



BROWNSVILLE ISD
POLICY REVIEW SESSION—SEPTEMBER 17, 2020
SECTION C AND FFA(LOCAL)
SUMMARY OF RECOMMENDATIONS

Date sent to district: December 4, 2020

Consultant: Carolyn Austin

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.

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

CODE	RECOMMENDATION	ACTION
CDA(LOCAL)	The enclosed revisions are recommended to better reflect the district's investment practices and express provisions in plain language.	REVISE per enclosed policy
CDB(LOCAL)	The enclosed policy is recommended for deletion from your manual because it covers authorities that are already granted to the district by law [see CDB(LEGAL)] and do not need to be repeated in (LOCAL) policy.	DELETE enclosed policy
CDG(LOCAL)	The enclosed policy is recommended for deletion from your manual because its provisions addressing concession and fundraising are already addressed at FJ(LOCAL) for student groups and GE(LOCAL) for parent organizations.	DELETE enclosed policy
CFA(LOCAL)	The enclosed policy is recommended for deletion from your manual because the board may require a financial report simply by making it an agenda item; no policy is required to authorize this practice.	DELETE enclosed policy
CFB(LOCAL)	The enclosed policy is recommended to completely replace your existing policy regarding inventories and capitalization of fixed assets. The details in your existing policy are more appropriate for administrative regulations.	REVISE per enclosed policy; deleted procedures will be addressed in administrative regulations
CFC(LOCAL)	The enclosed revisions were recommended by the internal audit department.	Revise Per enclosed policy

CODE	RECOMMENDATION	ACTION
CFD(LOCAL)	<p>The enclosed revisions are recommended to:</p> <ul style="list-style-type: none"> ● Delete unnecessary references to the superintendent’s designee, as the superintendent’s authority to delegate responsibilities to district employees is established at BJA(LOCAL); ● Refer to policies regarding procuring legal services for a more complete treatment of the subject; ● Allow the submission of electronic bids and competitive sealed proposals; ● Add cross-references to policies and references to state and federal law; and ● Remove the requirement for a properly drawn and issued purchase order, since this requirement is already addressed in administrative procedures. 	<p>REVISE Per enclosed policy</p>
CH(LOCAL)	<p>The enclosed revisions are recommended to:</p> <ul style="list-style-type: none"> ● Delete unnecessary references to the superintendent’s designee, as the superintendent’s authority to delegate responsibilities to district employees is established at BJA(LOCAL); ● Refer to policies regarding procuring legal services for a more complete treatment of the subject; ● Allow the submission of electronic bids and competitive sealed proposals; ● Add cross-references to policies and references to state and federal law; and ● Remove the requirement for a properly drawn and issued purchase order, since this requirement is already addressed in administrative procedures. 	<p>REVISE Per enclosed policy</p>

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CL(LOCAL)	Deletion of the enclosed policy is recommended because provisions regarding energy efficiency and recycling would be more appropriately addressed in administrative regulations.	DELETE enclosed policy; provisions will be addressed in administrative regulations
CNB (LOCAL)	The enclosed revisions re recommended to delete administrative details regarding transportation for field trips, which would be more appropriately addressed in administrative regulations.	REVISE per enclosed policy: deleted procedures will be addressed in administrative regulations
COC(LOCAL)	The enclosed policy is recommended for deletion from your manual because: <ul style="list-style-type: none"> ● Provisions regarding vending machine offerings are already included in your wellness policy and plan (FFA); and ● Provisions regarding proceeds from sales are addressed at CFD 	DELETE enclosed policy
CPC(LOCAL)	The enclosed revisions are recommended to: <ul style="list-style-type: none"> ● Indicate that the records manager serves as the records management officer for the district; and ● Delete administrative details regarding management, which would be more appropriately addressed in administrative regulations. 	REVISE per enclosed policy; deleted procedures will be addressed in administrative regulations

CODE	RECOMMENDATION	ACTION
CQ(LOCAL)	<p>The enclosed revisions are recommended to delete a provision regarding use of the district’s guest wireless network because:</p> <ul style="list-style-type: none"> • This topic is already addressed in this policy at Availability of Access: • This topic should be addressed in greater detail in the district’s user agreements. Best practice calls for staff, students, and Board members to sign an annual user agreement and for guests to sign a user agreement before any use of district technology. 	<p>REVISE per enclosed policy</p>
CRA(LOCAL)	<p>The enclosed policy is recommended for deletion from your manual because provisions regarding purchase of insurance coverage are already addressed at CH(LOCAL).</p>	<p>DELETE enclosed policy</p>
CRD(LOCAL)	<p>The enclosed revisions are recommended to avoid conflict with DF(LOCAL) regarding offenses for which an employee may be immediately terminated.</p>	<p>REVISE per enclosed policy</p>
CRG(LOCAL)	<p>The enclosed policy, dating from 1983, is recommended for deletion from your manual because it repeats provisions from law that do not need to be replicated in (LOCAL) policy.</p>	<p>DELETE enclosed policy</p>
FFA(LOCAL)	<p>The enclosed policy is recommended to completely replace your existing policy regarding the district’s student wellness practices and meets the USDA 2016 revised guidelines for student wellness.</p>	<p>REPLACE with enclosed policy</p>