

Board Operating



Procedures

Adopted September 14, 2009
Revised October 2015

Brackett ISD Board of Trustees
PO Box 586
Brackettville, TX 78832
830-563-2491
Fax 830-563-9264
www.brackettisd.net

TABLE OF CONTENTS

Board Members Ethics
Code of Conduct
Mission Statement
Vision Statement
Core Beliefs

Board Operating Procedures

Agenda
Anonymous Calls and/or Letters
Board Officers
Campaigning for Election or re-Election
Closed Sessions
Communications
Communication With Legal Counsel
Complaints
Conduct During Meetings
Evaluation of Superintendent
Goal Setting
Media
Members as Parents
Reimbursable Expenses
Request for Information or Report
Required Training
Review of Code of Ethics & Operating Procedures
Role and Authority of Members / Officers
Self-Evaluation
Violations and Sanctions
Visit to Campus Guidelines
Voting

BOARD MEMBERS ETHICS

Policy BBF (LOCAL)

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.

HONOR IN CONDUCT

- I will make no personal promise or take private action that may compromise my performance or my responsibilities.
- 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, policy making, 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.

STUDENT- CENTERED FOCUS

- I will seek continuing education that will enhance my ability to fulfill my duties effectively.
- I will be continuously guided by what is best for all students of the District.

CODE OF CONDUCT

Policy BBF Local

I realize that to be the most effective advocate for children, we, as the Board, must function as a team. To this end, I pledge to adhere to the principles listed below. Should I, for whatever reason, fail to follow these guidelines, I ask my fellow Board members to call it to my attention. When that happens, I pledge to accept the feedback in a constructive manner without anger or finger-pointing, and to renew my efforts to follow this code of conduct.

1. I will deal with issues and not personalities.
2. I will respect the views of other Board members.
3. I reserve the right to disagree, but I will not be disagreeable. Nor will I harbor grudges against other Board members from past issues or events.
4. I will treat other Board members and school employees in a professional manner.
5. I will fully discuss and share information on Board issues and will not blindside the administration or the Board.
6. I will respect the confidentiality of executive sessions and any privileged information shared with me by a Board member or the Superintendent.
7. I will seek to inform and include all Board members in my discussion of issues.
8. I will always hold the interests of students above those of individuals or special interest groups.
9. I will not seek to align a majority vote of Board members on an issue outside the regular Board meeting.
10. I will seek to continually improve my knowledge, skills and abilities as a Board member.
11. When I learn of an error I have made, I will report the error to the Board.
12. I will attend and be prepared for all Board meetings.



MISSION STATEMENT

POLICY AE (LOCAL)

The mission of BISD, in partnership with parents and the community, is to enable students to be safe and obtain the knowledge, desire, and integrity to pursue meaningful and productive lives.

VISION STATEMENT

Brackett ISD ensures graduates have diverse learning experiences, creating confidence to reach their full potential and the honesty to own mistakes and the integrity to start again and achieve goals.

CORE BELIEFS

(ADOPTED 12/09/2013)

We believe Brackett ISD instills confidence, honesty and integrity in students to challenge, prepare and empower students to succeed in life.

We believe our students desire to be productive citizens.

We believe in Brackett ISD that instruction should be flexible to meet each student's needs.

We believe that Brackett ISD attracts and retains highly qualified staff.

We believe the Brackett ISD School Board is open-minded, engaged, supportive, student-focused and provides the tools and resources necessary for success.

We believe the Brackett ISD community is a support, giving and trusting community that deserves to be informed and involved.





Board Operating Procedures Brackett Independent School District

In effective school systems, the Superintendent and the Board function as a “Team of Eight.” A structured approach to first developing a vision for the district and setting goals is enhanced by first developing a system of standard operating procedures. The School Board is the corporate policy making body for the district and the Superintendent and staff provide the leadership to cause Board policies to be implemented. Therefore, the Brackett ISD Board of Trustees and Superintendent function as a “TEAM OF EIGHT” to provide open communication to the staff and patrons of the district.

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



I. DEVELOPING BOARD MEETING AGENDA

Policy BE

- A. Who can place items on agenda and guidelines:
 - 1. Agendas are created by the Superintendent and Board President with notice presented to the Board on the Thursday prior to any regular Monday meeting.
 - 2. Board members must submit items for inclusion on the agenda, in writing or verbally to the Superintendent or Board President, by noon of the seventh day before regular meetings and noon of the sixth day before special meetings.
 - 3. In accordance with Texas Open Meeting Law, no item can be placed on the agenda less than 72 hours in advance of a meeting, except in an emergency as defined by law (*Texas Code*).
 - 4. The Board President shall ensure that all timely submitted trustee requested agenda items are either on that agenda or scheduled for deliberation at an appropriate time in the near future.

- B. Items that will not be heard in open session:
 - 1. All personnel issues unless an exception under the Texas Open Meetings Act applies.
 - 2. Anything that could violate an individual's right to privacy.
 - 3. All exceptions as covered in the Texas Open Meetings Act.

- C. Consent agenda items are routine or reoccurring items and are generally acted upon by one vote. Board members are furnished with all background material related to consent agenda items one week in advance of any regular meeting.
1. Minutes of regular and special meetings
 2. Business/Financial information (*financial recap, check run*) – **REMOVED 4/2011**
 3. Administrative reports



II. MEMBER CONDUCT DURING BOARD MEETINGS

Policies BED, BE

(Four members present constitute a quorum for a meeting.)

In addition to the following procedures, board members shall adhere to the Board Code of Conduct at all times.

- A. Persons addressing the Board:
1. Audience participation at board meetings is limited to the portion of the meeting designated as Open Forum. The audience may not enter into a discussion or debate on matters being considered by the board at any other time during the meeting, unless recognized by the presiding officer. No presentation shall exceed five minutes. Delegations of five (5) or more persons shall appoint one spokesperson to present their views to the Board
 2. At regular board meetings the board shall allot a total of thirty (30) minutes to hear persons who desire to make comments to the board. Persons who wish to participate in this portion of the meeting shall *sign up with the presiding officer or designee before the meeting begins and shall indicate the topic about which they wish to speak. Each speaker is limited to five minutes.
 3. Persons addressing the Board in Open Forum shall be given up to five (5) minutes.

**Forms will be made available for persons wishing to the address the Board.*

- B. Board response to persons addressing the Board:
1. Board members can hear comments.
 2. The Board President may direct the administration to investigate item(s) and report back to the Board.
 3. Board members cannot respond or enter into discussion with the audience during the meeting as;
 - a. Items on the agenda will be discussed as appropriate and scheduled on the agenda;
 - b. Items not on the agenda do not permit Board members to respond or discuss except to make specific factual statements or recitation of existing policy.

C. Hearings and Presentations

1. The Board will conduct all hearings or presentations in accordance with the applicable board policy(s) (*e.g. DGBA, FNG, GF*).

2. During hearings or presentation, board members will seek legal counsel as deemed necessary.
- D. The Board shall observe the parliamentary procedures in *Robert's Rules of Order, Newly Revised*, except as otherwise provided in Board procedural rules or by law. *(BE Local)*
 - E. Discussion of Motions:
 1. All discussion shall be directed solely to the business currently under deliberation.
 2. The Board President has the responsibility to keep the discussion to the motion at hand and shall halt discussion that does not apply to the business before the Board.



III. VOTING

- A. Voting shall be by voice or show of hands, as directed by the Presiding Officer.
- B. Any member may abstain from voting, and a member's vote or failure to vote shall be recorded upon that member's request.
- C. The Board President has the right to discuss, make motions and resolutions, and vote on all matters coming before the Board. *(BDAA Local)*

IV. INDIVIDUAL BOARD MEMBER REQUEST FOR INFORMATION OR REPORT

Policy BBE

- A. When acting in his or her official capacity, an individual Board member shall have the right to seek information pertaining to District fiscal affairs, business transactions, governance, and personnel matters, including information that properly may be withheld from member of the general public in accordance with the Public Information Chapter of the Government Code.
- B. Individual members shall not have access to confidential student records unless the member is acting in his or her official capacity and has a legitimate educational interest in the records. *(FL Legal and Local)*
- C. Individual members shall seek access to records or request copies of records from the Superintendent or other designated custodian of records.
- D. Individual members shall not direct or require District employees to prepare reports derived from an analysis of information in existing District records or to create a new record compiled from information in existing District records.

Directives to the Superintendent or custodian of records regarding the preparation of reports shall be by Board action.

- E. At the time Board members are provided access to confidential records or to reports compiled from such records, the Superintendent or other District employee shall advise them of their responsibility to comply with confidential requirements.



V. REQUESTS/COMPLAINTS TO INDIVIDUAL BOARD MEMBERS

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 an issue.
3. Ask if the complainant has followed the "Chain of Command" outlined in district policy¹.
4. If the complainant does not know the district's "Chain of Command," provide the following information²:
 - a. The complainant should first discuss the problem with the person in authority closest to the problem.
 - b. If not satisfied with the resolution of the problem, the complainant should go to the administrative supervisor of the person noted in "a."
 - c. The administrative supervisor will help the complainant initiate any correspondence or forms required by policy and attempt to resolve the complaint.
 - d. If still not satisfied, the complainant may appeal to the superintendent or a designee³ for resolution.
 - e. 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.
5. Complainants who desire some action be taken should be directed or referred to the appropriate policy outlining complaint procedures and informed that the steps listed in policy are necessary to protect everyone's rights while following an orderly process.
6. Board members will inform the superintendent of all⁴ complaints from staff and community but will not direct the superintendent to take specific actions.

7. The superintendent shall inform the board⁵ of the resolution of complaints at the superintendent's discretion.

Related Policies: DGBA (LEGAL and LOCAL) Employee Complaints/Grievances; FNG (LEGAL and LOCAL) Student and Parent Complaints/Grievances; GF (LOCAL) Public Complaints

Date Last Revised or Agreed to:

This procedure is intended to outline how the board wishes to conduct business as a body. A violation of any provision of this procedure does not affect the validity or legality of any board action otherwise properly adopted. This procedure may be revised by the board at any meeting at which the item has been properly posted in advance.



VI. BOARD MEMBER VISIT TO CAMPUS GUIDELINES

Policy GKC

- A. Board members are encouraged to visit all schools and attend special events.
- B. Board members must sign or check-in at any district/campus office, state the reason for their visit, and display their driver's license or other government issued form of photographic identification prior to proceeding elsewhere on the campus, when they are not attending a scheduled activity.
- C. Board members shall not go into teachers' classrooms or campuses for the purpose of performance evaluation or investigation of employees.



VII. COMMUNICATIONS

Guidelines

- A. The Superintendent will meet with the Board President on a routine basis to review meeting agendas, etc.
- B. The Superintendent will communicate information to all Board members in a timely fashion via email transmittals, phone calls, mailings, etc.
- C. If a Board member has a concern with regard to any aspect of the Superintendent's duties or performance, he/she should go to the Superintendent and discuss the problem.
- D. Board members' will not reprimand or provide direction to staff. Directives to the Superintendent shall be in the confines of a duly called Board meeting.
- E. Board members will not attempt to exert pressure or influence on the staff in order to coerce them into making particular recommendations or decisions.
- F. Board members will not individually contact or conduct interviews with prospective employees.

- G. Individual Board members cannot speak in an official capacity for the Board unless otherwise authorized by the Board.
- H. Board members will not give unsolicited recommendations for candidates for jobs throughout the district.
- I. Board members will not direct personnel to consider vendors other than those recommended through the competitive bidding or proposal process.

Board members will not communicate through email or in other medium with each other in a manner that is not in compliance.

How to Communicate With Team Members between Meetings

1. The superintendent will communicate with each board member as needed by board information packets² that may include information such as the following³:
 - a. District events
 - b. Progress reports on board goals and directives
 - c. Follow-up reports in answer to board member questions
 - d. Updates on administrative matters or district operations
2. The superintendent will meet with the board president as needed, or communicate by telephone, fax, and/or e-mail to inform him or her of district issues that may need to come before the board for information or action.
3. The board president may direct the superintendent to distribute copies of documents to each member of the board for information. The board information packet⁴ will be used to distribute information unless circumstances dictate a more immediate delivery⁵.
4. 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.
5. Board members may communicate with other individual members for purposes of asking questions, clarifying information, or socializing under circumstances that do not conflict with or circumvent the Texas Open Meetings Act.
6. 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.
7. Board members who wish to share information relevant to district business or issues scheduled to come before the board will relay the information to the board president for placement on a future agenda or to the superintendent for distribution to all members in the board information packets⁶.

Related Policies: *BE (LEGAL) and BJA (LOCAL)*

This procedure is intended to outline how the board wishes to conduct business as a body. A violation of any provision of this procedure does not affect the validity or legality of any board action otherwise properly adopted. This procedure may be revised by the board at any meeting at which the item has been properly posted in advance.

How to Communicate 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 to¹:
 - a. Relay information about district goals.
 - b. Clarify a trustee's limitations, obligations, and responsibilities as a member of the board.
 - c. Support board decisions.
 - d. Interact in a positive manner².
 - e. Listen politely and respectfully to comments.
 - f. Make no commitment on behalf of the board or district.
 - g. Avoid criticizing district personnel.
 - h. Refer questions about specific district activities to the appropriate staff person who can best answer the questions.
2. The Board of Trustees encourages community input³; however, it will not respond to or act on the basis of anonymous calls, letters, or electronic communication including social media.
3. Signed letters addressed to the board or a board member will be forwarded to the superintendent for inclusion in the weekly board information packet⁴.
4. The board will communicate to the community collectively through district communication vehicles authorized by the board in policy or the district communication plan⁵.

This procedure is intended to outline how the board wishes to conduct business as a body. A violation of any provision of this procedure does not affect the validity or legality of any board action otherwise properly adopted. This procedure may be revised by the board at any meeting at which the item has been properly posted in advance.



VIII. COMMUNICATION WITH LEGAL COUNSEL

Policy BDD

- A. Individual Board members shall channel legal inquiries through the Superintendent or Board designee, as appropriate, when advice or information from the District's legal counsel is sought.
- B. Staff requests for legal advice from the District's legal counsel shall be submitted through the Superintendent or designee.
- C. A report of legal advice received shall be presented to the Board when deemed appropriate by the administration or upon request of the Board.



IX. EVALUATION OF SUPERINTENDENT

Policy BJCD

- A. The instrument used to evaluate the Superintendent shall be based on the Superintendent's job description (*BJA Local*) and performance goals and shall be adopted by the Board.
- B. The Board shall prepare a written evaluation of the Superintendent at annual or more frequent intervals.
- C. The Board shall furnish the Superintendent with a copy of the completed evaluation and shall discuss its conclusions with the Superintendent in a closed meeting.
- D. In conducting the Superintendent's written evaluation, the Board shall strive to accomplish five (5) objectives outlined in local policy BJCD.
- E. The Board may at any time conduct and communicate oral evaluations to augment its written evaluations.

Superintendent Evaluation Planning Calendar

February	Board workshop to develop superintendent performance goals using district goals, data from TAPR report, and results of most recent summative evaluation; determine progress reports needed and dates to present to board
March	Board workshop to review instrument and process; revise if needed and adopt instrument for the coming year
April	Superintendent incorporates priorities from district goals and superintendent performance goals into district improvement plans and budget being drafted for next year
May	Board elections
June	Review evaluation process with new board members
July	Formative evaluation; superintendent gives progress report on this year's performance goals
October	Board reviews superintendent evaluation policy and confirms dates and process for January summative evaluation
November	Board workshop to review and update district goals using data from most recent TAPR report
Early December	Superintendent's "state of the district" report to the board; blank evaluation forms, copy of superintendent contract, and comparison information regarding superintendents' salaries and benefits distributed to board members.
January	Summative evaluation meeting (Board reviews individual evaluations, compiles a composite evaluation reflecting board consensus on ratings, and meets with the superintendent to discuss the evaluation.)

X. BOARD SELF-EVALUATION

Policy BG

The Superintendent and Board function as a *Team of Eight*. Evaluation of the Board and Superintendent is an indication of the success the *Governance Team* is having in meeting established goals.



XI. CRITERIA AND PROCESS FOR SELECTING BOARD OFFICERS *Policy BDAA*

- A. The Board shall elect a President, Vice-President, and a Secretary who shall be members of the Board.
- B. Officers shall be elected by majority vote of the members present and voting.
- C. No Board member can hold office without one year's experience as a Board member. (*Guideline*)
- D. A vacancy among officers of the Board, other than the President, shall be filled by majority action of the Board.
- E. Board officers shall serve a term of one year or until a successor is elected. Officers may succeed themselves in office.
- F. Officer elections are held in May of each year at the first regular meeting following the May trustee election.



XII. ROLE AND AUTHORITY OF BOARD MEMBER AND/OR BOARD OFFICERS *Policies BBE, BDAA*

- A. No Board member or officer has authority outside the Board meeting.
- B. No Board member can direct employees in regard to performance of duties.
- C. The Board supervises and evaluates the Superintendent.
- D. In addition to the duties required by law, the President of the Board shall:
 - 1. Preside at all meetings unless unable to attend,
 - 2. Have the right to discuss, make motions and resolutions, and vote on all matters coming before the Board.
- E. The Vice President of the Board shall:
 - 1. Act in the capacity and perform the duties of the President of the Board in the event of absence or incapacity of the President.
 - 2. Automatically become President of the Board if a vacancy in that office occurs.
- F. The Secretary of the Board shall:
 - 1. Ensure that an accurate record is kept of the proceedings of each Board meeting.
 - 2. Ensure that notices of Board meetings are posted and sent as required by law.

3. In the absence of the President and Vice President, call the meeting to order and act as presiding officer.
4. Sign and countersign documents as directed by action of the Board.



XIII. ROLE OF BOARD IN CLOSED SESSIONS

Policy BEC

- A. The presiding officer shall publicly announce that the Board will convene into a closed meeting or that a closed meeting is to be held and identify the section or sections of the *Open Meetings Act* or other applicable law under which the closed meeting is being held. (*Gov't Code 551.101*)
- B. The Board can only discuss those items posted on the agenda and as allowed by the *Texas Government Code* (and/or *Education Code*).
- C. Any action by the Board will be taken in open session.
- D. Information discussed during closed session shall remain confidential.



XIV. MEDIA INQUIRIES TO THE BOARD/INDIVIDUAL BOARD MEMERS

Board members shall direct media or press calls on issues of media attention to the Board President or Superintendent

Individual statements and responses by Board members are only individual and not representative of the entire Board. Any individual Board member making statements to the press will emphasis they are not speaking for the Board.



XV. ANONYMOUS CALLS AND/OR LETTERS

The Brackett Board of Trustees encourages input. Board members should refer phone calls with concerns or complaints to the appropriate administrator pursuant board policy.

If a Board member receives an anonymous call, the Board member should encourage the person to identify themselves and the nature of their call so they can be referred to the appropriate administrator to handle the complaint or concern.

Signed letters should be forwarded to the Superintendent who will send an acknowledgment to the originator of the letter. The Superintendent will respond and address any concerns or complaints.



XVI. REQUIRED BOARD TRAINING

Policy BBD

Each trustee must complete any training required by the State Board of Education. The minutes of the last regular meeting of the Board held during calendar year must reflect whether each trustee has met or is delinquent in meeting the training required to be completed as of the date of the meeting. (*Education Code 11.159*)

Continuing education for board members includes orientation sessions, an annual team building session with the Board and the Superintendent, and specified hours of continuing education based on identified needs.

**Overview of Continuing Education Requirements
for School Board Members**

Continuing Education Required of Local School Board Members	Tier	First Year Board Member	Experienced Board Member	Provider
Local District Orientation	1	At least 3 hours Required within 60 days of election or appointment	Not required	Local district
Orientation to the Texas Education Code	1	3 hours Required within 120 days of election or appointment	Not required	Education Service Center
Update to the Texas Education Code	1	Not required	<i>After legislative session:</i> Length determined by issues addressed in legislation	Any registered provider
Team-building Session/Assessment of Continuing Education Needs of the Board-Supt. Team	2	At least 3 hours	At least 3 hours each year	Any registered provider
Additional Continuing Education, based on assessment needs and the Framework for Governance Leadership	3	At least 10 hours	At least 5 hours each year	Any registered provider
Continuing Education Required of All Elected Public Officials – Effective 1/1/2006		First Year Board Member	Experienced Board Member	Provider
Open Meetings Training		1 hour Required within 90 days of election or appointment		Attorney General's Office or other approved provider
Public Information Act Training (Boards may delegate this training to the district's public information coordinator)		Check local district policy for any board requirement (BBD Local)		Attorney General's Office or other approved provider



XVII. BOARD MEMBERS AS PARENTS

Guidelines

While Board members have 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:

- A. Make it clear that they are acting as parents;
- B. Board members should not request nor accept extraordinary consideration for their children.

XVIII. REIMBURSABLE EXPENSES

Policy BBG

- A. A Board member shall be reimbursed for reasonable, allowable expenses for:
 - 1. Carrying out Board business at the Board's request;
 - 2. Mileage, commercial transportation, parking, lodging, meals and other incidental expenses while attending meetings or conventions as official representative of the Board.
- B. Board members shall not be reimbursed for:
 - 1. Expenses of family members who travel with Board members.
 - 2. Alcoholic beverages.



XIX. CAMPAIGNING FOR ELECTION OR RE-ELECTION

Guidelines

- A. Board incumbents running for re-election shall not request or accept support from District employees during work time.
- B. Board member shall not utilize District equipment or materials for campaign.

See policy BBB, Elections.



XX. GOAL SETTING

Guidelines

- A. A goal setting workshop will be conducted annually to develop long and short term plans for the district.
- B. Superintendent priorities will be based on goals each year.
- C. The Board will conduct an annual and semi-annual review of the district's goals.



XXI. VIOLATIONS AND SANCTIONS

- A. Removal From office (*Policy BBC*)
- B. Conflict of Interest Disclosures, Violations (*Policy BBFA Legal*)
- C. Ethics, Prohibited Practices, Violations (*Policy BBFB*)
- D. Board Meetings, Closed Meetings, Prohibitions (*Policy BEC Legal*)

XXII. BOARD REVIEW OF CODE OF ETHICS AND BOARD OPERATING PROCEDURES

- A. The Board will annually review the Board Code of Ethics and Operating Procedures.
- B. Each new Board member will be given a copy of the Board Code of Ethics and Operating Procedures prior to or at the new Board member's first meeting.

How to Develop and Adopt the Budget (Full Cycle)

The board's involvement in developing and adopting the budget begins in November when the board meets with administration to review, revise, and approve the district goals for the coming year¹.

1. In January, the board, superintendent, and staff will discuss and agree on budget assumptions for the coming year.
2. At this time, the board will also establish relative funding priorities to guide budget development, balancing earlier adopted district goals and critical needs identified by the superintendent but not addressed in the district goals.
3. The board may also provide guidance to the superintendent in the form of target revenue or spending levels in areas such as the following:
 - a. Fund balance
 - b. Investment income
 - c. Tax collections
 - d. Other local income such as fees
 - e. Staffing ratios
 - f. Specific budget categories such as salaries and benefits or other operating expenses
4. The board will take action by vote or unanimous consent to confirm agreements on funding priorities or targets, and these will become the criteria the board will use to assess the appropriateness of the superintendent's proposed budget in meeting goals and critical needs. These priorities and targets will be used by the superintendent and staff in developing district and campus performance objectives, improvement plans, and draft budgets.

5. In February, the board views and approves district and campus performance objectives for support of adopted district goals and alignment with agreed funding priorities.
6. During the budget development process, the board will review periodic updates from the superintendent including information such as the following:
 - a. Fiscal impact of district and campus improvement plans on the proposed budget including proposals for major additions or deletions of programs
 - b. Board-requested comparison or trend studies of various budget categories such as salaries, capital outlay, or other major spending categories
 - c. Property appraisal estimates
 - d. Student enrollment updates
 - e. Reports on input from the public or district budget advisory committees
 - f. Other changes that occur following the establishment of funding priorities and targets that many affect budget assumptions
7. The completed proposed budget package will be presented to the board no later than July 1 and will include the following components at a minimum:
 - a. A budget overview that provides a summary of revenue and expenditures by major object code for the coming and previous three years, the student enrollment, and the county appraisals district's estimated property values upon which the estimates are based.
 - b. An education plan that includes adopted district goals and a summary of major changes to instructional programs, staffing, and education support programs.
 - c. An expenditure plans that includes a list of the board's previously agreed upon funding priorities, a brief narrative summary of funds included to support specific goals and priorities, and proposed expenditures by function and object code compared to the current year projected actual expenditures.
 - d. A revenue plan that includes a list of revenue from all sources compared to expenditures and reflects the expected effect on the district fund balance.
8. The board will hold at least one workshop in June to review the proposed budget and the superintendent's estimate of tax rate required to fund it. The board may request additional information related to the proposed budget and adjustments to balance estimated revenue and expenditures according to funding priorities. The board may also schedule additional meetings as needed to review changes requested by staff.
9. The board will conduct a meeting in June to hear public comment on the proposed budget, adopt a budget, and set a tax rate in accordance with policy CE (LEGAL).
10. The board will direct the superintendent to publish a summary of the adopted budget and the priorities it is needed to fund for distribution to the public following the adoption of the budget and tax rate.

*Related Policies: **CCG (LEGAL), CE (LEGAL)**
Date Last Revised or Agreed to:*

This procedure is intended to outline how the board wishes to conduct business as a body. A violation of any provision of this procedure does not affect the validity or legality of any board action otherwise properly adopted. This procedure may be revised by the board at any meeting at which the item has been properly posted in advance.