

**Carroll Independent School District  
Policy Review Committee**

**September 15, 2022  
4:30 p.m.  
CISD Administration Building  
2400 Carroll Ave,  
Southlake, TX 76092**

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**Meeting called by:** Dr. Tamy Smalskas

**Type of meeting:** Introductory Meeting of the Policy Review Committee

**Facilitator:** Dr. Tamy Smalskas

**Secretary:** Heather Curtis

**Chair:** Fred Stovall

**Attendees:**

Micala Bernardo  
Heather Curtis  
Pamela Francis  
Kristen Jenkins  
JoLyn Potenza  
Juan Saldivar  
Lisa Sammons  
Christy Stacy  
Fred Stovall

Janet Blackwell  
Stacie Bonner  
Stephaine Fuller  
Nikki Leonard  
Dr. Tamy Smalskas  
Alex Sexton  
Hannah Smith  
Dr. Lane Ledbetter

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***Minutes***

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1. Dr. Smalskas began the meeting of the Carroll ISD Policy Review Committee (**Committee**) at approximately 4:30 p.m.
2. Dr. Smalskas led the introduction of the members of the Carroll ISD Policy Review Committee (**Committee**). She discussed the general scope of activities of the Committee as established by the Carroll ISD Board of Trustees (**Board**) and the desired timetable regarding a revised Student Code of Conduct (**SCOC**).
3. The Committee determined that Fred Stovall will serve as Chair of the Committee.
4. The Committee determined that Heather Curtis will serve as Secretary of the Committee.
5. The Committee discussed its bylaws and determined that its meetings would be conducted informally, but if more formal rules with respect to a particular matter are deemed necessary by the Chair or elected by a majority of the Committee, Roberts Rules of Order will be used with respect to such matter.
6. The Committee discussed the scope of the advice it would provide to the Board of Trustees. After the discussion, the Committee determined that the scope of its advice would include:
  - Revision of the SCOC as a document separate from the Student Handbook.
  - Revision of the Student Handbook to align with the revised SCOC.
  - Additional periodic review and revision of the SCOC, the Student Handbook and any other policies as the committee determines so long as such policies are not more properly within the scope of another Carroll ISD committee.
7. The committee determined that the goal for completing the initial revision of the SCOC is November 18, 2022 so that the revised SCOC may be presented to the Board at the Board meeting currently scheduled on December 2, 2022.

8. The committee determined to annually review, revise, and propose an updated SCOC and Student Handbook by July prior to the new school year beginning in August.
9. The committee reviewed student codes of conduct used by other districts as well as the model student code of conduct prepared by the Texas Association of School Boards (**TASB**) and discussed the differences. The committee also began review of the TASB code of conduct which was annotated to reflect new laws passed during the most recent Texas legislative session.
10. The committee discussed its anticipated meeting schedule in light of the completion goal for the revised SCOC. The committee tentatively determined to schedule five future meetings that would occur on specific dates to be determined during the weeks of September 26, October 10, October 17, October 31, and November 7. The committee determined that Dr. Smalskas would poll the committee members for the most convenient dates for future meetings.
11. The committee determined that Dr. Smalskas would meet with Mr. Stovall as chair to prepare proposed agendas for future meetings.
12. The meeting ended at approximately 6:15 p.m.