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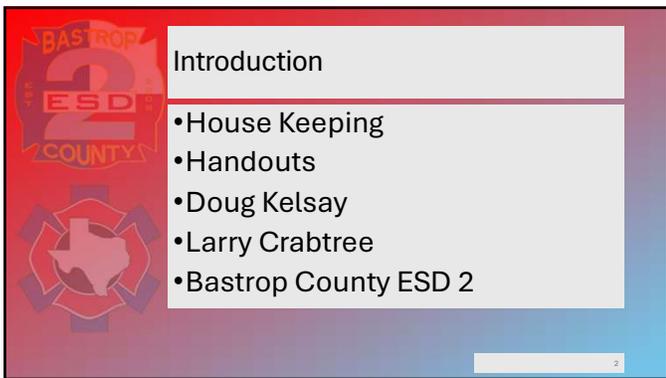
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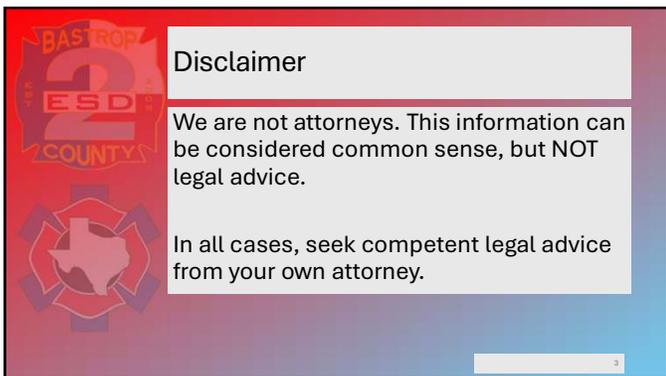
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**Goals**

- In one hour
  - Purpose of District Policies
  - Advantages / Disadvantages
  - Definition of “District Policies”
  - Formatting
  - Recommended Topics
  - Samples

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**Purpose of District Policies**

- Establish governing authority & intent
- Define roles, responsibilities, limits of authority
- Consistent framework for decision making
- Document standards & expectations
- Support legal compliance & risk management
- Preserve institutional knowledge
- Support financial stewardship & internal controls
- Reinforce the public trust in ESD’s governance

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**Advantages**

- Administrative workload
- Consistency & fairness
- Risk management & liability reduction
- Role clarity
- Financial controls
- Onboarding tool
- Transparency & public trust

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**Disadvantages**

- Administrative workload
- Stale policies
- Overly rigid
- Too much detail
- Legal drafting risk

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**Definition of “District Policies”**

District Policies are formal, written statements adopted by the governing board that establish the District’s governing principles, expectations, and limits of authority, and that guide decision-making, oversight, and accountability in carrying out the District’s mission.

They define what must be done and why, rather than how tasks are performed, and serve as the Board’s standing direction to those responsible for operations.

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**Formatting**

- Standardize your formatting system
- Allow for:
  - New policies
  - Removing / deleting policies
  - Editing / revising policies
- Maintain historical record
  - Public Information Act
  - Legal issues
- Consistency / Ease of use

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**Formatting**

**# General Divisions**

- #.# First-Level Subdivision**
- #.#.# Second Level Subdivision**
- #.#.#.# Policy Text**

*Cite:*  
*Ref:*  
*Cross-Ref:*

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**Formatting**

**1.20 Education and Continuing Education**

**1.20.1 Orientation for New Commissioners**  
Upon appointment, new commissioners are encouraged to become familiar with their role and responsibilities in the ...  
*[Adopted: \_\_\_/\_\_\_/\_\_\_]*

**1.20.2 Continuing Education**  
1.20.2.2 Within 90 days of taking office each Commissioner must complete an approved course of instruction regarding the Texas Public Information Act.  
*[Cite: Tex. Gov't Code § 552.012]*  
*[Adopted: \_\_\_/\_\_\_/\_\_\_]*

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**Citation, Reference & Cross-Reference**

- **Cite – Statutory, Regulatory, or Precedential Authority**
  - Includes references to controlling state or federal law, including statutes, regulations, and binding judicial decisions
- **Ref – External Guidance and Persuasive Authority**
  - Includes references to outside publications, Attorney General Opinions, or non-controlling case law that provide guidance but are not binding authority.
- **Cross-Ref – Internal ESD Policies and Documents**
  - Includes references to other policies, procedures, or governance documents adopted by the District.

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**Citation, Reference & Cross-Reference**

[Cite: LGC §775.034(d)]  
 [Ref: SAFE-D Commissioner Handbook (2008), p. 11]  
 [Cross-Ref: Policy 1.2.13 Board Committees]

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**Recommended General Topics**

- General District Information
- Board Education
- Code of Ethics, Conflicts of Interest, Nepotism
- Board Meetings
- Finance, Budgeting, Capitol Assets, Purchasing
- Notifications
- Record Retention & Destruction
- Amendments & Revisions

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**Recommended General Topics**

- Historical Documents
- Board Governance
- District Governance
- Personnel Rules & Regulations
- Compensation & Classification Plan
- Safety & Health
- Forms

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### Sample Policies

- Education & Continuing Education
- Delegation of Expenditure & Disbursement Authority
- Revisions to Policies
- District Organization
- Notifications Policy

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### Contact Information

Larry Crabtree  
[asst.treasurer@bastropesd2.org](mailto:asst.treasurer@bastropesd2.org)  
(844) 347-3373 Ext 704

Doug Kelsay  
[secretary@bastropesd2.org](mailto:secretary@bastropesd2.org)  
(844) 347-3373 Ext. 702

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