



## Notice of Regular Meeting The Board of Trustees Lago Vista ISD

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A Regular Meeting of the Board of Trustees of Lago Vista ISD will be held on December 13, 2010, beginning at 6:00 PM in the Board Room in Viking Hall, 8039 Bar K Ranch Road, Lago Vista, Texas 78645.

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.

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1. Determination of quorum, call to order, pledges of allegiance
  2. Recognition of visitors/Public participation
  3. Monthly Financial Report
  4. Minutes from Previous Meeting
  5. Superintendent's Report
    - a. Policy Review
    - b. Water Tower
    - c. Facility Committee Meeting
    - d. Copier Proposals
    - e. Board Evaluation
  6. Closed/Executive Session: Texas Education Code Section 551.074, Personnel matters.
    - a. Superintendent Evaluation
  7. Reconvene from Closed Session
  8. Adjourn
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*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.*

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Matt Underwood  
Superintendent

Date

Board Report  
 Comparison of Revenue to Budget  
 Lago Vista ISD  
 As of November

	Estimated Revenue (Budget)	Revenue Realized Current	Revenue Realized To Date	Revenue Balance	Percent Realized
5000 - RECEIPTS					
5700 - REVENUE-LOCAL & INTERMED					
5710 - LOCAL REAL-PROPERTY TAXES	12,125,899.00	-793,842.44	-942,911.63	11,182,987.37	7.78%
5730 - TUITION _FEES FROM PATRONS	2,000.00	.00	.00	2,000.00	.00%
5740 - INTEREST, RENT, MISC REVENUE	55,101.00	-6,618.04	-15,027.21	40,073.79	27.27%
5750 - ATHLETIC ACTIIVTY REVENUE	26,500.00	-5,351.00	-23,157.80	3,342.20	87.39%
5760 - OTHER REV FM LOCAL SOURCE	100.00	.00	.00	100.00	.00%
<b>Total REVENUE-LOCAL &amp; INTERMED</b>	<b>12,209,600.00</b>	<b>-805,811.48</b>	<b>-981,096.64</b>	<b>11,228,503.36</b>	<b>8.04%</b>
5800 - STATE PROGRAM REVENUES					
5810 - PER CAPITA-FOUNDATION REV	3,756,198.00	-43,685.00	-1,889,367.00	1,866,831.00	50.30%
5820 - STATE PROGRAM REVENUES	.00	-1,367.00	-1,367.00	-1,367.00	.00%
5830 - TRS ON-BEHALF	400,000.00	-35,645.36	-107,063.29	292,936.71	26.77%
<b>Total STATE PROGRAM REVENUES</b>	<b>4,156,198.00</b>	<b>-80,697.36</b>	<b>-1,997,797.29</b>	<b>2,158,400.71</b>	<b>48.07%</b>
5900 - FEDERAL PROGRAM REVENUES					
5930 - VOC ED NON FOUNDATION	.00	.00	.00	.00	.00%
<b>Total FEDERAL PROGRAM REVENUES</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00%</b>
<b>Total Revenue Local-State-Federal</b>	<b>16,365,798.00</b>	<b>-886,508.84</b>	<b>-2,978,893.93</b>	<b>13,386,904.07</b>	<b>18.20%</b>

Board Report  
 Comparison of Expenditures and Encumbrances to Budget  
 Lago Vista ISD  
 As of November

	Budget	Encumbrance YTD	Expenditure YTD	Current Expenditure	Balance	Percent Expended
6000 - EXPENDITURES						
11 - INSTRUCTION						
6100 - PAYROLL COSTS	-6,276,356.00	.00	1,585,539.63	516,597.78	-4,690,816.37	25.26%
6200 - PURCHASE_CONTRACTED SVS	-70,500.00	.00	12,795.75	4,076.08	-57,704.25	18.15%
6300 - SUPPLIES AND MATERIALS	-48,550.00	2,208.69	31,947.90	1,379.12	-14,393.41	65.80%
6400 - OTHER OPERATING EXPENSES	-28,050.00	1,220.86	2,434.64	1,476.10	-24,394.50	8.68%
6600 - CPTL OUTLY LAND BLDG_EQUIP	-5,000.00	.00	.00	.00	-5,000.00	.00%
<b>Total Function 11 INSTRUCTION</b>	<b>-6,428,456.00</b>	<b>3,429.55</b>	<b>1,632,717.92</b>	<b>523,529.08</b>	<b>-4,792,308.53</b>	<b>25.40%</b>
12 - LIBRARY						
6100 - PAYROLL COSTS	-182,176.00	.00	49,323.65	16,359.53	-132,852.35	27.07%
6200 - PURCHASE_CONTRACTED SVS	-6,750.00	.00	2,461.80	2,461.80	-4,288.20	36.47%
6300 - SUPPLIES AND MATERIALS	.00	.00	.00	.00	.00	.00%
6400 - OTHER OPERATING EXPENSES	-1,700.00	.00	.00	.00	-1,700.00	.00%
<b>Total Function 12 LIBRARY</b>	<b>-190,626.00</b>	<b>.00</b>	<b>51,785.45</b>	<b>18,821.33</b>	<b>-138,840.55</b>	<b>27.17%</b>
13 - CURRICULUM						
6100 - PAYROLL COSTS	.00	.00	.00	.00	.00	.00%
6200 - PURCHASE_CONTRACTED SVS	-30,600.00	2,650.00	5,325.00	2,175.00	-22,625.00	17.40%
6300 - SUPPLIES AND MATERIALS	-4,000.00	72.38	.00	.00	-3,927.62	.00%
6400 - OTHER OPERATING EXPENSES	-18,500.00	849.00	4,861.00	4,037.00	-12,790.00	26.28%
<b>Total Function 13 CURRICULUM</b>	<b>-53,100.00</b>	<b>3,571.38</b>	<b>10,186.00</b>	<b>6,212.00</b>	<b>-39,342.62</b>	<b>19.18%</b>
21 - INSTRUCTIONAL ADMINISTRATION						
6100 - PAYROLL COSTS	-108,478.00	.00	25,659.36	8,654.40	-82,818.64	23.65%
6200 - PURCHASE_CONTRACTED SVS	-3,100.00	.00	1,424.94	824.94	-1,675.06	45.97%
6300 - SUPPLIES AND MATERIALS	.00	.00	.00	.00	.00	.00%
6400 - OTHER OPERATING EXPENSES	-100.00	.00	.00	.00	-100.00	.00%
<b>Total Function 21 INSTRUCTIONAL ADMINISTRATION</b>	<b>-111,678.00</b>	<b>.00</b>	<b>27,084.30</b>	<b>9,479.34</b>	<b>-84,593.70</b>	<b>24.25%</b>
23 - CAMPUS ADMINISTRATION						
6100 - PAYROLL COSTS	-780,318.00	.00	196,218.47	65,662.14	-584,099.53	25.15%
6200 - PURCHASE_CONTRACTED SVS	-500.00	.00	75.00	.00	-425.00	15.00%
6300 - SUPPLIES AND MATERIALS	-12,000.00	299.50	1,613.87	29.99	-10,086.63	13.45%
6400 - OTHER OPERATING EXPENSES	-9,050.00	200.08	2,375.86	.00	-6,474.06	26.25%
<b>Total Function 23 CAMPUS ADMINISTRATION</b>	<b>-801,868.00</b>	<b>499.58</b>	<b>200,283.20</b>	<b>65,692.13</b>	<b>-601,085.22</b>	<b>24.98%</b>
31 - GUIDANCE AND COUNSELING SVS						
6100 - PAYROLL COSTS	-313,297.00	.00	80,010.22	26,663.03	-233,286.78	25.54%
6200 - PURCHASE_CONTRACTED SVS	-500.00	.00	500.00	.00	.00	100.00%
6300 - SUPPLIES AND MATERIALS	-1,500.00	.00	391.60	.00	-1,108.40	26.11%
6400 - OTHER OPERATING EXPENSES	-8,350.00	1,432.25	600.51	25.00	-6,317.24	7.19%
<b>Total Function 31 GUIDANCE AND COUNSELING SVS</b>	<b>-323,647.00</b>	<b>1,432.25</b>	<b>81,502.33</b>	<b>26,688.03</b>	<b>-240,712.42</b>	<b>25.18%</b>
33 - HEALTH SERVICES						
6100 - PAYROLL COSTS	-114,384.00	.00	29,053.11	9,665.24	-85,330.89	25.40%
6300 - SUPPLIES AND MATERIALS	-2,300.00	738.48	.00	.00	-1,561.52	.00%
6400 - OTHER OPERATING EXPENSES	.00	.00	.00	.00	.00	.00%
<b>Total Function 33 HEALTH SERVICES</b>	<b>-116,684.00</b>	<b>738.48</b>	<b>29,053.11</b>	<b>9,665.24</b>	<b>-86,892.41</b>	<b>24.90%</b>
34 - PUPIL TRANSPORTATION-REGULAR						
6200 - PURCHASE_CONTRACTED SVS	-265,000.00	.00	57,913.50	29,287.16	-207,086.50	21.85%
6300 - SUPPLIES AND MATERIALS	-40,000.00	.00	15,470.28	6,469.08	-24,529.72	38.68%
6600 - CPTL OUTLY LAND BLDG_EQUIP	-154,002.00	.00	154,002.18	.00	.18	100.00%
<b>Total Function 34 PUPIL TRANSPORTATION-REGULAR</b>	<b>-459,002.00</b>	<b>.00</b>	<b>227,385.96</b>	<b>35,756.24</b>	<b>-231,616.04</b>	<b>49.54%</b>
36 - CO-CURRICULAR ACTIVITIES						
6100 - PAYROLL COSTS	-197,743.00	.00	51,294.90	18,716.32	-146,448.10	25.94%
6200 - PURCHASE_CONTRACTED SVS	-94,115.00	552.00	17,912.52	4,853.34	-75,650.48	19.03%
6300 - SUPPLIES AND MATERIALS	-114,150.00	7,091.96	58,587.08	5,202.09	-48,470.96	51.32%
6400 - OTHER OPERATING EXPENSES	-160,530.00	2,324.90	25,674.42	7,608.11	-132,530.68	15.99%

Board Report  
 Comparison of Expenditures and Encumbrances to Budget  
 Lago Vista ISD  
 As of November

	Budget	Encumbrance YTD	Expenditure YTD	Current Expenditure	Balance	Percent Expended
6000 - EXPENDITURES						
36 - CO-CURRICULAR ACTIVITIES						
6600 - CPTL OUTLY LAND BLDG_EQUIP	.00	.00	.00	.00	.00	.00%
<b>Total Function 36 CO-CURRICULAR ACTIVITIES</b>	<b>-566,538.00</b>	<b>9,968.86</b>	<b>153,468.92</b>	<b>36,379.86</b>	<b>-403,100.22</b>	<b>27.09%</b>
41 - GENERAL ADMINISTRATION						
6100 - PAYROLL COSTS	-402,230.00	.00	102,973.95	34,348.56	-299,256.05	25.60%
6200 - PURCHASE_CONTRACTED SVS	-83,575.00	2,465.20	15,139.78	9,213.47	-65,970.02	18.12%
6300 - SUPPLIES AND MATERIALS	-9,000.00	257.00	4,108.46	385.95	-4,634.54	45.65%
6400 - OTHER OPERATING EXPENSES	-38,500.00	3,362.65	13,438.40	5,437.31	-21,698.95	34.90%
<b>Total Function 41 GENERAL ADMINISTRATION</b>	<b>-533,305.00</b>	<b>6,084.85</b>	<b>135,660.59</b>	<b>49,385.29</b>	<b>-391,559.56</b>	<b>25.44%</b>
51 - PLANT MAINTENANCE & OPERATION						
6100 - PAYROLL COSTS	-198,180.00	.00	50,290.27	16,574.91	-147,889.73	25.38%
6200 - PURCHASE_CONTRACTED SVS	-877,000.00	39,886.10	202,141.64	39,582.66	-634,972.26	23.05%
6300 - SUPPLIES AND MATERIALS	-60,000.00	2,837.08	14,051.67	6,999.95	-43,111.25	23.42%
6400 - OTHER OPERATING EXPENSES	-40,350.00	2.28	39,881.00	.00	-466.72	98.84%
6600 - CPTL OUTLY LAND BLDG_EQUIP	.00	.00	.00	.00	.00	.00%
<b>Total Function 51 PLANT MAINTENANCE &amp; OPE</b>	<b>-1,175,530.00</b>	<b>42,725.46</b>	<b>306,364.58</b>	<b>63,157.52</b>	<b>-826,439.96</b>	<b>26.06%</b>
52 - SECURITY						
6200 - PURCHASE_CONTRACTED SVS	-15,000.00	.00	656.25	.00	-14,343.75	4.38%
<b>Total Function 52 SECURITY</b>	<b>-15,000.00</b>	<b>.00</b>	<b>656.25</b>	<b>.00</b>	<b>-14,343.75</b>	<b>4.38%</b>
53 - DATA PROCESSING						
6100 - PAYROLL COSTS	-196,340.00	.00	39,508.28	13,098.32	-156,831.72	20.12%
6200 - PURCHASE_CONTRACTED SVS	.00	.00	.00	.00	.00	.00%
6300 - SUPPLIES AND MATERIALS	.00	.00	-194.40	-194.40	-194.40	.00%
6400 - OTHER OPERATING EXPENSES	-1,500.00	750.00	.00	.00	-750.00	.00%
6600 - CPTL OUTLY LAND BLDG_EQUIP	.00	.00	.00	.00	.00	.00%
<b>Total Function 53 DATA PROCESSING</b>	<b>-197,840.00</b>	<b>750.00</b>	<b>39,313.88</b>	<b>12,903.92</b>	<b>-157,776.12</b>	<b>19.87%</b>
61 - COMMUNITY SERVICES						
6100 - PAYROLL COSTS	-21,024.00	.00	5,411.99	1,800.81	-15,612.01	25.74%
6300 - SUPPLIES AND MATERIALS	.00	.00	.00	.00	.00	.00%
6400 - OTHER OPERATING EXPENSES	.00	.00	.00	.00	.00	.00%
<b>Total Function 61 COMMUNITY SERVICES</b>	<b>-21,024.00</b>	<b>.00</b>	<b>5,411.99</b>	<b>1,800.81</b>	<b>-15,612.01</b>	<b>25.74%</b>
81 - CAPITAL PROJECTS						
6200 - PURCHASE_CONTRACTED SVS	.00	.00	.00	.00	.00	.00%
6600 - CPTL OUTLY LAND BLDG_EQUIP	.00	.00	.00	.00	.00	.00%
<b>Total Function 81 CAPITAL PROJECTS</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00%</b>
91 - CHAPTER 41 PAYMENT						
6200 - PURCHASE_CONTRACTED SVS	-5,264,500.00	.00	.00	.00	-5,264,500.00	.00%
<b>Total Function 91 CHAPTER 41 PAYMENT</b>	<b>-5,264,500.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>-5,264,500.00</b>	<b>.00%</b>
99 - PAYMENT TO OTHER GOVERN ENT						
6200 - PURCHASE_CONTRACTED SVS	-87,000.00	.00	20,195.50	.00	-66,804.50	23.21%
<b>Total Function 99 PAYMENT TO OTHER GOVER</b>	<b>-87,000.00</b>	<b>.00</b>	<b>20,195.50</b>	<b>.00</b>	<b>-66,804.50</b>	<b>23.21%</b>
8000 - OTHER USES						
00 - DISTRICT WIDE						
8900 - OTHER USES-TRANSFERS OUT	-20,000.00	.00	.00	.00	-20,000.00	.00%
<b>Total Function 00 DISTRICT WIDE</b>	<b>-20,000.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>-20,000.00</b>	<b>.00%</b>
<b>Total Expenditures</b>	<b>-16,365,798.00</b>	<b>69,200.41</b>	<b>2,921,069.98</b>	<b>859,470.79</b>	<b>-13,375,527.61</b>	<b>17.85%</b>

	Estimated Revenue (Budget)	Revenue Realized Current	Revenue Realized To Date	Revenue Balance	Percent Realized
5000 - RECEIPTS					
5700 - REVENUE-LOCAL & INTERMED					
5740 - INTEREST, RENT, MISC REVENUE	.00	.00	.00	.00	.00%
5750 - ATHLETIC ACTIIVTY REVENUE	283,310.00	-29,119.35	-99,176.21	184,133.79	35.01%
<b>Total REVENUE-LOCAL &amp; INTERMED</b>	<b>283,310.00</b>	<b>-29,119.35</b>	<b>-99,176.21</b>	<b>184,133.79</b>	<b>35.01%</b>
5800 - STATE PROGRAM REVENUES					
5820 - STATE PROGRAM REVENUES	3,050.00	.00	.00	3,050.00	.00%
<b>Total STATE PROGRAM REVENUES</b>	<b>3,050.00</b>	<b>.00</b>	<b>.00</b>	<b>3,050.00</b>	<b>.00%</b>
5900 - FEDERAL PROGRAM REVENUES					
5920 - OBJECT DESCR FOR 5920	216,620.00	-25,101.00	-52,346.00	164,274.00	24.16%
<b>Total FEDERAL PROGRAM REVENUES</b>	<b>216,620.00</b>	<b>-25,101.00</b>	<b>-52,346.00</b>	<b>164,274.00</b>	<b>24.16%</b>
<b>Total Revenue Local-State-Federal</b>	<b>502,980.00</b>	<b>-54,220.35</b>	<b>-151,522.21</b>	<b>351,457.79</b>	<b>30.12%</b>

	<u>Budget</u>	<u>Encumbrance YTD</u>	<u>Expenditure YTD</u>	<u>Current Expenditure</u>	<u>Balance</u>	<u>Percent Expended</u>
6000 - EXPENDITURES						
35 - FOOD SERVICES						
6100 - PAYROLL COSTS	.00	.00	.00	.00	.00	.00%
6200 - PURCHASE CONTRACTED SVS	-478,540.00	.00	137,702.22	63,143.39	-340,837.78	28.78%
6300 - SUPPLIES AND MATERIALS	-24,440.00	.00	.00	.00	-24,440.00	.00%
<b>Total Function 35 FOOD SERVICES</b>	<b>-502,980.00</b>	<b>.00</b>	<b>137,702.22</b>	<b>63,143.39</b>	<b>-365,277.78</b>	<b>27.38%</b>
<b>Total Expenditures</b>	<b>-502,980.00</b>	<b>.00</b>	<b>137,702.22</b>	<b>63,143.39</b>	<b>-365,277.78</b>	<b>27.38%</b>

Board Report  
Comparison of Revenue to Budget  
Lago Vista ISD  
As of November

	Estimated Revenue (Budget)	Revenue Realized Current	Revenue Realized To Date	Revenue Balance	Percent Realized
5000 - RECEIPTS					
5900 - FEDERAL PROGRAM REVENUES					
5920 - OBJECT DESCR FOR 5920	350,155.00	-42,717.46	-112,255.39	237,899.61	32.06%
<b>Total FEDERAL PROGRAM REVENUES</b>	<b>350,155.00</b>	<b>-42,717.46</b>	<b>-112,255.39</b>	<b>237,899.61</b>	<b>32.06%</b>
<b>Total Revenue Local-State-Federal</b>	<b>350,155.00</b>	<b>-42,717.46</b>	<b>-112,255.39</b>	<b>237,899.61</b>	<b>32.06%</b>

Board Report  
 Comparison of Expenditures and Encumbrances to Budget  
 Lago Vista ISD  
 As of November

	Budget	Encumbrance YTD	Expenditure YTD	Current Expenditure	Balance	Percent Expended
6000 - EXPENDITURES						
11 - INSTRUCTION						
6200 - PURCHASE CONTRACTED SVS	-72,000.00	12,133.00	33,203.78	4,651.53	-26,663.22	46.12%
6300 - SUPPLIES AND MATERIALS	-179,282.00	6,734.18	37,751.81	3,221.56	-134,796.01	21.06%
6400 - OTHER OPERATING EXPENSES	-1,500.00	370.00	145.00	.00	-985.00	9.67%
<b>Total Function 11 INSTRUCTION</b>	<b>-252,782.00</b>	<b>19,237.18</b>	<b>71,100.59</b>	<b>7,873.09</b>	<b>-162,444.23</b>	<b>28.13%</b>
12 - LIBRARY						
6300 - SUPPLIES AND MATERIALS	-34,000.00	7,176.75	2,771.24	1,628.71	-24,052.01	8.15%
<b>Total Function 12 LIBRARY</b>	<b>-34,000.00</b>	<b>7,176.75</b>	<b>2,771.24</b>	<b>1,628.71</b>	<b>-24,052.01</b>	<b>8.15%</b>
21 - INSTRUCTIONAL ADMINISTRATION						
6300 - SUPPLIES AND MATERIALS	-3,500.00	.00	1,162.12	102.00	-2,337.88	33.20%
<b>Total Function 21 INSTRUCTIONAL ADMINISTR/</b>	<b>-3,500.00</b>	<b>.00</b>	<b>1,162.12</b>	<b>102.00</b>	<b>-2,337.88</b>	<b>33.20%</b>
31 - GUIDANCE AND COUNSELING SVS						
6200 - PURCHASE CONTRACTED SVS	-3,950.00	.00	.00	.00	-3,950.00	.00%
6300 - SUPPLIES AND MATERIALS	-8,295.00	.00	2,537.01	743.01	-5,757.99	30.58%
<b>Total Function 31 GUIDANCE AND COUNSELINC</b>	<b>-12,245.00</b>	<b>.00</b>	<b>2,537.01</b>	<b>743.01</b>	<b>-9,707.99</b>	<b>20.72%</b>
53 - DATA PROCESSING						
6200 - PURCHASE CONTRACTED SVS	-30,500.00	.00	30,340.00	.00	-160.00	99.48%
6300 - SUPPLIES AND MATERIALS	-17,128.00	293.60	6,434.43	.00	-10,399.97	37.57%
<b>Total Function 53 DATA PROCESSING</b>	<b>-47,628.00</b>	<b>293.60</b>	<b>36,774.43</b>	<b>.00</b>	<b>-10,559.97</b>	<b>77.21%</b>
<b>Total Expenditures</b>	<b>-350,155.00</b>	<b>26,707.53</b>	<b>114,345.39</b>	<b>10,346.81</b>	<b>-209,102.08</b>	<b>32.66%</b>
End of Report						



<b>BANK STATEMENTS/INVESTMENTS</b>													
<b>10-11</b>	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	July	Aug	
General	\$ 49,719.66	\$ 49,858.55	\$ 49,769.58										
Gen Sweep	\$ 93,006.57	\$ 181,578.29	\$ 260,755.70										
Cap Proj Sweep	\$ 49,935.75	\$ 49,945.67	\$ 49,956.62										
I & S	\$ 235.46	\$ 235.50	\$ 235.54										
CD's SSB	\$ 3,000,000.00	\$ 3,000,000.00	\$ 3,000,000.00										
Lonestar M & O	\$ 1,460,904.98	\$ 2,365,266.60	\$ 2,363,612.51										
Lonestar I&S	\$ 601,582.56	\$ 617,219.79	\$ 724,219.07										
Lonestar Constr	\$ 200,531.74	\$ 200,578.69	\$ 200,619.15										
TOTAL	\$ 5,455,916.72	\$ 6,464,683.09	\$ 6,649,168.17										
Difference		\$ 1,008,766.37	\$ 184,485.08										
<b>INTEREST EARNED</b>													
General	\$ 8.22	\$ 8.05	\$ 8.77										
Gen Sweep	\$ 33.05	\$ 32.07	\$ 45.53										
Cap Proj Sweep	\$ 10.26	\$ 9.92	\$ 10.95										
I & S	\$ 0.04	\$ 0.04	\$ 0.04										
CD'Ss SSB			\$ 6,069.86										
Lonestar M & O	\$ 581.85	\$ 363.83	\$ 475.80										
Lonestar I&S	\$ 162.17	\$ 142.75	\$ 135.87										
Lonestar Constr	\$ 108.40	\$ 46.95	\$ 40.46										
TOTAL INTEREST	\$ 903.99	\$ 603.61	\$ 6,787.28										
Cumulative		\$ 1,507.60	\$ 7,390.89										
<b>09-10</b>	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	July	Aug	
General	\$ 51,062.82	\$ 51,988.34	\$ 49,752.85	\$ 49,767.76	\$ 75,933.14	\$ 49,785.06	\$ 49,751.51	\$ 49,741.08	\$ 49,736.94	\$ 49,800.04	\$ 49,842.82	\$ 49,850.65	
Gen Sweep	\$ 148,555.52	\$ 146,942.65	\$ 194,542.58	\$ 144,273.38	\$ 166,400.67	\$ 163,399.53	\$ 185,171.08	\$ 164,377.77	\$ 31,766.87	\$ 127,539.48	\$ 44,466.35	\$ 66,032.25	
Cap Proj Sweep	\$ 49,790.27	\$ 49,821.31	\$ 49,831.89	\$ 49,842.47	\$ 49,852.37	\$ 49,861.93	\$ 49,873.20	\$ 49,883.45	\$ 49,893.02	\$ 49,904.30	\$ 49,914.55	\$ 49,925.55	
I & S	\$ 234.93	\$ 243.97	\$ 235.01	\$ 235.05	\$ 235.09	\$ 235.09	\$ 235.18	\$ 235.21	\$ 535.29	\$ 235.34	\$ 235.38	\$ 235.42	
CD's SSB									\$ 3,000,000.00	\$ 3,000,000.00	\$ 3,000,000.00	\$ 3,000,000.00	
Lonestar M & O	\$ 5,007,337.26	\$ 5,251,140.28	\$ 4,683,080.90	\$ 7,575,656.72	\$ 12,150,738.36	\$ 13,420,412.75	\$ 12,345,549.63	\$ 11,095,682.35	\$ 6,516,574.62	\$ 4,862,639.77	\$ 3,361,806.30	\$ 2,484,472.11	
Lonestar I&S	\$ 589,241.65	\$ 635,861.38	\$ 710,530.33	\$ 1,212,533.44	\$ 2,151,622.89	\$ 2,085,177.69	\$ 2,136,184.06	\$ 2,189,218.15	\$ 2,198,510.59	\$ 2,199,044.59	\$ 2,211,358.22	\$ 597,622.88	
Lonestar Constr	\$ 199,995.85	\$ 200,046.34	\$ 200,089.48	\$ 200,132.64	\$ 200,168.77	\$ 200,200.50	\$ 200,200.50	\$ 200,275.23	\$ 200,315.31	\$ 200,360.17	\$ 200,416.23	\$ 200,477.54	
TOTAL	\$ 6,046,218.30	\$ 6,336,044.27	\$ 5,888,063.04	\$ 9,232,441.46	\$ 14,794,951.29	\$ 15,969,072.55	\$ 14,966,965.16	\$ 13,749,413.24	\$ 12,047,332.64	\$ 10,489,523.69	\$ 8,918,039.85	\$ 6,448,616.40	
Difference		\$ 289,825.97	\$ (447,981.23)	\$ 3,344,378.42	\$ 5,562,509.83	\$ 1,174,121.26	\$ (1,002,107.39)	\$ (1,217,551.92)	\$ (1,702,080.60)	\$ (1,557,808.95)	\$ (1,571,483.84)	\$ (2,469,423.45)	
<b>INTEREST EARNED</b>													
General	\$ 7.88	\$ 8.40	\$ 8.69	\$ 8.61	\$ 8.07	\$ 8.44	\$ 9.25	\$ 8.22	\$ 7.67	\$ 7.49	\$ 8.22	\$ 8.78	
Gen Sweep	\$ 29.10	\$ 45.38	\$ 52.88	\$ 54.79	\$ 47.29	\$ 36.05	\$ 34.25	\$ 27.85	\$ 124.57	\$ 36.39	\$ 20.21	\$ 10.94	
Cap Proj Sweep	\$ 10.23	\$ 10.24	\$ 10.58	\$ 10.58	\$ 9.90	\$ 9.56	\$ 11.27	\$ 10.25	\$ 9.57	\$ 11.28	\$ 10.25	\$ 13.10	
I & S	\$ 0.04	\$ 0.04	\$ 0.04	\$ 0.04	\$ 0.04	\$ 0.04	\$ 0.04	\$ 0.04	\$ 0.08	\$ 0.05	\$ 0.04	\$ 0.04	
CD'Ss SSB													\$ 1,638.35
Lonestar M & O	\$ 1,373.45	\$ 1,235.94	\$ 1,080.15	\$ 1,140.36	\$ 1,922.44	\$ 2,188.99	\$ 1,043.53	\$ 2,250.22	\$ 1,654.18	\$ 1,278.48	\$ 1,150.23	\$ 854.13	
Lonestar I&S	\$ 165.25	\$ 154.38	\$ 145.71	\$ 186.31	\$ 307.25	\$ 360.55	\$ 389.99	\$ 409.72	\$ 439.58	\$ 492.35	\$ 616.73	\$ 368.59	
Lonestar Constr	\$ 56.47	\$ 50.49	\$ 43.14	\$ 43.16	\$ 36.13	\$ 31.73	\$ 36.89	\$ 37.84	\$ 40.08	\$ 44.86	\$ 56.06	\$ 61.31	
TOTAL INTEREST	\$ 1,642.42	\$ 1,504.87	\$ 1,341.19	\$ 1,443.85	\$ 2,331.12	\$ 2,635.36	\$ 1,525.22	\$ 2,744.14	\$ 2,275.73	\$ 1,870.90	\$ 1,861.74	\$ 2,955.24	
Cumulative		\$ 3,147.29	\$ 4,488.48	\$ 5,932.33	\$ 8,263.45	\$ 10,898.81	\$ 12,424.03	\$ 15,168.17	\$ 17,443.90	\$ 19,314.80	\$ 21,176.54	\$ 24,131.78	



**Nov-10**

25.00%

**10-11**

**Current Year**

REVENUES		BUDGET	ACTUAL	BALANCE	BUDGET
5710	LOCAL TAX REVENUES	\$ 11,695,899	\$ 812,765	\$ 10,883,134	6.95%
57XX	OTHER LOCAL REVENUES	\$ 513,701	\$ 168,331	\$ 345,370	32.77%
58XX	STATE PROG. REVENUES	\$ 4,156,198	\$ 1,997,797	\$ 2,158,401	48.07%
59XX	FED PROG. REVENUES	\$ -	\$ -	\$ -	
<b>TOTAL REVENUE</b>		<b>\$ 16,365,798</b>	<b>\$ 2,978,894</b>	<b>\$ 13,386,904</b>	<b>18.20%</b>

**EXPENDITURES**

11	INSTRUCTION	\$ 6,428,456	\$ 1,632,718	\$ 4,795,738	25.40%
12	LIBRARY	\$ 190,626	\$ 51,785	\$ 138,841	27.17%
13	STAFF DEVELOPMENT	\$ 53,100	\$ 10,186	\$ 42,914	19.18%
21	INST. ADMINISTRATION	\$ 111,678	\$ 27,084	\$ 84,594	24.25%
23	SCHOOL ADMINISTRATION	\$ 801,868	\$ 200,283	\$ 601,585	24.98%
31	GUID AND COUNSELING	\$ 323,647	\$ 81,502	\$ 242,145	25.18%
33	HEALTH SERVICES	\$ 116,684	\$ 29,053	\$ 87,631	24.90%
34	PUPIL TRANSP - REGULAR	\$ 459,002	\$ 227,386	\$ 231,616	49.54% Payment for the buses is due in September - one time/year payment always due in Septe
36	CO-CURRICULAR ACT	\$ 566,538	\$ 153,469	\$ 413,069	27.09% More supply costs at the beginning of year than at the end
41	GEN ADMINISTRATION	\$ 533,305	\$ 135,661	\$ 397,644	25.44%
51	PLANT MAINT & OPERATION	\$ 1,175,530	\$ 306,365	\$ 869,165	26.06% One time insurance payment due in September
52	SECURITY	\$ 15,000	\$ 656	\$ 14,344	4.38%
53	DATA PROCESSING	\$ 197,840	\$ 39,314	\$ 158,526	19.87%
61	COMMUNITY SERVICE	\$ 21,024	\$ 5,412	\$ 15,612	25.74%
81	CONSTRUCTION	\$ -	\$ -	\$ -	
91	STUDENT ATTENDANCE CR	\$ 5,264,500	\$ -	\$ 5,264,500	0.00%
99	TRAVIS COUNTY APP	\$ 87,000	\$ 20,196	\$ 66,805	23.21% This is paid quarterly with the first payment due October 1
0	TRANSFER OUT	\$ 20,000	\$ -	\$ 20,000	0.00%
<b>TOTAL EXPENDITURES</b>		<b>\$ 16,365,798</b>	<b>\$ 2,921,070</b>	<b>\$ 13,444,728</b>	<b>17.85%</b>

**Nov-10**

25.00%

**09-10**

**Prior Year**

REVENUES		BUDGET	ACTUAL	BALANCE	BUDGET	Variance	
5710	LOCAL TAX REVENUES	\$ 13,022,309	\$ 1,084,426	\$ 11,937,883	8.33%		-1.38%
57XX	OTHER LOCAL REVENUES	\$ 189,900	\$ 22,243	\$ 167,657	11.71%		21.06%
58XX	STATE PROG. REVENUES	\$ 2,963,704	\$ 1,905,781	\$ 1,057,923	64.30%		-16.24%
59XX	FED PROG. REVENUES	\$ -	\$ -	\$ -			
	<b>TOTAL REVENUE</b>	<b>\$ 16,175,913</b>	<b>\$ 2,333,384</b>	<b>\$ 13,842,529</b>	<b>14.43%</b>		<b>3.78%</b>
				\$ -			
<b>EXPENDITURES</b>							
				\$ -			
11	INSTRUCTION	\$ 7,007,707	\$ 1,420,535.00	\$ 5,587,172	20.27%		5.13%
12	LIBRARY	\$ 203,974	\$ 37,035.00	\$ 166,939	18.16%		9.01%
13	STAFF DEVELOPMENT	\$ 129,814	\$ 58,175.00	\$ 71,639	44.81%		-25.63%
21	INST. ADMINISTRATION	\$ 92,510	\$ 23,854.00	\$ 68,656	25.79%		-1.53%
23	SCHOOL ADMINISTRATION	\$ 684,694	\$ 180,506.00	\$ 504,188	26.36%		-1.39%
31	GUID AND COUNSELING	\$ 314,564	\$ 57,604	\$ 256,960	18.31%		6.87%
33	HEALTH SERVICES	\$ 112,911	\$ 26,599	\$ 86,312	23.56%		1.34%
34	PUPIL TRANSP - REGULAR	\$ 413,278	\$ 115,376	\$ 297,902	27.92%		21.62%
36	CO-CURRICULAR ACT	\$ 426,400	\$ 170,072	\$ 256,328	39.89%		-12.80%
41	GEN ADMINISTRATION	\$ 538,187	\$ 105,984	\$ 432,203	19.69%		5.74%
51	PLANT MAINT & OPERATION	\$ 1,199,257	\$ 343,330	\$ 855,927	28.63%		-2.57%
52	SECURITY	\$ 39,200	\$ 10,366	\$ 28,834	26.44%		-22.07%
53	DATA PROCESSING	\$ 20,100	\$ 973	\$ 19,127	4.84%		15.03%
61	COMMUNITY SERVICE	\$ 13,776	\$ 4,496	\$ 9,280	32.64%		-6.89%
81	CONSTRUCTION	\$ -	\$ -	\$ -			
91	STUDENT ATTENDANCE CR	\$ 4,904,541	\$ -	\$ 4,904,541	0.00%		0.00%
99	TRAVIS COUNTY APP	\$ 75,000	\$ 19,537	\$ 55,463	26.05%		-2.84%
0	TRANSFER OUT	\$ -	\$ -	\$ -			
	<b>TOTAL EXPENDITURES</b>	<b>\$ 16,175,913</b>	<b>\$ 2,574,442</b>	<b>\$ 13,601,471</b>	<b>15.92%</b>		<b>1.93%</b>

**Monthly Tax Collection Calculations  
For the Month of November 30, 2010**

**I&S Ratio      0.118644068  
M&O Ratio      0.881355932**

<u>Date(s)</u>	<u>Amount Collected</u>	<u>M&amp;O</u>	<u>Actual %</u>	<u>I&amp;S</u>	<u>Actual %</u>
11/1/2010	\$ 36,379.80	\$ 32,063.55	88.14%	\$ 4,316.25	11.86%
11/2/2010	\$ 6,464.26	\$ 5,697.31	88.14%	\$ 766.95	11.86%
11/3/2010	\$ 24,543.36	\$ 21,631.44	88.14%	\$ 2,911.92	11.86%
11/4/2010	\$ 79,472.83	\$ 70,043.85	88.14%	\$ 9,428.98	11.86%
11/5/2010	\$ 32,593.51	\$ 28,726.48	88.14%	\$ 3,867.03	11.86%
11/8/2010	\$ 40,242.35	\$ 35,467.83	88.14%	\$ 4,774.52	11.86%
11/9/2010	\$ 50,801.77	\$ 44,774.44	88.14%	\$ 6,027.33	11.86%
11/10/2010	\$ 94,142.52	\$ 82,973.07	88.14%	\$ 11,169.45	11.86%
11/12/2010	\$ 63,252.48	\$ 55,747.95	88.14%	\$ 7,504.53	11.86%
11/15/2010	\$ 22,574.60	\$ 19,896.26	88.14%	\$ 2,678.34	11.86%
11/16/2010	\$ 19,757.03	\$ 17,412.98	88.14%	\$ 2,344.05	11.86%
11/17/2010	\$ 39,588.62	\$ 34,891.67	88.14%	\$ 4,696.95	11.86%
11/18/2010	\$ 54,684.04	\$ 48,196.10	88.14%	\$ 6,487.94	11.86%
11/19/2010	\$ 61,182.66	\$ 53,923.70	88.14%	\$ 7,258.96	11.86%
11/22/2010	\$ 64,776.60	\$ 57,091.24	88.14%	\$ 7,685.36	11.86%
11/23/2010	\$ 41,325.52	\$ 36,422.49	88.14%	\$ 4,903.03	11.86%
11/24/2010	\$ 63,141.76	\$ 55,650.36	88.14%	\$ 7,491.40	11.86%
11/29/2010	\$ 82,820.34	\$ 72,994.20	88.14%	\$ 9,826.14	11.86%
11/30/2010	\$ 22,961.80	\$ 20,237.52	88.14%	\$ 2,724.28	11.86%
Totals	\$ 900,705.85	\$ 793,842.44	88.14%	\$ 106,863.41	11.86%

	<b>5711</b>	<b>5712</b>	<b>5719</b>	
	<b>Current Year</b>	<b>Prior Year</b>	<b>Pen &amp; Int</b>	<b>Totals</b>
<b>I&amp;S</b>	97,458.81	6,931.20	2,473.39	106,863.41
<b>M&amp;O</b>	723,979.75	51,488.94	18,373.76	793,842.44
Totals	\$ 821,438.56	\$ 58,420.14	\$ 20,847.15	\$ 900,705.85

Total M&O \$ 775,468.68  
Total I&S \$ 104,390.02  
(less P&I)

Yearly M&O \$ 897,489.01  
Yearly I&S \$ 120,815.83  
(less P&I)  
Total \$ 1,018,304.84

# Minutes of Regular Meeting

## The Board of Trustees

### Lago Vista ISD

A regular meeting of the Board of Trustees of Lago Vista ISD was held on November 15, 2010 at 6:00pm in the Board Room in Viking Hall, 8039 Bar K Ranch Road, Lago Vista, TX 78645.

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#### Members Present:

Tom Rugel, President  
Mike Carr, Secretary  
Laura Vincent, Vice President  
David Baker  
Jerrell Roque  
David Scott  
Michael Wells

#### Also Present:

Matt Underwood, Superintendent  
Henri Gearing  
Donna Larkin (for agenda items 1-3)

1. Invocation  
Mr. Rugel called the meeting to order at 6:01pm and led the pledge to the American flag and the Texas flag.
2. Welcome Visitors/Public Participation/Recognition  
Mr. Underwood recognized the 2010 Varsity volleyball team and coach Debbie Hansen. The team had a great season and came out of the playoffs as Bi-District Champs, Area Champs, and Regional Quarterfinalists. Coach Hansen recognized each of the team members in attendance: Anaisa Kalita, Sydney Macut, Chelsea Macut, Miranda Hazard, Courtney Sukup, Melissa Tully, Jennifer Hollingsworth, Kalie Gilham, Caroline Bricker and Hannah Pietz.
3. Donation of U.S. Constitution Booklets from North Shore Republicans  
Mr. Underwood introduced members of the NorthShore Republicans. Members present were: Mary Ann Chiles, John Thomas, Faye Tessnow, Eugene Eucker  
The Club has been providing dictionaries to elementary students for the past years. This year they wanted to provide pocket size constitution booklets. Mr. Eucker presented high school principal, Donna Larkin with 140 copies for classes studying civics this year and they hope to continue to provide dictionaries and constitution booklets if faculty find them useful.
4. Financial Audit Report: Preston Singleton  
Preston Singleton went over the audit review.  
reviewed the District's 2009-10 Audit. Highlights included the following:
  - The District ended the year with a net gain in fund balance of \$40,999 to bring the total balance to \$4,273,904
  - An increase in recapture from \$4.9 million (original budget) to \$5.6 million (amended budget)
  - A total revenue budget of \$20,219,799.
  - Recommendations included changes to the procedures relating to Free/Reduced Lunch Applications, Electronic Signatures and Student ActivityMr. Wells motion to accept the audit report as presented with change on page 10 of audit report (\$2,435,896 to \$22,435,896)  
Mr. Carr seconded the motion  
Motion carries 7-0
5. Policy Review Adoption  
The Board also conducted a workshop related to recent recommendations related to LVISD Policy. Final approval of these changes will be approved in December.

6. Approval of District Textbook Committee  
Mr. Roque made motion to accept textbook committee members  
Mr. Carr seconded  
Motion carries 7-0
  7. Approval of minutes for special meeting and regular meeting on October 18<sup>th</sup>  
Mr. Carr moved to accept the minutes as presented  
Mr. Jarrell seconded  
7-0 motion carries
  8. Monthly financial report  
Ms. Gearing reviewed monthly financials; tax collections noting that Oct is historically a slow month; comparison of budget from last year to this year – no red flags  
Ms. Vincent moved to approve the financial report  
Mr. Scott seconded  
Motion carries 7-0
  9. Facilities Planning Committee Update and Related Discussion  
Recommendations to the District's Facility Planning Committee and processes were discussed.  
The first Committee meeting will be held on Thursday, December 9th at 6:00 P.M. at the Viking Hall Cafeteria.
  10. Superintendent Report
    - a. Gmail - An update was given the board in reference to Gmail and Eduphoria
    - b. District Sick leave policy – Mr. Underwood will review with the DEIC
  11. Closed Session pursuant to Government Code section 551.074.  
The board went into closed session at 8:45pm.  
Reconvened at 9:15pm  
Ms. Vincent made a motion to change the next board meeting from December 20 to December 13, 2010.  
Mr. Roque seconded
  12. Adjourn  
There being no more items, Mr. Roque moved to adjourn, Mr. Carr seconded.  
Meeting adjourned at 9:17pm
-

EDUCATIONAL PHILOSOPHY

AE  
(LOCAL)

- MISSION STATEMENT      Lago Vista ISD will equip students for the rigors of the twenty-first century by preparing them for a global based digital economy. Lago Vista ISD will be recognized as a leader in educational innovation through technology, facilities, curriculum, volunteerism, and instruction.
- DISTRICT GOALS      Our students will:
- STUDENTS
1. Be inquisitive, self-motivated, intellectual risk takers capable of setting and meeting goals.
  2. Be self-confident, responsible decision-makers who are accountable for their actions.
  3. Have an understanding of personal strengths and weaknesses and make healthy lifestyle choices.
  4. Transform their learning experiences with technological, cultural, and global perspectives.
  5. Be multilingual.
  6. Be academically challenged to reach new heights and embrace lifelong learning.
  7. Graduate prepared to meet the challenges of post-high school education and/or the workforce.
- LEARNING ENVIRONMENT      Our learning environment will:
1. Provide quality instruction in a stimulating environment that meets the needs of diverse student populations.
  2. Welcome and encourage active communication and participation between and among campuses, parents, and students.
  3. Stimulate effective collaboration among professional staff, parents, and students where all take responsibility for student learning.
  4. Be positive, supportive, and safe for all students.
  5. Provide high performing, highly skilled staff, qualified above minimum requirements, who are dedicated to furthering their professional growth to meet changing classroom demographics.
  6. Effectively and seamlessly incorporate technology into student learning.
  7. Consist of facilities that meet the needs of all students and provide the best opportunities to thrive and achieve their greatest potential.



EDUCATIONAL PHILOSOPHY

AE  
(LOCAL)

COMMUNITY AND  
DISTRICT

8. Offer the most rigorous academic programs.

Our community and District will:

1. Inspire an increase in volunteerism, mentoring, and general participation in the school system by persons and businesses in the community with expertise in various areas.
2. Encourage Lago Vista ISD students to be involved in and act as responsible members of the community.
3. Maintain consistent, open communication in a respectful manner with all stakeholders.
4. Effectively communicate to taxpayers and citizens so that they may understand and financially support the needs and goals of the District.
5. Maintain the continued financial stability of the District.

This introductory page outlines the contents of the elections policy.  
See the following sections for statutory provisions on:

SECTION I

Elections Generally

1. Membership and terms
2. General election date
3. Joint elections
4. Method of election
5. Boundary change notice
6. Preclearance
7. Voting rights hotline

SECTION II

Conducting Elections

1. Election order and notices
2. Filing information
3. Election of unopposed candidate
4. Ballot
5. Election judges and clerks
6. Polling places
7. Bilingual materials
8. Voting systems
9. Early voting
10. Conducting elections

SECTION III

Post-Election Procedures

1. Determination of results
2. Canvass returns
3. Certificate of election
4. Certificate of election for unopposed candidate
5. Officer's statement
6. Oath of office

**SECTION I: ELECTIONS GENERALLY**

MEMBERSHIP AND  
TERMS

The Board consists of seven Trustees serving terms of three years, with elections held annually. The terms of one-third of the Trustees, or as near to one-third as possible, expire each year. *Education Code 11.051(b), 11.059*

Board policy shall state the schedule on which specific terms expire. *Education Code 11.059* [See BBB(LOCAL)]

GENERAL ELECTION  
DATE

Election of Trustees of the District shall be on the May uniform election date. *Election Code 41.001*

CHANGING TO  
NOVEMBER  
ELECTION DATE

If the District holds its election in May, the District is authorized to change to the November uniform election date. The District must take such action not later than December 31, 2010. *Election Code 41.0052(a-1)*

JOINT ELECTIONS  
REQUIRED

A District Trustee election shall be held on the same date as:

1. The election for the members of the governing body of a municipality located in the District; or
2. The general election for state and county officers.

Elections held on the same date as the election for the members of the governing body of a municipality located in the District or the same date as the general election for state and county officers shall be held as a joint election under Election Code Chapter 271.

The voters of a joint election under this section shall be served by common polling places consistent with Election Code 271.003(b).

The Board shall adjust the terms of office of its members to conform to the new election date if the election date is changed to comply with Education Code 11.0581.

*Education Code 11.0581*

ADMINISTRATOR

The District may seek to create the position of joint elections administrator under Election Code Chapter 31, Subchapter F. *Election Code 31.152*

METHOD OF  
ELECTION

Election of Trustees is by position or place in accordance with Texas law. The decision to elect Trustees by this method shall not be rescinded. *Education Code 11.058*

BOUNDARY CHANGE  
NOTICE

If the District changes its boundaries, it shall not later than the 30th day after the date the change is adopted:

1. Notify the voter registrar of the county in which the area subject to the boundary change is located of the adopted boundary change; and

2. Provide the voter registrar with a map of an adopted boundary change in a format that is compatible with the mapping format used by the registrar's office.

*Election Code 42.0615*

PRECLEARANCE

The Board, being subject to the Voting Rights Act of 1965, shall submit any changes that affect elections to the U.S. Justice Department for preclearance and shall implement such changes unless the justice department interposes an objection within 60 days after the date of submission. *42 U.S.C. 1973c; 28 CFR 51.6; Garza v. Gates, 482 F. Supp. 1211 (D.C. Tex. 1980)*

NOTICE OF VOTING  
RIGHTS HOTLINE

A notice of voter's rights, in the form prescribed by the secretary of state and including information required by the secretary of state, shall be publicized as provided by the secretary of state. The notice shall, in part, inform voters of the telephone number and purpose of the secretary of state's toll-free hotline for reporting existing or potential abuse of voting rights. *Election Code 31.0055, 62.0115*

**SECTION II: CONDUCTING ELECTIONS**

ELECTION ORDER

A call for an election shall be made not later than the 62nd day before election day, except that for an election to be held on the date of the general election for state and county officers, the election shall be called not later than the 70th day before the election day. The Board shall order the election. *Election Code 3.004-.005*

Each election order must state the date of the election, the offices or measures to be voted on, the location of each early voting polling place, the dates and hours for early voting, the dates and hours of any Saturday and Sunday early voting, and the early voting clerk's official mailing address. The Board shall retain the election order for at least 22 months after election day. *Election Code 3.006, 3.008, 66.058(a), 83.010, 85.004, 85.007*

FAILURE TO ORDER  
AN ELECTION

Failure to order a general election does not affect the validity of the election. *Election Code 3.007*

ELECTION NOTICE

Notice of the election shall be published at least once, not earlier than the 30th day or later than the tenth day before election day, in a newspaper published within the District's boundaries or in a newspaper of general circulation in the District if none is published within the District's boundaries. *Election Code 4.003(a)(1), (c)*

The notice shall state the nature and date of the election, the location of each polling place, the hours the polls will be open, the location of each early voting polling place, the dates and hours for early

voting, the dates and hours of any Saturday and Sunday early voting, and the early voting clerk's official mailing address.

The notice of a special election must also state each office to be filled or the proposition stating each measure to be voted on, unless the notice regards an election on a proposed constitutional amendment. The Board shall retain a copy of the published notice that contains the name of the newspaper and the date of publication and shall preserve that copy for at least 22 months after election day.

*Election Code 4.004, 4.005, 66.058(a), 83.010, 85.004, 85.007*

POSTING

In addition to the notice described above, the District shall, not later than the 21st day before election day, post a copy of the notice on the bulletin board used for posting notices of the meetings of the Board. The notice must include the location of each polling place. The person posting the notice shall make a record at the time of posting stating the date and place of posting. The person shall sign the record and deliver it to the Board after the last posting is made. *Election Code 4.003(b), 4.005*

NOTICE TO COUNTY  
CLERK

The Board shall also deliver notice of the election to the county clerk of each county in which the District is located not later than the 60th day before election day. *Election Code 4.008*

NOTICE TO  
ELECTION JUDGE

Not later than the 15th day before election day or the seventh day after the date the election is ordered, whichever is later, the Board shall deliver to the presiding judge of each election precinct in which the election is to be held in the District a written notice of:

1. The nature and date of the election;
2. The location of the polling place for the precinct served by the judge;
3. The hours that the polls will be open;
4. The judge's duty to hold the election in the precinct specified by the notice; and
5. The maximum number of clerks that the judge may appoint for the election.

*Election Code 4.007*

FAILURE TO GIVE  
NOTICE OF  
ELECTION

Failure to give notice of a general election does not affect the validity of the election. *Election Code 4.006*

BOARD MEMBERS  
ELECTIONS

BBB  
(LEGAL)

FILING INFORMATION	Not later than the 30th day before the first day on which a candidate may file an application for a place on the ballot, the District shall post notice of the dates of the filing period in a public place in a building where applications are filed. <i>Election Code 141.040</i>
NOTICE TO CANDIDATES	
GENERAL ELECTION	<p>An application for a place on the ballot may not be filed earlier than the 30th day before the date of the filing deadline.</p> <p>An application must be filed not later than 5:00 p.m. of the 62nd day before election day, except for an election to be held on the general election date for state and county officers, when the day of the filing deadline is the 70th day before election day.</p> <p><i>Education Code 11.055(a), (c); Election Code 144.005</i></p>
SPECIAL ELECTION	<p>An application for a place on a special election ballot may not be filed before the election is ordered.</p> <p>An application must be filed not later than:</p> <ol style="list-style-type: none"><li>1. 5:00 p.m. of the 62nd day before election day if election day is on or after the 70th day after the election is ordered;</li><li>2. 5:00 p.m. of the 31st day before election day, if election day is on or after the 36th day and before the 70th day after the date the election is ordered; or</li><li>3. 5:00 p.m. of a day fixed by the District, which day must be not earlier than the fifth day after the date the election is ordered and not later than the 20th day before election day, if election day is before the 36th day after the date the election is ordered.</li></ol>
EXCEPTION	<p>For a special election to be held on the date of the general election for state and county officers, the day of the filing deadline is the 67th day before election day.</p> <p><i>Election Code 201.054(a), (d), (f)</i></p>
WRITE-IN CANDIDACY	<p>A declaration of write-in candidacy must be filed no later than 5:00 p.m. of the fifth day after the date an application for a place on the ballot is required to be filed, except for an election to be held on the general election date for state and county officers, when the day of the filing deadline is the 67th day before election day. <i>Education Code 11.056(b), (e)</i></p>
APPLICATION	<p>The application shall include all statutorily required information, including that found at Election Code 141.031 and 141.039, such as an oath and a statement that the candidate is aware of the nepotism law. [See BBBB] <i>Election Code 31.0021, 141.031, 141.039</i></p>

BOARD MEMBERS  
ELECTIONS

BBB  
(LEGAL)

ELECTION OF  
UNOPPOSED  
CANDIDATE

The Board may declare each unopposed candidate elected to office if each candidate for an office that is to appear on the ballot is unopposed.

For purposes of determining whether all offices on a ballot are unopposed, a special election of the District is considered to be a separate election with a separate ballot from:

1. A general election for Trustees held at the same time as the special election; or
2. Another special election of the District held at the same time as the special election.

*Election Code 2.051*

PROCEDURE FOR  
CANCELING  
ELECTION

The Board may declare each unopposed candidate elected to the office upon receipt of certification from the authority responsible for having the official ballot prepared. The certification must state that if the election were held, only the votes cast for that candidate in the election for that office may be counted. If the Board makes such a declaration, the election is not held. *Election Code 2.052, 2.053(a), (b)*

If no election is to be held by the District on election day, a copy of the order shall be posted on election day at each polling place used or that would have been used in the election.

If a trustee election has been canceled but a separate election is to be held by the District on election day, the ballots used at the separate election shall include the offices and names of the candidates declared elected. The offices and names of unopposed candidates shall be listed separately, after the measures or contested races in the separate election, under the heading "Unopposed Candidates Declared Elected." The candidates shall be grouped in the same relative order prescribed for the ballot generally. No votes are cast in connection with the unopposed candidates.

*Election Code 2.053(a), (c)*

BALLOT

The ballot shall be printed in the form required by law. *Election Code 52.061-.064, 52.069, 52.093-.094; Education Code 11.058(g)*

BALLOT POSITION

Except as otherwise provided by law, for an election at which the names of more than one candidate for the same office are to appear on the ballot in an independent column or are to appear on a general or special election ballot that does not contain a party nominee, the order of the candidates' names shall be determined by

BOARD MEMBERS  
ELECTIONS

BBB  
(LEGAL)

a drawing consistent with the requirements of Election Code 52.094. *Election Code 52.094*

ELECTION JUDGES  
AND CLERKS

The Board shall appoint election judges and set the maximum number of election clerks. The judges and clerks shall be selected and serve in accordance with Election Code Chapter 32. *Election Code Chapter 32*

POLLING PLACES

The Board shall designate polling places. Each polling place shall be accessible to and usable by the elderly and physically handicapped. *Election Code 43.004, 43.034* If the District holds an election on the November uniform election date, the District shall follow procedures from the secretary of state and designate as the polling places for the election the regular county polling places in the county election precincts that contain territory from the District. *Election Code 42.002(a)(5), 42.0621, 43.004(b)*

POSTING SIGNS  
PROHIBITED

A person other than an election officer commits an offense if the person posts a sign, card, poster, or similar material at a polling place, including the area within 100 feet of an outside door through which a voter may enter the building in which the polling place is located. *Election Code 62.013(b)*

USE OF CERTAIN  
DEVICES  
PROHIBITED

A person may not use a wireless communication device or any mechanical or electronic means of recording images or sound within 100 feet of a voting station.

EXCEPTION

The prohibition does not apply to:

1. An election officer in conducting the officer's official duties;
2. The use of election equipment necessary for the conduct of the election; or
3. A person who is employed at the location in which a polling place is located, while the person is acting in the course of the person's employment.

*Election Code 61.013*

BILINGUAL MATERIALS

The District shall provide bilingual election materials, as specified by law, when the director of the federal census determines that:

1. More than five percent of the citizens of voting age of the District are members of a single language minority and are limited-English proficient, or more than 10,000 of the citizens of voting age of the District are members of a single-language minority and are limited-English proficient; and



2. The illiteracy rate of the citizens in the language minority as a group is higher than the national illiteracy rate, illiteracy defined as the failure to complete the fifth primary grade.

The term "limited-English proficient" means unable to speak or understand English adequately enough to participate in the electoral process.

The term "language minorities" or "language minority group" means people who are American Indian, Asian American, Alaskan natives, or of Spanish heritage.

*42 U.S.C. 1973aa-1a*

Except as provided by Election Code 272.003, bilingual election materials shall be used in each election precinct situated wholly or partly in a county in which five percent or more of the inhabitants are persons of Spanish origin or descent according to the most recent federal decennial census that may be officially recognized or acted upon by the state or political subdivisions.

An election precinct may be exempt from the bilingual requirement if official census information or other information indicates that persons of Spanish origin or descent comprise less than five percent of the precinct's inhabitants.

*Election Code 272.002, 272.003*

VOTING SYSTEMS

A voting system shall be selected and utilized in accordance with Election Code Title 8. *Election Code Title 8*

VOTING MACHINES  
AND PUNCH-CARD  
BALLOTS

A voting system may not be used in an election if the system uses mechanical voting machines or a punch-card ballot or similar form of tabulating card. *Election Code 122.001(d)*

VOTERS WITH  
DISABILITIES  
ACCESSIBLE  
VOTING  
STATIONS

Each polling place in an election of the District must provide at least one voting station that complies with Section 504 of the federal Rehabilitation Act of 1973 (29 U.S.C. Section 794) and its subsequent amendments, Title II of the federal Americans with Disabilities Act (42 U.S.C. Section 12131 et seq.) and its subsequent amendments, and the requirements for accessibility under 42 U.S.C. Section 15481(a)(3) and its subsequent amendments, and that provides a practical and effective means for voters with physical disabilities to cast a secret ballot. *Election Code 61.012(a)*

ELECTRONIC  
VOTING  
SYSTEMS

Upon providing the notice detailed in Election Code 61.013(d), the District is not required to meet the requirements for accessibility under 42 U.S.C. Section 15481(a)(3) and its subsequent amendments if the District's election is not held jointly with another elec-

tion in which a federal office appears on the ballot and if the District is located in a county:

1. With a population of less than 2,000;
2. With a population of 2,000 or more but less than 5,000, and the District provides at least one voting station that meets the requirements for accessibility under 42 U.S.C. Section 15481(a)(3) on election day;
3. With a population of 5,000 or more but less than 10,000, and the District provides at least one voting station that meets the requirements for accessibility under 42 U.S.C. Section 15481(a)(3) on election day and during the period for early voting by personal appearance;
4. With a population of 10,000 or more but less than 20,000, and the District:
  - a. Makes a showing in the manner provided by Election Code 61.103(c) that compliance with Section 61.012(a)(1)(C) constitutes an undue burden on the county;
  - b. Provides at least one voting station that meets the requirements for accessibility under 42 U.S.C. Section 15481(a)(3) on election day and during the period for early voting by personal appearance; and
  - c. Provides a mobile voting station that meets the requirements for accessibility under 42 U.S.C. Section 15481(a)(3) that during the period for early voting by personal appearance is deployed at least once at each polling place used for early voting by personal appearance.

For purposes of the above requirement, a district located in more than one county may choose:

- a. To be considered located in the county that contains the greatest number of registered voters of the District; or
- b. For each portion of the District located in a different county, to be considered a separate political subdivision.

*Election Code 61.013*

MULTIPLE  
VOTING  
SYSTEMS  
PERMITTED

The District may use more than one type of voting system in a single polling place in order to provide a person with physical disabilities with a method of casting a secret ballot. 1 TAC 81.55 [See GA]

BOARD MEMBERS  
ELECTIONS

BBB  
(LEGAL)

VOTING SYSTEM  
MALFUNCTION

If no private vendor supports the District's voting system, the District must give notice to the secretary of state within 24 hours of a malfunction of the District's voting system software or equipment in an election. The notice may be verbal or in writing. *1 TAC 81.64*

EARLY VOTING

The Board shall provide for early voting in Board elections by personal appearance at an early voting polling place and by mail in accordance with Election Code Title 7. *Election Code 81.001*

CONDUCTING  
ELECTIONS

Elections shall be conducted in accordance with Election Code Title 6. *Election Code Title 6*

**SECTION III: POST-ELECTION PROCEDURES**

DETERMINATION OF  
RESULTS

To be elected to a public office, a candidate must receive a plurality of votes, more votes than any other candidate, except as otherwise provided by law. *Election Code 2.001*

PLURALITY

The candidate receiving the highest number of votes for each respective position voted on is entitled to serve as Trustee. *Education Code 11.057(a)*

MAJORITY VOTE  
OPTION

The Board may provide by resolution, not later than the 180th day before the date of an election, that a candidate must receive a majority of the votes cast for a position to be elected.

The resolution is effective until rescinded by a subsequent resolution adopted not later than the 180th day before the date of the first election to which the rescission applies.

*Education Code 11.057(c)*

RUNOFF  
ELECTION

If no candidate for a particular office receives the vote necessary to be elected in an election requiring a majority vote, a runoff election for that office is required. *Election Code 2.021 et seq.*

WRITE-IN VOTING

A write-in vote may not be counted for a person who has not filed a declaration of write-in candidacy with the Secretary of the Board in the manner provided for write-in candidates in a general election for state and county officers. To the extent practicable and in accordance with rules adopted by the secretary of state, Election Code Chapter 146, Subchapter B, shall govern write-in voting in Trustee elections. *Education Code 11.056*

TIE VOTES

In accordance with Election Code 2.002, if two or more candidates for the same office tie for the number of votes required to be elected, a second election to fill the office shall be held, unless the candidates agree to cast lots, one candidate withdraws, or an automatic recount resolves the tie. *Election Code 2.002*

BOARD MEMBERS  
ELECTIONS

BBB  
(LEGAL)

CANVASS RETURNS

Except as provided below, the Board shall canvass the returns at the time set by the presiding officer not earlier than the eighth day or later than the 11th day after election day.

For an election held on the uniform election date in May, the local canvass must occur not later than the 11th day after election day and not earlier than the later of:

1. The third day after election day;
2. The date on which the early voting ballot board has verified and counted all provisional ballots, if a provisional ballot has been cast in the election; or
3. The date on which all timely received ballots cast from addresses outside of the United States are counted, if a ballot to be voted by mail in the election was provided to a person outside of the United States.

Two members of the Board constitute a quorum for purposes of canvassing an election.

*Election Code 67.003, 67.004(a)*

CERTIFICATE OF  
ELECTION

After the completion of a canvass, the presiding officer shall prepare a certificate of election for each candidate who is elected to an office for which the official result is determined by that authority's canvass. A certificate of election must contain:

1. The candidate's name;
2. The office to which the candidate is elected;
3. A statement of election to an unexpired term, if applicable;
4. The date of the election;
5. The signature of the officer preparing the certificate; and
6. Any seal used by the officer preparing the certificate to authenticate documents that the officer executes or certifies.

The authority preparing a certificate of election shall promptly deliver it to the person for whom it is prepared, subject to the submission of a recount petition.

A recount petition shall delay the issuance of a certificate of election and qualification for the office involved in the recount pending completion of the recount. A candidate may not qualify for an office involved in a recount before completion of the recount. A candidate who has received a certificate of election and qualified for an office before the submission of a recount petition shall not be affected by the recount petition.

BOARD MEMBERS  
ELECTIONS

BBB  
(LEGAL)

A certificate of election may not be issued to a person who has been declared ineligible to be elected to the office.

The presiding officer of the canvass shall also prepare a report of the precinct results as contained in the election register and shall deliver the report to the secretary of state as required by law.

*Election Code 67.016, 67.017, 212.0331*

CERTIFICATE OF  
ELECTION FOR  
UNOPPOSED  
CANDIDATE

A certificate of election shall be issued to each unopposed candidate in the same manner and at the same time as provided for a candidate elected at the election. The candidate must qualify for the office in the same manner as provided for a candidate elected at the election. *Election Code 2.053(c)*

OFFICER'S  
STATEMENT

Newly elected and appointed Trustees, before taking the oath or affirmation of office and entering upon the duties of office, shall sign the required officer's statement. The statement shall be retained with the official records of the office. *Tex. Const. Art. XVI, Sec. 1(b)* [See BBB(EXHIBIT)]

OATH OF OFFICE

After the officer's statement has been signed and certificates of election have been issued, but before entering upon the duties of the office, the Trustee shall take the oath or affirmation of office and shall file it with the President of the Board. *Tex. Const. Art. XVI, Sec. 1(a); Education Code 11.061* [See BBB(EXHIBIT)]

The oath may be administered and a certificate of the fact given by the individuals listed at Government Code 602.002, including:

1. A judge, retired judge, or clerk of a municipal court.
2. A judge, retired judge, senior judge, clerk, or commissioner of a court of record.
3. A notary public.
4. A justice of the peace or clerk of a justice court.
5. The secretary of state or a former secretary of state.
6. The speaker of the house of representatives or a former speaker of the house of representatives.
7. The lieutenant governor or a former lieutenant governor.
8. The governor or a former governor.
9. A legislator or retired legislator.
10. The attorney general or a former attorney general.

*Gov't Code 602.002*

BOARD MEMBERS  
ELECTIONS

BBB  
(LOCAL)

SCHEDULE OF  
ELECTIONS

Trustees shall be elected by position or place for three-year terms with elections held annually, as indicated below:

PLACES 4 AND 5      2011, 2014, 2017, and so forth.

PLACES 6 AND 7      2012, 2015, 2018, and so forth.

PLACES 1, 2, AND 3      2013, 2016, 2019, and so forth.

BOARD MEMBERS  
COMPENSATION AND EXPENSES

BBG  
(LOCAL)

EXPENSE REIMBURSEMENT	An amount for Board member travel expenses shall be approved in the budget each year.
	A Board member shall be reimbursed for reasonable, allowable expenses incurred in carrying out Board business only at the Board's request and for reasonable, allowable expenses incurred while attending meetings and conventions as an official representative of the Board.
TRAVEL EXPENSES	<p>Payment for authorized and documented travel expenses shall be made in accordance with legal requirements by either of the following two methods:</p> <ol style="list-style-type: none"><li data-bbox="552 693 1443 798">1. Reimbursement, not to exceed the allowable rates, for use of a personal car or commercial transportation plus parking, taxi fares, lodging, meals, and other incidental expenses.</li><li data-bbox="552 819 1443 955">2. Advancement of a set amount for use of a personal car or commercial transportation plus parking, taxi fares, lodging, meals, and other incidental expenses. Any excess over actual allowable expenses shall be refunded to the District.</li></ol> <p>Accounting records shall accurately reflect that no state or federal funds were used to reimburse travel expenses beyond those authorized for state employees.</p>
DOCUMENTATION REQUIRED	For any authorized expense incurred, the Board member shall submit a statement, with receipts to the extent feasible, documenting actual expenses and in accordance with procedures applicable to employee expense reimbursement.
PER DIEM	A per diem rate shall be set annually by the Board. A per diem rate above the amount set by the Board may be approved when requested by a Board member and accompanied by documentation that the regular per diem is inappropriate.

OFFICERS AND OFFICIALS  
DUTIES AND REQUIREMENTS OF BOARD OFFICERS

BDAA  
(LOCAL)

BOARD OFFICERS	The Board shall elect a President, a Vice President, and a Secretary who shall be members of the Board. The Board may assign a District employee to provide clerical assistance to the Board. Officers shall be elected by majority vote of the members present and voting.
VACANCY	A vacancy among officers of the Board, other than the President, shall be filled by majority action of the Board.
TERM AND DUTIES	Board officers shall serve for a term of one year or until a successor is elected. Officers may succeed themselves in office. Each officer shall perform any legal duties of the office and other duties as required by action of the Board.
PRESIDENT	In addition to the duties required by law, the President of the Board shall: <ol style="list-style-type: none"><li>1. Preside at all Board meetings unless unable to attend.</li><li>2. Have the right to discuss, make motions and resolutions, and vote on all matters coming before the Board.</li></ol>
VICE PRESIDENT	The Vice President of the Board shall: <ol style="list-style-type: none"><li>1. Act in the capacity and perform the duties of the President of the Board in the event of the absence or incapacity of the President.</li><li>2. Automatically become President of the Board if a vacancy in that office occurs.</li></ol>
SECRETARY	The Secretary of the Board shall: <ol style="list-style-type: none"><li>1. Ensure that an accurate record is kept of the proceedings of each Board meeting.</li><li>2. Ensure that notices of Board meetings are posted and sent as required by law.</li><li>3. In the absence of the President and Vice President, call the meeting to order and act as presiding officer.</li><li>4. Sign or countersign documents as directed by action of the Board.</li></ol>



BOARD MEETINGS

BE  
(LOCAL)

MEETING PLACE	Unless otherwise provided in the notice for a meeting, Board meetings shall be held at the Viking Hall Board room.
MEETING TIME	Regular meetings of the Board shall be held on the third Monday of each month at 6:00 p.m. When determined necessary and for the convenience of Trustees, the Board President may change the date or time of a regular meeting. The notice for that meeting shall reflect the changed date or time.
SPECIAL OR EMERGENCY MEETINGS	<p>The time and place of special and emergency meetings shall be as set out in the notice for the meeting.</p> <p>The President of the Board shall call special meetings at the President's discretion or on request by two members of the Board.</p> <p>The President shall call an emergency meeting when it is determined by the President or two members of the Board that an emergency or urgent public necessity, as defined by law, warrants the meeting.</p>
AGENDA DEADLINE	The deadline for submitting items for inclusion on the agenda is noon of the fifth calendar day before regular meetings and noon of the fifth calendar day before special meetings.
PREPARATION	<p>In consultation with the Board President, the Superintendent shall prepare the agenda for all Board meetings. Any Trustee may request that a subject be included on the agenda for a meeting, and the Superintendent shall include on the preliminary agenda of the meeting all Trustee-requested topics that have been timely submitted.</p> <p>Before the official agenda is finalized for any meeting, the Superintendent shall consult the Board President to ensure that the agenda and the topics included meet with the President's approval. In reviewing the preliminary agenda, the President shall ensure that any topics the Board or individual Trustees have requested to be addressed are either on that agenda or scheduled for deliberation at an appropriate time in the near future. The Board President shall not have authority to remove from the agenda a subject requested by a Trustee without that Trustee's specific authorization.</p>
NOTICE TO MEMBERS	Members of the Board shall be given notice of regular and special meetings at least 72 hours prior to the scheduled time of the meeting and at least two hours prior to the time of an emergency meeting.
CLOSED MEETING	Notice of all meetings shall provide for the possibility of a closed meeting during an open meeting, as provided by law. [See BEC]

BOARD MEETINGS

BE  
(LOCAL)

- The Board may conduct a closed meeting when the agenda subject is one that may properly be discussed in closed meeting. [See BEC]
- ORDER OF BUSINESS The order of business for regular Board meetings shall be as set out in the agenda accompanying the notice of the meeting. At the meeting, the order in which posted agenda items are taken may be changed by consensus of Board members.
- RULES OF ORDER The Board shall observe the parliamentary procedures as found in *Robert's Rules of Order, Newly Revised*, except as otherwise provided in Board procedural rules or by law. Procedural rules may be suspended at any Board meeting by majority vote of the members present.
- VOTING Voting shall be by voice vote or show of hands, as directed by the President. Any member may abstain from voting, and a member's vote or failure to vote shall be recorded upon that member's request. [See BDAA(LOCAL) for the Board President's voting rights]
- CONSENT AGENDA When the agenda is prepared, the Board President shall determine items, if any, that qualify to be placed on the consent agenda. A consent agenda shall include items of a routine and/or recurring nature grouped together under one action item. For each item listed as part of a consent agenda, the Board shall be furnished with background material. All such items shall be acted upon by one vote without separate discussion, unless a Board member requests that an item be withdrawn for individual consideration. The remaining items shall be adopted under a single motion and vote.
- MINUTES Board action shall be carefully recorded by the Secretary or clerk; when approved, these minutes shall serve as the legal record of official Board actions. The written minutes of all meetings shall be approved by vote of the Board and signed by the President and the Secretary of the Board.
- The official minutes of the Board shall be retained on file in the office of the Superintendent and shall be available for examination during regular office hours.
- DISCUSSIONS AND LIMITATION Discussions shall be addressed to the President of the Board and then the entire membership. Discussion shall be directed solely to the business currently under deliberation, and the Board President shall halt discussion that does not apply to the business before the Board.
- The Board President shall also halt discussion if the Board has agreed to a time limitation for discussion of an item, and that time limit has expired. Aside from these limitations, the President shall not interfere with debate so long as members wish to address themselves to an item under consideration.

BOARD MEETINGS  
PUBLIC PARTICIPATION

BED  
(LOCAL)

LIMIT ON  
PARTICIPATION

Audience participation at a Board meeting is limited to the public comment portion of the meeting designated for that purpose. At all other times during a Board meeting, the audience shall not enter into discussion or debate on matters being considered by the Board, unless requested by the presiding officer.

PUBLIC COMMENT

At regular meetings the Board shall allot 30 minutes to hear persons who desire to make comments to the Board. Persons who wish to participate in this portion of the meeting shall sign up with the presiding officer or designee before the meeting begins and shall indicate the topic about which they wish to speak.

No presentation shall exceed three minutes. Delegations of more than five persons shall appoint one person to present their views before the Board.

BOARD'S  
RESPONSE

Specific factual information or recitation of existing policy may be furnished in response to inquiries, but the Board shall not deliberate or decide regarding any subject that is not included on the agenda posted with notice of the meeting.

COMPLAINTS AND  
CONCERNS

The presiding officer or designee shall determine whether a person addressing the Board has attempted to solve a matter administratively through resolution channels established by policy. If not, the person shall be referred to the appropriate policy (see list below) to seek resolution:

Employee complaints: DGBA

Student or parent complaints: FNG

Public complaints: GF

DISRUPTION

The Board shall not tolerate disruption of the meeting by members of the audience. If, after at least one warning from the presiding officer, any person continues to disrupt the meeting by his or her words or actions, the presiding officer may request assistance from law enforcement officials to have the person removed from the meeting.

SUPERINTENDENT  
PROFESSIONAL DEVELOPMENT

BJCB  
(LEGAL)

TEAM BUILDING

The Superintendent's participation in team building sessions as part of the Board's continuing education [see BBD] shall represent one component of the Superintendent's ongoing professional development. *19 TAC 61.1(b)*

PLANNING AND DECISION-MAKING PROCESS  
DISTRICT-LEVEL

BQA  
(LOCAL)

DISTRICT-LEVEL COMMITTEE	In compliance with Education Code 11.251, the District-level committee shall advise the Board or its designee in establishing and reviewing the District's educational goals, objectives, and major Districtwide classroom instructional programs identified by the Board or its designee. The committee shall serve exclusively in an advisory role.
CHAIRPERSON	As the only certified professional employee at the District level who serves on the committee, the Superintendent shall be the Board's designee, serve as the District-level representative, and be chairperson of the committee.
MEETINGS	The chairperson of the committee shall set its agenda and shall schedule at least two meetings per year; additional meetings may be held at the call of the chairperson.
COMMUNICATIONS	The Superintendent or designee shall ensure that the District-level committee obtains broad-based community, parent, and staff input and provides information to those persons on a systematic basis. Methods of communication may include, but are not limited to, posting the minutes of the committee meetings on the District's Web site.
COMPOSITION	The committee shall be composed of members who shall represent campus-based professional staff, District-level professional staff, parents, businesses, and the community. At least two-thirds of the District and campus professional staff representatives shall be classroom teachers. The remaining employee representatives shall be professional nonteaching District- and campus-level staff. For purposes of this policy, District-level professional staff shall be defined as professionals who have responsibilities at more than one campus, including, but not limited to, central office staff.
PROFESSIONAL STAFF	<p>Classroom teacher representatives shall be nominated and elected by classroom teachers assigned to each campus and shall comprise at least two-thirds of the total professional staff representation on the committee.</p> <p>At least one campus-level nonteaching professional representative shall be nominated and elected by the campus-level nonteaching professional staff.</p>
PARENTS	The committee shall include at least two parents of students currently enrolled in the District, selected in accordance with administrative procedures. The Superintendent shall, through various channels, inform all parents of District students about the committee's duties and composition and shall solicit volunteers. [See BQA(LEGAL)]

PLANNING AND DECISION-MAKING PROCESS  
DISTRICT-LEVEL

BQA  
(LOCAL)

COMMUNITY MEMBERS	The committee shall include at least two community members selected by a process that provides for adequate representation of the community's diversity, in accordance with administrative procedures. The Superintendent shall use several methods of communication to ensure that community residents are informed of the committee and are provided the opportunity to participate and shall solicit volunteers. Community representatives must reside in the District.
BUSINESS REPRESENTATIVES	The committee shall include at least two business representatives selected by a process that provides for adequate representation of the community's diversity, in accordance with administrative procedures. The Superintendent shall use several methods of communication to ensure that area businesses are informed of the committee and are provided the opportunity to participate and shall solicit volunteers. Business representatives need not reside in nor operate businesses in the District.
ELECTIONS	<p>An employee's affiliation or lack of affiliation with any organization or association shall not be a factor in either the nomination or election of the employee to the committee. [See DGA]</p> <p>The consent of each nominee shall be obtained before the person's name may appear on the ballot. Election of the committee shall be held in the fall of each school year at a time determined by the Board or its designee. Nominations and elections shall be conducted in accordance with this policy and administrative regulations.</p>
TERMS	Representatives shall serve staggered two-year terms and shall not be limited as to the number of consecutive terms they may serve on the committee.
VACANCY	If a vacancy occurs among the representatives, nominations shall be solicited and an election held or selection made for the unexpired term in the same manner as for the annual election.
OTHER ADVISORY GROUPS	The existence of the District-level committee shall not affect the authority of the Board or its designee to appoint or establish other advisory groups or task forces to assist it in matters pertaining to District instruction.

PLANNING AND DECISION-MAKING PROCESS  
CAMPUS-LEVEL

BQB  
(LOCAL)

CAMPUS-LEVEL COMMITTEE	<p>A campus-level committee shall be established on each campus to assist the principal. The committee shall meet for the purpose of implementing planning processes and site-based decision making in accordance with Board policy and administrative procedures and shall be chaired by the principal.</p> <p>The committee shall serve exclusively in an advisory role.</p>
CAMPUS PERFORMANCE OBJECTIVES	<p>Each principal shall be responsible for the development of campus performance objectives. These objectives shall be formulated annually in accordance with a schedule established by the District, shall support the District's educational goals and objectives, and shall be specific to the academic achievement of students served by the campus. The Board shall review and approve campus performance objectives.</p>
WAIVERS	<p>The principal shall be responsible for ensuring that no campus-initiated decision violates rule, law, or policy, unless the campus has obtained a waiver. [See BQB(LEGAL) and BF]</p> <p>Except as prohibited by law [see BF], a campus may apply to the Board for a waiver of a local policy. An application for a waiver must state the achievement objectives of the campus and the reasons for requesting the waiver.</p>
COMMUNICATIONS	<p>The principal or designee shall ensure that the campus-level committee obtains broad-based community, parent, and staff input and provides information to those persons on a systematic basis. Methods of communication may include, but are not limited to, posting the minutes of the meetings on the campus Web site.</p>
COMPOSITION	<p>The committee shall be composed of members who shall represent District- and campus-based professional staff, parents, businesses, and the community. At least two-thirds of the District and campus professional staff representatives shall be classroom teachers. The remaining employee representatives shall be professional nonteaching District- and campus-level staff. For purposes of this policy, District-level professional staff shall be defined as professionals who have responsibilities at more than one campus, including, but not limited to, central office staff.</p>
CLASSROOM TEACHERS	<p>Classroom teachers shall be nominated and elected by all professional staff assigned to that campus.</p>
CAMPUS-BASED NONTEACHING PROFESSIONALS	<p>Campus-based nonteaching professionals shall be nominated and elected by nonteaching professionals assigned to that campus.</p>
DISTRICT-LEVEL PROFESSIONALS	<p>District-level professionals shall be nominated and elected by District-level professional staff.</p>

PLANNING AND DECISION-MAKING PROCESS  
CAMPUS-LEVEL

BQB  
(LOCAL)

PARENTS	The committee shall include at least two parents of students currently enrolled at the campus, selected in accordance with administrative procedures. The principal shall, through various channels, inform all parents of campus students about the committee's duties and composition and shall solicit volunteers. [See BQB(LEGAL)]
COMMUNITY MEMBERS	The committee shall include at least two community members selected by a process that provides for adequate representation of the community's diversity, in accordance with administrative procedures. The principal shall use several methods of communication to ensure that community residents are informed of the committee and are provided the opportunity to participate and shall solicit volunteers. Community representatives must reside in the District.
BUSINESS REPRESENTATIVES	The committee shall include at least two business representatives selected by a process that provides for adequate representation of the community's diversity, in accordance with administrative procedures. The principal shall use several methods of communication to ensure that area businesses are informed of the committee and are provided the opportunity to participate and shall solicit volunteers. Business representatives need not reside in nor operate businesses in the District.
ELECTIONS	An employee's affiliation or lack of affiliation with any organization or association shall not be a factor in either the nomination or election of the employee to the committee. [See DGA] Nominated employees shall give their consent to serve on the committee before they are eligible for election. Nominations and elections shall be conducted in accordance with this policy and administrative regulations.
TERMS	Representatives shall serve staggered two-year terms and shall not be limited as to the number of consecutive terms they may serve on the committee.
VACANCY	A vacancy during a term shall be filled for the remainder of the term by election or selection as appropriate for the category.
MEETINGS	The committee shall meet at the call of the principal. The principal shall set the agenda for each meeting.



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. 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)

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 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 commingled 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 project obligations. Maturities longer than one year are authorized provided legal limits are not exceeded.

OTHER REVENUES  
INVESTMENTS

CDA  
(LOCAL)

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.

If the Board determines that it is in the public interest and to the benefit of its residents and the citizens of this state that a corporation be created under Local Government Code Chapter 303 to finance, refinance, or provide the costs of District public facilities, the Board by resolution may authorize and create one or more nonmember, nonstock, nonprofit public facility corporations to issue bonds to purchase District obligations, finance public facilities for the District, or loan the proceeds of the obligations to other entities to accomplish the purposes of the District.

The District may use the corporation to acquire, construct, rehabilitate, renovate, repair, equip, furnish, or place in service public facilities of the District or to issue bonds on the District's behalf to finance the cost of District's public facilities.

*Local Gov't Code 303*

PURCHASING AND ACQUISITION

CH  
(LOCAL)

PURCHASING  
AUTHORITY

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

The Superintendent is not required to obtain Board approval for the following types of budgeted purchases, regardless of cost, but shall subsequently report them to the Board:

1. A purchase made pursuant to a Board-approved interlocal contract, in accordance with Government Code Chapter 791;
2. A purchase made through a cooperative purchasing program, in accordance with Local Government Code 271.102;
3. A purchase made through a state purchasing program that satisfies the District's obligation for competitive purchasing; and
4. A continuing or periodic purchase under a Board-approved bid or contract.

PURCHASING  
METHOD

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

COMPETITIVE  
BIDDING

If competitive bidding is chosen as the purchasing method, the Superintendent or designee shall prepare bid specifications. All bids shall be submitted in sealed envelopes, plainly marked with the name of the bidder and the time of opening. All bidders shall be invited to attend the bid opening. Any bid may be withdrawn prior to the scheduled time for opening. Bids received after the specified time shall not be considered.

The District may reject any and all bids.

COMPETITIVE  
SEALED  
PROPOSALS

If competitive sealed proposals are chosen as the purchasing method, the Superintendent or designee shall prepare the request for proposals and/or specifications for items to be purchased. All proposals shall be submitted in sealed envelopes, plainly marked with the name of the proposer and the time of opening. Proposals received after the specified time shall not be considered. Proposals shall be opened at the time specified, and all proposers shall be invited to attend the proposal opening. Proposals may be withdrawn prior to the scheduled time of opening. Changes in the content of a proposal, and in prices, may be negotiated after proposals are opened.

PURCHASING AND ACQUISITION

CH  
(LOCAL)

The District may reject any and all proposals.

RESPONSIBILITY FOR  
DEBTS

The Board shall assume responsibility for debts incurred in the name of the District so long as those debts are for purchases made in accordance with adopted Board policy and current administrative procedures. The Board shall not be responsible for debts incurred by persons or organizations not directly under Board control. Persons making unauthorized purchases shall assume full responsibility for all such debts.

PURCHASE  
COMMITMENTS

All purchase commitments shall be made by the Superintendent or designee on a properly drawn and issued purchase order, in accordance with administrative procedures.

PERSONAL  
PURCHASES

District employees shall not be permitted to purchase supplies or equipment for personal use through the District's business office.

FACILITIES CONSTRUCTION

CV  
(LOCAL)

COMPLIANCE WITH  
LAW

The Superintendent shall be responsible for establishing procedures that ensure that all school facilities within the District comply with applicable laws and local building codes.

CONSTRUCTION  
CONTRACTS

Prior to advertising, the Board shall determine the project delivery/contract award method to be used for each construction contract valued at or above \$50,000. To assist the Board, the Superintendent shall recommend the project delivery/contract award method that he or she determines provides the best value to the District. [See CV series]

For construction contracts valued at or above \$50,000, the Superintendent shall also submit the resulting contract to the Board for approval. Lesser expenditures for construction and construction-related materials or services shall be at the discretion of the Superintendent and consistent with law and policy. [See also CH]

PROJECT  
ADMINISTRATION

All construction projects shall be administered by the Superintendent or designee.

The Superintendent shall keep the Board informed concerning construction projects and also shall provide information to the general public.

CHANGE ORDERS

Change orders shall be approved by the Board or its designee prior to any changes being made in the approved plans or the actual construction of the facility.

FINAL PAYMENT

Final payments for construction work and/or the supervision of such work in the District shall not be made until the work has been completed and accepted by the Board.

EMPLOYMENT PRACTICES  
TERM CONTRACTS

DCB  
(LOCAL)

CERTIFICATION  
REQUIRED BY SBEC

Term contracts governed by Chapter 21 of the Education Code (educator term contracts) shall be provided to:

1. SBEC-certified employees serving full-time as principals, assistant principals, teachers, counselors, diagnosticians, librarians, and the athletic director; and
2. Full-time nurses.

CERTIFICATION  
REQUIRED BY THE  
DISTRICT

Educator term contracts shall be provided also to persons in the following positions for which the District requires current SBEC certification: assistant superintendent and curriculum director.



EMPLOYMENT PRACTICES  
AT-WILL EMPLOYMENT

DCD  
(LOCAL)

Personnel employed on an at-will basis include but are not limited to employees in the following categories: instructional aides, clerical employees, maintenance and custodial employees, transportation employees, food service employees, and technology specialists.

ASSIGNMENT AND  
EVALUATION

The Superintendent or designee has sole authority to notify employees of assignments, compensation rates, and conditions of employment.

Evaluation of at-will employees shall be conducted by the principal or supervisor in accordance with administrative procedures. [See DN]

REASONABLE  
ASSURANCE OF  
EMPLOYMENT

At-will employees in positions normally requiring less than 12 months of service annually and who are expected to report to work at the beginning of the following school session shall be provided a letter of reasonable assurance of employment. [See CRF]

DISMISSAL

At-will employees may be dismissed at any time for any reason not prohibited by law or for no reason, as determined by the needs of the District. At-will employees who are dismissed shall receive pay through the end of the last day worked.

APPEAL TO BOARD

A dismissed employee may request to be heard by the Board in accordance with DGBA(LOCAL).

EMPLOYMENT PRACTICES  
OTHER TYPES OF CONTRACTS

DCE  
(LOCAL)

NON-CHAPTER 21  
CONTRACTS

The Board shall employ the director of special education, technology director, and instructional technologist by a written contract. These contracts shall not be governed by Chapter 21 of the Education Code.

REASONABLE  
ASSURANCE OF  
EMPLOYMENT

The District shall provide an employee a letter of reasonable assurance of employment if a new contract is not issued prior to the last working day of the current contract and the employee is reasonably expected to report to work at the beginning of the following academic term.

APPEAL OF  
EMPLOYMENT  
ACTIONS

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

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

COMPENSATION AND BENEFITS  
SALARIES AND WAGES

DEA  
(LOCAL)

The Superintendent shall recommend to the Board for approval compensation plans for all District employees. Compensation plans may include wage and salary structures, stipends, benefits, and incentives.

PAY ADMINISTRATION

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

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 annual increases for individual employees, within budgeted amounts.

MID-YEAR PAY  
INCREASES

A contract employee's pay shall not be increased after performance on the contract has begun unless there is a change in the employee's job assignment or duties that warrants additional compensation. Any such changes in pay during the term of the contract shall require Board approval.

CONTRACT  
EMPLOYEES

NONCONTRACT  
EMPLOYEES

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

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.

COMPENSATION AND BENEFITS  
SALARIES AND WAGES

DEA  
(LOCAL)

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 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 12:00 a.m. Sunday until 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 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 AND BENEFITS  
INCENTIVES AND STIPENDS

DEAA  
(LOCAL)

MASTER TEACHER  
STIPENDS

At the end of the school year, a master teacher shall be paid the stipend for any month in which the teacher performed the 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.
2. Seniority in the District, as measured from the employee's most recent date of hire.

EDUCATOR  
INCENTIVE  
PROGRAMS

The Superintendent shall have authority to submit incentive plans and grant applications for incentive programs to TEA, on behalf of the Board. The incentive plans shall address teacher eligibility, including any exclusions.

[See also DEA regarding stipends for noncontractual supplemental duties]

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 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.

EMPLOYEE STANDARDS OF CONDUCT  
SEARCHES AND ALCOHOL/DRUG TESTING

DHE  
(LOCAL)

REASONABLE  
SUSPICION  
SEARCHES

The District reserves the right to conduct searches when the District has reasonable 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.

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

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DEPARTMENT OF  
TRANSPORTATION  
TESTING PROGRAM

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.

DRUG-RELATED  
VIOLATIONS

The following constitute drug-related violations:

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 drug test.
3. Testing positive for alcohol, at a concentration of 0.04 or above, in a postaccident test.
4. Testing positive for controlled substances in a 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.

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

CONSORTIUM

With specific Board approval, the Superintendent may contract on behalf of the District with outside consultants and contractors and

EMPLOYEE STANDARDS OF CONDUCT  
SEARCHES AND ALCOHOL/DRUG TESTING

DHE  
(LOCAL)

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  
TESTING

Only supervisors specifically trained in accordance with federal regulations 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

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 shall be subject to District-imposed discipline, as determined by his or her supervisor(s) 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. [See 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.

ALCOHOL RESULTS  
BETWEEN 0.02 AND  
0.04

A driver tested under this policy and found to have an alcohol concentration of 0.02 or greater, but less than 0.04, shall be suspended without pay from driving duties for 24 hours. A subsequent violation may subject the driver to termination in accordance with Board policy.



PERSONNEL POSITIONS

DP  
(LOCAL)

PRINCIPAL  
QUALIFICATIONS

In addition to the minimal certification requirement, the principal shall have at least:

1. Working knowledge of curriculum and instruction;
2. The ability to evaluate instructional program and teaching effectiveness;
3. The ability to manage budget and personnel and coordinate campus functions;
4. The ability to explain policy, procedures, and data;
5. Strong communications, public relations, and interpersonal skills;
6. Prior experience in instructional leadership roles; and
7. Other qualifications deemed necessary by the Board.

INSTRUCTIONAL MATERIALS SELECTION AND ADOPTION  
TEXTBOOK SELECTION AND ADOPTION

EFAA  
(LOCAL)

TEXTBOOK  
SELECTION  
COMMITTEE

The Superintendent shall appoint a textbook selection committee. The majority of the committee members shall be classroom teachers.

RECOMMENDATION  
AND ADOPTION

After examining all instructional materials adopted by the State Board and reflected on the multiple lists, the textbook selection committee shall select materials for use in the District and recommend the selections to the Board for ratification. In the event the Board does not ratify all of the selections, the reasons shall be recorded in Board minutes. The committee shall make other recommendations for selection until the Board has ratified all selections.

The Superintendent or designee shall be responsible for coordinating the time frame for meetings of the committee and meetings of the Board to ensure compliance with state timelines.

SPECIAL PROGRAMS  
GIFTED AND TALENTED STUDENTS

EHBB  
(LOCAL)

NOMINATION/ REFERRAL	Students may be nominated/referred for the gifted and talented program at any time by teachers, counselors, parents, or other interested persons.
SCREENING AND IDENTIFICATION PROCESS	The District shall provide assessment opportunities to complete the screening and identification process for nominated/referred students at least once per school year.
PARENTAL CONSENT	The District shall obtain written parental consent before any special testing or individual assessment is conducted as part of the screening and identification process. All student information collected during the screening and identification process shall be an educational record, subject to the protections set out in policies at FL.
IDENTIFICATION CRITERIA	The Board-approved program for the gifted and talented shall establish criteria to identify gifted and talented students. The criteria shall be specific to the state definition of gifted and talented and shall ensure the fair assessment of students with special needs, such as the culturally different, the economically disadvantaged, and students with disabilities.
ASSESSMENTS	Data collected through both objective and subjective assessments shall be measured against the criteria approved by the Board to determine individual eligibility for the program. Assessment tools may include, but are not limited to, the following: achievement tests, intelligence tests, creativity tests, behavioral checklists completed by teachers and parents, student/parent conferences, and available student work products.
SELECTION	A selection committee shall evaluate each nominated/referred student according to the established criteria and shall identify those students for whom placement in the gifted and talented program is the most appropriate educational setting. The committee shall be composed of at least three professional educators who have received training in the nature and needs of gifted students, as required by law, and shall be established at each campus.
NOTIFICATION	The District shall provide written notification to parents of students who qualify for services through the District's gifted and talented program. Participation in any program or services provided for gifted students shall be voluntary, and the District shall obtain written permission from the parents before placing a student in a gifted program.
NO REASSESSMENT	The District shall not perform routine reassessments.
TRANSFER STUDENTS INTERDISTRICT	When a student identified as gifted by a previous school district enrolls in the District, the selection committee shall review the student's records to determine if placement in the District's program for gifted and talented students is appropriate.

The selection committee shall make a determination within 30 calendar days of the student's enrollment in the District and shall base the decision on the transferred records, observation reports of District teachers who instruct the student, and student and parent conferences.

[See FDD(LEGAL) for information regarding transfer students and the Interstate Compact on Educational Opportunities for Military Children]

FURLOUGHS

The District may place on a furlough any student who is unable to maintain satisfactory performance or whose educational needs are not being met within the structure of the gifted and talented program. A furlough may be initiated by the District, the parent, or the student.

In accordance with administrative regulations, a furlough shall be granted for specified reasons and for a specified period of time. At the end of a furlough, the student may reenter the gifted program, be placed on another furlough, or be exited from the program.

EXIT PROVISIONS

The District shall monitor student performance in the program. If at any time the selection committee determines it is in the best interest of the student and his or her educational needs, the committee may exit a student from the program. If a student or parent requests removal from the program, the selection committee shall meet with the parent and student before honoring the request.

APPEALS

A parent or student may appeal any final decision of the selection committee regarding selection for or exit from the gifted program. Appeals shall be made first to the selection committee. Any subsequent appeals shall be made in accordance with FNG(LOCAL) beginning at Level Two.

PROGRAM  
EVALUATION

The District shall annually evaluate the effectiveness of the District's gifted program, and the results of the evaluation shall be used to modify and update the District and campus improvement plans. The District shall include parents in the evaluation process and shall share the information with Board members, administrators, teachers, counselors, students in the gifted and talented program, and the community.

COMMUNITY  
AWARENESS

The District shall ensure that information about the District's gifted and talented program is available to parents and community members and that they have an opportunity to develop an understanding of and support for the program.

ACADEMIC ACHIEVEMENT

EI  
(LOCAL)

CERTIFICATES OF  
COURSEWORK  
COMPLETION

Certificates of coursework completion shall be issued to senior students who successfully complete state and local credit requirements for graduation but who fail to meet all applicable exit-level testing requirements. The student's academic achievement record shall indicate the date on which the certificate was issued. [See EIF, FMH]

PARTIAL CREDIT

Credit for an individual semester shall be earned by a student who earns a passing grade for one semester but whose combined grade for the two semesters is lower than 70. In this circumstance, the student shall be required to retake only the semester in which the failing grade was earned.

WITHDRAWAL OR  
LATE ENROLLMENT

A migrant or homeless student who enrolls after the first day of instruction or who withdraws early shall be provided opportunities to achieve mastery of the essential knowledge and skills to meet course requirements. Teachers and counselors shall consider the student's particular circumstances in determining appropriate opportunities, which may include, but are not limited to:

1. Individualized work.
2. Tutorial sessions.
3. Testing to verify mastery of the essential knowledge and skills.
4. Early final examinations.

ACADEMIC ACHIEVEMENT  
CLASS RANKING

EIC  
(LOCAL)

CLASS RANK	Class ranking shall be determined by averaging all semester grades earned in grades 9–12, with the exceptions noted below, through the third nine-week grading period of the senior year. Courses taken in middle school for state graduation credit shall also be used for class rank calculation. The grade point average (GPA) shall be rounded to the nearest thousandth. Grades transferred from other schools shall be credited in conformity with the course descriptions approved for the established grading system.
EXCEPTIONS	Grades earned in band, physical education, athletics, any type of student aide elective, a pass/fail course, or any local credit course shall not be used for class rank purposes. Grades earned through credit by examination, correspondence courses, summer school, or nonaccredited schools shall not be used to calculate class rank. Dual credit courses shall also not be considered when calculating a student's rank in class.
VALEDICTORIAN AND SALUTATORIAN	The valedictorian and salutatorian shall be the eligible students with the highest and second highest ranking as determined by the District's class ranking procedure described in this policy and who complete the Recommended Program or the Advanced/Distinguished Achievement Program. To be eligible, a student must also have been continuously enrolled in the District high school for the three semesters preceding graduation.
BREAKING A TIE	<p>In cases of a tie in weighted grade point averages among the top two academically ranked students, the following methods shall be used to determine who shall be recognized as valedictorian:</p> <ol style="list-style-type: none"><li>1. The weighted GPA shall be computed to a sufficient number of decimal places until the tie is broken;</li><li>2. If a tie remains, the District shall compare the scores on college entrance examinations, provided the students have taken the same examinations;</li><li>3. If a tie remains, the District shall recognize the student who completed the most Advanced Placement (AP) courses; and</li><li>4. If a tie remains, the student with the highest numerical grade average of all AP courses taken shall be declared the valedictorian.</li></ol> <p>If a tie develops for salutatorian, all students who tie shall be recognized.</p>
CONDUCT	To qualify to give the valedictorian or salutatorian speech, a student shall not have engaged in any serious misconduct violation of the Student Code of Conduct, including removal to a DAEP, a three-day suspension, or expulsion during his or her last two semesters.

ACADEMIC ACHIEVEMENT  
CLASS RANKING

EIC  
(LOCAL)

HONOR  
CERTIFICATE

For purposes of the honor graduate certificate, the District-declared valedictorian shall be considered the highest-ranking graduate.

EARLY GRADUATES

To be eligible to graduate early, a student shall complete all coursework and exit-level testing required of the ninth grade class in which he or she begins high school.

A student who completes the high school program requirements in fewer than four years shall be ranked in the class with which he or she actually graduates.

Early graduates shall not be eligible for valedictorian or salutatorian honors.

TRANSFER CREDIT

A student who transfers into the District high school shall receive similar credits counted toward the GPA according to the list of courses offered in the District and the grade point scale used for credit earned in the District.

Students transferring into the District shall receive the numerical grade that was earned in courses at another school. Letter grades shall be recorded as follows:

Conversion Scale	
A+	98
A	95
A-	92
B+	88
B	85
B-	82
C+	78
C	75
C-	72
D+	68
D	65
D-	62
F	60

ACADEMIC ACHIEVEMENT  
CLASS RANKING

EIC  
(LOCAL)

WEIGHTED GRADE  
POINT AVERAGE  
SCALE

The District shall use a weighted GPA to calculate class rank. AP and Pre-AP courses shall receive extra weight. The following chart sets out the weighted GPA scale used by the District:

GPA	AP/Pre-AP	Regular Courses
6.0	100	
5.9	99	
5.8	98	
5.7	97	
5.6	96	
5.5	95	
5.4	94	
5.3	93	
5.2	92	
5.1	91	
5.0	90	100
4.9	89	99
4.8	88	98
4.7	87	97
4.6	86	96
4.5	85	95
4.4	84	94
4.3	83	93
4.2	82	92
4.1	81	91
4.0	80	90
3.9	79	89
3.8	78	88
3.7	77	87
3.6	76	86
3.5	75	85
3.4	74	84
3.3	73	83
3.2	72	82
3.1	71	81
3.0	70	80
2.9		79
2.8		78
2.7		77



ACADEMIC ACHIEVEMENT  
CLASS RANKING

EIC  
(LOCAL)

2.6		76
2.5		75
2.4		74
2.3		73
2.2		72
2.1		71
2.0		70

ACADEMIC ACHIEVEMENT  
RETENTION AND PROMOTION

EIE  
(LOCAL)

CURRICULUM MASTERY	Promotion and course credit shall be based on mastery of the curriculum. Expectations and standards for promotion shall be established for each grade level, content area, and course and shall be coordinated with compensatory/accelerated services. [See EHBC]
STANDARDS FOR MASTERY	<p>In addition to the factors in law that must be considered for promotion, mastery shall be determined as follows:</p> <ol style="list-style-type: none"><li>1. Course assignments and unit evaluation shall be used to determine student grades in a subject. An average of 70 or higher shall be considered a passing grade.</li><li>2. Mastery of the skills necessary for success at the next level shall be validated by assessments that may either be incorporated into unit or final examinations or may be administered separately. Mastery of at least 70 percent of the objectives shall be required.</li></ol>
GRADES 1–8	In grades 1–8, promotion to the next grade level shall be based on an overall average of 70 on a scale of 100 based on course-level, grade-level standards (essential knowledge and skills) for all subject areas and a grade of 70 or above in language arts and mathematics.
GRADES 9–12	Grade-level advancement for students in grades 9–12 shall be earned by course credits. [See EI]
STUDENTS WITH DISABILITIES	Promotion standards and appropriate assessment and acceleration options, as established by individualized education programs (IEP) or grade-level classification of students eligible for special education, shall be determined by the ARD committee.
LIMITED ENGLISH PROFICIENT STUDENTS	<p>In assessing students of limited English proficiency for mastery of the essential knowledge and skills, the District shall be flexible in determining methods to allow the students to demonstrate knowledge or competency independent of their English language skills in the following ways:</p> <ol style="list-style-type: none"><li>1. Assessment in the primary language.</li><li>2. Assessment using ESL methodologies.</li><li>3. Assessment with multiple varied instruments. [See EHBE]</li></ol>
ACCELERATED INSTRUCTION FOR GRADES 3–8	If a student in grades 3–8 fails to demonstrate proficiency on a state-mandated assessment, the student shall be provided accelerated instruction in accordance with state law. Additionally, students in grades 5 and 8 shall be subject to all provisions of GRADE ADVANCEMENT TESTING below.

ACADEMIC ACHIEVEMENT  
RETENTION AND PROMOTION

EIE  
(LOCAL)

GRADE  
ADVANCEMENT  
TESTING

In addition to local standards for mastery and promotion, students in grades 5 and 8 must meet the passing standard on an applicable assessment instrument in the subjects required under state law in order to be promoted to the next grade.

DEFINITION OF  
'PARENT'

For purposes of this policy and decisions related to grade advancement requirements, a student's "parent" shall be defined to include either of the student's parents or guardians; a person designated by the parent, by means of a Power of Attorney or an authorization agreement as provided in Section 34 of the Family Code, to have responsibility for the student in all school-related matters [see FD]; a surrogate parent acting on behalf of a student with a disability; a person designated by the parent or guardian to serve on the grade placement committee (GPC) for all purposes; or in the event that a parent, guardian, or designee cannot be located, a person designated by the Superintendent or designee to act on behalf of the student. [See EIE(LEGAL)]

ALTERNATE  
ASSESSMENT  
INSTRUMENT

The Superintendent or designee shall select from the state-approved list, if available, for each applicable subject an alternate assessment instrument that may be used for the third testing opportunity. Each student's GPC shall decide whether he or she shall be given the statewide assessment instrument or the applicable alternate instrument for the third testing opportunity. The committee's decision shall be based on a review of the student's performance in the previous testing opportunities, local assessments, and any other circumstances it deems appropriate.

STANDARDS FOR  
PROMOTION UPON  
APPEAL

If a parent initiates an appeal of his or her child's retention following the student's failure to demonstrate proficiency after the third testing opportunity, the GPC shall review all facts and circumstances in accordance with law.

The student shall not be promoted unless:

1. All members of the GPC agree that the student is likely to perform on grade level if given additional accelerated instruction during the following school year in accordance with the educational plan developed by the GPC; and
2. The student has completed required accelerated instruction in the subject area for which the student failed to demonstrate proficiency.

Whether the GPC decides to promote or to retain a student in this manner, the committee shall determine an accelerated instruction plan for the student for the following school year, providing for interim reports to the student's parent and opportunities for the parent to consult with the teacher or principal as needed. The princip-

ACADEMIC ACHIEVEMENT  
RETENTION AND PROMOTION

EIE  
(LOCAL)

al or designee shall monitor the student's progress during the following school year to ensure that he or she is progressing in accordance with the plan.

TRANSFER  
STUDENTS

When a student transfers into the District having failed to demonstrate proficiency on applicable assessment instruments after two testing opportunities, a GPC shall convene for that student. The GPC shall review any available records of decisions regarding testing and accelerated instruction from the previous district and determine an accelerated instruction plan for the student.

If a parent initiates an appeal for promotion when a student transfers into the District having failed to demonstrate proficiency after three testing opportunities, the GPC shall review any available records of decisions regarding testing, accelerated instruction, retention, or promotion from the previous district and issue a decision in accordance with the District's standards for promotion.

ASSIGNMENT OF  
RETAINED STUDENTS

A student not promoted to the next grade level shall remain at the same campus or shall be assigned to a similar campus setting.

REDUCING STUDENT  
RETENTION

The District shall establish procedures designed to reduce retaining students at a grade level, with the ultimate goal being elimination of the practice of retaining students. [See EHBC]

ACADEMIC ACHIEVEMENT  
GRADUATION

EIF  
(LOCAL)

MINIMUM PROGRAM	The District requires completion of 6 credits in addition to the number required by the state for graduation under the Minimum Program.
RECOMMENDED PROGRAM	The District requires completion of 2 credits in addition to the number required by the state for graduation under the Recommended Program.
ADVANCED / DISTINGUISHED ACHIEVEMENT PROGRAM	The District requires completion of 2 credits in addition to the number required by the state for graduation under the Advanced/Distinguished Achievement Program.
TRANSFER STUDENTS	A student who enrolls in the District as a senior may be permitted to graduate with fewer than the required number of credits, as determined by the campus principal. However, the student must have at least the number of credits required by the state for graduation under each program.
PHYSICAL EDUCATION SUBSTITUTIONS	The District shall allow students to substitute certain physical activities for the required credits of physical education. Such substitution shall be based on the physical activity involved in the courses listed for this purpose in state rules. [See EIF(LEGAL)]
OTHER PHYSICAL ACTIVITY PROGRAMS	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. [See also EHAC]
NO READING CREDITS	The District shall not offer state graduation credit for reading.

ADMISSIONS  
INTERDISTRICT TRANSFERS

FDA  
(LOCAL)

TRANSFER  
REQUESTS

A nonresident student shall not be permitted to attend District schools except as provided below.

EXCEPTIONS

A resident student who is a senior and who becomes a nonresident during the course of the student's senior year shall be permitted to continue in attendance for the remainder of the school year.

A nonresident District employee shall be allowed to enroll his or her child into District schools on a tuition-free basis. Once enrolled, the employee does not have to reapply each year, but the student shall continue to be subject to the provisions listed below.

FACTORS

In approving transfers, the Superintendent or designee shall consider availability of space and instructional staff and the student's disciplinary history and attendance records.

REVOCAION OF  
TRANSFER

A transfer student shall be notified in the written transfer agreement that he or she must follow all rules and regulations of the District, including those for student conduct and attendance, and that violation of the District's rules and regulations may result in revocation of the transfer agreement. The effective date of the revocation shall be set in accordance with the written transfer agreement.

Written notification of any transfer revocation shall be sent to the school district of residence.

APPEALS

Any appeals shall be made in accordance with FNG(LOCAL) and GF(LOCAL), as appropriate.

INTERDISTRICT TRANSFERS  
PUBLIC EDUCATION GRANTS

FDA  
(LEGAL)

An eligible student may attend a public school in the district in which the student resides or may use a public education grant to attend any other district chosen by the student's parent. *Education Code 29.201*

ELIGIBLE STUDENTS

An eligible student may use a public education grant to attend a school in another district chosen by the parent. "Eligible students" are those assigned to attend a public school campus:

1. At which 50 percent or more of the students did not perform satisfactorily on the state-mandated assessments in any two of the three preceding years; or
2. That failed to satisfy any standard under Education Code 39.054(d) at any time in the preceding three years. [See AIA]

After a student has used a public education grant to attend a school in a district other than the district in which the student resides:

1. The student does not become ineligible for the grant if the school on which the student's initial eligibility is based no longer meets the criteria described above; and
2. The student becomes ineligible for the grant if the student is assigned to attend a school that does not meet the criteria described above.

*Education Code 29.201, 29.202*

FUNDING

The District is entitled to a public education grant allotment for each eligible student using a public education grant.

The District is entitled to additional facilities assistance under Education Code 42.4101 if the District agrees to:

1. Accept a number of students using public education grants that is at least one percent of the District's average daily attendance for the preceding school year; and
2. Provide services to each student until the student either voluntarily decides to attend a school in a different district or graduates from high school.

AVERAGE DAILY  
ATTENDANCE

A student who uses a public education grant to attend a public school in a district other than the district in which the student resides is included in the average daily attendance of the district in which the student attends school.

*Education Code 29.203(a)–(c); 19 TAC 61.1011*

INTERDISTRICT TRANSFERS  
PUBLIC EDUCATION GRANTS

FDAA  
(LEGAL)

ADMISSION	A district chosen by a student's parent under Education Code section 29.201 is entitled to accept or reject the application for the student to attend school in that district, but may not use criteria that discriminate on the basis of the student's race, ethnicity, academic achievement, athletic abilities, language proficiency, sex, or socioeconomic status.
PRIORITIES	If the District has more acceptable applicants for attendance under public education grants than available positions, it must give priority to students at risk of dropping out of school, as defined by Education Code 29.081 [see EHBC] and must fill the available positions by lottery.
EXCEPTION	To achieve continuity in education, however, the District may give preference over at-risk students to: <ol style="list-style-type: none"><li>1. Enrolled students; or</li><li>2. Siblings or other children residing in the same household as enrolled students, for the convenience of parents, guardians, or custodians of those children.</li></ol>
TUITION	A district chosen by a student's parent under a public education grant may not charge the student tuition.  <i>Education Code 29.203(d)–(e)</i>
TRANSPORTATION	The district in which a student resides shall provide each student attending a school in another district under a public education grant transportation free of charge to and from the school the student would otherwise attend. <i>Education Code 29.203(f)</i>
CONTRACT FOR SERVICES	The Board may contract for the provision of educational services to a student eligible to receive a public education grant. <i>Education Code 29.205</i>
COMMISSIONER'S NOTICE	Not later than February 1 of each year, the District shall notify the parent of each student in the District assigned to attend a campus described by Education Code 29.202 that the student is eligible for a public education grant. The notice must contain a clear, concise explanation of the public education grant program and of the manner in which the parent may obtain further information about the program. <i>Education Code 29.204(b)</i>



ADMISSIONS  
INTRADISTRICT TRANSFERS AND CLASSROOM ASSIGNMENTS

FDB  
(LEGAL)

ASSIGNMENTS

The Board or its designee may assign and transfer any student from one school facility or classroom to another facility or classroom within its jurisdiction. *Education Code 25.031*

The Board or its designee must make the decision concerning the assignment or transfer of a student on an individual basis and may not consider as a factor in its decision any matter relating to the national origin of the student or the student's ancestral language. *Education Code 25.032*

MULTIPLE BIRTH  
SIBLINGS

"Multiple birth sibling" means a twin, triplet, quadruplet, or other sibling resulting from a multiple birth.

"Parent" includes a person standing in parental relation.

PLACEMENT

The parent of multiple birth siblings who are assigned to the same grade level may request in writing, not later than the fourteenth day after the first day of enrollment, that the school place the siblings in the same classroom or in separate classrooms.

A school shall provide the placement requested. However, the District is not required to place multiple birth siblings in separate classrooms if the request would require the District to add an additional class to the grade level of the siblings.

The school may recommend to a parent the appropriate classroom placement and may provide professional educational advice to assist the parent with the decision.

These provisions do not affect:

1. A right or obligation regarding the individual placement decisions of the ARD committee with respect to students receiving special education services [see EHBAB]; or
2. The right of a teacher to remove a student from a classroom under Chapter 37 [see FOA].

REASSIGNMENT BY  
PRINCIPAL

At the end of the first grading period following the multiple birth siblings' enrollment in the school, if the principal of the school, in consultation with the teacher of each classroom in which the siblings are placed, determines that the requested classroom placement is disruptive to the school, the principal may determine the appropriate classroom placement for the siblings.

APPEAL

A parent may appeal the principal's classroom placement in the manner provided by District policy. During an appeal, the siblings shall remain in the classroom chosen by the parent. [See FNG]

*Education Code 25.043*

ADMISSIONS  
INTRADISTRICT TRANSFERS AND CLASSROOM ASSIGNMENTS

FDB  
(LEGAL)

PLACEMENT OF  
OLDER STUDENTS

If the District admits a person who is 21 years of age or older to complete the requirements for a high school diploma, and the person has not attended school in the three preceding school years, the District may not place the person with a student who is 18 years of age or younger in a classroom setting, a cafeteria, or another District-sanctioned school activity. This restriction does not prevent the person from attending a school-sponsored event that is open to the public as a member of the public. *Education Code 25.001(b-2)*

VICTIM OF BULLYING

On the request of a parent or other person with authority to act on behalf of a student who is a victim of bullying, the Board or its designee shall transfer the victim to another classroom at the campus to which the victim was assigned at the time the bullying occurred.

“Bullying” means engaging in written or verbal expression or physical conduct that the Board or its designee determines:

1. Will have the effect of physically harming a student, damaging a student’s property, or placing a student in reasonable fear of harm to the student’s person or of damage to the student’s property; or
2. Is sufficiently severe, persistent, or pervasive that the action or threat creates an intimidating, threatening, or abusive educational environment for a student.

The Board or designee shall verify that a student has been a victim of bullying before transferring the student. The Board may consider past student behavior when identifying a bully.

The determination by the Board or designee is final and may not be appealed.

*Education Code 25.0341*

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**Note:** For bullying rising to the level of prohibited harassment, see FFH. For all other bullying, see FFI.

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CLASS CHANGES

A parent or person standing in parental relation is entitled to reasonable access to the school principal, or to a designated administrator with authority to reassign a student, to request a change in the class or teacher to which the parent’s child has been assigned, if the reassignment or change would not affect the assignment or reassignment of another student. The decision of the Board regarding such a request is final and may not be appealed. *Education Code 26.002, 26.003(a)(2), (b)* [See FNG]

ADMISSIONS  
INTRADISTRICT TRANSFERS AND CLASSROOM ASSIGNMENTS

FDB  
(LOCAL)

CLASS CHANGES

The campus principal shall be authorized to investigate and approve transfers of students from one classroom to another.

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**Note:** For transfers of students who are victims of bullying, see FDB(LEGAL). For transfers of students who attend a persistently dangerous school, become victims of a violent criminal offense, or become victims of sexual assault, see FDE.

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The Superintendent or designee shall be responsible for maintaining a student attendance accounting system in accordance with statutory and TEA requirements.

The Superintendent or designee shall report annually to the Board concerning the operation and effectiveness of the District's student attendance system, and may present recommendations for improvement.

PARENTAL CONSENT  
TO LEAVE CAMPUS

A parent or guardian shall sign a student out in the campus office if a student must leave during the school day for any reason. A student absent from school for any portion of a school day shall provide a note that describes the reason for the absence upon the student's return to the campus. The note shall be signed by the student's parent or guardian or can be sent by the parent or guardian via electronic mail.

Lago Vista ISD  
227912

STUDENT WELFARE  
STUDENT SUPPORT SERVICES

FFC  
(LOCAL)

LIAISON FOR  
HOMELESS  
STUDENTS

The District has designated the following staff person as the liaison for homeless students:

Name: Beth Mohler

Position: Intermediate Elementary Principal/Director of Federal Programs

Address: 20311 Dawn Drive, Lago Vista, TX 78645

Telephone: (512) 267-8300

CHARITABLE RAFFLES    The District is not a “qualified nonprofit organization” for purposes of the Charitable Raffle Enabling Act and shall not sponsor or conduct raffles, i.e., award one or more prizes by chance at a single occasion among a pool or group of persons who have paid or promised a thing of value for a ticket that represents a chance to win a prize. *Occupations Code 2002.001 et seq.; Atty. Gen. Op. JM-1176 (1990)* [See also GE]

GIFTS AND SOLICITATIONS

FJ  
(LOCAL)

**SCHOOL-SPONSORED** Fund-raising activities by student groups and/or for school-sponsored projects shall be allowed, with prior administration approval and under the supervision of the project sponsor, for **students in all grades**.

All fund-raising projects shall be subject to the approval of the **principal**.

Student participation in approved fund-raising activities shall not interfere with the regular instructional program. [See EC] Funds raised shall be received, deposited, and disbursed in accordance with CFD(LOCAL).

**FOR OUTSIDE ORGANIZATIONS**

Students representing their school may participate in charitable institution and community drives. Such participation, which shall be on a strictly voluntary basis and shall not disrupt the regular school day, shall be open to students in all grades.

**BY OUTSIDE ORGANIZATIONS**

No outside organizations, commercial enterprises, or individuals may solicit contributions from students within the school. Charitable organizations shall be allowed to place collection boxes in the school buildings, provided no pressure to contribute is exerted on the students at any time.

**LOSS OF CLASS TIME**

The collection of monies that takes the time of the students or teachers during school hours is strictly forbidden, unless the monies collected represent payment for school lunches, monies that will benefit the school or its students, or other authorized fees. [See also FP]

The Board shall regularly be informed of approved fund-raising projects and shall periodically review the effect of such activity on the student body, the instructional program, and the community.

STUDENT RECORDS

FL  
(LOCAL)

COMPREHENSIVE  
SYSTEM

The Superintendent or designee shall develop and maintain a comprehensive system of student records and reports dealing with all facets of the school program operation and shall ensure through reasonable procedures that records are accessed by authorized persons only, as allowed by this policy. These data and records shall be stored in a safe and secure manner and shall be conveniently retrievable for use by authorized school officials.

CUMULATIVE RECORD

A cumulative record shall be maintained for each student from entrance into District schools until withdrawal or graduation from the District.

This record shall move with the student from school to school and be maintained at the school where currently enrolled until graduation or withdrawal. Records for nonenrolled students shall be retained for the period of time required by law. No permanent records may be destroyed without explicit permission from the Superintendent. [See GBA]

CUSTODIAN OF  
RECORDS

The principal is custodian of all records for currently enrolled students. The Superintendent is the custodian of records for students who have withdrawn or graduated. The student handbook made available to all students and parents shall contain a listing of the addresses of District schools, as well as the Superintendent's business address.

TYPES OF EDUCATION  
RECORDS

The record custodian shall be responsible for the education records of the District. These records may include:

1. Admissions data, personal and family data, including certification of date of birth.
2. Standardized test data, including intelligence, aptitude, interest, personality, and social adjustment ratings.
3. All achievement records, as determined by tests, recorded grades, and teacher evaluations.
4. All documentation regarding a student's testing history and any accelerated instruction he or she has received, including any documentation of discussion or action by a grade placement committee convened for the student.
5. Health services record, including:
  - a. The results of any tuberculin tests required by the District.
  - b. The findings of screening or health appraisal programs the District conducts or provides. [See FFAA]



STUDENT RECORDS

FL  
(LOCAL)

- c. Immunization records. [See FFAB]
6. Attendance records.
7. Student questionnaires.
8. Records of teacher, counselor, or administrative conferences with the student or pertaining to the student.
9. Verified reports of serious or recurrent behavior patterns.
10. Copies of correspondence with parents and others concerned with the student.
11. Records transferred from other districts in which the student was enrolled.
12. Records pertaining to participation in extracurricular activities.
13. Information relating to student participation in special programs.
14. Records of fees assessed and paid.
15. Records pertaining to student and parent complaints.
16. Other records that may contribute to an understanding of the student.

ACCESS BY PARENTS

The District shall make a student's records available to the student's parents, as permitted by law. The records custodian or designee shall use reasonable procedures to verify the requestor's identity before disclosing student records containing personally identifiable information.

Records may be reviewed in person during regular school hours without charge upon written request to the records custodian. For in-person viewing, the records custodian or designee shall be available to explain the record and to answer questions. The confidential nature of the student's records shall be maintained at all times, and records to be viewed shall be restricted to use only in the Superintendent's, principal's, or counselor's office, or other restricted area designated by the records custodian. The original copy of the record or any document contained in the cumulative record shall not be removed from the school.

Copies of records are available at a per copy cost, payable in advance. Copies of records must be requested in writing. Parents may be denied copies of records if they fail to follow proper procedures or pay the copying charge. If the student qualifies for free or reduced-price lunches and the parents are unable to view the

STUDENT RECORDS

FL  
(LOCAL)

records during regular school hours, upon written request of a parent, one copy of the record shall be provided at no charge.

A parent may continue to have access to his or her child's records under specific circumstances after the student has attained 18 years of age or is attending an institution of postsecondary education. [See FL(LEGAL)]

ACCESS BY SCHOOL  
OFFICIALS

A school official shall be allowed access to student records if he or she has a legitimate educational interest in the records.

For the purposes of this policy, "school officials" shall include:

1. An employee, trustee, or agent of the District, including an attorney, a consultant, a contractor, a volunteer, and any outside service provider used by the District to perform institutional services.
2. An employee of a cooperative of which the District is a member or of a facility with which the District contracts for placement of students with disabilities.
3. A contractor retained by a cooperative of which the District is a member or by a facility with which the District contracts for placement of students with disabilities.
4. A parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

All contractors provided with student records shall follow the same rules as employees concerning privacy of the records and shall return the records upon completion of the assignment.

A school official has a "legitimate educational interest" in a student's records when he or she is:

1. Working with the student;
2. Considering disciplinary or academic actions, the student's case, or an individualized education program for a student with disabilities;
3. Compiling statistical data;
4. Reviewing an education record to fulfill the official's professional responsibility; or
5. Investigating or evaluating programs.

STUDENT RECORDS

FL  
(LOCAL)

TRANSCRIPTS AND  
TRANSFERS OF  
RECORDS

The District may request transcripts from previously attended schools for students transferring into District schools; however, the ultimate responsibility for obtaining transcripts from sending schools rests with the parent or student, if 18 or older.

For purposes of a student's enrollment or transfer, the District shall promptly forward in accordance with the time line provided in law education records upon request to officials of other schools or school systems in which the student intends to enroll or enrolls. [See FD(LEGAL), REQUIRED DOCUMENTATION] The District may return an education record to the school identified as the source of the record.

RECORDS  
RESPONSIBILITY FOR  
STUDENTS IN SPECIAL  
EDUCATION

The director of special education shall be responsible for ensuring the confidentiality of any personally identifiable information in records of students in special education.

A current listing of names and positions of persons who have access to records of students in special education is maintained at the special education office.

PROCEDURE TO  
AMEND RECORDS

Within 15 District business days of the record custodian's receipt of a request to amend records, the District shall notify the parents in writing of its decision on the request and, if the request is denied, of their right to a hearing. If a hearing is requested, it shall be held within ten District business days after the request is received.

Parents shall be notified in advance of the date, time, and place of the hearing. An administrator who is not responsible for the contested records and who does not have a direct interest in the outcome of the hearing shall conduct the hearing. The parents shall be given a full and fair opportunity to present evidence and, at their own expense, may be assisted or represented at the hearing.

The parents shall be notified of the decision in writing within ten District business days of the hearing. The decision shall be based solely on the evidence presented at the hearing and shall include a summary of the evidence and reasons for the decision. If the decision is to deny the request, the parents shall be informed that they have 30 District business days within which to exercise their right to place in the record a statement commenting on the contested information and/or stating any reason for disagreeing with the District's decision.

DIRECTORY  
INFORMATION

Directory information for District students has been classified into two separate categories:

1. Items for use only for school-sponsored purposes; and
2. Items for all other purposes.

STUDENT RECORDS

FL  
(LOCAL)

SCHOOL-  
SPONSORED  
PURPOSES

For the following school-sponsored purposes—all District publications and announcements—directory information shall include: student name; photograph; date and place of birth; degrees, honors, and awards received; dates of attendance; major field of study; grade level; most recent school previously attended; participation in officially recognized sports and activities; and weight and height, if a member of an athletic team.

ALL OTHER  
PURPOSES

For all other purposes, directory information shall include student name; date of birth; major field of study; degrees, honors, and awards received; dates of attendance; grade level; most recent school previously attended; enrollment status; participation in officially recognized sports and activities; and weight and height, if a member of an athletic team.

STUDENT ACTIVITIES

FM  
(LOCAL)

EXTRACURRICULAR  
ACTIVITY ABSENCES

The District shall make no distinction between absences for UIL activities and absences for other extracurricular activities approved by the Board. The District shall not limit absences for approved extracurricular activities.

USE OF DISTRICT  
FACILITIES

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

STUDENT ACTIVITIES  
CONTESTS AND COMPETITION

FMF  
(LOCAL)

UIL ACTIVITIES

State Board and UIL rules shall govern interscholastic activities; however, Board policies and District rules may supplement State Board and UIL rules.

No event shall be scheduled and no student allowed to participate in any UIL event unless all pertinent rules and regulations are strictly enforced. The Superintendent or designee shall maintain all necessary records and reports. Sponsors and coaches are responsible for knowledge of and compliance with rules for eligibility and participation. [See FM]

ATHLETIC  
PROGRAM

A well-rounded program of interscholastic athletics shall be maintained in the District secondary schools. The operation of the total program, including the starting and ending dates for each sport, shall be in accordance with regulations set by the UIL and the Board.

Supervision of the program shall be the responsibility of the Superintendent, but certain responsibilities may be delegated to other staff members. In each school, the principal shall have direct responsibility to maintain the athletic program as an integral part of the educational program of that school.

Interschool competitive athletics shall not be part of the elementary grades' program. To the extent practicable, a program of intra-school sports activities for elementary students shall be maintained as part of the physical education program.

NON-UIL ACTIVITIES

Contests and competitive activities that are sponsored by outside organizations shall not be recommended to students unless the activities supplement and do not interfere with the regular school program. Contests and competitive activities shall have the prior approval of the Superintendent, who shall develop the necessary rules and regulations to implement this policy. [See FM]

OVERNIGHT TRIPS

Students involved in UIL competition that requires an overnight trip shall have their expenses paid by the District. [See also FM, FMG]

STUDENT ACTIVITIES  
TRAVEL

FMG  
(LOCAL)

TRANSPORTATION  
FOR STUDENT  
TRAVEL

Students who participate in school-sponsored trips shall be required to use transportation provided by the school to and from the event. Exception may be made only if the student's parent makes a written request that the student be released to the parent or to another adult designated by the parent. The District shall not be liable for any injuries that occur to students using transportation that is not provided by the school.

OVERNIGHT TRIPS

The principal shall have authority to approve in-state overnight trips by student organizations and other student groups.

OUT-OF-STATE TRIPS

Any out-of-state trips by student organizations or other student groups shall require approval from the Superintendent.

STUDENT DISCIPLINE

FO  
(LOCAL)

- GENERAL GUIDELINES District personnel 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 essential order, or to protect other students, school employees, or property.
  2. Students shall be treated fairly and equitably. Discipline shall be based on a careful 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.
- 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.
- 'PARENTS' DEFINED Throughout the Student Code of Conduct and discipline policies, the term "parents" includes a parent, legal guardian, or other person having lawful control of the child.
- DETENTION For violations of the Student Code of Conduct or campus or classroom rules, teachers or administrators may detain students after school hours on one or more days, as provided by the discipline management program and/or Student Code of Conduct. Before being assigned to detention, a student shall be informed of the behavior that allegedly constitutes the violation and shall be given an opportunity to explain his or her version of the incident. The period



STUDENT DISCIPLINE

FO  
(LOCAL)

of time for which a student is assigned to detention shall be used for educational purposes.

NOTICE TO  
PARENTS

When detention is assigned, notice shall first be given to the student's parent to inform him or her of the reason for the detention and permit arrangements for the necessary transportation. Except in the case of a student who is 18 years of age or older, the detention shall not begin until the parents have been notified. The student's parents, if the student is a minor, may be required to provide transportation when the student has been assigned to detention.

CORPORAL  
PUNISHMENT

Corporal punishment may be used as a discipline management technique in accordance with the Student Code of Conduct. Corporal punishment shall be limited to spanking or paddling the student and shall be administered only in accordance with the following guidelines:

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. The instrument to be used in administering corporal punishment shall be approved by the principal.
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.

PARENT REQUEST

The District shall honor a parent request that corporal punishment not be administered to his or her child; however, the District shall impose other disciplinary measures consistent with the offense.

DISCIPLINARY  
RECORDS

The disciplinary record of any corporal punishment shall include any related disciplinary actions, the corporal punishment administered, the name of the person administering the punishment, the names of witnesses 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

STUDENT DISCIPLINE

FO  
(LOCAL)

other school property, in order to restore order or to impose disciplinary measures.

4. Control an irrational student.
5. Protect property from serious damage.

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.

Students shall be informed of any extracurricular behavior standards at the beginning of each school year or when the students first begin participation in the activity. Students and their parents 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/AUDIO  
MONITORING

Video/audio equipment shall be used for safety purposes to monitor student behavior on buses and in common areas on District campuses.

NOTICE

Students and parents shall be notified regarding the use of video cameras on school buses and on campuses. Signs stating that students may be video recorded shall be posted in District buildings and on buses. Students shall not be notified when the equipment is turned on.

USE OF  
RECORDINGS

Recordings shall be reviewed as needed by the principal, 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.

STUDENT DISCIPLINE

FO  
(LOCAL)

ACCESS TO  
RECORDINGS

Recordings shall remain in the custody of the campus principal or contracted service provider, as appropriate, and shall be maintained as required by law. A parent or student who wishes to view a video recording in response to disciplinary action taken against the student may request such access under the procedures set out by law. [See FL(LEGAL)]

PEST CONTROL  
INFORMATION

At the time a student is registered, District personnel shall inform parents, guardians, or managing conservators that the school periodically applies pesticides indoors and that information on the application of pesticides is available on request. *Occupations Code 1951.455* [See CLB]

INFORMATION ACCESS  
REQUESTS FOR INFORMATION

GBAA  
(LOCAL)

CHARGING FOR  
PERSONNEL TIME

After personnel of the District collectively have spent 36 hours of time producing public information for a requestor during the District's fiscal year, the District shall charge the requestor for any additional personnel time spent producing information for the requestor, in accordance with law.

COMMUNITY RELATIONS  
CONDUCT ON SCHOOL PREMISES

GKA  
(LOCAL)

Principals and other designated employees are authorized to:

1. Refuse entry onto school grounds to persons who do not have legitimate business at the school;
2. Request any unauthorized person or any person engaging in unacceptable conduct to leave the school grounds;
3. Request assistance of law enforcement officers in cases of emergency; and
4. Seek prosecution for violations of law as permitted by statute.

OFF-CAMPUS  
ACTIVITIES

Employees shall be designated to ensure appropriate conduct of participants and others attending a school-related activity at non-District or out-of-District facilities. Those so designated shall coordinate their efforts with persons in charge of the facilities.

WEAPONS  
PROHIBITED

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

EXCEPTION

No violation of this policy occurs when the use, possession, or display of an otherwise prohibited weapon takes place as part of a District-approved activity supervised by proper authorities.

COMMUNITY RELATIONS  
NONSCHOOL USE OF SCHOOL FACILITIES

GKD  
(LOCAL)

SCOPE OF USE	<p>The District shall permit nonschool use of designated District facilities for educational, recreational, civic, or social activities when these activities do not conflict with school use or with this policy.</p> <p>Approval shall not be granted for any purpose that would damage school property or to any group that has damaged District property.</p> <p><b>Note:</b> See the following policies for other information regarding facilities use:</p> <ul style="list-style-type: none"><li>• Use by employee professional organizations: DGA</li><li>• Use of facilities for school-sponsored and school-related activities: FM</li><li>• Use by noncurriculum-related student groups: FNAB</li><li>• Use by District-affiliated school-support organizations: GE</li></ul>
NONPROFIT FUND-RAISING	<p>The District shall permit nonprofit organizations to conduct fundraising events on District property when these activities do not conflict with school use or with this policy.</p>
FOR-PROFIT USE	<p>The District shall not permit individuals or for-profit organizations to use its facilities for financial gain; however, the District shall permit private academic instruction, as well as public performances, recitals, or presentations so long as no admission fee is charged, when these activities do not conflict with school use or with this policy.</p>
SCHEDULING	<p>Requests for nonschool use of District facilities shall be considered on a first-come-first-served basis.</p> <p>Academic and extracurricular activities sponsored by the District shall always have priority when any use is scheduled. [See FM] The Superintendent shall have authority to cancel a scheduled nonschool use if an unexpected conflict arises with a District activity.</p>
APPROVAL OF USE	<p>The principal is authorized to approve use of facilities on a school campus. The Superintendent or designee is authorized to approve use of all other District facilities.</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>
EMERGENCY USE	

COMMUNITY RELATIONS  
NONSCHOOL USE OF SCHOOL FACILITIES

GKD  
(LOCAL)

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

USE AGREEMENT

Any organization or individual approved for a nonschool use of District facilities shall be required to complete a written agreement indicating receipt and understanding of this policy and any applicable administrative regulations, and acknowledging that the District is not liable for any personal injury or damages to personal property related to the nonschool use.

FEES FOR USE

Nonschool users shall be charged a fee for the use of designated facilities.

The Superintendent shall establish and publish a schedule of fees based on the cost of the physical operation of the facilities, as well as any applicable personnel costs for supervision, custodial services, food services, security, and technology services.

EXCEPTIONS

Fees shall not be charged when school buildings are used for public meetings sponsored by state or local governmental agencies.

Fees shall not be charged for use by District employee professional organizations. [See DGA]

REQUIRED CONDUCT

Persons or groups using school facilities shall:

1. Conduct 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. [See GKA]
3. Make no alteration, temporary or permanent, to school property without prior written consent from the Superintendent.

All groups using school facilities shall be responsible for the cost of repairing any damages incurred during use and shall be required to indemnify the District for the cost of any such repairs.



RELATIONS WITH GOVERNMENTAL ENTITIES  
LOCAL GOVERNMENTAL AUTHORITIES

GRA  
(LOCAL)

LAW ENFORCEMENT ON CAMPUS	The following guidelines shall apply when lawful authorities, including law enforcement, not associated with the District seek to interview students or take students into custody at school or school-sponsored events. These guidelines apply regardless of whether the authority's presence has been requested by District officials or has been initiated by the authority itself.
IDENTITY OF OFFICER	When law enforcement or other lawful authorities arrive, the principal or designee shall verify and record the identity of the officer and ascertain whether the officer's purpose is related to a child abuse investigation by the Department of Family and Protective Services (DFPS) or a designated agency.
CHILD ABUSE INVESTIGATIONS	If the officer's purpose is related to a child abuse investigation by the DFPS or other lawful authority, the principal or designee shall cooperate fully with the officer's requests regarding the conditions of an interview or taking custody of a minor student.
OTHER INVESTIGATIONS	<p>If the officer's purpose is related to another type of investigation, the principal or designee shall cooperate with the officer's requests, within the following guidelines:</p> <ol style="list-style-type: none"><li>1. The parent of a minor student shall be notified if the officer seeks to interview or take custody of the student.</li><li>2. The officer may be asked to wait to interview or take custody of a minor student until the student's parent can be present, unless the parent agrees that the officer may proceed without the parent's presence. The parent's consent shall be documented in writing.</li><li>3. The officer may be asked to wait or return at a later time to interview or take custody of a student in order to minimize the disruption associated with removing a student from a classroom.</li><li>4. If the officer wishes to question a student at school, the principal or designee may be present during the interview, unless the student or the parent of a minor student requests otherwise.</li><li>5. If the officer seeks to take a student into custody, the principal or designee shall ask and record the officer's authority for taking the student into custody. [See GRA(LEGAL)] The principal shall inform the Superintendent within 24 hours if a student is taken into custody from a school campus.</li><li>6. If disputes arise regarding an officer's requests or the application of these guidelines, the Superintendent or designee shall</li></ol>

RELATIONS WITH GOVERNMENTAL ENTITIES  
LOCAL GOVERNMENTAL AUTHORITIES

GRA  
(LOCAL)

attempt to obtain legal counsel for the District as soon as possible.

	<b>What we have with KM</b>	<b>Ricoh proposal -5 year plan</b>	<b>Dahill proposal</b>	<b>Konica Minolta Proposal</b>
<b>HS -</b>	6030/60ppm	907 EX/ 90ppm	Xerox 5790/90ppm	Bizhub 751/75ppm
Copies used per year 994,239	85,000 copies a month (per this machine)	3,000,000 copies a year (for all copiers)	1,200,000 copies a year (for this machine)	720,000 copies a year
	overage 0.007	overage 0.0032	overage 0.039	overage 0.0055
	\$595.22	\$408.72	\$543.68	\$442.54
<b>MS -</b>	6030/60ppm	907 EX/90 ppm	Xerox 5790/90ppm	Bizhub 751/75ppm
Copies used per year 822,955	85,000 copies a month (per this machine)	3,000,000 copies a year (for all copiers)	1,200,000 copies a year (for this machine)	720,000 copies a year
	overage 0.007	overage 0.0032	overage 0.039	overage 0.0055
	\$595.22	\$408.72	\$543.68	\$442.54
<b>Elem -</b>	8030/80ppm	Pro 1107/110ppm	Xerox 5790/90ppm	Bizhub 751/75ppm
Copies used per year 1,155,296	60,000 copies a month (per this machine)	3,000,000 copies a year (for all copiers)	1,320,000 copies a year (for this machine)	720,000 copies a year
	overage 0.007	overage 0.0032	overage 0.039	overage 0.0055
	\$583.41	\$550.10	\$561.99	\$442.54
<b>Admin. -</b>	8030 /80ppm	MPC5000SPF/color/50ppm	Xerox 7556/55ppm	Bizhub C452/45ppm
Copies used per year 95,220	60,000 copies a month (per this machine)	3,000,000 copies a year (for all copiers)	150,000 copies B/W, 24,000 copies colored	120,000 per year b/w 49,200 colored copies per year
	overage 0.007	overage 0.0049	B/W overage 0.0084, Color overage .05	b/w overage 0.0066, color overage 0.0633
	\$583.08	\$273.85	\$592.22	\$380.68
<b>All Copiers- 3,067,710</b>				
	overage per month	copies per month	overage per month	overage per month
	\$655	\$800.00	\$0	\$372.40
<b>Total for month:</b>	<b>\$3,011.93</b>	<b>2441.39 (2046.74 new price)</b>	<b>\$2,241.57</b>	<b>\$2,080.70</b>
	<b>x12</b>	<b>x12</b>	<b>x12</b>	<b>x12</b>
<b>Total for year:</b>	<b>\$36,143.16</b>	<b>29,296.68 (24,560.88 new price)</b>	<b>26,898.84</b>	<b>24,968.40</b>
		<b>plus 0.05 per color copy</b>		
		<b>Savings of:</b>	<b>Savings of:</b>	<b>Savings of:</b>
		<b>\$6,846.48 (11,582.28)</b>	<b>\$9,244.32</b>	<b>\$11,174.76</b>
		<b>minus colored copies</b>		

This plan includes all servicing and all supplies minus paper

This plan included all servicing and all supplies, minus paper

This plan included additional copies needed outside of the school, doing away with UT Copy Center, also all servicing and supplies minus paper



**BOARD OF TRUSTEE EFFECTIVENESS APPRAISAL FORM**

**DATE:** \_\_\_\_\_

**APPRAISAL PERIOD:**                      **FROM:** \_\_\_\_\_                      **TO:** \_\_\_\_\_

**DIRECTIONS**

Listed below are practices that cover the major areas of board responsibilities. These practices have been recognized as characteristics of effective school boards. These characteristics were developed by the Texas Association of School Boards and the Texas Association of School Administrators.

For each practice you are asked to select on of three ratings:

**Exceeds Expectations** or **Meets Expectations** or **Below Expectations**

**PRACTICE**

**A. Relationship with the superintendent**

**The Board:** Delegates to the superintendent the authority for the administration of the school and avoids becoming directly involved in day-to-day operations.

Provides a clear job description for the superintendent and communicates as a board the criteria that will be measured to evaluate performance.

Makes decisions using pertinent information and recommendations provided by the superintendent.

Promotes mutual respect and trust by offering commendation to the superintendent whenever deserved and constructive criticism when necessary.

Follows the appropriate policy on public complaints concerning the schools.

Keeps the superintendent informed of issues, needs, and complaints so that problems can be resolved in a professional manner.

Exhibits confidence and trust in the superintendent.

Encourages the superintendent to grow professionally.

Exceed Expectations

Meets Expectations

Below Expectations

**Comments:** \_\_\_\_\_

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## B. Policy Making

**The Board:** Regards policy making as a key responsibility and ensures that a comprehensive review of district policies occurs at least once every three years.

Reviews district policies on an ongoing basis to ensure that they are clear, complete, current, and consistent with district goals.

Has studied the policy manual and is aware of its structure and contents.

Asks the superintendent for recommendations before adopting policy.

Distinguishes between policy and administrative procedure.

Adopts written policies on a timely basis that are in compliance with State Board rules and state and federal laws.

Makes policy decisions, only after full discussion at publicly held board meetings, readily accessible to staff and the public.

Ensures that there is appropriate dissemination of policy and that there is free and easy access to policy information.

Adheres to and supports adopted board policies.

Exceed Expectations

Meets Expectations

Below Expectations

Comments: \_\_\_\_\_

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## C. Goal Setting

**The Board:** Ensures that planning and evaluation includes facilities, management, curriculum, instruction, staff development, student achievement, and other district domains as specified in legislation.

Requires that campus planning include involvement of professional staff, parents, and community members.

Ensures that the superintendent and staff develop and implement objectives and action plans to accomplish district goals.

Communicates with the public to ensure support and understanding of district goals and practices.

Adopts clear and definite short-term and long-range goals.

Provides funds for the district to accomplish its goals.

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Approves campus plans that are in line with the district's mission, goals, and plans.

Uses academic excellence indicators, campus performance objectives, and local performance objectives, and local performance data to evaluate each campus and the district's instructional program.

Bases evaluation of the superintendent in part upon the accomplishment of the district goals.

Exceed Expectations

Meets Expectations

Below Expectations

Comments: \_\_\_\_\_

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## D. Personnel

**The Board:** Demonstrates support and respect for the superintendent as the chief administrative employee of the district.

Adopts policies that clearly define guidelines for salaries and benefits.

Follows appropriate policies on employee complaints.

Receives recommendation from the superintendent before employing or dismissing staff members.

Encourages the staff to grow professionally by providing enough funds for in-service education as approved by the superintendent.

Develops sound personnel policies involving the staff when appropriate.

Hears employee complaints only after they have been processed through appropriate administrative channels.

Exceed Expectations

Meets Expectations

Below Expectations

Comments: \_\_\_\_\_

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## E. Finance

**The Board:** Evaluates the income and spending of the district in terms of the quality of education that should be provided and the ability of the community to provide support.

Takes the lead in securing community support for additional funding as necessary.

Authorizes the administration to prepare the annual budget.

Holds the administration accountable for the spending of funds in compliance with law and sound business practice.

Authorizes individual budgetary allotments and non-budgeted expenditures only after considering the total needs of the district.

Exceed Expectations

Meets Expectations

Below Expectations

**Comments:** \_\_\_\_\_

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## F. Board Meetings

**The Board:** Paces the use of meeting time, encourages members to be concise and to the point, and concludes at a reasonable time.

Is friendly, open, and projects a positive public image.

Insists that meeting dates are legally posted and publicized.

Uses agendas prepared cooperatively by the board and administration and makes sure that agenda information is received before the meeting.

Calls meetings or work sessions only when necessary and as authorized under state law.

Maintains confidentiality of executive session.

Holds regularly scheduled board meetings with all members in attendance and on time.

Focuses debate on issues and does not allow discussion to become personal.

Does not generally take action without first requesting a staff recommendation.

Uses care when criticizing a staff recommendation.

Is prepared to discuss material that was sent out in advance.

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Adopts and follows effective parliamentary procedures.

Weighs decisions in terms of what is best for all students.

Exceed Expectations

Meets Expectations

Below Expectations

**Comments:** \_\_\_\_\_

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## G. Instruction

**The Board:** Understands that student learning is the top priority.

Receives frequent up-dates regarding school program and student achievement.

Is knowledgeable about the instructional program and informed about instructional requirements dictated by the Legislature and the State Board of Education.

Exceed Expectations

Meets Expectations

Below Expectations

**Comments:** \_\_\_\_\_

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## H. Relationships with Community

**The Board:** Has clear procedures for the citizens to communicate with the board at board meetings.

Ensures that there is an appropriate program to disseminate public information regarding the schools.

Protects the school and staff from unjust criticism and the efforts of special interest groups.

Directs all concerns, complaints, and criticisms of the school system to the superintendent or as otherwise specified by policy.

Exceed Expectations

Meets Expectations

Below Expectations

**Comments:** \_\_\_\_\_

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## I. Personal Qualities

**Each Board Member:** Demonstrates respect for the leadership team by supporting group decisions.

Demonstrates a willingness to devote the time necessary to become an effective board member.

Demonstrates a sincere and unselfish interest by making decisions in the best interest of all students.

Exceed Expectations

Meets Expectations

Below Expectations

**Comments:** \_\_\_\_\_

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## J. Board Relationships

**The Board Members:** Listen to ideas and opinions of other board members.

Have confidence and trust in each other.

Remain cordial and businesslike when disagreeing on issues.

Support publicly the decision of the majority once a vote has been taken.

Work together as a team in a spirit of cooperation.

Exceed Expectations

Meets Expectations

Below Expectations

**Comments:** \_\_\_\_\_

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Signed:

\_\_\_\_\_  
Board President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Board Secretary

\_\_\_\_\_  
Date



## SUPERINTENDENT APPRAISAL

Name: **Matt Underwood**

Date of Appraisal:

Superintendent Dates of Appraisal Period: From **December 2009** To **December 2010**

According to SUBCHAPTER H., Section 21.354 of Senate Bill 1 Statutory Citations, Chapter 21 EDUCATORS, SCHOOL DISTRICT EMPLOYEES, VOLUNTEERS, and each school district administrator is to be evaluated under the following criteria:

- (1) Instructional Management;
- (2) Technology Integration;
- (3) Recruit and Retain an Effective Staff;
- (4) District Appearance and Image;
- (5) District has Needed Resources;
- (6) Community Involvement;
- (7) Superintendent and School Board Relations
- (8) Academic Excellence Indicators and District Performance Objectives;

### RATING CRITERIA

**EXCEEDING EXPECTATIONS** - Performance above expectations.

Key words are: All/Almost All

**PROFICIENT** - Doing satisfactory work; meeting expectations.

Key words are: Most

**NEEDS IMPROVEMENT** - Needs attention to bring up to standards; work less than acceptable.

Key words are: Some

**UNSATISFACTORY** - Unacceptable. Does not meet minimum standards. Needs immediate attention.

Key words: Less than half

**NO OBSERVATION** – No Observation

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## (1) Instructional Management

The district has and aligned an extensive curriculum that uses well-defined achievement goals to maintain an exemplary system that prepares our students for the future.

**Evidence of attainment:** 1<sup>st</sup> report at the May Board Meeting detailing current curriculum tools and their implementation. This includes CSCOPE implementation and effectiveness, along with analysis of ACET tool usage for the disaggregation of student data and whether or not scope and sequence along with teaching strategies indicate that targeted instruction is taking place as a result. Evidence will be sought to support that benchmark testing is in place to evaluate the impact on student learning throughout the year. This includes comparing student performance to like districts in the state and staff development delivered for the current year, including input from instructional teams regarding perceived effectiveness of training along with input on training needs for 10-11.

Rating				
4	3	2	1	NO
Exceeds Expectation	Proficient	Needs Improvement	Unsatisfactory	No Observation

Comments:

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## (2) Technology Integration

Increase the incorporation of existing technology throughout the curriculum, assuring that technology is being used in a manner that effectively increases STUDENT performance as assessed by both Bloom's measures and TAKS success. Consider the practice of a recurring technology innovation award for staff members who incorporate innovative uses of existing technology.

**Evidence of Attainment:** Report showing current technology usage for individual staff and which technology is being utilized, including the district website. Present a plan that will address infrastructure, needs assessment, and effectiveness of current software and hardware, including budgetary impact. Preliminary plan will be presented by the May Board Meeting.

Rating				
4	3	2	1	NO
Exceeds Expectation	Proficient	Needs Improvement	Unsatisfactory	No Observation

Comments:

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**(3) Recruit and Retain a Highly Effective Staff**

**Evidence of Attainment:** Evaluate staff based on student performance in conjunction with the new state assessment data. Present a retention plan based on student success and teacher effectiveness.

Plan may include bonuses, use of DATE funds, and other rewards. The plan must ensure that all teachers are eligible and individual and/or district excellence is rewarded. Plan will be presented by Spring 2011.

<b>Rating</b>				
<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>NO</b>
Exceeds Expectation	Proficient	Needs Improvement	Unsatisfactory	No Observation

Comments:

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**(4) District Appearance and Image**

Buildings and grounds will be maintained in a manner that reflects positively on the district's reputation.

**Evidence of Attainment:** Grounds will be groomed and policed on a year round basis. Buildings will be clean and exhibits/signs/awards that reflect student and district success will be displayed in areas of maximum public traffic. Strategies will be developed with stakeholders, including district and campus site-base committees, and in place by Summer 2010.

<b>Rating</b>				
<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>NO</b>
Exceeds Expectation	Proficient	Needs Improvement	Unsatisfactory	No Observation

Comments:

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**(5) District Has Needed Resources**

The district has the resources to meet the needs of a growing, diverse population.

**Evidence of Attainment:** Long-term facilities study to determine needs along with demographic projections for the next 5 to 10 years. From a community action committee to explore community interest and suggest possible solutions. Facilities study and demographic projections presented at the July Board meeting. CAC formed and meetings begun by August 2010. Public Forum for setting tax rate can correspond with first CAC meeting to lay out current district financial status and demonstrate transparency.

Rating				
4	3	2	1	NO
Exceeds Expectation	Proficient	Needs Improvement	Unsatisfactory	No Observation

Comments:

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**(6) Community Involvement**

Community is informed and actively involved in promoting high expectations, strong values, and morals in a supportive environment.

**Evidence of Attainment:** Report outlining current community involvement and brainstorming session with the Team of 8 to develop a preliminary Community Involvement Plan for 2010-2011. Plan should include scheduled community forums at the school as well as presentations and community outreach at existing forums outside the school such as Chamber of Commerce, Lions, and other social venues. Report and brainstorming session will be held at the December Board meeting.

Rating				
4	3	2	1	NO
Exceeds Expectation	Proficient	Needs Improvement	Unsatisfactory	No Observation

Comments:

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**(7) Superintendent and School Board Relations**

The staff, students, and community benefit from a harmonious relationship between the district's policy-making body (the board) and the chief executive officer (the superintendent). Unity of purpose and good communications are two of the main ingredients of effective board/superintendent relations. While there is generally a clear distinction between the role of the board and the role of the superintendent, a good relationship ensures that any differences can be discussed and dealt with effectively. The superintendent can do his/her part by:

1. Providing opportunities for the board and the superintendent to establish cooperatively developed goals to define expectations and their respective roles in attaining desired outcomes;
2. Maintaining frequent communications with the board and encouraging open and honest dialogue;
3. Periodically conducting a self-assessment and soliciting an assessment from the board; and
4. Encouraging mutual respect.

Rating				
4	3	2	1	NO
Exceeds Expectation	Proficient	Needs Improvement	Unsatisfactory	No Observation

**(8) Academic Excellence Indicators and District Performance Objectives**

Given the rapid changes in factors that affect education, and the new skills and higher levels of skills required to lead and manage an entire school district, the more the superintendent and those to whom many responsibilities are delegated know about a subject or area of work, the better able they are to achieve the high expectations held for them. Not only is continuing education and training required by law for all Texas school administrators, it is essential to the attainment of district goals. To meet the requirements of the law, and the expectations held for the superintendent, each year he/she should:

District Accountability Rating

% passing gains/maintenance of gains \_\_\_\_\_ %

% attendance gains/maintenance of gains \_\_\_\_\_ %

% dropout gains/maintenance of gains \_\_\_\_\_ %

% Texas Growth Index (TGI) average growth gains/maintenance of gains \_\_\_\_\_ %

(Circle One)				
E = Exemplary	R = Recognized	A = Acceptable	LP = Low Performing	NO
E	R	A	LP	NO
4	3	2	1	NO
4	3	2	1	NO
4	3	2	1	NO
4	3	2	1	NO

(Data for this Domain is calculated from the District's Academic Excellence Indicator System (AEIS) Report. The TAKS calculations are located in Section I Page 3 under the heading of TAKS % Passing Sum of 3-11 Accountability Subset.)

