



AGENDA

for the

Regular Meeting

of the

Board of Trustees

**JIM PLYLER INSTRUCTIONAL COMPLEX
807 W. GLENWOOD
DR. JACK L. DAVIDSON CONFERENCE CENTER**

September 21, 2026

5:00 p.m.

NOTICE OF REGULAR MEETING OF THE TYLER INDEPENDENT SCHOOL DISTRICT BOARD OF TRUSTEES

Notice is hereby given that on Monday, September 21, 2026, the Board of Trustees of the Tyler Independent School District will hold a regular meeting at 5:00 p.m. at the Jim Plyler Instructional Complex, 807 W. Glenwood, Tyler, Texas. The subjects to be discussed are listed on the agenda which is attached to and made a part of this Notice.

Individuals with disabilities are entitled to have access to and participate in public meetings. An individual requiring an accommodation for access to the meeting must notify the Tyler Independent School District by informing the district's ADA coordinator, in writing 24 hours prior to the scheduled meeting of the necessity of an accommodation. Upon receipt of this request, the district will furnish appropriate auxiliary aides and services when necessary to afford an individual with a disability an equal opportunity to participate in and enjoy the benefits of the board meeting as nonhandicapped individuals enjoy.

If, during the course of the meeting covered by this Notice, the Board of Trustees should determine that a closed or executive meeting or session of the Board of Trustees is required, then such closed or executive meeting or session as authorized by the Texas Open Meetings Act, Texas Government Code Section 551.001 et seq., will be held by the School Board at the date, hour, and place given in this Notice or as soon after the commencement of the meeting covered by this Notice as the School Board may conveniently meet in such closed or executive meeting or session concerning any and all purposes permitted by the Act.

Texas Government Code Section:

551.071	Private consultation with the board's attorney.
551.072	Discussing purchase, exchange, lease, or value of real property.
551.073	Discussing negotiated contracts for prospective gifts or donations.
551.074	Discussing personnel or to hear complaints against personnel.
551.076	Considering the deployment, specific occasions for, or implementation of, security personnel or devices.
551.082	Considering discipline of a public school child, or complaint or charge against personnel.
551.083	Considering the standards, guidelines, terms, or conditions the board will follow, or will instruct its representatives to follow, in consultation with representatives of employee groups.
551.084	Excluding witnesses from a hearing.

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

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

**TYLER INDEPENDENT SCHOOL DISTRICT
BOARD OF TRUSTEES**

Monday, September 21, 2026

**REGULAR BOARD MEETING
5:00 P.M.**

**JIM PLYLER INSTRUCTIONAL COMPLEX
807 W. GLENWOOD
DR. JACK L. DAVIDSON CONFERENCE CENTER**

AGENDA

- I. Call to Order
- II. First Order of Business - Announcement by the Chairman as to the presence of a quorum, that the meeting has been duly called and that notice of the meeting has been posted in the time and manner required.
- III. Public Participation
- IV. Superintendent's/Staff Reports
 - A. Disciplinary Alternative Education Program (DAEP) Update 5
 - B. Head Start Annual Leadership and Governance Training 6
 - C. Internal Audit Services Annual Audit Plan Update 7
- V. Executive Session will be held for the purposes authorized by the Texas Open Meetings Act, Texas Government Code Section 551.071 et seq. concerning any and all purposes permitted by the Act.
 - A. Texas Government Code Section 551.071
 - I. When the governmental body seeks the advice of its attorney about pending or contemplated litigation or a settlement offer or
 - II. On a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with this chapter.
 - III. Consider legal advice regarding personnel and related action items.
 - B. Texas Government Code Section 551.072
 - I. Discussing purchase, exchange, lease, or value of real property
 - C. Texas Government Code Section 551.074
 - I. Consider hiring of professional personnel
 - II. Consider renewals, non-renewals, contract abandonments and terminations of contracts for professional personnel. (To deliberate the appointment, employment, evaluation, reassignment, duties, and contracts of employees.)
 - III. Discussion concerning the proposed termination of Chapter 21 probationary employment contract of Susan Dirik for good cause for the 2026-2027 school year
 - IV. Discussion concerning the proposed termination of Chapter 21 probationary employment contract of Maya Zamora for job abandonment for the 2026-2027 school year

V.	Consideration pursuant to Section 3.2 and 4.2 of Superintendent's 2026-2027 Contract	
D.	Texas Government Code Section 551.076	
I.	Considering the deployment, specific occasions for, or implementation of, security personnel or devices.	
VI.	Reconvene from Executive Session	
VII.	7:00 p.m. Prayer and Pledge of Allegiance — Dr. Kendra Bircher	
VIII.	Consider action on items discussed in Executive Session	
A.	Consider board approval of hiring of professional personnel.	
B.	Consider renewals, non-renewals, contract abandonments and terminations of contracts for professional personnel. (To deliberate the appointment, employment, evaluation, reassignment, duties, and contracts of employees.)	8
C.	Consideration and possible action to terminate the Chapter 21 probationary employment contract of Susan Dirik	
D.	Consideration and possible action to terminate the Chapter 21 probationary employment contract of Maya Zamora	
E.	Consideration and possible action pursuant to Section 3.2 and 4.2 of Superintendent's 2026-2027 Contract	
IX.	Special Recognitions	10
X.	Annual Presentation from Tyler ISD Delinquent Tax Counsel, Perdue Brandon Fielder Collins & Mott, LLP	
XI.	Public Participation	
XII.	Continuous Improvement/Student Outcomes	
A.	Advanced Placement, Dual Credit and CTE Certifications Update	11
B.	Tyler Optimal Performance Teacher Program (Teacher Incentive Allotment) Update	12
XIII.	Business/Legal/Finance/Consent Agenda	
A.	Consider approval of Amended Minutes of August 13, 2026 Board Workshop	13
B.	Consider approval of Minutes of August 24, 2026 Regular Meeting	16
C.	Consider approval of 2026-2027 Amended Budget	27
D.	Consider approval of the Internal Audit Services Annual Audit Plan for 2026-2027	29
E.	Consider approval of Gifts and Donations	30
F.	Consider approval of Professional Design Services Agreement with EMA Engineering & Consulting for HVAC Renovations at Birdwell Dual Language Immersion School, Orr Elementary School and Woods Elementary School	31
G.	Consider approval of Renewal Contract with ABM Texas General Services for District Landscape Maintenance Service	32
H.	Consider approval of Contract with PBK/BEAM Professionals for Design of Roofing Replacement at Disciplinary Alternative Education Program (DAEP), Peete Elementary School and Ramey Elementary School	33
I.	Consider approval of Deductive Change Order to the Contract with Advanced Roofing Services for Roof Replacements at Austin Elementary School, Bell Elementary School and Bonner Elementary School	34
J.	Consider approval of Authorization to Transfer Funds between Functional Codes	35
K.	Consider approval of Easement and Right of Way to Oncor at 609 Fair Park Drive	36
XIV.	Curriculum/Instruction/Consent Agenda	
A.	Consider approval of Head Start Annual Report to the Public for 2025-2026	42

B.	Consider approval of Internship Agreement with Dallas Baptist University for implementation of School Psychologist Practicum and Internship	43
C.	Consider approval of Program Agreement with The University of Texas at Tyler for Clinical Mental Health Counseling Program	44
D.	Consider approval of Clinical Affiliation Agreement with Tyler Junior College Department of Dental Studies	45
E.	Consider approval of Clinical Affiliation Agreement with Faulkner University College of Health Sciences for Speech Language Pathology Program	46
F.	Consider approval of Field/Clinical Teaching Experience Agreement with Walden University, LLC School of Education	47
G.	Consider approval of Exploration of Tyler ISD Virtual School for Online Courses for the 2027-2028 School Year	48
XV.	Superintendent's/Staff Reports	
A.	Safety and Security Update	49
B.	Enrollment Update	50
C.	Class Size Update	51
XVI.	Discussion	
A.	Tyler ISD District of Innovation Plan (Renewal) Presentation	53
B.	Local Policies DGBA, FNG, AND GF (First Reading)	65
XVII.	Future Business	
A.	October 19, 2026 - Regular Meeting	
XVIII.	Adjournment	

Subject: Disciplinary Alternative Education Program (DAEP) Update

BACKGROUND INFORMATION

Texas public schools are required to develop and enforce various student discipline policies that follow Texas Education Code and federal law. These policies include a student code of conduct outlining disciplinary actions taken based on student behavior. The Texas Education Agency's Student Discipline Program provides guidance to local education agencies and regional education service centers on these disciplinary policies, procedures, and discipline data reporting requirements.

Administration will present Tyler ISD's disciplinary data from the 2025-2026 school year and provide commentary that reinforces District beliefs and standards for student behavior.

ACTION REQUIRED

Discussion

CONTACT PERSONS

Ronald K. Jones
John Johnson

09-21-26

Subject: Head Start Annual Leadership and Governance Training

BACKGROUND INFORMATION

According to the Head Start Reauthorization Act of 2007 and Head Start Performance Standards, the Tyler I.S.D. Board of Trustees that serves as the governing body of the Tyler I.S.D. Head Start program must participate in a required training annually. The training must include information related to eligibility and enrollment processes, as well as policy and procedure overview.

ADMINISTRATIVE CONSIDERATION

In compliance with the Head Start Performance Standards the Tyler I.S.D. Board of Trustees will be trained annually.

ADMINISTRATION RECOMMENDATION

The administration recommends the board review and discuss the Head Start Annual Leadership and Governance Training presentation.

ACTION REQUIRED

Discussion

CONTACT PERSONS

Lance Groppel, Ed.D.
Brandy Holland

09-21-26

Subject: Internal Audit Services Annual Audit Plan for 2026-2027

BACKGROUND INFORMATION

Board Policy CFC (LOCAL) – Accounting/Audits requires:

- The chief audit executive to confirm to the Board, at least annually, the organizational independence of internal audit services.
- That a risk-based internal audit plan be reviewed and approved by the board annually.

The Audit Committee has reviewed the results of the risk assessment and risk-based internal audit plan.

AUDIT COMMITTEE RECOMMENDATION

The Board of Trustees approve the *Internal Audit Services Annual Audit Plan* effective October 1, 2026 through September 30, 2027.

ACTION REQUIRED

Discussion

CONTACT PERSON

Jan Coker

09-21-26

Subject: Personnel Actions

BACKGROUND INFORMATION

Personnel actions are as indicated.

ADMINISTRATIVE CONSIDERATION

Personnel appointments recommended for confirmation have met the employment prerequisites of the Tyler Independent School District. The candidates either hold valid certificates or such alternatives as specified by the Board. Proposed contract renewals for one-year term contracts and one-year non-certified contracts for administrators are also considered.

Recommendations for new appointments are based on interviews, references, adequacy of preparation, performance records and the Superintendent's approval.

The appointments, non-renewals, contract abandonments and terminations are subject to the approval of the Board of Trustees.

ADMINISTRATIVE RECOMMENDATION

The confirmation of personnel actions as indicated.

ACTION REQUIRED

Board approval

CONTACT PERSON

Ronald K. Jones

09-21-26

Personnel

- I. The Administration recommends that the Board proposes termination for the following employee under a Chapter 21 probationary contract for good cause for the 2026-2027 school year:

Susan Dirik

Austin Elementary School

- II. The Administration recommends that the Board proposes termination for the following employee under a Chapter 21 probationary contract for job abandonment for the 2026-2027 school year:

Maya Zamora

Three Lakes Middle School

Subject: Special Recognitions

The Tyler ISD Board Recognition Program's primary focus is to acknowledge accomplishments achieved by Tyler Independent School District students, employees, campuses, and departments.

STUDENTS

Tyler ISD would like to recognize the efforts of our two District Students of the Month for September. **Zander Garcia**, a third-grade student at **Dixie Elementary School**, is the Elementary Student of the Month. The Secondary Student of the Month is **Don'ya Cooper**, an eighth-grade student at **Hubbard Middle School**.

STAFF

Congratulations to the **Elementary** Teacher of the Month, **Colleen Cardenas** from **Dixie Elementary School**.

Congratulations to the **Secondary** Teacher of the Month, **Jamar McGowen** from **Boulter Middle School**.

09-21-26

Subject: Advanced Placement, Dual Credit and CTE Certifications Update

BACKGROUND INFORMATION

The College, Career, and Military Readiness Goal is focused on increasing the percentage of Tyler ISD graduates considered College, Career, and Military Ready according to TEA criteria. The percentage of graduates that are college, career, or military ready will increase from 77.4% to 86.7% by June 2029.

Goal 3 – Progress Measure 1:

The percentage of graduates that achieve a score of 3 or higher on at least one Advanced Placement exam OR complete three hours of Math/ELAR dual credit or nine hours of any other dual credit will increase from 32.1% to 50.2% by June 2029.

Goal 3 – Progress Measure 2:

The percent of graduates that obtain at least on TEA-approved industry-based certification will increase from 52.8% to 72.1% by June 2029.

ADMINISTRATIVE CONSIDERATION

To ensure continuous progress of Tyler ISD graduates meeting or exceeding the Advanced Placement/Dual Credit criteria, the annual targets are scheduled in increasing increments.

The information provided in this presentation is an update of the participation, performance, and progress of Tyler ISD students in the targeted areas of AP scores of 3 or higher, Dual Credit course completion, and CTE Industry-Based Certifications and Program of Study Completion.

ACTION REQUIRED

Discussion

CONTACT PERSONS

Ronald K. Jones
Jarrod Bitter

Subject: Tyler Optimal Performance Teacher Program (Teacher Incentive Allotment)
Update

BACKGROUND INFORMATION

Tyler Optimal Performance Teacher Program (Teacher Incentive Allotment) is a key part of House Bill 3, dedicated to recruiting, supporting, and retaining highly effective teachers in all schools, with particular emphasis on high needs and rural schools.

ADMINISTRATION CONSIDERATION

In 2020, Tyler ISD was awarded participation approval as a Cohort C district for the TEA's Teacher Incentive Allotment program. In addition to helping attract and keep effective educators in the classroom, implementing this system permits Tyler ISD to identify high performing and effective educators, incentivizing continuous and exemplary performance for qualifying classroom teachers, ultimately leading to successful student outcomes.

The information provided in this presentation will provide an update of the district's progression through the Teacher Incentive Allotment program and will review the 2025-2026 Teacher Incentive Allotment Nominations for the District.

ACTION REQUIRED

Discussion

CONTACT PERSONS

Ronald K. Jones
James Cureton Ph.D.
Sheri Barberee-Taylor

09-21-26

MINUTES OF BOARD WORKSHOP MEETING – Amended

The Board of Trustees of the Tyler Independent School District met in a board workshop session on Thursday, August 13, 2026, at the Jim Plyler Instructional Complex. The president called the meeting to order at 5:00 p.m., announced the presence of a quorum and that the meeting had been posted in the time and manner required.

Members present were Yvonne Atkins, president; Lindsey Harrison, vice president; Andy Bergfeld, Dr. Kendra Bircher, Stephen Hubbard, Eleno Licea, and Aaron Martinez.

Administrators present were Dr. Marty Crawford, superintendent; Sheri Barberee-Taylor, Jarrod Bitter, Jan Coker, Dr. Lance Groppel, Jennifer Hines, Joseph Jacks, Ron Jones, Dr. Bobby Markle, Kasey Russell, Margaux Sanders, and Rachel Sherman.

John C. Hardy and John M. Hardy, school attorneys, were present.

Mrs. Atkins stated no one requested to speak to the board during public participation.

Dr. Marty Crawford addressed the board regarding new legislative requirement for school districts to annually certify compliance with certain laws according to senate Bill 12. He stated administration has done its due diligence with great effort to ensure Tyler ISD is complying. This includes the requirement to provide a physical and electronic copy of Texas Education Code 11.005 to all district staff and contractors regarding diversity, equity, and inclusion practices in Texas public schools. This notice has also been added to the employee handbook and the online employee service center where every employee shall view and digitally sign off on the letter. The district shall continue to frequently monitor, adjust, and implement additional policy updates and procedures germane to certification compliance and in the spirit of certain laws. This certification with board approval shall be submitted to TEA no later than September 30 annually. He then addressed questions from the board.

Mrs. Atkins called for any public comment. There was none.

Mrs. Atkins called for a motion to approve the Certification of Compliance with Certain Laws under Texas Education Code 39.008, as enacted by Senate Bill 12 (89th Texas Legislative Session). Following a motion by Mrs. Harrison, seconded by Mr. Bergfeld. Mr. Licea and Mr. Hubbard voted in opposition. Motion carried with a 5-2 vote.

Dr. Lance Groppel presented the State Compensatory Education Program Evaluation. He reviewed the goal of the program and the students it serves. He noted HB 2 from the 89th Texas Legislature changed the spending requirements which allows school districts greater flexibility in how these funds are spent to

support eligible students. He noted the ratings would be released August 14, 2026. He identified all the districts' supplemental programs that utilize State Compensatory Funds. Dr. Kendra Bircher inquired about how personnel is funded for these programs. Dr. Groppel along with Mrs. Kasey Russell, assistant superintendent/chief financial officer, explained that DAEP and RISE Academy staff are both entirely paid for using State Compensatory Funds. Mrs. Russell noted that TEA considers the entire DAEP program at risk, so this funding is not meant to supplement the program, it is meant to fund the entire program. The same is true for RISE Academy. Dr. Groppel then addressed other questions from the board. Dr. Crawford stated the board would be presented with a DAEP update by Deputy Superintendent/Chief of Staff, Mr. Ronald Jones at the September Regular Meeting.

Mrs. Kasey Russell presented the 2026-2027 Budget Proposal to the board. She stated the values decreased from the preliminary figures discussed in April, and noted certified values are what sets the tax rate. She made note that a lot of the revenue is not discretionary, and that TEA has already earmarked how the district is required to spend a lot of these funds. There is a net increase of approximately \$8.8 million in State Formula Revenue, an increase of \$214K in Local Property Taxes, and an increase of \$615K in Other Revenue, with a total proposed increase of \$9.65 million. She then reviewed the breakdown of the proposed use of funds, including payroll and benefits with a net increase of \$5.5 million, instruction and instructional support with a net increase of \$1.9 million, departmental and operating with a net increase of \$2.25 million, totaling a proposed expenditure increase of \$9.65 million. She stated the budget is balanced. She then addressed questions from the board.

Mrs. Atkins called for a motion to approve the Agreement for the Purchase of Attendance Credits (option 3 Agreement) and to Delegate Contractual Authority to the Superintendent. Motion by Mr. Licea, seconded by Dr. Bircher. Motion carried 7-0. For the 2026-2027 school year, the board delegated contractual authority to obligate the school district under Texas Education Code (TEC) §11.1511(c)(4) to the superintendent, solely for the purpose of obligating the district under TEC, §48.257 and TEC, Chapter 49, Subchapters A and D, and the rules adopted by the commissioner of education as authorized under TEC, 49.006. This included approval of the Agreement for the Purchase of Attendance Credit (Netting Chapter 48 Funding).

Mrs. Atkins called for a motion to approve the Board Meeting Date for the Purpose of Adoption Budget and Proposed Tax Rate. Motion by Mr. Licea, seconded by Mrs. Harrison. Motion carried 7-0.

Mrs. Atkins stated the board would not be moving into executive session.

The meeting adjourned at 5:51 p.m. following a motion by Mr. Licea, seconded by Mrs. Harrison and a vote of 7-0.

APPROVED: _____

/s/ Margaux Sanders
Margaux Sanders, Secretary

/s/ Yvonne Atkins
Yvonne Atkins, Board President

***The minutes are being amended to reflect the specific Texas Education Agency language required for the online contract submission of the Agreement for the Purchase of Attendance Credit (Netting Chapter 48 Funding) through TEA. Language was inadvertently omitted from the original minutes that were approved by the Board of Trustees at the August 24, 2026 Regular Board Meeting.**

MINUTES OF REGULAR MEETING

The Board of Trustees of the Tyler Independent School District met in regular session on Monday, August 24, 2026, at the Jim Plyler Instructional Complex. The president called the meeting to order at 5:00 p.m., announced the presence of a quorum and that the meeting had been posted in the time and manner required.

Members present were Yvonne Atkins, president; Lindsey Harrison, vice president; Andy Bergfeld, Dr. Kendra Bircher, Stephen Hubbard, Eleno Licea, and Aaron Martinez were present.

Administrators present were Dr. Marty Crawford, superintendent; Sheri Barberee-Taylor, Jarrod Bitter, Jan Coker, Dr. James Cureton, Jeannia Dykman, Dr. Lance Groppel, Ronald Jones, Dr. Bobby Markle, Jeff Millslagle, Kasey Russell, Rachel Sherman, and Destry Walsworth.

John C. Hardy, school attorney, was present.

Mrs. Atkins stated that no one requested to speak to the board during public participation.

Regarding Continuous Improvement, Dr. Lance Groppel and Dr. James Cureton provided the accountability update for 2025-2026. Dr. Groppel reviewed the accountability system structure: student achievement, school progress (academic growth + relative performance) and closing the gaps. He discussed the district ratings for the last four years. Dr. Cureton reviewed the final accountability ratings and distinctions published by Texas Education Agency for all 25 campuses, noting the district received an overall rating of 83 for the 2025-2026 school year. They reviewed the elementary ratings, secondary ratings, and distinctions received. They then addressed questions from the board.

Dr. Crawford answered questions from the board regarding the District Improvement Plan, Campus Improvement Plan, and Planning Process.

Mr. Licea made a motion to approve the District Improvement Plan, Campus Improvement Plans, and Planning Process. The motion was seconded by Mr. Hubbard. Motion carries 7-0.

Trustees adjourned to executive session at 5:53 p.m. Mrs. Atkins stated there would be action to follow.

Trustees reconvened in open session at 7:01 p.m.

Mr. Bergfeld offered prayer and led the Pledge of Allegiance.

Regarding action from executive session, Mr. Martinez made a motion to void the Chapter 21 probationary contract for Traci Freeman-Sanders for the 2026-2027

school year, and terminating her employment, for good cause, effective immediately. The motion was seconded by Mrs. Harrison. Motion carries 7-0.

The board congratulated Tania Maldonado, Mauro Ortega and Maite Betancourt of Birdwell Dual Language Immersion School for placing first, second, and third respectively at the regional district-level Spanish Spelling Bee and competing at the state competition in June.

The board recognized Thang Hoang and Saad Ali from Tyler Legacy High School for earning eighth place in High School Music Production at the 2026 National Technology Student Association (TSA) Conference.

Mrs. Atkins stated that no one requested to speak to the board during public participation.

Dr. Crawford provided the board with a first week of school update. He reviewed enrollment numbers for all campuses in the district. He then addressed questions from the board.

Mrs. Atkins called for any participation in the public hearing for the 2026-2027 budget. There was none.

Mrs. Harrison made a motion to approve the adoption of the 2026-2027 budget. The motion was seconded by Dr. Bircher. Motion carries 7-0.

Mr. Licea made a motion to approve the resolution adopting a tax rate of \$.8350. The motion was seconded by Mrs. Harrison and passed by a vote of 7-0. The tax rate resolution adopting a tax rate of \$.6403 for maintenance and operation and \$.1947 for interest and sinking for a total rate of \$.8350 for 2026-2027 as advertised is attached to the minutes as Exhibit "A".

Mrs. Harrison made a motion to approve the 2025-2026 final amended budget. The motion was seconded by Mr. Martinez. Motion carries 7-0.

Regarding the Business/Legal/Finance/Consent agenda, Mr. Licea made a motion, seconded by Mrs. Harrison to approve the following:

- Approval of Minutes of July 20, 2026 Regular Meeting
- Approval of Minutes of August 13, 2026 Board Workshop
- Approval of Resolution to commit Fund Balance of the General Fund and the Preventative Maintenance Fund
- Approval of Property and Casualty Insurance Renewal with the Texas Association of School Boards Risk Management Fund for a total cost of \$1,775,911 for 2026-2027
- Approval of staff Computer Purchase with Technology Integration Group, a Peller Technologies Company for a total cost of \$4,232,206.20

- Approval of License Renewal Agreement with CDWG for Cisco Email Security for a total cost of \$217,942.25 through September 14, 2029
- Approval of License Renewal Agreement with CDWG for Content Keeper for a total cost of \$141,120.00 through September 15, 2029
- Approval of License Renewal Agreement with Prescriptive Data Solutions for VMware Cloud Foundation for a total cost of \$616,243.20 through September 25, 2029
- Approval of Interlocal Cooperation Agreement with The University of Texas at Austin for Regional Security Operations Center Services for the 2026-2027 school year, with the option to extend the agreement for the 2027-2028 school year

Motion carries 7-0.

Regarding Curriculum/Instruction/Consent agenda, the following items were pulled for individual consideration.

- Consider ratification of Agreement with Houston Independent School District for Curriculum content.
- Consider approval of School Health Advisory Council (SHAC) Committee members for the 2026-2027 School Year.

Regarding the ratification of Agreement with Houston Independent School District for Curriculum Content, Mr. Licea asked for clarification on if the district was allowed to utilize the curriculum at any campus. Dr. Crawford addressed the question.

Mrs. Harrison made a motion to approve the ratification of Agreement with Houston Independent School District for Curriculum content Distribution Agreement through July 31, 2027. Seconded by Mr. Licea. Motion carries 7-0.

Mrs. Harrison made a motion, seconded by Dr. Bircher to approve the following items:

- Approval of Memorandum of Understanding with East Texas Youth Orchestra for Afterschool Strings Club Program for the 2026-2027 School Year at Bell, Jack, and Rice Elementary Schools with the option to add additional campuses as agreed upon by ETYO and Tyler ISD
- Approval of Memorandum of Understanding with Excellent TEEN Choice, Inc. until September 30, 2027
- Approval of Memorandum of Understanding with VU Scholarships, Inc. in the amount of \$3,750.00 for the 2026-2027 School Year
- Amendment to Memorandum of Understanding with The University of Texas at Austin and The University of Texas at Tyler for the Texas Education THRIVE Program for the 2026-2027 school year

- Approval of Program Agreement with The University of Texas at Tyler for Occupational Therapy Student Clinical Education Program through April 19, 2029
- Approval of Program Agreement with The University of Texas at Tyler for Kinesiology Student Clinical Education Program through April 19, 2029
- Ratification of Memorandum of Understanding with the University of Texas at Tyler for PREP Residency at Clarkston Elementary School for the 2026-2027 School Year
- Approval of Agreement with Beyond Therapy Education Solutions for Supplemental Staffing for the 2026-2027 School Year
- Approval of Additional purchase with Curriculum Associates for Mosaico Fundamentos Texas for Douglas and Birdwell Elementary Schools Grades K-2 for the total amount of \$42,029.78 for the 2026-2027 school year.

Motion carries 7-0.

Regarding Approval of School Health Advisory Council (SHAC) Committee members for the 2026-2027 School Year, Dr. Crawford noted the board received a copy of the amended SHAC committee list at their seat. The following individuals were included on the amended list; Shronica Holmes (parent) and Glinda Howard (Community Member). Opal Wallace, Retired Nurse was appointed to be added to this list at the meeting.

Mr. Licea made a motion to approve the School Health Advisory Council (SHAC) Committee members for the 2026-2027 School Year, seconded by Dr. Kendra Bircher. Motion carries 7-0.

Regarding Superintendent's/Staff Reports, Mrs. Russel provided commentary on the Quarterly Investment Reports for Fiscal Year 2026

Regarding future business, Mrs. Atkins noted the date of the next regular meeting is scheduled for September 21, 2026.

The meeting adjourned at 7:27 p.m. following a motion by Mr. Licea, seconded by Mr. Martinez. Motion carries 7-0.

APPROVED: _____

/s/ Margaux Sanders
Margaux Sanders, Board Secretary

/s/ Yvonne Atkins
Yvonne Atkins, Board President

Exhibit "A"

RESOLUTION - TAX RATE 2026

A RESOLUTION ADOPTING THE TAX RATE FOR THE TYLER INDEPENDENT SCHOOL DISTRICT, SMITH COUNTY, TEXAS FOR THE FISCAL YEAR COMMENCING ON THE 1ST DAY OF SEPTEMBER, 2026 AND ENDING ON THE 31ST DAY OF AUGUST, 2027.

WHEREAS, it was necessary to set and adopt a tax rate in order to allow the Tyler Independent School District to carry out its corporate purposes, objectives, maintenance, and operation for the fiscal year commencing on the 1st day of September, 2026 and ending on the 31st day of August, 2027, and;

WHEREAS, the governing body announced the date, time, and place of the meeting at which it would vote on the proposed tax rate for the Tyler Independent School District, in accordance with the law, after all requirements for consideration and adoption of a tax rate had been set; the Board of Trustees did hold such meeting to vote on the tax rate, and;

WHEREAS, the Board of Trustees of the Tyler Independent School District did on the 24th day of August, 2026, then and there adopt the M&O tax rate of \$.6403 and the I&S tax rate of \$.01947 for a total tax rate of \$.8350. The rates in this paragraph contain a maintenance and operations tax rate calculated with an additional rate of \$.05 per \$100 of taxable value added to the District's maximum compressed rate, pursuant to Tax Code 26.08(n).

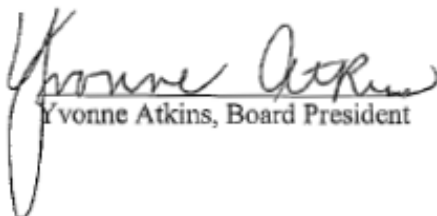
THIS TAX RATE WILL RAISE MORE TAXES FOR MAINTENANCE AND OPERATIONS THAN LAST YEAR'S TAX RATE.

WHEREAS, it was, and is in the public interest and welfare to adopt such tax rate for the purpose of carrying out the corporate purposes, objectives, maintenance, and operation of the Tyler Independent School District,

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE TYLER INDEPENDENT SCHOOL DISTRICT, SMITH COUNTY, TEXAS, THAT THE TAX RATE FOR THE FISCAL YEAR COMMENCING ON THE 1ST DAY OF SEPTEMBER, 2026 AND ENDING ON THE 31ST DAY OF AUGUST, 2027 SHALL BE AND IS AN M&O TAX RATE OF \$.6403 AND AN I&S TAX RATE OF \$.01947 FOR A TOTAL RATE OF \$.8350.

Dated this 24th day of August 2026.

BY:


Yvonne Atkins, Board President

ATTEST:


Margaux Sanders, Board Secretary

2026 Tax Rate Calculation Worksheet

School Districts without Chapter 313 and JETI Agreements

Form 50-859

Tyler Independent School District

(903) 262-1095

School District's Name

Phone (area code and number)

1319 Earl Campbell Pkwy, Tyler, TX 75701

tylerisd.org

School District's Address, City, State, ZIP Code

School District's Website Address

GENERAL INFORMATION: Tax Code Section 26.04(c) requires an officer or employee designated by the governing body to calculate the no-new-revenue tax rate and voter-approval tax rate for the taxing unit. These tax rates are expressed in dollars per \$100 of taxable value calculated. The calculation process starts after the chief appraiser delivers to the taxing unit the certified appraisal roll or certified estimate of value and the estimated values of properties under protest. The designated officer or employee shall submit the rates to the governing body by August 7 or as soon thereafter as practicable. Tax Code Section 26.04(e-1) does not require school districts to certify tax rate calculations or comply with certain Tax Code notice requirements. School districts are required to provide notice regarding tax rate calculations pursuant to Education Code Chapter 44.

This worksheet is for **school districts without Tax Code Chapter 313 or Government Code Chapter 403, Subchapter T, Texas Jobs, Energy, Technology, and Innovation Act (JETI) agreements only**. School districts that have a Chapter 313 or JETI agreement should use Comptroller Form 50-884 *Tax Rate Calculation Worksheet, School Districts with Chapter 313 and JETI Agreements*.

Water districts as defined under Water Code Section 49.001(1) do not use this form. Use Comptroller Form 50-858 *Water District Voter-Approval Tax Rate Worksheet for Low Tax Rate and Developing Districts* or Comptroller Form 50-860 *Developed Water District Voter-Approval Tax Rate Worksheet*.

All other taxing units should use Comptroller Form 50-856 *Tax Rate Calculation, Taxing Units Other Than School Districts or Water Districts*.

The Comptroller's office provides this worksheet to assist taxing units in determining tax rates. The Texas Education Agency (TEA) provides detailed information on and guidance to school districts in calculating their tax rates. Please review and rely on information provided by TEA when completing this worksheet. Additionally, the information provided in this worksheet is offered as technical assistance and not legal advice. Taxing units should consult legal counsel for interpretations of law regarding tax rate preparation and adoption.

Taxing units must include a hyperlink to a document that evidences the accuracy of each entry in the worksheet other than an entry making a mathematical calculation.¹
Source materials must contain data for all worksheets used.

Insert hyperlink:

Tyler ISD 2026 hyperlink

SECTION 1: No-New-Revenue Tax Rate

The no-new-revenue (NNR) tax rate enables the public to evaluate the relationship between taxes for the prior year and for the current year based on a tax rate that would produce the same amount of revenue if applied to the same properties that are taxed in both years (no new taxes). When appraisal values increase, the NNR tax rate should decrease.

Line	No-New-Revenue Tax Rate Worksheet	Amount/Rate
1.	Prior year total taxable value. Enter the amount of the prior year taxable value on the prior year tax roll today. Include any adjustments since last year's certification; exclude one-fourth and one-third over-appraisal corrections made under Tax Code Section 25.25(d) from these adjustments. Exclude any property value subject to an appeal under Chapter 42 as of July 25 (will add undisputed value in Line 6). This total includes the taxable value of homesteads with tax ceilings (will deduct in Line 2). ²	\$ 13,668,977,122
2.	Prior year tax ceilings. Enter the prior year total taxable value of homesteads with tax ceilings. These include the homesteads of homeowners age 65 or older or disabled. ³	\$ 1,155,623,793
3.	Preliminary prior year adjusted taxable value. Subtract Line 2 from Line 1.	\$ 12,511,353,329
4.	Prior year total adopted tax rate.	\$ 0.845 /\$100
5.	Prior year taxable value lost because court appeals of ARB decisions reduced prior year appraised value.	
	A. Original prior year ARB values:	\$ 755,725,338
	B. Prior year values resulting from final court decisions:	\$ 664,991,358
	C. Prior year value loss. Subtract B from A. ⁴	\$ 90,733,980

¹ Tax, Tax Code §§5.07(g)(4) and 26.04(d-1)

² Tax, Tax Code §26.012(14)

³ Tax, Tax Code §26.012(14)

⁴ Tax, Tax Code §26.012(13)

2026 Tax Rate Calculation Worksheet – School Districts		Form 50-859
Line	No-New-Revenue Tax Rate Worksheet	Amount/Rate
6.	Prior year taxable value subject to an appeal under Chapter 42, as of July 25. A. Prior year ARB certified value: \$ B. Prior year disputed value: - \$ 0 C. Prior year undisputed value. Subtract B from A. ⁵	\$ 0
7.	Prior year Chapter 42-related adjusted values. Add Line 5 and 6.	\$ 90,733,980
8.	Prior year taxable value, adjusted for actual and potential court-ordered adjustments. Add Line 3 and Line 7.	\$ 12,602,087,309
9.	Prior year taxable value of property in territory the school deannexed after Jan. 1, of the prior year. Enter the prior year value of property in deannexed territory. ⁶	\$ 0
10.	Prior year taxable value lost because property first qualified for an exemption in the current year. If the school district increased an original exemption, use the difference between the original exempted amount and the increased exempted amount. Do not include value lost due to freeport goods-in-transit, or temporary disaster exemptions. Note that lowering the amount or percentage of an existing exemption in the current year does not create a new exemption or reduce taxable value. A. Absolute exemptions. Use prior year market value: \$ 16,969,786 B. Partial exemptions. Current year exemption amount or current year percentage exemption times prior year value... + \$ 178,304,007 C. Value loss. Add A and B. ⁷	\$ 195,273,793
11.	Prior year taxable value lost because property first qualified for agricultural appraisal (1-d or 1-d-1), timber appraisal, recreational/scenic appraisal or public access airport special appraisal in the current year. Use only properties that qualified in the current year for the first time; do not use properties that qualified in the prior year. A. Prior year market value: \$ 9,744,241 B. Current year productivity or special appraised value: - \$ 110,660 C. Value loss. Subtract B from A. ⁸	\$ 9,633,581
12.	Total adjustments for lost value. Add Lines 9, 10C and 11C.	\$ 204,907,374
13.	Adjusted prior year taxable value. Subtract Line 12 from Line 8.	\$ 12,397,179,935
14.	Adjusted prior year total levy. Multiply Line 4 by Line 13 and divide by \$100.	\$ 104,756,170
15.	Taxes refunded for years preceding prior year. Enter the amount of taxes refunded by the district for tax years preceding the prior year. Types of refunds include court decisions, Tax Code Section 25.25(b) and (c) corrections and Tax Code Section 31.11 payment errors. Do not include refunds for the prior tax year. This line applies only to tax years preceding the prior tax year. ⁹	\$ 829,892
16.	Adjusted prior year levy with refunds. Add Line 14 and Line 15. ¹⁰ Note: If the governing body of the school district governs a junior college district in a county with a population of more than two million, subtract the amount of taxes the governing body dedicated to the junior college district in the prior year from the result.	\$ 105,586,062

⁵ Tex. Tax Code §26.012(13)

⁶ Tex. Tax Code §26.012(15)

⁷ Tex. Tax Code §26.012(15)

⁸ Tex. Tax Code §26.012(15)

⁹ Tex. Tax Code §26.012(13)

¹⁰ Tex. Tax Code §26.012(13)

2026 Tax Rate Calculation Worksheet – School Districts		Form 50-859
Line	No-New-Revenue Tax Rate Worksheet	Amount/Rate
17.	Total current year taxable value on the current year certified appraisal roll today. This value includes only certified values and includes the total taxable value of homesteads with tax ceilings (will deduct in line 19). These homesteads include homeowners age 65 or older or disabled. ¹¹	
	A. Certified values. ¹² \$ 14,363,666,886	
	B. Pollution control and energy storage system exemption: Deduct the value of property exempted for the current tax year for the first time as pollution control or energy storage system property: \$ 0	
	C. Total current year value. Subtract B from A.	\$ 14,363,666,886
18.	Total value of properties under protest or not included on certified appraisal roll. ¹³	
	A. Current year taxable value of properties under protest. The chief appraiser certifies a list of properties still under ARB protest. The list shows the appraisal district's value and the taxpayer's claimed value, if any, or an estimate of the value if the taxpayer wins. For each of the properties under protest, use the lowest of these values. Enter the total value under protest. ¹⁴ \$ 129,466,426	
	B. Current year value of properties not under protest or included on certified appraisal roll. The chief appraiser gives school districts a list of those taxable properties that the chief appraiser knows about but are not included in the appraisal roll certification. These properties are also not on the list of properties that are still under protest. On this list of properties, the chief appraiser includes the market value, appraised value and exemptions for the preceding year and a reasonable estimate of the market value, appraised value and exemptions for the current year. Use the lower market, appraised or taxable value (as appropriate). Enter the total value not on the roll. ¹⁵ + \$ 0	
	C. Total value under protest or not certified. Add A and B.	\$ 129,466,426
19.	Current year tax ceilings. Enter current year total taxable value of homesteads with tax ceilings. These include the homesteads of homeowners age 65 or older or disabled. ¹⁶	\$ 1,355,931,366
20.	Anticipated contested value. Affected taxing units enter the contested taxable value for all property that is subject to anticipated substantial litigation. ¹⁷ An affected taxing unit is wholly or partly located in a county that has a population of less than 500,000 and is located on the Gulf of Mexico. ¹⁸ If completing this section, the taxing unit must include supporting documentation in Section 6. ¹⁹ Taxing units that are not affected, enter 0.	\$ 0
21.	Current year total taxable value. Add Lines 17C and 18C. Subtract Lines 19 and 20. ²⁰	\$ 13,137,201,946
22.	Total current year taxable value of properties in territory annexed after Jan. 1, of the prior year. Include both real and personal property. Enter the current year value of property in territory annexed by the school district.	\$ 0
23.	Total current year taxable value of new improvements and new personal property located in new improvements. New means the item was not on the appraisal roll in the prior year. An improvement is a building, structure, fixture or fence erected on or affixed to land. New additions to existing improvements may be included if the appraised value can be determined. New personal property in a new improvement must have been brought into the school district after Jan. 1, of the prior year, and be located in a new improvement.	\$ 280,481,117
24.	Total adjustments to the current year taxable value. Add lines 22 and 23.	\$ 280,481,117
25.	Adjusted current year taxable value. Subtract line 24 from line 21.	\$ 12,856,720,829
26.	Current year NNR tax rate. Divide line 16 by line 25 and multiply by \$100.	\$ 0.821251 /\$100

¹¹ Tax. Tax Code §§26.012 and 26.04(c)-(2)
¹² Tax. Tax Code §26.012(b)
¹³ Tax. Tax Code §26.01(c) and (d)
¹⁴ Tax. Tax Code §26.01(c)
¹⁵ Tax. Tax Code §26.01(d)
¹⁶ Tax. Tax Code §26.012(c)(3)
¹⁷ Tax. Tax Code §26.012(c)(3) and 26.012(1)-(b)
¹⁸ Tax. Tax Code §26.012(1)-(a)
¹⁹ Tax. Tax Code §26.04(d)-(3)
²⁰ Tax. Tax Code §26.012(b)

Voter Approval Tax Rate

The voter-approval tax rate is the highest tax rate that a taxing unit may adopt without holding an election to seek voter approval of the rate. Most school districts calculate a voter-approval tax rate that is split into three separate rates.²¹

SECTION 2: Maximum Compressed, Enrichment and Debt Tax Rate Worksheet

This section calculates three components of the voter-approval tax rate:

- Maximum Compressed Tax Rate (MCR):** A district's maximum compressed tax rate is defined as the tax rate for the current tax year per \$100 of valuation of taxable property at which the district must levy a maintenance and operations tax to receive the full amount of the tier one allotment.²²
- Enrichment Tax Rate:**²³ A district's enrichment tax rate is defined as any tax effort in excess of the district's MCR and less than \$0.17. The enrichment tax rate is divided into golden pennies and copper pennies. School districts can claim up to 8 golden pennies, not subject to compression, and 9 copper pennies which are subject to compression.²⁴
- Debt Rate:** The debt rate includes the minimum dollar amount required to be paid toward the school district's debt service for the current year.²⁵ This rate accounts for principal and interest on bonds and other debt secured by property tax revenue.

The MCR and Enrichment Tax Rate added together make up the school district's maintenance and operations (M&O) tax rate. Districts cannot increase the district's M&O tax rate to create a surplus in M&O tax revenue for the purpose of paying the district's debt service.²⁶

If a school district adopted a tax rate that exceeded its voter-approval tax rate without holding an election to respond to a disaster in the prior year, as allowed by Tax Code Section 26.042(e), the school district may not consider the amount by which it exceeded its voter-approval tax rate (disaster pennies) in the calculation this year. This adjustment will be made in Section 4 of this worksheet.

A district must complete an efficiency audit before seeking voter approval to adopt a M&O tax rate higher than the calculated M&O tax rate, hold an open meeting to discuss the results of the audit, and post the results of the audit on the district's website 30 days prior to the election.²⁷ Additionally, a school district located in an area declared a disaster by the governor may adopt a M&O tax rate higher than the calculated M&O tax rate during the two-year period following the date of the declaration without conducting an efficiency audit.²⁸ Districts should review information from TEA when calculating their voter-approval tax rate.

Line	MCR, Enrichment and Debt Tax Rate Worksheet	Amount/Rate
27.	Current year maximum compressed tax rate (MCR). TEA will publish compression rates based on district and statewide property value growth. Enter the school districts' maximum compressed rate based on guidance from TEA. ²⁹	\$ 0.590300 /\$100
28.	Current year enrichment tax rate. Enter the greater of A and B. ³⁰	\$ 0.050000 /\$100
	A. Enter the district's prior year enrichment tax rate..... \$ 0.0000 /\$100	
	B. \$0.05 per \$100 of taxable value \$ 0.0500 /\$100	
29.	Current year maintenance and operations (M&O) tax rate. Add Lines 27 and 28. Note: M&O tax rate may not exceed the sum of \$0.17 and the district's maximum compressed rate. ³¹	\$ 0.640300 /\$100
30.	Total current year debt to be paid with property tax revenue. Debt means the interest and principal that will be paid on debts that: (1) Are paid by property taxes; (2) Are secured by property taxes; (3) Are scheduled for payment over a period longer than one year; and (4) Are not classified in the school district's budget as M&O expenses. A. Debt includes contractual payments to other school districts that have incurred debt on behalf of this school district, if those debts meet the four conditions above. Include only amounts that will be paid from property tax revenue. Do not include appraisal district budget payments. If the governing body of a taxing unit authorized or agreed to authorize a bond, warrant, certificate of obligation, or other evidence of indebtedness on or after Sept. 1, 2021, verify if it meets the amended definition of debt before including it here. ³² Enter debt amount: \$ 32,924,031 B. Subtract unencumbered fund amount used to reduce total debt. - \$ 0 C. Subtract state aid received for paying principal and interest on debt for facilities through the existing debt allotment program and/or instructional facilities allotment program..... - \$ 5,562,482 D. Adjust debt: Subtract B and C from A.	\$ 27,361,549

²¹ Tex. Tax Code §26.08(a).

²² Tex. Edu. Code §48.2551(a)(3).

²³ Tex. Tax Code §26.08(a) and Tex. Edu. Code §45.0032.

²⁴ Tex. Edu. Code §548.202(a)-1(b)(2).

²⁵ Tex. Tax Code §26.012(3).

²⁶ Tex. Edu. Code §45.0031(a).

²⁷ Tex. Edu. Code §11.194(b).

²⁸ Tex. Edu. Code §11.194(b)-1.

²⁹ Tex. Edu. Code §548.255, 48.2551(b)(7) and (b)(2).

³⁰ Tex. Tax Code §26.08(a)(2).

³¹ Tex. Edu. Code §45.0031(d).

³² Tex. Tax Code §26.012(7).

2026 Tax Rate Calculation Worksheet – School Districts

Form 50-859

Line	MCR, Enrichment and Debt Tax Rate Worksheet	Amount/Rate
31.	Certified prior year excess debt collections. Enter the amount certified by the collector. ³³	\$ 0
32.	Adjusted current year debt. Subtract line 31 from line 30D.	\$ 27,361,549
33.	Current year anticipated collection rate. If the anticipated rate in A is lower than actual rates in B, C and D, enter the lowest rate from B, C and D. If the anticipated rate in A is higher than at least one of the rates in the prior three years, enter the rate from A. Note that the rate can be greater than 100%. ³⁴ A. Enter the current year anticipated collection rate certified by the collector. ³⁵ 100.75 % B. Enter the prior year actual collection rate 100.82 % C. Enter the 2024 actual collection rate 100.75 % D. Enter the 2023 actual collection rate 101.85 %	100.75 %
34.	Current year debt adjusted for collections. Divide Line 32 by Line 33. Note: If the governing body of the school district governs a junior college district in a county with a population of more than two million, add the amount of taxes the governing body proposes to dedicate to the junior college district in the current year to the result.	\$ 27,157,865
35.	Current year total taxable value. Enter the amount on Line 21 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ 13,137,201,946
36.	Current year debt rate. Divide Line 34 by Line 35 and multiply by \$100.	\$.206724 /\$100
37.	Current year voter-approval tax rate. Add Lines 29 and 36. If the school district received distributions from an equalization tax imposed under former Chapter 18, Education Code, add the NNR tax rate as of the date of the county unit system's abolition to the sum of Lines 29 and 36. ³⁶	\$ 0.847024 /\$100

SECTION 3: Adjustment for Pollution Control

A school district may raise its rate for M&O funds used to pay for a facility, device or method for the control of air, water or land pollution. This includes any land, structure, building, installation, excavation, machinery, equipment or device that is used, constructed, acquired or installed wholly or partly to meet or exceed pollution control requirements. The school district's expenses are those necessary to meet the requirements of a permit issued by the Texas Commission on Environmental Quality (TCEQ). The school district must provide the tax assessor with a copy of the TCEQ letter of determination that states the portion of the cost of the installation for pollution control.

This section should only be completed by a school district that uses M&O funds to pay for a facility, device or method for the control of air, water or land pollution.

Line	Adjustment for Pollution Control Requirements Worksheet	Amount/Rate
38.	Certified expenses from the Texas Commission on Environmental Quality (TCEQ). Enter the amount certified in the determination letter from TCEQ. ³⁷ The school district shall provide its tax assessor with a copy of the letter. ³⁸	\$ 0
39.	Current year total taxable value. Enter the amount on Line 21 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ 13,137,201,946
40.	Additional rate for pollution control. Divide line 38 by line 39 and multiply by \$100.	\$ 0.000000 /\$100
41.	Current year voter-approval tax rate, adjusted for pollution control. Add line 37 and line 40.	\$ 0.847024 /\$100

SECTION 4: Prior Year Disaster Tax Rate Adjustment

If a school district adopted a tax rate that exceeded its voter-approval tax rate without holding an election to respond to a disaster in the prior year, as allowed by Tax Code Section 26.042(e), the school district may not consider the amount by which it exceeded its voter-approval tax rate in the calculation this year. ³⁹ As such, it must reduce its voter-approval tax rate for the current tax year.

This section applies to a school district in a disaster area that adopts a tax rate greater than its voter-approval tax rate without holding an election in the prior year, as provided for by Tax Code Section 26.042(e).

Line	Prior Year Disaster Adjustment Worksheet	Amount/Rate
42.	Prior year adopted tax rate. Enter the rate in Line 4 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ 0.845000 /\$100
43.	Prior voter-approval tax rate. If the school district adopted a tax rate above the prior year voter-approval tax rate without holding an election due to a disaster, enter the voter-approval tax rate from the prior year's worksheet.	\$ 0.000000 /\$100

³³ Tex. Tax Code §§26.012(1)(i) and 26.04(b)

³⁴ Tex. Tax Code §§26.04(b-1), (b-1) and (b-2)

³⁵ Tex. Tax Code §26.04(b)

³⁶ Tex. Tax Code §26.08(g)

³⁷ Tex. Tax Code §26.04(d)

³⁸ Tex. Tax Code §26.04(f)

³⁹ Tex. Tax Code §26.042(f) and Tex. Edu. Code §45.0032(d)

Line	Prior Year Disaster Adjustment Worksheet	Amount/Rate
44.	Increase in the prior year tax rate due to disaster (disaster pennies). Subtract Line 43 from Line 42.	\$ 0.000000 /\$100
45.	Current year voter-approval tax rate, adjusted for prior year disaster. Subtract Line 44 from one of the following lines (as applicable): Line 37 or Line 41 (school districts with pollution control).	\$ 0.847024 /\$100

SECTION 5: Total Tax Rate

Indicate the applicable total tax rates as calculated above.

No-New-Revenue Tax Rate \$ 0.821251 /\$100

Enter the current year NNR tax rate from Line 26.

Voter-Approval Tax Rate \$ 0.847024 /\$100

As applicable, enter the current year voter-approval tax rate from Line 37, Line 41 or Line 45. Indicate the line number used: 37

SECTION 6: Addendum

An affected taxing unit that enters an amount described by Tax Code Section 26.012(6)(C) in Line 20 must include the following as an addendum:

1. Documentation that supports the exclusion of value under Tax Code Section 26.012(6)(C); and
2. Each statement submitted to the designated officer or employee by the property owner or entity as required by Tax Code Section 41.48(c)(2) for that tax year.

Insert hyperlinks to supporting documentation:

SECTION 7: School District Representative Name and Signature

Enter the name of the person preparing the tax rate as authorized by the governing body of the school district. By signing below, you certify that you are the designated officer or employee of the school district and have calculated the tax rates in accordance with requirements in Tax Code and Education Code.⁴⁴

print
here

Kasey Russell

Printed Name of School District Representative

sign
here

Kasey Russell

School District Representative

8/10/26

Date

⁴⁴ Tex. Tax Code §26.04(c)

Subject: 2026-2027 Amended Budget

BACKGROUND INFORMATION

The Texas Education Agency requires that independent school districts file an amended budget, approved by the Board of Trustees, with the Agency.

ADMINISTRATIVE CONSIDERATION

An amended 2026-2027 budget for the general fund has been prepared, and a copy is included in the agenda.

ADMINISTRATIVE RECOMMENDATION

The administration recommends the Board approve the 2026-2027 amended budget for the general fund as presented in the agenda.

ACTION REQUIRED

Board Approval

CONTACT PERSON

Kasey Russell

09-21-26

**TYLER INDEPENDENT SCHOOL DISTRICT
GENERAL OPERATING FUND
AMENDED EXPENDITURE BUDGET
2026-2027**

	ORIGINAL BUDGET	CURRENT BUDGET	AMENDED BUDGET	CHANGE ORIGINAL BUDGET	CHANGE CURRENT BUDGET
Total Function 11 - Instruction	\$ 125,378,079.82	\$ 125,378,079.82	\$ 125,366,530.87	\$ (11,548.95)	\$ (11,548.95)
Total Function 12 - Instructional Resources and Media Services	2,611,848.07	2,611,848.07	2,611,848.07		
Total Function 13 - Curriculum and Instructional Staff Development	3,382,445.96	3,382,445.96	3,382,445.96		
Total Function 21 - Instructional Development	2,739,565.36	2,739,565.36	2,739,565.36		
Total Function 23 - School Administration	9,543,578.26	9,543,578.26	9,553,147.26	9,569.00	9,569.00
Total Function 31 - Guidance, Counseling & Evaluation Services	6,501,875.30	6,501,875.30	6,501,875.30		
Total Function 32 - Social Work Services	297,947.87	297,947.87	297,947.87		
Total Function 33 - Health Services	2,555,897.08	2,555,897.08	2,557,877.03	1,979.95	1,979.95
Total Function 34 - Student (Pupil Transportation)	5,195,412.08	5,195,412.08	5,195,412.08		
Total Function 36 - Cocurricular/ Extracurricular Activities	7,152,702.87	7,152,702.87	7,150,202.87	(2,500.00)	(2,500.00)
Total Function 41 - General Administration	4,460,787.91	4,460,787.91	4,460,787.91		
Total Function 51 - Plant Maintenance and Operations	16,017,697.38	16,017,697.38	16,017,197.38	(500.00)	(500.00)
Total Function 52 - Security and Monitoring Services	4,105,543.65	4,105,543.65	4,108,543.65	3,000.00	3,000.00
Total Function 53 - Data Processing Services	5,643,697.84	5,643,697.84	5,642,852.84	(845.00)	(845.00)
Total Function 61 - Community Service	95,673.55	95,673.55	96,518.55	845.00	845.00
Total Function 81 - Buildings and Improvements	50,000.00	50,000.00	50,000.00		
Total Function 93 - Shared Svc Arrangement	410,000.00	410,000.00	410,000.00		
Total Function 99 - Intergovernmental Charges	1,741,423.00	1,741,423.00	1,741,423.00		
Transfer to Regional Day School Program	954,545.00	954,545.00	954,545.00		
Transfer to Preventive Maintenance Account	3,941,161.00	3,941,161.00	3,941,161.00		
TOTAL EXPENDITURES-GENERAL OPERATING FUND	<u><u>\$ 202,779,882.00</u></u>	<u><u>\$ 202,779,882.00</u></u>	<u><u>\$ 202,779,882.00</u></u>	<u><u>\$ 0.00</u></u>	<u><u>\$ 0.00</u></u>

Subject: Internal Audit Services Annual Audit Plan for 2026-2027

BACKGROUND INFORMATION

Board Policy CFC (LOCAL) – Accounting/Audits requires:

- The chief audit executive to confirm to the Board, at least annually, the organizational independence of internal audit services.
- That a risk-based internal audit plan be reviewed and approved by the board annually.

The Audit Committee has reviewed the results of the risk assessment and risk-based internal audit plan.

AUDIT COMMITTEE RECOMMENDATION

The Board of Trustees approve the *Internal Audit Services Annual Audit Plan* effective October 1, 2026 through September 30, 2027.

ACTION REQUIRED

Board Approval

CONTACT PERSON

Jan Coker

09-21-26

Subject: Gifts and Donations

BACKGROUND INFORMATION

Board policy (CDC Local) requires that all donations to the district must be reviewed by the Superintendent prior to formal acceptance. The Superintendent must approve all donations under \$5,000. The board must approve all donations of \$5,000 or more.

ADMINISTRATIVE CONSIDERATION

The following donation with a value of \$5,000 or more has been received:

<u>Amount</u>	<u>Source</u>	<u>Recipient</u>
\$5,637.20	Tyler High Football Club	Tyler High Football Team

ADMINISTRATIVE RECOMMENDATION

The administration recommends that the board accept the donation.

ACTION REQUIRED

Board Approval

CONTACT PERSON

Marty Crawford, Ed.D.

09-21-26

Subject: Consider Approval of Professional Design Services Agreement with EMA Engineering & Consulting for HVAC Renovations at Birdwell Dual Language Immersion School, Orr Elementary School and Woods Elementary School

BACKGROUND INFORMATION

As part of the district's Preventive Maintenance Program, plans and specifications were developed for HVAC renovations at Birdwell Dual Language Immersion School, Orr Elementary School, and Woods Elementary School. These campuses were selected for upgrading due to the equipment exceeding its life cycle.

ADMINISTRATIVE CONSIDERATION

Having completed several prior HVAC renovations in the district, EMA Engineering & Consulting is recommended to provide the plans and specifications. Once the project plans have been completed and bid, the administration will return with a final cost of the projects for consideration.

Funding will be provided from the Preventive Maintenance Fund.

ADMINISTRATIVE RECOMMENDATION

The administration recommends the board approve the Professional Design Services Agreement with EMA Engineering & Consulting in the amount of \$486,150.84 for HVAC renovations at Birdwell Dual Language Immersion School, Orr Elementary School and Woods Elementary School.

ACTION REQUIRED

Board Approval

CONTACT PERSON

Tim Loper

09-21-26

Subject: Consider Approval of Renewal Contract with ABM Texas General Services for District Landscape Maintenance Service

BACKGROUND INFORMATION

At the August 19, 2024 regular meeting, the board approved a contract with ABM Texas General Services for the district's landscape maintenance. The contract was in effect for 1 year, with the option to renew for up to 2 years.

ADMINISTRATIVE CONSIDERATION

The current contract allows for a rate increase of not more than 5% based on local CPI. ABM Texas General Services has requested a 2.6% increase for the 2026-2027 contract for a total cost of \$1,167,703.94.

Funding is provided by the Maintenance Fund.

ADMINISTRATIVE RECOMMENDATION

The administration recommends the board approve the Renewal Contract with ABM Texas General Services for District Landscape Maintenance in the amount of \$1,167,703.94 annually for the districtwide landscape maintenance services for Tyler ISD.

ACTION REQUIRED

Board Approval

CONTACT PERSONS

Tim Loper
Robert Grant

Subject: Consider Approval of Contract with PBK/BEAM Professionals for Design of Roofing Replacement at Disciplinary Alternative Education Program (DAEP), Peete Elementary School and Ramey Elementary School

BACKGROUND INFORMATION

As part of Tyler Independent School District's on-going Preventive Maintenance Program, Facility Services examined the roofs and determined that plans and specifications were needed for Roof Replacements at DAEP, Ramey Elementary School and Peete Elementary School. All roofs are scheduled for replacement due to exceeding their life cycles and warranty periods.

ADMINISTRATIVE CONSIDERATION

Having prepared the plans and specifications for several prior roofing projects in the district, PBK/BEAM Professionals is recommended to provide these services. Once the project plans have been completed and bid, the administration will return with a final cost for the projects.

Funding will be provided from the Preventive Maintenance Fund.

ADMINISTRATIVE RECOMMENDATION

The administration recommends the board approve the Contract with PBK/BEAM Professionals for the Design of Roofing Replacement at DAEP, Peete Elementary School and Ramey Elementary School in the amount of \$141,633.90.

ACTION REQUIRED

Board Approval

CONTACT PERSON

Tim Loper

09-21-26

Subject: Consider Approval of Deductive Change Order to the Contract with Advanced Roofing Services for Roof Replacements at Austin Elementary School, Bell Elementary School and Bonner Elementary School

BACKGROUND INFORMATION

At the February 16, 2026 regular meeting, the board approved roof replacements for Austin, Bell, and Bonner elementary schools pursuant to the Preventive Maintenance Program.

Upon completion of the projects, Advanced Roofing Services has presented a deductive change order to Tyler ISD. This will allow for a decrease in the value of the contract for roof replacements.

ADMINISTRATIVE CONSIDERATION

The deductive change order reflects the remaining amounts from the Owner's Contingency and will facilitate the final closeout of the project. The effect of this deductive change order is as follows:

Contract Amount	\$2,018,000.00
Less Change Order	<u>-\$ 29,600.00</u>
Final Contract Value	\$1,988,400.00

ADMINISTRATIVE RECOMMENDATION

The administration recommends the board approve the deductive change order to the Contract with Advanced Roofing Services in the amount of \$29,600.00 for Roof Replacements at Austin Elementary School, Bell Elementary School and Bonner Elementary School for a total final contract price of \$1,988,400.00.

ACTION REQUIRED

Board Approval

CONTACT PERSON

Tim Loper

09-21-26

Subject: Authorization to Transfer Funds Between Functional Codes

BACKGROUND INFORMATION

With a budget of more than \$200 million serving over 18,500 students, adjustments to the original budget plan are occasionally necessary throughout the year. These adjustments may require reallocating existing budgeted funds between functional codes without changing the District's total budget previously approved by the Board.

For example, if a campus spends less than anticipated on teacher training (Function 13) but needs additional funds for instructional supplies (Function 11), the District will need to reallocate existing budgeted dollars to meet that need. State regulations currently require board approval for such transfers.

ADMINISTRATIVE CONSIDERATION

Per the approval and recommendation of the District's independent auditors, the administration is requesting authorization to process these routine transfers administratively when there is no change to the Board-approved total budget. This authorization would improve operational efficiency and allow the District to respond more quickly to changing needs.

The Board would continue to approve any increase to the overall budget through a formal budget amendment. In addition, all transfers between functional codes would continue to be reflected in the monthly amended budget presented to the Board, ensuring continued transparency and oversight.

ADMINISTRATIVE RECOMMENDATION

The administration recommends the board authorize the administration to process routine budget transfers between functional codes, provided there is no increase to the overall Board-approved budget. All such transfers will continue to be reported to the Board through the monthly amended budget.

ACTION REQUIRED

Board Approval

CONTACT PERSON

Kasey Russell

09-21-26

Subject: Consider Approval of Easement and Right of Way to Oncor at 609 Fair Park Drive

BACKGROUND INFORMATION

The district has been approached by Oncor to request an easement and right of way for a portion of the land owned by Tyler ISD located at 609 Fair Park Drive, Tyler, TX 75702. The easement will allow for installation of electrical infrastructure.

ADMINISTRATIVE CONSIDERATION

Copies of the easement and the location are included on the agenda. Granting this request will not impact the district in any adverse way or be of a safety concern.

ADMINISTRATIVE RECOMMENDATION

The administration recommends the board approve the Easement and Right of Way to Oncor at 609 Fair Park Drive.

ACTION REQUIRED

Board Approval

CONTACT PERSONS

Marty Crawford, Ed.D.
Tim Loper

09-21-26

EASEMENT AND RIGHT OF WAY

STATE OF TEXAS §
 § KNOW ALL MEN BY THESE PRESENTS:
COUNTY OF SMITH §

That **Tyler Independent School District**, hereinafter called "Grantor," whether one or more, for and in consideration of Ten Dollars (\$10.00) and other valuable consideration to Grantor in hand paid by **Oncor Electric Delivery Company LLC, a Delaware limited liability company**, 1616 Woodall Rodgers Freeway, Dallas, Texas 75202-1234, hereinafter referred to as "Grantee," has granted, sold and conveyed and by these presents does grant, sell and convey unto said Grantee, its successors and assigns, an easement and right-of-way for overhead and/or underground electric supply and communications facilities, consisting of a variable number of wires and cables, supporting structures, surface mounted equipment, conduits and all necessary or desirable appurtenances over, under, through, across and upon Grantor's land described as follows:

SEE EXHIBIT "A & B" (ATTACHED)

Grantor recognizes that the general course of said lines, or the metes and bounds as described above, is based on preliminary surveys only, and Grantor hereby agrees that the easement and right-of-way and its general dimensions hereby granted shall apply to the actual location of said lines when constructed.

Together with the right of ingress and egress along and upon said easement and right-of-way and over and across Grantor's adjoining properties for the purpose of and with the right to construct, maintain, operate, repair, remove, replace, reconstruct, abandon in place, and to change the size and capacity of said facilities; the right to relocate said facilities in the same relative direction of said facilities; the right to relocate said facilities in the same relative position to any adjacent road if and as such is widened in the future; the right to lease wire space for the purpose of permitting others to string or lay wire or cable along said facilities; the right to prevent excavation within the easement area; the right to prevent construction of, within the easement area, any and all buildings, structures or other obstructions which, in the sole judgment of Grantee, may endanger or interfere with the efficiency, safety, and/or convenient operation of said facilities and their appurtenances and the right to trim or remove trees or shrubbery within, but not limited to, said easement area, including by use of herbicides or other similar chemicals approved by the U.S. Environmental Protection Agency, to the extent in the sole judgment of Grantee, as may be necessary to prevent possible interference with the operation of said facilities or to remove possible hazard thereto. Grantor shall not make changes in grade, elevation or contour of the land or impound water within the easement area as described above without prior written consent of Grantee.



LacySurveying.com
Phone (903) 859-9942
P.O. Box 1001
Chandler, TX 75758
TBPELS Firm #10194876

July 23, 2026
Field Notes for Oncor Electric Delivery Company LLC
0.006 Acres
J. Robbins Survey Abstract 834
Smith County, Texas
EXHIBIT "A"

GENERAL DESCRIPTION

All that certain tract, lot or parcel of land, a part of the J. Robbins Survey Abstract 834, Smith County, Texas and being a part of that certain called 10.778 acre tract (Rose Stadium Tract) of land that is described in a deed dated July 15, 1998 from the City of Tyler to Tyler Independent School District that is recorded in Volume 4420, Page 282 of the Official Public Records of County, Texas and being more completely described as follows, to wit:

METES AND BOUNDS DESCRIPTION

Beginning at a 1/2 inch iron rod with a cap stamped "Lacy Surveying Easement Corner" set for corner in Northerly West boundary line of the Tyler Independent School District called 10.778 acre tract and in an East boundary line of the City of Tyler residue of called 75-2/10 acre tract (Volume 150 – Page 300) from which, a 3/8 inch iron rod found for corner in the West boundary line of said 10.778 acres and in the East boundary line of the Dalho Corporation called 4.7695 acre tract (Volume 3008 – Page 81) bears South 17 degrees 25 minutes and 20 seconds East, a distance of 765.17 feet, and a chain link fence corner found in said West boundary line and at the occupied Northeast corner of said 4.7695 acres bears South 04 degrees 25 minutes and 22 seconds West, a distance of 453.77 feet;

Thence North 39 degrees 55 minutes and 36 seconds East, along said lines, for a distance of 25.71 feet, to a 1/2 inch iron rod with a cap stamped "Lacy Surveying Easement Corner" set for corner;

Thence across said 10.778 acres as follows;

South 11 degrees 08 minutes and 41 seconds East, for a distance of 22.03 feet, to a point for corner;

South 78 degrees 51 minutes and 19 seconds West, for a distance of 20.00 feet, to a point for corner;

and North 11 degrees 08 minutes and 41 seconds West, for a distance of 5.88 feet, to the place



LacySurveying.com
Phone (903) 859-9942
P.O. Box 1001
Chandler, TX 75758
TBPELS Firm #10194876

of beginning and containing **0.006 acres**.

Grid Bearings based on Texas State Plane Coordinate System, North Central Zone 4202, NAD 83.

Plat prepared of even date.
Job No. 2026079

I, **DANIEL LEE COOPER**, Registered Professional Land Surveyor No. 6148, do hereby certify that the above field notes were prepared from an actual survey made on the ground under my direction and supervision on July 22, 2026.

GIVEN UNDER MY HAND AND SEAL, this the 23rd day of July, 2026.

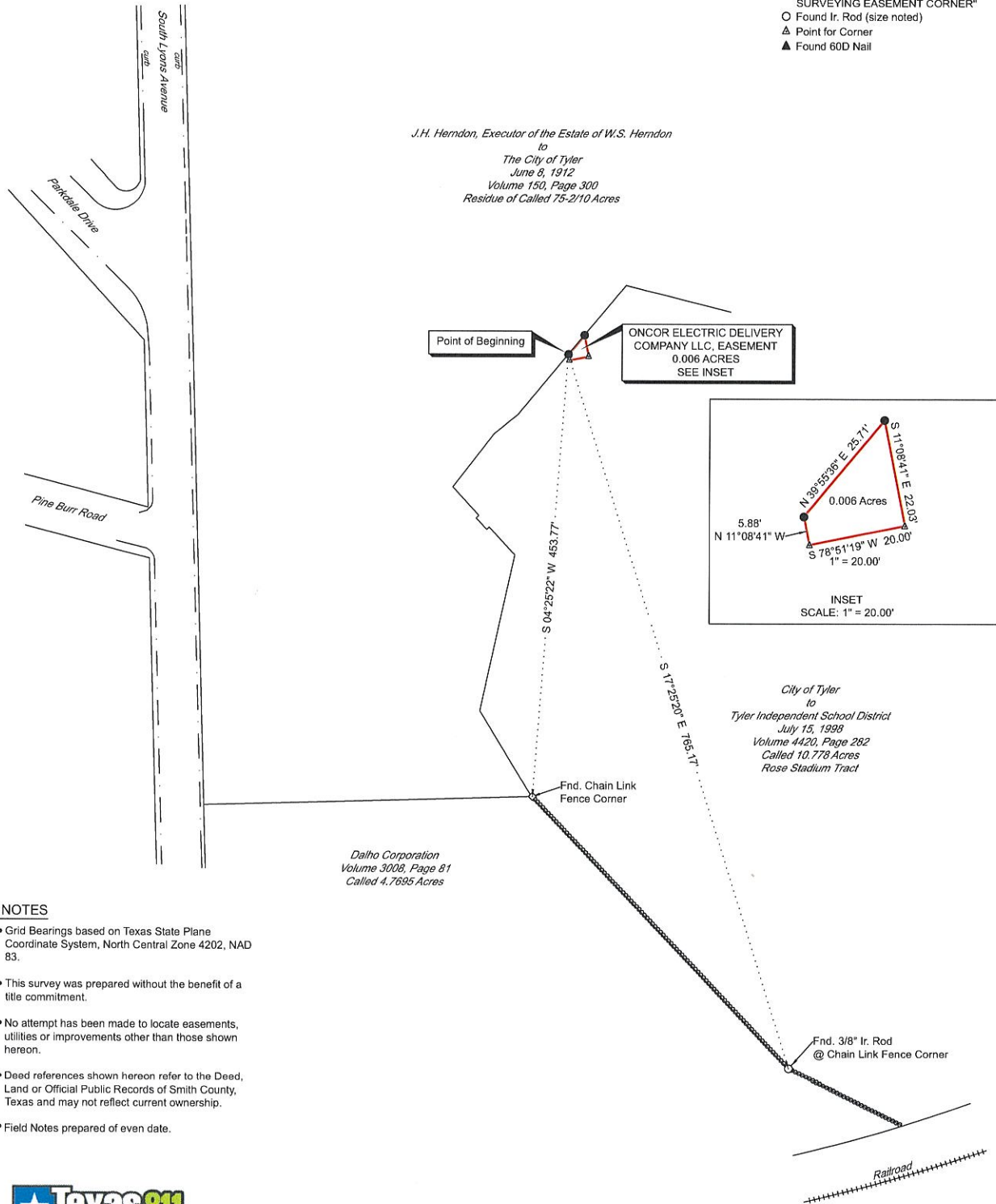
Daniel Lee Cooper
Daniel Lee Cooper R.P.L.S. No. 6148



LEGEND

- Set 1/2" Ir. Rod with cap stamped "LACY SURVEYING EASEMENT CORNER"
- Found Ir. Rod (size noted)
- ▲ Point for Corner
- ▲ Found 60D Nail

J.H. Herndon, Executor of the Estate of W.S. Herndon
to
The City of Tyler
June 8, 1912
Volume 150, Page 300
Residue of Called 75-2/10 Acres



NOTES

- Grid Bearings based on Texas State Plane Coordinate System, North Central Zone 4202, NAD 83.
- This survey was prepared without the benefit of a title commitment.
- No attempt has been made to locate easements, utilities or improvements other than those shown hereon.
- Deed references shown hereon refer to the Deed, Land or Official Public Records of Smith County, Texas and may not reflect current ownership.
- Field Notes prepared of even date.



EXHIBIT "B"

**PLAT OF SURVEY
SHOWING
PART OF THE J. ROBBINS SURVEY ABSTRACT 834
SMITH COUNTY, TEXAS**

I, DANIEL LEE COOPER, REGISTERED PROFESSIONAL LAND SURVEYOR NO 6148,
do hereby certify that this plat was prepared from an on the ground survey performed
under my direction and supervision on July 22nd, 2026.

GIVEN UNDER MY HAND AND SEAL, this the 23rd day of July, 2026.

Daniel Lee Cooper

REGISTERED PROFESSIONAL LAND SURVEYOR NO. 6148



ADDRESS: 415 Fair Park Dr.
Tyler, Tx. 75702

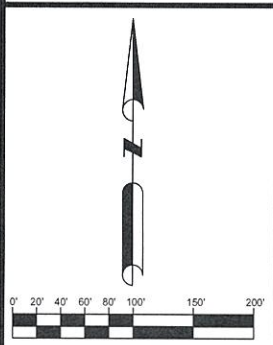
JOB #: 2026079

CLIENT : ONCOR

SCALE: 1" = 100.00'



P.O. BOX 1001
CHANDLER, TEXAS 75758
PHONE (903) 859 - 9942
LacySurveying.com
Texas Board of Professional
Engineers and Land Surveyors
Firm #10194876



Subject: Head Start Annual Report to the Public 2025-2026

BACKGROUND INFORMATION

Section 642(d)(2) of the Head Start Act of 2007 states that each Head Start agency shall ensure the sharing of accurate and regular information for use by the governing body and the policy council, about program planning, policies, and Head Start agency operations, including:

- Annual Report to the Public

ADMINISTRATION CONSIDERATION

The Head Start Act requires that the school board review and approve the Annual Report to the Public annually for the concluded fiscal year.

ADMINISTRATION RECOMMENDATION

The administration recommends that the board approve the Tyler ISD Head Start Annual Report to the Public for the 2025-2026 school year.

ACTION REQUIRED

Board Approval

CONTACT PERSONS

Lance Groppel, Ed.D.
Brandy Holland

09-21-26

Subject: Internship Agreement with Dallas Baptist University for Implementation of School Psychologist Practicum and Internship

BACKGROUND INFORMATION

Dallas Baptist University wishes to enter into an Internship Agreement to implement a School Psychologist Practicum and Internship experience for approved student interns pursuing their School Psychologist license at Dallas Baptist University Department of Psychology.

ADMINISTRATIVE CONSIDERATION

Dallas Baptist University will partner with the district to enhance students' practical skills.

The Student Intern will receive:

- Orientation to Tyler Independent School District
- One hour per week of face-to-face individual supervision with a Licensed School Psychologist
- A minimum of 300 hours per semester per student intern
- Experience on elementary, middle school and high school campuses

ADMINISTRATIVE RECOMMENDATION

The administration recommends the board approve the Internship Agreement with Dallas Baptist University for Implementation of School Psychologist Practicum and Internship through June 30, 2029.

ACTION REQUIRED

Board Approval

CONTACT PERSONS

Lance Groppe, Ed.D.
Stephanie Cook, Ed.D., LPC

09-21-26

Subject: Program Agreement with The University of Texas at Tyler for Clinical Mental Health Counseling Program

BACKGROUND INFORMATION

This Program Agreement between The University of Texas at Tyler and Tyler Independent School District establishes a partnership to provide mental health counseling internships for graduate students enrolled in the mental health counseling program. The agreement supports the preparation of future mental health therapists through supervised clinical experiences within the school setting.

ADMINISTRATIVE CONSIDERATION

The University of Texas at Tyler and Tyler Independent School District will collaborate to provide mental health clinical practicum placements under the supervision of licensed Professional Therapists employed by the district. Mental Health Therapy students will benefit from:

- Opportunities to observe, assess, and provide intervention for school-aged children in educational settings.
- Clinical experiences across elementary, middle, and high school campuses.
- Supervised hands-on clinical/educational mental health intervention experiences that fulfill fieldwork requirements for their clinical and professional mental health graduate program.
- Exposure to interdisciplinary collaboration with educators and related service providers to support student success.

ADMINISTRATIVE RECOMMENDATION

The administration recommends the board approve the Program Agreement with The University of Texas at Tyler for Clinical Mental Health Counseling Program through April 19, 2029.

ACTION REQUIRED

Board Approval

CONTACT PERSONS

Lance Groppel, Ed.D.
Jessica Bentley, M.Ed., LPC

Subject: Clinical Affiliation Agreement with Tyler Junior College Department of Dental Studies

BACKGROUND INFORMATION

Tyler Junior College (TJC) is seeking a partnership opportunity with Tyler ISD for students pursuing a degree plan in the field of Nursing and Health Sciences – Dental Studies Program. TJC students within this program would have the opportunity to complete clinical fieldwork.

ADMINISTRATIVE CONSIDERATION

TJC Dental Studies Program teams comprised of a dentist, current Dental Studies students, and the TJC Dental Hygiene Professor will provide dental exams and sealant services to elementary school students.

Parental consent will be required along with a short health history prior to services being conducted. Each student will have a completed results form to take home to their parents.

ADMINISTRATIVE RECOMMENDATION

The administration recommends the board approve the three-year Clinical Affiliation Agreement with Tyler Junior College Department of Dental Studies Program through September 30, 2029.

ACTION REQUIRED

Board Approval

CONTACT PERSONS

Ronald K. Jones
Rachel Fox

09-21-26

Subject: Clinical Affiliation Agreement with Faulkner University College of Health Sciences for Speech Language Pathology Program

BACKGROUND INFORMATION

Faulkner University College of Health Sciences wishes to enter into a Clinical Affiliation Agreement to provide clinical education opportunities for graduate students enrolled in the Speech Language Pathology program. The agreement supports the preparation of future Speech Language Pathologist through supervised clinical experiences within the school setting.

ADMINISTRATIVE CONSIDERATION

Faulkner University College of Health Sciences and Tyler Independent School District will partner to provide clinical practicum placements under the supervision of licensed Speech Language Pathologists employed by the district. Students will benefit from:

- Opportunities to observe, assess, and provide intervention for school-aged children in educational settings.
- Clinical experiences across elementary, middle, and high school campuses.
- Supervised hands-on clinical experiences that fulfill fieldwork requirements for Speech Language Pathology graduate program.
- Exposure to interdisciplinary collaboration with educators and related service providers to support student success.

ADMINISTRATIVE RECOMMENDATION

The administration recommends the board approve the Clinical Affiliation Agreement with Faulkner University College of Health Sciences for Speech Language Pathology Program through September 30, 2029.

ACTION REQUIRED

Board Approval

CONTACT PERSONS

Lance Groppe, Ed.D.
Stephanie Cook Ed.D., LPC

09-21-26

Subject: Field/Clinical Teaching Experience Agreement with Walden University, LLC School of Education

BACKGROUND INFORMATION

Walden University, LLC School of Education is seeking a partnership opportunity with Tyler ISD for college students pursuing a teaching degree plan. Students within the program will have the opportunity to complete clinical teaching requirements for their degree plan under the mentorship of a certified teacher employed by Tyler ISD.

ADMINISTRATIVE CONSIDERATION

Tyler ISD and Walden University, LLC School of Education will work collaboratively to support the advancement of the students who are pursuing teaching degrees. The partnership will establish professional relationships and on-site collaboration as well as increase the applicant pool with highly qualified candidates.

ADMINISTRATIVE RECOMMENDATION

The administration recommends the board approve the Field/Clinical Teaching Experience Agreement with Walden University, LLC School of Education through October 1, 2029.

ACTION REQUIRED

Board Approval

CONTACT PERSON

Lance Groppel, Ed.D.

09-21-26

Subject: Consider Approval of Exploration of Tyler ISD Virtual School for Online Courses for the 2027-2028 School Year

BACKGROUND INFORMATION

Senate Bill 569, passed during the 89th Texas Legislative Session, establishes Texas Education Code, Chapter 30B, creating a new framework for virtual and hybrid education. The legislation provides school systems with flexibility to offer virtual courses, programs, and full-time virtual or hybrid campuses to expand learning opportunities to meet student needs and district instructional goals.

ADMINISTRATIVE CONSIDERATION

Tyler ISD has reviewed the opportunities provided under Texas Education Code, Chapter 30B, and would provide flexible online courses that support the diverse academic needs of students aligned with district instructional goals.

ADMINISTRATIVE RECOMMENDATION

The administration recommends the board approve Exploration of Tyler ISD Virtual School for online courses for the 2027-2028 school year.

ACTION REQUIRED

Board Approval

CONTACT PERSON

Lance Groppel, Ed.D.

09-21-26

Subject: Safety and Security Update

BACKGROUND INFORMATION

The safety and security of our schools is a top priority for Tyler ISD. The district continuously strives to improve policies, procedures, communication, and facilities. Tyler ISD has enhanced its security measures including staffing, facility-planning, related equipment, and counseling resources.

ACTION REQUIRED

Discussion

CONTACT PERSONS

Marty Crawford, Ed.D.
Jeff Millslagle

09-21-26

Subject: Enrollment Update

ADMINISTRATIVE CONSIDERATION

Information regarding campus enrollment for 2026-2027 will be presented for discussion at the meeting.

ACTION REQUIRED

Discussion

CONTACT PERSONS

Lance Groppel, Ed.D.
Kasey Russell

09-21-26

Subject: Class Size Update

BACKGROUND INFORMATION

The Texas Education Agency required each school district in Texas to conduct a class size enrollment survey for grades K-4. If the survey indicated classes for grades K-4 exceeded the allowable class size limit of 22:1, districts were required to submit a request and a copy of the Board approved compliance plan to the State Waiver Unit. At the June 19, 2017 meeting the board approved the District of Innovation (DOI) Plan; therefore, this wavier exemption is no longer required. The administration makes all attempts to maintain the class size limit of 22:1 ratio; however, a qualified teacher aide will be provided when ratios are exceeded.

ADMINISTRATIVE CONSIDERATION

As of September 8, 2026, this list reflects classes that exceed the 22:1 class size limit.

- 37 classes require teacher's aide support.
- The 37 classes are over by a total of 64 students.

Bilingual Classrooms

School	Kinder	1st grade	2nd grade	3rd grade	4th grade	Number of Students
Austin		1				2
Bell		1				1
Birdwell	3					4
Bonner			1		1	4
Douglas		2		2		7
Griffin				1		2
Peete				1		1
Total	3	4	1	4	1	21

Monolingual Classes

School	Kinder	1st grade	2nd grade	3rd grade	4th grade	Number of Students
Bell		1				3
Bonner	1					2
Dixie			1			2
Caldwell		3			3	11
Jones		2		2		10
Woods			5			5
Orr					3	5
Jack					3	5
Total	1	6	6	2	9	43

Shaded sections indicate principal choice to operate larger classes rather than moving staff and/or students to reduce class sizes.

ACTION REQUIRED

Discussion

CONTACT PERSON

Lance Groppel, Ed.D.

Subject: Tyler ISD District of Innovation Plan (Renewal)

BACKGROUND INFORMATION

H.B. 1842 (84th Session of the Texas Legislature), in part, amended Chapter 12 of the Texas Education Code (TEC) to create Districts of Innovations. Districts became eligible for designation if certain performance requirements were met and the district followed certain procedures for adoption as outlined in Statute. The designation provided districts the opportunity to be exempt from certain sections of the Texas Education Code that might inhibit the goals of the district as outlined in the locally adopted Innovation Plan.

ADMINISTRATIVE CONSIDERATION

- June 2017, the Board of Trustees approved the District of Innovation Plan as recommended by the District of Innovation Committee.
- July 2020, the Board of Trustees approved new district goals as required by House Bill 3.
- August 2020, the District of Innovation Committee met to review and approve the newly adopted district goals as part of the current District Improvement Plan.
- June 13, 2024, the District of Innovation Committee met to review and approve the newly amended plan.
- August 5, 2026, the District of Innovation Committee met to review and approve the plan for renewal.

ADMINISTRATIVE RECOMMENDATION

The administration recommends the board approve the District of Innovation Plan.

ACTION REQUIRED

Discussion

CONTACT PERSON

Ronald K. Jones

09-21-26



TYLER ISD
SUCCESSFUL STUDENT OUTCOMES

DISTRICT OF INNOVATION PLAN

Adopted June 19, 2017

Revised September 21, 2020

Renewed March 28, 2022

Revised August 1, 2024

Renewed October 19, 2026

Vision Statement:

We focus on successful student outcomes.

Introduction

House Bill 1842, passed during the 84th Legislative Session, allows Texas public schools with sufficient academic ratings to obtain exemptions from certain provisions of the Texas Education Code. The allowable exemptions are for those sections of code that do not apply to charter or private schools in an attempt to reduce the extra administrative or operational burdens placed on public schools.

To obtain exemptions, the District must create a Local Innovation Plan detailing the code requirements that inhibit the goals of the District and the benefits to the District expected from the exemption.

Term

The term of the plan will begin with Board approval, September 2026, and terminate at the end of the 2030-2031 school year, unless otherwise rescinded or renewed by the District of Innovation Committee and the Board of Trustees. The District of Innovation Committee will review the plan annually to confirm consistent alignment with the needs of the District. [Refer to Tyler ISD Board Policy AF].

**First Day of Instruction
(TEC 25.0811)**

TEC §25.0811 states that a school district may not begin student instruction before the 4th Monday of August.

I. Challenges Prior to District of Innovation

- A. Insufficient professional learning time.
- B. Texas Education Agency will require innovation plans instead of waivers for adjustments to the first and last day of school.
- C. Insufficient planning and preparation time before the first day of instruction and throughout the school year.
- D. Unequal instructional time in the fall and spring semesters.
- E. Unable to begin the year before the 4th Monday in August (especially when it falls late in the year, i.e. 8/28/17).
- F. Unable to end the year before Memorial Day, if reasonable and/or possible.
- G. Traditional calendars result in lost instructional time.
- H. District and college calendars are not aligned for dual credit/dual enrollment courses.
- I. Unnatural breaks throughout the school year.

II. Innovation Plan:

To allow for a school calendar that fits the local needs of our community, emphasizes active learning, college & career readiness, and social and emotional needs of students, Tyler ISD will:

- A. Provide Tyler ISD Board of Trustees the flexibility to consider beginning instruction prior to the fourth Monday in August and develop a school calendar that meets the needs of the district.
 - 1. This will enable Tyler ISD to improve active learning by balancing the amount of instructional time in each semester.
 - 2. This will allow teachers to better pace and deliver instruction before and after the winter break.
 - 3. Creates balanced instructional time before STAAR, EOC, AP exams, etc.
 - 4. Allows additional time for internships and industrial certification opportunities.
 - 5. Provides flexibility for specific campuses (based on innovative, choice accountability status, or other factors) to start earlier/end later.
- B. Tyler ISD will continue to involve stakeholders such as community members/groups, teaching staff, administrators, and parents to make recommendations to the Tyler ISD Board regarding the calendar.
 - 1. The start date will be no earlier than the 2nd Monday of August of each year.
 - 2. The committee will recommend a calendar that addresses student instruction paired with a focused professional development plan, meets/exceeds the statutorily required instructional minutes (75,600), along with traditions and expectations of the community.

Minimum Minutes of Instruction (TEC §25.081)

TEC §25.081 (HB 2610): For each school year, each school district must operate so that the district provides for at least 75,600 minutes of instruction, including intermissions and recesses.

I. Challenges Prior to District of Innovation

- A. Pre-Kindergarten students have an easier time transitioning into school if they are not arriving and dismissing at the same time as older students.
- B. Pre-Kindergarten teachers are able to more closely monitor their students with inflexible arrival and dismissal time.
- C. Pre-Kindergarten teachers are unable to access their full 45-minute planning time and duty-free lunch for half-day programs.
- D. High school students who attend alternative education setting often need a flexible schedule to manage their life circumstances.
- E. Flexibility for innovative adjustments and offerings are restricted.
- F. The Texas Education Agency is no longer offering a waiver to accommodate special programs such as Dropout Recovery programs.

II. Innovation Plan

- A. Pre-Kindergarten

The state requires 75,600 minutes for full day programming. For half-day programs such as Prekindergarten and the Preschool Program for Children with Disabilities (PPCD) the required minute requirement would be 37,800 minutes.

 - 1. Tyler ISD will offer a 210-minute school day for half-day programs.

This will allow each teacher to have a morning and an afternoon group of students along with their conference period and duty-free lunch within the regular school day. This 210-minute exemption will result in the students receiving 35,700 minutes of instruction during their half-day program.
 - 2. Tyler ISD will offer a 420-minute school day for full day programs.

This will allow the campus or district to create flexible schedules for Prekindergarten students' arrival and dismissal times to provide the greatest degree of supervision. A 420-minute day would provide 71,400 minutes.
- B. Dropout Prevention Program
 - 1. Dropout Prevention programs (for example RISE or innovative school structures) offer an alternative education program designed to meet the needs of non-traditional students. These programs offer opportunities for students to experience personalized or non-traditional educational environments, accelerate credit attainment, acquire credits at a faster rate, and mitigate credit deficiencies. RISE prevents students from dropping out of school by providing an alternate route to graduation for students who have not been successful in the traditional school due to special challenges. These challenges include (but are not limited to) parent or parenting students; over-age students; family hardships created by economic situations that result in the student having to work instead of attend school; being credit deficient for various reasons; and/or having difficulty passing STAAR End-of-Course exams.

2. Community members without high school diplomas have a lower earning power and require more community assistance than citizens who earn high school diplomas.
3. This exemption will allow Tyler ISD to offer dropout prevention programs, with fewer instructional minutes, designed to fit the needs of at-risk students or students who need an educational experience different from what is available in a comprehensive setting. The student's family and personal situation will determine the minutes per day of instruction and the type of instruction needed to accomplish student's academic goals.

Option A - Students will attend as few as 240 minutes per day; resulting in 40,800 instructional minutes per year.

Option B - Students will participate in a hybrid version where they will attend 240 minutes of instruction on campus and 34,800 minutes of instruction through virtual/online instruction.

Option C - Students will participate in 75,600 minutes of face-to-face instruction during the school day.

Minimum Attendance for Class Credit or Final Grade (the 90% rule)
(TEC §25.092)

TEC §25.092 a): Except as provided by this section, a student in any grade level from kindergarten through grade 12 may not be given credit or a final grade for a class unless the student is in attendance for at least 90 percent of the days the class is offered. (Board Policy Ref: FEC Attendance for Credit).

I. Challenges Prior to District of Innovation

- A. Limited student access to internships
- B. Limited student access to non-traditional extracurricular experiences
- C. Limited student access to field-based experiences and enrichment opportunities
- D. Lack of individualized learning plans and student schedule flexibility
- E. Limited blended learning and distance learning opportunities
- F. Limited opportunity to complete online coursework away from the campus

II. Innovation Plan

Tyler ISD will utilize local graduation plan procedures to establish off site internships, courses, and/or other organized learning opportunities that are of academic value that could be considered “in kind” seat time. In which case, the credit and or grade could be granted.

- A. The campus will convene an Individual Graduation Committee (IGC) to pre-approve the “in kind” hours. The principal has the final approval authority of each individualized plan.
- B. The Individual Graduation Committee (IGC) will be the final determining factor in granting credit or final grade.
- C. The student must demonstrate mastery of the content before he/she is granted credit or the final grade.

TEACHER CERTIFICATION: General Education
(TEC 21.003) (TEC 21.0032) (TEC 21.057)

TEC §21.003(a) states that a person may not be employed as a teacher by a school district unless the person holds an appropriate certificate or permit issued by the appropriate state agency. In the event a district cannot locate a certified teacher for a position, or a teacher is teaching a subject outside of their certification, the district must request emergency certification from the Texas Education Agency and/or State Board of Educator Certification.

TEC § 21.0032 prevents Districts from indefinitely utilizing DOI plans to hire uncertified teachers for core subjects. Restrictions are as follows:

- K–5 Math & Reading Bans: Beginning in the 2026–2027 school year, districts can no longer use DOI exemptions to hire uncertified teachers for kindergarten through 5th-grade math and reading.
- Foundational Exemption Sunset: By the 2027–2028 school year, all DOI exemptions for core foundational subjects (including science and social studies) are completely banned.
- Any existing uncertified foundational teacher hired under previous DOI rules must achieve full state certification by the 2029–2030 school year. The Board approved compliance extension plan will be followed during this multi-year transition.

TEC § 21.057 requires that a school district provide parental notification if the district assigns an inappropriately certified or uncertified teacher to the same classroom for more than 30 consecutive instructional days during the same school year.

I. Challenges Prior to District of Innovation

- A. A lack of highly qualified staff for innovative or hard to staff courses.
- B. Archaic, antiquated, and overregulated certification rules determined by traditional grade groupings.
- C. Regional and School Finance barriers such as location, salary ceilings, and other cost of living adjustments.
- D. Perception and support from state elected officials, regulatory statute, and bureaucratic rules as they influence overall impact on recruitment of quality staff.
- E. A lack of teachers with specialized certifications.
- F. Inability to hire subject-matter experts for specialized courses.
- G. Limited flexibility in scheduling and staff assignments.

II. Innovation Plan

Tyler ISD will continue its quest for highly effective educators.

- A. All decisions regarding teacher certification and assignments will be decided locally, to serve the needs of students, the district, and community.
- B. A campus principal may submit to the Superintendent and/or the Superintendent's Designee a request to allow a SBEC certified teacher to teach a *grade level* that is outside his/her state (SBEC) certification.
 - 1. The principal must specify in writing the reason for the request and document what credentials the SBEC certified teacher possesses that would qualify this individual to teach a grade level outside of his/her certification; along with the support that will be provided for the teacher.
 - 2. Emergency or financial situations creating the need for this assignment

should also be noted.

- C. The campus principal may submit to the Superintendent and/or the Superintendent's Designee a request to allow a SBEC certified teacher to teach *one subject* in a related field for which he/she is not certified.
 - 1. The principal must specify in writing the reason for the request and document what credentials the SBEC certified teacher possesses that would qualify this individual to teach a grade level outside of his/her certification; along with the support that will be provided for the teacher.
 - 2. Emergency or financial situations creating the need for this assignment should also be noted.

- D. Tyler ISD will allow District Teaching Certifications based on skills and experiences outside the traditional teacher certification pathway.
 - 1. An individual with certain qualifications who is not state certified as a teacher can be eligible to teach in areas not limited in House Bill 2 of the 89th Texas Legislative session under restriction TEC § 21.0032.
 - 2. A person seeking District Teaching Certifications should have the abilities and related knowledge/experience to fulfill the requirements of the position.
 - 3. The principal must submit to the Superintendent and/or the Superintendent's Designee, a request for District Teaching Certifications outlining all the individual's credentials/qualifications.
 - 4. Qualifications that may be considered include but are not limited to:
 - a. Professional work experience.
 - b. Formal training and education, including an associate's degree (CTE) and Bachelors/Masters/Doctoral Degrees.
 - c. Active professional relevant industry certification or registration.
 - d. Combination of work experience, training, and education.
 - e. Demonstration of successful experience working with students.
 - f. Bachelor's Degree may be waived in certain CTE courses
 - 5. The Superintendent and/or the Superintendent's Designee will then approve the request if he/she believes the individual possesses the knowledge, skills and experience required for the position and feels the individual could be an asset to students.
 - 6. An employee working under a District Teaching Certification will not receive a term contract but will work on a probationary contract.
 - 7. Determinations shall be made on a case-by-case basis.
 - 8. The Tyler ISD Board of Trustees will be notified no less than one (1) time per semester of the number of teachers who have District Teaching Certifications. Teacher certification waiver, state permit applications, notifications, or other paperwork will not be submitted to the Texas Education Agency, as the district will be exempt from notification regulations.
 - 9. An employee working under a District Teaching Certification will adhere to the same professional standards, ethics, and requirements of all certified teachers.
 - 10. An employee working under a District Teaching Certification will be appraised under the same teacher appraisal system as required of all certified teachers.

PROBATIONARY CONTRACTS (TEC 21.102(b))

TEC §21.102(b) states that a probationary contract may not exceed one year for a person who has been employed as a teacher in public education for at least five of the eight years preceding employment with the district.

I. Challenges Prior to District of Innovation

Five (5) months is not enough time to determine effectiveness for newly hired staff (who qualify for Chapter 21 contracts) before contract renewals are due in the Spring.

II. Innovation Plan

- A. For experienced teachers, counselors, librarians, or nurses new to Tyler ISD; that have been employed in a capacity that qualifies for a Chapter 21 contract (refer to qualifying positions per TEC 21.102) in public education for at least five of the eight previous years, the probationary period when becoming employed by Tyler ISD shall be for a period of two (2) years with probationary contracts issued for each of the two (2) years.
 - 1. Allowing sufficient time to evaluate the teacher's effectiveness in the classroom.
 - 2. Allowing for professional development to enhance professional growth.
- B. After the first (1) year of the probationary period in Tyler ISD, a teacher could have an opportunity to move into a term contract if he/she meets the following 5 criteria:
 - 1. A score of "Proficient" in 12 of the 16 Domains on the T-TESS.
 - 2. Student outcomes that indicate either
 - a. 60% of students met growth projections as indicated by the District's chosen assessment. (K-8th grade).
 - b. 60% of students met Level II or above standard for STAAR (3rd – EOC).
 - c. Locally developed student outcomes for non-core teachers.
 - 3. Attended all district and campus required Professional Development.
 - 4. Positive recommendation from the current campus principal.
 - 5. Concurrence from the office of the Chief of Staff and Deputy Superintendent of Administration.

**CLASS SIZE –Submitting waivers for Kindergarten – 4th Grade
(TEC 25.112) (TEC 25.113)**

TEC §25.112 requires districts to maintain a class size of 22 students or less for Kindergarten – 4th Grade classes.

TEC §25.113 requires district to notify parents of waivers or exceptions to class size limits.

I. Challenges Prior to District of Innovation

- A. Newcomers may be forced to attend schools that are not in their neighborhood.
- B. Classes are split several weeks after school starts; severing bonds between teachers and students.
- C. Highly effective and qualified teachers are difficult to find after school starts.
- D. The financial impact of hiring one teacher for one or two students over the ratio insignificant.
- E. Continued State control over the policies and procedures related to class-size rather than local control.

II. Innovation Strategies

It is the philosophy of Tyler ISD that lower class sizes have a positive impact on Kindergarten - 4th grade students and the district does not seek to unilaterally create larger class sizes. We believe, however, that appropriate class sizes can be monitored and maintained at the local level without the necessity of waivers from the Texas Education Agency.

- A. Class size ratios will be reported to the Tyler ISD Board of Trustees at a minimum of once per semester.
- B. Hiring decisions will be based on projected 22:1 ratios.
- C. Tyler ISD will make every effort to start each school year with enough teachers to establish a homeroom student/teacher ratio of 22:1 per Kindergarten - 4th grade homeroom class.
- D. Classrooms that reach a 23:1 ratio will be provided support through a paraprofessional position. This will allow incoming students to stay in their preferred or neighborhood schools rather than being transported to different campuses.
- E. If the student/teacher ratio averaged across a grade level needs to go over 24:1, parents of all students affected in each affected class will be notified.
- F. In the event that the class average across any given grade level (Kindergarten - 4) reaches 24:1 during the first grading period of the year or spring semester, Tyler ISD will actively seek an additional qualified teacher. Campus administration can make hiring decisions based on expertise and qualifications, rather than ratios.
- G. A teacher may be hired at any time during the school year, in accordance with district guidelines.
- H. A TEA waiver request and related notifications shall not be necessary when a Kindergarten- 4th classroom exceeds the 22:1 ratio, allowing the local school board to make the ultimate determination.

Grievance Policy
(Exemptions from Texas Education Code §§ 26A.001–26A.004 and § 26.011(a))

Benefit of the Exemption

Local practices and policies will allow the District to efficiently and effectively manage and respond to formal complaints or grievances from employees, parents, or community members.

Submitted to the board for approval is flexibility from Texas Education Code §§ 26A.001–26A.004 and from the language in Texas Education Code § 26.011(a) requiring a grievance procedure “that complies with Chapter 26A,” to allow Tyler ISD to maintain local control over its grievance policies, procedures, and timelines.

Chapter 26A establishes statewide grievance requirements, including extended timelines for filing complaints and appeals, opportunities to amend complaints and supplement the record during the grievance process, and other procedural requirements that may delay prompt resolution and make it more difficult to address concerns at the lowest appropriate administrative level.

Tyler ISD will follow its locally adopted grievance policies, including FNG(LOCAL), DGBA(LOCAL), and GF(LOCAL), which provide orderly procedures for parent, student, employee, and community complaints; require timely submission of grievances; support thorough documentation, investigation, review, and response; and allow the District to allocate administrative resources efficiently while resolving concerns as promptly and effectively as possible.

This exemption supports local control, timely problem-solving, transparent recordkeeping, accountability, and the Board’s ability to address grievance outcomes with the Superintendent as appropriate. This exemption does not exempt the District from requirements or authority of the Texas Commissioner of Education or the Texas Education Agency that are not subject to local exemption, including those referenced in Texas Education Code §§ 26A.001(f), 26A.001(h), and 26A.001(i).

Subject: Local Policies DGBA, FNG, and GF (First Reading)

BACKGROUND INFORMATION

TASB Policy and Legal Services regularly monitors federal and state authorities to identify changes in the legal framework for local school district governance and management.

Local policy revisions are listed below.

ADMINISTRATIVE CONSIDERATION

Localized Policy has been reviewed by the district administration to make corrections as needed that reflect the practices of the district and the intentions of the board.

DGBA(LOCAL): PERSONNEL-MANAGEMENT RELATIONS:
EMPLOYEE COMPLAINTS/GRIEVANCES
REVISED POLICY

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

GF(LOCAL): PUBLIC COMPLAINTS
REVISED POLICY

ADMINISTRATIVE RECOMMENDATION

The administration recommends the board review the revisions as it prepares to incorporate the Local policies into the district's Localized Policy Manual.

ACTION REQUIRED

First Reading

CONTACT PERSON

Lance Groppe, Ed.D.

09-21-26

PROPOSED POLICY: 8.14.2026

Note: This local policy has been revised in accordance with the District's innovation plan. [See AF(LOCAL)]

Complaints

In this policy, the terms "complaint" and "grievance" shall have the same meaning.

Other Complaint Processes

Employee complaints shall be filed in accordance with this policy, except as required by the policies listed below. Some of these policies require appeals to be submitted in accordance with DGBA after the relevant complaint process has been followed:

1. Complaints alleging discrimination, including violations of Title IX, Title VII (sex, race, color, religion, national origin), ADEA (age), or Section 504 (disability), shall be submitted in accordance with ~~the DIA-series~~.
2. Complaints alleging certain forms of harassment, including harassment by a supervisor and violation of Title VII, shall be submitted in accordance with ~~the DIA-series~~.
3. Complaints concerning retaliation ~~relating~~related to discrimination and harassment shall be submitted in accordance with ~~the DIA-series~~.
4. Complaints concerning instructional resources shall be submitted in accordance with the EF series.
5. Complaints concerning a commissioned peace officer who is an employee of the District shall be submitted in accordance with the CKE series.
6. Complaints concerning the proposed nonrenewal of a term contract issued under Chapter 21 of the Education Code shall be submitted in accordance with DFBB.
7. Complaints concerning the proposed termination or suspension without pay of an employee on a probationary, term, or continuing contract issued under Chapter 21 of the Education Code during the contract term shall be submitted in accordance with DFAA, DFBA, or DFCA.

Notice to Employees

The District shall inform employees of this policy through appropriate District publications.

PERSONNEL-MANAGEMENT RELATIONS
EMPLOYEE COMPLAINTS/GRIEVANCES

DGBA
(LOCAL)

Guiding Principles

Informal Process

The Board encourages employees to discuss their concerns with their supervisor, principal, or other appropriate administrator who has the authority to address the concerns. Concerns should be expressed as soon as possible to allow early resolution at the lowest possible administrative level.

Informal resolution shall be encouraged but shall not extend any deadlines in this policy, except by mutual written consent.

Direct
Communication with
Board Members

Employees shall not be prohibited from communicating with a member of the Board regarding District operations except when communication between an employee and a Board member would be inappropriate because of a pending hearing or appeal related to the employee.

Formal Process

An employee may initiate the formal process described below by timely filing a written complaint form.

Even after initiating the formal complaint process, employees are encouraged to seek informal resolution of their concerns. An employee whose concerns are resolved may withdraw a formal complaint at any time.

The process described in this policy shall not be construed to create new or additional rights beyond those granted by law or Board policy, nor to require a full evidentiary hearing or "mini-trial" at any level.

**Freedom from
Retaliation**

Neither the Board nor any District employee shall unlawfully retaliate against an employee for bringing a concern or complaint.

**Whistleblower
Complaints**

Whistleblower complaints shall be filed within the time specified by law and may be made to the Superintendent or designee beginning at Level Two. Timelines for the employee and the District set out in this policy may be shortened to allow the Board to make a final decision within 60 calendar days of the initiation of the complaint.
[See DG]

**Complaints Against
Supervisors**

Complaints alleging a violation of law by a supervisor may be made to the Superintendent or designee. Complaint forms alleging a violation of law by the Superintendent may be submitted directly to the Board or designee.

General Provisions

Filing

Complaint forms and appeal notices may be filed by hand-delivery, by electronic communication, including email and fax, or by U.S. Mail. Hand-delivered filings shall be timely filed if received by the appropriate administrator or designee by the close of business on the deadline. Filings submitted by electronic communication shall be timely filed if they are received by the close of business on the deadline, as indicated by the date/time shown on the electronic

PERSONNEL-MANAGEMENT RELATIONS
EMPLOYEE COMPLAINTS/GRIEVANCES

DGBA
(LOCAL)

communication. Mail filings shall be timely filed if they are postmarked by U.S. Mail on or before the deadline and received by the appropriate administrator or designated representative no more than three days after the deadline.

Scheduling
Conferences

The District shall make reasonable attempts to schedule conferences at a mutually agreeable time. If the employee fails to appear at a scheduled conference, the District may hold the conference and issue a decision in the employee's absence.

Response

At Levels One and Two, "response" shall mean a written communication to the employee from the appropriate administrator. Responses may be hand-delivered, sent by electronic communication to the employee's email address of record, or sent by U.S. Mail to the employee's mailing address of record. Mailed responses shall be timely if they are postmarked by U.S. Mail on or before the deadline.

Days

"Days" shall mean District business days, unless otherwise noted. In calculating timelines under this policy, the day a document is filed is "day zero." The following business day is "day one."

Representative

"Representative" shall mean any person who or an organization that does not claim the right to strike and is designated by the employee to represent him or her in the complaint process.

The employee may designate a representative through written notice to the District at any level of this process. The representative may participate in person or by telephone conference call. If the employee designates a representative with fewer than three days' notice to the District before a scheduled conference or hearing, the District may reschedule the conference or hearing to a later date, if desired, in order to include the District's counsel. The District may be represented by counsel at any level of the process.

Consolidating
Complaints

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

When two or more complaints are sufficiently similar in nature and remedy sought to permit their resolution through one proceeding, the District may consolidate the complaints.

Untimely Filings

All time limits shall be strictly followed unless modified by mutual written consent.

If a complaint form or appeal notice is not timely filed, the complaint may be dismissed, on written notice to the employee, at

PERSONNEL-MANAGEMENT RELATIONS
EMPLOYEE COMPLAINTS/GRIEVANCES

DGBA
(LOCAL)

	<p>any point during the complaint process. The employee may appeal the dismissal by seeking review in writing within ten<u>10</u> days from the date of the written dismissal notice, starting at the level at which the complaint was dismissed. Such appeal shall be limited to the issue of timeliness.</p>
Costs Incurred	<p>Each party shall pay its own costs incurred in the course of the complaint.</p>
Complaint and Appeal Forms	<p>Complaints and appeals under this policy shall be submitted in writing on a form provided by the District.</p> <p>Copies of any documents that support the complaint should be attached to the complaint form. If the employee does not have copies of these documents, they may be presented at the Level One conference. After the Level One conference, no new documents may be submitted by the employee unless the employee did not know the documents existed before the Level One conference.</p> <p>A complaint or appeal form that is incomplete in any material aspect may be dismissed but may be refiled with all the required information if the refiling is within the designated time for filing.</p>
Audio Recording	<p>As provided by law, an employee shall be permitted to make an audio recording of a conference or hearing under this policy at which the substance of the employee's complaint is discussed. The employee shall notify all attendees present that an audio recording is taking place.</p>
Level One	<p>Complaint forms must be filed:</p> <ol style="list-style-type: none">1. Within 15 days of the date the employee first knew, or with reasonable diligence should have known, of the decision or action giving rise to the complaint or grievance; and2. With the lowest level administrator who has the authority to remedy the alleged problem. <p>In most circumstances, employees on a school campus shall file Level One complaints with the campus principal; other District employees shall file Level One complaints with their immediate supervisor.</p> <p>If the only administrator who has authority to remedy the alleged problem is the Superintendent or designee, the complaint may begin at Level Two following the procedure, including deadlines, for filing the complaint form at Level One.</p> <p>If the complaint is not filed with the appropriate administrator, the receiving administrator must note the date and time the complaint</p>

PERSONNEL-MANAGEMENT RELATIONS
EMPLOYEE COMPLAINTS/GRIEVANCES

DGBA
(LOCAL)

form was received and immediately forward the complaint form to the appropriate administrator.

The appropriate administrator shall investigate as necessary and schedule a conference with the employee within ~~ten~~10 days after receipt of the written complaint. The administrator may set reasonable time limits for the conference.

Absent extenuating circumstances, the administrator shall provide the employee a written response within ~~ten~~10 days following the conference. The written response shall set forth the basis of the decision. In reaching a decision, the administrator may consider information provided at the Level One conference and any other relevant documents or information the administrator believes will help resolve the complaint.

Level Two

If the employee did not receive the relief requested at Level One or if the time for a response has expired, the employee may request a conference with the Superintendent or designee to appeal the Level One decision.

The appeal notice must be filed in writing, on a form provided by the District, within ~~ten~~10 days of the date of the written Level One response or, if no response was received, within ~~ten~~10 days of the Level One response deadline.

After receiving notice of the appeal, the Level One administrator shall prepare and forward a record of the Level One complaint to the Level Two administrator. The employee may request a copy of the Level One record.

The Level One record shall include:

1. The original complaint form and any attachments.
2. All other documents submitted by the employee at Level One.
3. The written response issued at Level One and any attachments.
4. All other documents relied upon by the Level One administrator in reaching the Level One decision.

The Superintendent or designee shall schedule a conference within ~~ten~~10 days after the appeal notice is filed. The conference shall be limited to the issues and documents considered at Level One. At the conference, the employee may provide information concerning any documents or information relied upon by the administration for the Level One decision. The Superintendent or designee may set reasonable time limits for the conference.

PERSONNEL-MANAGEMENT RELATIONS
EMPLOYEE COMPLAINTS/GRIEVANCES

DGBA
(LOCAL)

The Superintendent or designee shall provide the employee a written response within ~~ten~~10 days following the conference. The written response shall set forth the basis of the decision. In reaching a decision, the Superintendent or designee may consider the Level One record, information provided at the Level Two conference, and any other relevant documents or information the Superintendent or designee believes will help resolve the complaint.

Recordings of the Level One and Level Two conferences, if any, shall be maintained with the Level One and Level Two records.

Level Three

If the employee did not receive the relief requested at Level Two or if the time for a response has expired, the employee may appeal the decision to the Board.

The appeal notice must be filed in writing, on a form provided by the District, within ~~ten~~10 days of the date of the written Level Two response or, if no response was received, within ~~ten~~10 days of the Level Two response deadline.

The Superintendent or designee shall inform the employee of the date, time, and place of the Board meeting at which the complaint will be on the agenda for presentation to the Board.

The Superintendent or designee shall provide the Board the record of the Level Two appeal. The employee may request a copy of the Level Two record.

The Level Two record shall include:

1. The Level One record.
2. The notice of appeal from Level One to Level Two.
3. The written response issued at Level Two and any attachments.
4. All other documents relied upon by the administration in reaching the Level Two decision.

The appeal shall be limited to the issues and documents considered at Level Two, except that if at the Level Three hearing the administration intends to rely on evidence not included in the Level Two record, the administration shall provide the employee notice of the nature of the evidence at least three days before the hearing.

The District shall determine whether the complaint will be presented in open or closed meeting in accordance with the Texas Open Meetings Act and other applicable law. [See BE]

PERSONNEL-MANAGEMENT RELATIONS
EMPLOYEE COMPLAINTS/GRIEVANCES

DGBA
(LOCAL)

The presiding officer may set reasonable time limits and guidelines for the presentation, including an opportunity for the employee and administration to each make a presentation and provide rebuttal and an opportunity for questioning by the Board. The Board shall hear the complaint and may request that the administration provide an explanation for the decisions at the preceding levels.

In addition to any other record of the Board meeting required by law, the Board shall prepare a separate record of the Level Three presentation. The Level Three presentation, including the presentation by the employee or the employee's representative, any presentation from the administration, and questions from the Board with responses, shall be recorded by audio recording, video/audio recording, or court reporter.

The Board shall then consider the complaint. It may give notice of its decision orally or in writing at any time up to and including the next regularly scheduled Board meeting. If the Board does not make a decision regarding the complaint by the end of the next regularly scheduled meeting, the lack of a response by the Board upholds the administrative decision at Level Two.

STUDENT RIGHTS AND RESPONSIBILITIES
STUDENT AND PARENT COMPLAINTS/GRIEVANCES

FNG
(LOCAL)

PROPOSED REVISIONS: 8.14.2026

Note: This local policy has been revised in accordance with the District's innovation plan. [See AF(LOCAL)]

Complaints

In this policy, the terms "complaint" and "grievance" shall have the same meaning.

Other Complaint
Processes

Student or parent complaints shall be filed in accordance with this policy, except as required by the policies listed below. Some of these policies require appeals to be submitted in accordance with FNG after the relevant complaint process has been followed:

1. Complaints alleging discrimination or harassment based on race, color, religion, sex, national origin, age, or disability shall be submitted in accordance with ~~the FFH-series~~.
2. Complaints concerning dating violence shall be submitted in accordance with ~~the FFH-series~~.
3. Complaints concerning retaliation related to discrimination and harassment shall be submitted in accordance with ~~the FFH-series~~.
4. Complaints concerning bullying or retaliation related to bullying shall be submitted in accordance with FFI.
5. Complaints concerning failure to award credit or a final grade on the basis of attendance shall be submitted in accordance with FEC.
6. Complaints concerning expulsion shall be submitted in accordance with FOD and the Student Code of Conduct.
7. Complaints concerning any final decisions of the gifted and talented selection committee regarding selection for or exit from the gifted program shall be submitted in accordance with EHBB.
8. Complaints within the scope of Section 504, including complaints concerning identification, evaluation, or educational placement of a student with a disability, shall be submitted in accordance with FB and the procedural safeguards handbook.
9. Complaints within the scope of the Individuals with Disabilities Education Act, including complaints concerning identification, evaluation, educational placement, or discipline of a student with a disability, shall be submitted in accordance with EHBAE, FOF, and the procedural safeguards handbook

STUDENT RIGHTS AND RESPONSIBILITIES
STUDENT AND PARENT COMPLAINTS/GRIEVANCES

FNG
(LOCAL)

provided to parents of all students referred to special education.

10. Complaints concerning instructional resources shall be submitted in accordance with the EF series.
11. Complaints concerning a commissioned peace officer who is an employee of the District shall be submitted in accordance with the CKE series.
12. Complaints concerning intradistrict transfers or campus assignment shall be submitted in accordance with FDB.
13. Complaints concerning admission, placement, or services provided for a homeless student shall be submitted in accordance with FDC.
14. Complaints concerning disputes regarding a student's eligibility for free or reduced-priced meal programs shall be submitted in accordance with COB.

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

Notice to Students and Parents

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

Guiding Principles

Informal Process

The Board encourages students and parents to discuss their concerns with the appropriate teacher, principal, or other campus administrator who has the authority to address the concerns. Concerns should be expressed as soon as possible to allow early resolution at the lowest possible administrative level.

Informal resolution shall be encouraged but shall not extend any deadlines in this policy, except by mutual written consent.

Formal Process

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

Even after initiating the formal complaint process, students and parents are encouraged to seek informal resolution of their concerns. A student or parent whose concerns are resolved may withdraw a formal complaint at any time.

The process described in this policy shall not be construed to create new or additional rights beyond those granted by law or

STUDENT RIGHTS AND RESPONSIBILITIES
STUDENT AND PARENT COMPLAINTS/GRIEVANCES

FNG
(LOCAL)

	Board policy, nor to require a full evidentiary hearing or “mini-trial” at any level.
Freedom from Retaliation	Neither the Board nor any District employee shall unlawfully retaliate against any student or parent for bringing a concern or complaint.
General Provisions	Complaint forms and appeal notices may be filed by hand-delivery, by electronic communication, including email and fax, or by U.S. Mail. Hand-delivered filings shall be timely filed if received by the appropriate administrator or designee by the close of business on the deadline. Filings submitted by electronic communication shall be timely filed if they are received by the close of business on the deadline, as indicated by the date/time shown on the electronic communication. Mail filings shall be timely filed if they are postmarked by U.S. Mail on or before the deadline and received by the appropriate administrator or designated representative no more than three days after the deadline.
Filing	
Scheduling Conferences	The District shall make reasonable attempts to schedule conferences at a mutually agreeable time. If a student or parent fails to appear at a scheduled conference, the District may hold the conference and issue a decision in the student’s or parent’s absence.
Response	At Levels One and Two, “response” shall mean a written communication to the student or parent from the appropriate administrator. Responses may be hand-delivered, sent by electronic communication to the student’s or parent’s email address of record, or sent by U.S. Mail to the student’s or parent’s mailing address of record. Mailed responses shall be timely if they are postmarked by U.S. Mail on or before the deadline.
Days	“Days” shall mean District business days, <u>unless otherwise noted</u> . In calculating timelines under this policy, the day a document is filed is “day zero.” The following business day is “day one.”
Representative	“Representative” shall mean any person who or organization that is designated by the student or parent to represent the student or parent in the complaint process. A student may be represented by an adult at any level of the complaint. The student or parent may designate a representative through written notice to the District at any level of this process. If the student or parent designates a representative with fewer than three days’ notice to the District before a scheduled conference or hearing, the District may reschedule the conference or hearing to a later date, if desired, in order to include the District’s counsel. The District may be represented by counsel at any level of the process.

STUDENT RIGHTS AND RESPONSIBILITIES
STUDENT AND PARENT COMPLAINTS/GRIEVANCES

FNG
(LOCAL)

Consolidating
Complaints

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

The Superintendent or designee is authorized to take such actions as are reasonable and necessary to ensure the effective and efficient operation of the complaint process, which may include combining similar complaints, beginning the process at Level Two, offering a method of alternate dispute resolution, or other actions the Superintendent deems appropriate under the circumstances.

Untimely Filings

All time limits shall be strictly followed unless modified by mutual written consent.

If a complaint form or appeal notice is not timely filed, the complaint may be dismissed, on written notice to the student or parent, at any point during the complaint process. The student or parent may appeal the dismissal by seeking review in writing within ~~ten~~10 days from the date of the written dismissal notice, starting at the level at which the complaint was dismissed. Such appeal shall be limited to the issue of timeliness.

Costs Incurred

Each party shall pay its own costs incurred in the course of the complaint.

Complaint and
Appeal Forms

Complaints and appeals under this policy shall be submitted in writing on a form provided by the District.

Copies of any documents that support the complaint should be attached to the complaint form. If the student or parent does not have copies of these documents, copies may be presented at the Level One conference. After the Level One conference, no new documents may be submitted by the student or parent unless the student or parent did not know the documents existed before the Level One conference.

A complaint or appeal form that is incomplete in any material aspect may be dismissed but may be refiled with all the required information if the refiling is within the designated time for filing.

Level One

Complaint forms must be filed:

1. Within 15 days of the date the student or parent first knew, or with reasonable diligence should have known, of the decision or action giving rise to the complaint or grievance; and
2. With the lowest level administrator who has the authority to remedy the alleged problem.

STUDENT RIGHTS AND RESPONSIBILITIES
STUDENT AND PARENT COMPLAINTS/GRIEVANCES

FNG
(LOCAL)

In most circumstances, students and parents shall file Level One complaints with the campus principal.

If the only administrator who has authority to remedy the alleged problem is the Superintendent or designee, the complaint may begin at Level Two following the procedure, including deadlines, for filing the complaint form at Level One.

If the complaint is not filed with the appropriate administrator, the receiving administrator must note the date and time the complaint form was received and immediately forward the complaint form to the appropriate administrator.

The appropriate administrator shall investigate as necessary and schedule a conference with the student or parent within ~~ten~~10 days after receipt of the written complaint. The administrator may set reasonable time limits for the conference.

Absent extenuating circumstances, the administrator shall provide the student or parent a written response within ~~ten~~10 days following the conference. The written response shall set forth the basis of the decision. In reaching a decision, the administrator may consider information provided at the Level One conference and any other relevant documents or information the administrator believes will help resolve the complaint.

Level Two

If the student or parent did not receive the relief requested at Level One or if the time for a response has expired, the student or parent may request a conference with the Superintendent or designee to appeal the Level One decision.

The appeal notice must be filed in writing, on a form provided by the District, within ~~ten~~10 days of the date of the written Level One response or, if no response was received, within ~~ten~~10 days of the Level One response deadline.

After receiving notice of the appeal, the Level One administrator shall prepare and forward a record of the Level One complaint to the Level Two administrator. The student or parent may request a copy of the Level One record.

The Level One record shall include:

1. The original complaint form and any attachments.
2. All other documents submitted by the student or parent at Level One.
3. The written response issued at Level One and any attachments.

STUDENT RIGHTS AND RESPONSIBILITIES
STUDENT AND PARENT COMPLAINTS/GRIEVANCES

FNG
(LOCAL)

4. All other documents relied upon by the Level One administrator in reaching the Level One decision.

The Superintendent or designee shall schedule a conference within ~~ten~~10 days after the appeal notice is filed. The conference shall be limited to the issues and documents considered at Level One. At the conference, the student or parent may provide information concerning any documents or information relied upon by the administration for the Level One decision. The Superintendent or designee may set reasonable time limits for the conference.

The Superintendent or designee shall provide the student or parent a written response within ~~ten~~10 days following the conference. The written response shall set forth the basis of the decision. In reaching a decision, the Superintendent or designee may consider the Level One record, information provided at the Level Two conference, and any other relevant documents or information the Superintendent or designee believes will help resolve the complaint.

Recordings of the Level One and Level Two conferences, if any, shall be maintained with the Level One and Level Two records.

Level Three

If the student or parent did not receive the relief requested at Level Two or if the time for a response has expired, the student or parent may appeal the decision to the Board.

The appeal notice must be filed in writing, on a form provided by the District, within ~~ten~~10 days of the date of the written Level Two response or, if no response was received, within ~~ten~~10 days of the Level Two response deadline.

The Superintendent or designee shall inform the student or parent of the date, time, and place of the Board meeting at which the complaint will be on the agenda for presentation to the Board.

The Superintendent or designee shall provide the Board the record of the Level Two appeal. The student or parent may request a copy of the Level Two record.

The Level Two record shall include:

1. The Level One record.
2. The notice of appeal from Level One to Level Two.
3. The written response issued at Level Two and any attachments.

STUDENT RIGHTS AND RESPONSIBILITIES
STUDENT AND PARENT COMPLAINTS/GRIEVANCES

FNG
(LOCAL)

4. All other documents relied upon by the administration in reaching the Level Two decision.

The appeal shall be limited to the issues and documents considered at Level Two, except that if at the Level Three hearing the administration intends to rely on evidence not included in the Level Two record, the administration shall provide the student or parent notice of the nature of the evidence at least three days before the hearing.

The District shall determine whether the complaint will be presented in open or closed meeting in accordance with the Texas Open Meetings Act and other applicable law. [See BE]

The presiding officer may set reasonable time limits and guidelines for the presentation, including an opportunity for the student or parent and administration to each make a presentation and provide rebuttal and an opportunity for questioning by the Board. The Board shall hear the complaint and may request that the administration provide an explanation for the decisions at the preceding levels.

In addition to any other record of the Board meeting required by law, the Board shall prepare a separate record of the Level Three presentation. The Level Three presentation, including the presentation by the student or parent or the student's representative, any presentation from the administration, and questions from the Board with responses, shall be recorded by audio recording, video/audio recording, or court reporter.

The Board shall then consider the complaint. It may give notice of its decision orally or in writing at any time up to and including the next regularly scheduled Board meeting. If the Board does not make a decision regarding the complaint by the end of the next regularly scheduled meeting, the lack of a response by the Board upholds the administrative decision at Level Two.

PROPOSED POLICY: 08.14.2026

Complaints

Note: This local policy has been revised in accordance with the District's innovation plan. [See AF(LOCAL)]

In this policy, the terms "complaint" and "grievance" shall have the same meaning.

Other Complaint Processes

Complaints by members of the public shall be filed in accordance with this policy, except as required by the policies listed below. Some of these policies require appeals to be submitted in accordance with GF after the relevant complaint process:

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

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

Guiding Principles

Informal Process

The Board encourages the public to discuss concerns with an appropriate administrator who has the authority to address the concerns. Concerns should be expressed as soon as possible to allow early resolution at the lowest possible administrative level.

Informal resolution shall be encouraged but shall not extend any deadlines in this policy, except by mutual written consent.

Formal Process

An individual may initiate the formal process described below by timely filing a written complaint form.

Even after initiating the formal complaint process, individuals are encouraged to seek informal resolution of their concerns. An individual whose concerns are resolved may withdraw a formal complaint at any time.

The process described in this policy shall not be construed to create new or additional rights beyond those granted by law or Board policy, nor to require a full evidentiary hearing or "mini-trial" at any level.

PUBLIC COMPLAINTS

GF
(LOCAL)

Freedom from Retaliation	Neither the Board nor any District employee shall unlawfully retaliate against any individual for bringing a concern or complaint.
General Provisions	
Filing	Complaint forms and appeal notices may be filed by hand-delivery, by electronic communication, including email and fax, or by U.S. Mail. Hand-delivered filings shall be timely filed if received by the appropriate administrator or designee by the close of business on the deadline. Filings submitted by electronic communication shall be timely filed if they are received by the close of business on the deadline, as indicated by the date/time shown on the electronic communication. Mail filings shall be timely filed if they are postmarked by U.S. Mail on or before the deadline and received by the appropriate administrator or designated representative no more than three days after the deadline.
Scheduling Conferences	The District shall make reasonable attempts to schedule conferences at a mutually agreeable time. If the individual fails to appear at a scheduled conference, the District may hold the conference and issue a decision in the individual's absence.
Response	At Levels One and Two, "response" shall mean a written communication to the individual from the appropriate administrator. Responses may be hand-delivered, sent by electronic communication to the individual's email address of record, or sent by U.S. Mail to the individual's mailing address of record. Mailed responses shall be timely if they are postmarked by U.S. Mail on or before the deadline.
Days	"Days" shall mean District business days <u>-, unless otherwise noted.</u> In calculating timelines under this policy, the day a document is filed is "day zero." The following business day is "day one."
Representative	"Representative" shall mean any person who or organization that is designated by an individual to represent the individual in the complaint process. The individual may designate a representative through written notice to the District at any level of this process. If the individual designates a representative with fewer than three days' notice to the District before a scheduled conference or hearing, the District may reschedule the conference or hearing to a later date, if desired, in order to include the District's counsel. The District may be represented by counsel at any level of the process.
Consolidating Complaints	Complaints arising out of an event or a series of related events shall be addressed in one complaint. An individual shall not file separate or serial complaints arising from any event or series of events that have been or could have been addressed in a previous complaint.

PUBLIC COMPLAINTS

GF
(LOCAL)

Untimely Filings

All time limits shall be strictly followed unless modified by mutual written consent.

If a complaint form or appeal notice is not timely filed, the complaint may be dismissed, on written notice to the individual, at any point during the complaint process. The individual may appeal the dismissal by seeking review in writing within ~~ten~~10 days from the date of the written dismissal notice, starting at the level at which the complaint was dismissed. Such appeal shall be limited to the issue of timeliness.

Costs Incurred

Each party shall pay its own costs incurred in the course of the complaint.

Complaint and
Appeal Forms

Complaints and appeals under this policy shall be submitted in writing on a form provided by the District.

Copies of any documents that support the complaint should be attached to the complaint form. If the individual does not have copies of these documents, they may be presented at the Level One conference. After the Level One conference, no new documents may be submitted by the individual unless the individual did not know the documents existed before the Level One conference.

A complaint or appeal form that is incomplete in any material aspect may be dismissed but may be refiled with all the required information if the refileing is within the designated time for filing.

Level One

Complaint forms must be filed:

1. Within 15 days of the date the individual first knew, or with reasonable diligence should have known, of the decision or action giving rise to the complaint or grievance; and
2. With the lowest level administrator who has the authority to remedy the alleged problem.

If the only administrator who has authority to remedy the alleged problem is the Superintendent or designee, the complaint may begin at Level Two following the procedure, including deadlines, for filing the complaint form at Level One.

If the complaint is not filed with the appropriate administrator, the receiving administrator must note the date and time the complaint form was received and immediately forward the complaint form to the appropriate administrator.

The appropriate administrator shall investigate as necessary and schedule a conference with the individual within ~~ten~~10 days after

receipt of the written complaint. The administrator may set reasonable time limits for the conference.

Absent extenuating circumstances, the administrator shall provide the individual a written response within ~~ten~~10 days following the conference. The written response shall set forth the basis of the decision. In reaching a decision, the administrator may consider information provided at the Level One conference and any other relevant documents or information the administrator believes will help resolve the complaint.

Level Two

If the individual did not receive the relief requested at Level One or if the time for a response has expired, he or she may request a conference with the Superintendent or designee to appeal the Level One decision.

The appeal notice must be filed in writing, on a form provided by the District, within ~~ten~~10 days of the date of the written Level One response or, if no response was received, within ~~ten~~10 days of the Level One response deadline.

After receiving notice of the appeal, the Level One administrator shall prepare and forward a record of the Level One complaint to the Level Two administrator. The individual may request a copy of the Level One record.

The Level One record shall include:

1. The original complaint form and any attachments.
2. All other documents submitted by the individual at Level One.
3. The written response issued at Level One and any attachments.
4. All other documents relied upon by the Level One administrator in reaching the Level One decision.

The Superintendent or designee shall schedule a conference within ~~ten~~10 days after the appeal notice is filed. The conference shall be limited to the issues and documents considered at Level One. At the conference, the individual may provide information concerning any documents or information relied upon by the administration for the Level One decision. The Superintendent or designee may set reasonable time limits for the conference.

The Superintendent or designee shall provide the individual a written response within ~~ten~~10 days following the conference. The written response shall set forth the basis of the decision. In reaching a decision, the Superintendent or designee may consider the Level One record, information provided at the Level Two

conference, and any other relevant documents or information the Superintendent or designee believes will help resolve the complaint.

Recordings of the Level One and Level Two conferences, if any, shall be maintained with the Level One and Level Two records.

Level Three

If the individual did not receive the relief requested at Level Two or if the time for a response has expired, he or she may appeal the decision to the Board.

The appeal notice must be filed in writing, on a form provided by the District, within ~~ten~~10 days of the date of the written Level Two response or, if no response was received, within ~~ten~~10 days of the Level Two response deadline.

The Superintendent or designee shall inform the individual of the date, time, and place of the Board meeting at which the complaint will be on the agenda for presentation to the Board.

The Superintendent or designee shall provide the Board the record of the Level Two appeal. The individual may request a copy of the Level Two record.

The Level Two record shall include:

1. The Level One record.
2. The notice of appeal from Level One to Level Two.
3. The written response issued at Level Two and any attachments.
4. All other documents relied upon by the administration in reaching the Level Two decision.

The appeal shall be limited to the issues and documents considered at Level Two, except that if at the Level Three hearing the administration intends to rely on evidence not included in the Level Two record, the administration shall provide the individual notice of the nature of the evidence at least three days before the hearing.

The District shall determine whether the complaint will be presented in open or closed meeting in accordance with the Texas Open Meetings Act and other applicable law. [See BE]

The presiding officer may set reasonable time limits and guidelines for the presentation, including an opportunity for the individual and administration to each make a presentation and provide rebuttal and an opportunity for questioning by the Board. The Board shall

hear the complaint and may request that the administration provide an explanation for the decisions at the preceding levels.

In addition to any other record of the Board meeting required by law, the Board shall prepare a separate record of the Level Three presentation. The Level Three presentation, including the presentation by the individual or his or her representative, any presentation from the administration, and questions from the Board with responses, shall be recorded by audio recording, video/audio recording, or court reporter.

The Board shall then consider the complaint. It may give notice of its decision orally or in writing at any time up to and including the next regularly scheduled Board meeting. If the Board does not make a decision regarding the complaint by the end of the next regularly scheduled meeting, the lack of a response by the Board upholds the administrative decision at Level Two.