

***Quanah Independent School District
Board Operating Procedures***

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I. Board Meeting Agenda

BE (LOCAL)

a. Placement of Items on the Agenda

- i. In consultation with the Board President, the Superintendent shall prepare the agenda for Board meetings.
- ii. Any Trustee may request that a subject be included on the agenda for a meeting. The request may be made through the Superintendent or the Board President.
- iii. The Superintendent shall include on the preliminary agenda all Trustee-related topics that have been timely submitted.
- iv. Before the official agenda is finalized for any meeting, the Superintendent shall consult with the Board President to ensure that the agenda and the topics included meet with the President's approval. In reviewing the preliminary agenda, the President shall ensure that any topics the Board or individual Trustees 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 Trustee without that Trustee's specific authorization.
- v. Under normal conditions, the agenda for meetings of the Board will be closed at noon of the fifth calendar day preceding regular meetings and at noon of the third calendar day for all other meetings. The notice of any emergency addendum to the agenda must be posted at least two hours before the meeting.
- vi. The final agenda with accompanying synopses and documentation, will be made available via Boardbook to the Board on or before the Friday prior to the scheduled board meeting.

b. Consent Agenda

- i. The consent agenda shall include items of a routine and/or recurring nature, grouped together as one action item.
- ii. The Superintendent, with the Board President's concurrence, shall determine which items qualify for inclusion in the consent agenda.

- iii. Background material for each consent agenda item shall be furnished to the Board in the meeting's supporting documents.
- iv. All consent agenda items shall be acted upon by one motion and one vote.
- v. Any Board member may request that any item on the consent agenda be pulled for individual discussion and consideration.
- vi. Requests to pull an item from the consent agenda should be made to the Board President or Superintendent any time prior to voting on taking the consent agenda at the Board meeting. If possible the request should be made prior to the Board meeting.

II. Conduct During a Board Meeting

BED (LOCAL); BDAA (LOCAL)

a. Audience Participation

- i. Audience participation at a Board meeting is limited to the portion of the meeting designated for that purpose. 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 recognized by the presiding officer.
- ii. At regular meetings the Board shall allot 30 minutes to hear persons who desire to make comments to the Board.
- iii. No presentation shall exceed five minutes.
- iv. Persons who wish to participate in this portion of the meeting shall sign up with the presiding officer or designee before the meeting begins and shall indicate the topic about which they wish to speak.
- v. Delegations of more than five persons shall appoint one person to present their views before the Board.

b. Board Response to Patrons Addressing the Board

- i. The Board President will explain the process and rules for participating in the open forum prior to recognizing the first speaker.
- ii. Board members will not respond to or enter into discussions with the speakers or the audience during the meeting since items on the agenda will be discussed as appropriate and scheduled on the agenda.
- iii. Superintendent may contact speakers of his or her own accord or at the request of a board member for a follow-up conversation at a time after the board meeting.
- iv.
- v. Public comments may be on items listed on the agenda or other areas of district operations, but shall not include complaints or comments about individual students, employees or officials of the district. Speakers with specific complaints regarding students or District personnel shall be referred to Board Policy FNG (LOCAL) and the grievance process.

c. Voting

- i. The Board President shall have the right to discuss, make motions, and resolutions, and vote on all matters coming before the Board. (BDAA LOCAL)
- ii. No member shall vote on a motion in which he or she has a direct pecuniary interest not common to other members of the Board. (part of

BBFA LEGAL). Board members are expected to vote on all other matters brought before the Board for a vote.

- iii. When a proposal is presented to the Board, a discussion shall be held and a decision reached. 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 other.
- iv. All votes, including, dissenting and abstaining votes, shall be recorded in the minutes of the Board meeting.
- v. Board members will support the will of the Board regardless of how they may vote as an individual Board member.

d. Meeting Preparation

- i. Board members shall come to meetings prepared having read their agenda packet material.
- ii. Clarifying questions should be addressed to the Superintendent in advance of the meeting and as early as possible in order to allow the Superintendent sufficient time to respond accurately and, in particular, if clarifying information is needed. The purpose of clarifying questions is to ensure Board members have access to an abundance of accurate and current information in deciding matters that come before the Board.

III. Individual Board Members BBE (LEGAL); BBE (LOCAL); BBG (LOCAL)

- a. Standard of Behavior: Board members will be knowledgeable of the Board of Trustees Code of Ethics and the code's implications of their day-to day actions.
- b. Violation of Board Operating Procedures: Infractions of Board Operating Procedures will result in the President meeting with and discussing the concern with the member, and thereafter reporting to the Board.
- c. Individual Board Member Authority
 - i. Board members as individuals shall not attempt to exercise any authority over the district, its property, or its employees.
 - ii. Except for appropriate duties and functions of the Board President, an individual member may not act on behalf of the Board without the express authorization of the Board. Without such authorization, no individual member may commit the Board on any issue.
 - iii. Board members will avoid personal involvement in activities the Board has delegated to the Superintendent and will avoid involvement in those activities and responsibilities assigned to the Superintendent through legislation and administrative codes.
- d. Board Member Requests for Information
 - i. Individual Board members 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.
 - ii. Directives to the Superintendent or Custodian of the Records regarding the preparation of reports shall be by Board action.
 - iii. Information requested by a Board member will be provided to all trustees.
- e. Individual Board Member Access to Information
 - i. 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.
 - ii. 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).

- iii. Individual Board members shall seek access to record or request copies of record from the Superintendent. When a Custodian of Records other than the Superintendent provides access to records or copies of records to individual Trustees, the provider shall inform the Superintendent of the records provided.
- iv. Requests by Board members for existing district information or documents should be made to the Superintendent. The Superintendent shall notify other Board members of such requests as appropriate and at the discretion of the Superintendent.

As otherwise permitted by Board Policy and Board Operating Procedures, a board member may submit a verbal or written request for information to the Superintendent. If a request is made in writing, the Superintendent shall acknowledge the request in writing as soon as reasonably practicable but no later than 48 hours after receipt.

f. Complaints to Individual Board Member

- i. Board members are encouraged to communicate to complainants the Board's desire to resolve all issues and that the best route to resolution is to work directly with the source of the issue.
- ii. If employees, parents, students, or other members of the public bring concerns or complaints to an individual Board member, he or she is encouraged to refer them to the Superintendent or other appropriate administrator, who shall proceed according to the applicable complaint policy.
- iii. Board members shall not conduct investigations of allegations on their own. Board members are encouraged to inform the Superintendent of complaints first, and then, if dissatisfied with the response of the Superintendent, may bring the matter to the attention of the Board during executive session, if appropriate for executive session.
- iv. 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.

g. Board Member Expense Guidelines

- i. Board members shall be reimbursed for reasonable expenses incurred in carrying out Board business at the Board's request and for reasonable expenses incurred while attending meetings and conventions as official representatives of the Board.
- ii. An amount for Board member travel expense reimbursement shall be approved in the budget each year.

- iii. If the Board authorizes travel reimbursement rates that exceed those authorized for state employees in the current state appropriations act, the Superintendent shall ensure that accounting records accurately reflect that no state or federal funds were used to reimburse those excess amounts.
- iv. Reimbursement for use of personal car at the mileage rate currently approved by the Board, or the actual cost of lowest available fare for commercial transportation, plus parking and taxi fares and expenses for lodging, meals, and other incidental expenses. Board members shall file a statement and, to the extent feasible, attach receipts documenting actual expenses for which reimbursement is requested.

IV. Campus Visits by Board Members GKC (LOCAL)

a. All visitors to the schools, including parents and board members, are welcome to visit the campus; however, prominent notices shall be posted at each campus that all visitors must first report to the principal's office. Board members are required to adhere to the visitor policy regardless of whether the visit is in their official capacity, as a parent/relative or as a member of the public.

b. Board members will notify the campus principal and superintendent prior to visiting a campus in an official capacity and are encouraged to notify campus principals for all visits with the exception of sporting events, concerts and other activities to which the public is invited.

i. Board members shall not visit a campus in an attempt to evaluate or direct personnel.

ii. It is often difficult for staff members to view board members as parents rather than as board members. When visiting a campus or classroom as parents, board members shall observe protocol as follows:

1. Make it clear that they are acting as parents.
2. Follow the same rules and guidelines for all parents regarding campus visits.
3. Never request nor accept extraordinary consideration for their children.
4. Attempt to set a positive example for other parents.

V. Responsibilities of Board Officers

a. President

i. The Board President consults with the Superintendent to prepare agendas for all Board meetings and workshops. Agendas are generally proposed by the Superintendent and reviewed and approved by the Board President prior to official posting.

ii. The Board President presides at all meetings.

iii. The Board President generally acts as the spokesperson for the Board regarding media or community inquiries and official District functions.

iv. The Board President is responsible for signing a certified agenda of all closed meetings.

v. The Board President is responsible for planning and facilitating New Board Member Orientation.

b. Vice President

i. The Vice President will serve as the presiding officer in the absence of the President.

c. Secretary

i. Along with the Board President, the Board Secretary signs off on all required minutes, contracts, etc.

ii. The Board Secretary is responsible for ensuring that minutes are recorded at each Board meeting.

iii. The Board Secretary is responsible for completing the closed session minutes on the certified agenda during all closed meetings.

IV.

Communications **NO LOCAL POLICY IN EFFECT**

- a. Board Member Communication with the Media
 - i. The Board President serves as the official spokesperson for the Board team to the media/press on issues of media attention.
 - ii. Media calls should be directed to the Board President or Superintendent.
 - iii. Board members asked for individual comments or opinions by the media/press are to qualify those statements as being the opinion of the individual Board member and **not as a** representative of the Board as a whole or the school district.
- b. Communication with other Team Members : For the purpose of this document, “communication” includes electronic communications, including email correspondence and text messaging.
 - i. The superintendent will communicate with each district board member on sensitive or urgent issues on an as needed basis in as timely a manner is appropriate.
 - ii. The superintendent will meet with the board president on a regular basis and or to through phone or electronic media to discuss board agendas and agenda items, along with other district issues.
 - iii. Individual board members are encouraged to contact and or meet with the superintendent on a regular basis and in particular as specific questions arise related to board agendas and or other district issues.
 - iv. Board members are free to communicate with each other on a one-to-one basis to ask questions, provide clarifying information, and or socializing under circumstances that do not violate the Texas Open
 - v.
 - vi. Unless a committee meeting has been posted according to the Open Meetings Act, Board members that are not serving on the committee are not to attend the committee meeting.
 - vii. Communications should not be sent from one Board member to more than two other Board members, even if no reply is requested, expected, or received.
 - viii. Board members who have received messages should not forward them if the result is that a quorum of Board members will receive the message.
 - ix. If a Board member wishes to provide information to the entire Board, the information should first be submitted to the Superintendent, who will provide the information to all Board members.
 - x. A member or group of members of a governmental body commits an offense if they meet in numbers less than a quorum for the purpose of secret deliberations intended to circumvent Chapter 551 – Government Code.

- c. Board Member Communication with the School District's Attorney/Legal Counsel
 - i. The Board authorizes the Superintendent to contact legal counsel on behalf of the District.
 - ii. Individual Board members are authorized to contact TASB Legal Services on behalf of the District.

- iii. Board members who contact TASB Legal Services are to advise the Board President or Superintendent of the nature of the contact with TASB.
- iv. The Superintendent will update the Board on a regular basis as to District issues resulting and ongoing and substantial billing from legal counsel.
- v.

d. Board Member Communication with District Staff DGBA (LOCAL)

- i. Board members have the same rights as others to communicate with District employees regarding issues involving their own children.
- ii. Board members have the right to communicate with District employees in personal conversation and social settings as long as such communication does not circumvent the role and authority of the Superintendent. Circumvention occurs when the Board member’s intent is to persuade employees, direct employees, elicit a position from employees, or obtain information from employees without the Board’s knowledge or Superintendent’s knowledge and/or consent.

FROM DGBA (LOCAL)

GUIDING PRINCIPLES

INFORMAL PROCESS

The Board encourages employees to discuss their concerns and complaints through informal conferences with their supervisor, principal, or other appropriate administrator.

Concerns should be expressed as soon as possible to allow early resolution at the lowest possible administrative level.

DIRECT COMMUNICATION WITH BOARD MEMBERS

Employees shall not be prohibited from communicating with a member of the Board regarding District operations except when communication between an employee and a Board member would be inappropriate because of a pending hearing or appeal related to the employee.

V. SUPERINTENDENT EVALUATION

(BJCD LOCAL)

(BJCD LEGAL)

CRITERIA The Board shall prepare a written evaluation of the Superintendent at annual or more frequent intervals and may at any time conduct and communicate oral evaluations to augment its written evaluations. The written evaluation shall be based on the Superintendent job description [see BJA] and other criteria identified by the Board.

The Board shall furnish the Superintendent with a copy of the completed evaluation and shall discuss its conclusions with the Superintendent in closed meeting.

DEFINITIONS Formative Conference(s) - meeting held between Board members and Superintendent designed to modify and improve the ongoing performance of the Superintendent.

Summative Conference(s) - meeting held between Board members and Superintendent designed to make a final judgment about the continuation of the Superintendent's employment.

A formative evaluation is continuous. A summative evaluation is "one-time" and final.

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

1. Clarify to the Superintendent his or her role, as seen by the Board.
2. Clarify to Board members the Superintendent's role, according to the Board's written criteria, as expressed in the Superintendent's job description and the District's goals and objectives.
3. Foster an early understanding among new Board members 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.

TIME OF EVALUATION Each year, **prior to or during the January** meeting of the Board, the Board and Superintendent shall meet in closed meeting and discuss

the performance of the

Superintendent.

PROCEDURE

In compliance with the Texas Education Code, the Board shall prepare a written evaluation of the Superintendent, based on the Superintendent's job description. [See BJA] A copy of the completed evaluation shall be provided to the Superintendent prior to meeting with the Board in closed session. The summative evaluation shall reflect a consensus of the Board and the Superintendent regarding the performance of the Superintendent in the previous year and expectations for future performance. The feedback and direction provided by the Board to the Superintendent during the evaluation process is essential for quality leadership and goal attainment in the District.

If consensus cannot be reached regarding the evaluation and contract proposals, the Superintendent may request further consideration. He or she may request a public or private hearing regarding any aspect of the evaluation process.

Once consensus has been reached regarding the Superintendent's evaluation and proposed contract amendments and no later than the September Board meeting, the Board shall convene in Open Session to vote on the adoption of the Superintendent's evaluation and any amendments to be made to the contract.

Formative evaluation meetings may be held between the Board and the Superintendent during the year to review progress and to allow adjustments to performance expectations based on significant changes in the District.

At the Board meeting following the annual summative evaluation, the Superintendent evaluation process and instrument will be reviewed and any revisions approved by a majority of the Board and Superintendent will be implemented for the following evaluation.

SUPERINTENDENT:
EVALUATION

(BJCD LEGAL)

PENALTY FOR
NONCOMPLIANCE

Funds of the District may not be used to pay a Superintendent who has not been appraised in the preceding 15 months.
Education Code 21.354(d)

APPRAISAL
PROCESS

The Board shall appraise the Superintendent annually using either:

1. The Commissioner's recommended appraisal process and criteria [see BJCD(EXHIBIT)]; or
2. An appraisal process and performance criteria that are:
 - a. Developed by the District in consultation with the District- and campus-level committees; and
 - b. Adopted by the Board.

Education Code 21.354(c)

ANNUAL
PERFORMANCE
REPORT

The information in the annual report describing the educational performance of the District [see BQ series] shall be a primary consideration of the Board in evaluating the Superintendent.

VI. BOARD SELF EVALUATION NO LOCAL POLICY IN EFFECT

- A. The Board shall conduct an annual self-evaluation of Board and Board member performance. The evaluation shall consider such items as role recognition, relationship with others, performance at board meetings, and self-improvement activities.
- B. At the Board meeting following the annual self-evaluation, the Board evaluation process and instrument will be reviewed and any revisions approved by a majority of the Board will be implemented for the following evaluation.

