

Denton Independent School District

Board of Trustees Operating Procedures

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“Excellence with Kindness”



Denton Independent School District Board of Trustees



Denton ISD Board of Trustees:
Glenna Harris, M.D., Dr. Rudy Rodriguez, Mrs. Mia Price, Dr. Jim Alexander,
Dr. Curtis Ramsey, Mr. Charles Stafford, and Dr. Jeanetta Smith

Denton ISD Mission Statement

... in pursuit of excellence ...

The mission of the Denton Public Schools, in partnership with home and community, is to provide the best educational opportunities in a challenging yet supportive environment where individuals and cultural diversity are respected, so that our students become knowledgeable and responsible citizens, capable of life-long learning and of demonstrating the skills necessary to contribute productively in a complex and ever-changing world.

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District Goals

...in pursuit of excellence ...



Denton Independent School District

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Denton, Texas 76201
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Dr. Ray Braswell, Superintendent

Board of Trustees

Mia Price, President

Glenna G. Harris, M.D.,
Vice-President

Dr. Rudy Rodriguez, Secretary

Dr. Jim Alexander

Dr. Curtis Ramsey, Member

Dr. Jeanetta Smith, Member

Charles Stafford, Member

District Goals Adopted
May 10, 2011

Mission Statement

...in pursuit of excellence ...

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I. Vision ...

In pursuit of excellence, the district will:

- cultivate a network of professional learning communities addressing the educational needs of every child in our district
- develop and maintain a culture where learning remains our first priority
- remain committed to providing equitable and outstanding opportunities for every student on every campus
- establish goals for individual campuses that incorporate both measurable and intangible factors
- develop a budget focused on student and professional learning
- effectively communicate achievements and recognitions to the Denton ISD community
- prepare our students to be successful in a global society while instilling an appreciation for community service

II. Teaching & Learning...

In pursuit of excellence, the district will:

- cultivate a consistent, strong, district-wide balanced curriculum based on ongoing needs assessments that supports all students
- establish high expectations with a curriculum that fosters inquiry and critical thinking
- develop academic skills and interpersonal relationships necessary for student success in college, the workplace and for life.
- expect full curriculum implementation on each campus by instructional leaders
- establish quality staff development programs that promote professional learning communities
- strive to deliver all academic programs through teachers possessing advanced degrees and demonstrable competence in their areas of professional responsibility
- stay abreast of and incorporate best practices into teaching, learning, technology and leadership
- advocate and practice true accountability based on measurement of individual student progress over time, regardless of external mandates
- actively pursue, foster and support an advanced digital learning environment

III. Climate...

In pursuit of excellence, the district will:

- celebrate and respect the diversity in our Denton ISD Community
- encourage and nourish a safe learning and compassionate working environment which ensures open and transparent communication and is supportive, cooperative, and ethical
- establish a high expectation level for success for all students, staff, parents, and community
- instill in students a love of life-long learning
- motivate and prepare students to embrace their full responsibilities and obligations as active citizens of their community, nation, and world

IV. Parent and Community Involvement...

In pursuit of excellence, the district will:

- foster a positive and welcoming environment that encourages parent and community partnerships to achieve success for all our students
- work continuously with the community in planning and facility development
- utilize citizens' advisory committees to focus on short and long-term tasks
- provide support services and promote health, wellness and safety for students and families
- establish and promote programs to develop and enhance parenting skills and participation in the schools
- promote child advocacy across the state and nation

V. Human Resources...

In pursuit of excellence, the district will:

- develop and expect a consistently high level of, and respect for, professional performance by all staff
- recruit, select, employ and retain teachers in every classroom because of substantive experience in the discipline they teach, rather than in auxiliary functions
- maintain a diverse workforce with respect to qualifications, expertise, and commitment to excellence
- encourage all teachers and staff to pursue advanced professional development and degrees within their specialty area
- promote health and wellness in the workforce

VI. Growth, Change & Fiscal Responsibility...

In pursuit of excellence, the district will:

- review and adjust policies and procedures as appropriate to address the challenges of rapid growth and changing demographic characteristics while maintaining and enhancing our strong sense of community
- create and continuously modify strategies to mitigate increasing stresses on our children, our schools and our community
- be environmentally responsible and aggressively pursue energy efficiency and conservation principles in building design, transportation alternatives, and operating procedures
- work continuously with our community to adjust and enhance district goals as appropriate
- demonstrate effective and efficient management of district resources
- provide leadership and/or oversight to ensure District meets all fiscal, legal and regulatory requirements

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ETHICS FOR SCHOOL BOARD MEMBERS

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

Equity in attitude

1. I will be fair, just, and impartial in all my decisions and actions.
2. I will accord others the respect I wish for myself.
3. I will encourage expressions of different opinions and listen with an open mind to others' ideas.

Trustworthiness in stewardship

4. I will be accountable to the public by representing District policies, programs, priorities and progress accurately.
5. I will be responsive to the community by seeking its involvement in District affairs and by communicating its priorities and concerns.
6. I will work to ensure prudent and accountable use of District resources.
7. I will make no personal promise or take private action that may compromise my performance of my responsibilities.

Honor in conduct

8. I will tell the truth.
9. I will share my views while working for consensus.
10. I will respect the majority decision as the decision of the Board.
11. I will base my decisions on fact rather than supposition, opinion, or public favor.

Integrity of character

12. I will refuse to surrender judgment to any individual or group at the expense of the District as a whole.
13. I will consistently uphold all applicable laws, rules, policies, and governance procedures.
14. I will keep confidential information that is privileged by law or that will needlessly harm the District if disclosed.

Commitment to service

15. I will focus my attention on fulfilling the Board's responsibilities of goal setting, policymaking, and evaluation.
16. I will diligently prepare for and attend Board meetings.
17. I will seek continuing education that will enhance my ability to fulfill my duties effectively.

Student-centered focus

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

BOARD MEETINGS

1. Developing the Board Meeting Agenda

a. Agenda

- i. A draft of the agenda is prepared by the Superintendent for approval by the Board of Trustees at agenda setting meetings.
- ii. Any trustee may request that an item be placed on the agenda.
- iii. At each regularly scheduled agenda setting meeting, the superintendent will review upcoming meeting dates and major agenda items. Board members may request items to be placed on the agenda for future Board meetings.
- iv. All trustee related topics submitted in a timely manner shall be included unless the Board and or the superintendent agree to postpone the item until a certain date.
- v. Meeting agendas will be determined for the month to allow timely discussion and adequate preparation time for staff.
- vi. No item can be placed on the agenda less than 72 hours in advance of a meeting unless an emergency or public necessity exists. BE (Legal)
- vii. Staff members and members of the public will be notified of the posting of a board meeting agenda through the DISD website (www.dentonisd.org) and the required posting at the DISD Administration building.

b. Timely Notification and Information

- i. Board members shall be notified of a meeting at least 72 hours prior to a regular or special meeting and, at least, two hours prior to an emergency meeting.
- ii. Board members will receive relevant supporting documents for the upcoming meeting at least 72 hours prior to the meeting; information requested by one board member will be provided to all board members at the same time.
- iii. Board members will read and study the documents prior to each meeting.
- iv. Information will be available to each Trustee online through TASB Boardbook and by hard copy on request. Questions regarding supporting documents should be directed to the Superintendent or designee prior to the meeting if possible.
- v. The Superintendent will prepare and disseminate information as needed, to address emerging issues or to provide follow-up.

c. Consent Agenda

- i. The consent agenda includes items of routine and/or recurring nature, grouped together under one action item.
- ii. The Board and Superintendent shall determine which items qualify for inclusion in the consent agenda during the agenda setting meeting.
- iii. Background materials for each agenda item will be furnished to the Board in the meeting's supporting documents.
- iv. A Board member may request that an item be withdrawn for individual consideration.
- v. All consent agenda items shall be acted upon by one vote without separate discussion.
- vi. Voting results for all consent agenda items will be specified in the minutes.

d. Meeting Dates

- i. The Superintendent will develop a Board calendar that will include meeting dates of the Board of Trustees.

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- ii. The calendar will include those items that are cyclical and/or recurring for consideration at Board meetings.
- iii. The calendar and agenda items will be made available for the Board and public using appropriate communication methods and posted in accordance with Board legal policy.
- iv. The calendar will be reviewed monthly for updates and revisions.
- v. Standard meeting dates will include an agenda setting usually within the first week of the month and regularly scheduled board meetings on the second and fourth Tuesday of each month as deemed necessary.

2. Conducting Board Meetings

- a. Quorum
 - i. Any time four or more members are gathered to discuss school district business, it is considered a meeting and must be posted as such according to Board legal policy.
BE (Legal)
 - ii. If less than four members are present, district business cannot be conducted.
- b. Opening Meeting
 - i. The Board will open each regular business meeting by reciting the Pledge of Allegiance to the U.S. and Texas flags. The pledges may be lead by a member of the Board, staff or guests invited for this purpose.

Board member Dr. Jim Alexander proudly showcases the artwork of a Denton ISD student at a school board meeting as other board members and the audience look on.



- c. Executive /Closed Meeting
 - i. The Board may meet in closed session as provided in the Texas Open Meetings Act, Government Code, Chapter 551, Subchapters D and E.
 - ii. The posted agenda shall identify the applicable section(s) of the Texas Open Meetings Act authorizing the closed meeting.

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- iii. Before any closed meeting is convened, the presiding officer will publicly identify each applicable section(s) of the Texas Open Meetings Act.
 - iv. The Superintendent attends all meetings of the Board, both public and closed, except when the Board is considering the Superintendent's contract, evaluation or performance, or is resolving conflicts between individual Board members.
 - v. All final votes, actions, or decisions regarding the closed meeting items will be taken in open meeting.
 - vi. In the event of the Superintendent's illness or Board approved absence, the Superintendent's designee attends such meetings.
 - vii. The Board may invite individuals to address a topic during closed meeting.
 - viii. A certified agenda is required for all closed meetings and will be signed by the Board President. Certified agendas must be kept locked and confidential for at least 2 years after the meeting date and are only legally accessible to current board members.
 - ix. Only topics related to the cited section of the Texas Open Meetings Act prior to convening in closed meeting may be discussed in closed meeting.
 - x. Given the legal and sensitive nature of closed meetings, the board members understand that the law requires that all such meetings are strictly confidential.
- d. Public Participation
- i. At regular meetings of the Board, the President shall allot time to hear persons who desire to make comments to the Board.
 - ii. At the beginning of the Open Forum section, the Board President will announce the rules for public participation. BED (Local)
 - iii. Any person may address the Board at a regular Board meeting during Open Forums on the agenda. A citizen must sign-up on the appropriate form prior to the opening of the Board meeting. At the direction of the Board President, public comments relating to a specific agenda item may be postponed until that item is discussed.
 - 1st Open Forum – The first open forum is held at the beginning of the meeting immediately following the call to order and the pledge to the flags. The forum is open for citizens to address the Board on any subject and will last for a period of approximately 15 minutes allowing five people to speak. These speakers will be chosen on a first-come, first served basis with the exception of students who will always be allowed to speak first. No action may take place in response, but the Board may consider future action.
 - 2nd Open Forum – The second open forum will be held preceding the Consent and New Business portion of the agenda. This time is set aside to allow citizens the opportunity to raise issues concerning items that will be considered for action by the Board. The agenda items to be addressed must be specified.
 - 3rd Open Forum – A third open forum will be held later in the meeting. Citizens who were not able to speak in the first open forum may address the Board on any subject. No action may take place in response, but the Board may consider future action.
 - iv. Citizen comments may be on items listed on the agenda or other areas of school district operations, but shall not include complaints that name specific students.
 - v. Citizens shall not name specific employees when discussing complaints. Citizens who wish to file a complaint about specific employees will be directed to the district's grievance policy and made aware that public discussion of complaints against district employees may unduly prejudice the board if they seek recourse through the formal grievance process.

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- vi. Questions asked by the public on topics posted on the agenda may be answered 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 later response.
- vii. The Board vests in its President or presiding officer authority to terminate the remarks of any individual when such individual does not adhere to the established rules.
- e. Response to Citizens Addressing the Board
 - i. Board members will listen attentively to comments.
 - ii. Board members will not respond to or enter into discussion with the audience during the meeting since items on the agenda will be discussed as appropriate and scheduled. Items not on the agenda are not allowed in discussion.
- f. Board Meeting Parliamentary Procedure
 - ii. The Board shall be guided by parliamentary procedure as detailed in Robert's Rules of Order, Revised, or as spelled out in adopted procedure.
 - ii. 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 of the Board.
 - iii. Except in conflict of interest, as defined by law, or ethical conflict of interest, Board members are expected to vote on all action items.
- g. Transacting Business
 - i. When an agenda item is presented, a discussion shall be held and a decision reached through voting in accordance with prescribed procedure. Although there may be dissenting votes, which are a matter of record, each Board decision shall be an action by the whole Board, binding upon each member.
- h. Hearings
 - i. The Board will follow all state requirements for hearings, related to the public, including time for public comment.
 - ii. The Board will follow the District's established grievance policy procedures (DGBA Local, FNG Local, and GF Local) as identified in the District's Board Policy Manual on-line.

3. Board Workshops

- a. The Board will conduct Board Workshops at regularly scheduled meetings or as needed.
- b. The workshop format is intended to allow the Administration to present information to the Board that is:
 - i. Time sensitive and/or discussion intensive
 - ii. Required by law, rule, policy, and/or
 - iii. Necessary for the efficient and effective operation of the District.
- c. The Superintendent will use discretion in determining the nature and extent of background materials specific to each agenda item and whether those materials should be delivered to Board members prior to the workshops.

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- d. When it is necessary to place an action item on the Workshop agenda, the Board will receive supporting documents in advance for review.
- e. The workshops are intended as an opportunity for the Team of Eight to research and discuss topics in depth, along with pertinent staff members.

4. Board Committees

- a. The Board may, from time to time as it deems necessary, create committees to facilitate the efficient operation of the Board.
- b. A committee that includes less than a quorum of the Board is not subject to the Open Meetings Act if it serves a purely advisory function, with no power to supervise or control public business. However, should the committee actually function as something more than an advisory body, having supervision or control functions, it must comply with the Open Meetings Act to avoid depriving the public access to the Board's actual decision making process.
- c. A board officer nominating committee may be appointed each March consisting of the president, immediate past president, and one member appointed by the president. The committee shall make its presentation to the board.

5. Electing Board Officers

- a. At the first meeting after the May election and qualifications of trustees, the members shall organize by selecting:
 - A president, must be a member of the board;
 - A vice-president, who must be a member of the board; and
 - A secretary, who may or may not be a member of the board;
 - Other officers and committees the board considers necessary
- b. A vacancy in the office of the President will be filled by majority election. The Vice President becomes President only upon being elected to the position. However, the Vice President will serve as Temporary President until such an election takes place.
- c. The Board will elect an officer to fill any vacancy.
- d. Duties and officer positions will be reviewed in preparation for nomination of members for board officer positions.
- e. To be eligible for a board officer position a minimum of one year board service is preferred.
- f. Ideally Board officer positions should be rotated.

6. Responsibilities of Board Officers

- a. President
 - i. The Board President and Superintendent meet with the Mayor and City Manager of Denton to prepare joint meeting agendas.

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- 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 the New Board Member Orientation attendance and completion.
- vi. The Board President is responsible for required annual Team of Eight training.
- b. Vice President
 - i. The Vice President will serve as the presiding officer in the absence of the president
 - ii. The Vice President, in the absence of the president, will officiate at district events
- c. Secretary
 - i. Along with the Board President, the Board Secretary signs off on all required minutes, contracts, etc.
 - ii. The Board Secretary or Executive Assistant to the Superintendent is responsible for ensuring that minutes are recorded at each board workshop and that minutes are posted in a timely fashion on district website.

7. New Board Member Orientation

- a. All newly elected Board members are required to receive orientation within 60 days of being sworn in.
- b. The Board President is responsible for planning and facilitating this orientation, with assistance from the Superintendent and arranging for a mentor for newly elected board member.
- c. Suggested orientation topics include but are not limited to:
 - i. Board Operating Procedures
 - ii. DISD Policy Manual
 - iii. District organizational chart and staff responsibilities
 - iv. Parliamentary Procedures

7. Board Member Vacancies

- a. Board Member vacancies will be filled within the guidelines of state law.

ANNUAL EVALUATIONS

1. Superintendent Evaluation

- a. Evaluations will be conducted in closed meeting two times annually, approximately January and July/August

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- b. The formative evaluation process will consist of the Board meeting in closed meeting to review current district progress toward goals and objectives set forth in the Superintendent Evaluation. The Board will then discuss with the Superintendent areas of accomplishment as well as areas in need of additional focus. The Board may develop a document summarizing results of the formative evaluation. The document will be signed by the Board president and provided to the Superintendent in a timely manner. This evaluation occurs following the annual Board election and should include discussion that fosters an early understanding among new Board members of the evaluation process and the Superintendent's current performance objectives and priorities. All discussions will be held in a manner not to violate the Texas Open Meetings Act. The Board may discuss the Superintendent's contract at the formative evaluation.
- c. A summative evaluation will be conducted in closed meeting annually in January and will include discussion of the Superintendent's contract.
 - i. A consensus evaluation will be signed by the Board president and the Superintendent. Copies will be kept on file by the Superintendent, the Board President, and the Board Vice President. Other Board members may be provided a copy if requested. A sealed copy will be provided to the Executive Director of Human Resources to be placed in the Superintendent's personnel file.
 - ii. The consensus document will serve as the official record of the evaluation by the Board.
 - iii. Specific details of the Superintendent's evaluation are to be kept confidential and are not subject to the Texas Freedom of Information Act. However, as part of the posted evaluation agenda item, the Board may issue a public statement regarding the overall level of satisfaction of the Board regarding the Superintendent's performance.
- d. The Board shall strive to accomplish the following during the summative evaluation:
 - i. Clarify to the Superintendent his or her role, as seen by the Board.
 - ii. Clarify to Board members the Superintendent's role, as expressed in the Superintendent's job description and the District's goals and objectives.
 - iii. Foster an early understanding among new Board members of the evaluation process and the Superintendent's current performance objectives and priorities.
 - iv. Develop and sustain a harmonious working relationship between the Board and the Superintendent.
 - v. Identify accomplishments and areas in need of improvement for the superintendent and district.
- e. Development of the Superintendent Evaluation Process
 - i. The review shall generally follow the sequence shown below:
 - 1. Summative (January)
 - Board meets to discuss district goals and Board priorities to inform development of District Improvement Plan and annual budget.
 - Board recommends areas of modifications that address current circumstances and issues.
 - The Superintendent's contract is discussed in applicable years when necessary.
 - The Superintendent prepares a State of the District report for board review and possible action

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2. Formative (July/August)
 - The Superintendent prepares a progress report on the Superintendent's goals assigned by the Board at the previous evaluation for Board review and possible action. District for board review and possible action
 - Board recommends areas of modifications that address current circumstances and issues.
- f. The Superintendent's Contract
 - i. During the summative evaluation meeting, the Board may determine any modifications to the superintendent's contract, including, but not limited to, contract term extensions, salary increases, and changes in benefits.
 - ii. Modifications to the Superintendent's contract require action of the Board in open meeting.

2. Board Evaluation/Team Building

- a. The Board is required to participate in a minimum of three contact hours of Board Team Building annually, preferably in October
- b. Board Team Building may be used to review and modify Board priorities that will be used to establish District goals and objectives that guide planning and budgeting.
- c. The Board may also use this time to conduct a Board self-evaluation. To the extent that the meeting does not violate the Texas Open Meetings Act, the evaluation may include:
 - i. Board operating procedures
 - ii. Board member training
 - iii. Conflict resolution
 - iv. Working relationships with the Superintendent
 - v. Conduct of Board meetings
 - vi. Long-range planning and goal setting
 - vii. Relationship with the community
 - viii. The Board's role in achieving District goals and objectives
- d. In the months before the discussion, each Board Member shall:
 - i. Review the Board's goals for the current year to ensure that all Trustees are familiar with Board priorities.
 - ii. Reaffirm the purpose of the self-evaluation so that all Board members understand the desired outcomes of the evaluation.
 - iii. Identify and collect any information or materials the Board might need in conducting its self-evaluation. This material might include documentation on District goals for the current year, reports of the Board's successes and progress in meeting these goals, records of Board meetings and community participation, and newspaper clippings.

INDIVIDUAL BOARD MEMBERS

1. Access to Information (BBE Local)

- a. An individual Board member, acting in his or her official capacity, shall have the right to see 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.
- b. 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).
- c. All requests by a Board member for compilation of data, other than copies of existing records, shall be directed to the Superintendent. The Superintendent will prepare requested reports and distribute them to the entire Board. If the preparation of the requested report is expected to consume excessive staff time and resources, the Superintendent will confer with the Board President to determine whether the requested report should be placed on an upcoming agenda for possible action.
- d. In general, requests for information made by one Board member that require compilation of a written report shall be shared by the Superintendent with all Board members.

2. Authority

- a. Board members as individuals shall not exercise authority over the District, its property, or its employees.
- b. 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.
- c. Board members will avoid personal involvement in activities the Board has delegated to the Superintendent.

3. Communication with Other Board Members

- a. Communication with other Board members (in any forum other than a meeting duly posted, in which a quorum is present) regarding District issues/items should be avoided to insure compliance with the Texas Open Meetings Act.
- b. Board electronic and written communications regarding District issues should be routed through the Superintendent's office so that information can be disseminated and/or questions can be addressed in this manner, rather than among and between Board members.
- c. Board members shall be cognizant of The Texas Open Meetings Act responsibilities to avoid cascading quorums.

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4. Communication with the Media

- a. The Board President serves as the official spokesperson for the Board team to the media/press on issues of media attention.
- b. 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 representative of the Board as a whole or of the District.

5. Complaints to Board Members

- a. Employees, students, parents, or other members of the public who bring concerns or complaints to an individual Board member shall be directed to the district's chain of command process to insure active, effective communication. DGBA (Local), FNG (Local), and GF (Local).
- b. Board members should notify the Superintendent of the complaint, as necessary. If an administrative response is required, the Superintendent or designee will reply to the email, with a copy of that reply being sent to each Board member for information.
- c. As necessary, the Superintendent or designee shall guide the complainant to the appropriate staff member as outlined in the Board policy complaint process.
- d. When the concern or complaint directly pertains to the Board's own actions or policy, for which there is an administrative remedy, the Trustee may request that the issue be placed on the agenda.
- e. Anonymous calls or letters will not receive the Board's attention, discussion, or response and will not be referred to the administration for action.
- f. When a complaint regarding the Superintendent is received by a Board member, the Board member may forward the complaint to the Board President. If the receiving trustee and/or Board President deem the complaint worthy of further consideration by the board as a whole, the complaint should be discussed at the next board meeting if urgent or during the Superintendent's next evaluation.

6. Continuing Education

- a. Board members are required to complete training as specified in the Texas Education Code 11.159 according to state requirements
- b. New Board members shall participate in a local orientation meeting concerning meeting processes and parliamentary procedures within 60 days before or after their election or appointment. Three (3) additional hours of orientation to the Texas Education Code are to be completed within the first year.
- c. New Board members shall also complete ten (10) hours of continuing education during the first year of service.
- d. Sitting Board members shall receive three (3) hours of orientation to the Texas Education Code and relevant legal obligations and at least five (5) hours of continuing education each year following the first year.

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- e. The President of the Board of Trustees shall receive continuing education related to leadership duties of a board president.
- f. To the extent possible, the entire Board shall participate in continuing education programs together.
- g. Annually, as prescribed by law, each Board member's training hours will be read into the minutes, announcing the name of each Board member who has completed the required continuing education, who has exceeded the required hours, and who is deficient in the required hours.
- h. Board members may share information from continuing education programs/conferences during allotted time at Board meetings or by written report, as appropriate.
- i. All board members are required to complete training on the Texas Open Meetings Act and the Public Information Act no later than the 90th day after the board member is seated. Such training must be approved by the Attorney General.
- j. The entire board, including all board members, shall participate annually with their superintendent in a team building meeting facilitated by the Education Service Center or any registered provider. The team building meeting shall be of a length deemed appropriate by the board, but generally at least 3 hours. The purpose of the team building meeting is to enhance the effectiveness of the board-superintendent team and to assess the continuing education needs of the board-superintendent team.

7. Meetings with the Superintendent and other District Employees

- a. The Superintendent will strive to accommodate drop-in visits by Board members. When possible, these meetings and the topics to be discussed should be scheduled with the Administrative Assistant to ensure that the Superintendent is available, that adequate time is set aside for the meeting, and that appropriate information and materials are available for discussion.
- b. When a Board member wishes to meet formally with any other district employee, the Board member will inform the Superintendent. The Superintendent will schedule the meeting and contact the Board member.
- c. Board members may attend district staff meetings when invited.
- d. Board members, as a general rule, may not serve on district committees without prior approval of the board

8. Reimbursable Expenses

- a. Board members shall be reimbursed for reasonable and allowable expenses incurred for:
 - i. Carrying out the business of the Board
 - ii. Attending meetings as official representatives of the Board (ex: NTAASB, NSBA, TASB)
- b. Reimbursement for additional conventions/conferences and associated allowable expense will require prior Board discussion.

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- c. Priority shall be given to attend conferences as a group.
- d. Arrangements necessary to register for a conference/convention and related accommodations (hotel, travel, etc.) shall be arranged through the Executive Assistant to the Superintendent.
- e. Late registration will be allowed for any Board member whose professional schedule may be unpredictable.
- f. Itemized receipts required for all reasonable expenses are defined to mean :
 - i. Hotel - not to exceed the standard negotiated rate available through the conference sponsor. If no standard negotiated rate has been established, the reimbursement rate shall not exceed the rate in accordance with the General Appropriation Act (77th Legislature)
 - ii. Parking – Self parking charges of the hotel in which the Board member is a guest, unless no self-parking is available
 - iv. Mileage – not to exceed the allowable IRS rates for use of a personal car or the actual cost of the lowest fare for commercial transportation plus parking
 - Meals – must provide itemized meal receipt, tips are not reimbursable
- g. No reimbursement will be made for:
 - i. Non-district fax or phone calls.
 - ii. Entertainment or in-room movies.
 - iii. Alcohol
 - iv. Souvenirs
 - v. Spouse/family expenses
- h. Cancellation of conference registration, hotel and travel accommodations, etc. must be completed within the allowable “cancellation” timeline established by the vendor or sponsoring entity. Every attempt must be made by the Board member to notify the Superintendent’s Executive Assistant of such cancellation plans as soon as plans need to be changed. For cancellations not completed within the designated timeline, the loss of reimbursement eligibility and/or monetary commitment of the District shall be borne by the individual Board member responsible for the cancellation, unless the cancellation is the result of personal illness, family emergency, or a professional emergency.
- i. Accounting records shall accurately reflect that no state or federal funds were used to reimburse travel expenses in excess of those authorized.
- j. A statement shall be submitted for all authorized expenses incurred, including receipts to the extent feasible, documenting actual expenses and in accordance with procedures applicable to employee expense reimbursement.

9. Visits to Campuses

- a. Board members are encouraged to attend any and all school events as their time permits, and to show support of school activities.

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- b. Board members will notify the principal prior to visiting a campus in an official capacity, include the nature of the visit, and sign in at the campus office.
- c. Individual classroom visits will be made by invitation only, and campus administrators will be notified in advance. Board members shall not visit a campus in an attempt to evaluate personnel on that campus.
- d. Campus staff members may have difficulty viewing Board members as parents, rather than as Board members. Therefore, when visiting a campus or classroom as parents, Board members shall:
 - i. Make it clear that they are acting as parents
 - ii. Follow the same rules and guidelines for all parents regarding campus visits
 - iii. Never request nor accept extraordinary consideration for their children
- e. Board members running for re-election shall not request or accept support from District employees during work time or make campus visits in conjunction with campaigning for a Board position.
- f. New Board candidates, after having declared their intention to run for election, will be provided information on guidelines for campus visits and restrictions related to Board members and campaigning.

10. Conflicts of Interest – Chapter 176 of the Texas Local Government Code requires a records administrator of a school district to file a conflicts disclosure statement if:

- a. the school district has contracted with a person or is potentially conducting business with the person, and the superintendent, board member or a family member of any of these is either an employee or has a business relationship with the person
- b. and receives taxable income or has been given by a person one or more gifts that have an aggregate value of \$250.00 in a year preceding the date the local government officer became aware of the facts that trigger the filing requirement. The statement must be filed with the records administrator no later than 5:00 p.m. on the 7th day after the date the officer becomes aware of the facts that require the filing of a statement.

11. Participation in District Commencement Exercises or as a Board Representative at District Activities

- a. Sitting Board members are encouraged to participate in district commencement exercises.
- b. Board members retiring from Board service at the end of their term may be allowed to participate in commencement exercises if desired.

Denton Independent School District

GENERAL INFORMATION

BOARD MEETINGS

Denton ISD Board Meetings generally take place the second and fourth Tuesdays of each month in the Board Room of the Administration Building, 1307 North Locust in Denton, Texas. Meetings begin at 6 p.m. and are open to the public. During months where holiday breaks occur (March, July, November, December for example) fewer meetings may be scheduled. Meetings to set agendas are posted separately and usually occur within the first week of each month. Called meetings are scheduled on an as-needed basis, although Texas law does allow the Board to call an emergency meeting in a crisis situation.

In accordance with the Texas Open Meetings Act, the Board has the privilege to meet privately in closed session to discuss matters related to personnel, student discipline, security, land acquisition or to consult with legal counsel. No action, however, may be taken during a closed session.

ADDRESSING THE BOARD

The Board encourages comments from citizens of the district and from district employees. Anyone wishing to address the Board, either as an individual or as a representative of a group, may do so during the Citizen Participation portion of the meeting. The Board asks that comments pertain to public education and be no longer than three minutes.

Persons who wish to participate in this portion of the meeting must complete this form and submit it to the Administrative Assistant prior to the start of the meeting.

According to the Texas Open Meetings Act, the Board may not discuss or act upon any issues that are not posted on the meeting agenda. If an issue mentioned is listed on the meeting agenda, the Board will defer discussion of the issue until the appropriate time during the meeting.

The Board has adopted complaint policies that are designed to provide a prompt and equitable resolution of complaints and concerns.

- Students and/or their parents may file complaints in accordance with Policy FNG (Legal) and FNG (Local).
- Employees may file complaints in accordance with Policy DGBA (Legal) and DGBA (Local).
- Other citizens may file complaints in accordance with Policy GF (Local).

Copies of DISD district policies about public participation in Board meetings and filing complaints are available on the Denton ISD website, www.dentonisd.org, and by contacting the Assistant to the Superintendent at 940.369.0002.

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Denton ISD Board of Trustees Operating Procedures

