



## **ALEDO ISD BOARD MEETING TEMPLATE**

**MEETING DATE:** September 16, 2013

**AGENDA ITEM:** Action Item on Policy Updates Related to Update 97

**PRESENTER:** Kathy Allen

### **ALIGNS TO BOARD PRIORITIES(S):**

- Human Resources – The District shall recruit, hire, train, and retain a highly qualified staff.
- Safety – The District will maintain a safe and orderly environment.
- Learning – The District will provide an aligned, rigorous curriculum, with instructional and technology programs preparing students to meet or exceed all educational standards.
- Financial/Facilities – The District shall exhibit excellence in financial and facility planning, management, and stewardship.

### **BACKGROUND INFORMATION:**

- Update 97 includes seventeen policies that are recommended for updates to remain in compliance with recent legal changes.
- In August, Administration shared information with the Board concerning Update 97 policy changes.
- Two of these new policies are Local, fifteen are Legal, and one is an Exhibit.
- C Policy – Transportation Management Student Transportation
  - CNA(LOCAL) – This local policy was developed to satisfy requirements outlined in the TEA Transportation Allotment Handbook which requires board policy identifying hazardous conditions that exist within two miles of the campus as well as specific hazardous areas.
- D Policy – Employment Requirements and Restrictions Criminal History and Credit Reports
  - DBAA(LOCAL) – The Equal Opportunity Employment Commission (EEOC) issued updated guidance regarding the role of arrest and conviction records in employment decisions. DBAA(LOCAL) was developed by TASB to align local district policy with EEOC guidelines.
  - DFAB(EXHIBIT) – This exhibit addresses notice of the board's decision on terminating an employee's probationary contract at the end of the contract period. The recommendation of this exhibit adds a form for district staff to document how the notice of termination was delivered to the employee, in accordance with legal provisions.

**ADMINISTRATIVE CONSIDERATIONS:** Approval of Update 97

**FISCAL NOTE:** None

**ADMINISTRATIVE RECOMMENDATIONS:** Administration recommends approval of Update 97 as written and presented.

(LOCAL) Policy Action List

ALEDO ISD(184907) – Update / LDU 97

CNA(LOCAL): TRANSPORTATION MANAGEMENT – STUDENT TRANSPORTATION

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

DFAB(EXHIBIT): PROBATIONARY CONTRACTS TERMINATION AT END OF YEAR

TRANSPORTATION MANAGEMENT  
STUDENT TRANSPORTATION

CNA  
(LOCAL)

HAZARDOUS  
CONDITIONS

The Board shall annually adopt a resolution to identify hazardous conditions within two miles of a school campus. The resolution shall describe the specific hazardous areas in which reside students who would otherwise be ineligible for transportation, but for whom the District shall provide transportation because of the hazardous conditions in those areas.

The District shall publish the locations of the routes with hazardous conditions.

TRANSPORTATION MANAGEMENT  
STUDENT TRANSPORTATION

CNA  
(EXHIBIT)

See the following forms and resolutions related to student transportation:

Exhibit A: Designation of Alternate Location for Transportation — 1 page

Exhibit B: Resolution of the Board Regarding Hazardous Traffic Conditions — 1 page

EXHIBIT A

DESIGNATION OF ALTERNATE LOCATION FOR TRANSPORTATION

As permitted by state law, I wish to designate the following facility located within my child's attendance zone (*check one*):

- ☐ the child-care facility \_\_\_\_\_ (*name of facility*), at \_\_\_\_\_ (*address*),
- ☐ the residence of my child's grandparent, \_\_\_\_\_ (*name of grandparent*), at \_\_\_\_\_ (*address*),

as the regular location for the purpose of my child, \_\_\_\_\_  
(*name of child*), to obtain District transportation to and from school.

Parent: \_\_\_\_\_

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

Phone number: \_\_\_\_\_

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

EXHIBIT B

RESOLUTION OF THE BOARD REGARDING HAZARDOUS TRAFFIC CONDITIONS

WHEREAS, Education Code 42.155(d) allows the Board of Trustees of Aledo Independent School District to obtain supplemental state funding for transporting regular, otherwise ineligible students who live within two miles of their school but who would be subject to hazardous traffic conditions if they walked to school;

WHEREAS, the TEA handbook on School Transportation Allotments requires the Board to adopt language providing the definition of hazardous traffic conditions applicable to the District and identifying the specific hazardous areas for which such funding is requested;

WHEREAS, the Board acknowledges the Education Code 42.155(d) provisions stating that a hazardous condition exists where no walkway is provided and students must walk along or cross a freeway or expressway, an underpass, an overpass or a bridge, an uncontrolled major traffic artery, an industrial or commercial area, or another comparable condition;

NOW THEREFORE BE IT RESOLVED that the Board of Trustees of Aledo Independent School District has determined that a hazardous condition exists because there is no walkway where students must walk along or cross FM Hwy 1187 or Interstate 20 service road;

And the Board of Trustees of Aledo Independent School District has identified the following specific hazardous areas in which such conditions exist:

1. All homes on the north and south side of East Bankhead Hwy from FM 1187 to the East I-20 Service Rd including the subdivisions of, Prairie Ridge, Spur Court, Hunter's Glen, Willow Park Village, West Oak Home Site, Shadow Creek Phase I & II, along with Torri Court, Hewitt Lane & Marble Court due to no sidewalks for students that attend Coder Elementary, Aledo High School and Daniel 9<sup>th</sup> Grade Campus, and TLC.
2. All of the lots in Cowtown R.V. Park on East I-20 Service Road due to no sidewalks for student's that attend Coder Elementary, Aledo High School and Daniel 9<sup>th</sup> Grade Campus, and TLC.
3. All homes on the south side of Bailey Ranch Rd from FM 1187 to Champion Way, including Parks of Aledo, due to no sidewalks for student's that attend Coder Elementary, Aledo High School and Daniel 9<sup>th</sup> Grade Campus, and TLC, McAnally Intermediate, and Aledo Middle School.
4. All homes on the west and east side of FM 1187 from Bailey Ranch Rd to the Rail Road Crossing, this includes all homes in Rolling Hills and everything west of the East Parker County Library, homes west of Aledo Family Medicine, west of the Valero gas station (Bearcat), and west of the First Financial Bank, due to no sidewalks for students that attend Coder Elementary, Aledo High School and Daniel 9<sup>th</sup> Grade Campus, and TLC, Aledo Middle School & McAnally Intermediate School.
5. All homes on the north and south side of Maverick Street/Old Annetta Road from FM 1187, to McDavid Terrace including the subdivisions of Parker Station Phase I and II,

Trinity Bluff Estates, McDavid Terrace along with the streets of Hidden Valley Drive, Westgate Drive, Langham Court, Yates Mobile Home Park, and Old Tunnel Road, due to no sidewalks for student's that attend Vandagriff Elementary, Aledo Middle School & McAnally Intermediate school.

6. All homes on the west and east side of FM 1187 from the FM 1187/FM 5 Split to the Rail Road Crossing, including Versailles and Austin Street, and all homes on the north and south side of Old Annetta Road from Langham Court to FM 1187 including Parker Station Phase I, Feedlot Road, Westgate Drive due to no sidewalks for student's that attend Aledo High School & Daniel 9<sup>th</sup> Grade Campus, and TLC.
7. All homes on the east and west side of FM 1187 from the Rail Road Crossing to the FM 1187/FM 5 Split, all homes on the east and west side of FM5 from the 1187/ FM 5 split to and including Koldin Road, and all homes on the north, south, east and west side of FM 1187 from the FM 1187/FM 5 Split to Jarvis Lane, including the subdivisions of Valley View, Howard's Crossing, Villages of Aledo Phase I & II & Versailles, including the streets of Aledo Glenn Court, Cedar Creek Court, Creek Side Drive, Fairview Lane, Austin Street, Crockett Street, due to no sidewalks for student's that attend, Vandagriff Elementary, Aledo Middle School & McAnally Intermediate school.
8. All homes on the north and south side of FM5 between McFarland Ranch Road and Koldin Drive for students that attend McAnally Intermediate and Aledo Middle School due to no sidewalks.
9. All homes from Koldin Drive to Rivercrest Court due to no sidewalks for students that attend McAnally,
10. All homes on the north and south sides of FM 5 between McFarland Ranch Road to 718 FM 5, including the subdivisions of Hidden Lake Estates, Aledo Country Estates, Jordan Ranch Estates, River Creek Estates, McDavid Springs & La Madero Estates, including the streets of Bridle Wood Court, River Crest Court, Highland Drive, including West and East Terrace Court, South Point, Old Rock Road, Lake Haven Drive, Crooked Creek Lane, Boutwell Lane (Private Drive), Valle Vista Road, Hudson Lane & Prairie View Street, due to no sidewalks for student's that attend Stuard Elementary.
11. All homes on the north and south side of FM 1187 between 2016 FM1187 and FM1187/FM5 split, including Chase Lane, Yearly Lane, Jarvis Lane, and Wood Lake Road, also all homes on the east side of Kelly Road from FM1187 to and including Bent Tree Court due to no sidewalks for students that attend McAnally Intermediate.
12. All homes on the north and south side of FM 1187 from Chase Lane to 416 FM 1187 including Yearly Lane, Jarvis Lane, Wood lake Road, also including all homes on the east side of Kelly Road from FM1187 to and including Bent Tree Court due to no sidewalks for students that attend McAnally Intermediate and Aledo Middle School.
13. All homes on the north, south, west and east of Rim Rock Road from Lakeview Drive to Hollow Drive, including Thistlewood Lane, Silver Ridge Lane, Longleaf Court, Rockdale Court & Rock Court, all homes on the west and east side of Hollow Drive from Rim Rock Road to Branch Hollow Lane, all homes on the north and south side of Branch Hol-

low Lane from Hollow Drive to Rock Glenn Court, due to no sidewalks for students that attend Stuard Elementary.

14. All homes on the west and east side of Thunderhead Lane from FM 5 to Lakeview Drive, including Meadow Park Drive, Inglewood Drive, Langley Court, Pepperbush Lane, Kenwick Court, Rolling Springs, Shumard, Portales, Highland Drive & Meadow Glenn Court due to no sidewalks for students that attend Stuard Elementary.
15. All homes on the north, south, east and west sides of Lakeview Drive from Thunderhead Lane to Old Annetta Road including WindRush Court, Crosswind Court, Rim Rock Road, Silver Ridge Lane, Quail Run, Highland Drive, Wild Briar Court, Royal Oak Drive and Live Oak Drive due to no sidewalks for student's that attend Stuard Elementary.
16. All homes on the north and south side of Old Annetta Road from Woodland Hills Drive to Deer Creek Drive (Plantation Estates.) including Lake View Drive and Split Rail Estates Phase II due to no sidewalks for the student's that attend Stuard Elementary.
17. All homes on the west and east side of Ranch House Road from the West I-20 Service Road to Ranch House Court including the streets of Canyon Court, Scenic Trail, Live Oak Trail, Pleasant Ridge, Mesa Spring, Surry Court, Surry Lane, Willow Park Drive, Jeri Ridge Road, Appaloosa, Tumbleweed Trail, Buffalo Court, East Stage Coach Trail, Chaparral Court, Wood Bridge, Fox Hunt Trail, Trinity Drive, Trinity Court & Sam Bass Court due to no sidewalks for the student's that attend McCall Elementary.
18. All homes on the west and east side of West Stage Coach Trail from the West I-20 Service Road to Ranch House Road including Chuckwagon Trail, Pitchfork, Stagecoach Est., and Saddle Ridge Est., due to no sidewalks for the student's that attend McCall Elementary.
19. All homes on the west and east sides on El Chico Trail from West I-20 Service Road to Sam Bass Road, all homes on the north and south sides of Sam Bass Road to 866 Squaw Creek Road, this includes, Sam Bass Court, Aspen Wood due to no sidewalks for students that attend McCall Elementary.

Adopted this \_\_\_\_\_ (date) day of \_\_\_\_\_ (month), \_\_\_\_\_ (year), by the Board of Trustees.

\_\_\_\_\_  
Presiding Officer

\_\_\_\_\_  
Secretary



EMPLOYMENT REQUIREMENTS AND RESTRICTIONS  
CRIMINAL HISTORY AND CREDIT REPORTS

DBAA  
(LOCAL)

DISQUALIFYING  
OFFENSES

The District shall obtain criminal history record information on final candidates for employment. All District positions have the potential for contact with students. The District shall disqualify from employment a person whose criminal history indicates that the person poses a threat to students or employees. Consistent with business necessity, the District shall also disqualify from employment a person whose criminal history is otherwise inconsistent with the job duties of the position for which the person is being considered.

INDIVIDUALIZED  
ASSESSMENT

The District shall perform an individualized assessment of criminal history record information when determining a person's eligibility for employment in a specific position. The District shall take into account a variety of factors, including the following:

1. The nature of the offense;
2. The age of the person when the crime was committed;
3. The date of the offense and how much time has elapsed;
4. The adjudication of the offense (e.g., whether the person was found guilty by a trier of fact, pled guilty, entered a no contest plea, or received deferred adjudication);
5. The nature and responsibilities of the job sought;
6. The accuracy of the person's disclosure of his or her criminal history during the selection process;
7. The effect of the conduct on the overall educational environment; and
8. Any further information provided by the person concerning his or her criminal history record.

ARRESTS

The fact of an arrest alone does not establish that criminal conduct has occurred, and the District shall not disqualify a person based solely on an arrest. The District may make an employment decision based on the conduct underlying the arrest if the conduct makes the person unfit for the position in question.

SBEC NOTIFICATION

If a candidate for a position has a reported criminal history, and the candidate is certified by the State Board for Educator Certification (SBEC), the District shall report the criminal history to SBEC.

CREDIT HISTORY

The District shall obtain credit history information on a candidate for employment only when the credit history is related to the position for which the person is being considered. The District shall comply with the Fair Credit Reporting Act before obtaining a job-related credit history. [See DBAA(LEGAL)]

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**Note:** The forms on the following pages are for termination of a probationary contract at the end of the contract term. For termination of a probationary contract during the contract term for reasons other than financial exigency, see DF. For termination of a probationary contract during the contract term due to financial exigency, see DFFA.

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Exhibit A: Notice of End-of-Year Termination of Probationary Contract — 1 page

Exhibit B: Documentation of Delivery: Notice of Termination of Probationary Contract — 1 page

EXHIBIT A

NOTICE OF END-OF-YEAR TERMINATION  
OF PROBATIONARY CONTRACT

Date of notice: \_\_\_\_\_

Employee name: \_\_\_\_\_

On \_\_\_\_\_ (*date of meeting*), the Board took action to terminate your employment contract.

Your employment with the District will end effective the last duty day of the school year.

Please direct questions regarding the termination of your contract to the Superintendent.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed name

\_\_\_\_\_  
Title

PROBATIONARY CONTRACTS  
TERMINATION AT END OF YEAR

DFAB  
(EXHIBIT)

EXHIBIT B

DOCUMENTATION OF DELIVERY:  
NOTICE OF TERMINATION OF PROBATIONARY CONTRACT

(For office use only. This document to be retained in the employee's personnel file.)

Employee name: \_\_\_\_\_

(Notice must be delivered personally by hand delivery to the employee on the campus at which the employee is employed.)

**Hand delivery:**

Completed: \_\_\_\_\_ Attempted: \_\_\_\_\_ *(check only one)*

Date: \_\_\_\_\_ By: \_\_\_\_\_ *(name)*

(If the employee is not present on the campus on the date that hand delivery is attempted, the notice must be mailed by prepaid certified mail or delivered by express delivery service to the employee's address of record with the District.)

**Mail or delivery service:**

Sent by: Certified mail \_\_\_\_\_ Express delivery service \_\_\_\_\_ *(check only one)*

Employee's address of record:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_ By: \_\_\_\_\_  
*(District representative)*