

Board Operating Procedures



Beaumont ISD
Preparing Our Next Generation

It is the policy of the Beaumont Independent School District not to discriminate on the basis of race, color, national origin, gender, handicapping condition, or age in its programs, services, activities, or employment practices as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975, as amended; and Section 504 of the Rehabilitation Act of 1973, as amended. The Beaumont Independent School District is committed to providing a free and appropriate public education for all students.

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Motto

Preparing Our Next Generation

Vision

In collaboration with the entire community, we will create an inclusive environment of academic excellence that supports the diverse needs of all learners.

Mission

Beaumont Independent School District will inspire and prepare all students for lifelong success by providing an exemplary education in a safe learning environment.

Core Beliefs

The following are statements of the District's fundamental convictions, values, and character:

I. All children can and will learn.

The District will prioritize effective, engaging instruction aligned with a challenging curriculum for all students.

II. We can achieve higher levels of performance within every facet of our organization.

The District will promote high expectations for all students and staff members, clearly defined district goals and strategically aligned resources.

III. Every classroom will have an effective teacher and every school will have an effective principal.

The District will recruit, develop, and retain highly effective teachers and administrators.

IV. All school and work environments will be safe, secure and supportive.

The District will ensure that learning and work environments are safe, secure and supportive in order for all students and staff to achieve high levels of performance.

V. In order to prepare our next generation to become responsible citizens, we will work collaboratively with our families and community partners.

The District will actively collaborate with families and community partners to maximize opportunities for the success of our students.

VI. We will be fiscally responsible and accountable to the public.

The District will implement financial procedures and internal controls to ensure fiscal responsibility.

Lone Star Governance

The Board subscribes to Lone Star Governance, which is a continuous improvement framework for governing teams (Boards in collaboration with their Superintendents) that choose to commit to intensively focus on one primary objective: Improving Student Outcomes. Lone Star Governance accomplishes this intense focus through tailored execution of the five points of the Texas Framework for School Board Development: 1) vision, 2) accountability, 3) structure, 4) advocacy, and 5) unity. In addition to Lone Star's singular focus on improving student outcomes, it provides a system for governing the secondary, but vital, legal and fiscal responsibilities of the Board.

Student Outcome Goals

1. The percent of 3rd-grade students that score meets grade level or above on STAAR Reading will increase from 25% to 55% by June 2024.
2. The percent of 3rd-grade students that score meets grade level or above on STAAR Math will increase from 22% to 50% by June 2024.
3. The percentage of graduates that meet the criteria for CCMR will increase from 45.3% to 70% by August 2024.
4. Beaumont ISD will improve its perception in the community as indicated on an annual *net promoter* survey score.
5. Beaumont ISD will double the number of students enrolling/entering some form of higher education. Higher education being defined as military service, industry-based certification, two-year community college, or four-year university.
6. The district will increase the number of A or B-rated schools across the district from two to eight by 2024.

Ethics for School Board Members BBF (Local)

As a member of the Board, I shall promote the best interests of the District as a whole and, to that end, shall adhere to the following ethical standards:

Equity in attitude

- I will be fair, just, and impartial in all my decisions and actions.
- I will accord others the respect I wish for myself.
- I will encourage expressions of different opinions and listen with an open mind to others' ideas.

Trustworthiness in stewardship

- I will be accountable to the public by representing District policies, programs, priorities and progress accurately.
- I will be responsive to the community by seeking its involvement in District affairs and by communicating its priorities and concerns.
- I will work to ensure prudent and accountable use of District resources.
- I will make no personal promise or take private action that may compromise my performance or my responsibilities.

Honor in conduct

- I will tell the truth.
- I will share my views while working for consensus.
- I will respect the majority decision as the decision of the Board.
- I will base my decisions on fact rather than supposition, opinion, or public favor.

Integrity of character

- I will refuse to surrender judgment to any individual or group at the expense of the district as a whole.
- I will consistently uphold all applicable laws, rules, policies, and governance procedures.
- I will not disclose information that is confidential by law or that will needlessly harm the District if disclosed.

Commitment to service

- I will focus my attention on fulfilling the Board's responsibilities of goal setting, policymaking, and evaluation.
- I will diligently prepare for and attend Board meetings.
- I will avoid personal involvement in activities the Board has delegated to the Superintendent.
- I will seek continuing education that will enhance my ability to fulfill my duties effectively.

Student-centered focus

- I will be continuously guided by what is best for all students of the District.

Board Operating Procedures

In effective school systems, the Superintendent and the Board function as a “TEAM OF EIGHT.” A structured approach to developing a vision for the district and setting goals is enhanced by first developing a system of standard operating procedures. The School Board is the corporate policy making body for the district and the Superintendent and staff provide the leadership to cause Board policies to be implemented. Therefore, the Beaumont ISD Board of Trustees and Superintendent function as a “TEAM OF EIGHT” to provide open communication to the staff and patrons of the district.

The Beaumont ISD Board of Trustees adopts these guidelines as Standard Operating Procedures to effectively communicate with staff, the public, and each other in the conduct of school business.

The Texas Open Meetings Act defines “meeting” as:

A deliberation among a quorum of the Board, or between a quorum of the Board and another person, during which public business or public policy over which the Board has supervision or control is discussed or considered, or during which the Board takes formal action. (BE)

“Meeting” also means a gathering: (Government Code 551.001(4) and BE)

1. That is conducted by the Board or for which the Board is responsible
2. At which a quorum of members of the Board is present;
3. That has been called by the Board; and
4. At which Board members receive information from, give information to, ask questions of or receive questions from any third person, including an employee of the District, about the public business or public policy over which the Board has supervision or control.

The term “meeting” does not include the gathering of a quorum of the Board at a social function unrelated to public business that is conducted by the Board, or the attendance by a quorum of the Board at a regional, state, or national convention or workshop, ceremonial event or press conference, if formal action is not taken and any discussion of public business is incidental to the social function, convention, workshop, ceremonial event or press conference. (Government Code 551.001(4) and BE)

Open Meetings Requirement

All Board members are expected to conduct themselves in accordance with the requirements of Government *Code*, Chapter 551. Board members will restrict discussions regarding school business to a Board meeting for which proper notice has been given of the topics to be discussed. All regular, special or called meetings of the Board are open to the public, except as provided by law. It should be remembered, however, that Board meetings are business meetings held in the public. (BE) Board meetings are business meetings held in the public. They are not public meetings.

Meeting Schedule

Regular meetings of the Beaumont ISD Board of Trustees are generally held on the third Thursday of each month at 5:00 p.m. At least three days prior to the regular meeting, an Agenda Review workshop will be posted and held for the purpose of discussion only. The Board will provide written notice of the date, hour, place and subject(s) of each meeting it holds at the administration building entrance and on the District website. (Government Code 551.041) When determined necessary and for the convenience of the Trustees, the Board President may change the date or time of a regular meeting. The notice for that meeting will reflect the changed date and time. (BE)

Placing Items on the Agenda

Agendas for Board meetings in Beaumont ISD are prepared by the Superintendent with consultation from the Board President. Two Trustees may request that an item be placed on the agenda. The Superintendent will include all Trustee-requested topics that have been submitted by noon of the fifth business day before regular meetings and noon on the third business day before special meetings. Action items will be presented to the Board President at the Agenda Review meeting before the regular scheduled Board meeting. Matters which do not appear on the agenda will not come up for action of the Board except in emergency situations. (BE) The Superintendent may pull agenda items at any time.

Preparing for Board Meetings

A complete review of agenda items and materials is a necessary step to informed decision making.

All Board members are encouraged to review all agenda items and materials thoroughly prior to a scheduled meeting. If, as a result of the review of agenda items, a Trustee has questions regarding the agenda that require information from an administrator, the Trustee should contact the Superintendent at least 48 hours prior to the meeting. The Superintendent or designee will contact the appropriate administrator to prepare a written response that will be shared with all members of the Board.

Order of Business

The order of business for regular Board meetings is set out in the agenda. At the meeting, the order in which posted agenda items are taken may be changed by consensus of Board members. The Board does have the ability to adjust the agenda or table items, but the Board cannot add or discuss topics that are not on the agenda that was posted prior to the meeting. (BE)

Rules Followed during Board Meetings

State law does not require the Board to use a specific set of rules. Beaumont ISD has selected *Robert's Rules of Order, Newly Revised* as its framework for parliamentary procedures, except as otherwise provided in Board procedural rules or by law. (BE)

Conduct of Members during Board Meetings

The Board of Trustees, working in concert with the Superintendent, should strive to create and maintain a meeting atmosphere that allows the District's "Team of Eight" to work together in harmony for the benefit of the District as a whole. In order to do this, individual Board members must put aside personal preferences in favor of decisions that best represent the community at large. All questions, concerns and discussion regarding business currently under deliberation should be addressed to the Board President. Even if a Trustee wants to respond to a question or comment, made by another Board member, the Trustee should address the President and wait to be acknowledged. The Board President shall halt discussion that does not apply to the business before the Board. Differences of opinion are both unavoidable and beneficial at times. Board members are expected to treat each other with courtesy and respect, despite their differences. Adherence to established Board operating procedures should allow differences of opinion to be expressed in a professional and appropriate manner.

Board members should, in every way, strive to make Board meetings effective, efficient and professional. During Board meetings, Trustees should remember to do all of the following: (BE)

- Act and dress professionally.
- Handle all interactions with each other, the Superintendent, staff, and public with respect.
- Refrain from responding to speaker comments or addressing the audience.

- Discuss only business currently under deliberation.
- Preside with fairness and provide members with equal time.

During regular board meetings, the Board President will limit each Board member to five minutes to ask questions regarding the topic at hand. The Board President will decide whether additional questions will be allowed. While full consensus on action items should always be a goal, it is not always possible to attain.

Disruption of Board Meetings

The disruption of a Board meeting is a violation of law. If an individual in attendance at a Board meeting, attempts to create a disturbance, the Board President will:

1. Attempt to call the meeting to order using a verbal warning, and
2. Warn the individual that disruption of the meeting will not be tolerated.

If the disruption continues, the Board President may:

1. Inform the individual that disruption of a Board meeting is a violation of the law, and/or
2. Recess the meeting to call the Beaumont ISD Police Department. (BED)

It is a criminal offense for a person, with intent to prevent or disrupt a lawful meeting, to substantially obstruct or interfere with the ordinary conduct of a meeting by physical action or verbal utterance and thereby curtail the exercise of others' First Amendment rights. (BED/Penal Code 42)

Voting

Voting will be by electronic vote, voice vote or show of hands and directed by the Board President. No member may abstain from a vote unless they have a legal reason to do so, such as nepotism or a conflict of interest and they must declare their reason for abstaining. A member's vote or failure to vote shall be recorded upon that member's request. (BE)

Furthermore, we believe that if a Board member has a conflict of interest regarding an agenda item, they should recuse themselves from discussion of the item whether in open or closed session. When the discussions are ended and the votes are counted, all trustees should support the decision and function as a unified Board.

Public Participation at Board Meetings (BED Legal and Local)

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

Speakers shall be required to fill out a speaker participation form prior to speaking. The speaker shall be allotted two and one-half minutes if the speaker has filled out the form by the submission deadline of 4:30 p.m. on the day before the Board meeting. The time allotted to a speaker who fills out a form after 5:00 p.m. the day of the Board meeting, and up until the President calls for public comment, will be allotted one and one-half minutes.

Speakers addressing the Board on items not listed on the agenda must sign up to speak prior to the beginning of the Board meeting. Delegations of more than five persons on a topic may be required by the presiding officer to appoint one person to present their views before the Board. At special meetings or

Board workshops, audience participation shall be limited to addressing only topics on the agenda and shall be limited to one and one-half minutes per special meeting.

Speaker Protocol

The guidelines for speaker protocol shall be as follows:

1. Speakers shall be acknowledged by the Board President before speaking and must state their first and last name and their address.
2. Speakers shall refrain from direct questions to Board members, the Superintendent, District staff, or members of the audience while speaking. The Board will not answer questions from speakers during the communications portion of the meeting.
3. Speakers may not accrue minutes from other speakers.
4. Speakers shall not use profane or vulgar language.
5. Speakers shall refrain from making personal attacks against any person.
6. Speakers shall remain in the designated area for public comment.
7. The Board President shall reserve the right to conclude a speaker's privileges to address the Board if any of these provisions are violated.

Members of the audience shall not present matters involving District personnel during the public comment portion of the meeting. When a complaint about District personnel reaches the Board, it shall be heard in closed meeting, and the employee who is the subject of the complaint shall be invited to attend the meeting and respond to the complaint.

Video and Tape-Recording Open Meetings

Any person in attendance at a Board meeting may record any or all of the open meeting by use of a tape recorder, video camera or any other means of aural or visual reproduction. Individuals recording may be required to sit in a designated area of the Board room. The Board does have the authority to establish reasonable rules to maintain order.

Closed Meetings

The Board may conduct a closed meeting as permitted by Section 552 of the Government Code:

- Private consultation with the District's attorney.
- Deliberation regarding the purchase, exchange, lease, or value of real property.
- Deliberation of negotiation contract for prospective gift or donation to the District.
- Deliberation pertaining to the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee or to hear a complaint or charge against an officer or employee.
- Deliberation in a case in which a complaint or charge is brought against a District employee by another employee.
- Deliberation of a case involving discipline of a public-school child.
- Deliberation of a matter regarding a student if personally identifiable information about the student will be revealed.
- Deliberation of a public insurance, health, or retirement plan regarding the medical or psychiatric records of an individual applicant for a benefit from a plan.
- Deliberation of the deployment (or specific occasions for implementation) of security personnel or devices or regarding a security audit.
- Discussion or adoption of individual assessment instruments or assessment instrument terms.

- Deliberation of information considered confidential under Government Code Sections 418.175-418.182 relating to Homeland Security.
- Deliberation regarding commercial or financial information received from a business prospect that the Board seeks to have locate, stay or expand in or near the District and with which the Board is conducting economic development negotiations or the offer of a financial or other incentive to such a business prospect.

Procedure for Closed Meetings

Before going to a closed meeting, at least a quorum of the Board must convene in an open meeting for which proper notice must be given. The Board must reconvene in an open meeting at the conclusion of a closed meeting prior to adjournment. (BE)

A final action, decision, or vote on a matter deliberated in a closed meeting will be made only in an open meeting for which proper notice has been given. (BE)

Certified Agenda or Tape Recording of Closed Sessions

The Board will either keep a certified agenda or make a tape recording of the proceedings of each closed meeting, except for private consultation with the District's attorney in accordance with Board Policy BE.

Closed meetings may not be recorded by an individual trustee against the wishes of a majority of the Board. No Board member shall participate in a closed meeting knowing that neither a certified agenda nor tape recording of the closed meeting is being made. (BEC) No individual, corporation or partnership shall, without lawful authority, disclose to a member of the public the certified agenda or tape recording of a meeting that was lawfully closed to the public. Certified agendas or tape recordings of closed meetings will be retained for at least two years after the date of the meeting or until the conclusion of litigation.

Public Access to Certified Agenda/Tape Recordings

A certified agenda or tape recording of a closed meeting is available for public inspection and copying only under a court order issued as a result of litigation involving an alleged violation of the Open Meetings Act. (BEC)

Prohibitions

No Board member shall knowingly call or aid in calling or organizing a closed meeting, close a regular

Board Policies

Beaumont ISD is guided by Board-approved and adopted policies that are easily accessible to district employees, parents, students, and community residents. The Texas Association of School Boards (TASB) Board Policy Service recommends local policy updates for the Board's consideration.

Legally referenced policies require the Board's approval only. Proposed local policies or amendments introduced and recommended to the Board at the Agenda Review workshop may be adopted at the next regularly scheduled Board meeting. Emergency adoption 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.

Board Travel

An amount for Board member travel expenses shall be approved in the budget each year. Board members shall not exceed the amount provided each year in travel and expenses. A Board member shall be reimbursed for reasonable, allowable expenses incurred in carrying out Board business only at the Board's request and for reasonable, allowable expenses incurred while attending meetings and conventions as an official representative of the Board. (BBG Local) The District will not pay nor shall a Board member request payment for the travel expenses of spouses and other persons who have no responsibilities or duties to perform for the board when they accompany Board members to board-related activities. (BBG Legal)

Board members shall make all requests to attend trainings and conventions to the Coordinator of Board Affairs who will facilitate registration and reimbursement for Board members. Requests to attend trainings should be made in ample time in advance of the training so that all necessary registration and paperwork can be completed. All board members are expected to attend training sessions once the district has paid registration fees. Should a Board member fail to attend a scheduled conference paid for with District funds, the Board member will be required to reimburse the District for all costs the District is unable to recover unless the nonattendance was due to personal illness, a death in the family, or circumstances outside the Trustee's control, such as inclement weather, unexpected work assignments, accidents or injuries, etc.

Reimbursement for expenses will be made once required documentation of attendance has been submitted to the Coordinator of Board affairs including a zero-balance hotel receipt, receipt for conference registration if paid directly by Board member s and proof of attendance (registration badge).

Planning and Decision-Making

The Board must ensure that a District Improvement Plan and Campus Improvement Plans are developed, reviewed and revised annually for the purpose of improving the performance of all students. The Board shall annually approve District and campus performance objectives and shall ensure that the District and campus plans:

1. Are mutually supportive to accomplish the identified objectives; and
2. At a minimum, support the state goals and objectives under Education Code Chapter 4.

Beaumont ISD must have a District Improvement Plan that is developed, evaluated, and revised annually, in accordance with District policy.

The purpose of the District Improvement Plan is to guide District and campus staff in the improvement of student performance for all student groups in order to attain or exceed state standards in respect to student achievement indicators.

Evaluation

At least every two years, the District must evaluate the effectiveness of the District's decision-making and planning policies, procedures, and staff development activities related to District- and campus-level decision-making and planning to ensure that they are effectively structured to positively impact student performance.

Planning and Decision-Making Process

The Board is required to adopt a policy to establish a District-and campus-level and decision-making process that will involve the professional staff of the District, parents and community members in establishing and reviewing the District's and campus' educational plans, goals, performance objectives and major classroom instructional programs.

Board Member Rights/Responsibilities

Access to Records

Individual Beaumont ISD Board members, acting in their official capacity, have access to any records pertaining to District fiscal affairs, business transactions, governance, and personnel, including existing reports and internal correspondence that properly may be withheld from members of the general public in accordance with Texas Public Information Act. (BBE)

Individual Board members have access to personally identifiable student records that properly may be withheld from members of all the general public only in accordance with Board Policy FL. Individual Board members are encouraged to seek access to or copies of records through the Superintendent or designee. The designee is required to inform the Superintendent of the records provided. (BBE)

Board members, who do request and gain access to confidential records, have a responsibility to maintain confidentiality.

Request for Reports/Information

Individual Board members shall not direct or require District employees to prepare reports derived from an analysis of information in existing records or to create a new report compiled from information in existing records.

Board members must go through the Board President to request reports or information that may not be readily available. At least three Board members, one to include the Board President, must agree that the report or information will have significant value in their ability to make informed decisions. No report or information will be requested without this level of support from the Board as a whole.

Conflict of Interest

Board Policy BBFA provides guidance to Board members in areas that may be construed as being a conflict of interest and when disclosure statements are necessary. It is critical that every member of the Board of Trustees be familiar with their legal requirements.

Media Relations

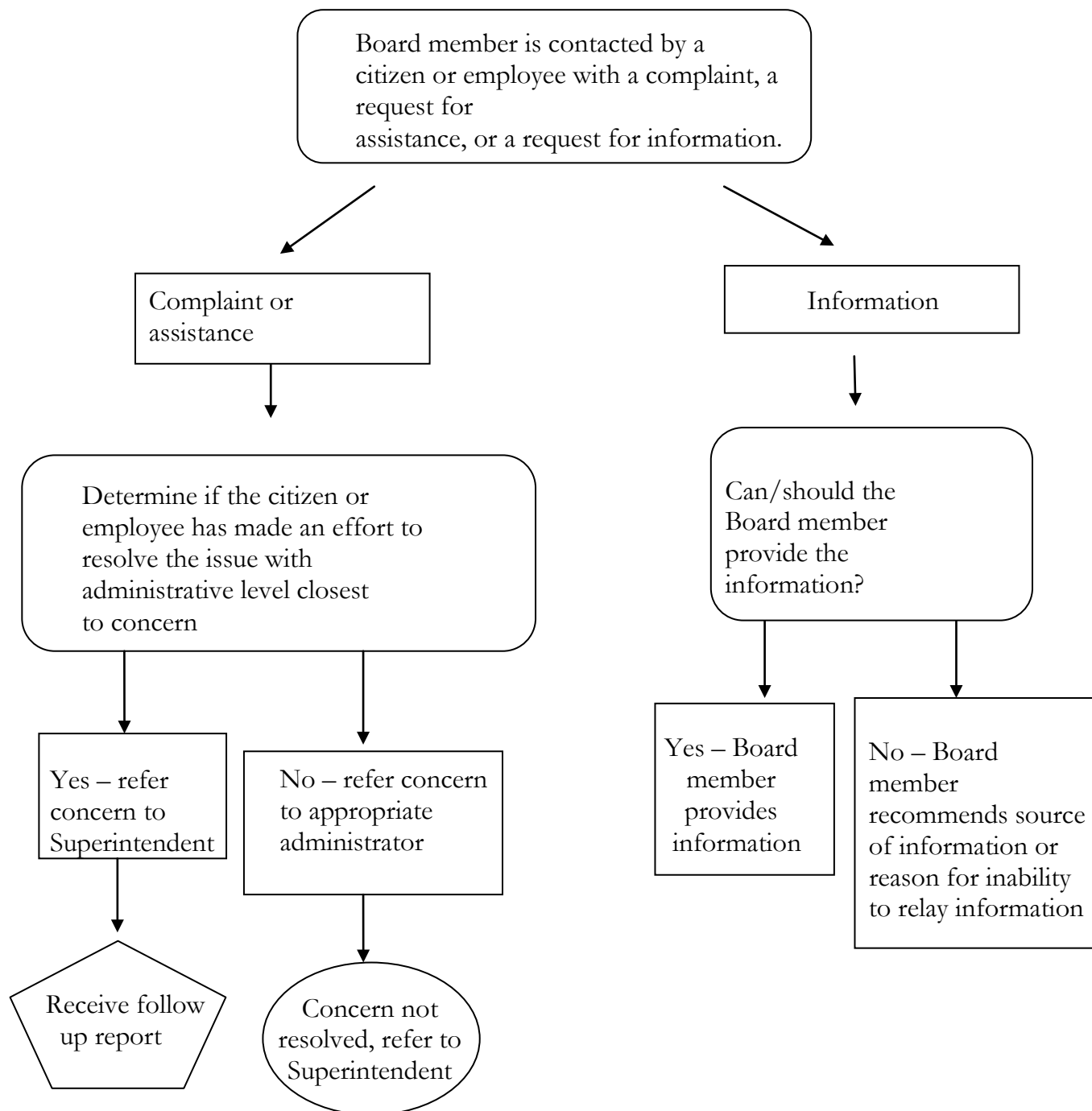
The Board President and/or Superintendent will represent the district with the media. The Board President may designate other Board members to meet with the media for particular issues. The Superintendent may designate other Cabinet members to meet with the media for particular issues.

Evaluation of the Superintendent

The Board will appraise the Superintendent annually using either the Commissioner's recommended appraisal process (available through Region 5) or a process and criteria developed by the District (See also BJA)

Referring Complaints

If citizens bring concerns or complaints to an individual Board member, he or she should refer them to appropriate District personnel for resolution. The Board member should inform the patron that procedures are in place for dealing with complaints of all types. In general, campus-level complaints should be addressed first with the teacher (if the problem pertains to a classroom situation) and then with the appropriate campus administrator. See diagram below.



The Board of Trustees encourages input; however, anonymous communications will not receive Board attention (unless it is a matter of student/school safety). Signed letters regarding a concern or complaint, received by a member of the Board, should be forwarded to the Superintendent’s office for appropriate follow-up and/or response as soon as possible.

For more detailed information regarding complaint procedures, refer to the appropriate Board Policy as follows:

Open Meetings: BE	Complaints against peace officers: CKE	Employee complaints: DGBA
Instructional materials: EFA	Student/parent complaints: FNG	Public complaints: GF

Visits to Schools

Board members are encouraged to visit all campuses.

Unofficial Visits

When visiting a campus in his or her individual capacity, Board members shall adhere to the requirement for visitors to first report to the main office of a District facility, including a school campus. Visits during the school or business day shall not be permitted if the duration or frequency interferes with the delivery of instruction or District operations. (see also GKC). Individual Board members interested in visiting schools or classrooms shall make every effort to inform the Superintendent. Once on campus, the Board member must inform the principal or the principal's designee of his or her presence on campus. Such visits shall be regarded as informal expressions of interest in school affairs and not as "inspections" or visits for supervisory or administrative purposes.

Official Visits

Official visits by Board members shall be made only under Board authorization and with the full knowledge of staff, including the Superintendent, principals, and other administrators. Board members having children enrolled in the District's schools and classrooms shall be entitled to the same rights, privileges, and courtesies as all other parents or guardians.

Role of the Internal Audit Department

The purpose of the internal audit department is to provide the Board and superintendent with independent, objective analysis to improve organizational effectiveness.

The Board and superintendent will work collaboratively with the director of internal audit to develop an annual internal audit plan that is not covered under the administration's scheduled activities. The primary focus of the internal audit plan will be to analyze risk management and evaluate internal controls on behalf of the Board to avoid impropriety of governance, in order to protect and improve the district.

Glossary of Board Policy References

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