

SAN ELIZARIO ISD BOARD OPERATING PROCEDURES AND RESPONSIBILITIES MANUAL



Last Revised 02/09/2022

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HOW TO USE THIS BOARD OPERATING MANUAL

This is the official Board Operating Manual for San Elizario ISD. The manual is divided into three main sections — Vision & Values, Accountability & Structure, and Advocacy & Unity — followed by an appendix.

The Vision & Values policies focus on the direction the Board wants to lead the school system and the protections it puts in place regarding unacceptable circumstances. The Vision & Values section includes the vision, mission, student outcome goals, Superintendent Constraints, and theory of action.

The Accountability & Structure policies focus on the Board's roles, Board Member roles, and how both relate to the Superintendent's role. The Accountability & Structure section includes descriptions of the Board's role, the Superintendent's role, Board's self-constraints, Superintendent Evaluation, Board self-evaluation, and monitoring calendar.

The Advocacy & Unity policies focus on the Board's outward engagement with community and stakeholders and how Board Members conduct themselves. The Advocacy & Unity section includes code of ethics, meeting procedures, communication procedures, and community engagement procedures.

INTRODUCTION

In effective school systems, the Superintendent and the Board function as a "Team of Eight." Therefore, the San Elizario Independent School District Board of Trustees has adopted these Team Operating Procedures to effectively communicate with staff and patrons of the District. These procedures are consistent with our Code of Ethics, Vision Statement, and with all other laws and policies governing the operation of the Board and the District.

As we work in the spirit of collaboration and teamwork, these operating procedures demonstrate our dedication in holding ourselves accountable to all stakeholders.

VISION & VALUES POLICIES

Vision

San Elizario ISD: A Proud Community of Champions – Soaring to Excellence!

Mission

It is the mission of the San Elizario Independent School District to graduate students with skills to meet the demands of a changing world by promoting student success as non-negotiable, channeling resources to match learning needs of students, employ and retain a quality staff so that San Elizario is a proud, innovative and academically superior district.

Board's Student Outcome Goals for the Superintendent

The Board's student outcome goals, as aligned with the school system vision, are:

Student Outcome Goal 1:

Student Mathematics performance on the STAAR/EOC in grades 3-12 will increase annually from 2020-2021 through 2023-2024 at the Approaches, Meets, and Master's Levels as indicated in the table. See appendix 1 pg. 17.

Student Outcome Goal 2:

Student Reading performance on the STAAR/EOC in grades 3-12 will increase annually from 2021-2022 through 2023-2024 at the Approaches, Meets, and Master's Levels as indicated in the table. See appendix 1 pg. 19.

Student Outcome Goal 3:

Students graduating college, career, and military ready will increase from 65% in June 2018 to 81% by June 2024. See appendix 1 pg. 23.

The Superintendent shall interpret and implement the Board's student outcome goals and, in consultation with the Board, select goal progress measures (GPMs) for each student outcome goal. For any school year during which the Board's student outcome goals are not met, the Superintendent shall make reasonable progress toward meeting the student outcome goals. The Board's student outcome goals shall be the Superintendent's first priority for resource allocation.

Board's Constraints for the Superintendent

In attaining the Board's student outcome goals, the Superintendent shall not:

1. Allow the collaborative partnership between home, school, and community to deteriorate.
2. Allow adult convenience or preference to take priority over the academic progress of our students.

The Superintendent shall interpret and implement the Board's Superintendent constraints and, in consultation with the Board, select constraint progress measures (CPMs) for each constraint. See appendix 2 pg. 24.

Theory of Action

If the district supports all students in reaching their individual educational goals; and if the district commits to all students learning the same standards but when necessary, reach them using differentiated time, resources, and approaches (Walters and Marzano, 2006); and if actions demonstrate leadership is expected from everyone as we support risk-taking and learning from setbacks in our support of success; and if accountability is defined as being responsible to peers and colleagues in the pursuit of learning (Lambert, 2002), then the district and through campuses, will be able to accomplish the Board's student outcome goals while operating within the Board's constraints.

ACCOUNTABILITY & STRUCTURE POLICIES

Board's Role

The Board shall:

1. Ensure creation of a shared **vision** that promotes improved student outcomes. The Board shall accomplish this by incorporating the community's vision and values into student outcome goals and Superintendent Constraints.
2. Provide guidance and direction for accomplishing the vision. The Board shall accomplish this by creating a structure for the school system through distinct Board and Superintendent roles and responsibilities, which includes selecting the Superintendent, delegating to the Superintendent the authority and responsibility to implement the Board's goals within law and the Superintendent constraints, and considering and voting on the Superintendent's recommendations.
3. Promote the vision. The Board shall accomplish this by providing **advocacy** for students, families, staff, and stakeholders.
4. Work with the superintendent to lead the school system toward the vision. The Board shall accomplish this by behaving in a manner that demonstrates the **unity** of the Board and the school system.

In carrying out the above activities, the Board shall at all times comply with the Education Code and other laws, as applicable.

Superintendent's Role

The Superintendent, as the Board's sole delegate for managing school system operations, shall be responsible for accomplishing any reasonable interpretation of the Board's student outcome goals within the boundaries provided by the Board and Superintendent constraints and state and federal law.

State and federal law require board adoption of policies on a variety of topics. The Board's adopted policies in the school system's local board operating manual constitute compliance with these legal requirements. In accordance with state law, the Superintendent shall be responsible for preparing recommendations for policies to be adopted by the Board, overseeing implementation of adopted policies, and developing appropriate administrative regulations. In recommending policy for Board adoption, the Superintendent shall identify when the Board is required to adopt policy or has statutory decision-making authority that cannot be delegated to the Superintendent. Required board policy addressing administrative issues shall be handled by consent agenda, with the Superintendent informing the Board of substantive changes.

Any operational issues not required to be Board adopted shall be addressed in administrative policy / regulations and the Board shall take necessary steps to remove such issues from its local policies.

Board's Constraints for the Board

The Board shall operate within the Board's role, as defined above, and the Board's operating procedures. The Board, either collectively or through the actions of individual Board Members, shall not:

- Deviate from the Board's operating procedures, particularly related to the protocol of communication.

- Deviate from the agenda once it is set 72 hours in advance.

Board Self-Evaluation

The Board shall conduct self-evaluations at least once a year. The Board shall self-evaluate using the *TASB - Effective Board Practices: An Inventory for School Boards*. (Appendix 8)

Superintendent Evaluation

The San Elizario Board of Trustees voted on January 15, 2020, to utilize the Texas Association of School Boards (TASB) recommended evaluation as the evaluation instrument for the San Elizario Superintendent.

Roles and Responsibilities

Board Officers Roles & Responsibilities

The Board Chair shall:

- Preside at all board meetings
- Call special meetings
- Sign all legal documents as required by law
- Fulfill all duties and obligations as required by Board Policy, state and federal statutes, and regulations and rules

The Board Vice-Chair shall:

- Act in capacity of Board Chair in the absence of the Board Chair
- Fulfill all duties and obligations as required by Board Policy, state and federal statutes, regulations, and rules

The Board Secretary shall:

- Ensure that accurate records are kept
- Act as Board Chair in the absence of the Board Chair and Vice-Chair

Roles and Authority of Board Members

- Unless authorized by the Board, no Board member or officer has authority outside of a properly convened and conducted board meeting.
- No Board member has the authority to direct district employees in regard to performance of their duties.
- As a parent, within the District, a Board member shall:
 - When communicating with staff, is expected to make it clear to staff that he / she is acting as a parent and not as a Board Member.
 - Shall not request, expect, or require extra consideration or preferential treatment for their children due to their position on the Board.
- All Board members are expected to complete all continuing educational requirements within the allotted time frames set by the State.
- Newly elected Board members are required to review the Board Team Operating Procedures within the first six (6) weeks of their term.
- The Board has the legal authority to:
 - Hire the Superintendent
 - Govern and oversee the management of the District
 - Employ and evaluate, at least annually, the Superintendent
 - Adopt rules and bylaws
 - Levy and collect taxes and issue bonds
 - Adopt and file an annual budget

- Have District financial accounts audited by a Texas certified accountant at the conclusion of each fiscal year
- Publish an annual report describing the District's educational performance
- Receive bequests and donations
- Call elections and canvass the returns
- Acquire and hold real and personal property in the name of the District
- Execute, perform, and make payments under contracts, including leases, leases with options to purchase and installments
- Exercise the right of eminent domain to acquire property
- Adopt and periodically review District policy

Reviewing Board Policy & Procedures

- Board members shall review all board goals and constraints at least once every year in accordance with the monitoring calendar. See appendix 3 pg. 25.
- Board members shall review all other board policies and procedures once every other year in accordance with the monitoring calendar. During the review process, any Board member may add, change, or modify anything in these procedures subject to Board approval. Should trustees propose changes at any other time, the simple majority of the Board for the change is necessary.
- A work session may be called to review and / or update them if necessary.

**Note: The review of the Board Policies and Procedures will be done in August to allow our new board members to participate in making changes prior to proceeding.*

Board Members Visits to Campuses

- Board members are encouraged to visit campuses but shall arrange visits with the superintendent at least 24 hours in advance if the visit is not for a scheduled campus activity.
- Board members are not to go into teachers' classrooms or on campuses for the purpose of investigation or personal evaluation.
- Trustees should wear their District ID badges when visiting the campuses in an official capacity.

Board Travel / Training

- Board members shall attend professional development and conferences to assist them in their duties and responsibilities, as well as to acquire continuing education credit. Conferences board members may attend include:
 - TASB Conference
 - National School Board Conference
 - Far West Texas Association
 - Region 19 sessions
 - TASB Online training sessions
 - MASBA (Mexican American School Board Association)
 - NALEO Educational Fund (National Association of Latino Elected and Appointed Officials)

Meeting Operating Procedures

Board Meeting Procedures

- The San Elizario ISD Board shall meet on a regular monthly business session on the second Wednesday in the Boardroom.
- Changes in the date and / or place to accommodate holidays and special events shall be approved by the Board in advance.

- Additional meetings may be called as needed.
- Anytime four (4) or more Board members are gathered to discuss school district business, it is considered a meeting.
- Failure to post such a meeting is considered a violation of the Texas Open Meetings Act.
- The Board shall observe the parliamentary procedures in Robert's Rules of Order, except as otherwise provided in Board procedural rules or by law.
- Board members are expected to attend and participate in duly called meetings.
- Board members should come to the Board meetings prepared to discuss and take action on all items on the agenda.
- At a minimum, each Board member is expected to have studied the material in the board packet sent to them prior to the meeting and when possible, resolve questions beforehand by contacting the Superintendent or administrative staff.

Board Agenda

Agenda development for regular meetings shall be as follows:

- The tentative agenda is created by the administration.
- The Board Chair and Superintendent shall meet the week prior to the Board meeting to finalize the agenda.
- The Board of Trustees and the Superintendent shall focus their agenda items on improving student outcome goals and the progress monitoring of the adopted goals.
- The Chair shall ensure that any topics the Board or individual Trustees have requested to be addressed are either on the agenda or scheduled for deliberation at an appropriate time in the near future. The Board Chair shall not have authority to remove from the agenda a subject requested by a Trustee without that Trustee's specific authorization. The request will be forwarded to the Superintendent.
- The Superintendent shall place items requested by the Trustees on the agenda that have been submitted.
- No item can be placed on the agenda less than 72 hours in advance of the meeting, unless an emergency necessity exists.
- Any agenda items added to the agenda after the original posting shall be done so in accordance with state laws.

Consent Agenda

The Consent Agenda is included as part of the regular agenda but contains items that can be voted on all at once unless a Trustee requests that an item be pulled out and looked at individually. Items usually contained in the Consent Agenda are:

- Routine and/or recurring items
- Annual renewals of Region 19 and Texas Education Agency items
- Budget amendments
- Regular financial reports where financial activities remained within budget parameters
- Minutes of regular and special board meetings
- Routine personnel items
- Contract renewals
- Routine bid recommendations
- Policy updates
- Construction amendments

Executive Session

Executive Session may be needed according to the Texas Education Code.

- All personnel issues shall be conducted in an executive session unless specifically required by the Texas Open Meetings Law.
- Anything that violates the right to privacy, (Texas Open Meeting Act, Texas Open Records Act) cannot be placed on the open agenda.
- Anything that falls under the Texas Government Code Section 551.072 such as private consultation with the board's attorney, discussing purchases, exchange, leases, or value of real property, discussing negotiated contracts for prospective gifts or donations, discussing personnel or to hear complaints against personnel, deliberation regarding security devices, considering discipline of a public school child, or complaint or charge against personnel, considering the stands, guidelines, terms or conditions the board will follow, or will instruct its representative to follow, in consultation with representatives of employee groups, excluding witnesses from a hearing.
- Should any final action, decision, or final vote be required in the opinion of the school Board with regard to any matter considered in such closed or executive meeting or session, then the final action, or final vote shall be either in the open meeting covered by the Notice upon the reconvening of the public meeting or at a subsequent public meeting of the School Board upon notice thereof; as the School Board shall determine.
- The Board prohibits the use of technology that has recording capabilities during executive sessions without prior permission from board.
- Discussions during closed sessions shall remain confidential.

Voting Procedures

- All discussion shall be directed solely to the business currently under discussion as posted on the agenda.
- The Board Chair has the responsibility of keeping the discussion of the motion at hand and shall halt discussion that does not apply to the business before the Board as posted on the agenda.
- The Board Chair may make motions, second motions, enter into debate or discussion and vote on all matters coming before the Board.
- No member shall vote on a motion if the action would violate state or federal law or Policies BBFA (Legal) or BBFB (Legal). See appendix 7 pg. 31.
- Except in a conflict of interest as defined by law, Board members shall cast a vote.
- All votes, including dissenting and abstaining votes, shall be recorded in the minutes of the Board meeting.
- Voting shall be done by a show of hands or voice.
- Each Board decision, even when there are dissenting votes, shall be an action by the simple majority of the Board and binding upon each member. Individual members are encouraged to express their opinions during the discussion of motions, but following the vote, members shall publicly discuss only the decision of the whole Board.

ADVOCACY & UNITY

Code of Ethics

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

Equity In Attitude	• I will be fair, just, and impartial in all my decisions and actions. • I will accord others the respect I wish for myself. • I will encourage expressions of different opinions and listen with an open mind to others' ideas.
Trustworthiness In Stewardship	• I will be accountable to the public by representing District policies, programs, priorities and progress accurately. • I will be responsive to the community by seeking its involvement in District affairs and by communicating its priorities and concerns. • I will work to ensure prudent and accountable use of District resources. • I will make no personal promise or take private action that may compromise my performance 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 not disclose information that is confidential by law or that will needlessly harm the District if disclosed.
Commitment To Service	• I will focus my attention on fulfilling the Board's responsibilities of goal setting, policymaking, and evaluation. • I will diligently prepare for and attend Board meetings. • I will avoid personal involvement in activities the Board has delegated to the Superintendent. • I will seek continuing education that will enhance my ability to fulfill my duties effectively.
Student-Centered Focus	• I will be continuously guided by what is best for all students of the District.

*Board Member Ethics BBF (Local)
June 11, 2014*

Communications Operating Procedures

Board Communications

- The Board is committed to, and encourages, community input through the use of surveys, public forums, the District website, District publications, and on-going communication-forms.
- The Superintendent and Board Chair shall communicate information in a timely manner to all Trustees.
- Unless otherwise approved or authorized by the Board, individual members cannot speak in an official capacity or otherwise represent the views of the Board. The Board Chair and / or his / her designee shall be the official spokesperson for the Board to the media / press on issues of media attention.
- Any Board member may respond to general, factual inquiries. If the Board member is unsure of the correct facts, they should direct the inquiry to the appropriate administrative staff.
- All Board members who receive phone calls from the media should direct them to the Board's spokesperson (Superintendent) and notify the Board Chair and Superintendent of the call.
- The SEISD Board of Trustees encourages input; however, anonymous calls, letters or emails will not receive the Board's attention, discussion or response. The Superintendent will be made aware of the anonymous calls, letters or emails for informational purposes only.

Individual Board Members Request for Information

- Board members are entitled to the information they require to make informed decisions on the matters before them. If a member requests information that requires an excessive amount of staff time to complete, the Superintendent and Board Chair shall consult with the member to find a reasonable solution. Board members may email or call the Superintendent or his / her staff with information requests.
- When information is requested by a Board member, it will be provided to all Trustees.

Community Engagement Operating Procedures

Board Promoting Vision Procedures

- The board shall listen and discuss the vision and values of students in accordance to the monitoring calendar.
 - At least two board members shall co-lead each session intended to accomplish this objective. All board members are welcome but the open meetings act shall be followed.
 - A presentation slideshow and a written script approved by the board chair shall be used at every session intended to accomplish this objective.
- The board shall listen and discuss the vision and values of families, staff, and community members, in accordance to the monitoring calendar.
 - At least two board members shall co-lead each session intended to accomplish this objective. All board members are welcome but the open meetings act shall be followed.
 - A presentation slideshow and a written script approved by the board chair shall be used at every session intended to accomplish this objective.
- The board shall host a community meeting to discuss progress toward student outcome goals with low performing campuses at least twice per school year in accordance to monitoring calendar.

Board Member Responses to Comments and/or Complaints

1. Board Members will listen respectfully and remain impartial.
2. Board Members will ask if the commentator / complainant has followed the District's procedures and / or chain of command.
3. If the commentator / complainant does not know the procedures or chain of command, provide the following information / steps:
 - a. The commentator / complainant must first speak with the appropriate staff member. If not satisfied then;
 - b. The commentator / complainant must go to the appropriate administrator in charge of the school or department where the comment/concern arose. If not satisfied, then;
 - c. The commentator / complainant must contact the appropriate central office administrator. If not satisfied, then;
 - d. The commentator / complainant will conference with the Superintendent (or designee).
4. The Board Member will inform the Superintendent if an issue has advanced to or beyond Step b, and will include the nature of the comment / complaint, the commentator / complainant and to whom the commentator / complainant has been referred.
5. The Superintendent will inform the Board Member of the resolution of any referred comment / complaint.
6. This procedure shall not be construed to apply to comments / complaints alleging criminal activity.

Board Member Concerns about Superintendent Performance

1. If, at any time, a Board Member becomes concerned that the Superintendent may have (1) breached any term of the Superintendent's contract; (2) violated a state or federal statute; (3) violated a Board Policy or Operating Procedure; or (4) failed within a reasonable amount of time to address a specific issue identified by the Board, the following process will be used:
 - a. The concerned Board Member will meet privately with the Superintendent to discuss their concerns in order to resolve the issue(s). The concerned Board Member may elect to bring their concerns to the Board Chair instead who will assist in resolving the issue(s).
 - b. If the concerned Board Member does not feel that the resolution is satisfactory, the Board Member may request, through the Board Chair, that an item be placed on the next regular meeting agenda as a Closed Meeting item, posted in accordance with Texas Government Code. The concerned Board Member must inform the Board Chair in writing of the specific nature of any concern(s) which prompted the request for a Closed Meeting.
 - c. In addition, the Board Chair may, of their own accord, place an item on a regularly scheduled meeting agenda as a Closed Meeting item to discuss concerns about the professional performance of the Superintendent.
2. In the event that a Closed Meeting is called, the Board must listen to the concern(s) and make a determination if the issue raised is truly cause for concern. Failure to make such a determination shall end the Board Meeting.
3. If the majority of the Board determines that there is a violation or breach of one of the items listed, the following process will be followed:
 - a. The exact nature of the deficiency will be documented and discussed with the Superintendent.
 - b. A plan for remediation will be written, to include action(s) to be taken and timelines.
 - c. The Board Chair shall monitor the plan for compliance and the results will be made part of the Superintendent's annual performance evaluation.

- d. It shall be the responsibility of the Board Chair to ensure that all documentation relating to performance deficiencies shall be appropriately placed in the Superintendent's personnel file.

Board Member Concerns about Non-Superintendent Employee Performance

1. When a Board Member becomes concerned about the performance of District employees, they must bring their concerns directly to the Superintendent and inform the Board Chair. Such concerns must be limited to:
 - a. Actions which are illegal
 - b. Egregious violations of Board policy
 - c. Actions which are harmful to the District's or Board's reputation.
2. Board Members must remain cognizant that District personnel are the responsibility of the Superintendent, not the Board.
3. The Superintendent is obligated to listen to such concerns, review the matter and notify the Board of the resolution of the matter to the extent allowed by policy.
4. When a Board Member has concerns about the performance of District employees which relate to employee, Student, Board or community safety, the Board Member will notify the Superintendent and, when appropriate, the police department.

Board Member Concerns about Board Member Performance

1. If a Board Member believes that another Board Member has violated the Board Code of Ethics, Board Operating Procedures, Board Policy, State or Federal law, it is the responsibility of the concerned Board Member to discuss the alleged violation with the other Board Member in private prior to taking any other action, unless the nature of the allegation requires immediate escalation to the Board Chair.
2. If, after the concerned Board Member has privately discussed the alleged violation with the other Board Member, the concerned Board Member remains unsatisfied that the alleged violation has been addressed, the concerned Board Member may submit, in writing, the allegation to the Board Chair (arbiter). If the Board Chair is involved in the allegation, the concerned Board Member may instead submit the allegation, in writing, to the Board Vice-Chair or the next most senior Board Member not involved in the allegation who is then obligated to serve as arbiter instead.
 - a. The Board Members involved will conference to discuss the alleged violation. All parties are strongly encouraged not to allow any further escalation of these procedures and the arbiter's duty is to work to avoid such escalation.
3. If, after the conference, the concerned Board Member remains unsatisfied that the alleged violation has been addressed, the Board Chair will call a special meeting of the Board to discuss the alleged violation. The Board Chair may call upon the District's General Counsel or an external legal advisor to investigate the nature of the allegations. The findings of this investigation will be presented at a special meeting of the Board.
4. If, after the special meeting of the Board to discuss the alleged violation, the Board determines that additional consideration of the alleged violation is warranted, the allegation and the investigative findings will be placed on the next regular meeting agenda.
5. In order for the alleged violation to be considered, one of the following three motions must be made and seconded: a motion to dismiss allegations, a motion to admonish or a motion to censure.
 - a. In order to protect the overriding principle of freedom of speech, the Board shall not impose admonition or censure on any of its members for the exercise of their First Amendment rights. In order to ensure the right to a fair jury trial, the Board shall not impose admonition or censure on any of its members for the violation of any law while

civil or criminal charges are pending. However, when the civil or criminal proceedings are final, the Board need not be bound by the conclusions of the Court and may again pursue admonition or censure.

- b. A motion to dismiss allegations concludes these procedures and exonerates the accused Board Member. Once a motion to dismiss allegations has passed concerning a given alleged violation, no other motions concerning that alleged violation are in order. A motion to dismiss allegations requires the simple majority vote of the Board to pass.
- c. An admonition is a one-time punitive action which serves as a penalty imposed for wrongdoing but carries no fine or suspension of the rights of the Board Member as an elected official. A motion to admonish must be presented in writing and must contain the exact language of the alleged violation and the proposed admonition. A copy of the motion to admonish must be provided to the accused Board Member at least seventy-two (72) hours prior to discussion of the motion. A motion to admonish requires a majority vote to pass.
- d. A censure is an action that is permanent for the period specified by a majority of the Board. A censure serves as a penalty imposed against a board member for wrongdoing but carries no fine or suspension of the rights of the Board Member as an elected official. A motion to censure must be presented by another board member in writing and must contain the exact language of the alleged violation, the proposed censure, and the period of censure. A copy of the written request to censure must be provided to the accused Board Member at least seventy-two (72) hours prior to the board meeting during which the censure motion will be considered. A motion to censure requires a majority vote to pass.

Board Member Concerns about Board Member Performance

1. See Appendix 6 – Found on page 29

APPENDIX 1: Student Outcome Goals & Goal Progress Measures



Student Outcome Goals and Goal Progress Measures (Revised September 2021)

Student Outcome Goal 1:

Student Mathematics performance on the STAAR/EOC in grades 3-12 will increase annually from 2020-2021 through 2023-2024 at the Approaches, Meets, and Master's Levels as indicated in the table below.

Annual Targets Goal 1	2020-2021 (Baseline)	Goals 2021-2022	Goals 2022-2023	Goals 2023-2024
Approaches	45%	47%	48%	51%
Meets	15%	17%	18%	20%
Masters	4%	5%	7%	9%

Note: Goal 1 is monitored by the Board of Trustees every August, based on STAAR results for "All Students."

Goal Progress Measure (GPM) 1.1:

Student Mathematics performance in Grades Pre-K through 2nd will increase from 2020-2021 through 2023-2024 as measured by the IStation Mathematics Ability Index. Performance at the Approaches, Meets, and Master's Levels will increase annually as indicated in the table below.

GPM 1.1: Istation Mathematics Overall Ability Index PK-2nd Grade	Goals 2020-2021	Goals 2021-2022	Goals 2022-2023	Goals 2023-2024
Approaches	25%	28%	31%	34%
Meets	20%	23%	27%	30%
Masters	10%	13%	17%	20%

Note: GPM 1.1 monitored by the Board of Trustees every November and again every February.



Student Outcome Goals and Goal Progress Measures (Revised September 2021)

Goal Progress Measure (GPM) 1.2:

Student Mathematics performance on the TRS Unit Assessments in 3rd Grade Math will increase annually from 2021-2022 (baseline) through 2023-2024 at the Approaches, Meets, and Master's levels as indicated in the table below.

GPM 1.2: TRS Unit Assessments—3rd Grade Math	Goals 2021-2022	Goals 2022-2023	Goals 2023-2024
Approaches	Baseline— To be determined in May 2022	To be determined in August of 2022	To be determined in August of 2022
Meets	Baseline— To be determined in May 2022	To be determined in August of 2022	To be determined in August of 2022
Masters	Baseline— To be determined in May 2022	To be determined in August of 2022	To be determined in August of 2022

Note: Since this is a new data source for this GPM, we will be setting the baseline in 2021-2022 by averaging the scores for all 3rd grade math Unit Assessments towards the end of the school year, in May of 2022. Based on that baseline, the DAT committee will set the goals for 2022-2024 in August of 2022 at our first DAT meeting of the 2022-2023 school year. The Board will receive updates about this GPM in December of 2021 and again in April of 2022.

Goal Progress Measure (GPM) 1.3:

Student Mathematics performance on the TRS Unit Assessments in 8th Grade Math will increase annually from 2021-2022 (baseline) through 2023-2024 at the Approaches, Meets, and Master's levels as indicated in the table below.

GPM 1.3: TRS Unit Assessments—8th Grade Math	Goals 2021-2022	Goals 2022-2023	Goals 2023-2024
Probability of Approaches	Baseline—Determined in May 2022	Determined in August of 2022	Determined in August of 2022
Probability of Meets	Baseline—Determined in May 2022	Determined in August of 2022	Determined in August of 2022
Probability of Masters	Baseline—Determined in May 2022	Determined in August of 2022	Determined in August of 2022

Note: Since this is a new data source for this GPM, we will be setting the baseline in 2021-2022 by averaging the scores for all 8th grade math Unit Assessments towards the end of the school year, in May of 2022. Based on that baseline, the DAT committee will set the goals for 2022-2024 in August of 2022 at our first DAT meeting of the 2022-2023 school year. The Board will receive updates about this GPM in December of 2021 and again in April of 2022.



Student Outcome Goals and Goal Progress Measures (Revised September 2021)

Goal Progress Measure (GPM) 1.4:

Student Mathematics performance on the TRS Unit Assessments in High School Algebra I will increase annually from 2021-2022 (baseline) through 2023-2024 at the Approaches, Meets, and Master's levels as indicated in the table below.

GPM 1.4: TRS Unit Assessments—High School Algebra I	Goals 2021-2022	Goals 2022-2023	Goals 2023-2024
Probability of Approaches	Baseline—Determined in May 2022	Determined in August of 2022	Determined in August of 2022
Probability of Meets	Baseline—Determined in May 2022	Determined in August of 2022	Determined in August of 2022
Probability of Masters	Baseline—Determined in May 2022	Determined in August of 2022	Determined in August of 2022

Note: Since this is a new data source for this GPM, we will be setting the baseline in 2021-2022 by averaging the scores for all high school Algebra I Unit Assessments towards the end of the school year, in May of 2022. Based on that baseline, the DAT committee will set the goals for 2022-2024 in August of 2022 at our first DAT meeting of the 2022-2023 school year. The Board will receive updates about this GPM in December of 2021 and again in April of 2022.

Student Outcome Goal 2:

Student Reading performance on the STAAR/EOC in grades 3-12 will increase annually from 2021-2022 through 2023-2024 at the Approaches, Meets, and Master's Levels as indicated in the table below.

Annual Targets Goal 2	2020-2021 (Baseline)	Goals 2021-2022	Goals 2022-2023	Goals 2023-2024
Approaches	52%	53%	56%	59%
Meets	27%	28%	30%	32%
Masters	7%	8%	9%	11%

Note: Goal 2 is monitored by the Board of Trustees every September, based on STAAR results for "All Students."



Student Outcome Goals and Goal Progress Measures (Revised September 2021)

Goal Progress Measure (GPM) 2.1:

Student Reading performance in Grades Pre-K through 2nd will increase from 2020-2021 through 2023-2024 as measured by the IStation Overall Reading Ability Index. Performance at the Approaches, Meets, and Master's Levels will increase annually as indicated in the table below.

GPM 2.1: IStation Reading Overall Ability Index PK-2nd Grade (English)	Goals 2020-2021	Goals 2021-2022	Goals 2022-2023	Goals 2023-2024
Approaches	21%	23%	25%	27%
Meets	14%	16%	18%	20%
Masters	8%	10%	12%	14%

GPM 2.1: IStation Reading Overall Ability Index PK-2nd Grade (Spanish)	Goals 2020-2021	Goals 2021-2022	Goals 2022-2023	Goals 2023-2024
Approaches	20%	22%	24%	26%
Meets	14%	16%	18%	20%
Masters	12%	14%	16%	18%

Note: GPM 2.1 is monitored by the Board of Trustees every November and again every February.



Student Outcome Goals and Goal Progress Measures (Revised September 2021)

Goal Progress Measure (GPM) 2.2:

Student Reading performance on the IStation Overall Reading Ability Index in 3rd Grade will increase annually from 2021-2022 (baseline) through 2023-2024 at the Approaches, Meets, and Master's levels as indicated in the table below.

GPM 2.2: IStation Reading Overall Ability Index—3rd Grade	Goals 2021-2022	Goals 2022-2023	Goals 2023-2024
Approaches	Baseline—Determined in May 2022	Determined in August of 2022	Determined in August of 2022
Meets	Baseline—Determined in May 2022	Determined in August of 2022	Determined in August of 2022
Masters	Baseline—Determined in May 2022	Determined in August of 2022	Determined in August of 2022

Note: Since this is a new data source for this GPM, we will be setting the baseline in 2021-2022 by pulling a 3rd grade IStation report towards the end of the school year, in May of 2022. Based on that baseline, the DAT committee will set the goals for 2022-2024 in August of 2022 at our first DAT meeting of the 2022-2023 school year. The Board will receive updates about this GPM in January 2022 and again in May 2022.

Goal Progress Measure (GPM) 2.3:

Student Reading performance on the IStation Overall Reading Ability Index in 8th Grade will increase annually from 2021-2022 (baseline) through 2023-2024 at the Approaches, Meets, and Master's levels as indicated in the table below.

GPM 2.2: IStation Reading Overall Ability Index—8th Grade	Goals 2021-2022	Goals 2022-2023	Goals 2023-2024
Approaches	Baseline—Determined in May 2022	Determined in August of 2022	Determined in August of 2022
Meets	Baseline—Determined in May 2022	Determined in August of 2022	Determined in August of 2022
Masters	Baseline—Determined in May 2022	Determined in August of 2022	Determined in August of 2022

Note: Since this is a new data source for this GPM, we will be setting the baseline in 2021-2022 by pulling an 8th grade IStation report towards the end of the school year, in May of 2022. Based on that baseline, the DAT committee will set the goals for 2022-2024 in August of 2022 at our first DAT meeting of the 2022-2023 school year. The Board will receive updates about this GPM in January 2022 and again in May 2022.



Student Outcome Goals and Goal Progress Measures (Revised September 2021)

Goal Progress Measure (GPM) 2.4:

Student Reading performance on the TRS Unit Assessments in high school English I and II will increase annually from 2021-2022 (baseline) through 2023-2024 at the Approaches, Meets, and Master's levels as indicated in the table below.

GPM 2.4: TRS Unit Assessments—High School English I and II	Goals 2021-2022	Goals 2022-2023	Goals 2023-2024
Approaches	Baseline—Determined in May 2022	Determined in August of 2022	Determined in August of 2022
Meets	Baseline—Determined in May 2022	Determined in August of 2022	Determined in August of 2022
Masters	Baseline—Determined in May 2022	Determined in August of 2022	Determined in August of 2022

Note: Since this is a new data source for this GPM, we will be setting the baseline in 2021-2022 by averaging the scores for all high school English I and II Unit Assessments towards the end of the school year, in May of 2022. Based on that baseline, the DAT committee will set the goals for 2022-2024 in August of 2022 at our first DAT meeting of the 2022-2023 school year. The Board will receive updates about this GPM in January of 2022 and again in May of 2022.



Student Outcome Goals and Goal Progress Measures (Revised September 2021)

Student Outcome Goal 3:

Students graduating college, career, and military ready will increase from 65% in June 2018 to 81% by June 2024.

***Goal Progress Measure (GPM) 3.1:**

The percentage of 8th grade students who take the TSIA 2.0 in RLA (ELAR College and Career Readiness + ELAR Diagnostic) will increase from 39% in June 2021 to 98% by June 2024.

Targets:

2021-2022: 65%

2022-2023: 85%

2023-2024: 98%

***Goal Progress Measure (GPM) 3.2:**

The percentage of high school students who take the TSIA 2.0 in both RLA (College and Career Readiness and Diagnostic sections) and Mathematics will increase from 20% in June 2021 to 98% by June 2024.

Targets:

2021-2022: 50%

2022-2023: 75%

2023-2024: 98%

*Note—These two GPM's have just been revised and will go for Board approval in November 2021.

APPENDIX 2: Constraints & Constraint Progress Measures

Superintendent's Constraint or Constraint Progress Measure	When will it be monitored?
C1: Do not allow the collaborative partnership between home, school, and community to deteriorate.	
CPM 1.1: Student attendance rate in the district will increase from 94.82% in 2018 to 97.5% by June 2024.	• October 2021 • March 2022
C2: Do not allow adult convenience or preference to take priority over the academic progress of our students.	
CPM 2.1: The number of Principal classroom walkthroughs per week with feedback will increase from 2 in June 2018 to 12 by June 2024.	• November 2021 • May 2022
CPM 2.2: The number of Assistant Principal classroom walkthroughs per week with feedback will increase from 2 in June 2018 to 12 by June 2024.	• November 2021 • May 2022

APPENDIX 3: Monitoring Calendar



San Elizario ISD--Board Monitoring Calendar; 2021-2022; Monitoring Year 3 (HB3-Year 2)

Month	Student Outcome Goals	Superintendent Constraints	Campus Presentation	Board of Trustees Information
July 2021	Presentation—Analysis of STAAR / EOC Scores in Grades 3-12 (in place of Goal/GPM Monitoring)			
August 2021	Goal 1—Overall Mathematics Performance in Grades 3-12			The Board of Trustees will conduct the annual review of Board Policies and Procedures
September 2021	Goal 2— Overall Reading Performance in Grades 3-12			Progressing Together— Vision and Values of Students; Superintendent Evaluation; Student Outcome Goals for Students
October 2021	Goal 3—Overall College, Career, and Military Readiness	C1—CPM 1.1—District Attendance Rate	Loya Primary School	Community meetings with low-performing campuses; Progressing Together— Vision and Values of Family, Staff, and Community; Student Outcome Goals for the Community
November 2021	GPM 1.1—IStation BOY Math GPM 2.1—IStation BOY Reading	C2—CPM 2.1—Principal Walkthroughs C2—CPM 2.2—Asst. Principal Walkthroughs	Sambrano Elementary School	
December 2021	GPM 1.2—3 rd Grade Math Fall Benchmark GPM 1.3—8 th Grade Math Fall Benchmark GPM 1.4—High School Math Fall Benchmark		Alarcon Elementary School	
January 2022	GPM 2.2—3 rd Grade Reading Fall Benchmark GPM 2.3—8 th Grade Reading Fall Benchmark GPM 2.4—High School English Fall Benchmark		Borrego Elementary School	

Revised October 2021



**San Elizario ISD--Board Monitoring Calendar; 2021-2022; Monitoring Year 3
(HB3-Year 2)**

Month	Student Outcome Goals	Superintendent Constraints	Campus Presentation	Board of Trustees Information
February 2022	GPM 1.1—IStation MOY Math GPM 2.1—IStation MOY Reading		Garcia-Enriquez Middle School	Community meetings with low-performing campuses
March 2022	GPM 3.1—TSIA Results—8 th Grade GPM 3.2—TSIA Results—12 th Grade	C1—CPM 1.1—District Attendance Rate	San Elizario High School	
April 2022	GPM 1.2—3 rd Grade Math Spring Benchmark GPM 1.3—8 th Grade Math Spring Benchmark GPM 1.4—High School Math Spring Benchmark			Student Outcome Goals for new Board Members and the Community
May 2022	GPM 2.2—3 rd Grade Reading Spring Benchmark GPM 2.3—8 th Grade Reading Spring Benchmark GPM 2.4—High School English Spring Benchmark	C2—CPM 2.1—Principal Walkthroughs C2—CPM 2.2—Asst. Principal Walkthroughs		
June 2022	GPM 1.1—IStation EOY Math GPM 2.1—IStation EOY Reading			Local Student Outcome Goals orientation as appropriate

***This calendar will remain fluid as dates are finalized.**

APPENDIX 4: Ethics & Conflict of Interest Statement



San Elizario I.S.D.
P.O. Box 920
San Elizario, TX 79849
Phone 915.872.8900
Fax 915.872.8903

MEMORANDUM

To: Members of the Board of Trustees
From: Norberto Rivas, Chief Financial Officer
Subject: Required Disclosures for the Schools FIRST Report for the 2021-22 Rating
Date: October 13, 2021

There are two required disclosures for the Schools FIRST report related to 1) gifts to Board Members and Executive Officers and 2) business transactions between the District and Board Members during the year under review. The 2021-22 ratings will be based on data from the school year 2020-21 (the year under review) which includes the period of July 1, 2020 through June 30, 2021. Please enter your response below; if no gifts were received or business transactions conducted, you may indicate N/A. Reimbursement of travel-related expenditures directly related to the duties of a Board Member are also not applicable.

GIFTS

Please list any and all gifts received, as best you can recall, during the period beginning July 1, 2020 through June 30, 2021. Gifts are defined as any and all items given to you and/or your immediate family members from an outside entity having an aggregate value of \$100 or more during the fiscal year.

Approximate Date	Item	Approximate Cost/Value
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_____	_____	_____
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BUSINESS TRANSACTIONS

Please list any business transactions between you and the District that occurred during the period beginning July 1, 2020 through June 30, 2021.

Approximate Date	Item	Approximate Cost/Value
------------------	------	------------------------

_____	_____	_____
-------	-------	-------

Name: _____ Signature: _____

San Elizario ISD's vision is to graduate students with skills to meet the demands of a changing world by promoting student success as non-negotiable, channeling resources to match learning needs of students, employ and retain a quality staff so that San Elizario is a proud, innovative and academically superior district

APPENDIX 5: Legal Notice Regarding Board Policy

This entire document is the official board operating procedures manual for San Elizario ISD. All other policies and procedures in use by San Elizario ISD that are not required by TEC §11.1511 to be retained by the board of trustees are fully delegated by the board to the superintendent. To accomplish this delegation, the superintendent is authorized to transfer all local policies to administrative regulations except where indicated below.

Policies Retained by the Board for Alignment with Texas Education Code

As required by TEC §11.1511, the following policies in the TASB-maintained policy manual related to the duties and powers of the board of trustees are NOT delegated to the superintendent and may not be modified or deleted without the board's prior approval. These remain board policy, however, the superintendent is responsible for their implementation and for notifying the board if any of these non-delegated policies are recommended for modification or removal.

A series	CD series except CDC	DF series except DFE
B series except BP	CE series	EL
CAA	CFC	GF
CCA	CH series	
CCG		

Policies Retained by the Board for Alignment with Goals and Constraints

The following policies in the TASB-maintained policy manual are NOT delegated to the superintendent and may not be modified or deleted without the board's prior approval because they are directly related to either the Board-adopted Student Outcome Goals and Constraints (which includes the Theory of Action). These remain board policy, however, the superintendent is responsible for their implementation and for notifying the board if any of these non-delegated policies are recommended for modification or removal.

Policies Related to Goal #1: Mathematics

None

Policies Related to Goal #2: Reading

None

Policies Related to Goal #3: College, Career, and Military Readiness

EIF

Policies Related to Constraint #1: Community

DGA

Policies Related to Constraint #2: Finances

CC series
CRD
CV series

Policies Related to Constraint #3: Adult Convenience

None

Policies Related to Theory of Action

EC
EF
EHBC
EIE

APPENDIX 6: Social Media Guidelines for Board Members and Other Public Officials

SOCIAL MEDIA GUIDELINES FOR BOARD MEMBERS AND OTHER PUBLIC OFFICIALS

1. **Good comportment, especially on social media, is in the District's interest and serves as the best PR.**
2. **Do NOT overshare and verify the truth of your information.** You should be particularly careful about the information you share on social media and make certain that you do not overshare. Remember that a violation of the Open Meetings Act carries criminal penalties that include fines, jail time or both. Likewise, there are legal consequences for communicating false information such as defamation or libel suits. Moreover, be mindful of the confidential nature of certain information shared with you and limit the content of your communication to information that San Elizario ISD has previously released to the public.
3. **Speak for yourself, and yourself only.** Although you are free to communicate with others on social media, please do not use your personal social media accounts to speak on behalf of the school board or San Elizario ISD. If you choose to communicate on social media about San Elizario ISD business, please ensure that you specify that you are communicating as an individual and not on behalf of the board or the school district.
4. **Do not communicate with other board members through social media.** In doing so, you run the risk of establishing a quorum and discussing district business outside of a publicly noticed meeting which would violate Open Meetings laws.
5. **Avoid re-creating board meeting events and discussions.** Doing so can lead to unintended contradictions or confusion. Instead, direct the public to key administration, meeting minutes, agendas, publicly available documents, etc.
6. **Don't jump to conclusions and make pre-determinations.** Do not publicly communicate about your consideration or decision-making on matters that have not yet reached the board for possible action. Be mindful of the legal processes for certain matters and refrain from even the appearance of making pre-determinations or decisions outside of the established or required process (for example, due process hearings for teacher nonrenewals, employee grievance hearings, adoption of tax rate, etc.).
7. **Refrain from involving yourself as a witness in a matter that may result before the board.** If you are approached or contacted with a complaint, redirect the complainant to the appropriate administrator. Be sure to promptly inform the Superintendent and Board President of the matter.
8. **Remember that you are a temporary custodian of records under state law.** Under recent legislative changes to the Public Information Act, board members, public officials, and employees are required to maintain all records pertaining to district business. This includes communication by text, personal email and social media. This means that your social media communications are presumed to be public information, must be preserved by you as district records and must be made available to the public upon request (absent an exception to public disclosure).
9. **Seek legal advice prior to deleting public comments or blocking participants.** Even if you're using a personal social media account, deleting public comments or blocking persons with whom you disagree have the potential of violating the constitutional tenets of free speech—especially if the communication relates to district business.

Check with the district's legal counsel before taking any action, or better yet disable all public comment functions on your account.

10. **Quickly report any possible illegal or criminal activity, to include threats against district employees, students and public officials.** Report the information to the Superintendent, Board President and law enforcement.

APPENDIX 7: BBFA (Legal) and BBFB (Legal)

San Elizario ISD
071904

ETHICS
CONFLICT OF INTEREST DISCLOSURES

BBFA
(LEGAL)

Note: For information regarding conflicts of interest and depository contracts, see BDAE.

Substantial Interest Affidavit

If a local public official has a substantial interest in a business entity or in real property, the local public official shall, before a vote or decision on any matter involving the business entity or the real property, file an affidavit stating the nature and extent of the interest if:

1. In the case of a substantial interest in a business entity, the action on the matter will have a special economic effect on the business entity that is distinguishable from the effect on the public; or
2. In the case of a substantial interest in real property, it is reasonably foreseeable that an action on the matter will have a special economic effect on the value of the property, distinguishable from its effect on the public.

The affidavit shall be filed with the official recordkeeper of the district.

Local Gov't Code 171.004(a)-(b)

Abstention

The local public official shall also abstain from further participation in the matter.

If a trustee is required to file and does file an affidavit, that trustee shall not be required to abstain from further participation in the matter or matters requiring such an affidavit if a majority of the trustees are likewise required to file and do file affidavits of similar interests on the same official action

Local Gov't Code 171.004(a), (c)

Definitions

Substantial Interest

A person has a substantial interest in a business entity if any of the following is the case:

1. The person owns at least:
 - a. Ten percent of the voting stock or shares of the business entity, or
 - b. Either ten percent or \$15,000 of the fair market value of the business entity.
2. Funds received by the person from the business entity exceed ten percent of the person's gross income for the previous year.

Local Gov't Code 171.002

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<i>Business Entity</i>	"Business entity" means a sole proprietorship, partnership, firm, corporation, holding company, joint-stock company, receivership, trust, or any other entity recognized by law. <i>Local Gov't Code 171.001(2)</i>
<i>First-Degree Relatives</i>	The local public official is considered to have a substantial interest if a person related in the first degree by either affinity or consanguinity to the local public official, as determined under Government Code Chapter 573, Subchapter B [see DBE], has a substantial interest as defined above. <i>Local Gov't Code 171.002</i>
<i>Local Public Official</i>	"Local public official" means a member of the governing body or another officer, whether elected, appointed, paid, or unpaid, of any district (including a school district), central appraisal district, or other local governmental entity who exercises responsibilities beyond those that are advisory in nature. <i>Local Gov't Code 171.001(1)</i>
<i>Real Property</i>	A person has a substantial interest in real property if the interest is an equitable or legal ownership with a fair market value of \$2,500 or more. <i>Local Gov't Code 171.002</i>
Contracts Permitted	A board may contract with a business entity in which a trustee has a substantial interest if the trustee follows the disclosure and abstention procedure set out above. <i>Atty. Gen. Op. JM-424 (1986)</i>
Separate Vote on Budget	A board shall take a separate vote on any budget item specifically dedicated to a contract with a business entity in which a trustee has a substantial interest. The affected trustee shall not participate in that separate vote, but may vote on a final budget if he or she filed the affidavit and the matter in which he or she is concerned has been resolved. <i>Local Gov't Code 171.005</i>
Depository Bank	A school board member with a "substantial interest" in a depository bank must file an affidavit stating his interest and must abstain from participating in decisions on loan contracts with the depository if action on the matter will have a special economic effect on the bank that is distinguishable from the effect on the public. <i>Atty. Gen. Op. JM-1082 (1989) [See BDAE]</i>
Violations	A local public official commits an offense if the official knowingly: 1. Violates Local Government Code 171.004. 2. Acts as surety for a business entity that has a contract, work, or business with a district. 3. Act as surety on any official bond required of an officer of a district.

Local Gov't Code 171.003

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Voidable Actions	The finding by a court of a violation of Local Government Code Chapter 171 does not render an action of the board voidable unless the measure that was the subject of an action involving a conflict of interest would not have passed without the vote of the person who violated the chapter. <i>Local Gov't Code 171.006</i>
Conflicts Disclosure Statement	A local government officer shall file a conflicts disclosure statement, as adopted by the Texas Ethics Commission, with respect to a vendor if the vendor enters into a contract with the district or the district is considering entering into a contract with the vendor; and the vendor: 1. Has an employment or other business relationship with the local government officer or a family member of the officer, and the business relationship results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that: a. A contract between the district and the vendor has been executed; or b. The district is considering entering into a contract with the vendor; 2. Has given to the local government officer or a family member of the officer one or more gifts, and the gift or gifts have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that: a. A contract between the district and the vendor has been executed; or b. The district is considering entering into a contract with the vendor; or 3. Has a family relationship with the local government officer.
Gifts—Exception	A local government officer is not required to file a conflicts disclosure statement in relation to a gift, as defined by law, accepted by the officer or a family member of the officer if the gift is: 1. A political contribution as defined by Title 15, Election Code; or 2. Food accepted as a guest. <i>Local Gov't Code 176.003(a)-(a-1)</i>
Filing Date	A local government officer shall file the conflicts disclosure statement with the records administrator of a district not later than

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	5:00 p.m. on the seventh business day after the date on which the officer becomes aware of the facts that require the filing of the statement. <i>Local Gov't Code 176.003(b)</i>
Vendor Questionnaire	A person who is both a local government officer and a vendor of a local governmental entity is required to file a vendor questionnaire if the person enters or seeks to enter into a contract with the local governmental entity; or is an agent of a person who enters or seeks to enter into a contract with the local governmental entity. [See CHE] <i>Local Gov't Code 176.006(e)</i>
Definitions <i>Agent</i>	"Agent" means a third party who undertakes to transact some business or manage some affair for another person by the authority or on account of the other person. The term includes an employee. <i>Local Gov't Code 176.001(1)</i>
<i>Business Relationship</i>	"Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on: 1. A transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity; 2. A transaction conducted at a price and subject to terms available to the public; or 3. A purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency. <i>Local Gov't Code 176.001(a-1)</i>
<i>Family Member</i>	"Family member" means a person related to another person within the first degree by consanguinity or affinity, as described by Government Code Chapter 573, Subchapter B. [See DBE] <i>Local Gov't Code 176.001(2)</i>
<i>Family Relationship</i>	"Family relationship" means a relationship between a person and another person within the third degree by consanguinity or the second degree by affinity, as those terms are defined by Government Code Chapter 573, Subchapter B. [See DBE] <i>Local Gov't Code 176.001(2-a)</i>
<i>Gift</i>	"Gift" means a benefit offered by a person, including food, lodging, transportation, and entertainment accepted as a guest. The term does not include a benefit offered on account of kinship or a personal, professional, or business relationship independent of the official status of the recipient. <i>Local Gov't Code 176.001(2-b)</i>

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*Investment
Income*

"Investment Income" means dividends, capital gains, or interest income generated from:

1. A personal or business:
 - a. Checking or savings account,
 - b. Share draft or share account, or
 - c. Other similar account;
2. A personal or business investment; or
3. A personal or business loan.

Local Gov't Code 176.001(2-d)

*Local
Government
Officer*

"Local government officer" means a member of the board, the superintendent, or an agent (including an employee) of the district who exercises discretion in the planning, recommending, selecting, or contracting of a vendor. *Local Gov't Code 176.001(4)*

*Records
Administrator*

"Records administrator" means the director, superintendent, or other person responsible for maintaining the records of a district or another person designated by the district to maintain statements and questionnaires filed under Local Government Code 176 and perform related functions. *Local Gov't Code 176.001(5)* [See CPC]

Vendor

"Vendor" means a person who enters or seeks to enter into a contract with a local governmental entity. The term includes an agent of a vendor. The term includes an officer or employee of a state agency when that individual is acting in a private capacity to enter into a contract. The term does not include a state agency except for Texas Correctional Industries. *Local Gov't Code 176.001(7)*

*Duties of Records
Administrator*

A records administrator shall:

1. Maintain a list of local government officers of the district and shall make that list available to the public and any vendor who may be required to file a conflict of interest questionnaire under Local Government Code 176.006; and
2. Maintain the statements and questionnaires that are required to be filed under Government Code Chapter 176 in accordance with the district's records retention schedule. [See CPC]

Local Gov't Code 176.0065

Internet Posting

A district that maintains an internet website shall provide access on the district's internet website to the conflicts disclosure statements

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	and questionnaires required to be filed with the records administrator. <i>Local Gov't Code 176.009</i>
Violations	A local government officer commits an offense if the officer is required to file a conflicts disclosure statement and knowingly fails to file the required conflicts disclosure statement with the appropriate records administrator not later than 5 p.m. on the seventh business day after the date on which the officer becomes aware of the facts that require the filing of the statement. It is an exception to the application of the penalty that the local government officer filed the required conflicts disclosure statement not later than the seventh business day after receiving notice from the district of the alleged violation. A board may reprimand, suspend, or terminate the employment of an employee who knowingly fails to comply with a requirement adopted under Local Government Code 176. [See DF series] A board may, at its discretion, declare a contract void if the board determines that a vendor failed to file a conflict of interest questionnaire required by Local Government Code 176.006. <i>Local Gov't Code 176.013</i>
Affidavit Disclosing Interest in Property	A public servant who has a legal or equitable interest in property that is to be acquired with public funds shall file an affidavit within ten days before the date on which the property is to be acquired by purchase or condemnation. The affidavit must be filed with the county clerk of the county in which the public servant resides and the county clerk of each county in which the property is located. The affidavit must: 1. State the name of the public servant and the public servant's office, public title, or job designation; 2. Fully describe the property; 3. Fully describe the nature, type, and amount of interest in the property, including the percentage of ownership interest; 4. State the date when the person acquired an interest in the property; 5. Include a verification as follows: "I swear that the information in this affidavit is personally known by me to be correct and contains the information required by Section 553.002, Government Code"; and

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6. Contain an acknowledgment of the same type required for recording a deed in the deed records of the county.

Gov't Code 553.002

Definition

"Public servant" means a person who is elected, appointed, employed, or designated, even if not yet qualified for or having assumed the duties of office, as:

1. A candidate for nomination or election to public office, or
2. An officer of government.

Gov't Code 553.001

Violation

A person commits an offense if the person violates Government Code 553.002 and the person has actual notice of the acquisition or intended acquisition of the legal or equitable interest in the property. A person who violates Government Code 553.002 by not filing the required affidavit is presumed to have the intent to commit an offense. *Gov't Code 553.003*

Annual Financial
Management Report

A district's annual financial management report shall include summary schedules of expenditures paid on behalf of each board member, reimbursements received by each board member, gifts with a total value over \$250 received by board members from certain vendors, and amounts received by board members for business transactions with the district. [See CFA] *Education Code 39.083; 19 TAC 109.1001(q)(3)(B)(ii), (iv), (v)*

Trustee Financial
Statement

A board by resolution adopted by majority vote may require each member of the board to file the financial statement required of state officers under Subchapter B, Chapter 572, Government Code, with the board and the Texas Ethics Commission.

Not later than the 15th day after the date a board adopts this resolution, the board shall deliver a certified copy of the resolution to the Texas Ethics Commission. A resolution applies beginning on January 1 of the second year following the year in which the resolution is adopted. A member of a board that has adopted a resolution is not required to include, in a financial disclosure statement, financial activity occurring before January 1 of the year following the year in which the resolution is adopted.

The commissioner of education ("commissioner") by order shall require the members of a board to file the financial statement required of state officers under Subchapter B, Chapter 572, Government Code, in the same manner as the members of the board that have adopted a resolution if the commissioner determines that:

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1. A board member has failed to comply with filing and recusal requirements applicable to the member under Chapter 171, Local Government Code;
2. District financial accounting practices are not adequate to safeguard state and district funds; or
3. A district has not met a standard set by the commissioner in the financial accountability rating system.

The commissioner may require the filing of financial statements covering not more than three fiscal years and beginning on January 1 of the second year following the date of the commissioner's order. A member of a board subject to an order issued by the commissioner is not required to include, in a financial disclosure statement, financial activity occurring before January 1 of the year following the year in which the order is issued. The commissioner may renew the requirement if the commissioner determines that a condition described above continues to exist.

Education Code 11.064

Electronic Filing

Except as provided at Appointed Official, below, a financial statement filed with the Ethics Commission must be filed by computer diskette, modem, or other means of electronic transfer, using computer software provided by the commission or computer software that meets commission specifications for a standard file format.

Appointed Official

An individual who was appointed to office may file the financial statement by certified mail in compliance with Government Code 572.029.

Gov't Code 572.0291

Confidentiality

Electronic report or financial statement data saved in an Ethics Commission temporary storage location for later retrieval and editing before the report or financial statement is filed is confidential and may not be disclosed. After the report or financial statement is filed with the Ethics Commission, the information disclosed in the filed report or financial statement is public information to the extent provided by the law requiring the filing of the report or financial statement. *Gov't Code 571.0671(d)*

Violations

A trustee serving in a school district that has adopted a resolution or that is subject to an order issued by the commissioner commits an offense if the trustee fails to file the statement required by the resolution or order. An offense under this section is a Class B misdemeanor. *Education Code 11.064(c)*

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Note: See also CBB for conflict of interest requirements when federal funds are involved.

Private Corporation

It is lawful for a local public official to serve as a member of the board of directors of private, nonprofit corporations when such officials receive no compensation or other remuneration from the nonprofit corporation or other nonprofit entity. *Local Gov't Code 171.009*

/

**Prohibited Activities
by Public Servants—
State Law**

"Public servant" means a person elected, selected, appointed, employed, or otherwise designated as one of the following, even if the person has not yet qualified for office or assumed his or her duties:

1. An officer, employee, or agent of government; or
2. A candidate for nomination or election to public office.

Penal Code 1.07(a)(41)(A), (E)

Bribery

A person commits an offense if the person intentionally or knowingly offers, confers, or agrees to confer on another, or solicits, accepts, or agrees to accept from another, any benefit:

1. As consideration for the recipient's decision, opinion, recommendation, vote, or other exercise of discretion as a public servant or voter;
2. As consideration for a violation of a duty imposed by law on a public servant; or
3. That is a political contribution as defined by Election Code Title 15 or an expenditure made and reported in accordance with Government Code Chapter 305 (regarding registration of lobbyists), if the benefit was offered, conferred, solicited, accepted, or agreed to pursuant to an express agreement to take or withhold a specific exercise of official discretion, if such exercise of official discretion would not have been taken or withheld but for the benefit.

"Benefit" means anything reasonably regarded as pecuniary gain or pecuniary advantage, including benefit to any other person in whose welfare the beneficiary has a direct and substantial interest.

Penal Code 36.01(3), .02

Illegal Gifts

A public servant who exercises discretion in connection with contracts, purchases, payments, claims, or other pecuniary transactions of government commits an offense if the public servant solicits, accepts, or agrees to accept any benefit from a person the public servant knows is interested in or likely to become interested in any contract, purchase, payment, claim or transaction involving the exercise of the public servant's discretion. *Penal Code 36.08(d)*

A public servant who receives an unsolicited benefit that the public servant is prohibited from accepting under the provision above may donate the benefit to a governmental entity that has the authority to accept the gift or may donate the benefit to a recognized tax-exempt charitable organization formed for educational, religious, or scientific purposes. *Penal Code 36.08(d), (i)*

Exceptions

Illegal Gifts does not apply to:

1. A fee prescribed by law to be received by a public servant or any other benefit to which the public servant is lawfully entitled or for which the public servant gives legitimate consideration in a capacity other than as a public servant;
2. A gift or other benefit conferred on account of kinship or a personal, professional, or business relationship independent of the official status of the recipient;
3. A benefit to a public servant required to file a statement under Government Code Chapter 572, or a report under Election Code Title 15, that is derived from a function in honor or appreciation of the recipient if:
 - a. The benefit and the source of any benefit in excess of \$50 is reported in the statement; and
 - b. The benefit is used solely to defray the expenses that accrue in the performance of duties or activities in connection with the office which are nonreimbursable by the state or political subdivision;
4. A political contribution as defined by Election Code Title 15;
5. An item with a value of less than \$50, excluding cash or a negotiable instrument as described by Business and Commerce Code 3.104;
6. An item issued by a governmental entity that allows the use of property or facilities owned, leased, or operated by the governmental entity; or
7. Food, lodging, transportation, or entertainment accepted as a guest and, if the donee is required by law to report those items, reported by the donee in accordance with that law.

Penal Code 36.10

Honoraria and
Expenses

A public servant commits an offense if the public servant solicits, accepts, or agrees to accept an honorarium in consideration for services that the public servant would not have been requested to provide but for the person's official position or duties. This provision does not prohibit a public servant from accepting transportation and lodging expenses or meals in connection with a conference or similar event in which the public servant renders services, such as addressing an audience or engaging in a seminar, to the extent those services are more than merely perfunctory. *Penal Code 36.07*

**Abuse of Official
Capacity**

A public servant commits an offense if, with intent to obtain a benefit or with intent to harm or defraud another, intentionally or knowingly violates a law relating to the office or employment, or misuses government property, services, personnel, or any other thing of value, belonging to the government that has come into the public servant's custody by virtue of the person's office or employment.
Penal Code 39.02(a)

"Law relating to a public servant's office or employment" means a law that specifically applies to a person acting in the capacity of a public servant and that directly or indirectly imposes a duty on the public servant or governs the conduct of the public servant. *Penal Code 39.01(1)*

"Misuse" means to deal with property contrary to:

1. An agreement under which the public servant holds the property;
2. A contract of employment or oath of office of a public servant;
3. A law, including provisions of the General Appropriations Act specifically relating to government property, that prescribes the manner of custody or disposition of the property; or
4. A limited purpose for which the property is delivered or received.

Penal Code 39.01(2)

Official Oppression

A public servant acting under color of the public servant's office or employment commits an offense if the public servant intentionally subjects another to sexual harassment.

A public servant acts under color of the public servant's office or employment if the person acts or purports to act in an official capacity or takes advantage of such actual or purported capacity.

"Sexual harassment" means unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature, submission to which is made a term or condition of a person's exercise or enjoyment of any right, privilege, power, or immunity, either explicitly or implicitly.

Penal Code 39.03(a)(3), (b), (c)

**Misuse of Official
Information**

A public servant commits an offense if, in reliance on information to which the public servant has access by virtue of the person's office or employment and that has not been made public, the person:

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1. Acquires or aids another to acquire a pecuniary interest in any property, transaction, or enterprise that may be affected by the information;
2. Speculates or aids another to speculate on the basis of the information; or
3. As a public servant, including as a school administrator, coerces another into suppressing or failing to report that information to a law enforcement agency.

A public servant commits an offense if with intent to obtain a benefit or with intent to harm or defraud another, the public servant discloses or uses information for a nongovernmental purpose that:

1. The person has access to by means of the person's office or employment; and
2. Has not been made public.

"Information that has not been made public" means any information to which the public does not generally have access, and that is prohibited from disclosure under Government Code Chapter 552 (the Public Information Act).

Penal Code 39.06(a), (b), (d)

Nepotism

Except as provided by law, a public official may not appoint, confirm the appointment of, or vote for the appointment or confirmation of the appointment of an individual to a position that is to be directly or indirectly compensated from public funds or fees of office if:

1. The individual is related to the public official within the third degree by consanguinity (blood) or within the second degree by affinity (marriage); or
2. The public official holds the appointment or confirmation authority as a member of a local board and the individual is related to another member of the board within a prohibited degree.

Gov't Code 573.002, .041 [See DBE]

"Public official" means:

1. An officer of this state or of a district, county, municipality, precinct, school district, or other political subdivision of this state; or

2. An officer or member of a board of this state or of a district, county, municipality, school district, or other political subdivision of this state.

Gov't Code 573.001(3)

The nepotism law governs the hiring of an individual, whether the individual is hired as an employee or an independent contractor.
Atty. Gen. Op. DM-76 (1992)

A public official may not approve an account or draw or authorize the drawing of a warrant or order to pay the compensation of an ineligible individual if the official knows the individual is ineligible.
Gov't Code 573.083

*Counties with
Population
35,000 or More*

If, under the district's employment policy [see DC], the board delegates to a superintendent the final authority to select district personnel:

1. The superintendent is a public official for the purposes of the nepotism prohibitions of Government Code Chapter 573 only with respect to a decision made under that delegation of authority; and
2. Each member of the board remains subject to the nepotism prohibitions with respect to all district employees.

For purposes of this provision, a person hired by a district before September 1, 2007, is considered to have been in continuous employment [see DBE] and is not prohibited from continuing employment with the district subject to the abstention requirements.

Education Code 11.1513(f), (h)

*Counties with
Population Less
Than 35,000*

The provisions at Counties with Population 35,000 or More do not apply to a district that is located:

1. Wholly in a county with a population of less than 35,000; or
2. In more than one county, if the county in which the largest portion of district territory is located has a population of less than 35,000.

Education Code 11.1513(g)

A member of a board that has delegated to the superintendent final authority for personnel selection is not a public official with appointment authority for purposes of the nepotism prohibitions of Government Code 573.041. *Atty. Gen. Op. GA-123 (2003)*

	With respect to renewed contracts, however, board members may be the relevant public officials for nepotism purposes. <i>Atty. Gen. Op. GA-177 (2004)</i>
Former Board Member Employment	A trustee of a district may not accept employment with the district until the first anniversary of the date the trustee's membership on the board ends. <i>Education Code 11.063</i>
Incompatibility of Office	The common law rule of incompatibility prohibits one person from holding two offices if the duties are in conflict or if one is subordinate to the other. Offices are legally incompatible when the faithful and independent exercise of one would necessarily interfere with the faithful and independent exercise of the other. <i>Thomas v. Abernathy County Line Indep. Sch. Dist.</i>, 290 S.W. 152 (Tex. Comm. App. 1927); <i>Turner v. Trinity Indep. Sch. Dist.</i>, 700 S.W.2d 1 (Tex. Ct. App. 1983); <i>Atty. Gen. Op. JM-634 (1987)</i>, MW-450 (1982)
Instructional Materials Violations	A trustee commits an offense if the trustee receives any commission or rebate on any instructional materials or technological equipment used in the schools with which the trustee is associated.
Rebates	
Gifts	A trustee commits an offense if the trustee accepts a gift, favor, or service that: 1. Is given to the person or the person's school; 2. Might reasonably tend to influence a trustee in the selection of instructional material or technological equipment; and 3. Could not be lawfully purchased with state instructional materials funds. "Gift, favor, or service" does not include staff development, in-service, or teacher training; or ancillary materials, such as maps or worksheets, that convey information to the student or otherwise contribute to the learning process. <i>Education Code 31.152</i>
Free Materials	A person commits an offense if the person knowingly violates any law providing for the purchase or distribution of free instructional materials for the public schools. <i>Education Code 31.153</i>
Prohibited Activities by Public Servants—Federal Law	"Public official" includes a person acting for or on behalf of the United States, or any department, agency, or branch thereof, in any official function, under or by authority of any such department, agency, or branch of government. The term includes any person who has been nominated or appointed to be a public official, or has been officially informed that such person will be so nominated or appointed. 18 U.S.C. 201(a); <i>Dixson v. U.S.</i>, 465 U.S. 482, 499 (1984) ("To be a public official under section 201(a), an individual
Bribery—General	

must possess some degree of official responsibility for carrying out a federal program or policy.”; U.S. v. Franco, 632 F.3d 880 (5th Cir. 2011)

A public official commits an offense if the public official, directly or indirectly, corruptly demands, seeks, receives, accepts, or agrees to receive or accept anything of value personally or for any other person or entity, in return for:

1. Being influenced in the performance of any official act;
2. Being influenced to commit or aid in committing, or to collude in, or allow, any fraud, or make opportunity for the commission of any fraud, on the United States; or
3. Being induced to do or omit to do any act in violation of the official duty of such official or person.

18 U.S.C. 201(b)(2)

Bribery—Federal
Programs

“Agent” means a person authorized to act on behalf of another person or a government and, in the case of a government, includes a servant or employee, and a partner, director, officer, manager, and representative.

“Government agency” means a subdivision of the executive, legislative, judicial, or other branch of government, including a department, independent establishment, commission, administration, authority, board, and bureau, and a corporation or other legal entity established, and subject to control, by a government or governments for the execution of a governmental or intergovernmental program.

If a district receives, in any one year period, benefits in excess of \$10,000 under a federal program involving a grant, contract, subsidy, loan, guarantee, insurance, or other form of federal assistance, an agent of the district commits an offense if the agent:

1. Embezzles, steals, obtains by fraud, or otherwise without authority knowingly converts to the use of any person other than the rightful owner or intentionally misapplies, property that:
 - a. Is valued at \$5,000 or more, and
 - b. Is owned by, or is under the care, custody, or control of the district; or
2. Corruptly solicits or demands for the benefit of any person, or accepts or agrees to accept, anything of value from any person, intending to be influenced or rewarded in connection with

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any business, transaction, or series of transactions of the district involving anything of value of \$5,000 or more.

This provision does not apply to bona fide salary, wages, fees, or other compensation paid, or expenses paid or reimbursed, in the usual course of business.

18 U.S.C. 666

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SEISD Board Self Evaluation

Planning and Governance

1. A vision statement is in place for the district.

1.1 The vision statement meets the criteria for a well-developed vision statement listed in the supporting materials. Yes No Unsure
☐ ☐ ☐

You can check "Yes" for the above item if you check "Yes" to all the criteria below:

- | | | | |
|--|--------------------------|--------------------------|--------------------------|
| a. Your vision statement is written. | Yes | No | Unsure |
| | ☐ | ☐ | ☐ |
| b. It lists or describes desired qualities for at least each of the following: students of the district, the community, and the schools in the district. | Yes | No | Unsure |
| | ☐ | ☐ | ☐ |
| c. Staff and community input was solicited in some fashion and was considered. | Yes | No | Unsure |
| | ☐ | ☐ | ☐ |
| d. All current members of the board and the superintendent have agreed, in a formal adoption or readoption by the board, to be guided by the vision. | Yes | No | Unsure |
| | ☐ | ☐ | ☐ |

1.2 The board reviews and readopts the vision through formal board action.	Yes ☐	No ☐	Unsure ☐
--	---------------------------------	--------------------------------	------------------------------------

You can check "Yes" for the above item if you check "Yes" to all the criteria below:

- | | | | |
|--|---------------------------------|--------------------------------|------------------------------------|
| a. The board has formally adopted or readopted its vision statement within the last five years. | Yes
☐ | No
☐ | Unsure
☐ |
| b. The board's annual calendar of activities or another written document clearly specifies when the vision statement will next be considered for review. | Yes
☐ | No
☐ | Unsure
☐ |

1.3 The vision is disseminated throughout the district.	Yes ☐	No ☐	Unsure ☐
---	---------------------------------	--------------------------------	------------------------------------

You can check "Yes" for the above item if you check "Yes" to all the criteria below:

- | | | | |
|--|---------------------------------|--------------------------------|------------------------------------|
| a. The vision statement is clearly posted in the board meeting room or copies are available at each meeting. | Yes
☐ | No
☐ | Unsure
☐ |
| b. The vision statement is available on all campuses and all staff members have been informed about it. | Yes
☐ | No
☐ | Unsure
☐ |

2. A comprehensive statement of goals for the district is in place.

2.1 The board adopts or reaffirms a comprehensive list of district goals each year through formal board action.	Yes ☐	No ☐	Unsure ☐
---	---------------------------------	--------------------------------	------------------------------------

You can check "Yes" for the above item if you check "Yes" to all the criteria below:

- | | | | |
|--|---------------------------------|--------------------------------|------------------------------------|
| a. The board formally adopted or reaffirmed a list of goals within the past 12 months. | Yes
☐ | No
☐ | Unsure
☐ |
| b. Workshop documents from the goal-setting process indicate the board considered a broad range of district issues and student achievement measures before limiting the goals to those included in its list. | Yes
☐ | No
☐ | Unsure
☐ |
| c. Each member of the board can state in general terms the substantive content of current goals. | Yes
☐ | No
☐ | Unsure
☐ |
| d. The board can point to specific, written criteria that will be used to assess whether the district is succeeding in reaching its goals. | Yes
☐ | No
☐ | Unsure
☐ |

2.2 Mechanisms for disseminating the goals for the district are clearly identified and in writing. Yes ☐ No ☐ Unsure ☐

You can check "Yes" for the above item if you check "Yes" to all the criteria below:

- a. Current goals are either posted in the board room or made available to the audience at board meetings. Yes ☐ No ☐ Unsure ☐
- b. The goals are available on all campuses and the district Web site, and all staff members have been informed about them. Yes ☐ No ☐ Unsure ☐

2.3 The board is familiar with administration's written plans for accomplishing the goals. The plans include time lines for implementation, specific mechanisms for assessing the effectiveness of the plans, and specific times for reporting to the board on progress. Yes ☐ No ☐ Unsure ☐

You can check "Yes" for the above item if you check "Yes" to all the criteria below:

- a. The board has looked at copies of, or been formally briefed about, the administration's plans for accomplishing the current district goals. Yes ☐ No ☐ Unsure ☐
- b. The written plans state what results the board will see after implementation and include time lines for implementation, procedures for assessing effectiveness, and a schedule for progress reports to the board. Yes ☐ No ☐ Unsure ☐

3. Board actions reinforce the central importance of the goals to the work of the district.

3.1 Deliberation on major items before the board routinely includes a discussion of the recommended action's impact on meeting district goals. Yes ☐ No ☐ Unsure ☐

You can check "Yes" for the above item if you check "Yes" to all the criteria below:

- a. Board agenda materials routinely summarize the impact agenda items will have on the achievement of current goals. Yes ☐ No ☐ Unsure ☐
- b. Board deliberations routinely include an acknowledgement of whether the given agenda item directly or indirectly supports a district goal. Yes ☐ No ☐ Unsure ☐

- | | | | |
|--|--------------------------|--------------------------|--------------------------|
| 3.2 The board's superintendent evaluation instrument and process focus first and foremost on the superintendent's success in addressing the board-adopted goals. | Yes | No | Unsure |
| | ☐ | ☐ | ☐ |

You can check "Yes" for the above item if you check "Yes" to all the criteria below:

- | | | | |
|---|--------------------------|--------------------------|--------------------------|
| a. Board agenda materials or minutes indicate the board formally adopts written priority performance goals for the superintendent at the beginning of the evaluation cycle. | Yes | No | Unsure |
| | ☐ | ☐ | ☐ |
| b. The majority of the priority performance goals for the superintendent are clearly derived from current or former district goals. | Yes | No | Unsure |
| | ☐ | ☐ | ☐ |
| c. The board's regularly scheduled formative and summative evaluation conferences begin with reports by the superintendent on actions taken in support of the priority performance goals or with summaries of reports provided earlier. | Yes | No | Unsure |
| | ☐ | ☐ | ☐ |

- | | | | |
|---|--------------------------|--------------------------|--------------------------|
| 3.3 The board's budget review process specifically identifies how goals are funded in the proposed budget, whether funding is adequate, and whether funding priorities are consistent with board-adopted goals. | Yes | No | Unsure |
| | ☐ | ☐ | ☐ |

You can check "Yes" for the above item if you check "Yes" to all the criteria below:

- | | | | |
|--|--------------------------|--------------------------|--------------------------|
| a. Board agenda materials or minutes indicate that the board annually discusses budget priorities with the superintendent in advance of the superintendent's budget preparation. | Yes | No | Unsure |
| | ☐ | ☐ | ☐ |
| b. Budget review materials used in adopting the current district budget clearly identify the funding associated with each district goal. | Yes | No | Unsure |
| | ☐ | ☐ | ☐ |

4. The board monitors plan implementation and district success in a formal, scheduled manner.

- | | | | |
|--|--------------------------|--------------------------|--------------------------|
| 4.1 Time lines in the plans for reporting to the board are incorporated into the board's annual activity calendar and included on appropriate monthly agendas. | Yes | No | Unsure |
| | ☐ | ☐ | ☐ |

You can check "Yes" for the above item if you check "Yes" to all the criteria below:

- | | | | |
|---|--------------------------|--------------------------|--------------------------|
| a. Board agendas or minutes from the past 12 months indicate the board received and formally discussed at least one report of progress on district goals. | Yes | No | Unsure |
| | ☐ | ☐ | ☐ |
| b. The board's calendar for the coming year lists the months in which reports on goal implementation will be provided. | Yes | No | Unsure |
| | ☐ | ☐ | ☐ |

Oversight of Management

5. Goals, performance standards, and/or benchmarks have been established for major aspects of district operations.

- 5.1 The board receives information annually from the superintendent on the goals, standards, or benchmarks the administration uses to assess effectiveness for the major areas of district operations. Yes No Unsure
☐ ☐ ☐

You can check "Yes" for the above item if you check "Yes" to all the criteria below:

- a. Board agenda materials or minutes from the past 12 months indicate the board and superintendent formally discussed goals, standards, or benchmarks the superintendent uses in assessing operational effectiveness in major areas. Yes No Unsure
☐ ☐ ☐
- b. The board can point to a document or documents outlining the measures used by the administration to assess success in at least three major areas of district operations. Yes No Unsure
☐ ☐ ☐

- 5.2 The board receives regular, scheduled updates on operations effectiveness as measured against standards or benchmarks. Yes No Unsure
☐ ☐ ☐

You can check "Yes" for the above item if you check "Yes" to all the criteria below:

- a. Board agenda materials or minutes indicate that the board received a report on operations success relative to established standards or benchmarks within the last 12 months. Yes No Unsure
☐ ☐ ☐

6. The board is familiar with the broad outlines of the systems the superintendent has put in place to manage district operations.

- 6.1 The board and superintendent have a schedule for periodic updates on major management systems in the district, including presentations on how benchmark data is used to plan improvements. Yes No Unsure
☐ ☐ ☐

You can check "Yes" for the above item if you check "Yes" to all the criteria below:

- a. Board agenda materials or minutes indicate the board received a briefing on at least one major management system within the past 12 months. Yes No Unsure
☐ ☐ ☐
- b. The board can point to a document with a schedule for briefings on major management systems. Yes No Unsure
☐ ☐ ☐

- | | | | |
|---|--------------------------|--------------------------|--------------------------|
| 6.2 The board's evaluation of the superintendent's performance as a manager focuses on the superintendent's establishing appropriate measures and standards of performance for major district operations, monitoring success, and using data for improvement. | Yes | No | Unsure |
| | ☐ | ☐ | ☐ |

You can check "Yes" for the above item if you check "Yes" to all the criteria below:

- | | | | |
|--|--------------------------|--------------------------|--------------------------|
| a. Items on the board's evaluation instrument that assess management skills focus on whether appropriate performance standards are in place for major areas of district operations, whether the standards are being monitored, and whether they are being met. | Yes | No | Unsure |
| | ☐ | ☐ | ☐ |

Board-Superintendent Team Operations

7. The board and superintendent team regularly checks expectations and assesses board-superintendent operations.

- | | | | |
|---|--------------------------|--------------------------|--------------------------|
| 7.1 The board and superintendent participate in an annual team-building activity. | Yes | No | Unsure |
| | ☐ | ☐ | ☐ |

You can check "Yes" for the above item if you check "Yes" to all the criteria below:

- | | | | |
|---|--------------------------|--------------------------|--------------------------|
| a. Board agenda materials or minutes indicate the board and superintendent participated together in a team-building session or self-assessment discussion during the past 12 months. | Yes | No | Unsure |
| | ☐ | ☐ | ☐ |
| b. Written documents or reports from the team-building session indicate the session included review of actual board practices and behaviors and resulted in agreements about future operations. | Yes | No | Unsure |
| | ☐ | ☐ | ☐ |
| c. Board agenda materials, board minutes, or documents related to the most recent team-building session indicate the board formally discussed continuing education needs as a part of its team-building activity. | Yes | No | Unsure |
| | ☐ | ☐ | ☐ |
| d. The board can point to written plans for continuing education for its members that include, at a minimum, the topics to be addressed. | Yes | No | Unsure |
| | ☐ | ☐ | ☐ |

7.2 The board has adopted and annually reaffirms an ethics statement or code of conduct for board members. Yes No Unsure
☐ ☐ ☐

You can check "Yes" for the above item if you check "Yes" to all the criteria below:

- a. The board can point to a code of conduct or ethics statement that has been formally adopted by the board. Yes No Unsure
☐ ☐ ☐
- b. Board agenda materials or minutes indicate the statement has been affirmed by all current members of the board, or the board's calendar of activities includes reaffirmation of the ethics statement or code of conduct as an agenda item within the next six months. Yes No Unsure
☐ ☐ ☐

8. Written operating procedures for the board and superintendent are in place.

8.1 A written annual calendar of board events, outlining major board activities by month, is in place. Yes No Unsure
☐ ☐ ☐

You can check "Yes" for the above item if you check "Yes" to all the criteria below:

- a. All members of the board have copies of a written, 12-month calendar on which major board responsibilities have been scheduled. Yes No Unsure
☐ ☐ ☐
- b. At least 75 percent of the board tasks on the calendar for the past 12 months were performed in the months scheduled or were rescheduled on the calendar for another specific time. Yes No Unsure
☐ ☐ ☐

8.2 Operating procedures are codified in a written board-superintendent procedures document; new board members are oriented to operating procedures within the first 60 days of service. Yes No Unsure
☐ ☐ ☐

You can check "Yes" for the above item if you check "Yes" to all the criteria below:

- a. The board can point to written board operating procedures. Yes No Unsure
☐ ☐ ☐
- b. The operating procedures are stated in terms of observable actions: what the board, trustee, or superintendent is actually expected to do or not do. Yes No Unsure
☐ ☐ ☐
- c. Any members who have joined the board-superintendent team within the last 12 months have copies of all written board operating procedures. Yes No Unsure
☐ ☐ ☐

8.3 An annual review of operating procedures is included on the board activity calendar. Yes No Unsure
☐ ☐ ☐

You can check "Yes" for the above item if you check "Yes" to all the criteria below:

- a. Board agenda materials, minutes, or other documents indicate the board and superintendent have formally discussed operating procedures within the past 12 months. Yes No Unsure
☐ ☐ ☐
- b. The review of operating procedures usually occurs in the same month each year. Yes No Unsure
☐ ☐ ☐

Advocacy

9. The board is an active advocate for the district within the community.

9.1 The board has an active plan for its generating support for the district, its vision, and its goals with patrons, the business community, and other organizations in the area. Yes No Unsure
☐ ☐ ☐

You can check "Yes" for the above item if you check "Yes" to all the criteria below:

- a. The plan is written and reviewed each year. Yes No Unsure
☐ ☐ ☐
- b. The plan lists activities the board members themselves or the board as a whole will do to generate support and partnerships within the community. Yes No Unsure
☐ ☐ ☐

9.2 The board reviews board and board member success in generating support for the district annually. Yes No Unsure
☐ ☐ ☐

You can check "Yes" for the above item if you check "Yes" to all the criteria below:

- a. The board's activity calendar includes a month in which this review takes place. Yes No Unsure
☐ ☐ ☐
- b. Agenda materials, workshop materials, or minutes from the last 12 months indicate that board discussed the success of its plan and its efforts. Yes No Unsure
☐ ☐ ☐

10. The board is an active advocate for the district with other elected officials.

10.1 The board has an active plan for advocating for the district's interest with legislators and other elected public officials. Yes No Unsure
☐ ☐ ☐

You can check "Yes" for the above item if you check "Yes" to all the criteria below:

a. The plan is written and reviewed at least every two years. Yes No Unsure
☐ ☐ ☐

b. The plan lists activities the board members themselves or the board as a whole will do to support the district's interest before legislators and other elected public officials. Yes No Unsure
☐ ☐ ☐

10.2 Every two years, the board reviews board and board member success in advocating for the district with legislators and other elected officials. Yes No Unsure
☐ ☐ ☐

You can check "Yes" for the above item if you check "Yes" to all the criteria below:

a. The board's activity calendar includes a month in which this review takes place. Yes No Unsure
☐ ☐ ☐

b. Agenda materials, workshop materials, or minutes from the last 24 months indicate that board discussed the success of its plan and its efforts. Yes No Unsure
☐ ☐ ☐