



## **Agenda of Policy Committee Meeting**

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

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A Policy Committee Meeting of the Board of Trustees of Belton Independent School District will be held May 1, 2023, beginning at 5:00 PM in the Bronco 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 the meeting notice.

- 1. Call to Order**
- 2. Public Comments**
- 3. Review and Discuss the Following Items:**
  - A. EFB(LOCAL) - Instructional Resources: Library Materials 2
  - B. DEC(LOCAL) - Compensation and Benefits: Leaves and Absences - 1st Reading 15
  - C. BE(LOCAL) - Board Meetings - 1st Reading 21
  - D. Board Operating Procedures Review 23
- 4. Issues/Concerns for Future Agenda or Administrative Reports**
- 5. Adjourn**

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**Note:** For information related to the selection of instructional materials, see EF(LEGAL) and EFA(LOCAL).

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**Objectives**

The District shall provide a wide range of library materials for students and faculty that support student achievement and present varying levels of difficulty, diversity of appeal, and a variety of points of view. The Superintendent shall ensure that librarians and other designated professional staff select library materials in accordance with District policy and administrative regulations.

In this policy, “library materials” may include printed and electronic library acquisitions and other ancillary or supplementary materials maintained in a campus library. In accordance with state and local guidelines, library collections should enrich and support the state and local curriculum. Collections should also provide materials of high interest to encourage student reading and learning for pleasure.

Library materials may be used to enhance the instructional program, for formal or informal teaching and learning purposes, and for voluntary inquiry or self-selected reading.

In accordance with state and local standards, school libraries are essential interactive collaborative learning environments, ever evolving to provide equitable physical and virtual access to ideas, information, and learning tools for the entire school community.

School libraries are essential, safe, and inviting centers for teaching and learning that provide equitable access to emerging technologies and physical and virtual collections of high quality, reflecting input from stakeholders.

Parental  
Involvement

The District shall focus on maximizing transparency with parents and community members while meeting student needs and providing enrichment opportunities with library materials. Parental involvement in library acquisition, maintenance, and campus activities is encouraged.

To support transparency and access for the school community, the District shall establish means for parents and the public to review holdings, including information about titles and how materials are assessed.

Protection from  
Inappropriate  
Material

Library materials shall not include “~~harmful material~~” as defined by ~~Penal Code 43.24(a)(2)~~ or “~~obscene~~” material as defined by ~~Penal Code 43.21(a)(1)~~. **harmful materials which describe, depict or portray sexually explicit content in a way that is pervasively offensive to prevailing standards in the adult community with respect to what is suitable for minors.**

Library materials shall comply with the Children's Internet Protection Act (CIPA), including technology protection measures. [See CQ]

**Selection**

Library materials shall be chosen in accordance with the following selection criteria derived from the guidelines adopted by the Texas State Library and Archives Commission. In the selection of library materials, librarians and other professional staff shall make an effort to ensure that the materials:

1. Enrich and support the curriculum, taking into consideration students' varied interests, abilities, learning styles, and maturity levels.
2. Stimulate growth in factual knowledge, enjoyment of reading, literary appreciation, aesthetic values, and societal standards.
3. Develop a balanced collection presenting multiple viewpoints related to controversial issues to foster critical thinking skills and encourage discussion based on rational analysis [see EMB regarding instruction about controversial issues].
4. Represent many ethnic, religious, and cultural groups and their contributions to the national heritage and world community.
5. Have received favorable professional library reviews from state and nationally recognized review publications.
6. Have received state or national awards or are included on recommended reading lists developed by library professionals and educators.
7. Have a high degree of potential user appeal and interest.
8. Offer a global perspective that promotes equity of access, including print and nonprint materials such as electronic and multimedia, to meet the needs of individual learners.
9. Are requested or recommended by students and teachers.
10. Represent diverse viewpoints and cultures appropriate to each campus to ensure the collection embodies the unique background of its student population.
11. Not be in violation of Texas Penal Code 43.24(a)(2) or 43.21 (a)(1) **or be harmful materials which describe, depict or portray sexually explicit content in a way that is pervasively offensive to prevailing standards in the adult community with respect to what is suitable for minors.**

**Parent Consideration**

In general, a student is afforded the opportunity to self-select library materials as part of literacy development and the library program. District staff may assist a student in selecting library material; however, the ultimate determination of appropriateness remains with the student and parent. Parents are encouraged to communicate with the campus librarian/digital information specialist and their child's teacher about special considerations regarding library materials self-selected by their student. In accordance with state law and administrative regulations, parents may select alternative library materials for their student. [For information on parental rights regarding instructional materials and other instructional resources see EF(LEGAL).]

**Challenged Resources**

A parent of a District student, a student who is 18 years of age or older, an individual employee, or any District resident who is 18 years of age or older, may challenge a library material maintained in the District's library program on the basis that the library material fails to meet the standards set forth in this policy. The number of library materials in review will be in balance with the resources available. The District shall make every attempt to ensure at least one library material a month is reviewed if applicable. Library materials will only be reviewed during the school year. Priority for review of books will be given to challenges filed by current BISD parents.

**Guiding Principles**

The following principles shall guide the Board and staff in responding to challenges of library materials:

1. A complainant may raise an objection to a library material used in the District's library program, despite the fact that the professional staff selecting the materials were qualified to make the selection, followed the proper procedure, and adhered to the objectives and criteria for library materials set out in this policy.
2. A parent's ability to exercise control over instruction and instructional resources, including library materials, extends only to his or her own child as set forth in Education Code Chapter 26.

3. Access to a challenged material shall not be restricted during the reconsideration process, except if the the material is alleged to have content which is harmful or obscene in nature and a reasonable determination was made to restrict access to material to a student without parent permission, or if copies of the book are needed for the reconsideration committee process. The District may deny access of the material to a student if requested by the child's parent.

The major criterion for the final decision on challenged library materials is the appropriateness of the material for its intended use. No challenged library material shall be removed solely because of the ideas expressed therein.

Informal  
Reconsideration

The school receiving a complaint about the appropriateness of any library material shall try to resolve the matter informally using the following procedure:

1. The librarian/digital information specialist or administrator shall explain the school's selection process, the criteria for selection, and the qualification of the professional staff who selected the library material.
2. The librarian/digital information specialist or administrator shall explain the intended purpose of the library material and any additional information regarding its use.
3. In the event the complainant is a concerned parent, the librarian/digital information specialist or administrator may offer an alternative library material to be used by the parent's child in place of the library material.
4. If a complainant wishes to make a formal challenge, the principal or designee shall provide the complainant a copy of this policy and EFB(EXHIBIT A) to request a formal reconsideration of the library material.

Formal  
Reconsideration

A complainant shall make any formal challenge to a library material on the form provided by the District and shall submit the completed and signed form to the Assistant Superintendent of Teaching & Learning or designee [See EFB(EXHIBIT A).] To be placed in committee review, the form must be completed with specificity regarding the content being challenged. Upon receipt of the completed form, the Assistant Superintendent of Teaching & Learning or designee shall appoint a reconsideration committee.

If a formal objection to a library material includes an allegation that the library material includes content, graphics or illustrations considered “harmful material” as defined by Penal Code 43.24(a)(2) or “obscene” as defined by Penal Code 43.21 (a)(1), the Assistant Superintendent of Teaching & Learning or district administrator, campus administrator and at least one District librarian/digital information specialist shall review the specific content alleged to be harmful or obscene and make a reasonable determination to restrict access to the library material to any student without parent permission until the completion of the challenge process.

The formal reconsideration committee shall include a campus administrator, a librarian/digital information specialist, a classroom teacher, and ~~a~~-at least 3 parents. The committee may include at least one member of the instructional staff who has experience using the challenged material with students or is familiar with the challenged material’s content. Other members of the committee may also include a district administrator and any other appropriate staff member. The committee shall be comprised of a minimum of five members and shall have an odd number of voting members.

All members of the committee shall review the challenged library material in its entirety. As soon as reasonably possible, the committee shall meet and determine whether the challenged material conforms to the principles of selection set out in this policy and whether the challenged material will continue to be used in the library program. The committee shall weigh the strengths and weaknesses of the challenged library material as a whole rather than on passages or sections that may be taken out of context. An exception of this is in relation to graphics and illustrations which must independently not violate the Penal Code 43.24(a)(2) or Penal Code 43.21 (a)(1),

The committee shall determine by a majority vote, based on an individual anonymous vote, whether or not the challenged library material shall remain in use. The committee shall prepare a written report of its findings based on EFB(EXHIBIT B). The Superintendent, other appropriate administrators, and the complainant shall receive copies of the report.

In the event of the receipt of multiple reconsideration forms for a single library material, the first form received will initiate the process, and subsequent challenge forms will not be processed.

After a library material has been reviewed through formal reconsideration, it shall not be reviewed again for a period of no less than five years.

*Frequency of  
Review*

INSTRUCTIONAL RESOURCES  
LIBRARY MATERIALS

EFB  
(LOCAL)

Appeal

The complainant may appeal the decision of the reconsideration committee in accordance with appropriate complaint policies, starting at the appropriate level. [See DGBA, FNG, and GF]. Within this process, an appeal will start at level two with a district administrator.

**Gifts and Donations**

The District shall accept gifts and donations to a campus library with the understanding that the use and disposition of the materials and monies will be in accordance with District policy and the selection criteria noted above. [See CDC].

**Maintenance of  
Library Materials**

In accordance with state and local guidelines, collections shall be evaluated and updated regularly based on the collections' age, relevance, diversity, and variety. **If at any time a librarian/digital media specialist considers a book to not meet the selection criteria, it will be removed from the library collection or moved to the appropriate grade level.** The Superintendent shall ensure administrative procedures are established for regular maintenance of the library collection on each campus. Standard maintenance procedures for any library collection include repair, replacement, and removal of materials as necessary. Regular maintenance shall also include scheduled inventories of the collection. Disposal of any District-owned library materials shall be in accordance with District policy and procedures. [See CI]

See the following pages for forms regarding reconsideration of instructional resources:

Exhibit A: Request for Reconsideration of Library Materials Form

Exhibit B: Checklist for Reconsideration of Library Materials

EXHIBIT A

REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS FORM

First and Last Name of Person Initiating Request: \_\_\_\_\_

Date: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone number: \_\_\_\_\_

Email: \_\_\_\_\_

Campus where concern originated:

Checklist of all Belton ISD campuses

Do you represent:

- Yourself
- An organization

If an organization, please complete the following:

Organization Name: \_\_\_\_\_

First and Last Name of President/Primary Officer of Organization: \_\_\_\_\_

Primary email address of Organization contact: \_\_\_\_\_

Primary Address of Organization (including city, state and ZIP): \_\_\_\_\_

**Resource on which you are commenting:**

- Book
- eBook/Audiobook
- Magazine
- Newspaper
- Audio recording
- Video/DVD
- Library program
- Display
- Electronic information/network (*please specify*): \_\_\_\_\_
- Other: \_\_\_\_\_

Title: \_\_\_\_\_

Author/Producer: \_\_\_\_\_

1. This resource is part of the campus library.

- Yes
- No (Please use the EFA(Exhibit A) Form for Instructional Materials)

2. Have you reviewed the library material in its entirety?

- Yes
- No

*(If not, please do so before completing and submitting this form.)*

3. To what in the library material do you object? *(Please be specific. Cite pages and quote exact passages. It is very important this section be completed with specificity for the committee to fully address your concern. An incomplete form will be returned for completion).*

\_\_\_\_\_

4. What do you believe might be the result of using this library material? \_\_\_\_\_

5. For what age group would you recommend this library material?

- Elementary – grades K through 5<sup>th</sup> grade
- Middle School – grades 6<sup>th</sup> through 8<sup>th</sup>
- High School – grades 9<sup>th</sup> through 12<sup>th</sup>
- Adult
- Do not recommend for any age level

6. What do you believe should be done with the library material in question? (Choose one)

- Remove it from any Belton ISD library collection.
- Move the library material to a different grade level.
- Do not allow my child to use this library material.

Penal Code 43.24(a)(2) defines

"Harmful material" means material whose dominant theme taken as a whole:

(A) appeals to the prurient interest of a minor, in sex, nudity, or excretion;(B) is patently offensive to prevailing standards in the adult community as a whole with respect to what is suitable for minors; and (C) is utterly without redeeming social value for minors.

Penal Code 43.21(a)(1) defines

(1) "Obscene" means material or a performance that:

(A) the average person, applying contemporary community standards, would find that taken as a whole appeals to the prurient interest in sex;

(B) depicts or describes:

(i) patently offensive representations or descriptions of ultimate sexual acts, normal or perverted, actual or simulated, including sexual intercourse, sodomy, and sexual bestiality; or

(ii) patently offensive representations or descriptions of masturbation, excretory functions, sadism, masochism, lewd exhibition of the genitals, the male or female genitals in a state of sexual stimulation or arousal, covered male genitals in a discernibly turgid state or a device designed and marketed as useful primarily for stimulation of the human genital organs; and

(C) taken as a whole, lacks serious literary, artistic, political, and scientific value.

7. In the request for reconsideration of this library material, do you consider the content to include "harmful material" or "obscene" material in nature as described above?

- Yes  
 No

8. If you answered yes, please include exact pages numbers of content or illustrations that you believe are harmful or obscene. \_\_\_\_\_

The following documents address how the reconsideration of instructional materials is addressed in board policy.

Belton ISD- EF(Legal)

Belton ISD- EFB(Local)

These policies can be located here.

Complainant's signature: \_\_\_\_\_

EXHIBIT D

CHECKLIST FOR RECONSIDERATION OF LIBRARY MATERIALS

Type of resource: \_\_\_\_\_

Title: \_\_\_\_\_

Author/Producer: \_\_\_\_\_

**1. Appropriateness**

a. Does the library material promote the educational goals and objectives of the curriculum of District schools?

Yes

No

b. Are there any selection criteria outlined in EFB(LOCAL) that are not met?

Yes

No

If yes, which criteria? \_\_\_\_\_

c. Is it appropriate for the age, ability level, learning styles, interests, and social and emotional development of the students for whom the library material is available?

Yes

No

d. Are the illustrations appropriate for the subjects and age levels?

Yes

No

e. Is the material free of obscene images portraying sex acts, as defined by Penal Code 43.21(a)(1)? When referencing this code, images must be viewed independently and not as part of the entire content of the book.

Yes

No

**2. Content**

a. Is the content of this library material well presented by providing adequate scope, range, depth, and continuity?

Yes

No

- b. Does it present information not otherwise available?
- Yes  
 No
- c. Does it give a dimension or direction that is new or different from others available for the subject?
- Yes  
 No
- d. Is the material content free of harmful or obscene content as defined by Penal Code 43.21(a)(1) and 43.24 (a)(2) **or be harmful materials which describe, depict or portray sexually explicit content in a way that is pervasively offensive to prevailing standards in the adult community with respect to what is suitable for minors.**
- Yes  
 No

### 3. Review/Evaluations

- a. Source of reputable review/evaluation: \_\_\_\_\_
- Favorably reviewed  
 Unfavorably reviewed
- b. Is this book known to be challenged and removed from other districts?
- Yes  
 No

Additional comments:

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Recommendations by review committee member for treatment of questioned library material:

- Maintain the library material as part of any Belton ISD library collection.  
 Remove the library material from any Belton ISD library collection.  
 Move the library material to a different grade level.

~~Other:~~ **Summarize below the reason that you are making the recommendation above:**

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Signatures of review the committee:

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Signature of the Chairperson: \_\_\_\_\_

Date: \_\_\_\_\_

**PROPOSED REVISIONS, pages 3 and 4**

**Leave  
Administration**

The Superintendent shall develop administrative regulations addressing employee leaves and absences to implement the provisions of this policy.

**Definitions**

The term "immediate family" is defined as:

Immediate Family

1. Spouse.
2. Son or daughter, including a biological, adopted, or foster child, a son- or daughter-in-law, a stepchild, a legal ward, or a child for whom the employee stands *in loco parentis*.
3. Parent, stepparent, parent-in-law, or other individual who stands *in loco parentis* to the employee.
4. Sibling, stepsibling, and sibling-in-law.
5. Grandparent and grandchild.
6. Aunt and uncle.
7. Any person residing in the employee's household at the time of illness or death.

For purposes of the Family and Medical Leave Act (FMLA), the definitions of spouse, parent, son or daughter, and next of kin are found in DECA(LEGAL).

Family Emergency

The term "family emergency" shall be limited to disasters and life-threatening situations involving the employee or a member of the employee's immediate family.

Leave Day

A "leave day" for purposes of earning, using, or recording leave shall mean the number of hours per day equivalent to the employee's usual assignment, whether full-time or part-time.

School Year

A "school year" for purposes of earning, using, or recording leave shall mean the term of the employee's annual employment as set by the District for the employee's usual assignment, whether full-time or part-time.

Catastrophic Illness  
or Injury

A catastrophic illness or injury is a severe condition or combination of conditions affecting the mental or physical health of the employee or a member of the employee's immediate family that requires the services of a licensed practitioner for a prolonged period of time and that forces the employee to exhaust all leave time earned by that employee and to lose compensation from the District. Such conditions typically require prolonged hospitalization or recovery or are expected to result in disability or death.

COMPENSATION AND BENEFITS  
LEAVES AND ABSENCES

DEC  
(LOCAL)

Conditions relating to pregnancy or childbirth shall be considered catastrophic if they meet the requirements of this paragraph.

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**Note:** For District contribution to employee insurance during leave, see CRD(LOCAL).

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**Availability**

The District shall make state personal leave and local leave for the current year available for use at the beginning of the school year.

**State Leave Proration**

If an employee separates from employment with the District before his or her last duty day of the school year or begins employment after the first duty day of the school year, state personal leave shall be prorated based on the actual time employed.

If an employee separates from employment before the last duty day of the school year, the employee's final paycheck shall be reduced for state personal leave the employee used beyond his or her pro rata entitlement for the school year.

**Medical Certification**

An employee shall submit medical certification of the need for leave if:

1. The employee is absent more than five consecutive workdays because of personal illness or illness in the immediate family;
2. The District requires medical certification due to a questionable pattern of absences or when deemed necessary by the supervisor or Superintendent; or
3. The employee requests FMLA leave for the employee's serious health condition; a serious health condition of the employee's spouse, parent, or child; or for military caregiver leave.

In each case, medical certification shall be made by a health-care provider as defined by the FMLA. [See DECA(LEGAL)]

**State Personal Leave**

The Board requires employees to differentiate the manner in which state personal leave is used.

**Nondiscretionary Use**

Nondiscretionary use of leave shall be for the same reasons and in the same manner as state sick leave accumulated before May 30, 1995. [See DEC(LEGAL)]

Nondiscretionary use includes leave related to the birth or placement of a child and taken within the first year after the child's birth, adoption, or foster placement.

**Discretionary Use**

Discretionary use of leave is at the individual employee's discretion, subject to limitations set out below.

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<i>Request for Leave</i>	<p>In deciding whether to approve or deny a request for discretionary use of state personal leave, the supervisor shall not seek or consider the reasons for which an employee requests to use leave. The supervisor shall, however, consider the duration of the requested absence in conjunction with the effect of the employee's absence on the educational program and District operations, as well as the availability of substitutes.</p> <p>Discretionary use of state personal leave shall not exceed five consecutive workdays. No more than five leave days may be used in a single semester.</p>
Schedule Limitations	<p>Discretionary use of leave shall not be allowed on the first or last day of a semester grading period, the day before a school holiday, the day after a school holiday, days scheduled for end-of-semester or end-of-year exams, days scheduled for state-mandated assessments, or professional or staff development days.</p>
<b>Local Leave</b>	<p>Each <del>administrator and professional</del> employee shall earn five paid local leave days per school year in accordance with administrative regulations.</p> <p><del>Each paraprofessional employee and monthly auxiliary employee shall earn three paid local leave days per school year in accordance with administrative regulations.</del></p> <p>Local leave shall accumulate to a maximum of 40 leave days.</p> <p>Local leave shall be used according to the terms and conditions of state personal leave. [See State Personal Leave, above]</p>
<b>Extended Sick Leave</b>	<p>After all available paid leave days and any applicable compensatory time have been exhausted, <del>an administrator, a professional employee, a paraprofessional employee, and a monthly auxiliary</del>an employee shall be granted in a school year a maximum of 15 leave days of extended sick leave to be used for the employee's personal illness or injury, including pregnancy-related illness or injury; for absences related to the illness or injury of a member of the employee's immediate family; or for absences related to the adoption of a child.</p> <p>A written request for extended sick leave must be accompanied by medical certification of the illness or injury or documentation of the adoption.</p> <p>The District shall deduct an amount equal to one-half the individual employee's daily rate of pay for each day of extended sick leave taken, whether or not a substitute is employed.</p> <p>Extended sick leave shall be noncumulative.</p>

**Sick Leave Bank**

The District shall establish a sick leave bank that employees may join through contribution of local leave or state personal leave in accordance with this policy and sick leave bank procedures.

Leave contributed to the bank shall be solely for the use of participating employees. An employee who is a member of the bank may request leave from the bank if the employee or a member of the employee's immediate family experiences a catastrophic illness or injury and the employee has exhausted all paid leave and any applicable compensatory time.

The Superintendent shall develop regulations for the operation of the sick leave bank that address the following:

1. Membership in the sick leave bank, including the number of days an employee must contribute to become a member;
2. Procedures to request leave from the sick leave bank;
3. The maximum number of days per school year a member employee may receive from the sick leave bank;
4. The committee or administrator authorized to consider requests for leave from the sick leave bank and criteria for granting requests; and
5. Other procedures deemed necessary for the operation of the sick leave bank.

Appeal

An employee may appeal a decision regarding the sick leave bank in accordance with DGBA(LOCAL), beginning with the Superintendent or appropriate administrator.

**Hardship Leave**

A biweekly employee who has an annual work schedule of less than 1,250 hours shall be granted up to 60 days of unpaid hardship leave subject to submission of medical certification and the approval of human resources. Hardship leave shall not be granted on an intermittent basis.

Hardship leave shall run concurrently with applicable paid leave and compensatory time, as applicable.

**Bereavement Leave**

An employee shall be granted three days of bereavement leave per occurrence for use upon the death of a member of the employee's immediate family. Such leave shall be taken with no loss of pay or other paid leave. Bereavement leave shall be noncumulative.

COMPENSATION AND BENEFITS  
LEAVES AND ABSENCES

DEC  
(LOCAL)

<b>Family and Medical Leave</b>	FMLA leave shall run concurrently with applicable paid leave and compensatory time, as applicable.
	<hr/> <b>Note:</b> See DECA(LEGAL) for provisions addressing FMLA. <hr/>
Twelve-Month Period	For purposes of an employee's entitlement to FMLA leave, the 12-month period shall begin on the first duty day of the school year.
Combined Leave for Spouses	When both spouses are employed by the District, the District shall limit FMLA leave for the birth, adoption, or placement of a child, or to care for a parent with a serious health condition, to a combined total of 12 weeks. The District shall limit military caregiver leave to a combined total of 26 weeks.
Intermittent or Reduced Schedule Leave	The District shall not permit use of intermittent or reduced schedule FMLA leave for the care of a newborn child or for the adoption or placement of a child with the employee.
Certification of Leave	When an employee requests leave, the employee shall provide certification, in accordance with FMLA regulations, of the need for leave.
Fitness-for-Duty Certification	In accordance with administrative regulations, when an employee takes FMLA leave due to the employee's own serious health condition, the employee shall provide, before resuming work, a fitness-for-duty certification.
Leave at the End of Semester	When a teacher takes leave near the end of the semester, the District may require the teacher to continue leave until the end of the semester.
<b>Temporary Disability Leave</b>	<p>Any full-time employee whose position requires educator certification by the State Board for Educator Certification or by the District shall be eligible for temporary disability leave. The maximum length of temporary disability leave shall be 180 calendar days. [See DBB(LOCAL) for temporary disability leave placement and DEC(LEGAL) for return to active duty.]</p> <p>An employee's notification of need for extended absence due to the employee's own medical condition shall be forwarded to the Superintendent as a request for temporary disability leave.</p> <p>The District shall require the employee to use temporary disability leave and paid leave, including any compensatory time, concurrently with FMLA leave.</p>

COMPENSATION AND BENEFITS  
LEAVES AND ABSENCES

DEC  
(LOCAL)

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**Workers'  
Compensation**

**Note:** Workers' compensation is not a form of leave. The workers' compensation law does not require the continuation of the District's contribution to health insurance.

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An absence due to a work-related injury or illness shall be designated as FMLA leave, temporary disability leave, and/or assault leave, as applicable.

No Paid Leave  
Offset

The District shall not permit the option for paid leave offset in conjunction with workers' compensation income benefits. [See CRE]

**Court Appearances**

Absences due to compliance with a valid subpoena or for jury duty shall be fully compensated by the District and shall not be deducted from the employee's pay or leave balance.

**Neutral Absence  
Control**

If an employee does not return to work after exhausting all available paid and unpaid leave, the District shall provide the employee written notice that he or she no longer has leave available for use. The District shall automatically pursue termination of an employee who has exhausted all available leave, regardless of the reason for the absence [see DF series]. The employee's eligibility for reasonable accommodations, as required by the Americans with Disabilities Act [see DAA(LEGAL)], shall be considered before termination. If terminated, the employee may apply for reemployment with the District.

BOARD MEETINGS

BE  
(LOCAL)

**Meeting Place and Time**

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

**Regular Meetings**

Regular meetings of the Board shall normally be held on the third Monday of each month at 6:15 p.m. When determined necessary and for the convenience of Board members, the Board President may change the date, time, or location of a regular meeting with proper notice. Workshop meetings shall be held as needed.

**Special or Emergency Meetings**

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

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

**Agenda**

Deadline

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

Preparation

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

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

**Notice to Members**

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

**Closed Meeting**

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

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

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

**Rules of Order** The Board shall observe the parliamentary procedures as found in *Robert's Rules of Order, Newly Revised*, except as otherwise provided in Board procedural rules or by law. Procedural rules may be suspended at any Board meeting by majority vote of the members present.

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

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

**Minutes** Board action shall be carefully recorded by the Board Secretary or clerk; when approved, these minutes shall serve as the legal record of official Board actions. The written minutes of all meetings shall be approved by vote of the Board and signed by the Board President and the Board Secretary.

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

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

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



# **Board Operating Procedures**

The Superintendent and the Board function as a team. A structured approach to developing a district vision and setting goals is enhanced by first developing a system of standard operating procedures. The Board of Trustees is the corporate policy making body for the District. The Superintendent and staff provide the leadership to accomplish the District's mission and annual goals, through policy implementation. The Belton ISD Board Operating Procedures have been established based on legal policies and policies adopted by the Board of Trustees.

The Belton ISD Board of Trustees annually reviews these Operating Procedures to effectively communicate with staff and patrons of the District.

## Trustees

Jeff Norwood	President
<del>Ty Taggart</del>	<del>Vice President</del>
Manuel Alcozer	Secretary
Suzanne M. McDonald	Trustee
Janet Leigh	Trustee
Chris Flor	Trustee
Erin Bass	Trustee

## Administration

Dr. Matt Smith	Superintendent
Dr. Malinda Golden	Deputy Superintendent
<del>Dr. Deanna Lovesmith</del> <u>Gabi Niño</u>	Assistant Superintendent for Teaching & Learning
Todd Schiller	Assistant Superintendent for Human Resources
Michael Morgan	Assistant Superintendent for Operations
Melissa Lafferty	Chief Financial Officer
Shad McGaha	Chief Technology Officer
Jennifer Bailey	Executive Director of Communications & Community Engagement

## Operating Procedure Review

These operating procedures will be reviewed annually by the Board, ~~through the Policy Committee.~~

## **Board Ethics**

Board members shall promote the best interests of the District as a whole and shall adhere to the following ethical standards:

### **Respect**

- Be fair, just, and impartial in all decisions and actions.
- Accord others respect.
- Share views while working toward consensus.
- Respect the majority decision as the decision of the Board.
- Encourage expressions of different opinions and listen with an open mind to other's ideas.

### **Accountability**

- Be accountable to the public by accurately representing District policies, programs, priorities, and progress.
- Work to ensure prudent and accountable use of District resources.
- Diligently prepare for and attend Board meetings.

### **Communication**

- Be responsive to the community by seeking its involvement in District affairs and by communicating District priorities and concerns.
- Avoid personal involvement in activities the Board has delegated to the Superintendent.

### **Integrity**

- Make no personal promise or private action that may compromise the Board members' performance or responsibilities.
- Tell the truth.
- Do not disclose information that is confidential by law or that will needlessly harm the District if disclosed.
- Seek continuing education that will enhance the Board members' ability to fulfill their duties effectively.
- Be continuously guided by what is best for all students of the District.

### **Fairness**

- Base decisions on fact rather than supposition, opinion, or public favor.
- Refuse to surrender judgment to any individual or group at the expense of the District as a whole.

### **Lawfulness**

- Uphold all applicable laws, rules, policies, and governance procedures consistently.
- Focus attention on fulfilling the Board's responsibilities of goal setting, policymaking, and evaluation.

## **Board Meetings**

### **Agenda Preparation**

- The Board President and the Superintendent jointly create the agenda with input from the rest of the Board.
- Two standing agenda items will be at the end of each meeting agenda:
  - “Board Requests for New Information and/or Reports.”
  - “Calendar of Events.”

### **Workshops**

- Any workshops involving a quorum of Board members or more will be posted in accordance with the Open Meetings Act.

### **Opening of Regularly Scheduled Meetings & Maintaining Decorum**

- Board meetings are held in public to conduct the business of the district, as distinguished from public meetings. The Board shall not tolerate disruption of the Board meeting by members of the public. If, after at least one warning, any person continues to disrupt the meeting by his or her words or actions, the presiding officer may request assistance from the administration and/or law enforcement officials to have the person removed from the meeting. Notwithstanding, a single outburst or incident may be so disruptive that the individual may be removed without an initial warning. All individuals attending meetings will be expected to comply with applicable guidelines from the District regarding emergency procedures and/or in accordance with executive order issued by duly authorized local, state, and/or federal authorities.
- At the beginning of each regularly scheduled meeting, the Board President will open the meeting by stating, “Please rise for a moment of silent prayer or meditation and remain standing for the pledge of allegiance and honors to the Texas flag.”
- Typically, after the Board President opens the meeting, the Board will allow Public Comments.

### **Board Member Response in Public Participation Section of the Board Meeting**

- Public Comments will be posted on the Board’s meeting notice as a separate agenda item. At Regular Meetings, the Board shall permit public comment, regardless of whether the topic is an item on the agenda posted with notice of the meeting. At Special Meetings, public comment shall be limited to items on the agenda posted with notice of the meeting. An individual’s comments shall not exceed three (3) minutes per meeting except as permitted by Board Policy. See BED(LEGAL) and (LOCAL).

- The Board President may limit time and adjust placement of Public Comments if there is a large number of speakers or topics on the agenda. It is within the discretion of the presiding officer to reduce the amount of time allotted to individual speakers. Below is a sample of a sliding scale that may be used by the Board President for effective meeting management:

<b>Number of Speakers</b>	<b>Minutes</b>
1-15	3
16-30	2
31-40	1.5
More than 40	1

Individuals needing translation services may be allotted additional time in accordance with BED(LEGAL).

- The Board President will share specific expectations/guidance with the Board and the public prior to the public participation segment of the board meeting. The Board President shall inform the audience that the Board cannot engage with the audience during Public Comments.
- Board members will be attentive to speakers who come before the Board in the public participation segment of the meeting.
- Board members will refrain from demonstrating negative non-verbal communications.
- The Board does not allow the use of video, slides, or other electronic presentations during Public Comments. Posters are not allowed at the speaker's podium.
- Speakers must be recognized by the presiding officer and will address the Board from the speaker's podium. No speaker will approach the dais.
- If citizens bring a written statement or support materials, they should provide enough copies for the seven Board Members and the Superintendent. Copies must be provided to the Executive Assistant to the Superintendent at the time the individual signs up to speak in Public Comment.
- When the Board conducts a public hearing during a regular board meeting, individuals may have the opportunity to address the Board during both the public comment portion of the meeting and during the public hearing. However, comments pertaining to the subject of the public hearing are to be reserved for the public hearing. Unless otherwise provided by law or speakers' time is adjusted by the presiding officer, an individual may address the Board for three minutes during a public hearing. Comments to the Board during a public hearing must be directly related to the agenda item for the hearing or the presiding officer will redirect the individual to the applicable topic of the public hearing.
- Citizens may also contact the Board at: [Board of Trustees / Board Members \(bisd.net\)](http://www.bisd.net)

## **Quorum**

Generally, any time four or more members are gathered and discuss Board business, it is considered a meeting under the Texas Open Meetings Act. See BE(LEGAL).

A "walking quorum" occurs when members of a governmental body gather in numbers that do not physically constitute a quorum at any one time but who, through successive gatherings, secretly discuss a public matter with a quorum of the body with the objective of avoiding an open meeting. A

governmental body may be subject to both civil and criminal liability for conducting business by a “walking quorum.”

### **Consent Agenda**

A consent agenda will be used for items of routine and/or recurring nature, generally requiring no discussion and grouped together under one heading. The Superintendent will automatically place the following items on the consent agenda.

1. Routine items;
2. Annual renewals (i.e., Region 12 and Texas Education Agency items);
3. Financial items to include, but not limited to, monthly financial reports, budget amendments, expenditures over \$50,000, gifts, grants and bequests, certification of annual tax roll, monthly, quarterly, and annual investment reports, and other financial reports as needed;
4. Minutes of regular and special Board meetings;
5. Updates of Board policy;
6. Routine personnel items; and
7. Routine bid recommendations.

A Board member can request an item be removed from the consent agenda for individual consideration and voting through notice to the Superintendent and Board President as soon as practical prior to the meeting, or in sufficient time, as determined by the Superintendent, to enable staff to present information at the meeting necessary to address a Board member’s question or concern.

### **Board Member Requests for Information**

Questions from Board members concerning non-agenda information will be answered, when appropriate, in an administrative report by the Superintendent.

or

- May be placed on a future Board meeting agenda.
- Updates will be provided as needed by the Superintendent. Board members will notify the Superintendent when answers to their questions are not forthcoming from the contact person in the time promised.
- Board members, acting in their official capacity, have the right to seek information through the Superintendent’s office. Written questions and corresponding responses will be distributed to all Board members in a timely manner.
- A Board member shall not have access to confidential student records unless there is a legitimate educational interest as defined by Board policy FL(LEGAL) in the records and the member is acting in his/her official capacity.

- Board members shall make formal information requests directly to the Superintendent. The Superintendent may direct other administrators to respond.
- Board members can e-mail or call the Superintendent or executive staff to ask questions or make informal requests for information.
- If the request requires a material amount of time or resources, the Superintendent shall notify the Board President.
- Board members will keep the Superintendent informed.

### **Closed Sessions**

Closed Meetings shall include only items allowed by law and policy.

- If a Closed Meeting is allowed, the Board shall not conduct the Closed Meeting unless a quorum of the Board first convenes in an Open Meeting for which proper notice has been given and in which the presiding officer has publicly announced the sections of the Open Meetings Act or other applicable law under which the Closed Meeting is held.
- A final action, decision, or vote on a matter deliberated in a Closed Meeting shall be made only in an Open Meeting for which proper notice has been given.
- The Board shall keep a certified agenda of the proceedings of each Closed Meeting.
- No Board member shall participate in a Closed Meeting that is not documented by a certified agenda or a tape recording.
- All information provided and opinions shared in Closed Meeting shall remain confidential unless otherwise agreed upon by the Board. Non-compliance may result in private and or public censure.

### **Parliamentary Procedures**

The Board shall observe the parliamentary procedures as outlined in Robert's Rules of Order Newly Revised.

## **Board Elections or Appointments**

Five Board positions are by area and two are at large. In the event of a vacancy prior to the completion of a three-year term, the Board may appoint a replacement to complete the term or may order a special election to fill the vacancy in accordance with Board Policy BBC(LEGAL).

## Evaluation of the Board

- The Board shall conduct a self-evaluation annually.
- The evaluation shall consider such items as role recognition, relationship with others, performance at Board meetings, self-improvement activities and other issues consistent with the Framework for School Board Development.

## Evaluation of the Superintendent

- The annual evaluation of the Superintendent and review of the Superintendent's contract will typically be done in January.
- The Board President obtains input from all Board members, completes the appraisal document and reviews the document and comments with the Superintendent prior to the next regularly scheduled board meeting.
- The Superintendent's evaluation is generally conducted in closed session but can be conducted in open session at the request of the Superintendent.

## Selection of Board Officers

The Board shall elect a President, a Vice President, and a Secretary who shall be members of the Board. Each officer should have completed their annual required continuing education hours on time and completed one year of board service.

Board officers shall serve for a one-year term or until a successor is elected. Officers may remain in the same office up to three (3) consecutive terms.

## Meeting Minutes

- Minutes from previous Board meetings will be placed in the agenda packet for approval at the next Regular Board meeting. If extenuating circumstances exist, minutes will be provided in the following month.
- ~~■ Notes and/or minutes of committee meetings will be provided the following month.~~
- Approved Board minutes will be posted on the District website.

## **Standing Board Committees**

- ~~For efficiency, t~~The Board ~~will may~~ divide into ~~two~~ standing committees to best serve District needs when applicable, Policy and Facilities. Board members have the option ~~each year~~ of which committee they wish to serve with up to three trustees serving on each committee. The Board President ~~will not formally sit is not formally~~ on a standing committee but may choose to attend any or all committee meetings.
- If a quorum of Board members attends a meeting, the meeting will be posted and held in accordance with Special Board Meeting procedures.
- The Board President may create additional committees to address special topics.
- Standing Board Committees may be paused or dissolved upon Board action.

## **Communication on District Business**

**In accordance with Policy BJA(LOCAL), the Superintendent will keep the Board informed of significant issues as they arise. The following items serve as agreed upon criteria and procedures for information dissemination:**

- The Superintendent will determine the timing and means of communication depending upon the severity of the situation.
- Issues prompting timely communication from the superintendent may be fact or rumor, but must be important to the function of the District. Such information could be one of District liability, staff or student risk, safety, or other items of significant community interest.
- All information is to be shared equitably with all members of the team in an appropriate/ethical manner.

## **Board Member Communication with the Media**

- The team strives to maintain a positive relationship with the media.
- The Superintendent or his/her designee shall be the official spokesperson for the District to the media on issues of media attention.
- The Board President or his/her designee shall be the official spokesperson for the Board to the media on issues of media attention.
- In speaking as an individual, the Board member should:
  - Clarify that he/she is speaking as an individual and not for the Board, and

- Remind the media representative(s) of the position or the action of the Board or the issue in question.

## **Board Dissention**

- Board members shall honor action taken by the Board when making any individual statement related to school business.
- Board members shall not communicate with any other Board members for purposes of soliciting votes with respect to Board business items.
- It is expected that Board members will attempt to informally work out any personal and professional conflicts with each other such that the members continue to work in a collaborative and effective manner.
- If disputes arise between Board members related to Board business or these Board Operating Procedures that cannot be resolved through communications between the members, the Board President will attempt to informally mediate the dispute and achieve resolution. In the event the dispute remains unresolved, the issue may be presented to the Board for resolution in a closed meeting if the item falls under accepted closed meeting topics. If the issue is not resolved during a closed meeting, the Board may take action as allowed by Board policy.

## **Citizen Request/Complaint to Individual Board Members**

Parents and community members wishing to contact the School Board regarding a specific school, teacher, or child are encouraged to begin at the level closest to the concern. The Board requests students and parents discuss their concerns and complaints through informal conferences with the appropriate teacher, principal or other campus administrator. Concerns should be expressed as soon as possible to allow early resolution at the lowest possible administrative level.

1. Step One: Contact the teacher, coach, guidance counselor, etc.
2. Step Two: Contact the principal. (If a parent or community member has a school-wide concern, this becomes Step One.)
3. Step Three: Contact the District office responsible for the area of concern.
4. Step Four: Email the Superintendent of Schools, who may begin an investigation or refer the matter to an appropriate administrator.

When a Trustee is contacted with a complaint or concern from a citizen, they will recommend the item be addressed at the appropriate level noted above or will refer the matter to the Superintendent of Schools (or appropriate administrator) for an administrative response. In such situations, the Superintendent of Schools (or designee) will respond in lieu of the Trustee.

If an informal conference regarding a complaint fails to reach the outcome requested by the student or parent, the student or parent may initiate the formal process described in the following policies:

- FNG(LOCAL)
- FNG(LEGAL)

Even after initiating the formal complaint process, students and parents are encouraged to seek informal resolution of their concerns, and they may withdraw a formal complaint at any time if a resolution has been reached.

Neither the Board nor any District employee shall unlawfully retaliate against any student or parent for bringing a concern or complaint.

### **Other Issues**

Citizens wishing to express themselves regarding school district policy, boundaries, finances or other responsibilities of the Board which have not been placed on a regular agenda, are encouraged to use one or more of these alternatives.

- Contact the appropriate school department.
- Speak at the Public Comment section held during each regular board meeting.
- Board members discourage citizens from providing anonymous information and, in general, will not act upon it (except for fraud, unlawful or other questionable Belton ISD activities which can be reported in confidence).
- Writing or speaking to the Board in a disrespectful tone is considered unprofessional and is counterproductive.

## **Building Trust between Administration and Board**

- As much as possible, staff should be made aware of Board member questions in advance of the Board meeting.
- Care enough to privately address a fellow Board member if he/she is inappropriate.
- Provide the same information to all of the Board and the staff in an appropriate and timely manner.
- Board members will read their packet in advance.
- Staff will provide supportive data for Board decision-making.
- The agenda item cover memo will be used by staff to guide their work in supplying adequate and clear information on agenda items.
- The Board may table an item that does not have supportive data.
- The Board, Superintendent, and staff will be open and respectful of each other.



## **Guidelines for Skillful Team Discussion**

- Allow equal voice.
- Listen to understand.
- Allow one speaker at a time.
- Be brief and to the point.
- Take responsibility for yourself.
- Strive for consensus.

## **Board Member Visits to Campuses**

- Board members may be invited to attend public events, receptions, groundbreakings, dedications, ribbon cuttings, and other campus events. In such cases, notifying the Superintendent is not necessary.
- Board members who wish to visit a campus to view a program or activity in their official capacity shall notify the Superintendent and coordinate the visit with the principal.
- Board members visiting a campus in an unofficial capacity should adhere to campus rules.
- Board members are encouraged to interact with staff members but are never to give staff and other employees any directives.
- The Superintendent may schedule group Board visits on topics of interest. There must be less than a quorum present.

## **Board Attendance at District Events**

- The Board will be provided weekly updates of calendar events and sent calendar invitations when available.
- Board members will show support of key events through their attendance at those events as representatives of the Board.

## Board Training

Candidate workshops: The Board may conduct a training for interested school board candidates each year.

In the first year of service, a Board member shall receive at least 10 hours of continuing education in fulfillment of assessed needs. Up to 5 of the required 10 hours may be fulfilled through online instruction, provided that the training is designed and offered by a registered provider, incorporates interactive activities that assess learning and provide feedback to the learner, and offers an opportunity for interaction with the instructor. Newly elected Board member training shall include, but not be limited to:

- Local District Orientation (within 120 days of taking the oath of office, at least 3 hours in length);
- Open Meetings Act (not less than 1 and not more than 2 hours within 90 days of taking the oath of office);
- Public Information Act (not less than 1 and not more than 2 hours within 90 days of taking the oath of office);
- Local Orientation to the Texas Education Code (within 1 year before or 120 days after taking the oath of office at least 3 hours in length); and
- Evaluating and Improving Student Outcomes (formerly SB 1566), within 120 days of taking the oath of office.

After the first year of service, a Board member shall receive at least 5 hours of continuing education annually in fulfillment of assessed needs. A Board member may fulfill the 5 hours of continuing education through online instruction, provided that the training is designed and offered by a registered provider, incorporates interactive activities that assess learning and provide feedback to the learner, and offers an opportunity for interaction with the instructor. Experienced Board members are required to complete training to include:

- Team building with Superintendent including goal setting and review of the State Board of Education's governance framework distributed annually by the Board President to all Board members and the Superintendent (3 hours annually);
- Continuing education in assessed needs (5 hours annually);
- Evaluating and Improving Student Outcomes (formerly SB 1566), 3 hours training every 2 years);
- State Board of Education Safety Training (2 hours every 2 years);
- Post-Legislative Update to the Texas Education Code, following a legislative session;
- Child Abuse Prevention (1 hour every 2 years); and
- Cybersecurity (1 hour annually).

The Board must meet minimum annual training requirements for the period January 1 through December 31.

The Board President shall also receive continuing education related to leadership duties of the Board President as some portion of the annual requirement.

The Texas Education Code requires the President of the Board to announce the status of earned training credits for each member of the Board of Trustees annually. The announcement is a

progress report on the training Board members have received to date. This announcement occurs at the last regular Board meeting prior to an election of trustees (typically April).

Board members are encouraged to join the Texas Association of School Boards (TASB) and attend the TASB convention, as well as other relevant conventions, conferences, or clinics.

The Board is committed to attend required training and will strive to annually attend a conference together with the goal of 100% participation by the Board and Superintendent.

### **Review and Adoption**

These Operating Procedures were approved at a meeting of the Board of Trustees on the 12th day of December, 202.

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Jeff Norwood, President

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Manuel Alcozer, Secretary