



ALEDO ISD BOARD MEETING TEMPLATE

MEETING DATE: March 20, 2017

AGENDA ITEM: Action Item on Policy Updates Related to Update 107

PRESENTER: Kathy Allen

ALIGNS TO BOARD PRIORITIES(S):

- Continuous Improvement – The District shall monitor and revise systems and processes to evaluate organizational effectiveness and stakeholder satisfaction.
- Financial/Facilities – The District shall exhibit excellence in financial and facility planning, management, and stewardship.
- Human Resources – The District shall recruit, hire, train, and retain a highly qualified staff.
- Safety – The District shall maintain a safe and orderly environment.

BACKGROUND INFORMATION:

- Update 107 contains changes to local board policies on topics including gifts and fundraising, employee and contractor misconduct, employee suspension, expense reimbursement, student compulsory attendance and wellness policies. Revisions to legal policies incorporate various administrative rules and additional provisions from the Every Student Succeeds Act (ESSA).
- Update 107 includes eight policies for consideration.
- C Policy:
 - CDC(LOCAL): Other Revenues Gifts And Solicitations – **Information Only** - Administration is pulling this policy from consideration tonight for further study on the portion of the policy that deals with donations solicited by the district or its employees. Administration would like to see the TASB guidelines that will be published in the Administration Regulation Manual Update 53. As of the date of submission of this template Update 53 had not been released. Administration anticipates bringing this specific policy back for consideration in April.
 - CJ(LOCAL): Contracted Services – This policy is recommended for inclusion to satisfy policy requirements from the Every Student Succeeds Act (ESSA), which prohibits employment assistance to certain individuals that are believed to have engaged in sexual misconduct regarding a minor or student.
- D Policy:
 - DC(LOCAL): Employment Practices – This is an additional policy that satisfies ESSA requirements prohibiting a district employee from assisting an employee of the district or of another school district from obtaining a new job if the employee knows or has probable cause to believe that the other employee has engaged in such behavior.
 - DEE(LOCAL): Compensation and Benefits Expense Reimbursement – Changes to this policy includes moving the reference to *administrative procedures* within the policy to clarify that all aspects of the reimbursement, not just documentation requirements, must be in accordance with the district's established regulations. Two provisions are recommended for deletion

because they are already covered by law or not required for all types of reimbursements.

- DFAA(LOCAL): Probationary Contracts Suspension/Termination During Contract – The policy changes clarify that suspension with pay is the same as being placed on administrative leave. Un-necessary references to administrative leave have also been deleted.
- DFBA(LOCAL): Term Contracts Suspension/Termination During Contract - The policy changes clarify that suspension with pay is the same as being placed on administrative leave. Un-necessary references to administrative leave have also been deleted.
- F Policy
 - FEA(LOCAL): Attendance Compulsory Attendance – Recent guidance from TEA prompted recommended revisions to align with the documentation requirements for a student who is homeschooled or is thought to be homeschooled.
 - FJ(LOCAL): Student Fundraising – Significant deletions were made to this policy with the recommendations that details of student fund raising be placed in an administrative regulation. The administrative regulation will be developed once TASB has published Update 53.
- G Policy
 - GE(LOCAL): Relations with Parent Organizations – Changes to this policy focus on booster club and other school related support group fundraising practices.

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ADMINISTRATIVE CONSIDERATIONS: Consider approval of Update 107.

FISCAL NOTE: None

ADMINISTRATIVE RECOMMENDATIONS: Administration recommends the approval of Local Update 107 as written by TASB and presented.

(LOCAL) Policy Action List
ALEDO ISD(184907) - Update / LDU 107

CJ(LOCAL): CONTRACTED SERVICES

DC(LOCAL): EMPLOYMENT PRACTICES

DEE(LOCAL): COMPENSATION AND BENEFITS - EXPENSE REIMBURSEMENT

DFAA(LOCAL): PROBATIONARY CONTRACTS - SUSPENSION/TERMINATION DURING CONTRACT

DFBA(LOCAL): TERM CONTRACTS - SUSPENSION/TERMINATION DURING CONTRACT

FEA(LOCAL): ATTENDANCE - COMPULSORY ATTENDANCE

FJ(LOCAL): STUDENT FUNDRAISING

GE(LOCAL): RELATIONS WITH PARENT ORGANIZATIONS

(LOCAL) Policy Comparison Packet

This packet is generated by an automated process that compares the updated policy to the district's current policy, as found in TASB Policy Service records.

In this packet, you will find:

- Policies being recommended for revision (annotated)
- New policies (not annotated)

Policies recommended for deletion are not included. If you want to include the text of these policies in the information given to the Board, you may download them from *Policy On Line*. .

Annotations are shown as follows.

- *Deletions* are shown in a red strike-through font: ~~deleted text~~.
- *Additions* are shown in a blue, bold font: **new text**.
- Blocks of text that have been *moved* without alteration are shown in green, with double underline and double strike-through formatting to distinguish the text's destination from its origin: ~~moved text~~ becomes moved text.
- *Revision bars* appear in the right margin, as above.

NOTE: While the annotation software competently identifies simple changes, large or complicated changes—as in an extensive rewrite—may be more difficult to follow. In addition, Policy Service's recent migration to Word 2013 causes some margin notes to appear as a tracked change where no change has taken place.

For further assistance in understanding policy changes, please refer to the explanatory notes in your Localized Policy Manual update packet or contact your policy consultant.

Policy.Service@tasb.org

800-580-7529

512-467-0222

OTHER REVENUES
GIFTS AND SOLICITATIONS

CDC
(LOCAL)

Note: For purposes of this policy, the terms “gift” and “donation” have the same meaning.

UNSOLICITED GIFTS
AUTHORITY TO
ACCEPT

The Board delegates to the Superintendent the authority to accept unsolicited gifts on behalf of the District. However, any gift that the potential donor has expressly made conditional upon the District's use for a specified purpose, or any gift of real property, shall require Board approval.

Once accepted, a gift becomes the sole property of the District.

CRITERIA FOR
ACCEPTANCE

The District shall not accept any gift that would violate or conflict with policies of or actions by the Board or with federal or state law.

Before the Superintendent accepts a gift or recommends acceptance of a gift to the Board, as applicable, the Superintendent shall consider whether the gift:

1. Has a purpose consistent with the District's educational philosophy, goals, and objectives;
2. Places any restrictions on a campus or District program;
3. Would support a program that the Board may be unable or unwilling to continue when the donation of funds is exhausted;
4. Would result in ancillary or ongoing costs for the District;
5. Requires employment of additional personnel;
6. Requires or implies the endorsement of a specific business or product [see GKB for advertising opportunities];
7. Would result in inequitable funding, equipment, or resources among District schools or programs;
8. Obligates the District or a campus to engage in specific actions; or
9. Affects the physical structure of a building or would require extensive maintenance on the part of the District.

SOLICITATIONS

An employee who solicits gifts on behalf of the District or for use in the fulfillment of his or her professional responsibilities shall comply with relevant state and federal law and any District administrative regulations.

All donations solicited on behalf of the District, including solicitations in the name of the District or a campus, or donations solicited using District or campus resources, become the sole property of the District.

OTHER REVENUES
GIFTS AND SOLICITATIONS

CDC
(LOCAL)

WEB-BASED
SOLICITATIONS

An employee may solicit web-based donations of money or items for use by the employee in fulfilling his or her professional responsibilities or for the District's use, including "crowdfunding." However, an employee shall obtain prior approval from the employee's supervisor before using the name or image of the District, a campus, or any student.

CONTRACTED SERVICES

CJ
(LOCAL)

EMPLOYMENT
ASSISTANCE
PROHIBITED

No District employee shall assist a contractor or agent of the District or of any other school district in obtaining a new job if the employee knows, or has probable cause to believe, that the contractor or agent engaged in sexual misconduct regarding a minor or student in violation of the law. Routine transmission of an administrative file does not violate this prohibition.

No District contractor or agent shall assist an employee, contractor, or agent of the District or of any other school district in obtaining a new job if the contractor or agent knows, or has probable cause to believe, that the individual engaged in sexual misconduct regarding a minor or student in violation of the law. Routine transmission of an administrative or personnel file does not violate this prohibition.

[See also DC for prohibitions relating to employees]

EMPLOYMENT PRACTICES

DC
(LOCAL)

PERSONNEL DUTIES	The Superintendent shall define the qualifications, duties, and responsibilities of all positions and shall ensure that job descriptions are current and accessible to employees and supervisors.
POSTING VACANCIES	The Superintendent or designee shall establish guidelines for advertising employment opportunities and posting notices of vacancies. These guidelines shall advance the Board's commitment to equal opportunity employment and to recruiting well-qualified candidates. Current District employees may apply for any vacancy for which they have appropriate qualifications.
APPLICATIONS	<p>All applicants shall complete the application form supplied by the District. Information on applications shall be confirmed before a contract is offered for a contractual position and before hiring or as soon as possible thereafter for a noncontractual position.</p> <p>[For information related to the evaluation of criminal history records, see DBAA.]</p>
EMPLOYMENT OF CONTRACTUAL PERSONNEL	<p>The Superintendent has sole authority to make recommendations to the Board regarding the selection of contractual personnel.</p> <p>The Board delegates to the Superintendent final authority for employment of teachers, counselors, librarians, and nurses. The Board retains final authority for employment of assistant principals and other administrators.</p>
EMPLOYMENT OF NONCONTRACTUAL PERSONNEL	<p>The Board delegates to the Superintendent final authority to employ and dismiss noncontractual employees on an at-will basis.</p> <p>[See DCD]</p>
EMPLOYMENT ASSISTANCE PROHIBITED	<p>No District employee shall assist another employee of the District or of any school district in obtaining a new job if the employee knows, or has probable cause to believe, that the other employee engaged in sexual misconduct regarding a minor or student in violation of the law. Routine transmission of an administrative or personnel file does not violate this prohibition. [See CJ for prohibitions relating to contractors and agents and DH(EXHIBIT) for the Educators' Code of Ethics.]</p>
EXIT INTERVIEWS AND EXIT REPORTS	An exit interview shall be conducted, if possible, and an exit report shall be prepared for every employee who leaves employment with the District.

COMPENSATION AND BENEFITS
EXPENSE REIMBURSEMENT

DEE
(LOCAL)

PRIOR APPROVAL
REQUIRED

An employee shall be reimbursed for reasonable, allowable expenses incurred in carrying out District business only with the prior approval of the employee's ~~immediate~~ supervisor **and in accordance with administrative regulations.**

~~TRAVEL EXPENSES~~

~~Reimbursement for authorized travel shall be in accordance with legal requirements.~~

~~Accounting records shall accurately reflect that no state or federal funds were used to reimburse travel expenses beyond those authorized for state employees.~~

DOCUMENTATION
REQUIRED

For any **allowable**~~authorized~~ expense incurred, the employee shall submit a statement, with receipts to the extent feasible, documenting actual expenses ~~and in accordance with administrative procedures.~~

EXCEPTION

~~EXCEPTION~~

Expenses for meals associated with authorized overnight travel not related to a state or federal grant shall be paid to employees on a per diem basis. No receipts shall be required for expenses paid on a per diem basis.

PROBATIONARY CONTRACTS
SUSPENSION/TERMINATION DURING CONTRACT

DFAA
(LOCAL)

SUSPENSION WITH
PAY

A probationary contract employee may be suspended with pay ~~an-~~
~~dor~~ placed on administrative leave by the ~~Superinten-~~
~~dent~~~~Superintendent~~ during an investigation of alleged misconduct
by the employee or at any time the ~~Superintendent~~~~Superintendent~~
determines that the District's best interest will be served by the
suspension ~~or administrative leave.~~

TERM CONTRACTS
SUSPENSION/TERMINATION DURING CONTRACT

DFBA
(LOCAL)

SUSPENSION WITH
PAY

A term contract employee may be suspended with pay ~~and~~
placed on administrative leave by the ~~Superinten-~~
~~dent~~~~Superintendent~~ during an investigation of alleged misconduct
by the employee or at any time the ~~Superintendent~~~~Superintendent~~
determines that the District's best interest will be served by the
suspension ~~or administrative leave.~~

ATTENDANCE
COMPULSORY ATTENDANCE

FEA
(LOCAL)

Students in violation of the compulsory attendance law shall be reported to the District attendance officer, who may institute court action as provided by law.

EXCUSED ABSENCES

In addition to excused absences required by law, the District shall excuse absences for the following purposes.

HIGHER
EDUCATION VISITS

The District shall excuse a student for up to two days during the student's junior year and up to two days during the student's senior year to visit an accredited institution of higher education. A student shall be required to submit verification of such visits in accordance with administrative regulations.

EARLY VOTING OR
ELECTION CLERK

The District shall excuse a student for up to two days per school year to serve as an early voting or election clerk. A student shall be required to submit verification of service in accordance with administrative regulations.

[For extracurricular activity absences, see FM.]

WITHDRAWAL FOR
NONATTENDANCE

The District may initiate withdrawal of a student under the age of 19 for nonattendance under the following conditions:

1. The student has been absent ten consecutive school days; and
2. Repeated efforts by the attendance officer and/or principal to locate the student have been unsuccessful.

[For District-initiated withdrawal of students 19 or older, see FEA(LEGAL).]

STUDENTS
ATTENDING IN
HOMESCHOOLS

Students who are ~~When the District becomes aware that a student is being or will be~~ homeschooled **are exempt from the compulsory attendance law to the same extent as students enrolled in other private schools.**

Adequate documentation of homeschooling for withdrawal shall consist of either a statement of withdrawal in accordance with FD(LOCAL) indicating the date homeschooling began, or a signed and dated letter from a parent Superintendent or guardian indicating that his or her child is being homeschooled and the date the homeschooling began.

The District designee may request from a parent or guardian in writing a letter of assurance that a child is being educated notification from the parents of their intention to homeschool using a curriculum designed to meet basic education goals of reading, spelling, grammar, mathematics, and a study of good citizenship.

ATTENDANCE
COMPULSORY ATTENDANCE

FEA
(LOCAL)

ENFORCING
COMPULSORY
ATTENDANCE

If ~~a parent or guardian refuses~~~~the parents refuse~~ to submit a ~~re-~~
~~quested statement or~~ letter, ~~of notification~~ or if the District has
evidence that ~~a~~~~the~~ school-~~aged~~~~age~~ child is not being home-
schooled within legal requirements, the District may investigate fur-
ther and, if warranted, shall pursue legal action to enforce the
compulsory attendance law.

STUDENT FUNDRAISING GIFTS AND SOLICITATIONS

FJ
(LOCAL)

Administrative regulations shall address student fundraising plans, approval of fundraising activities, and any required reporting on fundraisers by campus administrators.

With at least one employee managing each project, students representing their school or the District may participate in approved fundraising to benefit the District or a nonschool, charitable organization. Participation shall be voluntary and shall be approved only when the fundraising activity relates to the District's educational mission.

Fundraising shall not be permitted during class time. [See EC]

FUNDRAISING
THROUGH SALES OF
FOODS AND
BEVERAGES THAT
COULD BE
CONSUMED DURING
THE SCHOOL DAY
SHALL MEET THE
REQUIREMENTS FOR
COMPETITIVE FOODS
UNLESS THE
DISTRICT ALLOWS AN
EXCEPTION FROM
THE COMPETITIVE
FOOD REQUIREMENT,
AS PERMITTED BY
STATE AND FEDERAL
LAW. [SEE CO AND
FP] OUTSIDE
ORGANIZATIONS
BY OUTSIDE
ORGANIZATIONS
SPONSORED

~~Fund-raising activities by student groups and/or for school-sponsored projects shall be allowed, with prior administration approval and under the supervision of the project sponsor, for students in all grades.~~

~~All fund-raising projects shall be subject to the approval of the principal.~~

~~Student participation in approved fund-raising activities shall not interfere with the regular instructional program. [See EC] Funds raised shall be received, deposited, and disbursed in accordance with CFD(LOCAL).~~

~~Students representing their school may participate in charitable institution and community drives. Such participation, which shall be on a strictly voluntary basis and shall not disrupt the regular school day, shall be open to all students.~~

~~Outside organizations, commercial enterprises, or individuals may solicit contributions from students within the school. Charitable organizations shall be allowed to place collection boxes in the school buildings, provided no pressure to contribute is exerted on the students at any time.~~

~~LOSS OF CLASS TIME~~

~~The collection of monies that takes the time of the students or teachers during school hours is strictly forbidden, unless the monies collected represent payment for school lunches, monies that will benefit the school or its students, or other authorized fees. [See also FP]~~

~~The Board shall regularly be informed of approved fund-raising projects and shall periodically review the effect of such activity on the student body, the instructional program, and the community.~~

RELATIONS WITH PARENT ORGANIZATIONS

GE
(LOCAL)

District-affiliated school-support **organizations and** ~~or~~ booster organizations, **and other parent groups**, shall organize, **fundraise or solicit donations**, and function in a way that is consistent with the District's philosophy and objectives, ~~within adopted~~ Board policies, **District administrative regulations**, ~~in accordance with~~ applicable UIL **or other governing association** guidelines, and financial and audit regulations. [See also **CDC and CFC**~~CFD~~]

Before engaging in fundraising or soliciting gifts, an organization or group shall notify the principal or other appropriate administrator identified in administrative regulations. [See CDC(LOCAL) for District acceptance of gifts and solicitations]

USE OF DISTRICT
FACILITIES

District-affiliated school-support or booster organizations may use District facilities with prior approval of the appropriate administrator. Other parent groups may use District facilities in accordance with policy GKD.

~~PURCHASES FOR THE
SCHOOL~~

~~Before parent groups or other groups working with the school purchase equipment for the schools, including computer hardware and software, they shall notify the principal of their plans. In consultation with the Superintendent or designee, the principal shall determine the type or brand of equipment to buy to ensure compatibility with current District equipment.~~