

A PROUD TRADITION | A BRIGHT FUTURE

REGULAR BOARD MEETING

Thursday, January 16, 2020

7:00 PM

Kay Danziger, President • Kathryn Kaminski, Vice President • Mandi Bronsell, Secretary
Joe Hubenak • Alex Hunt • Jon Welch • Joy Williams

LAMAR CISD BOARD OF TRUSTEES
REGULAR BOARD MEETING
BRAZOS CROSSING ADMINISTRATION BUILDING
3911 AVENUE I, ROSENBERG, TEXAS
JANUARY 16, 2020
7:00 PM

AGENDA

1. Call to order and establishment of a quorum
2. Opening of meeting
3. Recognitions/awards
4. Introductions
5. Audience to patrons
6. Approval of minutes
 - A. December 17, 2019 - Special Meeting (Workshop) 6
 - B. December 19, 2019 - Regular Board Meeting 14
7. Board members reports
 - A. Meetings and events
8. Superintendent reports
 - A. Meetings and events
 - B. Information for immediate attention
9. Public Hearing - LCISD Accountability Performance Report for 2018-2019
10. **ACTION ITEMS**
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 1. Consider approval of out-of-state student trip requests, including, but not limited to:
 - a. George Ranch High School Speech and Debate 21
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12. CLOSED SESSION	
A. Adjournment to closed session pursuant to Texas Government Code Sections 551.071, 551.072, 551.074, and 551.082, the Open Meetings Act, for the following purposes: (Time_____)	
1. Section 551.074 - For the purpose of considering the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee or to hear complaints or charges against a public officer or employee.	233
a. Approval of personnel recommendations for employment of professional personnel	234
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c. Employee resignations and retirements (Information)	237
d. Superintendent's Evaluation and Contract	
2. Section 551.072 - For the purpose of discussing the purchase, exchange, lease or value of real property	

- a. Land
- 3. Section 551.071 - To meet with the District's attorney to discuss matters in which the duty of the attorney to the District under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with the Open Meetings Act, including the grievance/complaint hearing.
 - a. Any item listed on the agenda
 - b. Discuss pending, threatened, or potential litigation, including school finance litigation

RECONVENE IN OPEN SESSION

Action on Closed Session Items

Future Agenda Items

Upcoming Meetings and Events

ADJOURNMENT: (Time _____)

If during the course of the meeting covered by this notice, the Board should determine that a closed session of the Board should be held or is required in relation to an item noticed in this meeting, then such closed session as authorized by Section 551.001 et seq. of the Texas Government Code (the Open Meetings Act) will be held by the Board at that date, hour or place given in this notice or as soon after the commencement of the meeting covered by this notice as the Board may conveniently meet in such closed session concerning any and all subjects and for any and all purposes permitted by Section 551.071-551.084, inclusive, of the Open Meetings Act, including, but not limited to:

Section 551.084 - For the purpose of excluding witness or witnesses from a hearing during examination of another witness.

Section 551.071 - For the purpose of a private consultation with the Board's attorney on any or all subjects or matters authorized by law.

Section 551.072 - For the purpose of discussing the purchase, exchange, lease or value of real property.

Section 551.073 - For the purpose of considering a negotiated contract for a prospective gift or donation.

Section 551.074 - For the purpose of considering the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee or to hear complaints or charges against a public officer or employee.

Section 551.082 - For the purpose of considering discipline of a public school child or children or to hear a complaint by an employee against another employee if the complaint or charge directly results in a need for a hearing.

Section 551.076 - To consider the deployment, or specific occasions for implementation, of security personnel or devices.

Section 551.083 - For the purpose of considering the standards, guidelines, terms or conditions the Board will follow, or instruct its representatives to follow, in consultation with representatives of employee groups in connection with consultation agreements provided for by Section 13.901 of the Texas Education Code.

Section 551.0821 – For the purpose of deliberating a matter regarding a public school student if personally identifiable information about the student will necessarily be revealed by the deliberation.

Should any final action, final decision or final vote be required in the opinion of the Board with regard to any matter considered in such closed session, then such final action, final decision or final vote shall be at either:

- a. the open meeting covered by this notice upon the reconvening of this public meeting, or
- b. at a subsequent public meeting of the Board upon notice thereof, as the Board may determine.

CERTIFICATE AS TO POSTING OR GIVING OF NOTICE

On this 10th day of January 2019 at 3:00 p.m., this notice was posted on a bulletin board located at a place convenient to the public in the central administrative offices of the Lamar Consolidated Independent School District, 3911 Avenue I, Rosenberg, Texas 77471, and in a place readily accessible to the general public at all times.

Karen Vacek

Karen Vacek

Secretary to Superintendent

Special Meeting

Be It Remembered

The State of Texas §
County of Fort Bend §
Lamar Consolidated Independent School District §

Notice of Special Meeting Held

On this the 17th day of December 2019, the Board of Trustees of the Lamar Consolidated Independent School District of Fort Bend County, Texas met in Special Session in Rosenberg, Fort Bend County, Texas.

1. CALL TO ORDER AND ESTABLISHMENT OF A QUORUM

This meeting was duly called to order by the President of the Board of Trustees, Ms. Kay Danziger, at 6:30 p.m.

Members Present:

Kay Danziger	President
Kathryn Kaminski	Vice President
Mandi Bronsell	Secretary
Joe Hubenak	Member
Alex Hunt	Member
Jon Welch	Member
Joy Williams	Member

Others Present:

Thomas Randle	Superintendent
Kathleen Bowen	Chief Human Resources Officer
Chris Juntti	Interim Deputy Superintendent of Support Services
Jill Ludwig	Chief Financial Officer
Terri Mossige	Chief Academic Officer
Mike Rockwood	Chief of Staff
Kevin McKeever	Executive Director of Facilities & Planning

BUSINESS TRANSACTED

Business properly coming before the Board was transacted as follows: to witness—

2. INFORMATION / WORKSHOP

2. A Discussion of December 19th Regular Board meeting agenda items

The Board reviewed the December 19th Regular Board Meeting Agenda items.

10. ACTION ITEMS

10. A GOAL: PLANNING

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10. A-3 Consider approval of Board Policies - Second Reading a. Localized Policy Manual Update 113

Ms. Kaminski asked about the day school programs referenced in AID(LEGAL). Mr. Moore said community day school programs are students who have arrangements for special services that we do not provide in our District. He said we only have one or two students a year in this type of situation. She asked if they are in district. Mr. Moore said many times they are outside of the district, but they are residents of the district.

Ms. Kaminski asked whether we have an engagement letter or a contract with our attorney as referenced in policy BDD(LOCAL). Dr. Randle said we have an engagement letter. She asked if the Board talks to the attorney, are they billed. Dr. Randle said that every time someone calls the attorney, they bill us. He said the staff also goes through him before they call.

Ms. Kaminski asked if special education classrooms are videoed as referenced in policy EHBAF(LEGAL). Ms. Matthys said it is at the request of the principal, parent, or board member.

Mr. Hunt asked about COB(LOCAL) and where it says the District shall provide regular meal service to students at no cost as authorized by the US Department of Agriculture. He asked if there has been any clarification on whether adding this would mean we would have to provide every student in the District. Dr. Randle said they are really referencing following the federal guidelines, which means we cannot offer it to everybody, if it did not meet the requirements. He said we have 18 schools right now that meet this requirement.

Mr. Hunt asked about the recommendation of CRB(LCOAL). He asked if the Board wanted to amend on Thursday, how do they do this. Dr. Randle said they should make the recommendation and have the attorneys review it before they take final action. He said the Board can approve all in one reading.

Mr. Welch said the layout of the book was confusing because Update 113 was for second reading and the policies are not included in the book. But in the back of the book, Update 114 has the policies included with the changes. He said he thinks the changes should have been included for Update 113. Dr. Randle said that typically they have not put the explanatory notes in for second reading, but we added them this time because there were so many questions. He said the explanatory notes will help them understand when the policy changes are legislative changes. He said we do not always have two updates at the same time. He said during a legislative session, they are updating them as quickly as they can. Normally there is 3 or 4 months between updates. Mr. Welch asked if the local policy is generated from the policy committee, he said that would make the most sense. He said he understood that the board can change local policy, he asked when is the policy generated by the committee. Dr. Randle said that is correct and that would be when something is not a policy the committee could generate one. Ms. Danziger said a few years ago, three board members went through every policy and made some changes. They sent them to the attorney and then brought them to the board for approval.

Mr. Welch asked about CI(LOCAL) and the wording about being able to sell district personal property. He asked for an example of district personal property. Dr. Randle said we own the property that is across from Traylor Stadium, it is land and it is

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considered district personal property. He said he would ask Mr. Morris for a better explanation on Thursday.

Mr. Hunt said that Update 113 only has the explanatory notes, not the redline changes. He said it might be helpful in future second readings to have the redline changes in the book.

10. A-4 Consider approval of Attendance Boundary Committee

Mr. Hunt asked why the January 30th public input meeting is being held at Leaman Junior High, he said the only school affected by Tamarron opening is Lindsey Elementary, he thinks it makes the most sense to have the meeting at Lindsey. Dr. Randle said they typically go to a larger venue. Mr. Rockwood said they can do this if nothing is scheduled at Lindsey on that date. He said typically there are multiple elementary campus and they go to a secondary site and bring everyone together.

Ms. Kaminski asked why there are more representatives from the junior high and high schools when it is affecting only the elementary. Mr. Rockwood said this is the traditional process where there are 2 from the impacted elementary school, 2 from the impacted middle school, and 3 from both the impacted junior high and high schools. Ms. Kaminski asked how the Board can change if they would like to go to three representatives from the elementary schools. Mr. Rockwood said the Board would review the zoning process and change it.

10. A-6 Discussion and action on Board Meeting Video

Ms. Kaminski asked if live streaming would not require additional duties for a current employee. Mr. Rockwood said the live streaming option with our current set up, we could flip a switch and live stream how it looks right now. The live production would have different camera angles and if the board was interested we could do a live streaming version as well. Ms. Kaminski asked if in live production it requires additional duties for a current employee. Mr. Rockwood said yes, it would require someone at a computer to toggle between different camera angles. Once this is complete then the video could be uploaded immediately. The post production would take longer for an employee to go through and pick different angles. The live production option is less impactful for an employee. Dr. Randle said that person would need to be at the meeting for the entire length of the meeting and be switching back and forth between the cameras. Ms. Kaminski said her concern is why are the different angles needed. Mr. Welch asked if he is at home right now watching with just the one camera, would he only see the back of Mr. Rockwood. Mr. Rockwood said yes and currently presentations cannot be seen by the public. Mr. Hunt said to clarify we are not bringing in a camera crew, we are adding cameras.

10. A-7 Consider approval of new bus purchase

Ms. Kaminski asked about the 77-passenger lift bus. Mr. Jones said it is something new they are going to try. There are certain times of the year that a group of general education students go on a trip and have a wheel chair student going with them. This would allow everyone to fit on one bus. The rest of the time the bus will be used as a regular trip bus and they can use this space for equipment. Ms. Kaminski asked about the white buses used for special education students. Mr. Jones said they have a white fleet which are the expeditions and vans, which are used for small groups and the McKinney Veto students.

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Ms. Williams asked if we can use part of the 2006 bond money instead of the operating budget to make this purchase. Ms. Ludwig said yes, we could, we would bring to the Board to ask permission to use. Ms. Williams asked if the Board can recommend this. Dr. Randle said yes, they can. But he said the transportation budget allocates money for normal maintenance and upgrades of vehicles.

10. A-10 **Consider approval of design development for the multi-campus carpet replacements and renovations**

Mr. AJ Sustaita from Corgan Architects presented to the Board.

10. A-13 **Consider approval of professional geotechnical study services for various projects**

Mr. Welch asked about the three high schools where we are adding a single story multi-purpose room of 2,000 square feet to a 20-year-old, 10-year-old, and a new high school. Mr. Rice said yes. Mr. Welch said if the new high school already needs additional square footage, why are we not building a two-story space with the growth of the district. Mr. McKeever said this is a 2017 bond item for a multi-purpose space. He said it is a high ceiling multi-purpose room that is similar to a gym type ceiling. He said it can be used by the color guard, dance, and wrestling. Mr. Welch asked if there are band halls at the four middle schools. Mr. McKeever said yes. Mr. Welch asked if Roberts Middle has a band and orchestra room. Mr. McKeever said the orchestra room was added during construction. Mr. Welch asked for an understanding as to why a 6th grade campus needs a separate orchestra room. Mr. Estrada said the program will be implemented gradually. He said the band hall already has a full day program.

10. B **GOAL: TECHNOLOGY**

10. B-1 **Consider approval of district-wide iPad refresh**

Ms. Williams asked if this is going to come out the of Bond refresh money. Mr. Jacobson yes.

Ms. Kaminski asked what is the schedule. Mr. Jacobson said for iPads it is about five to six years, but sometimes is dependent on when Apple decides an operating system is no longer going to be supported and updated.

3. **AUDIENCE TO PATRONS**

None

11. **INFORMATION ITEMS**

11. A **GOAL: INSTRUCTIONAL**

11. A-2 **Avail Solutions - Crisis Hotline**

Ms. Kaminski asked what is the normal expectancy of calls and how do they get information out to the kids. Dr. Maxwell said this has only been in place since last year, it is a safety net for our students. The phone numbers are posted and connect with the student services app. Ms. Kaminski asked how long we will have access to this grant from the George Foundation. Dr. Roberts said they released their priorities for the next five years and mental health was their number 1 priority.

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Ms. Williams said they would like to promote this at the Community events they will be holding.

11. A-4 Prekindergarten Update

Ms. Kaminski said she knows they will receive an update in January, but it mentioned during the site visits, no one had certified teachers to teach Pre-K. She asked if the committee has any community members with them to discuss the requirement. Dr. Mossige said they are working through their staffing committee and it is an RFP process. Ms. Kaminski asked if in HB3 is it mandatory for 4-year-olds to go to Pre-K or is it only those that qualify. Dr. Mossige said it is only for those that qualify. Ms. Kaminski asked if they are opening a program in January at Thomas Elementary. Dr. Mossige said yes, they have the staffing and numbers and we are confident we can open that one. Seguin will open additional spots as well. At Thomas, the half day kids will be moved to full day.

11. C GOAL: PLANNING

11. C-1 Board Policies for First Reading

Ms. Kaminski asked about clarification on CNC(LEGAL) and the wireless communication devices on buses. Mr. Jones said we do not have wireless, we use two-way radios. We prohibit the use of cell phones and other wireless devices while the bus is in motion.

Ms. Kaminski asked about CQB(LEGAL) and how the cybersecurity training applies to the Board members. Dr. Randle said TASB will adjust the training and requirements for the Board.

Ms. Kaminski asked about EIF(LEGAL) and do we offer American Sign Language to elementary students. Ms. Marchena said we do not currently offer American Sign Language at elementary schools.

Ms. Kaminski asked about FFAA(LOCAL) and the physical for band members. Dr. Mossige said we already do this.

Ms. Kaminski asked about FFAC(LEGAL) and the prohibition on a district regulating the sale of cold medicine. Dr. Randle said we cannot answer, this is a legal policy and this encompasses the entire state.

Ms. Kaminski asked about FFE(LEGAL) and do we have a licensed specialist in school psychology. Dr. Mossige said yes, those are LSSPs.

Ms. Kaminski asked about FM(LEGAL) and it says the school nurse may be a member of the district's concussion oversight team and is authorized to remove a student from practices or competition. Dr. Randle said the word "may" is key because in a small school district they may use a nurse for that. Ms. Nelson said we do not have anyone in that role on our concussion oversight team.

Ms. Kaminski asked about BED(LOCAL) for the meeting management, she said the rewording is not very specific and does not specify the 5 minutes. Mr. Rockwood said this came out of the legislative decision and we can no longer have delegations, we have to allow all to talk. But can collapse the time if we have a large group. Dr. Randle said we have the ability to do in policy, but we can do it within the meeting.

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Ms. Kaminski asked about EHBB(LOCAL) and are we no longer accessing kindergarten students for G/T services. Dr. Mossige said it provides more flexible language, this aligns with the Texas State Plan.

Ms. Kaminski asked why they are taking out or designee from FDE(LOCAL). Dr. Bowen said there is a policy that says Superintendent or designee so that it does not have to be repeated throughout the entire manual.

Ms. Kaminski asked about GKA(LOCAL) and the use, possession, or display of an otherwise prohibited weapon takes place. Mr. Rockwood said there is no change in the policy. He said you could have a firearm in the parking lot of a school campus as long as it was not loaded, it is locked and out of sight. It has changed so it can be loaded, but it must be locked and out of sight.

Ms. Kaminski asked why they deleted GRAA(EXHIBIT). Dr. Mossige read that this exhibit has been deleted, as the list of offenses principals must report to local law enforcement authorities is included in GRAA(LEGAL). They moved it to legal.

11. C-4 Bond Update

Ms. Williams asked if they can add two columns to page 380, that shows if they have been completed and if over or under budget. Mr. McKeever said it might be difficult to read, but they can try. Ms. Danziger asked if they could do a different color as well. Dr. Randle reminded them the numbers are not always final.

11. C-9 Parent Involvement Update

Ms. Williams asked who are the parent liaisons and how are they chosen. Dr. Osagie said these are hired positions, and they will have to get the names.

11. C-10 Advertising on school buses

Mr. Welch asked if our current print capabilities are able to print materials to go on a bus. Mr. Rockwood said he would have to look into it. Mr. Welch asked if they were to approve do we have someone that could be the media person or would it go out to an agency. Mr. Juntti said it could be handled either way. Mr. Rockwood said we looked at this in 2013, and we utilize our educational foundation as a conduit for business partners, we see success having the business partners funneling through the foundation and all of that money going back into the classrooms.

Ms. Danziger asked how much would we have to charge and where would the money go. Mr. Rockwood said it is variable, back in 2013 some districts made 20k-100k and they direct to a specific source. Ms. Danziger said back then they were concerned with taking money away from LEAF.

Ms. Kaminski asked about the concern of the signs being a distraction. Mr. Jones said that is their concern as well.

Mr. Hubenak asked what color are school buses and why. Mr. Jones said glossy yellow because it is a noticeable color.

Ms. Kaminski asked what happens when the advertisers do not want it anymore. Mr. Juntti said it has to be managed by someone to remove.

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Mr. Hunt asked if there is data available about accidents from the Texas Department of Public Safety. Mr. Jones has not seen any data.

11. C-11 Comprehensive Facilities Study and Long-Range Facilities Plan Update

Mr. Rick Blan and Mr. Lorin Pargoud from PBK Architects presented to the Board.

Ms. Williams asked if all the needs vs. wants are listed. Mr. Pargoud said that is where the priority codes come into play.

Mr. Welch asked what are they expected to do with this. Mr. Blan said the real use is for a future bond planning committee.

11. C-13 Estimated Project Funds Available

Ms. Williams asked about the 2006 available bond funds and can we use those dollars for the press box overage. Ms. Ludwig said they already decided that the overage would come from the 2014 Bond. Ms. Williams asked why we didn't use the 2006 bond. Ms. Ludwig said we could have, she thinks they chose to use one bond program instead of splitting between two. Ms. Williams asked if this number is truly available funds. Ms. Ludwig said this is probably truly available funds. Ms. Williams asked if there is a way to get more detail on each item. Ms. Ludwig said yes.

ADJOURNMENT TO CLOSED SESSION PURSUANT TO TEXAS GOVERNMENT CODE SECTIONS 551.071, 551.072, 551.074, and 551.082, THE OPEN MEETINGS ACT, FOR THE FOLLOWING PURPOSES:

1. Section 551.074 – For the purpose of considering the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee or to hear complaints or charges against a public officer or employee.
 - a. Approval of personnel recommendations for employment of professional personnel
 - b. Employment of professional personnel (Information)
 - c. Employee resignations and retirements (Information)
2. Section 551.072 – For the purpose of discussing the purchase, exchange, lease or value of real property
 - a. Land
3. Section 551.071 – To meet with the District's attorney to discuss matters in which the duty of the attorney to the District under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with the Open Meetings Act, including the grievance/complaint hearing.
 - a. Any item listed on the agenda
 - b. Discuss pending, threatened, or potential litigation, including school finance litigation

The Board did not convene in Closed Session.

ADJOURNMENT

The meeting adjourned at 8:53 p.m.

LAMAR CONSOLIDATED INDEPENDENT SCHOOL DISTRICT

Signed:

Kay Danziger
President of the Board of Trustees

Mandi Bronsell
Secretary of the Board of Trustees

Regular Meeting

Be It Remembered

The State of Texas §
County of Fort Bend §
Lamar Consolidated Independent School District §

Notice of Regular Meeting Held

On this the 19th day of December 2019, the Board of Trustees of the Lamar Consolidated Independent School District of Fort Bend County, Texas met in Regular Session in Rosenberg, Fort Bend County, Texas.

1. CALL TO ORDER AND ESTABLISHMENT OF A QUORUM

This meeting was duly called to order by the President of the Board of Trustees, Ms. Kay Danziger, at 7:00 p.m.

Members Present:

Kay Danziger	President
Kathryn Kaminski	Vice President
Mandi Bronsell	Secretary
Joe Hubenak	Member
Alex Hunt	Member
Jon Welch	Member
Joy Williams	Member

Others Present:

Thomas Randle	Superintendent
Kathleen Bowen	Chief Human Resources officer
Chris Juntti	Interim Deputy Superintendent of Support Services
Jill Ludwig	Chief Financial Officer
Terri Mossige	Chief Academic Officer
Mike Rockwood	Chief of Staff
Kevin McKeever	Executive Director of Facilities & Planning
Rick Morris	Attorney

BUSINESS TRANSACTED

Business properly coming before the Board was transacted as follows: to witness—

2. OPENING OF MEETING

A moment of silence was observed and the pledge of allegiance was recited.

3. RECOGNITIONS/AWARDS

a. Fulshear High School Volleyball 4-A State Champions

Ms. Nikki Nelson introduced the Fulshear High School Varsity Volleyball team.

4. INTRODUCTIONS

None

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5. AUDIENCE TO PATRONS

None

6. APPROVAL OF MINUTES

A. NOVEMBER 19, 2019 – SPECIAL MEETING (WORKSHOP)

It was moved by Ms. Williams and seconded by Ms. Kaminski that the Board of Trustees approve the minutes of the November 19, 2019 Special Meeting (Workshop). The motion carried unanimously.

B. NOVEMBER 21, 2019 - REGULAR BOARD MEETING

It was moved by Ms. Kaminski and seconded by Mr. Hubenak that the Board of Trustees approve the minutes of the November 21, 2019 Regular Board Meeting. The motion carried unanimously.

7. BOARD MEMBER REPORTS

a. Meetings and Events

Mr. Hunt reported the Facilities Committee met and reported the status of projects in the District.

Ms. Williams reported the Family and Community Engagement Committee met and reported the status of their progress.

Mr. Hubenak reported the Technology Committee met and reported the status of projects in the District.

Ms. Williams reported the Attendance Boundary Committee met.

Ms. Danziger reported the Safety and Security Committee met and she and Ms. Bronsell are on the committee. She reported the status of their progress. She was a judge for the Bowie spelling bee.

8. SUPERINTENDENT REPORTS

a. Meetings and Events

b. Information for Immediate Attention

9. Public Hearing on Financial Integrity Rating Systems of Texas (FIRST) for fiscal year 2017-2018

The public hearing was opened at 7:14 p.m. Jill Ludwig, Chief Financial Officer gave a brief overview on the Financial Integrity Rating System of Texas for fiscal year 2017-2018. There being no questions, the hearing was closed at 7:22 p.m.

Ms. Bronsell arrived at 7:22 p.m.

ACTION ITEMS FOR CONSENT OF APPROVAL: 10. A-1 – 10. A-2; 10. A-4 – 10. A-5; 10. A-7 – 10. A-12; 10. A-14; and 10. B-1 – 10. B-2.

It was moved by Ms. Kaminski and seconded by Mr. Hunt that the Board of Trustees approve these action items as presented. The motion carried unanimously.

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10. A GOAL: PLANNING

10. A-1 Ratification of Financial and Investment Reports

Ratified the Financial and Investment Reports as presented.

10. A-2 Approval of budget amendment requests

Approved budget amendment requests. (See inserted page 39-A.)

10. A-4 Approval of Attendance Boundary Committee

Approved the membership of the Attendance Boundary Committee (ABC) for 2019-2020 as presented with the proposed timeline using the Lamar CISD Zoning Process and charged the ABC with setting the boundaries for Tamarron Elementary School for the 2020-2021 school year.

**10. A-5 Approval of resolutions proclaiming:
a. Law Enforcement Day**

Approved the attached resolution proclaiming January 9, 2020 as Law Enforcement Appreciation Day in the Lamar Consolidated Independent School District. (See inserted page 39-B.)

10. A-7 Approval of new bus purchase

Approved the purchase of 25 new buses from Thomas Bus Gulf Coast in the amount of \$2,844,925.

10. A-8 Approval of RFP#03-2020RG for Construction Management at Risk for the Lamar Consolidated High School, Lamar Junior High School, Terry High School, and George Junior High School interior/exterior additions and renovations

Approved the Request for Proposal for Construction Manager at Risk for Lamar Consolidated High School and Lamar Junior High School (Project 1) and Terry High School and George Junior High School (Project 2) for the interior/exterior additions and renovations to Drymalla Construction Company in the amount of \$60,000 pre-construction services plus construction management at risk and general conditions fees.

10. A-9 Approval of deductive change order #1 and final payment for the synthetic turf project

Approved the deductive change order #1 in the amount of \$280,902.60 and final payment of \$297,356.67 to Hellas Construction for the construction of the synthetic turf sports fields and tracks and authorized the Board President to sign the change order. (See inserted page 39-C.)

10. A-10 Approval of design development for the multi-campus carpet replacements and renovations

Approved the design development for the multi-campus carpet replacements and renovations as presented by Corgan Associates, Inc.

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10. A-11 Approval of professional topographic surveying services for multiple projects

Approved Charlie Kalkomey Surveying, Inc. A Jones & Carter Company for professional topographic surveying for various projects in the total amount of \$54,900 and authorized the Board President to execute the agreement. (See inserted pages 40-A – 40-EE.)

10. A-12 Approval of professional hazardous material survey services for various projects

Approved Environmental Solutions, Inc. for the hazardous material surveying services for various projects in the total amount of \$6,120 and authorized the Board President to execute the agreement. (See inserted pages 40-FF – 40-ZZ.)

10. A-14 Approval of material testing services supplement for Dr. Thomas E. Randle High School and Harry Wright Junior High School

Approved the supplement to the agreement with Terracon for material testing services for the construction of the Dr. Thomas E. Randle High School and Harry Wright Junior High School off-site packages #1, #2 and #3 in the amount of \$97,078 and authorized the Board President to execute the agreement. (See inserted page 40-AAA.)

10. B GOAL: TECHNOLOGY

10. B-1 Approval of district-wide iPad refresh

Approved Apple to provide hardware, software and services in the amount of \$1,540,000 for the district-wide iPad refresh project.

10. B-2 Approval of Secure Storage

Approved the purchase of security camera data storage, secure backup storage and installation and configuration services in the amount of \$402,642.62 from Unique Digital.

10. A GOAL: PLANNING

10. A-3 Consider approval of Board Policies - Second Reading: a. Localized Policy Manual Update 113

It was moved by Mr. Hubenak and seconded by Ms. Kaminski that the Board of Trustees approve the second reading of Localized Policy Manual Update 113.

Mr. Hunt said he sees no reason to delete CRB(LOCAL), he thinks it is wise to keep the policy so the Board is protected. Ms. Danziger asked why it was deleted. Mr. Hunt said the explanatory notes say these decisions are typically made during our budget process and no reason to have a separate board policy. He said we do not normally dig deep enough in the budget process to get into the weeds, he feels it is necessary to keep it. He wishes to table this policy until next month.

Mr. Welch said he wishes to have CI(LOCAL) tabled as well, this has to do with the phrase “district personal property”. Mr. Morris sent a legal note explaining the word personal, he wishes to have an explanation placed in the policy.

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It was moved by Mr. Hunt and seconded by Mr. Hubenak that the Board of Trustees amend the motion to approve Localized Policy Manual Update 113 except for policies CI(LOCAL) and CRB(LOCAL) both be tabled until next month.

The motion carried unanimously. (See inserted pages 41-A – 41-J.)

10. A-6 Discussion and action on Board Meeting Video

It was moved by Mr. Hunt and seconded by Ms. Bronsell that the Board of Trustees approve the live production board meeting video option.

Ms. Kaminski said she is concerned that it is requiring additional duties for the employee and it will cost extra money. Mr. Rockwood said based on quotes from vendors, they came up with the pricing models and feels the price is similar. He said the individual will attend the meeting and do the live production at the meeting and it would be uploaded immediately at the close of the meeting. Mr. Welch asked if the staff member would be paid extra. Mr. Rockwood said it is a salaried employee.

Voting in favor of the motion: Mr. Welch, Mr. Hubenak, Ms. Danziger, Ms. Bronsell, Mr. Hunt, and Ms. Williams

Voting in opposition of the motion: Ms. Kaminski

The motion carried.

10. A-13 Consider approval of professional geotechnical study services for various projects

It was moved by Ms. Kaminski and seconded by Mr. Hunt that the Board of Trustees approve Terracon for the geotechnical study services for various projects in the total amount of \$23,200 and authorize the Board President to execute the agreement.

Mr. Welch said he wished these would have been separated with the high school multi-purpose rooms on one agenda item and the orchestra rooms on another. He was not aware that this was part of the 2017 Bond, he feels like he is asking questions too late.

Voting in favor of the motion: Mr. Hubenak, Ms. Kaminski, Ms. Danziger, Ms. Bronsell, Mr. Hunt, and Ms. Williams

Abstaining: Mr. Welch

The motion carried. (See inserted pages 41-K – 41-UUU.)

11. INFORMATION ITEMS

11. A GOAL: INSTRUCTIONAL

11. A-1 2019-2020 Summer School

11. A-2 Avail Solutions - Crisis Hotline

11. A-3 2017 - 2019 Band Instrument Maintenance Costs

Mr. Welch said he spoke to a neighboring district who charges the students an \$80 fee to play a district owned instrument, and if they are on free and reduced lunch program this fee is free. Ms. Danziger asked if this is equipment the District owns. Dr. Randle said this includes maintenance, the District cleans all the instruments. He said some districts only have 50 members, but our District has 250 members in our band. This is the ability of the kids having access to the instruments without any fee charges. He said the kids that can afford to purchase their own, prefer to have their own. He said we provide so that fine arts can excel in our District.

11. A-4 Prekindergarten Update

11. B GOAL: COMMUNICATIONS

11. B-1 School Board Recognition Month

11. C GOAL: PLANNING

11. C-1 Board Policies for First Reading

Ms. Kaminski asked about the wording of policy FDE(LOCAL) on 2 d and e. Dr. Randle said he will get answers. Mr. Rockwood said it is the way the District collects data on these things.

11. C-2 Tax Collection Report

11. C-3 Payments for Construction Projects

11. C-4 Bond Update

a. 2014

b. 2017

11. C-5 School Resource Division Update

11. C-6 Lamar Education Awards Foundation (L.E.A.F.) Update

11. C-7 Transportation Update

11. C-8 Stewardship Report

Dr. Randle and the cabinet members presented the report to the Board.

11. C-9 Parent Involvement Update

11. C-10 Advertising on school buses

Mr. Welch asked if the Board would consider advertising on buses. Ms. Kaminski said she is not for it. Ms. Danziger said she worries this would take away from LEAF. Mr. Hunt said he is concerned about the safety. Ms. Williams said she would need further information.

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11. C-11 Comprehensive Facilities Study and Long-Range Facilities Plan Update

11. C-12 Smart Tag ridership tracking program

11. C-13 Estimated Project Funds Available

ADJOURNMENT TO CLOSED SESSION PURSUANT TO TEXAS GOVERNMENT CODE SECTIONS 551.071, 551.072, 551.074, and 551.082, THE OPEN MEETINGS ACT, FOR THE FOLLOWING PURPOSES:

1. Section 551.074 – For the purpose of considering the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee or to hear complaints or charges against a public officer or employee.
 - a. Approval of personnel recommendations for employment of professional personnel
 - b. Employment of professional personnel (Information)
 - c. Employee resignations and retirements (Information)
2. Section 551.072 – For the purpose of discussing the purchase, exchange, lease or value of real property
 - a. Land
3. Section 551.071 – To meet with the District’s attorney to discuss matters in which the duty of the attorney to the District under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with the Open Meetings Act, including the grievance/complaint hearing.
 - a. Any item listed on the agenda
 - b. Discuss pending, threatened, or potential litigation, including school finance litigation

The Board adjourned to Closed Session at 8:57 p.m. for the purposes listed above.

RECONVENE IN OPEN SESSION – ACTION ON CLOSED SESSION

The Board reconvened in Open Session at 9:20 p.m.

FUTURE AGENDA ITEMS

Information Item on advertising on buses

UPCOMING MEETINGS AND EVENTS

ADJOURNMENT

The meeting adjourned at 9:21 p.m.

LAMAR CONSOLIDATED INDEPENDENT SCHOOL DISTRICT

Signed:

Kay Danziger
President of the Board of Trustees

Mandi Bronsell
Secretary of the Board of Trustees

CONSIDER APPROVAL OF OUT-OF-STATE STUDENT TRIP REQUESTS

RECOMMENDATION:

That the Board of Trustees approve out-of-state travel for the George Ranch High School Speech and Debate to travel to Boston, Massachusetts from February 14 – 18, 2020.

IMPACT/RATIONALE:

George Ranch High School Speech and Debate requests permission to travel by airplane to Boston, Massachusetts from February 14 – 18, 2020 to attend the 46th Harvard National Invitational Speech and Debate Tournament. The approximate cost for each student or sponsor/chaperone is \$450, for a grand total of \$5,700. Meals, airfare, hotel, tournament registration, and ground transportation are included in the costs. Student lodging and ground transportation costs will be paid by activity account fundraising and students' families will pay for airfare and entry fees. District employee travel costs will be covered by the campus budget.

BACKGROUND INFORMATION:

The students will participate in a national tournament in Boston, Massachusetts. This is in preparation for the National Speech & Debate Tournament next summer. Ten students will attend the tournament. Debate coach Erica Baker and assistant principal Chris Cuellar will accompany the students.

Submitted by: Dr. Terri Mossige, Chief Academic Officer
Dr. Andree Osagie, Assistant Superintendent of Secondary Education
Ramiro Estrada, Director of Performing and Visual Arts

Recommended for approval:



Dr. Thomas Randle
Superintendent

CONSIDER APPROVAL OF APPLICATION WAIVER FOR PREKINDERGARTEN

RECOMMENDATION:

The Board of Trustees authorize applying for a waiver for full-day prekindergarten (Pre-K) in the 2019 - 2020 school year.

IMPACT/RATIONALE:

The 86th Texas Legislative session passed HB3 in May 2019. A portion of this law mandates full-day prekindergarten for eligible four-year old children. Lamar CISD is eligible to apply for the waiver since full implementation with available staff would result in fewer eligible students being enrolled in prekindergarten.

The LEA has solicited proposals for partnerships with public or private entities (Early Learning Centers) regarding offering full-day prekindergarten for eligible four-year-old students. Currently, the Early Learning Centers (ELC) do not have teachers that are certified to teach Pre-K, which is a TEA requirement.

PROGRAM DESCRIPTION:

Full-day Pre-K will be implemented throughout the District in August 2020. Planning for this implementation began in June of 2019 in various areas including budget, space utilization, staffing, “specials” rotations, community outreach and ELC partnering opportunities.

Submitted by: Dr. Terri Mossige, Chief Academic Officer
Diane Parks, Assistant Superintendent of Elementary Education
Katie Marchena –Roldan, Executive Director of Teaching and Learning
Gloria Stewart-Cooper, Director of Accelerated Language Programs

Recommended for approval:



Dr. Thomas Randle
Superintendent

**CONSIDER RATIFICATION OF QUARTERLY INVESTMENT REPORT
SEPTEMBER 2019 THROUGH NOVEMBER 2019**

RECOMMENDATION:

That the Board of Trustees ratify the quarterly investment report as submitted for the quarter ending November 30, 2019.

IMPACT/RATIONALE:

This report is required by state law and local policy CDA and includes all the pertinent information regarding the District's current investments. Investment officers for the District will be present at the meeting to answer any questions about the report and the District's cash and investment position.

Submitted by: Jill Ludwig, CPA, RTSBA, Chief Financial Officer
Yvonne Dawson, RTSBA, Director of Budget and Treasury
Michele Reynolds, CPA, Director of Finance

Recommended for approval:



Dr. Thomas Randle
Superintendent

**Lamar Consolidated Independent School District
Quarterly Report of Investment Activity
for the quarter ending November 30, 2019**

Preface

House Bill 2459 amended the section of the Education Code that dealt with the investment of school district funds. Code Section 2256.023 as amended requires that the Investment Officer of the District prepare and submit to the Board of Trustees a report of investment activity and position on a quarterly basis. The attached report complies, to the best of our knowledge and ability, with the requirements, and covers the period September 1, 2019 through November 30, 2019.

Investment Strategy by Fund

GENERAL FUND STRATEGY:

Investments purchased will be limited to those authorized by the District's investment policy, Board Policy CDA (Legal) and CDA (Local), and be diversified by security type and institution. To the extent possible, the District will attempt to match its investments with anticipated cash flow requirements. Investments may be made in short term securities to maintain appropriate liquidity levels, avoid market risk, and generate superior returns during periods of rising interest rates. The District will limit its maximum stated maturities to one year, unless specific authority to exceed is given by the Board of Trustees (prior to purchase). The District will determine what the appropriate average weighted maturity of the portfolio should be based on the surrounding economic climate. This determination will be made on a periodic basis, by analysis of economic data, at least annually. Investments should be purchased with the intent of holding until maturity.

Reserve funds may be invested in securities exceeding one year if the maturity of such investments is made to coincide with the expected use of the funds. The ability to invest these types of funds should be disclosed to the Board of Trustees, including appropriate time restrictions, if any exist.

DEBT SERVICE FUND STRATEGY:

The investment strategy for the Debt Service Fund is the same as that for the General Fund above, with the following exceptions. The weighted average maturity of investments for the fund may be slightly greater due to the timing of disbursements. The greatest outflow of funds occurs in February and August of each year, when bond interest and/or principal is due. Based on published debt service schedules, investments purchased will mature prior to these obligations and need for funds. Other cash requirements will be considered prior to investment.

The District does not anticipate the existence of significant reserve funds for the Debt Service Fund.

CAPITAL PROJECTS FUND STRATEGY:

Generally, the investment strategy for the Capital Projects Fund is the same as that of the General Fund. The remaining bond proceeds are currently invested in Texpool, Lone Star, MBIA Texas CLASS, TexStar and Texas Term Daily Fund Investment Pools. The yield on the funds varies with the rates for the pools as a whole. As required by law, the District will monitor the investment earnings on the bond proceeds and comply with federal arbitrage regulations.

FOOD SERVICE, WORKMEN’S COMPENSATION, HEALTH INSURANCE TRUST, AND TRUST AND AGENCY FUNDS STRATEGY:

The investment strategy for each of these funds is the same as that of the General Fund.

INVESTMENT POSITION AT NOVEMBER 30, 2019

Securities are purchased to maximize the investment earnings of the District’s portfolio and to minimize idle cash balances in demand deposit accounts at the depository bank, while maintaining the liquidity required to meet currently maturing obligations such as payroll and scheduled payments for accounts payable and bonded indebtedness.

The attached report provides details of ending cash and investment balances for each of the past three months and interest earned.

COST TO FAIR MARKET VALUE COMPARISON

The cost to fair market value comparison follows in a separate section. All investable funds were deposited with authorized investment pools as of November 30, 2019. Pertinent details at November 30, 2019 of each pool in which the District had funds invested follows:

<u>POOL NAME</u>	<u>NET ASSET VALUE %</u>	<u>BOOK VALUE OF POOL</u>	<u>MARKET VALUE OF POOL</u>	<u>LCISD % OF POOL</u>
Texpool	1.00	\$20,930,843,220	\$20,932,288,045	0.4829%

The dollar weighted average maturity of the pool’s portfolio for November 2019 was 36 days.

Lone Star, Government Overnight Fund	1.00	\$ 3,552,818,217	\$ 3,553,269,172	3.3091%
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The dollar weighted average maturity of the portfolio for the Government Overnight Fund for November 2019 was 29 days.

<u>POOL NAME</u>	<u>NET ASSET VALUE %</u>	<u>BOOK VALUE OF POOL</u>	<u>MARKET VALUE OF POOL</u>	<u>LCISD % OF POOL</u>
MBIA, Texas CLASS	1.00	\$8,933,348,688	\$8,934,521,462	0.5965%

The dollar weighted average maturity of the portfolio for Texas CLASS Fund for November 2019 was 53 days.

Texas Term, Daily Fund	1.00	\$2,687,013,027	\$2,687,224,523	2.1612%
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The dollar weighted average maturity of the portfolio for TEXAS TERM/DAILY Fund for November 2019 was 33 days.

TexStar,	1.00	\$8,004,510,360	\$8,003,923,190	1.7818%
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The dollar weighted average maturity of the portfolio for TEXSTAR Fund for November 2019 was 36 days.

This report includes all information required by law to be presented to the Board of Trustees on a quarterly basis. We will be pleased to present additional information in this report in the future, if requested. The District's portfolio and investment management strategy is simple and conservative, which facilitates presentation of the required information.

We hereby certify that this report is a true and accurate description of the investment portfolio of the Lamar Consolidated Independent School District for the period ending November 30, 2019. This report fully discloses all material aspects of the District's cash and investment position for the quarter then ended. All investments are in compliance with the Public Funds Investment Act (HB 2459) and local investment policy.

Submitted by:


 Jiff Ludwig,
 Chief Financial Officer

Date: 1/9/2020


 Yvonne Dawson
 Director of Budget & Treasury

Date: 1/9/2020


 Michele Reynolds
 Director of Finance

Date: 1/9/2020

LAMAR CONSOLIDATED INDEPENDENT SCHOOL DISTRICT

QUARTERLY CASH BALANCE AND INVESTMENT REPORT FOR THE PERIOD ENDING NOVEMBER 30, 2019

	<u>9/30/2019</u>	<u>10/31/2019</u>	<u>11/30/2019</u>
<u>DEMAND DEPOSIT ACCOUNT BALANCES¹</u>			
General Fund	223,158	446,287	11,921,650
Special Revenue Funds (Combined)	1,351,388	5,239,828	2,859,400
Debt Service Fund	1,326,035	1,327,778	2,513,054
Capital Projects Fund	307,759	288,248	235,668
Workmen's Compensation and Health Insurance Trust Funds	1,172,511	825,005	627,270
Trust and Agency Funds, excluding Student Activity Funds	33,670	33,670	33,670
Student Activity Funds	2,676,160	2,833,400	2,761,352
Total Demand Deposits/Cash on Hand	<u>7,090,681</u>	<u>10,994,216</u>	<u>20,952,064</u>

¹ Balances presented are reconciled balances per book and will differ slightly from actual cash balances reported in the monthly bank statements. Also, totals above include insignificant amounts of cash on hand.

LAMAR CONSOLIDATED INDEPENDENT SCHOOL DISTRICT

QUARTERLY CASH BALANCE AND INVESTMENT REPORT FOR THE PERIOD ENDING NOVEMBER 30, 2019

	9/30/2019	10/31/2019	11/30/2019
<u>INVESTMENT POOLS*</u>			
General Fund			
Texpool	65,467,869	64,308,310	45,471,892
Lone Star	2,749,056	2,753,487	2,757,363
Texas CLASS	16,281,797	16,310,692	16,336,692
Food Service Fund			
Texpool	2,340,972	2,200,972	2,204,006
Lone Star	94,946	95,099	95,233
Debt Service Fund			
Texpool	3,375,773	6,454,747	8,302,693
Lone Star	4,600,962	4,608,377	4,614,864
Texas CLASS	825	826	827
TexasTerm/Daily	1,851,763	1,854,859	1,857,510
TexSTAR	3,704,944	6,714,092	6,723,019
Capital Projects Fund			
Texpool	60,476,905	100,458,830	92,162,460
Lone Star	82,716,184	112,216,652	109,676,680
Texas CLASS	22,011,172	36,932,440	36,952,593
TexasTerm/Daily	41,967,469	56,180,590	56,214,628
TexSTAR	101,473,948	135,718,751	135,899,199
Workmen's Compensation and Health Insurance Trust Funds			
Texpool	2,493,907	3,312,070	4,430,485
Lone Star	505,173	490,982	421,594
Special Revenue Funds			
Texpool	55,872	55,963	56,040
Student Activity Funds			
Texpool	36,730	36,790	36,841
Total Investment in Pools	412,206,267	550,704,529	524,214,619
<u>Summary of Interest Earned by Month</u>			
Texpool	232,118	260,653	228,970
Lone Star	155,958	180,105	167,805
Texas CLASS	72,223	84,018	81,076
TexSTAR	181,765	207,574	189,375
Texas Term/Daily	78,040	89,760	82,902
Total Interest Earned from Investment Pools	720,104	822,110	750,128
<u>Average Yield by Month</u>			
Texpool	2.16	1.91	1.68
Lone Star	2.10	1.90	1.71
Texas CLASS	2.20	2.09	1.94
TexSTAR	2.11	1.85	1.62
Texas Term/Daily	2.15	1.97	1.74

* See supplemental report attached for balances at November 30, 2019 and details of transactions.

LAMAR CONSOLIDATED INDEPENDENT SCHOOL DISTRICT
DETAILS OF TRANSACTIONS FOR INVESTMENT POOLS

INVESTMENT POOLS	9/1/2019	DEPOSITS	WITHDRAWALS	9/30/2019	DEPOSITS	WITHDRAWALS	10/31/2019	DEPOSITS	WITHDRAWALS	11/30/2019
General Fund										
Texpool	63,441,197	30,095,610	(28,068,938)	65,467,869	16,825,056	(17,984,615)	64,308,310	5,171,240	(24,007,658)	45,471,892
Lone Star	2,744,328	4,728	-	2,749,066	4,431	-	2,753,487	3,876	-	2,757,363
Texas CLASS	16,252,320	29,477	-	16,281,797	28,895	-	16,310,692	26,000	-	16,336,692
Food Service Fund										
Texpool	2,336,817	4,155	-	2,340,972	3,750	(143,750)	2,200,972	3,034	-	2,204,006
Lone Star	94,783	163	-	94,946	153	-	95,099	134	-	95,233
Debt Service Fund										
Texpool	1,314,014	2,061,759	-	3,375,773	3,206,253	(127,279)	6,454,747	1,847,946	-	8,302,693
Lone Star	3,080,353	1,520,609	-	4,600,962	7,415	-	4,608,377	6,487	-	4,614,864
Texas CLASS	824	1	-	825	1	-	826	1	-	827
Texas Term/Daily	1,848,492	3,271	-	1,851,763	3,096	-	1,854,859	2,651	-	1,857,510
TexSTAR	3,698,542	6,402	-	3,704,944	3,009,148	-	6,714,092	8,927	-	6,723,019
Capital Projects Fund										
Texpool	70,799,717	115,282	(10,438,094)	60,476,905	48,599,285	(8,617,360)	100,458,830	134,849	(8,431,219)	92,162,460
Lone Star	84,086,627	142,699	(1,513,142)	82,716,184	30,167,297	(666,829)	112,216,652	156,696	(2,696,668)	109,676,680
Texas CLASS	25,044,550	42,744	(3,076,122)	22,011,172	15,055,121	(133,853)	36,932,440	55,074	(34,921)	36,962,593
Texas Term/Daily	43,263,419	74,769	(1,370,718)	41,967,470	15,086,663	(873,543)	56,180,590	80,252	(46,214)	56,214,628
TexSTAR	101,296,585	175,363	-	101,473,948	37,198,426	(2,953,623)	135,718,751	180,448	-	135,899,199
Workmen's Compensation and Health Insurance Trust Funds										
Texpool	1,995,907	1,573,000	(1,075,000)	2,493,907	2,263,163	(1,445,000)	3,312,070	1,863,415	(745,000)	4,430,485
Lone Star	554,272	901	(50,000)	505,173	809	(15,000)	490,982	612	(70,000)	421,594
Special Revenue Funds										
Texpool	55,773	99	-	55,872	91	-	55,963	77	-	56,040
Student Activity Funds										
Texpool	36,665	65	-	36,730	60	-	36,790	51	-	36,841
Total Investment in Pools	421,947,185	35,851,097	(45,592,014)	412,206,267	171,459,113	(32,960,852)	550,704,629	9,541,770	(36,031,680)	524,214,619

**CONSIDER APPROVAL OF THE LAMAR CONSOLIDATED INDEPENDENT
SCHOOL DISTRICT COMPREHENSIVE ANNUAL FINANCIAL REPORT
FOR THE 2018 - 2019 YEAR**

RECOMMENDATION:

That the Board of Trustees consider approval of the Lamar Consolidated Independent School District Comprehensive Annual Financial Report for the 2018-2019 fiscal year as presented.

IMPACT/RATIONALE:

A draft of the Lamar CISD Comprehensive Annual Financial Report (CAFR) for the 2018-2019 fiscal year is enclosed for your review. This report is comprised of three sections. The introductory section includes district information and a letter of transmittal. The financial section includes the auditors' report, various financial reports and notes, and required supplementary information. The last section includes unaudited statistical trend data to help the user of the financial statements better understand the economic conditions under which the District operates.

Also included is a draft of the Lamar CISD Single Audit Report for the 2018-2019 fiscal year for your review. This report includes the auditor's reports on internal control and compliance, findings and questioned costs (if any) relating to financial statements and federal financial assistance programs, the schedule of expenditures of federal awards and notes to the schedule.

A representative of Whitley Penn, LLP will be present to comment on both the Comprehensive Annual Financial Report, and Single Audit Report and respond to any questions.

Submitted by: Jill Ludwig, CPA, RTSBA, Chief Financial Officer
Michele Reynolds, CPA, Director of Finance

Recommended for approval:



Dr. Thomas Randle
Superintendent

CONSIDER APPROVAL OF DUAL REAR WHEEL WORK VEHICLES

RECOMMENDATION:

That the Board of Trustees consider approval of the purchase of two (2) 2020 Ford F350 XLT Dual Rear Wheel Vehicles from Helfman Ford in the amount of \$92,580.

IMPACT/RATIONALE:

The Career and Technical Education Department requested the replacement of aging vehicles. The new vehicles will be used by the Agriculture Department to tow equipment and transport livestock. The Request for Proposal (RFP) process was used to ensure that the District is compliant with purchasing regulations according to TEC 44.031 and EDGAR.

PROGRAM DESCRIPTION:

Request for Proposal #14-2019RL was sent to multiple vendors with contracts on compliant purchasing cooperatives and local vendors. The Purchasing Department worked with the Career and Technical Education Department to ensure that the vehicles met quality and equipment standards required to meet their operational needs.

The tabulation attached reflects that Helfman Ford met the specifications provided within the solicitation. The procurement shall commence upon board approval utilizing local funds in the amount of \$92,580.

Submitted by: Dr. Terri Mossige, Chief Academic Officer
Jill Ludwig, CPA, RTSBA, Chief Financial Officer
Lamanda Nipps, CTSBO, Purchasing & Materials Manager

Recommended for approval:



Dr. Thomas Randle
Superintendent

RFP # 14-2019RL
Dual Rear Wheel Work Truck
January 16, 2020

Vendor	Vehicle Cost	The purchase price (25 points Max)	The reputation of the Proposer and of the Proposer's goods or services. (15 points Max)	The quality of the Proposer's goods or services. (10 points Max)	The extent to which the goods or services meet the needs of district . (25 points Max)	The Proposer's past relationship with the district. (5 points Max)	Long-term cost to the district to aquire the vendor's goods or service. (10 points Max)	Ability to service our account with proper staff and insurance. (10 points Max)	TOTAL POINTS
Helfman Ford	\$92,580.00	25	15	10	23.3	5	8.3	10	96.6
Classic Chevrolet	\$93,732.00	23	13	10	25	5	10.0	10	96
Caldwell Country Chevrolet	\$97,440.00	21	5	10	21.6	5	6.6	10	79.2

CONSIDER RATIFICATION OF FINANCIAL AND INVESTMENT REPORTS

RECOMMENDATION:

That the Board of Trustees ratify the Financial and Investment Reports as presented.

PROGRAM DESCRIPTION:

Financial reporting is intended to provide information useful for many purposes. The reporting function helps fulfill government's duty to be publicly accountable, as well as to help satisfy the needs of users who rely on the reports as an important source of information for decision making.

Financial reports and statements are the end products of the accounting process. You will find attached the following reports:

- Ratification of December 2019 Disbursements, all funds
 - List of disbursements for the month by type of expenditure
- Financial Reports
 - Year-to-Date Cash Receipts and Expenditures, General Fund only
 - Investment Report

Submitted by: Jill Ludwig, CPA, RTSBA, Chief Financial Officer
Michele Reynolds, CPA, Director of Finance

Recommended for ratification:



Dr. Thomas Randle
Superintendent

SCHEDULE OF DECEMBER 2019 DISBURSEMENTS

IMPACT/RATIONALE:


All disbursements made by the Accounting Department are submitted to the Board of Trustees for ratification on a monthly basis. Disbursements made during the month of December total \$36,002,394 and are shown below by category:

<u>3-Digit Object</u>	<u>Description</u>	<u>Disbursements</u>
611/612	Salaries and Wages, All Personnel	19,755,304
614	Employee Benefits	1,001,291
621	Professional Services	477,425
622	Tuition and Transfer Payments	970
623	Education Services Center	375
624	Contracted Maintenance and Repair Services	287,994
625	Utilities	727,046
626	Rentals and Operating Leases	229,956
629	Miscellaneous Contracted Services	532,487
631	Supplies and Materials for Maintenance and Operations	320,921
632	Textbooks and Other Reading Materials	216,050
633	Testing Materials	17,085
634	Food Service	650,741
639	General Supplies and Materials	647,137
641	Travel and Subsistence -- Employee and Student	115,342
642	Insurance and Bonding Costs	1,225
649	Miscellaneous Operating Costs/Fees and Dues	45,974
661	Land Purchase and/or Improvements	11,126
662	Building Purchase, Construction, and/or Improvements	10,814,263
663	Furniture & Equipment - \$5,000 or more per unit cost	144,844
217	Operating Transfers, Loans and Reimbursements	510
573/575/592	Miscellaneous Refunds/Reimbursements to Campuses	4,328
Total		36,002,394

PROGRAM DESCRIPTION:

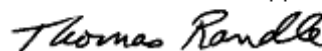
The report above represents all expenditures made during the month of December 2019. The detailed check information is available upon request.

Submitted by,



Michele Reynolds,
Director of Finance

Recommended for approval:



Dr. Thomas Randle
Superintendent

**LAMAR CONSOLIDATED I.S.D.
GENERAL FUND
YEAR TO DATE CASH RECEIPTS AND EXPENDITURES
(BUDGET AND ACTUAL)
AS OF DECEMBER 31, 2019**

CASH RECEIPTS	AMENDED BUDGET	ACTUAL	BUDGET VARIANCE	PERCENT ACTUAL/ BUDGET
5700-LOCAL REVENUES	172,430,272.00	92,737,278.00	(79,692,994.00)	53.8%
5800-STATE PROGRAM REVENUES	142,094,922.00	62,137,375.00	(79,957,547.00)	43.7%
5900-FEDERAL PROGRAM REVENUES	4,425,000.00	741,948.00	(3,683,052.00)	16.8%
TOTAL- REVENUES	318,950,194.00	155,616,601.00	(163,333,593.00)	48.8%
EXPENDITURES				
6100-PAYROLL COSTS	269,606,304.00	85,712,193.00	183,894,111.00	31.8%
6200-PROFESSIONAL/CONTRACTED SVCS.	28,744,910.00	6,922,341.00	21,822,569.00	24.1%
6300-SUPPLIES AND MATERIALS	15,926,475.00	4,681,277.00	11,245,198.00	29.4%
6400-OTHER OPERATING EXPENDITURES	6,041,695.00	2,232,803.00	3,808,892.00	37.0%
6600-CAPITAL OUTLAY	1,882,869.00	223,971.00	1,658,898.00	11.9%
TOTAL-EXPENDITURES	322,202,253.00	99,772,585.00	222,429,668.00	31.0%

**Local Investment Pools
as of December 31, 2019**

ACCOUNT NAME	BEGINNING BALANCE	TOTAL DEPOSIT	TOTAL WITHDRAWAL	TOTAL INTEREST	MONTH END BALANCE
TexPool accounts are as follows:					
Food Service	2,204,006.26	0.00	0.00	3,037.36	2,207,043.62
General Account	39,905,677.02	10,400,000.00	25,343,937.50	48,447.86	25,010,187.38
Health Insurance	4,390,691.35	1,527,270.83	2,400,000.00	5,698.89	3,523,661.07
Workmen's Comp	39,793.69	41,666.67	45,000.00	71.73	36,532.09
Property Tax	7,312,102.86	43,716,359.69	0.00	33,050.91	51,061,513.46
Vending Contract Sponsor	302,583.01	0.00	0.00	417.00	303,000.01
Deferred Compensation	2.55	0.00	0.00	0.00	2.55
Capital Projects Series 2005	1,059,363.94	0.00	0.00	1,459.94	1,060,823.88
Student Activity Funds	36,838.94	0.00	0.00	50.77	36,889.71
Taylor Ray Donation Account	54.72	0.00	0.00	0.00	54.72
Capital Projects Series 2007	220,138.09	0.00	0.00	303.34	220,441.43
Common Threads Donation	56,039.71	0.00	0.00	77.24	56,116.95
Debt Service 2012A	13,040.67	0.00	0.00	17.97	13,058.64
Debt Service 2012B	9,145.72	0.00	0.00	12.56	9,158.28
Debt Service 2014A	4,382.88	0.00	0.00	6.02	4,388.90
Debt Service 2014B	4,038.08	0.00	0.00	5.60	4,043.68
Debt Service 2013	5,037.47	0.00	0.00	6.93	5,044.40
Debt Service 2013A	151,230.94	0.00	0.00	208.41	151,439.35
Debt Service 2015	33,339.53	0.00	0.00	45.98	33,385.51
Debt Service 2016A	8,768.23	0.00	0.00	12.08	8,780.31
Debt Service 2016B	2,308.00	0.00	0.00	3.12	2,311.12
Debt Service 2017	7,208.18	0.00	0.00	9.95	7,218.13
Capital Projects 2017	1.00	0.00	0.00	0.00	1.00
Debt Service 2018	2,995,684.26	0.00	0.00	4,128.39	2,999,812.65
Capital Projects 2018	42,309,602.00	0.00	10,166,890.69	52,791.84	32,195,503.15
Capital Projects 2019	48,573,355.24	0.00	0.00	66,939.30	48,640,294.54
Debt Service 2019	12,404.47	0.00	0.00	17.12	12,421.59
Debt Service Capitalized Interest 2019	3,007,576.05	0.00	0.00	4,144.75	3,011,720.80
Lone Star Investment Pool Government Overnight Fund					
Capital Projects Fund	5,284.07	0.00	0.00	7.27	5,291.34
Workers' Comp	421,593.75	0.00	0.00	580.30	422,174.05
Property Tax Fund	33,845.22	0.00	0.00	46.59	33,891.81
General Fund	2,723,517.51	0.00	0.00	3,748.76	2,727,266.27
Food Service Fund	95,233.50	0.00	0.00	131.08	95,364.58
Debt Service Series 1996	322.82	0.00	0.00	0.44	323.26
Capital Project Series 1998	737.37	0.00	0.00	1.01	738.38
Debt Service Series 1990	0.04	0.00	0.00	0.00	0.04
Debt Service Series 1999	2.43	0.00	0.00	0.00	2.43
Capital Project Series 1999	0.01	0.00	0.00	0.00	0.01
Capital Projects 2007	404.22	0.00	0.00	0.56	404.78
Capital Projects 2008	0.31	0.00	0.00	0.00	0.31
Capital Projects 2012A	0.06	0.00	0.00	0.00	0.06
Capital Projects 2014B	17.93	0.00	0.00	0.02	17.95
Capital Projects 2015	53.66	0.00	0.00	0.07	53.73
Debt Service Series 2015	380.02	0.00	0.00	0.52	380.54
Capital Projects 2017	3,921,518.03	0.00	922,324.52	4,626.48	3,003,819.99
Capital Projects 2018	75,672,164.86	0.00	0.00	104,158.24	75,776,323.10
Debt Service Series 2018	4,614,159.81	0.00	0.00	6,351.12	4,620,510.93
Capital Projects 2019	30,076,498.87	0.00	0.00	41,398.51	30,117,897.38
MBIA Texas CLASS Fund					
General Account	16,336,692.24	0.00	0.00	26,115.56	16,362,807.80
Capital Project Series 1998	963.11	0.00	0.00	1.55	964.66
Capital Projects Series 2007	1.00	0.00	0.00	0.00	1.00
Debt Service Series 2007	1.00	0.00	0.00	0.00	1.00
Capital Projects Series 2012A	2,872,651.15	0.00	30,610.87	4,562.55	2,846,602.83
Debt Service 2015	826.11	0.00	0.00	1.28	827.39
Capital Projects 2017	19,036,291.78	0.00	0.00	26,562.86	19,062,854.64
Capital Projects 2019	15,042,687.20	0.00	0.00	24,047.00	15,066,734.20
TEXSTAR					
Capital Projects Series 2007	781.97	0.00	0.00	0.98	782.95
Debt Service Series 2008	13.86	0.00	0.00	0.00	13.86
Capital Projects Series 2008	1,019,279.64	0.00	0.00	1,354.17	1,020,633.81
Debt Service Series 2012A	0.03	0.00	0.00	0.00	0.03
Debt Service Series 2012B	0.17	0.00	0.00	0.00	0.17
Capital Projects Series 2012A	12.21	0.00	0.00	0.00	12.21
Debt Service 2013	2.67	0.00	0.00	0.00	2.67
Capital Projects 2014A	4,832.12	0.00	0.00	6.46	4,838.58
Capital Projects 2014B	2.65	0.00	0.00	0.00	2.65
Debt Service 2015	2,643.06	0.00	0.00	3.48	2,646.54
Capital Projects 2015	1.40	0.00	0.00	0.00	1.40
Capital Projects 2017	10,957,899.62	0.00	0.00	14,558.22	10,972,457.84
Capital Projects 2018	86,826,148.57	0.00	0.00	115,353.66	86,941,502.23
Debt Service 2018	3,713,042.09	0.00	0.00	4,932.99	3,717,975.08
Debt Service 2019	3,007,316.71	0.00	0.00	3,995.39	3,011,312.10
Capital Projects 2019	37,090,239.51	0.00	0.00	49,276.55	37,139,516.06
TEXAS TERM/DAILY Fund					
Capital Projects Series 2007	1,059,486.97	0.00	0.00	1,497.17	1,060,984.14
Capital Projects Series 2008	148.38	0.00	0.00	0.21	148.59
Capital Projects Series 2012A	0.21	0.00	0.00	0.00	0.21
Capital Projects Series 2014A	117,666.23	0.00	6,539.53	160.71	111,287.41
Capital Projects Series 2014B	578,039.03	0.00	0.00	816.83	578,855.86
Debt Service 2015	114.17	0.00	0.00	0.16	114.33
Capital Projects 2015	6,408,350.06	0.00	26,971.91	9,025.36	6,390,403.51
Capital Projects 2017	138.01	0.00	0.00	0.20	138.21
Capital Projects 2018	33,011,658.35	0.00	0.00	46,648.98	33,058,307.33
Debt Service 2018	1,857,395.78	0.00	0.00	2,624.70	1,860,020.48
Capital Projects 2019	15,039,142.41	0.00	0.00	21,251.91	15,060,394.32

ACCOUNT TYPE	AVG. RATE OF RETURN	CURRENT MONTH EARNINGS
TEXPOOL ACCOUNT INTEREST	1.62	\$220,965.06
LONE STAR ACCOUNT INTEREST	1.62	\$161,050.97
MBIA TEXAS CLASS ACCOUNT INTEREST	1.88	\$81,290.80
TEXSTAR ACCOUNT INTEREST	1.56	\$189,481.90
TEXAS TERM/DAILY ACCOUNT INTEREST	1.66	\$82,026.23
TOTAL CURRENT MONTH EARNINGS		\$734,814.96
EARNINGS 9-01-19 THRU 11-30-19		\$2,292,341.34
TOTAL CURRENT SCHOOL YEAR EARNINGS		\$3,027,156.30

CONSIDER APPROVAL OF BUDGET AMENDMENT REQUESTS

RECOMMENDATION:

That the Board of Trustees consider approval of budget amendment requests.

IMPACT/RATIONALE:

The proposed budget amendments require school board approval because budgeted funds are being reallocated between functional categories and/or new budgets are being established.

PROGRAM DESCRIPTION:

Budget amendments are mandated by the state for budgeted funds reallocated from one functional level, and state and/or federal program to another. These budget changes are usually the result of unexpected levels of expenditures in certain categories and amendments are for legal compliance. Other budget amendments are determined by the School Board.

Since the operating budget for Lamar CISD is adopted at the functional level, budget revisions are required for reallocations between functional levels or when new budgets are being established. All necessary budget amendments must be formally adopted by the School Board and recorded in the Board minutes. (TEA Financial Accountability System Resource Guide, Financial Accounting & Reporting, Update 16.0)

Submitted by: Jill Ludwig, CPA, RTSBA, Chief Financial Officer
Yvonne Dawson, RTSBA, Director of Budget and Treasury

Recommended for approval:



Dr. Thomas Randle
Superintendent

Culver Elementary is requesting a budget change to purchase additional bilingual books.

199-13	Curriculum and Inst. Staff Development	(557.00)
199-11	Classroom Instruction	557.00

Leaman Junior High School is requesting a budget change for staff to attend the Lead4ward Conference.

199-31	Guidance and Counseling	(1,000.00)
199-13	Curriculum and Inst. Staff Development	1,000.00

CONSIDER APPROVAL OF BOARD POLICIES

RECOMMENDATION:


That the Board of Trustees approve second reading of the following policies:

- Localized Policy Manual Update 114

PROGRAM DESCRIPTION:

A primary function of the Board of Trustees is to adopt policies for the operation of the District. Local policies are customized to provide a procedure to enforce the legal policies and District guidelines.

Recommended for approval:



Dr. Thomas Randle
Superintendent

Explanatory Notes

TASB Localized Policy Manual Update 114

Lamar CISD

ATTN(NOTE)

GENERAL INFORMATION ABOUT THIS UPDATE

Please note:

Changes at Update 114 are based almost exclusively on legislation from the 86th Regular Legislative Session.

Unless otherwise noted, references to legislative bills throughout these explanatory notes refer to Senate Bills (SB) or House Bills (HB) from the 86th Regular Legislative Session. All referenced bills have already gone into effect unless otherwise noted.

For more information about the bills mentioned below and other changes from the 86th Legislative Session, download the free *2019 Legislative Summary for TASB Members* PDF at <https://store.tasb.org/legislative-summary-for-tasb-members-pdf/>.

An overview video of the local policy changes is available under Policy Manual Update Resources in the myTASB Policy Service Resource Library at <https://www.tasb.org/services/policy-service/mytasb/policy-manual-update-resources.aspx>. **(LEGAL) policies provide the legal framework for key areas of district operations; they are not adopted by the board.**

AF(LEGAL)

INNOVATION DISTRICTS

Revisions from HB 3 explain that the commissioner may revoke district of innovation status for the district's failure to comply with TEA's employment registry or criminal history background requirements.

AG(LEGAL)

HOME-RULE DISTRICTS

Minor revisions to the list of Education Code requirements that apply to home-rule districts are from HB 3. The bill also provides that it is a material violation of a home-rule district's charter if the district fails to comply with TEA's employment registry or criminal history background requirements.

AIB(LEGAL)

ACCOUNTABILITY: PERFORMANCE REPORTING

HB 3 requires the annual performance report to include progress on early childhood literacy and mathematics proficiency plans and college, career, and military readiness plans.

Provisions on the high school allotment performance review have been repealed.

AIC(LEGAL)

ACCOUNTABILITY: INTERVENTIONS AND SANCTIONS

The commissioner may authorize a district to enter into a memorandum of understanding with an institution of higher education to improve district performance (HB 4170).

Campus interventions and sanctions were affected by:

- HB 4170, which revised the duties of the campus intervention team; and
- HB 4205, which revised provisions on repurposing of a campus and clarified that commissioner decisions on campus turnaround are final and not subject to appeal.

Monitoring reviews and random on-site investigations may be conducted to ensure qualification of funding in accordance with HB 3.

SB 11 permits the commissioner to appoint a conservator for the district if TEA receives notice from the Texas School Safety Center of a district's failure to submit a multihazard emergency operations plan.

Explanatory Notes

TASB Localized Policy Manual Update 114

Lamar CISD

B(LEGAL) LOCAL GOVERNANCE

The B Section table of contents has been revised to delete BDAF, the content of which has been moved to CCG.

BAA(LEGAL) BOARD LEGAL STATUS: POWERS AND DUTIES

New board duties include adoption of a cybersecurity policy (SB 820); development of early childhood literacy and mathematics proficiency plans (HB 3); development of college, career, and military readiness plans (HB 3); and completion of an efficiency audit before holding an election seeking voter approval to adopt a maintenance and operations tax rate. Adjustments to the board's discretionary powers and duties include reference to the use of the board evaluation tool developed by the commissioner and deletion of a provision that is not located in Chapter 11 of the Education Code.

BBA(LEGAL) BOARD MEMBERS: ELIGIBILITY/QUALIFICATIONS

SB 2283 clarifies that a person convicted of a felony is ineligible to serve on a school board.

HB 831 clarifies the factors for a court to consider when determining whether a candidate has satisfied continuous residency requirements after a temporary absence.

BBBA(LEGAL) ELECTIONS: CONDUCTING ELECTIONS

Legislation affected several provisions on conducting elections:

- HB 1241 requires additional detail in notices of polling place locations;
- HB 933 clarifies posting obligations and notice to the county clerk and voter registrar;
- HB 1067 provides guidance on ballot adjustments in the event of a candidate's death;
- HB 1888 repeals the exception to the use of county election precincts in May elections if certain circumstances are met;
- HBs 1048 and 1888 affect early voting, including designation of early voting polling places in November elections and the use of temporary branch polling places; and
- HB 1850 addresses posting of information from branch daily registers and early voting rosters.

BBBB(LEGAL) ELECTIONS: POST-ELECTION PROCEDURES

The order of candidate names on the ballot of a runoff election or election to resolve a tie is specified by HB 88.

BBD(LEGAL) BOARD MEMBERS: TRAINING AND ORIENTATION

HB 403 requires trustees to complete, every two years, one hour of training on identifying and reporting potential victims of sexual abuse, human trafficking, and other maltreatment of children.

BBFA(LEGAL) ETHICS: CONFLICT OF INTEREST DISCLOSURES

This policy has been updated to better reflect statute.

BBI(LEGAL) BOARD MEMBERS: TECHNOLOGY RESOURCES AND ELECTRONIC COMMUNICATIONS

SB 944 requires a current or former trustee who maintains public information on a privately owned device to forward or transfer the information to the district or preserve the public information in its original form in a backup or archive and on the device for the relevant retention period.

Explanatory Notes

TASB Localized Policy Manual Update 114

Lamar CISD

BDAE(LEGAL) OFFICERS AND OFFICIALS: DUTIES AND REQUIREMENTS OF DEPOSITORY

Depository contracts and bonds no longer have to be filed with TEA per SB 1376.

BDAF(LEGAL) OFFICERS AND OFFICIALS: SELECTION AND DUTIES OF CHIEF TAX OFFICIALS

Provisions on tax officials as revised by SB 2, effective January 1, 2020, have been moved to CCG. BDAF is no longer an active code.

BE(LEGAL) BOARD MEETINGS

SB 494 reduces the posting requirement for emergency meetings from two hours to one hour, with conforming changes for notice to the media, and provides examples of what constitutes an emergency or urgent public necessity required for an emergency meeting.

SB 1640 adds provisions on prohibited series of communications among trustees to address what are commonly called "walking quorums." The bill also revises the definition of "deliberation."

BE(LOCAL) BOARD MEETINGS

A recommended revision at Notice to Members reduces the notice to the board to one hour before an emergency meeting to align with the changes from SB 494 (see above).

The *Legal Issues in Update 114* memo describes common legal concerns and best practices specific to [this policy topic](#).

BED(LEGAL) BOARD MEETINGS: PUBLIC PARTICIPATION

HB 2840 significantly revises public comment requirements at board meetings:

- Public comment on agenda items is required at all meetings, including special meetings and workshops;
- A board must allow each individual who wishes to address the board on an agenda item to do so before or during the board's consideration of the item;
- A board may adopt reasonable rules, including rules that limit the total time an individual is allowed to speak, with additional time for certain types of translation services; and
- A board may not prohibit public criticism of the board, including criticism of any act, omission, policy, procedure, program, or service.

BED(LOCAL) BOARD MEETINGS: PUBLIC PARTICIPATION

Revisions to this local policy are to incorporate the new requirements for public comment from HB 2840 (see above). The policy distinguishes between public comment at regular and special meetings to permit public comment at regular meetings on both agenda and nonagenda items to be consistent with the district's current practice, but limits comments at special meetings to agenda items only. The policy provides that public comment will occur at the beginning of the meeting. The provisions on procedures and meeting management are intended to provide the board's presiding officer flexibility in implementing the new requirements and include:

- A requirement for individuals to sign up for public comment before the meeting begins and to indicate which agenda item they wish to address, if any;
- Retention of the district's current time limit for an individual to speak at a meeting;

Explanatory Notes

TASB Localized Policy Manual Update 114

Lamar CISD

- Deletion of the provision requiring delegations of more than five persons to appoint one spokesperson; and
- Broad authority for the presiding officer to make adjustments to the board's public comment procedures, such as adjusting when public comment will occur (it must occur before or during the relevant agenda item), reordering or continuing agenda items to a later meeting, deferring public comment on nonagenda items, expanding opportunities for public comment, or establishing an overall time limit and shortening the time allotted to each speaker to no less than one minute.

Please contact the district's policy consultant if the board wishes to:

- Limit public comment to agenda items only at all meetings;
- Revise the time individuals are permitted to speak at each meeting; or
- Make other adjustments to this policy.

For further guidance on HB 2840, please see TASB Legal Services' *House Bill 2840–Public Comment and Testimony at Board Meetings*, available on TASB School Law eSource at <https://www.tasb.org/services/legal-services/tasb-school-law-esource/governance/documents/hb2840-public-comment-and-testimony-at-board-meetings.pdf>, and see the *TASB Regulations Resource Manual* for sample board procedures and an audience participation signup sheet.

The *Legal Issues in Update 114* memo describes common legal concerns and best practices specific to [this policy topic](#).

BJCB(LEGAL)

SUPERINTENDENT: PROFESSIONAL DEVELOPMENT

Superintendents must receive at least two and a half hours of continuing education every five years on identifying and reporting potential victims of sexual abuse, human trafficking, and other maltreatment of children (HB 403).

BJCD(LEGAL)

SUPERINTENDENT: EVALUATION

Details on the disclosure requirements for evaluations, as revised by SB 1230, have been moved to GBA. Other changes are to better match statutory wording.

BQ(LEGAL)

PLANNING AND DECISION-MAKING PROCESS

The required content of the district improvement plan has been amended by several bills:

- SB 11 requires inclusion of the district's trauma-informed care policy.
- SB 1707 requires inclusion of the law enforcement duties of various types of security personnel.
- HB 111 requires inclusion of the district's policy on sexual abuse, sex trafficking, and other maltreatment of children. (Sex trafficking was added to this existing requirement.)

BR(LEGAL)

REPORTS

This legally referenced policy on reports is being deleted, as the content is already included in other relevant policy codes.

C(LEGAL)

BUSINESS AND SUPPORT SERVICES

The C Section table of contents has been revised to separate the legal content on security personnel into four codes:

- CKE includes general provisions applicable to the various types of district security personnel.

Explanatory Notes

TASB Localized Policy Manual Update 114

Lamar CISD

- CKEA includes provisions on commissioned peace officers.
- CKEB includes provisions on school marshals.
- CKEC includes provisions on school resource officers.

Local policies on these topics will remain at CKE with appropriate cross-references to relevant legal provisions.

The CQ series has been revised to add:

- CQB on cybersecurity; and
- CQC on equipment.

CBA(LLEGAL) STATE AND FEDERAL REVENUE SOURCES: STATE

As a result of HB 3, this policy has been updated with a high-level overview of state funding, including the requirement to submit certain information through PEIMS for funding determinations.

HB 3 moves foundation school program funding provisions from Education Code Chapter 42 to Chapter 48.

CCA(LLEGAL) LOCAL REVENUE SOURCES: BOND ISSUES

Several bills affect this legally referenced policy on bonds.

- SB 11 permits debt issuance for purchasing and retrofitting buses and school vehicles for safety and security purposes.
- HB 440 addresses limitations on bond issuance and provides guidance on use of unspent bond proceeds.
- HB 477 adjusts the information required to be included in bond election orders.
- HBs 3 and 477 and SB 30 address language for bond propositions and ballot contents.
- HB 477 requires a district to prepare voter information about proposed bond issuance.

CCG(LLEGAL) LOCAL REVENUE SOURCES: AD VALOREM TAXES

The revisions to this legally referenced policy on ad valorem taxes are based on HB 3 and SB 2, which significantly revise the ad valorem taxation process for school districts.

TEA has published videos explaining the HB 3 tax rate changes and other financial provisions, available at https://tea.texas.gov/About_TEA/Government_Relations_and_Legal/Government_Relations/House_Bill_3.

Information from the Texas comptroller on changes from SB 2, effective January 1, 2020, is available at <https://comptroller.texas.gov/taxes/property-tax/legal-resource.php>. Provisions on tax officials as revised by SB 2 have been moved to this code from BDAF.

CCGA(LLEGAL) AD VALOREM TAXES: EXEMPTIONS AND PAYMENTS

Provisions on ad valorem exemptions and payments are revised as follows:

- HB 1313 extends under certain conditions the residence homestead exemption to the surviving spouse of an individual who was disabled;
- SB 2, effective January 1, 2020, addresses exemptions for historical structures or archeological sites; and

Explanatory Notes

TASB Localized Policy Manual Update 114

Lamar CISD

- Additional detail has been added on split payments, which permit a taxpayer to pay taxes (without discount) in two installments.

Please confirm that the district's CCGA(LOCAL) accurately reflects whether the district permits split payments.

CCH(LEGAL)

LOCAL REVENUE SOURCES: APPRAISAL DISTRICT

SB 2, effective January 1, 2020, revises appraisal district procedures. The bill:

- Adds a prohibition on employing an individual who is an officer or employee of a taxing unit that participates in the appraisal district; and
- Adjusts eligibility to serve on an appraisal district board for prior property appraisers or owner representatives.

CDA(LEGAL)

OTHER REVENUES: INVESTMENTS

HB 293 creates an exception to the ongoing investment training requirements for school district financial officers in limited circumstances.

HB 2706 modifies investment provisions on bond proceeds, fully collateralized repurchase agreements, and commercial paper. The bill modifies the requirements for a public funds investment pool that uses amortized cost.

CDA(LOCAL)

OTHER REVENUES: INVESTMENTS

There are several recommended revisions to this local policy on investments.

HB 2706 allows investment of bond proceeds or pledged revenue only to the extent permitted by the Public Funds Investment Act and in accordance with relevant statutory provisions and the district's local investment policy. Based on these new provisions, the policy revisions authorize investment of bond proceeds and pledged revenue to the extent allowed by law but clarify that bond proceeds may not be invested in no-load mutual funds.

Governmental Accounting Standards Board (GASB) Statement No. 84 revised terminology from "agency" funds to "custodial" funds to avoid confusion, prompting a conforming change to this policy. TEA's To The Administrator Addressed Letter, GASB Statement No. 84, Fiduciary Activities, issued on May 23, 2019, provides additional information about GASB 84 and is available at https://tea.texas.gov/About_TEA/News_and_Multimedia/Correspondence/TAA_Letters/GASB_Statement_No_84,_Fiduciary_Activities/.

The *Legal Issues in Update 114* memo describes common legal concerns and best practices specific to [this policy topic](#).

CE(LEGAL)

ANNUAL OPERATING BUDGET

HB 1495 requires budget itemization regarding expenditures for directly or indirectly influencing or attempting to influence the outcome of legislation or administrative action.

SB 2, effective January 1, 2020, requires a district to post various tax rate and budget information on the district's website in a format prescribed by the comptroller.

CFC(LEGAL)

ACCOUNTING: AUDITS

A district must post on its website certain information, including the district's most recent financial audit, as required by SB 2, effective January 1, 2020.

Explanatory Notes

TASB Localized Policy Manual Update 114

Lamar CISD

CFEA(LEGAL) PAYROLL PROCEDURES: SALARY DEDUCTIONS AND REDUCTIONS

The definition of "eligible qualified investment product" is revised by HB 2820. The change permits 403(b) products to be offered by a company that is eligible to offer the product under law. TRS no longer has oversight.

CH(LEGAL) PURCHASING AND ACQUISITION

The prohibition on contracting with a company that boycotts Israel is revised by HB 793, which clarifies that the prohibition does not apply to a sole proprietorship and revises the contracts subject to the prohibition.

Certain district contracts must include provisions requiring the contracting entity to preserve contracting information and provide that information on request of the district. These provisions are from SB 943.

HB 1495 and SB 65 revise the requirements regarding contracts subject to the disclosure of interested parties to include contracts for services that require a person to register as a lobbyist.

Interior design services must be procured under the Professional Services Procurement Act per HB 2868.

HB 2826 adds provisions on contingent fee contracts for legal services.

Districts with fewer than 10,000 students are exempted by SB 1376 from Texas Commission on Environmental Quality provisions requiring a purchasing preference for recycled products.

Other new provisions on contracts address entertainment event contracts (HB 81) and taxpayer resource transactions (SB 22).

CH(LOCAL) PURCHASING AND ACQUISITION

To address the need for the district to have purchasing procedures on a variety of state and federal laws as recommended by TEA, new policy text requires the superintendent to develop appropriate procedures.

Please note that BJA(LOCAL) permits the superintendent to delegate responsibilities to other employees as permitted by law; therefore, references to the superintendent's designee have been removed throughout.

The *Legal Issues in Update 114* memo describes common legal concerns and best practices specific to [this policy topic](#).

Please note: We have retained the district's locally developed text that does not specify the parameters of the superintendent's purchasing authority.

CK(LEGAL) SAFETY PROGRAM/RISK MANAGEMENT

Revisions from SB 11 include:

- Adjustments to the responsibilities, membership, and meeting requirements for the school safety and security committee; and
- Additional provisions on the safety and security audit, including consequences for failing to meet the reporting requirements.

CKC(LEGAL) SAFETY PROGRAM/RISK MANAGEMENT: EMERGENCY PLANS

Several revisions are based on SB 11, which:

- Adds required notice to parents of bomb or terroristic threats at any district facility where students are present;

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- Adds to the content of emergency operations plans (EOP); and
- Addresses a district's failure to submit its EOP for review by the Texas School Safety Center (TxSSC) or to correct plan deficiencies identified by the TxSSC.

HB 2195 requires EOPs to include provisions on responding to active shooter emergencies.

CKC(LLOCAL) SAFETY PROGRAM/RISK MANAGEMENT: EMERGENCY PLANS

Recommended revisions are to comply with new requirements for the district's emergency operations plan (EOP) to include "policies" on responding to an active shooter (HB 2195) and access to campus buildings and materials necessary for a substitute teacher to carry out his or her duties during an emergency or emergency drill (SB 11). The policy text affirms that the district's procedures on these topics will be included in the EOP.

The *Legal Issues in Update 114* memo describes common legal concerns and best practices specific to [this policy topic](#).

CKD(LLEGAL) SAFETY PROGRAM/RISK MANAGEMENT: EMERGENCY MEDICAL EQUIPMENT AND PROCEDURES

Districts must develop a traumatic injury response protocol no later than January 1, 2020, in accordance with HB 496. The protocol must provide bleeding control stations, require training for security personnel and all other district personnel who may be reasonably expected to use a bleeding control station, and offer similar training to students enrolled at the campus in grade 7 or higher.

Sample administrative procedures on this issue are included in the *TASB Regulations Resource Manual*.

CKE(LLEGAL) SAFETY PROGRAM/RISK MANAGEMENT: SECURITY PERSONNEL

As mentioned above, CKE includes general provisions applicable to the various types of district security personnel. Legislative revisions include:

- Clarification that the board determines the law enforcement duties of security personnel, which must be included in the listed district publications and documents and cannot include routine student discipline, school administrative tasks, or contact with students unrelated to the law enforcement duties (SB 1707); and
- Clarification of training requirements (HB 2195 and SB 11).

CKE(LLOCAL) SAFETY PROGRAM/RISK MANAGEMENT: SECURITY PERSONNEL

Recommended revisions are to address SB 1707, which requires the board to determine the duties of school resource officers (SRO) and include those duties in the district improvement plan, the student code of conduct, any memorandum of understanding, and other relevant publications. SB 1707 also prohibits an SRO from being assigned routine student discipline or school administrative tasks.

The new policy language indicates that the SRO's duties as described in the agreement between the district and the relevant law enforcement agency will be included in the district improvement plan and student code of conduct and affirms that an SRO will not be assigned routine classroom discipline or administrative tasks.

The *Legal Issues in Update 114* memo describes common legal concerns and best practices specific to [this policy topic](#).

Please note: If, based on a district of innovation plan, your district is exempt from the statutory requirement to have a district improvement plan, the district should include the law enforcement duties of security personnel in an equivalent district-level planning document.

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CKEA(LEGAL) SECURITY PERSONNEL: COMMISSIONED PEACE OFFICERS

Legal provisions specifically addressing commissioned peace officers have been moved from CKE to this new code. Legislative changes include the optional provision for a law enforcement agency to have an unassigned epinephrine auto-injector program (SB 1827). Other changes are to include the relevant statutory cite in place of the list of duties for peace officers and to revise wording to better reflect statute.

CKEB(LEGAL) SECURITY PERSONNEL: SCHOOL MARSHALS

Legal provisions specifically addressing school marshals have been moved from CKE to this new code and revised to reflect HB 1387, including:

- Clarification of the board's authority to appoint one or more school marshals for each campus; and
- Deletion of the previous cap on the number of school marshals a board may appoint.

Other changes are to better reflect statute.

CKEC(LEGAL) SECURITY PERSONNEL: SCHOOL RESOURCE OFFICERS

Legal provisions specifically addressing school resource officers have been moved from CKE to this new code.

CL(LEGAL) BUILDINGS, GROUNDS, AND EQUIPMENT MANAGEMENT

SB 668 excludes school districts from provisions that require energy usage reports and repeals the requirement that districts purchase certain energy efficient light bulbs.

Districts with fewer than 10,000 students are exempted by SB 1376 from recycling programs required by the Texas Commission on Environmental Quality (TCEQ). In addition, the TCEQ may exempt a district for which compliance would constitute a hardship.

CMD(LEGAL) EQUIPMENT AND SUPPLIES MANAGEMENT: INSTRUCTIONAL MATERIALS CARE AND ACCOUNTING

Legislative changes on instructional materials include:

- Revised references to "instructional materials and technology" throughout (HB 4170);
- Clarification of permitted expenditures using the instructional materials allotment (HB 396); and
- Removal of the annual June 1 deadline for a district to make an online requisition for instructional materials (SB 668).

CNA(LEGAL) TRANSPORTATION MANAGEMENT: STUDENT TRANSPORTATION

HB 3 affected several student transportation provisions, including:

- Modifying the transportation allotment to be based on a rate per mile per regular eligible student and revising the definition of "regular eligible student" to include a student who is homeless;
- Revising provisions on the cost of transporting CTE students from a campus to the work-based learning site; and
- Providing reimbursement on a per-mile basis for transporting a dual credit student to specific locations for a course not available at the student's campus.

CNC(LEGAL) TRANSPORTATION MANAGEMENT: TRANSPORTATION SAFETY

HB 771 clarifies the use of wireless communication devices on buses.

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CPC(LEGAL)

OFFICE MANAGEMENT: RECORDS MANAGEMENT

Revisions to records management provisions are from HB 1962 and include:

- Clarification of the duties of the district and the records management officer;
- Deletion of TSLAC's obligations to approve, disapprove, accept, or reject various district filings; and
- Revision of the standards for destruction of records.

CQ(LEGAL)

TECHNOLOGY RESOURCES

Technology provisions have been split into discrete codes:

- CQ continues to address general technology issues;
- CQA continues to address websites;
- CQB is a new code addressing cybersecurity and federal provisions on access to electronic communications; and
- CQC is a new code addressing equipment.

CQ(LOCAL)

TECHNOLOGY RESOURCES

Provisions on security breaches have been moved to CQB(LOCAL), where the corresponding legal authority is now coded.

Please note that because BJA(LOCAL) permits the superintendent to delegate responsibilities to other employees, we have removed language referring to the superintendent's designee throughout.

The *Legal Issues in Update 114* memo describes common legal concerns and best practices specific to [this policy topic](#).

CQA(LEGAL)

TECHNOLOGY RESOURCES: DISTRICT, CAMPUS, AND CLASSROOM WEBSITES

HB 305 requires most districts to post online the district's contact information; trustee information; election date, location, and filing information; and meeting notices and minutes.

HB 963 requires online posting of the name, email address, and beginning and end dates of terms of office for each trustee.

Other new online posting requirements are for:

- Certain early voting (HB 1850) and bond election items (HBs 440 and 477);
- Efficiency audits before an election to approve a tax rate (HB 3);
- Tax rate and budget information (SB 2, effective January 1, 2020);
- Early childhood literacy and mathematics plans, including progress on goals (HB 3);
- Progress on goals set for college, career, and military readiness plans (HB 3);
- A summary of and access to the state *Guidelines for the Care of Students with Food Allergies At-Risk for Anaphylaxis* (SB 869);
- Contact information for campus behavior coordinators (SB 1306); and
- Certain information pertaining to public information requests (SB 944).

Districts no longer need to post reports on energy usage per SB 668.

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CQB(LEGAL) TECHNOLOGY RESOURCES: CYBERSECURITY

SB 820 includes new requirements on cybersecurity. A district must have a cybersecurity policy and the superintendent must designate a cybersecurity coordinator who will report breaches of system security involving student information to TEA and parents.

HB 3834 requires cybersecurity training for district employees who have access to a district computer system or database and for all board members.

Security breach notifications were affected by HB 4390, which changes the timelines for disclosures to individuals and the attorney general.

Federal provisions on access to electronic communications were moved to this code from CQ.

CQB(LOCAL) TECHNOLOGY RESOURCES: CYBERSECURITY

This new policy is recommended to address SB 820, which requires a cybersecurity policy, and HB 3834, which requires cybersecurity training of employees and board members, as described above. The policy includes the following elements:

- An affirmative statement that the district will develop a cybersecurity plan;
- A requirement for the superintendent to designate a cybersecurity coordinator to serve as the liaison between the district and TEA and report any breaches to TEA as required by law; and
- Provisions on required employee and board member cybersecurity training and reporting.

Security breach provisions have been moved from CQ(LOCAL) and revised to address reporting requirements to TEA in accordance with SB 820.

Sample administrative procedures on cybersecurity are included in the *TASB Regulations Resource Manual*.

CQC(LEGAL) TECHNOLOGY RESOURCES: EQUIPMENT

Provisions on technology equipment have been moved to this new code from CQ(LEGAL), and existing provisions on the Technology Lending Program Grant have been added.

CRG(LEGAL) INSURANCE AND ANNUITIES MANAGEMENT: DEFERRED COMPENSATION AND ANNUITIES

The definition of "eligible qualified investment product" is revised by HB 2820. The change permits 403(b) products to be offered by a company that is eligible to offer the product under law. TRS no longer has oversight.

CV(LEGAL) FACILITIES CONSTRUCTION

HB 985 prohibits a school district from considering whether a bidder on a public work contract has an agreement with a collective bargaining organization relating to the project.

New provisions have been added regarding use of proceeds from construction defect litigation (HB 1734) and construction liability claims (HB 1999).

Provisions on contract requirements that are included in CH have been deleted and replaced with a cross-reference to that code.

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D(LLEGAL) PERSONNEL

The D Section table of contents has been revised to add DHC, addressing reports to TEA of misconduct by noncertified employees.

DAA(LLEGAL) EMPLOYMENT OBJECTIVES: EQUAL EMPLOYMENT OPPORTUNITY

SB 37 prohibits a district that issues a license from taking disciplinary action against a person who has defaulted on a student loan.

Additional detail has been added regarding the existing state law prohibition on age discrimination.

DBAA(LLEGAL) EMPLOYMENT REQUIREMENTS AND RESTRICTIONS: CRIMINAL HISTORY AND CREDIT REPORTS

HB 3 amended several provisions on criminal history. The bill:

- Clarifies that districts of innovation (DOI) are subject to Education Code provisions relating to criminal history records and may have their DOI status terminated for failing to provide requested information to TEA.
- Expands the criminal history for which a district must refuse to hire an applicant to include deferred adjudication community supervision for an offense requiring registration as a sex offender or conviction of a Title 5 felony if the victim was a minor.

DC(LLEGAL) EMPLOYMENT PRACTICES

Several bills affect this legally referenced policy on employment practices:

- HB 3 requires a district to refuse to hire a person listed on TEA's registry of persons who are not eligible to be employed in public schools and those under investigation.
- SB 2073 allows a district anticipating fewer than 180 days of instruction to reduce proportionally the minimum days of service for an educator to below 187 days. A reduction in days of service does not reduce salary.
- SB 1230 adds obtaining employment at a private school to the prohibition on assisting a person in obtaining employment if the person previously engaged in misconduct with a minor.

TEA has published a video explaining the HB 3 do-not-hire registry, available at https://tea.texas.gov/About_TEA/Government_Relations_and_Legal/Government_Relations/House_Bill_3.

DEA(LLEGAL) COMPENSATION AND BENEFITS: COMPENSATION PLAN

A new provision has been added from HB 3 triggering compensation increases when the basic allotment increases from the prior year.

DEAA(LLEGAL) COMPENSATION PLAN: INCENTIVES AND STIPENDS

HB 3 adds a local optional teacher designation system under which the district may receive an allotment for teachers designated as master, exemplary, or recognized. Master teacher grant programs have been deleted in accordance with SB 1376.

New requirements for optional mentor teacher programs are from HB 3.

Please note: Districts that choose to provide incentives to teachers who complete autism training must adopt a policy in accordance with HB 3. Contact the district's policy consultant for appropriate language if your district decides to pursue this option.

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DEB(LEGAL)

COMPENSATION AND BENEFITS: FRINGE BENEFITS

HB 872 revises the information a district must provide to the Employees Retirement System when a peace officer is killed in the line of duty.

Note that SB 2, effective January 1, 2020, prohibits the board from decreasing the total compensation of a first responder, including a peace officer, employed by the district in the fiscal year beginning in 2020. This provision is not reflected in policy due to its temporary effect.

DEC(LEGAL)

COMPENSATION AND BENEFITS: LEAVES AND ABSENCES

Some provisions on jury duty have been moved to DG(LEGAL).

DF(LEGAL)

TERMINATION OF EMPLOYMENT

HB 3 expands the criminal history for which a district must discharge an employee to include deferred adjudication community supervision for an offense requiring registration as a sex offender or conviction of a Title 5 felony if the victim was a minor.

HB 3 requires a district to discharge a person listed on TEA's registry of persons who are not eligible to be employed in public schools and those under investigation.

DFFA(LOCAL)

REDUCTION IN FORCE: FINANCIAL EXIGENCY

The recommended revision to this local policy on financial exigency was prompted by HB 3. The bill moved provisions from Education Code Chapter 42 to Chapter 48 and affected existing text on furloughs, which has been deleted, as the cross-reference provides sufficient guidance to the relevant legal authority.

Please note that because BJA(LOCAL) permits the superintendent to delegate responsibilities to other employees, we have removed language referring to the superintendent's designee throughout.

DG(LEGAL)

EMPLOYEE RIGHTS AND PRIVILEGES

Several bills affect this legally referenced policy on employee rights and privileges:

- HB 621 amends the prohibition on employer retaliation against a professional for a good faith report of child abuse or neglect to include defined adverse employment actions.
- HB 4310 prohibits a district from penalizing a teacher who does not follow the scope and sequence for a required curriculum subject if the teacher determines that students need more or less time to demonstrate proficiency in the TEKS.
- SB 370 and HB 504 prohibit certain negative actions against an employee who serves as a juror or grand juror.

DH(LEGAL)

EMPLOYEE STANDARDS OF CONDUCT

In accordance with SB 944, a current or former district employee who maintains public information on a privately owned device must forward or transfer the information to the district or preserve the public information in its original form in a backup or archive and on the device for the relevant retention period.

HB 1143 prohibits a district from regulating the manner in which a handgun, firearm, or ammunition is stored in a locked vehicle in a school parking area, provided the item is not in plain view.

DH(LOCAL)

EMPLOYEE STANDARDS OF CONDUCT

Because HB 1143 prohibits a district from regulating the manner in which a handgun, firearm, or ammunition is stored in a locked vehicle in a school parking area, provided the item is not in plain view, language

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requiring firearms to be unloaded has been deleted. No other revisions have been made to this local policy.

The *Legal Issues in Update 114* memo describes common legal concerns and best practices specific to [this policy topic](#).

Please note: We have retained the district's locally developed text relating to an employee's consumption of an alcoholic beverage at a school-related event that is held off district property.

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

HB 3 clarifies that reports to SBEC of educator misconduct may be filed through the new SBEC internet portal.

SB 1476 creates an exception to a superintendent's obligation to report educator misconduct to SBEC if, before the educator's termination or resignation, the superintendent completes an investigation and determines the educator did not engage in the alleged misconduct specified in law.

DHC(LLEGAL) EMPLOYEE STANDARDS OF CONDUCT: REPORTS TO TEXAS EDUCATION AGENCY

As reflected in this new policy, HB 3 establishes a procedure for reporting noncertified employee misconduct to TEA that mirrors required reporting of certified employee misconduct to SBEC.

DMA(LLEGAL) PROFESSIONAL DEVELOPMENT: REQUIRED STAFF DEVELOPMENT

New staff development is required in the areas of:

- Prevention techniques for and recognition of sex trafficking of children (HB 111);
- Implementation of trauma-informed care (SB 11);
- Test administration procedures (Administrative Code rules, effective April 23, 2019);
- Cybersecurity (HB 3834);
- Early literacy through attending teacher literacy academies (HB 3);
- Concussion training for school nurses on the concussion oversight team (HB 961); and
- Seizure recognition and related first aid for school nurses and certain other district employees (HB 684).

SB 1376 makes the UIL responsible for conducting extracurricular activity safety training.

DNA(LLEGAL) PERFORMANCE APPRAISAL: EVALUATION OF TEACHERS

Several bills affect this legally referenced policy on teacher evaluation:

- HB 3 clarifies that an appraisal must be done at least once *for* each school year rather than *during* each school year.
- SB 1451 provides that a district may not assign a teacher a deficiency solely on the basis of disciplinary referrals done for discretionary removal from the classroom.
- Details on the disclosure requirements for evaluations as revised by SB 1230 have been moved to GBA.

Other changes are to better match statute.

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DNB(LLEGAL) PERFORMANCE APPRAISAL: EVALUATION OF CAMPUS ADMINISTRATORS

Details on the disclosure requirements for evaluations as revised by SB 1230 have been moved to GBA. Other changes are to better match statute.

DP(LLEGAL) PERSONNEL POSITIONS

A principal is required by HB 3 to notify the superintendent within seven business days after the date of a noncertified employee's termination or resignation following allegations of certain conduct.

EA(LLEGAL) INSTRUCTIONAL GOALS AND OBJECTIVES

Board-adopted early childhood literacy and mathematics proficiency plans and college, career, and military readiness plans are required by HB 3.

EB(LLEGAL) SCHOOL YEAR

If a district requires each educator to attend an approved school safety training course, SB 11 requires the commissioner to provide for a waiver, allowing for fewer required minutes of instruction.

EC(LLEGAL) SCHOOL DAY

A funding provision for prekindergarten grant programs repealed by HB 3 has been deleted.

EEB(LLEGAL) INSTRUCTIONAL ARRANGEMENTS: CLASS SIZE

Based on HB 3, references to the High-Quality Prekindergarten Grant Program have been removed, as it is no longer a grant program.

EEM(LLEGAL) INSTRUCTIONAL ARRANGEMENTS: JUVENILE RESIDENTIAL FACILITIES

Funding provisions for students the district serves in a juvenile residential facility have been revised by HB 3.

EF(LLEGAL) INSTRUCTIONAL RESOURCES

A district must provide printed versions of relevant electronic instructional materials for a student who does not have reliable access to technology at home (HB 391). The district is not required to purchase print editions of these materials for this purpose.

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

Several bills affect this legally referenced policy on required instruction:

- SB 11 revises the health curriculum to include various mental health topics and requires the SBOE to adopt rules for districts to incorporate digital citizenship into their curriculum.
- When adopting a scope and sequence for a required curriculum subject, a district must ensure sufficient time is provided for teaching the TEKS (HB 4310).
- The duties of the School Health Advisory Committee (SHAC) were expanded by SB 435 and SB 11 to include the topics of suicide, opioid and other substance abuse, and other mental health items.

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- SB 1376 repeals the requirement for districts to distribute TEA information on steroids, but districts are still required to notify students of the prohibition on nonmedical use of steroids by posting information, as explained at FNCF.
- HB 1026 requires a district to adopt a character education program.

EHAB(LEGAL) BASIC INSTRUCTIONAL PROGRAM: REQUIRED INSTRUCTION (ELEMENTARY)

Kindergarten through third grade reading program requirements have been added from HB 3. The bill requires the use of a phonics curriculum and integration of reading instruments to diagnose reading development and comprehension.

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

A district may allow concurrent enrollment in Algebra I and geometry (SB 1374).

EHBA(LEGAL) SPECIAL PROGRAMS: SPECIAL EDUCATION

SB 1376 repeals the Education Code provision that required a district that entered into a shared services arrangement to receive commissioner approval for the arrangement.

EHBAC(LEGAL) SPECIAL EDUCATION: STUDENTS IN NONDISTRICT PLACEMENT

SB 1376 repeals the Education Code provision that required a district that entered into a shared services arrangement to receive commissioner approval for the arrangement.

EHBAE(LEGAL) SPECIAL EDUCATION: PROCEDURAL REQUIREMENTS

Provisions on surrogate parents were revised by HB 1709.

EHBB(LEGAL) SPECIAL PROGRAMS: GIFTED AND TALENTED STUDENTS

Changes from HB 3 require a district to adopt a policy regarding the use of funds to support the district's gifted and talented (GT) program. The bill also requires a district to certify each year to the commissioner that the district's GT program is consistent with the state GT plan and report to the commissioner on the use of funds for the district's GT program.

EHBB(LOCAL) SPECIAL PROGRAMS: GIFTED AND TALENTED STUDENTS

This local policy on gifted and talented (GT) services has been updated based on HB 3 and the newly adopted *Texas State Plan for the Education of Gifted/Talented Students*, available at https://tea.texas.gov/academics/special_student_populations/gifted_and_talented_education/gifted_talented_education/.

HB 3 requires a district to adopt a policy regarding the use of funds to support the district's GT program. The bill also requires a district to annually certify to the commissioner that the district's GT program is consistent with the GT state plan and report to the commissioner on the use of funds for the district's GT program. Corresponding revisions to the local policy appear at Program Evaluation.

Other revisions to align with the state plan include:

- Deletion throughout of the references to nominating students for the GT program;
- Broader language regarding the selection committee, as there is no requirement to specify in policy whether the committee is established at the district or campus level;

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- More flexible language regarding reassessments and transfer students;
- New text to incorporate the requirement to consult with parents about a student exiting the program; and
- New text to incorporate the ability of an educator to appeal final decisions of the selection committee.

The *Legal Issues in Update 114* memo describes common legal concerns and best practices specific to [this policy topic](#).

EHBC(LLEGAL) SPECIAL PROGRAMS: COMPENSATORY/ACCELERATED SERVICES

There were numerous legislative changes to the provisions on compensatory education.

Districts are required by HB 3 to provide TEA each student's residential census block, which will be factored into the compensatory education allotment. Calculation details for the allotment have been removed.

Dropout prevention plans are due by December 1 of each year per HB 3.

The definition of a student who is at-risk of dropping out of school has been revised to address students who:

- Have been incarcerated or who have a parent or guardian who has been incarcerated within the student's lifetime (SB 1746); and
- Participate in an adult high school diploma and industry certification charter school program (HB 1051).

TEA has published a video explaining the HB 3 compensatory education changes, available at https://tea.texas.gov/About_TEA/Government_Relations_and_Legal/Government_Relations/House_Bill_3.

EHBF(LLEGAL) SPECIAL PROGRAMS: CAREER AND TECHNICAL EDUCATION

Provisions on reimbursements to districts for certification examinations taken by students in career and technology have been added based on HB 3.

TEA has published a video explaining the HB 3 changes on exam reimbursements, available at https://tea.texas.gov/About_TEA/Government_Relations_and_Legal/Government_Relations/House_Bill_3.

EHBG(LLEGAL) SPECIAL PROGRAMS: PREKINDERGARTEN

SB 1679 provides that an eligible three-year-old prekindergarten student remains eligible for enrollment in the following year.

Other changes to prekindergarten programs are from HB 3. Among other changes, if a district operates a prekindergarten program for eligible children who are at least four years of age, the district must provide full-day prekindergarten that meets high-quality prekindergarten program standards (absent an exemption). For children under four years of age, a district still has the option to operate prekindergarten on a half-day basis or offer full-day prekindergarten with local funding or on a tuition basis. In addition, a program for children who are at least four years of age must comply with the High Quality Prekindergarten Program standards.

TEA has published a video explaining the HB 3 prekindergarten changes, available at https://tea.texas.gov/About_TEA/Government_Relations_and_Legal/Government_Relations/House_Bill_3.

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EHBK(LLEGAL)

SPECIAL PROGRAMS: OTHER INSTRUCTIONAL INITIATIVES

Two mandatory recognition events have been added: Texas Girls in STEM Day is on March 1 (HB 3435), and Holocaust Remembrance Week will be on a date designated by the governor (SB 1828).

Provisions on character education are now mandatory, not optional, and have been moved to EHAA (HB 1026).

EHDD(LLEGAL)

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

The requirements for dual credit program agreements with institutions of higher education were modified by HB 3650 and SB 1276.

EIC(LLEGAL)

ACADEMIC ACHIEVEMENT: CLASS RANKING

HB 539 addresses the issue that districts with very small graduating classes do not create a top ten percent for purposes of the automatic college admissions law. This bill requires Texas public universities to admit valedictorians who meet the requirements in law.

EIF(LLEGAL)

ACADEMIC ACHIEVEMENT: GRADUATION

SB 213 extends expiration dates from September 1, 2019, to September 1, 2023, for provisions on individual graduation committees and provisions authorizing districts to award a high school diploma to eligible students who entered grade 9 before the 2011–12 school year and have not performed satisfactorily on the relevant exit-level test.

On request of the parent, districts must issue a high school diploma posthumously to each student who dies while enrolled in the district in accordance with HB 638. The diploma may not be issued before the school year in which the student was expected to graduate.

SB 232 requires districts to inform parents of a high school student that the student is not required to complete Algebra II to graduate, but that not completing the course may have negative consequences for automatic college admission and for certain financial aid. The notice must be by regular mail or email.

HB 678 allows a student to satisfy one of the two required credits in languages other than English by successfully completing an elementary school course in American Sign Language.

Provisions on endorsements for students in special education were revised by HB 165.

EK(LLEGAL)

TESTING PROGRAMS

HB 3 amends the tests that high school students may take in grade 11 or 12 at state cost to include the Texas Success Initiative.

Revised Administrative Code rules effective July 22, 2019, clarify current law limiting administration of locally required assessments designed to prepare students for state assessments. The revised rule explains what constitutes an assessment instrument designed to prepare students for state-administered assessment instruments.

EKB(LLEGAL)

TESTING PROGRAMS: STATE ASSESSMENT

HB 3906 prompted changes regarding the use of technology in state assessments for mathematics and administration of assessments in kindergarten and prekindergarten.

Administrative Code rules amended effective April 23, 2019, significantly revised the provisions on test security and confidentiality.

Other revisions are to better reflect statute.

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EL(LLEGAL) CAMPUS OR PROGRAM CHARTERS

HB 3 provides that a charter campus or program must comply with the listed Education Code provisions regarding the duty to discharge or refuse to hire certain employees or applicants.

F(LLEGAL) STUDENTS

A new policy, FFBA on trauma-informed care, has been added to the F section table of contents.

FB(LLEGAL) EQUAL EDUCATIONAL OPPORTUNITY

This legally referenced policy on equal educational opportunity has been updated to include a provision from SB 1978 that prohibits a district from taking any adverse action against a person based on the person's membership in, affiliation with, or contribution, donation, or other support provided to a religious organization. Other changes are to better match statutory wording.

FD(LLEGAL) ADMISSIONS

Several bills affected student admissions:

- SB 668 clarifies the definition of students who are homeless.
- A new provision from HB 2526 provides that a person is eligible for admission if the person and either parent reside in a residence homestead on property any part of which is located in the district.
- HB 1597 adds proof of eligibility provisions for a person whose parent is in the armed services and the parent provides a military order for a transfer to a military installation in or adjacent to the district's attendance zone. Proof of residency in the district's attendance zone must then be provided within ten days of the arrival date in the military order.
- Provisions on the foundation school program were affected by HBs 3 and 1051.

FDC(LLEGAL) ADMISSIONS: HOMELESS STUDENTS

Throughout, terminology has been changed from "homeless students" to "students who are homeless" in accordance with SB 668.

FDE(LOCAL) ADMISSIONS: SCHOOL SAFETY TRANSFERS

Recommended changes to this local policy on school safety transfers are based on revisions to the TEA *Unsafe School Choice Option (USCO) Guidance Handbook* (available at https://tea.texas.gov/Finance_and_Grants/Grants/Applying_for_a_Grant/Unsafe_School_Choice_Option), which amended the list of violent criminal offenses for which a student is eligible for a transfer to another school within the district. See also the August 22, 2019, To the Administrator Addressed letter on ESSA Unsafe School Choice Option LEA Requirements, available at <https://tea.texas.gov/about-tea/news-and-multimedia/correspondence/taa-letters/essa-unsafe-school-choice-option-lea>.

FEB(LLEGAL) ATTENDANCE: ATTENDANCE ACCOUNTING

HB 3 allows, rather than requires as under existing law, the commissioner to adjust ADA of a district located in an area declared a disaster by the governor if the district experiences a decline in ADA that is reasonably attributable to the disaster.

FED(LLEGAL) ATTENDANCE: ATTENDANCE ENFORCEMENT

Provisions on funding of the position of juvenile case manager have been updated based on SB 346. Other changes add existing statutory text.

Explanatory Notes

TASB Localized Policy Manual Update 114

Lamar CISD

FFAA(LOCAL) WELLNESS AND HEALTH SERVICES: PHYSICAL EXAMINATIONS

Recommended revisions to this local policy on physical examinations are to address a new UIL rule requiring students who are participating in marching band to receive a pre-participation physical in accordance with the schedule established by the UIL. The policy revisions broaden current language to accommodate future changes to UIL rules and also allow the superintendent to designate other extracurricular programs for which the district will require physicals.

Further information on the new UIL rule is available at https://www.uiltexas.org/files/music/Marching_Band_Physical_Exam_FAQ.pdf.

The *Legal Issues in Update 114* memo describes common legal concerns and best practices specific to [this policy topic](#).

Please note: We have retained the district's locally developed text requiring students enrolling from countries outside of the United States to present proof of a current negative tuberculin skin test, as well as the provision requiring students with a positive tuberculin test result to provide proof of a chest x-ray that is negative for active tuberculosis prior to enrollment in the district.

Please contact the district's policy consultant if the district no longer requires evidence of tuberculosis screening for newly enrolling students as currently reflected in your policy.

FFAC(LEGAL) WELLNESS AND HEALTH SERVICES: MEDICAL TREATMENT

Several legislative changes have been incorporated, including:

- A prohibition on a district regulating the sale, distribution or possession of dextromethorphan (certain cold medicine) (HB 1518);
- Deletion of the requirement for a district to notify the commissioner following administration of an unassigned epinephrine auto-injector (SB 668); and
- New provisions permitting a district to adopt and implement a policy authorizing a school nurse to maintain and administer unassigned asthma medication (HB 2243). **Please note:** Contact the district's policy consultant for appropriate policy text if the district wishes to pursue this option. Sample administrative provisions are available in the *TASB Regulations Resource Manual*.

Also added is an existing statutory provision prohibiting a district from enacting, adopting, or enforcing a rule or regulation that prohibits the possession of low-THC cannabis as authorized by the Texas Compassionate Use Act in the Health and Safety Code.

FFAD(LEGAL) WELLNESS AND HEALTH SERVICES: COMMUNICABLE DISEASES

The Department of State Health Services rather than TEA must now prescribe the procedures for districts to use when distributing information on bacterial meningitis (HB 3884).

FFAF(LEGAL) WELLNESS AND HEALTH SERVICES: CARE PLANS

SB 869 requires a district's policy on food allergies to be consistent with the Texas Department of State Health Services' *Guidelines for the Care of Students with Food Allergies At-Risk for Anaphylaxis*. The bill requires the board to post a summary of the *Guidelines* on the district's website and include information on how to obtain the full document. Likewise, forms addressing food allergies must include information about the *Guidelines*. Relevant materials in the *TASB Regulations Resource Manual* have been updated.

Provisions on seizure management and treatment plans are from HB 684 and allow a parent to submit a seizure management plan to the district to address health-care services the student may receive at school or school activities.

Explanatory Notes

TASB Localized Policy Manual Update 114

Lamar CISD

FFB(LEGAL)

STUDENT WELFARE: CRISIS INTERVENTION

SB 11 includes provisions on the threat assessment and safe and supportive school team that districts must establish to serve each campus and the process the teams will use in evaluating individuals and students who make threats of violence or exhibit harmful, threatening, or violent behavior. The teams must receive training and report specific information to TEA. The board must adopt a policy addressing specific elements.

SB 11 also permits districts to provide parents relevant information on various mental health topics.

FFB(LOCAL)

STUDENT WELFARE: CRISIS INTERVENTION

This new local policy is recommended to address SB 11, which requires boards to adopt policy and procedures regarding threat assessment and safe and supportive teams. The district's policies and procedures must be consistent with the model policies and procedures developed by the Texas School Safety Center (TxSSC). TASB collaborated with the TxSSC to develop this policy, which addresses the following elements:

- Delegation to the superintendent to ensure that a team is established to serve each campus;
- Appointment of team members by the superintendent, as required by law;
- Training requirements for the team;
- Authorization for any member of the team or a district employee to act immediately to prevent an imminent threat or respond to an emergency, including contacting law enforcement directly;
- Development of procedures as recommended by the TxSSC;
- A high-level outline of the threat assessment process, including specific actions required by the team in various circumstances;
- Mental health referrals by the team;
- The requirement for the team to provide guidance to students and district employees on recognizing and reporting behavior of concern; and
- Required reports to TEA.

The TxSSC advises that district procedures need to be individualized to fit each district's unique circumstances. To assist in developing procedures, the TxSSC website has numerous resources, including a *Behavioral Threat Assessment and Management for Educators and Administrators Toolkit* at <https://txssc.txstate.edu/tools/tam-toolkit/>.

FFBA(LEGAL)

CRISIS INTERVENTION: TRAUMA-INFORMED CARE

SB 11 requires boards to adopt and implement a policy on the implementation of trauma-informed care practices in each school environment. The policy must also address:

- Increasing staff and parent awareness of trauma-informed care, including required training for educators;
- Implementation of trauma-informed practices and care by district and campus staff; and
- Available counseling options for students affected by trauma or grief.

Districts must report to TEA on compliance with the training provisions.

Explanatory Notes

TASB Localized Policy Manual Update 114

Lamar CISD

FFBA(LOCAL)

CRISIS INTERVENTION: TRAUMA-INFORMED CARE

This new policy is recommended to address SB 11, which requires a policy on trauma-informed care. The details of the district's trauma-informed care program must be included in the district improvement plan.

The policy makes reference to the elements required to be addressed in the district's program:

- Increasing staff and parent awareness of trauma-informed care, including required training for educators; and
- Available counseling options for students affected by trauma or grief.

The policy also affirms that the district shall report to TEA on compliance with the training provisions.

Please note: If, based on a district of innovation plan, your district is exempt from the statutory requirement to have a district improvement plan, the district should include its trauma-informed care program in an equivalent district-level planning document.

FFE(LEGAL)

STUDENT WELFARE: STUDENT ASSISTANCE PROGRAMS/COUNSELING

This legally referenced policy on student assistance programs has been updated to include existing legal provisions on consent for services provided by a licensed specialist in school psychology.

FFG(LEGAL)

STUDENT WELFARE: CHILD ABUSE AND NEGLECT

The district improvement plan and any informational handbook provided to students and parents must include the district's policy on addressing sexual abuse, sex trafficking, and other maltreatment of children (HB 111). Please note that the post-legislative supplement to the *TASB Model Student Handbook* includes provisions and resources to address these topics. The district should include any other details in the district improvement plan and communicate the district's practices and procedures to employees, parents, and students.

HB 621 prohibits a district from taking any adverse employment action against a professional who makes a good faith report of abuse or neglect.

FL(LOCAL)

STUDENT RECORDS

To assist with implementing the district's safe and supportive school program as required by SB 11, a recommended revision at Access by School Officials clarifies that a person appointed to a team that supports the safe and supportive school program is considered a "school official" who may access student records if the person has a legitimate educational interest in the records.

Please note that because BJA(LOCAL) permits the superintendent to delegate responsibilities to other employees, we have removed language referring to the superintendent's designee.

The *Legal Issues in Update 114* memo describes common legal concerns and best practices specific to [this policy topic](#).

FM(LEGAL)

STUDENT ACTIVITIES

Legislation affected several provisions on student activities:

- Certain safety training will be provided by the UIL rather than districts (SB 1376).
- A school nurse may be a member of the district's concussion oversight team and is authorized to remove an affected student from practices or competition (HB 961).

Explanatory Notes

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- A district must provide information about sudden cardiac arrest and electrocardiogram testing to a student who is required by UIL to submit a physical examination certification (HB 76).

Administrative Code rules amended effective May 1, 2019, permit a district to allow a student who is ineligible to participate in an extracurricular activity and who is enrolled in a state-approved music course that participates in UIL Concert and Sight-Reading Evaluation to perform with the ensemble during the UIL evaluation performance only.

FNCC(LLEGAL) STUDENT CONDUCT: PROHIBITED ORGANIZATIONS AND HAZING

SB 38 amends the Education Code definition of hazing.

FNCE(LLEGAL) STUDENT CONDUCT: PERSONAL TELECOMMUNICATIONS/ELECTRONIC DEVICES

A district must allow a student to use a graphing calculator application on an electronic device when the student is enrolled in a course that requires the use of a graphing calculator, unless the district provides students the use of one at no cost (HB 3906).

FNCG(LLEGAL) STUDENT CONDUCT: WEAPONS

Provisions on clubs and knuckles were revised based on HB 446, which removes clubs from the Penal Code offense regarding unlawfully carrying a weapon outside of one's premises or vehicle. The bill also removes knuckles from the list of prohibited weapons in Penal Code 46.05.

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

Unless limited by a court order, a parent appointed as a conservator of a child always has the right to attend school activities, including school lunches, performances, and field trips (HB 3145).

FO(LLEGAL) STUDENT DISCIPLINE

Several general discipline provisions were affected by legislation:

- A student's status as homeless or in the conservatorship of DFPS was added to the list of mitigating factors the district must consider in making certain disciplinary decisions (HB 811).
- The law enforcement duties of various security personnel must be included in the Student Code of Conduct (SB 1707).
- District websites must include contact information for the campus behavior coordinator or other relevant administrator (SB 1306).
- Districts must provide foundation curriculum coursework to students assigned to in-school or out-of-school suspension using one option that does not require the use of the internet (HB 3012).
- Aversive techniques listed in the policy that are intended to reduce the likelihood of a behavior recurring by intentionally inflicting significant physical or emotional discomfort or pain may not be used with students (HB 3630 and SB 712).
- A district may not discipline a teacher on the basis of documentation the teacher submitted regarding a student's violation of the student code of conduct (SB 1451).
- Information regarding out-of-school suspensions must be reported to TEA (HB 65).

Explanatory Notes

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FOA(LLEGAL) STUDENT DISCIPLINE: REMOVAL BY TEACHER OR BUS DRIVER

SB 1451 clarifies that students sent to the campus behavior coordinator's or other administrator's office under a routine referral or a discretionary removal are not considered to have been removed from the classroom for purposes of reporting data through PEIMS or other similar reports required by state or federal law.

FOB(LLEGAL) STUDENT DISCIPLINE: OUT-OF-SCHOOL SUSPENSION

A district may not place in out-of-school suspension a student who is homeless unless the student engages in certain conduct (HB 692).

FOC(LLEGAL) STUDENT DISCIPLINE: PLACEMENT IN A DISCIPLINARY ALTERNATIVE EDUCATION SETTING

DAEP placement is required if a student engages in certain forms of harassment against an employee (SB 2432).

In determining whether there is a reasonable belief that a student engaged in felony conduct, a superintendent may not consider additional information requested by the district from law enforcement for the purpose of creating a threat assessment or safety plan (HB 2135).

For clarity, additional details from statute have been added regarding terms of removal.

FOCA(LLEGAL) PLACEMENT IN A DISCIPLINARY ALTERNATIVE EDUCATION SETTING: DISCIPLINARY ALTERNATIVE EDUCATION PROGRAM OPERATIONS

HB 2184 creates mandatory procedures and notice requirements for a student's transition to the regular classroom from an alternative education program, as defined by the bill.

Documents in the *TASB Regulations Resource Manual* have been updated to address HB 2184.

FOD(LLEGAL) STUDENT DISCIPLINE: EXPULSION

An existing statutory provision addressing appeals of expulsion decisions has been added.

FODA(LLEGAL) EXPULSION: JUVENILE JUSTICE ALTERNATIVE EDUCATION PROGRAM

HB 3012 permits court-ordered placement in a JJAEP for terroristic threats.

GA(LLEGAL) ACCESS TO PROGRAMS, SERVICES, AND ACTIVITIES

A provision has been added from SB 1978 that prohibits a district from taking any adverse action (as defined in the policy) against a person based on the person's membership in, affiliation with, or contribution, donation, or other support provided to a religious organization.

GB(LLEGAL) PUBLIC INFORMATION PROGRAM

In accordance with SB 944, a current or former district officer or employee who maintains public information on a privately owned device must forward or transfer the information to the district or preserve the public information in its original form in a backup or archive and on the device for the relevant retention period. An employee may be disciplined for failure to comply.

Explanatory Notes

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Lamar CISD

GBA(LLEGAL) PUBLIC INFORMATION PROGRAM: ACCESS TO PUBLIC INFORMATION

Provisions on public information have been revised, including those addressing release of:

- Certain contracting information (SB 943);
- Evaluations (SB 1230);
- Information regarding the location or physical layout of certain shelter centers (HB 3091);
- Protected health information and out-of-state health-care provider information (SB 944);
- Information on applicants for disaster recovery funds (HB 3175);
- Information that would provide an advantage to competitors or bidders (SB 943);
- Expenditures for parades, concerts, or other entertainment events (HB 81); and
- Certain commercial, financial, and proprietary information (SB 943).

GBAA(LLEGAL) INFORMATION ACCESS: REQUESTS FOR INFORMATION

Legislation affected multiple provisions on requests for information, including:

- Duties of the officer for public information (SB 944);
- Methods for requesting information (SB 944);
- Requests for contracting information not maintained by the district (SB 943);
- Requests for an attorney general decision (SBs 943 and 944); and
- Temporary suspension of the Public Information Act by the board of a district currently impacted by a catastrophe (SB 494).

Other revisions are to better reflect statutory wording.

GBAA(LOCAL) INFORMATION ACCESS: REQUESTS FOR INFORMATION

As mentioned above, SB 494 permits the board of a district impacted by a catastrophe to temporarily suspend the Public Information Act. Recommended local policy text delegates to the superintendent the authority to approve the initial suspension period of up to seven consecutive days and provide the required notices to the attorney general and public. If an extension of the initial suspension period is needed, the law requires the board to determine that it is still impacted by the catastrophe, so the local policy text requires the board to approve an extension.

The form to provide notice of any suspensions to the attorney general is available at <https://www.texasattorneygeneral.gov/open-government/governmental-bodies/catastrophe-notice>.

GBAA(REGULATION) INFORMATION ACCESS: REQUESTS FOR INFORMATION

Our records indicate that you have a regulation at this code that you may need to review and revise in light of the changes in this update. Please advise us:

- If this regulation is obsolete and should be deleted from your localized policy manual; or
- If you have revisions that you wish to submit for editorial and legal review and incorporation into your localized policy manual.

Explanatory Notes

TASB Localized Policy Manual Update 114

Lamar CISD

GKA(LLEGAL) COMMUNITY RELATIONS: CONDUCT ON SCHOOL PREMISES

HB 1552 clarifies who is a retired law enforcement officer for Penal Code 46.03, which prohibits weapons in certain places.

Districts may no longer regulate the manner in which a handgun, firearm, or ammunition is stored in a locked vehicle in a district parking area, provided the item is not in plain view (HB 1143).

HB 1791 broadens existing provisions that limit a district from providing unauthorized notice that handguns are prohibited.

GKA(LLOCAL) COMMUNITY RELATIONS: CONDUCT ON SCHOOL PREMISES

Because HB 1143 prohibits a district from regulating the manner in which a handgun, firearm, or ammunition is stored in a locked vehicle in a district parking area, provided the item is not in plain view, we have deleted language requiring firearms to be unloaded. No other revisions have been made to this local policy.

The *Legal Issues in Update 114* memo describes common legal concerns and best practices specific to [this policy topic](#).

GNB(LLEGAL) RELATIONS WITH EDUCATIONAL ENTITIES: REGIONAL EDUCATION SERVICE CENTERS

HB 3 revises the core services that education service centers are required to provide to include training and assistance regarding instruction in personal financial literacy, gifted and talented programs, and programs that qualify for a funding allotment.

GRAA(LLEGAL) STATE AND LOCAL GOVERNMENTAL AUTHORITIES: LAW ENFORCEMENT AGENCIES

Information about arrests of students provided to districts from law enforcement agencies must include sufficient information for the district to determine whether it is necessary to conduct a threat assessment or prepare a safety plan for the student (SB 2135). In addition, a superintendent may request information for the purpose of conducting a threat assessment or preparing a safety plan.

GRAA(EXHIBIT) STATE AND LOCAL GOVERNMENTAL AUTHORITIES: LAW ENFORCEMENT AGENCIES

This exhibit has been deleted, as the list of offenses principals must report to local law enforcement authorities is included in GRAA(LLEGAL).

GRB(LLEGAL) RELATIONS WITH GOVERNMENTAL ENTITIES: INTERLOCAL COOPERATION CONTRACTS

When a district provides educational services to a student who resides in a state hospital, HB 2210 specifies the elements of the memorandum of understanding between the hospital and district.

GRC(LLEGAL) RELATIONS WITH GOVERNMENTAL ENTITIES: EMERGENCY MANAGEMENT

Provisions on emergency management training have been deleted as they are not applicable to school districts.

Instruction Sheet

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Lamar CISD

Code	Type	Action To Be Taken	Note
ATTN	(NOTE)	No policy enclosed	See explanatory note
AF	(LEGAL)	Replace policy	Revised policy
AG	(LEGAL)	Replace policy	Revised policy
AIB	(LEGAL)	Replace policy	Revised policy
AIC	(LEGAL)	Replace policy	Revised policy
B	(LEGAL)	Replace table of contents	Revised table of contents
BAA	(LEGAL)	Replace policy	Revised policy
BBA	(LEGAL)	Replace policy	Revised policy
BBBA	(LEGAL)	Replace policy	Revised policy
BBBB	(LEGAL)	Replace policy	Revised policy
BBD	(LEGAL)	Replace policy	Revised policy
BBFA	(LEGAL)	Replace policy	Revised policy
BBI	(LEGAL)	Replace policy	Revised policy
BDAE	(LEGAL)	Replace policy	Revised policy
BDAF	(LEGAL)	DELETE policy	See explanatory note
BE	(LEGAL)	Replace policy	Revised policy
BE	(LOCAL)	Replace policy	Revised policy
BED	(LEGAL)	Replace policy	Revised policy
BED	(LOCAL)	Replace policy	Revised policy
BJCB	(LEGAL)	Replace policy	Revised policy
BJCD	(LEGAL)	Replace policy	Revised policy
BQ	(LEGAL)	Replace policy	Revised policy
BR	(LEGAL)	DELETE policy	See explanatory note
C	(LEGAL)	Replace table of contents	Revised table of contents
CBA	(LEGAL)	Replace policy	Revised policy
CCA	(LEGAL)	Replace policy	Revised policy
CCG	(LEGAL)	Replace policy	Revised policy
CCGA	(LEGAL)	Replace policy	Revised policy
CCH	(LEGAL)	Replace policy	Revised policy
CDA	(LEGAL)	Replace policy	Revised policy
CDA	(LOCAL)	Replace policy	Revised policy
CE	(LEGAL)	Replace policy	Revised policy
CFC	(LEGAL)	Replace policy	Revised policy
CFEA	(LEGAL)	Replace policy	Revised policy

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Code	Type	Action To Be Taken	Note
CH	(LEGAL)	Replace policy	Revised policy
CH	(LOCAL)	Replace policy	Revised policy
CK	(LEGAL)	Replace policy	Revised policy
CKC	(LEGAL)	Replace policy	Revised policy
CKC	(LOCAL)	Replace policy	Revised policy
CKD	(LEGAL)	Replace policy	Revised policy
CKE	(LEGAL)	Replace policy	Revised policy
CKE	(LOCAL)	Replace policy	Revised policy
CKEA	(LEGAL)	ADD policy	See explanatory note
CKEB	(LEGAL)	ADD policy	See explanatory note
CKEC	(LEGAL)	ADD policy	See explanatory note
CL	(LEGAL)	Replace policy	Revised policy
CMD	(LEGAL)	Replace policy	Revised policy
CNA	(LEGAL)	Replace policy	Revised policy
CNC	(LEGAL)	Replace policy	Revised policy
CPC	(LEGAL)	Replace policy	Revised policy
CQ	(LEGAL)	Replace policy	Revised policy
CQ	(LOCAL)	Replace policy	Revised policy
CQA	(LEGAL)	Replace policy	Revised policy
CQB	(LEGAL)	ADD policy	See explanatory note
CQB	(LOCAL)	ADD policy	See explanatory note
CQC	(LEGAL)	ADD policy	See explanatory note
CRG	(LEGAL)	Replace policy	Revised policy
CV	(LEGAL)	Replace policy	Revised policy
D	(LEGAL)	Replace table of contents	Revised table of contents
DAA	(LEGAL)	Replace policy	Revised policy
DBAA	(LEGAL)	Replace policy	Revised policy
DC	(LEGAL)	Replace policy	Revised policy
DEA	(LEGAL)	Replace policy	Revised policy
DEAA	(LEGAL)	Replace policy	Revised policy
DEB	(LEGAL)	Replace policy	Revised policy
DEC	(LEGAL)	Replace policy	Revised policy
DF	(LEGAL)	Replace policy	Revised policy
DFFA	(LOCAL)	Replace policy	Revised policy

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Code	Type	Action To Be Taken	Note
DG	(LEGAL)	Replace policy	Revised policy
DH	(LEGAL)	Replace policy	Revised policy
DH	(LOCAL)	Replace policy	Revised policy
DHB	(LEGAL)	Replace policy	Revised policy
DHC	(LEGAL)	ADD policy	See explanatory note
DMA	(LEGAL)	Replace policy	Revised policy
DNA	(LEGAL)	Replace policy	Revised policy
DNB	(LEGAL)	Replace policy	Revised policy
DP	(LEGAL)	Replace policy	Revised policy
EA	(LEGAL)	ADD policy	See explanatory note
EB	(LEGAL)	Replace policy	Revised policy
EC	(LEGAL)	Replace policy	Revised policy
EEB	(LEGAL)	Replace policy	Revised policy
EEM	(LEGAL)	Replace policy	Revised policy
EF	(LEGAL)	Replace policy	Revised policy
EHAA	(LEGAL)	Replace policy	Revised policy
EHAB	(LEGAL)	Replace policy	Revised policy
EHAC	(LEGAL)	Replace policy	Revised policy
EHBA	(LEGAL)	Replace policy	Revised policy
EHBAC	(LEGAL)	Replace policy	Revised policy
EHBAE	(LEGAL)	Replace policy	Revised policy
EHBB	(LEGAL)	Replace policy	Revised policy
EHBB	(LOCAL)	Replace policy	Revised policy
EHBC	(LEGAL)	Replace policy	Revised policy
EHBF	(LEGAL)	Replace policy	Revised policy
EHBG	(LEGAL)	Replace policy	Revised policy
EHBK	(LEGAL)	Replace policy	Revised policy
EHDD	(LEGAL)	Replace policy	Revised policy
EIC	(LEGAL)	Replace policy	Revised policy
EIF	(LEGAL)	Replace policy	Revised policy
EK	(LEGAL)	Replace policy	Revised policy
EKB	(LEGAL)	Replace policy	Revised policy
EL	(LEGAL)	Replace policy	Revised policy
F	(LEGAL)	Replace table of contents	Revised table of contents

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Code	Type	Action To Be Taken	Note
FB	(LEGAL)	Replace policy	Revised policy
FD	(LEGAL)	Replace policy	Revised policy
FDC	(LEGAL)	Replace policy	Revised policy
FDE	(LOCAL)	Replace policy	Revised policy
FEB	(LEGAL)	Replace policy	Revised policy
FED	(LEGAL)	Replace policy	Revised policy
FFAA	(LOCAL)	Replace policy	Revised policy
FFAC	(LEGAL)	Replace policy	Revised policy
FFAD	(LEGAL)	Replace policy	Revised policy
FFAF	(LEGAL)	Replace policy	Revised policy
FFB	(LEGAL)	Replace policy	Revised policy
FFB	(LOCAL)	ADD policy	See explanatory note
FFBA	(LEGAL)	ADD policy	See explanatory note
FFBA	(LOCAL)	ADD policy	See explanatory note
FFE	(LEGAL)	Replace policy	Revised policy
FFG	(LEGAL)	Replace policy	Revised policy
FL	(LOCAL)	Replace policy	Revised policy
FM	(LEGAL)	Replace policy	Revised policy
FNCC	(LEGAL)	Replace policy	Revised policy
FNCE	(LEGAL)	Replace policy	Revised policy
FNCG	(LEGAL)	Replace policy	Revised policy
FNG	(LEGAL)	Replace policy	Revised policy
FO	(LEGAL)	Replace policy	Revised policy
FOA	(LEGAL)	Replace policy	Revised policy
FOB	(LEGAL)	Replace policy	Revised policy
FOC	(LEGAL)	Replace policy	Revised policy
FOCA	(LEGAL)	Replace policy	Revised policy
FOD	(LEGAL)	Replace policy	Revised policy
FODA	(LEGAL)	Replace policy	Revised policy
GA	(LEGAL)	Replace policy	Revised policy
GB	(LEGAL)	Replace policy	Revised policy
GBA	(LEGAL)	Replace policy	Revised policy
GBAA	(LEGAL)	Replace policy	Revised policy
GBAA	(LOCAL)	Replace policy	Revised policy

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Code	Type	Action To Be Taken	Note
GBAA	(REGULATION)	Review regulation	Revise as necessary
GKA	(LEGAL)	Replace policy	Revised policy
GKA	(LOCAL)	Replace policy	Revised policy
GNB	(LEGAL)	Replace policy	Revised policy
GRAA	(LEGAL)	Replace policy	Revised policy
GRAA	(EXHIBIT)	DELETE exhibit	See explanatory note
GRB	(LEGAL)	Replace policy	Revised policy
GRC	(LEGAL)	Replace policy	Revised policy

CURRENT

BOARD MEETINGS

BE
(LOCAL)

Meeting Place and Time

The notice for a Board meeting shall reflect the date, time, and location of the meeting.

Regular Meetings

Regular meetings of the Board shall normally be held on the third Thursday of each month at 7:00 p.m. When determined necessary and for the convenience of Board members, the Board President may change the date, time, or location of a regular meeting with proper notice.

Special or Emergency Meetings

The Board President shall call special meetings at the Board President's discretion or on request by two members of the Board.

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

Agenda

Deadline

The deadline for submitting items for inclusion on the agenda is the sixth calendar day before regular meetings and the sixth calendar day before special meetings.

Preparation

In consultation with the Board President, the Superintendent shall prepare the agenda for all Board meetings. Any Board member may request that a subject be included on the agenda for a meeting, and the Superintendent shall include on the preliminary agenda of the meeting all topics that have been timely submitted by a Board member.

Before the official agenda is finalized for any meeting, the Superintendent shall consult the Board President to ensure that the agenda and the topics included meet with the Board President's approval. In reviewing the preliminary agenda, the Board President shall ensure that any topics the Board or individual Board members have requested to be addressed are either on that agenda or scheduled for deliberation at an appropriate time in the near future. The Board President shall place an item on the agenda if the item is requested by two Board members. The Board President shall not have authority to remove from the agenda a subject requested by a Board member without that Board member's specific authorization.

Notice to Members

Members of the Board shall be given notice of regular and special meetings at least 72 hours prior to the scheduled time of the meeting and at least two hours prior to the time of an emergency meeting.

Closed Meeting

Notice of all meetings shall provide for the possibility of a closed meeting during an open meeting, in accordance with law.

The Board may conduct a closed meeting when the agenda subject is one that may properly be discussed in closed meeting. [See BEC]

Order of Business

The order of business for regular Board meetings shall be as set out in the agenda accompanying the notice of the meeting. At the meeting, the order in which posted agenda items are taken may be changed by consensus of Board members.

Rules of Order

The Board shall observe the parliamentary procedures as found in *Robert's Rules of Order, Newly Revised*, except as otherwise provided in Board procedural rules or by law. Procedural rules may be suspended at any Board meeting by majority vote of the members present.

Voting

Voting shall be by voice vote or show of hands, as directed by the Board President. Any member may abstain from voting, and a member's vote or failure to vote shall be recorded upon that member's request. [See BDAA(LOCAL) for the Board President's voting rights]

Consent Agenda

The Board shall determine items, if any, that qualify to be placed on the consent agenda. A consent agenda shall include these items, determined by the Board, grouped together under one action item. All such items shall be acted upon by one vote without separate discussion. The remaining items shall be adopted under a single motion and vote.

Minutes

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

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

Discussions and Limitation

Discussions shall be addressed to the Board President and then the entire membership. Discussion shall be directed solely to the business currently under deliberation, and the Board President shall halt discussion that does not apply to the business before the Board.

The Board President shall also halt discussion if the Board has agreed to a time limitation for discussion of an item, and that time limit has expired. Aside from these limitations, the Board President shall not interfere with debate so long as members wish to address themselves to an item under consideration.

REVISED

BOARD MEETINGS

BE
(LOCAL)

Meeting Place and Time

The notice for a Board meeting shall reflect the date, time, and location of the meeting.

Regular Meetings

Regular meetings of the Board shall normally be held on the ~~third Thursday of each month at 7:00 p.m.~~ **third Thursday of each month at 7:00 p.m.** When determined necessary and for the convenience of Board members, the Board President may change the date, time, or location of a regular meeting with proper notice.

Special or Emergency Meetings

The Board President shall call special meetings at the Board President's discretion or on request by two members of the Board.

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

Agenda

Deadline

The deadline for submitting items for inclusion on the agenda is ~~the sixth calendar~~ **the sixth calendar** day before regular meetings and ~~the sixth calendar~~ **the sixth calendar** day before special meetings.

Preparation

In consultation with the Board President, the Superintendent shall prepare the agenda for all Board meetings. Any Board member may request that a subject be included on the agenda for a meeting, and the Superintendent shall include on the preliminary agenda of the meeting all topics that have been timely submitted by a Board member.

Before the official agenda is finalized for any meeting, the Superintendent shall consult the Board President to ensure that the agenda and the topics included meet with the Board President's approval. In reviewing the preliminary agenda, the Board President shall ensure that any topics the Board or individual Board members have requested to be addressed are either on that agenda or scheduled for deliberation at an appropriate time in the near future. The Board President shall place an item on the agenda if the item is requested by two Board members. The Board President shall not have authority to remove from the agenda a subject requested by a Board member without that Board member's specific authorization.

Notice to Members

Members of the Board shall be given notice of regular and special meetings at least 72 hours prior to the scheduled time of the meeting and at least ~~one hour~~ **two hours** prior to the time of an emergency meeting.

Closed Meeting

Notice of all meetings shall provide for the possibility of a closed meeting during an open meeting, in accordance with law.

The Board may conduct a closed meeting when the agenda subject is one that may properly be discussed in closed meeting. [See BEC]

Order of Business

The order of business for regular Board meetings shall be as set out in the agenda accompanying the notice of the meeting. At the meeting, the order in which posted agenda items are taken may be changed by consensus of Board members.

Rules of Order

The Board shall observe the parliamentary procedures as found in *Robert's Rules of Order, Newly Revised*, except as otherwise provided in Board procedural rules or by law. Procedural rules may be suspended at any Board meeting by majority vote of the members present.

Voting

Voting shall be by voice vote or show of hands, as directed by the Board President. Any member may abstain from voting, and a member's vote or failure to vote shall be recorded upon that member's request. [See BDAA(LOCAL) for the Board President's voting rights]

Consent Agenda

The Board shall determine items, if any, that qualify to be placed on the consent agenda. A consent agenda shall include these items, determined by the Board, grouped together under one action item. All such items shall be acted upon by one vote without separate discussion. The remaining items shall be adopted under a single motion and vote.

Minutes

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

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

Discussions and Limitation

Discussions shall be addressed to the Board President and then the entire membership. Discussion shall be directed solely to the business currently under deliberation, and the Board President shall halt discussion that does not apply to the business before the Board.

The Board President shall also halt discussion if the Board has agreed to a time limitation for discussion of an item, and that time limit has expired. Aside from these limitations, the Board President shall not interfere with debate so long as members wish to address themselves to an item under consideration.

CURRENT

BOARD MEETINGS
PUBLIC PARTICIPATION

BED
(LOCAL)

Limit on Participation

Audience participation at a Board meeting is limited to the public comment 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 requested by the presiding officer.

Public Comment

At regular and special Board meetings, the Board shall allot time 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.

No presentation shall exceed five minutes. Delegations of more than five persons shall appoint one person to present their views before the Board.

At agenda review workshops, public comment shall be on the agenda, and citizens shall be permitted to address the Board on any action item on the agenda. Persons who wish to participate in this portion of the meeting shall sign up with the presiding officer or designee at the designated time and shall indicate the agenda item about which they wish to speak. No presentation shall exceed five minutes. Delegations of more than five persons shall appoint one person to present their views before the Board. All discussion at this time shall be limited to action items on the workshop agenda.

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.

The Superintendent may call upon District staff to respond to any question or request from the Board.

Complaints and Concerns

The presiding officer or designee shall determine whether a person addressing the Board has attempted to solve a matter administratively through resolution channels established by policy. If not, the person shall be referred to the appropriate policy (see list below) to seek resolution:

Employee complaints: DGBA

Student or parent complaints: FNG

Public complaints: GF

Disruption

The Board shall not tolerate disruption of the meeting by members of the audience. If, after at least one warning from the presiding officer, any person continues to disrupt the meeting by his or her words or actions, the presiding officer may request assistance from law enforcement officials to have the person removed from the meeting.

REVISED

BOARD MEETINGS
PUBLIC PARTICIPATION

BED
(LOCAL)

Limit on Participation

Audience participation at a Board meeting is limited to the ~~public comment~~ portion of the meeting designated to receive public comment in accordance with this policy ~~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 requested by the presiding officer.

Public Comment Regular Meetings

At regular ~~and special~~ Board meetings, the Board shall permit public comment, regardless of whether the topic is an item on the agenda posted with notice of the meeting.

Special Meetings

At all other Board meetings, public comment shall be limited to items on the agenda posted with notice of the meeting.

Procedures

~~Individuals allot time to hear persons who desire to make comments to the Board. Persons~~ who wish to participate during ~~the~~ ~~this~~ portion of the meeting designated for public comment shall sign up with the presiding officer or designee before the meeting begins as specified in the Board's procedures on public comment and shall indicate the agenda item or topic ~~on~~ ~~about~~ which they wish to address the Board. ~~Speak.~~

Public comment shall occur at the beginning of the meeting.

Except as permitted by this policy and the Board's procedures on public comment, an individual's comments to the Board shall not exceed five minutes per meeting.

Meeting Management

When necessary for effective meeting management or to accommodate large numbers of individuals wishing to address the Board, the presiding officer may make adjustments to public comment procedures, including adjusting when public comment will occur during the meeting, reordering agenda items, deferring public comment on nonagenda items, continuing agenda items to a later meeting, providing expanded opportunity for public comment, or establishing an overall time limit for public comment and adjusting the time allotted to each speaker. However, no individual shall be given less than one minute to make comments. ~~No presentation shall exceed five minutes. Delegations of more than five persons shall appoint one person to present their views before the Board.~~

~~At agenda review workshops, public comment shall be on the agenda, and citizens shall be permitted to address the Board on any action item on the agenda. Persons who wish to participate in this portion of the meeting shall sign up with the presiding officer or designee at the designated time and shall indicate the agenda item about which they wish to speak. No presentation shall exceed five minutes. Delegations of more than five persons shall appoint one~~

	<p>person to present their views before the Board. All discussion at this time shall be limited to action items on the workshop agenda.</p>
<p>Board's Response</p>	<p>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.</p> <p>The Superintendent may call upon District staff to respond to any question or request from the Board.</p>
<p>Complaints and Concerns</p>	<p>The presiding officer or designee shall determine whether an individual a person addressing the Board has attempted to solve a matter administratively through resolution channels established by policy. If not, the individual person shall be referred to the appropriate policy (see list below) to seek resolution:</p> <p>Employee complaints: DGBA</p> <p>Student or parent complaints: FNG</p> <p>Public complaints: GF</p>
<p>Disruption</p>	<p>The Board shall not tolerate disruption of the meeting by members of the audience. If, after at least one warning from the presiding officer, any individual person continues to disrupt the meeting by his or her words or actions, the presiding officer may request assistance from law enforcement officials to have the individual person removed from the meeting.</p>

CURRENT

OTHER REVENUES
INVESTMENTS

CDA
(LOCAL)

Policy	It is the policy of the District to invest public funds in a manner that ensures the safety of invested funds, maintains sufficient liquidity to provide for the daily needs of the District, and achieves maximum yield in relation to the risk assumed. Safety of invested principal, however, remains highest in priority.
Investment Authority	The chief financial officer, the budget and treasury officer, and the director of finance shall serve as the investment officers of the District and shall invest District funds as directed by the Board and in accordance with the District's written investment policy and generally accepted accounting procedures.
Scope	This investment policy applies to all financial assets of the District. These funds are accounted for in the District's comprehensive annual financial report and include:
General Fund	The general fund usually includes transactions as a result of revenues from local maintenance taxes, Foundation School Program entitlements, and other locally generated sources.
Special Revenue Funds	Special revenue funds are governmental funds used to account for the proceeds of specific revenue sources that are legally restricted to expenditures for specified purposes.
Debt Service Funds	A debt service fund is a governmental fund, with budgetary control, that must be used to account for general long-term debt principal and interest for debt issues and other long-term debts for which a tax has been dedicated.
Capital Projects Funds	A capital projects fund is a governmental fund that must be used to account, on a project basis, for projects financed by the proceeds from bond issues, or for capital projects otherwise mandated to be accounted for in this fund.
Internal Service Funds	Internal service funds are proprietary funds accounted for on the accrual basis.
Trust and Agency Funds	This group of funds is used to account for assets held by a school district in a trustee capacity of the District, or as an agent for individuals, private organizations, other governmental units and/or other funds. This fund type consists of expendable trust funds, nonexpendable trust funds, pension trust funds and agency funds.
Texas Teacher Retirement Fund	<p>The Texas Teacher Retirement Fund shall not be covered by this policy.</p> <p>All employees of the District employed for one-half or more of the standard work load, and who are not exempted from membership under Government Code, Section 822.002, are required to participate in the Teacher Retirement System of Texas, a multiple-</p>

employer public employee retirement system. It is a cost-sharing public employee retirement system with one exception—all risks and costs are not shared by the District, but are the liability of the state of Texas, and as such, all investments are maintained by the Teacher Retirement System.

Objectives

The primary objectives, in priority order, of investment activities shall be safety, liquidity, and yield:

Safety

1. Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The objective will be to mitigate credit risk and interest rate risk.
 - a. The District will minimize credit risk, which is the risk of loss due to the failure of the security issuer or backer, by:
 - (1) Limiting investments to the types of securities listed in this investment policy;
 - (2) Pre-qualifying the financial institutions, brokers/dealers, and advisors with which the District will do business in accordance with this policy; and
 - (3) Diversifying the investment portfolio so that the impact of potential losses from any one type of security or from any one individual issuer will be minimized.
 - b. To reduce exposure to changes in interest rates that could adversely affect the value of investments, the District shall use final and weighted-average-maturity limits and diversification.

The District shall monitor interest rate risk using weighted average maturity and specific identification.

Liquidity

2. The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. This is accomplished by structuring the portfolio so that securities mature concurrent with cash needs to meet anticipated demands (static liquidity). Furthermore, since all possible cash demands cannot be anticipated, the portfolio should consist largely of securities with active secondary or resale markets (dynamic liquidity). Alternatively, a portion of the portfolio may be placed in money market mutual funds or local government investment pools that offer same-day liquidity for short-term funds.

OTHER REVENUES
INVESTMENTS

CDA
(LOCAL)

Yield

3. The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs. Return on investment is of secondary importance compared to the safety and liquidity objectives described above. The core of investments are limited to relatively low risk securities in anticipation of earning a fair return relative to the risk being assumed. Securities shall generally be held until maturity with the following exceptions:
 - a. A security with declining credit may be sold early to minimize loss of principal.
 - b. A security swap would improve the quality, yield, or target duration in the portfolio.
 - c. Liquidity needs of the portfolio require that the security be sold.

Fund Strategies

Appropriate investment strategies shall be developed by fund category. The strategies must define the investment objectives for each fund type, with priority consideration being given to the suitability of the investment for the type of funds being invested, the preservation and safety of principal, liquidity, marketability, diversification, and yield. Investments shall be made in accordance with these objectives, and the maximum allowable stated maturity for any individual security may exceed one year provided legal limits are not exceeded.

The District shall have a similar investment strategy for each of the following covered funds:

1. General fund.
2. Special revenue fund(s)—including funds used to account for federal, state, and local grants, as well as the food service fund and the campus activity fund.
3. Debt service fund(s).
4. Capital project fund(s).
5. Proprietary fund(s)—including the funds used to account for the workers' compensation and medical self-insurance programs.
6. Trust and agency funds-including the student activity fund.

The District shall follow the investment strategies listed below (in order of importance) for each covered fund:

OTHER REVENUES
INVESTMENTS

CDA
(LOCAL)

1. Each investment option shall be reviewed to ensure understanding of the suitability of the investment to the financial requirements of the District;
2. Investments shall be selected that provide preservation and safety of invested funds;
3. Investment strategies for all covered funds shall have as their objective sufficient investment liquidity to timely meet obligations. Maturities longer than one year are authorized provided legal limits are not exceeded;
4. The investment shall be marketable if the need arises to liquidate invested funds before maturity;
5. The investment type shall be consistent with the Board's desired diversification of the investment portfolio; and
6. All invested funds of the District shall attain a rate of return commensurate with the District's investment risk constraints and the cash flow characteristics of the portfolio.

The District shall diversify its investments in all funds by security type and institution. The District shall consider purchase of high quality short-term to medium-term securities that will complement each other in a laddered or liability-matching portfolio structure.

Prudence

Investments shall be made with judgment and care—under circumstances then prevailing which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

The standard of prudence to be used by investment officials shall be the “prudent person” standard and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures and the investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security’s credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

In determining whether an investment official has exercised prudence with respect to an investment decision, the determination shall be made taking into consideration the investment of all funds over which the official had responsibility rather than consideration as to the prudence of a single investment and, whether the investment decision was consistent with the District’s investment policy and written investment procedures.

**Ethics and Conflicts
of Interest**

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions.

Officers and employees involved in the investment process shall sign annual statements agreeing to abide by this section of the investment policy and affirming no known conflicts of interest.

An officer or employee involved in the investment process has a personal business relationship with a business organization if:

1. The officer or employee owns ten percent or more of the voting stock or shares of the business organization or owns \$5,000 or more of the fair market value of the business organization;
2. Funds received by the officer or employee from the business organization exceed ten percent of his/her gross income for the previous year;
3. The officer or employee has acquired from the business organization during the previous year investments with a book value of \$2,500 or more for his/her personal account; or
4. The officer is related within the second degree by affinity or consanguinity, as determined under Chapter 573 of the Texas Government Code, to an individual seeking to transact investment business with the entity.

If the investment officer has a personal business relationship with a business organization, a disclosure statement must be filed with the Texas Ethics Commission.

**Authorized
Investments**

From those investments authorized by law and described in CDA(LEGAL), the Board shall permit investment of District funds in the following investment types only, consistent with the strategies and maturities defined in this policy:

1. Obligations of the United States or its agencies and instrumentalities; direct obligations of the state of Texas or its agencies; other obligations, the principal and interest of which are unconditionally guaranteed or insured by, or backed by the full faith and credit of the state of Texas, the United States, or its instrumentalities; including obligations that are fully guaranteed or insured by the Federal Deposit Insurance Corporation (FDIC) or by the explicit full faith and credit of the United States; obligations of states, agencies, counties, cities, and other political subdivisions of any state rated as to in-

vestment quality by a nationally recognized investment rating firm not less than A or its equivalent. *Gov't Code 2256.009*

2. Certificates of deposit or share certificates issued by a depository institution that has its main office or a branch office in Texas that is guaranteed or insured by the FDIC or its successor or the National Credit Union Share Insurance Fund or its successor and is secured by obligations described in item 1 above, including mortgage-backed securities directly issued by a federal agency or instrumentality that have a market value of not less than the principal amount of the certificates or are secured in any other manner and amount provided by law for the deposits of the investment entity. *Gov't Code 2256.010*

In addition to the authority to invest funds in certificates of deposit under the previous section, an investment in certificates of deposit made in accordance with the following conditions is an authorized investment under Government Code 2256.010:

- a. The funds are invested by the District through a broker that has its main office or a branch office in this state and is selected from a list adopted by the District as required by Government Code 2256.025, or a depository institution that has its main office or a branch office in this state and that is selected by the District;
- b. The broker or depository institution selected by the District arranges for the deposit of the funds in certificates of deposit in one or more federally insured depository institutions, wherever located, for the account of the District;
- c. The full amount of the principal and accrued interest of each of the certificates of deposit is insured by the United States or an instrumentality of the United States; and
- d. The District appoints the depository institution selected by the District, an entity described by Government Code 2257.041(d), or a clearing broker-dealer registered with the Securities and Exchange Commission and operating pursuant to Securities and Exchange Commission Rule 15c3-3 (17 C.F.R. Section 240.15c3-3) as custodian for the District with respect to the certificates of deposit issued for the account of the District entity.

Gov't Code 2256.010(b)

3. Fully collateralized repurchase agreements that have a defined termination date, are secured by a combination of cash and obligations of the United States or its agencies and instrumentalities, require the securities being purchased by the District or cash held by the District to be pledged to the Dis-

trict, held in the District's name, and deposited with a third party selected and approved by the investment committee, and placed through a primary government securities dealer, as defined by the Federal Reserve or a financial institution doing business in the State of Texas. *Gov't Code 2256.011*

The District shall have a master repurchase agreement signed with the bank or dealer with whom all repurchase agreements are traded.

4. Commercial paper that has a stated maturity of 270 days or fewer from the date of issuance and is rated not less than A1-1 or P-1 or an equivalent rating by at least two nationally recognized credit rating agencies or by one nationally recognized credit rating agency provided the commercial paper is fully secured by an irrevocable letter of credit issued by a bank organized and existing under U.S. law or the law of any state; and to the extent that commercial paper is held through an investment pool and not as an individual issue through the District. *Gov't Code 2256.013.*
5. No-load money market mutual funds that are regulated by the Securities and Exchange Commission, and have a dollar-weighted average stated maturity of 90 days or fewer, are invested exclusively in obligations described by items 1–4 above, and include in their investment objectives the maintenance of a stable net asset value of \$1 for each share. Investments in mutual funds shall be limited to the percentages authorized by Government Code 2256.014(c). *Gov't Code 2256.014.*
6. A public funds investment pool meeting the requirements of Government Code 2256.016, are rated no lower than AAA or an equivalent rating by at least one nationally recognized rating service, and are authorized by resolution or ordinance by the Board. In addition, a local government investment pool created to function as a money market mutual fund must mark its portfolio to the market daily and, to the extent reasonably possible, stabilize at \$1 net asset value. *Gov't Code 2256.016.*
7. Guaranteed investment contracts that have a defined termination date and are secured by obligations described by Government Code 2256.09(a)(1), excluding those obligations described by Government Code 2256.09(b), in an amount at least equal to the amount of bond proceeds invested under the contract; such obligations must be pledged to the District and held in the District's name with an approved third party. *Gov't Code 2256.015.*

Corporate bonds are not an eligible investment for a public funds investment pool. *Gov't Code 2256.0204(g)*

**Sellers of
Investments**

The investment officers will maintain a list of financial institutions, approved by the investment committee, who are authorized to provide investment services. Prior to handling investments on behalf of the District, a broker/dealer or a qualified representative of a business organization must submit required written documents in accordance with law. [See Sellers of Investments, CDA(LEGAL)]

Representatives of brokers/dealers shall be registered with the Texas State Securities Board and must have membership in the Securities Investor Protection Corporation (SIPC), and be in good standing with the Financial Industry Regulatory Authority (FINRA).

A periodic review, at least annually, of the financial condition and registration of new qualified bidders will be conducted by the investment committee. Recommendations will be provided for consideration by the Board as necessary.

**Monitoring Market
Prices**

The investment officers shall keep the Board informed of significant declines in the market value of the District's investment portfolio. Information sources may include financial/investment publications and electronic media, available software for tracking investments, commercial or investment banks, financial advisors, and representatives/advisors of investment pools or money market funds. Monitoring shall be done monthly or more often as economic conditions warrant by using appropriate reports, indices, or benchmarks for the type of investment.

**Monitoring Rating
Changes**

In accordance with Government Code 2256.005(b), the investment officers shall develop a procedure to monitor changes in investment ratings and to liquidate investments that do not maintain satisfactory ratings.

**Selection of
Depository**

The Board shall select and designate a depository institution in accordance with CDA(LEGAL). The depository shall be selected based upon its solvency and stability of leadership as well as on the services provided. The depository shall be selected through a formalized bidding process in response to the District's request for bid (RFB) outlining all services required. Such services should provide the greatest flexibility for money management and should include online account management, positive pay accounts, purchasing card capabilities, and other services considered necessary by District management.

The District shall have the discretion to determine the time span for rebidding the depository contract; however, a three-year period will be the maximum length of time between bidding.

Competitive Bidding

It is the strategy of the District to require competitive bidding for all individual security purchases and sales except for:

1. Transactions with money market mutual funds and local government investment pools (which are deemed to be made at prevailing market rates);
2. Treasury and agency securities purchased at issue through an approved broker/dealer or financial institution; or
3. Automatic overnight "sweep" transactions with the District Depository.

At least three bids or offers must be solicited for all other transactions involving individual securities. The District's investment advisor is also required to solicit at least three bids or offers when transacting trades on the District's behalf. In situations where other dealers do not offer the exact security being offered, offers on the closest comparable investment may be used to establish a fair market price for the security.

Collateral

The investment officers shall ensure that all District funds (principal and accrued interest) are fully collateralized to 110 percent or insured in one or more of the following manners:

1. FDIC insurance coverage; and/or
2. 110 percent of the uninsured value in obligations of the United States or its agencies or instrumentalities or other authorized securities as outlined in item 4 below.
3. All pledged securities shall be held in safekeeping by the District, in a custodial account approved by the District in a third party financial institution, or with a Federal Reserve Bank. The third party custodian shall be required to issue safekeeping receipts directly to the District and to provide a monthly listing of each specific security, rate, description, maturity, CUSIP number, and other information as may be deemed necessary and appropriate by the District. In order to anticipate market changes and provide a level of additional security for all funds, the collateralization level required shall be 110 percent of the market value. The bank shall be liable for pricing securities and providing 110 percent collateralization.
4. Pledged securities shall be limited to only those items which are specifically permitted as approved investment instruments within the definitions of this policy. Should a pledged security fail to meet this requirement, it shall be the sole responsibility of the financial institution to immediately, without notice from

the District or cost to the District, replace any such nonconforming security.

Safekeeping and Custody

Safekeeping and custody of securities and collateral shall be in accordance with state law. It shall be the District's intent to place securities and collateral in the possession of a third party custodian designated by the District where feasible, and held in the District's name as evidenced by safekeeping receipts of the institution with which the securities are deposited.

All investment transactions except investment pool funds and mutual funds will be executed by delivery vs. payment (DVP) to ensure that securities are deposited in an eligible financial institution prior to the release of funds. That is, funds shall not be wired or paid until verification has been made that the Trustee received the securities or collateral.

Diversification

The District shall diversify its investments by security type and institution. The asset mix of the District's portfolio is expressed in terms of maximum commitment so as to allow sufficient flexibility to take advantage of market considerations within the context of this policy. The asset mix requirements are as follows:

Money Market Accounts	60% (maximum)
Certificates of Deposit	25% (maximum)
U.S. Treasury Obligations	100% (maximum)
U.S. Government Securities	100% (maximum)
Repurchase Agreements	15% (maximum)
Public Funds Investment Pools	100% (maximum)
Commercial Paper	25% (maximum)
Guaranteed Investment Contracts	60% (maximum)

Maximum Maturity

To the extent possible, the District shall attempt to match its investments with anticipated cash flow requirements. Unless matched to a specific cash flow, the District shall not directly invest in securities maturing more than 36 months from the date of purchase. However, securities with a maturity of greater than 12 months shall not exceed ten percent of the total portfolio, and shall be approved by the Board before purchase.

Bond proceeds and debt service funds may be invested in securities exceeding 12 months if the maturity of such investments is made to coincide as nearly as practicable with the expected use of the funds.

Arbitrage

The Tax Reform Act of 1986 provided limitations restricting the amount of income that could be generated from the investment of tax-exempt General Obligation Bond proceeds and debt service

income. The arbitrage rebate provisions require that the District compute earnings on investment from each issue of bonds on an annual basis to determine if a rebate is required. To determine the District's arbitrage position, the District is required to perform specific calculations relative to the actual yield earned on the investment of the funds and the yield that could have been earned if the funds had been invested at a rate equal to the yield on the bonds sold by the District. The rebate provision states that periodically (not less than once every five years, and not later than 60 days after the maturity of the bonds), the District is required to pay the U.S. Treasury a rebate of excess earnings based on the District being in a positive arbitrage position. The Tax Reform restrictions require precision in the monitoring and recording of investments as a whole, and particularly as relates to yields and computations so as to ensure compliance. Failure to comply can dictate that the bonds become taxable, retroactively from the date of issue.

The District's investment position relative to arbitrage is the continued pursuit of maximizing the yield on applicable investments while ensuring the safety of capital and liquidity. It is a fiscally sound position to continue maximization of yield and rebate excess earnings, if necessary.

Benchmark

The District's investment strategy is a passive one, in that the majority of securities shall be purchased and held to maturity. Additionally, cash inflows and outflows shall be monitored daily. Given this strategy, the basis used by the investment officers to determine whether market yields are being achieved shall be the Two-Year U.S. Treasury Bill and the average Fed Funds rate.

Internal Control

The investment portfolio, as well as compliance with this policy, shall be reviewed quarterly by the investment committee and annually by the District's external auditor in conjunction with the annual audit of the District's financial statements.

Investment Committee

The investment committee shall review the investment strategies annually and make recommendations for revision as necessary. The investment committee includes, but is not limited to, the Superintendent, the chief financial officer, the director of finance, the budget and treasury officer, the financial advisor, Board financial audit committee (nonvoting), and up to two investment bankers.

Quality of Investment Management

Designated investment officers of the District shall participate in periodic training through courses and seminars offered by professional organizations, associations, and other independent sources approved by the investment committee to ensure the quality and capability of investment management in compliance with the Public Funds Investment Act.

Investment Training

Within 12 months after taking office or assuming duties, designated investment officers of the District shall attend at least one training session from an independent source approved either by the Board or by the investment committee advising the investment officers. This initial training must contain at least ten hours of instruction relating to their respective responsibilities under the Public Funds Investment Act. *Gov't Code 2256.008(a)*

The investment officers must also attend an investment training session not less than once in a two-year period that begins on the first day of the District's fiscal year and consists of the two consecutive fiscal years after that date, and receive not less than ten hours of instruction relating to investment responsibilities under the Public Funds Investment Act from an independent source approved by the Board or the investment committee advising the investment officers. If the District has contracted with another investing entity to invest the District's funds, this training requirement may be satisfied by having a Board officer attend four hours of appropriate instruction in a two-year period that begins on the first day of the District's fiscal year and consists of the two consecutive fiscal years after that date. *Gov't Code 2256.008(a), (b)*

Investment training shall include education in investment controls, security risks, strategy risks, market risks, diversification of investment portfolio, and compliance with the Government Code, Chapter 2256. *Gov't Code 2256.008(c)*

Reporting

Investment performance shall be regularly monitored by investment staff and reported to the Board. Month-end market prices on each security will be obtained by the Budget and Treasury Officer from a variety of nationally recognized securities databases (e.g., the Wall Street Journal, Bloomberg, etc.). These prices will be recorded in the District's portfolio database and included in all management reports where necessary as well as the District's Comprehensive Annual Financial Report.

Not less than quarterly the investment officers will submit to the Board a written report of the status of the current investment portfolio. The report must meet the requirements of Chapter 2256 of the Government Code (Public Funds Investment Act) and:

1. Describe in detail the investment position of the District on the date of the report;
2. Be prepared jointly by all investment officers of the District;
3. Be signed by each investment officer of the District;

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4. Contain a summary statement for each pooled fund group that states the beginning market value for the period and the ending market value for the period;
5. State the book value and market value of each separately invested asset at the end of the reporting period by the type of asset and type of fund, and type of institution;
6. Percent of portfolio by type of asset, fund, and institution will be provided;
7. State the maturity date of each separately invested asset that has a maturity date;
8. State the account or fund or pooled fund group for which each individual investment was acquired; and
9. State the compliance of the investment portfolio as it relates to the investment strategy and relevant provisions of this policy and the Public Funds Investment Act.

An independent auditor shall formally review the quarterly reports prepared under this section at least annually, and that auditor shall report the results of the review to the Board.

**Annual
Compliance
Audit**

In conjunction with the annual financial audit, a compliance audit shall be performed that includes an audit of management controls on investments and adherence to the District's established policy.

**Investment Policy
Approval**

The District's investment policy shall be adopted by resolution of the Board. The policy shall be reviewed annually and approved by the Board.

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Policy	It is the policy of the District to invest public funds in a manner that ensures the safety of invested funds, maintains sufficient liquidity to provide for the daily needs of the District, and achieves maximum yield in relation to the risk assumed. Safety of invested principal, however, remains highest in priority.
Investment Authority	The chief financial officer, the budget and treasury officer, and the director of finance shall serve as the investment officers of the District and shall invest District funds as directed by the Board and in accordance with the District's written investment policy and generally accepted accounting procedures.
Scope	This investment policy applies to all financial assets of the District. These funds are accounted for in the District's comprehensive annual financial report and include:
General Fund	The general fund usually includes transactions as a result of revenues from local maintenance taxes, Foundation School Program entitlements, and other locally generated sources.
Special Revenue Funds	Special revenue funds are governmental funds used to account for the proceeds of specific revenue sources that are legally restricted to expenditures for specified purposes.
Debt Service Funds	A debt service fund is a governmental fund, with budgetary control, that must be used to account for general long-term debt principal and interest for debt issues and other long-term debts for which a tax has been dedicated.
Capital Projects Funds	A capital projects fund is a governmental fund that must be used to account, on a project basis, for projects financed by the proceeds from bond issues, or for capital projects otherwise mandated to be accounted for in this fund.
Internal Service Funds	Internal service funds are proprietary funds accounted for on the accrual basis.
Trust and Custodial Agency Funds	This group of funds is used to account for assets held by a school district in a trustee capacity of the District, or as an agent for individuals, private organizations, other governmental units and/or other funds. This fund type consists of expendable trust funds, nonexpendable trust funds, pension trust funds and custodial agency funds.
Texas Teacher Retirement Fund	<p>The Texas Teacher Retirement Fund shall not be covered by this policy.</p> <p>All employees of the District employed for one-half or more of the standard work load, and who are not exempted from membership under Government Code, Section 822.002, are required to partici-</p>

pate in the Teacher Retirement System of Texas, a multiple-employer public employee retirement system. It is a cost-sharing public employee retirement system with one exception—all risks and costs are not shared by the District, but are the liability of the state of Texas, and as such, all investments are maintained by the Teacher Retirement System.

Objectives

The primary objectives, in priority order, of investment activities shall be safety, liquidity, and yield:

Safety

1. Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The objective will be to mitigate credit risk and interest rate risk.
 - a. The District will minimize credit risk, which is the risk of loss due to the failure of the security issuer or backer, by:
 - (1) Limiting investments to the types of securities listed in this investment policy;
 - (2) Pre-qualifying the financial institutions, brokers/dealers, and advisors with which the District will do business in accordance with this policy; and
 - (3) Diversifying the investment portfolio so that the impact of potential losses from any one type of security or from any one individual issuer will be minimized.
 - b. To reduce exposure to changes in interest rates that could adversely affect the value of investments, the District shall use final and weighted-average-maturity limits and diversification.

The District shall monitor interest rate risk using weighted average maturity and specific identification.

Liquidity

2. The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. This is accomplished by structuring the portfolio so that securities mature concurrent with cash needs to meet anticipated demands (static liquidity). Furthermore, since all possible cash demands cannot be anticipated, the portfolio should consist largely of securities with active secondary or resale markets (dynamic liquidity). Alternatively, a portion of the portfolio may be placed in money market mutual funds or

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local government investment pools that offer same-day liquidity for short-term funds.

Yield

3. The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs. Return on investment is of secondary importance compared to the safety and liquidity objectives described above. The core of investments are limited to relatively low risk securities in anticipation of earning a fair return relative to the risk being assumed. Securities shall generally be held until maturity with the following exceptions:
 - a. A security with declining credit may be sold early to minimize loss of principal.
 - b. A security swap would improve the quality, yield, or target duration in the portfolio.
 - c. Liquidity needs of the portfolio require that the security be sold.

Fund Strategies

Appropriate investment strategies shall be developed by fund category. The strategies must define the investment objectives for each fund type, with priority consideration being given to the suitability of the investment for the type of funds being invested, the preservation and safety of principal, liquidity, marketability, diversification, and yield. Investments shall be made in accordance with these objectives, and the maximum allowable stated maturity for any individual security may exceed one year provided legal limits are not exceeded.

The District shall have a similar investment strategy for each of the following covered funds:

1. General fund.
2. Special revenue fund(s)—including funds used to account for federal, state, and local grants, as well as the food service fund and the campus activity fund.
3. Debt service fund(s).
4. Capital project fund(s).
5. Proprietary fund(s)—including the funds used to account for the workers' compensation and medical self-insurance programs.
6. Trust and ~~custodial~~agency funds—including the student activity fund.

The District shall follow the investment strategies listed below (in order of importance) for each covered fund:

1. Each investment option shall be reviewed to ensure understanding of the suitability of the investment to the financial requirements of the District;
2. Investments shall be selected that provide preservation and safety of invested funds;
3. Investment strategies for all covered funds shall have as their objective sufficient investment liquidity to timely meet obligations. Maturities longer than one year are authorized provided legal limits are not exceeded;
4. The investment shall be marketable if the need arises to liquidate invested funds before maturity;
5. The investment type shall be consistent with the Board's desired diversification of the investment portfolio; and
6. All invested funds of the District shall attain a rate of return commensurate with the District's investment risk constraints and the cash flow characteristics of the portfolio.

The District shall diversify its investments in all funds by security type and institution. The District shall consider purchase of high quality short-term to medium-term securities that will complement each other in a laddered or liability-matching portfolio structure.

Prudence

Investments shall be made with judgment and care—under circumstances then prevailing which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

The standard of prudence to be used by investment officials shall be the “prudent person” standard and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures and the investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

In determining whether an investment official has exercised prudence with respect to an investment decision, the determination shall be made taking into consideration the investment of all funds over which the official had responsibility rather than consideration as to the prudence of a single investment and, whether the invest-

ment decision was consistent with the District's investment policy and written investment procedures.

**Ethics and Conflicts
of Interest**

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions.

Officers and employees involved in the investment process shall sign annual statements agreeing to abide by this section of the investment policy and affirming no known conflicts of interest.

An officer or employee involved in the investment process has a personal business relationship with a business organization if:

1. The officer or employee owns ten percent or more of the voting stock or shares of the business organization or owns \$5,000 or more of the fair market value of the business organization;
2. Funds received by the officer or employee from the business organization exceed ten percent of his/her gross income for the previous year;
3. The officer or employee has acquired from the business organization during the previous year investments with a book value of \$2,500 or more for his/her personal account; or
4. The officer is related within the second degree by affinity or consanguinity, as determined under Chapter 573 of the Texas Government Code, to an individual seeking to transact investment business with the entity.

If the investment officer has a personal business relationship with a business organization, a disclosure statement must be filed with the Texas Ethics Commission.

**Authorized
Investments**

From those investments authorized by law and described [further](#) in CDA(LEGAL) [under Authorized Investments](#),~~;~~ the Board shall permit investment of District funds, [including bond proceeds and pledged revenue to the extent allowed by law](#), in [only](#) the following investment types~~-only~~, consistent with the strategies and maturities defined in this policy:

1. Obligations of the United States or its agencies and instrumentalities; direct obligations of the state of Texas or its agencies; other obligations, the principal and interest of which are unconditionally guaranteed or insured by, or backed by the full faith and credit of the state of Texas, the United States, or its instrumentalities; including obligations that are

fully guaranteed or insured by the Federal Deposit Insurance Corporation (FDIC) or by the explicit full faith and credit of the United States; obligations of states, agencies, counties, cities, and other political subdivisions of any state rated as to investment quality by a nationally recognized investment rating firm not less than A or its equivalent. *Gov't Code 2256.009*

2. Certificates of deposit or share certificates issued by a depository institution that has its main office or a branch office in Texas that is guaranteed or insured by the FDIC or its successor or the National Credit Union Share Insurance Fund or its successor and is secured by obligations described in item 1 above, including mortgage-backed securities directly issued by a federal agency or instrumentality that have a market value of not less than the principal amount of the certificates or are secured in any other manner and amount provided by law for the deposits of the investment entity. *Gov't Code 2256.010*

In addition to the authority to invest funds in certificates of deposit under the previous section, an investment in certificates of deposit made in accordance with the following conditions is an authorized investment under Government Code 2256.010:

- a. The funds are invested by the District through a broker that has its main office or a branch office in this state and is selected from a list adopted by the District as required by Government Code 2256.025, or a depository institution that has its main office or a branch office in this state and that is selected by the District;
- b. The broker or depository institution selected by the District arranges for the deposit of the funds in certificates of deposit in one or more federally insured depository institutions, wherever located, for the account of the District;
- c. The full amount of the principal and accrued interest of each of the certificates of deposit is insured by the United States or an instrumentality of the United States; and
- d. The District appoints the depository institution selected by the District, an entity described by Government Code 2257.041(d), or a clearing broker-dealer registered with the Securities and Exchange Commission and operating pursuant to Securities and Exchange Commission Rule 15c3-3 (17 C.F.R. Section 240.15c3-3) as custodian for the District with respect to the certificates of deposit issued for the account of the District entity.

Gov't Code 2256.010(b)

3. Fully collateralized repurchase agreements that have a defined termination date, are secured by a combination of cash and obligations of the United States or its agencies and instrumentalities, require the securities being purchased by the District or cash held by the District to be pledged to the District, held in the District's name, and deposited with a third party selected and approved by the investment committee, and placed through a primary government securities dealer, as defined by the Federal Reserve or a financial institution doing business in the State of Texas. *Gov't Code 2256.011*

The District shall have a master repurchase agreement signed with the bank or dealer with whom all repurchase agreements are traded.

4. Commercial paper that has a stated maturity of 270 days or fewer from the date of issuance and is rated not less than A1-1 or P-1 or an equivalent rating by at least two nationally recognized credit rating agencies or by one nationally recognized credit rating agency provided the commercial paper is fully secured by an irrevocable letter of credit issued by a bank organized and existing under U.S. law or the law of any state; and to the extent that commercial paper is held through an investment pool and not as an individual issue through the District. *Gov't Code 2256.013.*

1. No-load mutual funds, except for bond proceeds, and no-load money market mutual funds, as permitted by Government Code 2256.014.

~~5. No-load money market mutual funds that are regulated by the Securities and Exchange Commission, and have a dollar-weighted average stated maturity of 90 days or fewer, are invested exclusively in obligations described by items 1-4 above, and include in their investment objectives the maintenance of a stable net asset value of \$1 for each share. Investments in mutual funds shall be limited to the percentages authorized by Government Code 2256.014(c). Gov't Code 2256.014.~~

- ~~6.5.~~ A public funds investment pool meeting the requirements of Government Code 2256.016, are rated no lower than AAA or an equivalent rating by at least one nationally recognized rating service, and are authorized by resolution or ordinance by the Board. In addition, a local government investment pool created to function as a money market mutual fund must mark its portfolio to the market daily and, to the extent reasonably possible, stabilize at \$1 net asset value. *Gov't Code 2256.016.*

~~7.6.~~ Guaranteed investment contracts that have a defined termination date and are secured by obligations described by Government Code 2256.09(a)(1), excluding those obligations described by Government Code 2256.09(b), in an amount at least equal to the amount of bond proceeds invested under the contract; such obligations must be pledged to the District and held in the District's name with an approved third party. *Gov't Code 2256.015.*

Corporate bonds are not an eligible investment for a public funds investment pool. *Gov't Code 2256.0204(g)*

Sellers of Investments

The investment officers will maintain a list of financial institutions, approved by the investment committee, who are authorized to provide investment services. Prior to handling investments on behalf of the District, a broker/dealer or a qualified representative of a business organization must submit required written documents in accordance with law. [See Sellers of Investments, CDA(LEGAL)]

Representatives of brokers/dealers shall be registered with the Texas State Securities Board and must have membership in the Securities Investor Protection Corporation (SIPC); and be in good standing with the Financial Industry Regulatory Authority (FINRA).

A periodic review, at least annually, of the financial condition and registration of new qualified bidders will be conducted by the investment committee. Recommendations will be provided for consideration by the Board as necessary.

Monitoring Market Prices

The investment officers shall keep the Board informed of significant declines in the market value of the District's investment portfolio. Information sources may include financial/investment publications and electronic media, available software for tracking investments, commercial or investment banks, financial advisors, and representatives/advisors of investment pools or money market funds. Monitoring shall be done monthly or more often as economic conditions warrant by using appropriate reports, indices, or benchmarks for the type of investment.

Monitoring Rating Changes

In accordance with Government Code 2256.005(b), the investment officers shall develop a procedure to monitor changes in investment ratings and to liquidate investments that do not maintain satisfactory ratings.

Selection of Depository

The Board shall select and designate a depository institution in accordance with CDA(LEGAL). The depository shall be selected based upon its solvency and stability of leadership as well as on the services provided. The depository shall be selected through a formalized bidding process in response to the District's request for

bid (RFB) outlining all services required. Such services should provide the greatest flexibility for money management and should include online account management, positive pay accounts, purchasing card capabilities, and other services considered necessary by District management.

The District shall have the discretion to determine the time span for rebidding the depository contract; however, a three-year period will be the maximum length of time between bidding.

Competitive Bidding

It is the strategy of the District to require competitive bidding for all individual security purchases and sales except for:

1. Transactions with money market mutual funds and local government investment pools (which are deemed to be made at prevailing market rates);
2. Treasury and agency securities purchased at issue through an approved broker/dealer or financial institution; or
3. Automatic overnight "sweep" transactions with the District Depository.

At least three bids or offers must be solicited for all other transactions involving individual securities. The District's investment advisor is also required to solicit at least three bids or offers when transacting trades on the District's behalf. In situations where other dealers do not offer the exact security being offered, offers on the closest comparable investment may be used to establish a fair market price for the security.

Collateral

The investment officers shall ensure that all District funds (principal and accrued interest) are fully collateralized to 110 percent or insured in one or more of the following manners:

1. FDIC insurance coverage; and/or
2. 110 percent of the uninsured value in obligations of the United States or its agencies or instrumentalities or other authorized securities as outlined in item 4 below.
3. All pledged securities shall be held in safekeeping by the District, in a custodial account approved by the District in a third party financial institution, or with a Federal Reserve Bank. The third party custodian shall be required to issue safekeeping receipts directly to the District and to provide a monthly listing of each specific security, rate, description, maturity, CUSIP number, and other information as may be deemed necessary and appropriate by the District. In order to anticipate market changes and provide a level of additional security

for all funds, the collateralization level required shall be 110 percent of the market value. The bank shall be liable for pricing securities and providing 110 percent collateralization.

4. Pledged securities shall be limited to only those items which are specifically permitted as approved investment instruments within the definitions of this policy. Should a pledged security fail to meet this requirement, it shall be the sole responsibility of the financial institution to immediately, without notice from the District or cost to the District, replace any such nonconforming security.

Safekeeping and Custody

Safekeeping and custody of securities and collateral shall be in accordance with state law. It shall be the District's intent to place securities and collateral in the possession of a third party custodian designated by the District where feasible, and held in the District's name as evidenced by safekeeping receipts of the institution with which the securities are deposited.

All investment transactions except investment pool funds and mutual funds will be executed by delivery vs. payment (DVP) to ensure that securities are deposited in an eligible financial institution prior to the release of funds. That is, funds shall not be wired or paid until verification has been made that the Trustee received the securities or collateral.

Diversification

The District shall diversify its investments by security type and institution. The asset mix of the District's portfolio is expressed in terms of maximum commitment so as to allow sufficient flexibility to take advantage of market considerations within the context of this policy. The asset mix requirements are as follows:

Money Market Accounts	60% (maximum)
Certificates of Deposit	25% (maximum)
U.S. Treasury Obligations	100% (maximum)
U.S. Government Securities	100% (maximum)
Repurchase Agreements	15% (maximum)
Public Funds Investment Pools	100% (maximum)
Commercial Paper	25% (maximum)
Guaranteed Investment Contracts	60% (maximum)

Maximum Maturity

To the extent possible, the District shall attempt to match its investments with anticipated cash flow requirements. Unless matched to a specific cash flow, the District shall not directly invest in securities maturing more than 36 months from the date of purchase. However, securities with a maturity of greater than 12 months shall not exceed ten percent of the total portfolio, and shall be approved by the Board before purchase.

Bond proceeds and debt service funds may be invested in securities exceeding 12 months if the maturity of such investments is made to coincide as nearly as practicable with the expected use of the funds.

Arbitrage

The Tax Reform Act of 1986 provided limitations restricting the amount of income that could be generated from the investment of tax-exempt General Obligation Bond proceeds and debt service income. The arbitrage rebate provisions require that the District compute earnings on investment from each issue of bonds on an annual basis to determine if a rebate is required. To determine the District's arbitrage position, the District is required to perform specific calculations relative to the actual yield earned on the investment of the funds and the yield that could have been earned if the funds had been invested at a rate equal to the yield on the bonds sold by the District. The rebate provision states that periodically (not less than once every five years, and not later than 60 days after the maturity of the bonds), the District is required to pay the U.S. Treasury a rebate of excess earnings based on the District being in a positive arbitrage position. The Tax Reform restrictions require precision in the monitoring and recording of investments as a whole, and particularly as relates to yields and computations so as to ensure compliance. Failure to comply can dictate that the bonds become taxable, retroactively from the date of issue.

The District's investment position relative to arbitrage is the continued pursuit of maximizing the yield on applicable investments while ensuring the safety of capital and liquidity. It is a fiscally sound position to continue maximization of yield and rebate excess earnings, if necessary.

Benchmark

The District's investment strategy is a passive one, in that the majority of securities shall be purchased and held to maturity. Additionally, cash inflows and outflows shall be monitored daily. Given this strategy, the basis used by the investment officers to determine whether market yields are being achieved shall be the Two-Year U.S. Treasury Bill and the average Fed Funds rate.

Internal Control

The investment portfolio, as well as compliance with this policy, shall be reviewed quarterly by the investment committee and annually by the District's external auditor in conjunction with the annual audit of the District's financial statements.

**Investment
Committee**

The investment committee shall review the investment strategies annually and make recommendations for revision as necessary. The investment committee includes, but is not limited to, the Superintendent, the chief financial officer, the director of finance, the budget and treasury officer, the financial advisor, Board financial audit committee (nonvoting), and up to two investment bankers.

**Quality of
Investment
Management**

Designated investment officers of the District shall participate in periodic training through courses and seminars offered by professional organizations, associations, and other independent sources approved by the investment committee to ensure the quality and capability of investment management in compliance with the Public Funds Investment Act.

Investment Training

Within 12 months after taking office or assuming duties, designated investment officers of the District shall attend at least one training session from an independent source approved either by the Board or by the investment committee advising the investment officers. This initial training must contain at least ten hours of instruction relating to their respective responsibilities under the Public Funds Investment Act. *Gov't Code 2256.008(a)*

The investment officers must also attend an investment training session not less than once in a two-year period that begins on the first day of the District's fiscal year and consists of the two consecutive fiscal years after that date, and receive not less than ten hours of instruction relating to investment responsibilities under the Public Funds Investment Act from an independent source approved by the Board or the investment committee advising the investment officers. If the District has contracted with another investing entity to invest the District's funds, this training requirement may be satisfied by having a Board officer attend four hours of appropriate instruction in a two-year period that begins on the first day of the District's fiscal year and consists of the two consecutive fiscal years after that date. *Gov't Code 2256.008(a), (b)*

Investment training shall include education in investment controls, security risks, strategy risks, market risks, diversification of investment portfolio, and compliance with the Government Code, Chapter 2256. *Gov't Code 2256.008(c)*

Reporting

Investment performance shall be regularly monitored by investment staff and reported to the Board. Month-end market prices on each security will be obtained by the Budget and Treasury Officer from a variety of nationally recognized securities databases (e.g., the Wall Street Journal, Bloomberg, etc.). These prices will be recorded in the District's portfolio database and included in all management reports where necessary as well as the District's Comprehensive Annual Financial Report.

Not less than quarterly the investment officers will submit to the Board a written report of the status of the current investment portfolio. The report must meet the requirements of Chapter 2256 of the Government Code (Public Funds Investment Act) and:

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1. Describe in detail the investment position of the District on the date of the report;
2. Be prepared jointly by all investment officers of the District;
3. Be signed by each investment officer of the District;
4. Contain a summary statement for each pooled fund group that states the beginning market value for the period and the ending market value for the period;
5. State the book value and market value of each separately invested asset at the end of the reporting period by the type of asset and type of fund, and type of institution;
6. Percent of portfolio by type of asset, fund, and institution will be provided;
7. State the maturity date of each separately invested asset that has a maturity date;
8. State the account or fund or pooled fund group for which each individual investment was acquired; and
9. State the compliance of the investment portfolio as it relates to the investment strategy and relevant provisions of this policy and the Public Funds Investment Act.

An independent auditor shall formally review the quarterly reports prepared under this section at least annually, and that auditor shall report the results of the review to the Board.

**Annual
Compliance
Audit**

In conjunction with the annual financial audit, a compliance audit shall be performed that includes an audit of management controls on investments and adherence to the District's established policy.

**Investment Policy
Approval**

The District's investment policy shall be adopted by resolution of the Board. The policy shall be reviewed annually and approved by the Board.

CURRENT

PURCHASING AND ACQUISITION

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Purchasing Authority

The Board delegates to the Superintendent or designee the authority to make budgeted purchases for goods or services in accordance with CH(LEGAL) or CBB(LEGAL) or any lawful method.

Purchasing Method

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

Competitive Bidding

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

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

Competitive Sealed Proposals

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

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

Electronic Bids or Proposals

Bids or proposals that the District has chosen to accept through electronic transmission shall be administered in accordance with Board-adopted rules. Such rules shall safeguard the integrity of the competitive procurement process; ensure the identification, security, and confidentiality of electronic bids or proposals; and ensure that the electronic bids or proposals remain effectively unopened until the proper time.

Responsibility for Debts

The Board shall assume responsibility for debts incurred in the name of the District so long as those debts are for purchases made in accordance with the adopted budget, state law, Board policy, and the District's purchasing procedures. [See CE] The Board

PURCHASING AND ACQUISITION

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shall not be responsible for debts incurred by persons or organizations not directly under Board control. Persons making unauthorized purchases shall assume full responsibility for all such debts.

**Purchase
Commitments**

All purchase commitments shall be made by the Superintendent or designee in accordance with administrative procedures, including the District's purchasing procedures.

Personal Purchases

District employees shall not be permitted to make purchases for personal use through the District's business office.

Purchasing Authority	The Board delegates to the Superintendent or designee the authority to make budgeted purchases for goods or services in accordance with CH(LEGAL) or CBB(LEGAL) or any lawful method.
Purchasing Procedures	The Superintendent shall develop purchasing procedures to implement the requirements of state and federal law. [See also CB, CBB, CH(LEGAL), and COA]
Purchasing Method	The Board delegates to the Superintendent or designee the authority to determine the method of purchasing in accordance with CH(LEGAL) or CBB(LEGAL), as appropriate.
Competitive Bidding	<p>If competitive bidding is chosen as the purchasing method, the Superintendent or designee shall prepare bid specifications. All bids shall be in accordance with administrative regulations, and the submission of any electronic bids shall also be in accordance with Board-adopted rules. All bidders shall be invited to attend the bid opening. Any bid may be withdrawn prior to the scheduled time for opening. Bids received after the specified time shall not be considered.</p> <p>The District may reject any and all bids in accordance with state or federal law, as applicable.</p>
Competitive Sealed Proposals	<p>If competitive sealed proposals are chosen as the purchasing method, the Superintendent or designee shall prepare the request for proposals and/or specifications for items to be purchased. All proposals shall be in accordance with administrative regulations, and the submission of any electronic proposals shall also be in accordance with Board-adopted rules. Proposals received after the specified time shall not be considered. Proposals shall be opened at the time specified, and all proposers shall be invited to attend the proposal opening. Proposals may be withdrawn prior to the scheduled time of opening. Changes in the content of a proposal, and in prices, may be negotiated after proposals are opened.</p> <p>The District may reject any and all proposals in accordance with state or federal law, as applicable.</p>
Electronic Bids or Proposals	Bids or proposals that the District has chosen to accept through electronic transmission shall be administered in accordance with Board-adopted rules. Such rules shall safeguard the integrity of the competitive procurement process; ensure the identification, security, and confidentiality of electronic bids or proposals; and ensure that the electronic bids or proposals remain effectively unopened until the proper time.
Responsibility for Debts	The Board shall assume responsibility for debts incurred in the name of the District so long as those debts are for purchases made in accordance with the adopted budget, state law, Board policy,

PURCHASING AND ACQUISITION

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(LOCAL)

and the District's purchasing procedures. [See CE]- The Board shall not be responsible for debts incurred by persons or organizations not directly under Board control. Persons making unauthorized purchases shall assume full responsibility for all such debts.

**Purchase
Commitments**

All purchase commitments shall be made by the Superintendent ~~or designee~~ in accordance with administrative procedures, including the District's purchasing procedures.

Personal Purchases

District employees shall not be permitted to make purchases for personal use through the District's business office.

**Emergency
Operations Plan**

The Superintendent shall ensure updating of the District's Emergency Operations Plan and ongoing staff training.

As required by law, the emergency operations plan shall include the District's procedures addressing reasonable security measures when District property is used as a polling place.

Emergency Operations Plan

The Superintendent shall ensure updating of the District's ~~emergency operations plan~~ ~~Emergency Operations Plan~~ and ongoing staff training.

As required by law, the emergency operations plan shall include the District's procedures addressing:

1. ~~Reasonable~~ ~~reasonable~~ security measures when District property is used as a polling place;
2. ~~Response to an active shooter emergency; and~~

~~Access to campus buildings and materials necessary for a substitute teacher to carry out the duties of a District employee during an emergency or an emergency drill.~~

**School Resource
Officers**

To implement the District's comprehensive safety programs, the District has entered into an agreement with a local law enforcement agency for school resource officers. School resource officers shall provide services consistent with the terms of the agreement, the comprehensive safety programs, and Board policy.

Training

All school resource officers shall receive at least the minimum amount of education and training required by law.

**School Resource
Officers**

To implement the District's comprehensive safety programs, the District has entered into an agreement with a local law enforcement agency for school resource officers. School resource officers shall provide services consistent with the terms of the agreement, the comprehensive safety programs, and Board policy.

A school resource officer shall perform duties as described in the agreement and as included in the District improvement plan and the Student Code of Conduct. A school resource officer shall not be assigned routine classroom discipline or administrative tasks.

Training

All school resource officers shall receive at least the minimum amount of education and training required by law.

[See CKEC]

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

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

Availability of Access

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

Limited Personal Use

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

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

Use by Members of the Public

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

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

Acceptable Use

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

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

Internet Safety

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

TECHNOLOGY RESOURCES

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

Filtering

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

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

Monitored Use

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

Disclaimer of Liability

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

Record Retention

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

Electronically Signed Documents

At the District's discretion, the District may make certain transactions available online, including student admissions documents,

student grade and performance information, contracts for goods and services, and employment documents.

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

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

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

**Security Breach
Notification**

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

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

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

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

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

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Record Retention

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

Electronically Signed Documents

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

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

**Security Breach
Notification**

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

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

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

Plan	The District shall develop a cybersecurity plan to secure the District's cyberinfrastructure against a cyberattack or any other cybersecurity incidents, determine cybersecurity risk, and implement appropriate mitigation planning.
Coordinator	The Superintendent shall designate a cybersecurity coordinator. The cybersecurity coordinator shall serve as the liaison between the District and the Texas Education Agency (TEA) in cybersecurity matters and as required by law report to TEA breaches of system security.
Training	Each District employee and Board member shall annually complete the cybersecurity training program designated by the District. The District shall verify and report compliance with staff training requirements to the Department of Information Resources. Additionally, the District shall complete periodic audits to ensure compliance with the cybersecurity training requirements.
Security Breach Notifications	<p>Upon discovering or receiving notification of a breach of system security, the District shall disclose the breach to affected persons or entities in accordance with the time frames established by law. The District shall give notice by using one or more of the following methods:</p> <ol style="list-style-type: none">1. Written notice.2. Email, if the District has email addresses for the affected persons.3. Conspicuous posting on the District's websites.4. Publication through broadcast media. <p>The District's cybersecurity coordinator shall disclose a breach involving sensitive, protected, or confidential student information to TEA and parents in accordance with law.</p>

CURRENT

REDUCTION IN FORCE
FINANCIAL EXIGENCY

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(LOCAL)

Plan to Reduce Personnel Costs

If the Superintendent determines that there is a need to reduce personnel costs, the Superintendent shall develop, in consultation with the Board as necessary, a plan for reducing costs that may include one or more of the following:

- Salary reductions [see DEA];
- Furloughs, if the District has received from the commissioner of education certification of a reduction in funding under Education Code 42.009 [see CBA and DEA];
- Reductions in force of contract personnel due to financial exigency, if the District meets the standard for declaring a financial exigency as defined by the commissioner [see CEA and provisions at REDUCTION IN FORCE DUE TO FINANCIAL EXIGENCY, below];
- Reductions in force of contract personnel due to program change [see DFFB]; or
- Other means of reducing personnel costs.

A plan to reduce personnel costs may include the reduction of personnel employed pursuant to employment arrangements not covered at APPLICABILITY, below.

- See DCD for the termination at any time of at-will employment.
- See DFAB for the termination of a probationary contract at the end of the contract period.
- See DFCA for the termination of a continuing contract, if applicable.
- See DCE for the termination at the end of the contract period of a contract not governed by Chapter 21 of the Education Code.

Reduction in Force Due to Financial Exigency

Applicability

The following provisions shall apply when a reduction in force due to financial exigency requires:

1. The nonrenewal or termination of a term contract;
2. The termination of a probationary contract during the contract period; or
3. The termination of a contract not governed by Chapter 21 of the Education Code during the contract period.

Definitions

Definitions used in this policy are as follows:

1. "Nonrenewal" shall mean the termination of a term contract at the end of the contract period.
2. "Discharge" shall mean termination of a contract during the contract period.

General Grounds

A reduction in force may take place when the Superintendent recommends and the Board adopts a resolution declaring a financial exigency. [See CEA] A determination of financial exigency constitutes sufficient reason for nonrenewal or sufficient cause for discharge.

Employment Areas

When a reduction in force is to be implemented, the Superintendent shall recommend the employment areas to be affected.

Employment areas may include, for example:

1. Elementary grades, levels, subjects, departments, or programs.
2. Secondary grades, levels, subjects, departments, or programs, including career and technical education subjects.
3. Special programs, such as gifted and talented, bilingual/ESL programs, special education and related services, compensatory education, or migrant education.
4. Disciplinary alternative education programs (DAEPs) and other discipline management programs.
5. Counseling programs.
6. Library programs.
7. Nursing and other health services programs.
8. An educational support program that does not provide direct instruction to students.
9. Other District-wide programs.
10. An individual campus.
11. Any administrative position, unit, or department.
12. Programs funded by state or federal grants or other dedicated funding.
13. Other contractual positions.

The Superintendent's recommendation may address whether any employment areas should be:

1. Combined or adjusted (e.g., “elementary programs” and “compensatory education programs” can be combined to identify an employment area of “elementary compensatory education programs”); and/or
2. Applied on a District-wide or campus-wide basis (e.g., “the counseling program at [named elementary campus]”).

The Board shall determine the employment areas to be affected.

Criteria for Decision

The Superintendent or designee shall apply the following criteria to the employees within an affected employment area when a reduction in force will not result in the nonrenewal or discharge of all staff in the employment area. The criteria are listed in the order of importance and shall be applied sequentially to the extent necessary to identify the employees who least satisfy the criteria and therefore are subject to the reduction in force. For example, if all necessary reductions can be accomplished by applying the first criterion, it is not necessary to apply the second criterion, and so forth.

1. Qualifications for Current or Projected Assignment: Certification, multiple or composite certifications, bilingual certification, licensure, endorsement, and/or specialized or advanced content-specific training or skills for the current or projected assignment.
2. Performance: Effectiveness, as reflected by:
 - a. The most recent formal appraisal and, if available, consecutive formal appraisals from more than one year [see DNA]; and
 - b. Any other written evaluative information, including disciplinary information, from the last 36 months.

If the Superintendent or designee at his or her discretion decides that the documented performance differences between two or more employees are too insubstantial to rely upon, he or she may proceed to apply the remaining criteria in the order listed below.

3. Extra Duties: Currently performing an extra-duty assignment, such as department or grade-level chair, band director, athletic coach, or activity sponsor.
4. Professional Background: Professional education and work experience related to the current or projected assignment.
5. Seniority: Length of service in the District, as measured from the employee’s most recent date of hire.

REDUCTION IN FORCE
FINANCIAL EXIGENCY

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Superintendent Recommendation	The Superintendent shall recommend to the Board the nonrenewal or discharge of the identified employees within the affected employment areas.
Board Vote	<p>After considering the Superintendent's recommendations, the Board shall determine the employees to be proposed for nonrenewal or discharge, as appropriate.</p> <p>If the Board votes to propose nonrenewal of one or more employees, the Board shall specify the manner of hearing in accordance with DFBB(LOCAL).</p> <p>If the Board votes to propose discharge of one or more employees, the Board shall determine whether the hearing will be conducted by a TEA-appointed hearing examiner [see DFD] or will be a local hearing under Education Code 21.207 [see DFBB].</p>
Notice	<p>The Superintendent or designee shall provide each employee written notice of the proposed nonrenewal or discharge, as applicable. The notice shall include:</p> <ol style="list-style-type: none">1. The proposed action, as applicable;2. A statement of the reason for the proposed action; and3. Notice that the employee is entitled to a hearing of the type determined by the Board.
Consideration for Available Positions	<p>An employee who has received notice of proposed nonrenewal or discharge may apply for available positions for which he or she wishes to be considered. The employee is responsible for reviewing posted vacancies, submitting an application, and otherwise complying with District procedures.</p> <p>If the employee meets the District's objective criteria for the position and is the most qualified internal applicant, the District shall offer the employee the position until:</p> <ol style="list-style-type: none">1. Final action by the Board to end the employee's contract, if the employee does not request a hearing.2. The evidentiary hearing by the independent hearing examiner, the Board, or other person designated in DFBB(LOCAL), if the employee requests a hearing.
Hearing Request	An employee receiving notice of proposed nonrenewal of a term contract may request a hearing in accordance with DFBB.
Nonrenewal: Term Contract	
Discharge: Chapter 21 Contract	An employee receiving notice of proposed discharge from a contract governed by Chapter 21 of the Education Code may request a

REDUCTION IN FORCE
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hearing. The hearing shall be conducted in accordance with DFD or the nonrenewal hearing process in DFBB, as determined by the Board and specified in the notice of proposed discharge.

Discharge:
Non-Chapter 21
Contract

An employee receiving notice of proposed discharge during the period of an employment contract not governed by Chapter 21 of the Education Code may request a hearing before the Board or its designee in accordance with DCE.

Final Action

Hearing Requested

If the employee requests a hearing, the Board shall take final action after the hearing in accordance with DCE, DFBB, or DFD, as applicable, and shall notify the employee in writing.

No Hearing
Requested

If the employee does not request a hearing, the Board shall take final action in accordance with DCE, DFBB, or DFD, as applicable, and shall notify the employee in writing.

Plan to Reduce Personnel Costs

If the Superintendent determines that there is a need to reduce personnel costs, the Superintendent shall develop, in consultation with the Board as necessary, a plan for reducing costs that may include one or more of the following:

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- Furloughs [see DEA];
- ~~Furloughs, if the District has received from the commissioner of education certification of a reduction in funding under Education Code 42.009 [see CBA and DEA];~~
- Reductions in force of contract personnel due to financial exigency, if the District meets the standard for declaring a financial exigency as defined by the commissioner [see CEA and provisions at [Reduction in Force Due to Financial Exigency](#) ~~REDUCTION IN FORCE DUE TO FINANCIAL EXIGENCY~~, below];
- Reductions in force of contract personnel due to program change [see DFFB]; or
- Other means of reducing personnel costs.

A plan to reduce personnel costs may include the reduction of personnel employed pursuant to employment arrangements not covered at [Applicability](#) ~~APPLICABILITY~~, below.

- See DCD for the termination at any time of at-will employment.
- See DFAB for the termination of a probationary contract at the end of the contract period.
- See DFCA for the termination of a continuing contract, if applicable.
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A reduction in force may take place when the Superintendent recommends and the Board adopts a resolution declaring a financial exigency. [See CEA]- A determination of financial exigency constitutes sufficient reason for nonrenewal or sufficient cause for discharge.

Employment Areas

When a reduction in force is to be implemented, the Superintendent shall recommend the employment areas to be affected.

Employment areas may include, for example:

1. Elementary grades, levels, subjects, departments, or programs.
2. Secondary grades, levels, subjects, departments, or programs, including career and technical education subjects.
3. Special programs, such as gifted and talented, bilingual/ESL programs, special education and related services, compensatory education, or migrant education.
4. Disciplinary alternative education programs (DAEPs) and other discipline management programs.
5. Counseling programs.
6. Library programs.
7. Nursing and other health services programs.
8. An educational support program that does not provide direct instruction to students.
9. Other District-wide programs.
10. An individual campus.
11. Any administrative position, unit, or department.
12. Programs funded by state or federal grants or other dedicated funding.
13. Other contractual positions.

The Superintendent's recommendation may address whether any employment areas should be:

1. Combined or adjusted (e.g., “elementary programs” and “compensatory education programs” can be combined to identify an employment area of “elementary compensatory education programs”); and/or
2. Applied on a District-wide or campus-wide basis (e.g., “the counseling program at [named elementary campus]”).

The Board shall determine the employment areas to be affected.

Criteria for Decision

The Superintendent ~~or designee~~ shall apply the following criteria to the employees within an affected employment area when a reduction in force will not result in the nonrenewal or discharge of all staff in the employment area. The criteria are listed in the order of importance and shall be applied sequentially to the extent necessary to identify the employees who least satisfy the criteria and therefore are subject to the reduction in force. For example, if all necessary reductions can be accomplished by applying the first criterion, it is not necessary to apply the second criterion, and so forth.

1. Qualifications for Current or Projected Assignment: Certification, multiple or composite certifications, bilingual certification, licensure, endorsement, and/or specialized or advanced content-specific training or skills for the current or projected assignment.
- ~~2.~~ Performance: Effectiveness, as reflected by ~~the:~~
 - ~~a.~~ ~~The~~ most recent formal appraisal and, if available, consecutive formal appraisals from more than one year [see DNA]; and ~~any~~
 - ~~b.~~ ~~Any~~ other written evaluative information, including disciplinary information, from the last 36 months.

If the Superintendent ~~or designee~~ at his or her discretion decides that the documented performance differences between two or more employees are too insubstantial to rely upon, he or she may proceed to apply the remaining criteria in the order listed below.

- ~~3.~~2. Extra Duties: Currently performing an extra-duty assignment, such as department or grade-level chair, band director, athletic coach, or activity sponsor.
- ~~4.~~3. Professional Background: Professional education and work experience related to the current or projected assignment.
- ~~5.~~4. Seniority: Length of service in the District, as measured from the employee’s most recent date of hire.

REDUCTION IN FORCE
FINANCIAL EXIGENCY

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(LOCAL)

Superintendent Recommendation The Superintendent shall recommend to the Board the nonrenewal or discharge of the identified employees within the affected employment areas.

Board Vote After considering the Superintendent's recommendations, the Board shall determine the employees to be proposed for nonrenewal or discharge, as appropriate.

If the Board votes to propose nonrenewal of one or more employees, the Board shall specify the manner of hearing in accordance with DFBB(LOCAL).

If the Board votes to propose discharge of one or more employees, the Board shall determine whether the hearing will be conducted by a TEA-appointed hearing examiner [see DFD] or will be a local hearing under Education Code 21.207 [see DFBB].

Notice The Superintendent ~~or designee~~ shall provide each employee written notice of the proposed nonrenewal or discharge, as applicable. The notice shall include:

1. The proposed action, as applicable;
2. A statement of the reason for the proposed action; and
3. Notice that the employee is entitled to a hearing of the type determined by the Board.

Consideration for Available Positions

An employee who has received notice of proposed nonrenewal or discharge may apply for available positions for which he or she wishes to be considered. The employee is responsible for reviewing posted vacancies, submitting an application, and otherwise complying with District procedures.

If the employee meets the District's objective criteria for the position and is the most qualified internal applicant, the District shall offer the employee the position until:

1. Final action by the Board to end the employee's contract, if the employee does not request a hearing.
2. The evidentiary hearing by the independent hearing examiner, the Board, or other person designated in DFBB(LOCAL), if the employee requests a hearing.

Hearing Request

Nonrenewal: Term Contract

An employee receiving notice of proposed nonrenewal of a term contract may request a hearing in accordance with DFBB.

Discharge: Chapter 21 Contract

An employee receiving notice of proposed discharge from a contract governed by Chapter 21 of the Education Code may request a

REDUCTION IN FORCE
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hearing. The hearing shall be conducted in accordance with DFD or the nonrenewal hearing process in DFBB, as determined by the Board and specified in the notice of proposed discharge.

Discharge:
Non-Chapter 21
Contract

An employee receiving notice of proposed discharge during the period of an employment contract not governed by Chapter 21 of the Education Code may request a hearing before the Board or its designee in accordance with DCE.

Final Action

Hearing Requested

If the employee requests a hearing, the Board shall take final action after the hearing in accordance with DCE, DFBB, or DFD, as applicable, and shall notify the employee in writing.

No Hearing
Requested

If the employee does not request a hearing, the Board shall take final action in accordance with DCE, DFBB, or DFD, as applicable, and shall notify the employee in writing.

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

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

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

Violations of Standards of Conduct

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

Weapons Prohibited

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

Exceptions

No violation of this policy occurs when:

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

Electronic Communication

Use with Students

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

Unless an exception has been made in accordance with the employee handbook or other administrative regulations, an employee shall not use a personal electronic communication platform, application, or account to communicate with currently enrolled students.

EMPLOYEE STANDARDS OF CONDUCT

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(LOCAL)

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

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

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

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

Personal Use

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

Reporting Improper Communication

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

Disclosing Personal Information

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

Safety Requirements

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

EMPLOYEE STANDARDS OF CONDUCT

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Harassment or Abuse

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

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

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

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

Relationships with Students

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

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

Tobacco and E-Cigarettes

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

Alcohol and Drugs / Notice of Drug-Free Workplace

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

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

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

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DH
(LOCAL)

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

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

Exceptions

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

1. Manufactures, possesses, or dispenses a substance listed above as part of the employee's job responsibilities;
2. Uses or possesses a controlled substance or drug authorized by a licensed physician prescribed for the employee's personal use; or
3. Possesses a controlled substance or drug that a licensed physician has prescribed for the employee's child or other individual for whom the employee is a legal guardian.
4. Consumes an alcoholic beverage served at a school-related activity or event that takes place off District property and at which alcohol may be legally served, so long as the employee does not have specific assigned duties at the event.

Sanctions

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

1. Referral to drug and alcohol counseling or rehabilitation programs;
2. Referral to employee assistance programs;
3. Termination from employment with the District; and
4. Referral to appropriate law enforcement officials for prosecution.

Notice

Employees shall receive a copy of this policy.

**Arrests, Indictments,
Convictions, and
Other Adjudications**

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

1. Crimes involving school property or funds;
2. Crimes involving attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit that would entitle any person to hold or obtain a position as an educator;
3. Crimes that occur wholly or in part on school property or at a school-sponsored activity; or

EMPLOYEE STANDARDS OF CONDUCT

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

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

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

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

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

Violations of Standards of Conduct

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

Weapons Prohibited

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

Exceptions

No violation of this policy occurs when:

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

Electronic Communication

Use with Students

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

Unless an exception has been made in accordance with the employee handbook or other administrative regulations, an employee shall not use a personal electronic communication platform, application, or account to communicate with currently enrolled students.

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

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

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

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

Personal Use

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

Reporting Improper Communication

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

Disclosing Personal Information

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

Safety Requirements

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

EMPLOYEE STANDARDS OF CONDUCT

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(LOCAL)

Harassment or Abuse

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

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

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

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

Relationships with Students

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

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

Tobacco and E-Cigarettes

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

Alcohol and Drugs / Notice of Drug-Free Workplace

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

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

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

EMPLOYEE STANDARDS OF CONDUCT

DH
(LOCAL)

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

An employee need not be legally intoxicated to be considered “under the influence” of a controlled substance or alcohol.

Exceptions

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

1. Manufactures, possesses, or dispenses a substance listed above as part of the employee’s job responsibilities;
2. Uses or possesses a controlled substance or drug authorized by a licensed physician prescribed for the employee’s personal use; or
3. Possesses a controlled substance or drug that a licensed physician has prescribed for the employee’s child or other individual for whom the employee is a legal guardian.
4. Consumes an alcoholic beverage served at a school-related activity or event that takes place off District property and at which alcohol may be legally served, so long as the employee does not have specific assigned duties at the event.

Sanctions

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

1. Referral to drug and alcohol counseling or rehabilitation programs;
2. Referral to employee assistance programs;
3. Termination from employment with the District; and
4. Referral to appropriate law enforcement officials for prosecution.

Notice

Employees shall receive a copy of this policy.

**Arrests, Indictments,
Convictions, and
Other Adjudications**

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

1. Crimes involving school property or funds;
2. Crimes involving attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit that would entitle any person to hold or obtain a position as an educator;
3. Crimes that occur wholly or in part on school property or at a school-sponsored activity; or

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

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

Nomination

Nominations shall be accepted year round from parents, teachers, community members, faculty/staff and students themselves. Nominations will be solicited during the fall of each year, in accordance with the District Gifted/Talented (G/T) Nomination and Screening Time line. In addition, there are two universal nomination opportunities:

1. One hundred percent of students in kindergarten shall be assessed for G/T services annually.
2. Any student who scores in the 98th percentile or better on a nationally standardized test given by the District shall be automatically considered for gifted services.

Identification Criteria

Criteria to identify gifted and talented students shall be established in the Board-approved program for the gifted and talented. The criteria shall be specific to the state definition of gifted and talented and shall ensure the fair assessment of students with special needs, such as the culturally different, the economically disadvantaged, students with disabilities, and language minorities. Students in kindergarten–grade 5 shall be identified based on general intellectual abilities, and students in grades 6–12 shall be identified based on specific subject area aptitude and general intellectual abilities.

Parental Consent

Written parental consent shall be obtained before any special testing or individual assessment is conducted as part of the screening and identification process. All student information collected during the screening and identification process shall be an educational record, subject to the protections set out in policies at FL.

Selection

A District Admissions-Review-Exit (A.R.E.) committee shall evaluate each nominated student according to the established criteria and shall select those students for whom gifted services are the most appropriate educational setting(s). The committee shall be composed of local professional educators who have received training in the nature and needs of gifted students. A.R.E. committees at each campus evaluate exits, furloughs, transfers, and probations. Each campus A.R.E. committee shall include the campus G/T facilitator and/or lead teacher and at least three other educators trained in the nature and needs of gifted students.

Assessments

Data collected through multiple measures, both quantitative and qualitative, shall be evaluated to determine individual needs for G/T services. Assessment measures may include, but not be limited to, the following: achievement tests, behavioral and/or performance evaluations completed by teachers and parents; student interviews, student work products, if available; tests; and optional measures, such as grades, state tests, and the like.

Testing instruments shall not be released or viewed by any person who is not directly associated with the purchasing agency's testing program. This restriction includes parents, private tutors, personnel from other schools or districts, libraries, and resale/salvage businesses.

Practices tests may be used as an orientation to various tests. Actual test instruments shall not be used, in original or in copied form, to provide test-taking practice or to enhance test-taking skills.

Test items, actual or similar, shall not be used for discussion, review, or for any other purpose.

Notification

Parents and students shall be notified in writing upon selection of the student for gifted services. Participation in any program or services provided for gifted students is voluntary.

Reassessments

The District shall reassess students to determine appropriate program placement when a student moves from the elementary level to the middle school/junior high level.

Transfer Students

When a student identified as needing gifted services by a previous school district transfers into the District, the student's records shall be reviewed by the campus A.R.E. committee to determine whether the student needs gifted and talented services.

The A.R.E. committee shall make its determination within 30 days of the student's enrollment in the District and shall base its decision on appropriate information of previous G/T placement in the sending district. Without appropriate documentation, and/or upon recommendations from the receiving teacher or counselor, the incoming student may be screened for the G/T program off-schedule using the standard procedures and measurements. The District reserves the right to administer its own measures if there is any question concerning the previous measure used or other information received.

Furlough

A furlough may be voluntarily requested at any time by a parent and/or student. The G/T facilitator or designee, parent, and the student may agree to grant the student a furlough by executing a furlough contract, for a period not to exceed one year. During the period of the contracted furlough, the G/T facilitator or designee shall monitor the student's academic status and periodically report to the campus A.R.E. committee. At the end of the time period stated in the contract, the student may be considered for reinstatement of G/T services conditionally upon the decision of the committee. If a student does not return for reinstatement of G/T services at the end of the furlough period, the student will be exited from the program.

The student may apply for admission again at any time in the future, at which time the standard application and admission process shall be followed.

Exit Provisions

Parents may request a student to be removed from program services at any time. After consultation with the appropriate administrator, parents, teacher(s), and the student, the exit form may be executed and the student may be placed in the regular education program.

If a student is not progressing satisfactorily, a teacher, counselor, or administrator may request a campus A.R.E. committee meeting to consider probation. If the A.R.E. committee decision is for probation, the parent, student, and G/T facilitator shall enter into a growth contract, describing the time limits and the situation that must be improved. If the situation is not improved satisfactorily by the end of the period stated in the growth contract, the student may be exited from G/T program services.

Appeals

Appeals of the decisions of the District or campus A.R.E. committees may be made within 30 days of the notification of nonplacement or exiting from G/T program services. Appeals must be made in writing by presenting additional information to the District A.R.E. committee not previously seen by the reviewing committee. Any complaints regarding the process rather than the actual placement decision shall be made in accordance with FNG(LOCAL) beginning at Level Two.

Program Evaluation

The gifted program shall be evaluated periodically, and evaluation information shall be shared with Board members, administrators, teachers, counselors, students in the gifted and talented program, and the community.

Program Services

The District's G/T program services are divided into two levels, elementary and secondary, and there is no automatic advancement from one level to the next. In elementary school, identified students shall be in cluster classes with trained G/T teachers at each grade level offering services in the four core areas by providing opportunities for adding depth and complexity to the District curriculum. G/T facilitators shall provide advanced thinking skill development to identified students during pullout classes each week.

In grades 6–8, identified students are provided differentiated curriculum in the four core areas in G/T classes. G/T students must be enrolled in at least one G/T class to remain in the gifted program.

SPECIAL PROGRAMS
GIFTED AND TALENTED STUDENTS

EHBB
(LOCAL)

In high school, identified G/T students are provided differentiated curriculum in the four core areas in Pre-AP and AP classes. Independent Study, Research, and Special Topics classes and dual enrollment/concurrent enrollment in college courses are also offered.

**Community
Awareness**

The District shall ensure that information about the District's gifted and talented program is available to parents and community members and that they have an opportunity to develop an understanding of and support for the program.

REVISED

SPECIAL PROGRAMS
GIFTED AND TALENTED STUDENTS

EHBB
(LOCAL)

Referral

Students may be referred for the gifted and talented program at any time by teachers, counselors, parents, or other interested persons.

Screening and Identification Process

The District shall provide assessment opportunities to complete the screening and identification process for referred students at least once per school year.

The Nomination

~~Nominations shall be accepted year round from parents, teachers, community members, faculty/staff and students themselves. Nominations will be solicited during the fall of each year, in accordance with the District Gifted/Talented (G/T) Nomination and Screening Time line. In addition, there are two universal nomination opportunities:~~

- ~~1. One hundred percent of students in kindergarten shall be assessed for G/T services annually.~~
- ~~2. Any student who scores in the 98th percentile or better on a nationally standardized test given by the District shall be automatically considered for gifted services.~~

Identification Criteria

~~schedule a~~ ~~Criteria to identify gifted and talented students shall be established in the Board approved program for the gifted and talented program awareness session for parents that provides an overview of the assessment procedures. The criteria shall be specific to the state definition of gifted and services for the program prior to beginning the screening and identification process shall ensure the fair assessment of students with special needs, such as the culturally different, the economically disadvantaged, students with disabilities, and language minorities. Students in kindergarten grade 5 shall be identified based on general intellectual abilities, and students in grades 6-12 shall be identified based on specific subject area aptitude and general intellectual abilities.~~

Parental Consent

The District shall obtain ~~written~~ ~~Written~~ parental consent ~~shall be obtained~~ before any special testing or individual assessment is conducted as part of the screening and identification process. All student information collected during the screening and identification process shall be an educational record, subject to the protections set out in policies at FL.

Selection

~~A District Admissions Review Exit (A.R.E.) committee shall evaluate each nominated student according to the established criteria and shall select those students for whom gifted services are the most appropriate educational setting(s). The committee shall be composed of local professional educators who have received training in the nature and needs of gifted students. A.R.E. committees~~

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~~at each campus evaluate exits, furloughs, transfers, and probations. Each campus A.R.E. committee shall include the campus G/T facilitator and/or lead teacher and at least three other educators trained in the nature and needs of gifted students.~~

Identification Criteria

The Board-approved program for the gifted and talented shall establish criteria to identify gifted and talented students. The criteria shall be specific to the state definition of gifted and talented and shall ensure the fair assessment of students with special needs, such as the culturally different, the economically disadvantaged, and students with disabilities.

Assessments

Data collected through ~~multiple measures~~, both ~~objective~~ ~~quantitative~~ and ~~subjective assessments~~ ~~qualitative~~, shall be measured against the criteria approved by the Board ~~evaluated~~ to determine individual ~~eligibility~~ ~~needs~~ for the program ~~G/T services~~. Assessment ~~tools~~ ~~measures~~ may include, but are not ~~be~~ limited to, the following: achievement tests, intelligence tests, creativity tests, behavioral ~~checklists~~ ~~and/or performance evaluations~~ completed by teachers and parents, ~~;~~ student/parent conferences, and available ~~interviews~~, student work products, ~~if available~~; ~~tests~~; and ~~optional measures~~, ~~such as grades, state tests, and the like.~~

Selection

A selection committee shall evaluate each referred student according to the established criteria and shall identify those students for whom placement in the gifted and talented program is the most appropriate educational setting. The committee shall be composed of at least three professional educators who have received training in the nature and needs of gifted students, as required by law.

~~Testing instruments shall not be released or viewed by any person who is not directly associated with the purchasing agency's testing program. This restriction includes parents, private tutors, personnel from other schools or districts, libraries, and resale/salvage businesses.~~

~~Practices tests may be used as an orientation to various tests. Actual test instruments shall not be used, in original or in copied form, to provide test taking practice or to enhance test taking skills.~~

~~Test items, actual or similar, shall not be used for discussion, review, or for any other purpose.~~

Notification

The District shall provide written notification to parents ~~Parents and students shall be notified in writing upon selection~~ of students who qualify ~~the student~~ for ~~gifted~~ services through the District's gifted and talented program. Participation in any program or services provided for gifted students shall ~~be~~ is voluntary, and ~~the~~.

Reassessments

~~The District shall obtain written permission from the parents before placing reassess students to determine appropriate program placement when a student in a gifted and talented program moves from the elementary level to the middle school/junior high level.~~

Reassessment

If the District reassesses students in the gifted and talented program, the reassessment shall be based on a student's performance in response to services and shall occur no more than once in elementary grades, once in middle school grades, and once in high school grades.

Transfer Students

Interdistrict

When a student identified as ~~needing~~ gifted ~~services~~ by a previous school district ~~enrolls in~~ ~~transfers into~~ the District, the selection committee shall review the student's records and conduct assessment procedures when necessary ~~shall be reviewed by the campus A.R.E. committee~~ to determine if placement in ~~whether~~ the District's program for ~~student needs~~ gifted and talented students is appropriate ~~services~~.

[See FDD(LEGAL) for information regarding transfer students and the Interstate Compact on Educational Opportunities for Military Children]

Intradistrict

A student who transfers from one campus in the District to the same grade level at another District campus shall continue to receive services in the District's gifted and talented program.

Furloughs

The District may place on a furlough any student who is unable to maintain satisfactory performance or whose educational needs are not being met within the structure of the gifted and talented program. A furlough may be initiated by the District, the parent, or the student.

In accordance with the Board-approved program, a furlough shall be granted for specified reasons and for a specified period of time. At the end of a furlough, the student may reenter the gifted and talented program, be placed on another furlough, or be exited from the program.

~~The A.R.E. committee shall make its determination within 30 days of the student's enrollment in the District and shall base its decision on appropriate information of previous G/T placement in the sending district. Without appropriate documentation, and/or upon recommendations from the receiving teacher or counselor, the incoming student may be screened for the G/T program off-schedule using the standard procedures and measurements. The District reserves the right to administer its own measures if there is any question concerning the previous measure used or other information received.~~

Furlough

~~A furlough may be voluntarily requested at any time by a parent and/or student. The G/T facilitator or designee, parent, and the student may agree to grant the student a furlough by executing a furlough contract, for a period not to exceed one year. During the period of the contracted furlough, the G/T facilitator or designee shall monitor the student's academic status and periodically report to the campus A.R.E. committee. At the end of the time period stated in the contract, the student may be considered for reinstatement of G/T services conditionally upon the decision of the committee. If a student does not return for reinstatement of G/T services at the end of the furlough period, the student will be exited from the program. The student may apply for admission again at any time in the future, at which time the standard application and admission process shall be followed.~~

Exit Provisions

~~The District shall monitor Parents may request a student performance in response to gifted and talented be removed from program services. If at any time the selection committee or a parent determines it is in the best interest of the student to exit the program, the committee shall meet. After consultation with the parent appropriate administrator, parents, teacher(s), and the student, the exit form may be executed and the student before finalizing an exit may be placed in the regular education program.~~

~~If a student is not progressing satisfactorily, a teacher, counselor, or administrator may request a campus A.R.E. committee meeting to consider probation. If the A.R.E. committee decision is for probation, the parent, student, and G/T facilitator shall enter into a growth contract, describing the time limits and the situation that must be improved. If the situation is not improved satisfactorily by the end of the period stated in the growth contract, the student may be exited from G/T program services.~~

Appeals

~~A parent, student, or educator may appeal any final decision of the selection committee regarding selection for or exit from the gifted and talented program. Appeals shall of the decisions of the District or campus A.R.E. committees may be made first within 30 days of the notification of nonplacement or exiting from G/T program services. Appeals must be made in writing by presenting additional information to the selection District A.R.E. committee not previously seen by the reviewing committee. Any subsequent appeals complaints regarding the process rather than the actual placement decision shall be made in accordance with FNG(LOCAL) beginning at Level Two.~~

Program Evaluation

~~The District shall annually evaluate the effectiveness of the District's gifted and talented program, and the results of the evaluation~~

shall be used to modify and update the District and campus improvement plans. The District shall include parents in the evaluation process and shall share the information. ~~The gifted program shall be evaluated periodically, and evaluation information shall be shared~~ with Board members, administrators, teachers, counselors, students in the gifted and talented program, and the community.

The District's gifted and talented program shall address effective use of funds for programs and services consistent with the standards in the state plan for gifted and talented students.

The District shall annually report to the Texas Education Agency (TEA) regarding funding used to implement the District's gifted and talented program. The District shall annually certify to TEA:

1. The establishment of a gifted and talented program by the District; and
2. That the District's program is consistent with the state plan for gifted and talented students.

Program Services

~~The District's G/T program services are divided into two levels, elementary and secondary, and there is no automatic advancement from one level to the next. In elementary school, identified students shall be in cluster classes with trained G/T teachers at each grade level offering services in the four core areas by providing opportunities for adding depth and complexity to the District curriculum. G/T facilitators shall provide advanced thinking skill development to identified students during pullout classes each week.~~

~~In grades 6-8, identified students are provided differentiated curriculum in the four core areas in G/T classes. G/T students must be enrolled in at least one G/T class to remain in the gifted program.~~

~~In high school, identified G/T students are provided differentiated curriculum in the four core areas in Pre-AP and AP classes. Independent Study, Research, and Special Topics classes and dual enrollment/concurrent enrollment in college courses are also offered.~~

Community Awareness

The District shall ensure that information about the District's gifted and talented program is available to parents and community members and that they have an opportunity to develop an understanding of and support for the program.

Safe Schools Data

The Superintendent or designee shall ensure that the District complies with TEA guidelines for the collection and maintenance of data regarding:

1. Mandatory expellable offenses committed at school or at a school-related or school-sponsored activity, on or off school property [see FOD], and
2. Any student who becomes a victim of one of the following violent criminal offenses, as defined by the Penal Code, while in or on the grounds of the school the student attends:
 - a. Attempted murder;
 - b. Indecency with a child;
 - c. Aggravated kidnapping;
 - d. Assault resulting in bodily injury or aggravated assault;
 - e. Sexual assault or aggravated sexual assault; or
 - f. Aggravated robbery.

School Safety Transfers

The parent of a student who becomes a victim of a violent criminal offense as described above or who is assigned to a campus identified by TEA as persistently dangerous shall be offered a transfer to a safe public or charter school within the District.

For each transfer requested, the District shall explore transfer options, as appropriate. Options may include a transfer agreement with another school district.

From a Persistently Dangerous School

The parent of a student attending a school identified as persistently dangerous shall be provided notification of his or her right to request a transfer. Notification shall occur at least 14 days prior to the start of the school year or, for a student enrolling subsequently, upon the student's enrollment.

The parent must submit to the Superintendent or designee an application for transfer. The Superintendent or designee shall complete the transfer prior to the beginning of the school year, if applicable, or within 14 calendar days of the request for a subsequently enrolling student.

Any transfer arranged for a student from a campus identified by TEA as persistently dangerous shall be renewed so long as the campus from which the student transferred retains that designation.

The District shall maintain, in accordance with the District's record retention schedule, documentation of notification to parents of the transfer option, transfer applications submitted, and action taken.

For a Victim of a
Violent Criminal
Offense

Within 14 calendar days after a violent criminal offense described above occurs in or on the grounds of the school the student attends, the District shall notify the parent of a student who is a victim of the offense of the parent's right to request a transfer. The parent must submit to the Superintendent or designee an application for transfer. The Superintendent or designee shall approve or disapprove the request within 14 calendar days of its submission.

Any transfer arranged for a student who was a victim of a violent crime as described above shall be renewed so long as the threat to the student exists at the campus to which the student would typically be assigned.

For each offense, the District shall maintain for at least five years documentation of the nature and date of the offense, notification to the parent of the transfer option, transfer applications submitted, action taken, and other relevant information regarding the offense.

**Additional Transfer
Options**

In circumstances described by Education Code 25.0341, a parent of a student who has been the victim of a sexual assault, regardless of whether the offense occurred on or off school property, may request a transfer of the parent's child or the student assailant from the same campus. [See also FDA and FDB]

Safe Schools Data

The Superintendent ~~or designee~~ shall ensure that the District complies with [Texas Education Agency \(TEA\)](#) guidelines for the collection and maintenance of data regarding:

1. Mandatory expellable offenses committed at school or at a school-related or school-sponsored activity, on or off school property [see FOD];~~;~~ and
2. Any student who becomes a victim of one of the following violent criminal offenses, as defined by the Penal Code, while ~~in~~ ~~or on the premises~~~~grounds~~ of the school the student attends [or while attending a school-sponsored or school-related activity, on or off school property](#):
 - a. Attempted murder;
 - b. Indecency with a child;
 - c. Aggravated kidnapping;
 - d. [Aggravated Assault resulting in bodily injury or aggravated](#)~~assault on someone other than a District employee or volunteer;~~;
 - e. Sexual assault or aggravated sexual assault [against someone other than a District employee;](#) or volunteer;
 - f. Aggravated robbery; ~~or~~.
 - a. [Continuous sexual abuse of a young child or children.](#)

School Safety Transfers

The parent of a student who becomes a victim of a violent criminal offense as described [in the state guidance for unsafe school choice options](#)~~above~~ or who is assigned to a campus identified by TEA as persistently dangerous shall be offered a transfer to a safe public or charter school within the District.

For each transfer requested, the District shall explore transfer options, as appropriate. Options may include a transfer agreement with another school district.

From a Persistently Dangerous School

The parent of a student attending a school identified as persistently dangerous shall be provided notification of his or her right to request a transfer. Notification shall occur at least 14 days prior to the start of the school year or, for a student enrolling subsequently, upon the student's enrollment.

The parent must submit to the Superintendent ~~or designee~~ an application for transfer. The Superintendent ~~or designee~~ shall complete the transfer prior to the beginning of the school year, if applicable, or within 14 calendar days of the request for a subsequently enrolling student.

Any transfer arranged for a student from a campus identified by TEA as persistently dangerous shall be renewed so long as the campus from which the student transferred retains that designation.

The District shall maintain, in accordance with the District's record retention schedule, documentation of notification to parents of the transfer option, transfer applications submitted, and action taken.

For a Victim of a
Violent Criminal
Offense

Within 14 calendar days after a violent criminal offense described above occurs in or on the ~~premises~~~~grounds~~ of the school the student attends ~~or while attending a school-sponsored or school-related activity, on or off school property~~, the District shall notify the parent of a student who is a victim of the offense of the parent's right to request a transfer. The parent must submit to the Superintendent ~~or designee~~ an application for transfer. The Superintendent ~~or designee~~ shall approve or disapprove the request within 14 calendar days of its submission.

Any transfer arranged for a student who was a victim of a violent crime as described above shall be renewed so long as the threat to the student exists at the campus to which the student would typically be assigned.

For each offense, the District shall maintain for at least five years documentation of the nature and date of the offense, notification to the parent of the transfer option, transfer applications submitted, action taken, and other relevant information regarding the offense.

**Additional Transfer
Options**

In circumstances described by Education Code 25.0341, a parent of a student who has been the victim of a sexual assault, regardless of whether the offense occurred on or off school property, may request a transfer of the parent's child or the student assailant from the same campus.

[For other transfer provisions, see ~~See~~ also FDA and FDB.]

UIL Participation A student desiring to participate in the UIL athletic program shall submit annually a statement from a health-care provider authorized under UIL rules indicating that the student has been examined and is physically able to participate in the athletic program.

Additional Screening The Superintendent shall implement the guidelines recommended by the Texas Department of Health for vision, hearing, spinal, and acanthosis nigricans screening. In addition to the required screening, and to the extent District resources allow, the Superintendent may implement screening for:

1. Additional grade levels as deemed necessary by the District.
2. Students referred by teachers, parents, or others.
3. Students exhibiting symptoms related to a designated screening.
4. Students who repeat a grade.

Referrals Parents of students who are identified through any screening program as needing treatment or further examination shall be advised of the need and referred to appropriate health agencies. The person performing the screening shall send a report indicating the finding to the minor student's parent, managing conservator, guardian, or, if the student is 18 years or older or an emancipated minor, to the student.

Notice of Lice A school nurse or administrator who discovers or becomes aware that a child enrolled in a District elementary school has lice shall provide written or electronic notice to parents within the time frames prescribed in law.

Annual Report In addition to the information required in the annual report to the Texas-Mexico Border Health Coordination Office (TMBHCO), each campus shall submit to the TMBHCO information on the acanthosis nigricans screening status of students in attendance during the reporting year. The report shall be on a form prescribed by the executive council advising the TMBHCO and submitted according to the executive council's rules.

Student Tuberculosis Screening Students enrolling from countries outside the United States shall present proof of a current negative tuberculin skin test prior to enrollment.

When the tuberculin skin test is positive, students should show proof of a chest x-ray that is negative for active tuberculosis prior to enrollment. Any indication that a positive tuberculin skin test will occur such as a reaction from a BCG vaccination would indicate a chest x-ray. Students who have a positive tuberculin skin test, and

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a negative chest x-ray may be enrolled in the District when they present proof that they are receiving prophylactic treatment from the Fort Bend County Health Department and/or a family physician.

Students who have been diagnosed with active tuberculosis may not attend District schools until they present proof from a physician that they are not considered contagious and may return to school.

The District may require any student to have a tuberculin skin test or chest x-ray whenever it is reasonably believed that the student may be suffering from tuberculosis or may have been exposed to tuberculosis.

Required Medical Clearance

Prior to participating in a designated University Interscholastic League (UIL) Participation

Additional Screening

~~A student desiring to participate in the UIL athletic program or other District extracurricular program identified by the Superintendent, a student shall undergo a physical examination annually and shall submit annually a statement from an authorized a health-care provider authorized under UIL rules indicating that the student has been examined and medically cleared is physically able to participate in the athletic program.~~

The Superintendent shall implement the guidelines recommended by the Texas Department of Health for vision, hearing, spinal, and acanthosis nigricans screening. In addition to the required screening, and to the extent District resources allow, the Superintendent may implement screening for:

1. Additional grade levels as deemed necessary by the District.
2. Students referred by teachers, parents, or others.
3. Students exhibiting symptoms related to a designated screening.
4. Students who repeat a grade.

Referrals

Parents of students who are identified through any screening program as needing treatment or further examination shall be advised of the need and referred to appropriate health agencies. The person performing the screening shall send a report indicating the finding to the minor student's parent, managing conservator, guardian, or, if the student is 18 years or older or an emancipated minor, to the student.

Notice of Lice

A school nurse or administrator who discovers or becomes aware that a child enrolled in a District elementary school has lice shall provide written or electronic notice to parents within the time frames prescribed in law.

Annual Report

In addition to the information required in the annual report to the Texas-Mexico Border Health Coordination Office (TMBHCO), each campus shall submit to the TMBHCO information on the acanthosis nigricans screening status of students in attendance during the reporting year. The report shall be on a form prescribed by the executive council advising the TMBHCO and submitted according to the executive council's rules.

Student Tuberculosis Screening

Students enrolling from countries outside the United States shall present proof of a current negative tuberculin skin test prior to enrollment.

When the tuberculin skin test is positive, students should show proof of a chest x-ray that is negative for active tuberculosis prior to

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enrollment. Any indication that a positive tuberculin skin test will occur such as a reaction from a BCG vaccination would indicate a chest x-ray. Students who have a positive tuberculin skin test, and a negative chest x-ray may be enrolled in the District when they present proof that they are receiving prophylactic treatment from the Fort Bend County Health Department and/or a family physician.

Students who have been diagnosed with active tuberculosis may not attend District schools until they present proof from a physician that they are not considered contagious and may return to school.

The District may require any student to have a tuberculin skin test or chest x-ray whenever it is reasonably believed that the student may be suffering from tuberculosis or may have been exposed to tuberculosis.

ADD

STUDENT WELFARE
CRISIS INTERVENTION

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**Threat Assessment
and Safe and
Supportive Team**

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

Training

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

Imminent Threats or
Emergencies

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

Threat Assessment
Process

The District shall develop procedures as recommended by the Texas School Safety Center. In accordance with those procedures, the threat assessment and safe and supportive team shall conduct threat assessments using a process that includes:

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

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

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

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

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

As appropriate, the team may refer a student:

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

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

Guidance to School
Community

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

Reports

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

**Trauma-Informed
Care Program**

The District's trauma-informed care program, as included in the District improvement plan, shall provide for the integration of trauma-informed care practices in the school environment, including increasing staff and parent awareness of trauma-informed care, implementation of trauma-informed practices and care by District and campus staff, and providing information about available counseling options for students affected by trauma or grief.

Training

The District shall provide training in trauma-informed care to District educators as required by law. The District improvement plan shall specify required training for any other District employees as applicable.

Annual Report

The District shall provide an annual report to the Texas Education Agency on the number of employees who have participated in trauma-informed care training.

Comprehensive System

The Superintendent or designee shall develop and maintain a comprehensive system of student records and reports dealing with all facets of the school program operation and shall ensure through reasonable procedures that records are accessed by authorized persons only, as allowed by this policy. These data and records shall be stored in a safe and secure manner and shall be conveniently retrievable for use by authorized school officials.

Cumulative Record

A cumulative record shall be maintained for each student from entrance into District schools until withdrawal or graduation from the District.

This record shall move with the student from school to school and be maintained at the school where currently enrolled until graduation or withdrawal. Records for nonenrolled students shall be retained for the period of time required by law. No permanent records may be destroyed without explicit permission from the Superintendent. [See CPC]

Custodian of Records

The principal is custodian of all records for currently enrolled students. The principal is the custodian of records for students who have withdrawn or graduated. The student handbook made available to all students and parents shall contain a listing of the addresses of District schools, as well as the Superintendent's business address.

Types of Education Records

The record custodian shall be responsible for the education records of the District. These records may include:

1. Admissions data, personal and family data, including certification of date of birth.
2. Standardized test data, including intelligence, aptitude, interest, personality, and social adjustment ratings.
3. All achievement records, as determined by tests, recorded grades, and teacher evaluations.
4. All documentation regarding a student's testing history and any accelerated instruction he or she has received, including any documentation of discussion or action by a grade placement committee convened for the student.
5. Health services record, including:
 - a. The results of any tuberculin tests required by the District.
 - b. The findings of screening or health appraisal programs the District conducts or provides. [See FFAA]

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- c. Immunization records. [See FFAB]
6. Attendance records.
7. Student questionnaires.
8. Records of teacher, counselor, or administrative conferences with the student or pertaining to the student.
9. Verified reports of serious or recurrent behavior patterns.
10. Copies of correspondence with parents and others concerned with the student.
11. Records transferred from other districts in which the student was enrolled.
12. Records pertaining to participation in extracurricular activities.
13. Information relating to student participation in special programs.
14. Records of fees assessed and paid.
15. Records pertaining to student and parent complaints.
16. Other records that may contribute to an understanding of the student.

Access by Parents

The District shall make a student's records available to the student's parents, as permitted by law. The records custodian or designee shall use reasonable procedures to verify the requestor's identity before disclosing student records containing personally identifiable information.

Records may be reviewed in person during regular school hours without charge upon written request to the records custodian. For in-person viewing, the records custodian or designee shall be available to explain the record and to answer questions. The confidential nature of the student's records shall be maintained at all times, and records to be viewed shall be restricted to use only in the Superintendent's, principal's, or counselor's office, or other restricted area designated by the records custodian. The original copy of the record or any document contained in the cumulative record shall not be removed from the school.

Copies of records are available at a per copy cost, payable in advance. Copies of records must be requested in writing. Parents may be denied copies of records if they fail to follow proper procedures or pay the copying charge. If the student qualifies for free or reduced-price lunches and the parents are unable to view the rec-

ords during regular school hours, upon written request of a parent, one copy of the record shall be provided at no charge.

A parent may continue to have access to his or her child's records under specific circumstances after the student has attained 18 years of age or is attending an institution of postsecondary education. [See FL(LEGAL)]

Access by School Officials

A school official shall be allowed access to student records if he or she has a legitimate educational interest in the records.

For the purposes of this policy, "school officials" shall include:

1. An employee, Board member, or agent of the District, including an attorney, a consultant, a contractor, a volunteer, a school resource officer, and any outside service provider used by the District to perform institutional services.
2. An employee of a cooperative of which the District is a member or of a facility with which the District contracts for placement of students with disabilities.
3. A contractor retained by a cooperative of which the District is a member or by a facility with which the District contracts for placement of students with disabilities.
4. A parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

All contractors provided with student records shall follow the same rules as employees concerning privacy of the records and shall return the records upon completion of the assignment.

A school official has a "legitimate educational interest" in a student's records when he or she is:

1. Working with the student;
2. Considering disciplinary or academic actions, the student's case, or an individualized education program for a student with disabilities;
3. Compiling statistical data;
4. Reviewing an education record to fulfill the official's professional responsibility; or
5. Investigating or evaluating programs.

Transcripts and Transfers of Records

The District may request transcripts from previously attended schools for students transferring into District schools; however, the

ultimate responsibility for obtaining transcripts from sending schools rests with the parent or student, if 18 or older.

For purposes of a student's enrollment or transfer, the District shall promptly forward in accordance with the time line provided in law education records upon request to officials of other schools or school systems in which the student intends to enroll or enrolls. [See FD(LEGAL), REQUIRED DOCUMENTATION] The District may return an education record to the school identified as the source of the record.

**Records
Responsibility for
Students in Special
Education**

The director of special education shall be responsible for ensuring the confidentiality of any personally identifiable information in records of students in special education.

A current listing of names and positions of persons who have access to records of students in special education is maintained at the special education office.

**Procedure to Amend
Records**

Within 15 District business days of the record custodian's receipt of a request to amend records, the District shall notify the parents in writing of its decision on the request and, if the request is denied, of their right to a hearing. If a hearing is requested, it shall be held within ten District business days after the request is received.

Parents shall be notified in advance of the date, time, and place of the hearing. An administrator who is not responsible for the contested records and who does not have a direct interest in the outcome of the hearing shall conduct the hearing. The parents shall be given a full and fair opportunity to present evidence and, at their own expense, may be assisted or represented at the hearing.

The parents shall be notified of the decision in writing within ten District business days of the hearing. The decision shall be based solely on the evidence presented at the hearing and shall include a summary of the evidence and reasons for the decision. If the decision is to deny the request, the parents shall be informed that they have 30 District business days within which to exercise their right to place in the record a statement commenting on the contested information and/or stating any reason for disagreeing with the District's decision.

**Directory
Information**

The District has designated the following categories of information as directory information: student name; address; telephone listing; electronic mail address; photograph; date and place of birth; major field of study; degrees, honors, and awards received; dates of attendance; grade level; most recent educational institution attended; participation in officially recognized activities and sports; and weight and height of members of athletic teams.

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Comprehensive System

The Superintendent ~~or designee~~ shall develop and maintain a comprehensive system of student records and reports dealing with all facets of the school program operation and shall ensure through reasonable procedures that records are accessed by authorized persons only, as allowed by this policy. These data and records shall be stored in a safe and secure manner and shall be conveniently retrievable for use by authorized school officials.

Cumulative Record

A cumulative record shall be maintained for each student from entrance into District schools until withdrawal or graduation from the District.

This record shall move with the student from school to school and be maintained at the school where currently enrolled until graduation or withdrawal. Records for nonenrolled students shall be retained for the period of time required by law. No permanent records may be destroyed without explicit permission from the Superintendent. [See CPC]

Custodian of Records

The ~~principal~~ ~~principal~~ is custodian of all records for currently enrolled students. ~~The principal~~ ~~The principal~~ is the custodian of records for students who have withdrawn or graduated. The student handbook made available to all students and parents shall contain a listing of the addresses of District schools, as well as the Superintendent's business address.

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2. Standardized test data, including intelligence, aptitude, interest, personality, and social adjustment ratings.
3. All achievement records, as determined by tests, recorded grades, and teacher evaluations.
4. All documentation regarding a student's testing history and any accelerated instruction he or she has received, including any documentation of discussion or action by a grade placement committee convened for the student.
5. Health services record, including:
 - a. The results of any tuberculin tests required by the District.
 - b. The findings of screening or health appraisal programs the District conducts or provides. [See FFAA]

- c. Immunization records. [See FFAB]
6. Attendance records.
7. Student questionnaires.
8. Records of teacher, school counselor, or administrative conferences with the student or pertaining to the student.
9. Verified reports of serious or recurrent behavior patterns.
10. Copies of correspondence with parents and others concerned with the student.
11. Records transferred from other districts in which the student was enrolled.
12. Records pertaining to participation in extracurricular activities.
13. Information relating to student participation in special programs.
14. Records of fees assessed and paid.
15. Records pertaining to student and parent complaints.
16. Other records that may contribute to an understanding of the student.

Access by Parents

The District shall make a student's records available to the student's parents, as permitted by law. The records custodian or designee shall use reasonable procedures to verify the requester's identity before disclosing student records containing personally identifiable information.

Records may be reviewed in person during regular school hours without charge upon written request to the records custodian. For in-person viewing, the records custodian or designee shall be available to explain the record and to answer questions. The confidential nature of the student's records shall be maintained at all times, and records to be viewed shall be restricted to use only in the Superintendent's, principal's, or school counselor's office, or other restricted area designated by the records custodian. The original copy of the record or any document contained in the cumulative record shall not be removed from the school.

Copies of records are available at a per copy cost, payable in advance. Copies of records must be requested in writing. Parents may be denied copies of records if they fail to follow proper procedures or pay the copying charge. If the student qualifies for free or reduced-price lunches and the parents are unable to view the rec-

ords during regular school hours, upon written request of a parent, one copy of the record shall be provided at no charge.

A parent may continue to have access to his or her child's records under specific circumstances after the student has attained 18 years of age or is attending an institution of postsecondary education. [See FL(LEGAL)]

Access by School Officials

A school official shall be allowed access to student records if he or she has a legitimate educational interest in the records.

For the purposes of this policy, "school officials" shall include:

1. An employee, Board member, or agent of the District, including an attorney, a consultant, a contractor, a volunteer, a school resource officer, and any outside service provider used by the District to perform institutional services.
2. An employee of a cooperative of which the District is a member or of a facility with which the District contracts for placement of students with disabilities.
3. A contractor retained by a cooperative of which the District is a member or by a facility with which the District contracts for placement of students with disabilities.
4. A parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.
1. [A person appointed to serve on a team to support the District's safe and supportive school program.](#)

All contractors provided with student records shall follow the same rules as employees concerning privacy of the records and shall return the records upon completion of the assignment.

A school official has a "legitimate educational interest" in a student's records when he or she is:

- ~~1-5.~~ Working with the student;
- ~~2-6.~~ Considering disciplinary or academic actions, the student's case, or an individualized education program for a student with disabilities;
- ~~3-7.~~ Compiling statistical data;
- ~~4-8.~~ Reviewing an education record to fulfill the official's professional responsibility; or
- ~~5-9.~~ Investigating or evaluating programs.

**Transcripts and
Transfers of Records**

The District may request transcripts from previously attended schools for students transferring into District schools; however, the ultimate responsibility for obtaining transcripts from sending schools rests with the parent or student, if 18 or older.

For purposes of a student's enrollment or transfer, the District shall promptly forward in accordance with the ~~timeline~~~~time-line~~ provided in law education records upon request to officials of other schools or school systems in which the student intends to enroll or enrolls. [See FD(LEGAL), [Required Documentation](#)]~~REQUIRED DOCUMENTATION~~ The District may return an education record to the school identified as the source of the record.

**Records
Responsibility for
Students in Special
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The ~~director of special education~~~~director of special education~~ shall be responsible for ensuring the confidentiality of any personally identifiable information in records of students in special education.

A current listing of names and positions of persons who have access to records of students in special education is maintained at [the special education office](#)~~the special education office~~.

**Procedure to Amend
Records**

Within 15 District business days of the record custodian's receipt of a request to amend records, the District shall notify the parents in writing of its decision on the request and, if the request is denied, of their right to a hearing. If a hearing is requested, it shall be held within ten District business days after the request is received.

Parents shall be notified in advance of the date, time, and place of the hearing. An administrator who is not responsible for the contested records and who does not have a direct interest in the outcome of the hearing shall conduct the hearing. The parents shall be given a full and fair opportunity to present evidence and, at their own expense, may be assisted or represented at the hearing.

The parents shall be notified of the decision in writing within ten District business days of the hearing. The decision shall be based solely on the evidence presented at the hearing and shall include a summary of the evidence and reasons for the decision. If the decision is to deny the request, the parents shall be informed that they have 30 District business days within which to exercise their right to place in the record a statement commenting on the contested information and/or stating any reason for disagreeing with the District's decision.

**Directory
Information**

The District has designated the following categories of information as directory information: [student name](#); [address](#); [telephone listing](#); [electronic mail address](#); [photograph](#); [date and place of birth](#); [major field of study](#); [degrees, honors, and awards received](#); [dates of attendance](#); [grade level](#); [most recent educational institution](#)

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attended; participation in officially recognized activities and sports;
and weight and height of members of athletic teams ~~student name;~~
~~address; telephone listing; electronic mail address; photograph;~~
~~date and place of birth; major field of study; degrees, honors, and~~
~~awards received; dates of attendance; grade level; most recent~~
~~educational institution attended; participation in officially recognized~~
~~activities and sports; and weight and height of members of athletic~~
teams.

**Charging for
Personnel Time**

As authorized by law, the District shall charge a requestor for additional personnel time spent producing information for the requestor after personnel of the District have collectively spent:

1. 36 hours of time during the District's fiscal year; or
2. 15 hours of time during a one-month period.

**Charging for
Personnel Time**

As authorized by law, the District shall charge a ~~requester~~requester for additional personnel time spent producing information for the ~~requester~~requester after personnel of the District have collectively spent:

1. 36 hours of time during the District's fiscal year; or
1. 15 hours of time during a one-month period.

**Suspension of
Public Information
Act During
Catastrophe**

2. In the event of a catastrophe, as defined by law, affecting the District, the Board delegates to the Superintendent the authority to suspend the applicability of Government Code Chapter 552 to the District for the period of time permitted by law and provide the required notices to the attorney general and public. The Board shall approve any extension of an initial suspension period.

**Access to District
Property**

Authorized District officials, including school resource officers and District police officers if applicable, may refuse to allow a person access to property under the District's control in accordance with law.

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

**Ejection or
Exclusion under
Education Code
37.105**

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

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

**Off-Campus
Activities**

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

Prohibitions

Tobacco and
E-Cigarettes

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

Weapons

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

Exceptions

No violation of this policy occurs when:

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

**Access to District
Property**

Authorized District officials, including school resource officers and District police officers if applicable, may refuse to allow a person access to property under the District's control in accordance with law.

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

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

Weapons

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

Exceptions

No violation of this policy occurs when:

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

DELETE

STATE AND LOCAL GOVERNMENTAL AUTHORITIES
LAW ENFORCEMENT AGENCIES

GRAA
(EXHIBIT)

Education Code 37.015 requires principals to make reports to local law enforcement authorities of certain classes of offenses, four of which are referenced entirely by citation. The offenses referenced only by citation are further defined below.

1. "Conduct that may constitute an offense listed under Section 508.149, Government Code":
 - a. An offense for which the judgment contains an affirmative finding under Section 3g(a)(2), Article 42.12, Code of Criminal Procedure (use or exhibition of a prohibited weapon during commission of or flight from a felony offense).
 - b. A first or second degree felony under Penal Code 19.02 (murder).
 - c. A capital felony under Penal Code 19.03 (capital murder).
 - d. A first or second degree felony under Penal Code 20.04 (aggravated kidnapping).
 - e. An offense under Penal Code 21.11 (indecenty with a child).
 - f. A felony under Penal Code 22.011 (sexual assault).
 - g. A first or second degree felony under Penal Code 22.02 (aggravated assault).
 - h. A first degree felony under Penal Code 22.021 (aggravated sexual assault).
 - i. A first degree felony under Penal Code 22.04 (injury to a child, elderly individual, or disabled individual).
 - j. A first degree felony under Penal Code 28.02 (arson).
 - k. A second degree felony under Penal Code 29.02 (robbery).
 - l. A first degree felony under Penal Code 29.03 (aggravated robbery).
 - m. A first degree felony under Penal Code 30.02 (burglary).
 - n. A felony for which punishment is increased under Health and Safety Code 481.134 (drug-free zones) or 481.140 (use of child in commission of offense).
 - o. An offense under Penal Code 43.25 (sexual performance by a child).
 - p. An offense under Penal Code 21.02 (continuous sexual abuse of young child or children).
2. "Deadly conduct under Section 22.05, Penal Code":
 - a. A person commits an offense if he or she recklessly engages in conduct that places another in imminent danger of serious bodily injury.
 - b. A person commits an offense if he or she knowingly discharges a firearm at or in the direction of one or more individuals or a habitation, building, or vehicle and is reckless as to whether the habitation, building, or vehicle is occupied.

STATE AND LOCAL GOVERNMENTAL AUTHORITIES
LAW ENFORCEMENT AGENCIES

GRAA
(EXHIBIT)

- c. Recklessness and danger are presumed if the actor knowingly pointed a firearm at or in the direction of another whether or not the actor believed the firearm to be loaded.
3. "Terroristic threat under Section 22.07, Penal Code":

A person commits an offense if he or she threatens to commit any offense involving violence to any person or property with intent to:

 - a. Cause a reaction of any type to the threat by an official or volunteer agency organized to deal with emergencies;
 - b. Place any person in fear of imminent serious bodily injury;
 - c. Prevent or interrupt the occupation or use of a building; room; place of assembly; place to which the public has access; place of employment or occupation; aircraft, automobile, or other form of conveyance; or other public place;
 - d. Cause impairment or interruption of public communications; public transportation; public water, gas, or power supply; or other public service;
 - e. Place the public or a substantial group of the public in fear of serious bodily injury; or
 - f. Influence the conduct or activities of a branch or agency of the federal government, the state, or a political subdivision of the state.
4. "Conduct that may constitute a criminal offense under Section 71.02, Penal Code" (Engaging in Organized Criminal Activity):

A person commits an offense if, with the intent to establish, maintain, or participate in a combination or in the profits of a combination or as a member of a criminal street gang, he or she commits or conspires to commit one or more of the following:

 - a. Murder, capital murder, arson, aggravated robbery, robbery, burglary, theft, aggravated kidnapping, kidnapping, aggravated assault, aggravated sexual assault, sexual assault, forgery, deadly conduct, assault punishable as a Class A misdemeanor, burglary of a motor vehicle, or unauthorized use of a motor vehicle;
 - b. Any gambling offense punishable as a Class A misdemeanor;
 - c. Promotion of prostitution, aggravated promotion of prostitution, or compelling prostitution;
 - d. Unlawful manufacture, transportation, repair, or sale of firearms or prohibited weapons;
 - e. Unlawful manufacture, delivery, dispensation, or distribution of a controlled substance or dangerous drug, or unlawful possession of a controlled substance or dangerous drug through forgery, fraud, misrepresentation, or deception;
 - f. Any unlawful wholesale promotion or possession of any obscene material or obscene device with the intent to wholesale promote the same;

- g. Any offense under Penal Code Chapter 43, Subchapter B depicting or involving conduct by or directed toward a child younger than 18 years of age (Chapter 43, Subchapter B prohibits obscenity including: sale, distribution, or display of material harmful to minor; sexual performance by a child; employment of a child in a sexually oriented activity or a place where the child works nude or topless; and possession or promotion of child pornography);
- h. Any felony offense under Penal Code Chapter 32 (fraud);
- i. Any offense under Penal Code Chapter 34 (money laundering) or Chapter 35 (insurance fraud);
- j. Any offense under Penal Code Chapter 36 (bribery and corrupt influence);
- k. Any offense under Penal Code 37.11(a) (impersonating a public servant);
- l. Any offense under Penal Code Chapter 20A (trafficking of persons);
- m. Any offense under Penal Code 37.10 (tampering with government record);
- n. Any offense under Penal Code 38.06 (escape), 38.07 (permitting or facilitating escape), 38.09 (providing a person in custody or an inmate with an implement for escape), or 38.11 (providing prohibited or controlled substances or items to person in custody or an inmate).

CONSIDER APPROVAL OF BOARD POLICY – FIRST READING

RECOMMENDATION:

That the Board of Trustees approve on first reading CI (LOCAL) and CRB(LOCAL).

IMPACT/RATIONALE:

These two policies were pulled from Localized Policy Update 113 in December for further review.

PROGRAM DESCRIPTION:

The primary function of the Board of Trustees is to adopt policies for the operation of the District. Local policies are customized to provide a procedure to enforce the legal policies and district guidelines.

Recommended for approval:



Dr. Thomas Randle
Superintendent

The ~~Superintendent~~~~Superintendent or designee~~ is authorized to declare District materials, equipment, personal property such as vehicles, and supplies to be unnecessary and shall dispose of unnecessary materials, equipment, personal property such as vehicles, and supplies for fair market value. If the unnecessary property has no value, the ~~Superintendent~~~~Superintendent or designee~~ may dispose of such property according to administrative discretion.

Instructional materials shall be disposed of in accordance with law. [See CMD(LEGAL)]

Property~~Items~~ obtained with federal funds or as federal surplus shall be managed in accordance with~~according to~~ federal law~~regulations~~.

NOTE: **Personal property** is a class of **property** that can include any asset other than real estate. Real **property**—such as land or most kinds of buildings—is not moveable. **Examples** of tangible **personal property** include vehicles, furniture, boats, and collectibles.

INSURANCE AND ANNUITIES MANAGEMENT
LIABILITY INSURANCE

CRB
(LOCAL)

**Trustees and
Employees**

The District shall purchase insurance as provided in CRB(LEGAL) to fund the cost of litigation to protect the District, its employees, and Trustees who are exposed to individual liability by virtue of their official duties. [See CRB(LEGAL)]

Tort Claims

In addition, the District shall purchase insurance to protect the District and employees from liability under the Tort Claims Act. [See CRB(LEGAL)]

CONSIDER APPROVAL OF BOARD CALENDAR FOR 2020

RECOMMENDATION:

That the Board of Trustees approve the proposed Board Calendar for 2020.

IMPACT/RATIONALE:

The Board of Trustees has major responsibilities and activities at certain times during the year. This calendar outlines a timeline for when these major responsibilities and activities should occur. Upon approval, this calendar will be followed unless the Board President and Superintendent agree upon changes. All of the items on this calendar will be included in the annual Governance Calendar each year.

Recommended for approval:



Dr. Thomas Randle
Superintendent

**LAMAR CONSOLIDATED INDEPENDENT SCHOOL DISTRICT
BOARD CALENDAR
2020**

January	Annual Financial Report Hearing on TAPR Superintendent's Evaluation Board Self-Evaluation
February	School Calendar
March	Administrative Contracts
April	Employee Contracts Board Member Training Report
May	Graduations
June	Budget Workshop Superintendent Mid-Year Review
July	Budget Workshop
August	Budget Workshop Public Hearing on Budget Budget Adoption for 2020 – 2021 Teacher Appraisal Calendar Current Year Final Budget Amendments Public Hearing on Tax Rate Adoption of Tax Rate for 2020
October	Board/Superintendent Team Building District Improvement Plans Campus Improvement Plans
December	School FIRST Report Stewardship Report

**CONSIDER APPROVAL OF RESOLUTION PROCLAIMING
BLACK HISTORY MONTH**

RECOMMENDATION:

That the Board of Trustees approve the attached resolution proclaiming February 2020 as “Black History Month” in the Lamar Consolidated Independent School District.

IMPACT/RATIONALE:

National Black History Month is celebrated during February each year to recognize the rich heritage and significant contributions of African-Americans, both past and present.

Lamar CISD schools plan a wide variety of special activities to observe Black History Month during February.

Submitted by: Mike Rockwood, Chief of Staff
Lindsey Sanders, Director of Community Relations

Recommended for approval:



Dr. Thomas Randle
Superintendent

Resolution

WHEREAS, Black History Month is celebrated throughout the United States during the month of February; and

WHEREAS, Black History Month recognizes the rich heritage and significant contributions to our lives by African-Americans; and

WHEREAS, schools are in a unique position to share an appreciation of the heritage and accomplishments of African-Americans among children from all races and backgrounds; and

WHEREAS, Lamar CISD schools commemorate Black History Month with special activities and observances;

THEREFORE, BE IT RESOLVED that the Trustees of the Lamar Consolidated Independent School District declare February 2020 as Black History Month in the Lamar Consolidated Independent School District and encourage members of our community to share in this celebration of American heritage.

Adopted this 16th day of January, 2020.

Kay Danziger, President

Mandi Bronsell, Secretary



**CONSIDER APPROVAL OF RESOLUTION PROCLAIMING
CAREER AND TECHNICAL EDUCATION MONTH**

RECOMMENDATION:

That the Board of Trustees approve the attached resolution proclaiming February 2020 as “Career and Technical Education Month” in the Lamar Consolidated Independent School District.

IMPACT/RATIONALE:

The growing Texas population is becoming less rural, more global, and more diverse. Our students need to be aware of, and prepared for, all opportunities in the work place. Specialized training is imperative. The knowledge necessary for a skilled-labor force in Texas starts with Career and Technical Education (CTE).

Knowing that CTE plays a critical role in student development, proclaiming February 2020 as “Career and Technical Education Month” will provide the community with a clear statement that CTE is valued and very important in Lamar CISD.

PROGRAM DESCRIPTION:

CTE began with a limited number of vocational training programs, but has evolved into a broad system, encompassing a variety of challenging fields. CTE features diverse subjects that are constantly evolving due to a changing global economy. Today’s CTE provides students:

- Academic subject matter taught with a relevance to the real world;
- Employability skills, from job-related abilities to workplace ethics;
- Career pathways that link secondary and post-secondary education; and
- Education related to workplace training, skill upgrades, and career advancement.

As of the Fall Semester of the 2019-2020 school year, approximately 10,900 Lamar CISD students from grades 7-12 chose to enroll in CTE courses.

Submitted by: Dr. Terri Mossige, Chief Academic Officer
 Dr. Jon Maxwell, Executive Director of Student Programs
 Joel Garrett, Director of Career and Technical Education

Recommended for approval:



Dr. Thomas Randle
Superintendent

Resolution

WHEREAS, the Association for Career and Technical Education has designated February 2020 as **Career and Technical Education Month**; and

WHEREAS, profound economic and technological changes in our society are reflected in the structure and nature of work, placing new and additional responsibilities on our educational system; and

WHEREAS, Career and Technical Education provides a career connection and is the backbone of a strong, well-educated workforce, which fosters productivity in business and industry and contributes to America's leadership in the international marketplace; and

WHEREAS, Career and Technical Education gives high school students experience in practical, meaningful applications of skills such as reading, writing, science, and mathematics, improving the quality of their education, motivating students, and giving all students leadership opportunities; and

WHEREAS, the ever-increasing cooperative efforts of career and technical educators, business, and industry, stimulate the growth and vitality of our local economy and that of the entire nation by preparing graduates for careers that are expected to experience the largest and fastest growth in the next decade;

THEREFORE, be it resolved, that the Board of Trustees of the Lamar Consolidated Independent School District declare February 2020 as **Career and Technical Education Month** and urge all citizens to become familiar with the services and benefits offered by Career and Technical Education programs and to support these programs to enhance work skills and productivity.

Adopted this 16th day of January 2020.

Kay Danziger, President

Mandi Bronsell, Secretary

**CONSIDER APPROVAL OF RESOLUTION PROCLAIMING
SCHOOL COUNSELOR WEEK**

RECOMMENDATION:

That the Board of Trustees approve the attached resolution proclaiming the week of February 3-7, 2020 as "School Counselor Week" in the Lamar Consolidated Independent School District.

IMPACT/RATIONALE:

Professional counselors are valuable members of the educational teams in schools. They contribute to the development of children through guidance, counseling, consultation, coordination, assessment and program management.

School counselors also work with parents, teachers, administrators and the community to optimize student learning. They are important resource persons in understanding and responding to student behavior.

School counselors respond daily to crises in students' lives. These crises include issues such as suicide, abuse, drug and alcohol use, pregnancy and family problems.

Submitted by: Mike Rockwood, Chief of Staff
Lindsey Sanders, Director of Community Relations

Recommended for approval:



Dr. Thomas Randle
Superintendent

Resolution

WHEREAS, School Counselors help students in public schools reach their full potential; and

WHEREAS, School Counselors are committed to helping students explore their abilities, strengths, interests and talents as these traits relate to career awareness and development; and

WHEREAS, School Counselors help parents focus on ways to further the educational, personal and social growth of their children; and

WHEREAS, School Counselors work with teachers and other educators to help students explore their potential and set realistic goals for themselves; and

WHEREAS, School Counselors identify and utilize community resources that enhance and supplement comprehensive school counseling programs and help students become productive members of society;

THEREFORE, BE IT RESOLVED that the Trustees of the Lamar Consolidated Independent School District recognize the importance of school counseling programs, which are an integral part of the educational process that enables all students to achieve success in school and declare the week of February 3 – 7, 2020 as School Counselor Week in the Lamar Consolidated Independent School District.

Adopted this 16th day of January, 2020.

Kay Danziger, President

Mandi Bronsell, Secretary

**CONSIDER APPROVAL OF CHANGE ORDER #1 AND FINAL PAYMENT FOR THE
MULTI-CAMPUS RENOVATIONS AT CAMPBELL ELEMENTARY, NAVARRO
MIDDLE, WESSENDORFF MIDDLE, AND WILLIAMS ELEMENTARY SCHOOLS**

RECOMMENDATION:

That the Board of Trustees approve the change order #1 for the addition of nineteen (19) days for permitting delays and final payment of \$119,350 to Bass Construction for the multi-campus renovations at Campbell Elementary, Navarro Middle, Wessendorff Middle, and Williams Elementary schools and authorize the Board President to sign the change order.

IMPACT/RATIONALE:

Bass Construction was the contractor for the construction of the multi-campus renovations at Campbell Elementary, Navarro Middle, Wessendorff Middle, and Williams Elementary schools. Substantial Completion was achieved on August 21, 2019. Funding is from the 2017 Bond.

PROGRAM DESCRIPTION:

Upon approval, the Board President will sign the change order and Bass Construction will be paid 100 percent for the construction of the multi-campus renovations at Campbell Elementary, Navarro Middle, Wessendorff Middle, and Williams Elementary schools.

Submitted By: Chris Juntti, Interim Deputy Superintendent of Support Services
Kevin McKeever, Executive Director of Facilities & Planning
Jim Rice, President, Rice & Gardner Consultants, Inc.

Recommended for approval:



Dr. Thomas Randle
Superintendent



AIA Document G701™ – 2017

Change Order

PROJECT: <i>(Name and address)</i> Lamar CISD Multi-Campus Renovations (Campbell Elementary, Navarro Middle, Wessendorff Middle and Williams Elementary)	CONTRACT INFORMATION: Contract For: General Construction 1825-03-01 Date: April 18, 2019	CHANGE ORDER INFORMATION: Change Order Number: 002 Date: November 11, 2019
OWNER: <i>(Name and address)</i> Lamar Consolidated Independent School District 3911 Avenue I Rosenberg, Texas 77471	ARCHITECT: <i>(Name and address)</i> Huckabee & Associates 1800 Hughes Landing Blvd., Suite 701 The Woodlands, Texas 77380	CONTRACTOR: <i>(Name and address)</i> Bass Construction 1124 Damon Street Rosenberg, Texas 77471

THE CONTRACT IS CHANGED AS FOLLOWS:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

Additional days added to the contract to extend the Substantial Completion date to August 21, 2019.

All Allowances and Contingencies were used during construction and documented through AEA's.

The original Contract Sum was	\$	2,387,000.00
The net change by previously authorized Change Orders	\$	0.00
The Contract Sum prior to this Change Order was	\$	2,387,000.00
The Contract Sum will be unchanged by this Change Order in the amount of	\$	0.00
The new Contract Sum including this Change Order will be	\$	2,387,000.00

The Contract Time will be increased by Nineteen (19) days.
The new date of Substantial Completion will be August 21, 2019

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

Huckabee & Associates
1800 Hughes Landing Blvd., Ste 701
The Woodlands, Texas 77380

Bass Construction
1124 Damon Street
Rosenberg, Texas 77471

Lamar Consolidated Independent
School District
3911 Avenue I
Rosenberg, Texas 77471

ARCHITECT *(Firm name)*

SIGNATURE

MICHAEL LOVAGLIO PRINCIPAL
PRINTED NAME AND TITLE

11/12/19
DATE

CONTRACTOR *(Firm name)*

SIGNATURE

BOB W. BASS
PRINTED NAME AND TITLE

11.13.15
DATE

OWNER *(Firm name)*

SIGNATURE

PRINTED NAME AND TITLE

DATE



Application and Certificate for Payment

TO OWNER: Lamar Consolidated Independent School District 3911 Avenue I Rosenberg, TX 77471	PROJECT: Lamar C.I.S.D. Multi Campus Renovations	APPLICATION NO: 19-006 007	Distribution to: OWNER: X
FROM CONTRACTOR: Bass Construction Co., Inc 1124 Damon St Rosenberg, TX 77471	VIA ARCHITECT: Huckabee, Inc. 1800 Hughes Landing Blvd. Suite 701 The Woodlands, TX 77380	PERIOD TO: November 11, 2019	ARCHITECT: X
		CONTRACT FOR: General Construction	CONTRACTOR: X
		CONTRACT DATE: April 18, 2019	FIELD:
		PROJECT NOS: 1825-01-01,02,03,04 / 19-006 / CSP 13-2019RG	OTHER:

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract Continuation Sheet, AIA Document G703, is attached.

1. ORIGINAL CONTRACT SUM	\$ 2,387,000.00
2. NET CHANGE BY CHANGE ORDERS	\$ 0.00
3. CONTRACT SUM TO DATE (Line 1 ÷ 2)	\$ 2,387,000.00
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703)	\$ 2,387,000.00
5. RETAINAGE:	
a. 0 % of Completed Work (Column D + E on G703)	\$ 0.00
b. 0 % of Stored Material (Column F on G703)	\$ 0.00
Total Retainage (Lines 5a + 5b or Total in Column I of G703)	\$ 0.00
6. TOTAL EARNED LESS RETAINAGE	\$ 2,387,000.00
(Line 4 Less Line 5 Total)	
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT	\$ 2,267,650.00
(Line 6 from prior Certificate)	
8. CURRENT PAYMENT DUE	\$ 119,350.00
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)	\$ 0.00

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$ 0.00	\$ 0.00
Total approved this Month	\$ 0.00	\$ 0.00
TOTALS	\$ 0.00	\$ 0.00
NET CHANGES by Change Order	\$	0.00

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR:

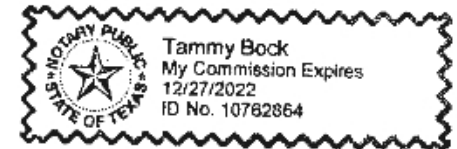
By: [Signature]
State of: TEXAS

Date: November 11, 2019

County of: FORT BEND

Subscribed and sworn to before me this 11th day of November, 2019

Notary Public: [Signature]
My Commission expires: December 27, 2022



ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising this application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED \$ 119,350.00

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

ARCHITECT:

By: _____

Date: _____

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

**CONSIDER APPROVAL OF PROFESSIONAL TOPOGRAPHIC SURVEYING
FOR THE JANE LONG GYMNASIUM RENOVATIONS**

RECOMMENDATION:

That the Board of Trustees approve Charlie Kalkomey Surveying, Inc. A Jones & Carter Company for professional topographic surveying for the Jane Long Gymnasium renovations in the amount of \$5,800 and authorize the Board President to execute the agreement.

IMPACT/RATIONALE:

Professional topographic surveying is a professional service that the District must contract directly. Charlie Kalkomey Surveying, Inc. A Jones & Carter Company has provided these services to the District for many years and have been proven to be efficient and competent in both new and renovation projects. These funds were allocated within the 2017 Bond Budget.

PROGRAM DESCRIPTION:

Upon approval, Charlie Kalkomey Surveying, Inc. A Jones & Carter Company will provide the topographic survey information needed for the design of the renovations of Jane Long Gymnasium.

Submitted By: Chris Juntti, Interim Deputy Superintendent of Support Services
Kevin McKeever, Executive Director of Facilities & Planning
Jim Rice, President, Rice & Gardner Consultants, Inc.

Recommended for approval:



Dr. Thomas Randle
Superintendent

CHARLIE KALKOMEY SURVEYING, INC.

A JONES & CARTER COMPANY

1229 CORPORATE DRIVE, SUITE 100

ROSENBERG, TEXAS 77471

281 342-2033

Texas Board of Professional Land Surveying Registration No. 10046104

August 6, 2019

Mr. Kevin McKeever
mckeever@lcisd.org

Re: Cost Estimate and Contract
Partial Topographic Survey of the Jane Long Gymnasium
Jane Long League, Abstract 55
City of Richmond, Fort Bend County, Texas

Mr. McKeever,

Thank you for considering this proposal for surveying services of the above referenced site. It is our understanding the District requires a partial topographic survey of certain areas around the existing Jane Long Gymnasium at Main Street and Ninth Street. We understand the architect for this project needs the location of underground utilities and specific details for the design of a Donation drop-off loop and front entrance ramps (Project Site), per the attached Exhibit.

Scope of Services

I. Topographic Survey

We will perform an on-the-ground topographic survey of the Project Site, including finish floor elevation of the existing structure, elevations of the natural ground behind the structure, the south side of the structure, and general details of the front of the structure. Additionally we will locate visible utilities based upon available above-ground evidence and markings from an underground locating service, and the inverts and flowlines of all drainage facilities within the Project Site.

Also included in the fee will be services provided by an Abstracting Service to research deeds and any easements of record.

The final product will be an electronic file in AutoCAD format that can be provided to the District's architect.

Project Fee

I.	Topographic Survey	\$3,800.00
II.	Underground Locating Service (subcontractor)	\$1,500.00
III.	Abstracting Service (subcontractor)	\$500.00

The total fee for these services is \$5,800.00.

This fee includes costs for an underground locating service and an abstracting service.

This fee is based upon the District providing us full access throughout the Project Site.

This contract is subject to the terms of the attached General Conditions Agreement.

Again, thank you for considering this proposal. If these terms are agreeable, please indicate by signing in the space provided below and returning this contract. We look forward to working with you on this project.

Sincerely,



Chris D. Kalkomey
Registered Professional Land Surveyor
No. 5869

CDK/mon
E:\Surveying\proposals\LCISD Jane Long Gym.doc
Enclosures

Accepted By: (Signature)
(Party liable for payment)

Date

Name (Printed)

Title

AUTHORIZATION FOR WORK TO PROCEED

Signing of this PROPOSAL/AGREEMENT for services shall be authorization by the CLIENT for Jones & Carter, Inc. (JC) to proceed with the work, unless stated otherwise in the AGREEMENT.

STANDARD OF PRACTICE

Services performed by JC under this AGREEMENT will be conducted in a manner consistent with that level of care and skill ordinarily exercised by members of the surveying profession currently practicing in the same locality under similar conditions. No other representation, expressed or implied, and no warranty or guarantee is included or intended in this AGREEMENT, or in any report, opinion, document, etc., prepared by JC.

BILLING AND PAYMENT

The CLIENT, recognizing that timely payment is a material part of the consideration of this AGREEMENT, shall pay JC for services performed in accordance with the rates and charges set forth herein. Invoices shall be submitted by JC on a monthly basis and the full amount shall be due and payable to JC upon receipt. If the CLIENT objects to all or any portion of an invoice, the CLIENT shall notify JC in writing within seven (7) calendar days of the invoice date and pay that portion of the invoice not in dispute.

The CLIENT shall pay an additional charge of 0.75% of the invoiced amount per month for any payment received by JC more than thirty (30) days from receipt of the invoice, excepting any portion of the invoiced amount in dispute and resolved in favor of the CLIENT. Payment thereafter shall be first applied to accrued interest and then to the principal unpaid amount.

OWNERSHIP/REUSE OF DOCUMENTS

All documents, including original drawings, field notes, and data provided or furnished by JC pursuant to this AGREEMENT are instruments of service in respect to the Project and JC shall retain ownership and property interest therein whether or not the project is completed. The CLIENT may make and retain copies for the use of the Project by the CLIENT and others; however, such documents are not intended or suitable for reuse by the CLIENT or others on extensions of the Project or on any other Project. Any such reuse without written approval or adaptation by JC for the specific purpose intended shall be at the CLIENT'S sole risk and without liability to JC, and the CLIENT shall indemnify and hold harmless JC from all claims, damages, losses, and expenses including attorney's fees arising out of or resulting therefrom.

INSURANCE

JC agrees to maintain Workers' Compensation Insurance to cover all of its own personnel engaged in performing services for the CLIENT under this AGREEMENT.

LIMITATION OF LIABILITY

JC agrees to carry out and perform the services herein agreed to in a professional and competent manner. The CLIENT agrees that JC shall not be liable for error, omission, or breach of warranty (either expressed or implied) in the preparation of drawings, preparation of surveys, or the performance of any other services in connection with any assignment for which specific authorization is given by CLIENT under this agreement, except to the extent that he fails to exercise the usual degree of care and judgment of an ordinarily prudent surveyor in the same or similar circumstances or conditions.

In order for the CLIENT to obtain the benefit of a fee which includes a lesser allowance for risk funding, the CLIENT agrees to limit JC's liability arising from JC's professional acts, errors or omissions, such that the total aggregate liability of JC shall not exceed JC's total fee for the services rendered on this project.

INDEMNIFICATION

JC agrees, to the fullest extent permitted by law, to indemnify and hold the CLIENT harmless from any damage, liability, or cost (including reasonable attorney's fees and costs of defense) to the extent caused by JC's negligent acts, errors, or omissions in the performance of professional services under this AGREEMENT including anyone for whom JC is legally liable.

The CLIENT agrees, to the fullest extent permitted by law, to indemnify and hold JC harmless from any damage, liability, or cost (including reasonable attorneys' fees and costs of defense) to the extent caused by the CLIENT'S negligent acts, errors, or omissions and those of his or her contractors, subcontractors or consultants, or anyone for whom the CLIENT is legally liable, and arising from the Project that is the subject of this AGREEMENT.

JC is not obligated to indemnify the CLIENT in any manner whatsoever for the CLIENT'S own negligence.

CONSEQUENTIAL DAMAGES

The CLIENT shall not be liable to JC and JC shall not be liable to the CLIENT for any consequential damages incurred by either due to the fault of the other, regardless of the nature of this fault, or whether it was committed by the CLIENT or JC employees, agents, or subcontractors. Consequential Damages include, but are not limited to, loss of use and loss of profit.

TERMINATION

This AGREEMENT may be terminated with or without cause at any time prior to completion of JC's services either by the CLIENT or by JC, upon seven (7) days written notice to the other at the address of record.

Termination shall release each part from all obligation of this AGREEMENT except compensation payable to JC for services rendered prior to Termination. Compensation payable at termination shall include payment for services rendered and costs incurred up to the termination date in accordance with JC's currently effective hourly rate schedule and direct expense reimbursement policy.

SUCCESSORS AND ASSIGNS

CLIENT and JC each binds himself, and his partners, successors, executors, administrators, and assigns to the other party of this AGREEMENT and to partners, successors, executors, administrators, and assigns of such other party in respect to all covenants of this AGREEMENT. Neither CLIENT nor JC shall assign, sublet, or transfer his interest in this AGREEMENT, without written consent of the other. Nothing contained herein shall be construed as giving any rights or benefits hereunder to anyone other than the CLIENT and JC.

SEVERABILITY

Any provision or part of the AGREEMENT held to be void or unenforceable under any law or regulation shall be deemed stricken and all remaining provisions shall continue to be valid and binding upon the CLIENT and JC, who agree that the AGREEMENT shall be reformed to replace such stricken provision or part thereof with a valid and enforceable provision that comes as close as possible to expressing the intention of the stricken provision.

SPECIAL PROVISIONS

The amount of an excise, VAT, gross receipts, or sales tax that may be imposed shall be added to the compensation as stated in the proposal.

CONTROLLING LAW

This AGREEMENT shall be governed by the laws of the State of Texas.



**CONSIDER APPROVAL OF BUILDING TECHNOLOGY SYSTEMS
FOR TAMARRON ELEMENTARY SCHOOL**

RECOMMENDATION:

That the Board of Trustees approve RockIT Consulting LLC. for installation of the building technology systems for Tamarron Elementary School in the amount of \$272,731 and authorize the Board President to sign the agreement.

IMPACT/RATIONALE:

A cost proposal was solicited from RockIT Consulting LLC. for installation of one (1) additional switch for Tamarron Elementary School.

RockIT Consulting LLC. has a current contract #190302 with The Interlocal Purchasing System (TIPS) Cooperative.

PROGRAM DESCRIPTION:

The technology systems at Tamarron Elementary School include the equipment for data and communications.

Upon approval, the Board President will sign the agreement and RockIT Consulting LLC. will begin the installation of technology systems.

Submitted By: Chris Juntti, Interim Deputy Superintendent of Support Services
Kevin McKeever, Executive Director of Facilities & Planning
Jim Rice, President, Rice & Gardner Consultants, Inc.

Recommended for approval:



Dr. Thomas Randle
Superintendent



We have prepared a quote for you

E-rate - Tamarron Elementary School Network
Equipment

Quote # 001076
Version 1

Prepared for:






Lamar Consolidated ISD

David Banks
david.banks@lcisd.org

 TIPS Contract



TIPS - 190302 Technology Solutions Products and Services

Hardware

Description	Price	Qty	Ext. Price
C9300-48UN-EDU CATALYST 9300 48PORT 5GBPS K12 PERP	\$6,785.00	5	\$33,925.00
C9300-48U-EDU Cisco Catalyst C9300-48U Ethernet Switch - 48 Ports - Manageable - 2 Layer Supported - Twisted Pair - Lifetime Limited Warranty 	\$6,008.80	16	\$96,140.80
C9300-NM-8X CATALYST 9300 8X10GE NETWORK CPNT MODULE 	\$1,384.14	4	\$5,536.56
C9300-NW-A-48-EDU C9300 NETWORK ADVANTAGE 48PORT PERP LICS K12	\$1,411.28	21	\$29,636.88
CAB-SPWR-150CM UPG 3750X STACK POWER CABLE CABL 150CM 	\$54.28	21	\$1,139.88
STACK-T1-3M 3M TYPE 1 STACKING CABLE CABL	\$184.40	8	\$1,475.20
STACK-T1-1M 1M TYPE 1 STACKING CABLE CABL 	\$108.56	13	\$1,411.28
SFP-10G-LR 10GBASE-LR SFP MODULE Cisco Compatible 	\$67.26	10	\$672.60
F9ERLNLNSNM00 2M 2FIBER OS2 1.6MM LC/LC DUPL CABL 2	\$33.04	15	\$495.60
5P3000RT 5P 3000VA LCD+ RT 120V 2U PERP	\$1,374.11	9	\$12,366.99

Subtotal: \$182,800.79

Wireless Access Points

Description		Price	Qty	Ext. Price
MR53E-HW	CISCO MERAKEI MR53E CLOUD WRLS MANAGED AP 	\$922.22	3	\$2,766.66
MR45-HW	CISCO MERAKEI MR45 CLOUD MNGD PERP INDOOR AP 	\$786.52	63	\$49,550.76
MR55-HW	CISCO MERAKEI MR55 CLOUD MNGD PERP INDOOR AP	\$1,003.64	4	\$4,014.56
LIC-ENT-5YR	CISCO MERAKEI 5YR ENTERPRISE SVCS LICs AND SUP	\$244.26	70	\$17,098.20
			Subtotal:	\$73,430.18

Professional Services

Description		Price	Qty	Ext. Price
Professional Services	Consultant II – Network Infrastructure - Installation & Configuration Services of Equipment listed in quote.	\$13,000.00	1	\$13,000.00
Professional Services	Cabler - Installation of APs	\$50.00	70	\$3,500.00
			Subtotal:	\$16,500.00

E-rate - Tamarron Elementary School Network Equipment



Prepared by:

RockIT Consulting LLC.
Eric Vigil
281-455-9509
sales@rockit-consulting.com

Prepared for:

Lamar Consolidated ISD
3911 Avenue I
Rosenberg, TX 77471
David Banks
(832) 600-3505
david.banks@lcisd.org

Quote Information:


Quote #: 001076
Version: 1
Delivery Date: 12/10/2019
Expiration Date: 01/07/2020

Quote Summary

Description	Amount
Hardware	\$182,801.00
Wireless Access Points	\$73,430.00
Professional Services	\$16,500.00
Total: \$272,731.00	

Taxes, shipping, handling and other fees may apply. We reserve the right to cancel orders arising from pricing or other errors.

RockIT Consulting LLC.

Signature: 
Name: Eric Vigil
Title: Operations Manager
Date: 12/10/2019

Lamar Consolidated ISD

Signature: _____
Name: Kay Danziger - Board President
Date: _____

**CONSIDER APPROVAL OF HVAC MODIFICATIONS
AT WILLIAMS ELEMENTARY SCHOOL**

RECOMMENDATION:

That the Board of Trustees approve Texas Air Systems, Inc. for the HVAC modifications to air handling unit #5 at Williams Elementary School in the amount of \$1,850 and authorize the Board President to execute the agreement.

IMPACT/RATIONALE:

Engineered Air Balance Company performed the testing and balancing for the HVAC system at Williams Elementary School. The report has indicated that air handling unit #5 needs a slight modification to correct an HVAC issue at the new renovated office area. Through The Interlocal Purchasing System (TIPS) Cooperative contract #18010101 Texas Air Systems Inc. can perform the work. Funding is from the 2017 Bond.

PROGRAM DESCRIPTION:

Upon approval, Texas Air Systems Inc. will begin the modifications to the air handling unit #5 as specified in the testing and balancing report.

Submitted By: Chris Juntti, Interim Deputy Superintendent of Support Services
Kevin McKeever, Executive Director of Facilities & Planning
Jim Rice, President, Rice & Gardner Consultants, Inc.

Recommended for approval:



Dr. Thomas Randle
Superintendent



Houston
 9021 South Sam Houston Parkway West
 Suite 100
 Missouri City, TX 77489
 T 832-342-7000
 F 281-980-2881

Quoted Service

Date	Agreement Number:
January 7, 2020	007308

Prepared For:

LAMAR CISD
 3911 AVENUE I
 ROSENBERG, TX 77471

Project and Location

LCISD Williams Elementary
 5111 FM 762 Road
 Richmond, TX 77469
 Contact:

Scope of Work:

Texas AirSystems is pleased to present you this proposal for your review and acceptance.

AHU-5: Motor Pulley, Fan Pulley, Belt

This proposal is for the labor and materials to perform the following scope:

- Install new Motor Pulley (1VP74 X 1-3/8)
- Install new fan pulley (1V136SDS)
- Replace B58 belt.

*The pricing below reflects the utilization of our Tips contract # 18010101

Exclusions:

- Taxes are not included and will be added to the quoted price unless a resale or tax exempt certificate is on file.
- Any work not specifically described above is not included in this proposal.
- All work to be performed during normal working hours Monday – Friday. No overtime and/or shift work is included
- Pricing does not include payment/performance bonds
- No Cutting Patching or Painting
- Quote is valid for 30 days from January 7, 2020



QUOTED AMOUNT

Customer agrees to pay **\$1,850.00**, payable not including tax, to Texas AirSystems as the fee for services described in the Scope of Services section hereof.

TACLA00072449C Regulated by The Texas department of Licensing and Regulation, P.O. Box 12157, Austin, Texas 78711, 1-800-803-9202, 512-463-6599, www.tdlr.texas.gov

QUOTE ACCEPTANCE:

Texas AirSystems ACCEPTANCE:

Signature

Signature

Carrie McCleary (HCM)

Telephone: 832-342-7013

Email: carrie.mccleary@texasairsystems.com

Printed Name

Acceptance Date

Acceptance Date



Texas AirSystems, LLC.
Terms and Conditions
Sale of Parts, Devices and Services

Company: The Company as used herein shall mean Texas AirSystems LLC.. or one of its subsidiaries or affiliates as elsewhere stated herein (herein after "Texas AirSystems" or "Company").

Price Policy: Prices of the goods may be increased depending on the date of release and/or shipment of the order, announced increases in the Company's list prices, or increases in labor and material cost. Quotes are valid for a maximum period of 30 days unless otherwise noted.

Terms of Payment: Terms of payment are subject at all times to prior approval of the Company's credit department. Terms of payment are net 30 days of the date of invoice unless previously otherwise agreed in writing. If at any time the financial condition of the Purchaser or other circumstance affecting the credit decision, in the Company's opinion, does not justify continuance of production or providing of products, or shipment of products on the terms of payment specified, the Company may require full or partial payment in advance, or may at its sole discretion stop or delay production or shipment of products. In the event of default in payment, Purchaser agrees to pay all costs of collection incurred by Company including but not limited to collection agency fees, attorney fees and court costs. All past due amounts shall bear interest at the highest rate allowed by law. Texas AirSystems retains all rights to enforce lien and/or claim opportunities in accordance with respective states and federal laws to protect Texas AirSystems interests.

Shipping terms and dates: All shipments will be made F.O.B. factory or Texas AirSystems warehouse with freight as quoted. Shipment dates are only estimates. No contract has been made to ship in a specified time unless in writing, and signed by an officer of the Company.

Claims: The responsibility of the Company for all shipments ceases upon delivery of goods in good order to the carrier. Since all goods are shipped at Purchaser's risk, any claims for damage or shortage in transit must be filled by Purchaser against the carrier. Claims for factory shortages will not be considered unless made in writing to the Company within ten (10) days after receipt of the goods and accompanied by reference to the Company's bill of lading and factory order numbers.

Taxes: The amount of any present or future taxes applicable to the product shall be added to the price contained herein and paid by the Purchaser in the same manner and with the same effects as if originally added thereto. If Customer is exempt in accordance with law, Customer shall provide Texas AirSystems with acceptable tax exemption certificates.

Cancellations: Accepted orders are not subject to cancellation without the Company being reimbursed for any and all expenses, and being indemnified by Purchaser against any and all loss.

Returned Goods: Goods may not be returned except by permission of an authorized Company official at Irving, Texas, when so returned will be subject to handling and transportation charges. Authorized return goods must be shipped prepaid to the location designated by the

authorization. A Texas AirSystems "Return goods Authorization" must be fully completed and authorized by Texas AirSystems for all returned goods. Terms of Sale: Sale of goods covered hereby to Purchaser is made solely on the terms and conditions set forth herein, notwithstanding any additional or conflicting terms and conditions that may be contained in any purchase order or other form or purchase, all of which additional or conflicting terms and conditions are hereby rejected by the Company unless agreed upon in writing by an officer of the Company. No waiver, alteration or modifications of the foregoing terms and conditions shall be valid unless made in writing and signed by an authorized official of Texas AirSystems, LLC. In particular and without limiting the foregoing, not withstanding anything to the contrary in Purchaser's purchase order or any other documents, the Company does not accept any order subject to project design and specifications. Purchaser agrees to accept full and sole responsibility to determine whether the product ordered by Purchaser meets the design and specifications requirements of any project.

Asbestos and Hazardous Materials: Texas AirSystems services expressly exclude any indemnification, abatement, cleanup, control, disposal, removal or other work connected with asbestos or other hazardous materials (collectively, "Hazardous Materials"). Should Texas AirSystems become aware of or suspect the presence of Hazardous Materials, Texas AirSystems may immediately stop work in the affected area and shall notify customer. Customer will be responsible for taking any and all action necessary to correct condition in accordance with all applicable laws and regulations. Customer shall be exclusively responsible for any claims, liability, fees and penalties, and the payment thereof, arising out of or relating to any Hazardous Materials on or about the premises, not brought onto the premises by Texas AirSystems. Texas AirSystems shall be required to resume performance of the services only when the affected area has been rendered harmless.

Indemnity: Texas AirSystems shall not in any event be liable to the customer or to third parties for any incidental, consequential, indirect or special damages, including but not limited to, loss of property or equipment use or efficiencies or loss of profits or revenue arising from any cause what so ever including, but not limited to any delay, act, error or omission of Texas AirSystems. In no event shall Texas AirSystems be liable for any damages resulting from mold, fungus, bacteria, microbial growth, or other contaminates or airborne biological agents. In no event will Texas AirSystems liability for direct or compensatory damages exceed that payment received by Texas AirSystems from customer for the specific product/part from this specific sales order under this agreement.

Available only in the United States:

Equal Employment Opportunity/Affirmative Action Clause: Texas AirSystems is a federal contractor which complies fully with Executive Order 11246, as amended, and the applicable regulations contained in 41 C.F.R. Parts 60-1 through 60-60, 29 U.S.C. Section 793 and the applicable regulations contained in 41 C.F.R. Part 60-741; and 38 U.S.C. Section 4212 and the applicable regulations contained in 41 C.F.R. Part 60-250

This agreement is governed and construed in accordance with the laws of the State of Texas.



Limited Warranty: Defective parts must be returned to Texas AirSystems or one of its authorized factory locations within **10** days. Failure to return parts and obtain a Texas AirSystems' "RETURNED GOODS AUTHORIZATION" (RGA) number will void and the purchaser will be issued an invoice by Texas AirSystems for the "fair market value" of said parts. Contact Texas AirSystems for RGA number and return parts to "ship to" location. The Company warrants that it will provide free replacement parts in the event any product manufactured by Company and used in the United States proves defective in material for a period of twelve (12) months from date of shipment or defective in labor for a period of 90 days from the date of installation. Goods not manufactured by the Company but also sold under this agreement are warranted only to the extent that the manufacturer warranted them to the Company and or directly to the Purchaser. The Company does not provide warranty for consumable items (e.g. filtration devices). The Company's liability to the Purchaser shall not exceed the lesser of the cost of correcting defects in the goods or the original purchase price of the goods, and the Company shall not in any event be liable to buyer or third parties for any delays of special, indirect, or consequential damages. Replacement parts must be maintained and serviced per manufacturer recommendations or warranty is voided. The Company's warranty does not apply to any goods which have been opened, disassembled, repaired, or altered by anyone other than the Company or its authorized service representative or which have been subjected to misuse, misapplication, or abuse. The Company is not obligated to pay any labor or service costs for removing or replacing parts, or any shipping charges. Refrigerants, fluids, oils, and expendable items such as filters are not covered by this warranty. This parts warranty and any optional extended warranties are granted only to the original user. Company's duty to perform under any warranty may be delayed, at Company's sole option, until Company has been paid in full for all goods purchased by Purchaser. No such delay shall extend the warranty period. For additional consideration the company will provide an extended warranty(ies) on certain goods or components thereof within the terms of the warranty certificate(s). To obtain assistance under this limited warranty please contact the selling agency. To obtain information or to gain factory assistance, contact: Texas AirSystems, LLC., Warranty Parts Department ; (972)-570-4700. **THIS WARRANTY CONSTITUTES THE PURCHASER'S SOLE REMEDY. IT IS GIVEN IN LIEU OF ALL OTHER WARRANTIES, EXPRESS OR IMPLIED. THERE IS NO IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, IN NO EVENT AND UNDER NO CIRCUMSTANCES SHALL TEXAS AIRSYSTEMS, LLC. BE LIABLE FOR INCIDENTAL OR CONSEQUENTIAL DAMAGES, WHETHER THE THEORY BE BREACH OF THIS OR ANY OTHER WARRANTY, NEGLIGENCE, OR STRICT TORT.** The Company must receive a start-up information report for Goods containing motor-compressors, VFD's, fan motors, rotating assemblies, electronic controllers and/or furnaces. The registration/start-up form must be completed and returned to the Company within ten (10) days of original equipment start-up date and ship date will be deemed the same for warranty determination. No person (including any agent, salesman, dealer or distributor) has the authority to expand the Company's obligation beyond the terms of this express warranty, or to state that the performance of the product is other than published by the Company. At the sole discretion of the company, parts may be examined or tested to determine cause of fail.

**INFORMATION ITEM: TAX COLLECTION REPORT
(AS OF DECEMBER 31, 2019)**

- Exhibit "A" gives the LCISD collections made during the month of December 31, 2019.
- Exhibit "B" gives the total LCISD collections made this school year from September 1, 2019 through August 31, 2020.
- Exhibit "C" shows the LCISD collections made month-by-month of the 2018-19 roll as compared to prior years. Through December 31, 2019, LCISD had collected 54.1 % of the 2019-20 roll.
- Exhibit "D" shows the total collections made as compared to the amount that was budgeted for 2019-2020.
- Exhibit "E" shows the LCISD tax collection analysis for the last six years.

Resource Person: Jill Ludwig, CPA, RTSBA, Chief Financial Officer

Lamar Consolidated ISD
Tax Collections
December 2019

Year	Taxes Paid	Penalty & Interest	Collection Fees	Total Payments	General Fund Taxes Paid	General Fund P & I & Collection Fees	Debt Service Taxes Paid	Debt Service P & I & Collection Fees
19	\$ 114,664,055.33	\$ -	\$ -	\$ 114,664,055.33	\$ 84,260,725.67	\$ -	\$ 30,403,329.66	\$ -
18	\$ 143,180.28	\$ 31,396.84	\$ 32,779.15	\$ 207,356.27	\$ 109,187.82	\$ 56,722.08	\$ 33,992.46	\$ 7,453.91
17	\$ 89,654.71	\$ 6,528.50	\$ 5,026.93	\$ 101,210.14	\$ 67,080.60	\$ 9,911.61	\$ 22,574.11	\$ 1,643.82
16	\$ 26,828.05	\$ 1,407.05	\$ 952.88	\$ 29,187.98	\$ 20,073.03	\$ 2,005.66	\$ 6,755.02	\$ 354.27
15	\$ 26,670.85	\$ 504.84	\$ 420.47	\$ 27,596.16	\$ 19,955.40	\$ 798.19	\$ 6,715.45	\$ 127.12
14	\$ 29,109.31	\$ 454.88	\$ 267.48	\$ 29,831.67	\$ 21,779.90	\$ 607.83	\$ 7,329.41	\$ 114.53
13	\$ 1,890.43	\$ 414.97	\$ 170.98	\$ 2,476.38	\$ 1,414.45	\$ 481.47	\$ 475.98	\$ 104.48
12	\$ 358.28	\$ 337.86	\$ 139.23	\$ 835.37	\$ 268.07	\$ 392.02	\$ 90.21	\$ 85.07
11	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
10	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
09	\$ 15.08	\$ 19.76	\$ 6.97	\$ 41.81	\$ 11.85	\$ 22.50	\$ 3.23	\$ 4.23
08	\$ 74.19	\$ 102.84	\$ 34.81	\$ 211.84	\$ 58.38	\$ 115.64	\$ 15.81	\$ 22.01
07	\$ 6.91	\$ 7.24	\$ 2.39	\$ 16.54	\$ 5.32	\$ 7.97	\$ 1.59	\$ 1.66
06	\$ 2.17	\$ -	\$ -	\$ 2.17	\$ 1.86	\$ -	\$ 0.31	\$ -
05	\$ 45.91	\$ 71.30	\$ 22.25	\$ 139.46	\$ 40.56	\$ 85.26	\$ 5.35	\$ 8.29
04	\$ 1.67	\$ 3.17	\$ 0.97	\$ 5.81	\$ 1.48	\$ 3.77	\$ 0.19	\$ 0.37
03	\$ 7.99	\$ 10.13	\$ 2.27	\$ 20.39	\$ 7.20	\$ 11.40	\$ 0.79	\$ 1.00
02	\$ 4.99	\$ 10.73	\$ 2.36	\$ 18.08	\$ 4.50	\$ 12.03	\$ 0.49	\$ 1.06
01	\$ 7.32	\$ 11.33	\$ 2.45	\$ 21.10	\$ 6.60	\$ 12.66	\$ 0.72	\$ 1.12
00	\$ 6.77	\$ 11.83	\$ 2.52	\$ 21.12	\$ 6.03	\$ 13.05	\$ 0.74	\$ 1.30
99	\$ 4.88	\$ 12.25	\$ 2.57	\$ 19.70	\$ 4.41	\$ 13.64	\$ 0.47	\$ 1.18
98 & prior	\$ 36.55	\$ 111.14	\$ 22.15	\$ 169.84	\$ 34.24	\$ 126.32	\$ 2.31	\$ 6.97
Totals	\$ 114,981,961.67	\$ 41,416.66	\$ 39,858.83	\$ 115,063,237.16	\$ 84,500,667.37	\$ 71,343.10	\$ 30,481,294.30	\$ 9,932.39

**Lamar Consolidated ISD
Tax Collections
September 1, 2019-August 31, 2020
(Year-To-Date)**

Year	Original Tax	Adjustments	Adjusted Tax	Taxes Paid	Penalty & Interest	Collection Fees	Total Payments	Total Taxes 12/31/19
19	\$ 226,337,947.63	\$ 1,088,387.14	\$ 227,426,334.77	\$ 123,115,496.58	\$ -	\$ -	\$ 123,115,496.58	\$ 104,310,838.19
18	\$ 1,852,284.73	\$ (48,043.55)	\$ 1,804,241.18	\$ 492,618.62	\$ 108,577.09	\$ 118,026.01	\$ 719,221.72	\$ 1,311,622.56
17	\$ 753,434.33	\$ (5,480.10)	\$ 747,954.23	\$ 107,210.97	\$ 28,565.90	\$ 21,601.33	\$ 157,378.20	\$ 640,743.26
16	\$ 483,797.86	\$ 24,894.27	\$ 508,692.13	\$ 64,640.71	\$ 11,501.50	\$ 6,260.62	\$ 82,402.83	\$ 444,051.42
15	\$ 359,034.95	\$ 42,893.89	\$ 401,928.84	\$ 74,797.50	\$ 6,563.52	\$ 2,781.98	\$ 84,143.00	\$ 327,131.34
14	\$ 284,968.99	\$ 44,418.26	\$ 329,387.25	\$ 71,853.88	\$ 4,217.74	\$ 1,595.90	\$ 77,667.52	\$ 257,533.37
13	\$ 181,212.70	\$ 5,283.26	\$ 186,495.96	\$ 15,685.98	\$ 4,209.46	\$ 1,637.57	\$ 21,533.01	\$ 170,809.98
12	\$ 171,398.72	\$ 4,168.05	\$ 175,566.77	\$ 5,353.43	\$ 3,545.88	\$ 1,214.72	\$ 10,114.03	\$ 170,213.34
11	\$ 163,967.05	\$ 4,667.51	\$ 168,634.56	\$ 2,524.51	\$ 1,702.61	\$ 310.48	\$ 4,537.60	\$ 166,110.05
10	\$ 148,558.56	\$ 4,140.31	\$ 152,698.87	\$ 2,144.92	\$ 1,470.73	\$ 161.99	\$ 3,777.64	\$ 150,553.95
09	\$ 132,336.46	\$ -	\$ 132,336.46	\$ 2,136.64	\$ 1,741.88	\$ 163.85	\$ 4,042.37	\$ 130,199.82
08	\$ 72,060.64	\$ -	\$ 72,060.64	\$ 6,802.58	\$ 8,475.41	\$ 2,414.69	\$ 17,692.68	\$ 65,258.06
07	\$ 60,790.65	\$ -	\$ 60,790.65	\$ 3,993.75	\$ 4,927.08	\$ 1,115.06	\$ 10,035.89	\$ 56,796.90
06	\$ 63,941.53	\$ -	\$ 63,941.53	\$ 2,160.04	\$ 2,094.68	\$ 19.26	\$ 4,273.98	\$ 61,781.49
05	\$ 116,202.63	\$ -	\$ 116,202.63	\$ 126.86	\$ 207.09	\$ 64.74	\$ 398.69	\$ 116,075.77
04	\$ 32,870.47	\$ -	\$ 32,870.47	\$ 207.40	\$ 385.89	\$ 105.54	\$ 698.83	\$ 32,663.07
03	\$ 24,451.73	\$ -	\$ 24,451.73	\$ 1,071.68	\$ 2,150.33	\$ 482.23	\$ 3,704.24	\$ 23,380.05
02	\$ 13,926.08	\$ -	\$ 13,926.08	\$ 1,723.46	\$ 3,679.73	\$ 809.91	\$ 6,213.10	\$ 12,202.62
01	\$ 13,165.64	\$ -	\$ 13,165.64	\$ 1,725.91	\$ 3,886.10	\$ 840.88	\$ 6,452.89	\$ 11,439.73
00	\$ 13,369.17	\$ 10,354.49	\$ 23,723.66	\$ 1,711.39	\$ 4,059.99	\$ 864.92	\$ 6,636.30	\$ 22,012.27
99	\$ 10,778.21	\$ -	\$ 10,778.21	\$ 1,652.13	\$ 4,123.61	\$ 865.97	\$ 6,641.71	\$ 9,126.08
98 & prior	\$ 11,715.80	\$ -	\$ 11,715.80	\$ 1,682.85	\$ 4,496.64	\$ 926.92	\$ 7,106.41	\$ 10,032.95
Totals	\$231,302,214.53	\$1,175,683.53	\$232,477,898.06	\$123,977,321.79	\$210,582.86	\$162,264.57	\$124,350,169.22	\$108,500,576.27

**LAMAR CONSOLIDATED INDEPENDENT SCHOOL DISTRICT
TAX COLLECTION ANALYSIS
PERCENT Y-T-D BY MONTH
FOR CURRENT LEVY ONLY**

MONTH	2019-2020	2018-2019	2017-2018	2016-2017	2015-2016	2014-2015	2013-2014	2012-13	2011-12	2010-11	2009-10	2008-09
SEPT	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
OCT	0.0%	0.2%	0.0%	0.0%	0.1%	0.0%	0.1%	0.0%	0.0%	0.0%	0.0%	0.0%
NOV	3.7%	4.7%	0.5%	3.2%	3.2%	2.2%	7.4%	1.9%	2.6%	3.9%	1.9%	1.7%
DEC	54.1%	52.6%	51.4%	50.3%	49.0%	45.3%	45.3%	33.1%	30.2%	33.3%	25.9%	35.4%
JAN		85.9%	83.9%	87.2%	83.9%	82.0%	86.2%	82.9%	82.3%	84.1%	80.7%	80.4%
FEB		95.9%	95.7%	95.6%	95.4%	95.1%	95.5%	95.5%	94.8%	94.3%	93.3%	92.8%
MAR		97.0%	96.9%	96.9%	96.9%	96.8%	97.0%	96.8%	96.4%	96.1%	95.0%	94.8%
APR		97.7%	97.6%	97.5%	97.6%	97.9%	97.8%	97.6%	97.1%	96.9%	96.0%	95.6%
MAY		98.2%	98.2%	98.2%	98.4%	98.2%	98.2%	98.1%	97.9%	97.6%	96.5%	96.4%
JUNE		98.6%	98.6%	98.6%	98.7%	98.6%	98.7%	98.6%	98.3%	98.2%	97.4%	97.2%
JULY		99.0%	98.9%	98.9%	99.0%	98.9%	99.0%	99.0%	98.7%	98.6%	98.0%	97.9%
AUG		99.2%	99.1%	99.1%	99.2%	99.0%	99.2%	99.1%	98.9%	98.8%	98.2%	98.2%

**LAMAR CONSOLIDATED INDEPENDENT SCHOOL DISTRICT
2019-20 TAX COLLECTIONS
AS OF DECEMBER 31, 2019**

TAX YEAR LCISD TAXES	SCHOOL YEAR	BUDGET AMOUNT	COLLECTIONS 12/31/2019	% OF BUDGET COLLECTED
2019	2019-2020	\$ 224,808,527	\$ 123,115,497	54.76%
2018 & Prior	2018-19 & Prior	\$ 2,100,000	\$ 861,825	41.04%
TOTAL		\$ 226,908,527	\$ 123,977,322	54.64%

**LAMAR CONSOLIDATED INDEPENDENT SCHOOL DISTRICT
TAX COLLECTION REPORT
AS OF DECEMBER 31, 2019**

SCHOOL YEAR TAX YEAR	2014-15 2014	2015-16 2015	2016-17 2016	2017-18 2017	2018-19 2018	2019-20 2019
COLLECTION YEAR						
1 Orig. Levy	\$ 153,118,133	\$ 173,016,530	\$ 190,749,742	\$ 206,293,212	\$ 218,981,334	\$ 226,337,948
1 Collections	\$ 160,220,428	\$ 178,028,558	\$ 195,553,464	\$ 206,646,042	\$ 217,996,739	\$ 123,115,497
Adj. To Roll	\$ 8,680,375	\$ 6,473,810	\$ 6,618,386	\$ 2,203,756	\$ 867,691	\$ 1,088,387
2 Collections	\$ 1,201,706	\$ 745,585	\$ 1,046,154	\$ 1,082,253	\$ 492,619	
Adj. To Roll	\$ 165,920	\$ (149,323)	\$ (98,963)	\$ (15,240)	\$ (48,044)	
3 Collections	\$ 305,374	\$ 192,822	\$ 424,152	\$ 107,211		
Adj. To Roll	\$ 102,657	\$ 63,603	\$ 238,403	\$ (5,480)		
4 Collections	\$ 215,732	\$ 311,639	\$ 64,641			
Adj. To Roll	\$ 191,096	\$ 233,019	\$ 24,894			
5 Collections	\$ 282,605	\$ 74,798				
Adj. To Roll	\$ 252,632	\$ 42,894				
6 Collections	\$ 71,854					
Adj. To Roll	\$ 44,418					
TOTAL:						
COLLECTIONS	\$ 162,297,698	\$ 179,353,401	\$ 197,088,412	\$ 207,835,506	\$ 218,489,358	\$ 123,115,497
ADJUSTED TAX ROLL	\$ 162,555,231	\$ 179,680,533	\$ 197,532,463	\$ 208,476,248	\$ 219,800,981	\$ 227,426,335
BALANCE TO BE COLLECTED	\$ 257,533	\$ 327,132	\$ 444,051	\$ 640,742	\$ 1,311,623	\$ 104,310,839
ADJ. TAXABLE VALUE	\$ 11,694,200,281	\$ 12,926,192,079	\$ 14,210,457,372	\$ 14,997,751,761	\$ 15,813,020,223	\$ 17,229,267,814
TOTAL % COLLECTIONS AS OF DECEMBER 31, 2019	99.8%	99.8%	99.8%	99.7%	99.4%	54.1%
TAX RATE	1.39005	1.39005	1.39005	1.39005	1.39000	1.32000

INFORMATION ITEM: PAYMENTS FOR CONSTRUCTION PROJECTS

Below is a list of invoices that have been approved for payment.

Bass Construction (Multi Campus Cooler/Freezer Replacement)	Application # 6F	\$	52,158.75
Bass Construction (Multi Campus Improvements)	Application # 6	\$	41,900.20
Drymalla Construction (Culver ES)	Application # 18F	\$	509,666.60
Drymalla Construction (Randle HS/Wright JHS Complex)	Application # 7	\$	9,550,662.55
Drymalla Construction (Roberts MS)	Application # 17F	\$	349,918.77
Drymalla Construction (Tamarron ES)	Application # 7	\$	1,373,696.20
Engineered Air Balance (Williams ES)	Application # 1	\$	18,439.50
Environmental Solutions, Inc. (ALC)	Application # 1	\$	1,040.00
Huckabee (Austin ES – Cooler/Freezer)	Application # 5	\$	663.50
Huckabee (Beasley ES – Cooler/Freezer)	Application # 5	\$	752.87
Huckabee (Huggins ES – Cooler/Freezer)	Application # 5	\$	738.37
Huckabee (Pink ES – Cooler/Freezer)	Application # 5	\$	238.71
Huckabee (Seguin ECC – Cooler/Freezer)	Application # 5	\$	536.69

Huckabee (Taylor Ray ES – Cooler/Freezer)	Application # 5	\$	678.55
Huckabee (Travis ES – Cooler/Freezer)	Application # 5	\$	245.98
Huckabee (Williams ES – Cooler/Freezer)	Application # 5	\$	774.71
Huckabee (Campbell ES – Improvements)	Application # 5	\$	109.94
Huckabee (Campbell ES – Improvements)	Application # 6	\$	343.56
Huckabee (Navarro ES – Improvements)	Application # 5	\$	114.53
Huckabee (Navarro ES – Improvements)	Application # 6	\$	505.44
Huckabee (Wessendorff MS – Improvements)	Application # 5	\$	113.76
Huckabee (Wessendorff MS – Improvements)	Application # 6	\$	355.50
Huckabee (Williams ES – Improvements)	Application # 5	\$	416.05
Huckabee (Williams ES – Improvements)	Application # 6	\$	1,716.20
Huckabee (Williams ES – Improvements – Reimbursables)	Application # 3	\$	1,900.00
PBK Architects (Foster HS Athletic Improvements)	Application # 1	\$	25,515.00
PBK Architects (Foster HS Athletic Improvements)	Application # 2	\$	1,701.00
PBK Architects (Foster HS Athletic Improvements)	Application # 3	\$	7,107.53

PBK Architects (Foster HS Athletic Improvements)	Application # 4	\$	4,023.57
PBK Architects (Foster HS Athletic Improvements)	Application # 5	\$	410.57
PBK Architects (Long Range Facilities Plan)	Application # 4	\$	4,988.75
PBK Architects (Randle HS – Reimbursables)	Application # 2R	\$	2,516.68
PBK Architects (Randle HS – Reimbursables)	Application # 3R	\$	13,053.70
PBK Architects (Randle HS – Reimbursables)	Application # 4	\$	2,554.96
PBK Architects (Traylor Stadium Press Box)	Application # 6	\$	27,216.00
Rice & Gardner (2017 Bond Program)	Application # 10	\$	71,630.83
Terracon (Tamarron ES)	Application # 7	\$	506.00
Vanir, Rice & Gardner (2014 Bond Program)	Application # 53	\$	1,403.00

Resource persons: Chris Juntti, Interim Deputy Superintendent of Support Services
Kevin McKeever, Executive Director of Facilities & Planning

**11.A.#3a. – PLANNING
BOARD REPORT
JANUARY 16, 2020**

EXECUTIVE SUMMARY

Bond Sale 1	Current Budget	Committed	Projected Commitments	Actuals Paid	Estimated Cost at Completion
Carl Briscoe Bentley Elementary (#24)	22,010,055.00	22,004,459.00	5,596.00	21,330,252.28	22,010,055.00
Kathleen Joerger Lindsey Elementary (#25)	23,770,861.00	22,265,663.00	1,505,198.00	20,238,604.58	22,265,663.00
Don Carter Elementary School (#26)	24,959,404.00	24,864,034.00	95,370.00	24,864,034.00	24,959,404.00
FHS Baseball	40,000.00	29,250.00	10,750.00	29,250.00	29,250.00
FHS Water Plant	990,000.00	715,625.00	274,375.00	712,764.50	990,000.00
HVAC Web Controls	1,056,000.00	563,659.73	492,340.27	550,159.73	1,056,000.00
LCBS Band Hall	700,000.00	683,092.00	16,908.00	583,361.29	700,000.00
Pink Elementary- Foundation	1,056,000.00	1,046,744.57	9,255.43	1,040,409.39	1,046,744.57
Natorium - Foster High School	8,648,880.00	8,625,304.19	23,575.81	8,605,578.19	8,648,880.00
Natorium - Fulshear High School	8,832,167.00	8,694,984.00	137,183.00	8,568,878.85	8,832,167.00
Natorium - George Ranch High School	9,086,569.00	9,001,276.00	85,293.00	8,954,104.13	9,086,569.00
Service Center/M&O	12,146,000.00	12,146,000.00	0.00	11,537,117.69	12,146,000.00
THS Band Hall	700,000.00	697,938.00	2,062.00	643,950.77	700,000.00
*THS Baseball	2,400,000.00	2,399,200.42	799.58	2,389,181.07	2,400,000.00
Sub Total - Bond Sale 1	116,395,936.00	113,737,229.91	2,658,706.09	110,047,646.47	114,870,732.57
Bond Sale 2					
Thomas R. Culver, III Elementary School	24,959,404.00	24,620,624.21	338,779.79	21,409,011.33	24,959,404.00
Tamarron Elementary School	26,207,374.00	22,734,774.34	3,472,599.66	11,556,320.48	26,207,374.00
James W. Roberts Middle School	22,342,493.00	21,826,023.40	516,469.60	21,106,659.45	22,342,493.00
Fulshear HS Shell	3,849,077.00	1,924,089.00	1,924,988.00	1,654,063.49	3,849,077.00
Satellite Ag Barn	3,786,750.00	189,000.00	3,597,750.00	172,168.00	3,786,750.00
Sub Total - Bond Sale 2	81,145,098.00	71,294,510.95	9,850,587.05	55,898,222.75	81,145,098.00
Grand Total	197,541,034.00	185,031,740.86	12,509,293.14	165,945,869.22	196,015,830.57

* Budget increased at August 18, 2016 Board Meeting

Additional Projects	Current Budget	Committed	Projected Commitments	Actuals Paid	Estimated Cost at Completion
Access Controls	800,000.00	604,933.00	195,067.00	603,446.85	800,000.00
Huggins Elementary School	700,000.00	656,442.48	43,557.52	648,178.55	654,162.00
Chiller Replacement	1,200,000.00	1,027,572.50	172,427.50	1,024,058.27	1,027,573.00
Site Lighting	1,600,000.00	1,383,710.00	216,290.00	1,358,980.59	1,600,000.00
Grand Total	4,300,000.00	3,672,657.98	627,342.02	3,634,664.26	4,081,735.00

PROGRAM OVERVIEW

Vanir | Rice & Gardner, A Joint Venture, is serving as the Program Manager for the 2014 Bond Program for Lamar CISD. In this role, we manage individual projects and coordinate with architects and contractors. We are the liaison between LCISD Administration, Departments, and Schools and coordinate all activities necessary to complete each project.

We also provide program-wide oversight and look for efficiencies, cost reduction, and quality assurance opportunities.

MAINTENANCE & OPERATIONS FACILITY



SCHEDULE MILESTONES:

- Current Phase: Warranty

OVERVIEW:

- Warranty corrections being addressed

SERVICE CENTER



SCHEDULE MILESTONES:

- Current Phase: Warranty
- Construction Start: May 2018
- Construction Completion: May 31, 2019

OVERVIEW:

- Closeout documents are under review by the Architect.
- Completed Punch list items are being reviewed by PBK.

TAMARRON ELEMENTARY SCHOOL



SCHEDULE MILESTONES:

- Current Phase: Construction
- Construction Start: April 2019
- Construction Completion: June 2020

OVERVIEW:

- Construction is underway and is scheduled for completion 7/8/2020.
- Sheetrock installation 35% complete.
- Fireproofing is 95% complete.
- MEP Rough-in is 55% complete.
- Overhead Power is complete. Permanent Power scheduled for Installation February 2020.
- Gas line scheduled for Installation February 2020.

FUTURE PROJECTS

SATELLITE AG BARN #3

SCHEDULE MILESTONES:

- Current Phase: Program Development
- Construction Start: Pending Site Selection

OVERVIEW:

- Satellite Ag Barn #2 and #3 have been programmed together
- Project is on hold until a site has been identified

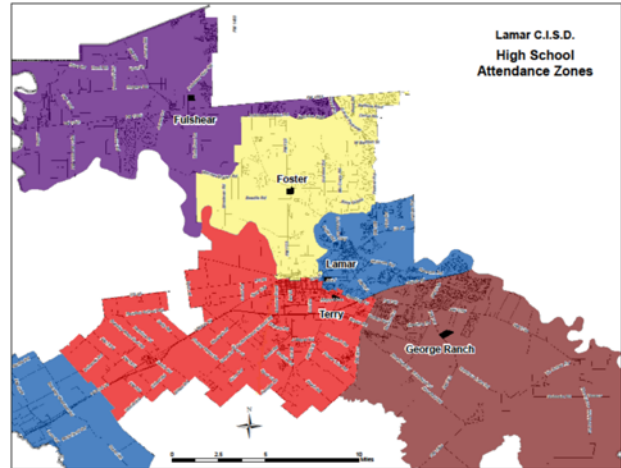
COMPLETED PROJECTS

Foster High School Baseball Scoreboard	Completed March 2016
Bentley Elementary School	Completed December 2016
Huggins Elementary School New Parent Drive	Completed May 2017
Lindsey Elementary School	Completed October 2017
Pink Elementary School Repairs	Completed November 2017
Chiller Replacement at six schools	Completed November 2017
Baseball Complex Renovations at Terry HS	Completed June 2018
Foster High School Natatorium	Completed August 2018
Fulshear High School Natatorium	Completed August 2018
George Ranch High School Natatorium	Completed August 2018
Carter Elementary School	Completed August 2018
Fulshear High School Shell Space	Completed August 2018
District-Wide Site Lighting	Completed February 2019
District- Wide Access Controls	Completed June 2019
Culver Elementary School	Completed June 2019
Roberts Middle School	Completed June 2019

**Monthly Report
January 2020**

Facilities Assessment and Long Range Plan

Questionnaire process complete.
Campus site visits complete.
Review of Information is in process.



**Dr. Thomas E. Randle High School &
Harry Wright Junior High School**

Site excavation, foundation work, and steel erection are in progress.
Schools are on schedule to open in August 2021.



Multi-Campus Improvements

Project is complete.
Final pay application is on the January Board Agenda.



Foster High School Athletic Improvements

Construction is complete.
Final pay application is scheduled for the February Board Meeting.



Traylor Stadium Press Box Replacement

Demolition is underway.
Scheduled for completion in August 2020.



Transportation Fuel Tank Replacement

Morris & Associates is the A/E Firm of Record.
Construction Documents are being developed.



Jane Long Historic Gym Renovations

VLK is the Architect of Record.

Construction Documents are being developed.



ALC/1621 Additions and Renovations

VLK is the Architect of Record.

Construction Documents are being developed.



Lamar CHS & Lamar JHS Additions & Renovations

PBK is the Architect of Record.

Design Development is in process.



Terry HS & George JHS Additions & Renovations

VLK Architects is the Architect of Record.

Design Development is in process.



Multi-Campus Carpet Replacement

Corgan is the Architect of Record.

Construction Documents are being developed.



Multi-Campus Improvements & HVAC Controls Upgrades

Corgan is the Architect of Record.

Construction Documents are being developed.



Brazos Crossing Exterior Improvement

VLK is the Architect of Record.

Design Development is in process.



Multi-Purpose Space (HS) & Orchestra (MS) Additions

PBK is the Architect of Record.

Design Development is in process.



2017 BOND REFERENDUM SUMMARY					
PROJECT NAME	ORIGINAL BUDGET	BUDGET CHANGE	PROJECT BUDGET	COMMITTED	BALANCE
Austin ES Re-Roof	\$1,900,000.00	\$0.00	\$1,900,000.00	\$897,273.00	\$1,002,727.00
Seguin ECC Re-Roof	\$1,900,000.00	\$0.00	\$1,900,000.00	\$982,961.00	\$917,039.00
Terry HS Serving Lines	\$680,000.00	\$0.00	\$680,000.00	\$656,123.95	\$23,876.05
George JHS Serving Lines	\$620,000.00	\$0.00	\$620,000.00	\$528,728.39	\$91,271.61
Classroom Intruder Locks	\$400,000.00	\$0.00	\$400,000.00	\$390,985.72	\$9,014.28
High School LOTE Lab Renovations	\$1,050,000.00	\$0.00	\$1,050,000.00	\$198,565.00	\$851,435.00
ES Cooler/Freezer Replacement	\$1,400,000.00	\$0.00	\$1,400,000.00	\$1,230,756.00	\$169,244.00
Camp. ES, Will. ES, Nav. MS & Wess. MS Improv.	\$2,740,000.00	\$114,000.00	\$2,854,000.00	\$2,841,530.00	\$12,470.00
HS Field Turf Replace & Foster HS Track	\$9,082,719.00	\$0.00	\$9,082,719.00	\$7,066,067.28	\$2,016,651.72
Foster HS Athletic Improvements	\$867,281.00	\$0.00	\$867,281.00	\$827,268.00	\$40,013.00
Dr. Thomas E. Randle High School	\$126,500,000.00	\$0.00	\$126,500,000.00	\$111,731,665.60	\$14,768,334.40
Harry Wright Junior High School	\$62,000,000.00	\$0.00	\$62,000,000.00	\$53,013,720.40	\$8,986,279.60
Lamar CHS & Lamar JHS Exterior Improvements	\$10,840,000.00	\$0.00	\$10,840,000.00	\$551,124.00	\$10,288,876.00
Lamar CHS & Lamar JHS Additions & Renovations	\$12,980,000.00	\$0.00	\$12,980,000.00	\$630,828.00	\$12,349,172.00
Terry HS & George JHS Additions & Renovations	\$14,650,000.00	\$0.00	\$14,650,000.00	\$736,390.00	\$13,913,610.00
Traylor Stadium Press Box Replacement	\$2,800,000.00	\$1,632,000.00	\$4,432,000.00	\$4,313,016.00	\$118,984.00
New Alternative Learning Center	\$12,200,000.00	\$0.00	\$12,200,000.00	\$654,210.00	\$11,545,790.00
Jane Long ES Historical Gym Renovations	\$3,200,000.00	\$0.00	\$3,200,000.00	\$349,804.00	\$2,850,196.00
Jane Long Auditorium Seating	\$125,000.00	\$0.00	\$125,000.00	\$0.00	\$125,000.00
Transportation - Replace Underground Fuel Tank	\$900,000.00	\$0.00	\$900,000.00	\$144,194.00	\$755,806.00
HS Multi-Purpose Rooms & MS Orchestra Adds	\$9,450,000.00	\$0.00	\$9,450,000.00	\$235,710.00	\$9,214,290.00
Multi-Campus Carpet Replacement	\$2,310,000.00	\$0.00	\$2,310,000.00	\$0.00	\$2,310,000.00
Multi-Campus ES Renovations	\$3,370,000.00	\$0.00	\$3,370,000.00	\$5,050.00	\$3,364,950.00
Brazos Crossing Renovations	\$1,800,000.00	\$0.00	\$1,800,000.00	\$114,750.00	\$1,685,250.00
Morgan Elementary School	\$30,200,000.00	\$0.00	\$30,200,000.00	\$0.00	\$30,200,000.00
New Elementary School #30	\$32,600,000.00	\$0.00	\$32,600,000.00	\$0.00	\$32,600,000.00
New Elementary School #31	\$35,200,000.00	\$0.00	\$35,200,000.00	\$0.00	\$35,200,000.00

2017 BOND TECHNOLOGY SUMMARY					
PROJECT NAME	ORIGINAL BUDGET	BUDGET CHANGE	PROJECT BUDGET	COMMITTED	BALANCE
IFP-Interactive Flat Panel	\$9,044,000.00	\$0.00		\$4,991,996.78	\$4,052,003.22
PTO-Printer Refresh	\$1,440,000.00	\$0.00		\$1,348,058.65	\$91,941.35
CCU-Campus Core Uplink	\$740,000.00	\$0.00		\$638,018.83	\$101,981.17
ES0-Expanded Storage	\$400,000.00	\$0.00		\$400,000.00	\$0.00
SCO-Security Cameras	\$250,000.00	\$0.00		\$250,000.00	\$0.00
TEL-Telephones	\$890,000.00	\$0.00		\$697,671.96	\$192,328.04
CRO-Computer Refresh	\$18,344,000.00	\$0.00		\$7,778,145.69	\$10,565,854.31
LCO-Laptop Carts	\$450,000.00	\$0.00		\$0.00	\$450,000.00
SCN-Eduphoria Scanners	\$122,000.00	\$0.00		\$121,450.00	\$550.00
IA0-Interact	\$2,646,000.00	\$0.00		\$0.00	\$2,646,000.00
TOTAL	\$34,326,000.00			\$16,225,341.91	\$18,100,658.09
TOTAL TECHNOLOGY BOND	\$34,326,000.00				
REMAINING TECHNOLOGY BOND	\$18,100,658.09				

2017 BOND TRANSPORTATION SUMMARY					
PROJECT NAME	ORIGINAL BUDGET	BUDGET CHANGE	PROJECT BUDGET	COMMITTED	BALANCE
New Bus Purchase	\$2,560,746.00	\$0.00	\$2,560,746.00	\$2,560,746.00	\$0.00
Smart Tag	\$500,000.00	\$7,300.00	\$507,300.00	\$507,250.91	\$49.09

LAMAR CISD 2017 BOND PROGRAM - PROJECT LIST

PROJECTS	2018			2019			2020			2021			2022			2023													
	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	
Austin ES & Seguin ES Re-Roof	CONST			WARRANTY																									
Terry HS & George JHS Serving Lines				CONSTRUCTION						WARRANTY																			
Classroom Intruder Locksets				CONSTRUCTION			WARRANTY																						
High School Artificial Turf & Tracks				D	CD	P	CONST			WARRANTY																			
Foster HS Athletic Improvements				D	CD	P	CONST			WARRANTY																			
CES, WES, WMS, NMS Improv.				D	CD	P	CONST			WARRANTY																			
ES Cooler/Freezer Replacement				D	CD	P	CONST			WARRANTY																			
High School LOTE Lab Installation				D	CD	P	CONST			WARRANTY																			
Fuel Tank Replacement							D	CD	P	CONST			WARRANTY																
Traylor Stadium Pressbox				DESIGN			CD	P	CONSTRUCTION				WARRANTY																
Austin, Bowie, D. Smith, T. Ray & Jackson Improv.*							D	CD	P	CONST			WARRANTY																
FHS, BJHS, JES, PES, LES Improv.*							D	CD	P	CONST			WARRANTY																
Jane Long Auditorium Seating										CD	P	CONSTRUCTION	WARRANTY																
Jane Long Historical Gym Renovations							DESIGN			CD	P	CONSTRUCTION		WARRANTY															
ALC Additions & Renovations							DESIGN			CD	P	CONSTRUCTION		WARRANTY															
Elementary (#29)*							D	CD	P	CONSTRUCTION			WARRANTY																
Elementary (#30)*										D	CD	P	CONSTRUCTION												WARRANTY				
Elementary (#31)*										D	CD	P	CONSTRUCTION												WARRANTY				
Randle High School & Wright Junior High				D	CD	P	CONSTRUCTION						WARRANTY																
Lamar Complex Exterior Improvements				DESIGN						CD	P	CONSTRUCTION		WARRANTY															
Lamar HS & JHS Add & Renov.*							DESIGN			CD	P	CONSTRUCTION		WARRANTY															
Terry HS & GJHS Add & Renov.*							DESIGN			CD	P	CONSTRUCTION		WARRANTY															
HS Multi-Purpose* Orchestra Additions										DESIGN			CD	P	CONSTRUCTION										WARRANTY				
Brazos Crossing Exterior*							DESIGN			CD	P	CONSTRUCTION		WARRANTY															

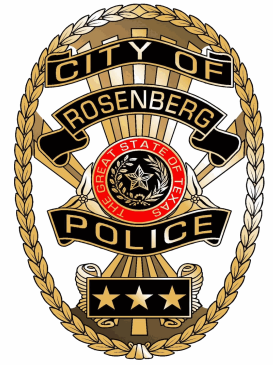
INFORMATION ITEM: SCHOOL RESOURCE DIVISION UPDATE

In order to maintain a safe, secure and welcoming learning environment for our students and staff, the District contracts with the Rosenberg Police Department for police services. Attached you will find the most recent published report from the School Resource Division.

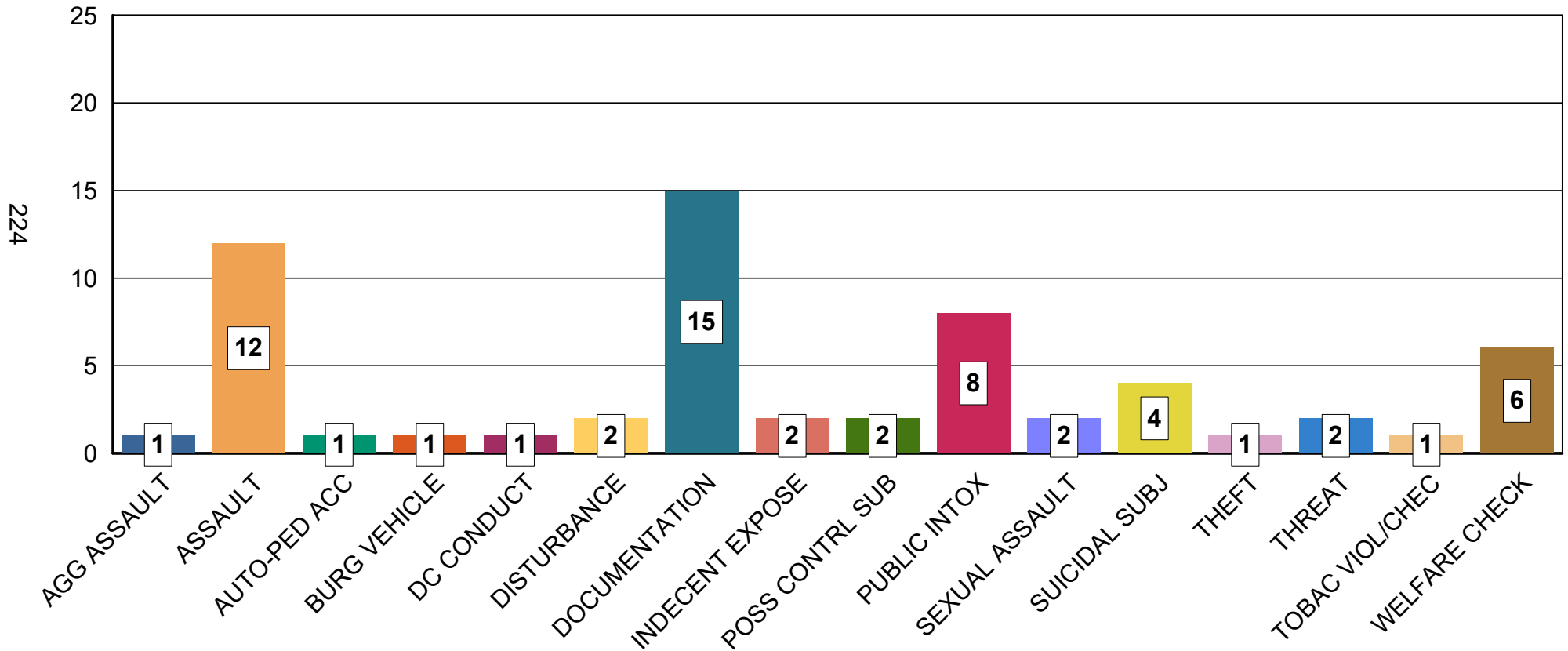
Resource Persons: Mike Rockwood, Chief of Staff
Asst. Chief, Jarret Nethery, Rosenberg Police Department

SRO Division

Monthly Activity - Incident Response Reports Written in November 2019



Incident Types



AGG ASSAULT : **1**

AGG ASSAULT 19-46303 4300 FM 723; BRISCOE JR HIGH AADW James Edge

Assault : **12**

Assault 19-46134 2611 AVE N; TAYLOR RAY ELEMENTARY ASLT Becerra, Joseph

ASSAULT 19-46197 4601 AIRPORT AVE; GEORGE JR HIGH ASLT Segura, Daryl

Assault 19-46293 4601 AIRPORT AVE; GEORGE JR HIGH ASIM Segura, Daryl

Assault 19-46439 4400 FM 723; FOSTER HIGH SCHOOL ASLT Weishiemer, R

ASSAULT 19-46464 1708 AVE M; ALC ASIM Phillips, S

Assault 19-46592 4814 MUSTANG AVE; LAMAR JR HIGH ASIM Price, Jerry

Assault 19-46630 8500 A MEYERS RD; CARTER ELEMENTARY INH SURRAT, Katrina

Assault 19-47585 8181 FM 762; GEORGE RANCH HIGH SCHOOL ASPT Armstrong, B

Assault 19-47979 4700 AVE N; NAVARRO MIDDLE SCHOOL ASIM Becerra, Joseph

Assault 19-48223 8181 FM 762; GEORGE RANCH HIGH SCHOOL RARE Armstrong, B

Assault 19-48417 4300 FM 723; BRISCOE JR HIGH ASLT James Edge

Assault 19-48649 4400 FM 723; FOSTER HIGH SCHOOL ASIM Weishiemer, R

AUTO-PED ACC : **1**

AUTO-PED ACC 19-47676 E STADIUM DR & AVE I ACFR Clarke, Stephen

BURG VEHICLE : **1**

BURG VEHICLE 19-48744 4606 MUSTANG AVE; LAMAR HIGH SCHOOL THPV Armstrong, B

DC CONDUCT : 1

DC CONDUCT	19-46178	4601 AIRPORT AVE; GEORGE JR HIGH	RARE	Segura, Daryl
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Disturbance : 2

Disturbance	19-47187	5500 AVE N; TERRY HIGH SCHOOL	ASPS	Aguilar, Antoni
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DISTURBANCE	19-47196	5500 AVE N; TERRY HIGH SCHOOL		Aguilar, Antoni
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IN HOUSE : 15

IN HOUSE	19-45677	4601 AIRPORT AVE; GEORGE JR HIGH	INH	Becerra, Joseph
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In House	19-45701	4240 FM 723; WERTHEIMER MIDDLE SCHOOL	INH	James Edge
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In House	19-46020	1111 SAN JACINTO AVE	INH	Price, Jerry
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In House	19-46047	1930 J MEYER RD; MEYER ELEMENTARY; J MEYER ELEMENTARY	INH	Phillips, S
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226 In House	19-46141	3131 Learning Tree Lane	INH	Clarke, Stephen
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In House	19-46261	4601 AIRPORT AVE; GEORGE JR HIGH	INH	Becerra, Joseph
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In House	19-46312	4606 MUSTANG AVE; LAMAR HIGH SCHOOL	ASPS	Leal, David
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In House	19-46595	4601 AIRPORT AVE; GEORGE JR HIGH	INH	Segura, Daryl
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In House	19-46619	2700 AVE K; TRAVIS ELEMENTARY	INH	Becerra, Joseph
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IN HOUSE	19-47064	2700 AVE K; TRAVIS ELEMENTARY	INH	Becerra, Joseph
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In House	19-47430	4814 MUSTANG AVE; LAMAR JR HIGH	INH	Price, Jerry
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In House	19-47636	7901 FM 762; RYON MIDDLE SCHOOL	INH	Kreusch, Kelly
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In House	19-47639	5500 AVE N; TERRY HIGH SCHOOL	TRSS	Aguilar, Antoni
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In House	19-48251	4400 FM 723; FOSTER HIGH SCHOOL	INH	Weishiemer, R
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In House 19-49060 4400 FM 723; FOSTER HIGH SCHOOL SXAL James Edge

INDECENT EXPOSE : 2

INDECENT EXPOSE 19-48633 4601 AIRPORT AVE; GEORGE JR HIGH PULD Becerra, Joseph

INDECENT EXPOSE 19-48697 4400 FM 723; FOSTER HIGH SCHOOL PULD Weishiemer, R

POSS CONTRL SUB : 2

POSS CONTRL SUB 19-47307 4601 AIRPORT AVE; GEORGE JR HIGH PCFD Segura, Daryl

POSS CONTRL SUB 19-47946 4700 AVE N; NAVARRO MIDDLE SCHOOL PCFD Segura, Daryl

PUBLIC INTOX : 8

PUBLIC INTOX 19-46048 4606 MUSTANG AVE; LAMAR HIGH SCHOOL PIM Leal, David

PUBLIC INTOX 19-46258 8181 FM 762; GEORGE RANCH HIGH SCHOOL PI Armstrong, B

227

PUBLIC INTOX 19-46614 9302 CHARGER WAY; FULSHEAR NATATORIUM;
FULSHEAR HIGH SCHOOL PI Nichols, C

PUBLIC INTOX 19-47164 4400 FM 723; FOSTER HIGH SCHOOL PI Weishiemer, R

PUBLIC INTOX 19-47170 9302 CHARGER WAY; FULSHEAR NATATORIUM;
FULSHEAR HIGH SCHOOL PI Nichols, C

PUBLIC INTOX 19-47285 4400 FM 723; FOSTER HIGH SCHOOL PI Weishiemer, R

PUBLIC INTOX 19-47591 4400 FM 723; FOSTER HIGH SCHOOL PI Weishiemer, R

PUBLIC INTOX 19-47961 9302 CHARGER WAY; FULSHEAR NATATORIUM;
FULSHEAR HIGH SCHOOL PI Nichols, C

SEXUAL ASSAULT : 2

SEXUAL ASSAULT 19-47580 8181 FM 762; GEORGE RANCH HIGH SCHOOL SXAL Surratt,Katrina

SEXUAL ASSAULT 19-48175 3602 WILLIAMS WAY BLVD; HUTCHISON ELEMENTARY SXAC Price, Jerry

SUICIDAL SUBJ : 4

SUICIDAL SUBJ	19-46030	4400 FM 723; FOSTER HIGH SCHOOL	ASUI	Weishiemer, R
SUICIDAL SUBJ	19-46292	1708 AVE M; ALC	MH	Phillips, S
SUICIDAL SUBJ	19-47436	4606 MUSTANG AVE; LAMAR HIGH SCHOOL	MH	Leal, David
SUICIDAL SUBJ	19-48266	6110 AUGUST GREEN DR; ARREDONDO ELEMENTARY	WELF	Becerra, Joseph

Theft : 1

Theft	19-48147	8181 FM 762; GEORGE RANCH HIGH SCHOOL	THTA	Armstrong, B
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THREAT : 2

THREAT	19-46492	1930 J MEYER RD; MEYER ELEMENTARY	TERB	Becerra, Joseph
THREAT	19-47292	2120 4TH ST; PD	TERB	Mehling, W

228

TOBAC VIOL/CHEC : 1

TOBAC VIOL/CHEC	19-45702	4601 AIRPORT AVE; GEORGE JR HIGH	TVMP	Segura, Daryl
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WELFARE CHECK : 6

WELFARE CHECK	19-46038	6110 AUGUST GREEN DR; ARREDONDO ELEMENTARY	INH	Becerra, Joseph
Welfare Check	19-46626	8181 FM 762; GEORGE RANCH HIGH SCHOOL	PI	Armstrong, B
Welfare Check	19-46632	8181 FM 762; GEORGE RANCH HIGH SCHOOL	WELF	Armstrong, B
Welfare Check	19-46648	8181 FM 762; GEORGE RANCH HIGH SCHOOL	WELF	SURRAT, Katrina
WELFARE CHECK	19-47310	8181 FM 762; GEORGE RANCH HIGH SCHOOL	MH	Kreusch, Kelly
Welfare Check	19-47950	8181 FM 762; GEORGE RANCH HIGH SCHOOL	PCFD	SURRAT, Katrina

Grand Total:

61

**INFORMATION ITEM: PROPOSED BUDGET CALENDAR
FISCAL YEAR 2020-21**

Attached is the proposed budget calendar for the 2020-21 school year. This is a tentative calendar and will change if circumstances arise which would warrant modification.

Resource Person: Jill Ludwig, CPA, RTSBA, Chief Financial Officer
Yvonne Dawson, RTSBA, Director of Budget & Treasury

**ADOPTED BUDGET CALENDAR
FISCAL YEAR: 2020-21**

January 2020

Develop budget calendar
Review and file 2018-19 AFR through TSDS
Review and file 2019-20 adopted budget through TSDS
Review position control
Begin accumulating data for special allocations
Provide budget calendar for 2020-21 to Board for information

February 2020

Update and distribute budget materials to principals and budget managers at February Principals meeting
(Follow up with budget meetings with Principals and Assistant Superintendents)

March 2020

Refine budget assumptions
Prepare salary studies and cost projections
Develop initial revenue and expenditure projections
Assess current year budgetary status
Budgets entered into MUNIS by campuses/departments
Central Office review and evaluation of data entered by campuses/departments
Superintendent/CFO (and other designated individuals) meet with Principals/Department Heads to discuss their budgets and instructional processes

April/May 2020

Develop preliminary Debt Service and Child Nutrition Fund budgets
Human Resources Department to finalize staffing projections
Receive preliminary property values from FBCAD

June 2020

Refine budgets as necessary
Review district/campus plans and alignment with preliminary expenditure budgets
Refine salary/benefit cost projections
Receive revised property values from FBCAD
Board Workshop for Budget (Session #1)

July 2020

Receive certified property tax values from FBCAD
Refine revenue/expenditure budgets (all)
Calculate estimated tax rate and voter approval rate
Board Workshop for Budget (Session #2)

August 2020

Final revenue/expenditure budget adjustments
Refine all tax rate calculations
Board Workshop for Budget (Session #3)
Board Workshop for Budget (Session #4, if needed)
Budget notice/hearing/adoption (Board of Trustees)
Tax rate notice/hearing/adoption (Board of Trustees)

October 2020 – January 2021

Fort Bend County Tax Office to mail tax statements
Review and file 2019-20 AFR through TSDS
File 2020-21 adopted budget through TSDS

INFORMATION ITEM: ADVERTISING ON SCHOOL BUSES

REGULATION

Texas Administrative Code Title 37 Part 1 Chapter 14 Subchapter E governs advertising on school buses regulating placement of advertising, size of advertisements, acceptable materials and constructions of advertisements, and stipulates reporting requirements. Districts are required to report to the Texas Department of Public Safety each year the number of buses bearing advertisements, and are additionally required to separately report details of accidents directly or indirectly involving school buses bearing advertisements. Advertising on school buses is also addressed in Board Policy CNB(Legal).

PLACEMENT

Ads up to 30” by 90” may be placed at eye level on the left side of the bus aft of the rear axle. Ads up to 18” by 108” may be placed above the window line on the roof of the bus aft of the rear axle on either side of the bus.

MATERIAL AND CONSTRUCTION

Ads must be made of vinyl or similar material and affixed to the side of the bus without brackets or protruding material which could cause hazard of snagging. Any reflective material covered by the ads must be replaced over or around the ad.

MANAGEMENT AND IMPLEMENTATION

Districts may contract with a media company to sell, construct and place the ads on buses, or may maintain part or all of the operation in-house. Media companies will typically charge a fee of 30% or more of the revenue for the contract management.

REVENUE

Most districts were not willing to share how much income is received from advertising on buses. Clear Creek charges \$150 per month per bus.

Resource persons: Chris Juntti, Interim Deputy Superintendent of Support Services
Mike Jones, Director of Transportation

INFORMATION ITEM: DISTRICT IMPROVEMENT PLAN QUARTERLY UPDATE

Per Texas Education Code §11.252, the Board of Trustees is responsible for ensuring the District Improvement Plan (DIP) is developed, reviewed and revised annually for the purpose of improving student performance.

The Board approved District performance goals as outlined in the DIP to help ensure the District is using appropriate measures to generate success.

All plans contain a comprehensive needs assessment, which identifies priority areas in need of improvement. Based upon the developed needs assessment, the District aligns goals, objectives, strategies and resources that will be used in the current school year to improve and support student performance.

The DIP is available on the District website for public review. The DIP may receive minor amendments from administration throughout the school year to stay in sync with continually evolving District, campus and student needs.

Resource Persons: Dr. Terri Mossige, Chief Academic Officer
Mike Rockwood, Chief of Staff