



# BOARD OPERATING PROCEDURES

UVALDE CONSOLIDATED  
INDEPENDENT SCHOOL DISTRICT  
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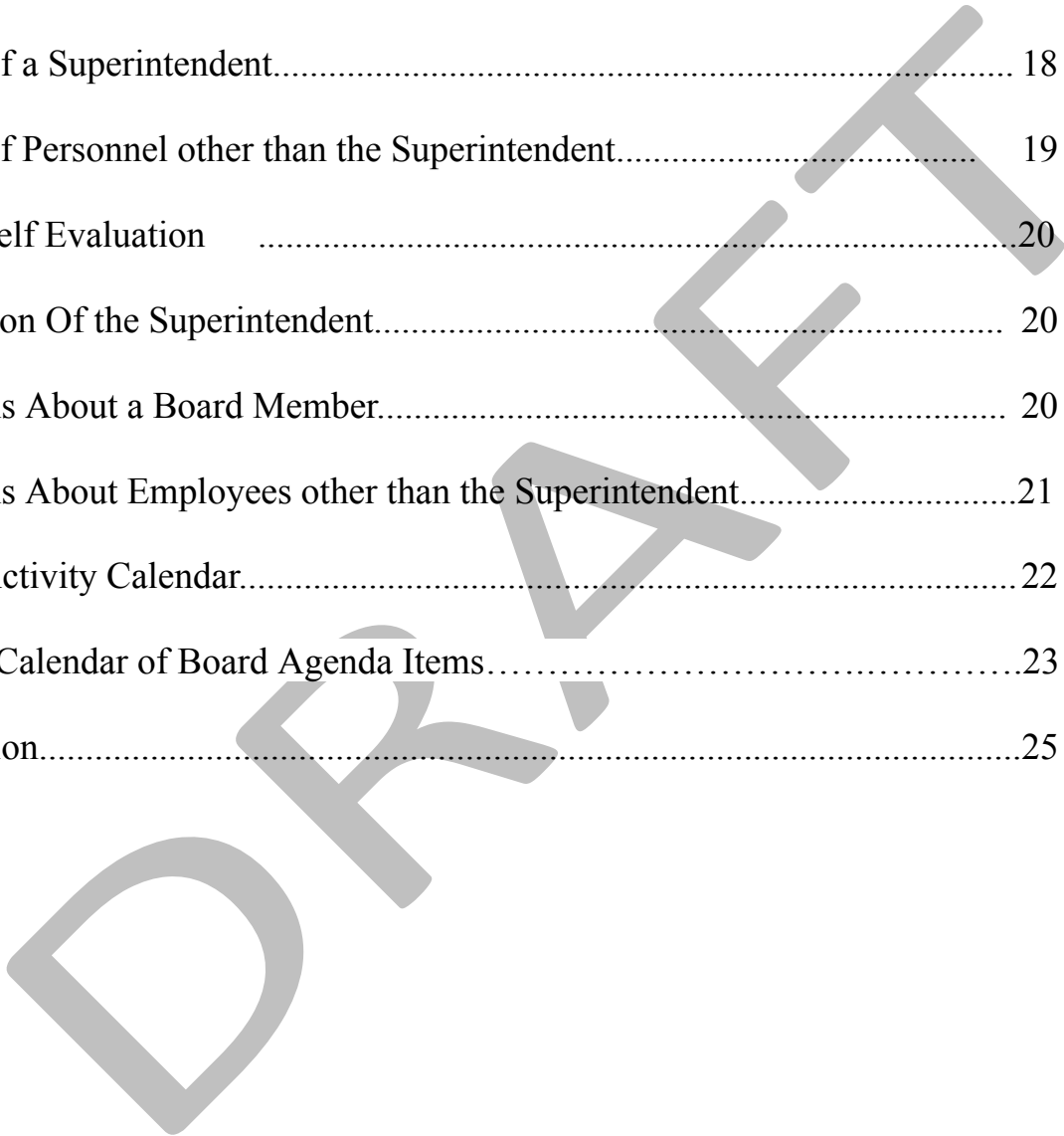
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## **PREFACE**

The Uvalde Consolidated Independent School District Board Operating Procedures had been approved by the Board of Trustees to be used in the context of their duties and responsibilities as a Trustee. These Procedures have been established to expand upon local policies adopted by the Board of Trustees. Adopting and adhering to these procedures ensures that the Board operates as a cohesive team to accomplish the District's vision, mission, and goals. Board policy and applicable always supersedes Board Operating Procedures. Board activities and meetings will comply with the Texas Open Meetings Act and Board Members will adhere to ethical standards established in policy and Board Operating Procedures.

DRAFT

## **CODE OF 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

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

### Trustworthiness in stewardship

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

### Honor in conduct

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

### Integrity of character

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

### Commitment to service

- I will focus my attention on fulfilling the Board's responsibilities of goal setting, policymaking, and evaluation.
- I will diligently prepare for and attend Board meetings.
- I will avoid personal involvement in activities the Board has delegated to the Superintendent.
- I will seek continuing education that will enhance my ability to fulfill my duties effectively.

### Student-center focus

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

## **UCISD BOARD GOALS**

### **DOMAIN 1: HIGH QUALITY CURRICULUM AND EFFECTIVE INSTRUCTION**

UCISD will provide all students with a high-quality education to improve the overall outcomes for student academic success. In doing this, student achievement will improve at least 3% in tested subject areas in the “Meets” category by July 2025 and CCMR data will improve by 20% by September 2027.

### **DOMAIN 2: EFFECTIVE, WELL SUPPORTED STAFF**

UCISD will build trust with stakeholders by focusing on communicating with families, demonstrating professionalism, and creating supportive systems for staff to grow professionally. We will increase opportunities for family engagement, increase teacher attendance by at least 3%, and support uncertified teachers to become certified, decreasing uncertified teachers by 50%, by June 2025.

**DOMAIN 3: POSITIVE SCHOOL CULTURE** UCISD will provide a safe and healthy learning environment by developing a welcoming culture, utilizing an equitable discipline system, and providing access to physical and mental health care for all. This will result in at least a 3% increase in student attendance and a 3% reduction in student discipline data, by June 2025.

### **DOMAIN 4: ALIGNMENT OF FINANCIAL WELL BEING WITH STUDENT**

**ACHIEVEMENT** UCISD will implement systems for good financial stewardship to include cash handling procedures, inventory management, replacement schedules, and PEIMS (Public Education Information Management System) data entry and validation. These efforts will be written, posted, communicated, and tracked for effectiveness and baseline data collection by June 2025.

## **ELECTIONS**

1. There are no term limits for Board Members or Board Officers.
2. The Board, as a body corporate, will not endorse any candidate running for any public office nor will the Board use District funds or other resources to electioneer for or against any candidate, measure, or political party.
3. Individual Board Members should exercise heightened caution and comply with District policies and Board procedures when providing a personal endorsement to any candidate or measure, including a bond election or an election pertaining to an entity other than Uvalde CISD. If a Board Member chooses to provide a personal endorsement with or without reference to their role as a Uvalde CISD Board Member, they do so without the Board’s approval and/or endorsement.
4. Board Members should exercise caution when seeking the endorsement of school employees to avoid coercion, use of public funds for political advertising, and/or conflicts of interest. While

employees have the right to publicly endorse a candidate, they should do so voluntarily and in their personal capacity, not while identifying themselves as District employee.

## **VACANCIES, TERMS, AND DUTIES**

1. A vacancy among officers of the Board shall be filled by majority action of the Board.
2. Board officers shall serve for a term of at least one year or until a successor is elected. Officers may succeed themselves in office without limit with the exception of the President who may succeed himself/herself once.
3. To qualify for a Board officer position, the Board member must have served on the Board for at least one year by either: the date of reorganization in an election year or by May 1<sup>st</sup> in an election year.
4. A nomination of a trustee for a Board officer position requires a second.
5. Nomination will begin with the Board President position.
6. If there is more than one nominee for a position, candidates will be voted on in order of their nomination.
7. Each officer shall perform any legal duties of the office and other duties as required by action of the Board.

### **Board President:**

1. Preside at all meetings of the Board unless unable to attend;
2. Have the right to discuss, make motions and resolutions, and vote on all matters coming before the Board;
3. Call special meetings of the Board;
4. Sign all legal documents, warrants, vouchers, and reports as required by statute, state or federal regulations of Board Policy;
5. Decide all questions of order in accordance with Robert's Rules of Order, newly Revised, as modified by Board policy;
6. Receive official correspondence addressed to the Board;
7. Assist in the development of the agenda for each meeting;
8. Represent the Board and the District at certain ceremonial occasions and events;
9. Perform all other duties which may be prescribed by law, authorized by the Board or mandated by court of competent jurisdiction for the Chief Officer of the Board.

### **Board Vice President:**

1. Act in the capacity and perform the duties of the President in the event of the absence or incapacity of the President.

2. Become President only upon being elected to the position.

**Board Secretary:**

1. 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. Sign or countersign documents as directed by action of the Board.

**ROLE AND AUTHORITY OF BOARD MEMBERS AND/OR  
BOARD OFFICERS (AS SET BY STATE STATUTE AND DISTRICT  
POLICY BBE AND BDAA)**

1. No Board Member or Officer has authority except when the Board meeting is in session.
2. No Board Member can direct employees in regard to performance of their duties.
3. With regard to hiring personnel, the following shall apply:
  - a. The Superintendent has sole authority to make recommendations to the Board regarding the selection of all contractual personnel.
  - b. The Board delegates to the Superintendent final authority to hire non contractual personnel on an at-will basis.
  - c. The Principal must approve each teacher or staff appointments to the Principal's campus from a pool of applicants.
  - d. For community sensitive positions such as principal and coach, etc., the Superintendent may ask the Board to participate in the recruitment and selection process with the Superintendent.
4. The Board corporately has the following authority:
  - a. Govern and oversee the management of the District.
  - b. Employ and apprise, at least annually, the Superintendent.
  - c. Levy and collect taxes and issue bonds.
  - d. Adopt and file an annual budget.
  - e. Have District financial accounts audited by a Texas certified accountant at the conclusion of each fiscal year.
  - f. Publish an annual report describing the District's educational performance.
  - g. Receive bequests and donations.
  - h. Select a depository for District funds.
  - i. Call elections and canvas the returns.



- j. Acquire and hold real and personal property in the name of the District.

### **NEW BOARD MEMBER ORIENTATION**

1. Local District new Board Member orientation will be scheduled to take place within sixty days of the date a new board member takes the oath of office.
2. The Superintendent and Board President will participate in the orientation. Additional administrative staff may also be included to provide specific information about the District.
3. At the request of the new Board Member, or at the discretion of the Board President, a new Trustee may be assigned an incumbent Trustee to serve as a mentor.
4. The Orientation will be conducted in accordance with the Open Meetings Act.
5. Orientation will include but not limited to
  - a. District Demographic Information
  - b. District Vision, Mission and Goals
  - c. Overview of District Curriculum, objectives, standards and programs
  - d. Overview of the District budget
  - e. Overview of District Policy, focusing on Section B: Local Governance
  - f. The “Chain of Command” Procedures
  - g. Team Operating Procedures
  - h. Board Training Requirements
  - i. Team Continuing Education Goals
  - j. Board Annual Calendar of Activities

### **TEAM OF EIGHT TRAINING**

The annual three-hour Team of Eight team building sessions should occur as soon as possible after an election and no later than October if new Board Members have been elected. The Board President or designee will work with the Superintendent to find potential dates for the training, including years when there is no election. In consultation with the Board President, the Superintendent shall prepare the agenda for the Team of Eight Training; however, final approval for the agenda is the sole authority of the Board President.

### **MEETINGS**

Board Members are encouraged to make every effort to attend all meetings. If a Board Member is unable to attend, they will notify the Board President and the Superintendent as soon as possible.

Timely notification of Board Meetings shall be provided as listed below:

1. At least 72 hours prior to a regular or special called meeting.
2. At least 2 hours prior to an emergency meeting.

3. Board Members will be advised, through administrative reports, as the agenda summary and complex agenda items are being developed.

## **MEETING TYPES**

**Regular Board Meetings:** Third Monday of each month (unless otherwise specified). These open meetings are usually held in accordance with the published calendar, in the Benson Boardroom. These meetings are held to conduct the formal business of the District in public. Action may be taken during this meeting.

**Executive/Closed Sessions:** These are not open to the public and typically include consultation with legal counsel or special hearings for the Board. Since they are executive/closed meetings, there cannot be any formal or informal action votes.

**Workshops:** These open meetings are typically between Trustees and staff to discuss items and to receive information.

**Special Meetings:** A special meeting is a business meeting held on a date other than the regularly scheduled meeting. Action may be taken.

**Emergency Meetings:** Emergency Meeting is a business meeting scheduled with at least two-hour notice of the public. This meeting is usually called to address a situation which must be handled immediately. Action may be taken.

**Team Building/Retreats:** This is a planning meeting between Trustees and staff which could include a training session for Trustees. A retreat must be held within the boundaries of the school District. No action may be taken.

**Superintendent/Trustee Monthly Briefing:** This is a monthly briefing with the Superintendent and individual Trustees that does not violate the Open Meetings Act.

## **MEETING PARTICIPATION**

1. All Board Members are expected to conduct themselves professionally and ethically during meetings and public forums and in accordance with Roberts Rules of Order, newly revised, unless suspended by a majority vote of the members present.
2. Differences of opinion, if respectfully submitted, are not to be construed as unacceptable behavior but rather as alternate views on a subject.
3. Debate and discussion must continue until such time as each Board Member feels they have had adequate time to ask clarifying questions or make comments, unless the question has been moved and adopted.
4. Each Board Member will ensure deliberations remain germane to the agenda and has the responsibility to ensure his/her comments remain focused on agenda items.
5. No Board Member will coerce another Board Member to vote in a particular manner and no member may solicit votes in any manner.

6. No Board Member will criticize any Board Member's question, discussion or vote.
7. The Board President will recognize Board Members before they give their comments.

### **VOTING**

1. The Board President will vote on all action items.
2. All Board Members will vote on all action items, except when there is a legal conflict of interest or a conflict that would impair the Board Member's judgment in violation of Board Member Ethics.
3. All voting shall be by voice or show of hands and shall be recorded in the official minutes. No vote shall be by secret ballot.
4. Each Board decision, even when there are dissenting votes, shall be an action by the whole Board and binding upon each member.
5. Individual Members are encouraged to express their opinions during the discussion of motions, but following the vote, members shall publicly discuss only the decision of the whole board.

### **MEETING AGENDA PREPARATION**

1. In consultation with the Board President, the Superintendent shall prepare the agenda; however, final approval for the agenda is the sole authority of the President.
2. Any member of the Board of Trustees, with the agreement of the President of the Board may request that a subject be included on the agenda for a meeting. Such a request shall be forwarded to the Superintendent and President of the Board.
3. In reviewing the preliminary agenda, the President shall ensure that any topics two Trustees have requested to be added to the agenda are either on that agenda or scheduled for deliberation at an appropriate time in the near future.
4. The Superintendent shall include on the agenda all approved Trustee requested items that have been submitted in a timely manner.
5. A Board Member may request that a subject be included on a future agenda for a Board Meeting or Work Session by email or during the discussion of upcoming agenda items. The Board President shall ensure topics that at least two Board Members, jointly or individually, have requested, be addressed or scheduled for deliberation at an appropriate time in the near future.

6. The Superintendent shall provide the Board of Trustees with the Board Packet one week in advance of the Monthly Board Meeting.

### **REQUESTS FOR NON-AGENDA INFORMATION**

1. Board Members will communicate their individual requests for non-agenda information to the Superintendent or designee and the Board President.
2. If requested information can be provided from readily available data with no diversion of staff's time, it will be provided within a reasonable amount of time.
3. If a request requires diversion of staff time from established priorities, the Superintendent will notify the requestor and the Board President. The Board President may elect to place the request for information on a future meeting agenda to determine if a majority of the Board agrees it is important for future decision-making or may direct the Board Member to procedures regarding placing an item on the agenda.
4. If a Board Member has an information request about a non-agenda item, they will email the Superintendent and the Board President. Information requested will be provided to the Board Member with a copy to the Board President and Superintendent or designee.
5. If a Board Member has an information request requiring the Board Attorney's response, they should refer the information request to the Superintendent and the Board President, who will relay the responsive information to the Board or advise the Board Member to contact the Attorney directly.
6. In accordance with the law, the District shall track and report any requests. The District must report to the Texas Education Agency each year the number of requests submitted by a Board Member and the total cost to the District. Tracking is not required when the information is provided to the entire Board; therefore, the Board President, Superintendent or designee may provide the information to all Board Members at their discretion.

### **OPEN FORUM PROCEDURES**

1. Regular Board Meetings:

The Board receives comments on items whether or not on the Board Meeting agenda. This forum is a way for the Board to receive information. This is not a forum for discussion, and Board Members may not respond unless it is to recite district policy or to provide a statement of specific factual information. Individuals who wish to address issues on a non-agenda item are encouraged to contact the District Central Office and/or Board Members.

- a. Individuals who wish to speak will be provided a signup form prior to the meeting.
- b. They must indicate the agenda item or subject on which they wish to address.
- c. All comments given must be related to what the individual signed up to address.
- d. Speakers may not give their time to another person.
- e. Each speaker will have a **maximum of 3 minutes** to make their comments.
- f. The total time allowed for Open Forum is 15 minutes.

Speakers are urged to keep comments constructive. Speakers who use profane, threatening, or abusive language during the meeting shall be ruled out of order and may be asked to discontinue their comments.

## 2. Special Board Meetings:

The Board receives comments on items on the Board Meeting agenda only. Non-agenda items will not be accepted. This forum is a way for the Board to receive information. Individuals who wish to address issues on a non-agenda item are encouraged to contact the District Central Office and/or Board Members through official correspondence or email. This is not a forum for discussion, and Board Members may not respond unless it is to recite district policy or to provide a statement of specific factual information.

- a. Individuals who wish to speak will be provided a signup form prior to the meeting.
- b. They must indicate the agenda item they wish to address.
- c. All comments given must be related to what the individual signed up to address.
- d. Speakers may not give their time to another person.
- e. Each speaker will have a maximum of **3 minutes** to make their comments.

Speakers are urged to keep comments constructive. Speakers who use profane, threatening, or abusive language during the meeting shall be ruled out of order and may be asked to discontinue their comments.

## **RESPONSE TO COMPLAINTS**

1. When a Board Member receives a complaint from a community member or an employee, the Board Member should:
  - a. Listen respectfully
  - b. Remain impartial
  - c. Ask if the District's procedures and chain of command have been followed.
2. Concerns regarding students, teachers, principals or other campus administrators, should follow the grievance procedures established by policy FNG (LOCAL) for student/parent issues and DGBA (LOCAL) for employee issues.
3. Concerns regarding community issues should be directed to Board Policy GF (LOCAL).
4. Complaints addressed to all Board Members will be answered by the Board President on behalf of the Board. The Board President will respond as soon as practical, no later than two business

days. If the Superintendent or designee has been asked by the Board President to respond to such communication, they will inform the Board when the issue has been addressed.

5. Complaints addressed to an individual Board Member will be forwarded to the Board President and Superintendent or designee. If a response from the Board Member is warranted, the response will only clarify responsibilities of a Board Member; relay official actions of the Board; and advise that the matter has been given to the Board President.
6. Complaints received by an individual Board Member using their personal email address or via text should be answered with the following or substantially similar statement: Due to requirements of the Texas Open Records Act, I only respond to email and text messages pertaining to District business using the email address provided by the District.
7. If it is believed the entire Board was a recipient of a complaint, Board Members should confirm receipt of such correspondence by the Board President.

## **GRIEVANCES**

1. The Board operates in a judicial capacity during a grievance hearing.
2. Board Members may only consider information that is presented during the grievance process; Board Members will not privately seek out information regarding a grievance. No party may present new documentation during the Level Four hearing absent extenuating circumstances and approval from the Board. At such time, the Board will carefully consider new evidence in light that it has not been properly vetted.
3. If a Board Member knows or learns anything about a grievance case except what is admitted through the documents that might render or appear to render them unable to hear the grievance or appeal impartially, then they must inform the Superintendent and Board President immediately. In addition, if the Board Member has been involved in communication with the grievant previous to the grievance hearing, other than as outlined herein, the Board Member should recuse themselves from the hearing.
4. Any Board Member who was not present for the entire grievance hearing must excuse themselves from deliberating and voting in Open Session.
5. All grievance-related materials must be held in the strictest confidence. A Board Member will share neither information from documentation nor what is heard during the actual grievance proceedings.

## **COMMUNICATION TO AND FROM BOARD MEMBERS**

1. Board Members will receive important District information from the Superintendent or designee.

2. Board Members will receive correspondence delivered to the District Office at the earliest opportunity.
3. Board Members may communicate with other individual Board Members, the Superintendent, or staff for the purposes of asking clarifying questions, providing the communication does not conflict with or circumvent the Texas Open Meetings Act.
4. Board Members will keep the Superintendent informed of critical issues as they become aware of them.
5. The Superintendent will keep the Board President informed of District related business on a regular basis.
6. Board Members are Board Members only in a duly called open meeting and cannot speak in an official capacity outside the Boardroom.

## COMMUNITY RELATIONS

1. Board Members are encouraged to participate in community activities to build relationships between the public and the District.
2. When interacting with the community, Board Members are expected to:
  - a. Listen politely and respectfully.
  - b. Accurately relay information about the district.
  - c. Refer questions about specific District issues to the appropriate staff person.
  - d. Clarify limitations, obligations, and responsibilities as a Board Member
  - e. Relay official decisions and action of the Board.
3. Citizens wishing to express concerns should be directed by Board Members to use these alternatives.
  - a. Contact appropriate staff members.
  - b. Email, telephone or write Board Members.
  - c. Speak at Board Meetings per Board policy.
4. A Board Member retains the right to communicate in any manner to anyone as an individual, but must understand that comments will likely be interpreted as an official statement of the Board. In communicating as an individual, the Board Member should do the following.
  - a. Clarify that they are speaking as an individual and not for the Board.
  - b. Remind the individual that official statements of the Board are made only by the Board President or designee.

- c. Remind the individual of the position or action of the Board related to the issue in question.
  - d. Refrain from using District resources for the purpose of their individual response.
5. Board Members utilizing social media should exercise caution in posting information about Board business, re-posting District announcements, and related District communications on personal social media pages to avoid the perception that personal social media speech is District-sponsored and/or published on behalf of the Board. Additionally, Board Members utilizing social media should exercise caution when including the option for “comments” on their social media accounts.
6. Communication addressed to all Board Members will be answered by the Board President on behalf of the Board. The Board President will respond to such communication as soon as practical, no later than two business days. The Board President may appoint the Vice President or Board Secretary to respond to correspondence received during any absences provided that such correspondence shall clearly identify that the response is on behalf of the entire Board at the request of the Board President.
7. If it is believed the entire Board was a recipient under separate cover, a Board Member should forward the correspondence to the Board President and ask if they will be responding, or confirm the receipt of such correspondence by the Board President.
8. Board Members should bear in mind that individual phone calls, correspondence, email, text messages, or social media communications may be subject to the Public Information Act and the Texas Open Meetings Act. Communications received by an individual Board Member using their personal email address or via text should be answered using the following or substantially similar statement: *“Due to requirements of the Texas Open Meetings Act, I only respond to emails and text messages pertaining to District business using the email address provided by the District.”*

## **MEDIA RELATIONS**

1. The Board President or designee will be the Spokesperson for the Board to the media on issues that relate to the Board operations, Board actions, or Board positions which have been approved by the Board.
2. Board Members will be apprised of media issues by the Superintendent or designee. If the matter is urgent, the Superintendent will notify each Board Member as quickly as possible.
3. The Superintendent or designee will be the Spokesperson for the District on issues of media attention that relate to District operations.



4. A Board Member who is contacted by the media or other third parties regarding District business should direct the media to the Board President and Superintendent who will determine what response is warranted.
5. A Board Member retains the right to speak as an individual, but must understand that any comment will likely be interpreted as an official statement of the Board. In speaking as an individual, the Board Member should do the following.
  - a. Clarify that they are speaking as an individual and not for the Board.
  - b. Reiterate that official statements of the Board are made only by the Board President or designee.
  - c. Reiterate the position or action of the Board related to the issue in question.
  - d. Notify the Superintendent or designee and the Board President of the request.
  - e. Refrain from using District resources for the purpose of their individual statements.

### **SPEAKING ENGAGEMENTS**

1. The Board President is the primary spokesperson for the Board specifically regarding media relations and legislative testimony.
2. Board Members will inform the Board President of speaking engagement invitations prior to the event. The Board President, in collaboration with the invited Board speaker, shall discuss and decide the appropriate spokesperson for the selected engagement.
3. During Board of Trustee elections, speaking engagements must not violate electioneering rules nor create conflicts of interest with Board service (see also Election's). During the period of time between filing and Board Election Day, Board Members seeking re-election will notify the Board President of speaking engagements and whether that engagement is in Board service or in an individual capacity as a candidate for Board.

### **BOARD MEMBER VISITS TO SCHOOL CAMPUSES**

1. Board Members are encouraged to attend any and all school events as their time permits and to show support of school activities.
2. Board Members are not to go into teacher's classrooms or onto campuses for the purposes of investigation or evaluation.
3. Board Members shall contact the Superintendent prior to their visit, except when attending a scheduled school function, activity or in acting in their role as a parent.

4. Board Members shall endeavor to not be sent to any District emergency in the personal or professional capacity.

## **BOARD MEMBERS AS PARENTS**

While Board Members have no authority over staff members, it is often difficult for staff members to view the Board Member as a parent rather than as a Board Member. Board Members are encouraged to:

1. Make it clear that they are acting as parents.
2. With the exception of graduation, Board Members should not request nor accept extraordinary consideration for their children, other family members and friends.

## **HIRING OF A SUPERINTENDENT**

1. The Board may but is not required to use a professional executive search firm to conduct the Superintendent search process. If the Board chooses to select an executive search firm it will use a Request for Proposal (RFP) to select the executive search firm.
2. By a consensus of the Board, the Board President may appoint a subcommittee and a chair to facilitate the search firm selection process. The search firm selection process may include the following steps:
  - a. Finalize process and timelines.
  - b. Identify search firms.
  - c. Conduct research.
  - d. Create a draft of search firm criteria/cover letter to the purchasing department.
  - e. Request of Proposal prepared by the purchasing department.
  - f. Distribute Invited Solicitation to search firms
  - g. Provide update to the Board
  - h. Search committee continues research.
  - i. Develop questions for a search firm interview.
  - j. Respond to inquiries.
  - k. Establish date to receive proposals.
  - l. Conduct search committee meeting to open/review proposals
  - m. Search committee analyzes proposals.
  - n. Conduct finalist interviews with the Search Committee of the Board.
  - o. Finalists make presentations to the Board and the Board selects the firm.
3. The Superintendent selection process will be defined by the Board and will include development of a consensus of set of criteria to identify Superintendent candidates and to select a lone finalist. Parents, teachers, community members, administrators, students, and business leaders may have an opportunity to provide input into the criteria development process. Board approval of the Superintendent search criteria will occur before the search begins.

4. If the Board interviews more than one Superintendent candidate, the Superintendent Selection Subcommittee will prepare an evaluation instrument that Board Members will use to evaluate each candidate.
5. Following the conclusion of the interview process, the Superintendent Selection Subcommittee will consolidate all of the evaluation instrument results for all candidates and share the results to the Board.
6. The Board will select a lone finalist and provide public notice of the name of the finalist being considered as prescribed by law.
7. All information received or reviewed by Board Members in connection with the hiring of a new Superintendent shall be confidential and shall not be disclosed to any non-Board Member, other than employees of the executive search firm or Uvalde CISD designated staff.
8. The Board shall recognize the sensitivity surrounding interviews with candidates who are not selected and will keep all information from the Superintendent search process confidential as prescribed by law.

#### **HIRING OF PERSONNEL OTHER THAN THE SUPERINTENDENT**

1. The Superintendent is the only employee of the Board.
2. Board Members may not advise the Superintendent on hiring decisions unless such input is sought. The Superintendent or designee is responsible for making all hiring recommendations to the Board.
3. Board Members are discouraged from writing letters of recommendation for any person seeking employment in Uvalde CISD as it could become a conflict of interest. If a Board Member has written a recommendation letter for a candidate, they must abstain from voting on the candidate's hiring. Board Members will recuse themselves for hiring recommendations brought forward by the Superintendent that present a perceived conflict of interest.
4. It is the expectation of the Board that staff will have an opportunity to provide input on the selection of principals, but that the Superintendent will have sole responsibility for recommending principal appointments.
5. The Board is not involved in the interviewing process of District employees.
6. The Board may, by state law, only approve or reject candidates brought forward by the Superintendent. Board Members may not lobby for specific hiring decisions.

## **BOARD SELF EVALUATION**

1. There may be a routine assessment of the status of the Board/Superintendent as a part of the mid-year formative review.
2. Evaluation will be conducted in closed session on a schedule determined by the Board. The evaluation will focus on, but not limited to, the following questions:
  - a. Are we following the Code of Ethics?
  - b. Are we following the Board Operating Procedures?
  - c. Is the Team of Eight functioning efficiently and effectively?
  - d. Are/were Board and District goals effective?

## **EVALUATION/CONTRACT OF SUPERINTENDENT**

1. A summative evaluation will be conducted annually, no later than January each year.
2. The Board will conduct a mid-year formative review before the end of September of each year. The Board President shall schedule the appropriate sessions to discuss the mid-year review.
3. The Board President will obtain input from all other members on the approved evaluation indicators.
4. Evaluations of the Superintendent are conducted by consensus in closed session.
5. The Superintendent shall provide documentation/self-evaluation to the Board President.
6. The Superintendent shall discuss contract revisions in closed session and allow the Board to deliberate on requested revisions.
7. As consistently as possible, the Superintendent summative evaluation and contract shall be approved during the January Regular Board Meeting.

## **CONCERNS ABOUT A BOARD MEMBER**

1. If a Board Member or member of the Public has a concern about the action of another Board Member, the recommended process for addressing such concerns shall be the following, in this order:
  - a. The concerned Board Member or member of the public shall have a private conversation with the Board Member to resolve the issue.

- b. If unresolved, the concerned Board Member or member of the public will meet with the Board President and outline the specific issue. The Board President and the concerned Board Member, or member of the public, will meet with the Board Member to resolve the issue. If the concern is with the performance of the Board President, the Vice President will meet with the concerned Board Member or member of the public.
  - c. Once a complaint is filed, the Board President will notify the Board and contact an attorney if necessary.
2. If the issue remains unresolved, the concerned Board Member, or concerned member of the public, will, through the Board President, request that an item be placed on a regularly scheduled agenda as a Closed Session item.
3. Should the board determine that a reprimand or censure is warranted, such action may only be taken in a duly posted public meeting. If a Board Member warrants censure as determined by the Board, the Board can pass a censure resolution, to the extent permitted by law.

### **CONCERNS ABOUT EMPLOYEES OTHER THAN THE SUPERINTENDENT**

1. When a Board Member becomes concerned about the performance of District employees, they must bring their concerns directly to the Superintendent and inform the Board President. Such concerns must be limited to the following:
  - a. Actions which are illegal.
  - b. Egregious violations of Board policy.
  - c. Actions which are harmful to the Board's reputation.
2. Board Members must remain cognizant that District personnel are the responsibility of the Superintendent, not the Board.
3. The Superintendent is obligated to listen to such concerns, review the matter, and notify the Board Member of the resolution of the matter to the extent providing information does not create a conflict of interest, does not violate the Texas Public Information Act, and allowable by policy and law.

## **BOARD ACTIVITY CALENDAR**

1. Regular meeting November 18, 2024 @ 6 pm
2. Regular meeting December 16, 2024 @ 6 pm
3. Regular meeting January 20, 2025 @ 6 pm
4. Regular meeting February 17, 2025 @ 6 pm
5. Regular meeting March 10, 2025 @ 6 pm
6. Regular meeting April 14, 2025 @ 6 pm
7. Graduation May 23, 2025
8. Regular meeting May 19, 2025 @ 6 pm
9. Regular meeting June 23, 2025 @ 6 pm
10. Regular meeting July 21, 2025 @ 6 pm
11. Regular meeting August 25, 2025 @ 6

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## ANNUAL CALENDAR OF BOARD AGENDA ITEMS

*In addition to monthly agenda items listed above, the items listed below could be presented as scheduled in the following annual outline:*

September	<p><b><u>Action items:</u></b>                  *Adopt district/campus improvement plan                  *Approve independent audit report</p>
October	<p><b><u>Reports/information items:</u></b>                  *Bilingual Program Evaluation</p>
November	<p><b><u>Action items:</u></b>                  *Approve annual independent audit for July 1st FY                  *Board approved annual audit for July 1st FY due to TEA no later than November 27th                  *Final FIRST Rating/Charter FIRST released. Hold public hearings within two months                  *Review investment policy (Gov't Code 2256.005(e))                  *Approve investment policy revisions as needed (Gov't Code 2256.005(e))</p>
December	<p><b><u>Reports/information items:</u></b>                  *Complete board self-evaluation (recommended)</p>
January	<p><b><u>Action items:</u></b>                  *Superintendent's evaluation and contract                  *Approve annual independent audit report for september 1st fy                  *Board approved Annual Independent Audit Report (AFR) due to TEA no later than January 28th for LEAs with September 1st FY                  *Approve auditor for next FY (TEC§11.170)</p>
February	<p><b><u>Action items:</u></b>                  *Call trustee election for May, if necessary                  *Approve administrator contracts                  *Adopt school calendar</p>
March	<p><b><u>Reports/information items:</u></b>                  Prepare report of trustee training hours prior to May elections with postings as required (TEC§11.159)  <b><u>Action items:</u></b>                  *Order of trustee election and post required notice for May election                  *Approve administrator contracts                  *Adopt board goals, as necessary                  *Ratify Textbook committee recommendations (19 TAC 66.104(a); TEC§31.101)</p>
April	<p><b><u>Reports/information items:</u></b>                  *Report trustee training hours at board meeting prior to election                  *Discuss preliminary budget/budget workshops</p>

	<ul style="list-style-type: none"> <li>*Approve teacher contracts</li> </ul>
May	<p><b><u>Reports/information items:</u></b></p> <ul style="list-style-type: none"> <li>*Discuss preliminary budget/budget workshops</li> </ul> <p><b><u>Action items:</u></b></p> <ul style="list-style-type: none"> <li>*May elections (BBB Legal) (TEC§3.004-3.005)</li> <li>*Canvass trustee election results (TEC§67.003A)</li> <li>*Reorganize board of trustees (TEC§11.061C)</li> <li>*Board discussion of property values and funding lag for July 1st FY</li> </ul>
June	<p><b><u>Reports/information items:</u></b></p> <ul style="list-style-type: none"> <li>*Review preliminary staff compensation package</li> <li>*Budget workshops for new FY</li> </ul> <p><b><u>Action items:</u></b></p> <ul style="list-style-type: none"> <li>*Recommend student insurance carrier</li> <li>*Adopt budget/public hearing for July 1st FY</li> <li>*Approve regular board meeting schedule for new school year</li> <li>*Superintendent mid-year review</li> </ul>
July	<p><b><u>Reports/information items:</u></b></p> <ul style="list-style-type: none"> <li>*Discuss preliminary budget/budget workshops for September 1st FY</li> <li>*Review Truth &amp; Taxation Handbook for Texas Comptroller’s Office with business manager</li> </ul> <p><b><u>Action items:</u></b></p> <ul style="list-style-type: none"> <li>*Recommend student insurance carrier</li> <li>*Board discussion of property values and funding lag for July 1st FY</li> <li>*Approve ESC-20 Commitment forms</li> </ul>
August	<p><b><u>Reports/information items:</u></b></p> <ul style="list-style-type: none"> <li>*Plan annual teambuilding and complete Bi-annual SB 1566 (2022) (Evaluating and Improving Student Outcomes (EISO))</li> </ul> <p><b><u>Action items:</u></b></p> <ul style="list-style-type: none"> <li>*Hold public hearing/Adopt budget for September 1st FY</li> <li>*Set the tax rate</li> <li>*Approve health insurance rates (as appropriate)</li> <li>*Adopt Student Code of Conduct</li> <li>*Adopt District/Campus Improvement Plan</li> <li>*Establish/approve local School Health Advisory Council (SHAC) (TEC§28.004)</li> </ul>



**ATTESTATION**

“We, the undersigned, hereby approve and agree to the Uvalde Consolidated Independent School District Board Operating Procedures.”

SIGNATURE

DATE

\_\_\_\_\_  
CAL LAMBERT, BOARD PRESIDENT

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LAURA PEREZ, BOARD VICE PRESIDENT

\_\_\_\_\_  
J. J. SUAREZ, BOARD SECRETARY

\_\_\_\_\_  
JAVIER FLORES, BOARD MEMBER

\_\_\_\_\_  
JACLYN GONZALES, BOARD MEMBER

\_\_\_\_\_  
JESSE RIZO, BOARD MEMBER

\_\_\_\_\_  
ROBERT QUINONES, BOARD MEMBER

