



**Agenda of Policy Committee Meeting - The Board of Trustees
Belton Independent School District
Monday, October 5, 2020**

A Committee meeting of the Board of Trustees of Belton Independent School District will be held Monday, October 5, 2020, beginning at 5:00 PM in the Big Red Room, 400 N. Wall Street, Belton, TX 76513.

The subjects to be discussed or considered or upon which any formal action may be taken are as listed below. Items do not have to be taken in the order shown on this meeting notice.

Unless removed from the consent agenda, items identified within the consent agenda will be acted on at one time.

- 1. Call to Order**
- 2. Public Comments**
- 3. Review and Discuss the Following Items:**
 - A. Discuss CW(LOCAL): Naming Facilities
 - B. Revisions to BF(LOCAL): Board Policies - 1st Reading
 - C. Revisions to DBAA(LOCAL): Employment Requirements and Restrictions
Criminal History and Credit Reports - 1st Reading
 - D. Revisions to DED(LOCAL): Vacations and Holidays - 1st Reading
 - E. Review BJCD(LEGAL) and BJCD(LOCAL): Superintendent Evaluation
- 4. Issues/Concerns for Future Agenda or Administrative Reports**
- 5. Adjourn**

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

CW (Local): Belton ISD Current Policy

Names on Buildings	The Board shall have a plaque prepared bearing the names of the Board members, administrators, architects, and contractors directly connected with each project.
Inspection and Acceptance	In addition to periodic inspections by the architect and the administrative staff, the Board shall conduct a final inspection or inspections where necessary, and final acceptance of the project shall rest with the Board. Acceptance of new construction shall be withheld until the buildings are certified as complete.
Dedication Ceremonies	A new school building shall be dedicated at an appropriate ceremony held as soon as possible after occupancy.

Components and Examples of Other CW (Local) Policy Samples

Objective Names selected for District schools or buildings shall be meaningful to students and community members, be a source of pride, and reflect the traditions of the District. (Prosper, Leander)

Plaques placed on new or renovated facilities shall contain the following information:

- Building Plaques**
1. Year bond issue passed;
 2. Board and Superintendent in office when bond issue passed; and
 3. Board and Superintendent in office at time facility opened (Round Rock)

Dedication plaques shall include the following information:

1. The name of the facility;
2. The year it was completed;
3. The names of the Board members at the time the contract for the facility was awarded, and at the time of dedication of the facility;
4. The name of the Superintendent at the time the contract for the facility was awarded, and at the time of dedication of the facility;
5. The name of the architect or engineer; and
6. The name of the contractor.

The plaque may include information regarding the city and state. No other information may be included in dedication plaques without Board approval. (Fort Bend)

Selection Committee

The selection committee shall be comprised of at least two Board members appointed by the Board President, the site administrator (if identified), and two parents from the attendance zone involved (if the facility is a school) or two parents from the District Improvement Committee. The committee shall be chaired by the Superintendent or designee.

Except in circumstances where a new or existing facility may be named for a major donor, the Board may request the Superintendent to solicit names for a specific facility and direct the Superintendent to form a committee for the purpose of proposing a name.

(Katy)

The Board shall direct the Superintendent or his or her designee to form and chair a facility naming committee composed of ten to 15 people, including one or two Board members appointed by the Board president; the principal of the new campus or facility, if named; and at least two teachers, one student, and three parents of children from campuses from which the new school is projected to draw enrollment. Other committee members may include additional staff, students, parents, or community members who are interested in serving. The committee shall review proposed names and shall forward a recommendation to the Board. (Fort Bend)

The Board may appoint a committee to be called the School Name Selection Committee (committee). The committee shall consist of 12 to 20 members who are residents of the geographic area served by the District. The membership shall consist of a diverse group of civic leaders, educators, parents, and others who have a sincere interest in the process.

The Board may appoint one of the members of the committee as chairperson. The chairperson shall serve as the liaison between the Board and the committee. The chairperson and all members of the committee shall serve at the discretion of the Board.

At least 90 days prior to the designated time the Board wishes to name a school or building, the Superintendent or designee shall inform the chairperson of the committee. The chairperson shall organize and convene meetings of the committee and provide the recommended names and support material to the Board no later than the designated date.

The responsibility for the final decision when naming facilities shall rest with the Board. At a regularly scheduled meeting, the Board shall officially select a name from the list of recommendations submitted by the committee, or shall request additional information.

(Prosper, Leander)

The following guidelines shall be used for selecting members of the facility name recommendation committee:

1. The Superintendent or designee shall appoint a facility name recommendation committee composed of parents and community members from the geographic area.
2. The Superintendent or designee shall serve as chairperson of the facility name recommendation committee.

3. Students in grades 6–12 from the applicable geographic area shall also be selected to serve on middle school and high school facility name recommendation committees, in accordance with administrative guidelines.
4. A person who has submitted a name for consideration shall be ineligible to serve on the facility name recommendation committee. (Comal)

Criteria

The committee shall identify names that meet the objectives of this policy. Suggested areas or categories from which the names may be chosen are as follows:

1. Prominent educators;
2. Notable pioneer families;
3. Civic leaders;
4. Prominent Texans;
5. Significant financial donors or land patrons;
6. Significant events; and
7. Locations (i.e., creeks, lakes, and the like). (Prosper, Leander)

The following criteria shall be used when naming a new elementary school campus, middle school campus, or high school campus; an existing school building; or another facility; as well as for the renaming of a building and facility in the District:

1. A facility may be named for a deceased person who has served the District or community, especially in service to children.
2. A facility may be named for any local, state, or national heroic figure, living or deceased.
3. A nominee shall have made a significant contribution to society and/or education, and his or her name shall lend prestige and status to an institution of learning.
4. A facility may be named for a local residential or geographic area or state or national landmark.

The proper name of an existing school building may not be replicated, except within the same attendance area. Common nouns, such as, but not limited to, valley, creek, or river, may be used.

A facility to be named shall be a separate structure or campus, and an identifiable existing facility and campus shall not be fragmented by renaming portions of the structure or campus. (Comal)

The responsibility for naming facilities, including portions of buildings, outdoor fields, and any other District facility, rests with the Board. School facilities and school-related facilities shall generally be named for persons or places. If the name of a person is to be considered, that individual should have attained prominence locally or nationally in the fields of education, science, art, statesmanship, political science, military achievement,

or a Texas historical achievement. If the name of a place is to be considered, the criteria should include historical relevance. Students, staff, and District residents may submit nominations. The District shall solicit public input regarding naming suggestions.

The following guidelines shall govern the naming of facilities after persons, living or deceased:

1. The nominee should have made a significant contribution to society.
2. The name should lend prestige and status to an institution of learning.
3. The nomination must be presented in a brief, two paragraph statement that shall contain:
 - a. Biographical/historical data; and
 - b. Reasons justifying the choice. (Fort Bend)

The following guidelines shall govern the permanent naming or re-naming of new or existing District-owned facilities or portions of facilities. A facility or portion of a facility may be named for a person; in honor of an historic event or place; a subdivision or geographic area; or for a major donor.

The Board shall consider naming a facility or a portion of a facility for a person who meets the following criteria, as applicable:

The person has made or is making significant contributions to the District and represents virtues or characteristics that serve as a role model to students, staff, and the community.

The person has made or is making significant contributions to public education and has a significant connection to the District as a student, an alumnus, a staff member, an administrator, a donor, or a supporter.

The person has made substantial contributions to his or her field of endeavor or to society in general.

A facility may be named for a person who has made significant contributions during his or her term as a member of the District's Board of Trustees and who is not a current member of the Board at the time a decision on the naming of a facility is under consideration.

A facility may be named for a person who has worked in the District if the person has been in education for at least 20 years, has been a distinguished District employee for at least ten years, and is retired or deceased.

A portion of a facility, such as a library, an auditorium, or a gymnasium, may be named for a person who has worked in the District if the person has been a distinguished District employee for ten years, and is retired or deceased.

A name may be reused for facility naming purposes in the event a facility is consolidated or demolished.

Extensive research shall be conducted on a proposed honoree before a final decision is made regarding naming a facility or portion of a facility for a person.

The Board shall consider naming a facility or portion of a facility in honor of an event or place, subdivision, or geographic area subject to the following:

If more than one community will be served by a particular facility, the facility shall receive a “neutral” name.

A facility named for an historic event shall have major significance to the District, the city of Katy, the city of Houston, or the state of Texas.

The Board shall consider naming a facility or portion of a facility in honor of a major donor. Specific District guidelines shall be developed for corporate or individual sponsorship of schools. The guidelines shall specify required levels of monetary or in-kind donations, as well as appropriateness of the sponsor. (Katy)

In addition to the criteria provided in this policy, the following guidelines shall be established by the Superintendent or designee and communicated to the public.

A person who wishes to submit a name for consideration must identify the facility and provide a clear, concise explanation of why the name should be honored. Supplemental materials such as news clippings, letters of recommendation, and other printed resources may be submitted along with the nomination.

Nominations may be made by letter or by using the form available from the District. Nominations should be submitted by mail or e-mail to the communications department. Nominations that are not selected by the committee shall be kept by the communications department for future facility name considerations. (Comal)

If there is evidence of adequate support from the public for a specific name, or in the absence of credible opposition to the name, the committee shall submit the name to the Board for its consideration. If public support is not evident during the public forum, the committee may choose to consider another name.

The committee shall select a name to be recommended to the Board through decision-making consensus. Decision-making consensus is defined as the apparent preference after each committee member has had an opportunity to participate in the discussion. (Katy)

The facility name recommendation committee shall select for the Board’s consideration at least two, but no more than three, names and provide a rationale for each selection with the understanding that the final decision in naming facilities shall reside with the Board.

A name shall be selected at least 12 months prior to the opening of a new school. (Comal)

**Submission
Process**

**Board
Decision**

**New
Elementary,
Middle, or
High School
Mascot**

The persons appointed to serve on the school facility name recommendation committee shall also serve as the school mascot recommendation committee.

Mascot nominations shall be collected from incoming students in grades 6–8 for middle schools and from incoming students in grades 9–12 for high schools.

The following guidelines shall be used during the mascot recommendation selection process:

1. The mascot recommendation committee shall review all the name submissions.
2. If the mascot recommendation committee determines that the mascot nominations submitted are not appropriate, then the committee shall be permitted to submit mascots for consideration.
3. A file of all mascot nominations submitted shall be kept with the communications department.

The mascot recommendation committee shall select for consideration for the incoming grade 6 and grade 9 students at least two, but no more than three, mascot options. The incoming grade 6 and grade 9 students shall be surveyed in order to help consider the mascot.

The final decision in selecting a mascot shall reside with the Board. (Comal)

BOARD POLICIES

BF
(LOCAL)

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

Organization

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

Legally referenced policies are not adopted by the Board.

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

Terms

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

[See AB for District name terminology.]

Harmony with Law

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

Severability

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

Policy Development

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

Official Policy Manual

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

Adoption and Amendment

Proposed local policies or amendments introduced and recommended to the Board at one meeting, ~~such as a Board Policy Committee meeting or Board of Trustees meeting,~~ shall not be adopted until a subsequent Board meeting. Emergency adoption, however,

Deleted:

Belton ISD
014903

BOARD POLICIES

BF
(LOCAL)

may occur in one meeting if special circumstances demand an immediate response.

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

TASB Localized
Updates

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

DATE ISSUED: 7/7/2020
UPDATE 115
BF(LOCAL)-B

ADOPTED:

2 of 2

RECOMMENDED POLICY

Disqualifying Offenses

The District shall obtain criminal history record information on final candidates for employment. All District positions have the potential for contact with students. The District shall disqualify from employment a person whose criminal history indicates that the person poses a threat to stud or employees. Consistent with business necessity, the District shall also disqualify from employment a person whose criminal history is otherwise inconsistent with the job duties of the position for which the person is being considered.

Individualized Assessment

The District shall perform an individualized assessment of criminal history record information when determining a person's eligibility for employment in a specific position. The District shall take into account a variety of factors, including the following:

1. The nature of the offense;
2. The age of the person when the crime was committed;
3. The date of the offense and how much time has elapsed;
4. The adjudication of the offense (e.g., whether the person was found guilty by a trier of fact, pled guilty, entered a no contest plea, or received deferred adjudication);
5. The nature and responsibilities of the job sought;
6. The accuracy of the person's disclosure of his or her criminal history during the selection process;
7. The effect of the conduct on the overall educational environment; and
8. Any further information provided by the person concerning his or her criminal history record.

Arrests

The fact of an arrest alone does not establish that criminal conduct has occurred, and the District shall not disqualify a person based solely on an arrest. The District may make an employment decision based on the conduct underlying the arrest if the conduct makes the person unfit for the position in question.

SBEC Notification

If a candidate for a position has a reported criminal history, and the candidate is certified by the State Board for Educator Certification (SBEC), the District shall report the criminal history to SBEC.

Credit History

The District shall obtain credit history information on a candidate for employment only when the credit history is related to the position for which the person is being considered. The District shall

EMPLOYMENT REQUIREMENTS AND RESTRICTIONS
PRE-EMPLOYMENT REVIEWS

DBAA
(LOCAL)

comply with the Fair Credit Reporting Act before obtaining a job-related credit history. [See DBAA(LEGAL)]

RECOMMENDED POLICY

Vacation Days

Eligible employees in positions normally requiring 260 days of service annually shall receive paid vacation days in accordance with administrative regulations that address the following:

1. Eligibility criteria;
2. Accrual rates and availability;
3. Request and approval processes;
4. Accumulation and carryover limits; and
5. Treatment of vacation days upon separation from service.

**Employment and
Evaluation**

The board shall adopt a policy providing for the employment and duties of district personnel. The employment policy must provide that the board employs and evaluates the superintendent. *Education Code 11.1513(a)(1)* [See DC]

Appraisal Process

A board shall appraise a superintendent annually using either:

1. The commissioner of education's recommended appraisal process and criteria; or
2. An appraisal process and performance criteria that are:
 - a. Developed by the district in consultation with the district- and campus-level committees; and
 - b. Adopted by the board.

Education Code 21.354(c)

In addition to other procedures and criteria determined by the board, the commissioner's recommended appraisal process and criteria shall include, at a minimum, an annual evaluation of the superintendent and a student performance domain. Completion of the Lone Star Governance superintendent evaluation may satisfy these requirements. *19 TAC 150.1031(b)-(c)*

Annual
Performance Report

The information in the annual report describing the educational performance of a district [see AIB] shall be a primary consideration of the board in evaluating the superintendent. *Education Code 39.307(3)(C)*

**Penalty for
Noncompliance**

Funds of the district may not be used to pay a superintendent who has not been appraised in the preceding 15 months. *Education Code 21.354(d)*

Confidentiality

A document evaluating the performance of a teacher or administrator is confidential and is not subject to disclosure under the Public Information Act, Government Code Chapter 552. *Education Code 21.355* [For disclosure requirements on evaluations, see GBA.]

SUPERINTENDENT
EVALUATION

BJCD
(LOCAL)

Written Evaluation

The Board shall prepare a written evaluation of the Superintendent at annual or more frequent intervals.

The Board shall furnish the Superintendent with a copy of the completed evaluation and shall discuss its conclusions with the Superintendent in a closed meeting, unless the Superintendent requests that the discussion be open.

Informal Evaluation

The Board may at any time conduct and communicate oral evaluations to augment its written evaluations.