

Donna I.S.D.

Lone Star Governance

MANUAL

HOW TO USE THIS POLICY MANUAL

This is the official Board Policy Manual for Donna ISD. The manual is divided into four main sections

- Vision & Mission
- Accountability & Structure
- Advocacy & Unity
- Appendix

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

The Accountability & Structure section focuses 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 section focuses on the Board's outward engagement with community and stakeholders and how Board Members conduct themselves. The Advocacy & Unity section includes meeting procedures, communication procedures, and community engagement procedures.

Board Approved Update: February 14, 2023

VISION & VALUES POLICIES

Vision

All Donna ISD students are empowered with academic and life skills to boldly lead and achieve personal success in a global society.

Mission

The mission of Donna I.S.D. is to provide a rigorous and supportive learning environment with meaningful and relevant learning experiences that inspire creativity, character development, and critical thinking that ensures educational excellence for all students.

Motto:

Aspire to Be, Aspire to Lead, Aspire to Succeed

Board's Student Outcome Goals for the Superintendent

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

1. Percentage of 3rd grade students that meet or exceed grade level proficiency on STAAR Math will increase from 5% to 55% by August 2026 (Baseline measure STAAR 2021).
2. Percentage of 3rd grade students that meet or exceed grade level proficiency on STAAR Reading will increase from 9% to 47% by 2026 (Baseline measure STAAR 2021).
3. Percentage of graduates demonstrating college/career/military preparedness will increase from 61% to 79% (88%) by 2026 (Baseline measure 2021 Accountability Report).

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:**

- C1. allow an increase in the gap between Emergent Bilinguals and Non-Emergent Bilinguals for STAAR 3- EOC in both reading and mathematics.
- C2. allow campuses or district departments to add, change or omit instructional resources and/or support without evaluating and/or analyzing the impact on student outcomes.
- C3. allow the percentage of the top quartile of teachers leaving the District to increase.

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.

Theory of Action

The school system will pursue a System of Great Schools theory of action where central administration devolves autonomy to schools, empowers parents to make choices, creates performance contracts with campuses, annually evaluates performance of and demand for schools, and makes strategic decisions regarding growing access to high performing schools and addressing low performers. Campus performance contracts will require the campus to accomplish the Board's student outcome goals while operating within the Board's other constraints. The Superintendent shall interpret the Superintendent constraints and, in consultation with the Board, select constraint progress measures (CPMs) for each constraint.

ACCOUNTABILITY STRUCTURE POLICIES

Board's Role

The Board will:

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, Superintendent constraints, and Board constraints.
2. **Measure and communicate how well the vision is being accomplished.**
 - The Board shall accomplish this by collectively ensuring accountability through monthly monitoring of school system performance to ensure progress toward the vision, values and by regular communications with the community.
3. **Provide guidance and direction for accomplishing the vision.**
 - The Board shall accomplish this by creating 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.
4. **Promote the vision.**
 - The Board shall accomplish this by providing advocacy for students, families, staff, and stakeholders.
5. **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 rely on the support of a Lone Star Governance coach and 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 (excluding the internal auditor) 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 policy 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 policies.

Board's Self-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:

- BSC 1. Be out of compliance with the required deadlines as identified in statute.
- BSC 2. Fail to report the year end school board CEC hours on an annual basis and ensure to report at the September board meeting.
- BSC 3. Fail to have the annual TEAM of 8 training.

Board Self Evaluation

The Board shall conduct formative self-evaluations at least quarterly (in months of August, November, February, May) and, within 45 days prior to conducting the annual Superintendent evaluation, an annual summative evaluation. The Board shall self-evaluate using the most current version of the Board's Quarterly Progress Tracker found in the Lone Star Governance manual.

Superintendent Evaluation

The Board shall annually evaluate the Superintendent in the months of September or October based on the school system's achievement of the Board's student outcome goals and compliance with the Superintendent constraints. The superintendent evaluation consists of two sections: 1) Student Outcome Goals and 2) Assessment of Ongoing Responsibilities. Accomplishment of at least 80 percent of either the student outcome goals' or adopted progress measures' (GPMs and CPMs) annual targets shall be an automatic indicator of success below that threshold, the Board's judgment shall be the indicator of success. See Appendix 5 for superintendent evaluation instrument.

Board President Roles & Responsibilities

Public Meeting on Budget and Proposed Tax Rate

1. Call a meeting of the Board, giving public notice not earlier than the 30th day or later than the tenth day before the meeting, to discuss and adopt the budget and the proposed tax rate. Education Code 44.004 [See CE and CCG]

Financial Statements

2. Ensure that the annual financial statements are published as required by law. Local Gov't Code 140.006 [[See CFA]

Mineral Rights

3. Execute an oil and/or gas lease or sell, exchange, and convey the minerals in land belonging to the District, approved by resolution of the Board. Education Code 11.153

Deeds

4. Execute the deed for the sale of property, other than minerals, held in trust for free school purposes.
Education Code 11.154(b)

In addition to the duties required by law, the President of the Board shall:

1. Preside at all Board meetings unless unable to attend.
2. Have the right to discuss, make motions and resolutions, and vote on all matters coming before the Board.

ADVOCACY & UNITY

Meeting Operating Procedures:

Meeting Place and Time

The notice for a Board meeting shall reflect the date, time, and location of the meeting.

Regular Meetings

Regular meetings of the Board shall normally be held on the second Tuesday of each month at 6:00 p.m. When determined necessary and for the convenience of Board members, the Board President may change the date, time, or location of a regular meeting with proper notice.

Special or Emergency Meetings

Special meetings, if required, shall be held on a day and time determined by the Board President and Superintendent.

The Board President shall call special meetings at the Board President's discretion or on request by two members of the Board.

The Board President shall call an emergency meeting when it is determined by the Board President or two members of the Board that an emergency or urgent public necessity, as defined by law, warrants the meeting.

Agenda

Deadline

In order to ensure greatest efficiency and effectiveness in Board members being prepared for work during regular board meetings, Board members will receive the final agenda along with any additional documents at least 7 calendar days before the regular board meeting. Therefore, the deadline for submitting items for inclusion on the agenda is 10 calendar days before regular meetings and the 3 calendar day before special meetings.

Method of Communication

Board members will use an online platform to access and read board agendas and supporting documents. Board packets will be **uploaded** 7 days before the regular meeting so that agenda items and supporting documents are reviewed before the final agenda is posted. Board members are able to get questions answered by the superintendent in advance of the board meeting.

Preparation

In consultation with the Board President, the Superintendent shall prepare the agenda for all Board meetings. Any Board member may request that a subject be included on the agenda for a meeting, and the Superintendent shall include on the preliminary agenda of the meeting all topics that have been timely submitted by a Board member.

Any other person may request in writing to the Superintendent that an item be placed on the agenda. Such requests shall describe the subject matter to be considered and shall outline any requested Board action.

Before the official agenda is finalized for any meeting, the Superintendent shall consult the Board President to ensure that the agenda and the topics included meet with the Board President's approval. In reviewing the preliminary agenda, the Board President shall ensure that any topics the Board or individual Board members have requested to be addressed are either on that agenda or scheduled for deliberation at an appropriate time in the near future. The Board President shall not have authority to remove from the agenda a subject requested by a Board member without that Board member's specific authorization.

Notice to Members

Members of the Board shall be given notice of regular and special meetings at least 72 hours prior to the scheduled time of the meeting and at least one hour prior to the time of an emergency meeting.

Closed Meeting

Notice of all meetings shall provide for the possibility of a closed meeting during an open meeting, in accordance with law.

The Board may conduct a closed meeting when the agenda subject is one that may properly be discussed in closed meeting. [See BEC].

Order of Business

The order of business for regular Board meetings shall be as set out in the agenda accompanying the notice of the meeting. At the meeting, the order in which posted agenda items are taken may be changed by consensus of Board members.

Rules of Order

The Board shall observe the parliamentary procedures as found in *Robert's Rules of Order, Newly Revised*, except as otherwise provided in Board procedural rules or by law. Procedural rules may be suspended at any Board meeting by majority vote of the members present.

Voting

Voting shall be by voice vote or show of hands, as directed by the Board President. Any member may abstain from voting, and a member's vote or failure to vote shall be recorded upon that member's request.

Consent Agenda

When the agenda is prepared, the Board President shall determine items, if any, that qualify to be placed on the consent agenda. A consent agenda shall include items of a routine and/or recurring nature grouped

together under one action item. For each item listed as part of a consent agenda, the Board shall be furnished with background material. All such items shall be acted upon by one vote without separate discussion, unless a Board member requests that an item be withdrawn for individual consideration. The remaining items shall be adopted under a single motion and vote.

Minutes

Board action shall be carefully recorded by the Board Secretary or clerk when approved, these minutes shall serve as the legal record of official Board actions. The written minutes of all meetings shall be approved by vote of the Board and signed by the Board President and the Board Secretary.

The official minutes of the Board shall be retained on file in the office of the Superintendent and shall be available for examination during regular office hours.

Discussions and Limitation

Discussions shall be addressed to the Board President and then the entire membership. Discussion shall be directed solely to the business currently under deliberation, and the Board President shall halt discussion that does not apply to the business before the Board.

The Board President shall also halt discussion if the Board has agreed to a time limitation for discussion of an item, and that time limit has expired. Aside from these limitations, the Board President shall not interfere with debate so long as members wish to address themselves to an item under consideration.

Communications Operating Procedures

Monitoring Reports

For each Student Outcome Goal, Goal Progress Measure, Constraint, and Constraint Progress measure the superintendent will provide a monitoring report in open session during the regularly scheduled board meeting in accordance to the Monitoring Calendar approved by the board. [See Appendix 3]. The monitoring report must contain the following:

- A. the goal/constraint being monitored,
- B. the measures showing three previous reporting periods (with previous years comparison), the current reporting period, and the annual and deadline targets,
- C. the Superintendent evaluation of performance, and
- D. supporting documentation that evidences the evaluation and describes any needed next steps.

Superintendent's Plan

The board will receive a copy but did not vote to approve/disapprove unless required by law the Superintendent's plan(s) for implementing the Board's student outcome goals and ensured that the plan included both an implementation timeline and measurements.

Staff Time Tracker Report

The Board receives an annual report to track the average cost of time spent on governance. This includes the time of any staff members spent preparing for, attending, and debriefing after meetings. This includes all Board-authorized public meetings as well as all closed sessions and hearings.

Board Meeting Materials

Board members receive the final version of the materials to be voted on at least seven days in advance of the Board-authorized public meeting during which the materials would be considered.

No edits are made to the Board's regularly scheduled meeting agenda during the meeting or during the three business days prior to the meeting (unless a state of emergency was declared).

Board Communication Expectations

The Board has set the expectation that information provided by the Superintendent to one Board Member is provided to all Board Members.

All Board Members and the Superintendent agree that none of the Board Members are to provide operational advice or instructions to the Superintendent.

The Superintendent will text all Trustees any urgent information that cannot wait until the weekly update.

Community Engagement Operating Procedures

The Board will establish a two-way communication system where Board Members, at least once a year, listen for and discuss the vision of their students. In addition, Board Members will listen for and discuss the vision and mission of their families, staff, and community members. (see appendix X-insert example)

Board Members shall host community meetings to discuss progress toward student outcome goals at each feeder pattern with low performing campuses on an annual basis.

Board Members shall host and led at least one training on Lone Star Governance for its community and students on a bi-annual basis.

All newly selected Board Members receive an orientation on Lone Star Governance from fellow Board Members on their Board or from a certified Lone Star Governance Coach either prior to being seated or within 30 days of being seated.

Board Members shall contact the Superintendent's office prior to any school or department visit, except when attending a scheduled school function or activity to which parents or members of the public are invited.

The Board, either collectively or through the actions of individual Board Members, shall not perform or appear to perform any of the responsibilities delegated to the Superintendent.

While a Board Member has no authority over staff members, it is often difficult for staff members to view the Board Member as a parent rather than as a Board Member. Board Members are encouraged to do the following:

- A. When acting as parents, make it clear that they are acting as parents.
- B. Neither request nor accept extraordinary consideration for their children.
- C. Board Members/Parents must follow all security procedures when visiting a campus.