



# School Board Members Standard Operating Procedures Manual



**Presented:**      **Board Self-Evaluation (XII. D)**  
                         **Regular Board Meeting**  
                         **May 6, 2025**

# School Board Members' Standard Operating Procedures

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## Preface

The Board Operating Procedures contained in this guide are set of and agreed upon steps and statements that define how we as a team (school board and superintendent) are to handle and respond to school matters associated with the fulfillment of our role as board members. By having these procedures in a written form and having had them approved by the board, we hope to clarify public and staff expectations, minimize confusion, and maximize our efficiency and effectiveness as school board members. These operating procedures will be reviewed periodically; at least once a year. They may also be revised and changed as deemed appropriate at the time and under circumstances requiring additional clarification.



## **A. Board Meetings**

1. There shall be one scheduled regular school board meeting which shall be held on the first Tuesday of each month at 5:30 p.m. unless a change is agreed upon by the board due to extenuating circumstances.
2. Special Called meetings shall be called according to Board Policy.
3. The meetings shall be regularly held in the Brownsville Independent School District, Board Room, located at 1900 East Price Road unless the board agrees to a different location.
4. In addition to posting the agendas outside of the Administration Building, agendas shall be posted on the Brownsville Independent School District Web-Page (bisd.us).
5. Board trainings, workshops, election canvass, special called, regular and rescheduled board meetings must be called by the Board President and/or the Superintendent.
6. Public Comment be allowed at all Regular, Special, Committee and Board Workshops; specific instructions for the public will be read prior to public comment when addressing the Board.
7. It is the responsibility of the Board President to run a smooth timely meeting.
8. Board Members attending meeting thru zoom are to have camera on or will be counted absent.
9. Bad connection during voting, Secretary will consider Board Member absent.

## **B. Board Agenda**

1. The Board agenda will be prepared by the Superintendent with advice and consent from the Board President or Board Vice-President.
2. Each school board member has the right to place an item on the agenda and that item shall not be removed without that board member's consent.
3. The deadline for submitting items for inclusion on the agenda is the sixth calendar at noon, day before regular meetings and the third calendar day at noon before special meetings.

In consultation with the Board President, the Superintendent shall prepare the agenda for all Board meetings. Any Board member may request that a subject be included on the agenda for a meeting, and the Superintendent shall include on the preliminary agenda of the meeting all topics that have been timely submitted by a Board member.

For an item to be included on the agenda for a meeting, the written request of one Board member supported by one additional Board member is required. The member shall make an initial written request to the Superintendent and the District Board Secretary. The District Board Secretary shall then send the written request to each Board member at his or her e-mail address. All written requests for agenda items and supporting information for agenda items shall be timeline submitted in accordance with this policy.

Before the official agenda is finalized for any meeting, the Superintendent shall consult the Board President to ensure that the agenda and the topics included meet with the Board President's approval. In reviewing the preliminary agenda, the Board President shall ensure that any topics the Board or at least two Board members have requested to be addressed are either on that agenda or scheduled for deliberation at an appropriate time in the near future. The Board President shall not have authority to remove from the agenda a subject requested by a Board member without the Board member's specific authorization.

4. Board agendas shall be delivered to the board members' residence or place of business as requested by the individual board member no less than 72 hours before the board meeting.
5. If a board member desires additional information concerning an item on the agenda, he/she shall call the Board President or the Superintendent.
6. Information not related to the agenda shall be requested through the Superintendent.
7. It is the Board Members responsibility to ask Superintendent questions prior to meeting date and time.



### **C. Communications amongst Board Members and Board Members and the Superintendent**

1. As a matter of routine, there shall be no category of privileged communication between any members of the team and all information that needs to be shared will be shared equally. Care, however, should be exercised so as not to violate/circumvent the Open Meeting Law.
2. Information related to issues of substance shall be disseminated to all team members.
3. Issues of substance are defined as:
  - Information relating to one of the following situations that may become a media issue and/or deal with a known community concern such as:
    - Safety of students, staff, or school property
    - Situations that could result in legal action against the district
    - Issues addressing fiscal matters reflecting negatively on the district
4. Any concern reaching a Board Member containing substantial information should be communicated by the most expeditious means to the Superintendent.
5. The Superintendent shall ensure that actions are initiated to verify or dispel the rumor, as appropriate.
6. In the event the concern is substantiated, the Superintendent shall initiate action to notify all Board members by the most expeditious means available.
7. Unsubstantiated concern may, based on the Board President and Superintendent's judgment, be relayed to each Board member through routine communication channels.
8. Individual Board Members shall not speak or write, whether in public, private or via social media, demean attack, disparage, or speak ill of the District, a Board Member or Board Members.

## **D. Request for Additional Information**

1. Short answers to specific questions which may need some previous communication clarified:
  - Board members may contact the Superintendent to get an answer.
2. Additional information that is readily available within the district.
  - Board members are to notify the Superintendent of the specific request.
  - An appropriate time frame for preparation and presentation of the information will be negotiated between the requesting Board member and the Superintendent.
  - If the requested information is deemed not to be readily available or a satisfactory time line cannot be negotiated, either the Board member or the Superintendent can place the issue on the next board meeting agenda to determine the Board's desire for the information.
3. Additional information that does not currently exist and requires additional time and research:
  - These requests must be placed in a written form before the Board at its next scheduled meeting to determine the Board's desires in directing the Superintendent to develop the requested information.
  - If the Board determines that the request is to be honored, it will determine an appropriate timeline for presentation of the information at the same meeting that directs the development of the requested information.
  - Information requested by one board member will be disseminated to all.



## **E. Contacts With and Visits to Campuses/Departments**

1. Board members are encouraged to attend as many public school events as their time permits.
2. Board members may visit any campus and department after first notifying the Superintendent's Office; appointments are required.
3. Board members may informally interact with any staff member or student during free periods, lunch, or recess.
4. Board members shall not go unannounced to any district building or classroom.
5. Board members must be escorted by Administration when visiting any district location with the exception of the BISD Main Office.
6. Board members may not give advice or direction to any staff or student; and must immediately notify the Superintendent shortly thereafter regarding the concern.
7. While members of the Board have no authority as individuals, it is sometimes difficult for staff members to see them as ordinary parents. Therefore:
  - When visiting with teachers of their own children, Board members will make it clear that they are acting as parents rather than as members of the Board.
  - Board members will not request nor accept extraordinary consideration for their students.
8. When a family member of one of our Board Members contacts or visits a campus, district procedures will be followed.
9. Board members may not take pictures of or with students when visiting campuses or district locations unless approved by administration/principal.
10. Board members who share or publish any BISD events, news, pictures shall give proper credit to district source and shall not block any members of the public on their private social media.
11. Board members shall not interfere with any and all student activities, student events, employee events, etc; up to and including athletic/fine arts/recognition events.



**F. Correspondence of a Public Nature (School Business)  
addressed to the Board shall be handled as follows:**

1. If the correspondence is received by the District, the Board President shall be informed as soon as possible depending on the importance of the matter.
2. If the President is not available, the Superintendent shall follow the Board Chain of Command until a Board Officer is informed.
3. If no School Board Officer is found then the Superintendent shall inform the next Board Member in order of Years of Service to the Board.
4. If the President of the Board receives official correspondence addressed to the Board, the President shall inform the Superintendent of the nature of the correspondence received.
5. The Board President shall release all details, for transparency purposes, of the correspondence to the Superintendent.
6. The Board President and Superintendent shall follow-up on anonymous correspondence which is not personally signed and dated and without a confirmed address. Anonymous correspondence as described here shall be made a matter of public record.

## **G. Board Member responses to community/employee complaints**

### **Procedure:**

1. Listen respectfully and remain impartial.
2. Ask if the complainant has followed the District's procedures and/or chain of command.
3. If the complainant does not know the procedures or chain of command, provide the following information.
  - A. The complainant must first speak with the appropriate staff member. If not satisfied then...
  - B. The complainant must go to the appropriate administrator in charge of the campus or department where the concern arose. If not satisfied, then...
  - C. The complainant must contact the appropriate Central Office Administrator. If not satisfied, then...
  - D. The complainant will conference with the Superintendent or designee.
4. The Board Member will inform the Superintendent if an issue has advanced to or beyond Step B, and will include the nature of the complaint, the complainant and to whom the complainant has been referred.
5. The Superintendent will inform the Board Member of the resolution of any referred issue.
6. No individual Board Member will speak for the Board as a whole unless designated by the Board to do so.



## **H. Board Travel**

**The Board has agreed to the following perimeters:**

1. Board Members will have an opportunity to attend two local, two state and two national conferences.
2. In the event there is an opportunity to support students, Board of Trustees may be designated to attend, national and statewide recognitions.
3. Reimbursements will be given based on the better value to the district as it pertains to the mode of travel.
4. Per diems will be given at a state rate.
5. Board Member travel will be limited to \$7,200.00 per fiscal year.  
(Board approved RRBM June 18, 2019 – Item IX. A. 8)

## **I. Board Response to Non-compliance**

### **I. Board Response to Non-compliance:**

1. Written Warning
2. Censure (i.e.)
3. Report to T.E.A./State Agency
4. Legal Action

(Loss of specific privileges for specific time frame (6 months/1 year);  
Loss of committee chair or membership, travel or Board designations).



**J. School Board Members Standard Operating Procedures**  
**Verification of Receipt**

Board of Trustee	Signature	Date
Carlos Elizondo		
Denise Garza		
Jessica Gonzalez		
Daniella Lopez-Valdez		
Frank Ortiz		
Minerva Pena		

*Listing is in alphabetical order*