



S&S CISD Board Standard Operating Procedures

Board of Trustees • Recommended Working Draft

Prepared for Board Review

Adopted: _____ Last Reviewed: _____

Document Guide

Purpose	Establishes the Board’s agreed processes for meetings, agenda development, information requests, evaluation, training, officer selection, and other recurring governance work.
Formatting Key	<i>Regular type preserves or closely follows the original document. Italic type identifies recommended additions, modernization, clarification, or legal/policy alignment for Board consideration.</i>
Legal Review	<i>This working draft should be reviewed against the district’s current TASB Policy Online manual and by district legal counsel before adoption. If this document conflicts with law or Board policy, law and Board policy control.</i>

Table of Contents

1. Relationship to Law and Board Policy	3
2. Developing the Board Meeting Agenda	3
3. Conducting Board Meetings.....	4
4. Trustee Requests for Information	5
5. Communications	5
6. Superintendent Evaluation and Goals	5
7. Board Self-Evaluation	6
8. Selection and Duties of Board Officers	6
9. Closed Sessions	7
10. Town Halls and Community Meetings	7
11. Anonymous Communications	7
12. Trustee Training	7
13. Reimbursable Expenses	8
14. Annual Review and Adoption	8
Appendix A — Suggested Annual Governance Cycle	8
Appendix B — Principal Legal and Policy References	9
Adoption and Revision Record	9

1. Relationship to Law and Board Policy

These procedures describe the Board's preferred operating practices. They do not replace or amend Board policy. If a procedure conflicts with federal or state law, Texas Administrative Code, or Board policy, the controlling authority governs.

The Board should cross-check this document annually against the District's current TASB Policy Online manual, including policies in the B series.

2. Developing the Board Meeting Agenda

2.1 Placement of Items on the Agenda

Agendas are prepared by the Superintendent or designee in consultation with the Board President and presented to the Board in accordance with law and policy.

Any trustee may request that a subject be considered for a future agenda. A request should be submitted to the Board President or Superintendent with sufficient information to identify the subject and the purpose of the requested discussion or action.

The handling of trustee-requested agenda items will follow the District's current BE(LOCAL) policy. Any requirement for concurrence by another trustee or the Board President should match the exact language of that policy.

The Superintendent will schedule timely and appropriate trustee-requested items consistent with law, policy, available information, and the orderly conduct of District business.

2.2 Finalization and Posting

Trustees should submit proposed agenda items at least seven calendar days before the meeting when practicable. This internal planning deadline does not alter statutory posting requirements.

Notice of a regular meeting must generally be posted at least 72 hours before the scheduled time. Emergency or urgent-public-necessity meetings and supplemental postings must comply with the Texas Open Meetings Act.

The agenda must provide sufficient notice of the subjects to be considered. The Superintendent and Board President should consult legal counsel when an item raises unusual notice, confidentiality, or closed-session issues.

Authority / Policy Reference: *Texas Government Code §§551.041, 551.043, 551.045, and 551.056; TASB Policy BE.*

2.3 Closed-Session Items

An item may be discussed in closed session only when a specific statutory exception applies and the posted notice is legally sufficient. Personnel matters are not automatically required to be discussed in closed session; the Board may use closed session only as authorized by law.

The agenda and presiding officer should identify the applicable statutory authority before the Board convenes in closed session.

Authority / Policy Reference: *Texas Government Code Chapter 551, Subchapter D; TASB Policy BEC.*

2.4 Consent Agenda

The Superintendent may recommend routine or noncontroversial items for a consent agenda to improve meeting efficiency.

At the request of any trustee, an item will be removed from the consent agenda and considered separately without requiring a second or Board vote.

3. Conducting Board Meetings

3.1 Quorum and Deliberation

A quorum of the seven-member Board is four trustees. A gathering of a quorum is not necessarily a “meeting” unless public business or public policy over which the Board has supervision or control is deliberated or formal action is taken. Trustees must also avoid prohibited serial communications that involve fewer than a quorum at one time but are intended to circumvent the Texas Open Meetings Act.

Authority / Policy Reference: *Texas Government Code §§551.001, 551.143; Texas Education Code §11.051; TASB Policy BE.*

3.2 Parliamentary Procedure and Presiding Officer

The Board will use its adopted parliamentary authority as a guide, subject to law and Board policy. Parliamentary rules should facilitate—not obstruct—fair, orderly, and efficient deliberation.

- *Discussion will remain germane to the pending item or motion.*
- *The Board President will recognize speakers, maintain order, protect each trustee’s opportunity to participate, and halt disruptive or inappropriate discussion.*
- *The Board President may make and second motions, participate in debate, and vote unless restricted by a conflict of interest or other law.*
- *Questions intended to clarify testimony or information may be directed through the presiding officer or Superintendent.*

3.3 Public Comment

The Board will provide members of the public a reasonable opportunity to address the Board regarding an item on the agenda before or during the Board’s consideration of the item. The District may also provide general public comment consistent with Board policy.

Public-comment procedures—including sign-up, time limits, translation, grouping of speakers, decorum, and complaint routing—will follow BED(LOCAL) and applicable law. Restrictions must be reasonable, viewpoint neutral, and administered consistently.

The Board may not prohibit criticism of the Board, its acts, omissions, policies, procedures, programs, or services. The Board may enforce lawful rules addressing disruption, threats, personal attacks that violate neutral decorum rules, disclosure of confidential information, and comments about matters subject to specific grievance procedures.

Board members may make a statement of fact, recite existing policy, or place a matter on a future agenda in response to an inquiry about a nonposted subject, but may not deliberate or decide the matter unless it is properly posted.

Authority / Policy Reference: *Texas Government Code §§551.007 and 551.042; TASB Policy BED.*

3.4 Hearings, Grievances, and Appeals

Hearings, grievances, and appeals will be conducted under applicable law and the controlling Board policy. Trustees will preserve impartiality and avoid ex parte fact-finding or commitments before the matter reaches the Board.

3.5 Motions and Voting

The Board President votes on action items in the same manner as other trustees.

Except when abstention is required or permitted by law, trustees are expected to vote on action items. Any required affidavit, disclosure, recusal, or abstention will be completed and recorded as required by law and policy.

Final action, decision, or vote must occur in open session. The minutes will accurately reflect motions and votes as required by law.

Authority / Policy Reference: Texas Government Code §551.102; Texas Local Government Code Chapters 171 and 176; TASB Policies BE and BBFA.

4. Trustee Requests for Information

Trustee requests for existing information should be directed to the Superintendent. Information provided in response to one trustee will be made available to all trustees when the request concerns Board business and distribution is lawful and appropriate.

If a request is likely to require substantial staff time, create a new report, or disrupt operations, the Superintendent may confer with the Board President and place the request before the Board for direction, consistent with BBE(LOCAL).

Trustees will protect confidential information received in their official capacity and will not forward or publish records without considering privacy, privilege, and public-information requirements.

Authority / Policy Reference: TASB Policy BBE; Texas Government Code Chapter 552; Family Educational Rights and Privacy Act and other confidentiality laws, as applicable.

5. Communications

The Board President and Superintendent will meet or communicate routinely to coordinate governance matters, upcoming agendas, emerging issues, and Board information needs.

The Superintendent will use regular reports, Board packets, meetings, and other lawful communications to keep all trustees appropriately informed.

Trustees will not use "reply all" emails, group texts, social media, or serial communications to discuss or deliberate Board business outside a properly posted meeting. Logistical communications are permitted.

6. Superintendent Evaluation and Goals

The Board will conduct a written summative evaluation of the Superintendent at least annually using the commissioner-recommended appraisal process or a locally adopted appraisal instrument and process based on the Superintendent's job description, contract, Board-adopted goals, and District priorities.

The Board will conduct at least one formative or midyear progress review. Ongoing monitoring of reports and evidence is not a separate formal evaluation; it provides documented evidence for the annual evaluation and allows timely course correction.

The Board President will coordinate collection of trustee input, but the evaluation is an action of the Board as a body. Deliberation may occur in closed session when authorized by law, and any required final action regarding the contract or compensation will occur in open session.

The Board and Superintendent should annually establish a written evaluation calendar identifying goal setting, evidence reviews, the formative review, the summative evaluation, and any contract decision dates.

Authority / Policy Reference: Texas Education Code §§11.1513 and 21.354; Texas Government Code §§551.074 and 551.102; TASB Policies BJCD and BJCF.

7. Board Self-Evaluation

The Board will complete a self-evaluation at least annually. The self-evaluation should assess compliance with law and policy, adherence to the Code of Conduct and these procedures, Board–Superintendent teamwork, progress toward Board goals, meeting effectiveness, community engagement, and trustee development needs.

The Board may discuss governance performance during a facilitated team-building session or properly posted meeting. The Board should consult legal counsel before using closed session for Board self-evaluation because the Texas Open Meetings Act does not provide a general closed-session exception for evaluating the Board as a body.

The Board will identify a limited number of governance improvement goals and review progress during the following year.

8. Selection and Duties of Board Officers

The Board will elect officers at the first meeting after each trustee election and qualification, or as otherwise required by law and policy.

Officers are nominated and elected by majority vote of the Board. Officer selection should consider the needs of the Board, willingness to serve, demonstrated preparation, ability to facilitate teamwork, and commitment to lawful governance.

8.1 President

- *Presides at Board meetings.*
- *Calls special meetings as authorized by law and policy.*
- *Signs documents as required by law, policy, or Board action.*
- *Works with the Superintendent to develop agendas and support effective Board operations.*
- *Appoints committees when authorized by Board policy or action.*

8.2 Vice President

- *Performs the duties of the President in the President's absence or disability.*
- *Performs other duties assigned by the Board.*

8.3 Secretary

- *Ensures that accurate records are maintained as required by law, typically through District staff assigned to prepare and preserve minutes and records.*
- *Serves as presiding officer pro tempore when the President and Vice President are absent, unless the Board selects another presiding officer as permitted by law or policy.*

8.4 Officer Vacancies

A vacancy in a Board office will be filled by Board election in accordance with policy. The office of Board President does not automatically pass to the Vice President unless Board policy expressly provides for that succession; the Board should elect an officer to fill the vacancy.

Authority / Policy Reference: *Texas Education Code §11.061; TASB Policy BDAA.*

9. Closed Sessions

- *The Board will deliberate in closed session only on a properly posted subject and only under an applicable exception in Texas Government Code Chapter 551 or another statute.*
- *The presiding officer will announce the section authorizing the closed session before the Board enters closed session.*
- *Only individuals whose attendance is necessary or legally appropriate will attend.*
- *The Board will keep a certified agenda or recording as required by law.*
- *No final action, decision, or vote will occur in closed session.*
- *Trustees will maintain confidentiality when required by law.*

Authority / Policy Reference: Texas Government Code Chapter 551, especially §§551.101–551.104; TASB Policy BEC. The original reference to Government Code Chapter 511 should be corrected to Chapter 551.

10. Town Halls and Community Meetings

Procedures for a town hall, listening session, or community meeting will be established in advance based on the purpose of the event.

The District will determine whether the event is a meeting subject to the Texas Open Meetings Act and will post notice when required. The Board President, Superintendent, or designee will facilitate the event.

11. Anonymous Communications

The Board encourages community input. Anonymous communications may be forwarded to the Superintendent for review when they contain specific, credible information involving safety, fraud, unlawful conduct, or a matter that warrants administrative attention. The Board is not required to respond to anonymous communications and will not use them as a substitute for applicable complaint procedures or verified evidence.

12. Trustee Training

Each trustee will complete all training required by Texas Education Code §11.159, 19 Texas Administrative Code Chapter 61, and other applicable law within the required timelines.

Current requirements include local district orientation, orientation or updates to the Texas Education Code, Open Meetings Act training, Public Information Act training, cybersecurity and artificial-intelligence training, school-safety training, and continuing education tied to the Framework for School Board Development and evaluating and improving student outcomes. Requirements and hours change; the Superintendent or designee should verify the current TEA training chart annually rather than embedding fixed hour totals in these procedures.

The Board and Superintendent will participate in team-building training as required by current State Board of Education rule. Training completion will be announced and recorded as required by law.

Authority / Policy Reference: Texas Education Code §11.159; Texas Government Code §§551.005, 552.012, and 2054.5191; 19 TAC §§61.1, 61.3, and 61.4; current TEA School Board Trustee Training chart.

13. Reimbursable Expenses

Trustees may be reimbursed for reasonable and necessary expenses incurred in carrying out authorized Board business, attending approved meetings or conventions, or representing the District, subject to Board policy, budget, documentation requirements, and applicable law.

- *Allowable expenses may include mileage, commercial transportation, parking, lodging, meals, registration, and reasonable incidental expenses within District guidelines.*
- *The District will not reimburse expenses of family members or alcoholic beverages.*
- *Trustees will submit required receipts and forms within established timelines.*

Authority / Policy Reference: TASB Policy BBG and District travel procedures; Texas Constitution Article III, §52 and applicable accountable-plan requirements.

14. Annual Review and Adoption

The Board will review these Standard Operating Procedures at least annually and after significant changes in law, Board policy, Board membership, or District governance needs.

Revisions must be considered and adopted by the Board in a properly posted open meeting. The document will include an adoption date and revision history.

Appendix A — Suggested Annual Governance Cycle

Timing	Governance Work
May–June	<i>Reorganize Board and elect officers; new-trustee orientation; team-building planning; review training status.</i>
July–August	<i>Confirm Board and Superintendent goals; approve evaluation calendar; review governance calendar and operating procedures.</i>
September–November	<i>Monitor strategic priorities, student outcomes, budget, facilities, and Superintendent goals; document evidence.</i>
December–January	<i>Conduct formative Superintendent review; identify needed support or course corrections.</i>
February–April	<i>Continue evidence monitoring; Board self-evaluation; plan annual team building and next-year goals.</i>
Contract/Evaluation Window	<i>Complete annual summative Superintendent evaluation and any contract/compensation action on the schedule established by law, policy, and contract.</i>

Appendix B — Principal Legal and Policy References

Topic	Primary Reference
Agenda and Meetings	Texas Government Code Chapter 551; TASB BE/BEC/BED
Trustee Information Requests	TASB BBE; Texas Government Code Chapter 552
Officers	Texas Education Code §11.061; TASB BDAA
Superintendent Evaluation	Texas Education Code §§11.1513 and 21.354; TASB BJCD/BJCF
Training	Texas Education Code §11.159; 19 TAC Chapter 61; TEA School Board Trustee Training chart
Expenses	TASB BBG and District travel procedures

Adoption and Revision Record

Action	Date	Notes