



## ALEDO ISD BOARD MEETING TEMPLATE

**MEETING DATE:** November 18, 2013

**AGENDA ITEM:** Consider Approval of Establishing Board Operating Procedure Manual Review Committee

**PRESENTER:** Jay Stringer

**ALIGNS TO BOARD GOAL(S):** Continuous Improvement

**Background Information:** In December 2012, the board of trustees approved and adopted the Board Operating Procedure Manual. This document is a living document that guides and directs, along with policy, the standard operating procedures of the board of trustees. In order to keep the document up to date in accordance with changes in policy and/or standard board practices currently in place, there is a need to establish an ad hoc committee annually to review the document either semiannually or quarterly and report back to the board any necessary revisions. The committee will be comprised of two board members, one of which will act as the chair of the committee. The board president and superintendent shall serve as ex officio members of all board committees. The establishment of a board committee requires action of the board and members shall be appointed by the board president, unless directed otherwise by the board of trustees. Aledo ISD Policy BDB (Local) & BDB (Legal)

**Administrative Considerations:** The superintendent serves as an ex officio member of the committee to provide input for their report back to the board.

**FISCAL NOTE:** None

**Administrative Recommendation:** This is a board function. Administration recommends establishing the committee to review the Board Operating Procedure Manual on a regular basis.