



North East Independent School District

8961 Tesoro Drive, San Antonio, Texas 78217

NOTICE OF MEETING OF THE BOARD OF TRUSTEES

Notice is hereby given that a meeting of the Board of Trustees of the North East Independent School District will be held on August 7, 2023. The Board will convene in Open Session at 5:00 PM, then move into Executive Session and resume the public portion of the meeting no earlier than 6:15 PM. The Board will meet on the first floor of the Richard A. Middleton Education Center, 8961 Tesoro Drive, San Antonio, Texas 78217. Such meeting is a regular meeting.

The open session portion of the meeting is livestreamed, and members of the public may view the meeting by going to the North East Independent School District's YouTube channel. Click the link below or type it into your browser.

<https://www.youtube.com/c/NEISDtv>

Items will not necessarily be discussed or considered in the order they are printed. Anyone wishing exhibit information in accordance with Local Board Policy GBA, must contact the Public Information Officer.

MISSION STATEMENT

We challenge and encourage each student to achieve and demonstrate academic excellence, technical skills, and responsible citizenship.

I. ESTABLISHMENT OF QUORUM AND CALL TO ORDER

II. EXECUTIVE SESSION

A. Personnel, including but not limited to Administrative Appointments pursuant to Government Code Section 551.074

1. Routine Personnel including but not limited to Administrative Appointments

- a. Principal of North East Alternative Center
- b. Assistant Principal of Roosevelt High School
- c. Assistant Principal of Jackson Middle School
- d. Assistant Principal of Lopez Middle School
- e. Senior Director of Human Resources

2. Proposed Recommendation for Termination of Chapter 21 Term Contract Employee(s)

B. Discussion Regarding Use of Security Personnel Pursuant to Government Code Section 551.076

C. Purchase, Exchange, Lease, or Value of Real Property pursuant to Government Code Section 551.072

D. Consultation with Board's Attorney pursuant to Government Code Section 551.071

1. Pending and/or Possible Litigation-Discussion Regarding Possible Resolution of Deats v. NEISD Vehicle Accident State Court Litigation

III. RECONVENE INTO OPEN SESSION

IV. WELCOME FROM THE BOARD PRESIDENT

V. INVOCATION AND PLEDGE OF ALLEGIANCE

A. Castle Hills Elementary	
Presenter: Cory Carroll, Principal	
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XIV. ADJOURNMENT	

If, during the course of the meeting, discussion of any item on the agenda should be held in an Executive or Closed Session, the Board will convene in such Executive or Closed Session in accordance with the Open Meetings Act, Texas Government Code, Section 551.071, 551.072, and 551.074.

CERTIFICATE AS TO POSTING OR GIVING OF NOTICE

On this 4th of August, no later than 5:00 PM, this notice was posted on a bulletin board located at a place readily accessible and convenient to the public at the Richard A. Middleton Education Center, 8961 Tesoro Drive, San Antonio, Texas.

The North East Independent School District does not discriminate
on the basis of race, color, religion, gender, national origin, age or disability



NORTH EAST INDEPENDENT SCHOOL DISTRICT

Date: August 7, 2023

Presenter: Rudy Jimenez
Chyla Whitton, Executive
Director for Human
Resources

Subject: Employment of Personnel
New Hires

Related Page(s): None

ACTION ITEM

BACKGROUND INFORMATION

Policy DC (LOCAL) states: "The Superintendent has sole authority to make recommendations to the Board regarding the selection of contractual personnel in the following categories: central office administrator from the director level and above and campus administrator, including principals and assistant principals." Final authority for employment of contractual personnel in these categories shall be retained by the Board.

ADMINISTRATIVE CONSIDERATION

Campus personnel are recommended for employment by campus principals in accordance with TEC § 11.202(b). All other personnel are recommended by appropriate supervisors. In both cases, the candidate deemed "best qualified" has been selected.

BUDGETARY CONSIDERATION

New hires associated with replacement of personnel have been budgeted prior to the hiring process. New hires associated with recently established positions are covered by a contingency fund established by the Board for this purpose. Should the cost of such positions exceed the funds so budgeted, then a separate budget amendment is brought before the Board prior to additional positions being filled.

ADMINISTRATIVE RECOMMENDATION

It is recommended that the Board of Trustees of the North East Independent School District approve the hiring of new personnel as presented.

BOARD ACTION REQUIRED

Approval/Disapproval



NORTH EAST INDEPENDENT SCHOOL DISTRICT

Date: August 7, 2023

Presenters: Rudy Jimenez
Chyla Whitton
Executive Director
Human Resources

Subject: Proposed Recommendation
For Termination of Chapter 21
Term Contract Employee(s)

Related Page(s): None

ACTION ITEM

BACKGROUND INFORMATION

In accordance with the Texas Education Code § 21.211(a) and Board Policy DFBA (Legal) "A board may terminate a term contract and discharge a teacher at any time for: (1) good cause as determined by the board."

ADMINISTRATIVE CONSIDERATION

Formal approval of the proposed recommendation for termination of Chapter 21 Term contract employee(s) by the Board of Trustees is required.

BUDGETARY CONSIDERATION

Money is budgeted each year in the appropriate accounts for potential Chapter 21 hearings before Hearing Examiners.

ADMINISTRATIVE RECOMMENDATION

It is recommended that the Board of Trustees of the North East Independent School District approve the proposed termination of the identified employee(s) Chapter 21 Term contract(s) discussed in executive session and notify the employee(s) of the proposed action to include the grounds for the action.

BOARD ACTION REQUIRED

Approval/Disapproval

RESOLUTION

**NORTH EAST INDEPENDENT
SCHOOL DISTRICT BOARD OF TRUSTEES**

August 7, 2023

WHEREAS, the North East Independent School District Board of Trustees has always been and will remain committed to the safety of students, staff, and its community at all campuses and facilities within its jurisdiction;

WHEREAS, the Board recognizes the passage of House Bill 3 by the Texas Legislature during the 88th regular session addressing school safety, which included the addition of Section 37.0814 to the Texas Education Code;

WHEREAS, the Board acknowledges that Section 37.0814(a) of the Texas Education Code requires the Board to ensure that at least one armed security officer is present during regular school hours at each District campus, and that Section 37.0814(b) of the Texas Education Code defines a security officer as either (1) a school district peace officer, (2) a school resource officer, or (3) a commissioned peace officer employed as security personnel;

WHEREAS, the Board further acknowledges that Section 37.0814(c) of the Texas Education Code provides that the Board may claim a good cause exception to its requirements related to security officers as set forth in Section 37.0814(a) & (b) if the District is unable to comply due to the availability of personnel who qualify as a security officer as defined in Subsections (a) and (b);

WHEREAS, the Board recognizes that the District does not currently have sufficient qualified licensed peace officers in its internal Police Department to comply with the requirements of Section 37.0814, and that despite ongoing efforts over the last school year to recruit and hire qualified licensed peace officers for the District Police Department, such efforts have not resulted in the filling of all vacancies due to insufficient applicants, and seeking to hire additional licensed peace officers for the purpose set forth in Section 37.0814 will not be possible;

WHEREAS, the Board further recognizes that Section 37.0814(d) grants the Board authority to develop an alternative standard with which the District is able to comply when the Board claims a good cause exception under Section 37.0814(c), and

WHEREAS, the Board directs the District's administration to create and implement an alternative standard with which the District is able to comply in accordance with the purpose of Section 37.0814 of the Texas Education Code.

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees hereby claims the good cause exception as set forth in Section 37.0814(b) due to the unavailability of sufficient qualified licensed peace officers to serve as security officers, and directs that the District's administration create and implement an alternative standard with which the District is able to comply as permitted under Section 37.0814(d) of the Education Code, which will result in accomplishment of the purpose set forth in Section 37.0814.

PASSED, APPROVED, AND ADOPTED BY THE BOARD OF TRUSTEES OF THE NORTH EAST INDEPENDENT SCHOOL DISTRICT, this 7th day of August, 2023.

CERTIFICATE FOR RESOLUTION

I hereby certify that the foregoing resolution was presented to the Board of Trustees of the North East Independent School District during a properly noticed and scheduled meeting held on August 7, 2023. A quorum of the Board of Trustees being then present, it was duly moved and seconded that the resolution be adopted, and such resolution was then adopted according to the following vote:

Ayes: 6
Nays: 0
Abstentions: 0

To certify which, witness my hand and the official seal of the District this 7th day of August, 2023.

President, Board of Trustees

NORTH EAST INDEPENDENT SCHOOL DISTRICT

By: Shannon Grona
Shannon Grona, President, Board of Trustees

ATTEST:

By: Sandy Hughey
Sandy Hughey, Secretary, Board of Trustees



NORTH EAST INDEPENDENT SCHOOL DISTRICT

Date: August 7, 2023

Presenter: Shannon Grona
Board President

Subject: Use of Security Personnel

Related Page(s): None

ACTION ITEM

BACKGROUND INFORMATION

House Bill 3 (HB 3) was passed during the 88th Texas Legislature in 2023 and later signed into law by the governor. HB 3 focuses on school safety and was in part a response to the tragedy in Uvalde, Texas. The bill in part includes an increase to the school safety allotment, mandates evidence-based mental health training of certain staff, establishes the Office of School Safety and Security in the Texas Education Agency to working in coordination with the Texas School Safety Center and with regional education service centers to provide ongoing support and oversight of safety practices, mandates school district peace officers or school resource officers to complete active shooter training at least once in each four year period, established a regional school safety team to annually conduct intruder detection audits and requires each campus have an armed security officer.

ADMINISTRATIVE CONSIDERATION

Sec. 37.0814. ARMED SECURITY OFFICER REQUIRED. (a) The board of trustees of each school district shall determine the appropriate number of armed security officers for each district campus. The board must ensure that at least one armed security officer is present during regular school hours at each district campus.

(b) A security officer described by Subsection (a) must be:

- (1) a school district peace officer;
- (2) a school resource officer; or
- (3) a commissioned peace officer employed as security personnel under

Section 37.081.

(c) If the board of trustees of a school district is unable to comply with this section, the board may claim a good cause exception from the requirement to comply with this section if the district's noncompliance is due to the availability of:

- (1) funding; or
- (2) personnel who qualify to serve as a security officer described by

Subsection (a).

(d) The board of trustees of a school district that claims a good cause exception under Subsection (c) must develop an alternative standard with which the district is able to comply, which may include providing a person to act as a security officer who is:

- (1) a school marshal; or

(2) a school district employee or a person with whom the district contracts who:

(A) has completed school safety training provided by a qualified handgun instructor certified in school safety under Section 411.1901, Government Code; and

(B) carries a handgun on school premises in accordance with written regulations or written authorization of the district under Section 46.03(a)(1)(A), Penal Code.

(e) The board of trustees of a school district must develop and maintain documentation of the district's implementation of and compliance with this section, including documentation related to a good cause exception claimed under Subsection (c), and shall, if requested by the agency, provide that documentation to the agency in the manner prescribed by the agency.

ADMINISTRATIVE RECOMMENDATION

District administration recommends the Board approve the proposal as presented.

BOARD ACTION REQUIRED

Approval/Disapproval



NORTH EAST INDEPENDENT SCHOOL DISTRICT

Date: August 7, 2023

Presenter: Shannon Grona
Board President

Subject: 2023 TASA/TASB Delegate
and Alternate

Related Page(s): None

ACTION ITEM

BACKGROUND INFORMATION

The annual Delegate Assembly held in conjunction with the TASA/TASB Convention, September 29 through October 1, 2023, is the foundation of the Association's governance structure and provides critical direction as the Association represents members' interests before state and national policy makers.

Delegates and Alternates will meet with TASB Directors to discuss the issues coming before the Assembly and to clarify the Assembly process.

The 2023 Delegate Assembly will be held September 30 during the TASA/TASB Convention. The NEISD representatives to the 2022 assembly were Mrs. Marsha Landry, as the delegate and Mrs. Diane Sciba Villarreal as the alternate.

ADMINISTRATIVE RECOMMENDATION

It is recommended that the Board of Trustees of the North East Independent School District nominate an official voting Delegate and Alternate to the 2023 TASB Delegate Assembly.

BOARD ACTION REQUIRED

Approval/Disapproval

Official Delegate Designation Form

Please note:

- Only trustees of TASB Active Members (boards of public school districts and ESCs) may serve as delegates or alternates.
- TASB Directors and the four Legislative Advisory Council (LAC) members serving on the TASB Legislative Committee are delegates by virtue of their positions. If one of your trustees is also a TASB Director or one of the four LAC representatives, do not designate this trustee because that trustee will already be participating as a voting delegate in the Assembly.
- If you are designating an individual newly elected to your board, please update your membership information. The update form is available under the Member Profile link (<https://www.tasb.org/apps/memberprofile/index.aspx>). If you have any questions about updating your membership information, contact Michael Pennant (contact information located at bottom of page).
- The Delegate Assembly Handbook will be distributed electronically at least 20 days prior to Delegate Assembly. Hard copies of the Handbook will be available on site. (Copies will be mailed upon request.)
- Please submit your delegate designation online. The online form is available under the Member Profile link (<https://www.tasb.org/apps/memberprofile/index.aspx>).

Credentials (ribbon) will be mailed to delegates and alternates who are registered by August 25. After that date, credentials must be picked up on-site at Delegate Assembly.

Delegate: Sandy Hughey

Board position: Secretary E-mail: s-hughe@neisd.net

Mailing address (if NOT the district/ESC address) for Delegate Assembly materials:

Alternate: Diane Sciba Villarreal

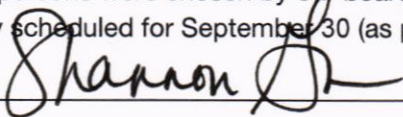
Board position: Member E-mail: d-sciba@neisd.net

Mailing address (if NOT the district/ESC address) for Delegate Assembly materials:

Name of district/ESC: North East ISD

County-district number: 015-910 **TASB (ESC) region number:** 20

I hereby certify that the above persons were chosen by our board as our official voting delegate and alternate to the 2023 TASB Delegate Assembly scheduled for September 30 (as provided by the TASB Bylaws).

Board president's signature:  Date: 8-7-23

Please return your board's designations online by August 25, 2023, to receive Delegate Assembly credentials by mail. Delegates submitted after August 25 will need to pick up credentials (ribbon) on-site.

Texas Association of School Boards
Attn: Michael Pennant
Email: membercommunications@tasb.org
Fax: 512.467.3554





NORTH EAST INDEPENDENT SCHOOL DISTRICT

Date: August 7, 2023

Presenter: Shannon Grona
Board President

Subject: Candidate Endorsement for
TASB Board of Directors,
Region 20, Position A

Related Page(s): Attachments

ACTION ITEM

BACKGROUND INFORMATION

The term of Rolinda Schmidt, Kerrville ISD, Region 20, Position A, representative on the TASB Board of Directors will expire this year at the close of the 2023 Convention. Mrs. Schmidt has indicated her intent to seek reelection. As an Active Member District, NEISD may re-affirm its support for the current Director for Position A.

The TASB Board of Directors is charged with carrying out the policies established by the Delegate Assembly of the Association. The nominated Director should be a capable, experienced school board member who can assist in providing the Association with outstanding leadership. The Director is expected to attend four meetings of the Board each year with one of the meetings being at the same time as the annual state convention in the fall. In addition, the Director serves on a standing committee that will meet on an as-needed basis, normally in conjunction with a Board meeting.

The following candidate has expressed interest in selection as the Region 20, Position A Director.

Name	School District
Rolinda Schmidt	Kerrville ISD

RECOMMENDATION

The Board President recommends that the Board consider whether it desires to endorse a candidate for the Region 20, Position A, on the TASB Board of Directors.

BOARD ACTION REQUIRED

Approval/Disapproval



TASB BOARD CANDIDATE BIOGRAPHICAL SKETCH

DATE: May 23, 2023

NAME: Rolinda Schmidt

MAILING ADDRESS: [REDACTED]

CITY: [REDACTED] ZIP: [REDACTED]

BUSINESS PHONE: [REDACTED] RESIDENCE PHONE: [REDACTED]

CELL PHONE: [REDACTED] FAX NUMBER (if applicable): [REDACTED]

We communicate with our Board members primarily via e-mail. Please list your preferred email address.

E-MAIL: [REDACTED]

SCHOOL DISTRICT: Kerrville ISD

LOCAL TERM EXPIRES: 05/2026 YEARS ON BOARD: 27
(Month/year)

Upon expiration of current term on your local board, will you seek reelection?

YES NO * Reelected May, 2023 for three year term

BOARD POSITIONS HELD (including dates): President 1998-99, 2001-04, 2008-10, 2021-23

Vice-President 1997-98, 2004-08 Secretary 2013-21

OCCUPATION: Real Estate Development/Management

CURRENT EMPLOYER: Self – employed DATES: Since 1985

EDUCATION-HIGH SCHOOL: Memorial HS (Spring Branch ISD) Tivy HS (Kerrville ISD)

COLLEGE: Colorado Womens College, Texas State University, San Jose State University (BA Degree)

OTHER EDUCATION: Post Grad – University of Houston DEGREES: BA Social Services

HOBBIES/SPECIAL INTERESTS: Family and Friends, Tennis, Travel, Reading

BUSINESS/PROFESSIONAL/CIVIC GROUP MEMBERS (offices held including dates): See attached

ADDITIONAL COMMENTS: _____

Rolinda Schmidt

EDUCATION

Memorial High School, Houston, Texas and
Graduate of Tivy High School, Kerrville, Texas
Bachelor of Arts Degree in Social Services from San Jose State University
Post Graduate work at University of Houston

PROFESSIONAL

Partner in real estate development company specializing in the development and management of retail shopping centers

SCHOOL AND COMMUNITY

Kerrville Independent School District Board of Trustees, 1996 - present
Master Trustee Designee - Texas Association of School Boards (TASB) - 1999
Presenter/facilitator at various state and regional school board workshops
TASB Legislative Advocacy Committee member
School Board Advocacy Network member
TASB Budget and Finance committee member chair and vice-chair
TASB Legislative committee chair
TASB Bylaws committee chair
TASB Member Services chair
TASB Advocacy during 85th, 86th, 87th, & 88th Legislative Sessions
Region 20 Superintendent of the Year Selection committee member

PTO Board Member and Officer
Nimitz Elementary and Tivy Upper Elementary Mentor
Hill Country High School Advisory Board (CIT)
Head Start Policy Council member
Rotary Club Foreign Exchange Student host family
Kerrville Public School Foundation Board
Kerr Central Appraisal District Board

Kerr County United Way Campaign Chair
Kerrville Area Chamber of Commerce Board
Salvation Army Advisory Board
Boys and Girls Club Program Advisory Committee Chair
Kerrville ISD 6th Grade Outdoor Education Program Presenter

Champion of Education Award Recipient - Families and Literacy - 2014
Outstanding Citizen Award - 2015

PERSONAL

Born in Fort Worth, Texas and Raised in Houston, Texas
Permanent resident of Kerrville since 1985
Married to [REDACTED] Homebuilder
3 children, 7 grandchildren
Active Member St. Peter's Episcopal Church

HOBBIES Family and Friends, Tennis, Reading and Travel

LIFE GOAL To be present and engaged in a meaningful life that positively impacts others

Rolinda Schmidt

Region 20, Position A

Schmidt has served on the Kerrville ISD Board since 1996 and has held the positions of board president, vice-president, and secretary. She just completed two years as president.

A graduate of San Jose State University with a bachelor's in social services, Schmidt is a managing partner in her family-owned-and-operated commercial real estate development and management company.

Before serving as a trustee, she was involved in campus PTOs and was a board member and volunteer for the Kerrville Public School Foundation. Schmidt has been actively involved in local youth education programs, including the Salvation Army Boys and Girls Club, Rotary Club Foreign Exchange Student Program, Head Start, and the Kerrville ISD sixth-grade outdoor education program. She was named Families and Literacy's 2014 Champion of Education.

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Schmidt has been on the TASB board since 2016 and currently serving as first vice-president. She also serves on the TASB Risk Management Fund board.





TASB ENDORSEMENT FORM

DATE: 8/8/2023

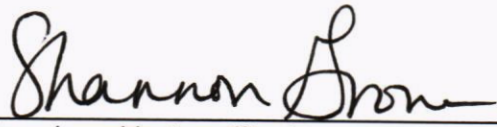
Our school board endorses the candidacy of the following individual nominated to fill a position on the TASB Board of Directors.

CANDIDATE INFORMATION

NAME: Rolinda Schmidt

SCHOOL DISTRICT: Kerrville ISD

This endorsement was approved by our school district's board of trustees at a duly called meeting on 8/7/2023.
(Date)

Best regards, 
(Signature of board president or officer)

PRINTED NAME: Shannon Grona

SCHOOL DISTRICT: North East ISD

MAILING ADDRESS: 8961 Tesoro Drive, Suite 602

CITY: San Antonio ZIP: 78217

This form is to be used to endorse a nominated individual from a board of trustees within your TASB Region who is a timely candidate for a position on the TASB Board of Directors.

Must be received by TASB on or before AUGUST 29, 2023.

**RETURN TO: E-mail: boardcommunications@tasb.org
FAX: 512.467.3554**



NORTH EAST INDEPENDENT SCHOOL DISTRICT

Date: August 7, 2023

Presenter: Shannon Grona
Board President

Subject: Candidate Endorsement for
TASB Board of Directors,
Region 20 Position B

Related Page(s): Attachments

ACTION ITEM

BACKGROUND INFORMATION

Each fall at TASB's Delegate Assembly, board members from across Texas are elected to serve on TASB's Board of Directors. Beginning on July 3, 2023, Active Member boards were invited to endorse a candidate for each available position in their Region.

The TASB Board of Directors is charged with carrying out the policies established by the Delegate Assembly of the Association. The nominated Director should be a capable, experienced school board member who can assist in providing the Association with outstanding leadership. The Director is expected to attend four meetings of the Board each year with one of the meetings being at the same time as the annual state convention in the fall. In addition, the Director serves on a standing committee that will meet on an as-needed basis, normally in conjunction with a Board meeting.

The following candidate has been nominated by their local school board for the TASB Board position which is vacant or has expiring terms.

Name	School District
Carol Harle	Northside ISD

RECOMMENDATION

The Board President recommends that the Board consider whether it desires to endorse a candidate for Region 20, Position B on the TASB Board of Directors.

BOARD ACTION REQUIRED

Approval/Disapproval



TASB BOARD CANDIDATE BIOGRAPHICAL SKETCH

DATE: June 27, 2023

NAME: CAROL HARLE, Ph.D.

MAILING ADDRESS: [REDACTED]

CITY: [REDACTED] ZIP: [REDACTED]

BUSINESS PHONE: [REDACTED] RESIDENCE PHONE: [REDACTED]

CELL PHONE: [REDACTED] FAX NUMBER (if applicable): _____

We communicate with our Board members primarily via e-mail. Please list your preferred email address.

E-MAIL: [REDACTED]

SCHOOL DISTRICT: Northside ISD

LOCAL TERM EXPIRES: May 2025 YEARS ON BOARD: 10
(Month/year)

Upon expiration of current term on your local board, will you seek reelection?

YES NO

BOARD POSITIONS HELD (including dates): Secretary, 2015-2017, VP, 2017-2019, President, 2019-2021

OCCUPATION: Educator/Leadership Coach, Professor (UTSA)

CURRENT EMPLOYER: UTSA, CAST SCHOOLS (castschools.org) DATES: 2015- current (Pub.Sch.Ed. 1978

EDUCATION-HIGH SCHOOL: John Marshall HS- 1974 COLLEGE: University of Texas at AUSTIN

OTHER EDUCATION: _____ DEGREES: M.ED.(TX STATE) & Ph.D. (UT Austin)

HOBBIES/SPECIAL INTERESTS: Hiking, Working Out, Reading, Grandparenting, Swimming, Traveling,

BUSINESS/PROFESSIONAL/CIVIC GROUP MEMBERS (offices held including dates): Volunteering

Member of the City of San Antonio Commission on Education, Member of the Integrated School Supports Committee for Bexar County, Communities in Schools Volunteer

ADDITIONAL COMMENTS: _____

Currently, I work for the CAST SCHOOLS network as a leadership coach in 6 area public ISDs:

SWISD- CAST STEM, SAISD- CAST MED & CAST TECH, ECISD- CAST LEAD and NISD- CAST TEACH

Dr. Harle worked as a school improvement consultant for numerous public school district and currently serves as a Leadership coach for CAST Schools (CAST Schools | Centers for Applied Science & Technology). She teaches at UTSA in the College of Education and serves on the City of San Antonio Commission on Education.

Harle served as PTA president at Leon Springs Elementary School, Stinson Middle School, and O'Connor High School.

She and her husband [REDACTED] have two children, [REDACTED] and [REDACTED], who both graduated from O'Connor High School and the University of Texas at Austin and four grandchildren, [REDACTED] and [REDACTED], who attend Northside schools, and [REDACTED] and [REDACTED] who live in Austin.





TASB ENDORSEMENT FORM

DATE: 8/8/2023

Our school board endorses the candidacy of the following individual nominated to fill a position on the TASB Board of Directors.

CANDIDATE INFORMATION

NAME: Carol Harle

SCHOOL DISTRICT: Northside ISD

This endorsement was approved by our school district's board of trustees at a duly called meeting on 8/7/2023.
(Date)

Best regards, 
(Signature of board president or officer)

PRINTED NAME: Shannon Grona

SCHOOL DISTRICT: North East ISD

MAILING ADDRESS: 8961 Tesoro Drive, Suite 602

CITY: San Antonio ZIP: 78217

This form is to be used to endorse a nominated individual from a board of trustees within your TASB Region who is a timely candidate for a position on the TASB Board of Directors.

Must be received by TASB on or before AUGUST 29, 2023.

**RETURN TO: E-mail: boardcommunications@tasb.org
FAX: 512.467.3554**



NORTH EAST INDEPENDENT SCHOOL DISTRICT

Date: August 7, 2023

Presenter: Shannon Grona
Board President

Subject: School Health Advisory Council
(SHAC) Member Appointments

Related Page(s): SHAC Member
List

ACTION ITEM

BACKGROUND INFORMATION

In accordance with Texas Education Code 28.004(d), and BDF (LEGAL), *a board shall appoint at least five members to the SHAC. A majority of the members must be persons who are parents of students enrolled in the district and must not be employed by the district. One of those members shall serve as chair or co-chair of the SHAC.*

A board may also appoint one or more public school teachers, public school administrators, district students, health-care professionals, members of the business community, law enforcement representatives, senior citizens, clergy, representatives of nonprofit health organizations, representatives of local domestic violence programs, or representatives of another group.

BDF (LOCAL) further establishes that individual Board members will select individuals in the Parent/Legal Guardian and Community Member categories. The SHAC shall include four parents/legal guardians from each SMD for a total of 28 parents; each Board member shall include two community members in categories as defined in Education Code 28.004(d) for a total of 14; and the SHAC shall include up to 8 District employees. The Superintendent will provide the names of the employees in those positions. One Board member may serve on the SHAC as an ex-officio member. Board members will serve one-year terms, on a rotating basis. The SHAC shall have no fewer than 35 members and a maximum of 50 members in which 51 percent shall consist of parents/legal guardians of current students in the District. The complete list of SHAC member appointments shall be formally approved in a public vote by a majority of the Board at the first regularly scheduled board meeting of the school year.

ADMINISTRATIVE RECOMMENDATION

It is recommended that the Board of Trustees approve the 2023-24 School Health Advisory Council member appointments as presented.

BOARD ACTION REQUIRED

Approval/Disapproval

2023-2024 SHAC Membership Vacancies

<u>First Name</u>	<u>Last Name</u>	<u>SMD</u>	<u>Term</u>	<u>Member Category</u>	<u>Cluster / Department</u>
Julia	Gaffney	1	2023-2025	Parent	Churchill
Christina "Cristy"	Burguete	1	2023-2025	Parent	Churchill
Loren	Peterson	1	2022-2024	Parent	Churchill
Anna	Ramsey	1	2023-2025	Parent	Churchill
Susannah	Harris	5	2023-2025	Parent	Johnson
Tony	Kaman	5	2023-2025	Parent	Johnson
Jennifer	Taylor	5	2022-2024	Parent	Johnson
Ruth	Whitenton	5	2022-2024	Parent	Johnson
Lorena	Luna	3	2023-2025	Parent	LEE
Ryan	O'Donnell	3	2022-2024	Parent	LEE
Ronald	Scheibe	3	2022-2024	Parent	LEE
Danielle	Haywood	3	2023-2025	Parent	LEE
Bonnie	Scott	4	2023-2025	Parent	MacArthur
Lori	Fitch	4	2022-2024	Parent	MacArthur
Karla	Kimmel	4	2023-2025	Parent	MacArthur
Robin	Schoenfeld	4	2023-2025	Parent	MacArthur
Jackie	Watts	7	2023-2025	Parent	Madison
Ben	Elliott	7	2022-2024	Parent	Madison
Sharon	Dallal	7	2023-2025	Parent	Madison
Ben	Thomas	7	2023-2025	Parent	Madison
Brandon	Broome	6	2022-2024	Parent	Reagan
Stephanie	Murphy	6	2022-2024	Parent	Reagan
Dianna	Parker	6	2023-2025	Parent	Reagan
Ashley	Hanselman	6	2023-2025	Parent	Reagan
		2	2023-2025	Parent	Roosevelt
Amanda	Bustos-Tubig	2	2022-2024	Parent	Roosevelt

2023-2024 SHAC Membership Vacancies

<u>First Name</u>	<u>Last Name</u>	<u>SMD</u>	<u>Term</u>	<u>Member Category</u>	<u>Cluster / Department</u>
Valerie	Dominguez	2	2022-2024	Parent	Roosevelt
Fatima	Schott	2	2022-2024	Parent	Roosevelt
Sandy	Winkley	1	2023-2025	Community Member	Business Community
Marisol	Madden	1	2023-2025	Community Member	Business Community
		2		Community Member	
		2		Community Member	
Jessica	Esslinger	3	2022-2024	Community Member	Business Community
Jennifer	Sharrick	3	2022-2024	Community Member	Licensed/Certified Healthcare Professional
Carolyn	Wheat	4	2023-2025	Community Member	Non-profit Health Organization-SA Sports
Lisa	Fairall	4	2023-2025	Community Member	Licensed/Certified Mental Health Professional
Sean	Metcalf	5	2022-2024	Community Member	Clergy
Debbie	Freno	5	2023-2025	Community Member	Senior Citizen
Dina	Riley	6	2022-2024	Community Member	Non-profit Health Organization-Salvation Army
Tracy	Carlson	6	2023-2025	Community Member	Business Community
Ahna	Mink	7	2023-2025	Community Member	Licensed/Certified Healthcare Professional
Crystal	Keen	7	2023-2025	Community Member	Licensed/Certified Healthcare Professional
Evan	Henson		2023-2024	District Employee	NEISD Communications
Kyra	Bush		2023-2024	District Employee	NEISD Guidance Services
Emma	Kelly		2023-2024	District Employee	NEISD Health Services
Wally	McCampbell		2023-2024	District Employee	NEISD NEPD
Jennifer	Aguilar		2023-2024	District Employee	NEISD PE & Health Department
Katie	Steinhoff		2023-2024	District Employee	NEISD PE & Health Department
Brandon	Turner		2023-2024	District Employee	NEISD PE & Health Department
Rebekah	Kmieciak		2023-2024	District Employee	NEISD School Administration
			2023-2024	NEISD Board of Trustees	Board Member



NORTH EAST INDEPENDENT SCHOOL DISTRICT

Date: August 7, 2023

Presenter: Lisa Shosmith
Director of Internal Audit

Subject: Approval of Internal Audit Plan (2023-2024 SY) Related Page(s): Attachments

ACTION ITEM

BACKGROUND INFORMATION

The *Texas Education Code, Section 11.170 (House Bill 1; 79th Legislature)* states if a school district employs an internal audit function, the internal audit function shall report directly to the Board of Trustees. Current audit standards require internal audit functions to prepare an annual audit plan and obtain approval for such plan from the Board.

The Director of Internal Audit shall develop a comprehensive, annual audit plan to ensure all activities and programs of the District are reviewed at appropriate intervals based on a documented risk analysis. The annual plan shall encompass financial, operational, and compliance performance concerns as identified in the assessment of the District's risk. The Director of Internal Audit shall reserve space in the annual audit plan for additional work such as investigative audits and consultative/advisory services. The Internal Audit Plan shall be reviewed and approved annually by the Board.

ADMINISTRATIVE RECOMMENDATION

It is recommended that the Board of Trustees approve the proposed Internal Audit Plan for the 2023-2024 school year.

BOARD ACTION REQUIRED

Approval/Disapproval



NORTH EAST

INDEPENDENT SCHOOL DISTRICT

Internal Audit Plan

2023-2024 SY

Submitted by: [Signature] 8-7-2023
Director, Internal Audit Date

Approved by: [Signature] 8-9-23
Superintendent Date

Approved by: [Signature] 8.7.23
President, Board of Trustees Date



NORTH EAST

INDEPENDENT SCHOOL DISTRICT

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NORTH EAST

INDEPENDENT SCHOOL DISTRICT

Internal Audit Plan (2023-2024 SY)

NEISD Universe of Auditable Entities Subject matter representing major auditable entities within the District, is identified in the Universe of Auditable Entities (Attachment 2). Subjects that are in bold face type have been identified for coverage during the 2023-2024 school year.

Risk-Based Planning Model This audit plan was compiled based on input from the Superintendent and Executive Staff. Their contributions, in conjunction with State mandates for audit coverage and requirements of the *Statement on Auditing Standards No. 99, Consideration of Fraud in a Financial Statement Audit*, formed the framework for identifying auditable entities, which were then weighted based on a Risk-Based Planning Model (Attachment 3).

This approach is necessary to direct limited audit resources toward the most critical, high-risk issues facing the District. Risk factors were applied for each viable auditable entity. The risk factors included requested or required reviews, fraud implications, cash handling, the strength of internal controls, prior audit coverage and considerations for changes in key personnel.

Anti-Fraud Action Plan The Anti-Fraud Action Plan is an integral part of our auditing program and is included as Attachment 5. The plan was prepared to establish an agreed-upon procedure for handling fraud, waste and abuse, and outlines NEISD's procedures for minimizing fraud, reporting suspected fraud, and actions to be taken when fraud is evident.

Internal Audit Plan This Annual Audit Plan is a living plan that may be altered throughout the year to accommodate the needs of the Superintendent or the Board of Trustees. Below is a summary of planned audits for the 2023-2024 school year. The rationale for the subjects identified for review, along with an explanation of what and how risk factors were applied, is contained in the Risk-Based Planning Model Methodology (Attachment 1).

Internal Audit Plan Time Budget Estimates of the time it will take to complete each project are included. Net of projected administrative absences and professional development, the Internal Audit Department will have approximately 600 audit-days available during the 2023-2024 school year to complete the included audit work.

Required Audits

- **Superintendent's Employment Contract:** The Superintendent has requested an annual review of his employment contract to ensure that allowances for travel and vacation are properly accounted for and to ensure that the Superintendent is complying with contract terms [15 audit-days].
- **Superintendent's Expenses:** The Board of Trustees requires an audit of the Superintendent's expenditures annually. This audit, which will be combined with the review of the Superintendent's employment contract (see above), entails a review of all expenditures made by the Superintendent including those purchases using the Purchasing Card [15 audit-days].
- **External Auditor Assistance:** Annually, the District is required to have an external audit of financial activity leading to an expression of an opinion on the accuracy of the Consolidated Annual Financial Report. Internal Audit will provide assistance in the areas of inventory (equipment and warehouse) accountability, and bank/investment confirmations [45 audit-days].
- **Purchasing Card (P-Card) Audit:** Annual district-wide audit performed to determine if purchases made with District purchasing cards are in compliance with procurement policy and guidelines. Includes review of employee P-Card User Agreements as well as retention of supporting documentation for all transactions. Focused sampling of expenditures on food, furniture, clothing, appreciation items, and office supplies to identify wasteful spending [60 audit-days].
- **Employee Conflict-of-Interest Review:** This is an annual review of relationships held by NEISD employees with outside business entities or individuals that might create biased decision making resulting in fraud, collusion, or favoritism. The review is accomplished by completing an online survey sent to District employees with budget and purchasing influence. Questionable relationships or associations identified in the survey are reviewed by the Director of Internal Audit [45 audit-days].
- **Controlled Resource Management System (CRMS) and Capital Assets Inventory:** Conduct annual review of District-wide Controlled Resources and Capital Assets Inventory tracked and maintained by the CRMS [90 audit-days].

Additional Audit Coverage

- **Campus Audits:** Campus and Student Activity Funds (SAF/CAF) can generate several million dollars in activity throughout a normal school year. Principals and Bookkeepers are critical to the safekeeping of these funds. Audits of these SAF/CAF funds along with budgeted funds are essential to maintaining oversight over campus business to ensure that fraudulent activity has not taken place. Priority is given to campuses with changes in Key Personnel. An audit report is issued summarizing findings, if any [180 audit-days].

- **Operational and Compliance Audits:**
 - Employee Travel Expenditures & Reimbursement [60 audit-days]

- **Consultative and Advisory Services:** Special projects occur spontaneously throughout the year generally at the request of the Superintendent or the Board of Trustees; however, occasionally executive directors have requested assistance as well. These projects may be short term, quick turnaround, consultative or advisory reviews, analyses, or research endeavors or the projects may be full-scale audits of a process or department within the district. Normally, these assignments are intended to provide independent assessments of ongoing issues of key concern to the Superintendent or the Board of Trustees.
 - Utility Cost Analysis: After-Hours Usage of HVAC at District Facilities [60 audit-days]

- **Continual Surveillance of Fraudulent Indicators:** In compliance with the Statement on Auditing Standards (SAS) 99: *Consideration of Fraud in a Financial Statement Audit*, Internal Audit will exercise professional skepticism by including a questioning mind and a critical assessment of audit evidence throughout the scope of their audit work. Internal Audit will selectively review areas, locations, and accounts to identify risk factors or lack of internal controls that may result in fraudulent activity. In addition, the Internal Audit Department will continue to manage the complaints received through the District's Fraud Hotline [30 audit-days].

Attachments.

- 1 - Risk-Based Planning Model Methodology
- 2 - Universe of Auditable Entities
- 3 - Risk-Based Planning Model
- 4 - Risk Rank Priority of Auditable Entities
- 5 - District Anti-Fraud Action Plan



NORTH EAST

INDEPENDENT SCHOOL DISTRICT

Attachment 1: Risk-Based Planning Model Methodology

The NEISD Internal Audit Department Risk-Based Planning Model is based on six (6) risk factors. Each risk factor is assigned a specific point value, then all point values are combined to produce an overall risk score, maximized at 100 points. The higher the point value, the more risk that is associated with that particular risk factor. Internal Audit uses these risk factors in the Risk-Based Planning Model. These risk factors and their maximum point values are:

Risk Factors	Maximum Point Values
Audit Requested or Required	25 points
Likelihood of Fraud, Waste, or Abuse	25 points
Prevalence of Cash Handling or High Volume of Expenditures	20 points
Strength of Internal Controls	10 points
Time Elapsed Since Prior Audit Coverage	10 points
Change in Key Personnel	10 points
Overall Risk Factor Score	100 points

Each auditable entity is given an overall risk score based on the sum of the points for each of the six risk factors. Auditable entities are ranked based on their overall risk scores, with the entities with the highest scores considered to have the most risk associated with their campus or department. For each of the auditable entities with mandatory audits listed in Section 6 of the Audit Plan, all six risk factors will be assigned the maximum point values.

Risk Factors

Audit Requested or Required

If an audit is required or if the Superintendent or Executive Staff requests an audit for one of the auditable entities, it will receive a score of 25 points. If the audit is not required or is not requested for an auditable entity, it will receive a score of zero points.

Likelihood of Fraud, Waste, or Abuse

If an auditable entity is a very susceptible to fraud, it will receive a score of 25 points. If the auditable entity is somewhat susceptible to fraud, it will receive a score of 10-20 points. If the auditable entity's susceptibility to fraud is low, it will receive a score of 0-5 points.

Prevalence of Cash Handling or High Volume of Expenditures

If an auditable entity handles a great deal of cash or conducts large volumes of purchases/expenditures, it will receive a score of 20 points. If the auditable entity handles a moderate amount of cash or conducts moderate volumes of purchases/expenditures, it will receive a score of 10 points. If an auditable entity handles little to no cash or conducts few purchases/expenditures, it will receive a score of zero points.

Strength of Internal Controls

If an auditable entity has no or weak internal controls, it will receive a score of 10 points. If an auditable entity has moderately strong internal controls, it will receive a score of 5 points. If an auditable entity has strong internal controls, then it will receive a score of zero points.

Time Elapsed Since Prior Audit Coverage

The following breakdown will be utilized to determine the points assigned to each auditable entity for their prior audit coverage:

# Years Since Last Audit	Points
0	0
1	2
2	4
3	6
4	8
5	10

Changes in Key Personnel

For this factor, key personnel are considered Director or above for a department, Principal or Bookkeeper for a campus. If an auditable entity had more than one key personnel leave, they will receive a score of 10 points. If an auditable entity only has one key personnel leave, they will receive a score of 5 points. If an auditable entity has no change in key personnel, they will receive a score of zero points.

Attachment 2: Universe of Auditable Entities

Org #	Org Name	Category
001	Legacy (LEE) HS	High School
002	MacArthur HS	High School
003	Churchill HS	High School
004	Roosevelt HS	High School
005	Madison HS	High School
006	Center HS	High School
007	Reagan HS	High School
008	ACE HS	High School
009	ISA HS	High School
012	Alternative HS	High School
014	Johnson HS	High School
041	Eisenhower MS	Middle School
042	Garner MS	Middle School
043	Krueger MS	Middle School
044	Nimitz MS	Middle School
045	Jackson MS	Middle School
046	White MS	Middle School
047	Wood MS	Middle School
048	Bradley MS	Middle School
049	Driscoll MS	Middle School
050	Bush MS	Middle School
053	Alternative MS	Middle School
056	Tejeda MS	Middle School
057	Lopez MS	Middle School
058	Harris MS	Middle School
059	Hill MS	Middle School
101	Castle Hills ES	Elementary School
102	Coker ES	Elementary School
103	Colonial Hills ES	Elementary School
104	Dellview ES	Elementary School
105	East Terrell Hills ES	Elementary School
106	Harmony Hills ES	Elementary School
107	Jackson-Keller ES	Elementary School
108	Larkspur ES	Elementary School
109	Northwood ES	Elementary School
110	Oak Grove ES	Elementary School
111	Olmos ES	Elementary School
112	Ridgeview ES	Elementary School
113	Serna ES	Elementary School
114	Walzem ES	Elementary School
116	Wilshire ES	Elementary School

Org #	Org Name	Category
117	Windcrest ES	Elementary School
118	Camelot ES	Elementary School
119	Clear Spring ES	Elementary School
120	Regency Place ES	Elementary School
121	El Dorado ES	Elementary School
122	Montgomery ES	Elementary School
123	Hidden Forest ES	Elementary School
124	Woodstone ES	Elementary School
125	Stahl ES	Elementary School
126	Thousand Oaks ES	Elementary School
127	Northern Hills ES	Elementary School
128	Redland Oaks ES	Elementary School
129	Encino Park ES	Elementary School
130	Fox Run ES	Elementary School
131	Oak Meadow ES	Elementary School
133	Stone Oak ES	Elementary School
134	Longs Creek ES	Elementary School
135	Huebner ES	Elementary School
136	Hardy Oak ES	Elementary School
137	Wetmore ES	Elementary School
138	Royal Ridge ES	Elementary School
139	Roan Forest ES	Elementary School
140	Canyon Ridge ES	Elementary School
141	Stuebing Ranch ES	Elementary School
142	Bulverde Creek ES	Elementary School
143	Wilderness Oaks ES	Elementary School
144	Tuscany Heights ES	Elementary School
145	Cibolo Green ES	Elementary School
146	Las Lomas ES	Elementary School
147	Vineyard Ranch ES	Elementary School
148	Pre-K Academy at West Ave.	Pre-K
302	SETA (Space & Engineering Tech. Academy - MS)	Middle School (Magnet)
303	STEM Academy MS (@ Nimitz MS)	Middle School (Magnet)
306	DATA @ White MS	Middle School (Magnet)
400	North East School of the Arts (NESA)	High School (Magnet)
401	Agriscience Magnet Program (AMP)	High School (Magnet)
402	CTEC Construction	High School (Magnet)
403	STEM Academy HS (@ LEE HS)	High School (Magnet)
405	CTEC Transportation	High School (Magnet)
406	Data @ Roosevelt HS	High School (Magnet)
408	SETA (Space Engineering Tech. Academy HS)	High School (Magnet)
409	CTEC Medical	High School (Magnet)
410	Institute of CyberSecurity & Innovation (iCSI)	High School (Magnet)

Org #	Org Name	Category
701	Superintendent's Contract and Expenses	Superintendent's Office
702	Board Expenses	Board of Trustees
710	Textbooks	Business Services
720	Internal Audit	Board of Trustees
738	External Relations & Grant Development	Business Services
739	Finance	Business Services
740	Chief Financial Officer	Business Services
741	Travel Reimbursement	Business Services
741	Payroll	Business Services
741	Accounts Payable	Business Services
742	Purchasing Card Program	Business Services
742	Controlled Resource Management System	Business Services
742	Warehousing	Business Services
742	Procurement	Business Services
742	Records Management	Business Services
743	Risk Management	Business Services
744	Grants Administration & Financial Control	Business Services
745	Human Resources	Campus Administration
746	School Admin. & Admin. Staff Development	Campus Administration
747	Capital Assets Management	Business Services
747	Budgets & Financial Analysis	Business Services
748	Performance and Planning	Business Services
749	Communications	Communications Services
800	Chief of Schools and Leadership	Campus Administration
801	Athletics	Campus Administration
802	Pupil Personnel Services	Campus Administration
803	Chief Instructional Officer	Curriculum and Instruction
804	Learning Support Services	Curriculum and Instruction
805	Student Leadership	Campus Administration
806	Health Services	Business Services
807	Student Well-Being	Campus Administration
808	Library Services	Business Services
809	Curriculum and Instruction	Curriculum and Instruction
810	Instructional Technology Services	Curriculum and Instruction
811	Fine Arts & Student Activities	Campus Administration
812	English Language Arts Reading - Elementary	Curriculum and Instruction
813	Pre-K	Curriculum and Instruction
814	English Language Arts Reading - Middle School	Curriculum and Instruction
815	Social Studies - Elementary	Curriculum and Instruction
816	Math - Secondary	Curriculum and Instruction
817	Science	Curriculum and Instruction
818	English Language Arts Reading - High School	Curriculum and Instruction
819	State Compensatory Education	Curriculum and Instruction

Org #	Org Name	Category
820	Social Studies - Secondary	Curriculum and Instruction
821	Bilingual / ESL	Curriculum and Instruction
822	Gifted & Talented K-12	Curriculum and Instruction
823	World Languages K-12	Curriculum and Instruction
825	Army Instruction / JROTC	Campus Administration
826	Career and Technical Education	Curriculum and Instruction
827	Guidance	Curriculum and Instruction
828	Special Education	Curriculum and Instruction
829	Teen Parenting	Campus Administration
830	Homeless Program	Campus Administration
831	Adult Education	Campus Administration
832	Community Education	Campus Administration
833	GED Testing	Campus Administration
834	KINS Program (Elementary School)	Campus Administration
835	KINS Challenge Program (Middle School)	Campus Administration
836	Testing Services	Curriculum and Instruction
837	Dyslexia K-12	Curriculum and Instruction
840	Area 3 Campus Administration	Campus Administration
841	Area 2 Campus Administration	Campus Administration
842	Area 1 Campus Administration	Campus Administration
843	Partners in Education/Volunteer Program	Communications Services
844	Math - Elementary	Curriculum and Instruction
845	AVID - Elementary	Curriculum and Instruction
846	AVID - Secondary	Curriculum and Instruction
847	Response to Intervention (RTI)	Campus Administration
848	Area 4 Campus Administration	Campus Administration
851	Heroes Stadium	Campus Administration
852	North East Sports Complex	Campus Administration
901	Construction Management	Operations
902	Facility Maintenance and Operations	Operations
903	Transportation	Operations
904	School Nutrition Services	Operations
905	Police Department	Operations
906	Electronic & Print Services	Business Services
907	Mailing & Courier Services	Business Services
908	Copier Services	Business Services
909	Audiovisual Services	Business Services
910	Media Production	Communications Services
911	Technology Support Services	Business Services
912	Print Services	Business Services
913	Management Information Systems	Business Services
914	Network Technology Services	Business Services
915	NEEC Complex	Operations

Org #	Org Name	Category
916	Broadway Complex	Operations
917	Telecommunication Services	Business Services
918	Purchasing Operations Warehouse	Business Services
923	Purchasing General Warehouse	Business Services
923	Rental of Facilities	Business Services
927	Risk Management - Employee Benefits	Business Services
928	North East Aquatics Center	Campus Administration
930	Maintenance - Custodial Services	Operations
931	Engineering	Operations
932	Chief Operations Officer	Operations
934	Health Wellness & Security	Business Services
935	Transportation North	Operations
996	PE & Health	Campus Administration

Attachment 3: Risk-Based Planning Model

Org #	Org Name	Category	Audit Request or Required 0-25	Likelihood of Fraud, Waste, or Abuse 0-25	Cash Handling or High Expenditures 0-20	Strength of Internal Controls 0-10	Time Since Prior Audit Coverage 0-10	Change in Key Personnel 0-10	Total (out of 100)	Rank
701	Superintendent's Contract & Expenses	Superintendent's Office	25	25	20	10	10	10	100	Required
702	Board Expenses	Board of Trustees	25	25	20	10	10	10	100	
742	Purchasing Card Program	Business Services	25	25	20	10	10	10	100	
742	Controlled Resource Mgmt. System (CRMS)	Business Services	25	25	20	10	10	10	100	
742	Warehousing	Business Services	25	25	20	10	10	10	100	
747	Capital Assets Management	Business Services	25	25	20	10	10	10	100	
918	Purchasing Operations Warehouse	Business Services	25	25	20	10	10	10	100	
923	Purchasing General Warehouse	Business Services	25	25	20	10	10	10	100	
001	Legacy (LEE) HS	High School	25	25	20	5	4	10	89	1
043	Krueger MS	Middle School	25	15	20	5	10	5	80	2
045	Jackson MS	Middle School	25	15	20	5	10	5	80	2
058	Harris MS	Middle School	25	15	20	5	10	5	80	2
048	Bradley MS	Middle School	25	15	20	5	6	5	76	5
741	Travel Reimbursement	Business Services	25	25	10	5	10	0	75	6
002	MacArthur HS	High School	0	25	20	5	10	0	60	7
004	Roosevelt HS	High School	0	25	20	5	10	0	60	7
005	Madison HS	High School	0	25	20	5	10	0	60	7
902	Facility Maintenance and Operations	Operations	25	20	10	5	0	0	60	7
003	Churchill HS	High School	0	25	20	5	6	0	56	11
014	Johnson HS	High School	0	25	20	5	6	0	56	11
007	Reagan HS	High School	0	25	20	5	0	5	55	13
400	North East School of the Arts (NESA)	High School (Magnet)	0	20	20	5	10	0	55	13
408	SETA (Space & Engineering Tech. Academy - HS)	High School (Magnet)	0	20	20	5	10	0	55	13
041	Eisenhower MS	Middle School	0	15	20	5	10	0	50	16
042	Garner MS	Middle School	0	15	20	5	10	0	50	16
401	Agriscience Magnet Program (AMP)	High School (Magnet)	0	15	20	5	10	0	50	16
808	Library Services	Business Services	0	15	20	5	10	0	50	16
904	School Nutrition Services	Operations	0	15	20	5	10	0	50	16
811	Fine Arts & Student Activities	Campus Administration	0	20	20	5	4	0	49	21
057	Lopez MS	Middle School	0	15	20	5	2	5	47	22
044	Nimitz MS	Middle School	0	15	20	5	6	0	46	23
056	Tejeda MS	Middle School	0	15	20	5	6	0	46	23
810	Instructional Technology Services	Curriculum and Instruction	0	10	20	5	10	0	45	25
107	Jackson-Keller ES	Elementary School	0	10	10	5	10	10	45	25
136	Hardy Oak ES	Elementary School	0	10	10	5	10	10	45	25
137	Wetmore ES	Elementary School	0	10	10	5	10	10	45	25

Org #	Org Name	Category	Audit Request or Required 0-25	Likelihood of Fraud, Waste, or Abuse 0-25	Cash Handling or High Expenditures 0-20	Strength of Internal Controls 0-10	Time Since Prior Audit Coverage 0-10	Change in Key Personnel 0-10	Total (out of 100)	Rank
402	CTEC Construction	High School (Magnet)	0	20	10	5	10	0	45	25
403	STEM Academy HS (@ LEE HS)	High School (Magnet)	0	15	10	5	10	5	45	25
405	CTEC Transportation	High School (Magnet)	0	20	10	5	10	0	45	25
409	CTEC Medical	High School (Magnet)	0	20	10	5	10	0	45	25
410	Institute of CyberSecurity & Innovation (iCSI)	High School (Magnet)	0	20	10	5	10	0	45	25
826	Career and Technical Education	Curriculum and Instruction	0	20	10	5	10	0	45	25
901	Construction Management	Operations	0	20	10	0	10	5	45	25
809	Curriculum and Instruction	Curriculum and Instruction	0	15	10	5	10	5	45	25
050	Bush MS	Middle School	0	15	20	5	4	0	44	37
742	Procurement	Business Services	0	25	10	5	4	0	44	37
801	Athletics	Campus Administration	0	15	20	5	2	0	42	39
905	Police Department	Operations	0	15	10	5	10	0	40	40
046	White MS	Middle School	0	15	20	5	0	0	40	40
047	Wood MS	Middle School	0	15	20	5	0	0	40	40
049	Driscoll MS	Middle School	0	15	20	5	0	0	40	40
059	Hill MS	Middle School	0	15	20	5	0	0	40	40
008	ACE HS	High School	0	15	10	5	10	0	40	40
009	ISA HS	High School	0	15	10	5	10	0	40	40
134	Longs Creek ES	Elementary School	0	10	10	5	10	5	40	40
303	STEM Academy MS (@ Nimitz MS)	Middle School (Magnet)	0	10	10	5	10	5	40	40
406	Data @ Roosevelt HS	High School (Magnet)	0	15	10	5	10	0	40	40
741	Payroll	Business Services	0	25	0	5	10	0	40	40
843	Partners in Education/Volunteer Pgm.	Communications Services	0	15	10	5	10	0	40	40
108	Larkspur ES	Elementary School	0	10	10	5	10	5	40	40
122	Montgomery ES	Elementary School	0	10	10	5	10	5	40	40
053	Alternative MS	Middle School	0	10	10	5	10	5	40	40
106	Harmony Hills ES	Elementary School	0	10	10	5	10	5	40	40
831	Adult Education	Campus Administration	0	10	20	5	4	0	39	56
832	Community Education	Campus Administration	0	10	20	5	4	0	39	56
833	GED Testing	Campus Administration	0	10	20	5	4	0	39	56
834	KIN Program (Elementary School)	Campus Administration	0	10	20	5	4	0	39	56
835	KIN Challenge Program (Middle School)	Campus Administration	0	10	20	5	4	0	39	56
851	Heroes Stadium	Campus Administration	0	10	20	5	4	0	39	56
012	Alternative HS	High School	0	10	10	5	6	5	36	62
101	Castle Hills ES	Elementary School	0	10	10	5	10	0	35	63
102	Coker ES	Elementary School	0	10	10	5	10	0	35	63
103	Colonial Hills ES	Elementary School	0	10	10	5	10	0	35	63
104	Dellview ES	Elementary School	0	10	10	5	10	0	35	63
105	East Terrell Hills ES	Elementary School	0	10	10	5	10	0	35	63

Org #	Org Name	Category	Audit Request or Required 0-25	Likelihood of Fraud, Waste, or Abuse 0-25	Cash Handling or High Expenditures 0-20	Strength of Internal Controls 0-10	Time Since Prior Audit Coverage 0-10	Change in Key Personnel 0-10	Total (out of 100)	Rank
109	Northwood ES	Elementary School	0	10	10	5	10	0	35	63
111	Olmos ES	Elementary School	0	10	10	5	10	0	35	63
112	Ridgeview ES	Elementary School	0	10	10	5	10	0	35	63
113	Serna ES	Elementary School	0	10	10	5	10	0	35	63
116	Wilshire ES	Elementary School	0	10	10	5	10	0	35	63
118	Camelot ES	Elementary School	0	10	10	5	10	0	35	63
119	Clear Spring ES	Elementary School	0	10	10	5	10	0	35	63
120	Regency Place ES	Elementary School	0	10	10	5	10	0	35	63
121	El Dorado ES	Elementary School	0	10	10	5	10	0	35	63
123	Hidden Forest ES	Elementary School	0	10	10	5	10	0	35	63
124	Woodstone ES	Elementary School	0	10	10	5	10	0	35	63
125	Stahl ES	Elementary School	0	10	10	5	10	0	35	63
126	Thousand Oaks ES	Elementary School	0	10	10	5	10	0	35	63
128	Redland Oaks ES	Elementary School	0	10	10	5	10	0	35	63
129	Encino Park ES	Elementary School	0	10	10	5	10	0	35	63
130	Fox Run ES	Elementary School	0	10	10	5	10	0	35	63
131	Oak Meadow ES	Elementary School	0	10	10	5	10	0	35	63
135	Huebner ES	Elementary School	0	10	10	5	10	0	35	63
138	Royal Ridge ES	Elementary School	0	10	10	5	10	0	35	63
139	Roan Forest ES	Elementary School	0	10	10	5	10	0	35	63
140	Canyon Ridge ES	Elementary School	0	10	10	5	10	0	35	63
141	Stuebing Ranch ES	Elementary School	0	10	10	5	10	0	35	63
143	Wilderness Oaks ES	Elementary School	0	10	10	5	10	0	35	63
146	Las Lomas ES	Elementary School	0	10	10	5	10	0	35	63
147	Vineyard Ranch ES	Elementary School	0	10	10	5	10	0	35	63
148	Pre-K Academy at West Ave.	Pre-K	0	10	0	5	10	10	35	63
302	SETA (Space & Engineering Tech. Academy - MS)	Middle School (Magnet)	0	10	10	5	10	0	35	63
306	DATA @ White MS	Middle School (Magnet)	0	10	10	5	10	0	35	63
745	Human Resources	Campus Administration	0	10	10	5	10	0	35	63
804	Learning Support Services	Curriculum and Instruction	0	10	10	5	10	0	35	63
825	Army Instruction / JROTC	Campus Administration	0	10	10	5	10	0	35	63
911	Technology Support Services	Business Services	0	10	10	5	10	0	35	63
912	Print Services	Business Services	0	10	10	5	10	0	35	63
903	Transportation	Operations	0	15	10	5	4	0	34	101
117	Windcrest ES	Elementary School	0	10	10	5	4	5	34	101
145	Cibolo Green ES	Elementary School	0	10	10	5	4	5	34	101
127	Northern Hills ES	Elementary School	0	10	10	5	8	0	33	104
133	Stone Oak ES	Elementary School	0	10	10	5	8	0	33	104
110	Oak Grove ES	Elementary School	0	10	10	5	6	0	31	106

Org #	Org Name	Category	Audit Request or Required 0-25	Likelihood of Fraud, Waste, or Abuse 0-25	Cash Handling or High Expenditures 0-20	Strength of Internal Controls 0-10	Time Since Prior Audit Coverage 0-10	Change in Key Personnel 0-10	Total (out of 100)	Rank
114	Walzem ES	Elementary School	0	10	10	5	6	0	31	106
142	Bulverde Creek ES	Elementary School	0	10	10	5	0	5	30	108
805	Student Leadership	Campus Administration	0	5	10	5	10	0	30	108
906	Electronic & Print Services	Business Services	0	10	10	0	10	0	30	108
852	North East Sports Complex	Campus Administration	0	10	10	5	4	0	29	111
928	North East Aquatics Center	Campus Administration	0	5	15	5	2	0	27	112
006	Center HS	High School	0	10	0	5	10	0	25	113
144	Tuscany Heights ES	Elementary School	0	10	10	5	0	0	25	113
741	Accounts Payable	Business Services	0	20	0	5	0	0	25	113
807	Student Well-Being	Campus Administration	0	5	10	0	10	0	25	113
908	Copier Services	Business Services	0	10	0	5	10	0	25	113
914	Network Technology Services	Business Services	0	10	10	0	0	5	25	113
923	Rental of Facilities	Business Services	0	5	5	5	10	0	25	113
927	Risk Management - Employee Benefits	Business Services	0	15	0	0	10	0	25	113
930	Maintenance - Custodial Services	Operations	0	15	0	0	10	0	25	113
935	Transportation North	Operations	0	15	0	0	10	0	25	113
996	PE & Health	Campus Administration	0	10	10	0	4	0	24	123
710	Textbooks	Business Services	0	10	0	0	10	0	20	124
740	Chief Financial Officer	Business Services	0	20	0	0	0	0	20	124
746	School Admin. & Admin Staff Development	Campus Administration	0	10	0	0	10	0	20	124
802	Pupil Personnel Services	Campus Administration	0	5	0	0	10	5	20	124
827	Guidance	Curriculum and Instruction	0	5	5	0	10	0	20	124
836	Testing Services	Curriculum and Instruction	0	10	0	0	10	0	20	124
907	Mailing & Courier Services	Business Services	0	10	0	0	10	0	20	124
917	Telecommunication Services	Business Services	0	10	0	0	10	0	20	124
931	Engineering	Operations	0	10	0	0	10	0	20	124
846	AVID - Secondary	Curriculum and Instruction	0	5	0	5	8	0	18	133
744	Grants Administration & Financial Control	Business Services	0	5	0	0	10	0	15	134
747	Budgets & Financial Analysis	Business Services	0	5	0	0	10	0	15	134
749	Communications	Communications Services	0	5	0	0	10	0	15	134
806	Health Services	Business Services	0	5	0	0	10	0	15	134
828	Special Education	Curriculum and Instruction	0	5	0	0	10	0	15	134
829	Teen Parenting	Campus Administration	0	5	0	0	10	0	15	134
830	Homeless Program	Campus Administration	0	5	0	0	10	0	15	134
844	Math - Elementary	Curriculum and Instruction	0	0	0	5	10	0	15	134
848	Area 4 Campus Administration	Campus Administration	0	0	0	0	10	5	15	134
913	Management Information Systems	Business Services	0	5	0	0	10	0	15	134
934	Health Wellness & Security	Business Services	0	5	0	0	10	0	15	134
743	Risk Management	Business Services	0	5	0	0	8	0	13	145

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Org #	Org Name	Category	Audit Request or Required 0-25	Likelihood of Fraud, Waste, or Abuse 0-25	Cash Handling or High Expenditures 0-20	Strength of Internal Controls 0-10	Time Since Prior Audit Coverage 0-10	Change in Key Personnel 0-10	Total (out of 100)	Rank
845	AVID - Elementary	Curriculum and Instruction	0	0	0	5	8	0	13	145
742	Records Management	Business Services	0	5	0	0	6	0	11	147
720	Internal Audit	Board of Trustees	0	0	0	0	10	0	10	148
738	External Relations & Grant Development	Business Services	0	0	0	0	10	0	10	148
739	Finance	Business Services	0	10	0	0	0	0	10	148
748	Performance and Planning	Curriculum and Instruction	0	0	0	0	10	0	10	148
800	Chief of Schools and Leadership	Campus Administration	0	0	0	0	10	0	10	148
803	Chief Instructional Officer	Curriculum and Instruction	0	0	0	0	10	0	10	148
812	English Language Arts Reading - ES	Curriculum and Instruction	0	0	0	0	10	0	10	148
813	Pre-K	Curriculum and Instruction	0	0	0	0	10	0	10	148
814	English Language Arts Reading - MS	Curriculum and Instruction	0	0	0	0	10	0	10	148
815	Social Studies - Elementary	Curriculum and Instruction	0	0	0	0	10	0	10	148
816	Math - Secondary	Curriculum and Instruction	0	0	0	0	10	0	10	148
817	Science	Curriculum and Instruction	0	0	0	0	10	0	10	148
818	English Language Arts Reading - HS	Curriculum and Instruction	0	0	0	0	10	0	10	148
819	State Compensatory Education	Curriculum and Instruction	0	0	0	0	10	0	10	148
820	Social Studies - Secondary	Curriculum and Instruction	0	0	0	0	10	0	10	148
821	Bilingual / ESL	Curriculum and Instruction	0	0	0	0	10	0	10	148
822	Gifted & Talented K-12	Curriculum and Instruction	0	0	0	0	10	0	10	148
823	World Languages K-12	Curriculum and Instruction	0	0	0	0	10	0	10	148
837	Dyslexia K-12	Curriculum and Instruction	0	0	0	0	10	0	10	148
840	Area 3 Campus Administration	Campus Administration	0	0	0	0	10	0	10	148
841	Area 2 Campus Administration	Campus Administration	0	0	0	0	10	0	10	148
842	Area 1 Campus Administration	Campus Administration	0	0	0	0	10	0	10	148
847	Response to Intervention (RTI)	Campus Administration	0	0	0	0	10	0	10	148
909	Audiovisual Services	Business Services	0	0	0	0	10	0	10	148
910	Media Production	Communications Services	0	0	0	0	10	0	10	148
915	NEEC Complex	Operations	0	0	0	0	10	0	10	148
916	Broadway Complex	Operations	0	0	0	0	10	0	10	148
932	Chief Operations Officer	Operations	0	0	0	0	10	0	10	148

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Attachment 4: Risk Rank Priority of Auditable Entities

Org #	Org Name	Category	Total (out of 100)	Rank
701	Superintendent's Contract & Expenses	Superintendent's Office	100	Required
702	Board Expenses	Board of Trustees	100	
742	Purchasing Card Program	Business Services	100	
742	Controlled Resource Mgmt. System (CRMS)	Business Services	100	
742	Warehousing	Business Services	100	
747	Capital Assets Management	Business Services	100	
918	Purchasing Operations Warehouse	Business Services	100	
923	Purchasing General Warehouse	Business Services	100	
001	Legacy (LEE) HS	High School	89	
043	Krueger MS	Middle School	80	2
045	Jackson MS	Middle School	80	2
058	Harris MS	Middle School	80	2
048	Bradley MS	Middle School	76	5
741	Travel Reimbursement	Business Services	75	6
002	MacArthur HS	High School	60	7
004	Roosevelt HS	High School	60	7
005	Madison HS	High School	60	7
902	Facility Maintenance and Operations	Operations	60	7
003	Churchill HS	High School	56	11
014	Johnson HS	High School	56	11
007	Reagan HS	High School	55	13
400	North East School of the Arts (NESA)	High School (Magnet)	55	13
408	SETA (Space & Engineering Tech. Academy - HS)	High School (Magnet)	55	13
041	Eisenhower MS	Middle School	50	16
042	Garner MS	Middle School	50	16
401	Agriscience Magnet Program (AMP)	High School (Magnet)	50	16
808	Library Services	Business Services	50	16
904	School Nutrition Services	Operations	50	16
811	Fine Arts & Student Activities	Campus Administration	49	21
057	Lopez MS	Middle School	47	22
044	Nimitz MS	Middle School	46	23
056	Tejeda MS	Middle School	46	23
810	Instructional Technology Services	Curriculum and Instruction	45	25
107	Jackson-Keller ES	Elementary School	45	25
136	Hardy Oak ES	Elementary School	45	25
137	Wetmore ES	Elementary School	45	25
402	CTEC Construction	High School (Magnet)	45	25
403	STEM Academy HS (@ LEE HS)	High School (Magnet)	45	25
405	CTEC Transportation	High School (Magnet)	45	25
409	CTEC Medical	High School (Magnet)	45	25
410	Institute of CyberSecurity & Innovation (iCSI)	High School (Magnet)	45	25
826	Career and Technical Education	Curriculum and Instruction	45	25
901	Construction Management	Operations	45	25

Org #	Org Name	Category	Total (out of 100)	Rank
809	Curriculum and Instruction	Curriculum and Instruction	45	25
050	Bush MS	Middle School	44	37
742	Procurement	Business Services	44	37
801	Athletics	Campus Administration	42	39
905	Police Department	Operations	40	40
046	White MS	Middle School	40	40
047	Wood MS	Middle School	40	40
049	Driscoll MS	Middle School	40	40
059	Hill MS	Middle School	40	40
008	ACE HS	High School	40	40
009	ISA HS	High School	40	40
134	Longs Creek ES	Elementary School	40	40
303	STEM Academy MS (@ Nimitz MS)	Middle School (Magnet)	40	40
406	Data @ Roosevelt HS	High School (Magnet)	40	40
741	Payroll	Business Services	40	40
843	Partners in Education/Volunteer Pgm.	Communications Services	40	40
108	Larkspur ES	Elementary School	40	40
122	Montgomery ES	Elementary School	40	40
053	Alternative MS	Middle School	40	40
106	Harmony Hills ES	Elementary School	40	40
831	Adult Education	Campus Administration	39	56
832	Community Education	Campus Administration	39	56
833	GED Testing	Campus Administration	39	56
834	KIN Program (Elementary School)	Campus Administration	39	56
835	KIN Challenge Program (Middle School)	Campus Administration	39	56
851	Heroes Stadium	Campus Administration	39	56
012	Alternative HS	High School	36	62
101	Castle Hills ES	Elementary School	35	63
102	Coker ES	Elementary School	35	63
103	Colonial Hills ES	Elementary School	35	63
104	Dellview ES	Elementary School	35	63
105	East Terrell Hills ES	Elementary School	35	63
109	Northwood ES	Elementary School	35	63
111	Olmos ES	Elementary School	35	63
112	Ridgeview ES	Elementary School	35	63
113	Serna ES	Elementary School	35	63
116	Wilshire ES	Elementary School	35	63
118	Camelot ES	Elementary School	35	63
119	Clear Spring ES	Elementary School	35	63
120	Regency Place ES	Elementary School	35	63
121	El Dorado ES	Elementary School	35	63
123	Hidden Forest ES	Elementary School	35	63
124	Woodstone ES	Elementary School	35	63
125	Stahl ES	Elementary School	35	63
126	Thousand Oaks ES	Elementary School	35	63
128	Redland Oaks ES	Elementary School	35	63

Org #	Org Name	Category	Total (out of 100)	Rank
129	Encino Park ES	Elementary School	35	63
130	Fox Run ES	Elementary School	35	63
131	Oak Meadow ES	Elementary School	35	63
135	Huebner ES	Elementary School	35	63
138	Royal Ridge ES	Elementary School	35	63
139	Roan Forest ES	Elementary School	35	63
140	Canyon Ridge ES	Elementary School	35	63
141	Stuebing Ranch ES	Elementary School	35	63
143	Wilderness Oaks ES	Elementary School	35	63
146	Las Lomas ES	Elementary School	35	63
147	Vineyard Ranch ES	Elementary School	35	63
148	Pre-K Academy at West Ave.	Pre-K	35	63
302	SETA (Space & Engineering Tech. Academy - MS)	Middle School (Magnet)	35	63
306	DATA @ White MS	Middle School (Magnet)	35	63
745	Human Resources	Campus Administration	35	63
804	Learning Support Services	Curriculum and Instruction	35	63
825	Army Instruction / JROTC	Campus Administration	35	63
911	Technology Support Services	Business Services	35	63
912	Print Services	Business Services	35	63
903	Transportation	Operations	34	101
117	Windcrest ES	Elementary School	34	101
145	Cibolo Green ES	Elementary School	34	101
127	Northern Hills ES	Elementary School	33	104
133	Stone Oak ES	Elementary School	33	104
110	Oak Grove ES	Elementary School	31	106
114	Walzem ES	Elementary School	31	106
142	Bulverde Creek ES	Elementary School	30	108
805	Student Leadership	Campus Administration	30	108
906	Electronic & Print Services	Business Services	30	108
852	North East Sports Complex	Campus Administration	29	111
928	North East Aquatics Center	Campus Administration	27	112
006	Center HS	High School	25	113
144	Tuscany Heights ES	Elementary School	25	113
741	Accounts Payable	Business Services	25	113
807	Student Well-Being	Campus Administration	25	113
908	Copier Services	Business Services	25	113
914	Network Technology Services	Business Services	25	113
923	Rental of Facilities	Business Services	25	113
927	Risk Management - Employee Benefits	Business Services	25	113
930	Maintenance - Custodial Services	Operations	25	113
935	Transportation North	Operations	25	113
996	PE & Health	Campus Administration	24	123
710	Textbooks	Business Services	20	124
740	Chief Financial Officer	Business Services	20	124
746	School Admin. & Admin Staff Development	Campus Administration	20	124
802	Pupil Personnel Services	Campus Administration	20	124

Org #	Org Name	Category	Total (out of 100)	Rank
827	Guidance	Curriculum and Instruction	20	124
836	Testing Services	Curriculum and Instruction	20	124
907	Mailing & Courier Services	Business Services	20	124
917	Telecommunication Services	Business Services	20	124
931	Engineering	Operations	20	124
846	AVID - Secondary	Curriculum and Instruction	18	133
744	Grants Administration & Financial Control	Business Services	15	134
747	Budgets & Financial Analysis	Business Services	15	134
749	Communications	Communications Services	15	134
806	Health Services	Business Services	15	134
828	Special Education	Curriculum and Instruction	15	134
829	Teen Parenting	Campus Administration	15	134
830	Homeless Program	Campus Administration	15	134
844	Math - Elementary	Curriculum and Instruction	15	134
848	Area 4 Campus Administration	Campus Administration	15	134
913	Management Information Systems	Business Services	15	134
934	Health Wellness & Security	Business Services	15	134
743	Risk Management	Business Services	13	145
845	AVID - Elementary	Curriculum and Instruction	13	145
742	Records Management	Business Services	11	147
720	Internal Audit	Board of Trustees	10	148
738	External Relations & Grant Development	Business Services	10	148
739	Finance	Business Services	10	148
748	Performance and Planning	Curriculum and Instruction	10	148
800	Chief of Schools and Leadership	Campus Administration	10	148
803	Chief Instructional Officer	Curriculum and Instruction	10	148
812	English Language Arts Reading - ES	Curriculum and Instruction	10	148
813	Pre-K	Curriculum and Instruction	10	148
814	English Language Arts Reading - MS	Curriculum and Instruction	10	148
815	Social Studies - Elementary	Curriculum and Instruction	10	148
816	Math - Secondary	Curriculum and Instruction	10	148
817	Science	Curriculum and Instruction	10	148
818	English Language Arts Reading - HS	Curriculum and Instruction	10	148
819	State Compensatory Education	Curriculum and Instruction	10	148
820	Social Studies - Secondary	Curriculum and Instruction	10	148
821	Bilingual / ESL	Curriculum and Instruction	10	148
822	Gifted & Talented K-12	Curriculum and Instruction	10	148
823	World Languages K-12	Curriculum and Instruction	10	148
837	Dyslexia K-12	Curriculum and Instruction	10	148
840	Area 3 Campus Administration	Campus Administration	10	148
841	Area 2 Campus Administration	Campus Administration	10	148
842	Area 1 Campus Administration	Campus Administration	10	148
847	Response to Intervention (RTI)	Campus Administration	10	148
909	Audiovisual Services	Business Services	10	148
910	Media Production	Communications Services	10	148
915	NEEC Complex	Operations	10	148

Org #	Org Name	Category	Total (out of 100)	Rank
916	Broadway Complex	Operations	10	148
932	Chief Operations Officer	Operations	10	148



NORTH EAST

INDEPENDENT SCHOOL DISTRICT

Attachment #5: Anti-Fraud Action Plan

Introduction

1. Fraud Prevention and Detection

1.1 The most effective way for school districts to combat fraud begins with strong anti-fraud systems and controls to both prevent as well as detect fraud. Management is responsible for implementing procedures for the prevention and detection of fraud and creating an environment that ensures honest and ethical behavior. Issuance of *Statement on Auditing Standard (SAS) 99, Consideration of Fraud in a Financial Statement Audit*, changed the approach auditors take toward the detection of a material misstatement of financial information due to fraud. As a result, the systems and controls that North East Independent School District has in place become a focal point for audits. The school district needs to demonstrate an understanding of fraud risk factors affecting their organization, as well as mitigating controls to address those risks.

1.2 Fraud can range from minor employee theft and unproductive behavior to misappropriation of assets and fraudulent financial reporting. Material financial statement fraud can have a significant adverse effect on an entity's market value, reputation, and ability to achieve its strategic objectives. A number of highly publicized cases have heightened the awareness of the effects of fraudulent financial reporting and have led many organizations to be more proactive in taking steps to prevent or deter its occurrence. Misappropriation of assets, though often not material to the financial statements, can nonetheless result in substantial losses to an entity if a dishonest employee has the incentive and opportunity to commit fraud.

1.3 The risk of fraud can be reduced through a combination of prevention, deterrence, and detection measures. However, fraud can be difficult to detect because it often involves concealment through falsification of documents or collusion among management, employees, or third parties. Therefore, it is important to place a strong emphasis on fraud prevention, which may reduce opportunities for fraud to take place, and fraud deterrence, which could persuade individuals that they should not commit fraud because of the likelihood of detection and punishment. Moreover, prevention and deterrence measures are much less costly than the time and expense required for fraud detection and investigation.

1.4 NEISD’s management has both the responsibility and the means to implement measures to reduce the incidence of fraud. The measures the district takes to prevent and deter fraud can help create a positive workplace environment that can enhance the district’s ability to recruit and retain high-quality employees. The most effective way to implement measures to reduce wrongdoing is to base them on a set of core values that are embraced by the district. These values provide an overarching message about the key principles guiding all employees’ actions and relate directly with NEISD’s code of conduct policies. NEISD management needs to continuously emphasize to all employees that they will be held accountable to act within the district’s code of conduct.

1.5 **This document is divided into two sections: Section I identifies measures that NEISD can implement to prevent, deter, and detect fraud. Section II addresses procedures to be followed in response to fraud detection.** It is intended to complement *CAA (Local) Fiscal Management Goals and Objectives: Financial Ethics*. It discusses these measures in the context of three fundamental elements. Broadly stated, these fundamental elements are (1) create and maintain a culture of honesty and high ethics; (2) evaluate the risks of fraud and implement the processes, procedures, and controls needed to mitigate the risks and reduce the opportunities for fraud; and (3) develop an appropriate oversight process. Although the entire management team shares the responsibility for implementing and monitoring these activities, with oversight from the Board of Trustees, the Superintendent does, in fact, support such measures. Without the Superintendent’s active support, these measures would be less effective.

Section I Fraud Prevention and Detection

2. Creating a Culture of Honesty and High Ethics

2.1 It is the responsibility of NEISD management to create a culture of honesty and high ethics and to clearly communicate acceptable behavior and expectations of each employee. Such a culture is based on a strong set of core values (or value system) that provides the foundation for how the district conducts its business. It also allows the district to develop an ethical framework that covers (1) fraudulent financial reporting, (2) misappropriation of assets, and (3) corruption as well as other issues. Creating a culture of honesty and high ethics should include the following:

2.2 Setting the Tone at the Top

2.2.1 Directors, Executive Directors, Principals, Division Chiefs, and the Superintendent set the “tone at the top” for ethical behavior within NEISD. Research in moral development strongly suggests that honesty can best be reinforced when a proper example is set—sometimes referred to as the Tone at the Top. NEISD management cannot act one way and expect NEISD employees to behave differently.

2.2.2 In many cases, it is necessary for management to both behave ethically and openly communicate its expectations for ethical behavior because most employees are not in a position to observe management's actions. Management must show employees through its words and actions that dishonest or unethical behavior will not be tolerated, even if the result of the action benefits the district. Moreover, it should be evident that all employees will be treated equally, regardless of their position.

2.2.3 The cornerstone of an effective antifraud environment is a culture with a strong value system founded on integrity. This value system is currently reflected in NEISD's board policies dealing with a sound code of conduct.

2.3 Creating a Positive Workplace Environment

2.3.1 Research results indicate that wrongdoing occurs less frequently when employees have positive feelings about an entity than when they feel abused, threatened, or ignored. Without a positive workplace environment, there are more opportunities for poor employee morale, which can affect an employee's attitude about committing fraud. Factors that detract from a positive work environment and may increase the risk of fraud include:

- Top management that does not seem to care about or reward appropriate behavior
- Negative feedback and lack of recognition for job performance
- Perceived inequities in the district
- Autocratic rather than participative management
- Low organizational loyalty or feelings of ownership
- Unreasonable budget expectations or other financial targets
- Fear of delivering "bad news" to supervisors and/or management
- Less-than-competitive compensation
- Poor training and promotion opportunities
- Lack of clear organizational responsibilities
- Poor communication practices or methods within the district

2.3.2 The district's Human Resources department is instrumental in helping to build a corporate culture and positive work environment. Human Resource professionals are responsible for implementing specific programs and initiatives, consistent with management's strategies that can help to mitigate many of the detractors mentioned above. Mitigating factors that NEISD has developed and implemented to help create a positive work environment and reduce the risk of fraud include:

- Recognition and reward systems that are in tandem with goals and results
- Equal employment opportunities
- Team-oriented, collaborative decision-making policies
- Professionally administered training programs and an overall focus on career development

- Employees are given ample opportunity to obtain advice internally before making decisions that appear to have significant legal or ethical implications. They are encouraged and given the means to communicate concerns, anonymously if preferred, about potential violations of the district's code of conduct, without fear of retribution. At NEISD, Internal Audit's "Fraud Hotline" serves this purpose.

2.4 Hiring and Promoting Appropriate Employees

2.4.1 Each employee has a unique set of values and personal code of ethics. When faced with sufficient pressure and a perceived opportunity, some employees will behave dishonestly rather than face the negative consequences of honest behavior. The threshold at which dishonest behavior starts, however, will vary among individuals. If NEISD is to be successful in preventing fraud, it must have effective policies that minimize the chance of hiring or promoting individuals with low levels of honesty, especially for positions of trust. Within NEISD hiring and promotion procedures include:

- Conducting background investigations on individuals being considered for employment or for promotion to a position of trust
- Thoroughly checking a candidate's education, employment history, and personal references
- Incorporating into regular performance reviews an evaluation of how each individual has contributed to creating an appropriate workplace environment in line with the district's values and code of conduct
- Continuous objective evaluation of compliance with the district's values and code of conduct, with violations being addressed immediately

2.5 Confirmation

2.5.1 Management needs to clearly articulate that all employees will be held accountable to act within the district's code of conduct. All employees within senior management and the finance function, as well as other employees in areas that might be exposed to unethical behavior (for example, all certified employees with budget authority) are required to complete an online survey (i.e., conflict of interest) statement annually. This confirmation reinforces the district's policies on ethics and may deter individuals from committing fraud and other violations—thereby identifying problems before they become significant. Honest individuals are more likely to return their confirmations and to disclose what they know (including any conflicts of interest or other personal exceptions to the code of conduct). Thorough follow-up by the Director of Internal Audit can identify significant issues.

2.6 Discipline

2.6.1 The way NEISD reacts to incidents of alleged or suspected fraud will send a strong deterrent message throughout the district, helping to reduce the number of future occurrences. The following actions will be taken in response to an alleged incident of fraud:

- A thorough investigation of the incident will be conducted if appropriate
- Appropriate and consistent actions will be taken against violators
- Relevant controls will be assessed and improved
- Communication and training will occur to reinforce the district's values, code of conduct, and expectations

2.6.2 Expectations about the consequences of committing fraud will be clearly communicated throughout the district Board Policy CAA (Local) and various human resources policies. These policies clearly indicate that the district is committed to an environment of high ethical standards and integrity.

3. Evaluating Antifraud Processes and Controls

3.1 Neither fraudulent financial reporting nor misappropriation of assets can occur without a perceived opportunity to commit and conceal the act. Districts should be proactive in reducing fraud opportunities by (1) identifying and measuring fraud risks, (2) taking steps to mitigate identified risks, and (3) implementing and monitoring appropriate preventive and detective internal controls and other deterrent measures.

3.2 Identifying and Measuring Fraud Risks

3.2.1 Management has the primary responsibility for establishing and monitoring all aspects of the district's fraud risk-assessment and prevention activities. Fraud risks often are considered as part of an enterprise-wide risk management program, though they may be addressed separately. The fraud risk-assessment process should consider the vulnerability of NEISD to fraudulent activity (fraudulent financial reporting, misappropriation of assets, and corruption) and whether any of those exposures could result in a material misstatement of the financial statements or material loss to the district. In identifying fraud risks, districts should consider organizational, industry, and country-specific characteristics that influence the risk of fraud.

3.3 Mitigating Fraud Risks

3.3.1 It may be possible to reduce or eliminate certain fraud risks by making changes to the district's activities and processes. For example, the risk of corruption may be reduced by closely monitoring the district's procurement process. Unannounced visits by the Internal Audit staff have also proven to be a sound deterrent to fraud.

3.4 Implementing and Monitoring Appropriate Internal Controls

3.4.1 Some risks are inherent in the environment of the entity, but most can be addressed with an appropriate system of internal controls. Once the fraud risk assessment has taken place, NEISD can identify the processes, controls, and other procedures that are needed to mitigate the identified risks. Effective internal controls will include a well-developed control environment, an effective and secure information system, and appropriate control and monitoring activities.

4. Developing an Appropriate Oversight Process

4.1 To effectively prevent or deter fraud, NEISD has implemented several oversight mechanisms/processes. Overall oversight is the responsibility of the Internal Audit Department.

4.2 Board of Trustees

4.2.1 The Director of Internal Audit identifies potential fraud risks to the Board of Trustees, annually, as part of the audit plan approval process. Active oversight by the Board of Trustees serves to reinforce management's commitment to creating a culture with "zero tolerance" for fraud.

4.3 Management

4.3.1 Under NEISD policies and procedures, management is responsible for overseeing the activities carried out by employees, and typically does so by implementing and monitoring processes and controls such as those discussed previously.

4.4 Internal Auditors

4.4.1 The Internal Audit Department also serves as a key oversight function. Internal Audit's knowledge about the district operations may identify indicators that suggest fraud has been committed. The *Standards for the Professional Practice of Internal Auditing* (IIA Standards), issued by the Institute of Internal Auditors, state, "The internal auditor should have sufficient knowledge to identify the indicators of fraud but is not expected to have the expertise of a person whose primary responsibility is detecting and investigating fraud." Internal auditors also have the opportunity to evaluate fraud risks and controls and to recommend action to mitigate risks and improve controls. Specifically, the IIA Standards require internal auditors to assess risks facing their organizations. This risk assessment serves as the basis from which audit plans are devised and against which internal controls are tested.

4.5 Independent Auditors

4.5.1 Independent auditors assist management and the Board of Trustees by providing an assessment of the district's process for identifying, assessing, and responding to the risks of fraud. The Board of Trustees maintains an open and candid dialogue with the independent auditors regarding management's risk assessment process and the system of internal control.

4.6 Certified Fraud Examiners

4.6.1 Certified fraud examiners (CFEs) assist the Board of Trustees with aspects of the oversight process either directly or as part of a team of internal auditors or independent auditors. Certified fraud examiners can provide extensive knowledge and experience about fraud that may not be available within a corporation. CFEs can provide more objective input into management's evaluation of the risk of fraud (especially fraud involving senior management, such as financial statement fraud) and the development of appropriate antifraud controls that are less vulnerable to management override.

SECTION II RESPONSE TO DETECTED FRAUD

5. Introduction

5.1 NEISD is committed to the highest possible standards of openness, honesty and accountability in all its affairs. It is determined to maintain a culture of honesty and opposition to fraud and corruption.

5.2 In line with that commitment, NEISD's Anti-Fraud Policy outlines the principles we are committed to in relation to preventing, reporting and managing fraud and corruption.

5.3 This fraud response procedure reinforces NEISD's approach by setting out the ways in which employees or members of the public can voice their concerns about suspected fraud or corruption. It also outlines how NEISD will deal with such complaints.

6. Implementation

6.1 This plan is to be implemented where suspicions of fraud or corruption have been raised.

Fraud is defined as:

"The intentional distortion of financial statements or other records by persons internal or external to NEISD which is carried out to conceal the misappropriation of assets to the overall detriment of the organization or otherwise for personal illegitimate gain." Corruption of a political system or institution is exemplified when public officials seek illegitimate personal gain through actions such as bribery, extortion, cronyism, nepotism, patronage, or embezzlement.

Corruption is defined as:

"The offering, giving, soliciting or acceptance of an inducement or reward, which may influence the action of any person".

6.2 Fraudulent or corrupt acts may include:

- **Systems Issues** - Where a process/system exists which is prone to abuse by either employees or the public, in general.
- **Financial Issues** - Where individuals or companies have fraudulently obtained money from NEISD.
- **Equipment Issues** - Where NEISD's equipment is used for inappropriate personal use.
- **Resource Issues** - Where there is a misuse of resources, (e.g. theft of materials)
- **Other Issues** - Activities undertaken by officers of NEISD which may be: unlawful; against NEISD's policies, falls below established standards or practices; or amounts to improper conduct.

6.3 This is not an exhaustive list. If you are in any doubt about the seriousness of your concern, advice and guidance can be obtained from the Director of Internal Audit.

7. Safeguards

7.1 **Harassment or Victimization** - NEISD recognizes that the decision to report a concern can be a difficult one to make, not least because of the fear of reprisal from those responsible for the malpractice. NEISD will not tolerate harassment or victimization and will take action to protect those who raise a concern in good faith.

7.2 **Confidentiality** - NEISD will do its best to protect an individual's identity when he or she raises a concern and does not want their name to be disclosed. It must be appreciated that in certain situations, the investigation process may reveal the source of the information and a statement by the individual may be required as part of the evidence.

7.3 Anonymous Allegations - This policy encourages individuals to include their names with allegations. Concerns expressed anonymously are much more difficult to pursue if additional information or clarification is needed, and feedback to the person filing the concern is not always possible. Nevertheless, all complaints or concerns will be acted upon to ascertain legitimacy and implement needed oversight, when appropriate. Factors to be taken into account include: the seriousness of the issues raised; the credibility of the concern; and the likelihood of confirming the allegation from attributable sources.

7.4 Untrue Allegations - If an allegation is made in good faith, but it is not confirmed by the audit/investigation, no action will be taken against the originator. If, however, individuals make malicious or unfounded, harmful allegations, disciplinary measures could be imposed against the individual making the allegation.

8. Employee Actions

8.1 Employees are often the first to realize that there is something seriously wrong within NEISD. However, they may not express their concerns because they feel that speaking up would be disloyal to their colleagues or to NEISD. They may also fear harassment, victimization or retribution. In these circumstances, it may be easier to ignore the concern rather than report what may just be a suspicion. If an employee suspects wrongdoing or observes fraudulent activity, he/she should:

- Immediately notify his/her supervisor unless the supervisor is a suspect. In that case, use NEISD's Fraud Hotline (internet or telephone), which is intended to encourage and enable employees (and others) to raise serious concerns within NEISD, without fear of reprisal, rather than overlooking a problem or "blowing the whistle" to the media or other external sources.
- If the immediate supervisor substantiates the suspicions, he/she should elevate the concern to the Director, Executive Director, Campus Principal or Director of Internal Audit, as appropriate.

8.2 Internal Audit can be contacted by completing the NEISD internet on-line reporting form under the "Fraud Hotline" hyperlink or by telephoning (210)805-5331, or by writing to: Director of Internal Audit, Internal Audit Department, 8961 Tesoro Drive, 6th Floor, San Antonio Texas 78217. Each of these methods allow for anonymous reporting.

9. Public Actions

9.1 NEISD encourages members of the public who suspect fraud and corruption to contact the Director of Internal Audit. The Fraud Hotline described in paragraph 8.2 is available to the public on the NEISD web page.

9.2 The Internal Audit Department operates independently of all other district processes and departments, and works to establish procedures with the following aims:

- Develop an anti-fraud culture
- Deter, prevent, detect, and investigate fraud and corruption
- Recommend appropriate actions against those who commit or seek to commit some sort of fraud or corruption
- Obtain compensation for any losses to NEISD

10. How will allegations of Fraud or Corruption be dealt with by NEISD?

10.1 For issues raised by employees or members of the public, the action taken by NEISD will depend on the nature of the concern. The matters raised may:

- Be investigated internally
- Be referred to the police

10.2 Within 10 working days of a concern being received, the Director of Internal Audit or designated officer will write to or contact (unless the complaint is anonymous) the complainant to:

- Acknowledge that the concern has been received
- Indicate how it proposes to deal with the matter
- Give an estimate of how long it will take to provide a final response
- Advise the complainant whether any initial inquiries have been made
- Advise the complainant about further investigations that will take place, and if not, why not

10.3 Where the loss is substantial, legal advice will be obtained. Legal advice will also be obtained about prospects for recovering losses, where the perpetrator refuses repayment. NEISD would normally attempt to recover costs in addition to losses.

10.4 NEISD respects the fact that those people who reported the alleged fraud or corruption need to be assured that the matter has been properly addressed. Thus, subject to legal constraints, they will receive information about the outcome of any investigation if they request such information and provide appropriate contact information.



NORTH EAST INDEPENDENT SCHOOL DISTRICT

Date: August 7, 2023

Presenter: Sean Maika
Superintendent

Subject: Board Policy Update 121

Related Page(s): Attachments

ACTION ITEM

BACKGROUND INFORMATION

Update 121 includes revisions to legal policies based on legislative and regulatory changes. Changes to local policies offered for consideration address the following topics:

Fixed Assets	Integrated Pest Control	Competitive Bidding
Competitive Sealed Proposals	Compensation Plans	Admissions
Bullying		

For select districts, Update 121 may also include recommended changes to one or more local policies addressing the following topics:

Texas Economic Development Act	School Safety Personnel	Child Nutrition
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Please note that (LEGAL) policies reflect the ever-changing legal context for governance and management of the district and provide the legal framework for key areas of district operations. They should not be adopted, but rather, should inform local decision making.

ADMINISTRATIVE RECOMMENDATION

While most of the policies included in this update are (LEGAL) policies, the update recommends the Board add, revise, or delete ten (10) (LOCAL) policies. The following (LOCAL) policies are presented to the Board for consideration.

CFB (LOCAL): Accounting-Inventories	CKE (LOCAL): Safety Program/Risk Management-Security Personnel	CKEA (LOCAL): Security Personnel-Commissioned Peace Officers
CLB (LOCAL): Building, Grounds, and Equipment Management-Maintenance	CRF (LOCAL): Insurance and Annuities Management-Unemployment Insurance	CVA (LOCAL): Facilities Construction-Competitive Bidding
CVB (LOCAL): Facilities Construction Competitive Sealed Proposals	DEA (LOCAL): Compensation and Benefits-Compensation Plan	FD (LOCAL): Admissions
FFI (LOCAL): Student Welfare-Freedom from Bullying		

RECOMMENDATION

It is recommended that the Board approve the above-listed local policies included in Update 121.

BOARD ACTION REQUIRED

Approval/Disapproval

Explanatory Notes

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AC(LLEGAL) GEOGRAPHIC BOUNDARIES

This legal policy has been revised to include additional Education Code provisions related to ways in which a district's geographic boundaries may change, such as by detachment, annexation, consolidation, and abolition.

AF(LLEGAL) INNOVATION DISTRICTS

Amended Administrative Code rules, effective October 25, 2022, revised the list of Education Code sections and administrative rules from which a district of innovation may not be exempted. Changes include a requirement to provide TEA a link to the local innovation plan posted on the district's website. Previously, the rule required the district to provide TEA with a copy of the local innovation plan.

AIE(LLEGAL) ACCOUNTABILITY: INVESTIGATIONS

Changes reflect revised Administrative Code provisions regarding compliance investigations by TEA, effective October 26, 2022. Other changes are to better reflect legal sources.

BBBA(LLEGAL) ELECTIONS: CONDUCTING ELECTIONS

Provisions regarding confidentiality of the email address and personal phone number of an election judge or clerk have been moved from GBA(LLEGAL) to this code addressing elections.

BQ(LLEGAL) PLANNING AND DECISION-MAKING PROCESS

An existing requirement to include the district's bullying prevention policy and procedures in the district improvement plan has been added to this policy.

C(LLEGAL) BUSINESS AND SUPPORT SERVICES

The C section table of contents has been revised to add the new code CKED, Security Personnel: Other Security Arrangements. We have also added for future expansion new codes addressing facility standards at CSA (Safety and Security) and CSB (Gas and Pipelines).

CBB(LLEGAL) STATE AND FEDERAL REVENUE SOURCES: FEDERAL

Revisions are to better reflect legal sources.

CCA(LLEGAL) LOCAL REVENUE SOURCES: BOND ISSUES

Citations have been updated to reflect the repeal and replacement of an Administrative Code provision regarding the bond guarantee program, effective March 1, 2023. References to Administrative Code provisions regarding the instructional facilities allotment and existing debt allotment have been clarified.

CCGA(LLEGAL) AD VALOREM TAXES: EXEMPTIONS AND PAYMENTS

This policy has been revised to reflect the increased homestead exemption of \$40,000 approved by voters on May 7, 2022.

CCGB(LLEGAL) AD VALOREM TAXES: ECONOMIC DEVELOPMENT

We have added a note regarding the expiration of the Texas Economic Development Act on December 31, 2022, and the continued application of the law to limitations on appraised value in existence at that time.

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CFB(LOCAL) ACCOUNTING: INVENTORIES

Revisions regarding the capitalization threshold are based on amended guidance from *GASB Implementation Guide 2021-1*, Question 5.1, regarding the capitalization of assets with individual acquisition costs below the threshold if the assets in the aggregate are significant. The amended guidance applies to reporting periods beginning after June 15, 2023.

CH(LEGAL) PURCHASING AND ACQUISITION

We have replaced the citation to a repealed Administrative Code rule regarding purchases of automated information systems with a citation to a new rule effective December 19, 2022.

CKE(LOCAL) SAFETY PROGRAM/RISK MANAGEMENT: SECURITY PERSONNEL

To better align the district's legal and local policies, provisions addressing commissioned peace officers have been relocated to CKEA(LOCAL).

CKEA(LOCAL) SECURITY PERSONNEL: COMMISSIONED PEACE OFFICERS

Provisions addressing commissioned peace officers have been relocated to this code from CKE(LOCAL). Please review the provisions for accuracy. If revisions are needed regarding other security personnel or if the district's police department has a body-worn camera program or considers one in the future, please contact your policy consultant.

Please note: We have retained unchanged your unique text regarding extending the jurisdiction of district peace officers and throughout the remainder of the policy.

CL(LEGAL) BUILDINGS, GROUNDS, AND EQUIPMENT MANAGEMENT

We have replaced the citation to repealed Administrative Code provisions regarding public pool sanitation and safety with a citation to new provisions effective January 1, 2023.

CLA(LEGAL) BUILDINGS, GROUNDS, AND EQUIPMENT MANAGEMENT: SECURITY

New Administrative Code rules, effective February 2, 2023, have been added to address required warning signs regarding human trafficking.

CLB(LEGAL) BUILDINGS, GROUNDS, AND EQUIPMENT MANAGEMENT: MAINTENANCE

Changes reflect revisions to Administrative Code rules regarding integrated pest management, effective January 16, 2023.

CLB(LOCAL) BUILDINGS, GROUNDS, AND EQUIPMENT MANAGEMENT: MAINTENANCE

Administrative Code rules regarding integrated pest management (IPM) were amended to include district-owned residential property among the district facilities subject to the IPM requirements. Although the changes to the rules add "residential property" to the buildings and grounds subject to IPM requirements, it is our understanding from the Texas Department of Agriculture that this inclusion is intended to apply only to district-owned residential property that is primarily used as student housing. As requested by TDA, revisions include such residential property among the district facilities subject to the district's IPM program.

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CMD(LLEGAL) EQUIPMENT AND SUPPLIES MANAGEMENT: INSTRUCTIONAL MATERIALS CARE AND ACCOUNTING

An Administrative Code provision, effective June 7, 2022, has been added regarding purchasing technological equipment with the instructional materials and technology allotment.

CNC(LLEGAL) TRANSPORTATION MANAGEMENT: TRANSPORTATION SAFETY

Provisions have been added regarding the use of school bus warning signals.

CO(LLEGAL) FOOD AND NUTRITION MANAGEMENT

New Administrative Code provisions were adopted regarding appeals related to federal food and nutrition programs administered by the Texas Department of Agriculture. A reference to these provisions, effective November 27, 2022, has been added.

CQ(LLEGAL) TECHNOLOGY RESOURCES

A reference to Administrative Code provisions regarding management of electronic transactions and signed records has been clarified.

CQA(LLEGAL) TECHNOLOGY RESOURCES: DISTRICT, CAMPUS, AND CLASSROOM WEBSITES

The link to the Texas Department of State Health Services Guidelines for the Care of Students with Food Allergies has been updated.

CRF(LOCAL) INSURANCE AND ANNUITIES MANAGEMENT: UNEMPLOYMENT INSURANCE

There are no significant revisions to the text on reasonable assurance; however, the policy template has been updated to accommodate the new adoption date function in Policy Online®. This policy is being issued at no charge to the district.

CSA(LLEGAL) FACILITY STANDARDS: SAFETY AND SECURITY

The Commissioner of Education proposed new School Safety Requirements in the Commissioner's Rules Concerning School Facilities in November 2022. The public comment period closed December 12, 2022, but the rules are not yet finalized. The proposed rules require local policy provisions. Policy Service will include legal provisions in this new policy code and provide local policy provisions for consideration following publication of the final rules.

CVA(LOCAL) FACILITIES CONSTRUCTION: COMPETITIVE BIDDING

Policy BJA(LOCAL) authorizes the superintendent to delegate responsibilities to other employees of the district as permitted by law; thus, it is not necessary to include a reference to the superintendent's designee at Specifications. In addition, the policy template has been updated to accommodate the new adoption date function in Policy Online®. This policy is being issued at no charge to the district.

CVB(LOCAL) FACILITIES CONSTRUCTION: COMPETITIVE SEALED PROPOSALS

As noted above, policy BJA(LOCAL) authorizes the superintendent to delegate responsibilities to other employees of the district as permitted by law; thus, it is not necessary to include a reference to the superintendent's designee at Specifications. In addition, the policy template has been updated to accommodate the new adoption date function in Policy Online®. This policy is being issued at no charge to the district.

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DBAA(LEGAL)

EMPLOYMENT REQUIREMENTS AND RESTRICTIONS: PRE-EMPLOYMENT REVIEWS

Changes have been made to better reflect legal sources and to delete obsolete provisions.

DEA(LOCAL)

COMPENSATION AND BENEFITS: COMPENSATION PLAN

To eliminate the possibility of confusion about the frequency of pay, we recommend replacing *bimonthly* with the more specific and widely used *semi-monthly*. Other revisions are recommended for clarification and consistency with policy style.

Policy BJA(LOCAL) authorizes the superintendent to delegate responsibilities to other employees of the district as permitted by law; thus, it is not necessary to include a reference to the superintendent's designee at Pay Administration.

The [Legal Issues in Update 121](#) memo describes common legal concerns and best practices specific to this policy's topic.

DEAB(LEGAL)

COMPENSATION PLAN: WAGE AND HOUR LAWS

Changes have been made to better reflect legal sources.

E(LEGAL)

INSTRUCTION

The E section table of contents has been updated to add the new code EHBCA, which includes provisions addressing accelerated instruction previously located at EHBC. The subtitle for policy EHBC has been changed to Compensatory Services and Intensive Programs.

EF(LEGAL)

INSTRUCTIONAL RESOURCES

Legal definitions of "harmful materials" and "obscene" have been added for ease of access.

EHAD(LEGAL)

BASIC INSTRUCTIONAL PROGRAM: ELECTIVE INSTRUCTION

A reference to Administrative Code provisions has been added regarding driver education safety program requirements.

EHBAB(LEGAL)

SPECIAL EDUCATION: ARD COMMITTEE AND INDIVIDUALIZED EDUCATION PROGRAM

Changes reflect revised Administrative Code provisions regarding students who are homeless or in substitute care, effective January 1, 2023.

EHBAF(LEGAL)

SPECIAL EDUCATION: VIDEO/AUDIO MONITORING

Revisions reflect amended Administrative Code provisions, effective January 22, 2023, pertaining to filing certain documents electronically.

EHBC(LEGAL)

SPECIAL PROGRAMS: COMPENSATORY SERVICES AND INTENSIVE PROGRAMS

Update 121 includes a reorganization of the information regarding compensatory, intensive, and accelerated instructional services. Provisions addressing accelerated instruction have been moved to the new code EHBCA. The remaining provisions at this code, now subtitled Compensatory Services and Intensive Programs, have been reordered and adjusted for clarity.

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EHBCA(LLEGAL) COMPENSATORY SERVICES AND INTENSIVE PROGRAMS: ACCELERATED INSTRUCTION

This new policy addressing accelerated instruction comprises provisions moved from EHBC(LLEGAL). For clarity, we have reordered and adjusted the material.

EHBH(LLEGAL) SPECIAL PROGRAMS: OTHER SPECIAL POPULATIONS

An amended Administrative Code provision, effective January 18, 2023, has been added pertaining to regional day school programs for the deaf.

EHBI(LLEGAL) SPECIAL PROGRAMS: ADULT AND COMMUNITY EDUCATION

Changes reflect revisions to Administrative Code provisions, effective November 24, 2022, regarding essential program components of adult education programs.

EHBJ(LLEGAL) SPECIAL PROGRAMS: INNOVATIVE AND MAGNET PROGRAMS

Changes include a new Administrative Code provision, effective February 26, 2023, regarding requests for approval of an innovative course by the State Board of Education.

EI(LLEGAL) ACADEMIC ACHIEVEMENT

This legal policy has been revised to replace a repealed Administrative Code rule with a new rule, effective January 1, 2023, related to awarding credit to students who are homeless or in substitute care for coursework completed prior to the student enrolling in or transferring to the district. Other changes are to better reflect legal sources.

EKB(LLEGAL) TESTING PROGRAMS: STATE ASSESSMENT

Duplicative text regarding students who fail to perform satisfactorily on a state assessment instrument has been deleted and replaced with a note pointing to EHBC and EHBCA.

FD(LLEGAL) ADMISSIONS

The policy has been updated to delete an Administrative Code rule repealed by the State Board of Education, effective March 9, 2023.

FD(LOCAL) ADMISSIONS

Recommended revisions to this policy at Transition Assistance reflect the repeal and replacement of an Administrative Code provision regarding awarding credit to a student who is homeless or in substitute care. Under the new rule, a district must adopt a policy to ensure credit has been awarded appropriately prior to enrollment. Other changes provide greater flexibility for the district with regard to requiring proof of residency by removing specific requirements and referring to administrative regulations.

The [Legal Issues in Update 121](#) memo describes common legal concerns and best practices specific to this policy's topic.

FDA(LLEGAL) ADMISSIONS: INTERDISTRICT TRANSFERS

This policy has been reorganized for clarity. Other changes are to better match statutory wording. Notes have been added to more clearly indicate the application of certain provisions.

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FDC(LLEGAL) ADMISSIONS: HOMELESS STUDENTS

A note has been added to clarify that information regarding support services for students experiencing homelessness, including provisions regarding district liaisons and transition services, is located at FFC.

FEA(LLEGAL) ATTENDANCE: COMPULSORY ATTENDANCE

This legal policy has been updated to remove provisions of Administrative Code rules repealed by the State Board of Education, effective March 9, 2023. A note has been added referring to the *Student Attendance Accounting Handbook* for additional guidance.

FEB(LLEGAL) ATTENDANCE: ATTENDANCE ACCOUNTING

This legal policy has been updated to remove provisions of Administrative Code rules repealed by the State Board of Education, effective March 9, 2023. We have also added a note referring to the *Student Attendance Accounting Handbook* for additional guidance, as well as existing statutory provisions for completeness and clarification.

FFAF(LLEGAL) WELLNESS AND HEALTH SERVICES: CARE PLANS

Links to the Texas Department of State Health Services' guidance for the care of students with diabetes and of students with food allergies have been updated.

FFC(LLEGAL) STUDENT WELFARE: STUDENT SUPPORT SERVICES

Revisions throughout this policy reflect amended Administrative Code provisions, effective January 1, 2023, regarding transition assistance for students experiencing homelessness or in substitute care.

FFI(LLEGAL) STUDENT WELFARE: FREEDOM FROM BULLYING

A note has been added with a link to the [Minimum Standards for Bullying Prevention](#) finalized by TEA on January 31, 2023.

FFI(LOCAL) STUDENT WELFARE: FREEDOM FROM BULLYING

The [Minimum Standards for Bullying Prevention](#), completed by TEA on January 31, 2023, include a requirement for policy provisions on reporting bullying incidents. Existing policy language addresses reporting by students and staff. The enclosed revisions are recommended to address the new minimum standards.

FL(LLEGAL) STUDENT RECORDS

Provisions at Access, Disclosure, and Amendment, beginning on page 4, have been revised and reorganized for clarity and to better reflect legal sources. The definition of eligible student has been added. Additional reporting requirements under the National School Lunch Act or the Child Nutrition Act have also been added. A note has been added at the beginning of the policy to clarify that information regarding juvenile law enforcement records is located in GBA.

G(LLEGAL) COMMUNITY AND GOVERNMENTAL RELATIONS

The G section table of contents has been revised to reflect the correct subtitle for GBA, Access to Public Information.

Explanatory Notes

TASB Localized Policy Manual Update 121

North East ISD

GB(LLEGAL) PUBLIC INFORMATION PROGRAM

Update 121 includes a reorganization of the public information policies in the GB series. As part of the reorganization, we have deleted provisions that are duplicated at other policy codes and adjusted provisions for clarity and to better match statutory wording.

GBA(LLEGAL) PUBLIC INFORMATION PROGRAM: ACCESS TO PUBLIC INFORMATION

As part of the reorganization of the public information policies, we have made the following changes:

- Deleted provisions that are duplicated at other policy codes and added cross-references, if necessary, to improve usability.
- Moved provisions regarding confidentiality based on statutes outside the Public Information Act (Government Code Chapter 552) to the policy code addressing the specific topic.
- Reordered and adjusted provisions for clarity and to better match statutory wording.

GBAA(LLEGAL) ACCESS TO PUBLIC INFORMATION: REQUESTS FOR INFORMATION

As part of the reorganization of the GB series, we have made the following changes:

- Deleted provisions that are duplicated at other policy codes and added cross-references, if necessary.
- Reordered and adjusted provisions for clarity and to better match statutory wording.

GRA(LLEGAL) RELATIONS WITH GOVERNMENTAL ENTITIES: STATE AND LOCAL GOVERNMENTAL AUTHORITIES

This policy has been revised to include an Education Code provision prohibiting citation of a student alleged to have committed a school offense. Family Code definitions have also been added to support existing content regarding students taken into custody.



(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

**Capitalization
Threshold**

The capitalization threshold for purposes of classifying individual capital assets shall be ~~\$5,000~~\$5,000.

The Superintendent shall determine the capitalization threshold for a group of assets, the individual cost of which does not exceed the capitalization threshold above but for which the cost in the aggregate is significant.

DRAFT

**District Police
Department**

~~To ensure sufficient security and protection of students, staff, and property, the Board authorizes the formation of a District police department and shall employ and commission police officers.~~

~~The Board also authorizes the chief of police, as an agent of the Board, to commission police officers who meet at least the minimum standards required by the Texas Commission on Law Enforcement (TCOLE).~~

**Supervisory
Authority**

~~The chief of police shall be accountable to and shall report to the Superintendent. In accordance with law, the Superintendent shall not delegate this supervisory responsibility.~~

Jurisdiction

~~District police officers shall have jurisdiction anywhere in the territory contained within 1,000 feet of real property owned, leased, rented, or otherwise under the control of the District or the Board in areas within the geographical limits of the District. District police jurisdiction shall also include all property both real and personal, outside the boundaries of the District, that is owned, leased, rented, or otherwise under the control of the District or the Board.~~

Police Authority

~~Police officers employed by the District shall have all the powers, privileges, and immunities of police officers on or off duty within the jurisdiction of the District. Subject to limitations in law, District police officers shall have the authority to:~~

- ~~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, District police 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 weapons as directed by the chief of police and approved by the Superintendent.~~

~~8.— Carry out all other duties as directed by the chief of police or Superintendent.~~

~~District police officers shall not be assigned routine classroom discipline or administrative tasks.~~

~~Temporary
Assignment~~

~~District police officers shall enforce all laws, including municipal ordinances, county ordinances, and state laws within another law enforcement agency's jurisdiction while temporarily assigned to the other agency.~~

~~Limitations on
Nonschool
Employment~~

~~Police officers shall not work in an off-duty law enforcement or security-related job without first obtaining the approval of the chief of police. To seek permission, the requesting officer shall execute an off-duty request form, listing the place of employment, dates of employment, and the rules under which the officer is allowed to perform the off-duty employment. If the off-duty request is approved, the officer shall deliver a copy of the approval to the off-duty work supervisor in order to inform the off-duty employer of the terms under which the approval is granted. While performing off-duty employment, the officer shall not represent the District, perform duties for the District, or use District-owned uniforms, equipment, or supplies. Officers working off-duty law enforcement or security-related jobs shall use generic uniform patches and badges that do not reflect their primary employment with the District.~~

~~Relationship with
Outside Agencies~~

~~The District's police department and the law enforcement agencies with which it has overlapping jurisdiction shall enter into a memorandum of understanding that outlines reasonable communication and coordination efforts among the department and the agencies. The chief of police and the Superintendent shall review the memorandum of understanding at least once every year. The memorandum of understanding shall be approved by the Board.~~

~~Video Monitoring~~

~~If available, video equipment shall be used on a District police car for safety purposes whenever the flashing lights on the car are in use.~~

~~Access to
Recordings~~

~~Recordings shall be considered law enforcement records, shall remain in the custody of the chief of police, and shall be maintained as required by the department regulations manual and law. A parent or student who wishes to view a video recording in response to~~

	disciplinary action taken against the student may request such access under the procedures set out by law. [See FL(LEGAL)]
Training	All District officers shall receive at least the minimum amount of education and training required by law.
<i>Additional Training</i>	Commissioned peace officers working for the District shall receive additional training in the areas of limitation of powers, confidentiality regulations, child abuse requirements, and school policy.
Bond	All police officers, employed and commissioned by the District, shall take and file the oath required of police officers and shall execute and file a good and sufficient bond in the minimum sum of \$1,000 payable to the Board with two or more good and sufficient sureties, conditioned that the officer will fairly, impartially, and faithfully perform all the duties that may be required by law.
Department Regulations Manual	To carry out the provisions in this policy, the police department shall compile and maintain a manual that describes and sets forth operational procedures, rules, and regulations pertaining to the administration of police services. The chief of police and the Superintendent shall review the manual annually and make any appropriate revisions.
<i>Racial Profiling</i>	The chief of police shall develop and implement regulations to ensure compliance with state law regarding racial profiling. Police officers employed by the District shall not initiate any law enforcement action based on an individual's race, ethnicity, or national origin.
<i>Use of Force</i>	The use of force, including deadly force, shall be authorized only when reasonable and necessary, as outlined in the department regulations manual.
<i>High-Speed Pursuit</i>	Officers shall not engage in high-speed chases in a motor vehicle when the immediate danger to the public or the officer created by the pursuit exceeds the immediate or potential danger presented by the offenders remaining at large. Guidelines for high-speed pursuits shall be addressed in the department regulations manual.
Complaints	Complaints against a District police officer shall be in writing on a form provided by the District and shall be signed by the person making the complaint. In accordance with law, the District shall provide to the police officer a copy of the complaint. [See Complaints Against Peace Officers at CKEA(LEGAL)] Appeals regarding this complaint process shall be filed in accordance with DGBA, FNG, or GF, as appropriate.

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Police officers employed by the District shall have all the powers, privileges, and immunities of police officers on or off duty within the jurisdiction of the District. Subject to limitations in law, District police officers shall have the authority to:

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, District police 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.

SECURITY PERSONNEL
COMMISSIONED PEACE OFFICERS

CKEA
(LOCAL)

6. Investigate violations of District policy, rules, and regulations as requested by the Superintendent and participate in hearings concerning alleged violations.
7. Carry weapons as directed by the chief of police and approved by the Superintendent.
8. Carry out all other duties as directed by the chief of police or Superintendent.

District police officers shall not be assigned routine classroom discipline or administrative tasks.

*Temporary
Assignment*

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Limitations on
Nonschool
Employment

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The District's police department and the law enforcement agencies with which it has overlapping jurisdiction shall enter into a memorandum of understanding that outlines reasonable communication and coordination efforts among the department and the agencies. The chief of police and the Superintendent shall review the memorandum of understanding at least once every year. The memorandum of understanding shall be approved by the Board.

Video Monitoring

If available, video equipment shall be used on a District police car for safety purposes whenever the flashing lights on the car are in use.

*Access to
Recordings*

Recordings shall be considered law enforcement records, shall remain in the custody of the chief of police, and shall be maintained as required by the department regulations manual and law. A parent or student who wishes to view a video recording in response to

	<p>disciplinary action taken against the student may request such access under the procedures set out by law. [See FL(LEGAL)]</p>
Training	<p>All District officers shall receive at least the minimum amount of education and training required by law.</p>
<i>Additional Training</i>	<p>Commissioned peace officers working for the District shall receive additional training in the areas of limitation of powers, confidentiality regulations, child abuse requirements, and school policy.</p>
Bond	<p>All police officers, employed and commissioned by the District, shall take and file the oath required of police officers and shall execute and file a good and sufficient bond in the minimum sum of \$1,000 payable to the Board with two or more good and sufficient sureties, conditioned that the officer will fairly, impartially, and faithfully perform all the duties that may be required by law.</p>
Department Regulations Manual	<p>To carry out the provisions in this policy, the police department shall compile and maintain a manual that describes and sets forth operational procedures, rules, and regulations pertaining to the administration of police services. The chief of police and the Superintendent shall review the manual annually and make any appropriate revisions.</p>
<i>Racial Profiling</i>	<p>The chief of police shall develop and implement regulations to ensure compliance with state law regarding racial profiling. Police officers employed by the District shall not initiate any law enforcement action based on an individual's race, ethnicity, or national origin.</p>
<i>Use of Force</i>	<p>The use of force, including deadly force, shall be authorized only when reasonable and necessary, as outlined in the department regulations manual.</p>
<i>High-Speed Pursuit</i>	<p>Officers shall not engage in high-speed chases in a motor vehicle when the immediate danger to the public or the officer created by the pursuit exceeds the immediate or potential danger presented by the offenders remaining at large. Guidelines for high-speed pursuits shall be addressed in the department regulations manual.</p>
Complaints	<p>Complaints against a District police officer shall be in writing on a form provided by the District and shall be signed by the person making the complaint. In accordance with law, the District shall provide to the police officer a copy of the complaint.</p> <p>Appeals regarding this complaint process shall be filed in accordance with DGBA, FNG, or GF, as appropriate.</p>

Integrated Pest Management Program

The District is committed to following integrated pest management (IPM) guidelines as required by Chapter 1951 of the Occupations Code and Title 4, Chapter 7 of the Administrative Code in all pest control activities that take place on District property.

Definition

IPM is a pest management strategy that relies on accurate identification and scientific knowledge of target pests, reliable monitoring methods to assess pest presence, preventative measures to limit pest problems, and thresholds to determine when corrective control measures are needed. Under IPM, whenever economical and practical, multiple control tactics shall be used to achieve the best control of pests. These tactics shall ~~possibly~~ include, but are not limited to, the judicious use of pesticides.

Standards

The District's IPM program shall govern the District's use of pesticides, herbicides, and other chemical agents for the purpose of controlling pests, rodents, insects, and weeds in and around District facilities, including residential property primarily used as student housing.

IPM Coordinator

The Superintendent shall designate the IPM coordinator(s), who shall be registered with the Texas Department of Agriculture. The IPM coordinator(s) shall receive training in accordance with law and shall provide training to District employees, as necessary.

Application Time Frame

The IPM coordinator(s), in addition to the responsibilities set out in CLB(LEGAL), shall coordinate with appropriate District administrators or other designated and trained employees regarding pesticide or herbicide applications in accordance with law. The IPM coordinator(s) shall determine when an emergency situation exists and an exception to the 48-hour notice requirement may be made.

No Unauthorized Application

If the IPM coordinator is a licensed applicator, the IPM coordinator may apply pesticides in accordance with law. No other employee or other person or entity shall be permitted to apply a pesticide or herbicide at a District facility, including residential property primarily used as student housing, without the prior approval of the IPM coordinator and other than in the manner prescribed by law and the District's IPM program.

**Reasonable
Assurance**

The District shall issue letters of reasonable assurance, as appropriate, to employees in positions requiring less than 12 months of service whose services are anticipated to be needed at the beginning of the following school year. [See DCD and DCE]

DRAFT

Specifications

The Superintendent ~~or designee~~ shall ensure that detailed specifications are prepared for any construction project for which competitive bids are sought.

Bid Process

All bids shall be submitted in sealed envelopes, plainly marked with the name of the bid and the time of the bid opening. Bids shall be opened at the time specified. All interested parties shall be invited to attend the bid opening. Any bid may be withdrawn prior to the scheduled time for opening. Bids received after the specified time shall not be considered.

Safety Record

If the District considers the safety record of bidders in determining to whom to award a contract, the safety record shall be defined as a bidder's OSHA (Occupational Safety and Health Administration) inspection logs for the last three years, a loss analysis from the bidder's insurance carrier, and a loss history covering all lines of insurance coverage carried by the bidder.

DRAFT

Specifications

The Superintendent ~~or designee~~ shall prepare a request for proposals for any construction project for which competitive sealed proposals are sought.

Process

All proposals shall be submitted in sealed envelopes, plainly marked with the name of the proposal and the time of the deadline for submission. Proposals shall be opened at the time specified. All offerors shall be invited to attend the proposal opening. Changes in the content of a proposal, and in prices, may be negotiated after proposals are opened.

Withdrawal and
Late Proposals

Any proposal may be withdrawn prior to the scheduled time for opening. Proposals received after the specified time shall not be considered.

Proposal
Acceptance

The District may reject any and all proposals.

Safety Record

If the safety record of offerors is considered in selecting a proposal, the record shall be defined as an offeror's OSHA (Occupational Safety and Health Administration) inspection logs for the last three years, a loss analysis from the offeror's insurance carrier, and a loss history covering all lines of insurance coverage carried by the offeror.

DRAFT

COMPENSATION AND BENEFITS
COMPENSATION PLAN

DEA
(LOCAL)

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

Pay Administration

The Superintendent ~~or designee~~ shall implement the compensation plan and establish procedures for plan administration consistent with the budget. The ~~Superintendent or designee shall classify classification of~~ each job title within the compensation plan shall be based on the qualifications, duties, and market value of the position.

Annualized Salary

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

Pay Increases

If it is determined that the District will offer a pay increase, then the Superintendent shall recommend to the Board an amount for employee pay increases as part of the annual budget. ~~The Superintendent or designee shall determine~~ Any pay adjustments for individual employees, shall be determined within the approved budget following established procedures.

~~Mid-Year~~ Midyear
Pay Increases

Contract
Employees

A contract employee's pay may be increased after performance on the contract has begun only if authorized by the compensation plan of the District or there is a change in the employee's job assignment or duties during the term of the contract that warrants additional compensation. Any such changes in pay that do not conform with the compensation plan shall require Board approval. [See DEA(LEGAL) for provisions on pay increases and public hearing requirements.]

Noncontract
Employees

The Superintendent may grant a pay increase to a noncontract employee after duties have begun because of a change in the employee's job assignment or to address pay equity. The Superintendent shall report any such pay increases to the Board at the next regular meeting.

Pay During Closure

If the Board chooses to pay employees during an emergency closure for which the workdays are not scheduled to be made up at a later date, then that authorization shall be by resolution or other Board action and shall reflect the purpose served by the expenditure. [See EB for the authority to close schools.]

**Allowable
Compensation**

Compensation for employees paid from federal funds shall be in accordance with the established written policy for compensation for all employees, and the written policy shall be consistently applied among all employees, whether paid from state, local, or federal funds. Compensation includes all remuneration, paid currently or accrued, for services of employees rendered during the period of performance under the federal award, including but not necessarily limited to wages and salaries. Compensation for personal services may also include fringe benefits.

Costs of compensation are allowable to be charged to a federal award to the extent that they satisfy the following requirements as specified in 2 C.F.R. Section 200.430 and that the total compensation for individuals:

1. Is reasonable for the services rendered and conforms to the established written policy of the District consistently applied to both federal and nonfederal activities;
2. Follows an appointment made in accordance with the District's rules or written policies and meets the requirements of federal statute; and
3. Is determined and supported by documentation that meets the federal *Standards for Documentation of Personnel Expenses*.

**Reasonable
Compensation**

Compensation for employees engaged in work on federal awards shall be considered reasonable to the extent that it is consistent with that paid for similar work in other activities of the District. In cases where the kinds of employees required for the federal awards are not found in the other activities of the District, compensation shall be considered reasonable to the extent that it is comparable to that paid for similar work in the labor market in which the District competes for the kind of employees involved.

Persons Age 21 and Over

The District shall not admit into its public schools any person age 21 or over unless otherwise required by law.

Registration Forms

The student's parent, legal guardian, or other person having lawful control shall annually complete registration forms. A student who has reached age 18 shall be permitted to complete these forms.

Proof of Residency

~~At the time of initial registration and on an annual basis thereafter~~In accordance with administrative regulations, the parent, guardian, or other person having lawful control of the student under order of a court shall present proof of residency ~~in accordance with administrative regulations developed by the Superintendent.~~ The District may investigate stated residency as necessary.

Minor Living Apart

Person Standing in Parental Relation

A minor student residing in the District but whose parent, guardian, or other person having lawful control under a court order does not reside in the District shall present a power of attorney or an authorization agreement as provided in Chapter 34 of the Family Code assigning responsibility for the student in all school-related matters to an adult resident of the District.

Misconduct

A minor student living apart who has engaged in misconduct that results in any of the consequences found in Education Code 25.001(d) shall not be permitted to attend a District school.

Consultation with Adults Responsible for Minor Students

When admission is sought for a child who has established a separate residence in the District apart from his or her parent, guardian, or other person having lawful control under an order of a court, the Board or its designee shall determine whether an applicant qualifies as a resident of the District.

In order to be in compliance with the Family Educational Rights and Privacy Act (FERPA), the District may require documentation to consult with adults responsible for minor students. One or more of the following types of documentation shall be acceptable for purposes of consultation concerning educational programming, discipline, special education, emergency medical treatment, access to student records, and other matters relating to the student's educational process:

1. Power of attorney.
2. Authorization agreement.
3. Notarized letter or sworn affidavit from the parent, guardian, or the adult responsible for the minor child.
4. Assignment letter from the Department of Human Services, Juvenile Probation, or other agency.
5. Death certificate of the natural parent(s).

6. Proof of receipt of federal assistance.
7. Other documentation deemed appropriate by the Superintendent or designee. [See FD(EXHIBIT)]

Exceptions Based on an individual student's circumstance, the Superintendent shall have authority to grant exceptions to the requirement for a power of attorney or authorization agreement and to the exclusion for misconduct.

Extracurricular Activities The Superintendent shall determine whether a minor student living apart is present in the District for the primary purpose of participating in extracurricular activities.

Nonresident Student in Grandparent's After-School Care The parent and grandparent of a nonresident student requesting admission under Education Code 25.001(b)(9) shall provide to the Superintendent the required information on the grandparent's residency and complete a form provided by the District describing the extent of after-school care to be provided by the grandparent.

The Superintendent shall have authority to approve or deny such admissions requests in accordance with criteria approved by the Board.

Students Not Enrolled A student enrolled in a private school, including a homeschool, shall not be eligible for concurrent enrollment in the District nor for participation in curricular or extracurricular activities, except as required by law. [See EEL and FM]

"Accredited" Defined For the purposes of this policy, "accredited" shall be defined as accreditation by TEA, an equivalent agency from another state, or an accrediting association recognized by the commissioner of education.

Grade-Level Placement
Accredited Schools The parent, guardian, or other person having lawful control of a student enrolling in a District school from an accredited public, private, or parochial school shall provide evidence of the prior schooling outside the District. The student shall be placed initially at the grade level reached elsewhere, pending observation by the classroom teacher, guidance personnel, and the principal. On the basis of these observations and results of tests that may be administered by appropriate District personnel, the principal shall determine the final grade placement.

Nonaccredited Schools A student enrolling in a District school from a nonaccredited public, private, or parochial school, including a homeschool, shall be placed initially at the discretion of the principal, pending observation by classroom teachers, guidance personnel, and the principal. Criteria for placement may include:

1. Scores on achievement tests, which may be administered by appropriate District personnel.
2. Recommendation of the sending school.
3. Prior academic record.
4. Chronological age and social and emotional development of the student.
5. Other criteria deemed appropriate by the principal.

Transfer of Credit

Accredited Texas
Public Schools

Credit toward state graduation requirements earned in an accredited public school district in Texas shall be transferable and recognized by the District.

Other Accredited or
Nonaccredited
Schools

Before recognizing credit in a course earned in an accredited non-public school, an accredited school outside of Texas, or a nonaccredited school, appropriate personnel shall evaluate a student's records and transcript. The District may require the student to demonstrate mastery of the content or use alternative methods to verify course content for the award of credit.

Transition
Assistance

In accordance with law, when a student who is identified as homeless or in substitute care enrolls in the District, the District shall assess the student's available records and other relevant information to ~~determine transfer of~~ ensure credit, including proportionate credit, is awarded appropriately for all subjects and courses taken prior to enrollment.

[See EI]

Withdrawal

A parent or guardian wishing to withdraw a minor student shall present a signed statement that includes the reason for the withdrawal. A student who is 18 or older may submit a withdrawal statement without a parent's or guardian's signature.

[For District withdrawal of students no longer in attendance, see FEA(LOCAL).]

Note: This policy addresses bullying of District students. For purposes of this policy, the term bullying includes cyber-bullying.

For provisions regarding discrimination and harassment involving District students, see FFH. Note that FFI shall be used in conjunction with FFH for certain prohibited conduct. For reporting requirements related to child abuse and neglect, see FFG.

Bullying Prohibited	The District prohibits bullying, including cyberbullying, as defined by state law. Retaliation against anyone involved in the complaint process is a violation of District policy and is prohibited.
Examples	Bullying of a student could occur by physical contact or through electronic means and may include hazing, threats, taunting, teasing, confinement, assault, demands for money, destruction of property, theft of valued possessions, name calling, rumor spreading, or ostracism.
Minimum Standards	In accordance with law, the Superintendent shall develop administrative procedures to ensure that minimum standards for bullying prevention are implemented.
Retaliation	The District prohibits retaliation by a student or District employee against any person who in good faith makes a report of bullying, serves as a witness, or participates in an investigation.
Examples	Examples of retaliation may include threats, rumor spreading, ostracism, assault, destruction of property, unjustified punishments, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances.
False Claim	A student who intentionally makes a false claim, offers false statements, or refuses to cooperate with a District investigation regarding bullying shall be subject to appropriate disciplinary action.
Timely Reporting	Reports of bullying shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to immediately report may impair the District's ability to investigate and address the prohibited conduct.
Reporting Procedures	To obtain assistance and intervention, any student who believes that he or she has experienced bullying or believes that another student has experienced bullying should immediately report the alleged acts to a teacher, school counselor, principal, or other District employee. The Superintendent shall develop procedures allowing a student to anonymously report an alleged incident of bullying.
Student Report	

Employee Report	Any District employee who suspects or receives notice that a student or group of students has or may have experienced bullying shall immediately notify the principal or designee.
Report Format	A report may be made orally or in writing. The principal or designee shall reduce any oral reports to written form.
Periodic Monitoring	The Superintendent shall periodically monitor the reported counts of bullying incidents, and that declines in the count may represent not only improvements in the campus culture because bullying declines but also declines in the campus culture because of a decline in openness to report incidents.
Notice of Report	When an allegation of bullying is reported, the principal or designee shall notify a parent of the alleged victim on or before the third business day after the incident is reported. The principal or designee shall also notify a parent of the student alleged to have engaged in the conduct within a reasonable amount of time after the incident is reported.
Prohibited Conduct	The principal or designee shall determine whether the allegations in the report, if proven, would constitute prohibited conduct as defined by policy FFH, including dating violence and harassment or discrimination on the basis of race, color, religion, sex, gender, national origin, or disability. If so, the District shall proceed under policy FFH. If the allegations could constitute both prohibited conduct and bullying, the investigation under FFH shall include a determination on each type of conduct.
Investigation of Report	The principal or designee shall conduct an appropriate investigation based on the allegations in the report. The principal or designee shall promptly take interim action calculated to prevent bullying during the course of an investigation, if appropriate.
Concluding the Investigation	Absent extenuating circumstances, the investigation should be completed within ten District business days from the date of the initial report alleging bullying; however, the principal or designee shall take additional time if necessary to complete a thorough investigation. The principal or designee shall prepare a final, written report of the investigation. The report shall include a determination of whether bullying occurred, and if so, whether the victim used reasonable self-defense. A copy of the report shall be sent to the Superintendent or designee.
Notice to Parents	If an incident of bullying is confirmed, the principal or designee shall promptly notify the parents of the victim and of the student who engaged in bullying.

District Action	
<i>Bullying</i>	If the results of an investigation indicate that bullying occurred, the District shall promptly respond by taking appropriate disciplinary action in accordance with the District's Student Code of Conduct and may take corrective action reasonably calculated to address the conduct. The District may notify law enforcement in certain circumstances.
<i>Discipline</i>	<p>A student who is a victim of bullying and who used reasonable self-defense in response to the bullying shall not be subject to disciplinary action.</p> <p>The discipline of a student with a disability is subject to applicable state and federal law in addition to the Student Code of Conduct.</p>
<i>Corrective Action</i>	Examples of corrective action may include a training program for the individuals involved in the complaint, a comprehensive education program for the school community, follow-up inquiries to determine whether any new incidents or any instances of retaliation have occurred, involving parents and students in efforts to identify problems and improve the school climate, increasing staff monitoring of areas where bullying has occurred, and reaffirming the District's policy against bullying.
<i>Transfers</i>	The principal or designee shall refer to FDB for transfer provisions.
<i>Counseling</i>	The principal or designee shall notify the victim, the student who engaged in bullying, and any students who witnessed the bullying of available counseling options.
<i>Improper Conduct</i>	If the investigation reveals improper conduct that did not rise to the level of prohibited conduct or bullying, the District may take action in accordance with the Student Code of Conduct or any other appropriate corrective action.
Confidentiality	To the greatest extent possible, the District shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation.
Appeal	A student who is dissatisfied with the outcome of the investigation may appeal through FNG(LOCAL), beginning at the appropriate level.
Records Retention	Retention of records shall be in accordance with CPC(LOCAL).
Access to Policy and Procedures	This policy and any accompanying procedures shall be distributed annually in the employee and student handbooks. Copies of the policy and procedures shall be posted on the District's website, to the extent practicable, and shall be readily available at each campus and the District's administrative offices.



NORTH EAST INDEPENDENT SCHOOL DISTRICT

Date: August 7, 2023

Presenter: Rudy Jimenez
Chyla Whitton,
Executive Director,
Human Resources

Subject: School District Teaching Permit

Related Page(s):

ACTION ITEM

BACKGROUND INFORMATION

The District has three athletic trainer vacancies for the 2023-2024 school year. In addition to being a licensed athletic trainer, the candidate would need to teach one or more sports medicine courses. In reviewing the pool of candidates who are licensed athletic trainers, they do not hold valid teacher credentials. Although a candidate could pursue alternative certification in Health or Physical Education, this could take up to two years to obtain and would not meet the campuses' immediate needs. In addition, a candidate in an alternative certification program would be required to teach five periods of Health or Physical Education for one full school year before they can become fully certified.

ADMINISTRATIVE CONSIDERATION

The Texas Education Agency guidance states a teacher of the Texas State Athletic Trainers Association (TSATA) Sports Medicine I, II and III courses must hold a valid Texas secondary certificate.

However, a school district board of trustees has the ability to issue a school district teaching permit (SDTP) for an individual who is not certified to teach a noncore academic career and technical education (CTE) course. The type of SDTP for sports medicine courses would be for "Courses Other than Noncore Academic CTE Courses." An SDTP is specific to an individual and valid only in the district that originated the request.

Absent this process, the District will be limited or unable to find qualified athletic trainers. If this recommendation is approved, the District would evaluate the ongoing needs of the District to determine if certification is required in future years.

BUDGETARY CONSIDERATION

Not Applicable

ADMINISTRATIVE RECOMMENDATION

It is recommended that the Board of Trustees approve the requested school district teaching permits for athletic trainer candidates who do not hold a valid secondary certification but will be assigned to teach only Sports Medicine I, II, or III.

BOARD ACTION REQUIRED

Approval/Disapproval



NORTH EAST INDEPENDENT SCHOOL DISTRICT

Date: August 7, 2023

Presenter: Anthony Jarrett
Brenda Oates, Executive
Director, Special Education

Subject: Request for TEA Homebound
Instruction Waiver

Related Page(s): None

ACTION ITEM

BACKGROUND INFORMATION

North East Independent School District is seeking permission to request a waiver from the Texas Education Agency (TEA) to provide homebound instruction through virtual means for students who meet eligibility criteria for participation in homebound instruction due to compromised immune systems and/or high risk for infection. Requirements for homebound instruction are provided in the TEA Student Attendance Accounting Handbook and include the requirement for face-to-face instruction to be provided by a certified teacher.

The Texas Education Agency allows districts to provide homebound instruction virtually with the approval of a waiver request. In addition to the waiver, schools are required to document consideration of the student's instructional needs, a determination that the virtual instruction will be provided in a manner consistent with state and federal law, and that all other provisions of homebound instruction will be met. This waiver is required for both Special Education and General Education homebound instruction.

The application for the Waiver Request has been prepared by the Division of Instruction and requires Board approval before it can be sent to the Agency.

ADMINISTRATIVE CONSIDERATION

The waivers were approved by TEA last school year for approximately 30 students receiving virtual homebound services through Special Education or Section 504. We expect that the waiver request to requirements of Homebound Funding and Homebound Documentation Requirements in the Student Attendance Accounting Handbook (adopted annually through 19TAC§129.1025) will continue to be granted by TEA for students at risk for communicable diseases which limit the district's ability to provide access to a Free Appropriate Public Education.

BUDGETARY CONSIDERATION

None

ADMINISTRATIVE RECOMMENDATION

It is recommended that the Board of Trustees approve as submitted the Virtual Homebound Instruction Waiver Request.

BOARD ACTION REQUIRED

Approval/Disapproval



NORTH EAST INDEPENDENT SCHOOL DISTRICT

Date: August 7, 2023

Presenter: Rudy Jimenez

Subject: Concessions

Related Page(s): None

ACTION ITEM

BACKGROUND INFORMATION

The North East Band Parent Association (NEBPA) previously ran all concessions at Comalander and Heroes Stadiums. For their efforts, the NEBPA received the funds from concessions minus any administrative fees. During a 2020 NEBPA meeting, the association voted to no longer be responsible for management of the North East ISD concessions. At that time the Athletics Department was given oversight of concessions operations. After three years, the concessions manager retired. Efforts to post the job, interview candidates, and select the most qualified were futile. After these endeavors, another option is to bid the concession operations to the public. We had two submitted proposals and have been able to narrow it down to the one company that can do what we are needing in our district.

BUDGETARY CONSIDERATION

- Concessionaires will pay a flat fee of \$300 for every six volunteers for football and post season events towards that school program.
 - If nine volunteers are needed, volunteer programs will receive \$300 plus \$10/hr per additional volunteer over six.
 - If four volunteers are needed, for example at a baseball playoff game, they will be paid \$10/hr per volunteer.
- Concessionaire agrees to pay district 30% of **net** sales at the end of each month
 - Approximately 50%, or amount decided by the district, of that 30% can go to the school programs who work concessions.
- Payout will be based on percentage of events worked
- There will no longer be a need for a concessions manager salary paid by the district.
- There will no longer be a need for supplemental pay for an assistant
- All equipment will be maintained by the concessionaire.

ADMINISTRATIVE RECOMMENDATION

It is recommended that the Board of Trustees approve the “Band Together” agreement as presented.

BOARD ACTION REQUIRED

Approval/Disapproval



NORTH EAST INDEPENDENT SCHOOL DISTRICT

Date: August 7, 2023

Presenter: Mr. Rudy Jimenez, Chief of
Schools & Administration

Tyler Shoesmith
Executive Director, Pupil
Personnel Services

Subject: *Student Code of Conduct*

Related Page(s): *Student Code of
Conduct PDF
attachment*

ACTION ITEM

BACKGROUND INFORMATION

Texas Education Code 37.001 (a) requires each school district to have a Student Code of Conduct. The Student Code of Conduct contains any new disciplinary guidelines resulting from state, federal, and/or legislative mandates.

ADMINISTRATIVE CONSIDERATION

The Student Code of Conduct must be adopted by the Board of Trustees each school year. The Student Code of Conduct is published on the North East ISD Pupil Personnel Services website and within the [Student-Parent Handbook](#).

BUDGETARY CONSIDERATION

None.

ADMINISTRATIVE RECOMMENDATION

It is recommended that the Board of Trustees approve the 2023-24 Student Code of Conduct as presented.

BOARD ACTION REQUIRED

Approval/Disapproval



Student Code of Conduct

2023-24

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Section I General Information

1 Changes to the Code of Conduct

The following sections have been amended to reflect changes from the 88th Texas Legislature:

- Section III, 3.1-3.2; 4.2.
 - [HB 114](#)- Relating to the possession, use, or delivery of marihuana or e-cigarettes on or near public school property or at certain school events.

2 Purpose

North East ISD prioritizes a safe, collaborative, and enriching learner-centered environment for all students. Parents, guardians, and students are encouraged to be partners in our school community, and we ask that you read and review this Student Code of Conduct. The Student Code of Conduct is required by state law and additional information regarding our District policies and procedures may be found in the North East ISD Board policies and North East ISD Student/Parent Handbook. The North East ISD Board policies, state law, and federal law are legal guidelines that statutorily bind the District, its employees, and students.

The North East ISD Student Code of Conduct is revised annually to comply with the Texas Education Code (TEC). The Student Code of Conduct, as adopted by the North East ISD Board of Trustees, outlines expectations for all students, parents/guardians, teachers, and school administrators within North East ISD. In compliance with state law, the Student Code of Conduct shall be available for review at the office of each campus principal and posted on the District's website. www.NEISD.net



Please Note: The discipline of students with disabilities who are eligible for services under federal law (Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act of 1973) is subject to the provisions of those laws.

The Student Code of Conduct is adopted by the North East ISD Board of Trustees, and it has the force of policy; therefore, in case of conflict between the Student Code of Conduct and the Student/Parent Handbook, the Student Code of Conduct shall prevail.

For the purposes of this document, campus principals are the designated Campus Behavior Coordinator (CBC) and are responsible for maintaining student discipline. The District shall post on its website for each campus the email address and telephone number of the person serving as a CBC. Contact information may be found at www.NEISD.net.

3 Accessibility Assistance

If you have difficulty accessing the information in this document because of a disability, please contact Pupil Personnel Services at 210-407-0070.

Section II Standards for Conduct

1 Purpose

The rules of conduct and discipline contained within this Student Code of Conduct are established to achieve and maintain order and safety in the schools. Students who commit an offense in violation of their behavior expectations shall be subject to the provisions contained within this Student Code of Conduct. The Student Code of Conduct is designed to inform and communicate student behavioral expectations and provide examples of misconduct that may result in disciplinary action. The core functions of the Student Code of Conduct are:

- Describe behavior that supports an enriching learning environment.
- Provide examples of student misconduct.
- Detail disciplinary action that may be imposed for a specific offense.
- Ensure fair application of student discipline.

Disciplinary actions are designed to correct misconduct and encourage students to become engaged and responsible members of our school community. District personnel are responsible for implementation of sound intervention and prevention strategies, to the extent possible, prior to applying disciplinary consequences. These strategies include collaborative support from specialized District staff and community resources to provide comprehensive assistance for each student and family.

District staff will proactively employ a variety of positive behavior supports and utilize character education programs to reinforce the value of appropriate choices and to promote a positive climate for all stakeholders. Staff receive extensive training in utilizing current research-based methods, which are designed to enhance practices that are intended to meet the whole child's needs, provide supportive services, and safeguard measures for all students. Centered in the intervention practices are strategies to create meaningful and authentic school and community relationships.

Additionally, in all instances of disciplinary action and prior to a student being removed from their school to be placed to a disciplinary alternative education placement, District staff will consider the following factors as described in the Texas Education Code (TEC) [TEC 37.001](#) which are:

- Self-defense
- Intent or lack of intent at the time the student engaged in the conduct.
- Disciplinary history of the student
- Disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct.
- Status in the conservatorship of the Department of Family and Protective Services
- Homeless status

Additional considerations are:

- Seriousness of the offense, student's age and grade

Policies and procedures regarding student behavior refer to the actions of students while they are on school property, including actions that occur before, during, and after regular school hours. The policies and procedures also apply to all school-sponsored/related activities or events, such as field trips, sports, dances, assemblies, or evening school-related events on or off school property. The commission of certain offenses that are classified as a felony either while in or outside of school, may result in the student's placement in the Disciplinary Alternative Education Program (DAEP) or expulsion to the Bexar County Juvenile Justice Alternative Education Program (BCJJAEP)

2 School District's Authority to Discipline

When students violate the Student Code of Conduct by disrupting learning or by putting the safety of themselves or others at risk, they are subject to disciplinary action. North East ISD may discipline a student during the following instances:

1. During the regular school day and while the student is traveling to and from school or a school-sponsored or school-related activity on District transportation.
2. For offenses committed on school property of another district in Texas.
3. For offenses committed within 300 feet of school property as measured from any point on the school's real property boundary line.
4. When criminal mischief is committed on or off school property, or at a school-related event.
5. When retaliation against a school employee, board member, or volunteer occurs or is threatened, regardless of time or location.
6. When a student engages in bullying/cyberbullying, as provided by [TEC 37.0832](#).
7. When the student commits a felony, as provided by [TEC 37.006, 37.0081](#).
8. When the student is required to register as a sex offender.
9. While the student attends any school-related activity, regardless of time or location.

For any school-related misconduct, regardless of time or location. The District has the right:

1. To limit a student's participation in graduation activities for violating the District's Student Code of Conduct. Participation might include a speaking role, as established by District policy and procedures.
2. To refuse entry onto school or District grounds to persons who do not have legitimate business at the school or the District facility.
3. To revoke parking privileges.
4. To revoke the intra-district or interdistrict transfer of a student.
5. To search a student or vehicle driven to school by a student and parked on school property whenever there is reasonable suspicion to believe it contains articles or materials prohibited by the District.
6. To search or inspect at any time, without notice, desks, lockers, District-provided technology, or similar items that are the property of the District and are provided for student use as a matter of convenience.

3 Campus Behavior Coordinator

In North East ISD, each campus principal serves as the Campus Behavior Coordinator (CBC). [\[TEC 37.0012\]](#) The CBC is primarily responsible for maintaining effective discipline in the school environment. The CBC shall respond to misbehavior by employing appropriate discipline management techniques consistent with the Student Code of Conduct that can reasonably be expected to improve the student's behavior before returning the student to the classroom. If the student's behavior does not improve, the CBC shall employ alternative discipline management techniques, including progressive interventions.

The CBC or designee has the legal authority and responsibility to investigate violations of the Student Code of Conduct and may include the following activities:

- Conduct a thorough investigation in a timely manner.
- Interview students regarding the student's own conduct or the conduct of other students without prior notice to parents/guardians or the consent of parents/guardians. Parents/guardians will be notified at the discretion of the administrator conducting the investigation and when it is appropriate to do so without interfering with the investigation.
- Report criminal offenses as required by law and may contact local law enforcement regarding suspected criminal activity.
- Assign multiple consequences for a single offense.
- Notify certain student activity groups that may impose disciplinary actions to include removal.

School discipline is independent of criminal proceedings; disciplinary consequences may not be postponed pending the outcome of any criminal proceeding or affected by the outcome of any criminal proceeding.

3.1 Administrative Processes and the Campus Behavior Coordinator

The Texas Education Code requires school districts to complete what is termed "administrative processes." These processes are separate and different from what a juvenile or adult court will do when a student breaks the law. To act, the District must show only a preponderance of evidence that a student violated the Student Code of Conduct. The District does not have to show proof beyond a reasonable doubt.

When a student is charged by law enforcement with a penal code violation, the District will act on that charge. The District continues the administrative discipline process, even if the following occurs:

- The District attorney decides not to prosecute.
- The case is non-suited, reduced in severity, or cleared by exception.
- The police do not file a report.
- The grand jury no-bills in an adult proceeding.

4 Standards for Student Conduct

The following subsections set forth student rules relating to individuals and school property, as well as general behavior requirements. Persistent or repeated violations of the rules may ultimately result in a student being subject to increasingly more serious consequences. Any violation may result in a disciplinary action of any type available to the District staff including the maximum penalty for a first infraction.

4.1 Expectations for Student Conduct

Students are expected to contribute to their school community by conducting themselves in a respectful and courteous manner which includes school-sponsored activities, on or off campus, and District transportation.

- Exercise self-control.
 - Use courteous language.
 - Resolve conflicts in a mature manner.
 - Be appropriately dressed and groomed.
- Demonstrate a positive attitude.
 - Set an example of leadership in our school community.
 - Be polite and cooperative.
- Respect the rights and feelings of others.
 - Behave in a manner that does not disrupt others.
 - Treat others with courtesy and respect.
- Take responsibility for our school community.
 - Respect our buildings, grounds, and property.
 - Keep the campus free from trash and graffiti.
- Support the learning process.
 - Attend all classes on time.
 - Be prepared for class.
 - Listen to instructions and participate in class.

4.2 General Student Rules

Students at school or school-sponsored activities are prohibited from:

- Engaging in misconduct related to race, color, national origin, ethnicity, gender, sexual preference, or religious beliefs in any form.
- Engaging in academic dishonesty, which includes cheating, copying, representing someone's work as one's own and/or unauthorized communication between students during an examination.
- Identity theft.
- Falsifying records, passes, or other school-related documents.
- Intentional or reckless behavior that may result in bodily injury or property damage.
- Leaving school grounds or a school-sponsored activity without permission from the appropriate District staff member.
- Using offensive language or gestures toward students, visitors, and District staff.
- Insubordination - failing to comply with directives from school personnel or violating District policies, rules, and regulations.
- Possessing matches and/or lighter(s).

- Engaging in robbery or theft.
- Damaging or vandalizing property not owned by the student.
- Engaging in misconduct while utilizing District transportation.
- Fighting/mutual combat.
- Assault or threatening assault.
- Engaging in bullying, cyberbullying, any form of harassment, hazing, or dating violence.
- Extortion or coercion.
- Engaging in rude and disrespectful behavior.
- Threatening, harassing, or intimidating students, visitors, and District staff in any form.
- Inciting others to engage in retaliation toward another student.
- Engaging in tardiness, truancy, or intentionally skipping classes or other scheduled activities.
- Causing, inciting, or participating in a disturbance on school grounds, at a school function or school activity.
- Encouraging others to fight or other violation of the Student Code of Conduct.
- Possessing or using fireworks, "poppers," or explosives of any kind.
- Engaging in inappropriate physical or sexual contact/conduct while on campus or at a school-sponsored event on or off campus.
- Engaging in any offensive conduct of a sexual nature, whether verbal or physical. This may include requests for sexual favors or other intimidating sexually related conduct.
- Using/misusing an electronic or wireless communication device (cell phone/camera phone, smart watches, etc.) during an unauthorized time or location. Misuse may include text messaging, sharing educational information in violation of the campus Academic Honesty Policy, sexting, cyberbullying, possessing, or sharing intimate visual pictures or using the phone as a camera during the instructional day, or in any area where there is a reasonable expectation of privacy.
- Using any device that permits the recording of a voice or image of another, that in any way that invades the privacy of others and is used without the prior consent of the individual(s) being recorded or disrupts the educational environment.
- Possessing, creating, or displaying graffiti of any kind.
- Violating the District's [Acceptable Use Policy \(AUP\)](#), to include breach of school and/or District security or uploading and/or creating computer viruses.
- Creating a "hit list" or any other list that targets specific individuals to be physically or psychologically harmed.
- Violating the dress code.
- Bringing items to sell at school without prior consent from the principal.
- Loitering.
- Possessing pornographic material.
- Engaging in tobacco/electronic device violations, including but not limited to, nicotine products, cartridges, oils, or the like.
- Possessing drug paraphernalia of any kind.
- Violating the student medication guidelines, abusing student's own prescription medication, or over-the-counter drugs that cause impairment to body or mind.
- Possession of bladed instruments.
- Disclosing, posting, promoting, or threatening to release intimate visual material of a minor.
- Disrupting virtual or distance learning by gaining unauthorized access and/or actively disturbing instruction.
- Possessing a "look-alike" weapon, air gun, BB gun and/or ammunition.
- Engaging in any other conduct that disrupts the school environment or educational process.

4.3 Discipline Options

Students shall be treated fairly and equitably. The CBC or designee shall determine the disciplinary consequences through a careful assessment of the evidence in each incident. The duration and severity of disciplinary consequences are determined by taking into consideration each of the required factors as described in [TEC 37.001](#). In most cases, discipline shall be administered so that penalties generally increase proportionately to the severity and/or persistence of the misbehavior.

4.4 Disciplinary Strategies

Disciplinary strategies and/or consequences may include the following:

- Verbal corrections and warnings (oral or written).
- Seating changes.
- Temporary confiscation of items that disrupt the educational process.
- Parent/guardian - teacher and/or administrative conferences
- Behavioral contracts.
- Counseling/mediation by staff, student peers, and community leaders, outside agencies of the federal, state, or local governments.
- "Stay Away" agreement or no contact orders issued by the principal/CBC or designee.
- Removal of certain privileges and school activities.
- Revocation of technology resource access under the [Acceptable Use Policy \(AUP\)](#).
- Limited or removal from participation in extracurricular activities.
- Probation.
- Demerits.
- Grade reduction for cheating and/or plagiarism.
- Detention, including outside regular school hours.
- Individualized behavior plan modification.
- Referral to the school administrator.
- Referral to an outside agency.
- In-school alternative assignment.
- Modified day, reassignment of classes, or temporary removal from class.
- Temporary or permanent removal from District transportation.
- Police involvement which may include the filing of a criminal complaint or civil action.
- Overnight suspension, In School Suspension (ISS) and/or Out of School Suspension (OSS).
- Revocation of school of choice or magnet program enrollment.
- Disciplinary Alternative Educational Programs (DAEP).
- Expulsion to Juvenile Justice Academy Educational Program (JJAEP).
- Other strategies and/or consequences created by unforeseeable special circumstances.

4.5 Notification of Discipline

For any violation that may result in ISS, OSS, a referral for a DAEP or JJAEP placement, or if a student is taken into custody by a law enforcement officer the principal/CBC or designee shall make a good-faith effort to promptly notify a student's parent/guardian by phone, in person, and/or by sending home written notifications of discipline with the student. If all other methods fail to reach the parent, the principal/CBC or designee shall mail notification through the U.S. Postal Service.

4.6 Conference, Hearing, and Review

When a student has been removed from a class for an offense that results in DAEP/JJAEP, the CBC or designee shall schedule a conference within three (3) school days with the student's parent/guardian and student. [\[TEC 37.009\]](#)

At the conference, the principal/CBC or designee shall provide the student and parent/guardian with:

- Information, orally or written, of the reasons for the removal.
- An explanation of the basis for the removal.
- An opportunity to respond to the reasons for the removal; and
- Information regarding the due process evidentiary conference/expulsion hearing with the District Hearing Officer.

Following good-faith efforts to notify the parent/guardian of the evidentiary hearing, or in the case of the parent/guardian withdrawing the student, the District may hold the evidentiary conference/expulsion hearing and make a placement decision regardless of whether the student or parent/guardian attend the evidentiary conference/expulsion hearing.

4.7 Placement Order

Following the evidentiary conference/expulsion hearing, should the student be placed at DAEP/JJAEP, the District Hearing Officer will issue a Placement Order and provide a copy of the order to the parent/guardian.

No later than the second business day following the evidentiary conference/expulsion hearing, the District Hearing Officer shall send to the juvenile court a copy of the Placement Order and additional documentation required by [Section 52.04 of the Family Code](#).

4.8 Scholastic Implications During Periods of Discipline

Students who are suspended will be provided with an alternative means of receiving coursework in the foundation curriculum during the period of suspension. The student's absences shall not be counted against the minimum attendance as required by law if the student satisfactorily completes the assignments upon return from their period of suspension.

The home campus of the expelled students will evaluate the student's academic work and they may promote or award credit to students based upon work completed as students at the Juvenile Justice Academy. Expelled students who meet special education or 504 eligibility criteria will receive educational services as determined by the Admission, Review, and Dismissal Committee (MDR/504).

Section III Categories of Offenses

1 Category I Offenses

1.1 Mandatory Expulsions

Students **SHALL BE** expelled to the JJAEP for any of the following offenses if committed on school property or while attending a school-sponsored or school-related activity on or off school property [[TEC 37.007](#)]:

1. Brings to school or possess at school, including any setting that is under the District's control or supervision for the purpose of a school activity, a firearm, as defined by federal law.
2. Unlawfully carrying on or about the student's person the following, in the manner prohibited by [46.02, Tex. Penal Code](#), A handgun, defined by state law as any firearm designed, made, or adapted to be used with one hand; A location-restricted knife, as defined by state law.
3. Engages in behavior containing the elements of the following offenses under the Texas Penal Code:
 - a. Engages in conduct of aggravated assault, sexual assault, or aggravated sexual assault, arson, murder or capital murder, or criminal attempt to commit murder or capital murder.
 - b. Engages in conduct of indecency with a child, aggravated kidnapping, manslaughter, criminally negligent homicide, or aggravated robbery.
 - c. Engages in continuous sexual abuse of a young child or disabled individual.
4. Behavior punishable as a felony that involves selling, giving, or delivering to another person or possessing, using, or being under the influence of a controlled substance, or a dangerous drug.
5. Engages in retaliation against a school employee or volunteer combined with one of the above listed offenses on or off school property or at a school-sponsored or school-related activity.

Students involved in a first time Category I offense will be expelled for a period not to exceed 90 school days except for firearm violations. Expulsion for subsequent offenses may be longer than 90 school days. Students only receive credit for the days they have attended. The District will follow the guidelines set by federal and state laws.

Students who violate the Student Code of Conduct and who are expelled shall be referred to the JJAEP. Pursuant to [TEC 37.010](#) and the Memorandum of Understanding between North East ISD and the Bexar County Juvenile Board, students who are expelled will be referred to the Bexar County Juvenile Probation Department and assigned a Probation Officer. The JJAEP is supervised by the Bexar County Juvenile Probation Department, and they will provide educational services for those students who are expelled. The Board or its designee shall set a term for the expulsion, which may extend beyond the end of the current school year.

A student who is younger than ten (10) years of age shall be removed from class and placed in a DAEP for engaging in conduct listed above except for firearm offenses. In accordance with federal law, a student who brings a firearm to school will be expelled regardless of age. Due to the seriousness of Category I offenses, assignments to discipline alternative education programs will be longer in duration than in other categories.

1.2 Appeal of Student Expulsions

The process for an appeal of a student's expulsions is outlined in the North East ISD Board Policy [FOD \(Local\)](#) which details student and parents/guardian's due process rights. The appeal process shall meet the requirements of North East ISD Board policy.

A student's expulsion and placement at the JJAEP will remain in effect pending the outcome of the appeal. The expulsion placement of students who qualify for protection under the Individuals with Disabilities Education Act is governed by the applicable policy/law.

Students are prohibited from attending or participating in school-sponsored or school-related activity on or off school property. Students who violate this warning will be subject to arrest for Criminal Trespass. [[Tex. Penal Code, Sec. 30.05](#)]

2 Category II Offenses

2.1 Discretionary Expulsions

Students **MAY BE** expelled to the JJAEP, regardless as to where the conduct occurs **if** students [[TEC 37.007](#)] Some of the following types of misconduct may result in mandatory placement in a DAEP, whether or not a student is expelled:

1. Engage in bullying that encourages a student to commit or attempt to commit suicide.
2. Incite violence against a student through group bullying.
3. Release or threaten to release intimate visual material of a minor or of a student who is 18 years of age or older without the student's consent.
4. Engage in conduct that contains the elements of assault under [Tex. Penal Code 22.01\(a\)\(1\)](#) in retaliation against a school employee or volunteer.
5. Engage in criminal mischief, if punishable as a felony.
6. Engage in conduct that contains the elements of one of the following offenses against another student:
 - a) Aggravated assault, sexual assault or aggravated sexual assault, murder, capital murder or criminal attempt to commit murder or capital murder, or aggravated robbery.
7. Engage in conduct that contains the elements of the offense of breach of computer security under the [Section 33.02 Tex. Penal Code](#).
8. Engage in conduct involving a public school that contains the elements of the offense of false alarm or report under the [Section 42.06 Tex. Penal Code](#), or terroristic threat under [Section 22.07, Tex. Penal Code](#).

2.2 On Campus or within 300ft or at School Sponsored or School Related Activity

While on campus or within 300 feet of school property, as measured from any point on the school's real property boundary line, or while attending a school-sponsored or school-related activity on or off school property:

1. Sell, give, deliver to another person, possess, use, or is under the influence of any amount of marijuana, a controlled substance, or a dangerous drug as defined by [Chapter 481 and 483, Health, and Safety Code](#).

2. An alcoholic beverage, as defined by [Section 1.04, Alcoholic Beverage Code](#) or commits a serious act or offense while under the influence of alcohol.
3. Engage in conduct that contains the elements of an offense relating to an abusable volatile chemical under [Sections 485.031 through 485.034, Health and Safety Code](#).
4. Engage in conduct that contains the elements of assault under [Section 22.01 \(a\) \(1\) Tex. Penal Code](#), against a school District employee or a volunteer.
5. Engage in conduct that contains the elements of the offense of deadly conduct.

2.3 Off Campus but within 300ft

While off campus but within 300 feet of school property, as measured from any point on the school's property boundary line (Off Campus 300 Foot Zone):

1. Engages in conduct of aggravated assault, sexual assault, or aggravated sexual assault, arson, murder or capital murder, or criminal attempt to commit murder or capital murder.
2. Engages in conduct of indecency with a child, aggravated kidnapping, manslaughter, criminally negligent homicide, or aggravated robbery.
3. Engages in continuous sexual abuse of a young child or disabled individual.
4. Felony controlled substance or dangerous drug offenses, not including THC.
5. Uses, exhibits, or possess a firearm specified in [TEC Sec. 37.007 \(a\) \(1\) \(A\)](#) or location-restricted knife.
6. Possession of a firearm, as defined by federal law.
7. Possessing, manufacturing, transporting, repairing, or selling a prohibited weapon prohibited weapon specified in [TEC, Sec. 37.007 \(a\) \(1\) \(B-D\)](#).

2.4 School Sponsored or School Related Activity

While off campus and not in attendance at a school-sponsored or school-related activity ([TEC 37.006, 37.008, and 37.0081](#)):

1. Receives deferred prosecution under [Section 53.03, Family Code](#), for conduct defined as a felony offense in Title 5, Penal Code, or the felony offense of aggravated robbery under [Section 29.03, Tex. Penal Code](#).
2. A court or jury find that the student has engaged in delinquent conduct under [Section 54.03, Family Code](#), for conduct defined as a felony offense in Title 5, Penal Code, or the felony offense of aggravated robbery under [Section 29.03, Tex. Penal Code](#).
3. Is charged with engaging in conduct defined as a felony offense in Title 5, Penal Code, or the felony offense of aggravated robbery under [Section 29.03, Penal Code](#).
4. Has been referred to a juvenile court for allegedly engaging in delinquent conduct under [Section 54.03, Family Code](#), for conduct defined as a felony offense in Title 5, Penal Code, or the felony offense of aggravated robbery under [Section 29.03, Tex. Penal Code](#).
5. Has received probation or deferred adjudication for a felony offense under Title 5, Penal Code, or the felony offense of aggravated robbery under [Section 29.03, Tex. Penal Code](#).
6. Has been convicted of a felony offense under Title 5, Penal Code, or the felony offense of aggravated robbery under [Section 29.03, Tex. Penal Code](#); or
7. Has been arrested for or charged with a felony offense under Title 5, Penal Code, or the felony offense of aggravated robbery under [Section 29.03, Tex. Penal Code](#); and
8. The board or the board's designee determines that the student's presence in the regular classroom:
 - a) Threatens the safety of other students; or

- b) Will be detrimental to the educational process; or
- c) Is not in the best interest of the district's students.

2.5 DAEP

While placed in a DAEP, the student engages in documented serious misbehavior that violates the District's Student Code of Conduct.

2.6 Other Schools or Districts

While on the property of another school district in Texas or while attending a school-sponsored or school-related activity of a school in another district in Texas, commit any offense that is a state-mandated expellable offense.

Students expelled for a Category II offense will be assigned to JJAEP for a period not to exceed 90 school days. Expulsion for subsequent offenses may be longer than 90 school days. Students only receive credit for the days they have attended.

Students assigned to a DAEP for a Category II offense will be assigned for a period not to exceed 90 school days. Length of assignment may be extended due to the seriousness of incident and/or the number of repeated offenses, etc. Students only receive credit for the days they have attended during their placement.

Students who violate the Student Code of Conduct and who are expelled shall be referred to the JJAEP. Pursuant to [TEC 37.010](#) and the Memorandum of Understanding between North East ISD and the Bexar County Juvenile Board, students who are expelled will be referred to the Bexar County Juvenile Probation Department and assigned a Probation Officer. The JJAEP is supervised by the Bexar County Juvenile Probation Department, and they will provide educational services for those students who are expelled. The Board or its designee shall set a term for the expulsion, which may extend beyond the end of the current school year.

3 Category III Offenses

3.1 Mandatory DAEP

Students SHALL BE removed from class and placed in a DAEP, as provided by Section 37.006, Texas Education Code, if students, regardless of where it occurs:

1. Engage in conduct involving a public school that contains the elements of the offense of false alarm or report under the [Section 42.06 Tex. Penal Code](#), or terroristic threat under [Section 22.07, Tex. Penal Code](#).
2. Engage in conduct that contains the elements of the offense of retaliation against any school employee. [\[TEC 37.006 \(b\)\]](#)

3.2 On Campus or within 300 ft.

While on campus or within 300 feet of school property, as measured from any point on the school's real property boundary line, or while attending a school-sponsored, or school-related activity on or off school property:

1. Engage in conduct punishable as a felony.
2. Sell, give, deliver to another person, possess, use, or is under the influence of:
 - a. A controlled substance as defined by [Chapter 481, Health and Safety Code](#), or dangerous drug as defined by [Chapter 483, Health and Safety Code](#) in an amount not constituting a felony offense.
 - b. Marihuana as defined by [Section 481.002, Health and Safety Code](#), or tetrahydrocannabinol(THC), as defined by rule adopted under [Section 481.003](#) of that code.
 - c. An alcoholic beverage, as defined by [Section 1.04, Alcoholic Beverage Code](#) or commits a serious act or offense while under the influence of alcohol.
3. Possesses, uses, sells, gives, or delivers to another person an e-cigarette, as defined by [Section 161.081, Health and Safety Code](#).
4. Engage in conduct that contains the elements of an offense relating to an abusable volatile chemical under [Sections 485.031 through 485.034, Health and Safety Code](#).
5. Engage in conduct that contains the elements of assault under [Section 22.01 Tex. Penal Code](#).
6. Engage in conduct that contains the elements of the offense of public lewdness under [Section 21.07, Tex. Penal Code](#), or indecent exposure under [Section 21.08, Tex. Penal Code](#).
7. Engage in conduct that contains the elements of the offense of harassment under [Section 42.07, Penal Code](#), against an employee of the school district.
8. Engages in expellable conduct and is between six to nine years of age.
9. Commits a federal firearms violation and is younger than six years of age.
10. Engages in conduct that contains the elements of the offense of retaliation against any school employee or volunteer on or off school property.

3.3 Off Campus

While off campus and not in attendance at a school-sponsored or school-related activity (Texas Education Code, Sections 37.006, 37.008, and 37.0081):

1. Receive deferred prosecution under [Section 53.03, Family Code](#), for conduct defined as a felony offense in Title 5, Texas Penal Code or the felony offense of aggravated robbery under [Section 29.03, Tex. Penal Code](#).
2. A court or jury find that the student has engaged in delinquent conduct under [Section 54.03, Family Code](#), for conduct defined as a felony offense in Title 5, Penal Code or the felony offense of aggravated robbery under [Section 29.03, Tex. Penal Code](#).
3. Is charged with engaging in conduct defined as a felony offense in Title 5, Texas Penal Code, or the felony offense of aggravated robbery under [Section 29.03, Tex. Penal Code](#).
4. Has been referred to a juvenile court for allegedly engaging in delinquent conduct under section [54.03, Family Code](#), for conduct defined as a felony offense in Title 5, Texas Penal Code or the felony offense of aggravated robbery under [Section 29.03, Tex. Penal Code](#).
5. Has received probation or deferred adjudication for a felony offense under Title 5, Texas

Penal Code, or the felony offense of aggravated robbery under [Section 29.03, Tex. Penal Code](#).

6. Has been convicted of a felony offense under Title 5, Texas Penal Code or the felony offense of aggravated robbery under [Section 29.03, Tex. Penal Code](#); or
7. Has been arrested for or charged with a felony offense under Title 5, Texas Penal Code or the felony offense of aggravated robbery under [Section 29.03, Tex. Penal Code](#); and
8. The board or the board's designee determines that the student's presence in the regular classroom:
 - a. Threatens the safety of other students; or
 - b. Will be detrimental to the educational process; or
 - c. Is not in the best interest of the District's students.

Students assigned to a DAEP for a Category III offense will be placed for a period not to exceed 90 school days. Length of assignment may be extended due to the seriousness of incident and/or the number of repeated offenses, etc. Students only receive credit for the days they have attended during their placement.

Any DAEP decision of the Board of Trustees or the Board's designee under this section is final and may not be appealed and the District will not engage in any further discussion regarding the DAEP placement. [[TEC 37.009](#)]

Students are prohibited from attending or participating in school-sponsored or school-related activity on or off school property. Students who violate this warning will be subject to arrest for Criminal Trespass. [[Tex. Penal Code, Sec. 30.05](#)]

4 Category IV Offenses

4.1 Discretionary DAEP

Students MAY BE placed in a DAEP for offenses while on school property, at any school facility, at any school-sponsored or school-related activity, or on a school bus, if students:

1. Make threatening statements regarding another person, their property or District property.
2. Possess any weapon not classified in the Texas Penal Code including, but not limited to, knuckles, tasers, stun guns, any bladed instrument including pocketknives, butterfly knives, switchblades, throwing knives, throwing stars or the like and pocketknives. In addition, chemical dispensing devices, razors, chains, air guns, pellet/BB guns, ammunition, or other object used as a weapon and/or threaten or inflict bodily injury on another person or that the principal determines the object is a danger to any student, District staff, or District property by virtue of possession or use of the object.
3. Possess, distribute or are under the influence of a drug or the like, natural, or man-made, that has not been identified as an illegal substance.
4. Possess drug paraphernalia.
5. Engage in bullying and/or cyberbullying; or engage in bullying/cyberbullying that encourages suicide; incites violence through group bullying; or promotes, releases, or threatens to release intimate visual material of a minor or an adult student without consent.
6. Engage in dating violence, discrimination, harassment, and/or retaliation.

7. Engage in and/or incite others to engage in any form of retaliation toward another student.
8. Engage in vandalism, including but not limited to, tagging, graffiti, and/or property destruction.
9. Engage in criminal mischief that is not punishable as a felony.
10. Participate in gangs or gang activities including, but not limited to, exhibiting gang graffiti, clothing, or gang insignias.
11. Participate in fraternities, sororities, or secret societies.
12. Engage in burglary, robbery, or theft that is not punishable as a felony.
13. Engage in extortion and/or coercion.
14. Engage in fighting and/or habitual fighting, or repeated commission of physical abuse or threat of physical abuse.
15. Display flagrant or extreme insubordination.
16. Participate in aggressive, and/or disruptive action or group demonstration that substantially disrupts or materially interferes with school activities.
17. Engage in verbal abuse including, but not limited to name-calling, racial/ethnic slurs, or derogatory statements that may disrupt the school environment or incite violence.
18. Exhibit disrespect, display pornography, or use profanity, vulgar language, or obscene gestures.
19. Inappropriately display private body parts through such acts as, but not limited to, "mooning," or "flashing," or "panting."
20. Possess or distribute sexual materials.
21. Engage in offensive verbal or physical behavior of a sexual nature, which may include, but is not limited to, requests for sexual favors, or similar intimidation directed toward another student, or sexual harassment.
22. Engage in sexual contact/conduct while on campus or at a school-sponsored or school-related activity on or off campus.
23. Engage in distribution of non-school materials.
24. Engage in any action or behavior that is, or could be, dangerous or harmful to the person or another.
25. Participate in or commit hazing.
26. Possess/use prohibited items.
27. Engage in any conduct that disrupts the instructional and/or school environment.
28. Commit persistent misbehavior.
29. Engage in gambling.
30. Possess, use, sell, gift, or deliver on campus, any product, including but not limited to, over-the-counter products, homeopathic remedies, herbs, vitamins, dietary supplements, weight loss products, pills, etc. and/or are under the influence if taken in amounts exceeding the recommended dosage of over-the-counter products, such as, but not limited to, those stated above.
31. Possess, use, or delivery of simulated controlled substances and/or representation of an item as a prohibited substance.
32. Commit a cell phone violation/misuse of a wireless communication device, including, but not limited to, text messaging texts or sharing schoolwork information with others, taking pictures, or cyber bullying. [See Cell Phone Guidelines within the Student/Parent Handbook]
33. Use any device that permits the recording of a voice or image of another in any way that invades the privacy of others, is made without the prior consent of the individual(s) being recorded or disrupts the educational environment.
34. Commit any infraction of a bus rule, general school rules, and other behavior identified in

the Student/Parent Handbook not listed in this category. [see School Bus Standards of Safety and Conduct]

35. Participate in creating or possessing a "hit list" that targets specific individuals to be physically or psychologically harmed.
36. Provide false information or falsely accuse other students, teachers, school administrators, and/or other school employees of misconduct.
37. Possess or use fireworks, explosives, "poppers," or other such devices.
38. Misuse school documents and/or forge notes/documents.
39. Place offensive photos, obscene material, derogatory statements, threatening or other similar content on an internet site that disrupts the school environment.
40. Bring to school or possess any de-militarized or replica rifle. Special circumstances such as the JROTC program shall have the approval of the principal and appropriate supervision of the JROTC instructor.
41. Engage in conduct that contains the elements of the offense of breach of computer security under Section 33.02, Penal Code.
42. Take pictures and/or video in any area where there is a reasonable expectation of privacy, such as a bathroom and/ or locker room.
43. Engage in conduct that contains the elements of assault by contact or threat.
44. Commit any other conduct that constitutes a violation of state, local, or federal law or local policy that is not listed above.

Secondary students involved in a Category IV offense may be assigned to a DAEP for a period not to exceed 90 school days. Length of assignment may be extended due to the seriousness of incident and/or the number of repeated offenses, etc. Students only receive credit for the days they have attended during their placement.

Any DAEP decision of the Board of Trustees or the Board's designee under this section is final and may not be appealed and the District will not engage in any further discussion regarding the DAEP placement. [[TEC 37.009](#)]

Students are prohibited from attending or participating in school-sponsored or school-related activity on or off school property. Students who violate this warning will be subject to arrest for Criminal Trespass. [[Tex. Penal Code, Sec. 30.05](#)]

5 Certain Felonies

5.1 Title V Felonies

In accordance with [TEC 37.0081](#), a student may be placed in either a DAEP or in a JJAEP if the North East ISD Board's designee makes an affirmative finding that one of the following circumstances is true regarding aggravated robbery or a felony offense under Title 5 of the Texas Penal Code:

1. Have received deferred prosecution for conduct defined as aggravated robbery or Title V felony offense.
2. Have been found by a court or jury to have engaged in delinquent conduct for conduct defined as aggravated robbery or Title V felony offense.
3. Have been charged with engaging in conduct defined as aggravated robbery or Title V

felony offense.

4. Have been referred to a juvenile court for allegedly engaging in delinquent conduct for conduct defined as aggravated robbery or Title V felony offense.
5. Have received probation or deferred adjudication or have been arrested for, charged with, or convicted of aggravated robbery or Title V felony offense.

The District may expel or order a placement to the DAEP under these circumstances regardless of:

1. The date on which the student's conduct occurred,
2. The location on which the conduct occurred,
3. Whether the conduct occurred while the student was enrolled in the District, or
4. Whether the student has successfully completed any court disposition requirements imposed in connection with the conduct.

5.2 Title V Felonies Off Campus

In addition, students may be removed from class and placed in a DAEP under [TEC 37.006](#), based on conduct occurring off campus and while students are not in attendance at a school-sponsored or school-related activity if:

1. The superintendent or the superintendent's designee has a reasonable belief that the student has engaged in conduct defined as a felony offense other than those offenses defined in Title V, Penal Code, or the felony offense of aggravated robbery under [Section 29.03, Tex. Penal Code](#); and
2. The continued presence of the student in the regular classroom threatens the safety of other students or teachers or will be detrimental to the educational process or is not in the best interest of the district's students. The student must be placed in JJAEP or DAEP.
3. A juvenile court, municipal court, or justice of the peace orders as a condition of probation that the student attend the District's Alternative Education Program. [[TEC 37.010](#)] In this circumstance, a conference will be conducted in the office of Pupil Personnel Services. [[TEC 37.009](#)]

5.3 Length of Placement

Student is subject to placement until:

1. The student graduates from high school,
2. The charges are dismissed, or reduced to a misdemeanor offense, or
3. The student completes the term of the placement or is assigned to another program.

6 Registered Sex Offenders

A school district shall remove students from class and determine the appropriate placement of students who are registered sex offenders under [TEC 37.303 and 37.305](#). Under this subchapter, a school district may expel students or place students in a disciplinary alternative educational program.

7 Term of Placement

7.1 Exceeds One Year

Placement in a DAEP may exceed one year when a review by the District determines that the student is a threat to the safety of other students or to District staff.

7.2 Exceeds School Year

Students who commit offenses requiring placement in a DAEP at the end of the year may be required to continue that placement at the start of the next school year to complete the assigned term of placement.

8 Student Withdrawal Prior to Discipline

Withdrawing a student does not affect the District's authority to schedule and conduct a discipline evidentiary conference or expulsion hearing on the student's conduct and enter an order for a removal to a DAEP or to the JJAEP; regardless of whether the student or parent/guardian is present to participate. The order for removal will be included with records sent to a transferring school district.

The District reserves the right to continue the disciplinary consequence should the student re-enroll in North East ISD and the assigned consequence has not been served to completion in another school district within the current or subsequent school year.

9 District Alternative Education Programs (DAEP)/ North East Alternative Center (NEAC)

9.1 About

NEAC is an in-district DAEP school program consisting of the Middle School (NEAC-MS) and High School (NEAC-HS). These placements will not exceed 90 school days without a review of the student's attendance, academic and behavioral status by the North East ISD Board's designee. Students only receive credit for the days they have attended.

9.2 Enrollment, Attendance, and Expectations

Students are withdrawn from their home campus and enrolled in this program. A parent/guardian is required to attend an enrollment conference when a student is assigned to the DAEP.

Students assigned to the DAEP are expected to comply with the following:

- Attend each day of their placement assigned maintain passing grades and exhibit satisfactory conduct while at the DAEP.
- Cell phones/personal electronic devices are not permitted at DAEP. In addition, students assigned to a DAEP are required to follow the rules/procedures regulating behavior, appearance and searches established by that program.
- Students assigned to a DAEP may be subject to "administrative searches" which can be done to all, rather than being based on individualized suspicion.
- During the time students are placed at a DAEP, they are prohibited from being on the home campus or any North East ISD properties, participating in, or attending school-related activities on or off school property other than the identified site selected by the District as the designated pick up and drop off for bus transportation to the DAEP.

9.3 Newly Enrolled Students

- The District shall continue mandatory DAEP placements of students who enroll in North East ISD and were assigned to a DAEP in an open-enrolled charter school or another school district.
- The District will evaluate all other DAEP placements of students who enrolled in North East ISD and were assigned to a DAEP by an open enrollment charter school or another school district and determine placement on a case-by-case basis.

9.4 Transportation

Students being transported to the DAEP must:

- Go directly to the transportation site, follow all directions given by District personnel and leave promptly after being dropped off at the end of the day.
- Follow all bus transportation standards and procedures.
- Transportation to DAEP is a privilege and failure to comply with bus rules and/or Student Code of Conduct at the bus pick-up/drop-off sites will result in the loss of District transportation.

9.4 Discipline at NEAC

If a student violates the Student Code of Conduct while attending NEAC, and an additional placement at DAEP or expulsion to JJAEP may be assigned, the principal/CBC may recommend the additional placement. Should this occur, a due process evidentiary conference or expulsion hearing will be held.

9.5 Summer School

Students who will return to DAEP following the summer break are provided with an exception to attend the North East ISD Summer School at the Summer School campus for that purpose only. NEAC students who are removed from Summer School due to attendance or behavior may not reenter the Summer School campus.

Students who violate this warning will be subject to arrest for Criminal Trespass [[Tex. Penal Code, Section 30.05](#)]. This applies to all students, including those who withdraw from North East ISD and do not complete their assignment.

9.6 End of the Year Placement and Placement Review

Students who commit offenses requiring placement in a DAEP at the end of one school year may be required to continue the placement at the start of the next school year to complete the assigned term of placement.

For placement in a DAEP to extend beyond the end of the school year, the North East ISD board's designee must determine:

- The student's presence in the regular classroom or campus presents a danger of physical harm to the student or others, or
- The student has engaged in serious or persistent misbehavior that violates the District's Student Code of Conduct.

9.7 Returning to the Home Campus

The NEAC Principal or designee will review each student's progress while at the DAEP to determine if the student has met all requirements prior to a student's return to their home campus.

9.8 Placement of Seniors Prior to Graduation Ceremonies in a DAEP

[TEC 37.006 \(g\)](#) prohibits a student from attending or participating in school-related activities during a period of placement in a DAEP. Therefore, a graduating senior who has a current or pending placement to a DAEP to end the school year, will not be permitted to participate in the graduation ceremony. If a student has met graduation requirements early and chooses to withdraw from the DAEP, the student will not be able to participate in the traditional graduation end of year ceremony due to not completing the discipline assignment.

9.9 DAEP at Capacity

If a DAEP is at capacity at the time the principal/CBC is deciding placement for conduct related to marijuana, THC, an e-cigarette, alcohol, or an abusable volatile chemical, the student shall be placed in ISS then transferred to a DAEP for the remainder of the period if space becomes available before the expiration of the period of the placement.

If a DAEP is at capacity at the time the principal/CBC is deciding placement for a student who engaged in violent conduct, a student placed in a DAEP for conduct related to marijuana, THC, an e-cigarette, alcohol, or an abusable volatile chemical may be placed in ISS to make a position in the DAEP available for the student who engaged in violent conduct. If a position becomes available in a DAEP before the expiration of the period of the placement for the student removed, the student shall be returned to a DAEP for the remainder of the period.

10 Juvenile Justice Academy Education Program (JJAEP)

JJAEP is an out of district Alternative Educational Placement for students who are expelled from North East ISD. Original placement will not exceed a calendar year.

If a student violates the Student Code of Conduct while attending JJAEP, and an additional placement at DAEP or expulsion to JJAEP may be assigned, the principal/CBC may recommend the additional placement. Should this occur, a due process evidentiary conference or expulsion hearing will be held.

[TEC 37.006 \(g\)](#) prohibits a student from attending or participating in school-related activities during a period of placement in a JJAEP. Therefore, a graduating senior who has a current or pending placement to a JJAEP to end the school year, will not be permitted to participate in the graduation ceremony. If a student has met graduation requirements early and chooses to withdraw from the JJAEP, the student will not be able to participate in the traditional graduation end of year ceremony due to not completing the discipline assignment.

Contact Information:
Bexar County Juvenile Justice Academy
1402 N. Hackberry St.
San Antonio, TX 78208
Main: (210) 335-8500

Section IV Policies, Practices and Procedures Related to Student Conduct and Safe Schools

1 Bullying

North East ISD prohibits bullying or cyberbullying as defined by [Board Policy FFI \(Local\)](#). Effective communication between parents/guardians, students, and the principal/CBC or designee is necessary to address bullying allegations. Retaliation against anyone reporting bullying is prohibited. [See Definitions and Terminology Section]

The District prohibits the bullying of any student:

1. During any educational program or activity conducted by the District; during any school-related or school-sponsored program or activity or using District transportation.
2. Using any electronic communication means or media platform while on District property or District transportation; The physical location or the time of access of any electronic communication means or platform for when the incident occurred cannot be raised as a defense in any disciplinary action initiated under this section.
3. Through threats, using any of the above methods, while on District property. This includes threats made outside of school hours that are intended to be acted upon during any school-related or school-sponsored program or activity or District transportation.
4. Using any electronic communication device or platform outside of school hours and either on or off District property if a student's ability to receive an education or the school's ability to provide an education is significantly impaired as determined by the CBC.

It is further prohibited to bully in a manner reasonably perceived to be motivated either by any actual or perceived characteristics, such as race; ethnicity, color; religion; ancestry, national origin; gender; sex; sexual orientation; gender identity and expression; marital status; socio-economic background; social/family background; linguistic preference; political beliefs; or a mental, physical, or sensory disability, or impairment; or by any other distinguishing characteristic or because of one's association with a particular person or group of persons.

Any student who believes that he/she has experienced bullying or believes that another student is being bullied should obtain help by immediately reporting the alleged act(s) verbally or in writing, to a teacher, counselor, principal/CBC, or parent/guardian. Other options of reporting include reporting anonymously online through the school or District website, the North East ISD mobile app and/or by contacting the campus police officer. Students, parents/guardians, or any individual who are experiencing, witnessing or have knowledge of bullying may contact their school to obtain an incident report form that may be used to submit a complaint or by going to the District website to file a bullying complaint form at:

https://northeastisd.az1.qualtrics.com/jfe/form/SV_9moM71otNKKr9I1

Any report provided verbally will be documented by the principal or designee in writing. Any delay in prompt reporting may impair the District's ability to investigate and address the alleged conduct. A student who intentionally makes a false claim, offers false statements, or refuses to cooperate with a District investigation regarding bullying shall be subject to appropriate disciplinary action. More information regarding bullying or reporting bullying can be found on the District website at <https://www.neisd.net/bully-awareness>

1.1 Bullying Investigation

When a bullying allegation is made the principal/CBC or designee will investigate the allegations reported in the following manner:

1. Absent extenuating circumstances, the investigation will begin within 24 hours and be completed within 10 school business days from the date of the initial report alleging bullying; however, the principal/CBC or designee may take additional time if necessary to complete a thorough investigation.
2. The principal/CBC or designee shall notify the parent/guardian of the victim(s) on or before the third school business day after the incident is reported and within a reasonable time, notice will be given to the parent/guardian of the student who engaged in bullying.
3. To the greatest extent possible, the District shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses.
4. Limited disclosures may be necessary to conduct a thorough investigation.
5. If appropriate and to the extent allowed, the principal/CBC shall enact safeguard measures to prevent possible continued bullying while investigating.
6. The principal/CBC or designee shall determine whether the allegations reported meet the statutory definition of bullying and respond to the allegations by taking appropriate disciplinary actions and/or safeguard measures in accordance with the District's Student Code of Conduct.
7. Disciplinary or other safeguard measures may be utilized if the alleged bullying conduct did not meet the statutory requirement for bullying.
8. Students responsible for confirmed acts of harassment or bullying shall be addressed uniquely to the individual incident and the disciplinary and/or safeguard measures enacted may vary in accordance with the mandatory considerations provided in [TEC 37.001\(a\)\(4\)](#).
9. DAEP or JJAEP placement is authorized for a student who:
 - a. Engages in bullying that encourages suicide.
 - b. Incites violence through group bullying.
 - c. Releases or threatens to release intimate visual material of a minor or an adult student without consent.
10. Follow-up contact with parents/guardians will be made if bullying is confirmed.
 - a. Available school counseling options will be provided to these individuals.
11. After an investigation is completed, the principal/CBC may report to law enforcement they have a reasonable belief that a student has engaged in assault, harassment, or other criminal acts.

If the CBC or designee has confirmed that an alleged bully has committed additional acts of bullying behavior after the school has imposed disciplinary actions or the bullying behavior is determined to be severe, the CBC, in consultation with the Executive Director of Pupil Personnel Services, may transfer the student to another campus in the District. The parent/guardian of a student who is a confirmed victim of bullying may request their child be transferred to another classroom or campus within the District. [[TEC 37.0832](#)]

Additional Resources:

- Dept. of Education: www.stopbullying.gov
- North East ISD Bullying Website: <https://www.neisd.net/bully-awareness>

2 Campus Behavior Coordinator (CBC)

As required by law, each campus must have a designated CBC. The CBC is primarily responsible for maintaining student discipline. In North East ISD, the CBC is the principal. The principal may delegate duties required as a CBC as necessary.

3 Criminal Trespass Warning (CTW)

A principal/CBC, designee, or school district police officer may refuse to allow a person to enter on or may eject a person from property under the District's control if the person refuses to leave peaceably on request and:

- The person poses a substantial risk of harm to any person; or
- The person behaves in a manner that is inappropriate for a school setting and:
 - The administrator or officer issues a verbal warning to the person that the person's behavior is inappropriate and may result in the person's refusal of entry or ejection; and
 - The person persists in that behavior.
 - Identification may be required of any person on school property or property under District's control.
- A CTW under this section may not exceed two years. [\[TEC 37.105\]](#)

Any parent/guardian who has been issued a CTW will be provided the opportunity to participate in their child's Admission, Review, and Dismissal committee or in the child's team established under [Section 504, Rehabilitation Act of 1973 \(29 U.S.C. Section 794\)](#), in accordance with federal law. Accommodation can be arranged by contacting the campus principal.

A CTW appeal may be made by following the District's grievance procedure outlined in Board [Policy FNG \(Local\)](#) and submitting a complaint form. Both the policy and complaint form are located on the District's website at <https://www.neisd.net/Page/2738>.

4 Distribution of Non-School Materials

Any attempt to avoid the established procedure for administrative approval of activities such as the production for distribution and/or the distribution of petitions or printed documents of any kind, sort, or type on school grounds, without the specific approval of the principal/CBC, shall be cause for disciplinary action. This may include suspension and/or assignment to a DAEP.

5 Drug Free Schools

North East ISD believes that student use of alcohol and illicit drugs is both wrong and harmful. Consequently, the District has established a Student Code of Conduct that prohibits using, giving, selling, possessing, being under the influence of, and/or distributing alcohol and/or illicit drugs or prescription drugs by students on school premises or within 300 feet of District property or as part of any school activity, regardless of its location.

Compliance with this Student Code of Conduct is mandatory, and students shall be disciplined if they are found to have violated this Student Code of Conduct. Students found to be involved in an alcohol and/or drug violations are subject to removal to a DAEP of not fewer than 45 school days and/or a possible expulsion from the District. [[Board Policy FNCF \(Legal\)](#) and Health and Safety Code [481.134](#) and [483.001](#)]

Note: A student with a valid prescription for low-THC cannabis as authorized by [Chapter 487 of the Texas Health and Safety Code](#) does not violate this provision.

6 Emergency Placement or Expulsion

A student may be removed if the student's behavior is so unruly, disruptive, or abusive that it seriously interferes with a teacher's ability to communicate effectively with the students in the class, with the ability of the student's classmates to learn, or with the operation of a school or school-sponsored activity. In addition, a student may be removed to protect persons or property from imminent harm. [TEC 37.019](#)

7 Falsely Accusing others of Misconduct

Students who falsely accuse other students, teachers, school administrators, and/or other school employees of misconduct may be subject to disciplinary procedures including, but not limited to, suspension and/or placement in an alternative education program.

8 Fighting

Individual or group fights at school, school sponsored events, school related activities, or while on District transportation will not be tolerated. Students found to be encouraging others to fight is prohibited. Parents/guardians of students involved will be notified. Students who engage in fighting will be subject to disciplinary consequences such as, but not limited to, suspension and removal to an alternative education placement.

9 Gang/Crew Activity

[Board Policy FNCC \(Legal\)](#) - A "gang" is defined as any group of two or more individuals whose purposes may include the commission of illegal acts. In addition, for purposes of this policy, a "gang" is a prohibited fraternity or society as defined by [TEC 37.121](#). By this policy, the Board of Trustees acts to prohibit the existence of gangs and gang activity.

Students are prohibited from gang involvement or gang activities while at school, at any school facility, at any school-sponsored activity, or on a school bus. Gang activities and gang involvement include but are not limited to the following:

1. Wearing, possessing, using, distributing, displaying, or selling any clothing, jewelry, emblems, badges, symbols, signs, graffiti, or other affiliation in any gang.

2. Committing any act or omission, or using, any speech, either verbal or nonverbal (gestures, handshakes, etc.), showing membership or affiliation in a gang.
3. Using any speech or committing any act or omission in furtherance of the interest of any gang or gang activity, including but not limited to:
 - a. Soliciting others for membership in any gangs.
 - b. Requesting any person to pay for protection or otherwise intimidating or threatening any person.
 - c. Inciting other students to act with physical violence upon any other person.
 - d. Engaging in concert with others in intimidating, fighting, assaulting, or threatening to assault others.
 - e. Committing any other illegal act or other violation of school district policies.

9.1 Gang-free Zones

Certain criminal offenses, including those involving organized activity such as gang-related crimes, will be enhanced to the next highest category of offense if they are committed in a gang-free zone. For purposes of the District, a gang-free zone includes a school bus and a location in, on, or within 1,000 feet of any District-owned or leased property or campus playground.

9.2 Gang Law Violations

1. A person commits an offense if the person:
 - a. Is a member of, pledges to become a member of, joins, or solicits another person to join or pledge to become a member of a public-school fraternity, sorority, secret society, or gang; or
 - b. Is not enrolled in a public school and solicits or coerces another person to attend a meeting of a public-school fraternity, sorority, secret society, or gang or a meeting at which membership in one of those groups is encouraged.
2. The District will place in a DAEP or expel any student who violates section 1 above.

10 Hazing

[TEC 37.151](#) provides criminal penalties for students and organizations that engage in or have association with acts of hazing “occurring on or off the campus of an educational institution.” Hazing is defined as,

“any intentional, knowing, or reckless act...by one person alone or acting with others, directed against a student, for the purpose of pledging, being initiated into, affiliating with, or holding office in an organization or maintaining membership in an organization.”
[See Definitions and Terminologies Section]

Students who violate the District hazing policies, Student Code of Conduct, [[Board Policy FNCC \(Legal\)](#)], or [TEC 37.151](#), shall be subject to disciplinary action as deemed appropriate by the Superintendent or his designee which may include, but is not limited to, suspension, removal to alternative educational placements and/or expulsion if criteria for expulsion are met [[TEC 37.007](#)]. Students may also face probation or removal from extra-curricular activities.

11 Internet

Disclosing, posting, and/or promoting offensive photos, intimate visual materials, obscene materials, derogatory statements, threatening or other similar content on an internet site or social media app that disrupts the instructional and/or school environment is not permitted. Students involved in these types of activities are subject to the applicable disciplinary and/or legal consequences.

12 Jurisdiction: Going to and From School

1. The District has jurisdiction over its students during the regular school day and while going to and from school on District transportation. The District's jurisdiction also includes any activity during the school day on school grounds, attendance at any school-related or school-sponsored activity, regardless of time or location, and any school-related misconduct, regardless of time or location.
2. Community residents have a right to privacy, private property, and freedom from abusive behavior. Students not being transported by District transportation are the responsibility of their parents/guardians. Nonetheless, on the way to and from school, students shall not loiter, litter, trespass, abuse, or create nuisance conditions for residents of the community. Students being transported by the District transportation and those within the school's areas of control as determined by the Texas Education Code are subject to disciplinary action by the District.
3. Texas Education Code establishes eligibility for students to use District transportation as those who reside at least two miles from their home school, travel a route determined to be hazardous or as directed by the student's ARD committee. The District may not provide transportation to students electing to attend a campus other than their home school. The District transportation is an extension of the classroom. Principal/CBC or designee will determine disciplinary actions based upon a written referral from the District transportation provider when student misbehavior occurs. All District policies that apply to student conduct and other student related activities also apply to the District transportation.

13 North East Police Department (NEPD)

North East ISD Police Department officers perform law enforcement duties which include protecting the safety and welfare of students, staff, community members, and District property. They are not assigned tasks related to imposing student discipline or investigating alleged violations of the Student Code of Conduct. They are exclusively responsible for addressing behaviors which are potential violations of the Texas Penal Code and have the sole authority to determine any subsequent criminal charge that may result.

The NEPD Officers are commissioned and have authority to arrest violators of the law, both on and off campuses. They may also issue traffic tickets on or around school district property. Any person wishing to contact the NEPD may call (210) 407-0911 at any time of the day or night. To report any suspicious activities or behaviors, you can call NEPD Dispatch at (210) 407-0925 or use the North East Tip Line to make an online tip at https://northeastisd.az1.qualtrics.com/jfe/form/SV_9moM71otNKKr9I1.

14 Notifications of Law Violations

Under [Section 15.27 of the Texas Code of Criminal Procedure](#), North East ISD is required to notify:

- All instructional and support personnel who have a responsibility for supervising a student who has been taken into custody, arrested, or referred to the juvenile court for any felony offense or for certain misdemeanors.
- All instructional and support personnel who have regular contact with a student who has been convicted, received deferred prosecution, received deferred adjudication, or was adjudicated for delinquent conduct for any felony offense or certain misdemeanors that occur in school, on school property, or at a school-sponsored or school-related activity on or off school property. These personnel will also be notified if the principal/CBC has reasonable grounds to believe the student has engaged in certain conduct.
- All appropriate District personnel regarding a student who is required to register as a sex offender.

15 Prohibited Items

Personal items may be brought to school for educational purposes only when approved or requested by a teacher. Students are not to bring and/or use on school premises items such as, but not limited to, over the counter medication, personal prescription medication, electronic games, cigarette lighters/matches, any bladed instruments, toy guns of any kind, pellet guns, bb guns, paintball guns, ammunition of any type, laser pointers, electronic devices, devices with audio and/or video recording equipment or devices, cameras of any type, dice, cards/trading cards, skateboards, in-line skates, pornographic materials, or other items determined by school officials to be inappropriate at school. Students may be subject to disciplinary action for being in possession of any of the above items.

The principal/CBC or designee will contact the parent/guardian on each occurrence and

students found to be in violation of this policy shall be subject to disciplinary action. Prohibited items will be confiscated and will be returned to the parent/guardian subject to the discretion of the campus administrator. The District will not be responsible for any damaged, lost, or stolen personal electronic devices.

16 Publications

Distribution of written materials may be restricted under the following conditions:

1. Student material criticizing board members, school officials or advocating violation of school rules may be prohibited when, in the reasonable judgment of the principal/CBC, substantial disruption of normal school operations would likely result.
2. Student material attacking any individual or group based on gender, race, creed, ethnicity, or religion may be prohibited when disruption of normal school operations would likely result.
3. Materials encouraging actions that endanger the health or safety of students are prohibited, including obscene materials or materials determined to be sexually inappropriate.
4. Libel is prohibited which includes the targeting of District staff, students, and community in the form of libelous material which contains defamatory falsehoods made with knowledge of their falsity or reckless disregard of their truth.
5. Reasonable time, place, and manner restrictions may be placed on the posting and distribution of material. The posting and distribution of material may be prohibited when, in the judgment of the principal/CBC, substantial disruption of school operations would likely result.

17 Searches and Interviews

The principal/CBC or designee has the legal authority and responsibility to investigate violations of the Student Code of Conduct and to interview students regarding the student's own conduct or the conduct of other students without prior notice to parents/guardians or the consent of parents/guardians to do so. District staff, including law enforcement officers, exercise this authority to maintain the safety and security of the school environment and to prevent the disruption of instructional programs.

To conduct an efficient and effective investigation and to avoid causing undue alarm, parents/guardians will be notified at the discretion of the administrator conducting the investigation. and when it is appropriate to do so without interfering with the investigation.

In the context of school discipline, students have no claim to the right not to incriminate themselves. Students are expected to provide any information about their misconduct or that of other students. School officials may search a student's outer clothing, pockets, or property by establishing reasonable suspicion or securing the student's voluntary consent. A search is reasonable if it meets both of the following criteria:

1. The action is justified at the inception, i.e., the school official has reasonable grounds for suspecting that the search will uncover evidence of a Student Code of Conduct violation or a criminal offense.
2. The scope of the search is reasonably related to the circumstances justifying the search,

i.e., the measures adopted are reasonably related to the age and sex of the student and the nature of the violation.

An individual search is considered reasonable if the student leaves the school grounds without permission and returns during the school day on foot or in a vehicle, and/or is found in an unauthorized area of the District facility or grounds.

For safety and security reasons, a principal/CBC or designee may conduct blanket searches of all students' backpacks or bags, any classrooms, wings, departments, sections, and/or utilize designated key access points for campus entrances as deemed appropriate throughout the school year.

Vehicles on or within 300 feet of district property may be searched if there is reasonable suspicion that the search will result in evidence of a violation of the Student Code of Conduct, or a criminal offense has been committed. Students shall be responsible for any prohibited items found on their person, lockers, or vehicles while on District property or at school-sponsored or school-related activities. If a vehicle subject to search is locked, the student shall be asked to unlock the vehicle. If the student refuses to permit the vehicle to be searched, the District may contact local law enforcement officials.

Lockers and desks are the property of the North East ISD and are subject to inspection/search. Inspections of lockers may be conducted by school authorities for any reason at any time, without notice, without student consent, and without a search warrant.

17.1 Trained Dogs

The District may use trained dogs to alert District staff to the presence of prohibited or illegal items, including drugs and alcohol. At any time, trained dogs may be used around lockers and the areas around vehicles parked on District property. Searches of classrooms, common areas, or student belongings may also be conducted by trained dogs when students are not present. An item in a classroom, a locker, or a vehicle to which a trained dog alerts may be searched by school officials.

18 Selling of Items by Individuals

The selling of items within the school is restricted to clubs/approved school organizations or by special permission by the principal/CBC.

19 Student Removal from Class

A teacher may send or refer a student to the principal/CBC or designee to maintain effective discipline in the instructional classroom. The principal/CBC or designee shall respond by employing appropriate discipline management techniques consistent with the Student Code of Conduct adopted under [TEC 37.001](#) that can be reasonably expected to improve the student's behavior before returning the student to the classroom.

If the student's behavior does not improve, the principal/CBC or designee shall employ alternative discipline management techniques, including any progressive interventions designated as the responsibility of the principal/CBC or designee in the Student Code of Conduct.

1. A teacher may remove from class a student:
 - a. Who has been documented by the teacher to have repeatedly interfered with the teacher's ability to communicate effectively with the students in the class or with the ability of the student's classmates to learn; or
 - b. Whose behavior the teacher determines is so unruly, disruptive, or abusive that it seriously interferes with the teacher's ability to communicate effectively with the students in the class or with the ability of the student's classmates to learn.
2. If a teacher removes a student from class under Subsection 1, the principal/CBC may place the student into another appropriate classroom, in-school suspension, or into an alternative education program as provided by [TEC 37.008](#). The principal/CBC may not return the student to that teacher's class without the teacher's consent unless the committee established under Section 37.003 determines that such placement is the best or only alternative available. The terms of the removal may prohibit the student from attending or participating in school-sponsored or school-related activity.
3. A teacher shall remove from class and send to the principal/CBC for placement in an alternative educational program or for expulsion, as appropriate, a student who engages in conduct described under [TEC 37.006 or 37.007](#). The student may not be returned to that teacher's class without the teacher's consent unless the committee established under Section 37.003 determines that such placement is the best or only alternative available.
4. Not later than the third District business day after the day on which a student is removed from class under [TEC 37.002](#), the principal/CBC or designee shall schedule a conference among the principal/CBC or designee, a parent/guardian of the student, the teacher removing the student from class, and the student. The student may not be returned to the regular classroom pending the conference. Following the conference and whether each requested person is in attendance after valid attempts to require the person's attendance, the principal/CBC, after consideration of the factors under [TEC 37.001 \(a\)\(4\)](#), shall order the placement of the student for a period consistent with the Student Code of Conduct.

Students with special education services and support may be removed from class only when the removal does not violate a specific IEP provision.

Note: This section does not apply to routine disciplinary matters in which the teacher has not requested a permanent removal.

20 Student Safety

Students should be aware of possible dangers on the campus when school is not in session. Students are advised to attend after-hours activities in groups or in pairs. Police officers are assigned to the secondary campuses during school hours for the safety and welfare of the students.

Students should alert an administrator or the police officers to any potential danger on the campus. The North East ISD Police Department Dispatch is available 24 hours, seven days a week at (210) 407-0925 to report any suspicious activities or behaviors. The North East ISD mobile app also provides an anonymous North East Tip Line making it easy for anyone to quickly report an incident that involves your schools, students, or staff. Tips can be sent anonymously from a mobile device, website, text message or phone call. The North East Tip Line is convenient, fast, anonymous and can be accessed at https://northeastisd.az1.qualtrics.com/jfe/form/SV_9moM71otNKKr9I1.

21 Suspensions

Students may be Out of School Suspended for up to three (3) school days for engaging in alleged behaviors which are outlined in the Student Code of Conduct. Parent/guardian conferences shall be held with the principal/CBC or his/her designee prior to students returning to their regular class schedule. Students are prohibited from being on the home campus or any North East ISD properties or school-related activities on or off school property.

Exception: A student who is enrolled in a grade level below grade three and/or homeless may not be placed in out-of-school suspension unless while on school property or while attending a school-sponsored or school-related activity on or off school property, the student engages in:

1. Conduct that contains the elements of an offense related to weapons under Section [46.02](#) or [46.05](#), Texas Penal Code.
2. Conduct that contains the elements of a violent offense under Section [22.01](#), [22.011](#), [22.02](#), or [22.021](#), Texas Penal Code; or
3. Selling, giving, or delivering to another person or possessing, using, or being under the influence of any amount of: (a) marihuana or a controlled substance, as defined by [Chapter 481, Health and Safety Code](#), or by [21 U.S.C. Section 801](#) et seq.; (B) a dangerous drug, as defined by [Chapter 483, Health and Safety Code](#); or (C) an alcoholic beverage, as defined by [Section 1.04, Alcohol Beverage Code](#).

22 Terroristic Threats

A person commits an offense if he/she threatens to commit any offense involving violence to any person or property with intent to:

- Cause a reaction of any type to his/her threat by an official or volunteer agency organized to deal with emergencies.
- Place any person in fear of imminent serious bodily injury.

- Prevent or interrupt the occupation or use of a building, room, place of assembly, place to which the public has access, place of employment or occupation, aircraft, automobile, or other form of conveyance, or other public place.
- Cause impairment or interruption of public communications, public transportation, public water, gas or power supply, or other public service.
- Place the public or a substantial group of the public in fear of serious bodily injury; or
- Influence the conduct or activities of a branch or agency of the federal government, the state, or a political subdivision of the state, such as a school district.

22.1 False Alarm or Bomb Threat

A false alarm is a terroristic threat that is false. A person commits an offense if he or she knowingly initiates, communicates, or circulates a report of a present, past, or future bombing, fire, offense, or other emergency that he or she knows is false or baseless and that would ordinarily:

- Cause action by an official or volunteer agency organized to deal with emergencies.
- Place a person in fear of imminent serious bodily injury; or
- Prevent or interrupt the occupation of a building, room, place of assembly, place to which the public has access, or aircraft, automobile, or other mode of conveyance.

A false alarm or report that involves a school is a higher degree offense.

22.2 General Threats to Students, Staff and/or Schools

Bullying behavior that goes beyond harassment may amount to a threat. Most threats of violence are illegal, and all are prohibited on school campuses regardless of whether the threat is directed at a person or facility or whether it meets the elements of a criminal offense. For those instances where the threat does not meet the elements of a terroristic threat or false alarm, such that no criminal charge is filed, the District retains the discretion to assign a student to the DAEP when a student makes any kind of threat to harm a person, group, or the school in general. This would include instances where the threat is made on social media outside of school. Regardless of whether the student intends to carry out the threat, the act of making the threat is the basis for the imposition of the discipline consequence.

22.3 Threat Assessment and Safe and Supportive School Team

The principal/CBC or designee and other supportive staff will work closely with the campus and District Behavior Threat Assessment Team to implement the District's threat assessment guidelines, on all threats towards self, students, staff, or others and shall take appropriate actions which may also include disciplinary actions in accordance with the Student Code of Conduct.

23 Title IX– Dating Violence, Sexual And Gender-based Harassment

23.1 Nondiscrimination Statement

North East ISD believes that all students have the right to a safe educational environment free from all forms of retaliation, harassment, and discrimination on the basis of race, religion, color, national origin, gender, sex, age, disability, or any other basis prohibited by law in providing educational services, activities, and programs, including Career and Technical Education (CTE) programs.

23.2 Title IX Overview

This District considers harassment of students and discrimination on the basis of sex or gender to be serious and, if confirmed after an investigation, will consider the full range of disciplinary options and/or remedies, up to and including expulsion, according to the nature of the offense.

The board has established policies and procedures to prohibit and promptly address inappropriate and offensive behaviors that are prohibited by Title IX [see [FFH \(Local\)](#) and [North East Administrative Regulations \(FFH\)](#)].

All students are expected to treat one another courteously, with respect for the other person's feelings; to avoid any behaviors known to be offensive; and to stop these behaviors when asked or told to stop. All students are prohibited from engaging in offensive verbal or physical conduct of a harassing nature directed toward another.

Dating violence occurs when a person in a current or past relationship uses physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate, or control the other person in the relationship or any of the person's past or subsequent partners.

Sexual harassment of a student by an employee occurs when a school employee causes the student to believe that the student must submit to the conduct to participate in a school educational program or activity, or that the employee will make an educational decision based on whether or not the student submits to the conduct.

Sexual harassment by a student includes unwelcome sexual advances; requests for sexual favors; or sexually motivated physical, verbal, or nonverbal conduct.

Gender-based harassment includes and is not limited to harassment based on a student's gender, expression by the student of stereotypical characteristics associated with the student's gender, or the student's failure to conform to stereotypical behavior related to gender.

Dating violence, sexual and gender-based conduct as defined above are considered harassment if the conduct is so severe, persistent, or pervasive that the conduct:

1. Affects a student's ability to participate in or benefit from an educational program or

activity, or creates an intimidating, threatening, hostile, or offensive educational environment.

2. Has the purpose or effect of substantially or unreasonably interfering with the student’s academic performance; or
3. Otherwise adversely affects the student’s educational opportunities.

23.3 Reporting Procedures

Anyone who believes they have experienced dating violence, discrimination, harassment, or retaliation, should contact the principal/CBC, other administrators, teachers, or counselors immediately to report the incident. Staff members who receive a complaint alleging sexual harassment shall report the incident to the campus Title IX Coordinator immediately. On the campus, the principal/CBC serves their respective campus as the Title IX Coordinator (see directory information in the back of the Student/Parent Handbook to obtain contact information). A complaint may also be reported to the District Title IX Coordinators:

Student Allegations	District Staff Allegations
Executive Director of Pupil Personnel Services Tyler Shosmith 8961 Tesoro, Suite 306 San Antonio, TX 78217 (210) 407-0070 tshoes@neisd.net	Executive Director of Human Resources Chyla Whitton 8961 Tesoro, Suite 200 San Antonio, TX 78217 (210) 407-0188 cwhitt@neisd.net

An individual may make a report alleging sexual discrimination or sexual harassment at any time, including non-business hours, in person, by mail, by telephone, by email using the contact information provided, or by using the North East Tip Line at https://northeastisd.az1.qualtrics.com/jfe/form/SV_9moM71otNKKr9I1.

Upon receiving any complaint that applies to Title IX, the Title IX Coordinator will comply with the process established in North East ISD Administrative Regulations (FFH) at: [https://statutes.capitol.texas.gov/Docs/PE/htm/PE.36.htm#:~:text=\(a\)%20A%20person%20commit%20an%20offense%20if%20he%20offers%2C,is%20a%20Class%20A%20misdemeanor.](https://statutes.capitol.texas.gov/Docs/PE/htm/PE.36.htm#:~:text=(a)%20A%20person%20commit%20an%20offense%20if%20he%20offers%2C,is%20a%20Class%20A%20misdemeanor.)

Retaliation against any individual involved in the complaint process is a violation of the District policy and is prohibited.

24 Tobacco or Vape on District Property

North East ISD prohibits the following in accordance with [TEC 38.006](#) and [Texas Health and Safety Code Section 161.081](#):

1. Any adult and/or student from smoking cigarettes, tobacco, tobacco products, electronic, vapor, smokeless or any other substitute form of cigarettes, tobacco, or tobacco-like

products, as well as the use of any devices which are used for the purpose of ingesting or transmitting any type of tobacco or tobacco-like products at a school-related or school-sanctioned activity on or off school property.

2. Students from possessing or using cigarettes, tobacco, tobacco products, electronic, vapor, smokeless or any other substitute form of cigarettes, tobacco, or tobacco-like products, as well as the use of any devices which are used for the purpose of ingesting or transmitting any type of tobacco, or tobacco-like products at a school-related or school-sanctioned activity on or off school property.

North East ISD will ensure that school personnel will enforce the tobacco/vapor rules. State law prohibits the possession, purchase, consumption or acceptance of an electronic cigarette, cigarette or tobacco product by an individual who is younger than 21 years of age. An offense under state law is punishable by a fine. Additionally, students will face disciplinary consequences which shall include a DAEP placement or an expulsion for a THC or CBD related violation.

25 Inappropriate Use of Technology

Students are prohibited from possessing, sending, forwarding, posting, accessing, flashing, or displaying electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal. This prohibition also applies to conduct off school property, or during participation of virtual or distance learning whether the equipment used to send such messages is district-owned or personally owned, if it results in a substantial disruption to the educational environment.

Any person taking, disseminating, transferring, possessing, or sharing obscene, sexually oriented, lewd, or otherwise illegal images or other content, commonly referred to as "sexting," will be disciplined according to the Student Code of Conduct, may be required to complete an educational program related to the dangers of this type of behavior, and, in certain circumstances, may be reported to law enforcement. Because engaging in this type of behavior can lead to bullying or harassment, as well as possibly impede future endeavors of a student, we encourage you to review with your child <http://beforeyoutext.com>, a state-developed program that addresses the consequences of engaging in inappropriate behavior using technology.

In addition, any student who engages in conduct that results in a breach of the District's computer security will be disciplined in accordance with the Student Code of Conduct, and, in some cases, the consequence may rise to the level of expulsion.

26 Unauthorized Organizations

North East ISD Policy [FNCC \(Legal\)](#) specifically prohibits the existence of organizations on a public-school campus which have not been authorized by the principal.

A person commits an offense if the person is a member of, pledges to become a member, or joins, or solicits another person to join or pledge to become a member of a public-school

fraternity, sorority, secret society, or gang. In this section, "public school fraternity, sorority, secret society, or gang" means an organization composed wholly or in part of students of public primary or secondary schools that seeks to perpetuate itself by taking in additional members from the students enrolled in school on the basis of the decision of its membership rather than on the free choice of a student in the school who is qualified by the rules of the school to fill the special aims of the organization. The term does not include an agency for public welfare, including Boy Scouts, Hi-Y, Girls Reserves, DeMolay, Rainbow Girls, Pan-American Clubs, scholarship societies, or other similar educational organizations sponsored by state or national education authorities. [[TEC 37.121 \(d\)](#)]

The Board of Trustees or an educator shall recommend placing in an alternative education program any student under the person's control who violates this provision.

27 Wands

As an additional proactive safety initiative, the District will periodically screen randomly identified classrooms of students to identify weapons and/or other potentially dangerous prohibited items. The principal/CBC or his/her designee will receive no advanced notice of classes of which will be wanded. Screenings are randomized to ensure that no classroom and/or student is intentionally or repeatedly selected. Parent consent is not required nor can a student refuse to participate in being wanded.

28 Weapons and Explosives

In addition to weapons prohibited by state and federal law, students shall not possess, handle, use, display, and/or transport any object that can be considered a weapon, including, but not limited to:

1. Explosives, including fireworks of any kind, poppers, stink bombs, etc.
2. Razors.
3. Any bladed instrument.
4. Stun guns, tasers, BB guns, pellet guns, air guns, laser guns, tranquilizer guns, etc.
5. Chemical dispensers sold commercially for personal protection that is not covered by the Texas Penal Code (e.g., mace, pepper spray, or other irritants).
6. Bows, arrows, num-chuks, boomerangs, crossbows.
7. Clubs.
8. Ammunition.
9. Acid.
10. Metal pipes.
11. Sharpened sticks.
12. Pyrotechnics.
13. Chains.
14. Any other object used in a way that threatens or inflicts bodily injury on another person, or that the principal or designee determines presents a danger to any student, District employee, or District property by virtue of possession or use of the object.

Students who violate this policy shall be subject to disciplinary action as deemed appropriate by

the Superintendent or his designee which may include, but not be limited to, suspension, removal to a DAEP, and/or expulsion.

Students who have reasonable grounds to suspect a violation of the school district's policy relating to the possession of weapons/explosives are required to report such suspicion immediately to a school administrator or police officer. Students can also call the North East ISD Police Department's 24-hour Dispatch at (210) 407-0925 to report any suspicious activities or behaviors. The North East ISD Mobile App also provides an anonymous North East Tip Line making it easy for anyone to quickly report an incident that involves your schools, students, or staff. Tips can be sent anonymously from a mobile device, website, text message or phone call. The North East Tip Line is convenient, fast, anonymous, and can be accessed at https://northeastisd.az1.qualtrics.com/jfe/form/SV_9moM71otNKKr9I1.



NORTH EAST INDEPENDENT SCHOOL DISTRICT

Date: August 7, 2023

Presenter: Dan Villarreal
Susan Lackorn, Executive Director
Finance and Accounting

Subject: Purchase of Attendance
Credits

Related Page(s): Attachment

ACTION ITEM

BACKGROUND INFORMATION

The Texas Education Agency (TEA) has determined the District has “Excess Local Revenue” as determined by Texas Education Code Chapter 49. TEA calculates NEISD will have local M&O tax revenue per penny per Weighted Average Daily Attendance (WADA) greater than the Tier 2, Level 2 Guaranteed Yield per penny per WADA. Recapture, however, only applies if the District adopts an M&O tax rate greater than the Maximum Compressed Rate plus 8 pennies. For NEISD for 2023-2024, the District estimates that would be an M&O rate of no more than \$0.738.

ADMINISTRATIVE CONSIDERATION

A district determined to have Excess Local Revenue has the following five options available to reduce its revenue: 1. consolidate with another district; 2. detach property; 3. purchase attendance credits from the state; 4. contract to educate nonresident students; and/or 5. consolidate tax bases with another district. NEISD has always chosen option #3.

Although the District estimates that it will not adopt an M&O rate greater than \$0.738 and estimates that it will have no recapture payment, TEA still requires the District submit an Agreement for the Purchase of Attendance Credits. TEA is requiring the Superintendent submit the agreement electronically via the Texas Education Agency Login (TEAL) website. TEA has prescribed specific language that must be used to delegate the authority to the Superintendent to obligate the District under Chapter 49 and included in the minutes from the meeting where the delegation occurs. That language is below. Also attached is a sample provided by TEA of the agreement the Superintendent will be submitting via TEAL.

“For the 2023-2024 school year, we delegate 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, Subchapter A and D, and the rules adopted by the commissioner of education as authorized under TEC, §49.006. This includes approval of the Agreement for the Purchase of Attendance Credit (Netting Chapter 48 Funding).”

BUDGETARY CONSIDERATION

There are no budgetary considerations. At NEISD’s tax rate, the purchase of attendance credits is not required.

RECOMMENDATION

It is recommended the Board of Trustees approve the delegation of authority to the Superintendent to obligate the District under Texas Education Code Chapter 49, and include the above-referenced language in the minutes of this meeting for provision to the TEA.

BOARD ACTION REQUIRED

Approval/Disapproval

Agreement for the Purchase of Attendance Credit (Netting Chapter 48 Funding)

This agreement is entered into pursuant to the Texas Education Code (TEC), Chapter 49, Subchapters A and D, and rules adopted by the commissioner of education as authorized by the TEC, §49.006. The purpose of this agreement is to enable the district to reduce its local revenue level to a level not to exceed the level established under TEC, §48.257 for the school year.

The school year to which this agreement applies is 2023-2024 (the "school year").

The agreement is for North East Independent School District ("the district"), with a county-district number of 015910, to purchase attendance credit from the state for the school year.

The local revenue level in excess of entitlement will be based on the commissioner's estimate of the cost of credit as determined under TEC, §49.153, using the district's projected maintenance and operations tax revenue that exceeds the level established under TEC, §48.257. Provisions in the TEC, §48.257(c), allow districts to offset the reduction of excess local revenue against state aid under Chapter 48, Education Code, that is not described by TEC, §48.266(a)(3) for the school year. A district that is subject to the reduction in excess local revenue agrees to offset its obligations against state aid in accordance with the provisions specified in the TEC, §48.257(c).

When near-final data are available following the close of the school year to which this agreement applies, the district's entitlement under Chapter 48 will be recalculated. If the district's state aid under Chapter 48, Education Code, that is not described by TEC, §48.266(a)(3) is less than the cost of recapture as determined by the commissioner in accordance with the TEC, §49.153, using near-final data, the district will be required to have an election and the recapture balance will be recovered in accordance with TEC, §48.272, by withholding subsequent allocations of state funds or requiring and obtaining a refund.

The actual cost of credit for the school year will be determined by the commissioner in accordance with the TEC, §49.153, when final data on the district's maintenance and operations tax revenue that exceeds the level established under TEC, §48.257 is available.

The cost of purchased attendance credit will be reduced for county appraisal district costs. The reduction will be computed in accordance with the TEC, §49.157. If the reduction exceeds the cost for the school year, the difference will be carried forward and applied to each subsequent year's cost until the total amount of the reduction has been exhausted.



Signature of President, Board of Trustees

Date: 8-7-23

Sandy Hughes
Signature of Secretary, Board of Trustees

Date: *8/7/23*


Signature of Superintendent

8/9/23

Sean Maika
Typed Name of Superintendent

Date: 8-9-2023

Signature of Commissioner of Education or Designee

Date:



NORTH EAST INDEPENDENT SCHOOL DISTRICT

Date: August 7, 2023

Presenter: Dan Villarreal
Susan Lackorn, Executive Director
Finance and Accounting
David Gracia, Senior Director
Risk Management & Health
Services

Subject: Health & Dental Insurance
Premiums

Related Page(s): Attachments

ACTION ITEM

BACKGROUND INFORMATION

The District self-funds three comprehensive medical plans, Blue Choice Low Option, Blue Choice High Option and Blue Edge High Deductible Health Plan, which are administered by BlueCross BlueShield of Texas, Inc. In addition, the District self-administers a hospital indemnity plan.

The District self-funds a dental care program that is administered by Delta Dental.

ADMINISTRATIVE CONSIDERATION

The Risk Management Department is working to develop employee communication regarding the schedule of benefits and premiums for the 2024 plan year. Open enrollment will take place October 2023, and plan elections will be effective January 1, 2024.

The 2024 plan year includes planned increases to the District and employee contributions for the comprehensive medical plans. There is no change to the PPO Low or PPO High dental plan premiums.

BUDGETARY CONSIDERATION

An increase of \$81 per month per employee to the District contribution was included in the adopted budget.

RECOMMENDATION

It is recommended that the Board of Trustees approve the attached employee premiums and District contributions for the 2024 plan year.

BOARD ACTION REQUIRED

Approval/Disapproval

**Health and Dental Insurance Monthly Premiums
Effective January 1 to December 31, 2024**

MEDICAL PLANS

Plan Name Coverage Options	Total Premium	District Share	Employee Share	District Increase	Employee Increase
HDHP/HSA					
Employee Only	\$716	\$600	\$116	\$81	\$15
Employee/Spouse	\$996	\$600	\$336	\$81	\$44
Employee/Children	\$869	\$600	\$269	\$81	\$35
Employee/Family	\$1,088	\$600	\$488	\$81	\$64
Tobacco Surcharge			\$30		
Blue Choice Low Option PPO					
Employee Only	\$736	\$600	\$136	\$81	\$18
Employee/Spouse	\$986	\$600	\$386	\$81	\$50
Employee/Children	\$907	\$600	\$307	\$81	\$40
Employee/Family	\$1,157	\$600	\$557	\$81	\$73
Tobacco Surcharge			\$30		
Blue Choice High Option PPO					
Employee Only	\$944	\$600	\$344	\$81	\$45
Employee/Spouse	\$1,287	\$600	\$687	\$81	\$90
Employee/Children	\$1,170	\$600	\$570	\$81	\$74
Employee/Family	\$1,510	\$600	\$910	\$81	\$119
Tobacco Surcharge			\$30		

DENTAL PLANS

Plan Name Coverage Options	Employee Share	Employee Increase
Delta Dental PPO Low		
Employee Only	\$16	\$0
Employee/Spouse	\$29	\$0
Employee/Children	\$37	\$0
Employee/Family	\$55	\$0
Delta Dental PPO High		
Employee Only	\$30	\$0
Employee/Spouse	\$55	\$0
Employee/Children	\$70	\$0
Employee/Family	\$93	\$0



NORTH EAST INDEPENDENT SCHOOL DISTRICT

Date: August 7, 2023

Presenter: Dan Villarreal
Susan Lackorn, Executive Director
Finance and Accounting

Subject: Certified Appraisal Roll

Related Page(s): Attachment

CONSENT ITEM

BACKGROUND INFORMATION

As required by Section 26.04(b) of the Tax Code, the Chief Appraiser of the Bexar Appraisal District has certified and the Appraisal Review Board has approved the appraisal roll for North East Independent School District for tax year beginning January 1, 2023. The certified appraisal roll has been submitted to Albert Uresti, Tax Assessor-Collector for Bexar County. The certified appraisal roll as submitted includes a statement of the total amount of appraised, assessed and taxable value of property as of January 1, 2023. This statement also includes the value for properties under protest at the time of certification and submission.

ADMINISTRATIVE CONSIDERATION

This is an annual agenda item done by all taxing entities. After the Tax Assessor-Collector provides the initial tax roll and levies as of October 1, approval of that tax roll will be required by the Board of Trustees in accordance with Section 26.09(e) of the Tax Code.

BUDGETARY CONSIDERATION

No budgetary consideration required.

RECOMMENDATION

It is recommended that the Board of Trustees accept the certified appraisal roll for tax year 2023 for the North East Independent School District.

BOARD ACTION REQUIRED

Approval/Disapproval

**SUMMARY OF CERTIFIED APPRAISAL ROLL
TAX YEAR 2023**

NORTH EAST INDEPENDENT SCHOOL DISTRICT

Certified Appraisal Roll:

	Market Value of Real Property	\$ 61,364,321,514
	Gross Taxable Personal Property	3,895,667,755
Less:	Agricultural Exclusion	(198,195,166)
Less:	Value Cap on Homesteads	(2,836,365,862)
	Assessed Value	62,225,428,241

Less:	Homestead Exemptions	\$ (3,117,644,399)	
	Over 65 Exemptions	(765,199,214)	
	Disabled Veterans Exemptions	(1,714,766,488)	
	Disabled Residential Homestead Exemptions	(10,354,355)	
	Absolute Exemptions	(2,383,517,847)	
	Other Exemptions	(302,555,841)	
	Total Exemptions	(8,294,038,144)	

Net Certified Taxable Value **53,931,390,097**

Chief Appraiser Estimate of Uncertified Roll:

	Protested Real Property Accounts	5,894,499,572
	Protested Personal Property Accounts	53,760,957
Less:	Estimated Agricultural Exclusion	(988,500)
Less:	Value Cap on Homesteads	(352,196,011)
	Uncertified Assessed Value	5,595,076,018

Less:	Homestead Exemptions	(292,587,745)	
	Over 65 Exemptions	(50,850,148)	
	Disabled Veterans Exemptions	(29,078,044)	
	Disabled Residential Homestead Exemptions	(900,000)	
	Absolute Exemptions	(10,855,329)	
	Other Exemptions	(3,000)	
	Total Exemptions	(384,274,266)	

Net Uncertified Taxable Value **5,210,801,752**

Net Appraisal Roll Before Tax Freeze **59,142,191,849**

Less:	Taxable Value of Over 65 & Disabled Persons with Frozen Taxes	(8,916,247,686)
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2023 Total Taxable Value After Tax Freeze (as of Certification) **\$ 50,225,944,163**



NORTH EAST INDEPENDENT SCHOOL DISTRICT

Date: August 7, 2023

Presenter: Dan Villarreal
Susan Lackorn, Executive Director
Finance and Accounting

Subject: Waiver of Penalties and
Interest

Related Page(s): Attachment

CONSENT ITEM

BACKGROUND INFORMATION

In accordance with §33.011 of the Texas Property Tax Code, the governing body of a taxing unit shall waive penalties and interest on a delinquent tax if an act or omission of an employee of the taxing unit or appraisal district resulted in the taxpayer's failure to pay the tax before delinquency.

ADMINISTRATIVE CONSIDERATION

The Bexar County Tax Assessor-Collector determined that the following penalties and interest were assessed as a result of an error by the Assessor-Collector or the Bexar Appraisal District:

Tax Account 18915-007-0210: Penalties = \$306.94 Interest = \$115.10

The Assessor-Collector has requested the District waive the penalties and interest in accordance with §33.011 of the Texas Property Tax Code.

BUDGETARY CONSIDERATION

No budgetary consideration required.

RECOMMENDATION

It is recommended that the Board of Trustees waive the penalties and interest on the accounts listed above as presented.

BOARD ACTION REQUIRED

Approval/Disapproval



NORTH EAST INDEPENDENT SCHOOL DISTRICT

Date: August 7, 2023

Presenter: Dan Villarreal
Valerie Rueda, Executive Director
Procurement & eCommerce

Subject: Interlocal Agreement

Related Page(s): Attachment

CONSENT ITEM

BACKGROUND INFORMATION

It is the intent of the North East Independent School District to participate in the Region 11, Education Service Center pursuant to the Interlocal Cooperation Act, Chapter 791 of the Texas Government Code. Participation in a purchasing cooperative meets the legal requirements of Texas Education Code 44.031 which require all school district contracts, except contracts for the purchase of produce or vehicle fuel, valued at \$50,000 or more in the aggregate for each 12-month period shall be made by one of the methods listed in the Code that provides the best value for the district. Board Policy CH (LOCAL) states, "The Board delegates to the Superintendent or designee the authority to make budgeted purchases for goods or services. However, any single, budgeted purchase of goods or services that costs \$50,000 or more, regardless of whether the goods or services are competitively purchased, require Board approval before a transaction may take place."

ADMINISTRATIVE CONSIDERATION

Participation in an interlocal agreement with UT Health Science Center gives the District access to cooperative services and bids which will result in financial savings through volume purchasing and time savings through pre-negotiated contracts.

BUDGETARY CONSIDERATION

No fees are required.

ADMINISTRATIVE RECOMMENDATION

It is recommended The Board of Trustees approve the attached Interlocal Agreement with UT Health Science Center.

BOARD ACTION REQUIRED

Approval/Disapproval



NORTH EAST INDEPENDENT SCHOOL DISTRICT

Date: August 7, 2023

Presenter: Dan Villarreal
Valerie Rueda, Executive Director
Procurement & eCommerce

Subject: Bid Items

Related Page(s): Attachments

CONSENT ITEM

BACKGROUND INFORMATION

Texas Education Code §44.031 requires all school district contracts, except contracts for the purchase of produce or vehicle fuel, valued at \$50,000 or more in the aggregate for each 12-month period shall be made by one of the methods listed in the Code providing the best value for the district. Board Policy CH (LOCAL) states, "The Board delegates to the Superintendent or designee the authority to make budgeted purchases for goods or services. However, any single, budgeted purchase of goods or services costing \$50,000 or more, regardless of whether the goods or services are competitively purchased, shall require Board approval before a transaction may take place."

ADMINISTRATIVE CONSIDERATION

The following School Nutrition Services contracts are submitted for consideration: (see attachments)

87-23 Food Products Direct From Manufacturer Commercial Pricing III

BUDGETARY CONSIDERATION

Special Funds \$592,700.20

ADMINISTRATIVE RECOMMENDATION

The Superintendent recommends the bid items be approved as submitted.

BOARD ACTION REQUIRED

Approval/Disapproval

Food Products Direct from Manufacturer# 3 - RFP# 87-23

On Monday, July 31, 2023, at 9:00 a.m. RFP# 87-23 was received on the purchase of food products directly from manufacturers for District cafeterias. The proposal for food products, for the 2023-2024 school year, consists of **11** items ranging from entrées to fruit juice for a total bid amount of **\$592,700.20**.

It is recommended that the bid be awarded to the following companies for the various items for the total amounts shown. The recommendation is based on the lowest bid meeting specifications for each item.

Bid requests were mailed to all known companies and advertised in the Hart Beat Newspaper.

Vendor	No. of Items Awarded	Total
Bake Crafters Food Company	1	\$30,470.00
Gregory Packing	3	\$232,611.70
Goodman Food Products dba Don Lee	3	\$197,617.00
Tasty Brands	2	\$90,336.00
Home Mark Foods	1	\$25,465.50
Post Consumer Brands	1	\$16,200.00
Grand Total:	11	\$592,700.20



NORTH EAST INDEPENDENT SCHOOL DISTRICT

Date: August 7, 2023

Presenter: Dan Villarreal
Valerie Rueda Executive Director
Procurement & eCommerce

Subject: \$50,000 Purchases

Related Page(s): Attachment

CONSENT ITEM

BACKGROUND INFORMATION

Texas Education Code §44.031 requires all school district contracts, except contracts for the purchase of produce or vehicle fuel, valued at \$50,000 or more in the aggregate for each 12-month period shall be made by one of the methods listed in the Code providing the best value for the district. Board Policy CH (LOCAL) states, "The Board delegates to the Superintendent or designee the authority to make budgeted purchases for goods or services. However, any single, budgeted purchase of goods or services costing \$50,000 or more, regardless of whether the goods or services are competitively purchased, shall require Board approval before a transaction may take place."

ADMINISTRATIVE CONSIDERATION

The purpose of this consent item is to ask for Board authorization to expend funds for previously approved budgeted expenditures for 2023-2024, which meet or exceed \$50,000 from the attached listed vendors. The attachment reflects categories of purchases, vendor names, descriptions of goods or services and estimated 2023-2024 expenditures. These purchases comply with applicable bid laws. The attachment includes estimated aggregate expenditures exceeding \$50,000 during the school year. By approving this consent item, each approved budgeted item will not have to be presented again, saving considerable time and resources.

BUDGETARY CONSIDERATION

The estimated expenditure amounts are budgeted in various District accounts which were approved at the Board of Trustees meeting on June 12, 2023. Funds being expended include general funds, bond funds, grant funds, special revenue funds, internal service funds and enterprise funds.

ADMINISTRATIVE RECOMMENDATION

The Superintendent recommends the Department of Procurement & eCommerce be authorized to expend funds listed in the attachment for fiscal year 2023-2024.

BOARD ACTION REQUIRED

Approval/Disapproval

ATTACHMENT
BUDGETED PURCHASES OF GOODS OR SERVICES COSTING \$50,000 OR MORE
NEISD BOARD MEETING August 7, 2023

Category	Vendor(s) Name	Description of Goods/Services	Estimated Expenditures 2023-2024	Bid Compliance	Notes
Curriculum & Instruction	Amplify Education, Inc.	Amplify (Boost) Reading Texas G 3-5 Student Licenses	\$255,000	TIPS Co-op	June Board approved \$185,000 for K-2. Additional \$255,000 needed for grade 3-5 licenses.
Curriculum & Instruction	Vista Higher Learning, Inc.	Temas/Themes Supersite 6 year License-French & Spanish	\$65,028	02-23	Purchase over \$50,000 requires Board approval.
Distribution Center	Cavender Grande Ford	26 foot Box Truck (to replace 1997 Vehicle ID 73306)	\$115,000	46-22	Purchase over \$50,000 requires Board approval.
Network Technology	CDW	Vmware	\$251,600	TIPS Co-op	Purchase over \$50,000 requires Board approval.
Risk Management	HEB	Flu Shots	\$150,000	36-21	June Board approved \$120,500. Additional \$29,500 needed.
Risk Management	MDX Medical	BCBSTX Member Rewards	\$50,000	Sole Source	Purchase over \$50,000 requires Board approval.
School Nutrition Services	Arnold Refrigeration	Replace lights in walk in coolers & replace refrigeration insulation	\$250,346	32-23	Purchase over \$50,000 requires Board approval.
School Nutrition Services	Fleet Wash, Inc.	Vent-a-hood Cleaning	\$91,040	07-23	Purchase over \$50,000 requires Board approval.
School Nutrition Services	Mission Restaurant Supply	Dough Dividers/Accessories	\$53,284	TIPS Co-op	Purchase over \$50,000 requires Board approval.
Special Education	Bayes Achievement Center	Assessments	\$285,000	Non-Competitive Category - Professional Services	Purchase over \$50,000 requires Board approval.
Transportation	Secured Mobility, LLC	Smart Tag	\$158,000	BuyBoard Co-op	Purchase over \$50,000 requires Board approval.



NORTH EAST INDEPENDENT SCHOOL DISTRICT

Date: August 7, 2023

Presenter: Anthony J. Mitchell
Ismael Flores, P.E.
Interim Executive
Director, CM&E

Subject: Professional Services Contracts, Construction Contracts,
and Related Contract Amendments Supporting the 2015
Bond, M&O, and ESSER III Program Funds Design and
Construction Requirements

Related Page(s): Attachment

CONSENT ITEM

BACKGROUND INFORMATION

The Board of Trustees approved the appointment of Principal Consultants for the 2015 Bond Program on Feb. 8, 2016. Bond projects require supporting professional services contracts to perform: (1) architectural and landscape architectural services; (2) acoustical, civil, code review, fire protection, food service, mechanical-electrical-plumbing, roofing, and structural engineering services; (3) technology services; (4) geotechnical investigations; (5) material testing services; (6) test-balance-commissioning services; and (7) post-construction investigative reviews.

ADMINISTRATIVE CONSIDERATION

These professional services contracts, construction contracts, and related contract amendments support the development and construction of approved projects included in the 2015 Bond, M&O, and ESSER III program funded requirements. Contracts and contract amendments exceeding \$50,000.00 in value must be approved by the Board of Trustees.

BUDGETARY CONSIDERATION

Funding for these professional services contracts, construction contracts, and related contract amendments are included in the 2015 Bond, M&O, and ESSER III funded programs.

ADMINISTRATIVE RECOMMENDATION

It is recommended for the Board of Trustees to approve the Professional Services Contracts, Construction Contracts, and Related Contract Amendments in support of the 2015 Bond, M&O, and ESSER III program funded requirements (see Attachment). It is further recommended for the Board of Trustees to grant the Superintendent, the Chief Operations Officer, and the Interim Executive Director of Construction Management and Engineering authority to execute the contracts.

BOARD ACTION REQUIRED

Approval/Disapproval

ATTACHMENT

PROFESSIONAL SERVICES CONTRACTS, CONSTRUCTION CONTRACTS, AND RELATED CONTRACT AMENDMENTS 282 ESSER-III and M&O Funded Program - August 7, 2023								
Program	Project	Consultant or Construction Contract Award Date	Description of Service and/or Bid Delivery Method	Professional Services Consulting Firm or General Contractor or Service Vendor	Original Contract Value (Board Award)	Current Contract Value	Contract Amendment	New Contract Value
282 ESSER-III Program	Madison HS Central Energy Plant Chiller Replacement Project E21.02	14-Feb-2022	Construction Change Order #4 Replace Existing CPS Transformer Feeders	Marksmen General Contractors	\$ 2,925,000.00	\$ 3,323,422.00	\$ 150,000.00	\$ 3,473,422.00
282 ESSER-III Program	Roosevelt HS Unit Ventilators Project E21.05A	14-Feb-2022	Construction Change Order #6 Piping Modification for 15 Units	LC Mosel CO LTD	\$ 1,238,885.00	\$ 1,359,909.00	\$ 20,894.00	\$ 1,380,803.00
			Elementary and Secondary School Emergency Relief III - 282 Fund (This Period)		\$ 4,163,885.00	\$ 4,683,331.00	\$ 170,894.00	\$ 4,854,225.00