

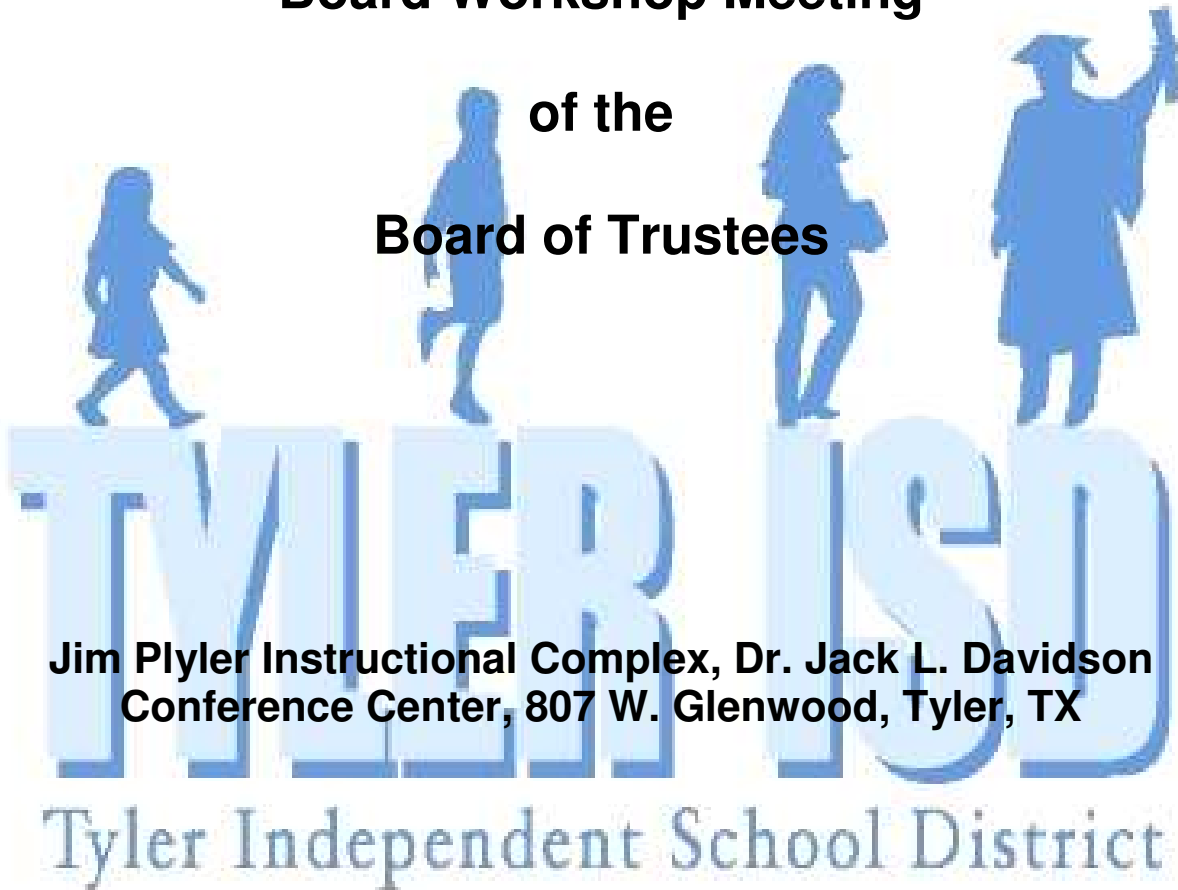
AGENDA

for the

Board Workshop Meeting

of the

Board of Trustees



**Jim Plyler Instructional Complex, Dr. Jack L. Davidson
Conference Center, 807 W. Glenwood, Tyler, TX**

**September 8, 2009
4:30 PM**

**NOTICE OF BOARD WORKSHOP MEETING OF THE
TYLER INDEPENDENT SCHOOL DISTRICT
BOARD OF TRUSTEES**

Notice is hereby given that on Tuesday, September 8, 2009, the Board of Trustees of the Tyler Independent School District will hold a Board Workshop meeting at 4:30 PM at the Jim Plyler Instructional Complex, Dr. Jack L. Davidson Conference Center, 807 W. Glenwood, Tyler, TX. 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 Mrs. Julie Delello, 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 BOARD WORKSHOP BOARD MEETING**

Tuesday, September 8, 2009 4:30 PM

Jim Plyler Instructional Complex, Dr. Jack L. Davidson Conference Center, 807 W. Glenwood, Tyler, TX

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. Action Items
 - A. District Evaluation Procedures (Addendum) 5
- IV. Discussion Item
 - A. Qualified School Construction Bonds 7
 - B. Adequate Yearly Progress / Accountability Update 8
 - C. Technology Update 9
 - D. Local Policy DIA (First Reading) 11
- 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 For the purpose of a private consultation with the board's attorney on all subjects or matter authorized by law.
 - 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.
 - IV. Consider legal advice regarding the purchase and sale agreement for the purchase of land and related action items.
 - B. Texas Government Code Section 551.074 For the purpose of considering the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee.
 - I. Consider hiring and accepting resignations of professional personnel.
 - II. Consider renewals, non-renewals and terminations of contracts for professional personnel. (To deliberate the appointment, employment, evaluation, reassignment, duties, and contracts of employees.)
- VI. Reconvene from Executive Session
- VII. Consider action on items discussed in Executive Session
 - A. Consider board approval of hiring, accepting resignations and/or terminations of professional personnel.

B. Consider renewals, non-renewals and terminations of contracts for professional personnel.

VIII. Adjournment

SUBJECT: District Evaluation Procedures (Addendum)

BACKGROUND INFORMATION

During the July Board meeting the District Evaluation Procedures were approved. However, considerations allowing department chairs or other campus teachers whose job description includes classroom observation responsibilities to conduct PDAS Appraisals were not included.

ADMINISTRATIVE CONSIDERATION

Chapter 150 of 19 TAC requires that the local board approve:

- 1) the district's evaluation procedures, including procedures for determining the selection of second appraisers and procedures concerning combining domain scores from first and second appraisals.
- 2) the district appraisal calendar
- 3) the district appraisers
- 4) the recommended appraisal process for St. Louis School-Wayne D. Boshears Center for Exceptional Programs

The district's procedures and calendars have been reviewed by the principals, DEIC, and central administration. The teacher appraisers have completed all PDAS training requirements and are certificated through ESC Region VII. Additional appraisers will be recommended to the board for approval when they have completed the training requirements. St. Louis School-Wayne D. Boshears Center for Exceptional Programs' appraisal processes have been recommended by their Campus Performance Objective Council (CPOC) and the District Planning Committee (DPC).

ADMINISTRATIVE RECOMMENDATION

The administration recommends the adoption of the evaluation procedures for the district as amended in V. Appraiser Qualification (150.1006), C.

ACTION REQUIRED

Board Approval

CONTACT PERSONS

Sharon Roy
Kelley Vannatta

09-08-09

V. Appraiser Qualification (150.1006)

- A. The teacher-appraisal process requires at least one appraiser.
- B. The teacher's supervisor shall conduct the teacher's appraisal and must hold a superintendent, mid-management (principal), or supervisor certification, or must hold comparable certificates established by the State Board for Educator Certification and be approved by the Board of Trustees. An appraiser other than the teacher's supervisor must be approved by the school district board of trustees, hold a valid teaching certificate, and have at least three years of pre-kindergarten, elementary, or secondary teaching experience.
- C. An appraiser who is a classroom teacher may not appraise the performance of another classroom teacher who teaches at the same school campus at which the appraiser teaches, **unless it is impractical because of the number of campuses or unless the appraiser is the chair of a department or grade-level whose job description includes classroom observation responsibilities.**
- D. Before conducting an appraisal, an appraiser must be certified by having satisfactorily completed uniform appraiser training, including required Instructional Leadership Training (ILT or ILD), with a trainer and curriculum approved by the commissioner of education. Periodic recertification and training shall be required and additional orientations shall be provided any time substantial changes occur in the PDAS.

Subject: Qualified School Construction Bonds

ADMINISTRATIVE CONSIDERATION

Information will be presented during the meeting.

ADMINISTRATIVE RECOMMENDATION

None at this time

ACTION REQUIRED

None Required

CONTACT PERSONS

Randy Reid, Ed. D.

09-08-09

Subject: Adequate Yearly Progress / Accountability Update

ADMINISTRATIVE CONSIDERATION

Information will be presented during the meeting.

ADMINISTRATIVE RECOMMENDATION

None at this time

ACTION REQUIRED

None Required

CONTACT PERSONS

Kim Tunnell
Karen Raney, Ed.D.

09-08-09

Subject: Technology Update

BACKGROUND INFORMATION

The Technology Services Department provides the hardware, software and support for all campuses and departments in order to meet the district's goals. The organizations and leaders that make up the department are:

Information Systems – Kevin Bogue, Coordinator of Information Systems

PEIMS – Ardi Garlock, PEIMS Coordinator

Network Services – Jason Keeling, Systems Engineer

Technology Service Center – Joseph Jacks, Coordinator of Technology Services

Graphics – Joal Fedor, Print Shop Coordinator

At the beginning of the 2007-2008 school year, Technology Services completed the consolidation of the district's file servers. Utilizing virtual server technology we consolidated over 40 campus servers down to 7 centrally located servers, provided individual student log in IDs and secure storage space for their work. Since that time, the number of virtual servers in TISD has grown considerably. We currently support 109 virtual servers in our network. Providing virtual servers has allowed the district to avoid the cost of buying additional hardware. The savings provided to our district by using this technology amounts to approximately \$374,000.00, plus reduced costs of electricity and travel time.

During this school year, we will again look at virtual desktops, thin client devices and netbooks for student and staff use. We experimented with this technology four years ago, but most of our instructional software would not work correctly in that environment. Today most of our programs are web enabled or are internet based and will work well on a virtual desktop. Netbooks and thin client devices are considerably less expensive to purchase and operate than a traditional desktop PC.

As we continue to strive to provide more cost effective, proactive and efficient service to our district, the Technology Services Department has begun to implement a set of best practice standards known in the technology industry as Information Technology Service Management (ITSM). ITSM first began to take shape in England in the 1980s. It has undergone a number of revisions since that time and is now being widely adopted around the globe. ITSM provides guidance without forcing a "one size fits all" approach to technology service. The core Technology Services staff members were provided initial training in ITSM during the 2008 – 2009 school year and additional training to be provided this year.

The ITSM approach has lead to a number of changes in the Technology Services Department. One of the major tenets of ITSM is the development of the Service Desk. The Service Desk acts as the single point of contact for all technology related requests. This relieves our customers of the burden of knowing who to call for a particular need and at the same time allows us to send the request to the single best resource to fulfill their requirements. In order to assist our staff to receive this service, we have reorganized our staff and implemented a new work order management system. The Eduphoria Help Desk application was selected as the new work order software after reviewing several work order programs. Eduphoria was selected because it provides an easy to use web interface that our staff was already familiar with, instant feedback to our users when the status of a work order changes, management reports to staff, optional satisfaction surveys when a work order is closed and there was no additional cost to the district.

ACTION REQUIRED

Information only

CONTACT PERSONS

John Orbaugh

09-08-09

Subject: Local Policy DIA

ADMINISTRATIVE CONSIDERATION

The District is required to designate a person to coordinate its efforts to comply with Title II of the Americans with Disabilities Act of 1990, which incorporates and expands upon the requirements of Section 504 of the Rehabilitation Act of 1973. Therefore, the District recommends the following individual for consideration:

H.T. Sanchez, Ed.D.
Executive Director of Instructional Support Services

ADMINISTRATIVE RECOMMENDATION

The administration recommends that the Board review the updated policy for incorporation in the District's policy manuals.

ACTION REQUIRED

First Reading

CONTACT PERSONS

Cecil McDaniel

09-08-09

Note: This policy addresses discrimination, harassment and retaliation involving District employees. In this policy, the term “employees” includes former employees and applicants for employment. For discrimination, harassment, and retaliation involving students, see FFH. For reporting requirements related to child abuse and neglect, see FFG.

STATEMENT OF
NONDISCRIMINATION

The District prohibits discrimination, including harassment, against any employee on the basis of race, color, religion, gender, national origin, age, disability, or any other basis prohibited by law. Retaliation against anyone involved in the complaint process is a violation of District policy.

DISCRIMINATION

Discrimination against an employee is defined as conduct directed at an employee on the basis of race, color, religion, gender, national origin, age, disability, or any other basis prohibited by law, that adversely affects the employee’s employment.

HARASSMENT

Prohibited harassment of an employee is defined as physical, verbal, or nonverbal conduct based on an employee’s race, color, religion, gender, national origin, age, disability, or any other basis prohibited by law, when the conduct is so severe, persistent, or pervasive that the conduct:

1. Has the purpose or effect of unreasonably interfering with the employee’s work performance;
2. Creates an intimidating, threatening, hostile, or offensive work environment; or
3. Otherwise adversely affects the employee’s performance, environment or employment opportunities.

EXAMPLES

Examples of prohibited harassment may include offensive or derogatory language directed at another person’s religious beliefs or practices, accent, skin color, gender identity, or need for workplace accommodation; threatening or intimidating conduct; offensive jokes, name calling, slurs, or rumors; physical aggression or assault; display of graffiti or printed material promoting racial, ethnic, or other stereotypes; or other types of aggressive conduct such as theft or damage to property.

SEXUAL
HARASSMENT

Sexual harassment is a form of sex discrimination defined as unwelcome sexual advances; requests for sexual favors; sexually motivated physical, verbal, or nonverbal conduct; or other conduct or communication of a sexual nature when:

EMPLOYEE WELFARE
FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION

DIA
(LOCAL)

1. Submission to the conduct is either explicitly or implicitly a condition of an employee's employment, or when submission to or rejection of the conduct is the basis for an employment action affecting the employee; or
2. The conduct is so severe, persistent, or pervasive that it has the purpose or effect of unreasonably interfering with the employee's work performance or creates an intimidating, threatening, hostile, or offensive work environment.

EXAMPLES

Examples of sexual harassment may include sexual advances; touching intimate body parts; coercing or forcing a sexual act on another; jokes or conversations of a sexual nature; and other sexually motivated conduct, communication, or contact.

RETALIATION

The District prohibits retaliation against an employee who makes a claim alleging to have experienced discrimination or harassment, or another employee who, in good faith, makes a report, serves as a witness, or otherwise participates in an investigation.

An employee who intentionally makes a false claim, offers false statements, or refuses to cooperate with a District investigation regarding harassment or discrimination is subject to appropriate discipline.

EXAMPLES

Examples of retaliation may include termination, refusal to hire, demotion, and denial of promotion. Retaliation may also include threats, unjustified negative evaluations, unjustified negative references, or increased surveillance.

PROHIBITED
CONDUCT

In this policy, the term "prohibited conduct" includes discrimination, harassment, and retaliation as defined by this policy, even if the behavior does not rise to the level of unlawful conduct.

REPORTING
PROCEDURES

An employee who believes that he or she has experienced prohibited conduct or believes that another employee has experienced prohibited conduct should immediately report the alleged acts. The employee may report the alleged acts to his or her supervisor or campus principal.

Alternatively, the employee may report the alleged acts to one of the District officials below.

DEFINITION OF
DISTRICT OFFICIALS

For the purposes of this policy, District officials are the Title IX coordinator, the ADA/Section 504 coordinator, and the Superintendent.

TITLE IX
COORDINATOR

Reports of discrimination based on sex, including sexual harassment, may be directed to the Title IX coordinator. The District des-

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DIA
(LOCAL)

ignates the following person to coordinate its efforts to comply with Title IX of the Education Amendments of 1972, as amended:

Name: Cecil McDaniel
Position: Deputy Superintendent
Address: 1319 New Sunnybrook Drive, Tyler, TX 75710
Telephone: (903) 262-1004

ADA / SECTION 504
COORDINATOR

Reports of discrimination based on disability may be directed to the ADA/Section 504 coordinator. The District designates the following person to coordinate its efforts to comply with Title II of the Americans with Disabilities Act of 1990, which incorporates and expands upon the requirements of Section 504 of the Rehabilitation Act of 1973:

Name: ~~Julie Delella~~ H. T. Sanchez
Position: ~~Coordinator of Student Intervention~~
Executive Director of Instructional Support Services
Address: 1319 New Sunnybrook Drive, Tyler, TX 75710
Telephone: (903) 262-1000

SUPERINTENDENT

The Superintendent shall serve as coordinator for purposes of District compliance with all other antidiscrimination laws.

ALTERNATIVE
REPORTING
PROCEDURES

An employee shall not be required to report prohibited conduct to the person alleged to have committed it. Reports concerning prohibited conduct, including reports against the Title IX coordinator or ADA/Section 504 coordinator, may be directed to the Superintendent.

A report against the Superintendent may be made directly to the Board. If a report is made directly to the Board, the Board shall appoint an appropriate person to conduct an investigation.

TIMELY REPORTING

Reports of prohibited conduct shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to promptly report may impair the District's ability to investigate and address the prohibited conduct.

NOTICE OF REPORT

Any District supervisor who receives a report of prohibited conduct shall immediately notify the appropriate District official listed above and take any other steps required by this policy.

INVESTIGATION OF
THE REPORT

The District may request, but shall not insist upon, a written report. If a report is made orally, the District official shall reduce the report to written form.

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(LOCAL)

Upon receipt or notice of a report, the District official shall determine whether the allegations, if proven, would constitute prohibited conduct as defined by this policy. If so, the District official shall immediately authorize or undertake an investigation, regardless of whether a criminal or regulatory investigation regarding the same or similar allegations is pending.

If appropriate, the District shall promptly take interim action calculated to prevent prohibited conduct during the course of an investigation.

The investigation may be conducted by the District official or a designee, such as the campus principal, or by a third party designated by the District, such as an attorney. When appropriate, the campus principal or supervisor shall be involved in or informed of the investigation.

The investigation may consist of personal interviews with the person making the report, the person against whom the report is filed, and others with knowledge of the circumstances surrounding the allegations. The investigation may also include analysis of other information or documents related to the allegations.

CONCLUDING THE
INVESTIGATION

Absent extenuating circumstances, the investigation should be completed within ten District business days from the date of the report; however, the investigator shall take additional time if necessary to complete a thorough investigation.

The investigator shall prepare a written report of the investigation. The report shall be filed with the District official overseeing the investigation.

DISTRICT ACTION

If the results of an investigation indicate that prohibited conduct occurred, the District shall promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the conduct.

The District may take action based on the results of an investigation, even if the conduct did not rise to the level of prohibited or unlawful conduct.

CONFIDENTIALITY

To the greatest extent possible, the District shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation and comply with applicable law.

APPEAL

A complainant who is dissatisfied with the outcome of the investigation may appeal through DGBA(LOCAL), beginning at the appropriate level.

EMPLOYEE WELFARE
FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION

DIA
(LOCAL)

The complainant may have a right to file a complaint with appropriate state or federal agencies.

RECORDS RETENTION Copies of reports alleging prohibited conduct, investigation reports, and related records shall be maintained by the District for a period of at least three years. [See CPC]

ACCESS TO POLICY This policy shall be distributed annually to District employees. Copies of the policy shall be readily available at each campus and the District administrative offices.