



KELLER ISD BOARD OF TRUSTEES

STANDARD OPERATING PROCEDURES AND AFFIDAVIT

ADOPTED AUGUST 20, 2007

UPDATED/REVISED MARCH 2009

Excellence in **A.C.T.I.O.N.**

Access through openness;
Continuous improvement;
Thinking outside the box
with creative problem solving;
Involvement of parents and
community members;
Organizational Accountability;
and making sure
No one is left behind.

KELLER ISD BOARD OF TRUSTEES STANDARD OPERATING PROCEDURES

1. Board Meetings

- Unless otherwise provided in the notice for a meeting, Board meetings shall be held at the Keller school administration building.
- Regular meetings of the Board shall be held on the second and fourth Thursday of each month at 6:30 pm. When determined necessary and for the convenience of Trustees, the Board President may change the date or time of a regular meeting. The notice for that meeting shall reflect the changed date or time. (BE Legal)
- The Board will conduct meetings in accordance with *Robert's Rules of Order, Newly Revised In Brief*.
- All public portions of the regularly scheduled board meetings are televised on the KISD cable channel, KSTV (check your local cable listings) and through streaming video on the KISD web page. Special meetings, work sessions, and public hearings may be televised at the Board's discretion.

2. Special Meetings

- The time and place of special and emergency meetings shall be as set out in the notice for the meeting. The President of the Board shall call special meetings at the President's discretion or on request by three members of the Board.
- The President shall call an emergency meeting when it is determined by the President or two members of the Board that an emergency or urgent public necessity, as defined by law, warrants the meeting. (BE Legal)

3. Executive Sessions

- The Board can only discuss those items listed on the executive session agenda and as prescribed by law.
- During executive sessions, the Board can deliberate properly posted items but may not take any actions related to those items. All Board actions, including voting, must occur in open session under the Texas Government Code.
- Discussion and information shared during executive session shall remain confidential.
- Notes taken by individual Trustees during Open and Executive Sessions may be considered information created as part of the District's official business and, therefore, potentially subject to public disclosure under the Texas Public Information Act.

4. Public Participation at Board Meetings

- Audience participation at a Board meeting is limited to the portion of the meeting designated for that purpose. At all other times during a Board meeting, the audience shall not enter into discussion or debate on matters

being considered by the Board, unless recognized by the presiding officer. No presentation shall exceed five minutes. Delegations of more than five persons shall appoint one person to present their views before the Board.

- At regular meetings the Board shall allot 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.
- Specific factual information or recitation of existing policy may be furnished in response to inquiries, but the Board shall not deliberate or decide regarding any subject that is not included on the agenda posted with notice of the meeting. (BED Local)

5. Disruption

- The Board shall not tolerate disruption of the meeting by members of the audience. If, after one warning, the person continues to disrupt the meeting by his or her words or actions, the presiding officer shall request assistance from District officials to have the person removed from the meeting.

6. Agenda Deadline

- The deadline for submitting items for inclusion on the agenda is noon of the fifth calendar day before regular meetings and noon of the third calendar day before special meetings. (BE Local)

7. Board Meeting Agenda

- In consultation, the Board President and the Superintendent shall prepare the agenda for all Board meetings. Any Trustee may request that a subject be included on the agenda for a meeting, and all Trustee-requested topics that have been submitted in accordance with all agenda deadlines shall be included on the preliminary agenda of the meeting. Ideally, such requests should be made before the Board at a Board meeting or proposed in writing to the Board President.
- Before the official agenda is finalized for any meeting, the Superintendent and the Board President shall consult with each other to ensure that the agenda and the topics included are appropriate. In reviewing the preliminary agenda, the President shall ensure that any topics the Board or individual Trustees have requested to be addressed are either on that agenda or scheduled for deliberation at an appropriate time. Neither the Board President nor the Superintendent shall not have authority to remove from the agenda a subject properly requested by a Trustee without that Trustee's specific authorization. (BE Local)

8. Consent Agenda

- When the agenda is prepared, the Board President shall determine items, if any, that qualify to be placed on the consent agenda. For each item listed as part of a consent agenda, the Board shall be furnished with background

material. All such items shall be acted upon by one vote without separate discussion, unless a Trustee requests that an item be withdrawn for individual consideration. The remaining items shall be adopted under a single motion and vote. (BE Local)

9. Individual Trustee Authority

- Trustees as individuals shall not exercise authority over the District, its property, or its employees. Except for appropriate duties and functions of the Board President, an individual member may act on behalf of the Board only with the express authorization of the Board. Without such authorization, no individual Trustee may commit the Board on any issue. (BBE Local)

10. Transacting Business

- When a proposal is presented to the Board, a discussion shall be held and a decision reached. Although there may be dissenting votes, which are a matter of public record, each Board decision shall be an action by the whole Board binding upon each member. (BBE Local)

11. Committees of the Board

- The volume and complexity of matters coming before the Board require the use of committees to investigate, study, and report to the Board. Therefore, the President may appoint committees as necessary to fulfill specific assignments. The function of committees shall be fact-finding, deliberative, and advisory, but not administrative. The Superintendent or designee shall be an ex officio member of all Board committees, but not make motions or vote.

12. Standing Committees

- Standing committees of the Board may be established and appointed by the President. The President shall appoint for each committee a Trustee to act as liaison. Any vacancy on a committee shall be filled by Board President appointment. The Board President is an ex officio member of all committees. As an ex officio member, the President shall have all the privileges of committee membership, including the right to make motions and to vote; however, as an ex officio member the President shall not be counted in determining if a quorum is present at a committee meeting.
- Any Trustee may attend the meeting of any Board committee, but Trustees may make motions, vote, and be counted toward a quorum only in those committees of which they are members.
- Standing committees will comply with the Texas Open Meetings Act.

13. Special ('Ad Hoc') Committees

- Special committees shall be constituted from time to time as directed by the President to perform such duties as the President may direct. The members of special committees shall be designated by the President. Special committees shall report their findings to the Board and shall be dissolved upon the Board's acceptance of the report. (BDB Local)

- If a quorum of Trustees attends a Committee meeting, Trustees will ensure there is not a “meeting” of the Board pursuant to the Texas Open Meetings Act. “Meeting” means a deliberation among a quorum of the Board, or between a quorum of the Board and another person, during which public business or public policy over which the Board has supervision or control is discussed or considered, or during which the Board takes formal action.

14. Individual Trustee Requests for Reports

- Individual Trustees 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. (BBE Local)

15. Individual Trustee Access to Information

- An individual Trustee, acting in his or her official capacity, 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 members of the general public in accordance with the Public Information Chapter of the Government Code. (BBE Local)
- Individual Trustees shall not have access to confidential student records unless the Trustee is acting in his or her official capacity and has a legitimate educational interest in the records in accordance with policies FL (LEGAL) and (LOCAL). (BBE Local)
- Individual Trustees shall seek access to records or request copies of records from the Superintendent or other designee. When a designee other than the Superintendent provides access to records or copies of records to individual Trustees, the designee shall notify the Superintendent of the records provided. (BBE Local)
- All information requests made by Trustees will be posted on K-Connect and/or copied via e-mail to all Trustees for their knowledge. Trustees will not conduct deliberations regarding requests for information outside of a lawfully called Board meeting.

16. Referring Complaints

- If employees, parents, students, or other members of the public bring concerns or complaints to an individual Trustee, the Trustee shall refer the individual to the Superintendent, who shall proceed according to the applicable complaint policy. (BBE Local)
- 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. (BBE Local)

17. Public Complaints

- Members of the public having complaints regarding the District’s policies,

procedures, or operations may present their complaints or concerns to the Board. The Board intends that, whenever feasible, complaints shall be resolved at the lowest possible administrative level. (GF Local)

18. Policy Development

- Policies and policy amendments may be initiated by the Superintendent, Trustees, school personnel, or community citizens, but generally shall be recommended for the Board's consideration by the Superintendent.
- Local policies may be adopted or amended by a majority of the Board at any regular or special meeting, provided that Trustees have had advance written notice of the proposed change and that it has been placed on the agenda for such meeting. Local policies become effective upon Board adoption or at a future date designated by the Board at the time of adoption. (BF Local)

19. Board Expense Guidelines

- An amount for Trustee travel expenses shall be approved in the budget each year. A Trustee 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.
 - Accounting records shall accurately reflect that no state or federal funds were used to reimburse travel expenses beyond those authorized for state employees. For any authorized expense incurred, the Trustee shall submit a statement, with receipts to the extent feasible, documenting actual expenses and in accordance with procedures applicable to employee expense reimbursement. (BBG Local)
 - All Trustee expenses must be approved by the Board President prior to submission for reimbursement by the District.
- The Board, as a whole, will discuss and approve participation of individual Trustees in "beyond required" conferences and Board-related events prior to committing financial resources.
 - Board members are encouraged to submit a summary of any conference sessions or meetings with other elected officials to the Board President for dissemination to the entire Board.
- Per Policy BBG(Local), 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.

20. Annual Calendar of Agendas

- An annual calendar of Board meeting dates and agenda items will be developed cooperatively by the Board President and Superintendent for adoption by the Board. The calendar will be presented prior to the first meeting in August for the following August through July Board meeting cycle.

21. Setting and Communicating District Vision and Goals

- Trustees will review, through formal Board action, the district's vision statement on an annual basis to ensure alignment and to provide direction and readopt the vision, through formal Board action, every five years. (*The current vision statement was adopted on December 17, 2007.*)
 - This review will be scheduled prior to approval of campus and district performance objectives and will be included on the annual Board agenda calendar.
 - The district's vision statement will be disseminated as part of the district's core communication plan and included in, at a minimum, the following district documents: Keller ISD web site, E-news, The Key, KSTV, Card Stock Literature Piece, and District Dialogue.
- Trustees will adopt or reaffirm, through formal Board action, the comprehensive list of district goals on an annual basis.
 - District goals will be reviewed prior to approval of campus and district performance objectives and in conjunction with the review of the district vision statement. This review will be included on the annual Board agenda calendar.
 - District goals will be disseminated as part of the district's core communication plan and included in, at a minimum, the following district documents: Keller ISD web site, E-news, The Key, KSTV, Card Stock Literature Piece, and District Dialogue.

22. Board Communication

- General procedures
 - Board members are free to communicate with each other on a one on one basis, but will not communicate with each other in a manner that explicitly or implicitly could be deemed to be a violation of the Texas Open Meetings Act.
 - The Board will develop and disseminate a concise statement defining the role of the School Board, outlining duties and responsibilities, on an annual basis
 - The Board will publish its current goals in appropriate District communications.
 - Trustees will utilize the K-Connect site as appropriate. Trustees will not conduct or engage in conversations or exchanges that could be construed as deliberations on K-Connect.

- Information posted on K-Connect may be subject to public disclosure under the Texas Public Information Act.
- Constituencies – Communities, Parents and Students
 - All Trustees are encouraged to represent the District at a minimum of two community events per year as identified by the KISD Communications Department, which may include a District update at a regularly-scheduled PTA meeting at each assigned campus.
 - A Board Designee will write a monthly column addressing issues posed to the Board (content will be approved by the District's attorney) to be posted on the District's website.
- Campus Visits
 - Upon the reformation of the Board after the swearing in of new Trustees, all Trustees will be assigned individual campuses for the upcoming school year.
 - Campus visits are meant to increase Trustee visibility, offer support and foster community relations, not to act in an administrative capacity.
 - Trustees will follow all campus visitation rules.
 - Visits to individual classrooms during instructional time shall be permitted only with the principal's approval, and such visits shall not be permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal school environment. (GKC Local)
 - Electioneering on district campuses is specifically prohibited. (Policy DGA Local, GKDA Legal, BBF Local) The Board may not use state or local funds or other resources, including facilities, of the District to electioneer for or against any candidate, measure, or political party. (Policy BBB(Legal))
 - All Trustees are strongly encouraged to visit their assigned campuses at least once per semester and be willing to participate in at least one school event each year.
- Media
 - A resolution, signed by Board members immediately after the reformation of the Board after annual elections, will be distributed to all media designating the Board President as the official spokesperson for the Board regarding all issues garnering media attention.
 - All media requests will be directed to the Board President or Superintendent on matters where an official Board position is requested.
 - Board members asked for individual comments or opinions by the media/press are to qualify those statements as being the opinion of the individual Board member and not representative of the Board as a whole or the school district.
 - All instances of Board members providing comments or opinions to members of the media are encouraged to notify the Superintendent and Board President as a

courtesy.

- Elected Officials
 - The Board of Trustees will be encouraged to foster relationships with local, state and federal officials.
 - The Board, in concert with KISD Administration, will develop a list of State and Federal elected officials on whom to target communication efforts.
 - The Board of Trustees will exhibit familiarity with the annual TASB Legislative Agenda and be able to align comments as appropriate for the benefit of KISD.
 - The Board of Trustees will communicate with designated State and Federal elected officials at least twice per year via letter, e-mail or telephone and will be responsible for holding one face-to-face meeting each year.
- District's Attorney (*need to reword based on having in-house counsel*)
 - The Board authorizes the Superintendent to contact and engage outside legal counsel on behalf of the district when necessary and appropriate.
 - Individual Trustees shall channel legal inquiries through the Superintendent or Board President, as appropriate, when advice or information from the District's legal counsel is sought. (Policy BDD(Legal))
 - A report of legal advice received shall be presented to the Board when deemed appropriate by the administration or upon request of the Board. (Policy BDD(Legal))

23. Board Self-Evaluation

- The Board self-evaluation will be conducted in closed session in compliance with the Texas Open Meetings Act and according to the annual calendar of Board meeting dates and activities. The Standard Operating Procedures will be considered as part of the annual evaluation along with the framework for board development prescribed by the Texas Education Agency.

24. Required Minimum Continuing Education for Trustees

- Each Trustee is required by state law to receive continuing education consisting of (Texas Education Code Section 11.159; Texas Administrative Code, Title 19, Section 61.1)
- Orientation sessions:
 - Each new Trustee shall participate in a local district orientation session by the Board President within 60 days after the Trustee's election or appointment.
 - Within the first year of service, each newly elected Trustee shall receive a basic orientation to the Texas Education Code and relevant legal obligations, with special emphasis on statutory provisions related to governing Texas school districts, delivered by the regional education service center ("ESC") and three hours in length.
 - After each session of the Texas Legislature, including each regular session

and called session related to education, each Trustee shall receive an orientation update delivered by the ESC.

- Annual team-building session with the Board of Trustees and the Superintendent lasting at least three hours.
- Specified hours of continuing education based on identified needs and provided by the ESC or other registered providers, as follows:
 - In a Trustee's first year of service, minimum of 10 hours;
 - Following a Trustee's first year of service, minimum of 5 hours annually.
 - Open meetings training required of all elected public officials – one hour required within 90 days of election or appointment
 - Public information training required of all elected public officials – one hour required within 90 days of election or appointment
- The President of the Board of Trustees shall receive continuing education annually related to leadership duties of a board president.
- To the extent possible, the entire Board of Trustees shall participate in continuing education programs together. At the meeting at which the call for election of Trustees is normally scheduled each year, the President of the Board of Trustees shall announce the name of each Trustee who has completed the required continuing education, who has exceeded the required hours, and who is deficient in the required hours.

25. Code of Ethics for Trustees

Per 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.

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.

26. Framework for School Board Development

- **Preamble:** The Board of Trustees is the educational policy-making body for Texas public school districts. To effectively meet the challenges of public education, school boards and superintendents must function together as a leadership team. Each leadership team must annually assess their development needs as a corporate body and individually to gain an understanding of the vision, structure, accountability, advocacy, and unity needed to provide educational programs and services that ensure the equity and excellence in performance of all students. The Framework for School Board Development has been approved by the State Board of Education to provide the critical areas of development for all public school boards.

I. Vision – The Board ensures creation of a shared vision that promotes enhanced student achievement.

- The Board keeps the district focus on the educational welfare of all children.
- The Board adopts a shared vision based on community beliefs to guide local education.
- The Board ensures that the vision supports the state's mission, objectives and goals for education established by law.
- The Board ensures that the district vision expresses the present and future needs of the children and community.

- The Board demonstrates its commitment to the vision by using the vision to guide all board deliberations, decisions and actions.

II. Structure – The Board provides guidance and direction for accomplishing the vision.

- The Board recognizes the respective roles of the legislature, State Board of Education, the Texas Education Agency, and local boards of trustees in the governance of the public schools.
- The Board fulfills the statutory duties of the local Board of Trustees and upholds all laws, rules, ethical procedures and court orders pertaining to schools and school employees.
- The Board focuses its actions on policy making, planning and evaluation.
- The Board adopts a planning and decision making process consistent with state statute that uses participation, information, research and evaluation to help achieve the district's vision.
- The Board ensures that the district planning and decision making process enables all segments of the community, parents and professional staff to contribute meaningfully to achieving the district's vision.
- The Board develops and adopts policies that provide guidance for accomplishing the district's vision, mission and goals.
- The Board adopts a budget that incorporates sound business and fiscal practices and provides resources to achieve the district's vision, mission and goals.
- The Board adopts goals, approves student performance objectives, and establishes policies that provide a well-balanced curriculum resulting in improved student learning.
- The Board approves goals, policies and programs that ensure a safe and disciplined environment conducive to learning.
- The Board oversees the management of the district by employing a Superintendent and evaluating the Superintendent's performance in providing education leadership, managing daily operations, and performing all duties assigned by law.
- The Board adopts policies and standards for hiring, assigning, appraising and compensating school district personnel in compliance with state laws and rules.

III. Accountability – The Board measures and communicates how well the vision is being accomplished.

- The Board ensures progress toward achievement of district goals through a systematic, timely and comprehensive review of reports prepared by or at the direction of the Superintendent.
- The Board monitors the effectiveness and efficiency of instructional programs by reviewing reports prepared by or at the direction of the Superintendent and directs the Superintendent to make modifications

that promote maximum achievement for all students.

- The Board ensures that appropriate assessments are used to measure achievement of all students.
- The Board reports district progress to parents and community in compliance with state laws and regulations.
- The Board reviews district policies for effective support of the district's vision, mission and goals.
- The Board reviews the efficiency and effectiveness of district operations and use of resources in supporting the district's vision, mission and goals.
- The Board evaluates the Superintendent's performance annually in compliance with state laws and regulations.
- The Board annually evaluates its performance in fulfilling the Board's duties and responsibilities, and the Board's ability to work with the Superintendent as a team.

IV. Advocacy – The Board promotes the vision.

- The Board demonstrates its commitment to the shared vision, mission and goals by clearly communicating them to the Superintendent, the staff and community.
- The Board ensures an effective two-way communication system between the district and its students, employees, media and the community.
- The Board builds partnerships with community, business and governmental leaders to influence and expand educational opportunities and meet the needs of students.
- The Board supports children by establishing partnerships between the district, parents, business leaders and other community members as an integral part of the district's educational program.
- The Board leads in recognizing the achievements of students, staff and others in education.
- The Board promotes school board service as a meaningful way to make long-term contributions to the local community and society.

V. Unity – The Board works with the Superintendent to lead the district toward the vision.

- The Board develops skills in teamwork, problem solving and decision making.
- The Board establishes and follows local policies, procedures and ethical standards governing the conduct and operations of the Board.
- The Board understands and adheres to laws and local policies regarding the Board's responsibility to set policy and the Superintendent's responsibility to manage the school district and to direct employees in district and campus matters.

- The Board recognizes the leadership role of the Board President and adheres to law and local policies regarding the duties and responsibilities of the Board President and other officers.
- The Board adopts and adheres to established policies and procedures for receiving and addressing ideas and concerns from students, employees and the community.
- The Board makes decisions as a whole only at properly called meetings and recognizes that individual members have no authority to take individual action in policy or district and campus administrative matters.
- The Board supports decisions of the majority after honoring the right of individual members to express opposing viewpoints and vote their convictions.



KELLER ISD BOARD OF TRUSTEES

AFFIDAVIT

As a member of the Keller Independent School District Board of Trustees, I hereby state and affirm that I have reviewed Board policies, regulations and operating procedures. I further state and affirm that I will endeavor to comply with such policies, regulations, and procedures at all times during my service on the Board with the District.

Printed Name

Trustee Signature
Keller Independent School District
State of Texas
County of Tarrant

Before me, a Notary Public, personally appeared _____,
known to me to be the person whose name is subscribed to the foregoing document, and,
being by me first duly sworn, declared that the statements contained therein are true and
correct.

Notary Public

Signed this the _____ day of _____, 20_____.