

Board Meeting
Monday, September 25, 2023 5:30 PM

Carrie L. Lovejoy Child Development Center:
Library
256 Country Club Road
Allen, TX 75002

Agenda

1. Call to Order
Presenter: Barrett Owens, President
2. Roll Call and Announcement by President that a quorum is present, that the meeting has been duly called, and that notice of the meeting has been duly posted for time and manner as required by law
Presenter: Barrett Owens, President
3. Closed Session, Gov't. Code 551.071-551.084. The Board May Retire into Closed Session in Accordance with the Texas Open Meetings Act
Presenter: Barrett Owens, President
 - 3.A. 551-071 For the purpose of a private consultation with its attorney only when it seeks the attorney's advice about pending or contemplated litigation or a settlement offer or on a matter in which the duty of the attorney to the Board under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with the requirement for open meetings.
 - 3.A.1. Consultation regarding TEC Chapter 49.
 - 3.A.2. Consultation with legal counsel and deliberation regarding dual credit programs, protocols, and agreements.
 - 3.A.3. Consultation with legal counsel and deliberations regarding pending personnel investigation.
 - 3.B. 551-072 For the purpose of deliberating the purchase, exchange, lease, or value of real property if deliberation in an open meeting would have a detrimental effect on the position of the District in negotiations with a third person.
 - 3.C. 551-073 For the purpose of deliberating a negotiated contract for a prospective gift donation to the District if deliberation in an open meeting would have a detrimental effect on the Board's position in negotiations with a third person.
 - 3.D. 551-074 For the purpose of deliberating 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. However, the Board may not conduct a closed meeting for these purposes if the officer or employee who is the subject of the deliberation or hearing requests a public hearing.
 - 3.D.1. Evaluation of employees.
 - 3.E. 551-076 For the purpose of deliberating the deployment, or specific occasions for implementation, of security personnel, devices or security audits.
 - 3.F. 551-082 For the purpose of deliberating in a case involving discipline of a public school child, or in which a complaint or charge is brought against a District employee by another employee and the complaint or charge directly results in the need for a hearing. However, the Board may not conduct a closed meeting for this

purpose if the employee against whom the complaint or charge is brought makes a written request for an open hearing.

- 3.G. 551-0821 For the purpose of deliberating a matter regarding a student if personally identifiable information about the student will necessarily be revealed by the deliberation. This exception does not apply if an open meeting about the matter is requested in writing by a parent or guardian of the student or by the student if the student has attained 18 years of age.
- 3.H. 551-083 For the purpose of discussing or deliberating the standards, guidelines, terms or conditions the Board will follow, or will instruct its representative to follow, in consultation with representatives of employee groups.
- 3.I. 551-084 For the purpose of excluding a witness from a hearing during the examination of another witness.
- 4. Return to Open Meeting for Action, If Necessary, On Matters Discussed In Closed Session
Presenter: Barrett Owens, President
- 5. Opening Exercise
Presenter: Barrett Owens, President
- 5.A. Pledges
Presenter: Megan Rawlins, Principal, Sloan Creek Intermediate School
- 6. Recognitions
Presenter: Barrett Owens, President
- 6.A. Introduction of New Hires
Presenter: Anna Koenig, Executive Director of Human Resources and Communications



LOVEJOY
INDEPENDENT SCHOOL DISTRICT
EST. 1917

Introduction of New Hires September 25, 2023

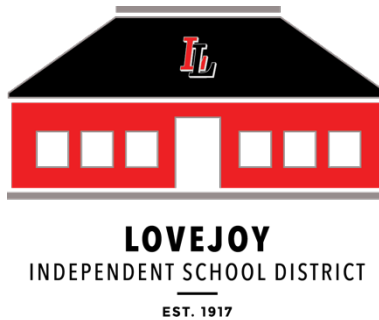
Professional Employee	Position	Location
Laura Lester	Art Teacher	SCIS
Allison Hughes	Sped Teacher	SCIS
David Burger	Math Teacher	SCIS
Chuck Brown	Wrestling Coach	SCIS
Leah Ashley	Math/Sc Teacher	SCIS
Alacia Reynolds	Sped Teacher	SCIS
Brad Gearhart	Music Teacher	SCIS

6.B. Student Recognitions - National Merit

Presenter: Kevin Parker, Executive Director of Student Services

7. Public Comments Related to September 25, 2023 Agenda Items

Presenter: Rodricka Taylor, Coordinator for the Superintendent and Board Services



Public Comment Procedures

Regular Meetings

Submitting for Public Comment

Any individual seeking to speak during the public comment session of a regular board meeting must complete and submit the public comment card by no later than 15 minutes prior to the designated start time provided on the meeting notice.

Public comment cards must be completed in their entirety with accurate and truthful information and must designate whether the speaker is speaking on a specific agenda item. Failure to designate an agenda item relevant to the speaker's comments will result in the classification of the public comment as a non-agenda item comment, to be heard at a later time in the meeting.

The Board will provide speakers that submit a public comment card on an agenda item the opportunity to speak prior to the Board's consideration of the item in the order in which they were received.

Public comment cards are only applicable to the meeting in which they are completed and submitted by the established deadline.

Each individual gets one opportunity per meeting to share their comments with the Board of Trustees, not multiple opportunities per individual agenda items.

If a speaker is not present when his/her name is called, the speaker forfeits the opportunity to speak at that meeting.

The comments made by speakers at public comment reflect the opinions solely of the speaker and not the Board of Trustees as a governing body or the District.

Order of Agenda and Limitations

The Board reserves the right to change the order of the agenda items on the notice of meeting and / or defer agenda items until a later date.

Each speaker will be provided up to three minutes to address the Board of Trustees unless more than 10 speakers sign up to speak, in which case, the presiding officer reserves the right to reduce the time allotted to each speaker to no less than one minute per speaker. (Board Policy BED (LOCAL)).

If at any time, in the opinion of the presiding officer, the individual speaker is attempting to address a non-agenda item in the agenda item public comment period, the presiding officer or designee may stop the speaker and defer the speaker's comments to the appropriate portion of the meeting.

Public comments relating to non-agenda items will be deferred until the end of the meeting if time permits, unless otherwise noted by the Board of Trustees.

Disruptive Behavior

Disruptive behavior will not be tolerated in the meeting. If after the provision of a single warning, the disruptive behavior continues, the disruptive individual may be escorted out of the meeting by District officials and/or law enforcement.

It is a criminal offense for a person, with intent to prevent or disrupt a lawful meeting, to substantially obstruct or interfere with the ordinary conduct of a meeting by physical action or verbal utterance.

Conduct defined by Texas Penal Code §42.01 and Board Policies BED (LEGAL) and BED (LOCAL).

Failure to yield the podium at the conclusion of the time allotted to a speaker at public comment constitutes a disruption and will be addressed accordingly.

Comments made to the Board of Trustees by meeting attendees and/or speakers outside of the designated public comment periods during a meeting constitute a disruption.

Board's Response to Public Comment

Specific factual information or recitation of existing policy may be furnished in response to inquiries, but the Board shall not deliberate or decide regarding any subject that is not included on the agenda posted with notice of the meeting. The Board may also refer a speaker to a staff member in authority over the issue.

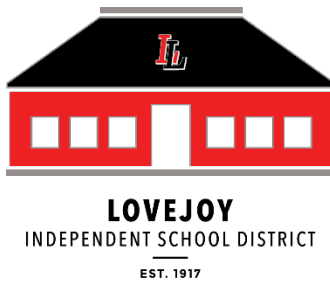
For specific complaints or concerns, speakers are encouraged to utilize the District's appropriate grievance procedures and policies set forth in Board Policies FNG (LOCAL), DGBA (LOCAL), and GF (LOCAL).

Special Meetings

The procedures outlined herein apply to special called Board meetings. However, comments at special called Board meetings are limited to agenda items only.

Statement of Non-Discrimination

The Board does not discriminate against speech on the basis of viewpoint.



School Board Public Comments Sign In September 25, 2023

The Board of Trustees encourages public comment. All public comment at a meeting other than a regularly scheduled meeting should be limited to agenda items posted for the meeting. By signing up to provide public comment at a Board meeting, you are acknowledging and accepting the procedures for public comment available online at lovejoyisd.net.

Any individual seeking to speak during the public comment session of a regular board meeting must complete and submit the public comment card by no later than 15 minutes prior to the designated start time provided on the meeting notice. Public comment cards must be completed in their entirety with accurate and truthful information and must designate whether the speaker is speaking on a specific agenda item. Failure to designate an agenda item relevant to the speaker's comments will result in the classification of the public comment as a non-agenda item comment, to be heard at a later time in the meeting. Public comment cards are only applicable to the meeting in which they are completed and submitted by the established deadline.

Each individual will have one opportunity per meeting to share their comments with the Board of Trustees, not multiple opportunities per individual agenda items. If a speaker is not present when his/her name is called, the speaker forfeits the opportunity to speak at that meeting. All speakers will be limited to no more than three minutes. The presiding officer reserves the right to reduce the number of minutes per speaker to no less than one minute per speaker in order to maintain effective meeting management. The speakers will be recognized in the order in which each person signs up. If there are more speakers than time allotted for public comment, the amount of time per speaker may be reduced, as determined appropriate by the Board of Trustees. If time does not allow for you to speak at public comment, the Board of Trustees may allot additional time for public comment or defer specific agenda items for review at a subsequent meeting in an effort to allow more public comment, as determined necessary by the Board. This public comment card will not be maintained from one meeting to the next and is only applicable to the meeting on the date in which it was submitted.

If you have a specific concern related to an employee of the District or a specific student issue, you are encouraged to utilize the District's grievance procedures provided in Board Policies DGBA (LOCAL), FNG (LOCAL), and GF (LOCAL) or applicable grievance process. Each grievance procedure allows for an individual to redress grievances with the Board of Trustees. All relevant policies are available online at lovejoyisd.net.

Disruptive behavior will not be tolerated in the meeting. If after the provision of a single warning, the disruptive behavior continues, the disruptive individual may be escorted out of the meeting by District officials and/or law enforcement. It is a criminal offense for a person, with intent to prevent or disrupt a lawful meeting, to substantially obstruct or interfere with the ordinary conduct of a meeting by physical action or verbal utterance.

The Board of Trustees appreciates your active participation in the school district.

***I wish to address the Board about an agenda item on the September 25, 2023 agenda.**

I wish to speak about agenda item #_____ which is titled:

***I wish to participate in the open forum by speaking about the following topic:**

First and Last Name:

Address:

Phone:

Organization (if applicable):

Printed Name & Signature (Acknowledging you have read the procedures above)

Print:

Signature:

Date:

8. Presentation: Celebration of Learning

Presenter: Anna Koenig, Executive Director of Human Resources and Communications

CELEBRATION OF LEARNING PATHWAYS TO ACADEMIC RECOGNITION

Anna Koenig

Executive Director of Human Resources and
Communications

Brie Smith

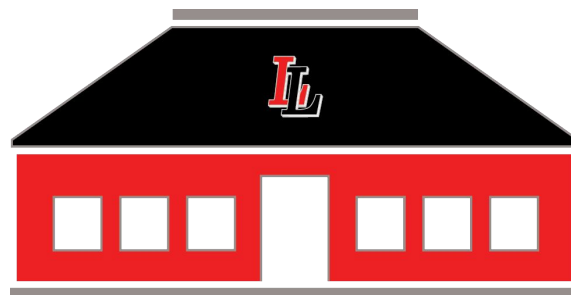
Director of Advanced Academics

Dr. Travis Zambiasi

Principal, Lovejoy High School

September 25, 2023

Board Meeting



LOVEJOY

INDEPENDENT SCHOOL DISTRICT

EST. 1917

Lovejoy ISD

CELEBRATION OF LEARNING

Pathways to Academic Recognition



National Merit 2024



Along the Path

- PSAT Practice/Prep
- High PSAT scores
- Extracurriculars
- Work
- School!
- Family & Social Life
- Post-Secondary Plans





... wurde, mögen mit 0,31 (0,26) Mill. RM
vermögen von 0,84 (0,80) Mill.
Warenforderungen 0,22 (0,23),
flüssige Mittel 0,19 (0,07) Mill.,
Rücklagen auf 0,31 (0,28) Mill.
beaufen sich auf 0,08 (0,03) Mill.

31. August 1939

Ertrag
daraus
6,1
5,4

0,2

0

4proz. Kommunalobligationen

Dividendenv
Concordia Spinnerei und Weber
wieder 6%
F. E. Weidenmüller AG, Dreier
dende auf die Stammaktien von 23
geschäftsjahr vom 1. Juli bis 31. Dez

Lovejoy ISD

LOVEJOY

National Merit Program



Foundations for Success in AP

Preparing Students for the Future

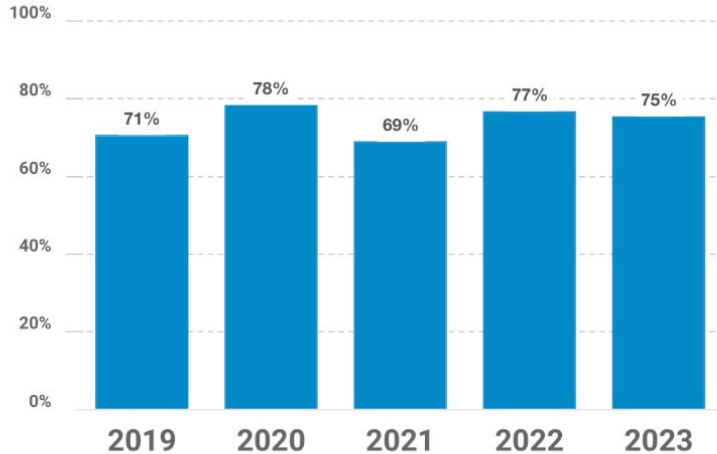
- Building confidence in younger students.
- Giving each student the tools they need to be successful in future AP classes.
- Increasing rigor and engagement simultaneously.
- Ensuring all students are fully equipped for success in higher education.



ROLL PARDS

2023 AP by The Numbers

 % OF TOTAL AP STUDENTS WITH SCORES 3+



 SCHOOL SUMMARY

	2019	2020	2021	2022	2023
Total AP Students	881	862	776	809	885
Number of Exams	1,688	1,809	1,657	1,627	1,837
AP Students with Scores 3+	623	676	536	621	668
% of Total AP Students with Scores 3+	70.72	78.42	69.07	76.76	75.48

Over 200 more tests administered, 75 more AP students enrolled, and consistent performance rates!



2023 AP Scholars

315 AP Scholars

Additional 15 AP Seminar and Research awards

Lovejoy HS AP Mean Score 3.3 (of 5) and 3.6 for Scholars

Some Students Took as Many as 19 AP Exams

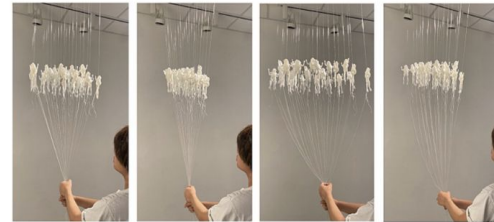
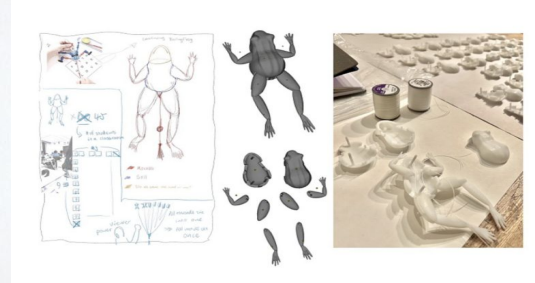
2 Perfect Scores!



2 LJVA Students Receive Perfect Scores on 3 Exams!

Bec Wang - '23 Graduate

- **Perfect Score - AP Studio Drawing - 1.2%**
of all portfolios globally
- **Perfect Score - AP Studio 3D Design - .6%**
of all portfolios globally



Only 17 students out of 1.2 Million scored a perfect score on more than 1 exam!!!



2 LJVA Students Receive Perfect Scores on 3 Exams!

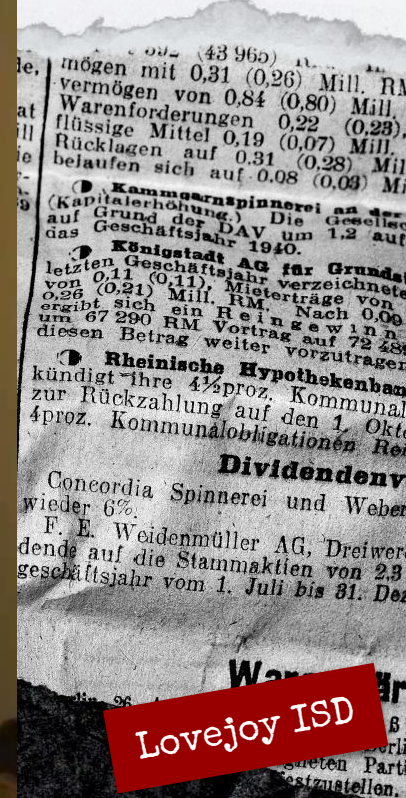
Brooke Pittana - '23 Junior

- *Perfect Score - AP Studio 2D Design - .6% of all portfolios globally*





Addison Vondersaar, LHS Student



Lovejoy ISD

Digital Suite of Assessments

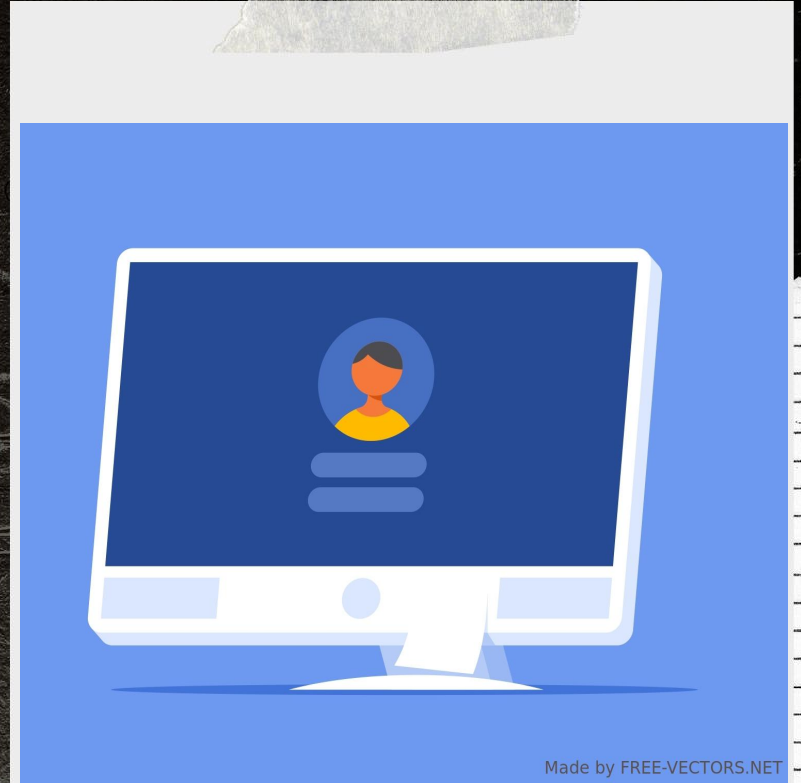
College Board Goes Digital

Select AP Exams (May 2022)

PSAT 8/9 (Fall 2023)

PSAT/NMSQT (Fall 2023)

SAT (Spring 2024)



ROLL PARDS



(P)SAT Changes

Differences

- Test Time
- Test format
- Passage Length

- Calculator Use

- Test Specifications

Prior to Fall 2023

- 3 hours 15 minutes
- Paper and pencil
- Long/paired reading passages
- Used only on some sections
- 4 sections (Reading, Writing, Math with calculator, Math without calculator)

Now

- 2 hours 14 minutes
- Computer/Device
- Shorter passages

- Desmos calculator embedded for all math
- Two-stage adaptive with 2 sections (Math and Reading) with a break in between

LOVEJOY





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Thank You

9. Invocation

Presenter: Barrett Owens, President

10. Board Notifications

10.A. Notification of New Hires

Presenter: Anna Koenig, Executive Director of Human Resources and Communications



LOVEJOY
 INDEPENDENT SCHOOL DISTRICT
 EST. 1917

NOTIFICATION OF NEW HIRES

September 25, 2023

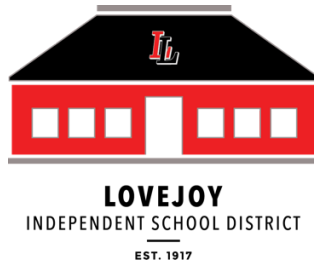
Professional New Hires							
Grade levels or teaching assignments reflect current positions and are subject to change per employee contract							
September 25, 2023							
Professional Staff	Residence	University	Certification(s)	Exp	Previous Employer	Campus	Current Assignment
Jake Foshee	Dallas, TX	Oklahoma Baptist University - Bachelors	Science (4-8)	0	Geno Pierce	WSMS	Science Teacher
Shaun Tomlinson	Forney, TX	None Listed on Application	Texas Peace Officers License	10	Town of Fairview Police Officer	SCIS	School Marshal
Bhuvaneshwari Prabakar	Princeton, TX	Tamil Nadu University	SPED (EC-12)	0	Princeton ISD	HES	Special Education Teacher

11. Consent Agenda

Presenter: Barrett Owens, President

11.A. Consider Approval of the Minutes of the August 21, 2023 Board Meeting

Presenter: Rodricka Taylor, Coordinator for the Superintendent and Board Services



Board of Trustees Minutes of the Board Meeting Monday, August 21, 2023

A Board Meeting of the Lovejoy Independent School District Board of Trustees was held on Monday, August 21, 2023, beginning at 6:00 PM in the Carrie L. Lovejoy Child Development Center, located at 256 Country Club Road, Allen, Texas.

1. Call to Order

Barrett Owens, President

The Meeting was Called to Order at 6:00 PM by Board President, Barrett Owens.

2. Roll Call and Announcement by President that a quorum is present, that the meeting has been duly called, and that notice of the meeting has been duly posted for time and manner as required by law

Barrett Owens, President

All Board members were present.

Marvin Bobo: Present
Jason Jaynes: Present
Julie McLaughlin: Present
Barrett Owens: Present
Amy Smith: Present
Mark Wheelis: Present
Jeff Wood: Present

3. Closed Session, Gov't. Code 551.071-551.084. The Board May Retire into Closed Session in Accordance with the Texas Open Meetings Act

Barrett Owens, President

The Board retired into Closed Session at 6:00 PM in room C113.

- 3.A. 551-071** For the purpose of a private consultation with its attorney only when it seeks the attorney's advice about pending or contemplated litigation or a settlement offer or on a matter in which the duty of the attorney to the Board under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with the requirement for open meetings.
- 3.B. 551-072** For the purpose of deliberating the purchase, exchange, lease, or value of real property if deliberation in an open meeting would have a detrimental effect on the position of the District in negotiations with a third person.
- 3.C. 551-073** For the purpose of deliberating a negotiated contract for a prospective gift donation to the District if deliberation in an open meeting would have a detrimental effect on the Board's position in negotiations with a third person.
- 3.D. 551-074** For the purpose of deliberating 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. However, the Board may not conduct a closed meeting for these purposes if the officer or employee who is the subject of the deliberation or hearing requests a public hearing.
 - 3.D.1. Evaluation of employees.**
- 3.E. 551-076** For the purpose of deliberating the deployment, or specific occasions for implementation, of security personnel, devices or security audits.
 - 3.E.1. Safety and Security.**
- 3.F. 551-082** For the purpose of deliberating in a case involving discipline of a public school child, or in which a complaint or charge is brought against a District employee by another employee and the complaint or charge directly results in the need for a hearing. However, the Board may not conduct a closed meeting for this purpose if the employee against whom the complaint or charge is brought makes a written request for an open hearing.
- 3.G. 551-0821** For the purpose of deliberating a matter regarding a student if personally identifiable information about the student will necessarily be revealed by the deliberation. This exception does not apply if an open meeting about the matter is requested in writing by a parent or guardian of the student or by the student if the student has attained 18 years of age.
- 3.H. 551-083** For the purpose of discussing or deliberating the standards, guidelines, terms or conditions the Board will follow, or will instruct its representative to follow, in consultation with representatives of employee groups.
- 3.I. 551-084** For the purpose of excluding a witness from a hearing during the examination of another witness.

4. Return to Open Meeting for Action, If Necessary, On Matters Discussed In Closed Session

Barrett Owens, President

5. Opening Exercise

Barrett Owens, President

The Board of Trustees returned to the Open Meeting at 7:09 PM in the Library.

5.A. Pledges

Wendy Craft, Principal, Hart Elementary School

Wendy Craft, Principal of Hart Elementary School, introduced Hart Elementary School student, Harper Sharp, who led the Pledge of Allegiance and the Texas Pledge.

6. Recognitions

Barrett Owens, President

6.A. Introduction of New Hires

Anna Koenig, Executive Director of Human Resources and Communications

Anna Koenig, Executive Director of Human Resources and Communications, introduced the Professional New Hires.

6.B. Student Recognitions

Kevin Parker, Executive Director of Student Services

Kevin Parker, Executive Director of Student Services, introduced Dr. Travis Zambiasi, who recognized the Lovejoy High School Fishing Club for their participation and accomplishments in their State competitions.

7. Public Comments Related to August 21, 2023 Agenda Items

Rodricka Taylor, Coordinator for the Superintendent and Board Services

There were no public comments as related to the August 21, 2023 Agenda Items.

8. Invocation

Barrett Owens, President

Board President, Barrett Owens, led the Invocation.

9. Board Notifications

9.A. Notification of New Hires

Anna Koenig, Executive Director of Human Resources and Communications

Anna Koenig, Executive Director of Human Resources and Communications, notified the Board of new hires.

9.B. Notification of Resignations

Anna Koenig, Executive Director of Human Resources and Communications

Anna Koenig, Executive Director of Human Resources and Communications, notified the Board of resignations.

10. Consent Agenda

Barrett Owens, President

10.A. Consider Approval of the Minutes of the July 24, 2023 Board Meeting

Rodricka Taylor, Coordinator for the Superintendent and Board Services

10.B. Consider Approval of the Minutes of the August 16, 2023 Board Training

Rodricka Taylor, Coordinator for the Superintendent and Board Services

10.C. Consider Approval of the Monthly Finance Report

Thomas Willman, Chief Financial Officer

10.D. Consider Approval of the Student Nutrition Request for Proposal (RFP) for Contracted Services for Equipment Maintenance

Thomas Willman, Chief Financial Officer

10.E. Consider Approval of the 2023/2024 Collin County JJAEP Memorandum of Understanding (MOU)

Kevin Parker, Executive Director of Student Services

Motion to approve the Consent Agenda. This motion made by Mark Wheelis and seconded by Amy Smith, Passed.

Yea: 7, Nay: 0, Absent: 0

11. Presentation: Celebration of Learning

Dr. Laurie Tinsley, Assistant Superintendent of Curriculum and Instruction

Dr. Laurie Tinsley, Assistant Superintendent of Curriculum and Instruction, Dr. Diana Saylak, Coordinator of Instructional Technology, and John Korb, Director of Technology, provided a presentation on student technology devices.

12. Presentation: STAAR Preliminary Results

Dr. Laurie Tinsley, Assistant Superintendent of Curriculum and Instruction

Dr. Laurie Tinsley, Assistant Superintendent of Curriculum, provided a presentation on STAAR Preliminary Results.

13. Presentation: Board Legislative Subcommittee Update

Barrett Owens, President

The Board Legislative Subcommittee provided an update on legislation.

14. Presentation: 88th Legislative Session Cabinet Update

Rodricka Taylor, Coordinator for the Superintendent and Board Services

The Superintendent's Cabinet provided an update on legislation.

15. Presentation: Enrollment Update

Anna Koenig, Executive Director of Human Resources and Communications

Anna Koenig, Executive Director of Human Resources and Communications, provided an update on enrollment.

16. Consider and Act on Class Size Exemption Resolution

Anna Koenig, Executive Director of Human Resources and Communications

Motion to approve the Class Size Exemption Resolution . This motion made by Amy Smith and seconded by Marvin Bobo (and Jeff Wood), Passed.

Yea: 7, Nay: 0, Absent: 0

17. Consider and Act on the 2023/2024 School Health Advisory Council Membership

Dr. Laurie Tinsley, Assistant Superintendent of Curriculum and Instruction

Motion to approve the 2023/2024 School Health Advisory Council Membership . This motion made by Jeff Wood and seconded by Marvin Bobo, Passed.

Yea: 7, Nay: 0, Absent: 0

18. Consider and Act on the 2023/2024 School Health Advisory Council Resolution

Dr. Laurie Tinsley, Assistant Superintendent of Curriculum and Instruction

Motion to approve the 2023/2024 School Health Advisory Council Resolution. This motion made by Julie McLaughlin and seconded by Marvin Bobo, Passed.

Yea: 7, Nay: 0, Absent: 0

19. Consider and Possible Action to Approve the 2023/2024 Public Information Act Calendar for Non-Business Days

Rodricka Taylor, Coordinator for the Superintendent and Board Services

Motion to approve the 2023/2024 Public Information Act Calendar for Non-Business Days. This motion made by Julie McLaughlin and seconded by Jason Jaynes, Passed.

Yea: 7, Nay: 0, Absent: 0

20. Consider and Act on the 2023/2024 Tax Rate Adoption

Thomas Willman, Chief Financial Officer

Motion to approve the 2023/2024 Tax Rate Adoption. This motion made by Jason Jaynes and seconded by Amy Smith, Passed.

Yea: 7, Nay: 0, Absent: 0

21. Consider and Act on the Student Nutrition Equipment Purchase over \$75K and Request for Proposal (RFP)

Thomas Willman, Chief Financial Officer

Motion to approve the Student Nutrition Equipment Purchase over \$75K and Request for Proposal (RFP). This motion made by Mark Wheelis and seconded by Julie McLaughlin, Passed.

Yea: 7, Nay: 0, Absent: 0

22. Consider and Act on the Use of Bond Funds to Address Traffic Safety

Thomas Willman, Chief Financial Officer

Motion to approve the Use of Bond Funds to Address Traffic Safety. This motion made by Jeff Wood and seconded by Jason Jaynes, Passed.

Yea: 7, Nay: 0, Absent: 0

23. Cabinet Reports

Executive Cabinet Members

The following Cabinet Members presented reports:

23.A. Curriculum and Instruction - Student Essential Behaviors and Learning Outcomes Updates

Dr. Laurie Tinsley, Assistant Superintendent of Curriculum and Instruction

23.B. Chief Financial Officer - Tax Collections, Property Value Study, Audits and Payroll Updates

Thomas Willman, Chief Financial Officer

23.C. Human Resources and Communications - New Teacher Luncheon, Teacher Pop In and Staffing Needs Updates

Anna Koenig, Executive Director of Human Resources and Communications

23.D. Student Services - Transportation, Lovejoy Volleyball and Fine Arts Beginning of the School Year Updates

Kevin Parker, Executive Director of Student Services

23.E. District Support Services - Maintenance, Grounds, Facilities, Safety and Security Audits, Back to School Traffic Flow, Updates

Kyle Pursifull, Executive Director of District Support Services

24. Superintendent's Report

Katie Kordel, Superintendent of Schools

Katie Kordel, Superintendent, expressed her excitement for teachers kicking off the school year. She called upon and encouraged the community to continue to invest in making Lovejoy uniquely special. The community was asked to stay tuned into the current Texas Legislative Special Session that may impact Lovejoy ISD. Lastly, Superintendent Kordel encouraged strong community connection for this school year and many more to come.

25. Public Comments Related to Non-Agenda Items

Rodricka Taylor, Coordinator for the Superintendent and Board Services

There was no public comments as related to Non-Agenda Items.

26. Announcements

Barrett Owens, President

There were no announcements made by the Board President.

27. Adjournment

Barrett Owens, President

With there being no further business, the Board adjourned at 9:40 PM.

Respectfully submitted,

Jeff Wood, Secretary of the Board of Trustees

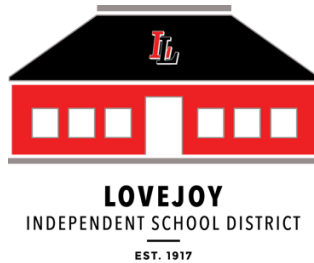
Barrett Owens, President of the Board of Trustees

**Agenda item details are filed in the Superintendent's Office with the Monday, August 21, 2023 agenda packet.*

**These are unofficial minutes that have not yet been approved by the Board of Trustees.*

11.B. Consider Approval of the Minutes of the September 11, 2023 Board Workshop

Presenter: Rodricka Taylor, Coordinator for the Superintendent and Board Services



Board of Trustees Minutes of the Board Workshop Monday, September 11, 2023

A Board Workshop of the Lovejoy Independent School District Board of Trustees was held on Monday, September 11, 2023, beginning at 5:30 PM in the Carrie L. Lovejoy Child Development Center, located at 256 Country Club Road, Allen, Texas.

1. Call to Order

Barrett Owens, President

The Meeting was Called to Order at 5:31 PM by Board Vice President, Amy Smith.

2. Roll Call and Announcement by President that a quorum is present, that the meeting has been duly called, and that notice of the meeting has been duly posted for time and manner as required by law

Barrett Owens, President

All Board members were present.

Marvin Bobo: Present
Jason Jaynes: Present
Julie McLaughlin: Present
Barrett Owens: Present
Amy Smith: Present
Mark Wheelis: Present
Jeff Wood: Present

3. Closed Session, Gov't. Code 551.071-551.084. The Board May Retire into Closed Session in Accordance with the Texas Open Meetings Act

Barrett Owens, President

The Board retired into Closed Session at 5:31 PM in room C113.

- 3.A. 551-071 For the purpose of a private consultation with its attorney only when it seeks the attorney's advice about pending or contemplated litigation or a settlement offer or on a matter in which the duty of the attorney to the Board under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with the requirement for open meetings.**
 - 3.A.1. Consultation regarding TEC Chapter 49.**
- 3.B. 551-072 For the purpose of deliberating the purchase, exchange, lease, or value of real property if deliberation in an open meeting would have a detrimental effect on the position of the District in negotiations with a third person.**
- 3.C. 551-073 For the purpose of deliberating a negotiated contract for a prospective gift donation to the District if deliberation in an open meeting would have a detrimental effect on the Board's position in negotiations with a third person.**
- 3.D. 551-074 For the purpose of deliberating 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. However, the Board may not conduct a closed meeting for these purposes if the officer or employee who is the subject of the deliberation or hearing requests a public hearing.**
 - 3.D.1. Evaluation of employees.**
- 3.E. 551-076 For the purpose of deliberating the deployment, or specific occasions for implementation, of security personnel, devices or security audits.**
 - 3.E.1. Security Personnel.**
 - 3.E.2. Security Audit.**
- 3.F. 551-082 For the purpose of deliberating in a case involving discipline of a public school child, or in which a complaint or charge is brought against a District employee by another employee and the complaint or charge directly results in the need for a hearing. However, the Board may not conduct a closed meeting for this purpose if the employee against whom the complaint or charge is brought makes a written request for an open hearing.**
- 3.G. 551-0821 For the purpose of deliberating a matter regarding a student if personally identifiable information about the student will necessarily be revealed by the deliberation. This exception does not apply if an open meeting about the matter is requested in writing by a parent or guardian of the student or by the student if the student has attained 18 years of age.**
- 3.H. 551-083 For the purpose of discussing or deliberating the standards, guidelines, terms or conditions the Board will follow, or will instruct its representative to follow, in consultation with representatives of employee groups.**

3.I. 551-084 For the purpose of excluding a witness from a hearing during the examination of another witness.

4. Return to Open Meeting for Action, If Necessary, On Matters Discussed In Closed Session

Barrett Owens, President

The Board of Trustees returned to the Open Meeting at 6:59 PM in the Library.

5. Introduction of New Hires

Anna Koenig, Executive Director of Human Resources and Communications

Anna Koenig, Executive Director of Human Resources and Communications, introduced the Professional New Hires.

6. Pledges and Recognition of Patriots' Day for September 11, 2023

Dr. Laurie Tinsley, Assistant Superintendent of Curriculum and Instruction

Dr. Laurie Tinsley, Assistant Superintendent of Curriculum and Instruction, introduced Etta Wilton, Sloan Creek Intermediate School 5th grade student, and Lovejoy High School 12th grade students, MaKenna Adamson and Madeline Smith, who led the Pledge of Allegiance and the Texas Pledge for Patriots' Day.

7. Public Comments Related to September 11, 2023 Agenda Items

Rodricka Taylor, Coordinator for the Superintendent and Board Services

There were no public comments as related to the September 11, 2023 Agenda Items.

8. Presentation: Foundation for Lovejoy Schools

Barrett Owens, President

The Foundation for Lovejoy Schools provided a presentation for the 2023/2024 school year.

9. Discussion: Board Legislative Subcommittee Update - Possible Special Session

Barrett Owens, President

The Board Legislative Subcommittee provided an update on priorities for a possible special session.

10. Presentation: Leadership Lovejoy and Board Academy

Katie Kordel, Superintendent of Schools

Katie Kordel, Superintendent of Schools, provided a presentation on Leadership Lovejoy and Board Academy.

11. Presentation: K-12 Science Instructional Materials Adoption Timeline
Dr. Laurie Tinsley, Assistant Superintendent of Curriculum and Instruction

Dr. Laurie Tinsley, Assistant Superintendent of Curriculum and Instruction, provided a presentation on the K-12 Science Instructional Materials Adoption Timeline.

12. Presentation: Measures of Academic Progress (MAP) Growth Assessment Implementation

Dr. Laurie Tinsley, Assistant Superintendent of Curriculum and Instruction

Dr. Laurie Tinsley, Assistant Superintendent of Curriculum and Instruction, provided a presentation on the Measures of Academic Progress (MAP) Growth Assessment Implementation.

13. Consider and Act on the Collin County Community College Memorandum of Understanding (MOU)

Dr. Laurie Tinsley, Assistant Superintendent of Curriculum and Instruction

Motion to approve the Collin County Community College Memorandum of Understanding (MOU). This motion made by Amy Smith and seconded by Marvin Bobo, Passed.

Yea: 7, Nay: 0, Absent: 0

14. Consider and Act on the Request for Proposal (RFP) for Special Education Contracted Services

Thomas Willman, Chief Financial Officer

Motion to approve the Request for Proposal (RFP) for Special Education Contracted Services. This motion made by Julie McLaughlin and seconded by Mark Wheelis, Passed.

Yea: 7, Nay: 0, Absent: 0

15. Consider and Act on the Three-year Safety Audit Summary

Kyle Pursifull, Executive Director of District Support Services

Motion to approve the Three-year Safety Audit Summary. This motion made by Amy Smith and seconded by Jeff Wood, Passed.

Yea: 7, Nay: 0, Absent: 0

16. Consider and Act on Bond Funds for HVAC System Replacements

Kyle Pursifull, Executive Director of District Support Services

Motion to approve the Bond Funds for HVAC System Replacements. This motion made by Jason Jaynes and seconded by Amy Smith, Passed.

Yea: 7, Nay: 0, Absent: 0

17. Consider and Act on the Approval of the School Marshal Resolution

Kyle Pursifull, Executive Director of District Support Services

Motion to approve the School Marshal Resolution. This motion made by Marvin Bobo and seconded by Mark Wheelis, Passed.

Yea: 7, Nay: 0, Absent: 0

18. Discussion: Board Goals, Superintendent Goals, and District Priorities

Barrett Owens, President and Katie Kordel, Superintendent of Schools

The Board of Trustees and Superintendent of Schools held a discussion about the Board Goals, Superintendent Goals, and District Priorities.

19. Discussion: Board Norms, Protocols, and Operating Procedures

Barrett Owens, President

The Board of Trustees and Superintendent of Schools held a discussion about the Board Norms, Protocols, and Operating Procedures.

20. Announcements

Barrett Owens, President

There were no announcements made by the Board President.

21. Adjournment

Barrett Owens, President

With there being no further business, the Board adjourned at 8:10 PM.

Respectfully submitted,

Jeff Wood, Secretary of the Board of Trustees

Barrett Owens, President of the Board of Trustees

**Agenda item details are filed in the Superintendent's Office with the Monday, September 11, 2023 agenda packet.*

**These are unofficial minutes that have not yet been approved by the Board of Trustees.*

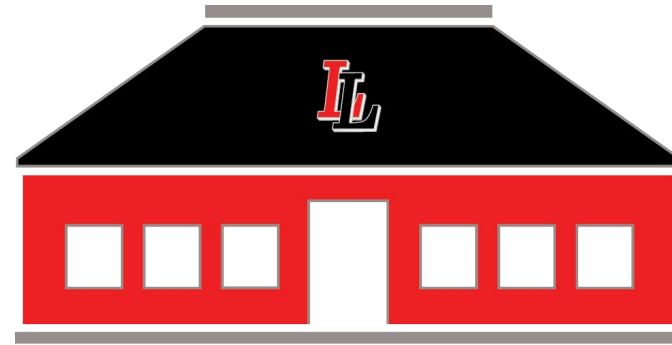
11.C. Consider Approval of the Additions/Revisions/Deletions of Local Policies
Resulting from the Policy Review Session Conducted on July 25, 2023, with Drafts
Prepared by TASB Policy Service (See Attached List)
Presenter: Rodricka Taylor, Coordinator for the Superintendent and Board Services

Additions/Revisions/
Deletions of Local
Policies Resulting from
the Policy Review
Session Conducted on
July 25, 2023, with Drafts
Prepared by TASB Policy
Service

RODRICKA TAYLOR

Coordinator for the Superintendent & Board Services

September 25, 2023
Board Meeting



LOVEJOY
INDEPENDENT SCHOOL DISTRICT

EST. 1917

TASB Policy Review Session Process

(LOCAL) policies:

- Requires close attention by both the Administration and the Board of Trustees.
- They must reflect the practices of the district and the intentions of the Board of Trustees.
- They may only be changed by Board action (adopt, revise, or repeal).

Additions/Revisions/Deletions

(LOCAL) Policy Action List: Details may be found in the provided TASB Local Policy Comparison Packet.

AF(LOCAL): INNOVATION DISTRICTS

BBB(LOCAL): BOARD MEMBERS – ELECTIONS

BBFA(LOCAL): ETHICS – CONFLICTS OF INTEREST DISCLOSURES

BQA(LOCAL): PLANNING AND DECISION-MAKING PROCESS -
DISTRICT-LEVEL

BQB(LOCAL): PLANNING AND DECISION-MAKING PROCESS - CAMPUS-LEVEL

CNB(LOCAL): TRANSPORTATION MANAGEMENT - DISTRICT VEHICLES

CPC(LOCAL): OFFICE MANAGEMENT - RECORDS MANAGEMENT

DBD(LOCAL): EMPLOYMENT REQUIREMENTS AND RESTRICTIONS -
CONFLICT OF

INTEREST

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

DEC(LOCAL): COMPENSATION AND BENEFITS - LEAVES AND ABSENCES

DEE(LOCAL): COMPENSATION AND BENEFITS - EXPENSE REIMBURSEMENT

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

DH(LOCAL): EMPLOYEE STANDARDS OF CONDUCT

EIE(LOCAL): ACADEMIC ACHIEVEMENT - RETENTION AND PROMOTION

FDB(LOCAL): ADMISSIONS - INTRADISTRICT TRANSFERS AND CLASSROOM
ASSIGNMENTS

FEC(LOCAL): ATTENDANCE - ATTENDANCE FOR CREDIT

FEF(LOCAL): ATTENDANCE - RELEASED TIME

FFA(LOCAL): STUDENT WELFARE - WELLNESS AND HEALTH SERVICES

FM(LOCAL): STUDENT ACTIVITIES

FNCE(LOCAL): STUDENT CONDUCT - PERSONAL TELECOMMUNICATIONS/ELECTRONIC
DEVICES

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

FP(LOCAL): STUDENT FEES, FINES, AND CHARGES

GBB(LOCAL): PUBLIC INFORMATION PROGRAM - SCHOOL COMMUNICATIONS
PROGRAM

GF(LOCAL): PUBLIC COMPLAINTS

GNC(LOCAL): RELATIONS WITH EDUCATIONAL ENTITIES – COLLEGES AND
UNIVERSITIES



THANK YOU

(LOCAL) Policy Action List

LOVEJOY ISD (043919)

AF(LOCAL): INNOVATION DISTRICTS

BBB(LOCAL): BOARD MEMBERS – ELECTIONS

BBFA(LOCAL): ETHICS – CONFLICTS OF INTEREST DISCLOSURES

BQA(LOCAL): PLANNING AND DECISION-MAKING PROCESS - DISTRICT-LEVEL

BQB(LOCAL): PLANNING AND DECISION-MAKING PROCESS - CAMPUS-LEVEL

CNB(LOCAL): TRANSPORTATION MANAGEMENT - DISTRICT VEHICLES

CPC(LOCAL): OFFICE MANAGEMENT - RECORDS MANAGEMENT

DBD(LOCAL): EMPLOYMENT REQUIREMENTS AND RESTRICTIONS - CONFLICT OF INTEREST

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

DEC(LOCAL): COMPENSATION AND BENEFITS - LEAVES AND ABSENCES

DEE(LOCAL): COMPENSATION AND BENEFITS - EXPENSE REIMBURSEMENT

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

DH(LOCAL): EMPLOYEE STANDARDS OF CONDUCT

EIE(LOCAL): ACADEMIC ACHIEVEMENT - RETENTION AND PROMOTION

FDB(LOCAL): ADMISSIONS - INTRADISTRICT TRANSFERS AND CLASSROOM ASSIGNMENTS

FEC(LOCAL): ATTENDANCE - ATTENDANCE FOR CREDIT

FEF(LOCAL): ATTENDANCE - RELEASED TIME

FFA(LOCAL): STUDENT WELFARE - WELLNESS AND HEALTH SERVICES

FM(LOCAL): STUDENT ACTIVITIES

FNCE(LOCAL): STUDENT CONDUCT - PERSONAL TELECOMMUNICATIONS/ELECTRONIC DEVICES

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

FP(LOCAL): STUDENT FEES, FINES, AND CHARGES

(LOCAL) Policy Action List

LOVEJOY ISD (043919)

GBB(LOCAL): PUBLIC INFORMATION PROGRAM - SCHOOL COMMUNICATIONS PROGRAM

GF(LOCAL): PUBLIC COMPLAINTS

GNC(LOCAL): RELATIONS WITH EDUCATIONAL ENTITIES – COLLEGES AND UNIVERSITIES

ADD POLICY

In accordance with state law, the District has completed all requirements for designation as an innovation district, and the Board has adopted an [innovation plan](#).¹

¹ Innovation Plan: <https://www.lovejoyisd.net/>

PROPOSED REVISIONS

Membership	The Board shall consist of seven members.
Method of Election	Election of Board members shall be by place.
Election Date	General election of Board members shall be on the May uniform election date.
Terms and Election Schedule	Board members shall be elected for three-year terms, with elections conducted annually, as follows:
Places 6 and 7	The election for places 6 and 7 shall be held in 2018, 2021, 2024, <u>2027, 2030,</u> and in three-year intervals thereafter.
Places 1, 2, and 3	The election for places 1, 2, and 3 shall be held in 2019, 2022, 2025, <u>2028, 2031,</u> and in three-year intervals thereafter.
Places 4 and 5	The election for places 4 and 5 shall be held in 2020, 2023, 2026, <u>2029, 2032,</u> and in three-year intervals thereafter.
Method of Voting	To be elected, a candidate must receive more votes than any other candidate for the place.
Plurality	

PROPOSED REVISIONS

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

Conflicts of Interest

~~During term of office, Board members shall not:~~

- ~~1. Personally seek or accept business from the District for themselves or for any business entity in which they have a financial interest through ownership, employment, or otherwise.~~
- ~~2. Encourage, suggest, or request any business entity to seek or accept business with the District in return for a financial benefit as a result of such business.~~
- ~~3.1. Seek or accept employment or business from a business entity, if such employment or business requires or provides that Board members furnish or supply labor, goods, or services on any contract, subcontract, public work, or project involving the District.~~

PROPOSED POLICY

District-Level Committee	In compliance with law, the District shall establish a District-level committee to advise the Board or its designee in establishing and reviewing the District improvement plan [see BQ], as well as the District's educational goals, performance objectives, and major District-wide classroom instructional programs.
Board's Designee	The Superintendent shall serve as the Board's designee and shall regularly consult with the committee.
Meetings	The chairperson of the committee shall set its agenda and shall schedule at least two meetings per year, including the public meeting required by law.
Communications	The Superintendent shall ensure that the District-level committee establishes communication strategies to periodically obtain broad-based community, parent, and staff input and provide information to those persons regarding the recommendations of the committee.
Composition	The committee shall be composed of members who shall represent campus-based professional staff, District-level professional staff, parents, businesses, and the community. When practicable, professional staff representation shall include a representative with the primary responsibility for educating students with disabilities. For purposes of this policy, District-level professional staff shall be defined as professionals who have responsibilities at more than one campus, including, but not limited to, central office staff.
Selected Representatives	Parent, community member, and business representatives shall be selected in accordance with this policy and administrative regulations.
<i>Parents</i>	The committee shall include at least two parents of students currently enrolled in the District. The Superintendent shall, through various channels, inform all parents of District students about the committee's duties and composition and shall solicit volunteers.
<i>Community Members</i>	The committee shall include at least two community members selected by a process that provides for adequate representation of the community's diversity. The Superintendent shall use several methods of communication to ensure that community residents are informed of the committee and are provided the opportunity to participate and shall solicit volunteers. Community representatives must reside in the District.
<i>Business Representatives</i>	The committee shall include at least two business representatives selected by a process that provides for adequate representation of the community's diversity. The Superintendent shall use several

PLANNING AND DECISION-MAKING PROCESS
DISTRICT-LEVEL

BQA
(LOCAL)

methods of communication to ensure that area businesses are informed of the committee and are provided the opportunity to participate and shall solicit volunteers. Business representatives need not reside in nor operate businesses in the District.

**Professional Staff
Elections**

Professional staff representatives shall be nominated and elected in accordance with this policy and administrative regulations.

Classroom teacher representatives shall comprise at least two-thirds of the total professional staff representation on the committee and shall be nominated and elected by all professional staff.

At least one campus-based nonteaching professional representative shall be nominated and elected by all professional staff.

At least one District-level professional representative, other than the Superintendent, shall be nominated and elected by the District-level professional staff.

An employee's affiliation or lack of affiliation with any organization or association shall not be a factor in either the nomination or election of the employee to the committee. [See DGA]

A nominee must consent before the person's name may appear on a ballot. Election of the committee shall be held at a time determined by the Board or its designee.

Terms

All representatives shall serve one-year terms and shall not be limited as to the number of consecutive terms they may serve on the committee.

Vacancy

A vacancy during a term shall be filled for the remainder of the term by election or selection as appropriate for the category.

PROPOSED POLICY

Campus-Level Committees

In compliance with law, each campus shall establish a campus-level committee to ensure that effective planning and site-based decision-making occur to direct and support the improvement of student performance for all students. The committees shall assist the principal, as the Board's designee, in establishing and reviewing the goals, performance objectives, and major classroom instructional programs of each campus.

Each committee shall assist with the development, evaluation, and revision of the respective campus improvement plan and shall approve campus staff development needs identified in the campus improvement plan [see BQ and DMA].

Meetings

The principal shall be responsible for the agenda and shall schedule at least two meetings per year, including the public meeting required by law.

Communications

Each principal shall ensure that the campus-level committee establishes communication strategies to periodically obtain broad-based community, parent, and staff input and provide information to those persons regarding the recommendations of the committee.

Composition

The committee shall be composed of members who shall represent campus-based professional staff, District-level professional staff, parents, businesses, and the community. When practicable, professional staff representation shall include a representative with the primary responsibility for educating students with disabilities. For purposes of this policy, District-level professional staff shall be defined as professionals who have responsibilities at more than one campus, including, but not limited to, central office staff.

Selected Representatives

Parent, community member, and business representatives shall be selected in accordance with this policy and administrative regulations.

Parents

The committee shall include at least two parents of students currently enrolled in the District. The principal shall, through various channels, inform all parents of campus students about the committee's duties and composition and shall solicit volunteers.

Community Members

The committee shall include at least two community members selected by a process that provides for adequate representation of the community's diversity. The principal shall use several methods of communication to ensure that community residents are informed of the committee and are provided the opportunity to participate and shall solicit volunteers. Community representatives must reside in the District.

<i>Business Representatives</i>	<p>The committee shall include at least two business representatives selected by a process that provides for adequate representation of the community's diversity. The principal shall use several methods of communication to ensure that area businesses are informed of the committee and are provided the opportunity to participate and shall solicit volunteers. Business representatives need not reside in nor operate businesses in the District.</p>
Professional Staff Elections	<p>Professional staff representatives shall be nominated and elected in accordance with this policy and administrative regulations.</p> <p>Classroom teacher representatives shall comprise at least two-thirds of the professional staff representation on the committee and shall be nominated and elected by all professional staff assigned to the campus.</p> <p>At least one campus-based nonteaching professional representative shall be nominated and elected by all professional staff assigned to the campus.</p> <p>At least one District-level professional representative shall be nominated and elected by District-level professional staff.</p> <p>An employee's affiliation or lack of affiliation with any organization or association shall not be a factor in either the nomination or election of the employee to the committee. [See DGA]</p> <p>A nominee must consent before the person's name may appear on the ballot. Election of the committee shall be held at a time determined by the Board or its designee.</p>
Terms	<p>All representatives shall serve one-year terms and shall not be limited as to the number of consecutive terms they may serve on the committee.</p>
Vacancy	<p>A vacancy during a term shall be filled for the remainder of the term by election or selection as appropriate for the category.</p>

PROPOSED REVISIONS

**No Nonschool Use
Permitted**

The District shall not permit use of District vehicles for nonschool purposes except by city or other governmental agencies and the Foundation for Lovejoy Schools.

~~Nonschool use of District vehicles shall be permitted only with approval from the Superintendent or designee. Such use shall not be permitted when in conflict with school use. In granting approval, the Superintendent or designee shall not make decisions based on the viewpoints expressed by the requestors.~~

~~Nonschool users shall agree to comply with all administrative regulations and to pay all applicable fees to cover the cost of such use.~~

Emergency Use
Exception

In case of emergencies or disasters, the Superintendent or designee may authorize the use of District vehicles by civil defense, health, or emergency service authorities.

School-Related Use

The Superintendent or designee shall develop administrative regulations for requesting, scheduling, and using District vehicles for extracurricular activities, field trips, and other school-related purposes.

[See GKD regarding nonschool use of school facilities]

PROPOSED REVISIONS

The Superintendent shall oversee the performance of records management functions prescribed by state and federal law:

- Records administrator, as prescribed by Local Government Code 176.001 and 176.0065. [See BBFA]
- Officer for public information, as prescribed by Government Code 552.201–.205. [See GBAA]
- Public information coordinator, as prescribed by Government Code 552.012. [See BBD]

Local Government Records Act

The term “local government record” shall pertain to all items identified as such by the Local Government Records Act.

“Local Government
Record”

Records
Management
Officer

The [coordinator for the Superintendent and Board services](#) shall serve as and perform the duties of the District’s records management officer as prescribed by Local Government Code 203.023 and shall administer the District’s records management program pertaining to local government records in compliance with the Local Government Records Act.

Notification

The records management officer shall file his or her name with the Texas State Library and Archives Commission (TSLAC) within 30 days of assuming the position.

Electronic Records

The records management officer shall develop procedures for the management of electronic records that comply with the District’s records control schedules and meet the minimum components required by law.

The procedures shall:

1. Specify the objectives of the electronic records management program;
2. Identify the responsibilities of employees who create, receive, or maintain electronic records;
3. Ensure the maintenance of electronic records until the expiration of the applicable retention period and final disposition; and
4. Ensure that electronic records that must be protected from unauthorized use or disclosure are appropriately protected as required by law, regulation, or other applicable requirements.

**Records Control
Schedules**

The records management officer shall file with the TSLAC a written declaration that the District has adopted records control schedules that comply with records retention schedules issued by the TSLAC as provided by law.

Website Postings

The District's records management program shall address the length of time records will be posted on the District's website when the law does not specify a posting period.

**Records Destruction
Practices**

All local government records shall be considered District property and any unauthorized destruction or removal shall be prohibited. The District shall follow its records control schedules, records management program, and all applicable laws regarding records destruction. However, the District shall preserve records, including electronically stored information, and suspend routine record destruction practices where appropriate and in accordance with procedures developed by the records management officer. Such procedures shall describe the circumstances under which local government records scheduled for destruction must be retained. Notification shall be given to appropriate staff when routine record destruction practices must be suspended and when they may be resumed.

Training

The records management officer shall receive appropriate training regarding the Local Government Records Act and shall ensure that custodians of records, as defined by law, and other applicable District staff are trained on the District's records management program, including this policy and corresponding procedures.

PROPOSED REVISIONS

Note: For conflicts of interest and gifts and gratuities related to federal grants and awards, see CB and CBB.

Disclosure—General Standard

An employee shall disclose to his or her immediate supervisor a personal financial interest, a business interest, or any other obligation or relationship that in any way creates a potential conflict of interest with the proper discharge of assigned duties and responsibilities or with the best interest of the District.

Specific Disclosures
Substantial Interest

The Superintendent shall file an affidavit with the Board President disclosing a substantial interest, as defined by Local Government Code 171.002, in any business or real property that the Superintendent or any of his or her relatives in the first degree may have.

Any other employee who is in a position to affect a financial decision involving any business entity or real property in which the employee has a substantial interest, as defined by Local Government Code 171.002, shall file an affidavit with the Superintendent; however, the employee shall not be required to file an affidavit for the substantial interest of a relative.

Interest in Property

The Superintendent shall be required to file an affidavit disclosing interest in property in accordance with Government Code 553.002.

Annual Financial Management Report

The Superintendent, as the executive officer of the District, shall provide to the District in a timely manner information necessary for the District's annual financial management report.

[See BBFA]

Gifts

An employee shall not accept or solicit any gift, favor, service, or other benefit that could reasonably be construed to influence the employee's discharge of assigned duties and responsibilities. [See CAA, CB, and CBB]

Endorsements

An employee shall not recommend, endorse, or require students to purchase any product, material, or service in which the employee has a financial interest or that is sold by a company that employs or retains the District employee during nonschool hours. No employee shall require students to purchase a specific brand of school supplies if other brands are equal and suitable for the intended instructional purpose.

Sales

An employee shall not use his or her position with the District to attempt to sell products or services.

EMPLOYMENT REQUIREMENTS AND RESTRICTIONS
CONFLICT OF INTEREST

DBD
(LOCAL)

**Nonschool
Employment**

An employee shall disclose in writing to ~~the Superintendent~~his or ~~designee~~her immediate supervisor any ~~activity or~~ outside employment, ~~including coaching,~~ that ~~may be or may create~~in any way creates a potential conflict of interest with the proper discharge of assigned duties and responsibilities or with the best interest of the District.

Private Tutoring

An employee shall disclose in writing to ~~the Superintendent~~his or ~~designee~~her immediate supervisor any ~~offer or request for~~ private tutoring of ~~a District student~~students for pay. ~~The Superintendent or designee shall determine if the tutoring is a conflict of interest based on the best interest of the student.~~

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.

~~The District may employ on non-Chapter 21 contracts, not to be governed by Chapter 21 of the Education Code, the positions included by the list approved by the Board.~~

**Appeal of
Employment Actions**

An employee may appeal discharge during the contract period in accordance with DCE(LEGAL).

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

PROPOSED REVISIONS

See pgs. 2, 4

Leave Administration	The Superintendent shall develop administrative regulations addressing employee leaves and absences to implement the provisions of this policy.
Definitions	The term "immediate family" is defined as:
Immediate Family	<ol style="list-style-type: none">1. Spouse.2. Son or daughter, including a biological, adopted, or foster child, a son- or daughter-in-law, a stepchild, a legal ward, or a child for whom the employee stands <i>in loco parentis</i>.3. Parent, stepparent, parent-in-law, or other individual who stands <i>in loco parentis</i> to the employee.4. Sibling, stepsibling, and sibling-in-law.5. Grandparent and grandchild.6. Any person residing in the employee's household at the time of illness or death.
	For purposes of the Family and Medical Leave Act (FMLA), the definitions of spouse, parent, son or daughter, and next of kin are found in DECA(LEGAL).
Family Emergency	The term "family emergency" shall be limited to disasters and life-threatening situations involving the employee or a member of the employee's immediate family.
Leave Day	A "leave day" for purposes of earning, using, or recording leave shall mean the number of hours per day equivalent to the employee's usual assignment, whether full-time or part-time.
School Year	A "school year" for purposes of earning, using, or recording leave shall mean the term of the employee's annual employment as set by the District for the employee's usual assignment, whether full-time or part-time.
Catastrophic Illness or Injury	A catastrophic illness or injury is a severe condition or combination of conditions affecting the mental or physical health of the employee or a member of the employee's immediate family that requires the services of a licensed practitioner for a prolonged period of time and that forces the employee to exhaust all leave time earned by that employee and to lose compensation from the District. Such conditions typically require prolonged hospitalization or recovery or are expected to result in disability or death. Conditions

relating to pregnancy or childbirth shall be considered catastrophic if they meet the requirements of this paragraph.

Note: For District contribution to employee insurance during leave, see CRD(LOCAL).

Availability

The District shall make state personal leave and local leave for the current year available for use at the beginning of the school year.

State Leave Proration

If an employee separates from employment with the District before his or her last duty day of the school year or begins employment after the first duty day of the school year, state personal leave shall be prorated based on the actual time employed.

If an employee separates from employment before the last duty day of the school year, the employee's final paycheck shall be reduced for state personal leave the employee used beyond his or her pro rata entitlement for the school year.

Medical Certification

An employee shall submit medical certification of the need for leave if:

1. The employee is absent more than ~~three~~five consecutive workdays because of personal illness or illness in the immediate family;
2. The District requires medical certification due to a questionable pattern of absences or when deemed necessary by the supervisor or Superintendent; or
3. The employee requests FMLA leave for the employee's serious health condition; a serious health condition of the employee's spouse, parent, or child; or for military caregiver leave.

In each case, medical certification shall be made by a health-care provider as defined by the FMLA. [See DECA(LEGAL)]

State Personal Leave

The Board requires employees to differentiate the manner in which state personal leave is used.

Nondiscretionary Use

Nondiscretionary use of leave shall be for the same reasons and in the same manner as state sick leave accumulated before May 30, 1995. [See DEC(LEGAL)]

Nondiscretionary use includes leave related to the birth or placement of a child and taken within the first year after the child's birth, adoption, or foster placement.

COMPENSATION AND BENEFITS
LEAVES AND ABSENCES

DEC
(LOCAL)

Discretionary Use Discretionary use of leave is at the individual employee's discretion, subject to limitations set out below.

*Request for
Leave*

In deciding whether to approve or deny a request for discretionary use of state personal leave, the supervisor shall not seek or consider the reasons for which an employee requests to use leave. The supervisor shall, however, consider the duration of the requested absence in conjunction with the effect of the employee's absence on the educational program and District operations, as well as the availability of substitutes.

Local Leave

Each employee shall earn five paid local leave days per school year in accordance with administrative regulations.

Local leave shall accumulate to a maximum of 30 leave days.

Local leave shall be used according to the terms and conditions of state personal leave. [See State Personal Leave, above]

Extended Sick Leave

After all available paid leave days and any applicable compensatory time have been exhausted, an employee shall be granted in a school year a maximum of ten leave days of extended sick leave to be used for the employee's personal illness or injury, including pregnancy-related illness or injury, or for absences related to the illness or injury of a member of the employee's immediate family.

A written request for extended sick leave must be accompanied by medical certification of the illness or injury.

For professional employees, the District shall deduct the average daily rate of pay of a substitute for each day of extended sick leave taken, whether or not a substitute is employed. For employees other than professionals, the District shall deduct an amount equal to one-third the individual employee's daily rate of pay for each day of extended sick leave taken.

Sick Leave Bank

The District shall establish a sick leave bank that employees may join through contribution of local leave.

Leave contributed to the bank shall be solely for the use of participating employees. An employee who is a member of the bank may request leave from the bank if the employee or a member of the employee's immediate family experiences a catastrophic illness or injury and the employee has exhausted all paid leave and any applicable compensatory time.

The Superintendent shall develop regulations for the operation of the sick leave bank that address the following:

1. Membership in the sick leave bank, including the number of days an employee must contribute to become a member;

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2. Procedures to request leave from the sick leave bank;
3. The maximum number of days per school year a member employee may receive from the sick leave bank;
4. The committee or administrator authorized to consider requests for leave from the sick leave bank and criteria for granting requests; and
5. Other procedures deemed necessary for the operation of the sick leave bank.

Appeal

An employee may appeal a decision regarding the sick leave bank in accordance with DGBA(LOCAL), beginning with the Superintendent or appropriate administrator.

Family and Medical Leave

FMLA leave shall run concurrently with applicable paid leave and compensatory time, as applicable.

Note: See DECA(LEGAL) for provisions addressing FMLA.

Twelve-Month Period

For purposes of an employee's entitlement to FMLA leave, the 12-month period shall begin on the first duty day of the school year.

Combined Leave for Spouses

When both spouses are employed by the District, the District shall ~~not~~ limit FMLA leave for the birth, adoption, or placement of a child, or to care for a parent with a serious health condition, to a combined total of 12 weeks, nor shall the District limit military caregiver leave to a combined total of 26 weeks.

Intermittent or Reduced Schedule Leave

The District shall not permit use of intermittent or reduced schedule FMLA leave for the care of a newborn child or for the adoption or placement of a child with the employee.

Certification of Leave

When an employee requests leave, the employee shall provide certification, in accordance with FMLA regulations, of the need for leave.

Fitness-for-Duty Certification

In accordance with administrative regulations, when an employee takes FMLA leave due to the employee's own serious health condition, the employee shall provide, before resuming work, a fitness-for-duty certification.

Leave at the End of Semester

When a teacher takes leave near the end of the semester, the District may require the teacher to continue leave until the end of the semester.

Temporary Disability Leave

Any full-time employee whose position requires educator certification by the State Board for Educator Certification or by the District shall be eligible for temporary disability leave. The maximum length

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of temporary disability leave shall be 180 calendar days. [See DBB(LOCAL) for temporary disability leave placement and DEC(LEGAL) for return to active duty.]

An employee's notification of need for extended absence due to the employee's own medical condition shall be forwarded to the Superintendent as a request for temporary disability leave.

The District shall require the employee to use temporary disability leave and paid leave, including any compensatory time, concurrently with FMLA leave.

**Workers'
Compensation**

Note: Workers' compensation is not a form of leave. The workers' compensation law does not require the continuation of the District's contribution to health insurance.

An absence due to a work-related injury or illness shall be designated as FMLA leave, temporary disability leave, and/or assault leave, as applicable.

No Paid Leave
Offset

The District shall not permit the option for paid leave offset in conjunction with workers' compensation income benefits. [See CRE]

Court Appearances

Absences due to compliance with a valid subpoena or for jury duty shall be fully compensated by the District and shall not be deducted from the employee's pay or leave balance.

PROPOSED REVISIONS

**Prior Approval
Required**

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

**Documentation
Required**

For any allowable expense incurred, the employee shall submit a statement, with receipts to the extent feasible, documenting actual expenses.

Exception

Expenses for meals associated with authorized [overnight](#) travel not related to a state or federal grant shall be paid to employees on a per diem basis. ~~when the employee is away from the District for a minimum of four hours.~~ No receipts shall be required for expenses paid on a per diem basis.

PROPOSED REVISIONS

See pg. 6

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 DIA.
2. Complaints alleging certain forms of harassment, including harassment by a supervisor and violation of Title VII, shall be submitted in accordance with DIA.
3. Complaints concerning retaliation relating to discrimination and harassment shall be submitted in accordance with DIA.
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 CKE.
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.

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	<p>Informal resolution shall be encouraged but shall not extend any deadlines in this policy, except by mutual written consent.</p>
<p>Direct Communication with Board Members</p>	<p>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.</p>
<p>Formal Process</p>	<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>
<p>Freedom from Retaliation</p>	<p>Neither the Board nor any District employee shall unlawfully retaliate against an employee for bringing a concern or complaint.</p>
<p>Whistleblower Complaints</p>	<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. [See DG]</p>
<p>Complaints Against Supervisors</p>	<p>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.</p>
<p>General Provisions Filing</p>	<p>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.</p>

PERSONNEL-MANAGEMENT RELATIONS
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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.
Response	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.
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	<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>

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Costs Incurred	Each party shall pay its own costs incurred in the course of the complaint.
Complaint and Appeal Forms	<p>Complaints and appeals under this policy shall be submitted in writing on a form provided by the District.</p> <p>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.</p> <p>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.</p>
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	<p>Complaint forms must be filed:</p> <ol style="list-style-type: none">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; and2. With the lowest level administrator who has the authority to remedy the alleged problem. <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p>

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. ~~If the appeal notice is untimely, not on the District's form, or incomplete in any material way, the Superintendent, after consultation with the Board President, may dismiss the complaint and provide written notice of dismissal to the complainant.~~

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.

PROPOSED REVISIONS

Each District employee shall perform his or her duties in accordance with state and federal law, District policy, and ethical standards. The District holds all employees accountable to the Educators' Code of Ethics. [See DH(EXHIBIT)]

Each District employee shall recognize and respect the rights of students, parents, other employees, and members of the community and shall work cooperatively with others to serve the best interests of the District.

An employee wishing to express concern, complaints, or criticism shall do so through appropriate channels. [See DGBA]

Violations of Standards of Conduct

Each employee shall comply with the standards of conduct set out in this policy and with any other policies, regulations, and guidelines that impose duties, requirements, or standards attendant to his or her status as a District employee. Violation of any policies, regulations, or guidelines, including intentionally making a false claim, offering a false statement, or refusing to cooperate with a District investigation, may result in disciplinary action, including termination of employment. [See DCD and DF series]

Weapons Prohibited

The District prohibits the use, possession, or display of any firearm, location-restricted knife, club, or prohibited weapon, as defined at FNCG, on District property at all times.

Exceptions

No violation of this policy occurs when:

1. Use or possession of a firearm by a specific employee is authorized by Board action. [See ~~GKC and CKE~~ [series](#)]
2. A District employee who holds a Texas handgun license stores a handgun or other firearm in a locked vehicle in a parking lot, parking garage, or other parking area provided by the District, provided the handgun or other firearm is not in plain view; or
3. The use, possession, or display of an otherwise prohibited weapon takes place as part of a District-approved activity supervised by proper authorities. [See FOD]

Electronic Communication

Use with Students

A certified employee, licensed employee, or any other employee designated in writing by the Superintendent or a campus principal may use electronic communication, as this term is defined by law, with currently enrolled students only about matters within the scope of the employee's professional responsibilities.

Unless an exception has been made in accordance with the employee handbook or other administrative regulations, an employee

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shall not use a personal electronic communication platform, application, or account to communicate with currently enrolled students.

Unless authorized above, all other employees are prohibited from using electronic communication directly with students who are currently enrolled in the District. The employee handbook or other administrative regulations shall further detail:

1. Exceptions for family and social relationships;
2. The circumstances under which an employee may use text messaging to communicate with individual students or student groups;
3. Hours of the day during which electronic communication is discouraged or prohibited; and
4. Other matters deemed appropriate by the Superintendent or designee.

In accordance with ethical standards applicable to all District employees [see DH(EXHIBIT)], an employee shall be prohibited from using electronic communications in a manner that constitutes prohibited harassment or abuse of a District student; adversely affects the student's learning, mental health, or safety; includes threats of violence against the student; reveals confidential information about the student; or constitutes an inappropriate communication with a student, as described in the Educators' Code of Ethics.

An employee shall have no expectation of privacy in electronic communications with students. Each employee shall comply with the District's requirements for records retention and destruction to the extent those requirements apply to electronic communication. [See CPC]

Personal Use

All employees shall be held to the same professional standards in their public use of electronic communication as for any other public conduct. If an employee's use of electronic communication violates state or federal law or District policy, or interferes with the employee's ability to effectively perform his or her job duties, the employee is subject to disciplinary action, up to and including termination of employment.

Reporting Improper Communication

In accordance with administrative regulations, an employee shall notify his or her supervisor when a student engages in improper electronic communication with the employee.

Disclosing Personal Information

An employee shall not be required to disclose his or her personal email address or personal phone number to a student.

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Safety Requirements Each employee shall adhere to District safety rules and regulations and shall report unsafe conditions or practices to the appropriate supervisor.

Harassment or Abuse An employee shall not engage in prohibited harassment, including sexual harassment, of:

1. Other employees. [See DIA]
2. Students. [See FFH; see FFG regarding child abuse and neglect.]

While acting in the course of employment, an employee shall not engage in prohibited harassment, including sexual harassment, of other persons, including Board members, vendors, contractors, volunteers, or parents.

An employee shall report child abuse or neglect as required by law. [See FFG]

Relationships with Students An employee shall not form romantic or other inappropriate social relationships with students. Any sexual relationship between a student and a District employee is always prohibited, even if consensual. [See FFH]

As required by law, the District shall notify the parent of a student with whom an educator is alleged to have engaged in certain misconduct. [See FFF]

Tobacco and E-Cigarettes An employee shall not smoke or use tobacco products or e-cigarettes on District property, in District vehicles, or at school-related activities. [See also GKA]

Alcohol and Drugs / Notice of Drug-Free Workplace As a condition of employment, an employee shall abide by the terms of the following drug-free workplace provisions. An employee shall notify the Superintendent in writing if the employee is convicted for a violation of a criminal drug statute occurring in the workplace in accordance with Arrests, Indictments, Convictions, and Other Adjudications, below.

An employee shall not manufacture, distribute, dispense, possess, use, or be under the influence of any of the following substances during working hours while on District property or at school-related activities during or outside of usual working hours:

1. Any controlled substance or dangerous drug as defined by law, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate.
2. Alcohol or any alcoholic beverage.

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3. Any abusable glue, aerosol paint, or any other chemical substance for inhalation.
4. Any other intoxicant or mood-changing, mind-altering, or behavior-altering drug.

An employee need not be legally intoxicated to be considered “under the influence” of a controlled substance.

Exceptions

It shall not be considered a violation of this policy if the employee:

1. Manufactures, possesses, or dispenses a substance listed above as part of the employee’s job responsibilities;
2. Uses or possesses a controlled substance or drug authorized by a licensed physician prescribed for the employee’s personal use; or
3. Possesses a controlled substance or drug that a licensed physician has prescribed for the employee’s child or other individual for whom the employee is a legal guardian.

Sanctions

An employee who violates these drug-free workplace provisions shall be subject to disciplinary sanctions. Sanctions may include:

1. Referral to drug and alcohol counseling or rehabilitation programs;
2. Referral to employee assistance programs;
3. Termination from employment with the District; and
4. Referral to appropriate law enforcement officials for prosecution.

Notice

Employees shall receive a copy of this policy.

Arrests, Indictments, Convictions, and Other Adjudications

An employee shall notify his or her principal or immediate supervisor within three calendar days of any arrest, indictment, conviction, no contest or guilty plea, or other adjudication of the employee for any felony, any offense involving moral turpitude, and any of the other offenses as indicated below:

1. Crimes involving school property or funds;
2. Crimes involving attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit that would entitle any person to hold or obtain a position as an educator;
3. Crimes that occur wholly or in part on school property or at a school-sponsored activity; or
4. Crimes involving moral turpitude, which include:

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- Dishonesty; fraud; deceit; theft; misrepresentation;
- Deliberate violence;
- Base, vile, or depraved acts that are intended to arouse or gratify the sexual desire of the actor;
- Felony possession or conspiracy to possess, or any misdemeanor or felony transfer, sale, distribution, or conspiracy to transfer, sell, or distribute any controlled substance defined in Chapter 481 of the Health and Safety Code;
- Felony driving while intoxicated (DWI); or
- Acts constituting abuse or neglect under the Texas Family Code.

Dress and Grooming

An employee's dress and grooming shall be clean, neat, in a manner appropriate for his or her assignment, and in accordance with any additional standards established by his or her supervisor and approved by the Superintendent.

PROPOSED REVISIONS

Curriculum Mastery	Promotion and course credit shall be based on mastery of the curriculum. Expectations and standards for promotion shall be established for each grade level, content area, and course and shall be coordinated with compensatory, intensive, and/or accelerated services. [See EHBC] The District shall comply with applicable state and federal requirements when determining methods for students with disabilities [see FB] or students who are English language learners [see EHBE and EKBA] to demonstrate mastery of the curriculum.
Students Receiving Special Education Services	Any modified promotion standards for a student receiving special education services shall be determined by the student's admission, review, and dismissal (ARD) committee and documented in the student's individualized education program (IEP). [See EHBA series and EKB]
Standards for Mastery	In addition to the factors in law that must be considered for promotion, mastery shall be determined as follows: <ol style="list-style-type: none">1. Course assignments and unit evaluation shall be used to determine student grades in a subject. An average of 70 or higher shall be considered a passing grade.2. Mastery of the skills necessary for success at the next level shall be validated by assessments that may either be incorporated into unit or final exams or may be administered separately. Mastery of at least 70 percent of the objectives shall be required.
Grades 1-6	In grades 1-6, promotion to the next grade level shall be based on an overall average of 70 on a scale of 100 based on course-level, grade-level standards (essential knowledge and skills) for <u>reading</u> /language arts, reading , mathematics, science, and social studies, and a grade of 70 or above in <u>reading</u> /language arts, reading , and mathematics.
Grades 7-8	In grades 7-8, promotion to the next grade level shall be based on an overall average of 70 on a scale of 100 based on course-level, grade-level standards (essential knowledge and skills) for all subject areas and a grade of 70 or above in three of the following areas: <u>reading</u> /language arts, mathematics, science, and social studies.
Grades 9-12	Grade-level advancement for students in grades 9-12 shall be earned by course credits. [See EI]

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A student shall be assigned to a school in the attendance area in which he or she resides.

Reassignment

~~A student may be reassigned to a school to conform with any changes in attendance areas. When student reassignment is deemed necessary by the Superintendent, the parent or guardian of each student reassigned shall be notified individually in writing.~~

Class Changes

The campus principal shall be authorized to investigate and approve the transfer of a student from one classroom to another on that campus.

Transfers Between Schools

The Superintendent shall be authorized to investigate and approve transfers between schools.

Note: For the transfer of a student who is the victim of bullying or who engaged in bullying, see FDB(LEGAL). For the transfer of a student who attends a persistently dangerous school, becomes a victim of a violent criminal offense, or becomes a victim of sexual assault, see FDE.

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This policy shall apply to a student who has not been in attendance for 90 percent of the days the class is offered.

Absences Considered

Except as otherwise provided by law, all absences incurred while enrolled in the District shall be considered in determining whether a student has attended the required percentage of days under this policy.

Attendance Committees

The Board shall establish an attendance committee or as many committees as necessary for efficient implementation of Education Code 25.092.

The Superintendent shall make the specific appointments in accordance with legal requirements.

Parental Notice of Excessive Absences

A student and the student's parent or guardian shall be given written notice prior to and at such time when a student's attendance in any class drops below 90 percent of the days the class is offered.

Methods for Regaining Credit or Awarding a Final Grade

When a student's attendance drops below 90 percent but remains at least at 75 percent of the days the class is offered, the student may earn credit for the class or a final grade by completing a plan approved by the principal. This plan must provide for the student to meet the instructional requirements of the class as determined by the principal.

If the student fails to successfully complete the plan, or when a student's attendance drops below 75 percent of the days the class is offered, the student, parent, or representative may request award of credit or a final grade by submitting a written petition to the appropriate attendance committee.

Petitions for credit or a final grade may be filed at any time the student receives notice but, in any event, no later than ~~30 days after~~ the last day of classes.

The attendance committee shall review the student's entire attendance record and the reasons for absences and shall determine whether to award credit or a final grade. The attendance committee may also, whether a petition is filed or not, review the records of all students whose attendance drops below 90 percent of the days the class is offered.

A student who has lost credit or has not received a final grade because of excessive absences may regain credit or be awarded a final grade by fulfilling the requirements established by the attendance committee.

Personal Illness

The principal or attendance committee may require verification from a health-care provider in accordance with administrative regulations as a condition of classifying an absence for personal illness as one for which there are extenuating circumstances.

Best Interest Standard

In reaching consensus regarding a student's absences and how the student can be awarded credit or a final grade, the attendance committee shall attempt to ensure that its decision is in the best interest of the student. The Superintendent shall develop administrative regulations to document the attendance committee's decision.

Guidelines on Extenuating Circumstances

The attendance committee shall consider whether a student has mastered the essential knowledge and skills and maintained passing grades in the course or subject.

When makeup work is completed satisfactorily, the attendance committee shall consider extracurricular absences and other excused absences as days of attendance for award of credit or a final grade. [See FEA]

The attendance committee shall consider whether the reasons for the absences were out of the parent's or student's control and whether documentation for the absence is acceptable.

The student or parent shall be given an opportunity to present any information to the committee about the absences and to discuss ways to earn or regain credit or be awarded a final grade.

Imposing Conditions for Awarding Credit or a Final Grade

The attendance committee shall consider the student's unique circumstances and, if necessary, shall impose conditions for awarding credit or a final grade that permit the student to meet the instructional requirements of the class rather than assigning a student to attend a specified program for an amount of time equivalent to the student's absences. Conditions may include:

1. Maintaining attendance standards for the rest of the semester.
2. Completing additional assignments, as specified by the committee or teacher.
3. Attending tutorial sessions as scheduled.
4. Completing other instructional programs, as specified by the committee.
5. Taking an examination to earn credit. [See EHDB]

In all cases, the student must earn a passing grade in order to receive credit.

Appeal Process

A parent or student may appeal the decision of the attendance committee in accordance with FNG(LOCAL).

PROPOSED REVISIONS

Students shall not be released from school at times other than regular dismissal hours except with the permission of the principal of the school. The teacher shall determine that such permission has been granted before allowing the student to leave.~~in accordance with administrative regulations.~~

Private Lessons

Students shall not be excused during school hours for private lessons of any nature.

PROPOSED REVISIONS

See pg. 3

The District shall support the general wellness of all students by implementing measurable goals to promote sound nutrition and student health and to reduce childhood obesity on District campuses participating in the National School Lunch Program (NSLP).

[See EHAA for information regarding the District's coordinated school health program.]

Development, Implementation, and Review of Guidelines and Goals

The local school health advisory council (SHAC), on behalf of the District, shall review and consider evidence-based strategies and techniques and shall develop nutrition guidelines and wellness goals as required by law. In the development, implementation, and review of these guidelines and goals, the SHAC shall permit participation by parents, students, representatives of the District's food service provider, physical education teachers, school health professionals, members of the Board, school administrators, and members of the public.

[See BDF for required membership of the SHAC.]

Wellness Plan

The SHAC shall develop a wellness plan to implement the District's nutrition guidelines and wellness goals. The wellness plan shall, at a minimum, address:

1. Strategies for soliciting involvement by and input from persons interested in the wellness plan and policy;
2. Objectives, benchmarks, and activities for implementing the wellness goals;
3. Methods for measuring implementation of the wellness goals;
4. The District's standards for foods and beverages provided, but not sold, to students during the school day on a school campus; and
5. The manner of communicating to the public applicable information about the District's wellness policy and plan.

The SHAC shall review and revise the plan on a regular basis and recommend revisions to the wellness policy when necessary.

Nutrition Guidelines

Foods and Beverages Sold

The District's nutrition guidelines for reimbursable school meals and all other foods and beverages sold or marketed to students during the school day shall be designed to promote student health and reduce childhood obesity and shall be at least as restrictive as federal regulations and guidance, except when the District allows

an exemption for fundraising activities as authorized by state and federal rules. [See CO and FJ]

Foods and
Beverages Provided

The District shall establish standards for all foods and beverages provided, but not sold, to students during the school day. These standards shall be addressed in the District's wellness plan.

Wellness Goals

Nutrition Promotion
and Education

The District shall implement, in accordance with law, a coordinated school health program with a nutrition education component. [See EHAA] The District's nutrition promotion activities shall encourage participation in the NSLP and promote the importance of breakfast.

The District establishes the following goals for nutrition promotion:

1. The District's food service staff, teachers, and other District personnel shall consistently promote healthy nutrition messages in cafeterias, classrooms, and other appropriate settings.
2. The District shall share educational nutrition information with families and the general public to promote healthy nutrition choices and positively influence the health of students.

The District establishes the following goals for nutrition education:

1. The District shall deliver nutrition education that fosters the adoption and maintenance of healthy eating behaviors.
2. The District shall provide professional development so that teachers and other staff responsible for the nutrition education program are adequately prepared to effectively deliver the program.

Physical Activity

The District shall implement, in accordance with law, a coordinated health program with physical education and physical activity components and shall offer at least the required amount of physical activity for all grades. [See BDF, EHAA, EHAB, and EHAC]

The District establishes the following goals for physical activity:

1. The District shall provide an environment that fosters safe, enjoyable, and developmentally appropriate fitness activities for all students, including those who are not participating in physical education classes or competitive sports.
2. The District shall encourage students, parents, staff, and community members to use the District's recreational facilities, such as tracks, playgrounds, and the like, that are available outside of the school day. [See GKD]

STUDENT WELFARE
WELLNESS AND HEALTH SERVICES

FFA
(LOCAL)

Other School-Based
Activities

The District establishes the following goals to create an environment conducive to healthful eating and physical activity and to promote and express a consistent wellness message through other school-based activities:

1. The District shall allow sufficient time for students to eat meals in cafeteria facilities that are clean, safe, and comfortable.
2. The District shall promote wellness for students and their families at suitable District and campus activities.

Implementation

The director of student nutrition ~~and/or student nutrition coordinator~~ shall oversee the implementation of this policy and the development and implementation of the wellness plan and appropriate administrative procedures.

Evaluation

The District shall comply with federal requirements for evaluating this policy and the wellness plan.

Public Notification

The District shall annually inform and update the public about the content and implementation of the wellness policy, including posting on its website copies of the wellness policy, the wellness plan, and the required implementation assessment.

Records Retention

The District shall retain all the required records associated with the wellness policy, in accordance with law and the District's records management program. [See CPC and FFA(LEGAL)]

PROPOSED REVISIONS

Extracurricular Activity Absences

The District shall make no distinction between absences for UIL activities and absences for other extracurricular activities approved by the Board. ~~The District shall permit unlimited absences for extracurricular activities.~~

The District shall not limit an eligible student's absences related to participation in extracurricular activities. [See FM(LEGAL)]

Use of District Facilities

School-sponsored student groups may use District facilities with prior approval of the appropriate administrator. Other student groups may use District facilities in accordance with policy FNAB.

Note: For searches of personal telecommunications devices or other personal electronic devices, see FNF.

Personal Use

Telecommunications
Devices

An authorized District employee may confiscate a personal telecommunications device, including a mobile telephone, used in violation of applicable campus rules.

A ~~confiscated~~ personal telecommunications device shall be released for a fee determined by the Board [beginning with the third time it is confiscated](#). In accordance with the student handbook, the student or the student's parents may retrieve the device after paying the fee.

If a personal telecommunications device is not retrieved, the District shall dispose of the device after providing notice required by law.

Other Electronic
Devices

Guidelines regarding other personal electronic devices shall be addressed in the student handbook.

Instructional Use

A student shall obtain prior approval before using personal telecommunications or other personal electronic devices for on-campus instructional purposes. The student shall also acknowledge receipt and understanding of applicable regulations and shall sign the appropriate user agreements. [See CQ]

PROPOSED REVISIONS

See pg. 6

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 FFH.
2. Complaints concerning dating violence shall be submitted in accordance with FFH.
3. Complaints concerning retaliation related to discrimination and harassment shall be submitted in accordance with FFH.
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.

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STUDENT AND PARENT COMPLAINTS/GRIEVANCES

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10. Complaints concerning instructional resources shall be submitted in accordance with the EF series.
11. Complaints concerning a commissioned peace officer who is an employee of the District shall be submitted in accordance with CKE.
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.

STUDENT RIGHTS AND RESPONSIBILITIES
STUDENT AND PARENT COMPLAINTS/GRIEVANCES

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(LOCAL)

Freedom from Retaliation	Neither the Board nor any District employee shall unlawfully retaliate against any student or parent 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 postmarked 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

STUDENT RIGHTS AND RESPONSIBILITIES
STUDENT AND PARENT COMPLAINTS/GRIEVANCES

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	<p>events that have been or could have been addressed in a previous complaint.</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 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.</p>
Costs Incurred	<p>Each party shall pay its own costs incurred in the course of the complaint.</p>
Complaint and Appeal Forms	<p>Complaints and appeals under this policy shall be submitted in writing on a form provided by the District.</p> <p>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.</p> <p>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 refiled is within the designated time for filing.</p>
Level One	<p>Complaint forms must be filed:</p> <ol style="list-style-type: none">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; and2. With the lowest level administrator who has the authority to remedy the alleged problem. <p>In most circumstances, students and parents shall file Level One complaints with the campus principal.</p> <p>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.</p> <p>If the complaint is not filed with the appropriate administrator, the receiving administrator must note the date and time the complaint</p>

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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.

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STUDENT AND PARENT COMPLAINTS/GRIEVANCES

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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. ~~If the appeal notice is untimely, not on the District's form, or incomplete in any material way, the Superintendent, after consultation with the Board President, may dismiss the complaint and provide written notice of dismissal to the complainant.~~

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.

STUDENT RIGHTS AND RESPONSIBILITIES
STUDENT AND PARENT COMPLAINTS/GRIEVANCES

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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 parent 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.

PROPOSED REVISIONS

Waiver of Fees

Upon receipt by the District of reliable proof that a student and his or her parent or guardian are unable to pay a fee or deposit required by the school, such fee or deposit shall be waived. Such student and his or her parent or guardian must present evidence of their inability to pay to the ~~Superintendent or designee~~, appropriate principal who shall determine eligibility for a fee waiver.

DELETE POLICY

The Board, administration, and staff of the District shall actively pursue a communications program highlighting for the school community—and for the community at large—educational experiences in District schools and promoting effective community partnerships.

District officials shall ensure complete and accurate coverage of all Board meetings and shall provide access to meeting minutes.

Centralized Communication Functions

The District's communications program shall include:

1. A centralized public information/communications office to coordinate the District's communication efforts.
2. An effective communication system between the District and its various publics ensuring:
 - a. Dissemination of accurate, timely information about District policies, programs, procedures, achievements, decisions, and critical issues;
 - b. Clear interpretations of decisions and action;
 - c. Appropriate responses to rumors and misinformation;
 - d. An open climate encouraging employees and the community to present ideas, suggestions, and reactions regarding the District's programs and practices; and
 - e. An effective working relationship with the news media.
3. An organizational environment in which District staff members are aware that they share responsibility for communicating school policies, programs, and activities to parents and the community.

PROPOSED REVISIONS

See pg. 5

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 CKE.

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. ~~If the appeal notice is untimely, not on the District's form, or incomplete in any material way, the Superintendent, after consultation with the Board President, may dismiss the complaint and provide written notice of dismissal to the complainant.~~

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.

DELETE POLICY

Student Teachers

Placement of all student teachers shall be approved by the Superintendent or designee and the principal of the school to which the student teacher is to be assigned.

Student teachers who fail to abide by District policies, rules, and administrative regulations may be dismissed by the Superintendent at any time during the course of the teacher education program.

The person in charge of the teacher education program shall coordinate this program with institutions of higher learning and shall be responsible, in a joint effort with such institutions, for professional development programs for the student teachers. All contracts for such programs must be signed by the Superintendent.

11.D. Consider Approval of the 2023-2024 Board Norms, Protocols, and Operating Procedures

Presenter: Barrett Owens, President



Lovejoy Independent School District

Board of Trustees

Governance Norms, Protocols and Operating Procedures

2023 - 2024



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MISSION:

To propel every person to personal excellence.

CORE VALUES:

Guide our actions



We make decisions in the best interest of each student.

We educate beyond academics.

We add value to the lives of every kid in our district.

We seek to understand and invest in each child, preparing them for the future of their choosing.



We are a community of inclusion. We value & respect the thoughts, feelings and perspectives of every community member.

We commit to sharing information directly, honestly & with positive intent.

We value our rich traditions and work to embrace and protect them.

We have hearts of service. We seek ways to make a positive impact, then we act!

We celebrate all things Lovejoy!



We are in pursuit of our best, without limits in our mind, every day.

We are continually learning and growing in all areas of life.

We will hold ourselves accountable to living our values in all of our choices and actions.



Lovejoy Independent School District

Board of Trustees

Governance Norms, Protocols and Operating Procedures

PURPOSE

The Board Governance Norms, Protocols and Operating Procedures serve as standards which supplement the local policies of the school district and provide guidance to the Board of Trustees, as a body corporate, as they:

- ❖ Ensure alignment of Mission and Core Values to promote enhanced student achievement
- ❖ Provide guidance and direction for accomplishing the Mission
- ❖ Measure and communicate how well the Mission is being accomplished
- ❖ Promote the Mission and Core Values
- ❖ Work with the Superintendent to lead the District toward the Mission as specified and further detailed in Board Policy BBD(EXHIBIT)

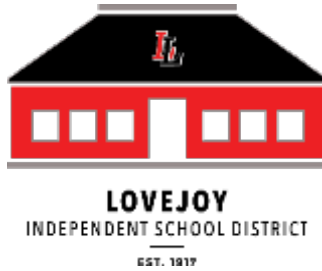


Lovejoy Independent School District
Board of Trustees

Governance Norms

2023 - 2024





Board of Trustees Governance Norms

We agree to employ the following norms in all of our interactions.

■ We will hear each opinion, but ultimately act as one.

- ✓ We will speak candidly and courteously to each other and listen to dissenting or different viewpoints with an open mind.
- ✓ We will help each other to depersonalize disagreements.
- ✓ Once we reach a decision or compromise as a board, we will each support the will of the Board in word and deed.

■ The President (or designee) will speak as the official voice of the Board.

- ✓ A single Board Member will not represent the Board without the consent of the Board.
- ✓ Board Members making personal statements (in any format, including speeches, articles, social media posts, etc.) should clearly state that these statements are their opinion and not the position of the Board.

■ We will be mindful of the different roles and responsibilities throughout the school system and maintain a focus on policy and governance.

■ We will be aware of the different roles that we play as individuals (Board Member, community member, parent, etc.).

■ We will be focused on our work as a Board and not interfere with the day-to-day operations of the school district, which is the responsibility of the Superintendent.

■ We will maintain open communication with each other, the administration, and the community-at-large.

- ✓ Information shared with one Board Member will be shared with all members.

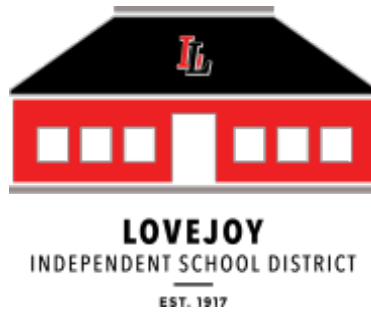


Lovejoy Independent School District
Board of Trustees

Governance Protocols

2023 - 2024





Board of Trustees Governance Protocols

We agree to employ the following protocols in all of our interactions.

■ Developing the Board Agenda

- ✓ In consultation with the Board President, the Superintendent shall prepare the agenda.

■ Placing Items on The Board Meeting Agenda

- ✓ Board Members will request to the Board President, in writing, any item(s) they wish to have considered for placement on the agenda.

■ Obtaining Information About Board Meeting Agenda Items Before the Meeting

- ✓ Board Members will contact the Superintendent with any questions regarding the agenda prior to the meeting.

■ Responding to Staff or Community Complaints at Board Meetings

- ✓ Board Members will not engage in dialogue with a speaker during public comments, but may provide specific factual information or recite existing policy to clarify some inquiries or issues.

■ Responding to Staff or Community Complaints Outside of Board Meetings

- ✓ Board Members will refer the staff or community member through the proper channel of communication (teacher, principal, etc.) and advise the Superintendent of the conversation.

■ Communications Between and Among Board Members

- ✓ Board Members are encouraged to communicate via phone call.

■ Communications Between Board Members and The Superintendent

- ✓ Board Members are encouraged to communicate with the Superintendent via phone calls and in-person meetings.
- ✓ Board Members will communicate all requests for information to the Superintendent.

■ Communications with The Media

- ✓ The Board President is the official spokesperson of the Board.
- ✓ A Board Member who is contacted by the media should refer them to the Superintendent or Board President as appropriate.

■ Use of Social Media

- ✓ Board Members are discouraged from using social media regarding school district business.

■ Notification of Official Visits to School Sites

- ✓ Board Members will notify the Superintendent prior to visits to school sites in their official capacity.

■ Notification of Official Visits to School Events

- ✓ Board Members are encouraged to attend public events, receptions, dedications, and other campus events. Notifying the Superintendent in such cases is not required; however, Board Members will be cognizant of Open Meeting Act requirements.

■ Professional Development

- ✓ All Board Members will meet or exceed the requirements for Professional Development as mandated by the State of Texas.

■ Participation in School Board Meetings and Trainings

- ✓ All Board Members will strive for 100% attendance at School Board meetings and required trainings.

■ Evaluation of the Superintendent

- ✓ The Board of Trustees evaluates the Superintendent on an annual basis.

■ Board Priorities

- ✓ The Board of Trustees monitors Board Priorities through updates at monthly Board Meetings and during the Superintendent's evaluations. School Board Priorities are established annually.

■ Board Self-Evaluation

- ✓ The Board of Trustees should evaluate itself on an annual basis.

■ Strategic Planning

- ✓ The Board of Trustees monitors and evaluates the strategic plan annually.





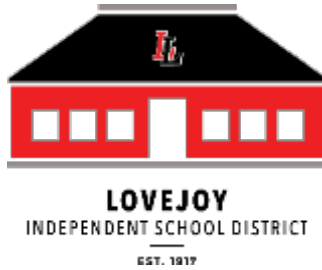
Lovejoy Independent School District

Board of Trustees

Board Operating Procedures

2023 - 2024





Board of Trustees Operating Procedures

Election of Board Members

Board Policy BBB

- The Board is composed of seven members, all of whom are elected by place. Board elections are held in alignment with the May uniform election dates.
- A meeting will be held not earlier than the 3rd day and not later than the 11th day after the election to canvass returns and to prepare a certificate of election for each candidate elected to office. *Board Policy BBBB(LEGAL)*
- The new Board will meet at the next regularly scheduled meeting after the results are canvassed to elect the following Board Officers: President, Vice-President, and Secretary. *Board Policy BDAA(LEGAL)*
 - The Board President may appoint a Board Member to facilitate the discussions about Board Officer selection or arrange for an independent facilitator to assist the Board in the completion of the process. In the event that the Board President has not been re-elected, the Board Secretary conducts an election to select a temporary chair. When selected, the temporary chair conducts the election of the President then relinquishes the chair to the new President who either conducts elections for the remaining officers or appoints a facilitator.
 - Characteristics/responsibilities: Each year the Board will determine by consensus the leadership characteristics and responsibility of each officer position.
 - Statements: Each Board member shall individually express his or her desires regarding Board service.
 - Removal from consideration: An individual member may remove himself or herself from consideration for any or all offices of the Board,
 - Consensus: Board members shall make their desires for officer selection known in a consensus-building manner. Because boards require that their officers perform specific leadership duties, it may be advisable to discuss the qualifications, experience, or willingness to serve of the nominees for a given office before voting. Since there is an exception to the Open Meetings Act which allows the board to deliberate the appointment of a public officer in a closed meeting, the board may choose to go into closed session to discuss the merits of nominees for a given office before returning to open session to take the vote. (Texas Education Code Section 551.074)
 - Nominal Group Technique: If more than one trustee expresses interest in serving in a particular office the Board shall engage in discussion in an effort to reach consensus.
 - The facilitator may guide the Trustees through structured strategies such as a modified nominal group technique or other consensus-building activity to provide information to

the Board members that may guide them during the official nomination and election process in the public board meeting.

- Officer elections: Board members shall vote for Board officers during the public meeting. Elections for each office shall be commenced by nomination. A second is not required. The chair allows for as many nominations as are desired. If more than one person is nominated for an office, *Robert's Rules of Order, Newly Revised* will serve as a guide for voting. The candidate who receives a majority of the votes for a particular officer position cast by board members present when the vote occurs shall be elected to that officer position.
- If possible, the Board President and a currently seated Board member will visit with the new Board member prior to the first regularly scheduled meeting after election results are canvassed.
- The Board will offer orientation and training to new members in the Board's governance process.

Activities Related to Elections

Board Policy BBB

- Election Activities
 - Board members will follow all applicable laws in all campaign activities.
 - Neither the Board, as a body corporate, nor any Board member individually, will use District funds or other resources to electioneer for or against any candidate, measure or political party (Texas Education Code 11.169).
- Endorsements
 - Seeking Endorsements
 - No Board member seeking re-election to the Board will solicit District employees for endorsement during such employee's work hours or at any time while on District property.
 - Providing Endorsements
 - The Board, as a body corporate, will not endorse any candidate running for any public office.
 - Recognizing that the Board operates as a non-partisan elected body that works with other elected officials in its duties, individual Board members should exercise heightened caution when providing a personal endorsement to any candidate.
 - If an individual Board member chooses to provide an endorsement to a candidate for elected office, the Board member shall clarify they are communicating in a personal capacity and make no reference to the Trustee's role as a Lovejoy ISD Board member.
- Definitions
 - Endorse means the intentional act of giving one's public support or approval.

Roles and Official Duties of Board Officers and Members

Board Policy BBE and BDAA

- The Board President ensures the integrity of the Board's processes and serves as the Board's official spokesperson. Accordingly, the President has the following authority and duties:
 - Monitor Board behavior to ensure that it is consistent with its own rules and policies and those legally imposed upon it from outside the organization.
 - Conduct and monitor Board meeting deliberations to ensure that only Board issues are discussed;
 - Appoint Committees;
 - Call Special Meetings;
 - Ensure that the Board meeting deliberations are fair, open, and thorough, but also efficient, timely, orderly, and to the point;
 - Chair Board meetings with all the commonly accepted power of that position as described in Robert's Rules of Order, and with voting rights;
 - Conduct periodic self-assessments to ensure process improvement.
 - Facilitate communication between Board members;
 - Facilitate agenda planning (including consent agenda items), development, and ordering of agenda items during meetings;
 - Act as the Board's spokesperson to the media.
 - Compile and facilitate the summative evaluation of the Superintendent.
 - Represent the Board to outside parties in announcing Board-stated positions and in stating decisions and interpretations with the areas assigned to the President, delegating this authority to other Board members when appropriate, but remaining accountable for its use.
 - Sign contract, resolutions, and legal documents authorized by the Board.
- Board Vice President
 - Act in the capacity and perform the duties of the President of the Board in the event of the absence, disability, or resignation of the President.
 - Become President only upon being duly elected to the position by the Board.
- Board Secretary
 - Ensure that accurate records of Board meetings are kept.
 - Act in the capacity and perform the duties of the President of the Board in the event of the absence, disability, or resignation of the President and Vice-President.
 - Sign contracts, resolutions, and legal documents authorized by the Board.
- Board Members
 - Board members should aim to attend 100% of scheduled meetings.
 - Board members should communicate absences to Board meetings or district events, with as much notice as possible, to the Superintendent or Board President.
 - No Board member or officer has authority outside of the Board meeting.
 - No Board member or officer has the authority to represent the Board or commit the Board without consent or action from the Board during a Board meeting.
 - No Board member can direct employees in regard to performance of their duties.
 - Board members will, when acting in the role of a parent in communication with staff, make it clear that actions are as a parent and not as a Board member.

- Board members are expected to complete all continuing education requirements. *Board Policy BBD (LEGAL)*

Developing Board Meeting Agendas

Board Policy BE

- To accomplish its stated objectives, the Board develops and follows an annual Board Activity Calendar that includes a schedule for significant aspects of the Board's upcoming work, including monitoring of District performance, matters related to the District budget, bond and facility work, contracts, policies, personnel, evaluation of the Superintendent, and other items pertaining to major business of the Board.
- Placing Items on the Agenda
 - In consultation with the Board President, the Superintendent shall prepare the agenda for all Board meetings.
 - Board members must request to the Board President, in writing, any item(s) they wish to have considered for placement on the agenda.
 - Items may be placed on the agenda by the Superintendent, the Board President, any Board Member with approval of the President, or through a request by any two Board Members.
 - In accordance with the Texas Open Meetings laws, no person can place an item on the agenda less than 72 hours in advance of the meeting, except in an emergency as per Texas Government Code.
 - The Superintendent's office is responsible for the posting of the agenda no later than 72 hours before the meeting in accordance with Chapter 551 (Open Meetings Act) of the Texas Government Code
 - The order in which posted agenda items are taken may be changed by a consensus of Board Members.
 - Should a member wish to remove an item from the consent agenda, it will be discussed as a separate action item. *Board Policy BE(LOCAL)*
 - The School Board may consider items as part of its consent agenda, including, but not limited to the following:
 - Routine items
 - Annual renewals and TEA items
 - Budget amendments
 - Gifts, donations, and bequests
 - Financial information
 - Minutes of Board meetings
 - Minutes of joint meetings
 - Updates of board policy
 - Routine personnel items
 - Routine bid recommendations
 - Contracts
 - Board members are encouraged to review Board meeting materials in advance of meetings and advise the Board President, Superintendent, or Superintendent's designee of questions or concerns on agenda items before the Board meeting.

Board Meetings

Board Policy BE

- The Lovejoy ISD Board of Trustees normally will meet on the fourth Monday of each month with meetings normally beginning at 7:00 p.m. Additional meetings on specific topics will be scheduled by the Board as needed. The Board President may call a special or emergency meeting at the request of three or more Board members as provided in Chapter 551 (Open Meetings Act) of the Texas Government Code.
- Four members present constitute a quorum for a meeting.
- The Board will hold itself accountable for governing with excellence. This self-discipline of excellence applies to attendance, beginning meetings on time, preparation for meetings, adherence to policymaking principles, respect of roles, active participation in the monitoring process, and ensuring effective governance capability into the future.
- The Board shall observe the parliamentary procedures as outlined in *Robert's Rules of Order Newly Revised*, except as otherwise provided in Board procedural rules or by law.
 - All discussion shall be directed solely to the business currently under deliberation.
 - The presiding officer has the responsibility to keep the discussion to the motion at hand and shall halt discussion that is not germane to the business before the Board.
 - The presiding officer shall recognize a Board member wishing to comment.
- For the most updated information on meetings, visit the [LISD Board of Trustees website](#) and click on the Public Meetings.
- Public Comments/Public Participation
 - The Board encourages citizens to make their comments, concerns and ideas known to the Board during the Public Comments segment of the meeting. Persons may address the Board on agenda or non-agenda items at regularly scheduled Board meetings.
 - At regular Board meetings, the Board shall permit public comment, regardless of whether the topic is an item on the agenda posted with the notice of the meeting. Public Comments related to Board agenda items will normally be held after the call to order, Pledge of Allegiance, and recognitions. A person wishing to address the Board shall sign up fifteen minutes prior to the beginning of the meeting. On the day of the meeting, the sign-up sheets for Public Comments will be available at the meeting location. Each citizen should sign up personally. The LISD Board seeks to conduct its meetings in a polite, professional manner, and would appreciate Public Comments being shared in a similar fashion.
 - An individual's comments may not exceed five minutes per meeting. When necessary for effective meeting management or to accommodate large numbers of individuals wishing to address the Board, the presiding officer may make adjustments to public comment procedures, included, but not limited to, adjusting the time allotted to each speaker. Speakers may not "donate" their time to other speakers.
 - The Board does not allow the use of video, slide, or other electronic presentations.
 - If citizens bring a written statement or support materials, they should provide enough copies for the seven Board members and the Superintendent.

- Specific complaints about individual district personnel shall be processed through the District's grievance policies DGBA (Employee), FNG (Parent/Student), and GF (Public) (LOCAL).
 - The Board will not engage in dialogue with the speaker during the Board meeting. However, the Board or Superintendent may provide specific factual information or recite existing policy to clarify some inquiries or issues.
 - The Board shall not deliberate or make decisions regarding any subject that is not on the posted agenda. The presiding officer shall recognize Board members prior to any member asking clarifying questions or making statements to the Board. Board members may direct the Superintendent to investigate item(s) and report back to the Board as appropriate.
 - The Board shall not tolerate disruption of the Board meeting by members of the public. If, after one warning from the presiding officer, any person continues to disrupt the meeting by words or actions, the person shall be removed from the meeting.
 - Signs or placards brought to a Board meeting shall not block the vision of those attending the meeting.
- Board Response to persons addressing the Board during Public Comments
Board Policy BE
 - The Board President, when necessary, may direct the Superintendent to investigate item(s) and report back to the Board through transmittal or at a designated meeting.
 - The Board President shall recognize Board Members prior to any Member asking clarifying questions or making statements to the Board. There can be no deliberation among the board unless the item appears on the agenda.
 - When appropriate, the Superintendent or Board President will provide specific factual information in response to inquiries by members of the public.

Closed Meetings

Board Policy BEC(LEGAL)

- The Board must convene in open session with proper posting prior to the presiding officer announcing a recess into closed meeting. During a closed meeting, the Board can deliberate properly posted items but may not take any actions related to those items. All Board actions, including voting, must occur in open session.
- The Board may only discuss those items listed on the closed session agenda as limited by law which includes:
 - Personnel issues
 - Items which violate the right to privacy as defined by the Texas Open Meetings Act and Texas Open Records Act
 - Legal discussion with counsel
 - Legal discussion regarding real estate
 - Evaluation of the Superintendent
- Discussions and information shared during executive session shall remain confidential until officially made available to the public.

- The Board shall keep a certified agenda of the proceedings of each closed session. Certified agendas are to be sealed, kept confidential, and stored in a locked place in accordance with retention schedules and Board policy.

Voting

Board Policies BDAA and BE

- No item shall be acted upon by the Board unless the item is posted in the public notice for the meeting.
- When an item for action on the agenda is reached, the following procedure will apply:
 - The Presiding officer shall announce the item for action.
 - The Superintendent or appropriate staff member may make a comment, statement, recommendation, or presentation regarding the item.
 - The Board may discuss the item and raise questions.
 - Action is taken by means of a motion and a second, followed by a vote of Board members present. The Board also has the option of not taking action on an item.

Board Priorities

- The Board of Trustees monitors Board Priorities through updates at monthly Board meetings and during the Superintendent's evaluations.
- Board Priorities are established annually.

Evaluation of The Superintendent

Board Policy BJCD

- The Superintendent evaluation will be conducted on an annual basis.
- Board Members will complete all Superintendent evaluation documents within requested timelines.
- The Superintendent will supply the Board Members with written documentation of her progress towards the district goals.
- The Board will meet in closed session to discuss the evaluation and reach consensus.
- The Board will review the evaluation, contract and salary with the Superintendent.
- The summative evaluation will occur no later than the end of April.
- The formative evaluation will occur no later than the end of January.

- There will be periodic updates prior to the summative evaluation each year.

Evaluation of the Board

Board Policy BG

- The Board shall perform a self-review or evaluation in a closed meeting.
- The Board review shall take place annually.
- The Board Governance Norms, Protocols and Operating Procedures and Board Member Code of Ethics shall be included in the review or evaluation. *Board Policy BBF(LOCAL)*

Board Member Ethics

Board Policy BBF(LOCAL)

- Main Tenants of Board Member Ethics
 - Equity in Attitude
 - Trustworthiness in Stewardship
 - Honor in Conduct
 - Integrity of Character
 - Commitment to Service
 - Student-Centered Focus
- Board Member Ethics
 - I will be fair, just, and impartial in all my decisions and actions.
 - I will accord others the respect I wish for myself.
 - I will encourage expressions of different opinions and listen with an open mind to others' ideas.
 - I will be accountable to the public by representing District policies, programs, priorities, and progress accurately.
 - I will be responsive to the community by seeking its involvement in District affairs and by communicating its priorities and concerns.
 - I will work to ensure prudent and accountable use of District resources.
 - I will make no personal promise or take private action that may compromise my performance or my responsibilities.
 - I will tell the truth.
 - I will share my views while working for consensus.
 - I will respect the majority decision as the decision of the Board.
 - I will base my decisions on fact rather than supposition, opinion, or public favor.
 - I will refuse to surrender judgment to any individual or group at the expense of the District as a whole.
 - I will consistently uphold all applicable laws, rules, policies, and governance procedures.
 - I will not disclose information that is confidential by law or that will needlessly harm the District if disclosed.

- I will focus my attention on fulfilling the Board’s responsibilities of goal setting, policymaking, and evaluation.
- I will diligently prepare for and attend Board meetings.
- I will avoid personal involvement in activities the Board has delegated to the Superintendent.
- I will seek continuing education that will enhance my ability to fulfill my duties effectively.
- I will be continuously guided by what is best for all students of the District.

Communications

Board Policy BBE

- In order to build and maintain productive and effective relationships between the Board and the Superintendent, both the Board and the Superintendent will maintain a system of communication and interaction that builds upon mutual respect and trust. Accordingly, the Board and the Superintendent will:
 - Exercise courteous honesty in all written and interpersonal interaction, avoid misleading information;
 - Demonstrate respect for the opinions and comments of each other;
 - Focus on issues rather than on personalities;
 - Maintain focus on common goals;
 - Communicate with each other in a timely manner to avoid surprises;
 - Criticize privately, praise publicly;
 - Maintain appropriate confidentiality;
 - Openly share concerns, information, knowledge, and agendas;
 - Make every reasonable effort to protect the integrity and promote the positive image of the district and each other;
 - Respond in a timely manner to requests and inquiries from each other.
- The Board as a whole is committed to and encourages community input through surveys, public forums and on-going communications activities.
- Board Members who attend functions of interests to the Board as a whole will communicate items of interest to all Board Members and the Superintendent.
- Individual Board Members cannot represent the Board or commit the Board outside of Board Meetings without consent from the Board on any issue that has not been acted on.
- Only the Board President, or designee of the Board President, will reply to letters or emails addressed to all Board members. The Superintendent’s office will ensure all Board members receive a copy of the response.
- With respect to providing information and counsel to the Board, the Superintendent shall not fail to give the Board as much information as necessary to allow Board members to be adequately informed.

- The Superintendent will communicate information in a timely fashion to all Board members through:
 - Board meetings and executive sessions;
 - Board correspondence;
 - Telephone calls;
 - One-on-one meetings.
- Board members are encouraged to communicate with the Superintendent via phone calls and in-person meetings.
- Correspondence related to formal complaints or grievances, as described in Board Policies DGBA, FNG, and GF (LEGAL and LOCAL) will not be forwarded to Board members in order that they may maintain their objectivity pertaining to matters that may require Board action in the future. The sender will be notified with an explanation of the decision not to forward the communication.
- Board Response to Contacts/Correspondence
 - Individual Board members may communicate with members of the community as they deem appropriate. While Board members strive to be responsive to stakeholders, it is not possible for them to respond to every inquiry due to the volume of correspondence.
 - Letters and faxes addressed to individual Board Members and received in the Superintendent's office are delivered to that Board Member at the next Board meeting. If an item is urgent or time sensitive, the Board Member is contacted by email or telephone before the meeting.
 - Citizens may contact the Board of Trustees by email.
 - If a Board member responds to an inquiry in writing, he or she will copy the Superintendent's office who will determine whether information needs to be added to the Superintendent's weekly memo to the Board.
 - The Board of Trustees encourages input, and the confidentiality of individuals will be maintained when possible and requested. Anonymous calls or letters will not receive a response and will not result in directives to the administration.
- Board Members should operate within appropriate guidelines when communicating on social media regarding school district business. The following are suggested guidelines for Board Members using social media in their role as public officials:
 - Clarify that you are communicating as an individual member of the Board, and not an official district spokesperson.
 - Avoid deliberating school district business with a quorum of the Board.
 - Direct complaints or concerns presented online to the appropriate administrator.
 - Avoid posting content indicating you have already formed an opinion before a due process hearing.
 - Ask for community input to be provided through appropriate channels, but do not allow your social network to direct your decisions as a trustee.
 - Post only content that the district has already released to the public.
 - When attempting to restate what happened at a previous Board Meeting, clarify that the posting is not an official record of the Board Meeting and share information only from the open portions of the meeting.

- Conduct yourself online in a manner that reflects well on the district; avoid posting information that has not been verified and made public by the district; and never post anonymously about school business or repeat rumors.
- Immediately report suspected illegal activities and harassing or defamatory communications that involve school officials, staff, students, or district business to the Superintendent.
- Realize that by using a personal account to conduct official school district business, your account may become a public forum under the First Amendment.
- Retain electronic records – including your own posts and content others post to your account – when required to do so by the district’s records retention schedule.
- Comply with the district’s acceptable use policy when using district-issued devices or technology resources and immediately report to the district any potential security breach if you lose control or possession of confidential district records

Administration Response to Contacts/Correspondence

- All correspondence addressed to the Superintendent or administration will be routed to the appropriate staff members.
- The appropriate staff members will investigate the issues raised in the correspondence and will respond in a reasonable and appropriate manner. It is the goal of the administration to respond to correspondence within ten working days.
- The LISD administration encourages input. Anonymous calls or letters, however, will not receive a reply from the administration. If requested, confidentiality of the person writing the correspondence will be maintained when possible.

Individual Board Member Requests for Information or Reports

Board Policy BBE

- An individual Board member, acting in his or her official capacity, has the right to seek information pertaining to District fiscal affairs, business transactions, governance, school operations, and personnel matters, including information that properly may be withheld from members of the general public in accordance with the Public Information Chapter of the Government Code. Written responses to information requests from the Board will be distributed to all Board members in a timely manner.
- Individual members shall not have access to confidential student records unless the member is acting in his or her official capacity and has a legitimate educational interest in the records. In such cases, individual members shall seek access to the records from the Superintendent. At the time access to the records is provided, the Board member shall be advised of his or her responsibility to comply with confidentiality requirements.

- Individual Board members shall not issue formal written or oral requests for information directly to campus principals or other administrators not designated as Board contacts. Board members may e-mail or call the Superintendent to ask questions or request information.
- No individual Board Member shall direct or require District employees to prepare reports derived from an analysis of information in existing District records or to create a new record compiled from information in existing District records. Directives to the Superintendent or other custodian of records regarding the preparation of reports shall be by Board action.

Citizen or Employee Request/Complaint to Individual Board Member

- If parents, students, or other members of the public bring concerns or complaints to an individual Trustee, the Board member should listen to the complaint to better understand the critical issues, unless it relates to a formal complaint or grievance already filed under Board Policies DGBA, FNG, or GF and upon which the Board may be requested to take action. If a formal process is not underway, the Board member should take the following steps:
 - Refer the parent, student, citizen to the administrator who is in the best position to assist in addressing the concern or complaint.
 - Make the citizen aware of the District policies and procedures, including due process (GF(LOCAL)) in place to address citizen concerns or complaints and remind them that Board members must remain impartial in case the matter requires future Board action.
 - Notify the Superintendent.
- If employees bring concerns or complaints to an individual Trustee, the Board member should listen to the complaint to better understand the critical issues, unless it relates to a formal complaint or grievance already filed under Board Policies DGBA and upon which the Board may be requested to take action. If a formal process is not underway, the Board member should take the following steps:
 - Remind the employee of the due process procedure and remind them that Board members must remain impartial in case the matter requires future Board action.
 - Refer the employee to the administrator who is in the best position to assist in addressing the concern or complaint.
 - Notify the Superintendent.
- If a concern or complaint directly pertains to the Board's own actions or policy, for which there is no administrative remedy, a Board member may request that the issue be placed on a Board agenda.

Media Inquiries to The Board

- The Board President serves as the official spokesperson for the Board. However, under special circumstances, the Board may elect to appoint a different spokesperson for the Board.
 - A Board member who receives calls from the media should refer them to the Superintendent or Board President, as appropriate.

- Individual Board members who are asked for individual comments or opinions by the media are to qualify those statements as being the opinion of the individual Board member and not representative of the Board as a whole or the school district.

Board Member Visits to A School Campus

Board Policies BBE and GKC

- Board members are encouraged to attend public events, receptions, groundbreakings, dedications, ribbon cuttings, and other campus events. In such cases, notifying the Superintendent is not necessary; however, Board members must be cognizant of whether a quorum attends the event and Open Meeting Act requirements.
- Board members who wish to visit a campus to view a program or activity in their official capacity shall notify the Superintendent and coordinate the visit with the principal. At no time will Board members visit campuses or other school programs in an attempt to evaluate personnel.
- These guidelines do not pertain to visits as a parent or as a spectator to school events. Board members with children enrolled in the school district are entitled to the same rights, privileges, and courtesies as all other parents or guardians. However, when engaging in conferences or interactions with school personnel as a parent, a Board member shall not let his/her official position interfere or dictate decisions that should be fair and impartial.

Board Training Requirements

Board Policy BBD(LEGAL)

- The Board must meet minimum annual requirements for training from April to April of the following year.
- At the last regular April Board Meeting, the current board president must announce the name of each board member who has completed/exceed/or is deficient in the required continuing education as required by 19 Tex. Admin Code 61.1 (j).
- The entire board shall participate with their superintendent in a team-building session which shall be held annually and be at least three hours in length. The purpose of the team-building is to enhance the effectiveness of the Board-Superintendent team and to assess the continuing education needs of the Board-Superintendent team.

Travel Reimbursement

Board Policy BBG(LEGAL)

- Reimbursement to Board members for reasonable travel expenses for attendance at regional, state, or national conventions, conferences, and workshops shall be made by the District when attendance is authorized and deemed by the Board to be necessary to conducting the business of schools.

- The District may not pay the travel expenses of spouses and other persons who have no responsibilities or duties to perform for the Board when they accompany a Board member to Board- related activities.

Conflicts of Interest

Board Policy BBFA

- Board members are expected to avoid conflicts of interest involving any matter pending before the Board. A conflict of interest is deemed to exist when a member is confronted with an issue in which the member has a personal or pecuniary interest or an issue or circumstances that could render the member unable to devote complete loyalty and singleness of purpose to the public interest. Accordingly:
 - If a Board member has a substantial personal or private interest in any matter pending before the Board, the member shall disclose such interest to the Board and shall not vote on the matter.
 - A member of the Board shall not also be an employee of the district, nor shall a member receive any compensation for services rendered to the district. This provision shall not prohibit members from receiving reimbursement for authorized expenses incurred during the performance of Board duties.
 - The Board shall not enter into any contract with any of its members or with a firm in which a member has a financial interest unless one or more of the following conditions apply:
 - The contract is awarded to the lowest responsible bidder based upon established competitive bidding procedures; or
 - The Board member is the highest bidder for merchandise sold at a public auction.
- A Board member is expected to avoid conflict of interest in the exercise of the member's fiduciary responsibility. Accordingly, a Board member may not:
 - Disclose or use confidential information acquired during the performance of official duties as a means to further the Board member's own personal financial interests or the interests of a member of the Board member's immediate family;
 - Accept a gift of substantial value or economic benefit which would tend to improperly influence a reasonable person, or which the Board member knows or should know is primarily for the purpose of a reward for official action;
 - Engage in a substantial financial transaction for private business purposes with a person whom the Board member directly or indirectly supervises;
 - Perform an official act, which directly confers an economic benefit on a business in which the Board member has a substantial financial interest or is engaged as a counsel, consultant, representative or agent.
- A Board member must file all required disclosures in accordance with Board Policies BBFA(LEGAL) and BBFA(LOCAL).
- A Board member must provide information for the District financial management report.
- Prohibited Practices
 - Bribery
 - Illegal Gifts

- Honoraria and Expenses
- Abuse of Office
- Nepotism
- Former Board Member Employment
- Incompatibility of Office
- Depository Conflict
- Instructional Materials Violation

Addressing Board Member Violations

Board Policy BBC(LEGAL)

- The Board and each of its members are committed to faithful compliance with the provisions of the Board's policies. In the event of a member's willful violation of policy, the Board will seek remedy by the following sequential process:
 - Private conversation between the offending member and the Board president or other Trustee;
 - Discussion in executive session between the offending member and the full Board; and
 - Upon an affirmative vote of a simple majority, public censure of the offending member of the Board.

Reviewing the Board Operating Procedures

- Board of Trustees Governance Policies and Operating Procedures will be reviewed and updated each year and will be part of Board training.

Graduation Participation

- Board Members shall make every effort to attend graduation.
- Former Board Members will be invited to participate in graduation if they have a student or relative graduating.
- Outgoing board members from the current year will be a special guest at graduation.
- Only Board Members, current or past, are permitted to present diplomas during the graduation ceremony.



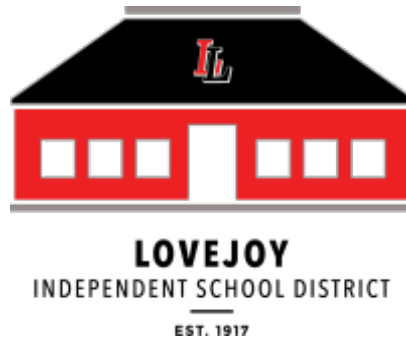
Lovejoy Independent School District

Board of Trustees

Violations of Governance Norms, Procedures and Operating Procedures

2023 - 2024





Violations of Governance Norms, Protocols and Board Operating Procedures

Violations of governance norms, protocols and operating procedures will result in the following actions.

■ Violation One

- ✓ The President of the Board will have a verbal discussion with the violating Board Member(s).

■ Violation Two

- ✓ A written communication will be sent to the Board Member(s) from the President of the Board. All Board Members will be copied on the communication.

■ Violation Three

- ✓ The Board of Trustees may determine the appropriate sanction depending on the violations, with examples including restricting communication, access to schools, etc.

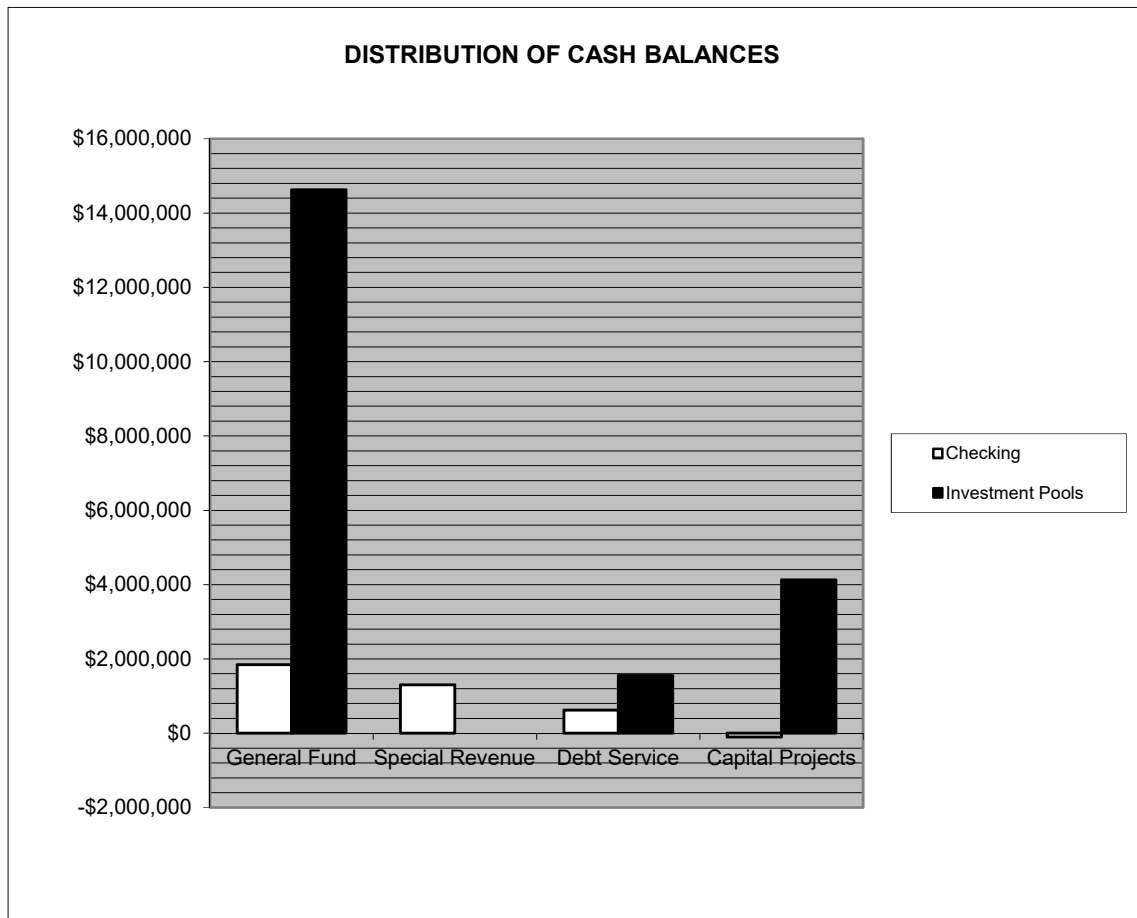
■ Violation Four

- ✓ The Board of Trustees may discuss the violation with the School Board Member at a public Board Meeting.

11.E. Consider Approval of the Monthly Finance Report
Presenter: Thomas Willman, Chief Financial Officer

**Lovejoy ISD
Cash Position by Fund
August 31, 2022**

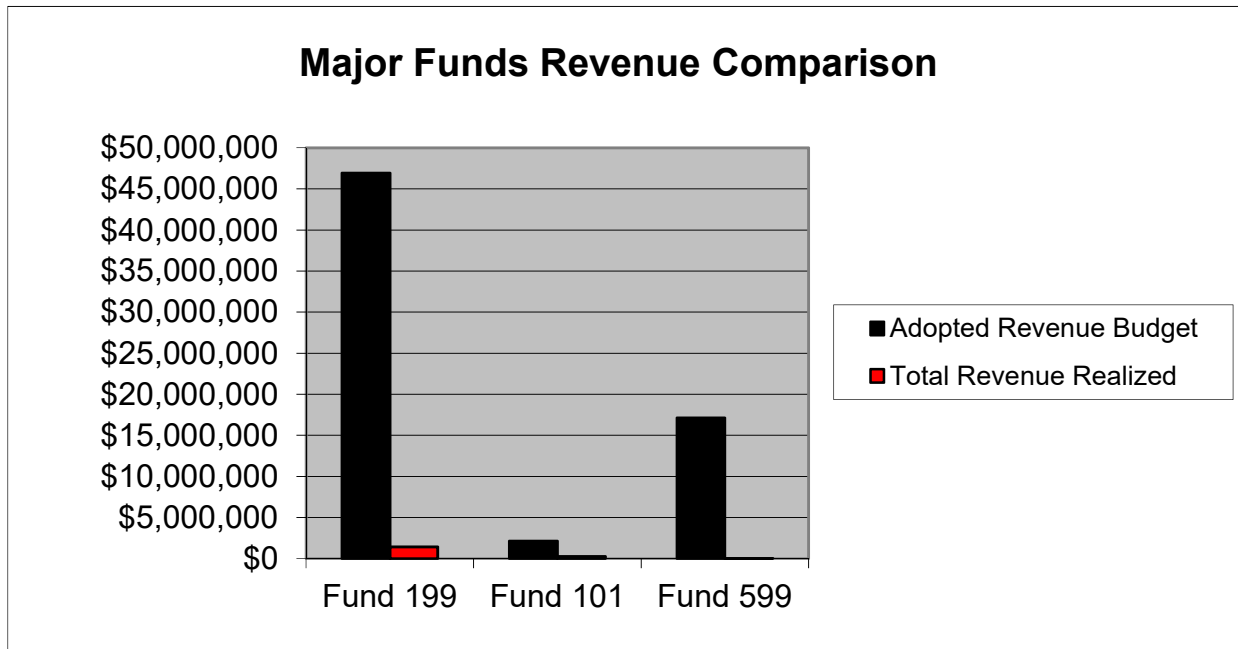
	<u>Checking</u>	<u>Investment Pools</u>	<u>Total</u>
General Fund	\$1,846,234	\$14,626,548	\$16,472,782
Special Revenue	\$1,306,042	\$0	\$1,306,042
Debt Service	\$625,824	\$1,549,699	\$2,175,523
Capital Projects	-\$102,476	\$4,128,419	\$4,025,943
Total	\$3,675,624	\$20,304,666	\$23,980,290



Summary of 2023-2024

Lovejoy ISD
Comparison of Major Funds Revenue Realized to Estimated Revenue
August 31, 2022

	Fund 183- 199 General Funds	Fund 101 Child Nutrition	Fund 599 Debt Service	<u>Total</u>
Adopted Budget	\$43,416,316	\$1,942,570	\$18,304,370	\$63,663,256
% of Adopted Budget	68%	3%	29%	100%
Local Revenue	\$1,416,067	\$234,468	\$29,187	\$1,679,722
State Revenue	\$0	\$0	\$0	\$0
Federal Revenue	\$1,148	\$0	\$0	\$1,148
Total Revenue Realized	\$1,417,215	\$234,468	\$29,187	\$1,680,870
YTD Realized % of Approved	3%	12%	0%	3%
Remaining Balance	\$45,503,904	\$1,864,166	\$17,084,678	\$64,452,748



Lovejoy ISD
Comparison of Budget to Actual Expenditures
August 31, 2022

	Fund 183- 199 General Funds	Fund 101 Child Nutrition	Fund 599 Debt Service	<u>Total</u>
Adopted Budget	\$41,354,591	\$1,927,023	\$18,304,370	\$61,585,984
% of Adopted Budget	67%	3%	30%	100%
Actual Expenses by Object				
6100 - Salaries and Benefits	\$1,685,890	\$44,552	\$0	\$1,730,442
6200 - Contracted and Professional Services	\$413,185	\$5,925	\$0	\$419,110
6300 - Supplies and Materials	\$478,339	\$85,437	\$0	\$563,776
6400 - Other Operating	\$514,974	\$837	\$0	\$515,812
6500 - Debt	\$0	\$0	\$2,465,309	\$2,465,309
6600 - Capital Outlay	\$0	\$0	\$0	\$0
Total Actual Expenditures	\$3,092,388	\$136,751	\$2,465,309	\$5,694,449
Actual Expenditure by Function				
11 - Instruction	\$375,751	\$0	\$0	\$375,751
12 - Library/Media	\$21,288	\$0	\$0	\$21,288
13 - Staff Development	\$129,249	\$0	\$0	\$129,249
21 - Instructional Leadership	\$33,708	\$0	\$0	\$33,708
23 - Campus Admin	\$322,297	\$0	\$0	\$322,297
31 - Guidance/Counseling	\$125,850	\$0	\$0	\$125,850
33 - Health Services	\$12,639	\$0	\$0	\$12,639
34 - Student Transportation	\$126,717	\$0	\$0	\$126,717
35 - Child Nutrition Services	\$0	\$136,751	\$0	\$136,751
36 - Extra Curricular	\$101,203	\$0	\$0	\$101,203
41 - General Administration	\$316,074	\$0	\$0	\$316,074
51 - Plant Maint & Operations	\$888,943	\$0	\$0	\$888,943
52 - Security	\$139,479	\$0	\$0	\$139,479
53 - Data Processing	\$285,056	\$0	\$0	\$285,056
61 - Community Services	\$38,801	\$0	\$0	\$38,801
71 - Debt Service	\$0	\$0	\$2,465,309	\$2,465,309
91 - Recapture	\$0	\$0	\$0	\$0
93 - Shared Services	\$0	\$0	\$0	\$0
95 - JJAEP	\$0	\$0	\$0	\$0
99 - Other Contracted Serv	\$175,335	\$0	\$0	\$175,335
Total Actual Expenditures	\$3,092,388	\$136,751	\$2,465,309	\$5,694,449
% Of Budget Expended	7%	6%	14%	
Standard % for this month	8%	8%	14%	
Variance from Standard %	-2%	-2%	0%	
Remaining Balance	\$43,828,309	\$2,310,608	\$14,648,556	\$60,787,472

** % of budget is calculated excluding funds for grants, special & minor project funds.

Summary of 2023-2024

Total Revenue Realized	\$1,417,215	\$234,468	\$29,187	\$1,680,870
Total Expenditures	\$3,092,388	\$136,751	\$2,465,309	\$5,694,449
Net Difference	(\$1,675,173)	\$97,717	(\$2,436,122)	(\$4,013,579)

11.F. Consider Approval of the Purchase of Cengage Learning Instructional Materials
Presenter: Thomas Willman, Chief Financial Officer



To place your order: select [Submit Customer Purchase Order Here](#)

Confidential Price Quote (6365670)

[Submit Customer Purchase Order Here](#)

7/27/2023

Pricing on this Proposal Guaranteed: **10/6/2023**

Presented To: Brie Smith, brie_smith@lovejoyisd.net

Prepared By: Gail Adams, (318) 745-5453, gail.adams@cengage.com

SHIP TO: LOVEJOY IND
SCHOOL DISTRICT
Brie Smith
259 COUNTRY CLUB
RD
ALLEN, TX 75002
USA

BILL TO: LOVEJOY IND
SCHOOL DISTRICT
Brie Smith
259 COUNTRY CLUB
RD
ALLEN, TX 75002
USA

Cengage Learning
ATTN: Order Fulfillment
10650 Toebben Drive
Independence, KY 41051
(800) 354-9706
<http://NGL.Cengage.com/CustomerSupport>

[View Quote in CAD](#)

Quoted Products: SS_EAP_Gap2year_LISD:Smith-Gap

Qty	Update Qty	Product	Price	Quoted Price	Total
225		Earth and its Peoples, 7th Updated Edition, AP Edition, K12 MindTap (2-year access) Bulliet/Crossley/Headrick/Hirsch/Johnson/Northrup 7th Edition [K12, 2022] 9780357866016 / 0357866010	\$72.50	\$50.00	\$11,250.00

Comments: **Processing Fee covers the costs of safely and efficiently onboarding K-12 students into our digital product whether through rostering, LMS integration, ClassLink integration, Google Classroom integration, self-registration or code-delivery. Fee covers careful handling of data to ensure privacy and accuracy along with the updating and handling of onboarding systems.**

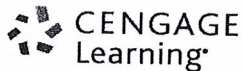
Sub-Total: \$11,250.00
Processing Fee: \$1,125.00

TOTAL: \$12,375.00
Total Savings: \$5,062.50

[Submit Customer Purchase Order Here](#)

Thank you for your interest in Cengage Learning products.

All information embodied in this document is strictly confidential and may not be duplicated or



To place your order: select Submit Customer Purchase Order Here

Confidential Price Quote (6350280)

[Submit Customer Purchase Order Here](#)

6/8/2023

Pricing on this Proposal Guaranteed: **9/29/2023**

Presented To: Kelly Cowan (469) 742-2183, kelly_cowan@lovejoyisd.net

Prepared By: Gail Adams, (318) 745-5453, gail.adams@cengage.com

SHIP TO: LOVEJOY IND
SCHOOL DISTRICT
Kelly Cowan
259 COUNTRY CLUB
RD
ALLEN, TX 75002
USA

BILL TO: LOVEJOY IND
SCHOOL DISTRICT
Kelly Cowan
259 COUNTRY CLUB
RD
ALLEN, TX 75002
USA

Cengage Learning
ATTN: Order Fulfillment
10650 Toebben Drive
Independence, KY 41051
(800) 354-9706
<http://NGL.Cengage.com/Customersupport>

Teacher online resources gratis at 50:1 ratio. Quote 2812565 for BIM Course 2 & 3 expires June 1, 2024. Line items for 2-year access for BIM Course 2 & 3 and Precalculus Web Assign on Quote 6350280 would expire June 2026.

[View Quote in CAD](#)

Quoted Products: GAP_BIL_7-AGA 3YRS SY 2023

Qty	Update Qty	Product	Price	Quoted Price	Total
410		BIM ALGEBRA 1 TEXAS STUDENT ED ITION ONLINE 3YR Larson 1st Edition [K12, 2016] 9781643129129 / 1643129120 <i>Digital access, 3 years</i>		\$40.00	\$16,400.00
390		BIM ALGEBRA 2 TEXAS STUDENT ED ITION ONLINE 3YR Larson 1st Edition [K12, 2016] 9781643129143 / 1643129147 <i>Digital access, 3 years</i>		\$40.00	\$15,600.00
433		BIM GEOMETRY TEXAS STUDENT EDI TION ONLINE 3YR Larson 1st Edition [K12, 2016] 9781643129136 / 1643129139 <i>Digital access, 3 years</i>		\$40.00	\$17,320.00
355		WA IAC K12AE PRECAL W/ LMITS T EXAS ED 2YR Larson 3rd Edition [STM, 2014] 9780357923030 / 0357923030 <i>Digital access, 2 years</i>		\$50.00	\$17,750.00
285		BIM COURSE 2 A BTS DYN STUD RE S OL 2YR LARSON 1st Edition [K12, 2014] 9798888028490 / 8888028498 <i>Digital access, 2 years</i>		\$35.00	\$9,975.00
96		BIM COURSE 3 A BTS DYN STUD RE S OL 2YR LARSON 1st Edition [K12, 2014] 9798888028520 / 8888028528 <i>Digital access, 2 years</i>		\$35.00	\$3,360.00

5	BIM ALGEBRA 1 DYNAMIC TEXAS TR P OL 3YR Larson 1st Edition [K12, 2016] 9781643129150 / 1643129155 <i>Teacher online access, 3 years</i>		\$0.00	FREE
4	BIM GEOMETRY DYNAMIC TEXAS TRP OL 3YR Larson 1st Edition [K12, 2016] 9781643129167 / 1643129163 <i>Teacher online access, 3 years</i>		\$0.00	FREE
3	BIM ALGEBRA 2 DYNAMIC TEXAS TR P OL 3YR Larson 1st Edition [K12, 2016] 9781643129174 / 1643129171 <i>Teacher online access, 3 years</i>		\$0.00	FREE
1	K-12 Product Training National Geographic Learning 1st Edition [K12, 2016] 9781337466196 / 1337466190 <i>One hour in person training. Date TBD.</i>		\$0.00	FREE

Comments: **Processing Fee covers the costs of safely and efficiently onboarding K-12 students into our digital product whether through rostering, LMS integration, Google Classroom integration, self-registration or code-delivery. Fee covers careful handling of data to ensure privacy and accuracy along with the updating and handling of onboarding systems.**

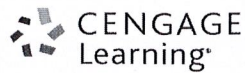
Sub-Total: \$80,405.00
+ Estimated Shipping and/or Process Fee: \$8,040.50

TOTAL: \$88,445.50
Total Savings: \$6,570.00

[Submit Customer Purchase Order Here](#)

Thank you for your interest in Cengage Learning products.

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To place your order: select Submit Customer Purchase Order Here

Confidential Price Quote (6365762)

[Submit Customer Purchase Order Here](#)

8/16/2023

Pricing on this Proposal Guaranteed: **9/30/2023**

Presented To: Mary Mullen (469) 742-8026, mary_mullen@lovejoyisd.net

Prepared By: Gail Adams, (318) 745-5453, gail.adams@cengage.com

SHIP TO: LOVEJOY IND
SCHOOL DISTRICT
Mary Mullen
259 COUNTRY CLUB
RD
ALLEN, TX 75002
USA

BILL TO: LOVEJOY IND
SCHOOL DISTRICT
~~Kari Sharpe~~
259 COUNTRY CLUB
RD
ALLEN, TX 75002
USA

Cengage Learning
ATTN: Order Fulfillment
10650 Toeppen Drive
Independence, KY 41051
(800) 354-9706
<http://NGL.Cengage.com/CustomerSupport>

Online access, 1 year

[View Quote in CAD](#)

Quoted Products: CTE/Health Science/BIM 1YR SY 2023

Qty	Update Qty	Product	Price	Quoted Price	Total
285		MindTap The New Perspectives Collection MindTap, Microsoft® Office 365® & Office 2019™ (1-year access), 1st Edition (K12 Instant Access) Carey/Pinard/Shaffer/Shellman/Vodnik 1st Edition [Skills, 2020] 9780357042700 / 0357042700 <i>Digital access 1 year</i>	\$35.00	\$35.00	\$9,975.00
205		Introduction to Health Care, 5th K12 MindTap (1-year access) Haroun/Mitchell 5th Edition [Skills, 2021] 9780357128053 / 0357128052 <i>Digital access 1 year</i>	\$35.00	\$35.00	\$7,175.00
20		Essentials of Pharmacology for Health Professions, 8th K12 MindTap (1-year access) Colbert/Woodrow 8th Edition [Skills, 2019] 9781337902588 / 1337902586 <i>Digital access 1 year</i>	\$35.00	\$35.00	\$700.00

Other Products Considered (not in quote)

Qty	Product	Price	Extended Price
102	MindTap Century 21 Accounting: General Journal, 11th Edition (K12 Instant Access) Gilbertson 11th Edition [K12, 2019] 9781337623179 / 1337623172 <i>Digital access 1 year</i>	\$35.00	\$3,570.00
6	Century 21 Accounting: Advanced, 11th Student Edition Gilbertson/Lehman/Passalacqua 11th Edition [K12, 2020] 9781337798808 / 1337798800	\$106.50	\$639.00

6	MindTap Century 21® Accounting Advanced(K12 Instant Access) Gilbertson/Lehman/Passalacqua 11th Edition [K12, 2020] 9781337799652 / 1337799653 <i>Digital access 1 year</i>	\$35.00	\$210.00	
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Comments: **Processing Fee covers the costs of safely and efficiently onboarding K-12 students into our digital product whether through rostering, LMS integration, ClassLink integration, Google Classroom integration, self-registration or code-delivery. Fee covers careful handling of data to ensure privacy and accuracy along with the updating and handling of onboarding systems.**

Sub-Total: \$17,850.00
 Processing Fee: \$1,785.00

TOTAL: \$19,635.00

[Submit Customer Purchase Order Here](#)

Thank you for your interest in Cengage Learning products.

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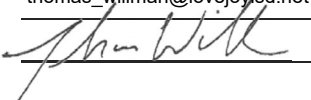
12. Consider and Act on the Annual Review of Investment Policy and Officer Resolution
Presenter: Thomas Willman, Chief Financial Officer

Authorized Representative Add Form

Name of Participant Lovejoy Independent School District Participant Number 043919

Addition of Authorized Representative

In order to either (i) carry out the role of Investment Officer for the Participant or (ii) aid the Investment Officer of the Participant in the execution of his or her duties pursuant to Texas Government Code, Section 2256.003(c), as the case may be, the following officers, officials, employees, or contractors of the Participant are hereby designated as Authorized Representatives within the meaning of the Investment Agreement (Agreement). These designated Authorized Representatives have full power and authority to execute the Agreement and any other documents, as may be required to deposit money to and withdraw money from the Participant's Lone Star Investment Pool (Lone Star) account from time to time in accordance with the Agreement and the Information Statement, and take all other actions deemed necessary or appropriate for the investment of local funds of the Participant:

	Rep #1	Rep #2	Rep #3
Printed Name	<u>Thomas Willman</u>	<u>Katie Kordel</u>	_____
Title	<u>Chief Financial Officer</u>	<u>Superintendent</u>	_____
E-mail address	<u>thomas_willman@lovejoyisd.net</u>	<u>katie_kordel@lovejoyisd.net</u>	_____
Signature		_____	_____

In accordance with Lone Star procedures, an Authorized Representative shall promptly notify Lone Star of any changes in who is serving as Authorized Representative.

In addition to the foregoing Authorized Representatives, each Investment Officer of Lone Star appointed by the Lone Star Board of Trustees from time to time is hereby designated as an Investment Officer of the Government Entity and, as such, shall have responsibility for investing the share of Lone Star assets representing local funds of the Government Entity.

PASSED AND APPROVED this 25 day of September, 2023.

By: _____ By: _____

Barrett Owens

Jeff Wood

Printed Name, Board President

Printed Name, Board Secretary

State of Texas, County of _____.

Before me, _____, on this day personally appeared _____, and _____
(name of notary) *(name of President)* *(name of Clerk/Secretary)*

known to me (or proved to me on the oath of _____) or through _____ to be the person(s)
(person providing oath) *(identification item)*

whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purposes and consideration therein expressed.

Given under my hand and seal of office this _____ day of _____, 20____.

(Personalized Seal)

Notary Public's Signature

If you have any questions, call the Lone Star Investment Pool at 800-758-3927 for assistance.

Please return the completed form to **customer.service@lonestarinvestmentpool.com** or fax **512-452-7842**.

Investment Authority

The Superintendent or other person designated by Board resolution shall serve as the investment officer of the District and shall invest District funds as directed by the Board and in accordance with the District's written investment policy and generally accepted accounting procedures. All investment transactions except investment pool funds and mutual funds shall be settled on a delivery versus payment basis.

**Approved
Investment
Instruments**

From those investments authorized by law and described further in CDA(LEGAL) under Authorized Investments, the Board shall permit investment of District funds, including bond proceeds and pledged revenue to the extent allowed by law, in only the following investment types, consistent with the strategies and maturities defined in this policy:

1. Obligations of, or guaranteed by, governmental entities as permitted by Government Code 2256.009.
2. Certificates of deposit and share certificates as permitted by Government Code 2256.010.
3. Fully collateralized repurchase agreements permitted by Government Code 2256.011.
4. A securities lending program as permitted by Government Code 2256.0115.
5. Banker's acceptances as permitted by Government Code 2256.012.
6. Commercial paper as permitted by Government Code 2256.013.
7. No-load mutual funds, except for bond proceeds, and no-load money market mutual funds, as permitted by Government Code 2256.014.
8. A guaranteed investment contract as an investment vehicle for bond proceeds, provided it meets the criteria and eligibility requirements established by Government Code 2256.015.
9. Public funds investment pools as permitted by Government Code 2256.016.

Safety

The primary goal of the investment program is to ensure safety of principal, to maintain liquidity, and to maximize financial returns within current market conditions in accordance with this policy. Investments shall be made in a manner that ensures the preservation of capital in the overall portfolio, and offsets during a 12-month period any market price losses resulting from interest-rate fluctua-

tions by income received from the balance of the portfolio. No individual investment transaction shall be undertaken that jeopardizes the total capital position of the overall portfolio.

**Investment
Management**

In accordance with Government Code 2256.005(b)(3), the quality and capability of investment management for District funds shall be in accordance with the standard of care, investment training, and other requirements set forth in Government Code Chapter 2256.

**Liquidity and
Maturity**

Any internally created pool fund group of the District shall have a maximum dollar weighted maturity of 180 days. The maximum allowable stated maturity of any other individual investment owned by the District shall not exceed one year from the time of purchase. The Board may specifically authorize a longer maturity for a given investment, within legal limits.

The District's investment portfolio shall have sufficient liquidity to meet anticipated cash flow requirements.

Diversity

The investment portfolio shall be diversified in terms of investment instruments, maturity scheduling, and financial institutions to reduce risk of loss resulting from overconcentration of assets in a specific class of investments, specific maturity, or specific issuer.

**Monitoring Market
Prices**

The investment officer shall monitor the investment portfolio and shall keep the Board informed of significant changes in the market value of the District's investment portfolio. Information sources may include financial/investment publications and electronic media, available software for tracking investments, depository banks, commercial or investment banks, financial advisers, and representatives/advisers of investment pools or money market funds. Monitoring shall be done at least quarterly, as required by law, and more often as economic conditions warrant by using appropriate reports, indices, or benchmarks for the type of investment.

**Monitoring Rating
Changes**

In accordance with Government Code 2256.005(b), the investment officer shall develop a procedure to monitor changes in investment ratings and to liquidate investments that do not maintain satisfactory ratings.

Funds/Strategies

Investments of the following fund categories shall be consistent with this policy and in accordance with the applicable strategy defined below. All strategies described below for the investment of a particular fund should be based on an understanding of the suitability of an investment to the financial requirements of the District and consider preservation and safety of principal, liquidity, marketability of an investment if the need arises to liquidate before maturity, diversification of the investment portfolio, and yield.

OTHER REVENUES
INVESTMENTS

CDA
(LOCAL)

Operating Funds	Investment strategies for operating funds (including any commingled pools containing operating funds) shall have as their primary objectives preservation and safety of principal, investment liquidity, and maturity sufficient to meet anticipated cash flow requirements.
Custodial Funds	Investment strategies for custodial funds shall have as their primary objectives preservation and safety of principal, investment liquidity, and maturity sufficient to meet anticipated cash flow requirements.
Debt Service Funds	Investment strategies for debt service funds shall have as their primary objective sufficient investment liquidity to timely meet debt service payment obligations in accordance with provisions in the bond documents. Maturities longer than one year are authorized provided legal limits are not exceeded.
Capital Project Funds	Investment strategies for capital project funds shall have as their primary objective sufficient investment liquidity to timely meet capital project obligations. Maturities longer than one year are authorized provided legal limits are not exceeded.
Safekeeping and Custody	The District shall retain clearly marked receipts providing proof of the District's ownership. The District may delegate, however, to an investment pool the authority to hold legal title as custodian of investments purchased with District funds by the investment pool.
Sellers of Investments	<p>Prior to handling investments on behalf of the District, a broker/dealer or a qualified representative of a business organization must submit required written documents in accordance with law. [See Sellers of Investments, CDA(LEGAL)]</p> <p>Representatives of brokers/dealers shall be registered with the Texas State Securities Board and must have membership in the Securities Investor Protection Corporation (SIPC) and be in good standing with the Financial Industry Regulatory Authority (FINRA).</p>
Soliciting Bids for CDs	In order to get the best return on its investments, the District may solicit bids for certificates of deposit in writing, by telephone, or electronically, or by a combination of these methods.
Interest Rate Risk	<p>To reduce exposure to changes in interest rates that could adversely affect the value of investments, the District shall use final and weighted-average-maturity limits and diversification.</p> <p>The District shall monitor interest rate risk using weighted average maturity and specific identification.</p>
Internal Controls	A system of internal controls shall be established and documented in writing and must include specific procedures designating who has authority to withdraw funds. Also, they shall be designed to

protect against losses of public funds arising from fraud, employee error, misrepresentation by third parties, unanticipated changes in financial markets, or imprudent actions by employees and officers of the District. Controls deemed most important shall include:

1. Separation of transaction authority from accounting and recordkeeping and electronic transfer of funds.
2. Avoidance of collusion.
3. Custodial safekeeping.
4. Clear delegation of authority.
5. Written confirmation of telephone transactions.
6. Documentation of dealer questionnaires, quotations and bids, evaluations, transactions, and rationale.
7. Avoidance of bearer-form securities.

These controls shall be reviewed by the District's independent auditing firm.

Annual Review

The Board shall review this investment policy and investment strategies not less than annually and shall document its review in writing, which shall include whether any changes were made to either the investment policy or investment strategies.

Annual Audit

In conjunction with the annual financial audit, the District shall perform a compliance audit of management controls on investments and adherence to the District's established investment policies.

13. Consider and Act on the Memorandum of Understanding (MOU) with the Town of Fairview and Lovejoy ISD - Traffic Control Services
Presenter: Kyle Pursifull, Executive Director of District Support Services

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding ("MOU") is made by and between the Town of Fairview, Texas ("Town") and the Lovejoy Independent School District ("LISD"), (each a "Party" and collectively the "Parties"), acting by and through their duly authorized representatives.

Article I Term

The term of this MOU shall be for a period of one year commencing on the last date of execution hereof (the "Effective Date") and shall thereafter automatically continue for successive terms of one (1) year each, unless sooner terminated as provided herein.

Article II Scope of Work

2.1 Town shall provide one on-site officer for traffic control services, with police vehicle, at Sloan Creek Intermediate School ("SCIS"), 440 Country Club Road and at Willow Spring Middle School ("WSMS"), 1101 W Lucas Road, on all student attendance days as defined by the LISD annual academic calendar.

2.2 Town officer shall be on-site at least 20 minutes prior to the start of school and at least 15 minutes prior to the end of school as defined by the LISD published start and end times for SCIS and WSMS.

2.3 On-site officer will remain dedicated to the LISD event, and will not be available for other nonemergency calls.

2.4 The coordination of traffic control services at SCIS and WSMS shall be assigned to the Chief of Police, or his/her designee; and the LISD Executive Director of District Support Services, or his/her designee. LISD shall notify and provide the Town with the LISD annual academic calendar and campus start and end times, thirty (30) days prior to the first day of school. LISD shall notify the Town of any modifications to the academic calendar, not later than 72 hours in advance.

Article III Compensation

3.1 LISD shall compensate the Town in the amount of \$50.00 per morning for student arrival and \$50.00 per afternoon for student dismissal.

3.2 Town shall bill and collect all allowable fees.

3.3 In the event of extreme, catastrophic, or immediate life-threatening emergencies requiring the Town to utilize the officer dedicated to the LISD event or a lapse of on-site traffic control occurs, all fees associated with the morning or afternoon of such event or lapse as described in 3.1 of the MOU shall be waived.

Article IV Termination

4.1 This MOU may be terminated by the Town in the event the LISD breaches any of the terms or conditions of this MOU and, such breach is not cured within thirty (30) days after written notice thereof from Town to the LISD, provided, however, that in the event the breach cannot be cured through diligent effort within such thirty (30) day period and the LISD commences action to cure such breach within such thirty (30) day period and diligently pursues such action and the Town shall extend the period to cure for an additional thirty (30) days.

4.2 Town or LISD may cancel this MOU for any reason and at any time upon thirty (30) days written notice by certified mail to the other Party to this MOU. Both the Town and LISD agree that upon the termination of this MOU that neither Party shall have any liability whatsoever to the other Party with respect to any of the terms, conditions, rights, or obligations of this MOU.

Article V Miscellaneous

5.1 Successors and Assigns. This MOU shall be binding on and inure to the benefit of the Parties and their respective heirs, executors, administrators, legal representatives, successors, and assigns. This MOU may not be assigned without the written consent of the other Party.

5.2 Limitation on Liability. It is acknowledged and agreed by the Parties that the terms hereof are not intended to and shall not be deemed to create a partnership or joint venture among the Parties. It is understood and agreed among the Parties that each Party, in satisfying the

conditions of this MOU, has acted independently, and each Party assumes no responsibilities or liabilities to third Parties in connection with these actions. There are no third-party beneficiaries to this MOU. By entering into this MOU the Parties do not waive any immunities from suit or liability as relates to any third party(ies).

5.3 Authorization. Each Party represents that it has full capacity and authority to grant all rights and assume all obligations that is granted and assumed under this MOU. All payments made or to be made under this MOU shall be from current available funds of the payor.

5.4 Notice. Any notice required or permitted to be delivered hereunder shall be deemed received three (3) days thereafter sent by United States Mail, postage prepaid, certified mail, return receipt requested, addressed to the Party at the address set forth below or on the day actually received when sent by courier or otherwise hand delivered.

If intended for Town:

Town of Fairview
Attn: Julie Couch, Town Manager
372 Town Place Fairview, Texas 75069

If intended for LISD:

Lovejoy Independent School District
Attn: Katie Kordel, Superintendent
259 Country Club Road Allen, Texas 75002

5.5 Entire Agreement. This MOU embodies the complete agreement of the Parties hereto, superseding all oral or written, previous and contemporary agreements between the Parties and relating to the matters in this MOU, and except as otherwise provided herein cannot be modified without written agreement of the Parties to be attached to and made a part of this MOU.

5.6 Governing Law. The validity of this MOU and any of its terms and provisions, as well as the rights and duties of the Parties, shall be governed by the laws of the State of Texas; and venue for any action concerning this MOU shall be in a court of competent jurisdiction in Collin County, Texas. The Parties agree to submit to the personal and subject matter jurisdiction of said court.

5.7 Amendment. This MOU may be amended by the mutual written agreement of the Parties.

5.8 Force Majeure. No Party will be liable for any default or delay in the performance of its obligations under this MOU if and to the extent such default or delay is caused, directly or indirectly, by fire, flood, earthquake, elements of nature or acts of God, riots, civil disorders, acts

of terrorism or any similar cause beyond the reasonable control of such party, provided that the non-performing party is without fault in causing such default or delay. The non-performing Party agrees to use commercially reasonable efforts to recommence performance as soon as possible.

5.9 Legal Construction. In the event anyone or more of the provisions contained in this MOU shall for any reason be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect other provisions, and it is the intention of the Parties to this MOU that in lieu of each provision that is found to be illegal, invalid, or unenforceable, a provision be added to this MOU which is legal, valid and enforceable and is as similar in terms as possible to the provision found to be illegal, invalid or unenforceable.

5.10 Counterparts. This MOU may be executed in counterparts. Each of the counterparts shall be deemed an original instrument, but any of the counterparts shall constitute one and the same instrument.

5.11 Exhibits. Any exhibits to this MOU are incorporated herein by reference for all purposes wherever reference is made to the same.

5.12 Compliance with Laws. The Parties shall fully comply with all local, state and federal laws, including all codes, ordinances and regulations applicable to this MOU and the work to be done thereunder, which exist or which may be enacted later by governmental bodies having jurisdiction or authority for such enactment.

EXECUTED on this 28th day of August, 2023.

Town of Fairview, Texas

By: 
Julie Couch, Town Manager

EXECUTED on this ____ day of _____, 2023.

Lovejoy Independent School District

By: _____
Katie Kordel, Superintendent

14. Consider and Act on the 2023-2024 Board Goals, Superintendent Goals, and District Priorities

Presenter: Barrett Owens, President and Katie Kordel, Superintendent of Schools

LOVEJOY ISD BOARD OF TRUSTEES 2023-2024



Plan on a Page

DISTRICT MISSION

TO PROPEL EVERY PERSON TO PERSONAL EXCELLENCE.

CORE VALUES



DISTRICT PRIORITIES

- 01** Lovejoy ISD students will live our Legacy of Excellence by learning at high levels and graduating life ready.
- 02** Lovejoy ISD will value employees as our greatest asset in serving students.
- 03** Lovejoy ISD will prioritize community, connection, and communication.
- 04** Lovejoy ISD will strategically plan for the safety and security of students and staff, financial sustainability, and effective operations.



BOARD GOALS

01

The Lovejoy ISD Board of Trustees will prioritize high levels of student learning by supporting our 5 Culture Commitments and Professional Learning Communities.

02

The Lovejoy ISD Board of Trustees will share the unique story of Lovejoy ISD with stakeholders and promote shared responsibility for the District's success.

03

The Lovejoy ISD Board of Trustees will support development and communication of a clear vision for Lovejoy ISD.

04

The Lovejoy ISD Board of Trustees will support employee satisfaction and morale.

05

The Lovejoy ISD Board of Trustees will prioritize transparency and operate in a governance role.

CULTURE COMMITMENTS

Relationships
Learning
Collaboration

Results
Fun



Superintendent Goals 2023-2024

Goal	Measures of Success
<p>1. Develop and implement a Pre-K - 12 balance assessment plan to support high levels of student learning</p>	<ul style="list-style-type: none"> ● Provide professional development for teachers and administrators on Professional Learning Communities. ● Identification of priority standards in the four core areas. ● Provide additional training and support for common formative assessments ● Implementation of Measures of Academic Progress (MAP) assessment.
<p>2. Share the unique story of Lovejoy ISD with stakeholders.</p>	<ul style="list-style-type: none"> ● Launch of New Video Series “Living Lovejoy” that celebrates Lovejoy ISD’s culture and Legacy of Excellence ● Develop and Share “Who We Are” Document ● Update Web-site to Include Legacy of Excellence Metrics/Celebrations ● Include Legacy of Excellence Metrics/Celebrations in Connect with Katie
<p>3. Develop a clear vision for Lovejoy ISD’s physical learning environments including capital planning priorities, timeline, and financial implications.</p>	<ul style="list-style-type: none"> ● Reconvening of the Capital Planning Committee ● Develop a clear vision for Lovejoy ISD schools and our physical learning environments ● Identification of priorities, timeline, and funding
<p>4. Develop an employee satisfaction and support plan.</p>	<ul style="list-style-type: none"> ● Implementation of T-TESS and T-PESS ● Utilization of employee focus groups for feedback ● Implementation of staff survey ● Develop and implement a personalized retention strategy including stay interviews and staff recognitions

15. Consideration and Possible Action on the Board Legislative Priorities: Special Session
Presenter: Barrett Owens, President



LOVEJOY ISD LEGISLATIVE PRIORITIES

2023-2024 Special Sessions for Education

Kids Come First

One Heart, One Lovejoy

Best Today, Better Tomorrow

INCREASE THE BASIC ALLOTMENT, NO STRINGS ATTACHED

Increased school funding is crucial to pay, recruit, and retain quality educators.

- ★ **We must prioritize increasing per-student funding from outdated 2019 rates.**
Educator salaries are the largest component of our school district budget. Additional funds are critically needed to keep pace with record high inflation and to provide meaningful teacher compensation increases.
- ★ Our children deserve better: Texas ranks in the bottom 10 of all 50 states for public education funding, and underfunds special education programs by over \$2 Billion annually. Yet, the state has accumulated a historically large budget surplus, made up in part by taxes collected for education that were never distributed to schools. We need to fund our future by sending these surplus dollars to where it matters most, our local schools.
- ★ Lawmakers should listen to the experts: The Texas Teacher Vacancy Task Force recommended increasing the basic allotment to fund a significant increase in overall teacher compensation.
- ★ We need a more stable, lasting solution: The basic allotment should be adjusted up annually for inflation, providing a sustainable path for annual state funded teacher pay increases.
- ★ Don't tie an increase in the basic allotment to vouchers: Texas should fund our public schools to a quality level before diverting public dollars to other programs.

PRESERVE LOCAL DECISION MAKING FOR EACH COMMUNITY

Don't mandate "open" ISD borders or "one size fits all" inter-district student transfer programs.

- ★ **We must preserve freedom for locally made decisions** based on our individual community's needs while maintaining expectations for financial accountability. A vast, diverse state cannot answer every challenge with a state-mandated solution.
- ★ A state mandated student inter-district transfer program (aka "open school district borders") would place a financial burden on our local taxpayers to subsidize the education of students that live outside of our taxing jurisdiction and attendance zone.
- ★ Local school districts should have full independence to determine the size and structure of student transfer programs, and must have the ability to guarantee enrollment to the children of our teachers first as a critical tool to recruit and retain talent.

PROTECT THE SUSTAINABILITY OF PUBLIC EDUCATION FUNDING

Fund our Public Schools first before considering an ESA / Voucher program.

- ★ **Public dollars should fund public schools.** Diversion of our tax dollars to other entities takes needed resources out of public school classrooms, hurts our ability to pay teachers, increases recapture, and reduces transparency for our taxpayers.
- ★ Education Savings Accounts (aka "vouchers") direct tax collections intended for local school districts over to other entities that are not publicly accountable for student performance, not required to provide special education services, and not required to provide visibility into their management of taxpayer resources. This is not good stewardship of our tax dollars.
- ★ All funds collected by the State through recapture should be used to fund traditional public education, and not to balance other lines of the state budget.



16. Presentation: LOVEJOY 2030 Update

Presenter: Katie Kordel, Superintendent of Schools

Strategic Plan Year 2

September 25, 2023
Board Meeting



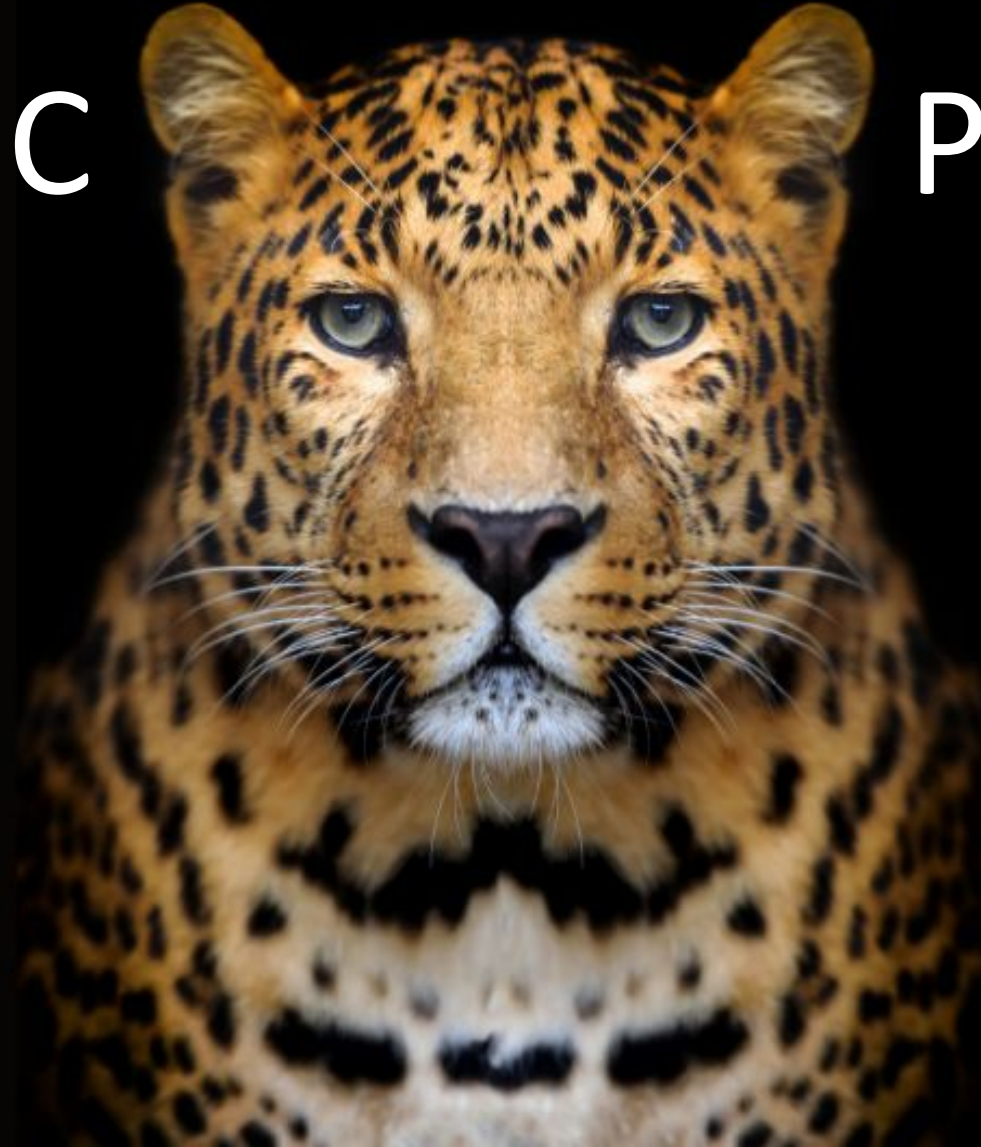
LOVEJOY 2030

TOGETHER FOR OUR FUTURE

LOVEJOY 2030

STRATEGIC

PLANNING



*Excellence
by Design*

LOVEJOY 2030

Grounded in the Lovejoy ISD Mission, Core Values, and Graduate Profile LOVEJOY 2030 is our community-based strategic planning initiative aimed at taking Lovejoy ISD to the next level.



The LOVEJOY 2030 Strategic Planning Committee will focus on championing Lovejoy ISD's legacy of excellence, supporting future ready students, and achieving financial sustainability.



LOVEJOY 2030

Strategic Planning Priorities



**COMMIT TO FURTHERING
OUR LEGACY OF
EXCELLENCE, PREPARING
FUTURE READY
STUDENTS, AND
ACHIEVING FINANCIAL
SUSTAINABILITY**



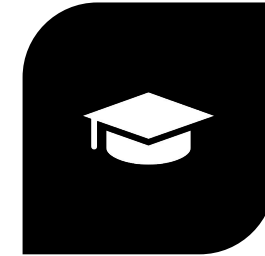
**PROVIDE A SAFE, SECURE,
AND WELL-MAINTAINED
LEARNING ENVIRONMENT**



**RECRUIT, RETAIN, AND
SUPPORT AN EFFECTIVE
TEACHER IN EVERY
CLASSROOM AND AN
EFFECTIVE PRINCIPAL IN
EVERY SCHOOL**



**ENSURE ALIGNMENT WITH
OUR CORE RESPONSIBILITY
BY GUIDING AND
SUPPORTING HIGH LEVELS OF
LEARNING FOR EVERY
LOVEJOY ISD STUDENT**



**CONTINUE TO MAXIMIZE
STUDENT OPPORTUNITIES
AND FULFILL OUR
COMMITMENT TO THE
LOVEJOY ISD GRADUATE
PROFILE**

Working
Groups



LOVEJOY 2030

TOGETHER FOR OUR FUTURE

LOVEJOY 2030
Strategic Planning
Committee

Teaching &
Learning

Graduate Profile

Legacy of
Excellence

Financial
Sustainability

Operations

Future Ready

Talent Acquisition,
Retention, &
Support

Financial
Sustainability
Committee

Products

Future Ready Skills

Strategic Targets

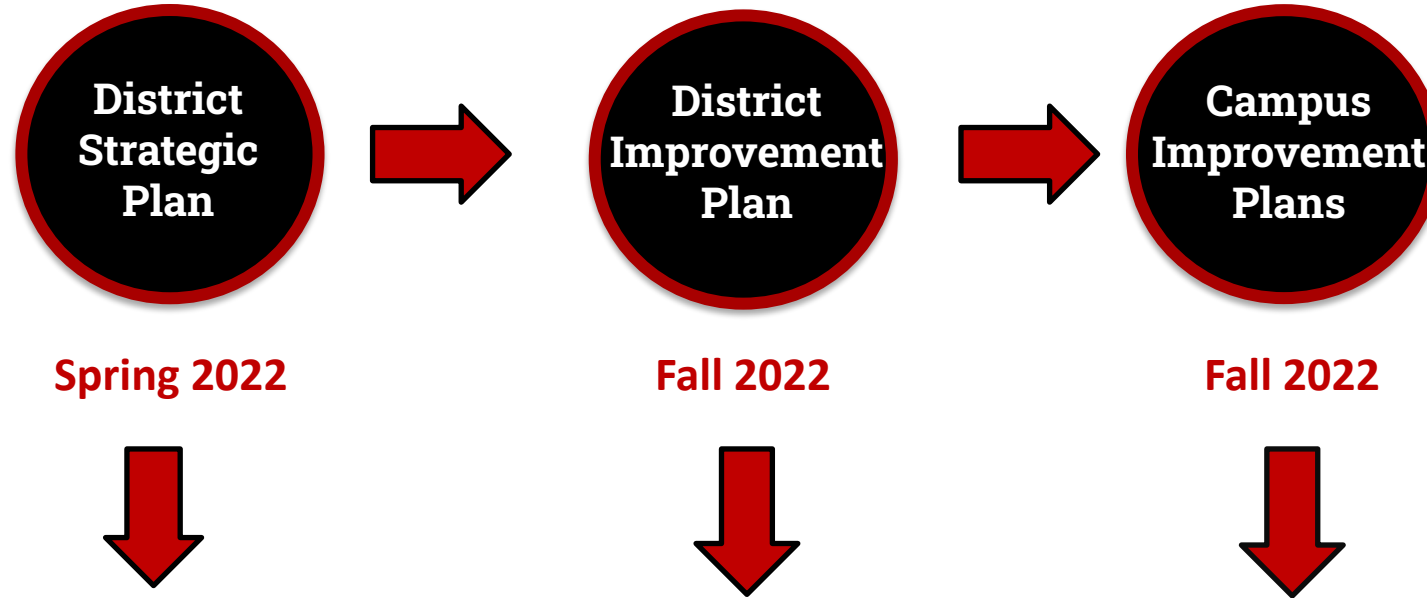
Strategies

Key Indicators



LOVEJOY 2030

Strategy to Implementation



Achievement of Lovejoy ISD's Goals



LOVEJOY 2030

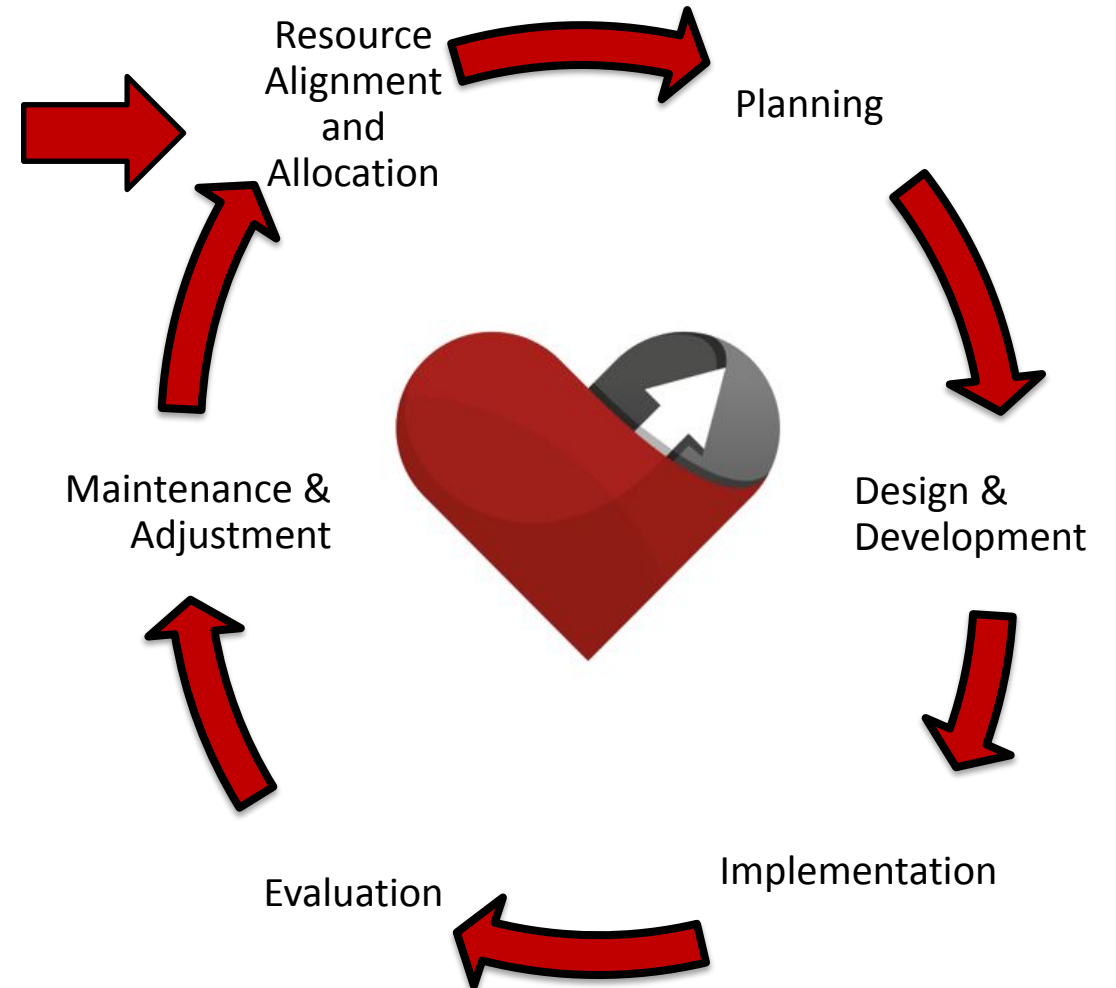
Lovejoy ISD Leadership:
Development of Strategic Focus Areas
Represented by our 7 Working Groups

Lovejoy 2030
Strategic Plan

LOVEJOY 2030 Strategic Planning
Committee: External and Internal
Stakeholder Input

- Students
- Teachers
- Staff
- Parents/Community
- District and Campus Leaders

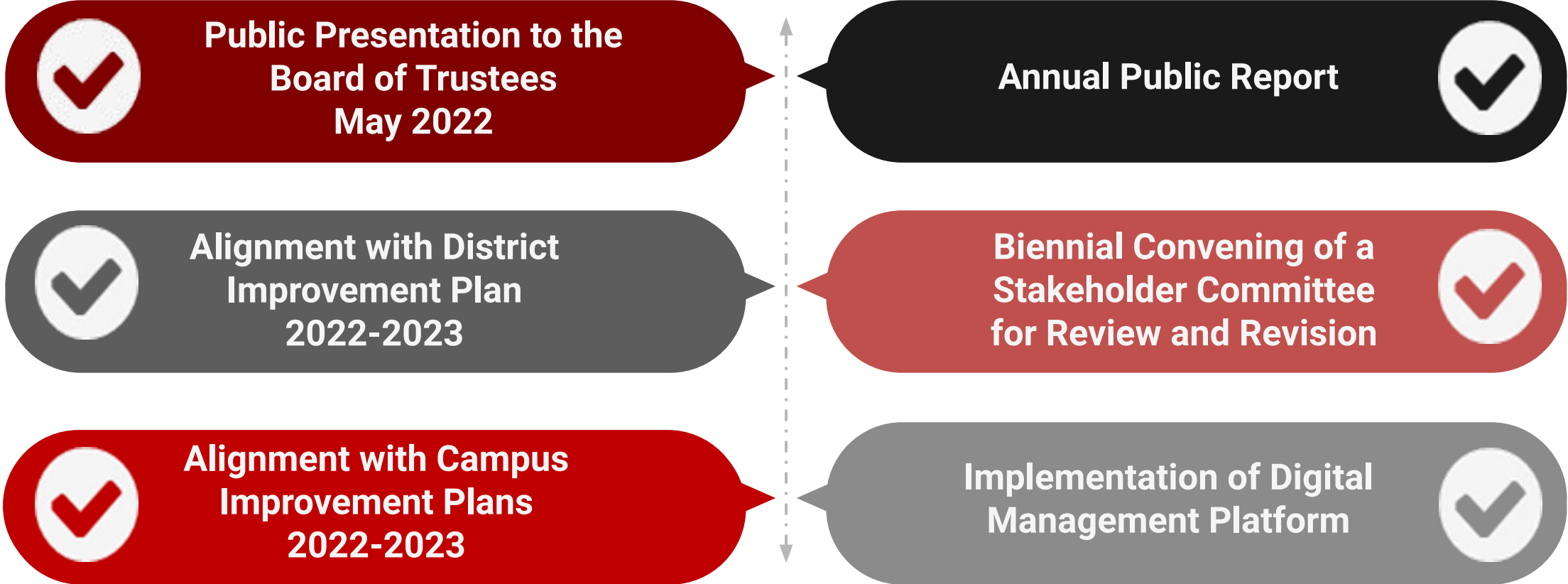
Strategic Planning Process



Strategic Plan Safeguards



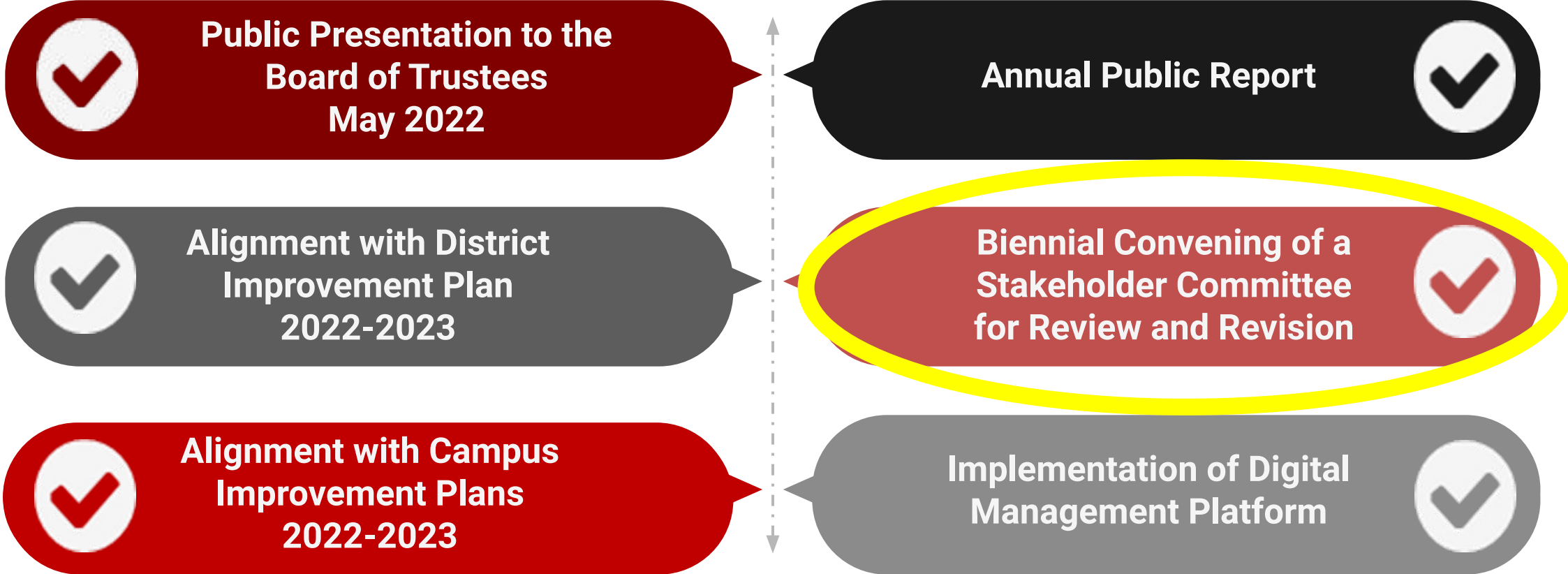
LOVEJOY 2030



Strategic Plan Safeguards



LOVEJOY 2030



**Thank
You**



LOVEJOY 2030

TOGETHER FOR OUR FUTURE

17. Cabinet Reports

Presenter: Executive Cabinet Members

17.A. Finance - Finance Updates, Tax Collections, and School District Property Value Hearing

Presenter: Thomas Willman, Chief Financial Officer

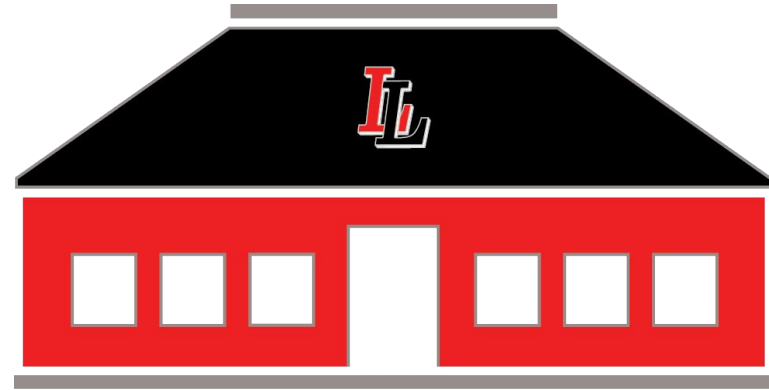
Finance Cabinet Report

THOMAS WILLMAN

Chief Financial Officer

September 25, 2023

Board Meeting



LOVEJOY
INDEPENDENT SCHOOL DISTRICT

EST. 1917

Finance Updates

- ❑ ~\$103K in base tax collections in August for the General Fund and earned \$72K in interest revenue for the month.
- ❑ ~\$55K in base tax collections in July for the Debt Service Fund and earned \$12K in interest revenue for the month.
- ❑ At the end of August we have 141 days cash on hand in the General Fund. This is an updated calculation reflecting the amended budget and the reduction of the recapture expense from the adopted budget.
- ❑ School District Property Value hearing with the SOAH is scheduled for October 11, 2023 at 1 pm.

2022 TAX COLLECTIONS as of 8/31/2023

	Current Year	% Collections	Prior Year	% Collections
Base M&O + I&S	\$ 51,024,244	102.02%	\$ 46,290,645	99.47%
Original 2022 Tax levy	\$ 50,015,398			
Supplements/Adjustments	\$ 1,239,244			
Revised Tax Levy	\$ 51,255,171			
Remaining Levy	\$230,398			
August 2023 Collections	\$158,119			



THANK YOU

17.B. Human Resources and Communications - Teacher Planning Day and Attendance Updates

Presenter: Anna Koenig, Executive Director of Human Resources and Communications

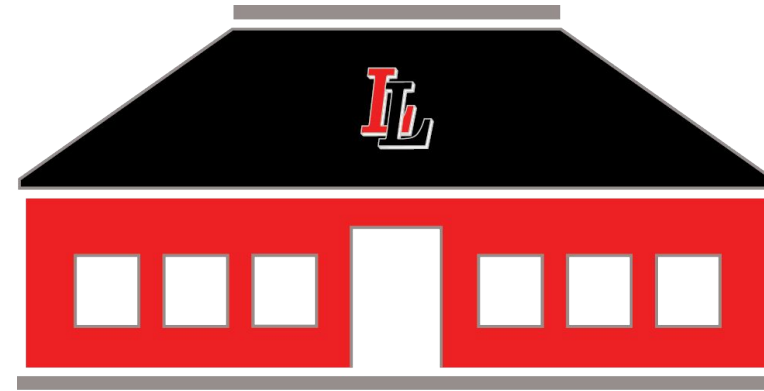
Human Resources and Communications Cabinet Report

ANNA KOENIG

Executive Director of Human Resources and
Communications

September 25, 2023

Board Meeting



LOVEJOY
INDEPENDENT SCHOOL DISTRICT

EST. 1917

Teacher Planning Day

September 1, 2023



Professional Development

Teacher Planning Day

September 1, 2023

Safety Training	Custodians, Student Nutrition, Specialist, Bus Drivers, Maintenance & Grounds Workers
Firearms Training	School Marshals
Behavior Supports, Truancy, Etc.	Campus Administrators
Counseling & Guidance Scope & Sequence	Counselors
Medical Plans, Required Training	Nurses
SPED Evaluations	Diagnosticians & Support Staff
SPED Aides	STAAR & Autism Training
PEIMS Coding & Updates	Attendance & Data Clerks, Registrars

Teacher Planning Day

Attendance Comparison

Student Attendance

August 15, 2022 - September 16, 2022	97.13%
August 9, 2023 - September 15, 2023	97.43%

Teacher Attendance

August 15, 2022 - September 16, 2022	95.9%
August 9, 2023 - September 15, 2023	96.9%

Professional Development

Teacher Planning Day

September 29, 2023

Grief Training
PEIMS Campus Cross Training
Budget Assistant Training
CPR
Evaluation Work
CPI Training
PST Process & Special Education
Website Updates



THANK YOU

17.C. Student Services - Cross Country, AP Summer Art Show, and Bus Route Updates
Presenter: Kevin Parker, Executive Director of Student Services

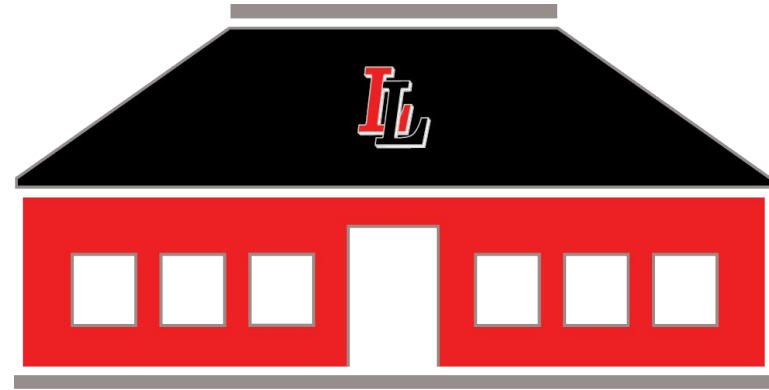
Student Services

Kevin Parker

Executive Director of Student Services

September 25, 2023

Board Meeting



LOVEJOY
INDEPENDENT SCHOOL DISTRICT

EST. 1917

Student Services

Lovejoy XC Fall Festival

- Approximately 30 Varsity Elite Girls Teams
 - Lovejoy Finished in 1st place with 35 points
 - 238 runners in this division
- Approximately 37 Varsity Elite Boys Teams
 - Lovejoy Finished in 2nd place with 141 points
 - 307 runners in this division



Lovejoy XC Fall Festival

- Varsity girls finished in 1st place
- Varsity boys finished in 1st place
- JV Elite girls finished in 2nd place
- JV Elite boys finished in 7th place



AP Summer Assignment Art Show at LHS



Additional Bus Route

An additional bus route was created in the south end of the district to address concerns with the amount of time those routes were arriving to campus each morning





THANK YOU

17.D. District Support Services - Maintenance, Grounds, Custodial and Safety and Security Updates

Presenter: Kyle Pursifull, Executive Director of District Support Services

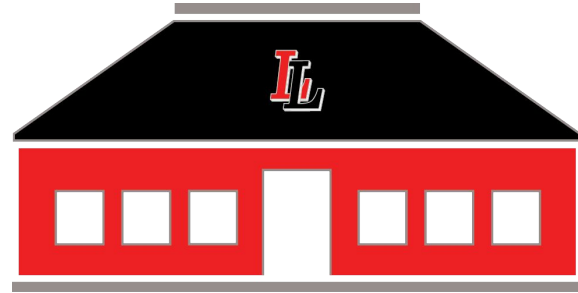
District Support Services Cabinet Report

Kyle Pursifull

Executive Director of District Support Services

September 25, 2023

Board Meeting



LOVEJOY
INDEPENDENT SCHOOL DISTRICT

EST. 1917

Maintenance

Facilities

Grounds

Custodial

Safety &
Security



Maintenance & Grounds

Alex Roman

Supervisor

Maintenance & Grounds Team Update



Maintenance & Grounds Team Update



Maintenance & Grounds Team Update



Maintenance & Grounds Team Update

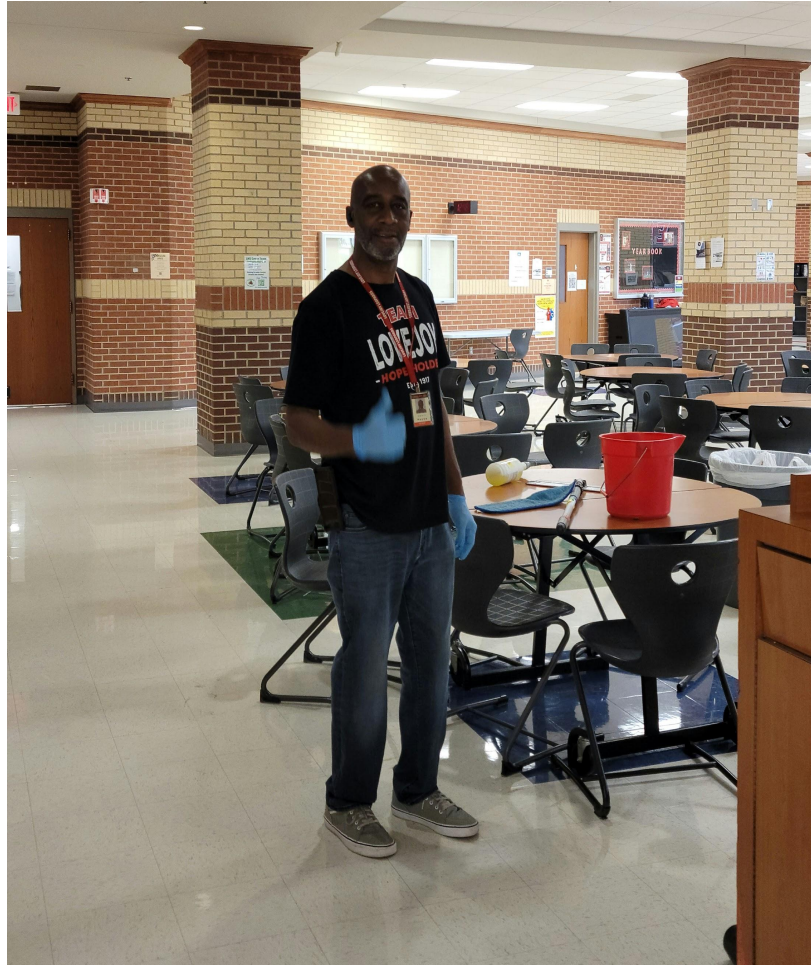


Custodial

Rigo Valdivia

Supervisor

Custodial Team Update



Custodial Team Update



Custodial Team Update



Safety & Security

Casey Littlefield

Director

SCIS First Responders Appreciation Breakfast

Safety and Security Team Update



Safety and Security Team Update



Safety and Security Team Update



Safety and Security Team Update





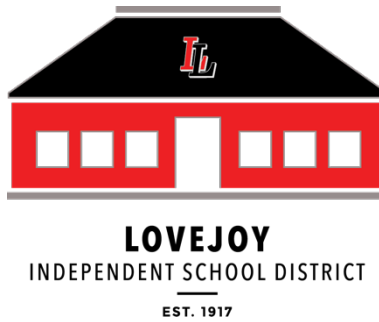
THANK YOU

18. Superintendent's Report

Presenter: Katie Kordel, Superintendent of Schools

19. Public Comments Related to Non-Agenda Items

Presenter: Rodricka Taylor, Coordinator for the Superintendent and Board Services



Public Comment Procedures

Regular Meetings

Submitting for Public Comment

Any individual seeking to speak during the public comment session of a regular board meeting must complete and submit the public comment card by no later than 15 minutes prior to the designated start time provided on the meeting notice.

Public comment cards must be completed in their entirety with accurate and truthful information and must designate whether the speaker is speaking on a specific agenda item. Failure to designate an agenda item relevant to the speaker's comments will result in the classification of the public comment as a non-agenda item comment, to be heard at a later time in the meeting.

The Board will provide speakers that submit a public comment card on an agenda item the opportunity to speak prior to the Board's consideration of the item in the order in which they were received.

Public comment cards are only applicable to the meeting in which they are completed and submitted by the established deadline.

Each individual gets one opportunity per meeting to share their comments with the Board of Trustees, not multiple opportunities per individual agenda items.

If a speaker is not present when his/her name is called, the speaker forfeits the opportunity to speak at that meeting.

The comments made by speakers at public comment reflect the opinions solely of the speaker and not the Board of Trustees as a governing body or the District.

Order of Agenda and Limitations

The Board reserves the right to change the order of the agenda items on the notice of meeting and / or defer agenda items until a later date.

Each speaker will be provided up to three minutes to address the Board of Trustees unless more than 10 speakers sign up to speak, in which case, the presiding officer reserves the right to reduce the time allotted to each speaker to no less than one minute per speaker. (Board Policy BED (LOCAL)).

If at any time, in the opinion of the presiding officer, the individual speaker is attempting to address a non-agenda item in the agenda item public comment period, the presiding officer or designee may stop the speaker and defer the speaker's comments to the appropriate portion of the meeting.

Public comments relating to non-agenda items will be deferred until the end of the meeting if time permits, unless otherwise noted by the Board of Trustees.

Disruptive Behavior

Disruptive behavior will not be tolerated in the meeting. If after the provision of a single warning, the disruptive behavior continues, the disruptive individual may be escorted out of the meeting by District officials and/or law enforcement.

It is a criminal offense for a person, with intent to prevent or disrupt a lawful meeting, to substantially obstruct or interfere with the ordinary conduct of a meeting by physical action or verbal utterance.

Conduct defined by Texas Penal Code §42.01 and Board Policies BED (LEGAL) and BED (LOCAL).

Failure to yield the podium at the conclusion of the time allotted to a speaker at public comment constitutes a disruption and will be addressed accordingly.

Comments made to the Board of Trustees by meeting attendees and/or speakers outside of the designated public comment periods during a meeting constitute a disruption.

Board's Response to Public Comment

Specific factual information or recitation of existing policy may be furnished in response to inquiries, but the Board shall not deliberate or decide regarding any subject that is not included on the agenda posted with notice of the meeting. The Board may also refer a speaker to a staff member in authority over the issue.

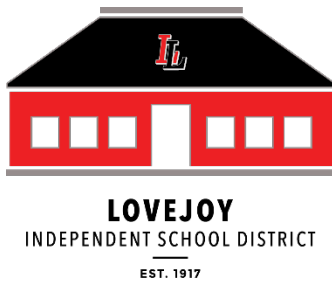
For specific complaints or concerns, speakers are encouraged to utilize the District's appropriate grievance procedures and policies set forth in Board Policies FNG (LOCAL), DGBA (LOCAL), and GF (LOCAL).

Special Meetings

The procedures outlined herein apply to special called Board meetings. However, comments at special called Board meetings are limited to agenda items only.

Statement of Non-Discrimination

The Board does not discriminate against speech on the basis of viewpoint.



School Board Public Comments Sign In September 25, 2023

The Board of Trustees encourages public comment. All public comment at a meeting other than a regularly scheduled meeting should be limited to agenda items posted for the meeting. By signing up to provide public comment at a Board meeting, you are acknowledging and accepting the procedures for public comment available online at lovejoyisd.net.

Any individual seeking to speak during the public comment session of a regular board meeting must complete and submit the public comment card by no later than 15 minutes prior to the designated start time provided on the meeting notice. Public comment cards must be completed in their entirety with accurate and truthful information and must designate whether the speaker is speaking on a specific agenda item. Failure to designate an agenda item relevant to the speaker's comments will result in the classification of the public comment as a non-agenda item comment, to be heard at a later time in the meeting. Public comment cards are only applicable to the meeting in which they are completed and submitted by the established deadline.

Each individual will have one opportunity per meeting to share their comments with the Board of Trustees, not multiple opportunities per individual agenda items. If a speaker is not present when his/her name is called, the speaker forfeits the opportunity to speak at that meeting. All speakers will be limited to no more than three minutes. The presiding officer reserves the right to reduce the number of minutes per speaker to no less than one minute per speaker in order to maintain effective meeting management. The speakers will be recognized in the order in which each person signs up. If there are more speakers than time allotted for public comment, the amount of time per speaker may be reduced, as determined appropriate by the Board of Trustees. If time does not allow for you to speak at public comment, the Board of Trustees may allot additional time for public comment or defer specific agenda items for review at a subsequent meeting in an effort to allow more public comment, as determined necessary by the Board. This public comment card will not be maintained from one meeting to the next and is only applicable to the meeting on the date in which it was submitted.

If you have a specific concern related to an employee of the District or a specific student issue, you are encouraged to utilize the District's grievance procedures provided in Board Policies DGBA (LOCAL), FNG (LOCAL), and GF (LOCAL) or applicable grievance process. Each grievance procedure allows for an individual to redress grievances with the Board of Trustees. All relevant policies are available online at lovejoyisd.net.

Disruptive behavior will not be tolerated in the meeting. If after the provision of a single warning, the disruptive behavior continues, the disruptive individual may be escorted out of the meeting by District officials and/or law enforcement. It is a criminal offense for a person, with intent to prevent or disrupt a lawful meeting, to substantially obstruct or interfere with the ordinary conduct of a meeting by physical action or verbal utterance.

The Board of Trustees appreciates your active participation in the school district.

***I wish to address the Board about a non-agenda item on the September 25, 2023 agenda.**

I wish to speak about agenda item #_____ which is titled:

***I wish to participate in the open forum by speaking about the following topic:**

First and Last Name:

Address:

Phone:

Organization (if applicable):

Printed Name & Signature (Acknowledging you have read the procedures above)

Print:

Signature:

Date:

20. Announcements

Presenter: Barrett Owens, President

21. Adjournment

Presenter: Barrett Owens, President