

# Notice of Regular Meeting

## The Board of Trustees Celina Independent School District

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A Regular Meeting of the Board of Trustees of Celina Independent School District will be held Monday, June 24, 2024, beginning at 6:00 PM in the Moore Middle School Library, 300 E GA Moore Pkwy, Celina, TX 75009.

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. Unless removed from the consent agenda, items identified within the consent agenda will be acted on at one time.

1. **CALL TO ORDER & ESTABLISH QUORUM**
  - 1.A. Pledge of Allegiance
  - 1.B. Invocation
2. **SUPERINTENDENT'S REPORT**
  - 2.A. Information / Superintendent's Update  
**Presenter:** Dr. Tom Maglisceau
3. **PUBLIC COMMENT**
  - 3.A. Comments from Visitors Who Wish to Address Board Members on Agenda or Non-Agenda Topics
4. **CLOSED MEETING**
  - 4.A. Personnel - Pursuant to Texas Government Code Section 551.074, deliberation regarding the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee; or to hear a complaint or charge against an officer or employee.
    - 4.A.1. TASB Delegate
    - 4.A.2. Level III Hearing Dates
    - 4.A.3. Employee Compensation
  - 4.B. Real Property - Pursuant to Texas Government Code Section 551.072, deliberation regarding the purchase, exchange, lease, or value of real property if deliberation in an open meeting would have a detrimental effect on the board's position in negotiations with a third person.
    - 4.B.1. Moore Middle School Site
    - 4.B.2. Property Acquisition
  - 4.C. Safety and Security - Pursuant to Texas Government Code Section 551.089, deliberation regarding security devices or security audits. (1) Security assessments or deployments relating to information resources technology; (2) network security information as described by Section 2059.055 (b); or (3) the deployment, or specific occasions for implementation, of security personnel, critical infrastructure, or security devices.
    - 4.C.1. Guardian Program Update
    - 4.C.2. Student Transfers
5. **RECONVENE - Open meeting to vote on matters considered in closed session in accordance with the Texas Open Meetings Act, Texas Government Code, Chapter 551, to take action necessary regarding personnel.**
6. **ACTION TAKEN ON ITEMS DISCUSSED IN CLOSED SESSION**
7. **CONSTRUCTION REPORT**  
**Presenter:** Claycomb/Northstar
8. **INFORMATION/CONFIRMATION AGENDA ITEMS**

9. **ACTION/BRIEFING AGENDA ITEMS**

9.A. Consider and Approve 2023-2024 Final Amended Budget

**Presenter:** Amber Pennell

9.B. **PUBLIC HEARING - DISCUSSION AND OPPORTUNITY FOR PUBLIC INPUT REGARDING 2024-2025 BUDGET**

9.C. Consider and Approve 2024-2025 Budget

**Presenter:** Amber Pennell

9.D. **CLOSE PUBLIC HEARING**

9.E. Local Policy Update 123:

BBD(LOCAL): BOARD MEMBERS - TRAINING AND ORIENTATION

BBFA(LOCAL): ETHICS - CONFLICT OF INTEREST DISCLOSURES

CKC(LOCAL): SAFETY PROGRAM/RISK MANAGEMENT - EMERGENCY PLANS

CKE(LOCAL): SAFETY PROGRAM/RISK MANAGEMENT - SECURITY PERSONNEL

CQC(LOCAL): TECHNOLOGY RESOURCES - EQUIPMENT

DCE(LOCAL): EMPLOYMENT PRACTICES - OTHER TYPES OF CONTRACTS

DGBA(LOCAL): PERSONNEL-MANAGEMENT RELATIONS - EMPLOYEE COMPLAINTS/GRIEVANCES

EEH(LOCAL): INSTRUCTIONAL ARRANGEMENTS - HOMEBOUND INSTRUCTION

EF(LOCAL): INSTRUCTIONAL RESOURCES

EFA(LOCAL): INSTRUCTIONAL RESOURCES - INSTRUCTIONAL MATERIALS

EFB(LOCAL): INSTRUCTIONAL RESOURCES - LIBRARY MATERIALS

FNG(LOCAL): STUDENT RIGHTS AND RESPONSIBILITIES - STUDENT AND PARENT COMPLAINTS/GRIEVANCES

GF(LOCAL): PUBLIC COMPLAINTS

**Presenter:** Dr. Jason Johnston

9.F. Consider and Approve District of Innovation (DOI) Amendment

**Presenter:** Dr. Jason Johnston

10. **CONSENT/CONFIRMATION AGENDA ITEMS**

10.A. 2024-2025 Board Meeting Calendar

10.B. Mobile Device Management Renewal

10.C. Meal Price Increase

10.D. Minutes of the May 20, 2024 Regular Meeting and the June 3, 2024 Working Board Meeting

10.E. Monthly Cash Distributions/Cash Balance/Investment Report/Budget Amendments

11. **ADJOURNMENT**

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If, during the course of the meeting, discussion of any items on the agenda should be held in a closed meeting, the board will conduct a closed meeting in accordance with the Texas Open Meetings Act, Government Code, Chapter 551, Subchapters D and E or Texas Government Code section 418.183(f). Before any closed meeting is convened, the preside officer will publicly identify the section or sections of the Act authorizing the closed meeting. All final votes, actions, or decisions will be taken in open meeting. [See BEC(LEGAL)]

This meeting was posted in accordance with the Texas Open Meetings Act on Friday, June 21, 2024 at 5:47 PM.

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For the Board of Trustees



205 S Colorado, Celina, Tx 75009

Phone 469-742-9100

Fax 972-382-3607

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## CISD Board Agenda Item Synopsis

**Subject:** Consider Approval of the final 23-24 Budget Amendment (This will be brought to the meeting)

**Background Information:**

**Goals:**

- 1. We will provide and support a safe, civil and collaborative culture.
- 2. We will continuously provide and support effective teaching in every classroom.
- 3. We will provide and support a guaranteed and viable curriculum.
- 4. We will continue to foster a love of reading and commit to continual growth in childhood literacy.
- 5. We will foster strong numeracy skills and commit to continual growth in math success.
- 6. We will provide targeted strategies and practices to prepare students for post-secondary education, career readiness, and military participation.
- 7. We will attract, recruit, develop, and retain high-quality professional staff.

**Budgetary Impact:**

Varies. The amount will be known once the 23-24 financial audit is complete.

**Recommendation:**

The District recommendation is for Members of the Board to approve the Final 23-24 Budget Amendment.

**Submitted by:**

*Amber Pennell*  
CFO

**Recommended by:**

*Tom Maglisceau, Ph.D.*  
Superintendent

**Meeting Date:** June 24, 2024

# Memo

**To:** Celina ISD Board of Trustees  
**From:** Amber Pennell  
**Date:** June 24, 2024  
**Re:** Proposed 2024-2025 Budget

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I just wanted to make you aware of a few coding changes since the June 3, 2024 budget workshop.

- Total revenues adjusted by \$109,011 due to property tax estimates and the Hubbard donation.
- An increase in function 11 due to instructional payroll coding expenditures.
- A decrease in function 31 due to payroll coding adjustments.
- An increase in function 36 due to payroll coding adjustments.
- A decrease in function 41 due to payroll coding adjustments.
- A decrease in function 51 due to payroll coding to the bond fund.
- An increase in function 52 due to payroll coding adjustments.
- An increase in function 99 due to estimate from the appraisal districts.
- All other minor adjustments were due to the 3% raise and distributing that out among the appropriate payroll distribution codes.



**Public Hearing**  
**2024-2025 Proposed Budget**  
**June 24, 2024**

The required Notice of Public Meeting was published in the Celina Record newspaper on June 10, 2024.

# Budget Highlights

- The 2024-2025 General Fund budget was built on the assumption of a Refined Average Daily Attendance (ADA) of 5,367.50
- This is based on the latest demographic projections provided by the district's demographers.

**Assumptions/Implications**



- The budget is based on an estimated tax rate of \$1.2358 (M&O rate of .7358 & Debt Service rate of .50).
- TEA will release the M&O Maximum Compressed Tax Rate in August.
- Tax revenue was based on an estimated property taxable value growth of 24.42%.
- Certified taxable values are expected to be received on July 25, 2024. The budget is based on an estimated State Comptroller T2 value of a 24.42% growth as well. The preliminary T2 value will be released on January 31, 2025.

**Assumptions/Implications**



- **The budget includes an addition of 109 positions, 54 of which are due to the opening of Bothwell Elementary and the remaining due to growth and program needs.**
- **Additional expenditures include costs for the opening of Bothwell Elementary School as well as inflationary costs for property & auto insurance, utilities, substitutes, recapture & a 3% raise of the midpoint for all employees.**





- **Federal, state and local guidelines direct the budget development process.**
- **TEA requires the General, Food Service & Debt Service funds to be budgeted and adopted annually by the District's Board of Trustees.**
- **CISD's budget has been prepared in accordance with state regulations and covers the fiscal period beginning July 1, 2024 through June 30, 2025.**

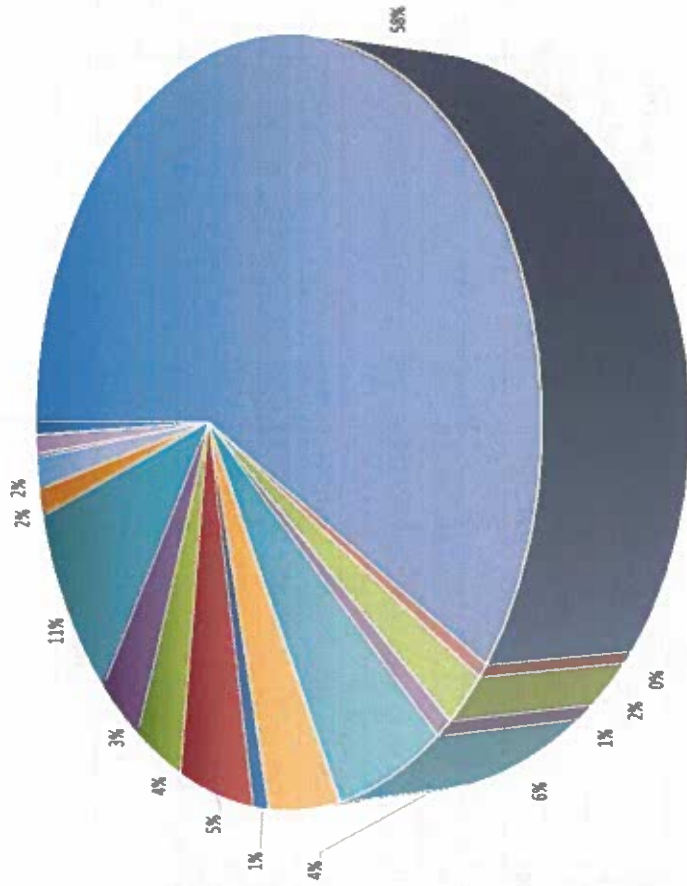
**Assumptions/Implications**

6-24-2024

2024-2025  
CELINA ISD PROPOSED BUDGET

CELINA ISD 2024-2025 PROPOSED BUDGET	100 - 199 GEN. OPERATING	% of Total Expenditures	240 FOOD SERVICE	599 DEBT SERVICE	TOTALS
<b>REVENUES:</b>					
REVENUE MISC. (INT INC., FACILITY RENTAL, MISC.)	1,096,200.00		1,375,000.00	25,120,876.00	27,592,076.00
PROPERTY TAXES	36,611,039.00				36,611,039.00
STATE PROGRAM REVENUES	19,180,954.00		76,287.00		19,257,241.00
FEDERAL PROGRAM REVENUES	90,000.00		969,673.00		1,059,673.00
HUBBARD DONATION	1,359,000.00				1,359,000.00
** REVENUE FROM FUND BALANCE	1,769,010.00		174,129.00		1,943,139.00
<b>TOTAL REVENUES</b>	<b>60,106,203.00</b>		<b>2,595,089.00</b>	<b>25,120,876.00</b>	<b>87,822,168.00</b>
<b>EXPENDITURES:</b>					
11 - INSTRUCTION	34,788,905.00	57.88%			34,788,905.00
12 - LIBRARY/MEDIA	293,695.00	0.49%			293,695.00
13 - CURRICULUM	1,219,095.00	2.03%			1,219,095.00
21 - INST LEADERSHIP	458,273.00	0.76%			458,273.00
23 - CAMPUS ADMIN	3,418,466.00	5.69%			3,418,466.00
31 - COUNSELING	2,509,511.00	4.18%			2,509,511.00
33 - HEALTH SERVICES	584,606.00	0.97%			584,606.00
34 - TRANSPORTATION	3,004,729.00	5.00%			3,004,729.00
35 - FOOD SERVICES			2,595,089.00		2,595,089.00
36 - EXTRA/CO CURRICULAR	2,176,295.00	3.62%			2,176,295.00
41 - GENERAL ADMINISTRATION	2,065,423.00	3.44%			2,065,423.00
51 - MAINTENANCE/OPERATIONS	6,328,915.00	10.53%			6,328,915.00
52 - SECURITY/MONITORING	907,157.00	1.51%			907,157.00
53 - DATA PROCESSING	1,108,732.00	1.84%			1,108,732.00
71 - DEBT SERVICE	132,500.00	0.22%		25,120,876.00	25,253,376.00
81 - FACILITIES & CONST	25,000.00	0.04%			25,000.00
91- RECAPTURE	605,901.00	1.01%			605,901.00
93 - SHERMAN ISD (school for the deaf)	35,000.00	0.06%			35,000.00
95 - JJAEP	18,000.00	0.03%			18,000.00
99 - TAX COLLECTION/APPRaisal	426,000.00	0.71%			426,000.00
<b>TOTAL EXPENDITURES</b>	<b>60,106,203.00</b>		<b>2,595,089.00</b>	<b>25,120,876.00</b>	<b>87,822,168.00</b>

24-25 PROPOSED GENERAL OPERATING BUDGET BY FUNCTION



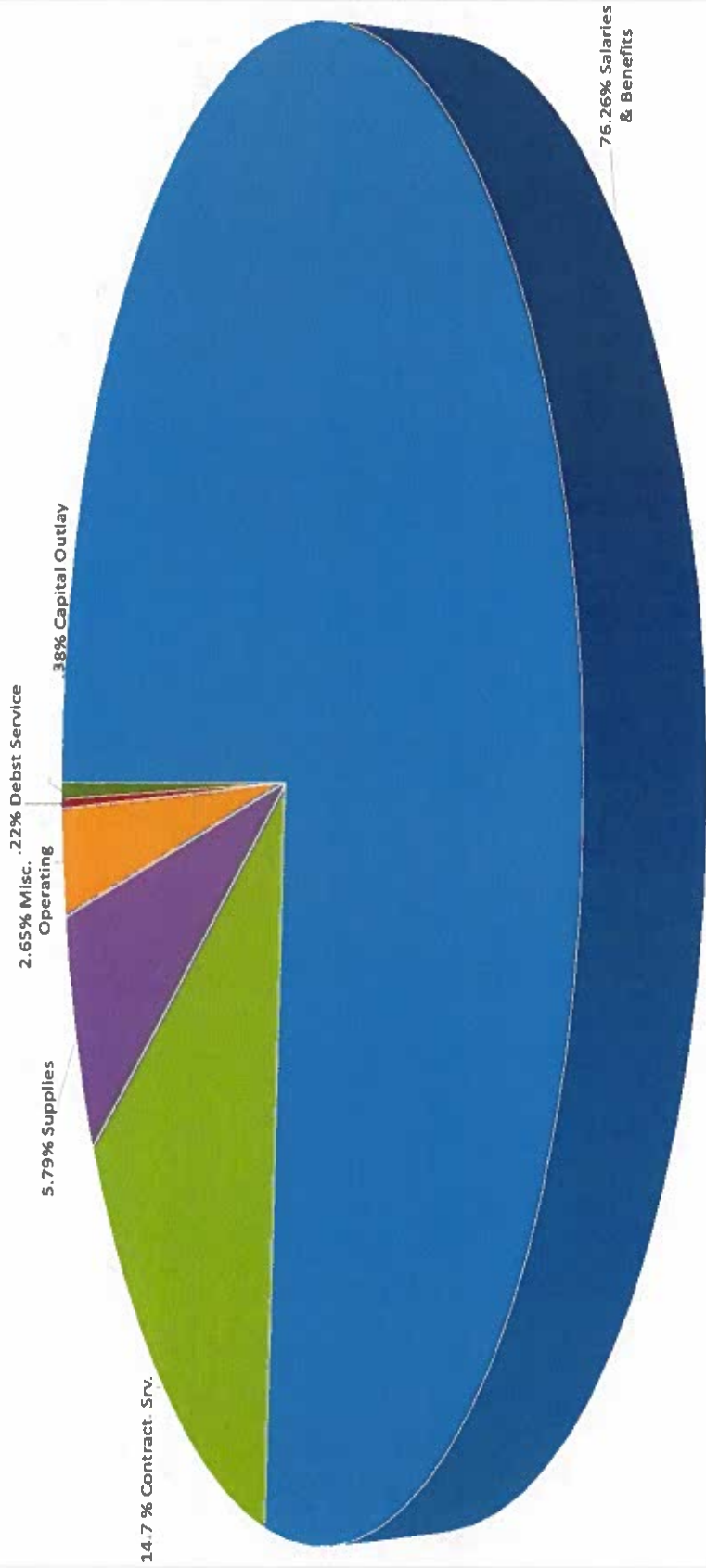
- 11 - INSTRUCTION
- 12 - LIBRARY/MEDIA
- 13 - CURRICULUM
- 21 - INST LEADERSHIP
- 23 - CAMPUS ADMIN
- 31 - COUNSELING
- 33 - HEALTH SERVICES
- 34 - TRANSPORTATION
- 36 - EXTRA/CURRICULAR
- 41 - GENERAL ADMINISTRATION
- 51 - MAINTENANCE/OPERATIONS
- 52 - SECURITY/MONITORING
- 71 - DEBT SERVICE
- 81 - FACILITIES & CONST
- 91 - RECAPTURE
- 93 - SHERMAN ISD (school for the deaf)
- 95 - JJAEP
- 99 - TAX COLLECTION/APPRaisal

**2024-2025 CELINA ISD PROPOSED EXPENDITURES BY OBJECT CODE**

Includes Funds 181, 199 and 240 only

EXPENDITURES:	SALARIES & BENEFITS	CONTRACTED/MISC SERVICES	SUPPLIES	MISC. OPERATING FEES/ & TRAVEL ETC.	DEBT SERVICE	CAPITAL OUTLAY	TOTALS
11 - INSTRUCTION	\$32,400,645.00	\$1,294,248.00	\$857,412.00	\$121,600.00		\$115,000.00	\$34,788,905.00
12 - LIBRARY/MEDIA	\$241,558.00	\$26,000.00	\$6,925.00	\$3,500.00		\$15,712.00	\$293,695.00
13 - CURRICULUM	\$623,360.00	\$418,000.00	\$116,935.00	\$50,800.00		\$10,000.00	\$1,219,095.00
21 - INST. LEADERSHIP	\$453,273.00	\$2,500.00		\$2,500.00			\$458,273.00
23 - CAMPUS ADMIN	\$3,330,168.00	\$60,300.00	\$23,073.00	\$4,925.00			\$3,418,466.00
31 - COUNSELING	\$2,291,211.00	\$117,000.00	\$92,100.00	\$8,700.00		\$500.00	\$2,509,511.00
33 - HEALTH SERVICES	\$533,806.00	\$32,800.00	\$16,000.00	\$2,000.00			\$584,606.00
34 - TRANSPORTATION	\$2,231,429.00	\$75,800.00	\$616,500.00	\$79,500.00		\$1,500.00	\$3,004,729.00
35 - FOOD SERVICES (FUND 240)	\$1,163,016.00	\$220,400.00	\$1,115,173.00	\$36,500.00		\$60,000.00	\$2,595,089.00
36 - EXTRA/CO CURRICULAR	\$1,490,535.00	\$270,560.00	\$149,200.00	\$266,000.00			\$2,176,295.00
41 - GENERAL ADMINISTRATION	\$1,443,380.00	\$357,043.00	\$101,500.00	\$163,500.00			\$2,065,423.00
51 - MAINTENANCE/OPERATIONS	\$688,915.00	\$4,375,500.00	\$412,500.00	\$852,000.00			\$6,328,915.00
52 - SECURITY/MONITORING	\$285,157.00	\$564,000.00	\$39,500.00	\$6,500.00		\$12,000.00	\$907,157.00
53 - DATA PROCESSING	\$639,537.00	\$367,850.00	\$78,500.00	\$9,750.00		\$13,095.00	\$1,108,732.00
71 - DEBT SERVICE General Operating					\$132,500.00		\$132,500.00
81- FACILITIES & CONST		\$605,901.00				\$25,000.00	\$605,901.00
93 - SHERMAN ISD (SCHOOL FOR THE DEAF)				\$35,000.00			\$35,000.00
95 - JJAEP				\$18,000.00			\$18,000.00
99 - TAX COLLECTION/APPRaisal		\$426,000.00					\$426,000.00
<b>TOTAL EXPENDITURES</b>	<b>\$47,815,990.00</b>	<b>\$9,213,902.00</b>	<b>\$3,625,318.00</b>	<b>\$1,660,775.00</b>	<b>\$132,500.00</b>	<b>\$252,807.00</b>	<b>\$62,701,292.00</b>

2024-2025 PROPOSED BUDGET BY OBJECT CODE  
FUNDS 181, 199 & 240



■ SALARIES & BENEFITS ■ CONTRACTED/MISC SERVICES ■ SUPPLIES ■ MISC. OPERATING FEES/TRAVEL ETC. ■ DEBT SERVICE ■ CAPITAL OUTLAY



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## CISD Board Agenda Item Synopsis

**Subject: Consider Approval of Policy Update 123 as recommended by Texas Association of School Boards (TASB).**

**Background Information:** In response to the recent legislative activity in Texas, it is essential that we update our policies to align with the latest legal requirements imposed by the newly passed laws.

**Goals:**

- 1. We will provide and support a safe, civil and collaborative culture.
- 2. We will continuously provide and support effective teaching in every classroom.
- 3. We will provide and support a guaranteed and viable curriculum.
- 4. We will continue to foster a love of reading and commit to continual growth in childhood literacy.
- 5. We will foster strong numeracy skills and commit to continual growth in math success.
- 6. We will provide targeted strategies and practices to prepare students for post-secondary education, career readiness, and military participation.
- 7. We will attract, recruit, develop, and retain high-quality professional staff.

**Budgetary Impact:**

none

**Recommendation:**

The District recommendation is for the Members of the Board to approve the policies as recommended by our policy advisor.

**Submitted by:**

*Dr. Tom Maglisceau, Ph.D.*  
*Superintendent*

**Recommended by:**

*Tom Maglisceau, Ph.D.*  
*Superintendent*

**Meeting Date:** June 24, 2024

# Instruction Sheet

## TASB Localized Policy Manual Update 123

### Celina ISD

<b>Code</b>	<b>Type</b>	<b>Action To Be Taken</b>	<b>Note</b>
ATTN	(NOTE)	No policy enclosed	See explanatory note
AIB	(LEGAL)	Replace policy	Revised policy
AIC	(LEGAL)	Replace policy	Revised policy
AIE	(LEGAL)	Replace policy	Revised policy
BBA	(LEGAL)	Replace policy	Revised policy
BBBB	(LEGAL)	Replace policy	Revised policy
BBD	(LOCAL)	Replace policy	Revised policy
BBFA	(LOCAL)	Replace policy	Revised policy
CCG	(LEGAL)	Replace policy	Revised policy
CCGA	(LEGAL)	Replace policy	Revised policy
CCGB	(LEGAL)	Replace policy	Revised policy
CKB	(LEGAL)	Replace policy	Revised policy
CKC	(LOCAL)	Replace policy	Revised policy
CKE	(LOCAL)	Replace policy	Revised policy
CKED	(LEGAL)	ADD policy	See explanatory note
CMD	(LEGAL)	Replace policy	Revised policy
CPC	(LEGAL)	Replace policy	Revised policy
CQA	(LEGAL)	Replace policy	Revised policy
CQC	(LEGAL)	Replace policy	Revised policy
CQC	(LOCAL)	ADD policy	See explanatory note
DCE	(LOCAL)	Replace policy	Revised policy
DEC	(LOCAL)	No policy enclosed	See explanatory note
DGBA	(LOCAL)	Replace policy	Revised policy
DHE	(LEGAL)	Replace policy	Revised policy
DNA	(LEGAL)	Replace policy	Revised policy
DP	(LEGAL)	Replace policy	Revised policy
EEH	(LOCAL)	Replace policy	Revised policy
EF	(LEGAL)	DELETE policy	See explanatory note
EF	(LOCAL)	DELETE policy	See explanatory note
EFA	(LEGAL)	Replace policy	Revised policy
EFA	(LOCAL)	ADD policy	See explanatory note
EFB	(LEGAL)	Replace policy	Revised policy
EFB	(LOCAL)	ADD policy	See explanatory note
EHBAA	(LEGAL)	Replace policy	Revised policy



Instruction Sheet  
TASB Localized Policy Manual Update 123

**Celina ISD**

<b>Code</b>	<b>Type</b>	<b>Action To Be Taken</b>	<b>Note</b>
EHBAB	(LEGAL)	Replace policy	Revised policy
EHBE	(LEGAL)	Replace policy	Revised policy
EHBJ	(LEGAL)	Replace policy	Revised policy
EKB	(LEGAL)	Replace policy	Revised policy
FA	(LEGAL)	Replace policy	Revised policy
FFAC	(LEGAL)	Replace policy	Revised policy
FNG	(LOCAL)	Replace policy	Revised policy
GBA	(LEGAL)	Replace policy	Revised policy
GF	(LEGAL)	Replace policy	Revised policy
GF	(LOCAL)	Replace policy	Revised policy
GKA	(LEGAL)	Replace policy	Revised policy
GRA	(LEGAL)	Replace policy	Revised policy

# Explanatory Notes

## TASB Localized Policy Manual Update 123

### Celina ISD

#### ATTN(NOTE)

#### GENERAL INFORMATION ABOUT THIS UPDATE

##### Please note:

Unless otherwise noted, references to legislative bills throughout these explanatory notes refer to Senate Bills (SB) or House Bills (HB) from the 88th Legislature, regular and special sessions. All referenced bills have already gone into effect unless otherwise noted.

The Local Policy Overview for Update 123, available with your Update 123 materials under [Local Manual Updates](#) on Policy Online® (TASB login required), provides a general, high-level overview of the changes to the local policies included in the update. **Legal policies provide the legal framework for key areas of district operations and are not adopted by the board.**

#### AIB(LEGAL)

#### ACCOUNTABILITY: PERFORMANCE REPORTING

The Results Driven Accountability (RDA) section of the policy has been deleted. TEA included RDA information in the Accountability Manual starting in 2023 and repealed the RDA information in the Administrative Code. This change aims to streamline information used in academic accountability and RDA systems.

#### AIC(LEGAL)

#### ACCOUNTABILITY: INTERVENTIONS AND SANCTIONS

A citation to the Administrative Code has been included under Student Enrollment and Assignment, Enrollment Provision in Contract, regarding campuses that are closed and repurposed.

As 19 TAC 97.2005 has been repealed, the reference to Results Driven Accountability has been deleted from the section on Special Program Performance Determination.

#### AIE(LEGAL)

#### ACCOUNTABILITY: INVESTIGATIONS

The word "accreditation" has been removed as a descriptor for investigations in two places within the policy after an amendment to the Administrative Code, effective January 17, 2024.

#### BBA(LEGAL)

#### BOARD MEMBERS: ELIGIBILITY/QUALIFICATIONS

At Intent to Return, language from the Election Code has been included to minimize confusion regarding the specific requirements for establishing an intent to return to the individual's residence after a temporary absence.

#### BBB(LEGAL)

#### ELECTIONS: POST-ELECTION PROCEDURES

HB 5180 added new requirements for public inspection of election records. A reference has been added at Election Records regarding where to find information on public inspection of those records for districts who serve as custodians of their own election records.

#### BBD(LOCAL)

#### BOARD MEMBERS: TRAINING AND ORIENTATION

HB 3033 authorizes the attorney general to require trustees to complete training on the Public Information Act if the attorney general finds that there has been a violation of the Act. Language is recommended to make clear that this training after a violation cannot be delegated to the district's Public Information Act coordinator.

#### BBFA(LOCAL)

#### ETHICS: CONFLICT OF INTEREST DISCLOSURES

Language is recommended to clarify that a trustee's ethical duty to disclose a financial or other personal interest in board transactions goes beyond the statutory conflicts of interest set out in state and federal law. The added language serves to demonstrate a commitment to avoid undue influence, increase transparency, and avoid the appearance of impropriety in public dealings.

# Explanatory Notes

## TASB Localized Policy Manual Update 123

### **Celina ISD**

#### **CCG(LLEGAL)**

#### **LOCAL REVENUE SOURCES: AD VALOREM TAXES**

HB 3273, effective January 1, 2024, revised the Tax Code and requires a taxing unit, including a school district, to provide specific notice to property owners on its website. These provisions have been included in the Appraisal District Property Tax Database section of the policy.

#### **CCGA(LLEGAL)**

#### **AD VALOREM TAXES: EXEMPTIONS AND PAYMENTS**

This policy has been updated to indicate that a board that adopted an exemption for the 2022 tax year may not reduce the amount or repeal that exemption based on SB 2 from the second special session of the 88th Legislature. [See Homestead, Local Options.]

HB 4559, from the 88th regular session, increased the population range for certain districts to provide that the split payment option does not apply to the district's taxes collected by another taxing unit that has adopted that option. [See Split Payments, In Certain Counties.]

#### **CCGB(LLEGAL)**

#### **AD VALOREM TAXES: ECONOMIC DEVELOPMENT**

HB 4559 increased the population threshold for determining a large municipality for provisions related to the appointment of reinvestment zone board members. [See Tax Increment Financing Act, Large Municipality.]

Substantial changes have also been made based on HB 5 to incorporate the Texas Jobs, Energy, Technology, and Innovation Act.

#### **CKB(LLEGAL)**

#### **SAFETY PROGRAM/RISK MANAGEMENT: ACCIDENT PREVENTION AND REPORTS**

TEA's amendments to the Administrative Code rules for mandatory school drills necessitated reorganization of definitions and added clarity to several sections of the policy. Changes in this policy also reflect TEA's amendments to the Administrative Code rules related to active threat exercises.

#### **CKC(LOCAL)**

#### **SAFETY PROGRAM/RISK MANAGEMENT: EMERGENCY PLANS**

A section on Notice Regarding Violent Activity is recommended to comply with legal requirements. Administrative procedures must be created to align with TEA's model standards.

#### **CKE(LOCAL)**

#### **SAFETY PROGRAM/RISK MANAGEMENT: SECURITY PERSONNEL**

To address in one policy all security arrangements a district may have implemented, we have revised CKE(LOCAL).

Significant revisions are recommended to promote compliance and clarification with HB 3 and other legal requirements.

Regarding the provisions addressing district police officers, as Education Code 37.081 covers both police authority and duties, the margin note has been edited to clarify the scope of the policy language. The section on temporary assignments has been incorporated into Limitations on Nonschool Employment to account for possible off-duty officer use by both the district and other agencies. A section on Interlocal Agreement has been added to note that district police officers will function within the scope of the agreement.

The text regarding individuals authorized to possess firearms has been edited to clarify that the authorization to possess firearms is limited to emergency responses. A statement about immunities is included. A written authorization will specify the property at which the individual is authorized to carry a firearm, as well as the means of carrying and storage. A section on the duties of an authorized firearm carrier has

# Explanatory Notes

## TASB Localized Policy Manual Update 123

### **Celina ISD**

been added to this policy. These provisions include a new reference to employees and board members to align with the information submitted on the security personnel survey.

**Please note:** Based on the district's security survey responses, provisions regarding school resource officers have been added to this policy and provisions regarding marshals have been deleted. Please contact your policy consultant if you have any questions or need further revisions.

The Legal Issues in Update 123 memo, available with your Update 123 materials under [Local Manual Updates](#) on Policy Online (TASB login required), describes common legal concerns and best practices specific to this policy's topic.

### **CKED(LEGAL) SECURITY PERSONNEL: OTHER SECURITY ARRANGEMENTS**

The provisions of this policy address commissioned security officers with Level III training under the Department of Public Safety hired through a security services contractor or as a district employee in accordance with the Education Code and the Occupations Code.

### **CMD(LEGAL) EQUIPMENT AND SUPPLIES MANAGEMENT: INSTRUCTIONAL MATERIALS CARE AND ACCOUNTING**

Cross-references throughout this policy have been updated to EFA since policy EF has been separated into EFA (instructional materials) and EFB (library materials).

### **CPC(LEGAL) OFFICE MANAGEMENT: RECORDS MANAGEMENT**

Edits to this policy at Destruction of Records remove a reference to 13 TAC 7.123(c), which was deleted from Texas State Library and Archives Commission rules, effective March 6, 2024.

### **CQA(LEGAL) TECHNOLOGY RESOURCES: DISTRICT, CAMPUS, AND CLASSROOM WEBSITES**

HB 3273, effective January 1, 2024, requires school districts to post a notice informing property owners of the property tax database maintained by the appraisal district. Language has been added at item 28 under the section on Other Required Internet Postings.

### **CQC(LEGAL) TECHNOLOGY RESOURCES: EQUIPMENT**

A section on Guidelines for Use of Digital Devices has been added to address the TEA and Health and Human Services Commission model health and safety guidelines for the use of digital devices, which are required by the Education Code and were issued in October 2023.

### **CQC(LOCAL) TECHNOLOGY RESOURCES: EQUIPMENT**

This new local policy is recommended to meet the legal requirement for the board to adopt a policy for the effective integration of digital devices in the district. The policy language adopts the model health and safety guidelines developed by TEA and the Health and Human Services Commission and clarifies that the superintendent must develop regulations for implementation.

### **DCE(LOCAL) EMPLOYMENT PRACTICES: OTHER TYPES OF CONTRACTS**

Revisions at Termination During Contract Term are recommended to specify that an employee may request a hearing before the board to appeal discharge during the contract period and to differentiate between terminations during and at the end of the contract term.

The Legal Issues in Update 123 memo, available with your Update 123 materials under [Local Manual Updates](#) on Policy Online (TASB login required), describes common legal concerns and best practices specific to this policy's topic.

# Explanatory Notes

## TASB Localized Policy Manual Update 123

### **Celina ISD**

#### **DEC(LOCAL)**

#### **COMPENSATION AND BENEFITS: LEAVES AND ABSENCES**

Based on our records, the district has commissioned police officers who would be eligible for specific types of leave. In reviewing the district's DEC(LOCAL), the district's policy is missing those required leave provisions. Please contact your policy consultant for the recommended policy text.

#### **DGBA(LOCAL)**

#### **PERSONNEL-MANAGEMENT RELATIONS: EMPLOYEE COMPLAINTS/GRIEVANCES**

Extensive revisions within the CKE policy series necessitated an update to the cross-reference in the list of other complaint processes.

Also, to accommodate planned restructuring of policy DIA, we have revised the references to that code in this policy to reflect the DIA series. No other changes have been made to this policy.

The Legal Issues in Update 123 memo, available with your Update 123 materials under [Local Manual Updates](#) on Policy Online (TASB login required), describes common legal concerns and best practices specific to this policy's topic.

#### **DHE(LEGAL)**

#### **EMPLOYEE STANDARDS OF CONDUCT: SEARCHES AND ALCOHOL/DRUG TESTING**

New Department of Transportation rules amend the department's regulated industry drug testing program. The language in the Reports to DPS section has been amended for clarity.

#### **DNA(LEGAL)**

#### **PERFORMANCE APPRAISAL: EVALUATION OF TEACHERS**

Amendments to the Administrative Code allow districts to begin using the Alternate Domain I rubric as part of the Texas Teacher Evaluation and Support System (T-TESS) beginning with the 2024-25 school year. Language has been updated to reflect this change.

#### **DP(LEGAL)**

#### **PERSONNEL POSITIONS**

The section on School Psychological Services has been amended to provide additional clarity and to set out the correct title for licensed specialists in school psychology (LSSPs) as indicated in the Administrative Code.

#### **EEH(LOCAL)**

#### **INSTRUCTIONAL ARRANGEMENTS: HOMEBOUND INSTRUCTION**

TEA's revisions to the *Student Attendance Accounting Handbook (SAAH)* prompted recommended updates to this policy. Students may now receive homebound services for psychological, as well as medical, conditions. The *SAAH* also indicates that the weeks of confinement due to a medical or psychological condition do not need to be consecutive to qualify. The policy language has been updated to reflect this change.

#### **EF(LEGAL)**

#### **INSTRUCTIONAL RESOURCES**

In order to clarify the differences in requirements for instructional materials and library materials, as well as to accommodate the new library collection development standards, policy EF has been divided into EFA (instructional material) and EFB (library material). The content in EF(LEGAL) has moved to either EFA or EFB, as appropriate.

#### **EF(LOCAL)**

#### **INSTRUCTIONAL RESOURCES**

As explained at EF(LEGAL), above, this local policy addressing instructional resources is being deleted. New local policies to address instructional materials and library materials separately are included at EFA and EFB.

# Explanatory Notes

## TASB Localized Policy Manual Update 123

### **Celina ISD**

#### **EFA(LEGAL)**

#### **INSTRUCTIONAL RESOURCES: INSTRUCTIONAL MATERIALS**

Content regarding instructional material review and federally required parental inspection has been moved from EF(LEGAL) to EFA(LEGAL).

#### **EFA(LOCAL)**

#### **INSTRUCTIONAL RESOURCES: INSTRUCTIONAL MATERIALS**

The enclosed policy regarding instructional materials is recommended to coordinate with the policy addressing library materials at EFB(LOCAL). The provisions previously housed at EF(LOCAL) have been moved to this code with the following revisions:

- At Selection, a clarification has been made to reflect that instructional materials must be chosen in accordance with stated objectives and administrative regulations and may include items from the State Board of Education list.
- At Reconsideration of Instructional Materials, the list of individuals who can submit a request for reconsideration has been revised. This change is recommended to align with the list provided in the new EFB(LOCAL), which permits an employee or parent or guardian to submit these requests. If the district would like to expand this list, please contact your policy consultant.

Please review the information at Formal Reconsideration, which specifies who will receive forms requesting the reconsideration of instructional material and who will appoint a reconsideration committee. If the policy needs to identify a different position for these responsibilities, please contact your policy consultant for assistance with revisions.

The Legal Issues in Update 123 memo, available with your Update 123 materials under [Local Manual Updates](#) on Policy Online (TASB login required), describes common legal concerns and best practices specific to this policy's topic.

#### **EFB(LEGAL)**

#### **INSTRUCTIONAL RESOURCES: LIBRARY MATERIALS**

EFB(LEGAL) has been revised to incorporate new library collection development standards adopted by the Texas State Library and Archives Commission (TSLAC), effective January 23, 2024. The policy includes a note regarding the Fifth Circuit Court of Appeals enjoinder and the resulting unenforceability of certain statutes related to library material. The TSLAC Library Collection Development Standards are not currently enjoined by the Fifth Circuit Court of Appeals.

#### **EFB(LOCAL)**

#### **INSTRUCTIONAL RESOURCES: LIBRARY MATERIALS**

This recommended policy aligns with changes to the Administrative Code and the new collection development standards for school libraries as a result of HB 900. Please review the following information in your policy:

- The location of the form for formal reconsideration;
- The position title for the person responsible for appointing the reconsideration committee; and
- The number of days allocated for appointing the committee, providing the material for review to the committee, and completing the committee's final report.

If any information needs to be updated or if further revisions to the policy are needed, please contact your policy consultant for assistance.

#### **EHBAA(LEGAL)**

#### **SPECIAL EDUCATION: IDENTIFICATION, EVALUATION, AND ELIGIBILITY**

A cross-reference to policy EHB has been included for additional requirements relating to the evaluation and identification process when dyslexia is a suspected disability. [See Determination of Initial Eligibility.]

# Explanatory Notes

## TASB Localized Policy Manual Update 123

### **Celina ISD**

#### **EHBAB(LLEGAL) SPECIAL EDUCATION: ARD COMMITTEE AND INDIVIDUALIZED EDUCATION PROGRAM**

The section on Supplemental Special Education Services (SSES) has been revised to reflect amended Administrative Code rules, effective April 18, 2023. The district is required to notify parents of SSES eligibility and related information during an ARD committee meeting.

A provision regarding an IEP supplement for each child who was enrolled in a district's special education program during the 2019-20 school year or the 2020-21 school year has been removed. That requirement expired on September 1, 2023.

#### **EHBE(LLEGAL) SPECIAL PROGRAMS: BILINGUAL EDUCATION/ESL**

Extensive revisions have been made throughout this policy to reflect amended rules relating to emergent bilingual students.

#### **EHBJ(LLEGAL) SPECIAL PROGRAMS: INNOVATIVE AND MAGNET PROGRAMS**

Changes to this policy stem from amended Administrative Code provisions relating to innovative courses. The amended rules became effective February 18, 2024.

#### **EKB(LLEGAL) TESTING PROGRAMS: STATE ASSESSMENT**

Revisions have been made to remove language that does not require district action to aid in readability and clarity. Citations have also been updated based on rule changes.

#### **FA(LLEGAL) PARENT RIGHTS AND RESPONSIBILITIES**

The cross-reference at Parental Rights relating to teaching materials has been updated to reflect the division of policy EF into EFA and EFB.

#### **FFAC(LLEGAL) WELLNESS AND HEALTH SERVICES: MEDICAL TREATMENT**

A section on Telehealth in Medicaid Covered Services has been added to provide guidance from Administrative Code rules specific to telehealth services authorized as Texas Medicaid covered services.

The section on opioid antagonists has been updated to reflect new rules effective November 1, 2023.

Changes have also been made to the section on epinephrine auto-injectors to reflect amended Administrative Code rules.

Citations throughout have been updated based on rule amendments.

#### **FNG(LOCAL) STUDENT RIGHTS AND RESPONSIBILITIES: STUDENT AND PARENT COMPLAINTS/GRIEVANCES**

Extensive revisions within the CKE policy series necessitated an update to the cross-reference in the list of other complaint processes.

Also, to accommodate planned restructuring of policy FFH, we have revised the references to that code in this policy to reflect the FFH series. No other changes have been made to this policy.

The Legal Issues in Update 123 memo, available with your Update 123 materials under [Local Manual Updates](#) on Policy Online (TASB login required), describes common legal concerns and best practices specific to this policy's topic.



# Explanatory Notes

## TASB Localized Policy Manual Update 123

### **Celina ISD**

#### **GBA(LEGAL) PUBLIC INFORMATION PROGRAM: ACCESS TO PUBLIC INFORMATION**

A cross-reference regarding economic development negotiations under Government Code Chapter 403 has been added.

#### **GF(LEGAL) PUBLIC COMPLAINTS**

The division of policy EF into EFA and EFB necessitated an update to the cross-reference in this policy.

#### **GF(LOCAL) PUBLIC COMPLAINTS**

Extensive revisions within the CKE policy series necessitated an update to the cross-reference in the list of other complaint processes. No other changes have been made to this policy.

The Legal Issues in Update 123 memo, available with your Update 123 materials under [Local Manual Updates](#) on Policy Online (TASB login required), describes common legal concerns and best practices specific to this policy's topic.

#### **GKA(LEGAL) COMMUNITY RELATIONS: CONDUCT ON SCHOOL PREMISES**

Amendments to the Code of Federal Regulations necessitated changes to the section regarding operation of a small unmanned aircraft system.

#### **GRA(LEGAL) RELATIONS WITH GOVERNMENTAL ENTITIES: STATE AND LOCAL GOVERNMENTAL AUTHORITIES**

The Definitions section has been revised to reflect amended Administrative Code rules that include school resource officers and contracted police officers in the definition of "school personnel and volunteers."

Language has been added at Notice to School Personnel to provide direction if the superintendent is the individual alleged to have committed child abuse or neglect.

The Students Taken into Custody section has been updated to incorporate appropriate legal citations and improve clarity.



## (LOCAL) Policy Comparisons

These documents are generated by an automated process that compares the updated policy to the current policy as found in TASB records.

In this packet, you will find:

- Policies being recommended for revision (annotated)
- New policies (not annotated)
- Policies recommended for deletion (annotated in PDF; not shown in Word)

Annotations are shown as follows:

- Deletions are in a red strike-through font: ~~deleted text~~.
- Additions are in a blue, bold font: **new text**.
- Blocks of text that were moved without changes are shown in green, with double underline and double strike-through formatting to distinguish the text's new placement from its original location: ~~moved text~~ becomes moved text.
- Revision bars appear in the right margin to show sections with changes.

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**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, TASB's recent changes to the policy templates to facilitate accessibility sometimes make formatting changes appear tracked, even though the text remains the same.

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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.

<b>Contact:</b>	<b>School Districts and Education Service Centers</b>	<b>Community Colleges</b>
	<a href="mailto:policy.service@tasb.org">policy.service@tasb.org</a>	<a href="mailto:colleges@tasb.org">colleges@tasb.org</a>
	800.580.7529	800.580.1488

**Public Information  
Coordinator**

After Election or  
Appointment

The Superintendent shall fulfill the responsibilities of the public information coordinator and shall receive, on behalf of Board members, the training specified by Government Code 552.012. [See GBAA]

After a Violation

A Board member who receives written notice from the attorney general that the member must complete Public Information Act (PIA) training described by GBAA(LEGAL) following the District's failure to comply with a PIA requirement shall complete the training within the timelines described in law. The completion of the training in response to such a notice cannot be delegated.

**Reporting  
Continuing  
Education Credit**

The Board President shall announce the status of each Board member's continuing education credit. The announcement shall be made annually at the last regular Board meeting before the District's uniform election date, whether or not an election is held. The announcement shall be reflected in the meeting minutes and, when necessary, posted on the District's website in accordance with law.

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.

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. [See also BBF(LOCAL)]

**Annual Financial  
Management Report**

Each Board member shall provide to the District in a timely manner information necessary for the District's annual financial management report. [See CFA]

**Emergency  
Operations Plan**

The Superintendent shall ensure updating of the District's emergency operations plan and ongoing staff training.

As required by law, the emergency operations plan shall include the District's procedures addressing:

1. Reasonable security measures when District property is used as a polling place;
2. Response to an active shooter emergency;
3. Response to a nearby train derailment, as applicable; and
4. Access to campus buildings and materials necessary for a substitute teacher to carry out the duties of a District employee during an emergency or an emergency drill.

**Notice Regarding  
Violent Activity**

- ~~4.~~ The Superintendent shall develop procedures to notify parents regarding violent activity that has occurred or is being investigated at a campus or other District facility or at a District-sponsored activity.

**District Police  
Department**

To ensure sufficient security and protection of students, staff, and property, the Board authorizes the formation of a District police department and shall employ and commission a police ~~officers~~officer, who shall serve as chief of police.

Supervisory  
Authority

The ~~chief of~~District police officer shall be accountable to and shall report to the Superintendent. In accordance with law, the Superintendent shall not delegate this supervisory responsibility.

Jurisdiction

The jurisdiction of the District police ~~officers~~officer shall include all territory within District boundaries, as well as all real and personal property outside the boundaries of the District that is owned, leased, or rented by the District, or is otherwise under the District's control.

Police Authority and  
Duties

~~Police officers employed by the~~The District police officer shall have all the powers, privileges, and immunities of police officers on or off duty within the jurisdiction of the District. Subject to limitations in law, the District police ~~officers~~officer shall ~~have the authority to~~:

1. Protect the safety and welfare of any person in the jurisdiction of the District and protect the property of the District.
2. Enforce all laws, including municipal ordinances, county ordinances, and state laws, and investigate violations of law as needed. In doing so, the District police ~~officers~~officer may serve search warrants in connection with District-related investigations in compliance with the Texas Code of Criminal Procedure.
3. Arrest suspects consistent with state and federal statutory and constitutional standards governing arrests, including arrests without warrant, for offenses that occur in the officer's presence or under the other rules set out in the Texas Code of Criminal Procedure.
4. Coordinate and cooperate with commissioned officers of all other law enforcement agencies in the enforcement of this policy as necessary.
5. Enforce District policies, rules, and regulations on District property, in school zones, at bus stops, or at District functions.
6. Investigate violations of District policy, rules, and regulations as requested by the Superintendent and participate in hearings concerning alleged violations.
7. Carry weapons as ~~directed by the chief of police and~~ approved by the Superintendent.

8. Carry out all other duties as directed by the ~~chief of police or~~ Superintendent.

The District police ~~officers~~ officer shall not be assigned routine classroom discipline or administrative tasks.

Limitations on  
Nonschool  
Employment

~~Temporary  
Assignment~~

~~District police officers~~ The District police officer commissioned under this policy shall not provide law enforcement or security services for an outside employer without prior written approval from the Superintendent. The District police officer shall enforce all laws, including municipal ordinances, county ordinances, and state laws within another law enforcement agency's jurisdiction while ~~working off-duty or temporarily assigned to the other~~ another agency.

~~Limitations on  
Nonschool  
Employment~~

~~No officer commissioned under this policy shall provide law enforcement or security services for an outside employer without prior written approval from the chief of police and Superintendent.~~

Relationship with  
Outside Agencies

The District's police department and the law enforcement agencies with which it has overlapping jurisdiction shall enter into ~~a memo-~~ ~~randum~~ memoranda of understanding and other appropriate interlocal agreements that ~~outlines~~ outline reasonable communication and coordination efforts among the department and the agencies. The ~~chief of~~ District police officer and the Superintendent shall review the ~~memorandum~~ memoranda of understanding and other agreements at least once every year. ~~The memorandum of understand-~~ ~~ing~~ All such agreements shall be approved by the Board.

*Interlocal  
Agreement for  
Mutual Aid*

While operating pursuant to an interlocal agreement for mutual aid or other support for another law enforcement agency, the District police officer shall perform the duties and have the authorities set out in the agreement, including enforcing all laws within the other agency's jurisdiction.

Video Monitoring

If available, video equipment shall be used on a District police car for safety purposes whenever the flashing lights on the car are in use.

*Access to  
Recordings*

Recordings shall be considered law enforcement records, shall remain in the custody of the ~~chief of~~ police department, and shall be maintained as required by the department regulations manual and law. A parent or student who wishes to view a video recording in response to disciplinary action taken against the student may request such access under the procedures set out by ~~law~~. [See FL(LEGAL)]

Body-Worn  
Cameras

The District ~~officers~~ police officer shall use a body-worn ~~cameras-~~ camera only when performing official law enforcement duties for the District and in accordance with the provisions of the District police department's body-worn camera program. ~~Officers~~ The District



	<p>police officer shall receive training on the program, including proper use and operation of cameras. Any District employee who has access to data from body-worn cameras shall receive training on storage, retention, and release of recordings.</p>
Training	<p><del>All</del>The District <del>officers</del> police officer shall receive at least the minimum amount of education and training required by law.</p>
Department Regulations Manual	<p>To carry out the provisions in this policy, the police department shall compile and maintain a manual that describes and sets forth operational procedures, rules, and regulations pertaining to the administration of police services. The <del>chief of</del>District police officer and the Superintendent shall review the manual annually and make any appropriate revisions.</p>
<i>Racial Profiling</i>	<p>The <del>chief of</del>District police officer shall develop and implement regulations to ensure compliance with <del>state law</del>laws regarding racial profiling. <del>Police officers employed by the</del>The District police officer shall not initiate any law enforcement action based on an individual's race, ethnicity, or national origin.</p>
<i>Use of Force</i>	<p>The use of force, including deadly force, shall be authorized only when reasonable and necessary, as outlined in the department regulations manual.</p>
<i>High-Speed Pursuit</i>	<p><del>Officers</del>The District police officer shall not engage in high-speed chases in a motor vehicle when the immediate danger to the public or the officer created by the pursuit exceeds the immediate or potential danger presented by the offenders remaining at large. Guidelines for high-speed pursuits shall be addressed in the department regulations manual.</p>
Complaints	<p>Complaints against <del>a</del>the District police officer shall be in writing on a form provided by the District and shall be signed by the person making the complaint. In accordance with law, the District shall provide to the police officer a copy of the complaint.</p> <p>Appeals regarding this complaint process shall be filed in accordance with DGBA, FNG, or GF, as appropriate.</p> <p>[See CKE(LEGAL) and CKEA(LEGAL)]</p>
School Marshals Officers	<p><del>Pursuant to its authority under state law,</del>To implement the Board may appoint an employee of District's comprehensive safety programs, the District <del>to serve as</del>has entered into a memorandum of understanding (MOU) with each local law enforcement agency that provides the District with school marshal if the employee resource officers. School resource officers shall provide services consistent with the terms of the agreement, the comprehensive safety programs, and Board policy.</p>

**Jurisdiction** The jurisdiction of school resource officers shall include all territory within District boundaries, as well as all real and personal property outside the boundaries of the District that is ~~certified as eligible-~~ owned, leased, or rented by the District, or is otherwise under the District's control.

**Authority and Duties** A school resource officer shall perform duties as described in the MOU and as included in the District improvement plan and the Student Code of Conduct. Pursuant to the MOU, a school resource officer shall:

1. Protect the safety and welfare of any person in the jurisdiction of the District and protect the property of the District.
2. Enforce all laws, including municipal ordinances, county ordinances, and state laws, and investigate violations of law as needed. In doing so, school resource officers may serve search warrants in connection with District-related investigations in compliance with the Texas ~~Commission~~ Code of Criminal Procedure.
3. Arrest suspects consistent with state and federal statutory and constitutional standards governing arrests, including arrests without warrant, for offenses that occur in the officer's presence or under the other rules set out in the Texas Code of Criminal Procedure.
4. Coordinate and cooperate with commissioned officers of all other law enforcement agencies in the enforcement of this policy as necessary.
5. Enforce District policies, rules, and regulations on ~~Law Enforcement (TCOLE)~~-District property, in school zones, at bus stops, or at District functions.
6. Investigate violations of District policy, rules, and regulations as requested by the Superintendent and participate in hearings concerning alleged violations.
7. Carry a firearm in accordance with the MOU and the directives with the commissioning entity.
8. Carry out all other duties in accordance with the MOU.

A school resource officer shall not be assigned routine classroom discipline or administrative tasks. Each school resource officer shall receive at least the minimum amount of education and training required by law.

[See ~~CKEB~~CKE(LEGAL) and CKEC(LEGAL)]

**Employees and Board Members Authorized to Possess Firearms for Emergency Response**

Purpose

The Board has adopted these provisions regarding firearms to address concerns about effective and timely response to emergency situations on District property, including invasion of a school by an armed outsider; a hostage situation; actions of a student or employee who is armed and poses a direct threat of physical harm to himself, herself, or others; and similar circumstances.

Authorization

Pursuant to its authority under state law, the Board may authorize specific District employees and Board members to possess ~~District-approved~~ certain firearms in schools, at Board meetings, and at school-sponsored or school-related events on District property, to the extent allowed by law. Each authorized employee and Board member shall have immunities as provided by law.

Each specifically authorized employee and Board member shall be approved by action of the Board. The Superintendent shall issue written authorization to each approved employee and Board member. The written authorization shall specify the District premises and other property where the employee or Board member is authorized to carry a firearm, as well as the means of carrying and storing the firearm.

Participation in this safety and security program shall be strictly voluntary ~~and shall not be a requirement of any employee or Board member position.~~

Revocation

The Superintendent, as well as the Board, shall have the authority to revoke at any time a specific employee's authorization to possess a firearm under this policy. The Board may revoke a Board member's authorization at any time.

~~However~~ In addition, authorization for a specific employee or Board member to possess a firearm under this policy shall be automatically revoked if the employee is placed on administrative leave or separates from employment with the District, regardless of the reason, or if the Board member resigns or otherwise no longer holds office as a Board member, regardless of the reason.

Duties

An authorized employee or Board member shall not perform routine law enforcement duties unless the duty is performed in response to an emergency that poses a threat of death or serious bodily injury to a student, employee, or other individual on a District campus.

In an emergency an authorized employee or Board member shall:

1. Act as necessary to protect the safety and welfare of any person in the jurisdiction of the District; and

2. Carry out all other lawful duties as directed by the Superintendent.

Handgun Licensees	<p>Only a District employee or Board member who maintains a current license to carry a handgun in accordance with state law shall be eligible for authorization to possess a firearm on District property under this policy and in accordance with the District's emergency operations plan.</p> <p>A District employee who is a handgun license holder but who has not been specifically authorized by Board action under this policy shall not be permitted to possess a firearm on school property except in accordance with the limited provisions of DH(LOCAL).</p>
Training	<p>The District shall <del>require</del>provide to each District employee or Board member who is authorized to possess a firearm on District property <del>to receive</del> specialized training in crisis intervention, management of hostage situations, and other topics the Board may determine necessary or appropriate.</p>
Permitted Weapons and Ammunition	<p>Only District-approved firearms and ammunition shall be authorized for possession and use under this policy and the District's emergency operations procedures.</p>
Implementation	<p>The Superintendent shall ensure that procedures to implement this safety and security program are detailed in the District's emergency operations plan.</p>

With this policy, the Board adopts the model health and safety guidelines for the effective integration of digital devices in schools that have been developed by the Texas Education Agency and the Health and Human Services Commission.

The Superintendent shall develop regulations that implement these guidelines.

EMPLOYMENT PRACTICES  
OTHER TYPES OF CONTRACTS

DCE  
(LOCAL)

**Non-Chapter 21  
Contracts**

Non-Chapter 21 contracts shall be provided for positions included on the list approved by the Board. A non-Chapter 21 contract shall not be governed by Chapter 21 of the Education Code.

**Appeal of  
Employment Actions**

In accordance with DCE(LEGAL), an employee may request a hearing before the Board to appeal discharge during the contract period ~~in accordance with DCE(LEGAL).~~

**An Termination  
During Contract  
Term**

An employee whose contract is not reissued at the end of the contract period may appeal in accordance with DGBA(LOCAL).

**Complaints**

In this policy, the terms “complaint” and “grievance” shall have the same meaning.

Other Complaint  
Processes

Employee complaints shall be filed in accordance with this policy, except as required by the policies listed below. Some of these policies require appeals to be submitted in accordance with DGBA after the relevant complaint process:

1. Complaints alleging discrimination, including violations of Title IX (gender), Title VII (sex, race, color, religion, national origin), ADEA (age), or Section 504 (disability), shall be submitted in accordance with [the DIA series](#).
2. Complaints alleging certain forms of harassment, including harassment by a supervisor and violation of Title VII, shall be submitted in accordance with [the DIA series](#).
3. Complaints concerning retaliation relating to discrimination and harassment shall be submitted in accordance with [the DIA series](#).
4. Complaints concerning instructional resources shall be submitted in accordance with the EF series.
5. Complaints concerning a commissioned peace officer who is an employee of the District shall be submitted in accordance with [the CKE series](#).
6. Complaints concerning the proposed nonrenewal of a term contract issued under Chapter 21 of the Education Code shall be submitted in accordance with DFBB.
7. Complaints concerning the proposed termination or suspension without pay of an employee on a probationary, term, or continuing contract issued under Chapter 21 of the Education Code during the contract term shall be submitted in accordance with DFAA, DFBA, or DFCA.

**Notice to Employees**

The District shall inform employees of this policy through appropriate District publications.

**Guiding Principles**

Informal Process

The Board encourages employees to discuss their concerns with their supervisor, principal, or other appropriate administrator who has the authority to address the concerns. Concerns should be expressed as soon as possible to allow early resolution at the lowest possible administrative level.

Informal resolution shall be encouraged but shall not extend any deadlines in this policy, except by mutual written consent.



PERSONNEL-MANAGEMENT RELATIONS  
EMPLOYEE COMPLAINTS/GRIEVANCES

DGBA  
(LOCAL)

Direct Communication with Board Members	Employees shall not be prohibited from communicating with a member of the Board regarding District operations except when communication between an employee and a Board member would be inappropriate because of a pending hearing or appeal related to the employee.
Formal Process	<p>An employee may initiate the formal process described below by timely filing a written complaint form.</p> <p>Even after initiating the formal complaint process, employees are encouraged to seek informal resolution of their concerns. An employee whose concerns are resolved may withdraw a formal complaint at any time.</p> <p>The process described in this policy shall not be construed to create new or additional rights beyond those granted by law or Board policy, nor to require a full evidentiary hearing or “mini-trial” at any level.</p>
<b>Freedom from Retaliation</b>	Neither the Board nor any District employee shall unlawfully retaliate against an employee for bringing a concern or complaint.
<b>Whistleblower Complaints</b>	<p>Whistleblower complaints shall be filed within the time specified by law and may be made to the Superintendent or designee beginning at Level Two. Timelines for the employee and the District set out in this policy may be shortened to allow the Board to make a final decision within 60 calendar days of the initiation of the complaint.</p> <p>[See DG]</p>
<b>Complaints Against Supervisors</b>	Complaints alleging a violation of law by a supervisor may be made to the Superintendent or designee. Complaint forms alleging a violation of law by the Superintendent may be submitted directly to the Board or designee.
<b>General Provisions</b> Filing	Complaint forms and appeal notices may be filed by hand-delivery, by electronic communication, including email and fax, or by U.S. Mail. Hand-delivered filings shall be timely filed if received by the appropriate administrator or designee by the close of business on the deadline. Filings submitted by electronic communication shall be timely filed if they are received by the close of business on the deadline, as indicated by the date/time shown on the electronic communication. Mail filings shall be timely filed if they are post-marked by U.S. Mail on or before the deadline and received by the appropriate administrator or designated representative no more than three days after the deadline.
Scheduling Conferences	The District shall make reasonable attempts to schedule conferences at a mutually agreeable time. If the employee fails to appear at a scheduled conference, the District may hold the conference and issue a decision in the employee’s absence.

PERSONNEL-MANAGEMENT RELATIONS  
EMPLOYEE COMPLAINTS/GRIEVANCES

DGBA  
(LOCAL)

Response	<p>At Levels One and Two, “response” shall mean a written communication to the employee from the appropriate administrator. Responses may be hand-delivered, sent by electronic communication to the employee’s email address of record, or sent by U.S. Mail to the employee’s mailing address of record. Mailed responses shall be timely if they are postmarked by U.S. Mail on or before the deadline.</p>
Days	<p>“Days” shall mean District business days, unless otherwise noted. In calculating timelines under this policy, the day a document is filed is “day zero.” The following business day is “day one.”</p>
Representative	<p>“Representative” shall mean any person who or an organization that does not claim the right to strike and is designated by the employee to represent him or her in the complaint process.</p> <p>The employee may designate a representative through written notice to the District at any level of this process. The representative may participate in person or by telephone conference call. If the employee designates a representative with fewer than three days’ notice to the District before a scheduled conference or hearing, the District may reschedule the conference or hearing to a later date, if desired, in order to include the District’s counsel. The District may be represented by counsel at any level of the process.</p>
Consolidating Complaints	<p>Complaints arising out of an event or a series of related events shall be addressed in one complaint. Employees shall not file separate or serial complaints arising from any event or series of events that have been or could have been addressed in a previous complaint.</p> <p>When two or more complaints are sufficiently similar in nature and remedy sought to permit their resolution through one proceeding, the District may consolidate the complaints.</p>
Untimely Filings	<p>All time limits shall be strictly followed unless modified by mutual written consent.</p> <p>If a complaint form or appeal notice is not timely filed, the complaint may be dismissed, on written notice to the employee, at any point during the complaint process. The employee may appeal the dismissal by seeking review in writing within ten days from the date of the written dismissal notice, starting at the level at which the complaint was dismissed. Such appeal shall be limited to the issue of timeliness.</p>
Costs Incurred	<p>Each party shall pay its own costs incurred in the course of the complaint.</p>

Complaint and  
Appeal Forms

Complaints and appeals under this policy shall be submitted in writing on a form provided by the District.

Copies of any documents that support the complaint should be attached to the complaint form. If the employee does not have copies of these documents, they may be presented at the Level One conference. After the Level One conference, no new documents may be submitted by the employee unless the employee did not know the documents existed before the Level One conference.

A complaint or appeal form that is incomplete in any material aspect may be dismissed but may be refiled with all the required information if the refiling is within the designated time for filing.

Audio Recording

As provided by law, an employee shall be permitted to make an audio recording of a conference or hearing under this policy at which the substance of the employee's complaint is discussed. The employee shall notify all attendees present that an audio recording is taking place.

**Level One**

Complaint forms must be filed:

1. Within 15 days of the date the employee first knew, or with reasonable diligence should have known, of the decision or action giving rise to the complaint or grievance; and
2. With the lowest level administrator who has the authority to remedy the alleged problem.

In most circumstances, employees on a school campus shall file Level One complaints with the campus principal; other District employees shall file Level One complaints with their immediate supervisor.

If the only administrator who has authority to remedy the alleged problem is the Superintendent or designee, the complaint may begin at Level Two following the procedure, including deadlines, for filing the complaint form at Level One.

If the complaint is not filed with the appropriate administrator, the receiving administrator must note the date and time the complaint form was received and immediately forward the complaint form to the appropriate administrator.

The appropriate administrator shall investigate as necessary and schedule a conference with the employee within ten days after receipt of the written complaint. The administrator may set reasonable time limits for the conference.

Absent extenuating circumstances, the administrator shall provide the employee a written response within ten days following the conference. The written response shall set forth the basis of the decision. In reaching a decision, the administrator may consider information provided at the Level One conference and any other relevant documents or information the administrator believes will help resolve the complaint.

## **Level Two**

If the employee did not receive the relief requested at Level One or if the time for a response has expired, the employee may request a conference with the Superintendent or designee to appeal the Level One decision.

The appeal notice must be filed in writing, on a form provided by the District, within ten days of the date of the written Level One response or, if no response was received, within ten days of the Level One response deadline.

After receiving notice of the appeal, the Level One administrator shall prepare and forward a record of the Level One complaint to the Level Two administrator. The employee may request a copy of the Level One record.

The Level One record shall include:

1. The original complaint form and any attachments.
2. All other documents submitted by the employee at Level One.
3. The written response issued at Level One and any attachments.
4. All other documents relied upon by the Level One administrator in reaching the Level One decision.

The Superintendent or designee shall schedule a conference within ten days after the appeal notice is filed. The conference shall be limited to the issues and documents considered at Level One. At the conference, the employee may provide information concerning any documents or information relied upon by the administration for the Level One decision. The Superintendent or designee may set reasonable time limits for the conference.

The Superintendent or designee shall provide the employee a written response within ten days following the conference. The written response shall set forth the basis of the decision. In reaching a decision, the Superintendent or designee may consider the Level One record, information provided at the Level Two conference, and any other relevant documents or information the Superintendent or designee believes will help resolve the complaint.

Recordings of the Level One and Level Two conferences, if any, shall be maintained with the Level One and Level Two records.

### **Level Three**

If the employee did not receive the relief requested at Level Two or if the time for a response has expired, the employee may appeal the decision to the Board.

The appeal notice must be filed in writing, on a form provided by the District, within ten days of the date of the written Level Two response or, if no response was received, within ten days of the Level Two response deadline.

The Superintendent or designee shall inform the employee of the date, time, and place of the Board meeting at which the complaint will be on the agenda for presentation to the Board.

The Superintendent or designee shall provide the Board the record of the Level Two appeal. The employee may request a copy of the Level Two record.

The Level Two record shall include:

1. The Level One record.
2. The notice of appeal from Level One to Level Two.
3. The written response issued at Level Two and any attachments.
4. All other documents relied upon by the administration in reaching the Level Two decision.

The appeal shall be limited to the issues and documents considered at Level Two, except that if at the Level Three hearing the administration intends to rely on evidence not included in the Level Two record, the administration shall provide the employee notice of the nature of the evidence at least three days before the hearing.

The District shall determine whether the complaint will be presented in open or closed meeting in accordance with the Texas Open Meetings Act and other applicable law. [See BE]

The presiding officer may set reasonable time limits and guidelines for the presentation, including an opportunity for the employee and administration to each make a presentation and provide rebuttal and an opportunity for questioning by the Board. The Board shall hear the complaint and may request that the administration provide an explanation for the decisions at the preceding levels.

In addition to any other record of the Board meeting required by law, the Board shall prepare a separate record of the Level Three

presentation. The Level Three presentation, including the presentation by the employee or the employee's representative, any presentation from the administration, and questions from the Board with responses, shall be recorded by audio recording, video/audio recording, or court reporter.

The Board shall then consider the complaint. It may give notice of its decision orally or in writing at any time up to and including the next regularly scheduled Board meeting. If the Board does not make a decision regarding the complaint by the end of the next regularly scheduled meeting, the lack of a response by the Board upholds the administrative decision at Level Two.

**General Education**

Consistent with ~~TEA's~~the Texas Education Agency (TEA) *Student Attendance Accounting Handbook (SAAH)*, a student may be eligible for general education homebound services if the student is to be confined for a minimum of four weeks to a hospital or homebound setting for medical or psychological reasons specifically documented by a physician licensed to practice in the United States. The weeks of confinement need not be consecutive. The parent's request for services shall be submitted to the principal in accordance with TEA's *SAAH* and administrative procedures.

The principal or designee shall convene a placement committee composed of at least a campus administrator, a teacher of the student, and the parent or guardian of the student to consider the necessity of providing general education homebound instruction to the student. If the committee determines that such instruction is appropriate, the committee shall determine the type and amount of instruction to be provided and, if applicable, the length of the transition period to the school-based setting based on current ~~medical~~ information regarding the medical or psychological condition.

**Special Education**

Consistent with state rule and the *SAAH*, a student receiving special education services may be eligible for special education homebound services if the student is to be confined for a minimum of four weeks to a hospital or homebound setting for medical or psychological reasons specifically documented by a physician licensed to practice in the United States. ~~If a student is chronically ill, the student's admission, review, and dismissal (ARD) committee shall determine whether the~~The weeks of confinement need ~~to not~~ be consecutive.

~~If the ARD~~If a student's admission, review, and dismissal committee determines that homebound instruction is appropriate, the committee shall determine the type and amount of instruction to be provided in accordance with law, and, if applicable, the length of the transition period to the school-based setting based on current ~~medical~~ information regarding the medical or psychological condition.

**Documentation of Services**

The District shall maintain full documentation about students receiving homebound services, in accordance with administrative procedures, the *SAAH*, and a student's individualized education program ~~(IEP)~~, as applicable.

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**Note:**—For information related to the selection process and accounting of instructional materials, as this term is defined by state law and rule, see CMD and EFA.

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~~The District shall provide a wide range of instructional resources for students and faculty that present varying levels of difficulty, diversity of appeal, and a variety of points of view. Although professional staff members may select instructional resources for their use in accordance with District policy and administrative regulations, the ultimate authority for determining and approving the curriculum and instructional program of the District lies with the Board.~~

### **Objectives**

~~In this policy, “instructional resources” may include textbooks, library acquisitions, supplementary resources for classroom use, and any other instructional resources, including electronic resources, used for formal or informal teaching and learning purposes. The primary objectives of instructional resources are to implement, enrich, and support the District’s educational program.~~

~~The Board shall rely on District professional staff to select and acquire instructional resources that:~~

- ~~1.—Enrich and support the curriculum, taking into consideration students’ varied interests, abilities, learning styles, and maturity levels.~~
- ~~2.—Stimulate growth in factual knowledge, enjoyment of reading, literary appreciation, aesthetic values, and societal standards.~~
- ~~3.—Present various sides of controversial issues so that students have an opportunity to develop, under guidance, skills in critical analysis and in making informed judgments in their daily lives.~~
- ~~4.—Represent many ethnic, religious, and cultural groups and their contributions to the national heritage and world community.~~
- ~~5.—Provide a wide range of background information that will enable students to make intelligent judgments in their daily lives.~~

### **Selection Criteria**

~~In the selection of instructional resources, professional staff shall ensure that the resources:~~

- ~~1.—Support and are consistent with the general educational goals of the state and District and the aims and objectives of individual schools and specific courses consistent with the District and campus improvement plans.~~



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- ~~2.— Meet high standards for artistic quality and/or literary style, authenticity, educational significance, factual content, physical format, presentation, readability, and technical quality.~~
- ~~3.— Are appropriate for the subject area and for the age, ability level, learning styles, and social and emotional development of the students for whom they are selected.~~
- ~~4.— Are designed to help students gain an awareness of our pluralistic society.~~
- ~~5.— Are designed to provide information that will motivate students and staff to examine their own attitudes and behavior; to understand their duties, responsibilities, rights, and privileges as citizens participating in our society; and to make informed choices in their daily lives.~~
- ~~6.— For library selections, are integral to the instructional program, are appropriate for the reading levels and understanding of students, reflect the interests and needs of the students and faculty, are included because of their literary or artistic value and merit, and present information with the greatest degree of accuracy and clarity.~~

~~Administrators, teachers, library media specialists, other District personnel, parents, and community members, as appropriate, may recommend instructional resources for selection. Gifts of instructional resources shall be evaluated according to these criteria and accepted or rejected in accordance with CDG(LOCAL).~~

~~Selection of resources is an ongoing process that includes the removal of resources no longer appropriate and the periodic replacement or repair of resources that still have educational value.~~

**Controversial Issues**

~~District professional staff shall endeavor to maintain a balanced collection representing various views when selecting instructional resources on controversial issues. Resources shall be chosen to clarify historical and contemporary forces by presenting and analyzing intergroup tension and conflict objectively, placing emphasis on recognizing and understanding social and economic problems. [See also EMB regarding instruction about controversial issues and EHAA regarding human sexuality instruction.]~~

**Challenged Resources**

~~A parent of a District student, any employee, or any District resident may formally challenge an instructional resource used in the District's educational program on the basis of appropriateness.~~

**Informal Reconsideration**

~~The school receiving a complaint about the appropriateness of an instructional resource shall try to resolve the matter informally using the following procedure:~~

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- ~~1.—The principal or designee shall explain the school's selection process, the criteria for selection, and the qualifications of the professional staff who selected the questioned resource.~~
- ~~2.—The principal or designee shall explain the intended educational purpose of the resource and any additional information regarding its use.~~
- ~~3.—If appropriate, the principal or designee may offer a concerned parent an alternative instructional resource to be used by that parent's child in place of the challenged resource.~~
- ~~4.—If the complainant wishes to make a formal challenge, the principal or designee shall provide the complainant a copy of this policy and a form to request a formal reconsideration of the resource.~~

~~Formal  
Reconsideration~~

~~A complainant shall make any formal objection to an instructional resource on the form provided by the District and shall submit the completed and signed form to the principal. Upon receipt of the form, the principal shall appoint a reconsideration committee.~~

~~The reconsideration committee shall include at least one member of the instructional staff who has experience using the challenged resource with students or is familiar with the challenged resource's content. Other members of the committee may include District-level staff, library staff, secondary-level students, parents, and any other appropriate individuals.~~

~~All members of the committee shall review the challenged resource in its entirety. As soon as reasonably possible, the committee shall meet and determine whether the challenged resource conforms to the principles of selection set out in this policy. The committee shall prepare a written report of its findings and provide copies to the principal, the Superintendent or designee, and the complainant.~~

~~Appeal~~

~~The complainant may appeal the decision of the reconsideration committee in accordance with appropriate complaint policies, starting with the appropriate administrator. [See DGBA, FNG, and GF]~~

~~Guiding Principles~~

~~The following principles shall guide the Board and staff in responding to challenges of instructional resources:~~

- ~~1.—A complainant may raise an objection to an instructional resource used in a school's educational program, despite the fact that the professional staff selecting the resources were qualified to make the selection, followed the proper procedure, and adhered to the objectives and criteria for instructional resources set out in this policy.~~

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- ~~2.— A parent's ability to exercise control over reading, listening, or viewing matter extends only to his or her own child.~~
- ~~3.— Access to a challenged resource shall not be restricted during the reconsideration process, except the District may deny access to a child if requested by the child's parent.~~

~~The major criterion for the final decision on challenged resources is the appropriateness of the resource for its intended educational use. No challenged instructional resource shall be removed solely because of the ideas expressed therein.~~

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**Note:** For information related to the accounting of instructional materials, as this term is defined by state law and rule, see CMD.

For information related to the selection process of library materials, see EFB.

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The District shall provide instructional materials designed to teach the Texas Essential Knowledge and Skills and further the District's educational mission. Although the Superintendent shall ensure that professional staff select instructional materials in accordance with District policy and administrative regulations, the ultimate authority for determining and approving the curriculum and instructional program of the District lies with the Board.

**Objectives**

In this policy, "instructional materials" may include textbooks, supplementary resources for classroom use, and any other instructional resources, including electronic resources, used for formal or informal teaching and learning purposes. The primary objectives of instructional materials are to implement, enrich, and support the District's educational program.

**Selection**

Instructional materials that are textbooks and related supplemental materials, which may include items from the list of resources adopted by the State Board of Education, shall be chosen in accordance with administrative regulations and the objectives above.

The Board shall rely on District professional staff to select and acquire instructional materials that:

1. Enrich and support the curriculum consistent with the general educational goals of the state and District, the aims and objectives of individual schools and specific courses, and the District and campus improvement plans.
2. Are appropriate for the subject area and for the age, ability level, learning styles, interests, and social and emotional development of the students for whom they are selected.
3. Meet high standards for artistic quality, literary style, authenticity, educational significance, factual content, physical format, presentation, readability, and technical quality.
4. Present various sides of controversial issues so that students have an opportunity to develop, under guidance, skills in critical analysis and in making informed judgments in their daily lives. [See also EMB regarding instruction about controversial issues.]
5. Promote literacy.

District professional staff may select additional instructional materials in accordance with administrative regulations and the criteria above.

Administrators, teachers, other District personnel, parents, and community members, as appropriate, may recommend instructional materials for selection. Gifts of instructional materials shall be evaluated according to these criteria and accepted or rejected in accordance with CDC(LOCAL).

Selection of instructional materials is an ongoing process that includes the removal of materials no longer appropriate and the periodic replacement or repair of materials that still have educational value.

**Reconsideration of  
Instructional  
Materials**

A District employee or a parent or guardian of a District student may request reconsideration of instructional material used in the District's educational program on the basis that the instructional material fails to meet the standards set forth in this policy.

Guiding Principles

The following principles shall guide the Board and staff in responding to a request for reconsideration of instructional materials:

1. A complainant may raise an objection to an instructional material used in a school's educational program, despite the fact that the professional staff selecting the materials were qualified to make the selection, followed the proper procedure, and adhered to the objectives for instructional materials set out in this policy.
2. A parent's ability to exercise control over instruction extends only to his or her own child as set forth in Education Code Chapter 26.
3. Access to a challenged material shall not be restricted during the reconsideration process, except the District may deny access to a child if requested by the child's parent.

The major criterion for the final decision on challenged instructional materials is the appropriateness of the material for its intended educational use. No challenged instructional material shall be removed solely because of the ideas expressed therein.

Informal  
Reconsideration

When the District or a campus receives an objection to the appropriateness of an instructional material, the appropriate administrator shall try to resolve the matter informally. The administrator shall explain the selection process and discuss the intended educational purpose for the instructional material. If appropriate, the adminis-

trator may offer a concerned parent an alternative instructional material to be used by that parent's child in place of the challenged material.

If the complainant wishes to make a formal challenge, the administrator shall provide the complainant a copy of this policy and a form to request a formal reconsideration of the instructional material.

Formal Request for  
Reconsideration

A complainant shall make any formal request to reconsider an instructional material on the form provided by the District and shall submit the completed and signed form to the principal. Upon receipt of the form, the principal shall appoint a reconsideration committee.

The reconsideration committee shall include at least one member of the instructional staff who has experience using the challenged material with students or is familiar with the challenged material's content. Other members of the committee may include District-level staff, secondary-level students, parents, and any other appropriate individuals.

All members of the committee shall review the challenged instructional material in its entirety. As soon as reasonably possible, the committee shall meet and determine whether the challenged material conforms to the principles of selection set out in this policy and whether the challenged material will continue to be used in the educational program. The committee shall prepare a written report of its findings. The Superintendent, other appropriate administrators, and the complainant shall receive copies of the report.

*Frequency of  
Review*

After an instructional material has been reviewed through formal reconsideration, it shall not be reviewed again until it is evaluated in the periodic local selection process.

Appeal

The complainant may appeal the decision of the reconsideration committee in accordance with appropriate complaint policies, starting at the appropriate level. [See DGBA, FNG, and GF]

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**Note:** For information related to the selection of instructional materials, see EFA.

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**Collection  
Development Policy**

The purpose of this policy is to ensure that the District provides a wide range of library materials for students and faculty that support student achievement and present varying levels of difficulty, diversity of appeal, and a variety of points of view. This policy also provides standards for collection development and the selection and evaluation of library materials.

In this policy, “library materials” may include printed and electronic library acquisitions, including online catalogs, and other ancillary or supplementary materials maintained in a campus library.

The library collection development standards shall apply to all library materials available for use or display, including material contained in school libraries, classroom libraries, and online catalogs.

In developing library collections, the District shall consider the age groups, grade levels, and access to library material by all students on a campus.

Responsibility

The District shall ensure librarians, professional library staff, and other designated professional staff trained on the proper collection development standards select and acquire library materials in accordance with state law and rules, this collection development policy, and administrative procedures.

The Superintendent shall develop administrative procedures to ensure that library collections comply with applicable law and the District’s collection development purpose and goals.

Collection  
Development Goals

In addition to the requirements in state law and rules, the District’s library collections shall:

1. Present multiple viewpoints related to controversial issues [see EMB regarding instruction about controversial issues].
2. Provide a wide range of background information that will enable students to make intelligent decisions in their daily lives.
3. Include accurate and authentic factual content from authoritative sources.
4. Have a high degree of potential user appeal and interest.
5. Offer a global perspective that promotes equity of access, including print and nonprint materials such as electronic and multimedia, to meet the needs of individual learners.

6. Represent diverse viewpoints and cultures appropriate to each campus to ensure the collection embodies the unique background of its student population.

Selection and  
Evaluation of  
Materials

Library materials shall be selected and acquired in accordance with guidelines adopted by the Texas State Library and Archives Commission and the District standards and priorities expressed in this policy.

When selecting, acquiring, and evaluating library materials, librarians and other professional staff shall ensure that the materials:

1. Enrich and support the TEKS and the state and local curriculum, taking into consideration students' varied interests, maturity levels, abilities, and learning styles.
2. Foster growth in factual knowledge, literary appreciation, aesthetic values, and societal standards.
3. Encourage the enjoyment of reading, foster high-level thinking skills, support personal learning, and encourage discussion based on rational analysis.
4. Represent ethnic, religious, and cultural groups of the state and their contributions to the state, the nation, and the world.

The Superintendent shall ensure that administrative procedures regarding the selection of library materials consider at least two of the following factors:

1. Recommendations from students, parents or guardians, teachers, and District community members.
2. Consultation with District teachers and library staff.
3. Consultation with library staff from other districts.
4. Extensive review of the library material.
5. Context of the library material, including overall fit within the existing collection and support of District curriculum.
6. Reviews of the library material from sources such as professional journals in library science, recognized professional education or content journals with book reviews, national and state award recognition lists, library science field experts, and highly acclaimed author and literacy expert recommendations.
7. Coverage of topics, authors, series, or genres that fill gaps in the school library collection.

Access Plan

The District shall allow efficient parental access to the District's library and any available online catalogs.



Online catalogs shall be publicly available. The District shall publish information about library material titles, including how and where material can be accessed.

Each campus shall communicate the following to parents and guardians:

- Access to policies relating to school libraries and library materials;
- Consistent access to library materials and resources; and
- Opportunities for students, parents and guardians, educators, and community members to provide feedback on library materials and services.

Parental  
Involvement

Parents and guardians are the primary decision makers regarding their student's access to library material. In general, a student is afforded the opportunity to self-select library materials as part of literacy development and the library program. District staff may assist a student in selecting library material; however, the ultimate determination of appropriateness remains with the student and parent or guardian. Parents and guardians are encouraged to communicate with the campus librarian and their child's teacher about special considerations regarding library materials self-selected by their student.

In accordance with state law and administrative procedures, parents or guardians may select alternative library materials for their student. [For information on parental rights regarding instructional materials and other instructional resources, see EFA(LEGAL).]

The District shall focus on maximizing transparency with parents while meeting student needs and providing enrichment opportunities with library materials. Parental involvement in library acquisition, maintenance, and campus activities is encouraged.

*Access  
Procedures*

School Library

A parent or guardian who wishes to access a school's library shall first submit a request to the principal. The principal or a staff member designated by the principal shall work with the parent or guardian to determine a time to access the library that will not interfere with the delivery of instruction or disrupt student use of library services.

Online Catalog

A parent or guardian who wishes to access an online catalog shall submit a written request to the principal. The principal or a staff member designated by the principal shall respond to the request in accordance with administrative procedures.

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Protection from  
Inappropriate  
Material

Library materials shall not include “harmful material” as defined by Penal Code 43.24(a)(2); “obscene” material as defined by Penal Code 43.21(a)(1); any library material that is pervasively vulgar or educationally unsuitable as referenced in *Board of Education v. Pico*; or any other material legally prohibited from inclusion in a public school library. [See EFB(LEGAL)]

Obscene material is not protected by the First Amendment to the United States Constitution.

Library materials shall comply with the Children's Internet Protection Act (CIPA), including technology protection measures. [See CQ]

Reconsideration of  
Library Material

A District employee or a parent or guardian of a District student may request the reconsideration of a library material maintained in the District's library program.

*Guiding  
Principles*

The following principles shall guide the review of a request to reconsider a library material:

1. An individual may raise an objection to a library material used in the District's library program, despite the fact that the professional staff selecting the materials were qualified to make the selection, followed the proper procedure, and adhered to the objectives and criteria for library materials set out in this policy.
2. A parent's or guardian's ability to exercise control over instruction and instructional resources, including library materials, extends only to his or her own child as set forth in Education Code Chapter 26.
3. Access to a challenged material shall not be restricted during the reconsideration process, except the District may deny access to a student if requested by the student's parent or guardian.

In addition to compliance with state law and this policy, a criterion for the final decision on challenged library materials is the appropriateness of the material for its intended use. No challenged library material shall be removed solely because of the ideas expressed in the library material or the personal background of the library material's author or the personal background of the characters in the material.

*Informal  
Reconsideration*

When the District or a campus receives an objection to the appropriateness of a library material, the appropriate librarian or adminis-

trator shall try to resolve the matter informally. The librarian or administrator shall explain the selection process and discuss the intended purpose for the library material.

The librarian or administrator shall offer a concerned parent or guardian an alternative library material to be used by the child in place of the material and, if requested, shall restrict the child's access to the material objected to by the parent or guardian.

If the individual wishes to make a formal challenge, the administrator shall make available to the individual a copy of this policy and a form to request a formal reconsideration of the library material.

*Formal Request  
for  
Reconsideration*

The District shall make a form to request reconsideration of library material available in the District's administrative office.

If an employee or a parent or guardian of a District student wishes to request reconsideration of a library material, they shall follow the procedures to complete and submit the request for reconsideration form.

After a request for reconsideration form is submitted, the form shall be provided to the Superintendent. Copies of the form shall be provided to the school librarian, the Board, and any other staff designated in administrative procedures.

*Reconsideration  
Committee*

For purposes of this policy, "days" shall mean District business days, unless otherwise noted.

The principal shall appoint a reconsideration committee and notify committee members within 10 days of receiving the request for reconsideration form.

The reconsideration committee shall include the librarian and at least one member of the instructional staff who is familiar with the material's content. Other members of the committee may include District-level staff, secondary-level students, parents or guardians, and any other appropriate individuals.

Within 10 days of appointment of the committee the District shall provide members of the committee the relevant materials to review. If additional time is required to obtain and distribute the materials for review, all members of the committee shall be informed that a reasonable extension of time is needed.

All members of the committee shall review the challenged library material in its entirety and determine whether the material conforms to this policy and whether the material will continue to be available in the library. The committee shall prepare a written report of its findings.

Absent extenuating circumstances, the written report shall be provided to the administration within 60 days of the District providing the material to the committee members. In calculating timelines under this policy, the day the committee is provided the materials is “day zero.” The following business day is “day one.”

Extensions of time due to extenuating circumstances shall take into consideration the time necessary to convene the committee members, the amount of material being reviewed, and any other pending reconsideration requests being handled by the committee.

An extension of any deadline shall be promptly communicated to the individual who submitted the request for reconsideration.

The Superintendent, the school librarian, the individual submitting the request for reconsideration, and any other appropriate administrators shall receive a copy of the committee’s report.

*Appeal*

An individual who submitted a request for reconsideration may appeal the decision of the reconsideration committee in accordance with appropriate complaint policies, starting at the level immediately preceding Board consideration of a complaint. [See DGBA and FNG]

*Frequency of Review*

After a library material has been reviewed through the reconsideration process, it shall not be reviewed again within two calendar years of the reconsideration committee’s final decision.

Maintenance of Library Materials

In accordance with state guidelines and District administrative procedures, collections shall be evaluated and updated regularly based on the collections’ age, relevance, diversity, and variety. The Superintendent shall ensure administrative procedures are established for regular maintenance of the library collection on each campus. Standard maintenance procedures for any library collection include repair, replacement, and removal of materials as necessary. Regular maintenance shall also include scheduled inventories of the collection. Disposal of any District-owned library materials shall be in accordance with District policy and procedures. [See C]

**Gifts and Donations**

The District shall accept gifts and donations of library materials with the understanding that the use and disposition of the materials and monies will be in accordance with District policy and the selection criteria noted above. [See CDC]

**Policy Review**

This policy shall be reviewed at least every three years and revised as necessary.

## Complaints

In this policy, the terms “complaint” and “grievance” shall have the same meaning.

### Other Complaint Processes

Student or parent complaints shall be filed in accordance with this policy, except as required by the policies listed below. Some of these policies require appeals to be submitted in accordance with FNG after the relevant complaint process:

1. Complaints alleging discrimination or harassment based on race, color, religion, sex, gender, national origin, age, or disability shall be submitted in accordance with [the FFH series](#).
2. Complaints concerning dating violence shall be submitted in accordance with [the FFH series](#).
3. Complaints concerning retaliation related to discrimination and harassment shall be submitted in accordance with [the FFH series](#).
4. Complaints concerning bullying or retaliation related to bullying shall be submitted in accordance with FFI.
5. Complaints concerning failure to award credit or a final grade on the basis of attendance shall be submitted in accordance with FEC.
6. Complaints concerning expulsion shall be submitted in accordance with FOD and the Student Code of Conduct.
7. Complaints concerning any final decisions of the gifted and talented selection committee regarding selection for or exit from the gifted program shall be submitted in accordance with EHBB.
8. Complaints within the scope of Section 504, including complaints concerning identification, evaluation, or educational placement of a student with a disability, shall be submitted in accordance with FB and the procedural safeguards handbook.
9. Complaints within the scope of the Individuals with Disabilities Education Act, including complaints concerning identification, evaluation, educational placement, or discipline of a student with a disability, shall be submitted in accordance with EHBAE, FOF, and the procedural safeguards handbook provided to parents of all students referred to special education.
10. Complaints concerning instructional resources shall be submitted in accordance with the EF series.

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11. Complaints concerning a commissioned peace officer who is an employee of the District shall be submitted in accordance with [the CKE series](#).
12. Complaints concerning intradistrict transfers or campus assignment shall be submitted in accordance with FDB.
13. Complaints concerning admission, placement, or services provided for a homeless student shall be submitted in accordance with FDC.
14. Complaints concerning disputes regarding a student's eligibility for free or reduced-priced meal programs shall be submitted in accordance with COB.

Complaints regarding refusal of entry to or ejection from District property based on Education Code 37.105 shall be filed in accordance with this policy. However, the timelines shall be adjusted as necessary to permit the complainant to address the Board in person within 90 calendar days of filing the initial complaint, unless the complaint is resolved before the Board considers it. [See GKA(LEGAL)]

**Notice to Students and Parents**

The District shall inform students and parents of this policy through appropriate District publications.

**Guiding Principles**

Informal Process

The Board encourages students and parents to discuss their concerns with the appropriate teacher, principal, or other campus administrator who has the authority to address the concerns. Concerns should be expressed as soon as possible to allow early resolution at the lowest possible administrative level.

Informal resolution shall be encouraged but shall not extend any deadlines in this policy, except by mutual written consent.

Formal Process

A student or parent may initiate the formal process described below by timely filing a written complaint form.

Even after initiating the formal complaint process, students and parents are encouraged to seek informal resolution of their concerns. A student or parent whose concerns are resolved may withdraw a formal complaint at any time.

The process described in this policy shall not be construed to create new or additional rights beyond those granted by law or Board policy, nor to require a full evidentiary hearing or "mini-trial" at any level.

**Freedom from Retaliation**

Neither the Board nor any District employee shall unlawfully retaliate against any student or parent for bringing a concern or complaint.

STUDENT RIGHTS AND RESPONSIBILITIES  
STUDENT AND PARENT COMPLAINTS/GRIEVANCES

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**General Provisions**

Filing

Complaint forms and appeal notices may be filed by hand-delivery, by electronic communication, including email and fax, or by U.S. Mail. Hand-delivered filings shall be timely filed if received by the appropriate administrator or designee by the close of business on the deadline. Filings submitted by electronic communication shall be timely filed if they are received by the close of business on the deadline, as indicated by the date/time shown on the electronic communication. Mail filings shall be timely filed if they are post-marked by U.S. Mail on or before the deadline and received by the appropriate administrator or designated representative no more than three days after the deadline.

Scheduling  
Conferences

The District shall make reasonable attempts to schedule conferences at a mutually agreeable time. If a student or parent fails to appear at a scheduled conference, the District may hold the conference and issue a decision in the student's or parent's absence.

Response

At Levels One and Two, "response" shall mean a written communication to the student or parent from the appropriate administrator. Responses may be hand-delivered, sent by electronic communication to the student's or parent's email address of record, or sent by U.S. Mail to the student's or parent's mailing address of record. Mailed responses shall be timely if they are postmarked by U.S. Mail on or before the deadline.

Days

"Days" shall mean District business days, unless otherwise noted. In calculating timelines under this policy, the day a document is filed is "day zero." The following business day is "day one."

Representative

"Representative" shall mean any person who or organization that is designated by the student or parent to represent the student or parent in the complaint process. A student may be represented by an adult at any level of the complaint.

The student or parent may designate a representative through written notice to the District at any level of this process. If the student or parent designates a representative with fewer than three days' notice to the District before a scheduled conference or hearing, the District may reschedule the conference or hearing to a later date, if desired, in order to include the District's counsel. The District may be represented by counsel at any level of the process.

Consolidating  
Complaints

Complaints arising out of an event or a series of related events shall be addressed in one complaint. A student or parent shall not file separate or serial complaints arising from any event or series of events that have been or could have been addressed in a previous complaint.

STUDENT RIGHTS AND RESPONSIBILITIES  
STUDENT AND PARENT COMPLAINTS/GRIEVANCES

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**Untimely Filings** All time limits shall be strictly followed unless modified by mutual written consent.

If a complaint form or appeal notice is not timely filed, the complaint may be dismissed, on written notice to the student or parent, at any point during the complaint process. The student or parent may appeal the dismissal by seeking review in writing within ten days from the date of the written dismissal notice, starting at the level at which the complaint was dismissed. Such appeal shall be limited to the issue of timeliness.

**Costs Incurred** Each party shall pay its own costs incurred in the course of the complaint.

**Complaint and Appeal Forms** Complaints and appeals under this policy shall be submitted in writing on a form provided by the District.

Copies of any documents that support the complaint should be attached to the complaint form. If the student or parent does not have copies of these documents, copies may be presented at the Level One conference. After the Level One conference, no new documents may be submitted by the student or parent unless the student or parent did not know the documents existed before the Level One conference.

A complaint or appeal form that is incomplete in any material aspect may be dismissed but may be refiled with all the required information if the refile is within the designated time for filing.

**Level One**

Complaint forms must be filed:

1. Within 15 days of the date the student or parent first knew, or with reasonable diligence should have known, of the decision or action giving rise to the complaint or grievance; and
2. With the lowest level administrator who has the authority to remedy the alleged problem.

In most circumstances, students and parents shall file Level One complaints with the campus principal.

If the only administrator who has authority to remedy the alleged problem is the Superintendent or designee, the complaint may begin at Level Two following the procedure, including deadlines, for filing the complaint form at Level One.

If the complaint is not filed with the appropriate administrator, the receiving administrator must note the date and time the complaint form was received and immediately forward the complaint form to the appropriate administrator.



The appropriate administrator shall investigate as necessary and schedule a conference with the student or parent within ten days after receipt of the written complaint. The administrator may set reasonable time limits for the conference.

Absent extenuating circumstances, the administrator shall provide the student or parent a written response within ten days following the conference. The written response shall set forth the basis of the decision. In reaching a decision, the administrator may consider information provided at the Level One conference and any other relevant documents or information the administrator believes will help resolve the complaint.

### **Level Two**

If the student or parent did not receive the relief requested at Level One or if the time for a response has expired, the student or parent may request a conference with the Superintendent or designee to appeal the Level One decision.

The appeal notice must be filed in writing, on a form provided by the District, within ten days of the date of the written Level One response or, if no response was received, within ten days of the Level One response deadline.

After receiving notice of the appeal, the Level One administrator shall prepare and forward a record of the Level One complaint to the Level Two administrator. The student or parent may request a copy of the Level One record.

The Level One record shall include:

1. The original complaint form and any attachments.
2. All other documents submitted by the student or parent at Level One.
3. The written response issued at Level One and any attachments.
4. All other documents relied upon by the Level One administrator in reaching the Level One decision.

The Superintendent or designee shall schedule a conference within ten days after the appeal notice is filed. The conference shall be limited to the issues and documents considered at Level One. At the conference, the student or parent may provide information concerning any documents or information relied upon by the administration for the Level One decision. The Superintendent or designee may set reasonable time limits for the conference.

The Superintendent or designee shall provide the student or parent a written response within ten days following the conference. The

written response shall set forth the basis of the decision. In reaching a decision, the Superintendent or designee may consider the Level One record, information provided at the Level Two conference, and any other relevant documents or information the Superintendent or designee believes will help resolve the complaint.

Recordings of the Level One and Level Two conferences, if any, shall be maintained with the Level One and Level Two records.

### **Level Three**

If the student or parent did not receive the relief requested at Level Two or if the time for a response has expired, the student or parent may appeal the decision to the Board.

The appeal notice must be filed in writing, on a form provided by the District, within ten days of the date of the written Level Two response or, if no response was received, within ten days of the Level Two response deadline.

The Superintendent or designee shall inform the student or parent of the date, time, and place of the Board meeting at which the complaint will be on the agenda for presentation to the Board.

The Superintendent or designee shall provide the Board the record of the Level Two appeal. The student or parent may request a copy of the Level Two record.

The Level Two record shall include:

1. The Level One record.
2. The notice of appeal from Level One to Level Two.
3. The written response issued at Level Two and any attachments.
4. All other documents relied upon by the administration in reaching the Level Two decision.

The appeal shall be limited to the issues and documents considered at Level Two, except that if at the Level Three hearing the administration intends to rely on evidence not included in the Level Two record, the administration shall provide the student or parent notice of the nature of the evidence at least three days before the hearing.

The District shall determine whether the complaint will be presented in open or closed meeting in accordance with the Texas Open Meetings Act and other applicable law. [See BE]

The presiding officer may set reasonable time limits and guidelines for the presentation, including an opportunity for the student or par-

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ent and administration to each make a presentation and provide rebuttal and an opportunity for questioning by the Board. The Board shall hear the complaint and may request that the administration provide an explanation for the decisions at the preceding levels.

In addition to any other record of the Board meeting required by law, the Board shall prepare a separate record of the Level Three presentation. The Level Three presentation, including the presentation by the student or parent or the student's representative, any presentation from the administration, and questions from the Board with responses, shall be recorded by audio recording, video/audio recording, or court reporter.

The Board shall then consider the complaint. It may give notice of its decision orally or in writing at any time up to and including the next regularly scheduled Board meeting. If the Board does not make a decision regarding the complaint by the end of the next regularly scheduled meeting, the lack of a response by the Board upholds the administrative decision at Level Two.

**Complaints**

In this policy, the terms “complaint” and “grievance” shall have the same meaning.

Other Complaint Processes

Complaints by members of the public shall be filed in accordance with this policy, except as required by the policies listed below. Some of these policies require appeals to be submitted in accordance with GF after the relevant complaint process:

1. Complaints concerning instructional resources shall be filed in accordance with the EF series.
2. Complaints concerning a commissioned peace officer who is an employee of the District shall be filed in accordance with [the CKE series](#).

Complaints regarding refusal of entry to or ejection from District property based on Education Code 37.105 shall be filed in accordance with this policy. However, the timelines shall be adjusted as necessary to permit the complainant to address the Board in person within 90 calendar days of filing the initial complaint, unless the complaint is resolved before the Board considers it. [See GKA(LEGAL)]

**Guiding Principles**

Informal Process

The Board encourages the public to discuss concerns with an appropriate administrator who has the authority to address the concerns. Concerns should be expressed as soon as possible to allow early resolution at the lowest possible administrative level.

Informal resolution shall be encouraged but shall not extend any deadlines in this policy, except by mutual written consent.

Formal Process

An individual may initiate the formal process described below by timely filing a written complaint form.

Even after initiating the formal complaint process, individuals are encouraged to seek informal resolution of their concerns. An individual whose concerns are resolved may withdraw a formal complaint at any time.

The process described in this policy shall not be construed to create new or additional rights beyond those granted by law or Board policy, nor to require a full evidentiary hearing or “mini-trial” at any level.

**Freedom from Retaliation**

Neither the Board nor any District employee shall unlawfully retaliate against any individual for bringing a concern or complaint.

**General Provisions**

Filing

Complaint forms and appeal notices may be filed by hand-delivery, by electronic communication, including email and fax, or by U.S. Mail. Hand-delivered filings shall be timely filed if received by the appropriate administrator or designee by the close of business on

the deadline. Filings submitted by electronic communication shall be timely filed if they are received by the close of business on the deadline, as indicated by the date/time shown on the electronic communication. Mail filings shall be timely filed if they are post-marked by U.S. Mail on or before the deadline and received by the appropriate administrator or designated representative no more than three days after the deadline.

Scheduling  
Conferences

The District shall make reasonable attempts to schedule conferences at a mutually agreeable time. If the individual fails to appear at a scheduled conference, the District may hold the conference and issue a decision in the individual's absence.

Response

At Levels One and Two, "response" shall mean a written communication to the individual from the appropriate administrator. Responses may be hand-delivered, sent by electronic communication to the individual's email address of record, or sent by U.S. Mail to the individual's mailing address of record. Mailed responses shall be timely if they are postmarked by U.S. Mail on or before the deadline.

Days

"Days" shall mean District business days, unless otherwise noted. In calculating timelines under this policy, the day a document is filed is "day zero." The following business day is "day one."

Representative

"Representative" shall mean any person who or organization that is designated by an individual to represent the individual in the complaint process.

The individual may designate a representative through written notice to the District at any level of this process. If the individual designates a representative with fewer than three days' notice to the District before a scheduled conference or hearing, the District may reschedule the conference or hearing to a later date, if desired, in order to include the District's counsel. The District may be represented by counsel at any level of the process.

Consolidating  
Complaints

Complaints arising out of an event or a series of related events shall be addressed in one complaint. An individual shall not file separate or serial complaints arising from any event or series of events that have been or could have been addressed in a previous complaint.

Untimely Filings

All time limits shall be strictly followed unless modified by mutual written consent.

If a complaint form or appeal notice is not timely filed, the complaint may be dismissed, on written notice to the individual, at any point during the complaint process. The individual may appeal the dismissal by seeking review in writing within ten days from the date

of the written dismissal notice, starting at the level at which the complaint was dismissed. Such appeal shall be limited to the issue of timeliness.

Costs Incurred

Each party shall pay its own costs incurred in the course of the complaint.

Complaint and Appeal Forms

Complaints and appeals under this policy shall be submitted in writing on a form provided by the District.

Copies of any documents that support the complaint should be attached to the complaint form. If the individual does not have copies of these documents, they may be presented at the Level One conference. After the Level One conference, no new documents may be submitted by the individual unless the individual did not know the documents existed before the Level One conference.

A complaint or appeal form that is incomplete in any material aspect may be dismissed but may be refiled with all the required information if the refiling is within the designated time for filing.

**Level One**

Complaint forms must be filed:

1. Within 15 days of the date the individual first knew, or with reasonable diligence should have known, of the decision or action giving rise to the complaint or grievance; and
2. With the lowest level administrator who has the authority to remedy the alleged problem.

If the only administrator who has authority to remedy the alleged problem is the Superintendent or designee, the complaint may begin at Level Two following the procedure, including deadlines, for filing the complaint form at Level One.

If the complaint is not filed with the appropriate administrator, the receiving administrator must note the date and time the complaint form was received and immediately forward the complaint form to the appropriate administrator.

The appropriate administrator shall investigate as necessary and schedule a conference with the individual within ten days after receipt of the written complaint. The administrator may set reasonable time limits for the conference.

Absent extenuating circumstances, the administrator shall provide the individual a written response within ten days following the conference. The written response shall set forth the basis of the decision. In reaching a decision, the administrator may consider information provided at the Level One conference and any other

relevant documents or information the administrator believes will help resolve the complaint.

**Level Two**

If the individual did not receive the relief requested at Level One or if the time for a response has expired, he or she may request a conference with the Superintendent or designee to appeal the Level One decision.

The appeal notice must be filed in writing, on a form provided by the District, within ten days of the date of the written Level One response or, if no response was received, within ten days of the Level One response deadline.

After receiving notice of the appeal, the Level One administrator shall prepare and forward a record of the Level One complaint to the Level Two administrator. The individual may request a copy of the Level One record.

The Level One record shall include:

1. The original complaint form and any attachments.
2. All other documents submitted by the individual at Level One.
3. The written response issued at Level One and any attachments.
4. All other documents relied upon by the Level One administrator in reaching the Level One decision.

The Superintendent or designee shall schedule a conference within ten days after the appeal notice is filed. The conference shall be limited to the issues and documents considered at Level One. At the conference, the individual may provide information concerning any documents or information relied upon by the administration for the Level One decision. The Superintendent or designee may set reasonable time limits for the conference.

The Superintendent or designee shall provide the individual a written response within ten days following the conference. The written response shall set forth the basis of the decision. In reaching a decision, the Superintendent or designee may consider the Level One record, information provided at the Level Two conference, and any other relevant documents or information the Superintendent or designee believes will help resolve the complaint.

Recordings of the Level One and Level Two conferences, if any, shall be maintained with the Level One and Level Two records.

**Level Three**

If the individual did not receive the relief requested at Level Two or if the time for a response has expired, he or she may appeal the decision to the Board.

The appeal notice must be filed in writing, on a form provided by the District, within ten days of the date of the written Level Two response or, if no response was received, within ten days of the Level Two response deadline.

The Superintendent or designee shall inform the individual of the date, time, and place of the Board meeting at which the complaint will be on the agenda for presentation to the Board.

The Superintendent or designee shall provide the Board the record of the Level Two appeal. The individual may request a copy of the Level Two record.

The Level Two record shall include:

1. The Level One record.
2. The notice of appeal from Level One to Level Two.
3. The written response issued at Level Two and any attachments.
4. All other documents relied upon by the administration in reaching the Level Two decision.

The appeal shall be limited to the issues and documents considered at Level Two, except that if at the Level Three hearing the administration intends to rely on evidence not included in the Level Two record, the administration shall provide the individual notice of the nature of the evidence at least three days before the hearing.

The District shall determine whether the complaint will be presented in open or closed meeting in accordance with the Texas Open Meetings Act and other applicable law. [See BE]

The presiding officer may set reasonable time limits and guidelines for the presentation, including an opportunity for the individual and administration to each make a presentation and provide rebuttal and an opportunity for questioning by the Board. The Board shall hear the complaint and may request that the administration provide an explanation for the decisions at the preceding levels.

In addition to any other record of the Board meeting required by law, the Board shall prepare a separate record of the Level Three presentation. The Level Three presentation, including the presentation by the individual or his or her representative, any presentation



from the administration, and questions from the Board with responses, shall be recorded by audio recording, video/audio recording, or court reporter.

The Board shall then consider the complaint. It may give notice of its decision orally or in writing at any time up to and including the next regularly scheduled Board meeting. If the Board does not make a decision regarding the complaint by the end of the next regularly scheduled meeting, the lack of a response by the Board upholds the administrative decision at Level Two.

**PROPOSED REVISIONS**

**Purchasing  
Authority**

The Board delegates to the Superintendent the authority to make budgeted purchases for goods or services. However, any single, budgeted purchase of goods or services that costs ~~\$50,000~~ **\$100,000** or more, regardless of whether the goods or services are competitively purchased, shall require Board approval before a transaction may take place.

Exception for  
Emergency  
Contracts

In the event of a catastrophe, emergency, or natural disaster affecting the District, the Board delegates to the Superintendent the authority to contract for the replacement, construction, or repair of school equipment or facilities in accordance with law, if emergency replacement, construction, or repair is necessary for the health and safety of District students and staff. The Superintendent shall report to the Board at the next regular meeting any contract made under this authority. [See Disaster Exception, CH(LEGAL)]

The delegation regarding emergency contracts does not waive competitive purchasing requirements under Education Code Chapter 44. Only the Board is authorized to waive competitive purchasing requirements under limited circumstances in accordance with Education Code 44.031(h). [See Emergency Damage or Destruction, CH(LEGAL)]

Purchasing  
Procedures

The Superintendent shall develop purchasing procedures to implement the requirements of state and federal law. [See also CB, CBB, CH(LEGAL), and COA]

Purchasing Method

The Board delegates to the Superintendent the authority to determine the method of purchasing in accordance with CH(LEGAL) or CBB(LEGAL), as appropriate.

*Competitive  
Bidding*

If competitive bidding is chosen as the purchasing method, the Superintendent shall prepare bid specifications. All bids shall be in accordance with administrative regulations, and the submission of any electronic bids shall also be in accordance with Board-adopted rules. All bidders shall be invited to attend the bid opening. Any bid may be withdrawn prior to the scheduled time for opening. Bids received after the specified time shall not be considered.

The District may reject any and all bids in accordance with state or federal law, as applicable.

*Competitive  
Sealed Proposals*

If competitive sealed proposals are chosen as the purchasing method, the Superintendent shall prepare the request for proposals and/or specifications for items to be purchased. All proposals shall be in accordance with administrative regulations, and the submission of any electronic proposals shall also be in accordance with Board-adopted rules. Proposals received after the specified time

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CH  
(LOCAL)

shall not be considered. Proposals shall be opened at the time specified, and all proposers shall be invited to attend the proposal opening. Proposals may be withdrawn prior to the scheduled time of opening. Changes in the content of a proposal, and in prices, may be negotiated after proposals are opened.

The District may reject any and all proposals in accordance with state or federal law, as applicable.

**Electronic Bids or Proposals**

Bids or proposals that the District has chosen to accept through electronic transmission shall be administered in accordance with Board-adopted rules. Such rules shall safeguard the integrity of the competitive procurement process; ensure the identification, security, and confidentiality of electronic bids or proposals; and ensure that the electronic bids or proposals remain effectively unopened until the proper time.

**Responsibility for Debts**

The Board shall assume responsibility for debts incurred in the name of the District so long as those debts are for purchases made in accordance with the adopted budget, state law, Board policy, and the District's purchasing procedures. [See CE] The Board shall not be responsible for debts incurred by persons or organizations not directly under Board control. Persons making unauthorized purchases shall assume full responsibility for all such debts.

**Purchase Commitments**

All purchase commitments shall be made by the Superintendent in accordance with administrative procedures, including the District's purchasing procedures.

**Personal Purchases**

District employees shall not be permitted to make purchases for personal use through the District's business office.

### **Title IX Coordinator**

The District designates and authorizes the following person as the Title IX coordinator to be responsible for coordinating the District's efforts to comply with Title IX of the Education Amendments of 1972, as amended, for employees:

Name: ~~John Mathews~~ **Dave Wilson**  
Position: ~~Assistant Superintendent of Administrative Services~~ **Director of Safe and Secure Schools**  
Address: 205 South Colorado Street, Celina, TX 75009  
Email: [Title IX coordinator](#)  
(~~johnmathews@celinaisd.com~~[davidwilson@celinaisd.com](mailto:davidwilson@celinaisd.com))  
Telephone: (469) 742-9100

### **ADA/Section 504 Coordinator**

The District designates and authorizes the following person as the ADA/Section 504 coordinator to be responsible for coordinating the District's efforts to comply with Title II of the Americans with Disabilities Act of 1990, as amended, which incorporates and expands upon the requirements of Section 504 of the Rehabilitation Act of 1973, as amended, for employees:

Name: John Mathews  
Position: Assistant Superintendent of Administrative Services  
Address: 205 South Colorado Street, Celina, TX 75009  
Email: [ADA/Section 504 coordinator](#) (johnmathews@celinaisd.com)  
Telephone: (469) 742-9100

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[Exhibit B — Response to Level One Complaint](#)

[Exhibit C — Level Two Appeal Notice](#)

[Exhibit D — Response to Level Two Appeal](#)

[Exhibit E — Level Three Appeal Notice](#)

[Exhibit F — Board's Response to Level Three Appeal](#)



## Exhibit A — Student / Parent Complaint Form — Level One

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**Note:** Informal resolution is encouraged but does not extend any deadlines in FNG(LOCAL), except by mutual written consent. Please use this form to file a formal, initial complaint in accordance with FNG(LOCAL), regardless of the level of administrator or hearing that may be designated by the District to respond to the complaint.

This form is required to initiate any student and parent complaint, regardless of the level at which the complaint begins.

A complaint form that is incomplete in any material way may be refiled with the District upon completion if the refileing is within the designated time for filing a complaint.

Attach to this form any documents you believe will support the complaint; if unavailable when you submit this form, documents may be presented no later than the Level One conference unless you did not know the documents existed before the Level One conference. Please keep a copy of the completed form and any supporting documentation for your records.

---

Please fill out this form completely and submit it by hand delivery, electronic communication, or U.S. Mail to the appropriate administrator within the time established in FNG(LOCAL). All complaints will be heard in accordance with FNG(LEGAL) and (LOCAL) or any exceptions outlined therein.

A person filing a complaint regarding refusal of entry to or ejection from property under the District's control based on Education Code 37.105 will be permitted to address the Board in person within 90 calendar days of filing the initial complaint unless the complaint is resolved before reaching the Board. [See GKA]

*(Please print.)*

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone number: \_\_\_\_\_

Email address: \_\_\_\_\_

Campus: \_\_\_\_\_

If you will be represented in presenting your complaint, please identify the person representing you.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone number: \_\_\_\_\_

Email address: \_\_\_\_\_

Please describe the decision or circumstances causing your complaint. *(Give specific, factual details.)*

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What was the date of the decision or circumstances causing your complaint?

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Please explain how you have been harmed by this decision or circumstance.

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Please describe any efforts you have made to resolve your concerns and the responses to your efforts. Please include dates of communication and whom you communicated with regarding your concerns.

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Please describe the outcome or remedy you seek for this complaint.

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Student's or parent's signature: \_\_\_\_\_

Signature of student's or parent's representative: \_\_\_\_\_

Date of filing: \_\_\_\_\_



## Exhibit B — Response to Level One Complaint

\_\_\_\_\_ (date)  
\_\_\_\_\_ (complainant's name)  
\_\_\_\_\_ (complainant's address)  
\_\_\_\_\_ (complainant's email)

Dear \_\_\_\_\_:

Having considered the complaint at our Level One conference on \_\_\_\_\_  
(date), I have decided on the following response:

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**[Note: When preparing the letter, include only one of the following choices.]**

For the following reasons, I am unable to provide the remedy you seek:

\_\_\_\_\_  
\_\_\_\_\_

**OR**

I will take the following actions to grant the remedy you seek for your complaint:

\_\_\_\_\_  
\_\_\_\_\_

**OR**

Although I am unable to provide the full remedy you seek for your complaint, I will take the following actions to provide a partial remedy:

\_\_\_\_\_  
\_\_\_\_\_

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\_\_\_\_\_  
(signature of principal or other  
appropriate administrator)

**Complainant, please note:**

To appeal this response, you must file a written notice of appeal with the appropriate administrator within the time limits set in FNG(LOCAL). The necessary appeal forms are available at \_\_\_\_\_ during regular business hours.



### Exhibit C — Level Two Appeal Notice

To appeal a Level One decision, or the lack of a timely response after a Level One conference, please fill out this form completely and submit it by hand delivery, electronic communication, or U.S. Mail to the Superintendent or designee within the time established in FNG(LOCAL). Appeals will be heard in accordance with FNG(LEGAL) and (LOCAL) or any exceptions outlined therein.

A person filing a complaint regarding refusal of entry to or ejection from property under the District's control based on Education Code 37.105 will be permitted to address the Board in person within 90 calendar days of filing the initial complaint unless the complaint is resolved before reaching the Board. [See GKA]

*(Please print.)*

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone number: \_\_\_\_\_

Email address: \_\_\_\_\_

Campus: \_\_\_\_\_

If you will be represented in presenting your appeal, please identify the person representing you.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone number: \_\_\_\_\_

Email address: \_\_\_\_\_

Who held the Level One conference? \_\_\_\_\_

Date of conference: \_\_\_\_\_

Date you received a response to the Level One conference: \_\_\_\_\_

Please explain specifically how you disagree with the outcome at Level One.

\_\_\_\_\_  
\_\_\_\_\_

Student's or parent's signature: \_\_\_\_\_

Signature of student's or parent's representative: \_\_\_\_\_

Date of filing: \_\_\_\_\_

***Complainant, please note:***

If you are initiating a formal complaint with the District, please use the Exhibit A — Level One form. The appropriate level administrator or level hearing will be designated to respond to the complaint in accordance with this policy.

A complaint or appeal form that is incomplete in any material way may be dismissed but may be refiled with all the required information if the refile is within the designated time for filing a complaint or appeal.

### Exhibit D — Response to Level Two Appeal

\_\_\_\_\_ (date)  
\_\_\_\_\_ (complainant's name)  
\_\_\_\_\_ (complainant's address)  
\_\_\_\_\_ (complainant's email)

Dear \_\_\_\_\_:

Having considered the Level Two appeal on \_\_\_\_\_ (date), I have decided on the following response:

---

---

**[Note: When preparing the letter, include only one of the following choices.]**

I am unable to grant your appeal. I will uphold the decision made at Level One by \_\_\_\_\_ (name) and communicated to you in the Level One response.

**OR**

I wish to grant your appeal and have instructed \_\_\_\_\_ (name) to find a resolution in keeping with the remedy you seek.

**OR**

Although I am unable to fully grant your appeal, I have instructed \_\_\_\_\_ (name) to take the following actions as a partial remedy to your complaint:

\_\_\_\_\_  
\_\_\_\_\_

---

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\_\_\_\_\_, Superintendent (or designee)

**Complainant, please note:**

To appeal this response, you must file a written notice of appeal with the appropriate administrator within the time limits set in FNG(LOCAL). The necessary appeal forms are available at \_\_\_\_\_ during regular business hours.



### Exhibit E — Level Three Appeal Notice

To appeal a Level Two decision, or the lack of a timely response after a Level Two conference, please fill out this form completely and submit it by hand delivery, electronic communication, or U.S. Mail to the Superintendent or designee within the time established in FNG(LOCAL). Appeals will be heard in accordance with FNG(LEGAL) and (LOCAL) or any exceptions outlined therein.

A person filing a complaint regarding refusal of entry to or ejection from property under the District's control based on Education Code 37.105 will be permitted to address the Board in person within 90 calendar days of filing the initial complaint unless the complaint is resolved before reaching the Board. [See GKA]

*(Please print.)*

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone number: \_\_\_\_\_

Email address: \_\_\_\_\_

Campus: \_\_\_\_\_

If you will be represented in presenting your appeal, please identify the person representing you.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone number: \_\_\_\_\_

Email address: \_\_\_\_\_

Who held the Level Two conference? \_\_\_\_\_

Date of conference: \_\_\_\_\_

Date you received a response to the Level Two conference: \_\_\_\_\_

Please explain specifically how you disagree with the outcome at Level Two.

\_\_\_\_\_  
\_\_\_\_\_

STUDENT RIGHTS AND RESPONSIBILITIES  
STUDENT AND PARENT COMPLAINTS/GRIEVANCES

FNG  
(EXHIBIT)

Do you want the Board to hear this appeal in open session?

- No
- Yes

If yes, the Board will consider your request; however, you may not have a legal right under the Texas Open Meetings Act to require a meeting in open session.

Attach a copy of the Level Two response being appealed, if applicable.

Student's or parent's signature: \_\_\_\_\_

Signature of student's or parent's representative: \_\_\_\_\_

Date of filing: \_\_\_\_\_



## Exhibit F — Board’s Response to Level Three Appeal

\_\_\_\_\_ (date)  
\_\_\_\_\_ (complainant’s name)  
\_\_\_\_\_ (complainant’s address)  
\_\_\_\_\_ (complainant’s email)

Dear \_\_\_\_\_:

Having heard the presentation of your appeal at Level Three, the Board took the following action at its meeting on \_\_\_\_\_ (date):

---

***[Note: When preparing the letter or announcing the decision at the Board meeting, include only one of the following choices.]***

We have denied the appeal and have upheld the decision made by the Superintendent (or designee) at Level Two.

**OR**

We have granted the appeal and have instructed the Superintendent to find a resolution in keeping with the remedy you seek.

**OR**

We have partially denied and partially granted the appeal and have instructed the Superintendent as follows:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

---

Sincerely,

\_\_\_\_\_, President of the Board of Trustees  
\_\_\_\_\_ School District



205 S Colorado, Celina, Tx 75009

Phone 469-742-9100

Fax 972-382-3607

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## CISD Board Agenda Item Synopsis

### **Subject: District of Innovation (DOI) - Amendment**

**Background Information:** In accordance with Board Policy AF (Legal)(Local), Celina ISD is designated as a District of Innovation (DOI). In January of 2022, the Celina ISD Board of Trustees approved the current DOI plan, as posted on the District website, through January of 2027. In an effort to take full advantage of the innovation opportunities afforded to a district with a DOI designation, administration has collaborated with stakeholders and determined the District should consider amending the current plan to include additional exemptions.

In accordance with TAC §102.1313, Amendment, Rescission, or Renewal which specifies:

- (a) A district innovation plan may be amended, rescinded, or renewed if the action is approved by a majority vote of the district-level committee established under the Texas Education Code (TEC), §11.251, or a comparable committee if the district is exempt from that section, and a two-thirds majority vote of the board of trustees

The amended District of Innovation Plan was approved unanimously by the required majority vote of the Bobcat Council on May 22, 2024. This amendment will not impact the term of the current DOI plan which will expire January 31, 2027. Upon approval of the amended local innovation plan, a copy of the updated plan will be posted on the District website and notice of the amended plan will be sent to the Texas Education Agency as required by code.

### **Goals:**

- X 1. We will provide and support a safe, civil and collaborative culture.
- X 2. We will continuously provide and support effective teaching in every classroom.
- 3. We will provide and support a guaranteed and viable curriculum.
- 4. We will continue to foster a love of reading and commit to continual growth in childhood literacy.
- 5. We will foster strong numeracy skills and commit to continual growth in math success.
- 6. We will provide targeted strategies and practices to prepare students for post-secondary education, career readiness, and military participation.
- X 7. We will attract, recruit, develop, and retain high-quality professional staff.

**Budgetary Impact: N/A**

**Recommendation:** District administration recommends approval of the amended District of Innovation Plan as approved by Bobcat Council and presented by staff.

**Submitted by:**

*Dr. Jason Johnston*

*Sr. Chief of Academics and Employee Services*

**Recommended by:**

*Tom Maglisceau, Ph.D.*

*Superintendent*

**Meeting Date: June 24, 2024**



205 S Colorado, Celina, Tx 75009

Phone 469-742-9100

Fax 972-382-3607

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## CISD Board Agenda Item Synopsis

**Subject: Consider Approval of the 2024-2025 Board Meeting Calendar**

**Background Information:** Annually the CISD Board of Trustees approves the Board Meeting Calendar. The proposed calendar is aligned with the 2024-2025 CISD Academic Calendar. Future budget and tax adoption dates have also been taken into consideration.

**Goals:**

- \_X\_1. We will provide and support a safe, civil and collaborative culture.
- \_X\_2. We will continuously provide and support effective teaching in every classroom.
- \_X\_3. We will provide and support a guaranteed and viable curriculum.
- \_X\_4. We will continue to foster a love of reading and commit to continual growth in childhood literacy.
- \_X\_5. We will foster strong numeracy skills and commit to continual growth in math success.
- \_X\_6. We will provide targeted strategies and practices to prepare students for post-secondary education, career readiness, and military participation.
- \_X\_7. We will attract, recruit, develop, and retain high-quality professional staff.

**Budgetary Impact:**

none

**Recommendation:**

The District recommendation is for the Members of the Board to approve the 2024-2025 School Board Calendar as presented.

**Submitted by:**

*Sarah Wood*

*Executive Assistant to the Superintendent and Board Secretary*

**Recommended by:**

*Tom Maglisceau, Ph.D.*

*Superintendent*

**Meeting Date:** June 24, 2024



## 2024-2025 School Board Meeting Calendar

July 29, 2024

August 19, 2024

September 16, 2024

October 21, 2024

November 18, 2024

December 16, 2024

January 27, 2025

February 24, 2025

March 24, 2025

April 28, 2025

May 19, 2025

June 23, 2025



205 S Colorado, Celina, Tx 75009

Phone 469-742-9100

Fax 972-382-3607

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## CISD Board Agenda Item Synopsis

**Subject:** Consider approving the renewal from Mosyle for the district's Mobile Device Management (MDM).

**Background Information:** Administration proposes approving the renewal of the district's Mobile Device Management (MDM) system. This system manages all district-owned Apple devices, including iPad's, MacBook's, and Apple TV's.

**Goals:**

- 1. We will provide and support a safe, civil and collaborative culture.
- 2. We will continuously provide and support effective teaching in every classroom.
- 3. We will provide and support a guaranteed and viable curriculum.
- 4. We will continue to foster a love of reading and commit to continual growth in childhood literacy.
- 5. We will foster strong numeracy skills and commit to continual growth in math success.
- 6. We will provide targeted strategies and practices to prepare students for post-secondary education, career readiness, and military participation.
- 7. We will attract, recruit, develop, and retain high-quality professional staff.

**Budgetary Impact:**

To be allocated from the 2024-2025 budget.

**Recommendation:**

The District recommendation is for the Members of the Board to approve the renewal for MDM services from Mosyle for the amount of \$52,425.00.

**Submitted by:**

*Zach Allen*  
*Chief Technology Officer*

**Recommended by:**

*Tom Maglisceau, Ph.D.*  
*Superintendent*

**Meeting Date:** June 24, 2024

# Celina ISD

Date of Quote: 05/17/2024

Quotations are valid for 1 month from the date above

Subscription Length (1-year)

DESCRIPTION	PRICE	QUANTITY	TOTAL
1-year OneK12 Subscription Mosyle Manager MDM	US\$ 9.00	5,825	US\$ 52,425.00
		<b>Total</b>	<b>US\$ 52,425.00</b>

**If you need anything else, please do not hesitate to contact us. Thank you for your interest in Mosyle Manager!**

## Vendor Info Mosyle Corporation

For vendor information, contact:  
hello@school.mosyle.com

## Prepared for Zachary Allen

zacharyallen@celinaisd.com  
Celina ISD



205 S Colorado, Celina, Tx 75009

Phone 469-742-9100

Fax 972-382-3607

## CISD Board Agenda Item Synopsis

**Subject: Consider Approval of the student meal pricing for the 2024-2025 school year**

### **Background Information:**

Due to the USDA guidance and compliance paid lunch equity requirement for SY 2024-25, the district will be required to increase meal prices.

SFAs who on a weighted average charged less than the target weighted average price of **\$3.85** for paid lunches in SY 2023-24 are required to make an adjustment to their weighted average paid lunch price for SY 2024-25.

Our weighted average paid lunch is currently at **\$3.66**.

With the increased inflation, and compliance requirements from USDA we are recommending increasing meal prices and continuing a three-tiered pricing structure as follows:

Elementary	Middle School	High School
Breakfast \$2.75	Breakfast \$3.00	Breakfast \$3.00
Lunch \$3.85	Lunch \$4.00	Lunch \$4.25

### **Goals:**

- 1. We will provide and support a safe, civil and collaborative culture.
- 2. We will continuously provide and support effective teaching in every classroom.
- 3. We will provide and support a guaranteed and viable curriculum.
- 4. We will continue to foster a love of reading and commit to continual growth in childhood literacy.
- 5. We will foster strong numeracy skills and commit to continual growth in math success.
- 6. We will provide targeted strategies and practices to prepare students for post-secondary education, career readiness, and military participation.
- 7. We will attract, recruit, develop, and retain high-quality professional staff.

### **Budgetary Impact:**

Due to the increase costs of food, supplies, labor, and operating costs this will enable food services to meet the set budget for 24-25.

### **Recommendation:**

The District recommendation is for the Members of the Board to approve the 2024-2025 meal pricing as recommended.

### **Submitted by:**

*Leonore Schoen*

**Food & Nutritional Services Director**

### **Recommended by:**

*Tom Maglisceau, Ph.D.*  
*Superintendent*

**Meeting Date:** June 24, 2024



Regular Meeting  
Monday, May 20, 2024 6:00 PM Central

Celina High School  
3455 North Preston Road  
Celina, TX 75009

Tracey Balsamo: Present  
Jarratt Calvert: Present  
Jennifer Driver: Present  
Jeff Gravley: Present  
Chuck Hansen: Present  
Kelly Juergens: Present  
Dan Williams: Absent  
Present: 6, Absent: 1.

### **1. CALL TO ORDER & ESTABLISH QUORUM**

Jeff Gravley called the meeting to order at 6:00 PM.

1.A. Pledge of Allegiance  
Led by Tracey Balsamo

1.B. Invocation  
Led by Jarratt Calvert

### **2. Consider and Take Action on an Order by the Board of Trustees of Celina Independent School District Canvassing Returns and Declaring the Results of a School Board of Trustees Election held in the Celina Independent School District on May 4, 2024**

Motion was made to canvass the results of the May 4, 2024 General Election of the Celina Independent School District by adopting the proposed order found with this agenda item, declare that the election was properly conducted, and that Theresa Balsamo, Kelly Juergens, and Jarratt Calvert are the winners of the election. This motion, made by Chuck Hansen and seconded by Jarratt Calvert, Passed.

Dan Williams: Absent, Tracey Balsamo: Yea, Jarratt Calvert: Yea, Jennifer Driver: Yea, Jeff Gravley: Yea, Chuck Hansen: Yea, Kelly Juergens: Yea  
Yea: 6, Nay: 0, Absent: 1

### **3. TRUSTEE OATHS OF OFFICE**

Kelly Juergens, Jarratt Calvert, and Theresa Balsamo were sworn into office.

### **4. SUPERINTENDENT'S REPORT**

4.A. Information / Superintendent's Update

### **5. PUBLIC COMMENT**

5.A. Comments from Visitors Who Wish to Address Board Members on Agenda or Non-Agenda Topics

Munish Malhotra addressed the board about transportation concerns.

Vicky Hogue spoke to the board regarding supporting district principals.

Jennifer Turner spoke in support of the RCA House System.

Christy Densman addressed the board regarding the alignment between CISD Core Values and RCA House System.

Lindsay Watson spoke to the board regarding the RCA House System.

Melanie Rodriguez addressed the board in support of the RCA House System.

Michael Turner spoke regarding his support of the RCA House System.

## **6. CLOSED MEETING**

Jeff Gravley adjourned the board to Executive Session at 6:34 PM.

6.A. Personnel - Pursuant to Texas Government Code Section 551.074, deliberation regarding the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee; or to hear a complaint or charge against an officer or employee.

6.A.1. Organization of Board Officers

6.A.2. Employee Transportation

6.B. Real Property - Pursuant to Texas Government Code Section 551.072, deliberation regarding the purchase, exchange, lease, or value of real property if deliberation in an open meeting would have a detrimental effect on the board's position in negotiations with a third person.

6.C. Safety and Security - Pursuant to Texas Government Code Section 551.089, deliberation regarding security devices or security audits. (1) Security assessments or deployments relating to information resources technology; (2) network security information as described by Section 2059.055 (b); or (3) the deployment, or specific occasions for implementation, of security personnel, critical infrastructure, or security devices.

6.C.1. Summary of Intruder Detection Audit Findings

## **7. RECONVENE - Open meeting to vote on matters considered in closed session in accordance with the Texas Open Meetings Act, Texas Government Code, Chapter 551, to take action necessary regarding personnel.**

The Board reconvened to Open Session at 7:56 PM.

## **8. ACTION TAKEN ON ITEMS DISCUSSED IN CLOSED SESSION**

Jeff Gravley nominated himself for President. The board voted 6-0 in favor of Jeff Gravley remaining as President.

Tracey Balsamo nominated herself for Vice-President. Kelly Juergens nominated himself for Vice-President. The board voted 5-1 in favor of Kelly Juergens serving as Vice-President.

Jennifer Driver nominated herself for Secretary. Jarratt Calvert nominated himself for Secretary. The board voted 4-2 in favor of Jarratt Calvert serving as Secretary.

## **9. CONSTRUCTION REPORT**

## **10. INFORMATION/CONFIRMATION AGENDA ITEMS**

10.A. Long-Range Facilities Planning Committee Recommendation

Tasha Stone, David Nowlin, David Hogue, and Tawnia King presented the committee's recommendation.

10.B. Abilene Christian University Partnership

## 10.C. Band Trailer Design

### 11. ACTION/BRIEFING AGENDA ITEMS

11.A. Consider all matters incident and related to the adoption of an order authorizing the issuance of “Celina Independent School District Unlimited Tax School Building and Refunding Bonds, Series 2024”, establishing parameters for the sale and issuance of such bonds and delegating certain matters to authorized officials of the District

Motion was made to approve all matters incident and related to the adoption of an order authorizing the issuance of "Celina Independent School District Unlimited Tax School Building and Refunding Bonds, Series 2024", establishing parameters for the sale and issuance of such bonds and delegating certain matters to authorized officials of the district. This motion, made by Kelly Juergens and seconded by Tracey Balsamo, Passed.

Dan Williams: Absent, Tracey Balsamo: Yea, Jarratt Calvert: Yea, Jennifer Driver: Yea, Jeff Gravley: Yea, Chuck Hansen: Yea, Kelly Juergens: Yea  
Yea: 6, Nay: 0, Absent: 1

11.B. Consider and Approve Administrative Direction of I&S and M&O Spending in Preparation of the 2024-2025 District Budget

Motion was made to approve Administrative Direction of I&S and M&O Spending in Preparation of the 2024-2025 District Budget as presented. This motion, made by Kelly Juergens and seconded by Jarratt Calvert, Passed.

Dan Williams: Absent, Tracey Balsamo: Yea, Jarratt Calvert: Yea, Jennifer Driver: Yea, Jeff Gravley: Yea, Chuck Hansen: Yea, Kelly Juergens: Yea  
Yea: 6, Nay: 0, Absent: 1

11.C. Consider and Approve the Timeline for the Completion of 2019 Bond Projects

Motion was made to approve the Timeline for the Completion of 2019 Bond Projects as presented. This motion, made by Jarratt Calvert and seconded by Tracey Balsamo, Passed.

Dan Williams: Absent, Tracey Balsamo: Yea, Jarratt Calvert: Yea, Jennifer Driver: Yea, Jeff Gravley: Yea, Chuck Hansen: Yea, Kelly Juergens: Yea  
Yea: 6, Nay: 0, Absent: 1

### 12. CONSENT/CONFIRMATION AGENDA ITEMS

Motion was made to approve the Consent Agenda Items as presented. This motion, made by Chuck Hansen and seconded by Jarratt Calvert, Passed.

Dan Williams: Absent, Tracey Balsamo: Yea, Jarratt Calvert: Yea, Jennifer Driver: Yea, Jeff Gravley: Yea, Chuck Hansen: Yea, Kelly Juergens: Yea  
Yea: 6, Nay: 0, Absent: 1

Jennifer Driver asked for a discussion regarding the 2024-2025 Academic Calendar.

12.A. Approve 2024-2025 Certification of Provision of Instructional Materials

12.B. Approve Amended 2024-2025 Academic Calendar

12.C. Approve 2025-2026 Academic Calendar

12.D. Approve Professional Development Waiver

12.E. Approve Attendance Waiver

12.F. Approve Transportation & Administration Portables Furniture Purchase

12.G. Auditor's Engagement Letter

12.H. Minutes of the April 15, 2024 Regular Board Meeting and April 29, 2024 Working Board Meeting

12.I. Monthly Cash Distributions/Cash Balance/Investment Report/Budget Amendments

**13. ADJOURNMENT**

Motion was made to adjourn the meeting. This motion, made by Jarratt Calvert and seconded by Tracey Balsamo, Passed.

Dan Williams: Absent, Tracey Balsamo: Yea, Jarratt Calvert: Yea, Jennifer Driver: Yea, Jeff Gravley: Yea, Chuck Hansen: Yea, Kelly Juergens: Yea

Yea: 6, Nay: 0, Absent: 1

The meeting was adjourned at 10:40 PM.

DRAFT

Working Meeting  
Monday, June 3, 2024 6:00 PM Central

Celina ISD Administration Office  
205 S Colorado Dr  
Celina, TX 75009

Tracey Balsamo: Present  
Jarratt Calvert: Present  
Jennifer Driver: Present  
Jeff Gravley: Present  
Chuck Hansen: Present  
Kelly Juergens: Present  
Dan Williams: Present  
Present: 7.

### 1. CALL TO ORDER / ESTABLISH QUORUM

Jeff Gravley called the meeting to order at 6:00 PM.

1.A. Pledge of Allegiance  
Led by Dan Williams

1.B. Invocation  
Led by Kelly Juergens

### 2. PUBLIC COMMENT

No one addressed the Board during Public Comment.

### 3. BUDGET WORKSHOP

### 4. ACTION/BRIEFING AGENDA ITEMS

#### 4.A. Consider and Approve 2024-2025 Compensation Plan

Motion was made to approve the 2024-2025 Compensation Plan based on 3% raise. This motion, made by Chuck Hansen and seconded by Jarratt Calvert, Passed.

Tracey Balsamo: Yea, Jarratt Calvert: Yea, Jennifer Driver: Yea, Jeff Gravley: Yea, Chuck Hansen: Yea, Kelly Juergens: Yea, Dan Williams: Yea  
Yea: 7, Nay: 0

#### 4.B. Consider and Approve the Guaranteed Maximum Price (GMP) - High School Phase II - Steel & Switchgear

Motion was made to approve the Guaranteed Maximum Price (GMP) - High School Phase II - Steel & Switchgear as presented. This motion, made by Jarratt Calvert and seconded by Kelly Juergens, Passed.

Tracey Balsamo: Yea, Jarratt Calvert: Yea, Jennifer Driver: Yea, Jeff Gravley: Yea, Chuck Hansen: Yea, Kelly Juergens: Yea, Dan Williams: Yea  
Yea: 7, Nay: 0

This item was taken out of order.

#### 4.C. Consider and act on a contingent fee contract with Abernathy, Roeder, Boyd & Hullett, PC pursuant to the Texas Tax Code, Section 6.30, and Government Code 2254.1036 -

said contract being for the collection of delinquent government receivables owed to the Celina Independent School District.

Motion was made to approve a contingent fee contract with Abernathy, Roeder, Boyd & Hullett, PC pursuant to the Texas Tax Code, §6.30, and Government Code 2254.1036 - said contract being for the collection of delinquent government receivables owed to the Celina Independent School District. This motion, made by Kelly Juergens and seconded by Tracey Balsamo, Passed.

Tracey Balsamo: Yea, Jarratt Calvert: Yea, Jennifer Driver: Yea, Jeff Gravley: Yea, Chuck Hansen: Yea, Kelly Juergens: Yea, Dan Williams: Yea  
Yea: 7, Nay: 0

4.D. Consider and Appoint Moak Casey to conduct an Efficiency Audit

Motion was made to appoint Moak & Casey to conduct an Efficiency Audit as presented. This motion, made by Jarratt Calvert and seconded by Kelly Juergens, Passed.

Tracey Balsamo: Yea, Jarratt Calvert: Yea, Jennifer Driver: Yea, Jeff Gravley: Yea, Chuck Hansen: Yea, Kelly Juergens: Yea, Dan Williams: Yea  
Yea: 7, Nay: 0

## 5. CLOSED MEETING

Jeff Gravley adjourned the Board into Executive Session at 8:37 PM.

5.A. Personnel - Pursuant to Texas Government Code §551.074, deliberation regarding the appointment, employment, evaluation reassignment, duties, discipline, or dismissal of a public officer or employee; or to hear a complaint or charge against an officer or employee.

5.B. Real Property - Pursuant to Texas Government Code § 551.072, deliberation regarding the purchase, exchange, lease, or value of real property if deliberation in an open meeting would have a detrimental effect on the board's position in negotiations with a third person.

5.B.1. Land Acquisition

5.C. Safety and Security - Pursuant to Texas Government Code §551.089, deliberation regarding security devices or security audits. (1) Security assessments or deployments relating to information resources technology; (2) network security information as described by §2059.055; or (3) the deployment, or specific occasions for implementation, of security personnel, critical infrastructure, or security devices.

**6. RECONVENE - Open meeting to vote on matters considered in closed session in accordance with the Texas Open Meetings Act, Texas Government Code, Chapter 551, to take action necessary regarding personnel.**

The Board reconvened into Open Session at 8:55 PM.

## 7. ACTION TAKEN ON ITEMS DISCUSSED IN CLOSED SESSION

No action was taken on items discussed in Closed Session.

## 8. ADJOURNMENT

Motion was made to adjourn the meeting. This motion, made by Chuck Hansen and seconded by Tracey Balsamo, Passed.

Tracey Balsamo: Yea, Jarratt Calvert: Yea, Jennifer Driver: Yea, Jeff Gravley: Yea, Chuck Hansen: Yea, Kelly Juergens: Yea, Dan Williams: Yea  
Yea: 7, Nay: 0

The meeting was adjourned at 8:56 PM.

DRAFT

Celina Independent School District  
Operating Cash Flow  
2023-2024

	April 2024 Actual	May 2024 Actual
<i>Beginning Cash Balance</i>	\$ 16,435,776.87	12,441,153.21
<b>RECEIPTS</b>		
Tax Collections	\$ 222,994.81	292,559.40
Interest	\$ 66,236.35	52,432.02
Other Local Revenue	\$ 30,838.87	24,580.09
State Revenue - Available School	\$ 87,580.00	90,519.00
State Revenue -Foundation	\$	
State Revenue - Prior Year	\$	
State Revenue - Misc	\$	
Federal Program Revenue	\$ 6,893.14	299,010.98
Breakfast/Lunch Revenue - Local/Fec	\$ 201,701.23	243,708.68
Transfers From Texpool	\$	
<b>Total Revenue</b>	<b>\$ 616,244.40</b>	<b>1,002,810.17</b>
<b>DISBURSEMENTS</b>		
Payroll Net Checks	\$ -2,141,957.31	-2,135,009.01
Payroll Deductions	\$ -106,117.53	-105,897.09
TRS Deposit	\$ -900,685.03	-375,273.32
IRS Deposit	\$ -227,359.45	-228,247.33
<b>Total Payroll</b>	<b>\$ -3,376,119.32</b>	<b>-2,844,426.75</b>
Transfers to Texpool	\$	
Transfer to Ind Bank MMA	\$ -	-
Account Payable Expenditures	\$ -1234748.74	-932187.87
<b>Total Expenditures</b>	<b>\$ -4,610,868.06</b>	<b>-3,776,614.62</b>
Net Change in Cash	\$ -3,994,623.66	-2,773,804.45
<b>Ending Cash Balance</b>	<b>\$ 12,441,153.21</b>	<b>9,667,348.76</b>
Beginning Cash Balance at Texpool	\$ 3,617,739.58	3,633,541.32
Deposits - Transfers In	\$	
Interest Earned	\$ 15,801.74	16,405.55
Transfers out	\$	
<b>Ending Cash Balance at Texpool</b>	<b>\$ 3,633,541.32</b>	<b>3,649,946.87</b>
Beginnin Cash Balance-Ind Bank MM	\$ 339,729.93	341,261.50
Deposits - Transfer In	\$ -	-
Interest Earned	\$ 1,531.57	1,589.76
Transfers out	\$	
Ending Cash Balance-Ind Bank MMA	<b>341,261.50</b>	<b>342,851.26</b>
<b>TOTAL CASH AVAILABLE</b>	<b>\$ 16,415,956.03</b>	<b>13,660,146.89</b>



CELINA ISD  
INTEREST SINKING CASH FLOW  
2023-2024

	April 2024 Actual	May 2024 Actual	
<i>Beginning Cash Balance-Independent Bk</i>	\$ 11,995,494.72	12,193,712.72	
<b>RECEIPTS</b>			
Tax Collections	\$ 143,697.52	160,566.02	
Interest	\$ 54,520.48	57,082.65	
Transfer from Texpool	\$		
State Revenue - IFA	\$ 0.00	0.00	
<b>Total Revenue</b>	<b>\$ 198,218.00</b>	<b>217,648.67</b>	
<b>DISBURSEMENTS</b>			
Bond Payments	\$ 0.00	0.00	
Transfers to Texpool	\$ 0.00	0.00	
Transfers to MMA Independent Bank	0.00	0.00	
<b>Total Expenditures</b>	<b>\$ 0.00</b>	<b>0.00</b>	
Net Change in Cash	\$ 198,218.00	217,648.67	
<b>Ending Cash Balance - Independent Bk</b>	<b>\$ 12,193,712.72</b>	<b>12,411,361.39</b>	
Independent Bank - MMA Investment			
Beginning Balance	\$ 8,582,824.98	8,621,518.04	
Deposits	\$ 0.00	0.00	
Interest	\$ 38,693.06	40,163.08	
Transfers out	\$		
<b>Ending Cash Balance - Ind Bank MMA</b>	<b>\$ 8,621,518.04</b>	<b>8,661,681.12</b>	
<b>TOTAL CASH AVAILABLE</b>	<b>\$ 20,815,230.76</b>	<b>21,073,042.51</b>	

CELINA ISD  
BOND CONSTRUCTION ACCT  
2023-2024

	April 2024 Actual	May 2024 Actual
<i>Beginning Cash Balance</i>	\$ 9,002,718.73	4,781,954.29
Independent Bank Bond Operating		
<b>RECEIPTS</b>		
Interest	\$ 40,140.53	28,373.10
Sale of Bonds/Misc	\$	
Transfer from Texpool	\$	10,000,000.00
<b>Total Revenue</b>	<b>\$ 40,140.53</b>	<b>10,028,373.10</b>
<b>DISBURSEMENTS</b>		
Construction Payables	\$ -4,260,904.97	-3,718,214.24
<b>Total Expenditures</b>	<b>\$ -4,260,904.97</b>	<b>-3,718,214.24</b>
Net Change in Cash	-4,220,764.44	6,310,158.86
<b>Ending Cash Balance - Independent Bk</b>	<b>\$ 4,781,954.29</b>	<b>11,092,113.15</b>
CD's		
Independent Financial 6 month CD	\$ 10,000,000.00	10,326,253.23
Independent Financial 9 month CD	\$ 10,000,000.00	10,314,254.72
Lamar Bank CD	\$ 10,000,000.00	10,263,493.85
Texas Republic CD	10,000,000.00	10,000,000.00
Texas Republic CD	10,000,000.00	10,000,000.00
<b>Ending Cash Balance All CD Accts.</b>	<b>\$ 50,000,000.00</b>	<b>50,904,001.80</b>
	April 2024 Actual	May 2024 Actual
Beginning Cash Balance Texpool Bond Sale '22	\$ 14,803,435.41	14,868,094.55
<b>RECEIPTS</b>		
Interest Earned	\$ 64,659.14	61,294.21
Transfers from Independent Bank	\$	
<b>Total Revenue</b>	14,868,094.55	14,929,388.76
<b>DISBURSEMENTS</b>		
Transfer to Independent Bank	\$	(10,000,000.00)
<b>Total Expenditures</b>	-	(10,000,000.00)
Net Change in Cash	\$ 64,659.14	61,294.21
<b>Ending Cash Balance Texpool '22 Sale</b>	<b>\$ 14,868,094.55</b>	<b>4,929,388.76</b>
Beginning Cash Balance Texpool Bond Sale '23	\$ 51,901,882.00	52,128,581.50
<b>RECEIPTS</b>		
Interest Earned	\$ 226,699.50	235,361.84
Transfers from Independent Bank	\$	
<b>Total Revenue</b>	52,128,581.50	52,363,943.34
<b>DISBURSEMENTS</b>		
Transfer to Independent Bank	\$	
Transfer to Texas Republic		
Transfer to Lamar		
<b>Total Expenditures</b>		
Net Change in Cash	\$ 226,699.50	235,361.84
<b>Ending Cash Balance Texpool '23 Sale</b>	<b>\$ 52,128,581.50</b>	<b>52,363,943.34</b>
<b>Ending Cash Balance All Texpool Bond Accts.</b>	<b>\$ 66,996,676.05</b>	<b>57,293,332.10</b>

CELINA INDEPENDENT SCHOOL DISTRICT  
GENERAL FUND (INCLUDES ATHLETIC, OPERATING)  
MONTHLY FINANCIAL REPORT  
MAY 31, 2024

	AMENDED BUDGET	RECEIVED TO DATE	REMAINING	PERCENT REMAINING
<b>REVENUES:</b>				
5700 OTHER LOCAL REVENUE	\$ 912,728.50	\$ 1,257,584.07	\$ (344,855.57)	-37.78%
5711 PROPERTY TAXES, CURRENT YEAR	\$ 29,393,425.00	\$ 28,732,190.24	\$ 661,234.76	2.25%
5712 PROPERTY TAXES, PRIOR YEAR	\$ 772,380.00	\$ 918,762.22	\$ (146,382.22)	-18.95%
5719 PENALTY & INTEREST	\$ 100,000.00	\$ 118,747.57	\$ (18,747.57)	-18.75%
5800 STATE PROGRAM REVENUES	\$ 15,367,385.00	\$ 5,434,311.88	\$ 9,933,073.12	64.64%
5900 FEDERAL PROGRAM REVENUE	\$ 140,000.00	\$ 71,786.30	\$ 68,213.70	48.72%
7900 OTHER REVENUE IF NEEDED	\$ 1,724,474.10		\$ 1,724,474.10	0.00%
TOTAL REVENUES	\$ 48,410,392.60	\$ 36,533,382.28	\$ 11,877,010.32	24.53%

	AMENDED BUDGET	EXPENDED TO DATE	REMAINING	PERCENT REMAINING
<b>EXPENDITURES:</b>				
11 INSTRUCTION	\$ 27,276,244.85	\$ 26,909,418.92	\$ 366,825.93	1.34%
12 LIBRARY SERVICES	\$ 248,216.13	\$ 225,767.49	\$ 22,448.64	9.04%
13 CURRICULUM	\$ 836,992.68	\$ 843,988.52	\$ (6,995.84)	-0.84%
21 INSTRUCTIONAL LEADERSHIP	\$ 479,680.63	\$ 436,101.92	\$ 43,578.71	9.08%
23 SCHOOL ADMIMISTRATION	\$ 2,946,065.57	\$ 2,787,418.29	\$ 158,647.28	5.39%
31 GUIDANCE AND COUNSELING	\$ 2,090,290.79	\$ 1,853,422.97	\$ 236,867.82	11.33%
33 HEALTH SERVICES	\$ 501,718.91	\$ 494,704.46	\$ 7,014.45	1.40%
34 PUPIL TRANSPORTATION	\$ 2,475,653.58	\$ 2,434,250.69	\$ 41,402.89	1.67%
35 FOOD SERVICE (ONE TIME PAY)	\$ 15,958.72	\$ 15,958.72	\$ -	0.00%
36 EXTRA CURRICULAR ACTIVITIES	\$ 1,832,446.42	\$ 1,632,688.94	\$ 199,757.48	10.90%
41 GENERAL ADMINISTRATION	\$ 2,043,512.29	\$ 1,904,126.95	\$ 139,385.34	6.82%
51 PLANT MAINTENANCE & OPERATION	\$ 5,157,657.05	\$ 4,940,218.77	\$ 217,438.28	4.22%
52 SECURITY & MONITORING	\$ 744,704.60	\$ 532,891.40	\$ 211,813.20	28.44%
53 DATA PROCESSING	\$ 906,678.38	\$ 787,633.44	\$ 119,044.94	13.13%
71 DEBT SERVICE	\$ 85,000.00	\$ 114,286.91	\$ (29,286.91)	-34.46%
81 FACILITY IMPROVEMENT	\$ 4,000.00	\$ 3,600.00	\$ 400.00	10.00%
91 RECAPTURE	\$ 400,572.00	\$ -	\$ 400,572.00	100.00%
93 PAYMENT TO FISCAL AGENTS	\$ 35,000.00	\$ -	\$ 35,000.00	100.00%
95 PAYMENT TO JJAEP	\$ 15,000.00	\$ -	\$ 15,000.00	100.00%
99 TAX APPRAISAL	\$ 315,000.00	\$ 245,316.17	\$ 69,683.83	22.12%
TRANSFER TO OUT	\$ -		\$ -	0.00%
TOTAL EXPENDITURES	\$ 48,410,392.60	\$ 46,161,794.56	\$ 2,248,598.04	4.64%

CELINA INDEPENDENT SCHOOL DISTRICT  
 FOOD SERVICE FUND 240  
 MONTHLY FINANCIAL REPORT  
 AS OF  
 MAY 31, 2024

		AMENDED BUDGET	RECEIVED TO DATE	REMAINING	PERCENT REMAINING
<b>REVENUES:</b>					
5751	REVENUE FROM MEALS SERVED	\$ 1,319,500.00	\$ 1,329,319.02	\$ (9,819.02)	-0.74%
5800	STATE REVENUE	\$ 61,715.00	\$ 70,301.67	\$ (8,586.67)	-13.91%
5900	NATL CHILD NUTRITION	\$ 1,178,610.36	\$ 966,469.24	\$ 212,141.12	18.00%
7900	DUE FROM OPERATING	\$ 13,118.00	\$ -	\$ 13,118.00	100.00%
	<b>TOTAL REVENUES</b>	<b>\$ 2,572,943.36</b>	<b>\$ 2,366,089.93</b>	<b>\$ 206,853.43</b>	<b>8.04%</b>

		AMENDED BUDGET	EXPENDED TO DATE	REMAINING	PERCENT REMAINING
<b>EXPENDITURES:</b>					
35	FOOD SERVICES	\$ 2,572,943.36	\$ 2,351,056.42	\$ 221,886.94	8.62%

CELINA INDEPENDENT SCHOOL DISTRICT  
 INTEREST AND SINKING FUND 599  
 MONTHLY FINANCIAL REPORT  
 AS OF  
 MAY 31, 2024

	ADOPTED BUDGET	RECEIVED TO DATE	REMAINING	REMAINING
<b>REVENUES:</b>				
5700 TAXES CURRENT YEAR	\$ 18,948,504.00	\$ 19,444,972.47	\$ (496,468.47)	-2.62%
5700 TAXES PRIOR YEAR	\$ 391,990.00	\$ 459,589.18	\$ (67,599.18)	-17.25%
5700 PENALTY AND INTEREST	\$ 60,000.00	\$ 66,446.75	\$ (6,446.75)	-10.74%
5700 LOCAL REVENUE	\$ 407,226.00	\$ 793,064.75	\$ (385,838.75)	-94.75%
5800 STATE REVENUE EDA/IFA	\$ 600,230.00	\$ 600,230.00	\$ -	0.00%
7900 BOND PROCEEDS/PREMIUMS	\$ 534,561.00	\$ 534,561.42	\$ (0.42)	0.00%
TOTAL REVENUES	\$ 20,942,511.00	\$ 21,898,864.57	\$ (956,353.57)	-4.57%

	ADOPTED BUDGET	EXPENDED TO DATE	REMAINING	REMAINING
<b>EXPENDITURES:</b>				
6511 BOND PRINCIPAL	\$ 4,500,000.00	\$ 4,355,000.00	\$ 145,000.00	3.22%
6521 BOND INTEREST	\$ 15,892,950.00	\$ 13,773,292.52	\$ 2,119,657.48	13.34%
6599 OTHER DEBT SERVICE FEES	\$ 15,000.00	\$ 7,758.54	\$ 7,241.46	48.28%
6599 BOND SALE FEES	\$ 368,226.00	\$ 368,226.42	\$ (0.42)	0.00%
8900 FLOW THRU			\$ -	
TOTAL EXPENDITURES	\$ 20,776,176.00	\$ 18,504,277.48	\$ 2,271,898.52	10.94%

**Budgeted/Expended Comparison Summary**

MAY 31, 2024

	Original Budget	Amended Budget	Total Expended YTD	Current Month Expenditure	Encumbered	Balance	% Available to Use
<b>Funds 181-191-199 General Operating</b>							
<b>11 Instruction</b>							
6100 Payroll Costs	23,684,000.00	25,081,771.85	25,067,353.70	2,516,616.16		14,418.15	0.06%
6200 Professional Services	1,245,000.00	1,339,722.00	1,159,538.94	99,267.65	12,894.13	167,288.93	12.49%
6300 Supplies and Materials	760,000.00	655,850.00	501,285.45	15,199.39	22,854.19	131,710.36	20.08%
6400 Other Operating	111,000.00	114,726.00	73,526.11	3,724.51	6,865.52	34,334.37	29.93%
6600 Capital Outlay	85,000.00	84,175.00	60,167.88	13,043.63	4,933.00	19,074.12	22.66%
Total Instruction	25,885,000.00	27,276,244.85	26,861,872.08	2,647,851.34	47,546.84	366,825.93	1.34%
<b>12 Library</b>							
6100 Payroll Costs	240,100.00	208,159.13	191,938.93	18,972.05		16,220.20	7.79%
6200 Professional Services	18,500.00	13,800.00	13,470.47			329.53	2.39%
6300 Supplies and Materials	7,500.00	5,257.00	4,462.77	1,585.10	63.96	730.27	13.89%
6400 Other Operating	2,000.00	2,000.00	788.01	211.40	903.89	308.10	15.41%
6600 Capital Outlay	12,000.00	19,000.00	14,139.46	0.00	0.00	4,860.54	25.58%
Total Library	280,100.00	248,216.13	224,799.64	20,768.55	967.85	22,448.64	9.04%
<b>13 Curriculum</b>							
6100 Payroll Costs	339,036.00	447,860.18	436,044.89	46,365.59		11,815.29	2.64%
6200 Contracted Services	148,800.00	251,020.00	322,531.48	40,648.37	10,300.00	(81,811.48)	-32.59%
6300 Supplies and Materials	55,200.00	66,112.50	41,353.18	5,752.42	2,998.36	21,760.96	32.92%
6400 Other Operating	39,000.00	57,000.00	28,736.73	1,045.00	1,687.18	26,576.09	46.62%
6600 Capital Outlay	15,000.00	15,000.00	336.70	0.00		14,663.30	97.76%
Total Library	597,036.00	836,992.68	829,002.98	93,811.38	14,985.54	(6,995.84)	-0.84%
<b>21 Instructional Leadership</b>							
6100 Payroll Costs	522,107.00	474,680.63	432,050.12	38,741.34		42,630.51	8.98%
6200 Professional Services	2,500.00	2,500.00	2,494.48			5.52	0.22%
6400 Other Operating	2,500.00	2,500.00	1,557.32			942.68	37.71%
Total Inst Leadership	527,107.00	479,680.63	436,101.92	38,741.34	0.00	43,578.71	9.08%
<b>23 School Leadership</b>							
6100 Payroll Costs	3,038,437.00	2,860,055.57	2,700,394.68	241,735.25	0.00	159,660.89	5.58%
6200 Professional Services	16,410.00	61,510.00	70,874.72	0.00	1,374.00	(10,738.72)	-17.46%
6300 Supplies and Materials	7,000.00	13,500.00	12,363.51	406.48	596.29	540.20	4.00%
6400 Other Operating	7,500.00	10,000.00	1,315.09	77.64	500.00	8,184.91	81.85%
6600 Capital Outlay		1,000.00	0.00	0.00	0.00	1,000.00	
Total School Leaders	3,069,347.00	2,946,065.57	2,784,948.00	242,219.37	2,470.29	158,647.28	5.39%

**Budgeted/Expended Comparison Summary**

MAY 31, 2024

	Original Budget	Amended Budget	Total Expended YTD	Current Month Expenditure	Encumbered	Balance	% Available to Use
<b>Funds 181-191-199 General Operating</b>							
<b>31 Guidance &amp; Counseling</b>							
6100 Payroll Costs	1,515,316.00	1,860,154.79	1,759,983.89	185,759.21	0.00	100,170.90	5.39%
6200 Professional Services	120,000.00	171,800.00	36,614.00	(40,630.00)	0.00	135,186.00	78.69%
6300 Supplies and Materials	57,836.00	51,336.00	38,673.18	4,759.71	13,053.04	(390.22)	-0.76%
6400 Other Operating	3,000.00	6,500.00	5,098.86	281.67	0.00	1,401.14	21.56%
6600 Capital Outlay	500.00	500.00	0.00	0.00	0.00	500.00	100.00%
Total Counseling	1,696,652.00	2,090,290.79	1,840,369.93	150,170.59	13,053.04	236,867.82	11.33%
<b>33 Health Services</b>							
6100 Payroll Costs	472,601.00	476,718.91	467,794.05	53,266.79	0.00	8,924.86	1.87%
6200 Professional Services	7,500.00	7,500.00	15,630.41	590.00	0.00	(8,130.41)	-108.41%
6300 Supplies and Materials	14,500.00	14,500.00	9,896.50	0.00	1,224.00	3,379.50	23.31%
6400 Other Operating	2,000.00	2,000.00	159.50	0.00	0.00	1,840.50	92.03%
6600 Capital Outlay	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	100.00%
Total Health Services	497,601.00	501,718.91	493,480.46	53,856.79	1,224.00	7,014.45	1.40%
<b>34 Pupil Transportation</b>							
6100 Payroll Costs	1,670,700.00	1,703,078.08	1,839,884.62	195,377.35	0.00	(136,806.54)	-8.03%
6200 Professional Services	36,300.00	71,875.50	52,196.11	2,020.18	6,927.80	12,751.59	17.74%
6300 Supplies and Materials	602,500.00	572,500.00	410,323.77	57,559.66	62,876.20	99,300.03	17.34%
6400 Other Operating	71,000.00	71,000.00	60,158.00	140.00	960.00	9,882.00	13.92%
6600 Capital Outlay	57,200.00	57,200.00	924.19	0.00	0.00	56,275.81	0.00%
Total Pupil Transport	2,437,700.00	2,475,653.58	2,363,486.69	255,097.19	70,764.00	41,402.89	1.67%
<b>35 Food Service</b>							
6100 Payroll Costs		15,958.72	15,958.72	0.00	0.00	0.00	0.00%
<b>36 Extra Curricular-Athletics</b>							
6100 Payroll Costs			275.47	70.19		275.47	
6200 Professional Services	138,560.00	136,764.56	92,611.74	14,511.46	10,976.91	33,175.91	24.26%
6300 Supplies and Materials	139,500.00	135,485.21	132,439.43	6,434.74	2,281.49	764.29	0.56%
6400 Other Operating	133,500.00	139,310.23	125,245.91	4,358.95	8,677.64	5,386.68	3.87%
6600 Capital Outlay							
Total Extra Curricula	411,560.00	411,560.00	350,572.55	25,375.34	21,936.04	39,051.41	9.49%
<b>36 Extra Curricular</b>							
6100 Payroll Costs	1,205,650.00	1,201,458.92	1,018,017.23	125,641.46	0.00	183,441.69	15.27%
6200 Professional Services	83,440.00	92,640.00	94,716.84	885.71	0.00	(2,076.84)	-2.24%
6300 Supplies and Materials	11,000.00	27,387.50	25,127.39	14,299.99	4,087.50	(1,827.39)	-6.67%
6400 Other Operating	64,000.00	99,400.00	117,696.39	1,501.99	535.00	(18,831.39)	-18.95%
6600 Capital Outlay			0.00	0.00	0.00		
Total Extra Curricula	1,364,090.00	1,420,886.42	1,255,557.85	142,329.15	4,622.50	160,706.07	11.31%

**Budgeted/Expended Comparison Summary**

MAY 31, 2024

	Original Budget	Amended Budget	Total Expended YTD	Current Month Expenditure	Encumbered	Balance	% Available to Use
<b>Funds 181-191-199 General Operating</b>							
<b>41 General Administration</b>							
6100 Payroll Costs	1,559,247.00	1,568,512.29	1,446,010.88	137,644.83		122,501.41	7.81%
6200 Professional Services	225,000.00	300,000.00	296,500.24	1,012.43	0.00	3,499.76	1.17%
6300 Supplies and Material	45,000.00	57,000.00	53,452.79	4,727.22	180.23	3,366.98	5.91%
6400 Other Operating	130,000.00	118,000.00	107,393.61	6,471.32	589.20	10,017.19	8.49%
6600 Capital Outlay							
Total General Admin	1,959,247.00	2,043,512.29	1,903,357.52	149,855.80	769.43	139,385.34	6.82%
<b>51 Plant Maintenance</b>							
6100 Payroll Costs	900,450.00	907,657.05	815,718.26	77,843.19	0.00	91,938.79	10.13%
6200 Professional Services	3,276,000.00	3,408,400.00	3,399,667.80	283,409.09	11,923.12	(3,190.92)	-0.09%
6300 Supplies and Material	348,000.00	215,600.00	187,108.48	18,456.14	6,076.94	22,414.58	10.40%
6400 Other Operating	626,000.00	626,000.00	521,124.00	0.00	0.00	104,876.00	16.75%
6600 Captl Outly			(1,399.83)	(1,399.83)			
Total Plant Maintena	5,150,450.00	5,157,657.05	4,922,218.71	378,308.59	18,000.06	217,438.28	4.22%
<b>52 Security and Monitoring</b>							
6100 Payroll Costs	129,375.00	115,404.60	119,996.36	11,545.66	0.00	(4,591.76)	-3.98%
6200 Professional Services	336,800.00	575,572.46	368,195.77	136,229.80	0.00	207,376.69	36.03%
6300 Supplies and Material	37,500.00	47,727.54	36,737.13	4,724.87	4,055.67	6,934.74	14.53%
6400 Other Operating	4,500.00	5,500.00	3,906.47	568.19	0.00	1,593.53	28.97%
6600 Capital Outlay	500.00	500.00				500.00	100.00%
Total Security	508,675.00	744,704.60	528,835.73	153,068.52	4,055.67	211,813.20	28.44%
<b>53 Data Processing</b>							
6100 Payroll Costs	529,920.00	548,008.38	517,791.20	55,286.17	0.00	30,217.18	5.51%
6200 Professional Services	261,920.00	271,020.00	193,563.11	5,424.17	14,549.45	62,907.44	23.21%
6300 Supplies and Material	103,430.00	78,000.00	52,366.21	1,615.15	5,369.09	20,264.70	25.98%
6400 Other Operating	9,650.00	9,650.00	3,994.38	624.78	0.00	5,655.62	58.61%
6600 Capital Outlay							
Total Data Processin	904,920.00	906,678.38	767,714.90	62,950.27	19,918.54	119,044.94	13.13%
<b>71 Debt Service</b>							
6500 Debt Service	85,000.00	85,000.00	114,286.91	39,687.12	0.00	(29,286.91)	-34.46%
Total Debt Service	85,000.00	85,000.00	114,286.91	39,687.12		(29,286.91)	-34.46%



**Budgeted/Expended Comparison Summary**

MAY 31, 2024

	Original Budget	Amended Budget	Total Expended YTD	Current Month Expenditure	Encumbered	Balance	% Available to Use
<b>Funds 181-191-199 General Operating</b>							
<b>81 Facilities and Acquisition</b>							
6600 Capital Outlay	30,000.00	4,000.00	3,600.00			400.00	10.00%
Total Facilities	30,000.00	4,000.00	3,600.00			400.00	10.00%
<b>91 Recapture</b>							
6200 Contracted Services		400,572.00	0.00	0.00	0.00	400,572.00	100.00%
Total Recapture		400,572.00	0.00	0.00	0.00	400,572.00	100.00%
<b>93 Payment to Fiscal Agent</b>							
6400 Other Operating	35,000.00	35,000.00				35,000.00	100.00%
Total Fiscal Agent	35,000.00	35,000.00				35,000.00	100.00%
<b>95 Payment to JJAEP</b>							
6400 Other Operating	15,000.00	15,000.00				15,000.00	100.00%
Total Fiscal Agent	15,000.00	15,000.00				15,000.00	100.00%
<b>99 Other Govt Charges</b>							
6200 Contracted Services	315,000.00	315,000.00	245,316.17	0.00		69,683.83	22.12%
Total Oter Govt Chgs	315,000.00	315,000.00	245,316.17	0.00		69,683.83	22.12%
<b>8900 TRANSFERS OUT</b>							
Total Trans Out							
Total General Oper.	\$ 45,769,485.00	\$ 48,410,392.60	\$ 45,941,480.76	\$ 4,454,091.34	\$ 220,313.80	\$ 2,248,598.04	4.64%
<b>Fund 240 Food Service</b>							
<b>35 Food Service</b>							
6100 Payroll Costs	968,433.00	968,433.00	1,004,739.02	107,809.19	0.00	(36,306.02)	-3.75%
6200 Professional Services	34,400.00	57,222.50	47,159.98	5,402.32	2,878.23	7,184.29	12.56%
6300 Supplies and Materis	1,032,000.00	1,207,287.86	1,040,929.05	202,038.03	32,687.25	133,671.56	11.07%
6400 Other Operating	30,000.00	35,000.00	18,098.51	2,377.85	7,557.92	9,343.57	26.70%
6600 Capital Outlay	120,000.00	305,000.00	105,108.14	477.00	91,898.32	107,993.54	35.41%
	2,184,833.00	2,572,943.36	2,216,034.70	318,104.39	135,021.72	221,886.94	8.62%
<b>Fund 599 Debt Service</b>							
<b>71 Debt Service</b>							
6500 Debt Service							
Payments to Bond A	16,029,913.00	20,776,176.00	18,504,277.48	368,226.42		2,271,898.52	10.94%
Total Debt Service	16,029,913.00	20,776,176.00	18,504,277.48	368,226.42		2,271,898.52	10.94%

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**Construction Account**

Logic Acct Closed June, 2016

2018 Bond Acct. Closed June '20

Construction Acct Closed June '20

2021 Bond Acct. Closed March '23

April 2024

May 2024

**2020 Bond Program Sale #2**

Beginning Cash Balance at Ind Bank	\$ 9,002,718.73	\$ 4,781,954.29
Deposits - Transfers In		\$ 10,000,000.00
Interest Earned	\$ 40,140.53	\$ 28,373.10
Transfers out	\$ (4,260,904.97)	\$ (3,718,214.24)
<b>Ending Cash Balance at Ind Bank</b>	<b>\$ 4,781,954.29</b>	<b>\$ 11,092,113.15</b>

**2022 Bond Program Sale #4**

Beginning Cash Balance at Ind Bank	\$ 14,803,435.41	\$ 14,868,094.55
Deposits - Transfers In		
Interest Earned	\$ 64,659.14	\$ 61,294.21
Transfers out		\$ (10,000,000.00)
<b>Ending Cash Balance at Texpool</b>	<b>\$ 14,868,094.55</b>	<b>\$ 4,929,388.76</b>

**2023 Bond Program Sale #5**

Beginning Cash Balance at Ind Bank	\$ 51,901,882.00	\$ 52,128,581.50
Deposits - Transfers In	\$ 226,699.50	\$ 235,361.84
Interest Earned		
Transfers out		
<b>Ending Cash Balance at Texpool</b>	<b>\$ 52,128,581.50</b>	<b>\$ 52,363,943.34</b>

**2023 Bond Program Sale #5**

CD Investment at Independent Financial	\$ 20,000,000.00	\$ 20,640,507.95
CD Investment at Lamar Bank	\$ 10,000,000.00	\$ 10,263,493.85
CD Investment at Texas Republic Bank	\$ 20,000,000.00	\$ 20,000,000.00
	<b>\$ 50,000,000.00</b>	<b>\$ 50,904,001.80</b>

**General Operating**

Beginning Cash Balance at Texpool	\$ 3,617,739.58	\$ 3,633,541.32
Deposits - Transfers In		
Interest Earned	\$ 15,801.74	\$ 16,405.55
Transfers out		
<b>Ending Cash Balance at Texpool</b>	<b>\$ 3,633,541.32</b>	<b>\$ 3,649,946.87</b>

Beginning MMA - Independent Bank-Operating	\$ 339,729.93	\$ 341,261.50
Deposits - Transfers In		
Interest Earned	\$ 1,531.57	\$ 1,589.76
Transfers out		
<b>Ending MMA - Independent Bank</b>	<b>\$ 341,261.50</b>	<b>\$ 342,851.26</b>

Beginning Cash Balance at Ind Bank	\$ 16,435,776.87	\$ 12,441,153.21
Deposits	\$ 550,008.05	\$ 950,378.15
Interest Earned	\$ 66,236.35	\$ 52,432.02
Expenditures	\$ (4,610,868.06)	\$ (3,776,614.62)
<b>Ending Cash Balance Gen Oper.</b>	<b>\$ 12,441,153.21</b>	<b>\$ 9,667,348.76</b>

**Interest and Sinking Cont.**

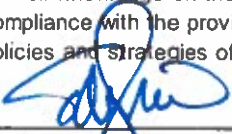
Beginning Cash Balance at Ind Bank	\$ 11,995,494.72	\$ 12,193,712.72
Deposits	\$ 143,697.52	\$ 160,566.02

Celina Independent School District  
Investment Statement  
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Interest Earned	\$	54,520.48	\$	57,082.65
Expenditures/Transfers Out				
<b>Ending Cash Balance at Ind Bank</b>	<b>\$</b>	<b>12,193,712.72</b>	<b>\$</b>	<b>12,411,361.39</b>

Beginning MMA - Independent Bank-I & S	\$	8,582,824.98	\$	8,621,518.04
Deposits - Transfers In				
Interest Earned	\$	38,693.06	\$	40,163.08
Transfers out				
<b>Ending MMA - Independent Bank</b>	<b>\$</b>	<b>8,621,518.04</b>	<b>\$</b>	<b>8,661,681.12</b>

This report is presented in accordance with the Texas Government Code Title 10 Section 2256.023. The below signed hereby certify that, to the best of their knowledge on the date this report was created, Celina ISD is in compliance with the provisions of Government Code 2256 and with the policies and strategies of Celina ISD.

  
Dr. Tom Maglisseau, Investment Officer

  
Amber Pennell, Investment Designee

**RATE INFORMATION**

**INDEPENDENT BANK: NOW checking account rate is based on current market conditions and movement of interest rates. Accounts have a floor rate of 0.50%.**

**TEXPOOL INVESTMENT POOL - May2024**

INTEREST RATE:	5.3161%
ALLOCATION FACTOR:	0.000145646
AVERAGE MONTHLY POOL BALANCE:	34,643,558,991.26
WEIGHTED AVERAGE MATURITY:	40
BOOK VALUE \$	34,048,746,311.06
MARKET VALUE \$	34,047,015,852.86
MARKET VALUE PER SHARE:	0.99987
NUMBER OF PARTICIPANTS	2866

**TEXPOOL PORTFOLIO ASSET SUMMARY AS OF May 2024**

	MARKET VALUE	MARKET VALUE
Uninvested Balance \$	(178.21)	(178.21)
Accrual of Interest Income \$	119,838,425.94	119,838,425.94
Interest and Management Fees Payable \$	(156,364,152.55)	(156,364,152.55)
Payable for Investment Purchased \$	(1,615,895,309.40)	(1,615,895,309.40)
Accrued Expenses & Taxes \$	(38,238.91)	(38,238.91)
Repurchase Agreements \$	6,760,515,000.00	6,760,515,000.00
Mutual Fund Investments \$	1,867,085,200.00	1,867,085,200.00
Government Securities \$	14,521,160,654.43	14,516,078,637.52
US Treasury Inflation Protected Securities		
US Treasury Bills \$	10,807,699,122.88	10,809,441,181.32
US Treasury Notes \$	1,744,745,786.88	1,746,355,287.15
<b>Total</b>	<b>34,048,746,311.06</b>	<b>34,047,015,852.86</b>