Medina Valley ISD Trustees Board of

Medina Valley ISD Board of Trustees
Regular Meeting
{{Date }} at 6:00 PM
Office, 8449 FM 471 S, Castroville, TX 78009

Notice is hereby given that on **June 25, 2015** the **Board of Trustees of the Medina Valley Independent School District** will hold a **Regular Board Meeting at 6:00 PM at {{Location: Meeting Location.}}** The subjects to be discussed are listed on the agenda which is attached to and made part of this notice.

Members of the public who desire to address the Board during Public Comments will need to sign up to speak prior to the start of the meeting by providing their name, and the topic they wish to address to the Board on the sign in sheet provided. At Regular Board Meetings the Board of Trustees shall permit public comment on any topic. At all other Board Meetings public comments will be limited to items on the agenda posted with the notice of the meeting. All public comments are limited to 5 minutes.

If it is determined that during the meeting an item on the agenda that can be legally discussed in closed session be removed from the open session and discussed in closed session, the board may elect to discuss such agenda item in closed session in accordance with the Texas Open Meetings Act, Government Code, Chapter 551, Subchapters D and E. Before convening into Closed Meeting the Presiding Officer will announce the time and identify the section or sections of this chapter under which the closed meeting is held. All final votes, actions, or decisions shall be taken in open meeting. The Presiding Officer will announce the date and time for the end of the Closed Meeting before resuming the Open Meeting.

If you have a disability, please advise the school district about special arrangements that may allow you to fully participate in this meeting by calling Medina Valley ISD at 830-931-2243.

For Medina Valley ISD Board of Trustees:

Emily Lorenz, Superintendent of Schools

Medina Valley ISD
Called
June 25, 2015

I. **First Order of Business**

A Establish a Quorum

B Pledge of Allegiance to the Flag followed by a moment of silence

II. **Discussion and Possible Action Items**

A	TASB-initiated Policy Update 102, affecting local policies CDA, DBB, DEA, DEAA, DEAB, DEE, DFFA, DHE, FNC and FO	4
B	District - initiated Local Policy Update, affecting Local policies EIC and adding DNA Regulation	32
C	TASB Policy Review Session recommendations and instructions regarding (Local) policies AE, BBB, BF, BQA, BQB, CI, DC, DCE, DEC, DIA, DMA, DMD, DP, EHBB, EI, EIE, EIF, FB, FDA, FEF, FFAC, FFH, FJ, FL, FM, GKA and GKD	36

III. **Bond Planning**

A Growth Projections

B Review of Campus Capacities

C Needs Assessment

D James Davis, Architect

IV. **Closed Session**
No decisions are made by the Board during Closed Session

A **Consider Personnel Matters (TX Govt. Code Section 551.074)**

1 Considering the discipline of a public school child, or complaint or charge against personnel (TX Govt. Code Section 551.082)

2 Appointment, Employment, Evaluation, Reassignment, Duties, Discipline, Resignation, and Dismissal of a Public Officer or Employee

B Consider Real Property – Land (TX Govt. Code Section 551.072)

V. Action as Appropriate from Closed Session

VI. Consideration for Future Agenda Items

VII. Adjournment

(LOCAL) Policy Comparison Packet

Each marked-up (LOCAL) policy in this collection reflects an automated comparison of the updated policy with its precursor, as found in the TASB Policy Service records.

The comparison is generated by an automated process that shows changes as follows.

- *Deletions* are shown in a red strike-through font: ~~deleted text~~.
- *Additions* are shown in a blue, bold font: **new text**.
- Blocks of text that have been *moved* without alteration are shown in green, with double underline and double strike-through formatting to distinguish the text's destination from its origin: ~~moved text~~ becomes moved text.
- *Revision bars* appear in the right margin, as above.

While the annotation software competently identifies simple changes, large or complicated changes—as in an extensive rewrite—may be more difficult to follow.

To see these same annotations in Word format, where you can further modify the text or alter the presentation of tracked changes themselves, see "(LOCAL) Policy Comparison (Word docs/Zip)," also found online in Local Manual Updates.

For further assistance in understanding changes, please refer to the explanatory notes in your Localized Policy Manual update packet or contact your policy consultant.

INVESTMENT AUTHORITY

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

APPROVED INVESTMENT INSTRUMENTS

From those investments authorized by law and described further in CDA(LEGAL**) under AUTHORIZED INVESTMENTS,**~~),~~ the Board shall permit investment of District funds 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 **primary**~~main~~ goal of the investment program is to ensure ~~its~~ safety **of principal, to maintain liquidity,** and **to** maximize financial returns within current market conditions in accordance with this policy. Investments shall be made in a manner that ensures the preservation of capital in the overall portfolio, and offsets during a 12-month period any market price losses resulting from interest-rate 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.

INVESTMENT MANAGEMENT	**In accordance with Government Code 2256.005(3), the quality and capability of investment management for District funds shall be in accordance with the standard of care, investment training, and other requirements set forth in Government Code Chapter 2256.**
LIQUIDITY AND MATURITY	Any internally created pool fund group of the District shall have a maximum dollar weighted maturity of 180 days. The maximum allowable stated maturity of any other individual investment owned by the District shall not exceed one year from the time of purchase. The Board may specifically authorize a longer maturity for a given investment, within legal limits. The District's investment portfolio shall have sufficient liquidity to meet anticipated cash flow requirements.
DIVERSITY	The investment portfolio shall be diversified in terms of investment instruments, maturity scheduling, and financial institutions to reduce risk of loss resulting from overconcentration of assets in a specific class of investments, specific maturity, or specific issuer.
MONITORING MARKET PRICES	The investment officer shall monitor the investment portfolio and shall keep the Board informed of significant **changes**~~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 **advisers**~~advisors~~, and representatives/**advisers**~~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.
MONITORING RATING CHANGES	In accordance with Government Code 2256.005(b), the investment officer shall develop a procedure to monitor changes in investment ratings and to liquidate investments that do not maintain satisfactory ratings.
FUNDS / STRATEGIES	Investments of the following fund categories shall be consistent with this policy and in accordance with the **applicable strategy defined below. All strategies described below for the investment of a particular fund should be based on an understanding of the suitability of an investment to the financial requirements of the District and consider preservation and safety of principal, liquidity, marketability of an investment if the need arises to liquidate before maturity, diversification of the investment portfolio, and yield.**~~strategy defined below.~~
OPERATING FUNDS	

	Investment strategies for operating funds (including any commingled pools containing operating funds) shall have as their primary objectives **preservation and** safety **of principal**, investment liquidity, and maturity sufficient to meet anticipated cash flow requirements.
AGENCY FUNDS	Investment strategies for agency funds shall have as their **primary** objectives **preservation and** safety **of principal**, investment liquidity, and maturity sufficient to meet anticipated cash flow requirements.
DEBT SERVICE FUNDS	Investment strategies for debt service funds shall have as their **primary** objective sufficient investment liquidity to timely meet debt service payment obligations in accordance with provisions in the bond documents. Maturities longer than one year are authorized provided legal limits are not exceeded.
CAPITAL **PROJECT FUNDS** ~~PROJECTS~~	Investment strategies for capital project funds shall have as their **primary** objective sufficient investment liquidity to timely meet capital project obligations. Maturities longer than one year are authorized provided legal limits are not exceeded.
SAFEKEEPING AND CUSTODY	The District shall retain clearly marked receipts providing proof of the District's ownership. The District may delegate, however, to an investment pool the authority to hold legal title as custodian of investments purchased with District funds by the investment pool.
BROKERS / DEALERS	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 Financial Industry Regulatory Authority (FINRA).
SOLICITING BIDS FOR CD'S	In order to get the best return on its investments, the District may solicit bids for certificates of deposit in writing, by telephone, or electronically, or by a combination of these methods.
INTEREST RATE RISK	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. The District shall monitor interest rate risk using weighted average maturity and specific identification.
INTERNAL CONTROLS	A system of internal controls shall be established and documented in writing and must include specific procedures designating who has authority to withdraw funds. Also, they shall be designed to protect against losses of public funds arising from fraud, employee

error, misrepresentation by third parties, unanticipated changes in financial markets, or imprudent actions by employees and officers of the District. Controls deemed most important shall include:

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

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

ANNUAL REVIEW

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

ANNUAL AUDIT

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

EXAMINATIONS DURING EMPLOYMENT

The Superintendent or designee may require an employee to undergo a medical examination if information received from the employee, the employee's supervisor, or other sources indicates the employee has a physical or mental impairment that~~:~~:

1. Interferes with the employee's ability to perform essential job functions; or

2. Poses a direct threat to the health or safety of the employee or others. A communicable or other infectious disease may constitute a direct threat.

The District may designate the physician to perform the examination. If the District designates the physician, the District shall pay the cost of the examination. The District may place the employee on paid administrative leave while awaiting results of the examination and evaluating the results.

Based on the results of the examination, the Superintendent or designee shall determine whether the employee has an impairment. If so, the Superintendent or designee shall determine whether the impairment interferes with the employee's ability to perform essential job functions or poses a direct threat. If not, the employee shall be returned to his or her job position.

If the impairment does interfere with the employee's ability to perform essential job functions or poses a direct threat, the Superintendent or designee shall determine whether the employee has a disability and, if so, whether the disability requires reasonable accommodation, including the use of available leave. The granting of additional unpaid leave may be a reasonable accommodation in some circumstances. If the employee does not have a disability, the Superintendent or designee shall evaluate the employee's eligibility for leave. [See DEC(LOCAL)]

[See DAA for information on disabilities and reasonable accommodation**]**~~.]~~

PLACEMENT ON TEMPORARY DISABILITY

The Superintendent or designee shall have authority to place an **eligible** employee on temporary disability leave at the employee's request, as appropriate, when the employee's condition interferes with the performance of regular duties.

AT EMPLOYEE'S REQUEST

BY BOARD AUTHORITY

Based on the Superintendent's recommendation that an **eligible** employee be involuntarily placed on temporary disability leave, the Board shall place an employee on temporary disability leave if the Board determines, in consultation with the physician who performed the medical examination, that the **employee's**~~educator's~~

condition interferes with the performance of regular duties. **[For employees who are eligible for temporary disability leave, see DEC(LOCAL)]**

In accordance with DGBA, an employee may file a complaint disputing placement on temporary disability leave. As part of the complaint process, the employee may present testimony or other relevant information to the Board regarding the employee's fitness to perform regular duties.

~~[See DEC(LEGAL)]~~

OTHER REQUIREMENTS

Employees with communicable diseases shall follow recommendations of public health officials regarding contact with students and other employees. Food service workers shall comply with health requirements established by city, county, and state health authorities. Bus drivers shall comply with legal requirements. [See DBA]

The Superintendent shall recommend **an annual**~~to the Board for approval~~ compensation **plan**~~plans~~ for all District employees. **The compensation plan**~~ Compensation plans~~ may include wage and salary structures, stipends, benefits, and incentives. **[See also DEAA] The recommended plan shall support District goals for hiring and retaining highly qualified employees. The Board shall review and approve the compensation plan to be used by the District. The Board shall also determine the total compensation package for the Superintendent. [See BJ series]**

PAY ADMINISTRATION

The Superintendent shall **implement**~~administer~~ the compensation **plan and establish procedures for plan administration**~~plans~~ consistent with the budget~~ approved by the Board~~. The Superintendent or designee shall classify each job title within the compensation **plan**~~plans~~ based on the qualifications~~, and~~ duties**, and market value** of the position.~~ Within these classifications, the Superintendent or designee shall determine appropriate pay for new employees and employees reassigned to different positions.~~

SUPERINTENDENT

The Superintendent's salary shall be reviewed annually at the completion of the appraisal review process in January and shall be negotiated by the Board and Superintendent.

ANNUALIZED SALARY

The District shall pay all salaried employees over 12 months in equal monthly or bimonthly installments, regardless of the number of months employed during the school year. Salaried employees hired during the school year shall be paid in accordance with administrative regulations.

~~ANNUAL~~ PAY INCREASES

The Superintendent shall recommend to the Board an amount for employee pay increases as part of the annual budget. The Superintendent or designee shall determine **pay adjustments**~~annual increases~~ for individual employees, within **the approved budget following established procedures**~~budgeted amounts~~.

~~When approved in the annual budget and compensation plan, the District shall provide additional compensation for employees holding degrees, including advanced degrees; however, such compensation shall be paid only for degrees from colleges and universities recognized by the regional accreditation agencies and/or the Higher Education Coordinating Board.~~

MID-YEAR PAY INCREASES

CONTRACT EMPLOYEES

A contract employee's pay **may**~~shall not~~ be increased after performance on the contract has begun **only if authorized by the compensation plan of the District or**~~unless~~ there is a change in the employee's job assignment or duties **during the term of the contract** that warrants additional compensation. Any such changes in pay **that do not conform with the compensation plan** ~~during the term of the contract~~ shall require Board approval. [See

DEA(LEGAL)~~DEAB~~ for **provisions on pay increases and** public hearing requirements]

NON-CONTRACT~~NONCONTRACT~~ EMPLOYEES

The Superintendent may grant a pay increase to a noncontract employee after duties have begun **because of**~~only when there is~~ a change in the employee's job assignment or **to address pay equity. The Superintendent shall report any such pay increases to**~~duties, or when an adjustment in~~ the **Board at** ~~market value of~~ the **next regular meeting**~~job warrants additional compensation~~.

PAY DURING CLOSING

IF THE BOARD CHOOSES TO PAY ~~CLASSIFICATION OF POSITIONS~~

~~The Superintendent or designee shall determine the classification of positions or~~ employees **during an emergency closure**~~as "exempt" or "nonexempt"~~ for **which** ~~pur-poses of payment of overtime in compliance with~~ the **workdays are not scheduled to be made up at a later date, then that authorization shall be by resolution or other Board action and** ~~Fair Labor Standards Act (FLSA).~~

~~EXEMPT~~

~~The District~~ shall **reflect**~~pay employees who are exempt from~~ the **purpose served by**~~overtime pay requirements of~~ the **expenditure.**~~FLSA on a salary basis. The salaries of these employees are intended to cover all hours worked, and the District shall not make deductions that are prohibited under the FLSA.~~

~~An employee who believes deductions have been made from his or her salary in violation of this policy should bring the matter to the District's attention, through the District's complaint policy.~~ [See **EB**~~DGBA]. If improper deductions are confirmed, the District will reimburse the employee and take steps to ensure future compliance with the FLSA.~~

~~The Superintendent or designee may assign noncontractual supplemental duties to personnel exempt under the FLSA, as needed. [See DK(LOCAL)]. The employee shall be compensated~~ for **the authority to close schools]**~~these assignments according to the District's compensation plans.~~

~~NONEXEMPT~~

~~Nonexempt employees may be compensated on an hourly basis or on a salary basis. Employees who are paid on an hourly basis shall be compensated for all hours worked. Employees who are paid on a salary basis are paid for a 40-hour workweek and do not earn additional pay unless the employee works more than 40 hours.~~

~~A nonexempt employee shall have the approval of his or her supervisor before working overtime. An employee who works overtime without prior approval is subject to discipline but shall be compensated in accordance with the FLSA.~~

~~WORKWEEK DEFINED~~

~~For purposes of FLSA compliance, the workweek for District employees shall be 12:01 a.m. Sunday until midnight Saturday.~~

~~COMPENSATORY TIME~~

~~ACCRUAL~~

~~At the District's option, nonexempt employees may receive compensatory time off, rather than overtime pay, for overtime work. The employee shall be informed in advance if overtime hours will accrue compensatory time rather than pay.~~

~~Compensatory time earned by nonexempt employees may not accrue beyond a maximum of 60 hours. If an employee has a balance of more than 60 hours of overtime, the employee will be required to use compensatory time or, at the District's option, will receive overtime pay.~~

~~USE~~

~~An employee shall use compensatory time within the duty year in which it is earned. If an employee has any unused compensatory time remaining at the end of a fiscal year, the employee shall receive overtime pay.~~

~~Compensatory time may be used at either the employee's or the District's option. An employee may use compensatory time in accordance with the District's leave policies and if such use does not unduly disrupt the operations of the District. [See DEC(LOCAL)] The District may require an employee to use compensatory time when in the best interest of the District.~~

COMPENSATION **PLAN**~~AND BENEFITS~~
INCENTIVES AND STIPENDS

DEAA
(LOCAL)

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STIPEND

~~At~~ the **annual compensation plan**~~end~~ of the **District. [See DEA]**

THE SUPERINTENDENT SHALL RECOMMEND A STIPEND PAY SCHEDULE AS PART OF~~MASTER TEACHER STIPENDS~~

SUPPLEMENTAL DUTIES

The Superintendent or designee may assign noncontractual supplemental duties to personnel exempt under the Fair Labor Standards Act (FLSA), as needed. [See DK(LOCAL)] The employee~~school year, a master teacher~~ shall be **compensated**~~paid the stipend~~ for **these assignments according to**~~any month in which~~ the **compensation plan of** ~~teacher performed~~ the **District.**~~prescribed duties for more than ten days. [See DBA]~~

~~If the number of master teachers exceeds the grants allocated, the District shall first fund the stipends for master teachers in their second or third year in the master program, as required by law. The District shall distribute the remaining funds among newly assigned master teachers based on:~~

~~LOCAL CRITERIA~~

~~1.Length of time teaching in the subject area.~~

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~~2.Seniority in the District, as measured from the employee's most recent date of hire.~~

~~EDUCATOR~~ INCENTIVE **AND INNOVATION** PROGRAMS

The Superintendent shall have authority to submit ~~incentive~~ plans and grant applications for incentive **and innovation** programs to TEA **or other granting organizations**~~,~~ on behalf of the Board. **Incentive**~~The incentive~~ plans shall address teacher eligibility, including any exclusions.

Locally developed incentive programs, if any, shall be addressed in the compensation plan of the District.~~[See also DEA regarding stipends for noncontractual supplemental duties.]~~

CLASSIFICATION OF POSITIONS

The Superintendent or designee shall determine the classification of positions or employees as "exempt" or "nonexempt" for purposes of payment of overtime in compliance with the Fair Labor Standards Act (FLSA).

EXEMPT

The District shall pay employees who are exempt from the overtime pay requirements of the FLSA on a salary basis. The salaries of these employees are intended to cover all hours worked, and the District shall not make deductions that are prohibited under the FLSA.

An employee who believes deductions have been made from his or her salary in violation of this policy should bring the matter to the District's attention, through the District's complaint policy. [See DGBA] If improper deductions are confirmed, the District will reimburse the employee and take steps to ensure future compliance with the FLSA.

NONEXEMPT

Nonexempt employees may be compensated on an hourly basis or on a salary basis. Employees who are paid on an hourly basis shall be compensated for all hours worked. Employees who are paid on a salary basis are paid for up to and including a 40-hour workweek.

A nonexempt employee shall have the approval of his or her supervisor before working overtime. An employee who works overtime without prior approval is subject to discipline but shall be compensated in accordance with the FLSA.

WORKWEEK DEFINED

For purposes of FLSA compliance, the workweek for District employees shall begin at 12:00 a.m. Sunday and end at 11:59 p.m. Saturday.

COMPENSATORY TIME

At the District's option, nonexempt employees may receive compensatory time off, rather than overtime pay, for overtime work. The employee shall be informed in advance if overtime hours will accrue compensatory time rather than pay.

ACCRUAL

Compensatory time earned by nonexempt employees may not accrue beyond a maximum of 60 hours. If an employee has a balance of more than 60 hours of compensatory time, the District shall require the employee to use the compensatory time, or at the District's option, the District shall pay the employee for the compensatory time.

USE

An employee shall use compensatory time within the duty year in which it is earned. If an employee has any unused compensatory time remaining at the end of a duty year, the District shall pay the employee for the compensatory time.

Compensatory time may be used at either the employee's or the District's option. An employee may use compensatory time in accordance with the District's leave policies and if such use does not unduly disrupt the operations of the District. [See DEC(LOCAL)] The District may require an employee to use compensatory time when in the best interest of the District.

COMPENSATION AND BENEFITS
EXPENSE REIMBURSEMENT

DEE
(LOCAL)

PRIOR APPROVAL REQUIRED	An employee shall be reimbursed for reasonable, allowable expenses incurred in carrying out District business only with the prior approval of the employee's immediate supervisor.
TRAVEL EXPENSES	Reimbursement for authorized travel shall be in accordance with legal requirements. Accounting records shall accurately reflect that no state or federal funds were used to reimburse travel expenses beyond those authorized for state employees.
DOCUMENTATION REQUIRED	For any authorized expense incurred, the employee shall submit a statement, with receipts to the extent feasible, documenting actual expenses and in accordance with administrative procedures.
EXCEPTION	**Expenses for meals associated with authorized overnight travel not related to a state or federal grant shall be paid to employees on a per diem basis. No receipts shall be required for expenses paid on a per diem basis.**

PLAN TO REDUCE PERSONNEL COSTS

If the Superintendent determines that there is a need to reduce personnel costs, the Superintendent shall develop, in consultation with the Board as necessary, a plan for reducing costs that may include one or more of the following:

- Salary reductions [see **DEA];**~~DEAB]~~
- Furloughs, if the District has received certification from the Commissioner of a reduction in funding under Education Code 42.009 [see CBA and **DEA];**~~DEAB]~~
- Reductions in force of contract personnel due to financial exigency, if the District meets the standard for declaring a financial exigency as defined by the Commissioner [see CEA and provisions at REDUCTION IN FORCE DUE TO FINANCIAL EXIGENCY, below**];**~~]~~
- Reductions in force of contract personnel due to program change [see DFFB**]; or**~~]~~
- Other means of reducing personnel costs**.**

A plan to reduce personnel costs may include the reduction of personnel employed pursuant to employment arrangements not covered at APPLICABILITY, below.

- See DCD for the termination at any time of at-will employment.
- See DFAB for the termination of a probationary contract at the end of the contract period.
- See DFCA for the termination of a continuing contract.
- See DCE for the termination at the end of the contract period of a contract not governed by Chapter 21 of the Education Code.

REDUCTION IN FORCE DUE TO FINANCIAL EXIGENCY

APPLICABILITY

The following provisions shall apply when a reduction in force due to financial exigency requires:

1. The nonrenewal or termination of a term contract;
2. The termination of a probationary contract during the contract period; or
3. The termination of a contract not governed by Chapter 21 of the Education Code during the contract period.

DEFINITIONS

Definitions used in this policy are as follows:

1. "Nonrenewal" shall mean the termination of a term contract at the end of the contract period.

2. "Discharge" shall mean termination of a contract during the contract period.

GENERAL GROUNDS

A reduction in force may take place when the Superintendent recommends and the Board adopts a resolution declaring a financial exigency. [See CEA] A determination of financial exigency constitutes sufficient reason for nonrenewal or sufficient cause for discharge.

EMPLOYMENT AREAS

When a reduction in force is to be implemented, the Superintendent shall recommend the employment areas to be affected.

Employment areas may include, for example:

1. Elementary grades, levels, subjects, departments, or programs.

2. Secondary grades, levels, subjects, departments, or programs, including career and technical education subjects.

3. Special programs, such as gifted and talented, bilingual/ESL programs, special education and related services, compensatory education, or migrant education.

4. Disciplinary alternative education programs (DAEPs) and other discipline management programs.

5. Counseling programs.

6. Library programs.

7. Nursing and other health services programs.

8. An educational support program that does not provide direct instruction to students.

9. Other **District-wide**~~Districtwide~~ programs.

10. An individual campus.

11. Any administrative position, unit, or department.

12. Programs funded by state or federal grants or other dedicated funding.

13. Other contractual positions.

The Superintendent's recommendation may address whether any employment areas should be:

1. Combined or adjusted (e.g., “elementary programs” and “compensatory education programs” can be combined to identify an employment area of “elementary compensatory education programs”); and/or

2. Applied on a **District-wide**~~Districtwide~~ or campus-wide basis (e.g., “the counseling program at [named elementary campus]”).

The Board shall determine the employment areas to be affected.

CRITERIA FOR DECISION

The Superintendent or designee shall apply the following criteria to the employees within an affected employment area when a reduction in force will not result in the nonrenewal or discharge of all staff in the employment area. The criteria are listed in the order of importance and shall be applied sequentially to the extent necessary to identify the employees who least satisfy the criteria and therefore are subject to the reduction in force. For example, if all necessary reductions can be accomplished by applying the first criterion, it is not necessary to apply the second criterion, and so forth.

1. Qualifications for Current or Projected Assignment: Certification, multiple or composite certifications, bilingual certification, licensure, endorsement, highly qualified status, and/or specialized or advanced content-specific training or skills for the current or projected assignment.

2. Performance: Effectiveness, as reflected by:

   a. The most recent formal appraisal and, if available, consecutive formal appraisals from more than one year [see DNA]; and

   b. Any other written evaluative information, including disciplinary information, from the last 36 months.

   If the Superintendent or designee at his or her discretion decides that the documented performance differences between two or more employees are too insubstantial to rely upon, he or she may proceed to apply the remaining criteria in the order listed below.

3. Extra Duties: Currently performing an extra-duty assignment, such as department or grade-level chair, band director, athletic coach, or activity sponsor.

4. Professional Background: Professional education and work experience related to the current or projected assignment.

5. Seniority: Length of service in the District, as measured from the employee’s most recent date of hire.

SUPERINTENDENT RECOMMENDATION

The Superintendent shall recommend to the Board the nonrenewal or discharge of the identified employees within the affected employment areas.

BOARD VOTE

After considering the Superintendent's recommendations, the Board shall determine the employees to be proposed for nonrenewal or discharge, as appropriate.

If the Board votes to propose nonrenewal of one or more employees, the Board shall specify the manner of hearing in accordance with DFBB(LOCAL).

If the Board votes to propose discharge of one or more employees, the Board shall determine whether the hearing will be conducted by a TEA-appointed hearing examiner [see DFD] or will be a local hearing under Education Code 21.207 [see DFBB].

NOTICE

The Superintendent or designee shall provide each employee written notice of the proposed nonrenewal or discharge, as applicable. The notice shall include:

1. The proposed action, as applicable;
2. A statement of the reason for the proposed action; and
3. Notice that the employee is entitled to a hearing of the type determined by the Board.

CONSIDERATION FOR AVAILABLE POSITIONS

An employee who has received notice of proposed nonrenewal or discharge may apply for available positions for which he or she wishes to be considered. The employee is responsible for reviewing posted vacancies, submitting an application, and otherwise complying with District procedures.

If the employee meets the District's objective criteria for the position and is the most qualified internal applicant, the District shall offer the employee the position until:

1. Final action by the Board to end the employee's contract, if the employee does not request a hearing.
2. The evidentiary hearing by the independent hearing examiner, the Board, or other person designated in DFBB(LOCAL), if the employee requests a hearing.

HEARING REQUEST

NONRENEWAL: TERM CONTRACT

An employee receiving notice of proposed nonrenewal of a term contract may request a hearing in accordance with DFBB.

DISCHARGE: CHAPTER 21 CONTRACT	An employee receiving notice of proposed discharge from a contract governed by Chapter 21 of the Education Code may request a hearing. The hearing shall be conducted in accordance with DFD or the nonrenewal hearing process in DFBB, as determined by the Board and specified in the notice of proposed discharge.
DISCHARGE: NON-CHAPTER 21 CONTRACT	An employee receiving notice of proposed discharge during the period of an employment contract not governed by Chapter 21 of the Education Code may request a hearing before the Board or its designee in accordance with DCE.
FINAL ACTION	
HEARING REQUESTED	If the employee requests a hearing, the Board shall take final action after the hearing in accordance with DCE, DFBB, or DFD, as applicable, and shall notify the employee in writing.
NO HEARING REQUESTED	If the employee does not request a hearing, the Board shall take final action in accordance with DCE, DFBB, or DFD, as applicable, and shall notify the employee in writing.

REASONABLE SUSPICION SEARCHES

The District reserves the right to conduct searches when the District has reasonable **suspicion**~~cause~~ to believe that a search will uncover evidence of work-related misconduct. The District may search the employee, the employee's personal items, work areas, lockers, and private vehicles parked on District premises or worksites or used in District business. **Searches that reveal a violation of the District's standards of conduct may result in disciplinary action. [See DH]**

Note: ~~–~~ The following provisions apply to employees who are covered by the federal Department of Transportation (DOT) rules.

federally required
DOT

~~DEPARTMENT OF TRANSPORTATION~~ TESTING PROGRAM

In accordance with DOT rules, the~~The~~ District shall establish an alcohol and controlled substances testing program to help prevent accidents and injuries resulting from the misuse of alcohol and controlled substances by the drivers of commercial motor vehicles, including school buses. The primary purpose of the testing program is to prevent impaired employees from performing safety-sensitive functions.

The Superintendent shall designate a District official who shall be responsible for ensuring that information is disseminated to employees covered under this testing program regarding prohibited driver conduct, alcohol and controlled substances tests, and the consequences that follow positive test results.

DRUG-RELATED VIOLATIONS

The following constitute drug-related violations **under the DOT rules:**~~:~~

1. Refusing to submit to a required test for alcohol or controlled substances.
2. Providing an adulterated, diluted, or a substituted specimen on an alcohol or **controlled substances**~~drug~~ test.
3. Testing positive for alcohol**, at a concentration of 0.04 or above,** in a **post-accident**~~postaccident~~ test.
4. Testing positive for controlled substances in a **post-accident**~~postaccident~~ test.
5. Testing positive for alcohol**, at a concentration of 0.04 or above,** in a random test.

6. Testing positive for controlled substances in a random test.

7. Testing positive for alcohol**, at a concentration of 0.04 or above,** in a reasonable suspicion test.

8. Testing positive for controlled substances in a reasonable suspicion test.

An employee who operates a commercial motor vehicle, including a bus, and commits a drug-related DOT violation as defined above~~The Superintendent~~ shall **not be eligible**~~designate a District official who shall be responsible~~ for **reinstatement as a**~~ensuring that information is disseminated to employees regarding prohibited~~ driver**.**

ALCOHOL RESULTS BETWEEN 0.02 AND 0.04

In accordance with DOT rules, a driver tested under this policy and found to have an ~~conduct,~~ alcohol **concentration of 0.02 or greater, but less than 0.04, shall be suspended from driving duties for at least 24 hours.**

[In ~~and controlled substances tests, and~~ the **event of a**~~consequences that follow~~ positive test **result for alcohol of 0.02 or greater, see the disciplinary consequences at DISTRICT-IMPOSED CONSEQUENCES, below.]**~~results.~~

~~CONSORTIUM~~

~~With specific Board approval, the Superintendent may contract on behalf of the District with outside consultants and contractors and work with a consortium of other local governments to secure the testing services, educational materials, and other component elements needed for this program.~~

~~Under such contract, the consortium shall be responsible for implementing, directing, administering, and managing the alcohol and controlled substances program within the U.S. Department of Transportation guidelines. The consortium shall serve as the principal contact with the laboratory and for collection activities in assuring the effective operation of the testing portion of the program.~~

REASONABLE SUSPICION **DOT** TESTING

Only supervisors specifically trained in accordance with federal regulations ~~[see DHE preceding]~~ may, based upon reasonable suspicion, remove a driver from a safety-sensitive position and require testing for alcohol and/or controlled substances. The determination of reasonable suspicion shall be based on specific observations of the appearance, behavior, speech, or body odors of the driver whose motor ability, emotional equilibrium, or mental acuity seems to be impaired. Such observations must take place just preceding, during, or just after the period of the workday that the driver is on duty.

The observations may include indication of the chronic and withdrawal effects of controlled substances. Within 24 hours of the observed behavior, the supervisor shall provide a signed, written record documenting the observations leading to a controlled substance reasonable suspicion test.

~~CONSEQUENCES OF POSITIVE TEST RESULTS~~

An employee violates District ~~has adopted a zero tolerance~~ policy **if he or she tests positive for alcohol at a concentration**~~toward use~~ of **0.02 or greater.**

~~THE~~ DISTRICT-**DEFINED VIOLATIONS CONSEQUENCES**

In addition to the consequences established by federal law, a District employee confirmed to have violated the District's policy pertaining to alcohol or controlled substances~~. Any employee with confirmed positive test results~~ shall be **subject to District-imposed discipline, as determined by his or her supervisor and the Superintendent. Such discipline may include any appropriate action from suspension without pay during the period of removal from safety-sensitive functions, up to and including termination of employment.**~~terminated.~~ [See ~~DCD and~~ DF series]

In cases where a driver is also employed in a nondriving capacity by the District, disciplinary action imposed for violation of alcohol and controlled substances policies shall apply to the employee's functions and duties that involve driving. Additionally, upon recommendation of the employee's supervisor, disciplinary measures up to and including termination of employment with the District may be considered.

STUDENT HANDBOOK — STUDENT CODE OF CONDUCT

The District's rules of conduct and discipline, maintained in the student handbook and/or the Board-adopted Student Code of Conduct, are established to achieve and maintain order in the schools, and to teach respect toward others and responsible behavior. [See FO series]

EXTRACURRICULAR ACTIVITIES: STANDARDS OF BEHAVIOR

With the approval of the principal and Superintendent, a sponsor or a coach of an extracurricular activity may develop and enforce standards of behavior that are higher than the District-developed Student Code of Conduct and may condition membership or participation in the activity on adherence to those standards. [See FO]

PROHIBITED HARASSMENT

A student shall not engage in prohibited harassment, including sexual harassment, of:

1. Another student, as defined at FFH.
2. A District employee, as defined at DIA.

While subject to the disciplinary control of the District, a student shall not engage in prohibited harassment, including sexual harassment, of another person, including a Board member, vendor, contractor, volunteer, or parent.

A student who violates this prohibition shall be subject to appropriate discipline in accordance with the Student Code of Conduct.

BEHAVIORAL STANDARDS

The following specific policies address student conduct in the areas of:

1. Use of District technology resources — CQ
2. Attendance — FEC
3. Bullying — FFI
4. School-sponsored publications — FMA
5. Appropriate attire and grooming — FNCA
6. Damage to school property — FNCB
7. Prohibited organizations and hazing — FNCC
8. Tobacco use — FNCD
9. Use of personal telecommunications devices and other electronic devices — FNCE
10. Drug and alcohol use — FNCF
11. Weapons — FNCG
12. Assault — FNCH
13. Disruptions — FNCI, GKA

STUDENT CODE OF CONDUCT

The District's rules of discipline are maintained in the Board-adopted Student Code of Conduct and are established to support an environment conducive to teaching and learning.

Rules of conduct and discipline shall not have the effect of discriminating on the basis of gender, race, color, disability, religion, ethnicity, or national origin.

At the beginning of the school year and throughout the school year as necessary, the Student Code of Conduct shall be:

1. Posted and prominently displayed at each campus or made available for review in the principal's office, as required by law; and

2. **Made available on the District's website and/or as a hard copy to students, parents, teachers, administrators, and others on request.**

REVISIONS

Revisions to the Student Code of Conduct approved by the Board during the year shall be made available promptly to students and parents, teachers, administrators, and others.

EXTRACURRICULAR STANDARDS OF BEHAVIOR

With the approval of the principal and Superintendent, sponsors and coaches of extracurricular activities may develop and enforce standards of behavior that are higher than the District-developed Student Code of Conduct and may condition membership or participation in the activity on adherence to those standards. Extracurricular standards of behavior may take into consideration conduct that occurs at any time, on or off school property.

A student shall be informed of any extracurricular behavior standards at the beginning of each school year or when the student first begins participation in the activity. A student and his or her parent shall sign and return to the sponsor or coach a statement that they have read the extracurricular behavior standards and consent to them as a condition of participation in the activity.

Standards of behavior for an extracurricular activity are independent of the Student Code of Conduct. Violations of these standards of behavior that are also violations of the Student Code of Conduct may result in independent disciplinary actions.

A student may be removed from participation in extracurricular activities or may be excluded from school honors for violation of extracurricular standards of behavior for an activity or for violation of the Student Code of Conduct.

'PARENT' DEFINED

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

GENERAL **DISCIPLINE** GUIDELINES

A District employee shall adhere to the following general guidelines when imposing discipline:

1. A student shall be disciplined when necessary to improve the student's behavior, to maintain order, or to protect other students, school employees, or property.
2. A student shall be treated fairly and equitably. Discipline shall be based on an assessment of the circumstances of each case. Factors to consider shall include:
   a. The seriousness of the offense;
   b. The student's age;
   c. The frequency of misconduct;
   d. The student's attitude;
   e. The potential effect of the misconduct on the school environment;
   f. Requirements of Chapter 37 of the Education Code; and
   g. The Student Code of Conduct adopted by the Board.
3. Before a student under 18 is assigned 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.

~~STUDENT CODE OF CONDUCT~~

~~At the beginning of the school year and throughout the school year as necessary, the Student Code of Conduct shall be:~~

1. ~~Posted and prominently displayed at each campus or made available for review in the principal's office, as required by law; and~~
2. ~~Made available on the District's Web site and/or as hard copy to students, parents, teachers, administrators, and to others on request.~~

~~REVISIONS~~

~~Revisions to the Student Code of Conduct approved by the Board during the year shall be made available promptly to students and parents, teachers, administrators, and others.~~

~~'PARENT' DEFINED~~

~~Throughout the Student Code of Conduct and discipline policies, the term "parent" includes a parent, legal guardian, or other person having lawful control of the child.~~

CORPORAL PUNISHMENT

Corporal punishment may be used as a discipline management technique in accordance with this policy and the Student Code of Conduct.

Corporal punishment shall not be administered to a student whose parent has submitted to the principal a signed statement for the current school year prohibiting the use of corporal punishment with his or her child. The parent may reinstate permission to use corporal punishment at any time during the school year by submitting a signed statement to the principal.

GUIDELINES

Corporal punishment shall be limited to spanking or paddling the student and shall be administered in accordance with the following guidelines:

1. The student shall be told the reason corporal punishment is being administered.
2. Corporal punishment shall be administered only by the principal or designee.
3. ~~Corporal punishment shall be administered only by an employee who is the same sex as the student.~~
4.**3.** The instrument to be used in administering corporal punishment shall be approved by the principal.
5.**4.** Corporal punishment shall be administered in the presence of one other District professional employee and in a designated place out of view of other students.

DISCIPLINARY RECORDS

The disciplinary record reflecting the use of corporal punishment shall include any related disciplinary actions, the corporal punishment administered, the name of the person administering the punishment, the name of the witness present, and the date and time of punishment.

PHYSICAL RESTRAINT

Within the scope of an employee's duties, a District employee may physically restrain a student if the employee reasonably believes restraint is necessary in order to:

1. Protect a person, including the person using physical restraint, from physical injury.
2. Obtain possession of a weapon or other dangerous object.
3. Remove a student refusing a lawful command of a school employee from a specific location, including a classroom or other school property, in order to restore order or to impose disciplinary measures.
4. Control an irrational student.

5. Protect property from serious damage.

A District employee may restrain a student with a disability who receives special education services only in accordance with law. [See FOF(LEGAL)]

~~EXTRACURRICULAR STANDARDS OF BEHAVIOR~~

~~With the approval of the principal and Superintendent, sponsors and coaches of extracurricular activities may develop and enforce standards of behavior that are higher than the District developed Student Code of Conduct and may condition membership or participation in the activity on adherence to those standards. Extracurricular standards of behavior may take into consideration conduct that occurs at any time, on or off school property. Extracurricular behavioral standards shall not have the effect of discriminating on the basis of gender, race, color, disability, religion, ethnicity, or national origin.~~

~~A student shall be informed of any extracurricular behavior standards at the beginning of each school year or when the student first begins participation in the activity. A student and his or her parent shall sign and return to the sponsor or coach a statement that they have read the extracurricular behavior standards and consent to them as a condition of participation in the activity.~~

~~Standards of behavior for an extracurricular activity are independent of the Student Code of Conduct. Violations of these standards of behavior that are also violations of the Student Code of Conduct may result in independent disciplinary actions.~~

~~A student may be removed from participation in extracurricular activities or may be excluded from school honors for violation of extracurricular standards of behavior for an activity or for violation of the Student Code of Conduct.~~

VIDEO AND AUDIO MONITORING

Video and audio recording equipment shall be used for safety purposes to monitor student behavior on District property.

The District shall post signs notifying students and parents about the District's use of video and audio recording equipment. Students shall not be notified when the equipment is turned on.

USE OF RECORDINGS

The principal shall review recordings as needed, and evidence of student misconduct shall be documented. A student found to be in violation of the District's Student Code of Conduct shall be subject to appropriate discipline.

ACCESS TO RECORDINGS

Recordings shall remain in the custody of the campus principal and shall be maintained as required by law. A parent or student who wishes to view a recording in response to disciplinary action taken

against the student may request such access under the procedures set out by law. [See FL(LEGAL)]

STATE EVALUATION PILOT

All teachers at MEDINA VALLEY ISD will be observed using the T-TESS Evaluation Rubric. Principals will train all teachers on the T-TESS Evaluation System in August and any new teachers throughout the year. The T-TESS training must be documented on the Go Sign Me Up system for audit purposes. Training must be completed before an observation can be conducted.

APPRAISAL

Teachers will be formally observed in classroom instruction by trained administrators, using the T-TESS research-based rubric that covers multiple dimensions of instructional quality.

All teachers will be formally observed in the classroom one time, which is announced unless the evaluator or teacher deems an additional observation to be necessary. Teachers will be observed either during the fall or spring semester.

Teachers who are new to the district and to the T-TESS rubric evaluation process may request a practice observation that will include a pre and post conference prior to completing a formal evaluation. Practice observations will cover a minimum of 45 minutes of instruction.

All teachers will be formally observed in the classroom one time unless the evaluator or teacher deems an additional observation to be necessary. Teachers will be observed either during the fall or spring semester.

ANNUAL OBSERVATION CYCLE

The annual observation cycle will be from September through April. In the event of a practice evaluation, it must precede the announced formal observation.

A classroom observation will be an instructional period or a complete lesson within an instructional period that consists of a minimum of 45 minutes of instruction.

ANNOUNCED OBSERVATIONS

All observations must include post-conference meetings.

Post-conferences will be required for all "announced" observations that are scheduled by date, time and class period.

Pre-conferences are optional at the request of a new or veteran teacher. The meeting will focus on pertinent questions regarding

lesson plan to be presented and information of students to be present during the observation.

A time and date that is mutually acceptable to both the observer and the teacher will need to be selected. There are no restrictions on the date and time of an "announced" observation providing it is mutually agreeable to both parties.

The teacher may not waive off an announced observation.

After each classroom/lesson observation, the teacher who was observed must complete and submit a self-evaluation within 5 working days of the actual observation.

After each classroom/lesson observation, the teacher observed will receive a written summary including oral feedback from the individual T-TESS evaluator in a “post-conference” meeting within 10 working days of the actual observation.

The "practice" observation for teachers who are new to the district and rubric evaluation process shall be an announced observation that is scheduled by date, time and class period.

END-OF-YEAR CONFERENCE

An end-of-year conference will be held at least 15 days prior to the end of school to discuss overall performance for the year. End-of-year conferences will not be waived.

The end-of-year conference will a review of the teacher’s progress in following their professional development plan to include but not limited to the following: review of formal classroom observation(s), Goal Setting and Professional Development (PD) plan progress, student performance information such as grades, formative and summative assessment, student portfolios, written walkthrough information and other relevant cumulative data.

COLLECTING AND MAINTAINING EVIDENCE

The T-TESS Observation Sheets and Goal Setting Form must be submitted to the Department of Human Resources within two weeks of the last instructional day.

SCORING

After the post-conference and reviewing all documentation from the four dimensions within the fourth domain, goal-setting form and Professional Development Plan progress, the appraiser will then score the final domain.

APPEAL PROCESS

In the event a teacher participating in the T-TESS evaluation process disagrees with the evaluation scores for individual performance on the performance standards, the teacher may appeal within 10 working days of the post-conference.

The site-based appeal process will follow the outlined procedures:

1. Completion of an Appeal Request letter will need to state the specific nature of the discrepancy, full disclosure of evidence of performance, and a statement of expected performance evaluation.
2. The appraiser will consider the additional evidence provided and meet with the teacher to review the information related to performance in an effort to achieve a mutual agreement.
3. In the event of non-agreement, a T-TESS Evaluator (who did not observe the teacher previously) from the same school will reassess evaluation materials regarding the teacher's performance by reviewing existing evidence.
4. After reviewing the information, the second T-TESS Evaluator will make a recommendation in writing regarding the T-TESS evaluation score for the teacher.
    - A second appraisal can be requested by the teacher within 10 days.

The Board has established a formal employee grievance procedure found in policy DGBA in the event the T-TESS appeal process does not resolve concerns.

OTHER GUIDELINES

PDAS Deferment does not apply to the State T-TESS Pilot. All teachers will participate in the T-TESS evaluation process. No exemptions.

Teachers must provide evidence for the Professional Practices and Responsibilities domain (Goal-Setting form) of the T-TESS rubric to the Principal prior to the End-of-Year Conference.

Walkthrough visits shall be conducted throughout the year. The Walkthrough visits are unannounced, brief, and informal. Lasting approximately 15 minutes.

Cumulative documentation that may impact a teacher's evaluation must be shared with the teacher within 10 working days. If the teacher wishes to respond to documentation, it must be done within 10 working days.

DNA
(REGULATION)

Post conferences following each observation may not be waived.

Medina Valley I.S.D.

POLICY REVIEW SESSION
November 4, 2014

Consultant: Sarah Gutierrez

As we discussed at the Policy Review Session, I have prepared a summary of the recommendations that resulted from the administrative review. The summary document and revised policies are enclosed for review by the administration and the Board. If any of the policies in the packet need further revision before presentation to the Board, please contact me, and I will be happy to make changes.

Regarding Board action on this Summary of Recommendations…

- Board action on the summary of recommendations resulting from the Policy Review Session must occur within an open meeting of the Board and may be addressed on the agenda posting as "Policy Review Session recommendations and instructions regarding (LOCAL) policies [see attached list]." Using the SUMMARY as a guide, create and attach to the posting a list of the (LOCAL) policy codes and the titles/subtitles of those policies.
- An appropriate motion for Board action on policy change recommendations resulting from the Policy Review Session is as follows:

  "I move that the Board authorize TASB Policy Service to add, revise, or delete (LOCAL) policies according to the SUMMARY document resulting from the Policy Review Session conducted with the District on (date). "
- The Board's action on (LOCAL) policy recommendations from the Policy Review Session must be reflected in Board minutes. A copy of the summary—annotated to reflect any changes made by the Board—should be filed with the Board minutes. Also include a copy of the (LOCAL) policies that were included in the summary materials in the historical record.
- Please return a copy of the completed responses to the summary to me via fax or e-mail and be sure to include any further revisions made by the Board to these policies.

As we discussed during the review session, once the district notifies me of its decisions regarding the proposed changes—by checking the appropriate blanks in the DISTRICT'S RESPONSE column, attaching any relevant material, and returning this document—I will make the appropriate changes to our files. I will then order a complete reprint of the district's manual. This will ensure that our records and all the district's manuals are in agreement. The board will then adopt all (LOCAL) policies in the newly reprinted manual and stamp them all with that adoption date, retaining the (LOCAL) policies from the old manual, with their previous adoption dates, in an historical file.

As always, please don't hesitate to contact me at (800) 580-7529 if you have any questions or additional revisions.

Please choose ONE of the following options:

The district would like the revised manual placed On Line as soon as possible. ❑

The district wishes to wait for formal board adoption of the revised manual before it is placed On Line. ❑

CODE	RECOMMENDATION	ACTION	DISTRICT'S RESPONSE
AE(LOCAL)	The enclosed revisions are recommended to reflect the district's current VISION STATEMENT and MISSION STATEMENT.	**REVISE** per enclosed policy	❑ YES or ❑ NO
BBB(LOCAL)	The enclosed revisions are recommended to bring the years mentioned up to date to match the new adoption date of all (LOCAL) policies in the manual and to make nonsubstantive revisions to match policy style.	**REVISE** per enclosed policy	❑ YES or ❑ NO
BF(LOCAL)	To allow the board the flexibility for efficient adoption of policy changes on a single reading when board members have advance notice of the recommended changes, the alternate policy version enclosed is recommended to replace the version currently found in your manual.	**REPLACE** with alternate version enclosed	❑ YES or ❑ NO
BQA(LOCAL)	The enclosed revisions are recommended to reflect the operation of the District Improvement Committee. Although provisions have been revised throughout for greater consistency with policy style and have been rearranged into a more logical order, only the few substantive revisions have been annotated.	**REVISE** per enclosed policy	❑ YES or ❑ NO
BQB(LOCAL)	The enclosed revisions are recommended to reflect the operation of the various Campus Improvement Committees. Although provisions have been revised throughout for greater consistency with policy style and have been rearranged into a more logical order, only the few substantive revisions have been annotated.	**REVISE** per enclosed policy	❑ YES or ❑ NO

CODE	RECOMMENDATION	ACTION	DISTRICT'S RESPONSE
CI(LOCAL)	The enclosed policy authorizing the superintendent to dispose of any unnecessary equipment in the most efficient manner is recommended for inclusion in your manual.	**ADD** enclosed policy	❑ YES or ❑ NO
DC(LOCAL)	The enclosed revisions are recommended to clarify existing provisions stating that the Board has delegated hiring authority to the Superintendent for contractual and noncontractual personnel.	**REVISE** per enclosed policy	❑ YES or ❑ NO
DCE(LOCAL)	The enclosed revisions are recommended to update the positions for which the district issues non-Chapter 21 contracts.	**REVISE** per enclosed policy	❑ YES or ❑ NO
DEA(LOCAL)	**Changes recommended during the Policy Review Session have been included in Update 102. This policy was removed from the summary document on 04/09/15.**	**NO POLICY ENCLOSED**	
DEC(LOCAL)	Per the request of the administration, the enclosed revisions are recommended to clarify that SCHEDULE LIMITATIONS apply to appropriate instructional staff based.	**REVISE** per enclosed policy	❑ YES or ❑ NO
DEE(LOCAL)	**Changes recommended during the Policy Review Session have been included in Update 102. This policy was removed from the summary document on 04/09/15.**	**NO POLICY ENCLOSED**	
DIA(LOCAL)	The enclosed revisions are necessary to correct the contact information for the current ADA/Section 504 coordinator for district employees.	**REVISE** per enclosed policy	❑ YES or ❑ NO

CODE	RECOMMENDATION	ACTION	DISTRICT'S RESPONSE
DMA(LOCAL)	To reflect that the district allows teachers to miss certain staff development days during the school year in exchange for attendance at approved workshops during the summer or other nonduty time, the enclosed policy is recommended for inclusion in your manual.	**ADD** enclosed policy	❑ YES or ❑ NO
DMD(LOCAL)	Several years ago we inadvertently omitted from your policy manual the enclosed policy. It is recommended for inclusion in your manual to clarify that the responsibility for justifying a direct benefit to the school for an employee's attendance at a meeting of a professional organization rests with the employee who is requesting release time with pay to attend such a meeting.	**ADD** enclosed policy	❑ YES or ❑ NO
DP(LOCAL)	The alternate policy version enclosed is recommended to replace the version currently found in your manual because the district requires an applicant for a principal's position to have three years' experience as a classroom teacher.	**REPLACE** with alternate version enclosed	❑ YES or ❑ NO
EHBB(LOCAL)	To address the policy requirements detailed in TEA's current state plan for gifted and talented education and reflect the district's current practices in light of those requirements, this policy has been rewritten and is recommended to replace the policy currently found in your manual. Although minor revisions have been made throughout for greater consistency with policy style and TEA's terminology, and provisions have been rearranged into a more logical order, only the few substantive revisions have been annotated.	**REPLACE** with enclosed policy	❑ YES or ❑ NO
EI(LOCAL)	the alternate policy version enclosed is recommended to reflect that the district does not issue certificates of coursework completion and to add provisions required for any district that receives migrant education funds.	**REPLACE** with alternate version enclosed	❑ YES or ❑ NO

CODE	RECOMMENDATION	ACTION	DISTRICT'S RESPONSE
EIE(LOCAL)	The enclosed revisions are recommended to remove unique provisions requiring a staff member of the sending and receiving campus to be part of a grade placement committee and to remove provisions that are not applicable because of the campus configurations in your district.	**REVISE** per enclosed policy	❑ YES or ❑ NO
EIF(LOCAL)	The enclosed revisions are recommended to clarify the number of credits for previous graduation programs and to add provisions for the Foundation Program based on current district practice.	**REVISE** per enclosed policy	❑ YES or ❑ NO
FB(LOCAL)	The enclosed revisions are necessary to correct the contact information for the current ADA/Section 504 coordinator for district students. [See also FFH]	**REVISE** per enclosed policy	❑ YES or ❑ NO
FDA(LOCAL)	Per the request of the administration, the enclosed revisions are recommended to reflect that the district reviews the academic records of potential transfer students. In addition, we have added a provisions requiring the district to follow applicable state and federal laws when considering the transfer request of a student with a known disability.	**REVISE** per enclosed policy	❑ YES or ❑ NO
FEF(LOCAL)	To make clear that the district does not release students for private lessons of any kind during the school day, the enclosed revisions are recommended for inclusion in your manual.	**REVISE** per enclosed policy	❑ YES or ❑ NO
FFAC(LOCAL)	The enclosed revisions are recommended to reflect that the district does not buy medications of any kind to provide to students except by an athletic trainer. In addition, changes have been made regarding administering nonprescription medication PROVIDED BY PARENT.	**REVISE** per enclosed policy	❑ YES or ❑ NO

CODE	RECOMMENDATION	ACTION	DISTRICT'S RESPONSE
FFH(LOCAL)	The enclosed revisions are necessary to correct the contact information for the current ADA/Section 504 coordinator for district students. [See also FB]	**REVISE** per enclosed policy	❑ YES or ❑ NO
FJ(LOCAL)	The alternate policy version enclosed is recommended to reflect that students in all grades may participate in fund-raising activities. In addition, we recommend language regarding informing the Board about approved fund-raising projects.	**REPLACE** with alternate version enclosed	❑ YES or ❑ NO
FL(LOCAL)	The enclosed revisions are recommended to match district practice regarding RECORDS RESPONSIBILITY FOR STUDENTS IN SPECIAL EDUCATION.	**REVISE** per enclosed policy	❑ YES or ❑ NO
FM(LOCAL)	The enclosed revisions are recommended to match current district practice regarding extracurricular activity absences for students.	**REVISE** per enclosed policy	❑ YES or ❑ NO
FO(LOCAL)	**Changes recommended during the Policy Review Session have been included in Update 102. This policy was removed from the summary document on 04/09/15.**	**NO POLICY ENCLOSED**	
GKA(LOCAL)	To reflect that the district prohibits the use of electronic cigarettes and vaporizers on District property. Similar prohibitions for students and employees should be outlined in the appropriate handbooks.	**REVISE** per enclosed policy	❑ YES or ❑ NO
GKD(LOCAL)	While there are no changes to the text in the district's current policy, we recommend reorganizing this policy to put appropriate provisions in the correct section.	**REVISE** per enclosed policy	❑ YES or ❑ NO