

## Preparing the Board Meeting Agenda

1. Any board member may request that an item be placed on the agenda for board consideration by contacting the board president and superintendent at least six business days prior to the meeting.
2. Items submitted for inclusion after the deadline or those requiring significant preparation time may, at the discretion of the board president, be deferred to next regular meeting to allow staff sufficient time to prepare supporting information.
3. A draft agenda will be developed by the superintendent and presented to the board president for approval prior to the posting date before meeting for which the agenda is being prepared.
4. The draft agenda will include previously scheduled items from the board activity calendar and any items the board is required by law to consider or act on at the given meeting.
5. A consent agenda will be used to list items that will be presented together for a single vote without discussion:
  - a. Placement of items on the consent agenda will be at the discretion of the board president and superintendent.
  - b. Any individual board member may ask questions or discuss an item on the consent agenda by asking the president to remove it from the consent agenda for individual consideration.
  - c. Following action on the consent agenda, the president will allow discussion on any item requested for removal from the agenda by a board member.
  - d. The consent agenda may include items such as the following:
    - i. Acceptance of routine items
    - ii. Approval of minutes of regular and special board meetings
    - iii. Acceptance of financial reports
    - iv. Approval of routine bid recommendations in alignment with district policy
    - v. Second reading and approval of district policies
    - vi. Approval of personnel contracts that comply with district policies
    - vii. Approval of use of facilities

**Related Policies:** BE (LEGAL and LOCAL), BJA (LOCAL)  
**Date Last Revised or Agreed to:** August 2016

*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.* .....

## Participating as a Trustee in “Public Comment”

1. The board will follow the provisions adopted in policy BED (LOCAL) in conducting a public comments time during board meetings.
2. The board will make copies of policy BED (LOCAL) available to members of the public at board meetings at which a public comment time is scheduled. Board president will read policy aloud for anyone wishing to address the board.
3. Board members will listen to comments of speakers but will avoid asking questions of them or responding to them.
4. The board designates the president as its spokesperson if a response to the speaker is required. The president will limit responses to those allowed by law:
  - a. Statements of fact.
  - b. References to board policy.
  - c. Placing the item on a future board agenda for discussion.
5. If a subject raised by a speaker is listed on the agenda posted in advance for the meeting, board members may discuss the subject at the time designated for that topic on the agenda.
6. If a speaker brings a complaint about an individual district staff person or board member, the president will remind the speaker of the formal grievance process available to them as outlined in policy.
7. The board respects the First Amendment rights of the public to address the board during the time it has set aside for public comments. The board, without seeking legal advice, will not decline to hear any speaker who has followed the appropriate procedures for speaking.

**Related Policies:** BED (LEGAL and LOCAL), FNG (LOCAL)

**Date Last Revised or Agreed to: August 2016**

*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.*

## Preparing for Board Meetings

1. The superintendent will ensure that supporting information required for informed decision-making is prepared in advance when possible and included in the board meeting agenda materials.
2. The superintendent will ensure that agenda packets are distributed to board members at least three days before scheduled board meetings.
3. Board members prepare to address agenda items by doing the following:
  - a. Reading agenda materials before each board meeting.
  - b. Calling the superintendent with questions about agenda items or background information at least one business day before the scheduled board meeting.
4. Receiving answers to questions in advance does not preclude board members from asking relevant questions about agenda items during board meetings.

**Related Policies:** BE (LEGAL)

**Date Last Revised or Agreed to: August 2016**

*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.*

## Visiting Campuses as a Board Member

1. Board members are encouraged to attend as many school events as their time permits.
2. Board members may not visit any campus to conduct board business except with the superintendent or his or her designee.
3. Board members are required to check in with the principal's office and follow campus guidelines for visitors.
4. Board members may not give any direction to any staff or students.
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.
6. Board members will not request or accept extraordinary consideration or favors from any district employee.

**Related Policies:** GKA (LEGAL), BBF (LOCAL) and BBFA (LEGAL)  
**Date Last Revised or Agreed to:** August 2016

*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.*

COMU1

## Requesting Information about Meeting Agenda Items

1. Members are encouraged to ask for information related to meeting agenda items prior to the scheduled meeting.
2. Any questions about agenda items or requests for additional information about them will be directed to the superintendent.
3. Requests for information or questions about any agenda item will be made at least one business day prior to the scheduled meeting.
4. If a written report is provided in response to the request, all board members will receive a copy of both the request and report prior to the opening of the meeting.
5. Board members may discuss the information provided or ask additional questions about the agenda item in the meeting.

### Related Policies:

#### Date Last Revised or Agreed to: August 2016

*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.*

COMU2

## Communicating With Team Members between Meetings

1. The superintendent will communicate with each board member by periodic board information packets that may include information such as the following:
  - 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 packet will be used to distribute information unless circumstances dictate a more immediate delivery.
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 packets.

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

**Date Last Revised or Agreed to:** August 2016

*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.*

## Requesting Information Not Related to Agenda Items

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 a special, one-time-only report.
3. If the requested information can be provided from readily available data with no diversion of staff time, it will be provided within 5 business days.
4. In the event the request requires a special report that will divert staff time from established priorities, the superintendent will notify the requester and the board president.
5. The board president will place the request for information on the next meeting agenda to determine if a majority of the board agrees that the requested information is important for its future decision-making.
6. If the board agrees that the information is important for future decision-making, the superintendent will direct that a report be developed and provided as requested by the board within 10 business days.
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)

**Date Last Revised or Agreed to:** August 2016

*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.*

8.

## Communicating With the Media

1. The board president or, in his or her absence, the vice president will serve as the board spokesperson to the media on issues regarding board actions.
2. The superintendent or, in his or her absence, the high school principle shall be the official district spokesperson to the media on district issues.
3. A board member receiving contact from the media requesting information, comments, or an interview will inform the media representative that the superintendent is the board's designated contact for official information about district business and that the board president is the board's designated contact for official positions on the board's actions or decisions as a body.
4. Board members who do speak with media representatives will clarify at the beginning of the interview that they are speaking as individuals rather than as authorized representatives of the board of trustees.
5. When speaking as an individual, the board member may remind media representatives of the official position or action already taken on the issue by the board of trustees and refer them to the board's designated spokesperson for further information about those actions.
6. When speaking to media representatives, board members will generally avoid stating opinions or speculating about possible board action on issues that are scheduled for discussion at a future board meeting and explain that decisions will be made after deliberation with members of the board at a meeting.

**Related Policies:** BBF (LOCAL), BDAB (LOCAL), BJA (LOCAL), and GBB (LOCAL)

**Date Last Revised or Agreed to:** August 2016

*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.*



## Responding to Community or Employee Complaints

1. When approached by a member of the community (to include staff members, parents, students, etc.), ask if the complainant has followed the “Chain of Command” outlined in district policy. Remind complainant that board members must recuse themselves if they get involved in the investigation in the event that the issue comes to the board as a grievance.
2. If the complainant does not know the district’s “Chain of Command,” provide the following information:
  - 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 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.
3. Board members will inform the superintendent of significant complaints from staff and community but will not direct the superintendent to take specific actions.

**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: August 2016**

*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.*

## 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:
  - 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 manner.
  - 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 input; however, it will not respond to or act on the basis of anonymous calls or letters.
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.
4. The board will communicate to the community collectively through district communication vehicles authorized by the board in policy.

### **Related Policies:**

**Date Last Revised or Agreed to: August 2016**

*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.*

## Reorganizing the Board or Electing Board Officers

1. Prior to reorganization, the board will meet in open meeting to determine officer selection criteria. Attention will be given and not limited to:
  - a. Related board policies
  - b. Key job responsibilities for officer positions
  - c. Leadership skills and experience necessary to address current district and board critical issues
2. Election of officers shall be held at the first board meeting following elections and may also organize at other times as determined by the board. POLICY BDAA (LOCAL)
3. The board will elect a president and secretary in accordance with POLICY BDAA (LEGAL) and other board officer positions as specified in POLICY BDAA (LOCAL).
4. The board may reorganize and elect officers at other times of the year by placing “reorganization of the board” or other appropriate notice on the agenda. POLICY BE (LEGAL)
5. No member may hold the office of president or vice president until he or she has at least one year of experience on the board.
6. Elections will be conducted in accordance with *Robert’s Rules of Order*.
  - a) Any board member may make nominations.
  - b) Nominations will not be closed until all who wish to make a nomination have done so.
  - c) More than one person may be nominated for a given office.
7. The board may choose to go into a closed meeting to discuss the qualifications of the nominee(s) after nominations are closed and before taking a vote unless all nominees state their preference for discussion in open meeting in accordance with POLICY BEC (LEGAL).
8. The vote for board officers must occur in open meeting. No vote will be taken by secret ballot per POLICY BE (LEGAL).
9. Board officers must be elected by a majority vote of the board in accordance with *Robert’s Rules of Order*.

**Related Policies:** BDAA (LEGAL), BDAA (LOCAL), BE (LEGAL), BEC (LEGAL)

### **Date Last Revised or Agreed to: August 2016**

*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.*

## Preparing the Annual School Board Activity Calendar

1. Annually, in the month immediately following board reorganization, the board president will meet with the superintendent and establish a tentative board activity calendar.
2. The purpose of the board activity calendar is to identify all important board tasks and schedule them in one document at appropriate times during the year.
3. The format of the annual board calendar will be selected and may be modified by a majority of the board so that it best meets their needs.
4. Tasks included on the activity calendar may include but are not limited to the following board activities and actions:
  - a) Activities and actions required by law or policy
    - Approval of the district and campus performance objectives
    - Public meeting on district achievement after receipt of results of the state assessment
    - Superintendent evaluation (formative and summative)
    - Approval of superintendent performance goals
    - Renewal of administrative and teaching staff contracts
    - Budget workshop and public hearing to set tax rates
    - Board-superintendent team building and assessment
    - Review of annual district audit
    - New board member orientation
  - b) Additional activities desired for effective governance and oversight
    - Board or team self–assessment workshop
    - District goal progress reports
    - District planning session
    - Annual district goals adoption
5. The board president will present the annual board activity calendar to the board for review and agreement.
6. Dates and events entered on the annual board calendar may be modified during the year agreement of the board president and superintendent.

**Related Policies:** BJCD (LEGAL) and (LOCAL), CE (LEGAL) and (LOCAL), BBD (LEGAL), CFA (LEGAL), CFC (LEGAL), BQ (LEGAL) and (LOCAL), BQA (LEGAL) and (LOCAL), BQB (LEGAL) and (LOCAL), BR (LEGAL), DF series, AE (LEGAL), AIB (LEGAL)

**Date Last Revised or Agreed to: August 2016**

*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. ....*

## Developing and Adopting the Budget (Full Cycle)

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

1. By March, the superintendent and staff meet to discuss budget assumptions for the coming year.
2. Based on goals, funding priorities will guide budget development and balance earlier adopted district goals and critical needs identified by the superintendent.
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. By June, the superintendent will review district and campus performance objectives for support of adopted district goals and alignment with agreed funding priorities.
5. 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 may affect budget assumptions

6. The completed proposed budget package will be presented to the board no later than the regular August meeting 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 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.
7. The board will hold at least one workshop 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.
8. The board will conduct a meeting in August to hear public comment on the proposed budget, adopt a budget, and set a tax rate in accordance with policy CE (LEGAL).
9. The board will direct the superintendent to publish a summary of the adopted budget and the priorities needed to fund for distribution to the public following the adoption of the proposed budget and tax rate as defined by legal statute.

**Related Policies:** CCG (LEGAL), CE (LEGAL)  
**Date Last Revised or Agreed to:** August 2016

*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.*

---

## Tracking Individual Board Member Requests for Records

1. Tracking is not required by Section 11.1512 when a request for records or a report comes from the Board or a Board committee, as opposed to from an individual board member.<sup>1</sup>
2. Tracking is not required by Section 11.1512 when a board member, acting in his or her official capacity, asks a question or seeks clarification about an item of school business from the Superintendent (“Superintendent”), and the Superintendent responds with an answer or by providing District records, including confidential records, to the board member or the entire Board.
3. If a board member, acting in his or her official capacity, requests specific records maintained by the District from the Superintendent, the Superintendent will respond by informing the board member that the request is subject to being tracked under Section 11.1512 and providing the member the appropriate form for a board member’s request for records.
4. If the board member proceeds with the request and completes the form, the administration will track the request and respond in accordance with administrative regulations. For tracking purposes the “cost” of the request will be calculated as if the board member requested one complete set of the records, even if duplicates are provided to the rest of the Board. The cost will be calculated using the Texas Attorney General rules for charges under the Texas Public Information Act. No cost will actually be charged to the board member.
5. If the board member’s written request seeks access to records that are confidential under the Texas Public Information Act or other law, the Superintendent may provide the records in full, provided that the board member is making the request in his or her official capacity.
6. If a board member wishes to request District records in a personal capacity, as opposed to his or her official capacity as a board member, the member may use the District’s procedure for requests for public information by the public. The District will respond to the request following its standard procedures for all public information requests.

**Related Policies: BBE(R)-RRM, BBE(E)-RRM**  
**Date Last Revised or Agreed to: August 2016**

*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. ....*

## Conducting the Superintendent's Evaluation

- 1) The president will place an item on the agenda to be held in January to conduct the summative evaluation with the superintendent.
- 2) The president will distribute blank evaluation instruments to each member at least two weeks in advance of the summative evaluation meeting along with instructions for completing the instrument.
- 3) The superintendent will prepare a report and present to the president for distribution to board members with the blank evaluation instruments. The report will include:
  - Summary results on superintendent performance goals established following the previous year's summative evaluation
  - Summary of results on district goals for the previous school year
  - Summary of progress on current year's district goals
  - Report on student performance as required by the state
  - Any additional district or professional highlights the superintendent believes will demonstrate effective performance for the past year
- 4) Members will complete the evaluation instruments and return to the president at least one week prior to the summative evaluation meeting.
- 5) The president will collect completed evaluation instruments from each board member and prepare a composite summary of each person's ratings and comments for each instrument category.
- 6) The composite summary of evaluations will be distributed to each board member and the superintendent at the summative evaluation meeting.
- 7) Board members will meet in closed session, without the superintendent present, to discuss their ratings and identify:
  - Agreements on areas of strength
  - Agreements on areas that need improvement
  - Specific improvements the board would like to see
- 8) For areas in which there is no consensus, the board will discuss reasons for their varying ratings and try to reach consensus about what, if anything, the board would like to see differently in the coming year.
- 9) After reaching consensus about the superintendent's performance ratings, the board will discuss their agreements about areas of strength, areas needing improvement, and specific improvements they would like to see, with the superintendent.
- 10) The board will allow the superintendent to respond and ask questions about the board's ratings.
- 11) The president will allow individual members to share individual concerns or ratings that differ from the majority of the board. However, the president will clearly distinguish between those ratings and directives that represent a majority of the board, and those representing individual members, and the superintendent will not be expected to take action based on that individual's comments.



- 12)** The board will identify areas for superintendent performance goals at the conclusion of the summative evaluation meeting and ask the superintendent to develop draft goals to present to the board in February.
- 13)** The president will compile all results of the summative evaluation in a written document that includes
  - Individual board members rating instruments
  - The board's agreements about the superintendent's performance
  - Areas for developing performance goals
  - Specific expectations the board has regarding the superintendent's performance for the coming year.
- 14)** At a posted meeting in February, the board and superintendent will discuss the draft superintendent performance goals and identify specific target results to review at the next summative evaluation.
- 15)** The board will approve final performance goals and update the superintendent evaluation instrument no later than March for the next year's summative evaluation.
- 16)** By August, the board will conduct interim evaluations for the purpose of reviewing progress on superintendent performance goals annually.
- 17)** Board members who have concerns about the superintendent's performance between evaluation meetings may request that the president post an item for interim superintendent evaluation on any regular meeting agenda in order to discuss the concern with the full team.
- 18)** The board may take action to extend or revise the superintendent's contract following the summative evaluation.

**Related Policies:** BJCD(LLEGAL), BJCD(LOCAL)

**Date Last Revised or Agreed to: August 2016**

## Orienting New Board Members

- 1)** Local district orientation will be scheduled to take place within 60 days of the date a new board member takes the oath of office. The purpose of the local orientation is to familiarize new board members with local board policies and procedures and district goals and priorities. The local district orientation shall be at least three hours in length for each new board member.
- 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:
  - a)** TEC required topics :
    - (i) curriculum and instruction;
    - (ii) business and finance operations;
    - (iii) district operations;
    - (iv) superintendent evaluation; and
    - (v) board member roles and responsibilities.
  - b)** General district information such as
    - Geographic area included and number of square miles
    - Campus attendance boundaries
    - 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
  - c)** Overview of district programs and operations such as:
    - District vision, mission, goals, and plans including
      - (a) District planning and evaluation process and calendar
      - (b) Most recent TAPR report, campus report cards, and district annual report
    - District budget overview including
      - (a) Current adopted budget summary
      - (b) Recent trends in revenue, appropriations, tax rates, property values

(c) Annual financial audit

(d) 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 superintendent evaluation instrument, process, and calendar

**d)** 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
- Annual board activity calendar
- Calendar of district and board events
- Current team operating procedures

**Related Policies: BBD (LEGAL)**

**Adopted or Revised: August 2016**