

DeSoto ISD Board of Trustees Operating Procedures

2025-2026



OVERVIEW

The purpose of the DeSoto ISD Board of Trustees Team Operating Procedures is to provide trustees with information about the role and responsibilities of their office and to delineate Board policies that relate to the functioning of the Board.

The Team Operating Procedures are intended to guide and assist Board Members in their role of Trustees while conducting Board business. They are not intended to confer legal rights on any other person. The Board Operating Procedures are not intended to take precedence over Board Policy.

If there is a conflict or inconsistency between these Procedures and Board Policy, Board Policy will take precedence. **At no time are these Procedures intended to override Local or Legal Policy or state or federal law.** The Board Operating Procedures will be reviewed annually in June by the Board and updated as needed as a part of Board training and orientation. The Board will revise the Board Procedures and Board Code of Conduct as needed.

TEAM OPERATING PROCEDURES AGREEMENT

The following procedures reflect an understanding among the members of the Board of Trustees and between the Board and Superintendent. These procedures do not supersede adopted Board Policy but are intended as an operational guide. The Board will annually review the Team Operating Procedures and Board Policies pertaining to governance. This review shall take place as soon as possible after the election of new Trustees. Any Board member may propose additions or modifications to these procedures. The full Board and the Superintendent must agree to any changes to the Team Operating Procedures.

BOARD MEMBER CODE OF ETHICS

BBF (LOCAL)

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 or 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 not disclose information that is confidential 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-Centered Focus

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

~~RESPONSIBILITIES OF THE BOARD PER STATE LAW~~

~~Board Policy BAA(Legal)~~

~~All powers and duties not specifically delegated by statute to TEA or the State Board are reserved for the Board. Education Code 11.151(b)~~

~~The Board shall:~~

- ~~• Govern and oversee the management of the public schools of the District. Education Code 11.151(b)~~
- ~~• Monitor progress toward the District's comprehensive goals. Education Code 11.1511(b)(2) [See AE]~~
- ~~• Establish performance goals for the District concerning:~~
 - ~~○ The academic and fiscal performance indicators under Subchapters C, D, and J, Chapter 39; and~~
 - ~~○ Any performance indicators adopted by the District.~~

~~Education Code 11.1511(b)(3)~~

- ~~• Adopt a policy to establish a District and campus level planning and decision-making process. Education Code 11.1511(b)(5), .251(b) [See BQ series]~~
- ~~• Adopt and file a budget for the succeeding fiscal year. Education Code 11.1511(b)(7), 44.004, .005 [See CE]~~
- ~~• Monitor District finances to ensure that the Superintendent of Schools is properly maintaining the District's financial procedures and records. Education Code 11.1511(b)(9)~~
- ~~• Have District fiscal accounts audited annually at District expense by a certified or public accountant holding a permit from the Texas State Board of Public Accountancy following the close of each fiscal year. Education Code 11.1511(b)(10), 44.008(a) [See CFC]~~
- ~~• Publish an end-of-year financial report for distribution to the community. Education Code 11.1511(b)(11)~~
- ~~• Select the internal auditor if the District employs an internal auditor. The internal auditor shall report directly to the Board. Education Code 11.170~~
- ~~• Ensure that the Superintendent of Schools implements and monitors plans, procedures, programs, and systems to achieve appropriate, clearly defined, and desired results in the major areas of District operations. Education Code 11.051(a)~~
- ~~• Ensure that the Superintendent of Schools:~~
 - ~~○ Is accountable for achieving performance results;~~

- ~~○ Recognizes performance accomplishments; and~~
- ~~○ Takes action as necessary to meet performance goal~~

RESPONSIBILITIES OF THE BOARD PER STATE LAW

Board Policy BAA(Legal)

The Board shall comply with all applicable provisions of the Texas Education Code.

All powers and duties not specifically delegated by statute to TEA or the State Board are reserved for the Board. Education Code 11.151(b)

The Board shall:

- Ensure that the Superintendent of Schools implements and monitors plans, procedures, programs, and systems to achieve appropriate, clearly defined, and desired results in the major areas of District operations. Education Code 11.051(a)
- Ensure that the Superintendent of Schools:
 - Is accountable for achieving performance results;
 - Recognizes performance accomplishments; and
 - Takes action as necessary to meet performance goal
- Govern and oversee the management of the public schools of the District. Education Code 11.151(b)
- Monitor progress toward the District's comprehensive goals. Education Code 11.1511(b)(2) [See AE]
- Establish performance goals for the District concerning:
 - The academic and fiscal performance indicators under Subchapters C, D, and J, Chapter 39; and
 - Any performance indicators adopted by the District.

Education Code 11.1511(b)(3)

- Adopt a policy to establish a District- and campus-level planning and decision-making process. Education Code 11.1511(b)(5), .251(b) [See BQ series]
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- Monitor District finances to ensure that the Superintendent of Schools is properly maintaining the District's financial procedures and records. Education Code 11.1511(b)(9)
- Have District fiscal accounts audited annually at District expense by a certified or public accountant holding a permit from the Texas State Board of Public Accountancy following the close of each fiscal year. Education Code 11.1511(b)(10), 44.008(a) [See CFC]

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- Select the internal auditor if the District employs an internal auditor. The internal auditor shall report directly to the Board. Education Code 11.170

EDUCATIONAL PHILOSOPHY

Board Policy AE(Local)

The mission of DeSoto ISD is to provide experiences for young men and women so they learn and practice the values of high academic and professional achievement, as well as wholesome individual and civic character.

To ensure excellence for all students, the DeSoto Independent School District:

1. Attains maximum student achievement through relevant and rigorous instructional programs.
2. Attracts, hires, and retains exemplary employees who are competent, caring, and inspiring role models.
3. Initiates and supports thriving partnerships with the home and community, which are immersed in the educational experience of their students.
4. Provides a safe, purpose-driven school environment reflective of a quality learning culture that promotes exemplary performance.
5. Operates a business finance division that maximizes revenues and constantly evaluates resource allocations.
6. Promotes its programs and activities with aggressive communication.
7. Provides aesthetically pleasing, well-maintained, and comfortable facilities that support the educational programs.
8. Secures emerging technology to maximize student achievement and manage information efficiently.

BOARD MEETINGS

Board Policies BE (Legal) and BE(Local)

The Board may act only by majority vote of the members present at a meeting held in compliance with Government Code Chapter 551, at which a quorum of the Board is present and voting. A majority vote is generally determined from a majority of those present and voting, excluding abstentions, assuming a quorum is present. Education Code 11.051(a-1); Atty. Gen. Op. GA-689 (2009)

A majority of the Board (four members of a seven-member Board, regardless of the number of vacancies) constitutes a quorum for meetings of the Board. Gov't Code 551.001(6), 311.013(b). Any time four or more Board members are gathered AND school business is discussed, it is considered a meeting and must meet the requirements of the Texas Open Meetings Act.

Regular meetings of the Board are normally held on the third and fourth Monday of each month at 6:30 p.m. When determined necessary and for the convenience of Board members, the Board President may change the date, time, or location of a regular meeting with proper notice.

Agenda Packet

Board agenda packets for workshops and regular meetings will include supporting documentation for each agenda item. The packets shall be sent to Board members seven days prior to the monthly progress monitoring meeting. Board members will review the Board packet prior to meetings.

Board members will have three days prior to the meeting to submit questions pertaining to the data that will be presented at the progress monitoring meeting, and five days to submit questions pertaining to the business items to the Superintendent via email [to the Superintendent & copy the Board President](#).

~~Administration will have three days to create a Q&A document of responses. Administration will provide the Q&A document prior to every Board meeting.~~

Placing Items on Agenda

- The Board Meeting agenda will be posted at least 72 hours prior to the meeting.
- In consultation with the Board President, the Superintendent shall prepare the agenda for all Board meetings, at least 14 days prior to the meeting.
- Any two Board members may request in writing that an item be placed on the agenda 21 calendar days prior to the meeting by email to the Board President.

Use of Consent Agenda

Voting items that are routine or should not need discussion will be placed on the consent agenda. The Board President and Superintendent are encouraged to make liberal use of the consent agenda.

Consent agenda items shall be adopted under a single motion and vote without discussion.

~~If two Board members request in writing to the board president an item to be moved from Consent to Action at least 73 hours (usually 5:30 PM Friday) prior to the Board meeting, the Board administrator will make the change, prior to posting the agenda.~~

Prior to Board action on the consent agenda, any Board member may request that a specific item be removed for separate discussion or vote. The item will then be moved as an action agenda item.

To support informed Board action, monthly administrative lead meetings or targeted small-group workshops will be convened as necessary to review consent items in advance of Board meetings.

Closed Session

All personnel issues must be discussed in closed session unless specifically required otherwise by the Texas Open Meetings Act. Anything that violates an individual's right to privacy, as defined by Texas Open Meetings Act and Texas Open Records Act.

- The Board can only discuss those items listed on the closed session agenda and as limited by law while in closed session.
- The Board must vote in a public session.
- Discussions during closed sessions must remain confidential.
- No person, other than Board members and the Superintendent, is entitled to attend or participate in Executive Sessions. Others may be invited to participate by consent of the Board President and Superintendent.
- For the purpose of discussing his or her employment or job performance, and only for this reason, the Board may exclude the Superintendent from an Executive Session.

- If it is in the interests of the district for a statement to be made regarding a closed- session discussion, the Board President will compose an official public statement that meets with the approval of a majority of the Board. Any such statement must comply with the limitations of the law.
- To discuss an agenda item in Closed Session, the Board member will email the Board President at least 5 days prior to the Board meeting.

Voting

Voting shall be by electronic, voice or show of hands, as directed by the Board President. Any member may abstain from voting, and a member's vote or failure to vote shall be recorded upon that member's request.

Public Comments

Board Policy BED(Local)

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

Individuals must register to speak by completing a "Public Comment" form and placing it in the box designated in front of the Board President before the Board meeting begins.

Except as permitted by BED (local) and the Board's procedures on public comments, an individual's comments to the Board shall not exceed five minutes. This applies for comments regarding agenda and non-agenda items.

Multiple Public Comments Regarding Agenda Items: Per HB2840, the Board shall not limit nor combine individuals who wish to speak on agenda items.

Multiple Public Comments Regarding Non-Agenda Items: If more than 10 individuals have registered to speak regarding non-agenda items, each speaker will be allowed three minutes. If five or more individuals register to address the Board on a single non-agenda item topic, a

spokesperson may be selected by the individuals to speak for the group. In such cases, the spokesperson will be allowed to speak for eight minutes.

The Superintendent will assure that follow-up and/or resolution by administration will be communicated to the Board members, in writing, within 10 days of the board meeting.

- The Board secretary will be responsible for keeping the time. Per HB2840, any non-English speaker or those who communicate through ASL, must be given at least twice the time.
- The Board President will ensure that opposing viewpoints are heard in alternating order.
- The Superintendent will assure that follow up and/or resolution by administration will be communicated to the Board members **within 10 days.**~~in a timely manner.~~

Parliamentary Procedure - Robert's Rules of Order

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

- All discussion shall be directed solely to the business currently under deliberation.
- 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.
- The Board President has the right to recognize a Board member prior to giving his/her comments.

Discussion of Motions

- All discussion shall relate directly and solely to the business under deliberation on the agenda.
- All Board members will be recognized by the Board President prior to giving their comments.
- The Board President will allow each member an opportunity to speak before giving the floor to a Board member who has already made comments about an agenda item.
- Board members shall be courteous to one another and to individuals addressing the Board.
- Once a vote is taken by the Board, each decision is an action by the whole, binding upon each member and should be supported by each member.
- Each member will be allowed three minutes to ask questions or make comments before he or she must yield the floor. The member will be allowed two additional minutes for rebuttal. Therefore, each Board member is allowed a total of five minutes to speak regarding an agenda item.

Response to Speakers

- Board members may hear comments from individuals.
- Specific factual information or recitation of existing policy may be furnished in response to inquiries after the speaker has finished.
- The Board shall not deliberate or decide regarding any subject that is not included on the agenda posted with notice of the meeting.
- The Board President may direct administration to investigate item(s), if needed, and report back to the Board.

Discussion of Individual Employees or Students

The Board will not hear complaints or grievances about individual employees or students during the public session of a Board meeting.

Conduct During Public Meetings

Board members are expected to conduct themselves professionally and ethically during all meetings and public forums: no rude remarks, interruptions, yelling, name calling, or disrespectful verbal or body language.

If, during a public meeting or public forum, a Board member conducts himself or herself in a manner that violates this standard, the Board President may call for a recess or adjourn the meeting. If a majority of the Board disagrees with the recess or adjournment, then the meeting must continue. However, the offending Board member may be reprimanded if the rest of the Board unanimously agrees.

Trustee Board Town Hall Meetings

- The Board Town Hall meetings are to inform the public and to gather information.
- Meetings will normally be held bi-monthly.
- The Board President or designee will chair the meeting.
- Community members wishing to voice complaints will be directed to the Superintendent.
- All Board Members will be informed of all town meetings at least 72 hours in advance.
- 3 – 5 days after the Town Hall meeting, designated Trustees who facilitated the Town Hall meeting will meet with the Superintendent feedback received. Follow-up responses will be shared with all Trustees via the Board Update.

GRIEVANCE HEARINGS

Hearings will be conducted according to the applicable Board policy. Board members must be fully informed of Board policies relating to the process for grievances and appeals. All grievance or appeal-related materials received by a member and anything heard at a hearing must be held in the strictest confidence.

Members may only consider information that is presented during the grievance or appeal process. Members will not privately seek out information regarding a grievance or appeal. If a Board member knows or learns anything about a grievance appeal case except what is admitted through the documents that might render him or her unable to hear the grievance or appeal impartially, then he or she must inform the Superintendent immediately and may ask to recuse himself or herself from the Hearing.

Only the Board President can make public statements arising from closed-session grievances or appeals.

If a Board Member is named in a grievance, the Board member can take part in the proceeding or abstain.

REQUEST FOR RECORDS OR REPORTS

An individual Board Member has an inherent right of access to records maintained by the District when the Board Member requests the records in his or her official capacity. ~~All Board member requests for information or questions must be provided in writing to the Superintendent and copy the Board President.~~

- ~~• An individual Board member shall seek access to records or request copies of records from the Superintendent. The Board member shall also copy the Board President.~~
- ~~• The Superintendent shall respond to the Board member's request and disseminate the items, along with a copy of the original request, to the entire Board within 10 business days of the initial request.~~
- ~~• Individual Board member requests that will require considerable staff time or have political implications may be brought to the Board for approval.~~

- ~~If the requested information exists, the Superintendent will provide the requested information in the weekly Board packet. If it is nonexistent, the Superintendent will notify the requesting Board member(s) of the timeline for completion.~~
- ~~If a requested information requires the creation of a document that does not exist at the time of the request, and the Superintendent determines the document's creation will exceed 30 minutes, the superintendent will notify the requesting Board member and then provide the request to the Board President for possible consideration on a future Board meeting agenda.~~
- No individual Board member shall direct or require District employees to prepare reports derived from an analysis of information in existing District records or to create a new record compiled from information in existing District records.
- ~~The requesting Board member may place a request for a report on the agenda of a future Board meeting if the Superintendent did not generate the report.~~
- The District shall comply with the provisions of the Texas Education Code relating to Board members making requests in their official capacity, including, but not limited to the requirements for posting the cost of responding and reporting to the Texas Education Agency the annual cost of responding to Board members.

Procedure for Board Member Information Request

1. Submission of Request

Board members shall submit information requests using the designated time-stamped electronic submission form. Only requests submitted through this system will be processed.

2. Weekly Review and Debrief

The Superintendent, Board President, Vice-President, Board Administrative Assistant, and Conservator (as applicable) will meet weekly to review all submitted requests. During this debrief, the team will verify receipt, clarify scope if needed, and determine next steps.

3. Categorization and Impact Review

Each request will be categorized to determine:

- The time and staffing resources required,
- Any financial impact associated with fulfilling the request, and
- Whether the request can be completed within established timelines.

4. Response Timeline and Escalation

The requesting Board member along with all members will receive a response within **10 business days**, unless the weekly debrief determines that fulfilling the request would require excessive time or create significant financial implications.

When such conditions exist, the request will be placed on the next available Board agenda for consideration and vote by the full Board regarding whether to proceed with the request.

COMMUNICATIONS

General

The Board is committed to and encourages community input through surveys, public forums and other on-going communications activities. The Board will communicate with the community through public hearings, regular Board meetings, the news media, and regular publications.

While the Board encourages input from the community, anonymous calls or letters will be referred to the Navex system. ~~not receive Board attention, discussion, or response, and will not result in directives to the administration.~~ For signed letters, the Board president may provide a written response.

Individual Board members cannot speak for the Board in an official capacity outside the Board Room. However, an individual Board member may state his/her opinion provided that the Board member emphasizes that the opinion being expressed is his/her personal opinion and not the opinion of the Board.

Media Inquiries

- The Board President shall be the official spokesperson for the Board to the media/press on issues of media attention.
- The Superintendent will be the official spokesperson for District Operations issues.
- Board members should feel free to speak to the media about issues provided that they make it clear that they cannot speak for the Board and do not speculate, discuss personnel matters, or talk about issues in litigation.

Board Members & Community Members

For general comments or feedback, the Board Member will:

- Listen politely, respectfully, and impartially.
- Relay information about the District in a positive and truthful manner.
- Refer questions about specific District activities/issues to the Superintendent or spokesperson when they do not know the answers.

For specific complaints, the Board Member will direct the person to the Superintendent for a resolution.

- A Board Member may not individually investigate a complaint.
- The Board Member will inform the Superintendent of the nature of the comment/complaint, the commentator/complainant and to whom the commentator/complainant has been referred.
- The Superintendent will inform the Board Member of the resolution of any referred comment/complaint.
- The Board should create, maintain, and implement an annual community engagement calendar.
- Board Members may not commit the Board or staff to any particular action and that, unless authorized to do so, they may not speak on behalf of the Board.
- These guidelines shall not be construed to apply to comments/complaints alleging criminal activity.

Between Board Members & Board Members

In their communication with each other, Board Members will follow all applicable laws, including the open meetings laws, and be professional and assume best intentions.

Board Members & Superintendent

The Board President will communicate with the Superintendent on a routine weekly basis to discuss issues of the District. In their communication with the Superintendent, Board Members will honor that the Superintendent reports to the Board and not to any individual Board Member including the Board President.

All requests made by Board Members should be made to the Superintendent in writing.

- Any response to a question or request that is submitted by a Board Member to the Superintendent must be shared with all Board Members.
- Board Members understand that nearly all information requests to staff will be addressed in a weekly written update that is emailed to all Board Members each Friday, unless the Superintendent sees a need for a more immediate response.
- Board members will receive a text alert to notify all Board members of critical incidents or to inform Board members of urgent information.
- The Superintendent or his/her designee will send a Board Alert to provide important information in a timely manner and/or serve as a follow up to the Board Alert text message
- Because the Superintendent is an employee of the Board and not of any individual Board Member, only the Board as a whole may make obligations on the Superintendent's time or delegate authority to individual Board Members to do so.
- The Superintendent will schedule individual meetings with each Board member monthly.

Board Members and Staff*

- Board members are public servants. Your actions and behavior should reflect this critical role.
- Board Members are encouraged to visit any campus. Campus visits should be coordinated by the Executive Assistant to the Board unless the Board Member is

- attending a function to which he/she has been invited. Board members should notify the Superintendent prior to visiting campuses.
- Campus walks will be scheduled monthly at least twice per semester with the Superintendent or designee.
- Campus walks cannot be more than three board members each, and will last no longer one hour.
- Board members must honor the campus rules and follow district guidelines regarding visits.
- Identification badge must be visible while on campus.
- All visits are to be escorted or directed by a staff member designated by the principal.
- Board Members may communicate with staff members without interrupting scheduled learning periods or interfering with their work responsibilities.
- Individual Board members may not evaluate any district staff or direct any district staff. Any concerns should be reported to the Superintendent.
- Board members will not assume a participatory role with staff or students unless specifically requested by campus staff.
- Make positive observations about the campus and express any concerns privately to the Superintendent.

*This operating procedure does not pertain to visits as a parent, as a spectator at school events, or other events open to the public.

Complaints

When an employee, parent, or student informally* complains to a Board member, the Board member shall:

- Refer employee or student to appropriate person in the administration. This referral should be to the closest administrator not directly involved.
- Remind the employee or student of the due process procedure and remain impartial.
- A Board member may not individually investigate a complaint.
- Notify the Superintendent in writing of the complaint.
- When appropriate, the Superintendent or designee shall follow-up with the Board member.

*NOTE: Board members must refrain from speaking to any individuals or employees involved in the formal complaint process. Should they have prior knowledge of a situation through informal channels, they must abstain from the formal process.

BOARD REGARDING PERFORMANCE

Performance of the Superintendent

If, at any time, a Board Member becomes concerned that the Superintendent may have (1) breached any term of the Superintendent's contract; (2) violated a state or federal statute; (3) violated a Board Policy or Operating Procedure; or (4) failed within a reasonable amount of time to address a specific issue identified by the Board, the following process will be used:

- Provide a summary report of the Superintendent's evaluation to all Board members.
- The concerned Board Member will meet privately with the Superintendent to discuss his/her concerns to resolve the issue(s). The concerned Board Member may elect to bring his/her concerns to the Board President instead who will assist in resolving the issue(s).
- If the concerned Board Member does not feel that the resolution is satisfactory, the Board Member may request, through the Board President, that an item be placed on the next regular meeting agenda as a Closed Meeting item, posted in accordance with Texas Government Code. The concerned Board Member must inform the Board President in writing of the specific nature of any concern(s) which prompted the request for a Closed Meeting.
- In addition, the Board President may, of his/her own accord, place an item on a regularly scheduled meeting agenda as a Closed Meeting item to discuss concerns about the professional performance of the Superintendent.

If a Closed Meeting is called, the Board must listen to the concern(s) and decide if the issue raised is truly cause for concern. Failure to make such a determination shall end the Board Meeting. If the majority of the Board determines that there is a violation or breach of one of the items listed, the following process will be followed:

- The exact nature of the deficiency will be documented and discussed with the Superintendent.

- A plan for remediation will be written, to include action(s) to be taken and timelines.
- The Board President shall monitor the plan for compliance and the results will be made part of the Superintendent's annual performance evaluation.
- It shall be the responsibility of the Board President to ensure that all documentation relating to performance deficiencies shall be appropriately placed in the Superintendent's personnel file.

Performance of Employees

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:

- Actions which are illegal
- Egregious violations of Board policy
- Actions which are harmful to the District's or Board's reputation.

Board Members must remain cognizant that District personnel are the responsibility of the Superintendent, not the Board. The Superintendent is obligated to listen to such concerns, review the matter and notify the Board of the resolution of the matter to the extent allowed by policy.

When a Board Member has concerns about the actions of District employees which relate to the safety of employees, students, Board, or community, the Board Member will notify the Superintendent and, when appropriate, the police department.

Board Member Concerns About Board Member Behaviors

Step 1: One-on-One Communication: If a Board Member believes that another Board Member has violated the Board Norms, Board Code of Ethics, Board Operating Procedures, Board Policy, State or Federal law, it is the responsibility of the concerned Board Member to discuss the alleged violation with the other Board Member in private prior to taking any other action, unless the nature of the allegation requires immediate escalation to the Board Chair or legal authorities (for example, if a child is in imminent physical danger at that exact moment). Notably, the Board Member should not first go to other Board Members, social media, or anywhere else other than the Board Member who they believe has committed a violation.

The Board Member is, however, strongly encouraged to provide a written follow-up after the one-on-one communication or to document that the other Board Member declined to meet one-on-one (which then allows for immediate escalation).

- If the Board Member facing allegation does not participate in a meeting -- in person, via phone, or via video -- within 7 days of it being scheduled, the concerned Board Member may proceed to the next step.

Step 2: Two-on-One Communication: If, after the concerned Board Member has privately discussed the alleged violation with the other Board Member, the concerned Board Member remains unsatisfied that the alleged violation has been addressed, the concerned Board Member may submit, in writing, the allegation to the Board Chair (arbiter). If the Board Chair is involved in the allegation, the concerned Board Member may instead submit the allegation, in writing, to the Board Vice-Chair or the next most senior Board Member not involved in the allegation who is then obligated to serve as arbiter instead.

- The Board Members involved will conference to discuss the alleged violation. All parties are strongly encouraged not to allow any further escalation of these procedures and the arbiter's duty is to work to avoid such escalation.
- If the Board Member facing allegation does not participate in a meeting -- in person, via phone, or via video -- within 7 days of it being scheduled, the concerned Board Member may proceed to the next step.

Step 3: Full Board Communication: If, after the conference, the concerned Board Member remains unsatisfied that the alleged violation has been addressed, the Board Chair will call a special meeting of the Board to discuss the alleged violation. The Board Chair may call upon the District's General Counsel or an external legal advisor to investigate the nature of the allegations. The findings of this investigation will be presented at the special meeting of the Board.

- If, after the special meeting of the Board to discuss the alleged violation, the Board determines that the allegations are substantiated, the Board should inform the Board Member in question that the allegations have been substantiated and that the Board Member is to refrain from any further such behavior.
- If the Board Member facing allegation does not participate in a conference -- in person, via phone, or via video -- within 7 days of it being scheduled, the concerned Board Member may proceed to the next step.

Step 4: Full Board Action: If, after the Board Member has been informed that their behavior has been substantiated as being a violation, any Board Member is concerned that the behavior has continued, they must bring this concern to the Board Chair who will call a special meeting of the Board to consider the allegation.

- During the special meeting, in order for the alleged violation to be considered, one of the following three motions must be made and seconded: a motion to dismiss allegations, a motion to admonish, or a motion to censure.
 - In order to protect the overriding principle of freedom of speech, the Board shall not impose admonition or censure on any of its members solely for the exercise of their First Amendment rights. In order to ensure the right to a fair jury trial, the Board shall not impose admonition or censure on any of its members for the violation of any law while civil or criminal charges are pending. However, when the civil or criminal proceedings are final, the Board need not be bound by the conclusions of the Court and may again pursue admonition or censure.

- **Dismissal:** A motion to dismiss allegations concludes these procedures and exonerates the accused Board Member. Once a motion to dismiss allegations has passed concerning a given alleged violation, no other motions concerning that alleged violation are in order. A motion to dismiss allegations requires a majority vote to pass.

- **Admonition:** An admonition is a one-time punitive action which serves as a penalty imposed for wrongdoing but carries no fine or suspension of the rights of the Board Member as an elected official. A motion to admonish must be presented in writing and must contain the exact language of the alleged violation and the proposed admonition. A copy of the motion to admonish must be provided to the accused Board Member at least seventy-two (72) hours prior to discussion of the motion. A motion to admonish requires a majority vote to pass.

- **Censure:** A censure is an action that is a permanent change in status until lifted by the Board via a majority vote of the Board. A censure serves as a penalty imposed for wrongdoing but carries no fine or suspension of the rights of the Board Member as an elected official. A motion to censure must be presented in writing and must contain the exact language of the alleged violation and the proposed censure. A copy of the motion to censure must be provided to the accused Board Member at least seventy-two (72) hours prior to discussion of the motion. A motion to censure requires a 2/3 majority vote to pass. A motion to censure can only be lifted by a motion to dismiss allegations that occurs at least one (1) meeting after the motion to censure was passed. If the censure is imposed by the Board, it carries two key enforcement elements:
 - Status: The social status of the Board Member shall change from "Board Member" to "Censured Board Member". In all official meetings, oral or written records, and communication, this is the only title or status that the district or district officials may use when referring to them. This change in social status remains in effect until the censure is lifted.

Privileges: All privileges that have been extended to the Censured Board Member are

immediately revoked and must remain revoked until the censure is lifted. This in no way harms or alters the statutory rights of an elected official — to be in meetings, to participate/vote, and to make special public information requests (PIR) as provided by law. Anything that is not a statutorily protected right of elected officials, however, is revoked. This includes, but is not limited to, officer roles, committee roles, access to district staff, access to district facilities, access to district events, access to district athletics, access to district graduation, access to travel reimbursements, and access to any requests not covered by special PIR rights. In effect, they have the same privileges that a member of the general public would have except for the aforementioned rights afforded to school board members by law.

EVALUATION OF SUPERINTENDENT’S PERFORMANCE

Board Policy BJCD(Legal) and BJCD(Local)

The Board and Superintendent shall mutually agree on the evaluation instrument and criteria for the evaluation by July 1, for the ensuing school year. The Board shall prepare a written evaluation of the Superintendent annually by January 31, for the preceding school year.

The Board shall furnish the Superintendent with a copy of the completed evaluation and shall discuss its conclusions with the Superintendent in a closed meeting unless the Superintendent requests that the discussion be open.

The Board may at any time conduct and communicate oral evaluations to augment its written evaluations.

The Board shall appraise the Superintendent by using the Lone Star Governance Framework in accordance with state policy:

- The commissioner of education’s recommended appraisal process and criteria; or
- An appraisal process and performance criteria that are:
 - Developed by the district in consultation with the district and campus-level committees; and
 - Adopted by the Board. Education Code 21.354(c)

In addition to other procedures and criteria determined by the Board, the commissioner's recommended appraisal process and criteria shall include, at a minimum, an annual evaluation of the superintendent and a student performance domain. Completion of the Lone Star Governance superintendent evaluation may satisfy these requirements. 19 TAC 150.1031(b)– (c)

EVALUATION OF THE BOARD'S PERFORMANCE

Board Policy BG(LOCAL); LSG Integrity Instrument.

At least annually, the Board shall conduct a self-evaluation of Board and Board member performance. The evaluation shall consider such items as role recognition, relationship with others, performance at Board meetings, and self-improvement activities. The procedure shall also include a review of those factors that facilitate effective Board meetings. The Board may solicit suggestions for improvement from others through established District communication channels. This evaluation may be conducted in a regular meeting, a special meeting, or in a workshop setting.

BOARD ELECTION RESULTS

A special Called Meeting will be held to swear in new Board Members after the Canvass of the Election, but prior to the next regular scheduled Board Meeting.

ELECTING BOARD OFFICERS

Board Policy BDAA(Local)

The Board shall elect a President, a Vice President, and a Secretary who shall be members of the Board. The Board may assign a District employee to provide clerical assistance to the

Board. Officers shall be elected by majority vote of the members present and voting. Board officers shall serve for a term of one year or until a successor is elected. Officers may succeed themselves in office.

Election of officers will be held immediately after the swearing-in ceremony of new Board members following an election. In the event no election is held, election of officers will occur during the May Board meeting. It is required that the Board President have a minimum of one years of experience on the Board. The election of Board officers will be listed as the last action item on the agenda. Changes in officer roles will take effect the following Board meeting.

ROLE AND AUTHORITY OF BOARD MEMBERS

Board Policy BAA(Legal)

The trustees as a body corporate have the exclusive power and duty to govern and oversee the management of the public schools of the district. The trustees may adopt rules and bylaws necessary to carry out these powers and duties. All powers and duties not specifically delegated by statute to the Texas Education Agency, or the State Board of Education are reserved for the Board. Education Code 11.151(b), (d)

- Board members as individuals shall not exercise authority over the District, its property, or its employees.
- No Board member or officer has authority outside the Board meeting.
- No Board member can direct employees in performance of duties.

The Board President shall:

- Preside at all Board meetings unless unable to attend.
- Have the right to discuss, make motions and resolutions, and vote on all matters coming before the Board.
- Appoint Board committees.
- Call Special Board Meetings; and
- Sign all legal documents required by law.
- [Inform the Board when the Superintendent is out of office & appointed administrator in his/her absence](#)
- [Distribute any TEA notifications received](#)

The Vice-President shall:

- Act in the capacity and perform the duties of the President of the Board in the event of the absence or incapacity of the President.
- Become President only upon being elected to the position.

The Secretary shall:

- Ensure that an accurate record is kept of the proceedings of each Board meeting.
- Ensure that notices of Board meetings are posted and sent as required by law.
- In the absence of the President and Vice President, call the meeting to order and act as presiding officer.
- Sign or countersign documents as directed by action of the Board.
- Serve as the timekeeper during Board meetings [during public comments](#).
- [Track meeting minutes according to the Lone Star Governance \(LSG\) framework](#).

Board Meeting Closed Session

- The Board can only discuss those items listed on the closed session agenda and as limited by law while in closed session.
- The Board must vote in a public session.
- Discussions during closed sessions must remain confidential.
- No person, other than Board members and the Superintendent, is entitled to attend or participate in Executive Sessions. Others may be invited to participate by consent of the Board President and Superintendent.
- For the purpose of discussing his or her employment or job performance, and only for this reason, the Board may exclude the Superintendent from an Executive Session.
- If it is in the interests of the district for a statement to be made regarding a closed-session discussion, the Board President will compose an official public statement that meets with the approval of a majority of the Board. Any such statement must comply with the limitations of the law.

Board Committees

Board Policy BDB (Local)

Formation of a Board committee shall be by Board action. When establishing a Board committee, the committee will have:

- A maximum of 3 Board members on the committee;
- Committee members will be appointed by the Board President;
- One-year term limits; and
- Responsibilities of the committee will be co-developed by the appointed Committee Chair and Board President.

Committees will be revisited and rearranged (as necessary) during the summer Board Retreat.

New Board Member Orientation

Board Policy BBD(Legal)

Each Board member shall complete a local district orientation session. The purpose of the local orientation is to familiarize new Board members with local Board policies and procedures and district goals and priorities.

A candidate for school Board may complete the training up to one year before he or she is elected or appointed. A newly elected or appointed Board member who did not complete this training in the year preceding his or her election or appointment must complete the training within 120 calendar days after election or appointment.

The Board and Superintendent will conduct a pre-election information meeting with all school Board candidates concerning training regulations, filing of forms and the Board activities calendar, including the first several Board meetings following the election and retreat dates.

The Superintendent will conduct the District orientation for the new Board members, including information regarding Texas Association of School Board (TASB) New Board Member Training.

The orientation shall:

- Be at least three hours in length.

- Address local district practices in the following, in addition to topics chosen by the local district: a. Curriculum and instruction; b. Business and finance operations; c. District operations; d. Superintendent evaluation; and e. Board member roles and responsibilities.

The Board and Superintendent will conduct a pre-election information meeting with all school Board candidates concerning training regulations, filing of forms and the Board activities calendar, including the first several Board meetings following the election and retreat dates.

The Superintendent will conduct the District orientation for the new Board members, including information regarding Texas Association of School Board (TASB) New Board Member Training. (See policy BBD (Local)). This orientation will include presentations from the areas of Instruction, Finance, Facilities, Communications and Administration.

The Board will coordinate an orientation for the new Board members with Board officers. The Board President will schedule a Board/Superintendent Team Building Retreat following the election. At the called Board meeting in which new Board members are installed, the Board will discuss Board members roles and responsibilities. Orientation of new Board members to the District will be held within 120 days of installation and the oath of office.

Each board member should be made aware of the continuing education requirements of 19 Administrative Code 61.1 and those of the following:

- Open meetings act in Government Code 551.005 [see Open Meetings Act Training above];
- Public information act in Government Code 552.012 [see Public Information Act Training above]; and
- Cybersecurity in Government Code 2054.5191 [see CQB]. The orientation shall be open to any board member who chooses to attend. 19 TAC 61.1(b)(1)

Board Election Results

A special Called Meeting will be held to swear in new Board Members after the Canvass of the Election, but prior to the next regular scheduled Board Meeting.

Calendar

The Board will maintain a written annual calendar of Board events outlining major Board activities by month.

TECHNOLOGY

Each board member will receive a laptop, hotspot device and, if requested, a cell phone for district business only.

BOARD TRAVEL AND MEMBERSHIP DUES

The Superintendent of Schools or designee shall assign a staff member whose primary duties and responsibilities shall be to assist Board members with their official responsibilities.

Board members are allowed privileges of Trusteeship as follows:

- Assistance from the board administrative assistant in the preparation of correspondence, speeches, memoranda, resolutions, travel arrangements, hotel accommodations, meetings, and other clerical services for District purposes.
- Access to a Board conference room and a workstation reserved for Trustee use.
- Memberships in regional, state, and national educational associations.
- Transportation, meals, and housing expenses to local, state, or national meetings germane to the Board's role.
- Subscriptions to school board newsletter services, journals, and bulletins of direct use to the Board.

Annually, the Board shall approve a budget amount (maximum of \$10,000) for each of the Board members' travel, professional development training, and reasonable expenses associated with their duties and responsibilities. Total expenses incurred shall not exceed the budgeted amount for such expenses as adopted by the Board for the fiscal year.

Board members shall calculate their advance or reimbursement for meals and incidental expenses for each day of travel so as not to exceed the most current per diem rates published by the U.S. General Services Administration, the State Department, or the Department of Defense for the respective destination.

Prior to incurring any expenditure, individual Board members shall confirm their availability of funds. If a Board member exhausts his or her individual budget and another Board member has existing unencumbered funds in his or her budget, the Board member with unencumbered funds may allow funds from his or her budget to be given to a Board member who has exhausted his or her budget with approval from the board and confirmation of availability of funds by the Superintendent. In no event shall total expenses incurred by Board members exceed the budgeted amount for such expenses as adopted by the Board for the fiscal year.

Trustees may attend conventions and conferences of organizations which are designed for the training and development of board members. Generally, a Board member may attend the TASA/TASB convention, TASB Summer Leadership Institute, and others that enhance their knowledge of governance, education, and leadership [along with Texas Open Meetings Act \(TOMA\), Texas Education Code \(TEC\) Chapter 11, Board Policy and applicable laws.](#) Conference registration fees, housing, and airfare shall be paid by the district in advance.

Travel Expenses

Payment for authorized and documented travel expenses shall be made in accordance with legal requirements by either of the following two methods:

- Reimbursement, not to exceed the allowable rates, for use of a personal car or commercial transportation plus parking, taxi fares, lodging, meals, and other incidental expenses.
- Advancement of a set amount for use of a personal car or commercial transportation plus parking, taxi fares, lodging, meals, and other incidental expenses. Any excess over actual allowable expenses shall be refunded to the District.

Accounting records shall accurately reflect that no state or federal funds were used to reimburse travel expenses beyond those authorized for state employees.

Expenses Not Included in Travel Budget

The following travel costs shall be budgeted separately and shall not be allocated against the Board's annual travel allocation:

- Travel costs incurred on trips for state and federal legislative matters;
- Leadership TASB;
- Required for positions held or sought out in national and state school board/governance organizations; and
- Meetings required with TEA.

Expense Reimbursements

A Board member shall be reimbursed for reasonable, allowable expenses incurred in carrying out Board business only at the Board's request and for reasonable, allowable expenses incurred while attending meetings and conventions as an official representative of the Board.

Per diem for meals and lodging shall be advanced/reimbursed in accordance with the Texas Comptroller of Public Accounts' Per Diem Rates for Key Officials. No reimbursement shall be made for alcoholic drinks, other personal expenses, or expenses for the Board member's spouse, family, or other companions. A Board member shall accurately reconcile his or her expenses and reimbursements and refund to the District any excess reimbursement within 30 calendar days of the expense.

Required Documentation

For any authorized expense incurred, the Board member shall submit a statement, with receipts to the extent feasible, documenting actual expenses and in accordance with procedures applicable to employee expense reimbursement.

Board Review

Trustees shall review on a quarterly basis during a regular board meeting their expenses. Upon request, Trustees shall be provided a running total of their budget allocated for travel and Board development training.

PERSONNEL APPOINTMENTS

Board Policy DC (Local)

The Board may accept or reject the Superintendent's recommendation regarding the selection of district personnel of Director level or above and shall include the board's acceptance or rejection in the minutes of the board's open meeting. If the board rejects the Superintendent's recommendation, the Superintendent shall make alternative recommendations until the board

accepts a recommendation. Education Code 11.1513(b)

- 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 members may not advise the Superintendent on specific hiring decisions unless such input is sought. Board members may, however, assist the Superintendent by identifying individuals with specific professional expertise.
- Board members must abstain from any votes on personnel issues where a conflict of interest is clear, as defined in Board policy and/or statute.

It is the expectation of the Board that community and school leaders will have an opportunity to provide input on the selection of principals, but that the Superintendent will have sole responsibility for recommending principal appointments.

Nothing in this procedure shall prevent or in any way limit the ability of Board members to discuss concerns about specific existing employees with the Superintendent – but only with the Superintendent.

AGREEMENT

The DeSoto ISO Board of Trustees actively reviewed the updated version of the Board Operating Procedures, and took action on _____ to approve the document, and agree to adhere to the policies and procedures contained within.

AGREED TO THIS ____ DAY OF _____:

Chasiti Mckissic, *President*

James (JD) Durham, *Vice President*

Cynthia Banks, *Secretary*

Karen Lacy, *Trustee*

Abe Cooper Jr., *Trustee*

Eboni Mitchell, *Trustee*

Traci McNairy, *Trustee*

Dr. Usamah Rodgers, *Superintendent*
