

No Revisions – Stu Madison, *Leasor Crass, P.C.*

# ARGYLE BOARD OF TRUSTEES



Argyle Independent  
School District  
*#TogetherWeSoar*

## Operating Procedures

Adopted: \_\_\_\_\_

Reviewed by: Stu Madison, *Leasor Crass, P.C.*

# 

<b>I. DEVELOPING BOARD MEETING AGENDA</b>	<b>2</b>
A. Development of the Agenda	2
B. Placing an Item on the Agenda	2
C. Finalizing the Agenda	2
D. Notifying Board Members of a Board Meeting	3
E. Use of Consent Agenda	3
<b>II. REQUEST INFORMATION NOT RELATED TO AGENDA ITEMS   BBE (LOCAL)</b>	<b>4</b>
<b>III. CONDUCTING BOARD MEETINGS</b>	<b>5</b>
A. General Meeting Procedure, Member Attendance & Conduct	5
B. Public Comment	6
<b>IV. VOTING</b>	<b>7</b>
A. Voting in Board Meetings	7
B. Abstentions/Recusals	8
C. Board Officers	8
D. President Shall:	9
E. Vice President Shall:	10
F. Board Secretary Shall:	10
<b>V. COMMUNICATION   BE, BDB(LOCAL)</b>	<b>10</b>
A. Superintendent to the Board	10
B. Board to Staff	11
C. Board to Media	11
D. Board to Community	11
E. Board Member Communications between Meetings	12
F. Communication of Concern with Board Member	14
G. Handling Complaints or Concerns	14
<b>VI. CAMPUS VISITS - PROCEDURE       GKC(LOCAL)</b>	<b>15</b>
<b>VII. SUPERINTENDENT EVALUATION       BJCD(LOCAL)</b>	<b>16</b>
A. Evaluation of the Superintendent	16
B. Formal Evaluation	16
<b>VIII. BOARD MEMBER TRAINING &amp; ORIENTATION BD(LOCAL)</b>	<b>16</b>
A. New Board Member Orientation	16
B. Ongoing Training and Board Development	17
C. Annual Review of Board Operating Procedures	18
<b>IX. ELECTION ACTIVITIES   BBB(LEGAL) (LOCAL)</b>	<b>19</b>
School Board Elections	19
<b>X. BOARD ADVOCACY</b>	<b>19</b>
<b>XI. EXECUTIVE SESSION</b>	<b>19</b>

# AISD BOARD OPERATING PROCEDURES

## I. DEVELOPING BOARD MEETING AGENDA

### BE (LEGAL) (LOCAL)

#### A. Development of the Agenda

The Superintendent shall prepare the agenda for all meetings in consultation with the Board President to ensure that the agenda and topics included meet with the Board President's approval.

#### B. Placing an Item on the Agenda

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

#### C. Finalizing the Agenda

1. The preliminary agenda will be provided to the Board at least three business days before the scheduled date of the meeting, in order to provide the Trustees ample time to review the agenda and supporting documentation prepared by the Administration.
2. Administration will ensure that supporting information required for informed decision-making is supplied to each member in the Board Meeting Agenda Packet.
3. Agenda packets will be distributed to board members at least three business days before the date of scheduled board meetings.
4. All participants will be prepared to address items on the agenda.

# **AISD BOARD OPERATING PROCEDURES**

- a) Board members will read agenda packet materials before each board meeting.
  - b) Board members will ask agenda-item-related questions of the superintendent at least 2 hours before the scheduled board meetings.
  - c) Board members are not precluded from asking relevant questions about agenda items during board meetings. However, the right to ask questions should not serve as an excuse for lack of meeting preparation.
5. The final agenda will be delivered to all Board members electronically or in hard copy form on request.

## **D. Notifying Board Members of a Board Meeting**

- 1. Board members shall be notified of a meeting through regular channels of communication and a schedule of regular board meetings will be posted for each school year on the AISD website.
- 2. Board members will be advised by the Superintendent in advance of complex agenda items, and such matters will typically be shared one month in advance at properly called meeting or workshop of the Board, or in weekly board notes.

## **E. Use of Consent Agenda**

- 1. A consent agenda shall include items of routine or recurring nature grouped together under one action item (e.g., annual renewals; budget amendments; gifts, donations and bequests; minutes of past Board meetings; minor policy items; or other items as recommended by the Superintendent.
- 2. Each board member will be furnished with background material on each consent agenda item, connecting to the strategic goal of the district. A Board member may request that an item be removed from the consent agenda and placed in the Discussion, Information or Action portions of the agenda. Any such request must be made at least 4 business days before the meeting to ensure time to amend the agenda and comply with

# AISS BOARD OPERATING PROCEDURES

the three business days prior to scheduled meeting posting requirements.

3. All consent items shall be acted upon by one vote without separate discussion unless an item is withdrawn for individual consideration. Where an item or items are withdrawn for individual consideration, the remaining items will be considered under a single motion and vote by the Board.

## II. REQUEST INFORMATION NOT RELATED TO AGENDA ITEMS

### BBE (LOCAL)

1. Individuals acting in the official capacity of a Board member shall have the right to reasonably seek information pertaining to District fiscal affairs, business transactions, governance, and personnel matters, including information that may be properly withheld from members of the general public in accordance with the Texas Public Information Act.
2. Individual members shall not have access to confidential student records unless the member is acting in the official capacity of a Board member and has legitimate educational interest in the records in accordance with policies.
3. Members should request information not related to a meeting agenda item directly from the superintendent.
4. The superintendent will determine if the information requested is available from existing sources or records or if it requires that a special, one-time-only report be developed.
5. If the requested information can be provided from readily available data with no diversion of staff time, then it will be provided as soon as reasonable.
6. In the event the request requires a special report that will divert staff time from established priorities, the superintendent will notify the requestor and the Board President of this fact.
7. The Board President will place the request for information on the next meeting agenda to determine if a majority of the board agrees the requested information is important for its future decision-making.

# AISD BOARD OPERATING PROCEDURES

8. If the board does agree that the information is important for future decision-making, then the superintendent will direct that a report be developed and provided as requested by the board.
9. All team members will receive a copy of any report generated by a board member's request in accordance with this procedure.

## III. CONDUCTING BOARD MEETINGS

Meetings of the Board of Trustees are governed by the Texas Open Meetings Act.

### A. General Meeting Procedure, Member Attendance & Conduct

1. The presiding officer shall conduct the meeting.
2. The Board shall be guided by Parliamentary Procedures as detailed in Robert's Rules of Order.
3. The presiding officer may take the agenda items out of order as necessary to ensure efficient operation of the meeting.
4. Trustees shall strive to attend all meetings of the Board and shall make good faith efforts to notify the Board President and the Superintendent of his/her anticipated absence from a meeting.
5. Only Board Members who are counted as present may participate in discussion, debate or voting.
6. Board members may not participate in a meeting by telephone except in the event of an emergency or public necessity as defined by the Open Meetings Act.
7. A Board member may be counted present and may participate in a meeting remotely by videoconference if:
  - a) A quorum of the Board is physically present at one location of the meeting; and
  - b) The video and audio feed of the Board member's participation is broadcast live at the meeting, and the Board member is visible and audible to the public at all times during open session while the member is present.
8. All Board members are expected to conduct themselves with professionalism, respect and integrity.
9. The presiding officer at a meeting will recognize any member who wishes to speak on a subject.

# AISSD BOARD OPERATING PROCEDURES

- a) Questions or comments from a Trustee during the meeting must always be germane to the current agenda item.
- b) The presiding officer is responsible for keeping the discussion limited to the agenda item or motion at hand.
- c) Nothing in these Board Operating Procedures shall be construed to limit a Board Member's ability to ask questions during the board meeting.

## **B. Public Comment: BED (LOCAL)**

1. Members of the public will be permitted to address the Board only during the portion of the meeting designated for public comment. An individual wishing to speak during public comment must sign-up to speak in advance, as required by District procedures.
2. At regular Board meetings, the Board shall permit public comment on any topic related to school business, regardless of whether the topic is included in the meeting agenda. At all other Board meetings, public comment shall be limited to items on the agenda posted with notice of the meeting.
3. The following expectations of decorum apply to public comment:
  - a) A speaker's comments may not exceed 5 minutes; however, the Presiding Officer may shorten the allotted speaking time to ensure effective meeting management. A speaker who requires a translator will be given twice the length of time allotted for others.
  - b) Comments should be directed to the Board and should not be directed toward members of the audience or specific employees or Trustees in attendance at the meeting.
  - c) Speakers shall remain at the podium and will not approach the dais without approval from the Presiding Officer.
  - d) Speakers will be encouraged to respect the privacy of others and not to identify any student (other than his/her child), employee or other individual by name.
  - e) All comments must be courteous and respectful.

# AISD BOARD OPERATING PROCEDURES

- f) Disruption of the meeting shall not be tolerated. The presiding officer may provide appropriate warning to an attendee and should disruption continue, may have them removed by law enforcement.
  - g) Speakers shall comply with the requests and directives of the Presiding Officer.
- 4. A speaker with a specific complaint about a District employee, decision, or operational issue will be referred by the Presiding Officer or a District administrator to the informal and/or formal complaint process.
- 5. The Presiding Officer may respond to a speaker only by (1) stating factual information; (2) reciting existing policy; or (3) requesting that an item be added to a future agenda. Individual Trustees may not engage with a speaker during the meeting and no deliberation or decision shall occur regarding the speaker's comments unless the topic in question is included on the meeting agenda.

## IV. VOTING

### A. Voting in Board Meetings

- 1. Voting on any item, including those discussed in closed session, shall be conducted in open session by a show of hands and shall be recorded in the official minutes.
- 2. No vote shall be by secret vote.
- 3. A majority vote shall be required for any motion to carry, unless otherwise provided by law. A majority is measured from the total number of Board members present and voting, excluding abstentions. In case of a tie vote, the item fails.
- 4. Dissenting and abstaining votes shall be recorded in the meeting minutes.
- 5. Each Board decision, even when there are dissenting votes, shall be an action by the entire Board and binding upon each member. Once a majority decision has been reached, individual Board members will publicly support that vote.
- 6. No Board Member will coerce another member to vote in a particular manner, and no member may attempt to solicit votes in any manner inconsistent with the Texas Open Meetings Act.



# **AISD BOARD OPERATING PROCEDURES**

## **B. Abstentions/Recusals**

1. A Board member seeking to abstain from a vote based on a conflict of interest on the agenda item in question shall notify the Board President of this intent prior to the start of the meeting. In the event a Board member has a legal conflict of interest, the Board member may be required to file a public disclosure as required by law. (See Policy BBFA)
2. All Board members present at a meeting must remain present during a vote.
3. A Board member abstaining from the vote on an agenda item shall, in the open meeting and prior to the item in question, state that he/she will abstain from the item.
4. A Board member abstaining from the vote on an agenda item shall consider whether it is appropriate for the member to participate in open or closed session deliberation on the matter and may determine that complete recusal from all discussion of the item is appropriate.

## **C. Board Officers**

1. The Board shall elect members to serve in the roles of President, Vice President, and Secretary. The members elected to serve as the President and Vice President must each have completed at least two years of service on the Board.
2. In addition to the duties granted by law and Board policy, officer duties include, but are not limited to, the following:
  - a) The Board President presides at all Board Meetings; speaks on behalf of the Board and is a signatory on District checks, legal documents approved by Board action, and Board resolutions; responds on behalf of the Board to letters and e-mail to the Board in compliance with the Texas Open Meetings Act; and responds on behalf on the Board to media requests.
  - b) The Board Vice President presides at any Board Meetings when the Board President is unable to attend and speaks on behalf of the Board at events the Board President is unable to attend.
3. The Board Secretary will preside over any Board Meetings the Board President and Vice-President is unable to attend.

# AISS BOARD OPERATING PROCEDURES

4. Officers shall be elected by majority vote of the members present and voting and shall serve for a term of one year.
5. Officers of the Board shall be elected at the first regular meeting of the Board following swearing in of newly elected trustees or at any time thereafter in order to fill a vacancy among the officers of the Board.
6. Any Board member who seeks to be elected as an officer will make their intentions known to the Board during closed session at the Board meeting at which reorganization will occur. At this time, the Board will deliberate the duties and qualifications of a public officer and/or the specific qualities of the interested Trustees.
7. Upon reconvening in open session, the President will preside over the officer elections.
  - a) Each officer position shall be considered separately, starting with the President, then Vice President, and then Secretary.
  - b) The President will entertain nominations until nominations for the specific office have ceased. NOTE: Unlike a motion, a nomination does not require a second. It is acceptable, however, for another member who supports that nominee to second the nomination.
  - c) Once nominations are closed, the board will vote on the nominees in the order they were presented. Once a nominee receives a majority vote, the election for that position will end and any remaining nominees will not be considered. If no nominee receives a majority vote, the Board will vote on all nominees again, in the same order, until a nominee is selected by majority vote.
  - d) Board members will not self nominate from the dais.
8. Any Board discussion of specific Trustee interest or fitness for an officer position shall be conducted in closed session in accordance with the Open Meetings Act. The election of officers will take place in open session.

## **D. President shall:**

1. Preside at all Board meetings
2. Appoint Board Members to both committee participation and chairmanships

# AISD BOARD OPERATING PROCEDURES

3. Call special meetings and/or workshops
4. Sign legal documents required by law
5. Have the right to discuss, make motions, and resolutions
6. Vote on all matters coming before the Board.

## **E. Vice President shall:**

1. Act in capacity of Board President in his/her absence
2. Work with the Board President to appoint Board Members to both committee participation and chairmanships
3. Perform other duties as directed by the Board

## **F. Board Secretary shall:**

1. Keep, or cause to be kept, an accurate record of the proceedings of each Board meeting (to be assisted by Administrative Assistant)
2. In the absence of the President and Vice President, call the meeting to order and conduct an election of President pro tem
3. Sign and countersign documents are requested by the Board
4. Perform other duties as directed by the Board

## V. COMMUNICATION

### **A. Superintendent to the Board**

1. The Superintendent will provide reports to the Board as required by law or requested by the Board.
2. The Superintendent will notify the Board in a timely fashion of significant events.
3. The Board will receive on a monthly basis: financial reports, enrollment numbers, and all press releases sent to the media.

# AISD BOARD OPERATING PROCEDURES

4. The Superintendent shall notify and provide to all board members any request from an individual Board Member for data, reports or information that is pertinent to school business

## B. Board to Staff

When desiring information from staff members, Board members should always request the information through the Superintendent and be mindful of district resources and balancing adequate time for a response.

## C. Board to Media

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.

1. The superintendent or, in his or her absence, a specified designee shall be the official district spokesperson to the media on issues of district attention.
2. Any board member receiving a call from the media requesting information, comments, or an interview will direct the media representative to the superintendent for district business and to the board president for board-specific issues.
3. If speaking to a media representative, board members should clarify at the beginning of the interview that they are speaking as individuals rather than as authorized representatives of the board of trustees.
4. When speaking as an individual, the board member will remind media representatives of the official position or action already taken on the issue by the board of trustees and refer media to the spokesperson for further information.
5. It is inappropriate for a board member to state an opinion on an upcoming issue that is scheduled for discussion at a board meeting.

Related Policies: BBF (LOCAL) and BJA (LOCAL)

## D. Board to Community

1. Board members should use caution on social media to express personal opinions that are counter to District business whether past, current or pending.

# AISD BOARD OPERATING PROCEDURES

2. Unless otherwise approved by the Board, individual Board members cannot speak in an official capacity on behalf of the Board.
3. 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) Support board decisions.
  - c) Interact in a positive manner.
  - d) Listen politely and respectfully to comments.
  - e) Make no commitment on behalf of the board or district.
  - f) Not criticize district personnel.
  - g) Refer questions about specific district activities to the appropriate staff person when they do not know the answers.
4. A Board Member may respond to a community member inquiry but must understand that such communication may be interpreted as being an official statement of the Board. The member should do the following:
  - a) Clarify that he/she is responding as an individual, not for the Board; and
  - b) Remind the individual of any position/action the Board has officially taken on the subject.
5. Board Members will not respond to anonymous communications.
6. Any communication pertaining to criminal, health, or safety issues shall be forwarded to the Superintendent immediately for review and handling unless such alleged issues relate to the Superintendent.
7. The board will communicate to the community collectively through district communication vehicles authorized by the board in policy or the district communication plan.

## **E. Board Member Communications between Meetings**

1. Any correspondence a Board Member may have received at the district office will be delivered to the Board Member at the earliest opportunity.
2. Board members may not engage in discussion regarding school business in a manner that violates the requirements of the Open Meetings Act. Outside of a lawfully called meeting, Board members may not engage in communication regarding school business (a) with a quorum or more of

# AISD BOARD OPERATING PROCEDURES

members, or (b) with less than a quorum of Board members if the communication is among a series of communications involving a quorum or more of members, and the member knew that the series of communications involved or would involve a quorum and would constitute deliberation under the Act.

3. The superintendent will communicate with each board member by weekly board information packets that may include information such as:
  - 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
4. The superintendent will meet with the board president as needed, or communicate by telephone, text, and/or e-mail to inform him or her of district issues that may need to come before the board for information or action.
5. The board president may direct the superintendent to distribute copies of documents to each member of the board for information. The weekly board information packet is the preferred method of distribution unless unusual circumstances dictate a faster delivery.
6. 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.
7. 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.
8. 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.
9. 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

# AISD BOARD OPERATING PROCEDURES

the superintendent for distribution to all members in the weekly board information packets. Board information packets may be either hard copy or electronic documents.

10. Any correspondence, including electronic messages, sent from a Board member to another Board member or the Superintendent shall not be published or forwarded without the sender's permission. Documents requested under the Public Information Act are exempted from this rule.
11. Sending a communication to all Board Members or a quorum of the Board could be construed as an illegal meeting in violation of the Open Meetings Act.

## **F. Communication of Concern with Board Member**

1. Individual Board Members are encouraged to express their concerns about another member's performance directly to that member, including concerns that the Member has violated the Board Operating Procedures.
2. If addressing the issue directly with the member does not resolve the concern, then discussion with the Board President or Presiding Officer is appropriate.
3. The Board President or Presiding Officer may discuss the concern with the individual in question on behalf of the reporting Board member, or may moderate a discussion between the members as deemed necessary by the Board President. If a quorum of the Board is involved in the meeting, the meeting must be posted and conducted in accordance with the Texas Open Meetings Act.

## **G. Handling Complaints or Concerns**

1. A Trustee who is approached or contacted by a parent, employee, or other community member shall first refer that person to the district's Chain of Command so that their concern can be addressed by the Administration. The Trustee may listen to the concern if necessary to obtain full understanding, but should exercise caution as his/her involvement in the matter could compromise that Board member's participation in the hearing process.
2. The district's Chain of Command provides the following information:

# AISD BOARD OPERATING PROCEDURES

- 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 in policy and attempt to resolve the complaint.
  - d) If still not satisfied, the complainant may appeal to the superintendent or designee 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. Individual Board members will not conduct investigation or attempt to resolve concerns or complaints directly and shall inform the Superintendent or other appropriate administrator of the issue as soon as feasible (if at all possible within 24 hours).
4. Board members shall not discuss or divulge information shared or discussed in closed session with any person who was not a part of the closed session meeting. Board members shall not discuss or divulge the contents of legal advice or consultation with the Board’s legal counsel, or other information that is protected by the attorney-client privilege.
5. Board member concerns about the performance of district employees and/or student welfare shall be presented directly to the Superintendent. Board members must remain cognizant that district personnel and student welfare are the responsibility of the Superintendent, not the Board. The Superintendent shall listen and consider the concerns and review the matter and shall notify the Board member of the resolution of the issue to the extent permitted by law and Board Policy.

## VI. CAMPUS VISITS - PROCEDURE

GKC(LOCAL)

1. Board members are encouraged to attend as many school events as their time permits.



# AISD BOARD OPERATING PROCEDURES

2. Board members will notify the Superintendent in advance of visiting a campus for a Board purpose.
3. Board members visiting a campus on a regular basis for volunteering with a classroom or PTO work, or in a mentoring capacity, are advised to let the campus principal know of the frequency of such visits on campus.
4. Board members need to be aware that even when visiting in an unofficial capacity, they may still be perceived as representatives of the Board.
5. When visiting campuses, Board members will follow District Board policy regarding visiting campuses and campus management procedures.
6. Following campus guidelines, board members may go into teachers' classrooms or individual buildings to observe, accompanied by the principal or principal's designee. They may not evaluate the teacher's performance.
7. Board members may interact with any staff member or student during lunch or recess as long as they do not disrupt the learning process.
8. Board members may not give any direction to any staff or students.
9. Board members may not request or accept extraordinary consideration or "favors" from any district employee.

## VII. SUPERINTENDENT EVALUATION BJCD(LOCAL)

- A. Evaluation of the Superintendent** is an assessment of the goals set by the Board and its working relationship with the Superintendent as part of the Team of 8. The Board President obtains input from all members on Board approved indicators.
- B. Formal Evaluation** will be conducted in executive session by consensus annually in June of each year with an informal review in January of each year.

## VIII. BOARD MEMBER TRAINING & ORIENTATION BBD (LEGAL) and (LOCAL)

- A. New Board Member Orientation**
  1. New Board members will receive an orientation on District policies and procedures from the Superintendent within 90 days of election or appointment. District policy manuals and the AISD Board of Trustees Board

# AISD BOARD OPERATING PROCEDURES

Operating Procedures will be given to the new Board members at this meeting. Orientation should include, but not be limited to, the following:

- a) Board Operating Procedures and Board Policies
    - (1) Overview of roles and responsibilities
    - (2) Board Operation Procedures
  - b) General district information
    - (1) Geographic area
    - (2) Attendance boundaries
    - (3) Enrollment and staffing numbers
    - (4) Demographics
    - (5) Ongoing issues of interest
  - c) Supt review of District administrative organization
    - (1) District departmental overviews
  - d) Training to access District electronic communications
  - e) District Budget Overview
  - f) District Goals and Collaborative Visioning Overview
  - g) Board Annual Calendar and briefing of upcoming events
  - h) Expense reimbursement procedures
  - i) Framework for School Board Development SBOE
  - j) Board Members Ethics - BBF (LOCAL) and BBFB (LEGAL)
  - k) Ethics Conflict of Interest Disclosure BBFA (LEGAL) and (LOCAL)
  - l) Ethics Prohibited Practices BBFB (Legal)
- 2. The Superintendent will share an overview of current district events and pending matters (*i.e.*, contracts, legal inquiries, and projects).
  - 3. New Board members should feel free to ask questions of the Superintendent, Board President, and other Board members when necessary.

## **B. Ongoing Training and Board Development**

- 1. After the first year of Board service, all Board Members must receive the state required continuing education. education (CE). This includes the annual three- hour team building session and at least five additional hours of training. It does not include the update to the Education Code which

# AISD BOARD OPERATING PROCEDURES

takes place following each legislative session and new legal updates that are required training.

2. All Board Members and the Superintendent must participate in person, for a three-hour “Team of Eight” team building session, annually.
3. Trustees are encouraged to attend seminars and training at various locations offered by the Regional Service Centers and other TEA providers. The Administrative Assistant to the Board can provide information on various training dates.
4. The Administrative Assistant to the Superintendent will communicate Continuing Education Requirements to trustees with reminders and training opportunities to assist trustees in remaining compliant.
5. At the last regular meeting of the board of trustees before an election of trustees, the current president of each local board of trustees shall announce the name of each board member who has completed the required continuing education, who has exceeded the required hours of continuing education, and who is deficient in meeting the required continuing education as of the anniversary of the date of each board member's election or appointment to the board or two-year anniversary of his or her previous training, as applicable. BBD (LEGAL)

## **C. Annual Review of Board Operating Procedures**

These Board Operating Procedures will be reviewed annually by all Board members in a collaborative manner, for the purposes of re-committing, re-emphasizing, updating and/or revising the procedures and expectations herein, or take action to approve in the current format.

# AISD BOARD OPERATING PROCEDURES

## IX. ELECTION ACTIVITIES-School Board Elections BBB(LEGAL) and (LOCAL)

1. Board Members will follow all applicable law in all campaign activities.
2. Neither the Board, as a body corporate, nor any Board Member, will use District funds, or other District resources to electioneer for or against any candidate, measure or political party.
3. Board Members seeking re-election shall not solicit District employees for endorsements during such employee's work hours or at any time while the employee is on District property.
4. A Board member may support any candidate or proposition in his/her individual capacity and shall take steps to communicate that his/her support is not in any official capacity.

## X. BOARD ADVOCACY

The Board places a high priority on advocacy at the local, state and national levels for the specific interests of the District for its students, faculty and education, in general.

### Legislative Priorities

- A. The Board will create District legislative priorities prior to the opening of the bi-annual session of the Texas Legislature and communicate those priorities to area legislators. These priorities may be updated as necessary to remain current and responsive.
- B. The Board will annually determine a process for organized engagement between members and the local, state and federal community and elected leaders.

# AISD BOARD OPERATING PROCEDURES

## XI. EXECUTIVE SESSION

- I. The Texas Open Meetings Act (Texas Government Code Chapter 551) only allows certain items to be discussed in executive session. These are items that should not be discussed in an open session.
  - A. The following is a list of items that should be discussed in executive session, not as part of an open meeting:
    1. Private consultation with the Board's attorney (§551.071)
      - a) A governmental body may not conduct a private consultation with its attorney except:
        - (1) when the governmental body seeks the advice of its attorney about:
          - (a) pending or contemplated litigation; or
          - (b) a settlement offer; or
        - (2) on a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with this chapter
    2. Purchase, exchange, lease or value of real property (§551.072)
    3. Negotiated contracts for prospective gifts or donations (§551.073)
    4. Personnel or to hear complaints against personnel (§551.074)
    5. The deployment, specific occasions for, or implementation of, security personnel or devices (§551.076)
    6. Discipline of a public school child, or complaint or charge against personnel (§551.082)
    7. Deliberation of a matter regarding a public school student if personally identifiable information will be revealed (§551.0821)
    8. The standards, guidelines, terms or conditions the Board will follow, or will instruct its representatives to follow, in consultation with representatives of employee groups follow, or will instruct its representatives to follow, in consultation with representatives of employee groups (§551.083)
    9. Excluding witnesses from a hearing (§551.084)
    10. The security assessments or deployments relating to information resources technology; network security information; or the deployment, or

# **AISD BOARD OPERATING PROCEDURES**

specific occasions for implementation, of security personnel, critical infrastructure, or security devices (§551.089)