

PROPOSED REVISIONS

~~The Board declares its aim to provide, within the financial limitations set by the community and state, the best educational opportunities possible to enable all our children to succeed, both personally and as citizens of the state and nation. The Board and all persons associated with the District will direct their efforts to this end.~~

~~It is the policy of the District that the District's schools operate in a manner that promotes high academic achievement with care and concern for the individual. Students need to spend the greatest possible amount of instructional time actively engaged in significant learning tasks. Teachers and administrators shall communicate high expectations for personally appropriate standards of student achievement and behavior. Student progress is monitored frequently and systematically through established District and classroom testing programs. The principal shall exhibit knowledgeable instructional leadership and shall communicate the District's, building's, grade level's, and course's expectations to staff and students. The climate of each school, as well as the District as a whole, reflects an orderly, purposeful and active environment aimed at well-directed, cooperative learning and interpersonal care.~~

Mission Statement

Brownsville Independent School District will graduate students who are prepared to excel in higher education and successfully pursue career opportunities in a changing global society by maximizing resources to ensure equitable opportunities for all students.

Beliefs

Brownsville Independent School District believes:

- **Everyone in our community has inherent values, talents, and strengths.**
- **High expectations, perseverance, and a strong work ethic are essential in fostering higher achievement and success.**
- **Students are our number one resource.**
- **Academic success nurtures lifelong learning.**
- **Everyone flourishes in a safe and healthy educational environment.**
- **The success of each student, educator, and family is vital for future growth and sustainability of our community.**

- **The community and families share responsibility for the development and strong mentoring of students.**

~~The mission of the Brownsville Independent School District, an international community respected for its rich cultural heritage, is to produce responsible, well-rounded graduates~~

~~who:~~

- ~~• will pursue a postsecondary education and/or career and~~
- ~~• possesses both independent and group learning and thinking skills in a multicultural, multilingual and rapidly changing world~~

~~by:~~

- ~~• identifying and maximizing physical, financial, and human resources and~~
- ~~• unifying community and school commitment to excellence in education and equal educational opportunity for all students.~~

BOARD MEMBERS
ELECTIONS

BBB
(LOCAL)

PROPOSED REVISIONS

Membership

The Board shall consist of seven members.

Method of Election

Election of Board members shall be by position.

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:

**Positions 3, 5, 6,
and 7**

The election for positions 3, 5, 6, and 7 shall be held in 2020, 2024, 2028, and in four-year intervals thereafter.

Positions 1, 2, and
4

The election for positions 1, 2, and 4 shall be held in ~~2018~~, 2022, 2026, **2030**, and in four-year intervals thereafter.

~~Positions 3, 5, 6,
and 7~~

~~The election for positions 3, 5, 6, and 7 shall be held in 2020, 2024, 2028, and in four-year intervals thereafter.~~

Method of Voting

Plurality

To be elected, a candidate must receive more votes than any other candidate for the position.

PROPOSED REVISIONS

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.

BOARD MEMBERS
AUTHORITY

BBE
(LOCAL)

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

PROPOSED POLICY

Each Board member shall provide to the District in a timely manner information necessary for the District's annual financial management report. [See CFA]

BOARD MEMBERS
COMPENSATION AND EXPENSES

BBG
(EXHIBIT)

DELETE EXHIBIT
BROWNSVILLE INDEPENDENT SCHOOL DISTRICT
TRAVEL REIMBURSEMENT REQUEST

Board Member _____ Date(s) of Trip _____

Destination _____

Departure Date & Time _____ Return Date & Time _____

Purpose of trip (conference, workshop, etc.):

EXPENSES

Meals: Per Diem

_____ Breakfast	\$15	\$ _____
_____ Lunch	\$20	\$ _____
_____ Dinner	\$35	\$ _____
_____ Day	\$70	

\$ _____ TOTAL MEALS

Lodging:

_____ Nights @ Person \$ _____ Note: _____

\$ _____ TOTAL LODGING

Transportation:

Airline Tickets	\$ _____	Note: _____
_____ Miles @ at the current approved state rate per mile	\$ _____	Note: _____
Parking fees	\$ _____	Note: _____
Taxi fees	\$ _____	Note: _____

\$ _____ TOTAL TRANSPORTATION

OTHER EXPENSES

Registration \$ _____ Note: _____

Other \$ _____ Note: _____

\$ _____ TOTAL OTHER EXPENSES

\$ _____ TOTAL ESTIMATED EXPENSES

\$ _____ TOTAL AMOUNT ADVANCED BY DISTRICT

\$ _____ AMOUNT DUE

Board Member Signature _____

Date of Submission _____

BOARD MEMBERS
COMPENSATION AND EXPENSES

BBG
(LOCAL)

PROPOSED POLICY

**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.

**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.

OFFICERS AND OFFICIALS
DUTIES AND REQUIREMENTS OF BOARD OFFICERS

BDAA
(LOCAL)

PROPOSED REVISIONS

Board Officers	The Board shall elect a President, a Vice President, a Secretary, and an Assistant Secretary who shall be members of the Board. The Superintendent 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, other than the President, shall be filled by majority action of the Board.
Term and Duties	Board officers shall serve for a term of two years 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	<p>In addition to the duties required by law, the President of the Board shall:</p> <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	<p>The Vice President of the Board shall:</p> <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. Automatically become President of the Board if a vacancy in that office occurs.
Secretary	<p>The Secretary of the Board shall:</p> <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.
Assistant Secretary	<p>The Assistant Secretary of the Board shall:</p> <ol style="list-style-type: none">1. Act in the capacity and perform the duties of the Secretary of the Board in the event of the absence or incapacity of the Secretary.

OFFICERS AND OFFICIALS
DUTIES AND REQUIREMENTS OF BOARD OFFICERS

BDAA
(LOCAL)

2. Automatically become Secretary if a vacancy in that office occurs.

**Contract Signatures
and Substantial
Interest**

When an officer has abstained from deliberating or voting on a contract because of a substantial interest in accordance with law [see BBFA], he or she shall abstain from signing that contract if the contract is approved by the Board. The responsibility for signing the contract shall pass to the next officer in the order listed at Terms and Duties above.

BOARD INTERNAL ORGANIZATION
INTERNAL COMMITTEES

BDB
(LOCAL)

PROPOSED REVISIONS

Committees

**Standing
Committees**

The Board may authorize standing and special committees.
These committees may include District personnel and citizens. The function of committees shall be fact-finding, deliberative, and advisory, but not administrative.

The President of the Board and the Superintendent shall be ex officio members of all Board committees, unless otherwise provided by Board action.

Transacting
Business

Committees may transact business only within the specific authority granted by the Board. To be binding, all such business must be reported to the Board at the next regular or special meeting for approval and entry into the minutes as a public record.

**Standing
Committees**

The Board authorizes the following standing committees:

- **Audit**
- **Budget**
- **Curriculum**
- **Facilities**
- **Insurance**
- **Policy/Legislation**
- **Safety**
- **Technology**

The Board President shall appoint members to these committees annually by the second regular meeting after the election of officers. If a vacancy occurs on a standing committee, the Board President may fill the vacancy. ~~Standing committees shall be appointed annually by the Board President at the second regular meeting after the election of officers and shall be considered dismissed when the proposed business is accomplished.~~

Special Committees

The President shall appoint members to special committees created by the Board to fulfill specific assignments, unless otherwise provided by Board action. **If a vacancy occurs on a special committee,** the Board President may fill ~~a the~~ vacancy. ~~replace and re-appoint members of standing or special committees.~~

~~Only board members appointed to committees may participate in debate or action by the committee. Board members not on a committee may participate on that committee to the extent the public is allowed to participate.~~

BOARD INTERNAL ORGANIZATION
INTERNAL COMMITTEES

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(LOCAL)

~~Committee members may not delegate their authority to participate in committee meetings by proxy or otherwise. See Tx Atty Gen LO-94-028.~~

~~These committees may include District personnel and citizens. The function of committees shall be fact finding, deliberative, and advisory, but not administrative. Special committees shall report their findings to the Board and shall be dissolved upon completion of the assigned task or vote of the Board. No committee shall be automatically continued from year to year.~~

~~The President of the Board and the Superintendent shall be ex officio members of all Board committees, unless otherwise provided by Board action.~~

**Transacting
Business**

~~Committees may transact business only within the specific authority granted by the Board. To be binding, all such business must be reported to the Board at the next regular or special meeting for approval and entry into the minutes as a public record.~~

PROPOSED REVISIONS

In-House Counsel

The ~~Board~~**District** shall employ an attorney or attorneys, as necessary, to serve as the District's in-house counsel and representative in matters requiring legal services. **A Board member's question for the District's in-house counsel shall be channeled through the Superintendent.** The District shall establish protocols for channeling staff requests for legal advice from the in-house counsel.

Board Counsel

The Board shall employ an attorney or attorneys, as necessary, to serve as the Board's counsel and representative in matters requiring legal services. The Board shall establish protocols for channeling Board and staff requests for legal advice from the Board counsel.

Outside Counsel

The Board shall have final authority to ~~employ~~**retain** outside counsel. In consultation with the Superintendent, the District's in-house counsel ~~shall~~**may** make recommendations to the Board regarding retention of an attorney or attorneys to represent the District in legal matters. Services to be performed and reasonable ~~compensation~~**fees and expenses** to be paid by the ~~Board~~**District** to outside counsel shall be set forth in ~~a written contract~~**writing** between the Board and the attorney or attorneys.

~~In accordance with the written contract, when~~**When** seeking advice or information from the District's outside counsel, individual Board members shall channel legal inquiries through the District's in-house counsel, ~~the~~ Superintendent, ~~the~~ Board President, or ~~the~~ Board's designee, as appropriate.

~~Staff shall submit requests~~**A staff request** for legal advice from the District's outside counsel **must be submitted** through the District's in-house counsel or Superintendent ~~or designee~~.

Report of Legal Advice

Advice from legal counsel shall be reported to the Board upon request of the Board or when deemed necessary by the District's in-house counsel, Superintendent, Board President, or Board's designee. ~~Upon request of the Board or when deemed necessary by the Superintendent, the Superintendent or in-house counsel shall report advice from legal counsel.~~

DELETE EXHIBIT

BROWNSVILLE INDEPENDENT SCHOOL DISTRICT
Citizens Advisory Committee
Brownsville, Texas

CHARTER

1. Purpose:

The only purpose in creating a Citizens Advisory Committee for the Brownsville Independent School District is to improve the education of the children, youth, and adults of the District and thereby to develop more useful citizens and to enrich the lives of the citizens of the District.

2. Ways in which the Committee is expected to contribute to this purpose are:

- a. To study the problems of public education in the District and to report the findings of studies to the appropriate persons or groups within the school system.
- b. To advise the Board in developing and revising official policies for the District.
- c. To plan and conduct educational programs on Board policies.
- d. To promote communication between the public and the Board and employees of the District.
- e. To facilitate cooperation in educational affairs between the schools and the organizations and institutions of the District; to extend the use of community resources by the schools; and to increase the proper use of the schools, their staffs, and their facilities by the people of the District.

3. The legal status of the Board: The Board is the legally constituted authority over the public schools of the District. It cannot legally surrender any of its powers and responsibilities. It abdicates none of its authority in creating a Citizens Advisory Committee.

4. Tenure of the Committee: The Citizens Advisory Committee herein created shall continue as a school-sponsored body until the Committee is dissolved by a majority vote of the members of the Board.

5. Field of the Committee: Since the public schools exist only for public education, the Committee will concern itself only with the education of the public through the public schools and with matters directly related to it. The Committee is primarily a study and planning committee, advisory to the Board. The members of the Committee will promote their ideas and plans in the school and community only with specific authorization by the Board.

6. Subcommittees of the Citizens Advisory Committee: The Committee is encouraged to create subcommittees which parallel the committees of the Board.

7. Membership in the Committee:

BOARD INTERNAL ORGANIZATION
CITIZEN ADVISORY COMMITTEES

BDF
(EXHIBIT)

- a. The committee shall include 51 members.
 - b. The original members of the Citizens Advisory Committee shall be recommended to the Board by a Nominating Committee named by the Board.
 - c. The Nominating Committee shall include 14 members, two appointed by each member of the Board. The members of the Nominating Committee shall be citizens who are not associated with the schools as members of the Board or employees of the District.
 - d. The Nominating Committee shall, by consensus, arrive at those persons being recommended for the Citizens Advisory Committee.
 - e. In preparing a slate of members of the Citizens Advisory Committee to present to the Board, the Nominating Committee shall:
 - (1) Consult with a large and representative part of the citizens of the District by whatever means it may devise and secure their suggestions of persons to be considered for membership in the Citizens Advisory Committee.
 - (2) Screen the names suggested by representative citizens, taking into account:
 - (a) Their keenness, clarity of thinking, and general ability.
 - (b) The respect in which they are held by their fellow citizens.
 - (c) Their ability to work constructively with others.
 - (d) Their insight into and interest in public education.
 - (e) One representative from every school.
 - (f) Other items considered important by the Nominating Committee.
 - f. The total group selected shall be as representative as possible of all the citizens of the District.
 - g. No person recommended for membership in the Citizens Advisory Committee is to be considered the representative or spokesman of any particular organization, faction or element in the District.
 - h. Members of the Nominating Committee shall not be recommended to be members of the Citizens Advisory Committee. The Board retains the privilege of asking for additional names if those first submitted are not wholly satisfactory.
8. Terms:
- The terms of the original members of the Citizens Advisory Committee shall be for one year. At the end of the first year, the members shall draw lots for terms of one, two, and three years in order to provide a systematic rotation of members. New members with three-year terms shall replace the original members, beginning in the third year. A member shall not be eligible for reappointment until one year after his or her term has expired.

BOARD INTERNAL ORGANIZATION
CITIZEN ADVISORY COMMITTEES

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(EXHIBIT)

9. Replacement of Members:

When members of the Citizens Advisory Committee are chosen to replace those whose terms have expired, the Board will provide a Nominating Committee similar to the committee which recommended the original members and will instruct the committee to follow a procedure similar to that followed in recommending the first members of the Citizens Advisory Committee. The results of the work of the previous Nominating Committee will be made available to each new Nominating Committee.

10. Unexpired Terms:

The Citizens Advisory Committee is authorized to recommend to the Board, members to fill unexpired terms when vacancies occur during the term of members. The Board may accept the recommendations of the Citizens Advisory Committee or may name other citizens to fill unexpired terms.

11. Relationships of the Citizens Advisory Committee are:

a. To the Board:

- (1) The Board may submit to the Citizens Advisory Committee proposals regarding school policies to which the Committee is expected to react in oral or written reports to the Board.
- (2) The Citizens Advisory Committee may make policy recommendations to the Board and will be apprised of the Board's reactions to these recommendations.
- (3) Special joint meetings of the Board and the Citizens Advisory Committee will be held when these meetings are desired by both groups.
- (4) Minutes of the meetings of the Citizens Advisory Committee will be sent to each member of the Board.
- (5) The Board and the Citizens Advisory Committee will not engage in public controversies.

b. To employees of the District:

- (1) The Citizens Advisory Committee or any of its subcommittees may seek information and counsel from any employee of the District on matters clearly related to the problems on which these committees are working by making written request to the Superintendent.
- (2) Any employee may, with the approval of the administrators under whom he or she works, including the Superintendent, request the assistance of the Citizens Advisory Committee regarding any phase of his or her work.
- (3) The Citizens Advisory Committee may properly recommend regarding school policies for employee welfare, but it is never to consider the employment, promotion, transfer, dismissal, or salary of an individual employee.

BOARD INTERNAL ORGANIZATION
CITIZEN ADVISORY COMMITTEES

BDF
(EXHIBIT)

- (4) In requesting data regarding the schools, account is to be taken of the time required to assemble these data and the other duties of the affected employees.
 - c. To the public:
 - (1) The Citizens Advisory Committee is encouraged to promote the interest and participation in the schools of individuals not members of its network in the District. The Citizens Advisory Committee is not to be regarded as a substitute for other forms of public participation in school affairs, but as a means of providing for systematic, representative, and responsible public participation.
 - (2) Publicity regarding the Citizens Advisory Committee shall be arranged by the Board. No publicity is to be released by the Citizens Advisory Committee.
 - (3) Recommendations of the Citizens Advisory Committee may be released by the Board for public discussion either before or after action has been taken on them by the Board.
12. Organization of the Citizens Advisory Committee:
- a. The Citizens Advisory Committee is to organize itself in its own way, determine the frequency of its meetings, conduct these meetings as desired, and work upon the problems it considers significant.
 - b. At the end of each year of the life of the Committee, this Charter shall be reviewed by the Committee and by the Board. Changes in it may be made by majority vote of the members of the Board. Recommendations of changes may originate in the Committee or in the Board. The Committee will be consulted regarding any proposed changes originating in the Board.

PROPOSED REVISIONS

The Board may appoint citizen advisory committees. The Board shall approve the charters of such groups or shall establish operating guidelines ~~and shall include such charters or guidelines as exhibits in the District's policy manual.~~

Each Board member shall appoint one member to the school health advisory committee (SHAC) ~~that meets~~ **in accordance with BDF(LEGAL) composition** requirements **regarding SHAC composition.**

PROPOSED REVISIONS

Meeting Place and Time

The notice for a Board meeting shall reflect the date, time, and location of the meeting.

~~Upon request by four Board members, Board training, workshops, election canvass, special called meetings, and regular and re-scheduled Board meetings shall be called by the Board President and/or the Superintendent.~~

Regular Meetings

Regular meetings of the Board shall normally be held on the first Tuesday of each month at 5:30 p.m. When determined necessary ~~by the Board President~~ and for the convenience of Board members, the Board President may ~~cancel or~~ change the date, time, or location of a regular meeting. ~~The with proper notice for a canceled meeting shall reflect the cancellation. The notice for a re-scheduled meeting shall reflect the changed date or time.~~

Special or Emergency Meetings

The Board President shall call special meetings at the Board President's discretion or on request by two members of the Board.

Other types of meetings, including but not limited to a Board training, workshops, election canvass, and rescheduled meetings shall be called at the Board President's discretion or on request by the Superintendent or two members of the Board.

The Board President shall call an emergency meeting when it is determined by the Board President or two members of the Board that an emergency or urgent public necessity, as defined by law, warrants the meeting.

~~Special and emergency meetings shall be called by the Board President, or in case of the Board President's absence, the Vice President. In the absence of the Board President and Vice President, the Secretary shall call special and emergency meetings. The Board President shall determine when an emergency or urgent public necessity, as defined by law, warrants the meeting.~~

Special Recognition Ceremony

~~From time to time, the Board may want an opportunity to recognize students, parents, and any/all staff members for special achievement. Special recognition meetings of the Board shall normally be held on the second or third Tuesday of each month at 5:30 p.m.~~

~~When determined necessary by the Board President and for the convenience of Board members, the Board President may cancel or change the date, time, or location of a special recognition meeting. The notice for a canceled meeting shall reflect the cancellation. The notice for a rescheduled meeting shall reflect the changed date or time.~~

BOARD MEETINGS

BE
(LOCAL)

Agenda

Deadline

The deadline for submitting items for inclusion on the agenda is the sixth calendar day at noon before regular meetings and the third calendar day at noon before special meetings.

Preparation

In consultation with the Board President, the Superintendent shall prepare the agenda for all Board meetings. Any Board member may request that a subject be included on the agenda for a meeting, and the Superintendent shall include on the preliminary agenda of the meeting all topics that have been timely submitted by a Board member.

For an item to be included on the agenda for a meeting, the written request of one Board member supported by one additional Board member is required. The member shall make an initial written request to the Superintendent and the District Board secretary. The District Board secretary shall then send the written request to each Board member at his or her email address. All written requests for agenda items and supporting information for agenda items shall be timely submitted in accordance with this policy.

Before the official agenda is finalized for any meeting, the Superintendent shall consult the Board President to ensure that the agenda and the topics included meet with the Board President's approval. In reviewing the preliminary agenda, the Board President shall ensure that any topics the Board or at least two Board members have requested to be addressed are either on that agenda or scheduled for deliberation at an appropriate time in the near future. The Board President shall not have authority to remove from the agenda a subject requested by a Board member without the Board member's specific authorization.

Notice to Members

Members of the Board shall be given notice of regular and special meetings at least 72 hours prior to the scheduled time of the meeting and at least one hour prior to the time of an emergency meeting.

Closed Meeting

Notice of all meetings shall provide for the possibility of a closed meeting during an open meeting, in accordance with law.

The Board may conduct a closed meeting when the agenda subject is one that may properly be discussed in closed meeting. [See BEC]

Order of Business

The order of business for regular Board meetings shall be as set out in the agenda accompanying the notice of the meeting. At the meeting, the order in which posted agenda items are taken may be changed by consensus of Board members.

Rules of Order

The Board shall observe the parliamentary procedures as found in [the latest edition of Robert's Rules of Order, Newly Revised, 11th](#)

BOARD MEETINGS

BE
(LOCAL)

~~Edition~~ except as otherwise provided in Board procedural rules or by law. Procedural rules may be suspended at any Board meeting by majority vote of the members present. **A Board member shall conduct him- or herself in accordance with BBF(LOCAL).** ~~The rules in Article XII, Section 43 "Rules Governing Debate" are modified to limit the time each member may speak to a question for the first time to two minutes and the second time to one minute.~~

~~Refraining from
Attacking a
Member's Motives~~

~~Board members are to adhere to the following rules in this article. When a question is pending, a Board member can condemn the nature or likely consequences of the proposed measure in strong terms, but must avoid personalities and under no circumstances can attack or question the motives of another Board member. The measure, not the Board member, is the subject of debate. If a Board member disagrees with the statement by another in regard to an event that both witnessed, the Board member cannot state in debate the other's statement "is false." But the Board member might say, "I believe there is strong evidence that the member is mistaken." The moment the presiding officer hears such words as "fraud," "liar," or "lie" used about a Board member in debate, the presiding officer must act immediately and decisively to correct the matter and prevent its repetition.~~

~~Addressing All
Remarks Through
the Chair~~

~~Board members cannot address one another directly and must address all remarks through the presiding officer. If, while a Board member is speaking in debate, another Board member wishes to address a question to him, which the person speaking can permit or not as he or she chooses but is taken out of his or her time if he or she does, the Board member desiring to ask the question should rise and address the chair, proceeding as explained under request for information.~~

~~Refraining from
Disturbing the
Assembly~~

~~During debate, during remarks by the presiding officer to the assembly, and during voting, no Board member shall be permitted to disturb the assembly by whispering, walking across the floor, or any other disturbance. The key words here are disturb and assembly. This rule shall not mean that Board members shall never whisper or walk from one place to another in the hall during the deliberations of the assembly. At large meetings, it would be impossible to enforce such a rule. However, the presiding officer shall watch that such activity does not disturb the meeting or hamper the transaction of business.~~

Voting

Voting ~~may~~**shall** be by electronic vote, voice vote, or show of hands, as directed by the Board President. Any member may abstain from voting, and a member's vote or failure to vote shall be recorded ~~upon that member's request~~ **in the minutes**. [See BDAA(LOCAL) for the Board President's voting rights]

BOARD MEETINGS

BE
(LOCAL)

Consent Agenda

When the agenda is prepared, the Board President shall determine items, if any, that qualify to be placed on the consent agenda. A consent agenda shall include items of a routine and/or recurring nature grouped together under one action item. For each item listed as part of a consent agenda, the Board shall be furnished with background material. All such items shall be acted upon by one vote without separate discussion, unless a Board member requests that an item be withdrawn for individual consideration. The remaining items shall be adopted under a single motion and vote.

Minutes

~~The following shall apply to Board minutes:~~

- ~~1. The minutes of each meeting~~**action** shall be ~~taken~~**carefully recorded** by the Board **Secretary or** clerk ~~and shall contain a summary of the action of the Board with motions and results of votes.~~
- ~~2. A narrative style of writing the minutes shall be used with background material included as necessary.~~
- ~~3. Unapproved minutes shall be unofficial until acted upon by the Board.~~
- ~~4. Minutes shall be;~~ **when** approved ~~(corrections and deletions made) at the following regular, these minutes shall serve as the legal record of official Board actions. The written minutes of all~~ meetings.
- ~~5. Minutes of previous meetings and the agenda for each regular meeting shall be submitted to each~~ **shall be approved by vote of the Board and signed by the** Board ~~member~~**President** and the Board ~~attorney in writing or otherwise in sufficient time for careful review by each member and the attorney before the stated meeting.~~
- ~~6. Items on the agenda of a routine nature shall be so designated; any other items shall carry a brief explanation as to who submitted the items and the reason therefore~~**Secretary.**

The official minutes of the Board shall be retained on file in the office of the Superintendent and shall be available for examination during regular office hours.

Media Coverage

~~Local news media representatives shall be welcome to attend all regular, special, and other meetings of the Board. In the event that representatives of the news media are unable to attend a meeting of the Board, they shall be provided a summary of important Board actions.~~

BOARD MEETINGS

BE
(LOCAL)

**Discussions and
Limitation**

Discussions shall be addressed to the Board President and then the entire membership. Discussion shall be directed solely to the business currently under deliberation, and the Board President shall halt discussion that does not apply to the business before the Board.

The Board President shall also halt discussion if the Board has agreed to a time limitation for discussion of an item, and that time limit has expired. Aside from these limitations, the Board President shall not interfere with debate so long as members wish to address themselves to an item under consideration.

DELETE EXHIBIT

Table of Contents

[Exhibit A—Board of Trustees Regular Meeting Public Audience Sign-In Sheet](#)

[Exhibit B—Board Meeting Open Forum Procedure Presiding Officer](#)

Note: The enclosed exhibits are administrative documents under the authority of the Superintendent and are intended to assist with the implementation of policy BED.

Exhibit A—Board of Trustees Regular Meeting Public Audience Sign-In Sheet

If you wish to address the Board of Trustees during the public audience portion of today's meeting, please print your name below.

According to District policy BED(LOCAL), only those persons (on this list) who request to speak shall be heard. The speaker shall limit remarks to five minutes. The Board shall allot no more than 30 minutes for the public audience portion of the meeting.

Complaints and concerns for which other resolution channels are provided shall be directed through those channels. These complaints include complaints on the following subjects: employee complaints, student or parent complaints, and public complaints.

If the Board President determines that a person has not attempted to resolve a matter administratively, the person shall be directed to the appropriate policy for attempted resolution before bringing the matter to the Board.

Complaints against specific employees or officers of the District shall be heard in closed session, as authorized by the Texas Open Meetings Act.

You must make your points on issues in a constructive and courteous fashion pursuant to *Robert's Rules of Order*.

	Name	Subject to be Discussed
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		

Exhibit B—Board Meeting Open Forum Procedure Presiding Officer

The next item on our agenda is the public comment period. This is the time for citizens, staff, or students to provide their comments to the Board. Statements and questions from the audience will not be permitted during other portions of the meetings, so please let us hear from you now if you have comments to present.

To have your comments heard tonight, your name and the subject matter of your comments must appear on the sign-in sheet, which is located in the rear of the meeting room.

Each speaker will be limited to five minutes to complete his or her comments. With all due courtesy, I will strictly enforce that time limit.

If a group of people want to be heard on the same topic, the Board asks that they designate a spokesperson to avoid needless repetition. The Board has adopted rules to preclude the abuse of open forum by, for example, anyone uselessly repeating the same comment or complaint meeting after meeting.

Complaints and concerns for which other resolution channels are provided shall be directed through those channels. These complaints include complaints on the following subjects: employee complaints, student or parent complaints, and public complaints.

Remember that the Board may not discuss or act upon any issues that are not posted on its agenda for tonight's meeting. If an issue mentioned is listed on tonight's agenda, the Board will defer discussion of the issue until the appropriate time during the meeting.

In addition, the Board has adopted complaint policies that are designed to secure, at the lowest administrative level, a prompt and equitable resolution of complaints and concerns.

Complaints brought by students or their parents may be heard in accordance with policies FNG(LEGAL) and (LOCAL); by employees, in accordance with policies DGBA(LEGAL) and (LOCAL); and by citizens, in accordance with policy GF(LOCAL).

Each of these processes provides that, if a resolution cannot be achieved administratively, the person may appeal the administrative decision to the Board as a properly posted agenda item.

Note: This text is based on provisions found in policy BED(LOCAL).

The Board's purpose for entering into closed session to hear employee complaints is to protect you from potential liability for publicly making slanderous or defamatory statements that affect the professional or personal reputation of a District employee or officer. Hearing complaints in closed session also protects the privacy rights of the individual about whom you are complaining. Exceptions to this procedure will be made only if the employee or officer against whom the complaint is made requests that the complaint be made in open session.

**General Comments Portion of the Meeting
Presiding Officer**

With those cautions in mind, we will now be glad to hear the general comments.

[Name], you are first. Remember you have five minutes to present your comments.

PROPOSED REVISIONS

Limit on Participation

Audience participation at a Board meeting is limited to the portion of the meeting designated to receive public comment in accordance with this policy. At all other times during a Board meeting, the audience shall not enter into discussion or debate on matters being considered by the Board, unless requested by the presiding officer.

Public Comment

At all Board meetings, public comment shall be limited to items on the agenda posted with notice of the meeting.

Procedures

Individuals who wish to participate during the portion of the meeting designated for public comment shall sign up with the presiding officer or designee before the meeting begins as specified in the Board's procedures on public comment and shall indicate the agenda item on which they wish to address the Board.

Public comment shall occur at the beginning of the meeting.

Except as permitted by this policy and the Board's procedures on public comment, an individual's comments to the Board shall not exceed three minutes **per meeting. The presiding officer may make adjustments to public comment procedures as described at Meeting Management to limit total public comment time to** ~~or be less than one minute with a total of 30 minutes for all speakers.~~

Meeting Management

When necessary for effective meeting management or to accommodate large numbers of individuals wishing to address the Board, the presiding officer may, ~~following BE(LOCAL),~~ make adjustments to public comment procedures, including adjusting when public comment will occur during the meeting, reordering agenda items, continuing agenda items to a later meeting, providing expanded opportunity for public comment, or establishing an overall time limit for public comment and adjusting the time allotted to each speaker. However, no individual shall be given less than one minute to make comments.

Board's Response

Specific factual information or recitation of existing policy may be furnished in response to inquiries, but the Board shall not deliberate or decide regarding any subject that is not included on the agenda posted with notice of the meeting.

Complaints and Concerns

The presiding officer or designee shall determine whether an individual addressing the Board has attempted to solve a matter administratively through resolution channels established by policy. If not, the individual shall be referred to the appropriate policy to seek resolution:

- Employee complaints: DGBA

BOARD MEETINGS
PUBLIC PARTICIPATION

BED
(LOCAL)

- Student or parent complaints: FNG
- Public complaints: GF

Disruption

The Board shall not tolerate disruption of the meeting by members of the audience. If, after at least one warning from the presiding officer, any individual continues to disrupt the meeting by his or her words or actions, the presiding officer may request assistance from law enforcement officials to have the individual removed from the meeting.

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.

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.

~~Where there is a conflict between legal requirements of the law and local policy, legal policy shall always prevail. In those instances, the administration shall bring this conflict to the attention of the Board President and the Board policy committee chair to address the matter at the next policy committee meeting.~~

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., ~~or through the normal Texas Association of School Boards (TASB) updates received by the District.~~

BOARD POLICIES

BF
(LOCAL)

**TASB
Recommendation
and Review**

Any **addition, deletion, or revision of a** ~~changes to~~ local policy, ~~new policies, or deletions of current policies~~ **not already recommended by the Texas Association of School Boards (TASB) through an update** shall be reviewed **prior to adoption** by TASB.

~~Policy Format~~

~~Revisions must be presented so that they clearly outline the deletions, additions, and rewording. The preferred method of presenting the proposed revision is TASB's legislative fashion where words to be deleted are drawn through and words to be added are underscored; likewise, paragraphs to be deleted are drawn through and paragraphs to be added are underscored.~~

**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 shall be introduced and recommended to the Board **by the Board** policy committee. The recommended policies shall ~~then~~ be presented to the Board for adoption at **one meeting but shall not be adopted until** a subsequent meeting. **Emergency adoption, however, may occur in one meeting if special circumstances demand an immediate response.**

The Superintendent ~~or his or her designee~~ shall notify the policy committee chair of any TASB updates no later than the second working day after such updates are received. Within five days after receiving a TASB policy update, the Superintendent ~~or his or her designee~~ shall send a copy of the policy updates to all Board members, including any administration-recommended changes which may differ from those recommended by TASB.

The Superintendent, ~~on his or her own or through his or her designee~~, in consultation with the Board policy committee chair, shall call a Board policy committee meeting so that the Board may review any TASB updates and policy changes prior to the next regularly scheduled Board 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.

BOARD POLICIES

BF
(LOCAL)

Board Policy Chair

The Board President shall appoint a board member to facilitate the policy committee. The policy committee chair shall work and carry out the committee's work in accordance with District policy. Responsibilities include the overall planning, implementation, and coordination of District-related policy issues, including relevant policy matters proposed by the Texas Association of School Boards (TASB), board members, District staff, and legal counsel.

Policy Committee Meeting

All policies shall first be presented for review at the policy committee meeting. The Board policy chair, when appropriate, shall call for a policy committee meeting to review and consider proposed policies submitted by TASB, Board members, District staff, or legal counsel.

Discretionary Review

In consultation with the Board President, the Board policy chair shall have authority to request a policy review from TASB to clarify whether there is relevant support on a proposed policy.

Board Member Consideration

Board members shall consider the recommendations of District administrators, input from TASB policy and legal services, and the advice of the District's legal counsel.

Policy Adoption

~~After policies have been vetted at the policy committee meeting, policies shall be presented at the next Board meeting for adoption.~~

Approval for Placement on the Board Agenda

When a proposed policy addition, revision, or deletion is submitted for placement on the Board agenda, the following guidelines shall have been reviewed by the policy committee:

1. Whether the proposed policy is legally correct;
2. Whether the proposed policy has been properly classified, coded, and prepared in policy format;
3. Whether the proposed policy conforms with the District's stated philosophy, goals, objectives, and practices; and
4. Whether the new policy contradicts **or repeats** another policy.

Superintendent Request

A policy may be presented at a Board meeting as a recommendation from the Superintendent after policies have been originated at the policy committee meeting or any point in the process. All policy requests shall be vetted through TASB, as noted above ~~under the section label~~ **at** Adoption and Amendment.

Urgent Policy Requests

All requests for new and revised policies that may be of an urgent nature or of significant impact, and those that will be needed by specific deadlines, may be prepared and submitted as individual agenda items for review or adoption. All requests shall be vetted

BOARD POLICIES

BF
(LOCAL)

through TASB, as noted above ~~under the section label~~ at Adoption and Amendment.

Suspension of Policy

The Board by a majority vote at any properly convened meeting may suspend a local policy if the action being taken adheres to federal and state law and is in the best interests of the District.

DELETE POLICY

Chain of Command

The table of organization shall represent positions that indicate, by direct line relationships, the person responsible for supervising and evaluating the personnel shown in the chart.

PROPOSED REVISIONS

District-Level Committee Education Improvement Council

In compliance with law, the District ~~shall establish a District-level committee~~ **education improvement council (District-level 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.

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

Board's Designee

The Superintendent ~~or designee~~ shall serve as the Board's ~~representative~~ **designee** and shall ~~name the chairperson of the committee from among the committee's members. The Superintendent or designee shall meet~~ **regularly consult** with the committee ~~periodically~~.

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 ~~meetings shall be held outside of~~ **establishes communication strategies to periodically obtain broad-based community, parent, and staff input and provide information to those persons regarding** the ~~regular school day~~ **recommendations of the committee**.

Duties of Committee

~~The committee shall perform duties as described in BQA(LEGAL).~~

Composition

The committee shall be composed of members who shall represent campus-based professional staff, District-level professional staff, parents, businesses, and the community. ~~At least two-thirds of the District and campus~~ **When practicable**, professional staff ~~representation~~ shall ~~be classroom teachers. The remaining members shall be professional nonteaching District and campus-level staff~~ **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.

Community Input

~~The Superintendent or designee shall ensure that the District-level committee obtains broad-based community, parent, and staff input and provides information to those persons on a systematic basis. Methods of communication shall include, but not be limited to:~~

PLANNING AND DECISION-MAKING PROCESS
DISTRICT-LEVEL

BQA
(LOCAL)

- ~~1. Periodic meetings to gather input and provide information on the work of the committee. These meetings shall be advertised in District publications and through the media.~~
- ~~2. Articles in in-house publications regarding work of the committee.~~
- ~~3. Regular news releases to the media in the District regarding the work of the committee.~~
- ~~4. Periodic reports to the principals on the work of the committee that may be posted on campus bulletin boards.~~

**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 ~~or designee~~ 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 ~~or designee~~ 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 ~~or designee~~ 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**

~~The professional employees shall consist of at least one representative from each campus. Each campus shall conduct an election for a representative. Each representative shall be nominated by~~ **Professional staff representatives shall be nominated and elected from 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

PLANNING AND DECISION-MAKING PROCESS
DISTRICT-LEVEL

BQA
(LOCAL)

committee and shall be nominated and elected by all classroom teachers assigned to each respective campus ~~professional staff.~~

At least two campus-based nonteaching professional representative shall be nominated and elected from randomly selected campuses by all professional staff.

At least two 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.

**Mechanism for
Election of
Committee Members**

~~An election will be held each year to replace the group whose term is expiring. The election will take place in early September. The group in which the term is expiring will draw lots to determine if its campus position will be a classroom teacher or a nonteaching professional.~~

~~At least two thirds of the elected professional representatives must be classroom teachers. The remaining staff representatives must include both campus and District-level professional staff members.~~

Terms

All representatives shall serve staggered two-year terms. ~~After and shall not be limited as to the initial election or selection, representatives shall draw lots, within each representative category, to determine the length~~ number of initial consecutive terms they may serve 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.

PLANNING AND DECISION-MAKING PROCESS
CAMPUS-LEVEL

BQB
(LOCAL)

PROPOSED REVISIONS

Campus-Level Site-Based Decision-Making Committee

In compliance with law, each campus shall establish a site-based decision-making committee to ensure that effective planning and site-based decision-making occur to direct and support the improvement of student performance for all students. The committees shall assist the principal, as the Board's designee, in establishing and reviewing the goals, performance objectives, and major classroom instructional programs of each campus.

Each committee shall assist with the development, evaluation, and revision of the respective campus improvement plan and shall approve campus staff development needs identified in the campus improvement plan [see BQ and DMA].

~~A campus-level committee shall be established on each campus to assist the principal. The committee shall meet for the purpose of implementing planning processes and site-based decision-making in accordance with Board policy and administrative procedures and shall be chaired by the principal.~~

~~The committee shall serve exclusively in an advisory role except that each committee shall approve staff development of a campus nature.~~

Duties of Committee

~~The committee shall perform duties as described at BQB(LEGAL).~~

Campus Performance Objectives

~~Each principal shall be responsible for the development of campus performance objectives. These objectives shall be formulated annually in accordance with a schedule established by the District, shall support the District's educational goals and objectives, and shall be specific to the academic achievement of students served by the campus. The Board shall review and approve campus performance objectives.~~

Waivers

~~The principal shall be responsible for ensuring that no campus-initiated decision violates rule, law, or policy, unless the campus has obtained a waiver [see BQB(LEGAL) preceding and BF].~~

~~Except as prohibited by law [see BF], a campus may apply to the Board for a waiver of a local policy. An application for a waiver must state the achievement objectives of the campus and the reasons for requesting the waiver.~~

The principal shall be responsible for the agenda and shall schedule at least two meetings per year, including the public meeting required by law.

PLANNING AND DECISION-MAKING PROCESS
CAMPUS-LEVEL

BQB
(LOCAL)

Communications

Each principal shall ensure that the campus-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.

~~The principal or designee shall ensure that the campus-level committee obtains broad-based community, parent, and staff input, and provides information to those persons on a systematic basis. Methods of communication shall include, but not be limited to:~~

- ~~1. Periodic meetings to gather input and provide information on the work of the committee. Meetings shall be advertised in the District or campus publications and through the media.~~
- ~~2. Articles in District or campus publications regarding work of the committee.~~
- ~~3. Regular news releases to the media in the District regarding the work of the committee.~~
- ~~4. Periodic reports on the work of the committee that may be posted on campus bulletin boards.~~

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 principal shall, through various channels, inform all parents of campus 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 principal 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.

PLANNING AND DECISION-MAKING PROCESS
CAMPUS-LEVEL

BQB
(LOCAL)

<i>Business Representatives</i>	<p>The committee shall include at least two business representatives selected by a process that provides for adequate representation of the community's diversity. The principal 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.</p>
Professional Staff Elections	<p>Professional staff representatives shall be nominated and elected in accordance with this policy and administrative regulations.</p> <p>Classroom teacher representatives shall comprise at least two-thirds of the professional staff representation on the committee and shall be nominated and elected by classroom teachers assigned to the campus.</p> <p>At least one campus-based nonteaching professional representative shall be nominated and elected by nonteaching professional staff assigned to the campus.</p> <p>At least one District-level professional representative shall be nominated and elected by nonteaching professional staff assigned to the campus.</p> <p>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]</p> <p>A nominee must consent before the person's name may appear on the ballot. Election of the committee shall be held at a time determined by the Board or its designee.</p>
Terms	<p>All representatives shall serve staggered two-year terms. After and shall not be limited as to the initial election or selection, representatives shall draw lots, within each representative category, to determine the length number of initial consecutive terms they may serve on the committee.</p>
Vacancy	<p>A vacancy during a term shall be filled for the remainder of the term by election or selection as appropriate for the category.</p>
Meetings	<p>The committee shall meet at the call of the principal. The principal shall set the agenda for each meeting. All meetings shall be held outside the regular school day.</p>