



BOARD OF TRUSTEES' OPERATING PROCEDURES

2026-2027

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A. Developing Board Meeting Agenda

- a. Who can place items on the agenda?
 - i. Agendas are created by the administration seven days prior to the meeting and presented to the Board on the Tuesday prior to the Monday meeting.
 - ii. Any Trustee may request that a subject be included on the agenda for a meeting, and the Superintendent shall include on the preliminary agenda of the meeting all Trustee-requested topics that have been timely submitted.
 - iii. 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 President's approval. In reviewing the preliminary agenda, the President shall ensure that any topics the Board or individual Trustees have requested to be addressed are either on that agenda or scheduled for deliberation at the next scheduled Board meeting if appropriate. The Board President shall communicate the agenda timeline with the requesting Board member. The Board President shall not have authority to remove from the agenda a subject requested by a Trustee without that Trustee's specific authorization.
 - iv. In accordance with the Texas Open Meetings Law, no member can place an item on the agenda less than 72 hours in advance of the posted meeting, except in an emergency, as per Texas Code.
- b. Items that cannot be on the agenda
 - i. All personnel issues must be conducted in a closed session unless specifically required by the Texas Open Meetings Act.
 - ii. Anything that violates the right to privacy, i.e., the Texas Open Meetings Act, Texas Public Information Act, will not be placed on the agenda for open session.
- c. Use of Consent Agenda
 - i. A consent agenda may include items of a routine and/or recurring nature grouped together under one action item. For each item listed as part of a consent agenda, the Board shall be furnished with background material. All such items shall be acted upon by one vote without separate discussion, unless a Board member requests that an item be withdrawn for individual consideration. The remaining items shall be adopted by one vote. The Consent Agenda may include such items as:
 - 1. Routine items
 - 2. Annual renewals of Region IV and TEA items
 - 3. Budget amendments
 - 4. Gifts, donations and bequests
 - 5. Financial information
 - 6. Minutes of regular and specially called Board meetings
 - 7. Sale of delinquent taxes

- 8. Routine personnel items
 - a. Section for approval
 - b. Section for information only
 - 9. Routine bid considerations
- d. Removing items from the agenda
 - i. After the agenda is finalized and posted, items may be removed from the agenda for cause or purpose by motion in open session.

B. Member Conduct During Board Meetings

- a. Any time four or more Board members are gathered to discuss district business, it is considered a meeting, which must comply with the Texas Open Meetings Act.
- b. Patrons addressing the Board
 - i. Patrons may address the Board on any item during the Audience with Individuals portion of the agenda by prior to the meeting and completing the audience participation request form. A staff member will be responsible for ensuring that the request form is completed.
 - ii. Guidelines for addressing the Board will be adhered to and the President will emphasize the guidelines to the public.
 - 1. Comments are limited to a maximum of five minutes per speaker with a maximum of 30 minutes allowed for public comment. The Board will accept written as well as oral information.
 - 2. Delegations of more than five persons shall appoint representatives to present their views before the Board.
 - 3. The Board will not entertain negative comments on individual personnel in public sessions.
 - 4. The Board will not entertain negative comments on individual students in public sessions.
 - 5. Patrons will be encouraged to use appropriate campus and administration channels before bringing concerns to the attention of the Board.
- c. Board response to patrons addressing the Board
 - i. Administration or District's Legal Counsel, may present specific facts or existing policy.
 - ii. The Board shall not deliberate, discuss or make a decision on any subject that is not on the meeting agenda.
 - iii. The Board President may direct the Superintendent to cause items to be investigated and reported back to the Board.
- d. Trustees must silence all cell phones during board meetings, including closed session, and refrain from use during the meeting. Computers and/or tablets are allowable with the understanding that all school district-related communications via email, messaging, and/or recordings, etc. are subject to the Public

Information Act (open records law) and may risk violation of law dependent upon content and use.

- e. The Board shall generally observe the parliamentary procedures as found in Robert's Rules of Order, Newly Revised, except as otherwise provided in Board procedural rules or by law. Procedural rules may be suspended at any Board meeting by majority vote of the members present.
- f. Discussion of motions
 - i. All discussion shall be directed solely and specific to the business/information currently under deliberation.
 - ii. The Board President has the responsibility to keep the discussion to the motion at hand and shall halt discussion that does not apply to the business before the Board.
- g. The Board President shall recognize a Board member prior to giving their comments.

C. Voting

- a. The Board President has the same opportunity to vote and deliberate as any other board member.
- b. In case of a tie vote, the item will return on the next agenda as an action item.
- c. All trustees shall respect the majority decision as the decision of the Board.

D. Individual Board Member Request for Information or Report

- a. An individual Board member, acting in his or her official capacity, shall have the right to seek information pertaining to district fiscal affairs, business transactions, governance, and personnel matters, including information that properly may be withheld from members of the general public in accordance with the Public Information Chapter of the Government Code.
- b. Individual members shall not have access to confidential student records unless the member is acting in his or her official capacity and has a legitimate educational interest in the records in accordance with policies FL (LEGAL) and (LOCAL).
- c. All requests by a Board member for compilation of data, other than copies of existing records, shall be directed to the Superintendent. The request may be made in writing, via an online request form, or via email. The Superintendent will prepare requested reports and distribute them to the entire Board. If the preparation of the requested report is expected to consume excessive staff time and resources, the Superintendent will confer with the Board President to determine whether the requested report should be completed or placed on an upcoming agenda for possible action.
- d. In general, requests for information made by one Board member that require compilation of a written report shall be shared by the Superintendent with all Board members.

E. Citizen Request/Complaint to Individual Board Member

- a. The Board member should hear the citizen's problem for full understanding of the persons involved, date, and location.
- b. The Board member should remind the citizen of due process and that the Board member must remain impartial in case the situation goes before the Board.
- c. The Board member should refer the citizen to the appropriate person/chain of command. The citizen is encouraged to go through the chain of command.
- d. Written requests/complaints should be referred to the Superintendent within 3 work days for appropriate follow-up.

F. Employee Request/Complaint to Individual Board Member

- a. The Board member should hear the employee's problem for full understanding of the person involved, date, and place.
- b. The Board member should remind the employee of due process procedure and remain impartial.
- c. The Board member should refer the employee to the appropriate person/chain of command. The employee must go through the chain of command.
- d. Written requests/complaints should be referred to the Superintendent within 5 work days for appropriate follow-up.

G. Board Member Visit to School Campus

- a. All Board members are encouraged to visit schools and attend school events.
- b. Board members are encouraged to notify campus administration and the Superintendent when they are planning to visit a campus or attend a school event.
- c. Board members shall wear their photo identification badge and follow the procedures for guest sign-in at each campus.
- d. Board members may visit teachers' classrooms by permission of the campus principal or the Superintendent.

H. Communications

- a. The Superintendent should communicate with the Board weekly. Communication may be less frequent during holidays or summer.
- b. The Superintendent should communicate with the Board ASAP on emergencies via e-mail, phone or personal contact.
- c. The Board should keep the Superintendent informed of information regarding district business through telephone, e-mail, or personal visits.
- d. The Board should communicate with the community through public hearings, presentations to PTO's and Civic Clubs, regular Board meetings, regular publications, and the district website.

- e. Unless authorized by Board action or serving as Board President, individual Board members should not speak in an official capacity for the Board (including on social or electronic media).

I. Board Members' Standard of Behavior

- a. Board members should be knowledgeable of the Board of Trustees' Code of Ethics and the code's implications of their day-to-day actions.
- b. The Superintendent should present a copy of the "Code of Ethics" policy to each Board member annually.
- c. Board members shall share with each other and the Superintendent the information received from training sessions and conferences.
- d. Each Board member will sign an annual "Statement of Disclosure" according to Board Policy.
- e. The Board President will communicate with the Board's attorney, as needed.

J. Evaluation of the Superintendent

- a. Superintendent's Contract.
 - i. The Superintendent's contract will be reviewed in detail prior to Board approval.
 - ii. The Superintendent's salary and raises will be annually reviewed with the Board.
 - iii. The Board President will notify members of the items of enhancement for deliberation prior to consideration.
 - iv. Terms and conditions of the Superintendent's contract enhancement will be reviewed with the Trustees by the Board's attorney to ensure clarity and understanding of the same.
- b. Superintendent's evaluation.
 - i. The Superintendent's appraisal measures will be approved in September or October.
 - ii. The Board President will obtain input from all other members on Board-approved indicators.
 - iii. Evaluations are conducted in closed session by consensus.
 - iv. The Superintendent's Mid-Year Appraisal will be conducted in February or March, and the Superintendent's Summative Evaluation will be conducted annually in July at the first regularly scheduled Board meeting or other agreed-upon times.
 - v. Consideration of the Superintendent's contract extension will be conducted in February, and any contract amendment, if needed, will be conducted in July at the first regularly scheduled Board meeting or other agreed-upon times.

K. Board Training Hours

- a. Each Board member is expected to complete all required training annually.
- b. Each January, Board members' training hours will be read into the minutes, announcing the name of each Board Member who has completed the required continuing education hours, who has exceeded the required hours, and who is deficient in the required hours.

L. Board Committee Assignments

- a. Board members can be assigned to serve on various district advisory committees as non-voting participants.
- b. BDB (Legal and Local) allows for Board members to be assigned to internal board committees, but policy does not define participation on district advisory committees. Therefore, to align with best practice and BDB policies, board members will briefly share information gained from the committee meetings with other board members.
- c. Board members will refrain from opinions related to operational matters to adhere to the role of governance (BAA Legal and BBE Local/Legal).
- d. A trustee does not need to provide a report if they were not in attendance or if a report by administration was/will be provided.

M. Criteria and Process for Selecting Board Officers

- a. The Board shall elect a President, a Vice-President, a Secretary, and an Assistant Secretary who shall be members of the Board. The Board may assign a District employee to provide clerical assistance to the Board. Officers shall be elected by majority vote of the members present and voting.
- b. Board officers shall serve for a term of one year or until a successor is elected. Officers may succeed themselves in office. Each officer shall perform any legal duties of the office and other duties, as required by the Board.

N. Role and Authority of Board Members and/or Board Officers

- a. As authorized by law, no Board member or officer has authority outside the Board meeting.
- b. No Board member can direct employees in regard to performance of their duties.
- c. President
 - i. Shall preside at all Board meetings.
 - ii. Shall appoint committees.
 - 1. The committees shall contain no more than three Board members.
 - 2. Individual Board members may serve on various school and community committees as they are requested.
 - iii. Shall call special meetings.

- iv. Shall sign all legal documents required by law and
- v. Shall have the right to discuss, make motions and resolutions, and vote on all matters coming before the Board.
- d. Vice-President
 - i. The Vice-President of the Board shall:
 - ii. Act in the capacity and perform the duties of the President of the Board in the event of the absence or incapacity of the President.
 - iii. Automatically become President of the Board if a vacancy in that office occurs until the Board reorganizes
 - iv. Perform other duties as prescribed by the Board.
- e. Secretary
 - i. The Secretary of the Board shall:
 - ii. Keep, or cause to be kept, an accurate record of the proceedings of each Board meeting.
 - iii. Send, or cause to be sent, notices of board meetings.
 - iv. In the absence of the President and Vice-President of the Board, call the Board meeting to order.
 - v. Countersign all warrants for District money drawn upon the depository by order of the Board.
 - vi. Perform other duties as directed by the Board.
- f. Assistant Secretary
 - i. The Assistant Secretary of the Board shall act in the capacity and perform the duties of the Secretary of the Board in the event of the Secretary's absence, disability, or refusal to act and automatically become Secretary if a vacancy occurs in that office.

O. Role of Board in Closed Session

- a. The board can only discuss those items properly listed on the Board agenda as limited by law.
- b. The board must vote in a public session.
- c. Information and opinions shared during closed sessions MUST remain confidential.

P. Media Inquiries

- a. The Superintendent shall be the official spokesperson for the District.
- b. The President shall be the official spokesperson for the Board.
- c. All Board members who receive calls from the media should direct their calls to the Superintendent or Board President unless calls are solely related to positive aspects of the district.

Q. Review of Board Operating Procedures

- a. Standard Board Operating Procedures will be reviewed and updated as needed.