

DARROUZETT INDEPENDENT SCHOOL DISTRICT

BOARD OF TRUSTEES

BOARD OPERATING PROCEDURES
2011 – 2012

**DARROUZETT INDEPENDENT SCHOOL DISTRICT
BOARD OF TRUSTEES
OPERATING PROCEDURES
2010-2011**

- I. Developing Board Meeting Agendas
 - A. Placing Items on Agenda
 1. Board members will submit their proposed action items and policy changes to the Superintendent. The Superintendent will Provide board members with information on the item, administration position, and recommendations. Unless specifically pulled by the board member, any item will appear on the next regular board meeting agenda that occurs after the item was presented to the Superintendent.
 2. For an item to be reconsidered in a board year (May-April), the Reason for requesting reconsideration must be included in the request.
 3. A Trustee shall not ask the Superintendent during a meeting to put an item on the next agenda, unless a provision for such action is a posted item.
 4. In accordance with Texas Open Meeting Laws, no member can place an item on the agenda less than 72 hours in advance of a meeting, except in an emergency as per Texas Government Code.
 - a. The 72 hour in advance rule shall only be bypassed by a legally defined emergency.
 - b. Except in those emergencies, items must be submitted by Wednesday of the week prior to the meeting.
 5. Trustee shall provide backup material needed for the requested agenda items. If backup is not provided as needed within required timeline for the agenda, the item will not be on the agenda.
 6. District Administrative Staff will prepare Recommended

Motions for Agenda Items as necessary, to be used at the discretion of the Board.

- B. Items that cannot be on the agenda other than for Closed Session.
 - 1. All personnel issues must be conducted in an executive session unless specifically required by the Texas Open Meetings Act.
 - 2. Anything that violates right to privacy, as defined by Texas Open Meetings Act cannot be placed on the agenda.
- C. Questions about Agenda Items, Request for Information, Other Trustee Correspondence with Superintendent and Administrative Response:
 - 1. Every effort must be made to respond to Board requests before the board meeting when requests are made prior to the Board meeting and after the Board receives their agenda packets. The board will make every effort to have requests for additional information or clarification of an agenda item submitted to the Superintendent no later than 8:30 AM on the day of the board meeting.
 - 2. Regardless of which member of the Board submits a request for Additional information or clarification, the response will be submitted to all members of the Board.
 - 3. All requests for additional information should be directed through the Superintendent's Office.
 - 4. The Superintendent should be notified in advance of any interest to pull a Consent Agenda Item for discussion during a Board Meeting.
- D. Major (new and expensive projects) agenda items, at the discretion of the Superintendent, may appear on successive agendas in the following sequence:
 - 1. As a Discussion item
 - 2. As an Action item
- E. The Board President will remind Board members when questions could/ should have been submitted prior to the Board Meeting.
- F. Action Agenda Items
 - 1. Any item having to do with a new program or change to a facility be an Action Item.
- G. Consent Agenda Items
 - 1. The Consent Agenda items will be those which legally require Board approval, but for which the Board has delegated approval to the Superintendent. The items will address District Business which is recurring or routine in nature.
 - 2. The Board will receive a copy of the agenda for regular meetings

on day of posting which will be 72 hours prior unless special circumstances allow for later posting according to Texas Open Meetings laws. Board members should review the agenda and contact the Superintendent with any concerns about the agenda or requests to change an item from Consent to action.

- H. Special Meetings may be called by the Board President after consultation with the Superintendent, or may be requested by the Trustees to the Superintendent or the Board President.

II. Member Conduct during Board Meetings

- A. All board members are expected to model seven core Character Education Traits attached to this document and to follow Robert's Rules of Order.
- B. If during a meeting a Board member violates Robert's Rules of Order, the following disciplinary procedures will be enforced:
 - 1. President or any member will ask for a recess and the President President or Vice-President will talk privately with the offending board member.
 - 2. If the offending member continues to be in violation, a public warning will be issued in open session by the President.
 - 3. If the offending Board member continues to be in violation, any Member of the Board may call for public censure and removal from that meeting, requiring a 2/3 vote according to Robert's Rules of Order for disruption of a Public Meeting.
- C. Voting
 - 1. All members, including the Board President, will vote on action items.
 - 2. A member will not abstain from voting except by legal right.
 - 3. Any other refusal to vote, counts as an affirmative vote for the motion.
- D. Persons addressing the Board
 - 1. The board provides a time of public forum during which community members may address the Board. An individual wishing to address the Board must complete the form for public forum prior to the meeting. The Board will hear concerns or comments but may take no action on public forum comments. Grievances are not heard as a part of public forum. The Superintendent will provide information to individuals with grievances in order to provide appropriate relief for the concerns.
 - 2. When a member or members of the public are disruptive he/she/they will receive a verbal warning from the President.
 - 3. When a member or members of the public continue with a Second infraction, the Presiding Officer will ask the person or person to leave the premises and he/she/they may not return during that meeting.

- E. Agenda item discussion by Board members
 - 1. Each member will have the opportunity to discuss an item at least once before the item will be tabled or postponed.
 - 2. The member placing an item on the agenda will be allowed to make the motion and given the opportunity to discuss an item first. The intention is to save the Board time by allowing the member the opportunity to explain the reasons for placing an item on the agenda.
 - 3. Presiding Officer or any Board Member by point of order will limit their discussion to the pros and cons of the item under discussion.

III. Information or report requested by Board member between Board meetings

- A. A Board member may request existing information and/or reports through the information does not exist and a report must be generated that will require more than one hour by staff, the Superintendent will refer the request to the Board President, who will refer the Trustee to these Board Procedures. The Trustee will then ask that the report request be considered before the Board, following guidelines I.A.1.
- B. A response from the attorney requiring less than an hour of billable time can be made by any Trustee, but not to exceed three (3) times a month. Anything requiring more time must be requested through an agenda item and a majority vote of the Board, unless both the President and Superintendent agree that the item cannot wait for the next regularly scheduled meeting. If the item is directly related to the Superintendent, the President and an additional Trustee may request the report.
- C. All Board Inquiries will include a Request Form to include: 1) date of item; 2) rationale of request; 3) Board comments, i.e., share with other Trustees. Administrative response can be expected within three working days.
- D. If a Trustee does not respond to an inquiry or the question from the Superintendent's Office, such non-response will be considered a "No" i.e. when the Board is polled about an invitation, meeting date, or other calendar issue.

IV. Citizen Request/Complaint to individual Board member

- A. When a citizen complains to a Board member, the Board member should:
 - 1. Remind the citizen of due process and that the Board member must remain impartial in the case the situation goes before the Board.
 - 2. Refer citizen to the Superintendent's Office.

3. Board member shall inform Superintendent's Office of complaint.
- B. When appropriate the Superintendent or designee shall communicate with The citizen in a timely manner and follow-up with the Board member.
 - C. The Board, individually or collectively, shall promptly refer all significant criticisms, complaints and suggestions, regardless of the source, called to its attention to the Superintendent for study and appropriate action or recommendation. The Board member should never promise to keep the concern anonymous. The Superintendent shall promptly investigate such matters and shall inform the Board of the results of such matters.
- V. Employee Request/ Grievance to individual Board member
- A. When an employee contacts a Board member about a grievance, the Board member should:
 1. Remind employee of chain-of-command.
 2. Remind employee of the due process procedure and remain impartial.
 3. Board member should discuss the incident with the Superintendent in a timely fashion.
- VI. Vendor Request/Concern to individual Board member
- A. Individual Board members should not respond to vendor calls, other than:
 1. I cannot discuss this with you in this manner.
 2. Ask if the vendor has made the request or the concern known to the Superintendent.
 3. Ask if the vendor is currently involved in a bid process that has not yet been awarded. Note: If so, such conversation COULD disqualify their bid.
 4. Offer to meet at Central Office where a proper record of the meeting can be made.
 5. Contract with the Superintendent's Office to arrange for the meeting, with one or more administrative staff person present.
 6. Request that all other Board members be notified of the meeting, for information only.
 - B. If the Board member agrees after the above meeting that there is evidence That the vendor concern should be viewed:
 1. Board member will request that an item be added to the next Board meeting agenda, following proper procedure as in 1,A,
 - C. Vendor Appeal Process
 1. Board members who are contracted by a vendor with a concern Should refer the vendor to Board Policy GF(Local) Public Complaint. And immediately contact the Superintendent's Office about any such contact or call. The Superintendent's Office will keep the Board apprised of any vendor appeals.

VII. Board member visits to school campus

- A. Board members are encouraged/expected to attend special events on campus to represent the Board in support of activities.
- B. Board members are not to go into teacher's classrooms or campus for the purpose of evaluation or investigation.
- C. Board members must notify the Superintendent's Office of visits to Campuses when they are not attending a scheduled activity.
- D. Board members must remember that all times outside of scheduled board Meetings, the individual members are parents and community members and have no official status or capacity at school. This reminder should be continually provided to other community members and staff members when approached.

VIII. Communications

- A. The Board President will communicate with the Superintendent at least on weekly basis.
- B. Each Board member should attempt to meet with the Superintendent at least once a month.
- C. Information sent to any board member will be distributed to all board Members.
- D. Board will keep Superintendent informed via telephone calls or personal visits.
- E. Board can communicate with the community through public hearings, regular board meetings, and regular publications.
- F. Individual Board members cannot speak in an official capacity outside the Board Room or call or attend meetings as a representative of the Board without prior authorization of the Board.
- G. The Darrouzett ISD board of Trustees encourages input; however, anonymous calls or letters will not receive Board attention, discussion or response and will not result in directives to the administration.
- H. The Board, individually and collectively, shall not discuss public business Or public policy over which the Board has control with employees of the District other than the Superintendent and other employees designated from time to time by the Superintendent, unless the Superintendent is notified in advance and agrees to such discussion. Further, the Board, Individually and collectively, shall not discuss with anyone regarding an employee's employment, assignment, reassignment, salary and benefits, evaluation, or other terms and conditions of employment with any any employee other than the Superintendent and his designees, unless the Superintendent is notified in advance and agrees to such discussion. Furthermore, the Board agrees to address and resolve all disputes, disagreements, and complaints with the Superintendent in a professional and legal manner.
- I. Individual Board Members shall not meet with or discuss District business

With vendors, current or prospective, other than appointment scheduled through the Superintendent's Office or approved in advance by the Superintendent.

- IX. Evaluation and Contract of the Superintendent
 - A. The Superintendent will be evaluated in December of each year.
 - B. The superintendent's performance review will be based on Board and Superintendent Goals established in August each year.
 - C. The Superintendent's evaluation instrument will be reviewed each year prior to the scheduled evaluation.
 - D. The Superintendent's contract will be reviewed annually in January.
- X. Evaluation of the Board
 - A. The Superintendent and the Board evaluations are the same. The TEAM OF EIGHT concept is compelling; therefore the Superintendent and Board shall succeed or fail together.
 - B. Evaluation of the Board will be conducted in a workshop session annually.
- XI. Selection of Board Officers
 - A. Election of Officers: At the first meeting after each election and certification of newly elected Trustees, the members of the Board shall organize by electing the following officers:
 - 1. A president, who shall have been a member of the Board for at least one year prior to election.
 - 2. A vice-president, who shall be a member of the Board
 - 3. A secretary, who shall be a member of the Board.
- XII. Role and Authority of Board Member and/ or Board Officer
 - A. Set down by statute.
 - B. No Board member or officer has authority outside the Board meeting.
 - C. No Board member can direct employees in regard to performance of duties.
 - D. The Board President shall:
 - 1. Preside at all Board meetings.
 - 2. Appoint committees.
 - 3. Call special meetings.
 - 1. The President of the Board shall call a special meeting at the President's discretion or on request by three or more Members of the Board.
 - 4. Sign all legal documents required by law.
 - E. The Vice-President shall:
 - 1. Act in capacity of President in the absence of the President.
 - 2. Sign or countersign warrants or other documents as necessary.
 - F. The Secretary shall:

1. Keep, or cause to be kept, an accurate record of the proceedings of Board Meetings.
2. Act in role of President in the absence of the President and Vice-President.
3. Sign or countersign warrants and other documents as necessary.

XIII. Role of Board in Executive Session

- A. Agenda Posting for Executive Sessions. The posted agenda will list the topics to be discussed in executive session, as identified later in this policy. Texas Government Code 551.041.
- B. Entering Executive Session. The Board may enter into executive session after the following requirements have been met:
 1. The Board has first been convened in open meeting for which notice has been given.
 2. The presiding officer has publicly announced in open meeting that executive session will be held.
 3. The presiding officer has identified the section or sections of Chapter 551, Texas Government Code, which authorize the holding of such closed or executive session.
 4. The presiding officer has publically accounced that no final action, decision, or vote will be taken by the Board while in executive session. 551.101
- C. Matter Under Discussion. Executive sessions are authorized for the following purposes:
 1. For a private consultation with the Board's attorney with respect to pending or contemplated litigation, settlement offers, and matters where the attorney's duty to the Board, pursuant to the Code of Professional Responsibility of the State Bar of Texas, Clearly conflicts with the provisions of the Open Meetings Act (to be identified as Legal Matters in the notice). 551.071
 2. To discuss the purchase, exchange, lease, or value of real Property and to negotiate contracts for prospective gifts or Donations (to be identified as Real Estate/Donationsin the Notice) 51.072
 3. To consider the appointment , employment, evaluation, Reassignment, duties, discipline, or dismissal of a public officer or employee or to hear complaints or charges against a public officer or employees, unless such officer or employee requests a public hearing (to be identified as Personnel in the notice). Attny. Gen. Op. H-496(1975), 551.074
 4. To consider discipline of a public school child or children unless An open hearing is requested in writing by a parent or guardian Of the child (to be identified as hearing in the notice) 551.082
 5. To consider the deployment or specific occasions for implementation of security personnel or devices. 551082
 6. To deliberate regarding the standards, guidelines, terms or

Conditions the Board will follow, or instruct it respective to follow, in consultation with representatives of employee groups, under consultation agreements formerly provided for by Section 13.901 of the Texas Education Code 551.083

7. To discuss any other item authorized by law to be considered in executive session.

- D. Actions, Decisions or Votes. No final action, decision, or vote shall be taken while the Board is in closed or executive session. The presiding officer shall so state prior to entering into executive session. The Board shall reconvene the open meeting after an executive session, prior to adjourning the meeting 551.102
- E. Record of Items Discussed in Executive Session. To record Executive Session proceeding shall be available for review by every Board member Present prior to sealing.

XIV. Media Inquiries to the Board

- A. The Board President shall be the official spokesperson for the Board to The media/press on issues of media attention.
- B. A Board member should only speak to media about his/her position on an Issue; not what the Board thinks or speculation about the future.

XV. Response to Signed Letters of Complaint

- A. The Darrouzett ISD Board of Trustees encourages input. A signed letter will be forwarded to the Superintendent and a response using a standard format will be sent by the Board member. The Superintendent will respond and send a copy to the full board.

XVI. Reviewing Board Operating Procedures

- A. Standard Board Operating Procedures will be reviewed and updated annually in May or June and will be a part of Board training and orientations
- B. The Board will adopt the Board Procedures and Board Code of Conduct annually at the regular monthly meeting in either June or July.

These Board Procedures are intended to guide and assist the Board of Trustees in the conduct of its business. They are not intended to confer legal right on any other person.