

NOTICE

**This notice is posted pursuant to the Texas Open Meetings Act.
[TEXAS GOVERNMENT CODE SECTION 551]**

BRYAN ISD BOARD OF TRUSTEES WORKSHOP

Boardroom

801 South Ennis Street

Bryan, TX 77803

Tuesday, December 5, 2023 – 6:00 PM

AGENDA

CALL TO ORDER

Welcome

Citizens' Comments

ITEMS FOR DISCUSSION AND OR ACTION / REGULAR AGENDA

Local Governance

1. Team of Eight Continuing Education Training

Closed Session

1. Discuss Issues Pertaining to Appointment, Employment, Evaluation, Reassignment, Duties, Discipline, or Dismissal of a Public Officer or Employee - Texas Government Code Chapter 551.074
2. Pursuant to Texas Government Code Sections 551.0821, Deliberation Concerning a Public School Student Wherein Personally Identifiable Information will Necessarily be Revealed
3. Consultation with Attorney Regarding Board Operating Procedures and Duties of Public Officials - Texas Government Code 551.071 and 551.074 2

BRYAN ISD

BOARD OF TRUSTEES OPERATING PROCEDURES

*Approved
March 6, 2023*

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GUIDING STATEMENTS

VISION

Children First. Always.

MISSION

Bryan ISD, through innovation and choice in educational offerings, will provide positive experiences that ensure high school graduation and post-secondary success.

District Board Goals

1. **Academic Goal:** Support the academic and post-secondary success of every student.
2. **Culture/Climate Goal:** Support a culture and climate that encourages a shared responsibility for a positive learning environment that encourages positive regard for all people.
3. **Workforce Goal:** Maintain a high-quality workforce through competitive benefits and differentiated professional learning.
4. **Community Engagement Goal:** Actively partner with students, family, staff and the community to promote collaborative stakeholder engagement to achieve the District's vision.
5. **Safety and Security Goal:** Ensure a physically and emotionally safe and secure environment while welcoming all students, staff, and visitors.

DISTRICT CORE BELIEFS

- Children First. Always.
- An educated person has unlimited potential for success.
- Every employee of the district must have the support and tools to succeed.
- Diversity is an asset.
- Every child deserves respect and a quality education.
- No excuse is acceptable—the district must succeed.
- Public education is the foundation of our community.
- All students must be post high school ready, preparing them for the workforce and/or higher education.
- Schools should be a safe place to learn.
- In educating the whole child by developing their talents, curiosity and imagination.

BOARD MEMBER ETHICAL EXPECTATIONS

Board members 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.

STUDENT-CENTERED FOCUS

- I will be continuously guided by what is best for all students of the district.
- I believe that the behaviors of the school board have an impact on student outcomes.

TRUSTWORTHINESS IN STEWARDSHIP

- I will be accountable to the public by representing district policies, programs, priorities and progress accurately.
- I will be responsive to community members by listening and by communicating their 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 duty to act in the best interest of the students.

HONOR IN CONDUCT

- I will tell the truth.
- I will respect the majority decision as the decision of the board.
- I will base my decisions on fact and the best interest of the students 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 keep confidential information that is privileged by law or that will needlessly harm the district if disclosed.
- I will not request or accept special favors from district employees.

COMMITMENT TO SERVICE

- I will focus my attention on fulfilling the board's responsibilities and will avoid personal involvement in activities the board has delegated to the superintendent.
- I will diligently prepare for and attend board meetings.
- I will seek continuing education that will enhance my ability to fulfill my duties effectively.

FRAMEWORK FOR SCHOOL BOARD DEVELOPMENT

Adopted by the [Texas State Board of Education, November 20, 2020](#)

PREAMBLE

The mission of the public education system of this state is to ensure that all Texas children have access to a quality education that enables them to achieve their potential and fully participate now and in the future in the social, economic, and educational opportunities of our state and nation (Texas Education Code, §4.001).

The board of trustees is the governing body for Texas public schools. To effectively meet the challenges of public education, school boards and superintendents must function together as a governance leadership team. Each leadership team will annually assess its development needs both as a corporate body and as individuals. As a team, they will focus on the improvement of locally developed student outcomes and provide support for opportunities and experiences through vision and goals, systems and processes, progress and accountability, advocacy and engagement, and synergy and teamwork. Teams ensure that their districts provide equitable and effective educational programs and services for all students. The Framework for School Board Development has been approved by the State Board of Education to provide the critical areas of development for all public school boards.

FRAMEWORK

I. VISION AND GOALS

The board ensures creation of a shared vision and locally developed, measurable goals that improve student outcomes and provide support for opportunities and experiences. The board:

- Keeps the district focus on the well-being of all children
- Adopts a shared vision that incorporates input from the community to reflect local aspirations as well as present and future needs for all children
- Ensures that the vision aligns with the state's mission, objectives, and goals for education established by law or rule
- Adopts a reasonable number of specific, quantifiable, research-based, and time-bound goals that align with state law, are developed with community input, and support the vision to improve student outcomes
- Embraces, supports, and fulfills the vision that all students receive what they need to learn, thrive, and grow, including resources, opportunities, and experiences
- Uses the vision and goals to drive all deliberations, decisions, and actions

II. SYSTEMS AND PROCESSES

The board ensures systems and processes are in place to accomplish the vision and goals. The board:

- Regularly develops, reviews, and adopts board policies for effective support of the district's vision and goals

- Approves a budget that aligns with and maximizes resources to fulfill the district's vision and goals
- Monitors multiple, measurable elements of student progress and achievement throughout the year
- Incorporates equity when making decisions and evaluating systems and processes
- Focuses its actions on following board operating procedures while providing oversight of the superintendent, policymaking, planning and goal setting, progress monitoring, and evaluation, while avoiding involvement in daily operations and management
- Approves goals, policies, and programs that ensure a safe and secure learning environment
- Ensures the equitable distribution of resources, opportunities, and experiences based on the diverse needs of students and schools
- Adopts a planning calendar and engages in a decision-making process consistent with state law and rule to help achieve the district's vision
- Ensures that the district's planning and decision-making process enables all segments of the community, families, and staff to meaningfully contribute to achieving the district's vision
- Welcomes and values all people and cultures as important stakeholders in the process for student success
- Ensures the district has a system that monitors for sound business and fiscal practices
- Adopts policies regarding hiring, assigning, appraising, terminating, and compensating school district personnel in compliance with state laws and rules
- Ensures the district adopts a protocol regarding the recruitment, determination of professional development needs, building of leadership capacity, and retention rates for the district's teachers
- Fulfills the statutory duties of the local board of trustees and upholds all laws, rules, ethical procedures, and court orders pertaining to schools and school employees

III. PROGRESS AND ACCOUNTABILITY

The board sets clear goals, provides resources and support, evaluates goal attainment, and engages in ongoing objective feedback on progress and commitments. The board:

- Holds itself accountable to its adopted vision, goals, commitments, and operating procedures
- Ensures progress toward achievement of district goals through systematic, timely, and comprehensive reviews of relevant reports and student data that illustrate progress toward locally developed student outcome goals
- Ensures equity throughout the system by regularly identifying inequities, updating policies, and appropriately distributing resources
- Differentiates among resources, intermediate measures, and outcomes, especially when focusing on student outcomes
- Monitors and evaluates the allocation of resources in support of the district's vision and goals and sustainability
- Reviews the efficiency and effectiveness of district operations and use of resources in supporting the district's vision and goals

- Employs and annually evaluates the superintendent on the achievement of district goals, including locally developed academic goals, demonstration of educational leadership, and management of daily operations

IV. ADVOCACY AND ENGAGEMENT

The board promotes the vision and engages the community in developing and fulfilling the vision. The board advocates on behalf of Texas public school children. The board:

- Demonstrates its commitment to, and advocates on behalf of, the shared vision and goals by clearly communicating them to the superintendent, staff, and community
- Regularly reports district progress to families and the community, which could include an online dashboard for the community
- Ensures multiple forms of two-way communication will be used to engage, empower, and connect students, families, staff, media, and community with the district
- Builds collaborative relationships and partnerships with families and community, business, nonprofit, higher-education, education support organizations, and governmental leaders to influence and expand educational opportunities and experiences to meet the needs of students
- Recognizes the respective roles of and provides input and feedback to the legislature, State Board of Education, and the Texas Education Agency to ensure maximum effectiveness and benefit to Texas school children
- Promotes school board service by educating the community about the role of a school board and encouraging leadership opportunities within the community

V. SYNERGY AND TEAMWORK

The board's duties are distinct, and the board works effectively as a collaborative unit and as a team with the superintendent to lead the district in fulfilling the vision and goals. The board:

- Recognizes its distinct role in establishing the vision and the goals, adopting policies that guide the district, setting priorities, establishing governance protocols to oversee management of the district, adopting and overseeing the annual budget, and hiring and evaluating the superintendent
- Recognizes each individual trustee's duty as a trustee and fiduciary for the entire district
- Remains focused on its goals and priorities, as opposed to individual agendas separate and apart from the shared vision
- Annually evaluates its performance as a team, with attention given to the district's vision and goals; fulfilling the board's duties, responsibilities, and commitments; and the board's working relationship with the superintendent
- Makes decisions as a whole only at properly called meetings and recognizes that individual members have no authority to take individual action in policy or district and campus administrative matters
- Respects the right of individual members to express their viewpoints and vote their convictions and honors the decisions of the majority
- Develops teamwork, problem-solving, and decision-making skills as a team with its superintendent

- Understands and adheres to laws and local policies and respects the superintendent's responsibility to manage the school district and to direct employees in district and campus matters
- Adopts and adheres to established policies and procedures for welcoming and addressing ideas and concerns from students, families, staff, and the community
- Establishes and follows local policies, procedures, and ethical standards governing the conduct and operations of the board
- Understands the leadership role of the board president and adheres to local policies and procedures about the duties and responsibilities of the board officers

COMMUNICATIONS

COMMUNICATING WITH MEMBERS BETWEEN MEETINGS

- Board members may communicate with other individual members for purposes of asking questions, clarifying factual information, or socializing under circumstances that do not conflict with or circumvent the Texas Open Meetings Act.
- Board members must be mindful to avoid a walking quorum whenever discussing board business with other trustees or a group of trustees of less than a quorum.

RESPONDING TO COMMUNITY OR EMPLOYEE COMPLAINTS

1. Listen briefly and respectfully. Remind the complainant of the board's responsibility to remain impartial and noncommittal because complaints may ultimately be brought to the board on appeal.
2. Determine if the complainant wishes to express dissatisfaction or desires some action be taken to resolve the issue.
3. Complainants who desire some action be taken should be directed or referred to the appropriate policy outlining grievance procedures (including deadlines for filing) and informed that the steps listed in policy are necessary to protect everyone's rights while following an orderly process.
4. Ask if the complainant has followed the "Chain of Command" outlined in district policy.
5. If the complainant does not know the district's "Chain of Command," provide the following information:
 - a. The complainant should first discuss the problem with the person in authority closest to the problem.
 - b. If not satisfied with the resolution of the problem, the complainant should go to the administrative supervisor of the person noted in "a."
 - c. If still not satisfied, the complainant may appeal to the superintendent or designee for resolution.
 - d. If the superintendent is unable to resolve the issue or the complainant is still not satisfied, the formal complaint is brought to the board following local policy.
6. Board members will inform the superintendent of complaints they feel might eventually reach his/her office from staff and community but will not direct the superintendent to take specific actions.
7. The superintendent shall inform the board of the resolution of complaints referred by board members.

Related Policies: [DGBA](#) ([LEGAL](#) and [LOCAL](#)) pertains to employees; [FNG](#) ([LEGAL](#) and [LOCAL](#)) pertains to parents and students; [GF](#) ([LOCAL](#)) is for public complaints

COMMUNICATING WITH THE MEDIA

1. The board president or designee will serve as the primary board spokesperson to the media on issues regarding board actions; furthermore, the superintendent or designee shall be the official district spokesperson to the media on other issues.
2. Media inquiries to the board president shall be directed to the superintendent or the district's director of communications.
3. Any board member receiving a call from the media requesting information, comments, or an interview may respond to the request, but should clearly identify personal opinion and avoid disparaging comments about actions taken by the majority.
4. Board members should refrain from discussing any information revealed in executive session if it was intended to remain confidential.

COMMUNICATING WITH THE COMMUNITY

1. Board members are encouraged to participate as liaisons between the public and the school district. When doing so, board members are expected to:
 - a. Clarify a trustee's limitations, obligations, and responsibilities as a member of the board.
 - b. Support board decisions.
 - c. Interact in a positive manner.
 - d. Listen politely and respectfully to comments.
 - e. Make no commitment on behalf of the board or district.
 - f. Not criticize district personnel or other board members.
 - g. Refer questions about specific district activities to the appropriate staff person when they do not know the answers.
2. The board of trustees encourages community input.
3. Letters addressed to the board or a board member will be forwarded to the president or the superintendent for inclusion in the board information packet.
4. The restrictions relating to executive/closed sessions apply to communications with the community as well as the media.
5. Board members should follow best practices when advocating on behalf of the school district or public education, in general, being mindful of the role as a trustee and using appropriate communication mechanisms.

DIGITAL COMMUNICATIONS

1. All board members are encouraged to use the assigned @bryanisd.org email address for all board and school related communications.
2. Official board communications will only be distributed to @bryanisd.org email address.
3. Board members should refrain from responding to any global distribution list. If a board member has specific questions, please respond only to the sender.
4. Emergency notifications and updates as determined by the superintendent or the president may be passed to all board members via SMS-text message notification. Board members may acknowledge receipt of the message; but, may not engage within a

conversation with the entire distribution group in such a manner that may violate the requirements of the Opening Meetings Act.

5. Board members are responsible for following all applicable laws, state and local policies, TEA rules, and Board Operating Procedures when publicly posting to a social media platform, personal or professional blog, website, or any other digital publication platform.
6. Board members are responsible for following all local and state policies that pertain to cyber security.

Related Policies: BBI ([LEGAL](#) and [LOCAL](#))

BOARD FUNCTIONS

GOAL SETTING AND EVALUATION OF THE SUPERINTENDENT

1. Goals for each school year shall be provided by the board to the superintendent at the date set forth on the timeline. An instrument for evaluating the superintendent shall also be approved based on the timeline. The superintendent evaluation will be aligned to board goals but should also include specific goals and key performance indicators (KPIs) .
2. The board will evaluate the superintendent with regard to goals set for the previous school year.
3. The superintendent shall provide the board with progress reports at least seven days prior to scheduled quarterly board meetings for the purpose of reviewing the progress and possibly revising the goals.

The superintendent evaluation process and instrument serve as a component of the district's overall improvement process. The process operates on an annual cycle but is not an annual event. Instead, the process is ongoing and requires periodic updates, interim assessments, and goal setting.

The intent of the evaluation process is to:

- Contribute to the harmonious working relationship between the board of trustees and the superintendent,
- Clarify the role of the superintendent and the board of trustees for all board members,
- Inform the superintendent of strengths and of areas of concern,
- Provide an understanding of the differences in ideas and expectations of individual board members, and
- Provide the highest quality and effective leadership for the school district.

EVALUATION INSTRUMENT AND TIMELINE

See Appendix A: [Approved Superintendent Evaluation Instrument](#) and [Timeline](#)

Related Policies: [BJCD \(LEGAL\)](#) and [\(LOCAL\)](#)

BOARD MEETINGS

REQUESTING INFORMATION

ABOUT MEETING AGENDA ITEMS

1. Members are encouraged to ask for information from the superintendent or his/her responsible administrator before the board meeting so that the administration is prepared with information that will address those questions.
2. Any questions about agenda items or requests for additional information about them will be directed to the superintendent or his/her designee (administrator responsible for the agenda item) noted in the agenda packet.
3. If the information requested is readily available, the superintendent (or designee) will provide it to the requesting members and report it to the board at the meeting. If the requested information cannot be gathered prior to the meeting, the superintendent (or designee) will make every attempt to provide the answers or requested information at the meeting.
4. If a written report is provided in response to the request, all members will receive a copy.
5. Board members should refrain from requests which require extensive staff time and/or documentation unless: a) the request relates to an emergency, or b) the request has been approved by the board at a prior meeting.

NOT RELATED TO AGENDA ITEMS

1. Members should request information not related to a meeting agenda item directly from the superintendent with a copy of the request to the board president.
2. The superintendent will determine if the information requested is available from existing sources or records or if it requires that a special, one-time-only report be developed.
3. If the requested information can be provided from readily available data, then it will be provided within five business days.
4. In the event the request requires a special report that will divert staff time from established priorities, the superintendent will notify the requestor and the board president of this fact.
5. The board president will place the request for information on the next meeting agenda to determine if a majority of the board agrees the requested information is important for its future decision-making.
6. If the board does agree that the information is important for future decision-making, then the superintendent will direct that a report be developed and provided as requested by the board.
7. All team members will receive a copy of any report generated by a board member's request in accordance with this procedure.

Related Policies: [BBE \(LOCAL\)](#)

PREPARING THE BOARD MEETING AGENDA

1. Any board member may request an item on the agenda for board consideration by contacting the board president and/or superintendent in writing no later than 3:00PM on the fourth business day prior to the regular meetings or workshop and the third business day prior to special meetings. However, the board member should consult with the president and/or superintendent about the timing and appropriateness of the item and honor all reasonable requests for changes or postponement.
2. An agenda will be developed by the superintendent and board president and presented to the rest of the board no later than 72 hours prior to the meeting for which the agenda is being prepared.
3. Use of a consent agenda to present items for a single vote without discussion will conform to the following guidelines:
 - a. Placement of items on the consent agenda will be at the discretion of the board president and superintendent.
 - b. Any individual board member may ask questions or discuss an item on the consent agenda by asking the president to remove it from the consent agenda for individual consideration.
 - c. Following action on the consent agenda, the president will allow discussion on any item requested for removal from the agenda by a board member.
 - d. Examples of items that may be included on the consent agenda are as follows:
 - i. Routine items
 - ii. Minutes of regular and special board meetings
 - iii. Acceptance of financial reports
 - iv. Approval of personnel contracts that comply with district policies

Related Policies: [BE \(LEGAL and LOCAL\)](#), [BJA \(LEGAL and LOCAL\)](#)

PARTICIPATING IN THE BOARD MEETING AS A TRUSTEE

1. Administration will ensure that supporting information required for informed decision-making is supplied to each member.
2. Agenda information will be distributed to board members a sufficient number of days in advance to allow adequate preparation.
3. All participants will be prepared to address items on the agenda.
4. Board members will read agenda materials before each board meeting.
5. Board members may ask agenda-related questions of the superintendent prior to the meeting.
6. Board members are not precluded from asking relevant questions about agenda items during board meetings. However, the right to question should not serve as an excuse for lack of preparation.
7. The board president shall follow and enforce Robert's Rules of Order (Newly Revised).

Related Policies: [BE \(LEGAL and LOCAL\)](#)

PARTICIPATING AS A TRUSTEE IN “PUBLIC COMMENT”

1. Persons wishing to address the board during open public comment will comply with the provisions of board policy that outline the specific times and procedures applicable to public comments during board meetings.
2. A copy of the pertinent policy will be available for public review at the posted meeting site.
3. During the “public comment” section of the meeting, board members will listen to comments but, as the designated spokesperson, only the presiding officer will normally respond if a response to the speaker is required. Those responses are limited to:
 - a. Statements of fact or correcting misstatements of fact presented by the speaker.
 - b. Referring the speaker to applicable board policy.
 - c. Placing the item on a future board agenda for discussion if not listed on the current board agenda.
4. With the approval of the board, the presiding officer may direct the superintendent to investigate matters brought forward during public comment and report findings to the board at a later meeting.
5. If comments reflect a complaint about an individual district staff or board member, the presiding officer will refer the speaker to the appropriate formal grievance policy and require the comments to be heard in executive session.
6. The board must bear in mind that persons who speak during public comments have First Amendment rights.
7. The presiding officer may limit the total time for public comments.

Related Policies: [BED \(LEGAL\)](#) and [LOCAL](#), [FNG \(LOCAL\)](#)

BOARD OFFICERS

ELECTION OF OFFICERS

1. At least two business days prior to the meeting at which board officers are to be elected, each board member interested in being considered for one or more officer positions should provide a written statement to the other board members through the board's secretary which reflects the member's credentials and willingness to serve. Failure to provide such a statement, however, does not disqualify a member from serving as an officer.
2. Board members shall not solicit votes or otherwise seek commitments from other board members outside of a called meeting. Board members should informally discuss the qualifications of all members interested in each office before any nominations are made. To the extent permitted by law, all discussions should be held in executive session and should remain confidential.
3. A candidate for board president or board vice-president should have served at least two years as a board member and received, or committed to receiving as soon as possible, formal training in the duties of a board president. A candidate for secretary should have served a minimum of one year as a board member.

DUTIES OF BOARD OFFICERS

The duties stated below are for guidance and are not intended to be all-inclusive.

BOARD PRESIDENT

The president shall:

- Conduct all meetings,
- Appoint committee members,
- Act as the primary board spokesperson,
- Act as the primary communication contact between the board and superintendent,
- Be primarily responsible for dealing with inappropriate board member behavior and disputes between board members,
- Be primarily responsible, working with the superintendent, for calling meetings and setting the board agenda.

BOARD VICE-PRESIDENT

The vice-president shall:

- Act for the president whenever the president is unavailable,
- Be primarily responsible for dealing with inappropriate behavior by the board president and disputes between the president and another board member.

BOARD SECRETARY

The board secretary, working with the executive assistant to the board, shall:

- Ensure that all members are notified of meetings, deadlines, and training requirements,

- Ensure that the board has met its duties with regard to goal setting, superintendent evaluation, and budget preparation.

ALL OFFICERS

All officers serve to assist the board in operating as a team with the superintendent. When speaking for the board, they must honor the decisions of the majority. As with any board member, individual opinions must be clearly identified as such.

BOARD MEMBER TRAINING REQUIREMENTS

Continuing education requirements for independent school board trustees are established in Texas Administrative Code §61.1 and Texas Government Code, §§ 551.005, 552.012, and 2054.5191. The following tables provide a summary of training requirements for new board members (first year in office) and training required for every board member in subsequent years.

Board members who are deficient in training requirements will be announced at the October meeting.

NEW TRUSTEES

Training Title	Required Hours	Time Frame to Complete	Training Provider
Local District Orientation	3	120 Days	Bryan ISD Administration
Orientation to the Texas Education Code	3	120 Days	Region Centers
Open Meetings Act (OMA)	1	90 Days	Attorney General of Texas
Public Information Act (PIA)	1	90 Days	Attorney General of Texas
Evaluating and Improving Student Outcomes ¹	3	120 Days	TASB
Sexual Abuse, Human Trafficking, and Other Maltreatment of Children	1	120 Days	TASB
Cybersecurity	2	1 Year	Bryan ISD Technology
Update to the Texas Education Code	Varies	Post Legislative Sessions	Authorized Provider
Team Building (Team of 8)	3	1 Year	Authorized Provider
Additional Continuing Education (based on Framework for School Board Development)	10	1 Year	Authorized Provider

¹ Formerly entitled SB1566 Training

EXPERIENCED TRUSTEES

Training Title	Required Hours	Time Frame	Training Provider
Evaluating and Improving Student Outcomes ²	3	Every Two Years	TASB
Sexual Abuse, Human Trafficking, and Other Maltreatment of Children	1	Every Two Years	TASB
Cybersecurity	2	Every Year	Bryan ISD Technology
Update to the Texas Education Code	Sufficient Length (1-2 Hours)	Post Legislative Sessions	TASB
Team Building (Team of 8)	3	1 Year	Authorized Provider
Additional Continuing Education (based on Framework for School Board Development)	5	1 Year	Authorized Provider

² Formerly entitled SB1566 Training

BOARD COMMITTEES

BOARD ADVISORY COMMITTEES (THREE BOARD MEMBERS PER COMMITTEE)

- Safety & Security Committee - Quarterly
- Teaching & Learning Committee - Monthly
- Finance Committee - Monthly
- Community & Communications Committee - Quarterly
- Technology Committee - Quarterly
- Executive Committee - Monthly

BOARD REPRESENTATIVE COMMITTEES

- City/School Meeting - Quarterly
- Intergovernmental Committee - Quarterly
- Education Foundation
- Superintendent Committees
 - Bond Oversight
 - Bond Steering
 - Superintendent Advisory Committee
 - Parent Advisory Committee

COMMITTEE ASSIGNMENTS

The board president has the responsibility of assigning board members to committees. Efforts should be made to distribute committee service among board members so that no board member is overly burdened with assignments. Adjustments to assignments will be made at the beginning of each academic year or when new board members join the team.

ORIENTATION OF NEW BOARD MEMBERS

1. Local district orientation should be scheduled to take place within two weeks of the date a new board member takes the oath of office.
2. The superintendent and at least one incumbent board member will participate in the orientation. Additional administrative staff members may also be included to present specific information about the district.
3. Orientation will include but not limited to:
 - a. General district information such as
 - i. Geographic area included and number of square miles
 - ii. Campus attendance boundaries
 - iii. Number of students, teachers, and other employees
 - iv. Number of campuses and their enrollments
 - v. Student demographics
 - vi. Administrative structure and directory of key personnel
 - vii. Ongoing issues of interest to patrons
 - b. Overview of district programs and operations such as:
 - i. District vision, mission, goals, and plans including,
 - ii. District planning and evaluation process and calendar
 - iii. Most recent AEIS report, campus report cards, and district annual report
 - c. District budget overview including,
 - i. Current adopted budget summary
 - ii. Recent trends in revenue, appropriations, tax rates, property values
 - iii. Annual financial audit
 - iv. Development process and calendar
4. Overview of district curriculum objectives, standards, and instructional programs
5. Policy development and review process and location of manuals
6. Personnel hiring practices and salary schedule
7. Superintendent performance goals, current superintendent evaluation instrument, process and calendar
8. Team operations, including:
 - a. Overview of roles and responsibilities of the board and superintendent
 - b. Required continuing education and calendar of training opportunities
 - c. Current team improvement goals and continuing education targets
 - d. Annual board agenda calendar
 - e. Calendar of district and board events
 - f. Current team operating procedures

Related Policies: [BBD](#) ([LEGAL](#))

INDIVIDUAL BOARD MEMBER RESPONSIBILITIES

VISITING CAMPUSES AS A BOARD MEMBER

1. Board members are encouraged to attend as many school events or accept any invitations as their time permits.
2. Board members may visit any campus after checking with the principal about the best time to visit.
3. Board members are encouraged to notify the executive assistant to the board when visiting a campus to allow the district the opportunity to promote board member engagement.
4. Board members are required to check in with the principal's office and to follow campus guidelines for visitors.
5. Board members may not give any direction to any staff or students or express any judgments or promises on behalf of the board.
6. When visiting with teachers of their own children or visiting campuses as a parent, board members will make it clear that they are acting as a parent rather than as a board member.

Related Policies: [GKA \(LEGAL\)](#), [BBF \(LOCAL\)](#) and [BBFA \(LEGAL\)](#)

EXPRESSING CONCERN ABOUT ANOTHER BOARD MEMBER'S PERFORMANCE

1. Individual board members are encouraged to express their concerns about another member's performance directly to that member.
2. If addressing the issue directly with the member does not resolve the concern, then discussion with the board president is appropriate.
 - a. The board president shall discuss the concern with the individual in question on behalf of the reporting board member or shall moderate a discussion between the members. If a quorum of the board is involved, the meeting must be posted and conducted in accordance with the Texas Open Meetings Act.
 - b. The president shall remind the board member whose behavior is in question about the adopted code of ethics and discuss how the questionable behavior does not comply with the code. The discussion also will identify more appropriate alternatives to the questionable behavior or refer the board member to policies or procedures that outline approved ways to deal with the issue that prompted the questionable behavior.
 - c. If the board member in question does not believe his or her behavior is in conflict with the board's code of ethics, an agenda item specifying "evaluation of individual board members' performance" may be listed on the agenda for an upcoming board meeting.
 - d. The matter will be discussed by the full board in closed session in an attempt to clearly identify behavior that may be inappropriate and discuss possible solutions or alternative approaches that may have a more positive impact on team cohesion and effectiveness.

3. If the concern involves the board president, a member may discuss his or her concerns with the board vice-president.
4. Members will not take concerns about fellow board members to the superintendent unless there is a need for responsive action by the superintendent to support the district's best interest.
5. Members shall refrain from speaking negatively about another member in the community.

Related Policies: [BBFA \(LEGAL\)](#), [BBF \(LOCAL\)](#)

Reconvene in Open Session
ADJOURN

In accordance with the Texas Open Meetings Act Subchapters D and E of Chapter 551, Texas Government Code (§551.071 Attorney/Client Consultation, §551.072 Real Estate, §551.073 Contracts for Gifts or Donations, §551.074 Personnel Matters, §551.075 Investments, §551.076 Security Devices, §551.082 Discipline of Student or Employee Complaint, §551.0821 Personally Identifiable Student Information, §551.083 Employee Groups Consultation, §551.084 Exclusion of Hearing Witnesses), the board may enter closed meeting to deliberate any subject authorized by Subchapters listed.