



Bastrop I.S.D.

POLICY REVIEW SESSION — October 1 and 2, 2019

SUMMARY OF RECOMMENDATIONS

Date sent to district: October 17, 2019

Consultant: Tammy Jordan

I have prepared this summary to detail the recommendations for changes that were discussed by the staff and/or the board during the recent review of the district's localized policy manual. Copies of all proposed changes are enclosed.

As we discussed during the review session, once the district notifies me of its decisions regarding the proposed changes—by checking the appropriate blanks in the DISTRICT'S RESPONSE column, attaching any relevant material, and returning this document—I will make the appropriate changes to our files. Then I will order a complete reprint of the district's manual. This will ensure that our records and the district's hard-copy manuals are in agreement. The board will then adopt all (LOCAL) policies in the newly reprinted manual and stamp them all with that new adoption date, retaining the (LOCAL) policies from the old hard-copy manual, with their previous adoption dates, in a historical file.

How many complete manuals should be printed? 1 ✓ blue

In addition, the district wishes to wait for formal board adoption of the revised manual before it is placed online.

As always, please call me at (800) 580-7529 if you have any questions.

CODE	RECOMMENDATION	ACTION	DISTRICT'S RESPONSE
AE(LOCAL)	The enclosed revisions are recommended to reflect the district's current mission statement.	REVISE per enclosed policy	<input type="checkbox"/> YES or <input type="checkbox"/> NO
BAA(LOCAL)	The enclosed policy is recommended for deletion because your locally developed text regarding a board's powers and duties is addressed in BAA(LEGAL).	DELETE enclosed policy	<input type="checkbox"/> YES or <input type="checkbox"/> NO
BBB(LOCAL)	The enclosed revisions are recommended to bring the years mentioned up to date for districts that hold elections by position.	REVISE per enclosed policy	<input type="checkbox"/> YES or <input type="checkbox"/> NO
BBD(LOCAL)	The enclosed revision is recommended regarding the board's delegation of the public information coordinator because the superintendent cannot sub-delegate this duty.	REVISE per enclosed policy	<input type="checkbox"/> YES or <input type="checkbox"/> NO
BBE(EXHIBIT)	Your enclosed locally developed exhibit regarding the flowchart for constituent service is recommended for deletion because it does not need to be in the district's policy manual.	DELETE enclosed exhibit No board action required	N/A
BBE(LOCAL)	The enclosed revisions are recommended by the district administration to replace your locally developed text regarding board member authority with TASB-recommended language.	REVISE per enclosed policy	<input type="checkbox"/> YES or <input type="checkbox"/> NO
BDB(LOCAL)	The enclosed deletion of your locally developed text regarding standing committees is recommended by the district administration.	REVISE per enclosed policy	<input type="checkbox"/> YES or <input type="checkbox"/> NO

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BF(LOCAL)	The enclosed revisions are recommended to allow the board the flexibility for efficient adoption of policy changes on a single reading when board members have advance notice of the recommended changes.	REVISE per enclosed policy	<input type="checkbox"/> YES or <input type="checkbox"/> NO
BG(LOCAL)	The enclosed locally developed policy is recommended for deletion because a board's self-evaluation is addressed in BG(LEGAL). Procedures for conducting the self-evaluation would be more appropriately addressed in board operating procedures.	DELETE enclosed policy	<input type="checkbox"/> YES or <input type="checkbox"/> NO

CODE	RECOMMENDATION	ACTION	DISTRICT'S RESPONSE
BQA(LOCAL)	<p>The enclosed proposed policy is recommended to reflect practices regarding the composition and responsibilities of the district-level committee. Due to the extensive number of editorial revisions, I have provided a clean copy in lieu of a redlined copy of the proposed policy. A few highlights of the policy include:</p> <ul style="list-style-type: none"> • The superintendent will serve as the board's designee and shall regularly consult with the committee. • At least two meetings will be held each year and will be set up by the chairperson. • As required by law, at least two-thirds of the district professionals on the committee must be classroom teachers and the other representatives must be nonteaching district professional staff. • At least two parents, two community members, and two business representatives will serve on the committee. • Representatives will be elected or selected to serve staggered two-year terms and will be limited to two consecutive terms on the committee. 	<p>REVISE per enclosed policy</p>	<p><input type="checkbox"/> YES or <input type="checkbox"/> NO</p>

CODE	RECOMMENDATION	ACTION	DISTRICT'S RESPONSE
BQB(LOCAL)	<p>The enclosed proposed policy is recommended to reflect practices regarding the composition and responsibilities of each campus-level committee. Due to the extensive number of editorial revisions, I have provided a clean copy in lieu of a redlined copy of the proposed policy. A few highlights of the policy include:</p> <ul style="list-style-type: none"> • As required by law, at least two-thirds of the campus professionals on the committee must be classroom teachers and the other remaining professionals must be nonteaching campus and district professional staff. • At least two parents, two community members, and two business representatives shall serve on the committee. • Representatives will be elected or selected to serve staggered two-year terms and will be limited to two consecutive terms on the committee. 	REVISE per enclosed policy	<input type="checkbox"/> YES or <input type="checkbox"/> NO
CE(LOCAL)	The enclosed deletion of your locally developed text regarding fund balance is recommended by the district administration. The fund balance text would be better addressed in business operating procedures.	REVISE per enclosed policy	<input type="checkbox"/> YES or <input type="checkbox"/> NO
COA(LOCAL)	The enclosed revision is recommended by the district administration regarding the position that will oversee the use of federal child nutrition funds.	REVISE per enclosed policy	<input type="checkbox"/> YES or <input type="checkbox"/> NO

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CODE	RECOMMENDATION	ACTION	DISTRICT'S RESPONSE
CV(LOCAL)	The enclosed revisions are recommended to better reflect current practices by establishing \$50,000 as the limit for the superintendent's authority for approving construction contracts and delegating authority specifically to the superintendent to approve change orders for construction contracts up to a value of \$50,000. The \$50,000 amount reflected in the second paragraph of the policy is the statutory point above which the board is required to determine the project delivery/contract award method before a project is advertised.	REVISE per enclosed policy	<input type="checkbox"/> YES or <input type="checkbox"/> NO
DCE(LOCAL)	The enclosed revisions are recommended to reflect that the district issues non-Chapter 21 contracts to positions included on a board-approved list.	REVISE per enclosed policy	<input type="checkbox"/> YES or <input type="checkbox"/> NO
DEC(LOCAL)	The enclosed revisions are recommended to reflect current district practice regarding updating duration of leave, using local leave according to the terms and conditions of state personal leave, and reducing the number of days the district allows for extended sick leave. The district administration will look at the policy in depth in May 2020.	REVISE per enclosed policy	<input type="checkbox"/> YES or <input type="checkbox"/> NO
DED(LOCAL)	The enclosed locally developed policy is recommended for deletion because your 1999 text regarding nonduty days for contractual employees is not aligned with current district practice.	DELETE enclosed policy	<input type="checkbox"/> YES or <input type="checkbox"/> NO

CODE	RECOMMENDATION	ACTION	DISTRICT'S RESPONSE
DFE(LOCAL)	The enclosed revisions are recommended to reflect that the superintendent and the executive director of administrative services and human resources will have authority to accept resignations during the school year. The superintendent is not allowed to sub-delegate this authority.	REVISE per enclosed policy	<input type="checkbox"/> YES or <input type="checkbox"/> NO
DIA(EXHIBIT)	The enclosed revisions are necessary to update the contact information for the current Title IX coordinator for district employees.	REVISE per enclosed exhibit No board action required	N/A
DNA(LOCAL)	The enclosed revisions are recommended to reflect that the district conducts formal appraisals only once every two years for teachers who meet certain eligibility criteria but uses an alternate review process annually between those formal appraisals.	REVISE per enclosed policy	<input type="checkbox"/> YES or <input type="checkbox"/> NO
EHBAF(LOCAL)	The enclosed revision is recommended to reflect that the district has broadened the term "human resource staff member" to include additional district personnel regarding whom can view confidential recordings in accordance with this policy and law.	REVISE per enclosed policy	<input type="checkbox"/> YES or <input type="checkbox"/> NO
EIA(LOCAL)	The enclosed revision is recommended to reflect current district practice regarding the issue dates of report cards.	REVISE per enclosed policy	<input type="checkbox"/> YES or <input type="checkbox"/> NO
EIE(LOCAL)	The enclosed deletion of your locally developed text regarding kindergarten promotion or retention is recommended by the district administration because it is not aligned with current district practice.	REVISE per enclosed policy	<input type="checkbox"/> YES or <input type="checkbox"/> NO

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FB(EXHIBIT)	The enclosed revisions are necessary to update the contact information for the current Title IX coordinator for district students.	REVISE per enclosed exhibit No board action required	N/A
FD(LOCAL)	The enclosed revisions are recommended by the district administration. The text at Proof of Residency has been revised to align with current district practice. The deletion of locally developed text regarding exceptions to proof of residency is recommended because these exceptions are already required by law. Provisions at Substantial After-School Care and Placement in Upper Level Foreign Language will be addressed in administrative regulations.	REVISE per enclosed policy	<input type="checkbox"/> YES or <input type="checkbox"/> NO
FDA(LOCAL)	The enclosed revision is recommended to reflect current district practice regarding which campus a nonresident employee's child may attend if a transfer is requested.	REVISE per enclosed policy	<input type="checkbox"/> YES or <input type="checkbox"/> NO
FFC(EXHIBIT)	The enclosed revision is recommended to update the address for the liaison for homeless students.	REVISE per enclosed exhibit No board action required	N/A

CODE	RECOMMENDATION	ACTION	DISTRICT'S RESPONSE
FFG(EXHIBIT)	The enclosed revision is necessary to update the contact information for the person who addresses district policies regarding child abuse or neglect. In addition, the district's police department has been added to the list of to whom a report can be made if someone suspects that a child has been or may be abused or neglected.	REVISE per enclosed exhibit No board action required	N/A
FFH(EXHIBIT)	The enclosed revisions are necessary to update the contact information for the current Title IX coordinator for district students.	REVISE per enclosed exhibit No board action required	N/A
FM(LOCAL)	The enclosed revisions are recommended because the district does not limit absences for UIL activities and absences for other extracurricular activities. To address more clearly which courses will have a waiver for students in grades 7–8 at Exempt Courses, languages other than English (LOTE) was added for clarification.	REVISE per enclosed policy	<input type="checkbox"/> YES or <input type="checkbox"/> NO
FNA(LOCAL)	The enclosed revision is recommended to update the position of who will designate times, locations, and means for distribution of nonschool literature by students at district facilities other than school campuses.	REVISE per enclosed policy	<input type="checkbox"/> YES or <input type="checkbox"/> NO

CODE	RECOMMENDATION	ACTION	DISTRICT'S RESPONSE
FNAB(LOCAL)	The enclosed revisions are recommended to reflect that the principal will: 1) approve or deny requests from elementary or secondary students to conduct noncurriculum related meetings on school premises, and 2) establish guidelines for announcements and publicity for such meetings.	REVISE per enclosed policy	<input type="checkbox"/> YES or <input type="checkbox"/> NO
FNF(LOCAL)	The enclosed revisions are recommended to reflect that the district requires random drug-testing of any student in grades 9–12 who chooses to participate in school-sponsored extracurricular activities.	REVISE per enclosed policy	<input type="checkbox"/> YES or <input type="checkbox"/> NO
GKD(LOCAL)	The enclosed policy reflects the district's rules for nonschool use of its facilities—in language more appropriate for the current legal climate, and is recommended to completely replace the policy currently found in your manual.	REVISE per enclosed policy	<input type="checkbox"/> YES or <input type="checkbox"/> NO
GKDA(LOCAL)	The enclosed revisions are recommended because BJA(LOCAL) permits the superintendent to delegate responsibilities to other employees as permitted by law; therefore, this policy does not need to state, "or designee".	REVISE per enclosed policy	<input type="checkbox"/> YES or <input type="checkbox"/> NO