

Agenda of Special Meeting

The Board of Trustees Pilot Point Independent School District

A Special Meeting of the Pilot Point Independent School District Board of Trustees will be held September 15, 2025, beginning at 5:30 PM in the Pilot Point ISD Administration Board Room, 829 S. Harrison Street, Pilot Point, TX 76258.

The subjects to be discussed or considered or upon which any formal action may be taken are listed below. Items do not have to be taken in the same order as shown on this meeting notice.

1. **CALL TO ORDER / ROLL CALL**
2. **PLEDGES TO THE FLAGS**
3. **INVOCATION**
4. **RECOGNITION**
 - A. **Swearing In of New Police Officer**
Chief Eric Dortch
5. **PUBLIC COMMENT**
6. **PRESENTATION REGARDING LEGAL SERVICES** 3
7. **TRUSTEE WORKSHOP**
 - A. **Team of 8 Training** 9
8. **CLOSED SESSION**
 - A. **Pursuant to Texas Government Code Section 551.071, private consultation with the Board's attorney, in person or by phone, when the Board seeks the advice of its attorney about: pending or contemplated litigation; a settlement offer; or on a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with this chapter.**
Pursuant to Section 551.074 of the Texas Government Code, deliberation regarding the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee.
 1. **Consultation with the Board's attorney and deliberation regarding the evaluation of the Board of Trustees.**
 - B. **Texas Government Code § 551.074 - Considering the appointment, employment, evaluation, reassignments, duties, discipline or dismissal of a public officer or employee or to hear complaints or charges against a public officer or employee; Texas Government Code §551.076 - Considering the deployment, specific occasions for, or implementation of, security personnel or devices; Texas Government Code § 551.082 - Considering discipline of a public school child, or complaint or charge against personnel; and Texas Government Code § 551.0821 - School Board; personally identifiable information about public school student**
 2. **Employment**

3. Resignations	
9. OPEN SESSION	
A. Consideration and Possible Action on Employment and/or Resignations	
B. Discuss and Consider Authorizing Superintendent to Approve	67
Contracts	
Dr. Shannon Fuller	
C. Discuss and Consider Baseball Field Bullpen Addition	68
Dr. Brant Perry	
10. ADJOURNMENT	

A | R | B | H
ABERNATHY ROEDER
BOYD HULLETT
EST. 1876

Marianna McGowan
mmcgowan@abernathy-law.com

1700 Redbud Boulevard, Suite 300 | McKinney, Texas 75069
Main: 214.544.4000 | Fax: 214.544.4044

November 1, 2024

Dr. Shannon Fuller, Superintendent
Pilot Point Independent School District
829 South Harrison Street
Pilot Point, TX 76258

Re: New Billing Rates

Dear Shannon:

Our firm completed its annual review of fees. Although costs have continued to rise, in an effort to assist the district during strained financial times, we have not raised fees in approximately two (2) years. However, in order to address the increase in cost, we will need to make adjustments to our fee structure.

Our firm's hourly rates will increase from \$265.00 to \$305.00 for directors, from \$250.00 to \$295.00 for senior associates, from \$240.00 to \$275.00 for associates and from \$110.00 to \$115.00 for paralegals effective January 1, 2025.

Based on our research, we believe these rates are lower than those of our competitors and, as always, we will use our best judgment to determine the most economical use of our attorneys and staff for you. The Firm is sensitive to the district's budgetary challenges and is making every effort to maintain a cost-conscious approach to our delivery of legal services.

For example, the Firm offers a Comprehensive Client Discount Program which provides eligible clients with a discount on certain school law legal services. This discount program is offered to clients who engage our Firm for (1) School Law, (2) Real Estate, and (3) Delinquent Tax Collection Services. Based on eligible legal fees, Pilot Point ISD would have saved approximately \$10,711.50 in 2023. If you are interested in this discount program, we are happy to provide additional details up request

We are grateful for the opportunity to represent the Pilot Point Independent School District. We appreciate the business relationship we have developed between Pilot Point ISD and our firm and look forward to continuing this relationship for years to come.

Thank you for your understanding of the firm's need to cover increasing costs. If you have any questions, please do not hesitate to contact me.

Very truly yours,


3
Mari M. McGowan

ABERNATHY
ROEDER &
BOYD &
HULLETT P.C.

1700 Redbud Boulevard, Suite 300 § P.O. Box 1210 § Pilot Point Bedford, Texas 75070-1210
Metro 214.544.4000 § Fax 214.544.4040

ATTORNEYS AT LAW

MARIANNA M. MCGOWAN

mrcgowan@abernathy-law.com
Direct Dial 214.544.4031

5673.0001

RECEIVED

Admin
7-24-15
Signed copy

July 7, 2015

Dan Gist, Superintendent
Pilot Point ISD
829 South Harrison Street
Pilot Point, TX 76258

VIA U.S. MAIL and VIA EMAIL
dgist@pilotpointisd.com

4

Re: **Representation Agreement between Pilot Point Independent School District and Abernathy, Roeder, Boyd & Hullett P.C. regarding Legal Services.**

Dear Mr. Gist:

Abernathy, Roeder, Boyd & Hullett, P.C. ("Firm") is grateful that Pilot Point Independent School District ("PPISD") would consider using our services. This letter represents our agreement to represent the PPISD if you should decide to retain our services. We will be pleased to meet the Board or other members of the District in person and provide further information regarding our services.

The Firm provides a comprehensive education law practice for our clients, covering a broad range of school law issues. The Firm's attorneys have extensive experience in representing school districts in all areas of law including, but not limited to, personnel, special education, open meetings, public information, disability discrimination, students, student discipline, First Amendment, litigation, contract review, purchasing, construction, real estate, and general representation for the Board of Trustees. Our attorneys are also experienced in drafting employee policies and procedures, student handbooks, codes of conduct as well as due process guidelines that may also apply to personnel and students. Additionally, due to the unique nature of education law, we believe districts benefit from legal representation that understands the nuances, difficulties, and specific issues related to school districts. Our emphasis in education and employment law stems from our representation of more than 30 school districts, including, McKinney, Frisco, Plano, Prosper, Argyle, Northwest, Mansfield, Melissa, Gunter, Rockwall, and Royse City.

Our attorneys are accustomed to regularly attending meetings as requested by our clients, employee grievance hearings and hearings before administrative bodies, such as the Board of Trustees. Continuing advances in technology enable us to provide prompt responses to critical needs and fill access gaps. We can provide original documents, review and revision of other documents, and correspondence via electronic mail which significantly decreases costs associated with traditional faxing, mailing and courier services. Our attorneys participate in Continuing Legal Education programs in accordance with the State Bar of Texas and are consistently seeking the most current information surrounding the areas of their practice.

The Firm would also welcome the opportunity to provide in-service training or other seminars for PPISD. In-service training provides staff updates on recent trends in the law and strategies to avoid general liability concerns in areas such as personnel, student discipline and special education. We are approved as a CPE Provider through TEA and offer training hours as part of our presentations. If we can be of service in these or any other in-service subjects, please do not hesitate to contact our office.

5

This Retainer Agreement set forth below constitutes the proposed agreement between Pilot Point Independent School District ("you") and Abernathy, Roeder, Boyd & Hullett, P. C. in any legal matter it deems appropriate.

Fees will be invoiced on a monthly basis with payment expected within thirty (30) days from receipt of invoice.

It is impossible to determine in advance the amount of time necessary to complete any assigned matter. Our fee is based upon the amount of time we devote to matters referred to us. Although Richard Abernathy and I will perform most of the work for PPISD, we will use our best judgment to determine the most economical use of our attorneys and staff for you. Therefore, you may receive assistance from various attorneys and paralegals in our Firm. Breakdowns of our hourly rates presently range as follows:

1.	Attorneys who are Directors	\$220.00
2.	Senior Associate Attorneys	\$210.00
3.	Associate Attorneys	\$200.00
3.	Paralegals	\$ 90.00

Billed time includes all time spent on any matters assigned including conferences, telephone calls, investigation, drafting of documents, correspondence, negotiations, legal research, and travel to and from locations away from our office. We charge for telephone time because many times an attorney can accomplish as much on your behalf by telephone as in a face-to-face meeting with you or others. The use of the telephone saves your personal time and that of your attorney and results in a lower cost to you. Any figures we quote you for the total cost of our services are merely estimates. Other parties may engage in activities beyond our control that require us to expend more time than originally contemplated. Time is billed in units of one-tenth hour each. From time to time our Firm is required to adjust its hourly rates to more

accurately reflect changing economic circumstances. If this occurs, you will be notified. In addition, you will be responsible for all costs which we may incur on your behalf. These costs include, but are not limited to, copy and telephone expenses. The charges for some of these costs are attached. Additionally, we are willing to work with PPISD if you desire an alternate billing method.

The periodic bill which we will mail or email, usually monthly, itemizes the time and costs charged to your account for that period. If you have any questions regarding the statement, you should feel free to contact Ms. Becky Wood in our billing department. All balances on your account are due upon receipt. If you do not timely pay your account we have the right, at our discretion, to withdraw from representing PPISD.

While the Firm traditionally utilizes hourly fee arrangements, we are willing to consider a flat retainer agreement for legal services. As with all of our clients, the type of representation agreement appropriate for PPISD would be directly based on the District's individual needs. In the event the District desires representation on a retainer basis, we believe it would be crucial to properly define the parameters of the agreement to define the District's expectations of what matters are covered by the retainer. Further, we believe the District should strive to enter an agreement that provides for reimbursement of any unused retainer amounts at the conclusion of each retainer period. Again, our office will be pleased to meet the Board or other members of the District in person to further discuss this option for representation.

6

We also have the right, at our discretion, to withdraw from representation if you have misrepresented or failed to disclose material facts to us, if you fail to follow our advice or if for any reason our relationship becomes unworkable. Likewise, you may discharge us at any time for any reason. You will be responsible for any fee and cost incurred prior to our withdrawal or discharge, including time and costs expended to turn over the file(s) and other information to you or substitute counsel.

In the course of its representation, the Firm may develop presentations, forms, guidance documents, and other creative works for use by the District. Although the Firm retains copyright ownership of any such works, the Firm shall grant the District an irrevocable, nonexclusive, nontransferable royalty-free license to retain, use, and modify any works produced by the Firm for the District.

This Agreement contains all of the terms of our financial arrangement with you and can only be modified by a written document signed by all parties except for any hourly rate adjustment as set out above.

You should know that the General Counsel's Office at the State Bar of Texas (800/932-1900) investigates and prosecutes professional misconduct committed by Texas attorneys. ARB&H is committed to follow the Texas Lawyer's Creed, which may be found at www.txethics.org/reference_creed.asp.

Pilot Point ISD
July 7, 2015
Page 4

We believe the Firm can provide the representation necessary to assist PPISD to continue its growth and dedication to its mission. Thank you for the opportunity to serve you.

Best regards.

SIGNED this 22nd day of July, 2015.

Abernathy, Roeder, Boyd & Hullett P.C.


By: Mari M. McGowan

Pilot Point Independent School District


By: Dan Gist
Superintendent

7

LIST OF COSTS

1. In-House Photocopy.....20¢ / page
2. Facsimiles (per page, sent).....\$1.00
3. In-house Courier (Dallas and surrounding cities).....\$35.00
4. In-house Courier (local).....\$10.00
5. Legal Research (Lexis/Westlaw, etc.) At Cost
6. Telephone (long distance).....\$2.00
7. Telephone (local) No Charge
8. PostageCurrent U.S. Postal Service Rate
9. Federal Express At Cost
10. Outside Duplicating At Cost
11. Travel and Expenses At Cost
12. Expert Fees..... At Cost
13. Professional Services (court reporters, videographers,
deposition transcripts, process servers, record services, etc.)..... At Cost



Board Training Pilot Point ISD Board of Trustees

9

Abernathy, Roeder, Boyd & Hullett, P.C.

1700 Redbud, Suite 300

McKinney, Texas 75069

(214) 544-4000

mmcgowan@abernathy-law.com



Agenda

- Board Self-Assessment
- Board Member Responsibilities / Duties
- Open Meetings Act
- Board Operating Procedures

Board Self-Assessment



- **Vision** - The Board ensures creation of a shared vision that promotes enhanced student achievement.
- **Structure** - The Board provides guidance and direction for accomplishing the vision.
- **Accountability** - The Board measures and communicates how well the vision is being accomplished.
- **Advocacy** - The Board promotes the vision.
- **Unity** - The Board works with the Superintendent to lead the District toward the vision.
- **Critical Issues**

Board Self-Assessment



- Team Improvement Goals
- Team Continuing Education Targets
- Time Table for Team Improvement
- Individual Continuing Education Targets

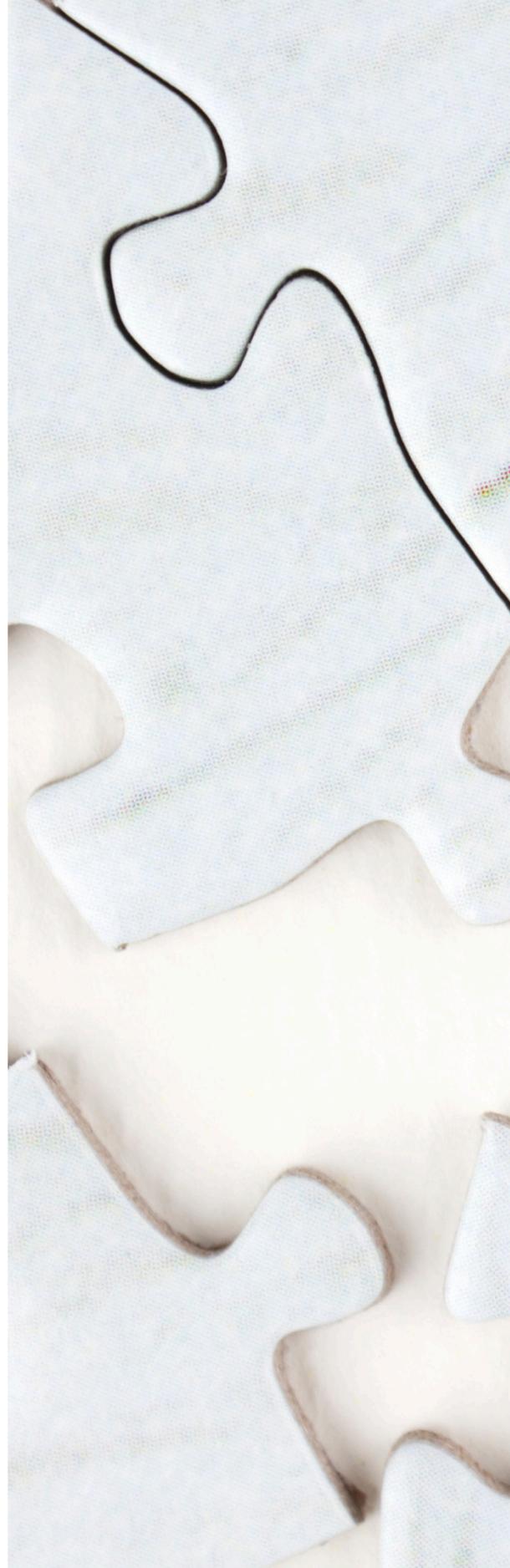


Board Member Responsibilities / Duties



The mission of the public education system of this state is to ensure that **all Texas children** have access to a quality education that enables them to achieve their potential and fully participate now and in the future in the social, economic, and educational opportunities of our state and nation (Texas Education Code, §4.001).

Board Powers and Duties BAA (LEGAL)



A district is governed by a board of trustees who, as a body corporate, shall oversee the management of the District and ensure that the Superintendent implements and monitors plans, procedures, programs, and systems to achieve appropriate, clearly defined, and desired results in the major areas of District operations. Education Code 11.051(a)

Except as provided by Education Code 39A.201 and 39A.202 [see AIC], the Trustees as a body corporate have the exclusive power and duty to govern and oversee the management of the public schools of the District. All powers and duties not specifically delegated by statute to the Texas Education Agency (TEA) or the State Board of Education are reserved for the Board, and TEA may not substitute its judgment for the lawful exercise of those powers and duties by the Trustees.

The Trustees constitute a body corporate and in the name of the District may acquire and hold real and personal property, sue and be sued, and receive bequests and donations or other moneys or funds coming legally into their hands.

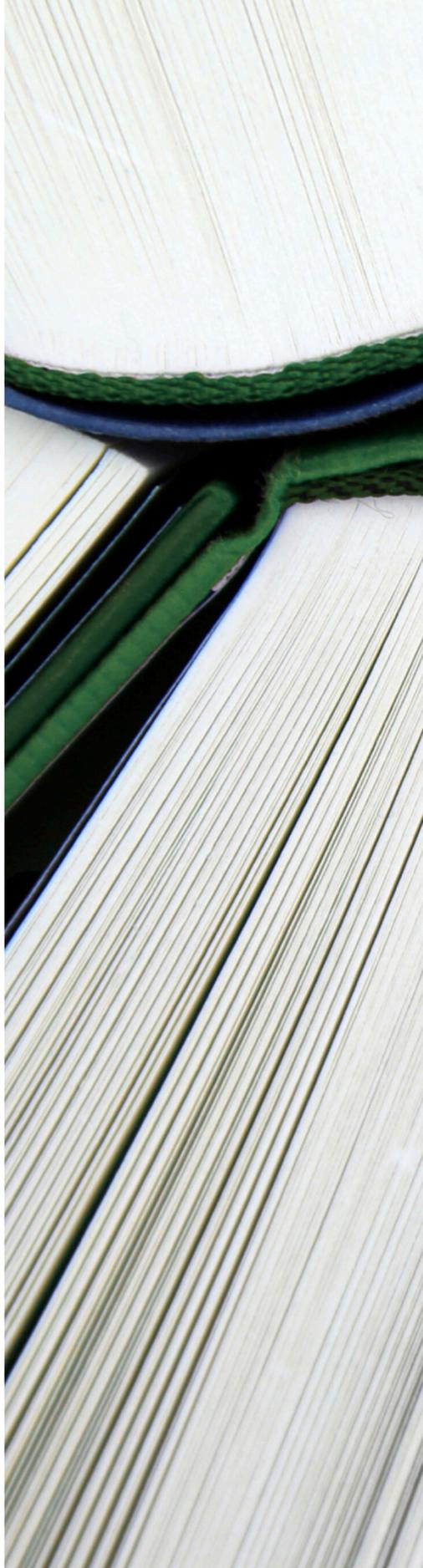
The Trustees may adopt rules and bylaws necessary to carry out these powers and duties.

Board Powers and Duties - Mandatory BAA (LEGAL)



- In addition to powers and duties under Education Code 11.151 above or other law, the Board has the powers and duties provided by Education Code 11.1511(b) below, except as otherwise provided by Education Code 39A.201 or 39A.202. Education Code 11.1511(a):
 - Seek to establish working relationships with other public entities to make effective use of community resources and to serve the needs of public school students in the community.
 - Provide oversight regarding student academic achievement and strategic leadership for maximizing student performance.
 - By rule, adopt a process through which District personnel, students or the parents or guardians of students, and members of the public may obtain a hearing from the District administrators and the Board regarding a complaint.
 - Make decisions relating to terminating the employment of District employees employed under a contract to which Education Code Chapter 21 applies, including terminating or not renewing an employment contract to which that chapter applies.
 - Adopt a policy providing for the employment and duties of District personnel.

Board Authority BBE (LEGAL)



- Unless authorized by the Board, a member of the Board may not, individually, act on behalf of the Board. Education Code 11.051(a-1)
- The statutory immunity detailed below is in addition to and does not preempt the common law doctrine of official and governmental immunity. Education Code 22.051(b)
 - A Board Member is not personally liable for any act that is incident to or within the scope of the duties of the Board Member's position and that involves the exercise of judgment or discretion. Education Code 22.0511(a)
 - Except as provided in 20 U.S.C. Section 7946(b), no Board Member shall be liable for harm caused by an act or omission of the Board Member on behalf of a District if the conditions of the Paul D. Coverdell Teacher Protection Act of 2001 are met. 20 U.S.C. 7943, 7946(a) [See also DGC]

Board Authority Access to Information BBE (LEGAL)



- When acting in the Member's official capacity, a Board Member has an inherent right of access to information, documents, and records maintained by the District.
 - "Official capacity" means all duties of office and includes administrative decisions or actions.
- The District shall provide the information, documents, and records to the Board member without requiring the Board Member to submit a public information request under Government Code Chapter 552 (Public Information Act) and without regard to whether the requested items are the subject of or relate to an item listed on an agenda for an upcoming meeting.
- A district shall provide a Board Member with information, documents, and records requested not later than the 20th business day after the date the District receives the request. The District may take a reasonable additional period of time, not to exceed the 30th business day after the date the District receives the request, to respond to a request if compliance by the 20th business day would be unduly burdensome given the amount, age, or location of the requested information. The District shall inform the Board Member of the reason for the delay and the date by which the information will be provided.

Board Authority Access to Information BBE (LEGAL)



- If a District does not provide requested information to a Board Member in the time required, the Member may bring suit against the District for appropriate injunctive relief.
 - A member who prevails in a suit is entitled to recover court costs and reasonable attorney's fees. The District shall pay the costs and fees from the budget of the Superintendent's office.
- The District may withhold or redact information, a document, or a record requested by a Board Member to the extent that the item is excepted from disclosure or is confidential under the Public Information Act or other law [see GBA].
- A Board Member shall maintain the confidentiality of information, documents, and records received from the District as required by the Family Educational Rights and Privacy Act of 1974 (20 U.S.C. 1232g) and any other applicable privacy laws. [See FL]
- Personally identifiable information in education records may be released, without the written consent of the student's parents, only to a school official who has a legitimate educational interest in the education records. 34 C.F.R. 99.31 [See FL]

Board Authority Access to Information BBE (LEGAL)



- A person commits an offense if the person:
 - Willfully destroys, mutilates, removes without permission as provided by Government Code Chapter 552 (Public Information Act), or alters public information; or
 - Distributes information considered confidential under the terms of Government Code Chapter 552. Gov't Code 552.351, .352
- A District shall create a policy on visits to a District campus or facility by a member of the Board. Education Code 11.1512(g)

Board Authority BBE (LOCAL)

The Board has final authority to determine and interpret the policies that govern the schools and, subject to the mandates and limits imposed by state and federal authorities, has complete and full control of the District. Board action shall be taken only in meetings that comply with the Open Meetings Act. [See BE(LEGAL)]

- **Transacting Business**
 - When a proposal is presented to the Board, the Board shall hold a discussion and reach a decision. Although there may be dissenting votes, which are a matter of public record, each Board decision shall be an action by the whole Board binding upon each member.
- **Individual Authority for Committing the Board**
 - Board members as individuals shall not exercise authority over the District, its property, or its employees. Except for appropriate duties and functions of the Board President, an individual member may act on behalf of the Board only with the express authorization of the Board. Without such authorization, no individual member may commit the Board on any issue.

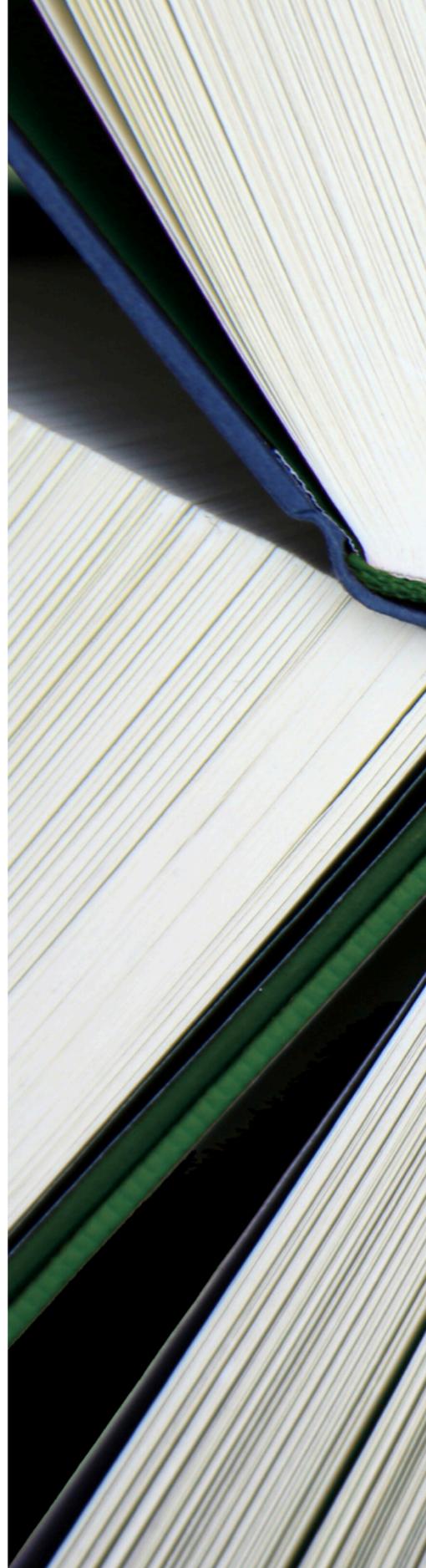
Board Authority BBE (LOCAL)



Individual Access to Information

- An individual Board member, acting in his or her official capacity, shall have the right to seek information pertaining to District fiscal affairs, business transactions, governance, and personnel matters, including information that properly may be withheld from members of the public in accordance with the Public Information Chapter of the Government Code.²²
- If a Board member is not acting in his or her official capacity, the Board member has no greater right to District records than a member of the public.
- An individual Board member shall not have access to confidential student records unless the Member is acting in his or her official capacity and has a legitimate educational interest in the records in accordance with policy FL.

Board Authority BBE (LOCAL)



Requests for Records

- An individual Board Member shall seek access to records or request copies of records from the Superintendent or other designated custodian of records, who shall respond within the time frames required by law. When a custodian of records other than the Superintendent provides access to records or copies of records to an individual Board Member, the provider shall inform the Superintendent of the records provided.
- In accordance with law, the District shall track and report any requests under this provision, including the cost of responding to one or more requests by any individual Board Member for 200 or more pages of material in a 90-day period.

Board Authority BBE (LOCAL)

Requests for Reports (cont.)

- No individual Board Member shall direct or require District employees to prepare reports derived from an analysis of information in existing District records or to create a new record compiled from information in existing District records. Directives to the Superintendent or other custodian of records regarding the preparation of reports shall be by Board action.

Confidentiality

- At the time a Board Member is provided access to records or reports that are confidential or otherwise not subject to public disclosure [see GBA], the Superintendent or other District employee shall advise the Board Member of the responsibility to comply with confidentiality requirements and the District's information security controls.

Board Authority BBE (LOCAL)



Referring Complaints

- If employees, parents, students, or other members of the public bring concerns or complaints to an individual Board Member, he or she shall refer them to the Superintendent or another appropriate administrator, who shall proceed according to the applicable complaint policy. [See (LOCAL) policies at DGBA, FNG, and GF]
 - When the concern or complaint directly pertains to the Board's own actions or policy, for which there is no administrative remedy, the Board Member may request that the issue be placed on the agenda.

25

Visits to District Facilities

- A Board Member shall adhere to any posted requirements for visitors to first report to the main office of a District facility, including a school campus. Visits during the school or business day shall not be permitted if their duration or frequency interferes with the delivery of instruction or District operations.

Board Ethics BBF (LOCAL)



As a member of the Board, I shall promote the best interests of the District as a whole and, to that end, shall adhere to the following ethical standards:

Equity In Attitude

- I will be fair, just, and impartial in all my decisions and actions.
- I will accord others the respect I wish for myself.
- I will encourage expressions of different opinions and listen with an open mind to others' ideas.

Trustworthiness In Stewardship

- I will be accountable to the public by representing District policies, programs, priorities, and progress accurately.
- I will be responsive to the community by seeking its involvement in District affairs and by communicating its priorities and concerns.
- I will work to ensure prudent and accountable use of District resources.
- I will make no personal promise or take private action that may compromise my performance or my responsibilities.

Board Ethics BBF (LOCAL)



Honor In Conduct

- I will tell the truth.
- I will share my views while working for consensus.
- I will respect the majority decision as the decision of the Board.
- I will base my decisions on fact rather than supposition, opinion, or public favor.

27

Integrity Of Character

- I will refuse to surrender judgment to any individual or group at the expense of the District as a whole.
- I will consistently uphold all applicable laws, rules, policies, and governance procedures.
- I will not disclose information that is confidential by law or that will needlessly harm the District if disclosed.

Board Ethics BBF (LOCAL)



Commitment To Service

- I will focus my attention on fulfilling the Board's responsibilities of goal setting, policymaking, and evaluation.
- I will diligently prepare for and attend Board meetings.
- I will avoid personal involvement in activities the Board has delegated to the Superintendent.
- I will seek continuing education that will enhance my ability to fulfill my duties effectively.

Student-Centered Focus

- I will be continuously guided by what is best for all students of the District.

Board Ethics BBFA (LEGAL)



If a local public official has a substantial interest in a business entity or in real property, the official shall file, before a vote or decision on any matter involving the business entity or the real property, an affidavit stating the nature and extent of the interest and shall abstain from further participation in the matter if:

- In the case of a substantial interest in a business entity, the action on the matter will have a special economic effect on the business entity that is distinguishable from the effect on the public; or
- In the case of a substantial interest in real property, it is reasonably foreseeable that an action on the matter will have a special economic effect on the value of the property, distinguishable from its effect on the public.

The affidavit must be filed with the official recordkeeper of the District.

Local Gov't Code 171.004(a)-(b)

Board Ethics BBFA (LEGAL)



If a Trustee is required to file and does file an affidavit, that Trustee shall not be required to abstain from further participation in the matter or matters requiring such an affidavit if a majority of the trustees are likewise required to file and do file affidavits of similar interests on the same official action. Local Gov't Code 171.004(c)

The affidavit must be filed with the official recordkeeper of the District.

Local Gov't Code 171.004(a)–(b)

Board Ethics BBFA (LEGAL)



A person has a substantial interest in a business entity if:

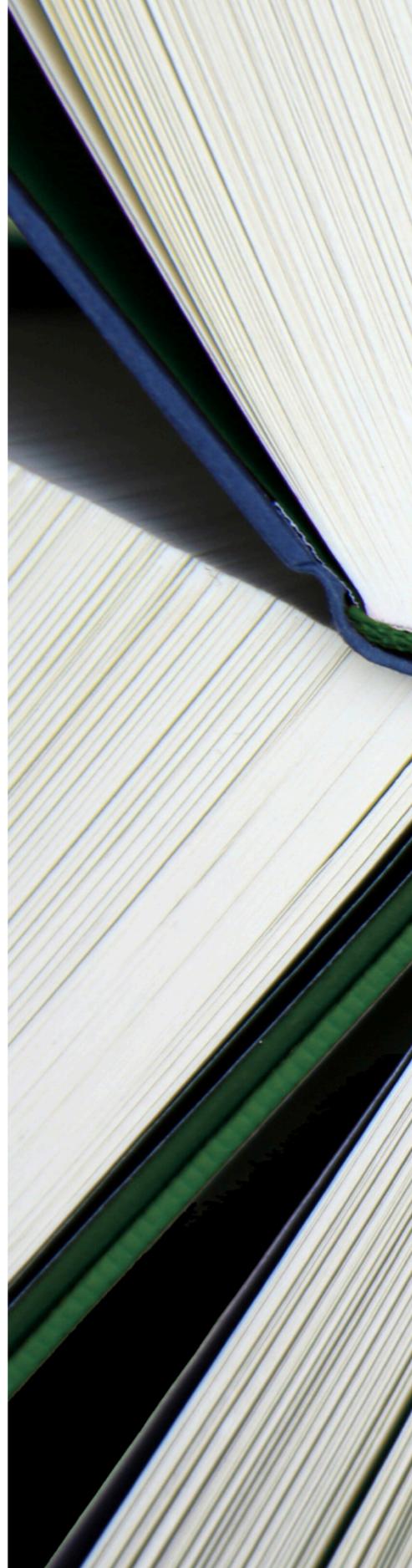
- The person owns:
 - Ten percent or more of the voting stock or shares of the business entity, or
 - Either ten percent or more or \$15,000 or more of the fair market value of the business entity; or
- Funds received by the person from the business entity³¹ exceed ten percent of the person's gross income for the previous year.

Local Gov't Code 171.002(a)

"Business entity" means a sole proprietorship, partnership, firm, corporation, holding company, joint-stock company, receivership, trust, or any other entity recognized by law.
Local Gov't Code 171.001(2)

A person has a substantial interest in real property if the interest is an equitable or legal ownership with a fair market value of \$2,500 or more. Local Gov't Code 171.002(b)

Board Ethics BBFA (LEGAL)



A local government officer shall file a conflicts disclosure statement with respect to a vendor if the vendor enters into a contract with the District or the District is considering entering into a contract with the vendor; and the vendor:

1. Has an employment or other business relationship with the local government officer or a family member of the officer, and the business relationship results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that:
 - a. A contract between the District and the vendor has been executed; or
 - b. The District is considering entering into a contract with the vendor;
2. Has given to the local government officer or a family member of the officer one or more gifts, and the gift or gifts have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:
 - a. A contract between the District and the vendor has been executed; or
 - b. The District is considering entering into a contract with the vendor; or
3. Has a family relationship with the local government officer.

Board Ethics BBFA (LEGAL)



- A local government officer commits an offense if the officer is required to file a conflicts disclosure statement under Local Government Code 176.003 and knowingly fails to file the required conflicts disclosure statement with the appropriate records administrator not later than 5:00 p.m. on the seventh business day after the date on which the officer becomes aware of the facts that require the filing of the statement.
 - It is an exception to the application of this provision that the local government officer filed the required conflicts disclosure statement not later than the seventh business day after the date the officer received notice from the District of the alleged violation.

Board Ethics BBFA (LOCAL)

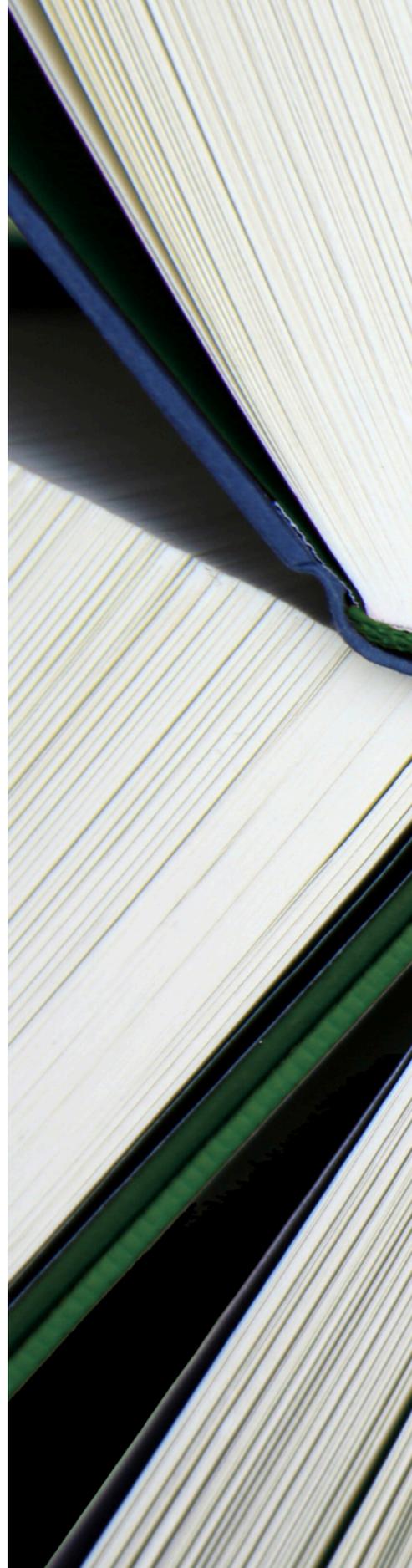


In addition to disclosures required by law, a Board Member shall disclose to the Board any personal financial interest, business interest, or obligation or relationship that in any way creates a potential conflict of interest with a vote on a pending matter.

34

A Board Member shall not use coercive means or promise special treatment in order to influence Board or District decisions, nor use the Member's position to seek personal advantage.

Board Ethics BBFB (LEGAL)



Outlines State and Federal Laws and Regulations Regarding:

- Bribery
- Illegal Gifts
- Honoraria and Expenses
- Abuse of Official Capacity
- Official Oppression
- Misuse of Official Information
- Nepotism
- Former Board Member Employment
- Incompatibility of Office
- Instructional Materials Violations
- Prohibited Activities by Public Servants -
Federal Law - Bribery

Superintendent's Role

The Superintendent is the educational leader and chief executive officer of the District. Duties include:

1. Assuming administrative responsibility and leadership for the planning, organization, operation, supervision, and evaluation of the education programs, services, and facilities of a district and for the annual performance appraisal of the District's staff.
2. Except as provided by Education Code 11.202 (duties of principal) [see DK and DP], assuming administrative authority and responsibility for the assignment, supervision, and evaluation of all personnel of a District other than the Superintendent.
3. Overseeing compliance with the standards for school facilities.
4. Initiating the termination or suspension of an employee or the nonrenewal of an employee's term contract. [See DF series]
5. Managing the day-to-day operations of a District as its administrative manager, including implementing and monitoring plans, procedures, programs, and systems to achieve clearly defined and desired results in major areas of District operations.
6. Preparing and submitting to a Board a proposed budget and administering the budget.
7. Preparing recommendations for policies to be adopted by a Board and overseeing the implementation of adopted policies.
8. Developing or causing to be developed appropriate administrative regulations to implement policies established by a Board.
9. Providing leadership for the attainment and, if necessary, improvement of student performance in a district based on the state's student achievement and quality of learning indicators and other indicators as may be adopted by the commissioner or the Board. [See AIA]





Superintendent's Role (cont.)

The Duties of the Superintendent Include:

10. Organizing a District's central administration.

11. Consulting with the district-level committee.

12. Ensuring:

a. Adoption of a Student Code of Conduct [see FO] and enforcement of that Code of Conduct; and

b. Adoption and enforcement of other student disciplinary rules and procedures as necessary.

13. Submitting reports as required by state or federal law, rule, or regulation, and ensuring that a copy of any report required by federal law, rule, or regulation is also delivered to TEA.

14. Providing joint leadership with a Board to ensure that the responsibilities of the Board and Superintendent team are carried out; and

15. Performing any other duties assigned by action of a Board.

In addition, a Superintendent shall, on a day-to-day basis, ensure the implementation of the policies created by the Board. Education Code 11.1512(a)

Board Policy DC (LEGAL)

- The Superintendent has sole authority to make recommendations to the Board regarding the selection of all personnel, except that the Board may delegate final authority for those decisions to the Superintendent [see Superintendent Recommendation]
- A Board may accept or reject a superintendent's recommendation regarding the selection of District personnel and shall include the Board's acceptance or rejection in the minutes of the Board's open meeting, in the certified agenda or tape recording of a closed meeting, or in the recording required under Government Code 551.125 or 551.127, as applicable. If the Board rejects the Superintendent's recommendation, the Superintendent shall make alternative recommendations until the Board accepts a recommendation.
- A District's employment policy may specify the terms of District employment or delegate to the Superintendent the authority to determine the terms of employment with the District. Education Code 11.1513(c)

Welcome

TO THE BEARCAT
FAMILY



Board Policy DC (LOCAL)

- The Superintendent has sole authority to make recommendations to the Board regarding the selection of contractual personnel.
- The Board retains final authority for employment of contractual personnel; however, from June 1 to August 31, the Board delegates to the Superintendent final authority to employ classroom teachers. The Superintendent shall inform the Board of any persons hired under this authority.
- The Board delegates to the Superintendent final authority to employ and dismiss noncontractual employees on an at-will basis.

Welcome

TO THE BEARCAT
FAMILY



Superintendent Collaboration with the Board

The Board and Superintendent shall work together to:

Advocate for the high achievement of all District students.

Create and support connections with community organizations to provide community-wide support for the high achievement of all District students.

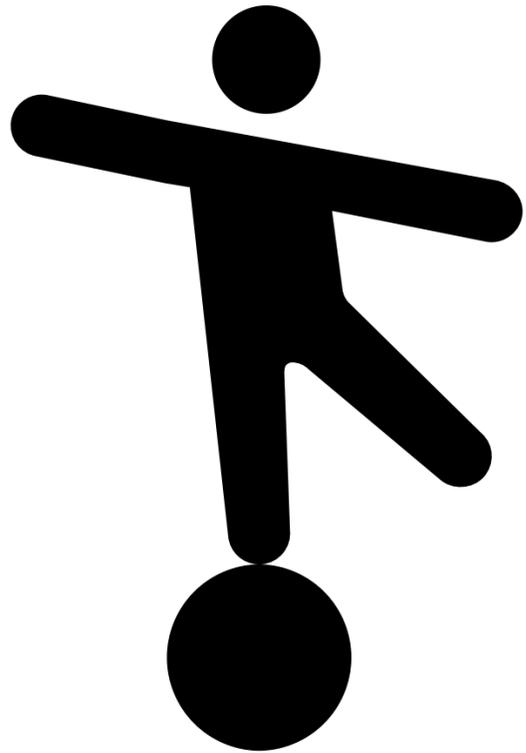
Provide educational leadership for the District, including leadership in developing the District vision statement and long-range educational plan.

Establish District-wide policies and annual goals that are tied directly to the District's vision statement and long-range educational plan.

Support the professional development of principals, teachers, and other staff.

Periodically evaluate Board and Superintendent leadership, governance, and teamwork.

TASB Input



- With long hours and no pay, serving in the capacity of school Board Member is a demanding enough duty.
- Board Members may become overwhelmed when balancing the position with additional roles including parent, community member, volunteer, or business owner.
- Separating each role is important in both effectively executing duties as a Board Member and appropriately serving the School District.
- Finding that right balance between the roles a Board Member plays is a personal effort, but one that will pay off greatly for each Member and his or her community.

Open Meetings Act



A “meeting” is defined as a deliberation between a quorum of a governmental body, or between a quorum of a governmental body and another person, during which public business or public policy over which the governmental body has supervision or control is discussed or considered or during which the governmental body takes formal action; or a gathering:

- (i) that is conducted by the governmental body or for which the governmental body is responsible;
- (ii) at which a quorum of members of the governmental body is present;
- (iii) that has been called by the governmental body; and
- (iv) at which the members receive information from, give information to, ask questions of, or receive questions from any third person, including an employee of the governmental body, about the public business or public policy over which the governmental body has supervision or control.

Meeting

Texas Government Code Section 551.143 prohibits discussion about an item of public business among a quorum of a governmental body through a series of communications.

Section 551.143 provides that it is a criminal offense for a member of a governmental body to knowingly engage “in at least one communication among a series of communications that each occur outside of a meeting . . . and that concern an issue within the jurisdiction of the governmental body in which members engaging in the individual communications constitute fewer than a quorum of members but the members engaging in the series of communications constitute a quorum of the members.”

The member must know at the time he or she engaged in the communication that the series of communications “involved or would involve a quorum” and would “constitute a deliberation once a quorum of members engaged in the series of communications.”

A “deliberation” is defined as a verbal or written exchange between a quorum of a governmental body, or between a quorum of a governmental body and another person, concerning an issue within the jurisdiction of the governmental body.



TOMA

Key Points

- Officers and Employees of the governmental body must avoid deliberations subject to the Act while preparing the agenda.
 - All items listed on agenda must be listed with sufficient particularity – courts will look at all of the facts.
 - Agenda items not addressed in the meeting may be tabled and addressed at future meetings with the proper posting for the future meeting.
- Meetings can occur in person, through writings, or through electronic communications.
 - Purely Social Events do not constitute a meeting.
 - Regional trainings are not meetings.
 - Ceremonial events and press conferences are not meetings.



TOMA

Key Points (cont.)

- Meetings must not occur outside the jurisdictional boundaries of the District.
- It is not legal for a Board Member to e-mail, text message, instant message or otherwise contact the rest of the Board outside a public meeting.
 - Even if no one replies, a one-way communication could constitute a deliberation in violation of TOMA.
- One message to one Board Member (less than a quorum) does not violate TOMA, but a string of emails to all Board members may constitute an illegal walking quorum.



TOMA

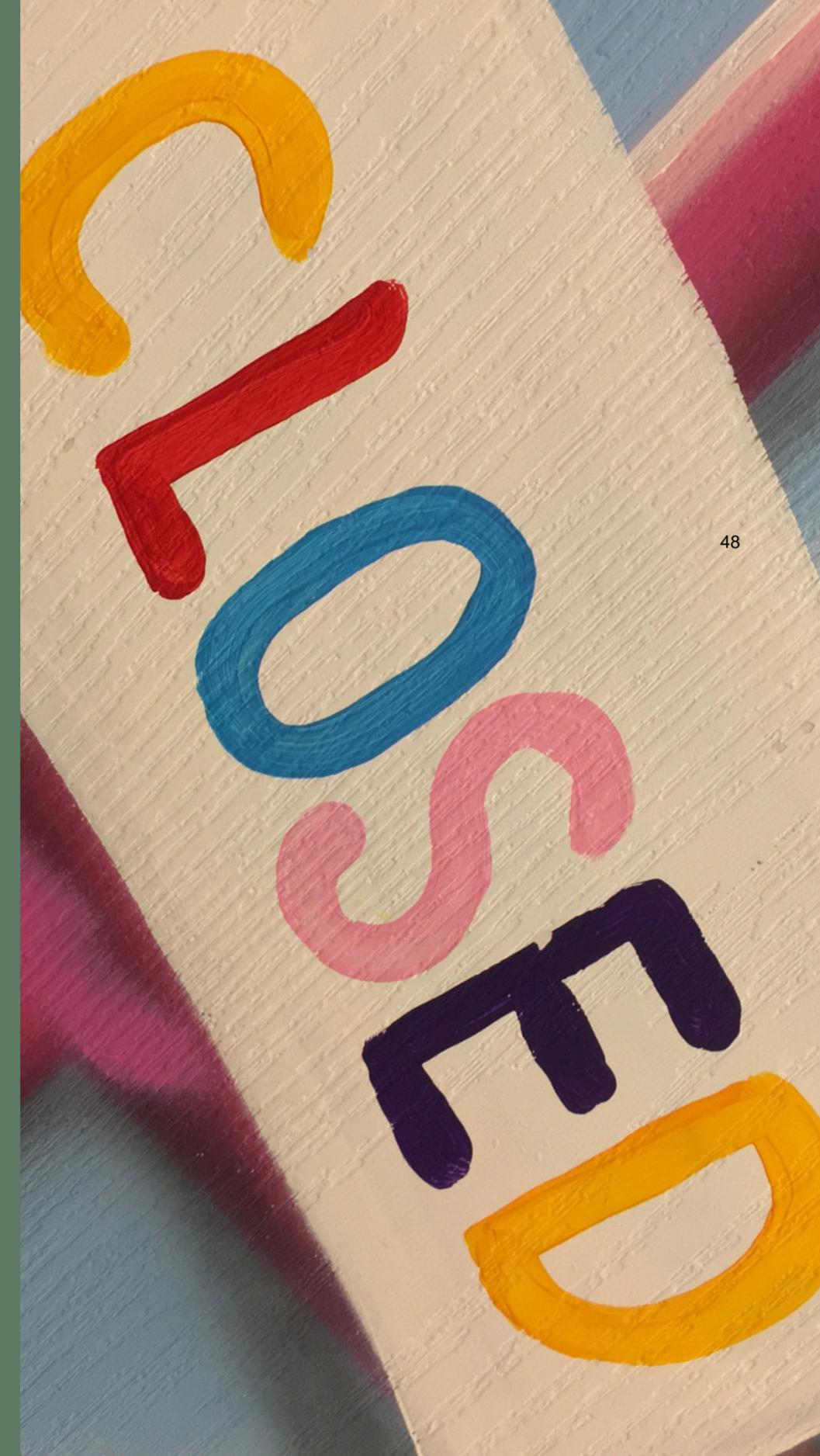
Key Points (cont.)

- The act may apply to committees – Committees must have less than a quorum of Board members.
- A subcommittee consisting of less than a quorum of Board members does not need to post its meeting unless another Board member attends the meeting, even if as an audience member, not an active participant.
- Texting or communicating privately during a Board meeting may violate TOMA and would open the Board Member to a public information request.



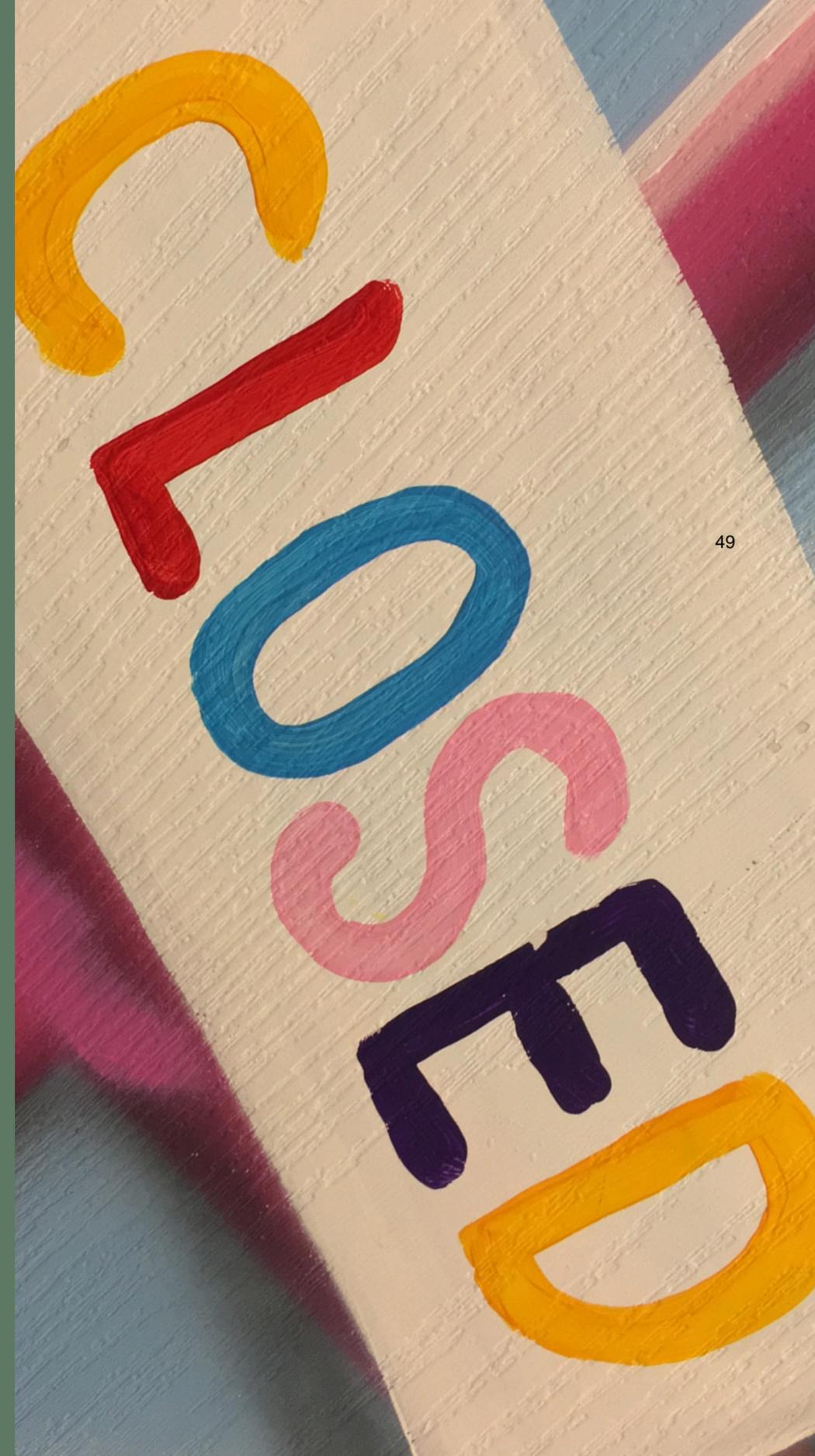
TOMA - Closed Session

- The Board may conduct a closed meeting for the following common exceptions:
 - Personnel matters
 - Prospective gift
 - Employee complaints
 - Student Discipline
 - Personally Identifiable Student Information
- All votes must be taken in open session.
- Board must keep a certified agenda or recording.
- Closed meetings may not be recorded by an individual Board Member against the wishes of a majority of the Board.



TOMA - Closed Session (cont.)

- Superintendent may attend closed session but does not have a right to do so (unless provided in his or her contract).
 - Note: If the Superintendent's interests are contrary to the District's interests, then the Superintendent cannot attend closed session.
- Without waiving A/C privilege, the Board may admit any person in closed session whose interest in litigation is aligned with the Board and their presence is necessary for full communication between the Board and its attorney.
- The Board may convene under 551.071 of the Texas Government Code to discuss matters with the Board's attorney, but is not allowed to discuss items outside of the items posted.
- A Board may not admit a person to closed session whose presence is contrary to the governmental body.



TOMA - Consequences

- If an item is not properly noticed, then any action taken on the improperly posted notice is voidable.
- Criminal Penalties can be assessed for intentional circumvention of the Act or conspiracy to circumvent the Act.



Board Member Speech

- A Board Member's personal right to free speech does not extend to using the advantage of public office to promote personal views.
- Board Member speech may raise concerns regarding OMA violations, predetermination of decisions outside a duly called meeting, and misrepresentation.
- In the same way, a Board Members' right to speak out and advocate regarding school business is not unlimited.
- Sometimes the limits come from legal requirements like the OMA or prohibitions on the use of public funds for political advertising. Tex. Gov't Code Ch. 551; Tex. Elec. Code Ch. 255.
- Other times these limits are self-imposed by a school board in the form of a local policy or Board operating procedure adopted in the interest of best school district practices. See Policy BE (LOCAL).



Board Operating Procedures





Pilot Point ISD

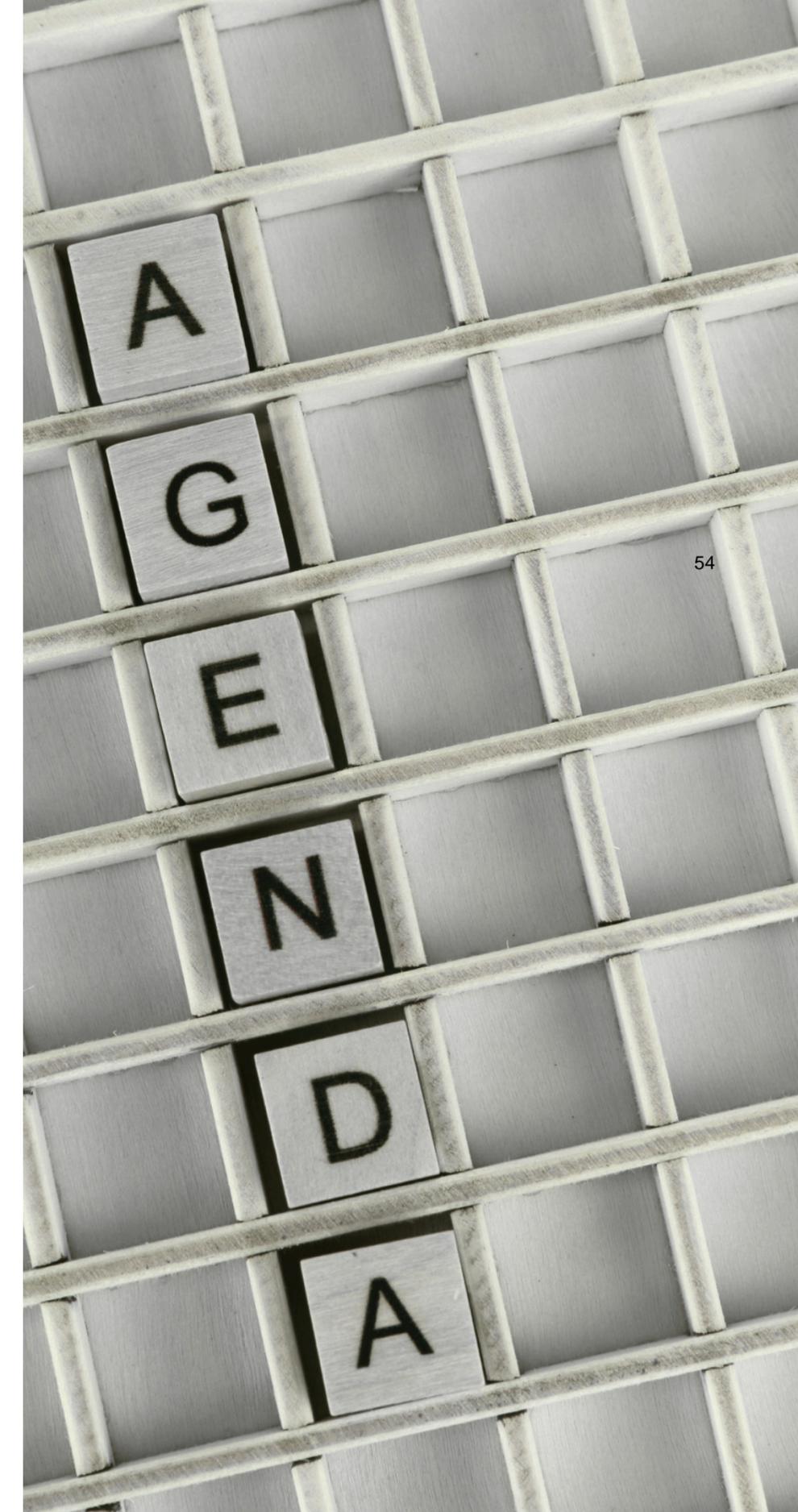
Vision Statement

Knowing that we are committed to being child centered, we will act with and instill: integrity, Pilot Point Independent School District will inspire, empower, and equip our students, staff, and community to achieve their full potential to succeed in their future endeavors.

The Pilot Point ISD Board of Trustees adopts these guidelines as Standard Operating Procedures to set the expectations of the Board of Trustees and to effectively communicate with staff and patrons of the District.

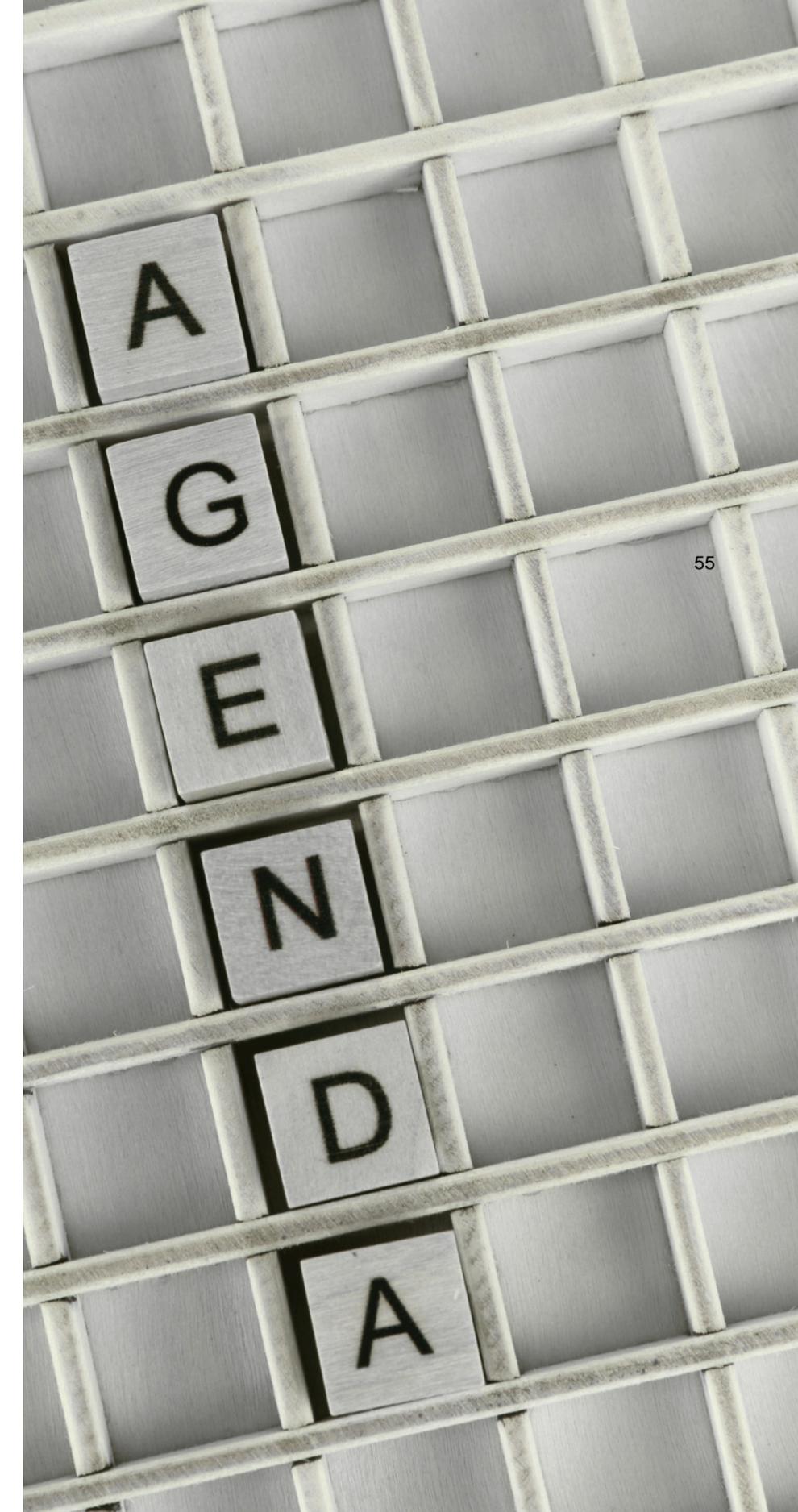
AGENDA

1. Any Board Member may request that an item be placed on the agenda for Board consideration by contacting the Board President or Superintendent no later than noon of the fifth day prior to the meeting.
2. Items submitted for inclusion after the deadline or those requiring significant preparation times may, at the discretion of the Board President, be deferred to a later meeting to allow staff sufficient time to prepare supporting information.
3. A draft agenda will be developed by the Superintendent and presented to the Board President for approval prior to the meeting for which the agenda is being prepared.
4. The draft agenda will include previously scheduled items from the Board activity calendar and any items the Board is required by law to consider or act on at the given meeting.



AGENDA (CONT.)

5. A consent agenda will be used to list items that will be presented together for a single vote without discussion:
 - a. Placement of items on the consent agenda will be at the discretion of the Board President and Superintendent.
 - b. Any individual Board Member may ask questions or discuss an item on the consent agenda by asking the president to remove it from the consent agenda for individual consideration.
 - c. Following action on the consent agenda, the Board President will allow discussion on any item requested for removal from the agenda by a Board Member.
 - d. The consent agenda may include items such as the following:
 - i. Routine items
 - ii. Minutes of regular and special board meetings



HOW TO REQUEST INFORMATION ABOUT MEETING AGENDA ITEMS

1. Members are encouraged to ask for information related to meeting agenda items prior to the scheduled meeting.
2. Any questions about agenda items or requests for additional information about them will be directed to the Superintendent.
3. Requests for information or questions about any agenda item will be made no later than 10:00 a.m. on the day of the scheduled meeting.
4. If a written report is provided in response to the request, all Board Members will receive a copy of both the request and report prior to the opening of the meeting.
5. Board Members may discuss the information provided or ask additional questions about the agenda item in the meeting.



HOW TO REQUEST INFORMATION NOT RELATED TO AGENDA ITEMS

1. Members should request information not related to a meeting agenda item directly from the Superintendent or other designated custodian of records.
2. The Superintendent will determine if the information requested is available from existing sources or records or if it requires a special, one-time-only report.
3. If the requested information can be provided from readily available data with no diversion of staff time, it will be provided as soon as is reasonable.
4. In the event the request requires a special report that will divert staff time from established priorities, the Superintendent will notify the requester and the Board President.
5. The Board President will place the request for information on the next meeting agenda to determine if a majority of the board agrees that the requested information is important for its future decision-making.
6. If the Board agrees that the information is important for future decision-making, the Superintendent will direct that a report be developed and provided as requested by the Board.
7. All team members will receive a copy of any report generated by a Board Member's request in accordance with this procedure.

HOW TO COMMUNICATE WITH TEAM MEMBERS BETWEEN MEETINGS

1. The Superintendent will communicate with each board member periodically per Board Member request.
2. This information may include:
 - a. District events
 - b. Progress reports on board goals and directives
 - c. Follow-up reports in answer to board member questions
 - d. Updates on administrative matters and district maintenance and operations
 - e. Personnel achievements
 - f. Student achievements



HOW TO COMMUNICATE WITH TEAM MEMBERS BETWEEN MEETINGS

1. The Superintendent will meet with the Board President as needed, or communicate by telephone, fax, and/or e-mail to inform him or her of district issues that may need to come before the Board for Information or action.
2. The Board President may direct the Superintendent to distribute copies of documents to each member of the Board for information. The periodic board information packet will be used to distribute information unless circumstances dictate a more immediate delivery.
3. The Superintendent will communicate requested information to all Board Members in as timely a manner as possible without interfering with the regular conduct of District business.
4. Board Members may communicate with other individual members for purposes of asking questions, clarifying information, or socializing under circumstances that do not conflict with or circumvent the Texas Open Meetings Act.
5. In the event of communication between individual board members, it shall not be for the purposes of soliciting or influencing votes nor shall it be in violation of the Texas Open Meetings Act.
6. Board Members who wish to share information relevant to district business or issues scheduled to come before the board will relay the information to the Board President for placement on a future agenda or to the superintendent for distribution to all members in the periodic board information packets.





VISITING CAMPUS

1. Board Members may visit any campus after checking with the principal about the best time to visit.
2. Board Members are required to check in with the principal's office and follow campus guidelines for visitors.
3. Board Members may interact with any staff member or student during lunch or recess as long as they do not disrupt the learning process.
4. Following campus guidelines, Board Members may go into teachers' classrooms or individual buildings to observe. They may not evaluate the teacher's performance.
5. Board Members may not give any direction to any staff or students.
6. Board Members will not request or accept extraordinary consideration or favors from any district employee.

How to Communicate With the Community

1. Board Members are encouraged to participate in community activities as liaisons between the public and the District. When doing so, Board Members are expected to:
 - a. Relay Information about District goals.
 - b. Clarify a trustee's limitations, obligations, and responsibilities as a member of the Board.
 - c. Support Board decisions.
 - d. Act in a professional manner at all times.
 - e. Make no commitment or promises on behalf of the Board or District.
 - f. Refrain from criticizing District personnel.
 - g. Refer questions about specific District activities to the appropriate staff person who can best answer the questions.
 - h. The Board of Trustees encourages community input; however, it will not respond to or act on the basis of anonymous calls or letters.
 - i. Signed letters addressed to the Board or a Board Member will be forwarded to the Board President or the Superintendent for inclusion in the periodic board information packet.
 - j. The Board will communicate to the community collectively through District communication vehicles authorized by the Board in policy or the District communication plan.

How to Respond to Community or Employee Complaints

Listen briefly and respectfully. Remind the complainant of the Board's responsibility to remain impartial and noncommittal because complaints may ultimately be brought to the board on appeal.

Determine if the complainant wishes to express dissatisfaction or desires some action be taken to resolve an issue. Refrain from making any promises or assurances of resolution.

Complainants who desire some action be taken should be directed or referred to the appropriate policy outlining grievance procedures and informed that the steps listed in policy are necessary to protect everyone's rights while following an orderly process.

Ask if the complainant has followed the "Chain of Command" outlined in district policy.

62

Board Members may inform the Superintendent of complaints from staff and community but will not direct the Superintendent to take specific actions. Issues involving legal or safety consequences shall be communicated to the Superintendent in a timely manner.

The Superintendent shall inform the Board of the resolution of complaints referred by Board Members if the complaint requires Superintendent intervention.

How to Respond to Community or Employee Complaints (cont.)

If the complainant does not know the district's "Chain of Command," provide the following information:

- a. The complainant should first discuss the problem with the person in authority closest to the problem.
- b. If not satisfied with the resolution of the problem, the complainant should go to the administrative supervisor of the person noted in "a."
- c. The administrative supervisor will help the complainant initiate any correspondence or forms required by policy and attempt to resolve the complaint.
- d. If still not satisfied, the complainant may appeal to the superintendent or a designee for resolution.
- e. If the superintendent is unable to resolve the issue or the complainant is still not satisfied, the formal complaint is brought to the Board following local policy.

63



COMPLAINT



How to Communicate With the Media

- The Board President or, in his or her absence, the vice president will serve as the board spokesperson to the media on issues regarding Board actions.
- The Superintendent or, in his or her absence, a specified designee shall be the official District spokesperson to the media on district issues.
- A Board Member receiving a call from the media requesting information, comments, or an interview will inform the media representative that the Superintendent is the Board's designated contact for official information about District business and that the Board President is the Board's designated contact for official positions on the Board's actions or decisions as a body.
- Board Members who do speak with media representatives will clarify at the beginning of the interview that they are speaking as individuals rather than as authorized representatives of the Board of Trustees.
- When speaking to media representatives, Board Members are encouraged to avoid stating opinions or speculating about scheduled board agenda items.



Parting Advice

1. Refer concerns to Administration – avoid micromanagement.
2. Clearly identify as a Board Member.
3. Assume anything can turn into a grievance that may create a conflict of interest (formal or informal).
4. Assume any situation, even with friends, can “go south.”
5. Once a grievance is filed, avoid “ex parte” communications.
6. Avoid violations of TOMA / TPIA.
7. Maintain impartiality.
8. Stay informed – to the extent possible, limiting information to what is available to other Board Members.
9. Recuse if any doubt – avoid the perception of impropriety.
10. If in doubt, ask.



THANK YOU!

Pilot Point ISD
"It's a great day to be a bearcat!"



Pilot Point
Independent School District

To: Board of Trustees
From: Dr. Shannon Fuller, Superintendent
Subject: Authorizing Superintendent to Approve Contracts
Date: September 15, 2025

Background Information and Rationale:

Board Policy DC (Local) grants the Superintendent sole authority to make recommendations to the Board regarding the selection of contractual personnel.

The Board retains final authority for employment of contractual personnel; however, from June 1 to August 31, the Board delegates to the Superintendent final authority to employ classroom teachers. The Superintendent shall inform the Board of any persons hired under this authority.

The District has a potential vacancy in a teaching position.

Recommendation:

I recommend that the Board grant the Superintendent authority, from September 15, 2025 - October 8, 2025, to employ a classroom teacher contract.



Pilot Point
Independent School District

To: Board of Trustees
From: Dr. Brant Perry, Assistant Superintendent of Operations and
Administrative Services
Subject: Discuss and Consider Baseball Field Bullpen Addition
Date: September 15, 2025

Background Information and Rationale:

The initial quote for the baseball field renovation did not include the installation of concrete bullpen mounds. The proposed scope change adds concrete mounds located outside the field of play on both the home and visitor sides, enclosed by a six-foot fence with four-foot access gates. This modification provides a permanent, low-maintenance solution for practice use, allows both teams to warm up pitchers safely outside the field of play, and upgrades the original bullpen design with a more durable, long-term infrastructure solution.

Recommendation:

We recommend that the Board approve the upgraded bullpen mounds and fencing as presented.

PSC - Cost Analysis Form

Project # & Name: Pilot Point ISD - Baseball **Date:** 9/4/2025
 Renovations - BP Mounds
Contractor Name: Paragon Sports Constructors **CPR #:** _____
Description of Change: Install new concrete bullpen mounds in foul territory and add
 6' BVC fence on field side with 4' access gates - Per rendering

Description	Quantity	Unit	Unit Cost	Labor	Material & Equipment	Subcontract
Concrete Mound	18	CY	\$ 250.00		\$ 4,500.00	
Form Board and Nailers	2	LS	\$ 1,000.00		\$ 2,000.00	
Rebar	2	LS	\$ 500.00		\$ 1,000.00	
Labor	100	MH	\$ 35.00	\$ 3,500.00		
Mound Turf	800	SF	\$ 4.48			\$ 3,584.00
Bull Pen Fence (New 6' BVC)	240	LF	\$ 42.00			\$ 10,080.00
Bull Pen Gates	2	LS	\$ 850.00			\$ 1,700.00
Pitching Rubbers	4	EA	\$ 200.00		\$ 800.00	
Fence Credit (Reuse Foul Fence)	433	LF	\$ (30.00)			\$ (12,990.00)
						\$ -
			SUBTOTAL	\$ 3,500.00	\$ 8,300.00	\$ 2,374.00

SUBTOTAL	\$ 14,174.00
OH	5% \$ 708.70
P	8% \$ 1,190.62
TOTAL FOR PROPOSED WORK	\$ 16,073.32