



## **Agenda of Special Meeting**

### **The Board of Trustees Belton Independent School District**

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A Special Meeting of the Board of Trustees of Belton Independent School District will be held March 8, 2022, beginning at 5:00 PM in the Big Red Room, 400 N. Wall Street, Belton, TX 76513. One or more trustees may participate via video conference.

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

1. **Call to Order**
2. **Public Comments**
3. **Board Training on Policy Development and the Use and Maintenance of the District's Policy Manual, Facilitated by the District's Policy Consultant from the Texas Association of School Boards** **2**
4. **Adjourn**

# Introduction to Policy Making and Policy Maintenance for Board Members

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This information is provided for educational purposes only to facilitate a general understanding of the law or other regulatory matter. This information is neither an exhaustive treatment on the subject nor is this intended to substitute for the advice of an attorney or other professional adviser. Consult with your attorney or professional adviser to apply these principles to specific fact situations.



## Training Objectives

The attendee will:

- Become more familiar with TASB and Policy Service resources;
- Receive an overview of the policy manual's structure;
- Gain an understanding of the purpose of administrative regulations;
- Understand the reasons for and logistics of policy changes;
- Discuss key policies related to business operations, personnel, instruction, students, and the community;
- Compare practices in key areas with current policy; and
- Discuss potential policy revisions, additions, and deletions.

## Some Terms to Know

- **Policy consultant/analyst:** The representative in TASB Policy Service who is assigned to assist your district in preparing drafts and to answer questions related to board policy.
- **Policy contact:** The district employee assigned by the superintendent to serve as the policy liaison with TASB's policy consultant.
- **Starting Points:** Policy development worksheets that assist in drafting text for emerging, complex policy issues.
- **Policy Alerts:** Timely advisories that detail pertinent issues or changes in law affecting school district policy decisions or that provide reminders to districts about key actions related to policies.
- **Legal Tips:** Provides practical legal advice about certain policy topics that affect school districts by identifying common legal concerns regarding specific sections of policy and gives legal guidance to assist districts with implementing local policy. In a numbered update, a **Legal Issues Memo** is included that provides guidance regarding policy topics included in the update.
- **Regulations Resource Manual:** A collection of model administrative regulations/procedures developed to complement school districts' legal and local policies.
- **myTASB:** A platform on the TASB website accessible to the superintendent, superintendent's secretary, and the district's designated policy contact. It gives the user access to information and resources that are vital to providing policy maintenance responsibilities.



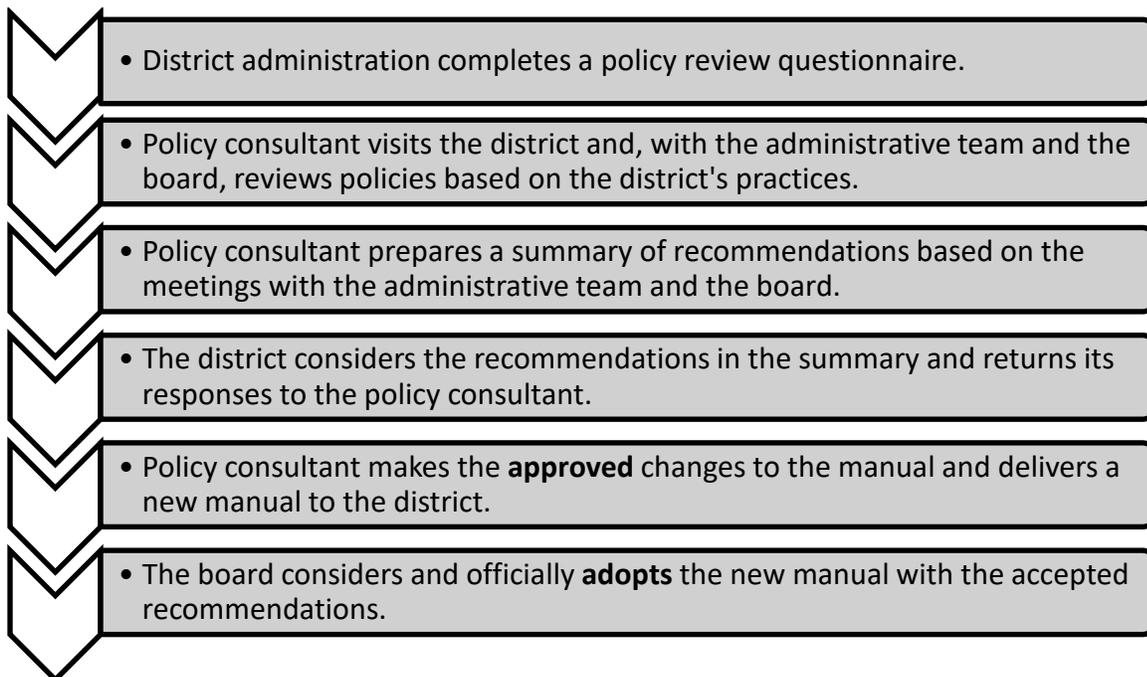
## How Can My Policy Consultant Assist?

TASB policy consultants provide individualized services for your district by:

- Answering policy questions;
- Consulting via telephone and e-mail;
- Providing sample policies;
- Drafting policy language before it is presented to the board;
- Conduct trainings and workshops in-district; and
- Facilitating policy review sessions.

## Steps of the Policy Review Session

TASB policy consultants provide individualized services for your district. Here's how:



# The Board’s Governance Role

According to Education Code 11.151(b) “[t]he trustees as a body corporate have the exclusive power and duty to govern and oversee the management of the public schools of the district.

**Governance:** The act of making decisions that provide direction, define expectations, grant power and authority, and evaluate outcomes.

# The Board and Policy

“A district is **governed** by a board of trustees who, as a body corporate, shall oversee the management of the district and ensure that the superintendent implements and monitors plans, procedures, programs, and systems to achieve appropriate, clearly defined, and desired results in the major areas of district operations.” *Education Code 11.051(a)*

- Hiring and evaluating the superintendent
- Adopting the budget
- Establishing the tax rate
- Establishing district goals
- Adopting policy

See also BAA(LEGAL).

# Public Policy vs. Board Policy

Public Policy	Board Policy
<p>Public policy describes the general philosophy under which the board operates, including the values and beliefs that guide the board’s actions, decisions, and interactions with staff, students, and community.</p> <p>Expressed through budget, curriculum, staffing, and resolutions.</p>	<p>Board policy includes the necessary mandates, authorizations, and legally required choices necessary to run the district.</p> <p>Adopted by the board and maintained in the manual.</p>



## The Superintendent and Policy

The superintendent is the educational leader and the chief executive officer of the school district.

Legal citation: *Education Code 11.201(a)*

Some examples of the superintendent's duties include:

- Collaborating with the board
- Preparing the budget
- Making employment recommendations
- Managing district operations
- Developing regulations and recommending policy

See also BJA(LEGAL).

### (LEGAL) and (LOCAL) Policies

- The (LEGAL) policies reflect federal laws, state laws, and state and federal rules.
- The (LOCAL) policies reflect the decisions of the school board.
- Base versions reflect standard policy statements that are common to many districts.
- Unique policies are those policies that the district has modified or policies that are developed to meet specific district needs.

### Why Is This (LOCAL) Policy Here?

- It is in response to a legal requirement. **Example: EHBAF(LOCAL)**
- It reduces potential legal risk. **Example: DIA(LOCAL)**
- It declares a district's choice among district options. **Example: EHBAF(LOCAL)**
- It clarifies administrative authority. **Example: CH(LOCAL)**
- It codifies board operating procedures. **Example: BE(LOCAL)**
- It is a controversial issue. **Example: FNCA(LOCAL)**



## Administrative Regulations or Procedures

Administrative regulations or procedures are guidelines or plans based on district policy but left to administrative discretion in development and implementation.

They are dynamic by nature and should be reviewed by the board but not adopted.

Examples of administrative regulations or procedures:

- Student handbooks
- Employee handbooks
- Business procedures
- Graduation procedures
- Grading guidelines

Questions to consider when determining whether to use a regulation or (LOCAL) policy:

- |   |                            |                         |
|---|----------------------------|-------------------------|
| • Does the law require the provision?     | <del>REGULATION</del>      | <b>LOCAL policy</b>     |
| • Does it express a district goal?        | <del>REGULATION</del>      | <b>LOCAL policy</b>     |
| • Would it need to be changed quickly?    | <b>REGULATION</b>          | <del>LOCAL policy</del> |
| • Where will constituents look for info?  | <b>Depends on district</b> |                         |
| • Is it an extremely controversial issue? | <del>REGULATION</del>      | <b>LOCAL policy</b>     |

## TASB Numbered Updates

These updates to both the (LEGAL) and (LOCAL) policies are initiated by TASB Policy Service in response to changes in the following:

- Texas law
- Federal law
- Case law (both state and federal)
- State Board of Education rules
- Commissioner's rules
- Texas Attorney General's opinions
- Other applicable changes to Texas Administrative Code



## Local District Updates (LDUs)

Local district updates are initiated by the district when there are changes in the following:

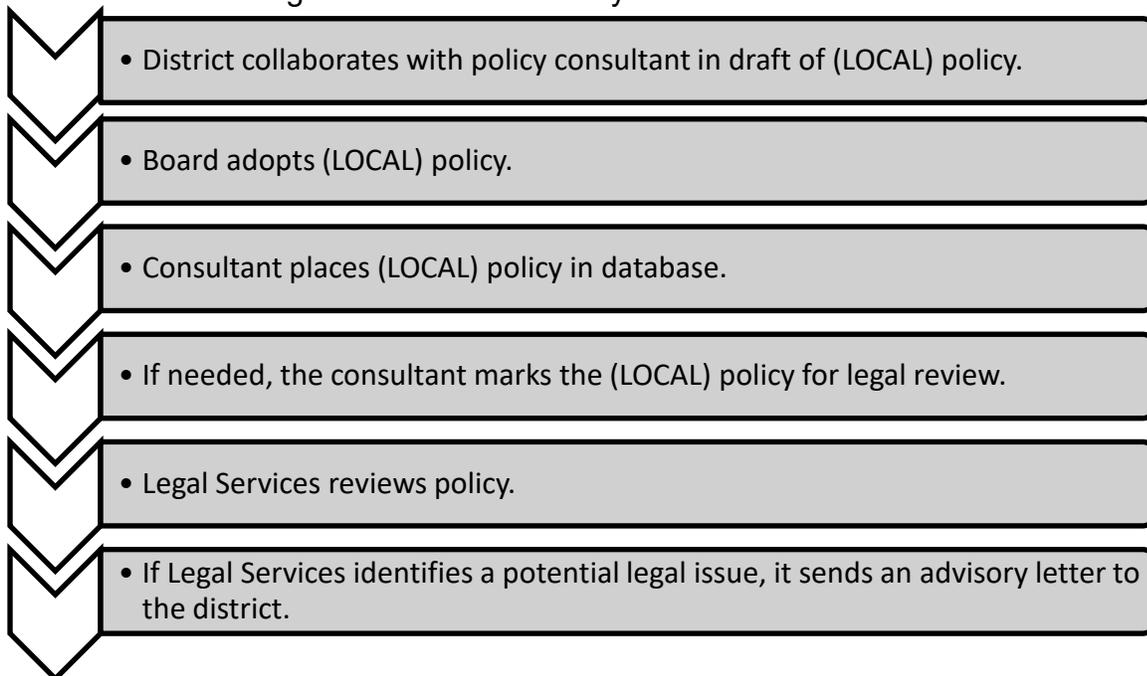
- Local district practices
- Local district choices
- District response to statute

When initiating a local district update, the district should:

- Evaluate the need for a new policy or revision.
- Review the issue in light of the district's mission statement and goals.
- Request drafts or samples from your assigned TASB policy consultant.
- Collaborate with your assigned TASB policy consultant to finalize drafts.
- Present the new or revised policy to the board for consideration.

## Legal Review

If the policy consultant makes the determination, a district's adopted (LOCAL) policy would be sent to Legal Services so attorneys could review the text.



## Tips to Keeping Policy and Regulations Current

- Act on numbered updates in a timely fashion to avoid legal risks and inconsistency within manual and other district documents.
- Review administrative procedures (e.g., student handbook, employee handbook, etc.) to ensure accuracy and relevance.
- Ensure any changes in practices are captured in policy or regulation.
- Revisit the district's mission statement and goals.

## Online Resources

- Public-facing web pages:
  - Policy Service: Frequently Asked Questions  
<https://www.tasb.org/Services/Policy-Service/Frequently-Asked-Questions-FAQs.aspx>
  - TASB School Law eSource  
<https://www.tasb.org/Services/Legal-Services/TASB-School-Law-eSource.aspx>
- myTASB: Policy Service Resource Library
  - *Policy Reference Manual*
  - *The Board Member's Guide to Policy*
  - Legal Service's Policy Development Tips
  - Policy Manual Update Resources
    - *Vantage Points*
    - Local policy video and transcripts
    - *Legal Issues Memo*

