



Graham ISD

Regular Meeting

Wednesday, September 9, 2015 5:30 PM

Agenda of Regular Meeting

The Board of Trustees Graham ISD

A Regular Meeting of the Board of Trustees of Graham ISD will be held September 9, 2015, beginning at 5:30 PM in the PIONEER ELEMENTARY, 1425 FIRST STREET, GRAHAM, TX 76450.

The subjects to be discussed or considered or upon which any formal action may be taken are listed below. Items do not have to be taken in the same order as shown on this meeting notice. Unless removed from the consent agenda, items identified within the consent agenda will be acted on at one time.

- I. Announcement of Quorum & Appropriate Posting of Agenda for Time & Place of Meeting
- II. Communications
 - 1. Pledge of Allegiance, Pledge to Texas Flag, and Invocation
 - A. Pledges will be led by our kindergarten students.
- III. Open Forum
- IV. Superintendents Report
- V. Consent Agenda
 - 1. Minutes 4
 - 2. District Financial Summary Report 8
 - 3. Tax Collection Report
 - 4. Investment Report 11
 - 5. Interest Report 27
 - 6. Enrollment Report 28
- VI. Reports
 - 1. Pioneer Elementary Campus Report
Presenter: Principal, Lisa Budarf
- VII. Discussion Items
 - 1. AG Project Center Contract
- VIII. Action Items
 - 1. Young County Arena Parking partnership with the City of Graham 29
 - 2. Consider approval of amending policy FL (LOCAL) 31
 - 3. Consider approval of amending policy GKD (LOCAL) 37

4. Consider approval of amending FB (LOCAL) and FFH (LOCAL)

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IX. Executive Session: Under the authority of the Texas Open Meetings Act, Texas Government Code, the Board will enter into closed or Executive Session to discuss the purchase, exchange, lease or value of real property (Section 555.072) and to Consider Board approval of employment/resignations of teachers and other professional personnel (Section 551.074)

1. Consider Board approval of employment/resignations of teachers and other professional personnel

2. Discuss acquisition of real property.

X. Reconvene from Executive Session

1. Announcement by the President that the Board had concluded its closed session discussions as permitted by Texas Government code 551.074 and 555.072

A. Consider Board approval of employment/resignations of teachers and other professional personnel

B. Consider approval of purchasing real property.

XI. Adjourn

GISD BOARD MINUTES

August 12, 2015

The Graham Independent School District Board of Trustees met in a Regular Meeting on Wednesday, August 12, 2015 at the Graham Administration Building, 400 Third Street, Graham, Texas 76450. The meeting was called to order at 5:30 p.m. by President David McClendon, and it was noted that the meeting was held in accordance with the Texas Open Meeting Act, Texas Government Code, Chapter 551.

PRESENT: David McClendon, Meredith Lucas, Stan Peavy, III, Dori Cawley, Andrea Lowery, Pat Martin, Z.T. Burkett, IV, Superintendent Sonny Cruse, Assistant Superintendent Don Davis, and Assistant Superintendent Robert Loomis

VISITORS: Casey Holder, Carol Willis, and Debbie Robertson

SUPERINTENDENT UPDATE: Mr. Cruse shared with the Board that he will be sending out weekly updates and the Assistant Superintendent's and the Directors will contribute to the update. Mr. Cruse has asked the Board, and Staff, to provide him with names of Graham residents that would be beneficial for him to meet.

CONSENT AGENDA:

A motion by Dori Cawley, seconded by Meredith Lucas, carried 7 to 0 to accept the consent agenda as presented which consists of Minutes of the previous meetings, District Financial Report, Investment Report, Tax Collection Report, Interest Report, Grants and Donations and Enrollment Report.

DISCUSSION/ACTION ITEMS:

CONSIDER APPROVAL OF THE 2015-2016 REGION 9 EDUCATION SERVICE CENTER CONTRACT:

A motion by Pat Martin, seconded by Z.T. Burkett, carried 7 to 0 to approve the 2015-2016 Region 9 Education Service Center Contract.

CONSIDER APPROVAL OF THE 2015-2016 PROJECT DARE RESOLUTION:

A motion by Meredith Lucas, seconded by Dori Cawley, carried 7 to 0 to approve the 2015-2016 Project DARE Resolution

CONSIDER APPOINTING GISD BOARD MEMBER TO THE TEXAS ASSOCIATION OF SCHOOL BOARD'S DELEGATE ASSEMBLY:

A motion by Dori Cawley, seconded by Z.T. Burkett, carried 7 to 0 to approve Pat Martin as GISD School Board Delegate.

CONSIDER APPROVAL OF STUDENT CODE OF CONDUCT:

A motion by Stan Peavy, III, seconded by Andrea Lowery, carried 7 to 0 to approve the Student Code of Conduct as presented, with the stipulation that it will be reviewed again in October and November after Mr. Cruse has visited with student advisory groups from Graham High School and Graham Junior High to review the student dress code.

CONSIDER ADOPTION OF PROPOSED 2015 TAX RATE AND 2015 PROPOSED BUDGET:

A motion by Andrea Lowery , seconded by Pat Martin, carried 7 to 0 to approve the proposed budget and the 2015 Tax Rate

CONSIDER SETTING DATE, TIME AND PLACE FOR PUBLIC HEARING TO DISCUSS 2015-2016 BUDGET AND PROPOSED TAX RATE:

A motion by Pat Martin, seconded by Meredith Lucas, carried 7 to 0 to approve Friday August 28th at 8:00am, at the Graham Administration Building, 400 Third Street, for the public hearing to discuss the 2015-2016 Budget and Proposed Tax Rate.

CONSIDER APPROVAL OF THE 2015-2016 EMPLOYEE SALARY HIRING SCHEDULE AND STIPENDS AND PAY PROCEDURES GUIDE.

A motion by Dori Cawley, seconded by Pat Martin, carried 7 to 0 to approve the 2015-2016 employee salary hiring schedule, stipends and pay procedures guide.

REPORTS:

Mr. Loomis reviewed the legislative changes from the 84th Legislature and how they affect the Student and Employee Handbooks.

ADJOURNMENT:

A motion by Meredith Lucas, seconded by Z.T. Burkett, carried 7 to 0 to adjourn the meeting.

David McClendon, President

Stan Peavy, III, Secretary

GISD BOARD MINUTES
Special Meeting
August 28, 2015

The Graham Independent School District Board of Trustees met in a Special Called Meeting on Friday, August 28, 2015 at the Graham Administration Building, 400 Third Street., Graham, Texas. The meeting was called to order at 8:00 a.m. by President David McClendon, and it was noted that the meeting was held in accordance with the Texas Open Meetings Act, Texas Government Code, Chapter 551.

PRESENT: David McClendon, Meredith Lucas, Dori Cawley, Andrea Lowery, Stan Peavy, III, Z.T. Burkett, Pat Martin, Sonny Cruse, Superintendent, Don Davis and Robert Loomis, Assistant Superintendents.

PUBLIC HEARING ON 2015-2016 BUDGET & TAX RATE: The Board held a public hearing on the 2015-2016 proposed budget & tax rate.

ACTION ITEMS:

2015-2016 BUDGET: Motion by Pat Martin, seconded by Dori Cawley, carried 7 to 0 to adopt the 2015-2016 budget as presented. The total budget is \$22,167,140.00.

2015-2016 TAX RATE: Motion by Andrea Lowery, seconded by Dori Cawley, carried 7 to 0 to adopt the 2015 tax rate as presented. \$1.04 for the purpose of Maintenance and Operation and \$0.3070 for the purpose of payment of Principal and Interest on debts, for a total rate of \$1.347.

2014-2015 BUDGET AMENDMENTS: Motion by Meredith Lucas, seconded by Pat Martin, carried 7 to 0 to approve budget revisions and amendments to the 2014-2015 budget as presented.

CONSIDER APPROVAL OF GISD WELLNESS POLICY RESOLUTION: Motion by Pat Martin, seconded by Dori Cawley, carried 7 to 0 to adopt the GISD Wellness Policy Resolution as presented.

ADJOURN: Motion by Meredith Lucas, seconded by Z.T. Burkett, carried 7 to 0 to adjourn the meeting.

David McClendon, President

Stan Peavy, III, Secretary

Graham ISD Budget
2015 - 2016

Fund	Fund		2015-16 Proposed Budget
181	ATHLETIC FUND	Revenue	90,850.00
181	ATHLETIC FUND	Expense	310,572.00
181	ATHLETIC FUND	Total	-219,722.00
199	GENERAL FUND	Revenue	18,476,065.00
199	GENERAL FUND	Expense	18,256,343.00
199	GENERAL FUND	Total	219,722.00
240	FOOD SERVICE	Revenue	1,093,682.00
240	FOOD SERVICE	Expense	1,093,682.00
240	FOOD SERVICE	Total	0.00
599	DEBT SERVICE	Revenue	2,506,543.00
599	DEBT SERVICE	Expense	2,506,543.00
599	DEBT SERVICE	Total	0.00
Grand Revenue			22,167,140.00
Grand Expense			22,167,140.00
Grand Totals			0.00

Adopted Budget for
Date Adopted by Board:

GRAHAM ISD
August 28, 2015

Revenue:		
5700	Local and Intermediate Sources	\$10,003,243
5800	State Program Revenues	\$12,163,897
Total Revenues		\$22,167,140

Expenditures:		
11	Instruction	\$11,114,190
12	Instructional Resources, Media	\$296,067
13	Curriculum Development & Staff	\$249,522
21	Instructional Leadership	\$274,721
23	School Leadership	\$1,031,071
31	Guidance & Counseling, Evaluation	\$419,063
32	Social Work Services	\$0
33	Health Services	\$96,872
34	Student Transportation	\$649,634
35	Food Services	\$1,093,682
36	Co-curricular/ Extra-curricular	\$863,668
41	General Administration	\$792,316
51	Plant Maintenance & Operations	\$2,287,357
52	Security and Monitoring	\$5,000
53	Data Processing	\$232,434
61	Community Service	\$0
71	Debt Service	\$2,506,543
81	Facilities Acquisition and	\$65,000
91	Contracted Instructional Services	\$0
92	Incremental Cost Associated with	\$0
93	Payments to Fiscal Agents for Shared	\$0
94	Payments to Other Schools	\$0
95	Payments to Juvenile Justice AEP	\$0
96	Payments to Charter Schools	\$0
97	Payments to TIF	\$0
99	Inter-government charges not user fees	\$190,000
Total Adopted Expenditure Budget		\$22,167,140.00
Difference in Revenue/Expenditures		\$0.00

Graham ISD
Board Report by Fund
August 2015

<u>Fund</u>	<u>Fund</u>		<u>2014-15 Original Budget</u>	<u>2014-15 Revised Budget</u>	<u>2014-15 FY Activity</u>
181	ATHLETIC FUND	Revenue	\$ 89,700.00	\$ 89,700.00	\$ 144,196.90
181	ATHLETIC FUND	Expense	\$ 315,372.00	\$ 315,872.00	\$ 307,809.65
181	ATHLETIC FUND	Total	\$ (225,672.00)	\$ (226,172.00)	\$ (163,612.75)
199	GENERAL FUND	Revenue	\$ 18,944,099.00	\$ 18,993,444.00	\$ 19,911,381.52
199	GENERAL FUND	Expense	\$ 18,718,427.00	\$ 19,214,915.00	\$ 18,734,508.45
199	GENERAL FUND	Total	\$ 225,672.00	\$ (221,471.00)	\$ 1,176,873.07
240	FOOD SERVICE	Revenue	\$ 1,220,686.00	\$ 1,220,686.00	\$ 1,061,431.04
240	FOOD SERVICE	Expense	\$ 1,220,686.00	\$ 1,227,386.00	\$ 1,133,266.86
240	FOOD SERVICE	Total	\$ -	\$ (6,700.00)	\$ (71,835.82)
599	DEBT SERVICE	Revenue	\$ 2,531,443.00	\$ 2,531,443.00	\$ 2,613,093.31
599	DEBT SERVICE	Expense	\$ 2,531,443.00	\$ 2,531,443.00	\$ 2,529,716.25
599	DEBT SERVICE	Total	\$ -	\$ -	\$ 83,377.06
		Grand Revenue	\$ 22,785,928.00	\$ 22,835,273.00	\$ 23,730,102.77
		Grand Expense	\$ 22,785,928.00	\$ 23,289,616.00	\$ 22,705,301.21
		Grand Total	\$ -	\$ 454,343.00	\$ 1,024,801.56

Investment Report
September 2015

DEMAND DEPOSITS	LEDGER					August
	BANK	Account	BALANCE	Rate		Interest
General Operating	1st National	Tiered Checking	\$ 1,864,761.00	0.15%		\$ 1,390.00
Workers Comp	1st National	Tiered Checking	\$ 143,597.00	0.15%		\$ 134.00
Payroll	1st National	Tiered Checking	\$ 289,863.00	0.50%		\$ 71.00
General Operating	Texas Term	Texas Daily	\$ 209,347.00	0.06%		\$ 109.00
General Operating	Lone Star	Liquidity Corp.	\$ 6,288,019.00	0.13%		\$ 7,812.00
General Operating	Lone Star	Liquidity Fund	\$ 104,889.00	0.13%		\$ 96.00
Workers Comp	Lone Star	Liquidity Corp.	\$ 1,179,720.00	0.13%		\$ 1,386.00
Total General Operating			\$ 10,080,196.00	Interest is reflected in Balance		\$ 10,998.00
Debt Service Fund	1st National	Tiered Savings	\$ 103,993.00	0.15%		\$ 284.00
Debt Service Fund	Lone Star	Liquidity Corp.	\$ 1,075,446.00	0.13%		\$ 1,209.00
Total Debt Service			\$ 1,179,439.00			\$ 1,493.00
Total Demand Deposits		Total	\$ 11,259,635.00			\$ 12,491.00

Investment Report
September 2015

Texas Term		\$ 1,724,450.92	5.25%			\$ 50,491.00	Texas Daily	Texas Term		\$ 1,724,450.92	5.25%			\$ 50,491.00

Investment Report
September 2015

Texas Daily	Texas Term		\$ 1,724,450.92	5.25%			\$ 50,491.00	Texas Daily	Texas Term		\$ 1,724,450.92	5.25%		
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Investment Report
September 2015

\$ 50,491.00	Texas Daily	Texas Term		\$ 1,724,450.92	5.25%			\$ 50,491.00	Texas Daily	Texas Term		\$ 1,724,450.92	5.25%	
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Investment Report
September 2015

	\$ 50,491.00	Texas Daily	Texas Term		\$ 1,724,450.92	5.25%			\$ 50,491.00	Texas Daily	Texas Term		\$ 1,724,450.92	5.25%
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Investment Report
September 2015

		\$ 50,491.00	Texas Daily	Texas Term		\$ 1,724,450.92	5.25%			\$ 50,491.00	Texas Daily	Texas Term		\$ 1,724,450.92
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Investment Report
September 2015

5.25%			\$ 50,491.00	Texas Daily	Texas Term		\$ 1,724,450.92	5.25%			\$ 50,491.00	Texas Daily	Texas Term
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Investment Report
September 2015

\$ 1,724,450.92	5.25%			\$ 50,491.00	Texas Daily	Texas Term		\$ 1,724,450.92	5.25%			\$ 50,491.00	Texas Daily	Texas Term
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Investment Report
September 2015

	\$ 1,724,450.92	5.25%			\$ 50,491.00	Texas Daily	Texas Term		\$ 1,724,450.92	5.25%			\$ 50,491.00	Texas Daily
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Investment Report
September 2015

Texas Term		\$ 1,724,450.92	5.25%			\$ 50,491.00	Texas Daily	Texas Term		\$ 1,724,450.92	5.25%			\$50,491.00
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Investment Report
September 2015

Texas Daily	Texas Term		24,450.92	5.25%			\$50,491.00	Texas Daily	Texas Term		24,450.92	5.25%			\$50,491.00	Texas Daily
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Investment Report
September 2015

Texas Term		24,450.92	5.25%			\$50,491.00	Texas Daily	Texas Term		24,450.92	5.25%			\$50,491.00	Texas Daily	Texas Term
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Investment Report
September 2015

	24,450.92	5.25%			\$50,491.00	Texas Daily	Texas Term		24,450.92	5.25%			\$50,491.00	Texas Daily	Texas Term
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Investment Report
September 2015

24,450.92	5.25%			\$50,491.00	Texas Daily	Texas Term		24,450.92	5.25%			\$50,491.00	Texas Daily	Texas Term		24,450.92
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Investment Report
September 2015

5.25%			\$50,491.00	Texas Daily	Texas Term		24,450.92	5.25%			\$50,491.00	Texas Daily	Texas Term		24,450.92	5.25%
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Investment Report
September 2015

		\$50,491.00	Texas Daily	Texas Term		24,450.92	5.25%			\$50,491.00
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Fnd	T	Fn	Obj	Sb	Org	F	Pr	L	L2	Fnd	Obj	2014-15 Activity	August 2014-15 Monthly Activity
199													
199	R	00	5742	00	000	0	00	0	00	GENERAL FUND	INTREST ON TEMP. INV	12,518.90	1,125.55
199	R	00	5742	01	000	0	00	0	00	GENERAL FUND	INTREST ON TEMP. INV	1,666.69	56.12
199	-	-	-	-	-	-	-	-	-	GENERAL FUND		14,185.59	1,181.67
240													
240	R	00	5742	00	000	0	00	0	00	FOOD SERVICE	INTREST ON TEMP. INV	161.06	161.06
240	-	-	-	-	-	-	-	-	-	FOOD SERVICE		161.06	161.06
599													
599	R	00	5742	00	000	0	00	0	00	DEBT SERVICE	INTREST ON TEMP. INV	1,801.31	177.17
599	R	00	5742	01	000	0	00	0	00	DEBT SERVICE	INTREST ON TEMP. INV	459.79	13.53
599	-	-	-	-	-	-	-	-	-	DEBT SERVICE		2,261.10	190.70
Grand Revenue Totals												16,607.75	1,533.43

Number of Accounts: 5

***** End of report *****

[illegible]

AGENDA

ITEM

SUBJECT: Consider approval of partnering with the City of Graham to create a parking lot area on district owned property north of the Lady Blues Softball Field.

RATIONALE:

In late July the district received the enclosed letter from the City of Graham requesting that we considering partnering to create a parking lot on a parcel of property owned by the GISD. The property sits just north of the Lady Blues Softball field and is currently vacant.

On Monday, August 31st, city and district officials met at the site to discuss the proposed project. Per that discussion, we believe the project would be mutually beneficial for the district and community.

RECOMMENDATION:

The administrations recommends the district partner with the City of Graham to create a parking lot on the district owned property and contribute up to \$12,500 toward the cost of materials.

CONTACT PERSON(S):

Sonny Cruse
Don Davis



July 28, 2015

**Don Davis
Assistant Superintendent/Director of Finance
400 Third Street
Graham, Texas 76450**

Dear Don,

The City of Graham is offering a proposal to GISD for a joint venture between the two entities regarding the vacant property located to the north of the Lady Blues Softball Field. The proposal is to provide a parking lot for use by GISD as well as the Young County Arena patrons.

The project would involve excavating 6 inches of earth and paving with 8 inches of compacted road base. We are confident this project can be achieved for approximately \$25,000.00 by utilizing city crews and are requesting that the GISD Administration consider contributing to this proposed endeavor.

Thank you for consideration of this proposed asset to the City of Graham and the Graham Independent School District facilities.

Sincerely,

**Jason Cottongame
Director of Public Works**

AGENDA

ITEM

SUBJECT: Consider Board approval of revision to policy FL (LOCAL)

RATIONALE:

Policy FL (LOCAL) - Student Directory Information consistently causes confusion and stress for our parents/guardians. Additionally, it is a challenge for the district to comply with legal open records requests without offending some stakeholders.

From prior experience, I learned the district is allowed to narrow the definition of directory information to better protect the students' personal contact information. Our TASB policy consultant prepared the enclosed draft language for Board consideration.

RECOMMENDATION:

The administration recommends the approval of amending policy FL (LOCAL) as presented in the enclosed draft document from TASB.

CONTACT PERSON(S):

Sonny Cruse

PROPOSED REVISIONS

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 CPC]

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.

STUDENT RECORDS

FL
(LOCAL)

- b. The findings of screening or health appraisal programs the District conducts or provides. [See FFAA]
 - 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 proce-

STUDENT RECORDS

FL
(LOCAL)

dures or pay the copying charge. If the student qualifies for free or reduced-price lunches and the parents are unable to view the records during regular school hours, upon written request of a parent, one copy of the record shall be provided at no charge.

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

ACCESS BY SCHOOL
OFFICIALS

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

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

1. An employee, Board member, 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)

TRANSCRIPTS AND
TRANSFERS OF
RECORDS

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

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

RECORDS
RESPONSIBILITY FOR
STUDENTS IN SPECIAL
EDUCATION

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

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

PROCEDURE TO
AMEND RECORDS

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

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

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

DIRECTORY
INFORMATION

[Directory information for District students has been classified into two separate categories:](#)

- [1. Items for use only for school-sponsored purposes; and](#)
- [2. Items for all other purposes.](#)

STUDENT RECORDS

FL
(LOCAL)

SCHOOL-
SPONSORED
PURPOSES

For the following school-sponsored purposes—all District publications and announcements—directory information shall include ~~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.

ALL OTHER
PURPOSES

For all other purposes, directory information shall include student name and grade level.

AGENDA

ITEM

SUBJECT: Consider Board approval of revision to policy GKD (LOCAL)

RATIONALE:

Policy GKD (LOCAL) – Community Relations- Nonschool Use of School Facilities

A recent request from a local service club led us to review the language of our existing GKD (LOCAL). Per current policy language, the district is restricted from allowing nonprofit organizations from using district property for fund-raising events. Current policy allows individuals and for-profit organizations to use its facilities for financial gain.

As many of our nonprofit organizations provide programming and services for our student's revisions to this policy should be considered. Our TASB policy consultant prepared the enclosed draft documents for your review.

RECOMMENDATION:

The administration recommends the approval of amending policy FL (LOCAL) as presented in the enclosed draft document from TASB.

CONTACT PERSON(S):

Sonny Cruse

PROPOSED REVISIONS

SCOPE OF USE

The District shall permit nonschool use of designated District facilities for educational, recreational, civic, or social activities when these activities do not conflict with school use or with this policy.

Approval shall not be granted for any purpose that would damage school property or to any group that has damaged District property.

Note: See the following policies for other information regarding facilities use:

- Use by employee professional organizations: DGA
- Use of facilities for school-sponsored and school-related activities: FM
- Use by noncurriculum-related student groups: FNAB
- Use by District-affiliated school-support organizations: GE

NONPROFIT FUND- RAISING

The District shall ~~not~~ permit nonprofit organizations ~~not affiliated with the District~~ to conduct fund-raising events on District property when these activities do not conflict with school use or with this policy.

FOR-PROFIT USE

The District shall not permit individuals and for-profit organizations to use its facilities for financial gain. ~~when these activities do not conflict with school use or with this policy.~~

SCHEDULING

Requests for nonschool use of District facilities shall be considered on a first-come, first-served basis.

Academic and extracurricular activities sponsored by the District shall always have priority when any use is scheduled. [See FM] The Superintendent or designee shall have authority to cancel a scheduled nonschool use if an unexpected conflict arises with a District activity.

APPROVAL OF USE

The principal is authorized to approve use of facilities on a school campus. The Superintendent is authorized to approve use of all other District facilities except athletic facilities. The athletic director is authorized to approve use of District athletic facilities.

EXCEPTION

No approval shall be required for nonschool-related recreational use of the District's unlocked, outdoor recreational facilities, such as the track, playgrounds, tennis courts, and the like, when the fa-

COMMUNITY RELATIONS
NONSCHOOL USE OF SCHOOL FACILITIES

GKD
(LOCAL)

cilities are not in use by the District or for a scheduled nonschool purpose.

EMERGENCY USE	In case of emergencies or disasters, the Superintendent may authorize the use of school facilities by civil defense, health, or emergency service authorities.
USE AGREEMENT	Any organization or individual approved for a nonschool use of District facilities shall be required to complete a written agreement indicating receipt and understanding of this policy and any applicable administrative regulations, and acknowledging that the District is not liable for any personal injury or damages to personal property related to the nonschool use.
FEES FOR USE	Nonschool users shall be charged a fee for the use of designated facilities. The Superintendent shall establish and publish a schedule of fees based on the cost of the physical operation of the facilities, as well as any applicable personnel costs for supervision, custodial services, food services, security, and technology services.
REQUIRED CONDUCT	Persons or groups using school facilities shall: 1. Conduct business in an orderly manner. 2. Abide by all laws and policies, including but not limited to those prohibiting the use, sale, or possession of alcoholic beverages, illegal drugs, and firearms, and the use of tobacco products on school property. [See GKA] 3. Make no alteration, temporary or permanent, to school property without prior written consent from the Superintendent. All groups using school facilities shall be responsible for the cost of repairing any damages incurred during use and shall be required to indemnify the District for the cost of any such repairs.

AGENDA

ITEM

SUBJECT: Consider Board approval of revision to policy FB (LOCAL) and FFH (LOCAL)

RATIONALE:

The revisions to FB (LOCAL) and FFH (LOCAL) replace Ashley Stewart with Robert Loomis.

RECOMMENDATION:

The administration recommends the approval of amending policy FB (LOCAL) and FFH (LOCAL) as presented in the enclosed draft documents from TASB.

CONTACT PERSON(S):

Sonny Cruse

PROPOSED REVISIONS

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: ~~Ashley Stewart~~[Robert Loomis](#)

Position: Assistant Superintendent

Address: 400 Third Street, Graham, TX 76450

Telephone: (940) 549-0595

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: ~~Ashley Stewart~~[Robert Loomis](#)

Position: Assistant Superintendent

Address: 400 Third Street, Graham, TX 76450

Telephone: (940) 549-0595

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]

EQUAL EDUCATIONAL OPPORTUNITY

FB
(LOCAL)

	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.
REFERRALS	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.
PARENTAL CONSENT	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.
NOTICE TO PARENTS	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.
PREPLACEMENT EVALUATION	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.
IMPARTIAL HEARING	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.
STATE-MANDATED ASSESSMENTS	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]

PROPOSED REVISIONS (See page 4)

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 process set out in this policy is a violation of District policy.

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 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 a 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.

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

STUDENT WELFARE
FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION

FFH
(LOCAL)

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.

Necessary or permissible physical contact by an employee or other student 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.

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;

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FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION

FFH
(LOCAL)

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.

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 who is 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.

RETALIATION

The District prohibits retaliation against a student who claims to have experienced discrimination or harassment, as defined in this policy, or another student who, in good faith, makes a report of discrimination or harassment experienced by another student, serves as a witness in any investigation under this policy, or otherwise participates in an investigation under this policy.

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 under this policy is subject to appropriate discipline.

PROHIBITED
CONDUCT

In this policy, the term "prohibited conduct" includes discrimination, harassment, dating violence, and retaliation as defined by this policy even if the conduct 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 professional employee, or the appropriate District official listed in this policy.

STUDENT WELFARE
FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION

FFH
(LOCAL)

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 promptly notify the appropriate District official listed in this policy and take any other steps required by this policy.
DEFINITION OF DISTRICT OFFICIALS	For purposes of this policy, District officials are the Title IX coordinator, the ADA/Section 504 coordinator, the Superintendent, and the campus administrator.
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: Name: Ashley StewartRobert Loomis Position: Assistant Superintendent Address: 400 Third Street, Graham, TX 76450 Telephone: (940) 549-0595
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: Ashley StewartRobert Loomis Position: Assistant Superintendent Address: 400 Third Street, Graham, TX 76450 Telephone: (940) 549-0595
SUPERINTENDENT	The Superintendent shall serve as coordinator for purposes of all other antidiscrimination laws.
ALTERNATIVE REPORTING PROCEDURES	No student is required to report prohibited conduct to the person alleged to have committed the conduct. Reports of alleged prohibited conduct, including reports against the Title IX or ADA/Section 504 coordinators, may be addressed 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 take action at a properly posted Board meeting that includes an agenda item related to a complaint against the Superintendent to appoint an appropriate person, who need not be a District employee, to conduct an investigation.

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FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION

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(LOCAL)

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.
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.
NOTICE TO OTHER OFFICIALS	If the alleged perpetrator is not a District employee or other adult over whom the District can exercise any jurisdiction, the District official shall also promptly notify appropriate law enforcement or Child Protective Services if the official has reason to believe that the child has been or may be neglected or abused.
INVESTIGATION OF THE REPORT	The District may request but shall not require a written complaint or report of alleged prohibited conduct. If a report is made orally, the District official shall prepare a written report from the oral information.
INITIAL ASSESSMENT	Upon receipt or notice of the 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 promptly authorize or undertake an investigation, except as provided below at CRIMINAL INVESTIGATION. If no investigation is warranted under this policy, the District official shall make a determination under FFI, Freedom from Bullying, whether the alleged conduct would constitute bullying rather than discrimination, harassment, or retaliation. If so, the matter shall be referred to be handled under FFI. If the District official determines that the alleged conduct, if proven, would not be a violation of this policy or of policy FFI, the District official shall so notify the complainant/reporter in writing and dismiss the complaint.
INTERIM ACTION	If appropriate and regardless of whether a criminal or regulatory investigation regarding the alleged conduct is pending, the District official 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 a 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 shall be involved in or informed of the investigation.
CRIMINAL INVESTIGATION	If a law enforcement or regulatory agency notifies the District that a criminal or regulatory investigation has been initiated, the District

STUDENT WELFARE
FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION

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(LOCAL)

	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.
NOTIFICATION OF OUTCOME	Notification of the outcome of the investigation shall be provided to both parties in compliance with FERPA.
DISTRICT ACTION	In no circumstance shall the District be required to inform the complainant of the specific disciplinary or corrective action taken.
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.
BULLYING	If the results of the investigation indicate bullying occurred, the official shall refer to FFI for appropriate notice to parents and District action and to FDB for applicable transfer provisions.
IMPROPER CONDUCT	If the investigation reveals improper conduct that was neither "prohibited conduct" nor "bullying," the District may nonetheless take appropriate disciplinary action consistent with the Student Code of Conduct or other corrective action to address the conduct.
CONFIDENTIALITY	To the extent possible, the District shall endeavor to protect the privacy of the complainant, persons against whom a complaint is filed, and witnesses. However, 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, and shall also have the right to file a complaint

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with the United States Department of Education Office for Civil Rights.

RECORDS RETENTION The District shall retain records of the complaint and investigation in accordance with FB(LOCAL) and CPC(LOCAL).

ACCESS TO POLICY Information regarding this policy and any related procedures shall be included annually in the employee and student handbooks. The policy and procedures shall be posted on the District's website; a copy may also be obtained at each campus and the District's administrative offices.