



BOARD OF TRUSTEES

OF THE

KILLEEN INDEPENDENT SCHOOL DISTRICT

OPERATING PROCEDURES

Approved _____

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BOARD GOVERNANCE

The Board shall constitute a body corporate and shall have the exclusive power to govern and oversee the management of the public schools of the District. *Education Code 11.051(a), 11.151(b)*. No Board Member or officer has authority outside the Board meeting. A school trustee, acting individually, does not have the authority to make decisions. Only the school board, in open session, has the power to make decisions. Authority is vested in the Board as a whole.

The Board President shall serve as the designated spokesperson for the Board. Trustees (including the President or other officers) should otherwise speak only on their own behalf and not on behalf of the Board as a whole.

Policy Ref: BA(LEGAL)

BOARD VISION, MISSION AND GOALS

The Board shall approve annually and periodically review the District's vision, mission, and goals to improve student performance. The vision, mission, goals and the approved District and campus objectives shall be mutually supportive and shall support the state goals and objectives under Education Code, Chapter 4. The Board will work with the Superintendent to establish an annual workplan for the year with quarterly goals.

Policy Ref. BQ(LOCAL)

BOARD MEETINGS

Regular meetings of the Board shall normally be held on the second and fourth Tuesdays of each month at 6:00 p.m. in the Boardroom of the Central Administration Building. When determined necessary and for the convenience of Board members, the Board President may change the date, time, or location of a regular meeting with proper notice.

At the Board's discretion, it may convene at alternate District locations, provided enough time is allowed for posting notice requirements and preparing equipment for live streaming and recording, as mandated by the Open Meetings Act. The Board aspires to hold meetings on different campus sites periodically.

Police Ref. BE(LOCAL)

The Agenda

Any Board member may request that a subject be included on the agenda for a meeting by notifying the Superintendent or Board Clerk of the specific request, and the Superintendent shall include on the preliminary agenda of the meeting all topics that have been timely submitted by a Board member.

Before the official agenda is finalized for any meeting, the Superintendent shall meet with the Board President and Board Vice-President to ensure that the agenda and the topics included meet with their approval. In the event the Board President or Board Vice President is unable to attend, the

Board Secretary or other Board Member may serve as a substitute.

In reviewing the preliminary agenda, the Board President shall ensure that any topics the Board or individual Board members have requested to be addressed are either on that agenda or scheduled for deliberation at an appropriate time in the near future. The Board President shall not have authority to remove from the agenda a subject requested by a Board member without that Board member's specific authorization.

Agenda Questions

Questions may be directed to the Superintendent or the Board Clerk. Those questions and responses shall be shared with the full Board and may be considered Board information requests subject to Texas Education Code §11.1512. Alternatively, questions may be directed to the contact person listed on the information/action sheet, who will be responsible for relaying the communication to the Superintendent or Board Clerk.

Closed Meeting/Executive Session

The Board may conduct a closed meeting when the agenda subject is one that may properly be discussed in a closed meeting. Closed meetings may only be held as specifically authorized by the Open Meetings Act. See *Texas Government Code*, §551.101.

A certified agenda will be recorded and retained in accordance with the legal requirements pertaining to the retention of public records.

Trustees can only discuss those items listed on the closed session agenda and as limited by law. It is expected that what is discussed in closed session will remain confidential and not otherwise be discussed in public. In accordance with *Texas Government Code* §551.146, the certified agenda and recording of the closed meeting, if made, is confidential. Any person who discloses the certified agenda and/or recording violates this provision and may be charged with a Class B misdemeanor. Disclosure of discussion held in closed session may subject a trustee to civil liability.

Policy Ref: BED(LOCAL)

Consent Agenda

A consent agenda shall include topics from the Board Workshop Session for action and those items of a routine and/or recurring nature grouped together under one action item. All such items shall be acted upon by one vote without separate discussion, unless a Trustee requests that an item be withdrawn for individual consideration. The remaining items shall be adopted under a single motion and vote.

When the consent agenda is before the Board for consideration, the Trustee may request that the specific item be pulled for individual discussion, and then, the balance of the consent agenda may be acted upon.

Discussion

Discussions shall be addressed to the President of the Board and then the entire membership.

Discussion shall be directed solely to the business currently under deliberation, and the Board. Necessary time for reasonable and efficient discussion will be allowed unless the board agrees on a time limitation. President shall halt discussion that does not apply to the business before the Board. Trustees and other speakers should address the presiding officer to obtain the floor to speak. The Board President shall also halt discussion if the Board has agreed to a time limitation for discussion of an item, and that time limit has expired. Aside from these limitations, the President shall not interfere with debate so long as Trustees wish to address themselves to an item under consideration.

The Board President may participate as any other member, and shall be entitled to make or second motions, to ask questions or make comments, and shall be entitled to vote.

A Trustee may use parliamentary procedure to end non-productive debate by making a point of order and asking that Robert's Rules of Order regarding debate be followed, including the enforcement of the rule that limits each member's right to speak twice on the same issue, or that the debate should be limited to the motion being discussed, or ask that a time limit be set for discussion *Robert's Rules of Order Article VII. Debate*. When a trustee wishes to limit debate of a motion:

- a. A Trustee may move to *postpone indefinitely*. Requires a second, is debatable, and requires a majority vote. This effectively kills the motion.
- b. A Trustee may move to *postpone definitely*. Requires a second, is debatable and amendable, and requires a majority vote. This postpones the question to a specific later time.
- c. A Trustee may move the *previous question*. This is a motion to end debate and take a vote on the pending motion. Requires a second, is not debatable, and requires a two-thirds vote. (5 of 7, 4 of 5 or 6, or 3 of 4)

Disruption

The Board shall not tolerate disruption of the meeting by members of the audience. If after at least one warning from the presiding officer, any individual continues to disrupt the meeting by his or her words or actions, the presiding officer may request assistance from law enforcement officials to have the individual removed from the meeting.

Policy Ref: BED(LOCAL)

Joint Meetings

The Board will may periodically convene in joint meetings with the City Councils of Killeen, Harker Heights, and Nolanville, or other entities as deemed appropriate by the Board. The Board encourages individual Trustees to periodically attend meetings of other local governing bodies. At the Board's discretion, they may appoint a representative to serve on the Killeen Temple Metropolitan Planning Organization (KTMPPO).

Minutes

Board action shall be carefully recorded by the Board Clerk; when approved, these minutes shall serve as the legal record of official Board actions. The written minutes of all meetings shall be approved by vote of the Board and signed by the President and the Secretary of the Board.

The official minutes of the Board shall be retained on file in the office of the Superintendent and shall be available for examination during regular office hours.

Notice to Trustees

Trustees shall be given notice of regular and special meetings at least 72 hours prior to the scheduled time of the meeting and at least two hours prior to the time of an emergency meeting, unless otherwise provided by state laws and regulations and/or the Texas Attorney General.

A Trustee can expect to see sufficient background material to make an informed decision about the matter at hand. All material for a meeting should be received at least 72 hours in advance of the meeting. The distribution of new material during the Board meeting should be rare and may be reason to postpone consideration of the item to a later agenda.

Complaints or concerns that a Trustee may have should be relayed to the Superintendent or Board Clerk.

Notice of all meetings shall provide for the possibility of a closed meeting during an open meeting, as provided by law.

Order of Business

The order of business for regular Board meetings shall be as set out in the agenda accompanying the notice of the meeting. At the meeting, the order in which posted agenda items are taken may be changed by consensus of Trustees.

Presentations

Presentations to the Board should be planned for regularly scheduled Board meetings on the 2nd and 4th Thursdays, but may also be planned for Board Workshop Meetings.

Public Forum

At all called, posted and noticed meetings the Board shall schedule a time to hear input from citizens in accordance with the Texas Open Meetings Act. Audience participation at a Board meeting is limited to the portion of the meeting designated to receive public comment in accordance with Board Policy BED(LOCAL). Public Forum shall occur at the beginning of the meeting but after the Honors and Recognitions portion of the meeting. Except as permitted by Board Policy BED (LOCAL) and shall not exceed three minutes per speaker.

At all other times during a Board meeting, the audience shall not enter into discussion or debate on matters being considered by the Board, unless requested by the presiding officer.

At regular Board meetings, the Board shall permit public comment, regardless of whether the topic is an item on the agenda posted with notice of the meeting. At all other Board meetings, public comment shall be limited to items on the agenda posted with notice of the meeting.

Individuals who wish to participate during the portion of the meeting designated for public comment shall sign up with the presiding officer or District's legal counsel before the meeting begins, shall

fully fill out the Public Comment Sign-Up Sheet provided by the District, and shall indicate the agenda item or topic on which they wish to address the Board. Public comment shall occur at the beginning of the meeting. Except as permitted by Board Policy and the Board's Operating Procedures on public comment, an individual's comments to the board shall not exceed three minutes per meeting. Public comments on non-agenda items will be recognized first, followed by public comments on agenda items.

When necessary for effective meeting management or to accommodate large numbers of individuals wishing to address the Board, the presiding officer may make adjustments to public comment procedures, including adjusting when public comment will occur during the meeting, reordering agenda items, deferring public comment on nonagenda items, continuing agenda items to a later meeting, providing expanded opportunity for public comment, or establishing an overall time limit for public comment and adjusting the time allotted to each speaker. However, no individual shall be given less than one minute to make comments.

Board members should not speak during the public comment period.

The Superintendent or other administrator may offer to contact the speaker. The Superintendent will follow up on all public comments via the Boardbook newsletter prior to the next regular scheduled meeting.

Policy Ref: BED(LOCAL)

- **Complaints/Concerns**

The presiding officer or designee shall determine whether an individual addressing the Board has attempted to solve a matter administratively through resolution channels established by policy. If not, the individual shall be referred to the appropriate policy to seek resolution:

- Employee complaints: DGBA Series
- Student or parent complaints: FNG Series
- Public complaints: GF Series

- **Board's Response**

There are only three legally allowed responses for Trustees during the public comment:

- a. State specific factual information (*Texas Government Code §551.042*)
- b. Recite existing policy (*Texas Government Code §551.042*)
- c. Propose to place the issue on a future agenda for discussion (*Texas Government Code §551.042*)

The Superintendent or other administrator may offer to contact the speaker.

Rules of Order

The Board shall observe the parliamentary procedures as found in *Robert's Rules of Order, Newly Revised*; except as otherwise provided by Board procedural rules or by law. Procedural rules may be suspended at any Board meeting by majority vote of the members present.

Voting

Voting shall be by voice vote or show of hands, as directed by the President. Any Trustee may ask for a show of hands if the vote is not unanimous. All voting results shall be announced by the President. There shall be no secret ballot votes.

In the event of a tie vote, the status quo is maintained. No positive action is taken either to move something forward or undo it.

- **Recusal from Voting**

It is appropriate for a Board member to recuse themselves from the vote at a Board meeting if: 1) There is a legal issue such as a conflict of interest; 2) If they feel their decision would be influenced by factors outside the meeting (or their decision could be perceived to be influenced by factors outside the meeting).

Board members shall recuse themselves from voting on compensation items (to include benefit contributions) when a Board member has a relative employed by the District within the 3rd degree of consanguinity, if the action applies only to the employee and is not taken regarding a bona fide class or category of employees. An individual's relatives within the third degree by consanguinity are the individual's: 1) parent or child (first degree); 2) brother, sister, grandparent, or grandchild (second degree); and 3) great-grandparent, great-grandchild, aunt or uncle (who is a sibling of a parent of the person), nephew or niece (who is a child of a brother or sister of the person) (third degree).

Workshop Meetings

When deemed necessary by the Board, workshops are typically scheduled for information and discussion items during business hours on the first and third Tuesday of each month. At the Board's discretion, items on the workshop agenda may be placed on a consent agenda or as a regular agenda item for future consideration at a regular meeting.

BOARD COMMITTEES AND COMMITTEE MEETINGS

Per Board Policy BDB(LOCAL), the Board President shall appoint members to a standing audit committee and shall appoint members to special committees created by the Board to fulfill specific assignments within 60 days following annual elections.

Special Committees will be created by the Board as necessary, including an Advocacy Committee to identify and advocate for issues in the best interest of the District with local, state, and federal elected officials. The Board encourages Trustees to seek opportunities to participate in public policy at the state and national levels.

The function of each committee shall be fact-finding, deliberative, and advisory but not administrative. Presentations and future agenda items will also be reviewed and discussed at each committee meeting. The Board President shall name three Board members to serve on each committee, with one of the three Board members serving as committee chair. The Board President shall appoint each Committee Chair. The Board President shall not serve as a committee chair but may fill in for a committee member absent adequate Trustee representation at a committee meeting.

BOARD RELATIONSHIPS

Trustees

Trustees must comply with applicable provisions of the Texas Open Meetings Act with regard to their communications. Trustees may use mail, email, voice mail, text messaging, fax, phone, special committee meetings or personal contact to communicate with each other individually; however, Trustees shall never circumvent and/or attempt to circumvent the Texas Open Meetings Act by meeting, talking, texting or e-mailing one another in a group large enough to constitute an official meeting, typically four (4) or more. In email or text messaging, "Reply All" must be avoided. Trustees who wish to disseminate information to the Board as a whole will contact the Board President and copy the Superintendent prior to distribution to Trustees.

Trustees who participate in social media such as, but not limited to, Facebook, Google, LinkedIn or Twitter, should be careful to avoid online conversations that could be construed as speaking for the Board or constituting an online Board meeting. Trustees using personal social media accounts should clearly indicate any communications posted by the Trustee is on their own behalf and not on behalf of the Board and/or District. Trustees should not utilize District social media without approval from the Superintendent or designee.

Expressing Concern about Trustee's Performance

Trustees are encouraged to express concerns about another Trustee's performance. If addressing the issue directly with the member does not resolve the concern, then discussion with the Board President is appropriate. The steps below should be followed: The Board President shall discuss the concern with the Board Member in question on behalf of the reporting Board Member or shall moderate a discussion between the members. If a quorum of the Board is involved, the meeting must be posted and conducted in accordance with the Texas Open Meetings Act.

1. The President shall remind the Board Member whose behavior is in question about Board Policies including, but not limited to, the adopted Code of Ethics and identify non-compliance, if any, with the Code. The discussion also will identify more appropriate alternatives to the conduct and/or conduct at issue or refer the Board Member to policies or procedures that outline approved ways to deal with the issue that prompted the conduct and/or concern.
2. If the Board Member in question does not believe his or her behavior is in conflict with District Policies, including but not limited to, the Board's Code of Ethics, an Agenda Item specifying "Evaluation of Individual Board Member Performance" may be listed on the Agenda for the upcoming Board Meeting.
3. The matter will be discussed by the full Board in Closed Session in an attempt to clearly identify the conduct and/or concern and discuss possible solutions or alternative approaches that may have a more positive impact on team cohesion and effectiveness.
If the concern involves the Board President, a Board Member may discuss his or her

concerns with the Board Vice President, following the process outlined above to the extent possible. Generally speaking, when concerned about a Board Member's behavior, Board Members agree the best practice is to:

- Not take concerns about fellow Board Members to the Superintendent.
- Not speak about concerns regarding individual members with individuals outside of the Board and/or otherwise in compliance with the Texas Open Meetings Act.
- Not speak negatively about another Board Member, Superintendent, or staff in the community.
- Follow the steps outlined herein and in Board Policy.

Facilitated Discussions

In the event an issue cannot be constructively resolved, the Board may consider engaging a third party outside Facilitator.

Informal/Social Gatherings

When a quorum of Board members gather in an informal setting, such as a social occasion, it will not be subject to the requirements of the Open Meetings Act if the members do not engage in a verbal exchange about public business or policy. The Open Meetings Act expressly excludes gatherings of a "quorum of a governmental body at a social function unrelated to the public business that is conducted by the body." The definition also excludes from its reach the attendance by a quorum at certain other events such as a regional, state or national convention or workshop, ceremonial events, press conferences, and a candidate forum, appearance, or debate to inform the electorate. In both instances, there is no "meeting" under the Act "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."

BOARD MEMBER CHILDREN

While Members of the Board of Trustees have no authority as individuals, it is sometimes difficult for staff members to see them as ordinary parents. Therefore, Board Members should adhere to the following:

1. Board Members should make it clear that they are acting as a parent.
2. Board Members should not request nor accept extra consideration for their own children, or the children of other Trustees, based on their position.
3. Board Members must comply with applicable Board Policies, including but not limited to, the Code of Ethics, when acting on behalf of their own children, or with regard to the children of other Trustees.

Board Members will follow the same chain of command as non-Board Members.

PERSONNEL

Superintendent

The Superintendent shall keep Trustees informed of significant District issues as they arise in accordance with the Texas Open Meetings Act. The Superintendent will respond in a timely and complete manner to Board request for information sent through the proper chain of command. The Superintendent will communicate information to all Trustees in a timely and complete manner, including requests from the Board President. Questions submitted to the Superintendent via email or other electronic means should NOT be sent simultaneously to the entire Board or communicated in a manner in violation of the Texas Open Meetings Act.

Trustees will keep the Superintendent informed of concerns in a timely manner. It is the Superintendent's job to take action and resolve situations. Trustees should not violate the chain of command, causing disrespect and unclear expectations between the Staff, Superintendent, and Board.

Policy Ref: BJA(LOCAL)

Evaluation Instrument

The instrument used to evaluate the Superintendent shall be based on the Superintendent's job description and performance goals adopted by the Board no later than 60 days following the anniversary of the Superintendent's hire date. If the evaluation instrument is not approved within 60 days of such date then the evaluation instrument automatically reverts back to the previous year's instrument. The new evaluation instrument must be provided to the Superintendent for review and comment prior to Board approval. The Superintendent's performance goals shall be presented to Trustees for approval, additions and modifications. Each goal shall have measurements to review for the summative. Trustees will provide a summative review of the evaluation instrument that reflects the collective views of the Board. This review will reflect the collective viewpoint of the Board for each component of the evaluation instrument. The summative review will also reflect the successes, shortcomings and failures of the District as it pertains to the District's balanced scorecard. The review will also identify Superintendent's strengths and growth opportunities and connect them to the evaluation instrument and balanced scorecard.

Written Evaluation

The Board shall prepare a written evaluation of the Superintendent annually to be completed and finalized 14 days in advance of the Superintendent's anniversary date. The Board shall furnish the Superintendent with a copy of the completed evaluation and shall discuss its conclusions with the Superintendent in a closed meeting held in accordance with the Texas Open Meetings Act.

Objectives

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

1. Clarify to the Superintendent his or her role, as seen by the Board.
2. Clarify to Trustees 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.
3. Foster an early understanding among new Trustees of the evaluation process and the

Superintendent's current performance objectives and priorities.

4. Develop and sustain a harmonious working relationship between the Board and the Superintendent.
5. Ensure administrative leadership for excellence in the District.
- 6.

Informal Evaluations

The Board may at any time, but at least semi-annually, provide an update on performance-based goals/expectations as established by the approved evaluation instrument, and provide the Superintendent with feedback and concerns.

Policy Ref: BJCD (LOCAL)

Micromanagement

Trustees should avoid personal involvement in the activities the Board has delegated to the Superintendent or that by law are the Superintendent's responsibilities. Trustees must not direct staff other than the Superintendent and Board Clerk.

Policy Ref: BBF (LOCAL)

Board Clerk

The Board Clerk will prepare and post agendas; coordinate materials; record, transcribe, and maintain minutes; organize and manage the routine work activities of an administrative office; provide clerical and administrative services to the President of the Board and Board of Trustees.

OTHER PERSONNEL

Employment of Contractual Personnel

The Superintendent has sole authority to make recommendations to the Board regarding the selection of contractual personnel. The Superintendent will inform the Board of the following positions in advance of them being announced to the public:

- Campus Principals
- Managing Directors of Schools
- Deputy/Assistant Superintendents
- Directors in key leadership positions

The Board retains final authority for employment of contractual personnel.

Employment of Non-Contractual Personnel

The Board delegates to the Superintendent final authority to employ and dismiss non- contractual employees on an at-will basis

Policy Ref: DC (LOCAL)

ELECTIONS

Any legal resident who meets the eligibility requirements in BBA (LEGAL) may become a candidate for membership on the Board. Information regarding the procedures for becoming a candidate may be obtained from the Board Clerk's office.

Policy Ref: BBB (LOCAL)

Election Day Events

The District will host an election day returns event at the Central Administration Building that will be open to all the candidates and current members of the Board of Trustees and their guests. The purpose of the event will be to allow candidates and Trustees to learn of the results as received. The results will be displayed prominently on the screens located in the Boardroom. The event will begin 30 minutes prior to the close of polling locations and will conclude upon 100% reporting of all polling locations to the District's elections administrator.

Within 24 hours of the polls closing, the elections administrator will provide the preliminary results to all the Board of Trustees and candidates and the date and time of the Board meeting to canvass the returns in accordance with Board Policy BBBB(LEGAL).

Within 48 hours after the polls close, the District Elections Administrator will provide the following information:

To the newly elected Trustees:

- a. The Board Operating Procedures,
- b. The District's graduation ceremonies schedule for the current academic year,
- c. The name and contact information for the Board President and Board Vice-President,
- d. A complete listing of all events within the next two weeks that are obligations of the Board of Trustees, and

To the whole Board of Trustees, the name and contact information for the newly elected Trustees.

Board Officer Elections

The KISD Board will select officers each year at the first meeting after school board elections after newly elected Board members have been installed.

When newly elected board members are sworn in and the Board reorganized, an item will be placed on the agenda allowing the Board to convene in closed session. Board members will have an opportunity to state their desire and/or position relative to the office of Board President, Board Vice-President, and Board Secretary. The provisions of Board Policy BDAA(LOCAL) will be followed.

President

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

1. Preside at all Board meetings unless unable to attend.
2. Have the right to discuss, make motions and resolutions, and vote on all matters coming before the Board.
3. Appoint all Board committees, unless otherwise provided by policy or Board consensus. [See BDB]
4. Handle all media inquiries and requests for comment.
5. Mentor new Trustees and participate in new Trustee orientation (may be delegated as appropriate).
6. Participate in leadership training.
7. Facilitate officer meetings with the Superintendent.
8. Lead/facilitate a Superintendent search in the event of a vacancy.
9. Lead/facilitate the evaluation process.
10. Other duties and responsibilities as required by Board Policy BDAA(LEGAL) and (LOCAL).

Vice President

The Vice President of the Board shall:

1. 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.
2. Automatically become Board President if a vacancy in that office occurs.
3. Participate in leadership training.
4. Participate in agenda review sessions with Board President.

Secretary

The Secretary of the Board shall:

1. Working with the Board Clerk to ensure that an accurate record is kept of the proceedings of each Board meeting.
2. Ensure that notices of Board meetings are posted and sent as required by law.
3. In the absence of the President and Vice President, call the meeting to order and act as

presiding officer.

4. Participate in leadership training.
5. Sign or countersign documents as directed by action of the Board.

COMMUNICATIONS

Board Attorneys

The Board shall employ an attorney or attorneys, as necessary, to serve as the District's in-house counsel and representative in matters requiring legal services. The District shall establish protocols for channeling staff requests for legal advice from the in-house counsel.

The Board shall have final authority to retain outside counsel. In consultation with the Superintendent, the District's in-house counsel may make recommendations to the Board regarding retention of an attorney or attorneys to represent the District in legal matters. Services to be performed and reasonable fees and expenses to be paid by the district to outside counsel shall be set forth in writing between the Board and the attorney or attorneys. When seeking advice or information from the District's outside counsel, individual board members shall channel legal inquires through the District' in-house counsel, Superintendent, Board President, or Board's designee, as appropriate. Advice from legal counsel shall be reported to the Board upon request of the Board or when deemed necessary by the District's in-house counsel, Superintendent, Board President, or Board's designee.

In-house counsel and/or outside counsel shall give reports to the Board, at least quarterly on the status of any threatened or pending litigation or administrative complaints.

The Board may retain an attorney to act as the Board's counsel to represent the Board and its interests and to provide immediate and direct advice to the Board as a body corporate. The Board's counsel may assist with communication and coordination between the Board and the Administration, including but not limited to, assisting with compliance with the Texas Open Meetings Act. The Board's counsel does not represent Board members individually.

To avoid unnecessary expense, maintain a clear line of communication, and comply with the Texas Open Meetings Act, the Board's counsel will communicate with the Board President or his/her designee, as appropriate. If a Board member has a concern regarding the conduct of the Board President and desires legal advice from the Board's counsel regarding the concern, the Board member should direct the concern to Board's Vice President who will contact the Board's counsel.

Policy Ref. BDD(LOCAL)

BoardBook Newsletters

The Superintendent will provide a weekly newsletter to the Board with general information regarding routine business matters, including the check register with amounts and dates paid to vendors; Employee resignations; New hires; and other announcements as appropriate or as requested by the Board.

Budgeting

In order to have community engagement and feedback on the District's budget, the Board may schedule a Community Town Hall meeting in November – January of each year to allow citizens an opportunity to provide the Board budget input in advance of the budget process getting underway for the upcoming fiscal year.

To help facilitate the town hall meetings, the Administration will provide an outline for the meeting that includes District challenges for the upcoming year, new program possibilities, and identification of priorities. The goal of the town hall meetings would be to allow the Administration time to incorporate feedback into the preliminary budget and/or identify where in the budget the items discussed or identified during the town hall meetings are found.

The Town Hall Meetings should be conducted by the end of January.

Requesting Records and Reports

An individual Trustee, 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 Texas Public Information Act.

Individual Trustees shall not have access to confidential student records unless the Trustee is acting in his or her official capacity and has a legitimate educational interest in the records in accordance with policies FL(LEGAL) and (LOCAL).

A Board member, acting in their official capacity, has an inherent right of access to information, documents, and records maintained by the District, without submitting requests under the Public Information Act. Board information requests outside of a Board meeting will be made to the Superintendent in compliance with Texas Education Code §11.1512, and Board Policies BBE(LEGAL) and (LOCAL). Board members (current and former) shall maintain confidentiality of information, documents, and records received, as required by the Family Educational Rights and Privacy Act of 1974, and any other applicable privacy laws.

The District is required to report annually to the Texas Education Agency the number of requests submitted by each Board member and the total cost to the District for that school year of responding to the requests. The costs will be calculated using the Texas Attorney General Charge Schedule for Information Requests (1 *Texas Administrative Code* §70.10). No cost will actually be charged to the Board member. The District is also required to post, in a place convenient to the public, the cost of responding to one or more information requests submitted by a Board member if the request(s) are for 200 or more pages of material in a 90-day period.

Trustees shall not direct or require District employees to prepare reports derived from an analysis of information in existing District records or to create a new record compiled from information in existing District records. Directives to the Superintendent or custodian of records regarding the preparation of reports shall be by Board action.

At the time Trustees are provided 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. Information shared by the Superintendent to Board in executive session will be kept confidential until Superintendent notifies the Board that information is public.

Policy Ref: BBE (LOCAL)

RESPONDING TO COMMUNITY OR EMPLOYEE COMPLAINTS OR CONCERNS

If employees, parents, students, or other members of the public bring concerns or complaints to an individual Trustee, he or she shall refer them to the Superintendent or another appropriate administrator, who shall proceed according to the applicable complaint policy. [See (LOCAL) policies at DGBA, FNG, and GF]

When the concern or complaint directly pertains to the Board's own actions or policy, for which there is no administrative remedy, the Trustee may request that the issue be placed on the agenda.

Policy Ref: BBE(LOCAL)

TRUSTEES' COMMUNICATIONS WITH THE MEDIA

The Board recognizes the responsibility of the news media to provide to the community accurate and timely information concerning the objectives, achievements, needs, and conditions of District schools and their educational programs.

Board Meetings

District officials shall cooperate with news media to ensure complete and accurate coverage of all Board meetings.

News Releases

News releases of a political or controversial nature, as well as those concerning the overall operation of District schools, or the actions, policies, and positions of the District, or that involve more than one campus shall be made only by the Board or Superintendent or designee. The Board President serves as the spokesperson for the Board, unless otherwise designated.

TRUSTEES' VISITS TO CAMPUSES OR DISTRICT FACILITIES; POLITICAL VISITS

Trustees are welcome to visit any campus, make an appointment to see the principal or request a campus tour, and are encouraged to inform the Superintendent at least 24 hours in advance of any such visits. In accordance with Board Policy BBE(LOCAL), a Board member shall adhere to any posted requirements for visitors to first report to the main office of a campus or District facility; visits during the school or business day shall not be permitted if the duration or frequency interferes with the delivery of instruction or District operations.

Within 48 hours of a campus or department visit, Trustees are encouraged to inform the Superintendent of complaints or issues shared with the Trustee during the campus visit.

Trustees shall be given as much advance notice as possible any time an elected official is planning a visit to a District facility or campus.

Policy Ref: GKC (LOCAL)

TRAVEL GUIDELINES FOR TRUSTEES

The following is a list of possible conferences eligible for Board member reimbursement. Any, or all Board members, may attend. Spouses may accompany them at their expense.

NAFIS (National Association of Federally Impacted Schools) Spring Conference
TASB (Texas Association of School Boards) Summer Leadership Institute
MCEC (Military Child Education Coalition) Annual Conference
NAFIS (National Association of Federally Impacted Schools) Fall Conference
TABSE (Texas Alliance of Black School Educators)
TASB/TASA Convention – KISD Delegate/Alternate should attend Delegate Assembly (caucus luncheon for both). Recommend getting on the Advocacy Agenda. Otherwise, this convention is optional for other trustees but offers training opportunities for required continuing education credit hours, if trustee is unable to attend TASB Summer Leadership Institute.

Board members may also be authorized to attend state championships and/or competitions in which KISD extra-curricular teams are participating.

A Board member may receive reimbursement for legitimate business expenses incurred in attending approved continuing education programs in accordance with District policies and procedures and applicable law.

Meal reimbursements are adjusted to be comparable to those set for state and government employees. If a Board member leaves before 6:00 AM, breakfast will be reimbursed at the per diem amount. Likewise, if a Board member leaves before 12:00 PM, lunch will be reimbursed, and departure after 6:00 PM will allow the Board member to be reimbursed for dinner. If travel requires the Board member to stay more than one day, reimbursement for breakfast, lunch, and dinner is allowed up to the return date. Partial reimbursement will be accrued according to the time of day the Board member returns home. Meals included in registration during conferences and conventions are not reimbursed.

Board members have the option of taking their personal vehicles when traveling in their official capacity for the District. Mileage reimbursement is calculated using Google Maps to calculate miles traveled and the current federal reimbursement rate. Mileage will be calculated from the Trustee's residence.

Flight reservations will be made by the District; alternatively, Trustees may make their own flight reservations and submit a receipt for reimbursement.

Hotel reservations will be made by the District. The District will pay for the basic room rate.

Upgrades may be made at the traveler's expense.

GUIDELINES FOR ATHLETICS, BANQUETS AND OTHER EVENTS

Athletics

Board members are provided a District pass to all athletic events. Board members should contact the Superintendent when and if they would like sideline access.

Banquets and Community Fundraisers

Events are a show of support and should have an educational connection. The Board has determined that these payments provide a public purpose and a benefit to the District and are not deemed to be a gift. The Superintendent may elect to purchase tables and/or tickets to community events (with these criteria in mind) for which representation by the Board of Trustees would be appropriate. If a social event, spouses/significant others are invited. Sufficient tables will be purchased for those who elect to attend. The Superintendent's office will provide a deadline for Board member participation.

Organizations identified to be current or potential vendors of the District, or vendors soliciting to the District, who wish to extend invitations to the Board for meals or events outside of District business, will be redirected to the District website for individual Board member's contact information.

Table(s) expense will be divided equally among all Board members and Superintendent for purposes of the Financial Integrity Rating System of Texas (FIRST) Report. A separate, District-generated report to the FIRST Report will note that meals shown are not usually reimbursements, but are costs paid by the District. Board members are encouraged to communicate with the Board Clerk in a timely manner to ensure available seats are occupied at each function.

- Starmakers (KISD Education Foundation) (3 tables)
- Girl Scouts Women of Distinction Dinner (1 table)
- LULAC Scholarship Banquet (1 table)
- USO Fort Hood Annual Benefit Gala (1 table)
- Central Texas-Fort Hood Chapter AUSA Quarterly General Membership Meetings (1 table)
- Boy Scouts of America, Silver Eagle Award Luncheon (1 table)
- Central Texas Theater Vive Les Arts Annual Fundraiser (1 table)
- NAACP Annual Freedom Fund Banquet (1 table)
- Exchange Club Golden Deeds Award Banquet (1 table)
- Variety's Peaceable Kingdom Retreat for Children Annual Fundraiser (1 table)
- Killeen Retired Teachers Association Annual Holiday Luncheon
- Greater Killeen Chamber of Commerce (2 tables)
- Harker Heights Chamber of Commerce (1 table)
- Central Texas Area Alliance of Black School Educators (CENTEX-AABSE) (1 table)

Membership Dues

The District will pay dues for Trustees' memberships in the following organizations:

- Local chambers of commerce (e.g., Greater Killeen, Harker Heights, Innovation Black

Chamber)
 Military related organizations [e.g., AUSA (Association of the United States Army)
 NAFIS (National Association of Federally Impacted Schools)
 TAFIS (Texas Association of Federally Impacted Schools)
 MISA (Military Impacted Schools Association)]
 Local service organizations (e.g., Rotary, Exchange Club)
 School administrator organizations [e.g., AASA (American Association of School
 Administrators)]
 TASA (Texas Association of School Administrators)
 TASBO (Texas Association of School Business Officials)
 TAS/MUS (Texas Association of Suburban/Mid-Urban Schools)]
 School board organizations [e.g., TASB (Texas Association of School Boards), TLSBA
 (Texas Latino School Board Association)]
 Educator resources
 District resources [e.g., TSA (Texas School Alliance)
 FGSC (Fast Growth School Coalition)
 FOTPS (Friends of Texas Public Schools)
 CEF (Committee for Education Funding)
 CENTEX-AABSE (Central Texas Area Alliance for Black School Educators)
 TABSE (Texas Alliance of Black School Educators)

Sponsorships, through table(s), golf tournament holes or other sponsorships, supporting education, KISD students and/or KISD staff:

The District will support the following community organizations through sponsorships:

Greater Killeen Chamber of Commerce
 Harker Heights Chamber of Commerce
 Association of the United States Army
 Central Texas College
 Central Texas College Education Foundation
 Rotary (Crawfish Boil)
 Killeen ISD Education Foundation
 Central Texas Theater Vive Les Arts
 Communities in Schools
 Killeen Retired School Employee Association

BOARD DEVELOPMENT AND ADVOCACY

Continuing Education

In addition to the orientation and team building training, a Trustee shall receive additional continuing education on an annual basis, in fulfillment of assessed needs and based on the framework for governance leadership. [See BBD(EXHIBIT) in Appendix]

The continuing education may be provided by a regional education service center or other registered provider. 19 TAC 61.1(b)(3)

Policy Ref: BBD(LEGAL)

(See Appendix – Overview of Continuing Education Requirements for Trustees)

New Board Member:

- Orientation (3 hours within 60 days of taking office) – The Board President and/or Board Vice-President will participate in the local district New Board Member Orientation, and all other members of the Board will receive a copy of the New Board Member Orientation 45 days prior to it being presented to the newly elected trustees. The New Board Member Orientation will be conducted with each new trustee, individually.
- Open Government (1 hour for Open Meetings Act and 1 hour for Public Information Act within 90 days of taking office)
- Orientation to the Texas Education Code (3 hours within 120 days of taking office)
- Legislative Update after each session of the Texas Legislature
- Team Building (all members plus superintendent) (3 hours)
- Evaluating & Improving Student Outcomes (3 hours within 120 days of taking office)
- Cybersecurity (1 hour)
- Child Abuse Prevention (1 hour within 120 days of taking office)
- School Safety (2 hours within 120 days of taking office)
- Gifted/Talented Education (per Texas State Plan for the Education of Gifted/Talented Students)
- Ten Hours of Continuing Education

Returning members:

- Legislative Update after each session of the Texas Legislature
- Team Building (all members plus superintendent) (3 hours)
- Evaluating & Improving Student Outcomes (3 hours every 2 years)
- Cybersecurity (1 hour every year)
- Child Abuse Prevention (1 hour every 2 years)
- School Safety (2 hours every 2 years)
- Gifted/Talented Education (per Texas State Plan for the Education of Gifted/Talented Students, 19 TAC §89.5)
- Five Additional Hours of Continuing Education

Board members should advocate on issues in the best interest of the district with local, state, and federal elected official.

Team of Eight Training

The Board should schedule and complete Team of 8 Training in the last quarter of every year. The training should include a Board self-evaluation, group evaluation, goal setting for the Board (how the Board functions), District goal setting, and an analysis of the strengths, weaknesses, opportunities, threat of the Board and District.

Officer Training

Board Officers shall participate in leadership training throughout the year.

NAMING FACILITIES

When naming a new facility, the Board shall consider criteria to ensure the name is meaningful and appropriate, including the following:

1. A facility may be named after a street or local, state, or national geographic area if such a name has significance and does not lead to confusion.
2. A facility may be named after a prominent person or public official who has served the District or the community with distinction, a person who has gained recognition in education or the arts, or a national hero whose name shall lend prestige and status to an institution of learning and whose life and achievements shall serve as a positive role model for students who shall attend the particular school.
3. A facility may be named after a person who donated significant property or funded endowed scholarships to the District whose name shall lend prestige and status to an institution of learning and whose life and achievements shall serve as a positive role model for the students who shall attend the particular school.
4. District facilities may be named in a descriptive manner to identify their purpose or location, e.g. Administration building, KISD Career Center, Student Services, or Technology Services Center.
5. To avoid confusion, names for schools shall not be duplicated in central Texas in Bell, Burnet, Coryell, Falls, Lampasas, McLennan, Milam, and Williamson counties.

Naming Recommendations

The District shall accept nominations for the naming of new facilities from individuals or groups within the community. The administration shall solicit such nominations from the public via appropriate means and per the direction of the Board.

Policy Ref: CW(LOCAL)

APPENDIX

FRAMEWORK FOR SCHOOL BOARD DEVELOPMENT (BBD EXHIBIT)

BOARD LEGAL STATUS, POWERS, AND DUTIES (BAA LEGAL)

BOARD MEMBERS: ETHICS (BBF LOCAL)

BOARD MEETINGS (BE LEGAL)

BOARD MEMBERS: TRAINING AND ORIENTATION (BBD LEGAL)

OVERVIEW OF CONTINUING EDUCATION REQUIREMENTS FOR BOAR