



Texas Association of School Boards • Policy Service
P.O. Box 400 • Austin, Texas 78767-0400 • 512.467.0222 • 800.580.7529

Serving Texas Schools Since 1949

July 18, 2017

Celina ISD
Rick DeMasters
Superintendent
205 South Colorado Street
Celina, Texas 75009

Dear Mr. DeMasters:

Since you are replacing your Localized Policy Manual in its entirety, your board will need to affirm changes to (LOCAL) policies resulting from the Policy Review Session completed on April 25, 2017. These changes include policies that are to be repealed, added, or revised. The least cumbersome way to handle this is with a blanket repeal of policies contained in the current manual and adoption/readoption of all (LOCAL) policies as found in the revised, reprinted manual.

When preparing for board action, please remember:

- Place the item on the agenda for a board meeting:
“Repeal of all previously adopted policies and adoption of (LOCAL) policies as prepared by TASB Policy Service (see attached list).”
- An appropriate motion is as follows:
“I move that the board adopt the (LOCAL) policies contained within the reconstructed TASB Localized Policy Manual, effective this date, and repeal all previous policies.”
- Enter the board “Adopted” dates on each (LOCAL) policy.
- Set up a historical file that includes all (LOCAL) policies in the repealed policy manual and a copy of the official minutes of the board meeting at which adoption of the new manual occurred.

Also, please sign and return the enclosed Updating Services Agreement.

We have enjoyed working with your district on this project and look forward to helping you maintain the manual in optimal form. Please call me if you have any questions.

Sincerely,

Carolyn Austin
Policy Consultant

Enclosures



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Updating Services Agreement

The Celina Independent School District authorizes the Texas Association of School Boards Policy Service to provide updating services, as specified below, to the District's Localized Policy Manual and to bill the District for charges incurred.

■ Localized TASB Updates

Prepared by Policy Service in response to changing legal authority (or to implement structural changes to increase the efficiency of the Localized Policy Manual), Localized Updates occur two to three times a year. Policy Service examines its record of the District's Localized Manual and determines how those update changes affect the manual. The result is a Localized Update packet unique to the District. The typical Localized Update packet contains appropriate (LEGAL) policies and adoptable (LOCAL) policies, consistent with legal authority.

■ Local District Updates

Driven by local change, Local District Updates are locally initiated adjustments to Localized Updates or policies and are enacted in response to changing local priorities or needs. All such changes must be provided to Policy Service so that policy records, upon which the Localized Updates are formulated, remain current. Submitted policies will receive editorial review and, if referred to Legal Services for potential legal issues, the District will be alerted by letter of the reviewing attorney's concerns, if any.

Other provisions

Membership in both TASB and TASB Policy Service is a prerequisite for localization and updating services.

Policy Service will provide, upon District request, duplication services for Localized TASB Updates and Local District Updates. Charges will be billed with each updating activity.

Participating school districts agree to a limited use by TASB, Inc. to utilize the records of the District for the limited purpose of preparing policy materials for the District and for use in statistical studies or projects furthering the objectives of TASB and TASB Inc. in supporting public education in Texas. In no event may TASB or TASB, Inc. act as custodian of District records within the meaning of that term in the Public Information Chapter of the Government Code.

This agreement will continue until the District notifies TASB Policy Service, in writing, to the contrary.

Superintendent or Designee

Date

Please sign and return to:

TASB Policy Service
P.O. Box 400
Austin, TX 78767-0400

Or fax to 512-467-3618