



Woodson I.S.D.

## POLICY REVIEW SESSION — August 10, 2018

### SUMMARY OF RECOMMENDATIONS

Date sent to district: August 20, 2018

Consultant: Angela Bauman

I have prepared this summary to detail the recommendations for changes that were discussed by the staff and/or the board during the recent review of the district's localized policy manual. Copies of all proposed changes are enclosed.

As we discussed during the review session, once the district notifies me of its decisions regarding the proposed changes—by checking the appropriate blanks in the DISTRICT'S RESPONSE column, attaching any relevant material, and returning this document—I will make the appropriate changes to our files. Then I will order a complete reprint of the district's manual. This will ensure that our records and the district's hard-copy manuals are in agreement. The board will then adopt all (LOCAL) policies in the newly reprinted manual and stamp them all with that new adoption date, retaining the (LOCAL) policies from the old hard-copy manual, with their previous adoption dates, in a historical file.

**Please choose ONE printing option:**

How many complete manuals should be printed? \_\_\_\_\_  blue or  white

**In addition, please choose ONE of the following options:**

- The district would like the revised manual placed online as soon as possible.
- The district wishes to wait for formal board adoption of the revised manual before it is placed online.

As always, please call me at (800) 580-7529 if you have any questions.

CODE	RECOMMENDATION	ACTION	DISTRICT'S RESPONSE
<b>AE(LOCAL)</b>	The enclosed policy is recommended for inclusion in your manual so that the district's mission statement may provide a foundation for other local policy decisions.	<b>ADD</b> enclosed policy	<input type="checkbox"/> YES    or <input type="checkbox"/> NO
<b>AF(LOCAL)</b>	Since the district has completed all requirements to become a district of innovation, the enclosed policy is recommended for inclusion in your policy manual.	<b>ADD</b> enclosed policy	<input type="checkbox"/> YES    or <input type="checkbox"/> NO
<b>BE(LOCAL)</b>	The enclosed revisions are recommended to indicate the usual time for board meetings.	<b>REVISE</b> per enclosed policy	<input type="checkbox"/> YES    or <input type="checkbox"/> NO
<b>BED(LOCAL)</b>	The enclosed revision is recommended to establish a specific limit on the time allowed for individual speakers during the public comment period of board meetings.	<b>REVISE</b> per enclosed policy	<input type="checkbox"/> YES    or <input type="checkbox"/> NO
<b>BQA(LOCAL)</b>	The enclosed revisions are recommended to reflect the operation of the district-level site-based decision-making committee. Provisions have been revised throughout for greater consistency with policy style and have been rearranged into a more logical order.	<b>REVISE</b> per enclosed policy	<input type="checkbox"/> YES    or <input type="checkbox"/> NO
<b>CDA(LOCAL)</b>	To remove the local requirement for a comprehensive annual report of your investment portfolio, which goes beyond the reporting requirements in state law, the enclosed revisions are recommended. In addition, revisions are recommended to correctly reflect the frequency with which the investment officer monitors the prices of the district's investment instruments.	<b>REVISE</b> per enclosed policy	<input type="checkbox"/> YES    or <input type="checkbox"/> NO

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CODE	RECOMMENDATION	ACTION	DISTRICT'S RESPONSE
<b>CH(LOCAL)</b>	The enclosed revision is recommended to establish a more practical limit for the authority of the superintendent or business manager to make budgeted purchases. The \$30,000 amount reflected in the draft matches the statutory amount above which the district must consider the purchasing method that gives the best value to the district, i.e., what many people think of as the "bidding" threshold.	<b>REVISE</b> per enclosed policy	<input type="checkbox"/> YES or <input type="checkbox"/> NO
<b>CHE(LOCAL)</b>	Deletion of the enclosed policy is recommended because district and campus rules regarding visits to campuses by vendors would be more appropriately addressed in administrative regulations.	<b>DELETE</b> enclosed policy	<input type="checkbox"/> YES or <input type="checkbox"/> NO
<b>CKC(LOCAL)</b>	The enclosed revisions are recommended to reflect that the board may authorize particular employees to carry a firearm on school property.	<b>REVISE</b> per enclosed policy	<input type="checkbox"/> YES or <input type="checkbox"/> NO
<b>CKE(LOCAL)</b>	The enclosed policy is recommended for inclusion in your policy manual in order to reflect that the board may appoint an employee of the district to serve as a school marshal.	<b>ADD</b> enclosed policy	<input type="checkbox"/> YES or <input type="checkbox"/> NO
<b>CV(LOCAL)</b>	The enclosed revision is recommended to establish \$30,000 as the limit on the superintendent's authority to approve construction contracts. The \$50,000 amount reflected in the second paragraph of the policy is the statutory point above which the board is required to determine the project delivery/contract award method before a project is advertised.	<b>REVISE</b> per enclosed policy	<input type="checkbox"/> YES or <input type="checkbox"/> NO

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CODE	RECOMMENDATION	ACTION	DISTRICT'S RESPONSE
<b>DBA(LOCAL)</b>	The enclosed revisions are recommended to align with the district's innovation plan regarding teacher certification.	<b>REVISE</b> per enclosed policy	<input type="checkbox"/> YES or <input type="checkbox"/> NO
<b>DC(LOCAL)</b>	The enclosed revisions are recommended to align with the district's innovation plan as well as to reflect the district's practice of delegating hiring authority for at-will employees to the superintendent.	<b>REVISE</b> per enclosed policy	<input type="checkbox"/> YES or <input type="checkbox"/> NO
<b>DCA(LOCAL)</b>	The enclosed policy is recommended for inclusion in your policy manual to align with the district's innovation plan regarding probationary contracts.	<b>ADD</b> enclosed policy	<input type="checkbox"/> YES or <input type="checkbox"/> NO
<b>DEC(LOCAL)</b>	To reflect that the district offers FMLA leave to eligible employees, revisions have been made throughout the policy to update the addition of this language. In addition, provisions regarding the district's current practice of establishing a sick leave pool have been added. The revision on page 1 is an update to reflect the current federal definition of catastrophic illness or injury.	<b>REVISE</b> per enclosed policy	<input type="checkbox"/> YES or <input type="checkbox"/> NO
<b>DHE(LOCAL)</b>	The enclosed revisions are recommended to reflect that a driver is eligible for reinstatement after a drug-related violation pending a successful return-to-duty test.	<b>REVISE</b> per enclosed policy	<input type="checkbox"/> YES or <input type="checkbox"/> NO
<b>DK(LOCAL)</b>	The enclosed revisions are recommended to reflect the district's innovation plan regarding the assignment of teachers.	<b>REVISE</b> per enclosed policy	<input type="checkbox"/> YES or <input type="checkbox"/> NO
<b>DNA(LOCAL)</b>	The enclosed revisions are recommended to reflect the district's innovation plan regarding teacher appraisals.	<b>REVISE</b> per enclosed policy	<input type="checkbox"/> YES or <input type="checkbox"/> NO

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CODE	RECOMMENDATION	ACTION	DISTRICT'S RESPONSE
<b>DP(LOCAL)</b>	Because the district does not require an applicant for a principal's position to have more instructional experience than is required for principal certification, the enclosed revision is recommended.	<b>REVISE</b> per enclosed policy	<input type="checkbox"/> YES    or <input type="checkbox"/> NO
<b>EB(LOCAL)</b>	The revisions are recommended to reflect the district's innovation plan regarding the district calendar.	<b>REVISE</b> per enclosed policy	<input type="checkbox"/> YES    or <input type="checkbox"/> NO
<b>EI(LOCAL)</b>	The enclosed revisions are recommended to reflect that the district grants credit for a single semester of a two-semester course under certain circumstances and provides opportunities for a migrant or homeless student who enrolls after the first day of instruction the ability to achieve mastery.	<b>REVISE</b> per enclosed policy	<input type="checkbox"/> YES    or <input type="checkbox"/> NO
<b>EIA(LOCAL)</b>	The enclosed revisions reflect that teachers issue interim progress reports at their discretion; however, interim progress reports will be issued in accordance with law when a student's performance is consistently unsatisfactory.	<b>REVISE</b> per enclosed policy	<input type="checkbox"/> YES    or <input type="checkbox"/> NO
<b>EIC(LOCAL)</b>	The enclosed revisions do not change the substance of the practices described in the current policy but are recommended to more clearly, completely, and concisely reflect the district's practices for calculating class rank and determining which students will be recognized with local honors at graduation.	<b>REVISE</b> per enclosed policy	<input type="checkbox"/> YES    or <input type="checkbox"/> NO
<b>FDA(LOCAL)</b>	The enclosed revisions are recommended to reflect the district's innovation plan regarding revocation of transfer agreements for interdistrict transfer students.	<b>REVISE</b> per enclosed policy	<input type="checkbox"/> YES    or <input type="checkbox"/> NO

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<b>FEC(LOCAL)</b>	The enclosed revisions are recommended to reflect the district's innovation plan regarding attendance for credit or a final grade.	<b>REVISE</b> per enclosed policy	<input type="checkbox"/> YES or <input type="checkbox"/> NO
<b>FEE(LOCAL)</b>	The enclosed policy is recommended for deletion because details regarding leaving campus would be better addressed in administrative regulations.	<b>DELETE</b> enclosed policy	<input type="checkbox"/> YES or <input type="checkbox"/> NO
<b>FEF(LOCAL)</b>	The enclosed policy is recommended for deletion because details regarding released time are better suited for administrative regulations.	<b>DELETE</b> enclosed policy	<input type="checkbox"/> YES or <input type="checkbox"/> NO
<b>FL(LOCAL)</b>	The enclosed revision is recommended to designate the principal as the official custodian of records for students who have graduated.	<b>REVISE</b> per enclosed policy	<input type="checkbox"/> YES or <input type="checkbox"/> NO
<b>FM(LOCAL)</b>	The enclosed revisions are recommended to limit the number of absences a student is permitted for participation in extracurricular activities not related to a post-district competition, without limiting participation by a student who has earned the opportunity for competition at a higher level pending the student is in good academic standing and receives prior approval from the campus principal.	<b>REVISE</b> per enclosed policy	<input type="checkbox"/> YES or <input type="checkbox"/> NO
<b>FMD(LOCAL)</b>	Because the provisions of the enclosed policy are sufficiently covered in other district documents and are not necessary in board policy, deletion of this policy is recommended.	<b>DELETE</b> enclosed policy	<input type="checkbox"/> YES or <input type="checkbox"/> NO
<b>FMF(LOCAL)</b>	To reflect that the district pays students' travel expenses associated with an overnight trip required for above UIL-district level competition, the enclosed revisions are recommended.	<b>REVISE</b> per enclosed policy	<input type="checkbox"/> YES or <input type="checkbox"/> NO

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<b>FMG(LOCAL)</b>	The enclosed revisions are recommended to reflect that out-of-state trips require approval from the superintendent.	<b>REVISE</b> per enclosed policy	<input type="checkbox"/> YES or <input type="checkbox"/> NO
<b>FNAAL(LOCAL)</b>	To update the district's rules for student distribution of nonschool materials in light of the current legal climate, the enclosed policy is recommended to completely replace the obsolete policy found in your manual. The policy addresses First Amendment issues, so it is very important that the wording reflect language based on the most recent court decisions.	<b>REVISE</b> per enclosed policy	<input type="checkbox"/> YES or <input type="checkbox"/> NO
<b>FNAB(LOCAL)</b>	To reflect—with language more appropriate for the current legal climate—that the district has established a limited open forum for noncurriculum-related, nonschool-sponsored student groups to meet at school under provisions of the federal Equal Access Act, the enclosed policy is recommended to completely replace the obsolete policy currently found in your manual. The policy addresses First Amendment issues, so it is very important that the wording reflect language based on the most recent court decisions.	<b>REVISE</b> per enclosed policy	<input type="checkbox"/> YES or <input type="checkbox"/> NO
<b>FNF(LOCAL)</b>	The enclosed revisions are recommended to authorize the district administration to conduct blanket/random searches of desks and lockers, and reflect that the district uses specially trained dogs to conduct searches for prohibited items on school property.	<b>REVISE</b> per enclosed policy	<input type="checkbox"/> YES or <input type="checkbox"/> NO

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CODE	RECOMMENDATION	ACTION	DISTRICT'S RESPONSE
<b>GKD(LOCAL)</b>	Reflecting the district's rules for nonschool use of its facilities—in language more appropriate for the current legal climate, the enclosed policy is recommended to completely replace the obsolete policy currently found in your manual. The policy addresses First Amendment issues, so it is very important that the wording reflect language based on the most recent court decisions.	<b>REVISE</b> per enclosed policy	<input type="checkbox"/> YES    or <input type="checkbox"/> NO
<b>GKDA(LOCAL)</b>	To reflect the district's rules for distribution of nonschool materials by anyone other than students, the enclosed policy is recommended for inclusion in your manual.	<b>ADD</b> enclosed policy	<input type="checkbox"/> YES    or <input type="checkbox"/> NO

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