

PALESTINE INDEPENDENT SCHOOL DISTRICT
1007 E. Park Avenue
PALESTINE, TEXAS 75801

OFFICIAL COMMUNICATION

Date: July 22, 2019
To: Board of Trustees
From: Suzanne Eiben
Subject: PISD Localized Policy Update 113

Update 113 focuses primarily on amendments to the Administrative Code that have occurred since the last update. Recommended changes to local policies include topics:

- Board member access to information
- Retention or employment of district attorneys
- Superintendent evaluation
- School property disposal
- Food and nutrition management
- Video surveillance of special education classrooms
- Student investigations and searches

The following local policies are presented for your consideration and approval of the recommended action:

<u>Policy</u>	<u>Action to be taken</u>
BBE Board Members Authority Revisions to this policy on board members' authority require district staff to remind board members who are provided access to confidential records or reports that they must comply with the district's information security controls.	Replace
BBD Board Internal Organization: Attorney Changes here are recommended to reflect common practices: 1) The use of an engagement letter rather than a written agreement or contract to establish the fees and expenses for the services. 2) Clarifies that the board president or designee, not just the superintendent, may obtain and report legal advice to the board.	Replace
BJCD Superintendent: Evaluation Updates to BJCD(Legal) reflect a change in the Administrative Code that allows the completion of the Lone Star Governance superintendent evaluation to satisfy the commissioner of education's superintendent appraisal process.	Replace

This changes in legal policy then streamlines the local policy on superintendent evaluation by deleting specifics about the evaluation instrument and the list of board objectives in conducting the evaluation. Clarification is given that although the evaluation typically takes place in a closed meeting, the superintendent may request an open meeting.

- CI School Properties Disposal Replace
This policy authorizes the superintendent to declare district materials, equipment and supplies to be unnecessary and appropriately dispose of those items. The scope of this authority includes district vehicles and other district personal property.
Policy also states that instructional materials must be disposed of in accordance with law, and property obtained with federal funds must be managed in accordance with federal law.
Also, BJA(Local) permits the superintendent to delegate responsibilities to other employees, so language referring to the superintendent's designee has been removed.
- CO Food and Nutrition Management Replace
Revisions here expand the provision authorizing the superintendent to develop regulations on donation of food to refer to other disposal methods for leftover food that the district might want to permit, such as including a sharing table or selling leftovers.
A change in Federal Law deletes the specific references to reimbursable or alternate meals to provide that the district's procedures shall address the parameters under which meals shall be served to a student who has insufficient funds to purchase a meal following exhaustion of the district's meal grace period (allowance to continue to purchase meals up to three school days).
- COA Food and Nutrition Management Add
The recommendation for inclusion in the district's policy manual to comply with state and federal procurement rules on use of child nutrition funds is the purpose of this policy addition.
The text assigns responsibility to the superintendent to oversee the use of child nutrition funds to procure goods and services and to develop and enforce financial management systems and procedures to comply with state and federal requirements. Also, provisions authorize the superintendent to determine whether the district will specify a geographical preference when procuring unprocessed, locally grown products.
- COB Food and Nutrition Management: Add
Free and Reduced –Price Meals
This policy addresses the elements of the federal free and reduced-price meal programs and reflects the district's participation in the community eligibility provision meal program.
Student and parent appeals regarding eligibility for free or reduced-price meal programs are addressed, including the requirement that a district provide a hearing process that meets certain requirements and allegations of discrimination in school meal programs. Such complaints alleging discrimination must be forwarded to the Texas Department of Agriculture.

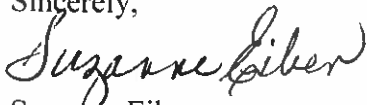
- CRB Insurance and Annuities Management: Liability Insurance Delete
The policy, addressing the various types of insurance the district will purchase, is recommended for deletion as those decisions are typically made during the budget process.
- EHBAF Special Education: Video/Audio Monitoring Replace
The updated Administrative Code rules resulted in the following changes:
- Clarification that requests for cameras to be installed the following school year must be made in writing – an affirmative statement that districts must operate the installed cameras during the instructional day when one or more students are in the classroom.
 - Clarification regarding student clothing changing areas to match the rules.
 - Reference to “release” of video recordings as allowed by law, and
 - New language granting parents, staff members, or district administrators an expedited review by TEA of certain complaints.
- FNF Student Rights and Responsibilities: Replace
Investigations and Searches
Revisions have been made to reflect current case law and common practice:
- affirming that district officials may question a student about the student’s or another student’s conduct, and students may not refuse to answer questions based on the right not to incriminate themselves.
 - informing students that they have no expectation of privacy in district property and such property may be searched at any time without notice. Students are responsible for any prohibited items found in district property provided to them.
 - adding and outlining the district’s authority to conduct searches of students, their belongings, and vehicles in accordance with the law and in a reasonable and nondiscriminatory manner.
 - permitting but not requiring the district to conduct metal detector searches, including using handheld wands, and to use trained dogs to screen a student’s belonging or an area.

The recommendation is also made to remove the details of the district’s drug-testing program from board policy to avoid conflict between policy and administrative procedures.

Your consideration and approval of the local policies in Update 113 for addition, replacements, or deletion as presented is recommended.

Thank you.

Sincerely,



Suzanne Eiben
Assistant Superintendent