



**Special Meeting Agenda
Tuesday, April 12, 2022
LEO Conference Center
300 S. West Dr.
Leander, TX 78641
6:15 PM**

During meetings of the Board of Trustees, we want to give our public access while providing a safe and secure environment. If you're planning to attend the meeting, please review the meeting protocols designed to help manage health, safety, decorum and citizen comments. The Board meeting protocols are available at <https://bit.ly/3DHAR4v>.

Note, the district has instituted a clear bag policy for members of the public at all Board meetings (see the link above for details).

Doors will open to the public at 5:30 PM.

Members of the public may access this meeting via live stream at <https://youtu.be/7U7OWa14Fqs>. Please note, this link will not be active until approximately 5 minutes before the scheduled meeting time.

This is a Special Meeting of the Board of Trustees. At Special meetings, Citizen Comments will be limited to topics listed on the agenda. Citizens wishing to address the Board of Trustees may do so in-person at the meeting location noted on the agenda. In order to address the Board, individuals must sign up online at <https://bit.ly/3JJU0WE>, between noon the day prior to the meeting and noon the day of the meeting. Citizens who need special accommodations or assistance with sign-up should contact the office of the Superintendent (512-570-0000) during regular business hours.

The notice of this meeting was posted in compliance with the Texas Open Meetings Act on April 8, 2022, at 3:55 PM.

The subjects to be discussed or considered or upon which any formal action may be taken are as listed below. Items do not have to be taken in the order shown on this meeting notice. Unless removed from the consent agenda, items identified within the consent agenda will be acted on at one time.

1. **CALL TO ORDER AND DECLARATION OF QUORUM**
2. **CITIZEN COMMENTS** (*Citizen comments will be limited to topics on the agenda. See the notes at the top of the agenda for instructions on how to sign up and details regarding speaking.*)
3. **DISCUSSION / ACTION ITEMS**
 - A. Discuss Board Policy Review 2
4. **CLOSED SESSION**
 - A. Texas Government Code 551.071: consultation with attorney regarding, pending or contemplated litigation, and/or attorney client privileged matter
5. **BOARD MEETING DEBRIEF**
6. **ADJOURNMENT**

If, during the course of the meeting, discussion of any item on the agenda should be held in a closed meeting, the board will conduct a closed meeting in accordance with the Texas Open Meetings Act, Government Code, Chapter 551, Subchapters D and E or Texas Government Code section 418.183(f). Before any closed meeting is convened, the presiding officer will publicly identify the section or sections of the Act authorizing the closed meeting. All final votes, actions, or decisions will be taken in open meeting. [See BEC(LEGAL)]

Leander ISD Board Meeting Agenda Item Information

Meeting Date: Tuesday, April 12, 2022

Agenda Item: Discuss Policy Updates
Purpose (this meeting): Discussion Item/Report Only Action Requested
Administrator Responsible: Eric Narcisse, Texas Association of School Boards Assistant Director of Policy Service
Attachments: Board Policy Review Session

Background Information:

The Board of Trustees will meet with the Assistant Director for Policy Service from the Texas Association of School Boards to discuss the policy manual structure including key policies related to business operations, personnel, instruction, students and the community. This is intended to also gain feedback from the Board of Trustees.

Administrative Recommendation:

N/A

Sample Motion:

N/A

Introduction to Policy Making and Policy Maintenance for Board Members

Eric Narcisse

Assistant Director, Policy Service
Texas Association of School Boards
eric.narcisse@tasb.org
policy.tasb.org
800.580.7529



This information is provided for educational purposes only to facilitate a general understanding of the law or other regulatory matter. This information is neither an exhaustive treatment on the subject nor is this intended to substitute for the advice of an attorney or other professional adviser. Consult with your attorney or professional adviser to apply these principles to specific fact situations.



Training Objectives

The attendee will:

- Become more familiar with TASB and Policy Service resources;
- Receive an overview of the policy manual's structure;
- Gain an understanding of the purpose of administrative regulations;
- Understand the reasons for and logistics of policy changes;
- Discuss key policies related to business operations, personnel, instruction, students, and the community;
- Compare practices in key areas with current policy; and
- Discuss potential policy revisions, additions, and deletions.

Some Terms to Know

- **Policy consultant/analyst:** The representative in TASB Policy Service who is assigned to assist your district in preparing drafts and to answer questions related to board policy.
- **Policy contact:** The district employee assigned by the superintendent to serve as the policy liaison with TASB's policy consultant.
- **Starting Points:** Policy development worksheets that assist in drafting text for emerging, complex policy issues.
- **Policy Alerts:** Timely advisories that detail pertinent issues or changes in law affecting school district policy decisions or that provide reminders to districts about key actions related to policies.
- **Legal Tips:** Provides practical legal advice about certain policy topics that affect school districts by identifying common legal concerns regarding specific sections of policy and gives legal guidance to assist districts with implementing local policy. In a numbered update, a **Legal Issues Memo** is included that provides guidance regarding policy topics included in the update.
- **Regulations Resource Manual:** A collection of model administrative regulations/procedures developed to complement school districts' legal and local policies.
- **myTASB:** A platform on the TASB website accessible to the superintendent, superintendent's secretary, and the district's designated policy contact. It gives the user access to information and resources that are vital to providing policy maintenance responsibilities.



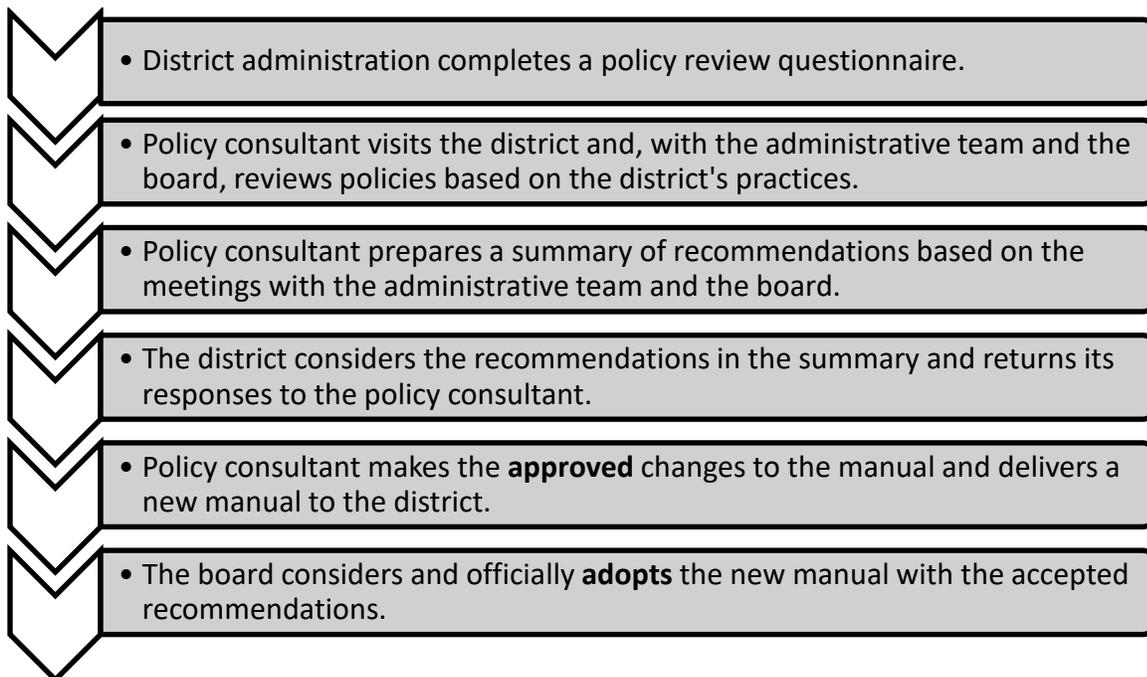
How Can My Policy Consultant Assist?

TASB policy consultants provide individualized services for your district by:

- Answering policy questions;
- Consulting via telephone and e-mail;
- Providing sample policies;
- Drafting policy language before it is presented to the board;
- Conduct trainings and workshops in-district; and
- Facilitating policy review sessions.

Steps of the Policy Review Session

TASB policy consultants provide individualized services for your district. Here's how:



The Board’s Governance Role

According to Education Code 11.151(b) “[t]he trustees as a body corporate have the exclusive power and duty to govern and oversee the management of the public schools of the district.

Governance: The act of making decisions that provide direction, define expectations, grant power and authority, and evaluate outcomes.

The Board and Policy

“A district is **governed** by a board of trustees who, as a body corporate, shall oversee the management of the district and ensure that the superintendent implements and monitors plans, procedures, programs, and systems to achieve appropriate, clearly defined, and desired results in the major areas of district operations.” *Education Code 11.051(a)*

- Hiring and evaluating the superintendent
- Adopting the budget
- Establishing the tax rate
- Establishing district goals
- Adopting policy

See also BAA(LEGAL).

Public Policy vs. Board Policy

Public Policy	Board Policy
Public policy describes the general philosophy under which the board operates, including the values and beliefs that guide the board’s actions, decisions, and interactions with staff, students, and community. Expressed through budget, curriculum, staffing, and resolutions.	Board policy includes the necessary mandates, authorizations, and legally required choices necessary to run the district. Adopted by the board and maintained in the manual.



The Superintendent and Policy

The superintendent is the educational leader and the chief executive officer of the school district.

Legal citation: *Education Code 11.201(a)*

Some examples of the superintendent's duties include:

- Collaborating with the board
- Preparing the budget
- Making employment recommendations
- Managing district operations
- Developing regulations and recommending policy

See also BJA(LEGAL).

(LEGAL) and (LOCAL) Policies

- The (LEGAL) policies reflect federal laws, state laws, and state and federal rules.
- The (LOCAL) policies reflect the decisions of the school board.
- Base versions reflect standard policy statements that are common to many districts.
- Unique policies are those policies that the district has modified or policies that are developed to meet specific district needs.

Why Is This (LOCAL) Policy Here?

- It is in response to a legal requirement. **Example: EHBAF(LOCAL)**
- It reduces potential legal risk. **Example: DIA(LOCAL)**
- It declares a district's choice among district options. **Example: EHBAF(LOCAL)**
- It clarifies administrative authority. **Example: CH(LOCAL)**
- It codifies board operating procedures. **Example: BE(LOCAL)**
- It is a controversial issue. **Example: FNCA(LOCAL)**



Administrative Regulations or Procedures

Administrative regulations or procedures are guidelines or plans based on district policy but left to administrative discretion in development and implementation.

They are dynamic by nature and should be reviewed by the board but not adopted.

Examples of administrative regulations or procedures:

- Student handbooks
- Employee handbooks
- Business procedures
- Graduation procedures
- Grading guidelines

Questions to consider when determining whether to use a regulation or (LOCAL) policy:

- | | | |
|---|----------------------------|-------------------------|
| • Does the law require the provision? | REGULATION | LOCAL policy |
| • Does it express a district goal? | REGULATION | LOCAL policy |
| • Would it need to be changed quickly? | REGULATION | LOCAL policy |
| • Where will constituents look for info? | Depends on district | |
| • Is it an extremely controversial issue? | REGULATION | LOCAL policy |

TASB Numbered Updates

These updates to both the (LEGAL) and (LOCAL) policies are initiated by TASB Policy Service in response to changes in the following:

- Texas law
- Federal law
- Case law (both state and federal)
- State Board of Education rules
- Commissioner's rules
- Texas Attorney General's opinions
- Other applicable changes to Texas Administrative Code



Local District Updates (LDUs)

Local district updates are initiated by the district when there are changes in the following:

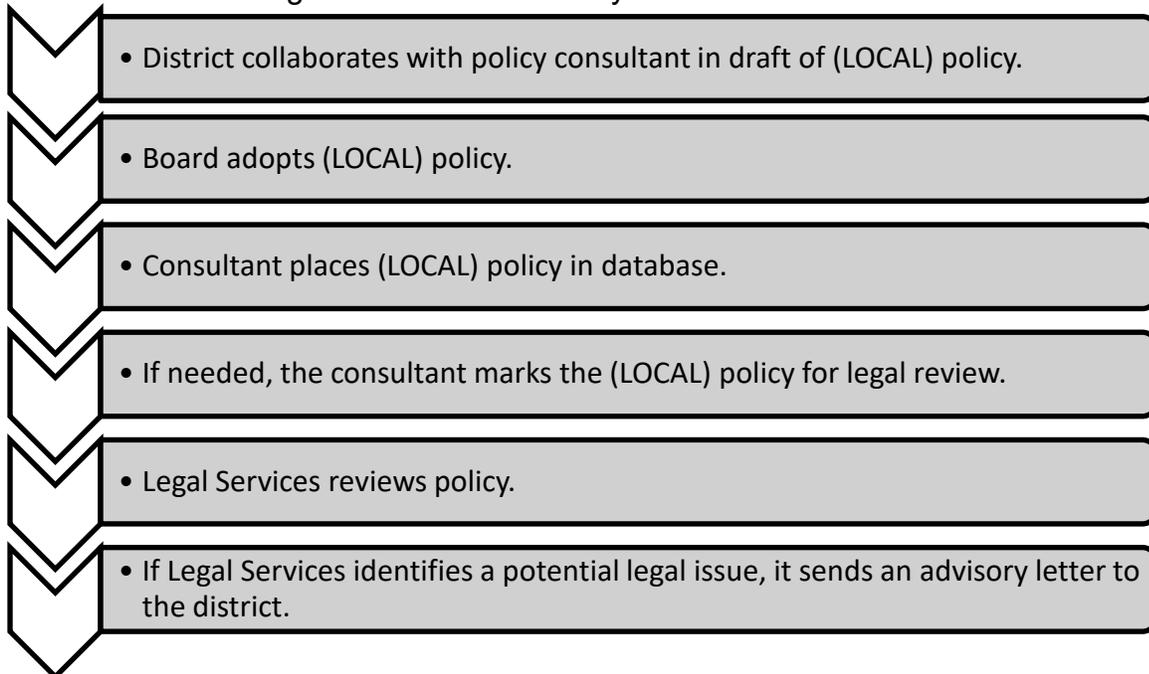
- Local district practices
- Local district choices
- District response to statute

When initiating a local district update, the district should:

- Evaluate the need for a new policy or revision.
- Review the issue in light of the district's mission statement and goals.
- Request drafts or samples from your assigned TASB policy consultant.
- Collaborate with your assigned TASB policy consultant to finalize drafts.
- Present the new or revised policy to the board for consideration.

Legal Review

If the policy consultant makes the determination, a district's adopted (LOCAL) policy would be sent to Legal Services so attorneys could review the text.



Tips to Keeping Policy and Regulations Current

- Act on numbered updates in a timely fashion to avoid legal risks and inconsistency within manual and other district documents.
- Review administrative procedures (e.g., student handbook, employee handbook, etc.) to ensure accuracy and relevance.
- Ensure any changes in practices are captured in policy or regulation.
- Revisit the district's mission statement and goals.

Online Resources

- Public-facing web pages:
 - Policy Service: Frequently Asked Questions
<https://www.tasb.org/Services/Policy-Service/Frequently-Asked-Questions-FAQs.aspx>
 - TASB School Law eSource
<https://www.tasb.org/Services/Legal-Services/TASB-School-Law-eSource.aspx>
- myTASB: Policy Service Resource Library
 - *Policy Reference Manual*
 - *The Board Member's Guide to Policy*
 - Legal Service's Policy Development Tips
 - Policy Manual Update Resources
 - *Vantage Points*
 - Local policy video and transcripts
 - *Legal Issues Memo*



LEANDER ISD

POLICY REVIEW SESSION Board Meeting

April 12, 2022

Eric Narcisse

Assistant Director for Update Research and Development

Texas Association of School Boards

This document is provided for educational purposes only and contains information to facilitate a general understanding of the law. It is not an exhaustive treatment of the law on this subject nor is it intended to substitute for the advice of an attorney. It is important for you to consult with your own attorneys in order to apply these legal principles to specific fact situations.



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PROPOSED REVISIONS

Vision Statement

The #1LISD community cultivates each student individually to produce the most sought after creators of our future world.

Mission Statement

We will cultivate each individual student by:

- Knowing and appreciating them
- Creating a safe and supportive environment to nurture their personal growth
- Partnering with each family

Philosophy

~~The philosophy of the District is to provide a learning environment that will encourage students to become thinking, feeling, creative, healthy, contributing members of society. Trustees, administrators, and teachers, as well as other District employees, shall dedicate their efforts toward providing each student with intellectually stimulating instruction of the highest quality together with the individual guidance required to develop the student's academic, aesthetic, and occupational talents.~~

~~The District recognizes that people are more alike than different in their basic needs for growth and development. The powers of thought and reason, however, cause people to seek to fulfill these needs in significantly different ways and to different degrees. Therefore, the District is committed to providing an educational program that meets the general and specialized needs of its students through a curriculum recognizing the unique characteristics of learners and the need for learners to assume as much responsibility for learning as their maturity allows.~~

~~It lies neither within the District's ability nor its desire to substitute itself for or supplant the guidance and love of the student's family. The District gladly accepts the opportunity, within the bounds of the school system, to help every student experience the power, richness, and beauty of this world. The District shall help every student develop an understanding of, and respect for, the integrity, opinions, and ambitions of others.~~

Vision

~~Every student is encouraged, supported, and challenged to achieve the highest levels of knowledge, skills, and character.~~

Principles of Ethical Behavior

~~The following major ethical principles form a philosophical judgment and define the moral duties and virtues implicit in ethical behavior. The District is committed to the principles of:~~

- ~~1.—Honesty~~
- ~~2.—Integrity~~

- ~~3.— Promise keeping~~
- ~~4.— Loyalty~~
- ~~5.— Fairness~~
- ~~6.— Caring/concern for others~~
- ~~7.— Respect for others~~
- ~~8.— Law abidance/civic duty~~
- ~~9.— Pursuit of excellence~~
- ~~10.— Accountability~~

Graduate Profile

~~The graduate profile describes the goals and objectives for District graduates to obtain and are listed below.0:~~

- ~~1.— To be an effective communicator, each District graduate:
 - ~~a.— Reads for a variety of purposes and applies reading skills to real life situations.~~
 - ~~b.— Uses a range of writing styles effectively and appropriately for purpose, situation, and audience.~~
 - ~~c.— Listens attentively and critically for a variety of purposes and responds to speakers appropriately.~~
 - ~~d.— Uses effective speaking strategies for a variety of purposes and settings.~~~~
- ~~2.— Each District graduate is academically prepared to:
 - ~~a.— Use mathematics, science, and social studies as tools for problem-solving, communicating, and reasoning.~~
 - ~~b.— Use the literary, visual, and performing arts to enrich his or her daily life.~~~~
- ~~3.— To be a responsible citizen, each District graduate:
 - ~~a.— Understands the nature of economics as it applies to everyday living.~~
 - ~~b.— Actively contributes to community or school service organizations.~~
 - ~~c.— Makes and evaluates decisions based on ethical principles.~~
 - ~~d.— Understands world issues, identifies the rights and obligations of citizens, and participates in the democratic process.~~~~

- 4. ~~To be a productive learner, each District graduate:~~
 - a. ~~Applies the self-management skills of goal-setting, time management, and continuous improvement.~~
 - b. ~~Demonstrates skill in resource management to allocate money, materials, space, and people.~~
 - c. ~~Manages information by acquiring and evaluating data, organizing and maintaining records, using technology to process information, selecting equipment and tools, and using research skills.~~
 - d. ~~Uses critical and creative thinking to solve problems.~~
- 5. ~~Each District graduate:~~
 - a. ~~Makes wise career decisions based on self-knowledge, educational and occupational exploration, and career planning.~~
 - b. ~~Fosters personal health and self-esteem.~~
 - c. ~~Demonstrates interpersonal skills needed to work effectively in teams, manage conflict, lead in community and business, and be an effective parent.~~

Strategic Objectives

~~0. Strategic objectives of the District are to:~~

~~Training / Staff
Development~~

~~1. Improve processes to support orientation and ongoing high-quality training and education for all District staff.~~

~~Data Analysis~~

~~2. Improve processes to provide, analyze, and use data throughout the system for informed decision-making.~~

~~Curriculum~~

~~3. Develop and improve relevant and challenging curricula and learning opportunities that promote motivation to learn and achieve the graduate profile.~~

~~Efficiency Issues~~

~~4. Support the District's purpose by continually improving the effective and efficient use of system resources.~~

~~'Parenting' /
Preschool
Partnering~~

~~5. Partner with parents and other agencies in developing, nurturing, and maintaining children who value education.~~

~~Communications~~

~~6. Develop and improve processes to communicate relevant information among Board, parents, students, staff, and community to support the District's purpose and vision.~~

EDUCATIONAL PHILOSOPHY

AE
(LOCAL)

~~Discipline /
Character
Development~~

~~7. Develop and improve a proactive system which expects and supports responsible student behavior and character development.~~

~~Facilities~~

~~8.1. Provide safe, secure, and comfortable facilities conducive to productivity and learning for a rapidly growing student population.~~

PROPOSED REVISIONS

Membership	The Board shall consist of seven members.
Method of Election	Election of Board members shall be at large, by place.
Election Date	General election of Board members shall be on the November uniform election date.
Terms and Election Schedule	Board members shall be elected for four-year terms, with elections conducted biennially, as follows: Places 1, 2, 6, and 7 The election for places 1, 2, 6, and 7 shall be held in 2018 , 2022, 2026, <u>2028</u> , and in four-year intervals thereafter. Places 3, 4, and 5 The election for places 3, 4, and 5 shall be held in 2020 , 2024, 2028, <u>2030</u> , and in four-year intervals thereafter.
Method of Voting	To be elected, a candidate must receive more votes than any other candidate for the place.
Plurality	

Comment: Is the Place 5 position an election to fill an unexpired term and it is on the 2024 rotation?

SUPERINTENDENT
QUALIFICATIONS AND DUTIES

BJA
(LOCAL)

Duties

In addition to responsibilities specifically provided by law or in the Superintendent's contract, the Superintendent shall provide educational leadership, demonstrate district management, and maintain positive Board and community relations.

Educational
Leadership

To provide leadership and direction for the development of an educational system that is based on the needs of students, on standards of excellence and equity, and on community goals, the Superintendent shall:0)

1. Establish effective mechanisms for communication to and from staff in instructional evaluation, planning, and decision making.
2. Oversee annual planning for instructional improvement and monitor for effectiveness.
3. Ensure that goals and objectives form the basis of curricular decision making and instruction and communicate expectations for high achievement.
4. Ensure that appropriate data are used in developing recommendations and making decisions regarding the instructional program and resources.
5. Oversee a system for regular evaluation of instructional programs, including identifying areas for improvement, to attain desired student achievement.
6. Oversee student services, including health and safety services, counseling services, and extracurricular programs, and monitor for effectiveness.
7. Oversee a discipline management program and monitor for equity and effectiveness.
8. Encourage, oversee, and participate in activities for recognition of student efforts and accomplishments.
9. Oversee a program of staff development and monitor staff development for effectiveness in improving district performance.
10. Stay abreast of developments in educational leadership and administration.

District
Management

To demonstrate effective planning and management of District administration, finances, operations, and personnel, the Superintendent shall:0.

SUPERINTENDENT
QUALIFICATIONS AND DUTIES

BJA
(LOCAL)

1. Implement and oversee a planning process that results in goals, targets, or priorities for all major areas of District operations, including facilities maintenance and operations, transportation, and food services.
2. Monitor effectiveness of District operations against appropriate benchmarks.
3. Oversee procedures to ensure effective and timely compliance with all legal obligations, reporting requirements, and policies.
4. Ensure that key planning activities within the District are coordinated and are consistent with Board policy and applicable law and that goals and results are communicated to staff, students, and the public as appropriate.
5. Oversee a budget development process that results in recommendations based on District priorities, available resources, and anticipated changes to district finances.
6. Oversee budget implementation to ensure appropriate expenditure of budgeted funds, to provide for clear and timely budget reports, and to monitor for effectiveness of the process.
7. Ensure that District investment strategies, risk management activities, and purchasing practices are sound, cost-effective, and consistent with District policy and law.
8. Maintain a system of internal controls to deter and monitor for fraud or financial impropriety in the District.
9. Ensure that the system for recruiting and selection results in personnel recommendations based on defined needs, goals, and priorities.
10. Organize District staff in a manner consistent with District priorities and resources and monitor administrative organization at all levels for effectiveness and efficiency.
11. Oversee a performance appraisal process for all staff that reinforces a standard of excellence and assesses deficiencies; ensure that results are used in planning for improvement.
12. Administer a compensation and benefits plan for employees based on clearly defined goals and priorities.
13. Encourage, oversee, and participate in staff recognition and support activities.

SUPERINTENDENT
QUALIFICATIONS AND DUTIES

BJA
(LOCAL)

14. Oversee a program for staff retention and monitor for effectiveness.

Board and
Community
Relations

To maintain positive and professional working relationships with the Board and the community, the Superintendent shall:

1. Keep the Board informed of significant issues as they arise, using agreed upon criteria and procedures for information dissemination.
2. Respond in a timely and complete manner to Board requests for information that are consistent with Board policy and established procedures.
3. Provide recommendations and appropriate supporting materials to the Board on matters for Board decision.
4. Articulate and support Board policy and decisions to staff and community.
5. Direct a proactive program of internal and external communication at all levels designed to improve staff and community understanding and support of the District.
6. Establish mechanisms for community and business involvement in the schools and encourage participation.
7. Work with other governmental entities and community organizations to meet the needs of students and the community in a coordinated way.

Delegation

To the extent permitted by law, the Superintendent may delegate responsibilities to other employees of the District but shall remain accountable to the Board for the performance of all duties, delegated or otherwise.

PROPOSED REVISIONS

**Public Information
Coordinator**

The Superintendent ~~or designee~~ shall fulfill the responsibilities of the public information coordinator and shall receive, on behalf of Board members, the training specified by Government Code 552.012. [See GBAA]

**Reporting
Continuing
Education Credit**

The Board President shall announce the status of each Board member's continuing education credit. The announcement shall be made annually at the last regular Board meeting before the District's uniform election date, whether or not an election is held. The announcement shall be reflected in the meeting minutes and, when necessary, posted on the District's website in accordance with law.

Board Authority

The Board has final authority to determine and interpret the policies that govern the schools and, subject to the mandates and limits imposed by state and federal authorities, has complete and full control of the District. Board action shall be taken only in meetings that comply with the Open Meetings Act. [See BE(LEGAL)]

**Transacting
Business**

When a proposal is presented to the Board, the Board shall hold a discussion and reach a decision. Although there may be dissenting votes, which are a matter of public record, each Board decision shall be an action by the whole Board binding upon each member.

**Individual Authority
for Committing the
Board**

Board members as individuals shall not exercise authority over the District, its property, or its employees. Except for appropriate duties and functions of the Board President, an individual member may act on behalf of the Board only with the express authorization of the Board. Without such authorization, no individual member may commit the Board on any issue. [See BDAA]

**Individual Access to
Information**

An individual Board member, acting in his or her official capacity, shall have the right to seek information pertaining to District fiscal affairs, business transactions, governance, and personnel matters, including information that properly may be withheld from members of the public in accordance with the Public Information Chapter of the Government Code. [See GBA]

Limitations

If a Board member is not acting in his or her official capacity, the Board member has no greater right to District records than a member of the public.

An individual Board member shall not have access to confidential student records unless the member is acting in his or her official capacity and has a legitimate educational interest in the records in accordance with policy FL.

A Board member who is denied access to a record under this provision may ask the Board to determine whether the record should be provided or may file a request under the Public Information Act. [See GBAA]

Requests for
Records

An individual Board member shall seek access to records or request copies of records from the Superintendent or other designated custodian of records, who shall respond within the time frames required by law. When a custodian of records other than the Superintendent provides access to records or copies of records to an individual Board member, the provider shall inform the Superintendent of the records provided.

In accordance with law, the District shall track and report any requests under this provision, including the cost of responding to one

BOARD MEMBERS
AUTHORITY

BBE
(LOCAL)

or more requests by any individual Board member for 200 or more pages of material in a 90-day period.

Requests for
Reports

No individual Board member shall direct or require District employees to prepare reports derived from an analysis of information in existing District records or to create a new record compiled from information in existing District records. Directives to the Superintendent or other custodian of records regarding the preparation of reports shall be by Board action.

Confidentiality

At the time a Board member is provided access to records or reports that are confidential or otherwise not subject to public disclosure [see GBA], the Superintendent or other District employee shall advise the Board member of the responsibility to comply with confidentiality requirements and the District's information security controls.

**Referring
Complaints**

If employees, parents, students, or other members of the public bring concerns or complaints to an individual Board member, he or she shall refer them to the Superintendent or another appropriate administrator, who shall proceed according to the applicable complaint policy. [See (LOCAL) policies at DGBA, FNG, and GF]

When the concern or complaint directly pertains to the Board's own actions or policy, for which there is no administrative remedy, the Board member may request that the issue be placed on the agenda.

**Visits to District
Facilities**

A Board member shall adhere to any posted requirements for visitors to first report to the main office of a District facility, including a school campus. Visits during the school or business day shall not be permitted if their duration or frequency interferes with the delivery of instruction or District operations. [See also GKC]

TASB STANDARD POLICY LANGUAGE

As a member of the Board, I shall promote the best interests of the District as a whole and, to that end, shall adhere to the following ethical standards:

Equity in Attitude

- I will be fair, just, and impartial in all my decisions and actions.
- I will accord others the respect I wish for myself.
- I will encourage expressions of different opinions and listen with an open mind to others' ideas.

Trustworthiness in Stewardship

- I will be accountable to the public by representing District policies, programs, priorities, and progress accurately.
- I will be responsive to the community by seeking its involvement in District affairs and by communicating its priorities and concerns.
- I will work to ensure prudent and accountable use of District resources.
- I will make no personal promise or take private action that may compromise my performance or my responsibilities.

Honor in Conduct

- I will tell the truth.
- I will share my views while working for consensus.
- I will respect the majority decision as the decision of the Board.
- I will base my decisions on fact rather than supposition, opinion, or public favor.

Integrity of Character

- I will refuse to surrender judgment to any individual or group at the expense of the District as a whole.
- I will consistently uphold all applicable laws, rules, policies, and governance procedures.
- I will not disclose information that is confidential by law or that will needlessly harm the District if disclosed.

Commitment to Service

- I will focus my attention on fulfilling the Board's responsibilities of goal setting, policymaking, and evaluation.
- I will diligently prepare for and attend Board meetings.
- I will avoid personal involvement in activities the Board has delegated to the Superintendent.
- I will seek continuing education that will enhance my ability to fulfill my duties effectively.

Sudent-Centered
Focus

- I will be continuously guided by what is best for all students of the District.

REVIEW POLICY

As a member of the Board, I shall promote the best interests of the District as a whole and, to that end, shall adhere to the following ethical standards:

Student- Centered Focus

- I will be continuously guided by what is best for all students of the District.

Commitment to Service

- I will focus my attention on fulfilling the Board's responsibilities of goal setting, policymaking, and evaluation.
- I will diligently prepare for and attend Board meetings.
- I will avoid personal involvement in activities the Board has delegated to the Superintendent.
- I will seek continuing education that will enhance my ability to fulfill my duties effectively.
- I will become informed about current educational issues by individual study and through participation in programs.
- I will support and protect school personnel in the proper performance of their duties.

Trustworthiness in Stewardship

- I will be accountable to the public by representing District policies, programs, priorities, and progress accurately.
- I will be responsive to the community by seeking its involvement in District affairs and by communicating its priorities and concerns.
- I will work to ensure prudent and accountable use of District resources.
- I will make no personal promise or take private action that may compromise my performance or my responsibilities.

Honor in Conduct

- I will tell the truth.
- I will share my views while working for consensus.
- I will respect the majority decision as the decision of the Board.
- I will base my decisions on fact rather than supposition, opinion, or public favor.

Integrity of Character

- I will strive to be an example to the students, faculty, and community by upholding the ethical principles of the District and the standards of propriety of our community.

Equity in Attitude

- I will refuse to surrender judgment to any individual or group at the expense of the District as a whole.
- I will consistently uphold all applicable laws, rules, policies, and governance procedures.
- I will not disclose information that is confidential by law or that will needlessly harm the District if disclosed.
- I will work for the benefit of all students, not focusing on the needs of any one group to the exclusion of others.
- I will be fair, just, and impartial in all my decisions and actions.
- I will accord others the respect I wish for myself.
- I will encourage expressions of different opinions and listen with an open mind to others' ideas.

PROPOSED REVISIONS

**Expense
Reimbursement**

An amount for Board member travel expenses shall be approved in the budget each year.

A Board member shall be reimbursed for reasonable, allowable expenses incurred in carrying out Board business only at the Board's request and for reasonable, allowable expenses incurred while attending meetings and conventions as an official representative of the Board.

Travel Expenses

Payment for authorized and documented travel expenses shall be made in accordance with legal requirements by either of the following two methods:

1. Reimbursement, not to exceed the allowable rates, for use of a personal car or commercial transportation plus parking, taxi fares, lodging, ~~meals~~, and other incidental expenses.
2. Advancement of a set amount for use of a personal car or commercial transportation plus parking, taxi fares, lodging, ~~meals~~, and other incidental expenses. Any excess over actual allowable expenses shall be refunded to the District.

Accounting records shall accurately reflect that no state or federal funds were used to reimburse travel expenses beyond those authorized for state employees.

Exception

Expenses for meals associated with authorized overnight travel not related to a state or federal grant shall be paid to employees on a per diem basis. No receipts shall be required for expenses paid on a per diem basis.

**Documentation
Required**

For any authorized expense incurred, the Board member shall submit a statement, with receipts to the extent feasible, documenting actual expenses and in accordance with procedures applicable to employee expense reimbursement.

PROPOSED REVISIONS

Board Officers	The Board shall elect a President, a Vice President, and a Secretary who shall be members of the Board. The Board may assign a District employee to provide clerical assistance to the Board. Officers shall be elected by majority vote of the members present and voting.
Vacancy	A vacancy among officers of the Board, <u>other than the President</u> , shall be filled by majority action of the Board.
Term and Duties	Board officers shall serve for a term of one year or until a successor is elected. Officers may succeed themselves in office. Each officer shall perform any legal duties of the office and other duties as required by action of the Board.
President	In addition to the duties required by law, the President of the Board shall: <ol style="list-style-type: none">1. Preside at all Board meetings unless unable to attend.2. Have the right to discuss, make motions and resolutions, and vote on all matters coming before the Board.
Vice President	The Vice President of the Board shall: <ol style="list-style-type: none">1. Act in the capacity and perform the duties of the President of the Board in the event of the absence or incapacity of the President.2. Become<u>Automatically become</u> President only upon being elected to<u>of the</u> position<u>Board if a vacancy in that office occurs.</u>
Secretary	The Secretary of the Board shall: <ol style="list-style-type: none">1. Ensure that an accurate record is kept of the proceedings of each Board meeting.2. Ensure that notices of Board meetings are posted and sent as required by law.3. In the absence of the President and Vice President, call the meeting to order and act as presiding officer.4. Sign or countersign documents as directed by action of the Board.

PROPOSED REVISIONS

Within the context of current law, the District shall be guided by Board-adopted written policies that are given appropriate distribution and are accessible to staff members, parents, students, and community residents.

Organization

Legally referenced policies contain provisions from federal and state statutes and regulations, case law, and other legal authority that together form the framework for local decision making and implementation. These policies are binding on the District until the cited provisions are repealed, revised, or superseded by legislative, regulatory, or judicial action.

Legally referenced policies are not adopted by the Board; however, they can be a reference for local policy.

At each policy code the legally referenced policy and the Board-adopted local policy must be read together to further a full understanding of a topic.

Terms

The terms "Trustee" and "Board member" are used interchangeably in the local policy manual. Both terms are intended to reflect all the duties and obligations of the office.

[See AB for District name terminology.]

Harmony with Law

Newly enacted law is applicable when effective. No policy or regulation, or any portion thereof, shall be operative if it is found to be in conflict with applicable law.

Severability

If any portion of a policy or its application to any person or circumstance is found to be invalid, that invalidity shall not affect other provisions or applications of policy that can be given effect without the invalid provision or application; and to this end the provisions of this policy manual are declared to be severable.

Policy Development

Policies and policy amendments may be initiated by the Superintendent, Board members, school personnel, or community citizens, but generally shall be recommended for the Board's consideration by the Superintendent.

Official Policy Manual

The Board shall designate one copy of the local policy manual as the official policy manual of the District. The official copy shall be kept in the central administration office, and the Superintendent shall be responsible for its accuracy and integrity and shall maintain a historical record of the District's policy manual.

Adoption and Amendment

[Proposed local policies or amendments introduced and recommended to the Board at one meeting shall not be adopted until a subsequent meeting. Emergency adoption, however, may occur in](#)

[one meeting if special circumstances demand an immediate response.](#)

~~Local policies may be adopted or amended by a majority of the Board at any regular or special meeting, provided that Board members have had advance written notice of the proposed change and that it has been placed on the agenda for such meeting.~~

Local policies become effective upon Board adoption or at a future date designated by the Board at the time of adoption.

TASB Localized
Updates

After Board review of legally referenced policies and adoption of local policies, the new material shall be incorporated into the official policy manual and into other localized policy manuals maintained by the District. If discrepancies occur between different copies of the manual, the version contained in the official policy manual shall be regarded as authoritative.

DELETE POLICY

Reasons

The Board's decision not to renew the Superintendent's contract shall not be based on the Superintendent's exercise of rights guaranteed by the Constitution, or based unlawfully on race, color, religion, sex, national origin, disability, or age. Reasons for the non-renewal of the Superintendent's contract shall be:

1. Deficiencies pointed out in evaluations, supplemental memoranda, or other communications.
2. Failure to fulfill duties or responsibilities.
3. Incompetency or inefficiency in the performance of required or assigned duties.
4. Insubordination or failure to comply with Board directives.
5. Failure to comply with Board policies or administrative regulations.
6. Failure of the District to make measurable progress towards the goals stated in the District improvement plan. [See BQ (LEGAL)]
7. Conducting personal business during school hours when it results in neglect of duties.
8. Drunkenness or excessive use of alcoholic beverages; illegal use of drugs, hallucinogens, or other substances regulated by the Texas Controlled Substances Act.
9. The possession, use, or being under the influence of alcohol, alcoholic beverages, or drugs and narcotics as defined by the Texas Controlled Substances Act, while on school property, working in the scope of the employee's duties, or attending any school- or District-sponsored activity.
10. Conviction of a felony or any crime involving moral turpitude.
11. Failure to meet the District's standards of professional conduct.
12. Failure to comply with reasonable District professional requirements regarding advanced coursework or professional improvement and growth.
13. Disability, not otherwise protected by law, that impairs performance of required duties.

SUPERINTENDENT
RESIGNATION

BJCG
(LOCAL)

14. Immorality, which is conduct the Board determines is not in conformity with the accepted moral standards of our community or the ethical principles adopted by the Board. [See AE(EXHIBIT)] Immorality is not confined to sexual matters, but includes conduct inconsistent with rectitude, or indicative of corruption, indecency, or depravity.
15. Any activity, school-connected or otherwise, that, because of publicity given it or knowledge of it among students, faculty, or community, impairs or diminishes the Superintendent's effectiveness in the District.
16. Reasons specified in the individual employment contract reflecting special conditions of employment.
17. Failure to maintain an effective working relationship, or maintain good rapport, with parents, the community, staff, or the Board.
18. Assault on an employee or student.
19. Falsification of records or other documents related to the District's activities.
20. Misrepresentation of facts to the Board or other District officials in the conduct of District business.
21. Failure to fulfill requirements for Superintendent certification.
22. Failure to fulfill the requirements of a deficiency plan under an Emergency Permit or a Special Assignment Permit.
23. Reasons constituting good cause for dismissing the Superintendent during the contract term.

Notice

0.If a majority of the Board determines that the Superintendent's contract should be considered for nonrenewal, the Board shall deliver to the Superintendent by hand or certified mail, return receipt requested, written notice of the proposed nonrenewal. This notice shall contain the hearing procedures and shall be delivered not later than the 30th day before the last day of the contract term.

Hearing

If the Superintendent desires a hearing after receiving notice of the proposed nonrenewal, the Superintendent shall notify the Board not later than the 15th day after receiving the notice. When the Board receives a timely request for a hearing on proposed nonrenewal, the hearing shall be held not later than the 15th day after receipt of the request, unless the parties mutually agree to a delay. The Superintendent shall be given notice of the hearing date as soon as it is set.

The hearing shall be conducted in closed meeting unless the Superintendent requests that it be open, with only the members of the Board, the Superintendent, their chosen representatives, and such witnesses as may be called in attendance. Witnesses may be excluded from the hearing until it is their turn to present evidence. The Superintendent and the Board may each be represented by a person designated in writing to act for them. Notice, at least five days in advance of the hearing, shall be given by each party intending to be represented, including the name of the representative. Failure to give such notice may result in postponement of the hearing.

Hearing Procedure

The conduct of the hearing shall be under the Board President's control and in general shall follow the steps listed below:

1. The hearing shall begin with the Board's presentation, supported by such proof as it desires to offer.
2. The Superintendent may cross-examine any witnesses for the Board.
3. The Superintendent may then present such testimonial or documentary proofs, as desired, to offer in rebuttal or in general support of the contention that the contract be renewed.
4. The Board may cross-examine any witnesses for the Superintendent and offer rebuttal to the testimony of the Superintendent's witnesses.
5. Closing arguments may be made by each party.

0.A record of the hearing shall be made so that a certified transcript can be prepared, if required.

Board Decision

The Board may consider only such evidence as is presented at the hearing. After all the evidence has been presented, if the Board determines that the reasons given in support of the recommendation to not renew the Superintendent's contract are lawful, supported by the evidence, and not arbitrary or capricious, it shall so notify the Superintendent by a written notice not later than the 15th day after the date on which the hearing is concluded. This notice shall also include the Board's decision on renewal, which decision shall be final.

PROPOSED REVISED POLICY (not annotated)

**Collaborative
Decision Making**

The Board recognizes that ~~LISD~~ the District is a system of interrelated people and processes and therefore expects collaborative decision making.

Comment: Above provision was added in response to a curriculum audit (2002).

**Districtwide
Educational
Improvement
Council**

In compliance with law, the District shall establish a Districtwide Education Improvement Council (committee) to advise the Board or its designee in establishing and reviewing the District improvement plan [see BQ], as well as the District's educational goals, performance objectives, and major District-wide classroom instructional programs.

Confirm: The council still approves district-wide staff development?

The committee shall approve District-wide staff development. [See DMA]

Board's Designee

The Superintendent shall serve as the Board's designee and shall regularly consult with the committee.

Meetings

The chairperson of the committee shall set its agenda and shall schedule at least two meetings per year, including the public meeting required by law.

Communications

The Superintendent shall ensure that the District-level committee establishes communication strategies to periodically obtain broad-based community, parent, and staff input and provide information to those persons regarding the recommendations of the committee.

Composition

The committee shall be composed of members who shall represent campus-based professional staff, District-level professional staff, parents, businesses, and the community. When practicable, professional staff representation shall include a representative with the primary responsibility for educating students with disabilities. For purposes of this policy, District-level professional staff shall be defined as professionals who have responsibilities at more than one campus, including, but not limited to, central office staff.

**Selected
Representatives**

Parent, community member, and business representatives shall be selected in accordance with this policy and administrative regulations.

Parents

The committee shall include at least two parents of students currently enrolled in the District. The Superintendent shall, through various channels, inform all parents of District students about the committee's duties and composition and shall solicit volunteers.

*Community
Members*

The committee shall include at least two community members selected by a process that provides for adequate representation of the community's diversity. The Superintendent shall use several methods of communication to ensure that community residents are informed of the committee and are provided the opportunity to participate and shall solicit volunteers. Community representatives must reside in the District.

*Business
Representatives*

The committee shall include at least two business representatives selected by a process that provides for adequate representation of the community's diversity. The Superintendent shall use several methods of communication to ensure that area businesses are informed of the committee and are provided the opportunity to participate and shall solicit volunteers. Business representatives need not reside in nor operate businesses in the District.

Professional Staff
Elections

Professional staff representatives shall be nominated and elected in accordance with this policy and administrative regulations.

Classroom teacher representatives shall comprise at least two-thirds of the total professional staff representation on the committee and shall be nominated and elected by classroom teachers assigned to each respective campus.

At least one campus-based nonteaching professional representative shall be nominated and elected by

- the campus-based nonteaching professional staff (current policy).
- **all professional staff (questionnaire response).**

At least one District-level professional representative, other than the Superintendent, shall be nominated and elected by the District-level professional staff.

An employee's affiliation or lack of affiliation with any organization or association shall not be a factor in either the nomination or election of the employee to the committee. [See DGA]

A nominee must consent before the person's name may appear on a ballot. Election of the committee shall be held at a time determined by the Board or its designee.

Terms

All representatives shall serve staggered two-year terms and shall be limited to two consecutive terms on the committee.

Vacancy

A vacancy during a term shall be filled for the remainder of the term by election or selection as appropriate for the category.