ALEDO ISD

BOARD OF TRUSTEES OPERATING PROCEDURE MANUAL

Revised July 18, 2016

Aledo Independent School District
Board Operating Procedure Manual

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DISTRICT MISSION STATEMENT

"It is the purpose and mission of the Aledo Independent School District to provide all of its students with an educational program developing intellectually, physically, and socially to be responsible citizens and contributing members of society. Inherent within this purpose and mission is the belief that all students can learn and that schools can make a difference in the lives of their students."

ALEDO ISD VISION STATEMENT

Aledo I.S.D. will work collaboratively with the parents and community to prepare our graduates to accept diversity, be creative problem solvers, and leaders of tomorrow.
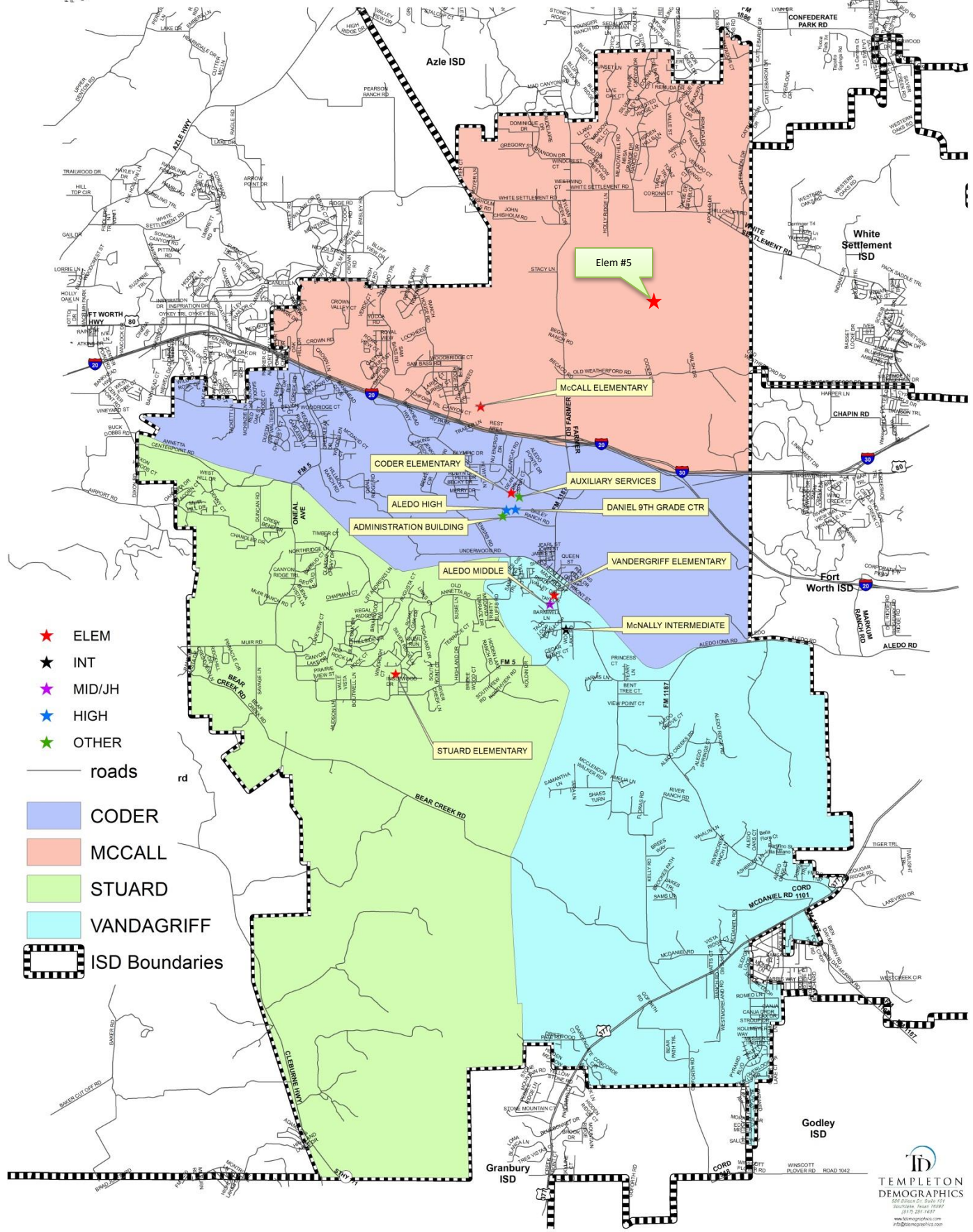
MOTTO

"A past to remember; a future to mold."

VALUES/BELIEFS	MOTTO, MISSION AND VISION STATEMENTS	BOARD PRIORITIES	FOCUS AREAS
WHAT WE BELIEVE ABOUT STUDENTS AND LEARNING: • *All students should have an equal opportunity to fulfill the highest expectations of learning; to think, problem solve, and adapt effectively to a changing world.* • *Students should experience a rigorous and relevant curriculum stimulating thinking and problem solving, preparing them for college and career.* • *Technology is an essential tool for teaching and learning.* **WHAT WE BELIEVE ABOUT PARENTS AND THE COMMUNITY:** • *Education is a shared responsibility of students, school, home and community.* • *A high level of parent and community involvement creates a foundation of educational excellence.* • *Clear and consistent communication between school and home is essential to student success.* • *Interactions between Aledo ISD, parents, and the community should serve as a model of integrity, responsibility and respect.* **WHAT WE BELIEVE ABOUT THE DISTRICT:** • *Integrity and transparency are essential to the success of our organization.* • *The District shall provide systems, processes, and resources that support student success and encourage continuous improvement.* • *A talented, trained, and committed staff provides the human resources necessary for student success.* • *Aledo ISD is committed to providing the best possible resources, facilities and educational environment for all students.*	**OUR MOTTO:** *"A past to remember; a future to mold."* ------------------------------ **OUR MISSION:** *"The mission of the Aledo Independent School District is to provide all students with an educational program developing intellectually, physically, and socially to be responsible citizens and contributing members of society. Inherent within this mission is the belief that all students can learn and that schools can make a difference in the lives of their students."* ------------------------------ **OUR VISION:** *"Aledo ISD will work collaboratively with parents and community to prepare our students to be successful leaders and problem solvers in a diverse world. "*	**LEARNING** 1. The District shall provide an aligned, rigorous curriculum, preparing students to meet or exceed educational standards. **Safety** 2. The District shall maintain a safe and orderly environment. **PARENTS/COMMUNITY** 3. Parents and members of the community shall have meaningful opportunities to communicate and participate in the educational processes of the District. **HUMAN RESOURCES** 4. The District shall recruit, hire, train, and retain a highly qualified staff. **FINANCIAL/FACILITIES** 5. The District shall exhibit excellence in financial and facility planning, management, and stewardship. **CONTINUOUS IMPROVEMENT** 6. The District shall monitor and revise systems and processes to evaluate organizational effectiveness and stakeholder satisfaction.	• Curriculum alignment and monitoring • High yield instructional strategies • Staff development aligned to instructional needs • Student extra-curricular involvement • Continuous emergency operations planning and drills • Community/agency partnerships • Staff training for student safety and discipline • Community and Campus engagement • District-wide communication plan • Multiple parent volunteer and involvement programs • Community partnerships • Recruitment/retention of Highly Qualified staff • Competitive salary schedules • Professional Development • Staff Benefits • Expanded new teacher mentor program • Monitor 10 year facility plan/replacement schedules • Annual projections • Annual financial audit • Bond ratings • FIRST and FAST ratings • Annual program effectiveness evaluations • Parent and staff satisfaction feedback surveys • Develop and monitor organizational systems

ALEDO ISD PLAN ON A PAGE 2015-2018

Glossary

Curriculum Alignment: Alignment is understood as the agreement between a set of content standards and an assessment used to measure those standards. By establishing content standards, stakeholders in an education system determine what students are expected to know and be able to do at each grade level. Educators then instruct the students using curricula that follow the academic standards.

High Yield Instructional Strategies: Teaching strategies that are used in the classroom that have a larger "effect size" than others, they have a stronger relationship with student achievement based on education research.

FIRST Rating: The state's school financial accountability rating system, known as the School Financial Integrity Rating System of Texas (FIRST), ensures that Texas public schools are held accountable for the quality of their financial management practices and that they improve those practices. The system is designed to encourage Texas public schools to better manage their financial resources to provide the maximum allocation possible for direct instructional purposes.

FAST Rating: In 2009, the Texas Legislature's House Bill 3 directed the Texas Comptroller's office to "identify school districts and campuses that use resource allocation practices that contribute to high academic achievement and cost-effective operations". Each Texas school district is assigned a FAST rating of one to five stars that indicates its success in combining cost-effective spending with achievement of measurable student academic progress. Five stars is the best or highest FAST rating and reflects the strongest relative academic progress combined with the lowest relative spending.

ALEDO INDEPENDENT SCHOOL DISTRICT

Azle ISD

White Settlement ISD

Fort Worth ISD

Granbury ISD

Godley ISD

Elem #5

McCALL ELEMENTARY

CODER ELEMENTARY

AUXILIARY SERVICES

ALEDO HIGH

DANIEL 9TH GRADE CTR

ADMINISTRATION BUILDING

VANDERGRIFF ELEMENTARY

ALEDO MIDDLE

McNALLY INTERMEDIATE

STUARD ELEMENTARY

★ ELEM
★ INT
★ MID/JH
★ HIGH
★ OTHER
— roads

CODER
MCCALL
STUARD
VANDAGRIFF
ISD Boundaries

TEMPLETON
DEMOGRAPHICS

Aledo Independent School District

Board of Trustees

BBB (LOCAL)

Aledo ISD Administrators 2016-17

Dr. Derek Citty
Superintendent

Lynn McKinney
Deputy Superintendent

Kathy Allen
Executive Director for Curriculum

Denise Dugger
Executive Director for Accountability and Professional Development

Earl Husfeld
Chief Financial Officer

Cheryl Wooten
Director of Special Programs

Dan Petersen AHS School Principal	Carolyn Ansley, David Stubbs, Tessa Mauer AHS Asst. Principals
Angi Tims Don Daniel 9th Grade Campus Principal	David Durnil Don Daniel 9th Grade Campus Asst. Principal
Mandy Musselwhite AMS Principal	Alyssa Seay, Jake Bean AMS Asst. Principals
Zach Tarrant McAnally Intermediate Principal	Holly Elgin, David Sweeney McAnally Intermediate Asst. Principals
Stephanie Adams Vandagriff Elementary Principal	Heather Street Vandagriff Elementary Asst. Principal
Amy Sadler Coder Elementary Principal	Jennifer Hoover Coder Elementary Asst. Principal
Ron Shelton Stuard Elementary Principal	Susan Stirewalt Stuard Elementary Asst. Principal
Jason Beaty McCall Elementary Principal	Julie Choate McCall Elementary Asst. Principal

Cheryl Jones, Aledo Learning Center Principal

Aledo High School (001)
1000 Bailey Ranch Road
Aledo, Texas 76008
817-441-8711 Fax 817-441-5136
Principal: Dan Petersen

The Learning Center/Alternative Education
1016 Bailey Ranch Road
Aledo, Texas 76008
817-441-5176 Fax 817-441-9488
Principal: Cheryl Jones

Daniel Ninth Grade Campus (009)
990 Bailey Ranch Road
Aledo, Texas 76008
817-441-4504 Fax 817-441-2146
Principal: Angi Tims

Aledo Middle School (041)
416 FM 1187 South
Aledo, Texas 76008
817-441-5198 Fax 817-441-5133
Principal: Mandy Musselwhite

McAnally Intermediate (110)
151 FM 5 South
Aledo, Texas 76008
817-441-8347 Fax 817-441-5177
Principal: Zach Tarrant

Aledo Independent School District
1008 Bailey Ranch Road
Aledo, Texas 76008
817-441-8327 Fax 817-441-5144
Superintendent: Dr. Derek Citty

Child Nutrition
1 Dean Road
Aledo, Texas 76008
817-441-5142 Fax 817-441-5143
Director: Patty Willhite

Technology
Director: Brooks Moore
817-441-5184 Fax 817-441-4816

Athletic Director
Director: Tim Buchanan
817-441-8327 Fax 817-441-5144

Vandagriff Elementary (101)
408 FM 1187 South
Aledo, Texas 76008
817-441-8771 Fax 817-441-5150
Principal: Stephanie Covington

Coder Elementary (102)
12 Vernon Road
Aledo, Texas 76008
817-441-6095 Fax 817-441-5135
Principal: Amy Sadler

Stuard Elementary (103)
200 Thunderhead Lane
Aledo, Texas 76008
817-441-5103 Fax 817-441-5116
Principal: Ron Shelton

McCall Elementary (104)
400 Scenic Trail
Willow Park, Texas 76087
817-441-4500 Fax 817-441-4535
Principal: Jason Beaty

Special Education
1008 Bailey Ranch Road
Aledo, Texas 76008
817-441-5199 Fax 817-441-5169
Director: Cheryl Wooten

Maintenance
1 Dean Road
Aledo, Texas 76008
817-441-5192 Fax 817-441-5143
Director: Randy Campbell

Transportation
Dallas County Schools
817-441-5141
Director: Steve Bond

Police Chief
Chief: Fred Collie
817-441-5147 Fax 817-441-4816

ALEDO ISD DISTRICT DEPARTMENTS 2016-17

Department	Aligned to Strategic Plan Priority	Primary Functions	Leaders	Secretarial Support
LEARNING	Learning	Curriculum, Assessment, Professional Development, Special Programs, ESL, Instruc. Technology, Instruc. Materials, Counseling Programs, Mentoring Programs, Extra-Curric. Programs	Denise Dugger Kathy Allen Cheryl Wooten Scott Kessel Tim Buchanan Joey Paul	Samantha Beyl (Assessment/Professional Dev) Rebecca Deatherage (Curric/Spec. Programs)
HUMAN RESOURCES	Human Resources and Parents/ Community	Personnel, Hiring, Retention, Student Services, District Communications, Parent Portal, Public Information Requests, Employee and Parent Surveys, Parent/Community Concerns, Substitutes/Volunteers	Lynn McKinney Sherry Taylor	Donna Roe
FINANCIAL/ FACILITIES	Financial/ Facilities	Business Office, Facilities, Maintenance, Transportation, Child Nutrition, Bond Programs, Bearcat Store, Advertising, Community Partners (Financial aspect)	Earl Husfeld Randy Campbell Steve Bond Patty Willhite	Ann Grace (Bus. Offc.) Debbie LeBlanc (Maint) Deb Emond (Child Nutrition) Sherry Slater (Transportation)
TECHNOLOGY/ SECURITY	Safety	Police, District Technology, Emergency Planning, Fingerprinting, Event Security	Brooks Moore Fred Collie Scott Kessel Kathy Allen	Linda Hudson
SUPT.'S OFFICE	Continuous Improvement (plus all others)	Administrative Regulations, Education Foundation, Legal Services, Community Partners, Systems and Program Analysis, Board Meetings, Board Training	Derek Citty	Donna Roe

Aledo Independent School District

2016-2017 School Calendar

July 2016

S	M	T	W	TH	F	S
					1	2
3	H	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August 2016

S	M	T	W	TH	F	S
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14	PL	PL	PL	WK	WK	20
21	{22	23	24	25	26	27
28	29	30	31			

September 2016

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11	12	13	14	15	16	17
18	19	20	21	22	23}	24
25	{26	27	28	29	30	

October 2016

S	M	T	W	TH	F	S
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2	3	4	5	6	7	8
9	PL	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28}	29
30	{31					

November 2016

S	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	F	F	F	H	H	26
27	28	29	30			

December 2016

S	M	T	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	ER}	H	H	H	24
25	H	H	H	H	H	31

January 2017

S	M	T	W	TH	F	S
1	H	H	WK	{5	6	7
8	9	10	11	12	13	14
15	H	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February 2017

S	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17}	18
19	PL	{21	22	23	24	25
26	27	28				

March 2017

S	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	H	H	H	H	H	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April 2017

S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13}	H	15
16	BW	{18	19	20	21	22
23	24	25	26	27	28	29
30						

May 2017

S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	BW	27
28	H	30	31			

June 2017

S	M	T	W	TH	F	S
				ER}	WK	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Reporting Periods:

1st Six Weeks	24
2nd Six Weeks	24
3rd Six Weeks	32
4th Six Weeks	31
5th Six Weeks	33
6th Six Weeks	31
Total School Days	175
Prep/Training	12
Total Days	187

1st Semester	80
2nd Semester	95
	175

Student Holidays:

Labor Day	9/5
Columbus Day	10/10
Thanksgiving	11/21-25
Winter Break	12/21-1/4
MLK Day	1/16
Presidents' Day	2/20
Spring Break	3/13-17
Good Friday	4/14
Memorial Day	5/29

Bad Weather Days   4/17, 5/26

Student Hours:
Elementary: 7:45-3:00   435 min
Secondary: 8:45-4:00   435 min

Codes:

NT	New Teacher Inservice
PL	Prof. Learning / Student Holiday
WK	Teacher Work Day / Student Holiday
F	PL Flex / Student Holiday
H	Holidays
ER	Early Release K-12 (Students Only)
BW	Bad Weather Make Up Day
	Semester Begins / Ends
{ }	Reporting Period Begins / Ends

K-4 Teachers 7:20-3:20 = 8 hours
5-12 Teachers 8:10-4:10 = 8 hours

Board Approved: March 21, 2016

2016-17 Aledo ISD Board Calendar

September 19, 2016 (Monday; Workshop)			
Activity	**Required**	**Optional**	**Report**
Campus Goals			X

September 19, 2016 (Monday)			
Activity	**Required**	**Optional**	**Report**
Summer School			X
Annual ESL			X
Class Size Waiver		X	
SHAC Committee Appointments	X		
District Accountability			X
Campus Accountability Goals			X

October 4, 2016 (Tuesday; Workshop)			
Activity	**Required**	**Optional**	**Report**
Team of Eight Training	X		
Review Framework for Board Dev.	X		
Board Self-Evaluation	X		
Board Goal Review/Adoption	X		
Assess Individual Cont. Ed. Needs		X	
Access Board Cont. Ed. Need		X	

October 17, 2016 (Monday)			
Activity	**Required**	**Optional**	**Report**
Board review of Superintendent evaluation policy, process and confirm dates for January summative evaluation	X		
Campus Improvement Plans (Performance Objectives)	X		
Textbook Committee Appointment	X		

October 24, 2016 (Monday; Workshop)			
Activity	**Required**	**Optional**	**Report**
Elem. Attendance Zone	X		

November 7, 2016 (Monday; Town Hall Meeting)			
Activity	**Required**	**Optional**	**Report**
Elem. Att. Zone Town Hall	X		

November 10, 2016 (Thursday; Town Hall Meeting)			
Activity	**Required**	**Optional**	**Report**

Elem. Att. Zone Town Hall	X		

November 14, 2016 (Monday)			
Activity	Required	Optional	Report
Parker and Tarrant County Appraisal District Director(s) (Every other year/odd years only)	X		
School FIRST	X		X
Review Superintendent Evaluation Instrument	X		
Formative Superintendent Conference	X		
Discuss Board goals, District Goals, Superintendent Goals with measurable criteria	X		
TAPR Accountability	X		X

December 5, 2016 (Monday; Special Called Meeting)			
Activity	Required	Optional	Report
Elem. Attendance Zone	X		

December 15, 2016 (Thursday)			
Activity	Required	Optional	Report
Finalize Elementary Attendance Zones	X		
Distribute Superintendent Evaluation Instrument to Trustees	X		
Announce Trustees Training Hours	X		X
Discuss Board Training focus as a group: SLI or Winter Governance Conferences		X	
Demographic Update			X
Consider Board Goals, District Goals, Superintendent Goals with measurable criteria	X		
Highly Qualified	X		X

January 23, 2017 (Monday)			
Activity	Required	Optional	Report
Superintendent Summative Review – Possible Action on Contract & Salary	X		
Budget Development Calendar / Process	X		
District Wide Calendar	X		
LEA Determination	X		X
Strategic Plan Annual Evaluation	X		

Activity	Required	Optional	Report
Hyles Teacher Attendance Awards - Fall Semester		X	
Annual External Audit	X		X

February 20, 2017 (Monday)			
Activity	**Required**	**Optional**	**Report**
Administrator Contracts	X		
Call Election of Trustees		X	

March 20, 2017 (Monday)			
Activity	**Required**	**Optional**	**Report**
Staffing Projections	X		
Budget Update			X
Instructional Materials Allotment Certification	X		

April 18, 2017 (Tuesday)			
Activity	**Required**	**Optional**	**Report**
Preliminary Budget Update			X
Schools & Libraries Universal Services E-Rate	X		X
Teacher Contracts	X		
Fund Balance	X		X
Take Your Sons & Daughters to Work Day	X		

May 15, 2017 (Monday; Workshop)			
Activity	**Required**	**Optional**	**Report**
BOP Manual Review/Update	X		

May 15, 2017 (Monday)			
Activity	**Required**	**Optional**	**Report**
Budget Update			X
Canvass Election Returns		X	
Swear in New or Returning Trustees after Election		X	
Board Officer Qualifications - Closed Session	X		
Board Officers Reorganization - Open Session	X		
Annual SHAC Report - End of Year	X		X
Audit Firm Engagement Letter	X		

June 19, 2017 (Monday)			
Activity	**Required**	**Optional**	**Report**
Budget Update			X

Activity	Required	Optional	Report
Superintendent Interim Goals			X
Review Committees / Assignments		X	
Recognition of Outgoing Board Member(s) (if necessary)		X	
Region XI Contracts		X	
Hyles Teacher Attendance Awards - Spring Semester		X	
Hazardous Transportation Routes	X		

June 26, 2017 (Monday; Workshop)			
Activity	**Required**	**Optional**	**Report**
Board Goal Setting	X		

July 17, 2017 (Monday)			
Activity	**Required**	**Optional**	**Report**
Appoint Committee Assignments	X		
Changes/Updates to Board Operating Procedure Manual		X	
Discussion Item: Board of Trustees Governance/Training Calendar		X	
Campus Improvement Plans (Performance Objectives)	X		
Safety & Security Audit (3 Year Cycle - Next report will be June 2017)	X		X
TASA/TASB Delegate	X		
4-H Adjunct Faculty Agreement	X		
Board Calendar	X		
TASB Region XI Board of Directors Positions	X		
Student Code of Conduct	X		
Child Nutrition Prices	X		
TASB Delegate Assembly Appointments	X		

August 21, 2017 (Monday)			
Activity	**Required**	**Optional**	**Report**
Public Hearing - Adopt Budget & Tax Rate - Called Meeting	X		
Consider Budget and Tax Rate	X		
Amend Budget	X		
Agreement for Attendance Credits	X		
Trustees Gov./Training Calendar		X	
List of Appraisers/Appraisal Calendar	X		
Vendor List of Instructional and Athletic Supplies	X		
General Waiver		X	

Parent/Teacher Survey Report			**X**

Note: This calendar is for planning purposes only. Some events may be moved and/or times changed as necessary.

Board Member

CHARACTERISTICS AND GENERAL RESPONSIBILITITES

Seven Board Members and one Superintendent complete a "Team of Eight" Leadership Concept.

Each Board Member is:
- One of seven
- A Trustee for the entire AISD
- A Leader for the entire AISD
- An elected official
- Responsible for governance
- Equal to all the other Board Members
- Responsible for personal preparation for all meetings
- Encouraged to attend district-wide functions
- Expected to be familiar with current laws
- Expected to attend further training
- Expected to support Board decisions

Each Board Member is not:
- Empowered to fix situations
- Empowered to speak for the Board or Team of Eight
- Effective as a divisive, negative influence
- Allowed to misuse confidential information
- Authorized to micro-manage with personal agenda
- More important than any other Board Member
- A vehicle for special interest groups

Board Member Responsibility is to:
- Establish instructional priorities and goals for the district and monitor for successful achievement.
- Adopt policies that govern the district and review these policies for effectiveness.
- Hire a superintendent to manage the district, evaluate the superintendent's effectiveness, and work together as a leadership team of eight.
- Adopt an annual budget for the district and set a tax rate appropriate to fund it.
- Employ and terminate personnel at the recommendation of the superintendent.
- Demonstrate commitment to student success by effectively advocating and communicating with the superintendent, staff, community, and governmental leaders.

Superintendent Responsibility is to:

- Provide leadership for the attainment of student performance as directed by the district's strategic plan and annual goals and objectives.
- Accept administrative responsibility and leadership for the planning, operation, supervision and evaluation of the education programs, services, and facilities of the district.
- Accept authority and responsibility for the assignment and evaluation of personnel and make recommendations for employment and termination of employees.
- Accept administrative responsibility of formulating an annual budget in accordance to procedures for board approval.
- Accept administrative responsibility to recommend policy for board adoption and develop administrative procedures to implement adopted policy.

ETHICS OF A SCHOOL BOARD MEMBER

- Per Policy BBF(LOCAL), as a member of the Board, I shall promote the best interests of the District as a whole and 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.

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.

BOARD MEMBER PRINCIPLES

WHAT WE BELIEVE ABOUT STUDENTS AND LEARNING:

- All students should have an equal opportunity to fulfill the highest expectations of learning: to think, problem solve, and adapt effectively to a changing world.
- Students should experience a rigorous and relevant curriculum stimulating thinking and problem solving, preparing them for college and career.
- Technology is an essential tool for teaching and learning.

WHAT WE BELIEVE ABOUT PARENTS AND THE COMMUNITY:

- Education is a shared responsibility of students, school, home and community.
- A high level of parent and community involvement creates a foundation of educational excellence.
- Clear and consistent communication between school and home is essential to student success.
- Interactions between Aledo ISD, parents, and the community should serve as a model of integrity, responsibility and respect.

WHAT WE BELIEVE ABOUT THE ALEDO ISD DISTRICT:

- Integrity and transparency are essential to the success of our organization.
- The District is committed to providing the best possible systems, processes, resources, and educational environment necessary to support student success and encourage continuous improvement.
- A talented, trained, and committed staff provides the human resources necessary for student success.

ROLE AND AUTHORITY OF BOARD OFFICERS AND/OR BOARD MEMBERS BDAA (LOCAL), BDAA (LEGAL), BE (LOCAL), BE (LEGAL), BBE (LOCAL), BBE (LEGAL), BBC (LEGAL)

- **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.

- **Terms and Duties**: Board officers shall serve for a term of one year or until a successor is elected. Officers may succeed themselves in office without limit. Each officer shall perform any legal duties of the office and other duties as required by action of the Board.

- **Vacancies and Removal from Office:** Instructions provided as prescribed in BBC (LEGAL)

1. **President:** In addition to the duties required by law, the President of the Board shall:
   - Preside at all meetings of the Board unless unable to attend.
   - Have the right to discuss, make motions and resolutions and vote on all matters coming before the Board.
   - Call special meetings of the Board. [See BE]
   - Sign all legal documents, warrants, vouchers and reports, as required by statute, state or federal regulations or Board policy.
   - Decide all questions of order in accordance with *Robert's Rules of Order, Newly Revised*, as modified by Board policy.
   - Receive official correspondence addressed to the Board.
   - Assist in the development of the agenda for each meeting.

   - Represent the Board and the District at certain ceremonial occasions and events.

   - Perform all other duties which may be prescribed by law, authorized by the Board or mandated by a court of competent jurisdiction for the chief officer of the Board.

2. **Vice President:** The Vice President of the Board shall:
   - 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.

3. **Secretary:** The Secretary of the Board shall:
   - Ensure that an accurate record is kept of the proceedings of each Board meeting.
   - Ensure that notices of Board meetings are posted and sent as required by law.
   - In the absence of the President and Vice President, call the meeting to order and act as presiding officer.
   - Sign or countersign documents as directed by action of the Board.

4. **Board Members Authority:**
   BAA (LEGAL), BBE (LEGAL), BBE (LOCAL), BDAA (LEGAL), BDAA (LOCAL), (TX Education Code 11.151)

   - The Board members as a body corporate have the exclusive power and duty to govern and oversee the management of the public schools of the District. *Education Code 11.151* [see BBE (LEGAL)]

   - 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 BBE (LOCAL)]

   - When a proposal is presented to the Board, a discussion shall be held and a decision reached. 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.[See BBE (LOCAL)]

   - 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 (LEGAL) and BDAA (LOCAL)]

CONFLICTS OF INTEREST
BBFA (LOCAL), BBFA (LEGAL), DBE (LEGAL)

   - Conflicts are controlled by state law and Board Polices BBFA (LEGAL) and BBFA (LOCAL).
   - If a Trustee believes he or she may have a conflict of interest, they should review the policy and bring the issue to the attention of the Board President and/or Superintendent.
   - If a Trustee believes that another Trustee may have a conflict of interest, he or she is to bring the issue to the attention of the Board President and/or Superintendent.
   - Conflicts created due to family members who are employees of the District are controlled by Board Policy DBE (LEGAL).

- If a Trustee believes a situation exists that requires his/her abstention, he/she should make that fact known to the Board President as soon as possible and announce the abstention at the beginning of the Board Agenda item at issue.

PERCEIVED CONFLICTS OF INTEREST

- There are times when a true, legal conflict of interest does not exist but there is the perception of a conflict of interest.
- Examples of perceived conflicts of interest include:
- A Trustee who files a complaint / lawsuit against the District that creates a conflict beyond those identified specifically in policy;
- A Trustee who is actively involved in an organization or movement that directly undermines the mission of the District; and
- A Board decision that directly and specifically impacts a program in which a Trustee's family member is intimately involved.
- When there is a perceived conflict of interest, it may be prudent to voluntarily abstain from deliberating and voting on items to ensure there is not an appearance of bias and to protect the fidelity of the process.
- Each perceived conflict of interest should be analyzed and handled on a case-by-case basis. If a Trustee fears they or a fellow-Trustee is in a perceived conflict of interest, that information should be reported to a Board officer as soon as feasible.

BOARD OPERATIONS
Communication

Board Member Communication and Superintendent
BE (LEGAL), BE (LOCAL), BBE (LOCAL), BBE (LEGAL), BJA (LOCAL) and the TX Open Meetings Act

- The Superintendent shall communicate with all Board Members between scheduled Board meetings without interfering with the regular conduct of the Aledo School District business.

- The Superintendent shall distribute to all Board Members any information requested for the Board by the Board President or a Board Member.

- Board Members may communicate with other individual Board Members for the purposes of asking clarifying questions, providing clarifying information or socializing under circumstances that do not conflict with or circumvent the Texas Open Meetings Act.

- Board members may not communicate with other individual Board Members for purposes of soliciting votes in support of or opposition to items of business that may come before the Board.

- The Superintendent is the liaison between the Board and district staff. The only employee the Board is responsible for directing is the Superintendent. The Superintendent will direct the activities of all staff.

Board Member Request for Information other than Agenda Item
BBE (LEGAL), BBE (LOCAL)

1. **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 general public in accordance with the Public Information Chapter of the Government Code. [See GBA (LEGAL)]

2. **Limitations:**
   - Individual members 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 policies FL (LEGAL) and FL (LOCAL).

3. **Requests for Reports:**
- Individual members shall seek access to records or request copies of records from the Superintendent or other designated custodian of records. When a custodian of records other than the Superintendent provides access to records or copies of records to individual Trustees, the provider shall inform the Superintendent of the records provided.

- Individual members shall not 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 custodian of records regarding the preparation of reports shall be by Board action.

4. **Confidentiality:**
- At the time Board members are provided access to confidential records or to reports compiled from such records, the Superintendent or other District employee shall advise them of their responsibility to comply with confidentiality requirements.

Board Member Communication with the Media
BDAA (LEGAL), BDAA (LOCAL), BBE (LOCAL)

- The Board President or designee shall be the official spokesperson for the Board to the media on issues of media attention that require a response from the Board.

- The Superintendent or a designated staff member shall be the official spokesperson for the District on issues of media attention that relate to District operations.

- The Board President may make statements on behalf of the Board only on actions or positions upon which the Board has taken official action, unless an emergency or public necessity exists.

- Board Member who receives a call from the media requesting information, comments, or an interview regarding District business shall direct the caller to the Superintendent's office.

- The Superintendent shall notify the Board of any media requests by email or phone subject to importance of the request.

- Statements shall not be made to the media regarding personnel or other matters protected by law.

- A Board Member retains the right to speak to the media as an individual, but must understand that any comment will likely be interpreted by viewers/readers as an "official" statement of the Board.

- In speaking as an individual, the Board Member should:

  1. Clarify that he/she is speaking as an individual and not for the Board of Trustees.

  2. Remind the media representative(s) that official statements of the Board are made only by the Board President (or his/her designee).

  3. Remind the media representative(s) of the position or action of the Board of Trustees related to the issue in question.

Board Member Communication and Technology
BBI (LOCAL)

- Board members agree to abide by all AISD policies and procedures while utilizing their technology.

- Board members shall use discretion when utilizing social media sites, blogs, and similar technology tools.

- Board members should refrain from using personal electronic devices during a called public meeting.

  1. Information shared electronically will be subject to public disclosure under the Texas Public Information Act in the same manner it would be if the communication was in hard copy. This applies to personal e-mail, cellular text, social media sites, as well as school provided e-mail and forums.

Board Member Campus Visits

- Board Members are encouraged to visit any campus.

- As a courtesy, Board Members shall inform the campus Principal of any visit in advance of the visit whenever possible, unless the Member is attending a function to which he/she has been invited or visiting the campus as a parent.

- Board Members must check in at the Principal's office following district guidelines, and must secure an identification badge visible.

- Board members may communicate with any staff member without interrupting scheduled learning periods or interfering with the learning process.

- Board Members shall not assume a supervisory role with staff or students.

- Board Members shall not assume a participator role with staff or students unless specifically requested by campus staff.

- Board Members shall remember the chain of command for complaints, concerns, and request.

- Board members shall not attempt to solve problems or make promises.

- Board Members shall make positive observations about the school and express concerns privately to the Superintendent.

** This operating procedure does not pertain to visits as a parent, as a spectator to school events or other events open to the general public.

Board Member Communication with the Community
BJA (LOCAL), BJA (LEGAL), BBF (LOCAL)

- Board Members are encouraged to participate in community activities as liaisons between the public and the school district. When doing so, Board Members are expected to:
    1. Listen politely and respectfully.
    2. Relay information about the District in a positive and truthful manner.
    3. Communicate the district's student success and achievements.
    4. Communicate community support for a shared school district.
    5. Refer questions about specific District activities/issues to the appropriate staff personnel at the lowest administrative level.

- The Board of Trustees encourages community input, but will not respond or act on the basis of anonymous calls, letters or e-mails unless the communication pertains to criminal, health or safety issues.

- Signed letters to the Board of Trustees, an individual Board Member, or the Superintendent will be forwarded to the Superintendent to be shared with the entire board with a notation of any action taken, if the letter is not of a confidential or personal nature.

- A Board Member retains the right to speak to anyone as an individual, but should understand that any comment will likely be interpreted by the listener as being an "official" statement of the Board. When speaking as an individual, the Board Member should clarify that he/she is speaking as an individual and not for the Board of Trustees.

Board Member Responses to Community Complaints
BED (LOCAL), DGBA (LOCAL), DGBA (LEGAL), EFA (LOCAL), GF (LOCAL), CKC (LEGAL), DNA (LOCAL), DNA (LEGAL), FNG (LOCAL), FNG (LEGAL)

Constituent / Parent Request or Complaint to an individual Board Member

- Concern(s) by a constituent/parent should be expressed as soon as possible to allow resolution at the lowest administrative level beginning with the teacher or campus administrator closest to the situation.

- Listen respectfully and remain impartial. Repeat the problems back for clarity to the constituent/parent. Thank them for sharing their concern.

- Informal resolutions to concerns should always be attempted at the level in which the concern first occurred.

- The district's **Complaint Resolution Process** provides information regarding the 7 step process to resolution.   Ask the constituent/parent to follow the District's **Complaint Resolution Process** by first completing a *Parent Concern Form.*

- With the *Parent Concern Form* available, Step 1 and 2 seek to provide an informal resolution for the constituent/parent and can be accomplished by phone, email or in person. The communication should be with the appropriate staff member/teacher/administrator at the campus where the concern first originated.

- If not satisfied and as described in the **Complaint Resolution Process**, steps 3 thru 7 provide information for the constituent/parent regarding the formal resolution process involving **One, Two, and Three Level Complaints.**

- Remind the constituent/parent of appropriate policy and that the Board member must remain impartial in case the Board later considers the situation during the Level Three Formal Resolution process.

- The Board Member will inform the Superintendent if a concern appears to be one outside the scope where an informal resolution is not applicable. Include the nature of the complaint, the constituent/parent and to whom the complainant has been referred within 24 hours, if appropriate.

- This policy shall not be construed to apply to complaint alleging criminal activity.

Board Member Responses to Employee Complaints
DGBA (LOCAL), DGBA (LEGAL), BBE (LOCAL), FNG (LOCAL), FNG (LEGAL), DNA (LOCAL), DNA (LEGAL)

- The Board encourages employees to discuss their concerns and complaints through informal conferences with their supervisor, principal, or other appropriate administrator.

- Concerns should be expressed as soon as possible to allow early resolution at the lowest possible administrative level.

- If an informal conference regarding a complaint fails to reach the outcome requested by the employee, he or she may initiate the formal process described in [DGBA Local].

- Employees shall not be prohibited from communicating with a member of the Board regarding District operations except when communication between an employee and a Board member would be inappropriate because of a pending hearing or appeal related to the employee.

Board Member E-Mail Protocol
BBF (LOCAL), GBA (LEGAL), GBA (LOCAL), TX Open Meetings Act

- Board Members may communicate by e-mail with other individual Board Members for the purposes of asking clarifying questions, providing clarifying information or socializing under circumstances that do not conflict with or circumvent the Texas Open Meetings Act.

- E-mail correspondence may be subject to Public Information Act request.

- E-mail correspondence from the Superintendent or designated administrator to all Board members is permissible. Individual Board members should not answer e-mail correspondence using a "reply all." Communication by e-mail is subject to the Open Meetings Act.

- Board members are encouraged to respond to e-mails from constituents, but should bear in mind that any such responses may be subject to Public Information Act requests.

- A Board member retains the right to respond to e-mails as an individual but must understand that such communication may be interpreted by the reader as being an "official" statement of the Board. The Board member should:

    1. Clarify that he/she is responding as an individual and not for the Board.
    2. Remind the reader of any position or action the Board has officially taken on the subject.

- Board Members are encouraged to share e-mails they receive with the Superintendent if the e-mail is not of a personal or confidential nature.

- Board members should not respond to anonymous e-mails.

- Communication pertaining to criminal, health or safety issues will be forwarded to the Superintendent for action.

- All email communications between Board Members and the Superintendent shall be copied to the Board President to assist the President in the efficient execution of the duties of his/her office.

MEETINGS

Board Member Communication between Meetings
BE (LEGAL), BE (LOCAL), BJA (LOCAL), TX Open Meetings Act

- The Superintendent will communicate with all Board Members between scheduled Board meetings without interfering with the regular conduct of the Aledo School District business.

- The Superintendent will distribute to all Board Members any information requested for the Board by the Board President or a Board Member.

- Board Members may communicate with other individual Board Members for the purposes of asking clarifying questions, providing clarifying information or socializing under circumstances that do not conflict with or circumvent the Texas Open Meetings Act.

- Board members may not communicate with other individual Board Members for purposes of soliciting votes in support of or opposition to items of business that may come before the Board.

- Board Members who wish to share information relevant to District business or issues before the Board may relay the information to the Board President or Superintendent for placement on the Board Agenda or, if appropriate, distribution to all Board members through the Superintendent.

Board Member Preparation for Meetings
BJA (LOCAL), BJA (LEGAL), BE (LEGAL), BE (LOCAL)

- The Superintendent shall ensure that all necessary or requested information is supplied to the Board Members to allow for informed decisions. Agenda packets will be electronically posted no later than 96 hours in advance of a special or regular board meeting.

- Board Members shall read and study the packet prior to each meeting. Board Members may direct Agenda related and additional information questions to the Superintendent prior to the Board Meeting.

- Any additional information or materials that are provided to one Board Member will be provided to all Board Members.

- If the requested information is not available, the Superintendent shall inform the Board Member prior to the start of the meeting. The Superintendent and Board President will consult with the requesting Board Member to find a reasonable solution.

- By consensus of the Board, an item may be pulled from the agenda if sufficient information is not provided in a timely manner.

Board Member Conduct during Board Meetings/Public Forums
BE (LEGAL), BE (LOCAL), BEC (LEGAL)

- All Board members are expected to conduct themselves professionally and ethically during all meetings and public forums. Examples of behavior that will not be tolerated are rude remarks, interruptions, yelling, name calling and disrespectful verbal or body language.

- During posted meetings, all members will conduct him/herself according to Roberts Rules of Order, Newly Revised. If, during a meeting or public forum, any member conducts themselves in a manner that is intolerable or prevents the accomplishment of goals, the Board President may adjourn the meeting. If a majority of the Board disagrees with the adjournment then the meeting must continue, however the offending member may be ejected for the remainder of the meeting if the rest of the Board unanimously agrees.

- Differences of opinion, if respectfully submitted, are not to be construed as unacceptable behavior but rather as alternate views on a subject and should be encouraged.

- All Board members including the President will vote on all action items, except when there is a legal conflict of interest.

- In case of a tie vote, the item is tabled and returned on the next agenda as an action item.

Board Member Participation in Discussion, Debating and Voting during Meetings
BE (LEGAL), BE (LOCAL), BDB (LEGAL), BDB (LOCAL), BJA (LOCAL), BDAA (LOCAL)

- Roberts Rule of Order, Newly Revised, is the parliamentary procedure adopted in Policy by this Board; meetings, motions and debate shall follow these guidelines.

- The Board President has the responsibility to keep the discussion to the motion at hand and shall halt discussion that does not apply to the business before the Board.

- The Board President has the right to recognize a Board Member or anyone wishing to speak to the business before the Board.

- Debate and discussion may continue until each Trustee feels that he/she has had adequate time to ask clarifying questions or make other comments.

- No member shall coerce another member to vote in a particular manner, and no member may attempt to solicit votes in any manner inconsistent with the Texas Open Meetings Act.

- No member will criticize any other member with regard to his/her questions, discussion or vote.

- Although it is the duty of every member who has an opinion on a question to express it by his vote, he can abstain, since he cannot be compelled to vote. Members abstaining from voting should briefly state their reason for the abstention.

Public Comment/Participation at Board Meetings
BED (LEGAL), BED (LOCAL)

- Audience participation at a Board meeting is limited to the public comment portion of the meeting designated for that purpose. 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.

- At regular Board meetings, the Board shall allot 30 minutes to hear persons who desire to make public comment to the Board. Persons who wish to participate in this portion of the meeting shall sign up with the presiding officer or designee before the meeting begins and shall indicate the topic about which they wish to speak.

- Individuals shall address the Board one at a time. A respected time limit of 3 minutes per individual is allotted. Groups of 5 or more individuals wishing to speak on the same topic shall assign one spokesperson to address the Board.

- 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.

Public Comment/Participation: Complaints and Concerns
BED (LEGAL), BED (LOCAL)

- The presiding officer or designee shall determine whether a person addressing the Board has attempted to solve a matter administratively through resolution channels established by policy. If not, the person shall be referred to the appropriate policy (see list below) to seek resolution:

- Employee complaints: DGBA

- Student or parent complaints: FNG

- Public complaints: GF

Public Participation in Public Hearing Meetings
BED (LEGAL), BED (LOCAL)

- When the District holds a public hearing on a matter such as the annual budget, public participation is allowed.

- In order to participate during a public hearing, an individual must sign up to address the Board before the meeting is called to order.

- Individuals wishing to address the Board during a public hearing may speak for three (3) minutes.

- Delegations of more than five persons shall appoint one person to present their views before the Board. In this event, the chosen speaker will be limited to a maximum of ten (10) minutes.

- The Board and/or administration may engage in a dialogue with a public speaker during a public participation portion of a hearing. The Board may deliberate the subject of the hearing after public participation only if the discussion relates to the topic posted on the agenda.

The Board and/or administration may engage in a dialogue with a public speaker during a public participation portion of a hearing. The Board may deliberate the subject of the hearing after public participation only if the discussion relates to the topic posted on the agenda.

Disruption during Public Board Meetings
BED (LEGAL), BED (LOCAL)

- 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 person 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 person removed from the meeting.

Executive Session: **Role of Board Members**
BA (LEGAL), BEC (LEGAL), BE (LOCAL)

- Notice of all meetings shall provide for the possibility of a closed meeting during an open meeting, as provided by law. [See BEC (LEGAL)]

- The Board may conduct a closed meeting when the agenda subject is one that may properly be discussed in closed meeting. The Board can only discuss those items as limited by law. [See BEC (LEGAL)]

- During executive session, the Board can deliberate properly posted items but may not take any actions related to those items. All Board actions, including voting, must occur in open session under the Texas Government Code.

- Discussion and information shared during executive session shall remain confidential.

- Notes taken by individual Board Members during Open and Executive Sessions may be considered information created as part of the District's official business and, therefore, potentially subject to public disclosure under the Texas Public Information Act.

Executive Session: Participation by Individuals Other Than Board Members
BE (LEGAL), BEC (LEGAL), BE (LOCAL)

- No person other than the Board of Trustees and the Superintendent is entitled to attend or participate in closed/executive sessions.

- If the Board President or the Superintendent believes that consultation with a person or group would be beneficial to the discussion, that person or group may be invited to participate for a specific purpose. Such consultants must leave the room upon the conclusion of their participation or when the Board no longer believes such participation is productive.

- Any Board Member may request consultation with a specific person or group for a matter duly posted for closed/executive session. A Board Member shall make such a request to the Board President. The Board President will discuss the merits of the request with the Board Member and will work with the Superintendent to arrange for participation requested if possible.

- The Superintendent may be prohibited from participating in closed/executive sessions where the Board may be considering any aspect of his/her employment or job performance.

- Participation by people other than the team members shall not conflict with the Texas Open Meetings Act or any other applicable provisions of the law.

- In the event any persons other than the Board and Superintendent participate in Closed/Executive sessions, the Superintendent and the Board shall ensure that the participant(s) are aware of the limitations placed on disclosure of the content of the discussion occurring in closed/executive session.

BOARD DEVELOPMENT

Framework for School Board Development
BBD (EXHIBIT), BJA (LEGAL)

- **Preamble:** The Board of Trustees is the educational policy-making body for the District. To effectively meet the challenges of public education, school boards and superintendents must function together as a leadership team. Each leadership team must annually assess their development needs as a corporate body and individually to gain an understanding of the vision, structure, accountability, advocacy, and unity needed to provide educational programs and services that ensure the equity and excellence in performance of all students. The Framework for School Board Development has been approved by the State Board of Education to provide the critical areas of development for all public school boards.

- **Vision – The Board ensures creation of a shared vision that promotes enhanced student achievement.**
    - The Board keeps the district focus on the educational welfare of all children.
    - The Board adopts a shared vision based on community beliefs to guide local education.
    - The Board ensures that the vision supports the state's mission, objectives and goals for education established by law and/or rule.
    - The Board ensures that the District's vision expresses the present and future needs of the children and community.
    - The Board uses the vision to assess the importance of individual issues that come before the Board and demonstrates its commitment to the vision by using the vision to guide all Board deliberations, decisions, and actions.
    - Individual Board members should not have individual agendas separate and apart from the shared vision.

  Structure – The Board provides guidance and direction for accomplishing the vision.
    - The Board recognizes the respective roles of the legislature, State Board of Education, the Texas Education Agency, and local boards of trustees in the governance of the District
    - The Board fulfills the statutory duties of the local Board of Trustees and upholds all laws, rules, ethical procedures and court orders pertaining to schools and school employees.
    - The Board focuses its actions on policy making, planning and evaluation, and restricts its involvement in management to the responsibility of oversight.
    - The Board adopts a planning and decision-making process consistent with state law and/or rule that uses participation, information, research and evaluation to help achieve the District's vision.
    - The Board ensures that the District's planning and decision-making process enables all segments of the community, parents and professional staff to contribute meaningfully to achieving the District's vision.

- The Board develops and adopts policies that provide guidance for accomplishing the District's vision, mission and goals.
- The Board adopts a budget that incorporates sound business and fiscal practices and provides resources to achieve the District's vision, mission and goals.
- The Board adopts goals, approves student performance objectives, and establishes policies that provide a well-balanced curriculum resulting in improved student learning.
- The Board approves goals, policies and programs that ensure a safe and disciplined environment conducive to learning.
- The Board oversees the management of the District by employing the Superintendent and evaluating the Superintendent's performance in providing education leadership, managing daily operations, and performing all duties assigned by law and/or rule and in support of the District's vision.
- The Board adopts policies and standards for hiring, assigning, appraising, terminating and compensating District personnel in compliance with state laws and rules.

- **Accountability – The Board measures and communicates how well the vision is being accomplished.**
  - The Board ensures progress toward achievement of district goals through a systematic, timely and comprehensive review of reports prepared by or at the direction of the Superintendent.
  - The Board monitors the effectiveness and efficiency of instructional programs by reviewing reports prepared by or at the direction of the Superintendent and directs the Superintendent to make modifications that promote maximum achievement for all students.
  - The Board ensures that appropriate assessments are used to measure achievement of all students.
  - The Board reports District progress to parents and community in compliance with state laws and regulations.
  - The Board reviews District policies for effective support of the District's vision, mission and goals.
  - The Board reviews the efficiency and effectiveness of District operations and use of resources in supporting the District's vision, mission and goals.
  - The Board evaluates the Superintendent's performance annually in compliance with state laws and regulations.
  - The Board annually evaluates its performance in fulfilling the Board's duties and responsibilities, and the Board's ability to work with the Superintendent as a team.

- **Advocacy – The Board promotes the vision.**
  - The Board demonstrates its commitment to the shared vision, mission and goals by clearly communicating them to the Superintendent, the staff and community.
  - The Board ensures an effective two-way communication system between the District and its students, employees, media and the community.
  - The Board builds partnerships with community, business and governmental leaders to influence and expand educational opportunities and meet the needs of students.

- The Board supports children by establishing partnerships between the District, parents, business leaders and other community members as an integral part of the District's educational program.
- The Board leads in recognizing the achievements of students, staff and others in education.
- The Board promotes school board service as a meaningful way to make long-term contributions to the local community and society.
- The Board provides input and feedback to the legislature, State Board of Education, and the Texas Education Agency regarding proposed changes to ensure maximum effectiveness and benefit to the schoolchildren in the District.

- **Unity – The Board works with the Superintendent to lead the District toward the vision.**
  - The Board ensures that its members understand and respect the need to function as a team in governing and overseeing the management of the District.
  - The Board develops skills in teamwork, problem solving and decision making.
  - The Board establishes and follows local policies, procedures, and ethical standards governing the conduct and operations of the Board.
  - The Board understands and adheres to laws and local policies regarding the Board's responsibility to set policy and the Superintendent's responsibility to manage the District and to direct employees in District and campus matters.
  - The Board recognizes the leadership role of the Board President and adheres to law and local policies regarding the duties and responsibilities of the Board President and other officers.
  - The Board adopts and adheres to established policies and procedures for receiving and addressing ideas and concerns from students, employees and the community.
  - The Board makes decisions as a whole only at properly called meetings and recognizes that individual members have no authority to take individual action in policy or District and campus administrative matters.
  - The Board supports decisions of the majority after honoring the right of individual members to express opposing viewpoints and vote their convictions.

New Board Member Orientation
BBD (LOCAL), BBD (LEGAL), BBD (EXHIBIT)

- As a supplement to ESC 11 training provided in relation to his/her candidacy, a District orientation for a new Board Member will be scheduled to begin within 60 days of the date a new Board Member takes the Oath of Office.

- At a minimum, the Superintendent and Board President will participate in an induction into board culture event prior to the new members(s) first regular monthly meeting at the Board Room. Other Board Members and additional administrative staff may also be included to provide specific information about meeting procedures, Board Book, and other items.

- If more than two additional Board members participate in the orientation at one time, the orientation will be conducted in accordance with the Texas Open Meetings Act.

- In addition to the orientation and team building training, and other educational opportunities, the following topics shall be included within the first year as a Board Member:

  1. Board/Superintendent Team Operating Procedures and Board Policies
  2. Superintendent's overview of District Administrative Organization
  3. Board President's overview of officer responsibilities and Board committee(s) structure
  4. Training to access and use Board Book
  5. Budget
  6. Texas Open Meetings Act laws
  7. District Goals
  8. Requirements for ongoing Board Member education and opportunities
  9. Board's annual calendar and briefing of upcoming events
  10. Review of annual team building training, board evaluation, and framework for governance leadership [BBD Exhibit]
  11. Expense reimbursement procedures

- New Board members are encouraged to pursue additional training opportunities during the first year of service. In addition to the ESC 11, all Board Members are encouraged to attend any of the additional education seminars, conferences, and online classes available through the Texas Association of School Boards (TASB) for school board leadership development.

BOARD MEMBER MENTORING GUIDELINES

Newly elected Board Members should be assigned a Board Mentor, appointed by the Board President, during our first year of service. The purpose of this mentorship is to strengthen the new Board Member's contributions and responsibilities during our first year of service on the Board. The Board President and the Superintendent will serve as ex-officio mentors to all new Board Members.

Responsibilities of the Board Member mentor:

- To build a relationship with the new Board Member founded on respect and trust
- To contact the new Board Member during the week of the Board Meeting to inquire if there are questions or concerns about the agenda.
- To share experiences as they relate to board service in an informal setting
- To provide any necessary background for issues in the District
- To serve as a sounding board for questions, concerns, or ideas
- To answer questions and identify resources for the new Board Member

Continuing Education Requirements

Overview of Continuing Education Requirements for Board Members

Continuing Education Required of Board Members	Tier	First Year Board Members	Experienced Board Members	Provider
Local District Orientation	1	Required within 60 days of election or appointment	Not required	Local district
Orientation to Texas Education Code	1	3 hours	Not required	Education Service Center
Update to Texas Education Code	1	Not required	*After legislative session:* length determined by issues addressed in legislation	Any registered provider
Team-Building Session/Assessment of Continuing Education Needs of the Board-Superintendent Team	2	At least 3 hours	At least 3 hours	Any registered provider
Additional Continuing Education, based on assessed needs and the Framework for Governance Leadership	3	At least 10 hours	At least 5 hours each year	Any registered provider
Continuing Education Required of All Elected Public Officials—Effective 1-1-2006		First Year Board Members	Experienced Board Members	Provider

Open Meetings Training		1 hour required within 90 days of election or appointment	1 hour – Officials in office before 1-1-2006 have until 1-1-2007 to complete	Attorney General's Office or other approved provider
Public Information Act Training (Boards may delegate this training to the district's public information coordinator		Check local district policy for any Board requirement (BBD Local)	Check local district policy for any Board requirement (BBD Local)	Attorney General's Office or other approved provider

Election of Board Officers/Reorganization

BDAA (LEGAL), BDAA (LOCAL), BBD (LEGAL), TX Open Meetings Act

- The election of Board officers is governed by Board Policies BDAA (LEGAL), BDAA (LOCAL), and the Board Operating Guidelines and must be held at a properly noticed and posted meeting in compliance with the Texas Open Meetings Act, Texas Government code Chapter 551.001 et seq. The Board Members shall comply with the requirements of the Boards' Policies, Operating Guidelines and the Texas Open Meetings Act in the selection of officers.

- Beginning April 1st and no later than May 1st, any qualified Board Member who seeks to be elected as an officer will inform the Superintendent of the following:

  1. The Board Member's notice to seek a board officer's position by election; and

  2. The specific officer position the Board Member is seeking. A candidate for Board President must have served at least two years as a Board Member and received, or commits to receive formal training in the duties of a Board President.

- The notification shall be in writing, which can include email, and shall state the following: *This is my notice to seek the school board officer's position of (President/Vice President/Secretary) by nomination and election.*

- Upon receiving notice that a Board Member is seeking to be an officer, the Superintendent will promptly notify the other Board Members of the Board Member's intent.

- Board Members will not circumvent the Texas Open Meetings Act by attempting to solicit support for individuals seeking any office.

- A Board Member may choose to withdraw his/her name from consideration as an officer by notifying the Superintendent in writing, which can include email, and shall state the following: *I withdraw my name from consideration as President/Vice President/Secretary.*

- Withdrawal notice shall be submitted no later than noon on the day of the Regular Board Meeting in the month of May. The Superintendent will then notify the Board Members as reasonably possible.

- The officer selection process will take place during the May Regular Board Meeting. The board meeting's agenda shall include a provision for an Executive Session for the purpose of discussing and deliberating the duties and qualifications of a school board officer. The Executive Session will be the first working item on the Agenda.

- When reconvened in open session, the Board will, in compliance with the Texas Open Meetings Act, consider nominations of members for officers. A nomination does not require a second. The Board will vote for each office in turn, beginning with the Board President. If there is more than one nominee for a position, candidates will be voted on in the order of their nomination.

- For the purposes of this section only, "Current Board President" refers to the person who was president at the time of the most recent election. "Current Board Secretary" refers to the person who was the secretary at the time of the most recent election.

  1. The Current President conducts the election of the new Board President.

  2. If the Current President is seeking to be elected president again or is no longer a member of the Board, the election for the new Board President will be conducted by the Current Board Secretary.

  3. If the Current Board Secretary is seeking to be elected president or is no longer a member of the Board, the election for the new Board President will be conducted by the last person to have served as president who is on the Board and not seeking election as president.

  4. If no current Board Member fits the description in Section 3, the election of the new Board President will be conducted by a Board Member chosen by lot from among those current Board Members who were on the Board immediately prior to the most recent election.

- The elections for new Board President, will be conducted by the Board Member identified in 1, 2, 3, or 4, whichever is applicable.

- Newly elected officers will assume responsibility for their office immediately following the vote in Open Session.

- A vacancy among officers of the Board, other than the President, shall be filled by majority action of the Board.

- 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.

Board Self-Evaluation
BBD (LEGAL), BBD (EXHIBIT)

- The Board self-evaluation will be conducted in closed session in compliance with the Texas Open Meetings Act and according to the annual calendar of Board meeting dates and activities.

- The Board Operating Procedures manual will be considered as part of the annual evaluation along with the Framework for Board Development document as prescribed by the Texas Education Agency.

- Trustees agree to participate in Board Member surveys which may be conducted annually.

Team of 8 Training
BBD (LOCAL), BBD (LEGAL), (BBF (LOCAL), BJCB (LEGAL), 19 TX Administrative Code 61.1(b)

Annually, the entire Board, including all Board members, shall participate with the Superintendent in a team building session facilitated by a regional education service center or any registered provider. The team building session shall be of a length deemed appropriate by the Board, but generally at least three hours.

- Each year, in June, the Board President or designee will work with the Superintendent to find potential dates for the annual team building session.

- The Superintendent shall place an item on an agenda for a duly called meeting, either in July or August of each year, to obtain Board consensus for the date and activity.

- Understanding that the required annual team building activity must be one of benefit to the members, the Board President or designee shall present options for activities as well as solicit input from the members.

- The activity, and any people other than the team who might be involved, must be approved by a majority of the members at a duly called meeting in July or August of each year.

- Changes to date(s) or activities are permissible with a consensus of the Board.

- The Superintendent's participation in team building sessions as part of the Board's continuing education (see BBD) shall represent one component of the Superintendent's ongoing professional development. *19 TAC 61.1(b)*

Board Members' Concerns
BBC (LEGAL), BE (LOCAL), BE (LEGAL), DBD (LOCAL), CAA (LOCAL)

- If a Board Member has a serious, specific concern about the performance of another member which appears to be in violation of Board Operating Procedures or Policies the recommended process for addressing such concerns shall be:

  1. The concerned member shall have a private conversation with the member in order to work out the differences or resolve the issue(s).

  2. If the concern(s) remain, the member shall meet privately with the Board President and outline the specific issue(s). The President and the complainant shall meet with the member and attempt to resolve the issue(s).

  3. If the issue is still not resolved, the complainant shall conference with the Board President and the Superintendent (or the Superintendent's designee) to develop a plan of action to resolve the concerns.

- When a member with concern(s) about another member's performance has gone through the steps outlined (1 through 3) and the issue(s) remains unresolved the concerned member shall, through the Board President, request that an item be placed on a regularly scheduled agenda as an Executive Session item posted as "*Consideration of the Duties of a Public Officer.*"

- Should the Board determine that reprimand or censorship is warranted, such action may only be taken in a duly posted public meeting.

- No action may be taken which would conflict with the Texas Open Meetings Act.

- Nothing in this operating procedure shall be construed to limit a Board Member's constitutional rights.

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Board Member Expense Guidelines
BBG (LOCAL), BBG (LEGAL), BBD (EXHIBIT)

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

- All board member travel, paid for by Aledo ISD, shall have direct benefit on the Board Member's ability to perform as an effective Board Member as described under the Framework for School Board Development document (BBD (EXHIBIT)

- Each Board Member shall inform the Board and Superintendent of the conferences and training opportunities in which he/she desires to participate.

- 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.

- Spouse travel will not be a reimbursable expense. Reference BBG (LOCAL) for details.

- Payment for authorized and documented travel expenses shall be made in accordance with legal and local requirements.

Board Oversight / Governance

Planning

Board Committees
BDB (LOCAL), BDB (LEGAL)

- The Board President shall appoint Members to special (ad hoc) committees created by the Board to fulfill specific assignments, unless otherwise provided by Board action.

- The function of these committees shall be fact-finding, deliberative, and advisory, but not administrative. Committees will report their findings to the Board and then be dissolved upon completion of the assigned task or vote of the Board.

- A Committee that includes less than a quorum of Board members is not subject to the Open Meetings Act if it serves a purely advisory function, with no power to supervise or control public business.

- The President of the Board and the Superintendent shall be *ex officio* Members of all Board committees, unless otherwise provided by Board action. The Board may choose to invite non Board members to serve on a committee including AISD staff / personnel.

- 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 regularly scheduled Board meeting.

Development of District Policies BF (LOCAL)

- New LOCAL policies may be developed by the Superintendent, Board members, school personnel or community citizens. All new policies must be relevant and adhere to all local, state and federal laws and guidelines.

- New LOCAL policies must be adopted by the Board of Trustees at a duly called meeting.

- Regardless of origin, any newly proposed policy shall be drafted by the originator and submitted to the Board's Policy committee chairman.

- All proposed policies will be reviewed by a review committee prior to placement on a Board agenda for consideration. The Superintendent or designee shall be responsible for placing the item on an appropriate Board meeting agenda.

- After adoption, the Superintendent or designee shall be responsible for submitting revisions to TASB for legal review and incorporation into the Board's Policy Manual. If requested by a Board member or the Superintendent, a legal review from TASB may be requested prior to adoption.

- Proposed LOCAL policies will be placed for a first and second reading prior to adoption unless an emergency condition exists which demands an immediate response.

- LEGAL policy updates, which are provided by TASB in response to legislative or governmental actions, shall be reviewed with a first and second reading at duly posted meetings. No action is required as these policies are immediately binding.

Review of District Policies BF (LOCAL)

- The Board and Superintendent will review Board Policies annually for revisions or possible additions to guide the District's continuous improvement efforts.

- Because adherence to Board policy is critical, all team members will be required to familiarize themselves with the Policy Manual. The Board President or designee will be responsible for ensuring that each new Board member knows how to access a digital copy of the complete manual at his/her new member orientation.

- A review of policies will be a continuous event, coordinated by the chair of the Board' Policy committee and the staff member assigned. The Policy committee chairman elect to delegate portions of the process to appropriate Board committees.

- The Superintendent or designee will also be responsible for ongoing review of policies to ensure that existing policies are still relevant to current local circumstances. The Superintendent shall ensure that all District staff members have adequate knowledge of the Board Policies.

- LOCAL Policy amendments may be initiated by the Superintendent, Board Members, school personnel or community citizens.

- Regardless of origin, all proposed policy revisions will be reviewed by a review committee prior to placement on a Board agenda for consideration. The Superintendent or designee shall be responsible for placing such a revision on an appropriate agenda.

- After adoption, the Superintendent or designee shall be responsible for submitting revisions to TASB for legal review and incorporation into the Board's Policy Manual. If requested by a Board member or the Superintendent, a legal review from TASB may be requested prior to adoption.

- LOCAL policy revisions will be placed for a first and second reading prior to adoption, unless an emergency condition exists which demands an immediate response.

- LEGAL policy updates, which are provided by TASB in response to legislative or governmental actions, shall be reviewed with a first and second reading at duly posted meetings. No action is required as these policies are immediately binding.

Superintendent Evaluation
BJCD (LOCAL), BJCD (LEGAL), BJA (LOCAL), BJA (LEGAL)

- The Board shall establish an annual calendar providing for the following activities, in which both the Board and the Superintendent shall participate:

  1. Procedures for setting goals that define expectations and set priorities for the Superintendent.

  2. Summative evaluation.

  3. Formative evaluation.

- The Superintendent shall be involved in developing, selecting, or revising the appraisal instrument and process. *19 TAC 150.1022*

- Student performance shall be a part of locally developed appraisal instruments for Superintendents as specified in Education Code 39.054. *19 TAC 150.1022(e)*

- A student performance domain shall be included in the appraisal of the Superintendent as follows: "The Superintendent promotes improvement of the performance of students in the District through activities such as comparing disaggregated student performance results to state accountability standards and to prior year performance."

- The domains and descriptors used to evaluate the Superintendent may also include:

  1. Instructional management.
  2. School or organization morale.
  3. School or organization improvement.
  4. Personnel management.
  5. Management of administrative, fiscal, and facilities functions.
  6. Student management.
  7. School or community relations.
  8. Professional growth and development.
  9. Student achievement indicators and campus performance objectives.
  10. Board relations.

- In developing the appraisal instrument, the Board shall use the Superintendent's job description as applicable. *19 TAC 150.1021*

- The Board may implement a process for collecting staff input for evaluating the Superintendent. If such a process is implemented for use in the Superintendent's evaluation, staff input shall not be anonymous.

- Before conducting the Superintendent's appraisal, Board members shall have evidence of training in appropriate personnel evaluation skills related to the locally established criteria and process.

- Trustees shall, in a timely manner, provide the Board President with each member's appraisal documents. The Board President and another Board Officer of his/her choosing will tabulate the scores to create the final appraisal document.

- The District, with the approval of the Board, may select the Commissioner-recommended student performance domain for Superintendents or may develop an alternative process in consultation with the District- and campus-level committees and adopted by the Board.

- If the District uses the Commissioner-recommended student performance domain, it shall meet the following requirements: *19 TAC 150.1022*

  1. The Superintendent shall be required to attend an orientation approved by the Commissioner;

  2. The results on the Commissioner-recommended student performance domain shall be incorporated into the local appraisal instrument;

  3. The results on the Commissioner-recommended student performance domain shall be a primary consideration of the Board in evaluating the Superintendent;

  4. For a Superintendent new to the District, the results from the Commissioner-recommended student performance domain shall be on a "report only" basis during the first year. Dropout and attendance data for the Superintendent shall be on a "report only" basis for the first two years.

Glossary

Glossary

Term or Acronym	Description
504	Section 504 of the Rehabilitation Act of 1973 is a federal law that protects qualified individuals from discrimination based on their disability.
ACT	American College Testing is an assessment of high school students' general educational development and their ability to complete college level work.
ADA	Average Daily Attendance. The state uses ADA to calculate funding for School Districts.
AP	Advanced Placement program consists of courses offered to students in grades 10 through 12 that adhere to College Board curriculum and methodology. The AP program enables students to complete college level studies while in high school, and to obtain college placement and/or credit on the basis of their performance on rigorous AP exams.
AR (Administrative Regulations)	Administrative Regulations are detailed directions developed by District Administrators to put policy into practice. ARs outline District processes and standardize practices to establish consistency throughout the district and are one of the cornerstones for achieving organizational alignment.
AYP	Adequate Yearly Progress is a federal measurement defined by the No Child Left Behind Act that allows the U.S.

	Department of Education to determine how every public school and school district in the country is performing academically according to results on state standardized tests.
Brown Bag Lunches	A monthly forum established by the Superintendent held on school campuses that allows parents and the community to learn about what is going on in the District and ask the Superintendent questions.
CAFR	Comprehensive Annual Financial Report is a set of government financial requirements that exceed the minimums established for annual financial reports completed by public sector companies.
CBAC	Citizens' Bond Advisory Committee gives the administration information from community members regarding size and scope of potential bonds before calling for a bond election.
CPOC	Campus Performance Objectives Committee. These are site-based advisory committees on each campus composed of the Principal, elected teachers, parents, along with business and community members.
DWEIC	District-Wide Education Improvement Committee- is the District level planning and decision making advisory committee composed of the Superintendent, elected teachers and staff, parents, along with business and community members.
EOC	End of Course tests are state exams of High School core subject courses. These tests include Algebra I, geometry, Algebra II, biology, chemistry, physics, English I, English II, English III, world geography, world history, and U.S. history.

ESL	English as a Second Language services provided to limited English proficient students.
FAST	Financial Allocation Study for Texas is a study released by the Texas Comptroller of Public Accounts, which helps identify strategies for containing the costs associated with public education without compromising academic progress.
FUND BALANCE	Fund Balance is the difference between assets and liabilities in either the General Fund or the I/S Fund.
FIRST	Financial Integrity Rating System of Texas is designed to encourage Texas public schools to better manage their financial resources in order to provide the maximum allocation possible for direct instructional purposes.
I and S	Stands for Interest and Sinking funds. This is the debt service side of school district finance. The I/S tax rate is collected to pay off the District's bond debts.
M and O	Stands for Maintenance and Operations funds. These funds pay for all day to day operations of the District including salaries, utilities, supplies, etc. It is funded by the M/O tax rate.
Region XI	Education Service Center - provides training and support to area school districts as directed by the Texas Education Agency.
RTI	Response to Intervention is a system of academic intervention designed to provide early, effective assistance to children who are having difficulty learning.

SAT	Scholastic Aptitude Test or Scholastic Assessment Test is a standardized test for college admissions.
SHAC	School Health Advisory Council is a group of individuals representing stakeholders in the community, appointed by the school district to serve at the District level to provide advice to the District on coordinated school health programming and its impact on student health and learning.
SRO	School Resource Officer. Police officer housed permanently on a school campus.
STAAR Tests	State of Texas Assessments of Academic Readiness. These tests are for grades 3-8 in Reading, Math, Writing, Science and Social Studies.
STAR Chart	School Technology and Readiness Chart is designed to help teachers, campuses, and districts determine their progress toward meeting the goals of the Long-Range Plan for Technology, as well as meeting the goals of the district.
STRATEGIC PLAN	The District's shared vision for what is supposed to be accomplished over a period of 3 years.
TAKS	Texas Assessment of Knowledge and Skills is a standardized test (now being phased out) to assess students' attainment of reading, writing, math, science, and social studies skills required under Texas education standards.
TASA	Texas Association of School Administrators is a nonprofit educator's association dedicated to promoting, providing and developing leadership for school administrators.

TASB	Texas Association of School Boards is a voluntary, nonprofit statewide educational association that serves and represents local Texas School Districts.
TASBO	Texas Association of School Business Officials is the premier source for school business information in the State of Texas.
TEA	Texas Education Agency governs all Texas public and charter schools.
TEC	Texas Education Code is a set of the state statutes governing public education in Texas. The TEC directs the goals and framework of public education and is established by the Texas Legislature.
TEKS	Texas Essential Knowledge and Skills are the standards that students in Texas public schools must master, by grade level and by content area.
TSVSN	Texas State Virtual School Network Established by Senate Bill 1788, the TSVSN provides online courses for Texas students.
UIL	University Interscholastic League governs all extracurricular activities including athletics, academic, and music contests and sets standards to which all competitions must adhere.