Harris and seconded by Dr. Walthall, the Board unanimously approved the construction of a mosaic at La Vega Elementary School donated by the Bellmead Home Depot.

Approved Contract Award for Transportation Services - On a motion by Mr. Harris and seconded by Mr. Jennings, the Board unanimously approved a one-year contract award for transportation services to Durham School Services, effective September 1, 2006.

Declared Property at 1324 Crow Street as Surplus Property - Motioned by Mr. Outlaw and seconded by Mr. Harris, the Board unanimously approved the declaration of the property at 1324 Crow Street to be no longer needed by the District, and authorized the administration to dispose of the property via sealed bids.

Authorized Execution of Contract Amendments for 2006-2007 School Year for Qualifying Employees Under the Incentive Payment Program, Texas Education Code Sections 21.651 et. seq. and 21.701 et. seq. - Dr. Walthall made a motion that the Board authorize the Board President to execute amendments to the 2006-2007 employment contracts of those employees qualified to participate in an incentive payment under an awards program established under Texas Education Code section 21.651 et. seq. and section 21.701 et. seq., if the district participates in the program, and that any incentive payment distributed will be considered a payment for performance and not as entitlement as part of the employee's salary. Mr. Outlaw seconded the motion, and it passed unanimously.

Approved Protest of Property Tax Division Values - Motioned by Dr. Walthall and seconded by Mr. Harris, the Board unanimously agreed to waive the right to protest the Property Tax Division's preliminary findings in its audit of the District's property values for the 1998 - 2003 tax years and to request the Property Tax Division to proceed to finalize those findings.

Budget Workshop - A budget workshop was held.

Considered Applicant(s) for Superintendent Vacancy - The Board Members considered and interviewed applicant(s) for the Superintendent vacancy.

Named Lone Finalist for Superintendent - Motioned by Dr. Walthall and seconded by Mr. Jennings, the Board unanimously agreed to name Dr. Sharon M. Shields as the lone finalist for the position of Superintendent of Schools.

CLOSED MEETING - A closed session of the Board was declared at 8:28 p.m. on June 20, 2006 as authorized by the Texas Open Meetings Act, Texas Government Code Section 551.074 to discuss personnel or to hear complaints against personnel. The closed meeting ended at 9:12 p.m. on June 20, 2006.

ADJOURNMENT - On a motion by Mr. Jennings and seconded by Mr. Outlaw, the Board unanimously agreed to adjourn the meeting at 9:13 p.m. on June 20, 2006.

_____

Date of Board Approval

_____

President, La Vega I.S.D. Board of Trustees

_____

Secretary, La Vega I.S.D. Board of Trustees

La Vega Independent School District
3100 Bellmead Drive, Waco, Texas 76705-3096
254-799-4963 ♦ 254-799-8642 FAX

Office of the Superintendent

La Vega I.S.D. Board of Trustees
Minutes of the Called Meeting
June 29, 2006

BOARD MEMBERS PRESENT – Mildred Watkins, Rodney Outlaw, Dr. Tamra Walthall, Henry C. Jennings, Phil Bancale, and Kevin Harris.

BOARD MEMBERS ABSENT – Randy Devorsky.

SCHOOL PERSONNEL PRESENT – Gary W. Williams, Dr. Sharon M. Shields, Al Bishop, and Charles Langlotz.

OTHERS PRESENT – None.

CALLED TO ORDER - Mrs. Mildred Watkins, Board President, established a quorum and brought the board meeting to order at 7:00 p.m. Mr. Gary W. Williams, Deputy Superintendent for Support Services, led the Pledge to the United States Flag and the Pledge to the Texas Flag.

APPROVED LISTING OF AGENDA ITEMS - Motioned by Dr. Walthall and seconded by Mr. Outlaw, the Board unanimously approved the listing of agenda items.

PERSONNEL ITEMS - On a motion by Mr. Bancale and seconded by Mr. Harris, the following personnel items were approved:

- The resignations of David Edison, Monty Francis, Bob Godfrey, Lorea Johnson, and Leilani Prince;
- The contract recommendations for Amy Arredondo, Alita Dillon, Cassie Peterson, and Karen Werner;
- The job description for Director of Elementary Education Grades PK-6;
- The job description for Director of Secondary Education Grades 7-12;
- The LVISD 2006-2007 Paygrade Chart; and
- The Salary Schedule for 2006-2007.

APPROVED LVHS STUDENT HANDBOOK FOR 2006-2007 - Mr. Outlaw made a motion to approve the LVHS Student Handbook for 2006-2007. Mr. Jennings seconded the motion, and it passed unanimously.

APPROVED FURNITURE, EQUIPMENT, AND TECHNOLOGY PURCHASES FOR LA VEGA ELEMENTARY SCHOOL, LA VEGA PRIMARY SCHOOL, AND LA VEGA HIGH SCHOOL - On a motion by Mr. Bancale and seconded by Mr. Jennings, the Board approved the purchase of furniture, equipment, and technology for La Vega Elementary and La Vega Primary Schools, and La Vega High School (Harris, Outlaw, Bancale, Jennings, and Watkins voting for the motion; Walthall voting against the motion).

The district is purchasing furniture, equipment and technology items for La Vega Elementary and La Vega Primary Schools, and for the addition at La Vega High School. As a part of the lease-purchase financing for these items, formal approval of the Purchase Orders by the Board is required. In each case, the purchase is a part of a previously-established bid price and/or a purchasing cooperative. For the items purchased via Planscape (Virco), the prices are from the U.S. Communities Master Agreement No. 0204011. In the case of technology items, the vendor (Technology for Education and the Enterprise) is a Central Master Bidder's List (CMBL) vendor. The district has access to the bids and quotations offered by these agreements.

The district elected to utilize a lease-purchase agreement in the amount of $650,000 to provide financing for the furniture and equipment for La Vega Elementary and La Vega Primary Schools, and for La Vega High School.

The Board approved the following purchases for La Vega Elementary and La Vega Primary Schools:

Furniture and Equipment for La Vega Elementary - $313,522.01
Furniture and Equipment for La Vega Primary School - 308,492.87
Technology for La Vega Elementary School - $7,260.90
Technology for La Vega High School - $7,100.00
Technology for La Vega Primary School - $11,452.54
TOTAL - $647,828.32

APPROVED DISCIPLINE REPORT FOR 2005-2006 - Motioned by Mr. Jennings and seconded by Mr. Outlaw, the Board unanimously approved the LVISD Discipline Report for 2005-2006.

CLOSED MEETING - A closed session of the Board was declared at 8:05 p.m. on June 29, 2006 as authorized by the Texas Open Meetings Act, Texas Government

Code Section 551.074 to discuss personnel or to hear complaints against personnel. The closed meeting ended at 8:24 p.m. on June 29, 2006.

ADJOURNMENT - On a motion by Mr. Outlaw and seconded by Mr. Bancale, the Board unanimously agreed to adjourn the called meeting at 8:24 p.m. on June 29, 2006.

_____
Date of Board Approval

_____
President, La Vega I.S.D. Board of Trustees

_____
Secretary, La Vega I.S.D. Board of Trustees

La Vega Independent School District
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Office of the Superintendent

La Vega I.S.D. Board of Trustees
Minutes of the Called Meeting
July 11, 2006

BOARD MEMBERS PRESENT – Mildred Watkins, Rodney Outlaw, Dr. Tamra Walthall, and Kevin Harris.

BOARD MEMBERS ABSENT – Randy Devorsky, Henry C. Jennings, and Phil Bancale.

SCHOOL PERSONNEL PRESENT – Dr. Monte Geren, Gary W. Williams, Dr. Sharon M. Shields, Al Bishop, and Lori Mynarcik.

OTHERS PRESENT – Cindy Culp and Eddie Generals.

CALLED TO ORDER - Mrs. Mildred Watkins, Board President, established a quorum and brought the board meeting to order at 12:11 p.m. Mr. Gary W. Williams, Deputy Superintendent for Support Services, led the Pledge to the United States Flag and the Pledge to the Texas Flag.

APPROVED LISTING OF AGENDA ITEMS - Motioned by Mr. Outlaw and seconded by Mr. Harris, the Board unanimously approved the listing of agenda items.

PERSONNEL ITEMS - On a motion by Mr. Outlaw and seconded by Dr. Walthall, the Board of Trustees unanimously approved the resignation of Debbie Cripe.

APPROVED CONTRACT FOR AND EMPLOYMENT OF SUPERINTENDENT FINALIST - Mr. Harris made a motion to approve the contract for the employment of Dr. Sharon M. Shields as Superintendent of La Vega ISD. Mr. Outlaw seconded the motion, and it passed unanimously.

CONSIDER APPROVAL OF AUTHORIZATION FOR THE SUPERINTENDENT TO TAKE APPROPRIATE ACTIONS FOR THE TRANSFER OF THE AUTHORITY FOR THE "FISCAL AGENCY" OF THE MCLENNAN COUNTY CHALLENGE ACADEMY TO WACO ISD BY AUGUST 1, 2006, AS AUTHORIZED BY THE MCCA BOARD OF DIRECTORS - Motioned by Dr. Walthall and seconded by Mr. Outlaw, the Board unanimously approved the transfer of authority and responsibility

as the McLennan County Challenge Academy (MCCA) fiscal agent to Waco ISD by August 1, 2006 as authorized by the MCCA Board of Directors.

APPROVED INCREASE IN LUNCH PRICES FOR 2006-2007 - On a motion by Mr. Outlaw and seconded by Dr. Walthall, the Board unanimously approved student and adult prices for the Child Nutrition Department for 2006-2007 as presented. The new lunch prices are:

Adult Lunch - $2.75
Adult Breakfast - $1.75
LVHS and LVJHSGDC Lunch - $2.20
LVHS and LVJHSGDC Breakfast - Free
LVISHPMC, LVES, and LVPS Lunch - $1.90
LVISHPMC, LVES, and LVPS Breakfast - Free

CLOSED MEETING - A closed session of the Board was declared at 12:20 p.m. on July 11, 2006 as authorized by the Texas Open Meetings Act, Texas Government Code Section 551.074 to discuss personnel or to hear complaints against personnel. The closed meeting ended at 12:41 p.m. on July 11, 2006.

A second closed session of the Board was declared at 12:42 p.m. on July 11, 2006 as authorized by the Texas Open Meetings Act, Texas Government Code Section 551.075 to confer with employees of the school district to receive information or to ask questions. The second closed meeting ended at 12:56 p.m. on July 11, 2006.

ADJOURNMENT - On a motion by Mr. Outlaw and seconded by Dr. Walthall, the Board unanimously agreed to adjourn the called meeting at 12:56 p.m. on July 11, 2006.

_____
Date of Board Approval

_____
President, La Vega I.S.D. Board of Trustees

_____
Secretary, La Vega I.S.D. Board of Trustees

Personnel Items

Presented for:
Board action ☒ Report/Review Only ☐

Supporting documents:
None ☒ Attached ☐ Provided Later ☐

Contact Person:
Mr. Al Bishop

Background Information:
The following personnel items are submitted for board approval.

Fiscal Implication:
N/A

Administrative Recommendation:
N/A

Personnel Resignations, Contract Renewals, Contract Recommendations, Job Description(s) or Revisions to Job Description(s), and Paygrade Chart or Revisions to Paygrade Chart

Presented for:
Board action ☒ Report/Review Only ☐

Supporting documents:
None ☐ Attached ☐ Provided Later ☒

Note: Additional personnel items finalized after board agendas have been printed will be submitted at the board meeting.

Contact Person:
Mr. Al Bishop

Background Information:
Board Members approve the resignations of all professional personnel.

The Board of Trustees of any independent school district may employ by contract a superintendent, a principal or principals, teachers, or other executive officers for a term not to exceed the maximum specified in this section. In those independent school districts with a scholastic population of fewer than 5,000, the term of such contracts shall not exceed three years.

The personnel department, campus principals, and management teams interview and check references on each applicant who makes application to become a member of the staff of the La Vega Independent School District.

The Board of Trustees must approve revisions to the LVISD Job Description Manual.

Fiscal Implication:
Personnel salaries are a budgeted item.

Administrative Recommendation:
Board approval of the resignations, contract renewals, contract recommendations, job descriptions or revisions to job descriptions, and revisions to the Paygrade Chart as presented.

Motion: _____

Second: _____

For: _____

Against: _____

Abstain: _____

Personnel Resignations

RESIGNATIONS

The following resignations are presented for approval:

Name	Assignment	Reason for Resignation
Tabitha Hutchison	$7^{th}/8^{th}$ Science Teacher LVJH – George Dixon Campus	Accepted position with Garland ISD

Personnel Recommendations

The following employee is recommended for employment for the 2006- 2007 school year.

Name	Assignment
Monty Francis	Administrative Intern LVE Replacing: David Edison
Michelle Strickland	Special Ed Resource Teacher LVE Replacing: Shawnda Phipps

I hereby authorize the administration to utilize my signature stamp to issue contracts to personnel and approve resignations as recommended herein.

_____

President, La Vega ISD Board of Trustees

July 18, 2006

Re-Activate Administrative Intern Positions for 2006-2007

Presented for:
Board action ☒ Report/Review Only ☐ Consent Agenda Item ☒ Date: July 18, 2006

Supporting documents:
None ☒ Attached ☐ Provided Later ☐

Contact Person:
Mr. Al Bishop

Background Information:
LVISD Board of Trustees approved two Administrative Intern positions for use in training possible future administrators for the District. These positions were not used in 2005-2006. The LVISD administration recommends that these positions be available for use in the 2006-2007 school year. There are two possible positions that we may need to place administrative interns for the coming year. These will not be new positions but will be in place of current positions. One will be at La Vega Elementary in the Assistant Principal position and the other at La Vega Junior High George Dixon Campus as the Assistant Principal for Curriculum and Instruction.

Fiscal Implication:
Teachers salary plus extra days.

Administrative Recommendation:
LVISD recommends approval of this recommendation.

Motion: _____

Second: _____

For: _____

Against: _____

Abstain: _____

Monthly Budget Analysis Report

Presented for:
Board action ☒ Report/Review Only ☐

Supporting documents:
None ☐ Attached ☒ Provided Later ☐

Contact Person:
Gary W. Williams

Background Information:
The District compiles and reports budget and expenditure data to the Board on a monthly basis. The report is organized by major fund category (General, Special Revenue, Debt Service, and Capital Projects) and function category within fund category.

Fiscal Implication:
The budget report reflects all transactions through the end of the month preceding the Regular Board meeting. Reports are cumulative throughout the fiscal year, which begins September 1.

Administrative Recommendation:
It is recommended that the Board approve the Monthly Budget Analysis Report as submitted.

Motion: _____

Second: _____

For: _____

Against: _____

Abstain: _____

La Vega Independent School District
Statement of Unaudited Revenures and Expenditures - Budget vs. Actual
As of 06/30/06

GENERAL FUND
-199

DATA CONTROL CODES		ANNUAL BUDGET	PERIOD RECEIPTS/ EXPENDITURES	Y-T-D RECEIVED/ ENC + EXP	VARIANCE FAVORABLE (UNFAVORABLE)	PERCENT TO TOTAL	PERCENT OF YEAR ELAPSED
5700	LOCAL	$6,341,182.62	$57,953.78	$6,201,033.69	$140,148.93	97.79%	83.33%
5800	STATE	$10,576,619.00	$1,061,239.12	$7,786,354.57	$2,790,264.43	73.62%	83.33%
5900	FEDERAL	$65,000.00	$34,126.20	$265,564.39	($200,564.39)	408.56%	83.33%
5020	**TOTAL REVENUES**	$16,982,801.62	$1,153,319.10	$14,252,952.65	$2,729,848.97	83.93%	83.33%
	EXPENDITURES						
0011	Instruction	$9,293,319.59	$200,942.39	$7,955,755.83	$1,337,563.76	85.61%	83.33%
0012	Instr Resources/Media Services	$327,530.00	$16,248.50	$274,091.95	$53,438.05	83.68%	83.33%
0013	Curriculum & Staff Development	$181,177.63	$9,269.16	$78,243.00	$102,934.63	43.19%	83.33%
0021	Instructional Leadership	$289,005.00	$20,398.32	$194,600.52	$94,404.48	67.33%	83.33%
0023	School Leadership	$1,363,635.00	$101,006.34	$1,102,491.78	$261,143.22	80.85%	83.33%
0031	Guidance, Counseling & Evaluation	$769,343.00	$41,124.97	$613,862.23	$155,480.77	79.79%	83.33%
0032	Attendance & Social Services	$68,991.00	$156.41	$56,280.78	$12,710.22	81.58%	83.33%
0033	Health Services	$210,028.00	$6,146.73	$160,249.87	$49,778.13	76.30%	83.33%
0034	Student Transportation	$676,550.00	$75,002.15	$659,094.25	$17,455.75	97.42%	83.33%
0035	Food Services	$0.00	$1,722.97	$1,722.97	($1,722.97)	0.00%	83.33%
0036	Extracurricular Activities	$644,194.40	$45,760.12	$542,853.66	$101,340.74	84.27%	83.33%
0041	General Administration	$1,005,437.00	$87,992.16	$767,037.99	$238,399.01	76.29%	83.33%
0051	Plant Maintenance & Operations	$2,065,692.00	$240,839.56	$1,761,438.22	$304,253.78	85.27%	83.33%
0052	Security & Monitoring Services	$31,874.00	$1,041.63	$25,490.88	$6,383.12	79.97%	83.33%
0053	Data Processing Services	$375,143.00	$76,489.91	$600,215.60	($225,072.60)	160.00%	83.33%
0061	Community Services	$238,098.00	$3,601.51	$80,114.67	$157,983.33	33.65%	83.33%
0071	Debt Service	$0.00	$0.00	$1,015.06	($1,015.06)	0.00%	83.33%
0081	Facility Acquisition & Construction	$618.00	$420.00	$420.00	$198.00	67.96%	83.33%
0095	Payment to JJAEP	$139,212.00	$32,966.00	$135,425.00	$3,787.00	97.28%	83.33%
0000	Other Resources/Uses	$0.00	$0.00	$0.00	$0.00	0.00%	83.33%
6030	**TOTAL EXPENDITURES**	$17,679,847.62	$961,128.83	$15,010,404.26	$2,669,443.36	84.90%	83.33%
	OPERATING TRANSFERS						
7910	Other Resources				$0		
8910	Other Uses				$0		
	TOTAL OPERATING TRANSFERS				$0		
1200	Net Change in Fund Balance	($697,046.00)		($757,451.61)			
0100	Fund Balance - Sept. 1	$1,980,884.00		$1,980,884.00			
3000	Fund Balance - Aug 31 (unaudited)	$1,283,838.00		$1,223,432.39			

Prepared: 07/11/06

Tax Collection Report

Presented for:
Board action ☒ Report/Review Only ☐

Supporting documents:
None ☐ Attached ☒ Provided Later ☐

Contact Person:
Gary W. Williams

Background Information:
The District contracts with the McLennan County Tax Office for the collection of taxes. As a part of this service, the County Tax Office supplies us with a monthly cumulative summary of taxes collected. This report is submitted as a part of each month's Consent Agenda.

Fiscal Implication:
The "Tax Collector Monthly Report" shows cumulative payments and percent collected for both current and delinquent taxes.

Administrative Recommendation:
It is recommended that the Board approve the Tax Collection Monthly Report as submitted.

Motion: _____

Second: _____

For: _____

Against: _____

Abstain: _____

JURISDICTION: 0006 LA VEGA ISD

	CERT TAXABLE VALUE	ADJUSTMENTS	ADJ TAX VALUE	TAX RATE	TAX LEVY	PAID ACCTS
CURRENT YEAR	0	0	0	1.000000	1,645.27	83

YEAR	TAXES DUE	MONTH ADJ	ADJUSTMENT YTD	LEVY PAID	PAID YTD	BALANCE	COLL %	YTD UNCOLL
1984	1,645.27	.00	424.86-	0.00	2.31	1,218.10	.19	109.32-
****	1,645.27	.00	424.86-	0.00	2.31	1,218.10		109.32-

JURISDICTION: 0028 LA VEGA ISD

	CERT TAXABLE VALUE	ADJUSTMENTS	ADJ TAX VALUE	TAX RATE	TAX LEVY	PAID ACCTS
CURRENT YEAR	407,918,108	529,209-	407,388,899	1.692500	6,675,277.13	6,308

YEAR	TAXES DUE	MONTH ADJ	ADJUSTMENT YTD	LEVY PAID	PAID YTD	BALANCE	COLL %	YTD UNCOLL
2005	6,688,442.29	1,023.79-	13,165.16-	33,248.93	6,359,539.32	315,737.81	95.27	369.77-
2004	213,617.14	.00	17,543.23	4,591.43	146,793.75	84,366.62	63.50	374.92-
2003	75,595.04	.00	22,343.56	1,489.48	56,263.37	41,675.23	57.45	336.75-
2002	46,902.56	.00	22,786.60	602.61	33,327.78	36,361.38	47.82	348.27-
2001	28,549.99	.00	1,617.22	182.23	5,272.81	24,894.40	17.48	192.75-
2000	58,152.06	.00	15.50	108.00	3,121.14	55,046.42	5.37	103.05-
1999	21,238.50	.00	15.50	74.27	1,957.78	19,296.22	9.21	135.69-
1998	19,143.22	.00	129.15	40.13	961.33	18,311.04	4.99	32.00-
1997	15,827.83	.00	129.15	0.00	715.97	15,241.01	4.49	32.00-
1996	19,958.27	.00	0.00	9.66	505.01	19,453.26	2.53	492.38-
1995	13,540.03	.00	5,326.88-	0.00	360.11	7,853.04	4.38	3,374.29-
1994	9,353.04	.00	2,579.83-	0.00	214.85	6,558.36	3.17	1,677.83-
1993	11,631.57	.00	3,478.16-	0.00	48.27	8,105.14	.59	2,315.00-
1992	2,685.00	.00	689.98-	0.00	46.42	1,948.60	2.33	361.34-
1991	2,684.66	.00	625.28-	0.00	41.51	2,017.87	2.02	286.09-
1990	6,122.56	.00	921.11-	0.00	51.67	5,149.78	.99	614.04-
1989	5,231.57	.00	754.68-	0.00	2.40	4,474.49	.05	566.72-
1988	4,972.68	.00	645.28-	0.00	2.41	4,324.99	.06	407.78-
1987	4,484.92	.00	706.18-	0.00	2.19	3,776.55	.06	546.46-
1986	3,635.50	.00	183.54-	0.00	2.19	3,449.77	.06	13.39-
1985	3,110.68	.00	1,478.43-	0.00	1.98	1,630.27	.12	12.10-
1984	14,366.12	.00	5,582.93-	0.00	5.70	8,777.49	.06	169.40-
****	7,269,245.23	1,023.79-	28,442.47	40,346.74	6,609,237.96	688,449.74		12,762.02-

YEAR	FUND	TAX RATE	LEVY PAID	DISCOUNT GIVEN	PENALTY INTEREST	TIF AMOUNT	DISBURSE TOTAL	ATTORNEY	OTHER FEES	REFUND AMOUNT	PAYMENT AMOUNT
2005	M & O	1.500000	29,467.36	.00	4,447.71	.00	33,915.07	687.58	.00	.00	34,602.65
	I & S	.192500	3,781.57	.00	570.84	.00	4,352.41	.00	.00	.00	4,352.41
	TOTAL	1.692500	33,248.93	.00	5,018.55	.00	38,267.48	687.58	.00	.00	38,955.06
2004	M & O	1.482500	3,957.49	.00	1,139.75	.00	5,097.24	887.09	.00	.00	5,984.33
	I & S	.237500	633.94	.00	182.56	.00	816.50	.00	.00	.00	816.50
	TOTAL	1.720000	4,591.43	.00	1,322.31	.00	5,913.74	887.09	.00	.00	6,800.83
2003	M & O	1.482500	1,433.87	.00	587.52	.00	2,021.39	314.96	.00	.00	2,336.35
	I & S	.057500	55.61	.00	22.78	.00	78.39	.00	.00	.00	78.39
	TOTAL	1.540000	1,489.48	.00	610.30	.00	2,099.78	314.96	.00	.00	2,414.74
2002	M & O	1.448000	578.64	.00	306.66	.00	885.30	138.31	.00	.00	1,023.61
	I & S	.060000	23.97	.00	12.72	.00	36.69	.00	.00	.00	36.69
	TOTAL	1.508000	602.61	.00	319.38	.00	921.99	138.31	.00	.00	1,060.30
2001	M & O	1.466000	173.92	.00	113.06	.00	286.98	45.10	.00	.00	332.08
	I & S	.070000	8.31	.00	5.40	.00	13.71	.00	.00	.00	13.71
	TOTAL	1.536000	182.23	.00	118.46	.00	300.69	45.10	.00	.00	345.79
2000	M & O	1.466000	103.07	.00	78.68	.00	181.75	28.57	.00	.00	210.32
	I & S	.070000	4.93	.00	3.76	.00	8.69	.00	.00	.00	8.69
	TOTAL	1.536000	108.00	.00	82.44	.00	190.44	28.57	.00	.00	219.01
1999	M & O	1.436000	69.43	.00	61.33	.00	130.76	20.97	.00	.00	151.73
	I & S	.100000	4.84	.00	4.27	.00	9.11	.00	.00	.00	9.11
	TOTAL	1.536000	74.27	.00	65.60	.00	139.87	20.97	.00	.00	160.84
1998	M & O	1.200547	31.99	.00	32.31	.00	64.30	12.10	.00	.00	76.40
	I & S	.305453	8.14	.00	8.22	.00	16.36	.00	.00	.00	16.36
	TOTAL	1.506000	40.13	.00	40.53	.00	80.66	12.10	.00	.00	92.76
1996	M & O	1.143031	7.33	.00	9.17	.00	16.50	3.26	.00	.00	19.76
	I & S	.362969	2.33	.00	2.91	.00	5.24	.00	.00	.00	5.24
	TOTAL	1.506000	9.66	.00	12.08	.00	21.74	3.26	.00	.00	25.00
ALL	M & O		35,823.10	.00	6,776.19	.00	42,599.29	2,137.94	.00	.00	44,737.23
ALL	I & S		4,523.64	.00	813.46	.00	5,337.10	.00	.00	.00	5,337.10
ALL	TOTAL		40,346.74	.00	7,589.65	.00	47,936.39	2,137.94	.00	.00	50,074.33
DLQ	M & O		6,355.74	.00	2,328.48	.00	8,684.22	1,450.36	.00	.00	10,134.58
DLQ	I & S		742.07	.00	242.62	.00	984.69	.00	.00	.00	984.69
DLQ	TOTAL		7,097.81	.00	2,571.10	.00	9,668.91	1,450.36	.00	.00	11,119.27

TC298-D SELECTION: DEPOSIT DEPOSIT DISTRIBUTION INCLUDES AG ROLLBACK
RECEIPT DATE: ALL FROM: 06/01/2006 THRU 06/30/2006
JURISDICTION: 0028 LA VEGA ISD

YEAR	FUND	TAX RATE	LEVY PAID	DISCOUNT GIVEN	PENALTY INTEREST	TIF AMOUNT	DISBURSE TOTAL	ATTORNEY	OTHER FEES	REFUND AMOUNT	PAYMENT AMOUNT
CURR	M & O		29,467.36	.00	4,447.71	.00	33,915.07	687.58	.00	.00	34,602.65
CURR	I & S		3,781.57	.00	570.84	.00	4,352.41	.00	.00	.00	4,352.41
CURR	TOTAL		33,248.93	.00	5,018.55	.00	38,267.48	687.58	.00	.00	38,955.06

RENDITION PENALTY ALLOCATION
FROM: 06/01/2006 THRU 06/30/2006
JURISDICTION: 0028 LA VEGA ISD

TU	ACCOUNT	YEAR	TP	DEPOSIT	DEP DATE	RENDTN AMOUNT	PEN INT	ATTORNEY	AGENT	OWNER / AGENT
0028	28-C11318-8	2005	OL	06062804	2006/06/28	5.50	0.82	0.00		CHAPMAN TRUCKING
	ACCOUNT TOTAL					5.50	0.82	0.00		
0028	28-C13801-0	2005	OL	06061505	2006/06/15	1.56	0.24	0.00		CULLIGAN STORE S
0028	28-J11191-0	2005	OL	06062905	2006/06/29	8.46	1.27	0.00		JANI-CLEAN POOL
0028	28-P12263-0	2005	RV	060615NSF	2006/06/15	424.95-	55.24-	0.00		PAK WHOLESALE
0028	28-T12047-5	2005	OL	06061202	2006/06/12	44.96	6.74	0.00		TEX-MEX CEMENT
0028	28-T12187-0	2005	OL	06061202	2006/06/12	6.60	0.99	0.00		TEX-MEX CEMENT
	JURISDICTION TOTAL					357.87-	45.18-	0.00		
	JURISDICTION FUNDS					403.05-	0.00	0.00		

Employee Handbook for 2006-2007

Presented for:
Board action ☒ Report/Review Only ☐ Consent Agenda Item ☐ Date: July 18, 2006

Supporting documents:
None ☐ Attached ☒ Provided Later ☐

Contact Person:
Mr. Al Bishop

Background Information:
The La Vega ISD Employee handbook for 2006-2007 has been updated and presented for BOT approval.

Fiscal Implication:
N/A

Administrative Recommendation:
LVISD recommends approval of this recommendation.

Motion: _____

Second: _____

For: _____

Against: _____

Abstain: _____

EMPLOYEE HANDBOOK 2006-2007

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Introduction

The purpose of this handbook is to provide information that will help with questions and pave the way for a successful year. Not all District policies and procedures are included. Those that are have been summarized. Suggestions for additions and improvements to this handbook are welcome and may be sent to the LVISD Personnel Office.

This handbook is neither a contract nor a substitute for the official District policy manual. It is not intended to alter the at-will status of non-contract employees in any way. Rather, it is a guide to and a brief explanation of District policies related to employment. District policies and procedures can change at any time; these changes shall supersede any handbook provisions that are not compatible with the change. For more information, employees may refer to the policy codes that are associated with handbook topics, confer with their supervisor, or call the LVISD Personnel Office.

Policy manuals are located at the central administration office and on the Internet at www.tasb.org/policy/pol/private/161906. The policy manual at the central administration office is available for employee review during normal working hours.

Employee handbook receipt

Employee Name: _____

Campus/department: _____

I hereby acknowledge receipt of my personal copy of the La Vega ISD Employee Handbook. I agree to read the handbook and abide by the standards, policies, and procedures defined or referenced in this document.

The information in this handbook is subject to change. I understand that changes in District policies may supersede, modify, or eliminate the information summarized in this booklet. As the District provides updated policy information, I accept responsibility for reading and abiding by the changes.

I understand that no modifications to contractual relationships or alterations of at-will relationships are intended by this handbook.

I understand that I have an obligation to inform my supervisor or department head of any changes in personal information, such as phone number, address, etc. I also accept responsibility for contacting my supervisor or the LVISD Personnel Office if I have any questions, concerns, or need further explanation.

Employee's Signature: _____

Date: _____

Employee Copy

Employee handbook receipt

Employee Name: _____

Campus/department: _____

I hereby acknowledge receipt of my personal copy of the La Vega ISD Employee Handbook. I agree to read the handbook and abide by the standards, policies, and procedures defined or referenced in this document.

The information in this handbook is subject to change. I understand that changes in District policies may supersede, modify, or eliminate the information summarized in this booklet. As the District provides updated policy information, I accept responsibility for reading and abiding by the changes.

I understand that no modifications to contractual relationships or alterations of at-will relationships are intended by this handbook.

I understand that I have an obligation to inform my supervisor or department head of any changes in personal information, such as phone number, address, etc. I also accept responsibility for contacting my supervisor or the LVISD Personnel Office if I have any questions, concerns, or need further explanation.

Employee's Signature: _____

Date: _____

Return this copy to the LVISD Personnel Office.

SECTION 1: District information

1.1 Description of the District

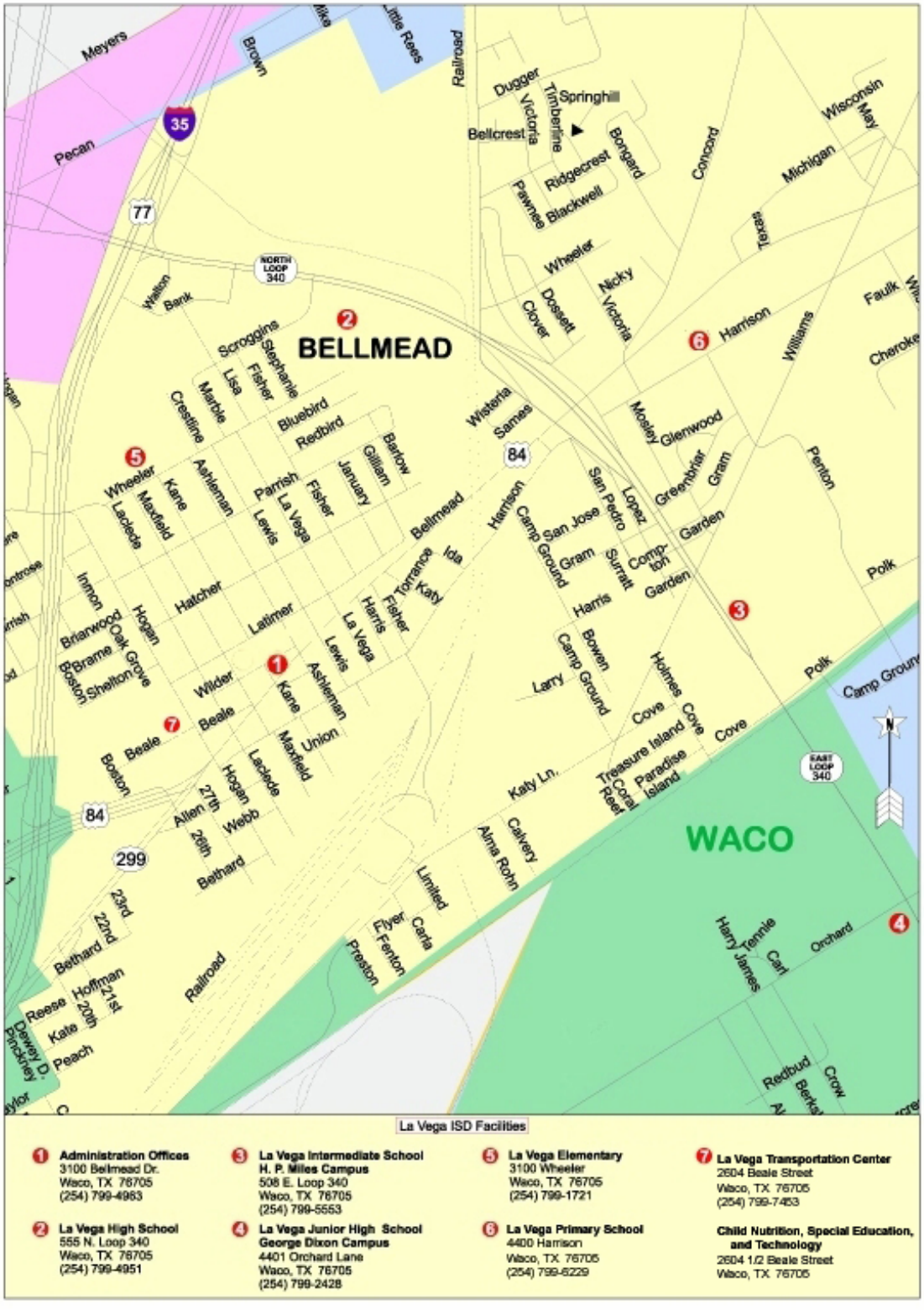
The La Vega Independent School District, established in 1927, encompasses 31.5 square miles in central McLennan County. Accredited by the Texas Education Agency, the District provides quality education for pre-kindergarten through twelfth grade, as well as vocational and special education for pre-school and school-age children. Additionally, the District operates the La Vega Family Resource Center, which provides childcare services for children age's birth through 4. Serving an approximate population of 14,000 residents, the District strives to provide a variety of educational opportunities and involvement for the entire community.

The District philosophy expresses a desire for students to achieve intellectual, social, physical, economic, and occupational competence through their learning activities. Emphasis on academic and vocational activities provides students with opportunities for total development.

Personnel in LVISD receive extensive, on-going professional development opportunities. As the school staff is provided with new and better tools for instruction and management, the District believes it will be better able to guarantee that all students will be exposed to a quality environment, which will ensure learning.

The District enrollment is approximately 2,600, with 38% white, 24% African American, 37% Hispanic, and 1% of other ethnicity.

1.2 Map


BELLMEAD
WACO
Meyers
Pecan
Brown
Little Rees
Railroad
Springhill
Bellcrest
Dugger
Victoria
Timberline
Ridgecrest
Bongard
Concord
Wisconsin
May
Michigan
Texas
Pawnee
Blackwell
Wheeler
Nicky
Victoria
Dossett
Clover
Harrison
Williams
Faulk
Cherokee
Walton
Bank
Scroggins
Stephanie
Fisher
Lisa
Marble
Crestline
Bluebird
Redbird
Wisteria
Sames
Mosley
Glenwood
Greenbriar
Gram
Penton
Polk
Garden
Lopez
San Pedro
San Jose
Camp Ground
Harrison
Gram
Sumrall
Compton
Garden
Harris
Fisher
Torrance
Katy
Ida
Bellmead
Barlow
Gilliam
January
Parrish
La Vega
Lewis
Fisher
Kane
Ashleman
Maxfield
Lacleede
Wheeler
Hatcher
Latimer
Briarwood
Oak Grove
Hogan
Brame
Boston
Shelton
Wilder
Beale
Union
Webb
Allen
27th
26th
Bethard
23rd
22nd
Hoffman
21st
20th
Reese
Kate
Peach
Dewey D. Pinckley
Railroad
Preston
Flyer
Fenton
Carla
Limited
Alma Rohn
Calvery
Larry
Bowen
Holmes
Cove
Treasure Island
Paradise Island
Coral Reef
Katy Ln.
Harry James
Tennie
Carl
Orchard
Redbud
Crow
Camp Ground
Polk
77
35
84
299
340
NORTH LOOP 340
EAST LOOP 340
N
La Vega ISD Facilities
1 Administration Offices
3100 Bellmead Dr.
Waco, TX 76705
(254) 799-4963
2 La Vega High School
555 N. Loop 340
Waco, TX 76705
(254) 799-4951
3 La Vega Intermediate School
H. P. Miles Campus
508 E. Loop 340
Waco, TX 76705
(254) 799-5553
4 La Vega Junior High School
George Dixon Campus
4401 Orchard Lane
Waco, TX 76705
(254) 799-2428
5 La Vega Elementary
3100 Wheeler
Waco, TX 76705
(254) 799-1721
6 La Vega Primary School
4400 Harrison
Waco, TX 76705
(254) 799-6229
7 La Vega Transportation Center
2604 Beale Street
Waco, TX 76705
(254) 799-7453
Child Nutrition, Special Education, and Technology
2604 1/2 Beale Street
Waco, TX 76705

1.3 Mission statement

Policy AE

The mission of the District is to provide a needs-satisfying environment where everyone can produce successfully, with the understanding that learning adds quality to life. Preparing each student to contribute to an ever-changing interdependent society is our commitment.

1.4 District exit competencies

Policies AF, EA

It is the desire of the District that all students become:

1. Collaborative workers:
   a. Exercising confidence, compassion, and skills necessary to work with others.
   b. Designing solutions to a variety of academic and social problems.

2. Life-long learners:
   a. Recognizing the diverse ways and conditions under which they can learn.
   b. Demonstrating the self-directed skills necessary to function in a rapidly changing, technology rich, global market place.

3. Self-directed individuals:
   a. Exercising personal, social, and moral responsibility.
   b. Participating in the maintenance of their own mental and physical health.
   c. Conveying an appreciation and understanding for the fine arts and the role they may play in balancing an individual's personal and professional life.
   d. Acquiring and demonstrating the skills necessary to become a responsible, self-directed person, capable of setting and attaining personal goals.

4. Communicators:
   a. Expressing themselves fluently through both oral and written communication in English.
   b. Communicating effectively in Spanish.
   c. Demonstrating literacy in the use of technology as a tool and source for continued learning.

5. Problem solvers:
   a. Applying the inquiry, problem-solving, conflict-resolution, and evaluation skills necessary to the accomplishment of both personal and organizational goals.
   b. Demonstrating competency in the application of mathematical, scientific, and technological concepts applicable to their lifestyles and/or vocations.

6. Responsible citizens:
   a. Exercising personal, social, and moral responsibility as they address political, social, health, and environmental issues in a multi-cultural, global society.

b. Demonstrating knowledge of the geographic, political, and historical relationships of countries and political coalitions throughout the global community.
c. Responding effectively to factors and/or changes within the environment that challenge personal growth and creativity by formulating strategies to achieve and sustain a high level of self-worth and a positive work ethic.
d. Modeling the interpersonal and intrapersonal skills necessary to become active contributors in a democratic society.

1.5 Board of trustees

Policies BA, BAA, BBA, BBB, BBF, BE, BEC, BED

Texas law grants the Board of Trustees the power to govern and oversee the management of the District's schools. The board is the policy-making body within the District and has overall responsibility for curriculum, school taxes, annual budget, and employment of the superintendent and other professional staff, facilities, and expansions. The board has complete and final control over school matters within limits established by state and federal law and regulations.

The Board of Trustees is elected by the citizens of the District to ensure a strong educational program for the District's children. The board consists of seven Trustees, two elected at large and five elected from single-member Districts in accordance with Texas law, serving terms of three years, with elections held annually. Trustees serve without compensation, must be registered voters, and must reside in the District.

Board of Trustees

Mildred Watkins, President

Rodney Outlaw, Vice President	Randy Devorsky, Member
Dr. Tamra Walthall, Secretary	Phil Bancale, Member
Henry Jennings, Asst. Secretary	Kevin Harris, Member

The Board usually meets on the third Tuesday of each month at the District's Administration Building, 3100 Bellmead Drive in Waco. Special meetings may be called when necessary. A written notice of regular and special meetings will be posted at the Administration Building and at the McLennan County Clerk's Office at least 72 hours before the scheduled meeting time. The written notice will show the date, time, place, and subjects of each meeting. In emergencies, a meeting may be held with two hours notice. Complete agendas are sent to each campus 24 hours before the scheduled meeting time.

All meetings are open to the public. Under the following circumstances, Texas law permits the board to go into a closed session: to discuss prospective gifts or donations, real property acquisition, personnel issues including conferences with employees and employee complaints, security matters, student discipline, or to consult with attorneys regarding pending litigation.

1.6 Administration

3100 Bellmead Drive, Bellmead, Texas 76705
(254) 799-4963 ~ FAX (254) 799-8642

Dr. Sharon Shields	Superintendent
Gary Williams	Deputy Superintendent for Support Services
Al Bishop	Exec. Director of Personnel and Administrative Services
Maria Green	Director of Elementary Education
Tammy Brinkman	Director of Secondary Education

1.7 Support Services

Special Education Services
2604 ½ Beale
Bellmead, Texas 76705

Director: Linda Volz

Technology Department
2604 ½ Beale
Bellmead, Texas 76705
254-299-6720

Director: Larry Kaska

Maintenance Department
3101 Latimer
Bellmead, Texas 76705
254-799-6696
254-799-2824 Warehouse

Director: Lynn Roberts

Food Service Department
2604 ½ Beale
Bellmead, Texas 76705
254-299-6807

Director: Eddie Generals

Transportation Department
2604 Beale
Bellmead, Texas 76705
254-799-7453

Supervisor: Debra Powell

1.8 Campus Directory

La Vega Learning Center
900 Ashleman
Bellmead, Texas 76705
254-299-2047

Lead Teacher: Judy Spring

La Vega Primary School
4400 Harrison
Bellmead, Texas 76705
254-799-6229
254-799-1369 Fax

Principal: Elicia Krumnow
Instructional Facilitator: Karla Davis
Counselor: Jodi Heston

La Vega Elementary School
3100 Wheeler
Bellmead, Texas 76705
254-799-1721
254-799-4453 Fax

Principal: Peggy Johnson
Counselor: Karen Gillette
Counselor: Chad Heath
Instructional Facilitator: Melanie Dumas
Administrative Intern: Monty Francis

La Vega Intermediate School
H. P. Miles Campus
508 E. Loop 340
Bellmead, Texas 76705
254-799-5553
254-799-9738 Fax

Principal: Bonnie McRae
Asst. Principal: Chris Borland
Instructional Facilitator: Kristi Rizo
Counselor: Nancy Muhammad

La Vega Jr. High School
George Dixon Campus
4401 Orchard Lane
Bellmead, Texas 76705
254-799-2428
254-799-8943 Fax

Principal: Bryant Adams
Asst. Principal: Steve Hanks
Asst. Principal: TBA
Counselor: Mary Keezee

La Vega High School
555 N. Loop 340
Bellmead, Texas 76705
254-799-0720 Fax
254-799-9944 Band Hall
254-799-0729 ROTC
254-799-4248 Field House

Principal: Jerry Brem
Asst. Principal: Marsha Moore
Asst. Principal: Albert Zertuche
Counselor: Sal Acosta
Counselor: Erna Watkins

1.9 School calendar

The Board of Trustees annually approves the school calendar in the spring proceeding the upcoming school year. Copies of the school calendar are provided to each individual employee. Additional copies are available in the campus offices and at the Administration Building.

1.10 Helpful contacts

From time to time, employees have questions or concerns. If those questions or concerns cannot be answered by supervisors or at the campus or department level, the employee is encouraged to contact the appropriate department or individual as listed in the administrative, support services, and campus directories.

SECTION TWO: Employment

2.1 Equal employment opportunity

Policy DAA

The La Vega Independent School District does not discriminate against any employee or applicant for employment because of race, religion, sex, age, national origin, disability, military status, or on any other basis prohibited by law. Employment decisions will be made on the basis of each applicant's job qualifications, experience, and abilities.

The Superintendent is responsible for coordination of compliance with antidiscrimination laws. Employees with questions or concerns relating to discrimination on any of the bases listed above should contact the Executive Director of Personnel & Administrative Services at 799-4963.

2.2 Job vacancy announcements

Policy DC

To the extent possible, announcements of job vacancies by position and location are distributed on a regular basis and posted at the central administration building. You can also visit our website at www.lavegaisd.org for current vacancies.

2.3 Employment after retirement

Policy DPB

Retirees seeking full-time positions must be hired through JR-3, a professional employment service. You can reach JR-3 services at (254) 759-1902.

For additional information, employees can contact the personnel department or TRS by calling 1-800-223-8778 or 512-397-6400 for rules and regulations regarding employment after retirement. TRS information is also available on the Web at (www.trs.state.tx.us).

2.4 Contract and noncontract employment

Policies DC, DCA, DCB, DCD, DCE

State law requires the District to employ all full-time professional employees in positions requiring a certificate from SBEC and nurses under probationary, term or continuing contracts. Employees in all other positions are employed at-will or by a contract that is not subject to the procedures for nonrenewal or termination under Chapter 21 of the Texas Education Code. The paragraphs that follow provide a general description of the employment arrangements used by the District.

Probationary contracts. Nurses and full-time, professional employees employed in positions requiring SBEC certification who are new to the District must receive probationary contracts during their first year of employment. Probationary contracts are issued as a one-year contract for as many as three years. The probationary period for those who have been employed in public schools for at least five of the eight years preceding employment with the District may not exceed one full school year. For those with less experience, the probationary period will be three full

school years, with an optional fourth full school year if the board has doubts about whether a term contract should be given.

Term and continuing contracts. Full-time teachers, professionals, and administrators employed in positions requiring certification and nurses who have successfully completed the probationary period will be employed by term or continuing contracts. Principals and other certified administrators may be employed under 2-year term contracts. The terms and conditions of employment are detailed in the contract and employment policies, both of which the employee will receive a copy.

Noncertified professional and administrative employees. Employees in professional and administrative positions that do not require certification (such as non-instructional administrators) are employed by non-tenure term contracts. If so employed, the employees shall not be subject to the Term Contract Nonrenewal Act.

Paraprofessional and auxiliary employees. All paraprofessional and auxiliary employees, regardless of certification, are employed at-will and not by contract. Employment is not for any specified term and may be terminated at any time by either the employee or the District.

2.5 Certification and Permits

Various positions in the District require certification for employment eligibility. Examples of such positions include: teachers, administrators, instructional aides, and clerical staff. Each employee shall be responsible for the appropriate fee(s) for all required areas of certification.

When necessary, the District may be required to apply for a permit to enable a professional employee to be placed in a position. Such permits are only effective while the employee remains in the District; therefore, the District will be responsible for all applicable permit fees.

2.6 Alcohol and drug testing

Policy DHE

Employees required to have a commercial driver's license. The purpose of alcohol and drug testing is to ensure safety and prevent accidents and injuries resulting from the misuse of alcohol and drugs by drivers of commercial motor vehicles. Any employee who is required to have a commercial driver's license (CDL) is subject to drug and alcohol testing. This includes all drivers who operate a motor vehicle designed to transport 16 or more people, counting the driver; drivers of large vehicles; or drivers of vehicles used in the transportation of hazardous materials. Teachers, coaches, or other employees who primarily perform duties other than driving are subject to testing requirements when their duties require driving.

Drug testing will be conducted before an individual assumes driving responsibilities. Alcohol and drug tests will be conducted following an accident, when reasonable suspicion exists, at random, when an employee returns to duty after engaging in prohibited conduct, and as a follow-

up measure. Return-to-duty and follow-up testing will be conducted when an employee who has violated the prohibited alcohol conduct standards or tested positive for alcohol or drugs returns to duty.

All employees required to have a CDL that are subject to alcohol and drug testing will receive a copy of the District's policy, the testing requirements, and detailed information on alcohol and drug abuse and the availability of assistance programs. Employees with questions or concerns relating to alcohol and drug policies and related educational material should contact the Executive Director of Personnel & Administrative Services at 799-4963.

2.7 First aid and CPR certification

Policy DBA

Head marching band directors, coaches or chief sponsors of an extra curricular athletic activity (including cheerleading) that is sponsored or sanctioned by the District or UIL must maintain and submit to the District proof of current certification in first aid and cardiopulmonary resuscitation (CPR). Certification must be issued by the American Red Cross, the American Heart Association, or another organization that provides equivalent training and certification.

2.8 Reassignments and transfers

Policy DK

All personnel are subject to assignment and reassignment by the superintendent or designee when the superintendent determines that the assignment or reassignment is in the best interest of the District. Reassignment is a transfer to another position, department, or facility that does not necessitate a change in the employment contract. Campus reassignments must be approved by the principal at the receiving campus except when reassignments are due to enrollment shifts or program changes. Extra-curricular or supplemental duty assignments may be reassigned at any time. Employees who object to a reassignment may follow the District process for employee complaints as outlined in this handbook and District policy DGBA (Local).

Employees with the required qualifications for a position may request a transfer to another campus or department. A written request for transfer must be completed and signed by the employee and the employee's supervisor. Teachers requesting a transfer to another campus before the school year begins must submit their request by June 1. Requests for transfer during the school year will be considered only when the change will not adversely affect students and after a replacement has been found. All transfer requests will be coordinated by the personnel office and must be approved by the receiving supervisor.

2.9 Workload and work schedules

Policy DL

Professional employees. Professional and administrative employees are exempt from overtime pay and are employed on a 10 or 12-month basis, according to the work schedules set by the District. A school calendar is adopted each year designating the work schedule for teachers and all school holidays. Notice of work schedules including required days of service and scheduled holidays will be distributed each school year.

Classroom teachers will have planning periods for instructional preparation and conferences. The schedule of planning periods is set at the campus level but must provide at least 450 minutes within each two-week period in blocks not less than 45 minutes. Teachers and librarians are entitled to a duty-free lunch period of at least 30 minutes. Workdays are based on a 7.5-hour day.

Paraprofessional and auxiliary employees. Support employees are employed at-will and will be notified of the required duty days, holidays, and hours of work for their position on an annual basis. Paraprofessional and auxiliary employees are not exempt from overtime and are not authorized to work in excess of their assigned schedule without prior approval from their supervisor.

All employees, regardless of classification, must have prior approval of their supervisor to earn compensatory time.

2.10 Notification of parents regarding certification status

Policy DBA, DK

In schools receiving Title I funds, the district is also required by the No Child Left Behind Act (NCLB) to notify parents at the beginning of each school year that they may request information regarding the professional qualifications of their child's teacher. NCLB also requires that parents be notified if their child has been assigned, or taught for four or more consecutive weeks by, a teacher who is not highly qualified.

Texas law requires that parents be notified if their child is assigned a teacher for more than 30 consecutive days who does not hold an appropriate teaching certificate. This notice is not required if parental notification under NCLB is sent. Inappropriately certified or uncertified teachers include individuals serving with an emergency permit (including individuals waiting to take the TeXes exam) or individuals who do not hold any certificate or permit. No later than the 30th instructional day after the date of assignment the superintendent or designee will send a written notice to parents. Information relating to teacher certification will be made available to the public upon request.

2.11 Outside employment and tutoring

Policy DBF

Employees who wish to accept outside employment or engage in other activities for profit must submit a written request to their supervisor. Be sure to include type of employment. Approval for outside employment will be determined by the superintendent and based on whether outside employment interferes with the duties of the regular assignment. Teachers are not allowed to privately tutor their students for pay, except during the summer months.

2.12 Employee involvement

Policy BQA, BQB

At both the campus and District levels, La Vega ISD offers opportunities for involvement in matters that affect employees. As part of the District's decision-making process, employees may

either be asked or elected to serve on District- or campus-level advisory committees. Plans and detailed information about the shared decision-making process is available from each campus principal or from the Assistant Superintendent for Instructional Services at 799-4963.

2.13 Staff development

Staff development activities are organized to meet the needs of employees and the District. Staff development is predominantly campus-based, related to achieving campus performance objectives, and developed and approved by District- and campus-level advisory committees.

2.14 Professional growth

Policy DMC

Employment by the District is contingent upon compliance with all provisions outlined in this policy. Professional employees who fail to meet the continuing professional education requirements of this policy shall be given a one-year contract.

Professional employees shall be required to earn six semester hours of college credit during each five-year period of employment. The following schedule shall be utilized for determining the initial due date for completion of the continuing professional education (CPE) requirements:

Employment Date	CPE Due Date
July 1, 1999 and prior	January 2005
2000-2001	January 2006
2001-2002	January 2007
Subsequent years	January following the fifth year of employment

The District CPE requirement does not replace any current or future state-and/or federally mandated CPE requirements, such as the requirement for teachers who teach gifted and talented students. All state-and/or federally mandated CPE requirements should be completed according to time lines specified with the respective laws and regulations.

Prior approval of all college courses or allowable substitutions as listed below shall be granted from both the assigned campus principal and the Superintendent or designee before CPE credit shall be awarded. Prior approval may only be obtained by submitting the request on the standard District form. Additionally CPE credit shall be awarded only for those college courses or approved substitutions within the target areas for professional growth as established by the District.

Professional employees may substitute any of the following for the required college semester hours:

1. Workshops: One semester-hour equivalent may be granted for 15 workshop hours.
2. Personal Travel Experience: A maximum of two semester-hour equivalents may be earned for personal travel of two weeks or longer. Travel approved for CPE credit shall relate to the professional's job assignment and a written report or journal of the travel shall be submitted as proof of completion.

3. District, State, or National Conferences: A maximum of one.

For more information about the professional growth requirement, please review *Policy DMC*.

2.15 Job descriptions

All employees will be given a copy of their job description upon employment with the District. Each employee will be asked to sign a copy of the job description and the signed copy will be placed in the employee's personnel file. Employees will be annually evaluated on the basis of their job performance according to their job description. Job descriptions will also be utilized to determine pay grades for each position.

SECTION 3: Performance evaluation & appraisal

3.1 Performance Evaluation

Policy DN series

Evaluation of an employee's job performance is a continual process that focuses on improvement. Performance evaluation is based on an employee's assigned job duties and other job-related criteria. All employees will participate in the evaluation process with their assigned supervisor at least annually. Written evaluations will be completed on forms approved by the District and shall be submitted to the personnel office for placement in the employee's personnel file. Reports, correspondence, and memoranda can also be used to document performance information. All employees will receive a copy of their written evaluation, have a performance conference with their supervisor, and have the opportunity to respond to the evaluation.

3.2 Auxiliary and Paraprofessional employees

Each auxiliary and paraprofessional employee shall be evaluated using the standard District *Performance Evaluation* form (see appendix) and the job description for the position assigned.

Evaluations shall be completed prior to May 1 of each school year.

3.3 Certified Teachers

Each certified teacher shall be evaluated using the Professional Development and Appraisal System (PDAS).

Appraisers. Campus administrators will serve as the appraisers for their respective campuses. All campus administrators will be appropriately certified and PDAS trained. All appraisers will be approved by the Board of Trustees annually. The following individuals were approved as PDAS appraisers for the 2006-2007 school years:

Administration	LVPC	LVE
Dr. Sharon M. Shields	Elicia Krumnow	Peggy Johnson
Al Bishop	Karla Davis	Melanie Dumas
Tammy Brinkman		Monty Francis
Maria Green		

LVIS-HPM	LVJH-GDC	LVHS
Bonnie McRae	Bryant Adams	Jerry Brem
Chris Borland	Steve Hanks	Marsha Moore
Kristi Rizo		Albert Zertuche

Appraisal Instrument. The appraisals will be conducted utilizing the following documents and procedures as required by state law and TEA guidelines:

PDAS Appraisal Framework, as approved for use by the TEA
PDAS Teacher Self-Report Form (Section I and II)
PDAS Observation Summary and Summative Annual Appraisal Report Forms (Domains I through VIII)
PDAS Intervention Plan for Teacher in Need of Assistance

Appraisal Procedures. Appraisal of professional teaching personnel in the District will be conducted a minimum of once annually in compliance with state law and TEA guidelines, subject to the following local district procedures:

Appraisal Calendar. Appraisal of teaching personnel in the District will be conducted a minimum of once annually in compliance with local district policies and procedures, state law and TEA guidelines. The following dates will be effective for the 2006-2007 school years:

Due date for Section I, Teacher Self-Report Form	September 25, 2006
Beginning date for appraisals	September 25, 2006
Due date for written summary of each individual observation	Within ten working days of observation
Due date for any documentation that will influence summative annual appraisal report	Within ten working days of of the appraiser's knowledge of the occurrence
Due date for revised Teacher Self-Report Form (revisions to Section I, Section II and III)	2 weeks prior to summative conference
Last date for providing teacher with copy written summative appraisal	5 days before summative conference/no later than May 13, 2007
Last date for summative conferences	May 18, 2007
Due date for written summative annual appraisal in personnel file	June 7, 2007

Appraisals may not occur on the day before or the day after a school holiday; days scheduled for end-of-semester or end-of-year examinations; or days scheduled for TAKS or other standardized tests.

Any written response or rebuttal must be submitted within ten working day of the teacher's receipt of a written observation summary, a written annual summative report, or any other written documentation associated with the teacher's appraisal.

Appraisal Observations. All appraisal observations, including second appraisals, shall be unscheduled.

Second Appraisals. A teacher may request a second appraisal by another appraiser as specified in the Texas Administrative Code Chapter 150. The request for a second appraisal must be made in writing to the Superintendent within ten (10) school days of the teacher's receipt of the first appraisal scores.

Second Appraisers. The Superintendent shall designate the second appraiser from the list of approved PDAS appraisers. If possible, the Superintendent will designate a second appraiser who is a campus administrator at the same level (elementary or secondary) as the first appraiser.

Second Appraisal Scores. Once the second appraisal and observation summary have been completed, the scores from the first appraisal shall be combined with the scores from the second appraisal according to the following formula:

a. First appraisal shall equal 60% of the total points for each domain criteria.
b. Second appraisal shall equal 40% of the total points for each domain criteria.
c. The combined weighted percentages shall be added for a total score for each domain criteria.
d. The scores for all domains shall be added to determine the total appraisal points.
e. The total appraisal points will be applied to the domain rating scale indicated for that domain to determine the teacher's domain rating (i.e., EE, P, BE, or U.)

Teacher in Need of Assistance. A teacher whose performance meets any of the following will be designated as a "teacher in need of assistance":

a. A teacher who is evaluated as unsatisfactory in one or more domains; or
b. A teacher who is evaluated as below expectations in two or more domains.

When a teacher is designated as a "teacher in need of assistance," the appraiser and/or the teacher's supervisor shall, in consultation with the teacher, develop an intervention plan. In cases when the teacher's appraiser is not the teacher's principal, the principal shall be involved in the development and evaluation of the intervention plan.

Domain VIII, Criterion 10 (Student Performance). Every teacher must be evaluated each year and the teacher's appraisal must include "...the performance of teachers' students." [Texas Education Code §21.351(a)(2)] La Vega Primary School does not receive an independent Campus Performance Rating because the campus does not serve grade levels, which participate in the Texas Assessment of Academic Skills (TAKS) testing. For the purposes of accountability, La Vega Primary School, which serves as a feeder school, has been paired with La Vega Elementary. Therefore, the Campus Performance Rating for La Vega Primary School will be the same as the Campus Performance Rating for La Vega Elementary.

Complaints and Grievances. All complaints or grievances regarding teacher appraisal shall be addressed in accordance with Policy DGBA (LOCAL).

3.4 Administrators

Appraisers. The Superintendent shall serve as the primary appraiser for campus principals, the Deputy Superintendent for Support Services, and the Assistant Superintendent for Instructional Services, and the Director of Personnel and Administrative Services. Central office administrators will provide input for the appraisals of campus principals, as appropriate.

Campus principals shall serve as the primary appraiser for assistant principals. Central office administrators will provide input for the appraisals of assistant principals, as appropriate.

Appraisal Instruments. Administrator appraisals will be conducted utilizing the following documents and procedures as required by local procedures, state law, and TEA guidelines:

1. Administrator Self-Evaluation Form
   - Part A. General Effectiveness
   - Part B. Position Specific Effectiveness
   - Part C. Areas of Strength
   - Part D. Areas of Concern
   - Part E. Goal Setting

2. Administrator Performance Evaluation Form
   - Part A. General Effectiveness
   - Part B. Position Specific Effectiveness
   - Part C. Employee Comments
   - Part D. Appraiser's Comments
   - Part E. Overall Rating
   - Part F. Signatures

Additionally, the following documents and procedures will be utilized for the *Commissioner-Recommended Student Performance Domain:*

1. Commissioner-Recommended Student Performance Domain: Worksheet A
2. Commissioner-Recommended Student Performance Domain: Alternative School Principal*
3. Commissioner-Recommended Student Performance Domain: Appraiser Summary
4. Commissioner-Recommended Student Performance Domain: Analysis of Indicators for Goal Setting and Intervention Plan (if required)

*for administrators in the Success Program

Appraisal Calendar. Appraisal of administrative personnel in the District will be conducted a minimum of once annually in compliance with local district procedures, state law and TEA guidelines. The following dates will be effective for the 2006-2007 school year:

Beginning of appraisal period	September 25, 2006
Due date for Commissioner-Recommended Student Performance Domain: Principal's Worksheet	November 1, 2006
Due date for Commissioner-Recommended Student Performance Domain: Appraiser's Summary	November 21, 2006
Due date for Commissioner-Recommended Student Performance Domain: Analysis of Indicators for Goal Setting and Intervention Plan (if required)	December 8, 2006
Due date for Administrator Self-Evaluation Form	January 23, 2007
Due date for Administrative Performance Evaluation Form	February 6, 2007

Commissioner-Recommended Student Performance Domain. The appraisal of a principal shall include consideration of the performance of a principal's campus on the indicators established under §39.051 and the campus's objectives established under §11.253, including performance gains of the campus and the maintenance of those gains. [Texas Education Code §21.354 (e)] La Vega Primary School does not receive an independent Campus Performance Rating because the campus does not serve grade levels, which participate in the Texas Assessment of Academic Skills (TAKS) testing. For the purposes of accountability, La Vega Primary School, which serves as a feeder school, has been paired with La Vega Elementary. Therefore, the Campus Performance Rating for La Vega Primary School will be the same as the Campus Performance Rating for La Vega Elementary.

The following administrative positions will include district-wide student performance data for the Commissioner-Recommended Student Performance Domain:

Educational Diagnostician
Speech Pathologist (ASHA Certified)
Ex. Director of Personnel & Adm. Services
Director of Finance
Director of Special Programs
Director of Special Education
Director of Athletics/Head Coach
Director of Music/Head Band Director
Director of Technology
Director of Elementary Education
Director of Secondary Education
Deputy Supt. for Support Services
Superintendent of Schools

The following administrative positions will include student performance data for the campus assigned for the Commissioner-Recommended Student Performance Domain:

Asst. Principal/Secondary/Instruction
Asst. Principal/Secondary/Student Services
Counselor (Elementary)
Counselor (Secondary)
Instructional Facilitator (Elementary)
Principal (Grades PK-8)
Principal (Grades 9-12)

Complaints and Grievances. All complaints or grievances regarding administrator appraisal shall be addressed in accordance with Policy DGBA (LOCAL).

SECTION 4: Compensation and benefits

4.1 Salaries, wages, and stipends

Policy DEA

Employees are paid in accordance with administrative guidelines and a pay structure established for each position. The District's pay plans are reviewed by the administration each year and adjusted as needed. All District positions are classified as exempt or nonexempt according to federal law. Professional and administrative employees are generally classified as exempt and are paid monthly salaries. They are not entitled to overtime compensation. Other employees are generally classified as nonexempt and are paid based on hourly wages or provided compensatory time for each overtime hour worked. (See **Overtime at 4.5**.)

Salaries and wage schedules are reviewed on an annual basis and adjusted according to the budgeted amounts approved by the board. All employees will receive written notice of their pay and work schedules before the start of each school year. Classroom teachers, full-time, full-time nurses, and full-time counselors will be paid no less than the minimum state salary schedule. Contract employees who perform extracurricular or supplemental duties may be paid a stipend in addition to their salary according to the District's extra-duty pay schedule. The District does not provide paid holidays or paid vacations to any District employees.

Employees should contact the Executive Director of Personnel & Administrative Services at 799-4963, for more information about the District's pay schedules or their own pay.

4.2 Paychecks

All professional and paraprofessional employees are paid monthly. Auxiliary employees are paid semi-monthly. During the school year, paychecks are distributed at each campus by the principal or supervisor. Paychecks will not be released to any person other than the District employee named on the check without the employee's written authorization. During summer breaks, paychecks will be available at the Administration Office from 11:00 a.m. until 4:00 p.m. on payday. Any paychecks not picked up by 4:00 p.m. will be mailed to the employee at the current address on file in the personnel office.

An employee's payroll statement contains detailed information including deductions and withholding information.

Semi-monthly paychecks will be distributed on or before the 15th day of each month. Monthly paychecks will be distributed on or before the 27th day of each month. The payroll calendar for the purposes of calculating an employee's salary is as follows:

Employee's Duty Days	Payroll Calendar
0 - 206	September 1 - August 31
215 or more	July 1 - June 30

4.3 Payroll direct deposit

The District offers employees payroll direct deposit. Contact the payroll department at 799-4963 for more information about the payroll direct deposit services.

4.4 Payroll deductions

Policy CFEA

Automatic payroll deductions for the Texas Teacher Retirement System (TRS) and federal income tax are required for all full-time employees. Medicare tax deductions also are required for all employees hired after March 31, 1986. Temporary and part-time employees who are not eligible for TRS membership must have deferred compensation contributions deducted.

Other payroll deductions employees may elect include deductions for the employee's share of premiums for health, dental, life insurance, and income protection insurance; annuities; and savings and loan payments through Educators Credit Union. Employees may also request payroll deduction for payment of membership dues to professional organizations.

Salary deductions are automatically made for unauthorized or unpaid leave.

4.5 Overtime compensation

Policy DEA

The District compensates overtime for nonexempt employees in accordance with federal wage and hour laws. All employees are classified as exempt or nonexempt for purposes of overtime compensation. Professional and administrative employees are ineligible for overtime compensation and may only be entitled to compensatory time (comp time) with prior approval from the superintendent or his designee. Only nonexempt (hourly) employees are entitled to overtime compensation.

Nonexempt employees are not authorized to work beyond their normal work schedule without advance approval from their supervisor.

Overtime is legally defined as all hours worked in excess of 40 hours weekly and is not measured by the day or by the employee's regular work schedule. Employees who must work beyond their normal schedule but less than 40 hours per week will be compensated in straight-time pay. Employees must work more than 40 total hours in a week to earn overtime compensation.

For the purpose of calculating overtime, a workweek begins at 12:01 a.m. Monday and ends at 12:00 p.m. Sunday. This is the most common practice in Districts. Employees may be compensated for overtime with direct pay at time-and-a-half rates. All nonexempt employees are required to utilize the time clock for the purpose of documenting hours worked. Repeated failure to appropriately utilize the time clock may result in disciplinary action, including termination.

4.6 Travel expense reimbursement

Policy DEE

Before an employee incurs any travel expenses, the employee's supervisor must give approval. For approved travel, employees will be reimbursed for mileage and other travel expenditures according to the current rate schedule established by the District. Employees must submit receipts, to the extent possible, to be reimbursed for expenses other than mileage and meals.

4.7 Health insurance

Group health insurance coverage is available to employees who are regularly scheduled to work more than 20 hours per week. The District's contribution to employee health insurance premiums is determined annually by the Board of Trustees. Only full-time employees (employees who are regularly scheduled to work 37.5 hours or more per week) are eligible to receive the District contribution to the employee's health insurance premium.

The insurance plan year begins September 1 of each year. Employees are eligible for health insurance on their 1st day of employment.

Detailed descriptions of insurance coverage, prices, and eligibility requirements are provided to all employees upon employment and during the open enrollment period. Questions or concerns may be directed to Gail Souders at 299-6712.

4.8 Supplemental insurance benefits

Policy CRG

At their own expense, employees can enroll in supplemental insurance programs for life insurance, dental, disability, cancer, critical illness, vision, long term care and accident and dread diseases. Premiums for these programs are paid by payroll deduction. Coverage begins the 1st of the month after your hire date. Employees should contact Gail Souders at 299-6712 for more information.

4.9 Cafeteria plan benefits (Section 125)

Employees may be eligible to participate in the Cafeteria Plan (Section 125) and, under IRS regulations, must either accept or reject this benefit. This plan enables eligible employees to pay certain insurance premiums on a pretax basis (i.e., health, disability, cancer and dread disease, and dental).

New employees must accept or reject this benefit during their first month of employment. All employees must accept or reject this benefit on an annual basis and during the specified time period.

4.10 Workers' compensation insurance

Policy CRE

The District, in accordance with state law, provides workers' compensation benefits to employees who suffer a work-related illness or are injured on the job. Benefits help pay for medical treatment and make up for part of the income lost while recovering. Specific benefits are prescribed by law depending on the circumstances of each case.

All work-related accidents or injuries should be reported immediately to the employee's immediate supervisor. Employees who are unable to work due to a work-related injury will be notified of their rights and responsibilities under the Texas Labor Code. See *Workers' Compensation Benefits* for more information on use of paid leave for such absences.

Employees who are injured on the job and require medical attention will be compensated for any time missed on the day of injury. In the event that an employee is absent from work other than on the day of injury, the District will use the employee's available paid leave to cover the loss of time.

4.11 Unemployment compensation insurance

Policy CRF

Employees who have been laid off or terminated through no fault of their own may be eligible for unemployment compensation benefits under the Texas Unemployment Compensation Act. Employees are not eligible to collect unemployment benefits during regularly scheduled breaks in the school year or the summer months if they have employment contracts or reasonable assurance of returning to service. Employees with questions about unemployment benefits should contact the Executive Director of Personnel & Administrative Services at 799-4963.

4.12 Teacher retirement

Policy DEG

All personnel employed on a regular basis for at least one-half time of the normal work schedule are members of the Texas Teacher Retirement System (TRS). For new employees, there is a 90-day waiting period before TRS membership begins. Substitutes who work at least 90 days a year are also eligible for TRS membership and may purchase a year of creditable service. TRS provides members with an annual statement of their account showing all deposits and the total account balance for the year ending August 31, as well as an estimate of their retirement benefits.

Employees who plan to retire under TRS should notify the payroll/accounting department and personnel department, as soon as possible. Additional inquiries should be addressed to: Teacher Retirement System of Texas, 1000 Red River Street, Austin, TX 78701-2698, or call 1-800-223-8778 or 512-397-6400. TRS information is also available on the Web at www.trs.state.tx.us.

4.13 Deferred Compensation Plan, Section 457

Deferred Compensation, Section 457 of the IRS code is the retirement plan for part-time employees that work less than 20 hours a week. A deduction will be made from each paycheck to contribute to this plan. Funds that are deposited can be withdrawn 13 months after termination from the District.

4.14 Other benefits

Policy DEB

Tax-sheltered annuities. Employees may choose to tax shelter a portion of their paycheck for the purchase of annuities or for contributions to any type of investment as authorized in Section 403(b) of the IRS Code. For a listing of agents and products, call Gail Souders at 799-4963.

Free athletic passes. District employees shall be admitted free to all home athletic events.

Employee assistance program. Recognizing that employees run into a variety of personal concerns that have an effect on their work performance, La Vega I.S.D. has contracted with Lake Shore Center for Psychological Services to provide confidential counseling to District employees and their families. Each employee or a family member is eligible for a total of five free visits per calendar year.

Lake Shore Center accepts First Care Health Insurance. Employees enrolled in this health plan would not begin to claim on their insurance until after the five free visits. Appointments can be made by contacting Lake Shore Center for Psychological Services at 254-776-0400. Any employee must identify his/herself as an LVISD employee.

Lake Shore Center for Psychological Services, P.C. is located in the Woods Office Park at 4555 Lake Shore Drive.

SECTION 5: Leaves and absences

5.1 General Information

Policy DEC

The District offers employees paid and unpaid leaves of absence in times of personal need. This handbook describes the basic types of leave available and restrictions on leaves of absence. Employees who have personal needs that will require extended leaves of absence should call the Executive Director of Personnel & Administrative Services at 799-4963 for counseling about leave options, continuation of benefits, and communicating with the District.

Employees who take an unpaid leave of absence may continue their insurance benefits at their own expense. Health care benefits for employees on leave authorized under the Family and Medical Leave Act will be paid by the District, as they were when they were working. Otherwise, the District does not make benefit contributions for employees who are not on active payroll status.

Employees must follow the Substitute and Employee Absence Management System (SEAMS) procedures for any absence. Employees should report and call in absences to the SEAMS system by 7:00 a.m. in addition to any other campus procedures as outlined by the principals. The procedures for using the automated SEAMS system are outlined below:

Call system – 799-5243
Enter assigned pin number
Enter the dates and times of absence(s)
Enter the absence reason number
Record special instructions or request a substitute
Receive the job number

A substitute cannot be called if the system is not called in time to locate a substitute. Here's how the system works when calling for a substitute:

An employee call the SEAMS system to report an absence
An absence is reported and receives a job number
The SEAMS system searches its listings and finds the appropriate substitute for the job
During the morning or evening calling period, SEAMS places a call to the substitute
The substitute enters their personal identification number and the SEAMS system narrator recites the job information
The substitute accepts or declines the job. If accepted the substitute is given the job number to use when reporting to the location

For complete instructions in calling the SEAMS system; refer to the quick reference card that was distributed to all employees.

In addition, employees must complete the appropriate form when requesting use of personal days. Any employee who is absent more than five consecutive days because of a personal or family illness shall be required to submit a medical certification from a qualified health care provider confirming the specific dates of the illness, the reason for the illness, and full release to return to work.

Personal and local sick leave is earned on an annual basis. State personal leave and local sick leave for the current year shall be available for use at the beginning of the school year for all employees except those employees designated by the District as being paid on an actual basis. When an employee who has used more leave than he or she has accumulated/earned ceases to be employed by the District, the cost of the unearned leave days shall be deducted from the employee's final paycheck.

Employees shall be charged sick leave as used even if a substitute is not employed. Sick leave shall not be approved for more workdays than have been accumulated in prior years plus those earned during the current year. Sick leave shall be recorded in whole workdays and half workdays only, except when coordinated with workers' compensation benefits.

Employees continue to earn state personal leave and local sick leave while out on paid leave. However, employees who are out on non-paid leave do not continue to earn state personal leave and local sick leave during their absence.

When an employee has exhausted all available paid and non-paid leave as outlined in Policy DEC (Legal) and (Local) and is unable to return to work, the employment relationship will be terminated.

For purposes of approving leave, the employee's "immediate family" shall be defined as:

- spouse;
- son or daughter, including a biological, adopted, or foster child; a son-or daughter-in-law; a stepchild; a legal ward; or a child for whom the employee stands *in loco parentis*;
- parent, stepparent, parent-in-law, or other individual who stands *in loco parentis* to the employee;
- sibling, stepsibling, or sibling-in-law;
- grandparent and grandchild; or
- any person who may be residing in the employee's household at the time of illness or death.

5.2 Personal leave

State law requires that all employees receive up to five days of paid personal leave per year. Personal leave is earned at a rate of one-half day for every 18 workdays of employment. A day of earned personal leave is equivalent to an assigned workday. There is no limit on the accumulation of state personal leave, and it can be transferred to other Texas school Districts and is generally transferable to regional education service centers. There are two types of personal leave: nondiscretionary and discretionary.

Nondiscretionary. Leave that is taken for personal or family illness, emergency, or a death in the family, or active military service is considered nondiscretionary leave. This type of leave allows very little or no advance planning and will be granted to employees in the same manner as sick leave.

Discretionary. Leave that is taken at an employee's discretion and that can be scheduled in advance is considered discretionary leave. An employee wishing to take discretionary personal

leave must submit a notice of the request five (5) school days in advance of the anticipated absence to his or her principal or supervisor. The principal will then forward the request to the personnel department for superintendent's approval. We recommend that you do this by email. Discretionary personal leave will be granted on a first-come, first-served basis and will be subject to the following limitations unless otherwise approved by the Superintendent:

- a maximum of 5% of the campus employees in each job category will be permitted to take discretionary personal leave at the same time.
- discretionary leave may not last more than three (3) consecutive workdays, except with special approval for extenuating circumstances from the superintendent.
- discretionary leave may not be taken on the following key days:
  - the day before a school holiday;
  - the day after a school holiday;
  - days scheduled for end-of-semester or end-of-year exams;
  - days scheduled for TAAS tests;
  - professional or staff development days; or
  - the first and last week of the school year.

5.3 State sick leave

Previously accumulated state sick leave is available for use and may be transferred to other school Districts in Texas. Sick leave can be used only in whole or half-day increments except when coordinated with family and medical leave taken on an intermittent or reduced-schedule basis and workers' compensation benefits. If an employee uses more sick leave than he or she has earned or accumulated, the cost of unearned sick leave will be deducted from the employee's next paycheck.

Sick leave may be used for the following reasons only:

- employee illness;
- illness in the employee's immediate family;
- family emergency (i.e., natural disasters or life-threatening situations); or
- death in the employee's immediate family;
- active military service.

5.4 Local sick leave

The District provides additional local sick leave for all professional, paraprofessional, and auxiliary personnel. All employees shall earn local sick leave days at a rate of one-half local sick leave day for each 18 workdays of employment, up to a maximum of five (5) local sick leave days per employment year.

Local sick leave shall accumulate without limit and shall be taken with no loss of pay. Local sick leave, if any, shall be used after state sick leave and under the terms and conditions applicable to state sick leave except as otherwise provided by District policy.

Employees may use local sick leave for first-year care following the birth or adoption of their son or daughter or the placement of a child with the employee for foster care.

5.5 Non-duty days

The District provides additional non-paid days for employees that work year round and do not receive paid vacation. Employees eligible for non-duty days are in positions assigned to work 226 days per year (July 1 through June 30). Non-duty days shall be available for use throughout the year, subject to the conditions below.

Non-duty days shall be taken in half-day and full-day increments.

Non-duty days shall not be cumulative. Any non-duty days remaining on June 30 shall be forfeited by the employee unless prior written approval by the Superintendent. A maximum of five (5) days may be carried over if approved but must be used by July 31 of the same year.

5.6 Vacation

Policy DEC

"Vacation" is defined as the total number of workdays in the District calendar year less the employee's number of workdays.

Employees eligible for vacation leave are non-exempt (hourly) employees in positions assigned to work 252 days per year may earn a maximum of ten days of vacation leave each calendar year (July 1 through June 30), which shall be prorated in the event the employee does not fill the position for the full 12-month period. One (1) day of vacation leave shall be awarded for every 24 days worked. Vacation days that will be earned for the current year shall be available for use throughout the year, subject to the conditions below.

Vacation leave shall be taken in half-day and full-day increments.

Vacation leave shall not be cumulative. Any vacation leave days remaining on June 30 shall be forfeited by the employee.

Vacation leave shall be considered discretionary leave. Employees must submit a notice of the request to take vacation leave five (5) working days in advance of the anticipated absence to his/her immediate supervisor.

Vacation leave shall be granted on a first-come, first served basis and will be subject to the following limitations unless otherwise approved by the Superintendent.

Vacation leave may not be taken on the following key days:

- the day before a school holiday;
- the day after a school holiday; or
- the first and last week of the instructional school year.

Vacation leave may be taken for an employee's personal illness or illness/death in the employee's immediate family (as defined in Policy DEC) if the employee has exhausted all available state sick leave, state personal leave, and local sick leave.

5.7 School Business

This leave is not deducted from the employee's paid leave (i.e., state sick leave, local sick leave, or personal state leave) as long as the employee has obtained prior approval for the school business activity from their supervisor. School Business must also be called in to the SEAMS system.

5.8 Temporary disability

Certified employees. The purpose of temporary disability leave is to provide job protection to full-time educators who cannot work for an extended period of time because of a mental or physical disability of a temporary nature. Any full-time employee whose position requires certification by the State Board for Educator Certification or by the district is eligible for temporary disability leave. Pregnancy and conditions related to pregnancy are treated the same as any other temporary disability. A full-time educator may voluntarily request to be placed on temporary disability leave or be placed on leave involuntarily.

Employees must request approval for temporary disability leave. The leave request must be accompanied by a physician's statement confirming the employee's inability to work and estimating a probable date of return. If disability leave is approved, the length of leave is no longer than 180 days. If disability leave is not approved, the employee must return to work or be subject to termination procedures.

If an employee is placed on temporary disability leave involuntarily, he or she has the right to request a hearing before the Board of Trustees. The employee may protest the action and present additional evidence of fitness to work.

When an employee is ready to return to work, the Executive Director of Personnel & Administrative Services in the District Personnel Office should be notified at least 30 days in advance. The return-to-work notice must be accompanied by a physician's statement confirming that the employee will be able to do the job. Professional employees returning from leave will be reinstated to the school to which they were previously assigned as soon as an appropriate position is available. If a position is not available before the end of the school year, professional employees will be reinstated at the beginning of the following school year.

Non-educators. The maximum length of temporary disability leave for non-educators shall be 30 calendar days. Medical certification shall be required to determine eligibility for temporary disability leave. Non-educators are only eligible for temporary disability leave once all other paid leave has been exhausted. During the leave period, the employee's health insurance benefits shall be maintained at the same level provided prior to the leave period.

At the conclusion of the leave period, if the employee is able to return to work, the employee shall be placed in the first available position for which he or she is eligible. If the employee is not able to return to work at the conclusion of the leave period, employment with the District shall be terminated.

5.9 Family and medical leave

Employees who have been employed by the District for at least 12 months and have worked at least 1,250 hours during that time are eligible for family and medical leave. The 12-month period within which employees shall be eligible for 12-weeks of family and medical leave shall be defined as the 12-month period beginning on July 1 and ending on June 30 each school year.

Employees who have been absent from duty for five (5) consecutive days will be contacted by the personnel office. Upon discernment that the employee's absence qualifies for family and medical leave, the employee shall be placed on family and medical leave.

Eligible employees can take up to 12 weeks of unpaid leave each year for the following reasons:

- the birth, adoption, or foster placement of a child;
- to care for a spouse, parent, or child with a serious health condition; or
- an employee's serious health condition.

If both spouses are employed by the District, combined family and medical leave for the birth, adoption, or placement of a child, or to care for a parent with a serious health condition may be limited to a combined total of 12 weeks as determined by the needs of the District.

Eligible employees are entitled to continue their health care benefits under the same terms and conditions as when they were on the job and are entitled to return to their previous job or an equivalent job at the end of their leave. Under some circumstances, teachers who are able to return to work at or near the conclusion of a semester may be required to continue their leave until the end of the semester.

Family and medical leave runs concurrently with accrued sick and personal leave. Accumulated leave will be used as family and medical leave, except in the case of employees who are receiving workers' compensation wage benefits.

In some circumstances, employees may take family and medical leave in blocks of time or by reducing their normal weekly or daily work schedule. Intermittent leave may be taken under the following circumstances:

- to allow an employee to care for a seriously ill spouse, child, or parent.
- when an employee requires medical treatment for a serious illness.
- when an employee is seriously ill and unable to work.
- when an employee becomes a parent or has a foster child placed in his or her home.

When the need for family and medical leave is foreseeable, employees who want to use it must provide 30-day advance notice of their need. When the need for leave is not foreseeable, employees must contact the Executive Director of Personnel & Administrative Services at 799-4963 as soon as possible. Employees may be required to provide the following:

- medical certification from a qualified health care provider supporting the need for leave due to a serious health condition affecting the employee or an immediate family member.
- second or third medical opinions and periodic recertification of the need for leave.
- periodic reports during the leave regarding the employee's status and intent to return to work.
- medical certification from a qualified health care provider at the conclusion of leave of an employee's ability to perform the essential job functions.

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Employees requiring family and medical leave should contact the personnel department for details on eligibility, requirements, and limitations.

5.10 Duties while on leave

Employees on any type of leave are not allowed to perform extra duties, i.e. coaching duties, ticket sales, and etc. while on leave from their regular duties.

5.11 Workers' compensation benefits

An employee receiving workers' compensation wage benefits for a job-related illness or injury may choose to use sick leave or any other paid leave benefits. While receiving workers' compensation wage benefits, the district will pay the difference between the weekly income benefit and the employee's regular salary and charge available leave proportionately.

Paid leave offset. An employee who chooses to use paid leave shall have his or her weekly workers' compensation wage benefit supplemented up to the pre-injury regular weekly wage. The District shall charge the employee's accrued leave proportionately until the available leave is exhausted. [See CRE (Legal)]

Employees electing to use the paid leave offsetting provision must contact the Personnel Office to make necessary arrangements.

Return to Work Policy. Employees on leave must have a release from the doctor before returning to work. An employee released for work by their physician may be offered modified duty during the time the employee has physical restrictions. Every effort will be made to accommodate any restrictions in the employee's regular job, or another temporary assignment may be made. The employee will return to their regular job when attending physician issues a written full release to return to work.

5.12 Assault leave

Assault leave provides extended job income and benefits protection to anyone who is seriously injured as the result of a physical assault suffered during the performance of his or her job. An employee who is physically assaulted at work may take all the leave time necessary to recover from the physical injuries he or she sustained. Days of leave granted under the assault leave provision will not be deducted from accrued personal leave or counted against the employee's family and medical leave entitlement, and may be coordinated with workers' compensation benefits.

5.13 Bereavement leave

Use of state and/or local sick leave for death in the immediate family shall not exceed five workdays per occurrence, subject to the approval of the Superintendent. In the event that there is a death in the immediate family and all sick leave has been used, two additional days shall be granted locally.

5.14 Jury duty

Employees will receive leave with pay and without loss of accumulated leave for jury duty if they do the following:

1. Send proof of jury duty form to the personnel office. The court will not automatically provide proof of jury duty service. The employee should ask the court clerk for a document indicating proof of jury duty service.

2. The proof of jury duty service must include the time of service (i.e., 8:00am to 10:00am).

Failure to provide proof of jury duty service, including time served, will result in loss of pay or a deduction from the employee's personal leave.

Employees are required to return to work from jury duty if more than 50% of the employee's normal daily scheduled hours remain or if the jury duty occurs outside of the employee's normal work hours.

Employees shall be allowed to retain any compensation they receive for this service.

5.15 Other court appearances

Employees will be granted paid leave to comply with a valid subpoena to appear in a civil, criminal, legislative, or administrative proceeding. Absences for court appearances related to an employee's personal business must be taken as personal leave or leave without pay (if no personal leave is available). Employees may be required to submit documentation of their need for leave for court appearances.

5.16 Military leave

Paid leave for military service. Any employee who is a member of the Texas National Guard, Texas State Guard, or reserves component of the armed forces will be granted a paid leave of absence without loss of any accumulated leave for authorized training or duty orders. Paid military leave will not exceed 15 days per year. In addition, an employee is entitled to use available state and local personal or sick leave during a time of active military service.

Reemployment after state military leave. Employees who leave the District to enter into the United States uniformed services or ordered to active state military duty (Texas National Guard or Texas State Guard) may return to employment if they are honorably discharged or released

Employees who wish to return to the District will be reemployed in the same position they previously held or reassigned to a position of similar seniority, status, and pay, provided they are still qualified to perform the required duties of the position. Application for reemployment and evidence of honorable discharge or release must be submitted to the Executive Director of Personnel & Administrative Services at 799-4963, within 90 days of discharge or separation.

Reemployment after federal military leave. Employees who leave the District to enter into the United States uniformed services may return to employment if they are honorably discharged. Employees who wish to return to the District will be reemployed in the position they would have held if employment had not been interrupted or reassigned to an equivalent or similar position provided they are still qualified to perform the required duties. To be eligible for reemployment, employees must provide notice of their obligation or intent to perform military service, provide evidence of honorable discharge or release, and submit an application for reemployment to the Executive Director of Personnel & Administrative Services at 799-4963.

Employees who perform service in the uniformed services may elect to continue their health plan coverage for a period not to exceed 24 months. Employees should contact Gail Souders at 799-4963 for details on eligibility, requirements, and limitations.

5.17 Extended Leave of Absence

Any full-time employee who has earned at least one year of service with the District may request a non-paid extended leave of absence for a period not to exceed one calendar year. The Superintendent is authorized to approve the extended leave of absence. The employee's request shall be contingent upon the following factors:

1. The employee shall be in good standing as determined by the Superintendent and;
2. The employee shall receive a recommendation from his or her immediate supervisor that the request be approved by the Superintendent.
3. The employee must receive written approval from the Superintendent.

During the period of extended leave, the employee may elect to maintain health insurance benefits at his or her own expense. At the end of the leave period the employee shall return to work provided there is an available position. If there is not an available position at the end of the leave period, the employee's request for leave will serve as a resignation effective at the end of the leave period. The granting of the leave by the Superintendent will serve as acceptance of the employee's resignation on behalf of the Board of Trustees, if a position is not available for the employee at the end of the leave period.

In the event an employee fails to return to work at the end of the extended leave period, employment with the District shall be terminated in accordance with appropriate District policy.

5.18 Sick leave pool

Policy DEC

A sick leave pool may be established from voluntary donations by District staff to assist a fellow employee absent due to personal illness or disability or that of the employee's spouse, child, or parent. Eligibility criteria for FMLA will be observed for qualification of the sick leave pool. The following general guidelines shall govern the sick leave pool:

The requesting employee shall:

- have been employed in the full-time capacity for a minimum of one year;
- have a personal illness or disability;
- submit a medical certification form completed by the employee's physician to the personnel office;
- have utilized all state sick leave, local sick leave, and state personal leave;
- have completed a Request for Sick Leave Pool form and submitted the form to the personnel office while sill on leave for the illness/disability for which the pool is being requested; and
- provide written authorization to release his/her name and general information relating to the request for the sick leave pool.

The donating employee shall:

- be a full-time employee;
- have earned state personal days to donate;
- have completed a Donation for Sick Leave Pool form and submitted the form to the personnel office.

Each donating employee shall be allowed a maximum donation of two state personal days per sick leave pool. Leave donations shall be accepted in full days only. No half-days shall be accepted.

There shall be no limit to the number of sick leave pools an employee may request in one year. The calendar for the sick leave pool year shall begin July 1 and end June 30 each year. Each sick leave pool shall be limited to a maximum of thirty donated days. Donations shall be accepted in the order received. All donation forms received after the maximum amount has been reached shall be returned to the donating employee.

In the event an employee who receives a sick leave pool does not utilize all of the donated days, the donating employees' names shall be placed in a drawing once per each day donated for a maximum of two entries in the drawing. Based on the number of days remaining in the sick leave pool, the Director of Personnel and Administrative Services shall draw a name/names for each of the remaining days. When the donating employee's name is drawn, the donating employee shall be credited with the day of leave originally donated.

Local sick leave days shall not be eligible for donation.

The donation period for each sick leave pool shall be ten business days from the date the sick leave request is posted. The request for sick leave shall be posted at each campus and department in the District. Individual notices will not be distributed to all employees.

SECTION 6: Employee relations & communications

6.1 Employee recognition and appreciation

Policy DJ

Continuous efforts are made throughout the year to recognize employees who make an extra effort to contribute to the success of the district. Employees are recognized at board meetings, in the district newsletter, and through special events and activities.

6.2 District communications

Throughout the school year, the Superintendent's office publishes newsletters, brochures, fliers, calendars, news releases, and other communication materials. These publications offer employees and the community information pertaining to school activities and achievements. They include the following:

Board Briefs - Staff newsletter published monthly after the regular board meeting

Monthly calendar of events -- includes a calendar of district-wide events for staff, community, and media

For more information, visit our website at www.lavegaisd.org

6.3 Complaints or concerns and grievances

Policy DGBA

In an effort to hear and resolve employee complaints in a timely manner and at the lowest administrative level possible, the Board has adopted an orderly process that all employees must follow when bringing formal complaints or concerns and grievances except in the case of sexual harassment complaints or concerns (**Harassment at 7.3**). Employees are encouraged to discuss problems or complaints or concerns with their supervisors or an appropriate administrator at any time.

The formal grievance process provides all employees with an opportunity to be heard up to the highest level of management if they are dissatisfied with an administrative response. Once all administrative grievance procedures are exhausted, employees can bring grievances to the Board of Trustees. For ease of reference, the entire District policy concerning the process of bringing complaints or concerns and grievances is reprinted as follows:

Purpose. The purpose of this policy is to provide employees an orderly process for the prompt and equitable resolution of complaints or concerns. The Board intends that, whenever feasible, complaints or concerns be resolved at the lowest possible administrative level.

Other Review Processes. Some topics are governed by other review processes and are not subject to this policy. Employee termination procedures are found in policy series DF and at DCD (LOCAL). An employee's dismissal or nonrenewal may be the subject of a complaint or concern

under this policy only if the District does not otherwise provide for a hearing on the matter. For complaints/concerns against peace officers, see CKE (LEGAL).

Nondiscrimination. The names of District directors for compliance with federal nondiscrimination laws are found in DAA (LOCAL). Issues specific to sexual harassment complaints/concerns are found at DHC.

Notice to Employees. The principal of each campus and other supervisory personnel shall ensure that all employees under their supervision are informed of this policy. Employees shall be provided a copy of the policy at the time of employment and whenever it is revised.

Definition. A complaint under this policy shall include grievances concerning an employee's wages, hours, or conditions of work and specific allegations of unlawful discrimination in employment on the basis of sex (including allegations of sexual harassment), race, religion, national origin, age, or disability, or on the basis of the employee's exercise of constitutional rights. A complaint must specify the individual harm alleged.

Consolidation. When the Superintendent determines that two or more individual complaints are sufficiently similar in nature and remedy to permit their resolution through one proceeding, he or she may consolidate the complaints.

Freedom from Retaliation. Neither the Board nor the administration shall unlawfully retaliate against any employee for bringing a complaint under this policy.

"Whistleblower" Complaints. Employees who allege unlawful discrimination in retaliation for reporting a violation of law to an appropriate authority shall invoke this policy not later than 15 days after the date the alleged violation occurred or was discovered by the employee through the use of reasonable diligence. The complaint shall begin at Level Two. If the complaint is not resolved at that level, the Superintendent shall ensure that the matter reaches the Board expeditiously. Time lines for the employee and the District set out in Policy DGBA (LOCAL) may be shortened to ensure that the Board's final decision is made within 30 days of the initiation of the complaint.

General Provisions. Complaints shall be heard in informal administrative conferences. All complaints arising out of an event or related series of events must be addressed in one complaint. An employee is precluded from bringing separate or serial complaints concerning events about which the employee has previously complained. The party incurring them shall pay costs of any complaint.

In resolving complaints, time is of the essence. All time limits shall be strictly complied with, unless extended by mutual consent. All references are to calendar days.

The appropriate administrator at each level shall respond to the employee within seven days of a complaint conference. Written complaints shall receive a written response. The employee has

seven days after receiving a response to appeal to the next level. The complaint shall be considered concluded if the employee does not appeal within that limit.

Employees shall be entitled to administrative review conferences as outlined in the Level One and Level Two sections below and to an informal presentation of the complaint to the Board as specified in the Level Three section, unless the Board grants a hearing.

If an employee alleges in writing specific facts that, if true, would constitute a violation of the employee's common law, statutory, or constitutional rights, the Superintendent or designee shall investigate the allegations. If the employee does not accept the Superintendent's resolution at Level Two and requests a Board hearing, the Superintendent shall schedule a hearing as specified in the Level Three section below.

Announcing a decision in the employee's presence constitutes communication of the decision.

Level One. An employee who has a complaint shall meet with the principal or immediate supervisor within 15 days of the time the employee first knew or should have known of the event or series of events causing the complaint. At this meeting, the employee shall submit the complaint in writing on a form provided by the District.

Level Two. If the outcome of the conference at Level One is not to the employee's satisfaction, the employee may request, in writing on a form provided by the District, to meet with the Superintendent or a designee. The meeting shall be held within seven days after the Superintendent or designee received the request to discuss the complaint.

Level Three Presentation. If the outcome at Level Two is not to the employee's satisfaction, the employee may present the complaint to the Board at the next regular meeting. [See BE (LOCAL)] The Board shall designate a portion of its regular monthly meeting to hear employee complaints; however, it shall not deliberate, discuss, or decide with respect to any subject not included in the written notice (posted agenda) for the meeting, other than to propose to place the matter on the agenda for a subsequent meeting. [See BED (LOCAL)] The lack of official action by the Board upholds the administrative decision at Level Two.

Hearing. Employees who are granted a hearing shall be afforded that hearing either with the Board in a meeting that includes the hearing as an item in the posted agenda or with the Board's designee. If the Board conducts the hearing, it shall make and communicate its decision at any time up to and including the next regularly scheduled Board meeting.

If the Board's designee conducts the hearing, he or she shall make a recommendation to the Board at the first regular meeting following the hearing that affords adequate time to prepare a written recommendation. The employee shall be provided a copy of the recommendation before the meeting and shall be given an opportunity at the meeting to respond to the recommendation either orally or in writing. The Board shall then make and communicate its decision at any time up to and including the next regularly scheduled Board meeting.

Closed Meeting. If the complaint involves the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of the employee bringing the complaint, it shall be heard by the Board in closed meeting unless the employee bringing the complaint requests it to be heard in public. However, if the complaint constitutes a complaint or charge against another District employee, it shall be heard in closed meeting unless the employee against whom the complaint or charge is brought requests an open hearing in writing.

SECTION 7: Employee conduct and welfare

7.1 Standards of conduct

Policy DH

All employees are expected to work together in a cooperative spirit to serve the best interests of the District and to be courteous to students, one another, and the public. Employees are expected to observe the following standards of conduct:

- Recognize and respect the rights and property of students, parents and members of the community and coworkers and maintain confidentiality in all matters relating to students, parents and members of the community and coworkers.
- Report to work according to the assigned schedule.
- Notify their immediate supervisor as early as possible (preferably in advance) in the event that they must be absent or late. Unauthorized absences, chronic absenteeism, and tardiness may be cause for disciplinary action.
- Know and comply with department and District procedures and policies.
- Observe all safety rules and regulations and report injuries or unsafe conditions to a supervisor immediately.
- Use District time, funds, and property for authorized District business and activities only.

All district employees should perform their duties in accordance with state and federal law, district policy, and ethical standards for professional educators. Alleged incidents of certain misconduct by educators, including having a criminal record, must be reported to SBEC not later than the seventh day the superintendent first learns of the incident. Violation of policy, regulations, and guidelines could result in disciplinary action, including termination. All employees, as public servants, must follow the *Code of Ethics and Standard Practices for Texas Educators*, which is reprinted below:

Code of Ethics and Standard Practices for Texas Educators

The Texas educator shall comply with standard practices and ethical conduct toward students, professional colleagues, school officials, parents, and members of the community and shall safeguard academic freedom.

The Texas educator, in maintaining the dignity of the profession, shall respect and obey the law, demonstrate personal integrity, and exemplify honesty. The Texas educator, in exemplifying ethical relations with colleagues, shall extend just and equitable treatment to all members of the profession.

The Texas educator, in accepting a position of public trust, shall measure success by the progress of each student toward realization of his or her potential as an effective citizen.

The Texas educator, in fulfilling responsibilities in the community, shall cooperate with parents and others to improve the public schools of the community.

Enforceable Standards.

Principle I: Professional Ethical Conduct, Practices and Performance

1. *The educator shall not knowingly engage in deceptive practices regarding official policies of the school district or educational institution.*
2. *The educator shall not knowingly misappropriate, divert, or use monies, personnel, property, or equipment committed to his or her charge for personal gain or advantage.*
3. *The educator shall not submit fraudulent requests for reimbursement, expenses, or pay.*
4. *The educator shall not use institutional or professional privileges for personal or partisan advantage.*
5. *The educator shall neither accept nor offer gratuities, gifts, or favors that impair professional judgment or to obtain special advantage. This standard shall not restrict the acceptance of gifts or tokens offered and accepted openly from students, parents, or other persons or organizations in recognition or appreciation of service.*
6. *The educator shall not falsify records, or direct or coerce others to do so.*
7. *The educator shall comply with state regulations, written local school board policies, and other applicable state and federal laws.*
8. *The educator shall apply for, accept, offer, or assign a position or a responsibility on the basis of professional qualifications.*

Principle II: Ethical Conduct Toward Professional Colleagues

1. *The educator shall not reveal confidential health or personnel information concerning colleagues unless disclosure serves lawful professional purposes or is required by law.*
2. *The educator shall not harm others by knowingly making false statements about a colleague or the school system.*
3. *The educator shall adhere to written local school board policies and state and federal laws regarding the hiring, evaluation, and dismissal of personnel.*
4. *The educator shall not interfere with a colleague's exercise of political, professional, or citizenship rights and responsibilities.*
5. *The educator shall not discriminate against or coerce a colleague on the basis of race, color, religion, national origin, age, sex, disability, or family status.*
6. *The educator shall not use coercive means or promise of special treatment in order to influence professional decisions or colleagues.*
7. *The educator shall not retaliate against any individual who has filed a complaint with the SBEC under this chapter.*

Principle III: Ethical Conduct Toward Students

1. *The educator shall not reveal confidential information concerning students unless disclosure serves lawful professional purposes or is required by law.*
2. *The educator shall not knowingly treat a student in a manner that adversely affects the student's learning, physical health, mental health, or safety.*
3. *The educator shall not deliberately or knowingly misrepresent facts regarding a student.*
4. *The educator shall not exclude a student from participation in a program, deny benefits to a student, or grant an advantage to a student on the basis of race, color, sex, disability, national origin, religion, or family status.*
5. *The educator shall not engage in physical mistreatment of a student.*
6. *The educator shall not solicit or engage in sexual conduct or a romantic relationship with a student.*
6. *The educator shall not furnish alcohol or illegal/unauthorized drugs to any student or*

knowingly allow any student to consume alcohol or illegal/unauthorized drugs in the presence of the educator.

7.2 Dress and Grooming Standards

All District employees shall adhere to all dress and grooming standards during regular school business hours (including staff development/workdays/open house/parent meetings) and while attending and acting in an official capacity at school-related activities or events. It is expected that employees be neat, clean, and dressed in compliance with District standards.

Additionally, when employees are attending professional activities out-of-the-District, employees should pay extra attention to their dress and grooming to ensure that they promote a positive, professional image of the District. Men are encouraged to wear ties and women are encouraged to wear pantyhose for such activities, as these items reflect a more professional appearance.

Specific dress and grooming standards for male and female employees, with the exception of maintenance, custodial, food service, technology, and Family Resource Center employees, are outlined on the following pages. Maintenance, custodial, food service, technology and Family Resource Center employees shall adhere to their respective uniform requirements. Additionally, the District has adopted a voluntary, standard uniform for employees. This uniform consists of navy or khaki pants, skirts, or jumpers and white, blue, or yellow/gold polo-styled shirts. It is acceptable for employees to wear this standard uniform every day of the week.

Supervisors and administrators will use their professional judgment to monitor employee dress and grooming. The standards outlined below are not intended to be exhaustive; therefore, the District will rely on the professional judgment of supervisors and administrators to identify any other types of dress and grooming that may be inappropriate.

On the first serious violation, the supervisor/administrator will allot a reasonable amount of time to allow the contract employee to go home and change without penalty. However, should the contract employee have any subsequent serious violations which require the employee to miss duty time, the loss of time will count against available leave. Non-contract employees will be required to clock out anytime they are sent home in order to return to compliance. Continued violations of the employee dress and grooming standards may result in more serious employment action, up to and including termination.

Any exceptions to the District's dress and grooming standards, such as requests for special spirit days, etc., shall be approved by the Superintendent. A written request to grant an exception must be submitted to the Superintendent PRIOR to the date on which the exception is being requested. Written confirmation from the Superintendent will be provided if the exception is approved.

An employee may request a medical exception to the dress and grooming standards. Such requests will be considered on an individual employee basis. Requesting employees shall be required to submit written documentation from their physician to the Personnel Office PRIOR to receiving a medical exception. The employee shall receive written notification indicating the approval or disapproval of a requested medical exception.

The LVISD Employee Dress and Grooming Standards will be reviewed annually, and updated as appropriate, as a part of the annual update/revision of the LVISD Employee Handbook.

STANDARDS FOR FEMALE EMPLOYEES:

Pants	Must not be too tight or form fitting Must not have any rips, tears, holes, or frayed edges No knit/jersey-type leggings No overalls No cargo pants No spandex or lycra tights or pants Jeans (blue or colored) are permitted on designated spirit days with designated school spirit shirts only. This includes cropped pants. **Cropped pants may be worn if they meet the following standards:** Length must at least mid-calf Must be tailored; not form fitting or tight around the knees Must not have any rips, tears, holes, or frayed edges No knit/jersey, spandex or lycra material Denim cropped pants (blue or colored) are only permitted on designated spirit days with designated school spirit shirts only.
Sweatsuits	Not allowed
Shorts, Windsuits & Warm-ups	Allowed only for PE teachers/coaches Must be school designated/approved Shorts are allowed only for PE coaching activities and are **NOT** permissible in the classroom, office areas, cafeteria/commons area, etc.
Walking Shorts & Skorts	No higher than badge length (approx. 3 inches) above the knee Must wear matching jacket, sweater or vest No bibbed shortalls or overall shorts Allowed for food service employees without a matching jacket, sweater or vest as long as the length requirement is met
Scrubs	Allowed for nurses, nurse's aides, teachers and instructional aides working in self-contained special education classrooms
Shirts, Tops, Blouses	Must not be tight, low cut, or revealing Must not be see-through No bare midriffs No tank top, halter style or spaghetti strap style tops are allowed Appropriate undergarments must be worn and should not be visible No t-shirts with advertisements/slogans of any kind PE teachers/coaches may only wear t-shirts provided by District T-shirts with school/holiday motifs may be worn on designated

spirit days only

Dresses & Skirts	Must not be too snug or tight Dresses must not be low-cut or revealing No tank top, halter style or spaghetti strap style dresses are allowed No higher than badge length (approx. 3 inches) above the knee No slits higher than badge length (approx. 3 inches) above the knee Appropriate undergarments must be worn and should not be visible
Shoes	No thong or thong-styled shoes No flip flops, shower shoes, or beach shoes No house shoes of any type Athletic shoes (e.g., Nike, Reebok, etc) may be worn on designated spirit days with spirit shirt and jeans only Canvas tennis shoes (e.g., Keds) are acceptable Food service employees, nurses and nurse's aides may wear athletic shoes Any shoes worn must have an appropriate sole/walking surface No bare feet, shoes must be worn at all times
Earrings	Limited to two (2) earrings per ear No large or distracting earrings Not allowed for food service employees
Body Piercing	Must not be visible Must be removed or fully covered by clothing
Tattoos	Teachers, instructional aides, office staff, administrators, food service workers, and other employees who work with students shall not have any visible tattoos. Tattoos that are not covered by clothing shall be covered with a bandage. Custodians and maintenance employees are not required to cover existing tattoos; however, any new tattoos must be covered by clothing or a bandage.
Fingernail Polish	Must not be distracting, same color should be used on all nails Not allowed for food service employees
Hats	Not allowed indoors

STANDARDS FOR MALE EMPLOYEES:

Pants	Must not be too tight or form fitting Must not have any rips, tears, holes, or frayed edges No overalls No cargo pants No spandex or lycra tights or pants

	Jeans (blue or colored) are permitted on designated spirit days with designated school spirit shirts only
Sweatsuits	Not allowed
Shorts, Windsuits & Warm-ups	Allowed only for PE teachers/coaches and food service employees Must be school designated/approved Shorts are allowed only for PE coaching activities and are **NOT** permissible in the classroom, office areas, cafeteria/commons area, etc.
Scrubs	Allowed for nurses, nurse's aides, teachers and instructional aides working in self-contained special education classrooms
Shirts	Must have a collar Must not be tight or form-fitting Must not be see-through No tank tops or bare midriffs No sleeveless shirts No t-shirts with advertisements/slogans of any kind PE teachers/coaches may only wear t-shirts provided by District Shirts with a shirttail must be tucked in T-shirts with school/holiday motifs may be worn on designated spirit days only
Shoes	No thongs or thong-styled shoes No flip flops, shower shoes, or beach shoes No house shoes of any type Athletic shoes (e.g., Nike, Reebok, etc) may be worn on designated spirit days with spirit shirt and jeans only Food service employees may wear athletic shoes Any shoes worn must have an appropriate sole/walking surface Canvas tennis shoes (e.g., Keds, Nike) or deck type shoes are acceptable No bare feet, shoes must be worn at all times
Earrings	Not allowed
Body Piercing	Must not be visible Must be removed or fully covered by clothing
Tattoos	Teachers, instructional aides, office staff, administrators, food service workers, and other employees who work with students shall not have any visible tattoos. Tattoos that are not covered by clothing shall be covered with a bandage. Custodians and maintenance employees are not required to cover existing tattoos; however, any new tattoos must be covered by clothing or a bandage.

Fingernail Polish	Not allowed for male employees
Hats	Not allowed indoors

ALTERNATIVE DRESS FOR FIELD TRIPS, FIELD DAYS, AND SUMMER SCHOOL

In addition to the standards outlined above, the following items are allowed for field trips, field days, and summer school:

Athletic shoes
Jeans (blue or colored)
Hats

Employees should consider the field trip destination when determining the appropriateness of athletic shoes, jeans, and hats.

7.3 Harassment

Policies DH, DIA

Employees shall not engage in prohibited harassment, including sexual harassment, of other employees or students. While acting in the course of their employment, employees shall not engage in prohibited harassment of other persons, including board members, vendors, contractors, volunteers, or parents. A substantiated charge of harassment will result in disciplinary action.

Employees who believe they have been harassed are encouraged to promptly report such incidents to the campus principal, supervisor, or appropriate district official. If the campus principal or supervisor is the subject of a complaint, the employee should report the complaint directly to the superintendent.

The district's policy that includes definitions and procedures for reporting and investigating harassment is reprinted below:

A copy of the newly adopted DIA Local and exhibit was approved after printing and is available online.

7.4 Harassment of students

Policies DH, FFG, FFH

Sexual and other harassment of students by employees are forms of discrimination and are prohibited by law. Employees who suspect a student may have experienced prohibited harassment are obligated to report their concerns to the campus principal or other appropriate district official. All allegations of prohibited harassment or abuse of a student knows of or suspects child abuse must also report his or her knowledge or suspicion to the appropriate authorities, as required by law. See *Reporting suspected child abuse* for additional information.

7.5 District Required Training

All employees are required to attend a sexual harassment training class, Bloodborne pathogens training and AED (Automated External Defibrillator) training. Training is mandatory and required for continued employment. Employees with questions should contact the Executive Director of Personnel & Administrative Services at 799-4963.

7.6 Alcohol and drug-abuse prevention

Policies DH, DI

La Vega ISD is committed to maintaining an alcohol and drug-free environment and will not tolerate the use of illegal drugs in the workplace. Employees who use or are under the influence of alcohol or illegal drugs as defined by the Texas Controlled Substances Act during working hours may be dismissed. The District's policy on drug abuse and drug-free schools follows:

Employees shall not unlawfully manufacture, distribute, dispense, possess, use, or be under the influence of any of the following substances during working hours while at school or at school-related activities during or outside of usual working hours. 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.

- Alcohol or any alcoholic beverage.
- Any abusable glue, aerosol paint, or any other chemical substance for inhalation.
- Any other intoxicant, or mood-changing, mind-altering, or behavior-altering drugs.

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

7.7 Dietary supplements

Policy DH

District employees are prohibited by state law from knowingly selling, marketing, or distributing a dietary supplement that contains performance-enhancing compounds to a student with whom the employee has contact as part of his or her school district duties. In addition, employees may not knowingly endorse or suggest the ingestion, intranasal application, or inhalation of a performance-enhancing dietary supplement to any student.

7.8 Drug-free Schools and Drug-free Workplace Requirements

The District prohibits the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance, illicit drug, and alcohol, as those terms are defined in state and federal law, in the workplace, on school premises, or as part of any of the District's activities. Employees who violate this prohibition shall be subject to disciplinary sanctions. Such sanctions may include referral to drug and alcohol counseling or rehabilitation programs or employee assistance programs, termination from employment with the District, and referral to appropriate law enforcement officials for prosecution.

Compliance with these requirements and prohibitions is mandatory and is a condition of employment. As a further condition of employment, an employee shall notify the District of any

criminal drug statute conviction the employee incurs for a violation in the workplace no later than five days after such conviction.

Within 30 calendar days of receiving notice from any source of a conviction for any drug statute violation occurring in the workplace, the District shall either (1) take appropriate personnel action against the employee, up to and including termination of employment or referral for prosecution or (2) require the employee to participate satisfactorily in a drug and alcohol abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health agency, law enforcement agency, or other appropriate agency.

7.9 Reporting suspected child abuse

Policy DG, DH, FFG, GRA

All employees are required by state law to immediately report any suspected child abuse or neglect to a law enforcement agency, Child Protective Services, the Department of Protective and Regulatory Services at (254) 756-5571 or appropriate state agency within 48 hours of the event that led to the suspicion. Reports to Child Protective Services can be made to a local office or to the Texas Abuse Hotline at 1-800-252-5400 or, if there is an emergency, call 911 and then call the Texas Abuse Hotline. When school professionals need to report non-emergency situations, they can do so on the World Wide Web. State law specifies that an employee may not delegate to or rely on another person to make the report.

Under state law, any person reporting or assisting in the investigation of reported child abuse or neglect is immune from liability unless the report is made in bad faith or with malicious intent. In addition, the district is prohibited from retaliating against an employee who, in good faith, reports child abuse or neglect or who participates in an investigation regarding an allegation of child abuse or neglect.

An employee's failure to report suspected child abuse may result in prosecution for the commission of a Class B misdemeanor. In addition, a certified employee's failure to report suspected child abuse may result in disciplinary procedures by SBEC for a violation of the Code of Ethics and Standard Practices for Texas Educators.

Employees who suspect that a student has been or may be abused or neglected should also report their concerns to the campus principal. This includes students with disabilities who are no longer minors. Employees are not required to report their concern to the principal before making a report to the appropriate agencies. In addition, employees must cooperate with child abuse and neglect investigators. Reporting the concern to the principal does not relieve the employee of the requirement to report to the appropriate state agency. Interference with a child abuse investigation by denying an interviewer's request to interview a student at school or requiring the presence of a parent or school administrator against the desires of the duly authorized investigator is prohibited.

7.10 Employee arrests and convictions

Policy DH

An employee who is arrested for any felony or any offense involving moral turpitude must report the arrest to the principal or immediate supervisor within three calendar days of the arrest. An employee who is convicted of or receives deferred adjudication for such an offense must also report that event to the principal or immediate supervisor within three days of the event. Moral turpitude includes, but is not limited to, the following:

- 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
- Drug- or alcohol-related offenses
- Acts constituting abuse under the Texas Family Code

7.11 Possession of firearms and weapons

Policies FNCG, GKA

Employees, visitors, and students are prohibited from bringing firearms, knives, or other weapons onto school premises or any grounds or building where a school-sponsored activity takes place. To ensure the safety of all persons, employees who observe or suspect a violation of the district's weapons policy should report it to their supervisors immediately.

7.12 Gifts and favors

Policy DBD

Employees may not accept gifts or favors that could influence, or be construed to influence, the employee's discharge of assigned duties. The acceptance of a gift, favor, or service by an administrator or teacher that might reasonably tend to influence the selection of textbooks may result in prosecution of a class B misdemeanor offense. This does not include staff development, teacher training, or instructional materials, such as maps or worksheets that convey information to students or contribute to the learning process.

7.13 Associations and political activities

Policy DGA

The District will not directly or indirectly discourage employees from participating in political affairs or require any employee to join any group, club, committee, organization, or association. Employees may join or refuse to join any professional association or organization.

An individual's employment will not be affected by membership or a decision not to be a member of any employee organization that exists for the purpose of dealing with employers concerning grievances, labor disputes, wages, rates of pay, hours of employment, or conditions of work.

7.14 Safety

Policy CK

The District has developed and promotes a comprehensive program to ensure the safety of its employees, students, and visitors. The safety program includes guidelines and procedures for responding to emergencies and activities to help reduce the frequency of accidents and injuries. To prevent or minimize injuries to employees, coworkers, and students, and to protect and conserve District equipment, employees must comply with the following requirement:

- Observe all safety rules
- Keep work areas clean and orderly at all times
- Immediately report all accidents to their supervisor and to the Safety & Environmental Compliance Officer
- Operate only equipment or machines for which they have training and authorization

Employees with questions or concerns relating to safety programs and issues can contact the Superintendent.

7.15 Identification Badges

All LVISD employees including substitutes and tutors are required to wear a District-issued identification badge while on school property or while at school-related or school-sponsored

events while employees are on duty. **Badges are to be worn properly and must be visible at all times while on school property.**

7.16 Tobacco use

Policies DH, GKA, FNCD

Smoking or using tobacco products is prohibited by law on all District-owned property and all school-related or school-sanctioned activities, on or off campus. This includes all buildings, school buses, playground areas, parking facilities, and facilities used for athletics and other activities. Drivers of District-owned vehicles are prohibited from smoking while inside the vehicle. Notices stating that smoking is prohibited by law and punishable by a fine are displayed in prominent places in all school buildings.

7.17 Visitors in the workplace

Policy CLA

All visitors are expected to enter any District facility through the main entrance and sign in or report to the building's main office. Authorized visitors will receive directions or be escorted to

their destination. Employees who observe an unauthorized individual on the District premises should immediately direct him or her to the building office or contact the administrator in charge.

7.18 Employee children in the workplace

Many of our employees have children that remain on campus **after** school has dismissed. This situation should not cause any problems, as long as employees follow these important guidelines:

- Children must be supervised at all times. It is the responsibility of the employee to ensure that his/her own children are supervised at all times. Employees may wish to join together to hire a babysitter for after-school care. If this is done, employees should work with their campus principals to determine the appropriate designated area where the children will stay.
- Children must stay in a designated area. They must not be permitted to roam the campus.
- Children may have an after-school snack/drink as long as they do so in the designated area and they do not leave any messes.
- Children must not cause an interruption in any meetings or in any employee's (including the parent's) work responsibilities

One of our top priorities is to maintain a safe, orderly environment for everyone. Your cooperation (and the cooperation of your children, if applicable) in following the guidelines outlined above is essential if we are to continue allowing employee children to remain on campus after school has dismissed.

Children of employees may not be on campus during regular school hours at any time (e.g., employee child is sick, employee child attends school in another district that is not in session that day, etc.) This is applicable district-wide and is not discretionary by campus. Remember, this is a place of employment.

7.19 Copyrighted materials

Policy EFE

Employees are expected to comply with the provisions of copyright law relating to the unauthorized use, reproduction, distribution, performance, or display of copyrighted materials (i.e., printed material, videos, computer data and programs, etc.). Rented videotapes are to be used in the classroom for educational purposes only. Duplication or backups of computer programs and data must be made within the provisions of the purchase agreement.

7.20 Computer use and data management

Policy CQ

The District's electronic communications system, including its network access to the Internet, is to be used for administrative and instructional purposes only. Electronic mail (e-mail) transmissions and other use of the electronic communications systems are not confidential and can be monitored at any time to ensure appropriate use.

Employees and students who are authorized to use the systems are required to abide by the provisions of the District's communications systems policy and administrative procedures.

Failure to do so can result in suspension or termination of privileges and may lead to disciplinary action. Employees with questions about computer use and data management can contact Gary Williams, Deputy Superintendent for Support Services at 799-4963.

7.21 Asbestos management plan

Policy CKA

The District is committed to providing a safe environment for employees. In accordance with the federal Asbestos Hazard Emergency Response Act (AHERA) of 1986, the District has developed and implemented a comprehensive Asbestos Management Plan. The plan was developed in an effort to effectively facilitate the inspection reinspection, periodic surveillance, response activities, and management planning for asbestos containing materials within the District. A copy of the District's management plan is kept at the Administration Building and is available for inspection during normal business hours. If you have questions about the plan, please contact the La Vega ISD Central Administration Office.

7.22 Indoor Air Quality

La Vega ISD is committed to providing a safe and pleasant learning and working environment for all students and staff. In accordance with EPA guidelines, the District has developed and implemented a comprehensive Indoor Air Quality Plan. The plan was developed to effectively facilitate the inspection, response activities, and management planning for Indoor Air Quality monitoring and management. If you have questions about the plan, or wish to review it, please contact the La Vega ISD Central Administration Office..

7.23 Pest control treatment

Policy DI

Notices of planned pest control treatment will be posted in a District building 48 hours before the treatment begins. Notices are generally located in an area of common access. Pest control information sheets are available from campus principals or facility managers upon request.

The use of over-the-counter pest control products, such as "Raid", is prohibited. The District does not maintain Material Safety Data Sheets (MSDS), which are required for all chemicals, on these products. The application of any pesticide within a school district can only be performed by a licensed applicator. Misapplication of these products can interfere with acceptable indoor air quality and could result in adverse reactions in susceptible individuals. Anyone possessing these products will be asked to remove them immediately. Possession of these products could result in a fine to the District and/or the individual using the chemical.

Except in an emergency, signs will be posted 48 hours before application. Parents or employees who want to be notified prior to pesticide application inside their child(ren)'s school assignment area may contact the La Vega ISD Central Administration Office.

7.24 Fraud and financial impropriety

Policy DG, CAA

All employees should act with integrity and diligence in duties involving the district's financial resources. The district prohibits fraud and financial impropriety, as defined below. Fraud and financial impropriety includes, but is not limited to, the following:

- Forgery or unauthorized alteration of any document or account belonging to the district
- Forgery or unauthorized alteration of a check, bank draft, or any other financial document
- Misappropriation of funds, securities, supplies, or other district assets, including employee time
- Impropriety in the handling of money or reporting of district financial transactions
- Profiteering as a result of insider knowledge of district information or activities
- Unauthorized disclosure of confidential or proprietary information to outside parties
- Unauthorized disclosure of investment activities engaged in or contemplated by the district
- Accepting or seeking anything of material value from contractors, vendors, or other persons providing services or materials to the district
- Destroying, removing, or inappropriately using records, furniture, fixtures, or equipment
- Failing to provide financial records required by state or local entities
- Failure to disclose conflicts of interest as required by policy
- Any other dishonest act regarding the finances of the district

7.25 Conflict of Interest

Policy BBFA, DBD

Employees are required to disclose to their supervisor any situation that creates a potential conflict of interest with proper discharge of assigned duties and responsibilities or creates a potential conflict of interest with the best interests of the district. This includes the following:

- A personal financial interest
- A business interest
- Any other obligation or relationship

An employee with a substantial interest in a business entity or interest in real property must disclose the interest to the district prior to the award of a contract or authorization of payment. This is done by filing an affidavit with the Superintendent of Schools. An employee is also considered to have substantial interest if a close family member (e.g., spouse, parent, child, or spouse's parent or child) has a substantial interest.

SECTION 8: Student issues

8.1 Equal educational opportunities

Policy FB

La Vega ISD does not discriminate on the basis of race, religion, color, national origin, sex, or disability in providing education services, activities, and programs, including vocational programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

Questions or concerns about discrimination of students on the basis of race, religion, sex, national origin, disability, or age should be directed to the Executive Director of Personnel & Administrative Services at 799-4963.

8.2 Student records

Policy FL

Student records are confidential and are protected from unauthorized inspection or use. Employees should take precautions to maintain the confidentiality of all student records.

The following people are the only people who have general access to a student's records:

- Parents married, separated, or divorced unless parental rights have been legally terminated and the school has been given a copy of the court order terminating parental rights;
- The student (if 18 or older or emancipated by a court); or
- School officials with legitimate educational interests.

Materials that are not considered educational records and do not have to be made available to a parent or student include teachers' personal notes on a student that are shared only with a substitute teacher.

The student handbook provides parents and students with detailed information on student records. Parents or students who want to review student records should be directed to the campus principal for assistance.

8.3 Parent and student complaints

Policy FNG

In an effort to hear and resolve parent and student complaints in a timely manner and at the lowest administrative level possible, the board has adopted orderly processes for handling complaints on different issues. Any campus office or the superintendent's office can provide parents and students with information on filing a complaint.

Parents are encouraged to discuss problems or complaints with the teachers or the appropriate administrator at any time. Parents and students with complaints that cannot be resolved should be directed to the campus principal. The formal complaint process provided parents and students with an opportunity to be heard up to the highest level of management if they are dissatisfied with a principal's response. Once all administrative complaint procedures are exhausted, parents and students can bring complaints to the board of trustees.

8.4 Administering medication to students

Policy FFAC

Only designated employees can administer prescription medication, nonprescription medication, and herbal or dietary supplements to students. A student who must take medicine during the school day must bring a written request from his or her parent and the medicine, in its original, properly labeled container. Contact the principal or school nurse for information on procedures that must be followed when administering medication to students.

8.5 Dietary supplements

Policy DH, FFAC

District employees are prohibited by state law from knowingly selling, marketing, or distributing a dietary supplement that contains performance-enhancing compounds to a student with whom the employee has contact as part of his or her school district duties. In addition, employees may not knowingly endorse or suggest the ingestion, intranasal application, or inhalation of a performance-enhancing dietary supplement to any student.

8.6 Psychotropic drugs

Policy FFAC

A psychotropic drug is a substance used in the diagnosis, treatment, or prevention of a disease or as a component of a medication. It is intended to have an altering effect on perception, emotion, or behavior and is commonly described as a mood- or behavior-altering substance.

District employees are prohibited by state law from doing the following:

- Recommending that a student use a psychotropic drug
- Suggesting a particular diagnosis
- Excluding from class or school-related activity a student whose parent refuses to consent to a psychiatric evaluation or to authorize the administration of a psychotropic drug to a student

8.7 Student attendance

Policy FDD

Teachers and staff should be familiar with the district's policies and procedures for attendance accounting. These procedures require students to have parental consent before they are allowed to leave campus. When absent from school, the student, upon returning to school, must bring a note signed by the parent that describes the reason for the absence. These requirements are addressed in campus training and in the student handbook. Contact the campus principal for additional information.

8.8 Hazing

Policy FNCC, FO

Students must have prior approval from the principal or designee for any type of "initiation rites" of a school club or organization. Any teacher, administrator, or employee who observes a student engaged in any form of hazing, who has reason to know or suspect that a student intends to engage in hazing, or has engaged in hazing must report that fact or suspicion to the designated campus discipline person.

8.9 Student discipline

Policies in the FN series and FO series

Students are expected to follow the campus rules, classroom rules, and rules listed in the Student Code of Conduct and Student Handbook. Teachers and administrators are responsible for taking disciplinary action based on a range of discipline management procedures that have been adopted by the District. Other employees that have concerns about a particular student's conduct should contact the classroom teacher or campus principal.

Teachers must file a written report with the principal or another appropriate administrator when they have knowledge that a student has violated the Student Code of Conduct. A copy of this report will be sent by the principal or administrator to the student's parents within 24 hours.

SECTION 9: General procedures

9.1 Bad weather closing

Policy CKC

The District may close schools for a full day or part of a day because of bad weather or emergency conditions. When such conditions exist, the superintendent will make the official decision concerning the closing of the District's facilities. When it becomes necessary to open late or to release students early, the following radio and television stations will be notified by school officials:

KCEN TV - Channel 6
KWTX - TV Channel 10, Radio 97.5 FM
KXXV- Channel 25
WACO - 100 FM/1460 AM
The Bear - Radio 102.5 FM
Oldies 95 - Radio 95.7 FM

In the event of a delayed start, teachers will report thirty minutes prior to the announced start time (i.e. teachers report at 9:30 if announced start time is 10:00).

9.2 Emergencies

Policy CKC

All employees should be familiar with the evacuation diagrams posted in their work areas. Fire, tornado, and other emergency drills will be conducted to familiarize employees and students with evacuation procedures. Fire extinguishers are located throughout all District buildings. Employees should know the location of the extinguishers nearest their place of work and how to use them.

9.3 Purchasing procedures

Policy CHA

All requests for purchases of supplies, materials, and equipment must be submitted to the business office department on an official District purchase order (PO) form with the appropriate approval signatures. No purchases, charges, or commitments to buy goods or services for the District can be made without prior authorization from the business office. The District will not reimburse employees or assume responsibility for purchases made without authorization. Employees are not permitted to purchase supplies or equipment for personal use through the District's business office. Contact Gary Williams, Deputy Superintendent for Support Services at 799-4963 for additional information on purchasing procedures.

9.4 Name and address changes

It is important that employment records be kept up to date. Employees should notify the personnel office if there are any changes or corrections to their name, home address, home telephone number, marital status, emergency contact, or beneficiary. An Employee Data Sheet should be completed to process a change in personal information, and can be obtained from your campus secretary. Employees should also notify TRS of changes in address. This form can also be obtained from your campus secretary or the Personnel Office.

In the event of a name change, the employee must furnish the District with a copy of the new social security card and complete a TRS name change form before the name will be changed.

9.5 Personnel records

Policy GBA

Most District records, including personnel records, are public information and must be released upon request. A limited amount of personal information may be withheld:

- Address
- Phone number
- Social Security number
- Information that reveals whether they have family members

Employees may choose not to allow public access to or have the following information included in a staff directory by submitting a written request to the personnel office. These requests are effective on the date received by the Personnel Office.

9.6 Building use

Policy GKD

Gary Williams, Deputy Superintendent for Support Services, and the campus principals are responsible for scheduling the use of facilities after school hours. Contact Mr. Williams at 799-4963, or the appropriate campus principal to request to use school facilities and to obtain information on the fees charged.

SECTION 10: Termination of employment

10.1 Resignations

Policy DFE

Contract employees. Contract employees may resign their position without penalty at the end of any school year if written notice is received 45 days before the first day of instruction of the following school year. A written notice of resignation should be submitted to the Superintendent. Contract employees may resign at any other time only with the approval of the Board of Trustees. Resignation without the consent of the board may result in disciplinary action by the State Board for Educator Certification.

Acceptance of a resignation after the deadline established by law (45 days before the first day of instruction of the following school year) is contingent upon finding a suitable replacement.

The Superintendent will notify the Texas Commissioner of Education when an employee resigns and reasonable evidence exists to indicate that the employee has engaged in any of the acts listed in section ***10.5 Reports to the State Board for Educator Certification***.

Noncontract employees. Noncontract employees may resign their positions at any time. A written notice of resignation should be submitted to the personnel office at least two weeks prior to the effective date. Employees are encouraged to include the reasons for leaving in the letter of resignation but are not required to do so.

10.2 Dismissal or nonrenewal of contract employees

Policies DCD, DFAA, DFAB, DFBA, DFBB, DFBC, DFF

Employees on probationary and term contracts can be dismissed during the school year or nonrenewed at the end of the year according to the procedures outlined in District policies. Contract employees dismissed during the school year, suspended without pay, or subject to a reduction in force are entitled to receive notice of the recommended action, an explanation of the charges against them, and an opportunity for a hearing. The timelines and procedures to be followed when a suspension, termination, or nonrenewal occurs will be provided when a written notice is given to an employee. Advance notification requirements do not apply when a contract employee is dismissed for failing to obtain or maintain appropriate certification or whose certification is revoked for misconduct. Information on the timelines and procedures can be found in the DF policies that are provided to employees or in the policy manuals located at the central administration office and on the Internet at www.tasb.org/policy/pol/private/161906. The policy manual at the central administration office is available for employee review during normal working hours.

10.3 Dismissal of noncontract employees

Policy DCD

Noncontract employees are employed at-will and may be dismissed without notice, a description of the reasons for dismissal, or a hearing. It is unlawful for the District to dismiss any employee for reasons of race, religion, sex, national origin, disability, military status, any other basis

protected by law, or in retaliation for the exercise of certain protected legal rights. Noncontract employees who are dismissed have the right to a grievance hearing before the board. To present a grievance, the employee must follow the District process outlined in this handbook. (See ***Complaints or concerns and grievances at 6.3****)*

10.4 Exit interviews and procedures

Policy DC

Exit interviews will be scheduled for all employees leaving the District. Information on the continuation of benefits, release of information, and procedures for requesting references will be provided at this time. Separating employees are asked to provide the District with a forwarding address and phone number and complete a Termination or Exit Report of School Employee.

All District keys, books, property, and equipment must be returned upon separation from employment. The District may withhold from the final paycheck the cost of any items not returned.

10.5 Reports to State Board for Educator Certification

Policy DF

The dismissal or resignation of a certified employee will be reported to the State Board for Educator Certification (SBEC) when the superintendent first learns about an alleged incident of conduct that involves the following:

- Any form of sexual or physical abuse of a minor or any other illegal conduct with a minor
- The possession, transfer, sale, or distribution of a controlled substance
- The illegal transfer, appropriation, or expenditure of school property or funds
- An attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit that would entitle the individual to a professional position or to receive additional compensation associated with a position
- Committing a crime on school property or at a school-sponsored event

10.6 Reports concerning court-ordered withholding

The district is required to report the termination of employees that are under court order or writ of withholding for child support or spousal maintenance to the court and the individual receiving the support (Texas Family Code §8.210, 158.211). Notice of the following must be sent to the court and support recipient:

- Termination of employment not later than the seventh day after the date of termination
- Employee's last known address
- Name and address of the employee's new employer, if known

Section 11: Appendix

State and federal laws require certain information to be disseminated to school district employees. Required information for employees can be found in the policies listed below.

Policy DH: Employee Standards of Conduct
Policy DHB: Employee Standards of Conduct - Harassment
Policy DHC: Sexual Harassment/Sexual Abuse
Policy DI:
Policy DIA:
Policy FFG (Legal):
Policy FFG (Exhibit):
Policy GRA (Legal):
Policy GRA (Local):

ACTION / DISCUSSION ITEMS

Presented for:
Board action ☒ Report/Review Only ☐

Supporting documents:
None ☒ Attached ☐ Provided Later ☐

Contact Person:
N/A

Background Information:
The following items are included for board discussion and possible action.

Fiscal Implication:
N/A

Administrative Recommendation:
N/A

Consider Approval Of Audit Firm For Fiscal Year 2006 Financial Audit

Presented for:
Board action ☒ Report/Review Only ☐ Consent Agenda Item ☐

Supporting documents:
None ☐ Attached ☐ Provided Later ☒

Note: The audit proposals will be available for review at the board meeting.

Contact Person:
Mr. Charles R. Langlotz

Background Information:
Toward the end of May 2006, the La Vega ISD received a letter from the audit firm which performed the Fiscal Year 2005 Financial Audit indicating that they were dropping LVISD as a client and that they would not be performing the Fiscal Year 2006 Financial Audit. Request for Qualifications were sent out to six (6) audit firms -- three from the Waco area and three from outside the Waco area. Three firms submitted qualifications which were opened at 2:00 p.m. on Wednesday, July 12, 2006. After evaluation of these proposals by the Deputy Superintendent and Director of Finance, the administration would like to recommend the firm of Kirk & Richardson, P.C. from Fort Worth, Texas to prepare the District's Fiscal Year 2006 Financial Audit.

Fiscal Implication:
The proposed audit costs for the 2006 Audit are $17,675.00.

Administrative Recommendation:
The administration recommends Board approval of the firm of Kirk & Richardson, P.C. to perform La Vega ISD's Fiscal Year 2006 Financial Audit.

Motion: _____

Second: _____

For: _____

Against: _____

Abstain: _____

Consider Approval of Purchase Order for Playground Equipment for La Vega Primary School and La Vega Elementary School

Presented for:
Board action ☒ Report/Review Only ☐ Consent Agenda Item ☐

Supporting documents:
None ☐ Attached ☐ Provided Later ☒

Contact Person:
Mr. Gary W. Williams

Background Information:
Will be provided at the board meeting.

Fiscal Implication:
Will be provided at the board meeting.

Administrative Recommendation:
Will be provided at the board meeting.

Motion: _____

Second: _____

For: _____

Against: _____

Abstain: _____

Budget Update for 2005-2006 Fiscal Year

Presented for:
Board action ☐ Report/Review Only ☒

Supporting documents:
None ☐ Attached ☒ Provided Later ☐

Contact Person:
Mr. Gary W. Williams and Mr. Charles Langlotz

Background Information:
N/A

Fiscal Implication:
N/A

Administrative Recommendation:
N/A

Budget Workshop and Update on 2006-2007 Budget Preparation

Presented for:
Board action ☐ Report/Review Only ☒

Supporting documents:
None ☐ Attached ☒ Provided Later ☐

Contact Person:
Mr. Gary W. Williams and Mr. Charles Langlotz

Background Information:
N/A

Fiscal Implication:
N/A

Administrative Recommendation:
N/A

CLOSED MEETING

A. Discussion Regarding Personnel Appointment, Employment, Evaluation, Reassignment, Duties, Discipline, Dismissal, Complaint, or Charges (If Needed)

B. Confer with Employees of the School District to Receive Information or to Ask Questions (If Needed)

C. Discussion Regarding Student Discipline (If Needed)

D. Consultation with District's Attorney (If Needed)

Presented for:
Board action ☐ Report/Review Only ☒

Supporting documents:
None ☒ Attached ☐ Provided Later ☐

Contact Person:
Dr. Monte Geren

Background Information:
The Board may enter into a closed meeting after the following requirements have been met:

1. A quorum of the Board has first been convened in open meeting for which notice has been given.
2. The presiding officer has publicly announced in open meeting that a closed meeting will be held.
3. The presiding officer has identified the section or sections of the Open Meetings Act or other applicable statutes that authorize the holding of such closed meeting.

Fiscal Implication:
N/A

Administrative Recommendation:
N/A

A closed meeting was declared at _____.m. on _____, 2006 to

discuss: _____

_____

The closed meeting ended at _____.m. on _____, 2006.

ADJOURNMENT

Motion: _____

Second: _____

For: _____

Against: _____

Abstain: _____

Date and Time: _____