



A PROUD TRADITION | A BRIGHT FUTURE

LAMAR CONSOLIDATED INDEPENDENT SCHOOL DISTRICT

Regular Board Meeting

Thursday, March 19, 2015

7:00 PM

Julie Thompson, President • Rhonda Zacharias, Vice President • Kay Danziger, Secretary
Anna Gonzales • Dar Hakimzadeh • Kathryn Kaminski • Frank Torres

**LAMAR CISD BOARD OF TRUSTEES
REGULAR BOARD MEETING
BRAZOS CROSSING ADMINISTRATION BUILDING
3911 AVENUE I, ROSENBERG, TEXAS
MARCH 19, 2015
7:00 PM**

AGENDA

1. Call to order and establishment of a quorum
2. Opening of meeting
3. Recognitions/awards
4. Student Reports
 - A. Mustang POV
5. Audience to patrons
6. Approval of minutes
 - A. February 17, 2015 - Special Meeting (Workshop) 6
 - B. February 19, 2015 - Regular Board Meeting 11
7. Board members reports
 - A. Meetings and events
8. Superintendent reports
 - A. Meetings and events
 - B. Information for immediate attention
 - C. Introductions
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11. CLOSED SESSION	
A. Adjournment to closed session pursuant to Texas Government Code Sections 551.071, 551.072, 551.074, and 551.082, the Open Meetings Act, for the following purposes: (Time_____)	
1. Section 551.074 - For the purpose of considering the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee or to hear complaints or charges against a public officer or employee.	244
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2. Section 551.072 - For the purpose of discussing the purchase, exchange, lease or value of real property
- a. Land
3. Section 551.071 - To meet with the District's attorney to discuss matters in which the duty of the attorney to the District under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with the Open Meetings Act, including the grievance/complaint hearing.
- a. Any item listed on the agenda
 - b. Discuss pending, threatened, or potential litigation, including school finance litigation

RECONVENE IN OPEN SESSION

**Action on Closed Session Items
Future Agenda Items**

ADJOURNMENT: (Time _____)

If during the course of the meeting covered by this notice, the Board should determine that a closed session of the Board should be held or is required in relation to an item noticed in this meeting, then such closed session as authorized by Section 551.001 et seq. of the Texas Government Code (the Open Meetings Act) will be held by the Board at that date, hour or place given in this notice or as soon after the commencement of the meeting covered by this notice as the Board may conveniently meet in such closed session concerning any and all subjects and for any and all purposes permitted by Section 551.071-551.084, inclusive, of the Open Meetings Act, including, but not limited to:

Section 551.084 - For the purpose of excluding witness or witnesses from a hearing during examination of another witness.

Section 551.071 - For the purpose of a private consultation with the Board's attorney on any or all subjects or matters authorized by law.

Section 551.072 - For the purpose of discussing the purchase, exchange, lease or value of real property.

Section 551.073 - For the purpose of considering a negotiated contract for a prospective gift or donation.

Section 551.074 - For the purpose of considering the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee or to hear complaints or charges against a public officer or employee.

Section 551.082 - For the purpose of considering discipline of a public school child or children or to hear a complaint by an employee against another employee if the complaint or charge directly results in a need for a hearing.

Section 551.076 - To consider the deployment, or specific occasions for implementation, of security personnel or devices.

Section 551.083 - For the purpose of considering the standards, guidelines, terms or conditions the Board will follow, or instruct its representatives to follow, in consultation with representatives of employee groups in connection with consultation agreements provided for by Section 13.901 of the Texas Education Code.

Section 551.0821 – For the purpose of deliberating a matter regarding a public school student if personally identifiable information about the student will necessarily be revealed by the deliberation.

Should any final action, final decision or final vote be required in the opinion of the Board with regard to any matter considered in such closed session, then such final action, final decision or final vote shall be at either:

- a. the open meeting covered by this notice upon the reconvening of this public meeting, or
- b. at a subsequent public meeting of the Board upon notice thereof, as the Board may determine.

CERTIFICATE AS TO POSTING OR GIVING OF NOTICE

On this 6th day of March 2015 at 3:00 p.m., this notice was posted on a bulletin board located at a place convenient to the public in the central administrative offices of the Lamar Consolidated Independent School District, 3911 Avenue I, Rosenberg, Texas 77471, and in a place readily accessible to the general public at all times.



Karen Vacek
Secretary to Superintendent

Special Meeting

Be It Remembered

The State of Texas §
County of Fort Bend §
Lamar Consolidated Independent School District §

Notice of Special Meeting Held

On this the 17th day of February 2015, the Board of Trustees of the Lamar Consolidated Independent School District of Fort Bend County, Texas met in Special Session (Workshop) in Rosenberg, Fort Bend County, Texas.

1. CALL TO ORDER AND ESTABLISHMENT OF A QUORUM

This meeting was duly called to order by the President of the Board of Trustees, Julie Thompson, at 6:30 p.m.

Members Present:

Julie Thompson	President
Rhonda Zacharias	Vice President
Kay Danziger	Secretary
Anna Gonzales	Member
Dar Hakimzadeh	Member
Kathryn Kaminski	Member
Frank Torres	Member

Others Present:

Thomas Randle	Superintendent
Kevin McKeever	Administrator for Operations
Laura Lyons	Executive Director of Elementary Education
Walter Bevers	Executive Director of Secondary Education
Kathleen Bowen	Chief Human Resources Officer
Mike Rockwood	Executive Director of Community Relations

BUSINESS TRANSACTED

Business properly coming before the Board was transacted as follows: to witness—

2. Discussion of February 19th Regular Board Meeting Agenda Items

The Board reviewed the February 19th Regular Board Meeting agenda items.

Dr. Randle reminded the Board that the meeting on Thursday will begin with a public hearing on the accountability performance report for 2013-2014.

10. ACTION ITEMS

10. B GOAL: PLANNING

10. B-4 Consider approval of Superintendent Priorities for 2015 - 2016

Dr. Randle reminded the Board that for Priority 4 there was a discussion to make that more inclusive. Priority 5 was adjusted to say continue to develop a coordinated Board-administrative outreach/communication program for the community. The other three priorities stayed the same.

10. B-13 Consider approval of LCISD Zoning Committee recommendations for Arredondo Elementary

Mr. Rockwood gave the Board an overview of the recommendation and that a spokesperson from the committee would be available for questions on Thursday. Ms. Zacharias asked if there were four options with the last one being from a lady that thought about it after the committee met. Mr. Rockwood reported that technically there would be five options, with one through four and then a District recommendation. Option 2 from the beginning became the Attendance Boundary Committees recommendation. Ms. Zacharias stated that grandfathering is not new to zoning and it is consistent with times we have done zoning. Mr. Rockwood stated that we did not do any grandfathering in the most recent zoning for Adolphus, but Lamar CISD has entertained in the past of grandfathering fifth grade students. Ms. Kaminski asked how many classes the District anticipates for fifth graders at Arredondo or is this too early to tell, and typically how many will ask for transfers. Dr. Randle reported that it is too early in the process. Mr. Rockwood reported that information will go out to the campuses and online through the end of the school year. Dr. Randle stated that historically we have not had large numbers because of lots of factors parents have to consider, like younger siblings not able to transfer. Ms. Zacharias clarified that grandfathering would occur at Beasley, Meyer, Thomas, and Hutchison. Ms. Thompson asked if anyone discussed the siblings of those that are being grandfathered. Mr. Rockwood said they did ask about it and the process was explained that the District had followed in the past. It was clear to the committee that grandfathering meant just fifth graders, it does not mean any younger siblings.

10. B-15 Consider approval of CSP #02-2015 for the 2015 miscellaneous renovations

Ms. Kaminski asked if this is all the 2014 Bond. She is trying to understand the process and why it is taking so long. It was clarified that this is 2011 Bond money. Mr. Bailey stated that these are renovation projects that were in the 2011 Bond divided over three summers. This ensured that no one project manager or construction company would be overwhelmed. Dr. Randle reminded the Board that the District sold bonds based on looking at the impact and the tax rate. Ms. Kaminski was particularly interested in the asbestos. Dr. Randle informed the Board there was no asbestos exposure. Mr. Bailey clarified the process, that a survey is done to see if there is any asbestos before they start work.

10. B-18 **Discussion and action on amendment to the Gilbane Building Co. Agreement for program management**

Ms. Kaminski said she is finally understanding that Gilbane is the manager over the construction. She wanted to know if every time we have a bond do we add an additional year to their contract. Dr. Randle said there are two options; 1) do RFQ for program managers, and 2) the recommendation to amend the Gilbane contract to include the 2014 bond. This is what was done last time to amend their contract to include the 2011 bond. Ms. Kaminski asked if there are any other companies that have approached the District to be considered for this and does the Board see their submission. Dr. Randle stated there have been several and only if the Board asks for the administration to go out for a RFQ. Ms. Kaminski asked when this was done. Dr. Randle said we did it in 2003 and 2006. Ms. Zacharias asked if it was the plan to still continue with external project management companies. Dr. Randle stated this was listed as discuss and action and if the Board recommends to amend the contract that is what the District would do. Ms. Zacharias asked about trying to bring it in-house and hiring our own project managers to manage the work. Dr. Randle said yes, and from the beginning he has said that from a management perspective, he prefers to outsource regardless of who it is, that most Districts who are doing this type of work are spending \$2m a year on in-house staff. Ms. Danziger asked for clarification on whether we approve or disapprove this, can the 2014 Bond be put on a timeline until a project manager assigned. Dr. Randle said the District cannot start construction but there are a number of things that can be done after the PASA report. Ms. Gonzales asked for a little history of what took place in 2003 and 2006 since a RFQ was issued. Dr. Randle said the RFQ was issued and different companies responded and then the facilities committee as well as the administrative team interviewed those individuals. Gilbane was recommended in both instances. Ms. Gonzales wanted to know the reasons why they were selected. Dr. Randle said it was their performance, but he cannot answer regarding every detail. The very first year they were selected, they had to get all of their payments through savings. The Bond issue was already established and the cost of program management was not included. Then moving forward the District began to identify a line item that included the cost of program management. Ms. Gonzales asked about how much we think we have saved over the years. Mr. McKeever listed some projects that were done from available funds, one was the baseball and softball field which was about \$5.2m.

11. INFORMATION ITEMS

11. A GOAL: PLANNING

11. A-4 **Energy Management Quarterly Report**

Ms. Kaminski said her understanding is that the night custodians do not have heat or air conditioning after six o'clock, that it is cut off at all of the campuses. There are certain times that it gets pretty hot for those employees. She wanted to know if this was true. Mr. McKeever said the schedule is six o'clock that the HVAC units shut down, unless there are extracurricular activities on the campus. Ms. Kaminski asked if it was taken into consideration that we still have employees working. Her understanding is that there have been some cases where employees actually got sick due to the heat. Mr. McKeever said they have done studies and continue to monitor the temperature, even in the hot parts of the summer. The hottest part of the building is after midnight and it was 82°. Ms. Zacharias stated they are not working after midnight. Ms. Kaminski asked their normal evening hours. Mr. McKeever said they

work 3:30 p.m. to midnight. Mr. McKeever said to his knowledge there have not been any illnesses of employees reported. Ms. Kaminski was not aware that the janitorial people had to work with no circulation in the building and has been told especially during the summer that some have been sick. Dr. Randle recommended this function case by case because the air does stay on at some schools if there are activities going on. Mr. McKeever reminded them that during the summer the custodians work days. Ms. Thompson asked if an employee gets sick at work is there a procedure of reporting an illness that is work related. Mr. McKeever answered yes.

11. A-9 Traffic Study for Lamar Consolidated High, Lamar Junior High, and Wessendorff Middle schools

Dr. Randle wanted to bring the Boards attention to the traffic study at Lamar Consolidated High School. This has begun and they are looking at all of the traffic from Herndon Drive past the Lane/Mustang intersection. Mr. McKeever said they are looking to see where the parking is taking place as well. Dr. Randle said the sidewalk along Herndon Drive will be after the study is complete, they are taking that into consideration as well. Ms. Kaminski asked if they will take into consideration the traffic increase when the Natatorium opens up. Mr. McKeever said they will look into everything that feeds traffic into that area.

11. A-10 Lamar CISD Bus Driver Recruitment

Dr. Randle informed the Board we do have drivers that are currently teachers, maintenance workers, and custodians. Ms. Kaminski stated there is an ad in the local paper for Katy ISD seeking drivers. She wanted to know why we have not used this as a source. Mr. McKeever said the District has placed ads in the past and had little response so they are focusing on other areas.

ADJOURNMENT TO CLOSED SESSION PURSUANT TO TEXAS GOVERNMENT CODE SECTIONS 551.071, 551.072, 551.074, and 551.082, THE OPEN MEETINGS ACT, FOR THE FOLLOWING PURPOSES:

1. Section 551.074 – For the purpose of considering the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee or to hear complaints or charges against a public officer or employee.
 - a. Approval of personnel recommendations or employment of professional personnel
 - b. Employment of professional personnel (Information)
 - c. Employee resignations and retirements
 - d. Consider employment of Principal for McNeill Elementary School
2. Section 551.072 – For the purpose of discussing the purchase, exchange, lease or value of real property
 - a. Land
3. Section 551.071 – To meet with the District’s attorney to discuss matters in which the duty of the attorney to the District under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with the Open Meetings Act, including the grievance/complaint hearing.
 - a. Any item listed on the agenda
 - b. Discuss pending, threatened, or potential litigation, including school finance litigation

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The Board did not convene in Closed Session.

ADJOURNMENT

The meeting adjourned at 7:02 p.m.

LAMAR CONSOLIDATED INDEPENDENT SCHOOL DISTRICT

Signed:

Julie Thompson
President of the Board of Trustees

Kay Danziger
Secretary of the Board of Trustees

Regular Meeting

Be It Remembered

The State of Texas §
County of Fort Bend §
Lamar Consolidated Independent School District §

Notice of Regular Meeting Held

On this the 19th day of February 2015, the Board of Trustees of the Lamar Consolidated Independent School District of Fort Bend County, Texas met in Regular Session in Rosenberg, Fort Bend County, Texas.

1. CALL TO ORDER AND ESTABLISHMENT OF A QUORUM

This meeting was duly called to order by the President of the Board of Trustees, Julie Thompson, at 7:02 p.m.

Members Present:

Julie Thompson	President
Rhonda Zacharias	Vice President
Kay Danziger	Secretary
Anna Gonzales	Member
Dar Hakimzadeh	Member
Kathryn Kaminski	Member
Frank Torres	Member

Others Present:

Thomas Randle	Superintendent
Kevin McKeever	Administrator for Operations
Jill Ludwig	Chief Financial Officer
Laura Lyons	Executive Director of Elementary Education
Walter Bevers	Executive Director of Secondary Education
Kathleen Bowen	Chief Human Resources Officer
David Jacobson	Chief Technology Information Officer\
Valerie Vogt	Academic Administrator
Rick Morris	Attorney

BUSINESS TRANSACTED

Business properly coming before the Board was transacted as follows: to witness—

2. OPENING OF MEETING

The prayer was led by Dr. Bevers, and the pledge of allegiance was recited.

3. RECOGNITIONS/AWARDS

a. TMEA All-State Band & Choir

Mr. Ram Estrada, Director of Fine Arts, recognized the outstanding All-State Band and Choir students from Lamar CISD. The following students recently participated in the Texas Music Educators Association Clinic and Convention in San Antonio. These students rank in the top one-half of one percent of all 60,000 high school musicians state-wide that participated in the all-region/all-area and then the all-state audition process. All students are from Lamar Consolidated High School:

Chelsea Kalkomey
Austin Brown
Nnednima Chukwuocha

4. STUDENT REPORTS

a. Advanced Placement

Dr. Randle introduced the AP program and the Board has an opportunity to experience something that is very rare and this happened in our District to one of our young people. Dr. Carolyn Leboeuf from George Ranch High School shared information about the AP program. Ms. Maria Kennett is the AP Spanish Language and Culture teacher. Josuee Gonzales earned a 5 in AP Spanish Language and Culture at the end of his junior year. He not only received the top score, but was one of only 91 students in the world to earn every point possible on the AP Spanish Language and Culture Exam, answering every multiple-choice question correctly and earning full points on the free-response section of the exam.

5. AUDIENCE TO PATRONS

Dr. Dan Ives addressed the Board about Gilbane Building Co. and the program management agreement. He expressed his opinions on the construction management services and Gilbane. In his opinion, he believes his Gilbane findings relate to cronyism and that a strong preponderance of evidence justifies and warrants a detailed audited investigation. He urged the Board to recess prior to voting on agenda item 10. B-18 and read his three page commentary with two attachments, regarding "The Gilbane Story," connecting the dots from his viewpoint.

Ms. Joy Williams addressed the Board about the textbooks that the District is considering for next school year. She presented the Board with a review that Truth in Texas Textbooks administered. She compared next year's textbooks that the District is planning to purchase against the list. She indicated that the books have an acceptable or good recommendation.

6. APPROVAL OF MINUTES OF THE JANUARY 13, 2015 SPECIAL MEETING (WORKSHOP), JANUARY 15, 2015 REGULAR BOARD MEETING, AND JANUARY 22, 2015 SPECIAL MEETING (WORKSHOP)

It was moved by Ms. Zacharias and seconded by Ms. Gonzales that the Board of Trustees approve the minutes of the January 13, 2015 Special Meeting (Workshop), January 15, 2015 Regular Board Meeting, and January 22, 2015 Special Meeting (Workshop). The motion carried unanimously.

7. BOARD MEMBER REPORTS

a. Meetings and Events

Ms. Danziger reported the Attendance Boundary Committee met and Mr. Rockwood reviewed the recommendations for Arredondo Elementary School. Ms. Danziger also thanked the Fort Bend County Retired Educators Association for presenting Jackson Elementary with over 327 books. She said every first grader and kindergartener were presented their own new book to take home.

Ms. Zacharias reported the Technology Committee met and discussed the item that is on tonight's agenda. She recognized Mr. Jacobson and his team, announcing they managed to save the District over \$7,000 in refunds for overage costs of internet service and also renegotiated the contract which will save us money in the long run. There was a network automation project the team completed, that allows a new employee to automatically configure their accounts with the push of a button. She also reported there was activity on the online testing automation.

Ms. Gonzales reported the Facilities Committee met and urged the Board to review the information section of their Board Book, it is almost ten pages of information. This is a wealth of information about several projects. In 2003, they discovered there was \$4.1 million savings and the 2006 bond there was a \$14.2 million savings. She urged the Board to review the information so they are informed about all the projects on a regular basis. The Board is fully informed on how funding is being utilized at Lamar CISD.

8. SUPERINTENDENT REPORTS

a. Meetings and Events

b. Information for Immediate Attention

c. Introductions

9. PUBLIC HEARING – LCISD ACCOUNTABILITY PERFORMANCE REPORT FOR 2013-2014

Ms. Thompson opened the meeting to the public at 7:30 p.m. Mr. Brian Moore, Director of Research and Accountability, gave a presentation on the LCISD Accountability Performance Report for 2013-2014. There being no discussion, the hearing was closed to the public at 7:38 p.m.

ACTION ITEMS FOR CONSENT OF APPROVAL: 10. A-1; 10. B-1 – 10. B-3; 10. B-5 – 10. B-12; 10. B-14 – 10. B-17; and 10. C-1

It was moved by Ms. Danziger and seconded by Mr. Torres that the Board of Trustees approve these action items as presented. The motion carried unanimously.

10. A GOAL: INSTRUCTIONAL

10. A-1 Approval of Out-of-State Trip Requests, including, but not limited to:

a. Terry High School Rangerettes

approved out-of-state travel for the Terry High School Rangerettes drill team to travel to Orlando, Florida on March 10—14, 2016.

10. B GOAL: PLANNING

10. B-1 Approval of Election Order and Notice

approved the attached Election Order and Notice for a Board of Trustees election to be held on May 9, 2015 for the purpose of electing Single-Member District positions #4, #5, and #7 to the Board of Trustees of Lamar Consolidated Independent School District. (See inserted pages 40-A—40-D.)

10. B-2 Set Date for Special Board Meeting regarding May 9, 2015 Trustees Election

scheduled a special meeting of the Board of Trustees on Tuesday, May 19, 2015 at 6:30 p.m. to:

- 1) canvass the School Trustees Election of May 9, 2015

10. B-3 Consider Contracting for Election Services with Fort Bend County

authorized the administration to contract with Fort Bend County in a joint election with the City of Rosenberg for election services for the May 9, 2015 Board of Trustees Election. (See inserted pages 40-E—40-Q.)

10. B-5 Consider Ratification of Financial and Investment Reports

ratified the financial and investment reports as presented.

10. B-6 Approval of Budget Amendment Requests

approved budget amendment requests as attached. (See inserted page 40-R.)

10. B-7 Approval of renewal of maintenance and operations supplies

approved the renewal (for Year 2) of RFP #37-2013 to all vendors who wish to renew their approval to supply Lamar Consolidated Independent School District with maintenance and operations supplies.

10. B-8 Approval of renewal of maintenance and operations services and materials

approved the renewal (for Year 2) of RFP #38-2013 to all vendors who wish to renew their approval to supply Lamar Consolidated Independent School District with maintenance and operations services and materials.

10. B-9 Approval of renewal of vending machine service contract

approved the second and final renewal of RFP #53-2010 to Compass Group USA, Inc. by and through its Canteen Vending Services Division for vending machine services across the District.

10. B-10 Approval of Request for the Historic Site Exemption Qualification for the Simonton School

approved the 2015 Historic Site Exemption Qualification for the Simonton School.

10. B-11 Approval of Donations to the District, including, but not limited to:

- a. Adolphus Elementary School**
- b. Dickinson Elementary School**
- c. Frost Elementary School**
- d. Hutchison Elementary School**
- e. Jackson Elementary School**
- f. Meyer Elementary School**

Approved donations to the District.

10. B-12 Approval of Resolutions proclaiming

a. Diagnosticians' Week

approved the attached resolution proclaiming March 2—6, 2015 as “Diagnosticians’ Week” in Texas and in the Lamar Consolidated Independent School District. (See inserted page 41-A.)

b. Texas Public Schools Week

approved the attached resolution proclaiming the week of March 2—6, 2015 as Texas Public Schools Week in the Lamar Consolidated Independent School District. (See inserted page 41-B.)

10. B-14 Approval of Gulf Coast State Planning Region Mutual Aid Agreement

approved the Gulf Coast State Planning Region Mutual Aid Agreement between Lamar Consolidated Independent School District and the Gulf States Planning Region and allow the superintendent to authorize the utilization of aid as described in the agreement. (See inserted pages 41-C—41-N.)

10. B-15 Approval of CSP #02-2015 for the 2015 miscellaneous renovations

approved Bass Construction for the 2015 miscellaneous renovations in the amount of \$1,759,000 and amend the budget as necessary.

10. B-16 Approval of material testing services for the 2015 miscellaneous renovations

approved Terracon for material testing services for the construction of the 2015 miscellaneous renovations in the amount of \$30,360. (See inserted pages 42-A—42-J.)

10. B-17 Approval of asbestos abatement consulting services for the summer 2015 renovation projects

approved Environmental Services, Inc. (ESI) to provide asbestos consulting services for the abatement projects associated with the summer 2015 miscellaneous renovations projects not to exceed the amount \$1,070. (See inserted pages 42-K—42-M.)

10. C GOAL: TECHNOLOGY

10. C-1 Approval of internet service contract addendum

approved the contract addendum with Phonoscope Light Wave, Inc. to provide additional District Internet bandwidth options with reduced monthly costs per megabit per second (Mbps). (See inserted page 42-N.)

11. INFORMATION ITEMS

11. A GOAL: PLANNING

11. A-2 Demographic Update

Population and Survey Analysts (PASA), Dr. Pat Guseman and Dr. Stacey Tepera, presented the spring update and answered questions related to the study.

10. B GOAL: PLANNING

10. B-13 Approval of LCISD Zoning Committee recommendations for Arredondo Elementary

A representative from the Attendance Boundary Committee, Greg Lippmann, presented the recommendation to the Board.

It was moved by Ms. Danziger and seconded by Mr. Torres that the Board of Trustees approve the 2014-2015 Attendance Boundary Committee's (ABC) recommendation to establish the attendance boundary area for Arredondo Elementary and to grandfather 5th-grade students for the 2015-2016 school year, as presented. The motion carried unanimously.

10. B-4 Approval of Superintendent Priorities for 2015 – 2016

It was moved by Ms. Gonzales and seconded by Ms. Zacharias that the Board of Trustees approve the superintendent priorities for 2015-2016.

Voting in favor of the motion: Ms. Danziger, Mr. Torres, Ms. Thompson, Ms. Gonzales, Ms. Zacharias

Voting in opposition: Mr. Hakimzadeh and Ms. Kaminski

The motion carried.

10. B-18 Discussion and action on amendment to the Gilbane Building Co. Agreement for program management

It was moved by Ms. Gonzales and seconded by Ms. Danziger that the Board of Trustees approve an amendment to the Gilbane Building Co. program management agreement to provide program management for the 2014 Bond and authorize the superintendent to negotiate terms.

It was moved by Mr. Hakimzadeh and seconded by Ms. Kaminski to table the previous motion until the Board receives more information in order to discuss this agenda item.

Voting in favor of the motion: Mr. Hakimzadeh, Ms. Kaminski

Voting in opposition: Ms. Danziger, Mr. Torres, Ms. Thompson, Ms. Gonzales, Ms. Zacharias

The motion failed.

Mr. Morris suggested the Board adjourn to Closed Session in order for him to advise them.

ADJOURNMENT TO CLOSED SESSION PURSUANT TO TEXAS GOVERNMENT CODE SECTIONS 551.071, 551.072, 551.074, AND 551.082, THE OPEN MEETINGS ACT, FOR THE FOLLOWING PURPOSES:

1. Section 551.074 – For the purpose of considering the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee or to hear complaints or charges against a public officer or employee.
 - a. Approval of personnel recommendations or employment of professional personnel
 - b. Employment of professional personnel (Information)
 - c. Employee resignations and retirements (Information)
 - d. Consider employment of Principal for McNeill Elementary School
2. Section 551.072 – For the purpose of discussing the purchase, exchange, lease or value of real property
 - a. Land
3. Section 551.071 – To meet with the District’s attorney to discuss matters in which the duty of the attorney to the District under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with the Open Meetings Act, including the grievance/complaint hearing.

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- a. Any item listed on the agenda
- b. Discuss pending, threatened, or potential litigation, including school finance litigation

The Board adjourned to Closed Session at 8:55 p.m. for the purposes listed above.

RECONVENE IN OPEN SESSION – ACTION ON CLOSED SESSION

The Board reconvened in Open Session at 9:36 p.m.

It was moved by Ms. Zacharias and seconded by Ms. Kaminski to table the discussion and action on amendment to the Gilbane Building Co. agreement for program management until the March 19, 2015 Board meeting. The motion carried unanimously.

12. A-1(a) Employment of Principal for McNeill Elementary School

It was moved by Mr. Torres and seconded by Ms. Danziger that the Board of Trustees approve the recommendation of Toni Scott as the Principal of McNeill Elementary School. The motion carried unanimously.

11. INFORMATION ITEMS

11. A GOAL: PLANNING

- 11. A-1 May 9, 2015 Trustees Election Calendar**
- 11. A-3 Tax Collection Report**
- 11. A-4 Energy Management Quarterly Report**
- 11. A-5 Payments for Construction Projects**
- 11. A-6 Region 4 Maintenance and Operations Update**
- 11. A-7 Bond Update**
- 11. A-8 Schools Conserving Resources (SCORE) Program**
- 11. A-9 Traffic Study for Lamar Consolidated High, Lamar Junior High, and Wessendorff Middle schools**
- 11. A-10 Lamar CISD Bus Driver Recruitment**
- 11. A-11 Sidewalk along Herdon Drive**

ADJOURNMENT

The meeting adjourned at 9:40 p.m.

LAMAR CONSOLIDATED INDEPENDENT SCHOOL DISTRICT

Signed:

Julie Thompson
President of the Board of Trustees

Kay Danziger
Secretary of the Board of Trustees

CONSIDER APPROVAL OF NEW COURSE FOR THE 2015-2016 SCHOOL YEAR

RECOMMENDATION:

That the Board of Trustees approve the new course offering to allow a preparation course for PSAT/SAT/ACT to be provided as a pilot for the 2015-2016 school year.

IMPACT/RATIONALE:

The District has identified an opportunity to pilot a PSAT/SAT/ACT preparation course for students. Success in participation and performance on the national assessments are measured in Index 4 of the new State Accountability System.

PROGRAM DESCRIPTION:

LCISD wants to work with The Princeton Review to provide a year-long course for students to prepare for the PSAT/SAT/ACT. For the 2015-2016 school year, the pilot course would be offered at Lamar Consolidated High School during the regular school day. The course, taught by qualified Princeton Review personnel, would be offered at an Academic grade weight, but students could opt to waive the grade points as a part of their overall GPA.

Submitted by: Dr. Walter Bevers, Executive Director of Secondary Education
Valerie Vogt, Academic Administrator
Valerie Anderson, Director of Advanced Studies

Recommended for approval:



Dr. Thomas Randle
Superintendent

CONSIDER APPROVAL OF INSTRUCTIONAL MATERIAL RECOMMENDATIONS

RECOMMENDATION:

That the Board of Trustees approve the instructional materials recommended by the District Instructional Materials Adoption Committee for use in K-12 classrooms.

IMPACT/RATIONALE:

The 2014-2015 District Instructional Materials Adoption Committee consisted of 75 members approved by the Board of Trustees on November 20, 2014. The Superintendent of Schools or his designee was a member and chaired the committee consisting of 69 teachers and 6 administrators. Teachers at the applicable grade levels and subject areas reviewed the instructional materials being considered and provided input to the voting Instructional Materials Committee members.

Samples of all instructional materials up for adoption consideration by LCISD were available in every school in the District that contained the appropriate grades/courses, for public inspection and comment.

Attached is a list of instructional materials recommended by the District committee.

PROGRAM DESCRIPTION:

The State Board of Education issued Proclamation 2015 in April 2013. The adoption of materials under Proclamation 2015 occurred in November 2014. The adopted materials are scheduled to be available for use beginning in the 2015-2016 school year.

Submitted by: Valerie Vogt, Academic Administrator
Katie Marchena-Roldan, Curriculum Coordinator for Mathematics
Kevin McCune, Curriculum Coordinator for Social Studies
Ramiro Estrada, Director of Fine Arts.

Recommended for approval:

Thomas Randle

Dr. Thomas Randle
Superintendent

**Proclamation 2015 Instructional Materials
Recommended from the
State Board of Education List**

Subject	Publisher	Title
Algebra I	Pearson Education, Inc. publishing as Prentice Hall	Pearson Texas Algebra 1
Geometry	Pearson Education, Inc. publishing as Prentice Hall	Pearson Texas Geometry
Algebra II	Pearson Education, Inc. publishing as Prentice Hall	Pearson Texas Algebra 2
Precalculus	Cengage Learning, Inc./Brooks Cole	Precalculus with Limits
Mathematical Models with Application	Pearson Education, Inc. publishing as Prentice Hall	Math Models with Applications, Texas Edition
Advanced Quantitative Reasoning	Pearson Education, Inc. publishing as Prentice Hall	Using and Understanding Mathematics: A Quantitative Reasoning Approach
AP Calculus	Cengage Learning, Inc./Brooks Cole	Calculus
AP Statistics	Pearson Education, Inc. publishing as Prentice Hall	Stats: Modeling the World
Music, K-5	McGraw-Hill, Inc. Themes & Variations, Inc.	Music Studio MusicPlay
Art, K-5	Davis Publications, Inc.	Explorations in Art, Grades K-5
Art, 6-8	Davis Publications, Inc.	A Global Pursuit A Personal Journey A Community Connection
Band, 6-8	Alfred, Inc. MakeMusic, Inc.	Sound Innovations SmartMusic
HS Art	Davis Publications, Inc.	Exploring Visual Design The Visual Experience Communicating Through Graphic Design Experience Clay Experience Painting
HS AP Art History	Pearson Education, Inc.	Art History, 5 th edition
HS Theatre	Perfection Learning, Inc. Spirit Productions, Inc.	Basic Drama Projects Point. Click. Teach.
HS Theatre Production	Limelight Editions	The Scene Study Book: Roadmap to Success
HS Technical Theatre	McGraw-Hill, Inc. Theatrefolk, Inc.	Theatrical Design & Production Practical Technical Theater
	22	

HS Choir	Patti DeWitt, Inc. J.W. Pepper, Inc.	The Singing Musician UIL Choral Collection – Proclamation 2015 Package
HS AP Music Theory	W.W. Norton & Co.	The Musician’s Guide Series
HS Dance	Human Kinetics, Inc.	Experiencing Dance Discovering Dance
HS Band	J.W. Pepper, Inc. MakeMusic, Inc.	UIL Band Library – Proclamation 2015 Package SmartMusic
Choir, 6-8	Patti DeWitt, Inc. J.W. Pepper, Inc.	The Singing Musician UIL Choral Collection – Proclamation 2015 Package
Theatre, 6-8	Drama Education Network	Drama Works
HS Music History	W.W. Norton & Co.	The Norton Anthology of Western Music
Elementary Social Studies K-5	Pearson Education- publishing as Scott Foresman (English and Spanish)	Kindergarten- My World- Here We Are 1 st grade- My World- Making Our Way 2 nd - My World- We Explore People and Places 3 rd - My World- Building Our Communities 4 th - My World- We are Texas 5 th - My World- Building Our Nation
6 th grade Social Studies	McGraw Hill	World Cultures and Geography
7 th grade Social Studies	McGraw Hill	Texas History
8 th grade Social Studies	McGraw Hill	U.S. History to 1877
World Geography	McGraw Hill	World Geography
World History	McGraw Hill	World History
U.S. History	McGraw Hill	U.S. History since 1877
U.S. Government	McGraw Hill	U.S. Government
Economics	Pearson Education- publishing as Prentice Hall	Economics
Psychology	McGraw Hill	Understanding Psychology
Sociology	McGraw Hill	Sociology & You
AP Economics	Bedford, Freeman, and Worth	Krugman’s Economics for AP
AP Government	Pearson- Edwards	Government in America

AP European History	Pearson- Kagan	The Western Heritage Since 1300
AP Human Geography	Pearson- Rubenstein	The Cultural Landscape; An Introduction to Human Geography
AP U.S. History	Pearson- Frazer	By the People; A History of the U.S.
AP World History	Bedford, Freeman, and Worth	Ways of the World, 2nd edition
AP Psychology	Bedford, Freeman, and Worth	Myer's Psychology for AP, 2nd edition

CONSIDER APPROVAL OF STUDENT TRIP REQUESTS

RECOMMENDATION:

That the Board of Trustees approve out-of-state travel for Foster High School DECA to travel to Orlando, Florida on April 24-29, 2015.

IMPACT/RATIONALE:

Foster High School DECA request permission to travel to the DECA International Career Development Conference in Orlando, Florida from April 24-29, 2015 by airplane. The approximate cost for the students and sponsors will be \$5,500. This cost includes meals, airfare, lodging, registration fees, and ground transportation. Attending the conference will be 4 Foster High School students and Gina Walker, Foster HS sponsor. The expenses for the trip for the Foster students and sponsor will be paid from the District's Career and Technical Education (CTE) budget and campus activity fund. If the FHS or THS alternate is chosen the cost would increase to add student(s) and THS sponsor Kristin Gann.

BACKGROUND INFORMATION:

FHS Students Vepol Ogwuegbu, Blake Barber, Yusef Haikal, and Ifeoma Ahuna of Foster HS competed at the state contest in Dallas and won the right to compete at the national level. They will be competing in the Sports Marketing Operations Research and Business Services Operations Research. Morgan Stephan is the FHS alternate. She competed in Retail Merchandising. THS alternate Jenifer Brewer competed in Accounting Applications.

Submitted by: Joel Garrett, Director, Career and Technical Education

Recommended for approval:



Dr. Thomas Randle
Superintendent

**CONSIDER RATIFICATION OF QUARTERLY INVESTMENT REPORT
DECEMBER 2014 THROUGH FEBRUARY 2015**

RECOMMENDATION:

That the Board of Trustees ratify the quarterly investment report as submitted for the quarter ending February 28, 2015.

IMPACT/RATIONALE:

This report is required by state law and local policy CDA and includes all the pertinent information regarding the District's current investments. Investment officers for the District will be present at the meeting to answer any questions about the report and the District's cash and investment position.

Not all banking data for February 2015 was available prior to board reporting deadlines. The Quarterly Investment Report will be sent to the Board of Trustees under separate cover.

Submitted by: Jill Ludwig, CPA, RTSBA, Chief Financial Officer
Yvonne Dawson, Budget and Treasury Officer
Michele Reynolds, Director of Finance

Recommended for approval:



Dr. Thomas Randle
Superintendent

CONSIDER RATIFICATION OF FINANCIAL AND INVESTMENT REPORTS

RECOMMENDATION:

That the Board of Trustees ratify the Financial and Investment Reports as presented.

PROGRAM DESCRIPTION:

Financial reporting is intended to provide information useful for many purposes. The reporting function helps fulfill government’s duty to be publicly accountable, as well as to help satisfy the needs of users who rely on the reports as an important source of information for decision-making.

Financial reports and statements are end products of the reporting process. You will find attached the following reports:

- Ratification of February 2015 Disbursements, all funds
 - List of disbursements for the month by type of expenditure
- Financial Reports
 - Year-to-Date Cash Receipts and Expenditures, General Fund only
 - Investment Report

Submitted by: Jill Ludwig, CPA, RTSBA, Chief Financial Officer

Recommended for ratification:

Thomas Randle
Dr. Thomas Randle
Superintendent

SCHEDULE OF FEBRUARY 2015 DISBURSEMENTS

IMPACT/RATIONALE:

All disbursements made by the Accounting Department are submitted to the Board of Trustees for ratification on a monthly basis. Disbursements made during the month of February total \$25,716,486 and are shown below by category:

<u>3-Digit Object</u>	<u>Description</u>	<u>Disbursements</u>
611/612	Salaries and Wages, All Personnel	12,976,681
614	Employee Benefits	692,536
621	Professional Services	41,197
623	Education Services Center	18,153
624	Contracted Maintenance and Repair Services	222,453
625	Utilities	132,603
626	Rentals and Operating Leases	183,501
629	Miscellaneous Contracted Services	736,137
631	Supplies and Materials for Maintenance and Operations	267,128
632	Textbooks and Other Reading Materials	211,065
633	Testing Materials	1,126
634	Food Service	537,989
639	General Supplies and Materials	750,766
641	Travel and Subsistence -- Employee and Student	63,390
642	Insurance and Bonding Costs	3,527
643	Election Expense	26,158
649	Miscellaneous Operating Costs/Fees and Dues	415,599
659	Other Debt Services Fees	1,250
662	Building Purchase, Construction, and/or Improvements	8,377,156
663	Furniture & Equipment - \$5,000 or more per unit cost	7,438
129	Misc. Receivable/Alternative Certification Fees	2,800
131	Inventory Purchases	35,161
573/575/592	Miscellaneous Refunds/Reimbursements to Campuses	12,672
	Total	25,716,486

PROGRAM DESCRIPTION:

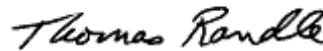
The report above represents all expenditures made during the month of February 2015. The detailed check information is available upon request.

Submitted by,



Michele Reynolds,
Director of Finance

Recommended for approval:



Dr. Thomas Randle
Superintendent

**LAMAR CONSOLIDATED I.S.D.
GENERAL FUND
YEAR TO DATE CASH RECEIPTS AND EXPENDITURES
(BUDGET AND ACTUAL)
AS OF FEBRUARY 28, 2015**

CASH RECEIPTS	AMENDED BUDGET	ACTUAL	BUDGET VARIANCE	PERCENT ACTUAL/ BUDGET
5700-LOCAL REVENUES	122,622,118.00	116,325,699.00	(6,296,419.00)	94.9%
5800-STATE PROGRAM REVENUES	91,271,861.00	58,451,936.00	(32,819,925.00)	64.0%
5900-FEDERAL PROGRAM REVENUES	1,745,000.00	1,254,136.00	(490,864.00)	71.9%
7900- OTHER RESOURCES	-	990,926.00	990,926.00	0%
TOTAL- REVENUES	215,638,979.00	177,022,697.00	(38,616,282.00)	82.1%
EXPENDITURES				
6100-PAYROLL COSTS	179,524,564.00	84,289,819.00	95,234,745.00	47.0%
6200-PROFESSIONAL/CONTRACTED SVCS.	14,726,540.00	5,412,146.00	9,314,394.00	36.8%
6300-SUPPLIES AND MATERIALS	10,362,219.00	4,464,338.00	5,897,881.00	43.1%
6400-OTHER OPERATING EXPENDITURES	8,863,546.00	3,387,607.00	5,475,939.00	38.2%
6600-CAPITAL OUTLAY	1,792,955.00	300,110.00	1,492,845.00	0.0%
TOTAL-EXPENDITURES	215,269,824.00	97,854,020.00	117,415,804.00	45.5%

Lamar CISD
Local Investment Pools
as of February 28, 2015

ACCOUNT NAME	BEGINNING BALANCE	TOTAL DEPOSIT	TOTAL WITHDRAWAL	TOTAL INTEREST	MONTH END BALANCE
TexPool accounts are as follows:					
Food Service	3,128,065.32	1,000,000.00	0.00	116.79	4,128,182.11
General Account	33,694,356.40	98,420,049.19	15,275,000.00	3,696.90	116,843,102.49
Capital Projects Series 2004	8.51	0.00	0.00	0.00	8.51
Health Insurance	1,786,992.41	0.00	1,350,000.00	40.12	437,032.53
Debt Service Series 2004	6,914.90	0.00	0.00	0.28	6,915.18
Workmen's Comp	623,698.67	0.00	70,000.00	19.46	553,718.13
Property Tax	106,499,034.01	46,241,567.08	131,538,840.91	1,190.50	21,202,950.68
Vending Contract Sponsor	475,231.77	0.00	0.00	16.04	475,247.81
Deferred Compensation	2.55	0.00	0.00	0.00	2.55
Debt Service Series 2005	1,022,926.64	6,733,564.20	7,756,489.84	70.31	71.31
Debt Service Series 2007	21,734.33	7,289,901.72	6,614,875.00	74.56	696,835.61
Capital Projects Series 2005	611,979.37	0.00	2,125.00	20.70	609,875.07
Student Activity Funds	48,854.72	0.00	0.00	1.68	48,856.40
Taylor Ray Donation Account	7,604.94	0.00	0.00	0.28	7,605.22
Capital Projects Series 2007	209,053.09	0.00	0.00	7.11	209,060.20
Common Threads Donation	53,217.64	0.00	0.00	1.79	53,219.43
Debt Service Series 2008	20,015.40	6,703,237.37	5,993,892.50	70.30	729,430.57
Capital Projects 2012A	14,639,141.66	0.00	1,077,309.79	490.42	13,562,322.29
Debt Service 2012A	441,657.80	5,245,752.87	5,442,448.66	54.61	245,016.62
Debt Service 2012B	4,414.38	1,462,715.91	984,150.00	21.70	483,001.99
Capital Projects 2014A	27,006,729.77	0.00	0.00	913.48	27,007,643.25
Capital Projects 2014B	12,340,396.17	0.00	1,591,567.66	400.06	10,749,228.57
Debt Service 2014A	2,256,443.26	1,728,367.57	1,420,000.00	96.77	2,564,907.60
Debt Service 2014B	1,448,607.71	2,151,909.67	1,807,166.66	73.66	1,793,424.38
Debt Service 2013	0.00	993,349.30	732,625.00	8.82	265,733.12
Debt Service 2013A	0.00	804,993.11	539,256.25	8.12	265,744.98

Lone Star Investment Pool Government Overnight Fund

Capital Projects Fund	5,019.41	0.00	0.00	0.17	5,019.58
Workers' Comp	720,642.03	0.00	0.00	24.83	720,666.86
Property Tax Fund	32,150.02	0.00	0.00	1.11	32,151.13
General Fund	2,587,106.25	0.00	0.00	89.14	2,587,195.39
Food Service Fund	90,463.62	0.00	0.00	3.12	90,466.74
Debt Service Series 1996	0.01	0.00	0.00	0.00	0.01
Capital Project Series 1998	700.43	0.00	0.00	0.02	700.45
Debt Service Series 1990	0.04	0.00	0.00	0.00	0.04
Debt Service Series 1999	2.43	0.00	0.00	0.00	2.43
Capital Project Series 1999	0.01	0.00	0.00	0.00	0.01
Capital Projects 2007	383.95	0.00	0.00	0.01	383.96
Capital Projects 2008	36,830.66	0.00	0.00	1.27	36,831.93
Capital Projects 2012A	699,483.57	0.00	0.00	24.10	699,507.67
Capital Projects 2014A	18,008,664.57	0.00	0.00	620.45	18,007,285.02
Capital Projects 2014B	9,835,483.26	0.00	0.00	338.90	9,835,822.16

MBIA Texas CLASS Fund

General Account	15,344,945.50	0.00	0.00	1,246.43	15,346,191.93
Capital Project Series 1998	905.01	0.00	0.00	0.04	905.05
Capital Projects Series 2007	1.00	0.00	0.00	0.00	1.00
Debt Service Series 2007	1.00	0.00	0.00	0.00	1.00
Capital Projects Series 2012A	11,046,423.97	0.00	0.00	897.26	11,047,321.23

TEXSTAR

Capital Projects Series 2007	742.61	0.00	0.00	0.00	742.61
Debt Service Series 2008	663,145.54	0.00	0.00	27.85	663,173.39
Capital Projects Series 2008	2,024,703.87	0.00	24,270.97	84.40	2,000,517.30
Debt Service Series 2012A	1,385,562.78	0.00	0.00	58.24	1,385,621.02
Debt Service Series 2012B	4,772.68	0.00	0.00	0.24	4,772.92
Capital Projects Series 2012A	12.21	0.00	0.00	0.00	12.21
Debt Service 2013	4,508.19	0.00	0.00	0.24	4,508.43
Capital Projects 2014A	8,989,489.85	1,561,921.48	5,889,778.39	307.08	4,661,940.02
Capital Projects 2014B	7,408,156.53	0.00	1,561,921.48	275.20	5,846,510.25

TEXAS TERM/DAILY Fund

Capital Projects Series 2007	1,004,359.84	0.00	0.00	62.63	1,004,422.47
Capital Projects Series 2008	140.65	0.00	0.00	0.01	140.66
Capital Projects Series 2012A	463,705.10	0.00	0.00	28.91	463,734.01
Capital Projects Series 2014A	18,007,347.66	0.00	0.00	1,122.84	18,008,470.50
Capital Projects Series 2014B	9,835,848.42	0.00	0.00	613.31	9,836,461.73

ACCOUNT TYPE	AVG. RATE OF RETURN	CURRENT MONTH EARNINGS
TEXPOOL ACCOUNT INTEREST	0.04	\$7,377.52
LONE STAR ACCOUNT INTEREST	0.04	\$1,103.12
MBIA TEXAS CLASS ACCOUNT INTEREST	0.11	\$2,143.73
TEXSTAR ACCOUNT INTEREST	0.05	\$753.25
TEXAS TERM/DAILY ACCOUNT INTEREST	0.08	\$1,827.70
TOTAL CURRENT MONTH EARNINGS		\$13,205.32
EARNINGS 9-01-14 THRU 1-31-15		\$53,967.54
TOTAL CURRENT SCHOOL YEAR EARNINGS		\$67,172.86

CONSIDER APPROVAL OF BUDGET AMENDMENT REQUESTS

RECOMMENDATION:

That the Board of Trustees consider approval of budget amendment requests as attached.

IMPACT/RATIONALE:

The proposed budget amendments require school board approval because budgeted funds are being reallocated between functional categories and/or new budgets are being established.

PROGRAM DESCRIPTION:

Budget amendments are mandated by the state for budgeted funds reallocated from one functional level, and state and/or federal project to another. These budget changes are usually the result of unexpected levels of expenditures in certain categories and amendments are for legal compliance. Other budget amendments are determined by the school board.

Since the operating budget for Lamar CISD is adopted at the functional level, budget revisions are required for reallocations between functional levels or when new budgets are being established. All necessary budget amendments must be formally adopted by the School Board and recorded in the Board minutes. (TEA Financial Accountability System Resource Guide, Financial Accounting & Reporting, Update 15.0)

Submitted by: Jill Ludwig, CPA, RTSBA, Chief Financial Officer
Resource: Yvonne Dawson, RTSBA, Budget and Treasury Officer

Recommended for approval:



Dr. Thomas Randle
Superintendent

Foster High School is requesting a budget change to pay band student entry fees for UIL, Honors Band, and Marching Festival.

199-13	Curriculum and Instr. Staff Development	(400.00)
199-36	Cocurricular/Extracurricular Activities	400.00

Travis Elementary is requesting a budget change to pay registration fees for two special education teachers to attend SIP training at Texana.

199-11	Classroom Instruction	(40.00)
199-13	Curriculum and Instr. Staff Development	40.00

ALC is requesting a budget change to purchase supplies for the clinic.

199-11	Classroom Instruction	(400.00)
199-33	Health Services	400.00

The Business, Maintenance and Operations, and Technology Departments are requesting a budget change to establish budgets for the purchase, construction, and equipping of temporary buildings for the 2015-16 school year. The budget allows for the construction of four buildings (one contingency) and technology equipment/startup supplies and materials for three buildings.

199-11	Classroom Instruction	111,000.00
199-81	Facilities Acquisition and Construction	520,000.00

CONSIDER APPROVAL OF OFFER TO PURCHASE TAX RESALE PROPERTY

RECOMMENDATION:

That the Board of Trustees approve the bid by Terry Scott of \$18,000 to acquire two (2) tax resale properties.

IMPACT/RATIONALE:

The tax resale properties are described as:

Tract 1: Lot Thirteen (13), Block Thirty-Eight (38), in the Town of Rosenberg, Fort Bend County, Texas, according to the plat of said town shown of record in Volume P, Page 146 of the Deed Records of Fort Bend County, Texas (Account #7835-00-038-0130-901/R11760) and Tract 2: Lots Fourteen (14) and Fifteen (15), Block Thirty-Eight (38), in the Town of Rosenberg, Fort Bend County, Texas, according to the plat of said town shown of record in Volume P, Page 146 of the Deed Records of Fort Bend County, Texas (Account #7835-00-038-0140-901/R11762).

The properties are owned by the City of Rosenberg as trustee for itself and for Lamar Consolidated Independent School District and Fort Bend County. In order for the properties to be sold for less than the entire amount of taxes and costs owed, the formal approval of all taxing entities is required pursuant to Texas Property Tax Code Section 34.05.

BACKGROUND INFORMATION:

The total amount owed to all taxing entities is \$21,883.68 for tax years 2005 through 2012, and the property was valued \$64,460.00 at the time of Judgment. The proposed distribution after reduction for all costs and taxes owed for the 2013 and 2014 tax years is \$11,722.09. This amount will be distributed among the three taxing entities.

Submitted by: Jill Ludwig, CPA, RTSBA, Chief Financial Officer

Recommended for approval:



Dr. Thomas Randle
Superintendent

LINEBARGER GOGGAN BLAIR & SAMPSON, LLP

ATTORNEYS AT LAW

512 SOUTH SEVENTH STREET
RICHMOND, TEXAS 77469

(281) 342-9636

FAX: (281) 341-7808

Charles Austin "Chip" Sutton

March 3, 2015

Ms. Julie Thompson, Board President
Lamar Consolidated I.S.D.
3911 Avenue I
Rosenberg, Texas 77471

HAND DELIVERED

RE: Bid to Purchase Tax Resale Properties

Dear Ms. Thompson:

I am forwarding this letter to your attention regarding a tax resale bid that the law firm for the City of Rosenberg has received from Terry Scott. This tax resale bid is for the purchase of two (2) tax resale properties owned by the City of Rosenberg as trustee for itself and for Lamar Consolidated Independent School District and Fort Bend County as a result of the failure of the properties to sell at the tax sale on the courthouse steps. In order for the properties to be sold for less than the entire amount of taxes and costs owed, the formal approval of all taxing entities, including Lamar Consolidated Independent School District, is required pursuant to Texas Property Tax Code Section 34.05. I have enclosed with this letter, a bid analysis, map of the subject properties and proposed tax resale deed prepared by the law firm for the City of Rosenberg.

Please place this tax resale bid as action items on the agenda of the Lamar Consolidated Independent School District's Board of Trustees' meeting to be held on March 19, 2015. A suggested wording of the agenda items is as follows:

Consider approval of a bid by Terry Scott to acquire tax resale properties described as: Tract 1: Lot Thirteen (13), Block Thirty-Eight (38), in the Town of Rosenberg, Fort Bend County, Texas, according to the plat of said town shown of record in Volume P, Page 146 of the Deed Records of Fort Bend County, Texas (Account #7835-00-038-0130-901/R11760) and Tract 2: Lots Fourteen (14) and Fifteen (15), Block Thirty-Eight (38), in the Town of Rosenberg, Fort Bend County, Texas, according to the plat of said town shown of record in Volume P, Page 146 of the Deed Records of Fort Bend County, Texas (Account #7835-00-038-0140-901/R11762)

Please do not hesitate to contact me if you have any questions, need additional information or would like to meet with me with respect to this or any other matter.

Sincerely,

Charles A. "Chip" Sutton
Attorney at Law

cc: Patsy Schultz, Tax Assessor-Collector
Fort Bend County Tax Office
1317 Eugene Heimann Circle
Richmond, Texas 77469

Bid Analysis

Cause No. 06-DCV-182775 Account No(s). 7835000380130901 and 7835000380140901

Description:

TRACT 1: GEO NUMBER: 7835000380130901

LOT THIRTEEN (13), BLOCK THIRTY-EIGHT (38), IN THE TOWN OF ROSENBERG, FORT BEND COUNTY, TEXAS, ACCORDING TO THE PLAT OF SAID TOWN SHOWN OF RECORD IN VOLUME P, PAGE 146 OF THE DEED RECORDS OF FORT BEND COUNTY, TEXAS.

TRACT 2: GEO NUMBER: 7835000380140901

LOTS FOURTEEN (14) AND FIFTEEN (15) IN BLOCK THIRTY-EIGHT (38) OF THE CITY OF ROSENBERG, FORT BEND COUNTY, TEXAS, ACCORDING TO THE PLAT OF SAID CITY OF ROSENBERG, APPEARING OF RECORD IN VOLUME P, PAGE 146 OF THE DEED RECORDS OF FORT BEND COUNTY, TEXAS

Bid Amount \$18,000.00

Name of Bidder Terry Scott

Judgment/ Opening Bid Information

<u>Tax Entity</u>	<u>Tax Years</u>	<u>Amount Due</u>
7835000380140901: City of Rosenberg	2005-2012	\$3,927.83 (18%)
7835000380130901: City of Rosenberg	2005-2012	\$428.17 (2%)
7835000380140901: Fort Bend County/ Lamar Consolidated Independent School District	2005-2012	\$15,965.52(73%)
7835000380130901: Fort Bend County/ Lamar Consolidated Independent School District	2005-2012	\$1,562.16 (7%)

Total (7835000380130901 and 7835000380140901) \$21,883.68

TOTAL AMOUNT DUE AT TIME OF Tax Sale: \$21,883.68

Property Value (at time of Judgment)

Account No. 7835000380130901	<u>\$6,340.00</u>
Account No. 7835000380140901	<u>\$58,120.00</u>

Costs

Court Costs	<u>\$561.00</u>
Abstract Fees (PBF)	<u>\$500.00</u>
Publication Fee (Fort Bend Herald)	<u>\$457.14</u>
Constable Fee & Commission (Constable Constable Rob Cook)	<u>\$920.00</u>
Ad Litem (PBF)	<u>\$1,200.00</u>
Recording Fee (Struckoff Deed- PBFCEM)	<u>\$25.00</u>
Recording Fee (Resale Deed)	<u>\$25.00</u>

Total costs: \$3,688.14

Proposed Distribution

Bid Amount \$18,000.00 - Costs \$3,688.14 - Post Jdmt \$2,589.77 (January, 2015 for 2013-2014 Tax Years)

(ACCOUNT NO. 7835000380130901 and 7835000380140901) Net to Distribute
\$11,722.09

City of Rosenberg (7835000380130901)	\$2,109.98
City of Rosenberg (7835000380140901)	\$234.44
Fort Bend County/ Lamar-CISD (783500038013090)	\$8,557.13
Fort Bend County/ Lamar-CISD (7835000380140901)	\$820.54

**Please zero out all remaining balances for 2005-2012 tax years



Created by Ft Bend Central Appraisal District GIS Dept on 12/15/2014

Z-112

0 50 100 200 Feet

THE STATE OF TEXAS
COUNTY OF FORT BEND

§
§
§

RESALE DEED

NOTICE OF CONFIDENTIALITY RIGHT:

IF YOU ARE A NATURAL PERSON, YOU MAY REMOVE OR STRIKE ANY OF THE FOLLOWING INFORMATION FROM THIS INSTRUMENT BEFORE IT IS FILED FOR RECORD IN THE PUBLIC RECORDS: YOUR SOCIAL SECURITY NUMBER OR YOUR DRIVER'S LICENSE NUMBER.

KNOW ALL MEN BY THESE PRESENTS that the CITY OF ROSENBERG for itself and as Trustee for the use and benefit of the FORT BEND COUNTY, LAMAR-CONSOLIDATED INDEPENDNET SCHOOL DISTRICT, LATERAL ROAD & FLOOD CONTROL, FORT BEND COUNTY DRAINAGE, AND FORT BEND COUNTY GENERAL FUND, acting by and through its duly elected official ("GRANTOR") as authorized by Section 34.05, Texas Property Tax Code, for and in consideration of the sum of EIGHTEEN THOUSAND DOLLARS (\$18,000.00), in hand paid by TERRY SCOTT ("GRANTEE") the receipt of which is hereby acknowledged and confessed, has granted and conveyed and by these presents do grant and convey unto said grantee all right, title and interest of the CITY OF ROSENBERG for itself and as Trustee for the use and benefit of the FORT BEND COUNTY, LAMAR- CONSOLIDATED INDEPENDNET SCHOOL DISTRICT, LATERAL ROAD & FLOOD CONTROL, FORT BEND COUNTY DRAINAGE, AND FORT BEND COUNTY GENERAL FUND, in the property herein conveyed, acquired by tax foreclosure sale heretofore held, in Cause No. 08-DCV-162775, styled CITY OF ROSENBERG VS. CAVAZOS, IGNACIO, ET AL said property being described as:

TRACT 1: GEO NUMBER: 7835000380130901
LOT THIRTEEN (13), BLOCK THIRTY-EIGHT (38), IN THE TOWN OF ROSENBERG, FORT BEND COUNTY, TEXAS, ACCORDING TO THE PLAT OF SAID TOWN SHOWN OF RECORD IN VOLUME P, PAGE 146 OF THE DEED RECORDS OF FORT BEND COUNTY, TEXAS.

TRACT 2: GEO NUMBER: 7835000380140901
LOTS FOURTEEN (14) AND FIFTEEN (15) IN BLOCK THIRTY-EIGHT (38) OF THE CITY OF ROSENBERG, FORT BEND COUNTY, TEXAS, ACCORDING TO THE PLAT OF SAID CITY OF ROSENBERG, APPEARING OF RECORD IN VOLUME P, PAGE 146 OF THE DEED RECORDS OF FORT BEND COUNTY, TEXAS

GRANTOR excludes and excepts from this conveyance any warranties, express or implied, on the property, including, without limitation, any warranties arising by common law or Section 5.023 of the Property Code.

GRANTOR conveys the property:

- (a). "as is", "with all faults" and without any warranty as to condition or environmental hazard,
- (b). subject to all restrictions, easements, rights-of-way leases, oil, gas and mineral leases, royalties, mineral conveyances, and mineral reservations of record, if any, in the office of the County Clerk of said County,
- (c). subject to any right of redemption; and
- (d). subject to rights of parties in possession

GRANTOR disclaims any warranty, guaranty or representation, oral or written, on:

- (a). the nature and condition of the property or other items conveyed hereunder, without limitation, the water, soil and geology,
- (b). the suitability of the property conveyed hereunder for any and all activities and uses which GRANTEE may elect to conduct thereon,
- (c). the existence of any environmental hazards or conditions thereon, (including but not limited to the presence of asbestos or other hazardous materials),
- (d). compliance with applicable environmental laws, rules or regulations; and
- (e). the compliance of the property with any laws, ordinances, or regulations of any governmental entity or body.

By acceptance of this deed, GRANTEE acknowledges and agrees:

- (a). that GRANTOR acquired the property through foreclosure of a tax lien as Trustee and as such has little, if any, knowledge of the physical or economic characteristics of the property,
- (b). GRANTEE has inspected the property and is relying solely on his own investigation of the same and not on any information provided or to be provided by on behalf of GRANTOR,
- (c). that any information provided with respect to the property was obtained from a variety of sources, and
- (d). GRANTOR (1) has not made any independent investigation or verification of such information; and (2) does not make any representations as to the accuracy or completeness of such information.

- (e). that if there are any improvements on the property, GRANTOR shall not be responsible for or liable to GRANTEE for any construction defects, errors omissions, or any other conditions affecting the property.

GRANTEE or anyone claiming by, through or under GRANTEE, hereby fully releases GRANTOR, its employees, officers, directors, representatives, attorneys and agents from any and all claims that it may now have or hereafter acquire against GRANTOR, its respective employees, officers, directors, representatives, attorneys and agents for any cost, loss, liability, damage, expense, demand, action or cause of action arising from or related to the conveyance of the premises herein as well as any construction defects, errors, omissions, or other conditions affecting the property and other items conveyed hereunder. GRANTEE further acknowledges and agrees that this release shall be given full force and effect according to each of its express terms and provisions, including, but not limited to, those relating to unknown and suspected claims, damages and causes of action. This covenant releasing GRANTOR shall be a covenant running with the property and shall be binding upon GRANTEE, his successors, beneficiaries and assigns. GRANTOR hereby assigns without recourse or representation of any nature to GRANTEE, effective upon the execution and delivery hereof, any and all claims that GRANTOR may have for any such errors, omissions or defects in the property and other items conveyed hereunder. As a material covenant and condition of this conveyance, GRANTEE agrees that in the event of any such construction defects, errors, omissions or on account of any other conditions affecting the property, GRANTEE shall look solely to GRANTOR'S predecessors or to such contractors and consultants as may have contracted for work in connection with the property and other items conveyed hereunder for any redress or relief. Upon the assignment by GRANTOR of its claims, GRANTEE releases GRANTOR of all right, express or implied, GRANTEE may have against GRANTOR arising out of or resulting from any errors, omissions or defects in the property and other items conveyed hereunder. GRANTEE further understands that some of GRANTOR'S predecessors in interest may be or become insolvent, bankrupt, judgment-proof or otherwise incapable of responding in damages and GRANTEE may have no remedy against such predecessors, contractors or consultants.

GRANTEE hereby further agrees on behalf of his successors, beneficiaries and assigns to indemnify, protect, defend, save and hold harmless GRANTOR and GRANTOR'S elected and appointed officials, employees, officers, directors, representatives, attorney and agents from and against any and all debts, duties, obligation, liabilities, suits, claims, demands, cause of action, damages, losses, costs and expenses (including, without limitation, attorneys' fees and expenses and court costs) in any way relating to, connected with or arising out of the property and other items conveyed hereunder or the ownership, leasing, use, operation, maintenance and management thereof from and after the date hereof, including, without limitation, the cost of any removal of hazardous substances or contaminants from the property and other items conveyed hereunder.

TO HAVE AND TO HOLD said premises, together with all and singular the rights, privileges and appurtenances thereto in any manner belonging unto the said CITY OF ROSENBERG., his successors, beneficiaries, heirs and assigns forever, so that neither the CITY OF ROSENBERG for itself and as Trustee for the use and benefit of the FORT BEND

COUNTY, LAMAR- CONSOLIDATED INDEPENDNET SCHOOL DISTRICT, LATERAL ROAD & FLOOD CONTROL, FORT BEND COUNTY DRAINAGE, AND FORT BEND COUNTY GENERAL FUND, nor any person claiming under it shall at any time hereafter have, claim or demand any right or title to the aforesaid premises or appurtenances, or any part thereof.

Taxes for post judgment years and for the current year are assumed by, and are to be paid by GRANTEE.

Executed this _____ day of _____, 2015.

IN TESTIMONY WHEREOF, the taxing authorities herein have caused these presents to be executed their _____ day of _____, _____.

CITY OF ROSENBERG

VINCENT M. MORALES, JR.
MAYOR, CITY OF ROSENBERG

THE STATE OF TEXAS §
 §
COUNTY OF FORT BEND §

ACKNOWLEDGMENT

BEFORE ME, the undersigned authority, on this day personally appeared, VINCENT M. MORALES, JR., Mayor, and CITY OF ROSENBERG, known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that he executed same for the purposes and consideration therein expressed and in the capacity therein stated.

GIVEN UNDER MY HAND AND SEAL OF OFFICE this _____ day of
_____, 2015.

SEAL

NOTARY PUBLIC, in and for the
STATE OF TEXAS
My Commission Expires: _____

Grantee:

Terry Scott
P.O. Box 824
Needville, TX 77461

After Recording Return to:

Perdue, Brandon, Fielder, Collins & Mott, L.L.P.
1235 North Loop West, Suite 600
Houston, Texas 77008
Kevin Davidson

Executed this _____ day of _____, 2015.

FORT BEND COUNTY GENERAL FUND, FORT
BEND LATERAL ROAD & FLOOD CONTROL,
AND FORT BEND COUNTY DRAINAGE
DISTRICT

ROBERT E. HEBERT
COUNTY JUDGE, FORT BEND COUNTY

THE STATE OF TEXAS §
 §
COUNTY OF FORT BEND §

ACKNOWLEDGMENT

BEFORE ME, the undersigned authority, on this day personally appeared, ROBERT E.
HEBERT, County Judge, FORT BEND COUNTY, known to me to be the person whose name is
subscribed to the foregoing instrument, and acknowledged to me that he executed same for the
purposes and consideration therein expressed and in the capacity therein stated.

GIVEN UNDER MY HAND AND SEAL OF OFFICE this _____ day of
_____, 2015.

SEAL

NOTARY PUBLIC, in and for the
STATE OF TEXAS
My Commission Expires: _____

Executed this _____ day of _____, 2015.

LAMAR-CONSOLIDATED INDEPENDENT
SCHOOL DISTRICT

JULIE THOMPSON
PRESIDENT, BOARD OF TRUSTEES

THE STATE OF TEXAS §
 §
COUNTY OF FORT BEND §

ACKNOWLEDGMENT

BEFORE ME, the undersigned authority, on this day personally appeared, JULIE THOMPSON, President, Board of Trustees, LAMAR-CONSOLIDATED INDEPENDENT SCHOOL DISTRICT, known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that she executed same for the purposes and consideration therein expressed and in the capacity therein stated.

GIVEN UNDER MY HAND AND SEAL OF OFFICE this _____ day of _____, 2015.

SEAL

NOTARY PUBLIC, in and for the
STATE OF TEXAS
My Commission Expires: _____

**CONSIDER APPROVAL OF INDEPENDENT AUDITORS
FOR THE 2014-2015 SCHOOL YEAR**

RECOMMENDATION:

That the Board of Trustees consider approval of the engagement of the certified public accounting firm of Whitley Penn, LLP as the District's independent auditors for the 2014-15 school year.

IMPACT/RATIONALE:

As a result of a competitive proposal process for independent auditing services conducted during the 2009-10 fiscal year, Whitley Penn LLP, formerly Null-Lairson, P.C., was recommended by the Financial Audit Committee. The selection was based on qualifications, fees, and other weighted criteria including estimated costs in future years. Due to the expertise and professional services delivered by the firm, administration requested and the firm provided a one-year renewal engagement letter at an estimated fee of \$64,500. Fees for the past three years are as follows:

<u>YEAR</u>	<u>ACTUAL</u>
2013-14	\$63,500
2012-13	\$63,500
2011-12	\$61,500

With the implementation of new governmental auditing standards and Governmental Accounting Standards Board pronouncements, and the recent release of the Uniform Guidance in December 2014, the auditor's services are extensive. Fees have increased slightly due to rising costs for personnel and additional hours required to complete necessary testing. Upon review of a recent comparison of audit fees paid by surrounding districts, the fee offered is very competitive for the services rendered.

We have been very pleased with the level of service provided by the auditors in the past, and fully expect comparable service in the future.

PROGRAM DESCRIPTION:

If approved, Whitley Penn, LLP would serve as the District's independent auditors for the 2014-15 school year and would conduct the annual audit as required by the Texas Education Agency. A copy of the engagement letter is attached.

Submitted by: Jill Ludwig, CPA, RTSBA, Chief Financial Officer
Michele Reynolds, CPA, Director of Finance

Recommended for approval:



Dr. Thomas Randle
Superintendent

March 4, 2015

To the Board of Trustees and
Superintendent of Schools
Lamar Consolidated Independent School District
Rosenberg, Texas

We are pleased to confirm our understanding of the services we are to provide Lamar Consolidated Independent School District (the “District”) for the year ended August 31, 2015. We will audit the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements, of the District as of and for the year ended August 31, 2015. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management’s discussion and analysis (MD&A), to supplement’s basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the District’s RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management’s responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- 1) Management’s Discussion and Analysis.
- 2) General Fund Budgetary Comparison Schedule
- 3) TRS Pension System Information

We have also been engaged to report on supplementary information other than RSI that accompanies District’s financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America and will provide an opinion on it in relation to the financial statements as a whole:

- 1) Schedule of expenditures of federal awards.
- 2) Individual and Combining Nonmajor Fund Statements and Schedules
- 3) Required Texas Education Agency Schedules

The following other information included in the District’s Comprehensive Annual Financial Report and accompanying the financial statements will not be subjected to the auditing procedures applied in our audit of the financial statements, and our auditor’s report will not provide an opinion or any assurance on that other information.

- 1) Introductory Section
- 2) Statistical Section

Audit Objectives

The objective of our audit is the expression of opinions as to whether your basic financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. The objective also includes reporting on—

- Internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control related to major programs and an opinion (or disclaimer of opinion) on compliance with laws, regulations, and the provisions of contracts or grant agreements that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*.

The reports on internal control and compliance will each include a paragraph that states that the purpose of the report is solely to describe (1) the scope of testing of internal control over financial reporting and compliance and the result of that testing and not to provide an opinion on the effectiveness of internal control over financial reporting or on compliance, (2) the scope of testing internal control over compliance for major programs and major program compliance and the result of that testing and to provide an opinion on compliance but not to provide an opinion on the effectiveness of internal control over compliance, and (3) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering internal control over financial reporting and compliance and OMB Circular A-133 in considering internal control over compliance and major program compliance. The paragraph will also state that the report is not suitable for any other purpose.

Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of OMB Circular A-133, and will include tests of accounting records, a determination of major program(s) in accordance with OMB Circular A-133, and other procedures we consider necessary to enable us to express such opinions and to render the required reports. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions on the financial statements or the Single Audit compliance opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or to issue a report as a result of this engagement.

Management Responsibilities

Management is responsible for the basic financial statements, schedule of expenditures of federal awards, and all accompanying information as well as all representations contained therein. Management is also responsible for identifying government award programs and understanding and complying with the compliance requirements, and for preparation of the schedule of expenditures of federal awards in accordance with the requirements of OMB Circular A-133. As part of the audit, we will assist with preparation of your financial statements, schedule of expenditures of federal awards, and related notes. You will be required to acknowledge in the written representation letter our assistance with preparation of the financial statements and schedule of expenditures of federal awards and that you have reviewed and approved the financial statements, schedule of expenditures of federal awards, and related notes prior to their issuance and have accepted responsibility for them. You agree to assume all management responsibilities for any nonaudit services we provide; oversee the services by designating an individual, preferably from senior management, who possesses suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

Management is responsible for establishing and maintaining effective internal controls, including internal controls over compliance, and for evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met and that there is reasonable assurance that government programs are administered in compliance with compliance requirements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements in conformity with U.S. generally accepted accounting principles; and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is also responsible for making all financial records and related information available to us and for ensuring that management is reliable and financial information is reliable and properly recorded. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities also include identifying significant vendor relationships in which the vendor has responsibility for program compliance and for the accuracy and completeness of that information. Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the entity complies with applicable laws, regulations, contracts, agreements, and grants. Additionally, as required by OMB Circular A-133, it is management's responsibility to follow up and take corrective action on reported audit findings and to prepare a summary schedule of prior audit findings and a corrective action plan. The summary schedule of prior audit findings should be available for our review on June 1, 2015.

You are responsible for preparation of the schedule of expenditures of federal awards in conformity with OMB Circular A-133. You agree to include our report on the schedule of expenditures of federal awards in any document that contains and indicates that we have reported on the schedule of expenditures of federal awards. You also agree to [include the audited financial statements with any presentation of the schedule of expenditures of federal awards that includes our report thereon OR make the audited financial statements readily available to intended users of the schedule of expenditures of federal awards no later than the date the schedule of expenditures of federal awards is issued with our report thereon]. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with OMB Circular A-133; (2) that you believe the schedule of expenditures of federal awards, including its form and content, is fairly presented in accordance with OMB Circular A-133; (3) that the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to [include the audited financial statements with any presentation of the supplementary information that includes our report thereon OR make the audited financial statements readily

available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon]. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) that you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) that the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying for us previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements or noncompliance may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or major programs. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

Audit Procedures—Internal Control

Our audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by OMB Circular A-133, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to OMB Circular A-133.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and OMB Circular A-133.

To the extent they are applicable, these matters include-

- Significant deficiencies in internal controls
- Significant changes in accounting policies
- Our basis for conclusions regarding sensitive accounting estimates
- Significant audit adjustments (recorded and unrecorded)
- Consultation by management with other accountants on significant matters
- Serious difficulties encountered in performing the audit
- Disagreements with management.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of District's compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

OMB Circular A-133 requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with applicable laws and regulations and the provisions of contracts and grant agreements applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the *OMB Circular A-133 Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of the District's major programs. The purpose of these procedures will be to express an opinion on the District's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to OMB Circular A-133.

Engagement Administration, Fees, and Other

We may from time to time, and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers, but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditors' reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. We will coordinate with you the electronic submission and certification. If applicable, we will provide copies of our report for you to include with the reporting package you will submit to pass-through entities. The Data Collection Form and the reporting package must be submitted within the earlier of 30 days after receipt of the auditors' reports or nine months after the end of the audit period, unless a longer period is agreed to in advance by the cognizant or oversight agency for audits.

The audit documentation for this engagement is the property of Whitley Penn LLP and constitutes confidential information. However, pursuant to authority given by law or regulation, we may be requested to make certain audit documentation available to the US Department of Education or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Whitley Penn LLP personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The District will be responsible for ensuring that the audit report is received by the Texas Education Agency within 150 days of the close of the fiscal year. The District is further responsible for ensuring that other appropriate governmental agencies receive copies of the audit report according to instructions in the Texas Education Agency Financial Accountability System Resource Guide.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the Texas Education Agency. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

We expect to begin our audit in July 2015 and to issue our reports in January 2016. Christopher L. Breaux, CPA is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them. Our fee for these services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.) and estimated at \$64,500. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended

if your account becomes 60 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report(s). You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

We would like to make the following comments regarding the fee estimates

- 1) Any weakness noted in the internal control may affect the nature, timing, and extent of our procedures and accordingly our fees will be adjusted to reflect such changes.
- 2) Our fee estimates have not considered the effects of any changes to auditing standards and accounting principles, which may be promulgated by the AICPA, Congress, or any other regulatory body in the future and are unknown to us at this time. If significant additional time is necessary resulting in increased fees, we will endeavor to notify you of any such circumstances as they are assessed.
- 3) The District's personnel are responsible for the preparation of all items requested in the "PBC listing" and received by the date requested. Any delays caused by not preparing the items when requested may result in additional fees.

We appreciate the opportunity to be of service to the District and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,



RESPONSE:

This letter correctly sets forth the understanding of Lamar Consolidated Independent School District

Management signature: _____

Title: _____

Date: _____

Governance signature: _____

Title: _____

Date: _____

**CONSIDER APPROVAL OF PAINT AND WALL COVERING –
TIME AND MATERIALS**

RECOMMENDATION:

That the Board of Trustees approve M. Dumas Painting LLC and Frank's Iron Works & Industrial Coatings, LLC for paint and wall covering – time and materials district wide.

IMPACT/RATIONALE:

Competitive Sealed Proposal (CSP) #04-2015ML requested prices for an annual contract for paint and wall-covering work for all Lamar CISD facilities. This proposal covers maintenance, repair, and materials on an as-needed basis. Under the direction of the Maintenance Department, vendors will be directed to perform work as requested by campuses and departments.

The Maintenance Department worked with the Purchasing Department on proposal specifications, evaluation, and award recommendation. The evaluation process included a weighted evaluation system pre-established in the bid.

PROGRAM DESCRIPTION:

The proposal will be awarded as an annual contract with the option of renewal for four additional one year periods if both parties agree and terms and conditions remain the same, with the exception of any documented increases in labor or material costs delineated by the contractor and accepted by the District prior to renewal.

Submitted by: Jill Ludwig, CPA, RTSBA, Chief Financial Officer
Kevin McKeever, Administrator for Operations
Michele Leach, Purchasing & Materials Manager

Recommended for approval:



Dr. Thomas Randle
Superintendent

Vendor	Purchase Price 20 Points Max	Reputation of the vendor and of the vendor's goods or services 15 Points Max	Quality of vendor's goods or services 10 Points Max	Extent to which the goods or services meet the District's needs 15 Points Max	Vendor's past relationship with the District 5 Points Max	Long-Term cost to the District to acquire the vendor's goods or services 15 Points Max	Vendor's principal place of business is in the State of Texas, or employs 500 people in this state 5 Points Max	Ability to service our accounts with proper staff and insurance requirements 10 Points Max	Safety Record 5 Points Max	Total Score	Firm's Ranking Order
M. Dumas Painting LLC	13.80	15.00	8.60	14.00	5.00	13.30	5.00	10.00	3.00	87.70	1
Franks Iron Works & Industrial Coatings	20.00	15.00	3.00	4.60	5.00	7.30	5.00	10.00	5.00	74.90	2

**CONSIDER APPROVAL OF PURCHASE OF
FLEET VEHICLES**

RECOMMENDATION:

That the Board of Trustees approve the purchase of two (2) small cargo utility vans from Helfman Ford and two (2) Ford F-350 trucks from Caldwell County Ford in the amount of \$98,646.

IMPACT/RATIONALE:

Bid #03-2015ML requested prices to purchase service vehicles for the Technology Services Department and the Transportation Department. The request from the Technology Department is to add more vehicles to complete their fleet. Currently, there are not enough vehicles in proportion to the technicians on staff. Transportation is requesting two vehicles to replace aged vehicles that are becoming too costly to continue to repair.

The Technology Department and the Transportation Department worked with the Purchasing Department on bid specifications and award recommendation.

PROGRAM DESCRIPTION:

These vehicles will be used in the daily operations of the Technology and Transportation Departments. Both departments are adding needed vehicles to their fleet.

Submitted by: Jill Ludwig, CPA, RTSBA, Chief Financial Officer
David Jacobson, Chief Technology Information Officer
Kevin McKeever, Administrator for Operations
Michele Leach, Purchasing & Materials Manager

Recommended for approval:



Dr. Thomas Randle
Superintendent

03-2015ML Fleet Vehicles

Bid Tabulation

Vendor	Ford Transit Connect per unit cost	Ford F-350 Truck per unit cost
Silsbee Ford	\$19,560.00	\$31,360.00
Tommie Vaughn Auto	\$21,168.09	No Bid
Grande Truck Center	\$20,998.93	\$34,351.97
Caldwell Country Ford	\$20,835.00	\$30,043.00
Legacy Ford	\$29,180.00	\$35,192.00
Helfman	\$19,280.00	\$30,890.00
Sterling McCall	\$20,418.44	\$32,733.42

CONSIDER APPROVAL OF DONATIONS TO THE DISTRICT

RECOMMEDATION:

That the Board of Trustees approve donations to the District.

IMPACT/RATIONALE:

Policy CDC (Local) states that the Board of Trustees must approve any donation with a value in excess of \$2,500.

PROGRAM DESCRIPTION:

An anonymous donor donated \$4,000 through the Fidelity Charitable Gift Fund to B. F. Terry High School.

George Ranch PTO donated \$3,500 to purchase a SMART Board for a computer lab at George Ranch High School.

Recommended for approval:



Dr. Thomas Randle
Superintendent

**CONSIDER APPROVAL OF RESOLUTION PROCLAIMING
EDUCATIONAL ADMINISTRATIVE PROFESSIONALS' WEEK**

RECOMMENDATION:

That the Board of Trustees approve the attached resolution proclaiming April 20 – 24, 2015 as Educational Administrative Professionals' Week in the Lamar Consolidated Independent School District.

IMPACT/RATIONALE:

April 20 – 24, 2015 is proclaimed as the National Administrative Professionals' Week. Educational Administrative Professionals are valuable members of educational teams in schools and contribute in many ways beyond their traditional function as an administrative assistant. Their assistance is invaluable in the daily activities of a school campus and the administrative operations of Lamar CISD.

Educational administrative professionals provide support for students and staff and are charged with providing accurate record keeping services which is highly important in an educational environment.

Educational administrative professionals serve as trusted communicators with parents and community members and their connection to the community fosters positive public relations for the District.

Submitted by: Mike Rockwood, Executive Director of Community Relations

Recommended for approval:



Dr. Thomas Randle
Superintendent

Resolution

WHEREAS, **administrative professionals** are valuable members of educational teams in schools and their administrative operations; and

WHEREAS, educational **administrative professionals** contribute in many ways beyond their most recognizable function as an administrative assistant; and

WHEREAS, their assistance is particularly important in the daily activities and operations of a school district; and

WHEREAS, **administrative professionals** serve our educational community by providing support for students and staff; and

WHEREAS, educational **administrative professionals** assist school and District personnel as trusted communicators with parents and community members; and

WHEREAS, their connection to the community aids in communication and positive public relations within the community;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of the Lamar Consolidated Independent School District declares the week of April 20 – 24, 2015 as **Educational Administrative Professionals' Week**, and encourages members of the Lamar Consolidated Independent School District staff and community to express appreciation to our **educational administrative professionals**.

Adopted this 19th day of March 2015.

Julie Thompson, President

Kay Danziger, Secretary

**CONSIDER APPROVAL OF RESOLUTION
PROCLAIMING LIBRARIANS' WEEK**

RECOMMENDATION:

That the Board of Trustees approves the attached resolution proclaiming the week of April 13 – 17, 2015 as Librarians' Week in the Lamar Consolidated Independent School District.

IMPACT/RATIONALE:

Librarians are valuable members of the education team in Lamar CISD schools. Campus librarians contribute to the education of all students in many ways that extend beyond their most recognizable function as the resource director for each campus.

School librarians serve as instructors for early literature appreciation and share their knowledge of literature as an important learning tool.

School librarians provide information about additional instructional resources for teachers and students. Their assistance is especially important as students learn the research process as part of the learning process.

School librarians are also important resource persons in curriculum development, textbook selection and reviewing instructional materials. Their knowledge of instructional technology and educational programs serves as an additional resource for students and staff.

Submitted by: Mike Rockwood, Executive Director of Community Relations

Recommended for approval:



Dr. Thomas Randle
Superintendent

Resolution

WHEREAS, **school librarians** play a critical role in the education process through involvement in reading and research; and

WHEREAS; **school librarians** serve as an instructor for early literature appreciation and share a unique knowledge of literature as a way to learn and as a recreational pastime; and

WHEREAS, **school librarians** serve as a resource director for each campus, as well as providing instructional support for teachers and students; and

WHEREAS, **school librarians** teach students to use research as an extension of the learning process that will help students throughout their educational career; and

WHEREAS, **school librarians** play an important role in curriculum development, textbook selection and a review of instructional materials; and

WHEREAS, **school librarians** maintain a knowledge of instructional technology and educational programs that serve as a resource to students and staff;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of the Lamar Consolidated Independent School District declares the week of April 13-17, 2015 as **Librarians' Week**, and encourages all members of the Lamar Consolidated Independent School District staff and community to express appreciation to our school librarians.

Adopted this 19th day of March 2015

Julie Thompson, President

Kay Danziger, Secretary

**CONSIDER APPROVAL OF RESOLUTION PROCLAIMING
VOLUNTEER APPRECIATION WEEK**

RECOMMENDATION:

That the Board of Trustees approve the attached resolution proclaiming the week of April 20-24, 2015 as Volunteer Appreciation Week in the Lamar Consolidated Independent School District.

IMPACT/RATIONALE:

Parent and family involvement in children's lives is critical to their success as children and adults. Volunteering is one of the most important aspects of parent involvement in the public school setting.

Volunteers are invaluable to our schools, teachers and students, by helping them greatly extend and increase their resources.

The goal of Volunteer Appreciation Week is to call attention to value of the many volunteers in our public schools and to show appreciation for the service that they provide.

Submitted by: Mike Rockwood, Executive Director of Community Relations

Recommended for Approval:



Dr. Thomas Randle
Superintendent

Resolution

WHEREAS, parent and family involvement in children's lives is critical to their success as children and adults; and

WHEREAS, volunteering is one of the most important aspects of parent involvement; and

WHEREAS, volunteers are invaluable to our schools, teachers and students by greatly extending and increasing the District's resources; and

WHEREAS, the goal of Volunteer Appreciation Week is to bring a greater awareness and demonstrate appreciation for the many hours of labor provided by the volunteers in our schools;

NOW, THEREFORE, BE IT RESOVED THAT the Board of Trustees of the Lamar Consolidated Independent School District declares the week of April 20 – 24, 2015 to be **Volunteer Appreciation Week** in the Lamar Consolidated Independent School District.

Adopted this 19th day of March 2015 by the Lamar Consolidated Independent School District Board of Trustees.

Julie Thompson, President

Kay Danziger, Secretary

**CONSIDER APPROVAL OF REQUEST FOR 2015 HISTORIC SITE EXEMPTION
QUALIFICATION FOR THE GEORGE RANCH HISTORICAL PARK**

RECOMMENDATION:

That the Board of Trustees approve 2015 Historic Site Exemption Qualification for the George Ranch Historical Park.

BACKGROUND INFORMATION:

The Board of Trustees of Lamar Consolidated Independent School District has granted historical tax exemptions to the George Ranch Historical Park for the past several years. Historic site tax exemptions must be renewed on an annual basis.

In accordance with Board Policy CCG(LOCAL), the George Foundation has applied for a historical tax exemption for the taxes to be levied for the 2015-2016 school year.

TAXPAYER	LOCATION/ TYPE OF PROPERTY	PROPERTY VALUE	ESTIMATED AMOUNT OF TAX RELIEF
THE GEORGE FOUNDATION	THE GEORGE RANCH HISTORICAL PARK	\$12,163,295	\$169,075.88

Submitted by: Jill Ludwig, Chief Financial Officer

Recommended for approval:



Dr. Thomas Randle
Superintendent

March 3, 2015

Via email to kvacek@lcisd.org

Dr. Thomas Randle
Superintendent
Lamar Consolidated Independent School District
3911 Avenue I
Rosenberg, Texas 77471

Re: 2015 Ad Valorem Tax Exemption Application for Historic Site Exemption – The George Ranch Historical Park

Dear Dr. Randle:

Enclosed please find the 2015 Historic Site Exemption Application for The George Ranch Historical Park, along with an acreage description.

Thank you very much for your consideration in this matter, and should you have questions, please feel free to give me a call.

Very truly yours,

THE GEORGE FOUNDATION



Sandra G. Thompson
Chief Financial Officer

Enclosure

cc: Roger Adamson, Chief Executive Officer



Application for Historic or Archeological Site Property Tax Exemption

Property Tax
Form 50-122

Fort Bend Central Appraisal District

281-344-8623

Appraisal District's Name

Phone (area code and number)

2801 B. F. Berry Blvd. Rosenberg, Texas 77471

Address, City, State, ZIP Code

GENERAL INSTRUCTIONS: This application is for use in claiming property tax exemptions pursuant to Tax Code §11.24. You must furnish all information and documentation required by the application.

APPLICATION DEADLINES: You must file the completed application with all required documentation between January 1 and no later than April 30 of the year for which you are requesting an exemption.

ANNUAL APPLICATION REQUIRED: You must apply for this exemption each year you claim entitlement to the exemption.

OTHER IMPORTANT INFORMATION

Pursuant to Tax Code §11.45, after considering this application and all relevant information, the chief appraiser may request additional information from you. You must provide the additional information within 30 days of the request or the application is denied. For good cause shown, the chief appraiser may extend the deadline for furnishing the additional information by written order for a single period not to exceed 15 days.

STEP 1: State the Year for Which You are Seeking an Exemption

2015

State the year for which you are seeking an exemption

STEP 2: Provide Name and Mailing Address of Property Owner and Identity of Person Preparing Application

The George Foundation

Name of Property Owner

310 Morton St., PMB Suite C

Mailing Address

Richmond, Texas 77469

City, State, ZIP Code

Phone (area code and number)

Property Owner is a(n) (check one):

individual partnership corporation other (specify): Not-For-Profit, 501(c)(3) Tax Exempt Organization

Roger Adamson

Chief Executive Officer

Name of Person Preparing this Application

Title

Driver's License, Personal I.D. Certificate, or Social Security Number*

If this application is for an exemption from ad valorem taxation of property owned by a charitable organization with a federal tax identification number, that number may be provided here in lieu of a driver's license number, personal identification certificate number, or social security number:

74-6043368

* Unless the applicant is a charitable organization with a federal tax identification number, the applicant's driver's license number, personal identification certificate number, or social security account number is required. Pursuant to Tax Code Section 11.48(a), a driver's license number, personal identification certificate number, or social security account number provided in an application for an exemption filed with a chief appraiser is confidential and not open to public inspection. The information may not be disclosed to anyone other than an employee of the appraisal office who appraises property, except as authorized by Tax Code Section 11.48(b). If the applicant is a charitable organization with a federal tax identification number, the applicant may provide the organization's federal tax identification number in lieu of a driver's license number, personal identification certificate number, or social security account number.

STEP 3: Describe the Property for Which You are Seeking an Exemption

The George Ranch Historical Park 10215 FM 762, Richmond, TX 77469

Address, City, State, ZIP Code

470.977 Acres - See Attached Detail

CAD #s R127514, R35055,

R46553,R33739,R386497

Legal Description (if known)

Appraisal District Account Number (if known)

Step 4: List the Taxing Units that have Granted an Exemption Pursuant to Tax Code Section 11.24 and Attach Supporting Documentation

Lamar Consolidated ISD

Fort Bend County

FOR EACH TAXING UNIT IDENTIFIED, ATTACH COPIES OF DOCUMENTS REFLECTING OFFICIAL ACTION OF THE GOVERNING BODY THAT PROVIDES FOR AN EXEMPTION.

STEP 5: Identify Official Historical and Archeological Designations and Attach Supporting Documentation

Has the property been designated as a Recorded Texas Historic Landmark under Chapter 442, Government Code, or a state archeological landmark under Chapter 191, Natural Resources Code, by the Texas Historical Commission? Yes No

IF YES, ATTACH COPIES OF DOCUMENTS REFLECTING DESIGNATION.

Has the property been designated as a historically or archeologically significant site in need of tax relief to encourage its preservation pursuant to an ordinance or other law adopted by the governing body of the unit? Yes No

IF YES, ATTACH COPIES OF DOCUMENTS REFLECTING DESIGNATION.

STEP 6: Read, Sign, and Date

By signing this application, you certify that the information provided in this application is true and correct to the best of your knowledge and belief.

sign here →

Roger Adamson

Authorized Signature

03/03/2015

Date

Roger Adamson

Printed Name

If you make a false statement on this form, you could be found guilty of a Class A misdemeanor or a state jail felony under Section 37.10, Penal Code.

The George Foundation
 Attachment to Form 50-122
 Application for Historic or Archeological Site Property Tax Exemption
 2015

Step 3: Legal Description of Property	Account Number	CAD #
31.4220 Acres Peter Tal A-337	#0337-00-000-0011-901	R127514
65.4119 Acres John Jones A-41	#0041-00-000-0011-901	R33739
252.3200 Acres Wiley Martin A-56	#0056-00-000-0051-901	R35055
121.6150 Acres Wm Ryon A-368	#0368-00-000-0011-901	R46553
0.2081 Acres John Jones A-41	#0041-00-000-0012-901	R386497
<u>470.9770 Acres</u>		

**DISCUSSION AND ACTION ON AMENDMENT TO THE GILBANE BUILDING CO.
AGREEMENT FOR PROGRAM MANAGEMENT**

IMPACT/RATIONALE:

At the January 16, 2015 Regular Board Meeting a future agenda item was requested for an amendment to the Gilbane Building Co. contract to include the 2014 Bond Program.

This amendment will allow Gilbane Building Co. to provide program management services for the 2014 Bond Program.

Resource Person: Kevin McKeever, Administrator for Operations

CONSIDER APPROVAL OF SECURITY VESTIBULE RENOVATION PROJECT

RECOMMENDATION:

That the Board of Trustees approve Sterling Structures, Inc. for the construction of the security vestibule at Bowie Elementary in the amount of \$42,300.

IMPACT/RATIONALE:

Sterling Structures Inc. has been awarded the job order contract for The Cooperative Purchasing Network (TCPN). Since the District is a member of TCPN, Sterling Structures, Inc. can provide this service to the District. Funding for this project will be from the 2006 available funds.

PROGRAM DESCRIPTION:

Upon approval Sterling Structures, Inc. will begin construction of the security vestibule at Bowie Elementary.

Submitted by: Kevin McKeever, Administrator for Operations
Ed Bailey, Gilbane

Recommended for approval:



Dr. Thomas Randle
Superintendent



True to plan.

Sterling Structures, Inc

1425 Woodvine
Houston, Texas 77055

Date: March 2, 2015

Gilbane
1002 ½ East Stadium Drive
Rosenberg, TX 77471

Attn: Ms. Stefanie Roberts

Re: Lamar Consolidated ISD – Security Vestibules – Bowie ES

Dear Stefanie:

Sterling Structures, Inc is pleased to submit our budget proposal for all labor and materials as required for Bowie ES Security Vestibule in the amount of **Forty Two Thousand Three Hundred and 00/100 Dollars (42,300.00)**

Scope Clarifications:

a. Inclusions:

- i. Install two (2) storefront doors;
- ii. Two (2) new p-lam doors in existing hollow metal frame;
- iii. Narrow lite kit in new p-lam doors;
- iv. Includes an contingency allowance of \$5,000.00
- v. Includes electrical rough.
- vi. Includes two (2) push buttons to release the doors.
- vii. Includes two (2) door releases.
- viii. Relocate existing fire alarm strobe and pull station.

b. Exclusions:

- i. Card Reader and magnetic locks.
- ii. Floor finishes.
- iii. Wall finishes.
- iv. Ceiling work.
- v. Permits.

We appreciate the opportunity to submit this proposal. Should you have any questions, please feel free to notify me.

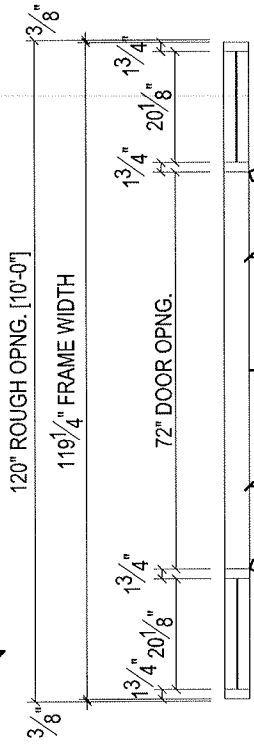
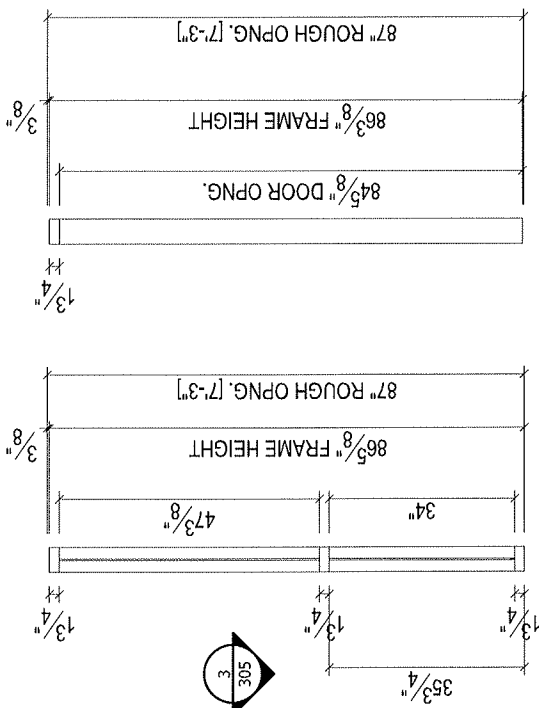
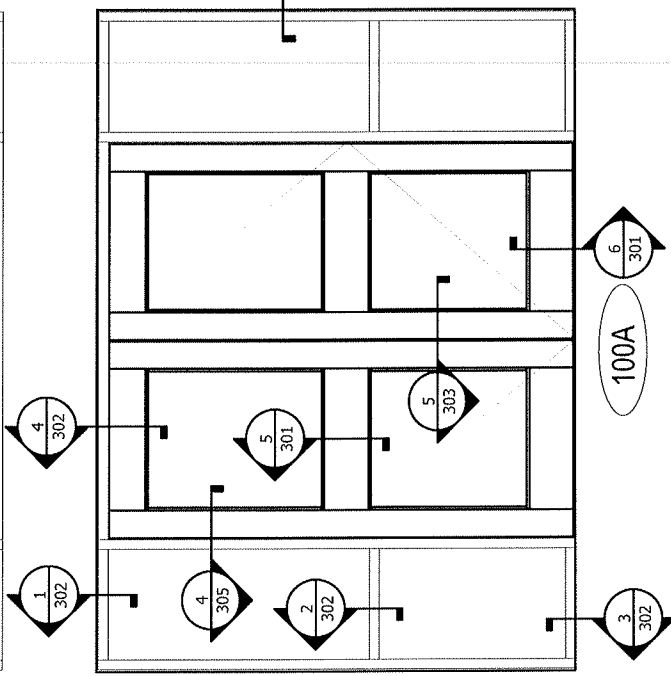
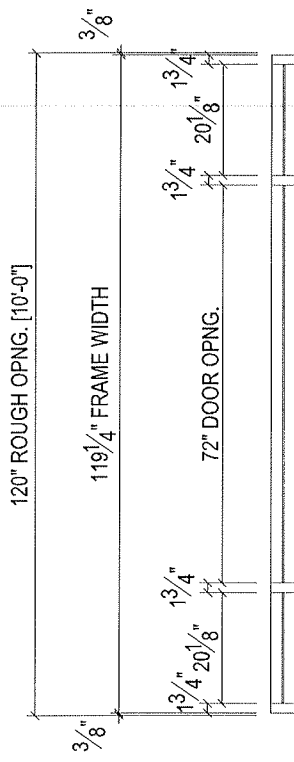
Sincerely,

Prasad Nunna
Vice President

Cc: Mr. Lorin Pargoud – PBK Architects.
Mr. Jay Carlton – CEO – Sterling Structures, Inc.
Mr. Mike Gordy – President - Sterling Structures, Inc.

Ph: (713) 827-7447 Fax: (713) 827-7230 Website: www.sterlingstructures.com





10 **1-THUS**
BOWIE ELEM
 OLDCASTLE BE - FG-2000
 WIDE STILE DOORS
 CLEAR ANODIZED
 1/4" CLEAR TEMPERED

CONSIDER APPROVAL OF 2015-2016 EMPLOYEE REPORT / END DATE TABLE

RECOMMENDATION:

That the Board of Trustees adopt the 2015-2016 Employee Report/End Date Schedule as presented and approve begin and end dates for job titles as indicated on the table.

IMPACT/RATIONALE:

Those job titles in italics are funded by grants. Days can be changed by the grant-funding source.

Submitted by: Dr. Kathleen M. Bowen, Executive Director of Human Resources
Christine Muzik, Asst. Director of Staffing & Records Mgt.

Recommended for approval:



Dr. Thomas Randle
Superintendent

**LAMAR CONSOLIDATED INDEPENDENT SCHOOL DISTRICT
2015-2016 Employee Report / End Date Schedule**

Position EXEMPT (Contract)	Position NON-EXEMPT (Hourly)	2015-2016 Report Date	2015-2016 End Date
	Cafeteria Monitor 2 ½ hour Water Safety Instructor	8/24	6/2
	Concession Stand Manager =====	8/1	5/1
	Bus Driver (2 days in-service TBD) Bus Aide (2 days in-service TBD) Dispatcher-Transp. (2 days in-service TBD) =====	8/24	6/2
	Culinary Helper Food Service Manager Culinary Specialist	8/20	6/2
<i>Adult Education Specialist</i> Choir Directors-Middle & Jr. High CTE Instructor (no extra days) Coaches (no extra days) <i>Early Childhood Specialist</i> Elem. Social Worker GT Facilitator <i>Home Instructor Specialist</i> Orientation & Mobility Specialist <i>Parent Education Specialist</i> Parent Educator-THS Reading Recovery Teacher Leader School Nurse, R.N. Social Worker Special Ed. Counselor Teacher (no extra days) <i>Title I Parent Educator-LHS</i>	Aide, Special Education Sp. Ed Behavior Specialist Aide Bilingual Assessment Aide Braille & Tactual Material Spec. Aide Cert. Peace Officer-HS,JH&ALC (10 month) Choir Asst./Accompanist Computer Assistance Aide Deaf Interpreter Elementary Clerk Instructional Aide Keyboarding Aide Lead Behavior Specialist Aide LVN-Campus LVN/Teacher Aide OT/PT Aide Traffic Control Monitor	8/17	6/3
Choir Director-High School CTE JH Modular Lab Teacher CTE IT Computer Maint. Teacher/Coord. CTE Health Science-Mod Lab Teacher =====		8/13	6/3
CTE PLTW Teacher		8/17	6/7
Accelerated Language Prog. Facilitator ARD Specialist / Intervention Specialist Educational Diagnostician / LSSP Elementary & Middle Counselor Elementary & Middle Librarian Licensed Speech Pathologist Asst. Licensed Speech Pathologist		8/13	6/7
7 th \ 8 th Grade Football Coach Cross Country Coaches =====		8/10	6/3
Ag. Food & Nat. Res. JH Ag. Teacher Ag. Teacher HS-No Project Supervision CTE PLTW Teacher/Course Coord. Ed.&Child Svcs-Mod. Lab(Commercial) Hospitality JH Teacher Occupational Therapist Physical Therapist =====	Cert. Occupational Therapist Asst. Truancy Project Liaison Aide	8/12	6/7
Instructional Coord.-Elementary	Registrar Clerk-JDC	8/13	6/8
Band Director-Middle School		8/6	6/3

**LAMAR CONSOLIDATED INDEPENDENT SCHOOL DISTRICT
2015-2016 Employee Report / End Date Schedule**

Position EXEMPT (Contract)	Position NON-EXEMPT (Hourly)	2015-2016 Report Date	2015-2016 End Date
ASAP Teacher College Career Facilitator Counselor-Jr. High Instructional Coord. - Campus.- HS & JH Librarian-Jr. High =====	Transition Liaison Aide =====	8/6	6/8
CTE Arch. & Construction Teacher CTE Culinary Arts Tchr. HS CTE Transportation Teacher =====	Liaison for At-Risk Attendance Aide =====	8/10	6/10
Drill Team/Dance Instructor, Head HS Volleyball Coach Jr. High Asst. Band Director Substance Abuse Specialist		8/3	6/3
High School Football Coach Jr. High School Band Director ROTC Instructor =====		7/30	6/3
	Admin. Asst to: Assistant Principal Associate Principal Counselor Attendance Clerk-JH & HS Receptionist - Campus Secretary-ASAP Dev. Center Sp. Ed. Secretary SESS Secretary/Clerk	8/5	6/9
High School Librarian =====		8/5	6/10
Varsity Special Teams Coordinator, FB		7/29	6/3
Athletic Trainer, Assistant Campus Coordinator, Jr. High		7/28	6/3
Athletic Trainer, Head CTE Career Prep/Practicum (Marketing) Varsity Offensive & Defensive Coord., FB		7/27	6/3
1621 Counselor ALC Counselor Campus Instructional Tech. Specialist	Athletic Office Clerk	8/3	6/13
Band Director-High School Asst. =====		7/27	6/8
	Food Service Acct. Clerk	7/29	6/10
High School Counselor		7/28	6/10
Band Director-High School Head		7/27	6/10
Asst. Principal-Elem Lead Speech Pathologist =====		7/22	6/8
Assistant Principal-Middle		7/22	6/8

**LAMAR CONSOLIDATED INDEPENDENT SCHOOL DISTRICT
2015-2016 Employee Report / End Date Schedule**

Position EXEMPT (Contract)	Position NON-EXEMPT (Hourly)	2015-2016 Report Date	2015-2016 End Date
504/Dyslexia Facilitator Assistant Principal - JH, HS, Spec. Sites Mgr. of Special Projects-Technology =====	Admin. Asst.- Dir. of Research & Acct. SESS Secretary / Clerk SHARS/Medicaid Specialist =====	7/22	6/10
	ALP Translator/Assistant Aide	8/12	7/1
High School Registrar		7/30	6/23
Assistant Director of Transportation Associate Principal-High School Behavior / Autism Specialist Bus Discipline Supervisor Instructional Coordinator-Central Office HS Campus Coord./Head FB Coach Instructional Technologist <i>Parent Involvement Facilitator</i> Program Supervisor, Special Ed. Project LEARN Coordinator Special Ed. Coordinator =====	HS Certified Peace Officer (11 month) =====	7/1 19 Non-Work Days	6/30
Principals: Elem., Mid., JH & ALC =====		7/1 19 Non-Work Days	6/30
Admin. for Truancy/Dropout Prev. Early Childhood Principal SE Voc. Adjustment Coordinator	Admin. Asst. to Principals at: Elem., Middle, JH, & ALC Clerk, SESS <i>Project Learn Secretary</i> Registrar Clerk Secy-Appraisal Records SESS SEMS Secretary Special Sites Secretary Transportation Clerk	7/22	6/24
Ag. Science – Ag. Barn Manager CTE HS Campus Ag. Production Tchr.		7/1 13 Non-work Days	6/30
Academic Administrator Chief Human Resources Officer Chief Financial Officer Chief Technology Information Officer Exec. Directors for: Community Relations Elementary Education Secondary Education Directors for: Advanced Studies Athletics Bilingual/ESL Curriculum & Instr. Career & Technical Ed. Finance Fine Arts Food Service	Admin Asst. to: Academic Administrator Admin. for Operations Chief Human Resources Officer Chief Financial Officer Chief Technology Information Officer Instructional Coordinator – Central Office Dir. of Advanced Studies Dir. of Athletics Dir. of Career & Technical Ed. Dir. of Fine Arts Dir. of Food Service Dir. of Special Education Dir. of Transportation Exec. Dir. of Community Relations Exec. Dir. of Elem. Ed.	7/1 9 Non-Work Days	6/30

**CONSIDER APPROVAL OF THE LAMAR CISD STUDENT CODE OF CONDUCT
FOR 2015-2016 SCHOOL YEAR**

RECOMMENDATION:

That the Board of Trustees approve the Lamar CISD Student Code of Conduct for the 2015-2016 school year.

IMPACT/RATIONAL:

The Texas Education Code (TEC), Chapter 37, Discipline, Law and Order, requires each school district to adopt a Student Code of Conduct. Changes for the 2015-2016 LCISD Student Code of Conduct was developed by a committee composed of campus and district level administrators. The District-wide Student Improvement Council (DSIC) reviewed a draft of the Student Code of Conduct on March 4, 2015, and approved it for Board consideration.

PROGRAM DESCRIPTION:

The proposed 2015-2016 Student Code of Conduct is provided under separate cover, with recommended changes highlighted. Summary of major revisions is attached.

Once the Board approves this document, it will be translated into Spanish prior to printing. It will be distributed at the beginning of the school year to students and parents as a separate section in the elementary and secondary student handbooks.

Submitted by: Laura Lyons, Executive Director of Elementary Education
Dr. Walter Bevers, Executive Director of Secondary Education

Recommended for approval:



Dr. Thomas Randle
Superintendent

**Student Code of Conduct
2015-2016
Proposed Revisions**

Page & Topic	Omit/Replace/Add
Page 8 Misuse of Technology Resources and the Internet	Added: social media and videos
Page 8 Safety Transgressions	Added: activating a fire alarm
Page 8 Miscellaneous Offenses	Added: cheat or copy the work of <u>another student or teacher</u> .

No Revisions to the Student Dress and Grooming Section of the Secondary Student Handbook

**CONSIDER APPROVAL OF AUDIO VISUAL
EQUIPMENT AND INSTALLATION SERVICES**

RECOMMENDATION:

That the Board of Trustees approve the purchase of projectors, equipment, and installation services for Phase III of the refresh of district projectors in the amount of \$461,608.75 to Troxell Communications.

IMPACT/RATIONALE:

The primary goal for the Request for Quotes (RFQ) was the selection of a vendor to provide equipment according to district specifications and installation of the projectors. The Technology Department worked with the Purchasing Department on specifications, evaluation, and award recommendation. In this round, 496 projectors will be replaced at twelve campuses.

PROGRAM DESCRIPTION:

The recommended award was based on the vendor's ability to provide the specified Hitachi projectors with full five-year manufacturer warranty and installation. Of the vendors that met the projector, manufacturer's warranty, and installation specifications, Troxell Communications provided the lowest quoted price. Purchasing compliance is established in advance of the RFQ by requesting quotes only from cooperative vendors. Lamar CISD received nine responses, including five bids, three no-quotes, and one disqualification since the vendor was not affiliated with a cooperative. This project will be paid for from 2011 bond funds dedicated to refresh of district projectors.

Submitted by: David Jacobson, Chief Technology Information Officer
Michele Leach, Purchasing/Materials Manager
Ken Walla, Manager of Special Projects

Recommended for approval:



Dr. Thomas Randle
Superintendent

Lamar CISD Projector Refresh Phase III

March, 2015					
Vendor	Visual Techniques	QA Systems, Inc.	Prime Systems	Troxell Communications	AP Sound, Inc.
83 Standard Throw Projectors and Installation - Total Price	\$45,856.67	\$59,843.00	\$47,144.00	\$41,043.50	\$49,268.80
368 Short Throw Projectors and Installation - Total Price	\$261,618.56	\$264,224.00	\$271,584.00	\$244,536.00	\$295,518.72
45 Ultra Short Throw Projectors and Installation - Total Price	\$46,775.25	\$50,310.00	\$52,110.00	\$47,655.00	\$55,843.20
122 Projector Mount Brackets for Promethean Projector - Total Price	\$11,449.70	\$16,226.00	\$16,836.00	\$17,446.00	\$18,992.96
3 Projector Mount Brackets for Smart Smart Board Projector Arm - Total Price	\$50.13	\$99.00	\$102.00	\$117.00	\$114.24
496 Extended Two Year Warranty - Total Price	\$63,948.15	\$23,850.00	\$49,600.00	\$47,368.00	\$76,285.44
446 Projector Installation - Total Price	\$54,412.00	\$16,948.00	\$21,408.00	\$60,656.00	\$59,282.32
Total Project	\$484,110.46	\$431,500.00	\$458,784.00	\$458,821.50	\$555,305.68
Decision Factors	Higher price	No response to warranty clarification request	Not manufacturer warranty	Recommended vendor	Higher price and no response to warranty clarification request
45 Additional projector Mount Brackets for Hitachi Projector Arm not part of RFQ				\$2,787.25	
Refresh total				\$461,608.75	



Audio•Video•Sales•Design•Service•Installation
 2951 Marina Bay Dr.
 #130, 415
 League City, TX 77573

QUOTATION
 #Q630325828
 March 3, 2015

QUOTED TO **TROXELL CONTACT**

Account: Lamar CISD-Technology
 Contact: David Jacobson
 Address: 3911 Ave. I
 Rosenberg, TX 77471-9999

Account Executive: Adela Briner
 Email: adela.briner@trox.com
 Phone: (281)538-2497
 Fax: (281)538-5484

LAMAR CISD - BID SOLICITATION # 05-205 ML - 2015 - PER TCPN R5114.
 Standard shipping is included.

Terms Net 30 FOB Destination Cust. # 6325 Expires 12/31/15

Item #	Description	Unit Price	Qty	Ext. Price
1	HITACHI CPX2530WN 2700 LUMENS XGA PROJECTOR	494.50	83	41043.50
2	HITACHI CPD32WN 3200 LUMEN XGA SHORT THROW PROJECTOR	664.50	368	244536.00
3	HITACHI CPAW3003 3300L WXGA ULTRA SHORT THROW PROJECTOR	1059.00	45	47655.00
4	HITACHI PROST32ADP ADAPTER PLATE PROMETHEAN	143.00	122	17446.00
5	HITACHI ST1PLATE2 PLATE FOR SMART UF55	39.00	3	117.00
6	HIT C185YRESC/A35YRESC 4TH/5THYR EXT SERVICE WARRANTY FOR: C185YRES = CPX2530 PROJECTOR EXTENDED WARRANTY A35YRESC = CPD32N AND CPAW3003 PROJECTOR EXTENDED WARRANTY	95.50	496	47368.00
7	LABOR	136.00	446	60656.00

Thank You,

Adela Briner
 Account Executive

Total 458821.50

Don't forget Troxell is a great source for mounting hardware, screens, replacement lamps, carts, cables, etc...
WE CAN HELP YOU ACHIEVE YOUR GOALS!

INFORMATION ITEM: QUARTERLY ACADEMIC UPDATE

During the Board/Superintendent team planning session, the Board asked the Superintendent to develop a set of key indicators from the district improvement plan for quarterly reports to the Board. The purpose of the quarterly report is to keep the focus of the Board, the administration, and the District on student performance. This presentation will focus on the overall activity on the District Improvement Plan and some specific initiatives for this summer.

Resource Person: Dr. Thomas Randle, Superintendent

INFORMATION ITEM: BOARD POLICIES -- FIRST READING

The following local policies are attached for review:

- DEA (LOCAL) Compensation and Benefits: Wage and Hour Laws
- DIA (LOCAL) Employee Welfare: Freedom from Discrimination, Harassment, and Retaliation
- EIC (LOCAL) Academic Achievement: Class Ranking
- FB (LOCAL) Equal Educational Opportunity
- FFH (LOCAL) Student Welfare: Freedom from Discrimination, Harassment, and Retaliation
- GKA (LOCAL) Community Relations: Conduct on School Premises
- Localized Policy Manual Update 100
- Localized Policy Manual Update 101

Local policies are customized to provide a procedure or guidelines to enforce the legal policies and district guidelines.

Resource Person: Dr. Thomas Randle

	<p>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.</p>
PAY ADMINISTRATION	<p>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 re-assigned to different positions.</p>
ANNUAL PAY INCREASES	<p>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.</p>
MID-YEAR PAY INCREASES CONTRACT EMPLOYEES	<p>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.</p>
NONCONTRACT EMPLOYEES	<p>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.</p>
CLASSIFICATION OF POSITIONS	<p>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).</p>
EXEMPT	<p>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.</p> <p>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.</p>

COMPENSATION AND BENEFITS
WAGE AND HOUR LAWS

DEA
(LOCAL)

	<p>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.</p>
NONEXEMPT	<p>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.</p> <p>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.</p>
WORKWEEK DEFINED	<p>For purposes of FLSA compliance, the workweek for District employees shall be 12:00 a.m. Sunday until 11:59 p.m. Saturday.</p>
COMPENSATORY TIME ACCRUAL	<p>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.</p> <p>Compensatory time earned by nonexempt employees may not accrue beyond a maximum of 24 hours. If an employee has a balance of more than 24 hours of overtime, the employee will be required to use compensatory time or, at the District's option, will receive overtime pay.</p>
USE	<p>If an employee has any unused compensatory time remaining at the end of a fiscal year, the employee shall receive overtime pay.</p> <p>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.</p>
PAY SCHEDULE	<p>The wages or salary of an employee shall begin at the time he or she reports for duty. The Superintendent or designee shall develop a uniform pay schedule for all employees.</p>
ANNUALIZED SALARY REQUIRED	<p>The District shall pay all salaried employees over 12 months, regardless of the number of months employed during the school year. A salaried employee shall receive his or her salary in equal monthly or bimonthly payments, beginning with the first pay period of the school year.</p>

COMPENSATION AND BENEFITS
WAGE AND HOUR LAWS

DEA
(LOCAL)

EARLY SEPARATION If a salaried employee separates from service before the last day of instruction, the employee shall receive in his or her final paycheck the unpaid amount the employee has actually earned from the beginning of the 12-month pay period until the date of separation. For purposes of this policy, "separation from service" shall be as defined in IRS regulation 26 CFR 1.409A-1(h).

A salaried employee who separates from service on or after the last day of instruction shall be paid as follows:

1. An employee who is retiring under the Texas Teacher Retirement System shall receive in his or her final paycheck the unpaid amount the employee has actually earned from the beginning of the 12-month pay period until the date of separation. If the employee is eligible and elects to continue enrollment in the District's group health coverage for one or more months of the summer, the employee's share of premiums shall be withheld from the final paycheck.
2. All other employees shall be paid according to the annualized salary provisions above.

[For provisions on continuation of coverage after resignation, see CRD(LEGAL)]

DISASTER PAY

The emergency closing of schools during a disaster for any cause shall be at the discretion of the Superintendent. During an emergency closing, all nonexempt employees shall continue to be paid for their regular duty schedule regardless of whether the employees are required to report to work.

Nonexempt employees who are required to work during an emergency closing shall be paid at the rate of one and a half times their regular rate of pay for all hours worked up to 40 hours per week. Overtime for time worked over 40 hours in a week shall be calculated and paid according to law. The Superintendent or designee shall approve payments and ensure that accurate time records are kept of actual hours worked during emergency closings.

REVISED

COMPENSATION AND BENEFITS
WAGE AND HOUR LAWS

DEA
(LOCAL)

	<p>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.</p>
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NONCONTRACT EMPLOYEES	<p>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.</p>
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EXEMPT	<p>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.</p> <p>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.</p>

COMPENSATION AND BENEFITS
WAGE AND HOUR LAWS

DEA
(LOCAL)

	<p>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.</p>
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COMPENSATORY TIME ACCRUAL	<p>At the District's option, n Nonexempt employees may receive compensatory time off <u>or</u>, rather than overtime pay, for overtime worked. The employee shall be informed in advance if overtime hours will accrue compensatory time rather than pay.</p> <p>Compensatory time earned by nonexempt employees may not accrue beyond a maximum of 24 <u>60</u> hours. If an employee has a balance of more than 24 <u>60</u> hours of overtime, the employee will be required to use compensatory time or, at the District's option, will receive overtime pay.</p>
USE	<p>If an employee has any unused compensatory time remaining at the end of a fiscal <u>school</u> year, the employee shall receive overtime pay.</p> <p>Compensatory time may be used at either the employee's or the District's option. An <u>nonexempt</u> 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.</p>
PAY SCHEDULE	<p>The wages or salary of an employee shall begin at the time he or she reports for duty. The Superintendent or designee shall develop a uniform pay schedule for all employees.</p>
ANNUALIZED SALARY REQUIRED	<p>The District shall pay all salaried employees over 12 months, regardless of the number of months employed during the school year. A salaried employee shall receive his or her salary in equal</p>

COMPENSATION AND BENEFITS
WAGE AND HOUR LAWS

DEA
(LOCAL)

monthly or bimonthly payments, beginning with the first pay period of the school year.

EARLY SEPARATION

If a salaried employee separates from service before the last day of instruction, the employee shall receive in his or her final paycheck the unpaid amount the employee has actually earned from the beginning of the 12-month pay period until the date of separation. For purposes of this policy, "separation from service" shall be as defined in IRS regulation 26 CFR 1.409A-1(h).

A salaried employee who separates from service on or after the last day of instruction shall be paid as follows:

1. An employee who is retiring under the Texas Teacher Retirement System shall receive in his or her final paycheck the unpaid amount the employee has actually earned from the beginning of the 12-month pay period until the date of separation. If the employee is eligible and elects to continue enrollment in the District's group health coverage for one or more months of the summer, the employee's share of premiums shall be withheld from the final paycheck.
2. All other employees shall be paid according to the annualized salary provisions above.

[For provisions on continuation of coverage after resignation, see CRD(LEGAL)]

DISASTER PAY

The emergency closing of schools during a disaster for any cause shall be at the discretion of the Superintendent.

During an emergency closing, all nonexempt employees shall continue to be paid for their regular duty schedule regardless of whether the employees are required to report to work. Make-up day(s) may be scheduled at the District's option.

Nonexempt employees who are required to work during an emergency closing shall be paid at the rate of one and a half times their regular rate of pay for all hours worked up to 40 hours per week. Overtime for time worked over 40 hours in a week shall be calculated and paid according to law. The Superintendent or designee shall approve payments and ensure that accurate time records are kept of actual hours worked during emergency closings. Nonexempt employees who are not required to report to work must use compensatory time earned previously, use accrued leave time, or must make-up the hours missed. The District may waive the requirement to make-up the hours missed in certain situations.

Note: This policy addresses discrimination, harassment and retaliation involving District employees. In this policy, the term “employees” includes former employees and applicants for employment. For discrimination, harassment, and retaliation involving students, see FFH. For reporting requirements related to child abuse and neglect, see FFG.

STATEMENT OF
NONDISCRIMINATION

The District prohibits discrimination, including harassment, against any employee on the basis of race, color, religion, gender, national origin, age, disability, or any other basis prohibited by law. Retaliation against anyone involved in the complaint process is a violation of District policy.

DISCRIMINATION

Discrimination against an employee is defined as conduct directed at an employee on the basis of race, color, religion, gender, national origin, age, disability, or any other basis prohibited by law, that adversely affects the employee’s employment.

HARASSMENT

Prohibited harassment of an employee is defined as physical, verbal, or nonverbal conduct based on an employee’s race, color, religion, gender, national origin, age, disability, or any other basis prohibited by law, when the conduct is so severe, persistent, or pervasive that the conduct:

1. Has the purpose or effect of unreasonably interfering with the employee’s work performance;
2. Creates an intimidating, threatening, hostile, or offensive work environment; or
3. Otherwise adversely affects the employee’s performance, environment or employment opportunities.

EXAMPLES

Examples of prohibited harassment may include offensive or derogatory language directed at another person’s religious beliefs or practices, accent, skin color, gender identity, or need for workplace accommodation; threatening or intimidating conduct; offensive jokes, name calling, slurs, or rumors; physical aggression or assault; display of graffiti or printed material promoting racial, ethnic, or other stereotypes; or other types of aggressive conduct such as theft or damage to property.

SEXUAL HARASSMENT

Sexual harassment is a form of sex discrimination defined as unwelcome sexual advances; requests for sexual favors; sexually motivated physical, verbal, or nonverbal conduct; or other conduct or communication of a sexual nature when:

EMPLOYEE WELFARE
FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION

DIA
(LOCAL)

1. Submission to the conduct is either explicitly or implicitly a condition of an employee's employment, or when submission to or rejection of the conduct is the basis for an employment action affecting the employee; or
2. The conduct is so severe, persistent, or pervasive that it has the purpose or effect of unreasonably interfering with the employee's work performance or creates an intimidating, threatening, hostile, or offensive work environment.

EXAMPLES

Examples of sexual harassment may include sexual advances; touching intimate body parts; coercing or forcing a sexual act on another; jokes or conversations of a sexual nature; and other sexually motivated conduct, communication, or contact.

RETALIATION

The District prohibits retaliation against an employee who makes a claim alleging to have experienced discrimination or harassment, or another employee who, in good faith, makes a report, serves as a witness, or otherwise participates in an investigation.

An employee who intentionally makes a false claim, offers false statements, or refuses to cooperate with a District investigation regarding harassment or discrimination is subject to appropriate discipline.

EXAMPLES

Examples of retaliation may include termination, refusal to hire, demotion, and denial of promotion. Retaliation may also include threats, unjustified negative evaluations, unjustified negative references, or increased surveillance.

PROHIBITED
CONDUCT

In this policy, the term "prohibited conduct" includes discrimination, harassment, and retaliation as defined by this policy, even if the behavior does not rise to the level of unlawful conduct.

REPORTING
PROCEDURES

An employee who believes that he or she has experienced prohibited conduct or believes that another employee has experienced prohibited conduct should immediately report the alleged acts. The employee may report the alleged acts to his or her supervisor or campus principal.

Alternatively, the employee may report the alleged acts to one of the District officials below.

DEFINITION OF
DISTRICT OFFICIALS

For the purposes of this policy, District officials are the Title IX coordinator, the ADA/Section 504 coordinator, and the Superintendent.

TITLE IX
COORDINATOR

Reports of discrimination based on sex, including sexual harassment, may be directed to the Title IX coordinator. The District des-

EMPLOYEE WELFARE
FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION

DIA
(LOCAL)

ignates the following person to coordinate its efforts to comply with Title IX of the Education Amendments of 1972, as amended:

Name: Kathleen M. Bowen
Position: Executive Director of Human Resources
Address: 3911 Avenue I, Rosenberg, TX 77471
Telephone: (832) 223-0300

ADA / SECTION 504
COORDINATOR

Reports of discrimination based on disability may be directed to the ADA/Section 504 coordinator. The District designates the following person to coordinate its efforts to comply with Title II of the Americans with Disabilities Act of 1990, as amended, which incorporates and expands upon the requirements of Section 504 of the Rehabilitation Act of 1973, as amended:

Name: Megan Whitley
Position: Director of Special Education
Address: 3911 Avenue I, Rosenberg, TX 77471
Telephone: (832) 223-0400

SUPERINTENDENT

The Superintendent shall serve as coordinator for purposes of District compliance with all other antidiscrimination laws.

ALTERNATIVE
REPORTING
PROCEDURES

An employee shall not be required to report prohibited conduct to the person alleged to have committed it. Reports concerning prohibited conduct, including reports against the Title IX coordinator or ADA/Section 504 coordinator, may be directed to the Superintendent.

A report against the Superintendent may be made directly to the Board. If a report is made directly to the Board, the Board shall appoint an appropriate person to conduct an investigation.

TIMELY REPORTING

Reports of prohibited conduct shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to promptly report may impair the District's ability to investigate and address the prohibited conduct.

NOTICE OF REPORT

Any District supervisor who receives a report of prohibited conduct shall immediately notify the appropriate District official listed above and take any other steps required by this policy.

INVESTIGATION OF
THE REPORT

The District may request, but shall not insist upon, a written report. If a report is made orally, the District official shall reduce the report to written form.

EMPLOYEE WELFARE
FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION

DIA
(LOCAL)

Upon receipt or notice of a report, the District official shall determine whether the allegations, if proven, would constitute prohibited conduct as defined by this policy. If so, the District official shall immediately authorize or undertake an investigation, regardless of whether a criminal or regulatory investigation regarding the same or similar allegations is pending.

If appropriate, the District shall promptly take interim action calculated to prevent prohibited conduct during the course of an investigation.

The investigation may be conducted by the District official or a designee, such as the campus principal, or by a third party designated by the District, such as an attorney. When appropriate, the campus principal or supervisor shall be involved in or informed of the investigation.

The investigation may consist of personal interviews with the person making the report, the person against whom the report is filed, and others with knowledge of the circumstances surrounding the allegations. The investigation may also include analysis of other information or documents related to the allegations.

CONCLUDING THE
INVESTIGATION

Absent extenuating circumstances, the investigation should be completed within ten District business days from the date of the report; however, the investigator shall take additional time if necessary to complete a thorough investigation.

The investigator shall prepare a written report of the investigation. The report shall be filed with the District official overseeing the investigation.

DISTRICT ACTION

If the results of an investigation indicate that prohibited conduct occurred, the District shall promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the conduct.

The District may take action based on the results of an investigation, even if the conduct did not rise to the level of prohibited or unlawful conduct.

CONFIDENTIALITY

To the greatest extent possible, the District shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation and comply with applicable law.

APPEAL

A complainant who is dissatisfied with the outcome of the investigation may appeal through DGBA(LOCAL), beginning at the appropriate level.

EMPLOYEE WELFARE
FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION

DIA
(LOCAL)

The complainant may have a right to file a complaint with appropriate state or federal agencies.

RECORDS RETENTION Copies of reports alleging prohibited conduct, investigation reports, and related records shall be maintained by the District for a period of at least three years. [See CPC]

ACCESS TO POLICY This policy shall be distributed annually to District employees. Copies of the policy shall be readily available at each campus and the District administrative offices.

Note: This policy addresses discrimination, harassment and retaliation involving District employees. In this policy, the term “employees” includes former employees and applicants for employment. For discrimination, harassment, and retaliation involving students, see FFH. For reporting requirements related to child abuse and neglect, see FFG.

STATEMENT OF
NONDISCRIMINATION

The District prohibits discrimination, including harassment, against any employee on the basis of race, color, religion, gender, national origin, age, disability, or any other basis prohibited by law. Retaliation against anyone involved in the complaint process is a violation of District policy.

DISCRIMINATION

Discrimination against an employee is defined as conduct directed at an employee on the basis of race, color, religion, gender, national origin, age, disability, or any other basis prohibited by law, that adversely affects the employee’s employment.

HARASSMENT

Prohibited harassment of an employee is defined as physical, verbal, or nonverbal conduct based on an employee’s race, color, religion, gender, national origin, age, disability, or any other basis prohibited by law, when the conduct is so severe, persistent, or pervasive that the conduct:

1. Has the purpose or effect of unreasonably interfering with the employee’s work performance;
2. Creates an intimidating, threatening, hostile, or offensive work environment; or
3. Otherwise adversely affects the employee’s performance, environment or employment opportunities.

EXAMPLES

Examples of prohibited harassment may include offensive or derogatory language directed at another person’s religious beliefs or practices, accent, skin color, gender identity, or need for workplace accommodation; threatening or intimidating conduct; offensive jokes, name calling, slurs, or rumors; physical aggression or assault; display of graffiti or printed material promoting racial, ethnic, or other stereotypes; or other types of aggressive conduct such as theft or damage to property.

SEXUAL HARASSMENT

Sexual harassment is a form of sex discrimination defined as unwelcome sexual advances; requests for sexual favors; sexually motivated physical, verbal, or nonverbal conduct; or other conduct or communication of a sexual nature when:

EMPLOYEE WELFARE
FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION

DIA
(LOCAL)

1. Submission to the conduct is either explicitly or implicitly a condition of an employee's employment, or when submission to or rejection of the conduct is the basis for an employment action affecting the employee; or
2. The conduct is so severe, persistent, or pervasive that it has the purpose or effect of unreasonably interfering with the employee's work performance or creates an intimidating, threatening, hostile, or offensive work environment.

EXAMPLES

Examples of sexual harassment may include sexual advances; touching intimate body parts; coercing or forcing a sexual act on another; jokes or conversations of a sexual nature; and other sexually motivated conduct, communication, or contact.

RETALIATION

The District prohibits retaliation against an employee who makes a claim alleging to have experienced discrimination or harassment, or another employee who, in good faith, makes a report, serves as a witness, or otherwise participates in an investigation.

An employee who intentionally makes a false claim, offers false statements, or refuses to cooperate with a District investigation regarding harassment or discrimination is subject to appropriate discipline.

EXAMPLES

Examples of retaliation may include termination, refusal to hire, demotion, and denial of promotion. Retaliation may also include threats, unjustified negative evaluations, unjustified negative references, or increased surveillance.

PROHIBITED
CONDUCT

In this policy, the term "prohibited conduct" includes discrimination, harassment, and retaliation as defined by this policy, even if the behavior does not rise to the level of unlawful conduct.

REPORTING
PROCEDURES

An employee who believes that he or she has experienced prohibited conduct or believes that another employee has experienced prohibited conduct should immediately report the alleged acts. The employee may report the alleged acts to his or her supervisor or campus principal.

Alternatively, the employee may report the alleged acts to one of the District officials below.

DEFINITION OF
DISTRICT OFFICIALS

For the purposes of this policy, District officials are the Title IX coordinator, the ADA/Section 504 coordinator, and the Superintendent.

TITLE IX
COORDINATOR

Reports of discrimination based on sex, including sexual harassment, may be directed to the Title IX coordinator. The District designates the following person to coordinate its efforts to comply with Title IX of the Education Amendments of 1972, as amended:

EMPLOYEE WELFARE
FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION

DIA
(LOCAL)

Name: Kathleen M. Bowen
Position: ~~Executive Director of Human Resources~~ Chief Human Resources Officer
Address: 3911 Avenue I, Rosenberg, TX 77471
Telephone: (832) 223-0300

ADA / SECTION 504
COORDINATOR

Reports of discrimination based on disability may be directed to the ADA/Section 504 coordinator. The District designates the following person to coordinate its efforts to comply with Title II of the Americans with Disabilities Act of 1990, as amended, which incorporates and expands upon the requirements of Section 504 of the Rehabilitation Act of 1973, as amended:

Name: ~~Megan Whitley~~ Kathleen M. Bowen
Position: ~~Director of Special Education~~ Chief Human Resources Officer
Address: 3911 Avenue I, Rosenberg, TX 77471
Telephone: (832) 223-0400

SUPERINTENDENT

The Superintendent shall serve as coordinator for purposes of District compliance with all other antidiscrimination laws.

ALTERNATIVE
REPORTING
PROCEDURES

An employee shall not be required to report prohibited conduct to the person alleged to have committed it. Reports concerning prohibited conduct, including reports against the Title IX coordinator or ADA/Section 504 coordinator, may be directed to the Superintendent.

A report against the Superintendent may be made directly to the Board. If a report is made directly to the Board, the Board shall appoint an appropriate person to conduct an investigation.

TIMELY REPORTING

Reports of prohibited conduct shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to promptly report may impair the District's ability to investigate and address the prohibited conduct.

NOTICE OF REPORT

Any District supervisor who receives a report of prohibited conduct shall immediately notify the appropriate District official listed above and take any other steps required by this policy.

INVESTIGATION OF
THE REPORT

The District may request, but shall not insist upon, a written report. If a report is made orally, the District official shall reduce the report to written form.

EMPLOYEE WELFARE
FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION

DIA
(LOCAL)

Upon receipt or notice of a report, the District official shall determine whether the allegations, if proven, would constitute prohibited conduct as defined by this policy. If so, the District official shall immediately authorize or undertake an investigation, regardless of whether a criminal or regulatory investigation regarding the same or similar allegations is pending.

If appropriate, the District shall promptly take interim action calculated to prevent prohibited conduct during the course of an investigation.

The investigation may be conducted by the District official or a designee, such as the campus principal, or by a third party designated by the District, such as an attorney. When appropriate, the campus principal or supervisor shall be involved in or informed of the investigation.

The investigation may consist of personal interviews with the person making the report, the person against whom the report is filed, and others with knowledge of the circumstances surrounding the allegations. The investigation may also include analysis of other information or documents related to the allegations.

CONCLUDING THE
INVESTIGATION

Absent extenuating circumstances, the investigation should be completed within ten District business days from the date of the report; however, the investigator shall take additional time if necessary to complete a thorough investigation.

The investigator shall prepare a written report of the investigation. The report shall be filed with the District official overseeing the investigation.

DISTRICT ACTION

If the results of an investigation indicate that prohibited conduct occurred, the District shall promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the conduct.

The District may take action based on the results of an investigation, even if the conduct did not rise to the level of prohibited or unlawful conduct.

CONFIDENTIALITY

To the greatest extent possible, the District shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation and comply with applicable law.

APPEAL

A complainant who is dissatisfied with the outcome of the investigation may appeal through DGBA(LOCAL), beginning at the appropriate level.

EMPLOYEE WELFARE
FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION

DIA
(LOCAL)

The complainant may have a right to file a complaint with appropriate state or federal agencies.

RECORDS RETENTION Copies of reports alleging prohibited conduct, investigation reports, and related records shall be maintained by the District for a period of at least three years. [See CPC]

ACCESS TO POLICY This policy shall be distributed annually to District employees. Copies of the policy shall be readily available at each campus and the District administrative offices.

CURRENT

ACADEMIC ACHIEVEMENT CLASS RANKING

EIC
(LOCAL)

CALCULATION

The District shall include in the calculation of class rank all grades earned in all high school credit courses taken in grades 6–12 (beginning with the grade 6 class of 2012–13), including grades earned in summer school, in night school, through distance learning, or by credit by examination. No credit or grade shall be awarded for driver education. Courses taken on a grade point average (GPA)-exempt basis shall be excluded from the calculation of class rank and GPA.

A student who received credit for a high school-level course while in grade 6, 7, or 8 may retake the same course when he or she is enrolled in high school. If a student elects to retake the high school-level course while enrolled in high school, the semester grade the student earns upon retaking the course in high school shall be used in computing the student's rank in class.

In order to be included in the class rank calculation, all grades earned from any source must be completed, and the final grade must be received by the last day of the fifth six-week grading period.

BEGINNING WITH STUDENTS WHO ENTERED GRADE 9 IN THE 2014–15 SCHOOL YEAR

The following provisions shall apply to students who entered grade 9 in the 2014–15 school year and thereafter.

GPA-exempt courses shall not be included when calculating a student's GPA. GPA-exempt courses are specified third and fourth year elective courses that encourage special skills and interests. Juniors and seniors shall be eligible to take specified courses on a GPA-exempt basis according to established guidelines set forth in administrative regulations. The specific courses shall be listed annually in the course selection guide and the GPA-exempt brochure.

WEIGHTED NUMERICAL GRADE AVERAGE

The District shall assign weights to semester grades and shall calculate a weighted numerical grade average in accordance with the following scale:

Category	Weight
Advanced Placement (AP)	multiplied by 1.2*
Pre-AP	multiplied by 1.1
Dual Select ATC/Select Tech Prep	multiplied by 1.1
Advanced Academic	multiplied by 1.0
Leveled Academic	multiplied by 0.60

* Effective beginning with grade 9 in 2009–10.

ACADEMIC ACHIEVEMENT
CLASS RANKING

EIC
(LOCAL)

CONVERSION OF NON-NUMERICAL GRADES	<p>For the purpose of class rank, students who enter high school with only letter grades on their transcripts shall have their letter grades converted to the following numerical system:</p> <p>A = 95 B = 85 C = 77 D = 72 F = 65</p>
TRANSFERRED GRADES	<p>When a student transfers grades for properly documented courses, the District shall assign weight to those grades based on the categories and grade weight system used by the District. For a course to receive weighted factors for the purpose of class rank other than Advanced Academic level, the transferred course must be clearly designated as an advanced course on the student's transcript.</p>
LOCAL GRADUATION HONORS	<p>For the purpose of determining honors to be conferred during graduation activities, the District shall calculate class rank at the end of the fifth six-week grading period of the senior year. The average of the fourth and fifth six-week grades shall be used as the semester grade for this purpose.</p> <p>For the purpose of applications to institutions of higher education, the District shall also calculate class ranking as required by state law. The District's eligibility criteria for local graduation honors shall apply only for local recognitions and shall not restrict class ranking for the purpose of automatic admission under state law. [See EIC(LEGAL)]</p>
VALEDICTORIAN AND SALUTATORIAN	<p>The valedictorian and salutatorian shall be the eligible students with the highest and second highest ranking, respectively. To be eligible for such recognition, a student must:</p> <ol style="list-style-type: none">1. Have been continuously enrolled full-time in at least six credit courses in the same high school in the District for the three semesters immediately preceding graduation;2. Have completed the Recommended Program or the Advanced/Distinguished Achievement Program for graduation; and3. Be graduating after exactly eight semesters of enrollment in high school.
EARLY GRADUATES	<p>A student who graduates ahead of his or her respective class and whose weighted numerical grade average is equal to or above that of the four-year valedictorian or salutatorian shall be declared the three-year valedictorian or salutatorian. The scholarship certificate from the state of Texas shall be awarded to the four-year valedictorian.</p>

ACADEMIC ACHIEVEMENT
CLASS RANKING

EIC
(LOCAL)

BEGINNING WITH
STUDENTS WHO
ENTERED GRADE 9 IN
THE 2014–15 SCHOOL
YEAR

Beginning with the students entering grade 9 in the 2014–15 school year and thereafter, the valedictorian and salutatorian shall be the eligible students with the highest and second highest ranking, respectively. To be eligible for such recognition, a student must:

VALEDICTORIAN
AND SALUTATORIAN

1. Have been continuously enrolled full-time in the same high school in the District for the three semesters immediately preceding graduation;
2. Have completed the foundation program with the distinguished level of achievement; and
3. Be graduating after exactly eight semesters of enrollment in high school.

EARLY
GRADUATES

A student who graduates ahead of his or her respective class, meets the requirements of items 1 and 2 above, and whose weighted numerical grade average is equal to or above that of the four-year valedictorian or salutatorian shall be declared the three-year valedictorian or salutatorian. The scholarship certificate from the state of Texas shall be awarded to the four-year valedictorian.

BREAKING TIES

In case of a tie in weighted numerical grade averages after calculation to the thousandths place, the District shall recognize all students involved in the tie as sharing the honor and title.

HONOR GRADUATES

The District shall recognize as honor graduates all students whose weighted numerical grade averages comprise the top ten percent of the students in the graduating class.

Careful consideration shall be given by the principals of secondary schools to ensure equal recognition of outstanding student achievements. Assemblies, special programs, and news releases shall be used to acquaint fellow students and school patrons with the accomplishments of District students.

FOREIGN EXCHANGE
STUDENTS

A foreign exchange student shall be eligible to receive a Texas diploma if the student meets all the high school graduation requirements under 19 Administrative Code 74.11 or 74.41. Evaluation of transcripts shall be the responsibility of the foreign exchange student or sponsor organization. A foreign exchange student who meets all of the requirements listed above shall be eligible for valedictorian and salutatorian honors.

ACADEMIC ACHIEVEMENT
CLASS RANKING

EIC
(LOCAL)

CALCULATION

The District shall include in the calculation of class rank all grades earned in all high school credit courses taken in grades 6–12 (beginning with the grade 6 class of 2012–13), including grades earned in summer school, in night school, through distance learning, or by credit by examination. No credit or grade shall be awarded for driver education. Courses taken on a grade point average (GPA)-exempt basis shall be excluded from the calculation of class rank and GPA.

A student who received credit for a high school-level course while in grade 6, 7, or 8 may not retake the same course when he or she is enrolled in high school. ~~If a student elects to retake the high school-level course while enrolled in high school, the semester grade the student earns upon retaking the course in high school shall be used in computing the student's rank in class.~~

In order to be included in the class rank calculation, all grades earned from any source must be completed, and the final grade must be received by the last day of the fifth six-week grading period.

BEGINNING WITH
STUDENTS WHO
ENTERED GRADE 9
IN THE 2014–15
SCHOOL YEAR

The following provisions shall apply to students who entered grade 9 in the 2014–15 school year and thereafter.

GPA-exempt courses shall not be included when calculating a student's GPA. GPA-exempt courses are specified third and fourth year elective courses that encourage special skills and interests. Juniors and seniors shall be eligible to take specified courses on a GPA-exempt basis according to established guidelines set forth in administrative regulations. The specific courses shall be listed annually in the course selection guide and the GPA-exempt brochure.

WEIGHTED
NUMERICAL GRADE
AVERAGE

The District shall assign weights to semester grades and shall calculate a weighted numerical grade average in accordance with the following scale:

Category	Weight
Advanced Placement (AP)	multiplied by 4.2 <u>1.3</u>
Pre-AP	multiplied by 4.1 <u>1.2</u>
Dual Select ATC/Select Tech Prep	multiplied by 4.1 <u>1.2</u>
Advanced Academic	multiplied by 4.0 <u>1.1</u>
Leveled Academic	multiplied by 0.6 <u>1.0</u>

* Effective beginning with grade 9 in 2009–10.

ACADEMIC ACHIEVEMENT
CLASS RANKING

EIC
(LOCAL)

CONVERSION OF NON-NUMERICAL GRADES	<p>For the purpose of class rank, students who enter high school with only letter grades on their transcripts shall have their letter grades converted to the following numerical system:</p> <p>A = 95 B = 85 C = 77 D = 72 F = 65</p>
TRANSFERRED GRADES	<p>When a student transfers grades for properly documented courses, the District shall assign weight to those grades based on the categories and grade weight system used by the District. For a course to receive weighted factors for the purpose of class rank other than Advanced Academic level, the transferred course must be clearly designated as an advanced course on the student's transcript.</p>
LOCAL GRADUATION HONORS	<p>For the purpose of determining honors to be conferred during graduation activities, the District shall calculate class rank at the end of the fifth six-week grading period of the senior year. The average of the fourth and fifth six-week grades shall be used as the semester grade for this purpose.</p> <p>For the purpose of applications to institutions of higher education, the District shall also calculate class ranking as required by state law. The District's eligibility criteria for local graduation honors shall apply only for local recognitions and shall not restrict class ranking for the purpose of automatic admission under state law. [See EIC(LEGAL)]</p>
VALEDICTORIAN AND SALUTATORIAN	<p>The valedictorian and salutatorian shall be the eligible students with the highest and second highest ranking, respectively. To be eligible for such recognition, a student must:</p> <ol style="list-style-type: none">1. Have been continuously enrolled full-time in at least six credit courses in the same high school in the District for the three semesters immediately preceding graduation;2. Have completed the Recommended Program or the Advanced/Distinguished Achievement Program for graduation; and3. Be graduating after exactly eight semesters of enrollment in high school.
EARLY GRADUATES	<p>A student who graduates ahead of his or her respective class and whose weighted numerical grade average is equal to or above that of the four-year valedictorian or salutatorian shall be declared the three-year valedictorian or salutatorian. The scholarship certificate from the state of Texas shall be awarded to the four-year valedictorian.</p>

ACADEMIC ACHIEVEMENT
CLASS RANKING

EIC
(LOCAL)

BEGINNING WITH
STUDENTS WHO
ENTERED GRADE 9 IN
THE 2014–15 SCHOOL
YEAR

Beginning with the students entering grade 9 in the 2014–15 school year and thereafter, the valedictorian and salutatorian shall be the eligible students with the highest and second highest ranking, respectively. To be eligible for such recognition, a student must:

VALEDICTORIAN
AND SALUTATORIAN

1. Have been continuously enrolled full-time in the same high school in the District for the three semesters immediately preceding graduation;
2. Have completed the foundation program with the distinguished level of achievement; and
3. Be graduating after exactly eight semesters of enrollment in high school.

EARLY
GRADUATES

A student who graduates ahead of his or her respective class, meets the requirements of items 1 and 2 above, and whose weighted numerical grade average is equal to or above that of the four-year valedictorian or salutatorian shall be declared the three-year valedictorian or salutatorian. The scholarship certificate from the state of Texas shall be awarded to the four-year valedictorian.

BREAKING TIES

In case of a tie in weighted numerical grade averages after calculation to the thousandths place, the District shall recognize all students involved in the tie as sharing the honor and title.

HONOR GRADUATES

The District shall recognize as honor graduates all students whose weighted numerical grade averages comprise the top ten percent of the students in the graduating class.

Careful consideration shall be given by the principals of secondary schools to ensure equal recognition of outstanding student achievements. Assemblies, special programs, and news releases shall be used to acquaint fellow students and school patrons with the accomplishments of District students.

FOREIGN EXCHANGE
STUDENTS

A foreign exchange student shall be eligible to receive a Texas diploma if the student meets all the high school graduation requirements under 19 Administrative Code 74.11 or 74.41. Evaluation of transcripts shall be the responsibility of the foreign exchange student or sponsor organization. A foreign exchange student who meets all of the requirements listed above shall be eligible for valedictorian and salutatorian honors.

EQUAL EDUCATIONAL OPPORTUNITY

FB
(LOCAL)

TITLE IX
COORDINATOR

The District designates the following person to coordinate its efforts to comply with Title IX of the Education Amendments of 1972, as amended:

Name: Kathleen M. Bowen
Position: Executive Director of Human Resources
Address: 3911 Avenue I, Rosenberg, TX 77471
Telephone: (832) 223-0300

ADA / SECTION 504
COORDINATOR

Reports of discrimination based on disability may be directed to the ADA/Section 504 coordinator. The District designates the following person to coordinate its efforts to comply with Title II of the Americans with Disabilities Act of 1990, as amended, which incorporates and expands upon the requirements of Section 504 of the Rehabilitation Act of 1973, as amended:

Name: Kathleen M. Bowen
Position: Executive Director of Human Resources
Address: 3911 Avenue I, Rosenberg, TX 77471
Telephone: (832) 223-0300

SUPERINTENDENT

The Superintendent shall serve as coordinator for purposes of District compliance with all other antidiscrimination laws.

COMPLAINTS

Allegations of unlawful discrimination, prohibited harassment, including sexual harassment, or retaliation shall be made according to FFH(LOCAL).

RECORDS
RETENTION

Copies of reports alleging discrimination, prohibited harassment, including sexual harassment, and retaliation; investigation reports; and related records shall be maintained by the District for a period of at least three years. If the person alleged to have experienced discrimination, prohibited harassment, or retaliation was a minor, the records shall be maintained until the person reaches the age of 21.

SECTION 504
COMMITTEE

The Section 504 coordinator and members of the Section 504 committee shall receive training in the procedures and requirements for identifying and providing educational and related services to those students who have disabilities, but who are not in need of special education in accordance with the Individuals with Disabilities Education Act (IDEA). [See EHBA]

The Section 504 committee shall be composed of at least two persons, including persons knowledgeable about the student, the meaning of the evaluation data, the placement options, and the

EQUAL EDUCATIONAL OPPORTUNITY

FB
(LOCAL)

	<p>legal requirements regarding least restrictive environment and comparable facilities for students with disabilities.</p>
REFERRALS	<p>A student may be referred by parents, teachers, counselors, administrators, or any other District employee for evaluation to determine if the student has disabilities and is in need of special instruction or services.</p>
PARENTAL CONSENT	<p>The Section 504 coordinator shall notify parents prior to any individual evaluation conducted to determine if their child has disabilities or to determine what educational or related services should be provided to the student. Parental consent shall be obtained before the initial student evaluation procedures for the identification, diagnosis, and prescription of specific education services.</p>
NOTICE TO PARENTS	<p>Parents shall be given written notice of the District's refusal to evaluate a student or to provide specific aids and services the parents have requested.</p>
PREPLACEMENT EVALUATION	<p>The results of the evaluation shall be considered before any action is taken to place a student with disabilities or make a significant change in placement in an instructional program. The evaluation shall include consideration of adaptive behavior. Adaptive behavior is the effectiveness with which the individual meets the standards of personal independence and social responsibility expected of his or her age and cultural group.</p>
IMPARTIAL HEARING	<p>Parents shall be given written notice of their due process right to an impartial hearing if they have a concern or complaint about the District's actions regarding the identification, evaluation, or educational placement of a student with disabilities. The impartial hearing shall be conducted by a person who is knowledgeable about the issues involved in Section 504 and who is not employed by the District or related to a member of the Board in a degree that would be prohibited under the nepotism statute [see DBE]. The impartial hearing officer is not required to be an attorney.</p>
STATE-MANDATED ASSESSMENTS	<p>Modifications in taking the state-mandated assessments may be made for a Section 504 student when the modifications have been determined not to destroy the validity of the test, are necessary for the student to take the test, are consistent with modifications provided the student in the classroom, and are approved by TEA. [See EKB]</p>

EQUAL EDUCATIONAL OPPORTUNITY

FB
(LOCAL)

TITLE IX
COORDINATOR

The District designates the following person to coordinate its efforts to comply with Title IX of the Education Amendments of 1972, as amended:

Name: ~~Kathleen M. Bowen~~ Tiffany Mathis

Position: ~~Executive Director of Human Resources~~ Director of Special Education

Address: 3911 Avenue I, Rosenberg, TX 77471

Telephone: (832) 223-0300 0400

ADA / SECTION 504
COORDINATOR

Reports of discrimination based on disability may be directed to the ADA/Section 504 coordinator. The District designates the following person to coordinate its efforts to comply with Title II of the Americans with Disabilities Act of 1990, as amended, which incorporates and expands upon the requirements of Section 504 of the Rehabilitation Act of 1973, as amended:

Name: ~~Kathleen M. Bowen~~ Tiffany Mathis

Position: ~~Executive Director of Human Resources~~ Director of Special Education

Address: 3911 Avenue I, Rosenberg, TX 77471

Telephone: (832) 223-0300 0400

SUPERINTENDENT

The Superintendent shall serve as coordinator for purposes of District compliance with all other antidiscrimination laws.

COMPLAINTS

Allegations of unlawful discrimination, prohibited harassment, including sexual harassment, or retaliation shall be made according to FFH(LOCAL).

RECORDS
RETENTION

Copies of reports alleging discrimination, prohibited harassment, including sexual harassment, and retaliation; investigation reports; and related records shall be maintained by the District for a period of at least three years. If the person alleged to have experienced discrimination, prohibited harassment, or retaliation was a minor, the records shall be maintained until the person reaches the age of 21.

SECTION 504
COMMITTEE

The Section 504 coordinator and members of the Section 504 committee shall receive training in the procedures and requirements for identifying and providing educational and related services to those students who have disabilities, but who are not in need of special education in accordance with the Individuals with Disabilities Education Act (IDEA). [See EHBA]

	<p>The Section 504 committee shall be composed of at least two persons, including persons knowledgeable about the student, the meaning of the evaluation data, the placement options, and the legal requirements regarding least restrictive environment and comparable facilities for students with disabilities.</p>
REFERRALS	<p>A student may be referred by parents, teachers, counselors, administrators, or any other District employee for evaluation to determine if the student has disabilities and is in need of special instruction or services.</p>
PARENTAL CONSENT	<p>The Section 504 coordinator shall notify parents prior to any individual evaluation conducted to determine if their child has disabilities or to determine what educational or related services should be provided to the student. Parental consent shall be obtained before the initial student evaluation procedures for the identification, diagnosis, and prescription of specific education services.</p>
NOTICE TO PARENTS	<p>Parents shall be given written notice of the District's refusal to evaluate a student or to provide specific aids and services the parents have requested.</p>
PREPLACEMENT EVALUATION	<p>The results of the evaluation shall be considered before any action is taken to place a student with disabilities or make a significant change in placement in an instructional program. The evaluation shall include consideration of adaptive behavior. Adaptive behavior is the effectiveness with which the individual meets the standards of personal independence and social responsibility expected of his or her age and cultural group.</p>
IMPARTIAL HEARING	<p>Parents shall be given written notice of their due process right to an impartial hearing if they have a concern or complaint about the District's actions regarding the identification, evaluation, or educational placement of a student with disabilities. The impartial hearing shall be conducted by a person who is knowledgeable about the issues involved in Section 504 and who is not employed by the District or related to a member of the Board in a degree that would be prohibited under the nepotism statute [see DBE]. The impartial hearing officer is not required to be an attorney.</p>
STATE-MANDATED ASSESSMENTS	<p>Modifications in taking the state-mandated assessments may be made for a Section 504 student when the modifications have been determined not to destroy the validity of the test, are necessary for the student to take the test, are consistent with modifications provided the student in the classroom, and are approved by TEA. [See EKB]</p>

Note: This policy addresses discrimination, harassment, and retaliation involving District students. For provisions regarding discrimination, harassment, and retaliation involving District employees, see DIA. For reporting requirements related to child abuse and neglect, see FFG. Note that FFH shall be used in conjunction with FFI (bullying) for certain prohibited conduct.

STATEMENT OF
NONDISCRIMINATION

The District prohibits discrimination, including harassment, against any student on the basis of race, color, religion, gender, national origin, disability, or any other basis prohibited by law. The District prohibits dating violence, as defined by this policy. Retaliation against anyone involved in the complaint process is a violation of District policy and is prohibited.

DISCRIMINATION

Discrimination against a student is defined as conduct directed at a student on the basis of race, color, religion, gender, national origin, disability, or on any other basis prohibited by law, that adversely affects the student.

PROHIBITED
HARASSMENT

Prohibited harassment of a student is defined as physical, verbal, or nonverbal conduct based on the student's race, color, religion, gender, national origin, disability, or any other basis prohibited by law that is so severe, persistent, or pervasive that the conduct:

1. Affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;
2. Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or
3. Otherwise adversely affects the student's educational opportunities.

Prohibited harassment includes dating violence as defined by this policy.

EXAMPLES

Examples of prohibited harassment may include offensive or derogatory language directed at another person's religious beliefs or practices, accent, skin color, or need for accommodation; threatening, intimidating, or humiliating conduct; offensive jokes, name calling, slurs, or rumors; physical aggression or assault; display of graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or other kinds of aggressive conduct such as theft or damage to property.

STUDENT WELFARE
FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION

FFH
(LOCAL)

SEXUAL HARASSMENT
BY AN EMPLOYEE

Sexual harassment of a student by a District employee includes both welcome and unwelcome sexual advances; requests for sexual favors; sexually motivated physical, verbal, or nonverbal conduct; or other conduct or communication of a sexual nature when:

1. A District employee causes the student to believe that the student must submit to the conduct in order to participate in a school program or activity, or that the employee will make an educational decision based on whether or not the student submits to the conduct; or
2. The conduct is so severe, persistent, or pervasive that it:
 - a. Affects the student's ability to participate in or benefit from an educational program or activity, or otherwise adversely affects the student's educational opportunities; or
 - b. Creates an intimidating, threatening, hostile, or abusive educational environment.

Romantic or inappropriate social relationships between students and District employees are prohibited. Any sexual relationship between a student and a District employee is always prohibited, even if consensual. [See DF]

BY OTHERS

Sexual harassment of a student, including harassment committed by another student, includes unwelcome sexual advances; requests for sexual favors; or sexually motivated physical, verbal, or nonverbal conduct when the conduct is so severe, persistent, or pervasive that it:

1. Affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;
2. Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or
3. Otherwise adversely affects the student's educational opportunities.

EXAMPLES

Examples of sexual harassment of a student may include sexual advances; touching intimate body parts or coercing physical contact that is sexual in nature; jokes or conversations of a sexual nature; and other sexually motivated conduct, communications, or contact.

Necessary or permissible physical contact such as assisting a child by taking the child's hand, comforting a child with a hug, or other physical contact not reasonably construed as sexual in nature is not sexual harassment.

STUDENT WELFARE
FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION

FFH
(LOCAL)

GENDER-BASED
HARASSMENT

Gender-based harassment includes physical, verbal, or nonverbal conduct based on the student's gender, the student's expression of characteristics perceived as stereotypical for the student's gender, or the student's failure to conform to stereotypical notions of masculinity or femininity. For purposes of this policy, gender-based harassment is considered prohibited harassment if the conduct is so severe, persistent, or pervasive that the conduct:

1. Affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;
2. Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or
3. Otherwise adversely affects the student's educational opportunities.

EXAMPLES

Examples of gender-based harassment directed against a student, regardless of the student's or the harasser's actual or perceived sexual orientation or gender identity, may include offensive jokes, name-calling, slurs, or rumors; physical aggression or assault; threatening or intimidating conduct; or other kinds of aggressive conduct such as theft or damage to property.

DATING VIOLENCE

Dating violence occurs when a person in a current or past dating relationship uses physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate, or control the other person in the relationship. Dating violence also occurs when a person commits these acts against a person in a marriage or dating relationship with the individual who is or was once in a marriage or dating relationship with the person committing the offense.

For purposes of this policy, dating violence is considered prohibited harassment if the conduct is so severe, persistent, or pervasive that the conduct:

1. Affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;
2. Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or
3. Otherwise adversely affects the student's educational opportunities.

EXAMPLES

Examples of dating violence against a student may include physical or sexual assaults; name-calling; put-downs; or threats directed at the student, the student's family members, or members of the

STUDENT WELFARE
FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION

FFH
(LOCAL)

student's household. Additional examples may include destroying property belonging to the student, threatening to commit suicide or homicide if the student ends the relationship, attempting to isolate the student from friends and family, stalking, threatening a student's spouse or current dating partner, or encouraging others to engage in these behaviors.

RETALIATION

The District prohibits retaliation by a student or District employee against a student alleged to have experienced discrimination or harassment, including dating violence, or another student who, in good faith, makes a report of harassment or discrimination, serves as a witness, or participates in an investigation.

EXAMPLES

Examples of retaliation may include threats, rumor spreading, ostracism, assault, destruction of property, unjustified punishments, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances.

FALSE CLAIM

A student who intentionally makes a false claim, offers false statements, or refuses to cooperate with a District investigation regarding discrimination or harassment, including dating violence, shall be subject to appropriate disciplinary action.

PROHIBITED
CONDUCT

In this policy, the term "prohibited conduct" includes discrimination, harassment, dating violence, and retaliation as defined by this policy, even if the behavior does not rise to the level of unlawful conduct.

REPORTING
PROCEDURES

STUDENT REPORT

Any student who believes that he or she has experienced prohibited conduct or believes that another student has experienced prohibited conduct should immediately report the alleged acts to a teacher, counselor, principal, other District employee, or the appropriate District official listed in this policy.

EMPLOYEE REPORT

Any District employee who suspects or receives notice that a student or group of students has or may have experienced prohibited conduct shall immediately notify the appropriate District official listed in this policy and take any other steps required by this policy.

DEFINITION OF
DISTRICT
OFFICIALS

For the purposes of this policy, District officials are the Title IX coordinator, the ADA/Section 504 coordinator, and the Superintendent.

TITLE IX
COORDINATOR

Reports of discrimination based on sex, including sexual harassment or gender-based harassment, may be directed to the Title IX coordinator. The District designates the following person to coordinate its efforts to comply with Title IX of the Education Amendments of 1972, as amended:

STUDENT WELFARE
FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION

FFH
(LOCAL)

Name: Kathleen M. Bowen
Position: Executive Director of Human Resources
Address: 3911 Avenue I, Rosenberg, TX 77471
Telephone: (832) 223-0300

ADA/
SECTION 504
COORDINATOR

Reports of discrimination based on disability may be directed to the ADA/Section 504 coordinator. The District designates the following person to coordinate its efforts to comply with Title II of the Americans with Disabilities Act of 1990, as amended, which incorporates and expands upon the requirements of Section 504 of the Rehabilitation Act of 1973, as amended:

Name: Kathleen M. Bowen
Position: Executive Director of Human Resources
Address: 3911 Avenue I, Rosenberg, TX 77471
Telephone: (832) 223-0300

SUPERINTENDENT The Superintendent shall serve as coordinator for purposes of District compliance with all other antidiscrimination laws.

ALTERNATIVE
REPORTING
PROCEDURES

A student shall not be required to report prohibited conduct to the person alleged to have committed the conduct. Reports concerning prohibited conduct, including reports against the Title IX coordinator or ADA/Section 504 coordinator, may be directed to the Superintendent.

A report against the Superintendent may be made directly to the Board. If a report is made directly to the Board, the Board shall appoint an appropriate person to conduct an investigation.

TIMELY REPORTING

Reports of prohibited conduct shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to immediately report may impair the District's ability to investigate and address the prohibited conduct.

NOTICE TO PARENTS

The District official or designee shall promptly notify the parents of any student alleged to have experienced prohibited conduct by a District employee or another adult.

INVESTIGATION OF
THE REPORT

The District may request, but shall not require, a written report. If a report is made orally, the District official shall reduce the report to written form.

INITIAL
ASSESSMENT

Upon receipt or notice of a report, the District official shall determine whether the allegations, if proven, would constitute prohibited conduct as defined by this policy. If so, the District shall immedi-

STUDENT WELFARE
FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION

FFH
(LOCAL)

	<p>ately undertake an investigation, except as provided below at CRIMINAL INVESTIGATION.</p> <p>If the District official determines that the allegations, if proven, would not constitute prohibited conduct as defined by this policy, the District official shall refer the complaint for consideration under FFI.</p>
INTERIM ACTION	<p>If appropriate and regardless of whether a criminal or regulatory investigation regarding the alleged conduct is pending, the District shall promptly take interim action calculated to address prohibited conduct or bullying prior to the completion of the District's investigation.</p>
DISTRICT INVESTIGATION	<p>The investigation may be conducted by the District official or a designee, such as the principal, or by a third party designated by the District, such as an attorney. When appropriate, the principal shall be involved in or informed of the investigation.</p> <p>The investigation may consist of personal interviews with the person making the report, the person against whom the report is filed, and others with knowledge of the circumstances surrounding the allegations. The investigation may also include analysis of other information or documents related to the allegations.</p>
CRIMINAL INVESTIGATION	<p>If a law enforcement or regulatory agency notifies the District that a criminal or regulatory investigation has been initiated, the District shall confer with the agency to determine if the District investigation would impede the criminal or regulatory investigation. The District shall proceed with its investigation only to the extent that it does not impede the ongoing criminal or regulatory investigation. After the law enforcement or regulatory agency has finished gathering its evidence, the District shall promptly resume its investigation.</p>
CONCLUDING THE INVESTIGATION	<p>Absent extenuating circumstances, such as a request by a law enforcement or regulatory agency for the District to delay its investigation, the investigation should be completed within ten District business days from the date of the report; however, the investigator shall take additional time if necessary to complete a thorough investigation.</p> <p>The investigator shall prepare a written report of the investigation. The report shall include a determination of whether prohibited conduct or bullying occurred. The report shall be filed with the District official overseeing the investigation.</p>
NOTIFICATION OF OUTCOME	<p>Notification of the outcome of the investigation shall be provided to both parties in compliance with FERPA.</p>

STUDENT WELFARE
FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION

FFH
(LOCAL)

DISTRICT ACTION PROHIBITED CONDUCT	If the results of an investigation indicate that prohibited conduct occurred, the District shall promptly respond by taking appropriate disciplinary action in accordance with the Student Code of Conduct and may take corrective action reasonably calculated to address the conduct.
CORRECTIVE ACTION	Examples of corrective action may include a training program for those involved in the complaint, a comprehensive education program for the school community, counseling to the victim and the student who engaged in prohibited conduct, follow-up inquiries to determine if any new incidents or any instances of retaliation have occurred, involving parents and students in efforts to identify problems and improve the school climate, increasing staff monitoring of areas where prohibited conduct has occurred, and reaffirming the District's policy against discrimination and harassment.
BULLYING	If the results of an investigation indicate that bullying occurred, as defined by FFI, the District official shall refer to FFI for appropriate notice to parents and District action. The District official shall refer to FDB for transfer provisions.
IMPROPER CONDUCT	If the investigation reveals improper conduct that did not rise to the level of prohibited conduct or bullying, the District may take disciplinary action in accordance with the Student Code of Conduct or other corrective action reasonably calculated to address the conduct.
CONFIDENTIALITY	To the greatest extent possible, the District shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation and comply with applicable law.
APPEAL	A student or parent who is dissatisfied with the outcome of the investigation may appeal through FNG(LOCAL), beginning at the appropriate level. A student or parent shall be informed of his or her right to file a complaint with the United States Department of Education Office for Civil Rights.
RECORDS RETENTION	Retention of records shall be in accordance with FB(LOCAL) and CPC(LOCAL).
ACCESS TO POLICY AND PROCEDURES	Information regarding this policy and any accompanying procedures shall be distributed annually in the employee and student handbooks. Copies of the policy and procedures shall be posted on the District's website, to the extent practicable, and readily available at each campus and the District's administrative offices.

Note: This policy addresses discrimination, harassment, and retaliation involving District students. For provisions regarding discrimination, harassment, and retaliation involving District employees, see DIA. For reporting requirements related to child abuse and neglect, see FFG. Note that FFH shall be used in conjunction with FFI (bullying) for certain prohibited conduct.

STATEMENT OF
NONDISCRIMINATION

The District prohibits discrimination, including harassment, against any student on the basis of race, color, religion, gender, national origin, disability, or any other basis prohibited by law. The District prohibits dating violence, as defined by this policy. Retaliation against anyone involved in the complaint process is a violation of District policy and is prohibited.

DISCRIMINATION

Discrimination against a student is defined as conduct directed at a student on the basis of race, color, religion, gender, national origin, disability, or on any other basis prohibited by law, that adversely affects the student.

PROHIBITED
HARASSMENT

Prohibited harassment of a student is defined as physical, verbal, or nonverbal conduct based on the student's race, color, religion, gender, national origin, disability, or any other basis prohibited by law that is so severe, persistent, or pervasive that the conduct:

1. Affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;
2. Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or
3. Otherwise adversely affects the student's educational opportunities.

Prohibited harassment includes dating violence as defined by this policy.

EXAMPLES

Examples of prohibited harassment may include offensive or derogatory language directed at another person's religious beliefs or practices, accent, skin color, or need for accommodation; threatening, intimidating, or humiliating conduct; offensive jokes, name calling, slurs, or rumors; physical aggression or assault; display of graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or other kinds of aggressive conduct such as theft or damage to property.

STUDENT WELFARE
FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION

FFH
(LOCAL)

SEXUAL HARASSMENT
BY AN EMPLOYEE

Sexual harassment of a student by a District employee includes both welcome and unwelcome sexual advances; requests for sexual favors; sexually motivated physical, verbal, or nonverbal conduct; or other conduct or communication of a sexual nature when:

1. A District employee causes the student to believe that the student must submit to the conduct in order to participate in a school program or activity, or that the employee will make an educational decision based on whether or not the student submits to the conduct; or
2. The conduct is so severe, persistent, or pervasive that it:
 - a. Affects the student's ability to participate in or benefit from an educational program or activity, or otherwise adversely affects the student's educational opportunities; or
 - b. Creates an intimidating, threatening, hostile, or abusive educational environment.

Romantic or inappropriate social relationships between students and District employees are prohibited. Any sexual relationship between a student and a District employee is always prohibited, even if consensual. [See DF]

BY OTHERS

Sexual harassment of a student, including harassment committed by another student, includes unwelcome sexual advances; requests for sexual favors; or sexually motivated physical, verbal, or nonverbal conduct when the conduct is so severe, persistent, or pervasive that it:

1. Affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;
2. Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or
3. Otherwise adversely affects the student's educational opportunities.

EXAMPLES

Examples of sexual harassment of a student may include sexual advances; touching intimate body parts or coercing physical contact that is sexual in nature; jokes or conversations of a sexual nature; and other sexually motivated conduct, communications, or contact.

Necessary or permissible physical contact such as assisting a child by taking the child's hand, comforting a child with a hug, or other physical contact not reasonably construed as sexual in nature is not sexual harassment.

STUDENT WELFARE
FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION

FFH
(LOCAL)

GENDER-BASED
HARASSMENT

Gender-based harassment includes physical, verbal, or nonverbal conduct based on the student's gender, the student's expression of characteristics perceived as stereotypical for the student's gender, or the student's failure to conform to stereotypical notions of masculinity or femininity. For purposes of this policy, gender-based harassment is considered prohibited harassment if the conduct is so severe, persistent, or pervasive that the conduct:

1. Affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;
2. Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or
3. Otherwise adversely affects the student's educational opportunities.

EXAMPLES

Examples of gender-based harassment directed against a student, regardless of the student's or the harasser's actual or perceived sexual orientation or gender identity, may include offensive jokes, name-calling, slurs, or rumors; physical aggression or assault; threatening or intimidating conduct; or other kinds of aggressive conduct such as theft or damage to property.

DATING VIOLENCE

Dating violence occurs when a person in a current or past dating relationship uses physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate, or control the other person in the relationship. Dating violence also occurs when a person commits these acts against a person in a marriage or dating relationship with the individual who is or was once in a marriage or dating relationship with the person committing the offense.

For purposes of this policy, dating violence is considered prohibited harassment if the conduct is so severe, persistent, or pervasive that the conduct:

1. Affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;
2. Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or
3. Otherwise adversely affects the student's educational opportunities.

EXAMPLES

Examples of dating violence against a student may include physical or sexual assaults; name-calling; put-downs; or threats directed at the student, the student's family members, or members of the

STUDENT WELFARE
FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION

FFH
(LOCAL)

student's household. Additional examples may include destroying property belonging to the student, threatening to commit suicide or homicide if the student ends the relationship, attempting to isolate the student from friends and family, stalking, threatening a student's spouse or current dating partner, or encouraging others to engage in these behaviors.

RETALIATION

The District prohibits retaliation by a student or District employee against a student alleged to have experienced discrimination or harassment, including dating violence, or another student who, in good faith, makes a report of harassment or discrimination, serves as a witness, or participates in an investigation.

EXAMPLES

Examples of retaliation may include threats, rumor spreading, ostracism, assault, destruction of property, unjustified punishments, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances.

FALSE CLAIM

A student who intentionally makes a false claim, offers false statements, or refuses to cooperate with a District investigation regarding discrimination or harassment, including dating violence, shall be subject to appropriate disciplinary action.

PROHIBITED
CONDUCT

In this policy, the term "prohibited conduct" includes discrimination, harassment, dating violence, and retaliation as defined by this policy, even if the behavior does not rise to the level of unlawful conduct.

REPORTING
PROCEDURES

STUDENT REPORT

Any student who believes that he or she has experienced prohibited conduct or believes that another student has experienced prohibited conduct should immediately report the alleged acts to a teacher, counselor, principal, other District employee, or the appropriate District official listed in this policy.

EMPLOYEE REPORT

Any District employee who suspects or receives notice that a student or group of students has or may have experienced prohibited conduct shall immediately notify the appropriate District official listed in this policy and take any other steps required by this policy.

DEFINITION OF
DISTRICT
OFFICIALS
TITLE IX
COORDINATOR

For the purposes of this policy, District officials are the Title IX coordinator, the ADA/Section 504 coordinator, and the Superintendent.

Reports of discrimination based on sex, including sexual harassment or gender-based harassment, may be directed to the Title IX coordinator. The District designates the following person to coordinate its efforts to comply with Title IX of the Education Amendments of 1972, as amended:

STUDENT WELFARE
FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION

FFH
(LOCAL)

ADA/
SECTION 504
COORDINATOR

Name: ~~Kathleen M. Bowen~~ Tiffany Mathis
Position: ~~Executive Director of Human Resources~~ Director of
Special Education
Address: 3911 Avenue I, Rosenberg, TX 77471
Telephone: (832) 223-0300 0400

Reports of discrimination based on disability may be directed to the ADA/Section 504 coordinator. The District designates the following person to coordinate its efforts to comply with Title II of the Americans with Disabilities Act of 1990, as amended, which incorporates and expands upon the requirements of Section 504 of the Rehabilitation Act of 1973, as amended:

SUPERINTENDENT

Name: ~~Kathleen M. Bowen~~ Tiffany Mathis
Position: ~~Executive Director of Human Resources~~ Director of
Special Education
Address: 3911 Avenue I, Rosenberg, TX 77471
Telephone: (832) 223-0300 0400

The Superintendent shall serve as coordinator for purposes of District compliance with all other antidiscrimination laws.

ALTERNATIVE
REPORTING
PROCEDURES

A student shall not be required to report prohibited conduct to the person alleged to have committed the conduct. Reports concerning prohibited conduct, including reports against the Title IX coordinator or ADA/Section 504 coordinator, may be directed to the Superintendent.

A report against the Superintendent may be made directly to the Board. If a report is made directly to the Board, the Board shall appoint an appropriate person to conduct an investigation.

TIMELY REPORTING

Reports of prohibited conduct shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to immediately report may impair the District's ability to investigate and address the prohibited conduct.

NOTICE TO PARENTS

The District official or designee shall promptly notify the parents of any student alleged to have experienced prohibited conduct by a District employee or another adult.

INVESTIGATION OF
THE REPORT

The District may request, but shall not require, a written report. If a report is made orally, the District official shall reduce the report to written form.

STUDENT WELFARE
FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION

FFH
(LOCAL)

INITIAL
ASSESSMENT

Upon receipt or notice of a report, the District official shall determine whether the allegations, if proven, would constitute prohibited conduct as defined by this policy. If so, the District shall immediately undertake an investigation, except as provided below at CRIMINAL INVESTIGATION.

If the District official determines that the allegations, if proven, would not constitute prohibited conduct as defined by this policy, the District official shall refer the complaint for consideration under FFI.

INTERIM ACTION

If appropriate and regardless of whether a criminal or regulatory investigation regarding the alleged conduct is pending, the District shall promptly take interim action calculated to address prohibited conduct or bullying prior to the completion of the District's investigation.

DISTRICT
INVESTIGATION

The investigation may be conducted by the District official or a designee, such as the principal, or by a third party designated by the District, such as an attorney. When appropriate, the principal shall be involved in or informed of the investigation.

The investigation may consist of personal interviews with the person making the report, the person against whom the report is filed, and others with knowledge of the circumstances surrounding the allegations. The investigation may also include analysis of other information or documents related to the allegations.

CRIMINAL
INVESTIGATION

If a law enforcement or regulatory agency notifies the District that a criminal or regulatory investigation has been initiated, the District shall confer with the agency to determine if the District investigation would impede the criminal or regulatory investigation. The District shall proceed with its investigation only to the extent that it does not impede the ongoing criminal or regulatory investigation. After the law enforcement or regulatory agency has finished gathering its evidence, the District shall promptly resume its investigation.

CONCLUDING THE
INVESTIGATION

Absent extenuating circumstances, such as a request by a law enforcement or regulatory agency for the District to delay its investigation, the investigation should be completed within ten District business days from the date of the report; however, the investigator shall take additional time if necessary to complete a thorough investigation.

The investigator shall prepare a written report of the investigation. The report shall include a determination of whether prohibited conduct or bullying occurred. The report shall be filed with the District official overseeing the investigation.

STUDENT WELFARE
FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION

FFH
(LOCAL)

NOTIFICATION OF OUTCOME	Notification of the outcome of the investigation shall be provided to both parties in compliance with FERPA.
DISTRICT ACTION PROHIBITED CONDUCT	If the results of an investigation indicate that prohibited conduct occurred, the District shall promptly respond by taking appropriate disciplinary action in accordance with the Student Code of Conduct and may take corrective action reasonably calculated to address the conduct.
CORRECTIVE ACTION	Examples of corrective action may include a training program for those involved in the complaint, a comprehensive education program for the school community, counseling to the victim and the student who engaged in prohibited conduct, follow-up inquiries to determine if any new incidents or any instances of retaliation have occurred, involving parents and students in efforts to identify problems and improve the school climate, increasing staff monitoring of areas where prohibited conduct has occurred, and reaffirming the District's policy against discrimination and harassment.
BULLYING	If the results of an investigation indicate that bullying occurred, as defined by FFI, the District official shall refer to FFI for appropriate notice to parents and District action. The District official shall refer to FDB for transfer provisions.
IMPROPER CONDUCT	If the investigation reveals improper conduct that did not rise to the level of prohibited conduct or bullying, the District may take disciplinary action in accordance with the Student Code of Conduct or other corrective action reasonably calculated to address the conduct.
CONFIDENTIALITY	To the greatest extent possible, the District shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation and comply with applicable law.
APPEAL	A student or parent who is dissatisfied with the outcome of the investigation may appeal through FNG(LOCAL), beginning at the appropriate level. A student or parent shall be informed of his or her right to file a complaint with the United States Department of Education Office for Civil Rights.
RECORDS RETENTION	Retention of records shall be in accordance with FB(LOCAL) and CPC(LOCAL).
ACCESS TO POLICY AND PROCEDURES	Information regarding this policy and any accompanying procedures shall be distributed annually in the employee and student handbooks. Copies of the policy and procedures shall be posted on the District's website, to the extent practicable, and readily available at each campus and the District's administrative offices.

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.

REVISED

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.

PROHIBITIONS
ELECTRONIC
CIGARETTES

The District prohibits the use of electronic cigarettes or any other electronic vaporizing device on District property at all times.

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.



Localized Policy Manual
Update 100

Please remember: Log in to myTASB.tasb.org and open *Policy Service Resource Library: Local Manual Updates* to download a PDF of this update packet, annotated copies of the (LOCAL) policies, editable (LOCAL) text, and more.

Lamar CISD

Update 100 addresses several recent amendments to the Texas Administrative Code. Major topics affected by the rule changes include performance reports, delayed payment options for instructional materials, and credit-by-examination with prior instruction. Other changes address legal options for security personnel, district- and campus-improvement plans, employee health and life insurance, staff development, and public information. Update 100 also includes several local policy topics, such as school security personnel, records management, employee health insurance, employment contracts, advertising, student records, and revocation of student transfers.

Please bear in mind that the (LEGAL) policies reflect the ever-changing legal context for governance and management of the district. They should NOT be adopted but, rather, should inform local decision making. The (LOCAL) policy recommendations in this update will need close attention by both the administration and the board to ensure that they reflect the practices of the district and the intentions of the board. Board action is needed to adopt, revise, or repeal (LOCAL) policy.

In addition to the updated policies, your Localized Update 100 packet contains:

- **INSTRUCTIONS** . . . providing specific, policy-by-policy directions on how this update, if accepted as prepared, should be incorporated into your Localized Policy Manual.
- **EXPLANATORY NOTES** . . . summarizing changes to the policies in each code. Please note that, where appropriate, the Explanatory Notes ask you to **verify that a particular policy reflects your current practice and to advise us of changes needed** so that our records and your manual accurately track the district's practice.

Vantage Points—A Board Member's Guide to Update 100 may be found in the separately wrapped package accompanying this packet. *Vantage Points* offers a highly summarized overview of the update and is intended to provide local officials a first glance at the scope of the update—as a prelude to studying the detailed Explanatory Notes and policy text within the packet. **Please distribute the enclosed copies of *Vantage Points* to your board members** at the earliest possible opportunity, preferably with their review copies of this update.

Update 100 policies are so identified in the lower left-hand corner of each policy page. If you have any questions concerning this update, please call your policy consultant, Mary Kay Spellman, at 800-580-7529 or 512-467-0222.

Regarding board action on Update 100 . . .

- Board action on Localized Update 100 must occur within a properly posted, open meeting of the board and may be addressed on the agenda posting as “Policy Update 100, affecting (LOCAL) policies (see attached list of codes).” Policy On Line districts have access to a list of the (LOCAL) policies included in the update through the Local Manual Updates application in myTASB. Other districts may generate a list of the (LOCAL) policy codes added, revised, or deleted (and the titles/subtitles of those policies) using the Instruction Sheet as a guide and attach that list to the posting. BoardBook compilers should use “Policy Update 100, affecting (LOCAL) policies” as the agenda item and, as agenda sub-items, the code and name of each of the (LOCAL) policies affected by the update.
- A suggested motion for board action on Localized Update 100 is as follows:
“I move that the board add, revise, or delete (LOCAL) policies as recommended by TASB Policy Service and according to the Instruction Sheet for TASB Localized Policy Manual Update 100 [with the following changes:]”
- The board’s action on Localized Update 100 must be reflected in board minutes. The Instruction Sheet—annotated to reflect any changes made by the board—and the Explanatory Notes for the update should be filed with the minutes where they make up the authoritative record of your board’s actions. Include a copy of new, replaced, or rescinded (LOCAL) policies.
- In constructing the separate historical record of the manual, the emphasis is on tracking the history of individual policies. For guidance on maintaining this record, please refer to the *Administrator’s Guide to Policy Management* available in the myTASB Policy Service Resource Library at http://www.tasb.org/services/policy/mytasb/admin_guide/index.aspx.

Regarding manual maintenance and administrative regulations . . .

- **Notify your policy consultant of any changes made by the board so that Policy Service records—forming the basis for subsequent updating recommendations—exactly mirror your manual.**
- The update should be incorporated into each of the district’s Localized Policy Manuals as soon as practicable. You will need to notify us of the board’s action on Update 100 so that your district’s Localized Policy Manual as it appears on TASB’s Web server can be updated. Policy On Line staff may be reached by phone (800-580-7529 or 512-467-0222), by fax (512-467-3618, using the Update 100 Adoption Notification Form enclosed), by e-mail (pol-support@tasb.org), or through the Policy On Line Administrator Tools (<https://www.tasb.org/apps/PolicyAdmin>).
- Administrative procedures and documents—including formal (REGULATIONS), handbooks, and guides—that may be affected by Update 100 policy changes should be inspected and revised by the district as needed.

PLEASE NOTE: This information is provided for educational purposes only to facilitate a general understanding of the law or other regulatory matter. This information is neither an exhaustive treatment on the subject nor is this intended to substitute for the advice of an attorney or other professional advisor. Consult with your attorney or professional advisor to apply these principles to specific fact situations.

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ADD

Lamar CISD
079901

SAFETY PROGRAM/RISK MANAGEMENT
SECURITY PERSONNEL

CKE
(LOCAL)

SCHOOL RESOURCE
OFFICERS

To implement the District's comprehensive safety programs, the District has entered into an agreement with a local law enforcement agency for school resource officers. School resource officers shall provide services consistent with the terms of the agreement, the comprehensive safety programs, and Board policy.

DATE ISSUED: 8/7/2014
UPDATE 100
CKE(LOCAL)-B

ADOPTED:

1 of 1

OFFICE MANAGEMENT
RECORDS MANAGEMENT

CPC
(LOCAL)

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

- Records Management Officer, as prescribed by Local Government Code 203.023
- Records Administrator, as prescribed by Local Government Code 176.001 and 176.007 [See BBFA and CHE]
- Officer for Public Information, as prescribed by Government Code 552.201–.204 [See GBAA]
- Public Information Coordinator, as prescribed by Government Code 552.012 [See BBD]

DOCUMENT
DESTRUCTION
PRACTICES

The District shall follow its records management program regarding document destruction. However, the District shall preserve documents, including electronically stored information, and suspend routine record destruction practices as applicable according to procedures developed by the records management officer:

1. In the event of pending or reasonably anticipated litigation;
2. In the event of an investigation by a federal agency or department or any bankruptcy case; or
3. In the event of a public information request.

Notification shall be given to appropriate staff of any applicable obligations to suspend routine record destruction practices.

WEB SITE POSTINGS

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

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- Records Management Officer, as prescribed by Local Government Code 203.023
- Records Administrator, as prescribed by Local Government Code 176.001 and 176.007 [See BBFA and CHE]
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~~WEBSITE~~WEB SITE
POSTINGS

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

INSURANCE AND ANNUITIES MANAGEMENT
HEALTH AND LIFE INSURANCE

CRD
(LOCAL)

DISTRICT
CONTRIBUTION

The Board annually shall determine the District's contribution to employee health insurance premiums as part of the budget development and adoption process. For purposes of the District contribution to employees' health insurance premiums, the Board may distinguish between full-time and part-time employees, as those terms are defined for other benefits.

CONTINUATION
COVERAGE

The District shall continue its contribution toward the cost of the employee's group health insurance coverage while the employee is on paid leave or, if applicable, while the employee is on family and medical leave. [See DEC]

The District shall not otherwise expend public funds for group health insurance coverage of an employee who is not on paid leave status. However, an employee who is not on paid leave status or FMLA leave shall be allowed to continue group health insurance coverage, at his or her own expense, for the period specified in the District's group health insurance plan.

INSURANCE AND ANNUITIES MANAGEMENT
HEALTH AND LIFE INSURANCE

CRD
(LOCAL)

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The District shall not otherwise expend public funds for group health insurance coverage of an employee who is not on paid leave status. However, an employee who is not on paid leave status or FMLA leave shall be allowed to continue group health insurance coverage, at his or her own expense, for the period specified in the District's group health insurance plan.

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.

NO CERTIFICATION
REQUIREMENT

Educator term contracts shall be provided also for the following positions for which neither SBEC nor the District requires current SBEC certification: assistant superintendent, executive directors, directors, supervisors, professional personnel requiring licensure, professional managers, and other positions requiring a degree.

EXTRACURRICULAR
DUTY CONTRACT

Certified personnel assigned and receiving pay for work other than regularly assigned classroom teaching duties shall be issued a contract for the teaching assignment and for the extracurricular activity assigned. The contract shall be one and the same. Should a person resign or be dismissed from the coaching or supervising of extracurricular activities, the contract shall be considered void for the teaching assignment. The recommendation for a person to continue teaching within the District and not be assigned to an extracurricular activity shall remain within the jurisdiction of the Superintendent.

**AFTER ANY
APPLICABLE
PROBATIONARY
CONTRACT PERIOD
REQUIRED BY THE
DISTRICT,
TERMCERTIFICATION
REQUIRED BY SBEC**

Term contracts governed by Chapter 21 of the Education Code (educator term contracts) shall be provided to **any employees in positions required by law to receive such contracts, including:**

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

**EMPLOYEES INNO
CERTIFICATION
REQUIREMENT**

~~Educator term contracts shall be provided also for the following positions for which neither SBEC nor the District requires current SBEC certification~~ **shall also receive term contracts.** ~~assistant superintendent, executive directors, directors, supervisors, professional personnel requiring licensure, professional managers, and other positions requiring a degree.~~

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CURRENT

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: paraprofessional and auxiliary personnel.

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
AT-WILL EMPLOYMENT

DCD
(LOCAL)

	<p>Personnel <u>not hired under a contract shall be employed on an at-will basis</u>, include but are not limited to employees in the following categories: paraprofessional and auxiliary personnel.</p> <p><u>[For information regarding contractual employment, see DCA, DCB, DCC, and DCE, as appropriate]</u></p>
ASSIGNMENT AND EVALUATION	<p>The Superintendent or designee has sole authority to notify employees of assignments, compensation rates, and conditions of employment.</p> <p>Evaluation of at-will employees shall be conducted by the principal or supervisor in accordance with administrative procedures. [See DN]</p>
REASONABLE ASSURANCE OF EMPLOYMENT	<p>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]</p>
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APPEAL TO BOARD	<p>A dismissed employee may request to be heard by the Board in accordance with DGBA(LOCAL).</p>

CURRENT

EMPLOYMENT PRACTICES
OTHER TYPES OF CONTRACTS

DCE
(LOCAL)

NON-CHAPTER 21
CONTRACTS

The Board shall employ part-time professionals, job-share professionals, and permit professionals 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).

EMPLOYMENT PRACTICES
OTHER TYPES OF CONTRACTS

DCE
(LOCAL)

NON-CHAPTER 21
CONTRACTS

~~The District Board shall employ on non-Chapter 21 contracts, part-time professionals, job-share professionals, and permit professionals by a written contract. These contracts shall not to 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 positions: part-time professionals, job-share professionals, and permit professionals academic term.~~

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ACTIONS

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

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 becomes a nonresident during the course of a semester shall be permitted to continue in attendance for the remainder of the semester.

A nonresident full-time employee may request that his or her child be admitted into District schools by filing an application with the Superintendent or designee. Transfers shall be granted for one regular school year at a time, on a tuition-free basis.

If granted a transfer, the child of a nonresident full-time employee shall establish University Interscholastic League (UIL) eligibility at one of the District high schools upon entering the District. Any change in high school assignment after the initial eligibility has been established shall result in one year of ineligibility for UIL varsity sports.

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.

REVOCATION 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 will 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.

REVISED

Lamar CISD
079901

ADMISSIONS
INTERDISTRICT TRANSFERS

FDA
(LOCAL)

NO INTERDISTRICT TRANSFERS

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

TRANSFER EXCEPTIONS REQUESTS

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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.

TRANSFER AGREEMENTS

A transfer student shall be notified in the written transfer agreement that he or she must follow all rules and regulations of the District.

REVOCAION OF TRANSFER

Violation of the terms of the agreement may result in a transfer request not being approved the following year, 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 will 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.

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UPDATE 10078
FDA(LOCAL)-X

ADOPTED:

1 of 1

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 principal 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 rec-

STUDENT RECORDS

FL
(LOCAL)

ords 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

The District has designated the following categories of information as directory information: student name; address; telephone listing; electronic mail address; photograph; date and place of birth; major field of study; degrees, honors, and awards received; dates of attendance; grade level; most recent educational institution attended;

participation in officially recognized activities and sports; and
weight and height of members of athletic teams.

REVISED

Lamar CISD
079901

STUDENT RECORDS

FL
(LOCAL)

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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]

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UPDATE 10085
FL(LOCAL)-A

1 of 5

- 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.
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STUDENT RECORDS

FL
(LOCAL)

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

1. An employee, **Board member**, trustee, or agent of the District, including an attorney, a consultant, a contractor, a volunteer, a **school resource officer**, 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)

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TRANSFERS OF
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STUDENT RECORDS

FL
(LOCAL)

participation in officially recognized activities and sports; and
weight and height of members of athletic teams.

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UPDATE 10085
FL(LOCAL)-A

ADOPTED:

5 of 5

ADD

Lamar CISD
079901

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.

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1 of 1

**COMMUNITY RELATIONS
ADVERTISING AND FUND RAISING IN THE SCHOOLS**

**GKB
(LOCAL)**

**PROMOTIONAL
ACTIVITIES**

School facilities shall not be used to advertise, promote, sell tickets, or collect funds for any nonschool-related purpose without prior approval of the Superintendent or designee. Nonschool-related organizations may use school facilities only in accordance with GKD.

ADVERTISING

Advertising shall be accepted solely for the purpose of covering the cost of providing materials and equipment, not for the purpose of establishing a forum for communication. The District retains final editorial authority to accept or reject submitted advertisements in a manner consistent with the First Amendment. [See FMA regarding school-sponsored publications]

COMMUNITY RELATIONS
ADVERTISING AND FUND RAISING IN THE SCHOOLS

GKB
(LOCAL)

PROMOTIONAL
ACTIVITIES

School facilities shall not be used to advertise, promote, sell tickets, or collect funds for any nonschool-related purpose without prior approval of the Superintendent or designee. ~~Nonschool-related organizations may use school facilities only in accordance with GKD.~~

[For information relating to nonschool use of facilities, see GKD.]

ADVERTISING

For purposes of this policy, "advertising" shall mean a communication designed to attract attention or patronage by the public or school community and communicated through means under the control of the District in exchange for consideration to the District. "Advertising" does not include public recognition of donors or sponsors who have made contributions, financial or otherwise, to the District or school support organizations.

Advertising shall be accepted solely for the purpose of generating revenue for covering the District cost of providing materials and equipment, not for the purpose of establishing a forum for communication. The District shall retain retains final editorial authority to accept or reject submitted advertisements in a manner consistent with the First Amendment. The District shall retain the authority to determine the size and location of any advertising. The District shall also reserve the right to reject advertising that is inconsistent with federal or state law, Board policy, District or campus regulations, or curriculum, as well as any content the District determines has a reasonable likelihood of exposing the District to controversy, litigation, or disruption.

Acceptance of advertising shall not constitute District approval or endorsement of any product, service, organization, or issue referenced in the advertising, nor shall acceptance of advertising from a vendor determine whether the District will purchase goods or services from the vendor through the District's formal procurement process.

[For information relating to school-sponsored publications, see FMA.] ~~[See FMA regarding school-sponsored publications]~~



Localized Policy Manual
Update 101

Please remember: Log in to myTASB.tasb.org and open *Policy Service Resource Library: Local Manual Updates* to download a PDF of this update packet, annotated copies of the (LOCAL) policies, editable (LOCAL) text, and more.

Lamar CISD

Update 101 incorporates recent changes to the Administrative Code regarding board member training, depository contracts, superintendent severance payments, school nutrition policies, child abuse and neglect, and various instruction topics.

A recent commissioner of education decision prompted changes to all three of the local policies addressing grievances. Other local policies in Update 101 address purchasing, including submission of electronic bids or proposals, and the authority to approve variations to the school calendar and close schools for reasons of public health and safety.

Please bear in mind that the (LEGAL) policies reflect the ever-changing legal context for governance and management of the district. They should NOT be adopted but, rather, should inform local decision making. The (LOCAL) policy recommendations in this update will need close attention by both the administration and the board to ensure that they reflect the practices of the district and the intentions of the board. Board action is needed to adopt, revise, or repeal (LOCAL) policy.

In addition to the updated policies, your Localized Update 101 packet contains:

- **INSTRUCTIONS** . . . providing specific, policy-by-policy directions on how this update, if accepted as prepared, should be incorporated into your Localized Policy Manual.
- **EXPLANATORY NOTES** . . . summarizing changes to the policies in each code. Please note that, where appropriate, the Explanatory Notes ask you to **verify that a particular policy reflects your current practice and to advise us of changes needed** so that our records and your manual accurately track the district's practice.

Vantage Points—A Board Member's Guide to Update 101 may be found in the separately wrapped package accompanying this packet. *Vantage Points* offers a highly summarized overview of the update and is intended to provide local officials a first glance at the scope of the update—as a prelude to studying the detailed Explanatory Notes and policy text within the packet. **Please distribute the enclosed copies of *Vantage Points* to your board members** at the earliest possible opportunity, preferably with their review copies of this update.

Update 101 policies are so identified in the lower left-hand corner of each policy page. If you have any questions concerning this update, please call your policy consultant, Mary Kay Spellman, at 800-580-7529 or 512-467-0222.

Regarding board action on Update 101 . . .

- Board action on Localized Update 101 must occur within a properly posted, open meeting of the board and may be addressed on the agenda posting as “Policy Update 101, affecting (LOCAL) policies (see attached list of codes).” Policy On Line districts have access to a list of the (LOCAL) policies included in the update through the Local Manual Updates application in myTASB. Other districts may generate a list of the (LOCAL) policy codes added, revised, or deleted (and the titles/subtitles of those policies) using the Instruction Sheet as a guide and attach that list to the posting. BoardBook compilers should use “Policy Update 101, affecting (LOCAL) policies” as the agenda item and, as agenda sub-items, the code and name of each of the (LOCAL) policies affected by the update.
- A suggested motion for board action on Localized Update 101 is as follows:
“I move that the board add, revise, or delete (LOCAL) policies as recommended by TASB Policy Service and according to the Instruction Sheet for TASB Localized Policy Manual Update 101 [with the following changes:]”
- The board’s action on Localized Update 101 must be reflected in board minutes. The Instruction Sheet—annotated to reflect any changes made by the board—and the Explanatory Notes for the update should be filed with the minutes where they make up the authoritative record of your board’s actions. Include a copy of new, replaced, or rescinded (LOCAL) policies.
- In constructing the separate historical record of the manual, the emphasis is on tracking the history of individual policies. For guidance on maintaining this record, please refer to the *Administrator’s Guide to Policy Management* available in the myTASB Policy Service Resource Library at http://www.tasb.org/services/policy/mytasb/admin_guide/index.aspx.

Regarding manual maintenance and administrative regulations . . .

- **Notify your policy consultant of any changes made by the board so that Policy Service records—forming the basis for subsequent updating recommendations—exactly mirror your manual.**
- The update should be incorporated into each of the district’s Localized Policy Manuals as soon as practicable. You will need to notify us of the board’s action on Update 101 so that your district’s Localized Policy Manual as it appears on TASB’s web server can be updated. Policy On Line staff may be reached by phone (800-580-7529 or 512-467-0222), by fax (512-467-3618, using the Update 101 Adoption Notification Form enclosed), by e-mail (pol-support@tasb.org), or through the Policy On Line Administrator Tools (<https://www.tasb.org/apps/PolicyAdmin>).
- Administrative procedures and documents—including formal (REGULATIONS), handbooks, and guides—that may be affected by Update 101 policy changes should be inspected and revised by the district as needed.

PLEASE NOTE: This information is provided for educational purposes only to facilitate a general understanding of the law or other regulatory matter. This information is neither an exhaustive treatment on the subject nor is this intended to substitute for the advice of an attorney or other professional advisor. Consult with your attorney or professional advisor to apply these principles to specific fact situations.

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CURRENT

BOARD MEETINGS

BE
(LOCAL)

MEETING PLACE Unless otherwise provided in the notice for a meeting, Board meetings shall be held at the administration building Board Room.

MEETING TIME Regular meetings of the Board shall be held on the third Thursday of each month at 7:00 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 The time and place of special and emergency meetings shall be as set out in the notice for the meeting.

The President of the Board shall call special meetings at the President's discretion or on request by two members of the Board.

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.

AGENDA PREPARATION

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.

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 place an item on the agenda if the item is requested by three Board members. The Board President shall not have authority to remove from the agenda a subject requested by a Trustee without those Trustee's specific authorization.

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]

The Board may conduct a closed meeting when the agenda subject is one that may properly be discussed in closed meeting. [See BEC]

BOARD MEETINGS

BE
(LOCAL)

- 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 The Board shall determine items, if any, that qualify to be placed on the consent agenda. A consent agenda shall include these items, determined by the Board, grouped together under one action item. All such items shall be acted upon by one vote without separate discussion. 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.

REVISED

BOARD MEETINGS

BE
(LOCAL)

MEETING PLACE
AND TIME

~~Unless otherwise provided in~~ The notice for a Board meeting, Board meetings shall reflect the date, time, and location of the meeting. ~~be held at the administration building Board Room.~~

MEETING TIME

Regular meetings of the Board shall normally be held on the third Thursday of each month at 7:00 p.m. When determined necessary and for the convenience of ~~Trustees~~ Board members, the Board President may change the date, or time, or location of a regular meeting with proper notice. ~~The notice for that meeting shall reflect the changed date or time.~~

SPECIAL OR
EMERGENCY
MEETINGS

~~The time and place of special and emergency meetings shall be as set out in the notice for the meeting.~~

The Board President of the ~~Board~~ shall call special meetings at the Board President's discretion or on request by two members of the Board.

The Board President shall call an emergency meeting when it is determined by the Board President or two members of the Board that an emergency or urgent public necessity, as defined by law, warrants the meeting.

AGENDA
DEADLINE

The deadline for submitting items for inclusion on the agenda is the sixth calendar day before regular meetings and the sixth calendar day before special meetings.

PREPARATION

In consultation with the Board President, the Superintendent shall prepare the agenda for all Board meetings. Any ~~Trustee~~ Board member 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 by a Board member.

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 Board President's approval. In reviewing the preliminary agenda, the Board President shall ensure that any topics the Board or individual ~~Trustees~~ Board members 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 place an item on the agenda if the item is requested by three Board members. The Board President shall not have authority to remove from the agenda a subject requested by a ~~Trustee~~ Board member without ~~those Trustee's~~ that Board member's specific authorization.

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 meet-

BOARD MEETINGS

BE
(LOCAL)

ing 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, in accordance with as provided by-law. [~~See BEC~~]

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 Board 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

The Board shall determine items, if any, that qualify to be placed on the consent agenda. A consent agenda shall include these items, determined by the Board, grouped together under one action item. All such items shall be acted upon by one vote without separate discussion. The remaining items shall be adopted under a single motion and vote.

MINUTES

Board action shall be carefully recorded by the Board Secretary 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 Board President and the Board 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 Board 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.

BOARD MEETINGS

BE
(LOCAL)

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 Board President shall not interfere with debate so long as members wish to address themselves to an item under consideration.

CURRENT

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 in accordance with CH(LEGAL) or any lawful method.
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	<p>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.</p> <p>The District may reject any and all bids.</p>
COMPETITIVE SEALED PROPOSALS	<p>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 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.</p> <p>The District may reject any and all proposals.</p>
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 may be held personally liable 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.

REVISED

Lamar CISD
079901

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 in accordance with CH(LEGAL) or any lawful method.

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 ~~accordance~~ **accordance** sealed envelopes, plainly marked with ~~administrative regulations~~, the name of the bidder and the **submission of any electronic bids shall also be in accordance with Board-adopted rules** 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 ~~accordance~~ **accordance** sealed envelopes, plainly marked with ~~administrative regulations~~, the name of the proposer and the **submission of any electronic proposals shall also be in accordance with Board-adopted rules. Proposals received after the specified time shall not be considered** of opening. 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.

The District may reject any and all proposals.

ELECTRONIC BIDS OR PROPOSALS **Bids or proposals that the District has chosen to accept through electronic transmission shall be administered in accordance with Board-adopted rules. Such rules shall safeguard the integrity of the competitive procurement process; ensure the identification, security, and confidentiality of electronic bids or proposals; and ensure that the electronic bids or proposals remain effectively unopened until the proper time.**

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 **the adopted budget, state law, Board policy, and the District's purchasing** current administrative procedures.

DATE ISSUED:
12/19/2014 11/2/2007
UPDATE 101 LDU-2007.02
CH(LOCAL)-X

ADOPTED:

1 of 2

PURCHASING AND ACQUISITION

CH
(LOCAL)

	<p>[See CE] 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 may be held personally liable for all such debts.</p>
PURCHASE COMMITMENTS	<p>All purchase commitments shall be made by the Superintendent or designee on a properly drawn and issued purchase order, in accordance with administrative procedures, including the District's purchasing procedures.</p>
PERSONAL PURCHASES	<p>District employees shall not be permitted to make purchases purchase supplies or equipment for personal use through the District's business office.</p>

DATE ISSUED:
12/19/2014~~11/2/2007~~
UPDATE 101LDU-2007.02
CH(LOCAL)-X

ADOPTED:ADOPTED:

2 of 2

PERSONNEL-MANAGEMENT RELATIONS
EMPLOYEE COMPLAINTS/GRIEVANCES

DGBA
(LOCAL)

COMPLAINTS	In this policy, the terms "complaint" and "grievance" shall have the same meaning.
OTHER COMPLAINT PROCESSES	<p>Employee complaints shall be filed in accordance with this policy, except as provided below:</p> <ol style="list-style-type: none">1. Complaints alleging discrimination, including violations of Title IX (gender), Title VII (sex, race, color, religion, national origin), ADEA (age), or Section 504 (disability), shall be submitted in accordance with DIA.2. Complaints alleging certain forms of harassment, including harassment by a supervisor and violation of Title VII, shall be submitted in accordance with DIA.3. Complaints concerning retaliation relating to discrimination and harassment shall be submitted in accordance with DIA.4. Complaints concerning instructional materials shall be submitted in accordance with EFA.5. Complaints concerning a commissioned peace officer who is an employee of the District shall be submitted in accordance with CKE.6. Complaints concerning the proposed nonrenewal of a term contract issued under Chapter 21 of the Education Code shall be submitted in accordance with DFBB.7. Complaints concerning the proposed termination or suspension without pay of an employee on a probationary, term, or continuing contract issued under Chapter 21 of the Education Code during the contract term shall be submitted in accordance with DFAA, DFBA, or DFCA.
NOTICE TO EMPLOYEES	The District shall inform employees of this policy.
GUIDING PRINCIPLES INFORMAL PROCESS	<p>The Board encourages employees to discuss their concerns and complaints through informal conferences with their supervisor, principal, or other appropriate administrator.</p> <p>Concerns should be expressed as soon as possible to allow early resolution at the lowest possible administrative level.</p>
DIRECT COMMUNICATION WITH BOARD MEMBERS	Employees shall not be prohibited from communicating with a member of the Board regarding District operations except when communication between an employee and a Board member would be inappropriate because of a pending hearing or appeal related to the employee.

PERSONNEL-MANAGEMENT RELATIONS
EMPLOYEE COMPLAINTS/GRIEVANCES

DGBA
(LOCAL)

FORMAL PROCESS	<p>If an informal conference regarding a complaint fails to reach the outcome requested by the employee, he or she may initiate the formal process described below by timely filing a written complaint form.</p> <p>Even after initiating the formal complaint process, employees are encouraged to seek informal resolution of their concerns. An employee whose concerns are resolved may withdraw a formal complaint at any time.</p> <p>The process described in this policy shall not be construed to create new or additional rights beyond those granted by law or Board policy, nor to require a full evidentiary hearing or "mini-trial" at any level.</p>
FREEDOM FROM RETALIATION	<p>Neither the Board nor any District employee shall unlawfully retaliate against an employee for bringing a concern or complaint.</p>
WHISTLEBLOWER COMPLAINTS	<p>Whistleblower complaints shall be filed within the time specified by law and may be made to the Superintendent or designee beginning at Level Two. Time lines for the employee and the District set out in this policy may be shortened to allow the Board to make a final decision within 60 calendar days of the initiation of the complaint. [See DG]</p>
COMPLAINTS AGAINST SUPERVISORS	<p>Complaints alleging a violation of law by a supervisor may be made to the Superintendent or designee. Complaints alleging a violation of law by the Superintendent may be made directly to the Board or designee.</p>
GENERAL PROVISIONS FILING	<p>Complaint forms and appeal notices may be filed by hand-delivery, fax, or U.S. Mail. Hand-delivered filings shall be timely filed if received by the appropriate administrator or designee by the close of business on the deadline. Fax filings shall be timely filed if they are received on or before the deadline, as indicated by the date/time shown on the fax copy. Mail filings shall be timely filed if they are postmarked by U.S. Mail on or before the deadline and received by the appropriate administrator or designated representative no more than three days after the deadline.</p>
RESPONSE	<p>At Levels One and Two, "response" shall mean a written communication to the employee from the appropriate administrator. Responses may be hand-delivered or sent by U.S. Mail to the employee's mailing address of record. Mailed responses shall be timely if they are postmarked by U.S. Mail on or before the deadline.</p>
DAYS	<p>"Days" shall mean District business days, unless otherwise noted. In calculating time lines under this policy, the day a document is filed is "day zero." The following business day is "day one."</p>

PERSONNEL-MANAGEMENT RELATIONS
EMPLOYEE COMPLAINTS/GRIEVANCES

DGBA
(LOCAL)

REPRESENTATIVE	<p>“Representative” shall mean any person who or an organization that does not claim the right to strike and is designated by the employee to represent him or her in the complaint process.</p> <p>The employee may designate a representative through written notice to the District at any level of this process. The representative may participate in person or by telephone conference call. If the employee designates a representative with fewer than three days’ notice to the District before a scheduled conference or hearing, the District may reschedule the conference or hearing to a later date, if desired, in order to include the District’s counsel. The District may be represented by counsel at any level of the process.</p>
CONSOLIDATING COMPLAINTS	<p>Complaints arising out of an event or a series of related events shall be addressed in one complaint. Employees shall not bring separate or serial complaints arising from any event or series of events that have been or could have been addressed in a previous complaint.</p> <p>When two or more complaints are sufficiently similar in nature and remedy sought to permit their resolution through one proceeding, the District may consolidate the complaints.</p>
UNTIMELY FILINGS	<p>All time limits shall be strictly followed unless modified by mutual written consent.</p> <hr/> <p>If a complaint form or appeal notice is not timely filed, the complaint may be dismissed, on written notice to the employee, at any point during the complaint process. The employee may appeal the dismissal by seeking review in writing within ten days from the date of the written dismissal notice, starting at the level at which the complaint was dismissed. Such appeal shall be limited to the issue of timeliness.</p>
COSTS INCURRED	<p>Each party shall pay its own costs incurred in the course of the complaint.</p>
COMPLAINT FORM	<p>Complaints under this policy shall be submitted in writing on a form provided by the District.</p> <p>Copies of any documents that support the complaint should be attached to the complaint form. If the employee does not have copies of these documents, they may be presented at the Level One conference. After the Level One conference, no new documents may be submitted by the employee unless the employee did not know the documents existed before the Level One conference.</p> <p>A complaint form that is incomplete in any material aspect may be dismissed, but may be refiled with all the required information if the refiled is within the designated time for filing a complaint.</p>

PERSONNEL-MANAGEMENT RELATIONS
EMPLOYEE COMPLAINTS/GRIEVANCES

DGBA
(LOCAL)

AUDIO RECORDING As provided by law, an employee shall be permitted to make an audio recording of a conference or hearing under this policy at which the substance of the employee's complaint is discussed. The employee shall notify all attendees present that an audio recording is taking place.

LEVEL ONE

Complaint forms must be filed:

1. Within 15 days of the date the employee first knew, or with reasonable diligence should have known, of the decision or action giving rise to the complaint or grievance; and
2. With the lowest level administrator who has the authority to remedy the alleged problem.

In most circumstances, employees on a school campus shall file Level One complaints with the campus principal; other District employees shall file Level One complaints with their immediate supervisor.

If the complaint is against the supervisor or principal and alleges a violation of law in the workplace, the Level One complaint shall be filed with the executive director who oversees that department or campus.

If the only administrator who has authority to remedy the alleged problem is the Superintendent or designee, the complaint may begin at Level Two following the procedure, including deadlines, for filing the complaint form at Level One.

If the complaint is not filed with the appropriate administrator, the receiving administrator must note the date and time the complaint form was received and immediately forward the complaint form to the appropriate administrator.

The appropriate administrator shall investigate as necessary and hold a conference with the employee within ten days after receipt of the written complaint. The administrator may set reasonable time limits for the conference.

The administrator shall provide the employee a written response within ten days following the conference. The written response shall set forth the basis of the decision. In reaching a decision, the administrator may consider information provided at the Level One conference and any other relevant documents or information the administrator believes will help resolve the complaint.

LEVEL TWO

If the employee did not receive the relief requested at Level One or if the time for a response has expired, the employee may request a

conference with the Superintendent or designee to appeal the Level One decision.

The appeal notice must be filed in writing, on a form provided by the District, within ten days of the date of the written Level One response or, if no response was received, within ten days of the Level One response deadline.

After receiving notice of the appeal, the Level One administrator shall prepare and forward a record of the Level One complaint to the Level Two administrator. The employee may request a copy of the Level One record.

The Level One record shall include:

1. The original complaint form and any attachments.
2. All other documents submitted by the employee at Level One.
3. The written response issued at Level One and any attachments.
4. All other documents relied upon by the Level One administrator in reaching the Level One decision.

The Superintendent or designee shall hold a conference within ten days after the appeal notice is filed. The conference shall be limited to the issues presented by the employee at Level One and identified in the Level Two appeal notice. At the conference, the employee may provide information concerning any documents or information relied upon by the administration for the Level One decision. The Superintendent or designee may set reasonable time limits for the conference.

The Superintendent or designee shall provide the employee a written response within ten days following the conference. The written response shall set forth the basis of the decision. In reaching a decision, the Superintendent or designee may consider the Level One record, information provided at the Level Two conference, and any other relevant documents or information the Superintendent or designee believes will help resolve the complaint.

Recordings of the Level One and Level Two conferences, if any, shall be maintained with the Level One and Level Two records.

LEVEL THREE

If the employee did not receive the relief requested at Level Two or if the time for a response has expired, the employee may appeal the decision to the Board.

The appeal notice must be filed in writing, on a form provided by the District, within ten days of the date of the written Level Two re-

PERSONNEL-MANAGEMENT RELATIONS
EMPLOYEE COMPLAINTS/GRIEVANCES

DGBA
(LOCAL)

sponse or, if no response was received, within ten days of the Level Two response deadline.

The Superintendent or designee shall inform the employee of the date, time, and place of the Board meeting at which the complaint will be on the agenda for presentation to the Board.

The Superintendent or designee shall provide the Board the record of the Level Two appeal. The employee may request a copy of the Level Two record.

The Level Two record shall include:

1. The Level One record.
2. The notice of appeal from Level One to Level Two.
3. The written response issued at Level Two and any attachments.
4. All other documents relied upon by the administration in reaching the Level Two decision.

If at the Level Three hearing the administration intends to rely on evidence not included in the Level Two record, the administration shall provide the employee notice of the nature of the evidence at least three days before the hearing.

The District shall determine whether the complaint will be presented in open or closed meeting in accordance with the Texas Open Meetings Act and other applicable law. [See BE]

The presiding officer may set reasonable time limits and guidelines for the presentation, including an opportunity for the employee and administration to each make a presentation and provide rebuttal and an opportunity for questioning by the Board. The Board shall hear the complaint and may request that the administration provide an explanation for the decisions at the preceding levels.

In addition to any other record of the Board meeting required by law, the Board shall prepare a separate record of the Level Three presentation. The Level Three presentation, including the presentation by the employee or the employee's representative, any presentation from the administration, and questions from the Board with responses, shall be recorded by audio recording, video/audio recording, or court reporter.

The Board shall then consider the complaint. It may give notice of its decision orally or in writing at any time up to and including the next regularly scheduled Board meeting. If the Board does not make a decision regarding the complaint by the end of the next regularly scheduled meeting, the lack of a response by the Board upholds the administrative decision at Level Two.

REVISED

Lamar CISD
079901

PERSONNEL-MANAGEMENT RELATIONS
EMPLOYEE COMPLAINTS/GRIEVANCES

DGBA
(LOCAL)

COMPLAINTS

In this policy, the terms "complaint" and "grievance" shall have the same meaning.

OTHER COMPLAINT
PROCESSES

Employee complaints shall be filed in accordance with this policy, except as **required by the policies listed below. Some of these policies require appeals to be submitted in accordance with DGBA after the relevant complaint process** provided below:

1. Complaints alleging discrimination, including violations of Title IX (gender), Title VII (sex, race, color, religion, national origin), ADEA (age), or Section 504 (disability), shall be submitted in accordance with DIA.
2. Complaints alleging certain forms of harassment, including harassment by a supervisor and violation of Title VII, shall be submitted in accordance with DIA.
3. Complaints concerning retaliation relating to discrimination and harassment shall be submitted in accordance with DIA.
4. Complaints concerning instructional materials shall be submitted in accordance with EFA.
5. Complaints concerning a commissioned peace officer who is an employee of the District shall be submitted in accordance with CKE.
6. Complaints concerning the proposed nonrenewal of a term contract issued under Chapter 21 of the Education Code shall be submitted in accordance with DFBB.
7. Complaints concerning the proposed termination or suspension without pay of an employee on a probationary, term, or continuing contract issued under Chapter 21 of the Education Code during the contract term shall be submitted in accordance with DFAA, DFBA, or DFCA.

NOTICE TO
EMPLOYEES

The District shall inform employees of this policy **through appropriate District publications.**

GUIDING PRINCIPLES
INFORMAL
PROCESS

The Board encourages employees to discuss their concerns and complaints through informal conferences with their supervisor, principal, or other appropriate administrator **who has the authority to address the concerns.**

Concerns should be expressed as soon as possible to allow early resolution at the lowest possible administrative level.

Informal resolution shall be encouraged but shall not extend any deadlines in this policy, except by mutual written consent.

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PERSONNEL-MANAGEMENT RELATIONS
EMPLOYEE COMPLAINTS/GRIEVANCES

DGBA
(LOCAL)

DIRECT
COMMUNICATION
WITH BOARD
MEMBERS

Employees shall not be prohibited from communicating with a member of the Board regarding District operations except when communication between an employee and a Board member would be inappropriate because of a pending hearing or appeal related to the employee.

FORMAL PROCESS

An employee If an informal conference regarding a complaint fails to reach the outcome requested by the employee, he or she may initiate the formal process described below by timely filing a written complaint form.

Even after initiating the formal complaint process, employees are encouraged to seek informal resolution of their concerns. An employee whose concerns are resolved may withdraw a formal complaint at any time.

The process described in this policy shall not be construed to create new or additional rights beyond those granted by law or Board policy, nor to require a full evidentiary hearing or "mini-trial" at any level.

FREEDOM FROM
RETALIATION

Neither the Board nor any District employee shall unlawfully retaliate against an employee for bringing a concern or complaint.

WHISTLEBLOWER
COMPLAINTS

Whistleblower complaints shall be filed within the time specified by law and may be made to the Superintendent or designee beginning at Level Two. Time lines for the employee and the District set out in this policy may be shortened to allow the Board to make a final decision within 60 calendar days of the initiation of the complaint. [See DG]

COMPLAINTS AGAINST
SUPERVISORS

Complaints alleging a violation of law by a supervisor may be made to the Superintendent or designee. **Complaint forms** Complaints alleging a violation of law by the Superintendent may be **submitted** made directly to the Board or designee.

GENERAL
PROVISIONS
FILING

Complaint forms and appeal notices may be filed by hand-delivery, **by electronic communication, including e-mail and fax, or by** fax, or U.S. Mail. Hand-delivered filings shall be timely filed if received by the appropriate administrator or designee by the close of business on the deadline. **Filings submitted by electronic communication** Fax filings shall be timely filed if they are received **by the close of business on or before** the deadline, as indicated by the date/time shown on the **electronic communication** fax copy. Mail filings shall be timely filed if they are postmarked by U.S. Mail on or before the deadline and received by the appropriate administrator or designated representative no more than three days after the deadline.

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SCHEDULING CONFERENCES	The District shall make reasonable attempts to schedule conferences at a mutually agreeable time. If the employee fails to appear at a scheduled conference, the District may hold the conference and issue a decision in the employee's absence.
RESPONSE	At Levels One and Two, "response" shall mean a written communication to the employee from the appropriate administrator. Responses may be hand-delivered, sent by electronic communication to the employee's e-mail address of record , or sent by U.S. Mail to the employee's mailing address of record. Mailed responses shall be timely if they are postmarked by U.S. Mail on or before the deadline.
DAYS	"Days" shall mean District business days, unless otherwise noted. In calculating time lines under this policy, the day a document is filed is "day zero." The following business day is "day one."
REPRESENTATIVE	<p>"Representative" shall mean any person who or an organization that does not claim the right to strike and is designated by the employee to represent him or her in the complaint process.</p> <p>The employee may designate a representative through written notice to the District at any level of this process. The representative may participate in person or by telephone conference call. If the employee designates a representative with fewer than three days' notice to the District before a scheduled conference or hearing, the District may reschedule the conference or hearing to a later date, if desired, in order to include the District's counsel. The District may be represented by counsel at any level of the process.</p>
CONSOLIDATING COMPLAINTS	<p>Complaints arising out of an event or a series of related events shall be addressed in one complaint. Employees shall not filebring separate or serial complaints arising from any event or series of events that have been or could have been addressed in a previous complaint.</p> <p>When two or more complaints are sufficiently similar in nature and remedy sought to permit their resolution through one proceeding, the District may consolidate the complaints.</p>
UNTIMELY FILINGS	<p>All time limits shall be strictly followed unless modified by mutual written consent.</p> <p>If a complaint form or appeal notice is not timely filed, the complaint may be dismissed, on written notice to the employee, at any point during the complaint process. The employee may appeal the dismissal by seeking review in writing within ten days from the date of the written dismissal notice, starting at the level at which the</p>

PERSONNEL-MANAGEMENT RELATIONS
EMPLOYEE COMPLAINTS/GRIEVANCES

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	complaint was dismissed. Such appeal shall be limited to the issue of timeliness.
COSTS INCURRED	Each party shall pay its own costs incurred in the course of the complaint.
COMPLAINT AND APPEAL FORMS	<p>Complaints and appeals under this policy shall be submitted in writing on a form provided by the District.</p> <p>Copies of any documents that support the complaint should be attached to the complaint form. If the employee does not have copies of these documents, they may be presented at the Level One conference. After the Level One conference, no new documents may be submitted by the employee unless the employee did not know the documents existed before the Level One conference.</p> <p>A complaint or appeal form that is incomplete in any material aspect may be dismissed, but may be refiled with all the required information if the refiling is within the designated time for filing a complaint.</p>
AUDIO RECORDING	As provided by law, an employee shall be permitted to make an audio recording of a conference or hearing under this policy at which the substance of the employee's complaint is discussed. The employee shall notify all attendees present that an audio recording is taking place.
LEVEL ONE	<p>Complaint forms must be filed::</p> <ol style="list-style-type: none">1. Within 15 days of the date the employee first knew, or with reasonable diligence should have known, of the decision or action giving rise to the complaint or grievance; and2. With the lowest level administrator who has the authority to remedy the alleged problem. <p>In most circumstances, employees on a school campus shall file Level One complaints with the campus principal; other District employees shall file Level One complaints with their immediate supervisor.</p> <p>If the complaint is against the supervisor or principal and alleges a violation of law in the workplace, the Level One complaint shall be filed with the executive director who oversees that department or campus.</p> <p>If the only administrator who has authority to remedy the alleged problem is the Superintendent or designee, the complaint may begin at Level Two following the procedure, including deadlines, for filing the complaint form at Level One.</p>

If the complaint is not filed with the appropriate administrator, the receiving administrator must note the date and time the complaint form was received and immediately forward the complaint form to the appropriate administrator.

The appropriate administrator shall investigate as necessary and **schedule** hold a conference with the employee within ten days after receipt of the written complaint. The administrator may set reasonable time limits for the conference.

Absent extenuating circumstances, the administrator shall provide the employee a written response within ten days following the conference. The written response shall set forth the basis of the decision. In reaching a decision, the administrator may consider information provided at the Level One conference and any other relevant documents or information the administrator believes will help resolve the complaint.

LEVEL TWO

If the employee did not receive the relief requested at Level One or if the time for a response has expired, the employee may request a conference with the Superintendent or designee to appeal the Level One decision.

The appeal notice must be filed in writing, on a form provided by the District, within ten days of the date of the written Level One response or, if no response was received, within ten days of the Level One response deadline.

After receiving notice of the appeal, the Level One administrator shall prepare and forward a record of the Level One complaint to the Level Two administrator. The employee may request a copy of the Level One record.

The Level One record shall include:

1. The original complaint form and any attachments.
2. All other documents submitted by the employee at Level One.
3. The written response issued at Level One and any attachments.
4. All other documents relied upon by the Level One administrator in reaching the Level One decision.

The Superintendent or designee shall **schedule** hold a conference within ten days after the appeal notice is filed. The conference shall be limited to the issues **and documents considered** presented by the employee at Level One and identified in the Level Two appeal notice. At the conference, the employee

may provide information concerning any documents or information relied upon by the administration for the Level One decision. The Superintendent or designee may set reasonable time limits for the conference.

The Superintendent or designee shall provide the employee a written response within ten days following the conference. The written response shall set forth the basis of the decision. In reaching a decision, the Superintendent or designee may consider the Level One record, information provided at the Level Two conference, and any other relevant documents or information the Superintendent or designee believes will help resolve the complaint.

Recordings of the Level One and Level Two conferences, if any, shall be maintained with the Level One and Level Two records.

LEVEL THREE

If the employee did not receive the relief requested at Level Two or if the time for a response has expired, the employee may appeal the decision to the Board.

The appeal notice must be filed in writing, on a form provided by the District, within ten days of the date of the written Level Two response or, if no response was received, within ten days of the Level Two response deadline.

The Superintendent or designee shall inform the employee of the date, time, and place of the Board meeting at which the complaint will be on the agenda for presentation to the Board.

The Superintendent or designee shall provide the Board the record of the Level Two appeal. The employee may request a copy of the Level Two record.

The Level Two record shall include:

1. The Level One record.
2. The notice of appeal from Level One to Level Two.
3. The written response issued at Level Two and any attachments.
4. All other documents relied upon by the administration in reaching the Level Two decision.

The appeal shall be limited to the issues and documents considered at Level Two, except that if at the Level Three hearing the administration intends to rely on evidence not included in the Level Two record, the administration shall provide the employee notice of the nature of the evidence at least three days before the hearing.

PERSONNEL-MANAGEMENT RELATIONS
EMPLOYEE COMPLAINTS/GRIEVANCES

DGBA
(LOCAL)

The District shall determine whether the complaint will be presented in open or closed meeting in accordance with the Texas Open Meetings Act and other applicable law. [See BE]

The presiding officer may set reasonable time limits and guidelines for the presentation, including an opportunity for the employee and administration to each make a presentation and provide rebuttal and an opportunity for questioning by the Board. The Board shall hear the complaint and may request that the administration provide an explanation for the decisions at the preceding levels.

In addition to any other record of the Board meeting required by law, the Board shall prepare a separate record of the Level Three presentation. The Level Three presentation, including the presentation by the employee or the employee's representative, any presentation from the administration, and questions from the Board with responses, shall be recorded by audio recording, video/audio recording, or court reporter.

The Board shall then consider the complaint. It may give notice of its decision orally or in writing at any time up to and including the next regularly scheduled Board meeting. If the Board does not make a decision regarding the complaint by the end of the next regularly scheduled meeting, the lack of a response by the Board upholds the administrative decision at Level Two.

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ADD

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079901

ASSIGNMENT AND SCHEDULES

DK
(EXHIBIT)

STATE BOARD FOR EDUCATOR CERTIFICATION CRITERIA FOR ASSIGNMENT OF PUBLIC SCHOOL PERSONNEL

A public school employee must have the appropriate credentials for his or her current assignment unless the appropriate permit has been issued. The credentials appropriate to each assignment are set forth in the State Board for Educator Certification (SBEC) rules at 19 Administrative Code Chapter 231.

The following chart indicates where the credentialing requirements for various positions are located in the SBEC rules.

Category	Positions
Prekindergarten–Grade 6 Assignments. <i>19 TAC 231, Subch. B</i>	<ul style="list-style-type: none"> • Teachers
Grades 6–8 Assignments. <i>19 TAC 231, Subch. C</i>	<ul style="list-style-type: none"> • Teachers
Grades 6–12, Elective, Disciplinary, Local Credit, and Innovative Courses. <i>19 TAC 231, Subch. D</i>	<ul style="list-style-type: none"> • JROTC • Athletics, cheerleading, drill team, and marching band • DAEP • Advanced Placement and International Baccalaureate • Driver Education
Grades 9–12 Assignments. <i>19 TAC 231, Subch. E</i>	<ul style="list-style-type: none"> • Teachers
Special Education and Related Services Personnel. <i>19 TAC 231, Subch. F</i>	<ul style="list-style-type: none"> • Special Education Teachers • Teachers of Adaptive Physical Education • Full-time teachers of orthopedically impaired or other health impaired in a hospital class or home-based instruction • Teachers of students with visual impairments • Teachers of students with auditory impairments • Teachers of gifted and talented students • Special Education Counseling • Educational Diagnostician • Speech Therapy Services • Vocational Adjustment Counseling

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ASSIGNMENT AND SCHEDULES

DK
(EXHIBIT)

Category	Positions
Paraprofessional Personnel. <i>19 TAC 231.641</i>	<ul style="list-style-type: none">• Educational Aides
Administrators and Other Instructional and Professional Support Personnel. <i>19 TAC 231.643</i>	<ul style="list-style-type: none">• Superintendent• Principal• Assistant Principal• School Counselor• Librarian• Athletic Director
Licensed Professional Support Personnel. <i>19 TAC 231.645</i>	<ul style="list-style-type: none">• Associate School Psychologist• Audiologist• Licensed Professional Counselor• Marriage and Family Therapist• Nurse• Occupational Therapist• Physical Therapist• Physician• School Psychologist• Social Worker• Speech Language Pathologist

ADD

Lamar CISD
079901

SCHOOL YEAR

EB
(LOCAL)

SCHOOL CALENDAR

The Superintendent shall be authorized to approve variations from the Board-adopted school calendar, as necessary.

SCHOOL CLOSURE

The Board delegates to the Superintendent the authority to close schools for reasons of public health and safety.

SPECIAL PROGRAMS
COMPENSATORY/ACCELERATED SERVICES

EHBC
(LOCAL)

ACCELERATED /
COMPENSATORY
SERVICES

Students at all grade levels who have been identified as being at risk of dropping out of school, who are not performing at grade level, or who did not perform satisfactorily on a state-mandated assessment, shall be provided accelerated and/or compensatory educational services based on needs assessment. The principal shall ensure that each identified student is receiving services.

The services provided each student shall be consistent with the goals and strategies established in the District and campus improvement plans and shall be reviewed for effectiveness at the close of each grading period. Parents shall be encouraged to participate in the planning of educational services for their child and shall be kept informed regarding the child's progress toward educational goals.

Parents of students who are not successful in meeting requirements for promotion shall be informed of any available options, such as an extended year program or summer school.

PROGRAM
PROVISIONS

The program will be integrated and aligned with the District curriculum, providing multiple opportunities for learning and success and additional time for learning based on the needs of the student and the complexity of the task. Students will be provided the instructional resources and strategies needed until the curriculum is mastered.

[See EIE]

LOCAL CRITERIA

In addition to state criteria, the District has established that a student is eligible as a "student at risk of dropping out of school" if he or she meets one or more of the following criteria:

1. Absent more than nine days in a semester.
2. Determined to be truant by the judicial system.
3. Exhibits serious or chronic misconduct that negatively affects academic performance and requires removal from the student's regular classroom instruction for more than nine days in a semester.

ACCELERATED
SCIENCE
ACHIEVEMENT
PROGRAM

Contingent upon the availability of TEA funding, the District shall establish a program under the Texas Accelerated Science Achievement Program.

ELIGIBILITY

A student shall be eligible for accelerated science educational services if he or she:

1. Is enrolled in grades 9–12, including enrollment as an incoming student in grade 9;

SPECIAL PROGRAMS
COMPENSATORY/ACCELERATED SERVICES

EHBC
(LOCAL)

2. Has been identified as being at risk of dropping out of school;
3. Is not performing at grade level; or
4. Did not perform satisfactorily on a state-administered science assessment instrument.

Any science teacher may recommend a student for participation based on the student's performance in the regular program and on whether or not the student would benefit from attending an after-school or summer school accelerated program.

Parents shall be encouraged to participate in the remediation services for their child and shall be kept informed regarding the child's progress toward educational goals.

PARTICIPATION

To encourage participation in the program:

1. Parents of students shall be notified via mail or by phone before the program is scheduled to begin.
2. Administrative procedures shall be developed to encourage good attendance and active participation by students.
3. All materials necessary for the successful completion of the program shall be provided for the student.
4. Successful completion of the program shall fulfill the requirements for credit recovery in either IPC or Biology at no charge to a student who has received prior instruction in either course.
5. Bus transportation shall be provided to students.
6. Periodic surveys shall be conducted among teachers and students to determine program planning and redirection.
7. The student's portfolio, performance assessments, test performance on presented content, and performance on the state-administered reassessment shall be used to measure the progress students have made at the conclusion of the program.

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SPECIAL PROGRAMS
COMPENSATORY/ACCELERATED SERVICES

EHBC
(LOCAL)

ACCELERATED /
COMPENSATORY
SERVICES

Students at all grade levels who have been identified as being at risk of dropping out of school, who are not performing at grade level, or who did not perform satisfactorily on a state-mandated assessment, shall be provided accelerated and/or compensatory educational services based on needs assessment. The principal shall ensure that each identified student is receiving services.

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PROVISIONS

The program will be integrated and aligned with the District curriculum, providing multiple opportunities for learning and success and additional time for learning based on the needs of the student and the complexity of the task. Students will be provided the instructional resources and strategies needed until the curriculum is mastered.

[See EIE]

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SCIENCE
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EHBC(LOCAL)-X

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- ~~2. Has been identified as being at risk of dropping out of school;~~
- ~~3. Is not performing at grade level; or~~
- ~~4. Did not perform satisfactorily on a state-administered science assessment instrument.~~

~~Any science teacher may recommend a student for participation based on the student's performance in the regular program and on whether or not the student would benefit from attending an after-school or summer school accelerated program.~~

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- ~~3. All materials necessary for the successful completion of the program shall be provided for the student.~~
- ~~4. Successful completion of the program shall fulfill the requirements for credit recovery in either IPC or Biology at no charge to a student who has received prior instruction in either course.~~
- ~~5. Bus transportation shall be provided to students.~~
- ~~6. Periodic surveys shall be conducted among teachers and students to determine program planning and redirection.~~
- ~~7.3. The student's portfolio, performance assessments, test performance on presented content, and performance on the state-administered reassessment shall be used to measure the progress students have made at the conclusion of the program.~~

**GRADING/PROGRESS REPORTS TO PARENTS
MAKEUP WORK**

**EIAB
(LOCAL)**

Students shall be expected to make up assignments and tests after absences. Students shall receive a zero for any assignment or test not made up within the allotted time.

TESTS

Students shall, within the allotted time, be permitted to take tests administered in any class missed because of absence.

For any class missed, the teacher may assign the student make-up work based on the instructional objectives for the subject or course and the needs of the individual student in mastering the essential knowledge and skills or in meeting subject or course requirements.

A student shall be responsible for obtaining and completing the make-up work in a satisfactory manner and within the time specified by the teacher.

LATE PROJECTS

Teachers may assign a late penalty to any project turned in after the due date in accordance with previously established guidelines approved by the principal and disseminated to students.

**UNEXCUSED
ABSENCES**

The District shall not impose a grade penalty for make-up work after an unexcused absence.

SUSPENSION

The District shall not impose a grade penalty for make-up work after an absence because of suspension.

DELETE

Lamar CISD
079901

~~GRADING/PROGRESS REPORTS TO PARENTS
MAKEUP WORK~~

~~EIAB
(LOCAL)~~

	Students shall be expected to make up assignments and tests after absences. Students shall receive a zero for any assignment or test not made up within the allotted time.
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LATE PROJECTS	Teachers may assign a late penalty to any project turned in after the due date in accordance with previously established guidelines approved by the principal and disseminated to students.
UNEXCUSED ABSENCES	The District shall not impose a grade penalty for make-up work after an unexcused absence.
SUSPENSION	The District shall not impose a grade penalty for make-up work after an absence because of suspension.

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LDU-23-03
EIAB(LOCAL)-X~~

~~ADOPTED:~~

~~1 of 4~~

Notice of Employee Responsibilities for Reporting Child Abuse and Neglect

What are the District's policies addressing child abuse or neglect and my responsibilities for reporting suspected child abuse or neglect?

The applicable District policies—FFG(LEGAL), GRA(LEGAL) and (LOCAL), and DH(LOCAL) and (EXHIBIT)—are enclosed in this packet. This distribution is required by state law. At regular intervals, these policies will be addressed in staff development as well. If you have any questions about these policies, please contact the nurse supervisor at (832) 223-0126.

What are my legal responsibilities for reporting if I suspect that a child has been or may be abused or neglected?

Anyone who suspects that a child has been or may be abused or neglected has a legal responsibility, under state law, for reporting the suspected abuse or neglect to law enforcement or to Child Protective Services (CPS).

Any District employee, agent, or contractor has an additional legal obligation to submit the oral or written report within 48 hours of learning of the facts giving rise to the suspicion.

An employee shall make a report if the employee has cause to believe that an adult was a victim of abuse or neglect as a child and the employee determines in good faith that disclosure of the information is necessary to protect the health and safety of another child or an elderly or disabled person.

Are there any restrictions on reporting?

Under state law, an employee is prohibited from using or threatening to use a parent's refusal to consent to administration of a psychotropic drug or to any other psychiatric or psychological testing or treatment of a child as the sole basis for making a report of neglect, unless the employee has cause to believe that the refusal:

- Presents a substantial risk of death, disfigurement, or bodily injury to the child; or
- Has resulted in an observable and material impairment to the growth, development, or functioning of the child.

To whom do I make a report?

Reports may be made to any of the following:

- A law enforcement agency: The Rosenberg Police Department, at (832) 256-9268;
- The Child Protective Services (CPS) division of the Texas Department of Family and Protective Services, at (800) 252-5400 or on the Web at www.txabusehotline.org; or

- If applicable, the state agency operating, licensing, certifying, or registering the facility in which the suspected abuse or neglect occurred.

However, if the suspected abuse or neglect involves a person responsible for the care, custody, or welfare of the child, the report must be made to CPS, unless the report is to the state agency that operates, licenses, certifies, or registers the facility where the suspected abuse or neglect took place; or the report is to the Texas Juvenile Justice Department as a report of suspected abuse or neglect in a juvenile justice program or facility.

Reporting your suspicion to a school counselor, a principal, or another school staff member does NOT fulfill your responsibilities under the law. Furthermore, the District cannot require you to report your suspicion first to a school administrator.

Will my report be kept confidential?

State law requires that the identity of a person making a report of suspected child abuse or neglect be kept confidential.

Will I be liable in any way for making a report?

A person who in good faith reports or assists in the investigation of a report of child abuse or neglect is immune from civil or criminal liability.

What will happen if I don't report suspected child abuse or neglect?

By failing to report a suspicion of child abuse or neglect:

- You may be placing a child at risk of continued abuse or neglect;
- You are violating the law and may be subject to legal penalties, including criminal sanctions;
- You are violating Board policy and may be subject to disciplinary action, including possible termination of your employment; and
- Your certification from the State Board for Educator Certification may be suspended, revoked, or canceled.

What are my responsibilities regarding investigations of abuse or neglect?

State law specifically prohibits school officials from:

- Denying an investigator's request to interview a child at school in connection with an investigation of child abuse or neglect; or
- Requiring that a parent or school employee be present during the interview.

School personnel must cooperate fully and may not interfere with an investigation of reported child abuse or neglect.

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An employee will make a report if the employee has cause to believe that an adult was a victim of abuse or neglect as a child and the employee determines in good faith that disclosure of the information is necessary to protect the health and safety of another child or an elderly or disabled person.

Are there any restrictions on reporting?

Under state law, an employee is prohibited from using or threatening to use a parent's refusal to consent to administration of a psychotropic drug or to any other psychiatric or psychological testing or treatment of a child as the sole basis for making a report of neglect, unless the employee has cause to believe that the refusal:

- Presents a substantial risk of death, disfigurement, or bodily injury to the child; or
- Has resulted in an observable and material impairment to the growth, development, or functioning of the child.

To whom do I make a report?

Reports may be made to any of the following:

- A law enforcement agency: The Rosenberg Police Department, at (832) 256-9268;
- The CPS division of the Texas Department of Family and Protective Services, at (800) 252-5400 or on the web at www.txabusehotline.org; or

- If applicable, the state agency operating, licensing, certifying, or registering the facility in which the suspected abuse or neglect occurred.

However, if the suspected abuse or neglect involves a person responsible for the care, custody, or welfare of the child, the report must be made to CPS, unless the report is to the state agency that operates, licenses, certifies, or registers the facility where the suspected abuse or neglect took place; or the report is to the Texas Juvenile Justice Department as a report of suspected abuse or neglect in a juvenile justice program or facility.

Reporting your suspicion to a school counselor, a principal, or another school staff member does NOT fulfill your responsibilities under the law. Furthermore, the District cannot require you to report your suspicion first to a school administrator.

Will my report be kept confidential?

State law requires that the identity of a person making a report of suspected child abuse or neglect be kept confidential.

Will I be liable in any way for making a report?

A person who in good faith reports or assists in the investigation of a report of child abuse or neglect is immune from civil or criminal liability.

What will happen if I don't report suspected child abuse or neglect?

By failing to report a suspicion of child abuse or neglect:

- You may be placing a child at risk of continued abuse or neglect;
- You are violating the law and may be subject to legal penalties, including criminal sanctions;
- You are violating Board policy and may be subject to disciplinary action, including possible termination of your employment; and
- Your certification from the State Board for Educator Certification may be suspended, revoked, or canceled.

What are my responsibilities regarding investigations of abuse or neglect?

State law specifically prohibits school officials from:

- Denying an investigator's request to interview a child at school in connection with an investigation of child abuse or neglect; or
- Requiring that a parent or school employee be present during the interview.

School personnel must cooperate fully and may not interfere with an investigation of reported child abuse or neglect.

STUDENT ACTIVITIES
TRAVEL

FMG
(LOCAL)

SCHOOL-SPONSORED
TRIPS IN GENERAL

Students who participate in school-sponsored trips shall be required to ride in transportation provided by the school to and from the event. Exception may be made if the student's parent or guardian personally requests that the student be allowed to ride with the parent and signs a release form. The District shall not be liable for any injuries that occur to students riding in vehicles that are not provided by the school.

OVERNIGHT TRIPS

The Board permits students to take school-sponsored overnight trips with prior approval of the Superintendent or designee for the following purposes:

1. Instructional purposes (field trips and excursions).
2. Activities of school-sponsored or -sanctioned clubs or organizations.
3. UIL or other sanctioned competitions.

STUDENT MEAL
ALLOWANCES

Student meal allowances will be as follows:

Breakfast - \$4

Lunch - \$6

Dinner - \$8

DELETE

Lamar CISD
079901

~~STUDENT ACTIVITIES
TRAVEL~~

FMG
(LOCAL)

~~SCHOOL-SPONSORED
TRIPS IN GENERAL~~

~~Students who participate in school-sponsored trips shall be required to ride in transportation provided by the school to and from the event. Exception may be made if the student's parent or guardian personally requests that the student be allowed to ride with the parent and signs a release form. The District shall not be liable for any injuries that occur to students riding in vehicles that are not provided by the school.~~

~~OVERNIGHT TRIPS~~

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- ~~3. UIL or other sanctioned competitions.~~

~~STUDENT MEAL
ALLOWANCES~~

~~Student meal allowances will be as follows:~~

~~Breakfast—\$4~~

~~Lunch—\$6~~

~~Dinner—\$8~~

DATE ISSUED: 1/31/2000
LDU-05-00
FMG(LOCAL)-X

ADOPTED:

1 of 1

STUDENT RIGHTS AND RESPONSIBILITIES
STUDENT AND PARENT COMPLAINTS/GRIEVANCES

FNG
(LOCAL)

COMPLAINTS

In this policy, the terms “complaint” and “grievance” shall have the same meaning.

OTHER COMPLAINT
PROCESSES

Student or parent complaints shall be filed in accordance with this policy, except as provided below:

1. Complaints alleging discrimination or harassment based on race, color, gender, national origin, disability, or religion shall be submitted in accordance with FFH.
2. Complaints concerning dating violence shall be submitted in accordance with FFH.
3. Complaints concerning retaliation related to discrimination and harassment shall be submitted in accordance with FFH.
4. Complaints concerning bullying or retaliation related to bullying shall be submitted in accordance with FFI.
5. Complaints concerning loss of credit on the basis of attendance shall be submitted in accordance with FEC.
6. Complaints concerning removal to a disciplinary alternative education program shall be submitted in accordance with FOC and the Student Code of Conduct.
7. Complaints concerning expulsion shall be submitted in accordance with FOD and the Student Code of Conduct.
8. Complaints concerning any final decisions of the gifted and talented selection committee regarding selection for or exit from the gifted program shall be submitted in accordance with EHBB.
9. Complaints concerning identification, evaluation, or educational placement of a student with a disability within the scope of Section 504 shall be submitted in accordance with FB and the procedural safeguards handbook.
10. Complaints concerning identification, evaluation, educational placement, or discipline of a student with a disability within the scope of the Individuals with Disabilities Education Act shall be submitted in accordance with EHBAE, FOF, and the procedural safeguards handbook provided to parents of all students referred to special education.
11. Complaints concerning instructional materials shall be submitted in accordance with EFA.
12. Complaints concerning a commissioned peace officer who is an employee of the District shall be submitted in accordance with CKE.

STUDENT RIGHTS AND RESPONSIBILITIES
STUDENT AND PARENT COMPLAINTS/GRIEVANCES

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(LOCAL)

	<p>13. Complaints concerning intradistrict transfers or campus assignment shall be submitted in accordance with FDB.</p> <p>14. Complaints concerning admission, placement, or services provided for a homeless student shall be submitted in accordance with FDC.</p>
NOTICE TO STUDENTS AND PARENTS	The District shall inform students and parents of this policy.
GUIDING PRINCIPLES	The Board encourages students and parents to discuss their concerns and complaints through informal conferences with the appropriate teacher, principal, or other campus administrator.
INFORMAL PROCESS	Concerns should be expressed as soon as possible to allow early resolution at the lowest possible administrative level.
FORMAL PROCESS	<p>If an informal conference regarding a complaint fails to reach the outcome requested by the student or parent, the student or parent may initiate the formal process described below by timely filing a written complaint form.</p> <p>Even after initiating the formal complaint process, students and parents are encouraged to seek informal resolution of their concerns. A student or parent whose concerns are resolved may withdraw a formal complaint at any time.</p>
	<hr/> <p>The process described in this policy shall not be construed to create new or additional rights beyond those granted by law or Board policy, nor to require a full evidentiary hearing or "mini-trial" at any level.</p>
FREEDOM FROM RETALIATION	Neither the Board nor any District employee shall unlawfully retaliate against any student or parent for bringing a concern or complaint.
GENERAL PROVISIONS	Complaint forms and appeal notices may be filed by hand-delivery, fax, or U.S. Mail. Hand-delivered filings shall be timely filed if received by the appropriate administrator or designee by the close of business on the deadline. Fax filings shall be timely filed if they are received on or before the deadline, as indicated by the date/time shown on the fax copy. Mail filings shall be timely filed if they are postmarked by U.S. Mail on or before the deadline and received by the appropriate administrator or designated representative no more than three days after the deadline.
FILING	
RESPONSE	At Levels One and Two, "response" shall mean a written communication to the student or parent from the appropriate administrator. Responses may be hand-delivered or sent by U.S. Mail to the student's or parent's mailing address of record. Mailed responses

STUDENT RIGHTS AND RESPONSIBILITIES
STUDENT AND PARENT COMPLAINTS/GRIEVANCES

FNG
(LOCAL)

	shall be timely if they are postmarked by U.S. Mail on or before the deadline.
DAYS	“Days” shall mean District business days. In calculating time lines under this policy, the day a document is filed is “day zero.” The following business day is “day one.”
REPRESENTATIVE	“Representative” shall mean any person who or organization that is designated by the student or parent to represent the student or parent in the complaint process. A student may be represented by an adult at any level of the complaint. The student or parent may designate a representative through written notice to the District at any level of this process. If the student or parent designates a representative with fewer than three days’ notice to the District before a scheduled conference or hearing, the District may reschedule the conference or hearing to a later date, if desired, in order to include the District’s counsel. The District may be represented by counsel at any level of the process.
CONSOLIDATING COMPLAINTS	Complaints arising out of an event or a series of related events shall be addressed in one complaint. A student or parent shall not bring separate or serial complaints arising from any event or series of events that have been or could have been addressed in a previous complaint.
UNTIMELY FILINGS	All time limits shall be strictly followed unless modified by mutual written consent. If a complaint form or appeal notice is not timely filed, the complaint may be dismissed, on written notice to the student or parent, at any point during the complaint process. The student or parent may appeal the dismissal by seeking review in writing within ten days from the date of the written dismissal notice, starting at the level at which the complaint was dismissed. Such appeal shall be limited to the issue of timeliness.
COSTS INCURRED	Each party shall pay its own costs incurred in the course of the complaint.
COMPLAINT FORM	Complaints under this policy shall be submitted in writing on a form provided by the District. Copies of any documents that support the complaint should be attached to the complaint form. If the student or parent does not have copies of these documents, copies may be presented at the Level One conference. After the Level One conference, no new documents may be submitted by the student or parent unless the student or parent did not know the documents existed before the Level One conference.

STUDENT RIGHTS AND RESPONSIBILITIES
STUDENT AND PARENT COMPLAINTS/GRIEVANCES

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(LOCAL)

A complaint form that is incomplete in any material aspect may be dismissed, but may be refiled with all the required information if the refiling is within the designated time for filing a complaint.

LEVEL ONE

Complaint forms must be filed:

1. Within 15 days of the date the student or parent first knew, or with reasonable diligence should have known, of the decision or action giving rise to the complaint or grievance; and
2. With the lowest level administrator who has the authority to remedy the alleged problem.

In most circumstances, students and parents shall file Level One complaints with the campus principal.

If the only administrator who has authority to remedy the alleged problem is the Superintendent or designee, the complaint may begin at Level Two following the procedure, including deadlines, for filing the complaint form at Level One.

If the complaint is not filed with the appropriate administrator, the receiving administrator must note the date and time the complaint form was received and immediately forward the complaint form to the appropriate administrator.

The appropriate administrator shall investigate as necessary and hold a conference with the student or parent within ten days after receipt of the written complaint. The administrator may set reasonable time limits for the conference.

The administrator shall provide the student or parent a written response within ten days following the conference. The written response shall set forth the basis of the decision. In reaching a decision, the administrator may consider information provided at the Level One conference and any other relevant documents or information the administrator believes will help resolve the complaint.

LEVEL TWO

If the student or parent did not receive the relief requested at Level One or if the time for a response has expired, the student or parent may request a conference with the Superintendent or designee to appeal the Level One decision.

The appeal notice must be filed in writing, on a form provided by the District, within ten days of the date of the written Level One response or, if no response was received, within ten days of the Level One response deadline.

After receiving notice of the appeal, the Level One administrator shall prepare and forward a record of the Level One complaint to

the Level Two administrator. The student or parent may request a copy of the Level One record.

The Level One record shall include:

1. The original complaint form and any attachments.
2. All other documents submitted by the student or parent at Level One.
3. The written response issued at Level One and any attachments.
4. All other documents relied upon by the Level One administrator in reaching the Level One decision.

The Superintendent or designee shall hold a conference within ten days after the appeal notice is filed. The conference shall be limited to the issues presented by the student or parent at Level One and identified in the Level Two appeal notice. At the conference, the student or parent may provide information concerning any documents or information relied upon by the administration for the Level One decision. The Superintendent or designee may set reasonable time limits for the conference.

The Superintendent or designee shall provide the student or parent a written response within ten days following the conference. The written response shall set forth the basis of the decision. In reaching a decision, the Superintendent or designee may consider the Level One record, information provided at the Level Two conference, and any other relevant documents or information the Superintendent or designee believes will help resolve the complaint.

Recordings of the Level One and Level Two conferences, if any, shall be maintained with the Level One and Level Two records.

LEVEL THREE

If the student or parent did not receive the relief requested at Level Two or if the time for a response has expired, the student or parent may appeal the decision to the Board.

The appeal notice must be filed in writing, on a form provided by the District, within ten days of the date of the written Level Two response or, if no response was received, within ten days of the Level Two response deadline.

The Superintendent or designee shall inform the student or parent of the date, time, and place of the Board meeting at which the complaint will be on the agenda for presentation to the Board.

STUDENT RIGHTS AND RESPONSIBILITIES
STUDENT AND PARENT COMPLAINTS/GRIEVANCES

FNG
(LOCAL)

The Superintendent or designee shall provide the Board the record of the Level Two appeal. The student or parent may request a copy of the Level Two record.

The Level Two record shall include:

1. The Level One record.
2. The notice of appeal from Level One to Level Two.
3. The written response issued at Level Two and any attachments.
4. All other documents relied upon by the administration in reaching the Level Two decision.

If at the Level Three hearing the administration intends to rely on evidence not included in the Level Two record, the administration shall provide the student or parent notice of the nature of the evidence at least three days before the hearing.

The District shall determine whether the complaint will be presented in open or closed meeting in accordance with the Texas Open Meetings Act and other applicable law. [See BE]

The presiding officer may set reasonable time limits and guidelines for the presentation, including an opportunity for the student or parent and administration to each make a presentation and provide rebuttal and an opportunity for questioning by the Board. The Board shall hear the complaint and may request that the administration provide an explanation for the decisions at the preceding levels.

In addition to any other record of the Board meeting required by law, the Board shall prepare a separate record of the Level Three presentation. The Level Three presentation, including the presentation by the student or parent or the student's representative, any presentation from the administration, and questions from the Board with responses, shall be recorded by audio recording, video/audio recording, or court reporter.

The Board shall then consider the complaint. It may give notice of its decision orally or in writing at any time up to and including the next regularly scheduled Board meeting. If the Board does not make a decision regarding the complaint by the end of the next regularly scheduled meeting, the lack of a response by the Board upholds the administrative decision at Level Two.

REVISED

Lamar CISD
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STUDENT RIGHTS AND RESPONSIBILITIES
STUDENT AND PARENT COMPLAINTS/GRIEVANCES

FNG
(LOCAL)

COMPLAINTS

In this policy, the terms "complaint" and "grievance" shall have the same meaning.

OTHER COMPLAINT
PROCESSES

Student or parent complaints shall be filed in accordance with this policy, except as **required by the policies listed below. Some of these policies require appeals to be submitted in accordance with FNG after the relevant complaint process** provided below:

1. Complaints alleging discrimination or harassment based on race, color, gender, national origin, disability, or religion shall be submitted in accordance with FFH.
2. Complaints concerning dating violence shall be submitted in accordance with FFH.
3. Complaints concerning retaliation related to discrimination and harassment shall be submitted in accordance with FFH.
4. Complaints concerning bullying or retaliation related to bullying shall be submitted in accordance with FFI.
5. Complaints concerning **failure to award** less of credit or a **final grade** on the basis of attendance shall be submitted in accordance with FEC.
- ~~6.~~ Complaints concerning removal to a disciplinary alternative education program shall be submitted in accordance with FOC and the Student Code of Conduct.
- ~~7.~~6. Complaints concerning expulsion shall be submitted in accordance with FOD and the Student Code of Conduct.
- ~~8.~~7. Complaints concerning any final decisions of the gifted and talented selection committee regarding selection for or exit from the gifted program shall be submitted in accordance with EHBB.
- ~~9.~~8. Complaints concerning identification, evaluation, or educational placement of a student with a disability within the scope of Section 504 shall be submitted in accordance with FB and the procedural safeguards handbook.
- ~~10.~~9. Complaints concerning identification, evaluation, educational placement, or discipline of a student with a disability within the scope of the Individuals with Disabilities Education Act shall be submitted in accordance with EHBAE, FOF, and the procedural safeguards handbook provided to parents of all students referred to special education.
- ~~11.~~10. Complaints concerning instructional materials shall be submitted in accordance with EFA.

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UPDATE 10195
FNG(LOCAL)-A

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STUDENT RIGHTS AND RESPONSIBILITIES
STUDENT AND PARENT COMPLAINTS/GRIEVANCES

FNG
(LOCAL)

	<p>12.11. Complaints concerning a commissioned peace officer who is an employee of the District shall be submitted in accordance with CKE.</p> <p>13.12. Complaints concerning intradistrict transfers or campus assignment shall be submitted in accordance with FDB.</p> <p>14.13. Complaints concerning admission, placement, or services provided for a homeless student shall be submitted in accordance with FDC.</p>
NOTICE TO STUDENTS AND PARENTS	The District shall inform students and parents of this policy through appropriate District publications.
GUIDING PRINCIPLES INFORMAL PROCESS	<p>The Board encourages students and parents to discuss their concerns and complaints through informal conferences with the appropriate teacher, principal, or other campus administrator who has the authority to address the concerns.</p> <p>Concerns should be expressed as soon as possible to allow early resolution at the lowest possible administrative level.</p> <p>Informal resolution shall be encouraged but shall not extend any deadlines in this policy, except by mutual written consent.</p>
FORMAL PROCESS	<p>All an informal conference regarding a complaint fails to reach the outcome requested by the student or parent, the student or parent may initiate the formal process described below by timely filing a written complaint form.</p> <p>Even after initiating the formal complaint process, students and parents are encouraged to seek informal resolution of their concerns. A student or parent whose concerns are resolved may withdraw a formal complaint at any time.</p> <p>The process described in this policy shall not be construed to create new or additional rights beyond those granted by law or Board policy, nor to require a full evidentiary hearing or "mini-trial" at any level.</p>
FREEDOM FROM RETALIATION	Neither the Board nor any District employee shall unlawfully retaliate against any student or parent for bringing a concern or complaint.
GENERAL PROVISIONS FILING	Complaint forms and appeal notices may be filed by hand-delivery, by electronic communication, including e-mail and fax, or by fax, or U.S. Mail. Hand-delivered filings shall be timely filed if received by the appropriate administrator or designee by the close of business on the deadline. Filings submitted by electronic communication Fax filings shall be timely filed if they are received

STUDENT RIGHTS AND RESPONSIBILITIES
STUDENT AND PARENT COMPLAINTS/GRIEVANCES

FNG
(LOCAL)

	<p>by the close of business on or before the deadline, as indicated by the date/time shown on the electronic communication copy. Mail filings shall be timely filed if they are postmarked by U.S. Mail on or before the deadline and received by the appropriate administrator or designated representative no more than three days after the deadline.</p>
SCHEDULING CONFERENCES	<p>The District shall make reasonable attempts to schedule conferences at a mutually agreeable time. If a student or parent fails to appear at a scheduled conference, the District may hold the conference and issue a decision in the student's or parent's absence.</p>
RESPONSE	<p>At Levels One and Two, "response" shall mean a written communication to the student or parent from the appropriate administrator. Responses may be hand-delivered, sent by electronic communication to the student's or parent's e-mail address of record, or sent by U.S. Mail to the student's or parent's mailing address of record. Mailed responses shall be timely if they are postmarked by U.S. Mail on or before the deadline.</p>
DAYS	<p>"Days" shall mean District business days. In calculating time lines under this policy, the day a document is filed is "day zero." The following business day is "day one."</p>
REPRESENTATIVE	<p>"Representative" shall mean any person who or organization that is designated by the student or parent to represent the student or parent in the complaint process. A student may be represented by an adult at any level of the complaint.</p> <p>The student or parent may designate a representative through written notice to the District at any level of this process. If the student or parent designates a representative with fewer than three days' notice to the District before a scheduled conference or hearing, the District may reschedule the conference or hearing to a later date, if desired, in order to include the District's counsel. The District may be represented by counsel at any level of the process.</p>
CONSOLIDATING COMPLAINTS	<p>Complaints arising out of an event or a series of related events shall be addressed in one complaint. A student or parent shall not file bring separate or serial complaints arising from any event or series of events that have been or could have been addressed in a previous complaint.</p>
UNTIMELY FILINGS	<p>All time limits shall be strictly followed unless modified by mutual written consent.</p> <p>If a complaint form or appeal notice is not timely filed, the complaint may be dismissed, on written notice to the student or parent, at any point during the complaint process. The student or parent</p>

STUDENT RIGHTS AND RESPONSIBILITIES
STUDENT AND PARENT COMPLAINTS/GRIEVANCES

FNG
(LOCAL)

may appeal the dismissal by seeking review in writing within ten days from the date of the written dismissal notice, starting at the level at which the complaint was dismissed. Such appeal shall be limited to the issue of timeliness.

COSTS INCURRED

Each party shall pay its own costs incurred in the course of the complaint.

COMPLAINT AND
APPEAL
FORMS

Complaints **and appeals** under this policy shall be submitted in writing on a form provided by the District.

Copies of any documents that support the complaint should be attached to the complaint form. If the student or parent does not have copies of these documents, copies may be presented at the Level One conference. After the Level One conference, no new documents may be submitted by the student or parent unless the student or parent did not know the documents existed before the Level One conference.

A complaint **or appeal** form that is incomplete in any material aspect may be dismissed, but may be refiled with all the required information if the refiling is within the designated time for filing a complaint.

LEVEL ONE

Complaint forms must be filed:

1. Within 15 days of the date the student or parent first knew, or with reasonable diligence should have known, of the decision or action giving rise to the complaint or grievance; and
2. With the lowest level administrator who has the authority to remedy the alleged problem.

In most circumstances, students and parents shall file Level One complaints with the campus principal.

If the only administrator who has authority to remedy the alleged problem is the Superintendent or designee, the complaint may begin at Level Two following the procedure, including deadlines, for filing the complaint form at Level One.

If the complaint is not filed with the appropriate administrator, the receiving administrator must note the date and time the complaint form was received and immediately forward the complaint form to the appropriate administrator.

The appropriate administrator shall investigate as necessary and **schedule** hold a conference with the student or parent within ten days after receipt of the written complaint. The administrator may set reasonable time limits for the conference.

LEVEL TWO

Absent extenuating circumstances, the The administrator shall provide the student or parent a written response within ten days following the conference. The written response shall set forth the basis of the decision. In reaching a decision, the administrator may consider information provided at the Level One conference and any other relevant documents or information the administrator believes will help resolve the complaint.

If the student or parent did not receive the relief requested at Level One or if the time for a response has expired, the student or parent may request a conference with the Superintendent or designee to appeal the Level One decision.

The appeal notice must be filed in writing, on a form provided by the District, within ten days of the date of the written Level One response or, if no response was received, within ten days of the Level One response deadline.

After receiving notice of the appeal, the Level One administrator shall prepare and forward a record of the Level One complaint to the Level Two administrator. The student or parent may request a copy of the Level One record.

The Level One record shall include:

1. The original complaint form and any attachments.
2. All other documents submitted by the student or parent at Level One.
3. The written response issued at Level One and any attachments.
4. All other documents relied upon by the Level One administrator in reaching the Level One decision.

The Superintendent or designee shall ~~schedule~~ hold a conference within ten days after the appeal notice is filed. The conference shall be limited to the issues **and documents considered** presented by the student or parent at Level One and identified in the Level Two appeal notice. At the conference, the student or parent may provide information concerning any documents or information relied upon by the administration for the Level One decision. The Superintendent or designee may set reasonable time limits for the conference.

The Superintendent or designee shall provide the student or parent a written response within ten days following the conference. The written response shall set forth the basis of the decision. In reaching a decision, the Superintendent or designee may consider the

LEVEL THREE

Level One record, information provided at the Level Two conference, and any other relevant documents or information the Superintendent or designee believes will help resolve the complaint.

Recordings of the Level One and Level Two conferences, if any, shall be maintained with the Level One and Level Two records.

If the student or parent did not receive the relief requested at Level Two or if the time for a response has expired, the student or parent may appeal the decision to the Board.

The appeal notice must be filed in writing, on a form provided by the District, within ten days of the date of the written Level Two response or, if no response was received, within ten days of the Level Two response deadline.

The Superintendent or designee shall inform the student or parent of the date, time, and place of the Board meeting at which the complaint will be on the agenda for presentation to the Board.

The Superintendent or designee shall provide the Board the record of the Level Two appeal. The student or parent may request a copy of the Level Two record.

The Level Two record shall include:

1. The Level One record.
2. The notice of appeal from Level One to Level Two.
3. The written response issued at Level Two and any attachments.
4. All other documents relied upon by the administration in reaching the Level Two decision.

The appeal shall be limited to the issues and documents considered at Level Two, except that if at the Level Three hearing the administration intends to rely on evidence not included in the Level Two record, the administration shall provide the student or parent notice of the nature of the evidence at least three days before the hearing.

The District shall determine whether the complaint will be presented in open or closed meeting in accordance with the Texas Open Meetings Act and other applicable law. [See BE]

The presiding officer may set reasonable time limits and guidelines for the presentation, including an opportunity for the student or parent and administration to each make a presentation and provide rebuttal and an opportunity for questioning by the Board. The Board shall hear the complaint and may request that the admin-

STUDENT RIGHTS AND RESPONSIBILITIES
STUDENT AND PARENT COMPLAINTS/GRIEVANCES

FNG
(LOCAL)

istration provide an explanation for the decisions at the preceding levels.

In addition to any other record of the Board meeting required by law, the Board shall prepare a separate record of the Level Three presentation. The Level Three presentation, including the presentation by the student or parent or the student's representative, any presentation from the administration, and questions from the Board with responses, shall be recorded by audio recording, video/audio recording, or court reporter.

The Board shall then consider the complaint. It may give notice of its decision orally or in writing at any time up to and including the next regularly scheduled Board meeting. If the Board does not make a decision regarding the complaint by the end of the next regularly scheduled meeting, the lack of a response by the Board upholds the administrative decision at Level Two.

PUBLIC COMPLAINTS

GF
(LOCAL)

COMPLAINTS In this policy, the terms “complaint” and “grievance” shall have the same meaning.

OTHER COMPLAINT PROCESSES Complaints by members of the public shall be filed in accordance with this policy, except as provided below:

1. Complaints concerning instructional materials shall be filed in accordance with EFA.
2. Complaints concerning a commissioned peace officer who is an employee of the District shall be filed in accordance with CKE.

GUIDING PRINCIPLES
INFORMAL PROCESS The Board encourages the public to discuss concerns and complaints through informal conferences with the appropriate administrator.

Concerns should be expressed as soon as possible to allow early resolution at the lowest possible administrative level.

FORMAL PROCESS If an informal conference regarding a complaint fails to reach the outcome requested by an individual, he or she may initiate the formal process described below by timely filing a written complaint form.

Even after initiating the formal complaint process, individuals are encouraged to seek informal resolution of their concerns. An individual whose concerns are resolved may withdraw a formal complaint at any time.

The process described in this policy shall not be construed to create new or additional rights beyond those granted by law or Board policy, nor to require a full evidentiary hearing or “mini-trial” at any level.

FREEDOM FROM RETALIATION Neither the Board nor any District employee shall unlawfully retaliate against any individual for bringing a concern or complaint.

GENERAL PROVISIONS
FILING Complaint forms and appeal notices may be filed by hand-delivery, fax, or U.S. Mail. Hand-delivered filings shall be timely filed if received by the appropriate administrator or designee by the close of business on the deadline. Fax filings shall be timely filed if they are received on or before the deadline, as indicated by the date/time shown on the fax copy. Mail filings shall be timely filed if they are postmarked by U.S. Mail on or before the deadline and received by the appropriate administrator or designated representative no more than three days after the deadline.

RESPONSE At Levels One and Two, “response” shall mean a written communication to the individual from the appropriate administrator. Responses may be hand-delivered or sent by U.S. Mail to the individ-

PUBLIC COMPLAINTS

GF
(LOCAL)

	<p>ual's mailing address of record. Mailed responses shall be timely if they are postmarked by U.S. Mail on or before the deadline.</p>
DAYS	<p>"Days" shall mean District business days. In calculating time lines under this policy, the day a document is filed is "day zero." The following business day is "day one."</p>
REPRESENTATIVE	<p>"Representative" shall mean any person who or organization that is designated by an individual to represent the individual in the complaint process.</p> <p>The individual may designate a representative through written notice to the District at any level of this process. If the individual designates a representative with fewer than three days' notice to the District before a scheduled conference or hearing, the District may reschedule the conference or hearing to a later date, if desired, in order to include the District's counsel. The District may be represented by counsel at any level of the process.</p>
CONSOLIDATING COMPLAINTS	<p>Complaints arising out of an event or a series of related events shall be addressed in one complaint. An individual shall not bring separate or serial complaints arising from any event or series of events that have been or could have been addressed in a previous complaint.</p>
UNTIMELY FILINGS	<p>All time limits shall be strictly followed unless modified by mutual written consent.</p> <p>If a complaint form or appeal notice is not timely filed, the complaint may be dismissed, on written notice to the individual, at any point during the complaint process. The individual may appeal the dismissal by seeking review in writing within ten days from the date of the written dismissal notice, starting at the level at which the complaint was dismissed. Such appeal shall be limited to the issue of timeliness.</p>
COSTS INCURRED	<p>Each party shall pay its own costs incurred in the course of the complaint.</p>
COMPLAINT FORM	<p>Complaints under this policy shall be submitted in writing on a form provided by the District.</p> <p>Copies of any documents that support the complaint should be attached to the complaint form. If the individual does not have copies of these documents, they may be presented at the Level One conference. After the Level One conference, no new documents may be submitted by the individual unless the individual did not know the documents existed before the Level One conference.</p>

PUBLIC COMPLAINTS

GF
(LOCAL)

A complaint form that is incomplete in any material aspect may be dismissed, but may be refiled with all the required information if the refiling is within the designated time for filing a complaint.

LEVEL ONE

Complaint forms must be filed:

1. Within 15 days of the date the individual first knew, or with reasonable diligence should have known, of the decision or action giving rise to the complaint or grievance; and
2. With the lowest level administrator who has the authority to remedy the alleged problem.

If the only administrator who has authority to remedy the alleged problem is the Superintendent or designee, the complaint may begin at Level Two following the procedure, including deadlines, for filing the complaint form at Level One.

If the complaint is not filed with the appropriate administrator, the receiving administrator must note the date and time the complaint form was received and immediately forward the complaint form to the appropriate administrator.

The appropriate administrator shall investigate as necessary and hold a conference with the individual within ten days after receipt of the written complaint. The administrator may set reasonable time limits for the conference.

The administrator shall provide the individual a written response within ten days following the conference. The written response shall set forth the basis of the decision. In reaching a decision, the administrator may consider information provided at the Level One conference and any other relevant documents or information the administrator believes will help resolve the complaint.

LEVEL TWO

If the individual did not receive the relief requested at Level One or if the time for a response has expired, he or she may request a conference with the Superintendent or designee to appeal the Level One decision.

The appeal notice must be filed in writing, on a form provided by the District, within ten days of the date of the written Level One response or, if no response was received, within ten days of the Level One response deadline.

After receiving notice of the appeal, the Level One administrator shall prepare and forward a record of the Level One complaint to the Level Two administrator. The individual may request a copy of the Level One record.

The Level One record shall include:

PUBLIC COMPLAINTS

GF
(LOCAL)

1. The original complaint form and any attachments.
2. All other documents submitted by the individual at Level One.
3. The written response issued at Level One and any attachments.
4. All other documents relied upon by the Level One administrator in reaching the Level One decision.

The Superintendent or designee shall hold a conference within ten days after the appeal notice is filed. The conference shall be limited to the issues presented by the individual at Level One and identified in the Level Two appeal notice. At the conference, the individual may provide information concerning any documents or information relied upon by the administration for the Level One decision. The Superintendent or designee may set reasonable time limits for the conference.

The Superintendent or designee shall provide the individual a written response within ten days following the conference. The written response shall set forth the basis of the decision. In reaching a decision, the Superintendent or designee may consider the Level One record, information provided at the Level Two conference, and any other relevant documents or information the Superintendent or designee believes will help resolve the complaint.

Recordings of the Level One and Level Two conferences, if any, shall be maintained with the Level One and Level Two records.

LEVEL THREE

If the individual did not receive the relief requested at Level Two or if the time for a response has expired, he or she may appeal the decision to the Board.

The appeal notice must be filed in writing, on a form provided by the District, within ten days of the date of the written Level Two response or, if no response was received, within ten days of the Level Two response deadline.

The Superintendent or designee shall inform the individual of the date, time, and place of the Board meeting at which the complaint will be on the agenda for presentation to the Board.

The Superintendent or designee shall provide the Board the record of the Level Two appeal. The individual may request a copy of the Level Two record.

The Level Two record shall include:

1. The Level One record.
2. The notice of appeal from Level One to Level Two.

3. The written response issued at Level Two and any attachments.
4. All other documents relied upon by the administration in reaching the Level Two decision.

If at the Level Three hearing the administration intends to rely on evidence not included in the Level Two record, the administration shall provide the individual notice of the nature of the evidence at least three days before the hearing.

The District shall determine whether the complaint will be presented in open or closed meeting in accordance with the Texas Open Meetings Act and other applicable law. [See BE]

The presiding officer may set reasonable time limits and guidelines for the presentation, including an opportunity for the individual and administration to each make a presentation and provide rebuttal and an opportunity for questioning by the Board. The Board shall hear the complaint and may request that the administration provide an explanation for the decisions at the preceding levels.

In addition to any other record of the Board meeting required by law, the Board shall prepare a separate record of the Level Three presentation. The Level Three presentation, including the presentation by the individual or his or her representative, any presentation from the administration, and questions from the Board with responses, shall be recorded by audio recording, video/audio recording, or court reporter.

The Board shall then consider the complaint. It may give notice of its decision orally or in writing at any time up to and including the next regularly scheduled Board meeting. If the Board does not make a decision regarding the complaint by the end of the next regularly scheduled meeting, the lack of a response by the Board upholds the administrative decision at Level Two.

REVISED

Lamar CISD
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PUBLIC COMPLAINTS

GF
(LOCAL)

COMPLAINTS

In this policy, the terms "complaint" and "grievance" shall have the same meaning.

OTHER COMPLAINT PROCESSES

Complaints by members of the public shall be filed in accordance with this policy, except as **required by the policies listed below. Some of these policies require appeals to be submitted in accordance with GF after the relevant complaint process** provided below:

1. Complaints concerning instructional materials shall be filed in accordance with EFA.
2. Complaints concerning a commissioned peace officer who is an employee of the District shall be filed in accordance with CKE.

GUIDING PRINCIPLES
INFORMAL PROCESS

The Board encourages the public to discuss concerns and complaints through informal conferences with **the appropriate administrator who has the authority to address the concerns.**

Concerns should be expressed as soon as possible to allow early resolution at the lowest possible administrative level.

Informal resolution shall be encouraged but shall not extend any deadlines in this policy, except by mutual written consent.

FORMAL PROCESS

An individual if an informal conference regarding a complaint fails to reach the outcome requested by an individual, he or she may initiate the formal process described below by timely filing a written complaint form.

Even after initiating the formal complaint process, individuals are encouraged to seek informal resolution of their concerns. An individual whose concerns are resolved may withdraw a formal complaint at any time.

The process described in this policy shall not be construed to create new or additional rights beyond those granted by law or Board policy, nor to require a full evidentiary hearing or "mini-trial" at any level.

FREEDOM FROM RETALIATION

Neither the Board nor any District employee shall unlawfully retaliate against any individual for bringing a concern or complaint.

GENERAL PROVISIONS
FILING

Complaint forms and appeal notices may be filed by hand-delivery, **by electronic communication, including e-mail and fax, or by fax,** or U.S. Mail. Hand-delivered filings shall be timely filed if received by the appropriate administrator or designee by the close of business on the deadline. **Filings submitted by electronic communication** Fax filings shall be timely filed if they are received **by the close of business on or before** the deadline, as indicat-

DATE ISSUED: 12/19/2014-10/9/2012
UPDATE 10195
GF(LOCAL)-A

	<p>ed by the date/time shown on the electronic communication ^{fax} copy. Mail filings shall be timely filed if they are postmarked by U.S. Mail on or before the deadline and received by the appropriate administrator or designated representative no more than three days after the deadline.</p>
SCHEDULING CONFERENCES	<p>The District shall make reasonable attempts to schedule conferences at a mutually agreeable time. If the individual fails to appear at a scheduled conference, the District may hold the conference and issue a decision in the individual's absence.</p>
RESPONSE	<p>At Levels One and Two, "response" shall mean a written communication to the individual from the appropriate administrator. Responses may be hand-delivered, sent by electronic communication to the individual's e-mail address of record, or sent by U.S. Mail to the individual's mailing address of record. Mailed responses shall be timely if they are postmarked by U.S. Mail on or before the deadline.</p>
DAYS	<p>"Days" shall mean District business days. In calculating time lines under this policy, the day a document is filed is "day zero." The following business day is "day one."</p>
REPRESENTATIVE	<p>"Representative" shall mean any person who or organization that is designated by an individual to represent the individual in the complaint process.</p> <p>The individual may designate a representative through written notice to the District at any level of this process. If the individual designates a representative with fewer than three days' notice to the District before a scheduled conference or hearing, the District may reschedule the conference or hearing to a later date, if desired, in order to include the District's counsel. The District may be represented by counsel at any level of the process.</p>
CONSOLIDATING COMPLAINTS	<p>Complaints arising out of an event or a series of related events shall be addressed in one complaint. An individual shall not file bring separate or serial complaints arising from any event or series of events that have been or could have been addressed in a previous complaint.</p>
UNTIMELY FILINGS	<p>All time limits shall be strictly followed unless modified by mutual written consent.</p> <p>If a complaint form or appeal notice is not timely filed, the complaint may be dismissed, on written notice to the individual, at any point during the complaint process. The individual may appeal the dismissal by seeking review in writing within ten days from the date of the written dismissal notice, starting at the level at which the</p>

complaint was dismissed. Such appeal shall be limited to the issue of timeliness.

COSTS INCURRED Each party shall pay its own costs incurred in the course of the complaint.

COMPLAINT AND APPEAL FORMS FORM Complaints **and appeals** under this policy shall be submitted in writing on a form provided by the District.

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A complaint **or appeal** form that is incomplete in any material aspect may be dismissed, but may be refiled with all the required information if the refile is within the designated time for filing a complaint.

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If the only administrator who has authority to remedy the alleged problem is the Superintendent or designee, the complaint may begin at Level Two following the procedure, including deadlines, for filing the complaint form at Level One.

If the complaint is not filed with the appropriate administrator, the receiving administrator must note the date and time the complaint form was received and immediately forward the complaint form to the appropriate administrator.

The appropriate administrator shall investigate as necessary and **schedule** hold a conference with the individual within ten days after receipt of the written complaint. The administrator may set reasonable time limits for the conference.

Absent extenuating circumstances, the administrator shall provide the individual a written response within ten days following the conference. The written response shall set forth the basis of the decision. In reaching a decision, the administrator may consider information provided at the Level One conference and any

LEVEL TWO

other relevant documents or information the administrator believes will help resolve the complaint.

If the individual did not receive the relief requested at Level One or if the time for a response has expired, he or she may request a conference with the Superintendent or designee to appeal the Level One decision.

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4. All other documents relied upon by the Level One administrator in reaching the Level One decision.

The Superintendent or designee shall ~~schedule~~ **schedule** hold a conference within ten days after the appeal notice is filed. The conference shall be limited to the issues **and documents** ~~considered~~ **considered** presented by the individual at Level One and identified in the Level Two appeal notice. At the conference, the individual may provide information concerning any documents or information relied upon by the administration for the Level One decision. The Superintendent or designee may set reasonable time limits for the conference.

The Superintendent or designee shall provide the individual a written response within ten days following the conference. The written response shall set forth the basis of the decision. In reaching a decision, the Superintendent or designee may consider the Level One record, information provided at the Level Two conference, and any other relevant documents or information the Superintendent or designee believes will help resolve the complaint.

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The appeal shall be limited to the issues and documents considered at Level Two, except that if at the Level Three hearing the administration intends to rely on evidence not included in the Level Two record, the administration shall provide the individual notice of the nature of the evidence at least three days before the hearing.

The District shall determine whether the complaint will be presented in open or closed meeting in accordance with the Texas Open Meetings Act and other applicable law. [See BE]

The presiding officer may set reasonable time limits and guidelines for the presentation, including an opportunity for the individual and administration to each make a presentation and provide rebuttal and an opportunity for questioning by the Board. The Board shall hear the complaint and may request that the administration provide an explanation for the decisions at the preceding levels.

In addition to any other record of the Board meeting required by law, the Board shall prepare a separate record of the Level Three presentation. The Level Three presentation, including the presentation by the individual or his or her representative, any presenta-

tion from the administration, and questions from the Board with responses, shall be recorded by audio recording, video/audio recording, or court reporter.

The Board shall then consider the complaint. It may give notice of its decision orally or in writing at any time up to and including the next regularly scheduled Board meeting. If the Board does not make a decision regarding the complaint by the end of the next regularly scheduled meeting, the lack of a response by the Board upholds the administrative decision at Level Two.

**INFORMATION ITEM: TAX COLLECTION REPORT
(AS OF FEBRUARY 28, 2015)**

- Exhibit "A" gives the LCISD collections made during the month of February 28, 2015.
- Exhibit "B" gives the total LCISD collections made this school year from September 1, 2014 through August 31, 2015.
- Exhibit "C" shows the LCISD collections made month-by-month of the 2014-15 roll as compared to prior years. Through February 28, 2015, LCISD had collected 95.1% of the 2014-15 roll.
- Exhibit "D" shows the total collections made as compared to the amount that was budgeted for 2014-2015.
- Exhibit "E" shows the LCISD tax collection analysis for the last six years.

Resource Person: Jill Ludwig, CPA, RTSBA, Chief Financial Officer

**Lamar Consolidated ISD
Tax Collections
February 2015**

Exhibit A

Year	Taxes Paid	Penalty & Interest	Collection Fees	Total Payments	General Fund Taxes Paid	General Fund P & I & Collection Fees	Debt Service Taxes Paid	Debt Service P & I & Collection Fees
14	\$ 22,160,352.31	\$ 136,858.00	\$ 4,306.71	\$ 22,301,517.02	\$ 16,580,607.96	\$ 106,705.30	\$ 5,579,744.35	\$ 34,459.41
13	\$ 30,552.11	\$ 19,644.54	\$ 15,547.58	\$ 65,744.23	\$ 22,859.42	\$ 30,245.80	\$ 7,692.69	\$ 4,946.32
12	\$ 17,102.14	\$ 7,198.26	\$ 4,235.26	\$ 28,535.66	\$ 12,795.99	\$ 9,621.10	\$ 4,306.15	\$ 1,812.42
11	\$ 21,931.03	\$ 3,059.05	\$ 1,328.99	\$ 26,319.07	\$ 16,093.49	\$ 3,573.79	\$ 5,837.54	\$ 814.25
10	\$ 18,134.53	\$ 1,651.90	\$ 798.30	\$ 20,584.73	\$ 13,556.20	\$ 2,033.15	\$ 4,578.33	\$ 417.05
09	\$ 21,493.78	\$ 2,644.52	\$ 901.75	\$ 25,040.05	\$ 16,908.68	\$ 2,989.98	\$ 4,585.10	\$ 556.29
08	\$ 3,213.40	\$ 878.82	\$ 410.63	\$ 4,502.85	\$ 2,533.95	\$ 1,108.26	\$ 679.45	\$ 181.19
07	\$ 825.57	\$ 778.31	\$ 319.21	\$ 1,923.09	\$ 637.23	\$ 920.01	\$ 188.34	\$ 177.51
06	\$ 260.13	\$ 255.66	\$ 91.41	\$ 607.20	\$ 223.56	\$ 311.11	\$ 36.57	\$ 35.96
05	\$ 43.74	\$ 47.82	\$ 17.67	\$ 109.23	\$ 38.65	\$ 59.93	\$ 5.09	\$ 5.56
04	\$ 72.37	\$ 88.08	\$ 31.15	\$ 191.60	\$ 62.97	\$ 107.70	\$ 9.40	\$ 11.53
03	\$ 26.47	\$ 36.38	\$ 9.33	\$ 72.18	\$ 23.85	\$ 42.11	\$ 2.62	\$ 3.60
02	\$ 61.44	\$ 95.07	\$ 23.48	\$ 179.99	\$ 55.37	\$ 109.16	\$ 6.07	\$ 9.39
01	\$ 27.80	\$ 42.57	\$ 10.26	\$ 80.63	\$ 25.05	\$ 48.62	\$ 2.75	\$ 4.21
00	\$ 83.37	\$ 124.43	\$ 23.71	\$ 231.51	\$ 74.22	\$ 134.48	\$ 9.15	\$ 13.66
99	\$ 62.79	\$ 118.67	\$ 27.22	\$ 208.68	\$ 56.74	\$ 134.45	\$ 6.05	\$ 11.44
98	\$ 197.34	\$ 396.65	\$ 89.10	\$ 683.09	\$ 182.45	\$ 455.81	\$ 14.89	\$ 29.94
97	\$ 293.67	\$ 625.52	\$ 137.88	\$ 1,057.07	\$ 271.51	\$ 716.19	\$ 22.16	\$ 47.21
96	\$ 159.30	\$ 364.79	\$ 78.61	\$ 602.70	\$ 144.63	\$ 409.80	\$ 14.67	\$ 33.60
95	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
94	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
93	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
92	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
91	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
90	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
89 & prior	\$ 41.18	\$ 129.98	\$ 20.07	\$ 191.23	\$ 41.18	\$ 150.05	\$ -	\$ -
Totals	\$ 22,274,934.47	\$ 175,039.02	\$ 28,408.32	\$ 22,478,381.81	\$ 16,667,193.10	\$ 159,876.80	\$ 5,607,741.37	\$ 43,570.54

**Lamar Consolidated ISD
Tax Collections
September 1, 2014-August 31, 2015
(Year-To-Date)**

Exhibit B

Year	Original Tax	Adjustments	Adjusted Tax	Taxes Paid	Penalty & Interest	Collection Fees	Total Payments	Total Taxes 2/28/2015
14	\$ 153,118,132.97	\$ 7,283,246.88	\$ 160,401,379.85	\$ 152,575,206.82	\$ 136,858.00	\$ 4,306.71	\$ 152,716,371.53	\$ 7,826,173.03
13	\$ 1,255,694.38	\$ (96,993.16)	\$ 1,158,701.22	\$ 473,388.83	\$ 116,938.12	\$ 115,690.32	\$ 706,017.27	\$ 685,312.39
12	\$ 562,734.52	\$ (3,603.01)	\$ 559,131.51	\$ 183,085.91	\$ 39,420.13	\$ 29,941.99	\$ 252,448.03	\$ 376,045.60
11	\$ 421,568.34	\$ 11,297.91	\$ 432,866.25	\$ 152,618.68	\$ 30,578.20	\$ 18,444.20	\$ 201,641.08	\$ 280,247.57
10	\$ 346,021.54	\$ 13,064.14	\$ 359,085.68	\$ 120,113.46	\$ 19,606.43	\$ 10,505.20	\$ 150,225.09	\$ 238,972.22
09	\$ 319,942.03	\$ (187,178.14)	\$ 132,763.89	\$ (85,504.94)	\$ 15,580.21	\$ 6,968.01	\$ (62,956.72)	\$ 218,268.83
08	\$ 229,982.26	\$ (4,503.36)	\$ 225,478.90	\$ 27,775.29	\$ 10,719.41	\$ 4,791.16	\$ 43,285.86	\$ 197,703.61
07	\$ 214,577.50	\$ (529.06)	\$ 214,048.44	\$ 10,488.57	\$ 7,722.88	\$ 3,093.29	\$ 21,304.74	\$ 203,559.87
06	\$ 142,253.02	\$ (316.29)	\$ 141,936.73	\$ 5,991.74	\$ 5,764.78	\$ 2,216.51	\$ 13,973.03	\$ 135,944.99
05	\$ 172,988.77	\$ (333.55)	\$ 172,655.22	\$ 3,045.39	\$ 3,430.90	\$ 1,245.66	\$ 7,721.95	\$ 169,609.83
04	\$ 77,378.37	\$ (315.55)	\$ 77,062.82	\$ 3,425.67	\$ 4,352.06	\$ 1,530.44	\$ 9,308.17	\$ 73,637.15
03	\$ 54,572.27	\$ (123.11)	\$ 54,449.16	\$ 2,920.86	\$ 4,117.58	\$ 1,055.44	\$ 8,093.88	\$ 51,528.30
02	\$ 38,021.35	\$ (94.17)	\$ 37,927.18	\$ 2,095.55	\$ 3,155.80	\$ 771.04	\$ 6,022.39	\$ 35,831.63
01	\$ 35,216.74	\$ (93.72)	\$ 35,123.02	\$ 2,006.82	\$ 3,262.48	\$ 774.11	\$ 6,043.41	\$ 33,116.20
00	\$ 29,957.67	\$ (92.27)	\$ 29,865.40	\$ 1,556.54	\$ 2,714.61	\$ 629.33	\$ 4,900.48	\$ 28,308.86
99	\$ 33,243.45	\$ (92.28)	\$ 33,151.17	\$ 3,495.98	\$ 6,580.62	\$ 1,485.57	\$ 11,562.17	\$ 29,655.19
98	\$ 24,584.53	\$ (91.32)	\$ 24,493.21	\$ 3,647.97	\$ 7,372.09	\$ 1,653.01	\$ 12,673.07	\$ 20,845.24
97	\$ 21,326.71	\$ (91.32)	\$ 21,235.39	\$ 1,811.70	\$ 3,861.83	\$ 851.04	\$ 6,524.57	\$ 19,423.69
96	\$ 22,076.64	\$ (108.01)	\$ 21,968.63	\$ 3,832.02	\$ 8,647.69	\$ 1,864.34	\$ 14,344.05	\$ 18,136.61
95	\$ 23,131.17	\$ (98.28)	\$ 23,032.89	\$ 4,048.09	\$ 9,638.47	\$ 2,053.00	\$ 15,739.56	\$ 18,984.80
94	\$ 10,752.59	\$ (59.45)	\$ 10,693.14	\$ 3,569.15	\$ 8,924.90	\$ 1,874.11	\$ 14,368.16	\$ 7,123.99
93	\$ 9,937.97	\$ (43.95)	\$ 9,894.02	\$ 3,196.93	\$ 8,380.33	\$ 1,736.58	\$ 13,313.84	\$ 6,697.09
92	\$ 6,062.67	\$ (49.56)	\$ 6,013.11	\$ 2,151.88	\$ 5,886.39	\$ 1,205.74	\$ 9,244.01	\$ 3,861.23
91 & prior	\$ 16,774.19	\$ -	\$ 16,774.19	\$ 4,574.36	\$ 13,705.30	\$ 2,724.31	\$ 21,003.97	\$ 12,199.83
Totals	\$157,186,931.65	\$7,012,799.37	\$164,199,731.02	\$ 153,508,543.27	\$477,219.21	\$217,411.11	\$154,203,173.59	\$10,691,187.75

**LAMAR CONSOLIDATED INDEPENDENT SCHOOL DISTRICT
TAX COLLECTION ANALYSIS
PERCENT Y-T-D BY MONTH
FOR CURRENT LEVY ONLY**

MONTH	2014-2015	2013-2014	2012-13	2011-12	2010-11	2009-10	2008-09	2007-08	2006-07	2005-06	2004-05
SEPT	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
OCT	0.0%	0.1%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
NOV	2.2%	7.4%	1.9%	2.6%	3.9%	1.9%	1.7%	2.8%	2.1%	1.0%	3.3%
DEC	45.3%	45.3%	33.1%	30.2%	33.3%	25.9%	35.4%	31.9%	29.7%	32.7%	16.8%
JAN	82.0%	86.2%	82.9%	82.3%	84.1%	80.7%	80.4%	59.6%	76.4%	73.6%	74.9%
FEB	95.1%	95.5%	95.5%	94.8%	94.3%	93.3%	92.8%	93.5%	93.3%	92.5%	92.3%
MAR		97.0%	96.8%	96.4%	96.1%	95.0%	94.8%	95.1%	94.7%	94.3%	93.8%
APR		97.8%	97.6%	97.1%	96.9%	96.0%	95.6%	95.9%	95.8%	95.2%	94.8%
MAY		98.2%	98.1%	97.9%	97.6%	96.5%	96.4%	96.7%	96.5%	96.1%	95.5%
JUNE		98.7%	98.6%	98.3%	98.2%	97.4%	97.2%	97.4%	97.3%	96.8%	96.4%
JULY		99.0%	99.0%	98.7%	98.6%	98.0%	97.9%	98.0%	97.8%	97.4%	97.1%
AUG		99.2%	99.1%	98.9%	98.8%	98.2%	98.2%	98.2%	98.2%	97.8%	97.5%

**LAMAR CONSOLIDATED INDEPENDENT SCHOOL DISTRICT
2014-15 TAX COLLECTIONS
AS OF FEBRUARY 28, 2015**

TAX YEAR LCISD TAXES	SCHOOL YEAR	BUDGET AMOUNT	COLLECTIONS 2/28/2015	% OF BUDGET COLLECTED
2014	2014-15	\$157,962,977	\$152,575,207	96.59%
2013 & Prior	2013-14 & Prior	\$2,150,000	\$933,336	43.41%
TOTAL		\$160,112,977	\$153,508,543	95.88%

**LAMAR CONSOLIDATED INDEPENDENT SCHOOL DISTRICT
TAX COLLECTION REPORT
AS OF FEBRUARY 28, 2015**

Exhibit E

SCHOOL YEAR TAX YEAR	2009-10 2009	2010-11 2010	2011-12 2011	2012-13 2012	2013-14 2013	2014-15 2014
COLLECTION YEAR						
1 Orig. Levy	\$ 127,458,872	129,215,668	132,226,943	136,145,655	142,546,726	153,118,133
1 Collections	\$ 128,154,416	132,086,020	136,117,707	140,561,034	148,220,912	152,575,207
Adj. To Roll	\$ 2,995,248	4,579,622	5,417,190	5,652,043	6,929,880	7,283,247
2 Collections	\$ 1,349,141	1,050,557	915,762	739,542	473,389	
Adj. To Roll	\$ (117,676)	53,764	(64,337)	65,612	(96,993)	
3 Collections	\$ 368,541	329,317	286,833	183,086		
Adj. To Roll	\$ 67,079	13,438	162,075	(3,603)		
4 Collections	177,479	199,270	152,619			
Adj. To Roll	(27,690)	148,691	11,298			
5 Collections	\$ 173,708	120,113				
Adj. To Roll	\$ 167,394	13,064				
6 Collections	\$ (85,505)					
Adj. To Roll	\$ (187,178)					
TOTAL:						
COLLECTIONS	\$ 130,137,780	\$ 133,785,276	\$ 137,472,921	\$ 141,483,662	\$ 148,694,301	\$ 152,575,207
ADJUSTED TAX ROLL	\$ 130,356,049	\$ 134,024,247	\$ 137,753,168	\$ 141,859,707	\$ 149,379,613	\$ 160,401,380
BALANCE TO BE COLLECTED	\$ 218,269	\$ 238,971	\$ 280,247	\$ 376,046	\$ 685,312	\$ 7,826,173
ADJ. TAXABLE VALUE	\$ 10,045,547,657	\$ 9,821,864,143	\$ 9,909,943,398	\$ 10,205,367,250	\$ 10,746,348,207	\$ 11,539,252,534
TOTAL % COLLECTIONS AS OF FEBRUARY 28, 2015	99.8%	99.8%	99.8%	99.7%	99.5%	95.1%
TAX RATE	\$ 1.29765	1.36455	1.39005	1.39005	1.39005	1.39005

INFORMATION ITEM: PAYMENTS FOR CONSTRUCTION PROJECTS

Below is a list of invoices that have been approved for payment.

Bass Construction (Misc. Renovations 2014)	Application # 9	\$	41,524.68
Charlie Kalkomey Surveying (Fulshear HS)	Application # 1	\$	1,200.00
Drymalla Construction (Arredondo Elementary)	Application # 10	\$	1,049,360.50
Drymalla Construction (Fulshear HS)	Application # 8	\$	3,244,108.45
Drymalla Construction (Leaman JHS)	Application # 8	\$	1,364,863.10
Engineered Air Balance (Arredondo Elementary)	Application # 1	\$	1,205.00
Engineered Air Balance (Lamar CHS)	Application # 3	\$	2,461.00
Engineered Air Balance (Lamar JHS)	Application # 2	\$	385.00
Engineered Air Balance (Natatorium #2)	Application # 1	\$	1,335.00
Engineered Air Balance (Travis Elementary)	Application # 2	\$	1,122.75
Engineered Air Balance (Traylor Stadium)	Application # 2	\$	1,532.50
Gamma Construction (Natatorium #2)	Application # 13	\$	807,709.00
Gilbane (2011 Bond Program)	Application # 34	\$	256,390.00

PBK Architects (Arredondo Elementary)	Application # 4	\$	8,850.38
PBK Architects (Leaman JHS)	Application # 3	\$	11,952.12
PBK Architects (Natatorium #2)	Application # 21	\$	9,987.84
Terracon (Natatorium #2)	Application # 15	\$	1,259.50
Traffic Engineers (Navarro Middle)	Application # 1	\$	7,000.00
VLK Architects (Misc. Renovations 2015 – Reimbursables)	Application # 1R	\$	1,172.43

Resource person: Kevin McKeever, Administrator for Operations

INFORMATION ITEM: REGION 4 MAINTENANCE AND OPERATIONS UPDATE

This agenda item will be on the Board Agenda each month to provide updates on Region 4's progress with Maintenance and Operations. The following indicates action that has taken place since the last regular board meeting.

Work Request Summary for February, 2015:

- The Department completed 1,133 requests with 254 new requests
- 58 were closed

Maintenance:

The Maintenance Department assisted by:

- Painting another cross walk in front of Austin Elementary
- Re-gluing the cove base back to the wall in the cafeteria at Austin Elementary
- Changing the water filters and cleaning the ice machines district-wide
- Changing out ballast in light fixtures in the cafeteria and the gym at Jane Long Elementary
- Installing basket holders in a classroom at Terry High
- Repainting the Road Runners in front of the school at Travis Elementary
- Repainting the handrails at the front entrance of Graeber Auditorium
- Installing hooks on the back of the stall doors in the men's and women's restrooms at Transportation Satellite Center
- Repairing the bench in the girls coaches shower area at Terry High
- Repairing the push bar on the soap dispenser in the boy's restroom at Jackson Elementary
- Replacing a broken keyboard tray in the computer lab at Jackson Elementary
- Re-gluing the cove base back to the wall in an office at Lamar Junior High
- Assembling a chair in an office at Hubenak Elementary
- Repairing a hole in the floor in the kitchen bathroom at Huggins Elementary
- Installing a new latch on a stall door in the restroom at Huggins Elementary
- Repairing the picnic table outside of the cafeteria at Campbell Elementary
- Re-installing the rings on the light fixtures at the bus drop off area at Terry High
- Cutting and replacing all the toe boards on the long jump and triple jump runways at Terry Sports Stadiums
- Filling pot holes in the front parking lot at Smith Elementary
- Repainting the stars in the front of Smith Elementary
- Replacing the brackets on the urinal divider in the boys restroom at McNeill Elementary
- Installing a new clock in a classroom at McNeill Elementary
- Repairing a domestic hot water tempering valve at the Ag Barn
- Completing documented warranty repair

- Replacing a broken lavatory carrier arm at Jackson Elementary
- Having an electrician speak to children on career day at Powell Point
- Replacing a kitchen air curtain door switch at Adolphus Elementary
- Repairing the front entry light fixtures at Brazos Crossing
- Rehangng the technology cable drop to the portable clinic at Terry High
- Repairing the tower stadium lighting at Ranger Field
- Creating and delivering more keys to Lamar High
- Replacing bad clocks at Lamar Junior High
- Replacing a domestic hot water heater at Reading Junior High
- Replacing an electric drinking fountain in the field house at Foster High
- Repairing canopy lighting at Thomas Elementary
- Repairing kitchen vent hood lighting at Smith Elementary
- Repairing canopy lighting at Foster High
- Repairing the PA system at the Transportation Center
- Repairing the intercom bell system at Thomas Elementary
- Repairing the intercom call system at Seguin Early Childhood Center
- Creating a key schedule for Fulshear High
- Creating a key schedule for Leaman Junior High
- Installing a new latch on a stall door in a restroom at Williams Elementary
- Installing a new door stop in the gym at Jackson Elementary
- Repairing a soap dispenser in a restroom at Hubenak Elementary
- Repairing the keyboard drawers in a classroom at Hubenak Elementary

Energy Management

Energy assisted by:

- Walking facilities to ensure proper shut-down
- Preparing the Quarterly Energy Report for the board
- Finalizing the ability to access the HVAC controls via an iPad or iPhone thus improving efficiency
- Conducting an energy education presentation at Taylor Ray Elementary
- Conducting energy training and awareness presentation at Taylor Ray Elementary
- Scheduling future presentations for other campuses
- Utilizing iPads and iPhones to access HVAC controls while in the field to make any necessary adjustments
- Preparing the Quarterly Energy Report for the board meeting

Custodial, Integrated Pest Control and Lawn Works:

The Operations Department assisted by:

- Replacing lights in various areas at Travis Elementary

- Removing trash from the grounds area around Travis Elementary
- Cleaning the front entry windows at Beasley Elementary
- Vacuuming classrooms at Briscoe Junior High
- Pulling out the bleachers in main gym at Briscoe Junior High
- Repairing a broken soap dispenser in a restroom at Briscoe Junior High
- Re-arranging a room for a meeting at Brazos Crossing
- Delivering a recycle bin to Brazos Crossing
- Sweeping both the back and front entrances at Brazos Crossing
- Moving tables from the library to storage at Travis Elementary
- Sweeping all entrances at Travis Elementary
- Moving tables from the library to the gym at Pink Elementary
- Mowing at the following schools:
 - Austin Elementary
 - Frost Elementary
 - Taylor Ray Elementary
 - Travis Elementary
 - Campbell Elementary
 - Dickinson Elementary
 - Seguin Early Childhood Center
 - Pink Elementary
 - McNeill Elementary
 - Meyer Elementary
 - Velasquez Elementary
 - Williams Elementary
 - Thomas Elementary
 - Hutchison Elementary
 - Huggins Elementary
 - Smith Elementary
 - Powell Point
 - Alternative Learning Center
 - Jane Long Elementary
 - Special Needs Center
 - Hubenak Elementary
 - Jackson Elementary
 - Adolphus Elementary
 - Bowie Elementary
 - Beasley Elementary
 - Brazos Crossing
 - The Administration Annex
- Delivering tables to Beasley Elementary
- Delivering tables to George Ranch High
- Painting all of the soccer and baseball fields
- Putting up the net at the baseball field at Foster High
- Installing a drain pipe at the playground at Dickinson Elementary
- Scheduling Gillen's Pest Control services district wide
- Providing rodent control at Frost Elementary

- Providing rodent control at Wertheimer Middle
- Applying ant control at the Ag Barn
- Applying ant control at Navarro Middle
- Applying ant control at Taylor Ray Elementary
- Removing wasps at Hubenak Elementary
- Performing a termite inspection at Foster High
- Removing bats from the gym at Foster High
- Applying ant control at Lamar Junior High
- Applying ant control at George Junior High
- Applying ant control at Beasley Elementary
- Removing an opossum from Foster High
- Organizing a crew to perform additional cleaning at Beasley Elementary and Smith Elementary
- Deep cleaning room H101 at Lamar High School including:
 - Wiping down light panels
 - Extracting carpet
 - Working with Maintenance to have it painted
- Cleaning and disinfecting the baseball field ticket booths at Lamar High and Foster High
- Extracting carpet in 4 classrooms at Hubenak Elementary

Resources: Kevin McKeever, Administrator for Operations
 Aaron Morgan, Director of Maintenance & Operations (Region 4)
 Jeff Kimble, Assistant Director of Operations
 James Carrillo, Assistant Director (Region 4)



**10.B.#5. – PLANNING
BOARD REPORT
MARCH 19, 2015**

**Monthly Report
2011 Bond Program**

EXECUTIVE SUMMARY

EXECUTIVE REPORT

	BUDGET	COMMITTED	UNCOMMITTED	PAID
NEW FACILITIES	195,237,324.00	96,600,193.94	18,706,025.97	79,931,104.09
EXISTING FACILITIES	23,739,259.00	1,670,399.59	5,932,626.07	16,136,233.34
LAND	2,913,853.00	3,950.00	1,083,534.19	1,826,368.81
TRANSPORTATION	6,100,779.00	-	836,905.00	5,263,874.00
TECHNOLOGY	21,168,000.00	341,809.42	4,181,326.57	3,227,733.73
MISCELLANEOUS	-	-	-	-
TOTAL	249,159,215.00	98,616,352.95	30,740,417.80	106,385,313.97

Current 2011 Bond Program Projects:

Arredondo Elementary:



Arredondo ES is a new 12 acre campus consisting of a 90,700 sf building, parking, and play areas located in Summer Parks subdivision in Richmond, TX.

- ❖ Project is on schedule.
- ❖ A portion of the concrete drive behind the school was poured on March 3.
- ❖ Approximately 85% of the site paving for parking and driveway is in place.
- ❖ Exterior window installation is complete in the administration, library, and classrooms areas.
- ❖ Exterior brick installation is complete in the library and classroom areas.
- ❖ Exterior brick installation is ongoing at the kitchen and at the walls near the service yard.
- ❖ The concrete block portion of the service yard screen wall is being built.
- ❖ Steel framing has been erected at the main entry porch.
- ❖ The steel that will support the large movable partition in the gymnasium/cafeteria has been installed.
- ❖ Interior concrete block masonry installation is ongoing in the kitchen areas.
- ❖ Stone veneer is complete at the interior at the library and central corridor.
- ❖ Masonry is complete at all three smaller entry towers.
- ❖ Metal rolling grilles have been installed at their corridor locations.
- ❖ Ceiling grid installation is underway at corridors and classrooms on the southwest side of the building.
- ❖ Lay in light fixture installation is underway at corridors on the west end of the building.
- ❖ At the classroom areas west and south of the main entry, painters are painting finish coats on the drywall.
- ❖ Ceramic wall and floor tile installation continues at restroom areas.
- ❖ Metal roofing, gutter and trim installation are complete.
- ❖ CenterPoint has erected the terminal pole.
- ❖ The chillers have been set onto their pads in the service yard.
- ❖ Electricians are pulling wire at locations throughout the building.
- ❖ Above slab plumbing rough-in is ongoing in the kitchen area, and in restroom areas northeast of the main entry.
- ❖ The service yard concrete paving has been installed.
- ❖ Gas line has been run to the kitchen area.
- ❖ HVAC ductwork has been insulated in the library, gymnasium, cafeteria, and in some of the classroom areas.
- ❖ Interior partition drywall partitions and drywall ceiling features are being floated in the library, at classroom areas that are northeast of the entry, and in the gymnasium/cafeteria.
- ❖ The rough-in of fire sprinkler piping is complete.
- ❖ The next project meeting is scheduled for Thursday, March 12, 2015 with Gilbane, PBK, Drymalla Construction, and LCISD.



Churchill Fulshear (Jr.) HS is part of a new 101 acre campus in Fulshear, TX. It includes a 350,000 sf main building, 32,400 sf field house, teacher and student parking, separate bus drop-off, dual gymnasiums, dedicated CTE spaces, competition and practice ball fields, tennis courts, and band practice areas.

Churchill Fulshear (Jr.) HS, & sitework:

(Refer to Design Development booklet for floor plans)

Project meetings with PBK, Drymalla, Gilbane, and LCISD have started on a bi-weekly basis

- ❖ Final color books are being created by the Architect.
- ❖ Paving of Bois D' Arc Lane is 85% complete.
- ❖ Concrete slab has been poured in the CTE, auditorium, fine arts/cafeteria, library, administration, and east and west classroom sections.
- ❖ Parking areas between buildings are being prepped for concrete.
- ❖ Concrete paving along bus drive is 85% complete.
- ❖ Parking area and driveway at the front of high school has been poured.
- ❖ Parking areas adjacent to the job trailer have been poured.
- ❖ Heavy gauge steel and joists have been erected in the CTE and fine arts areas, auditorium, cafeteria, library, administration, west classroom, and east classroom areas.
- ❖ Steel detailing is ongoing in the fine arts areas, auditorium, cafeteria, library, and west classroom areas.
- ❖ Roof deck is being installed in the CTE areas, fine arts, auditorium, cafeteria, and west classroom areas.
- ❖ Standing seam roof has been installed in the CTE, fine arts, auditorium, and cafeteria areas.
- ❖ Chiller building wall panels and roofing are complete.
- ❖ Above ground plumbing rough in is ongoing in the CTE, fine arts, cafeteria, and auditorium areas.
- ❖ Fine grading and hydroseeding are complete at the small detention pond.
- ❖ Spray fireproofing is being applied to steel in the CTE, fine arts, cafeteria, west classroom, and auditorium areas.
- ❖ Ductwork is being installed in the CTE, fine arts, west classroom, and auditorium areas.
- ❖ Piping is being installed in the CTE, auditorium, and fine arts areas.
- ❖ Concrete has been poured in the mechanical mezzanines in the CTE and west classroom areas.
- ❖ Piping in the central plant is approximately 80% complete.
- ❖ CMU walls are being installed in the CTE, fine arts, library, and auditorium areas.
- ❖ Air handlers have been set in the CTE and west classroom 3rd floor mechanical mezzanine.
- ❖ Drywall framing is being installed in the CTE mezzanine.
- ❖ Grading of the high school athletic fields has begun



Fieldhouse

- ❖ Concrete slab is complete.
- ❖ Metal building has been delivered.
- ❖ Conduit has been installed from the field house to serve baseball/softball areas.
- ❖ Above ground plumbing rough in has started.



Dean Leaman JHS

(Refer to Design Development booklet for floor plans)

- ❖ Above ground plumbing rough-in has started in athletics, cafeteria, and CTE areas.
- ❖ Concrete slab has been poured in all areas of the building.
- ❖ Heavy gauge steel and joists are being erected in the athletics, CTE, fine arts, library, administration, and cafeteria areas.
- ❖ Steel detailing is ongoing in the athletics, CTE, fine arts, and cafeteria areas.
- ❖ Roof deck is ongoing in the athletics, CTE, and cafeteria areas.
- ❖ Concrete has been poured in the mechanical mezzanine in athletics.
- ❖ Fireproofing is being sprayed in the athletics and CTE areas.
- ❖ Exterior CMU walls are being installed in the athletics area.
- ❖ Ductwork is being installed in the athletics area.



***Look ahead issues: Change Order for fire water pump in March. City of Fulshear is not able to guarantee flow and pressure required by Ft. Bend County Fire Marshal.*

Dean Leaman JHS is part of a new 101 acre campus in Fulshear, TX. It includes a 203,000 sf building, teacher and visitor parking, separate bus drop-off, competition and practice ball fields, dual gymnasiums, and dedicated CTE spaces.



District Competition Natatorium

(Refer to Design Development booklet for floor plans)

- ❖ Project continues to be behind schedule, contractor is working to meet district schedule.
- ❖ A certificate of occupancy was obtained on March 2.
- ❖ The sanitary sewer lines were viewed with a pipe inspection camera and monitor with Gilbane and LCISD personnel in attendance, and were confirmed to be clear of any blockage.
- ❖ The site's paving and drives continue to be power washed.
- ❖ The installation of irrigation, sodding, and landscape design planting is complete.
- ❖ The building's telephone service was established.
- ❖ The building's data network servers have been installed.
- ❖ Painters are touching up their work throughout the building.
- ❖ Interior and exterior lighting installation is near completion.
- ❖ New laundry equipment was moved into the laundry room on March 2.
- ❖ The scoreboard, timing equipment, starting platforms, lane dividers, and other miscellaneous equipment has been installed.
- ❖ Training for the operation of the Seresco dehumidifier units was conducted by a manufacturer's representative with LCISD, Gamma Construction, its HVAC sub, and Gilbane in attendance.
- ❖ The schedule of training sessions for various systems and equipment is being planned.
- ❖ The next project meeting is scheduled for Wednesday, March 4, 2015 with Gilbane, PBK, Gamma Construction, and LCISD.

The District Natatorium is a new 36,000 sf competition swimming facility with an XX lane heated pool, diving well, weight room, classrooms, offices, spectator seating, and judges stands. The complex is located adjacent to Traylor Stadium in Rosenberg, TX.



Traylor Stadium Renovations

- ❖ The contractor is currently working on punch list items on Building 1 and 2.
- ❖ Phase 2 of the project (Concession/Restroom Building 3) will begin after football season and after the completion of the new Natatorium and relocation of the District laundry facility.
- ❖ The contractor has moved his job trailer, a portable storage unit, and some of the Building 3 construction materials onto the Concession/Restroom Building 3 construction site.
- ❖ Parking space numbers were painted in the parking areas that bound the north side of the stadium.
- ❖ Weather permitting, some parking spaces adjacent to the stadium will be relocated and re-painted during spring break.
- ❖ The next project meeting is scheduled for Wednesday, February 25, 2015 with Gilbane, PBK, Drymalla Construction, and LCISD.

The Traylor Stadium project included demolition of existing concession and restroom facilities, as well as the construction of a new long jump area and 3 new restroom/concession and ticket booth buildings to serve the stadium. New fencing was installed and parking was reconfigured and striped.

2011 Bond Projects in Design:

Satellite Transportation Center Phase II:

- ❖ A 75% construction drawing review was held February 23, 2014 with PBK, Gilbane, LCISD Transportation, and Maintenance in attendance.
- ❖ Construction is estimated to start in the summer of 2015 as a part of the Fulshear HS Complex contract previously executed with Drymalla.

Miscellaneous Renovations (2015) to Campbell ES, Frost ES, Pink ES, Meyer ES, Dickinson ES, Williams ES, Navarro MS, Wessendorff MS, & Seguin Early Childhood Center:

- ❖ VLK Architects released construction documents for bidding on January 8, 2015.
- ❖ A pre-proposal meeting was held on January 22, 2015.
- ❖ Bids were received by LCISD on February 5, 2015.
- ❖ Bass Construction was recommended by VLK Architects to be the General Contractor for the project.
- ❖ An asbestos survey of selected construction affected areas of Seguin, Meyer, and Smith was conducted by Environmental Solutions Inc. during the last week of February, 2015.
- ❖ Construction is expected to start in June 2015 with completion in August 2015.

2011 Bond Closed Projects:



Adolphus Elementary

Adolphus Elementary

New 90,700 sf elementary school located in Longmeadow Farms Subdivision in Richmond, TX. The campus includes 42 classrooms with Promethean boards, gymnasium with stage, music room, library, play areas, teacher and visitor parking, and separate bus drop off areas.

Uncommitted funds as of February 1, 2015: \$995,978.00



Ag Barn renovations

Agricultural Barn Renovations

The renovation included adding a new 10' canopy around $\frac{3}{4}$ of the building, added ventilation fans, new men and women restroom facilities, an interior storage room, grading and drainage work around the building perimeter, new electronic gate software, additional security cameras, and new tarps for all of the animal pens.

Uncommitted funds as of February 1, 2015: \$58,719.00



George Ranch HS Shell Build-Out

George Ranch High School Build-Out

The project included the build-out of 14 standard classrooms and 4 science labs inside the existing high school building.

Uncommitted funds as of February 1, 2015: \$1,005,671.00



Polly Ryon Middle School

Polly Ryon Middle School

The project included a new 80,000 sf middle school campus located on the existing George Ranch HS complex in Richmond, TX. The facility includes 22 classrooms with SMART board technology, a cafeteria with performance stage, library, 5 science labs, dedicated fine arts rooms, visitor and staff parking, and separate bus drop off areas.

Uncommitted funds as of February 1, 2015: \$1,119,900.00



Traylor Stadium Track & Turf

Traylor Stadium Track & Turf

The project included the replacement of the turf and subgrade for the competition football field, as well as installation of a new track surface.

Uncommitted funds as of February 1, 2015: \$0.00



BF Terry High School



George Junior High School



Lamar High School



Bowie Elementary School



Jackson Elementary School

Miscellaneous Renovations (2013) to Terry HS, Lamar HS, George JHS, Jackson ES & Bowie ES

Terry High School (Rosenberg, TX): Renovations included a 6,200 sf addition for 2 art rooms and 1 standard classroom; remodel of the CTE areas to include new PLTW classrooms and shop area; remodel of the existing wood shop to include new storage, exterior doors, and an added classroom; remodel of the existing Ag shop and classroom to include new welding stations and integrated oxygen/acetylene manifold system, and a new canopy, and graphics at the campus main entry. All classrooms received new marker boards and homeland security locksets. Additional project upgrades included resurfacing the existing tennis courts.

Uncommitted funds as of February 1, 2015: \$572,042.00

George Junior High School (Rosenberg, TX): Renovations included new paint and graphics in both gyms and floor resurfacing in the competition gym; chilled water piping was replaced throughout the school; remodel of the existing Ag shop, storage and office areas; additional security cameras were added and homeland security locksets were added to all classrooms. Additional project upgrades included floor resurfacing and repair in the competition gymnasium.

Uncommitted funds as of February 1, 2015: \$414,125.00

Lamar High School (Rosenberg, TX): Renovations to the CTE areas of the school included relocation of exhaust systems in the existing auto-tech shop; outfitting of lifts and exhaust for a future auto-tech shop expansion; repair and painting of the exterior yard vehicle canopy and fenced enclosure; new electronic gate for vehicle storage area; new exhaust hood system in the Ag shop and installation of an integrated oxygen/acetylene manifold system.

Uncommitted funds as of February 1, 2015: \$11,295.00

Bowie Elementary School (Rosenberg, TX): Renovations included replacement or modification of existing classroom casework; new classroom doors; a new sidewalk from the school to Ruby Street; ceiling tile replacement; grading and drainage work and all classrooms received homeland security locksets.

Uncommitted funds as of February 1, 2015: \$175,114.00

Jackson Elementary School (Rosenberg, TX): Renovations included a 470 sf kitchen addition with an office, laundry, and restrooms; all flooring was replaced in the hallways with ceramic or vinyl tile; an additional canopy was installed outside the gymnasium; restrooms were renovated to remove trough urinals; various HVAC equipment was replaced; library doors were replaced and all classrooms received homeland security locksets. Additional project upgrades included new HVAC controls for the entire school.

Uncommitted funds as of February 1, 2015: \$625,038.00



Alternative Learning Center

Miscellaneous Renovations (2014) to Alternative Learning Center, Austin ES, Beasley ES, Foster HS, Lamar JHS, Lamar HS, Taylor Ray ES, & Travis ES -- Closeout of the project is expected in January, 2015.

Alternative Learning Center (Rosenberg, TX): The project included a 2770 sf addition for administrative offices, inspection, security, and a clinic, as well as renovations to existing student restrooms, conversion of old offices to computer lab and conference areas, and ventilation, exhaust and new wood storage for the Ag shop.

Uncommitted funds as of February, 2015: \$2,252.00



Austin Elementary School

Austin Elementary School (Richmond, TX): The project included replacement of all air handlers; remodel of life skills storage area into a restroom; enclosure of existing mop sinks in mechanical rooms and removal/replacement of sidewalks around the perimeter of the building to address drainage issues.

Uncommitted funds as of February 1, 2015: \$129,770.00



Foster High School

Foster High School (Richmond, TX): Renovations to the Ag shop included additional welding stations with exhaust hoods, a new exterior canopy, covered material storage areas and installation of an integrated oxygen/acetylene manifold system.

Uncommitted funds as of February 1, 2015: \$0.00

Lamar High School (Rosenberg, TX): This project included replacement of two existing cooling towers at the Central plant serving the high school and junior high, as well as replacement of the boiler in the Lamar HS Fieldhouse.

Uncommitted funds as of February 1, 2015: \$11,295.00



Lamar High School

Travis Elementary School (Rosenberg, TX): The project included a new parent drop-off drive and canopy along Avenue K; a new staff parking lot at the rear of the school; boiler replacement and tie in of a chilled water loop for the HVAC system.

Uncommitted funds as of February 1, 2015: \$23,483.00

Beasley Elementary School (Beasley, TX): The project included the replacement of all air handlers in the building that had reached the end of their life cycle. (no photo)

Uncommitted funds as of February 1, 2015: \$30,052.00



Travis Elementary School

Lamar Junior High School (Rosenberg, TX): The project included replacement of two boilers that had reached the end of their life cycle. (no photo)

Uncommitted funds as of February 1, 2015: \$17,172.00

Taylor Ray Elementary School (Rosenberg, TX): Renovations consisted of the replacement of student restroom exhaust fans that had reached the end of their life cycle. (no photo)

Uncommitted funds as of February 1, 2015: \$16,144.00

**INFORMATION ITEM – TRAFFIC STUDY FOR LAMAR CONSOLIDATED HIGH,
LAMAR JUNIOR HIGH, AND WESSENDORFF MIDDLE SCHOOLS**

At the January 16, 2015 regular board meeting a future item was requested for the District to look at traffic issues on Mustang Avenue and Lane Drive. On February 19, 2015, information was shared with the Board of Trustees that Traffic Engineers, Inc. was contracted to conduct a traffic study and make recommendations. As of March 6th the report has not been completed. The signal warrant study is not complete for the intersection of Mustang Avenue and Lane Drive. Some preliminary recommendations are:

- Consider removing all parking on Mustang Avenue and relocate parking to other areas of the site
- Restripe for parent pick up where current parking is

Traffic Engineers Inc. continues to make site visits.

The next steps will be to evaluate the recommendations from Traffic Engineers Inc. and determine which projects to implement. If recommendations include construction on Mustang Avenue or Lane Drive, the City of Rosenberg would have to be included in the decision. Specifications and drawings would need to be developed and advertised.

Resource Person: Kevin McKeever, Administrator for Operations

INFORMATION ITEM: CAMPUS CLIMATE SURVEYS

Lamar CISD believes community engagement is critical to the success of our schools and students. With that in mind, we launched our second annual Campus Climate Survey in December—seeking parent, student, and campus staff views on the educational climate in each school.

A total of 16,153 people participated in the survey—including 10,829 students, 3,612 parents, and 1,712 staff members. This is an increase of over 5,000 participants from the previous year.

Overall, the results were positive. For example, 8-of-10 parents and 8-of-10 staff members gave their schools an “A” or “B” for education quality. 7-of-10 students also gave their school an “A” or “B” for education quality.

Designed and administered by the independent technology and communications firm K12 *Insight*, the survey focused on the following topics:

- Academic Preparation
- Student Support
- School Leadership
- Parent Engagement
- Safety and Behavior
- School Operations
- School and District Events

The District will use feedback from this survey to help guide decision-making. You can find the full-report online via the District *Your Voice* page.

Resource Person: Mike Rockwood, Executive Director of Community Relations