

Board Meeting  
Monday, July 22, 2024 6:00 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
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 with legal counsel regarding Board Policy.
  - 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

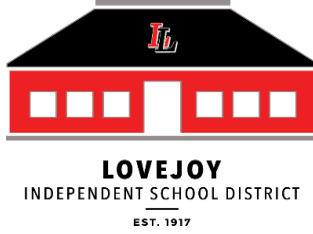
**Presenter:** Barrett Owens, President

5. Opening Exercise

**Presenter:** Barrett Owens, President

5.A. Pledges

**Presenter:** Justin Wieller, Principal, Lovejoy High School



## Lovejoy Independent School District Board of Trustees

<b>Date of Meeting</b>	July 22, 2024
<b>Document Title</b>	July Pledge Leader
<b>Presented For</b>	Board Action    X Report/Review Only
<b>Supporting Documents</b>	X None    Attached    Provided Later
<b>Administrator Responsible</b>	Rodricka Taylor, Coordinator for the Superintendent and Board Services



### Executive Summary

The pledges will be led by Lovejoy High School students:

Max Rattleff, 11th grader and 3rd place winner at the Great Plains Marimba Competition, which is a national competition for student musicians.

Ashton Scott, 11th grader and the Color Guard Captain of the Lovejoy Guard. Lovejoy Guard was named Most Outstanding Guard at the Stephen F. Austin Guard Camp this summer.

Emily Szymanski is a 12th grader and is a Color Guard Lieutenant.



6. Recognitions

**Presenter:** Barrett Owens, President

6.A. Introduction of New Hires

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



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## Lovejoy Independent School District Board of Trustees

<b>Date of Meeting</b>	July 22, 2024
<b>Document Title</b>	Introduction of New Hires
<b>Presented For</b>	Board Action      X Report/Review Only
<b>Supporting Documents</b>	None      X Attached      Provided Later
<b>Administrator Responsible</b>	Anna Koenig, Executive Director of Human Resources and Communications
<b>Executive Summary</b>	
<p>Lovejoy ISD is proud to welcome the new Sloan Creek Intermediate School Principal, Mrs. Amanda Puckett.</p> <p>Mrs. Puckett previously served as the Coordinator of the Lovejoy Child Development Center.</p>	
<b>Fiscal Implications</b>	
N/A	
<b>Administrator Recommendation</b>	
Report/Review only.	
<b>Board Priority</b>	
<b>Priority 2:</b> Lovejoy ISD will value employees as our greatest asset in serving students.	

# Introduction of New Hires

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**Anna Koenig**

Executive Director of Human Resources and Communications

**July 22, 2024**

Board Meeting



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## Welcome to Team Lovejoy

- Lovejoy ISD is proud to welcome the new Sloan Creek Intermediate School Principal, Mrs. Amanda Puckett.
- Mrs. Puckett previously served as the Coordinator of the Lovejoy Child Development Center.
- Ms. Puckett is especially gifted in working with staff and parents to find the very best possible solutions for student success. As well as establishing a safe and supportive learning environment for students.

## Thank You

- Welcome, Sloan Creek Principal, Amanda Puckett.





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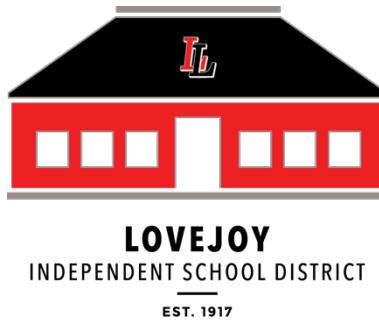
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**Thank You**

7. Public Comments Related to July 22, 2024 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.

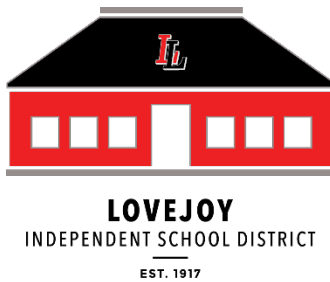
For specific complaints or concerns, speakers are encouraged to utilize the District's appropriate grievance procedures and policies set forth in Board Policies FNG (LOCAL), DGBA (LOCAL), and GF (LOCAL).

### **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 July 22, 2024**

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](http://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](http://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 July 22, 2024 agenda.**

**I wish to speak about agenda item # \_\_\_\_\_ which is titled:**

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

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**First and Last Name:**

---

**Address:**

---

**Phone:**

---

**Organization and Campus(es) your student(s) attend (if applicable):**

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

**Print:**

**Signature:**

**Date:**

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8. Invocation

**Presenter:** Barrett Owens, President

9. Board Notifications

**Presenter:** Barrett Owens, President

9.A. Notification of New Hires

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



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## Lovejoy Independent School District Board of Trustees

<b>Date of Meeting</b>	July 22, 2024
<b>Document Title</b>	Notification of New Hires
<b>Presented For</b>	Board Action <input checked="" type="checkbox"/> Report/Review Only
<b>Supporting Documents</b>	None <input checked="" type="checkbox"/> Attached    Provided Later
<b>Administrator Responsible</b>	Anna Koenig, Executive Director of Human Resources and Communications
<b>Executive Summary</b>	
New Hires are attached for Board notification. This is not an action item.	
<b>Fiscal Implications</b>	
N/A	
<b>Administrator Recommendation</b>	
Report/Review Only. No administrator recommendation.	
<b>District Priority</b>	
<b>Priority 2:</b> Lovejoy ISD will value employees as our greatest asset in serving students.	



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## NOTIFICATION OF NEW HIRES

### July 22, 2024

Professional New Hires			
Grade levels or teaching assignments reflect current positions and are subject to change per employee contract			
July 22, 2024			
Professional Staff	University	Campus	Current Assignment
Angela Aguirre Rojas	Universidad Alas Peruanas - Lima, Peru (Bachelors)	LHS	High School Spanish Teacher
Jordyn Frisch	Texas State Univ. (Bachelors)	HES	Special Education Teacher
Jeb Harris	TX Tech (Masters); Univ of TX Permian Basin (Bachelors)	LHS / WSMS	High School and Middle School Choir Director
Kaitlyn Harris	Texas Tech (Bachelors)	WSMS	Middle School Assistant Band Director
Tyler Harris	Texas Tech (Bachelors)	LHS	High School Assistant Band Director
Haley Johnston	Texas A&M (Bachelors)	SCIS	5th Grade Math and Science
Priya Patel	Western Governors Univ (UT)	HES	Kindergarten Teacher
Russell "Scott" Patterson	UNT (Bachelors)	LHS	History Teacher / Asst Boys Basketball and Asst HS Tennis Coach
Lindsey Radford	Stanford Univ (Masters); TX A&M (Bachelors)	LHS	Associate Principal
Roberto Ramon	UT-Pan American (Bachelors), UNT (Masters)	SCIS	Orchestra Teacher
Erin Silman	TX A&M Commerce (Bachelors)	LHS	Science Teacher / Assistant Golf Coach
Brittney Stroud	UNT (Bachelors)	WSMS	Art Teacher / MS Cheer Sponsor
Brett Whitehead	TX A&M Commerce (Bachelors)	WSMS	Science Teacher / Middle School Girls Athletic Coach
Kendall Kaiser	TX A&M (Bachelors)	SCIS	5th Grade Math/Science Teacher
Patti Dawson	UNT (Masters), New Jersey City University (Bachelors)	Admin/SPED	Behavior Specialist
Rachel Nunnenkamp	UNT (Bachelors)	PES	2nd Grade Teacher
Alycia Mauter	Univ of TX - Tyler (Bachelors)	WSMS	7th Grade RLA Teacher
Michael Rodriguez	Louisiana State Univ (Bachelors)	LHS	History Teacher
Jennifer Daigle	Texas Tech (Bachelors), Texas Wesleya (Law)	PES	4th Grade Teacher
Kimberly Kane	Texas State Univ. (Bachelors), St. Xavier's Univ - Chicago (Master's in Educational Leadership)	SCIS	Assistant Principal
Clayton Braley	Grand Canyon Univ (Bachelors)	PES	4th Grade GT RLA/SS
Kayley Moore	UNT (Bachelors)	PES	Kindergarten Teacher
Becka Robinson	Univ of Alaska (Bachelors), John Hopkins Univ - MD (Masters in Museum Studies)	PES	Kindergarten Teacher
Stacey Thomas	Dallas Baptist Univ (Masters); TCU (Bachelors)	LHS	High School Counselor
Zachary Johnson	Univ of Houston (Bachelors)	LHS	High School English Teacher
Jacob Graves	UNT (Bachelors)	HES	SLP-A
Tyler Culley	UNT (Bachelors - Business Admin/Sports Mgmt)	WSMS	Strength & Conditioning Teacher / MS Boys' Athletic Coach

9.B. Notification of Resignations

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



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EST. 1917

## Lovejoy Independent School District Board of Trustees

<b>Date of Meeting</b>	July 22, 2024
<b>Document Title</b>	Notification of Resignations
<b>Presented For</b>	Board Action    X Report/Review Only
<b>Supporting Documents</b>	None    X Attached    Provided Later
<b>Administrator Responsible</b>	Anna Koenig, Executive Director of Human Resources and Communications
<b>Executive Summary</b>	
Resignations are attached for Board notification. This is not an action item.	
<b>Fiscal Implications</b>	
N/A	
<b>Administrator Recommendation</b>	
Report/Review Only. No administrator recommendation.	
<b>District Priority</b>	
<b>Priority 2:</b> Lovejoy ISD will value employees as our greatest asset in serving students.	



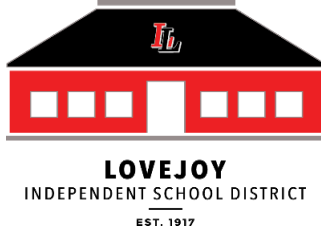
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## Notifications of Resignations July 22, 2024

Name	Position	Location
Emilee Gant	K-4 Resource Teacher	HES
Melissa Fletcher	9-12 Counselor	LHS
Kristin Hart	9-12 AP History Teacher	LHS
Jayson Lavender	9-12 Teacher/Coach	LHS
Michael Montague	Associate Principal	LHS
Emily Serna	Speech Language Pathologist	LHS
Monica Wilson	9-12 Spanish Teacher	LHS
John "Jack" Zellar	9-12 Teacher (Band)	LHS
Diane Dahl	K-4 Teacher (GT RLA)	PES
Graeson Tobolka	K-4 Sped Teacher	PES
Rebecca Harper	K-4 Teacher (Kinder)	PES
Jessica Blackburn	Assistant Principal	SCIS
Megan Rawlins	Principal	SCIS
James Boyd	7-8 Teacher/Coach (RLA)	WSMS
Christine Clewell	7-8 Teacher/Coach	WSMS
Rebecca Lacy	K-4 Art Teacher	HES
Saadia Muhaimin	7-8 Special Education Teacher	WSMS

9.C. Notification of Public Information Requests Report

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



## Lovejoy Independent School District Board of Trustees

<b>Date of Meeting</b>	July 22, 2024
<b>Document Title</b>	Public Information Requests Report
<b>Presented For</b>	Board Action    X Report/Review Only
<b>Supporting Documents</b>	None    X Attached    Provided Later
<b>Administrator Responsible</b>	Rodricka Taylor, Coordinator for the Superintendent and Board Services
<b>Executive Summary</b>	
Public information requests are provided for report/review.	
<b>Administrator Recommendation</b>	
No administrator recommendation.	
<b>District Priority</b>	
<b>Priority 3:</b> Lovejoy ISD will prioritize community, connection, and communication.	

Date Submitted	Request	Name	Approx. Hours Spent
6/11/2024	<p>Additionally, I would like to submit a Public Records Request for the following information:</p> <ol style="list-style-type: none"> <li>1. A list of current programs and services offered by Lovejoy ISD that assist students with college planning and financing.</li> <li>2. Statistical data on the college enrollment rates of Lovejoy ISD graduates over the past five years.</li> <li>3. A list of Lovejoy ISD parents so I may reach out directly. Phone, email, addresses, etc...</li> </ol> <p>Please let me know a convenient time for this discussion, and I will arrange a virtual session accordingly. I look forward to the opportunity to explore how we can work together to support the educational aspirations of Lovejoy ISD's students.</p> <p>Thank you for considering this request.</p> <p>Warm Regards,</p> <p>Brandon Monroe</p>	Brandon Monroe	0.5
06/26/2024	<p>Dear Lovejoy Independent School District,</p> <p>Pursuant to the Texas Open Records Act, I am writing to request access to and a copy of specific records from Lovejoy Independent School District.</p> <p>I am seeking the following information:  Email addresses for school board members/trustees within the school district.  Email addresses and job titles of all current teachers within the school district.  Email addresses and job titles of all current principals within the school district.  Email address and job title of the current superintendent.  Email addresses and job titles of all current administrative staff within the school district.</p> <p>I request that the information be provided in an electronic format, such as a CSV or Excel file, if possible. If any of the requested information is not available electronically, please provide the information in the format that is most convenient.</p> <p>If there are any fees associated with fulfilling this request, please inform me before proceeding. Additionally, if you need any further clarification regarding this request, do not hesitate to contact me at <a href="mailto:zt@creativeenergy.co">zt@creativeenergy.co</a>.  I appreciate your attention to this matter and look forward to your prompt response within the timeframe stipulated by the Open Records Act.</p> <p>Thank you for your assistance.</p> <p>Sincerely,  Vance.</p>	Vance w/creative energy	0.25

06/29/2024	<p>Under the Texas Public Information Act, Tex. Gov't Code §552.001 et seq., I am requesting an opportunity to inspect or obtain copies of the following public records:</p> <p>Lovejoy Admin recently pointed out there's an opt-out form to opt-out children of certain books in the library. Can you please show me where on the district website this form is as well as resend the communication to parents regarding this form? Also please send me a list of all the library books that exist in Lovejoy High School and Hart Elementary so that I can review and determine if I want my children accessing their contents. As a taxpayer and contributor to the purchase of the library books, I expect my children to have access to appropriate books in the library.</p> <p>I request that these records be provided in electronic form in their native format.</p> <p>If there are any fees for searching or copying these records, please inform me if the cost will exceed \$25. However, I would also like to request a waiver of all fees in that the disclosure of the requested information is in the public interest. This information is not being sought for commercial purposes.</p> <p>The Texas Public Information Act requires that you "promptly produce" the requested records unless, within 10 days, you have sought an Attorney General's Opinion. If you expect a significant delay in responding to this request, please contact me with information about when I might expect copies or the ability to inspect the requested records.</p> <p>If you deny any or all of this request, please cite each specific exemption you feel justifies the refusal to release the information and notify me of the appeal procedures available to me under the law.</p> <p>Thank you, Melissa Sassine</p>	Melissa Sassine	0.25
06/29/2024	<p>Mrs. Taylor,</p> <p>Under the Texas Public Information Act, Tex. Gov't Code §552.001 et seq., I am requesting an opportunity to inspect or obtain copies of the following public records:</p> <p>- All 2023-2024 communication to Lovejoy ISD from TASB, ALA, TEA, and Abernathy, Roeder, Boyd, and Hullett, P.C. for HB900 and/or the TSLAC guidelines.</p> <p>I request that these records be provided in electronic form in their native format. If there are any fees for searching or copying these records, please inform me if the cost will exceed \$25. However, I would also like to request a waiver of all fees in that the disclosure of the requested information is in the public interest.</p> <p>This information is not being sought for commercial purposes. The Texas Public Information Act requires that you "promptly produce" the requested records unless, within 10 days, you have sought an Attorney General's Opinion.</p> <p>If you expect a significant delay in responding to this request, please contact me with information about when I might expect copies or the ability to inspect the requested records. If you deny any or all of this request, please cite each specific exemption you feel justifies the refusal to release the information and notify me of the appeal procedures available to me under the law.</p> <p>Sincerely, Milena Kontareva</p>	Milena Kontareva	*not yet completed
07/01/2024	<p>Good afternoon Mrs. Taylor,</p> <p>This is Trey Robertson with Rep. Patterson's office. We emailed around early June concerning the return of Rep. Patterson's check for PIR request fees which were waived. Do you happen to have that thread of correspondence in your email or archives/records? If you do, could you please forward that thread of messages to this email. Thank you in advance for any assistance you can provide!</p> <p>Have a great day,</p> <p>Trey Robertson Legislative Aide/Assistant Committee Clerk State Representative Jared Patterson</p>	Trey Robertson	*not yet completed

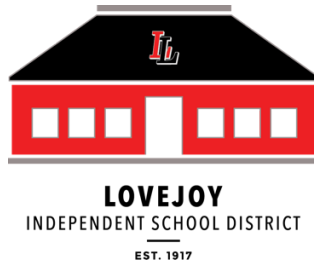
	<p>Good afternoon,</p> <p>Hopefully this will not be too burdensome. I'm trying to make it fairly friendly to an electronic search. I will state at the outset I am not seeking any communications subject to a claim of the attorney-client privilege (please redact if part of a larger document), or any security-based privilege. Should the litigation exception need to be invoked, while you don't have to, you could reach out to me with that information (i.e., that it is an issue) and I might be able to narrow the request around it. I have no desire to require counsel to draft an AG letter (those are a pain). Obviously, information such as social security numbers deemed protected by the Act may be redacted.</p> <p>The request is as follows:</p> <p>Any email communication to or from the District (defined as the Lovejoy Independent School District, its officers, agents, officials, employees, and attorneys) wherein Jared Patterson is an author, recipient, or is otherwise copied on said email. Time frame for this request is the last 24 months. This request should be interpreted to include attachments.</p> <p>Any physical letter sent by or sent to Jared Patterson. Time frame for this request is the last 24 months. This request should be interpreted to include enclosures.</p> <p>Any email communication to or from the District (as heretofore defined) wherein the domain of any sender or recipient is "house.texas.gov" and the email contains the term "Patterson." Time frame for this request is the last 24 months. This request should be interpreted to include attachments.</p> <p>Thank you! Sorry to be a bother.</p> <p>07/03/2024 Tim Dunn</p>	Tim Dunn	*not yet completed
07/04/2024	<p>Please provide the MOST RECENT copy of invoices, bills, &amp; subscription statements for ALL software, internet, phone, cellular, broadband, &amp; cloud services from June 2023 to present. Include the most recent invoice for all related purchases for your agency &amp; all associated agencies if multiple are controlled by the same entity. Provide the latest billing document for each vendor, even if outside this date range.</p> <p>07/04/2024</p>	Frank Curry w/FOIA Buddy	*not yet completed
07/12/2024	<p>Hi, and hope you're doing well.</p> <p>I'd like to request the below information pursuant to Texas Open Records Act Texas government code chapter 552, including their names, title, campus name where applicable, &amp; district email addresses.</p> <ul style="list-style-type: none"> <li>All Lovejoy ISD English language arts, math, science, and social studies teachers</li> <li>All Lovejoy ISD Principals</li> <li>All Lovejoy ISD Assistant Principals</li> <li>All Lovejoy ISD Instructional Coaches</li> <li>All Lovejoy ISD Academic Specialists/Instructional Specialists</li> <li>All Lovejoy ISD Digital Learning Coordinators/Specialists</li> <li>All Lovejoy ISD Instructional Technology Coaches/Specialists</li> </ul> <p>If this information could please be provided electronically in a non-PDF format, then it would be greatly appreciated. Please let me know if you have any questions, and thank you!</p> <p>Thank you,</p> <p>07/12/2024 Cynthia</p>	Cynthia Krizman	*not yet completed

10. Consent Agenda

**Presenter:** Barrett Owens, President

10.A. Consider Approval of the Minutes of the June 17, 2024 Board Meeting

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



## **Board of Trustees Minutes of the Board Meeting and Public Hearing Monday, June 17, 2024**

A Board Meeting and Public Hearing of the Lovejoy Independent School District Board of Trustees was held on Monday, June 17, 2024, beginning at 5:00 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 5:00 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*

The following 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 5:00 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.A.1.** Consultation with legal counsel regarding grievance procedures.
  - 3.A.2.** Consultation with legal counsel regarding EFB (LOCAL).
  - 3.A.3.** Consultation with legal counsel regarding litigation update.
- 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**  
*Barrett Owens, President*

The Board of Trustees returned to the Open Meeting at 7:01 PM in the Library.

- 5. Opening Exercise**  
*Barrett Owens, President*

- 5.A. Pledges**  
*Dr. Travis Zambiasi, Principal, Lovejoy High School*

Dr. Travis Zambiasi, Principal of Lovejoy High School, introduced Lovejoy High School student, Carsten Dunn, who led the Pledge of Allegiance and the Texas Pledge.

- 6. Recognitions**  
*Barrett Owens, President*

- 6.A. Board Recognitions: Leadership TASB**  
*Katie Kordel, Superintendent*

Katie Kordel, Superintendent, recognized Trustee Marvin Bobo for his participation in Leadership TASB.

- 6.B. Introduction of New Hires**  
*Anna Koenig, Executive Director of Human Resources and Communications*

Anna Koenig, Executive Director of Human Resources and Communications, introduced new Lovejoy High School Principal, Mr. Justin Wieller.

- 6.C. Student Recognitions: Baseball and Fishing**  
*Dr. Travis Zambiasi, Principal, Lovejoy High School*

Dr. Travis Zambiasi, Principal, Lovejoy High School introduced Baseball Coach, Ryan Gros, who recognized the Baseball for their outstanding achievement as UIL State Runnerups.

Dr. Travis Zambiasi, Principal, Lovejoy High School introduced the Fishing Team's sponsor, Marisa Davis, who recognized the Fishing Team for their outstanding achievement at State.

- 7. Public Comments Related to June 17, 2024 Agenda Items**  
*Rodricka Taylor, Coordinator for the Superintendent and Board Services*

There were no public comments as related to the June 17, 2024 Agenda Items.

**8. Invocation**

*Barrett Owens, President*

Barrett Owens, President, 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 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.

**9.C. Notification of Public Information Requests Report**

*Rodricka Taylor, Coordinator for the Superintendent and Board Services*

Rodricka Taylor, Coordinator for the Superintendent and Board Services, notified the Board of the Public Information Requests Report.

**10. Consent Agenda**

*Barrett Owens, President*

**10.A. Consider Approval of the Minutes of the May 20, 2024 Board Meeting**

*Rodricka Taylor, Coordinator for the Superintendent and Board Services*

**10.B. Consider Approval of the Minutes of the June 5, 2024 Board Workshop**

*Rodricka Taylor, Coordinator for the Superintendent and Board Services*

**10.C. Consider Approval of Monthly Finance Report**

*Thomas Willman, Chief Financial Officer*

**10.D. Consider Approval of the Final 2023-2024 Budget Amendment #4**

*Thomas Willman, Chief Financial Officer*

Motion to approve the Consent Agenda. This motion made by Julie McLaughlin and seconded by Jeff Wood, Passed.

Yea: 7, Nay: 0, Absent: 0

**11. Discussion and Possible Action on the Selection of Delegate and Alternate for the 2024 Delegate Assembly to the TASB Convention**

*Barrett Owens, President*

Motion to approve the Selection of Delegate and Alternate for the 2024 Delegate Assembly to the TASB Convention. This motion made by Julie McLaughlin and seconded by Jason Jaynes, Passed.

Yea: 7, Nay: 0, Absent: 0

The Board of Trustees selected the following:

Marvin Bobo as the Delegate.

Amy Smith as the Alternate.

**12. Open a Public Hearing on the 2024-2025 Budget and Proposed Tax Rate**

*Barrett Owens, President*

President Owens opened the public hearing on the 2024-2025 Budget and Proposed Tax Rate at 7:17 PM.

There were no public hearing comments as related to the 2024-2025 Budget and Proposed Tax Rate.

**13. Presentation: 2024-2025 Budget and Proposed Tax Rate**

*Thomas Willman, Chief Financial Officer*

Thomas Willman, Chief Financial Officer, provided a presentation on the 2024-2025 Budget and Proposed Tax Rate.

**14. Close a Public Hearing on the 2024-2025 Budget and Proposed Tax Rate**

*Barrett Owens, President*

President Owens closed the public hearing on the 2024-2025 Budget and Proposed Tax Rate at 7:30 PM.

**15. Consider and Act on Adopting the 2024-2025 Budget and Proposed Tax Rate**

*Thomas Willman, Chief Financial Officer*

Motion to approve Adopting the 2024-2025 Budget and Proposed Tax Rate.

This motion made by Julie McLaughlin and seconded by Marvin Bobo, Passed.

Yea: 7, Nay: 0, Absent: 0

**16. Consider and Act on the 2024-2025 TASB Risk Management Fund Program Renewals**

*Thomas Willman, Chief Financial Officer*

Motion to approve the 2024-2025 TASB Risk Management Fund Program Renewals. This motion made by Mark Wheelis and seconded by Marvin Bobo, Passed.

Yea: 7, Nay: 0, Absent: 0

**17. Consider and Act on Increases to Student Nutrition Meal Prices**

*Thomas Willman, Chief Financial Officer*

Motion to approve the Increases to Student Nutrition Meal Prices. This motion made by Marvin Bobo and seconded by Mark Wheelis, Passed.

Yea: 7, Nay: 0, Absent: 0

**18. Consider and Act on the 2024-2025 Compensation Plan**

*Anna Koenig, Executive Director of Human Resources and Communications*

Motion to approve the 2024-2025 Compensation Plan. This motion made by Jason Jaynes and seconded by Jeff Wood, Passed.

Yea: 7, Nay: 0, Absent: 0

**19. Consider and Act on the 2024-2025 District of Innovation Plan (DOI)**

*Anna Koenig, Executive Director of Human Resources and Communications*

Motion to approve the 2024-2025 District of Innovation Plan (DOI). This motion made by Marvin Bobo and seconded by Julie McLaughlin, Passed.

Yea: 7, Nay: 0, Absent: 0

**20. Presentation: Student Achievement Update**

*Dr. Laurie Tinsley, Assistant Superintendent of Curriculum and Instruction*

Dr. Laurie Tinsley, Assistant Superintendent of Curriculum and Instruction, provided a presentation on the Student Achievement Update.

**21. Consider and Act on Board Policy EFB (LOCAL)**

*Dr. Laurie Tinsley, Assistant Superintendent of Curriculum and Instruction*

Motion to approve Board Policy EFB (LOCAL). This motion made by Julie McLaughlin and seconded by Jeff Wood, Passed.

Yea: 7, Nay: 0, Absent: 0

**22. Consider and Act on Approval to Purchase Willow Springs Middle School and Lovejoy High School Library Furniture and Technology with Bond Funds in an Amount that Exceed \$75,000**

*Dr. Laurie Tinsley, Assistant Superintendent of Curriculum and Instruction*

Motion to approve the Setting a Date for a Public Hearing to Discuss Budget and Proposed Tax Rate for 2024/2025. This motion made by Mark Wheelis and seconded by Amy Smith, Passed.

Yea: 7, Nay: 0, Absent: 0

### **23. Consider and Act on the RFQ with Architect**

*Thomas Willman, Chief Financial Officer*

Motion to approve the Setting a Date for a Public Hearing to Discuss Budget and Proposed Tax Rate for 2024/2025. This motion made by Marvin Bobo and seconded by Jeff Wood, Passed.

Yea: 6, Nay: 0, Absent: 0

Abstained: 1 (Mark Wheelis)

### **24. Cabinet Reports**

*Executive Cabinet Members*

The following Cabinet Members presented reports:

- Dr. Laurie Tinsley, Assistant Superintendent of Curriculum and Instruction
- Thomas Willman, Chief Financial Officer
- Anna Koenig, Executive Director of Human Resources and Communication
- Kyle Pursifull, Executive Director of District Support Services
- Dr. Travis Zambiasi, Executive Director of District Student Services

#### **24.A. Curriculum and Instruction - Curriculum Writing, Back-to-School, Summer Enrichment Camps, MCCU Updates**

*Dr. Laurie Tinsley, Assistant Superintendent of Curriculum and Instruction*

#### **24.B. Finance - Progress on Operational Efficiencies and Changes**

*Thomas Willman, Chief Financial Officer*

#### **24.C. Human Resources and Communications - Service Awards and End of the Year Celebration**

*Anna Koenig, Executive Director of Human Resources and Communications*

#### **24.D. District Support Services - Transportation, Safety and Security, Maintenance, Grounds, and Custodial Updates**

*Kyle Pursifull, Executive Director of District Support Services*

#### **24.E. Student Services - Athletics, UIL Lone Star Cup and Highlights**

*Dr. Travis Zambiasi, Executive Director of Student Services*

### **25. Superintendent's Report**

*Katie Kordel, Superintendent*

Katie Kordel, Superintendent, highlighted the outstanding celebration of Lovejoy ISD earning the 5A Lone Star Cup. This achievement represents excellence in academic, fine arts, and athletics competitions. This significant achievement is a direct result of our students, teachers, coaches, and their relentless efforts in contribution to our ongoing success and Legacy of Excellence. We have been able to accomplish this in an atmosphere with significant funding challenges. We have needed to become more efficient while still maintaining a focus on student

success. Superintendent Kordel gave a special thanks to the Honorable Congressman Keith Self for supporting the students going into the Service Academies. Lovejoy High School student, Nick Yarad, who is attending West Point University was recognized. To see Nick's commitment to service and honor is remarkable. We wish Nick every success.

**26. Public Comments Related to Non-Agenda Items**

*Rodricka Taylor, Coordinator for the Superintendent and Board Services*

There were no public comments related to Non-Agenda Items.

**27. Announcements**

*Barrett Owens, President*

There were no announcements made by President Owens.

**28. Adjournment**

*Barrett Owens, President*

With there being no further business, the Board adjourned at 8:45 PM.

Respectfully submitted,

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Amy Smith, Secretary of the Board of Trustees

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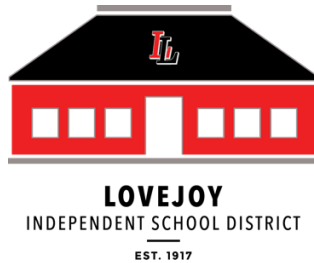
Barrett Owens, President of the Board of Trustees

*\*Agenda item details are filed in the Superintendent's Office with the Monday, June 17, 2024 agenda packet.*

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

10.B. Consider Approval of the Minutes of the June 19, 2024 Special Board Meeting

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



## **Board of Trustees Minutes of the Special Board Meeting Wednesday, June 19, 2024**

A Special Board Meeting of the Lovejoy Independent School District Board of Trustees was held on Wednesday, June 19, 2024, beginning at 8:00 AM 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 8:04 AM 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*

The following 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 8:04 AM 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 with legal counsel regarding grievance procedures.**
- 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**

*Barrett Owens, President*

The Board of Trustees returned to the Open Meeting at 8:31 AM in the Library.

**5. Public Comments Related to June 19, 2024 Agenda Items**

*Rodricka Taylor, Coordinator for the Superintendent and Board Services*

There were 17 public comments as related to the June 19, 2024 Agenda Items:

1. Shannon Ayers: Library books.
2. Jason McLaughlin: Library books.
3. Valerie Turnbow: Library.
4. Jody Bates: Library materials.
5. Sam Lamping: The Freedom Writers.
6. Terri Satterwhite: Young Adult books in school library.
7. Jill Lamping: Library materials.
8. Kendal Simpson: Agenda item #8.
9. Charlotte Smith: Level 3 Appeal of Library Materials.
10. Casey Jones: Library materials.
11. Connie Marshall: Agenda item #8.
12. Bridget Adell: Agenda item #8.
13. Aubrey Stock: Agenda item #8.
14. Tyler Simpson: Agenda item #8.
15. Lee More: Agenda item #8.
16. Amy Gatlin: Agenda item #8.
17. Devika Dandona: Grievance about books.

**6. Level III Appeal of Library Materials Filed by Laura Giles**

*Dr. Laurie Tinsley, Assistant Superintendent of Curriculum and Instruction*

The Level III Appeal of Library Materials Filed by Laura Giles took place.

**7. Consultation with Legal Counsel Regarding Legal Procedures (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 of Trustees retired into Closed Session at 12:01 PM.

**8. Consideration and Possible Action Regarding Library Materials Filed by Laura Giles**

*Dr. Laurie Tinsley, Assistant Superintendent of Curriculum and Instruction*

**8.A. Unravel Me**

- 8.B. The Freedom Writers**
- 8.C. Concrete Rose**
- 8.D. The Poet X**

**8.A.** Motion to deny the Library Material Filed by Laura Giles. This motion made by Marvin Bobo and seconded by Julie McLaughlin, Passed.

Yea: 7, Nay: 0, Absent: 0

**8.B.** Motion to deny Library Material Filed by Laura Giles. This motion made by Julie McLaughlin and seconded by Any Smith, Passed.

Yea: 7, Nay: 0, Absent: 0

**8.C.** Motion to deny Library Material Filed by Laura Giles. This motion made by Jason Jaynes and seconded by Jeff Wood, Passed.

Yea: 7, Nay: 0, Absent: 0

**8.D.** Motion to deny Library Material Filed by Laura Giles. This motion made by Amy Smith and seconded by Marvin Bobo, Passed.

Yea: 7, Nay: 0, Absent: 0

## **9. Announcements**

*Barrett Owens, President*

There were no announcements made by President Owens.

## **10. Adjournment**

*Barrett Owens, President*

With there being no further business, the Board adjourned at 12:49 PM.

Respectfully submitted,

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Amy Smith, Secretary of the Board of Trustees

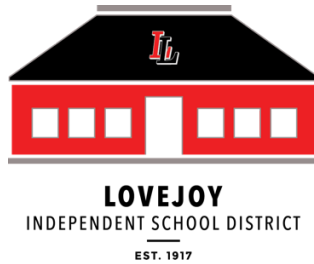
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Barrett Owens, President of the Board of Trustees

*\*Agenda item details are filed in the Superintendent's Office with the Wednesday, June 19, 2024 agenda packet.*

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

10.C. Consider Approval of the Quarterly Investment Report  
**Presenter:** Thomas Willman, Chief Financial Officer



## Lovejoy Independent School District Board of Trustees

<b>Date of Meeting</b>	July 22, 2024
<b>Document Title</b>	Quarterly Investment Report
<b>Presented For</b>	X Board Action Report/Review Only
<b>Supporting Documents</b>	None X Attached Provided Later
<b>Administrator Responsible</b>	Thomas Willman, Chief Financial Officer



### Executive Summary

The Public Funds Investment Act (“PFIA”) under Government Code, Chapter 2256: Public Funds Investment, requires that each school district, not less than quarterly, prepare and submit to the Board of Trustees a report of investment transactions for all funds. The quarterly investment report includes the District’s investment transactions required by the PFIA for the quarter ending June 30, 2024.

The report is typically included in the Consent Agenda. Each quarter, the Investment Officer designated by Lovejoy ISD provides a detailed report of all transactions performed during the quarter, including investments outside of the district’s bank depository. Actual statements are provided with the report.

The majority of the deposits made monthly come directly from the Collin County Tax Collector. Some transfer of funds between the district checking account and investment accounts occurs to keep the maximum amount of funds available in investment accounts that have a higher yield than the bank depository, while still providing sufficient cash flow. This report fulfills the requirements outlined in board policy CDA (LEGAL) and CDA (LOCAL).

**Fiscal Implications**

Investment earnings are noted in the report. There are no additional fiscal implications.

**Administrator Recommendation**

It is the recommendation of the Administration that the Board of Trustees accept the quarterly investment report for the quarter ending June 30, 2024.

**District Priority**

**Priority 3:** Lovejoy ISD will prioritize community, connection, and communication.

**Priority 4:** Lovejoy ISD will strategically plan for the safety and security of students and staff, financial sustainability, and effective operations.

**LOVEJOY INDEPENDENT SCHOOL DISTRICT  
 QUARTERLY INVESTMENT BALANCES BY FUND  
 2023-2024**

	APRIL	MAY	JUNE
GENERAL FUND TEXPOOL INVESTMENTS	\$ 24,554,206	\$ 22,443,545	\$ 19,533,285
GENERAL FUND TEXAS CLASS INVESTMENTS	\$ 25,978	\$ 26,098	\$ 26,215
GENERAL FUND LONE STAR INVESTMENTS	\$ 20,345	\$ 20,448	\$ 20,548
<b>TOTAL GENERAL FUND 199</b>	<b>\$ 24,600,529</b>	<b>\$ 22,490,092</b>	<b>\$ 19,580,048</b>
DEBT SERVICE TEXAS CLASS INVESTMENTS	\$ 9,027,358	\$ 2,220,312	\$ 2,268,593
<b>TOTAL DEBT SERVICE FUND 599</b>	<b>\$ 9,027,358</b>	<b>\$ 2,220,312</b>	<b>\$ 2,268,593</b>
CONSTRUCTION 2021 LONE STAR INVESTMENTS	\$ 1,165,005	\$ 1,133,575	\$ 1,065,978
CONSTRUCTION 2024 LONE STAR INVESTMENTS	\$ -	\$ 9,523,506	\$ 9,565,112
<b>TOTAL CONSTRUCTION FUNDS</b>	<b>\$ 1,165,005</b>	<b>\$ 10,657,081</b>	<b>\$ 10,631,090</b>
<b>TOTAL DISTRICT INVESTMENTS</b>	<b>\$ 34,792,893</b>	<b>\$ 35,367,485</b>	<b>\$ 32,479,731</b>

These accounts are only those outside our official depository contract with American National Bank.

**QUARTERLY INVESTMENT BALANCES BY INVESTMENT POOL**

TEXPOOL	\$ 24,554,206	\$ 22,443,545	\$ 19,533,285
TEXAS CLASS	\$ 9,053,337	\$ 2,246,411	\$ 2,294,807
LONE STAR	\$ 1,185,350	\$ 10,677,529	\$ 10,651,638
<b>TOTAL DISTRICT INVESTMENTS</b>	<b>\$ 34,792,893</b>	<b>\$ 35,367,485</b>	<b>\$ 32,479,731</b>

TexPool Participant Services  
1001 Texas Avenue, Suite 1150  
Houston, TX 77002



LOVEJOY ISD  
GENERAL FUND  
ATTN KATIE KORDEL  
259 COUNTRY CLUB RD  
ALLEN TX 75002-7643

## Participant Statement

**Statement Period 04/01/2024 - 04/30/2024**

Customer Service 1-866-TEX-POOL  
Location ID [REDACTED]  
Investor ID [REDACTED]

## TexPool Update

Based on participant feedback, effective December 1, 2023, TexPool now offers direct check purchases into TexPool and TexPool Prime. Please contact TexPool Participant Services to learn more.

### TexPool Summary

Pool Name	Beginning Balance	Total Deposits	Total Withdrawals	Total Interest	Current Balance	Average Balance
Texas Local Government Investment Pool	\$26,197,362.52	\$232,412.53	\$2,000,000.00	\$108,802.45	\$24,538,577.50	\$24,913,427.35
<b>Total Dollar Value</b>	<b>\$26,197,362.52</b>	<b>\$232,412.53</b>	<b>\$2,000,000.00</b>	<b>\$108,802.45</b>	<b>\$24,538,577.50</b>	

## Portfolio Value

Pool Name	Pool/Account	Market Value (04/01/2024)	Share Price (04/30/2024)	Shares Owned (04/30/2024)	Market Value (04/30/2024)
Texas Local Government Investment Pool	[REDACTED]	\$26,197,362.52	\$1.00	24,538,577.500	\$24,538,577.50
<b>Total Dollar Value</b>		<b>\$26,197,362.52</b>			<b>\$24,538,577.50</b>

## Interest Summary

Pool Name	Pool/Account	Month-to-Date Interest	Year-to-Date Interest
Texas Local Government Investment Pool	[REDACTED]	\$108,802.45	\$453,776.65
<b>Total</b>		<b>\$108,802.45</b>	<b>\$453,776.65</b>

## Transaction Detail

### Texas Local Government Investment Pool

Participant: LOVEJOY ISD

Pool/Account: [REDACTED]

Transaction Date	Settlement Date	Transaction Description	Transaction Dollar Amount	Share Price	Shares This Transaction	Shares Owned
04/01/2024	04/01/2024	BEGINNING BALANCE	\$26,197,362.52	\$1.00		26,197,362.520
04/01/2024	04/01/2024	DIRECT DEPOSIT	\$33,274.58	\$1.00	33,274.580	26,230,637.100
04/02/2024	04/02/2024	DIRECT DEPOSIT	\$25,389.16	\$1.00	25,389.160	26,256,026.260
04/03/2024	04/03/2024	DIRECT DEPOSIT	\$10,309.05	\$1.00	10,309.050	26,266,335.310
04/04/2024	04/04/2024	DIRECT DEPOSIT	\$41,208.62	\$1.00	41,208.620	26,307,543.930
04/05/2024	04/05/2024	DIRECT DEPOSIT	\$8,042.48	\$1.00	8,042.480	26,315,586.410
04/08/2024	04/08/2024	DIRECT DEPOSIT	\$6,925.71	\$1.00	6,925.710	26,322,512.120
04/09/2024	04/09/2024	DIRECT DEPOSIT	\$2,721.88	\$1.00	2,721.880	26,325,234.000
04/09/2024	04/09/2024	WITHDRAWAL	\$2,000,000.00	\$1.00	2,000,000.000	24,325,234.000
04/10/2024	04/10/2024	DIRECT DEPOSIT	\$42,738.99	\$1.00	42,738.990	24,367,972.990

04/11/2024	04/11/2024	DIRECT DEPOSIT	\$7,544.47	\$1.00	7,544.470	24,375,517.460
04/15/2024	04/15/2024	DIRECT DEPOSIT	\$4,333.39	\$1.00	4,333.390	24,379,850.850
04/17/2024	04/17/2024	DIRECT DEPOSIT	\$44,732.25	\$1.00	44,732.250	24,424,583.100
04/18/2024	04/18/2024	DIRECT DEPOSIT	\$2,758.76	\$1.00	2,758.760	24,427,341.860
04/19/2024	04/19/2024	DIRECT DEPOSIT	\$2,433.19	\$1.00	2,433.190	24,429,775.050
04/30/2024	04/30/2024	MONTHLY POSTING	\$108,802.45	\$1.00	108,802.450	24,538,577.500
<b>Account Value as of 04/30/2024</b>			<b>\$24,538,577.50</b>	<b>\$1.00</b>		<b>24,538,577.500</b>

TexPool Participant Services  
 1001 Texas Avenue, Suite 1150  
 Houston, TX 77002



LOVEJOY ISD  
 GENERAL FUND  
 ATTN KATIE KORDEL  
 259 COUNTRY CLUB RD  
 ALLEN TX 75002-7643

# Participant Statement

**Statement Period** 05/01/2024 - 05/31/2024

**Customer Service** 1-866-TEX-POOL  
**Location ID** [REDACTED]  
**Investor ID** [REDACTED]

## TexPool Update

With cyber-crime and other social engineering attacks on the rise, TexPool offers tips, resources, and other suggestions to help protect your participating entity from potential financial fraud. Please visit the Financial Fraud Prevention page on TexPool.com to learn more. We also encourage you to complete the Phishing and Cybersecurity Awareness course that is available through TexPool Academy.

## TexPool Summary

Pool Name	Beginning Balance	Total Deposits	Total Withdrawals	Total Interest	Current Balance	Average Balance
Texas Local Government Investment Pool	\$24,538,577.50	\$162,714.32	\$2,400,000.00	\$104,467.19	\$22,405,759.01	\$23,141,435.01
<b>Total Dollar Value</b>	<b>\$24,538,577.50</b>	<b>\$162,714.32</b>	<b>\$2,400,000.00</b>	<b>\$104,467.19</b>	<b>\$22,405,759.01</b>	

## Portfolio Value

Pool Name	Pool/Account	Market Value (05/01/2024)	Share Price (05/31/2024)	Shares Owned (05/31/2024)	Market Value (05/31/2024)
Texas Local Government Investment Pool	[REDACTED]	\$24,538,577.50	\$1.00	22,405,759.010	\$22,405,759.01
<b>Total Dollar Value</b>		<b>\$24,538,577.50</b>			<b>\$22,405,759.01</b>

## Interest Summary

Pool Name	Pool/Account	Month-to-Date Interest	Year-to-Date Interest
Texas Local Government Investment Pool	[REDACTED]	\$104,467.19	\$558,243.84
<b>Total</b>		<b>\$104,467.19</b>	<b>\$558,243.84</b>

## Transaction Detail

**Texas Local Government Investment Pool**

**Participant:** LOVEJOY ISD

**Pool/Account:** [REDACTED]

Transaction Date	Settlement Date	Transaction Description	Transaction Dollar Amount	Share Price	Shares This Transaction	Shares Owned
05/01/2024	05/01/2024	BEGINNING BALANCE	\$24,538,577.50	\$1.00		24,538,577.500
05/01/2024	05/01/2024	DIRECT DEPOSIT	\$4,626.90	\$1.00	4,626.900	24,543,204.400
05/02/2024	05/02/2024	DIRECT DEPOSIT	\$11,001.42	\$1.00	11,001.420	24,554,205.820
05/06/2024	05/06/2024	DIRECT DEPOSIT	\$573.63	\$1.00	573.630	24,554,779.450
05/07/2024	05/07/2024	DIRECT DEPOSIT	\$25,884.09	\$1.00	25,884.090	24,580,663.540

TexPool Participant Statement

05/08/2024	05/08/2024	DIRECT DEPOSIT	\$1,930.02	\$1.00	1,930.020	24,582,593.560
05/09/2024	05/09/2024	DIRECT DEPOSIT	\$7,800.01	\$1.00	7,800.010	24,590,393.570
05/10/2024	05/10/2024	DIRECT DEPOSIT	\$670.74	\$1.00	670.740	24,591,073.210
05/13/2024	05/13/2024	DIRECT DEPOSIT	\$230.42	\$1.00	230.420	24,591,309.730
05/13/2024	05/13/2024	WITHDRAWAL	\$2,400,000.00-	\$1.00	2,400,000.000-	22,191,309.730
05/14/2024	05/14/2024	DIRECT DEPOSIT	\$3,157.89	\$1.00	3,157.890	22,194,467.620
05/15/2024	05/15/2024	DIRECT DEPOSIT	\$6,100.82	\$1.00	6,100.820	22,200,568.440
05/16/2024	05/16/2024	DIRECT DEPOSIT	\$2,687.73	\$1.00	2,687.730	22,203,256.170
05/17/2024	05/17/2024	DIRECT DEPOSIT	\$4,037.55	\$1.00	4,037.550	22,207,293.720
05/20/2024	05/20/2024	DIRECT DEPOSIT	\$860.84	\$1.00	860.840	22,208,154.560
05/21/2024	05/21/2024	DIRECT DEPOSIT	\$6,604.88	\$1.00	6,604.880	22,214,759.440
05/22/2024	05/22/2024	DIRECT DEPOSIT	\$8,166.59	\$1.00	8,166.590	22,222,926.030
05/23/2024	05/23/2024	DIRECT DEPOSIT	\$21,410.45	\$1.00	21,410.450	22,244,336.480
05/24/2024	05/24/2024	DIRECT DEPOSIT	\$10,496.81	\$1.00	10,496.810	22,254,833.290
05/28/2024	05/28/2024	DIRECT DEPOSIT	\$13,899.21	\$1.00	13,899.210	22,268,732.500
05/29/2024	05/29/2024	DIRECT DEPOSIT	\$450.44	\$1.00	450.440	22,269,182.940
05/30/2024	05/30/2024	DIRECT DEPOSIT	\$8,957.55	\$1.00	8,957.550	22,278,140.490
05/31/2024	05/31/2024	DIRECT DEPOSIT	\$23,151.33	\$1.00	23,151.330	22,301,291.820
05/31/2024	05/31/2024	MONTHLY POSTING	\$104,467.19	\$1.00	104,467.190	22,405,759.010
<b>Account Value as of 05/31/2024</b>			<b>\$22,405,759.01</b>	<b>\$1.00</b>		<b>22,405,759.010</b>

TexPool Participant Services  
1001 Texas Avenue, Suite 1150  
Houston, TX 77002



LOVEJOY ISD  
GENERAL FUND  
ATTN KATIE KORDEL  
259 COUNTRY CLUB RD  
ALLEN TX 75002-7643

## Participant Statement

**Statement Period** 06/01/2024 - 06/30/2024

**Customer Service** 1-866-TEX-POOL  
**Location ID** [REDACTED]  
**Investor ID** [REDACTED]

## TexPool Update

With cyber-crime and other social engineering attacks on the rise, TexPool offers tips, resources, and other suggestions to help protect your participating entity from potential financial fraud. Please visit the Financial Fraud Prevention page on TexPool.com to learn more. We also encourage you to complete the Phishing and Cybersecurity Awareness course that is available through TexPool Academy.

## TexPool Summary

Pool Name	Beginning Balance	Total Deposits	Total Withdrawals	Total Interest	Current Balance	Average Balance
Texas Local Government Investment Pool	\$22,405,759.01	\$67,218.84	\$3,000,000.00	\$89,739.92	\$19,562,717.77	\$20,562,823.45
<b>Total Dollar Value</b>	<b>\$22,405,759.01</b>	<b>\$67,218.84</b>	<b>\$3,000,000.00</b>	<b>\$89,739.92</b>	<b>\$19,562,717.77</b>	

## Portfolio Value

Pool Name	Pool/Account	Market Value (06/01/2024)	Share Price (06/30/2024)	Shares Owned (06/30/2024)	Market Value (06/30/2024)
Texas Local Government Investment Pool	[REDACTED]	\$22,405,759.01	\$1.00	19,562,717.770	\$19,562,717.77
<b>Total Dollar Value</b>		<b>\$22,405,759.01</b>			<b>\$19,562,717.77</b>

## Interest Summary

Pool Name	Pool/Account	Month-to-Date Interest	Year-to-Date Interest
Texas Local Government Investment Pool	[REDACTED]	\$89,739.92	\$647,983.76
<b>Total</b>		<b>\$89,739.92</b>	<b>\$647,983.76</b>

## Transaction Detail

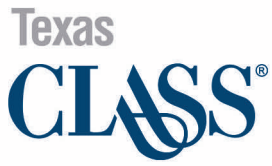
### Texas Local Government Investment Pool

Participant: LOVEJOY ISD

Pool/Account: [REDACTED]

Transaction Date	Settlement Date	Transaction Description	Transaction Dollar Amount	Share Price	Shares This Transaction	Shares Owned
06/01/2024	06/01/2024	BEGINNING BALANCE	\$22,405,759.01	\$1.00		22,405,759.010
06/03/2024	06/03/2024	DIRECT DEPOSIT	\$18,339.23	\$1.00	18,339.230	22,424,098.240
06/04/2024	06/04/2024	DIRECT DEPOSIT	\$4,717.76	\$1.00	4,717.760	22,428,816.000
06/05/2024	06/05/2024	DIRECT DEPOSIT	\$14,729.16	\$1.00	14,729.160	22,443,545.160
06/12/2024	06/12/2024	DIRECT DEPOSIT	\$8,227.36	\$1.00	8,227.360	22,451,772.520
06/12/2024	06/12/2024	WITHDRAWAL	\$3,000,000.00-	\$1.00	3,000,000.000-	19,451,772.520
06/13/2024	06/13/2024	DIRECT DEPOSIT	\$6,514.60	\$1.00	6,514.600	19,458,287.120
06/14/2024	06/14/2024	DIRECT DEPOSIT	\$399.97	\$1.00	399.970	19,458,687.090

06/17/2024	06/17/2024	DIRECT DEPOSIT	\$2,203.32	\$1.00	2,203.320	19,460,890.410
06/20/2024	06/20/2024	DIRECT DEPOSIT	\$4,768.96	\$1.00	4,768.960	19,465,659.370
06/21/2024	06/21/2024	DIRECT DEPOSIT	\$3,270.27	\$1.00	3,270.270	19,468,929.640
06/24/2024	06/24/2024	DIRECT DEPOSIT	\$1,984.29	\$1.00	1,984.290	19,470,913.930
06/25/2024	06/25/2024	DIRECT DEPOSIT	\$170.87	\$1.00	170.870	19,471,084.800
06/27/2024	06/27/2024	DIRECT DEPOSIT	\$1,893.05	\$1.00	1,893.050	19,472,977.850
06/28/2024	06/28/2024	MONTHLY POSTING	\$89,739.92	\$1.00	89,739.920	19,562,717.770
<b>Account Value as of 06/30/2024</b>			<b>\$19,562,717.77</b>	<b>\$1.00</b>		<b>19,562,717.770</b>



Summary Statement

April 30, 2024

Page 1 of 5

Investor ID: [REDACTED]

0000207-0001442 PDF 645111

Lovejoy I.S.D.  
259 Country Club Road  
Allen, TX 75002

Texas CLASS

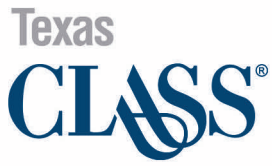
Texas CLASS

Average Monthly Yield: 5.4286%

		Beginning Balance	Contributions	Withdrawals	Income Earned	Income Earned YTD	Average Daily Balance	Month End Balance
[REDACTED]	DEBT SERVICE RESERVE	8,833,155.92	143,370.36	0.00	39,890.11	194,832.43	8,967,129.90	9,016,416.39
[REDACTED]	GENERAL FUND	25,863.15	0.00	0.00	115.34	466.31	25,924.30	25,978.49
[REDACTED]	CONSTRUCTION 2004	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>TOTAL</b>		<b>8,859,019.07</b>	<b>143,370.36</b>	<b>0.00</b>	<b>40,005.45</b>	<b>195,298.74</b>	<b>8,993,054.20</b>	<b>9,042,394.88</b>

Tel: (800) 707-6242





Account Statement

April 30, 2024

Page 2 of 5

Account Number: [REDACTED]

DEBT SERVICE RESERVE

Account Summary

Average Monthly Yield: 5.4286%

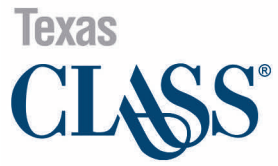
	Beginning Balance	Contributions	Withdrawals	Income Earned	Income Earned YTD	Average Daily Balance	Month End Balance
Texas CLASS	8,833,155.92	143,370.36	0.00	39,890.11	194,832.43	8,967,129.90	9,016,416.39

Transaction Activity

Transaction Date	Transaction Description	Contributions	Withdrawals	Balance	Transaction Number
04/01/2024	Beginning Balance			8,833,155.92	
04/01/2024	Contribution	21,654.81			8572408
04/02/2024	Contribution	16,758.50			8579042
04/03/2024	Contribution	6,676.35			8585727
04/04/2024	Contribution	27,200.40			8592459
04/05/2024	Contribution	5,306.41			8599154
04/08/2024	Contribution	4,571.39			8605961
04/09/2024	Contribution	1,778.01			8612717
04/10/2024	Contribution	26,431.00			8619463
04/11/2024	Contribution	4,901.78			8626236
04/15/2024	Contribution	2,716.20			8639850
04/17/2024	Contribution	21,950.06			8653412
04/18/2024	Contribution	1,820.95			8660184

Tel: (800) 707-6242



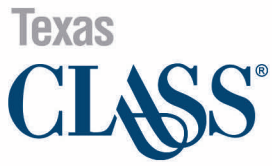


Account Number: [REDACTED]

**DEBT SERVICE RESERVE**

**Transaction Activity** (Continued)

Transaction Date	Transaction Description	Contributions	Withdrawals	Balance	Transaction Number
04/19/2024	Contribution	1,604.50			8666914
04/30/2024	Income Dividend Reinvestment	39,890.11			
04/30/2024	Ending Balance			9,016,416.39	



Account Number: T [REDACTED]

GENERAL FUND

Account Summary

Average Monthly Yield: 5.4286%

	Beginning Balance	Contributions	Withdrawals	Income Earned	Income Earned YTD	Average Daily Balance	Month End Balance
Texas CLASS	25,863.15	0.00	0.00	115.34	466.31	25,924.30	25,978.49

Transaction Activity

Transaction Date	Transaction Description	Contributions	Withdrawals	Balance	Transaction Number
04/01/2024	Beginning Balance			25,863.15	
04/30/2024	Income Dividend Reinvestment	115.34			
04/30/2024	Ending Balance			25,978.49	





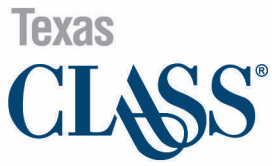
Texas CLASS

Texas CLASS

Date	Dividend Rate	Daily Yield
04/01/2024	0.000149080	5.4563%
04/02/2024	0.000149040	5.4555%
04/03/2024	0.000148897	5.4497%
04/04/2024	0.000148805	5.4463%
04/05/2024	0.000445839	5.4392%
04/06/2024	0.000000000	5.4392%
04/07/2024	0.000000000	5.4392%
04/08/2024	0.000148430	5.4325%
04/09/2024	0.000148365	5.4303%
04/10/2024	0.000148175	5.4234%
04/11/2024	0.000148310	5.4281%
04/12/2024	0.000445053	5.4297%
04/13/2024	0.000000000	5.4296%
04/14/2024	0.000000000	5.4296%
04/15/2024	0.000148272	5.4270%
04/16/2024	0.000148378	5.4306%
04/17/2024	0.000148150	5.4224%
04/18/2024	0.000148114	5.4210%
04/19/2024	0.000444570	5.4237%
04/20/2024	0.000000000	5.4238%
04/21/2024	0.000000000	5.4238%
04/22/2024	0.000148223	5.4249%
04/23/2024	0.000148259	5.4263%
04/24/2024	0.000148245	5.4258%
04/25/2024	0.000147855	5.4115%
04/26/2024	0.000443562	5.4106%
04/27/2024	0.000000000	5.4115%
04/28/2024	0.000000000	5.4115%
04/29/2024	0.000147956	5.4152%
04/30/2024	0.000148136	5.4184%

Performance results are shown net of all fees and expenses and reflect the reinvestment of dividends and other earnings. Many factors affect performance including changes in market conditions and interest rates and in response to other economic, political, or financial developments. Investment involves risk including the possible loss of principal. No assurance can be given that the performance objectives of a given strategy will be achieved. **Past performance is no guarantee of future results. Any financial and/or investment decision may incur losses.**





Summary Statement

May 31, 2024

Page 1 of 5

Investor ID: [REDACTED]

0000207-0001447 PDFT 655874

Lovejoy I.S.D.  
259 Country Club Road  
Allen, TX 75002

Texas CLASS

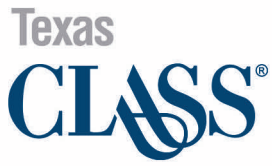
Texas CLASS

Average Monthly Yield: 5.4273%

		Beginning Balance	Contributions	Withdrawals	Income Earned	Income Earned YTD	Average Daily Balance	Month End Balance
TX-01-0287-0002	DEBT SERVICE RESERVE	9,016,416.39	145,868.75	6,951,112.50	23,282.86	218,115.29	5,064,619.00	2,234,455.50
TX-01-0287-0003	GENERAL FUND	25,978.49	0.00	0.00	119.70	586.01	26,042.11	26,098.19
TX-01-0287-0004	CONSTRUCTION 2004	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>TOTAL</b>		<b>9,042,394.88</b>	<b>145,868.75</b>	<b>6,951,112.50</b>	<b>23,402.56</b>	<b>218,701.30</b>	<b>5,090,661.11</b>	<b>2,260,553.69</b>

Tel: (800) 707-6242





Account Number: [REDACTED]

**DEBT SERVICE RESERVE**

**Account Summary**

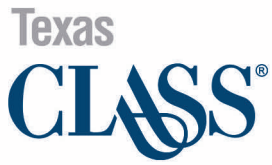
Average Monthly Yield: 5.4273%

	Beginning Balance	Contributions	Withdrawals	Income Earned	Income Earned YTD	Average Daily Balance	Month End Balance
Texas CLASS	9,016,416.39	145,868.75	6,951,112.50	23,282.86	218,115.29	5,064,619.00	2,234,455.50

**Transaction Activity**

Transaction Date	Transaction Description	Contributions	Withdrawals	Balance	Transaction Number
05/01/2024	Beginning Balance			9,016,416.39	
05/01/2024	Contribution	3,680.33			8721142
05/02/2024	Contribution	7,261.65			8727894
05/06/2024	Contribution	378.63			8741468
05/07/2024	Contribution	17,085.21			8748179
05/08/2024	Contribution	1,261.75			8754930
05/09/2024	Contribution	5,365.54			8761693
05/10/2024	Contribution	448.68			8768481
05/13/2024	Contribution	156.05			8775334
05/14/2024	Contribution	2,084.41			8782139
05/14/2024	Withdrawal		6,951,112.50		8754913
05/15/2024	Contribution	4,026.92			8788883
05/15/2024	Contribution	38,179.17			8788981



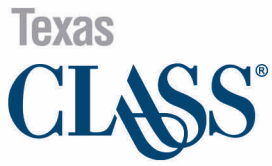


Account Number: [REDACTED]

**DEBT SERVICE RESERVE**

**Transaction Activity** (Continued)

Transaction Date	Transaction Description	Contributions	Withdrawals	Balance	Transaction Number
05/16/2024	Contribution	1,763.69			8795678
05/17/2024	Contribution	2,665.03			8802469
05/20/2024	Contribution	568.23			8809364
05/21/2024	Contribution	4,359.63			8816122
05/22/2024	Contribution	5,318.75			8822852
05/23/2024	Contribution	14,132.29			8829611
05/24/2024	Contribution	6,928.59			8836408
05/28/2024	Contribution	8,712.90			8844409
05/29/2024	Contribution	297.32			8851156
05/30/2024	Contribution	5,912.58			8857974
05/31/2024	Contribution	15,281.40			8864838
05/31/2024	Income Dividend Reinvestment	23,282.86			
05/31/2024	Ending Balance			2,234,455.50	



Account Number: [REDACTED]

GENERAL FUND

Account Summary

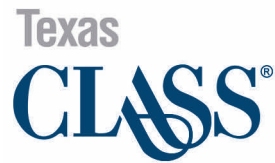
Average Monthly Yield: 5.4273%

	Beginning Balance	Contributions	Withdrawals	Income Earned	Income Earned YTD	Average Daily Balance	Month End Balance
Texas CLASS	25,978.49	0.00	0.00	119.70	586.01	26,042.11	26,098.19

Transaction Activity

Transaction Date	Transaction Description	Contributions	Withdrawals	Balance	Transaction Number
05/01/2024	Beginning Balance			25,978.49	
05/31/2024	Income Dividend Reinvestment	119.70			
05/31/2024	Ending Balance			26,098.19	





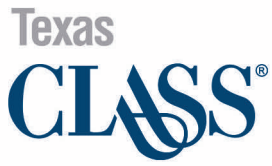
Texas CLASS

Texas CLASS

Date	Dividend Rate	Daily Yield
05/01/2024	0.000148672	5.4414%
05/02/2024	0.000148507	5.4353%
05/03/2024	0.000445491	5.4350%
05/04/2024	0.000000000	5.4350%
05/05/2024	0.000000000	5.4350%
05/06/2024	0.000148422	5.4322%
05/07/2024	0.000148502	5.4352%
05/08/2024	0.000148284	5.4272%
05/09/2024	0.000148267	5.4265%
05/10/2024	0.000444609	5.4242%
05/11/2024	0.000000000	5.4242%
05/12/2024	0.000000000	5.4242%
05/13/2024	0.000148111	5.4209%
05/14/2024	0.000148128	5.4215%
05/15/2024	0.000148087	5.4200%
05/16/2024	0.000148231	5.4252%
05/17/2024	0.000444603	5.4244%
05/18/2024	0.000000000	5.4242%
05/19/2024	0.000000000	5.4242%
05/20/2024	0.000148093	5.4202%
05/21/2024	0.000148272	5.4225%
05/22/2024	0.000148112	5.4209%
05/23/2024	0.000148122	5.4213%
05/24/2024	0.000592956	5.4256%
05/25/2024	0.000000000	5.4255%
05/26/2024	0.000000000	5.4255%
05/27/2024	0.000000000	5.4255%
05/28/2024	0.000148224	5.4250%
05/29/2024	0.000148355	5.4298%
05/30/2024	0.000148494	5.4349%
05/31/2024	0.000148473	5.4341%

Performance results are shown net of all fees and expenses and reflect the reinvestment of dividends and other earnings. Many factors affect performance including changes in market conditions and interest rates and in response to other economic, political, or financial developments. Investment involves risk including the possible loss of principal. No assurance can be given that the performance objectives of a given strategy will be achieved. **Past performance is no guarantee of future results. Any financial and/or investment decision may incur losses.**





Summary Statement

June 30, 2024

Page 1 of 5

Investor ID: [REDACTED]

0000207-0001439 PDF 665072

Lovejoy I.S.D.  
259 Country Club Road  
Allen, TX 75002

Texas CLASS

Texas CLASS

Average Monthly Yield: 5.4278%

		Beginning Balance	Contributions	Withdrawals	Income Earned	Income Earned YTD	Average Daily Balance	Month End Balance
TX-01-0287-0002	DEBT SERVICE RESERVE	2,234,455.50	44,084.08	0.00	10,101.29	228,216.58	2,271,137.54	2,288,640.87
TX-01-0287-0003	GENERAL FUND	26,098.19	0.00	0.00	116.36	702.37	26,159.84	26,214.55
TX-01-0287-0004	CONSTRUCTION 2004	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>TOTAL</b>		<b>2,260,553.69</b>	<b>44,084.08</b>	<b>0.00</b>	<b>10,217.65</b>	<b>228,918.95</b>	<b>2,297,297.38</b>	<b>2,314,855.42</b>

Tel: (800) 707-6242





Account Number: [REDACTED]

DEBT SERVICE RESERVE

Account Summary

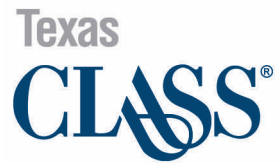
Average Monthly Yield: 5.4278%

	Beginning Balance	Contributions	Withdrawals	Income Earned	Income Earned YTD	Average Daily Balance	Month End Balance
Texas CLASS	2,234,455.50	44,084.08	0.00	10,101.29	228,216.58	2,271,137.54	2,288,640.87

Transaction Activity

Transaction Date	Transaction Description	Contributions	Withdrawals	Balance	Transaction Number
06/01/2024	Beginning Balance			2,234,455.50	
06/03/2024	Contribution	11,927.90			8878313
06/04/2024	Contribution	3,114.04			8885056
06/05/2024	Contribution	8,994.19			8891824
06/12/2024	Contribution	6,251.45			8925793
06/13/2024	Contribution	4,093.71			8932647
06/14/2024	Contribution	264.00			8939445
06/17/2024	Contribution	1,454.34			8946271
06/20/2024	Contribution	3,157.15			8960036
06/21/2024	Contribution	2,155.20			8966858
06/24/2024	Contribution	1,309.77			8973761
06/25/2024	Contribution	112.78			8980548
06/27/2024	Contribution	1,249.55			8994145





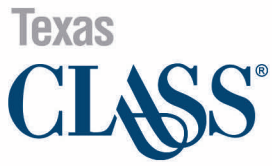
Account Number: [REDACTED]

**DEBT SERVICE RESERVE**

**Transaction Activity** (Continued)

Transaction Date	Transaction Description	Contributions	Withdrawals	Balance	Transaction Number
06/30/2024	Income Dividend Reinvestment	10,101.29			
06/30/2024	Ending Balance			2,288,640.87	





Account Statement

June 30, 2024

Page 4 of 5

Account Number: [REDACTED]

GENERAL FUND

Account Summary

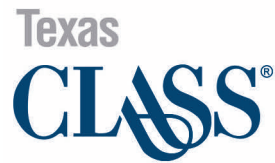
Average Monthly Yield: 5.4278%

	Beginning Balance	Contributions	Withdrawals	Income Earned	Income Earned YTD	Average Daily Balance	Month End Balance
Texas CLASS	26,098.19	0.00	0.00	116.36	702.37	26,159.84	26,214.55

Transaction Activity

Transaction Date	Transaction Description	Contributions	Withdrawals	Balance	Transaction Number
06/01/2024	Beginning Balance			26,098.19	
06/30/2024	Income Dividend Reinvestment	116.36			
06/30/2024	Ending Balance			26,214.55	





Texas CLASS

Texas CLASS

Date	Dividend Rate	Daily Yield
06/01/2024	0.000000000	5.4341%
06/02/2024	0.000000000	5.4341%
06/03/2024	0.000148459	5.4336%
06/04/2024	0.000148656	5.4408%
06/05/2024	0.000148433	5.4327%
06/06/2024	0.000148452	5.4333%
06/07/2024	0.000445524	5.4354%
06/08/2024	0.000000000	5.4354%
06/09/2024	0.000000000	5.4354%
06/10/2024	0.000148432	5.4326%
06/11/2024	0.000148247	5.4259%
06/12/2024	0.000148401	5.4315%
06/13/2024	0.000148126	5.4211%
06/14/2024	0.000444240	5.4197%
06/15/2024	0.000000000	5.4197%
06/16/2024	0.000000000	5.4197%
06/17/2024	0.000148057	5.4191%
06/18/2024	0.000295694	5.4112%
06/19/2024	0.000000000	5.4112%
06/20/2024	0.000148245	5.4263%
06/21/2024	0.000444645	5.4247%
06/22/2024	0.000000000	5.4247%
06/23/2024	0.000000000	5.4247%
06/24/2024	0.000148006	5.4170%
06/25/2024	0.000147803	5.4096%
06/26/2024	0.000148306	5.4280%
06/27/2024	0.000148469	5.4340%
06/28/2024	0.000445830	5.4391%
06/29/2024	0.000000000	5.4391%
06/30/2024	0.000000000	5.4391%

Performance results are shown net of all fees and expenses and reflect the reinvestment of dividends and other earnings. Many factors affect performance including changes in market conditions and interest rates and in response to other economic, political, or financial developments. Investment involves risk including the possible loss of principal. No assurance can be given that the performance objectives of a given strategy will be achieved. **Past performance is no guarantee of future results. Any financial and/or investment decision may incur losses.**



Participant #: [REDACTED]

**Lone Star™ April 2024**  
Investment Pool **Monthly Statement**

Statement Period: 04/01/2024 to 04/30/2024

Katie Kordel  
Lovejoy ISD  
259 Country Club Road  
Allen, Texas 75002



**Summary of Portfolio Holdings**

Account	Fund	Number of Shares	Price Per Share	Account Balance	% Port.
Construction 2021	Government Overnight Fund	1,165,004.87	1.00	1,165,004.87	98.28%
<b>Totals:</b>				<b>1,165,004.87</b>	

Account	Fund	Number of Shares	Price Per Share	Account Balance	% Port.
General Fund	Government Overnight Fund	20,345.16	1.00	20,345.16	1.72%
<b>Totals:</b>				<b>20,345.16</b>	

**Totals**

Fund	Yield	Share Quantity	Price Per Share	Fund Balance (USD)	% Port.
Corporate Overnight Fund	0.00 %	0.00	1.00	0.00	0.00 %
Government Overnight Fund	5.33 %	1,185,350.03	1.00	1,185,350.03	100.00 %
Corporate Overnight Plus Fund	0.00 %	0.00	1.00	0.00	0.00 %
<b>Total Value:</b>				<b>1,185,350.03</b>	<b>100.00 %</b>

**Portfolio Transactions**

**Construction 2021 - Government Overnight Fund**

Settle Date	Trade Type	Share Balance	Number of Shares	Price/Share	Amount (USD)
04/01/2024	Starting Balance	1,252,820.56			1,252,820.56
04/10/2024	Withdrawal	1,159,820.56	-93,000.00	1.00	-93,000.00
04/30/2024	Interest	1,165,004.87	5,184.31	1.00	5,184.31
04/30/2024	Ending Balance	1,165,004.87			1,165,004.87

**General Fund - Government Overnight Fund**

Settle Date	Trade Type	Share Balance	Number of Shares	Price/Share	Amount (USD)
04/01/2024	Starting Balance	20,256.74			20,256.74
04/30/2024	Interest	20,345.16	88.42	1.00	88.42
04/30/2024	Ending Balance	20,345.16			20,345.16

### **Important Information about this statement**

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Participant #: [REDACTED]

**Lone Star™** May 2024  
Investment Pool **Monthly Statement**

Statement Period: 05/01/2024 to 05/31/2024

Katie Kordel  
Lovejoy ISD  
259 Country Club Road  
Allen, Texas 75002

**Summary of Portfolio Holdings**

Account	Fund	Number of Shares	Price Per Share	Account Balance	% Port.
Construction 2021	Government Overnight Fund	1,133,575.17	1.00	1,133,575.17	10.61%
<b>Totals:</b>				<b>1,133,575.17</b>	

Account	Fund	Number of Shares	Price Per Share	Account Balance	% Port.
Construction 2024	Government Overnight Fund	9,523,505.55	1.00	9,523,505.55	89.17%
<b>Totals:</b>				<b>9,523,505.55</b>	

Account	Fund	Number of Shares	Price Per Share	Account Balance	% Port.
General Fund	Government Overnight Fund	22,956.12	1.00	22,956.12	0.22%
<b>Totals:</b>				<b>22,956.12</b>	

**Totals**

Fund	Yield	Share Quantity	Price Per Share	Fund Balance (USD)	% Port.
Corporate Overnight Fund	0.00 %	0.00	1.00	0.00	0.00 %
Government Overnight Fund	5.32 %	10,680,036.84	1.00	10,680,036.84	100.00 %
Corporate Overnight Plus Fund	0.00 %	0.00	1.00	0.00	0.00 %
<b>Total Value:</b>				<b>10,680,036.84</b>	<b>100.00 %</b>

**Portfolio Transactions**

**Construction 2021 - Government Overnight Fund**

Settle Date	Trade Type	Share Balance	Number of Shares	Price/Share	Amount (USD)
05/01/2024	Starting Balance	1,165,004.87			1,165,004.87
05/07/2024	Withdrawal	1,128,454.87	-36,550.00	1.00	-36,550.00
05/31/2024	Interest	1,133,575.17	5,120.30	1.00	5,120.30
05/31/2024	Ending Balance	1,133,575.17			1,133,575.17

**Construction 2024 - Government Overnight Fund**

Settle Date	Trade Type	Share Balance	Number of Shares	Price/Share	Amount (USD)
05/01/2024	Starting Balance	0.00			0.00
05/15/2024	Deposit	9,500,000.00	9,500,000.00	1.00	9,500,000.00
05/31/2024	Interest	9,523,505.55	23,505.55	1.00	23,505.55
05/31/2024	Ending Balance	9,523,505.55			9,523,505.55

**General Fund - Government Overnight Fund**

Settle Date	Trade Type	Share Balance	Number of Shares	Price/Share	Amount (USD)
05/01/2024	Starting Balance	20,345.16			20,345.16
05/17/2024	Deposit GSE Antitrust Settlement Effective as of 5/1/2024	22,853.07	2,507.91	1.00	2,507.91
05/31/2024	Interest	22,956.12	103.05	1.00	103.05
05/31/2024	Ending Balance	22,956.12			22,956.12

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Participant #: [REDACTED]

**Lone Star™ June 2024**  
Investment Pool **Monthly Statement**

Statement Period: 06/01/2024 to 06/30/2024

Katie Kordel  
Lovejoy ISD  
259 Country Club Road  
Allen, Texas 75002



**Summary of Portfolio Holdings**

Account	Fund	Number of Shares	Price Per Share	Account Balance	% Port.
Construction 2021	Government Overnight Fund	1,065,978.01	1.00	1,065,978.01	10.01%
<b>Totals:</b>				<b>1,065,978.01</b>	

Account	Fund	Number of Shares	Price Per Share	Account Balance	% Port.
Construction 2024	Government Overnight Fund	9,565,111.57	1.00	9,565,111.57	89.78%
<b>Totals:</b>				<b>9,565,111.57</b>	

Account	Fund	Number of Shares	Price Per Share	Account Balance	% Port.
General Fund	Government Overnight Fund	23,056.40	1.00	23,056.40	0.22%
<b>Totals:</b>				<b>23,056.40</b>	

**Totals**

Fund	Yield	Share Quantity	Price Per Share	Fund Balance (USD)	% Port.
Corporate Overnight Fund	0.00 %	0.00	1.00	0.00	0.00 %
Government Overnight Fund	5.33 %	10,654,145.98	1.00	10,654,145.98	100.00 %
Corporate Overnight Plus Fund	0.00 %	0.00	1.00	0.00	0.00 %
<b>Total Value:</b>				<b>10,654,145.98</b>	<b>100.00 %</b>

**Portfolio Transactions**

**Construction 2021 - Government Overnight Fund**

Settle Date	Trade Type	Share Balance	Number of Shares	Price/Share	Amount (USD)
06/01/2024	Starting Balance	1,133,575.17			1,133,575.17
06/13/2024	Withdrawal	1,061,216.17	-72,359.00	1.00	-72,359.00
06/28/2024	Interest	1,065,978.01	4,761.84	1.00	4,761.84
06/30/2024	Ending Balance	1,065,978.01			1,065,978.01



**Construction 2024 - Government Overnight Fund**

Settle Date	Trade Type	Share Balance	Number of Shares	Price/Share	Amount (USD)
06/01/2024	Starting Balance	9,523,505.55			9,523,505.55
06/28/2024	Interest	9,565,111.57	41,606.02	1.00	41,606.02
06/30/2024	Ending Balance	9,565,111.57			9,565,111.57

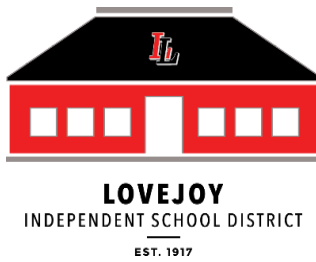
**General Fund - Government Overnight Fund**

Settle Date	Trade Type	Share Balance	Number of Shares	Price/Share	Amount (USD)
06/01/2024	Starting Balance	22,956.12			22,956.12
06/28/2024	Interest	23,056.40	100.28	1.00	100.28
06/30/2024	Ending Balance	23,056.40			23,056.40

**Important Information about this statement**

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10.D. Consider Approval of T-TESS, T-PESS Appraisers and Second Appraisers  
**Presenter:** Anna Koenig, Executive Director of Human Resources and  
Communications



## Lovejoy Independent School District Board of Trustees

<b>Date of Meeting</b>	July 22, 2024
<b>Document Title</b>	T-TESS, T-PESS Appraisers and Second Appraisers
<b>Presented For</b>	X Board Action    Report/Review Only
<b>Supporting Documents</b>	None    X Attached    Provided Later
<b>Administrator Responsible</b>	Anna Koenig, Executive Director of Human Resources and Communications
<b>Executive Summary</b>	
<p>The Board must approve the appraiser lists for teachers, principals and second appraisers annually. Second appraisers can be requested by a teacher if they do not agree with their initial evaluation. The Lovejoy ISD appraiser list is attached. The list will be updated and brought forward for consideration of approval by the Board as other appraisers complete the training.</p>	
<b>Fiscal Implications</b>	
N/A	
<b>Administrator Recommendation</b>	
The administration recommends the approval of the 2024-2025 Appraisers as listed in the attachment.	
<b>Board Priority</b>	
<b>Priority 2:</b> Lovejoy ISD will value employees as our greatest asset in serving students.	



**LOVEJOY**  
INDEPENDENT SCHOOL DISTRICT  
EST. 1917

## Appraisers 2024-2025

Campus	Role	Appraiser	Appraisal Type	Second Appraiser
Administration	Assit Supt. Curriculum and Instruction	Dr. Laurie Tinsley	T-PESS	
Administration	Executive Director of Human Resources & Communications	Anna Koenig	T-PESS, T-TESS	2nd Appraiser
Administration	Director of Special Education	Allison Claunch	T-PESS, T-TESS	2nd Appraiser
Administration	Director of Human Resources	Heather Cox	T-PESS, T-TESS	2nd Appraiser
Administration	Director of Elementary & Early Childhood Education	Erin Perkins	T-PESS, T-TESS	2nd Appraiser
Administration	Executive Director of Student Services	Dr. Travis Zambiasi	T-PESS, T-TESS	2nd Appraiser
Hart Elementary	Principal	Shannon Acosta	T-PESS, T-TESS	2nd Appraiser
Hart Elementary	Assistant Principal	Jamie Flemmer	T-PESS, T-TESS	
Lovejoy High School	Principal	Justin Wieller	T-TESS	2nd Appraiser
Lovejoy High School	Associate Principal	Lindsey Radford	T-TESS	
Lovejoy High School	Associate Principal	Fernando Ocampo	T-PESS, T-TESS	
Lovejoy High School	Assistant Principal	Elyse Pollard	T-TESS	

Lovejoy High School	Assistant Principal	Chasity Lynch	T-TESS	
Puster Elementary School	Principal	Holly Haynes	T-PESS, T-TESS	2nd Appraiser
Puster Elementary School	Assistant Principal	Kelly Schirf	T-TESS	
Sloan Creek Intermediate School	Principal	Amanda Puckett	T-TESS	2nd Appraiser
Willow Springs Middle School	Principal	Caitlin Eldredge	T-PESS, T-TESS	2nd Appraiser
Willow Springs Middle School	Assistant Principal	Taylor Reeder	T-PESS, T-TESS	
Willow Springs Middle School	Assistant Principal	Shawn Lewis	T-PESS, T-TESS	

10.E. Consider Approval of the Collin County Community College Memorandum of Understanding (MOU) College Prep Mathematics and English Language Arts Course

**Presenter:** Dr. Laurie Tinsley, Assistant Superintendent of Curriculum and Instruction



**MEMORANDUM OF UNDERSTANDING  
COLLIN COLLEGE AND INDEPENDENT SCHOOL DISTRICTS (LISTED)  
COLLEGE PREP MATHEMATICS AND ENGLISH LANGUAGE ARTS COURSES**

This Memorandum of Understanding (MOU) is entered into between Collin County Community College District (“Collin College”) and the independent school districts and charter schools listed below who elect to participate in college preparatory courses:

WHEREAS, The State of Texas mandated via TEC Sec. 28.014 that each school district shall partner with at least one institution of higher education to develop and provide courses in college preparatory mathematics and English language arts;

WHEREAS, Collin College and the independent school districts and charter schools jointly recognized an opportunity to create seamless pathways for students to enter into college level work in mathematics and English language arts without further remediation;

NOW, THEREFORE, in consideration of the mutual covenants and conditions contained in this MOU and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, Collin College and the above listed school districts and charter schools, intending to be legally bound, agree as follows:

1. Scope of Services. Collin College and the independent school districts agree to collaborate to develop and maintain developmental mathematics and English language arts courses that meet the terms of this agreement as outlined below in the Support and Services section of this MOU. Develop, for this purpose may include roles of providing input to the course design, writing the course, writing the course assessment, reviewing course modules and providing input, or communicating course information. This MOU provides for reciprocal actions between the parties designated herein.
2. Term. The initial term of this MOU shall begin on August 1, 2024 and continue for a period of one (1) year. Any party may terminate its membership in this MOU, without cause, upon at least thirty (30) calendar days prior written notice to the other party, with termination effective upon the expiration of the thirty (30) days or as mutually agreed to by the parties.
3. Support and Services. Parties agree to the following conditions:
  - a. Collin College agrees to the following for both the mathematics and English language arts courses:
    - i. Provide input, write, review of course outcomes, syllabi, exams, and other program elements
    - ii. To advise school districts and charter schools on instructional resources
    - iii. To share data and provide feedback regarding student success on entry-level college mathematics and English language arts courses;
    - iv. To continually collaborate with school districts and charter schools to maintain the integrity and evaluate the effectiveness of the program;

- v. To train advisors to recognize and honor course(s) on school district transcripts;
  - vi. To ensure that students are counseled directly into college level mathematics, English language arts, and all other courses that require mathematics and English language arts college readiness;
  - vii. Exempt students from TSI for 2 years after date of high school graduation due to successful completion of the course in the local school district which is a party to this agreement in accordance with TEC 51.338.
- b. Independent school districts and charter schools agree to the following for both the college preparatory mathematics and English language arts courses:
- i. To identify students who are not college ready as stated in TEC Section 28.014;
  - ii. To provide highly qualified instructors for the courses being taught;
  - iii. To provide rigorous aligned instructional lessons aligned to the course frameworks provided and to implement the standards with fidelity and to ensure instructors collaborate with Collin College to verify the rigor of the courses;
  - iv. To utilize Collin College for advice on instructional resources for a course developed under this section consistent with TEC Chapter 31. The instructional materials must include technology resources that enhance the effectiveness of the course and draw on established best practices.
  - v. To provide professional development and resources required to teach the mathematics and English language arts courses;
  - vi. To follow local grading procedures for determining successful completion;
  - vii. To identify successful completion of the course(s) on the student transcripts as determined by the State of Texas PEIMS number;
  - viii. To provide assistance with college enrollment and financial aid applications.
4. No Exchange of Funds or Compensation. There will be no exchange of funds or fees between Parties unless otherwise agreed by the Parties in writing. Each Party will arrange for funding to discharge its respective responsibilities. The ability of the Parties to carry out their responsibilities under this MOU is subject to their respective funding procedures and the availability of appropriated and/or allocated funds. Should a Party encounter budgetary constraints in the course of its performance of this MOU that may affect the activities to be carried out under this MOU, that Party will notify and consult with the other Party(ies) in a timely manner.
5. FERPA.
- a. To the extent the Parties, in connection with their respective performances hereunder, exchange, or otherwise have access to, the educational records of students (“Educational Records”) protected or made confidential by the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g and the regulations promulgated thereunder, 34 CFR pt. 99, as each may be amended from time to

time ("FERPA"), each Party designates the other as a "School Official" with "Legitimate Educational Interests" in; and the Parties acknowledge and agree that for the purposes of this MOU, it will be designated as a "School Official" with "Legitimate Educational Interests" in such Educational Records. As a "School Official" with "Legitimate Educational Interests," as those terms have been interpreted by the U.S. Department of Education under FERPA, the Parties agree to abide by the limitations and requirements imposed by 34 C.F.R. § 99(a) on School Officials. The Parties further agree to maintain such Educational Records in accordance with the requirements of FERPA. The Parties agree to regard all Educational Records as confidential and shall not disclose such Educational Records to any third party, except as permitted or required by this MOU, required by law, or as otherwise authorize by the Parties, as appropriate, in writing.

- b. To the extent the Parties, in connection with their respective performances hereunder, exchange, or otherwise have access to, personally identifiable student information ("PII") from an Educational Record, each Party agrees to comply with all provisions of FERPA and Texas law as they apply to PII, and to use such PII pursuant to this MOU and in compliance with the terms and conditions of this MOU and only for such purposes as may be authorized in this MOU. As used in this Section, PII means that student information identified as such in FERPA 20 U.S.C., Sec 1232g and specifically in the definition of "Personally Identifiable Information" in 34 C.F.R. 99.3. Only authorized officers and employees of the Parties with a legitimate interest in PII as delineated by the parameters of this MOU shall view and have access to PII information. The Parties understand that PII from Educational Records is confidential and cannot be redisclosed by publishing such information in any way that allows individuals to be directly or indirectly identified. The Parties shall not redisclose PII in any way that causes a breach in confidentiality.
6. Non-Compliance. Notwithstanding any provision herein to the contrary, if either set of parties does not comply with any part of this MOU, and the failure to comply is not corrected within thirty (30) calendar days after written notice this MOU may be terminated immediately upon written notice from either party.
  7. Notice. All notices or other communications required or permitted hereunder shall be in writing, and shall be personally delivered or sent by registered or certified mail, return receipt request, courier delivery, electronic mail, facsimile or receipted overnight mail, and shall be deemed received upon the earlier of (a) the date of delivery, if personally delivered, or (b) three (3) business days after the date of posting by the U.S. postal service, if mailed. All such notices or communications shall be addressed to the ISD District Office and to:

Associate Vice President of P-12 Partnerships  
Collin College  
2550 Bending Branch Way  
Suite A004  
Allen, TX 75013

If to an independent school district or charter school, notice and communication shall be addressed to the signatory for the Party listed on the signature page attached hereto.

- 8. Governing Law and Venue. This MOU shall be governed by and construed in accordance with the laws of the State of Texas, without regard to its conflicts of law's provisions. The venue shall be State or Federal District Courts located in or for Collin County, Texas.
- 9. Amendment and Modification. No modification, amendment or waiver of the provisions of this MOU shall be effective unless in writing and signed by both Parties.
- 10. Counterparts. This MOU may be signed in any number of separate counterparts, no one of which need contain all of the signatures of the Parties, and as many of such counterparts as shall together contain all of the signatures of the Parties shall be deemed to constitute one and the same instrument. Electronic signatures shall have the same force and effect as original signatures.
- 11. Signatory Approval. The undersigned Parties represent and warrant that they are duly authorized and have the legal capacity to execute and deliver this MOU. Each Party represents and warrants to the other Parties that the execution and delivery of the MOU and the performance of such Party's obligations hereunder have been duly authorized. By signing this MOU, each Party binds themselves to the faithful performance of their respective obligation set forth herein. It is mutually understood that this MOU becomes effective between the Parties on the Effective Date set forth above.

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Superintendent  
Independent School District

Date

---

Dr. H. Neil Matkin, District President  
Collin County Community College District

Date



**LOVEJOY**  
INDEPENDENT SCHOOL DISTRICT  
EST. 1917

## Lovejoy Independent School District Board of Trustees

<b>Date of Meeting</b>	July 22, 2024
<b>Document Title</b>	Collin County Community College Memorandum of Understanding (MOU) College Prep Mathematics and English Language Arts Courses
<b>Presented For</b>	X Board Action      Report/Review Only
<b>Supporting Documents</b>	None    X Attached    Provided Later
<b>Administrator Responsible</b>	Dr. Laurie Tinsley, Assistant Superintendent of Curriculum and Instruction



### Executive Summary

Recommendation for Collin County Community College and Lovejoy Independent School District to enter into a Partnership Agreement to provide opportunities for high school students to participate in college preparatory courses.

This agreement is written in accordance with TEC Sec. 28.014 that each school district shall partner with at least one institution of higher education to develop and provide courses in college preparatory mathematics and English language arts.

Collin College Community College and Lovejoy Independent School District agree to enter into a partnership to award credit for completion of college preparatory courses. Enrollment in college preparatory courses enables high school students to enter into college level work in mathematics and English language arts without further remediation.

### Fiscal Implications

N/A

### **Administrator Recommendation**

Administration recommends approval of the partnership agreement with the Collin County Community College District and Lovejoy Independent School District.

### **Board Priority**

**Priority 1:** Lovejoy ISD students will live our Legacy of Excellence by learning at high levels and graduating life ready.

**Priority 2:** Lovejoy ISD will value employees as our greatest asset in serving students.

**Priority 3:** Lovejoy ISD will prioritize community, connection, and communication.

**Priority 4:** Lovejoy ISD will strategically plan for the safety and security of students and staff, financial sustainability, and effective operations.

10.F. Consider Approval of the Collin County Community College Memorandum of Understanding (MOU) - Update

**Presenter:** Dr. Laurie Tinsley, Assistant Superintendent of Curriculum and Instruction



Collin County Community College  
District and  
Lovejoy Independent School District

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**Partnership Agreement**  
August 1, 2023 to July 31, 2026

## Table of Contents

I. PURPOSE	3
II. AGREEMENT	3
A. Definitions and Common Terms.....	3
III. GENERAL PROVISIONS FOR DUAL CREDIT	4
A. Student Eligibility.....	4
B. Student Expectations, Rights, and Responsibilities.....	6
C. Faculty Selection, Supervision, and Evaluation.....	7
D. Location and Student Composition of Class.....	10
E. Academic Policies and Student Support Services.....	11
F. Eligible Courses.....	12
G. Course Curriculum, Instruction, and Grading.....	13
H. Transcription of Credit.....	13
I. Funding.....	14
IV. GENERAL OBLIGATIONS OF THE PARTIES	14
A. Recognition of Higher Education Partner, Promotion, Marketing, and Advertising....	14
B. Understanding of the Parties.....	14
C. Criminal History Background Check and Fingerprinting Requirements.....	14
D. Clery Act Obligations.....	15
E. Prohibition of Discrimination and Harassment.....	15
F. School District Data Sharing and Privacy.....	16
G. Confidentiality of Data.....	18
H. Security Safeguards.....	18
I. Method of Access or Transfer.....	19
J. Physical Location of Data.....	19
K. Notification of Security Breach.....	19
L. Disposition of Data.....	19
M. FERPA Compliance and Disclosure of Educational Records.....	20
N. Entire Agreement.....	20
O. Conflict Resolution.....	21
P. Termination.....	21
Q. Approval Signatures.....	22

APPENDIX A: Statewide Goals for Dual Credit	23
APPENDIX B: Courses Approved for Lovejoy ISD/Collin College Dual Credit	25
APPENDIX C: Programs for Lovejoy ISD/Collin College Dual Credit	26
APPENDIX D: Articulated Credits or Courses	27
APPENDIX E: Coursework Expectations	28
APPENDIX F: College and Career Counselors Initiative	31
APPENDIX G: Embedded Faculty FAQs and Review Process	32
APPENDIX F: Workforce Programs	37

DRAFT



**Collin County Community College District and  
Lovejoy Independent School District**  
Partnership Agreement for Academic Year 2023-2026

**I. PURPOSE**

1) Collin County Community College District (“Collin College”) and Lovejoy Independent School District (“Lovejoy ISD”) hereby enter into the following Partnership Agreement (“Agreement”) effective August 1, 2023 (“Effective Date”) to provide opportunities for high school students to concurrently enroll in college courses and programs. This Agreement is written in accordance with Title 19, Part 1, Chapter 9, Subchapter H of the Texas Administrative Code pertaining to partnerships between secondary schools and public two-year colleges.

**II. AGREEMENT**

1) Collin College and Lovejoy ISD agree to enter into a partnership to award dual credit. This Agreement hereby incorporates by reference all dual credit requirements defined in the Texas Administrative Code (“TAC”) and the accreditation requirements established by the Southern Association of Colleges and Schools Commission on Colleges (“SACSCOC”) which is Collin College’s accrediting body, as such may be amended during its term. Unless otherwise noted, this Agreement applies to dual credit courses only.

NOW THEREFORE, in consideration of the mutual covenants and conditions contained in this Agreement and other valuable consideration, Collin College and Lovejoy ISD agree as follows:

**A. Definitions and Common Terms**

- a) The term “dual credit” is defined as enrollment of a high school student in a college to receive simultaneous academic credit for the college course from both the college and the high school.
- b) The term “concurrent credit” is defined as enrollment of a high school student in a college to receive academic credit for the college course only.
- c) Community Colleges – General

The mission of community colleges is to support student access to and success in higher education. You can learn more about the goals of community colleges in general by visiting the website for the American Association of Community Colleges:

<https://www.aacc.nche.edu/>

d) Collin College – Mission and Values

Collin College is a student and community-centered institution committed to developing skills, strengthening character, and challenging the intellect. Our Core Values are Learning, Service and Involvement, Creativity, and Innovation. Academic Excellence, Dignity and Respect, and Integrity. You can learn more by going to our website <https://www.collin.edu/aboutus>.

e) Collin College Accreditation and Governing Bodies

Collin College's policies are guided by the work of several groups. To help you understand some of the abbreviations in this Agreement, you may be interested in learning more about these groups.

Collin College's accrediting body is SACSCOC. Collin College must adhere to the requirements set forth by this accrediting body. You can learn more about SACSCOC, including its mission and values here: <http://www.sacscoc.org/>.

THECB (Texas Higher Education Coordinating Board) guides the efforts of public colleges and universities in Texas. You can learn more about this organization here: <https://www.highered.texas.gov/>.

### III. GENERAL PROVISIONS FOR DUAL CREDIT

#### A. Student Eligibility

1) Prior to enrolling in college classes, students must satisfy Texas Success Initiative Assessment ("TSIA") requirements. The TSIA is a college readiness assessment in reading, writing, and mathematics that is required for all students taking college-level courses at a public college in Texas. Students must also satisfy all local assessment requirements.

High school students may be exempt from state-mandated TSIA testing if they meet the qualifying standard listed in the current Collin College Catalog. Exemptions may be extended for the SAT or ACT. Dual credit students may be able to use temporary waivers (TSI waived for one year) with appropriate scores in PSAT/NMSQT, ACT-Aspire, STAAR English II, or Algebra I (with a final Algebra II average of 70 or higher).

All submitted tests scores must be within 5 years:

- TSIA Exemptions:
  - SAT scores: Evidence-Based Reading and Writing score of 480 or higher (for TSI ELAR) and a Math score of 530 or higher (for TSI Math)

- ACT scores:
  - **Tests taken on or before Feb. 14, 2023** - A student with an ACT Composite Score of 23 (or higher) is exempt from TSI Math with an ACT Math score of 19 (or higher) even though the ACT English may be less than 19. A student with an ACT Composite Score of 23 (or higher) is exempt from TSI ELAR with an ACT English score of 19 or higher, even though the Math may be less than 19. Scores must be less than 5 years old.
  - **Tests taken on or after Feb. 15, 2023** - (less than 5 years old)  
A student with a Math score of 22 or higher is exempt from TSI Math even if the student does not meet the English/Reading requirement. A student with a combined English and Reading score of 40 or higher is exempt from the TSI ELAR even if the student does not meet the Math requirement.
- TSIA Dual Credit Waivers:
  - PSAT/NMSQT: Evidenced-Based Reading and Writing score of 460 or higher will be waived from TSI ELAR; Math score of 510 or higher will be waived from TSI Math
  - ACT-Aspire: Minimum English score of 435 or higher will be waived from TSI ELAR; minimum Math score of 431 or higher will be waived from TSI Math
  - STAAR/EOC English II: Level 2 score of 4000 or higher will be waived from TSI ELAR
  - STAAR/EOC Algebra I: Level 2 score of 4000 or higher and at least a grade of 70 in their two-semester Algebra 2 course will be waived from TSI Math

Exemption requirements and scores subject to change under Texas law or regulations.

Students may also be exempt if they are enrolling in workforce education courses contained in a Level I Certificate or a program leading to a credential of less than a Level I Certificate.

- 2) Students must have permission from Lovejoy ISD to enroll in Collin College for dual credit or concurrent credit. Collin College must be notified whether students are dual credit or concurrent (college only) credit.
- 3) Lovejoy ISD must provide a letter notifying Collin College of early graduates.
- 4) Official high school transcripts are not required to participate in the Collin College Dual Credit Program. However, a transcript may be required to demonstrate college readiness, or to confirm academic information, e.g., test scores, grade classification, vaccination, or other pertinent information.

B. Student Expectations, Rights, and Responsibilities

- 1) Students enrolled in dual credit courses are considered to be college students and are subject to all Collin College policies and procedures. Dual credit students must comply with standards of conduct required of all Collin College students and have all the same rights and responsibilities in all matters related to the dual credit program. Dual credit students must also follow Lovejoy ISD's Student Code of Conduct.
- 2) Unless a conflict arises between the obligations of Lovejoy ISD and Collin College under their respective policies and procedures for student conduct, Lovejoy ISD and Collin College staff and administrators will work collaboratively to determine the appropriate party to initiate an investigation or resolution process in response to the alleged student conduct violation(s). In the event a conflict arises, regarding the initiation of such investigation or resolution efforts, the parties agree to use the Conflict Resolution efforts listed in Section IV, O on "[Conflict Resolution](#)".

The Parties agree neither Party is prohibited from utilizing its own complaint resolution process, separate and apart from the other Party's process, but both Parties shall cooperate with each other to provide the necessary information and access to students and employees necessary to fulfill each Parties' obligations under its own specific policies and procedures.

- 3) Lovejoy ISD and Collin College agree to inform the other as soon as reasonably possible (within two business days or sooner) if a dual credit student is subject to disciplinary action that may affect his or her enrollment status as a dual credit student.
- 4) Regardless of the location of the conduct, if Lovejoy ISD's Code of Conduct and disciplinary process could result in removal of the student from the regular education program due to suspension, placement in a disciplinary alternative education program, or expulsion/removal to a Juvenile Justice Alternative Education Program Lovejoy ISD shall notify Collin College of any disciplinary action in response to the alleged student behavior. Collin College may determine if there are any potential consequences under

applicable Collin College policies or procedures that could also result in the student's removal from enrollment of the student in a dual credit class(es). In addition, per the Collin College Student Code of Conduct, Collin College has the right to immediately remove a student from its premises via the interim suspension process, upon notification and a determination by the Dean of Students. Collin College will notify Lovejoy ISD of any discipline that will be imposed due to Collin College procedures.

c. Faculty Selection, Supervision, and Evaluation

1) All Collin College faculty will meet the minimum requirements to teach courses as specified by SACSCOC. Collin College shall select, supervise, and evaluate Collin College faculty for courses which result in the award of dual credit as outlined in Title 19, Part 1, Chapter 4, Subchapter D, Rule 4.85 of the Texas Administrative Code.

2) Collin College faculty who teach dual credit courses will be required to meet the same standards, reviews, and approval procedures used by Collin College to select all Collin College faculty. Official transcripts of all faculty must be kept on file at Collin College.

3) Embedded faculty are full-time high school teachers hired by Collin College as adjunct faculty to teach Collin College courses during regular high school hours. When teaching dual credit courses at the high school campus, embedded faculty are under the guidance of Collin College and must follow the guidelines and procedures of Collin College such for items including but not limited to; curriculum, the Family Educational Rights and Privacy Act (FERPA), Title IX of the Education Amendments of 1972, syllabus, college schedule, etc.

As Collin College adjunct faculty, embedded faculty are responsible for fulfilling all regular duties and responsibilities of all college faculty, including, but not limited to:

- maintaining college-level rigor in all instructional practices
- utilizing a Canvas shell and gradebook for each course
- developing a course syllabus and calendar of assignments
- certifying rosters
- following FERPA regulations
- providing mid-term and final numerical grades to the P-12 Partnerships Office
- posting final course grades in Collin College's student management system
- following Collin College's mandatory reporting procedures
- responding promptly to email requests and due dates sent by the offices of academic affairs

4) All faculty, including embedded faculty, are responsible for attending required Collin College training sessions.

5) All Collin College faculty members must inform their Collin College supervisor (Associate Dean/Director) as well as the high school campus administrator where they teach when they need to be absent. Embedded faculty will follow the Lovejoy ISD process for reporting absences as well as contacting their Collin College associate dean/director. With sufficient advanced notice, Collin College will make a good faith effort to provide a substitute when a faculty member will be absent.

6) Embedded faculty will work with the appropriate associate deans/director and high school administrators regarding class schedules during the high school day.

7) Collin College Faculty, even if employed by and paid by Lovejoy ISD, must be supervised in instructional matters by the Collin College Academic department and must meet all administrative and evaluation requirements, and attend required faculty training including the dual credit faculty training.

Collin College Faculty are expected to comply with Collin College board policies, including the Employee Standards of Conduct found in [DH \(Local\)](#) and [DH \(Exhibit\)](#). Dual credit faculty at the Lovejoy ISD are also expected to abide by the state Educator's Code of Ethics found in the Texas Administrative Code (19 TAC 247.2) for standard practices and ethical conduct towards students, unless it conflicts with Collin College's Employee Standards of Conduct. If a conflict arises, the Parties agree to use the conflict resolution procedures found in Section IV, O on "[Conflict Resolution](#)".

8) All availability of courses structured under dual credit is contingent upon the availability of Collin College faculty. Students may need to take classes virtually or on a Collin College campus to continue with a sequence.

9) Collin College and Lovejoy ISD agree to a mutual understanding to resolve issues that may arise in the course of this partnership with faculty. The Parties agree to use the conflict resolution procedures listed in Section IV, O on "[Conflict Resolution](#)".

a) Joining the Collin College Faculty

1. Collin College Commitment to High School Faculty

The following series of steps to facilitate the interview process for high school instructors who wish to teach dual credit with Collin College:

- Before applying to Collin College interested high school faculty members can reference job expectations and responsibilities available here: <https://collin.wd1.myworkdayjobs.com/ExternalFacultyCareerSite>.

- Lovejoy ISD will provide Collin College with a roster of faculty interested in embedded faculty assignments for the next academic year by February 1. The roster should include candidates' unofficial transcripts as well as resumes of work experience.
- Collin College Academic Departments will conduct an initial review to determine whether the high school faculty member meets SACSCOC standards.
- High school faculty found to be SACSCOC qualified would complete an official Collin College application as an adjunct faculty member.
- The associate dean/director will contact applicants if selected for an interview. It is at this point that the associate dean/director can provide the candidate with additional information about a particular position. The interview may include a demonstration of teaching capability, communication, and presentation skills. An interview panel may be used, at the discretion of the department. Candidates will be notified of acceptance or non-acceptance by April 1. If the latter decision is made, an explanation will be offered with suggestions for next steps.
- Once accepted for hire, the high school faculty member is expected to attend a New Hire Orientation provided by Collin College's Human Resource Department. Additionally, they will be required to attend Adjunct faculty trainings as directed by the Academic Department. The P-12 Partnerships Office will also provide a dual credit faculty presentation on dual credit practices and procedures at the start of each long semester.

## 2. Prospective Dual Credit Faculty

High School teachers who are interested in teaching dual credit courses on their high school campus for Collin College need to be aware of expectations from both their high school and Collin College. The Appendix E "[Coursework Expectations](#)" will help acquaint instructors with the similarities and differences in requirements for teaching across both school levels. In all cases, the college rules will apply, in some cases, faculty will also have to adhere to high school requirements.

## 3. Basic Qualifications

SACSCOC is the accrediting body for Collin College. Every prospective dual credit instructor at Collin College must meet these minimum requirements. The requirements can be found at: [http://www.collin.edu/hr/employment/FCI\\_System.html](http://www.collin.edu/hr/employment/FCI_System.html).

#### 4. Coursework Expectations

In many cases, high school teaching expectations will differ from Collin College's teaching expectations. In Dual Credit courses, Collin College's teaching expectations and student learning outcomes are followed. Appendix E: [Coursework Expectations](#) provides an outline of differences between high school and Collin College coursework expectations.

##### D. Location and Student Composition of Class

10) Dual credit courses may be taught on one of the Collin College campuses, online, at an approved high school campus, or at an agreed upon and approved location. Dual credit courses need a minimum of 15 students enrolled to be offered regardless of location. Workforce/CTE classes may have exceptions to this minimum as they are limited by space and teacher-to-student ratios for safety. All course minimums and maximums are subject to review by Collin College's Academic Deans.

11) Collin College classes that require a "lab" component at the high school will have the same equipment, specs, and consumables provided at an equivalent Collin College campus. Before a "lab" course is approved to be offered at the high school, the designated Collin College staff will evaluate the proposed "lab" location to ensure it meets Collin College's minimum standards. The high school will be responsible for maintaining, upkeep, and storing consumables and non-consumables related to the Collin College "lab" courses.

12) Courses will be comprised of dual credit high school students only or of dual credit high school students and college credit students if offered online or on a Collin College campus. High school students will not be allowed to concurrently enroll in college courses for high school credit only. During Maymester and Wintermester terms, dual/concurrent credit students may enroll in one course with Lovejoy ISD approval.

13) As part of this Agreement, Lovejoy ISD will assign Collin College faculty to a classroom to carry out the functions of the dual credit program for courses located on the Lovejoy ISD's campus. Lovejoy ISD retains control of all classroom space under this Agreement. In order to ensure the program is equipped for college-level instruction, Lovejoy ISD will provide the following:

- Adequate board space
- Computer equipment with projection

- Upon advanced written request from Collin College faculty for multimedia equipment, Lovejoy ISD will provide notice of availability of such equipment and provide it if it is available
- Internet access that aligns with Collin College and State of Texas standards for delivery of instruction to ensure comparable delivery of instruction and access to course materials as found in the college-level courses
- A classroom that is available and ready for use within the allotted instructional class time(s)

5) As part of this Agreement, Collin College will share any and all course syllabus no later than one week prior to the start of the course to ensure the District may comply with Chapter 26 of the Texas Education Code in allowing parents to review teaching materials.

Lovejoy ISD will designate an official contact that will facilitate the classroom instructional needs listed above. Lovejoy ISD will notify Collin College's P-12 Partnerships Office and the Academic Affairs office of the name and contact information of the designated liaison. If a conflict arises regarding providing classroom space or equipment, the Parties agree to follow the resolution guidelines in Section IV, O on "[Conflict Resolution](#)".

6) In the Agreement, Lovejoy ISD agrees to provide Collin College copies of all documents concerning any applicable rules, regulations, policies, and procedures of Lovejoy ISD related to security or restriction, which would be applicable to Collin College faculty while present on a Lovejoy ISD campus.

7) Collin College and the Lovejoy ISD will work collaboratively to provide approved accommodations for a Collin College faculty member with a documented disability. If a conflict arises regarding a requested or approved accommodation, the Parties agree to follow the resolution guidelines in Section IV, O on "[Conflict Resolution](#)".

E. Academic Policies and Student Support Services

1) Lovejoy ISD must provide an atmosphere that promotes a collegiate environment for classes which includes adequate classroom facilities, and minimizes disruptions of college classes for announcements, pep rallies, removal of students from class to conduct high school related activities, etc. Lovejoy ISD will provide Collin College with a schedule of events that may impact dual credit course delivery on a Lovejoy ISD site each semester. After a term's registration period has started, changes cannot be made to Collin College's class schedule unless there are extenuating circumstances approved by both parties.

2) Dual credit courses will follow the Collin College academic calendar. If the Lovejoy ISD calendar is different from that of Collin College, Collin College and Lovejoy ISD will identify a mutually agreeable alternative arrangement for course continuation.

3) High school dual credit and concurrent enrollment students will have access to all Collin College academic and student support services including, but not limited to: libraries, electronic library resources, writing centers, tutorial services, assessment, admissions, student engagement activities, and academic advisement. Some services are available only on a Collin College campus.

4) Per the Texas Education Code, all dual credit students receive academic and/or college readiness advising as referenced in Appendix A: [“Statewide Goals for Dual Credit”](#). Per the Texas Education Code, Lovejoy ISD designates the high school campus counselor as responsible for academic advising to students in the dual credit program.

5) High school dual/concurrent credit students agree to abide by all Collin College policies and procedures as outlined in the current Collin College Student Handbook.

a) Disability Services and Accommodations

1) Students with disabilities who need accommodations must apply for disability services through Collin College’s Accommodations at Collin College for Equal Support Services (ACCESS) Department, provide current documentation, and be determined eligible for accommodations at Collin College. The accommodations process is not automatic and may take time to complete. Not all students who qualify for modification for high school classes will be eligible for accommodations in college classes.

If determined eligible for academic accommodations at Collin College, students must request accommodations each semester through the ACCESS Department. The dual credit course location will determine who provides the academic accommodation needs by Collin College’s ACCESS Department. Dual credit course accommodations offered on the high school campus are provided by high school personnel. Dual credit course accommodations offered on a Collin College campus will be provided by Collin College personnel. The Parties will designate each other as school officials with a legitimate educational interest under FERPA as provided in Section IV.G. [“Confidentiality of Data”](#) so that information regarding accommodations may be shared.

F. Eligible Courses

2) All courses offered for dual credit will be identified as college level academic courses in the current edition of the Lower-Division Academic Course Guide Manual or as a college technical course in an Associate of Applied Science (AAS) degree or

certificate program. Collin College does not offer kinesiology (KINE) or developmental education courses for dual credit.

3) A course equivalency crosswalk that identifies the number of credits that may be earned for each course completed through the dual credit program in [Appendix B](#) has been approved for the 2023-2026 academic years. Programs listed in [Appendix C](#) have been approved for the 2023-2026 academic years.

Additional courses may be added with approval from Lovejoy ISD and Collin College. An addendum will be created if three or more additional courses are request by Lovejoy ISD in writing. An addendum for additional courses can be approved and added to this agreement by authorized Lovejoy ISD and Collin College representatives.

G. Course Curriculum, Instruction, and Grading

1) Collin College will ensure that a dual credit course and the corresponding course offered at the main campus of Collin College are equivalent with respect to the curriculum, materials, instruction, and method/rigor of student evaluation. These standards will be upheld regardless of the student composition of the class. Dual credit courses will take additional considerations regarding content appropriateness for students under 18 years of age.

2) All course syllabi for Collin College faculty are publicly available at: <https://collin.campusconcourse.com/search?timeframe=current future>. To the extent district personnel cannot locate posted syllabi, Collin College will make a good faith effort to share those missing syllabi with district personnel no later than one week before the start of the course so that the District may comply with its legal obligations under state law.

3) Students will be expected to meet all requirements of the dual and concurrent credit class(es) and will receive letter grades on their Collin College transcript. Collin College faculty will provide numeric grades at the end of the semester to be weighted or factored into the student's high school grade point average as determined by Lovejoy ISD. Mid-term grades will be provided upon request. Collin College will provide grades to Lovejoy ISD in a timely manner at the mutually agreed upon intervals.

4) Students will be expected to meet all requirements of the dual and concurrent credit class(es) and will receive letter grades on their Collin College transcript. Collin College faculty will provide numeric grades at the end of the semester to be weighted or factored into the student's high school grade point average as determined by Lovejoy ISD. Mid-term grades will be provided upon request. Collin College will provide grades to Lovejoy ISD in a timely manner at the mutually agreed upon intervals.

5) Faculty members teaching dual credit courses may alert both the Collin College liaison and the designated high school counselor of any students having academic difficulty. They may also utilize Collin College's Early Alert Referral System (EARS) for this purpose.

6) Faculty are conscious of FERPA guidelines when communicating with students about grades. Grade information is never provided over the phone or via text or non-college email. Currently, grades of A, B, C, D, F, and I are awarded by faculty to each student on their college transcript. Grades of "I" are only temporary and must be resolved by the end of the next long semester. Numeric grades are also provided to Lovejoy ISD. If a student withdraws from a course, a "W" will appear on the student's college transcript.

7) The Grade Appeals Process is available online:  
[collin.edu/studentresources/support/gradeappeal](http://collin.edu/studentresources/support/gradeappeal)

8) All faculty will attend faculty meetings and other special meetings called by their Collin College divisional office as needed. Dual credit faculty will also attend a high school campus safety training provided by high school campus administration prior to the start of the semester when dual credit courses are taught at a Lovejoy ISD site.

#### H. Transcription of Credit

1) High school and college credit will be added to the student's transcripts immediately by Lovejoy ISD and Collin College upon the student's completion of the dual credit course.

#### I. Funding

1) State funding for dual credit courses will be available to both Independent School District and Collin County Community College District based upon the current agreement between the Commissioner of Education and Commissioner of Higher Education.

2) Tuition and fees will be collected from the high school student unless evidence is presented documenting the high school student's participation in the federal free and reduced lunch program in Lovejoy ISD, or if the Lovejoy ISD is covering the student's charges through third party billing. If Lovejoy ISD participates in third party billing, Lovejoy ISD agrees to abide by the policies set forth by the Bursar's Office. Lovejoy ISD will provide a verification list of dual credit students participating in the federal free and reduced lunch program to Collin College each semester. All dual credit students are responsible for purchasing their own textbooks and other required course materials unless otherwise purchased on their behalf.

#### IV. **GENERAL OBLIGATIONS OF THE PARTIES**

##### A. Recognition of Higher Education Partner, Promotion, Marketing, and Advertising

1) When reporting and publicizing high school students' completion of dual credit courses, degrees, or certificates, Lovejoy ISD will recognize Collin College as their higher education partner awarding college credit. Lovejoy ISD agrees not to use Collin College's name, logo, or likeness in any press release, marketing materials, or other public announcements without receiving prior written approval from the Collin College Senior Vice President, External Relations and Communications or designee.

##### B. Understanding of the Parties

1) Both parties understand the safety and security risks inherent with minors and agree that certain risks may be unforeseeable. Further, the Parties agree that the public safety departments from both Collin College and Lovejoy ISD will collaborate to develop and/or review safety and security standards and/or guidelines, including emergency response.

2) In accordance with FERPA, Collin College and Lovejoy ISD will protect students' privacy and guard against the unauthorized release of identifying student information and records, and comply with all applicable requirements of FERPA.

##### C. Criminal History Background Check and Fingerprinting Requirements

1) Pursuant to Texas Education Code (TEC) Section 22.0834, Collin College shall ensure that Collin College faculty and staff assigned to work on a Lovejoy ISD site meet the applicable TEC requirements regarding fingerprinting and background checks. Lovejoy ISD will provide faculty fingerprinting instructions to schedule fingerprinting appointments. Fingerprinting expenses for Collin College faculty and staff will be reimbursed by Collin College directly to the employee. For more information on fingerprinting reimbursement please contact Collin College's Human Resources office. Any additional information required by Lovejoy ISD may be requested in accordance with Section IV.F "[School District Data Sharing and Privacy](#)".

2) Lovejoy ISD is responsible for promptly notifying Collin College of any additional requirements that may be necessary in order to comply with Lovejoy ISD's Board policies with regard to criminal history requirements for employees of entities with whom Lovejoy ISD contracts. Lovejoy ISD will also notify Collin College if an individual does not pass the fingerprint check within 1-2 business days. Lovejoy ISD agrees to provide Collin College with additional information upon request and, to the extent allowed by law, regarding individuals who do not pass the national criminal history record check or fingerprint check.

D. Clery Act Obligations

1) If Collin College is using space on a Lovejoy ISD campus or facility for the purposes of providing dual credit services and/or courses, Lovejoy ISD's law enforcement agency will respond in a timely manner to any requests made by Collin College for statistical information of crimes that have been reported at that location, so Collin College may fulfill its obligations under the Clery Act (20 U.S.C. § 1092(f)) and its regulations.

E. Prohibition of Discrimination and Harassment

1) Collin College has policies and procedures in place to receive, investigate, and resolve student and employee complaints alleging civil rights violations, including claims under Title VI and Title IX. Lovejoy ISD and Collin College shall each comply with their own policies and any applicable state and federal law that prohibit discrimination and harassment on the basis of a student or employee's disability, race, color, national origin, religion, or sex. Each party shall adhere to its obligations under relevant policy and law without regard to the other party's obligations.

2) Lovejoy ISD agrees to report to the Associate Vice President for P-12 Partnerships, within 2 business days, any allegation of discrimination or harassment involving a College employee or dual credit student, regardless of where the alleged conduct occurred. The Associate Vice President for P-12 Partnerships will work with Lovejoy ISD staff on reporting the incident(s) to Collin College's Title IX/ADA and 504/Title VI Coordinator. Collin College has designated the following individual as its District Title IX/ADA&504/Title VI Coordinator:

**Terrence P. Brennan, M.A.**

District Dean of Students

Collin College

(972) 881-5604

[tbrennan@collin.edu](mailto:tbrennan@collin.edu)

[Similarly, Lovejoy ISD's Title IX coordinator is provided below and will be notified by Collin College of any allegations of Title IX or other complaints of discrimination or harassment involving a dual credit student.](#)

[Kevin Parker](#)

[Executive Director of Student Services](#)

[259 Country Club Road, Allen, TX 75002](https://www.lovejoyisd.net)

[kevin\\_parker@lovejoyisd.net](mailto:kevin_parker@lovejoyisd.net)

[\(469\) 742-2185](tel:(469)742-2185)

F. School District Data Sharing and Privacy

1) Lovejoy ISD will provide the following student information for each student from 8th-12th grade participating in a Collin College program, if requested.

Student Data Information 8-12th grade and Certified List of Graduates:

- Student Name (Last, First, Middle)
- Date of Birth
- Eligibility for accommodations
- Eligibility for free or reduced lunch
- Grade Level
- Anticipated year of high school graduation
- Lovejoy ISD identification numbers (PIEMS ID and HS ID)
- Mailing address (Street, City, State, Zip)
- Name of School
- College readiness scores: SAT, PSACT, ACT, ACT-Aspire, STAAR English II, STAAR Algebra I with a passing final Algebra II grade, and TSIA.

2) The data outlined above will be sent electronically in a template provided by Collin College and will be provided in a timely manner as agreed upon by both Parties upon request.

- Upon receipt of student information, Collin College may use the student mailing information to send information pertaining to Collin College enrollment to the families of participating students.
- Collin College will provide the following information to Lovejoy ISD following its initial entry into the program: postsecondary transition rates from Lovejoy ISD students to Texas institutions of higher education (taken from THECB data); benchmark data from the prior year to show Lovejoy ISD student enrollment at Collin College upon request.

- Collin College will provide the following reports to Lovejoy ISD Superintendent of Schools, Lovejoy ISD district designee, and dual credit principal(s) each academic year: dual credit enrollments by high school; dual credit student success outcomes by high school; course and section offerings by high school.
- Collin College will provide, upon written request from an appropriate school district official, information on Collin College articulated credit attainment and college major selections by individual students. This information is designed to assist school personnel in education programming and is protected under FERPA, and may not be published.
- Collin College will utilize the Early Alert Referral System (EARS) to identify students at risk of not completing college coursework to provide effective interventions.
- Collin College will provide TSIA Scores for students that tested through Collin College Testing Centers to Lovejoy ISD.
- Collin College and Lovejoy ISD will implement improvement efforts, as needed, based upon mutual review of the following data:
  - Matriculation of high school students in four-year colleges/universities and level of entry.
  - Enrollment/retention rates
  - Student participation in activities at Collin College
- Additionally, Lovejoy ISD and Collin College agree to the facilitation of the exchange of pertinent information regarding faculty:
  - qualifications for teaching dual credit courses
  - eligibility of faculty in meeting background check and fingerprinting requirements
  - full information sharing with appropriate administration in the event of an investigation of a personnel matter regarding a Collin College faculty member to the extent allowable by each Party's governing policies.

3) Any unauthorized disclosure of confidential student information is a violation of FERPA and the implementing regulations found in 34 CFR Part 99 and shall not be permitted to occur. While in possession of this data, Lovejoy ISD and Collin College

shall permit only those employees authorized to have access to the data. Both parties agree to store the data in a secure area to prevent unauthorized access.

4) Upon request from Lovejoy ISD, Collin College may provide mutually agreed upon reports of student enrollment and course grades to designated Lovejoy ISD officials as allowed by FERPA. Lovejoy ISD will designate a school district and high school campus official to request such Collin College reports.

5) This section is not exclusive to all instances in which information may be shared between the Parties under FERPA. See section IV.M. [“FERPA Compliance and Disclosure of Education Records”](#) for additional examples.

#### G. Confidentiality of Data

1) Both Parties will maintain the confidentiality of all student data shared with it in compliance with FERPA and its associated federal regulations. Both Parties agree not to share information with third parties unless authorized to do so by state or federal law.

2) Data obtained will be used solely for the purposes described in the Agreement. Collin College and Lovejoy ISD will notify designated individuals authorized to access the individual student or employee data for purposes outlined in the Agreement that they must maintain the confidentiality of all personally identifiable data and confidential information.

3) Collin College and Lovejoy ISD will provide a copy of any sections of this Agreement related to data sharing and privacy to any employee who transfers, maintains, accesses, or reviews any confidential data obtained in accordance with the Agreement.

4) The confidentiality requirements shall survive the termination or expiration of the Agreement.

#### H. Security Safeguards

1) To ensure the continued confidentiality and security of the data, Collin College and Lovejoy ISD shall each independently employ industry best practices, both technically and procedurally to protect the data from unauthorized physical and electronic access. In addition, both Parties shall adhere to the following safeguards when data covered by the Agreement is processed, stored, or transmitted on either Party's information resources:

- Procedures and systems that ensure all student records provided by Collin College and Lovejoy ISD are kept in secured facilities and access ID such records are exclusively limited to authorized personnel.

- Procedures and systems that shall require the use of secure passwords to access the data.
- Mandatory training for respective personnel on information security, at least on an annual basis.
- Procedures and systems to ensure all data is maintained in a secure manner that prevents the interception, diversion, or other unauthorized access.

2) The procedures and systems developed and implemented to access the data shall ensure that any data disclosure to third parties in accordance with applicable state law (i.e. under the Texas Public Information Act or in response to an audit or other lawful reason in accordance with the TEA or THECB's rules and regulations) shall comply with all provisions under FERPA and Texas laws governing exceptions to disclosure of confidential student information.

I. Method of Access or Transfer

1) Individual level student surveys and academic data will be transferred between designated Lovejoy ISD officials and designated Collin College officials in a manner that maintains the confidentiality and security of individually identifiable records and data. (Typical approaches use secure File Transfer Protocol, secure cloud-based drop box, and encryption of personally identifiable data).

J. Physical Location of Data

1) Data will be housed in a secure physical or electronic facility accessible only to individuals authorized to access the data for the purposes stated in this document and the Agreement. Data will be stored in a manner that prevents unauthorized access to personally identifiable data. (Secured permissions or passwords will be used to access data stored electronically. Personally identifiable data that resides for any length of time on laptops, desktop computers, CDs, or other media will be encrypted.)

K. Notification of Security Breach

1) Collin College and Lovejoy ISD both agree that in the event of any breach or compromise of the security, confidentiality, or integrity of shared data where personally identifiable information of a student or employee was, or is reasonably believed to have been acquired and/or accessed by an unauthorized person, the Party's information system in which the breach occurs shall notify the other Party of the breach within 24 hours and take immediate steps to limit and mitigate the damage, if any, of such security breach to the greatest extent possible in accordance with applicable laws, such as Tex. Bus. & Com. Code Sections 521.001-152. Notice shall be provided to the designated Lovejoy ISD and Collin College officials.

L. Disposition of Data

1) Collin College and Lovejoy ISD will maintain and destroy any data covered under the Agreement in accordance with each Party's respective policies on records retention.

M. FERPA Compliance and Disclosure of Educational Records

1) Students participating in a dual credit program described herein are enrolled in a post-secondary institution and are thus afforded rights under the Family Educational Rights and Privacy Act (FERPA) as post-secondary students. This means a high school student who is enrolled at Collin College for purposes of participating in one of these programs, regardless of age, is given the right of privacy in their educational records. Collin College will not disclose information protected under FERPA, even to a student's parent, unless the dual credit student consents to the release in writing, or the parent provides proof of dependency in accordance with 34 CFR 99.31(a)(8).

2) For purposes of this agreement, pursuant to FERPA, Collin College and Lovejoy ISD designate each other as school officials with legitimate educational interests in the educational records of the participating high school students enrolled in Collin College, to the extent that access to the records is required by either Party to carry out the functions of the program, enforce or comply with discrimination laws, address student safety and discipline, or any matter where a student's participation in a course or program may be affected, or for any other purpose allowed under applicable law.

3) Lovejoy ISD agrees to share permissible disciplinary information that may affect the enrollment of a dual credit student such as suspension, disciplinary alternative education placement, expulsion, or that relate to conduct that is under investigation while the student is enrolled in a dual credit class.

4) Both Collin College and Lovejoy ISD will provide notice to students, parents and employees of applicable policies and procedures related to disclosure of educational records to ensure compliance with FERPA.

N. Entire Agreement

1) This Agreement, including the Appendices, constitute the entire agreement between Collin College and Lovejoy ISD.

- [Appendix A: Statewide Goals for Dual Credit](#)
- [Appendix B: Courses Approved for Lovejoy ISD/Collin College Dual Credit](#)
- [Appendix C: Programs for Lovejoy ISD/Collin College Dual Credit](#)
- [Appendix D: Articulated Credits and Courses](#)

- [Appendix E: Coursework Expectations](#)
- [Appendix F: College and Career Counselors](#)
- [Appendix G: Workforce Programs](#)

o. Conflict Resolution

1) The Parties agree to a mutual understanding to resolve issues or concerns that may arise in the course of this partnership that involve students, staff, and/or faculty. In the event a conflict or disagreement should arise in the interpretation or implementation of the obligations, terms, and responsibilities of the Parties to this Agreement, each Party shall designate administrative liaisons for the purposes of resolving concerns at both the campus (liaison must be a Principal or other designated high school campus administrator) and central administrative levels. In order to be collaborative, Collin College must be able to communicate with administrators on campuses in which dual credit students/programs are present.

2) If resolution is not found through those levels, a request may be made that the matter be handled through the Parties' respective legal counsel(s). If resolution is not found through those levels, a request may be made that the matter be handled by voluntary mediation through a mutually approved mediator within thirty (30) days of the selection of a mediator.

p. Termination

1) It is agreed that either Party may terminate this Agreement with written notice to other party within thirty (30) days. In the event of termination midsemester, currently enrolled dual credit students would be permitted to complete their courses for that semester. No new dual credit registrations would be permitted for the current or future terms.

2) It is agreed that either Party may also terminate this Agreement with written notice to the other Party immediately for breach.

3) This Agreement may also be terminated by mutual agreement of the Parties.

4) In the event of any termination under this section, the Parties will work collaboratively to allow currently enrolled dual credit students to complete their courses for that semester. No new dual credit registrations would be permitted for the current or future terms.

5) This Agreement is expressly made subject to each Party's governmental immunity under the Texas Civil Practice and Remedies Code and all applicable state and federal laws. The Parties hereto expressly agree that no provision of this Agreement is in any way intended to constitute a waiver of any immunities from suit, immunities from liability, defenses, or rights that each Party has by operation of law. Nothing in this Agreement shall be construed as consent to suit by either Party.

q. Approval Signatures

Collin College and Lovejoy ISD have executed and deliver this Agreement to be effective as of the Effective Date listed above.

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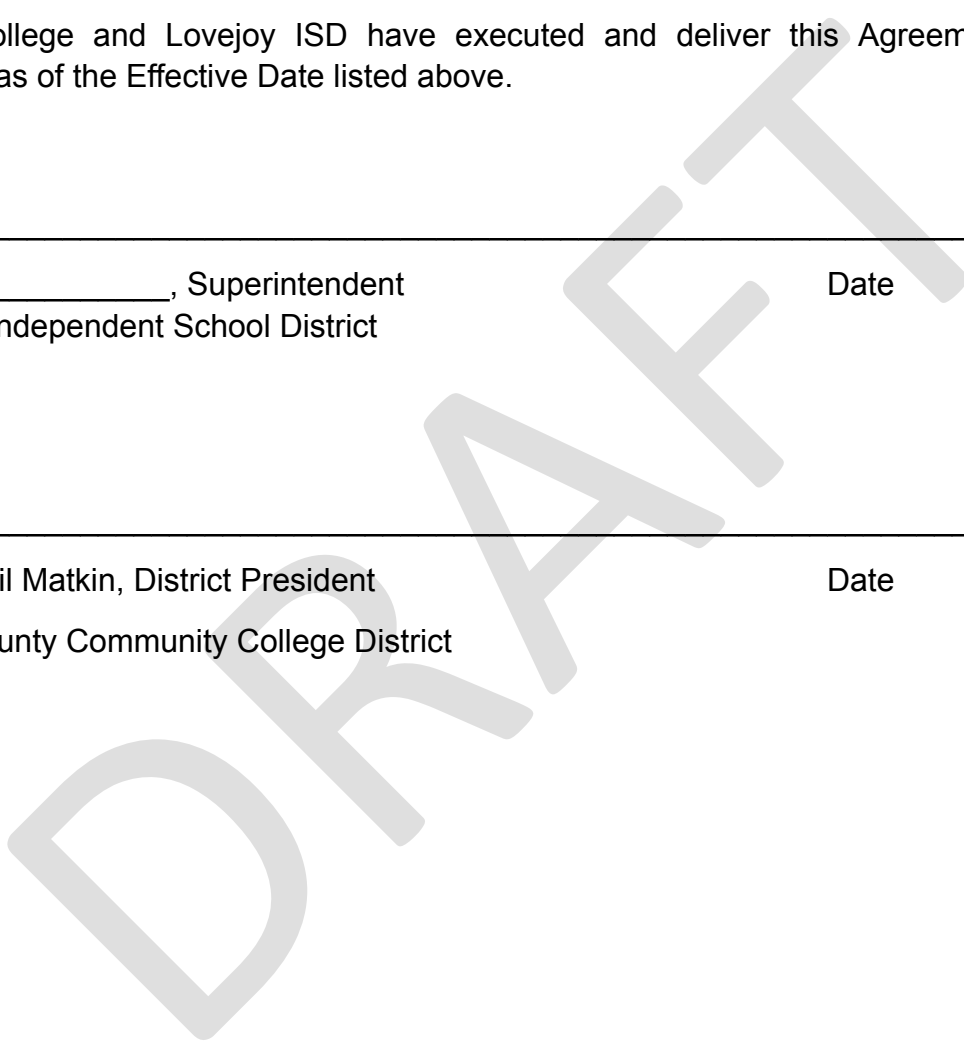
\_\_\_\_\_, Superintendent  
Lovejoy Independent School District

Date

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Dr. H. Neil Matkin, District President  
Collin County Community College District

Date



## **APPENDIX A: Statewide Goals for Dual Credit**

Texas Education Code, Section 28.009 (b-1) and (b-2), requires the THECB and the TEA to collaboratively develop statewide goals for dual credit programs in Texas. These goals provide guidance to institutions of higher education and independent school districts on components that must be in place to ensure quality dual credit programs are provided to Texas high school students. These statewide goals address enrollment in and acceleration through postsecondary education, performance in college-level coursework, and strong academic advising.

**Goal 1:** *ISDs and IHEs will implement purposeful and collaborative outreach efforts to inform all students and parents of the benefits and costs of dual credit, including enrollment and fee policies.*

Collin College's dual credit website is regularly updated with enrollment guidelines, policies, and program details including:

- ISD registration and payment deadlines
- information session schedules
- FAQs
- forms
- links to student resources

Collin College provides dual credit information sessions each spring at all partnering high schools to potential students, parents, and school counselors before students enroll into dual credit classes for fall.

On an annual basis, Collin College provides two dual credit update sessions to all partnering high school counselors. These include updates on dual credit procedures, testing, ACCESS (student accommodations), as well as shared best practices from school districts. Collin College offers a yearly conference for all local high school counselors. Keynote speakers and breakout sessions are provided on relevant topics and current issues.

Collin College also provides College and Career Counselors at partnering high schools. The College and Career Counselors are part of an institutional initiative to support local school districts' college and career readiness goals. They provide dual credit academic advising, orientations, workshops, and other related services as appropriate.

ISD counselors at each high school will collaborate with Collin College dual credit staff to schedule dual credit information sessions to prospective students and parents each year.

Collin College also uses marketing materials to help inform students and parents regarding the benefits of dual credit.

**Goal 2:** *Dual credit programs will assist high school students in the successful transition to and acceleration through postsecondary education.*

Collin College has College and Career Counselors at partnering high schools. The College and Career Counselors are part of an institutional initiative to support local school districts' college and career readiness goals. They provide dual credit academic advising, orientations, workshops, and other related services

Collin College will share available data related to Collin College enrollment and persistence after high school graduation with ISD administration.

**Goal 3:** *To bridge them successfully into college course completion, all dual credit students will receive academic and college readiness advising and will have access to student support services* All dual credit students receive academic and/or college readiness advising provided by Special Admissions Coordinators (SACs) and College and Career Counselors. High school dual credit students have access to all college academic and student support services including, but not limited to, libraries, electronic library resources, writing centers, tutorial services, academic accommodations, assessment, admissions, and academic advisement. Collin College also partners with local ISDs to develop and provide courses in college preparatory mathematics and English language arts to prepare students for success in entry-level college courses without the need for remedial or developmental coursework.

**Goal 4:** *Dual credit students' performance will meet or exceed the level of quality and rigor on subsequent courses.*

Collin College ensures that a dual credit course and the corresponding course offered at the main campus of the College are equivalent with respect to the curriculum, materials, instruction, and method/rigor of student evaluation. These standards are upheld regardless of the student composition of the class.

Collin College faculty teaching dual credit courses are required to meet the same standards, reviews, and approval procedures used by Collin College. Faculty attend professional development opportunities provided by Collin College throughout the year.

## **APPENDIX B: Courses Approved for Lovejoy ISD/Collin College Dual Credit**

Collin College Course descriptions are available in the current Collin College Catalog: [collin.edu/academics/catalog.html](http://collin.edu/academics/catalog.html)  
(Some Course Rubrics and/or Numbers are subject to change throughout the year).

*A draft copy of the crosswalk will be provided in a separate file for review.*

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## **APPENDIX C: Programs for Lovejoy ISD/Collin College Dual Credit**

Collin College Program Requirements are available in the current Collin College Catalog: [collin.edu/academics/catalog.html](http://collin.edu/academics/catalog.html) (Some Course Rubrics and/or Numbers are subject to change throughout the year).

- A. [Associate of Arts \(AA\) Degree](#)
- B. [Associate of Science \(AS\) Degree](#)
- C. [Associate of Applied Science \(AAS\) Degree](#)
- D. [Associate of Arts in Teaching \(AAT\) Degree](#)
- E. [OSA – Health Professions – Certified Nurse Aide \(CNA\) Track](#)
- F. [OSA – Health Professions – Patient Care Technician \(PCT\)](#)

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## APPENDIX D: Articulated Credits or Courses

1) Conditions of articulated courses are formulated with representatives from the Independent School District and Collin College regarding student evaluation criteria, course content, and exit competencies. Through this Agreement, Collin College agrees to articulate college credit for the college level high school courses listed below provided the following requirements are met.

- College credit hours only shall be awarded once the student enrolls at Collin College and successfully completes 3 additional credit hours.
- Students enrolled in concurrent or dual credit courses may apply credit hours earned with a C or better towards the fulfillment of the 3-credit requirement.
- Remedial or developmental course hours taken at Collin College may not be included in the total credit hours.
- Students must satisfactorily complete an end-of-course exam covering student learning outcomes for the articulated course. Lovejoy ISD will not report grades from an end-of-course exam for the articulated course until the student's junior school year if the student is interested in earning a Level 1 Certificate.
- The articulated course or courses appear in Collin College catalog.
- Lovejoy ISD agrees that for each student participating in an articulated course, Lovejoy ISD will denote the course with the letter "A" on the student transcript.
- Once the 3 credit hours are earned, students will submit the Petition for Articulated Credit form for the articulated credits to be added to their transcripts by the Academic Partnership Office. Petitions must be submitted to Collin College within 12 months of high school graduation.
- Successful completion of a high school course eligible for articulated credit does not guarantee that a student will receive college credit for the course.

Lovejoy ISD Course	Collin College Course	
Principles of Health Science	HPRS 1201	Introduction to Health

**APPENDIX E: Coursework Expectations**

Category	High School	College
Course Content	Content is determined by the TEKS (Texas Essential Knowledge and Skills).	<p>Content is guided by THECB and the Collin College Academic Department guidelines.</p> <p>Focus is on meeting student learning outcomes through content AFB Policy that is chosen by the faculty member and approved by the academic department. The faculty member has high levels of control of the specific content that is covered.</p> <p>Collin College supports the idea that across every level of education, expectations for student learning should increase. As such, courses taught at the College level should require students to meet rigor and even higher standards than those same courses taught in high school.</p>
Academic Freedom	<p>Standards and expectations are guided by the TEKS. Faculty must meet all standards.</p> <p>Freedom is in how you teach content.</p>	<p>Standards are part of accreditation, but so is a high degree of academic freedom.</p> <p>There is more flexibility in what content is taught, and how it is taught in covering department and college-approved learning outcomes.</p> <p>For more information please refer to Collin College's Board Policy:  <a href="https://pol.tasb.org/PolicyOnline/PolicyDetails?key=304&amp;code=DGC#localTabContent">https://pol.tasb.org/PolicyOnline/PolicyDetails?key=304&amp;code=DGC#localTabContent</a></p>

<p>Grading Policies</p>	<p>Determined by campus and/or ISD policies.</p> <p>Policies may require reteach and retest.</p> <p>Consequences for attendance are determined by State law and district policies.</p>	<p>Guided by departmental requirements. Some departments have explicit requirements, others provide more flexibility in grading to the instructor.</p> <p>Faculty may choose to, but are not required to allow multiple attempts on assignments or exams.</p> <p>Consequences for poor attendance and lack of adherence to course deadlines are determined by the instructor.</p>
<p>Student Learning Outcomes and Competencies</p>	<p>Must meet TEKS guidelines.</p> <p>Additional outcomes can be required by campus and/or district.</p> <p>See details here:  <a href="http://tea.texas.gov/curriculum/teks/">http://tea.texas.gov/curriculum/teks/</a></p>	<p>Must meet SACSCOC guidelines, THECB core curriculum requirements, Collin College general education competencies, course SLOs (student learning outcomes), and PSLOs (program-level student learning outcomes).</p>
<p>Regulations of Privacy</p>	<p>FERPA: parents and guardians have access to student information.</p>	<p>FERPA: only student has access to information, regardless of their age. Students may choose to fill out a FERPA waiver to allow parents to have access.</p> <p>See further information here:  <a href="https://www.collin.edu/gettingstarted/register/ferpa.html">https://www.collin.edu/gettingstarted/register/ferpa.html</a></p>

<p>Disability Services</p>	<p>ARD paperwork or 504 plans. All approved accommodations and modifications must be provided.</p>	<p>In the college setting, curriculum modifications are not required for students with disabilities. However, reasonable accommodations may be approved by the Collin College ACCESS office on a course by course, case by case basis. Approved accommodations must be implemented by faculty.</p> <p>Students must provide a Course Accessibility Letter signed by an ACCESS Advisor to faculty before any accommodations can be provided. Accommodations may not be provided before faculty receive a Course Accessibility Letter. The provision of accommodations is not retroactive.</p> <p>Learn more here:  <a href="https://www.collin.edu/studentresources/disabilityservices/index.html">https://www.collin.edu/studentresources/disabilityservices/index.html</a></p>
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## **APPENDIX F: College and Career Counselors Initiative**

PURSUANT to the terms of the Partnership Agreement, both Parties agree to include the College and Career Counselors Initiative program between Lovejoy ISD and Collin College, as described therein. Both Parties desire to describe the terms and conditions set forth in the Services in this Exhibit that are added to or changed from the Partnership Agreement. The parties understand and agree that this Partnership Agreement is the controlling document which governs the relationship between the parties regarding the modified Services and the rights and obligations of the parties arising by virtue of the Partnership Agreement. This exhibit only applies to the College and Career Counselors Initiative program and these terms only apply to this program.

NOW, THEREFORE, the parties, intending legally to be bound, agree as follows:

A. Background

The following additions are hereby incorporated into the Collin County Community College District and Independent School District Partnership Agreement to support the College and Career Counselors Initiative.

B. Collin college will provide the following

A College and Career Counselor assigned to the high school on a daily full-day or part-day basis in a part-time role (20 hours per week)

C. Lovejoy ISD will provide the following

1. Designated office space for the College and Career Counselors to meet with students and or parents
2. Access to students for College and Career Advisement

D. Funding Provisions

All salaries, fringe benefits, professional development, local travel, supplies for the College and Career Counselor will be provided by Collin College.

E. Termination (only applies to College and Career Counselor program)

It is agreed that either party may terminate this Agreement effective thirty (30) days after the receipt of written notification.

## APPENDIX G: Embedded Faculty FAQs and Review Process

### A. Collin College Dual Credit Embedded Faculty FAQs

- What are Embedded Faculty?

Embedded faculty are full-time high school teachers hired by Collin College as adjunct faculty to teach College courses at the high school during regular high school hours. During the college course time at the high school, embedded faculty are under the guidance of Collin College and must follow the guidelines and procedures of Collin College such as but not limited to, Collin College Core Values, curricula, FERPA, syllabi, schedule, etc.

- What are the necessary qualifications?

All faculty credentials are consistent with Collin College and the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) Guidelines for Faculty Credentials, the Texas Administrative Code Section 7.4(11) (Appendix A), and program-level accrediting agency requirements that apply. Faculty teaching transfer courses must meet the minimum credentialing requirements as stated in the Collin College Faculty Credentialing Manual which typically requires a Master's degree in the discipline or a Master's degree with 18 graduate hours in the discipline.

Faculty teaching in workforce programs must meet the requirements found in the Texas Higher Education Coordinating Board Guidelines [www.theccb.state.tx.us/reports/pdf/3378.pdf#page=8](http://www.theccb.state.tx.us/reports/pdf/3378.pdf#page=8)

Faculty in these programs may have a bachelor's degree in the teaching discipline, an associate's degree, a certificate, or professional work experience that demonstrates competencies in the teaching discipline as required by the specific program. Other demonstrated competencies and achievements that contribute to effective teaching and successful student learning outcomes are also considered during the hiring process. For all cases, Collin College provides justifying documentation of the qualifications of its faculty.

Collin College faculty credential requirements are the same, regardless of location, time of day, day of the week or modality of the course to be taught. Collin College does not distinguish, for the purpose of faculty qualifications, between full-time or adjunct (part-time) positions. After being hired, faculty who wish to teach online sections of a course are required to complete training in

online teaching determined by Collin's virtual campus, iCollin prior to receiving an assignment in that modality.

- What are the expectations for Embedded Faculty in the classroom?

As Collin College adjunct faculty, embedded faculty are responsible for fulfilling all regular duties and responsibilities of all college faculty, including, but not limited to: maintaining college-level rigor in all instructional practices, utilizing a Canvas shell for each course, developing a course syllabus and calendar of assignments, certifying rosters, following FERPA regulations, providing numeric progress grades to the Dual Credit Office, posting final numeric and alpha course grades in Collin College's student management system, and responding promptly to emails, request and due dates sent by the offices of academic affairs. [http://www.collin.edu/hr/employment\\_forms/Collin%20College%20Faculty%20Handbook.pdf](http://www.collin.edu/hr/employment_forms/Collin%20College%20Faculty%20Handbook.pdf)

- How is the compensation dispersed?

Embedded faculty employed with the school district who teach a dual credit course as part of their regular duty hours with the school district will not receive additional compensation from Collin College. All dual credit faculty qualifications outlined in the agreed terms still apply. Collin College will pay the school district the equivalent of the current adjunct faculty rate of pay and dual credit stipend for each course taught by an embedded faculty member.

Embedded faculty employed with the school district who teach a dual credit course outside of their regular duty hours with the school district are not considered embedded faculty. They will be paid the current adjunct faculty rate of pay for services rendered under the agreed terms in accordance with Collin College's faculty compensation plan.

- How does scheduling work?

Embedded faculty will work with the appropriate Associate Deans/Director and their high school regarding class schedules during the high school day.

Embedded faculty are considered part-time adjuncts and are normally limited to nine (9) contact hours per week. (3 classes for a 48-hour contact hour class for 16 weeks). All assignments over nine contact hours are considered a temporary exception and require pre-approval from the associate dean/director, dean, appropriate campus provost, and senior vice president of campus operations.

CourseVite Professor is an 'invitation to teach' application used by Collin College Associate Deans and Directors to aid in schedule Adjunct Faculty course

assignments. The application can be accessed by logging into CougarWeb and accessing it through OneLogin. The basic steps for using the application are as follows: 1) Log in and select the semester. 2) Set your preferred campus. 3) Set your preferred availability. 4) Check your profile for accuracy. 5) Review and respond to any course invitations within 24 hours. Note that notification of an 'invitation to teach' will be sent to your @collin.edu email. Instructors should contact the scheduling Associate Dean or Director with any questions.

- How does evaluation of Embedded Faculty work?

Collin College will select, supervise, and evaluate all faculty employed by Collin College, including embedded faculty. Embedded faculty teaching dual credit courses will be evaluated through the Adjunct Faculty Appraisal Process each year.

- What if an Embedded Faculty member must be absent from class and wants a substitute to meet the class?

The embedded faculty member should follow the high school's absence procedure, but must also contact their Collin College supervisor (Associate Dean/Director) to inform them that they will be absent and would like a substitute. In a class period where the college curriculum is covered, a credentialed and ISD fingerprinted College employee can meet the class and provide instructional coverage. This must be arranged in advance of the absence.

- What happens if the teacher leaves the district in the middle of the semester?

Collin College will work to find a qualified faculty to teach the remainder of the course in the same medium as originally agreed. If this is not an option, Collin will work with the district to find another reasonable solution.

- How does Collin College work with ADA student accommodations?

Students who receive accommodations from the ISD may be eligible for accommodations from Collin College; however, their accommodations from the ISD are not applicable to the college classroom. Students must contact Collin College's ACCESS office and be evaluated by a case officer and presented with an accommodation letter from Collin College. The student must self-identify her/himself as needing accommodations, present a copy of the letter to the instructor, and discuss with the professor specific accommodations she/he wishes be employ in the class.

If determined eligible for academic accommodations at Collin College, students must request accommodations each semester. Dual credit course location will determine who provides the academic accommodation needs determined by Collin College's ACCESS Department. Dual credit course accommodations offered on the high school campus are provided by high school personnel. Dual credit course accommodations offered on a Collin College campus will be provided by Collin College personnel.

- What is the protocol if there are issues/concerns/questions with the assigned Embedded Faculty during the college course?

The high school Principal or Assistant Principal will collaborate with the appropriate Collin College Associate Dean or Director and the P-12 Partnerships office to develop an equitable solution that supports the needs of both educational entities and the best interests of the student.

#### G. Potential Embedded Faculty Review Process

ISD will provide Collin College with a roster of faculty interested in embedded faculty assignments for the next academic year by February 1. The roster should include candidates' unofficial transcripts as well as resumes of work experience.

- The authorized personnel from the partner ISD sends Raul Martinez, AVP P-12 Partnerships, an email recommending a specific ISD faculty as a potential embedded faculty member.
- Raul Martinez, in cooperation with the prospective hiring manager (Associate Dean or Director), facilitates screening of the unofficial graduate transcripts to determine whether the ISD faculty meets minimum qualifications to be considered for an adjunct position at Collin College.
- Following the transcript review, individuals meeting the minimum qualifications will be invited to apply for employment at the Collin College web site.
- Raul Martinez notifies the appropriate hiring manager (Associate Dean or Director) of the ISD faculty's completed application.
- Hiring manager (Associate Dean or Director) reviews the application, and, if appropriate makes contact to establish an initial on-site or virtual interview.
- If hiring manager determines that an ISD faculty should be moved on to a second on-site or virtual interview, one is conducted – to include teaching demonstration and interview with the prospective hiring manager (Associate Dean or Director) and 1-3 content experts in the discipline.\*

- Potential hiring manager (Associate Dean or Director) notifies ISD faculty directly of the hiring decision.\*\*

*\*Completion of the on-site interview does not guarantee an offer of employment by Collin College.*

*\*\*Embedded faculty are considered part-time adjuncts and are normally limited to nine (9) contact hours per week. (3 classes for a 48-hour contact hour class for 16 weeks). Term course load (amount of Collin College courses assigned) is at the discretion of the hiring manager (Associate Dean or Director).*

For questions, please contact Raul Martinez Jr. at [rjmartinez@collin.edu](mailto:rjmartinez@collin.edu)

## APPENDIX F: Workforce Programs

### A. Purpose

2) Collin College and Lovejoy ISD enter into the following program agreement to provide workforce Dual Credit for Lovejoy ISD students. These workforce programs and courses have been developed to address labor market needs using a model that connects business and industry leaders directly with the curriculum development process. Stackable programs will ensure employment opportunities for high school graduates possessing entry level certifications as well as for students earning certificates or associate degrees.

### B. Eligible Dual Credit Courses

1) Eligible dual credit courses under this Appendix are identified as a college-level workforce education course required for an Associate of Applied Science (AAS) degree or certificate program and approved in the current edition of the Workforce Education Course Manual (WECM). Approved courses for Collin College workforce programs are included in [Appendix B](#).

### C. General Provisions for Workforce Program Participation

- Collin College Workforce Programs provide high school students with an opportunity to earn entry-level certificates, an AAS through completion of workforce dual credit courses.
- If the Workforce Program is located at a Lovejoy ISD High School, the Lovejoy ISD High School must be approved by Collin College as a dual credit site through SACSCOC. Additional approval of facilities may be required by the Collin College Workforce Program Director.
- If the Workforce Program is located at a Collin College campus, Lovejoy ISD may decide to transport students to a Collin College Campus, which hosts the selected Workforce Program.
- Some Workforce Programs may require demonstration of college readiness in order to continue in the program.

### D. Student Eligibility

- To participate in a Workforce Program, students must meet Collin College admissions requirements depending on the Workforce Program (including satisfactory completion of the TSIA in the areas required for the course(s) in which they wish to enroll or documentation of exemption status).

- Workforce Program students may be required to complete a program specific application to be eligible for acceptance into their Workforce Program.

#### E. Location and Student Composition of Classes

- 1) Workforce Program classes will be taught on a Collin College campus, a Collin College approved site or online if applicable. Courses taught on a Collin College campus may be composed of dual credit and regular Collin College students.
- 2) Lovejoy ISD may agree to transport students to a Collin College campus (campus location subject to change based on course availability) which hosts the approved workforce programs as outlined in [Appendix C](#):

#### F. Faculty Selection, Supervision, and Evaluation

- All instructors must meet the minimum faculty requirements as specified by Collin College in accordance with the guidelines of the SACSCOC.
- Collin College shall select, supervise, and evaluate instructors for courses that result in the award of credit, regardless of whether the course is delivered on a Collin College campus or high school campus.
- Lovejoy ISD may identify and recommend candidates for embedded faculty, subject to Collin College hiring the embedded faculty (see Section III.C.a. "[Joining the Collin College Faculty](#)").
- Instructors, even if employed by and paid by an Independent School District, must be supervised in dual credit related instructional matters by the Collin College Program Director and must meet all administrative and evaluation requirements and attend required faculty training.
- Official college transcripts of instructors must be kept on file at Collin College.

#### G. Course Curriculum, Instruction, and Grading

- The same standards of curriculum shall apply for all courses taught by Collin College, regardless of whether the course is delivered on a Collin College campus or high school campus.
- Instruction of college courses that may be used for dual credit shall be held to the same departmental and curricular standards as all other courses in that discipline.
- The same standards of grading shall apply for all courses taught by Collin College, regardless of whether the course is delivered on a Collin College campus or high school campus.

## H. Academic Policies and Student Support Services

1) Regular academic policies and procedures applicable to regular college courses and students will also apply to dual credit courses. Students in dual credit courses are eligible to utilize the same or comparable college support services as all other Collin College students. Collin College will provide student support through registration and academic advising, early alert system, and other support services to ensure student success.

## I. Transcription of Credit

1) College credits will be transcribed immediately upon a student's completion of course(s) each semester.

## J. Funding

1) These provisions supersede Section III.I. "[Funding](#)" of this Agreement.

2) State funding for dual credit courses will be available to both Independent School District and Collin County Community College District based upon the current agreement between the Commissioner of Education and Commissioner of Higher Education.

3) Tuition and fees will be collected from the high school student unless evidence is presented documenting the high school student's participation in the federal free and reduced lunch program in Lovejoy ISD, or if the Lovejoy ISD is covering the student's charges through third party billing. If Lovejoy ISD participates in third party billing, Lovejoy ISD agrees to abide by the policies set forth by the Bursar's Office. Lovejoy ISD will provide a verification list of dual credit students participating in the federal free and reduced lunch program to Collin College each semester. All dual credit students are responsible for purchasing their own textbooks and other required course materials unless otherwise purchased on their behalf.

## K. Lovejoy ISD and Collin College Responsibilities:

### 1) Program Support and Implementation:

- Lovejoy ISD and Collin College agree to support the recruitment of students into the Workforce Programs each year and provide services in the retention and make every effort to assist students in the completion of the program.
- Lovejoy ISD's administrative support for the Collin College Workforce Program will be the Principal or designee of the high school.

- In accordance with Section “[Conflict Resolution](#)” of this Agreement, Lovejoy ISD designee and Collin College Associate Vice President of P-12 Partnerships will serve as the designated central administrative liaison and primary contacts for this partnership and will participate in the development and implementation of processes to facilitate this agreement, and to enhance communication among the partners regarding all aspects of the partnership.
- 2) To the extent possible, Collin College will ensure:
- the degree plan which leads to the entry level certificate is also a pathway to an associate degree.

courses for the Workforce Programs are available on a continual basis to ensure successful credential completion of the entry level certificate.



**LOVEJOY**  
INDEPENDENT SCHOOL DISTRICT  
EST. 1917

## Lovejoy Independent School District Board of Trustees

<b>Date of Meeting</b>	July 22, 2024
<b>Document Title</b>	Collin County Community College Memorandum of Understanding (MOU) - Update
<b>Presented For</b>	X Board Action      Report/Review Only
<b>Supporting Documents</b>	None    X Attached    Provided Later
<b>Administrator Responsible</b>	Dr. Laurie Tinsley, Assistant Superintendent of Curriculum and Instruction



### Executive Summary

Recommended update to the current Memorandum of Understanding Partnership Agreement between Lovejoy Independent School District and Collin County Community College District to reflect the recently assigned Title IX coordinator, Travis Zambiasi.

### Fiscal Implications

N/A

### Administrator Recommendation

Administration recommends approval of the update to the partnership agreement with the Collin County Community College District and Lovejoy Independent School District.

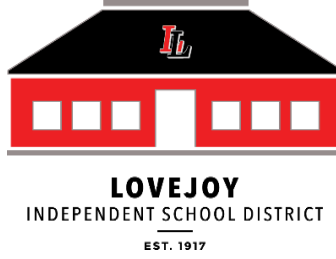
### District Priority

**Priority 1:** Lovejoy ISD students will live our Legacy of Excellence by learning at high levels and graduating life ready.

**Priority 3:** Lovejoy ISD will prioritize community, connection, and communication.



10.G. Consider Approval of the 2024-2025 Board Activity Calendar  
**Presenter:** Katie Kordel, Superintendent



## Lovejoy Independent School District Board of Trustees

<b>Date of Meeting</b>	July 22, 2024
<b>Document Title</b>	2024-2025 Board Activity Calendar
<b>Presented For</b>	X Board Action    Report/Review Only
<b>Supporting Documents</b>	None    X Attached    Provided Later
<b>Administrator Responsible</b>	Barrett Owens, Board President



### Executive Summary

Annually, the Board of Trustees considers and adopts the Board Activity Calendar. A draft of the Board Activity Calendar is provided for Board consideration.

### Fiscal Implications

N/A

### Administrator Recommendation

It is the recommendation of the Administration that the Board of Trustees approves the 2024-2025 Board Activity Calendar.

### District Priority

**Priority 1:** Lovejoy ISD students will live our Legacy of Excellence by learning at high levels and graduating life ready.

**Priority 2:** Lovejoy ISD will value employees as our greatest asset in serving students.

**Priority 3:** Lovejoy ISD will prioritize community, connection, and communication.

**Priority 4:** Lovejoy ISD will strategically plan for the safety and security of students and staff, financial sustainability, and effective operations.

# 2024-2025 LOVEJOY ISD



## BOARD ACTIVITY CALENDAR

### DISTRICT MISSION

**TO PROPEL EVERY PERSON TO PERSONAL EXCELLENCE.**

#### JULY

- BOARD NOTIFICATIONS
- QUARTERLY INVESTMENT REPORT
- ANNUAL VENDOR CONTRACT RENEWALS
- ANNUAL MOU'S
- STUDENT CODE OF CONDUCT
- DISTRICT APPRAISERS
- DISTRICT APPRAISAL CALENDAR
- SECURITY UPDATE
- SCHOOL HEALTH ADVISORY COMMITTEE ANNUAL REPORT (SHAC)
- PURCHASE OF ATTENDANCE CREDITS FOR EXCESS LOCAL REVENUE (REQUIRED OPTION FOR RECAPTURE)
- T-PESS AND T-TESS APPRAISER APPROVALS

#### AUGUST

- BOARD NOTIFICATIONS
- MONTHLY FINANCE REPORT
- ADOPTION OF TAX RATE
- TASB-RISK MANAGEMENT FUND PROGRAM RENEWALS
- TEACHER APPRAISAL CALENDAR AND ADDITIONAL APPRAISER APPROVALS
- HOUSE BILL 3: EARLY CHILDHOOD LITERACY, EARLY CHILDHOOD MATH COLLEGE, CAREER, AND MILITARY READINESS PROFICIENCY GOALS AND PROGRESS MEASURES
- SUPERINTENDENT'S ANNUAL GOALS, ANY NECESSARY POLICY UPDATES, BOARD PRIORITIES
- CLASS SIZE WAIVERS



## **SEPTEMBER**

- BOARD NOTIFICATIONS
- STUDENT RECOGNITIONS
- MONTHLY FINANCE REPORT
- ENROLLMENT UPDATE
- FOUNDATION FOR LOVEJOY SCHOOLS ANNUAL REPORT
- INVESTMENT POLICY AND OFFICER

## **OCTOBER**

- BOARD NOTIFICATIONS
- STUDENT RECOGNITIONS
- MONTHLY FINANCE REPORT
- CERTIFIED TAX ROLL
- DISTRICT IMPROVEMENT PLAN PERFORMANCE OBJECTIVES
- CAMPUS IMPROVEMENT PLANS PERFORMANCE OBJECTIVES
- PUBLIC HEARING: FINANCIAL ACCOUNTABILITY RATING - SCHOOL FIRST
- ANNUAL INVESTMENT REPORT ROUTINE DISTRICT OPERATIONS
- ANNUAL FINANCIAL AND COMPLIANCE REPORT (AFR) FOR FISCAL YEAR 2023-2024
- TASB CONVENTION REPORT

## **NOVEMBER**

- BOARD NOTIFICATIONS
- STUDENT RECOGNITIONS
- MONTHLY FINANCE REPORT
- ACADEMIC UPDATE
- DISCUSS BOARD LEGISLATIVE ADVOCACY AGENDA



## **DECEMBER**

- BOARD NOTIFICATIONS
- STUDENT RECOGNITIONS
- MONTHLY FINANCE REPORT
- TEXAS ACADEMIC PERFORMANCE REPORT (TAPR) REPORT
- HEARING / PUBLIC POSTING REQUIREMENT FIRST REPORT
- HB 3 BOARD GOALS UPDATE
- APPROVE BOARD LEGISLATIVE ADVOCACY AGENDA
- 2025-2026 SCHOOL CALENDAR DISCUSSION

## **JANUARY**

- BOARD NOTIFICATIONS
- STUDENT RECOGNITIONS
- SCHOOL BOARD RECOGNITION MONTH
- MONTHLY FINANCE REPORT
- DEMOGRAPHY UPDATE
- 2025-2026 SCHOOL CALENDAR
- ORDER CALLING TRUSTEE ELECTION FOR MAY
- SUPERINTENDENT'S FORMATIVE EVALUATION
- SUPERINTENDENT'S CONTRACT

## **FEBRUARY**

- BOARD NOTIFICATIONS
- STUDENT RECOGNITIONS
- MONTHLY FINANCE REPORT
- QUARTERLY INVESTMENT REPORT
- PUBLIC HEARING: ANNUAL REPORT INCLUDING THE TEXAS ACADEMIC PERFORMANCE REPORT (TAPR)
- JOINT GENERAL ELECTION CONTRACT FOR ELECTION SERVICES MAY 2025



## **MARCH**

- BOARD NOTIFICATIONS
- STUDENT RECOGNITIONS
- MONTHLY FINANCE REPORT
- EXTERNAL AUDITOR ENGAGEMENT LETTER
- LOVEJOY 2030 UPDATE
- HB 3 BOARD GOALS UPDATE
- CONTRACT RECOMMENDATIONS, FIRST GROUP
- NON-CHAPTER 21 POSITIONS
- ANY NECESSARY POLICY UPDATES
- BOARD SELF-ASSESSMENT

## **APRIL**

- BOARD NOTIFICATIONS
- STUDENT RECOGNITIONS
- LEADERSHIP LOVEJOY RECOGNITIONS
- MONTHLY FINANCE REPORT
- PUBLIC HEARING: 2024 EVALUATION OF ACCELERATED INSTRUCTION PROGRAM FOR STAAR END OF-COURSE
- CONTRACT RECOMMENDATIONS, SECOND GROUP
- ANNUAL BOARD MEMBER TRAINING DECLARATION
- SUPERINTENDENT'S SUMMATIVE EVALUATION

## **MAY**

- BOARD NOTIFICATIONS
- STUDENT RECOGNITIONS AND SERVICE AWARDS
- CANVASS ELECTION RESULTS (SPECIAL MEETING)
- QUARTERLY INVESTMENT REPORT
- STATEMENT OF OATH OF OFFICE TO NEWLY ELECTED BOARD MEMBERS
- BOARD OFFICER SELECTION PROCESS
- APPOINT BOARD LIAISON TO FOUNDATION
- SALARY PROPOSAL AND COMPENSATION PLAN DRAFT
- MONTHLY FINANCE REPORT
- SET DATE FOR PUBLIC HEARING FOR BUDGET AND PROPOSED TAX RATE
- ADOPT 2025-2026 BOARD MEETING CALENDAR

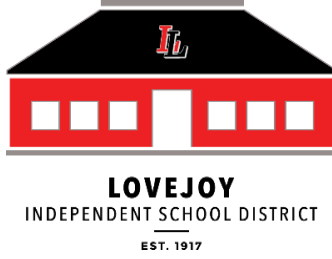


## **JUNE**

- **BOARD NOTIFICATIONS**
- **STUDENT RECOGNITIONS**
- **MONTHLY FINANCE REPORT**
- **FINAL BUDGET AMENDMENT**
- **PUBLIC HEARING TO DISCUSS BUDGET AND PROPOSED TAX RATE FOR 2025-2026**
- **ADOPT 2025-2026 BUDGET AND PROPOSED TAX RATE**
- **ADOPT 2025-2026 COMPENSATION PLAN**
- **SELECT DELEGATE AND ALTERNATE FOR TASB DELEGATE ASSEMBLY**

*\*DATES AND ACTIVITIES ARE SUBJECT TO CHANGE. OFFICIAL AGENDA ITEMS WILL BE POSTED PUBLICLY IN ALIGNMENT WITH REQUIRED TIMELINES.*

10.H. Consider Approval of use of Bond Funds for Capital Projects  
**Presenter:** Thomas Willman, Chief Financial Officer



## Lovejoy Independent School District Board of Trustees

<b>Date of Meeting</b>	July 22, 2024
<b>Document Title</b>	Consider and Act on the Use of Bond Funds
<b>Presented For</b>	X Board Action    Report/Review Only
<b>Supporting Documents</b>	X None Attached    Provided Later
<b>Administrator Responsible</b>	Thomas Willman, Chief Financial Officer



### Executive Summary

Campus and District staff consistently review safety, security, and maintenance needs throughout the District and work to identify areas for improvement opportunities. After identifying the areas mentioned below, a scope of proposed work was developed. Quotes have been obtained from multiple vendors to provide pricing on the proposed improvements.

Buildout of the Transition Room (special education post-graduation program) = \$25,000

Lift Pump Replacement = \$22,000

Leopard Stadium Fencing (providing the ability to close off the softball/baseball areas from the long jump and high jump track and field area) = \$6,900

LHS Auditorium Lighting = \$200,000

Quotes were received from multiple vendors that were available on Job Order Contracts via purchasing cooperatives.

### Fiscal Implications

The total projected cost of all projects is \$253,900 and would be funded utilizing Bond funds.

**Administrator Recommendation**

It is the recommendation of the administration that the Board of Trustees approve the projects as presented in an amount not to exceed \$260,000.00 of bond funds.

**District Priority**

**Priority 1:** Lovejoy ISD students will live our Legacy of Excellence by learning at high levels and graduating life ready.

**Priority 2:** Lovejoy ISD will value employees as our greatest asset in serving students.

**Priority 3:** Lovejoy ISD will prioritize community, connection, and communication.

**Priority 4:** Lovejoy ISD will strategically plan for the safety and security of students and staff, financial sustainability, and effective operations.

10.I. Consider Approval of the Foreign Exchange Students Waiver

**Presenter:** Dr. Travis Zambiasi, Executive Director of Student Services



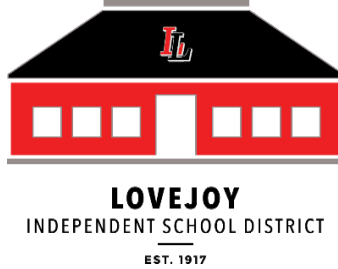
**LOVEJOY**  
INDEPENDENT SCHOOL DISTRICT  
EST. 1917

## Lovejoy Independent School District Board of Trustees

<b>Date of Meeting</b>	July 22, 2024
<b>Document Title</b>	Foreign Exchange Student Waiver
<b>Presented For</b>	X Board Action    Report/Review Only
<b>Supporting Documents</b>	X None    Attached    Provided Later
<b>Administrator Responsible</b>	Dr. Travis Zambiasi, Executive Director of Student Services
<b>Executive Summary</b>	
<p>Foreign Exchange Student Waiver: Pursuant to TEC §25.001(e) this expedited waiver allows the district to limit the number of foreign exchange students to a number that is not less than five per high school. An application to limit the number must be submitted as a general waiver. This helps to limit the expense to the district.</p>	
<b>Fiscal Implications</b>	
The limit of (up to) 5 Foreign Exchange Students at the high school.	
<b>Administrator Recommendation</b>	
Recommending approval to file the Foreign Exchange Waiver on behalf of LISD	
<b>District Priority</b>	
<b>Priority 1:</b> Lovejoy ISD students will live our Legacy of Excellence by learning at high levels and graduating life ready.	

10.J. Consider Approval of the Leopard Friday Update to the 2024-2025 School Year Calendar


**Presenter:** Dr. Travis Zambiasi, Executive Director of Student Services



## Lovejoy Independent School District Board of Trustees

<b>Date of Meeting</b>	July 22, 2024
<b>Document Title</b>	Leopard Friday Update to the 2024-2025 School Year Calendar
<b>Presented For</b>	X Board Action      Report/Review Only
<b>Supporting Documents</b>	None      X Attached      Provided Later
<b>Administrator Responsible</b>	Dr. Travis Zambiasi, Executive Director of Student Services
<b>Executive Summary</b>	
<p>The high school has an early release day on Leopard Friday. When approving the 2024-2025 school calendar, LISD originally had a placeholder for Leopard Friday as September 27th; however, the football schedule had not been established. Once the football schedule was formalized, September 27th ended up being our bye week (off week) and Leopard Friday is now scheduled for October 4th. We will be competing against Melissa HS and feel the selection of October 4th will offer cooler temperatures and yield strong community attendance. A draft of the recommended update to the school calendar is attached.</p>	
<b>Fiscal Implications</b>	
N/A	
<b>Administrator Recommendation</b>	
<p>Administration is recommending approval of October 4th, 2024 to be reflected as an early release day at the high school rather than September 27th, 2024 on the 2024-2025 school calendar.</p>	
<b>District Priority</b>	
<p><b>Priority 3:</b> Lovejoy ISD will prioritize community, connection, and communication.</p>	



-  [www.lovejoyisd.net](http://www.lovejoyisd.net)
-  [/lovejoyisd](https://www.facebook.com/lovejoyisd)
-  [/lovejoyschools](https://www.instagram.com/lovejoyschools)
-  [/lovejoyisd1](https://twitter.com/lovejoyisd1)

## Lovejoy Independent School District 2024-2025 Student Calendar

JULY 2024							AUGUST 2024							SEPTEMBER 2024							OCTOBER 2024						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6					1	2	3	1	2	3	4	5	6	7			1	2	3	4	5
7	8	9	10	11	12	13	4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12
14	15	16	17	18	19	20	11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19
21	22	23	24	25	26	27	18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26
28	29	30	31				25	26	27	28	29	30	31	29	30						27	28	29	30	31		
NOVEMBER 2024							DECEMBER 2024							JANUARY 2025							FEBRUARY 2025						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2	1	2	3	4	5	6	7				1	2	3	4							1
3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11	2	3	4	5	6	7	8
10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18	9	10	11	12	13	14	15
17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25	16	17	18	19	20	21	22
24	25	26	27	28	29	30	29	30	31					26	27	28	29	30	31		23	24	25	26	27	28	
MARCH 2025							APRIL 2025							MAY 2025							JUNE 2025						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1			1	2	3	4	5					1	2	3	1	2	3	4	5	6	7
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16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28
23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31	29	30					
30	31																										

**\*Leopard Friday moved to 10/4/24**

District Phone Numbers	
Lovejoy Administration	(469) 742-8000
Lovejoy Child Development Center	(469) 742-8100
Hart Elementary School	(469) 742-8200
Puster Elementary School	(469) 742-8300
Sloan Creek Intermediate School	(469) 742-8400
Willow Springs Middle School	(469) 742-8500
Lovejoy High School	(469) 742-8700

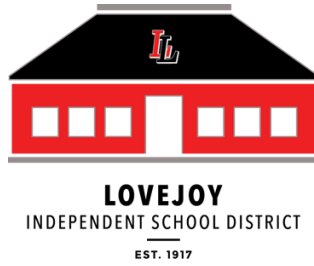
Regular School Hours	
PreKindergarten	7:40 AM - 3:15 PM
Elementary Schools	7:50 AM - 3:25 PM
Intermediate School	7:40 AM - 3:15 PM
Middle School	8:35 AM - 4:10 PM
High School	8:40 AM - 4:25 PM
Early Release School Hours	
Elementary Schools	7:50 AM - 11:55 AM
Intermediate School	7:40 AM - 11:45 AM
Middle School	8:35 AM - 12:45 PM
High School	8:40 AM - 1:05 PM

Calendar Key	
	Student Holiday
	Early Release (ALL CAMPUSES)
	Early Release Day (LHS ONLY)
	Bad Weather Makeup Day
	Graduation
	Grading Period Begins / Ends

Approved by the Board of Trustees 11/27/2023  
Updated 7/22/24: Leopard Friday moved from 9/27/24 to 10/4/24

10.K. Consider Approval for Purchase of Attendance Credits for Chapter 49 Excess  
Local Revenue

**Presenter:** Thomas Willman, Chief Financial Officer



## Lovejoy Independent School District Board of Trustees

<b>Date of Meeting</b>	July 22, 2024
<b>Document Title</b>	Purchase of Attendance Credits for Chapter 49 Excess Local Revenue
<b>Presented For</b>	X Board Action    Report/Review Only
<b>Supporting Documents</b>	None    X Attached    Provided Later
<b>Administrator Responsible</b>	Thomas Willman, Chief Financial Officer



### Executive Summary

Pursuant to the Texas Education Code (TEC), Chapter 49, Subchapters A and D, and rules adopted by the Commissioner of Education as authorized by the TEC, 49.006 including authorizing the Board President, Board Secretary, and the Superintendent of the district to execute any documents necessary to accomplish the purpose of reducing its local revenue level to a level not to exceed the level established under TEC, 48.257 for the school year for Lovejoy ISD.

The District is required to sign and submit a contract annually that informs the state of which option has been chosen to reduce its local revenue level. Five (5) options are available.

- Option 1 – Consolidate with another district,
- Option 2 – Detach property,
- Option 3 – Purchase attendance credits from the state,
- Option 4 – Contract to educate nonresident students and/or
- Option 5 – Consolidate tax bases with another district

Staff recommends electing Option 3 to achieve the required local revenue level for the 2024-2025 school year, as we have each year and most school districts throughout the state select.

For the 2024–2025 school year, we are requesting delegation of contractual authority to obligate the school district under Texas Education Code (TEC) §11.1511(c)(4) to the Superintendent, solely for the purpose of obligating the District under TEC, 48.257 and TEC, Chapter 49, Subchapters A and D, and the rules adopted by the Commissioner of Education as authorized under TEC, 49.006. This included approval of the Agreement for the Purchase of Attendance Credits or the Agreement for the Purchase of Attendance Credits (Netting Chapter 48 Funding).

TEA requires all districts classified as a “Chapter 49 district” to execute an agreement each year.

**Fiscal Implications**

No new fiscal implications; required selection of method for the state to recapture excess local revenue.

**Administrator Recommendation**

The administration recommends that the Board of Trustees authorize the purchase of attendance credits to address excess local revenue for 2024-2025.

**District Priority**

**Priority 4:** Lovejoy ISD will strategically plan for the safety and security of students and staff, financial sustainability, and effective operations.

## Agreement for the Purchase of Attendance Credit (Netting Chapter 48 Funding)

This agreement is entered into pursuant to the Texas Education Code (TEC), Chapter 49, Subchapters A and D, and rules adopted by the commissioner of education as authorized by the TEC, §49.006. The purpose of this agreement is to enable the district to reduce its local revenue level to a level not to exceed the level established under TEC, §48.257 for the school year.

The school year to which this agreement applies is 2024-2025 (the "school year").

The agreement is for Lovejoy Independent School District School District ("the district"), with a county-district number of 043919, to purchase attendance credit from the state for the school year.

The local revenue level in excess of entitlement will be based on the commissioner's estimate of the cost of credit as determined under TEC, §49.153, using the district's projected maintenance and operations tax revenue that exceeds the level established under TEC, §48.257. Provisions in the TEC, §48.257(c), allow districts to offset the reduction of excess local revenue against state aid under Chapter 48, Education Code, that is not described by TEC, §48.266(a)(3) for the school year. A district that is subject to the reduction in excess local revenue agrees to offset its obligations against state aid in accordance with the provisions specified in the TEC, §48.257(c).

When near-final data are available following the close of the school year to which this agreement applies, the district's entitlement under Chapter 48 will be recalculated. If the district's state aid under Chapter 48, Education Code, that is not described by TEC, §48.266(a)(3) is less than the cost of recapture as determined by the commissioner in accordance with the TEC, §49.153, using near-final data, the district will be required to have an election and the recapture balance will be recovered in accordance with TEC, §48.272, by withholding subsequent allocations of state funds or requiring and obtaining a refund.

The actual cost of credit for the school year will be determined by the commissioner in accordance with the TEC, §49.153, when final data on the district's maintenance and operations tax revenue that exceeds the level established under TEC, §48.257 is available.

The cost of purchased attendance credit will be reduced for county appraisal district costs. The reduction will be computed in accordance with the TEC, §49.157. If the reduction exceeds the cost for the school year, the difference will be carried forward and applied to each subsequent year's cost until the total amount of the reduction has been exhausted.

Date: 7/22/2024

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Signature of President, Board of Trustees

Date: 7/22/2024

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Signature of Secretary, Board of Trustees

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Signature of Superintendent

Katie Kordel

Date: 7/22/2204

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Typed Name of Superintendent

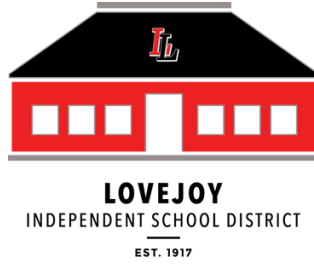
Date:

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Signature of Commissioner of Education or Designee

11. Consider and Act on the 2024-2025 Student Code of Conduct

**Presenter:** Dr. Travis Zambiasi, Executive Director of Student Services



## Lovejoy Independent School District Board of Trustees

<b>Date of Meeting</b>	July 22, 2024
<b>Document Title</b>	2024-2025 Student Code of Conduct
<b>Presented For</b>	X Board Action    Report/Review Only
<b>Supporting Documents</b>	None    X Attached    Provided Later
<b>Administrator Responsible</b>	Dr. Travis Zambiasi, Executive Director of Student Services



### Executive Summary

The Texas Education Code 37.001 requires the local Board of Trustees to adopt a Student Code of Conduct for the district annually. The 2024-2025 Student Code of Conduct is being presented for Board consideration. The District has referenced Model Student Codes of Conduct during review and revisions. Current policy, guidelines, and regulation updates are reflected in the proposed 2024-2025 Student Code of Conduct.

### Fiscal Implications

N/A

### Administrator Recommendation

District administration recommends the approval of the proposed 2024-2025 Student Code of Conduct.

### District Priority

**Priority 1:** Lovejoy ISD students will live our Legacy of Excellence by learning at high levels and graduating life ready.

**Priority 2:** Lovejoy ISD will value employees as our greatest asset in serving students.

**Priority 3:** Lovejoy ISD will prioritize community, connection, and communication.

**Priority 4:** Lovejoy ISD will strategically plan for the safety and security of students and staff, financial sustainability, and effective operations.

# 2024-2025 Student Code of Conduct

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**Dr. Travis Zambiasi**  
Executive Director of Student Services

**July 22, 2024**  
Board Meeting



**LOVEJOY**  
INDEPENDENT SCHOOL DISTRICT  

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**EST. 1917**

# 2024-2025 Student Code of Conduct

- **LISD Student Code of Conduct Updates:**
- Language was added under “Miscellaneous Offenses” to include the act of a student violating the parent opt-in and opt-out policy pertaining to library materials.
- Language noting to reference our current Lovejoy ISD District of Innovation Plan was added regarding automatic placement in DAEP for vaping/e-cigarette infractions.
- Model Code of Conduct resources are updated in odd-numbered years after a legislative session, therefore, we typically make fewer updates in even numbered years.



THANK YOU

# STUDENT CODE OF CONDUCT

2024-2025



**LOVEJOY**  
INDEPENDENT SCHOOL DISTRICT  

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**EST. 1917**

If you have difficulty accessing the information in this document because of a disability, please contact Rodricka Taylor at 469.742.8000 or by email at [Rodricka\\_Taylor@lovejoyisd.net](mailto:Rodricka_Taylor@lovejoyisd.net).

# ACKNOWLEDGMENT

## Student Code of Conduct Electronic Distribution

Dear Student and Parent:

As required by state law, the Lovejoy ISD Board of Trustees has officially adopted the 2024-2025 Student Code of Conduct in order to promote a safe and orderly learning environment for every student.

We urge you to read this publication thoroughly and to discuss it with your family. If you have any questions about the required conduct and consequences for misconduct, we encourage you to ask for an explanation from the student's teacher or appropriate campus administrator.

The student and parent should each sign this page in the space provided below, and then return the page to the student's school.

Thank you.

Katie Kordel, Superintendent, Lovejoy ISD

We acknowledge that we have been offered the option to receive a paper copy of the Lovejoy ISD Student Code of Conduct for 2024-2025 school year or to electronically access it on the district's website at [www.lovejoyisd.net](http://www.lovejoyisd.net). We understand students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in the Code.

We have chosen to:

- Receive a paper copy of the Student Code of Conduct
- Accept responsibility for accessing the Student Code of Conduct on the district's website.

Print name of student: \_\_\_\_\_

Signature of student: \_\_\_\_\_

Print name of parent: \_\_\_\_\_

Signature of parent: \_\_\_\_\_

Date: \_\_\_\_\_

School: \_\_\_\_\_

Grade level: \_\_\_\_\_

Please sign this page, remove it, and return it to the student's school. Thank you.

# Table of Contents

<b>Student Code of Conduct</b>	<b>1</b>
Accessibility	1
Purpose	1
<b>School District Authority and Jurisdiction</b>	<b>1</b>
Threat Assessment and Safe and Supportive School Team	2
Searches	2
Reporting Crimes	2
Security Personnel	2
“Parent” Defined	3
Participating in Graduation Activities	3
Unauthorized Persons	3
<b>Standards for Student Conduct</b>	<b>3</b>
<b>General Conduct Violations</b>	<b>4</b>
Disregard for Authority	4
Mistreatment of Others	4
Property Offenses	5
Possession of Prohibited Items	5
Possession of Telecommunications or Other Electronic Devices	6
Illegal, Prescription, and Over-the-Counter Drugs	6
Misuse of Technology Resources and the Internet	6
Safety Transgressions	7
Miscellaneous Offenses	7
<b>Discipline Management Techniques</b>	<b>7</b>
Students with Disabilities	8
Techniques	8
Notification	9
Appeals	9
<b>Removal from the School Bus</b>	<b>9</b>
<b>Removal from the Regular Educational Setting</b>	<b>9</b>
Routine Referral	10
Formal Removal	10
Returning a Student to the Classroom	10
<b>Out-of-School Suspension</b>	<b>10</b>
Misconduct	10
Process	11
<b>Disciplinary Alternative Education Program (DAEP) Placement</b>	<b>11</b>
Discretionary Placement: Misconduct That May Result in DAEP Placement	12

Mandatory Placement: Misconduct That Requires DAEP Placement	12
Sexual Assault and Campus Assignments	13
Process	13
Length of Placement	15
Appeals	16
Restrictions During Placement	16
Placement Review	16
Additional Misconduct	17
Notice of Criminal Proceedings	17
Withdrawal During Process	17
Newly Enrolled Students	17
Emergency Placement Procedure	18
Transition Services	18
<b>Placement and/or Expulsion for Certain Offenses</b>	<b>18</b>
Registered Sex Offenders	18
Certain Felonies	19
<b>Expulsion</b>	<b>20</b>
Discretionary Expulsion: Misconduct That May Result in Expulsion	20
Mandatory Expulsion: Misconduct That Requires Expulsion	22
Under Age Ten	23
Process	23
Length of Expulsion	24
Withdrawal During Process	25
Additional Misconduct	25
Restrictions During Expulsion	25
Newly Enrolled Students	25
Emergency Expulsion Procedures	26
DAEP Placement of Expelled Students	26
Transition Services	26
<b>Glossary</b>	<b>27</b>

# Lovejoy ISD

## Student Code of Conduct

### Accessibility

If you have difficulty accessing the information in this document because of disability, please contact Rodricka Taylor at 469-742-8000 or by email at [Rodricka\\_Taylor@lovejoyisd.net](mailto:Rodricka_Taylor@lovejoyisd.net).

### Purpose

The Student Code of Conduct (“Code of Conduct”), as required by Chapter 37 of the Texas Education Code, provides methods and options for managing student behavior, preventing and intervening in student discipline problems, and imposing discipline.

The law requires the district to define misconduct that may—or must—result in a range of specific disciplinary consequences, including removal from a regular classroom or campus, out-of-school suspension, placement in a disciplinary alternative education program (DAEP), placement in a juvenile justice alternative education program (JJAEP), or expulsion from school.

This Code of Conduct has been adopted by the *Lovejoy ISD* board of trustees and developed with the advice of the district-level planning and decision-making committee. It provides information to parents and students regarding standards of conduct, consequences of misconduct, and procedures for administering discipline. This Code of Conduct remains in effect during summer school and at all school-related events and activities outside the school year until the board adopts an updated version for the next school year.

In accordance with state law, the Code of Conduct shall be posted at each school campus or shall be available for review at the campus principal’s office. Additionally, the Code of Conduct shall be available at the campus behavior coordinator’s office and posted on the district’s website. Parents shall be notified of any conduct violation that may result in a student being suspended, placed in a DAEP or JJAEP, expelled, or taken into custody by a law enforcement officer under Chapter 37 of the Education Code.

Because the Code of Conduct is adopted by the district’s board of trustees, it has the force of policy. In the event of a conflict between the Code of Conduct and the Student Handbook, the Code shall prevail.

**Please note:** The discipline of students with disabilities who are eligible for services under federal law (Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act of 1973) is subject to the provisions of those laws.

## School District Authority and Jurisdiction

School rules and the district’s authority to administer discipline apply whenever the interest of the district is involved, on or off school grounds, in conjunction with or independent of classes and school-sponsored activities.

The district has disciplinary authority over a student:

1. During the regular school day;
2. While the student is traveling on district transportation;
3. At any school-related activity, regardless of time or location;
4. For any school-related misconduct, regardless of time or location;
5. When retaliation against a school employee, board member, or volunteer occurs or is

threatened, regardless of time or location;

6. When a student engages in cyberbullying, as defined by Education Code 37.0832;
7. When criminal mischief is committed on or off school property or at a school-related event;
8. For certain offenses committed within 300 feet of school property as measured from any point on the school's real property boundary line;
9. For certain offenses committed while on school property or while attending a school-sponsored or school-related activity of another district in Texas;
10. When the student commits a felony, as provided by Education Code 37.006 or 37.0081; and
11. When the student is required to register as a sex offender.

### **Threat Assessment and Safe and Supportive School Team**

The principal or other appropriate administrator will work closely with the campus threat assessment safe and supportive school team to implement the district's threat assessment policy and procedures, as required by law, and shall take appropriate disciplinary action in accordance with the Code of Conduct.

### **Searches**

District officials may conduct searches of students, their belongings, and their vehicles in accordance with state and federal law and district policy. Searches of students shall be conducted in a reasonable and nondiscriminatory manner. Refer to the district's policies at FNF(LEGAL) and FNF(LOCAL) for more information regarding investigations and searches.

The district has the right to search a vehicle driven to school by a student and parked on school property whenever there is reasonable suspicion to believe it contains articles or materials prohibited by the district.

Desks, lockers, district-provided technology, and similar items are the property of the district and are provided for student use as a matter of convenience. District property is subject to search or inspection at any time without notice.

### **Reporting Crimes**

The principal and other school administrators as appropriate shall report crimes as required by law and shall call local law enforcement when an administrator suspects that a crime has been committed on campus.

### **Security Personnel**

The board utilizes school marshals and/or security personnel to support the security and protection of students, staff, and property. In accordance with law, the board has coordinated with the campus administrator and other district employees to ensure appropriate school safety duties are assigned to these persons. Provisions addressing the various types of security personnel can be found in the CKE policy series.

The law enforcement duties of district security personnel are:

- Protection - Against threats or actions of Active Shooters/Attackers
- External Training and Drilling - Educating students, teachers, staff and community
- Event Security - Pre-Event Briefs, Assessments, Advances, and Coverage
- Emergency Management - Mitigation, Preparedness, Response and Recovery

## **“Parent” Defined**

Throughout the Code of Conduct and related discipline policies, the term “parent” includes a parent, legal guardian, or other person having lawful control of the child.

## **Participating in Graduation Activities**

The district has the right to limit a student’s participation in graduation activities for violating the district’s Code of Conduct.

Participation might include a speaking role, as established by district policy and procedures.

The valedictorian and salutatorian may have speaking roles at graduation. No student shall be eligible to have such a speaking role if he or she engaged in any misconduct that resulted in an out-of-school suspension, removal to a DAEP, or expulsion during the semester immediately preceding graduation.

## **Unauthorized Persons**

In accordance with Education Code 37.105, a school administrator, SRO, school district peace officer shall have the authority to refuse entry to or eject a person from district property if the person refuses to leave peaceably on request and:

1. The person poses a substantial risk of harm to any person; or
2. The person behaves in a manner that is inappropriate for a school setting and persists in the behavior after being given a verbal warning that the behavior is inappropriate and may result in refusal of entry or ejection.

Appeals regarding refusal of entry or ejection from district property may be filed in accordance with policies FNG(LOCAL) or GF(LOCAL), as appropriate. However, the timelines for the district’s grievance procedures shall be adjusted as necessary to permit the person to address the board in person within 90 calendar days, unless the complaint is resolved before a board hearing.

See **DAEP—Restrictions During Placement** on page 16 for information regarding a student assigned to DAEP at the time of graduation.

## **Standards for Student Conduct**

Each student is expected to:

- Demonstrate courtesy, even when others do not.
- Behave in a responsible manner.
- Exercise self-discipline.
- Attend all classes regularly and on time.
- Bring appropriate materials and assignments to class.
- Meet district and campus standards of grooming and dress.
- Obey all campus and classroom rules.
- Respect the rights and privileges of students, teachers, and other district staff and volunteers.
- Respect the property of others, including district property and facilities.
- Cooperate with and assist the school staff in maintaining safety, order, and discipline.
- Adhere to the requirements of the Student Code of Conduct.

## General Conduct Violations

The categories of conduct below are prohibited at school, in vehicles owned or operated by the district, and at all school-related activities, but the list does not include the most severe offenses. In the subsequent sections on **Out-of-School Suspension** on page 11, **DAEP Placement** on page 12, **Placement and/or Expulsion for Certain Offenses** on page 18, and **Expulsion** on page 20, those offenses that require or permit specific consequences are listed. Any offense, however, may be severe enough to result in **Removal from the Regular Educational Setting** as detailed on page 10.

### Disregard for Authority

Students shall not:

- Fail to comply with directives given by school personnel.
- Leave school grounds or school-sponsored events without permission.
- Disobey rules for conduct in district vehicles.
- Refuse to accept discipline or consequence assigned by a teacher or principal.

### Mistreatment of Others

Students shall not:

- Use profanity or vulgar language or make obscene gestures.
- Fight or scuffle. (For assault, see **DAEP—Placement and/or Expulsion for Certain Offenses** on page 18.)
- Threaten a district student, employee, or volunteer, including off school property if the conduct causes a substantial disruption to the educational environment.
- Engage in bullying, cyberbullying, harassment, or making hit lists. (See **glossary** for all four terms.)
- Release or threaten to release intimate visual material of a minor or a student who is 18 years of age or older without the student's consent.
- Engage in sexual or gender-based harassment or sexual abuse, whether by word, gesture, or any other conduct directed toward another person, including a district student, employee, board member, or volunteer.
- Engage in conduct that constitutes dating violence. (See **glossary**.)
- Engage in inappropriate or indecent exposure of private body parts.
- Participate in hazing. (See **glossary**.)
- Coerce an individual to act through the use or threat of force.
- Commit extortion or blackmail.
- Engage in inappropriate verbal, physical, or sexual conduct directed toward another person, including a district student, employee, or volunteer.
- Record the voice or image of another without the prior consent of the individual being recorded or in any way that disrupts the educational environment or invades the privacy of others.
- Post content to social media that substantially disrupts the conduct of classes or other school activities.

## Property Offenses

Students shall not:

- Damage or vandalize property owned by others. (For felony criminal mischief, see **DAEP— Placement and/or Expulsion for Certain Offenses** on page 18.)
- Deface or damage school property, including textbooks, technology and electronic resources, lockers, furniture, and other equipment, with graffiti or by other means.
- Steal from students, staff, or the school.
- Commit or assist in a robbery or theft, even if it does not constitute a felony according to the Penal Code. (For felony robbery, aggravated robbery, and theft, see **DAEP— Placement and/or Expulsion for Certain Offenses** on page 18.)
- Enter, without authorization, district facilities that are not open for operations.

## Possession of Prohibited Items

Students shall not possess or use:

- Fireworks of any kind, smoke or stink bombs, or any other pyrotechnic device;
- A razor, box cutter, chain, or any other object used in a way that threatens or inflicts bodily injury to another person
- A “look-alike” weapon that is intended to be used as a weapon or could reasonably be perceived as a weapon;
- An air gun or BB gun;
- Ammunition;
- A hand instrument designed to cut or stab another by being thrown;
- A firearm silencer or suppressor;
- \*A location-restricted knife;
- \*A club;
- \*A firearm;
- A stun gun;
- Knuckles;
- A pocket knife or any other small knife;
- Mace or pepper spray;
- Pornographic material;
- Tobacco products, cigarettes, e-cigarettes, and any component, part, or accessory for an e-cigarette device;
- Matches or a lighter;
- A laser pointer, unless it is for an approved use; or
- Any articles not generally considered to be weapons, including school supplies, when the principal or designee determines that a danger exists.
- Counterfeit money or other money that imitates real bills

\*For weapons and firearms, see **DAEP—Placement and/or Expulsion for Certain Offenses** on page 18. In many circumstances, possession of these items is punishable by mandatory expulsion under federal or state law.

## Possession of Telecommunications or Other Electronic Devices

Students shall not:

- Use a telecommunications device, including a cell phone, or other electronic device in violation of district and campus rules.

### Confiscation

District employees may confiscate telecommunications devices, including mobile telephones, used in violation of applicable campus rules.

### Notice of Confiscation

The parent shall be notified within three school days after the device is confiscated.

## Illegal, Prescription, and Over-the-Counter Drugs

Students shall not:

- Possess, use, give, or sell alcohol or an illegal drug. (Also see **DAEP Placement** on page 12 and **Expulsion** on page 20 for mandatory and permissive consequences under state law.)
- Possess or sell seeds or pieces of marijuana in less than a usable amount.
- Possess, use, give, or sell paraphernalia related to any prohibited substance. (See **glossary** for “paraphernalia”)
- Possess, use, abuse, or sell look-alike drugs or attempt to pass items off as drugs or contraband.
- Abuse the student’s own prescription drug, give a prescription drug to another student, or possess or be under the influence of another person’s prescription drug on school property or at a school-related event. (See **glossary** for “abuse.”)
- Abuse over-the-counter drugs. (See **glossary** for “abuse.”)
- Be under the influence of prescription or over-the-counter drugs that cause impairment to the body or mind. (See **glossary** for “under the influence.”)
- Have or take prescription drugs or over-the-counter drugs at school other than as provided by district policy

## Misuse of Technology Resources and the Internet

Students shall not:

- Violate policies, rules, or agreements signed by the student or the student’s parent regarding the use of technology resources.
- Attempt to access or circumvent passwords or other security-related information of the district, students, or employees or upload or create computer viruses, including off school property if the conduct causes a substantial disruption to the educational environment.
- Attempt to alter, destroy, or disable district technology resources including, but not limited to, computers and related equipment, district data, the data of others, or other networks connected to the district’s system, including off school property if the conduct causes a substantial disruption to the educational environment.
- Use the internet or other electronic communications to threaten or harass district students, employees, board members, or volunteers, including off school property if the conduct causes a substantial disruption to the educational environment or infringes on the rights of another student at school.
- Send, post, deliver, or possess electronic messages that are abusive, obscene, sexually

oriented, threatening, harassing, damaging to another's reputation, or illegal, including cyberbullying and "sexting," either on or off school property if the conduct causes a substantial disruption to the educational environment or infringes on the rights of another student at school.

- Use the internet or other electronic communication to engage in or encourage illegal behavior or threaten school safety, including off school property if the conduct causes a substantial disruption to the educational environment or infringes on the rights of another student at school.

### **Safety Transgressions**

Students shall not:

- Possess published or electronic material that is designed to promote or encourage illegal behavior or that could threaten school safety.
- Engage in verbal (oral or written) exchanges that threaten the safety of another student, a school employee, or school property.
- Make false accusations or perpetrate hoaxes regarding school safety.
- Engage in any conduct that school officials might reasonably believe will substantially disrupt the school program or incite violence.
- Throw objects that can cause bodily injury or property damage.
- Discharge a fire extinguisher without valid cause.

### **Miscellaneous Offenses**

Students shall not:

- Violate dress and grooming standards as communicated in the Student Handbook.
- Engage in academic dishonesty, which includes cheating or copying the work of another student, plagiarism, and unauthorized communication between students during an examination.
- Obtain library materials that would violate the district's parent opt-in or opt-out policy
- Falsify records, passes, other school-related documents, or gamble.
- Engage in actions or demonstrations that substantially disrupt or materially interfere with school activities.
- Repeatedly violate other communicated campus or classroom standards of conduct.

The district may impose campus or classroom rules in addition to those found in the Code Of Conduct. These rules may be posted in classrooms or given to the student and may or may not constitute violations of the Code of Conduct.

### **Discipline Management Techniques**

Discipline shall be designed to improve conduct and encourage students to be responsible members of the school community. Disciplinary action shall draw on the professional judgment of teachers and administrators and on a range of discipline management techniques, including restorative practices. Discipline shall be based on the seriousness of the offense, the student's age and grade level, the frequency of misbehavior, the student's attitude, the effect of the misconduct on the school environment, and statutory requirements.

## Students with Disabilities

The discipline of students with disabilities is subject to applicable state and federal law in addition to the Code of Conduct. In the event of any conflict, the district shall comply with federal law. For more information regarding discipline of students with disabilities, see policy FOF(LEGAL).

In accordance with the Education Code, a student who receives special education services may not be disciplined for conduct meeting the definition of bullying, cyberbullying, harassment, or making hit lists (see **glossary**) until an Admission, Review, and Dismissal (ARD) committee meeting has been held to review the conduct.

In deciding whether to order suspension, DAEP placement, or expulsion, regardless of whether the action is mandatory or discretionary, the district shall take into consideration a disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct.

### Techniques

The following discipline management techniques may be used alone, in combination, or as part of progressive interventions for behavior prohibited by the Student Code of Conduct or by campus or classroom rules:

- Verbal correction, oral or written.
- Cooling-off time or a brief "time-out" period, in accordance with law.
- Seating changes within the classroom or vehicles owned or operated by the district.
- Temporary confiscation of items that disrupt the educational process.
- Rewards or demerits.
- Behavioral contracts.
- Counseling by teachers, school counselors, or administrative personnel.
- Parent-teacher conferences.
- Behavior coaching.
- Anger management classes.
- Mediation (victim-offender).
- Classroom circles.
- Family group conferencing.
- Grade reductions for cheating, plagiarism, and as otherwise permitted by policy.
- Detention, including outside regular school hours.
- Sending the student to the office, another assigned area, or to in-school suspension.
- Assignment of school duties, such as cleaning or picking up litter.
- Withdrawal of privileges, such as participation in extracurricular activities, eligibility for seeking and holding honorary offices, or membership in school-sponsored clubs and organizations.
- Penalties identified in student organizations' extracurricular standards of behavior.
- Restriction or revocation of district transportation privileges.
- School-assessed and school-administered probation.
- Out-of-school suspension, as specified in **Out-of-School Suspension** on page 11.

- Placement in a DAEP, as specified in **DAEP** on page 12.
- Expulsion and/or placement in an alternative educational setting, as specified in **Placement and/or Expulsion for Certain Offenses** on page 18.
- Expulsion, as specified in **Expulsion** on page 20.
- Referral to an outside agency or legal authority for criminal prosecution in addition to disciplinary measures imposed by the district.
- Other strategies and consequences as determined by school officials.

## **Notification**

The principal or appropriate administrator shall promptly notify a student's parent by phone or in person of any violation that may result in in-school or out-of-school suspension, placement in a DAEP, placement in a JJAEP, or expulsion. The principal or appropriate administrator shall also notify a student's parent if the student is taken into custody by a law enforcement officer under the disciplinary provisions of the Education Code.

A good-faith effort shall be made to provide written notice of the disciplinary action to the student, on the day the action was taken, for delivery to the student's parent. If the parent has not been reached by telephone or in person by 5:00 p.m. of the first business day after the day the disciplinary action was taken, the principal or appropriate administrator shall send written notification by U.S. Mail. If the principal or appropriate administrator is not able to provide notice to the parent, the principal or designee shall provide the notice.

Before the principal or appropriate administrator assigns a student under age 18 to detention outside regular school hours, notice shall be given to the student's parent to inform him or her of the reason for the detention and permit arrangements for necessary transportation.

## **Appeals**

Questions from parents regarding disciplinary measures should be addressed to the teacher or campus administration, as appropriate. Appeals or complaints regarding the use of specific discipline management techniques should be addressed in accordance with policy FNG(LOCAL). A copy of the policy may be obtained from the principal's office or the central administration office or through Policy Online at the following address: [www.lovejoyisd.net](http://www.lovejoyisd.net).

The district shall not delay a disciplinary consequence while a student or parent pursues a grievance. In the instance of a student who is accused of conduct that meets the definition of sexual harassment as defined by Title IX, the district will comply with applicable federal law, including the Title IX formal complaint process. See policies FFH(LEGAL) and (LOCAL).

## **Removal from the School Bus**

A bus driver may refer a student to the principal's office, assistant principal, or to the district's transportation department to maintain effective discipline on the bus. The principal or transportation administrator must employ additional discipline management techniques, as appropriate, which can include restricting or revoking a student's bus riding privileges.

To transport students safely, the vehicle operator must focus on driving and not be distracted by student misbehavior. Therefore, when appropriate disciplinary management techniques fail to improve student behavior or when specific misconduct warrants immediate removal, the principal may restrict or revoke a student's transportation privileges, in accordance with law.

## **Removal from the Regular Educational Setting**

In addition to other discipline management techniques, misconduct may result in removal from the regular educational setting in the form of a routine referral or a formal removal.

## **Routine Referral**

A routine referral occurs when a teacher sends a student to the principal or appropriate administrator's office as a discipline management technique. The principal or appropriate administrator shall employ alternative discipline management techniques, including progressive interventions. A teacher or administrator may remove a student from class for behavior that violates this Code to maintain effective discipline in the classroom.

## **Formal Removal**

A teacher may initiate a formal removal from class if:

1. A student's behavior has been documented by the teacher as repeatedly interfering with the teacher's ability to teach the class or with other students' ability to learn; or
2. The behavior is so unruly, disruptive, or abusive that the teacher cannot teach, and the students in the classroom cannot learn.

Within three school days of the formal removal, the campus principal or appropriate administrator shall schedule a conference with the student's parent, the student, the teacher who removed the student from class, and any other appropriate administrator.

At the conference, the campus principal or appropriate administrator shall inform the student of the alleged misconduct and the proposed consequences. The student shall have an opportunity to respond to the allegations.

When a student is removed from the regular classroom by a teacher and a conference is pending, the campus principal or appropriate administrator may place the student in:

- Another appropriate classroom.
- ISS.
- Out-of-school suspension.
- DAEP.

A teacher or administrator must remove a student from class if the student engages in behavior that under the Education Code requires or permits the student to be placed in a DAEP or expelled. When removing for those reasons, the procedures in the subsequent sections on DAEP or expulsion shall be followed.

## **Returning a Student to the Classroom**

A student who has been formally removed from class by a teacher for conduct against the teacher containing the elements of assault, aggravated assault, sexual assault, or aggravated sexual assault may not be returned to the teacher's class without the teacher's consent.

A student who has been formally removed by a teacher for any other conduct may be returned to the teacher's class without the teacher's consent if the placement review committee determines that the teacher's class is the best or only alternative available.

## **Out-of-School Suspension**

### **Misconduct**

Students may be suspended for behavior listed in the Code of Conduct as a general conduct violation, DAEP offense, or expellable offense.

The district shall not use out-of-school suspension for students in grade 2 or below unless the conduct meets the requirements established in law.

A student below grade 3 or a student who is homeless shall not be placed in out-of-school

suspension unless, while on school property or while attending a school-sponsored or school-related activity on or off school property, the student engages in:

- Conduct that contains the elements of a weapons offense, as provided in Penal Code sections 46.02 or 46.05;
- Conduct that contains the elements of assault, sexual assault, aggravated assault, or aggravated sexual assault, as provided by the Penal Code; or
- Selling, giving, or delivering to another person or possessing, using, or being under the influence of any amount of marijuana, an alcoholic beverage, or a controlled substance or dangerous drug as defined by federal or state law.

The district shall use a positive behavior program as a disciplinary alternative for students below grade 3 who commit general conduct violations instead of suspension or placement in a DAEP. The program shall meet the requirements of law.

### **Process**

State law allows a student to be suspended for no more than three school days per behavior violation, with no limit on the number of times a student may be suspended in a semester or school year.

Before being suspended a student shall have an informal conference with the principal or appropriate administrator, who shall inform the student of the alleged misconduct and give the student an opportunity to respond to the allegation before the administrator makes a decision.

The principal or appropriate administrator shall determine the number of days of a student's suspension, not to exceed three school days.

In deciding whether to order out-of-school suspension, the principal or appropriate administrator shall take into consideration:

1. Self-defense (see **glossary**),
2. Intent or lack of intent at the time the student engaged in the conduct,
3. The student's disciplinary history,
4. A disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct,
5. A student's status in the conservatorship of the Department of Family and Protective Services (foster care), or
6. A student's status as homeless.

The appropriate administrator shall determine any restrictions on participation in school-sponsored or school-related extracurricular and cocurricular activities.

### **Disciplinary Alternative Education Program (DAEP) Placement**

The DAEP shall be provided in a setting other than the student's regular classroom. An elementary school student may not be placed in a DAEP with a student who is not an elementary school student.

For purposes of DAEP, elementary classification shall be kindergarten–grade 6 and secondary classification shall be grades 7–12.

A student who is expelled for an offense that otherwise would have resulted in a DAEP placement does not have to be placed in a DAEP in addition to the expulsion.

In deciding whether to place a student in a DAEP, regardless of whether the action is mandatory

or discretionary, the campus behavior coordinator shall take into consideration:

1. Self-defense (see **glossary**),
2. Intent or lack of intent at the time the student engaged in the conduct,
3. The student's disciplinary history,
4. A disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct,
5. A student's status in the conservatorship of the Department of Family and Protective Services (foster care), or
6. A student's status as homeless.

### **Discretionary Placement: Misconduct That May Result in DAEP Placement**

A student may be placed in a DAEP for behaviors prohibited in the General Conduct Violations section of this Code of Conduct.

#### **Misconduct Identified in State Law**

In accordance with state law, a student **may** be placed in a DAEP for any of the following offenses:

- Engaging in bullying that encourages a student to commit or attempt to commit suicide.
- Inciting violence against a student through group bullying.
- Releasing or threatening to release intimate visual material of a minor or of a student who is 18 years of age or older without the student's consent.
- Involvement in a public school fraternity, sorority, or secret society, or gang including participating as a member or pledge, or soliciting another person to become a pledge or member of a public school fraternity, sorority, secret society, or gang. (See **glossary**.)
- Involvement in criminal street gang activity. (See **glossary**.)
- Any criminal mischief, including a felony.
- Assault (no bodily injury) with threat of imminent bodily injury.
- Assault by offensive or provocative physical contact.

In accordance with state law, a student **may** be placed in a DAEP if the superintendent or the superintendent's designee has reasonable belief (see **glossary**) that the student engaged in conduct punishable as a felony, other than aggravated robbery or those listed as offenses in Title 5 (see **glossary**) of the Penal Code, that occurs off school property and not at a school-sponsored or school-related event, if the student's presence in the regular classroom threatens the safety of other students or teachers or will be detrimental to the educational process.

The campus principal or appropriate administrator **may** place a student in a DAEP for off-campus conduct for which DAEP placement is required by state law if the administrator does not have knowledge of the conduct before the first anniversary of the date the conduct occurred.

### **Mandatory Placement: Misconduct That Requires DAEP Placement**

A student **must** be placed in a DAEP if the student:

- Engages in conduct relating to a false alarm or report (including a bomb threat) or a terroristic threat involving a public school. (See **glossary**.)
- Commits the following offenses on school property, within 300 feet of school property as measured from any point on the school's real property boundary line, or while attending a school-sponsored or school-related activity on or off school property:

- Engages in conduct punishable as a felony.
  - Commits an assault (see **glossary**) under Penal Code 22.01(a)(1).
  - Sells, gives, or delivers to another person or possesses, uses, or is under the influence of a controlled substance, or dangerous drug in an amount not constituting a felony offense. (School-related felony drug offenses are addressed in Expulsion on page 56.) (See glossary for “under the influence”, “controlled substance,” and “dangerous drug.”)
  - Sells, gives, or delivers to another person or possesses, uses, or is under the influence of marijuana or THC. A student with a valid prescription for low-THC cannabis as authorized by Chapter 487 of the Health and Safety Code does not violate this provision.
  - Sells, gives, or delivers to another person an alcoholic beverage; commits a serious act or offense while under the influence of alcohol; or possesses, uses, or is under the influence of alcohol.
  - Behaves in a manner that contains the elements of an offense relating to abusable volatile chemicals.
  - Sells, gives, or delivers to another person or possesses or uses an e-cigarette. [Please see the district's approved District of Innovation Plan for additional information]
  - Behaves in a manner that contains the elements of the offense of public lewdness or indecent exposure. (See **glossary**.)
  - Engages in conduct that contains the elements of an offense of harassment against an employee under Penal Code 42.07(a)(1), (2), (3), or (7).
- Engages in expellable conduct and is six to nine years of age.
  - Commits a federal firearms violation and is younger than six years of age.
  - Engages in conduct that contains the elements of the offense of retaliation against any school employee or volunteer on or off school property. (Committing retaliation in combination with another expellable offense is addressed in **Expulsion** on page 20.)
  - Engages in conduct punishable as aggravated robbery or a felony listed under Title 5 (see **glossary**) of the Penal Code when the conduct occurs off school property and not at a school-sponsored or school-related event and:
    1. The student receives deferred prosecution (see **glossary**),
    2. A court or jury finds that the student has engaged in delinquent conduct (see **glossary**), or
    3. The superintendent or designee has a reasonable belief (see **glossary**) that the student engaged in the conduct.

### **Sexual Assault and Campus Assignments**

A student shall be transferred to another campus if:

- The student has been convicted of continuous sexual abuse of a young child or disabled individual or convicted of or placed on deferred adjudication for sexual assault or aggravated sexual assault against another student on the same campus; and
- The victim's parent or another person with the authority to act on behalf of the victim requests that the board transfer the offending student to another campus.

If there is no other campus in the district serving the grade level of the offending student, the offending student shall be transferred to a DAEP.

### **Process**

Removals to a DAEP shall be made by the principal or appropriate administrator.

### **Conference**

When a student is removed from class for a DAEP offense, the campus principal or appropriate administrator shall schedule a conference within three school days with the student's parent, the student, and, in the case of a teacher removal, the teacher.

At the conference, the campus principal or appropriate administrator shall provide the student:

- Information, orally or in writing, of the reasons for the removal;
- An explanation of the basis for the removal; and
- An opportunity to respond to the reasons for the removal.

Following valid attempts to require attendance, the district may hold the conference and make a placement decision regardless of whether the student or the student's parents attend the conference.

### **Consideration of Mitigating Factors**

In deciding whether to place a student in a DAEP, regardless of whether the action is mandatory or discretionary, the campus principal or appropriate administrator shall take into consideration:

1. Self-defense (see **glossary**),
2. Intent or lack of intent at the time the student engaged in the conduct,
3. The student's disciplinary history,
4. A disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct,
5. A student's status in the conservatorship of the Department of Family and Protective Services (foster care), or
6. A student's status as homeless.

## **Placement Order**

After the conference, if the student is placed in a DAEP, the principal or appropriate administrator shall write a placement order. A copy of the DAEP placement order and information for the parent or person standing in parental relation to the student regarding the process for requesting a full individual an initial evaluation of the student for purposes of special education services shall be sent to the student and the student's parent.

Not later than the second business day after the conference, the board's designee shall deliver to the juvenile court a copy of the placement order and all information required by Section 52.04 of the Family Code.

If the student is placed in a DAEP and the length of placement is inconsistent with the guidelines included in this Code of Conduct, the placement order shall give notice of the inconsistency.

## **DAEP at Capacity**

If a DAEP is at capacity at the time the campus principal or appropriate administrator is deciding placement for conduct related to marijuana, THC, an e-cigarette, alcohol, or an abusable volatile chemical, the student shall be placed in ISS then transferred to a DAEP for the remainder of the period if space becomes available before the expiration of the period of the placement.

If a DAEP is at capacity at the time the campus principal or appropriate administrator is deciding placement for a student who engaged in violent conduct, a student placed in a DAEP for conduct related to marijuana, THC, an e-cigarette, alcohol, or an abusable volatile chemical may be placed in ISS to make a position in the DAEP available for the student who engaged in violent conduct. If a position becomes available in a DAEP before the expiration of the period of the placement for the student removed, the student shall be returned to a DAEP for the remainder of the period.

## **Coursework Notice**

The parent or guardian of a student placed in DAEP shall be given written notice of the student's opportunity to complete, at no cost to the student, a foundation curriculum course in which the student was enrolled at the time of removal and which is required for graduation. The notice shall include information regarding all methods available for completing the coursework.

## **Length of Placement**

The appropriate campus administrator shall determine the duration of a student's placement in a DAEP.

The duration of a student's placement shall be determined case by case based on the seriousness of the offense, the student's age and grade level, the frequency of misconduct, the student's attitude, and statutory requirements.

The maximum period of DAEP placement shall be one calendar year, except as provided below.

Unless otherwise specified in the placement order, days absent from a DAEP shall not count toward fulfilling the total number of days required in a student's DAEP placement order.

The district shall administer the required pre- and post-assessments for students assigned to DAEP for a period of 90 days or longer in accordance with established district administrative procedures for administering other diagnostic or benchmark assessments.

## **Exceeds One Year**

Placement in a DAEP may exceed one year when a review by the district determines that the

student is a threat to the safety of other students or to district employees.

The statutory limitations on the length of a DAEP placement do not apply to a placement resulting from the board's decision to place a student who engaged in the sexual assault of another student so that the students are not assigned to the same campus.

### **Exceeds School Year**

Students who are in a DAEP placement at the end of one school year may be required to continue that placement at the start of the next school year to complete the assigned term of placement.

For placement in a DAEP to extend beyond the end of the school year, the campus principal, appropriate administrator, or the board's designee must determine that:

1. The student's presence in the regular classroom or campus presents a danger of physical harm to the student or others, or
2. The student has engaged in serious or persistent misbehavior (see **glossary**) that violates the district's Code of Conduct.

### **Exceeds 60 Days**

For placement in a DAEP to extend beyond 60 days or the end of the next grading period, whichever is sooner, a student's parent shall be given notice and the opportunity to participate in a proceeding before the board or the board's designee.

### **Appeals**

Questions from parents regarding disciplinary measures should be addressed to the campus administration.

Student or parent appeals regarding a student's placement in a DAEP should be addressed in accordance with policy FNG(LOCAL). A copy of this policy may be obtained from the principal's office, the campus principal or appropriate administrator, the central administration office, or through Policy Online at the following address: [www.lovejoyisd.net](http://www.lovejoyisd.net).

Appeals shall begin at *Level Two* with the *Executive Director of Student Services*.

The district shall not delay disciplinary consequences pending the outcome of an appeal. The decision to place a student in a DAEP cannot be appealed beyond the board.

### **Restrictions During Placement**

State law prohibits a student placed in a DAEP for reasons specified in state law from attending or participating in school-sponsored or school-related extracurricular activities.

A student placed in a DAEP shall not be provided transportation unless he or she is a student with a disability who is entitled to transportation in accordance with the student's (IEP) or Section 504 plan.

For seniors who are eligible to graduate and are assigned to a DAEP at the time of graduation, the last day of placement in the program shall be the last instructional day, and the student shall be allowed to participate in the graduation ceremony and related graduation activities unless otherwise specified in the DAEP placement order.

### **Placement Review**

A student placed in a DAEP shall be provided a review of his or her status, including academic status, by the campus principal, appropriate administrator, or the board's designee at intervals not to exceed 120 days. In the case of a high school student, the student's progress toward graduation and the student's graduation plan shall also be reviewed. At the review, the student

or the student's parent shall be given the opportunity to present arguments for the student's return to the regular classroom or campus. The student may not be returned to the classroom of a teacher who removed the student without that teacher's consent.

### **Additional Misconduct**

If during the term of placement in a DAEP the student engages in additional misconduct for which placement in a DAEP or expulsion is required or permitted, additional proceedings may be conducted, and the campus behavior coordinator may enter an additional disciplinary order as a result of those proceedings.

### **Notice of Criminal Proceedings**

When a student is placed in a DAEP for certain offenses, the office of the prosecuting attorney shall notify the district if:

1. Prosecution of a student's case was refused for lack of prosecutorial merit or insufficient evidence, and no formal proceedings, deferred adjudication (see **glossary**), or deferred prosecution will be initiated; or
2. The court or jury found a student not guilty or made a finding that the student did not engage in delinquent conduct or conduct indicating a need for supervision, and the case was dismissed with prejudice.

If a student was placed in a DAEP for such conduct, on receiving the notice from the prosecutor, the superintendent or designee shall review the student's placement and schedule a review with the student's parent not later than the third day after the superintendent or designee receives notice from the prosecutor. The student may not be returned to the regular classroom pending the review.

After reviewing the notice and receiving information from the student's parent, the superintendent or designee may continue the student's placement if there is reason to believe that the presence of the student in the regular classroom threatens the safety of other students or teachers.

The student or the student's parent may appeal the superintendent's decision to the board. The student may not be returned to the regular classroom pending the appeal. In the case of an appeal, the board shall, at the next scheduled meeting, review the notice from the prosecutor and receive information from the student, the student's parent, and the superintendent or designee, and confirm or reverse the decision of the superintendent or designee. The board shall make a record of the proceedings.

If the board confirms the decision of the superintendent or designee, the student and the student's parent may appeal to the Commissioner of Education. The student may not be returned to the regular classroom pending the appeal.

### **Withdrawal During Process**

When a student violates the district's Code of Conduct in a way that requires or permits the student to be placed in a DAEP and the student withdraws from the district before a placement order is completed, the campus administrator may complete the proceedings and issue a placement order. If the student then re-enrolls in the district during the same or a subsequent school year, the district may enforce the order at that time, less any period of the placement that has been served by the student during enrollment in another district. If the campus administrator or the board fails to issue a placement order after the student withdraws, the next district in which the student enrolls may complete the proceedings and issue a placement order.

### **Newly Enrolled Students**

The district shall decide on a case-by-case basis whether to continue the placement of a

student who enrolls in the district and was assigned to a DAEP in an open-enrollment charter school or another district including a district in another state. The district may place the student in the district's DAEP or a regular classroom setting.

When a student enrolls in the district with a DAEP placement from a district in another state, the district has the right to place the student in DAEP to the same extent as any other newly enrolled student if the behavior committed is a reason for DAEP placement in the receiving district.

State law requires the district to reduce a placement imposed by a district in another state that exceeds one year so that the total placement does not exceed one year. After a review, however, the placement may be extended beyond a year if the district determines that the student is a threat to the safety of other students or employees or the extended placement is in the best interest of the student.

### **Emergency Placement Procedure**

When an emergency placement is necessary because the student's behavior is so unruly, disruptive, or abusive that it seriously interferes with classroom or school operations, the student shall be given oral notice of the reason for the action. Not later than the tenth day after the date of the placement, the student shall be given the appropriate conference required for assignment to a DAEP.

### **Transition Services**

In accordance with law and district procedures, campus staff shall provide transition services to a student returning to the regular classroom from an alternative education program, including a DAEP. See policy FOCA(LEGAL) for more information.

## **Placement and/or Expulsion for Certain Offenses**

This section includes two categories of offenses for which the Education Code provides unique procedures and specific consequences.

### **Registered Sex Offenders**

Upon receiving notification in accordance with state law that a student is currently required to register as a sex offender, the district must remove the student from the regular classroom and determine appropriate placement unless the court orders JJAEP placement.

If the student is under any form of court supervision, including probation, community supervision, or parole, the student shall be placed in either DAEP or JJAEP for at least one semester.

If the student is not under any form of court supervision, the student may be placed in DAEP or JJAEP for one semester or placed in a regular classroom. The student may not be placed in the regular classroom if the board or its designee determines that the student's presence:

1. Threatens the safety of other students or teachers,
2. Will be detrimental to the educational process, or
3. Is not in the best interests of the district's students.

### **Review Committee**

At the end of the first semester of a student's placement in an alternative educational setting and before the beginning of each school year for which the student remains in an alternative placement, the district shall convene a committee, in accordance with state law, to review the student's placement. The committee shall recommend whether the student should return to the

regular classroom or remain in the placement. Absent a special finding, the board or its designee must follow the committee's recommendation.

The placement review of a student with a disability who receives special education services must be made by the ARD committee.

### **Newly Enrolled Students**

If a student enrolls in the district during a mandatory placement as a registered sex offender, the district may count any time already spent by the student in a placement or may require an additional semester in an alternative placement without conducting a review of the placement.

### **Appeal**

A student or the student's parent may appeal the placement by requesting a conference between the board or its designee, the student, and the student's parent. The conference is limited to the factual question of whether the student is required to register as a sex offender. Any decision of the board or its designee under this section is final and may not be appealed.

### **Certain Felonies**

Regardless of whether DAEP placement or expulsion is required or permitted by one of the reasons in the DAEP Placement or Expulsion sections, in accordance with Education Code 37.0081, a student may be expelled and placed in either DAEP or JJAEP if the board or campus administrator makes certain findings and the following circumstances exist in relation to aggravated robbery or a felony offense under Title 5 (see **glossary**) of the Penal Code. The student must have:

- Received deferred prosecution for conduct defined as aggravated robbery or a Title 5 felony offense;
- Been found by a court or jury to have engaged in delinquent conduct for conduct defined as aggravated robbery or a Title 5 felony offense;
- Been charged with engaging in conduct defined as aggravated robbery or a Title 5 felony offense;
- Been referred to a juvenile court for allegedly engaging in delinquent conduct for conduct defined as aggravated robbery or a Title 5 felony offense; or
- Received probation or deferred adjudication or have been arrested for, charged with, or convicted of aggravated robbery or a Title 5 felony offense.

The district may expel the student and order placement under these circumstances regardless of:

1. The date on which the student's conduct occurred,
2. The location at which the conduct occurred,
3. Whether the conduct occurred while the student was enrolled in the district, or
4. Whether the student has successfully completed any court disposition requirements imposed in connection with the conduct.

### **Hearing and Required Findings**

The student must first have a hearing before the board or its designee, who must determine that in addition to the circumstances above that allow for the expulsion, the student's presence in the regular classroom:

1. Threatens the safety of other students or teachers,
2. Will be detrimental to the educational process, or
3. Is not in the best interest of the district's students.

Any decision of the board or the board's designee under this section is final and may not be appealed.

### **Length of Placement**

The student is subject to the placement until:

1. The student graduates from high school,
2. The charges are dismissed or reduced to a misdemeanor offense, or
3. The student completes the term of the placement or is assigned to another program.

### **Placement Review**

A student placed in a DAEP or JJAEP under this section is entitled to a review of his or her status, including academic status, by the appropriate administrator or board's designee at intervals not to exceed 120 days. In the case of a high school student, the student's progress toward graduation and the student's graduation plan shall also be reviewed. At the review, the student or the student's parent shall have the opportunity to present arguments for the student's return to the regular classroom or campus.

### **Newly Enrolled Students**

A student who enrolls in the district before completing a placement under this section from another school district must complete the term of the placement.

## **Expulsion**

In deciding whether to order expulsion, regardless of whether the action is mandatory or discretionary, the campus principal or appropriate administrator shall take into consideration:

1. Self-defense (see **glossary**),
2. Intent or lack of intent at the time the student engaged in the conduct,
3. The student's disciplinary history,
4. A disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct,
5. A student's status in the conservatorship of the Department of Family and Protective Services (foster care), or
6. A student's status as homeless.

### **Discretionary Expulsion: Misconduct That May Result in Expulsion**

Some of the following types of misconduct may result in mandatory placement in a DAEP, whether or not a student is expelled. (See **DAEP Placement** on page 12.)

#### **Any Location**

A student **may** be expelled for:

- Engaging in bullying that encourages a student to commit or attempt to commit suicide.
- Inciting violence against a student through group bullying.

- Releasing or threatening to release intimate visual material of a minor or of a student who is 18 years of age or older without the student’s consent.
- Conduct that contains the elements of assault under Penal Code 22.01(a)(1) in retaliation against a school employee or volunteer.
- Criminal mischief, if punishable as a felony.
- Engaging in conduct that contains the elements of one of the following offenses against another student:
  - Aggravated assault.
  - Sexual assault.
  - Aggravated sexual assault.
  - Murder.
  - Capital murder.
  - Criminal attempt to commit murder or capital murder.
  - Aggravated robbery.
- Breach of computer security. (See **glossary**.)
- Engaging in conduct relating to a false alarm or report (including a bomb threat) or a terroristic threat involving a public school.

#### **At School, Within 300 Feet, or at a School Event**

A student **may** be expelled for committing any of the following offenses on or within 300 feet of school property, as measured from any point on the school’s real property boundary line, or while attending a school-sponsored or school-related activity on or off school property:

- Selling, giving, or delivering to another person, or possessing, using, or being under the influence of any amount of marijuana, a controlled substance, or a dangerous drug. A student with a valid prescription for low-THC cannabis as authorized by Chapter 487 of the Health and Safety Code does not violate this provision. (See **glossary** for “under the influence.”)
- Selling, giving, or delivering another person, or possessing, using, or being under the influence of alcohol; or committing a serious act or offense while under the influence of alcohol.
- Engaging in conduct that contains the elements of an offense relating to abusable volatile chemicals.
- Engaging in conduct that contains the elements of assault under Penal Code 22.01(a)(1) against an employee or a volunteer.
- Engaging in deadly conduct. (See **glossary**.)

#### **Within 300 Feet of School**

A student **may** be expelled for engaging in the following conduct while within 300 feet of school property, as measured from any point on the school’s real property boundary line:

- Aggravated assault, sexual assault, or aggravated sexual assault.
- Arson. (See **glossary**.)
- Murder, capital murder, or criminal attempt to commit murder or capital murder.
- Indecency with a child.

- Aggravated kidnapping.
- Manslaughter.
- Criminally negligent homicide.
- Aggravated robbery.
- Continuous sexual abuse of a young child or disabled individual.
- Felony controlled substance or dangerous drug offenses not including THC.
- Unlawfully carrying on or about the student's person a handgun or a location-restricted knife, as these terms are defined by state law. (See **glossary**.)
- Possessing, manufacturing, transporting, repairing, or selling a prohibited weapon, as defined by state law. (See **glossary**.)
- Possession of a firearm, as defined by federal law. (See

### **glossary.) Property of Another District**

A student **may** be expelled for committing any offense that is a state-mandated expellable offense if the offense is committed on the property of another district in Texas or while the student is attending a school-sponsored or school-related activity of a school in another district in Texas.

#### **While in a DAEP**

A student may be expelled for engaging in documented serious misbehavior that violates the district's Code of Conduct, despite documented behavioral interventions while placed in a DAEP. For purposes of discretionary expulsion from a DAEP, serious misbehavior means:

1. Deliberate violent behavior that poses a direct threat to the health or safety of others;
2. Extortion, meaning the gaining of money or other property by force or threat;
3. Conduct that constitutes coercion, as defined by Penal Code 1.07; or
4. Conduct that constitutes the offense of:
  - a. Public lewdness under Penal Code 21.07;
  - b. Indecent exposure under Penal Code 21.08;
  - c. Criminal mischief under Penal Code 28.03;
  - d. Hazing under Education Code 37.152; or
  - e. Harassment under Penal Code 42.07(a)(1) of a student or district employee.

### **Mandatory Expulsion: Misconduct That Requires Expulsion**

A student **must** be expelled under federal or state law for any of the following offenses that occur on school property or while attending a school-sponsored or school-related activity on or off school property:

#### **Under Federal Law**

- Bringing to school or possessing at school, including any setting that is under the district's control or supervision for the purpose of a school activity, a firearm, as defined by federal law. (See **glossary**.)

**Note:** Mandatory expulsion under the federal Gun Free Schools Act does not apply to a firearm that is lawfully stored inside a locked vehicle or to firearms used in activities approved and authorized by the district when the district has adopted appropriate safeguards to ensure student safety.

## **Under the Penal Code**

- Unlawfully carrying on or about the student's person the following, in the manner prohibited by Penal Code 46.02:
- A handgun, defined by state law as any firearm designed, made, or adapted to be used with one hand. (See **glossary**.) *Note:* A student may not be expelled solely on the basis of the student's use, exhibition, or possession of a firearm that occurs at an approved target range facility that is not located on a school campus; while participating in or preparing for a school-sponsored, shooting sports competition or a shooting sports educational activity that is sponsored or supported by the Parks and Wildlife Department; or a shooting sports sanctioning organization working with the department. [See policy FNCG(LEGAL).]
- A location-restricted knife, as defined by state law. (See **glossary**.)
- Possessing, manufacturing, transporting, repairing, or selling a prohibited weapon, as defined in state law. (See **glossary**.)
- Behaving in a manner that contains elements of the following offenses under the Penal Code:
  - Aggravated assault, sexual assault, or aggravated sexual assault.
  - Arson. (See **glossary**.)
  - Murder, capital murder, or criminal attempt to commit murder or capital murder.
  - Indecency with a child.
  - Aggravated kidnapping.
  - Aggravated robbery.
  - Manslaughter.
  - Criminally negligent homicide.
  - Continuous sexual abuse of a young child or disabled individual.
  - Behavior punishable as a felony that involves selling, giving, or delivering to another person or possessing, using, or being under the influence of a controlled substance, or a dangerous drug.
- Engaging in retaliation against a school employee or volunteer combined with one of the above-listed mandatory expulsion offenses

## **Under Age Ten**

When a student under the age of ten engages in behavior that is expellable behavior, the student shall not be expelled, but shall be placed in a DAEP. A student under age six shall not be placed in a DAEP unless the student commits a federal firearm offense.

## **Process**

If a student is believed to have committed an expellable offense, the campus principal or other appropriate administrator shall schedule a hearing within a reasonable time. The student's parent shall be invited in writing to attend the hearing.

Until a hearing can be held, the campus principal or other administrator may place the student in:

- Another appropriate classroom.
- ISS.
- Out-of-school suspension.

- DAEP.

### **Hearing**

A student facing expulsion shall be given a hearing with appropriate due process. The student is entitled to:

1. Representation by the student's parent or another adult who can provide guidance to the student and who is not an employee of the district,
2. An opportunity to testify and to present evidence and witnesses in the student's defense, and
3. An opportunity to question the witnesses called by the district at the hearing.

After providing notice to the student and parent of the hearing, the district may hold the hearing regardless of whether the student or the student's parent attends.

The board of trustees delegates to the Superintendent or designee authority to conduct hearings and expel students.

### **Board Review of Expulsion**

After the due process hearing, the expelled student may request that the board review the expulsion decisions. The student or parent must submit a written request to the superintendent within seven days after receipt of the written decision. The superintendent must provide the student or parent written notice of the date, time, and place of the meeting at which the board will review the decision.

The board shall review the record of the expulsion hearing in a closed meeting unless the parent requests in writing that the matter be held in an open meeting. The board may also hear a statement from the student or parent and from the board's designee.

The board shall consider and base its decision on evidence reflected in the record and any statements made by the parties at the review. The board shall make and communicate its decision orally at the conclusion of the presentation. Consequences shall not be deferred pending the outcome of the hearing.

### **Expulsion Order**

Before ordering the expulsion, the board or campus principal shall take into consideration:

1. Self-defense (see **glossary**),
2. Intent or lack of intent at the time the student engaged in the conduct,
3. The student's disciplinary history,
4. A disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct,
5. A student's status in the conservatorship of the Department of Family and Protective Services (foster care), or
6. A student's status as homeless.

If the student is expelled, the board or its designee shall deliver to the student and the student's parent a copy of the order expelling the student.

Not later than the second business day after the hearing, the *Superintendent or designee* shall deliver to the juvenile court a copy of the expulsion order and the information required by Section 52.04 of the Family Code.

If the length of the expulsion is inconsistent with the guidelines included in the Student Code of Conduct, the expulsion order shall give notice of the inconsistency.

### **Length of Expulsion**

The length of an expulsion shall be based on the seriousness of the offense, the student's age and grade level, the frequency of misbehavior, the student's attitude, and statutory requirements.

The duration of a student's expulsion shall be determined on a case-by-case basis. The maximum period of expulsion is one calendar year, except as provided below.

An expulsion may not exceed one year unless, after review, the district determines that:

1. The student is a threat to the safety of other students or to district employees, or
2. Extended expulsion is in the best interest of the student.

State and federal law require a student to be expelled from the regular classroom for a period of at least one calendar year for bringing a firearm, as defined by federal law, to school. However, the superintendent may modify the length of the expulsion on a case-by-case basis.

Students who commit offenses that require expulsion at the end of one school year may be expelled into the next school year to complete the term of expulsion.

### **Withdrawal During Process**

When a student's conduct requires or permits expulsion from the district and the student withdraws from the district before the expulsion hearing takes place, the district may conduct the hearing after sending written notice to the parent and student.

If the student then re-enrolls in the district during the same or subsequent school year, the district may enforce the expulsion order at that time, less any expulsion period that has been served by the student during enrollment in another district.

If the campus administrator or the board fails to issue an expulsion order after the student withdraws, the next district in which the student enrolls may complete the proceedings.

### **Additional Misconduct**

If during the expulsion, the student engages in additional conduct for which placement in a DAEP or expulsion is required or permitted, additional proceedings may be conducted, and the campus administrator or the board may issue an additional disciplinary order as a result of those proceedings.

### **Restrictions During Expulsion**

Expelled students are prohibited from being on school grounds or attending school-sponsored or school-related activities during the period of expulsion.

No district academic credit shall be earned for work missed during the period of expulsion unless the student is enrolled in a JJAEP or another district-approved program.

### **Newly Enrolled Students**

The district shall decide on a case-by-case basis the placement of a student who is subject to an expulsion order from another district or an open-enrollment charter school upon enrollment in the district.

If a student expelled in another state enrolls in the district, the district may continue the expulsion under the terms of the expulsion order, may place the student in a DAEP for the period specified in the order, or may allow the student to attend regular classes if:

1. The out-of-state district provides the district with a copy of the expulsion order, and
2. The offense resulting in the expulsion is also an expellable offense in the district in which the student is enrolling.

If a student is expelled by a district in another state for a period that exceeds one year and the district continues the expulsion or places the student in a DAEP, the district shall reduce the period of the expulsion or DAEP placement so that the entire period does not exceed one year, unless after a review it is determined that:

1. The student is a threat to the safety of other students or district employees, or
2. Extended placement is in the best interest of the student.

### **Emergency Expulsion Procedures**

When an emergency expulsion is necessary to protect persons or property from imminent harm, the student shall be given verbal notice of the reason for the action. Within ten days after the date of the emergency expulsion, the student shall be given appropriate due process required for a student facing expulsion.

### **DAEP Placement of Expelled Students**

The district may provide educational services to any expelled student in a DAEP; however, educational services in the DAEP must be provided if the student is less than ten years of age.

### **Transition Services**

In accordance with law and district procedures, campus staff shall provide transition services for a student returning to the regular classroom from placement in an alternative education program, including a DAEP or JJAEP. See policies FOCA(LEGAL) and FODA(LEGAL) for more information.

## Glossary

**Abuse** is improper or excessive use.

**Aggravated robbery** is defined in part by Penal Code 29.03(a) as when a person commits robbery and:

1. Causes serious bodily injury to another;
2. Uses or exhibits a deadly weapon; or
3. Causes bodily injury to another person or threatens or places another person in fear of imminent bodily injury or death, if the other person is:
  - a. 65 years of age or older, or
  - b. A disabled person.

**Armor-piercing ammunition** is defined by Penal Code 46.01 as handgun ammunition used in pistols and revolvers and designed primarily for the purpose of penetrating metal or body armor.

**Arson** is defined in part by Penal Code 28.02 as a crime that involves:

1. Starting a fire or causing an explosion with intent to destroy or damage:
  - a. Any vegetation, fence, or structure on open-space land; or
  - b. Any building, habitation, or vehicle:
    - (1) Knowing that it is within the limits of an incorporated city or town,
    - (2) Knowing that it is insured against damage or destruction,
    - (3) Knowing that it is subject to a mortgage or other security interest,
    - (4) Knowing that it is located on property belonging to another,
    - (5) Knowing that it has located within it property belonging to another, or
    - (6) When the person starting the fire is reckless about whether the burning or explosion will endanger the life of some individual or the safety of the property of another.
2. Recklessly starting a fire or causing an explosion while manufacturing or attempting to manufacture a controlled substance if the fire or explosion damages any building, habitation, or vehicle; or
3. Intentionally starting a fire or causing an explosion and in so doing:
  - a. Recklessly damaging or destroying a building belonging to another, or
  - b. Recklessly causing another person to suffer bodily injury or death.

**Assault** is defined in part by Penal Code 22.01 as intentionally, knowingly, or recklessly causing bodily injury to another; intentionally or knowingly threatening another with imminent bodily injury; or intentionally or knowingly causing physical contact with another that can reasonably be regarded as offensive or provocative.

**Breach of computer security** includes knowingly accessing a computer, computer network, or computer system without the effective consent of the owner as defined in Penal Code 33.02, if the conduct involves accessing a computer, computer network, or computer system owned by or operated on behalf of a school district and the student knowingly alters, damages, or deletes school district property or information or commits a breach of any other computer, computer network, or computer system.

**Bullying** is defined as a single significant act or a pattern of acts by one or more students directed at another student that exploits an imbalance of power and involves engaging in written

or verbal expression, expression through electronic means, or physical conduct that:

1. Has the effect or will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or damage to the student's property;
2. Is sufficiently severe, persistent, or pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student;
3. Materially and substantially disrupts the educational process or the orderly operation of a classroom or school; or
4. Infringes on the rights of the victim at school.

Bullying includes cyberbullying. (See below.) This state law on bullying prevention applies to:

1. Bullying that occurs on or is delivered to school property or to the site of a school-sponsored or school-related activity on or off school property;
2. Bullying that occurs on a publicly or privately owned school bus or vehicle being used for transportation of students to or from school or a school-sponsored or school-related activity; and
3. Cyberbullying that occurs off school property or outside of a school-sponsored or school-related activity if the cyberbullying interferes with a student's educational opportunities or substantially disrupts the orderly operation of a classroom, school, or school-sponsored or school-related activity.

**Chemical dispensing device** is defined by Penal Code 46.01 as a device designed, made, or adapted for the purpose of dispensing a substance capable of causing an adverse psychological or physiological effect on a human being. A small chemical dispenser sold commercially for personal protection is not in this category.

**Club** is defined by Penal Code 46.01 as an instrument, specially designed, made, or adapted for the purpose of inflicting serious bodily injury or death by striking a person with the instrument, and includes but is not limited to a blackjack, nightstick, mace, and tomahawk

**Controlled substance** means a substance, including a drug, an adulterant, and a dilutant, listed in Schedules I through V or Penalty Group 1, 1-A, 1-B, 2, 2-A, 3, or 4 of the Texas Controlled Substances Act. The term includes the aggregate weight of any mixture, solution, or other substance containing a controlled substance. The term does not include hemp, as defined by Agriculture Code 121.001, or the tetrahydrocannabinols (THC) in hemp.

**Criminal street gang** is defined by Penal Code 71.01 as three or more persons having a common identifying sign or symbol or an identifiable leadership who continuously or regularly associate in the commission of criminal activities.

**Cyberbullying** is defined by Education Code 37.0832 as bullying that is done through the use of any electronic communication device, including through the use of a cellular or other type of telephone, a computer, a camera, electronic mail, instant messaging, text messaging, a social media application, an internet website, or any other internet-based communication tool.

**Dangerous drug** is defined by Health and Safety Code 483.001 as a device or a drug that is unsafe for self-medication and that is not included in Schedules I through V or Penalty Groups 1 through 4 of the Texas Controlled Substances Act. The term includes a device or drug that federal law prohibits dispensing without prescription or restricts to use by or on the order of a licensed veterinarian.

**Dating violence** occurs when a person in a current or past dating relationship uses physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate, or control another person in the relationship. Dating violence also occurs when a person commits these acts against a person in a marriage or dating relationship with the individual who is or was once in a marriage or dating relationship with the person committing the offense, as defined by Section 71.0021 of the Family Code.

**Deadly conduct** under Penal Code 22.05 occurs when a person recklessly engages in conduct that places another in imminent danger of serious bodily injury, such as knowingly discharging a firearm in the direction of an individual, habitation, building, or vehicle.

**Deferred adjudication** is an alternative to seeking a conviction in court that may be offered to a juvenile for delinquent conduct or conduct indicating a need for supervision.

**Deferred prosecution** may be offered to a juvenile as an alternative to seeking a conviction in court for delinquent conduct or conduct indicating a need for supervision.

**Delinquent conduct** is conduct that violates either state or federal law and is punishable by imprisonment or confinement in jail. It includes conduct that violates certain juvenile court orders, including probation orders, but does not include violations of traffic laws.

**Discretionary** means that something is left to or regulated by a local decision maker.

**E-cigarette** means an electronic cigarette or any other device that simulates smoking by using a mechanical heating element, battery, or electronic circuit to deliver nicotine or other substances to the individual inhaling from the device or a consumable liquid solution or other material aerosolized or vaporized during the use of an electronic cigarette or other device described by this provision. The term includes any device that is manufactured, distributed, or sold as an e-cigarette, e-cigar, or e-pipe or under another product name or description and a component, part, or accessory for the device, regardless of whether the component, part, or accessory is sold separately from the device.

**Explosive weapon** is defined by Penal Code 46.01 as any explosive or incendiary bomb, grenade, rocket, or mine and its delivery mechanism that is designed, made, or adapted for the purpose of inflicting serious bodily injury, death, or substantial property damage, or for the principal purpose of causing such a loud report as to cause undue public alarm or terror.

**False alarm or report** under Penal Code 42.06 occurs when a person knowingly initiates, communicates, or circulates a report of a present, past, or future bombing, fire, offense, or other emergency that he or she knows is false or baseless and that would ordinarily:

1. Cause action by an official or volunteer agency organized to deal with emergencies;
2. Place a person in fear of imminent serious bodily injury; or
3. Prevent or interrupt the occupation of a building, room, or place of assembly.

**Firearm** is defined by federal law (18 U.S.C. 921(a)) as:

1. Any weapon (including a starter gun) that will, is designed to, or may readily be converted to expel a projectile by the action of an explosive;
2. The frame or receiver of any such weapon;
3. Any firearm muffler or firearm silencer, defined as any device for silencing, muffling, or diminishing the report of a portable firearm; or
4. Any destructive device, such as any explosive, incendiary or poison gas bomb, or grenade. Such term does not include an antique firearm.

**Graffiti** includes markings with paint, an indelible pen or marker, or an etching or engraving device on tangible property without the effective consent of the owner. The markings may include inscriptions, slogans, drawings, or paintings.

**Handgun** is defined by Penal Code 46.01 as any firearm that is designed, made, or adapted to be fired with one hand.

**Harassment** includes:

1. Conduct that meets the definition established in district policies DIA(LOCAL) and FFH(LOCAL);
2. Conduct that threatens to cause harm or bodily injury to another person, including a district student, employee, board member, or volunteer; is sexually intimidating; causes physical damage to the property of another student; subjects another student to physical confinement or restraint; or maliciously and substantially harms another student's physical or emotional health or safety, as defined in Education Code 37.001(b)(2); or
3. Conduct that is punishable as a crime under Penal Code 42.07, including the following types of conduct if carried out with the intent to harass, annoy, alarm, abuse, torment, or embarrass another:
  - a. Initiating communication and, in the course of the communication, making a comment, request, suggestion, or proposal that is obscene, as defined by law;
  - b. Threatening, in a manner reasonably likely to alarm the person receiving the threat, to inflict bodily injury on the person or to commit a felony against the person, a member of the person's family or household, or the person's property;
  - c. Conveying, in a manner reasonably likely to alarm the person receiving the report, a false report, which is known by the conveyor to be false, that another person has suffered death or serious bodily injury;
  - d. Causing the telephone of another to ring repeatedly or making repeated telephone communications anonymously or in a manner reasonably likely to harass, annoy, alarm, abuse, torment, embarrass, or offend another;
  - e. Making a telephone call and intentionally failing to hang up or disengage the connection;
  - f. Knowingly permitting a telephone under the person's control to be used by another to commit an offense under this section;

- g. Sending repeated electronic communications in a manner reasonably likely to harass, annoy, alarm, abuse, torment, embarrass, or offend another; and
- h. Publishing on an internet website, including a social media platform, repeated electronic communications in a manner reasonably likely to cause emotional distress, abuse, or torment to another person, unless the communications are made in connection with a matter of public concern, as defined by law; or
- i. Making obscene, intimidating, or threatening telephone calls or other electronic communications from a temporary or disposable telephone number provided by an internet application or other technological means

**Hazing** is defined by Education Code 37.151 as an intentional, knowing, or reckless act, on or off campus, by one person alone or acting with others, directed against a student for the purpose of pledging, initiation into, affiliation with, holding office in, or maintaining membership in a student organization if the act meets the elements in Education Code 37.151, including:

- 1. Any type of physical brutality;
- 2. An activity that subjects the student to an unreasonable risk of harm or that adversely affects the student's mental or physical health, such as sleep deprivation, exposure to the elements, confinement to small spaces, calisthenics, or consumption of food, liquids, drugs, or other substances;
- 3. An activity that induces, causes, or requires the student to perform a duty or task that violates the Penal Code; or
- 4. Coercing a student to consume a drug or alcoholic beverage in an amount that would lead a reasonable person to believe the student is intoxicated. **Hit list** is defined in Education Code 37.001(b)(3) as a list of people targeted to be harmed, using a firearm, a knife, or any other object to be used with intent to cause bodily harm.

**Improvised explosive device** is defined by Penal Code 46.01 as a completed and operational bomb designed to cause serious bodily injury, death, or substantial property damage that is fabricated in an improvised manner using nonmilitary components.

**Indecent exposure** is defined by Penal Code 21.08 as an offense that occurs when a person exposes the person's anus or any part of the person's genitals with intent to arouse or gratify the sexual desire of any person, and is reckless about whether another is present who will be offended or alarmed by the act.

**Intimate visual material** is defined by Civil Practices and Remedies Code 98B.001 and Penal Code 21.16 as visual material that depicts a person with the person's intimate parts exposed or engaged in sexual conduct. "Visual material" means any film, photograph, video tape, negative, or slide of any photographic reproduction or any other physical medium that allows an image to be displayed on a computer or other video screen and any image transmitted to a computer or other video screen.

**Location-restricted knife** is defined by Penal Code 46.01 as a knife with a blade over five and one-half inches.

**Knuckles** means any instrument consisting of finger rings or guards made of a hard substance and designed or adapted for inflicting serious bodily injury or death by striking a person with a fist enclosed in the knuckles.

**Look-alike weapon** means an item that resembles a weapon but is not intended to be used to cause serious bodily injury.

**Machine gun** as defined by Penal Code 46.01 is any firearm that is capable of shooting more than two shots automatically, without manual reloading, by a single function of the trigger.

**Mandatory** means that something is obligatory or required because of an authority.

**Paraphernalia** are devices that can be used for inhaling, ingesting, injecting, or otherwise introducing a controlled substance into a human body.

**Possession** means to have an item on one's person or in one's personal property, including, but not limited to:

1. Clothing, purse, or backpack;
2. A private vehicle used for transportation to or from school or school-related activities, including, but not limited to, an automobile, truck, motorcycle, or bicycle;
3. Telecommunications or electronic devices; or
4. Any school property used by the student, including, but not limited to, a locker or desk.

**Prohibited weapon** under Penal Code 46.05(a) means:

1. The following items, unless registered with the U.S. Bureau of Alcohol, Tobacco, Firearms, and Explosives or otherwise not subject to that registration requirement or unless the item is classified as a curio or relic by the U.S. Department of Justice: An explosive weapon;
  - a. A machine gun;
  - b. A short-barrel firearm;
2. Armor-piercing ammunition;
3. A chemical dispensing device;
4. A zip gun;
5. A tire deflation device; or
6. An improvised explosive device.

**Public Lewdness** is defined by Penal Code 21.07 as an offense that occurs when a person knowingly engages in an act of sexual intercourse, deviate sexual intercourse, or sexual contact in a public place or, if not in a public place, when the person is reckless about whether another is present who will be offended or alarmed by the act.

**Public school fraternity, sorority, secret society, or gang** means an organization composed wholly or in part of students that seeks to perpetuate itself by taking additional members from the students enrolled in school based on a decision of its membership rather than on the free choice of a qualified student. Educational organizations listed in Education Code 37.121(d) are excepted from this definition.

**Reasonable belief** is that which an ordinary person of average intelligence and sound mind would believe. Chapter 37 requires certain disciplinary decisions when the superintendent or designee has a reasonable belief that a student engaged in conduct punishable as a felony offense. In forming such a reasonable belief, the superintendent or

designee may use all available information and must consider the information furnished in the notice of a student's arrest under Code of Criminal Procedure Article 15.27.

**Self-defense** is the use of force against another to the degree a person reasonably believes is immediately necessary to protect himself or herself.

**Serious misbehavior** means:

1. Deliberate violent behavior that poses a direct threat to the health or safety of others;
2. Extortion, meaning the gaining of money or other property by force or threat;
3. Conduct that constitutes coercion, as defined by Section 1.07, Penal Code; or
4. Conduct that constitutes the offense of:
  - a. Public lewdness under Penal Code 21.07;
  - b. Indecent exposure under Penal Code 21.08;
  - c. Criminal mischief under Penal Code 28.03;
  - d. Hazing under Education Code 37.152; or
  - e. Harassment under Penal Code 42.07(a)(1) of a student or district employee.

**Serious or persistent misbehavior** includes, but is not limited to:

- Behavior that is grounds for permissible expulsion or mandatory DAEP placement.
- Behavior identified by the district as grounds for discretionary DAEP placement.
- Actions or demonstrations that substantially disrupt or materially interfere with school activities.
- Refusal to attempt or complete schoolwork as assigned.
- Insubordination.
- Profanity, vulgar language, or obscene gestures.
- Leaving school grounds without permission.
- Falsification of records, passes, or other school-related documents.
- Refusal to accept discipline assigned by the teacher or principal.

**Short-barrel firearm** is defined by Penal Code 46.01 as a rifle with a barrel length of less than 16 inches or a shotgun with a barrel length of less than 18 inches, or any weapon made from a rifle or shotgun that, as altered, has an overall length of less than 26 inches.

**Terroristic threat** is defined by Penal Code 22.07 as a threat of violence to any person or property with intent to:

1. Cause a reaction of any type by an official or volunteer agency organized to deal with emergencies;
2. Place any person in fear of imminent serious bodily injury;
3. Prevent or interrupt the occupation or use of a building; room, place of assembly, or place to which the public has access; place of employment or occupation; aircraft, automobile, or other form of conveyance; or other public place;
4. Cause impairment or interruption of public communications; public transportation;

public water, gas, or power supply; or other public service;

5. Place the public or a substantial group of the public in fear of serious bodily injury; or
6. Influence the conduct or activities of a branch or agency of the federal government, the state, or a political subdivision of the state (including the district).

**Tire deflation device** is defined in part by Penal Code 46.01 as a device, including a caltrop or spike strip, that, when driven over, impedes or stops the movement of a wheeled vehicle by puncturing one or more of the vehicle's tires.

**Title 5 felonies** are those crimes listed in Title 5 of the Penal Code that typically involve injury to a person and may include:

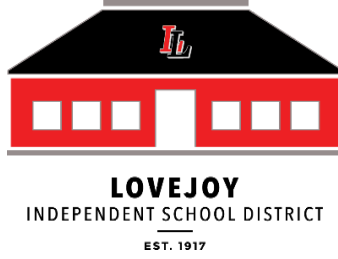
- Murder, manslaughter, or homicide under Sections 19.02–.05;
- Kidnapping under Section 20.03;
- Trafficking of persons under Section 20A.02;
- Smuggling or continuous smuggling of persons under Sections 20.05–.06;
- Assault under Section 22.01;
- Aggravated assault under Section 22.02;
- Sexual assault under Section 22.011;
- Aggravated sexual assault under Section 22.021;
- Unlawful restraint under Section 20.02;
- Continuous sexual abuse of a young child or disabled individual under Section 21.02;
- Bestiality under Section 21.09;
- Improper relationship between educator and student under Section 21.12;
- Voyeurism under Section 21.17;
- Indecency with a child under Section 21.11;
- Invasive visual recording under Section 21.15;
- Disclosure or promotion of intimate visual material under Section 21.16;
- Sexual coercion under Section 21.18;
- Injury to a child, an elderly person, or a disabled person of any age under Section 22.04;
- Abandoning or endangering a child under Section 22.041;
- Deadly conduct under Section 22.05;
- Terroristic threat under Section 22.07;
- Aiding a person to commit suicide under Section 22.08; and
- Tampering with a consumer product under Section 22.09.

**Under the influence** means lacking the normal use of mental or physical faculties. Impairment of a person's physical or mental faculties may be evidenced by a pattern of abnormal or erratic behavior, the presence of physical symptoms of drug or alcohol use, or by admission. A student "under the in-fluence" need not be legally intoxicated to trigger disciplinary action.

**Use** means voluntarily introducing into one's body, by any means, a prohibited substance.

**Zip gun** is defined by Penal Code 46.01 as a device or combination of devices that was not originally a firearm and is adapted to expel a projectile through a smooth-bore or rifled-bore barrel by using the energy generated by an explosion or burning substance.

12. Discussion: Board Legislative Subcommittee Update  
**Presenter:** Barrett Owens, President



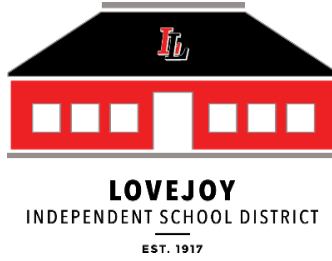
## Lovejoy Independent School District Board of Trustees

<b>Date of Meeting</b>	July 22, 2024
<b>Document Title</b>	Board Legislative Subcommittee Update
<b>Presented For</b>	X Board Action    Report/Review Only
<b>Supporting Documents</b>	X None    Attached    Provided Later
<b>Administrator Responsible</b>	Barrett Owens, Board President
<b>Executive Summary</b>	
The Board Legislative Subcommittee will provide an update.	
<b>Fiscal Implications</b>	
N/A	
<b>Administrator Recommendation</b>	
N/A	
<b>District Priority</b>	
<p><b>Priority 1:</b> Lovejoy ISD students will live our Legacy of Excellence by learning at high levels and graduating life ready.</p> <p><b>Priority 2:</b> Lovejoy ISD will value employees as our greatest asset in serving students.</p> <p><b>Priority 3:</b> Lovejoy ISD will prioritize community, connection, and communication.</p> <p><b>Priority 4:</b> Lovejoy ISD will strategically plan for the safety and security of students and staff, financial sustainability, and effective operations.</p>	



13. Presentation: Lovejoy ISD School Health Advisory Council Annual Report for 2023-2024

**Presenter:** Dr. Laurie Tinsley, Assistant Superintendent of Curriculum and Instruction



## Lovejoy Independent School District Board of Trustees

<b>Date of Meeting</b>	July 22, 2024
<b>Document Title</b>	Lovejoy ISD School Health Advisory Council Annual Report for 2023-2024
<b>Presented For</b>	Board Action    X Report/Review Only
<b>Supporting Documents</b>	None    X Attached    Provided Later
<b>Administrator Responsible</b>	Dr. Laurie Tinsley, Assistant Superintendent of Curriculum and Instruction



### Executive Summary

As required by [Texas Education Code, Section 28.004](#) the Board of Trustees shall establish a local school health advisory council (SHAC) to assist the district in ensuring that local community values are reflected in the district's health education instruction. *Board Policy BDF(Legal) and EHAA(Legal)*

The district shall provide an annual written progress report to the Board of Trustees that:

- Defines School Health Advisory Council (SHAC) and duties;
- Summarizes the state legislated requirements to which SHACs must comply;
- Includes list of meeting dates; and
- Includes the goals, activities, accomplishments and recommendations.

[Lovejoy ISD School Health Advisory Council \(SHAC\) Annual Report 2023-2024](#)

### Fiscal Implications

None

**Administrator Recommendation**

N/A

**District Priority**

**Priority 1:** Lovejoy ISD students will live our Legacy of Excellence by learning at high levels and graduating life ready.

**Priority 2:** Lovejoy ISD will value employees as our greatest asset in serving students.

**Priority 3:** Lovejoy ISD will prioritize community, connection, and communication.

**Priority 4:** Lovejoy ISD will strategically plan for the safety and security of students and staff, financial sustainability, and effective operations.

# School Health Advisory Council (SHAC) Annual Report 2023-2024

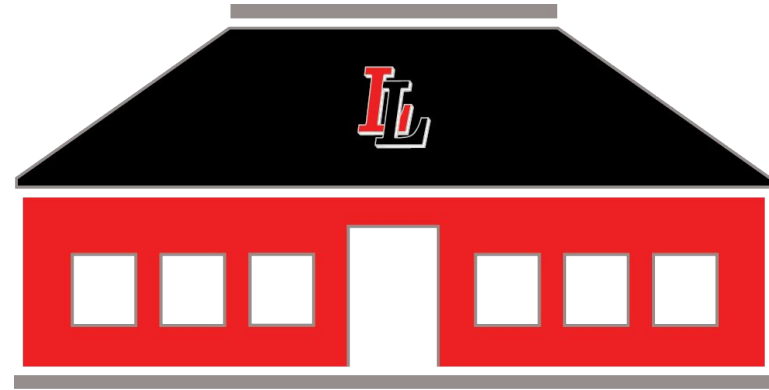
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**Dr. Laurie Tinsley**

Assistant Superintendent of Curriculum and Instruction

**July 22, 2024**

Board Meeting



**LOVEJOY**  
INDEPENDENT SCHOOL DISTRICT  

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**2023-2024  
LOVEJOY ISD**

**School Health  
Advisory Council  
Annual Report**

The Board of Trustees shall establish a local school health advisory council (SHAC) to assist the district in ensuring that local community values are reflected in the district's health education instruction. *Board Policy BDF(Legal) and EHAA(Legal)*

The district shall provide an annual written progress report to the Board of Trustees that:

- Defines School Health Advisory Council (SHAC) and duties;
- Summarizes the state legislated requirements to which SHACs must comply;
- Includes list of meeting dates; and
- Includes the goals, activities, accomplishments and recommendations.

**AS Required by Texas Education Code 28.004**

# WHAT IS SHAC?

The School Health Advisory Council (SHAC) is a School Board appointed advisory group of individuals who represent different segments of the community. By law, a majority of the members must be persons who are parents of students enrolled in the district and who are not employed by the district. The Lovejoy ISD SHAC is made up of parents, community members, students, and school staff working together to improve the health of all students and families through coordinated school health programs.

# DUTIES OF SHAC

Recommend....

- Curriculum appropriate for specific grade levels designed to prevent obesity, cardiovascular disease, and type 2 diabetes; through a coordination of health education, physical education and physical activity, nutrition services, parental involvement, and instruction to prevent the use of tobacco.
- Strategies for integrating the curriculum components specified above, with the following elements in a coordinated school health program: school health services, counseling and guidance services, a safe and healthy school environment, and school employee wellness.

**September 13, 2023**

**October 3, 2023**

**November 14, 2023**

**March 19, 2024**

**May 21, 2024**

**2023-2024 SHAC Meeting Dates**

# 2023-2024 SHAC GOALS

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## Mission Statement

The mission of the Lovejoy ISD SHAC is to promote sound school policies that will maintain and improve the health and wellness of its students, employees and community members.

## Vision Statement

The vision of the Lovejoy ISD SHAC is to promote healthy physical, mental, social and emotional attitudes and behaviors that optimize the learning environment and that lead to lifelong habits.

- Health and Physical Education (Staff/Community/Children) - We will look for ways to assist students, staff, and community establishing healthy habits and routines.
- School Health Communication - We will look for ways to increase the communication around health and wellness.
- Social/Emotional Wellness - We will look for how to increase the impact of our social emotional practices and curriculum.

# Accomplishments 2023-2024

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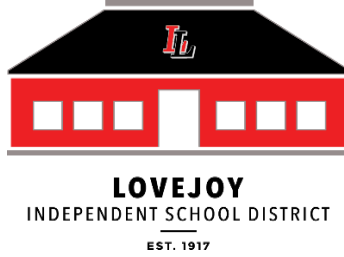
1. Update to Bylaws regarding student membership and targeted attendance rate of members.
2. Review of District Wellness plan with recommendations to Student Nutrition made for finalization.
3. Review of American Heart Association Kid's Heart Challenge program and recommendation for implementation
4. Review of materials for education on Child Abuse, Domestic Violence and Dating Violence



THANK YOU

14. Presentation: Safety and Security Update

**Presenter:** Kyle Pursifull, Executive Director of District Support Services



## Lovejoy Independent School District Board of Trustees

<b>Date of Meeting</b>	July 22, 2024
<b>Document Title</b>	Safety and Security Update
<b>Presented For</b>	Board Action    X Report/Review Only
<b>Supporting Documents</b>	None    X Attached    Provided Later
<b>Administrator Responsible</b>	Kyle Pursifull, Executive Director of District Support Services



### Executive Summary

A District Safety and Security Program update will be provided and will focus on training and program initiatives.

### Fiscal Implications

N/A

### Administrator Recommendation

N/A

### District Priority

**Priority 2:** Lovejoy ISD will value employees as our greatest asset in serving students.

**Priority 3:** Lovejoy ISD will prioritize community, connection, and communication.

**Priority 4:** Lovejoy ISD will strategically plan for the safety and security of students and staff, financial sustainability, and effective operations.



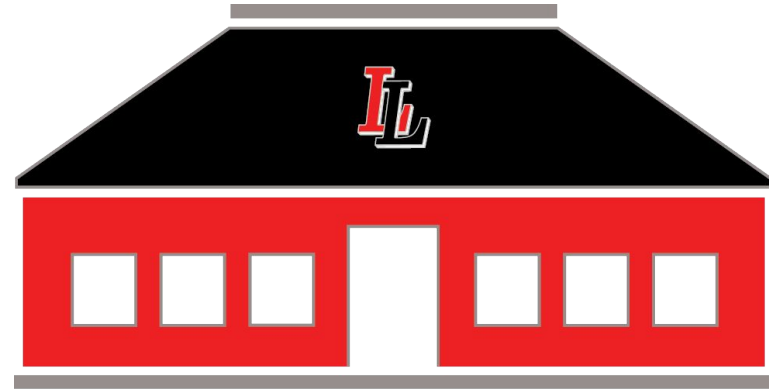
# Safety and Security Update

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**CASEY LITTLEFIELD**  
DIRECTOR OF SAFETY AND SECURITY

**Kyle Pursifull**  
EXECUTIVE DIRECTOR OF DISTRICT SUPPORT  
SERVICES

**July 22, 2024**  
Board Meeting



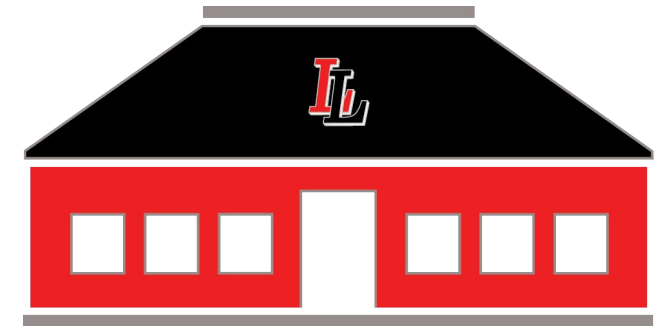
**LOVEJOY**  
INDEPENDENT SCHOOL DISTRICT  

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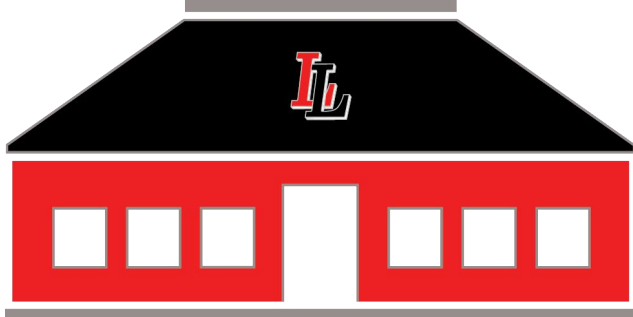
# Training Enhancement

## Table Top Exercise Integration



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INDEPENDENT SCHOOL DISTRICT  
EST. 1917

# Clear Bag Policy Review

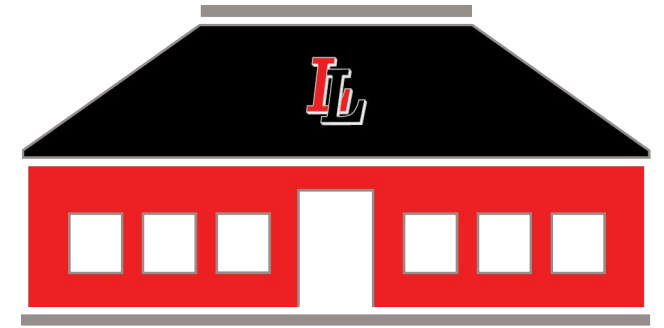


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# Safety and Security Signage Update



# Annual Emergency Operations Plan (EOP) Review



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# Radio Integration

## Transportation

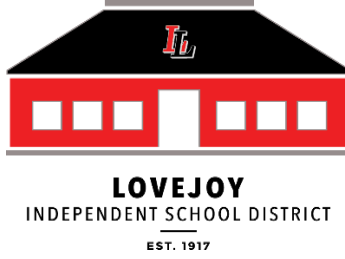




# QUESTIONS AND DISCUSSION

15. Presentation: Capital Planning Committee Update

**Presenter:** Kyle Pursifull, Executive Director District Support Services and Thomas Willman, Chief Financial Officer



## Lovejoy Independent School District Board of Trustees

<b>Date of Meeting</b>	July 22, 2024
<b>Document Title</b>	Capital Planning Committee Update
<b>Presented For</b>	Board Action    X Report/Review Only
<b>Supporting Documents</b>	None    X Attached    Provided Later
<b>Administrator Responsible</b>	Kyle Pursifull, Executive Director of District Support Services  Thomas Willman, Chief Financial Officer
<b>Executive Summary</b>	
<p>An update on the Capital Planning Committee will be provided. During the Spring of 2024, the Capital Planning Committee completed a total of six meetings together and conducted tours of each K-12 campus, completed a SWOT analysis at each, and provided strategic input throughout the semester. The committee paused for the summer and looks forward to the next phase of their work together in the fall.</p>	
<b>Fiscal Implications</b>	
N/A	
<b>Administrator Recommendation</b>	
N/A	
<b>District Priority</b>	

**Priority 1:** Lovejoy ISD students will live our Legacy of Excellence by learning at high levels and graduating life ready.

**Priority 2:** Lovejoy ISD will value employees as our greatest asset in serving students.

**Priority 3:** Lovejoy ISD will prioritize community, connection, and communication.

**Priority 4:** Lovejoy ISD will strategically plan for the safety and security of students and staff, financial sustainability, and effective operations.

# Capital Planning Committee Update

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**Kyle Pursifull**

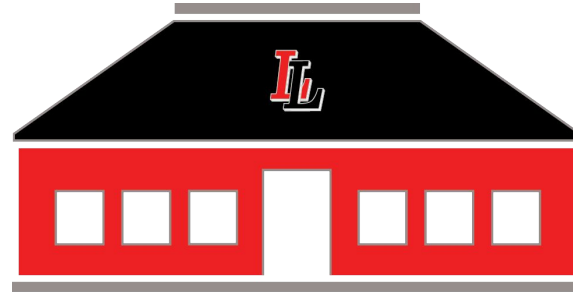
Executive Director of District Support Services

**Thomas Willman**

Chief Financial Officer

July 22, 2024

Board Meeting



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# Capital Planning Committee



# Capital Planning Committee



## Timeline Update:

- VLK Architects (June 2024)
- Shared Facility Assessment Data and Committee Input with VLK (June 2024)
- Reconvene Capital Planning Committee (Fall 2024)
- Develop a plan to address Critical Systems (Fall 2024)
- Review of Schools and Facilities in other Districts (Fall 2024)
- Develop a Long Range Facility Plan (Fall 2024)
  - Associated Costs
  - Funding Source
    - Aug. 27, Sept. 10, Sept. 24, Oct. 1



THANK YOU

16. Presentation: Back-to-School Information  
**Presenter:** Executive Cabinet Members



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## Lovejoy Independent School District Board of Trustees

<b>Date of Meeting</b>	July 22, 2024
<b>Document Title</b>	Back-to-School Information
<b>Presented For</b>	Board Action      X Report/Review Only
<b>Supporting Documents</b>	None      X Attached      Provided Later
<b>Administrator Responsible</b>	Anna Koenig, Executive Director of Human Resources and Communications
<b>Executive Summary</b>	
Administration will provide a presentation on Back-to-School key information.	
<b>Fiscal Implications</b>	
N/A	
<b>Administrator Recommendation</b>	
Report/Review only.	
<b>Board Priority</b>	
<b>Priority 2:</b> Lovejoy ISD will value employees as our greatest asset in serving students.	

# 2024-2025 Back to School Information

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**Laurie Tinsley**  
Asst. Superintendent of Curriculum & Instruction

**Thomas Willman**  
Chief Financial Officer

**Anna Koenig**  
Executive Director of Human Resources & Communications

**Kyle Pursifull**  
Executive Director of District Support Services

**Travis Zambiasi**  
Executive Director Student Services

July 22, 2024

Board Meeting



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INDEPENDENT SCHOOL DISTRICT  

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2024-2025

Back to  
School

Roadmaps





START

**SCHOOL SUPPLIES**

**ANNUAL ENROLLMENT**

& PowerSchool

**MEET THE TEACHER**

**STUDENT NUTRITION**

& MY SCHOOL BUCKS

**5-12 STUDENT TECHNOLOGY**

**PK-6 AFTER SCHOOL CARE**

& AlphaBEST EDUCATION

**BUS SERVICE**

**STUDENT SCHEDULES**

& PowerSchool

**SCHOOL CALENDAR & TIMES**

**VOLUNTEER CHECKS**

**JOIN CAMPUS PTO**

**FOUNDATION FOR JOIN THE FOUNDATION**

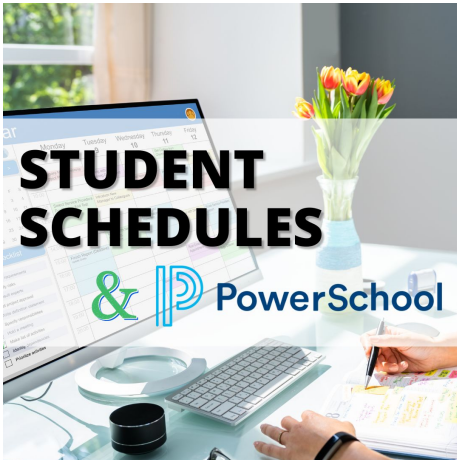
FINISH



# **SCHOOL SUPPLIES**

**Please visit the district  
website for  
School Supply Lists**

<https://www.lovejoyisd.net/page/school-supply-lists>



# Steps for completion

- Access the PowerSchool Parent Portal link at <https://lovejoyisd.powerschool.com/public/home.html>.
- Complete All Forms.
- Deadline is noon on August 4, 2024.
- Class Lists and Schedules will be available on August 5, 2024 after 12 pm.
- Back to School Campus Events August 6, 2024



<b>Campus</b>	<b>Event August 6</b>	<b>Time</b>
LHS	Founder's Day	1:00-3:15 pm
WSMS	Walk the Springs	9:00-11:30 am
SCIS	Walk the Creek	5:00-7:00 pm
HES	Meet the Teacher	3:00-5:00 pm
PES	Meet the Teacher	3:00-5:00 pm
LCDC	Meet the Teacher	10:00-11:30 am



# **SCHOOL TIMES**

<b>Campus</b>	<b>Arrival- Dismissal Times</b>
<b>LHS</b>	8:40 am - 4:25 pm
<b>WSMS</b>	8:35 am - 4:10 pm
<b>SCIS</b>	7:40 am - 3:15 pm
<b>HES &amp; PES</b>	7:50 am - 3:25 pm
<b>LCDC PreK</b>	7:40 am - 3:15 pm



- www.lovejoyisd.net
- /lovejoyisd
- /lovejoyschools
- /lovejoyisd1

## Lovejoy Independent School District 2024-2025 Student Calendar

JULY 2024							AUGUST 2024							SEPTEMBER 2024							OCTOBER 2024						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6	4	5	6	7	8	9	10	1	2	3	4	5	6	7	1	2	3	4	5	6	7
7	8	9	10	11	12	13	11	12	13	14	15	16	17	8	9	10	11	12	13	14	8	9	10	11	12	13	14
14	15	16	17	18	19	20	18	19	20	21	22	23	24	15	16	17	18	19	20	21	13	14	15	16	17	18	19
21	22	23	24	25	26	27	25	26	27	28	29	30	31	22	23	24	25	26	27	28	20	21	22	23	24	25	26
28	29	30	31											29	30						27	28	29	30	31		

NOVEMBER 2024							DECEMBER 2024							JANUARY 2025							FEBRUARY 2025						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2	1	2	3	4	5	6	7				1	2	3	4							1
3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11	2	3	4	5	6	7	8
10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18	9	10	11	12	13	14	15
17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25	16	17	18	19	20	21	22
24	25	26	27	28	29	30	29	30	31					26	27	28	29	30	31	23	24	25	26	27	28		

MARCH 2025							APRIL 2025							MAY 2025							JUNE 2025							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
						1				1	2	3	4	5					1	2	3	1	2	3	4	5	6	7
2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14	
9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21	
16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28	
23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31	29	30						
30	31																											



\*Leopard Friday moved to 10/4/24

District Phone Numbers		Regular School Hours		Calendar Key	
Lovejoy Administration	(469) 742-8000	PreKindergarten	7:40 AM - 3:15 PM	<span style="background-color: #ADD8E6; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span>	Student Holiday
Lovejoy Child Development Center	(469) 742-8100	Elementary Schools	7:50 AM - 3:25 PM	<span style="background-color: #90EE90; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span>	Early Release (ALL CAMPUSES)
Hart Elementary School	(469) 742-8200	Intermediate School	7:40 AM - 3:15 PM	<span style="background-color: #FF0000; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span>	Early Release Day (LHS ONLY)
Puster Elementary School	(469) 742-8300	Middle School	8:35 AM - 4:10 PM	<span style="background-color: #FFA500; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span>	Bad Weather Makeup Day
Sloan Creek Intermediate School	(469) 742-8400	High School	8:40 AM - 4:25 PM	<span style="background-color: #FFD700; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span>	Graduation
Willow Springs Middle School	(469) 742-8500	<b>Early Release School Hours</b>		<span style="border: 1px solid black; border-radius: 50%; display: inline-block; width: 10px; height: 10px;"></span>	Grading Period Begins / Ends
Lovejoy High School	(469) 742-8700	Elementary Schools	7:50 AM - 11:55 AM		
		Intermediate School	7:40 AM - 11:45 AM		
		Middle School	8:35 AM - 12:45 PM		
		High School	8:40 AM - 1:05 PM		



- Registration Begins- Wednesday July 17th
- Submit Request Forms via the PowerSchool Parent Portal at <https://lovejoyisd.powerschool.com/public/home.html>
- Registration Deadline- Wednesday July 24th at 11:00 pm
- Bus Route Information available for viewing August 1st
- Payments due no later than August 4th
- 2024-2025 Transportation Fees
  - \$225 per semester / \$450 annually
  - \$900 cap per family

The Transportation Department will make every effort to accommodate all requests, however, bus service is not guaranteed.



# STUDENT NUTRITION

& | MY  
SCHOOL  
BUCKS

- Lunch prices have increased:
  - Elementary - \$3.75
  - Intermediate/Middle School - \$4.25 (\$5.00 premium meal)
  - High School - \$4.75 (\$5.50 premium meal)
- Families who wish to apply for free & reduced priced meals must complete a new income application every school year. Families are encouraged to apply now!
  - <https://www.loveiovisd.net/documents/departments/student-nutrition/free-%26-reduced-application-forms/606195>
- Online payments for school meals will be available starting Wednesday, July 24th.



# 5-12 STUDENT TECHNOLOGY

Lovejoy ISD provides Chromebook device for each student in grades 5th-12th.

Devices will be issued to students at the beginning of the school year.

Parent information sessions will be offered. If desired, parents may purchase device insurance.



Lovejoy ISD is partnering with AlphaBEST After School Program to support community and staff needs for after school and student holiday child care in grades PreK-6.

Benefits of AlphaBEST After School Program:

- After School Child Care
- Enrichment Opportunities
- Extended care until 6:30 pm
- Flexible 5 day or 3 day options
- Students are transported to LCDC from HES, PES, and SCIS



Lovejoy ISD is uniquely special as a result of the active involvement of parents.

Your willingness to serve in a volunteer capacity is greatly appreciated.

Parents and community members wishing to volunteer must complete an annual background check.

Volunteer checks are now open on the Quick Links webpage:

<https://www.lovejoyisd.net/o/lisd/page/volunteer-application>



Lovejoy ISD considers parents important partners and encourages family involvement on campus.

In order to maintain a safe learning environment for all, we ask all visitors to follow these visitor guidelines:

Park in designated visitor parking.

Enter school buildings through the front entrance of the school. Check in at the front office using a photo ID.

Check out and return visitor badge before leaving.

## LOVEJOY ISD CLEAR BAG POLICY



### Permitted Items

- ✓ Clear tote bags (*must be clear plastic, vinyl, or PVC; cannot exceed 12" x 6" x 12"*)
- ✓ Clear zip-top bags (*must be clear plastic, vinyl, or PVC; cannot exceed one gallon*)
- ✓ Small clutch bags (*no larger than hand or 4.5" x 6" x 6.5"*)
- ✓ Diaper bags (*only if accompanied by a small child*)
- ✓ Unopened bottled water
- ✓ Phones
- ✓ Non-professional cameras (*cannot be stored in a bag or case*)
- ✓ Binoculars (*cannot be stored in a case*)
- ✓ Handheld signs (*only with permanent paint or ink that does not run when wet; cannot be taped or attached to any facility structure*)
- ✓ Folding bleacher chairs and seat cushions (*cannot have pockets, zippers, compartments, or covers*)



### Prohibited Items\*

- ✗ Purses, totes, bags larger than a small clutch, and storage: fanny packs, cinch bags, backpacks, coolers, camera and computer bags, briefcases, duffel and luggage bags (*with the exception of permitted clear bags*)
- ✗ Tobacco products, e-cigarettes, vapes, alcoholic beverages, controlled substances, and weapons of any kind
- ✗ Outside food, drinks, gum, sunflower seeds, etc. aside from unopened bottled water
- ✗ Frisbees, balls, bats, etc.
- ✗ Signage aside from permitted handheld signs
- ✗ Umbrellas and lawn chairs
- ✗ Animals (*with the exception of documented service animals*)

For events held at Leopard Stadium, there will be a security check at the gate upon entry, and a strict no-re-entry policy will be enforced.

The Lovejoy ISD clear bag policy, in conjunction with UIL guidelines, applies to all events and activities held at Leopard Stadium. All bags are subject to search.  
\*Exceptions to this policy can be made for medically-necessary items.

## LOVEJOY ISD CLEAR BAG POLICY

- Starting in the **2024-2025** school year, Lovejoy ISD will implement a clear bag policy.
- The policy will apply at Leopard Stadium during home football games.

# It's everything Lovejoy ISD, in your pocket.



News



Events



Documents



Staff



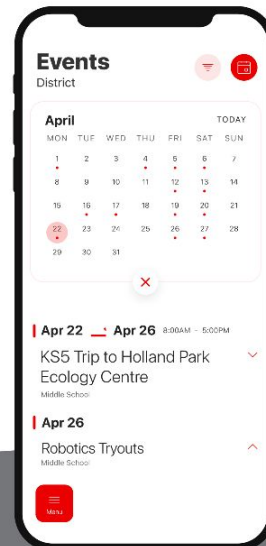
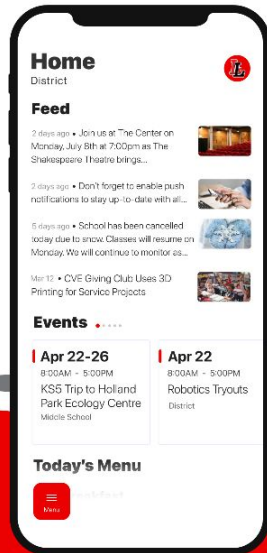
Dining



Notifications



Download the **Lovejoy ISD** app from the iOS App Store or Android Play Store and enable Notifications.





**THANK YOU**

17. Consider and Act on the Board Policy Updates Related to TASB Localized Numbered Update 123

BBD(LOCAL): BOARD MEMBERS - TRAINING AND ORIENTATION

BBFA(LOCAL): ETHICS - CONFLICT OF INTEREST DISCLOSURES

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

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

CKEB(LOCAL): SECURITY PERSONNEL - SCHOOL MARSHALS

CQC(LOCAL): TECHNOLOGY RESOURCES - EQUIPMENT

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

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

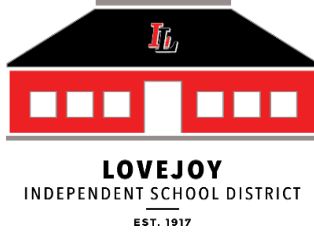
EEH(LOCAL): INSTRUCTIONAL ARRANGEMENTS - HOMEBOUND INSTRUCTION

EFA(LOCAL): INSTRUCTIONAL RESOURCES - INSTRUCTIONAL MATERIALS

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

GF(LOCAL): PUBLIC COMPLAINTS

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



## Lovejoy Independent School District Board of Trustees

<b>Date of Meeting</b>	July 22, 2024
<b>Document Title</b>	Board Policy Updates Related to TASB Localized Numbered Update 123
<b>Presented For</b>	Board Action    X Report/Review Only
<b>Supporting Documents</b>	None    X Attached    Provided Later
<b>Administrator Responsible</b>	Rodricka Taylor, Coordinator for the Superintendent and Board Services



### Executive Summary

Update 123 covers recommended (LOCAL) policy revisions. These policy updates will be brought forward for Board of Trustees consideration at the July 22, 2024 Board Meeting. Impacted policy includes:

- BBD(LOCAL): BOARD MEMBERS - TRAINING AND ORIENTATION
- BBFA(LOCAL): ETHICS - CONFLICT OF INTEREST DISCLOSURES - *recommended administrative edit*
- CKC(LOCAL): SAFETY PROGRAM/RISK MANAGEMENT - EMERGENCY PLANS
- CKE(LOCAL): SAFETY PROGRAM/RISK MANAGEMENT - SECURITY PERSONNEL - *recommended administrative edit*
- CKEB(LOCAL): SECURITY PERSONNEL - SCHOOL MARSHALS
- CQC(LOCAL): TECHNOLOGY RESOURCES - EQUIPMENT
- DCE(LOCAL): EMPLOYMENT PRACTICES - OTHER TYPES OF CONTRACTS
- DGBA(LOCAL): PERSONNEL-MANAGEMENT RELATIONS - EMPLOYEE COMPLAINTS/GRIEVANCES
- EEH(LOCAL): INSTRUCTIONAL ARRANGEMENTS - HOMEBOUND INSTRUCTION
- EFA(LOCAL): INSTRUCTIONAL RESOURCES - INSTRUCTIONAL MATERIALS
- FNG(LOCAL): STUDENT RIGHTS AND RESPONSIBILITIES - STUDENT AND PARENT COMPLAINTS/GRIEVANCES
- GF(LOCAL): PUBLIC COMPLAINTS

**Fiscal Implications**

N/A

**Administrator Recommendation**

The Administration recommends the Board of Trustees approves the following policies as provided:

- BBD(LOCAL): BOARD MEMBERS - TRAINING AND ORIENTATION
- CKC(LOCAL): SAFETY PROGRAM/RISK MANAGEMENT - EMERGENCY PLANS
- CQC(LOCAL): TECHNOLOGY RESOURCES - EQUIPMENT
- DCE(LOCAL): EMPLOYMENT PRACTICES - OTHER TYPES OF CONTRACTS
- DGBA(LOCAL): PERSONNEL-MANAGEMENT RELATIONS - EMPLOYEE COMPLAINTS/GRIEVANCES
- EEH(LOCAL): INSTRUCTIONAL ARRANGEMENTS - HOMEBOUND INSTRUCTION
- EFA(LOCAL): INSTRUCTIONAL RESOURCES - INSTRUCTIONAL MATERIALS
- FNG(LOCAL): STUDENT RIGHTS AND RESPONSIBILITIES - STUDENT AND PARENT COMPLAINTS/GRIEVANCES
- GF(LOCAL): PUBLIC COMPLAINTS

The Administration recommends the Board of Trustees approves the following policy with Administrative edits:

- BBFA (LOCAL)
- CKE (LOCAL)

The Administration recommends the Board of Trustees deletes the following policy:

- CKEB (LOCAL)

**District Priority**

**Priority 1:** Lovejoy ISD students will live our Legacy of Excellence by learning at high levels and graduating life ready.

**Priority 2:** Lovejoy ISD will value employees as our greatest asset in serving students.

**Priority 3:** Lovejoy ISD will prioritize community, connection, and communication.

**Priority 4:** Lovejoy ISD will strategically plan for the safety and security of students and staff, financial sustainability, and effective operations.

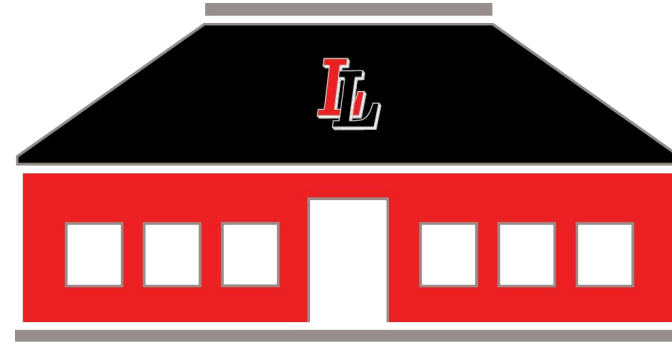
# Board Policy Updates Related to TASB Localized Numbered Update 123

**RODRICKA TAYLOR**

Coordinator for the Superintendent & Board Services

July 22, 2024

Board Meeting



**LOVEJOY**  
INDEPENDENT SCHOOL DISTRICT  
EST. 1917

# TASB Policy Update 123 Process

## **(LEGAL) vs. (LOCAL) Policies**

(LEGAL) policies: Reflect the ever-changing legal context for governance and management of the district

- Should inform local decision making
- Should NOT be adopted, but only reviewed

(LOCAL) policies:

- Require close attention by both the administration and the Board
- Must reflect the practices of the district and the intentions of the Board
- May only be changed by Board action (adopt, revise, or repeal)

# TASB Policy Update 123 (LOCAL)

Details may be found in the provided TASB Local Policy Comparison Packet.

**(LOCAL) Policy Action List for consideration at the July 22, 2024 Board Meeting:**

- BBD(LOCAL): BOARD MEMBERS - TRAINING AND ORIENTATION
- BBFA(LOCAL): ETHICS - CONFLICT OF INTEREST DISCLOSURES
- CKC(LOCAL): SAFETY PROGRAM/RISK MANAGEMENT - EMERGENCY PLANS
- CKE(LOCAL): SAFETY PROGRAM/RISK MANAGEMENT - SECURITY PERSONNEL
- CKEB(LOCAL): SECURITY PERSONNEL - SCHOOL MARSHALS
- CQC(LOCAL): TECHNOLOGY RESOURCES - EQUIPMENT
- DCE(LOCAL): EMPLOYMENT PRACTICES - OTHER TYPES OF CONTRACTS
- DGBA(LOCAL): PERSONNEL-MANAGEMENT RELATIONS - EMPLOYEE COMPLAINTS/GRIEVANCES
- EEH(LOCAL): INSTRUCTIONAL ARRANGEMENTS - HOMEBOUND INSTRUCTION
- EFA (LOCAL): INSTRUCTIONAL RESOURCES - INSTRUCTIONAL MATERIALS
- FNG(LOCAL): STUDENT RIGHTS AND RESPONSIBILITIES - STUDENT AND PARENT COMPLAINTS/GRIEVANCES
- GF(LOCAL): PUBLIC COMPLAINTS



THANK YOU



## (LOCAL) Policy Comparisons

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

In this packet, you will find:

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

Annotations are shown as follows:

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

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**Note:** While the annotation software competently identifies simple changes, large or complicated changes—as in an extensive rewrite—may be more difficult to follow. In addition, TASB's recent changes to the policy templates to facilitate accessibility sometimes make formatting changes appear tracked, even though the text remains the same.

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

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

BOARD MEMBERS  
TRAINING AND ORIENTATION

BBD  
(LOCAL)

**Public Information  
Coordinator**

After Election or  
Appointment

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

After a Violation

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

**Reporting  
Continuing  
Education Credit**

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

**Conflicts of Interest**

During the term of office, a 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. 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.

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

A Board member shall not use coercive means or promise special treatment in order to influence Board or District decisions, nor use the member's position to seek personal advantage. [See also BBF(LOCAL)]

**Annual Financial Management Report**

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

**Emergency  
Operations Plan**

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

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

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

**Firearms**

**Purpose**

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

**Authorization**

~~Pursuant to its authority under state law, the Board may authorize specific District employees to possess certain firearms in schools, at Board meetings, and at school sponsored or school related events on District property, to the extent allowed by law.~~

**Each specifically  
authorized employee  
shall be approved by  
action of the Board.**

**Notice Regarding  
Violent Activity**

~~Revocation~~

~~The Superintendent shall issue written authorization to each approved employee.~~

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

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

~~However, authorization for a specific employee to possess a firearm under this policy shall be automatically revoked if the employee is placed on administrative leave or separates from employment with the District, regardless of the reason.~~

**Handgun Licensees**

~~Only a District employee who maintains a current license to carry a handgun in accordance with state law shall be eligible for authorization to possess a firearm on District property under this policy and in accordance with the District's emergency operations plan.~~

~~A District employee who is a handgun license holder but who has not been specifically authorized by Board action under this policy~~

SAFETY PROGRAM/RISK MANAGEMENT  
EMERGENCY PLANS

CKC  
(LOCAL)

	<del>shall not be permitted to possess a firearm on school property except in accordance with the limited provisions of DH(LOCAL).</del>
<del>Training</del>	<del>The District shall provide to each District employee who is authorized to possess a firearm on District property specialized training in crisis intervention, management of hostage situations, and other topics the Board may determine necessary or appropriate.</del>
<del>Permitted Weapons and Ammunition</del>	<del>Only District-approved firearms and ammunition shall be authorized for possession and use under this policy and the District's emergency operations</del> develop procedures.
<del>Implementation</del>	<del>The Superintendent shall ensure</del> to notify parents regarding violent activity that procedures to implement this security program are detailed in the District's emergency operations plan. <del>has occurred or is being investigated at a campus or other District facility or at a District-sponsored activity.</del>

**School Marshals**

Authorization

Pursuant to its authority under state law, the Board may appoint an employee of the District to serve as a school marshal if the employee is certified as eligible by the Texas Commission on Law Enforcement (TCOLE). A school marshal shall be authorized to possess certain firearms in schools, at Board meetings, and at school-sponsored or school-related events on District property, to the extent allowed by law. Each school marshal shall have immunities as provided by law.

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

~~Serving as a school marshal shall be strictly voluntary.~~

*Revocation*

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

In addition, authorization for a school marshal to possess a firearm under this policy shall be automatically revoked if the employee is no longer authorized by law to serve as a school marshal or is placed on administrative leave or separates from employment with the District, regardless of the reason.

Jurisdiction

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

Authority and Duty

Subject to limitations in law, a school marshal shall:

1. Act as necessary to prevent or abate the commission of an offense that poses a threat of death or serious bodily injury to a person in the jurisdiction of the District;
2. Make arrests and exercise all authority given peace officers as necessary to prevent or abate the commission of an offense that poses a threat of death or serious bodily injury to a person in the jurisdiction of the District;
3. Coordinate and cooperate with commissioned officers of all other law enforcement agencies in the enforcement of this policy as necessary; and
4. Carry out all other lawful duties as directed by the Superintendent.

SAFETY PROGRAM/RISK MANAGEMENT  
SECURITY PERSONNEL

CKE  
(LOCAL)

Training	The District shall provide to each school marshal who is authorized to possess a firearm on District property specialized training in crisis intervention, management of hostage situations, and other topics the Board may determine necessary or appropriate.
Permitted Weapons and Ammunition	Only District-approved firearms and ammunition shall be authorized for possession and use under this policy and the District's emergency operations procedures.
Implementation	The Superintendent shall ensure that procedures to implement this safety and security program are detailed in the District's emergency operations plan.  [See CKE(LEGAL) and CKEB(LEGAL)]
<b>Employees Authorized to Possess Firearms for Emergency Response</b> Purpose	The Board has adopted these provisions regarding firearms to address concerns about effective and timely response to emergency situations on District property, including invasion of a school by an armed outsider; a hostage situation; actions of a student or employee who is armed and poses a direct threat of physical harm to himself, herself, or others; and similar circumstances.
Authorization	Pursuant to its authority under state law, the Board may authorize specific District employees to possess certain firearms in schools, at Board meetings, and at school-sponsored or school-related events on District property, to the extent allowed by law. Each authorized employee shall have immunities as provided by law.  Each specifically authorized employee shall be approved by action of the Board. The Superintendent shall issue written authorization to each approved employee. The written authorization shall specify the District premises and other property where the employee is authorized to carry a firearm, as well as the means of carrying and storing the firearm.  <del>Participation in this safety and security program shall be strictly voluntary.</del>
Revocation	The Superintendent, as well as the Board, shall have the authority to revoke at any time a specific employee's authorization to possess a firearm under this policy.  In addition, authorization for a specific employee to possess a firearm under this policy shall be automatically revoked if the employee is placed on administrative leave or separates from employment with the District, regardless of the reason.
Duties	An authorized employee shall not perform routine law enforcement duties unless the duty is performed in response to an emergency

that poses a threat of death or serious bodily injury to a student, employee, or other individual on a District campus.

In an emergency an authorized employee shall:

1. Act as necessary to protect the safety and welfare of any person in the jurisdiction of the District; and
2. Carry out all other lawful duties as directed by the Superintendent.

**Handgun Licensees** Only a District employee who maintains a current license to carry a handgun in accordance with state law shall be eligible for authorization to possess a firearm on District property under this policy and in accordance with the District's emergency operations plan.

A District employee who is a handgun license holder but who has not been specifically authorized by Board action under this policy shall not be permitted to possess a firearm on school property except in accordance with the limited provisions of DH(LOCAL).

**Training** The District shall provide to each District employee who is authorized to possess a firearm on District property specialized training in crisis intervention, management of hostage situations, and other topics the Board may determine necessary or appropriate.

**Permitted Weapons and Ammunition** Only District-approved firearms and ammunition shall be authorized for possession and use under this policy and the District's emergency operations procedures.

**Implementation** The Superintendent shall ensure that procedures to implement this safety and security program are detailed in the District's emergency operations plan.

Lovejoy ISD  
043919

~~SECURITY PERSONNEL  
SCHOOL MARSHALS~~

CKEB  
(LOCAL)

~~Pursuant to its authority under state law, the Board may appoint an employee of the District to serve as a school marshal if the employee is certified as eligible by the Texas Commission on Law Enforcement (TCOLE).~~

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

The Superintendent shall develop regulations that implement these guidelines.

**Non-Chapter 21  
Contracts**

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

**Appeal of  
Employment Actions  
An Termination  
During Contract  
Term**

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

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

**Complaints**

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

Other Complaint  
Processes

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

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

**Notice to Employees**

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

**Guiding Principles**

Informal Process

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

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

PERSONNEL-MANAGEMENT RELATIONS  
EMPLOYEE COMPLAINTS/GRIEVANCES

DGBA  
(LOCAL)

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

PERSONNEL-MANAGEMENT RELATIONS  
EMPLOYEE COMPLAINTS/GRIEVANCES

DGBA  
(LOCAL)

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

Complaint and  
Appeal Forms

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

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

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

Audio Recording

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

**Level One**

Complaint forms must be filed:

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

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

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

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

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

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

## **Level Two**

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

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

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

The Level One record shall include:

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

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

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

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

### **Level Three**

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

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

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

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

The Level Two record shall include:

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

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

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

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

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

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

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

**General Education**

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

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

**Special Education**

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

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

**Documentation of Services**

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

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

For information related to the selection process of library materials, see EFB(~~LOCAL~~).

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

### Objectives

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

### Selection

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

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

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

INSTRUCTIONAL RESOURCES  
INSTRUCTIONAL MATERIALS

EFA  
(LOCAL)

5. Promote literacy.

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

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

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

Challenged  
Resources

Guiding Principles

A parent of a District student, a student who is 18 years of age or older, an individual employee, or any District resident may challenge an instructional material used in the District's educational program on the basis that the instructional material fails to meet the standards set forth in this policy. The following principles shall guide the Board and staff in responding to challenges of instructional materials:

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

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

Informal  
Reconsideration

When the District or a campus receives an objection to the appropriateness of an instructional material, the appropriate administrator shall try to resolve the matter informally. The administrator shall explain the selection process and discuss the intended educational purpose for the instructional material. If appropriate, the administrator may offer a concerned parent an alternative instructional material to be used by that parent's child in place of the challenged material.

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

Formal  
Reconsideration

A complainant shall make any formal challenge to an instructional material on the form provided by the District and shall submit the completed and signed form to the assistant superintendent of curriculum and instruction. Upon receipt of the form, the assistant superintendent of curriculum and instruction shall appoint a reconsideration committee.

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

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

*Frequency of  
Review*

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

Appeal

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

**Complaints**

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

Other Complaint  
Processes

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

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

STUDENT RIGHTS AND RESPONSIBILITIES  
STUDENT AND PARENT COMPLAINTS/GRIEVANCES

FNG  
(LOCAL)

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

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

**Notice to Students and Parents**

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

**Guiding Principles**

Informal Process

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

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

Formal Process

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

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

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

**Freedom from Retaliation**

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

STUDENT RIGHTS AND RESPONSIBILITIES  
STUDENT AND PARENT COMPLAINTS/GRIEVANCES

FNG  
(LOCAL)

**General Provisions**

Filing

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

Scheduling  
Conferences

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

Response

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

Days

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

Representative

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

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

Consolidating  
Complaints

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

STUDENT RIGHTS AND RESPONSIBILITIES  
STUDENT AND PARENT COMPLAINTS/GRIEVANCES

FNG  
(LOCAL)

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 refiling is within the designated time for filing.</p>
<b>Level One</b>	<p>Complaint forms must be filed:</p> <ol style="list-style-type: none"><li>1. Within 15 days of the date the student or parent first knew, or with reasonable diligence should have known, of the decision or action giving rise to the complaint or grievance; and</li><li>2. With the lowest level administrator who has the authority to remedy the alleged problem.</li></ol> <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 form was received and immediately forward the complaint form to the appropriate administrator.</p>

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

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

### **Level Two**

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

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

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

The Level One record shall include:

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

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

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

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

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

### **Level Three**

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

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

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

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

The Level Two record shall include:

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

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

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

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

STUDENT RIGHTS AND RESPONSIBILITIES  
STUDENT AND PARENT COMPLAINTS/GRIEVANCES

FNG  
(LOCAL)

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

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

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

**Complaints**

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

Other Complaint Processes

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

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

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

**Guiding Principles**  
Informal Process

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

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

Formal Process

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

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

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

**Freedom from Retaliation**

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

**General Provisions**  
Filing

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

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

Scheduling  
Conferences

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

Response

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

Days

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

Representative

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

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

Consolidating  
Complaints

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

Untimely Filings

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

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

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

Costs Incurred

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

Complaint and  
Appeal Forms

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

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

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

**Level One**

Complaint forms must be filed:

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

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

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

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

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

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

## **Level Two**

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

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

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

The Level One record shall include:

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

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

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

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

### Level Three

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

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

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

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

The Level Two record shall include:

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

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

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

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

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

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

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

18. Cabinet Reports

**Presenter:** Executive Cabinet Members

18.A. Curriculum and Instruction - Staff Welcome Back and Professional Development

**Presenter:** Dr. Laurie Tinsley, Assistant Superintendent of Curriculum and Instruction

# Curriculum and Instruction Cabinet Report

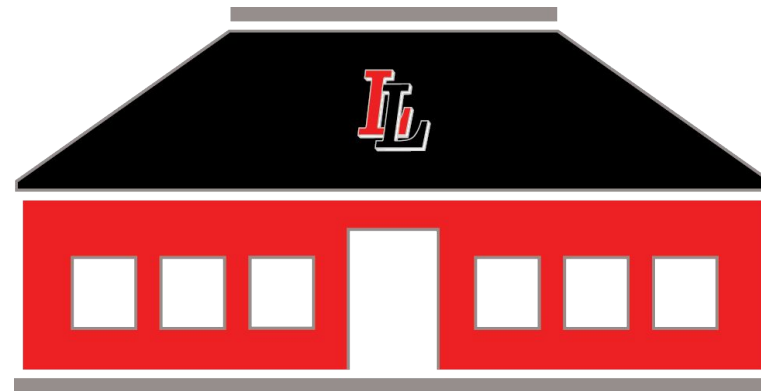
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**DR. LAURIE TINSLEY**

Assistant Superintendent of Curriculum and Instruction

**July 22, 2024**

Board Meeting



**LOVEJOY**  
INDEPENDENT SCHOOL DISTRICT  

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**EST. 1917**

# WELCOME BACK LISD STAFF

July 23	<b>Special Education Staff Planning</b>
July 24	<b>Special Education Staff Planning</b>
July 25	<b>New LISD Professional Staff Orientation</b>
July 29	<b>LISD Professional Learning Communities Fundamentals and Beliefs</b>
July 30	<b>LISD Curricular Resource System</b>
July 31	<b>Designing Instruction That Yields High Student Engagement</b>
August 1	<b>Designing Instruction That Yields High Student Engagement</b>
August 2	<b>Knowing Students By Name and Need</b>
August 5	<b>TEAM Lovejoy</b>
August 6	<b>Back to School Events</b>
August 7	<b>Teacher Planning Day</b>

# Leadership Planning for Professional Development





THANK YOU

18.B. Finance - Tax Collections and 2024-2025 Budget and Positions  
**Presenter:** Thomas Willman, Chief Financial Officer

# Finance Cabinet Report

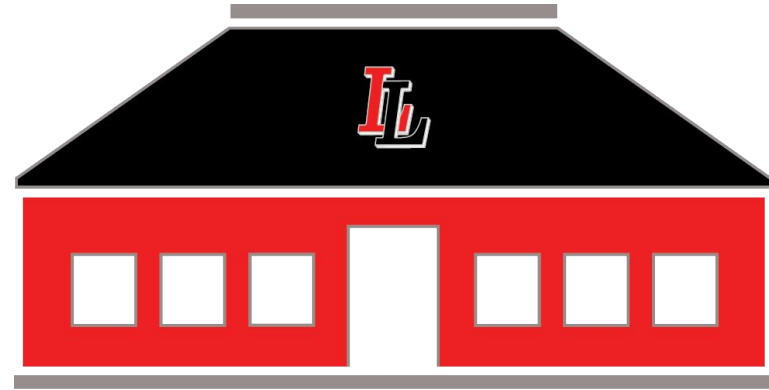
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**THOMAS WILLMAN**

Chief Financial Officer

**July 22, 2024**

Board Meeting



**LOVEJOY**  
INDEPENDENT SCHOOL DISTRICT  

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**EST. 1917**

# Finance Updates

- ❑ ~\$58K in base tax collections in June for the General Fund and earned \$89K in interest revenue for the month.
- ❑ ~\$38K in base tax collections in June for the Debt Service Fund and earned \$10K in interest revenue for the month.
- ❑ 2024-2025 Budget/Positions Opened
- ❑ Preparation for the Summer Audit. Auditors will be on site on:
  - July 24 - 25: Interim
  - Aug 26 - 30

# 2023 TAX COLLECTIONS as of 6/30/2024

	Current Year	% Collections	Prior Year	% Collections
Base M&O + I&S	\$ 44,372,124	98.96%	\$ 50,594,183	98.71%
Original 2023 Tax levy	\$ 47,559,147			
Supplements/Adjustments	\$ <2,720,809>			
Revised Tax Levy	\$ 44,838,388			
Remaining Levy	\$ 466,214			
June 2024 Collections	\$ 96,874			



THANK YOU

18.C. Human Resources and Communications - Enrollment Update

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

# Human Resources and Communications Cabinet Report

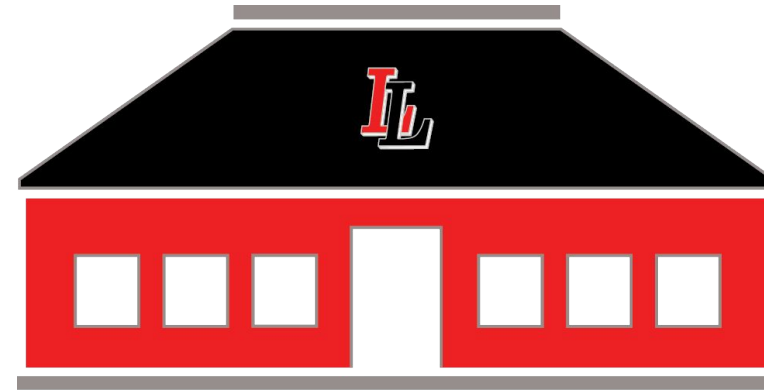
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**ANNA KOENIG**

Executive Director of Human Resources and  
Communications

**July 22, 2024**

Board Meeting



**LOVEJOY**  
INDEPENDENT SCHOOL DISTRICT  

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**EST. 1917**

# Enrollment Update

School	Number of Students
Hart Elementary	516
Puster Elementary	533
Sloan Creek IS	610
Willow Spring MS	687
Lovejoy HS	1591
<b>TOTAL</b>	<b>3937</b>

# Enrollment Update

Last day of School Enrollment for 2023/2024 School Year (5.24.234)	4025
Pending Registration (15-Scholars, New Families, Staff Children etc.)	38
Projected Budgeted Enrollment	<b>3899</b>
Lovejoy Scholar Students	267
Staff Students	182
<b>Anticipated Enrollment as of 07/16/24*</b>	<b>3937</b>

\*LCDC not included due to specific qualifying factors.  
Please note enrollment numbers change daily.



THANK YOU

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

**Presenter:** Kyle Pursifull, Executive Director of District Support Services

# District Support Services Cabinet Report

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**Kyle Pursifull**

Executive Director of District Support Services

**July 22, 2024**

Board Meeting



**LOVEJOY**  
INDEPENDENT SCHOOL DISTRICT

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EST. 1917

# District Support Services Team Update

- **Transportation**
  - Route & Schedule Development
  - Bus Registration
  - BOY Safety and Training
  - Preventative Maintenance & State Inspections
- **Safety and Security**
  - BOY Staff Training
  - Summer/Fall Initiatives
- **Maintenance, Grounds & Custodial**
  - Building and Grounds Prep to welcome back staff, students, and families
  - Natatorium Enclosure Repairs
  - 850,000 Square Feet of School and Office Space
  - 200 acres of campus grounds



THANK YOU

18.E. Student Services - Fine Arts and Athletics and Staffing Update

**Presenter:** Dr. Travis Zambiasi, Executive Director of Student Services

# Student Services Cabinet Report

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**Dr. Travis Zambiasi**

Executive Director of Student Services

**July 22, 2024**

Board Meeting



**LOVEJOY**  
INDEPENDENT SCHOOL DISTRICT

EST. 1917



# Student Services Update

- **Fine Arts and Athletics Staffing Update:**
  - Fine Arts is fully staffed at Sloan Creek, Willow Springs, and Lovejoy High School.
  - Athletics is fully staffed at Lovejoy High School and we currently have 1 girls coaching opening at Willow Springs.
- **Fine Arts, UIL Academics, and Athletics General Update:**
  - The UIL Lone Star Cup results became official on July 1st and we are looking forward to celebrating our 1st place finish as a community in the near future.



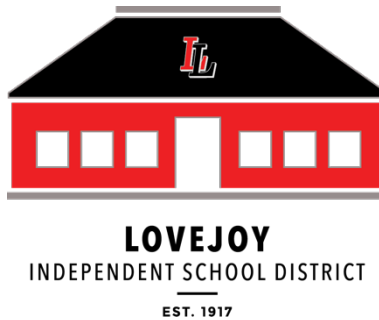
THANK YOU

19. Superintendent's Report

**Presenter:** Katie Kordel, Superintendent

20. 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.

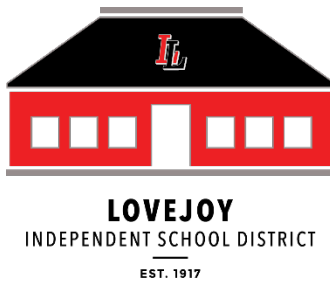
For specific complaints or concerns, speakers are encouraged to utilize the District's appropriate grievance procedures and policies set forth in Board Policies FNG (LOCAL), DGBA (LOCAL), and GF (LOCAL).

### **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 July 22, 2024**

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](http://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](http://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 July 22, 2024 agenda.**

**I wish to speak about agenda item # \_\_\_\_\_ which is titled:**

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

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**First and Last Name:**

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**Address:**

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**Phone:**

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**Organization and Campus(es) your student(s) attend (if applicable):**

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

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**Print:**

**Signature:**

**Date:**

21. Announcements

**Presenter:** Barrett Owens, President

22. Adjournment

**Presenter:** Barrett Owens, President