



November 26, 2024

Dr. Joshua Garcia
Superintendent
Kaufman ISD

Dear Dr. Joshua Garcia:

The proposed policy changes resulting from your recent Policy Review Session are attached, along with a checklist for communicating the board's responses. We suggest the following steps in handling the proposed policy changes:

- Review the annotated policies carefully and request any further revisions before presenting the materials to the board.
- Include on the agenda for a board meeting an item to address board action:

"Additions/revisions/deletions of local policies resulting from the Policy Review Session conducted on November 12, 2024, with drafts prepared by TASB Policy Service (see attached list)."
- Share the annotated policies with the board members ahead of the meeting so they can review the proposed changes.
- Offer the board the following as an appropriate motion:

"I move that the board add, revise, and delete local policies in accordance with the proposed changes resulting from the Policy Review Session conducted on November 12, 2024."
- Return the checklist document, marked to indicate the date of the board's action and the board's decision on each policy change, along with any further changes that may have been adopted by the board.

After we are notified of board action, we will complete final processing, reflect the adopted changes in Policy Online®, and provide you a clean copy of each policy that is added or revised.

As always, if you have questions, please do not hesitate to contact me.

Sincerely,

Sammy Jordan
Policy Consultant