

Board Operating Procedure Manual Review Committee Meeting

Chair: Bobby J Rigues

Members: Dr. Citty, Jay Stringer, Dr. David Tillman

September 19, 2014 Board Operating Procedure Manual Meeting

The committee consisting of Bobby J Rigues (chair), Dr. Derek Citty, and Jay Stringer met, reviewed, and agreed on the list of suggested changes to the BOP manual to be presented to the board on October 20, 2014 as a review item only. Pending input from the board, the listed of suggested changes will be placed on the November agenda for approval.

October 20, 2014 – Board Meeting Agenda Item:

Aledo ISD Board Operating Procedure Manual Review Report

Cover Page

- Update with new Revised date after November Board approval

Page 4 District Mission Statement Page

- Delete current Mission Statement:
"The mission of the Aledo Independent School District is to provide all students with an educational program developing their full potential 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."

And replace with:

"It is the purpose and mission of the Aledo Independent School District to provide all of its students with an educational program which will allow them to develop to their full potential intellectually, physically, and socially in order 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."

- **Add Aledo ISD Vision Statement:**
AISD 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.

Page 7 Board of Trustees page ...

- Change "Term Ends" column years from 2014 to 2017 for David Davis and Hoyt Harris
- Under the title *Board of Trustee*, add the following reference: *BBB Local*

Page 8 Aledo ISD Administrators page ...

- Change title year from 2013-14 to 2014-15
- Administration to review and update Personnel changes as necessary

Page 9 Aledo ISD School Directory ...

- Administration to Confirm Accuracy

Page 10 Aledo ISD District Departments ...

- Change title year from 2013-14 to 2014-15
- Administration to Confirm Accuracy

Page 11 Aledo ISD 2013-14 School Calendar ...

- Remove Page 11 - 2013-14 School Calendar ...
- Delete this page 11 in Table of Contents listing

Page 12 Aledo ISD 2014-15 School Calendar ...

- Replace 2014-15 School Calendar with current version
- Mark this *2014-15 School Calendar* as Page 11
- Correct Table of Contents Listing to reflect page 11

Page 13 – 14 School Board Calendar ...

- Replace current 2 page *School Board Calendar* with current version*
- *NEW DOCUMENT SHOULD BE 3 PAGES, Change page numbers to 12, 13, AND 14
- Update Table of Contents to reflect page 12, 13, and 14 Listing

Page 20 Role and Authority of Board Officers and/or Board Members

- #2 (near bottom of page) – per recent BDAA Local policy change, Delete entire 2nd Bullet that states: *Become President of the Board if a vacancy in that office occurs.*

Page 21 Entire page

- Change bold font legal, local, and TEC references to regular font and correct font size issues.

Page 26 Board Member Communication and Superintendent

- In the first and second bullet, delete the word “will” and replace with the word “shall.”

Page 26 Board Member Request for Information other than Agenda Item

- Change bold font legal and local policy references to a regular font.

Page 27 Board Member Communication with the Media

- Change bold font legal and local policy references to a regular font.
- Regarding 4th Bullet, delete the word “will” and replace with the word “shall.”
- Regarding 5th Bullet, delete the word “will” and replace with the word “shall.”

Page 29 Board Member Communication with the Community

- Regarding 4th Bullet, delete the word “must” and replace with the word “should.”

Page 34 Board Member Preparation for Meetings

- Regarding 1st Bullet, delete the word “will” and replace with the word “shall.”

Page 36 Comment/Participation at Board Meetings

- Change bold font type on legal reference “BED Legal” under heading to regular font.
- 4th Bullet – Delete the following sentence as required by policy change in BED Local: *Board members may request topics be added to future agendas for discussion during Items by Trustee portion of the agenda.* *This sentence will not be replace with another.

Page 49 Election of Board Officers/Reorganization

- Regarding 5th Bullet, delete the phrase “*other than the President.*”

Page 50 Team of 8 Training

- Add to the policy references: *(BJCB Legal) (19 TAC 61.1(b))*
- Add space line between 2nd and 3rd bullets
- Add a 6th bullet: *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)*

Page 51 and 52 Board Member Expense Guidelines

- Page 51, Delete 4th Bullet - *A Board Member, at the Member’s request, shall be reimbursed for reasonable, allowable expenses incurred in carrying out Board business at the request of the Board, and for allowable expenses incurred while attending meetings or conferences as an official representative of the Board.*
- Replace 4th Bullet with as worded in BBG Local - *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.*
- Page 52, ADD the following to the end of the 1st Bullet: *Reference BBG Local for Details*
- Page 52, Delete entire last Bullet that states: *Frugality will be honored when making travel arrangements. Make prudent spending habits while traveling.*