

BOARD OF TRUSTEES

OPERATING PROCEDURES

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ETHICIAL STANDARDS

Equity in attitude

- 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.

Trustworthiness in stewardship

- 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.

Honor in conduct

- 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.

Integrity of character

- 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.

Commitment to service

- 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.

Student-centered focus

- I will be continuously guided by what is best for all students of the District.

WORK OF THE BOARD

Board Meetings and Board Member Conduct

- The board shall conduct meetings guided by the parliamentary procedures in the most current edition of Robert's Rules of Order for Small Boards.
- Anytime four (4) or more Board members are gathered to discuss school district business, it is considered a meeting.
- The Board president serves as the presiding officer at board meetings.
- Failure to post such a meeting is considered a violation of the Texas Open Meetings Act.
- Board members are expected to attend and participate in duly called meetings. Board members should come to the board meetings prepared to discuss and act on all items on the agenda as appropriate.
- 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 binding upon each member. Board members are strongly encouraged to state the reason why they are abstaining or voting no on an item.

Board Meeting Preparation

- At a minimum, each Board member is expected to have done the following prior to arrival at every board meeting:
- Studied the material in the Board packet sent to them prior to the meeting.
- When possible, resolve questions beforehand by submitting questions in advance or contacting the Superintendent..
- Responses to inquiries from Board members will be distributed to all Board members.

Developing the Board Meeting Agenda

Agendas

- The Superintendent will develop all Board meeting agendas in collaboration with the board president.
- Items discussed at previous Board meetings which are proposed for inclusion by more than one Board member at a future meeting will also be added when appropriate.
- Board members must request to the board president and Superintendent in writing, any item(s) they wish to have considered for placement on the agenda.
- Items may be placed on the agenda by the Superintendent, the board president, any Board member with approval of the president, or through a request by any Board members.
- No item can be placed on the agenda less than ten days in advance of the meeting without the Board president's approval.
- No item can be placed on the agenda less than three workdays in advance of the meeting unless an emergency or public necessity exists.
- An annual agenda content calendar will be maintained by the Superintendent's office and will be presented to the Board annually as an informational item.

Timely Notification

- Board members shall be notified of a meeting at least 72 hours prior to a regular meeting, workshop, or special meeting, and at least one hour prior to an emergency meeting.
- Typically, information will be provided to each Board member via electronic or hard copy. Board members will submit any questions regarding the agenda through Google Form, making sure to specify the relevant agenda item. These inquiries will be directed to the Superintendent and responses will be shared with all Board members.
- Copies of the agenda, for non-emergency meetings, shall be available for the Board members requesting a copy at a minimum of 72 hours prior to a regular Board meeting.
- District administration will make every effort to respond timely to questions in connection with action items asked at Board meetings.
- Board members will attempt to have all questions regarding agenda items submitted to the Superintendent 1 business day prior to the meeting. The Superintendent will make every attempt to communicate the answers to the questions to Board members by the Board meeting with a copy of the questions and answers included in the dais folders.

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.

Ref Policy BBE

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.

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
- Medical or Psychiatric Records Gov't Code 551.0785
- 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

The Board President and Superintendent may invite others to participate in closed sessions related to agenda items, as deemed appropriate.

Public Participation in Board Meetings

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.

A citizen must sign up on the appropriate form prior to the public forum portion of the agenda. The topic described on the form may be complete and in sufficient detail, as to determine the appropriateness of the topic prior to addressing the Board. 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

Questions asked during public forum on posted agenda items may be answered or addressed by the Board during the discussion of that agenda item. Comments or questions on topics not on the posted agenda may be referred to the Superintendent for consideration and a later response, if appropriate.
The board designates the president as its spokesperson if a response to the speaker is required. The president will limit responses to those allowed by law:

- Statements of fact
- References to board policy

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. The time allotted to each speaker shall not exceed five minutes. Groups of five or more people wishing to speak on a single subject will be encouraged to appoint a spokesperson to express the views of the group. A speaker may not defer his/her allotted time to another speaker.

The presiding officer shall determine the total allotment of time for each public forum, based on the number of individuals signed up to speak at the start of each meeting.

The Board vests in its presiding officer the authority to terminate the remarks of any individual when such individual does not adhere to the established rules.

The Board shall not tolerate disruption of the meeting by members of the audience. If any person disrupts the meeting by his or her words or actions, the Presiding Officer may request assistance from law enforcement officials to have the person removed from the meeting.

Ref Policy BED

Requesting Information Not Related to Agenda Items

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.

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).

Ref Policy BBE

BOARD RELATIONSHIPS

Communicating with Team Members Between Meetings

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.

Board members are encouraged to set up monthly meetings with the Superintendent to update, discuss or receive clarification on any district-wide or campus topics. Board members should be mindful and respectful of the Superintendent's time and limit all nonemergency communication outside of these scheduled meetings. 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. Board Members shall never meet, talk, text or e-mail in a group large enough to constitute an official meeting, typically four (4) or more, unless notice has been posted.

Ref Policy BE

Communicating 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 member should:

- 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

Ref Policies GB, GBA, and GBAA

Responding to Community and 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 that reflects:

Board Members will:

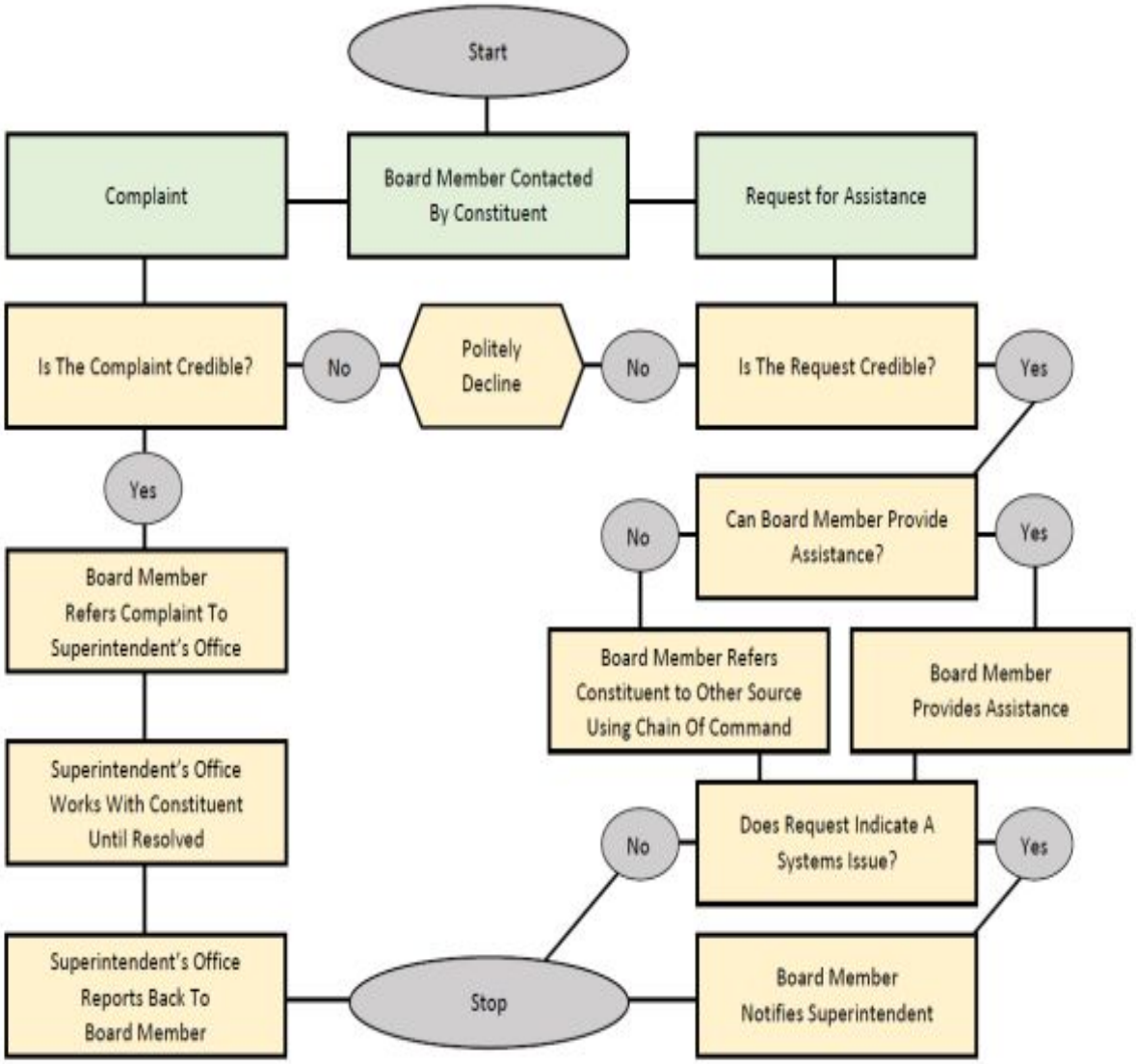
- Listen briefly and respectfully. Remind the complainant of the board's responsibility to remain impartial and noncommittal because complaints may ultimately be brought to the board on appeal.
- Determine if the complainant wishes to express dissatisfaction or desires some action be taken to resolve 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.

Social Media

Trustees may use social media to engage with the community while maintaining the integrity of the Board and complying with applicable law. When communicating about District business, Trustees shall:

1. Clearly state they are speaking as an individual Trustee, not as an official spokesperson for the District.
2. Avoid deliberating District business with a quorum of the Board through social media or other electronic communications.
3. Refer complaints or concerns to the Superintendent.
4. Avoid commenting on matters that are pending or may come before the Board in a way that suggests a predetermined position.
5. Not use polls, surveys, or online comments to determine or influence Board decisions.
6. Share only information that has been publicly released by the District or discussed during the open portion of a Board meeting and clarify that personal summaries are not official Board records.
7. Conduct themselves professionally, avoid spreading rumors or unverified information, and never post anonymously about District business.
8. Report suspected illegal, harassing, or defamatory online communications involving the District to the Superintendent.
9. Comply with applicable laws regarding public records, open meetings, and the use of District technology and confidential information.
10. Understand that failure to comply with these expectations may be addressed in accordance with these Board Operating Procedures.

Complaint Process Flowchart



Visiting Campuses as a Board Member

- Board members are encouraged to attend school events as their time permits, and to show support for school activities.
- Board members shall notify the Superintendent or designee prior to visiting a campus in an official capacity.
- Board members shall not visit a campus in an attempt to *assess, evaluate or make recommendations on the delivery of education.*

Ref Policies GKA), BBF), and BBFA

BOARD OPERATIONS

Board Development

New Board Members Only

- ❑ Local District Orientation
- ❑ Texas Education Code
- ❑ Open Meetings Act
- ❑ Public Information Act

Watch for required timelines

From the 87th Legislature

- ❑ School Safety



Every Year

- ❑ Cybersecurity
- ❑ Team Building
- ❑ Additional Continuing Education (10 or 5 hours)

Every Two Years

- ❑ Update to the TX Ed Code
- ❑ Evaluating and Improving Student Outcomes
- ❑ Sexual Abuse and Human Trafficking

Electing Board Officers

The Board shall elect a president, a vice president, and a secretary who shall be members of the Board. A board member must serve two years before being considered for board president position. The Board 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.

Orientation of New Board Members

The Superintendent and Board President will meet with each newly elected or appointed Board Member as soon as possible after they join the Board. During this meeting, they will review the onboarding process, which has been developed to include, but is not limited to, the topics below:

- Board Operating Procedures and Board Policies.
- Superintendent's overview of district administrative organization.
- Training to access district electronic communications.
- District budget overview.
- Board annual calendar and briefing of upcoming events.
- Expense reimbursement procedures.
- Media and communications training.
- Framework for School Board Development from SBOE.

A new Board member may meet with staff for their name badge and other generic, logistical information on or before the day of their first board meeting.

The Board President may assign new Board members an existing Board member to serve as a mentor.

Superintendent Evaluation

The Superintendent evaluation instrument will be updated and approved annually in conjunction with the adoption of the Board and Superintendent goals.

Three formative evaluations may be conducted annually in closed session. 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. This closed session shall 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. A copy of the evaluation document will be completed in advance by each Board member and brought with the Board member to a special 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. The Board shall strive to accomplish the following objectives during each evaluation:

- Develop and sustain a harmonious working relationship between the Board and the Superintendent
- Ensure administrative leadership for excellence in the District.
- Formulate Board consensus about the Superintendent's performance and the District's progress toward achieving its goals and objectives.

Ref Policies BJCD, BJCF, and BJA