Agenda of Meeting
Midlothian ISD
Board of Trustees Regular Meeting

L.A. Mills Administration Building
100 Walter Stephenson Road
Midlothian, Texas 76065

Monday, September 16, 2024 – 5:30 PM

A Regular Meeting of the Board of Trustees of Midlothian ISD will be held Monday, September 16, 2024, beginning at 5:30 PM.

The subjects to be discussed or considered, or upon which any formal action may be taken are listed on the agenda, which is attached to, and made a part of this Notice. Items do not have to be taken in the order shown on this meeting notice.

The open portions of this meeting will be streamed live and recorded. The video will be made available to the public on the District's website.

PUBLIC COMMENT – Public comments related to this meeting will be accepted in person only in accordance with the Open Meetings Act and Local District Policy, BED(LOCAL). Members of the public wishing to address the Board during the public comment portion of this regular meeting shall be limited to five minutes, or less, should a change to the allotted time be necessary as determined by the presiding officer based on the meeting.

In-person participants must either sign up online by 4:00 pm the day of the meeting or sign in and complete a "Public Comment Participation Form" and present it to the Board President or designee 10 minutes prior to the start of the meeting. If a completed form for public comment is not received by the applicable deadline posted, the individual will not be able to participate in public comment at this meeting.

In accordance with the Texas Open Meetings Act, Board Members will listen to the comments. The Board, through the presiding officer or Superintendent, can offer factual information, cite Board policy, or direct the administration to investigate items and report back to the Board, but shall not engage in a two-way dialogue with patrons.

I. **FIRST ORDER OF BUSINESS**
   A. Announcement by the presiding officer that a quorum of Board members is present, that the meeting has been duly called, and that notice of the meeting has been posted in accordance with the Texas Open Meetings Act, Texas Government Code Chapter 551

II. **CLOSED SESSION as authorized by the Texas Open Meetings Act, Texas Government Code Chapter 551.**
   A. Discussion of Personnel, Texas Government Codes 551.074 - Resignations, Terminations, and Non-renewals of Professional Employees, Employment, Leaves of Absences, Personnel Issues
   B. Discuss Purchase, Exchange, Lease, or Value of Real Property 551.072
   C. Students, Texas Government Code 551.082, 551.0821
      1. Discipline Issues

2. Non-Discipline Issues

III. **RECONVENE TO OPEN SESSION**

IV. **INTRODUCTION OF MEETING**

A. Invocation

B. Pledges of Allegiance

V. **SUPERINTENDENT REPORT** **5**

VI. **TRUSTEE GOOD THINGS** **6**

VII. **PRESENTATIONS / RECOGNITIONS**

A. MISD Mission, Vision, and Cultural Tenets 7

B. MISD Board Pledge 10

C. Recognition: MHS Soccer All State and All American Student-Athletes 12

VIII. **PUBLIC COMMENT -** ***for Items on the Agenda:*** **Members of the public may address the Board during the public comment portion of the board meeting in accordance with Board policy BED (LOCAL). Individuals wishing to speak shall follow the procedures outlined above.**

IX. **SUBCOMMITTEE UPDATE(S)** **14**

X. **CONSENT AGENDA**

A. Consider Meeting Minutes

1. August 13, 2024 - Special Meeting Minutes 15

2. August 19, 2024 - Regular Meeting Minutes 17

B. Consider Approval of Gifts and/or Donations 21

C. Consider LEGAL and LOCAL Policy Revisions as Included in Update 123, Part I 23

- BBD(LOCAL): BOARD MEMBERS - TRAINING AND ORIENTATION
- BBFA(LOCAL): ETHICS - CONFLICT OF INTEREST DISCLOSURES
- CKC(LOCAL): SAFETY PROGRAM/RISK MANAGEMENT - EMERGENCY PLANS
- CKEC(LOCAL): SECURITY PERSONNEL - SCHOOL RESOURCE OFFICERS
- DCE(LOCAL): EMPLOYMENT PRACTICES - OTHER TYPES OF CONTRACTS
- DGBA(LOCAL): PERSONNEL-MANAGEMENT RELATIONS - EMPLOYEE COMPLAINTS/GRIEVANCES
- EEH(LOCAL): INSTRUCTIONAL ARRANGEMENTS - HOMEBOUND INSTRUCTION
- EF(LOCAL): INSTRUCTIONAL RESOURCES
- EFA(LOCAL): INSTRUCTIONAL RESOURCES - INSTRUCTIONAL MATERIALS
- EFB(LOCAL): INSTRUCTIONAL RESOURCES - LIBRARY MATERIALS
- FNG(LOCAL): STUDENT RIGHTS AND RESPONSIBILITIES - STUDENT AND PARENT COMPLAINTS/GRIEVANCES
- GF(LOCAL): PUBLIC COMPLAINTS

D. Consider Resolution to Change Texpool Authorized Signers 79

E. Consider Resolution to Change Lone Star Authorized Signers 82

F. Consider Approving Election Contract with Ellis Co Elections Office for Nov. 5, 2024 Election 84

G. Consider Approval of Title 1 Ed-Flex Schoolwide Eligibility Waiver for TE Baxter Elementary 105

H. Consider Approving Notice of Election for Nov. 5, 2024 Special Election 107

XI. **INFORMATION ONLY**

A. Campus Spotlight - LaRue Miller Elementary School 111

B. Campus Spotlight - Walnut Grove Middle School 112
C. Receive 2Q2024 Demographic and Enrollment Report 113
D. Receive Report on District Leadership Definition 114
E. Receive Report on June 2024 End of Course Scores 115
F. Discuss District Improvement Plan for 2024-2025 116
G. Discuss Campus Improvement Plans for 2024-2025

XII. **DISCUSSION / ACTION ITEMS**

A. Consider Recommendation of Names for Consideration on the 2025 Ellis County Appraisal Board Election Ballot and Approval of Resolution 118

XIII. **Action, if any, on Items Discussed in Closed Session**

XIV. **PUBLIC COMMENT *for non-agenda items***

XV. **ADJOURNMENT OF MEETING**

If, during the course of the meeting covered by this Notice, the Board of Trustees should determine that a closed meeting or session of the Board of Trustees is required, then such closed meeting or session as authorized by the Texas Open Meetings Act, Texas Government Code Section 551.001 et seq., will be held by the School Board at the date, hour, and place given in this Notice or as soon after the commencement of the meeting covered by this Notice as the School Board may conveniently meet in such closed meeting or session concerning any and all purposes permitted by the Act, including, but not limited to the following sections and purposes:

Texas Government Code Section:	
551.071	Private consultation with the board's attorney.
551.072	Discussing purchase, exchange, lease, or value of real property.
551.073	Discussing negotiated contracts for prospective gifts or donations.
551.074	Discussing personnel or to hear complaints against personnel.
551.075	To confer with employees of the school district to receive information or to ask questions.
551.076	Considering the deployment, specific occasions for, or implementation of, security personnel, or devices.
551.082	Considering discipline of a public school child, or complaint or charge against personnel.
551.0821	Discussing personally identifiable information about a public school student.
551.083	Considering the standards, guidelines, terms, or conditions the board will follow, or will instruct its representatives to follow, in consultation with representatives of employees groups.
551.084	Excluding witnesses from a hearing.

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

(a) in the open meeting covered by the Notice upon the reconvening of the public meeting; or
(b) at a subsequent public meeting of the School Board upon notice thereof; as the School Board shall determine.

Midlothian ISD
BOARDBOOK TEMPLATE

Board Meeting Date:	September 16, 2024	
Agenda Item:	Superintendent Good Things	
Requires Board Action:	NO	
Agenda Location:	PRESENTATIONS / RECOGNITIONS	
Template Attachments:	No	
If yes, then select what applies:		
Link to the presentation:		
Background Information	**WHY:** As we open each meeting, the Superintendent's Good Things provides an opportunity to recognize specific students, staff, and community members.	
Strategic Priority: *(Primary)*	Priority 1: Student Success	
Performance Objective: *(Primary)*	1.1 Multiple Pathways for All Students to Belong	
Strategic Priority: *(Secondary - if needed)*	Priority 3: Culture, Climate and Safety	
Performance Objective: *(Secondary - if needed)*	3.1 Commit to MISD Cultural Tenets in a Way that Ensure Staff and Student Well-being	
Legal Reference: (1) / (2)	N/A	N/A
Policy Reference: (1) / (2)		
Fiscal Impact/Budget Function Code:		
Administration Recommendation	Presentation only	
Motion:	N/A	
Presenter:	David Belding, Ed.D.	
	Superintendent	

Midlothian ISD
BOARDBOOK TEMPLATE

Board Meeting Date:	August 19, 2024	
Agenda Item:	Trustee Good Things	
Requires Board Action:	NO	
Agenda Location:	PRESENTATIONS / RECOGNITIONS	
Template Attachments:	No	
If yes, then select what applies:	Presentation	
Link to the presentation:		
Background Information	**WHY:** As we open each meeting, Trustees have an opportunity to share "Good Things" recognizing specific students, staff, and community members	
Strategic Priority: *(Primary)*	Priority 1: Student Success	
Performance Objective: *(Primary)*	1.2 All Students Exhibit Yearly Growth in Core Areas	
Strategic Priority: *(Secondary - if needed)*	Priority 3: Culture, Climate and Safety	
Performance Objective: *(Secondary - if needed)*	3.1 Commit to MISD Cultural Tenets in a Way that Ensure Staff and Student Well-being	
Legal Reference: (1) / (2)		
Policy Reference: (1) / (2)		
Fiscal Impact/Budget Function Code:	None	
Administration Recommendation	Presentation only	
Motion:	No action required.	
Presenter:	Gary Vineyard	
	Board President	

Midlothian ISD
BOARDBOOK TEMPLATE

Board Meeting Date:	September 16, 2024	
Agenda Item:	MISD Mission, Vision, and Cultural Tenets	
Requires Board Action:	NO	
Agenda Location:	PRESENTATIONS / RECOGNITIONS	
Template Attachments:	No	
If yes, then select what applies:		
Link to the presentation:		
Background Information	**WHY:** As we open each meeting, it is important that we share the MISD Mission, Vision, and Cultural Tenets with everyone. **Mission:** The mission of Midlothian ISD is to educate students by empowering them to maximize their potential. **Vision:** Inspiring excellence today to change the world tomorrow **MISD Cultural Tenets:**	
Strategic Priority: *(Primary)*	Priority 1: Student Success	
Performance Objective: *(Primary)*	1.1 Multiple Pathways for All Students to Belong	
Strategic Priority: *(Secondary - if needed)*		
Performance Objective: *(Secondary - if needed)*		
Legal Reference: (1) / (2)		

Policy Reference: (1) / (2)	AE-Educational Philosophy	
Fiscal Impact/Budget Function Code:	N/A	
Administration Recommendation	Presentation only	
Motion:	N/A	
Presenter:	Gary Vineyard	
	Board President	

WE ARE FAMILY

CELEBRATE THE POWER OF DIVERSITY

HONOR RELATIONSHIPS

MIDLOTHIAN ISD

INSPIRING EXCELLENCE

UNLIMITED POTENTIAL

EXCELLENCE THROUGH PURPOSE

WE ARE MIDLOTHIAN STRONG

Midlothian ISD
BOARDBOOK TEMPLATE

Board Meeting Date:	September 16, 2024	
Agenda Item:	Board Pledge	
Agenda Location:	PRESENTATIONS / RECOGNITIONS	
Template Attachments:	Yes	PDF
If yes, then select what applies:	PDF	PDF
Link to the presentation:	No presentation for this item.	
Background Information	**WHY:** As we open each meeting, it is important that we share the MISD Board Pledge with all participants. **WHAT:** ***Pledge is attached to read for the audience.***	
Strategic Priority: *(Primary)*	Priority 3: Culture, Climate and Safety	
Performance Objective: *(Primary)*	3.2 Strive to Be a Listening and Learning Organization Aligned with Stakeholder Engagement	
Strategic Priority: *(Secondary - if needed)*	N/A	
Performance Objective: *(Secondary - if needed)*	N/A	
Legal Reference: (1) / (2)	N/A	N/A
Policy Reference: (1) / (2)	BBF-BOARD MEMBERS - ETHICS	
Fiscal Impact/Budget Function Code:	N/A	
Administration Recommendation	Presentation only	
Motion:	Presentation only	
Presenter:	MISD Board of Trustees	

Board Pledge
2024-2025

Mike Dillow	*As a member of the Board, I shall promote the best interests of the District as a whole and, to that end, shall adhere to the following ethical standards:* ***Student Focused*** • ***I will be continuously guided by what is best for all students of the District.***
Ed Harrison	***Trustworthiness in Stewardship*** • *I will be accountable to the public by representing District policies, programs, priorities, and progress accurately.* • *I will be responsive to the community by seeking its involvement in District affairs and by communicating its priorities and concerns:* • *I will work to ensure prudent and accountable use of district resources.* • *I will make no personal promise or take private action that may compromise my performance or my responsibilities.*
Tami Tobey	***Commitment in Service*** • *I will focus my attention on fulfilling the Board's responsibilities of goal setting, policy making, and evaluation.* • *I will diligently prepare for and attend Board meetings.* • *I will avoid personal involvement in activities the board has delegated to the superintendent.* • *I will seek continuing education that will enhance my ability to fulfill my duties effectively.*
Jessica Ward	*Equity in Attitude* • *I will be fair, just and impartial in all my decisions and actions.* • *I will accord others the respect I wish for myself. I will encourage expressions of different opinions and listen with an open mind to others' ideas.*
Richard Pena	**Honor in Conduct** • I will tell the truth. • I will share my views while working for consensus. • I will respect the majority decisions as the decision of the Board. • I will base my decisions on fact rather than supposition, opinion, or public favor.
Ryan Timm	**Integrity in Character** • I will refuse to surrender judgment to any individual or group at the expense of the District as a whole. • I will consistently uphold all applicable laws, rules, policies and governance procedures. • I will not disclose information that is confidential by law or that will needlessly harm the District if disclosed.

Midlothian ISD BOARDBOOK TEMPLATE		
Board Meeting Date:	September 16, 2024	
Agenda Item:	MHS Soccer All State and All American Student-Athletes	
Agenda Location:	PRESENTATIONS / RECOGNITIONS	
Template Attachments:	No	
If yes, then select what applies:		
Link to the presentation:		
Background Information	**Why:** MISD is proud to celebrate the excellence in academics, athletics, and fine arts that is demonstrated by our students, and we believe that safe, engaging, rigorous, and diverse learning environments provide the best opportunity for students to reach their fullest potential through experiences offered at MISD. **What:** The MHS girls and boys soccer program is proud to celebrate several student-athletes for being named to various All State teams and two student-athletes for being named All American team members. The complete list of students reaching these state and above levels are:	
	Girls State or above awards: TGCA All-State - Alexis "Lexi" Morris - Kyleigh Ward TASCO First Team All-State - Lexi Morris TASCO Honorable Mention All-State - Jordyn Hardeman - Zayla Reagan THSCA Super Elite Team (one team named for 5A in the state) - Jordyn Hardeman (MOY) - Zayla Reagan United Soccer Coaches - All-American Jordyn Hardeman - All-Region (All-Region for USC is above All-State; includes several states) Zayla Reagan	

	Boys State or above awards: TASCO (Texas Association of Soccer Coaches) First Team All-State - Caden Naizer - Landon Exley - Wesley McCool TASCO Second Team All-State - Ayden Hildreth THSCA (Texas High School Coaches Association) Super Elite Team - Caden Naizer (MVP) - Ayden Hildreth (MOY) - Kyle Allen - Landon Exley United Soccer Coaches - All-American - Caden Naizer All-Region (All-Region for USC is above All-State; includes several states) - Ayden Hildreth All-State - Landon Exley - Kyle Allen
Strategic Priority: *(Primary)*	Priority 1: Student Success
Performance Objective: *(Primary)*	1.1 Multiple Pathways for All Students to Belong
Strategic Priority: *(Secondary - if needed)*	
Performance Objective: *(Secondary - if needed)*	
Legal Reference: (1) / (2)	
Fiscal Impact/Budget Function Code:	N/A
Administration Recommendation	Presentation only
Motion:	N/A
Presenter:	Tammy Kuykendall Exec. Dir. of Communications

Midlothian ISD
BOARDBOOK TEMPLATE

Board Meeting Date:	September 16, 2024	
Agenda Item:	Receive an Update from the Board Curriculum and Instruction Subcommittee	
Agenda Location:	SUBCOMMITTEE UPDATES	
Template Attachments:	No	N/A
If yes, then select what applies:	N/A	N/A
Link to the presentation:	No presentation for this item.	
Background Information	**WHY:** This agenda item offers an opportunity for subcommittee members to share and report specific information discussed at the meetings of various subcommittees of the Board. This update will be from Mr. Harrison on the Curriculum and Instruction Subcommittee.	
Strategic Priority: *(Primary)*	Priority 1: Student Success	
Performance Objective: *(Primary)*	1.3 Continuous Improvement of Curriculum, Professional Development, and the Art and Science of Teaching	
Strategic Priority: *(Secondary - if needed)*	N/A	
Performance Objective: *(Secondary - if needed)*	N/A	
Legal Reference: (1) / (2)	N/A	N/A
Policy Reference: (1) / (2)		
Fiscal Impact/Budget Function Code:	N/A	
Administration Recommendation	Presentation only	
Motion:	Presentation only	
Presenter:	Shelle Blaylock	
	District Leadership	

MIDLOTHIAN ISD
INSPIRING EXCELLENCE

Inspiring excellence today to change the world tomorrow

Minutes of Special Meeting
MISD Board of Trustees
August 13, 2024 /6:00 pm

Board Members Present: Mike Dillow, Ryan Timm, Ed Harrison, Richard Peña, Tami Tobey, Gary Vineyard, Jessica Ward

Administration Present: David Belding, Shelle Blaylock, Sandy Bundrick, Aaron Williams, and Tammy Kuykendall

I. FIRST ORDER OF BUSINESS

A. Announcement by the presiding officer that a quorum of Board members is present, that the meeting has been duly called, and that notice of the meeting has been posted in accordance with the Texas Open Meetings Act, Texas Government Code Chapter 551
The meeting was called to order at 5:30 pm.

The Board moved out of open session at 5:30 pm and into closed session at 6:01 pm.

II. CLOSED SESSION as authorized by the Texas Open meetings Act, Texas Government Code Chapter 551.

A. Consideration of Personnel, Texas Government Code 551.074 - Resignations, Terminations, and Non-renewals of Professional Employees, Employment, Leaves of Absences, Personnel Issues
1. Discuss Recommendation for Assistant Superintendent of Business and Operations

B. Consider Purchase, Exchange, Lease, or Value of Real Property 551.072

C. Students, Texas Government Code 551.082, 551.0821
1. Discipline Issues
2. Non-Discipline Issues

The Board moved out of closed session at 6:35 pm.

III. RECONVENE TO OPEN SESSION

The Board reconvened into open session at 6:41 pm.

IV. INTRODUCTION OF MEETING

A. Invocation
The invocation was given by Tami Tobey.

B. Pledges of Allegiance were said by all in attendance.

V. PUBLIC COMMENT - *for Items on the Agenda* Members of the public may address the Board during the public comment portion of the board meeting in accordance with Board policy BED (LOCAL). Individuals wishing to speak shall follow the procedures outlined above.

- Lisa Healy spoke about a possible VATRE, economic stressors for MISD voters and delaying the election to a future time.

VI. DISCUSSION/ACTION ITEMS:

A. Consider Recommendation for Assistant Superintendent of Business and Operations

Tami Tobey made a motion, seconded by Jessica Ward, to approve Rebecca Metzger as the Assistant Superintendent of Business and Operations. The motion passed with a vote of 7-0.

VII. INFORMATION ITEMS

A. Receive Report from External Auditor on the Efficiency Audit for Midlothian ISD

Dan Tonn, CPA, from the District's external audit firm of Hankins, Eastup, Deaton, Tonn and Seay, PC, Certified Public Accountants presented information to the Board on findings from the recent efficiency audit of Midlothian ISD in comparison to other school districts.

B. Update on Tax Rate Adoption

Sandy Bundrick shared updated information and answered questions on the certified values from the Ellis County Appraisal office, updated revenue numbers and effect of the tax rate with the upcoming adoption on August 19th.

C. Receive Information on Election Laws Relating to a VATRE

Christine Badillo with Walsh, Gallegos presented information explaining the VATRE process and answering questions from the Board relating to this type of election.

VIII. ADJOURNMENT OF MEETING

Mike Dillow made the motion, seconded by Richard Pena, to adjourn the meeting. The motion passed unanimously. The meeting adjourned at 8:30 pm.

_____	_____
Board President	**Board Secretary**
	September 16, 2024
	Date

MIDLOTHIAN ISD
INSPIRING EXCELLENCE

Inspiring excellence today to change the world tomorrow

Minutes of Regular Meeting
MISD Board of Trustees
August 19, 2024 / 5:30 pm

Board Members Present: Mike Dillow, Ryan Timm, Ed Harrison, Tami Tobey, Gary Vineyard, Jessica Ward
Richard Peña participated via Zoom.

Administration Present: David Belding, Shelle Blaylock, Sandy Bundrick, Aaron Williams, and Tammy Kuykendall

I. FIRST ORDER OF BUSINESS

A. Announcement by the presiding officer that a quorum of Board members is present, that the meeting has been duly called, and that notice of the meeting has been posted in accordance with the Texas Open Meetings Act, Texas Government Code Chapter 551
The meeting was called to order at 5:30 pm.

The Board moved out of open session at 5:30 pm and into closed session at 5:37 pm.

II. CLOSED SESSION as authorized by the Texas Open meetings Act, Texas Government Code Chapter 551.

A. Discussion of Personnel, Texas Government Code 551.074 - Resignations, Terminations, and Non-renewals of Professional Employees, Employment, Leaves of Absences, Personnel Issues
B. Discuss Purchase, Exchange, Lease, or Value of Real Property 551.072
C. Students, Texas Government Code 551.082, 551.0821
1. Discipline Issues
2. Non-Discipline Issues
D. Private Consultation with Board's Legal Counsel, Texas Government Code Chapter 551.071

The Board moved out of closed session at 6:22 pm.

III. RECONVENE TO OPEN SESSION

The Board reconvened into open session at 6:30 pm.

IV. INTRODUCTION OF MEETING

A. Invocation
The invocation was given by Tami Tobey.

B. Pledges of Allegiance were led by Frank Seale Middle School students.

V. SUPERINTENDENT REPORT

- Dr. Belding thanked parents and students for a great start to the 24/25 school year.
- He recognized student groups who came back early to prepare for the start of school activities.
- He thanked everyone for their patience working through the first week of school.

VI. TRUSTEE GOOD THINGS

- Mike Dillow recognized Coach York and the new indoor golf facility.
- Jessica Ward recognized the invitation from Coleman Elementary for Meet the Teacher Night and how grateful she is for Dr. Belding and his Facebook selfie posts with MISD students.
- Ryan Timm expanded on Mrs. Ward's comment stating how awesome it was to see central administration staff on campus and sharing selfies just like Dr. Belding; and a shout out to the Transportation Department for an awesome start to the year moving MISD students throughout

the district.

- Ed Harrison spoke about Meet the Teacher Night at Mt. Peak, seeing all of the wonderful families and how families *love* Mr. Henke.
- Tami Tobey acknowledged Dr. Belding and how he is making an impression on kids and staff and changing a culture. In addition, she recognized the Back to School Bash success and MISD winning the eating contest this year.
- Gary Vineyard recognized the leadership of Dr. Belding then talked about Convocation where Trustee Richard Pena provided an incredible presentation as the keynote speaker and Dr. Belding kicked off the year with his drum performance.

VII. PRESENTATIONS / RECOGNITIONS

A. MISD Mission and Vision and Cultural Tenets
Gary Vineyard read the Mission, Vision, and Cultural Tenets.

B. MISD Board Pledge
The Board read the pledge into the record.

C. Student Recognition: HOSA International Leadership Conference
MHS senior London Coffman was recognized for placing 5th in the event *Speaking Skills* at the HOSA International Leadership Conference held in Houston in late June, 2024.

D. Recognition of Back to School Bash Supporters
Community partners including Manna House, Midlothian Community Development Corporation, and the Mayor's office were recognized for making the Back to School Bash a success for MISD students.

E. Student Recognition: CPR Lifesaving Skills
MHS student, Julio Ambris, was recognized for utilizing his lifesaving skills learned through the MHS Health Science program's CPR training to save the life of a family member last spring.

F. Recognition: SRO Life Medical Assistance
Heritage HS School Resource Officer Klint Valley was recognized for rendering lifesaving assistance to a student choking on campus.

G. Recognition of TASRO Agency of the Year Award Presented to the Midlothian PD SRO Unit
MISD School Resource Officers Unit was recognized for being named the Texas Association of School Resource Officers 2024 TASRO Agency of the Year.

VIII. PUBLIC Meeting to discuss the Proposed Tax Rate for 2024-2025

The public hearing began at 7:01 pm. Sandy Bundrick provided the required public meeting presentation to discuss the proposed tax rate for the 2024/2025 school year and answered questions from the Board as well as community members. The public meeting closed at 7:25 pm.

IX. PUBLIC COMMENT - *for Items on the Agenda* Members of the public may address the Board during the public comment portion of the board meeting in accordance with Board policy BED (LOCAL). Individuals wishing to speak shall follow the procedures outlined above.

- Patrick Theisen spoke, asking the Board to oppose the proposed tax rate and work within the budget, utilizing the general fund to cover the existing deficit.
- Lisa Healy spoke about Newsela, growth projections and voting against going for a voter approved tax rate election.

X. SUBCOMMITTEE UPDATE(S)

A. Receive Update from Business and Operations Subcommittee Meeting
Tami Tobey provided an update from the recent Business and Operations subcommittee meeting held on August 13, 2024.

XI. CONSENT AGENDA

A. Consider Approving Meeting Minutes
B. Consider Budget Amendments
C. Consider Approval of Gifts and/or Donations
D. Consider 24/25 SRO MOU Between MISD and Midlothian Police Department, City of Midlothian
E. Consideration to Approve an Agreement for the Purchase of Attendance Credit (option 3 agreement) and to Delegate Contractual Authority to the Superintendent
F. Consider Resolution Regarding Extra-Curricular Status of 4-H Organization and the Acceptance of the Adjunct Faculty Agreement
G. Consider the Submission of Names of Individuals to Serve on the 24-25 School Health Advisory Council (SHAC)
H. Consider Approving Investment Policy and Reports
I. Consider and Approve 2024/2025 Concussion Oversight Committee Members
J. Consider Approval of CSP2425-01 WGMS Chiller Replacement
K. Consider Approval of Requisition for Baxter Master Switchgear Replacement
L. Consider Approving YMCA MOU for 2024 - 2027

Jessica Ward made the motion, seconded by Ed Harrison to approve the Consent Agenda as presented. NOTE: This motion includes Agenda Item E. *(Consideration to Approve an Agreement for the Purchase of Attendance Credit (option 3 agreement) and to Delegate Contractual Authority to the Superintendent for the 2024-2025 school year), for the 2024-2025 school year* we delegated contractual authority to obligate the school district under Texas Education Code (TEC) §11.1511(c)(4) to the superintendent, solely for the purpose of obligating the district under TEC, §48.257 and TEC, Chapter 49, Subchapters A and D, and the rules adopted by the commissioner of education as authorized under TEC, 49.006. This included approval of the Agreement for the Purchase of Attendance Credit or the Agreement for the Purchase of Attendance Credit (Netting Chapter 48 Funding). The motion passed with a vote of 7-0.

XII. DISCUSSION / ACTION ITEMS

A. Consider Approving the 2024-2025 Tax Rate Adoption
Based upon information shared in prior meetings and presented within the required public meeting on this agenda, Jessica Ward moved, seconded by Tami Tobey, that the property tax rate be increased by the adoption of a total tax rate of $1.1069, which is effectively a 9.158% increase in the total tax rate when compared to the “no new revenues” tax rate. The motion passed with a 6-1 vote; members voting as follows:
Gary Vineyard - voting for
Jessica Ward - voting for
Ryan Timm - voting for
Ed Harrison - voting against
Mike Dillow - voting for
Richard Pena - voting for
Tami Tobey - voting for

B. Consider Approving the Order of Election for November 5, 2024 Voter Approval Tax Rate Election
Tami Tobey made a motion, seconded by Jessica Ward, to approve the Election Order for the November 5th Voter Approved Tax Rate Election. The motion passed with a vote of 6-1. Ed Harrison voted against the motion.

Richard Pena left the meeting at 8:06 pm.

XIII. INFORMATION ITEMS

A. Review and Discuss LEGAL and LOCAL Policy Revisions as Included in Update 123

Aaron Williams presented an overview of the updated local policy revisions within Update 123 as the first reading of these policies for the Board.
Shelle Blaylock and Mendy Autry spoke specifically about proposed revisions to EF(LOCAL) and EFA(LOCAL) and EFB(LOCAL).

This information will be brought back to the Board at the September meeting for action.

B. Designation of Trustee Campus Visits for 2024 Fall Semester

Trustees signed up for campus visits for the Fall semester during November and December as follows:

Gary Vineyard - Vitovsky Elementary and The MILE
Tami Tobey - Mt. Peak Elementary and Heritage High School
Jessica Ward - Dieterich Middle School and Walnut Grove Middle School
Mike Dillow - Baxter Elementary and Coleman Elementary
Ed Harrison - Midlothian High School and Miller Elementary
Ryan Timm - Irvin Elementary and Frank Seale Middle School
Richard Pena - Longbranch Elementary and McClatchey Elementary School (*designated by Gary Vineyard)*

XIV. Action, if any, on Items Discussed in Closed Session

N/A

XV. PUBLIC COMMENT *for non-agenda items*

No public comment for this portion of the meeting.

XVI. ADJOURNMENT OF MEETING

Mike Dillow made the motion, seconded by Tami Tobey, to adjourn the meeting. The motion passed unanimously. The meeting adjourned at 8:43 pm.

_____ _____

Board President **Board Secretary**

September 16, 2024_____
Date

Midlothian ISD BOARDBOOK TEMPLATE		
Board Meeting Date:	September 16, 2024	
Agenda Item:	Consider Approval of Gifts and/or Donations	
Agenda Location:	CONSENT	
Template Attachments:	Yes	PDF
If yes, then select what applies:	PDF	PDF
Link to the presentation:	No presentation for this item.	
Background Information	**WHY: Based upon local policy:** The Board delegates to the Superintendent the authority to accept unsolicited gifts on behalf of the District. However, any gift that the potential donor has expressly made conditional upon the District's use for a specified purpose, or any gift of real property, shall require Board approval. Once accepted, a gift becomes the sole property of the District **WHAT:** Each month the Board is provided an update of gifts and donations to be accepted. NOTE: A running annual total is provided for tracking purposes.	
Strategic Priority: *(Primary)*	Priority 4: District Operations and Financial Stewardship	
Performance Objective: *(Primary)*	4.3 Commitment to Financial Stewardship	
Strategic Priority: *(Secondary - if needed)*	Priority 3: Culture, Climate and Safety	
Performance Objective: *(Secondary - if needed)*	3.1 Commit to MISD Cultural Tenets in a Way that Ensure Staff and Student Well-being	
Legal Reference: (1) / (2)	N/A	N/A
Policy Reference: (1) / (2)	CDC-OTHER REVENUES - GIFTS AND SOLICITATIONS	
Fiscal Impact/Budget Function Code:	Varies each month based upon the value of donations and gifts received.	
Administration Recommendation	Administration recommends the approval of the agenda item as presented.	
Motion:	This is a consent agenda item: however, if needed a motion might be, "I move to approve the Gifts and Donations as presented."	
Presenter:	David Belding, Ed.D.	
	Superintendent	

SEPTEMBER 2024 GIFTS AND DONATIONS

Running Total: $26,633.54

Midlothian ISD	$4500 donation for Convocation Keynote speaker	Will of a Warrior Org.	$4,500.00
Heritage Cross Country	$2500 donation for the HHS Cross Country Program to offset travel expenditures	Anonymous	$2,500.00
Baxter Elementary	$2500 monetary donation for author visit with all Baxter Students	Baxter PTO	$2,500.00
MHS Baseball	$4,500 monetary donation for Baseball practice pants	MHS Baseball Boosters	$4,500.00
MHs Cross Country	$800 monetary donation to purchase food at Round Rock Meet	MHS Cross Country Boosters	$800.00
Heritage HS	Snacks and Supplies for staff development (valued at $125)	HEB	$150.00
Heritage HS	Snacks and Drinks valued at $330	Jaguar Parent Volunteer	$330.00
Heritage HS	Cookies valued at $125	Love You Big Cookie Company	$125.00
Heritage HS	Rice Bowls valued at $2000	Hibachio	$2,000.00
Heritage HS	Waters valued at $300	Jason's Deli	$300.00
Heritage HS	Breakfast Tacos for staff valued at $400	Heritage Softball Boosters	$500.00
Heritage HS	Breakfast Minis from Chic Fil A (Red Oak)	Chic Fil A Red Oak	$1,300.00
Mt. Peak Elementary	Pawsative Peak Students Yard Signs (valued at $651.17)	Mt. Peak PTO	$651.17
Mt. Peak Elementary	Ribbons for Pep Rally (valued at $143.95)	Mt. Peak PTO	$143.95
Mt. Peak Elementary	Custom Pins for recognition	Mt. Peak PTO	$106.92
Mt. Peak Elementary	Mt. Peak Student Council Shirts (valued at $220.50)	Parent donation	$220.50

Midlothian ISD
BOARDBOOK TEMPLATE

Board Meeting Date:	September 16, 2024	
Agenda Item:	Update 123 Part 1: TASB Policy Update from 88th Legislature (LEGAL/LOCAL)	
Requires Board Action:	YES	
Agenda Location:	CONSENT	
Template Attachments:	Yes	PDF
If yes, then select what applies:	PDF	N/A
Link to the presentation:	Yes. See link in the box to the right.	**Presentation** **Explanatory Notes** **Local Comparison** **Legal Policy Reference**
Background Information	**WHY:** LEGAL policies are for Board review. LOCAL policies in Update 123 require Board action. Changes in Update 123 are based primarily on legislation from the 88th Legislative Session and Special Sessions. All referenced bills have already gone into effect unless otherwise noted. **WHAT:** Below are the local policies for review and consideration this month being presented as part of Update 123. These recommended policy revisions are a result of TASB policy review and align to LEGAL policy updates. Midlothian ISD administration then conducts an additional review to esnure policy is aligned to local practice and community standards. Please see the **Explanatory Notes** and the **Local Comparison** for additional information.	
	BBD(LOCAL): BOARD MEMBERS - TRAINING AND ORIENTATION BBFA(LOCAL): ETHICS - CONFLICT OF INTEREST DISCLOSURES CKC(LOCAL): SAFETY PROGRAM/RISK MANAGEMENT - EMERGENCY PLANS CKEC(LOCAL): SECURITY PERSONNEL - SCHOOL RESOURCE OFFICERS CQC(LOCAL): TECHNOLOGY RESOURCES - EQUIPMENT DCE(LOCAL): EMPLOYMENT PRACTICES - OTHER TYPES OF CONTRACTS DGBA(LOCAL): PERSONNEL-MANAGEMENT RELATIONS - EMPLOYEE COMPLAINTS/GRIEVANCES EEH(LOCAL): INSTRUCTIONAL ARRANGEMENTS - HOMEBOUND INSTRUCTION EF(LOCAL): INSTRUCTIONAL RESOURCES EFA(LOCAL): INSTRUCTIONAL RESOUCES - INSTRUCTIONAL MATERIALS EFB(LOCAL): INSTRUCTIONAL MATERIALS - LIBRARY MATERIALS FNG(LOCAL): STUDENT RIGHTS AND RESPONSIBILITIES - STUDENT AND PARENT COMPLAINTS/GRIEVANCES GF(LOCAL): PUBLIC COMPLAINTS	
Strategic Priority: *(Primary)*	Priority 1: Student Success	
Performance Objective: *(Primary)*	1.3 Continuous Improvement of Curriculum, Professional Development, and the Art and Science of Teaching	

Strategic Priority: *(Secondary - if needed)*	Priority 4: District Operations and Financial Stewardship	
Performance Objective: *(Secondary - if needed)*	4.2 Effective and Efficient Cross-departmental Work Processes	
Legal Reference: (1) / (2)	N/A	N/A
Policy Reference: (1) / (2)		
Fiscal Impact/Budget Function Code:	N/A	
Administration Recommendation	Administration recommends the approval of the agenda item as presented.	
Motion:	If pulled, a motion may be: "I move to approve the agenda item as presented."	
Presenter:	Aaron Williams, Ed.D.	
	District Leadership	

(LOCAL) Policy Comparisons

These documents are generated by an automated process that compares the updated policy to the current policy as found in TASB records.

In this packet, you will find:

- Policies being recommended for revision (annotated)
- New policies (not annotated)
- Policies recommended for deletion (annotated in PDF; not shown in Word)

Annotations are shown as follows:

- Deletions are in a red strike-through font: ~~deleted text~~.
- Additions are in a blue, bold font: **new text**.
- Blocks of text that were moved without changes are shown in green, with double underline and double strike-through formatting to distinguish the text's new placement from its original location: ~~moved text~~ becomes moved text.
- Revision bars appear in the right margin to show sections with changes.

Note: While the annotation software competently identifies simple changes, large or complicated changes—as in an extensive rewrite—may be more difficult to follow. In addition, TASB's recent changes to the policy templates to facilitate accessibility sometimes make formatting changes appear tracked, even though the text remains the same.

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

Contact:	**School Districts and Education Service Centers**	**Community Colleges**
	policy.service@tasb.org	colleges@tasb.org
	800.580.7529	800.580.1488

Public Information Coordinator

After Election or Appointment

The Superintendent~~ or designee~~ shall fulfill the responsibilities of the public information coordinator and shall receive, on behalf of Board members, the training specified by Government Code 552.012. [See GBAA]

After a Violation

A Board member who receives written notice from the attorney general that the member must complete Public Information Act (PIA) training described by GBAA(LEGAL) following the District's failure to comply with a PIA requirement shall complete the training within the timelines described in law. The completion of the training in response to such a notice cannot be delegated.

Reporting Continuing Education Credit

The Board President shall announce the status of each Board member's continuing education credit. The announcement shall be made annually at the last regular Board meeting before the District's uniform election date, whether or not an election is held. The announcement shall be reflected in the meeting minutes and, when necessary, posted on the District's website in accordance with law.

In addition to disclosures required by law, a Board member shall disclose to the Board any personal financial interest, business interest, or obligation or relationship that in any way creates a potential conflict of interest with a vote on a pending matter.

A Board member shall not use coercive means or promise special treatment in order to influence Board or District decisions, nor use the member's position to seek personal advantage. [See also BBF(LOCAL)]

Annual Financial Management Report

Each Board member shall provide to the District in a timely manner information necessary for the District's annual financial management report. [See CFA]

Emergency Operations Plan

The Superintendent shall ensure updating of the District's emergency operations plan and ongoing staff training.

As required by law, the emergency operations plan shall include the District's procedures addressing~~:~~:

1. Reasonable security measures when District property is used as a polling place;
2. Response to an active shooter emergency;
3. Response to a nearby train derailment, as applicable; and
4. Access to campus buildings and materials necessary for a substitute teacher to carry out the duties of a District employee during an emergency or an emergency drill.

Notice Regarding Violent Activity

~~4.~~ The Superintendent shall develop procedures to notify parents regarding violent activity that has occurred or is being investigated at a campus or other District facility or at a District-sponsored activity.

School Resource Officers

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

Jurisdiction

The jurisdiction of school resource officers shall include all territory within District boundaries, as well as all real and personal property outside the boundaries of the District that is owned, leased, or rented by the District, or is otherwise under the District's control.

Authority and Duties

A school resource officer shall perform duties as described in the ~~agreement~~MOU and as included in the District improvement plan and the Student Code of Conduct. Pursuant to the MOU, a school resource officer shall:

1. Protect the safety and welfare of any person in the jurisdiction of the District and protect the property of the District.
2. Enforce all laws, including municipal ordinances, county ordinances, and state laws, and investigate violations of law as needed. In doing so, school resource officers may serve search warrants in connection with District-related investigations in compliance with the Texas Code of Criminal Procedure.
3. Arrest suspects consistent with state and federal statutory and constitutional standards governing arrests, including arrests without warrant, for offenses that occur in the officer's presence or under the other rules set out in the Texas Code of Criminal Procedure.
4. Coordinate and cooperate with commissioned officers of all other law enforcement agencies in the enforcement of this policy as necessary.
5. Enforce District policies, rules, and regulations on District property, in school zones, at bus stops, or at District functions.
6. Investigate violations of District policy, rules, and regulations as requested by the Superintendent and participate in hearings concerning alleged violations.
7. Carry a firearm in accordance with the MOU and the directives with the commissioning entity.
8. Carry out all other duties in accordance with the MOU.

A school resource officer shall not be assigned routine classroom discipline or administrative tasks. Each school resource officer

shall receive at least the minimum amount of education and training required by law.

~~All school resource officers shall receive at least the minimum amount of education and training required by law.~~[See CKE(LEGAL) and CKEC(LEGAL)]

With this policy, the Board adopts the model health and safety guidelines for the effective integration of digital devices in schools that have been developed by the Texas Education Agency and the Health and Human Services Commission.

The Superintendent shall develop regulations that implement these guidelines.

To be considered in October
Not for Sept 16 2024 approval

Non-Chapter 21 Contracts

The District shall employ on non-Chapter 21 contracts, not to be governed by Chapter 21 of the Education Code, the following positions: executive director of operations, executive director of ~~PEIMS/SIS~~technology, executive director of ~~technology~~communications, director of PEIMS/SIS, and chief financial officer.

~~Appeal of Employment Actions~~

~~An~~Termination During Contract Term

In accordance with DCE(LEGAL), an employee may request a hearing before the Board to 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 in accordance with DGBA(LOCAL).

ADDITIONAL REVISIONS to U123: 8.1.2024

Non-Chapter 21 Contracts

The District shall employ on non-Chapter 21 contracts, not to be governed by Chapter 21 of the Education Code, the following positions: **assistant superintendent of business and operation,** executive director of operations, executive director of technology, executive director of communications, director of PEIMS/SIS, and chief financial officer.

Termination During Contract Term

In accordance with DCE(LEGAL), an employee may request a hearing before the Board to appeal discharge during the contract period.

An employee whose contract is not reissued at the end of the contract period may appeal in accordance with 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:

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 the DIA series.
2. Complaints alleging certain forms of harassment, including harassment by a supervisor and violation of Title VII, shall be submitted in accordance with the DIA series.
3. Complaints concerning retaliation relating to discrimination and harassment shall be submitted in accordance with the DIA series.
4. Complaints concerning instructional resources shall be submitted in accordance with the EF series.
5. Complaints concerning a commissioned peace officer who is an employee of the District shall be submitted in accordance with the CKE series.
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 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.

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 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. Timelines 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 alleging a violation of law by the Superintendent may be submitted directly to the Board or designee.

General Provisions

Filing

Complaint forms and appeal notices may be filed by hand-delivery, by electronic communication, including email and fax, or by 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 shall be timely filed if they are received by the close of business on the deadline, as indicated by the date/time shown on the electronic communication. 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.

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 email 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 timelines 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 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. 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.
Consolidating Complaints	Complaints arising out of an event or a series of related events shall be addressed in one complaint. Employees shall not file separate or serial complaints arising from any event or series of events that have been or could have been addressed in a previous complaint. 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.
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 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.
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 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.

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.

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 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 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 a conference within ten days after the appeal notice is filed. The conference shall be limited to the issues and documents considered at Level One. 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.

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.

General Education

Consistent with ~~TEA's~~the Texas Education Agency (TEA) *Student Attendance Accounting Handbook* (*SAAH*), a student may be eligible for general education homebound services if the student is to be confined for a minimum of four weeks to a hospital or homebound setting for medical or psychological reasons specifically documented by a physician licensed to practice in the United States. The weeks of confinement need not be consecutive. The parent's request for services shall be submitted to the principal in accordance with TEA's *SAAH* and administrative procedures.

The principal or designee shall convene a placement committee composed of at least a campus administrator, a teacher of the student, and the parent or guardian of the student to consider the necessity of providing general education homebound instruction to the student. If the committee determines that such instruction is appropriate, the committee shall determine the type and amount of instruction to be provided and, if applicable, the length of the transition period to the school-based setting based on current ~~medical~~ information regarding the medical or psychological condition.

Special Education

Consistent with state rule and the *SAAH*, a student receiving special education services may be eligible for special education homebound services if the student is to be confined for a minimum of four weeks to a hospital or homebound setting for medical or psychological reasons specifically documented by a physician licensed to practice in the United States. ~~If a student is chronically ill, the student's admission, review, and dismissal (ARD) committee shall determine whether the~~The weeks ~~of confinement~~ need ~~to~~not be consecutive.

~~If the ARD~~If a student's admission, review, and dismissal committee determines that homebound instruction is appropriate, the committee shall determine the type and amount of instruction to be provided in accordance with law, and, if applicable, the length of the transition period to the school-based setting based on current ~~medical~~ information regarding the medical or psychological condition.

Documentation of Services

The District shall maintain full documentation about students receiving homebound services, in accordance with administrative procedures, the *SAAH,* and a student's individualized education program ~~(IEP),~~, as applicable.

Note: For information related to the selection process and accounting of instructional materials, as this term is defined by state law and rule, see CMD and EFA.

The District shall provide a wide range of instructional resources for students and faculty that present varying levels of difficulty, diversity of appeal, and a variety of points of view. Although the Superintendent shall ensure that professional staff select instructional resources in accordance with District policy and administrative regulations, the ultimate authority for determining and approving the curriculum and instructional program of the District lies with the Board.

The District values parental involvement in the educational process and shall continue to identify opportunities for parents to learn about the District's library programs and the availability of library materials so that parents may provide guidance to their child(ren) in the selection of library materials.

Objectives

In this policy, "instructional resources" includes both instructional materials and library materials.

Instructional materials may include textbooks, supplementary resources for classroom use, and any other instructional resources, including electronic resources, used for formal or informal teaching and learning purposes. The primary objectives of instructional materials are to implement, enrich, and support the District's educational program.

Library materials may include printed and electronic library acquisitions and other ancillary or supplementary materials maintained in a campus library. In accordance with state and local guidelines, library collections should enrich and support the state and local curriculum. Collections should also provide materials of high interest to encourage student reading and learning for pleasure.

Library materials may be used to enhance the instructional program, for formal or informal teaching and learning purposes, and for voluntary inquiry or self-selected reading.

In accordance with state and local standards, school libraries are essential interactive collaborative learning environments, ever evolving to provide equitable physical and virtual access to ideas, information, and learning tools for the entire school community.

School libraries are essential, safe, and inviting centers for teaching and learning that provide equitable access to emerging technologies and physical and virtual collections of high quality, reflecting input from stakeholders.

Instructional Resources

Administrators, teachers, librarians, other District personnel, parents, and community members, as appropriate, may recommend instructional resources for selection.

The Board shall rely on District professional staff to select and acquire instructional resources that:

1. Enrich and support the curriculum consistent with the general educational goals of the state and District, the aims and objectives of individual schools and specific courses, and the District and campus improvement plans.

2. Are appropriate for the subject area and for the age, ability level, learning styles, interests, and social and emotional development of the students for whom they are selected.

3. Meet high standards for artistic quality, literary style, authenticity, educational significance, factual content, physical format, presentation, readability, and technical quality.

4. In accordance with state standard, present multiple perspectives of controversial issues so that students have an opportunity to develop, under guidance, skills in critical analysis and in making informed judgments in their daily lives. [See also EMB regarding instruction about controversial issues.]

5. Promote literacy.

Selection of resources is an ongoing process that includes the removal of resources no longer appropriate and the periodic replacement or repair of resources that still have educational value.

Additional Instructional Materials

In addition to the criteria above, District professional staff may select additional instructional materials in accordance with administrative regulations.

Library Materials

In addition to the criteria above, librarians and other professional staff shall ensure that library materials:

Selection

In the selection of instructional resources, professional staff shall ensure that the resources:

1. Develop a balanced collection presenting multiple viewpoints related to controversial issues to foster critical thinking skills and encourage discussion based on rational analysis [see EMB regarding instruction about controversial issues];

2. Represent many ethnic, religious, and cultural groups and their contributions to the national heritage and world community;

3. Provide a wide range of background information that will enable students to make intelligent decisions in their daily lives;

4. Demonstrate literary merit, quality, value, and significance;

5. Have received favorable professional library reviews

6. May have received state or national awards or are included on recommended reading lists developed by library professionals and educators;

7. Cover topics, authors, series, or genres that fill gaps in the school library collection;

8. Include accurate and authentic factual content from authoritative sources;

9. Have a high degree of potential user appeal and interest;

10. Offer a global perspective that promotes equity of access, including print and nonprint materials such as electronic and multimedia, to meet the needs of individual learners;

11. Are requested or recommended by students and teachers;

12. Mirror selections found in neighboring districts or libraries in the region; and

13. Represent diverse viewpoints and cultures appropriate to each campus to ensure the collection embodies the unique background of its student population.

Gifts

Gifts of instructional resources shall be evaluated according to the provisions above and accepted or rejected in accordance with CDC(LOCAL).

Challenged Resources

A parent of a District student, a student who is 18 years of age or older, an individual employee, or any District resident may challenge an instructional resource used in the District's educational program on the basis of that the instructional material fails to meet the standards set forth in this policy.

Informal Reconsideration

Guiding Principles

The following principles shall guide the Board and staff in responding to challenges of instructional resources:

1. A complainant may raise an objection to an instructional resource used in a school's educational program, despite the fact that the professional staff selecting the resources were

qualified to make the selection, followed the proper procedure, and adhered to the objectives and criteria for instructional resources set out in this policy.

2. A parent's ability to exercise control over instruction extends only to his or her own child as set forth in Education Code Chapter 26.

3. Access to a challenged resource shall not be restricted during the reconsideration process, except the District may deny access to a child if requested by the child's parent.

The major criterion for the final decision on challenged resources is the appropriateness of the resource for its intended educational use. No challenged instructional resource shall be removed solely because of the ideas expressed therein.

When the District or a campus receives an objection about the appropriateness of an instructional resource, the appropriate campus administrator or librarian shall try to resolve the matter informally. The administrator or librarian shall explain the selection process and discuss the intended educational purpose for the instructional resource. If appropriate, the administrator may offer a concerned parent an alternative instructional resource to be used by that parent's child in place of the challenged material.

If the complainant wishes to make a formal challenge, the administrator shall provide the complainant a copy of this policy and a form to request a formal reconsideration of the instructional resource.

Formal Reconsideration

A complainant shall make any formal objection to an instructional resource on the form provided by the District and shall submit the completed and signed form to the executive director of curriculum and instruction. Upon receipt of the form, the executive director of curriculum and instruction shall appoint a reconsideration committee.

The reconsideration committee shall include at least one member of the instructional staff who has experience using the challenged resource with students or is familiar with the challenged resource's content and District-level staff, librarians, and curriculum coordinators. Other members of the committee may include District-level staff, library staff, secondary-level students, parents, and any other appropriate individuals.

All members of the committee shall review the challenged instructional resource in its entirety. As soon as reasonably possible, the committee shall meet and determine whether the challenged resource conforms to the principles of selection set out in this policy and whether the challenged material shall continue to be used in

the educational program. The committee shall prepare a written report of its findings. The Superintendent, other appropriate administrators, and the complainant shall receive copies of the report.

Frequency of Review After an instructional resource has been reviewed through formal reconsideration, it shall not be reviewed again until it is evaluated in the periodic local selection or maintenance process, as applicable.

Appeal The complainant may appeal the decision of the reconsideration committee in accordance with appropriate complaint policies, starting at the appropriate level. [See DGBA, FNG, and GF]

Note: For information related to the accounting of instructional materials, as this term is defined by state law and rule, see CMD.

For information related to the selection process of library materials, see EFB.

The District shall provide instructional materials designed to teach the Texas Essential Knowledge and Skills and further the District's educational mission. Although the Superintendent shall ensure that professional staff select instructional materials in accordance with District policy and administrative regulations, the ultimate authority for determining and approving the curriculum and instructional program of the District lies with the Board.

Objectives

In this policy, "instructional materials" may include textbooks, supplementary resources for classroom use, and any other instructional resources, including electronic resources, used for formal or informal teaching and learning purposes. The primary objectives of instructional materials are to implement, enrich, and support the District's educational program.

Selection

Instructional materials that are textbooks and related supplemental materials, which may include items from the list of resources adopted by the State Board of Education, shall be chosen in accordance with administrative regulations and the objectives above.

The Board shall rely on District professional staff to select and acquire instructional materials that:

1. Enrich and support the curriculum consistent with the general educational goals of the state and District, the aims and objectives of individual schools and specific courses, and the District and campus improvement plans.
2. Are appropriate for the subject area and for the age, ability level, learning styles, interests, and social and emotional development of the students for whom they are selected.
3. Meet high standards for artistic quality, literary style, authenticity, educational significance, factual content, physical format, presentation, readability, and technical quality.
4. Present various sides of controversial issues so that students have an opportunity to develop, under guidance, skills in critical analysis and in making informed judgments in their daily lives. [See also EMB regarding instruction about controversial issues.]
5. Promote literacy.

District professional staff may select additional instructional materials in accordance with administrative regulations and the criteria above.

Administrators, teachers, other District personnel, parents, and community members, as appropriate, may recommend instructional materials for selection. Gifts of instructional materials shall be evaluated according to these criteria and accepted or rejected in accordance with CDC(LOCAL).

Selection of instructional materials is an ongoing process that includes the removal of materials no longer appropriate and the periodic replacement or repair of materials that still have educational value.

Reconsideration of Instructional Materials

A District employee or a parent or guardian of a District student may request reconsideration of instructional material used in the District's educational program on the basis that the instructional material fails to meet the standards set forth in this policy.

Guiding Principles

The following principles shall guide the Board and staff in responding to a request for reconsideration of instructional materials:

1. A complainant may raise an objection to an instructional material used in a school's educational program, despite the fact that the professional staff selecting the materials were qualified to make the selection, followed the proper procedure, and adhered to the objectives for instructional materials set out in this policy.

2. A parent's ability to exercise control over instruction extends only to his or her own child as set forth in Education Code Chapter 26.

3. Access to a challenged material shall not be restricted during the reconsideration process, except the District may deny access to a child if requested by the child's parent.

The major criterion for the final decision on challenged instructional materials is the appropriateness of the material for its intended educational use. No challenged instructional material shall be removed solely because of the ideas expressed therein.

Informal Reconsideration

When the District or a campus receives an objection to the appropriateness of an instructional material, the appropriate administrator shall try to resolve the matter informally. The administrator shall explain the selection process and discuss the intended educational purpose for the instructional material. If appropriate, the adminis-

trator may offer a concerned parent an alternative instructional material to be used by that parent's child in place of the challenged material.

If the complainant wishes to make a formal challenge, the administrator shall provide the complainant a copy of this policy and a form to request a formal reconsideration of the instructional material.

Formal Request for Reconsideration

A complainant shall make any formal request to reconsider an instructional material on the form provided by the District and shall submit the completed and signed form to the principal. Upon receipt of the form, the principal shall appoint a reconsideration committee.

The reconsideration committee shall include at least one member of the instructional staff who has experience using the challenged material with students or is familiar with the challenged material's content. Other members of the committee may include District-level staff, secondary-level students, parents, and any other appropriate individuals.

All members of the committee shall review the challenged instructional material in its entirety. As soon as reasonably possible, the committee shall meet and determine whether the challenged material conforms to the principles of selection set out in this policy and whether the challenged material will continue to be used in the educational program. The committee shall prepare a written report of its findings. The Superintendent, other appropriate administrators, and the complainant shall receive copies of the report.

Frequency of Review

After an instructional material has been reviewed through formal reconsideration, it shall not be reviewed again until it is evaluated in the periodic local selection process.

Appeal

The complainant may appeal the decision of the reconsideration committee in accordance with appropriate complaint policies, starting at the appropriate level. [See DGBA, FNG, and GF]

Additional revisions to U123: 8.19.2024

Note: For information related to the accounting of instructional materials, as this term is defined by state law and rule, see CMD.

For information related to the selection process of library materials, see EFB.

The District shall provide instructional materials designed to teach the Texas Essential Knowledge and Skills and further the District's educational mission. Although the Superintendent shall ensure that professional staff select instructional materials in accordance with District policy and administrative regulations, the ultimate authority for determining and approving the curriculum and instructional program of the District lies with the Board.

The District values parental involvement in the educational process and shall continue to identify opportunities for parents to learn about the District's instructional programs and the availability of instructional materials.

Objectives

In this policy, "instructional materials" may include textbooks, supplementary resources for classroom use, and any other instructional resources, including electronic resources, used for formal or informal teaching and learning purposes. The primary objectives of instructional materials are to implement, enrich, and support the District's educational program.

Selection

Instructional materials that are textbooks and related supplemental materials, which may include items from the list of resources adopted by the State Board of Education, shall be chosen in accordance with administrative regulations and the objectives above.

The Board shall rely on District professional staff to select and acquire instructional materials that:

1. Enrich and support the curriculum consistent with the general educational goals of the state and District, the aims and objectives of individual schools and specific courses, and the District and campus improvement plans.
2. Are appropriate for the subject area and for the age, ability level, learning styles, interests, and social and emotional development of the students for whom they are selected.
3. Meet high standards for artistic quality, literary style, authenticity, educational significance, factual content, physical format, presentation, readability, and technical quality.

4. Present various sides of controversial issues so that students have an opportunity to develop, under guidance, skills in critical analysis and in making informed judgments in their daily lives. [See also EMB regarding instruction about controversial issues.]

5. Promote literacy.

District professional staff may select additional instructional materials in accordance with administrative regulations and the criteria above.

Administrators, teachers, other District personnel, parents, and community members, as appropriate, may recommend instructional materials for selection. Gifts of instructional materials shall be evaluated according to these criteria and accepted or rejected in accordance with CDC(LOCAL).

Selection of instructional materials is an ongoing process that includes the removal of materials no longer appropriate and the periodic replacement or repair of materials that still have educational value.

Reconsideration of Instructional Materials

A District employee or a parent or guardian of a District student may request reconsideration of instructional material used in the District's educational program on the basis that the instructional material fails to meet the standards set forth in this policy.

Guiding Principles

The following principles shall guide the Board and staff in responding to a request for reconsideration of instructional materials:

1. A complainant may raise an objection to an instructional material used in a school's educational program, despite the fact that the professional staff selecting the materials were qualified to make the selection, followed the proper procedure, and adhered to the objectives for instructional materials set out in this policy.

2. A parent's ability to exercise control over instruction extends only to his or her own child as set forth in Education Code Chapter 26.

3. Access to a challenged material shall not be restricted during the reconsideration process, except the District may deny access to a child if requested by the child's parent.

The major criterion for the final decision on challenged instructional materials is the appropriateness of the material for its intended educational use. No challenged instructional material shall be removed solely because of the ideas expressed therein.

Informal Reconsideration

When the District or a campus receives an objection to the appropriateness of an instructional material, the appropriate administrator shall try to resolve the matter informally. The administrator shall explain the selection process and discuss the intended educational purpose for the instructional material. If appropriate, the administrator may offer a concerned parent an alternative instructional material to be used by that parent's child in place of the challenged material.

If the complainant wishes to make a formal challenge, the administrator shall provide the complainant a copy of this policy and a form to request a formal reconsideration of the instructional material.

Formal Request for Reconsideration

A complainant shall make any formal request to reconsider an instructional material on the form provided by the District and shall submit the completed and signed form to the principal. Upon receipt of the form, the principal shall appoint a reconsideration committee.

The reconsideration committee shall include at least one member of the instructional staff who has experience using the challenged material with students or is familiar with the challenged material's content. Other members of the committee may include District-level staff, secondary-level students, parents, and any other appropriate individuals.

All members of the committee shall review the challenged instructional material in its entirety. As soon as reasonably possible, the committee shall meet and determine whether the challenged material conforms to the principles of selection set out in this policy and whether the challenged material will continue to be used in the educational program. The committee shall prepare a written report of its findings. The Superintendent, other appropriate administrators, and the complainant shall receive copies of the report.

Frequency of Review

After an instructional material has been reviewed through formal reconsideration, it shall not be reviewed again until it is evaluated in the periodic local selection process.

Appeal

The complainant may appeal the decision of the reconsideration committee in accordance with appropriate complaint policies, starting at the appropriate level. [See DGBA, FNG, and GF]

Note: For information related to the selection of instructional materials, see EFA.

The purpose of this policy is to ensure that the District provides a wide range of library materials for students and faculty that support student achievement and present varying levels of difficulty, diversity of appeal, and a variety of points of view. This policy also provides standards for collection development and the selection and evaluation of library materials.

Collection Development Policy

In this policy, “library materials” may include printed and electronic library acquisitions, including online catalogs, and other ancillary or supplementary materials maintained in a campus library.

The library collection development standards shall apply to all library materials available for use or display, including material contained in school libraries, classroom libraries, and online catalogs.

In developing library collections, the District shall consider the age groups, grade levels, and access to library material by all students on a campus.

Responsibility

The District shall ensure librarians, professional library staff, and other designated professional staff trained on the proper collection development standards select and acquire library materials in accordance with state law and rules, this collection development policy, and administrative procedures.

The Superintendent shall develop administrative procedures to ensure that library collections comply with applicable law and the District’s collection development purpose and goals.

Collection Development Goals

In addition to the requirements in state law and rules, the District’s library collections shall:

1. Present multiple viewpoints related to controversial issues [see EMB regarding instruction about controversial issues].
2. Provide a wide range of background information that will enable students to make intelligent decisions in their daily lives.
3. Include accurate and authentic factual content from authoritative sources.
4. Have a high degree of potential user appeal and interest.
5. Offer a global perspective that promotes equity of access, including print and nonprint materials such as electronic and multimedia, to meet the needs of individual learners.

6. Represent diverse viewpoints and cultures appropriate to each campus to ensure the collection embodies the unique background of its student population.

Selection and Evaluation of Materials

Library materials shall be selected and acquired in accordance with guidelines adopted by the Texas State Library and Archives Commission and the District standards and priorities expressed in this policy.

When selecting, acquiring, and evaluating library materials, librarians and other professional staff shall ensure that the materials:

1. Enrich and support the TEKS and the state and local curriculum, taking into consideration students' varied interests, maturity levels, abilities, and learning styles.
2. Foster growth in factual knowledge, literary appreciation, aesthetic values, and societal standards.
3. Encourage the enjoyment of reading, foster high-level thinking skills, support personal learning, and encourage discussion based on rational analysis.
4. Represent ethnic, religious, and cultural groups of the state and their contributions to the state, the nation, and the world.

The Superintendent shall ensure that administrative procedures regarding the selection of library materials consider at least two of the following factors:

1. Recommendations from students, parents or guardians, teachers, and District community members.
2. Consultation with District teachers and library staff.
3. Consultation with library staff from other districts.
4. Extensive review of the library material.
5. Context of the library material, including overall fit within the existing collection and support of District curriculum.
6. Reviews of the library material from sources such as professional journals in library science, recognized professional education or content journals with book reviews, national and state award recognition lists, library science field experts, and highly acclaimed author and literacy expert recommendations.
7. Coverage of topics, authors, series, or genres that fill gaps in the school library collection.

Access Plan

The District shall allow efficient parental access to the District's library and any available online catalogs.

Online catalogs shall be publicly available. The District shall publish information about library material titles, including how and where material can be accessed.

Each campus shall communicate the following to parents and guardians:

- Access to policies relating to school libraries and library materials;
- Consistent access to library materials and resources; and
- Opportunities for students, parents and guardians, educators, and community members to provide feedback on library materials and services.

Parental Involvement

Parents and guardians are the primary decision makers regarding their student's access to library material. In general, a student is afforded the opportunity to self-select library materials as part of literacy development and the library program. District staff may assist a student in selecting library material; however, the ultimate determination of appropriateness remains with the student and parent or guardian. Parents and guardians are encouraged to communicate with the campus librarian and their child's teacher about special considerations regarding library materials self-selected by their student.

In accordance with state law and administrative procedures, parents or guardians may select alternative library materials for their student. [For information on parental rights regarding instructional materials and other instructional resources, see EFA(LEGAL).]

The District shall focus on maximizing transparency with parents while meeting student needs and providing enrichment opportunities with library materials. Parental involvement in library acquisition, maintenance, and campus activities is encouraged.

Access Procedures

School Library

A parent or guardian who wishes to access a school's library shall first submit a request to the principal. The principal or a staff member designated by the principal shall work with the parent or guardian to determine a time to access the library that will not interfere with the delivery of instruction or disrupt student use of library services.

Online Catalog

A parent or guardian who wishes to access an online catalog shall submit a written request to the principal. The principal or a staff member designated by the principal shall respond to the request in accordance with administrative procedures.

Protection from Inappropriate Material

Library materials shall not include “harmful material” as defined by Penal Code 43.24(a)(2); “obscene” material as defined by Penal Code 43.21(a)(1); any library material that is pervasively vulgar or educationally unsuitable as referenced in *Board of Education v. Pico*; or any other material legally prohibited from inclusion in a public school library. [See EFB(LEGAL)]

Obscene material is not protected by the First Amendment to the United States Constitution.

Library materials shall comply with the Children's Internet Protection Act (CIPA), including technology protection measures. [See CQ]

Reconsideration of Library Material

A District employee or a parent or guardian of a District student may request the reconsideration of a library material maintained in the District’s library program.

Guiding Principles

The following principles shall guide the review of a request to reconsider a library material:

1. An individual may raise an objection to a library material used in the District’s library program, despite the fact that the professional staff selecting the materials were qualified to make the selection, followed the proper procedure, and adhered to the objectives and criteria for library materials set out in this policy.
2. A parent’s or guardian’s ability to exercise control over instruction and instructional resources, including library materials, extends only to his or her own child as set forth in Education Code Chapter 26.
3. Access to a challenged material shall not be restricted during the reconsideration process, except the District may deny access to a student if requested by the student’s parent or guardian.

In addition to compliance with state law and this policy, a criterion for the final decision on challenged library materials is the appropriateness of the material for its intended use. No challenged library material shall be removed solely because of the ideas expressed in the library material or the personal background of the library material’s author or the personal background of the characters in the material.

Informal Reconsideration

When the District or a campus receives an objection to the appropriateness of a library material, the appropriate librarian or adminis-

trator shall try to resolve the matter informally. The librarian or administrator shall explain the selection process and discuss the intended purpose for the library material.

The librarian or administrator shall offer a concerned parent or guardian an alternative library material to be used by the child in place of the material and, if requested, shall restrict the child's access to the material objected to by the parent or guardian.

If the individual wishes to make a formal challenge, the administrator shall make available to the individual a copy of this policy and a form to request a formal reconsideration of the library material.

Formal Request for Reconsideration

The District shall make a form to request reconsideration of library material available in the District's administrative office.

If an employee or a parent or guardian of a District student wishes to request reconsideration of a library material, they shall follow the procedures to complete and submit the request for reconsideration form.

After a request for reconsideration form is submitted, the form shall be provided to the Superintendent. Copies of the form shall be provided to the school librarian, the Board, and any other staff designated in administrative procedures.

Reconsideration Committee

For purposes of this policy, "days" shall mean District business days, unless otherwise noted.

The principal shall appoint a reconsideration committee and notify committee members within 10 days of receiving the request for reconsideration form.

The reconsideration committee shall include the librarian and at least one member of the instructional staff who is familiar with the material's content. Other members of the committee may include District-level staff, secondary-level students, parents or guardians, and any other appropriate individuals.

Within 10 days of appointment of the committee the District shall provide members of the committee the relevant materials to review. If additional time is required to obtain and distribute the materials for review, all members of the committee shall be informed that a reasonable extension of time is needed.

All members of the committee shall review the challenged library material in its entirety and determine whether the material conforms to this policy and whether the material will continue to be available in the library. The committee shall prepare a written report of its findings.

Absent extenuating circumstances, the written report shall be provided to the administration within 60 days of the District providing the material to the committee members. In calculating timelines under this policy, the day the committee is provided the materials is "day zero." The following business day is "day one."

Extensions of time due to extenuating circumstances shall take into consideration the time necessary to convene the committee members, the amount of material being reviewed, and any other pending reconsideration requests being handled by the committee.

An extension of any deadline shall be promptly communicated to the individual who submitted the request for reconsideration.

The Superintendent, the school librarian, the individual submitting the request for reconsideration, and any other appropriate administrators shall receive a copy of the committee's report.

Appeal

An individual who submitted a request for reconsideration may appeal the decision of the reconsideration committee in accordance with appropriate complaint policies, starting at the level immediately preceding Board consideration of a complaint. [See DGBA and FNG]

Frequency of Review

After a library material has been reviewed through the reconsideration process, it shall not be reviewed again within two calendar years of the reconsideration committee's final decision.

Maintenance of Library Materials

In accordance with state guidelines and District administrative procedures, collections shall be evaluated and updated regularly based on the collections' age, relevance, diversity, and variety. The Superintendent shall ensure administrative procedures are established for regular maintenance of the library collection on each campus. Standard maintenance procedures for any library collection include repair, replacement, and removal of materials as necessary. Regular maintenance shall also include scheduled inventories of the collection. Disposal of any District-owned library materials shall be in accordance with District policy and procedures. [See CI]

Gifts and Donations

The District shall accept gifts and donations of library materials with the understanding that the use and disposition of the materials and monies will be in accordance with District policy and the selection criteria noted above. [See CDC]

Policy Review

This policy shall be reviewed at least every three years and revised as necessary.

Additional revisions to U123: 8.19.2024

Note: For information related to the selection of instructional materials, see EFA.

The purpose of this policy is to ensure that the District provides a wide range of library materials for students and faculty that support student achievement and present varying levels of difficulty, diversity of appeal, and a variety of points of view. This policy also provides standards for collection development and the selection and evaluation of library materials.

The District values parental involvement in the educational process and shall continue to identify opportunities for parents to learn about the District's library programs and the availability of library materials so that parents may provide guidance to their child(ren) in the selection of library materials.

Collection Development Policy

In this policy, "library materials" may include printed and electronic library acquisitions, including online catalogs, and other ancillary or supplementary materials maintained in a campus library.

The library collection development standards shall apply to all library materials available for use or display, including material contained in school libraries, classroom libraries, and online catalogs.

In developing library collections, the District shall consider the age groups, grade levels, and access to library material by all students on a campus.

Responsibility

The District shall ensure librarians, professional library staff, and other designated professional staff trained on the proper collection development standards select and acquire library materials in accordance with state law and rules, this collection development policy, and administrative procedures.

The Superintendent shall develop administrative procedures to ensure that library collections comply with applicable law and the District's collection development purpose and goals.

Collection Development Goals

In addition to the requirements in state law and rules, the District's library collections shall:

1. Present multiple viewpoints related to controversial issues [see EMB regarding instruction about controversial issues].
2. Provide a wide range of background information that will enable students to make intelligent decisions in their daily lives.

3. Include accurate and authentic factual content from authoritative sources.
4. Have a high degree of potential user appeal and interest.
5. Offer a global perspective that promotes equity of access, including print and nonprint materials such as electronic and multimedia, to meet the needs of individual learners.
6. Represent diverse viewpoints and cultures appropriate to each campus to ensure the collection embodies the unique background of its student population.

Selection and Evaluation of Materials

Library materials shall be selected and acquired in accordance with guidelines adopted by the Texas State Library and Archives Commission and the District standards and priorities expressed in this policy.

When selecting, acquiring, and evaluating library materials, librarians and other professional staff shall ensure that the materials:

1. Enrich and support the TEKS and the state and local curriculum, taking into consideration students' varied interests, maturity levels, abilities, and learning styles.
2. Foster growth in factual knowledge, literary appreciation, aesthetic values, and societal standards.
3. Encourage the enjoyment of reading, foster high-level thinking skills, support personal learning, and encourage discussion based on rational analysis.
4. Represent ethnic, religious, and cultural groups of the state and their contributions to the state, the nation, and the world.

The Superintendent shall ensure that administrative procedures regarding the selection of library materials consider at least two of the following factors:

1. Recommendations from students, parents or guardians, teachers, and District community members.
2. Consultation with District teachers and library staff.
3. Consultation with library staff from other districts.
4. Extensive review of the library material.
5. Context of the library material, including overall fit within the existing collection and support of District curriculum.

6. Reviews of the library material from sources such as professional journals in library science, recognized professional education or content journals with book reviews, national and state award recognition lists, library science field experts, and highly acclaimed author and literacy expert recommendations.

7. Coverage of topics, authors, series, or genres that fill gaps in the school library collection.

Access Plan

The District shall allow efficient parental access to the District's library and any available online catalogs.

Online catalogs shall be publicly available. The District shall publish information about library material titles, including how and where material can be accessed.

Each campus shall communicate the following to parents and guardians:

- Access to policies relating to school libraries and library materials;
- Consistent access to library materials and resources; and
- Opportunities for students, parents and guardians, educators, and community members to provide feedback on library materials and services.

Parental Involvement

Parents and guardians are the primary decision makers regarding their student's access to library material. In general, a student is afforded the opportunity to self-select library materials as part of literacy development and the library program. District staff may assist a student in selecting library material; however, the ultimate determination of appropriateness remains with the student and parent or guardian. Parents and guardians are encouraged to communicate with the campus librarian and their child's teacher about special considerations regarding library materials self-selected by their student.

In accordance with state law and administrative procedures, parents or guardians may select alternative library materials for their student. [For information on parental rights regarding instructional materials and other instructional resources, see EFA(LEGAL).]

The District shall focus on maximizing transparency with parents while meeting student needs and providing enrichment opportunities with library materials. Parental involvement in library acquisition, maintenance, and campus activities is encouraged.

Access Procedures

School Library

A parent or guardian who wishes to access a school's library shall first submit a request to the principal. The principal or a staff member designated by the principal shall work with the parent or guardian to determine a time to access the library that will not interfere with the delivery of instruction or disrupt student use of library services.

Online Catalog

A parent or guardian who wishes to access an online catalog shall submit a written request to the principal. The principal or a staff member designated by the principal shall respond to the request in accordance with administrative procedures.

Protection from Inappropriate Material

Library materials shall not include "harmful material" as defined by Penal Code 43.24(a)(2); "obscene" material as defined by Penal Code 43.21(a)(1); any library material that is pervasively vulgar or educationally unsuitable as referenced in *Board of Education v. Pico*; or any other material legally prohibited from inclusion in a public school library. [See EFB(LEGAL)]

Obscene material is not protected by the First Amendment to the United States Constitution.

Library materials shall comply with the Children's Internet Protection Act (CIPA), including technology protection measures. [See CQ]

Reconsideration of Library Material

A District employee or a parent or guardian of a District student may request the reconsideration of a library material maintained in the District's library program.

Guiding Principles

The following principles shall guide the review of a request to reconsider a library material:

1. An individual may raise an objection to a library material used in the District's library program, despite the fact that the professional staff selecting the materials were qualified to make the selection, followed the proper procedure, and adhered to the objectives and criteria for library materials set out in this policy.

2. A parent's or guardian's ability to exercise control over instruction and instructional resources, including library materials, extends only to his or her own child as set forth in Education Code Chapter 26.

3. Access to a challenged material shall not be restricted during the reconsideration process, except the District may deny access to a student if requested by the student's parent or guardian.

In addition to compliance with state law and this policy, a criterion for the final decision on challenged library materials is the appropriateness of the material for its intended use. No challenged library material shall be removed solely because of the ideas expressed in the library material or the personal background of the library material's author or the personal background of the characters in the material.

Informal Reconsideration

When the District or a campus receives an objection to the appropriateness of a library material, the appropriate librarian or administrator shall try to resolve the matter informally. The librarian or administrator shall explain the selection process and discuss the intended purpose for the library material.

The librarian or administrator shall offer a concerned parent or guardian an alternative library material to be used by the child in place of the material and, if requested, shall restrict the child's access to the material objected to by the parent or guardian.

If the individual wishes to make a formal challenge, the administrator shall make available to the individual a copy of this policy and a form to request a formal reconsideration of the library material.

Formal Request for Reconsideration

The District shall make a form to request reconsideration of library material available in the District's administrative office.

If an employee or a parent or guardian of a District student wishes to request reconsideration of a library material, they shall follow the procedures to complete and submit the request for reconsideration form.

After a request for reconsideration form is submitted, the form shall be provided to the Superintendent. Copies of the form shall be provided to the school librarian, the Board, and any other staff designated in administrative procedures.

Reconsideration Committee

For purposes of this policy, "days" shall mean District business days, unless otherwise noted.

The principal shall appoint a reconsideration committee and notify committee members within 10 days of receiving the request for reconsideration form.

The reconsideration committee shall include the librarian and at least one member of the instructional staff who is familiar with the material's content. Other members of the committee may include District-level staff, secondary-level students, parents or guardians, and any other appropriate individuals.

Within 10 days of appointment of the committee the District shall provide members of the committee the relevant materials to review. If additional time is required to obtain and distribute the materials for review, all members of the committee shall be informed that a reasonable extension of time is needed.

All members of the committee shall review the challenged library material in its entirety and determine whether the material conforms to this policy and whether the material will continue to be available in the library. The committee shall prepare a written report of its findings.

Absent extenuating circumstances, the written report shall be provided to the administration within 60 days of the District providing the material to the committee members. In calculating timelines under this policy, the day the committee is provided the materials is "day zero." The following business day is "day one."

Extensions of time due to extenuating circumstances shall take into consideration the time necessary to convene the committee members, the amount of material being reviewed, and any other pending reconsideration requests being handled by the committee.

An extension of any deadline shall be promptly communicated to the individual who submitted the request for reconsideration.

The Superintendent, the school librarian, the individual submitting the request for reconsideration, and any other appropriate administrators shall receive a copy of the committee's report.

Appeal

An individual who submitted a request for reconsideration may appeal the decision of the reconsideration committee in accordance with appropriate complaint policies, starting at the level immediately preceding Board consideration of a complaint. [See DGBA and FNG]

Frequency of Review

After a library material has been reviewed through the reconsideration process, it shall not be reviewed again within two calendar years of the reconsideration committee's final decision.

Maintenance of Library Materials

In accordance with state guidelines and District administrative procedures, collections shall be evaluated and updated regularly based on the collections' age, relevance, diversity, and variety. The Superintendent shall ensure administrative procedures are established for regular maintenance of the library collection on each campus. Standard maintenance procedures for any library collection include repair, replacement, and removal of materials as necessary. Regular maintenance shall also include scheduled inventories of the collection. Disposal of any District-owned library

materials shall be in accordance with District policy and procedures. [See CI]

Gifts and Donations The District shall accept gifts and donations of library materials with the understanding that the use and disposition of the materials and monies will be in accordance with District policy and the selection criteria noted above. [See CDC]

Policy Review This policy shall be reviewed at least every three years and revised as necessary.

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:

1. Complaints alleging discrimination or harassment based on race, color, religion, sex, gender, national origin, age, or disability shall be submitted in accordance with the FFH series.
2. Complaints concerning dating violence shall be submitted in accordance with the FFH series.
3. Complaints concerning retaliation related to discrimination and harassment shall be submitted in accordance with the FFH series.
4. Complaints concerning bullying or retaliation related to bullying shall be submitted in accordance with FFI.
5. Complaints concerning failure to award credit or a final grade on the basis of attendance shall be submitted in accordance with FEC.
6. Complaints concerning expulsion shall be submitted in accordance with FOD and the Student Code of Conduct.
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.
8. Complaints within the scope of Section 504, including complaints concerning identification, evaluation, or educational placement of a student with a disability, shall be submitted in accordance with FB and the procedural safeguards handbook.
9. Complaints within the scope of the Individuals with Disabilities Education Act, including complaints concerning identification, evaluation, educational placement, or discipline of a student with a disability, shall be submitted in accordance with EHBAE, FOF, and the procedural safeguards handbook provided to parents of all students referred to special education.
10. Complaints concerning instructional resources shall be submitted in accordance with the EF series.

11. Complaints concerning a commissioned peace officer who is an employee of the District shall be submitted in accordance with the CKE series.

12. Complaints concerning intradistrict transfers or campus assignment shall be submitted in accordance with FDB.

13. Complaints concerning admission, placement, or services provided for a homeless student shall be submitted in accordance with FDC.

14. Complaints concerning disputes regarding a student's eligibility for free or reduced-priced meal programs shall be submitted in accordance with COB.

Complaints regarding refusal of entry to or ejection from District property based on Education Code 37.105 shall be filed in accordance with this policy. However, the timelines shall be adjusted as necessary to permit the complainant to address the Board in person within 90 calendar days of filing the initial complaint, unless the complaint is resolved before the Board considers it. [See GKA(LEGAL)]

Extracurricular Activity Complaints

For a complaint concerning a student's participation in an extracurricular activity that does not involve a violation of a right guaranteed by Education Code Chapter 26, the Level Two decision is final and may not be appealed to the Board.

Notice to Students and Parents

The District shall inform students and parents of this policy through appropriate District publications.

Guiding Principles

Informal Process

The Board encourages students and parents to discuss their concerns with the appropriate teacher, principal, or other campus 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

A student or parent may initiate the formal process described below by timely filing a written complaint form.

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.

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 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 email and fax, or by 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 shall be timely filed if they are received by the close of business on the deadline, as indicated by the date/time shown on the electronic communication. 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.

Scheduling Conferences

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.

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, sent by electronic communication to the student’s or parent’s email 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.

Days

“Days” shall mean District business days, unless otherwise noted. In calculating timelines 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 file 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 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.
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 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.

Absent extenuating circumstances, 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 schedule a conference within ten days after the appeal notice is filed. The conference shall be limited to the issues and documents considered at Level One. 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

With the exception of complaints regarding extracurricular activities, described above, 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 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.

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:

1. Complaints concerning instructional resources shall be filed in accordance with the EF series.
2. Complaints concerning a commissioned peace officer who is an employee of the District shall be filed in accordance with the CKE series.

Complaints regarding refusal of entry to or ejection from District property based on Education Code 37.105 shall be filed in accordance with this policy. However, the timelines shall be adjusted as necessary to permit the complainant to address the Board in person within 90 calendar days of filing the initial complaint, unless the complaint is resolved before the Board considers it. [See GKA(LEGAL)]

Guiding Principles

Informal Process

The Board encourages the public to discuss concerns with an 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 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 email and fax, or by 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 shall be timely filed if they are received by the close of business on the deadline, as indicated by the date/time shown on the electronic communication. 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.

Scheduling Conferences

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.

Response

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 email 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.

Days

"Days" shall mean District business days, unless otherwise noted. In calculating timelines 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 an individual to represent the individual in the complaint process.

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.

Consolidating Complaints

Complaints arising out of an event or a series of related events shall be addressed in one complaint. An individual shall not file 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 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.

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 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.

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.

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 schedule 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 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:

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 schedule a conference within ten days after the appeal notice is filed. The conference shall be limited to the issues and documents considered at Level One. 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.

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 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.

Midlothian ISD
BOARDBOOK TEMPLATE

Board Meeting Date:	September 16, 2024	
Agenda Item:	Texpool Investment Resolution	
Agenda Location:	CONSENT	
Template Attachments:	Yes	PDF
If yes, then select what applies:	PDF	PDF
Link to the presentation:	No presentation for this item.	
Background Information	**WHY:** To update the District's Authorized Signers on theTexpool Investment Pool accounts. **WHAT:** Approval of this resolution adds Rebecca Metzger as an authorized signed to the District's Texpool Investment Pool accounts.	
Strategic Priority: *(Primary)*	Priority 4: District Operations and Financial Stewardship	
Performance Objective: *(Primary)*	4.3 Commitment to Financial Stewardship	
Strategic Priority: *(Secondary - if needed)*	N/A	
Performance Objective: *(Secondary - if needed)*	N/A	
Legal Reference: (1) / (2)	Texas Education Agency	N/A
Policy Reference: (1) / (2)	CDA-OTHER REVENUES - INVESTMENTS	
Fiscal Impact/Budget Function Code:	None	
Administration Recommendation	Administration recommends the approval of the agenda item as presented.	
Motion:	Presented as a consent item. If the item is pulled from the consent agenda, the motion might be: "I move to approve the Texpool Investment Pool resolution as presented."	
Presenter:	Sandy Bundrick	
	District Leadership	

Resolution Amending Authorized Representatives

Please complete this form to amend or designate Authorized Representatives. *This document supersedes all prior Authorized Representative forms.*

*** Required Fields**

1. Resolution

WHEREAS,

Midlothian ISD — Participant Name*

7 7 4 1 0 — Location Number*

("**Participant**") is a local government of the State of Texas and is empowered to delegate to a public funds investment pool the authority to invest funds and to act as custodian of investments purchased with local investment funds; and

WHEREAS, it is in the best interest of the Participant to invest local funds in investments that provide for the preservation and safety of principal, liquidity, and yield consistent with the Public Funds Investment Act; and

WHEREAS, the Texas Local Government Investment Pool ("**TexPool / Texpool Prime**"), a public funds investment pool, were created on behalf of entities whose investment objective in order of priority are preservation and safety of principal, liquidity, and yield consistent with the Public Funds Investment Act.

NOW THEREFORE, be it resolved as follows:

A. That the individuals, whose signatures appear in this Resolution, are Authorized Representatives of the Participant and are each hereby authorized to transmit funds for investment in TexPool / TexPool Prime and are each further authorized to withdraw funds from time to time, to issue letters of instruction, and to take all other actions deemed necessary or appropriate for the investment of local funds.

B. That an Authorized Representative of the Participant may be deleted by a written instrument signed by two remaining Authorized Representatives provided that the deleted Authorized Representative (1) is assigned job duties that no longer require access to the Participant's TexPool / TexPool Prime account or (2) is no longer employed by the Participant; and

C. That the Participant may by Amending Resolution signed by the Participant add an Authorized Representative provided the additional Authorized Representative is an officer, employee, or agent of the Participant;

List the Authorized Representative(s) of the Participant. Any new individuals will be issued personal identification numbers to transact business with TexPool Participant Services.

1. David Belding — Name; Superintendent — Title
   4 6 9 8 5 6 5 0 0 3 — Phone; Fax; david.belding@midlothianisd.org — Email
   Signature

2. Rebecca Metzger — Name; Ass Supt Finance — Title
   4 6 9 8 5 6 5 0 3 6 — Phone; 8 5 5 9 3 0 4 8 6 4 — Fax; rebecca.metzger@midlothianisd.org — Email
   Signature

3. Marie Andrle — Name; Accounting Coordinator — Title
   4 6 9 8 5 6 5 0 3 7 — Phone; 8 5 5 9 3 0 4 8 6 4 — Fax; marie.andrle@midlothianisd.org — Email
   Signature

Form Continues on Next Page

1. Resolution (continued)

4. Name _____ Title _____

Phone _____ Fax _____ Email _____

Signature _____

List the name of the Authorized Representative listed above that will have primary responsibility for performing transactions and receiving confirmations and monthly statements under the Participation Agreement.

Rebecca Metzger
Name

In addition and at the option of the Participant, one additional Authorized Representative can be designated to perform only inquiry of selected information. *This limited representative cannot perform transactions.* If the Participant desires to designate a representative with inquiry rights only, complete the following information.

Name _____ Title _____

Phone _____ Fax _____ Email _____

D. That this Resolution and its authorization shall continue in full force and effect until amended or revoked by the Participant, and until TexPool Participant Services receives a copy of any such amendment or revocation. This Resolution is hereby introduced and adopted by the Participant at its regular/special meeting held on the ___ day of _____, 2 0 _ _.

Note: Document is to be signed by your Board President, Mayor or County Judge and attested by your Board Secretary, City Secretary or County Clerk.

Midlothian ISD
Name of Participant*

SIGNED	**ATTEST**
Signature*	Signature*
Printed Name*	Printed Name*
Title*	Title*

2. Delivery Instructions

Please return this document to **TexPool Participant Services**:

Email: texpool@dstsystems.com

Fax: 866-839-3291

©2022 Federated Hermes, Inc.

Midlothian ISD
BOARDBOOK TEMPLATE

Board Meeting Date:	September 16, 2024	
Agenda Item:	Lonestar Investment Pool Resolution	
Agenda Location:	CONSENT	
Template Attachments:	Yes	PDF
If yes, then select what applies:	PDF	PDF
Link to the presentation:	No presentation for this item.	
Background Information	**WHY:** To update the District's Authorized Signers on the Lonestar Investment Pool accounts. **WHAT:** Approval of this resolution adds Rebecca Metzger as an authorized signed to the District's Lonestar Investment Pool accounts.	
Strategic Priority: *(Primary)*	Priority 4: District Operations and Financial Stewardship	
Performance Objective: *(Primary)*	4.3 Commitment to Financial Stewardship	
Strategic Priority: *(Secondary - if needed)*	N/A	
Performance Objective: *(Secondary - if needed)*	N/A	
Legal Reference: (1) / (2)	Texas Education Agency	N/A
Policy Reference: (1) / (2)	CDA-OTHER REVENUES - INVESTMENTS	
Fiscal Impact/Budget Function Code:	None	
Administration Recommendation	Administration recommends the approval of the agenda item as presented.	
Motion:	Presented as a consent item. If the item is pulled from the consent agenda, the motion might be: "I move to approve the Lonestar Investment Pool resolution as presented."	
Presenter:	Sandy Bundrick	
	District Leadership	

Authorized Representative Add Form

Name of Participant Midlothian ISD *Participant Number* 70908

Addition of Authorized Representative

In order to either (i) carry out the role of Investment Officer for the Participant or (ii) aid the Investment Officer of the Participant in the execution of his or her duties pursuant to Texas Government Code, Section 2256.003(c), as the case may be, the following officers, officials, employees, or contractors of the Participant are hereby designated as Authorized Representatives within the meaning of the Investment Agreement (Agreement). These designated Authorized Representatives have full power and authority to execute the Agreement and any other documents, as may be required to deposit money to and withdraw money from the Participant's Lone Star Investment Pool (Lone Star) account from time to time in accordance with the Agreement and the Information Statement, and take all other actions deemed necessary or appropriate for the investment of local funds of the Participant:

	Rep #1	Rep #2	Rep #3
Printed Name	David Belding	Rebecca Metzger	Marie Andrle
Title	Superintendent	Asst Supt Finance	Accounting Coordinator
E-mail address	david.belding@midlothianisd.org	rebecca.metzger@midlothianisd.org	marie.andrle@midlothianisd.org
Signature			

In accordance with Lone Star procedures, an Authorized Representative shall promptly notify Lone Star of any changes in who is serving as Authorized Representative.

In addition to the foregoing Authorized Representatives, each Investment Officer of Lone Star appointed by the Lone Star Board of Trustees from time to time is hereby designated as an Investment Officer of the Government Entity and, as such, shall have responsibility for investing the share of Lone Star assets representing local funds of the Government Entity.

PASSED AND APPROVED this 16 **day of** September **, 20** 24 **.**

By: _____ By: _____

Gary Vineyard — *Printed Name, Board President*

Jessica Ward — *Printed Name, Board Secretary*

State of Texas, County of Ellis.

Before me, Theda McGrew (*name of notary*), on this day personally appeared Gary Vineyard (*name of President*), and Jessica Ward (*name of Clerk/Secretary*)

known to me (or proved to me on the oath of _____ (*person providing oath*)) or through personal knowledge (*identification item*) to be the person(s)

whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purposes and consideration therein expressed.

Given under my hand and seal of office this 16 day of September, 20 24.

(Personalized Seal) _____

Notary Public's Signature

If you have any questions, call the Lone Star Investment Pool at 800-758-3927 for assistance.
Please return the completed form to **customer.service@lonestarinvestmentpool.com** or fax **512-452-7842.**
Keep the original for your files.

Midlothian ISD
BOARDBOOK TEMPLATE

Board Meeting Date:	September 16, 2024	
Agenda Item:	Consider Approving Election Contract with Ellis County Elections Administrator for November 5, 2024 Special Election	
Agenda Location:	CONSENT	
Template Attachments:	Yes	PDF
If yes, then select what applies:	PDF	PDF
Link to the presentation:	No presentation for this item.	
Background Information	**WHY:** This is an annual contract presented within the consent agenda. For the past eight years MISD and the City of Midlothian, as well as other entities within Ellis County, have contracted with Ellis County Elections Administration (EA) to conduct general and special elections for entities within Ellis County.. The District is responsible for approving and posting the election order and notice and canvassing the election once the election is final. The EA will be responsible for hiring and paying election judges, securing voting locations, ordering ballots and supplies, running early voting and election day voting and facilitating the counting of ballots through the ballot board. Contracting with Ellis County Elections Office provides a tremendous benefit to voters. The Elections Administrator will host countywide voting for early voting as well as election day which in turn provides the possibility for increased voter turnout and participation as voters can vote at any one of the locations listed on the Election Notice. **WHAT:** The contract is attached for your review and approval.	
Strategic Priority: *(Primary)*	Priority 4: District Operations and Financial Stewardship	
Performance Objective: *(Primary)*	4.3 Commitment to Financial Stewardship	
Strategic Priority: *(Secondary - if needed)*	N/A	
Performance Objective: *(Secondary - if needed)*	N/A	
Legal Reference: (1) / (2)		N/A

Policy Reference: (1) / (2)	BBB-BOARD MEMBERS - ELECTIONS	
Fiscal Impact/Budget Function Code:	$12,000 budgeted	
Administration Recommendation	Administration recommends the approval of the agenda item as presented.	
Motion:	Presented as a consent agenda item; however, if pulled a motion might be, "I make a motion to approve the election contract with Ellis Co Elections Office as presented."	
Presenter:	David Belding, Ed.D.	
	District Leadership	

November 5, 2024
General and Special Elections
Contract for Joint Election Services

November 5, 2024
General and Special Elections

Table of Contents

I…….……Duties and Services of County Election Officer

II……Duties and Services of Participating Political Subdivisions

III…….……..Cost of Election

IV….……..General Provisions

Exhibits

Exhibit A...…….……Early Voting Schedule and Location

Exhibit B.….……..Election Day Vote Center Locations

Exhibit C……..…..Cost of Services

Exhibit D……...……..List of Political Subdivision Races on Ballot

THE STATE OF TEXAS	**§**	**JOINT CONTRACT FOR**
ELLIS COUNTY	**§**	**ELECTION SERVICES**

BY THE TERMS OF THIS CONTRACT made and entered into by and between the following **AS OF 8/27/2024**:

ELLIS COUNTY
CITY OF ENNIS
CITY OF GLENN HEIGHTS
CITY OF MANSFIELD
CITY OF OVILLA
CITY OF RED OAK
AVALON ISD
MIDLOTHIAN ISD
ELLIS COUNTY EMERGENCY SERVICE DISTRICT NO. 10
ELLIS COUNTY EMERGENCY SERVICE DISTRICT NO. 11
LAKESONG MUNICIPAL MANAGEMENT DISTRICT NO. 1 OF ELLIS COUNTY
MYRTLE CREEK MUNICIPAL MANAGEMENT DISTRICT NO. 1 OF ELLIS COUNTY

hereinafter referred to as "Participating Political Subdivisions" and JANA ONYON, Elections Administrator of Ellis County, Texas, hereinafter referred to as "County Election Officer", pursuant to the authority in Subchapter D, Section 31.092, of Chapter 31, of the Texas Election Code, agree to the following particulars in regard to coordination, supervision and running of the November 5, 2024 General and Special Elections.

THIS AGREEMENT is entered into in consideration of the mutual covenants and promises hereinafter set out. IT IS AGREED AS FOLLOWS:

I. **DUTIES AND SERVICES OF COUNTY ELECTION OFFICER**. The County Election Officer shall be responsible for performing the following duties and shall furnish the following services and equipment:

A. The County Election Officer shall arrange for notification (including writ of election), training and compensation of all presiding judges, alternate judges, clerks for the polling site, central counting station and early voting ballot board personnel.

a. The County Election Officer shall be responsible for notification of each Election Day and Early Voting presiding judge and alternate judge, clerks, central counting station and ballot board of his or her appointment by Commissioners' Court and/or the Elections Board by the "List Procedure" requirements according to the appointing authority in the Election code. . The presiding election judge of each polling place will use his/her discretion to determine when additional manpower is needed during peak voting hours and notify the County Election Officer. The County Election Officer will help determine the number of clerks to work at the polls. Election judges will be secured by the Party Chairs and early voting personnel shall be secured by the County Election Officer according to the Election Code 32.002, 32.034, and 85.009.

Central Counting Station Manager: Jana Onyon
Tabulation Supervisor: Adrian Rodriguez
Judge of Central Counting Station: Daniel Altman
Alt-Judge of Central Counting Station: David Walker
Ballot Board Judge: Dorinda Sims
Ballot Board Alt-Judge: Lindley Stoker

b. Election judges, alternate judges, clerks and student clerks shall all attend the County Election Officer's school of instruction. (Date and location to be determined)

c. Election judges shall be responsible for picking up from and returning election supplies to the County Election Officer. (Date to be determined). Compensation for this pickup and delivery of supplies will be $25.00.

d. The County Election Officer shall compensate each election judge and election worker. Compensation will be based on what the county pays and has been approved in Commissioner's Court unless arranged otherwise. Early voting presiding officer shall receive $12.00 per hour and clerks shall receive $10.00 per hour for services. Each election day judge shall receive $12.00 per hour for services rendered; each alternate judge shall receive $12.00 per hour for services; and clerk shall receive $10.00 per hour for services. Ballot Board, Central Counting Station Presiding judge and alternate shall receive the same as for Election Day judge and alternate for services. Each worker that attends training class shall receive hours of pay. Overtime will be paid to each person working over 40 hours per week. All other required and additional expenses by law shall be paid. (ie: FICA, Medicaid, etc.) The rate of pay is subject to change based on current budget set forth by the Commissioners' court.

B. The County Election Officer shall procure, prepare, and distribute voting machines, election kits and election supplies.

a. Each Participating Political Subdivisions agrees that voting at the said Election will be by use of Election Systems and Software ExpressVote marking devices, DS200 Precinct Scanner/Tabulators, and the DS450 Absentee Scanner/Tabulator voting system approved by the Secretary of State in accordance with the Texas Election Code. Procedures will be in accordance with the Texas Election Code and decided by the County Election Officer.

b. The County Election Officer shall secure election kits which include the legal documentation required to hold an election.

c. The County Election Officer shall secure all tables and chairs required to hold an election.

d. The County Election Officer shall provide all lists of registered voters for use on Election Day and for the early voting period as mandated by law. Laptop computers will be used to qualify voters for the early voting period and on Election Day. A second laptop computer with the list of registered voters will be provided as back-up in each Early Voting and Election Day polling place.

e. The County Election Officer shall procure and arrange for the distribution of all election equipment and supplies required to hold an election.

1. Equipment includes the DS200 voting machines (1 or more per site), ADA ExpressVote marking devices (4 or more per site), ballot box, voting signs, supply cart, curbside cart, and laptop computers.
2. Supplies include election forms, ballots, labels, extension cords, pens, tape, markers, ballot pens, required signage, totem display poles, name tags, etc.

C. The County Election Officer, Jana Onyon, shall be appointed the Early Voting Clerk for this general county election according to the Election Code 83.002.

a. The County Election Officer shall supervise and conduct Early Voting by mail and in person.

b. Early Voting by personal appearance for the said Election shall be conducted during the time period and at the locations listed in Exhibit "A", attached and incorporated

by reference into this contract. The voting hours are according to the election code requirements for this election.

c. Any qualified voter for the Joint Election may vote early by personal appearance at any of the Early Voting Vote Center locations within Ellis County. **For this election, Ellis County Womans Building 407 W Jefferson St. (Davis Hall) Waxahachie, TX 75165 will serve as the Main Early Voting Polling Location.**

d. Some Participating Political Subdivisions have requested additional Early Voting sites pending their participation, therefore Exhibit "A" is subject to change if any of the Participating Political Subdivisions cancel their election.

e. If a Runoff Election is needed, the Participating Political Subdivisions will work together to choose the Early Voting Vote Center locations to best serve their voters in their territory according to the Election Code and/or this contract.

f. All applications for an Early Voting mail ballot shall be received and processed by the Ellis County Elections Administration Office.

1. Application for mail ballots erroneously mailed to the Participating Political Subdivisions shall immediately be faxed to the County Election Officer for timely processing. The original application shall then be forwarded by mail to the County Election Officer for proper retention.

2. Absentee Application (Regular or Federal Postcard) for ballot by mail shall be mailed to:
Early Voting Clerk, 204 E Jefferson Street, Waxahachie, Tx 75165
or faxed to 972-923-5194
or email a scanned copy of signed application to elections@co.ellis.tx.us
(If faxed or emailed, then must receive original application by mail within 4 days)
Application for ballot by mail must be received no later than close of business on Friday, October 25, 2024.

3. All Federal Post Card Applicants (FPCA) and Annual Mail Ballot Applicants will be sent a mail ballot with required notices.

f. All Early Voting ballots (those cast by mail/absentee) shall be prepared for count by the Early Voting Ballot Board in accordance with Section 87.000 of the Texas

Election Code. The presiding judge of this Board shall be appointed in the same manner as presiding election judges (Section 87.002b).

D. The County Election Officer shall arrange for the use of all Election Day and Early Voting Vote Center locations.

a. The Participating Political Subdivisions shall assume the responsibility of remitting the shared cost of all employee services required to provide access, provide security or provide custodial services for the polling locations.

b. The Early Voting Vote Center polling locations are listed in Exhibit "A", attached and incorporated by reference into this contract.

c. The Election Day Vote Center polling locations are listed in Exhibit "B", attached and incorporated by reference into this contract.

d. Some Participating Political Subdivisions have requested additional Vote Centers pending their participation, therefore Exhibit "A" and "B" is subject to change if any of the Participating Political Subdivisions cancel their election.

e. Any qualified voter for the said Election may vote during Early Voting or Election Day by personal appearance at any of the Vote Center locations within Ellis County.

f. If a Runoff Election is needed, the Participating Political Subdivisions will work together to choose the Early Voting and Election Day Vote Center locations to best serve their voters in their territory according to the Election Code and/or this contract.

E. The County Election Officer shall be responsible for establishing and overseeing the tabulation of the early voting and election day voted ballots by the Central Counting Station Personnel. Ballots shall be tabulated in accordance with Section 127.001 of the Texas Election Code and of this agreement.

a. The County Election Officer shall prepare, test and run the county's tabulation system in accordance with statutory requirements and policies. The tabulation system will be used on Election Night at the Elections Office.

b. The Public Logic and Accuracy Test (L&A) of the electronic voting system shall be

Conducted on October 18, 2024 at 8am at the Ellis County Elections Office. County Election Officer will publish required notice for the L&A Test on the election's website and in the local newspaper of time and place as required by the election code.

c. Election night reports will be available to the Participating Political Subdivisions at 7pm on election night on the Ellis County website (www.co.ellis.tx.us/elections). Provisional ballots will be tabulated after election night in accordance with law.

d. The County Election Officer shall prepare the unofficial canvass report after all precincts have been counted for election day, provisional ballots, cured ballots and any overseas ballots that will be tallied after the final deadline to count ballots. This report will be sent to the Participating Political Subdivisions for their canvass.

e. The County Election Officer shall be appointed the custodian of the voted ballots and shall retain all election material for a period of 22 months.

1. Pending no litigation and as prescribed by law, the voted ballots shall be shredded 22 months after the election.

2. The Participating Political Subdivisions can obtain the list of registered voters who voted from the Elections Administration Office. Pending no litigation and if the Participating Political Subdivisions does not request any further information, the County Election Officer shall destroy them.

f. The County Election Officer shall conduct a manual partial count as prescribed by Section 127.201 of the Texas Election Code and submit a written report to the Participating Political Subdivisions in a timely manner. The Secretary of State may waive this requirement. If applicable, a written report shall be submitted to the Secretary of State as required by Section 127.201(E) of the aforementioned code.

F. The County Election Officer shall post the publication of a "Joint Election Notice" by publishing the notice at least once between the 30th day and the 10th day before the election the proper methods with the proper media in accordance with the Texas Election Code (Sec. 4.003(a)(1)). Newspapers will be agreed upon by the Participating Political Subdivisions based on current publishing customs by each Participating Political Subdivisions. The Participating Political Subdivisions shall send publication of the "Election Notice" to the

Contracting Office to place it on the Elections website in accordance to the Texas Election Code (Sec. 4.008)

II. DUTIES AND SERVICES OF THE PARTICIPATING POLITICAL SUBDIVISIONS. The Participating Political Subdivisions shall assume the following responsibilities:

A. The Participating Political Subdivisions shall prepare the election orders resolutions, notices, justice department submissions (if required), official canvass and other pertinent documents for adoption by the appropriate office or body. The Participating Political Subdivisions shall handle the candidate filing process and packets that are required by law. The Participating Political Subdivisions assume the responsibility of posting required notices and likewise promoting the schedules for Early Voting and Election Day.

B. If the Participating Political Subdivisions district boundary line has changed, they shall provide the County Election Officer with an updated map and street index of their jurisdiction in an electronic or printed format as soon as possible but no later than Monday, August 19, 2024, if any changes have occurred since the last election the county has held for your entity.

C. The Participating Political Subdivisions shall procure and provide the County Election Officer with the ballot layout and Spanish interpretation in an electronic format (word.doc preferred).

1. The Participating Political Subdivisions shall deliver to the County Election Officer as soon as possible after the election has been ordered any proposition wording in English and Spanish. Candidate names should be given after the drawing. Should receive all information no later than Tuesday, August 27, 2024.

2. Exhibit “D” is provided with a listing of races and/or propositions on the ballot for each Participating Political Subdivisions pending any additions, cancellations, or withdrawals.

3. The Participating Political Subdivisions shall approve the "blue line" ballot format prior to printing.

D. The Participating Political Subdivisions shall post the publication of the "Election Order" and "Election Notice" by the proper methods with the proper media in accordance with the Texas Election Code. Additional publications would be handled by the Political Subdivisions to meet any special posting requirements during special elections. (See Section I part F of this contract)

E. The Participating Political Subdivisions shall compensate the County Election Officer for any additional verified cost incurred in the process of running this election or for a manual recount this election may require, or for a required runoff election consistent with charges and hourly rates shown on Exhibit "C" for required services.

F. The Participating Political Subdivisions shall submit this **signed contract by Friday, September 20, 2024** and **pay the Treasurer's Office a deposit of 80% of the estimated cost to run the said election <u>ON OR AFTER October 1, 2024</u>. Please DO NOT send payment prior to October 1, 2024.** The County Election Officer shall place the funds in a "contract fund" as prescribed by Section 31.100 of the Texas Election Code.

The deposit should be delivered within the mandatory time frame to:

Ellis County Treasurer
Att. Cheryl Chambers
109 S. Jackson Street
Waxahachie, Texas 75165

Made payable to: "Ellis County Treasurer" with the note "for election services" included with check documentation.

The signed contract should be delivered or mailed to:

Ellis County Elections
Attn: Jana Onyon
204 E Jefferson Street
Waxahachie, Texas 75165

G. The Participating Political Subdivisions shall pay any additional cost and/or remaining final cost of conducting said election or any required runoff elections pursuant to the Texas Election Code, Section 31.100, within 30 days from the date the final billing was received.

III. COST OF SERVICES. See Exhibit "C."

A. All actual shared cost incurred in the conduct of the election will be divided by Ellis County and the Participating Political Subdivisions contracting with the County Election Officer to hold the said election. If one of the Participating Political Subdivisions cancels their election, the full cost of the election will be the responsibility of the remaining Participating Political Subdivisions.

B. An addendum of Exhibit "C" to the contract shall be provided to the remaining participating Political Subdivisions no later than five (5) business days after receipt of any Political Subdivisions notification of intent to withdraw in writing by Ellis County.

C. If a Runoff Election is required, all cost will be billed to the Participating Political Subdivisions. If required, a Runoff Election will be held on Saturday, December 14, 2024, in accordance with the Election Code. In the event of such runoff election, the terms of this Contract shall automatically extend unless the Participating Authority notifies the County Election Officer in writing within 3 business days of the original election.

IV. GENERAL PROVISIONS.

A. Nothing contained in this contract shall authorize or permit a change in the officer with whom or the place at which any document or record relating to the said Election is to be filed or the place at which any function is to be carried out, or any nontransferable functions specified under Section 31.096 of the Texas Election Code.

B. Upon request, the County Election Officer will provide copies of all invoices and other charges received in the process of running said election for the Participating Political Subdivisions.

C. If a Participating Political Subdivision cancels an election pursuant to the Texas Election Code, they will not be liable for any further costs incurred by the County Election Officer in conducting the said Election. Notice of a cancelled election should be provided to the County Election Officer as soon as the Participating Political Subdivision has approved it in an official meeting of the governing body.

D. If any provision of this joint election contract and election services agreement is construed to be illegal or invalid, this will not affect the legality or validity of any of the other provisions. The illegal or invalid provision will be deemed stricken and deleted, but all other provisions shall continue and be given effect as if the illegal or invalid provisions had never been incorporated.

E. The Elections Administrator of Ellis County, Texas and all of the contracting authorities of all of the participating political subdivisions listed in this joint election contract and election services agreement represent that each has the full right, power and authority to enter and perform this Contract in accordance with all of the terms and conditions, and that the execution and delivery of this Contract has been made by authorized representatives of the parties to validly and legally bind the parties to all terms, performances and provisions set forth in this Contract.

F. The County Election Officer shall file copies of this contract with the County Auditor and the County Treasurer of Ellis County, Texas (Sec. 31.099).

G. Neither party shall be deemed to have breached any provision of this contract as a result of any delay, failure in performance, or interruption of service resulting directly or indirectly from acts of God, network failures, acts of civil or military authorities, civil disturbances, wars, energy crises, fires, transportation contingencies, interruptions in third-party telecommunications or Internet equipment or service, other catastrophes, or any other occurrences which are reasonably beyond any party's control. The parties are required to use due caution and preventive measures to protect against the effects of a force majeure event, and the burden of proving that a force majeure event has occurred shall rest on the party seeking relief under this provision. The party seeking relief due to force majeure is required to promptly notify the other parties in writing, citing the details of the force majeure event and relief sought, and shall resume performance immediately after the obstacles to performance caused by a force majeure event have been removed, provided the Contract has not been terminated. Delay or failure of performance, by either party to this Contract, caused solely by a force majeure event, shall be excused for the period of delay caused solely by the force majeure event.

H. Due to recent concerns, if it is determined by the Ellis County Elections Administrator and the Commissioners Court of Ellis County that the health and safety of the Ellis County employees, poll workers, volunteers, and other people involved in conducting an election would be placed in danger by conducting an election according to the terms of this

agreement, then the Ellis County Elections Administrator and Commissioners Court of Ellis Court, at their sole discretion, may elect not to conduct an election for the political subdivision. If Ellis County elects to not handle the election of a local subdivision due to health and safety concerns, then Ellis County will provide written notice to the political subdivision with sufficient time for the political subdivision to comply with the Election Code.

I. All parties agree to comply with Section 2270.002 and Section 2252.152 of the Texas Government Code.

COUNTY:

WITNESS BY MY HAND THIS THE _____ DAY OF _____2024

_____
County Judge Todd Little
Ellis County, Texas

Attest:

_____
County Clerk Krystal Valdez
Ellis County, Texas

_____
Jana Onyon, CERA
Elections Administrator
Ellis County, Texas

PARTICIPATING POLITICAL SUBDIVISIONS:

WITNESS BY MY HAND THIS THE _____ DAY OF _____2024

Political Subdivision Name: _____

By: _____
Signature

_____
Printed Name and Title

Exhibit A

Ellis County, Texas *Condado de Ellis, Texas*
General and Special Elections *Elecciónes General y Especial*
November 5, 2024 *05 de noviembre de 2024*
Early Voting Vote Centers *Centros de votación adelantada*

The below listed Early Voting Vote Centers will be established for any qualified voter with an effective date of registration on or before November 5, 2024. A voter may vote at ANY of the Early Voting Vote Centers for the General and Special Elections.

Las ubicaciones para centros de votacion anticipada que se enumeran a continuación se establecerán para cualquier votante calificado con una fecha efectiva de registro en o antes del 05 de noviembre de 2024. Un votante puede votar en cualquiera de los lugares de votación anticipada para las Elecciónes General y Especial.

Early Voting Location Dates and Times:

Ubicación, fechas, y horarios de la votación anticipada:

1. **Main Early Voting Site - Ellis County Womans Building (Davis Hall) 407 W Jefferson St. Waxahachie, TX 75167**
2. **Ellis County Sub-Courthouse (Conf. Rm) 207 S. Sonoma Trail Ennis, TX 75119**
3. **Midlothian Conf. Ctr (Ballrooms) 1 Community Circle Dr. Midlothian, TX 76065**
4. **Palmer ISD Annex Bldg (Portable Bldg) 303 Bulldog Way Palmer, TX 75152**
5. **Red Oak Municipal Ctr (Ballrooms) 200 Lakeview Pkwy Red Oak, TX 75154**

Monday, October 21, 2024 *lunes, 21 de octubre de 2024*	**through** *hasta*	**Friday, October 25, 2024** *viernes, 25 de octubre de 2024*	**8:00 AM - 6:00 PM** *8:00 AM - 6:00 PM*
Saturday, October 26, 2024 *sábado, 26 de octubre de 2024*			**7:00 AM - 7:00 PM** *7:00 AM - 7:00 PM*
Sunday, October 27, 2024 *domingo, 27 de octubre de 2024*			**1:00 PM - 7:00 PM** *1:00 PM - 7:00 PM*
Monday, October 28, 2024 *lunes, 28 de octubre de 2024*	**through** *hasta*	**Friday, November 1, 2024** *viernes, 01 de noviembre de 2024*	**7:00 AM - 7:00 PM** *7:00 AM - 7:00 PM*

Last day to register to vote for the General and Special Elections is: Monday, October 07, 2024.

Último día para registrarse para votar en la Elecciónes General y Especial es: lunes, 07 de octubre de 2024.

Last day for the Election's Office to receive a Regular or FPCA Ballot by Mail Application: Friday, October 25, 2024.

El Último día para que la Oficina de Elecciones reciba una solicitud regular o una solicitud de tarjeta postal federal para votar por correo (FPCA- por sus siglas en inglés) es: viernes, 25 de octubre de 2024.

Absentee Application (Regular or Federal Postcard) for ballot by mail shall be mailed to:
Early Voting Clerk, 204 E Jefferson Street, Waxahachie, Texas 75165
Or email a scanned copy of signed application to elections@co.ellis.tx.us
Or faxed to 972-923-5194 (If faxed or emailed, then must receive original application by mail within 4 days)

Las solicitudes (Regular o FPCA) de boletas electorales por correo deben enviarse por correo a:
Secretaria de la Votación Adelantada 204 E. Jefferson Street Waxahachie, TX 75165
O por correo eletronico una copia e su aplicación firmada a elections@co.ellis.tx.us
O por fax al 972-923-5194 (Si se envía por fax o correo electrónico, debe recibir la solicitud original dentro de los cuatro días)

For More Information: Website at www.co.ellis.tx.us/Elections OR Facebook.com/EllisCountyElections
OR Contact us at Elections Office 204 E Jefferson Waxahachie, TX 75165 972-825-5195
OR Email: Elections@co.ellis.tx.us

Exhibit B

Ellis County, Texas *Condado de Ellis, Texas*
General and Special Elections *Elecciónes General y Especial*
November 5, 2024 *05 de noviembre de 2024*
Election Day Vote Centers *Centros de votación el día de las elecciones*

Polls open from 7:00 am to 7:00 pm
Horario de votación estarán abiertos de 7:00 am a 7:00 pm

The below listed Election Day Vote Centers will be established for any qualified voter with an effective date of registration on or before November 5, 2024. A voter may vote at ANY of the Election Day Vote Centers for the General and Special Elections.

Las ubicaciones para centros de voto de dias de votacion se establecerán para cualquier votante calificado con una fecha efectiva de registro en o antes del 05 de noviembre de 2024. Un votante puede votar en cualquiera de los centros de votación de dia de las elecciones para las Elecciónes General y Especial.

1	FIRST BAPTIST CHURCH-AVALON (Annex) 206 GILES STREET	AVALON, TX 76623
2	FIRST METHODIST-BARDWELL (Church Annex) 104 PECAN ST	BARDWELL, TX 75119
3	BRISTOL COMMUNITY CENTER (Auditorium) 100 CHURCH ST	BRISTOL, TX 75119
4	ALMA CITY HALL (Chamber Rm) 104 INTERURBAN RD	ENNIS, TX 75119
5	ELLIS COUNTY SUB-COURTHOUSE (Conf. Rm) 207 S SONOMA TRAIL	ENNIS, TX 75119
6	ENNIS WELCOME CENTER (Bluebonnet Rm) 201 NW MAIN STREET	ENNIS, TX 75119
7	FAITH ASSEMBLY OF GOD CHURCH (Fellowship Hall) 1810 W BALDRIDGE ST.	ENNIS, TX 75119
8	FERRIS PUBLIC LIBRARY (Aubrey Trussell Rm) 301 E 10TH STREET	FERRIS, TX 75125
9	FORRESTON BAPTIST FELLOWSHIP HALL (Foyer) 211 SEVENTH ST.	FORRESTON, TX 76041
10	HARVEST OF PRAISE (House of Manna Rm) 2603 S HAMPTON RD	GLENN HEIGHTS, 75154
11	ITALY COMMUNITY CENTER (Room) 108 HARPOLD ST.	ITALY, TX 76651
12	FIRST BAPTIST CHURCH-MAYPEARL (Fellowship Hall) 5744 FM 66	MAYPEARL, TX 76064
13	MIDLOTHIAN CHURCH OF CHRIST (Fellowship Hall) 1627 N HWY 67	MIDLOTHIAN, TX 76065
14	MIDLOTHIAN CONFERENCE CTR (Ballrooms) 1 COMMUNITY CIRCLE DR	MIDLOTHIAN, TX 76065
15	MOUNTAIN PEAK COMMUNITY CHURCH (Sanctuary) 751 W. FM 875	MIDLOTHIAN, TX 76065
16	STONEGATE CHURCH (Foyer) 4025 E US 287	MIDLOTHIAN, TX 76065
17	THE SHEPHERD'S HOUSE (Auditorium) 3221 MOCKINGBIRD LN	MIDLOTHIAN, TX 76065
18	MILFORD COMMUNITY CENTER (Main Rm) 109 S MAIN ST	MILFORD, TX 76670
19	OVILLA CITY HALL (Council Chambers Rm) 105 S COCKRELL HILL RD	OVILLA, TX 75154
20	VERTICAL CHURCH OVILLA (Foyer) 3333 OVILLA RD	OVILLA, TX 75154
21	PALMER ISD ANNEX BUILDING (Portable Bldg) 303 BULLDOG WAY	PALMER, TX 75152
22	EASTRIDGE BAPTIST CHURCH (Family Activity Ctr) 732 E OVILLA RD	RED OAK, TX 75154
23	RED OAK MUNICIPAL CENTER (Ballrooms) 200 LAKEVIEW PKWY	RED OAK, TX 75154
24	GRACE COVENANT CHURCH (Dining Hall) 212 N MAIN ST	RED OAK, TX 75154
25	ELLIS COUNTY WOMANS BUILDING (Davis Hall) 407 W JEFFERSON ST.	WAXAHACHIE, TX 75165
26	FIRST UNITED METHODIST-WAXAHACHIE (Fidelis Hall) 505 W MARVIN AVE	WAXAHACHIE, TX 75165
27	KNIGHTS OF COLUMBUS (Main Room) 325 BROADHEAD RD.	WAXAHACHIE, TX 75165
28	PARK MEADOWS BAPTIST CHURCH (Youth Room) 3350 N HWY 77	WAXAHACHIE, TX 75165
29	PATHWAY BAPTIST CHURCH (GYM) 1116 BROWN ST.	WAXAHACHIE, TX 75165
30	SALVATION ARMY OF ELLIS CO. (Fellowship Hall in rear) 620 FARLEY ST.	WAXAHACHIE, TX 75165

OR Contact us at Elections Office 204 E Jefferson Waxahachie, TX 75165 972-825-5195
OR Email: Elections@co.ellis.tx.us

Exhibit C

Estimated Cost for November 5, 2024 Joint General and Special Election with 11 Political Subdivisions and County

Item	Estimated Total Invoiced Cost of Election
Election Day Locations	30
Early voting Locations	9
Election Systems & Software (ES&S) Ballots Cost	$28,675
Election Systems & Software (ES&S) Ballot Layout Charges	$2,500
Election Systems & Software (ES&S) Ballot Audio Charges	$8,500
Election Systems & Software (ES&S) Electonic Voting system programing	$6,000
Election Systems & Software (ES&S) Election Day Support	$5,475
Election Systems & Software (ES&S) Absentee Testing and Coding Ballots	$4,500
Newspaper Public Notice of Testing of Electronic Voting System	$400
Newspaper Public Notice of Joint Election	$5,000
Precinct Kits for Early Voting and Election Day: Labels, paper, envelopes, supplies, pens, seals, tape, copies for precinct packets and training packets, security carts, curbside carts,epollbook laptops, signs for posting of state required information at polling place.	$5,850
Lease of County voting equipment DS200 Machines	$15,345
Lease of County voting equipment DS450 Machine for Absentee ballots	$2,435
Lease of County voting equipment ExpressVote Terminal Marking Device (ADA)	$75,030
Movers Transportation of Voting Equipment 9 Early Voting and 30 Election Day locations Dropped off and picked up after election	$7,100
Required Live Streaming Service during Ballot Board and Central Counting Station processes 24/7	$3,949
Rental of facilities for training classes and equipment storage	$4,300
Voting Places Rental Charges	$7,700
Election Day # of Poll workers	285
Election Day: Judges at $12, Alternate Judges at $12, Clerks at $10 30 Polling Location on Election day poll workers, hours on ED, training class, setup, Judge pickup fees $25 (Hourly rate subject to change)	$62,000
Early voting # of Poll workers	225
Early Voting: Judges at $12, Clerks at $10 at 9 Early Voting Locations Poll Workers hours, overtime hours, training class, setup, Judge pickup fees $25, Fica, Medicare (Hourly rate subject to change)	$107,000
Absentee Mail Ballots Request	5000
Cost for Early Voting mail Ballots for postage and materials for each for ballot mailed	$12,500
Early Voting Ballot Board and Cental Counting Station Workers	$3,500
WiFi for Early voting and Election Day Laptops	$2,583
Additional Office Personnel to assist before/during/after the Election and technichians for Early Voting and Election Day, and Election employee accrual overtime hours (Hourly rate subject to change)	$25,000
Technichians Mileage for Early Voting and Election Day Support at polling sites	$750
Estimated Total of Election Expenses	**$396,092**
Estimated Cost for County Portion of the Cost	**$336,679**
Estimated Cost for Political Subdivisions Portion of Election Expenses	**$59,414**
Estimated Cost for Political Subdivisions Election Services Contract 10% Admin Fee	**$5,941**
Estimated Total Cost for Political Subdivisions for Joint Election	**$65,355**

Political Subdivisions estimated cost of contracting with the Elections Department for November 5, 2024 General and Special Elections

ENTITY	Voters 8/2024	Estimated Cost	80% of Deposit Due
AVALON ISD	573	$4,500.00	$3,600.00
ENNIS CITY (Ward 1 District)	2,261	$5,000.00	$4,000.00
ESD 10	825	$4,500.00	$3,600.00
ESD 11	326	$4,500.00	$3,600.00
GLENN HEIGHTS CITY	4,399	$6,800.00	$5,440.00
LAKESONG MMD #1	1	$4,500.00	$3,600.00
MANSFIELD CITY	721	$4,500.00	$3,600.00
MIDLOTHIAN ISD	41,549	$12,000.00	$9,600.00
MYRTLE CREEK MMD #1	1	$4,500.00	$3,600.00
OVILLA CITY	3,388	$5,800.00	$4,640.00
RED OAK CITY	10,911	$8,800.00	$7,040.00

As of 8/27/2024 Subject to changes after final cost of election is determined.

Ellis County, Texas *(Condado de Ellis, Texas)*

The following Political Subdivisions will be having an Election on November 5, 2024. Entities will be contracting with the Election's Department to conduct their Election.

City of Ennis Special Elections to fill a vacancy for the purpose of electing Commissioner Ward 1, Unexpired Term
City of Glenn Heights General Election voting for the purpose of electing a At-Large Council Members Places 1, 3, & 5
City of Mansfield Special Local Option Election to legalize, voting to adopt or reject one proposed proposition
City of Ovilla Special Election voting to adopt or reject one proposed proposition
City of Red Oak Special Local Option Election to legalize, voting to adopt or reject one proposed proposition
Avalon ISD General Election for the purpose of electing three At-Large Member of Board of Trustees – Vote for 3
Midlothian ISD Special Election voting to adopt or reject one proposed proposition
Ellis County Emergency Services District No. 10 Special Election voting to adopt or reject one proposed proposition
Ellis County Emergency Services District No. 11 Special Election voting to adopt or reject one proposed proposition
Myrtle Creek Municipal Management District No. 1 of Ellis County Special Election for the purpose of voting to adopt or reject propositions and electing five Directors
Lakesong Municipal Management District No. 1 Special Election voting to adopt or reject six proposed propositions and for the purpose of electing five At-Large Board of Directors – Vote for 5

Las siguientes subdivisiones políticas tendrán elecciones el 5 de Noviembre de 2024. Contratarán con el Departamento de Elecciones para llevar a cabo su Elección.

Ciudad de Ennis elección especial para llenar una vacante de elegir a un comisionado sala distrito 1, duración restante del cargo
Ciudad de Glenn Heights elección general para elegir alcalde y miembro del consejo lugares 1, 3, y 5
Ciudad de Mansfield Elección de opción local para legalizar la votación para adoptar o rechazar una proposición propuesta
Ciudad de Ovilla elección especial votando para aprobar o rechazar una proposición propuesta
Ciudad de Red Oak Elección de opción local para legalizar la votación para adoptar o rechazar una proposición propuesta
Distrito Escolar de Avalon elección general para elegir a tres miembros generales de la junta de regentes - votación para tres
Distrito Escolar de Midlothian elección especial votando para adoptar o rechazar uno proposiciones propuestas
Distrito de servicios de emergencia no. 10 del Condado de Ellis elección especial votando para aprobar o rechazar una proposición propuesta
Distrito de servicios de emergencia no. 11 del Condado de Ellis elección especial votando para aprobar o rechazar una proposición propuesta
Distrito de Gestión Municipal de Myrtle Creek Nro. 1 del Condado de Ellis, elección especial votando para aprobar o rechazar proposiciones propuestas y elegir cinco directores
Distrito De Administracion Municipales De Lakesong Nro. 1 elección especial votando para aprobar o rechazar seis proposición propuestas y para elegir cinco miembros de la Mesa Directiva en general - votación para cinco

Revised *(Revisado)* 8/27/2024 Subject to changes (sujeto a cambios)
All races will be vote for one unless noted otherwise. *(Todas las carreras votaran por una a menos que se indique lo contrario.)*

Midlothian ISD
BOARDBOOK TEMPLATE

Board Meeting Date:	September 16, 2024	
Agenda Item:	Consider Approval of Title 1 Ed-Flex Schoolwide Eligibility Waiver for TE Baxter Elementary	
Requires Board Action:	YES	
Agenda Location:	CONSENT	
Template Attachments:	Yes	
If yes, then select what applies:	Waiver	
Link to the presentation:	Yes. See link in the box to the right.	Link to Waiver
Background Information	**WHY:** MISD is requesting approval of a Federal Programs Ed-Flex Schoolwide Eligibility waiver through ESSA Consolidated Federal Grant Application for Baxter Elementary to waive the required limited "targeted assistance" Title 1 eligibility requirement. **WHAT:** Baxter Elementary is an identified as a "targeted assitance" Title 1 campus based on the percentage of economically disadvantaged students enrolled on the campus. Baxter Elementary receives federal funds through the Title 1 program to meet the needs of students that benefit from additional targeted supports to make progress in learning. Funds may be used in targeted assistance schools only for programs that provide services to eligible children identified as having the greatest need for additional academic assistance. The Baxter Campus Educational Improvement Committee met on August 28, 2024, to review the option to request the Ed-Flex waiver, the benefit to filing the waiver and interventions is to provide support to all students. The committee voted to present the Federal waiver to the MISD Board of Trustees for consideration and possible action. Through approval of the Ed-Flex Schoolwide Eligibility waiver, the campus will be able to provide services to all students on campus the same as a schoolwide Title 1 campus, rather than limiting support to those identified as "economically disadvantaged."	
Strategic Priority: *(Primary)*	Priority 1: Student Success	
Performance Objective: *(Primary)*	1.2 All Students Exhibit Yearly Growth in Core Areas	
Strategic Priority: *(Secondary - if needed)*	Priority 4: District Operations and Financial Stewardship	

Performance Objective: *(Secondary - if needed)*	4.3 Commitment to Financial Stewardship	
Legal Reference: (1) / (2)	Texas Education Agency	ESSA/Title 1 Part A
Policy Reference: (1) / (2)		
Fiscal Impact/Budget Function Code:	N/A	
Administration Recommendation	Administration recommends the approval of the agenda item as presented.	
Motion:	If this item is pulled from Consent, MISD administration recommends the following motion: "I make a motion to approve the Ed-Flex Schoolwide Eligibility Waiver for Baxter Elementary as presented."	
Presenter:	Shelle Blaylock	Mendy Autry
	Chief Academic Officer	Director of Compliance and Accountability

Midlothian ISD
BOARDBOOK TEMPLATE

Board Meeting Date:	September 16, 2024	
Agenda Item:	Consider Approving Notice of Election for the November 5, 2024 Special Voter Approved Tax Rate Election	
Requires Board Action:	YES	
Agenda Location:	CONSENT	
Template Attachments:	Yes	PDF
If yes, then select what applies:		
Link to the presentation:	No presentation for this item.	
Background Information	**WHY:** In a good faith effort to inform voters of the necessary information relating to the Special Voter Approved Tax Rate Election, a Notice of Election must be approved by the governing entity. **WHAT:** In accordance with Election Code 4.004(a), 83.010, 85.004, 85.007, the Notice of the election shall state: 1. The nature and date of the election; 2. The location of each polling place; 3. The hours the polls will be open; and 4. For early voting: a. The location of the main early voting place, as determined under Election Code 85.002; b. The dates and hours for early voting, including the dates and hours of any Saturday and Sunday early voting; and c. The early voting clerk's official mailing address. The Notice of the election shall be published at least once, not earlier than the 30th day or later than the tenth day before election day, in a newspaper published within the District's boundaries. In addition to the notice described above, the District shall, not later than the 21st day before election day, post a copy of the notice on the bulletin board used for posting notices of the meetings of the Board. The notice must remain posted continuously through election day. *(Once approved, the notice will be placed on the front doors of the administration building and on the MISD website.)* The Nov 5, 2024 Special Notice of Election is attached for review and approval and must be signed by the presiding officer of the governmental entity ordering the election	
Strategic Priority: *(Primary)*	Priority 4: District Operations and Financial Stewardship	
Performance Objective: *(Primary)*	4.3 Commitment to Financial Stewardship	

Strategic Priority: *(Secondary - if needed)*	N/A	
Performance Objective: *(Secondary - if needed)*		
Legal Reference: (1) / (2)	Texas Election Code	
Policy Reference: (1) / (2)	BBB-BOARD MEMBERS - ELECTIONS	
Fiscal Impact/Budget Function Code:	N/A	
Administration Recommendation	It is the administration's recommendation to approve the Notice as presented.	
Motion:	Presented as a consent agenda item; however, if pulled for discussion a motion might be, "I move to approve the Notice of Election for the Nov 5, 2024 Special VATR Election."	
Presenter:	David Belding, Ed.D.	
	District Leadership	

NOTICE OF SPECIAL ELECTION
(*AVISO DE ELECCIÓN ESPECIAL*)

To the registered voters of Midlothian Independent School District, Midlothian, Texas:
A los votantes registrados Midlothian ISD, Midlothian, Texas

Notice is hereby given that the polling places listed below will be open from 7:00 AM to 7:00 PM on November 5, 2024 for voting in a special election for a Voter Approved Tax Rate Election.
Notifiquese, por la presente, que los sitios de votación citadas abajo se abrirán desde las 7:00 a.m. hasta las 7:00 p.m. el 5 de noviembre de 2024 para votar en la elección especial para una Elección de Tasa Impositiva Aprobada por el Votante.

The below listed Election Day Vote Centers will be established for any qualified voters with an effective date of registration on or before November 5, 2024. A voter may vote at any of the Election Day Vote Centers for the 2024 Special Election.
Las ubicaciones para centros de voto de dias de votacion se establecerán para cualquier votante calificado con una fecha efectiva de registro en o antes del 05 de noviembre de 2024. Un votante puede votar en cualquiera de los centros de votación de dia de las elecciónes para las Eleccion Conjunta de 2024.

VOTE CENTER LOCATIONS: ***UBICACIÓN DE LOS CENTROS DE VOTACION:***
Revised 8/21/2024, Subject to Changes *Revisado 8/21/2024, Sujeto a cambios*

1	FIRST BAPTIST CHURCH-AVALON (Annex) 206 GILES STREET, AVALON, TX 76623
2	FIRST METHODIST-BARDWELL (Church Annex) 104 PECAN ST, BARDWELL, TX 75119
3	BRISTOL COMMUNITY CENTER (Auditorium) 100 CHURCH ST, BRISTOL, TX 75119
4	ALMA CITY HALL (Chamber Rm) 104 INTERURBAN RD, ENNIS, TX 75119
5	ELLIS COUNTY SUB-COURTHOUSE (Conf. Rm) 207 S SONOMA TRAIL, ENNIS, TX 75119
6	ENNIS WELCOME CENTER (Bluebonnet Rm) 201 NW MAIN STREET, ENNIS, TX 75119
7	FAITH ASSEMBLY OF GOD CHURCH (Fellowship Hall) 1810 W BALDRIDGE ST., ENNIS, TX 75119
8	FERRIS PUBLIC LIBRARY (Aubrey Trussell Rm) 301 E 10TH STREET, FERRIS, TX 75125
9	FORRESTON BAPTIST FELLOWSHIP HALL (Foyer) 211 SEVENTH ST., FORRESTON, TX 76041
10	HARVEST OF PRAISE (House of Manna Rm) 2603 S HAMPTON RD, GLENN HEIGHTS, 75154
11	ITALY COMMUNITY CENTER (Room) 108 HARPOLD ST., ITALY, TX 76651
12	FIRST BAPTIST CHURCH-MAYPEARL (Fellowship Hall) 5744 FM 66 MAYPEARL, TX 76064
13	MIDLOTHIAN CHURCH OF CHRIST (Fellowship Hall) 1627 N HWY 67 MIDLOTHIAN, TX 76065
14	MIDLOTHIAN CONFERENCE CTR (Ballrooms) 1 COMMUNITY CIRCLE DR MIDLOTHIAN, TX 76065
15	MOUNTAIN PEAK COMMUNITY CHURCH (Sanctuary) 751 W. FM 875 MIDLOTHIAN, TX 76065
16	STONEGATE CHURCH (Foyer) 4025 E US 287 MIDLOTHIAN, TX 76065
17	THE SHEPHERD'S HOUSE (Auditorium) 3221 MOCKINGBIRD LN MIDLOTHIAN, TX 76065
18	MILFORD COMMUNITY CENTER (Main Rm) 109 S MAIN ST MILFORD, TX 76670
19	OVILLA CITY HALL (Council Chambers Rm) 105 S COCKRELL HILL RD OVILLA, TX 75154
20	VERTICAL CHURCH OVILLA (Foyer) 3333 OVILLA RD OVILLA, TX 75154
21	PALMER ISD ANNEX BUILDING (Portable Bldg.) 303 BULLDOG WAY PALMER, TX 75152
22	EASTRIDGE BAPTIST CHURCH (Family Activity Ctr) 732 E OVILLA RD RED OAK, TX 75154
23	RED OAK MUNICIPAL CENTER (Ballrooms) 200 LAKEVIEW PKWY RED OAK, TX 75154
24	GRACE COVENANT CHURCH (Dining Hall) 212 N MAIN ST RED OAK, TX 75154
25	ELLIS COUNTY WOMANS BUILDING (Davis Hall) 407 W JEFFERSON ST. WAXAHACHIE, TX 75165
26	FIRST UNITED METHODIST-WAXAHACHIE (Fidelis Hall) 505 W MARVIN AVE WAXAHACHIE, TX 75165
27	KNIGHTS OF COLUMBUS (Main Room) 325 BROADHEAD RD. WAXAHACHIE, TX 75165
28	PARK MEADOWS BAPTIST CHURCH (Youth Room) 3350 N HWY 77 WAXAHACHIE, TX 75165
29	PATHWAY BAPTIST CHURCH (GYM) 1116 BROWN ST. WAXAHACHIE, TX 75165
30	SALVATION ARMY OF ELLIS CO. (Fellowship Hall in rear) 620 FARLEY ST. WAXAHACHIE, TX 75165

NOTICE OF SPECIAL ELECTION
(*AVISO DE ELECCIÓN ESPECIAL*)

Early Voting Location Dates and Times	
1	**Main Early Voting Site** - Elections County Woman's Building (Davis Hall), 407 W. Jefferson Street, Waxahachie, Texas 75165
2	Ellis County Sub-Courthouse (Conf. Rm), 207 S. Sonoma Trail, Ennis TX 75119
3	Midlothian Conference Center (Ballrooms) 1 Community Circle Dr., Midlothian, Texas 76065
4	Palmer ISD Annex Building (Portable Bldg.) 303 Bulldog Way, Palmer, Texas 75152
5	Red Oak Municipal Center (Pitts Rm) 200 Lakeview Parkway, Red Oak, Texas 75154

Date		Date	Time(s)
Monday, October 21, 2024 *lunes, 21 de octubre de 2024*	**Through** *hasta*	**Friday, October 25, 2024** *viernes, 25 de octubre de 2024*	**8:00 AM - 6:00 PM** *8:00 AM - 6:00 PM*
Saturday, October 26, 2024 *sábado, 26 de octubre de 2024*			**7:00 AM - 7:00 PM** *7:00 AM - 7:00 PM*
Sunday, October 27, 2024 *domingo, 27 de octubre de 2024*			**1:00 PM - 7:00 PM** *1:00 PM - 7:00 PM*
Monday, October 28, 2024 *lunes, 28 de octubre de 2024*	**Through** *hasta*	**Friday, November 1, 2024** *viernes, 01 de noviembre de 2024*	**7:00 AM - 7:00 PM** *7:00 AM - 7:00 PM*

Last day to register to vote for the General Elections is: Monday, October 07, 2024.
Último día para registrarse para votar en la Elecciónes General y Especial Conjunta es: lunes, 07 de octubre de 2024.

Last day for the Election's Office to receive a Regular or FPCA Ballot by Mail Application: Friday, October 25, 2024.
El Último día para que la Oficina de Elecciones reciba una solicitud regular o una solicitud de tarjeta postal federal para votar por correo {FPCA-por sus siglas en inglés) es: viernes, 25 de octubre de 2024.

Absentee Application (Regular or Federal Postcard) for ballot by mail shall be mailed to:
Jana Onyon, Early Voting Clerk, 204 E. Jefferson Street, Waxahachie, Texas 75165
Or email a scanned copy of signed application to elections@co.ellis.tx.us
Or faxed to 972-923-5194 (If faxed or emailed, then must receive original application within 4 days.)
Las solicitudes (Regular o FPCA) de boletas electorales por correo deben enviarse por correo a:
Secretaria de la Votación Adelantada 204 E. Jefferson Street Waxahachie, TX 75165
O por correo eletronico una copia e su aplicación firmada a elections@co.ellis.tx.us
O por fax al 972-923-5194 (Si se envía por fax o correo electroncio, debe recibir la solicitud original dentro de los cuatro días)

Issued this the 19th day of September, 2024.
Emitida este 19 de septiembre de 2024.

_____
Signature of Presiding Officer (*Firma del Oficial que Preside*)

Midlothian ISD
BOARDBOOK TEMPLATE

Board Meeting Date:	September 16, 2024	
Agenda Item:	Campus Spotlight: LaRue Miller Elementary	
Requires Board Action:	NO	
Agenda Location:	INFORMATION ONLY	
Template Attachments:	Yes	
If yes, then select what applies:	Presentation	
Link to the presentation:	Yes. Presentation follows..	
Background Information	**WHY:** Midlothian ISD Balanced Scorecard focuses on robust learning experience for every student. Both district and campus goals make student success a priority while pairing learning with engaging experiences. **WHAT:** Katie Bergvall, principal of LaRue Miller Elementary, along with campus leaders and key staff will share about the student experience, campus events and highlights. Ms. Bergvall will provide information related to the 24-25 campus goals and actions steps being taken to help their students meet their goals.	
Strategic Priority: *(Primary)*	Priority 1: Student Success	
Performance Objective: *(Primary)*	1.2 All Students Exhibit Yearly Growth in Core Areas	
Strategic Priority: *(Secondary - if needed)*	Priority 3: Culture, Climate and Safety	
Performance Objective: *(Secondary - if needed)*	3.1 Commit to MISD Cultural Tenets in a Way that Ensure Staff and Student Well-being	
Legal Reference: (1) / (2)		
Policy Reference: (1) / (2)		
Fiscal Impact/Budget Function Code:	N/A	
Administration Recommendation	Presentation only	
Motion:	N/A	
Presenter:	Shelle Blaylock Chief Academic Officer	Katie Bergvall Principal, LaRue Miller Elementary

Midlothian ISD
BOARDBOOK TEMPLATE

Board Meeting Date:	September 16, 2024	
Agenda Item:	Campus Spotlight: Walnut Grove Middle School	
Requires Board Action:	NO	
Agenda Location:	INFORMATION ONLY	
Template Attachments:	Yes	
If yes, then select what applies:	Presentation	
Link to the presentation:	Yes. Presentation follows..	
Background Information	**WHY:** Midlothian ISD Balanced Scorecard focuses on robust learning experience for every student. Both district and campus goals make student success a priority while pairing learning with engaging experiences. **WHAT:** Carly Woolery, principal of Walnut Grove Middle School, along with campus leaders and key staff will share about the student experience and campus culture through the eyes of students, families and staff. Mrs. Woolery will provide information related to their 2024-25 goals and action steps being taken to meet annual goals, as well as learn why they call themselves Worlds's Greatest Middle School.	
Strategic Priority: *(Primary)*	Priority 1: Student Success	
Performance Objective: *(Primary)*	1.2 All Students Exhibit Yearly Growth in Core Areas	
Strategic Priority: *(Secondary - if needed)*	Priority 3: Culture, Climate and Safety	
Performance Objective: *(Secondary - if needed)*	3.1 Commit to MISD Cultural Tenets in a Way that Ensure Staff and Student Well-being	
Legal Reference: (1) / (2)		
Policy Reference: (1) / (2)		
Fiscal Impact/Budget Function Code:	N/A	
Administration Recommendation	Presentation only	
Motion:	N/A	
Presenter:	Shelle Blaylock Chief Academic Officer	Carly Woolery Principal, Walnut Grove MS

Midlothian ISD
BOARDBOOK TEMPLATE

Board Meeting Date:	September 16, 2024	
Agenda Item:	Receive the 2Q2024 Demographic and Enrollment Report	
Requires Board Action:	NO	
Agenda Location:	INFORMATION ONLY	
Template Attachments:		
If yes, then select what applies:		
Link to the presentation:		
Background Information	**WHY:** Monitoring district growth with enrollment and housing projections better prepares administration for planning for the upcoming year(s). **WHAT:** Mr. Brent Alexander of School District Strategies will present the 2024 Second Quarter Demographic Report with the latest data trends and projections. He will be available for questions. The Second Quarter Demographic presentation has been finalized and is attached.	
Strategic Priority: *(Primary)*	Priority 4: District Operations and Financial Stewardship	
Performance Objective: *(Primary)*	4.1 Systematic Long-range Facility Management	
Strategic Priority: *(Secondary - if needed)*		
Performance Objective: *(Secondary - if needed)*		
Legal Reference: (1) / (2)		
Policy Reference: (1) / (2)		
Fiscal Impact/Budget Function Code:	N/A	
Administration Recommendation	Presentation only	
Motion:	Presentation only	
Presenter:	David Belding, Ed.D.	
	District Leadership	

Midlothian ISD
BOARDBOOK TEMPLATE

Board Meeting Date:	September 16, 2024	
Agenda Item:	Receive Update on District Leadership Definition and Talent Pipelines	
Requires Board Action:	NO	
Agenda Location:	INFORMATION ONLY	
Template Attachments:	No	
If yes, then select what applies:		N/A
Link to the presentation:	Yes. See link in the box to the right.	
Background Information	**WHY:** This report is given as a measure of progress towards Balanced Scorecard priority 2.2a. **WHAT:** The board will receive an update on progress on the development of a District Leadership Definition and the deployment of talent piplines for specific job groups.	
Strategic Priority: *(Primary)*	Priority 2: Capacity Building and Effective Leadership	
Performance Objective: *(Primary)*	2.2 Systematic Management of Individual Talent	
Strategic Priority: *(Secondary - if needed)*	Priority 2: Capacity Building and Effective Leadership	
Performance Objective: *(Secondary - if needed)*	2.3 Development of a High-performaning Organizational System	
Legal Reference: (1) / (2)	N/A	N/A
Policy Reference: (1) / (2)		
Fiscal Impact/Budget Function Code:	N/A	
Administration Recommendation	Presentation only	
Motion:	N/A	
Presenter:	Aaron Williams, Ed.D. District Leadership	Shelle Blaylock District Leadership

Midlothian ISD
BOARDBOOK TEMPLATE

Board Meeting Date:	September 16, 2024	
Agenda Item:	June 2024 EOC Scores	
Requires Board Action:	NO	
Agenda Location:	INFORMATION ONLY	
Template Attachments:	Yes	
If yes, then select what applies:	Presentation	
Link to the presentation:	Yes. Presentation follows..	Link
Background Information	**WHY:** Midlothian ISD Priority 1.2 in the Balanced Scorecard focuses on "all students exhibiting yearly growth in core areas." Annual state assessment performance is used to measure progress toward these performance objectives. Our June 2024 EOC scores are designed to measure what students are learning in each grade and whether or not they are ready for the next grade. **WHAT:** STAAR is the state's testing program and is based on state curriculum standards in core subjects including reading, writing, mathematics, science, and social studies. This presentation shows EOC first time testers and retesters' scores from the summer opportunity this June for high school end of course exams in core subject areas.	
Strategic Priority: *(Primary)*	Priority 1: Student Success	
Performance Objective: *(Primary)*	1.2 All Students Exhibit Yearly Growth in Core Areas	
Strategic Priority: *(Secondary - if needed)*		
Performance Objective: *(Secondary - if needed)*		
Legal Reference: (1) / (2)		
Policy Reference: (1) / (2)		
Fiscal Impact/Budget Function Code:	N/A	
Administration Recommendation	Presentation only	
Motion:	N/A	
Presenter:	Shelle Blaylock	Becki Krsnak (ED)
	District Leadership	Executive Director

Midlothian ISD
BOARDBOOK TEMPLATE

Board Meeting Date:	September 16, 2024	
Agenda Item:	Information Item: MISD 2024-25 District and Campus Improvement Plans	
Requires Board Action:	NO	
Agenda Location:	INFORMATION ONLY	
Template Attachments:	Yes	
If yes, then select what applies:	Presentation	PDF
Link to the presentation:	Yes. See link in the box to the right.	Presentation
Background Information	**WHY:** TEC 11.252(a)(1-2) and 11.253 require district and campus educational improvement committees to evaluate district/campus needs based on the comprehensive needs assessment (CNA) process. The findings from this process are the basis for the development of the district and campus improvement plans to guide decision-making throughout the year ensuring that student achievement is at the forefront of all priorities and goals. **WHAT:** The board of trustees established a district balanced scorecard with long-term desired outcomes and annual targets. These items are reported on through-out the school year. Each department has a cascading scorecard with annual targets that directly align to the balanced scorecard. District and campus improvement plans guide the campus and district in problem solving for needs based on the comprehensive needs assessment process. It helps identify and organize strategies and resources which lead to increased student achievement. The 2024-25 campus improvement plans are aligned to the Midlothian ISD Balanced Scorecard. Plans are developed to address areas of need for findings, aligned professional development and sound fiscal decision making focused on student success. **Campus Improvement Plans are attached in draft form. During September, the Board C&I Sub-committee and district leadership will give feedback on the draft campus plans to refine objectives and strategies. Plans included in Boardbook at this time are in DRAFT form. Finalized versions will be provided in October Boardbook.**	

	DRAFT Improvement Plans: Midlothian ISD DIP Baxter Elementary CIP Coleman Elementary CIP Irvin Elementary CIP Longbranch Elementary CIP McClatchey Elementary CIP Miller Elementary CIP Mt. Peak Elementary CIP Vitovsky Elementary CIP Dieterich Middle School Frank Seale Middle School Walnut Grove Middle School Heritage High School Midlothian High School The MILE	
Strategic Priority: *(Primary)*	Priority 1: Student Success	
Strategic Priority: *(Primary)*	Priority 2: Capacity Building and Effective Leadership	
Strategic Priority: *(Primary)*	Priority 3: Culture, Climate and Safety	
Strategic Priority: *(Primary)*	Priority 4: District Operations and Financial Stewardship	
Legal Reference: (1) / (2)	Texas Education Agency	ESSA/Title 1 Part A
Policy Reference: (1) / (2)	BQA-Planning and Decision-Making Process: District-Level	BQB-Planning and Decision-Making Process: Campus-Level
Fiscal Impact/Budget Function Code:	N/A	
Administration Recommendation	Presentation only	
Motion:	This item is for information only at this time.	
Presenter:	Shelle Blaylock	Ray Borden, Ed.D
	Chief Academic Officer	Executive Director of Leadership Development

Midlothian ISD
BOARDBOOK TEMPLATE

Board Meeting Date:	September 16, 2024	
Agenda Item:	Consider Recommendation and Submission of Names for Consideration on the 2025 Ellis County Appraisal Board Election Ballot and Approval of Resolution	
Agenda Location:	ACTION	
Template Attachments:	Yes	PDF
If yes, then select what applies:		
Link to the presentation:	No presentation for this item.	
	Why: For the voting taxing units of the Ellis Appraisal District, it is time to begin the election process fo the 2025 Board of Directors. *This election is for 2025. SB2 became effective 7/1/2024 and Section 6.0301 requires another election to take place prior to December 31, 2024 to appoint five directors who will begin serving January 1, 2025. In that election, two of these appointed directors will serve a term of one year and three will serve a term of three years. Current members: Walter Erwin, Rick Keeler, Dani Muckleroy, Rusty Ballard and David Hurst are interested in continuing to serve on the BOD. **What:** This is a 2-step process. **Step 1:** At the September Board meeting, Trustees will have an opportunity to nominate up to five (5) individuals to be included as candidates on the official Ellis County Appraisal District Ballot. These names will be submitted via a resolution approved by the MISD Board on 9/16/2024. (***Deadline to submit nominations is Oct. 15, 2024.)*** **Step 2:** No later than October 30th, the Chief Appraiser will tabulate the nominations, create a ballot, and then forward that ballot to the voting entities. This vote will take place at the regular November meeting. ***(Deadline to submit nominations is Dec. 15, 2024.)***	
Background Information	There is additional information within the attached documents outlining the overall voting process; however, the action requested for this meeting is the nomination of up to 5 indviduals for consideration on the 2025 Ellis County Appraisal Board of Directors Ballot.	
Strategic Priority: *(Primary)*	Priority 4: District Operations and Financial Stewardship	
Performance Objective: *(Primary)*	4.3 Commitment to Financial Stewardship	
Strategic Priority: *(Secondary - if needed)*		
Performance Objective: *(Secondary - if needed)*		

Legal Reference: (1) / (2)		
Fiscal Impact/Budget Function Code:	N/A	
Administration Recommendation	This is a Board decision.	
Motion:	A motion might be, "I move to nominate (Insert name(s)) by resolution to be considered for the 2025 Ellis County Appraisal District Board"	
Presenter:	David Belding, Ed.D.	
	Superintendent	

ELLIS APPRAISAL DISTRICT

400 Ferris Ave * PO Box 878
Waxahachie, Texas 75168
972-937-3552 * Toll Free 1-866-348-3552
ecad@elliscad.com

Board of Directors
T. Walter Erwin, Chairman
Richard Keeler, Vice-Chairman
Diana B. Muckleroy, Secretary
Members
Rusty Ballard Paula Baucum
David Hurst George Ricks
Richard Rozier Jennifer Zarate

Kathy Rodrigue, Chief Appraiser

September 4, 2024

Voting Taxing Units of the Ellis Appraisal District:
It is election time and the **2025 Board of Directors Taxing Unit Voting Entitlements** are enclosed.

*This election is for 2025. SB2 becomes effective 7/1/2024 and Section 6.0301 requires another election to take place prior to December 31, 2024 to appoint five directors who will begin serving January 1, 2025. In that election, two of these appointed directors will serve a term of one year and three will serve a term of three years.

The FIRST step for in this process is NOMINATIONS. Each taxing unit may **nominate by resolution** adopted by its governing body (sample enclosed) one candidate for each position to be filled on the board of directors. The presiding officer of the governing body of the unit shall submit the name(s) of the unit's nominee(s) to the chief appraiser before October 15th.

Before October 30th, the chief appraiser will prepare a ballot, listing the candidates and shall deliver a copy of the ballot to the presiding officer of your unit. **The SECOND step for you in this process is to VOTE.** The governing body shall determine its **vote by resolution** (sample enclosed) and submit it to the chief appraiser before December 15th. Your voting entitlement may be cast for one candidate or distributed as the governing body chooses. *It* takes **834 votes** to secure a position on the board. The chief appraiser will count the votes, declare the five candidates who received the largest cumulative vote totals elected, and submit the results before December 31st to each governing body.

Taxing Units with more than 5% of the total vote are listed on the following page and have **additional requirements** under Section 6.03(k-1). This includes Ellis County, Ennis, Midlothian, Red Oak and Waxahachie ISDs and Cities of Midlothian and Waxahachie.

Please mark these dates for the governance of the Ellis Appraisal District:

Before October 15	Your governing body submits candidate(s) name(s) (with bio) to the chief appraiser
Before October 30	I will prepare and deliver a ballot to the presiding officer of your unit
Before December 15*	Your governing body will vote by resolution and submit to the chief appraiser
Before December 31	I will send the results of the election to each governing body

Please make plans on your scheduled meetings to consider and act on these matters. Your vote is very important to the continued leadership of this board.

I have asked the current board members about their interest in serving another term. **Walter Erwin, Rick Keeler, Dani Muckleroy, Rusty Ballard and David Hurst** are interested in continuing to serve on the BOD. I am enclosing the history of the current board members.

So that all taxing units in the election are familiar with any new candidates, **please submit a short bio and contact information** (email and cell phone) **for any newly nominated candidate**. Please contact me if you have any questions.

Respectfully submitted,
Kathy Rodrigue, RPA

Taxing Units with More than 5% of Total Votes in Board of Directors Election

SECTION 3. Section 6.03, Tax Code, is amended by amending Subsection (k) and adding Subsection (k-1) to read as follows:

(k) Except as provided by Subsection (k-1), the [The] governing body of each taxing unit entitled to vote shall determine its vote by resolution and submit it to the chief appraiser before December 15. The chief appraiser shall count the votes, declare the five candidates who receive the largest cumulative vote totals elected, and submit the results before December 31 to the governing body of each taxing unit in the district and to the candidates. For purposes of determining the number of votes received by the candidates, the candidate receiving the most votes of the conservation and reclamation districts is considered to have received all of the votes cast by conservation and reclamation districts and the other candidates are considered not to have received any votes of the conservation and reclamation districts. The chief appraiser shall resolve a tie vote by any method of chance.

(k-1) This subsection applies only to an appraisal district established in a **county with a population of 120,000 or more**. The governing body of each taxing unit entitled to cast at least five percent of the total votes must determine its vote by resolution adopted **at the first or second open meeting of the governing body that is held after the date the chief appraiser delivers** (before October 15th) **the ballot to the presiding officer of the governing body.** The governing body must submit its vote to the chief appraiser not later than the third day following the date the resolution is adopted.

This **law applies** to the following taxing units that make up 84.41% of the total votes:

Ellis County	16.24%	with	812 votes
Ennis ISD	9.00%	with	450 votes
Midlothian ISD	19.14%	with	957 votes
Red Oak ISD	7.37%	with	369 votes
Waxahachie ISD	16.74%	with	837 votes
City of Midlothian	8.17%	with	408 votes
City of Waxahachie	7.75%	with	387 votes

ELLIS APPRAISAL DISTRICT
2025 BOARD OF DIRECTORS
TAXING UNIT VOTING ENTITLEMENT

TAXING UNITS	2023 CERT FRZ ADJ TAXABLE VALUES (as of 7/19/2024)	2023 TAX RATES	TAX LEVY ON ACCTS WITH CLNGS AT CERT	2023 TOTAL LEVY	% OF TOTAL LEVY	2025 VOTES	2024 VOTES
ELLIS COUNTY	28,054,058,134	0.252862	9,788,019.58	80,726,072.06			
ELIS COUNTY & LATERAL ROAD	28,003,190,165	0.019670	597,029.55	6,105,257.06	16.24%	**812**	750
AVALON ISD	82,112,082	0.817100	21,035.80	691,973.62	0.13%	**6**	7
ENNIS ISD	3,869,005,080	1.217500	995,185.16	48,100,322.01	9.00%	**450**	473
FERRIS ISD	822,652,259	1.143100	288,340.04	9,692,078.01	1.81%	**91**	90
FROST ISD	7,492,434	1.001500	1,146.35	76,183.08	0.01%	**1**	1
ITALY ISD	228,104,809	1.076000	73,365.41	2,527,773.15	0.47%	**24**	27
MIDLOTHIAN ISD	8,770,631,080	1.109200	5,045,939.45	102,329,779.39	19.14%	**957**	1,019
MILFORD ISD	127,059,597	0.804400	12,480.58	1,034,547.98	0.19%	**10**	12
PALMER ISD	481,466,308	1.052500	344,864.43	5,412,297.32	1.01%	**51**	60
RED OAK ISD	3,348,062,918	1.105600	2,400,574.21	39,416,757.83	7.37%	**369**	408
WAXAHACHIE ISD	7,268,348,918	1.170400	4,420,969.33	89,489,725.07	16.74%	**837**	910
MAYPEARL ISD	642,554,507	0.978900	530,860.07	6,820,826.14	1.28%	**64**	72
CITY OF ALMA	63,593,984	0.250000	0.00	158,984.96	0.03%	**1**	1
CITY OF BARDWELL	31,806,159	0.167088	0.00	53,144.27	0.01%	**1**	1
CITY OF CEDAR HILL	197,883,057	0.646525	0.00	1,279,363.43	0.24%	**12**	10
CITY OF ENNIS	3,021,877,643	0.664000	1,465,053.51	21,530,321.06	4.03%	**201**	186
CITY OF FERRIS	334,610,326	0.494700	150,220.62	1,805,537.90	0.34%	**17**	20
CITY OF GARRETT	47,378,527	0.272556	0.00	129,133.02	0.02%	**1**	1
CITY OF GLENN HEIGHTS	757,760,043	0.564729	0.00	4,279,290.71	0.80%	**40**	37
CITY OF GRAND PRAIRIE	273,930,345	0.660000	1,749.92	1,809,690.20	0.34%	**17**	9
CITY OF ITALY	150,488,872	0.536097	105,362.85	912,129.18	0.17%	**9**	8
CITY OF MANSFIELD	175,729,481	0.659293	39,787.22	1,198,359.39	0.22%	**11**	10
CITY OF MAYPEARL	72,293,305	0.500000	45,745.16	407,211.69	0.08%	**4**	4
CITY OF MIDLOTHIAN	6,201,477,478	0.650000	3,341,240.20	43,650,843.81	8.17%	**408**	360
CITY OF MILFORD	48,673,194	0.253015	20,088.69	143,239.17	0.03%	**1**	1
CITY OF OAK LEAF	222,876,800	0.301542	0.00	672,067.16	0.13%	**6**	6
CITY OF OVILLA	449,581,005	0.626213	784,509.84	3,599,844.54	0.67%	**34**	29
CITY OF PALMER	221,160,754	0.672826	0.00	1,488,027.05	0.28%	**14**	13
CITY OF PECAN HILL	68,949,822	0.231483	0.00	159,607.12	0.03%	**1**	2
CITY OF RED OAK	2,158,900,786	0.696886	1,171,921.52	16,216,998.85	3.03%	**152**	118
CITY OF VENUS	151,310,371	0.754842	34,796.67	1,176,950.90	0.22%	**11**	9
CITY OF WAXAHACHIE	6,234,218,707	0.610000	3,390,309.76	41,419,043.87	7.75%	**387**	346
TOTAL				534,513,381.00	100.00%	**5,000**	5,000

I, KATHY A. RODRIGUE, CHIEF APPRAISER FOR THE ELLIS APPRAISAL DISTRICT, DO HEREBY CERTIFY THAT THE ABOVE VOTING ENTITLEMENTS ARE TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE.

KATHY RODRIGUE, RPA - CHIEF APPRAISER

SUBSCRIBED AND SWORN BEFORE ME THIS 3RD DAY OF SEPTEMBER, 2024.

JACKIE GAITHER
Notary Public, State of Texas
Comm. Expires 05-20-2027
Notary ID 11609672

JACKIE GAITHER, NOTARY

ELLIS APPRAISAL DISTRICT

400 Ferris Ave * PO Box 878
Waxahachie, Texas 75168
972-937-3552 * Toll Free 1-866-348-3552
ecad@elliscad.com

Board of Directors
T. Walter Erwin, Chairman
Richard Keeler, Vice-Chairman
Diana B. Muckleroy, Secretary
Members
Rusty Ballard Paula Baucum
David Hurst George Ricks
Richard Rozier Jennifer Zarate

Kathy Rodrigue, Chief Appraiser

September 4, 2024

Voting Taxing Units of the Ellis Appraisal District:
It is election time and the **2025 Board of Directors Taxing Unit Voting Entitlements** are enclosed.

*This election is for 2025. SB2 becomes effective 7/1/2024 and Section 6.0301 requires another election to take place prior to December 31, 2024 to appoint five directors who will begin serving January 1, 2025. In this election, two of these appointed directors will serve a term of one year and three will serve a term of three years.

The FIRST step for in this process is NOMINATIONS. Each taxing unit may **nominate by resolution** adopted by its governing body (sample enclosed) one candidate for each position to be filled on the board of directors. The presiding officer of the governing body of the unit shall submit the name(s) of the unit's nominee(s) to the chief appraiser before October 15th.

Before October 30th, the chief appraiser will prepare a ballot, listing the candidates and shall deliver a copy of the ballot to the presiding officer of your unit. **The SECOND step for you in this process is to VOTE.** The governing body shall determine its **vote by resolution** (sample enclosed) and submit it to the chief appraiser before December 15th. Your voting entitlement may be cast for one candidate or distributed as the governing body chooses. *It* takes **834 votes** to secure a position on the board. The chief appraiser will count the votes, declare the five candidates who received the largest cumulative vote totals elected, and submit the results before December 31st to each governing body. Taxing Units with more than 5% of the total vote are listed on separate page and have **additional requirements** under Section 6.03(k-1).

Please mark these dates for the governance of the Ellis Appraisal District:

Before October 15	Your governing body submits candidate(s) name(s) (with bio) to the chief appraiser
Before October 30	I will prepare and deliver a ballot to the presiding officer of your unit
Before December 15*	Your governing body will vote by resolution and submit to the chief appraiser
Before December 31	I will send the results of the election to each governing body

Please make plans on your scheduled meetings to consider and act on these matters. Your vote is very important to the continued dedicated leadership of this board.

I have asked the current board members about their interest in serving another term. Walter Erwin, Richard Keeler, Dani Muckleroy Rusty Ballard, and David Hurst are interested in continuing to serve. I am enclosing the history of the current board members.

So that all taxing units in the election are familiar with new candidates, **please submit a short bio and contact information** (email and cell phone) **for any newly nominated candidate**. Please contact me if you have any questions.

Respectfully submitted,

Kathy Rodrigue, RPA

Taxing Units with More than 5% of Total Votes in Board of Directors Election

SECTION 3. Section 6.03, Tax Code, is amended by amending Subsection (k) and adding Subsection (k-1) to read as follows:

(k) Except as provided by Subsection (k-1), the [The] governing body of each taxing unit entitled to vote shall determine its vote by resolution and submit it to the chief appraiser before December 15. The chief appraiser shall count the votes, declare the five candidates who receive the largest cumulative vote totals elected, and submit the results before December 31 to the governing body of each taxing unit in the district and to the candidates. For purposes of determining the number of votes received by the candidates, the candidate receiving the most votes of the conservation and reclamation districts is considered to have received all of the votes cast by conservation and reclamation districts and the other candidates are considered not to have received any votes of the conservation and reclamation districts. The chief appraiser shall resolve a tie vote by any method of chance.

(k-1) This subsection applies only to an appraisal district established in a **county with a population of 120,000 or more**. The governing body of each taxing unit entitled to cast at least five percent of the total votes must determine its vote by resolution adopted **at the first or second open meeting of the governing body that is held after the date the chief appraiser delivers** (before October 15th) **the ballot to the presiding officer of the governing body.** The governing body must submit its vote to the chief appraiser not later than the third day following the date the resolution is adopted.

This **law applies** to the following taxing units that make up 84.41% of the total votes:

Ellis County	16.24%	with	812 votes
Ennis ISD	9.00%	with	450 votes
Midlothian ISD	19.14%	with	957 votes
Red Oak ISD	7.37%	with	369 votes
Waxahachie ISD	16.74%	with	837 votes
City of Midlothian	8.17%	with	408 votes
City of Waxahachie	7.75%	with	387 votes

TAXING UNIT: MIDLOTHIAN ISD

RESOLUTION OF **CANDIDATE NOMINATIONS** FOR THE ELLIS APPRAISAL DISTRICT BOARD 0F DIRECTORS FOR THE YEAR 2025*

WHEREAS, Section 6.03 (g) of the Texas Property Tax Code, requires that each taxing unit entitled to vote may nominate by Resolution one candidate for each position to be filled on the Board of Directors and submit the nomination(s) to the Chief Appraiser of the Ellis Appraisal District before October 15, 2024.

THEREFORE, the MIDLOTHIAN ISD submits the following nomination(s) with contact information for Board of Directors of the Ellis Appraisal District for 2025:

Name	E-mail	Cell	Bio Included

ACTION TAKEN this 16th day of SEPTEMBER, 2024, in OPEN Session of the governing body of the above mentioned taxing unit; as authorized under Section 6.03 of the Texas Property Tax Code, for the purpose of nominating candidates to the Board of Directors of the Ellis Appraisal District.

_____
Gary Vineyard, Board President

ATTEST:_____
Jessica Ward, Secretary

*This election is for 2025, where two members will serve a one-year term and three members will serve a three-year term. SB2 became effective 7/1/2024 and Section 6.0301 requires another election to take place prior to December 31, 2025 to appoint two directors who will begin serving a four-year term January 1, 2026.