Navarro Independent School District Board Operating Procedures

2025-2026

TABLE OF CONTENTS

PREFACE
Preamble
Mission
Vision
Our Priorities
Cornerstones
Ethical Standards

WORK OF THE BOARD
Meeting Procedures and Information
Board Meeting Agenda
Public Addressing the Board
Campus Visits

BOARD OPERATIONS
Board Development
Board Officers
Superintendent Evaluations
Violations and Sanctions

BOARD RELATIONSHIPS
Communications
Responding to Complaints

APPENDIX
Board Code of Conduct

PREFACE

NAVARRO BOARD OF TRUSTEES
Board Operating Procedures

Preamble

As members of the Navarro Independent School District Board of Trustees, we realize that to be the most effective advocates for children, we, as a Board, must function as a team and at all times treat each other and the people we serve with the utmost courtesy, dignity, respect and professionalism. Should we, for whatever reason, fail to follow these guidelines, we ask that our fellow Board members call it to our attention. Should that occur, we pledge to accept the feedback without anger or retribution, and to renew our efforts to follow this Code of Conduct and Board Operating Procedures. We shall promote the best interests of the school district as a whole, and, to that end, we shall adhere to the following educational and ethical standards.

Our Mission Statement

Navarro ISD builds collaborative partnerships by cultivating positive relationships that grow successful students; helping them make connections that prepare them for their future.

Our Vision Statement

Growing our students our district our community
Navarro ISD - The Heart of Geronimo

Our Priorities

Priority 1: Recruiting, Hiring, Coaching, and Retaining High Quality Teachers and Staff to Support Student Outcomes.
Priority 2: Maximizing Academic Performance.
Priority 3: Maximizing Co-Curricular and Extra- Curricular Opportunities, Performance, and Engagement.
Priority 4: Planning, Preparing, and Maintaining Facilities and Environments for Learning.
Priority 5: Obtaining and Maintaining Top Rated District Recognition.

Cornerstones

Five foundational focus areas to drive progress for our students and staff.

- Academic Success/Instruction & College, Career, & Military Readiness (CCMR)
- Employee Recruitment/ Retention
- Parent & Community Engagement
- Facility Growth/Planning & Safety/Security
- Technology

WORK OF THE BOARD

Parliamentary Procedures

The Board shall observe the parliamentary procedures in *most current edition of Robert's Rules of Order for Small Boards.*

Procedural rules may be suspended at any Board meeting by the Board.

Voting

The Board President shall have the right to discuss, make motions, and resolutions, and vote on all matters coming before the Board. (BDAA LOCAL)

No member shall discuss or vote on a motion if the action would violate state or federal law or Policies BBFA (LEGAL) or BBFB (LEGAL).

All individual votes, including dissenting and abstaining votes, shall be recorded in the minutes of the Board meeting.

Transacting Business

When an agenda item is presented, a discussion shall be held, and a decision reached through voting in accordance with prescribed procedures. Whenever possible, the Board should work toward a consensus model of decision-making. There may be dissenting votes which are a matter of record. However, once a decision has been made, all Board members should support the vote of the body corporate. Although there may be dissenting votes, which are a matter of public record, each Board decision shall be an action by the whole Board and are binding upon each member. Board members are strongly encouraged to state the reason why they are abstaining or voting "no" on an item.

Board Authority

The Board has final authority to determine and interpret the policies that govern the schools and, subject to the mandates and limits imposed by state and federal authorities, has complete and full control of the District. Board action shall be taken only in meetings that comply with the Open Meetings Act. [See BE(LEGAL)] A district is governed by a board of trustees who, as a body corporate, shall oversee the management of the district and ensure that the superintendent implements and monitors plans, procedures, programs, and systems to achieve appropriate, clearly defined, and desired results in the major areas of district operations. *Education Code 11.051(a)*

Individual Authority For Committing The Board

Board members as individuals shall not exercise authority over the District, its property, or its employees. Except for appropriate duties and functions of the Board President, an individual member may act on behalf of the Board only with the express authorization of the Board. Without such authorization, no individual member may commit the Board on any issue. [See BDAA]

Board Members as Parents

While Board members have no authority over staff members, it is often difficult for staff members to view the board member as a parent rather titan as a board member. Board members are encouraged to:

- Make it clear that they are acting as parents;
- Board Members should not request nor accept extraordinary consideration for their children.

Board Member Meeting Preparation

Board members will review agenda, weekly Superintendent update and all supporting materials prior to the start of the Board meeting.

Board members will arrive at Board meetings in a timely manner. If unable to attend a Board meeting, or if expected to be late, they will contact the Superintendent, Board President, and Executive Assistant by text or email prior to the starting time of the meeting.

Board members will direct individual requests for additional materials or information relating to agenda-related questions to the Superintendent at least 3 business days prior to the scheduled meeting.

Questions related to supporting documents should be directed to the Superintendent. Board members are encouraged to utilize the Google Form to document their questions, ensuring that all board members have access to valuable information that may be beneficial to the entire team. Responses to inquiries from Board members will be distributed to all Board members.

Board Meeting Agenda
(BE LEGAL/LOCAL), (BEC LEGAL)

Developing the Board Meeting Agenda

Agendas are created by the Superintendent in consultation with the Board President and presented to the Board on Thursday prior to the Monday meeting. Board members must request in writing to the Superintendent and Board President at least ten (10) days prior to the Board meeting or prior to a special meeting, any item they desire to have placed on the agenda. This includes any items the Board President wants placed on the agenda. A verbal request will be followed up by a written request. In accordance with the Texas Open Meetings Act, no item can be placed on the agenda less than 3 business days in advance of the meeting, except in an emergency as defined by law.

The Superintendent and Board President shall include on the agenda all trustee requested agenda items that have been timely submitted according to board operating procedures.

Consent Agenda

The consent agenda includes items of routine and/or recurring nature, grouped together under one action item. The consent agenda shall be limited to:

- routine personnel
- minutes
- budget amendments
- routine contracts/agreements
- routine procurements
- acceptance of gifts
- acceptance of grants
- other items agreed to by the Board Background material for each consent agenda item shall be furnished to the Board in the meeting's supporting documents.

All consent agenda items may be acted upon by one vote without separate discussion. A Board member may request that an item be withdrawn for individual consideration.

Closed Session

The Board may meet in closed session as provided for in the Texas Open Meetings Act, Government Code, Chapter 551, Sub chapters D and E. Before any closed session is convened, the presiding officer will announce publicly, as appropriate, that matters before the Board exist that necessitate convening into closed session to serve and protect the interests of the District. Any action resulting from duly posted closed session items shall be conducted in open session. The presiding officer will also announce the specific sections of the Texas Government Code under which the Board will be meeting in closed session. The posted agenda shall identify the section or sections of the Act authorizing the closed session and the general topics or subjects to be discussed. The presiding officer of the Board shall publicly identify such section or sections and such topics and subjects. Information discussed during closed session shall remain confidential

Topics that can be discussed in closed session include the following:

- Attorney Consultation Gov't Code 551.071
- Real Property Gov't Code 551.072
- Prospective Gift Gov't Code 551.073
- Personnel Matters. Gov't Code 551.074
- Employee-Employee Complaints Gov't Code 551.082
- Student Discipline Gov't Code 551.082
- Personally Identifiable Student Information Gov't Code 551.0821
- Security-Personnel, infrastructure and devices Gov't Code 551.076, Government Code 2059.055(b); Gov't Code 551.089 Education Code 39.030(a)
- Emergency Management Government Code 418.175–418.182, Gov't Code 418.183(f)
- Economic Development Gov't Code 551.087
- Medical or Psychiatric Records Gov't Code 551.0785

Request for Information

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.
If a Board member is not acting in his or her official capacity, the Board member has no greater right to District records than a member of the public. Individual Board members shall not have access to confidential student records unless there is a legitimate educational interest in the records in accordance with policies FL (LEGAL) and (LOCAL).

A Board member may request existing information and reports from the Superintendent's office. If the information is not available or a new report must be generated, it shall be requested through the Board president. If the Board president does not agree to the request, it may be resubmitted to the Board president by two or more trustees. In case of emergency, the Board president may request information or reports.

Board member inquiries should be submitted through the Board's Google Form. These inquiries will be directed to the Superintendent's Cabinet as needed, and responses will be shared with all Board members. Section 11.1512 requires a school district to report annually, no later than September 1 of each year, to the Texas Education Agency, the number of requests submitted by a member of its Board of trustees during the preceding school year and the total cost to the district for that school year of responding to such requests. See Education Code § 11.1512(e).

Confidentiality

At the time Board members are provided with access to confidential records or to reports compiled from such records, the Superintendent or other District employee shall advise them of their responsibility to comply with confidentiality requirements.

Public Addressing the Board

The Board shall provide for public comment at each meeting, including all regular and special meetings. Prior to the beginning of the public forum, the presiding officer will announce the rules for public participation. The Board should allot 30 minutes to hear people who desire to make comments to the Board. The presiding officer shall determine the time limitation for each speaker, based on the number of individuals signed up to speak in the public forum at the entrance prior to reconvening in open session. Board members may request that the Board President extend the Open
Forum times set out in this policy.

People who wish to participate in this portion of the meeting shall sign up with the presiding officer or designee before the meeting begins and shall indicate the topic about which they wish to speak. Speakers with specific complaints or comments about identifiable students, employees, or officials of the District will be directed to the appropriate District administrator and/or the District's formal complaint process. Speakers shall be discouraged from using the names of specific individuals in their public comments.

No presentation shall exceed five minutes. Delegations of more than five persons **may** appoint one person to present their views before the Board. Audience participation at a Board meeting is limited to the public comment portion of the meeting designated for that purpose. At all other times during a Board meeting, the audience shall not enter discussion or debate on matters being considered by the Board, unless requested by the presiding officer.

The Board vests its presiding officer with the authority to serve as the Board's spokesperson when a response is required for specific factual information or the recitation of existing policy. The presiding officer has the authority to terminate the remarks of any individual who does not adhere to the established rules. The Board shall not tolerate disruption of its meetings by members of the audience. If any person disrupts a meeting through words or actions, the presiding officer may request assistance from law enforcement officials to have the individual removed from the meeting.

Campus Visits
(GKA LEGAL, BBF LOCAL, BBFA LEGAL)

Campus Visits

Board members are encouraged to attend any school events as often as possible as their time permits, and to show support for school activities. Board members will not visit campuses to conduct board business.

Board members may visit campus in their role of parent. Board members are required to sign in with the principal's office and follow campus guidelines for visitors. When visiting with teachers of their own children, Board members will make it clear that they are acting as parents rather than as Board members. Board members will not request or accept extraordinary consideration or favors from any district employee.

Board members are not to go unannounced into teacher's classrooms. Classroom visits will be made by invitation only.

Board members shall not visit a campus in an attempt to assess, evaluate or make recommendations on the delivery of education.

BOARD OPERATIONS

Board Development
(BBD, BBF, BAA AND BG LEGAL/LOCAL)

Board Development

Board members are required to attend training set forth in Policy BBD. In addition to the orientation and team-building training, a Board member shall receive additional continuing education on an annual basis, in fulfillment of assessed needs and based on the framework for governance leadership. The entire Board, along with the Superintendent, shall annually participate in at least three (3) hours of team building training, facilitated by a registered provider.

The Board will annually review its Board Operating Procedures and Board Ethics Policy BBF (LOCAL). Each new board member will be given a copy of the Board Code of Ethics and Operating Procedures prior to or at the new board member's first board meeting.

Experienced Board Member Training Requirements Checklist *(More than one year of service)*

Note: Required hours will vary year to year depending on how the Post-Legislative Update, Child Abuse Prevention, and Evaluation and Improving Student Outcomes (EISO) hours fall for an individual trustee.

Annual

- ☐ **Team Building**
  - 3 hours
  - Available through TASB or other registered providers.
- ☐ **Cybersecurity**
  - 1 hour or more depending on the course.
  - See the Texas Department of Information Resources for providers.
- ☐ **Additional Continuing Education**
  - 5 hours (Up to 1 hour using self-instructional materials.)
  - Available through TASB: Additional education based on Framework for School Board Development is available through TASB's Online Learning Center, conferences, events, and continuing education programs. Also available through other registered providers.
- ☐ **Artificial Intelligence**
  - As certified by the Texas Department of Information Resources
  - Department of Information Resources approved course

Biennial (Every other year)

- ☐ **Sexual Abuse, Human Trafficking, and Other Maltreatment of Children (Child Abuse Prevention)**
  - 1 hour
  - Available through TASB's Online Learning Center or other registered providers.
- ☐ **Update to the Texas Education Code: Post-Legislative Update**
  - Sufficient length, about 1–2 hours after each legislative session
  - Available through TASB or other registered providers.
- ☐ **Evaluation and Improving Student Outcomes (EISO)**
  - 3 hours (By the second anniversary of completion of previous training)
  - Available through TASB or other authorized providers.
- ☐ **School Safety**
  - 2 hours
  - Provided through TEA Learn.

TASB

© 2025 TASB, Inc. All rights reserved.

New Board Member Training Requirements Checklist *(First year of service)*

First 90 days

- ☐ **Open Meetings Act (OMA)**
  - 1–2 hours
  - Available through TASB's Online Learning Center and the Attorney General's Office.
- ☐ **Public Information Act (PIA)**
  - 1–2 hours
  - PIA training may be delegated by district policy. Refer to BBD(Local).

Within first year

- ☐ **Team Building**
  - 3 hours
  - Available through TASB or other registered providers.
- ☐ **Cybersecurity**
  - 1 hour or more depending on the course.
  - See the Texas Department of Information Resources for providers.
- ☐ **Additional Continuing Education**
  - 10 hours
  - Available through TASB: Additional education based on Framework for School Board Development is available through TASB's Online Learning Center, conferences, events, and continuing education programs. Also available through other registered providers.
- ☐ **Artificial Intelligence**
  - As certified by the Texas Department of Information Resources
  - Department of Information Resources approved course

First 120 days

- ☐ **Evaluating and Improving Student Outcomes (EISO)**
  - 3 hours
  - Available through TASB or other registered providers.
- ☐ **Sexual Abuse, Human Trafficking, and Other Maltreatment of Children (Child Abuse Prevention)**
  - 1 hour
  - Available through TASB's Online Learning Center or other registered providers.
- ☐ **Local District Orientation**
  - 3 hours
  - Provided by your school district.
- ☐ **Orientation to the Texas Education Code**
  - 3 hours
  - Provided through your local Education Service Center (ESC).
- ☐ **School Safety**
  - 2 hours
  - Provided through TEA Learn.

TASB

© 2025 TASB, Inc. All rights reserved.

Evaluation of the Board

The Board will annually conduct a self-evaluation. Adherence to Board Operating Procedures will be considered as part of the evaluation instrument. The Superintendent and Board function as a "Team of Eight".
A formal Self-evaluation of the Board shall be conducted annually using an instrument approved by the Board. The formal self-evaluation will be conducted every May addressing:

The evaluation will be used to determine team-building training needs and such training will be conducted annually. As deemed necessary, the Board shall utilize closed session under Texas Government Code 551.074 to evaluate and discuss the roles and responsibilities of board members as allowed by law. A Board member may request that a discussion of the performance of the Board as a body corporate or the performance of individual board members be placed on a properly posted agenda for discussion and possible action.

The Board may develop as it deems appropriate discussion items that address governance issues, board policy issues and the Board Code of Conduct and Operating Procedures. The Board may develop as it deems appropriate discussion items that address governance issues, board policy issues and the Board Code of Conduct and Operating Procedures.

Goal Setting

A goal setting workshop will be conducted annually to develop long and short-term plans for the district. This process may be combined with the Board Self-Evaluation and Team Building activities. Superintendent priorities will be based on goals each year.

Reimbursable Expenses

Board members shall be reimbursed for reasonable expenses for:

- Carrying out the business of the Board at Board request;
- Attending meetings and conventions as official representatives of the Board.
- Mileage, commercial transportation, parking, lodging, meals and other incidental expenses.

Board members shall not be reimbursed for:

- Expenses of family members who travel with Board members.
- Alcoholic beverages

Board Officers
(BDAA LEGAL/LOCAL)

Electing Board Officers

The election of Board officers is governed by Board Policies BDAA (LEGAL), BDAA (LOCAL), and this Board Operating Procedure and must be held at a properly noticed and posted meeting in compliance with the Texas Open Meetings Act, Texas Government Code Chapter 551.001 et seq. The Board members shall comply with the requirements of the Board's Policies; Operating Procedures and the Texas Open Meetings Act in the selection of officers.

The Board meeting agenda will call for the nomination and election of officers. The Superintendent may assign a District employee to provide clerical assistance to the Board. Officers shall be elected by a majority vote of the members present and voting. No board member can hold office without one year's experience as a Board member.

Officer elections will be held in November of even-numbered years at the first regular meeting following the November trustee election The members of the Board shall organize by selecting:

- A president, who shall be a member of the Board.
- A vice-president, who shall be a member of the Board.
- A secretary, who shall be a member of the Board.
- An assistant secretary, who shall be a member of the Board.
- Such other officers and committees as the Board may deem necessary. *Education Code 11.061(c)*

Newly elected officers will assume responsibility for their offices immediately upon completion of the entire election process.

Board Officers
(BDAA LEGAL/LOCAL)

Duties and Requirements of Board Officers

PRESIDENT
In addition to the duties required by law, the President of the Board shall:

- Preside at all Board meetings unless unable to attend.
- Appointing Committees
- Shall call special meetings;
- Signs all legal documents;
- Along with the Superintendent, sets the Board's agendas;
- Have the right to discuss, make motions and resolutions, and vote on all matters coming before the Board.

VICE PRESIDENT
The Vice President of the Board shall:

- 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.
- Act in the capacity and perform the duties of the Secretary of the Board in the event of the absence or temporary incapacity of the Secretary.

SECRETARY
The Secretary of the Board shall:

- Ensure that an accurate record is kept of the proceedings of each Board meeting.
- In the absence of the President and Vice President, call the meeting to order and act as presiding officer.
- Sign or countersign documents as directed by action of the Board.

ASSISTANT SECRETARY
The Assistant Secretary of the Board shall:

- Act in the absence of the Secretary.

If a vacancy among officers of the Board shall be filled by a majority action by the Board.

Superintendent Evaluation

The Superintendent evaluation instrument will be updated and approved annually in conjunction with the adoption of the Board and Superintendent goals. A formative evaluation will be conducted in January during closed sessions. New Board members will receive training on how to evaluate the Superintendent prior to the first formative dialogue session. A summative evaluation will be conducted in closed session annually in June or after annual assessments and available metrics have been released. This closed session may be on a date separate from the regular monthly Board agenda workshop or Board meeting. This agenda item may include a discussion of the Superintendent's contract. The Board will use the approved evaluation instrument for the summative evaluation.

Evaluation Instrument

The instrument used to evaluate the Superintendent shall be based on the Superintendent's job description [see BJA (LOCAL)] and performance goals and shall be adopted by the Board.

Summative Evaluation

The Board shall prepare an annual summative evaluation of the Superintendent. A copy of the evaluation document will be completed in advance by each Board member and brought with the Board member to the closed session meeting. After coming to a consensus on each evaluated item, the Board shall prepare a single composite Summative Evaluation Document to be given to the Superintendent for discussion during that closed meeting.

Superintendent Evaluation
(BJCD LEGAL/LOCAL)

Annual Performance Report

The information in the annual report describing the educational performance of the District [see AIB] shall be a primary consideration of the Board in evaluating the Superintendent.
Education Code 39.307 (3)(C)

A document evaluating the performance of the Superintendent is confidential. *Education Code 21.355*

The Board shall strive to accomplish the following objectives in conducting the Superintendent's written evaluation:

Clarify to the Superintendent his or her role, as seen by the Board.

Clarify to Board members the Superintendent's role, according to the Board's written criteria, as expressed in the Superintendent's job description and the District's goals and objectives.

Foster an early understanding among new Board members of the evaluation process and the Superintendent's current performance objectives and priorities.

Develop and sustain a harmonious working relationship between the Board and the Superintendent.

Ensure administrative leadership for excellence in the District.

Violations and Sanctions

Upon inclusion on the agenda and public posting in accordance with the law, the Board may convene in executive session to discuss a violation of the Navarro

Code of Conduct and Board Operating Procedures, or other board policies, so long as the deliberation is confined to the duties, discipline, or complaint against a board member.

The board member may request that the deliberation be conducted in open session.

As a consequence of these deliberations, the Board may elect to do nothing, may reconvene in open session and vote to:
(I) Publicly reprimand the board member;
(2) Recommend additional training for the board member;
(3) Authorize the Board President to remove the board member from leadership positions in the district. Leadership positions include board officer positions and membership on any district or campus level committee. The Board may utilize any or all of these sanctions as allowed by this section.

Nothing provided herein shall be construed to alter, modify, or limit in any way the rights of school district personnel and members of the public to file complaints against the board or board members under applicable board policies.

BOARD RELATIONSHIPS

Communication
(BJCD LEGAL/LOCAL)

Communication with Board Team

The Superintendent and/or Superintendent's office will continue to communicate with Board members as information becomes available on the following:

- District events
- Progress reports on Board goals and directives
- Follow-up reports in answer to Board member questions
- Updates on administrative matters or district operations 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.

The Superintendent is the liaison between the Board and district staff. The only employee the Board is responsible for directing is the Superintendent. The Superintendent will direct the activities of all district staff.

Communication Within the Board Team

Board members should exercise good judgment when communicating with one another. To avoid public speculation that the Open Meetings Act has been violated, Board members must exercise caution at social functions and not discuss any public business. Section 551.143 of the Government Code

Board members who receive messages, including email messages, regarding District business shall not forward the messages to other Board members in order to avoid a walking quorum.

If a Board member wishes to provide information to the entire Board, the information should first be submitted to the Superintendent, who will provide the information to all Board members.

Communication with the Community

Board members are encouraged to participate in community activities as liaisons between the public and the school district. When doing so, Board members shall:

- Relay information about district goals and objectives.
- Clarify a trustee's limitations, obligations, and responsibilities as a member of the Board.
- Support Board decisions.
- Interact in a positive manner.
- Listen politely and respectfully to comments.
- Make no commitment on behalf of the Board or District.
- Avoid criticizing district personnel.
- Refer questions about specific district activities to the appropriate staff person who can best answer the questions.

Board members are encouraged to respond to phone calls, and written correspondence, including, but not limited to, e-mail, text messages, or social media from constituents, but should bear in mind that any such responses may be subject to Public Information Act requests. Board members who participate in social media such as, but not limited to, Facebook, Google+, LinkedIn, Instagram, or X should be careful to avoid online conversations that could be construed as speaking for the Board or constituting an online Board meeting. A member retains the right to respond as an individual but must understand that such communication may be interpreted by the reader as being an "official" statement of the Board.

The board member may:

- Clarify that he/she is responding as an individual and not for the Board.
- Remind the reader of any position or action the Board has officially taken on the subject.

Board members will not respond to anonymous e-mails unless the communication pertains to criminal, health, or safety issues. Any such e-mails will be forwarded to the Superintendent. If a Board member receives an e-mail that they perceive to be of a threatening nature they will forward the e-mail to the Superintendent.

Communication with the Media

The Board president or, in his or her absence, the vice president or the Board's designee will serve as the board spokesperson to the media on issues regarding board actions. The Superintendent or designee shall be the official district spokesperson to the media on district issues. A Board member receiving a call from the media requesting information, comments, or an interview will inform the media representative that the Superintendent is the Board's designated contact for official information about district business and that the Board president is the Board's designated contact for official positions on the Board's actions or decisions as a body. Board members who do speak with media representatives will clarify at the beginning of the interview that they are speaking as individuals rather than as authorized representatives of the Board of Trustees. When speaking as an individual, the Board member may remind media representatives of the official position or action already taken on the issue by the Board of Trustees and refer them to the Board's designated spokesperson for further information about those actions.

Routine news concerning athletic events, programs, and local campus activities shall be released to the news media by the activity supervisor.

Responding to Complaints
(DGBA, FNG, FOD and GF LEGAL/LOCAL)

Community or Employee Complaints

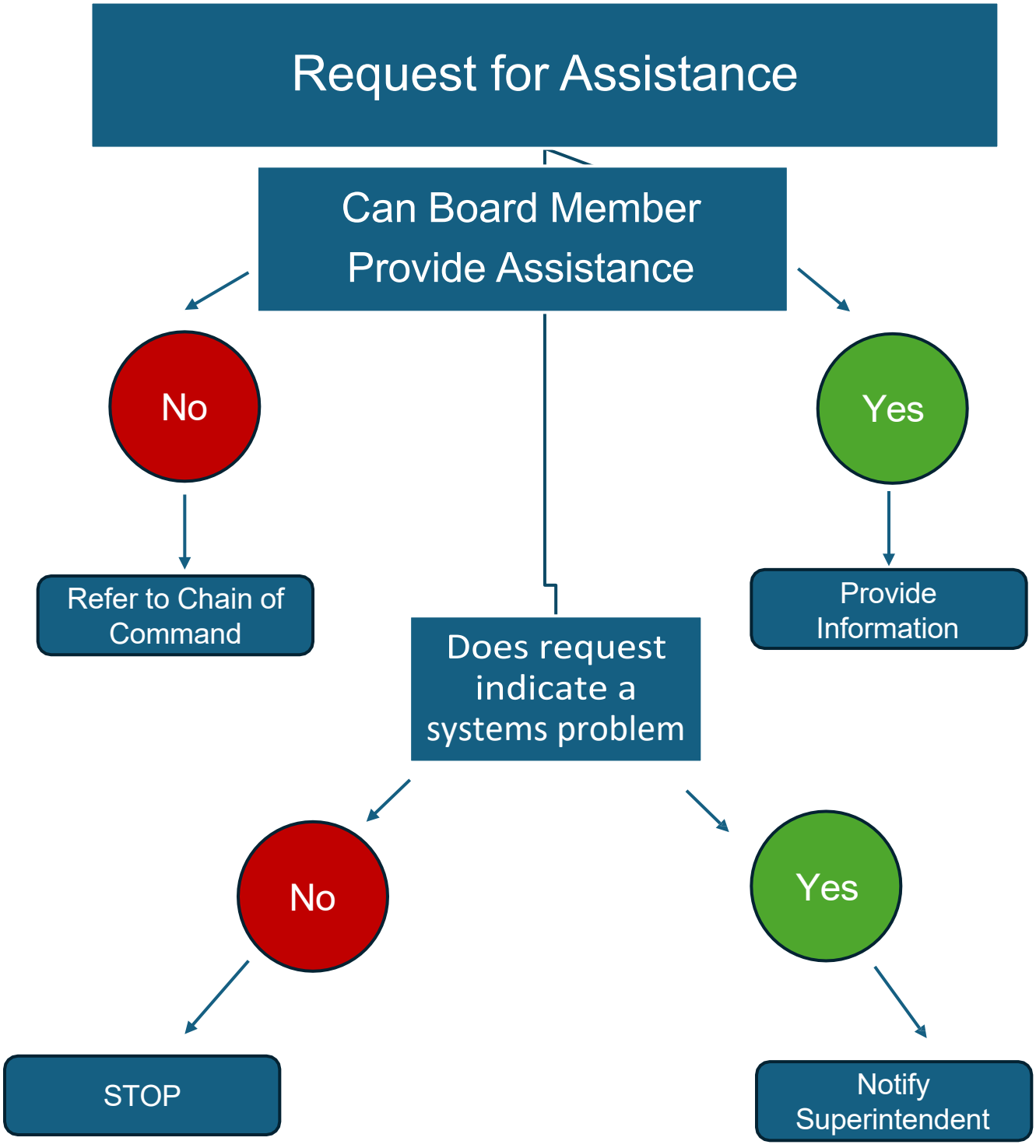
Employees, students, parents, or other members of the public who bring concerns or complaints to an individual Board member for the purpose of seeking remedy or perspective shall receive guidance.

Board members will:

- Listen briefly and respectfully. Remind the complainant of the Board's responsibility to remain impartial and noncommittal because complaints may ultimately be brought to the Board on appeal.
- Determine if the complainant wishes to express dissatisfaction or desires some action be taken to resolve an issue.
- Complainants who desire some action to be taken should be directed or referred to the appropriate policy outlining grievance procedures and informed that the steps listed in the policy are necessary to protect everyone's rights while following an orderly process.
- Ask if the complainant has followed the "Chain of Command" outlined in district policy.
- Board members will inform the Superintendent of complaints from staff and the community but will not direct the Superintendent to take specific actions.
- On a case-by-case basis the Superintendent shall inform the Board of the resolution of complaints referred by Board members if the complaint requires Superintendent intervention.
- Adhere to the Board's policies (DGBA, FNG, FOD and GF) regarding complaints and grievances.

Responding to Complaints

(DGBA, FNG, FOD and GF LEGAL/LOCAL)



APPENDIX

BOARD CODE OF CONDUCT

I. Governance

I will bring about desired changes through legal and ethical procedures, upholding and enforcing all laws, administrative rules and regulations, court orders pertaining to schools and district policies and procedures.
I will make decisions in terms of the educational welfare of all children in the District, regardless of ability, race, creed, sex, national origin, disability or social standing. All decisions will place the needs of children first.
I will recognize that the board must make decisions as a whole, as a body corporate, and make no personal promise or take private action that may compromise the role and integrity of the Board. All board action must take place in an official board meeting.
I will focus board action on policy making, goal setting, planning and evaluation as outlined in board policy and state law.
I will vote to appoint the best-qualified personnel available after due consideration of the recommendation by the Superintendent. I will insist on regular and impartial evaluation of all staff by the Superintendent.
I recognize that the role of the Board is to govern and oversee the management of the District. I will delegate authority to the Superintendent for the day-to-day operations of the district.

As a board member, I will not step outside my role to govern and oversee the management of the district by seeking to participate in the administration of the day to day operations of the district.

II. Conduct

I will respect the confidentiality of information that is privileged or confidential under applicable law, including closed session discussions.
To the extent possible, I will attend all regularly scheduled and specially set board meetings, arrive on time, and I will be informed of the issues to be considered at the meetings.
I will assist in making policy decisions only after full discussion at publicly held board meetings, and I will render all decisions based on available facts, and I refuse to surrender judgment to individuals or special groups.
I will not use my board position for personal or partisan gain.
I will disagree in an agreeable manner. I will not hold grudges or question other board member's ethics or motives as to their vote or views on issues.
I will be firm, fair, just, and impartial in all decisions and actions.
I will respect the majority decision as the decision of the Board.

III. Communication

I will encourage the free expression of opinion by all board members. I will make a good faith effort to understand and accommodate the views of others.
I recognize the appropriate channels to refer complaints to the Superintendent and will do so.
I will seek communication between the Board, students, staff, and the community at board meetings as required to appropriately conduct board business.
I will communicate to fellow board members and the Superintendent at appropriate times expression of public concerns.
If I am board president, I will make sure that person addressing the Board follow established policy guidelines. I will verbally remind speakers that the Board cannot respond to, or engage in a discussion of, items that are not on the agenda.
If I am board president, I will make sure that persons addressing the Board do so in a professional manner and not allow inappropriate communication to be directed to the Board or the Superintendent during board meetings.
If I am board president, I will ensure that all board members are given an opportunity to reflect their views. I will work toward building consensus among all board members.
As a board member, I will not withhold school district information from other board members.

IV. Board Preparation

I will become informed about current education issues and seek continuing education opportunities such as those sponsored by state and national school board associations.
I will disseminate pertinent information gathered at training workshops and conventions with the Superintendent and fellow board members.