Van Alstyne ISD

Board

Operating Procedures

Revised October 2026

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Purpose of the Board Operating Procedures

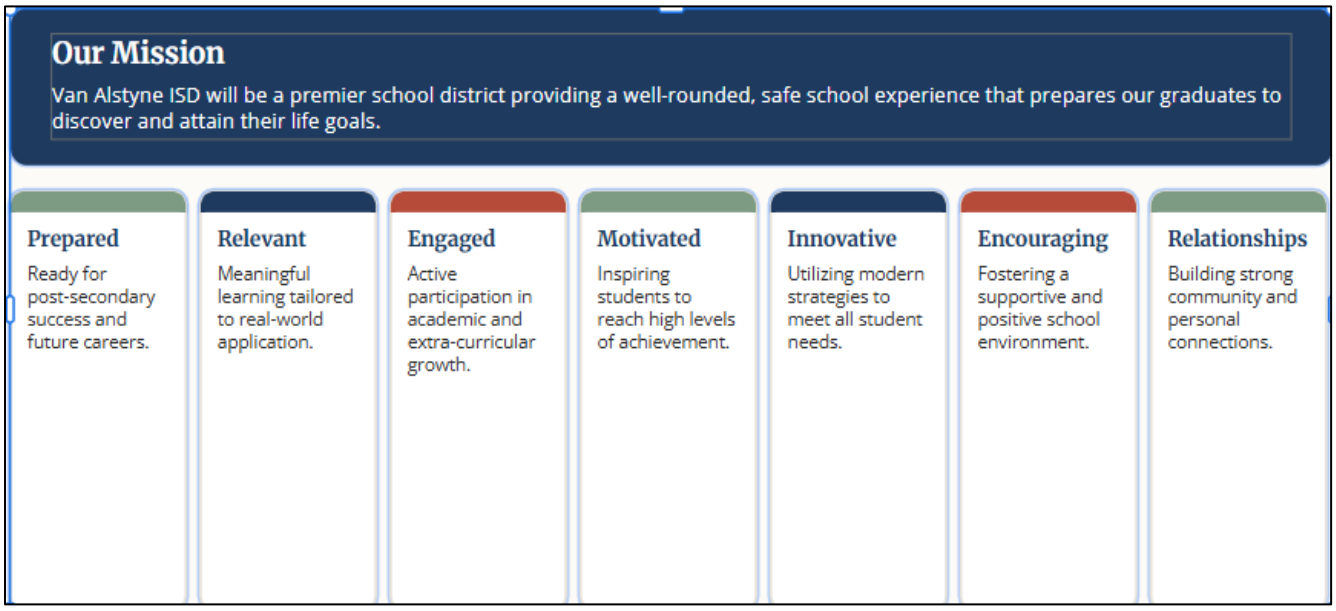
The Van Alstyne Board of Trustees is committed to strong student-focused governance that ensures effective oversight of the district, improves outcomes for all students, and builds public trust.

The Board Operating Procedures serve as a foundational guide for how the Board carries out its responsibilities on behalf of the community, staff and most importantly, our students. This document outlines the protocols and expectations that govern Board operations, including how meetings are conducted, how Trustees interact with one another and with the Superintendent, and how the Board collectively fulfills its duties under Texas law and local district policy.

Clear operating procedures promote consistency, transparency, trust, and accountability both within the Board and across the district. Aligned with the Texas Education Code, the Texas Open Meetings Act, and the State Board of Education's Framework for School Board Development, these practices help ensure that the Board remains united in its purpose, focused on governance and student outcomes, and aligned with district policies, strategic plans, and priorities. The Board reviews and adopts these procedures annually to affirm its dedication to collaborative, ethical, and mission-driven leadership.

In all matters, the Board is governed first by Texas law, second by district policy, and third by these Board Operating Procedures.

Mission of Van Alstyne ISD



Role and Authority of the Board (BBE LOCAL)

Under Texas Education Code Chapter 11 and guided by the State Board of Education's Framework for School Board Development and Board Policy BAA, the Board is responsible for setting the district's vision and goals, adopting policies, overseeing financial stewardship, and holding the Superintendent accountable for results. The full scope of school Board powers and responsibilities is defined by state law and local policy, and Trustees are expected to operate within those legal parameters.

The Texas Education Code outlines the authority and duties of a school Board, including:

- Overseeing the district's vision, mission, and goals (§ 11.1511(b)(2))
- Hiring and evaluating the Superintendent (§ 11.1513, § 21.3541)
- Adopting and reviewing policies to govern the district (§ 11.151(b))
- Overseeing the budget and setting the tax rate (§ 11.1511(b)(5), § 44.004)
- Calling for and overseeing bond elections (§ 11.1511(b)(6))
- Ensuring compliance with all applicable laws and regulations, including the Open Meetings Act, Public Information Act, and financial disclosure laws.

Texas Law also places limitations on Trustees, including:

- Directing or supervising staff other than the Superintendent (§ 11.1512(a)))
- Making unilateral decisions or promises (§ 11.151(b)))
- Acting outside the scope of Board policy
- Using the position for personal or political gain

In addition to the duties mandated by Texas law, this Operating Procedure also set out the following authority for the Board:

1. The Board has final authority to determine and interpret the policies that govern schools and, subject to the mandates and limits imposed by state and federal authorities, has complete and full control of the District.

2. No Board member or officer has authority outside the Board meeting.

3. 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.

4. No Board member can direct employees in regard to performance of their duties.

Work of the Board

District Academic Goals:

The Board of Trustees is in charge of making sure that the District meets not only its academic goals, but other goals set out each year. For example, the Board of Trustees is responsible for adopting and upholding the district's mission, adopts district-level academic goals in accordance with state law, and also reviews and approves annual District and Campus Improvement Plans and their alignment with district academic goals.

The Board must work with the Superintendent to monitor progress toward these goals and promote accountability within the District.

District Policy:

The Board Policy Manual includes both LEGAL policies, which summarize state law, and LOCAL policies, which are developed by the district to guide how Van Alstyne ISD will comply with state law requirements.

Once adopted, policies are publicly available and serve as the foundation for decision-making throughout the District. The Board maintains oversight of policy implementation and compliance.

District Budget and Tax Rate:

The Board of Trustees is responsible for adopting an annual budget and setting a tax rate that responsibly supports the district's goals, operations, and long-term financial health.

The Superintendent's office presents a proposed budget process calendar to the Board and facilitates discussion of budget priorities. The Superintendent's office then develops a proposed budget in alignment with Board priorities and informed by enrollment projections, staffing needs, fund balance targets, and projected revenues.

Trustees review the proposed budget in public meetings, ask clarifying questions, and may request revisions before final adoption. The Board then adopts the annual budget and proposed tax rate during a public hearing, in compliance with state law.

Financial Oversight:

The Superintendent is empowered to manage district operations within the parameters of the Board-approved budget.

To maintain oversight, the Board receives monthly financial reports comparing revenue and expenses to budget by major fund. The Board also reviews and approves budget amendments when funds are reallocated between funds or functions, in accordance with state requirements and local policy.

The Board selects an external auditor and ensures the district undergoes an annual independent financial audit as required by state law.

This ongoing monitoring upholds the Board's fiduciary responsibility and supports alignment with strategic and operational priorities throughout the year.

Bond and Facility Planning:

The Board of Trustees plays a critical role in long-term facility planning and may call bond elections to fund major capital improvements, such as school renovations or safety and technology upgrades. Bond planning is conducted by the Superintendent and district leadership, often with input from a citizen advisory committee established by the Board. The Board reviews demographic projections, facility assessments, and advisory committee recommendations to ensure proposed bond packages align with student needs and community priorities. Before calling a bond election, the Board must adopt an official order in compliance with state law and election timelines.

If voters approve a bond measure, the Board ensures that bond proceeds are used as authorized and that projects are completed on time and within budget. The Superintendent provides regular updates to the Board on bond progress and expenditures as part of ongoing financial oversight.

In addition to authorizing bond elections and overseeing the use of bond funds, the Board seeks opportunities to defease or call bonds early when doing so results in meaningful interest savings and supports the district's long-term financial strategy.

Board Officers

1. At the first meeting after each election and qualified Trustees, the members of the Board shall organize by selecting members of the Board for the following officer positions:
    a. A President
    b. A Vice President
    c. A Secretary
    d. Such other officers and committees as the Board may deem necessary.

2. The duties and powers of the President of the Board include, but are not limited to, the following:
    a. Call a meeting of the Board, giving public notice not earlier than the 30th day or later than the tenth day before the meeting, to discuss and adopt the budget and the proposed tax rate. *Education Code 44.004* [See CE and CCG]
    b. Ensure that the annual financial statements are published as required by law. *Local Gov't Code 140.006* [See CFA]

c. Execute an oil and/or gas lease or sell, exchange, and convey the minerals in land belonging to the District, approved by resolution of the Board. *Education Code 11.153*
d. Execute the deed for the sale of property, other than minerals, held in trust for free school purposes. *Education Code 11.154(b)*

3. In addition to the duties required by law, the President of the Board shall:
    a. Preside at all Board meetings unless unable to attend.
    b. Have the right to discuss, make motions and resolutions, and vote on all matters coming before the Board.

4. The Vice President of the Board shall:
    a. 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.
    b. Become President only upon being elected to the position.

5. The Secretary of the Board shall:
    a. Ensure that an accurate record is kept of the proceedings of each Board meeting.
    b. In the absence of the President and the Vice President, call the meeting to order and act as presiding officer.
    c. Countersign documents as directed by action of the Board.

6. All Board Officers are strongly encouraged to complete officer trainings through authorized providers as soon as possible following being named a Board Officer.

Board's Standard of Behavior

1. Board Members will be knowledgeable of the Board of Trustees' Code of Ethics and the Code's implications of their day-to-day actions.

2. The President will present a copy of the "Code of Ethics" to each Board Member annually.

3. Board Members will share with each other and the Superintendent the legal opinions received from training sessions and conferences.

4. Each Board member will sign an annual "Statement of Disclosure" according to the Board Policy.

5. The Board President will communicate with the Board's Attorney, as needed.

Board Member Ethics

As a member of the Board, I shall promote the best interests of the District as a whole and, to that end, shall adhere to the following ethical standards:

- I will be fair, just, and impartial in all my decisions and actions.
- I will accord others the respect I wish for myself.
- I will encourage expressions of different opinions and listen with an open mind to others' ideas.
- I will be accountable to the public by representing District policies, programs, priorities, and progress accurately.
- I will be responsive to the community by seeking its involvement in District affairs and by communicating its priorities and concerns.
- I will work to ensure prudent and accountable use of District resources.
- I will make no personal promise or take private action that may compromise my performance or my responsibilities.
- I will tell the truth.
- I will share my views while working for consensus.
- I will respect the majority decision as the decision of the Board.
- I will base my decisions on fact rather than supposition, opinion, or public favor.
- I will refuse to surrender judgment to any individual or group at the expense of the District as a whole.
- I will consistently uphold all applicable laws, rules, policies, and governance procedures.
- I will not disclose information that is confidential by law or that will needlessly harm the District if disclosed.
- I will focus my attention on fulfilling the Board's responsibilities of goal setting, policymaking, and evaluation.
- I will diligently prepare for and attend Board meetings.
- I will avoid personal involvement in activities the Board has delegated to the Superintendent.
- I will seek continuing education that will enhance my ability to fulfill my duties effectively.
- I will be continuously guided by what is best for all students of the District.

Related Policies: BBF (LEGAL)

Board Structure, Protocols, and Culture

Election of Board Members:

The Van Alstyne ISD Board of Trustees is composed of seven members, each elected by place. In accordance with the Texas Election Code and Board Policy BBB, Board elections are held in alignment with the May uniform election dates. Trustees are elected to three-year terms on a rotating basis.

All Trustees serve in an at-large capacity, meaning they are elected by all voters residing within the district and do not represent specific geographic zones or municipalities of the district. Trustees are duty-bound to represent all students if Van Alstyne ISD equally.

Activities Related to Elections:

Prohibited Campaign Activities

Board members will follow all applicable laws in all campaign activities. Neither the Board, as a body corporate, nor any Board member individually, will use District funds or other resources to electioneer for or against any candidate, measure, or political party (Texas Education Code 11.169). No Board member seeking re-election to the Board will solicit District employees for endorsement during such employee's work hours or at any time while on District property.

Candidate Endorsements

The Board, as a body corporate, will not endorse any candidate running for any public office. Recognizing that the Board operates as a non-partisan elected body that works with other elected officials in its duties, individual Board members should exercise enhanced caution when providing personal endorsement to any candidate. If any individual Board member chooses to provide an endorsement to a candidate for elected office, the Board member shall clarify they are communicating in a personal capacity and make no reference to their role as a Van Alstyne ISD Board member. "Endorse" means the intentional act of giving one's public support or approval. During election season, this includes honoring the Code of Fair Campaign Practices' principles of fairness, respect, and separating personal politics from their official role.

Board members must maintain high conduct standards throughout their service. Further, Board members should consider that the support of a candidate for election to the Board may have a negative impact on the Board to function cohesively and constructively. As such, Trustees should carefully consider the impact of their participation in the campaign of an individual seeking election to the Board, including the provision of an endorsement, prior to engaging in such campaign or providing an endorsement.

Certification and Oath of Office:

After the Trustee election, a meeting will be held not earlier than the 3rd day and not later than the 11th day after the election to formally canvass returns and to prepare a certificate of election for

each candidate elected to office. The canvass meeting also serves as the final meeting for outgoing Trustees with newly elected members being sworn in at the conclusion of the meeting in which the canvassing occurs.

The Oath is administered in accordance with the Texas Constitution and may be given by any authorized official, such as a judge, notary public, or the Board President. Following the Oath, new Trustees are formally welcomed and begin their service..

For purposes of graduation, the Board Members serving prior to the canvass meeting will serve as the representative / ceremonial Board members on the stage at graduation to support distribution of diplomas.

Officer Elections:

The new Board shall elect its officers: President, Vice President, and Secretary; at the next regularly scheduled meeting following the canvassing of election results and the swearing-in of new members.

Facilitation:

- The Board President may lead the officer election process or appoint another Trustee or an outside facilitator to do so.
- If the Board President is not returning, the Board Secretary (if still serving) will conduct the election of a temporary chair. If neither the President nor Secretary returns, the Board will elect a temporary chair by majority vote. The temporary chair presides over the election of the new Board President, who will either conduct the remaining officer elections or appoint a facilitator to assist.
- Outgoing Trustees do not attend or participate in officer deliberations or elections for the new Board.

Nomination and Discussion:

- The Board may enter closed session, as permitted by Texas Government Code 551.074, to deliberate the appointment of officers, provided that voting occurs in open session.
- Each Trustee will have the opportunity to individually express their interest in serving in an officer role. Trustees may also choose to remove themselves from consideration for one or more officer positions.
- The Board will engage in a collaborative, consensus-building process. Because officer roles carry specific responsibilities, Trustees may discuss each candidate's qualifications, experience, and willingness to serve.
- If multiple Trustees express interest in the same office, the Board may use a nominal group technique or similar approach to facilitate discussion and consensus.

Voting:

- Officer elections shall be conducted in open session and follow a nomination process; a second is not required.
- The presiding officer will call for nominations and allow as many as are offered.
- If multiple candidates are nominated, the Board will use Robert's Rules of Order to guide the vote.
- The candidate who receives a majority of votes cast shall be elected to that position.

Board Committees:

Board Committees may be created to support Board goals or to increase efficiency in addressing key topics.

- The Board President may recommend creation of Board committees as needed.
- Membership and scope shall be determined by the Board members.
- Committees may be standing or special purpose committees.
- Committees do not possess independent authority and may not take decisions or take action on behalf of the Board.
- All committees must comply with applicable legal requirements, including the Open Meetings Act.
- Committees will report to the full Board timely by sharing scheduled events, third-party discussion topics, and any relevant findings or recommendations.

For committees that are mandated by the state, such as the School Library Advisory Council or the School Health Advisory Council, the Board will consider and approve members as a slate after the application process.

Meeting Preparation and Participation:

Attendance

- Board members shall strive for 100% attendance at Board meetings[1] and required training.
    - If a board member's attendance drops below 90%, the Board will meet in closed session to discuss attendance concerns directly with the Board member and to understand the reasons for lack of attendance.
- Absences should be communicated in advance to the Superintendent or Board President if possible.

Preparation

- Trustees are expected to come prepared to meetings by reviewing the agenda and related materials in advance.

[1] For purpose of this section related to attendance, "meetings" are defined as regularly scheduled board meeting or special board meetings but does not include emergency board meetings.

- Trustees are encouraged to connect with the Superintendent, Board President, or designee prior to meetings to ask clarifying questions or to seek additional context on the upcoming agenda items.

Notice & Schedule

All Board meetings are on the second Monday of each month unless otherwise noted. Regular session Board meetings will begin at 6:00 p.m. with a quorum of Board members in the VAISD Boardroom. The Board will then move into closed session, if necessary. Open session will resume following closed session.

Communication Between Board Members and the Superintendent:

Board members are encouraged to communicate both between themselves and with the Superintendent via phone and in person. If a Board member directs a question to the Superintendent and the question requires the Superintendent to create a document or research to answer the question, the Superintendent shall direct the question and answer to all the Board members to ensure transparency between the Board.

Board Member Requests for Information:

Individual Trustees, acting in their official capacity, have the right to seek information related to the District's fiscal affairs, business transactions, school operations, personnel matters, and governance. This includes information that may otherwise be withheld from the general public under the Texas Public Information Act.

However, individual Trustees may not access confidential student records unless they are acting with a legitimate educational interest in the records.

Board Member Communication with Legal Counsel

Requests for legal counsel related to Board business shall be made through the Board President. For purposes of fiduciary responsibility, the Board President reserves the right to ensure appropriate limitations are implemented.

If legal counsel is sought for the Board as a whole, the Board President shall request the Board's legal counsel during closed session.

Personnel Matters:

The Superintendent is the Board's only direct employee. All employment matters beyond the Superintendent's role fall under the Superintendent's authority. The Superintendent is responsible for selecting, supervising, evaluating, and addressing concerns regarding district employees.

When communicating with District employees regarding Trustee's children, Trustees should indicate they are acting as a parent rather than a member of the Board.

Conflicts of Interest:

Board Members are expected to avoid conflicts of interest regarding matters before the Board. A conflict of interest exists when a member has a personal, pecuniary, or other interest in the matter that renders the member unable to fulfil their duty of loyalty to the District.

If a member has a conflict on an issue pending before the Board, the member must disclose the interest and abstain from voting on the matter.

A member shall not be an employee of the District and shall not receive compensation for services to the District. This does not prohibit members from receiving reimbursements for their expenses incurred.

Fiduciary Responsibility

A Board member may not:

- Use or disclose confidential information as means to further their own personal financial interests or interests of an immediate family member.
- Accept a gift of substantial value that would tend to influence a reasonable person, or that the Board member knows or should know is primarily in exchange for official action.
- Engage in a substantial financial transaction for private business purposes with a person which the Board member supervises.
- Perform an official act that gives an economic benefit to a business which the Board member has a financial interest in or is engaged in as a counsel, consultant, representative, or agent.
- Board Members may not accept cash or gift cards, but non-cash items valued under $50 may be accepted as long as they are not given in exchange for services or preferential treatment.

Required Disclosures and Reporting

A Board member must file all required disclosures under Board Policy BBFA and must provide information to the District for the financial management report.

Social Media:

The following guidelines are suggested to Board members when using social media:

- Use discretion when utilizing social media sites, blogs, and similar online tools.
- Clearly indicate when they are speaking as individuals or on behalf of the Board or District.
- Avoid deliberating with a quorum through online discussion.
- Complaints or concerns should be shared with the campus administrator rather than online.
- Refrain from making statements that tend to indicate the member, or Board has made a predetermined decision on a matter before the Board or that may require a formal hearing.

- Avoid sharing confidential district information, sharing only what has been made public through Board meetings or service.
- Post only respectful, factual communication that reflects the Board and district's values and goals.
- Be mindful that anything posted on social media used for official school business may be obtainable under the Texas Public Information Act and may need to be retained under the district's record retention policy.

Board Meetings (BE LEGAL)

1. The Board may act only by majority vote of the members present at a meeting held in compliance with Chapter 551, Government Code, at which a quorum of the Board is present and voting.

2. "Meeting" means a deliberation among a quorum of the Board, or between a quorum of the Board and another person, during which public business or public policy over which the Board has supervision or control is discussed or considered, or during which the Board takes formal action. "Meeting" also means a gathering:
    a. That is conducted by the Board or for which the Board is responsible;
    b. At which a quorum of members of the Board is present;
    c. That has been called by the Board; and
    d. At which Board members receive information from, give information to, ask questions of, or receive questions from any third person, including an employee of the District, about the public business or public policy over which the Board has supervision or control.

3. The term "meeting" does not include the gathering of a quorum of the Board at a social function unrelated to the public business that is conducted by the Board, or the attendance by a quorum of the Board at a regional, state, or national convention or workshop, ceremonial event, or press conference, if formal action is not taken and any discussion of public business is incidental to the social function, convention, workshop, ceremonial event, or press conference.

4. The attendance by a quorum of the Board at a meeting of a committee or agency of the legislature is not considered to be a meeting of the Board if the deliberations at the meeting by the Board members consist only of publicly testifying, publicly commenting, and publicly responding to a question asked by a member of the legislative committee or agency.

5. Open Session: Refers to the portion of a meeting that is open to the public, where discussions and voting are conducted transparently in the view of the community. All

formal actions take place in Open Session unless the topic is legally permitted for Closed Session.

6. Closed Session: Refers to the portion of a meeting that is not open to the public. Issues may relate to personnel issues, Superintendent evaluation, real estate matters, consultation with legal counsel, and student discipline. Under the Texas Open Meetings Act (TOMA), the Board must first convene in Open Session before announcing a recess to Closed Session. Final action on the matter must take place in Open Session. All discussions and information must remain confidential until official released to the public.

7. Voting process: The Board shall use Robert's Rule of Order when conducting voting.

Board Planning and Development

Board Priorities:

Every year, the Board develops and adopts a set of Board Priorities to define and align and its governance work with the District's mission and plan. The priorities serve as the foundation for the Board's actions and help guide meeting agendas. Progress will be monitored through updates at Board meetings and at the Board's annual self-evaluation.

Board Self-Assessment:

The Board shall conduct an annual self-assessment to evaluate its effectiveness and promote improvement in the vision and goals of the District. The Board will conduct the assessment as follows:

- Annually, focusing on the District's vision and priorities, fulfilling the Board's duties and responsibilities, and working relationship with the Superintendent.
- The Board will select an evaluation tool to use.
- Evaluation must be discussed in advance of the new school year.
- The President shall place the self-assessment on the agenda and outline the completion timeline.
- Trustees will receive sufficient completion time to facilitate participation.
- Submissions are anonymous and presented together to encourage feedback.
- The Board will discuss the assessment in closed session, with the President facilitating.

Continuing Education Requirements:

All Board Members are required to maintain the continuing education requirements mandated by the State and by the District. The Board President shall announce annually at the January Board meeting the status of each Board member's continuing education credit.

Framework for Development and Goals

Vision and Goals:

The Board will review its vision and goals annually to ensure that progress has been made. When possible, the review of vision and goals should occur during the annual Team of 8 training.

Progress and Accountability:

The Board will ensure progress towards the goals in a timely manner by monitoring and evaluating student data, resources, allocation of those resources, and by updating policies as needed.

The Board will review the efficiency and effectiveness of district operations and use of resources in support of goals.

The Board will employ and evaluate the Superintendent on the achievement of the Board's goals, the District's goals, demonstration of educational leadership, and management of operations.

How to: Prepare the Board Meeting Agenda

1. Any two (2) Board members may jointly request, in writing, that an item be placed on the agenda for Board consideration. The written request must be submitted by both Board members and received by the Superintendent or designee by noon of the fourteenth (14th) calendar day before a regular or special meeting. (BE LOCAL) Both members must confirm in writing that they intend to place an item on the agenda. It will not be considered a joint request to copy another member on an email request to place an item on the agenda.

2. In consultation with the Board President, the Superintendent shall prepare the agenda for all Board meetings. In reviewing the preliminary agenda, the President shall ensure that any topics the Board or individual Trustees have requested to be addressed is placed on the agenda within two (2) regular Board meetings, with the option to postpone if one of the two members agrees in writing to postpone the item to a later date. The Board President shall not have authority to remove from the agenda a subject requested by a Trustee without that Trustee's specific authorization.

3. Use of a consent agenda to present items for a single vote without discussion will conform to the following guidelines:

    a. Placement of items on the consent agenda will be at the discretion of the Board present.
    b. Items that may be included on the consent agenda.
        i. Routine items
        ii. Minutes of regular and special Board meetings

iii. Acceptance of financial reports
iv. Routine bid recommendations in alignment with district policy
v. Second reading of district policies
vi. Approval of personnel contracts that comply with district policies

4. Board meetings will be recorded and posted to the district web page no longer than 7 days from the day of the meeting.

Related Policies: BE (LOCAL), BJA (LOCAL)

How to: Prepare for Board Meetings

1. Administration will ensure that supporting information required for informed decision-making is supplied to each member in the Board Meeting Agenda Packet.

2. Agenda packets will be distributed to Board members at least three business days before scheduled Board meetings.

3. All participants will be prepared to address items on the agenda.

4. Board members will read agenda packet materials before each Board meeting.

5. Board members will ask agenda-item-related questions of the Superintendent at least twenty-four hours before the scheduled Board meetings.

6. Board members are not precluded from asking relevant questions about agenda items during Board meetings. However, the right to question should not serve as an excuse for lack of meeting preparation.

Related Policies: BE (LEGAL)

How to: Request Information About Meeting Agenda Items

1. Members are encouraged to ask for information related to meeting agenda items prior to the scheduled meeting.

2. Any questions about agenda items or request for additional information about them will be directed to the Superintendent.

3. Requests for information or questions about any agenda item will be made at least twenty-four hours prior to the scheduled meeting.

4. If a written report is provided in response to the request, all Board members will receive a copy of both the request and report prior to the opening of the meeting.

5. Board members may discuss the information provided or ask additional questions about the agenda item in the meeting.

How to: Participate in Discussion, Debate, and Voting

1. In the absence of federal or state law or District policy, the Board shall observe the parliamentary guidelines in Robert's Rules of Order (Newly Revised).

2. The Board may adopt additional meeting rules to supplement Robert's Rules of Order by majority vote after placing the issue on an agenda for discussion. The locally adopted procedures shall supersede Robert's Rules when the two conflict. Locally adopted rules must comply with the law.

3. The Board president will have full authority to follow and enforce Robert's Rules, this procedure, and any other rules established by the Board including the following:
    a. Members will not speak without being recognized by the president.
    b. The president may limit time of debate by individual members to allow each member an opportunity to speak for at least five minutes. If time is limited, the president will ensure that each individual receives equal time to speak.
    c. The Board president must recognize Board members, staff members, or advisors wishing to speak.
    d. Board members shall direct comments solely to the business under deliberation.

8. The Board president shall:
    a. Allow each Board member to speak on each issue being considered.
    b. Allow opposing viewpoints to be heard in turn.

c. Ensure that before a member is allowed to speak to an issue for a second time, each member who has not spoken is provided an opportunity.
d. Ensure that discussion pertains to the current agenda item being addressed and shall halt discussion that does not apply to the business of the Board.
e. Halt discussion on issues raised that are not on the agenda. The president will ask if the issue should be placed on a future agenda for discussion, and note if a Board member and/or the Board desire the item were included in a later discussion.
f. Have the same right as any Board member to make motions and vote. The president will first provide an opportunity for other Board members to make a motion before offering his or her own motion.

9. The consent agenda will be addressed in the following way:
    a. When the president announces the consent agenda for voting, any individual Board member may ask the president to remove a particular item from the consent agenda for individual consideration.
    b. When a member makes such a request, the president will announce that the requested item is removed from the consent agenda.
    c. Following action on the consent agenda, the president will allow questions or discussion on any items removed from the agenda at the request of a Board member.

10. Voting will be by show of hands.

11. Each Board member will exercise his or her right and obligation as an elected official to participate in deliberations and vote on each item before the Board unless a conflict of interest exists.

Related Policies: BE (LEGAL), BE (LOCAL), BBFA (LEGAL)

How to: Participate as a Trustee in "Public Comment"

The Van Alstyne Independent School District Board of Trustees values community engagement and recognizes the importance of providing opportunities for citizens to address the Board regarding matters of public interest.

The Board believes public participation strengthens the district and provides valuable insight into the concerns, perspectives, and experiences of the community.

Public comment is intended to provide an opportunity for the Board to listen. It is not intended to serve as a forum for debate, discussion, or resolution of individual concerns during the meeting.

The Board encourages individuals with concerns to utilize the appropriate district processes to ensure concerns are reviewed and addressed in a timely and appropriate manner.

Registration:

Individuals wishing to address the Board during public comment shall complete the District's Public Comment Registration Card before the time specified in the meeting notes, in accordance with procedures established by the District.

The registration shall require:

- Speaker name;
- Contact information;
- Topic of discussion
- Whether the comment relates to a posted agenda item or non-agenda item.

Individuals who do not complete the registration process may not be guaranteed an opportunity to speak. The Board President shall recognize speakers in the order established through the registration process.

Posted Agenda Item:

Prior to the Board's consideration and action on posted agenda items, the Board shall provide an opportunity for members of the public to address the Board regarding items listed on the agenda.

Speakers shall limit comments to the items specifically posted on the agenda.

The Board will listen to public comments but will not engage in debate or discussion with speakers during this portion of the meeting. However, the Board President may ask clarifying questions of the public speaker if necessary.

Non-Agenda Items:

At the conclusion of the Board's posted business, the Board shall provide an opportunity for members of the public to address the Board regarding matters not listed on the agenda. The Board shall not deliberate or take action during this portion of the meeting.

Time Limits:

Each speaker shall be provided with three (3) minutes to address the Board. If necessary, the Board President may adjust speaking time consistently to all speakers, with time being no less than one minute.

Speaker Expectations:

Speakers shall:

- Address comments to the Board as a whole;
- Remain respectful and professional;
- Speak from their own experience or knowledge;
- Avoid threats, profanity, or disruptive behavior;

- Respect the rights and privacy of students, employees, and community members;
- Avoid disclosing confidential information protected by law.

The Board recognizes that the expression of differing viewpoints is an important process of public participation.

Concerns Regarding Employees or Students:

Public comment is not intended to serve as a substitute for established complaint procedures or as a forum for investigating individual complaints. Public comment is not the appropriate forum to voice a complaint involving the names of specific students, individuals, or employees. This includes information that may be reasonably linked to an individual person.

The following grievance procedures shall be utilized:

- Employee complaints – DGBA
- Student or parent complaints – FNG
- Public complaints – GF

The Board President may remind speakers of the appropriate avenues provided.

Presiding Officer Authority:

During public comment, the Board President shall have the authority to:

- Recognize speakers;
- Establish the order in which speakers will be recognized;
- Enforce established time limits;
- Require speakers to comply with the Board's established procedures;
- Require speakers to address the Board rather than engaging with individual Board members or others;
- Require speakers to refrain from interrupting another or the meeting;
- Require compliance with the Board's prohibition on identifying information;
- Direct a speaker to conclude remarks when allotted time has expired;
- Provide warnings when a speaker violates procedure;
- Take reasonable action when a speaker refuses to comply with established procedure;
- Take reasonable steps to maintain an orderly meeting.

Maintaining Order:

The Board President shall maintain order and decorum during public comment.

To the extent permitted by law and with the understanding that the Board President shall, whenever possible, allow a speaker to continue speaking in the time allotted, a speaker may be interrupted or their speaking time concluded if:

- The speaker exceeds allotted time;
- The speaker uses threatening, obscene, or disruptive language;
- The speaker refuses to follow instructions from the presiding officer;
- The speaker personally identifies students or staff.

The Board President shall provide two personal warnings before removing a speaker unless immediate action is necessary due to safety concerns.

How to: Communicate with Team Members Between Meetings

1. The Superintendent will communicate with each Board member by regular 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

2. The Superintendent will meet with the Board president as needed, or communicate by telephone, fax, and/or e-mail to inform him or her of district issues that may need to come before the Board for information or action.

3. The Board president may direct the Superintendent to distribute copies of documents to each member of the Board for information.

4. 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.

5. 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.

6. 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.

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

Related Policies: BE (LEGAL) and BJA (LOCAL)

How to: Request Information Not Related to Agenda Items

1. Members should request information not related to a meeting agenda item directly from the Superintendent.

2. 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.

3. 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.

4. 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.

5. 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.

6. 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.

7. All team members will receive a copy of any report generated by a Board member's request in accordance with this procedure.

Related Policies: BBE (LOCAL)

How to: Visit Campuses as a Board Member

1. Board members are encouraged to attend as many school events as their time permits. Board members are encouraged to attend seven (7) events a year.

2. If a Board member wants to visit a campus, the member shall contact the Superintendent to schedule a date that works best with the campus to not disturb the educational process. The Superintendent shall provide a date within a reasonable time.

3. Board members may interact with any staff member or student during lunch or recess as long as they do not disrupt the learning process.

4. Board members have the same access rights to teachers and classrooms as any other community member and/or parent. Their access to teachers and classrooms will be governed by the same district policies and campus guidelines that govern parents and community members. However, Board members are reminded that their observation of a teacher may hamper their ability to act on that teacher's contract and/or serve as an impartial panel member in cases which result in appeals to the Board.

5. Board members may not give any direction to any staff or students.

6. When visiting a campus as a parent or visiting their children, a Board member must identify themselves as a parent when signing in and must not use their Board Member badge. This makes clear to staff that the member is acting as a parent, not as a Board member.

7. Board members will not request or accept extraordinary consideration or "favors" from any district employee

Related Policies: GKA (LEGAL), BBF (LOCAL), and BBFA (LEGAL)

How to: Respond to Community of Employee Complaints

1. 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. Remind the complainant that only the Board, not individual Board members, can take action to correct a situation.

2. Complainants should be directed or referred to the appropriate policy outlining grievance procedures and informed that the steps listed in policy are necessary to protect everyone's rights while following an orderly process.
    a. DGBA (LEGAL and LOCAL) pertains to employees,
    b. FNG (LEGAL and LOCAL) pertains to parents and students,
    c. GF (LOCAL) is for public complaints.

3. Generally those policies are very similar and require complaints be dealt with through the "Chain of Command". They provide the following information:
    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.

4. Board members may inform the Superintendent of complaints from staff and community but will not direct the Superintendent to take specific actions.

5. The Superintendent shall inform the Board of the resolution of complaints referred by Board members if the complaint requires Superintendent intervention.

6. As required by law, the District maintains a parent portal for parents of current students to submit comments, questions, or concerns to the Board. The Board then receives a copy of the form submitted from the Superintendent prior to the next regularly scheduled board meeting.

Related Policies: DGBA (LEGAL), DGBA (LOCAL), FNG (LEGAL), FNG (LOCAL), GF (LOCAL)

How to: Communicate with the Media

1. 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.

2. 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.

3. 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.

4. 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.

5. 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.

6. 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), DDAB (LOCAL), BJA (LOCAL), AND GBB

How to: Communicate with the Community

1. 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. Clarify a trustee's limitations, obligations, and responsibilities as a member of the Board.
    c. Support Board decisions.
    d. Interact in a positive manner.
    e. Listen politely and respectfully to comments.
    f. Make no commitment on behalf of the Board or district.
    g. Not criticize district personnel.

2. Refer questions about specific district activities to the appropriate staff person when they do not know the answers.

3. The Board of Trustees encourages community input; however, it will not respond to or act on the basis of anonymous calls or letters.

4. Signed letters addressed to the Board or a Board member will be forwarded to the president or the Superintendent.

5. The Board will communicate to the community collectively through district communication vehicles authorized by the Board in policy or the district communication plan.

How to: Participate in Evaluation of Superintendent

1. The Superintendent's contract will be formally evaluated in December of each year.

2. The Board will conduct an evaluation of the Superintendent's performance and will be based upon Board goals. A written evaluation will be given to the Superintendent in January using an evaluation instrument developed by the Board president.

3. Evaluation is conducted in closed session.

4. The Superintendent's contract will be reviewed annually. Terms and conditions of the contract as well as compensation will be reviewed annually at the January meeting.

How to: Onboard New Board Members

1. Local district orientation will be scheduled to take place within 60 days of the date a new Board member takes the oath of office.

2. The Superintendent and Board president or the president's designee will participate in the orientation. Additional administrative staff members may also be included to present specific information about the district.

3. Orientation will include but is not limited to:
    a. General district information such as
        i. Geographic area included and number of square miles
        ii. Campus attendance boundaries
        iii. Number of students, teachers, and other employees
        iv. Number of campuses and their enrollments
        v. Student demographics
        vi. Administrative structure and directory of key personnel
        vii. Ongoing issues of interest to patrons
    b. Overview of district programs and operations such as:
        i. District vision, mission, goals, and plans including
            1. District planning and evaluation process and calendar
            2. Most recent AEIS report, campus report cards, and district annual report
        ii. District budget overview including
            1. Current adopted budget summary
            2. Recent trends in revenue, appropriations, tax rates, property values
            3. Annual financial audit
            4. Development process and calendar

iii. Overview of district curriculum objectives, standards, and instructional programs
iv. Policy development and review process and location of manuals
v. Personnel hiring practices and salary schedule
vi. Superintendent performance goals, current Superintendent evaluation instrument, process, and calendar

c. Team operations, including
i. Overview of roles and responsibilities of the Board and Superintendent
ii. Required continuing education and calendar of training opportunities
iii. Current team improvement goals and continuing education targets
iv. Annual Board activity calendar
v. Calendar of district and Board event
vi. Current team operating procedures

Related Policies: BBD (LEGAL)