

BOARD OPERATING PROCEDURES

Adopted September 11, 2017; Revised January 9, 2018

I. ROLE OF SCHOOL BOARD OF TRUSTEES AND SUPERINTENDENT

BOARD MEMBERS AND THE SUPERINTENDENT PLEDGE TO BE HONEST AND FORTHRIGHT WITH ONE ANOTHER. AT NO TIME WILL BOARD MEMBERS OR THE SUPERINTENDENT ATTEMPT TO WITHHOLD FROM ONE ANOTHER ESSENTIAL INFORMATION NEEDED FOR INFORMED DECISION-MAKING OR MANAGING THE DISTRICT. BOARD MEMBERS AND THE SUPERINTENDENT AGREE TO ABIDE BY ADOPTED BOARD POLICIES, THE APPLICABLE CODE OF ETHICS AND THESE BOARD OPERATING PROCEDURES.

A. DUTIES OF THE SCHOOL BOARD

1. The five most essential tasks, or roles, of the Board are:
 - a. Adopt goals and priorities for the District and monitor success in achieving them.
 - b. Adopt policies that govern the District and review these policies for effectiveness.
 - c. Hire a superintendent to manage the District, and evaluate the superintendent's effectiveness and performance.
 - d. Adopt an annual budget for the District and set a tax rate appropriate to fund it.
 - e. Employ and terminate personnel at the recommendation of the superintendent.
2. Officers
 - a. The Board president shall:
 1. Preside at all Board meetings unless unable to attend.
 2. Appoint committees.
 3. Call special meetings.
 4. Sign all legal documents required by law.
 5. Review and approve meeting agendas.
 6. Have the right to discuss, make motions and resolutions, and vote on all matters coming before the Board.

- b. The vice president shall act in the capacity of president in the absence or incapacity of the president, and automatically becomes president of the Board if a vacancy in that office occurs.
- c. The secretary shall:
 - 1. Act in the capacity of the president in the absence or incapacity of both the president and vice president.
 - 2. During executive session keep the certified agenda and/or minutes.
 - 3. Ensure that an accurate record is kept of the proceedings of each Board meeting.
 - 4. Ensure that notices of Board meetings are posted and sent as required by law.
 - 5. Sign or countersign documents as directed by action of the Board.
- 3. Training/Orientation: Board Training and New Board Member Orientation will be scheduled as needed, in accordance with Board policies BBD (LEGAL) and BBD (LOCAL). All Board members will meet all board training requirements established by the Texas Education Code, and will pursue TASB certification. The Board as a whole will determine what national, regional and state conferences to attend at District expense. Board members will be reimbursed for expenses incurred related to training and the performance of Board related business, in accordance with Board policies BBG (LEGAL) and BBG (LOCAL).

B. DUTIES OF THE SUPERINTENDENT

- 1. The five most essential tasks or roles of the superintendent are:
 - a. Accepts administrative responsibility and leadership for the planning, operation, supervision, and evaluation of the education programs, services, and facilities of the District.
 - b. Accepts authority and responsibility for the assignment and evaluation of personnel and makes recommendations for employment and termination of employees.
 - c. Prepares and submits to the Board a proposed budget.
 - d. Recommends policies to be adopted by the Board and develops administrative regulations to implement those policies.

- e. Provides leadership for the attainment of student performance.

II. DEVELOPING BOARD MEETING AGENDAS

A. PLACING ITEMS ON THE AGENDA

The preliminary agenda is prepared by the Superintendent, in consultation with the Board President and, when appropriate or necessary, in consultation with the Board attorney. The preliminary agenda is discussed with the Board President and, when appropriate or necessary, the Board attorney, at an Agenda Review session prior to the official posting of the agenda.

1. Board members shall submit their proposed agenda items to the Superintendent or Board President for placement on the Agenda. The deadline for submitting items for inclusion on the Agenda is noon of the fifth District business day before regular meetings, and noon of the third District business day before special meetings.
2. In accordance with Texas Open Meeting Act (TOMA), an item may not be placed on the agenda less than 72 hours in advance of a meeting, except in an emergency as per the Texas Government Code.
3. Each agenda item must be identified in sufficient detail so that it can be understood by the public. If an agenda item is submitted timely, the item will be placed on the Board Agenda in accordance with Board policy BE (LOCAL).
4. If the submitting Board member requests that he or she wants to have his or her name listed on the agenda as the requestor for that item, that request will be honored. In addition, if the Board member who made such a request is absent from the meeting for which the item is posted, the item will be postponed to a future meeting, unless there are circumstances that require that the posted item be considered and acted upon at the meeting for which it is posted.
5. In order to have an agenda item that seeks to rescind or modify an action previously taken by the Board placed on the agenda, a request for such an agenda item must be submitted by at least two Board members, and at least one of them must be a Board member who voted in favor of the action that is the subject of the proposed rescission or modification. However, if the District has taken action in reliance on the prior vote, the item will not be placed on the agenda.
6. As of November 9, 2017, each vote that is not unanimous will be recorded by stating each board members' name and if the vote is "in favor," "opposed," or "abstained."

B. AGENDA PACKET

1. An agenda packet is prepared and delivered to the Board at least 72 hours before the Board meeting. As it becomes available, the agenda packet will be made available, the agenda packet will be made available to the public excluding any confidential and/or attorney-client information, In the event the agenda packet may need to be supplemented, the supplementation will be made as soon as possible.
2. The Board shall make every effort to have reasonable requests for additional information or clarification of an agenda item submitted to the Superintendent no later than 24 hours prior to Monday noon, the week of a regularly scheduled Board meeting.
3. Should any Board member wish to pull a Consent Agenda Item, they are encouraged to notify the Superintendent 24 hours in advance of the Board meeting.

III. CONDUCT DURING BOARD MEETINGS

A. CITIZENS WHO DESIRE TO BE HEARD

1. Persons wishing to address the Board may do so during citizens to be heard segment of the meeting by signing the visitor's registration sheet. Each speaker is limited to five (5) minutes. Delegations of more than five persons shall appoint one person to present their views before the Board.
2. If a citizen to be heard asks questions of the Board, the Board will not respond or answer questions as per Policy BED (LOCAL), other than to provide specific factual information or the recitation of existing policy. The Board will not deliberate or decide regarding any subject raised by the citizen that is not included on the posted agenda for that meeting.
3. The presiding officer at the meeting shall determine whether a citizen addressing the Board has attempted to solve a matter through resolution channels established by policy; if not, the citizen shall be referred to the applicable policy in order to seek resolution.
4. If a citizen raises a subject that has not been included as an agenda item for that meeting, then the only deliberation of or decision about that subject then must be limited to a proposal to place the subject on the agenda for a subsequent meeting. Any request made of the Superintendent to look into and/or brief the Board at a future meeting on a subject raised that was not on the agenda, shall be made by the presiding officer after the meeting is adjourned.
5. As noted above, if a citizen raises a complaint or concern, the presiding officer should determine whether the person addressing the Board has attempted to solve the issue administratively through the applicable complaint policies. If not, the citizen must be referred to the appropriate policy to seek resolution.

6. If a citizen acts in a disruptive manner, the person will receive a verbal warning from the presiding officer. The warning should include informing the person that if the disruptive behavior continues, the person will be asked to leave the meeting. If the citizen continues the disruptive behavior and does not leave at the presiding officer's request, the presiding officer will ask security to escort the disruptive person off the premises. Once escorted off the premises, the person is not permitted to return during that meeting as per Policy BED (LOCAL).
7. Board members are not to sign up as citizens to be heard. As Board members, an agenda item can be requested in accordance with Board policy to discuss any item they wish to discuss.

B. DISCUSSION BY BOARD MEMBERS

1. Each member will have the opportunity to discuss an agenda item at least once before the item may be tabled, postponed, or action taken.
2. Any Board member who placed an agenda item on the Agenda will be given the first opportunity to discuss the item. The Board believes it is important to permit the member who has requested a particular item be placed on the agenda to explain why they did so and to describe what action on the item they recommend to be taken.
3. The following procedure applies to the open and closed sessions of all public Board meetings. Trustees and the Superintendent should switch all wireless electronic devices to silent mode during a public meeting. Trustees and the Superintendent should not communicate with one another or third parties or the public via electronic means during a public meeting. Trustees and the Superintendent should not communicate with any member of the District staff via electronic means during a public meeting except during emergencies. Board members and the Superintendent shall limit texting and receiving phone calls to matters of urgent importance and emergencies.

IV. INFORMATION REQUESTS BY BOARD MEMBERS IN BETWEEN BOARD MEETINGS AND RESPONDING TO SCHEDULING INQUIRES

A. REQUEST BY BOARD MEMBER TO SUPERINTENDENT

Board members may request existing information and/or reports only through the Superintendent or Board President.

1. All Board member questions and requests for information will be initiated through the Superintendent or Board President. The Board President and the Superintendent will inform each other and the other Board members of the questions and requests for information received from Board members. Information provided to individual Board members by either the Board President or the Superintendent will be provided to all Board members in a timely manner.

2. If a Board member requests information that does not exist or is not readily available and a report must be generated that will require more than one hour of work by staff, the Superintendent will refer the request to the Board President, who will refer the Trustee to these Board Procedures. No individual Board member may request the creation of a new report that takes more than one hour to generate.
3. Whenever a Board member contacts legal counsel for the District, a copy of the attorney's time log or billing records setting out who made the contact, the subject matter of the contact and the amount charged for responding to the contact will be made a part of the Superintendent's first written communication to the Board following receipt of the time log or billing record.

B. INQUIRIES CONCERNING SCHEDULING

If a Trustee does not respond to an inquiry or question from the Superintendent's Office concerning a scheduling issue by the deadline set out in the inquiry, such non-response will be considered a 'No'; i.e., the non-response will be deemed an indication that the Board member cannot attend or participate in the event that is the subject of the inquiry.

V. DEALING WITH COMPLAINTS/GRIEVANCES

The Board and staff will follow the District Chain of Command when resolving complaints as well as the procedures referred to in GF (LOCAL) PUBLIC COMPLAINTS

A. CITIZEN, PARENT OR STUDENT COMPLAINTS TO INDIVIDUAL BOARD MEMBERS

1. When a citizen, parent or student complains to a Board member, the Board member shall:
 - a. Remind the citizen, parent or student of the District's policies setting out the processes to be *followed in order to resolve complaints and that the Board member must remain impartial* in case the situation goes before the Board. Board members should explain that any involvement or discussions on their part beyond what is outlined in Board policy will require that the member not participate in any discussion or decisions involving the matter should the issue eventually be brought to the Board. It is important to effectively communicate that the District and the Board both have a desire to resolve all complaints, and to do so in accordance with District policies and procedures. The Board member approached by a citizen, parent or student with a complaint shall not attempt to investigate or resolve the issue. If the citizen expresses any concern or fear about using the complaint procedures applicable to the subject matter involved, the Board member should point out that the Board has policies that prohibit retaliation for the filing of any complaints or grievances, and reiterate to the citizen, parent or student the importance of following the requirements of the policies established by the Board for the consideration and resolution of complaints or grievances.

- b. Refer the citizen, parent or student to the Superintendent's Office and/or the lowest level appropriate district staff member.
 - c. Inform Superintendent of the complaint within 72 hours.
2. Upon being informed of the complaint, the Superintendent or designee shall contact the citizen, parent or student in a timely manner to identify for the citizen, parent or student the applicable policies relating to the complaint and its resolution, and will inform the Board member who referred the matter to the Superintendent when this has been accomplished.
 3. Unless the matter involves an assertion that the Superintendent has engaged in illegal discrimination or some violation of law, the Board, individually or collectively, shall promptly refer all significant criticisms, complaints and suggestions, regardless of the source, called to its attention to the Superintendent for study and appropriate action or recommendation.

B. EMPLOYEE COMPLAINT GRIEVANCE TO INDIVIDUAL BOARD MEMBER

When an employee contacts a Board member about a complaint grievance, the Board Member shall:

1. Remind the employee of the appropriate chain-of-command, that the District maintains a policy which outlines the procedures for filing a grievance or complaint, and that these procedures must be followed. If the employee expresses any concern or fear about using the complaint procedures applicable to the subject matter involved, the Board member should point out that the Board has policies that prohibit retaliation for the filing of any complaints or grievances, and reiterate to the employee the importance of following the requirements of the policies established by the Board for the consideration and resolution of complaints or grievances.
2. Remind the employee of the Board member's need to remain impartial because Level III complaints are heard in Board meetings as scheduled agenda items, and that any involvement or discussions on their part with the employee will require that the member not participate in any discussion or decision involving the matter. The Board member approached by the employee shall not attempt to investigate or resolve the complaint/grievance.
3. Inform the Superintendent about the complaint/grievance within 24 hours.

VI. BOARD MEMBER PARTICIPATION AT DISTRICT/COMMUNITY EVENTS

- A. Board members are encouraged to attend District and Community events as elected representatives of the District. To the extent necessary, Board members should coordinate with each other to ensure compliance with the Texas Open Meetings Act.

- C. Board members are encouraged to attend PTO and other special events or activities on District campuses to show Board support of school activities. Board members will refrain from discussions of any District business over which the Board has authority at any such school or community events. Board members are not to go into teachers' classrooms or onto campuses for the purpose of evaluation or investigation.
- D. Board members are invited and encouraged to attend the District's graduation /commencement ceremonies as representatives of the District and participate in the awarding of diplomas to graduating students. In honor of their prior service to the District, former Board members shall be entitled to participate in graduation /commencement ceremonies, at their request, but solely for the purpose of awarding a diploma to a child or grandchild of the former trustee.
- E. Board members are required to follow the guidelines prescribed for all campus visitors in Board policy GKC (LOCAL).
- F. Board members will notify the Superintendent and are encouraged to notify the campus principal of visits to campuses when they are not attending a scheduled activity. Unless the visit involves the Board member acting in his or her role as a parent or guardian, notice of visits to campuses for any unscheduled activity will be given to the Superintendent a minimum of twenty-four (24) hours in advance, and the Superintendent may request to accompany the Board member or members during the visit.
- G. Board members shall consider the instructional activities in progress and interact with staff and students during free periods.
- H. Board members will refrain from giving directives to staff and students.
- I. Board members who are also parents or guardians of District students agree to keep their roles separate, and will at no time attempt to use their position to direct or influence school personnel on any issue relating to their child.

VII. COMMUNICATIONS

Board members promote the best interests of the District by adhering to the ethical standard found in Board Policy BBF (LOCAL) BOARD MEMBER ETHICS

A. COMMUNICATION BETWEEN THE BOARD AND THE SUPERINTENDENT

1. The Superintendent and Board President shall communicate with each other on at least a weekly basis. The Superintendent will communicate with all Board members concerning any significant information related to the schools and District operations.
2. Board members are encouraged to communicate with the Superintendent through phone calls, e-mail or personal visits, but must make sure they do so in full compliance with

the requirements of the Texas Open Meetings Act. Individual phone calls, electronic communications or any other form of delivery of communications may result in violation of that Act.

3. The Superintendent will provide a weekly written communication to update Board members on school activities and other significant information related to the schools or District operations.

B. COMMUNICATION WITH MEDIA

Board members will follow Board Policy GBAA (LEGAL) INFORMATION-ACCESS REQUESTS FOR INFORMATION when dealing with requests from the media.

1. The Board President and/or Superintendent shall be the official spokesperson for the Board to the media/press on issues drawing media attention. All requests for information from the media will be directed to the Board President, the Superintendent and/or the Superintendent's designee.
2. Individual Board members shall not speak in an official capacity outside the Board Room or call or attend meetings as a representative of the Board without prior authorization of the Board.
3. A Board member should only speak to media about his/her position on an issue, and not about what he/she believes the Board thinks, and should not offer speculation about the future. Should a Board member choose to respond to a request for opinion made by the media, the member should make it clear that he/she is not speaking on behalf of the Board or the District, and should render the opinion in a manner that supports the Board as a whole.

C. ANONYMOUS PHONE CALLS AND/OR LETTER

While communication is encouraged, anonymous calls or letters will not receive Board attention, discussion, or response, and will not result in directives to the administration. However, such communications will be reported to the Superintendent for any appropriate follow-up.

D. COMMUNICATION WITH THE PUBLIC

The Board, individually and collectively, shall not discuss public business or public Policy except as permitted by law; in addition:

1. The Board, individually and collectively, shall not discuss with anyone information regarding an employee's employment, assignment, reassignment, salary and benefits,

evaluation, or other terms and conditions of employment other than with the Superintendent or the Superintendent's designee, unless the Superintendent is notified in advance and agrees to such discussion with respect to the Superintendent's employment. Board members must always keep in mind that the Texas Education Code specifically provides that evaluations of certified employees are confidential.

2. The Board agrees to address and resolve all disputes, disagreements, and complaints with the Superintendent in a professional manner and in compliance with the contract of the Superintendent as well as all applicable laws.
3. Individual Board Members shall not meet with or discuss District business with vendors, current or prospective, other than by appointment scheduled through the Superintendent's Office.

VIII. EVALUATION OF SUPERINTENDENT

- A. The Superintendent shall be evaluated on an annual basis with an instrument that has been selected and approved by the Board, using a formative and a summative process each year. It is anticipated that a formative evaluation will be completed before February of each year followed by a formal evaluation to be completed by September of each year. The Board may at any time conduct and communicate oral evaluations to augment and follow-up on its written evaluations or to bring to the attention of the Superintendent any performance issues that may arise.
- B. The Superintendent's performance review will be based on annual goals and the priorities established jointly by the Board of Trustees and the Superintendent in July each year. The written evaluation shall be based on the Superintendent's job description [see BJA] and other criteria identified by the Board. If the Board does not use the Commissioner's recommended appraisal process and criteria as set out in BJCD (EXHIBIT), it will use an appraisal process and performance criteria that are developed and adopted by the Board in consultation with the Districts legal counsel.
- C. The Superintendent's evaluation instrument will be reviewed each year prior to the evaluation. All Board members will be trained on superintendent evaluation processes and specifically on the instrument for evaluation of the Superintendent.

IX. SELF EVALUATION OF BOARD

- A. The Superintendent and the Board are committed to the concept of TEAM OF EIGHT as the driver for the District, and recognize that the Superintendent and Board shall succeed or fail together.
- B. A Self-Evaluation of the Board will be conducted in a workshop session by March of each year using the indicators in the Board Operational Procedures and Framework for School Board Development set out in BBD (EXHIBIT).

- C. The Board Self-Evaluation instrument will be reviewed and approved in July of each year.

X. CLOSED SESSIONS

A. CONDUCT OF CLOSED SESSIONS

The Board may conduct a closed sessions for any of the purposes described in or permitted by the provisions identified in BEC (LEGAL).

B. ACTIONS, DECISIONS OR VOTES

No final action, decision, or vote shall be taken while the Board is in closed session. The presiding officer shall so state prior to entering into executive session. The Board shall reconvene the open meeting after a closed session, prior to adjourning the meeting. Texas Government Code 551.102.

C. RECORD AND DISCUSSION OF ITEMS DISCUSSED IN EXECUTIVE SESSION

The record of closed session proceedings shall be taken as minutes by the Board secretary (except for those portions involving consultation with legal counsel), and the Board secretary prepare the certified agenda required by law. The topics of each meeting shall be documented in writing to serve as an additional record of the meeting. Section 551.104 of the Open Meetings Act requires governmental bodies such as the Board to preserve the certified agenda or tape recording of a closed meeting for at least two years after the date of the meeting the certified agenda or tape of a closed meeting is available for public inspection and copying only under a court order. Board members agree to refrain from revealing or discussing information that has been presented to the Board in closed session to anyone, including family members.

XI. REVIEWING BOARD OPERATING PROCEDURES

The Board will conduct an annual Goals Session.

1. During the Goals Session, the Board will review the Board Operating Procedures (BOP) and update if necessary.
2. During the Goals Session, the Board will review the Board Member Ethics (BME) and update if necessary.
3. The revised BOP and BME will be included in Board training and orientation, and all Board members will commit themselves to following and complying with the BOP and the BME.

These Board Procedures are intended to guide and assist the Board of Trustees in the conduct of its business. They are not intended to confer legal rights on any other person. These Board Procedures are not intended to take precedence over Board Policy. If there is a conflict or inconsistency between these Procedures and Local Board Policy, every effort will be made to revise Board Policy to reflect the intent of the Board in these Procedures. At no time are these Procedures intended to over-ride Legal Policy or state or federal law.

NOTE: Board Policies that are a part of Board Operating Procedures include but are not limited to:

BBD (LOCAL)
BBD (LEGAL)
BBE (LOCAL) Board Members Authority
BBF (LOCAL)
BBG (LOCAL)
BBG (LEGAL)
BE (LOCAL) Board Meetings and BE-Regulation
BEC (LEGAL)
BED (LOCAL)
DGBA (LOCAL) Employee Complaints/Grievances
FNG (LOCAL) Student and Parent Complaints/Grievances
GBAA (LEGAL)
GF (LOCAL) Public Complaints
GKC (LOCAL)
BJA – p. 10
BJCD (EXHIBIT)
BBD (EXHIBIT)

BOARD MEMBER ETHICS

I SHALL PROMOTE THE BEST INTERESTS OF THE DISTRICT AS A WHOLE, AND SHALL ADHERE TO THE FOLLOWING ETHICAL STANDARD AND CODE OF CONDUCT:

EQUITY IN ATTITUDE

I will:

- be fair, just, and impartial in all my decisions and actions
- accord others the respect I wish for myself
- 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 and priorities accurately
- be responsive to the community by seeking its involvement in District affairs and by communicating its priorities and concerns
- work to ensure prudent and accountable use of District resources
- make no personal promise or take private action that may compromise my performance or my responsibilities.

HONOR IN CONDUCT

I will:

- tell the truth
- share my views and respectfully hear and consider others views while working for consensus
- respect the majority decision as the decision of the Board
- 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
- consistently uphold all applicable laws, rules, policies, and governance procedures
- not disclose information that is confidential by law or that will needlessly harm the District if disclosed.

COMMITMENT TO SERVICE

I will:

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