



***2021-2022***

***Board Operating Procedures***

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## **ALIEF INDEPENDENT SCHOOL DISTRICT LEADERSHIP TEAM**

HD Chambers	Superintendent
Ann Williams	Board President
Dr. Darlene Breaux	Board Vice President
Dr. Lily Truong	Board Secretary
Jennifer Key	Assistant Secretary
Gregg Patrick	Board Member
Rick Moreno	Board Member
Harvey Tong	Board Member

### **Superintendent's Council**

Avalyn Montgomery	Deputy Supt. of Instruction
Charles Woods	Deputy Supt. of Business Services
Elizabeth Veloz-Powell, Ed.D.	Asst. Supt. of Human Resources
Rayyan Amine, Ph. D.	Asst. Supt. of School Improvement & Accountability
Hilda Rodriguez	Asst. Supt. of Support Services
Deanna Wentz	Asst. Supt. of Finance
Patrick Cherry	Area Superintendent
Cecilia Crear, Ed.D.	Area Superintendent
Nancy Trent	Area Superintendent
Kimberly Smith	Director of Public Relations

# **MISSION STATEMENT**

Alief ISD,  
in collaboration with  
parents and community,  
will provide  
an exemplary education  
for all students  
in a safe environment.

## **INTRODUCTION**

Providing the children of the Alief Independent School District an exemplary education in a safe environment is our prime focus, and we take on the challenge of ensuring them a secure future when we accept our role in this endeavor.

The leadership team must create an atmosphere that invites parents, students, staff, and community members to become partners in the educational process. These interactions will require the team to approach issues and concerns in a consistent and professional manner while displaying both the confidence and empathy necessary to gain the respect required to effectively manage the district. The team will set the ultimate example for protocol and decorum and act as the final decision-makers for the school district.

The School Board works with the superintendent to keep the district focus on the educational welfare of all children and measures and communicates how well the vision is being accomplished. They develop goals and policies that clearly define the district's goals and objectives.

In order to understand our roles and responsibilities to the students and community of the Alief Independent School District, it is important for us to establish practices, processes, and procedures that are communicated to each member of the leadership team. Our commitment to this effort will be met, in part, through the development and annual review of the Board Operating and Procedures Manual.

# ***Core Beliefs and Commitments***

## **Assumptions by the Alief ISD Team of Eight**

- Our actions will be taken through the lens of and based on the principles of equity
- Our actions will be fiscally responsible
- Our actions will support excellence in instructional practices balanced with social/emotional support for all students
- Our actions will support Meaningful Relationships and Meaningful Work
- Our actions will include monitoring of results
- Our actions will demonstrate support for all Core Beliefs and Commitments

## **WE BELIEVE A SAFE SCHOOL IS ESSENTIAL**

### **Commitments**

- We are committed to making mental health awareness a priority with a focus on prevention, early identification and intervention
- We are committed to providing the necessary resources to prevent and respond to any threat to students, staff, and campuses

## **WE BELIEVE A STRONG BIRTH TO 3<sup>rd</sup> GRADE EDUCATION FOUNDATION IS CRITICAL**

### **Commitments**

- We are committed to public private partnerships
- We are committed to early childhood
- We are committed to a quality full day pre k program
- We are committed to a quality K-2 program

## **WE BELIEVE INCREASING CONTINUOUS STUDENT ENROLLMENT WILL HAVE A POSITIVE IMPACT ON STUDENT LEARNING**

### **Commitments**

- We are committed to offering and funding quality programs of choice
- We are committed to creating and supporting plans that increase continuous student enrollment and quality teacher retention
- We are committed to innovation and creativity

## **WE BELIEVE THAT STUDENTS SHOULD GRADUATE FROM ALIEF ISD COLLEGE, CAREER, AND MILITARY READY**

### **Commitments**

- We are committed to meaningful student learning in all grades/content areas
- We are committed to offering and funding courses that lead to students enrolling in college without remediation, entering the workforce with a credential or certification or entering the military prepared
- We are committed to reducing the student learning gap
- We are committed to having an effective teacher in every classroom
- We are committed to increasing and improving our efforts to “grow our own” teachers
- We are committed to developing partnerships to improve student learning

# Ethics for School Board Members

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 the idea of others.

## 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 of 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 keep confidential information that is privileged 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 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 GOALS**

## Board Goals

- Goal I: Close the achievement gap
- Goal II: Student preparation for college and career
- Goal III: Safe and orderly environment
- Goal IV: Highly qualified and effective personnel
- Goal V: Positive relationships with stakeholders

**SUPERINTENDENT  
PERFORMANCE PRIORITIES**



## **Superintendent Performance Priorities**

**Priority I: Post-Secondary Readiness**

**Priority II: School Improvement and Equity**

**Priority III: Early Childhood**

**Priority IV: Recruitment/Development, and Retention of Highly Qualified and Effective Personnel**

**Priority V: Financial Resource Management**



**DISTRICT IMPROVEMENT PLAN**



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**SECTION I**

**BOARD OPERATING PROCEDURES**

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## BOARD MEETING PROTOCOL

Board meetings shall be conducted in accordance with Board Policy BE (LOCAL)—Board Meetings. The following standards of practice shall be observed:

- The Board president will consider the motion for extension of discussion of a specific topic.
- Board members should avoid multiple conversations during presentations/briefings by staff, patrons, or other Board members.
- An individual Board member should avoid, extensive discussion about a specific topic wherein other members are excluded from the discussion.
- Any Board member is permitted to call the question. The Board president shall follow ***Robert's Rules of Order***, requiring a second to the motion and a subsequent vote of the motion regarding the termination of discussion.
- Board members shall adhere to all policies regarding conversations and information gathered during executive session, including, but not limited to the prohibition(s) regarding disclosure of such information.

**CRIMINAL BACKGROUND CHECKS FOR  
ALIEF I.S.D. BOARD MEMBERS**

In consideration of the District's priority of maintaining the safety and security of students, Board members agree to be held to the same standards of conduct as District employees and volunteers. Board members who wish to have access to campuses and/or direct access to students will authorize the District to obtain their criminal history record information, as required of all volunteers.

In this respect, the following procedure shall be considered:

- At the beginning of each calendar year by January 31st, Board members who wish access to the District's campuses and/or direct access to students shall sign the Authorization to Conduct Criminal Background Check form (see attached).
- Criminal history record information will be obtained through a search based on the Board member's name and social security number.
- Any report of criminal history record will be reviewed by the Board's legal counsel for evaluation pursuant to applicable law and statutory regulations. Documentation of any such record shall be destroyed when the information is no longer administratively necessary or after one calendar year, whichever is sooner.
- The District's legal counsel will render an opinion on whether or not the criminal history of a Board member warrants restricted access to the District's campuses and/or access to students according to the same guidelines used for volunteers. If such a determination is made, the Board member who is subject to the restriction may visit campuses and/or students but must be escorted by an Alief ISD administrator during such visits.
- After receiving an evaluation of the criminal history for each Board member, the Board's legal counsel may convene a meeting with the Board member to discuss the details of the criminal history report. The Board president will be included in such meetings as appropriate and to the extent allowable by law.

Criminal history information is privileged and for the use of the District only. No District employee or Board member shall release or disclose such information to any person other than the person who is the subject of the information, the Board of Trustees and/or the Board's legal counsel.



**Authorization to Conduct Criminal Background Check**

I, \_\_\_\_\_, hereby give the Alief Independent School District (the District) explicit permission to conduct a criminal background check on me and to obtain any and all records resulting from such inquiry. I understand that the criminal record check will be completed at the beginning of every calendar year by January 31 in which I wish to access District campuses and will be limited to the information which is needed pursuant to my office as a school board member.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Date

## BOARD TRAINING

In accordance with Board Policy BBD (LEGAL)—Training and Orientation, each member of the Board must complete any training required by the State Board of Education. Required training is as follows:

- Newly elected Board members are required to participate in a local district orientation within 60 days before or after the Board member's election or appointment.
- Each Board member shall receive a basic orientation to the Texas Education Code and relevant legal obligations. (Newly elected Board members shall receive a total of three hours within the first year of service and returning Board members shall receive at least two hours after each legislative session--including regular and called session related to education).
- The superintendent and Board shall participate annually in a team building session facilitated by the ESC or another registered provider. The session shall be of a length deemed appropriate by the Board, but generally at least three hours.
- On an annual basis each Board member shall receive continuing education sessions that may be provided by ESCs or other registered providers—ten hours for first year Board members and five hours for returning Board members. These hours are in addition to the aforementioned requirements.
- The Board president shall receive continuing education related to the leadership duties of a Board president as a portion of his or her annual requirement.
- Continuing education shall not take place during a School Board meeting unless that meeting is called expressly for the delivery of Board member continuing education.
- The Board president shall announce annually, at the meeting at which the call for election of Board members is normally scheduled, the name of each Board member who has completed, exceeded, or has a deficit in the required number of continuing education hours.

## BOARD TRAVEL

The Board shall follow employee travel guidelines as outlined in Regulation (DEE)—  
Compensation and Benefits: Expense Reimbursement.

- The traveler shall submit a Travel and Expense Report immediately following completion of a trip. Receipts for allowable expenses shall be attached.
- A request for travel shall be submitted to the Superintendent's office.
- Travel shall be relevant to the role as a Board member and is not to exceed \$5000 on an annual average over their four-year term. Included in this amount are any dues and/or membership fees paid by the District to be part of any organization.
- Cash advances will be available for hotel, meals, and other incurred expenses; i.e., registration, car rentals, mileage, etc.
- Meals shall be paid on a per diem basis (no receipts required), which shall cover expenses for breakfast, lunch, and dinner, in an amount that should not exceed the GSA per diem rates. GSA rate can be found on their website at [gsa.gov/travel](http://gsa.gov/travel).
- The District shall provide each member a yearly travel expense report.
- Board travel that exceeds the guidelines provided in this procedure shall require Board approval.

## CAMPUS VISITATIONS

Board members shall consider Board Policy BBF (LOCAL)—Board Members: Ethics, and Board Policy GKA (LEGAL) and (LOCAL) – Community Relations: Conduct on School Premises when visiting campuses in the capacity of Board Member or in any other capacity. In this respect, the following procedures shall be considered:

- Board members' presence and conduct on a District campus must not disrupt classes or school activities in violation of Board Policy GKA (LEGAL).
- Board members shall contact the principal to schedule a time that will not conflict with the instructional day. Board members shall be subject to all limitations imposed on volunteers, parents, and/or other campus visitors regarding campus visits, including, but not limited to, the frequency, quantity, and times of campus visits.
- Board members shall sign in as a visitor as required by all visitors entering a district facility. Board members shall abide by the same requirements of campus visitors, including the requirement to provide a photo ID upon arrival for processing through the District's school safety system.
- Board members shall consider the instruction/activities in progress and interact with staff members and students during free periods, lunch time, or recess only.
- Board members shall be announced prior to arrival to any building or classroom and shall be accompanied by a campus administrator, except when serving in the capacity of volunteer, meeting participant, and/or other scheduled events. Board members seeking access to a campus for other duties, roles, or responsibilities outside their role as a Board member (i.e. family member of a student enrolled at the campus) are subject to the same limitations as other campus visitors.
- Board members shall not give advice or direction to any staff member or student except in instances when imminent safety or liability concerns are an issue. Board members shall encourage persons who need assistance to follow appropriate District policies and procedures rather than resolving or attempting to resolve the problem or issue.

## COMMUNITY COMPLAINTS

The Board and staff shall follow the District Chain of Command when resolving complaints made by community members as well as the procedures referred to in FNG (LOCAL)—Students Rights and Responsibilities: Student and Parent Complaints.

### **District Chain of Command**

- a) ***Complainant must first discuss problem with the authority closest to the problem; i.e., teacher, assistant principal, principal. If not satisfied. . .***
- b) ***Complainant should go to the authority over the person on the first level. All campus authority must first be exhausted. If not satisfied. . .***
- c) ***Complainant should contact the superintendent's office where the complaint will be appropriately routed. If not satisfied. . .***
- d) ***Complainant should request to speak to the superintendent or superintendent's designee. If not satisfied. . .***
- e) ***Complainant should bring the complaint to the Board of Trustees by following district policy FNG (LOCAL).***

Procedures for handling community complaints include:

- Listen briefly and respectfully.
- Review the District Chain of Command with those who are unfamiliar with the procedure.
- Inform the superintendent of any complaints that are viewed as potentially inflammatory.

The superintendent shall inform the Board of all resolutions to the complaints that have been directly referred by the Board of Trustees.

## **DUTIES AND REQUIREMENTS OF BOARD OFFICERS**

The Board shall elect a President, Vice-President, Secretary, and Assistant Secretary of the Board of Trustees. Officers shall be elected by majority vote of the members present and voting and shall serve for a term of one year or until a successor is elected and qualified. Officers may succeed themselves in office without limit. (BDAA [LOCAL]—Officers and Officials: Duties and Requirements of Board Officers)

### **Roles and Responsibilities**

#### Board President

- a. The President shall act as the spokesperson of the Board and speak on behalf of the Board. He or she must be sure to represent the viewpoints of the majority—not of only a few members or his or her own personal opinions.
- b. The President shall preside at all Board meetings unless unable to attend.
- c. The President shall have the right to discuss, make motions and resolutions, and vote on all matters coming before the Board.
- d. The President shall appoint all Board committees, unless otherwise provided by policy or Board consensus. (BDB [LOCAL]: Board Internal Organization: Internal Committees)
- e. The President shall address all issues of omission or non-compliance with Board Policy, state or federal law, or operating procedures and potentially consult with the remainder of the Board regarding potential remedies.

#### Board Vice-President

- a. The Vice-President shall act in the capacity and perform the duties of the President in the event of the absence or incapacity of the President.
- b. The Vice-President shall become President only upon being elected to the position.

#### Board Secretary

- a. The Secretary shall ensure that there is an accurate accounting of the proceedings of each Board meeting.
- b. The Secretary shall ensure that Board meeting agendas are posted and sent as required by law.
- c. The Secretary shall call a Board meeting to order and act as the presiding officer in the absence of the President and Vice-President.
- d. The Secretary shall sign or co-sign documents as directed by action of the Board.

Assistant Secretary

- a. The Assistant Secretary shall perform the duties of the Secretary in the absence or incapacity of the Secretary.
- b. The Assistant Secretary shall become Secretary only upon being elected to the position.

## REQUESTS FOR INFORMATION/REPORTS

Board members shall consider Board Policy BBE (LOCAL)—Board Members: Authority when requesting information from staff members. Information/reports will be generated according to the following procedures:

- Board members shall contact the superintendent's office or appropriate deputy superintendent for information.
- Individual Board members may request information which will be shared with the entire Board via weekly Board Notes.
- If considerable time and effort will be spent on the part of a staff member, or additional resources are required in order to prepare a complete reporting of information (i.e., MIS, clerical etc.), the request shall be added to the Action Items List for Board review, including an estimate of time and resources required.
- The administration shall define resources needed as well as expected completion dates for all reports.
- The Action Items Report will be presented for Board approval during each meeting.
- Board members who receive information individually that should be shared with the entire Board will provide the information to the superintendent's office for inclusion in the superintendent's Board Notes. If the Board president has questions as to whether or not the information should be shared with the entire Board, he/she may consult with Board counsel.



## **SCHEDULING WORKSHOPS**

The scheduling of Board workshops shall follow the procedures outlined in Board Policy BE (LOCAL)—Board Meetings.

- The superintendent and Board president shall create a preliminary yearly calendar of anticipated topics that require a workshop setting; i.e., budget, insurance, etc.
- The superintendent shall make additional recommendations for workshops based on input from Board members and superintendent's council.

## **SUPERINTENDENT'S EVALUATION**

The Board shall evaluate the superintendent annually using either the Commissioner's recommended appraisal process and criteria (BJCD [EXHIBIT]-- Superintendent: Evaluation) or an appraisal instrument that has been developed locally and adopted by the Board (see Policy Exhibits/Annual Superintendent's Evaluation Summary). As outlined in Board policy BJCD (LOCAL)—Superintendent: Evaluation, the Board shall strive to accomplish the following objectives in conducting the Superintendent's evaluation:

- Clarify to the superintendent his or her role, as seen by the Board.
- Clarify to Board members the superintendent's role, according to the Board's written criteria as expressed in the superintendent's job description and the district's goals and objectives.
- Foster an early understanding among new Board members of the evaluation process and the Superintendent's current performance objectives and priorities.
- Maintain the "Team of 8" philosophy between the Board and the superintendent.
- Ensure administrative leadership for excellence in the district.
- Ensure selected Priorities are included in the superintendent's evaluation instrument.

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**SECTION II**

**BOARD REPORTS AND WORKSHOP AGENDAS**

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**BOARD MEETINGS and WORKSHOP AGENDAS for 2021-22**

11-5-21

Month	Date(s)	Format	Proposed Topic(s)	Presenter(s)
July	20	Regular Meeting	Budget Discussion Bond Referendum Overview by Bond Steering Committee District Improvement Plan & Priorities Optional Flexible School Day Program (OFSDP) ESSER III Public Comment	Woods Woods Montgomery Montgomery
August	3	Workshop	Bond Referendum Review and Order Election Summer Professional Learning Update Special Ed Update	Woods Montgomery Montgomery
	24	Regular Meeting	21-22 Budget Adoption & Tax Rate/Procurement Process First Days of School ESSER II Public Comment Update on COVID-19	Woods Smith Montgomery
September	7	Workshop	STAAR Update & HB3 Goals Overview of HB4545	Montgomery
	21	Regular Meeting	Maintenance Summer Project Review	Woods
October	5	Workshop	Priorities Update Alief Virtual School Resolution	Montgomery
	19	Regular Meeting	Staffing Report and TIA Update Campus Improvement Plans (CIPS)	Woods Montgomery
November	2	No Workshop	ELECTION DAY	
	16	Regular Meeting	2022-2023 Academic Calendar Discussion Annual Financial Accountability Report District of Innovation Update	Montgomery Woods Montgomery
December	7	Workshop	<b>Board Team Building</b>	
	14	Regular Meeting	Update on Enrollment, Budget Impacts	Woods
January	18	Regular Meeting	Annual Performance Report & Public Hearing Annual Audit Report Annual Investment Report	Montgomery Woods Woods
February	1	Workshop	Priorities Update	
	15	Regular Meeting	2022-2023 Academic Calendar Adoption	Montgomery
			<b>Board Retreat</b>	
March	1	Workshop	Long Range Plan Budget/Finance Fine Arts Update	Woods Woods Montgomery
	8 or 22	Regular Meeting	STEM Update	
April	5	Workshop	Budget Planning Priorities Update	Woods Montgomery
	19	Regular Meeting	Budget Planning Discussion Digital Learning	Woods Montgomery
May	3	Workshop	Superintendent Evaluation/Contract Review	
	17	Regular Meeting	Budget Planning Discussion High School Seniors Recognition	Woods Smith
June	7	Workshop	Budget Planning Discussion	Woods
	21	Regular Meeting	Student Code of Conduct	Montgomery

**Montgomery:** Ava Montgomery, Deputy Superintendent of Instruction

**Woods:** Charles Woods, Deputy Superintendent of Business

**Smith:** Kimberly Smith, Director Public Relations

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**SECTION III**  
**POLICY EXHIBITS**

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Policy exhibits can be found on the Alief Independent School District's web page at [www.aliefisd.net](http://www.aliefisd.net). Click on Superintendent & Board, Board of Trustees, and choose Board Policy Online; or you can click on the link below:

[Alief ISD Board Policy Online](#)

The following policy exhibits are referenced:

- BBD(LEGAL) Board Members: Training and Orientation
- BBE(LOCAL) Board Members: Authority
- BBF(LOCAL) Board Members: Ethics
- BDAA(LOCAL) Officers and Officials: Duties and Requirements of Board Officers
- BDB(LOCAL) Board Internal Organization: Internal Committees
- BE(LOCAL) Board Meetings BF(LOCAL)  
Board Policies
- BJCD(EXHIBIT) Superintendent: Evaluation

ANNUAL SUPERINTENDENT SUMMARY

- DEE(REG) Compensation and Benefits: Expense Reimbursement
- FNG(LOCAL) Student Rights and Responsibilities: Student and Parent Complaints