



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 December 8, 2025. The Board will convene in Open Session at 5:30 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
 - 2. Proposed Recommendation for Termination of Chapter 21 Probationary Contract Employee
 - 3. Proposed Recommendation for Termination of Chapter 21 Term Contract Employee
 - 4. Discussion Regarding Naming of Interim Superintendent
 - 5. Discussion Regarding Resignation of Superintendent
- B. Discussion Regarding Intruder Detection Security Audit, pursuant to Government Code Section 551.072
- C. Purchase, Exchange, Lease, or Value of Real Property pursuant to Government Code Section 551.072
 - 1. Discussion Regarding Lease of Portion of Wilshire Elementary School to Bexar County Sheriff's Office
- D. Consultation with Board's Attorney pursuant to Government Code Section 551.071
 - 1. Pending and/or Possible Litigation

III. RECONVENE INTO OPEN SESSION

IV. WELCOME FROM THE BOARD PRESIDENT

V. INVOCATION AND PLEDGE OF ALLEGIANCE

A. Jackson Middle School	
Presenter: Denise Hinchman, Principal	
VI. RECOGNITIONS	
A. President's Comments and Acknowledgment of Special Calendar Events	
VII. MATTERS FROM THE FLOOR	
VIII. MATTERS FROM EXECUTIVE SESSION	
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Presenter: Rudy Jimenez, Chief of Schools and Leadership	
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Presenter: Rudy Jimenez, Chief of Schools and Leadership	
4. Discussion and Possible Action to Name Interim Superintendent	
5. Possible Action on Resignation of Superintendent	
B. Purchase, Exchange, Lease, or Value of Real Property pursuant to Government Code Section 551.072	
1. Possible Action Regarding Lease of Portion of Wilshire Elementary School to Bexar County Sheriff's Office	
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Presenter: Anthony Jarrett, Chief Instructional Officer	

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Presenter: Dan Villarreal, Chief Financial Officer	
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B. Awarded Bid Report	
C. Federal Grants Report	
D. Open Records Request Report	
XIV. DISCUSSION AND POSSIBLE ACTION REGARDING BOARD MEMBERS' REQUEST(S) FOR ITEM(S) TO BE PLACED ON A FUTURE AGENDA AND/OR REQUEST(S) FOR REPORT(S) FROM THE ADMINISTRATION	
XV. 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 2nd day of December, no later than 5:30 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: December 8, 2025
Subject: Employment of Personnel
New Hires

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

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: December 8, 2025

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

Subject: Proposed Recommendation
For Termination of Chapter 21
Probationary Contract Employee

Related Page(s): None

ACTION ITEM

BACKGROUND INFORMATION

In accordance with the Texas Education Code § 21.104(a) and Board Policy DFAA (Legal) "Any probationary contract employee may be discharged at any time for good cause as determined by the board. "Good cause" is the failure to meet the accepted standards of conduct for the profession as generally recognized and applied in similarly situated school districts in this state."

ADMINISTRATIVE CONSIDERATION

Formal approval of the proposed recommendation for termination of Chapter 21 Probationary contract employee 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 Chapter 21 Probationary contract discussed in executive session and notify the employee of the proposed action to include the grounds for the action.

BOARD ACTION REQUIRED

Approval/Disapproval



NORTH EAST INDEPENDENT SCHOOL DISTRICT

Date: December 8, 2025

Presenter: Rudy Jimenez
Chyla Whitton
Executive Director,
Human Resources

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

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 term contract employee 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 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 Chapter 21 Term contract(s) discussed in executive session and notify the employee of the proposed action to include the grounds for the action.

BOARD ACTION REQUIRED

Approval/Disapproval



NORTH EAST INDEPENDENT SCHOOL DISTRICT

Date: December 8, 2025

Presenter: Kasey Navin

Subject: North East Educational Foundation
Annual Report to the Board of Trustees
2024-2025 Fiscal Year

Related Page(s): Annual Report

PRESENTATION

BACKGROUND INFORMATION

In accordance with the North East Educational Foundation's Policies, Processes, and Procedures Manual, the Foundation is committed to providing the Board of Trustees with an annual report outlining its fundraising efforts. This report will summarize NEEF's progress and impact throughout the July 2024–June 2025 fiscal year.

BOARD ACTION REQUIRED

None



NORTH EAST INDEPENDENT SCHOOL DISTRICT

Date: December 8, 2025

Presenter: David Beyer
Board President

Subject: 2026 Bexar Appraisal District Board of Directors Corrected Notice of Voting Entitlements

Related Page(s): Attachments

ACTION ITEM

BACKGROUND INFORMATION

During the October 6, 2025 Regular Board Meeting, the Board of Trustees nominated one candidate for one of two positions within the Bexar Appraisal District Board of Directors as required by Section 6.03, of the Texas Property Tax Code.

In a letter, dated November 13, 2025, the North East Independent School District was notified by Bexar Appraisal District that 2025 voting entitlements for the appointment of members to the 2026 Bexar Appraisal District Board of Directors was incorrect. As per the letter, it was determined that the total number of votes distributed was incorrectly calculated due to a misapplication of the multiplier in Tax Code § 6.03(d).

Explanation of Correction	<p>“Under Texas Property Tax Code § 6.03(d), the number of votes distributed among participating taxing units must be determined as follows: The voting entitlements of a taxing unit...is determined by dividing the total dollar amount of property taxes imposed in the district by the taxing unit for the preceding tax year by the sum of the total dollar amount of property taxes imposed in the district for that year by each taxing unit entitled to vote, multiplying the quotient by 1,000, and then by the number of directorships to be filled.”</p> <p>“For the 2026 term, two (2) directorships are to be filled (corresponding to the expiration of the one-year staggered terms drawn in 2024). Accordingly, the total number of votes available for distribution is 2,000 (1,000 x 2 directorships). The previous notice inadvertently retained the 2024 transition-year total of 5,000 votes, which applied when five positions were being filled. While the percentage distribution for each taxing unit remains unchanged, the vote totals must now be adjusted to align with statutory requirements.”</p>
Impact on Voting Units	<p>“Each taxing unit’s percentage entitlement remains identical to the previous notice. Only the total number of votes has been corrected from 5,000 to 2,000. Any ballots previously cast using the 5,000-vote allocation are void and must be resubmitted using the corrected voting entitlement enclosed with this notice. Votes must be resubmitted by December 15, 2025, consistent with the statutory deadline in Tax Code § 6.03(k).”</p>

ADMINISTRATIVE RECOMMENDATION

It is recommended that the Board of Trustees adopt a new resolution designating votes cast using the correct totals and submit the ballot and resolution to the Chief Appraiser by the deadline.

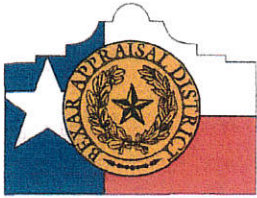
BOARD ACTION REQUIRED

Approval/Disapproval

Bexar Central Appraisal District Voting Entitlement Calculation

Taxing Unit	2024 Tax Levy	Sum of Levies	Percentage of Total Levy	Percentage Times 1,000 Rounded to Whole Number	Number of Directorship Positions to be Filled	Total Votes
ALAMO COMMUNITY COLLEGE DIST.	\$371,155,748	\$4,178,153,759	0.0888324771	89	2	178
ALAMO HEIGHTS ISD	\$81,284,888	\$4,178,153,759	0.0194547383	19	2	38
BEXAR COUNTY	\$633,755,511	\$4,178,153,759	0.1516831470	152	2	304
BOERNE ISD	\$34,568,475	\$4,178,153,759	0.0082736244	8	2	16
CITY OF ALAMO HEIGHTS	\$8,273,275	\$4,178,153,759	0.0019801270	2	2	4
CITY OF BALCONES HEIGHTS	\$2,192,201	\$4,178,153,759	0.0005246817	1	2	2
CITY OF CASTLE HILLS	\$4,916,808	\$4,178,153,759	0.0011767896	1	2	2
CITY OF CHINA GROVE	\$526,505	\$4,178,153,759	0.0001260138	0	2	0
CITY OF CONVERSE	\$12,085,232	\$4,178,153,759	0.0028924814	3	2	6
CITY OF ELMENDORF	\$1,015,827	\$4,178,153,759	0.0002431282	0	2	0
CITY OF FAIR OAKS RANCH	\$4,909,502	\$4,178,153,759	0.0011750410	1	2	2
CITY OF GREY FOREST	\$69,040	\$4,178,153,759	0.0000165240	0	2	0
CITY OF HELOTES	\$5,038,247	\$4,178,153,759	0.0012058549	1	2	2
CITY OF HILL COUNTRY VILLAGE	\$725,163	\$4,178,153,759	0.0001735606	0	2	0
CITY OF KIRBY	\$3,486,611	\$4,178,153,759	0.0008344860	1	2	2
CITY OF LEON VALLEY	\$6,437,465	\$4,178,153,759	0.0015407439	2	2	4
CITY OF LIVE OAK	\$7,591,021	\$4,178,153,759	0.0018168362	2	2	4
CITY OF LYTLE	\$6,241	\$4,178,153,759	0.0000014937	0	2	0
CITY OF OLMOS PARK	\$4,408,700	\$4,178,153,759	0.0010551790	1	2	2
CITY OF SAN ANTONIO	\$843,529,760	\$4,178,153,759	0.2018905499	202	2	404
CITY OF SANDY OAKS	\$857,821	\$4,178,153,759	0.0002053110	0	2	0
CITY OF SCHERTZ	\$3,437,866	\$4,178,153,759	0.0008228194	1	2	2
CITY OF SELMA	\$2,139,386	\$4,178,153,759	0.0005120410	1	2	2
CITY OF SHAVANO PARK	\$5,135,519	\$4,178,153,759	0.0012291360	1	2	2
CITY OF SOMERSET	\$1,019,083	\$4,178,153,759	0.0002439075	0	2	0
CITY OF ST HEDWIG	\$1,327,582	\$4,178,153,759	0.0003177437	0	2	0
CITY OF TERRELL HILLS	\$7,344,245	\$4,178,153,759	0.0017577728	2	2	4
CITY OF UNIVERSAL CITY	\$10,640,969	\$4,178,153,759	0.0025468113	3	2	6
CITY OF VON ORMY	\$110,649	\$4,178,153,759	0.0000286368	0	2	0
CITY OF WINDCREST	\$4,027,970	\$4,178,153,759	0.0009640550	1	2	2
COMAL ISD	\$40,289,098	\$4,178,153,759	0.0096427993	10	2	20
EAST CENTRAL ISD	\$74,540,831	\$4,178,153,759	0.0178406146	18	2	36
EDGEWOOD ISD	\$22,385,085	\$4,178,153,759	0.0053576499	5	2	10
FLORESVILLE ISD	\$32,633	\$4,178,153,759	0.0000078104	0	2	0
HARLANDALE ISD	\$30,864,126	\$4,178,153,759	0.0073870249	7	2	14
JUDSON ISD	\$153,248,717	\$4,178,153,759	0.0366785728	37	2	74
MEDINA VALLEY ISD	\$35,126,067	\$4,178,153,759	0.0084070786	8	2	16
NORTH EAST ISD	\$510,038,662	\$4,178,153,759	0.1220727363	122	2	244
NORTHSIDE ISD IN BEXAR COUNTY	\$769,452,698	\$4,178,153,759	0.1841609338	184	2	368
SAN ANTONIO ISD	\$316,361,214	\$4,178,153,759	0.0757179444	76	2	152
SCHERTZ-CIBOLO ISD	\$15,319,371	\$4,178,153,759	0.0036665407	4	2	8
SOMERSET ISD IN BEXAR COUNTY	\$6,769,671	\$4,178,153,759	0.0016202542	2	2	4
SOUTH SAN ISD	\$32,473,826	\$4,178,153,759	0.0077722908	8	2	16
SOUTHSIDE ISD	\$27,381,380	\$4,178,153,759	0.0065534639	7	2	14
SOUTHWEST ISD	\$78,161,730	\$4,178,153,759	0.0187072412	19	2	38
TOWN OF HOLLYWOOD PARK	\$3,682,340	\$4,178,153,759	0.0008813319	1	2	2

Texas Property Tax Code Section 6.03(d): The voting entitlement of a taxing unit that is entitled to vote for directors is determined by dividing the total dollar amount of property taxes imposed in the district by the taxing unit for the preceding tax year by the sum of the total dollar amount of property taxes imposed in the district for that year by each taxing unit that is entitled to vote, by multiplying the quotient by 1,000, and rounding the product to the nearest whole number. That number is multiplied by the number of directorships to be filled. A taxing unit participating in two or more districts is entitled to vote in each district in which it participates, but only the taxes imposed in a district are used to calculate voting entitlement in that district.



OFFICIAL ELECTION BALLOT OF
BEXAR APPRAISAL DISTRICT BOARD OF DIRECTORS
2026 TERM

VOTE MUST BE MADE BY RESOLUTION.
THIS BALLOT MUST BE SUBMITTED WITH A RESOLUTION FOR YOUR VOTE
TO BE COUNTED.

TAXING UNIT NAME: North East 1SD

CANDIDATE

NUMBER OF VOTES

DR. RALPH E. BARKSDALE
(NOMINATED BY BEXAR COUNTY)

244

JULIANA DUSEK
(NOMINATED BY CITY OF OLMOS PARK)

IVALIS MEZA GONZALEZ
(NOMINATED BY CITY OF SAN ANTONIO)

GERALD LOPEZ
(NOMINATED BY ALAMO COLLEGE DISTRICT AND NORTHSIDE ISD)

LEE MARTINEZ
(NOMINATED BY HARLANDALE ISD)

ROLANDO RAMIREZ
(NOMINATED BY SOUTHSIDE ISD)

BECKY RUIZ
(NOMINATED BY HARLANDALE ISD AND NORTHSIDE ISD)

NORTH EAST INDEPENDENT SCHOOL DISTRICT

RESOLUTION

BE IT RESOLVED that the Board of Trustees of the North East Independent School District met in a regular meeting on this 8th day of December 2025, and among other business, the following was had, to-wit;

WHEREAS, Section 6.03(e) of the Texas Tax Code provides for the establishment of a single countywide appraisal district, and,

WHEREAS, the appraisal district is to be governed by a board of five directors, and

WHEREAS, each tax unit may nominate up to two candidates to serve on the appraisal district board of directors, and

WHEREAS, the North East Independent School District is a voting member of the Bexar Appraisal District and is entitled to nominate up to two candidates to serve on the board of directors;

NOW, THEREFORE BE IT RESOLVED by said Board of Trustees of said school district that the North East Independent School District nominates Dr. Ralph Barksdale

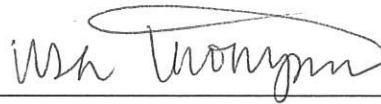
_____ , to serve on the board of directors of the Bexar Appraisal District.

RESOLVED this 8th day of December 2025.

BOARD OF TRUSTEES OF THE ABOVE
INDEPENDENT SCHOOL DISTRICT



President, Board of Trustees



Secretary, Board of Trustees



NORTH EAST INDEPENDENT SCHOOL DISTRICT

Date: December 8, 2025

Presenter: Sean Maika
Superintendent

Subject: Board Policy Update 126

Related Page(s): Attachments

ACTION ITEM

BACKGROUND INFORMATION

Changes in Update 126 are based almost exclusively on legislative and regulatory changes from the 89th Regular Legislative Session. Due to the large volume of policies contained in this update, only 15 policies will be addressed at this time. Subsequent meetings will address the remainder of policies within U126. Recommended changes to local policies offered for consideration address the following topics:

Board Meetings	Board Meetings: Public Participation
Contracted Services	Contracted Services: Background Checks & Required Reporting
Buildings, Grounds, & Equipment Mgt: Required Displays	Facilities Construction
Employment Requirements & Restrictions: Conflict of Interest	Compensation and Benefits: Leaves & Absences
Term Contracts: Nonrenewal	Employee Standards of Conduct
Instructional Resources: Instructional Materials	Special Education: Video/Audio Monitoring
Academic Achievement: Grading/Progress Reports to Parents	Parent Rights and Responsibilities
Wellness & Health Services: Medical Treatment	

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.

The (LOCAL) policy recommendations in this update require close attention by both the administration and the board to ensure that the policies reflect the practices of the district and the intentions of the board. Board action is needed to adopt, revise, or repeal (LOCAL) policy.

ADMINISTRATIVE RECOMMENDATION

While most of the policies included in this update are (LEGAL) policies, the update recommends the Board add, revise, or delete fifteen (15) (LOCAL) policies. The following (LOCAL) policies are presented to the Board for consideration.

BE (LOCAL)	CLE (LOCAL)	DFBB (LOCAL)	EIA (LOCAL)
BED (LOCAL)	CV (LOCAL)	DH (LOCAL)	FA (LOCAL)
CJ (LOCAL)	DBD (LOCAL)	EFA (LOCAL)	FFAC (LOCAL)
CJA (LOCAL)	DEC (LOCAL)	EHBAF (LOCAL)	

RECOMMENDATION

It is recommended that the Board approve the above-listed local policies included in Update 126.

BOARD ACTION REQUIRED

Approval/Disapproval

Explanatory Notes

TASB Localized Policy Manual Update 126

North East ISD

ATTN(NOTE)

GENERAL INFORMATION ABOUT THIS UPDATE

Please note:

Changes at Update 126 are based almost exclusively on legislation from the 89th Regular Legislative Session. Please note that documents provided in the legal framework are not adopted by the board.

Unless otherwise noted, references to legislative bills throughout these explanatory notes refer to Senate Bills (SB), House Bills (HB), or House Concurrent Resolutions (HCR) from the 89th Regular Legislative Session. All referenced bills have already gone into effect unless otherwise noted.

TASB Policy Service hosted and recorded a webinar to review the content of Update 126. That recorded webinar is available with your Update 126 materials on Policy Online.

AE(LEGAL)

EDUCATIONAL PHILOSOPHY

HB 2 updated the existing goals of education and added an additional two.

AF(LEGAL)

INNOVATION DISTRICTS

The ability for a district to exempt itself from certain laws through a District of Innovation plan was impacted by SB 12, HB 2, and HB 6. SB 571 amended and redesignated the requirements related to termination of a district's designation as a District of Innovation.

AG(LEGAL)

HOME-RULE DISTRICTS

SB 571 amended the language at Education Code 12.0271 and redesignated material from Education Code 22.085 and 22.092. Changes to the legal framework have been made accordingly.

AIA(LEGAL)

ACCOUNTABILITY: ACCREDITATION AND PERFORMANCE INDICATORS

An Appeal and Revision section has been added to reflect changes in 19 Administrative Code 97.1002.

AIB(LEGAL)

ACCOUNTABILITY: PERFORMANCE REPORTING

A section addressing the Performance of Students Receiving Special Education Services has been added to reflect changes from HB 2.

AIC(LEGAL)

ACCOUNTABILITY: INTERVENTIONS AND SANCTIONS

The section on Intervention Programs has been amended to reflect changes from HB 2.

AIE(LEGAL)

ACCOUNTABILITY: INVESTIGATIONS

SB 571 added a reason the commissioner is authorized to conduct a special investigation.

B(LEGAL)

LOCAL GOVERNANCE

The section B table of contents has been revised to add the new code BT, Prohibition on Diversity, Equity, and Inclusion Activities.

BBA(LEGAL)

BOARD MEMBERS: ELIGIBILITY/QUALIFICATIONS

Registration as a Sex Offender has been added under Ineligibility in response to HB 3629, which prohibits an individual who must register as a sex offender from serving as a trustee.

Explanatory Notes

TASB Localized Policy Manual Update 126

North East ISD

BBB(LEGAL) BOARD MEMBERS: ELECTIONS

The board may adopt a resolution to change the length of terms of trustees no later than December 31, 2030, and may change its election date to the November uniform election date in accordance with HB 3546.

BBBA(LEGAL) ELECTIONS: CONDUCTING ELECTIONS

Electioneering may not be conducted within 20 feet of a parking space designated for curbside voting in accordance with HB 521.

BBD(LEGAL) BOARD MEMBERS: TRAINING AND ORIENTATION

Revisions throughout are due to adopted amendments to 19 Administrative Code 61.1 related to board member training.

BBE(LEGAL) BOARD MEMBERS: AUTHORITY

A section relating to access to information by board members under the Public Information Act has been added pursuant to HB 4310.

BE(LEGAL) BOARD MEETINGS

SB 413 requires the recording of all board meetings. SB 413 also added language regarding inclusion in board meeting minutes of each board member's vote on any item and a requirement to post on the district's website any resolution adopted by the board. HB 1522 changed the required posting time for board agendas from 72 hours to 3 business days.

BE(LOCAL) BOARD MEETINGS

Several recommended revisions have been made to this policy on board meetings. SB 12 prompted new language at Meeting Place and Time indicating that board meetings will be held outside of typical work hours. Language at Notice to Members has been adjusted to reflect HB 1522, which requires board agendas to be posted for three business days, rather than 72 hours, before the meeting. This recommended revision appropriately adjusts when the notice of the meeting will be provided to board members.

At Deadline, the recommended revisions are also in response to HB 1522. We offer for your consideration language requiring that agenda items be submitted 10 calendar days before a meeting. This deadline would provide the district sufficient time to compile items and post an agenda by the statutory deadline. If the district would like to adjust the deadline, please contact your policy consultant.

SB 413 requires roll call voting, so the language at Record Vote has been revised accordingly. A paragraph in the Minutes section has been removed, as the statement is true for all district records and it is not necessary to separately address retention in this policy. Please refer to CPC(LOCAL) and your district's record retention procedures.

The [Legal Tips for Policy Development](#), available in the Policy Online® Governance and Management Library (TASB login required), describe common legal concerns and best practices specific to this policy's topic.

Please note: We have retained unchanged your locally developed text at Regular Meetings, Preparation, and Record Vote. Please contact your policy consultant if you have any questions.

BEC(LEGAL) BOARD MEETINGS: CLOSED MEETINGS

Trustees may now address matters of cybersecurity and critical infrastructure facilities in closed meetings, in accordance with HB 3112.

Explanatory Notes

TASB Localized Policy Manual Update 126

North East ISD

BED(LEGAL) BOARD MEETINGS: PUBLIC PARTICIPATION

HB 5238 amended the offense of disruption of a meeting to include virtual meetings and electronic disturbances like hacking.

BED(LOCAL) BOARD MEETINGS: PUBLIC PARTICIPATION

Recommended revisions comply with the SB 12 requirement that public comment occur at the beginning of board meetings.

The [Legal Tips for Policy Development](#), available in the Policy Online® Governance and Management Library (TASB login required), describe common legal concerns and best practices specific to this policy's topic.

BF(LEGAL) BOARD POLICIES

A Compliance section has been added pursuant to SB 12's requirement that districts must implement and comply with policies the district is required to adopt.

BJA(LEGAL) SUPERINTENDENT: QUALIFICATIONS AND DUTIES

Provisions regarding required certifications to TEA have been added to this policy. Information on the do-not-hire registry are in accordance with HB 2. SB 12 requires board approval of the superintendent's certification relating to diversity, equity, and inclusion prohibitions. A section on Testimony Before the SBOE has also been added pursuant to SB 12.

BJB(LEGAL) SUPERINTENDENT: RECRUITMENT AND APPOINTMENT

Notice of vacant positions must now be posted five, rather than 10, school days before the date on which a district fills the position according to HB 2.

BT(LEGAL) PROHIBITION ON DIVERSITY, EQUITY, AND INCLUSION ACTIVITIES

This new policy code addresses SB 12's prohibition on diversity, equity, and inclusion activities. Definitions and prohibited activities and certification requirements are included.

C(LEGAL) BUSINESS AND SUPPORT SERVICES

The section C table of contents has been updated to reflect revised subtopics for CJA, now named Background Checks and Required Reporting, and CLE, now named Required Displayed. A new code CQD, on Artificial Intelligence, has also been added.

CBA(LEGAL) STATE AND FEDERAL REVENUE SOURCES: STATE

A section has been included to reflect that HB 2 added an allotment for basic costs of \$106 for each student. At New Instructional Facility Allotment, HB 2 and HB 120 add a renovated portion of an instructional facility to the definition of a new instructional facility.

CCA(LEGAL) LOCAL REVENUE SOURCES: BOND ISSUES

HB 103, HB 3526, and SB 843 all relate to bond databases. Extensive revisions throughout comport with these new laws. HB 4395 required the addition of an Electronic Submission and Delivery subsection under Attorney General Review and Approval.

CCG(LEGAL) LOCAL REVENUE SOURCES: AD VALOREM TAXES

HB 1522 requires specific notices to be provided when the board will discuss or adopt the budget, and HB 1453 allows districts to approve an interest and sinking (I & S) rate that exceeds the rate to maintain the

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same level of maintenance and operations revenue and pay debt service under specific conditions. Sections have been added to address these requirements. A deletion at Voter-Approval Tax Rate is due to HB 2. SB 1502 restricts a district's ability to approve disaster pennies. At Proposition, SB 1025 requires a proposition that increases a tax to include the statement "THIS IS A TAX INCREASE."

CCGA(LLEGAL) AD VALOREM TAXES: EXEMPTIONS AND PAYMENTS

Contingent on a constitutional amendment, SB 4 will raise the homestead exemption to \$140,000. SB 23, also contingent on a constitutional amendment, raises the disabled and elderly exemption to \$60,000. HB 2742 amends the requirements around split payments for districts that collect their own taxes and eliminates Tax Code 31.04(c). Other revisions have been made for clarity.

CCGB(LLEGAL) AD VALOREM TAXES: ECONOMIC DEVELOPMENT

SB 2900 repealed the JETI Oversight Committee, so related language in the Governor Action on Application section has been removed. HB 1620 repealed Tax Code 313.007, which was found in the Texas Economic Development Act section.

CE(LLEGAL) ANNUAL OPERATING BUDGET

Language at Authorized Expenditures has been updated to reflect changes from HB 2.

CFEA(LLEGAL) PAYROLL PROCEDURES: SALARY DEDUCTIONS AND REDUCTIONS

The Professional or Other Dues section has been amended to address HB 2 changes for salary deductions.

CH(LLEGAL) PURCHASING AND ACQUISITION

SB 1173 changes the competitive procurement threshold from \$50,000 to \$100,000.

Please note: In many districts' CH(LOCAL), the purchasing authority of the superintendent is established. This is a different threshold from what has been changed statutorily. For that reason, CH(LOCAL) is not included in this update. Please review your CH(LOCAL) and, if any revisions are necessary, please contact your policy consultant.

CHE(LLEGAL) PURCHASING AND ACQUISITION: VENDOR DISCLOSURES AND CONTRACTS

HB 210 creates a criminal offense for a vendor to bid or contract with the district if it has a close relationship with a trustee. A new section called Prohibited Activities by Vendors has been created to reflect this change. SB 33 adds to the prohibition against using taxpayer resource transactions for abortion-related expenses.

CHF(LLEGAL) PURCHASING AND ACQUISITION: PAYMENT PROCEDURES

Language has been added to reflect an exception to the Exception for bona fide disputes between a district and vendor for purposes of prompt payment in construction projects, in accordance with HB 3005.

CJ(LLEGAL) CONTRACTED SERVICES

A section on Severance Pay has been added to address HB 762, which restricts severance agreements for independent contractors. The provisions also apply to employees, as reflected in policy DEA.

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CJ(LOCAL) CONTRACTED SERVICES

Recommended new provisions reflect that contractors may not engage in or assign instructional activities prohibited by law or diversity, equity, and inclusion (DEI) duties under SB 12. Violations will result in termination of the contract.

CJA(LEGAL) CONTRACTED SERVICES: BACKGROUND CHECKS AND REQUIRED REPORTING

The subtopic of this code, previously Criminal History, has been renamed Background Checks and Required Reporting. SB 571 transferred Education Code 22.085 to Chapter 22A and redesignated it as 22A.157. That change is reflected at Disqualifying Conviction and District Responsibility to Ensure Compliance. Extensive new sections on Requirement to Report Service Provider Misconduct and Consent for Release of Records and Preservice Affidavit have been added pursuant to SB 571.

CJA(LOCAL) CONTRACTED SERVICES: BACKGROUND CHECKS AND REQUIRED REPORTING

The subtopic name has been adjusted to Background Checks and Required Reporting to more accurately describe the contents of the legal framework at this code. No changes have been made to the local text, and the district has not been charged for this revision.

CK(LEGAL) SAFETY PROGRAM/RISK MANAGEMENT

SB 57 changes at the Responsibilities subsection under Safety and Security Committee reflect the need to recommend accommodations for a student with an IEP or 504 plan. Additional changes from SB 57 are reflected in the Meetings subsection. HB 33 and HB 121 both speak to Sheriff-Led School Safety Meetings, which apply differently depending on the size of the county. A section about Public Information Officer for Emergency Communications has been added based on new requirements in HB 33. A clerical error in a citation as well as codes that were redesignated during the legislative session have been corrected.

CKA(LEGAL) SAFETY PROGRAM/RISK MANAGEMENT: SAFETY AND SECURITY AUDITS AND MONITORING

Revisions throughout are in compliance with HB 33, HB 2, and HB 121.

CKC(LEGAL) SAFETY PROGRAM/RISK MANAGEMENT: EMERGENCY PLANS

At Emergency Response Map and Walk-Through, the requirement to provide a map to the Department of Public Safety has been included in compliance with HB 121. Changes in the Emergency Operations Plan section are due to changes from HB 33, HB 131, SB 57, and HB 121. SB 57 made significant changes to Education Code 37.1086, as reflected in the Recommendations and Guidelines for Individuals with Disabilities or Impairments section. The requirement to provide information to parents about safe firearm storage three times per year pursuant to HB 121 is in the Safe Firearm Storage section. At Confidential Information under the Texas Disaster Act, the language has been amended to reflect changes from HB 132.

CKD(LEGAL) SAFETY PROGRAM/RISK MANAGEMENT: EMERGENCY MEDICAL EQUIPMENT AND PROCEDURES

The Automated External Defibrillators section has been amended to include, amongst other changes, an Inspection subsection that is required under SB 865. The Cardiac Emergency Response Plan has also been amended to meet the requirements of that bill. A section on Airway Clearance Devices has been added pursuant to HB 549.

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

Retired and reserve police officers are addressed in the Armed Security Officer Required section pursuant to HB 1458. Language regarding the expiration and renewal of good cause exceptions to the armed security officer requirement is included from HB 121. HB 121 also necessitated additional language in the Alternative Standard section.

CKEA(LLEGAL) SECURITY PERSONNEL: COMMISSIONED PEACE OFFICERS

Language has been added pursuant to HB 33, which requires law enforcement agencies to have a Public Information Officer for Emergency Communications. Reserve police officers, as allowed in HB 1458, are similarly addressed in a new section. In accordance with HB 33, an Active Shooter Incident subsection has been added under Required Policies, along with a section requiring Access to a Breaching Tool and Ballistic Shield. A section on Donation of Surplus Law Enforcement Equipment to a School District has been included pursuant to HB 1851. Law enforcement agencies are authorized to acquire and possess epinephrine delivery systems, and that section has been updated due to changes in SB 1619. HB 4504 from the 88th Regular Legislative Session necessitated an update to the Code of Criminal Procedure citations throughout.

CKEB(LLEGAL) SECURITY PERSONNEL: SCHOOL MARSHALS

Language at Board Regulations has been revised to reflect that uniformed school marshals may now open carry a firearm on campus pursuant to SB 870. HB 4504 from the 88th Regular Legislative Session necessitated an update to the Code of Criminal Procedure citations throughout.

CL(LLEGAL) BUILDINGS, GROUNDS, AND EQUIPMENT MANAGEMENT

HB 2 creates a requirement for districts to report facility usage to TEA.

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

A section on Fire Safety Inspection Reports has been included to reflect that SB 1177 requires fire safety inspections to include inspections of automated external defibrillators (AEDs) and that fire safety reports be filed at the campus level.

CLE(LLEGAL) BUILDINGS, GROUNDS, AND EQUIPMENT MANAGEMENT: REQUIRED DISPLAYS

The subtopic name has been adjusted to Required Displays to more accurately describe the contents at this code. A section heading for Flags has been added for clarity. SB 10's requirements regarding conspicuously displaying the Ten Commandments have been added.

CLE(LOCAL) BUILDINGS, GROUNDS, AND EQUIPMENT MANAGEMENT: REQUIRED DISPLAYS

The subtopic name has been adjusted to Required Displays to more accurately describe the contents of the legal framework at this code. No changes have been made to the local text, and the district has not been charged for this revision.

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

19 Administrative Code 67.1003(i), which became effective June 8, 2025, relates to district entitlement to state aid regardless of whether the district uses the amount provided during the school year, and has been included here. Extensive additions regarding open education resource instructional materials has

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been added pursuant to 19 Administrative Code 67.1004, which also became effective June 8, 2025. SB 13 allows instructional material and technology allotment funds to be used for costs associated with complying with Education Code 33.023, which is set out more fully in EFB, and is referenced here. Beginning in the 2026-27 school year, districts may not adopt or use instructional material included on the list of rejected instructional materials maintained by the SBOE, and that has been included at Prohibited Expenditures. New provisions regarding commissioner's rules relating to the Instructional Materials and Technology Allotment have been added in accordance with 19 Administrative Code 67.1001, which became effective June 8, 2025. Changes at Requisitions, Use, and Distribution have been made pursuant to HB 2.

CNA(LEGAL) TRANSPORTATION MANAGEMENT: STUDENT TRANSPORTATION

A section on Special Transportation Services has been added after HB 2 amended Education Code 48.151(g).

CNC(LEGAL) TRANSPORTATION MANAGEMENT: TRANSPORTATION SAFETY

School buses are required to be equipped with three-point seat belts by 2029 in accordance with SB 546. Language to that effect has been added, including required reports that must be submitted to TEA if a board determines that the district's budget does not permit the district to purchase a bus equipped with the required seat belts.

COB(LEGAL) FOOD AND NUTRITION MANAGEMENT: FREE AND REDUCED-PRICE MEALS

SB 314 applies beginning with the 2026-27 school year, which necessitated a section on Prohibition on Certain Additives.

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

SB 12 creates a deadline for updating board information online and adds annual updating to TEA. Those changes are reflected in the Required Trustee Information subsection. Rule changes also necessitated an update to a citation in the Required Website Postings section. Additional required postings listed come from SB 12 and SB 13.

CQB(LEGAL) TECHNOLOGY RESOURCES: CYBERSECURITY

HB 150 moves cybersecurity duties from the Department of Information Resources (DIR) to Texas Cyber Command. Both HB 150 and HB 1500 amend the requirements relating to training. HB 1500 also changes who takes cybersecurity training. HB 150 provides a definition of "cybersecurity incident." Finally, HB 5331 affects contracts for cybersecurity insurance.

CQB(LOCAL) TECHNOLOGY RESOURCES: CYBERSECURITY

Recommended revisions comply with HB 150, which moves cybersecurity training requirements from the Department of Information Resources to the Texas Cyber Command and includes details about notifications for cybersecurity incidents in addition to security breaches.

CQD(LEGAL) TECHNOLOGY RESOURCES: ARTIFICIAL INTELLIGENCE

This new code includes information relating to artificial intelligence (AI) based on new laws from SB 1964 (regulating the use of AI by governmental entities), HB 149 (regulating the use of AI), and HB 150 and HB 1500 (addressing training related to AI).

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QCD(LOCAL)

TECHNOLOGY RESOURCES: ARTIFICIAL INTELLIGENCE

This new recommended policy addresses artificial intelligence training requirements based on HB 150 and HB 1500, as well as the use of artificial intelligence by district employees and students.

CRD(LEGAL)

INSURANCE AND ANNUITIES MANAGEMENT: HEALTH AND LIFE INSURANCE

Qualifying districts that discontinued participation in TRS-ActiveCare may elect to participate based on HB 3126.

CS(LEGAL)

FACILITY STANDARDS

The date of the International Energy Conservation Code is no longer relevant and has been removed.

CSA(LEGAL)

FACILITY STANDARDS: SAFETY AND SECURITY

HB 121 puts an expiration date on the HB 3 good cause exception relating to Safety and Security Requirements for Facilities, so the requirement to renew the exception at least every five years has been included, in addition to a subsection on Security Review. The requirement to have at least one breaching tool and one ballistic shield available for use at each campus has also been included. SB 1620 necessitated a citation adjustment.

SB 8 from the Second Special Session becomes effective December 4, 2025. In addition to providing definitions, it requires districts to designate each multiple-occupancy private space for use only by individuals of one sex and to take every reasonable step to ensure an individual does not enter the wrong private space. SB 8 also provides for investigations by the attorney general, private causes of action, and civil penalties.

CSA(LOCAL)

FACILITY STANDARDS: SAFETY AND SECURITY

SB 8 from the Second Special Session prompted the inclusion of a section on Designation and Use of Private Spaces. The superintendent is directed to designate private spaces in accordance with law and to develop regulations to ensure compliance.

CV(LEGAL)

FACILITIES CONSTRUCTION

The procurement threshold for contracts has increased to \$100,000. HB 1620 required a citation adjustment. SB 687 adds land surveyors to the statute pertaining to architects and engineers.

CV(LOCAL)

FACILITIES CONSTRUCTION

As reflected in CH(LEGAL), the competitive purchasing threshold established in law has changed from \$50,000 to \$100,000. The language at Construction Contracts is recommended for revision here to refer to the legal threshold rather than a specific dollar amount. Policy BJA(LOCAL) establishes the superintendent's delegation authority; therefore "or designee" is recommended for deletion at Project Administration.

The [Legal Tips for Policy Development](#), available in the Policy Online® Governance and Management Library (TASB login required), describe common legal concerns and best practices specific to this policy's topic.

Please note: The superintendent's authority to approve construction contracts is reflected with a dollar amount in many districts' CV(LOCAL) that matched the previous competitive purchasing threshold. We have not revised the provisions reflecting the superintendent's authority to approve construction contracts. If the board wishes to update the superintendent's authority to approve contracts, please contact your policy consultant.

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DBA(LEGAL) EMPLOYMENT REQUIREMENTS AND RESTRICTIONS: CREDENTIALS AND RECORDS

Under Notice to Parents, HB 2 requires the superintendent to use, if available, the model notice provided by TEA. HB 2 also prohibits using a District of Innovation plan to exempt from the notice requirement. Teacher certification requirements were impacted heavily by HB 2, which required additional language at Professional Personnel. HB 2 also impacted the School District Teaching Permit section. SB 865 amends the requirement for cardiopulmonary resuscitation (CPR) certifications, which has been updated at CPR and AED Certification.

DBAA(LEGAL) EMPLOYMENT REQUIREMENTS AND RESTRICTIONS: PRE-EMPLOYMENT REVIEWS

Revisions throughout are due to SB 571. New language reflects additional offenses included in the crimes prohibiting employment with the district and removes the victim age requirement.

DBD(LEGAL) EMPLOYMENT REQUIREMENTS AND RESTRICTIONS: CONFLICT OF INTEREST

A section on Personal Services Performed by Administrators, often referred to as "moonlighting," has been added to reflect changes from HB 3372.

DBD(LOCAL) EMPLOYMENT REQUIREMENTS AND RESTRICTIONS: CONFLICT OF INTEREST

A new recommended section on Personal Services Performed by an Administrator includes language relating to administrator work from HB 3372.

DC(LEGAL) EMPLOYMENT PRACTICES

HB 2 amends Education Code 11.1513 to change the requirement for posting of vacancies from 10 days to five days. HB 2 also requires an employment policy relating to daily rate of pay, which is found in DEC(LOCAL).

DEA(LEGAL) COMPENSATION AND BENEFITS: COMPENSATION PLAN

The Increase in Basic Allotment and Maintenance of Salary sections have been deleted after HB 2 repealed those provisions. A section on Severance Pay has been added based on HB 762. Under TRS Surcharge for Rehired Retirees, the No Recovery of Costs subsection has been deleted pursuant to HB 2. The Temporary Exception subsection has been deleted as that provision has expired.

DEAA(LEGAL) COMPENSATION PLAN: INCENTIVES AND STIPENDS

Extensive revisions throughout this policy reflect changes from HB 2.

DEC(LEGAL) COMPENSATION AND BENEFITS: LEAVES AND ABSENCES

A subsection addressing the option for classroom teachers to use noncurrent use of Family Medical Leave has been added pursuant to HB 2. A section on Daily Rate of Pay has also been added pursuant to HB 2.

DEC(LOCAL) COMPENSATION AND BENEFITS: LEAVES AND ABSENCES

HB 2 prompted recommended revisions to include Daily Rate of Pay under the Definitions section, as well as a section regarding Concurrent Use of Paid Leave during Family and Medical Leave for classroom teachers.

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The [Legal Tips for Policy Development](#), available in the Policy Online® Governance and Management Library (TASB login required), describe common legal concerns and best practices specific to this policy's topic.

Please note: We have retained unchanged your locally developed text at Parental Leave at Birth and Adoption. Please contact your policy consultant if you have any questions.

DF(LEGAL) TERMINATION OF EMPLOYMENT

SB 12 adds sanctions through the State Board for Educator Certification for encouraging a child to withhold evidence. SB 571 renumbered the provisions regarding the do-not-hire registry and expanded the misconduct included. SB 571 also changes the offenses requiring termination, which is reflected here. Based on SB 12, sections addressing Prohibition on DEI and Prohibited Classroom Instruction have also been included.

DFBA(LEGAL) TERM CONTRACTS: SUSPENSION/TERMINATION DURING CONTRACT

SB 571 renumbered the statute and changed timelines for principals to report misconduct to the superintendent.

DFBB(LOCAL) TERM CONTRACTS: NONRENEWAL

Based on SB 12, engaging or assigning diversity, equity, and inclusion duties, as well as instructional activities prohibited by law, are recommended for inclusion in the list of reasons a term contract employee may be nonrenewed. The item related to disability and the ability to perform the essential functions of the job has been amended for clarity.

DFD(LEGAL) TERMINATION OF EMPLOYMENT: HEARINGS BEFORE HEARING EXAMINER

A section on Dismissal of hearings before a hearing examiner has been included to reflect changes in HB 2.

DFE(LEGAL) TERMINATION OF EMPLOYMENT: RESIGNATION

Under Contract Abandonment, a subsection on Sanctions Prohibited has been included pursuant to HB 2. The Good Cause subsection has been removed as the rule it is based on conflicts with provisions in HB 2. Revisions in the Mitigating Factors section are due to rule changes found in 19 Administrative Code 249.17 that were published on May 18, 2025. Revisions in Required Report to SBEC, Investigation, and Report by Principal are due to SB 571.

DG(LEGAL) EMPLOYEE RIGHTS AND PRIVILEGES

In response to SB 11, new provisions are included to address the option of a board to adopt a policy designating a time for prayer and reading of the Bible or other religious text. The new law requires the board to take a vote on whether to permit this activity within six months of the legislation's effective date. Since the law was effective on September 1, the board would need to take a vote prior to March 1, 2026. [See also FNA(LEGAL), below.]

Also, a section on Right to Engage in Religious Speech or Prayer has been included pursuant to SB 965.

DGA(LEGAL) EMPLOYEE RIGHTS AND PRIVILEGES: FREEDOM OF ASSOCIATION

HB 2 tasks TEA with providing services for a classroom teacher and prohibits districts from interfering.

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DGBA(LEGAL)

PERSONNEL-MANAGEMENT RELATIONS: EMPLOYEE COMPLAINTS/GRIEVANCES

All of the revisions in this policy reflect applicable changes from SB 12. Substantially similar revisions are being made to the grievance policies at FNG, regarding student and parent complaints, and GF, regarding public complaints.

DGBA(LOCAL)

PERSONNEL-MANAGEMENT RELATIONS: EMPLOYEE COMPLAINTS/GRIEVANCES

We recommend for your consideration this revised policy regarding employee complaints, which includes revisions prompted by the applicable portions of SB 12. Please contact your policy consultant if additional revisions are necessary.

The [Legal Tips for Policy Development](#), available in the Policy Online® Governance and Management Library (TASB login required), describe common legal concerns and best practices specific to this policy's topic.

DGBA(EXHIBIT)

PERSONNEL-MANAGEMENT RELATIONS: EMPLOYEE COMPLAINTS/GRIEVANCES

Our records indicate that you have an exhibit at this code that you may need to review and revise in light of the changes in this update. Please advise us:

- If this exhibit is obsolete and should be deleted from your localized policy manual; or
- If you have revisions that you wish to submit for editorial and legal review and incorporation into your localized policy manual.

DGC(LEGAL)

EMPLOYEE RIGHTS AND PRIVILEGES: IMMUNITY

SB 920 necessitated a revision related to immunities under Administration of Medication. HB 6 led to the addition of the section on Immunity for Disciplinary Actions.

DH(LEGAL)

EMPLOYEE STANDARDS OF CONDUCT

Provisions regarding Duty to Report have always been in FFG(LEGAL) but have been duplicated here to ensure prominent placement and understanding. Sections on Retaliation Against Grievant and Social Transitioning have been included pursuant to SB 12. In the Low-THC Cannabis section, storage has been added pursuant to HB 46.

DH(LOCAL)

EMPLOYEE STANDARDS OF CONDUCT

The recommended revision to the text at Weapons Prohibited – Exceptions reflects changes under SB 706 regarding reciprocity with a handgun license from another state. Sections on Prohibited Classroom Instruction or Activities; Prohibited Diversity, Equity, and Inclusion Duties; and Social Transitioning are recommended for inclusion pursuant to SB 12. At Relationships with Students, the recommended revision addresses the requirement under SB 571 regarding notice of suspected misconduct by an educator or district service provider.

The [Legal Tips for Policy Development](#), available in the Policy Online® Governance and Management Library (TASB login required), describe common legal concerns and best practices specific to this policy's topic.

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DHB(LEGAL) EMPLOYEE STANDARDS OF CONDUCT: REPORTS TO STATE BOARD FOR EDUCATOR CERTIFICATION

Substantial revisions throughout this code are required pursuant to SB 571. Revisions relating to Solicitation of a Romantic Relationship are due to rule changes at 19 Administrative Code 249.3.

DHC(LEGAL) EMPLOYEE STANDARDS OF CONDUCT: REPORTS TO TEXAS EDUCATION AGENCY

Substantial revisions throughout reflect changes from SB 571.

DMA(LEGAL) PROFESSIONAL DEVELOPMENT: REQUIRED STAFF DEVELOPMENT

Revisions at Cybersecurity are due to HB 150. A new section on Artificial Intelligence Training is included in accordance with HB 3512. A new section for Mathematics Achievement Academies is included to reflect changes in HB 2. Information relating to CPR has been included pursuant to SB 865.

DP(LEGAL) PERSONNEL POSITIONS

Changes relating to school psychologists result from HB 2598. All other revisions are due to SB 571.

EA(LEGAL) INSTRUCTIONAL GOALS AND OBJECTIVES

Revisions at College, Career, and Military Readiness Plans as well as at Website Posting are due to HB 2.

EEP(LEGAL) INSTRUCTIONAL ARRANGEMENTS: LESSON PLANS

This new legal framework document contains the SB 12 legal requirements for Disclosure of Instructional Plans.

EEP(LOCAL) INSTRUCTIONAL ARRANGEMENTS: LESSON PLANS

This new local policy includes recommended language from SB 12 on instructional plans and course syllabi.

EFA(LEGAL) INSTRUCTIONAL RESOURCES: INSTRUCTIONAL MATERIALS

A subsection on Notice of Entitlement to Review Materials has been added pursuant to SB 12. Provisions at Parent Request for Instructional Material Review, including Mandatory Review on Petition by Group of Parents, have been added based on a new rule at 19 Administrative Code 67.69.

EFA(LOCAL) INSTRUCTIONAL RESOURCES: INSTRUCTIONAL MATERIALS

In accordance with SB 12, a section on Parent Request for Instructional Material Review is recommended for inclusion. The policy requires the superintendent to develop administrative regulations to ensure that parents or guardians can request review of instructional materials individually or through a petition process with other parents.

The [Legal Tips for Policy Development](#), available in the Policy Online® Governance and Management Library (TASB login required), describe common legal concerns and best practices specific to this policy's topic.

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EFB(LEGAL) INSTRUCTIONAL RESOURCES: LIBRARY MATERIALS

The School Library section has been deleted based on the 5th Circuit decision in *Little v. Llano County* and new provisions in SB 13 related to removal of library materials during challenges. The remaining revisions regarding the procurement of library materials are also in response to SB 13.

EHA(LEGAL) CURRICULUM DESIGN: BASIC INSTRUCTIONAL PROGRAM

Changes to Videotape or Recording to include "or contractor" are from SB 12.

EHAA(LEGAL) BASIC INSTRUCTIONAL PROGRAM: REQUIRED INSTRUCTION (ALL LEVELS)

A subsection on Parent Consent within the Human Sexuality Instruction section has been added due to SB 12. A cross-reference to EEP(LEGAL) has been added at Scope and Sequence and Instructional Materials for clarity after SB 12 revisions.

EHAC(LEGAL) BASIC INSTRUCTIONAL PROGRAM: REQUIRED INSTRUCTION (SECONDARY)

A change relating to substituting AP courses has been added at Personal Financial Literacy, pursuant to HB 27. Nutrition and Wellness information has also been included, based on SB 25.

EHB(LEGAL) CURRICULUM DESIGN: SPECIAL PROGRAMS

Removal of the definitions of dyslexia and related disorders and changes at Screening, Testing, and Identification and at Talking Book Program Notification are all based on HB 2.

EHBA(LEGAL) SPECIAL PROGRAMS: SPECIAL EDUCATION

HB 2 prompted new language related to specialized technical assistance at Interventions and Sanctions as well as the removal of a parenthetical at State-Supported Living Center referring to state schools.

EHBAA(LEGAL) SPECIAL EDUCATION: IDENTIFICATION, EVALUATION, AND ELIGIBILITY

SB 2 prompted the addition of a Students Not Enrolled in District section, which contains full and individual initial evaluation requirements. The language at Psychological Examinations was repealed by HB 2 and has been removed. A new section at Children with Visual Impairments and revisions at Eligibility and Reevaluations and at Visual and Auditory Impairments are also due to HB 2.

EHBAB(LEGAL) SPECIAL EDUCATION: ARD COMMITTEE AND INDIVIDUALIZED EDUCATION PROGRAM

Language at Intellectual Disability and Developmental Delay Information has been added as a result of HB 1188. All other revisions have been made pursuant to HB 2.

EHBAC(LEGAL) SPECIAL EDUCATION: STUDENTS IN NONDISTRICT PLACEMENT

HB 2 prompted revisions at Residential Placement as well as at Grant for Community-Based Support Services.

EHBAF(LEGAL) SPECIAL EDUCATION: VIDEO/AUDIO MONITORING

The term "contractor" has been added at Parent Consent Not Required due to SB 12. The definition of "self-contained" has been deleted and that term has been replaced with "special educational classroom"

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throughout in accordance with HB 2. A definition of “special education classroom or other special education setting” has been added.

EHBAF(LOCAL) SPECIAL EDUCATION: VIDEO/AUDIO MONITORING

The enclosed revisions are recommended to update language regarding special education classrooms in accordance with HB 2 and to update the timeframe for reporting suspected misconduct or child abuse as required by SB 571.

Policy BJA(LOCAL) establishes the superintendent’s delegation authority; therefore “or designee” is recommended for deletion regarding the provision relating to the person responsible for coordinating equipment to campuses.

EHBC(LEGAL) SPECIAL PROGRAMS: COMPENSATORY SERVICES AND INTENSIVE PROGRAMS

The Use subsection under Compensatory Education Allotment has been deleted due to HB 2, which repealed Education Code 48.104(k). The provision on Virtual School Network has also been deleted, as it was repealed by SB 569. Amendments at At-Risk Student are due to SB 991. The Accelerated Instruction Program section has been deleted due to the repeal of Education Code 28.006(g) and (g-1) by HB 2.

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

HB 2 prompted the addition of language at High-Impact Tutoring Providers.

EHBE(LEGAL) SPECIAL PROGRAMS: BILINGUAL EDUCATION/ESL

Revisions at Exceptions and Waivers under the Bilingual and ESL Programs section are due to HB 2.

EHBF(LEGAL) SPECIAL PROGRAMS: CAREER AND TECHNICAL EDUCATION

Revisions at Certification Subsidy are due to HB 2. A section on Applied Sciences Pathway Program has been added pursuant to HB 20.

EHBG(LEGAL) SPECIAL PROGRAMS: PREKINDERGARTEN

Revisions throughout are due to HB 2.

EBBH(LEGAL) SPECIAL PROGRAMS: OTHER SPECIAL POPULATIONS

Revisions throughout are pursuant to HB 2.

EBBK(LEGAL) SPECIAL PROGRAMS: OTHER INSTRUCTIONAL INITIATIVES

A section on Gifted and Talented Week has been added pursuant to HCR 64.

EHDD(LEGAL) ALTERNATIVE METHODS FOR EARNING CREDIT: COLLEGE COURSE WORK/DUAL CREDIT

A note referencing the Texas Virtual School Network (TXVSN) has been removed pursuant to a repeal by SB 569. Language added at the FAST Program section is from HB 2, and other revisions to that section are due to SB 1786.

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EHDE(LEGAL) ALTERNATIVE METHODS FOR EARNING CREDIT: DISTANCE LEARNING

Substantial additions to this legal framework document have been made related to Virtual and Hybrid Courses due to SB 569. Provisions related to the TXVSN have been removed, also due to SB 569.

EIA(LEGAL) ACADEMIC ACHIEVEMENT: GRADING/PROGRESS REPORTS TO PARENTS

SB 12 prompted amended language at Progress Reports and Conferences.

EIA(LOCAL) ACADEMIC ACHIEVEMENT: GRADING/PROGRESS REPORTS TO PARENTS

Recommended revisions reflect the SB 12 requirement that each parent of a student be afforded the opportunity for at least two in-person conferences with the student's teacher per year. At Academic Dishonesty, language is recommended that indicates the use of artificial intelligence without permission constitutes academic dishonesty.

EIF(LEGAL) ACADEMIC ACHIEVEMENT: GRADUATION

SB 2314 prompted amendments at High School Diploma as well as an additional section on Direct Admissions Data Sharing Election. Revisions in the Endorsements section are due to HB 2.

EK(LEGAL) TESTING PROGRAMS

Amended language at Benchmark Assessment Instruments is due to terminology changes found in SB 1418. College Preparation Assessments revisions were prompted by HB 2.

EKB(LEGAL) TESTING PROGRAMS: STATE ASSESSMENT

Revisions at Accountability Testing are due to rule changes found at 19 Administrative Code 101.4002.

EKC(LEGAL) TESTING PROGRAMS: READING ASSESSMENT

Substantial revisions throughout are due to HB 2.

EKD(LEGAL) TESTING PROGRAMS: MATHEMATICS ASSESSMENT

The Mathematics Diagnosis section has been removed since Education Code 28.007 was repealed by HB 2. A section on Mathematics Instruments has been added based on the same bill.

EL(LEGAL) CAMPUS OR PROGRAM CHARTERS

The Failure to Discharge or Refuse to Hire section has been amended based on SB 571.

EMB(LEGAL) MISCELLANEOUS INSTRUCTIONAL POLICIES: TEACHING ABOUT CONTROVERSIAL ISSUES

Revisions throughout are due to SB 12.

F(LEGAL) STUDENTS

The section F table of contents has been revised to update the subtopic name for policy code FOB from Out-of-School Suspension to Suspension since that code now houses provisions on in-school and out-of-school suspension. In addition, the subtopic for policy code FNCE has been updated from Personal Telecommunications/Electronic Devices to Personal Communication Devices/Electronic Devices.

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FA(LEGAL)

PARENT RIGHTS AND RESPONSIBILITIES

A section on Right to Select School has been added pursuant to HB 2495. A statement prohibiting boards from adopting rules or policy regulating home schools has been added due to HB 2674. All other revisions have been made because of SB 12, including the addition of a Policy on Parental Engagement section. A district's policy on parental engagement must provide for an internet portal through which parents may submit comments to administrators and the board, require the board to prioritize public comments by presenting those comments at the beginning of the meeting, and require board meetings to be held outside of typical work hours.

FA(LOCAL)

PARENT RIGHTS AND RESPONSIBILITIES

This new local policy is recommended for inclusion in the district's manual to address the SB 12 requirement to establish a parent portal on the district's website, through which parents may submit comments to administrators or the board.

FD(LEGAL)

ADMISSIONS

A section on Parental Child Safety Placement has been added pursuant to SB 226. The section on Foreign Military Force Parent has been added due to HB 2757.

FEA(LEGAL)

ATTENDANCE: COMPULSORY ATTENDANCE

Revisions and citation changes at Accelerated, Intervention, and Compensatory Programs are due to HB 2. Under Excused Absences for Compulsory Attendance Determinations, attending a released time course has been added pursuant to SB 1049. SB 207 made clear that Health-Care Appointments includes appointments with mental health professionals, which has been added. HB 367 added specific requirements relating to Serious or Life-Threatening Illness and the form that the district must use for this purpose.

FEB(LEGAL)

ATTENDANCE: ATTENDANCE ACCOUNTING

A new section on Emergency or Crisis has been added pursuant to SB 569.

FED(LEGAL)

ATTENDANCE: ATTENDANCE ENFORCEMENT

HB 4504 from the 2023 88th Regular Legislative Session necessitated an update to the Code of Criminal Procedure citation relating to expunction of records.

FEF(LEGAL)

ATTENDANCE: RELEASED TIME

This new legal framework document reflects the requirements around released time courses in SB 1049.

FEF(LOCAL)

ATTENDANCE: RELEASED TIME

This local policy is recommended for inclusion in the district's manual to reflect SB 1049 requirements regarding released time courses.

FFA(LEGAL)

STUDENT WELFARE: WELLNESS AND HEALTH SERVICES

Substantial revisions throughout are due to SB 12.

FFAC(LEGAL)

WELLNESS AND HEALTH SERVICES: MEDICAL TREATMENT

SB 9 permits employees, including nurses, to administer nonprescription medication to a student without receiving additional documentation from that student's health care provider if the parent consents. Revisions at Administering Medication reflect those changes. SB 1619 required adding a definition of epineph-

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rine delivery system and replacing “epinephrine auto-injector” with “epinephrine delivery system” throughout the policy. New Concussion Response Policy and Academic Accommodations sections were added in response to SB 2398. A citation error has been corrected at Maintenance and Administration of Medication for Respiratory Distress.

FFAC(LOCAL) WELLNESS AND HEALTH SERVICES: MEDICAL TREATMENT

A recommended revision at Medication Provided by Parent has been made due to SB 920, which now allows school employees, including nurses, to administer nonprescription medication in accordance with legal requirements.

At Epinephrine, references to “epinephrine auto-injector” have been updated to “epinephrine delivery system” in accordance with SB 1619.

Please note: We have added your locally developed text as adopted with Update 125 at Medication for Respiratory Distress — After Administration of Medication. Please contact your policy consultant if you have any questions.

The [Legal Tips for Policy Development](#), available in the Policy Online® Governance and Management Library (TASB login required), describe common legal concerns and best practices specific to this policy's topic.

FFB(LEGAL) STUDENT WELFARE: CRISIS INTERVENTION

A new item 6 at Threat Assessment and Safe and Supportive Schools Team has been added due to HB 2. Revisions to the General Team Composition subsection under Membership have been made pursuant to HB 6. All other revisions are due to HB 121.

FFB(LOCAL) STUDENT WELFARE: CRISIS INTERVENTION

As required by HB 2, a provision is recommended for inclusion addressing the required notification that must be provided to teaching staff when a threat is made against the campus.

FFEA(LEGAL) COUNSELING AND MENTAL HEALTH: COUNSELING

Additional text at Higher Education Counseling has been included due to HB 2. The citation adjustment at Automatic Admission is due to rule redesignation to 19 Administrative Code 78.2001.

FFEB(LEGAL) COUNSELING AND MENTAL HEALTH: MENTAL HEALTH

Changes have been made at Consent to Examinations, Tests, and Treatment and a cross-reference to materials regarding parental consent for psychological and psychiatric exams, tests, and treatment has been added in response to changes made by SB 12.

FFF(LEGAL) STUDENT WELFARE: STUDENT SAFETY

A section on Notice of Suspected Criminal Offense has been added due to SB 12. All other revisions and additions have been made pursuant to SB 571.

FFF(LOCAL) STUDENT WELFARE: STUDENT SAFETY

HB 2 prompted recommended revisions to this local policy regarding notifying a parent of a student with whom an employee or service provider is alleged to have engaged in misconduct.

FFG(LEGAL) STUDENT WELFARE: CHILD ABUSE AND NEGLECT

Definition changes are due to HB 1106, HB 1151, and SB 571. Reports of suspected abuse or neglect must now be made within 24, rather than 48, hours pursuant to SB 571. SB 571 additionally defined the

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law enforcement agencies to which such a report may be made at Abuse and Neglect Involving School Personnel and Those Responsible for Care. A section on Civil Liability has been included due to HB 4623. Citation changes at SBEC Disciplinary Action have been made pursuant to SB 571. The new 24 hour reporting requirement from SB 571 is also reflected in the Reporting Policy section.

FFG(LOCAL) STUDENT WELFARE: CHILD ABUSE AND NEGLECT

A recommended change at Reporting Child Abuse or Neglect reflects that SB 571 requires reporting within 24 hours of learning of the facts giving rise to suspicion of abuse or neglect of a child. The revision to item 1 at Making a Report also comes from SB 571.

The [Legal Tips for Policy Development](#), available in the Policy Online® Governance and Management Library (TASB login required), describe common legal concerns and best practices specific to this policy's topic.

FFH(LLEGAL) STUDENT WELFARE: FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION

A section on Civil Liability has been added pursuant to HB 4623.

FL(LLEGAL) STUDENT RECORDS

A section on Vital Statistics Records has been added due to changes in HB 229. Under Disclosure with Consent, a reference to FFA has been added for clarity in light of SB 12 requirements. SB 12 also prompted changes relating to Access by Parents. A new section on My Texas Future Admissions Data Sharing has been added to reflect changes in SB 2314. A section on Records Requests Under Education Savings Account Program has been added pursuant to SB 2.

FM(LLEGAL) STUDENT ACTIVITIES

A cross-reference to FFAC has been included to ensure clarity around the rules surrounding concussions from SB 2398. Revisions in Parental Notice and Consent are due to SB 12. SB 401 prompted additional information at Participation by Homeschooled Students.

Please note: Information and a survey was emailed to districts in July regarding homeschool student participation in UIL activities. Districts that responded they were opting out of permitting homeschool students to participate in UIL activities received a draft of FD(LOCAL) with that opt-out language; a cross reference to FD(LOCAL) was placed at FM(LOCAL) for those same districts. Please contact your policy consultant if you have questions.

FNA(LLEGAL) STUDENT RIGHTS AND RESPONSIBILITIES: STUDENT EXPRESSION

The word "encouraged" has been deleted under Prayer at School Activities pursuant to SB 11. A section on Designated Time for Prayer and Religious Reading has been included in alignment with SB 11.

In response to SB 11, new provisions are included to address the option of a board to adopt a policy designating a time for prayer and reading of the Bible or other religious text. The new law requires the board to take a vote on whether to permit this activity within six months of the legislation's effective date. Since the law was effective on September 1, the board would need to take a vote prior to March 1, 2026.

FNAB(LLEGAL) STUDENT EXPRESSION: USE OF SCHOOL FACILITIES FOR NONSCHOOL PURPOSES

A section on Student Clubs has been added pursuant to SB 12.

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FNCD(LEGAL) STUDENT CONDUCT: TOBACCO USE AND POSSESSION

Revisions to this code are due to SB 2024.

FNCE(LEGAL) STUDENT CONDUCT: PERSONAL COMMUNICATION DEVICES/ELECTRONIC DEVICES

Extensive revisions throughout are due to HB 1481. In addition, the subtopic for this policy code has been updated from Personal Telecommunications/Electronic Devices to Personal Communication Devices/Electronic Devices.

FNCG(LEGAL) STUDENT CONDUCT: WEAPONS

SB 1596 repealed short-barrel firearms as a prohibited weapon in the Penal Code, so that provision has been deleted.

FNG(LEGAL) STUDENT RIGHTS AND RESPONSIBILITIES: STUDENT AND PARENT COMPLAINTS/GRIEVANCES

A section on Notice to Teacher or Employee has been added pursuant to HB 2. The provisions at Disruption have been removed at this code but remain in BED(LEGAL). All other revisions are due to SB 12.

FNG(LOCAL) STUDENT RIGHTS AND RESPONSIBILITIES: STUDENT AND PARENT COMPLAINTS/GRIEVANCES

We recommend for your consideration this revised student and parent complaint policy, which includes revisions prompted by the applicable portions of SB 12. We have retained the four-level complaint process currently reflected in this policy. If this is no longer the district's practice or if the district wishes to make additional revisions, please contact your policy consultant.

The [Legal Tips for Policy Development](#), available in the Policy Online® Governance and Management Library (TASB login required), describe common legal concerns and best practices specific to this policy's topic.

FNG(EXHIBIT) STUDENT RIGHTS AND RESPONSIBILITIES: STUDENT AND PARENT COMPLAINTS/GRIEVANCES

Our records indicate that you have an exhibit at this code that you may need to review and revise in light of the changes in this update. Please advise us:

- If this exhibit is obsolete and should be deleted from your localized policy manual; or
- If you have revisions that you wish to submit for editorial and legal review and incorporation into your localized policy manual.

FO(LEGAL) STUDENT DISCIPLINE

Requirements relating to discipline for first-time vape offenses and information about parental involvement policies for school disciplinary placements have been added pursuant to HB 6. A section on Determination of Antisemitism has been added due to SB 326. Substantial revisions in the section on Campus Behavior Coordinators and the Parent Involvement Policy are due to HB 6. A section called No Restriction of Recess or Physical Activity has been added pursuant to SB 25. Inclusion of contractors in Video-tapes and Recordings is due to SB 12.

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FO(LOCAL) STUDENT DISCIPLINE

Minor edits are recommended to the language regarding Video and Audio Monitoring that make such monitoring permissive and clarify what should happen when video and audio recording equipment is in use.

FOA(LLEGAL) STUDENT DISCIPLINE: REMOVAL BY TEACHER OR BUS DRIVER

Extensive revisions throughout this legal framework are due to HB 6.

FOB(LLEGAL) STUDENT DISCIPLINE: SUSPENSION

Revisions throughout are due to HB 6, including changes regarding both in- and out-of-school suspension, necessitating a change to the policy subtopic name.

FOC(LLEGAL) STUDENT DISCIPLINE: PLACEMENT IN A DISCIPLINARY ALTERNATIVE EDUCATION SETTING

HB 1422 changed the victim age relating to the crime of voyeurism from younger than 14 to younger than 18. All other revisions are pursuant to HB 6.

FOD(LLEGAL) STUDENT DISCIPLINE: EXPULSION

The section on Consideration of Virtual Education as Alternative to Expulsion is included pursuant to SB 569. All other revisions are due to HB 6.

FODA(LLEGAL) EXPULSION: JUVENILE JUSTICE ALTERNATIVE EDUCATION PROGRAM

A citation adjustment has been made at Court-Ordered Placement after HB 6 repealed Education Code 37.007(d).

FOE(LLEGAL) STUDENT DISCIPLINE: EMERGENCY AND ALTERNATIVE PLACEMENT

A subsection called Single Incident has been added under Emergency Placements due to changes from HB 6.

FOF(LLEGAL) STUDENT DISCIPLINE: STUDENTS WITH DISABILITIES

HB 6 amended Education Code 37.001(b-1), and a slight revision under ARD Committee Required has been made as a result.

FP(LLEGAL) STUDENT FEES, FINES, AND CHARGES

The section on TXVSN has been retitled Hybrid or Virtual Course with language revised in accordance with SB 569. Attorney general guidance regarding Authorized Fees has also been added.

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

In the Information That Must Be Disclosed section, a subsection on Personal Services Contract has been added pursuant to HB 3372. A citation at Student Victim Information has been revised based on SB 571. Employee Victims has been amended based on revisions in SB 2601. Language has been added at Cybersecurity Information pursuant to HB 3112. HB 150 Cyber Command revisions prompted language and citation changes in the Texas VIRT Information section. SB 1540 adds election officials to the list of individuals who have the option to restrict access to some personal information. Additional language is included in Board Member and Employee Personnel Information due to SB 370.

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

Changes throughout are due to HB 4219.

GC(LLEGAL) PUBLIC NOTICES

A section on Digital Newspaper has been added due to SB 1062.

GF(LLEGAL) PUBLIC COMPLAINTS

Revisions throughout are the result of SB 12.

GF(LOCAL) PUBLIC COMPLAINTS

We recommend for your consideration this revised public complaint policy, which includes revisions prompted by the applicable portions of SB 12.

The [Legal Tips for Policy Development](#), available in the Policy Online® Governance and Management Library (TASB login required), describe common legal concerns and best practices specific to this policy's topic.

GKA(LLEGAL) COMMUNITY RELATIONS: CONDUCT ON SCHOOL PREMISES

Additional language at Refusal of Entry or Ejection of Unauthorized Persons has been included pursuant to SB 2929.

GKA(LOCAL) COMMUNITY RELATIONS: CONDUCT ON SCHOOL PREMISES

Language regarding handguns is recommended for revision due to SB 706.

The [Legal Tips for Policy Development](#), available in the Policy Online® Governance and Management Library (TASB login required), describe common legal concerns and best practices specific to this policy's topic.

GNB(LLEGAL) RELATIONS WITH EDUCATIONAL ENTITIES: REGIONAL EDUCATION SERVICE CENTERS

The revisions relating to special education service group and dyslexia are due to HB 2.

GRAA(LLEGAL) STATE AND LOCAL GOVERNMENTAL AUTHORITIES: LAW ENFORCEMENT AGENCIES

Citation revisions are due to HB 6 and to correct a formatting issue.



(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 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 us:

School Districts and Education Service Centers, call 800-580-7529 or email policy.service@tasb.org.

Community Colleges, call 800-580-1488 or email colleges@tasb.org.

Meeting Place and Time

Board meetings shall be held during a time that is outside of typical work hours. [See FA(LEGAL)]

The notice for a Board meeting shall reflect the date, time, and location of the meeting.

Regular Meetings

Regular meetings of the Board shall normally be held on the second Monday of each month. The Board shall convene in public at 5:30 p.m. The first item on the agenda shall be a closed meeting conducted in accordance with BEC(LEGAL). The Board shall reconvene in public to proceed with the agenda no earlier than 6:15 p.m.

When determined necessary, the Board President may change the date, time, or location of a regular meeting with proper notice.

Special or Emergency Meetings

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

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

Agenda

Deadline

The deadline for submitting items for inclusion on the agenda is the ~~seventh~~10th calendar day before regular meetings and the ~~seventh~~10th calendar day before special meetings.

Preparation

In consultation with the Board President, the Superintendent shall prepare the agenda for all Board meetings. During regular meetings, a Board member may move to include a subject on an agenda for the next regular or special meeting, and if the Board approves the motion, the subject shall be included on an agenda for the next regular or special meeting.

Before the official agenda is finalized for any meeting, the Superintendent shall consult the Board President to ensure that the agenda and the topics included meet with the Board President's approval. In reviewing the preliminary agenda, the Board President shall ensure that any topics the Board has approved to be included are either on that agenda or scheduled for deliberation at an appropriate time in the near future.

Notice to Members

Members of the Board shall be given notice of regular and special meetings at least ~~72-hour~~three business days prior to the scheduled ~~time~~date of the meeting and at least one hour prior to the time of an emergency meeting.

Closed Meeting

Notice of all meetings shall provide for the possibility of a closed meeting during an open meeting, in accordance with law.

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

Order of Business

The order of business for regular Board meetings shall be as set out in the agenda accompanying the notice of the meeting. At the meeting, the order in which posted agenda items are taken may be changed by consensus of Board members.

Rules of Order

The Board shall observe the parliamentary procedures as found in *Robert's Rules of Order, Newly Revised*, except as otherwise provided in Board procedural rules or by law. Procedural rules may be suspended at any Board meeting by majority vote of the members present.

~~Voting~~ Record Vote

Voting on any item shall be ~~by voice~~ a record vote ~~or by~~ show of hands ~~or roll call~~, as directed by the Board President. Any member may abstain from voting on an item, and a member's vote or failure to vote shall be recorded ~~upon that member's request~~ in the minutes. [See BDAA(LOCAL) for the Board President's voting rights]

In order for a Board member to cast a vote for or against any decision regarding a grievance, the Board member shall be present for the entire grievance hearing.

Consent Agenda

When the agenda is prepared, the Board President shall determine items, if any, that qualify to be placed on the consent agenda. A consent agenda shall include items of a routine and/or recurring nature grouped together under one action item. For each item listed as part of a consent agenda, the Board shall be furnished with background material. All such items shall be acted upon by one vote without separate discussion, unless a Board member requests that an item be withdrawn for individual consideration. The remaining items shall be adopted under a single motion and vote.

Minutes

Board action shall be carefully recorded by the Board Secretary or clerk; when approved, these minutes shall serve as the legal record of official Board actions. The written minutes of all meetings shall be approved by vote of the Board and signed by the Board President and the Board Secretary.

~~The official minutes of the Board shall be retained on file in the office of the Superintendent and shall be available for examination during regular office hours.~~[See CPC regarding retention of records.]

Discussions and Limitation

Discussions shall be addressed to the Board President and then the entire membership. Discussion shall be directed solely to the business currently under deliberation, and the Board President

shall halt discussion that does not apply to the business before the Board.

The Board President shall also halt discussion if the Board has agreed to a time limitation for discussion of an item, and that time limit has expired. Aside from these limitations, the Board President shall not interfere with debate so long as members wish to address themselves to an item under consideration.

DRAFT

Limit on Participation

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

Public Comment

Public comment shall occur at the beginning of the meeting. [See FA]

Regular Meetings

At regular Board meetings, the Board shall permit public comment, regardless of whether the topic is an item on the agenda posted with notice of the meeting.

Special Meetings

At all other Board meetings, public comment shall be limited to items on the agenda posted with notice of the meeting.

Procedures

Individuals who wish to participate during the portion of the meeting designated for public comment shall sign up with the presiding officer or designee before the meeting begins as specified in the Board's procedures on public comment and shall indicate the agenda item or topic on which they wish to address the Board.

Except as permitted by this policy and the Board's procedures on public comment, an individual's comments to the Board shall not exceed three minutes per meeting.

Meeting Management

When necessary for effective meeting management or to accommodate large numbers of individuals wishing to address the Board, the presiding officer may ~~make adjustments to public comment procedures, including adjusting when public comment will occur during the meeting, reordering agenda items, deferring public comment on nonagenda items, continuing agenda items to a later meeting, providing expanded opportunity for public comment, or establishing an overall time limit for public comment and adjusting~~ adjust the time allotted to each speaker. However, no individual shall be given less than one minute to make comments.

Board's Response

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

Complaints and Concerns

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

- Employee complaints: DGBA

- Student or parent complaints: FNG
- Public complaints: GF

Disruption

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

DRAFT

Employment Assistance Prohibited

No District employee shall assist a contractor or agent of the District or of any other school district in obtaining a new job if the employee knows, or has probable cause to believe, that the contractor or agent engaged in sexual misconduct regarding a minor or student in violation of the law. Routine transmission of an administrative file does not violate this prohibition.

No District contractor or agent shall assist an employee, contractor, or agent of the District or of any other school district in obtaining a new job if the contractor or agent knows, or has probable cause to believe, that the individual engaged in sexual misconduct regarding a minor or student in violation of the law. Routine transmission of an administrative or personnel file does not violate this prohibition.

[See also DC for prohibitions relating to employees.]

Prohibited Classroom Instruction or Activities

A District contractor is prohibited from intentionally or knowingly engaging in or assigning to another individual instruction, guidance, activities, or programming prohibited by law [see EMB(LEGAL)]. Violation of this policy shall result in termination of the contract. A District contractor shall be permitted to appeal this action in accordance with GF(LOCAL).

Prohibition on Diversity, Equity, and Inclusion

A contract is subject to termination if the District contractor intentionally or knowingly:

- Engages in diversity, equity, and inclusion (DEI) duties.
- Assigns to another individual DEI duties.

A District contractor shall be permitted to appeal this action in accordance with GF(LOCAL).

[See BT(LEGAL)]

CONTRACTED SERVICES
~~CRIMINAL HISTORY~~BACKGROUND CHECKS AND REQUIRED REPORT-
ING

CJA
(LOCAL)

Emergencies

In an emergency due to a health or safety concern, a reasonably unforeseeable situation, or other exigent circumstance, the District employee who is in charge of the facility shall be authorized to determine whether an employee of a contracting or subcontracting entity who does not have the required criminal history record information (CHRI) review or who has a disqualifying conviction will be permitted to enter a District facility.

If allowed to enter the facility, the employee of the contracting or subcontracting entity shall be accompanied by a District employee at all times.

DRAFT

The U.S. and Texas flags shall be prominently displayed in each classroom to which a student is assigned during the time that the pledges of allegiance to those flags are recited.

DRAFT

Compliance with Law

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

Construction Contracts

Prior to advertising, the Board shall determine the project delivery/contract award method to be used for each construction contract valued at or above ~~\$50,000~~ **the competitive purchasing threshold established in law**. To assist the Board, the Superintendent shall recommend the project delivery/contract award method that he or she determines provides the best value to the District. [See CV series generally and CBB(LEGAL) for requirements if federal funds are involved.]

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

The Superintendent is authorized to select architects and engineers for projects valued at or below \$50,000.

Note: For provisions regarding delegation of authority for construction contracts in the event of a catastrophe, emergency, or natural disaster affecting the District, see CH(LOCAL).

Change Orders

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

Project Administration

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

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

Final Payment

The District shall not make final payments for construction or the supervision of construction until the work has been completed and the Board has accepted the work.

EMPLOYMENT REQUIREMENTS AND RESTRICTIONS
CONFLICT OF INTEREST

DBD
(LOCAL)

Note: For conflicts of interest and gifts and gratuities related to federal grants and awards, see CB and CBB.

~~Disclosure—~~
~~General Disclosure —~~
General Standard

An employee shall disclose to his or her immediate supervisor a personal financial interest, a business interest, or any other obligation or relationship that in any way creates a potential conflict of interest with the proper discharge of assigned duties and responsibilities or with the best interest of the District.

Specific Disclosures

Substantial Interest

The Superintendent shall file an affidavit with the Board President disclosing a substantial interest, as defined by Local Government Code 171.002, in any business or real property that the Superintendent or any of his or her relatives in the first degree may have.

Any other employee who is in a position to affect a financial decision involving any business entity or real property in which the employee has a substantial interest, as defined by Local Government Code 171.002, shall file an affidavit with the Superintendent; however, the employee shall not be required to file an affidavit for the substantial interest of a relative.

Interest in Property

The Superintendent shall be required to file an affidavit disclosing interest in property in accordance with Government Code 553.002.

Annual Financial
Management
Report

The Superintendent, as the executive officer of the District, shall provide to the District in a timely manner information necessary for the District's annual financial management report.

[See BBFA]

Gifts

An employee shall not accept or solicit any gift, favor, service, or other benefit that could reasonably be construed to influence the employee's discharge of assigned duties and responsibilities. [See CAA, CB, and CBB]

Endorsements

An employee shall not recommend, endorse, or require students to purchase any product, material, or service in which the employee has a financial interest or that is sold by a company that employs or retains the District employee during nonschool hours. No employee shall require students to purchase a specific brand of school supplies if other brands are equal and suitable for the intended instructional purpose.

Sales

An employee shall not use his or her position with the District to attempt to sell products or services.

EMPLOYMENT REQUIREMENTS AND RESTRICTIONS
CONFLICT OF INTEREST

DBD
(LOCAL)

**Nonschool
Employment**

An employee shall disclose in writing to his or her immediate supervisor any outside employment that in any way creates a potential conflict of interest with the proper discharge of assigned duties and responsibilities or with the best interest of the District.

Private Tutoring

An employee shall disclose in writing to his or her immediate supervisor any private tutoring of District students for pay.

**Personal Services
Performed by an
Administrator**

An administrator, as defined in law, shall not receive any financial benefit for the performance of personal services except as permitted by and in accordance with law.

An administrator, other than a Superintendent or an assistant superintendent, who wishes to seek Board approval to perform personal services permitted by law shall submit that request to the Superintendent in accordance with administrative regulations.

DRAFT

Definitions

The term “immediate family” is defined as:

Family

1. Spouse.
2. Son or daughter, including a biological, adopted, or foster child, a son- or daughter-in-law, a stepchild, a legal ward, or a child for whom the employee stands *in loco parentis*.
3. Parent, stepparent, parent-in-law, or other individual who stands *in loco parentis* to the employee.
4. Sibling, stepsibling, and sibling-in-law.
5. Grandparent and grandchild.
6. Any person residing in the employee’s household at the time of illness or death.

For purposes of the Family and Medical Leave Act (FMLA), the definitions of spouse, parent, son or daughter, and next of kin are found in DECA(LEGAL).

Family Emergency

The term “family emergency” shall be limited to disasters and life-threatening situations involving the employee or a member of the employee’s immediate family.

Leave Day

A “leave day” for purposes of earning, using, or recording leave shall mean the number of hours per day equivalent to the employee’s usual assignment, whether full-time or part-time.

Regular Employee

The term “regular employee” shall include all employees who work at least 20 hours per week and are hired to work four and one-half months or more in a fiscal year.

Supervisor

A “supervisor” is the administrator authorized to approve and sign absence from duty reports for a campus or department.

Daily Rate of Pay

The “daily rate” of a contract employee, including a teacher, school counselor, or librarian, shall be computed by dividing the employee’s annual salary by the number of duty days in the employee’s contract year.

Catastrophic Illness or Injury

A catastrophic illness or injury is a medical condition that is usually considered life-threatening or with the threat of serious residual disability.

Availability

The District shall make state personal leave for the current year available for use at the beginning of the school year.

For exempt employees, local sick leave shall be made available as earned through June 30 of the first year of employment. For each

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subsequent year, local sick leave for that year shall be made available for use as of July 1.

For nonexempt employees, local sick leave shall be made available as earned.

Earning Local Sick Leave

An employee shall not earn any form of local sick leave when he or she is in unpaid status. An employee using full or proportionate paid leave shall be considered to be in paid status.

Deductions

Leave Without Pay

The District shall not approve paid leave for more leave days than have been accumulated in prior years plus leave currently available. Any unapproved absences or absences beyond accumulated and available paid leave shall result in deductions from the employee's pay.

Leave Proration

If an employee separates from employment with the District before his or her last duty day of the year, or begins employment after the first duty day, state personal leave and local leave shall be prorated based on the actual time employed.

Employed for Less Than Full Year

If an employee separates from employment before the last duty day of the school year, the employee's final paycheck shall be reduced for:

1. State personal leave the employee used beyond his or her pro rata entitlement for the school year; and
2. Local leave that an exempt employee used but had not earned as of the date of separation.

Employed for Full Year

If an exempt employee uses more local leave than he or she earned and remains employed with the District through his or her last duty day, the District shall deduct the cost of the excess leave days from the employee's pay in accordance with administrative regulations.

Recording

Leave shall be recorded in accordance with administrative regulations.

Order of Use

Earned compensatory time shall be used before any available paid state and local leave. [See DEA]

Unless an employee requests a different order, available paid state and local leave shall be used in the following order, as applicable:

1. Local leave.
2. State sick leave accumulated before the 1995–96 school year.
3. State personal leave.

4. Vacation/nonscheduled workdays.

Use of sick leave bank days shall be permitted only after all available state and local leave has been exhausted.

Concurrent Use of Leave

When an absent employee is eligible for FMLA leave, the District shall designate the absence as FMLA leave.

The District shall require the employee to use temporary disability leave and paid leave, including compensatory time, concurrently with FMLA leave.

An employee receiving workers' compensation income benefits may be eligible for paid or unpaid leave. An absence due to a work-related injury or illness shall be designated as FMLA leave, temporary disability leave, and/or assault leave, as applicable.

Medical Certification

An employee shall submit medical certification of the need for leave if:

1. The employee is absent more than five consecutive workdays because of personal illness or illness in the immediate family;
2. The District requires medical certification due to a questionable pattern of absences or when deemed necessary by the supervisor or Superintendent; or
3. The employee requests FMLA leave for the employee's serious health condition or that of a spouse, parent, or child; or
4. The employee requests FMLA leave for military caregiver purposes.

In each case, medical certification shall be made by a health-care provider as defined by the FMLA. [See DECA(LEGAL)]

Note: For District contribution to employee insurance during leave, see CRD(LOCAL).

State Personal Leave

The Board requires employees to differentiate the manner in which state personal leave is used.

Nondiscretionary Use

Nondiscretionary use of leave shall be for the same reasons and in the same manner as state sick leave accumulated before May 30, 1995. [See DEC(LEGAL)]

Nondiscretionary use includes leave related to the birth or placement of a child and taken within the first year after the child's birth, adoption, or foster placement.

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Discretionary Use Discretionary use of leave is at the individual employee's discretion, subject to limitations set out below.

Limitations

Request for
Leave

The employee shall submit a written request for discretionary use of state personal leave to the immediate supervisor or designee in advance in accordance with administrative regulations. In deciding whether to approve or deny state personal leave, the supervisor or designee shall not seek or consider the reasons for which an employee requests to use leave. The supervisor or designee shall, however, consider the effect of the employee's absence on the educational program (i.e., the day before a school holiday, the day after a school holiday, days scheduled for end-of-semester or end-of-year exams, days scheduled for state-mandated assessments, or professional or staff development days) or District operations, as well as the availability of substitutes.

Duration of
Leave

Discretionary use of state personal leave shall not exceed three consecutive workdays.

Local Sick Leave

All employees shall earn paid local sick leave days each school year in accordance with administrative regulations.

Local sick leave shall accumulate without limit.

Local sick leave shall be used according to the terms and conditions of state sick leave accumulated prior to the 1995–96 school year. [See DEC(LEGAL)]

An employee's local sick leave balance shall be reduced to zero upon termination or at the end of the contract period in the year termination occurs, whichever comes first.

**Family and Medical
Leave**

The District shall make FMLA leave available to employees in accordance with DECA(LEGAL) and the following provisions.

Concurrent Use of
Paid Leave

FMLA leave shall run concurrently with applicable paid leave and compensatory time, as applicable, except as provided below.

Exception

A teacher shall notify the appropriate administrator if they choose not to use paid leave concurrently with FMLA leave for an absence related to pregnancy or the birth or adoption of child.

Twelve-Month
Period

For purposes of an employee's entitlement to FMLA leave, the 12-month period shall be July 1 through June 30.

Combined Leave for
Spouses

If both spouses are employed by the District, the District shall limit FMLA leave for the birth, adoption, or placement of a child, or to care for a parent with a serious health condition, to a combined total of 12 weeks. The District shall limit military caregiver leave to a combined total of 26 weeks. [See DECA(LEGAL)]

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Intermittent or Reduced Schedule Leave	The District shall permit use of intermittent or reduced schedule FMLA leave for the care of a newborn child or for the adoption or placement of a child with the employee. [See DECA(LEGAL) for use of intermittent or reduced schedule leave due to a medical necessity.]
Certification of Leave	If an employee requests leave, the employee shall provide certification, as required by FMLA regulations, of the need for leave. [See DECA(LEGAL)]
Medical Certification	If an employee takes FMLA leave due to the employee's own serious health condition, the employee shall provide, before resuming work, a fitness-for-duty certification. If the District will require certification of the employee's ability to perform essential job functions, the District shall provide a list of essential job functions to the employee with the FMLA designation notice.
End of Semester Leave	If a teacher takes leave near the end of the semester, the District may require the teacher to continue leave until the end of the semester. [See DECA(LEGAL), Leave at The End of a Semester]
Failure to Return	If, at the expiration of FMLA leave, the employee is able to return to work but chooses not to do so, the District may require reimbursement of premiums paid by the District during the leave. [See DECA(LEGAL), Recovery of Benefit Cost]
Temporary Disability Leave	<p>Any full-time employee whose position requires educator certification by the State Board for Educator Certification or by the District shall be eligible for temporary disability leave. The maximum length of temporary disability leave shall be 180 calendar days. [See DBB(LOCAL) for temporary disability leave placement and DEC(LEGAL) for return to active duty.] Temporary disability leave shall be used concurrently with all other types of leave.</p> <p>An employee's notification of need for extended absence due to the employee's own medical condition shall be forwarded to the Superintendent or designee as a request for temporary disability leave.</p>
Workers' Compensation	<p>An employee who suffers a work-related injury or illness and who must be off work due to the injury or illness shall be governed by applicable provisions of the Workers' Compensation Act and the FMLA.</p> <p>An employee receiving workers' compensation wage benefits may elect to receive accrued paid leave benefits, whether or not such employee is on FMLA leave. If such an election is made by the employee, the District shall pay the difference between the weekly income benefit received under workers' compensation and the em-</p>

employee's regular weekly compensation and shall charge leave proportionately.

[See also CRE(LEGAL)]

An employee whose accumulated leave is exhausted prior to or during an absence for a work-related injury or illness shall be placed on an unpaid leave of absence. Except while on FMLA leave, the employee shall be responsible for full payment in advance of all premiums for insurance benefits during such leave of absence. [See CRD(LOCAL)]

Upon release from workers' compensation for regular or accommodated duty, the employee must request reinstatement of employment in writing. The request must be accompanied by a physician's statement certifying the employee's fitness to return to work. If the release is for an accommodated-duty position, the return to work shall be coordinated by the risk management department.

Except as required under the temporary disability law, an employee released from workers' compensation shall be considered for a position for which the employee is qualified, provided such a position is available. If no position for which the employee is qualified is available at the time the employee requests reinstatement, the employee shall be considered for a subsequent vacancy.

Failure of an employee to report to the District upon release from workers' compensation leave within three days or refusal to accept an offered position shall constitute resignation.

Court Appearances

Absences for court appearances related to an employee's personal business shall be deducted from the employee's personal leave or shall be taken by the employee as leave without pay if he or she does not have a personal leave balance.

Absences for court appearances in which an employee is required to respond to a lawfully issued court subpoena, whether for personal or District business, shall be treated as though the employee is attending work and shall not be deducted from personal leave. A copy of the lawfully issued court subpoena must be provided to the employee's immediate supervisor prior to the time the employee is required to appear in court. Personal leave shall not be deducted only for the period of time for which the employee is required to complete his or her court appearance in compliance with the subpoena, and any leave from work taken after completion of the court appearance shall be subject to normal deductions.

**Bereavement
(Funeral Leave)**

Use of state and/or local leave for death in the immediate family shall not exceed ten leave days per occurrence, subject to the approval of the District.

**Religious
Observances**

An employee requesting to attend a religious observance on a regularly scheduled school day may use discretionary leave. In the event that all discretionary leave has been used, deductions from the employee's salary shall be made on the basis of the employee's daily rate of pay.

Parental Leave

An employee who qualifies for FMLA leave and who becomes a parent through either childbirth or adoption may be granted a parental leave of absence without pay for a maximum of 180 calendar days. This leave shall be used concurrently with all other types of leave. When both parents are employed by the District, only one employee shall be eligible for this parental leave [see **COMBINED LEAVE FOR SPOUSES** Combined Leave for Spouses, above]. In cases where the leave begins during a semester, the expiration date may be extended to coincide with the beginning of a new school year.

Birth

An employee who gives birth may use accumulated sick leave only for the period of convalescence as determined by a physician. Personal leave, local sick leave, and vacation days may be used concurrently with FMLA leave or temporary disability leave, when applicable. When paid leave is exhausted, the employee shall be on leave without pay.

Adoption

An employee who adopts a child shall be eligible for parental leave. The employee may use any combination of accumulated vacation days, state personal leave, and local sick leave during the bonding process, up to a maximum of 20 days. Thereafter, the employee shall be on leave without pay.

**Leave for Advanced
Academic
Preparation**

A one-year, unpaid leave of absence for advanced academic preparation may be granted by the Board upon recommendation of the Superintendent after completion of two consecutive years of employment in the District. An employee shall submit a written request prior to June 1 for a leave period occurring during the next school year. Any exception to this requirement must be approved by the Superintendent or designee. In addition, the employee must be enrolled in an approved graduate program for a minimum of nine hours during each of the fall and spring semesters. An approved advanced degree plan shall be on file in the District's personnel office. The Superintendent or designee shall recommend approval of the leave to the Board if the employee meets the criteria and has been recommended by the principal.

The employee must notify the executive director of personnel in writing by March 1 of the year in which the employee is on leave of whether or not the employee plans to return to his or her position in the District.

After completion of the leave, the employee shall be assigned to the same campus provided a vacancy is available in an area for which the employee is certified. All accrued benefits shall be retained. Should the employee fail to give notice of intent to return, a position shall not be held, and benefits shall be forfeited.

During the leave of absence for advanced academic preparation, the employee may continue participation in the employee health-care program by paying premiums in advance. [See CRD(LOCAL)]

Note: The provisions in the following section of the policy shall be made available in accordance with Settlement Agreement in Cause # 88-CI-05587, in the 150th Judicial District, Bexar County, Texas, August 1989.

**Developmental
Leave of Absence for
Employee
Organization
Presidents**

Employees serving as employee organization presidents shall be granted an unpaid leave of absence pursuant to Education Code 21.452. During such leave, no federal or state tax contributions shall be made for those employees. Such leave shall be for one year, renewable for one additional year.

An employee on such a developmental leave shall continue to be a member of the Teacher Retirement System of Texas (TRS) and shall be an employee of the District for purposes of participating in programs, holding memberships, and receiving benefits afforded by employment in the District.

The following guidelines shall apply to employee organization presidents requesting developmental leave of absence:

1. Requests for such leave shall be filed in writing with the Superintendent at least one month prior to the beginning of the leave. Requests to extend the leave for a second year shall be filed no later than April 15 of the year preceding the school year for which renewal is sought. The employee shall be given notice that the renewal is granted prior to April 15 of the year preceding the school year for which the renewal is sought.
2. An employee on continuing contract shall remain on continuing contract during the leave, without salary, and shall remain on continuing contract upon his or her return from leave, un-

less removed therefrom in accordance with provisions of Education Code 21.154 and other applicable statutes.

3. For the period of the developmental leave, the teacher on leave shall be responsible for making 100 percent of required contributions to TRS to establish teacher retirement credit for the period of leave.
4. Upon written request by the organization president, the District shall timely file with TRS a certification that the leave meets the requirements of Government Code 823.402.
5. The leave shall be considered continuous in-District teaching experience in the school and grade cluster to which the teacher was assigned in the year prior to the leave for purposes of assignment, reassignment, or transfer.
6. The teacher's performance for the year(s) on leave shall be considered to be the same as his or her performance in the year prior to leave, for all purposes not prohibited by state law.
7. A teacher returning from this leave shall be considered for placement to any position for which he or she is certified before other applicants are considered.
8. During the period of developmental leave, the employee shall be responsible for any and all payments directly to the District for maintenance of dental, health, disability, and life insurance premiums to the extent allowable under the applicable policies.
9. Upon return to the District following a developmental leave, the teacher shall receive no credit for the year(s) of leave for purposes of placement on the salary schedule.
10. Failure to notify the Superintendent of the intention to return to work at least 30 days prior to the expected date of return, or failure to report for duty at the expiration of a leave of absence or extension of a leave of absence, shall be grounds for dismissal in accordance with Board policy. [See DF series]

**Personal Illness
Leave**

Any paraprofessional, auxiliary, or professional whose position does not require educator certification by the State Board for Education Certification (SBEC) or by the District, or a permanent part-time employee whose position requires educator certification by the SBEC or by the District, shall be eligible for personal illness leave. The maximum length of personal illness leave shall be 180 calendar days for a work-related or nonwork-related personal injury

or illness. Personal illness leave shall be used concurrently with all other types of leave.

The employee may elect to continue, at his or her own expense, the District's group insurance plan according to COBRA guidelines. [See CRD]

Each application for such unpaid personal illness leave must be submitted in writing to the Superintendent and must include certification from a health-care provider of the employee's inability to perform work-related duties.

Other Special Leaves On a case-by-case basis and in light of the needs of the educational program of the District, the Superintendent or designee may grant an unpaid leave for a period not to exceed ten school days in cases not covered by any of the other leave provisions of this policy.

Neutral Absence Control If an employee does not return to work after exhausting all available paid and unpaid leave, the District shall provide the employee written notice that he or she no longer has leave available for use. The District shall automatically pursue termination of an employee who has exhausted all available leave, regardless of the reason for the absence [see DF series]. – The employee's eligibility for reasonable accommodations, as required by the Americans with Disabilities Act [see DAA(LEGAL)] shall be considered before termination. If terminated, the employee may apply for reemployment with the District.

Employment Following Leave Employment following leave shall be determined based on the type of leave for which the employee qualifies.

All employees qualifying for leave under the FMLA shall be placed in a like or comparable position upon their release to return to work.

A professional employee who is under contract and who qualifies for temporary disability leave may return to a previously vacated position, subject to availability, upon release to return to work. If the position is unavailable, the employee shall be assigned to an alternate position no later than the beginning of the next school year. For the duration of time a position is unavailable, the employee shall remain in an unpaid status after exhausting available leave.

Employees qualifying for personal illness leave may return to a previously vacated position, subject to availability, upon release to return to work. If the position is unavailable, the employee's name shall be placed on the substitute roster, if any, and the employee

shall be considered for a subsequent vacancy along with other applicants.

**Catastrophic Sick
Leave Bank**

The District shall establish a sick leave bank that employees may join through contribution of local leave.

Leave contributed to the bank shall be solely for the use of participating employees. An employee who is a member of the bank may request leave from the bank if the employee or member of the employee's immediate family experiences a catastrophic illness or injury and the employee has exhausted all paid leave and any applicable compensatory time.

For purposes of the catastrophic sick leave bank, "immediate family" shall be defined as spouse, parent(s), and any children. Children include:

1. The employee's child under age 26.
2. Children may remain covered after age 26 if they are physically or mentally handicapped and primarily dependent on the employee for support and maintenance.

Child means a natural child, a stepchild, an adopted child, or a foster child, regardless of presence or absence of a child's financial dependency, residency, student status, employment status, marital status, eligibility for other coverage or any combination of those factors.

The Superintendent shall develop regulations for the operation of the sick leave bank that address the following:

1. Membership in the sick leave bank, including the number of days an employee must contribute to become a member;
2. Procedures to request leave from the sick leave bank;
3. The maximum number of days per school year a member employee may receive from the sick leave bank;
4. The committee or administrator authorized to consider request for leave from the sick leave bank and criteria for granting requests; and
5. Other procedures deemed necessary for the operation of the sick leave bank.

Mental Health Leave

A District peace officer or a full-time District telecommunicator, as defined by law, who experiences a traumatic event in the scope of employment shall be granted a maximum of two days of mental health leave per traumatic event. Such leave shall be provided in

accordance with administrative regulations and shall not be deducted from the employee's pay or leave balance.

The Superintendent shall develop regulations regarding mental health leave that address the following:

1. Circumstances or reasons under which a peace officer may use mental health leave;
2. Procedures for requesting mental health leave and maintaining the anonymity of the requestor;
3. The administrator authorized to approve requests for mental health leave; and
4. Other procedures deemed necessary for administering this provision.

Quarantine Leave

A District peace officer shall be granted quarantine leave when ordered by the local health authority or the peace officer's supervisor to quarantine or isolate due to possible or known exposure to a communicable disease while on duty. Such leave shall be provided in accordance with administrative regulations and shall not be deducted from the employee's pay or leave balance.

The Superintendent shall develop regulations regarding quarantine leave that address the following:

1. Continuation of all employment benefits and compensation for the duration of the leave;
2. Reimbursement for reasonable costs related to the quarantine; and
3. Other procedures deemed necessary for administering this provision.

Line of Duty Illness or Injury Leave of Absence

Following a leave of absence with full pay as required by law, the District shall not extend the leave of absence for a police officer's line of duty illness or injury. In accordance with law, the police officer may use accumulated leave.

Reimbursement for Leave Upon Separation

Upon resignation from the District, an employee who both (a) has ten consecutive years of NEISD employment immediately preceding the effective date of his or her resignation, and (b) is eligible to receive benefits from TRS shall be entitled to reimbursement for any unused local and state personal or sick leave earned in the District. For purposes of this policy provision, a year of NEISD employment means completion of a full school year, rather than a TRS year of service credit.

For leave earned prior to July 1, 2005, the rate of reimbursement shall be equivalent to one-half of the employee's daily rate of pay at the time of resignation up to a maximum of \$40 per day for the first 80 days. For days accumulated beyond 80, the employee shall be reimbursed at one-fourth of his or her daily rate of pay at the time of resignation to a maximum of \$20 per day.

For leave earned on or after July 1, 2005, the reimbursement rate shall be one-half the daily rate of pay at the time of resignation up to a maximum of \$75 per day for the first 80 days. For days accumulated beyond 80, the employee shall be reimbursed at one-fourth of his or her daily rate of pay at the time of resignation to a maximum of \$65 per day. For the purpose of determining the number of days to be reimbursed, the District shall use the leave balances as earned upon the effective date of resignation.

Upon reimbursement, the unused portion of the local sick leave balance shall be zeroed out, but the unused portion of the state personal and sick leave balances shall remain intact.

In the event of an employee's death, the reimbursement shall be paid to the estate of the employee if the employee had ten consecutive years of service immediately preceding the employee's death, and the employee was eligible to receive benefits from TRS.

Reasons

The recommendation to the Board and its decision not to renew a contract under this policy shall not be based on an employee's exercise of Constitutional rights or based unlawfully on an employee's race, color, religion, sex, gender, national origin, age, disability, or any other basis prohibited by law. Reasons for proposed nonrenewal of an employee's term contract shall be:

1. Deficiencies pointed out in observation reports, appraisals or evaluations, supplemental memoranda, or other communications.
2. Failure to fulfill duties or responsibilities.
3. Incompetency or inefficiency in the performance of duties.
4. Inability to maintain discipline in any situation in which the employee is responsible for the oversight and supervision of students.
5. Insubordination or failure to comply with official directives.
6. Failure to comply with Board policies or administrative regulations.
7. Excessive absences.
8. Conducting personal business during school hours when it results in neglect of duties.
9. Reduction in force because of financial exigency. [See DFFA]
10. Reduction in force because of a program change. [See DFFB]
11. The employee is not retained at a campus in accordance with the provisions of a campus turnaround plan. [See AIC]
12. Drunkenness or excessive use of alcoholic beverages; or possession, use, or being under the influence of alcohol or alcoholic beverages while on District property, while working in the scope of the employee's duties, or while attending any school- or District-sponsored activity.
13. The illegal possession, use, manufacture, or distribution of a controlled substance, a drug, a dangerous drug, hallucinogens, or other substances regulated by state statutes.
14. Failure to meet the District's standards of professional conduct.
15. Failure to report any arrest, indictment, conviction, no contest or guilty plea, or other adjudication for any felony, any crime

involving moral turpitude, or other offense listed at DH(LOCAL). [See DH]

16. Conviction of or deferred adjudication for any felony, any crime involving moral turpitude, or other offense listed at DH(LOCAL); or conviction of a lesser included offense pursuant to a plea when the original charged offense is a felony. [See DH]
17. Failure to comply with reasonable District requirements regarding advanced coursework or professional improvement and growth.
18. Disability, not otherwise protected by law, that prevents the employee from performing the essential functions of the job, [with or without reasonable accommodation](#).
19. Any activity, school-connected or otherwise, that, because of publicity given it, or knowledge of it among students, faculty, or the community, impairs or diminishes the employee's effectiveness in the District.
20. Any breach by the employee of an employment contract or any reason specified in the employee's employment contract.
21. Failure to maintain an effective working relationship, or maintain good rapport, with parents, the community, or colleagues.
22. A significant lack of student progress attributable to the educator.
23. Behavior that presents a danger of physical harm to a student or to other individuals.
24. Assault on a person on District property or at a school-related function, or on an employee, student, or student's parent regardless of time or place.
25. Use of profanity in the course of performing any duties of employment, whether on or off school premises, in the presence of students, staff, or members of the public, if reasonably characterized as unprofessional.
26. Falsification of records or other documents related to the District's activities.
27. Falsification or omission of required information on an employment application.
28. Misrepresentation of facts to a supervisor or other District official in the conduct of District business.

29. Failure to fulfill requirements for state licensure or certification, including passing certification or licensing examinations required by state or federal law or by the District, for the employee's assignment.
30. Failure to maintain licensing and certification requirements, including the completion of required continuing education hours, for the employee's assignment.
31. Failure to complete certification or permit renewal requirements, or failure to fulfill the requirements of a deficiency plan, under an Emergency Permit or a Temporary Classroom Assignment Permit.
32. Any attempt to encourage or coerce a child to withhold information from the child's parent or from other District personnel.
33. Any reason that makes the employment relationship void or voidable, such as a violation of federal, state, or local law.
34. Engaging in or assigning to another individual, whether intentionally or knowingly, an instruction, guidance, activities, or programming prohibited by law. [See EMB]
35. Engaging in or assigning to another individual, whether intentionally or knowingly, diversity, equity, and inclusion duties prohibited by law.
- ~~34-36.~~ Any reason constituting good cause for terminating the contract during its term.

Recommendations
from Administration

Administrative recommendations for renewal or proposed nonrenewal of term contracts shall be submitted to the Superintendent. A recommendation for proposed nonrenewal shall be supported by any relevant documentation. The final decision on the administrative recommendation to the Board on each employee's contract rests with the Superintendent.

Superintendent's
Recommendation

The Superintendent shall prepare lists of employees whose contracts are recommended for renewal or proposed nonrenewal by the Board. Supporting documentation, if any, and reasons for the recommendation shall be submitted for each employee recommended for proposed nonrenewal.

The Board shall consider such information, as appropriate, in support of recommendations for proposed nonrenewal and shall then act on all recommendations.

Notice of Proposed
Nonrenewal

After the Board votes to propose nonrenewal, the Superintendent or designee shall deliver written notice of proposed nonrenewal in accordance with law.

If the notice of proposed nonrenewal does not contain a statement of the reason or all the reasons for the proposed action, and the employee requests a hearing, the District shall give the employee notice of all reasons for the proposed nonrenewal at a reasonable time before the hearing. The initial notice or any subsequent notice shall contain the hearing procedures.

Request for Hearing

If the employee desires a hearing after receiving the notice of proposed nonrenewal, the employee shall notify the Board in writing not later than the 15th day after the date the employee received the notice of proposed nonrenewal.

When a timely request for a hearing on a proposed nonrenewal is received by the presiding officer, the Board shall notify the employee whether the hearing will be conducted by the Board [see Hearing by the Board, below] or an attorney designated by the Board [see Hearing by an Attorney Designated by the Board, below].

In either case, the hearing shall be held not later than the 15th day after receipt of the request, unless the parties mutually agree to a delay. The employee shall be given notice of the hearing date as soon as it is set.

Hearing by the Board

Unless the employee requests that the hearing be open, the hearing shall be conducted in closed meeting with only the members of the Board, the employee, the Superintendent, their representatives, and such witnesses as may be called in attendance. Witnesses may be excluded from the hearing until called to present evidence. The employee and the administration may choose a representative. Notice, at least five days in advance of the hearing, shall be given by each party intending to be represented, including the name of the representative. Failure to give such notice may result in postponement of the hearing.

Hearing Procedures

The conduct of the hearing shall be under the presiding officer's control and shall generally follow the steps listed below:

1. After consultation with the parties, the presiding officer shall impose reasonable time limits for presentation of evidence and closing arguments.
2. The hearing shall begin with the administration's presentation, supported by such proof as it desires to offer.
3. The employee may cross-examine any witnesses for the administration.

4. The employee may then present such testimonial or documentary proof, as desired, to offer in rebuttal or general support of the contention that the contract be renewed.
5. The administration may cross-examine any witnesses for the employee and offer rebuttal to the testimony of the employee's witnesses.
6. Closing arguments may be made by each party.

A record of the hearing shall be made so that a certified transcript can be prepared, if required.

Board Decision

The Board may consider only evidence presented at the hearing. After all the evidence has been presented, if the Board determines that the reasons given in support of the recommendation to not renew the employee's contract are lawful, supported by the evidence, and not arbitrary or capricious, it shall so notify the employee by a written notice not later than the 15th day after the date on which the hearing is concluded. This notice shall also include the Board's decision on renewal, which decision shall be final.

Hearing by an Attorney Designated by the Board

The hearing must be private unless the employee requests in writing that the hearing be public, except that the attorney may close the hearing to maintain decorum. If the employee does not request a public hearing, only the attorney designated by the Board, the employee, the Superintendent, their representatives, and witnesses shall be permitted to be in attendance, and witnesses may be excluded from the hearing until called to present evidence. The employee and the administration may choose a representative. Notice, at least five days in advance of the hearing, shall be given by each party intending to be represented, including the name of the representative. Failure to give such notice may result in postponement of the hearing.

The conduct of the hearing shall be under the control of the attorney designated by the Board and shall generally follow the steps listed at Hearing by the Board.

Not later than the 15th day after the completion of the hearing, the attorney shall provide to the Board a record of the hearing and his or her recommendation on renewal.

Board Review

The Board shall consider the record of the hearing and the attorney's recommendation at the first Board meeting for which notice can be posted, unless the parties agree in writing to a different date. The Board shall notify the employee of the meeting date as soon as it is set. At the meeting, the Board shall allow each party an equal amount of time to present oral arguments. The Board

shall notify the employee in writing of the Board's decision on re-
newal not later than the 15th day after the date of the meeting.

No Hearing

If the employee fails to request a hearing, the Board shall take the
appropriate action and notify the employee in writing of that action
not later than the 30th day after the date the notice of proposed
nonrenewal was sent.

DRAFT

Each District employee shall perform his or her duties in accordance with state and federal law, District policy, and ethical standards. The District holds all employees accountable to the Educators' Code of Ethics. [See DH(EXHIBIT)]

Each District employee shall recognize and respect the rights of students, parents, other employees, and members of the community and shall work cooperatively with others to serve the best interests of the District.

An employee wishing to express concern, complaints, or criticism shall do so through appropriate channels. [See DGBA]

Violations of Standards of Conduct

Each employee shall comply with the standards of conduct set out in this policy and with any other policies, regulations, and guidelines that impose duties, requirements, or standards attendant to his or her status as a District employee. Violation of any policies, regulations, or guidelines, including intentionally making a false claim, offering a false statement, or refusing to cooperate with a District investigation, may result in disciplinary action, including termination of employment. [See DCD, DCE, and DF series]

Weapons Prohibited

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

Exceptions

No violation of this policy occurs when:

1. Use or possession of a firearm by a specific employee is authorized by Board action [see the CKE series];
2. A District employee who holds a ~~Texas~~ handgun license in accordance with state law stores a handgun or other firearm in a locked vehicle in a parking lot, parking garage, or other parking area provided by the District, provided the handgun or other firearm is not in plain view; or
3. The use, possession, or display of an otherwise prohibited weapon takes place as part of a District-approved activity supervised by proper authorities. [See FOD]

Electronic Communication

Use with Students

A certified employee, licensed employee, or any other employee designated in writing by the Superintendent or a campus principal may use electronic communication, as this term is defined by law, with currently enrolled students only about matters within the scope of the employee's professional responsibilities.

Unless an exception has been made in accordance with the employee handbook or other administrative regulations, an employee

shall not use a personal electronic communication platform, application, or account to communicate with currently enrolled students.

Unless authorized above, all other employees are prohibited from using electronic communication directly with students who are currently enrolled in the District. The employee handbook or other administrative regulations shall further detail:

1. Exceptions for family and social relationships;
2. The circumstances under which an employee may use text messaging to communicate with individual students or student groups;
3. Hours of the day during which electronic communication is discouraged or prohibited; and
4. Other matters deemed appropriate by the Superintendent.

In accordance with ethical standards applicable to all District employees [see DH(EXHIBIT)], an employee shall be prohibited from using electronic communications in a manner that constitutes prohibited harassment or abuse of a District student; adversely affects the student's learning, mental health, or safety; includes threats of violence against the student; reveals confidential information about the student; or constitutes an inappropriate communication with a student, as described in the Educators' Code of Ethics.

An employee shall have no expectation of privacy in electronic communications with students. Each employee shall comply with the District's requirements for records retention and destruction to the extent those requirements apply to electronic communication. [See CPC]

Personal Use

All employees shall be held to the same professional standards in their public use of electronic communication as for any other public conduct. If an employee's use of electronic communication violates state or federal law or District policy, or interferes with the employee's ability to effectively perform his or her job duties, the employee is subject to disciplinary action, up to and including termination of employment.

Reporting Improper Communication

In accordance with administrative regulations, an employee shall notify his or her supervisor when a student engages in improper electronic communication with the employee.

Disclosing Personal Information

An employee shall not be required to disclose his or her personal email address or personal phone number to a student.

Prohibited Classroom Instruction or Activities An employee is prohibited from intentionally or knowingly engaging in or assigning to another individual instruction, guidance, activities, or programming prohibited by law [see EMB].

Prohibited Diversity, Equity, and Inclusion Duties An employee shall be subject to disciplinary action, including termination of employment, if the employee, intentionally or knowingly:

- Engages in diversity, equity, and inclusion (DEI) duties.
- Assigns to another individual DEI duties.

[See BT(LEGAL)]

Social Transitioning An employee shall be prohibited from assisting a District student with social transitioning, as the term is defined in law. This prohibition includes providing any information to a District student about social transitioning or guidelines intended to assist a District student with social transitioning.

Safety Requirements Each employee shall adhere to District safety rules and regulations and shall report unsafe conditions or practices to the appropriate supervisor.

Harassment or Abuse An employee shall not engage in prohibited harassment, including sexual harassment, of:

1. Other employees. [See DIA]
2. Students. [See FFH; see FFG regarding child abuse and neglect.]

While acting in the course of employment, an employee shall not engage in prohibited harassment, including sexual harassment, of other persons, including Board members, vendors, contractors, volunteers, or parents.

An employee shall report child abuse or neglect as required by law. [See FFG]

Relationships with Students An employee shall not form romantic or other inappropriate social relationships with students. Any sexual relationship between a student and a District employee is always prohibited, even if consensual. ~~[See FFH]~~

As required by law, the District shall notify the parent of a student with whom ~~an educator~~ a District employee or person acting as a service provider for the District is alleged to have engaged in certain misconduct. ~~[See FFF]~~

[See FFF for parent notification requirements and DHB and DHC for reporting requirements.]

**Tobacco and
Nicotine Products
and E-Cigarettes**

An employee is prohibited from possessing or using any type of tobacco product, e-cigarette, or any other electronic vaporizing device while on school property, in a District vehicle, or while attending an off-campus school-related activity. An employee is also prohibited from possessing or using any type of nicotine product, including nicotine pouches, regardless of whether the product contains tobacco, while on District property, in a District vehicle, or while attending an off-campus school-related activity.

An employee's supervisor is authorized to approve an exception to this policy for a smoking cessation product.

**Alcohol and Drugs /
Notice of Drug-Free
Workplace**

As a condition of employment, an employee shall abide by the terms of the following drug-free workplace provisions. An employee shall notify the Superintendent in writing if the employee is convicted for a violation of a criminal drug statute occurring in the workplace in accordance with Arrests, Indictments, Convictions, and Other Adjudications, below.

An employee shall not manufacture, distribute, dispense, possess, use, or be under the influence of any of the following substances during working hours while on District property or at school-related activities during or outside of usual working hours:

1. Any controlled substance or dangerous drug as defined by law, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate.
2. Alcohol or any alcoholic beverage.
3. Any abusable glue, aerosol paint, or any other chemical substance for inhalation.
4. Any other intoxicant or mood-changing, mind-altering, or behavior-altering drug.

An employee need not be legally intoxicated to be considered "under the influence" of a controlled substance.

Exceptions

It shall not be considered a violation of this policy if the employee:

1. Manufactures, possesses, or dispenses a substance listed above as part of the employee's job responsibilities;
2. Uses or possesses a controlled substance or drug authorized by a licensed physician prescribed for the employee's personal use; or

EMPLOYEE STANDARDS OF CONDUCT

DH
(LOCAL)

3. Possesses a controlled substance or drug that a licensed physician has prescribed for the employee's child or other individual for whom the employee is a legal guardian.

Sanctions

An employee who violates these drug-free workplace provisions shall be subject to disciplinary sanctions. Sanctions may include:

1. Referral to drug and alcohol counseling or rehabilitation programs;
2. Referral to employee assistance programs;
3. Termination from employment with the District; and
4. Referral to appropriate law enforcement officials for prosecution.

Notice

Employees shall receive a copy of this policy.

Arrests, Indictments, Convictions, and Other Adjudications

An employee shall notify his or her principal or immediate supervisor within three calendar days of any arrest, indictment, conviction, no contest or guilty plea, or other adjudication of the employee for any felony, any offense involving moral turpitude, and any of the other offenses as indicated below:

1. Crimes involving school property or funds;
2. Crimes involving attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit that would entitle any person to hold or obtain a position as an educator;
3. Crimes that occur wholly or in part on school property or at a school-sponsored activity; or
4. Crimes involving moral turpitude, which include:
 - Dishonesty; fraud; deceit; theft; misrepresentation;
 - Deliberate violence;
 - Base, vile, or depraved acts that are intended to arouse or gratify the sexual desire of the actor;
 - Felony possession or conspiracy to possess, or any misdemeanor or felony transfer, sale, distribution, or conspiracy to transfer, sell, or distribute any controlled substance defined in Chapter 481 of the Health and Safety Code;
 - Felony driving while intoxicated (DWI); or
 - Acts constituting abuse or neglect under the Texas Family Code.

Dress and Grooming

An employee's dress and grooming shall be clean, neat, in a manner appropriate for his or her assignment, and in accordance with any additional standards established by his or her supervisor and approved by the Superintendent.

DRAFT

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

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

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

Objectives

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

Selection

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

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

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

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

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

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

Parent Request for Instructional Material Review

The Superintendent shall develop administrative regulations to ensure compliance with state law and rules that a parent or guardian of a District student may request an instructional materials review for a subject area in the grade level in which their student is enrolled on the basis of the following:

1. The material is not aligned with District-adopted materials; or
2. The material does not have the appropriate rigor for the grade level for the subject area in which the instructional material is used.

The regulations shall also address procedures for submitting a parent petition to review instructional materials, the appeal process if a petition for review is denied, criteria for reviewing any appeal, and timelines for each step in the process.

Reconsideration of Instructional Materials

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

Guiding Principles

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

1. A complainant may raise an objection to an instructional material used in a school's educational program, despite the fact that the professional staff selecting the materials were qualified to make the selection, followed the proper procedure, and adhered to the objectives for instructional materials set out in this policy.
2. A parent's ability to exercise control over instruction extends only to his or her own child as set forth in Education Code Chapter 26.

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

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

Informal
Reconsideration

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

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

Formal Request for
Reconsideration

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

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

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

*Frequency of
Review*

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

Appeal

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

DRAFT

Note: Unless otherwise noted, the terms “video recording,” “video surveillance,” and “video monitoring” shall also include any associated audio recordings. In addition, the term “classroom” shall also include other special education settings subject to video and audio recording required by law.

To promote student safety, the District shall comply with requests for video and audio monitoring of certain ~~self-contained~~ special education classrooms as required by law. Regular or continual monitoring of video recordings shall be prohibited. Video recordings shall not be used for teacher evaluation or monitoring or for any purpose other than the promotion of student safety.

The ~~Superintendent~~ Superintendent or ~~designee~~ is responsible for coordinating the provision of equipment to campuses in compliance with the law.

The Superintendent shall ensure that administrative regulations are developed to implement this policy.

Requests

For Following Year

A parent of a student receiving special education services and whose placement for the following school year will be in a ~~self-contained~~ special education classroom eligible for video surveillance may request in writing that a video camera be placed in the classroom by the end of the current school year or by the ~~tenth~~ 10th business day after the student’s admission, review, and dismissal (ARD) committee determines the student’s placement, whichever is later. If such a request is made, the campus shall begin operation of the camera by the deadlines in law.

For Current Year

Written requests from a parent, assistant principal, principal, staff member, or the Board shall be submitted and processed in accordance with the procedures in law.

Response

As required by law, the District shall provide a response to the requester not later than the seventh business day after receipt of the request.

Notice

Before a camera is activated, the principal shall provide advance written notice to staff on the campus and to parents of the students assigned to or engaging in school activities in the classroom that video and audio surveillance will be conducted in the classroom.

Installation and Operation

The classroom subject to the request shall begin operation of video surveillance not later than the time frames required in law, except when the District is granted an extension of time.

When the District has installed video cameras in a classroom as required by law, the District shall operate the cameras during the instructional day at all times when one or more students are in the classroom. For purposes of this policy, the instructional day shall be defined as the portion of a school day during which instruction is taking place in the classroom.

For the school year in which a campus receives a request for video and audio surveillance, the campus shall continue to operate and maintain any video cameras placed in the classroom for as long as the classroom continues to satisfy the requirements in Education Code 29.022(a). However, the campus may discontinue operation of the video camera during the year if the requester withdraws the request in writing and no request is submitted to continue the surveillance. Before a camera is deactivated, the principal shall provide advance written notice to staff on the campus and to parents of the students assigned to or engaging in school activities in the classroom that video and audio surveillance will be discontinued in the classroom and of the opportunity to request continued video and audio surveillance.

Video cameras must be capable of recording video and audio of all areas of the classroom, including a room attached to the classroom used for time out as defined by law. No visual monitoring, other than incidental coverage, shall be conducted of the inside of a bathroom or other area used for changing a student's clothes.

The District shall post notice at the entrance to a classroom in which video cameras are placed stating that video and audio surveillance is conducted in that classroom.

Retention of Recordings

Video recordings shall be retained for at least three months after the date of the recording but may be retained for a longer period in accordance with the District's records management program, or as required by law. [See CPC]

Confidentiality of Recordings

Video recordings made in accordance with this policy shall be confidential and shall only be released or viewed by the individuals and in the limited circumstances permitted by law. The following individuals shall have authority to view video recordings to the extent permitted by the Family Educational Rights and Privacy Act (FERPA):

1. A District employee or a parent of a student who is involved in an alleged incident documented by a recording and reported to the District;
2. Appropriate Department of Family and Protective Services (DFPS) personnel as part of an investigation of alleged abuse or neglect of a child;

3. A peace officer, school nurse, District administrator trained in de-escalation and restraint techniques, or human resource staff member in response to a report of an alleged incident or an investigation of an employee or a report of alleged abuse committed by a student; and
4. Appropriate Texas Education Agency or State Board for Educator Certification personnel or their agents as part of an investigation.

For purposes of this policy, the term “human resource staff member” shall include the Superintendent, a principal, an assistant principal or other campus administrator, and any supervisory position within the District’s human resources office. If an individual listed in items ~~2-42-4~~, above, believes that a recording shows a violation of District policy or campus procedures, the individual may allow access to the recording by appropriate legal and human resources personnel designated by the District for the purpose of determining whether a policy or procedure has been violated.

Any person who suspects that child abuse or neglect has occurred shall report this suspicion as required by law and District policy.
[See FFG]

Reporting an Incident

A person alleging that an incident, as defined by law, has occurred in a classroom in which video surveillance is conducted shall file a report on the form provided by the District with the principal as soon as possible after the person suspects the alleged incident. If possible, an incident report form shall be filed within ~~48~~24 hours of the facts giving rise to the allegation. The principal shall promptly view, or direct an authorized individual to view, the video surveillance footage to identify the relevant portion of the recording. No later than ~~ten District business days~~10 District business days after the report is filed, the principal or designee shall respond by notifying the person whether the alleged incident was recorded in the District’s video surveillance footage and shall initiate other steps as required by law, District policy, or local procedures.

Complaints

Complaints related to video and audio recordings under this policy shall be filed in accordance with DGBA, FNG, or GF, as applicable. A complainant who is dissatisfied with the outcome of the District’s complaint process may appeal in writing to the commissioner of education in accordance with Education Code 7.057 and 19 Administrative Code 103.1303. A parent, staff member, or District administrator may request an expedited review in accordance with 19 Administrative Code 103.1303.

Relation to Essential Knowledge and Skills

The District shall establish instructional objectives that relate to the essential knowledge and skills for grade-level subjects or courses. These objectives shall address the skills needed for successful performance in the next grade or next course in a sequence of courses.

Assignments, tests, projects, classroom activities, and other instructional activities shall be designed so that each student's performance indicates the level of mastery of the designated District objectives.

Regulations for Grading

The Superintendent or designee shall ensure that each campus and instructional level adhere to the published District regulations for teachers to follow in determining grades for students. These published District regulations shall ensure that grading consistently assesses a student's relative mastery of an assignment and that a sufficient number of grades are taken to support the grade average assigned. Regulations for grading shall be clearly communicated and made available to students and parents.

The District shall permit a student who meets the criteria detailed in the grading guidelines a reasonable opportunity to redo an assignment or retake a test for which the student received a failing grade.

Progress Reporting

The District shall issue grade reports/report cards every ~~nine~~nine weeks on a form approved by the Superintendent or designee. In accordance with law, the notice to parents shall be returned to the campus with the parent(s) signature. Performance shall be measured in accordance with this policy and the standards established in EIE.

Interim Reports

Interim progress reports shall be issued at least once every three weeks to students with unsatisfactory or borderline performance. Performance shall be measured in accordance with this policy and the standards established in Board policy EIE(LOCAL). All students shall be issued a progress report after the first six weeks of each nine-week period.

Conferences

~~In addition to conferences scheduled on the campus calendar,~~Each year, the District shall provide at least two opportunities for in-person conferences between each parent and the student's teacher. Additional conferences may be requested by a teacher or parent as needed.

Academic Dishonesty

A student found to have engaged in academic dishonesty shall be subject to grade penalties on assignments or tests and disciplinary penalties in accordance with the Student Code of Conduct. Academic dishonesty includes cheating or copying the work of another

student, plagiarism, the use of artificial intelligence to complete an assignment in part or in whole unless approved by the classroom teacher [see CQD], and unauthorized communication between students during an examination. The determination that a student has engaged in academic dishonesty shall be based on the judgment of the classroom teacher or another supervising professional employee, taking into consideration written materials, observation, ~~or~~ information from students, or the use of an artificial intelligence detection tool selected by the District.

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Parent Portal

The District shall establish a parent portal on the District's website through which parents may submit comments to campus administrators, District administrators, and the Board.

The Superintendent shall develop administrative regulations related to the portal, including placement on the District or campus websites and how campus or District administrators are to address comments received from parents through the portal.

DRAFT

No employee shall give any student prescription medication, non-prescription medication, herbal substances, anabolic steroids, or dietary supplements of any type, except as authorized by this or other District policy.

Medication Provided by Parent

The Superintendent shall designate the employees who are authorized to administer medication that has been provided by a student's parent. An authorized employee is permitted to administer the following medication in accordance with administrative regulations:

1. Prescription medication in accordance with legal requirements.
2. Nonprescription medication, ~~upon a parent's written request, when properly labeled and in the original container~~ in accordance with legal requirements.
3. Herbal substances or dietary supplements provided by the parent and only if required by the individualized education program or Section 504 plan for a student with disabilities.

Medication Provided by District

Except as required by law and provided by this policy, the District shall not purchase medication to administer to a student.

Clinic Use

The District shall purchase certain medications and over-the-counter products to administer to students in accordance with standing orders established by the District's medical adviser, who must be licensed to practice medicine in the state of Texas. A parent or guardian may provide written notice to the school nurse if conditions exist in which their child should not receive these medications.

Overnight Travel

The District shall purchase certain medications to administer to students during overnight travel experiences and in accordance with protocols established by the District's medical adviser, who must be licensed to practice medicine in the state of Texas, and with written authorization from the student's parent or guardian.

Emergency Use

The District shall purchase certain medications to administer to students only on an emergency basis and in accordance with protocols established by the District's medical adviser, who must be licensed to practice medicine in the state of Texas.

A parent or guardian may provide written notice to the school nurse if conditions exist in which their child should not receive epinephrine or an opioid antagonist medication.

The Superintendent shall designate the employees who are authorized to administer medication under these protocols and permissions.

Epinephrine

The District authorizes school personnel who have agreed in writing and been adequately trained to administer an unassigned epinephrine **delivery system, such as an auto-injector or nasal spray**, in accordance with law and this policy. Administration of epinephrine shall only be permitted when an authorized and trained individual reasonably believes a person is experiencing anaphylaxis.

On Campus

Authorized and trained individuals may administer an unassigned epinephrine **auto-injector delivery system** at any time to a person experiencing anaphylaxis on a school campus.

The District shall ensure that at each campus a sufficient number of authorized individuals are trained to administer epinephrine so that at least one trained individual is present on campus during all hours the campus is open. In accordance with state rules, the campus shall be considered open for this purpose during regular on-campus school hours and whenever school personnel are physically on site for school-sponsored activities.

Maintenance, Availability, and Training

The Superintendent shall develop administrative regulations designating a coordinator to manage policy implementation and addressing annual training of authorized individuals in accordance with law; procedures for **auto-injector delivery system** use; and acquisition or purchase, maintenance, expiration, disposal, and availability of unassigned epinephrine **auto-injectors** at each campus.

Notice to Parents

In accordance with law, the District shall provide notice of the policy to parents regarding the epinephrine program, including notice of any change to or discontinuation of this program.

Opioid Antagonist

This provision shall be applicable to every campus.

On Campus

The District authorizes school personnel who have been adequately trained to administer an opioid antagonist in accordance with law and this policy. Administration of an opioid antagonist shall only be permitted when an authorized and trained individual reasonably believes a person is experiencing an opioid-related overdose.

Each applicable campus shall have at least one individual who is authorized and trained to administer an opioid antagonist present during regular school hours.

*Maintenance,
Availability,
Training, and
Reporting*

Each applicable campus shall have at least two unused, unexpired opioid antagonist doses available.

All opioid antagonists shall be stored in a secure location and shall be easily accessible by individuals who are authorized and trained to administer an opioid antagonist.

The Superintendent shall develop administrative regulations addressing acquisition, maintenance, expiration, and disposal of opioid antagonists in the District, as well as reporting, employee training, and emergency notification requirements.

Medication for
Respiratory Distress

The District authorizes school personnel who have been adequately trained to administer unassigned medication for respiratory distress in accordance with law and this policy. Administration of this type of medication shall only be permitted when an authorized and trained individual reasonably believes a person is experiencing respiratory distress.

On-Campus

Authorized and trained individuals may administer unassigned medication for respiratory distress at any time a person is experiencing this type of distress on a school campus.

The District shall ensure that at each campus a sufficient number of authorized individuals are trained to administer this medication so that at least one trained individual is present on campus during regular school hours as defined in state rules.

*Maintenance,
Availability, and
Training*

The Superintendent shall develop administrative regulations:

1. Designating a coordinator to manage policy implementation;
2. Addressing annual training of authorized individuals in accordance with law;
3. Listing the trained individuals authorized to administer unassigned medication for respiratory distress;
4. Addressing procedures for use; and
5. Addressing acquisition or purchase, maintenance, expiration, disposal, and availability of unassigned medication for respiratory distress at each campus.

Notice to Parents

In accordance with law, the District shall provide notice of the policy to parents regarding the administration of unassigned medication to a person experiencing respiratory distress, including notice of any change to or discontinuation of these provisions.

*After
Administration of
Medication*

After the administration of unassigned medication to a student experiencing respiratory distress, the coordinator shall **first attempt a verbal notice and then** provide written notice to the student's parent **as soon as possible**, the health-care provider authorizing the unassigned medication for respiratory distress, and the student's primary health-care provider.

Psychotropics

Except as permitted by law, an employee shall not:

1. Recommend to a student or a parent that the student use a psychotropic drug;
2. Suggest a particular diagnosis; or
3. Exclude the student from a class or a school-related activity because of the parent's refusal to consent to psychiatric evaluation or examination or treatment of the student.

Medical Treatment

A student's parent, legal guardian, or other person having lawful control shall annually complete and sign a form that provides emergency information and addresses authorization regarding medical treatment. A student who has reached age 18 shall be permitted to complete this form.

The District shall seek appropriate emergency care for a student as required or deemed necessary.



NORTH EAST INDEPENDENT SCHOOL DISTRICT

Date: December 8, 2025

Presenter: Anthony Jarrett, Chief Instructional Officer; Dr. Esmeralda Muñoz, Executive Director for Learning Support Services

Subject: 2026-2027 District Instructional Calendar

Related Page(s): NEISD Website

ACTION ITEM

BACKGROUND INFORMATION

The two North East Independent School District 2026-2027 Instructional Calendars presented were developed in five distinct phases:

1. A calendar survey questionnaire was sent to our community via Qualtrics; the survey window opened on Friday, October 3, 2025, and closed on Tuesday, October 14, 2025.
2. The Office of Learning Support Services held our second annual District Calendar Design Committee, comprised of campus and central office staff from various departments. Four groups, each comprised of 6-7 individuals, created one 175-day calendar and one 180-day calendar. A total of eight calendar options were created. Each Calendar Design Team presented its calendars to the group. At the end of the work session, the Office of Learning Support Services sent all members a calendar voting link with all calendar options from each group. The Calendar Design Team members submitted their votes for the top two 175-day calendars and the top two 180-day calendars. The Office of Learning Support Services compiled final results from the Calendar Design Teams on Thursday, October 6, 2025.
3. On Wednesday, November 5, our Office of Learning Support Services presented to the NEISD District Educational Improvement Council (DEIC). Council members received the four calendars and the calendar side-by-sides and reviewed all information to select the top two calendars (one 175-day and one 180-day calendar).
4. To further facilitate the voting process for campus staff, the Office of Learning Support Services created a calendar explanation video for staff to view and calendar side-by-sides to show all differences. Learning Support Services also worked alongside the Office of Research and Planning and the Office of Management Information Systems (MIS) to create a Qualtrics link for all staff to submit their vote. Each campus principal was also required to hold a faculty meeting to review both calendars and all supporting documents.
5. Each campus principal informed the Office of Research and Planning when the faculty meeting was held, and the calendar information video was viewed, so staff could receive the link to submit their vote. The campus voting window closed on Tuesday,

December 2, 2025. Final campus voting results were presented to the DEIC on Wednesday, December 3, 2025.

Both calendars are presented for consideration. The proposed calendars fall within the legal guidelines established by the State of Texas and NEISD's legal policy. Daily student instructional minutes, academic priorities, bad-weather days, and holidays were considered in creating both calendar options.

As defined by the 84th Legislative session, all calendars comply with HB 2610 guidelines, including a minimum of 75,600 minutes of instruction for the school year. The calendars do not include the use of T.E.A. waiver days.

ADMINISTRATIVE CONSIDERATION

On Friday, November 7, 2025, the Office of Learning Support Services provided each NEISD campus principal with all guidance documents needed to inform their staff about the two calendar options for the 2026-2027 school year. All results were compiled on Tuesday, December 2, 2025.

The campus results are as follows:

- **Calendar A: Pending Results**
- **Calendar B: Pending Results**
- On Wednesday, December 3, 2025, the District Educational Improvement Council (DEIC), comprised of teachers, school administrators, parents, and community members, convened in a virtual meeting to review and submit their final calendar vote.

ADMINISTRATIVE RECOMMENDATION

It is recommended that the Board of Trustees approve the campus-recommended **Pending Results** calendar for the 2026-2027 NEISD District Instructional Calendar based on the information presented.

BOARD ACTION REQUIRED

Approval/Disapproval



NORTH EAST INDEPENDENT SCHOOL DISTRICT

Date: December 8, 2025

Presenter: Mr. Anthony Jarrett, Chief Instructional Officer; Dr. Esmeralda Muñoz, Executive Director for Learning Support Services; Christina Reyna, Director for Library Services

Subject: 25-26 Campus and Classroom Library Titles Approval: Submission One

Related Page(s): Distributed to NEISD Board of Trustees; NEISD Webpages

ACTION ITEM

BACKGROUND INFORMATION

North East ISD began strengthening its library vetting practices in 2021 in accordance with the Texas Penal Code Section 43.01 amendments that first took effect in September 2019. NEISD created thorough resource guidance documents, Texas Penal Code 43.01 training, parent access to library catalogs, and created the first campus and district advisory committees. House Bill 900, effective in 2023, added new requirements for selecting and reviewing library materials, which the district incorporated. In response, our NEISD Library Services Department expanded training and increased transparency for all stakeholders. Senate Bill 13, effective in 2025, introduced school board approval of all library materials, community feedback cycles, and expanded responsibilities for the District Library Advisory Committee. NEISD integrated these expectations into its established review processes and trained instructional leaders to ensure that both campus and classroom libraries followed the same procedures.

Advisory Committees and Training

NEISD continued campus-level advisory committees to support communication and transparency. Campus librarians recruited members through newsletters and in-person events, and applicants could also indicate interest in serving on our District Library Advisory Committee (DLAC). DLAC membership includes representation from all Single Member Districts, with curriculum and library services staff serving as non-voting members. Live and asynchronous training was provided to DLAC members on SB 13 requirements, review procedures, and available resources for vetting purposes.

Campus and Classroom Library Title Lists

Proposed campus library and classroom library titles for student self-selected reading were reviewed and posted publicly on October 24, 2025, with promotion on the district main page, and weekly Blackboard notifications for community feedback. A public comment form was shared for both lists.

- *Pending final feedback:* During the feedback window, the district received one supportive comment on a campus library title and no feedback on classroom library titles. Any concern would have prompted the creation of book resume(s) and a district-level review

to support DLAC and a recommendation to our Board for consideration and approval.

Encouraging Public Feedback

Public review opportunities were shared through district homepage spotlights, campus newsletters, principal communication, and two direct emails to all district parents on November 12 and November 20, 2025.

ADMINISTRATIVE RECOMMENDATION

Administrative staff recommends that the Board of Trustees approve the Campus Library Title Lists and Classroom Library Title Lists posted on October 24, 2025, in accordance with the requirements of Senate Bill 13. Approval of these lists affirms that the district has met all posting, review, and public comment expectations outlined in statute.

BUDGETARY CONSIDERATION

None

BOARD ACTION REQUIRED

Approval/Disapproval



NORTH EAST INDEPENDENT SCHOOL DISTRICT

Date: December 8, 2025

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

Subject: Plan of Finance Resolution

Related Page(s): Resolution

ACTION ITEM

BACKGROUND INFORMATION

Consideration and approval of a plan of finance resolution by the Board of Trustees of the North East Independent School District concerning the sale of obligations designated as “North East Independent School District Commercial Paper Notes, Series A”; authorizing and delegating to the district’s staff, financial advisors, and bond counsel the authority to proceed with the selection pursuant to a request for qualifications/request for information process of the commercial paper dealer, issuing and paying agent, and liquidity provider, including various contractual agreements between the district and these entities; and other matters in connection therewith.

ADMINISTRATIVE CONSIDERATION

This program will allow the District to take advantage of the extremely low rates on the short end of the yield curve (1 month to 9 months) and to issue debt when cash requirements are needed, minimizing the total interest costs to the District.

BUDGETARY CONSIDERATION

The debt service payments in connection with this program will be paid from the District’s Debt Service Fund.

ADMINISTRATIVE RECOMMENDATION

It is recommended that the Board of Trustees adopt a plan of Finance Resolution.

BOARD ACTION REQUIRED

Approval/Disapproval

A PLAN OF FINANCE RESOLUTION BY THE BOARD OF TRUSTEES OF THE NORTH EAST INDEPENDENT SCHOOL DISTRICT CONCERNING THE SALE OF OBLIGATIONS DESIGNATED AS “NORTH EAST INDEPENDENT SCHOOL DISTRICT COMMERCIAL PAPER NOTES, SERIES A”; AUTHORIZING AND DELEGATING TO THE DISTRICT’S STAFF, FINANCIAL ADVISORS, AND BOND COUNSEL THE AUTHORITY TO PROCEED WITH THE SELECTION PURSUANT TO A REQUEST FOR QUALIFICATIONS/REQUEST FOR INFORMATION PROCESS OF THE COMMERCIAL PAPER DEALER, ISSUING AND PAYING AGENT, AND LIQUIDITY PROVIDER, INCLUDING VARIOUS CONTRACTUAL AGREEMENTS BETWEEN THE DISTRICT AND THESE ENTITIES; AND OTHER MATTERS IN CONNECTION THEREWITH

WHEREAS, the Board of Trustees (the *Board*) of the North East Independent School District (the *District*) has the legal authority pursuant to laws of the State of Texas and an election held on November 4, 2025 (the *Election*) to establish a commercial paper program (the *Program*) pursuant to which the District will issue its unlimited tax commercial paper notes (the *Notes*) for various purposes, including capital improvements for projects approved by District voters at the Election and to repay the debt service requirements on the Notes from the annual levy of an ad valorem tax, without limit as to rate or amount, against all taxable property in the District; and

WHEREAS, at the Election, the qualified voters of the District authorized various capital improvements and renovations on a District-wide basis that will impose certain time constraints with respect to the commencement and conclusion of these construction contracts; and

WHEREAS, the issuance of the Notes will permit the District to determine when to issue each tranche of the Notes to fund each of these construction contracts and to limit the amount of interest that will be outstanding on each tranche of the Notes and in both instances providing financial benefits to the District; and

WHEREAS, the District has previously retained Hilltop Securities Inc., San Antonio, Texas (*Financial Advisors*) and Norton Rose Fulbright US LLP, San Antonio, Texas (*Bond Counsel*) as its financial advisor and bond counsel, respectively, relating to the proposed issuance of any debt; and

WHEREAS, the Board authorizes the Superintendent of Schools, Chief Financial Officer, and the Executive Director of Finance & Accounting, as appropriate, or their designees, to consult and assist the Financial Advisors and Bond Counsel in the preparation of the required financing documents relating to the establishment of the Program and the subsequent negotiated sale thereunder of the Notes, including preparation and dissemination of an offering memorandum; and

WHEREAS, the Board hereby finds and determines that the adoption of this Resolution is in the best interests of the residents of the District; now, therefore,

BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE NORTH EAST INDEPENDENT SCHOOL DISTRICT THAT:

SECTION 1. The Financial Advisors and Bond Counsel will coordinate with District staff the establishment of the Program, pursuant to which it will thereafter and from time to time sell Notes, which efforts may include (as and to the extent necessary) selection and negotiations with national rating services, the Texas Education Agency (as and if applicable), commercial paper dealers, issuing and paying agents, and liquidity providers. Selection of necessary parties shall be made at the discretion of District officials pursuant to a request for information or request for qualification process.

SECTION 2. The Financial Advisors and Bond Counsel will assist the District staff in the preparation of an offering memorandum, relating to the Program and to be used in connection with the negotiated sale of the Notes from time to time and to otherwise comply with all regulations and rules promulgated by the Municipal Securities Rule Making Board and the Texas Education Agency (as and if applicable).

SECTION 3. The Superintendent of Schools, the Chief Financial Officer, and the Executive Director of Finance & Accounting, as appropriate, are delegated the authority to and are hereby authorized to consult and assist the Financial Advisors and Bond Counsel in the preparation of the required contracts with the commercial paper dealer, issuing and paying agent, and liquidity provider, along with the other financing documents, including an order establishing the Program and the offering memorandum to be used in connection with the sale of Notes from time to time, provided that each of these financing documents to be formally approved at a future meeting of the Board.

SECTION 4. The recitals contained in the preamble hereof are hereby found to be true, and such recitals are hereby made a part of this Resolution for all purposes and are adopted as a part of the judgment and findings of the Board.

SECTION 5. All orders, ordinances, and resolutions, or parts thereof, which are in conflict or inconsistent with any provision of this Resolution are hereby repealed to the extent of such conflict, and the provisions of this Resolution shall be and remain controlling as to the matters resolved herein.

SECTION 6. This Resolution shall be construed and enforced in accordance with the laws of the State of Texas and the United States of America.

SECTION 7. If any provision of this Resolution or the application thereof to any person or circumstance shall be held to be invalid, the remainder of this Resolution and the application of such provision to other persons and circumstances shall nevertheless be valid, and the Board hereby declares that this Resolution would have been enacted without such invalid provision.

SECTION 8. It is officially found, determined, and declared that the meeting at which this Resolution is adopted was open to the public and public notice of the time, place, and subject matter of the public business to be considered at such meeting, including this Resolution, was given, all as required by Chapter 551, as amended, Texas Government Code.

SECTION 9. This Resolution shall be in force and effect from and after its final passage, and it is so resolved.

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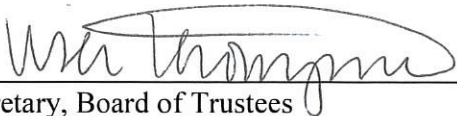
PASSED, ADOPTED AND APPROVED on this the ___ day of December, 2025.

NORTH EAST INDEPENDENT SCHOOL
DISTRICT



President, Board of Trustees

ATTEST:



Secretary, Board of Trustees

(DISTRICT SEAL)



NORTH EAST INDEPENDENT SCHOOL DISTRICT

Date: December 8, 2025

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

Subject: Resolution to Reimburse
Capital Expenditures with
Proceeds of Future Debt

Related Page(s): Resolution

ACTION ITEM

BACKGROUND INFORMATION

Consideration and approval of a resolution relating to establishing the North East Independent School District's intention to reimburse itself for the prior lawful expenditure of funds relating to constructing various school district improvements from the proceeds of one or more series of tax-exempt obligations to be issued by the district for authorized purposes; authorizing other matters incident and relating thereto; and providing an effective date.

ADMINISTRATIVE CONSIDERATION

This reimbursement resolution permits the District to reimburse its General Fund for capital expenditures actually paid by the District relating to the bond projects that were approved on November 4, 2025. Such expenditures may include payments made within 60 days prior to the date the reimbursement resolution is adopted. The "reimbursement" bonds must be delivered by the District within 18 months of the date the capital item is placed in service by the District and not later than three years from the date the reimbursement resolution is adopted.

BUDGETARY CONSIDERATION

The reimbursement will not exceed \$25,000,000.

ADMINISTRATIVE RECOMMENDATION

It is recommended that the Board of Trustees adopt a Reimbursement Resolution.

BOARD ACTION REQUIRED

Approval/Disapproval

A RESOLUTION RELATING TO ESTABLISHING THE NORTH EAST INDEPENDENT SCHOOL DISTRICT'S INTENTION TO REIMBURSE ITSELF FOR THE PRIOR LAWFUL EXPENDITURE OF FUNDS RELATING TO CONSTRUCTING VARIOUS SCHOOL DISTRICT IMPROVEMENTS FROM THE PROCEEDS OF ONE OR MORE SERIES OF TAX-EXEMPT OBLIGATIONS TO BE ISSUED BY THE DISTRICT FOR AUTHORIZED PURPOSES; AUTHORIZING OTHER MATTERS INCIDENT AND RELATED THERETO; AND PROVIDING AN EFFECTIVE DATE

WHEREAS, the Board of Trustees (the *Governing Body*) of the North East Independent School District (the *Issuer*) has entered into or will enter into various contracts pertaining to the expenditure of lawfully available funds of the Issuer to finance the costs associated with (i) (a) designing, constructing, renovating, improving, upgrading, updating, acquiring, and equipping school facilities, including District-wide renovations, additions, safety and security improvements, roof and HVAC replacements, and technology infrastructure improvements, and the purchase of new school buses and vehicles, (b) acquiring and updating instructional technology equipment, (c) designing, constructing, renovating, improving, upgrading, updating, expanding, acquiring, and equipping athletic facilities in the District, including the athletic facilities at the Blossom Athletic Center (the North East Baseball Complex, the Blossom Tennis Center, the East and West Soccer Fields, the Jimmy Littleton Gymnasium, and a new athletic storage facility), the athletic facilities at the North East Sports Park, and the District's Softball Complex on Judson Road, being the projects approved at an election held on November 4, 2025 by the District (the *Construction Costs*), (ii) the payment of various engineering costs, including design testing, design engineering, and construction inspection related to the Construction Costs (the *Engineering Costs*), (iii) the payment of various architectural costs, including preparation of plans and specifications and various other plans and drawings related to the Construction Costs (the *Architectural Costs*), and (iv) the payment of various administrative costs, including the fees of bond counsel, financial advisor, project manager, project consultant, other professionals, and bond printer (the *Administrative Costs*) [the Construction Costs, the Engineering Costs, the Architectural Costs, and the Administrative Costs collectively constitute the costs of the project that is the subject of this Resolution (the *Project*)]; and

WHEREAS, the provisions of Section 1201.042, as amended, Texas Government Code (*Section 1201.042*) provide that the proceeds from the sale of obligations issued to finance the acquisition, construction, equipping, or furnishing of any project or facilities, such as the Project, may be used to reimburse the Issuer for costs attributable to such project or facilities paid or incurred before the date of issuance of such obligations; and

WHEREAS, the United States Department of Treasury (the *Department*) released Regulation Section 1.150-2 (the *Regulations*) which establishes when the proceeds of obligations are spent and therefore are no longer subject to various federal income tax restrictions contained in the Internal Revenue Code of 1986, as amended (the *Code*); and

WHEREAS, the Issuer intends to reimburse itself, within eighteen months from the later of the date of expenditure or the date the property financed is placed in service (but in no event more than three years after the original expenditures are paid), for the prior lawful capital

expenditure of funds from the proceeds of multiple series of tax-exempt obligations (collectively, the *Obligations*) that the Issuer currently contemplates issuing in the principal amount of not to exceed \$482,990,000 to finance a portion of the costs of the Project; and

WHEREAS, under the Regulations, to fund such reimbursement with proceeds of the Obligations, the Issuer must declare its expectation ultimately to make such reimbursement before making the expenditures; and

WHEREAS, the Issuer hereby finds and determines that the reimbursement for the prior expenditure of funds of the Issuer is not inconsistent with the Issuer's budgetary and financial circumstances; and

WHEREAS, the Governing Body hereby finds and determines that the adoption of this Resolution is in the best interests of the citizens of the Issuer; now, therefore,

BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE NORTH EAST INDEPENDENT SCHOOL DISTRICT THAT:

SECTION 1: This Resolution is a declaration of intent to establish the Issuer's reasonable, official intent under section 1.150-2 of the Regulations and Section 1201.042 to reimburse itself from certain of the proceeds of the Obligations for any capital expenditures previously incurred (not more than 60 days prior to the date hereof) or to be incurred with respect to the Project from the Issuer's General Fund or other lawfully available funds of the Issuer.

SECTION 2: The Issuer intends to issue the Obligations and allocate within 30 days after the date of issuance of the Obligations the proceeds therefrom to reimburse the Issuer for prior lawful expenditures with respect to the Project in a manner to comply with the Regulations.

SECTION 3: The reimbursed expenditure will be a type properly chargeable to a capital account (or would be so chargeable with a proper election) under general federal income tax principles.

SECTION 4: The Issuer intends to otherwise comply, in addition to those matters addressed within this Resolution, with all the requirements contained in the Regulations.

SECTION 5: This Resolution may be relied upon by the appropriate officials at the Office of the Attorney General for the State of Texas and establishes compliance by the Issuer with the requirements of Texas law and the Regulations.

SECTION 6: With respect to the proceeds of the Obligations allocated to reimburse the Issuer for prior expenditures, the Issuer shall not employ an abusive device under Treasury Regulation Section 1.148-10, including using within one year of the reimbursement allocation, the funds corresponding to the proceeds of the Obligations in a manner that results in the creation of "replacement proceeds", as defined in Treasury Regulation Section 1.148-1, of the Obligations or another issue of tax-exempt obligations.

SECTION 7: The recitals contained in the preamble hereof are hereby found to be true, and such recitals are hereby made a part of this Resolution for all purposes and are adopted as a part of the judgment and findings of the Governing Body.

SECTION 8: All orders and resolutions, or parts thereof, which are in conflict or inconsistent with any provision of this Resolution are hereby repealed to the extent of such conflict, and the provisions of this Resolution shall be and remain controlling as to the matters resolved herein.

SECTION 9: This Resolution shall be construed and enforced in accordance with the laws of the State of Texas and the United States of America.

SECTION 10: If any provision of this Resolution or the application thereof to any person or circumstance shall be held to be invalid, the remainder of this Resolution and the application of such provision to other persons and circumstances shall nevertheless be valid, and the Governing Body hereby declares that this Resolution would have been enacted without such invalid provision.

SECTION 11: It is officially found, determined, and declared that the meeting at which this Resolution is adopted was open to the public and public notice of the time, place, and subject matter of the public business to be considered at such meeting, including this Resolution, was given, all as required by Chapter 551, as amended, Texas Government Code.

SECTION 12: This Resolution shall be in force and effect from and after its final passage, and it is so resolved.

* * * *

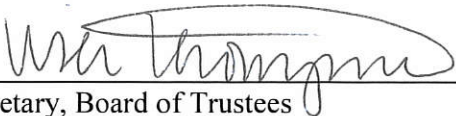
PASSED, ADOPTED AND APPROVED on this the ___ day of December, 2025.

NORTH EAST INDEPENDENT SCHOOL
DISTRICT



President, Board of Trustees

ATTEST:



Secretary, Board of Trustees

(DISTRICT SEAL)



NORTH EAST INDEPENDENT SCHOOL DISTRICT

Date: December 8, 2025

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

Subject: Consideration and Approval of
Contracts Pursuant to HB 3372

Related Page(s): Attachment

CONSENT ITEM

BACKGROUND INFORMATION

House Bill 3372 (HB 3372) went into effect September 1, 2025 amending the Texas Education Code by adding Section 11.006, which creates a new statewide prohibition on certain types of financial relationships involving public school district administrators. Specifically, HB 3372 prohibits school administrators from receiving financial benefits for personal services performed for:

1. Any business entity conducting or soliciting business with the District;
2. Educational businesses providing services regarding the curriculum or administration of school districts;
3. Other school districts, open-enrollment chart schools or regional education service centers.

ADMINISTRATIVE RECOMMENDATION

Under HB 3372, exceptions are allowed for administrators not including school board members, superintendents and assistant superintendents, provided that:

- A written contract describing the services is submitted to the Board of Trustees; and
- The board of trustees votes to approve the contract after administration has verified the work being performed:
 - does no harm to the district,
 - does not present a conflict of interest, and
 - is entirely on an employee’s personal time.

BUDGETARY CONSIDERATION

Not Applicable

ADMINISTRATIVE RECOMMENDATION

The District recommends the Board of Trustees approve the list of contracts pursuant to Texas Education Code § 11.006, as enacted under HB 3372, finding that each contract: 1) will not harm the District, 2) does not present a conflict of interest, and 3) will be performed entirely on the administrator’s personal time.

BOARD ACTION REQUIRED

Approval/Disapproval



APPROVAL OF CONTRACTS – HB3372
December 8, 2025

Employee Name	Position Title	Campus/Department	Name of Outside Organization/Entity	Description of Services	Contract/Agreement
Joseph Johnson	Director – Student Activities	Fine Arts	Northside ISD/Region 4	Academic UIL Director Region 4	Not Applicable
Joseph Johnson	Director – Student Activities	Fine Arts	Various ISD’s	UIL Judge	Not Applicable
Dr. Justin Oxley	Executive Director	School Administration	Educational Testing Service (ETS)	Performance Assessment for School Leaders (PASL) Rater	Yes
Caron Sharp	Assistant Director – Secondary English Language Arts and Reading (ELAR)	Curriculum and Instruction	Texas National Board Coalition for Teaching (TXNBCT)	Mentor	Yes 100



NORTH EAST INDEPENDENT SCHOOL DISTRICT

Date: December 8, 2025

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

Subject: Approval of T-TESS
Appraiser

Related Page(s): Attachment

CONSENT ITEM

BACKGROUND INFORMATION

In accordance with Board Policy DNA (Legal) and the Texas Education Code Section 150.1005, the teacher appraisal process requires at least one certified appraiser. An appraiser must be the teacher's supervisor or a person approved by the Board of Trustees.

ADMINISTRATIVE RECOMMENDATION

The list of qualified personnel who may appraise a teacher in place of the teacher's supervisor shall be approved by the Board. A qualified appraiser may include current or former school-based administrators as well as central office personnel who meet all the established requirements.

BUDGETARY CONSIDERATION

Not Applicable

ADMINISTRATIVE RECOMMENDATION

It is recommended that the attached list of personnel be approved as an appraiser.

BOARD ACTION REQUIRED

Approval/Disapproval

Texas Teacher Evaluation and Support System (T-TESS)

Appraisers 2025-2026

- Tammy Van Cleave Former Elementary School Principal, North East ISD



NORTH EAST INDEPENDENT SCHOOL DISTRICT

Date: December 8, 2025

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 2025-2026, 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 2025-2026 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 8, 2025. 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 2025-2026.

BOARD ACTION REQUIRED

Approval/Disapproval

ATTACHMENT
BUDGETED PURCHASES OF GOODS OR SERVICES COSTING \$50,000 OR MORE
NEISD BOARD MEETING
DECEMBER 8, 2025

Category	Vendor(s) Name	Description of Goods/Services	Estimated Expenditures 2025-2026	Bid Compliance	Notes
Security & Safety Department	TI Training LE, LCC	Training Simulator	\$132,302	GSA Co-op	Purchase over \$50,000 requires Board approval.
School Nutrition Services	Hormel Food Sales, LLC	Food Products Direct from Manufacturer	\$183,570	RFP# 23-25	Board approved \$101,202.48 in June, need additional \$82,368 for the year.



NORTH EAST INDEPENDENT SCHOOL DISTRICT

Date: December 8, 2025

Presenter: Deb Caldwell, COO
Jorge Cabello, Exec. Dir. CM&E

Subject: Easement Dedication of
Variable Width Permanent
Water Easement to SAWS at
Heroes Stadium

Related Pages(s): Attachment Metes and Bounds
Description Exhibit "A" and
Easement Plan Exhibit "B"

CONSENT ITEM

BACKGROUND INFORMATION

On August 11, 2025, the North East Independent School District ("Grantor") approved entering into a Lease Agreement with Morgan's Wonderland ("Grantee"), a Texas nonprofit corporation, for the construction and operation—at the sole expense of the Grantee—of a Morgan's Fitness Center within the Heroes Stadium property. To support this improvement, a new domestic water service is required, including the dedication of a variable-width SAWS water easement for the installation of an 8-inch underground water line to be constructed at the Grantee's expense within the Grantor's property at Heroes Stadium.

ADMINISTRATIVE CONSIDERATION

Pursuant to the previously executed Lease Agreement, a permanent Water Easement Agreement encompassing approximately 0.0346 acres of land out of Lot 1, Block 11, New City Block 14945, as depicted in the attached exhibit is needed to allow the San Antonio Water System (SAWS) to install a new water meter and provide domestic water service to the Morgan's Fitness Center.

BUDGETARY CONSIDERATION

None.

ADMINISTRATIVE RECOMMENDATION

The Executive Director of Construction Management & Engineering, in consultation with Legal Counsel for North East ISD, has reviewed the Grantee's request and supporting documentation for the Variable-Width Permanent Water Easement and recommends that the Board of Trustees approve the dedication of the easement within the defined limited tract at Heroes Stadium to the San Antonio Water System (SAWS) for the construction of an underground pipeline that will provide water service to the Morgan's Fitness Center at Morgan's Wonderland. It is further recommended that the Board of Trustees authorize the Superintendent, Chief Operations Officer (COO), or the Executive Director of Construction Management & Engineering to execute the easement agreement on behalf of the District.

BOARD ACTION REQUIRED

Approval/Disapproval

EXHIBIT "A"
METES AND BOUNDS DESCRIPTION
FOR A 0.0346 OF AN ACRE TRACT
VARIABLE WIDTH PERMANENT WATER EASEMENT

A tract or parcel containing **0.0346** of an acre of land situated in the Maria Antonia De Los Santos Coy Survey No. 306, Abstract 135, being a Water Easement, being out of Lot 1, Block 11, New City Block 14945, Replat and Plat of Longhorn Quarry, of record in Volume 9596, Pages 72 -79 of the Deed and Plat Records of Bexar County, Texas (D.P.R.), same being out of a called 58.01 acre tract, Tract II, as described to North East Independent School District of record in Document Number (Doc. No.) 20070235916 of the Official Public Records of Bexar County, Texas (O.P.R.), said 0.0346 of an acre being more particularly described by metes and bounds as follows, with all bearings are based on the Texas coordinate system, North American Datum of 1983 (NAD83), epoch 2010, South Central Zone (4204);

COMMENCING at a capped 1/2" iron rod stamped "Pape Dawson" found at the intersection on the south right-of-way (R.O.W.) line of David Edwards Drive (called 60' Wide) and the west line of Thousand Oaks (Width Varies), being the northeast corner of said Lot 1;

THENCE: with the common west R.O.W. line of said Thousand Oaks and of said Lot 1 for the following three (3) courses and distances:

1. With a curve to the right, having a radius of 1,550.00 feet, a delta of 03° 09' 57", a chord bearing and distance of S 10° 28' 12" E, 85.63 feet, an arc length of 85.64 feet to a capped 1/2" iron rod stamped "Pape Dawson" found, being an external corner of said Lot 1;
2. S 81° 06' 50" W, a distance of 5.03 feet to a point being an internal corner of said Lot 1, for a curvature of a curve to the right;
3. With said curve to the right, having a radius of 1545.00 feet, a delta of 03° 59' 13", a chord bearing and distance of S 06° 55' 31" E, 107.49 feet, an arc length of 107.51 feet to a point of curvature of a curve to the right, being the northeast corner of the herein described tract and the **POINT OF BEGINNING**, having a grid coordinates of N: 13,744,197.35, E: 2,160,651.70;

THENCE: With said curve to the **right**, having a radius of **1,545.00 feet**, a delta of **03° 46' 14"**, a chord bearing and distance of **S 03° 02' 48" E, 101.65 feet**, an arc length of **101.67 feet** to a point being the southeast corner of the herein described tract;

THENCE: through and across said Lot 1 for the following six (6) courses and distances:

1. **S 88° 51' 47" W**, a distance of **14.00 feet** to a point, being the southwest corner of the herein described tract;

2. **N 01° 19' 50" W**, a distance of **9.04 feet** to a point, being an interior point of the herein described tract;
3. **S 88° 07' 44" W**, a distance of **8.00 feet** to a point, being an exterior point of the herein described tract;
4. **N 01° 42' 17" W**, a distance of **11.00 feet** to a point, being an exterior point of the herein described tract;
5. **N 88° 07' 35" E**, a distance of **8.00 feet** to a point, being an interior point and a point of curvature of a non-tangent curve to the left of the herein described tract;
6. With said curve to the **left**, having a radius of **1,531.00 feet**, a delta of **03° 01' 15"**, a chord bearing and distance of **N 03° 25' 19" W, 80.71 feet**, an arc length of **80.72 feet** to a point of a non-tangent line, being the northwest corner of the herein described tract;

THENCE: N 85° 06' 20" E, continuing over and across said Lot 1, a distance of **14.00 feet** to the **POINT OF BEGINNING**, containing **0.0346** acre or 1,505 square feet of land, more or less.



11/5/2025

Muzaffar M. Dolan
Registered Professional Land Surveyor No. 7100
State of Texas
Firm No. 10194550

Date

Job No.: 25002760A
Prepared by: CED Surveying
Date: November 4, 2025
File: S:\Draw 2025 CED\25002760A-Morgans Fitness Ctr\DOCS\25002760A 0.0346ac Water Esmt

S:\Draw 2025 CED\25002760A-Morgans Fitness Ctr\25002760A-Saws Vitr Esmr.dwg(Sheet1 Small) By: CHRIS REYES on 2025-11-05 -- 11:44am



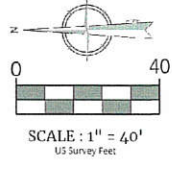
LEGEND

- PG. - PAGE
- SQ. FT. - SQUARE FEET
- VOL. - VOLUME
- P.O.B. - POINT OF BEGINNING
- P.O.C. - POINT OF COMMENCEMENT
- D.P.R. - DEED AND PLAT RECORDS OF BEXAR COUNTY TEXAS
- FIRC - 1/2" IRON ROD WITH CAP STAMPED "PAPE DAWSON"

NOTES

1. BEARINGS WERE BASED ON THE TEXAS COORDINATE SYSTEM OF 1983, TEXAS SOUTH CENTRAL ZONE (4204). ALL DISTANCES SHOWN HEREON ARE SURFACE DISTANCES.
2. ALL COORDINATES LISTED HEREIN ARE EXPRESSED AS GRID COORDINATES AND MAY BE CONVERTED TO SURFACE BY APPLYING A COMBINED SCALE FACTOR 0.99998100288895
3. SURVEYOR DID NOT ABSTRACT SUBJECT PROPERTY. THIS EXHIBIT WAS PREPARED WITHOUT THE BENEFIT OF A CURRENT TITLE REPORT OR ABTRACTOR'S CERTIFICATE AND WOULD BE SUBJECT TO ANY AND ALL CONDITIONS OR RESTRICTIONS SAID DOCUMENTS MAY DISCLOSE.
4. THIS IS EXHIBIT DOES NOT IMPLY TO BE A LAND TITLE SURVEY AND IS NOT INTENDED TO BE USED FOR TITLE CONVEYANCE PURPOSES.
5. THIS EXHIBIT IS ACCOMPANIED BY A SEPARATE METES AND BOUNDS DESCRIPTION.
6. NO IMPROVEMENTS WERE FOUND WITHIN THE EASEMENT AT THE TIME OF THE SURVEY.

SAWS PARCEL ID: P25-245
 PROJECT NAME: MORGANS FITNESS CENTER
 OWNER: NORTHEAST ISD
 BCAD ID NUMBER: 1127043



MARIA ANTONIA DE LOS SANTOS CUY SURVEY NO. 238 ABSTRACT 136
 DAVID EDWARDS DR. CALLED 60' WIDE RIGHT-OF-WAY

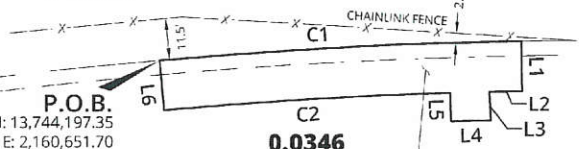
THOUSAND OAKS
 VARIABLE WIDTH RIGHT-OF-WAY
 R=1545.00'
 L=107.51'
 D=3° 59' 13"
 CHB=S 6° 55' 31" E
 CHD=107.49'

P.O.C.
 R=1550.00'
 L=85.64'
 D=3° 09' 57"
 CHB=S 10° 28' 12" E
 CHD=85.63'

P.O.B.
 N: 13,744,197.35
 E: 2,160,651.70
 (GRID)

REMAINING PORTION OF A VARIABLE WIDTH SANITARY SEWER EASEMENT VOL. 9596, PG. 72-79, D.P.R.

NORTH EAST INDEPENDENT SCHOOL DISTRICT
 CALLED 58.01 ACRE TRACT (TRACT II)
 DOC. NO. 20070235916, O.P.R.



0.0346 OF AN ACRE (1,505 SQ. FT.)
VARIABLE WIDTH PERMANENT WATER EASEMENT

LOT 1, BLOCK 11
 N.C.B. 14945
 REPLAT & PLAT OF LONGHORN QUARRY
 VOL. 9596, PG. 72-79, D.P.R.

LINE TABLE		
LINE #	DIRECTION	LENGTH
L1	S88° 51' 47"W	14.00'
L2	N01° 19' 50"W	9.04'
L3	S88° 07' 44"W	8.00'
L4	N01° 42' 17"W	11.00'
L5	N88° 07' 35"E	8.00'
L6	N85° 06' 20"E	14.00'

CURVE TABLE					
CURVE #	RADIUS	LENGTH	DELTA	CHORD BEARING	CHORD DISTANCE
C1	1545.00'	101.67'	3° 46' 14"	S 3° 02' 48" E	101.65'
C2	1531.00'	80.72'	3° 01' 15"	N 3° 25' 19" W	80.71'



11/5/2025
 MUZAFFAR M. DOLAN
 REGISTERED PROFESSIONAL LAND SURVEYOR NO. 7100
 EMAIL: MUSTAFA.DOLAN@COLLIERSENG.COM
 TBPELS FIRM # 10194550

Colliers Engineering & Design
 www.colliersengineering.com
 SAN ANTONIO (KFW)
 5421 Pacesetter Parkway, Suite 103
 San Antonio, TX 78231
 Phone: 210.979.8666
 COLLIER ENGINEERING & DESIGN, INC.

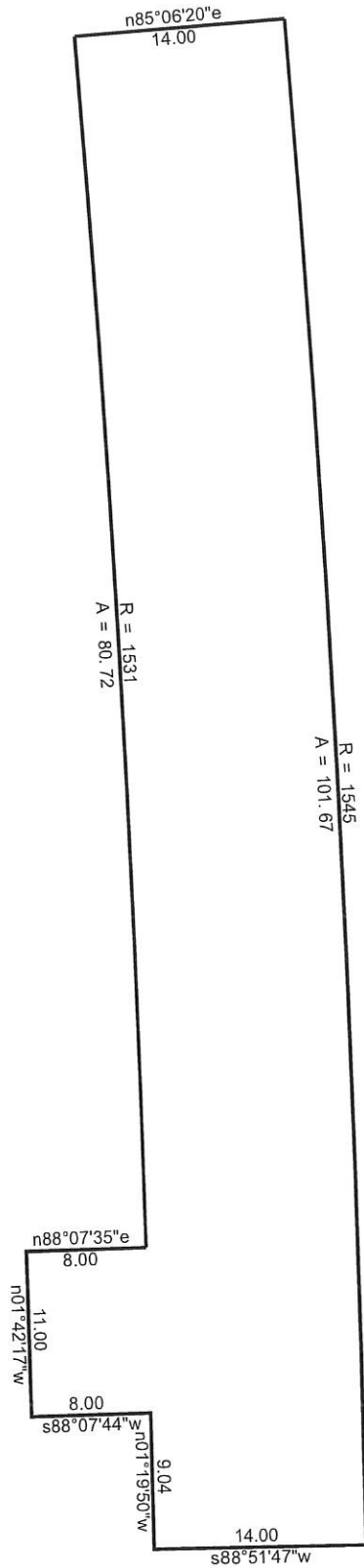
SAN ANTONIO WATER SYSTEM
 0.0346 OF AN ACRE (1,505 SQ.FT.)
 VARIABLE WIDTH PERMANENT WATER EASEMENT

OUT OF LOT 1 & BLOCK 11
 N.C.B. 14945
 SAN ANTONIO BEXAR COUNTY, TEXAS

REV	DATE	DESCRIPTION

SCALE: AS SHOWN
 DRAWN BY: CAR
 DESIGNED BY: REVIEWS BY: MD
 DATE ISSUED: 11/05/2025
 PROJECT NUMBER: 25002760A
 SHEET NAME: EXHIBIT
 DRAWING NUMBER: 3 of 3

NOTE: DO NOT SCALE DRAWINGS FOR CONSTRUCTION.



10/28/2025

Scale: 1 inch= 12 feet

File: 0.0346ac.ndp

Tract 1: 0.0346 Acres (1505 Sq. Feet), Closure: s01.4139e 0.01 ft. (1/28958), Perimeter=246 ft.

01 Rt, r=1545.00, arc=101.67, chord=s03.0248e 101.65

08 n85.0620e 14.00

02 s88.5147w 14.00

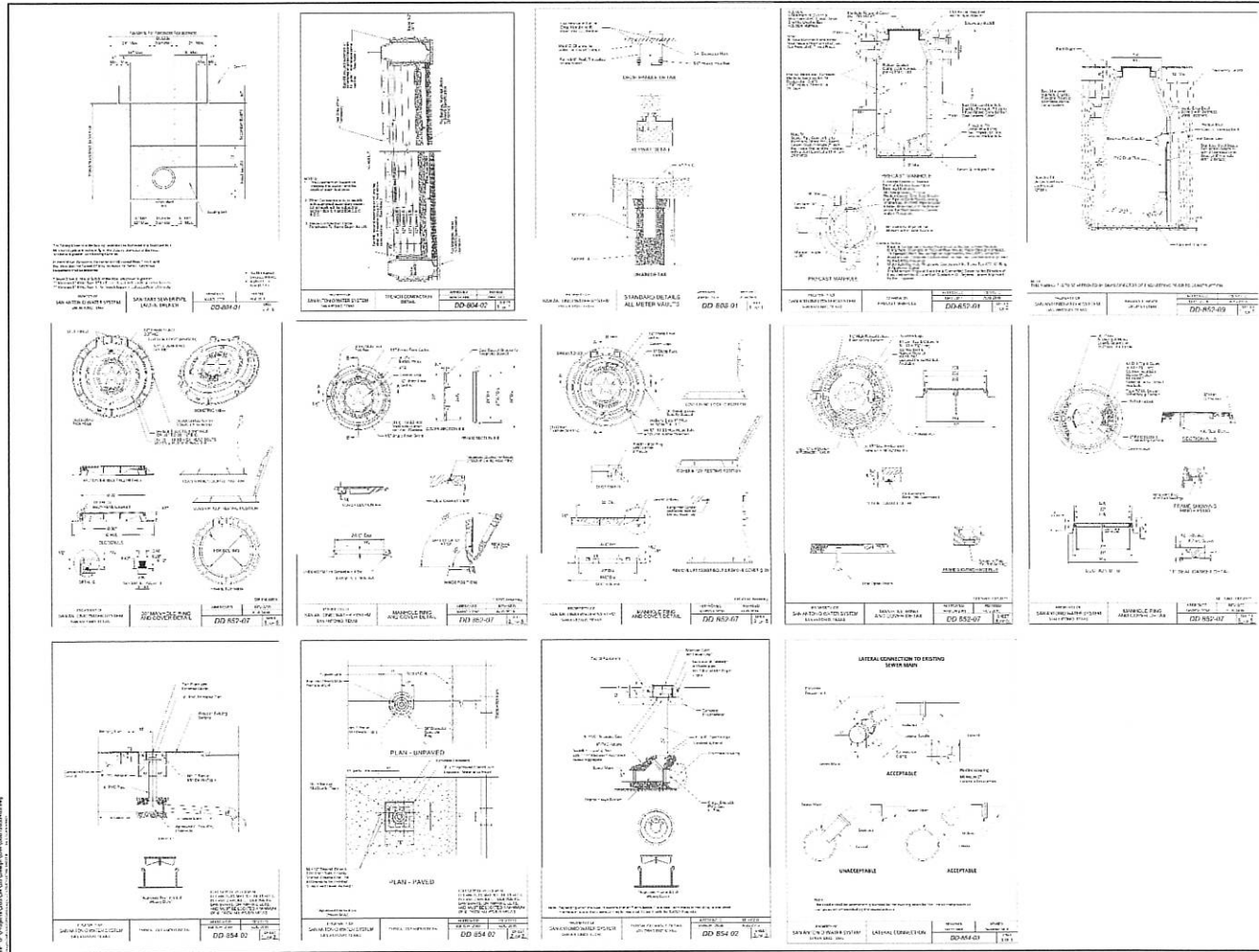
03 n01.1950w 9.04

04 s88.0744w 8.00

05 n01.4217w 11.00

06 n88.0735e 8.00

07 Lt, r=1531.00, arc=80.72, chord=n03.2519w 80.71



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Project: **KFW**

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 1-800-4-ADIG

CITY OF SAN ANTONIO
 TEXAS 78205

MORGAN'S FITNESS
 FOR
GORDON HARTMAN
FAMILY FOUNDATION
 - CAPITAL -

5026 DAVID EDWARDS DR
 BLDG. 1, SAN ANTONIO,
 TEXAS 78233

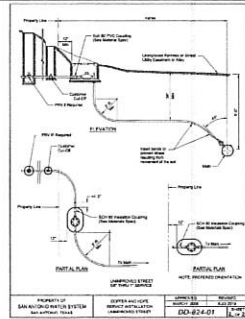
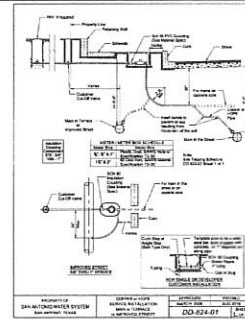
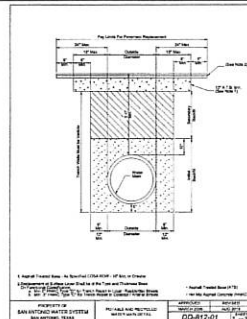
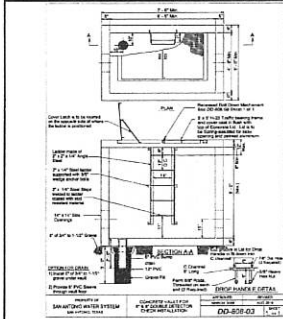
CITY OF SAN ANTONIO
 BEXAR COUNTY
 TEXAS

Collins Engineering & Design
 1000 N. LOOP WEST
 SUITE 200
 DALLAS, TEXAS 75207
 Phone: 214.229.4444
 Fax: 214.229.4444
 Email: info@collinseng.com

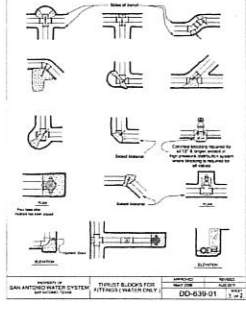
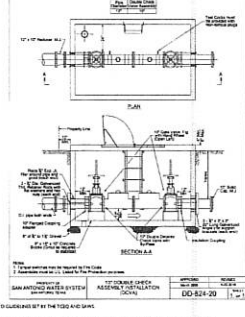
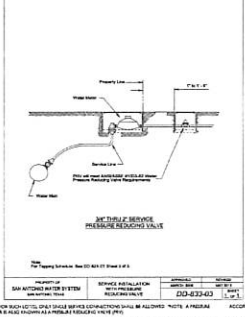
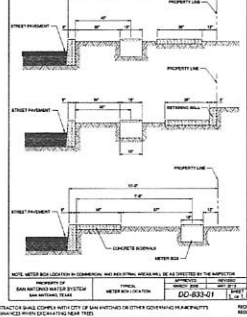
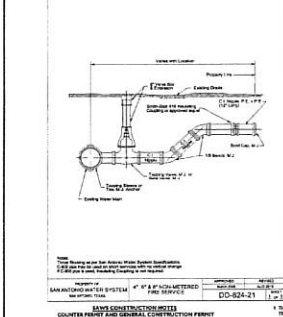
UTILITY DETAIL SHEET II

C6.2

NOTE: DO NOT SCALE DRAWINGS FOR CONSTRUCTION



ITEM	DESCRIPTION	QUANTITY	UNIT	REMARKS
1	1/2" GALV. STEEL WATER SERVICE PIPE	100	LINEAL FEET	
2	1/2" GALV. STEEL WATER SERVICE FITTINGS	10	PIECES	
3	1/2" GALV. STEEL WATER SERVICE VALVES	5	PIECES	
4	1/2" GALV. STEEL WATER SERVICE COUPLERS	10	PIECES	
5	1/2" GALV. STEEL WATER SERVICE ELBOWS	10	PIECES	
6	1/2" GALV. STEEL WATER SERVICE TEES	10	PIECES	
7	1/2" GALV. STEEL WATER SERVICE END CAPS	10	PIECES	
8	1/2" GALV. STEEL WATER SERVICE BRANCHES	10	PIECES	
9	1/2" GALV. STEEL WATER SERVICE UNIONS	10	PIECES	
10	1/2" GALV. STEEL WATER SERVICE REDUCERS	10	PIECES	
11	1/2" GALV. STEEL WATER SERVICE ADAPTERS	10	PIECES	
12	1/2" GALV. STEEL WATER SERVICE FLANGES	10	PIECES	
13	1/2" GALV. STEEL WATER SERVICE GASKETS	10	PIECES	
14	1/2" GALV. STEEL WATER SERVICE BOLTS	10	PIECES	
15	1/2" GALV. STEEL WATER SERVICE NUTS	10	PIECES	
16	1/2" GALV. STEEL WATER SERVICE WASHERS	10	PIECES	
17	1/2" GALV. STEEL WATER SERVICE LOCKWASHERS	10	PIECES	
18	1/2" GALV. STEEL WATER SERVICE CONDUITS	10	PIECES	
19	1/2" GALV. STEEL WATER SERVICE JOINTS	10	PIECES	
20	1/2" GALV. STEEL WATER SERVICE END FITTINGS	10	PIECES	



GENERAL NOTES:

1. ALL WORK SHALL BE IN ACCORDANCE WITH THE SPECIFICATIONS AND CONDITIONS OF THE CONTRACT AND THE STANDARD SPECIFICATIONS FOR WATER SERVICE PIPE AND FITTINGS.
2. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE CITY OF SAN ANTONIO.
3. THE CONTRACTOR SHALL BE RESPONSIBLE FOR PROTECTING ALL EXISTING UTILITIES AND STRUCTURES.
4. THE CONTRACTOR SHALL BE RESPONSIBLE FOR MAINTAINING ACCESS TO ALL ADJACENT PROPERTIES.
5. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF THE PUBLIC.
6. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF THE ENVIRONMENT.
7. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF THE WORK.
8. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF THE MATERIALS.
9. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF THE EQUIPMENT.
10. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF THE PERSONNEL.
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19. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF THE GODS.
20. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF THE DEVILS.

GENERAL NOTES:

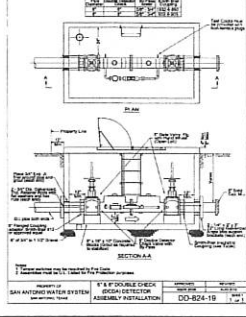
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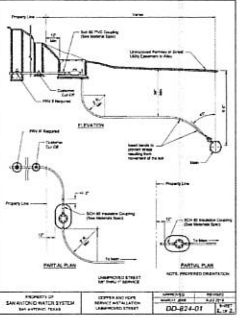
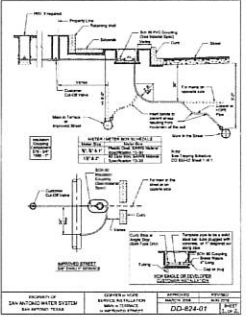
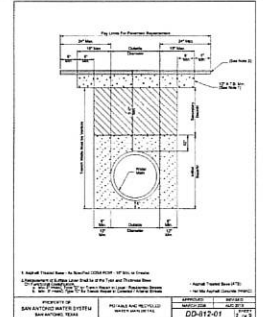
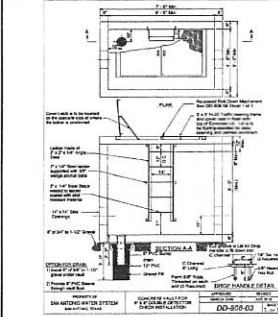
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FAMILY FOUNDATION
- CAPITAL -
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BLDG. 1, SAN ANTONIO,
TEXAS 78231
CITY OF SAN ANTONIO
BEAR COUNTY
TEXAS

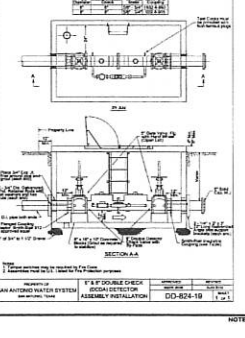
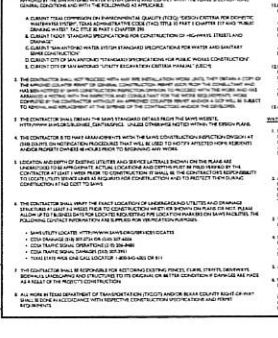
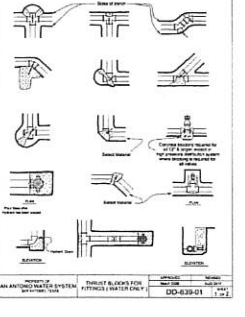
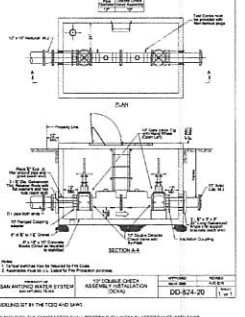
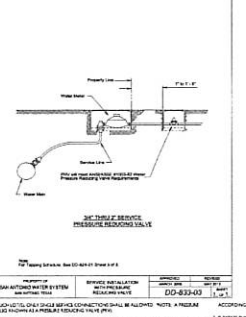
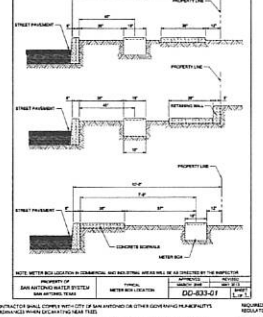
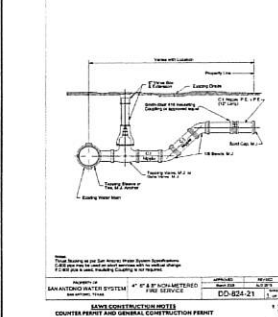
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1100 N. LOOP WEST, SUITE 1000
SAN ANTONIO, TEXAS 78207
PHONE: 214.343.1100
FAX: 214.343.1101
WWW.COLLINSENGINEERING.COM

UTILITY DETAIL SHEET
C6.1

NOTE: DO NOT SCALE DRAWINGS FOR CONSTRUCTION



ITEM	DESCRIPTION	QUANTITY	UNIT
1	1/2" DIA. GALV. STEEL PIPE	100	LINEAL FEET
2	1/2" DIA. GALV. STEEL PIPE	100	LINEAL FEET
3	1/2" DIA. GALV. STEEL PIPE	100	LINEAL FEET
4	1/2" DIA. GALV. STEEL PIPE	100	LINEAL FEET
5	1/2" DIA. GALV. STEEL PIPE	100	LINEAL FEET
6	1/2" DIA. GALV. STEEL PIPE	100	LINEAL FEET
7	1/2" DIA. GALV. STEEL PIPE	100	LINEAL FEET
8	1/2" DIA. GALV. STEEL PIPE	100	LINEAL FEET
9	1/2" DIA. GALV. STEEL PIPE	100	LINEAL FEET
10	1/2" DIA. GALV. STEEL PIPE	100	LINEAL FEET



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Collera
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10000 N. LOOP WEST, SUITE 1000
DALLAS, TEXAS 75243
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UTILITY DETAIL SHEET I
C6.1

NOTE: DO NOT SCALE DRAWINGS FOR CONSTRUCTION

