BRIDGEPORT
INDEPENDENT SCHOOL DISTRICT

Approved on Oct. 10, 2011

School Board
Procedures Handbook



The purpose of the Bridgeport ISD's Board of Trustees Code of Conduct and Standard Operating Procedures is to provide information that will help with the questions and pave the way for successful school board meetings. Not all district policies and procedures are included. Those included have been summarized.

The Board of Trustees Code of Conduct and Standard Operating Procedures is not a substitute for the official district policy manual. It is a guide to and a brief explanation of district policies and procedures related to the Board of trustees Standard operating Procedures. These policies are not intended to replace or act as a substitute for state law, administrative rule or adopted Bridgeport ISD Board policy. In the event that it is determined that any provision is inconsistent with a provision of state law, state or federal administrative rule or adopted Bridgeport ISD Board policy, this manual shall be interpreted to the extent possible to harmonize the provisions.

In the event that they cannot be harmonized, provisions contained in state law, state or federal administrative rule or adopted Bridgeport ISD Board policy shall control. These policies and procedures can be changed at any time by the Board of trustees.
In the event of Board adopted amendments to these procedures, such changes shall supersede any handbook provisions that are not compatible with the change. For more information, please refer to the policy codes that are associated with specific topics. The Texas Association of School Board policy manual is located under the subheading "School Board" on the Bridgeport ISD web site at *www.Bridgeportisd.org*.

The Board will annually review and revise this Code of Conduct and Standard Operating Procedures in June of each School Year

BISD Board of Trustees

President	**Scott Hiler**
Vice President	**Charles Mauldin**
Secretary	**Duane Sutherland**
Assistant Secretary	**Richard Vidal**
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	Casey Prisel
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Superintendent	**Dr. Amy Ellis**

TABLE OF CONTENTS

Mission Statement, Vision, Core Beliefs and Goals **4**

Bridgeport ISD Board of Trustees Priorities 2021-2022 **5**

Priority Area: Human Resources **5**

2021-22 Bridgeport ISD Team of 8 Goals **6**

The Bridgeport ISD Team of 8 will provide... 6
Bridgeport ISD Strategic Goals 6

ETHICS for School Board Members **7**

Framework for Governance Leadership (and School Board Development) **8**

Preamble: 8
Vision 8
Structure 8
Accountability 9
Advocacy 9
Unity 10

Developing Board Meeting Agenda **10**

Operational Procedures **12**

Requesting Information about a Meeting Agenda Item 12
Communicating with Other Board Members Between Meetings 12
Requesting Information Not Related to an Agenda Item 13
Visiting Campuses as a Board Member 13
Responding to Employee or Community Complaints or Requests 14
Communicating with the Media 14
Communicating with the Community 15
Participating in the Board Meeting as a Trustee 15
Participating as a Trustee in Public Comment 16
Conducting Closed Sessions 16

Orientation for New Board Member **17**

Expressing Concerns about other Board Members or District Personnel **18**

Monitoring Superintendent Performance **19**

Continuing Education Requirements for School Board Members **20**

Board Training **21**

District and Campus Administrative Personnel **22**

Bridgeport ISD

Established by the BISD District Advisory Committee

MISSION STATEMENT, VISION, CORE BELIEFS AND GOALS

Mission Statement

An empowering district working together to make success a reality

Vision

Bridgeport ISD is committed to preparing students to use technology to problem solve, think creatively, communicate and work with others in order to become successful students and productive citizens.

Core Beliefs

Data drives decisions.
Together we make a difference.
High expectations yield high results for all learners.
Education is a shared partnership with the community.
Everyone is a uniquely talented learner and contributor.
Students deserve a highly qualified and well-trained staff.
A safe, nurturing, and flexible environment is critical to success.
Technology's potential must be embraced and focused on learning.
Student centered learning is the priority and is the basis for all decisions.
Organizational transformation is necessary to equip 21st century learners.
Lifelong learners will produce educated citizens for a prosperous society.
Leaders recognize and empower the expertise of students, staff, and parents.
Assessment of learning is multi-faceted, learner-centered, and values mastery.
Effective communication and collaboration builds trust among all stakeholders.
Work is engaging, meaningful, relevant and focused on profound learning and standards that are essential for student success in a global society.

BRIDGEPORT ISD BOARD OF TRUSTEES PRIORITIES

Priority Area: Human Resources
Recruit, hire, and retain qualified and quality teachers with multiple areas of certification.

Priority Area: Teaching & Learning
Identify ways to take advantage and make better use of the District of Innovation status to better utilize current local teaching certifications.

Priority Area: Finance & Business Operations
Develop, adopt, and maintain a budget that will position Bridgeport ISD to be an attractive destination for good teachers to work and stay.

Priority Area: Students & Student Services
Identify ways to encourage students to be more involved in extracurricular and co-curricular activities and to feel pride in their school, their school district, and their community. Provide a report to the Board of Trustees at year-end on the numbers and percentages of students participating in extra-curricular and co-curricular activities as well as the number of students participating in multiple activities.

Priority Area: Parents & Community Involvement
Develop and implement a program to encourage and increase parent and community involvement and participation on our schools that ensures that they feel comfortable and welcome. In addition, provide for a way to accurately measure and report on their involvement and ways to recognize community members for their service and involvement.

Priority Area: Technology
Ensure that the district has the most up-to-date technology to keep our students and staff on the “cutting edge.” Identify and implement programs utilizing technology that are beneficial, cost-effective, and proven.

Priority Area: External & Internal Communication
Develop and implement a plan and process to keep the community up-to-date and informed about school issues – a clearly stated public relations/communication program that promotes consistency and branding.

Priority Area: Campus & District Climate and Culture
Seek additional ways to ensure our campuses are positive places to learn and work, that students, parents, and the community are proud of their schools and school system.”

Priority Area: Mentoring
Implement a “big brother” “big sister” program where upper classmen can mentor incoming freshmen to assist in making the transition from middle school to high school safe and easy. Implement a “teacher to teacher” and “teacher to student” mentoring program that takes advantage of positive, motivated, experienced, and quality teachers.

BRIDGEPORT ISD TEAM OF 8 GOALS

The Bridgeport ISD Team of 8 will provide...

- leadership to support continued improvement in academic achievement and accountability.
- leadership to support effective communication with all BISD stakeholders and increase parent involvement throughout the district.
- leadership to ensure effective fiscal and daily plant operations.
- leadership to ensure the district is staffed with high quality educators.

Bridgeport ISD Strategic Goals

GOAL 1 **Bridgeport ISD will focus on student success.**

GOAL 2 **Bridgeport ISD will focus on organizational excellence.**

GOAL 3 **Bridgeport ISD will focus on student, family, and community relations.**

GOAL 4 **Bridgeport ISD will focus on accountability.**

GOAL 5 **Bridgeport ISD will focus on 21st Century learning.**

ETHICS FOR SCHOOL BOARD MEMBERS

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

Equity in attitude

- I will be fair, just, and impartial in all my decisions and actions.
- I will accord others the respect I wish for myself.
- I will encourage expressions of different opinions and listen with an open mind to 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 keep confidential information that is privileged by law or that will needlessly harm the District if disclosed.

Commitment to service

- I will focus my attention on fulfilling the Board's responsibilities of goal setting, policymaking, and evaluation.
- I will diligently prepare for and attend Board meetings.
- I will 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.

FRAMEWORK FOR GOVERNANCE LEADERSHIP (AND SCHOOL BOARD DEVELOPMENT)

Preamble:

The Board of Trustees is the educational policy-making body for Texas public school districts. To effectively meet the challenges of public education, school boards and superintendents must function together as a leadership team. Each leadership team must annually assess its development needs as a corporate body and individually to gain an understanding of the vision, structure, accountability, advocacy, and unity needed to provide educational programs and services that ensure the equity and excellence in performance of all students. The Framework for School Board Development has been approved by the State Board of Education to provide the critical areas of development for all public school boards.

Vision

- The board ensures creation of a shared vision that promotes enhanced student achievement.
- The board keeps the district focus on the educational welfare of all children.
- The board adopts a shared vision based on community beliefs to guide local education.
- The board ensures that the vision supports the state's mission, objectives and goals for education established by law.
- The board ensures that the district vision expresses the needs of the children & community.
- The board demonstrates its commitment to the vision by using the vision to guide all board deliberations, decisions, and actions.

Structure

- The board provides guidance and direction for accomplishing the vision.
- The board recognizes the respective roles of the Legislature, State Board of Education, the Texas Education Agency, and Local Boards of Trustees in the governance of the public schools.
- The board fulfills the statutory duties of the local board of trustees and upholds all laws, rules, ethical procedures, and court orders pertaining to schools and school employees.
- The board focuses its actions on policymaking, planning, and evaluation.
- The board adopts a planning and decision making process consistent with state statute that uses participation, information, research, and evaluation to help achieve the district's vision.
- The board ensures that the district planning and decision making process enables all segments of the community, parents, and professional staff to contribute meaningfully to achieving the district's vision.
- The board develops and adopts policies that provide guidance for accomplishing the district's vision, mission and goals.
- The board adopts a budget that incorporates sound business and fiscal practices and provides resources to achieve the districts vision, mission and goals.
- The board adopts goals, approves student performance objectives, and establishes

policies that provide a well-balanced curriculum resulting in improved student learning.
- The board approves goals, policies, and programs that ensure a safe and disciplined environment conducive to learning.
- The board oversees the management of the district by employing a superintendent and evaluating the superintendent's performance in providing education leadership, managing daily operations and performing all duties assigned by law.
- The board adopts policies and standards for hiring, assigning, appraising and compensating school district personnel in compliance with state laws and rule.

Accountability

- The board measures and communicates how well the vision is being accomplished.
- The board ensures progress toward achievement of district goals through a systematic, timely, and comprehensive review of reports prepared by or at the direction of the superintendent.
- The board monitors the effectiveness and efficiency of instructional programs by reviewing reports prepared by or at the direction of the superintendent and directs the superintendent to make modifications that promote maximum achievement for all students.
- The board ensures appropriate assessments are used to measure achievement of all students.
- The board reports district progress to parents and community in compliance with state laws and regulations.
- The board reviews policies for effective support of the district's vision, mission and goals.
- The board reviews the efficiency and effectiveness of district operations and use of resources supporting the district's vision, mission and goals.
- The board evaluates superintendent's performance annually in compliance with state laws and local policy.
- The board annually evaluates its performance in fulfilling the board's duties and responsibilities, and the board's ability to work with the superintendent as a team.

Advocacy

- The board promotes the vision.
- The board demonstrates its commitment to the shared vision, mission, and goals by clearly communicating them to the superintendent, the staff, and the community.
- The board ensures an effective two-way communication system between the district and its students and employees, the media and the community.
- The board builds partnerships with community, business, and governmental leaders to influence and expand educational opportunities and meet the needs of students.
- The board supports children by establishing partnerships between the district, parents, business leaders and other community members as an integral part of the district's educational program.
- The board leads in recognizing the achievements of students, staff, and others in education.
- The board promotes school board service as a meaningful way to make long-term contributions to the local community and society.

Unity

- The board works with the superintendent to lead the district toward the vision.
- The board develops skills in teamwork, problem solving and decision making.
- The board establishes and follows local policies, procedures, and ethical standards governing the conduct and operations of the board.
- The board understands and adheres to laws and local policies regarding the board's responsibility to set policy and the superintendent's responsibility to manage the school district and to direct employees in district and campus matters.
- The board recognizes the leadership role of the board president and adheres to law and local policies regarding the duties and responsibilities of the board president and other officers.
- The board adopts and adheres to established policies and procedures for receiving and addressing ideas and concerns from students, employees, and the community.
- The board makes decisions as a whole only at properly called meetings and recognizes that individual members have no authority to take individual action in policy or district and campus administrative matters.
- The board supports decisions of the majority after honoring the right of individual members to express opposing viewpoints and vote their conviction.

DEVELOPING BOARD MEETING AGENDA

Who can place items on agenda?

1. Agendas are created by the administration and presented to the Board.
2. Any member of the Board of Trustees may request that a subject be included on the agenda for the meeting. That request shall be forwarded to the Superintendent or President of the Board. The President shall ensure that the topic requested is on that agenda or scheduled for deliberation at an appropriate time in the near future.
3. The Superintendent shall include on the agenda all trustee-requested items that have been timely submitted.

When is the agenda finalized?

1. No item can be placed on the agenda less than seven calendar days in advance of the meeting, unless delay in acting or discussing an added agenda item could seriously affect the operations of the District.
2. No item can be placed on the agenda less than 72 hours in advance of the meeting, unless an emergency
3. or urgent public necessity exists."
4. Any agenda item added to the agenda after the original posting shall be done so in accordance with state laws.

When are Board members notified of a board meeting?

Board member shall be notified of a meeting:

1. at least 72 hours prior to a regular or special meeting; at least 2 hours prior to an emergency meeting
2. Board members will be advised through the administrative reports as the agenda summary and complex agenda items are being developed.
   551.088 Discussing individual assessment instruments or items
   418.183 Homeland Security – Discussing information regarding emergency response providers, risk or vulnerability assessment, construction or assembly of weapons and other security information.
3. It is the president's responsibility to identify those agenda items or subjects that are protected by an
4. exception to the Texas Open Meetings Act and to make sure the proper public notice is given before any closed meeting is convened.
5. Prior to recessing the public meeting and convening the closed meeting, the president will publicly identify the section or sections of the Texas Open Meetings Act that authorize the closed meeting.
6. All final votes, actions or decisions will be taken when the open or public meeting is reconvened.

Use of Consent Agenda:

1. When the agenda is prepared, the Board President shall determine items, if any, that qualify to be placed on the consent agenda.
2. 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 Trustee requests that an item be withdrawn for individual consideration. The remaining times shall be adopted under a single motion and vote.
3. Any agenda item added to the agenda after the original posting shall be done so in accordance with state laws.
   - Routine items
   - Annual renewals of Region XI and TEA items (grant applications, etc,)
   - Budget amendments
   - Routine personnel items
   - Over $500 tax refunds
   - Gifts, donations and bequests

Requesting Information about a Meeting Agenda Item

4. Members are encouraged to ask for information from the superintendent before the board meeting.
5. Any questions about agenda items or requests for additional information about them will be directed to the superintendent or his/her designee (or administrator responsible for the agenda item) noted in agenda packet.
6. If the information requested is readily available the superintendent (or designee) will provide it to the requesting members and report it to the board at the meeting. If the requested information cannot be gathered prior to the meeting, the superintendent (or designee) will make every attempt to provide the answers or requested information at the meeting.
7. If a written report is provided in response to the request, all members will receive a copy.
8. Board members may discuss the provided information in the meeting if necessary.
9. Board members may ask additional questions about agenda items in the meeting.

Related Policies:

Communicating with Other Board Members Between Meetings

The superintendent will communicate with each board member by email, text or phone call that may include information such as:

10. District events
11. Progress reports on directives
12. Follow-up reports in answer to board member questions
13. Updates on administrative matters or district operations

The superintendent will meet with the board president as needed, or communicate by telephone, fax, and/or email to inform him or her of district issues that may need to come before the board for information or action. The board president may direct the superintendent to distribute copies of documents to each member of the board for information. Email is the preferred method of distribution unless unusual circumstances dictate an alternate method."

The superintendent will communicate requested information to all board members in as timely a manner as possible without interfering with the regular conduct of district business.

Board members may communicate with other individual members for purposes of asking questions, clarifying factual information, or socializing under circumstances that do not conflict with or circumvent the Texas Open Meetings Act.

Board members may not communicate with other individual members for purposes of soliciting votes in support of or opposition to items of business that may come before the board.

Board members who wish to share information relevant to district business will relay the information to the superintendent's office for distribution to all members.

Related Policies: BE (LEGAL)

Requesting Information Not Related to an Agenda Item

1. Members should request information not related to a meeting agenda item directly from the superintendent.
2. The superintendent will determine if the information requested is available from existing sources or records or if it requires that a special, one-time-only report be developed.
3. If the requested information can be provided from readily available data with no diversion of staff time, then it will be provided as soon as reasonable.
4. In the event the request requires a special report that will divert staff time from established priorities, the superintendent will notify the requestor and the board president of this fact.
5. The board president will place the request for information on the next meeting agenda to determine if a majority of the board agrees the requested information is important for its future decision-making.
6. If the board does agree that the information is important for future decision-making, then the superintendent will direct that a report be developed and provided as requested by the board.
7. All team members will receive a copy of any report generated by a board member's request in accordance with this procedure.

Related Policies: BBE (LOCAL)

Visiting Campuses as a Board Member

1. Board members are encouraged to attend as many school events or accept any invitations as their time permits.
2. Board members may visit any campus after checking with the principal about the best time to visit, as long as they do not disrupt the learning process.
3. Board members are required to check in with the principal's office and to follow campus guidelines for visitors."
4. The Board will never give instructions to any employee other than the Superintendent except that requests may be made to the Superintendent's secretary. The only exception would be when safety or liability is immediately at risk.
5. When visiting with teachers of their own children, board members will make it clear that they are acting as parents rather than as board members.

Board members will not request or accept extraordinary consideration or "favors" from any district employee.

Related Policies: GKA (LEGAL), BBF (LOCAL) and BBFA (LEGAL)

Responding to Employee or Community Complaints or Requests

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

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

Communicating with the Media

Regarding Executive Session Items

1. The board president or designee will serve as the board spokesperson to the media on issues regarding board actions."
2. The superintendent or, in his or her absence, a specified designee shall be the official district spokesperson to the media on issues of district attention.
3. Any board member receiving a call from the media requesting information, comments, or an interview will direct the media representative to the superintendent for district business and to the board president for board-specific issues.

Regarding Non-Executive Session Items

If speaking to a media representative, board members should clarify at the beginning of the

interview that they are speaking as individuals rather than as authorized representatives of the board of trustees. Along with the board member's personal comments, the board member will remind media representatives of the official position or action already taken on the issue by the board of trustees and refer media to the spokesperson for further information.
2) It is inappropriate to state an opinion on an upcoming issue that is scheduled for discussion at a board meeting.
3) Members will not speak negatively about another member, superintendent, or staff in the community.

Related Policies: BBF (LOCAL), and GBB (LOCAL)

Communicating with the Community

1. Board members are encouraged to participate in community activities as liaisons between the public and the school district. When doing so, board members are expected to:
   - Relay information about district goals.
   - Clarify a trustee's limitations, obligations, and responsibilities as a member of the board.
   - Support board decisions.
   - Interact in a positive manner.
   - Listen politely and respectfully to comments.
   - Make no commitment on behalf of the board or district.
   - Not criticize district personnel.
   - Refer questions about specific district activities to the appropriate staff person when they do not know the answers.
2. The Board of Trustees encourages community input; however, anonymous calls or letters will not be considered.
3. Signed letters addressed to the board or a board member will be forwarded to the president or the superintendent for inclusion in the board information packet.

Participating in the Board Meeting as a Trustee

1. Administration will ensure that supporting information required for informed decision-making is supplied to each member in the Board Meeting Agenda Packet.
2. Agenda packets will be distributed to board members at least four days before scheduled board meetings."
3. All participants will be prepared to address items on the agenda.
   - Board members will read agenda packet materials before each board meeting.
   - Board members will ask agenda-item-related questions of the superintendent.
   - Board members are not precluded from asking relevant questions about agenda items during board meetings. However, the right to question should not serve as an excuse for lack of preparation.
4. If a Board member will be unable to attend or will be late to a meeting he/she should contact the Superintendent's secretary, notifying her that they will either be absent or with an expected time of arrival.
5. The board president will have full authority to follow and enforce Robert's Rules of Order (Newly Revised), designated in policy as the board's parliamentary authority.

Related Policies: BE (LEGAL)

Participating as a Trustee in Public Comment

1. Persons wishing to address the board during open public comment will comply with the provisions of policy BED (LOCAL) that outlines the specific times and procedures applicable to public comments during board meetings.
2. A copy of policy BED (LOCAL) will be available for public review at the posted meeting site.
3. During the “public comment” section of the meeting, board members will listen to comments but, as the designated spokesperson, only the presiding officer may respond if a response to the speaker is required. Those responses are limited to:
   - Correcting misstatements of fact presented by the speaker.
   - Referring the speaker to applicable board policy.
   - Placing the item on a future board agenda for discussion if not listed on the current board agenda.
4. With the approval of the board, the presiding officer may direct the superintendent to investigate matters brought forward during public comment and report findings to the board at a later meeting.
5. If a member of the public has been afforded an opportunity to speak and his or her comments reflect a
6. complaint about an individual district staff or board member, the presiding officer will refer the speaker to the appropriate formal grievance policy.
7. The board must bear in mind that persons who speak during public comments have First Amendment rights. The board should seek legal advice before disallowing a person’s contribution to public comment based solely on the content of the speaker’s comments.

Conducting Closed Sessions

1. Closed session shall be conducted in accordance with the Texas Open Government Act and Texas Public Information Act.
2. The board can only discuss items allowable by Texas Government Code Chapter 551.

A. Attorney Consultation	Gov’t Code 551.071
B. Real Property	Gov’t Code 551.072
C. Prospective Gift	Gov’t Code 551.073
D. Personnel Matters	Gov’t Code 551.074
E. Employee - Employee Complaint	Gov’t Code 551.082
F. Student Discipline Complaint	Gov’t Code 551.082
G. Security	Gov’t Code 551.076

ORIENTATION FOR NEW BOARD MEMBER

1. Local district orientation will be scheduled to take place within two weeks of the date a new board member takes the oath of office, but no later than four weeks.
2. The superintendent and at least one incumbent board member will participate in the orientation. Additional administrative staff members may also be included to present specific information about the district.
3. Orientation will include but not limited to:

- General district information such as
  - Number of students, teachers, and other employees
  - Number of campuses and their enrollments
  - Student demographics
  - Administrative structure and directory of key personnel
  - Ongoing issues of interest to patrons
- Overview of district programs and operations such as:
  - District vision, mission, goals, and plans including,
  - District planning and evaluation process and calendar
  - Most recent AEIS report, campus report cards, and district annual report
  - District budget overview including,
  - Current adopted budget summary
  - Recent trends in revenue, appropriations, tax rates, property values
  - Development process and calendar
  - Overview of district curriculum objectives, standards, and instructional programs
  - Policy development and review process and location of manuals
  - Personnel hiring practices and salary schedule
  - Superintendent performance goals, current evaluation instrument, process and calendar
- Team operations, including:
  - Overview of roles and responsibilities of the board and superintendent”
  - Required continuing education and calendar of training opportunities
  - Current team improvement goals and continuing education targets
  - Calendar of district and board events
  - Current team operating procedures

Related Policies: BBD (LEGAL)

EXPRESSING CONCERNS ABOUT OTHER BOARD MEMBERS OR DISTRICT PERSONNEL

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

1. Concerns about the board president may be discussed with the board vice-president.
2. Members will not take concerns about fellow board members to the superintendent."
3. Members will not speak negatively about another member, superintendent, or staff in the community.

Related Policies: BBFA (LEGAL), BBF (LOCAL)

MONITORING SUPERINTENDENT PERFORMANCE

1. The Superintendent's job performance will be monitored systematically and rigorously using guidelines set by the Commissioner of Education and local policy.
2. The Board will conduct two formal evaluations each year. These times and dates are approved by the Board with input from the Superintendent.
3. The first evaluation will occur in January at either the regular board meeting or at a special called meeting. The Board along with input from the Superintendent will decide the day of the meeting. The Superintendents contract will be considered at this meeting. Salary increase may or may not be considered at this meeting (determined by the Board with input from the Superintendent)
4. The second formal evaluation will be conducted in July of each year and again may be conducted at the regularly scheduled board meeting or a special called meeting. The Board along with input from the Superintendent will decide the day of the meeting. Salary increase may or may not be considered a t this meeting (determined by the Board with input from the Superintendent)
5. The evaluation will be conducted in closed session with NO votes or straw polls taken in the closed session. All motions and votes concerning the evaluation, contract, salary will be made in open session. The Superintendent may or may not be asked to step outside during deliberation by the board.
6. The Board will use an evaluation instrument that has been locally developed and approved by the board with input from the Superintendent and may contain suggestions from the Commissioner. The instrument used by the Bridgeport I.S.D. was approved in December of 2017 and followed guidelines established at the Team of Eight meeting of 2017.
7. The following components are used in the evaluation of the Superintendent:
   - Team of Eight Goals and Performance Objectives
   - Superintendent's Job Description found in the Board Policy Manual"
   - Commissioners Report on Student Performance
   - At least one formal appraisal of the Superintendent must be made within a 15 month time period in order for Superintendent to receive salary from local funds
8. All information in the Superintendents evaluation in closed session is strictly confidential
9. The Superintendent may choose to complete the evaluation form and give it to the Board at the previous month's meeting or email it to the Board. The Board can read through the Superintendents comments on the form and score it appropriately with the right to change the score at the regular meeting in which the evaluation is done-ALL completed forms must be given to the Superintendent at the conclusion of the evaluation process.

CONTINUING EDUCATION REQUIREMENTS FOR SCHOOL BOARD MEMBERS

Annual Required Hours

http://tea.texas.gov/Texas_Schools/School_Boards/School_Board_Member_Training/

Level	Required Continuing Education	New Board Member (First Year)	Veteran Board Member	Eligible Provider(s)
Level 1	**Local District Orientation (LDO)**	Three hours within the first 120 days in office	N/A	**Local District**
	Orientation to the Texas Education Code (OTEC)	Three hours within the first 120 days in office	N/A	**Education Service Centers**
	Update to the Texas Education Code (UTEC)	N/A – (optional- for Level 3 credit)	Following each legislative session	**Registered Providers**
Level 2	**Team-building (Team-of-Eight)**	Three hours	Three hours every year	**Registered Providers**
Level 3	**Additional Education based on Framework for School Board Development**	Ten hours	Five hours every year	**Registered Providers**
Level 4	**Evaluating and Improving Student Outcomes (SB 1566 / HB 3)**	Three hours within the first 120 days in office	Three hours every two years***	**Authorized Providers** **LSG Coaches**
TBD	Sexual Abuse, Human Trafficking, and Other Maltreatment of Children (HB 403 -86th)	One hour within the first 120 days in office	One hour every two years***	**Registered Providers**
Govt Code	Open Meetings Act (OMA)	One hour within the first 90 days in office	N/A	**Attorney General of Texas**
Govt Code	Public Information Act (PIA)	One hour within the first 90 days in office – **See Board Policy BBD [Local]**	N/A	**Attorney General of Texas**
Govt Code	Cybersecurity (HB 3834 -86th)	Varies by provider	One hour every year	**Department of Information Resources**
	State Plan for Gifted/ Talented Education	See local district policy for training requirements		**Local District**
**New	Security Training	Two hours withing the first 120 days	Every two Years	**TEA**

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Board Training Hours are reported at the April Board Meeting.

The Bridgeport ISD Board has approved the following Board Trainings:

- TASB/TASA Convention
- Summer Leadership Institute
- TASB On-line Training
- Team Building (Conducted in District)
- Budget Workshop (Conducted in District)
- Region XI Workshops

Goal Setting:

- Specific Goals on early childhood literacy and a college, career and military goal.
- TASB can help in establishing these goals.

Identifying and reporting sexual abuse, human trafficking, and maltreatment (HB 403)

Requires school board members to complete, every two years, one hour of training on identifying and reporting potential victims of sexual abuse, human trafficking, and other maltreatment of children. Superintendents with renewable certificates are required to complete two-and-a-half hours of continuing education on these topics every five years. (Effective 9/1/2019)

Cybersecurity training (HB 3834)

All employees and board members who have access to a local government computer system or database are required to complete state approved cybersecurity training at least once each year. (Effective 6/14/2019)