

# Board Operating



## Procedures

Adopted \_\_\_\_\_ , 2009

**Brackett ISD Board of Trustees**  
**PO Box 586**  
**Brackettville, TX 78832**  
**830-563-2491**  
**Fax 830-563-9264**  
**[www.brackett.k12.tx.us](http://www.brackett.k12.tx.us)**

## TABLE OF CONTENTS

Board Members Ethics	Page 3
Code of Conduct	Page 4
Mission Statement	Page 4

### **Board Operating Procedures** **Page...**

Agenda	5
Anonymous Calls and/or Letters	13
Board Officers	12
Campaigning for Election or re-Election	16
Closed Sessions	13
Communications	9
Communication With Legal Counsel	10
Complaints	8
Conduct During Meetings	6
Evaluation of Superintendent	10
Goal Setting	16
Media	13
Members as Parents	15
Reimbursable Expenses	16
Request for Information or Report	7
Required Training	14
Review of Code of Ethics & Operating Procedures	17
Self-Evaluation	11
Violations and Sanctions	17
Visit to Campus Guidelines	9
Voting	7

## **BOARD MEMBERS ETHICS**

### *Policy 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.
- I will be accountable to the public by representing District policies, programs, priorities, and progress accurately.

#### **TRUSTWORTHINESS IN STEWARDSHIP**

- 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.

#### **HONOR IN CONDUCT**

- 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.

#### **INTEGRITY OF CHARACTER**

#### **COMMITMENT TO SERVICE**

- I will focus my attention on fulfilling the Board's responsibilities of goal setting, policy making, 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.

## **CODE OF CONDUCT**

### *Policy BBF Local*

I realize that to be the most effective advocate for children, we, as the Board, must function as a team. To this end, I pledge to adhere to the principles listed below. Should I, for whatever reason, fail to follow these guidelines, I ask my fellow Board members to call it to my attention. When that happens, I pledge to accept the feedback in a constructive manner without anger or finger-pointing, and to renew my efforts to follow this code of conduct.

1. I will deal with issues and not personalities.
2. I will respect the views of other Board members.
3. I reserve the right to disagree, but I will not be disagreeable. Nor will I harbor grudges against other Board members from past issues or events.
4. I will treat other Board members and school employees in a professional manner.
5. I will fully discuss and share information on Board issues and will not blindside the administration or the Board.
6. I will respect the confidentiality of executive sessions and any privileged information shared with me by a Board member or the Superintendent.
7. I will seek to inform and include all Board members in my discussion of issues.
8. I will always hold the interests of students above those of individuals or special interest groups.
9. I will not seek to align a majority vote of Board members on an issue outside the regular Board meeting.
10. I will seek to continually improve my knowledge, skills and abilities as a Board member.
11. When I learn of an error I have made, I will report the error to the Board.
12. I will attend and be prepared for all Board meetings.



## **MISSION STATEMENT**

### *POLICY AE (LOCAL)*

The mission of the District, in partnership with parents and the community, is to enable all students to be safe and to obtain the knowledge, desire, and integrity to pursue meaningful and productive lives.



## **Board Operating Procedures Brackett Independent School District**

In effective school systems, the Superintendent and the Board function as a “Team of Eight.” A structured approach to first developing a vision for the district and setting goals is enhanced by first developing a system of standard operating procedures. The School Board is the corporate policy making body for the district and the Superintendent and staff provide the leadership to cause Board policies to be implemented. Therefore, the Brackett ISD Board of Trustees and Superintendent function as a “TEAM OF EIGHT” to provide open communication to the staff and patrons of the district.

The Brackett ISD Board of Trustees adopts these guidelines as Standard Operating Procedures to effectively communicate with staff and patrons of the district.



### **I. DEVELOPING BOARD MEETING AGENDA**

#### *Policy BE*

- A. Who can place items on agenda and guidelines:
  - 1. Agendas are created by the Superintendent and Board President with notice presented to the Board on the Thursday prior to any regular Monday meeting.
  - 2. Board members must submit items for inclusion on the agenda, in writing or verbally to the Superintendent or Board President, by noon of the seventh day before regular meetings and noon of the sixth day before special meetings.
  - 3. In accordance with Texas Open Meeting Law, no item can be placed on the agenda less than 72 hours in advance of a meeting, except in an emergency as defined by law (*Texas Code*).
  - 4. The Board President shall ensure that all timely submitted trustee requested agenda items are either on that agenda or scheduled for deliberation at an appropriate time in the near future.
  
- B. Items that will not be heard in open session:
  - 1. All personnel issues unless an exception under the Texas Open Meetings Act applies.
  - 2. Anything that could violate an individual's right to privacy.

3. All exceptions as covered in the Texas Open Meetings Act.
- C. Consent agenda items are routine or reoccurring items and are generally acted upon by one vote. Board members are furnished with all background material related to consent agenda items one week in advance of any regular meeting.
1. Minutes of regular and special meetings
  2. Business/Financial information (*financial recap, check run*)
  3. Administrative reports



## II. MEMBER CONDUCT DURING BOARD MEETINGS

*Policies BED, BE*

(Four members present constitute a quorum for a meeting.)

In addition to the following procedures, board members shall adhere to the Board Code of Conduct at all times.

- A. Persons addressing the Board:
1. Audience participation at board meetings is limited to the portion of the meeting designated as Open Forum. The audience may not enter into a discussion or debate on matters being considered by the board at any other time during the meeting, unless recognized by the presiding officer. No presentation shall exceed five minutes. Delegations of five (5) or more persons shall appoint one spokesperson to present their views to the Board
  2. At regular board meetings the board shall allot a total of thirty (30) minutes to hear persons who desire to make comments to the board. Persons who wish to participate in this portion of the meeting shall \*sign up with the presiding officer or designee before the meeting begins and shall indicate the topic about which they wish to speak. Each speaker is limited to five minutes.
  3. Persons addressing the Board in Open Forum shall be given five (5) minutes.

*\*Forms will be made available for persons wishing to the address the Board.*

- B. Board response to persons addressing the Board:
1. Board members can hear comments.
  2. The Board President may direct the administration to investigate item(s) and report back to the Board.
  3. Board members cannot respond or enter into discussion with the audience during the meeting as;
    - a. Items on the agenda will be discussed as appropriate and scheduled on the agenda;

b. Items not on the agenda do not permit Board members to respond or discuss except to make specific factual statements or recitation of existing policy.

- C. Discussion of Employee/Student issues
  - 1. The Board will not allow negative comments or complaints regarding individual employees in open forum.
  - 2. The Board will not allow negative comments or complaints on individual students in open forum.
- D. Hearings and Presentations
  - 1. The Board will conduct all hearings or presentations in accordance with the applicable board policy(s) (e.g. *DGBA, FNG, GF*).
  - 2. During hearings or presentation, board members will seek legal counsel as deemed necessary.
- E. The Board shall observe the parliamentary procedures in *Robert's Rules of Order, Newly Revised*, except as otherwise provided in Board procedural rules or by law. (*BE Local*)
- F. Discussion of Motions:
  - 1. All discussion shall be directed solely to the business currently under deliberation.
  - 2. 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.



### III. VOTING

- A. Voting shall be by voice or show of hands, as directed by the President.
- B. Any member may abstain from voting, and a member's vote or failure to vote shall be recorded upon that member's request.
- C. The Board President has the right to discuss, make motions and resolutions, and vote on all matters coming before the Board. (*BDAA Local*)

### IV. INDIVIDUAL BOARD MEMBER REQUEST FOR INFORMATION OR REPORT

#### *Policy BBE*

- A. When acting in his or her official capacity, an individual Board member shall have the right to seek information pertaining to District fiscal affairs, business transactions, governance, and personnel matters, including information that

- properly may be withheld from member of the general public in accordance with the Public Information Chapter of the Government Code.
- B. Individual members shall not have access to confidential student records unless the member is acting in his or her official capacity and has a legitimate educational interest in the records. *(FL Legal and Local)*
  - C. Individual members shall seek access to records or request copies of records from the Superintendent or other designated custodian of records.
  - D. Individual members shall not 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. Directives to the Superintendent or custodian of records regarding the preparation of reports shall be by Board action.
  - E. At the time Board members are provided access to confidential records or to reports compiled from such records, the Superintendent or other District employee shall advise them of their responsibility to comply with confidential requirements.



## **V. REQUESTS/COMPLAINTS TO INDIVIDUAL BOARD MEMBERS**

### *Policies BBE, DGBA*

If employees, parents, students, or other members of the public bring concerns or complaints to an individual Board Member, he or she shall refer them to the Superintendent or another appropriate administrator, who shall proceed according to the applicable complaint policy.

When the concern or complaint directly pertains to the Board's own actions or policy, for which there is no administrative remedy, the Trustee may request that the issue be placed on the agenda.

Employees shall not be prohibited from communicating with a member of the Board regarding District operations except when communication between an employee and a Board member would be inappropriate because of a pending hearing or appeal related to the employee.

### **Request/Complaint to Individual Board Members**

#### *Guidelines*

- The Board member shall refer all persons to the Superintendent or appropriate administrator.
- The Board member shall not become individually or personally involved in the request or complaint.
- The Board member shall remain impartial in the event the situation comes before the Board.



- The Board member shall notify the Superintendent or Board President as quickly as possible in regard to any request or complaint.
- Board members will be notified of the disposition of the complaint or request as deemed appropriate by the Superintendent.

## **VI. BOARD MEMBER VISIT TO CAMPUS GUIDELINES**

### *Policy GKC*

- Board members are encouraged to visit all schools and attend special events.
- Board members must sign or check-in at any district/campus office, state the reason for their visit, and display their driver's license or other government issued form of photographic identification prior to proceeding elsewhere on the campus, when they are not attending a scheduled activity.
- Board members shall not go into teachers' classrooms or campuses for the purpose of performance evaluation or investigation of employees.



## **VII. COMMUNICATIONS**

### *Guidelines*

- The Superintendent will meet with the Board President on a routine basis to review meeting agendas, etc.
- The Superintendent will communicate information to all Board members in a timely fashion via email transmittals, phone calls, mailings, etc.
- If a Board member has a concern with regard to any aspect of the Superintendent's duties or performance, he/she should go to the Superintendent and discuss the problem.
- Board members' will not reprimand or provide direction to staff. Directives to the Superintendent shall be in the confines of a duly called Board meeting.
- Board members will not attempt to exert pressure or influence on the staff in order to coerce them into making particular recommendations or decisions.
- Board members will not individually contact or conduct interviews with prospective employees.
- Individual Board members cannot speak in an official capacity for the Board unless otherwise authorized by the Board.
- Board members will not give unsolicited recommendations for candidates for jobs throughout the district.
- Board members will not direct personnel to consider vendors other than those recommended through the competitive bidding or proposal process.
- Board members will not communicate through email or in other medium with each other in a manner that is not in compliance with the Texas Open Meetings Act.

## **VIII. COMMUNICATION WITH LEGAL COUNSEL**

### *Policy BDD*

- A. Individual Board members shall channel legal inquiries through the Superintendent or Board designee, as appropriate, when advice or information from the District's legal counsel is sought.
- B. Staff requests for legal advice from the District's legal counsel shall be submitted through the Superintendent or designee.
- C. A report of legal advice received shall be presented to the Board when deemed appropriate by the administration or upon request of the Board.



## **IX. EVALUATION OF SUPERINTENDENT**

### *Policy BJCD*

- A. The instrument used to evaluate the Superintendent shall be based on the Superintendent's job description (*BJA Local*) and performance goals and shall be adopted by the Board.
- B. The Board shall prepare a written evaluation of the Superintendent at annual or more frequent intervals.
- C. 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.
- D. In conducting the Superintendent's written evaluation, the Board shall strive to accomplish five (5) objectives outlined in local policy BJCD.
- E. The Board may at any time conduct and communicate oral evaluations to augment its written evaluations.

## Superintendent Evaluation Planning Calendar

February	Board workshop to develop superintendent performance goals using district goals, data from AEIS report, and results of most recent summative evaluation; determine progress reports needed and dates to present to board
March	Board workshop to review instrument and process; revise if needed and adopt instrument for the coming year
April	Superintendent incorporates priorities from district goals and superintendent performance goals into district improvement plans and budget being drafted for next year
May	Board elections
June	Review evaluation process with new board members
July	Formative evaluation; superintendent gives progress report on this year's performance goals
October	Board reviews superintendent evaluation policy and confirms dates and process for January summative evaluation
November	Board workshop to review and update district goals using data from most recent AEIS report
Early December	Superintendent's "state of the district" report to the board; blank evaluation forms, copy of superintendent contract, and comparison information regarding superintendents' salaries and benefits distributed to board members.
January	Summative evaluation meeting (Board reviews individual evaluations, compiles a composite evaluation reflecting board consensus on ratings, and meets with the superintendent to discuss the evaluation.)

### **X. BOARD SELF-EVALUATION** *Policy BG*

The Superintendent and Board function as a *Team of Eight*. Evaluation of the Board and Superintendent is an indication of the success the *Governance Team* is having in meeting established goals.



## XI. CRITERIA AND PROCESS FOR SELECTING BOARD OFFICERS

### *Policy BDAA*

- A. The Board shall elect a President, Vice-President, and a Secretary who shall be members of the Board.
- B. Officers shall be elected by majority vote of the members present and voting.
- C. No Board member can hold office without one year's experience as a Board member. (*Guideline*)
- D. A vacancy among officers of the Board, other than the President, shall be filled by majority action of the Board.
- E. Board officers shall serve a term of one year or until a successor is elected. Officers may succeed themselves in office.
- F. Officer elections are held in May of each year at the first regular meeting following the May trustee election.



## XII. ROLE AND AUTHORITY OF BOARD MEMBER AND/OR BOARD OFFICERS

### *Policies BBE, BDAA*

- A. No Board member or officer has authority outside the Board meeting.
- B. No Board member can direct employees in regard to performance of duties.
- C. The Board supervises and evaluates the Superintendent.
- D. In addition to the duties required by law, the President of the Board shall:
  - 1. Preside at all meetings unless unable to attend,
  - 2. Have the right to discuss, make motions and resolutions, and vote on all matters coming before the Board.
- E. The Vice President of the Board shall:
  - 1. Act in the capacity and perform the duties of the President of the Board in the event of absence or incapacity of the President.
  - 2. Automatically become President of the Board if a vacancy in that office occurs.
- F. The Secretary of the Board shall:
  - 1. Ensure that an accurate record is kept of the proceedings of each Board meeting.
  - 2. Ensure that notices of Board meetings are posted and sent as required by law.

3. In the absence of the President and Vice President, call the meeting to order and act as presiding officer.
4. Sign and countersign documents as directed by action of the Board.



### **XIII. ROLE OF BOARD IN CLOSED SESSIONS**

#### *Policy BEC*

- A. The presiding officer shall publicly announce that the Board will convene into a closed meeting or that a closed meeting is to be held and identify the section or sections of the *Open Meetings Act* or other applicable law under which the closed meeting is being held. (*Gov't Code 551.101*)
- B. The Board can only discuss those items posted on the agenda and as allowed by the *Texas Government Code* (and/or *Education Code*).
- C. Any action by the Board will be taken in open session.
- D. Information discussed during closed session shall remain confidential.



### **XIV. MEDIA INQUIRIES TO THE BOARD/INDIVIDUAL BOARD MEMBERS**

Board members shall direct media or press calls on issues of media attention to the Board President or Superintendent

Individual statements and responses by Board members are only individual and not representative of the entire Board. Any individual Board member making statements to the press will emphasize they are not speaking for the Board.



### **XV. ANONYMOUS CALLS AND/OR LETTERS**

The Brackett Board of Trustees encourages input. Board members should refer phone calls with concerns or complaints to the appropriate administrator pursuant board policy.

If a Board member receives an anonymous call, the Board member should encourage the person to identify themselves and the nature of their call so they can be referred to the appropriate administrator to handle the complaint or concern.

Signed letters should be forwarded to the Superintendent who will send an acknowledgment to the originator of the letter. The Superintendent will respond and address any concerns or complaints.



## **XVI. REQUIRED BOARD TRAINING**

### *Policy BBD*

Each trustee must complete any training required by the State Board of Education. The minutes of the last regular meeting of the Board held during calendar year must reflect whether each trustee has met or is delinquent in meeting the training required to be completed as of the date of the meeting. (*Education Code 11.159*)

Continuing education for board members includes orientation sessions, an annual team building session with the Board and the Superintendent, and specified hours of continuing education based on identified needs.

Overview of Continuing Education Requirements  
For School Board Members

<b>Continuing Education Required of Local School Board Members</b>	<b>Tier</b>	<b>First Year Board Member</b>	<b>Experienced Board Member</b>	<b>Provider</b>
Local District Orientation	1	Required within 60 days of election or appointment (no specified length of time)	Not required	Local district
Orientation to the Texas Education Code	1	3 hours	Not required	Education Service Center
Update to the Texas Education Code	1	Not required	<i>After legislative session:</i> Length determined by issues addressed in legislation	Any registered provider
Team-building Session/Assessment of Continuing Education Needs of the Board-Supt. Team	2	At least 3 hours	At least 3 hours each year	Any registered provider
Additional Continuing Education, based on assessment needs and the Framework for Governance Leadership	3	At least 10 hours	At least 5 hours each year	Any registered provider
<b>Continuing Education Required of All Elected Public Officials – Effective 1/1/2006</b>		<b>First Year Board Member</b>	<b>Experienced Board Member</b>	<b>Provider</b>
Open Meetings Training		1 hour Required within 90 days of election or appointment		Attorney General's Office or other approved provider
Public Information Act Training (Boards may delegate this training to the district's public information coordinator)		Check local district policy for any board requirement		Attorney General's Office or other approved provider

Texas Association of School Boards, Leadership Team Services [www.LTS.tasb.org](http://www.LTS.tasb.org)

Updated 122008



## **XVII. BOARD MEMBERS AS PARENTS**

### *Guidelines*

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

- A. Make it clear that they are acting as parents;

- B. Board members should not request nor accept extraordinary consideration for their children.

**XVIII. REIMBURSABLE EXPENSES**

*Policy BBG*

- A. A Board member shall be reimbursed for reasonable, allowable expenses for:
  - 1. Carrying out Board business at the Board's request;
  - 2. Mileage, commercial transportation, parking, lodging, meals and other incidental expenses while attending meetings or conventions as official representative of the Board.
- B. Board members shall not be reimbursed for:
  - 1. Expenses of family members who travel with Board members.
  - 2. Alcoholic beverages.



**XIX. CAMPAIGNING FOR ELECTION OR RE-ELECTION**

*Guidelines*

- A. Board incumbents running for re-election shall not request or accept support from District employees during work time.
- B. Board member shall not utilize District equipment or materials for campaign.

*See policy BBB, Elections.*



**XX. GOAL SETTING**

*Guidelines*

- A. A goal setting workshop will be conducted annually to develop long and short term plans for the district.
- B. Superintendent priorities will be based on goals each year.
- C. The Board will conduct an annual and semi-annual review of the district's goals.





## **XXI. VIOLATIONS AND SANCTIONS**

- A. Removal From office (*Policy BBC*)
- B. Conflict of Interest Disclosures, Violations (*Policy BBFA Legal*)
- C. Ethics, Prohibited Practices, Violations (*Policy BBFB*)
- D. Board Meetings, Closed Meetings, Prohibitions (*Policy BEC Legal*)

## **XXII. BOARD REVIEW OF CODE OF ETHICS AND BOARD OPERATING PROCEDURES**

- A. The Board will annually review the Board Code of Ethics and Operating Procedures.
- B. Each new Board member will be given a copy of the Board Code of Ethics and Operating Procedures prior to or at the new Board member's first meeting.