

PURPOSE

The Board's actions are governed by Federal, LEGAL or LOCAL Policy. LEGAL policy refers to state laws, which can only be changed by the Legislature. LOCAL policy is a formal interpretation of LEGAL policy and can only be changed by a Board action. The professional practices policy delineates processes that are student focused with the intent of obtaining world class status.

OVERVIEW

It is the intent of the School Board that professional service is provided through well-defined protocols, which facilitate administration's ability to resolve problems effectively and identify opportunities for systems improvement to meet standards and follow identified processes.

BOARD MEMBER
ETHICS

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:

- I will make all decisions with a student centered focus.
- 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.
- 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.
- 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.
- 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.
- I will focus my attention on fulfilling the Board's responsibilities of goal setting, policymaking, and evaluation.

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- 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.

**BOARD LEGAL
STATUS – POWERS
AND DUTIES**

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:

GOVERNANCE

1. Govern and oversee the management of the public schools of the District. *Education Code 11.151(b)*

COMPREHENSIVE
GOALS

2. Monitor progress toward the District’s comprehensive goals. *Education Code 11.1511(b)(2)* [See AE]

PERFORMANCE
GOALS

3. Establish performance goals for the District concerning:
 - a. The academic and fiscal performance indicators under Subchapters C, D, and J, Chapter 39; and
 - b. Any performance indicators adopted by the District. *Education Code 11.1511(b)(3)*

PLANNING AND
DECISION-MAKING
PROCESS
TAX RATE

4. Adopt a policy to establish a District and campus level planning and decision-making process. *Education Code 11.1511(b)(5), 11.251(b)* [See BQ series]
5. Adopt a tax rate each fiscal year as required by Tax Code 26.05. *Education Code 11.1511(b)(8)*

ANNUAL BUDGET

6. Adopt and file a budget for the succeeding fiscal year. *Education Code 11.1511(b)(7), 44.004, 44.005* [See CE]

FINANCIAL
PROCEDURES

7. Monitor District finances to ensure that the Superintendent is properly maintaining the District’s financial procedures and records. *Education Code 11.1511(b)(9)*

ANNUAL AUDIT

8. 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]

FINANCIAL REPORT

9. Publish an end-of-year financial report for distribution to the community. *Education Code 11.1511(b)(11)*

INTERNAL
AUDITOR

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

SUPERINTENDENT

11. Ensure that the Superintendent 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)*

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12. Ensure that the Superintendent:
- a. Is accountable for achieving performance results;
 - b. Recognizes performance accomplishments; and
 - c. Takes action as necessary to meet performance goals. Education Code 11.1511(b)(4)
- ANNUAL SUPERINTENDENT APPRAISAL 13. Appraise the Superintendent annually using either the Commissioner's recommended appraisal process or a process and criteria developed by the District. *Education Code 21.354(c)* [See BJCD]
- PERFORMANCE REPORT 14. Publish an annual report describing the District's educational performance including campus performance objectives and the progress of each campus toward those objectives. *Education Code 11.1511(b)(6), 39.306* [See BQ series, AIB]
- DEPOSITORY 15. Select a depository for District funds. *Education Code, Ch. 45, Subch. G* [See BDAE]
- ELECTIONS 16. Conduct elections as required by law. *Education Code 11.1511(b)(12)*
17. Canvass election results as required by law. *Election Code 67.003* [See BBB]
- PROPERTY ACQUISITION 18. Acquire and hold real and personal property in the name of the District. *Education Code 11.151(a); Local Gov't Code 271.004* [See CHG]
- TITLE TO PROPERTY 19. Hold all rights and titles to the school property of the District, whether real or personal. *Education Code 11.151(c)* [See CI]
- PERSONNEL 20. Adopt a policy providing for the employment and duties of District personnel. *Education Code 11.1513* [See BJ series, DC series, DEA]
- RESTRICTIONS ON WRITTEN REPORTS 21. Limit redundant requests for information and the number and length of written reports that a classroom teacher is required to prepare. *Education Code 11.164(a)* [See DLB]
- PAPERWORK REVIEW 22. Review paperwork requirements imposed on classroom teachers and transfer to existing noninstructional staff a reporting task that can reasonably be accomplished by that staff. *Education Code 11.164(b)* [See also DLB]
- TERMINATION OF EMPLOYMENT 23. Make decisions relating to terminating the employment of District employees employed under a contract to which Education Code Chapter 21 applies, including terminating or not renewing an employment contract to which that chapter applies. *Education Code 11.1511(b)(14)*
- RELATIONSHIPS WITH OUTSIDE ENTITIES 24. Seek to establish working relationships with other public entities to make effective use of community resources and to serve the needs of public school students in the community. *Education Code 11.1511(b)(1)*
- GRIEVANCES 25. By rule, adopt a process through which District personnel, students or the parents or guardians of students and members of the public may obtain a hearing from the

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District administrators and the Board regarding a complaint. *Education Code 11.1511(b)(13)*

The Board may:

- RULES AND BYLAWS 1. Adopt rules and bylaws. *Education Code 11.151(d)* [See BF]
- TAX COLLECTION 2. Issue bonds and levy, pledge, assess, and collect an annual ad valorem tax to pay the principal and interest on the bonds as authorized under Education Code 45.001 and 45.003.
3. Levy, assess, and collect an annual ad valorem tax for maintenance and operation of the District as authorized under Education Code 45.002 and 45.003. Education Code 11.1511(c) [See CCA, CCG]
- TAX OFFICIALS 4. Employ and compensate a tax assessor or collector, as the Board considers appropriate. *Education Code 11.1511(c), 45.231(a); Tax Code 6.22* [See BDAF]
- CONTRACTS 5. Enter into contracts as authorized under the Education Code or other law and delegate contractual authority to the Superintendent as appropriate. *Education Code 11.1511(c)*
- BEQUESTS 6. Receive bequests and donations or other moneys or funds coming legally into its hands in the name of the District. *Education Code 11.151(a)* [See CDC]
- IMINENT DOMAIN 7. Exercise the right of eminent domain to acquire property. *Education Code 11.155*
- LEASE OF PERSONAL PROPERTY 8. Execute, perform, and make payments under contracts, which may include leases, leases with option(s) to purchase, or installment purchases, with any person for the use, acquisition, or purchase of any personal property, or the financing thereof. The contracts shall be on terms and conditions that are deemed appropriate by the Board in accordance with state law. *Local Gov't Code 271.005*
- SALE OF PROPERTY 9. Authorize the sale of any property, other than minerals, held in trust for free school purposes. *Education Code 11.154(a)* [See CDB]
- MINERAL RIGHTS 10. Sell minerals in land belonging to the District. *Education Code 11.153(a)* [See CDB]
- REAL ESTATE BROKER 11. Employ, retain, contract with, or compensate a licensed real estate broker or salesperson for assistance in the acquisition or sale of real property. *Education Code 11.154(c)*
- ATTORNEY GENERAL 12. Request the assistance of the attorney general on any legal matter. The District must pay any costs associated with the assistance. *Education Code 11.151(e)*
- LAWSUITS 13. Sue and be sued in the name of the District. *Education Code 11.151(a)*
- COLLABORATION WITH THE SUPERINTENDENT The Board and the Superintendent shall work together to:
1. Advocate for the high achievement of all District students;

2. Create and support connections with community organizations to provide community-wide support for the high achievement of all District students;
3. Provide educational leadership for the District, including leadership in developing the District vision statement and long-range educational plan;
4. Establish Districtwide policies and annual goals that are tied directly to the District's vision statement and long-range educational plan;
5. Support the professional development of principals, teachers, and other staff; and
6. Periodically evaluate Board and Superintendent leadership, governance, and teamwork. Education Code 11.1512(b)

TEAM OPERATIONS

AGENDA ITEMS

Any Board Member may place an item on the agenda by sending a request to the Board President or the Superintendent at least 5 business days before the meeting.

The Board President will ensure that any topics that the Board or an individual Member has requested to be addressed will appear on that agenda or will be scheduled for deliberation at an appropriate time in the near future.

The Board President cannot remove an item from an agenda requested by a Board Member without that Board Member's permission.

Personnel issues may be placed on an agenda, but by law must be discussed in closed session.

Because of state law, no one can place an item on an agenda less than 72 hours in advance except in an emergency as defined by the Texas Government code.

**COMMUNICATION
AMONG TRUSTEES**

A Board Member shall not discuss an issue outside of a meeting with more than two other Board Members. To do so is considered a "walking quorum," and violates state open meetings laws.

Board Members may communicate with other individual Board Members or the Superintendent or staff for the purposes of asking clarifying questions, providing clarifying information or socializing under circumstances that do not conflict with or circumvent the Texas Open Meetings Act.

Board Members will not communicate with other individual Board Members for purposes of soliciting votes in support of or opposition to items of business that may come before the Board.

Board Members who wish to share information relevant to District business or issues before the Board may relay the information to the Board President and/or Superintendent for placement on the Board Agenda or, if appropriate, distribution to all Board Members in the weekly Board update.

**REQUESTS FOR
INFORMATION
FROM STAFF**

Requests for information should be directed to the Superintendent or designee who shall forward the request to the appropriate personnel.

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Information requested by one Board Member shall be provided to all Board Members at the same time.

If the requested information is deemed not readily available or a satisfactory time line cannot be negotiated and the Board Member wished to proceed, the request will be placed as an Executive Session item posted as “Consideration of the Duties of a Public Officer” on the next Board meeting agenda to determine the Board’s desire for information.

No action may be taken which would conflict with the Open Meetings Act.

CAMPUS
VISITATION

Board Members are encouraged to visit any campus.

As a courtesy, Board Members will inform the campus Principal of any visit 24 hours in advance of the visit whenever possible, unless the Board Member is attending a function to which he/she has been invited.

Board Members must check in at the Principal’s office following District guidelines, and must have their District identification visible.

Board Members will not assume a supervisory role with staff or students.

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

COMMUNICATION
WITH THE MEDIA

The Board President shall be the official spokesperson for the Board to the media.

The Superintendent shall be the official spokesperson for the District on issues of media attention relating to District operations.

A Board Member, who receives a call from the media requesting information, as opposed to simple comments on an issue, will notify the Superintendent of the call.

Statements shall not be made to the media regarding personnel or other matters protected by the law.

A Board Member retains the right to speak to the media as an individual, **but must understand that any comment will likely be interpreted by viewers/readers as an “official” statement of the Board.**

In speaking as an individual, the Board Member should:

1. Clarify that he/she is speaking as an individual and not for the Board of Trustees.
2. Remind the media representative(s) that official statements of the Board are made only by the Board President (or his/her designee).
3. Remind the media representative(s) of the position or action of the Board of Trustees related to the issue in question.

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WRITTEN/
ELECTRONIC
COMMUNICATION

Board Members may respond to written/electronic correspondence from constituents, but should bear in mind that any such responses may be subject to the Public Information Act.

A Board Member retains the right to respond to emails as an individual but must understand that such communication may be interpreted by the reader as being an “official” statement on the Board. The Board Member should:

1. Clarify that he/she is responding as an individual and not for the Board of Trustees.
2. Remind the reader of any position or action the Board has officially taken on the subject.
3. Board Members are encouraged to share emails they receive with the rest of the Board by forwarding the emails to the Superintendent who will provide them to all Board Members.

MEETINGS

The Superintendent will ensure that all necessary or requested information is supplied to the Board Members to allow for informed decisions. Agenda packets will be electronically posted and delivered (3) days in advance for Workshop meetings. Items not available when the Agenda is electronically posted and/or delivered will be electronically posted or delivered in the weekly packet immediately prior to the meeting.

MEETING
PREPARATION

Board Members will read and study the packet prior to each meeting.

Board Members will direct Agenda related questions to the Superintendent or appropriate staff member.

PARTICIPATION
DURING MEET-
INGS AND
OPEN FORUMS

CITIZEN ADDRESS – it is the desire of the Board that interested citizens attend their regularly scheduled monthly meetings or any special meeting where school business is transacted provided the meeting is not closed for reasons permitted by statute. The two avenues of citizen address consist of being placed on the agenda to make a presentation or completing the required form the day of the Board meeting to comment on an agenda item.

CITIZEN REQUEST TO HAVE AN ITEM PLACED ON THE AGENDA - In order for an individual or group to place an item on the agenda of a Board meeting, the individual or group must submit a written request six business days before the date of the Board meeting to the Superintendent or President of the Board. The request shall include the person’s name, address, telephone number, and the subject matter to be presented.

CITIZEN REQUEST TO ADDRESS AN ITEM ALREADY ON THE AGENDA - they shall request in writing prior to the Board meeting to comment on any agenda item during its scheduled time and are allowed five minutes unless the **majority of the Board or the Board President grants an extension**. A Member of the Board shall be designated to serve as keeper of the time.

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Board Members may or may not respond to citizen address, in most instances Board members should refrain from responding.

The Board President shall acknowledge the citizen making the address and advise him/her that the comments will be taken under advisement or may direct administration to investigate items and report back to the Board at a designated meeting.

The Board will not entertain comments on individual District personnel or individual students in public session.

**BOARD
MEMBER
CONDUCT DURING
MEETINGS**

Board Members will conduct themselves according to standards outlined in Robert's Rules of Order.

The Board President must recognize a Board Member before that person may comment on a motion.

All discussion shall be directed solely to the business under deliberation.

The Board President shall keep the discussion focused on the motion at hand and halt discussion that does not apply to the business before the Board.

The Board President shall facilitate discussion of the business before the Board by asking questions and by requesting input from each Board Member.

All Board Members, including the President, shall vote or officially abstain on each motion.

**OFFICER
SELECTION**

The Board shall elect a President, a Vice President, and a Secretary who shall be Members of the Board.

Board Members shall serve for a term of one year or until a successor is elected. Officers may succeed themselves in office. Board elections shall be conducted each June during the regular Board Meeting.

**BOARD
DEVELOPMENT**

**NEW MEMBER
ORIENTATION**

As a supplement to the information provided in relation to his/her candidacy, a District orientation for a new Board Member will be scheduled to begin within two weeks of the date a new Board Member takes the Oath of Office.

At a minimum, the Superintendent and Board President will participate in the orientation. Other Board Members and additional administrative staff may also be included to provide specific information about the District.

If more than two additional Board Members participate in the orientation at one time, the orientation will be conducted in accordance with the Texas Open Meetings Act.

The orientation must include but will not be limited to:

1. Board/Superintendent Team Operating Procedures and Board Policies
2. Superintendent's overview of District Administrative Organization
3. Board President's overview of Board Communication
4. Budget
5. Texas Open Meetings Act laws

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6. District Strategic Plan
7. Requirements for ongoing Board Member education and opportunities
8. Board's annual calendar and briefings of upcoming events
9. Expense reimbursement procedures

ANNUAL TEAM BUILDING

The entire Board, including all Board Members, shall annually participate with the Superintendent in a team building session facilitated by the regional education service center or any registered provider.

Annually the Board should review its goals and conducts a self-assessment.

INTER-BOARD CONCERNS

1. If a Board Member has a serious, specific concern about the performance of another Board Member who appears to be in violation of Board Operating Procedures or Policies, the recommended process for addressing such concerns shall be:
 - a. The concerned Board Member shall have a private conversation with the Board Member in order to work out the differences or resolve the issue(s).
 - b. If the concern(s) remain, the Board Member shall meet privately with the Board President and outline the specific issue(s). The President and the complainant will meet with the Board Member and attempt to resolve the issue(s).
 - c. If the issue is still not resolved, the complainant will conference with the Board President and the Superintendent (or the Superintendent's designee) to develop a plan of action to resolve the concerns.
2. When a Board Member with concern(s) about another Board Member's performance has gone through the steps outlined in #1 and the issue(s) remains unresolved the concerned Board Member will, through the Board President, request that an item be placed on a regularly scheduled agenda as an Executive Session item posted as "Consideration of the Duties of a Public Officer."
3. Should the Board determine that reprimand or censorship is warranted, such action may only be taken in a duly posted public meeting.
4. No action may be taken which would conflict with the Texas Open Meetings Act.

BOARD TRAVEL

All Board Member travel should have direct benefit on the Board Member's ability to perform as an effective Board Member.

The Board will budget for travel for all Board Members to attend the annual TASB Conference and for each Board Member to attend one other conference/training opportunity of their choice from a list approved annually by the Board. The minimum budget will be approved annually by the Board and equal to the amount reasonably expected to be paid if all Board Members were to attend both TASB and NSBA Conferences and claimed all allowable reimbursement.

In June, at a regularly scheduled meeting, the Board shall receive a list of conferences/training opportunities from which Board Members may select their additional annual training. For a conference or training opportunity to be eligible, it must meet the following criteria:

- A. meet the criteria for Board continuing education hours as defined by statute
- B. be located within the 48 contiguous United States
- C. require 4 days/3 nights or less for participation

A Board Member, at the Member's request and with the prior approval of a majority of the Board, may be reimbursed for reasonable, allowable expenses incurred in carrying out Board business at the request of the Board, and for allowable expenses incurred while attending meetings or conferences as an official representative of the Board.

Payment for authorized and documented travel expenses shall be made in accordance with legal and local requirements.

Following the completion of travel, a Board Member may submit a "Request for Travel" form, with receipts for allowable expenses attached, to the Superintendent's office for reimbursement. If funds permit, reimbursement for other travel or training opportunities by Board Members may be allowed if preapproved by the Board.

Frugality will be honored when making travel arrangements.

PLANNING

The Board should conduct an annual review of the Strategic Plan and District Goals.

The Board should conduct an annual review of District elements (local policies, operating procedures, improvement plans, and progress toward accomplishment of goals, instructional programs, and programs other than instructional).

The Board should create and maintain an activity calendar.

The Superintendent shall be appraised on an annual basis.

SUPERINTENDENT'S EVALUATION

The Board shall use either the commissioner's recommended appraisal process and criteria [see BJCD (Exhibit)] 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.

CONCERNS ABOUT SUPERINTENDENT'S PERFORMANCE

Board Members' concerns about the Superintendent's professional performance

1. If at any time, a Board Member becomes concerned that the Superintendent may have breached any term of the Superintendent's contract; violated state or federal statute; violated a Board Policy or Operating Procedure; or failed within a reasonable amount of time to address a specific issue identified by a Board Member, the following process will be used:
 - a. The concerned Board Member will meet privately with the Superintendent to discuss his/her concerns in order 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).
 - b. 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 a regularly scheduled agenda as an Executive Session item posted as "Consideration of the Duties of a Public Officer." The posting must comply with the Texas Open Meetings Act. The concerned

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- Board Member must inform the Board President of the specific nature of any concern(s) which prompted the request for an Executive Session.
- c. In addition the Board President may, of his/her own accord, place an item on a regularly scheduled agenda as an Executive Session item posted as “Consideration of the Duties of a Public Officer” to discuss concerns about the professional performance of the Superintendent.

HIRING OF
PERSONNEL

The Board hires the Superintendent.

Board Members should refrain from writing letters of recommendation for any person seeking employment with ECISD. Should a Board Member write such a letter, he/she must abstain from voting on the candidate’s hiring.