

## **BOARD OPERATING PROCEDURES 2023-2024**

### **1. DEVELOPING BOARD MEETING AGENDA**

#### **A. Who can place items on the agenda.**

1. Tentative agendas are created by administration and presented to the Board one month in advance.
2. Any Trustee may request that a subject be included on the agenda for a meeting.
3. In accordance with Texas Open Meetings Laws, no member can place an item on the agenda less than 72 hours in advance of a meeting, except in an emergency as per Texas code.

#### **B. Items that cannot be on the agenda.**

1. All personnel issues must be conducted in an executive session unless specifically required by Texas Open Meeting Law.
2. Anything that violates right to privacy, i.e. Texas Open Meeting Act, Texas Open Record Act, cannot be placed on the agenda.

#### **C. Use of Consent Agenda**

- Routine items
- Annual renewals of Region XIII and T.E.A. items
- Budget amendments
- Over \$500 tax refunds
- Gifts, donations and bequests
- Financial information
- Minutes of regular and special board meetings
- Updates of Board policy
- Routine personnel items
- Routine bid recommendations

### **2. MEMBER CONDUCT DURING BOARD MEETING**

*Any time four or more Board members are gathered, it is considered a meeting.*

#### **A. Patrons addressing the Board have two choices.**

1. Citizens may request in writing to the Superintendent that an information item (non-action) be placed on the agenda.
2. Citizens may address the Board during the “Communications From the Public” portion of the agenda that is provided at every regularly scheduled school board meeting only if they sign up before the meeting begins. The length, number and frequency of presentations may be limited by the board president so long as it does not discriminate against those wishing to address the board.

#### **B. Board response to citizens addressing the Board.**

1. Board members can hear comments.
2. Board President should direct administration to investigate item(s) and report back to Board at a designated meeting as needed.

#### **C. Discussion of employee performance (Board/audience)**

1. The Board **will not** entertain comments on individual personnel in public session.
2. The Board **will not** entertain comments on individual students in public session.

#### **D. Hearings and Open Forums**

1. The board will decide at the beginning of hearings and open forums regarding the format for the meeting. The two options will be (1) gather input only and (2) dialog with the

public. Unless the Board takes action to declare the meeting a dialog with the public meeting, all hearings and open forums will be gather input only meetings.

2. During gather input only hearings and open forums, the Board will not answer questions or enter into two-way dialogue except with the employee or their attorney in the case of an employee hearing.
3. During dialog with the public hearings and open forums, the Board president will moderate the question and answer portion of the meeting.
4. Rules for the open forum will be strictly adhered to:
  - a. Board will limit response to 3 minutes per testifier.
  - b. Board will accept written and/or oral testimony.
  - c. Board will not allow duplicate testimony.
  - d. Board President and/or their attorney is sole judge.
  - e. Board will not allow any derogatory comments.

**E. Board shall observe the parliamentary procedures in Robert's Rules of Order** (*a copy of Robert's Rules of Order will be provided to each Board member*).

**F. Discussion of motions**

1. All discussion shall be directed solely to the business currently under deliberation.
2. The Board President has the responsibility to keep the discussion to the motion at hand and shall halt discussion that does not apply to the business before the Board.

**G. The Board President has the right to recognize a Board member prior to giving their comments.**

**H. Board members will notify the superintendent or the Board President at a minimum of one hour before any meeting that they will be unable to attend.**

### **3. VOTING**

- A.** The Board President will vote on all action items.
- B.** In case of a tie vote, item fails and the item is brought back at a later board meeting only if requested by a board member.

### **4. INDIVIDUAL BOARD MEMBER REQUEST FOR INFORMATION OR REPORT**

Individual members shall not request preparation of reports (not already existing). Requests for reports shall be made by Board action.

### **5. CITIZEN REQUEST/COMPLAINT TO INDIVIDUAL BOARD MEMBER**

- A.** The Board member should hear the citizen problem for full understanding of persons involved, date and place.
  1. Repeat problem back verbatim to citizen.
  2. Issue chain of command to citizen.
  3. Remind the citizen of due process and that the Board member must remain impartial in case situation goes before the Board.
- B.** Refer citizen to appropriate person/chain of command. **MUST GO THROUGH COMMAND CHAIN**
- C.** Board member must talk to Superintendent with 24 hours.
- D.** The Superintendent or designee will respond to citizen in timely fashion.

### **6. EMPLOYEE REQUEST/COMPLAINT TO INDIVIDUAL BOARD MEMBER**

- A.** The Board member will hear employee's problem for full understanding of persons involved, date and

place.

1. Repeat problem back verbatim to employee.
2. Issue chain of command to employee.
3. Remind employee of the due process procedure and remain impartial.

- B.** Refer employee to appropriate person/chain of command. **MUST GO THROUGH COMMAND CHAIN**
- C.** Board member must talk with the superintendent within 24 hours relaying communication.
- D.** The employee will hear something from the Superintendent or designee within a timely fashion unless the employee **requests** no contact from the Superintendent.

## **7. BOARD MEMBER VISIT TO SCHOOL CAMPUS**

- A.** Board members are not to make unannounced visits to teacher's classrooms or individual buildings for the purposes of evaluation.
- B.** Board members must notify the Superintendent/principal of their visits if the visit is not related to parental duties and responsibilities, athletic events or programs.

## **8. COMMUNICATIONS**

- A.** Superintendent will communicate with all Board members via voice mail, email and Friday packets.
- B.** Superintendent will meet with Board President on a routine weekly basis to discuss issues of the district.
- C.** Superintendent will communicate information in a timely fashion to all Board members.
- D.** Requests to Superintendent from Board President will be distributed to all Board members.
- E.** Board will keep Superintendent informed via voice mail, email, telephone and fax.
- F.** Board will communicate with its community through public hearings, regular Board meetings and regular publications.
- G.** Individual Board members cannot speak in an official capacity outside the Boardroom.

## **9. EVALUATION OF SUPERINTENDENT**

- A.** Board president obtains input from all other members on Board of approved indicators.
- B.** Evaluation is conducted in executive session by consensus.
- C.** Evaluation will be conducted every January.

## **10. EVALUATION OF THE BOARD**

- A.** Self-evaluation of the Board (including the Superintendent) shall occur every June.
- B.** Self-evaluation of the Superintendent shall occur every December.
- C.** Evaluation is conducted in executive session by consensus of board members.

## **11. CRITERIA AND PROCESS FOR SELECTING BOARD OFFICERS**

- A.** Election of Board officers is held following the election of Board Trustees in May.
- B.** No Board member can hold office without one-year minimum Board experience.
- C.** Officer nominations may be made by any Board member during the course of the regular board meeting.
- D.** Board officers shall serve for a term of one year or until a successor is elected. Officers may succeed themselves in office; however, an officer shall be limited to two consecutive terms in any one position.

## **12. ROLE AND AUTHORITY OF BOARD MEMBER AND/OR BOARD OFFICERS. (As set down**

*by State statute).*

- A. No Board member or officer has authority outside the Board meeting.
- B. No Board member can direct employees in regard to performance of their duties.
- C. **President:**
  - 1. Shall preside at all Board meetings
  - 2. Appoint committees
  - 3. Shall call special meetings
  - 4. Sign all legal documents required by law
- D. **Vice-President:**
  - 1. Shall act in capacity of president in absence of president.
- E. **Secretary:**
  - 1. Keep accurate record of Board meetings
  - 2. Acting in absence of President and Vice-President, the secretary shall call meeting and election for president Pro-Tem.
  - 3. Counter-sign all warrants.

### **13. ROLE OF BOARD IN EXECUTIVE SESSION**

- A. Board can only discuss those items listed on the executive agenda and as limited by law.
- B. Board must vote in public session.
- C. Information during executive session **must** remain confidential.

### **14. ANONYMOUS PHONE CALLS/LETTERS**

- A. The S.I.S.D. Board of Trustees encourages input; however, anonymous calls or letters will not receive Board attention, discussion or response and will not result in directives to the administration.

### **15. REVIEWING BOARD OPERATING PROCEDURES**

- A. Standard Board Operating Procedures will be reviewed and updated as needed at the June Board meeting.

### **16. SYSTEMATIC PROBLEM-SOLVING AND DECISION-MAKING PROCESS**

When preparing to make decisions or solve problems as a team, the governance team agrees to consider each of the steps below to ensure effective decisions.

- A. State the problem clearly. (Do we agree with the statement of what the actual problem is? If not, then change it or collect more facts about the problem until all can agree.)
- B. Obtain relevant information about the problem.
- C. List possible solutions.
- D. Verify the expected consequences of each solution. (Identify the advantages and disadvantages of all listed options.)
- E. Evaluate impact on the district and community. (Does the benefit for our students outweigh any negative effect this solution might have on others in the district or the community?)
- F. Decide on the best solution and monitoring process. (Be sure to establish a monitoring plan that will ensure follow through on the decision being made.)

## QUICK REFERENCE GUIDE

### Board Members

Board Members	Phone Number
Chris Hinnant (P)	512/906-8000
Grant Gutierrez (VP)	512/376-8581
Nancy Towry (S)	512/468-7837
Candice Parsons	512/663-5164
Alan Hemphill	512/699-7251
Michael Hancock	512/332-6582
Josh Magden	512/237-2223

### Superintendent

Superintendent	Office Number	Cell Number
Cheryl Burns	512/237-2487 ext. 7161	512-581-1810

### Superintendent's Secretary

Denise Behrens	512/237-2487 ext. 7168	512-304-5857
----------------	------------------------	--------------

### E-Mail

Alan Hemphill	<a href="mailto:ahemphill@smithvilleisd.org">ahemphill@smithvilleisd.org</a>
Grant Gutierrez	<a href="mailto:ggutierrez@smithvilleisd.org">ggutierrez@smithvilleisd.org</a>
Chris Hinnant	<a href="mailto:chinnant@smithvilleisd.org">chinnant@smithvilleisd.org</a>
Nancy Towry	<a href="mailto:ntowry@smithvilleisd.org">ntowry@smithvilleisd.org</a>
Candice Parsons	<a href="mailto:cparsons@smithvilleisd.org">cparsons@smithvilleisd.org</a>
Michael Hancock	<a href="mailto:mhancock2@smithvilleisd.org">mhancock2@smithvilleisd.org</a>
Josh Magden	<a href="mailto:jmagden@smithvilleisd.org">jmagden@smithvilleisd.org</a>
Cheryl Burns	<a href="mailto:cburns@smithvilleisd.org">cburns@smithvilleisd.org</a>
Denise Behrens	<a href="mailto:dbehrens@smithvilleisd.org">dbehrens@smithvilleisd.org</a>

### District Phone Numbers

Brown Primary	237-2519
Smithville Elementary	237-2406
Smithville Junior High	237-2407
Smithville High School	237-2451
Asst. Superintendent	237-2487 ext. 7162
Chief Financial Officer	237-2487 ext. 7167
Maintenance/Trans.	237-2487 ext. 7171
Athletics	237-2451 ext. 6850
Food Service	237-2487 ext. 7895
Director of Curriculum	237-2487 ext. 7270
Director of Special Education	237-2487 ext. 7282

### Principal/Director

Sarah Vinklerek
Stephanie Foster
Tucker Copeland
Dr. Michael Caudill
Jean Ann McCarthy
Zack Harris
Cyril Adkins
Candy Biehle
Dr. Bethany Logan
Tracy Johnson

For approval by the Board of Trustees June, 2023