

Agenda of Regular Meeting

The Board of Trustees Canutillo ISD

A Regular meeting of the Board of Trustees of Canutillo ISD will be held July 31, 2007, beginning at 6:30 PM in the Canutillo ISD Administration Office, 7965 Artcraft, El Paso, TX 79932.

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

1. General Functions
 - A. Call to Order
 - B. Roll Call
 1. Special Board Policy Committee Members: Yvonne Sanchez, Chairperson - Carl Fietze and Shonda Jordan
2. Instruction and Student Affairs
 - A. NONE
3. Personnel
 - A. NONE
4. Business and Finance
 - A. NONE
5. Administration
 - A. Review of TASB Localized Policy Update 80
 - B. Discussion on Board Policy EIF (Local) pertaining to Graduation Requirements and possible recommendation to the Board 3
 - C. Discussion on Board Policy FMH (Local) Participation in Commencement Ceremony and possible recommendation to the Board 5
 - D. Request for clarification of Board Policy CW (Local) Naming of Facilities 6
 - E. Revision of Board Policy GKG (Local) Community Relations School Volunteer Program and possible recommendation to the Board 8
 - F. Discussion of fee schedule for Board Policy GKD (Local) Community Relations, Non-school Use of School Facilities and possible recommendation to the Board 9
 - G. Discussion of DEC (Local) Compensation and Benefits, Leaves and Absences and possible recommendation to the Board 12
 - H. Discussion of DC (Local) Employment Practices and possible recommendation to the Board 18
 - I. Review of Student Code of Conduct
 - J. Discussion of creation of local policy pertaining student freedom of expression as mandated by House Bill 3678 of the 80th Texas Legislature

- K. Revision to Board Policy DEA (Local) Compensation and Benefits: Salaries, Wages and Stipends; and possible recommendation to the Board
 - L. Revision to Board Policy FL (Local) Student records; and possible recommendation to the Board
 - M. Annual review of Board Policy CDA (Local) Other Revenues: 21
Investments
 - N. Comments/Input from Community Members on items discussed by Policy
Committee
6. Adjournment

If, during the course of the meeting, discussion of any item on the agenda should be held in a closed meeting, the Board will conduct a closed meeting in accordance with the Texas Open Meetings Act, Government Code, Chapter 551, Subchapters D and E. Before any closed meeting is convened, the presiding officer will publicly identify the section or sections of the Act authorizing the closed meeting. All final votes, actions, or decisions will be taken in open meeting.

ACADEMIC ACHIEVEMENT
GRADUATION

EIF
(LOCAL)

	<p>The District publishes a District Graduation Requirements Guide that lists specific courses that must be completed in each of the programs.</p>
RECOMMENDED PROGRAM	<p>The Board has declared that the state Recommended Program shall be the minimum requirement for graduation from the District. The District requires no additional credits for graduation under the Recommended Program beyond those mandated by the state. Transfer students who have earned 12 or more credits toward graduation shall be permitted to complete the graduation plan begun and followed in the previous school; transfer students must complete 24 credits. [See EIF(EXHIBIT)]</p>
THE DISTRICT HIGH SCHOOL PLAN	<p>The District has created a modified recommended program for eligible students; the program requires 24 credits and allows eligible students to substitute a State Board-approved mathematics elective for Algebra II and a State Board-approved science elective for Chemistry.</p>
DISTINGUISHED ACHIEVEMENT PROGRAM	<p>The District requires no additional credits for graduation under the Distinguished Achievement Program beyond those mandated by the state.</p>
PHYSICAL EDUCATION SUBSTITUTIONS	<p>The District shall allow students to substitute certain physical activities for the 1.5 required credits of physical education. Such substitutions shall be based on the physical activity involved in:</p> <ol style="list-style-type: none">1. Drill team, marching band, and cheerleading during the fall semester2. Junior Reserve Officer Training Corps (JROTC)3. Athletics4. Dance I-IV5. Two- or three-credit career and technology work-based training courses
OTHER PHYSICAL ACTIVITY PROGRAMS	<p>The District shall award state graduation credit for physical education for appropriate private or commercially-sponsored physical activity programs conducted either on or off campus, upon approval by the Commissioner of Education.</p>
READING CREDITS	<p>The District shall offer up to 3 credits of reading for state graduation credit. The Superintendent or designee shall be responsible for establishing procedures to assess individual student needs and evaluate student progress, and shall monitor instructional activities to ensure that student needs are met. Students shall be identified as eligible to earn reading credit based on:</p>

1. Recommendation by teacher or counselor.
2. Scores on assessment instruments and/or achievement tests.

STUDENT ACTIVITIES
COMMENCEMENT

FMH
(LOCAL)

COMMENCEMENT
EXERCISES

Students shall meet all state and local graduation requirements, including all applicable exit-level testing, to be eligible to participate in commencement activities and ceremonies. [See EI, EIF]

NEW FACILITIES

CW
(LOCAL)

NAMING FACILITIES

The Board may name or rename a District facility, or portion of a building, such as the library or auditorium:

1. To reflect the name of the residential community or communities that the facility serves,
2. After a local geographic area or feature or after local municipalities, or
3. To honor an outstanding individual.

NAMING OF A
SCHOOL, OTHER
FACILITY, OR
FUNCTION

When the Board awards a contract for the design of a school, other facility, or function area that requires naming, the Board will conduct a public hearing within 30 calendar days after the approval of the contract to collect naming recommendations from the community.

Within 60 calendar days from the date of awarding the contract, the Board shall announce the name of the facility.

Geographical, historical, and traditional names shall be considered. Names directly related to the District shall receive first consideration. Recommendations may include the following, if the suggested name is a person:

1. Biographical data,
2. Significant contributions made by the individual, and
3. A statement of why the school should be named after that person.

The Board is not obligated to accept any recommendation from the community. A simple majority vote of the Board shall be required to approve a name.

Once a school is named and a principal assigned, the principal shall establish a committee to recommend a school mascot and colors. This committee shall submit its recommendation to the Superintendent for final approval.

NAMES ON BUILDING
PLAQUES

Dedication plaques shall include the following information:

1. The name of the school or building.
2. The year completed.
3. Those individuals on the Board, with titles of officers, and the Superintendent on the date when the architectural design was approved by the Board.
4. Those individuals on the Board, with titles of officers and years of service for the members who subsequently retire,

NEW FACILITIES

CW
(LOCAL)

and the Superintendent on the date when the project is completed.

5. The name of the architectural firm, which may include the city and state in which the firm is located.
6. The name of the contractor, which may include the city and state where the contractor's business is located.

Any information other than the above shall have approval of the Board to be included on a dedication plaque.

RENAMING

The renaming of any school or educational facility may occur only if its educational function or support activity is changed and/or redirected, or if the community served by the facility demonstrates a major consensus for a name change. A unanimous vote of the Board shall be required to approve any action to rename a school. Regardless of physical location, the names of Canutillo Elementary School, Canutillo Middle School, and Canutillo High School shall not be changed.

COMMUNITY RELATIONS
SCHOOL VOLUNTEER PROGRAM

GKG
(LOCAL)

PURPOSE	Volunteers may be used in the schools to relieve teachers of routine and clerical matters so they may increase their effectiveness in instruction. In some cases the volunteers will supplement the teacher's work through the volunteer's special resources.
QUALIFICATIONS	Since volunteers' qualifications vary with the needs of individual schools, the Superintendent shall establish guidelines to ensure they are placed in areas they can serve best.
AUTHORITY	Volunteers in the school shall work directly under the supervision of the principal in whose building they are assigned, in accordance with approved procedures.
CRIMINAL HISTORY RECORD CHECK	The District shall require a criminal history record check in accordance with administrative regulations. Unless required by law, the evidence of an applicant's record showing a criminal history will not necessarily preclude the individual from serving as a volunteer. Any misrepresentation as to the existence, status, or extent of the applicant's criminal history may serve as the basis to deny the individual volunteer status in the District. The District shall inform volunteers when their services are to begin.
TB TESTING REQUIREMENTS	Volunteers new to the District shall provide evidence of a tuberculosis test administered within 12 months of the beginning of their service to the District. A positive test shall require a physician's release.

COMMUNITY RELATIONS
NONSCHOOL USE OF SCHOOL FACILITIES

GKD
(LOCAL)

PUBLIC USE	<p>The Board recognizes the capital investment the community has in the District facilities and equipment and believes that facilities and equipment should be available for legitimate community purposes, particularly for those activities that serve the best interests of students. The Board, therefore, permits public use of designated school facilities for educational, recreational, civic, or social activities, when these activities do not conflict with school use or with this policy.</p>
APPROVAL OF USE	<p>All requests for use of District facilities or equipment shall be submitted to the associate superintendent.</p> <p>Requests for use by individuals, groups, or organizations to use facilities or equipment for financial profit, partisan political reasons, religious purposes, or serving the individual or group self interest shall be approved by the Board.</p> <p>All other requests shall be approved by the associate superintendent.</p> <p>See the following policies for other information regarding facilities use:</p> <ul style="list-style-type: none">• Use by employee professional organizations: DGA• Use of facilities for school-sponsored and school-related activities: FM• Use by noncurriculum-related student groups: FNAB• Use by District-affiliated school-support organizations: GE <p>Approval shall not be granted for any purpose that would damage school property or to groups that are known to have damaged other rented property or when violence or vandalism has been threatened against school property or personnel.</p>
EXCEPTION	<p>No approval shall be required for nonschool-related recreational use of the District's unlocked, outdoor recreational facilities, such as the track, playgrounds, tennis courts, and the like, when the facilities are not in use by the District or for a scheduled nonschool purpose.</p>
AVAILABILITY	<p>Some school facilities may not be available on Saturdays, Sundays, or holidays. Unless special arrangements are made, facilities shall not be used later than 10:00 p.m.</p>
CONTRACTS	<p>The Superintendent is the only District agent authorized to enter into rental contracts for use of District facilities.</p>

COMMUNITY RELATIONS
NONSCHOOL USE OF SCHOOL FACILITIES

GKD
(LOCAL)

All requests by individuals, groups, or business organizations desiring to use District facilities or equipment for financial profit shall be approved by the Board.

All contracts shall be reviewed by the associate superintendent and the executive director for business services before being forwarded to the Superintendent, or designee for approval and signature. All negotiations required before final execution of the contract shall be carried out by the Superintendent, or the Superintendent's designee.

The Board shall not be responsible for any debts incurred by individuals, groups, or business organizations using District facilities or equipment that are not directly under the control of the Board, except as expressly authorized by the Board or the administration. Vendors shall be so notified by the administration.

PRIORITIES

Priorities for scheduling the use of school facilities shall be as follows:

1. The requirements of the school program shall receive first consideration in the assignment of school facilities and equipment.
2. Approved youth groups within the community shall be given consideration over adult groups. Participating students who live in the Canutillo attendance zone will be given priority over students who live outside of the attendance zone.
3. School-related functions and organizations such as parent-teacher organizations and others shall be given priority over nonschool-related organizations and functions.
4. Other groups, serving the best interest of students for the betterment of the community, may use facilities or equipment on a fee basis.

FEES

Except for school-sponsored groups and school-support groups, users shall be charged a fee for operation, supervision, and cleanup costs at designated facilities. School-sponsored organizations and approved youth groups may be charged a fee if use of facilities is at a time custodial staff are not normally on duty or if unusual demands are made of the custodial staff.

The Superintendent shall publish a schedule of fees for the use of facilities.

Facility fees shall not apply when school buildings are used as polling places for public elections, for precinct and county conventions,

COMMUNITY RELATIONS
NONSCHOOL USE OF SCHOOL FACILITIES

GKD
(LOCAL)

or for public meetings sponsored by state or local governmental agencies.

Facility fees shall not apply to meetings of employee organizations.

EMERGENCIES OR
DISASTERS

The Superintendent may authorize the use of school facilities by civil defense officials in the case of emergencies or disasters.

REQUIRED CONDUCT

Organizations using school facilities shall:

1. Conduct their business in an orderly manner.
2. Abide by all laws and policies, including but not limited to those prohibiting the use, sale, or possession of alcoholic beverages, illegal drugs, and firearms and the use of tobacco products on school property.
3. Make no alteration, temporary or permanent, to school property without prior written consent from the Superintendent.

RELEASE OF LIABILITY

Organizations or individuals using school facilities shall release the District from liability for personal injury and/or damages to personal property. All groups using school facilities shall be responsible for the cost of damages incurred during their use.

COMPENSATION AND BENEFITS
LEAVES AND ABSENCES

DEC
(LOCAL)

DEFINITIONS
FAMILY

The term "immediate family" shall include:

1. Spouse.
2. Son or daughter, including a biological, adopted, or foster child, a son- or daughter-in-law, a stepchild, a legal ward, or a child for whom the employee stands *in loco parentis*.
3. Parent, stepparent, parent-in-law, or other individual who stands *in loco parentis* to the employee.
4. Sibling, stepsibling, sibling-in-law.
5. Grandparent and grandchild.
6. Any person who may be residing in the employee's household at the time of illness or death.

For purposes of the Family and Medical Leave Act, the definition of "family" includes only spouse, parent, and child.

FAMILY
EMERGENCY

The term "family emergency" shall be limited to disasters and life-threatening situations involving the employee or a member of the employee's immediate family.

WORKDAY

A "workday" for purposes of accumulation, use, or recording shall mean the number of hours per day equivalent to the employee's usual assignment, whether full-time or part-time.

STATE PERSONAL
LEAVE — RATE OF
ACCRUAL

Each employee shall earn state personal leave at the rate of one-half a workday for each 18 workdays of employment, up to the statutory maximum of five workdays annually.

TYPES OF STATE
PERSONAL LEAVE

The Board requires employees to differentiate between uses of personal leave:

DISCRETIONARY

1. To be taken at the individual employee's discretion, subject to limitations set out below.

NON-
DISCRETIONARY

2. To be used for the same reasons and in the same manner as state sick leave accumulated prior to May 30, 1995. [See DEC(LEGAL)]

USE OF
DISCRETIONARY
LEAVE

REQUEST FOR
LEAVE

A written request for use of discretionary personal leave shall be submitted to the immediate supervisor or designee in advance in accordance with administrative regulations. The reasons for which personal leave may be used shall not be limited by the District. In deciding to approve personal leave, however, the supervisor or designee shall consider the effect of the employee's absence on the educational program, as well as the availability of substitutes. [See DEC(LEGAL)]

COMPENSATION AND BENEFITS
LEAVES AND ABSENCES

DEC
(LOCAL)

DURATION OF LEAVE	Discretionary personal leave may not be taken for more than three consecutive days.
SCHEDULE LIMITATIONS	Discretionary leave shall not be allowed on the day before a school holiday, the day after a school holiday, days scheduled for end-of-semester or end-of-year exams, days scheduled for state-mandated assessments, or professional or staff development days.
LOCAL LEAVE	<p>All employees, other than those hired as substitute or temporary employees, shall earn additional workdays of local personal leave per school year, concurrently with state leave, according to the following:</p> <p>Employees in positions normally requiring ten months of service (183–197 days) shall earn five equivalent workdays.</p> <p>Employees in positions normally requiring 11 months of service (198–215 days) shall earn six equivalent workdays.</p> <p>Employees in positions normally requiring 12 months of service (216 or more days) shall earn seven equivalent workdays.</p> <p>Local personal leave shall accumulate without limit and shall be taken with no loss of pay. Local personal leave shall be used under the same restrictions as state personal leave.</p> <p>Local personal leave, if any, when used for reasons of personal or family illness, shall be used after state sick leave accumulated prior to the 1995–96 school year and under the terms and conditions applicable to such state sick leave, except as otherwise provided by this policy.</p>
PROFESSIONAL DEVELOPMENT LEAVE	<p>Professional development leave is defined as leave granted to an employee to attend workshops, seminars, clinics, and the like, that are directly related to the employee’s teaching area(s) or job-related activities.</p> <p>Professional development leave may be requested on an individual basis, not to exceed five days per contract year. Such leave must be approved by the employee’s immediate supervisor and forwarded to the Superintendent for final approval. Approval depends upon the dates requested for the absence and campus or department responsibilities.</p> <p>Approved professional development leave shall be taken without loss of pay and days used shall not be deducted from accumulated leave.</p>

COMPENSATION AND BENEFITS
LEAVES AND ABSENCES

DEC
(LOCAL)

ABSENCE FOR
RELIGIOUS
PURPOSES

An employee may request to use state personal or local leave for religious purposes. Employees lacking leave may be allowed to make up the time during the pay period in which the leave occurs. For a noncontract employee, the makeup day shall be during the seven-day period in which the leave occurs. In all cases, the makeup day shall be approved by the employee's immediate supervisor.

USE AND
RECORDING

Local leave, if any, shall be used after state sick leave accumulated prior to the 1995-96 school year and under the terms and conditions applicable to such state sick leave, except as otherwise provided by this policy. State personal leave, either discretionary or nondiscretionary, shall be used before local sick or personal leave.

Local personal leave may also be used for first-year care following the birth or adoption of an employee's son or daughter or the placement of a child with the employee for foster care.

Employees shall be charged leave as used even if a substitute is not employed.

Leave shall be recorded in increments of whole workdays or half workdays.

AVAILABILITY

Paid leave for the current year shall be available at the beginning of the school year. Paid leave shall not be approved for more workdays than have been accumulated in prior years plus those to be earned during the current year.

When an employee who has used more leave than he or she had accumulated ceases to be employed by the District, the cost of the unearned leave days shall be deducted from the employee's final paycheck.

MEDICAL
CERTIFICATION

An employee absent more than three consecutive workdays because of personal illness or illness in the immediate family shall submit medical certification of the illness.

HEALTH CARE
PROVIDER

Medical certification shall be made by a health care provider as defined by the Family and Medical Leave Act. [See DEC(LEGAL)]

TEMPORARY
DISABILITY

Any full-time professional employee whose position requires educator certification by the State Board for Educator Certification or by the District shall be eligible for temporary disability leave. The maximum length of temporary disability leave shall be 180 calendar days.

OTHER ABSENCES

Any other leaves granted or days of absence shall result in a deduction of the daily rate of pay for each day of absence, unless otherwise provided. [See DMD(LOCAL)]

COMPENSATION AND BENEFITS
LEAVES AND ABSENCES

DEC
(LOCAL)

	<p>An employee who requests a leave of absence for reasons other than as stated in policy shall be required to resign the position in order to take the leave. The employee may subsequently reapply for any position for which he or she is qualified.</p>
<p>BEREAVEMENT (FUNERAL) LEAVE</p>	<p>Use of state leave and/or local leave for death in the immediate family shall not exceed five workdays per occurrence, subject to the approval of the District.</p>
<p>FAMILY AND MEDICAL LEAVE</p>	<p>The 12-month period within which employees shall be eligible for 12 weeks of family and medical leave shall be measured forward from the day an individual employee's first family and medical leave begins.</p>
<p>CONCURRENT USE OF LEAVE</p>	<p>The District shall require employees to use family and medical leave concurrently with paid leave and with temporary disability leave if applicable.</p>
<p>COMBINED LEAVE FOR SPOUSES</p>	<p>If both spouses are employed by the District, family and medical leave for the birth, adoption, or placement of a child, or to care for a parent with a serious health condition may be limited to a combined total of 12 weeks as determined by the needs of the District.</p>
<p>INTERMITTENT LEAVE</p>	<p>Intermittent leave shall be permitted for the birth of the employee's child or the adoption or placement of a child with the employee.</p>
<p>CERTIFICATION OF ILLNESS</p>	<p>Upon request for family and medical leave for the employee's serious health condition or that of a spouse, parent, or child, and at 30-day intervals thereafter, the employee shall provide medical certification of the illness or disability.</p>
<p>MEDICAL RELEASE</p>	<p>The employee's request for reinstatement shall be accompanied by medical certification of the employee's ability to perform essential job functions.</p>
<p>TEACHER REINSTATEMENT</p>	<p>A teacher desiring to return to work at or near the conclusion of a semester shall be reinstated in accordance with the END-OF-TERM LEAVE section in DEC(LEGAL).</p>
<p>FAILURE TO RETURN</p>	<p>If, at the expiration of the family and medical leave, the employee is able to return to work but chooses not to do so, the District shall require reimbursement of the employee benefits contribution made by the District during the period in which such leave was taken as unpaid leave.</p>
<p>COURT APPEARANCES</p>	<p>Absences for court appearances related to an employee's personal business shall be deducted from the employee's leave or at the option of the employee, shall be taken by the employee as leave without pay.</p>

COMPENSATION AND BENEFITS
LEAVES AND ABSENCES

DEC
(LOCAL)

WORKERS'
COMPENSATION

An employee absent because of a job-related injury or illness shall be assigned to family and medical leave, if applicable.

An employee eligible for workers' compensation wage benefits, and not on assault leave, shall indicate whether he or she chooses to:

1. Receive workers' compensation wage benefits; or
2. Use available paid leave. Workers' compensation wage benefits shall begin when:
 - a. Paid leave is exhausted;
 - b. The employee elects to discontinue use of paid leave; or
 - c. Leave payments are less than the employee's pre-injury average weekly wage.

REIMBURSEMENT AT
RETIREMENT

Upon retirement from the District, all employees shall be paid for the number of unused days of local sick or personal leave at a rate equal to one-half of their daily salary rate at the time of retirement up to a 30-day maximum.

ANNUAL INCENTIVE
STIPEND

Effective August, 2000, classroom teachers and food service employees shall be compensated for unused state personal leave days at the rate of \$60 per day not to exceed \$300. Absence due to family and medical leave, death in the family, duty-related absences, or jury duty shall not disqualify a teacher or food service employee from this incentive stipend.

Leave shall continue to accumulate according to existing policy. The stipend will in no way affect the accumulation of available days.

SICK LEAVE POOL

A sick leave pool may be established from voluntary donations by eligible District staff who wish to assist a fellow employee suffering from personal illness or disability.

ESTABLISHMENT

A request for the establishment of a sick leave pool for a specific individual shall be made in writing to the Superintendent or designee. The Superintendent or designee shall then initiate the sick leave pool for the employee and notify District staff.

To be eligible to participate in a sick leave pool, an employee must have exhausted all of his or her state and local sick leave, personal leave, and vacation days, if applicable. The maximum number of days that may be contributed by District staff to a sick leave pool shall be 60. The maximum number of days an individual employee may use from the sick leave pool during a school year is 90 days; use of days from the sick leave pool shall cease when the employee meets the requirements for personal disability insurance payments.

COMPENSATION AND BENEFITS
LEAVES AND ABSENCES

DEC
(LOCAL)

ELIGIBILITY	An employee wishing to contribute may donate up to a maximum of three days of local leave per school year.
CONTRIBUTIONS	<p>All employees who normally are scheduled to work 20 hours or more per week shall be eligible to participate in the sick leave pool.</p> <p>A sick leave pool may be used only for the employee's own catastrophic, life-threatening illness, or major medical condition or disability. Conditions such as routine pregnancy, elective surgery, or family illness, shall not qualify. Employees suffering complications arising from pregnancy shall be eligible.</p>
CESSATION OF THE SICK LEAVE POOL	The sick leave pool shall cease to exist when it has been depleted, when the employee's personal disability insurance becomes available, or when the employee for whom the pool was established returns to work. Unused sick leave pool days shall revert to the donors in half-day increments divided proportionately according to the amount contributed by each individual. No general pool shall remain in existence.

EMPLOYMENT PRACTICES

DC
(LOCAL)

PERSONNEL DUTIES The Superintendent shall define the qualifications, duties, and responsibilities of all positions and shall ensure that job descriptions are current and accessible to employees and supervisors.

FILLING VACANCIES The Superintendent or designee shall establish guidelines for advertising employment opportunities and posting notices of vacancies. These guidelines shall advance the Board's commitment to equal opportunity employment and to recruiting well qualified candidates.

RECRUITMENT All vacancy notices shall be posted in a place readily accessible to the general public in each educational facility, including the central office of the District to ensure that present employees have an opportunity to apply and be considered for positions that become available. However, recruitment shall also be directed outside the District as required by Board policy, or if necessary and appropriate.

All potential applicants for positions with the District shall be informed that the Superintendent has authority to hire certified contractual employees for positions that are not administrative and that the Board retains authority to hire all administrators from the level of assistant principal on up. Current District employees may apply for any vacancy for which they have appropriate qualifications.

ADMINISTRATIVE POSITIONS All administrative positions shall be advertised within the District by posting notice of vacancies at all campuses and the central office, and outside the District in appropriate publications and at other public educational institutions, as needed. The Superintendent shall recommend candidates for assistant superintendent, executive director, director, principal, and assistant principal to the Board for employment.

The Superintendent may request that the Board waive any requirements of the job description.

APPLICATIONS All applicants shall complete the application form supplied by the District. Information on applications shall be confirmed before a contract is offered for a contractual position and before hiring or as soon as possible thereafter for a noncontractual position.

SELECTION AND EMPLOYMENT The Superintendent has sole authority to make recommendations to the Board regarding the selection of contractual personnel.

CONTRACTUAL The Board delegates to the Superintendent sole authority to employ teachers, librarians, nurses, counselors, and other certified staff who are not administrators.

Final authority for selection and employment of assistant superintendents, executive directors, directors, principals, and assistant

EMPLOYMENT PRACTICES

DC
(LOCAL)

principals shall be retained by the Board. [See (LEGAL) policies at DCA, DCB, and DCC, as appropriate]

Final authority for the selection and employment of noncertified administrators, other noncertified professionals who are administrators and whose contracts are not governed by provisions of Education Code Chapter 21 shall be retained by the Board. [See DCE]

RECOMMENDATION
TO THE BOARD

In order to allow the Board to make an informed decision on the Superintendent's recommendation, each recommendation submitted by the Superintendent to the Board for employment of a person to the position of assistant superintendent, director, or principal shall include a copy of the person's resume, application, recommendations from previous employers, college transcript, and work history. The Superintendent shall also provide the names and similar information for all finalists for any of these positions.

NON-
CONTRACTUAL

The Superintendent shall have final authority to hire all other non-contractual personnel on an at-will basis. [See DCD]

TEMPORARY
EMPLOYEES

The Board delegates to the Superintendent authority to employ on a temporary basis principals, assistant principals, and other certified contractual personnel, when the person is being recommended to the Board for permanent employment and there is a current vacancy. The term of the temporary employment shall not exceed the lesser of 45 days or until the next regular Board meeting. The salary of the temporary employee during the period of temporary employment shall be an amount equal to the salary the temporary employee would have received had the person been a permanent employee. The temporary employee shall be advised that such temporary employment is no guarantee of permanent employment.

CRIMINAL HISTORY
RECORD

The District shall ensure that criminal history record information on a person the District intends to employ is obtained. [See DC (LEGAL)]

Each applicant for a paid employee position, either contractual or noncontractual (at-will), shall be subject to a criminal history records check, including fingerprinting. Unless required by law, the evidence of an applicant's record showing a criminal history will not necessarily preclude employment. [See also GKG(LOCAL)]

Any misrepresentations as to the existence of, status, or extent of the applicant's criminal history may serve as the basis to deny or terminate employment.

The criminal records check paid for by the applicant for employment in the District shall be valid for one year with the District or

EMPLOYMENT PRACTICES

DC
(LOCAL)

with any other districts participating in the regional consortium. In the event the applicant or employee claims an error has been made in the record, there will be no charge for a recheck of the record, if made within one year, to ensure that the error was corrected.

Employment of applicants remains a matter of discretion with the District.

EXIT INTERVIEWS AND
EXIT REPORTS

An exit interview shall be conducted, if possible, and an exit report shall be prepared for every employee who leaves employment with the District.

OTHER REVENUES
INVESTMENTS

CDA
(LOCAL)

INVESTMENT
AUTHORITY

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

APPROVED
INVESTMENT
INSTRUMENTS

From those investments authorized by law and described further in CDA(LEGAL), the Board shall permit investment of District funds in only the following investment types, consistent with the strategies and maturities defined in this policy:

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

SAFETY AND
INVESTMENT
MANAGEMENT

The main goal of the investment program is to ensure its safety and maximize financial returns within current market conditions in accordance with this policy. Investments shall be made in a manner that ensures the preservation of capital in the overall portfolio, and offsets during a 12-month period any market price losses resulting from interest-rate fluctuations by income received from the balance of the portfolio. No individual investment transaction shall be undertaken that jeopardizes the total capital position of the overall portfolio.

OTHER REVENUES
INVESTMENTS

CDA
(LOCAL)

The investment policy and investment strategy shall be reviewed by the Board at the end of each fiscal year.

LIQUIDITY AND
MATURITY

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

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

DIVERSITY

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

MONITORING MARKET
PRICES

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

FUNDS / STRATEGIES

Investments of the following fund categories shall be consistent with this policy and in accordance with the strategy defined below.

OPERATING FUNDS

Investment strategies for operating funds (including any comingled pools containing operating funds) shall have as their primary objectives safety, investment liquidity, and maturity sufficient to meet anticipated cash flow requirements.

AGENCY FUNDS

Investment strategies for agency funds shall have as their objectives safety, investment liquidity, and maturity sufficient to meet anticipated cash flow requirements.

DEBT SERVICE
FUNDS

Investment strategies for debt service funds shall have as their objective sufficient investment liquidity to timely meet debt service payment obligations in accordance with provisions in the bond documents. Maturities longer than one year are authorized provided legal limits are not exceeded.

CAPITAL PROJECTS

Investment strategies for capital project funds shall have as their objective sufficient investment liquidity to timely meet capital pro-

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	<p>ject obligations. Maturities longer than one year are authorized provided legal limits are not exceeded.</p>
SAFEKEEPING AND CUSTODY	<p>The District shall retain clearly marked receipts providing proof of the District's ownership. The District may delegate, however, to an investment pool the authority to hold legal title as custodian of investments purchased with District funds by the investment pool.</p>
BROKERS / DEALERS	<p>Prior to handling investments on behalf of the District, brokers/dealers must submit required written documents in accordance with law. [See SELLERS OF INVESTMENTS, CDA(LEGAL)] Representatives of brokers/dealers shall be registered with the Texas State Securities Board and must have membership in the Securities Investor Protection Corporation (SIPC), and be in good standing with the National Association of Securities Dealers.</p>
SOLICITING BIDS FOR CD'S	<p>In order to get the best return on its investments, the District may solicit bids for certificates of deposit in writing, by telephone, or electronically, or by a combination of these methods.</p>
INTEREST RATE RISK	<p>To reduce exposure to changes in interest rates that could adversely affect the value of investments, the District shall use final and weighted-average-maturity limits and diversification.</p> <p>The District shall monitor interest rate risk using weighted average maturity and specific identification.</p>
INTERNAL CONTROLS	<p>A system of internal controls shall be established and documented in writing and must include specific procedures designating who has authority to withdraw funds. Also, they shall be designed to protect against losses of public funds arising from fraud, employee error, misrepresentation by third parties, unanticipated changes in financial markets, or imprudent actions by employees and officers of the District. Controls deemed most important shall include:</p> <ol style="list-style-type: none">1. Separation of transaction authority from accounting and recordkeeping and electronic transfer of funds.2. Avoidance of collusion.3. Custodial safekeeping.4. Clear delegation of authority.5. Written confirmation of telephone transactions.6. Documentation of dealer questionnaires, quotations and bids, evaluations, transactions, and rationale.7. Avoidance of bearer-form securities.

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

PORTFOLIO REPORT

In addition to the quarterly report required by law and signed by the District's investment officer, a comprehensive report on the investment program and investment activity shall be presented annually to the Board. This report shall include a performance evaluation that may include, but not be limited to, comparisons to 91-day U.S. Treasury Bills, six month U.S. Treasury Bills, the Fed Fund rate, the Lehman bond index, and rates from investment pools. The annual report shall include a review of the activities and total yield for the preceding 12 months, suggest policies, strategies, and improvements that might enhance the investment program, and propose an investment plan for the ensuing year.