

# **Chilton Independent School District**



# **Board Operating Procedures**

**Chilton Independent School District  
905 Durango Ave., Chilton, Texas  
76632**



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In effective school systems, the Superintendent and the Board of Trustees function as a “Team of Eight.” A structured approach (to developing a District vision and setting goals) is enhanced by first developing a system of standard operating procedures. The School Board is the corporate policy making body of the District. The Superintendent and staff provide the leadership to implement Board policies.

The Chilton ISD Board of Trustees adopts these guidelines as Operating Procedures to effectively communicate with staff and patrons of the District.

American public education is characterized by its unique emphasis on local lay control of the governance of school districts. Board trustees, as locally elected public officials, are stewards of the educational welfare of all students in the district. Chilton ISD trustees adhere to the Ethics for School Board Members adopted by the Texas Association of School Boards. Ethics for School Board Members are included as page 5.



## **Vision Statement**

Chilton ISD students will transcend socio-economic limits to achieve sustainable success in an evolving society.

## **Mission Statement**

The mission of Chilton ISD is to develop learners who are able to:

Communicate Proficiently

Create Innovatively

Think Critically

Reason Logically

Compete Globally



## Ethics

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:

<b>Equity in Attitude</b>	<ul style="list-style-type: none"><li>• I will be fair, just, and impartial in all my decisions and actions.</li><li>• I will accord others the respect I wish for myself.</li><li>• I will encourage expressions of different opinions and listen with an open mind to others' ideas.</li></ul>
<b>Trustworthiness in Stewardship</b>	<ul style="list-style-type: none"><li>• I will be accountable to the public by representing District policies, programs, priorities, and progress accurately.</li><li>• I will be responsive to the community by seeking its involvement in District affairs and by communicating its priorities and concerns.</li><li>• I will work to ensure prudent and accountable use of District resources.</li><li>• I will make no personal promise or take private action that may compromise my performance or my responsibilities.</li></ul>
<b>Honor in Conduct</b>	<ul style="list-style-type: none"><li>• I will tell the truth.</li><li>• I will share my views while working for consensus.</li><li>• I will respect the majority decision as the decision of the Board.</li><li>• I will base my decisions on fact rather than supposition, opinion, or public favor.</li></ul>
<b>Integrity of Character</b>	<ul style="list-style-type: none"><li>• I will refuse to surrender judgment to any individual or group at the expense of the District as a whole.</li><li>• I will consistently uphold all applicable laws, rules, policies, and governance procedures.</li><li>• I will not disclose information that is confidential by law or that will needlessly harm the District if disclosed.</li></ul>
<b>Commitment to Service</b>	<ul style="list-style-type: none"><li>• I will focus my attention on fulfilling the Board's responsibilities of goal setting, policymaking, and evaluation.</li><li>• I will diligently prepare for and attend Board meetings.</li><li>• I will avoid personal involvement in activities the Board has delegated to the Superintendent.</li><li>• I will seek continuing education that will enhance my ability to fulfill my duties effectively.</li></ul>
<b>Student-centered Focus</b>	<ul style="list-style-type: none"><li>• I will be continuously guided by what is best for all students of the District.</li></ul>

***Refer to Policy BBF (Local)***



## **I. Board Meetings -Agenda**

Agenda development for regular meetings shall be as follows:

- 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. Board members shall submit agenda items to the superintendent and/or board president in a timely manner prior to the board meeting so they can be placed on the agenda.
- 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.
- The Board President shall not have authority to remove from the agenda a subject requested by a Board member without that Board member's specific authorization.
- The deadline for submitting items for inclusion on the agenda is the fourth calendar day before regular meetings and the fourth calendar day before special meetings.
- Additional subjects may be added to the agenda for any meeting by posting a supplemental notice which expresses the emergency or urgent public necessity requiring consideration of such additional subjects.
- 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.
- Agendas for all meetings shall be sufficiently specific to inform the public of the subjects to be deliberated at the meeting, setting out any special or unusual matters to be considered or any matter in which the public has a particular interest. Deliberations or actions pertaining to a superintendent and principals are of particular public interest, and notice of those subjects must be worded with such clarity that the public will understand what a board proposes to discuss or accomplish.
- Resolutions recognizing students, staff, or campus achievements are encouraged. It is also encouraged to recognize individuals (parents, community member) or community organization for their contributions of time and/or talents to the District.

***Refer to Policy BE (Legal & Local)***



## **II. Board Meetings – Open Forum**

The public forum procedures are addressed in BED (Local) and BED (Legal). All policies can be found online at [www.chiltonisd.org](http://www.chiltonisd.org) under online policy. This policy establishes a limited public forum where concerns from the community may be heard, but complaints on employees of Chilton ISD may not be addressed or presented.

- Audience participation at a Board meeting is limited to the public comment portion of the meeting designated for that purpose. At all other times during a Board meeting, the audience shall not enter into discussion or debate on matters being considered by the Board, unless requested by the presiding officer.
- At regular 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 presiding officer or designee before the meeting begins and shall indicate the topic about which they wish to speak.
- No presentation shall exceed five minutes. Delegations of more than five persons shall appoint one person to present their views before the Board.
- Board Response and limitations are as follows:
  - Specific factual information or recitation of existing policy may be furnished in response to inquiries, but the Board shall not deliberate or decide regarding any subject that is not included on the agenda posted with notice of the meeting.
  - With complaints, the appropriate procedures must take place according to employee complaints (DGBA), student complaints (FNG), or public complaints (GF). The employee has the right for the complaint to be addressed in closed session when all the previous levels have been addressed and the person filing the complaint is still not satisfied of the outcomes at all previous levels. Complaints on curriculum, playground, dual credit course offerings, etc. may be heard.
  - The Board shall not tolerate disruption of the meeting by members of the audience. If, after at least one warning from the presiding officer, any person continues to disrupt the meeting by his or her words or actions, the presiding officer may request assistance from law enforcement officials to have the person removed from the meeting.
  - Every Meeting of the Board shall be open to the public. However, provisions are made to exclude certain individuals when special circumstances prevail and the Board may choose to go into closed or executive session as needed.

***Refer to Policy BED, DGBA, FNG, GF (Legal & Local)***



### **III. Board Meetings - Meetings**

Procedures are established by the Board and Superintendent as follows:

- Regular meetings of the Board shall normally be held on the third Monday of each month at 7:00 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.
- 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.
- Meeting Procedures shall be as follows:
  - Order of the Meeting will be as follows:
    - Call to Order
    - Declaration of a Quorum
    - Welcome Message
    - Pledge of Allegiance to American and Texas Flag, Moment of Silence
    - Open Forum
    - Reports
    - Agenda Items
    - Closed Session
    - Adjournment
  - "Meeting" means a deliberation among a quorum of a 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.
  - Written notice of the date, hour, place, and agenda of each regular or special meeting of the Board shall be posted in the central administrative office accessible to the public at least 72 hours preceding the scheduled time of a meeting. The Board agenda will also be posted on the CISD website. Notice for the special meeting to adopt the budget shall be given ten to thirty days prior to the meeting. Written notice shall be posted at least two hours preceding an emergency meeting.
  - If a district maintains an Internet website, in addition to the other place at which notice is required to be posted, a board must also concurrently post notice of a meeting on the Internet website.





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- Board members shall be given notice of regular and special meetings at least 72 hours prior to the scheduled time of the meeting and at least two hours' notice for emergency meetings.
- Supplemental notice of additional agendas subjects shall be posted at least two hours before the scheduled time of the meeting.
- The Board shall give the notice of the meeting to any new media upon request for regular, special, or emergency meetings.
- Every Meeting of the Board shall be open to the public. However, provisions are made to exclude certain individuals when special circumstances prevail and the Board may choose to go into closed or executive session as needed.
- The order of business may be changed by consent of all members present.
- All or any part of an open meeting may be recorded by any person in attendance by means of a recorder, video camera, or any other means of aural or visual reproduction. A board may adopt reasonable rules to maintain order at a meeting, including rules related to the location of recording equipment and the manner in which the recording is conducted. These rules shall not prevent or unreasonably impair a person from exercising the right to record a meeting that is open to the public.
- The Board shall prepare and retain minutes of each open meeting. 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.
- The Board shall observe the parliamentary procedures as found in the *Robert's Rules of Order, Newly Revised*, except as otherwise provided in Board procedural rules or bylaws. Procedural rules may be suspended at any Board meeting by majority vote of the members present.
- A board shall provide a superintendent an opportunity to present at a meeting an oral or written recommendation to the board on any item that is voted on by the board at the meeting.
- 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.

***Refer to Policy BE (Legal & Local)***



#### **IV. Board Meetings – Member Conduct**

Procedures are established by the Board and Superintendent, and Board Conduct shall be as follows:

- Members should be prepared for each meeting having reviewed and become adequately informed about all agenda items.
- Members should be recognized by the Board President before speaking.
- Discussion should pertain to the agenda item currently before the Board.
- A courteous and business-like manner should be maintained to allow free expression and open discussions.
- If an issue or question is raised that is not on the agenda, it may be discussed, but no action can be taken until it is an agenda item at a subsequent meeting.
- Confidentiality must be maintained for all discussion during any closed meetings.
- It is a criminal offense to intentionally disrupt, obstruct or interfere with a lawful meeting.
- Members should weigh all decisions in terms of what is in the best interest of all students.
- Members should rise above personal prejudices and make decisions based on available facts.
- Members who arrive after a meeting has begun will be updated during break time.
- Electronic devices should be silenced during the entirety of the meeting and if necessary calls needs to be taken, you shall step out of the board room for those calls.

***Refer to Policy BE Local***

#### **V. Board Meeting – Voting**

Procedures are established by the Board and Superintendent and voting procedures shall be as follows:



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- All voting is by voice or show of hands, as directed by the Board President, and is made part of the official minutes.
- No secret ballots will be used in voting.
- Any member may abstain from voting, and a member's vote or failure to vote shall be recorded upon that member's request.
- Upon a member's request, his or her reason for abstention or voting with the minority may be noted in the official minutes.
- Although there may be dissenting votes, each Board decision shall be an action by the whole Board that is binding upon each member.
- Individual member's opinions should be expressed during the meetings, before voting. Thereafter, only the decision of the whole Board should be discussed publicly.
- The Board President has the right to discuss, make motions and resolutions, and vote on all matters coming before the Board.

***Refer to Policy BE (Local & Legal), BDAA Local***

## **VI. Board Member Request for Information / Reports**

Procedures are established by the Board and Superintendent:

- An individual Board member, acting in his or her official capacity, shall have the right to seek information pertaining to District fiscal affairs, business transactions, governance, and personnel matters, including information that properly may be withheld from members of the general public in accordance with the Public Information Chapter of the Government Code.
- An individual Board member shall seek access to records or re-quest copies of records from the Superintendent or other designated custodian of records. When a custodian of records other than the Superintendent provides access to records or copies of records to an individual Board member, the provider shall inform the Superintendent of the records provided.



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- In accordance with law, the District shall track and report any re-quests under this provision, including the cost of responding to one or more requests by any individual Board member for 200 or more pages of material in a 90-day period.
- No individual Board member shall direct or require District employees to prepare reports derived from an analysis of information in existing District records or to create a new record compiled from information in existing District records. Directives to the Superintendent or other custodian of records regarding the preparation of reports shall be by Board action.
- Most importantly, confidentiality should be maintained for any information which is not considered public.
- Limitations
  - If a Board member is not acting in his or her official capacity, the Board member has no greater right to District records than a member of the public.
  - An individual Board member shall not have access to confidential student records unless the member is acting in his or her official capacity and has a legitimate educational interest in the records in accordance with policy FL.
  - A Board member who is denied access to a record under this provision may ask the Board to determine whether the record should be provided or may file a request under the Public Information Act.

***Refer to Policy BBE Local***

## **VII. Selection of Officers**

Procedures are established by the Board and Superintendent:

- The board officers will consist of a president, vice-president, and secretary.
- The Board will determine the slate of officers at the first regular Board Meeting after the trustee election. The Board may reorganize at other times when deemed necessary.
- The Board president will preside over the election of a Board vice-president and then a secretary, in that order.



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- Any board member may nominate any other board member for an office; once a president is elected, he or she may not nominate other board members for office.
- An officer is elected by obtaining a majority of votes of those board members present. The president may vote. If there is a tie vote and an odd number of board members are not present, the election can be postponed. If a new president is not selected for this reason, the past president, vice-president, secretary, or superintendent (in that order) will conduct the remainder of the meeting.
- If a board officer resigns from the Board, a replacement is selected after the board position has been filled. If the board seat will not be filled for over three months, the officer replacement will be selected at the next regular board meeting after the resignation.
- If a board officer resigns his or her office but not his or her seat on the Board, an officer replacement will be selected at the next meeting.
- Board officers serve at the pleasure of the board. No special consideration should be given for longevity on the Board.
- There is no special sequence of progression necessary for a board office. For example, a person does not have to be secretary before he or she can serve vice-president. A person can be selected for any office without prior experience as an officer.
- It is not appropriate for a standing officer to solicit a position as a board officer. It is not, however, inappropriate for a person to let other board members know that they are willing to serve as an officer in the most general terms.

## VIII. Role / Authority of Board Officers

Procedures are established by the Board and Superintendent:

- **President**
  - Call a meeting of the Board, giving public notice not earlier than the 30th day or later than the tenth day before the meeting, to discuss and adopt the budget and the proposed tax rate.
  - Ensure that the annual financial statements are published as required by law.
  - Execute an oil and/or gas lease or sell, exchange, and convey the minerals in land belonging to the District, approved by resolution of the Board.



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- Execute the deed for the sale of property, other than minerals, held in trust for free school purposes.
- Preside at all Board meetings unless unable to attend.
- Have the right to discuss, make motions and resolutions, and vote on all matters coming before the Board.
- Board President and/or Superintendent, when deemed necessary, consult with district legal services.
- The president should appoint only board sub-committees.
- Hand out diplomas at graduation (unless delegated to another board member or superintendent due to family member(s) graduation).
- The president ensures that all members know they are required to acquire training.
- The president assists in the orientation of new board members.
- **Vice-President**
  - Act in the capacity and perform the duties of the President of the Board in the event of the absence or incapacity of the President.
  - Automatically become President of the Board if a vacancy in that office occurs.
- **Secretary**
  - Ensure that an accurate record is kept of the proceedings of each Board meeting.
  - Ensure that notices of Board meetings are posted and sent as required by law.
  - In the absence of the President and Vice President, call the meeting to order and act as presiding officer.
  - Sign or countersign documents as directed by action of the Board.



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- The superintendent is the spokesperson for the district. The president and officers should refer public comments to him or her.

***Refer to Policy GBAA (Local & Legal)***

## **IX. Citizen Request or Complaint to Board Member**

Procedures are established by the Board and Superintendent:

- If citizens bring concerns or complaints to an individual board member, he or she shall refer them to the superintendent or another appropriate administrator, who shall proceed according to the appropriate complaint policy.
- Where the concern or complaint directly pertains to the Board's own actions or policy for which there is no administrative remedy, it may be appropriately considered for placement on the agenda.
- Board Members should always be willing to listen to individuals, remembering to encourage them to follow established procedures for airing concerns. Members should refrain from making commitments to follow up or assist with a particular situation.

***Refer to Policy BBE Local***

## **X. Employee Request or Complaint to Board Member**

Procedures are established by the Board and Superintendent:

- In most cases, the employee should be treated the same as citizens of the district are treated.
- In some specific areas, policy DGBA (Local) indicates the employee should be referred directly to the superintendent. The Board member should confirm with the Superintendent that the question was referred to him or her, and then wait for a report from the administration.
- In most cases, the person should be informed that there is a District Improvement Committee that could help them. These committees are not "public complaint" boards, but could possibly handle the request or idea as effectively as the administration.



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- The board member should inform the Superintendent of a request or complaint in cases other than general information, especially if it could turn into a legal question.
- The board member should inform the Superintendent of all request or complaints that are not routine. The board member and President can then decide if other board members should be informed before the next meeting.

***Refer to Policy BBE Local***

### **XI. Problem Identification and Resolution**

Procedures are established by the Board and Superintendent to address those problems that a board member or Superintendent believes requires the attention of the entire Board:

- If a board member identifies a problem that requires immediate attention, the board member should contact either the Superintendent or President to consider having the item placed on the agenda of the next meeting using the existing operating procedures.
- Less urgent problems can be addressed with the Superintendent or the Board President.
- When a board member or the Superintendent identifies a problem that they believe should be addressed by the entire board, the following steps should be taken:
  - The problem must be brought to the entire Board at the next regular meeting. Since the item is not on the agenda, it must be covered under “Board Reports/Discussion.” Discussion pertaining to personnel (or other appropriate topics) will be held in closed session.
  - If at least two board members believe that the problem requires further attention, it will be assigned to the Superintendent for further study, if appropriate, and will be placed on the agenda of the appropriate meeting.
  - Some problems involving Board procedures may require the President to assign a subcommittee to investigate. Subcommittee should not be appointed to address problems that are the administration’s responsibility.
  - When the problem has had adequate study by the administration or board subcommittee, the item will be placed on the agenda. While the item is under investigation, it may be appropriate to hear status reports during board meetings.





## **XII. Board Communications**

Procedures are established by the Board and Superintendent:

- Each member should feel free to express his or her ideas or concerns openly and freely at all times.
- An individual board member may act on behalf of the Board only with the express authorization of the entire Board.
- Open lines of communication should always be encouraged between board members and Superintendent.
- Board members should understand their roles and responsibilities.
- Board members should understand and respect the roles and responsibilities of the Superintendent.
- The Board has a responsibility to hear from members of the community. This can be accomplished through the open forum at called meetings or other school-related meetings.
- The Board has a responsibility to provide information to the community about school needs, educational trends, and clarification of goals and priorities.
- Whenever possible, request for information or interviews should be referred to the Superintendent. This is to ensure consistency of information dispersed.
- Board members should refrain from criticizing district personnel.

## **XIII. Board Member Campus Visits**

Procedures are established by the Board and Superintendent:

- Board members should call ahead and check in with the campus principal if visiting a campus in an official capacity.
- When visiting in an unofficial capacity, it is not necessary to call ahead, but each board member should remember to follow campus procedures for checking-in with the appropriate office.



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- Board members shall not disrupt instruction time or enter instructional classrooms for the purpose of evaluating an educator.
- It should always be remembered that even when visiting in an unofficial capacity, you may still be perceived as a board member.

#### **XIV. Board Member(s) Not Following Procedures**

Procedures are established by the Board and Superintendent.

- Once an operating procedure has been approved by the Board, it is the responsibility of each board member to be aware of the procedures and to follow it.
- If a board member believes an operating procedure is incorrect or out of date, he or she should bring it to the attention of the entire Board.
- If a board member or the Superintendent believes that the entire Board is not following established procedures, it is the responsibility of that person to point it out at the next Board meeting or at the time the action occurs.
- If individual board members are not following established procedures, it is appropriate to bring it to the attention of the offending board member. If a board member does not feel comfortable communicating the error to another individual, he or she should inform the Board President. The President, in that case, is responsible for correcting the board member who is out of compliance. If the President is the person not following procedures, the Vice-President should correct the President.
- If a board member continues to disregard established procedures after an initial warning, he or she will receive a second verbal warning. If he or she continues to disregard the procedure after a second warning, the President (or Vice-President, in case of the President disregarding procedure) will send a written notification to the person. This written notification should state the nature of the deviation from established procedure, the fact that two verbal notifications have been given, and that a person may request a board review if he or she believes the procedure is incorrect. This letter will be placed in the official minutes of the next regular Board meeting along with a date of delivery.



## **XV. Teamwork**

Procedures are established by the Board and Superintendent.

- All members of the team should feel free to express opinions with confidence that they will not have their words turned against them at a later date.
- All opinions and members shall be treated with respect.
- Sometimes we have to agree to disagree. Sometimes all people come to opposite conclusions over the same basic information.
- In discussion which is lengthy and/or controversial, the Board President or Superintendent should sum up the discussion so that each member of the team leaves from the meeting with a clear understanding of the issue in question.
- All team members should
  - Listen to understand.
  - Speak and act respectfully.
  - Focus on team behaviors.
  - Allow one speaker at a time.
  - Refrain from interrupting.
  - Ask rather than assume.
  - Provide factual information.
  - Strive for team consensus.
  - Remember the adopted Code of Ethics.



## **XVI. Training**

Procedures are established by the Board and Superintendent

- **New Board Member Training**
  - Within 60 days before or after a Board member's election or appointment, the new Board member shall participate in a local orientation session. The purpose of this orientation is to familiarize the new Board member with local Board policies and procedures and District goals and priorities. The orientation shall be at least three hours in length for each new Board member and must address local District practices in curriculum and instruction, business and finance operations, District operations, Superintendent evaluation, and Board member roles and responsibilities.
  - Within 90 days after taking the oath of office, each Board member shall complete training regarding the responsibilities of the Board and its members under Chapter 551 of the Government Code (Texas Open Meetings Act).
  - In the first year of service, a Board member shall receive at least ten hours of continuing education. Up to five of the required ten hours may be fulfilled through online instruction, provided 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.
  - Annually, the entire Board, including all Board members, shall participate with their Superintendent in a team building session facilitated by a regional education service center or any registered provider. The team building session shall be of a length deemed appropriate by the Board, but generally at least three hours.
- **Experienced Board Members Training**
  - After the first year of service, a Board member shall receive at least five hours of continuing education annually. A Board member may fulfill the five 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.



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- After each session of the Texas Legislature, each Board member shall receive an update to the basic orientation to the Education Code from a regional education service center or any registered provider. A Board member who has attended a basic orientation session given by a service center that incorporates the most recent legislative changes is not required to attend an additional legislative update.
  - Annually, the entire Board, including all Board members, shall participate with their Superintendent in a team building session facilitated by a regional education service center or any registered provider. The team building session shall be of a length deemed appropriate by the Board, but generally at least three hours.
- Board President Training
  - The Board President shall receive continuing education related to leadership duties of the Board President as some portion of the annual requirement.
- Any current Board member may attend or participate in the local District orientation and orientation to the Education Code offered to new Board members.
- Annually, at the last regular meeting of the Board held during a calendar year, the Board President shall announce, and the minutes must reflect, the name of each Board member who has completed the required training, who has exceeded the required hours of training, and who is deficient in the required training as of the date of the meeting. The announcement shall include a statement that completion of the required annual training is an obligation and expectation of any Board member under SBOE rule. The Board President shall cause the minutes to reflect the information and shall make this information available to the local media.

***Refer to Policy BBD Legal, BBD Exhibit***

## **XVII. Superintendent Evaluation**

Procedures are established by the Board and Superintendent:

- The Board will work with the superintendent to determine goals to be used on the evaluation instrument. These goals are subheadings under several major areas, such as those suggested by the State Board of Education: instructional management, school/organization climate, school/organizational improvement, personnel management, administration and fiscal/facilities management, student management,



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school/community relations, professional growth and development, board/superintendent relations, and student performance.

- The Board and Superintendent will establish the evaluation instrument:
  - Each board members list his or her priorities. (What should the Superintendent to be measured on?)
  - The Superintendent lists his or her priorities.
  - Priorities (or goals) should be results-oriented and measurable. Long-term goals are acceptable, but should have periodic indicators of progress.
  - These lists of goals are combined for the evaluation instrument. The list will contain several high-priority goals; the remaining goals will be deemed regular priority.
  - Several indicators will be determined for each goal. These indicators are what the Board and Superintendent expect to see if the goal is met. These indicators should be both realistic and measurable.
  - Goals and indicators will be both realistic and measurable.
  - Goals and indicators will be combined in an evaluation instrument and given to the superintendent.
  - Evaluation instrument must also include a report from the superintendent on academic performance indicators, according to state law.
- The Board and Superintendent will review the evaluation:
  - The Board and Superintendent should have a minimum of one formative conference to review progress toward meeting evaluation goals.
    - The Superintendent may provide data and other information to document progress, but that is not necessary at the formative conference.
    - Minutes will be kept with key discussion items noted.
    - Formative conference is intended to be informal.
  - In December, the superintendent will provide documentation to the Board on the status of all goals.
  - Each Board Member will use the information provided by the superintendent to evaluate the superintendent using the instrument provided.
  - Individual evaluations will be given to the Board President in a time for a summary to be compiled prior to a special meeting held in January for the purpose of evaluating the Superintendent.



## Chilton Independent School District

- At the January meeting, the Board will meet without the superintendent to discuss the evaluation prior to the summative conference with the Superintendent.
- At the summative conference, the superintendent will be provided with a final evaluation indicating goal ratings from each board member as well as comments which have appropriate support from more than one Board member.
- An evaluation schedule will be used:
  - February – The Board and Superintendent will develop a list of priority goals.
  - March – new evaluation established
  - July – formative conference
  - December – The superintendent will provide information on goals for evaluation purposes.
  - January – The evaluations will be completed and given to the President; a summative conference is held.

***Refer to Policy BJCD (Local & Legal)***



### Chilton ISD Board Activity Calendar

<b>January</b> <ul style="list-style-type: none"> <li>➤ Superintendent Evaluation</li> <li>➤ School Board Appreciation</li> <li>➤ Financial Audit</li> <li>➤ Appoint Textbook Committee</li> <li>➤ District Annual Report Card</li> <li>➤ Board Fall Proclamations</li> </ul>	<b>July</b> <ul style="list-style-type: none"> <li>➤ Call School Board Election (even years)</li> <li>➤ Budget Workshop</li> <li>➤ Propose Tax Rate &amp; Set Date for Public Hearing for Proposed Budget w/Tax</li> <li>➤ Publish Req'd Notice to Public Intent to Adopt Budget &amp; Set Tax Rate</li> <li>➤ Cafeteria Bids</li> <li>➤ Handbook Revisions</li> </ul>
<b>February</b> <ul style="list-style-type: none"> <li>➤ Admin Contract Renewals</li> <li>➤ Superintendent Contract &amp; Salary</li> <li>➤ Superintendent Performance Goals and Evaluation Procedures</li> <li>➤ Technology Plan</li> <li>➤ Board Training – Winter Gov. &amp; Legal</li> </ul>	<b>August</b> <ul style="list-style-type: none"> <li>➤ Public Hearing on Budget &amp; Tax Rate</li> <li>➤ Approval of New Budget</li> <li>➤ Approval of New Tax Rate – M&amp;O, I&amp;S</li> <li>➤ Contract w/ Audit Firm</li> <li>➤ Accountability Rating</li> <li>➤ Teacher Appraisal Calendar</li> </ul>
<b>March</b> <ul style="list-style-type: none"> <li>➤ Teacher Contract Renewals</li> <li>➤ Budget Development &amp; State Funding Issues</li> <li>➤ Textbook Selections</li> <li>➤ School Calendar</li> <li>➤ Summer School Schedule</li> </ul>	<b>September</b> <ul style="list-style-type: none"> <li>➤ Resolution on 4H as Extracurricular Activity</li> <li>➤ Board Training – TASA / TASB Convention</li> <li>➤ Board Candidate Workshop</li> </ul>
<b>April</b> <ul style="list-style-type: none"> <li>➤ Depository/Bank Contract (every biennium)</li> <li>➤ Preliminary Budget</li> </ul>	<b>October</b> <ul style="list-style-type: none"> <li>➤ District / Campus Performance Objectives</li> <li>➤ AEIS Report</li> <li>➤ District Improvement Plan</li> </ul>
<b>May</b> <ul style="list-style-type: none"> <li>➤ Preliminary Budget</li> <li>➤ Board Training – Regional Spring Workshop</li> <li>➤ End of Year Banquets</li> <li>➤ Teacher Appreciation Week</li> </ul>	<b>November</b> <ul style="list-style-type: none"> <li>➤ Joint Election w/ Falls County (even years)</li> <li>➤ Canvass Election</li> <li>➤ Reorganization of Board</li> <li>➤ Oaths of Office</li> <li>➤ Reaffirm Board Ethics Statement</li> <li>➤ Review Board Operating Procedures</li> <li>➤ Board Training – Team of 8, New Member Training</li> <li>➤ Report on Highly Qualified Status of Teachers</li> </ul>
<b>June</b> <ul style="list-style-type: none"> <li>➤ Promotion – K &amp; 8<sup>th</sup> Grade</li> <li>➤ Graduation</li> <li>➤ Vision Statement</li> <li>➤ Budget Workshop – Salary Schedules, Projected Revenues &amp; Expenditures</li> <li>➤ TAKS Data Report</li> <li>➤ Board Training – Summer Leadership</li> <li>➤ Board Spring Proclamations</li> </ul>	<b>December</b> <ul style="list-style-type: none"> <li>➤ Board Christmas Dinner &amp; Pictures</li> <li>➤ Preparation for Superintendent Evaluation</li> <li>➤ Local Orientation for New Board Members</li> <li>➤ Board Training Announcement of Hours</li> </ul>



[illegible]

Adopted June 20, 2016 v.1