

# Crosby Independent School District



## Standard Operating Procedures

Revised September 30, 2024 Adopted:  
Revised and Adopted August 19, 2024  
Revised on December 5 2023 Adopted December 18, 2023  
Revised on April 11, 2023 Adopted on April 17, 2023  
Adopted on October 17, 2016  
Revised May 15, 2017  
Revision Adopted November 15, 2018

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# Board Responsibilities

*It is the Board's responsibility to provide tax monies for maintenance and operations of the schools and to submit bond issues to the District's voters for construction of school facilities. The Board appoints the Superintendent as its Chief Executive Officer. Board authority is defined by federal and state law and by regulations set by the Texas Education Code. Trustees act officially as a group to serve the best interests of students and employees and to protect the taxpayer's investment in the District.*

# Role of the Board Trustee

## **Role of a Board Trustee**

### **Governance - Policy BQ (LOCAL)**

#### **1. Planning**

The following actions are included in the planning process:

- a) Establish district's vision, mission and annual goals
- b) Conduct an annual planning session for development and review of district goals.
- c) Approve district and campus performance objectives.
- d) Approve district and campus improvement plans.
- e) Review district progress towards accomplishment of goals.
- f) Review of instructional programs.
- g) Review of programs other than instruction including goals, standards and Benchmarks used for assessing effectiveness.
- h) Development and adoption of budget will be based on funding priorities consistent with Board adopted goals. The administration will involve the Board throughout the budget process by report during regular Board meetings and by conducting a called Board meeting to discuss and share budget information.

#### **2. Policy**

Administration and Board will review district policy at an Annual Board meeting workshop.

#### **3. Advocacy**

1. Board members are encouraged to be advocates of public education. Through trainings and conferences, Board members will become familiar with those issues affecting Crosby ISD and other school districts across the state.
2. Working with legislators and other elected officials locally and on the state and national level is part of what we do as Board members. Building these partnerships serve to strengthen all of public education.

### **Board Members' Standard of Behavior and Code of Conduct – Policy BBFA (LEGAL) & BBFA (LOCAL)**

1. Any time four or more Board members are gathered to discuss district business, it is considered a meeting, which must comply with the Texas Open Meetings Act.
2. Board members shall be knowledgeable of and abide by the Board of Trustees' Code of Ethics (see Addendum I) and the code's implication of a Trustee's day-to-day actions.
3. The Board President shall present a copy of the Code of Ethics to each Board member after each Board election.
4. Board members shall share with each other and the Superintendent the legal opinions received from training sessions and conferences.
5. Each Board member shall sign an annual 'Statement of Disclosure' according to Board Policy.
6. The Board President shall communicate with the Board's attorney, as needed, unless otherwise determined by a majority of the Board.

## **Training – Policy BBD (LEGAL)**

In accordance with Board Policy BBD (LEGAL)—Training and Orientation, each member of the Board must complete any training required by the State Board of Education. Required training is as follows:

1. Newly elected Board members are required to participate in a local district orientation within 30 days before or after the Board member's election or appointment.
2. Each Board member shall receive a basic orientation to the Texas Education Code and relevant legal obligations. (Newly elected Board members shall receive a total of three hours within the first year of service and returning Board members shall receive at least two hours after each legislative session--including regular and called session related to education).
3. The Superintendent and Board shall participate annually in a team-building session facilitated by the ESC or another registered provider. The session shall be of a length deemed appropriate by the Board, but generally at least three hours.
4. On an annual basis each Board member shall receive continuing education sessions that may be provided by ESCs or other registered providers—ten hours for first year Board members and five hours for returning Board members. These hours are in addition to the aforementioned requirements.
5. The Board President shall receive continuing education related to the leadership duties of a Board President as a portion of his or her annual requirement.
6. Continuing education shall not take place during a School Board meeting unless that meeting is called expressly for the delivery of Board member continuing education.
7. The Board President shall announce annually, at the meeting at which the call for election of Board members is normally scheduled, the name of each Board member who has completed, exceeded, or has a deficit in the required number of continuing education hours.
8. If finances allow, all CISD Trustees are encouraged to apply for Leadership TASB.
  - a. If accepted, request an agenda item at the August Board meeting for approval.

## **Membership Dues (BBD LOCAL)**

If the Crosby ISD Board of Trustees' budget allows, all trustees may be members of the following organizations:

1. Texas Association of School Boards (TASB)
2. Other School Board Associations, when finances allow

## **Travel**

The Board shall follow employee travel guidelines as outlined in the District's Travel Guidelines.

1. The traveler shall submit a Travel and Expense Report immediately following completion of a trip. Receipts for allowable expenses shall be attached.
2. A request for travel shall be submitted to the Superintendent's office at least 30 calendar days prior to travel.
3. Travel shall be relevant to the role as a Board member and shall not exceed the amount allocated for travel in the board-approved budget. Included in this amount are dues and/or membership fees to be part of any organization.

4. The district shall provide a yearly travel expense report.
5. Board travel that exceeds the allocated amount for travel will not be processed without a board-approved budget amendment.

### **Board Officer Elections**

1. Board officers are nominated and elected annually following the reorganization of the board after the November elections.
2. A majority of the Board may call for officer elections at any time during the year if they deem it necessary.
3. No Board President or Vice-President can hold office without serving a minimum of one year on the Board prior to election.
4. Discussions related to reorganization and election of officers may be discussed in executive session.

### **Criteria and Process for Selecting Board Officers – Policy BDAA (LOCAL)**

1. The Board shall elect a President, a Vice President, a Secretary, and an Assistant Secretary who shall be members of the Board. The Board may assign a District employee to provide clerical assistance to the Board. Board Officers shall be elected by majority vote of the members present and voting.
2. Board Officers shall serve for a term of two years or until a successor is elected. Officers may succeed themselves in office. Each officer shall perform any legal duties of the office and other duties, as required by the Board.
3. A vacancy among officers of the Board, other than the President, shall be filled by majority action of the Board. The Vice President shall fill a vacancy in the Presidency, and a new Vice President shall be elected.

### **Duties and Requirements of Board Officers**

The Board shall elect a President, Vice-President, Secretary, and Assistant Secretary of the Board of Trustees. Officers shall be elected by majority vote of the members present and voting and shall serve for a term of two years or until a successor is elected and qualified. Officers may succeed themselves in office without limit. (BDAA [LOCAL]— Officers and Officials: Duties and Requirements of Board Officers)

### **Roles and Responsibilities**

#### **Board President**

1. The President shall act as the spokesperson of the Board and speak on behalf of the Board. He or she must be sure to represent the viewpoints of the majority—not of only a few members or his or her own personal opinions.
2. The President shall preside at all Board meetings unless unable to attend.
3. The President shall have the right to discuss, make motions and resolutions, and vote on all matters coming before the Board.
4. The President shall appoint all Board committees, unless otherwise provided by policy or Board consensus. (BDB [LOCAL]: Board Internal Organization: Internal Committees)
5. The President shall meet with the Superintendent to craft the Board meeting agenda.

#### **Board Vice-President**

1. The Vice-President shall act in the capacity and perform the duties of the President in the event of the absence or incapacity of the President.
2. The Vice-President shall become President only upon being elected to the position.



3. The Vice-President shall be responsible for ensuring all board members are up to date on required board trainings. The Board Clerk shall assist in tracking board member trainings and sharing the summary with the Vice-President.

#### **Board Secretary**

1. The Secretary shall ensure that there is an accurate accounting of the proceedings of each Board meeting.
2. The Secretary shall ensure that Board meeting agendas are posted and sent as required by law.
3. The Secretary shall call a Board meeting to order and act as the presiding officer in the absence of the President and Vice-President.
4. The Secretary shall sign or co-sign documents as directed by action of the Board.

#### **Assistant Secretary**

1. The Assistant Secretary shall perform the duties of the Secretary in the absence or incapacity of the Secretary.
2. The Assistant Secretary shall become Secretary only upon being elected to the position.

#### **Campus Visitation – Policy BBE (LEGAL); BBE (LOCAL); GKA (LEGAL); GKA (LOCAL)**

Board members shall consider Board Policy BBF (LOCAL) when visiting campuses in the capacity of a Board Member. Board members are encouraged to visit any campus. In this respect, the following procedures shall be considered:

1. Board members shall contact the Superintendent and the Principal to schedule a time that will not conflict with the instructional day.
2. Board members shall sign in as a visitor as required by all visitors entering a district facility.
3. All visits will be escorted or directed by a staff member designated by the Principal.
4. Board members shall consider the instruction/activities in progress and interact with staff members and students during free periods, lunchtime, or recess only.
5. Board members shall be announced prior to arrival to any building or classroom except when serving in the capacity of volunteer, meeting participant, and/or other scheduled events.
6. Board members shall not give advice or direction to any staff member or student except in instances when safety or liability concerns are an issue.

#### **Individual Board Member Request for Information or Report – Policy FL (LEGAL); FL (LOCAL)**

1. An individual Board member, acting in the official capacity of a Board member, shall have the right to reasonably seek information pertaining to district fiscal affairs, business transactions, governance, and personnel matters, including information that may be properly withheld from members of the general public in accordance with the Public Information Chapter of the Government Code.
2. Individual members shall not have access to confidential student records unless the member is acting in the official capacity of a Board member and has a legitimate educational interest in the records in accordance with policies FL (LEGAL) and FL (LOCAL).

3. Individual members shall seek access to records or request copies of records from the Superintendent. When a custodian of records other than the Superintendent provides access to records or copies of records to individual Trustees, the provider shall inform the Superintendent of the records provided.
4. 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.
5. District information provided to the Board shall be used for District purposes only.

**Board Formative Review, Performance Goal Setting, and Evaluation of the Superintendent**

1. Superintendent's Contract
  - a. The Superintendent's contract will be reviewed Mid-Year in January of each year unless otherwise determined by the Board and Superintendent.
  - b. The Superintendent's term of contract and salary adjustments will be considered in the June Summative review, unless otherwise determined by the Board and Superintendent.
2. Superintendent's Review and Evaluation
  - a. The Superintendent shall provide Board members a copy of the Superintendent's performance goals and formative review with directions to complete and return to the Board President.
  - b. The review will be conducted in Executive (Closed) Session.
  - c. The review will be conducted on an annual basis unless otherwise determined by the Board.
3. Superintendent's Contract Amendments
  - a. The Board President shall notify all Board members of the items being considered for an amendment prior to formal considerations.
  - b. All amended terms and the Board's attorney to ensure clarity and understanding of the same shall review conditions of the Superintendent's contract.

**Board/ Other Staff Relationship/Accountability of the Superintendent**

1. The Board will never give instructions to any employee other than the Superintendent except that requests may be made to the Board Clerk.
2. Except as required by law, the Board will refrain from evaluating any staff other than the Superintendent. On all other personnel matters brought before it in compliance with the law, the Board will expect recommendations for actions from the Superintendent.

**Campaigning for Election or Re-Election – Policy BBB (LEGAL)**

1. Trustees running for re-election shall not request or accept support from district employees during work time.
2. Trustees shall not utilize district equipment or materials for campaign purposes.
3. Trustees are required to comply with applicable laws and rules relating to campaign finance.

## **Review or Evaluation of the Board**

1. The Board review shall take place annually.
2. The Board of Trustees Operating Procedures and Board Member Code of Ethics shall be included in the review or evaluation.

## **Review of Board Operating Procedures**

The Board Operating Procedures shall be reviewed, updated, and shared with all Board members every two years following each board election.

## **Violation of Board Operating Procedures**

Any violation or infractions of the Board Operating Procedures will result in the following:

1. Individual Board Members are encouraged to express their concerns about another member's performance directly to that member.
2. If addressing the issue directly with the member does not resolve the concern, then discussion with the Board President is appropriate.
  - a. The Board President shall discuss the concern with the individual in question on behalf of the reporting Board member or shall moderate a discussion between the members. If a quorum of the Board is involved, the meeting must be posted and conducted in accordance with the Texas Open Meeting Act.
  - b. The President shall remind the Board member whose behavior is in question about the adopted Code of Ethics and Board Operating Procedures and discuss how the questionable behavior does not comply with the Code. The discussion also will identify more appropriate alternatives to the questionable behavior or refer the Board member to policies or procedures that outline approved ways to deal with the issue that prompted the questionable behavior.
  - c. If the Board member in question does not believe his or her behavior is in conflict with the Board's Code of Ethics and/or Operating Procedures an agenda item specifying "evaluation of individual Board member's performance" may be listed on the agenda for an upcoming Board meeting.
  - d. The matter will be discussed by the full Board in closed session in an attempt to clearly identify behavior that may be inappropriate and discuss possible solutions or alternative approaches that may have a more positive impact on team cohesion and effectiveness.
3. If the concern involves the Board President, a member may discuss his or her concerns with the Board Vice-President.
4. Members will not take concerns about fellow Board Members to the Superintendent.

# Board Meetings

## **Board Meetings**

### **What is an agenda?**

1. Board draft agendas are created by the Superintendent and Board President. The draft agenda will be sent to the Board for review five calendar days prior to the scheduled Board meeting.
2. Trustees may submit agenda items to the Superintendent no later than the 9<sup>th</sup> calendar day prior to the scheduled board meeting.
3. Before the official agenda is finalized for any meeting, the Superintendent consults with the Board President to ensure that the agenda and the topics included meet with the President's approval. 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 another appropriate time in the near future. If the item cannot be included on the current agenda, the President will inform the requestor of that fact. The Superintendent shall not have authority to postpone or remove from the agenda a subject requested by a Trustee without that Trustee's specific authorization.
4. In accordance with the Texas Open Meetings Law, no member can place an item on the agenda less than 72 hours in advance of the posted meeting, except in an emergency, as per the Texas Open Meetings Act. The basic meeting agenda is the list of business items to be discussed and/or voted on by the Board at a legally called meeting.

### **What are Consent Agenda Action Items?**

1. The Board President in his or her discretion may group routine items on the agenda for possible group action as part of a posted consent agenda, provided the consent agenda specifically and individually lists each such item for Board approval, and provided supportive documentation for those items is included as part of the Board materials.
2. At the Board meeting, on request by any Trustee, the President shall remove any Consent Agenda Action Items.
  - a. The Board President, at his/her discretion, may group routine items on the agenda for possible group action as part of a posted consent agenda, provided the consent agenda specifically and individually lists each such item for Board approval, and provided supportive documentation for those items is included as part of the Board materials.
  - b. At the Board meeting, on request by any Trustee, the President shall remove any item from the consent agenda and shall require a separate vote for such item.
  - c. Consent Agenda Items May Include
    - All routine items
    - Annual renewals of Region 4 Shared Services Agreements
    - Routine Texas Education Agency Matters
    - Budget amendments under \$10,000
    - Tax refunds under \$10,000
    - Gifts, donations and bequest

- Minutes of regular and called Board meetings
- Routine personnel items, not requiring Board hearings
- Routine bid considerations

**What types of agendas do we have?**

1. Regular
2. Special
3. Emergency

**How do you place items on the agendas?**

**Placement of items on the Regular Meeting Agenda**

1. Proposed agendas are drafted by the administration and presented to the Board President for finalization.
2. Any member of the Board may request in writing that a subject be included on the agenda. Such requests must be submitted to the Superintendent no later than 5 working days prior to the date of the regular Board meeting. Items submitted by board members after the deadline shall be considered at the next available meeting.
3. No item can be placed on the Board Meeting Agenda less than 5 working days in advance of the meeting unless delay in action or discussing an added agenda item could seriously affect the operations of the District.
4. If any board member makes a timely request for putting an item on the agenda, then the Board President must include the item on the agenda.
5. Any item added to the agenda after the original posting must be done so in accordance with the Texas Open Government Act.

**Placement of Items on the Special Meeting Agenda – Policy BE (LOCAL)**

1. Proposed agendas are drafted by the administration and presented to the Board President for finalization.
2. Special meetings called for a specific purpose may be called by the Board President, and shall be called upon written request by two (2) Trustees.
3. The deadline for submitting items to the Superintendent for the Special Board meeting agenda is 4pm of the 6<sup>th</sup> calendar day before the proposed meeting.
4. Special meetings must be posted in accordance with state laws.
5. Agendas along with supporting documents and reports are made available to the Board five calendar days prior to the meeting date by electronic or printed form.

**Placement of Items on the Emergency Meeting Agenda**

1. Emergency meetings may be called by the President, by two (2) Trustees or by the Superintendent when an emergency or urgent public necessity exists, as defined by the Texas Open Government Act.
2. Meeting may be called with a two-hour posted notice and agenda.
3. Agendas may not be presented to the Trustees until the meeting takes place due to the short notice of emergency.

**What occurs during Closed Session? – Policy BEC (LOCAL)**

Closed sessions shall be conducted in accordance with the Texas Open Government Act and Texas Public Information Act. The Board can only discuss those items listed on the agenda and as limited by the Texas Open Government Act.

**Texas Government Code Chapter 551**

551.071	Private consultation with the Board's attorney
551.072	Discussing purchase, exchange, lease, or value of real property
551.073	Discussing negotiated contracts for perspective gifts or donations
551.074	Discussing personnel or to hear complaints against personnel
551.076	Considering the deployment, specific occasions for, or implementation of security devices
551.082	Considering discipline of a public-school child, or complaint or charge against employee by another employee
551.0821	Discussion when personally identifiable information about public school student protected by law would be disclosed
551.083	Considering the standards, guidelines, terms, or conditions the Board will follow, or will instruct its representatives to follow, in consultation with representatives of employee groups
551.084	Excluding witnesses from a hearing

**What is the role of the Board in Closed Session? Policy BEC (LEGAL).**

1. Board must vote in public (open) session.
2. Information discussed during the closed session must remain confidential.
3. The certified agenda form will be filled out by the secretary and be signed by both the presiding officer and secretary verifying it is correct.

**How should board members prepare for a board meeting?**

1. Administration will ensure that all information needed for informed decision-making is supplied to each Trustee in an agenda packet at least five calendar days prior to the meeting date. The agenda and supporting documents will be provided in electronic or printed form.
2. Each Trustee will prepare to address the agenda by reading agenda packet materials in advance of the meeting.
3. Each Trustee should submit any agenda-related questions or requests to the Superintendent or the staff member authorized by the Superintendent to respond to such questions at least four hours before the scheduled Board Meeting. If the requested information is not readily available before the Board meeting, the Superintendent will inform the Board member prior to the Board Meeting.
4. The Superintendent will provide the questions, request, and copies of all responses, to all Trustees, if possible prior to the meeting, or at the meeting if necessary.

**What is considered a meeting?**

1. Anytime four (4) or more Board members are gathered to discuss school district business, it is considered a meeting.

2. Failure to post such a meeting is considered a violation of the Texas Open Meetings Act.
3. The Board shall observe the parliamentary procedures in Robert's Informal Rules of Order except as otherwise provided in board procedural rules or by law.
4. Board members are expected to attend and participate in duly-called meetings. Board members should come to the board meetings prepared to discuss and take action on all items on the agenda. At a minimum, each Board member is expected to have done the following prior to arrival at every board meeting:
  - a. Studied the material in the board packet sent to them prior to the meeting
  - b. When possible, resolve questions beforehand by contacting the Superintendent or administrative staff

**How is voting conducted during a Board meeting?**

1. All discussions shall be directed solely to the business currently under discussion as posted on the agenda.
2. The Board President has the responsibility of keeping the discussion to the motion at hand and shall halt discussion that does not apply to the business before the Board as posted on the agenda.
3. The Board President may make motions, second motions, enter into debate or discussion and vote on all matters coming before the Board.
5. No member shall vote on a motion in which he or she has a direct pecuniary interest not common to other members of the board. Except in a conflict of interest as defined by law, Board members shall cast a vote.
6. All votes, including dissenting and abstaining votes, shall be recorded in the minutes of the Board meeting. Voting shall be done by a show of hands or voice.
7. Each Board decision, even when there are dissenting votes, shall be an action by the whole Board and binding upon each member.
8. Individual members are encouraged to express their opinions during the discussion of motions, but following the vote, members shall publicly discuss only the decision of the whole Board.

**How should board members conduct themselves during a board meeting?**

**Policy BE (LOCAL)**

Board meetings shall be conducted in accordance with Board Policy BE (LOCAL). The following standards of practice shall be observed:

1. The Board president will consider the motion for extension of discussion of a specific topic.
2. Board members should avoid multiple conversations during presentations/briefings by staff, patrons, or other Board members.
3. An individual Board member should avoid, to the exclusion of discussion from other members, extensive discussion of a specific topic.

**Who may address the Board at a meeting?**

1. Any person may address the Board at a regular monthly Board meeting at a time identified on the agenda.
2. Any person wishing to address the Board must sign up to speak at least 5 minutes before the meeting is scheduled to begin with the Assistant to the Superintendent and Board.
3. Each person will be granted three (3) minutes to address the Board with the total time for all patrons to speak not to exceed 30 minutes. A majority of the Board



may modify these times. Delegations of more than 3 persons shall appoint one person to present their views BED(Local).

4. In accordance with the Texas Open Meetings Act, Board members may hear comments from patrons, but may not engage in discussion on any topic that is not on the legally posted agenda, except as authorized by law.
5. Patron comments may be on items listed on the agenda or other areas of school district operations, but shall not include complaints/comments about individual employees or officials of the district or individual students within the district.

#### **What is the Board response to public comments?**

1. Board members will listen attentively to comments.
2. Any Board member may ask the Superintendent to clarify an item or may ask clarifying questions of the speaker.
3. Board members will not respond or enter into discussion with the audience during the meeting unless it is during a posted public forum.
4. The Board may request someone removed from the Board Room if they are disruptive to the meeting.

#### **What is a hearing?**

1. A hearing is usually done during a Level 3 grievance to the Board.
2. Hearings may be done in open or closed session, depending on the situation, but are usually done in closed.
3. During the hearings, the Board is assembled to gather input only.
4. The Board will not answer questions or enter into dialogue except with their attorney in the case of an employee hearing. Board members may ask clarifying questions.
5. Rules for the hearing will be strictly adhered to:
  - a. Response will be limited to 10 minutes (or as assigned/modified by the board president)
  - b. The Board will accept written and/or oral testimony.
  - c. The Board will not allow duplicate testimony.
  - d. The Board will not allow any derogatory comments.
  - e. The Board may adopt additional rules as it deems appropriate.
6. At the conclusion of the hearing or at a subsequent meeting, the Board will determine the results of the hearing.

#### **How should Board Members request information?**

1. Board members are entitled to the information they require to make informed decision on the matters before them. If a Board member requests information that requires an excessive amount of staff time to compile, the Superintendent and Board President shall consult with the member to find a reasonable solution.
2. Board members may e-mail or call the Superintendent or his staff with information requests.
3. Information requested by a Board member will be provided to all Trustees.
4. Any Board member is permitted to call the question. The Board president shall follow Robert's Informal Rules of Order, requiring a second to the motion and a subsequent vote of the motion regarding the termination of discussion.
5. Board members shall adhere to policies regarding conversations and information gathered during executive session.

# Processes

## **Orientation**

1. 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.
2. The orientation will include, but not be limited to:
  - a. Board Policies
  - b. District Goals
  - c. Budget
  - d. Superintendent's Overview of District Administrative Organization
  - e. Legal matters
  - f. Current land/property ownership
  - g. Other training as needed

## **Evaluation of the Board – Policy AIB (LEGAL) BBD (LOCAL)**

During the Annual Team of 8 training, the Board will design the Board Self Evaluations to be conducted in a closed session.

1. Are we following the Code of Ethics?
2. Are we following the Code of Conduct and Standard Operation Procedures?
3. Is the team of eight functioning efficiently and effectively?
4. Are Board and District goals effective?

## **Board Officer Elections**

1. Board officers are nominated and elected every 2 years following the reorganization of the board after the November elections.
2. A majority of the Board may call for officer elections at any time during the year if they deem it necessary.
3. No Board President or Vice-President can hold office without serving a minimum of one year on the Board prior to election.
4. Discussions related to reorganization and election of officers may be discussed in executive session.

## **Board Member Vacancy**

If a board member is considering resignation from the Board, notify the Board president and the Superintendent.

1. A vacancy that occurs on the Board through death, resignation, or other means of removal may be filled by appointment by the remaining Board members until the next Board member election, in accordance with BBB(LEGAL).
2. At the time of the appointment, the appointee must be a registered voter and a resident of Crosby ISD. The appointed Board member shall serve until the next regular election for the position to which he or she was appointed.

## **Board/Superintendent –Policy BJCD (LEGAL); BJDC (LOCAL)**

1. Decisions or instructions of individual Board members, officers, or committees are not binding on the Superintendent except in rare instances when the Board has specifically authorized such exercise of authority.
2. In this case, Board members request information not related to a meeting agenda:
  - a. The request should be made directly to the Superintendent or other designated custodian of records.

- b. The Superintendent will determine if the information requested is available from existing sources or records or if it requires a special one-time-only report.
3. If the requested information can be provided from readily available data with little use of staff time, it will be provided as soon as is reasonable.
4. In the event the request requires a special report that diverts staff time from established priorities, the Superintendent will notify the requester and the Board President.
5. The Board President will place the request for information on the next meeting agenda to determine if a majority of the Board agrees that the requested information is important for its future decision-making.
6. If the Board agrees that the information is important for future decision-making, the Superintendent will direct that a report be developed and provided as requested by the Board. All Board members will receive a copy of any report generated by the Board member's request in accordance with this procedure.
  - a. Dates of evaluation and goal setting may be revised during the first year of a Superintendent's contract.
  - b. In August, the President will lead the Board of Trustees in creating a Superintendent Evaluation tool for the June Summative Evaluation.
    - i. The Board President will obtain input and approval from all other Trustees on the evaluation indicators with the final document delivered for Board final acceptance no later than December.
    - ii. After the June Evaluation, the board will adjust the Evaluation document to reflect any added goals or changes for the Superintendent discussed during the June Evaluation. This revised Evaluation document will be presented to the board members in August for approval, if applicable. This will then be the Evaluation document for the January Mid-Year Benchmark Evaluation.
7. Before conducting the Superintendent's Evaluation, Board members shall have evidence of training in appropriate personnel evaluation skills related to the locally established criteria and process. (BJCD)
8. Evaluation of the Superintendent is held in closed session.

## **Board/ Other Staff Relationship/Accountability of the Superintendent**

1. The Board will never give instructions to any employee other than the Superintendent except that requests may be made to the Board Clerk.
2. Except as required by law, the Board will refrain from evaluating any staff other than the Superintendent. On all other personnel matters brought before it in compliance with the law, the Board will expect recommendations for actions from the Superintendent.

## **Monitoring Superintendent Performance – Policy BJCD (LOCAL)**

Superintendent's job performance will be monitored systematically and rigorously against the Board's specific expectations of the Superintendent- organizational accomplishment of the District's vision/goals and organizational operation within the stated operating parameters in the written goals set by the Board and Board Policy.

The board will review organizational accomplishment of the district's vision/goals and the performance goals of the Superintendent along with compliance with written goals set by the Board and Board Policy. Board members must have served 6 months prior to participating in the evaluation of the Superintendent.

1. Monitoring will assess the degree to which the Board policies are being carried out.
2. The Board may acquire monitoring data on the district's vision/goals and Board policies by one or more of the three models:
  - a. By internal report, through which the Superintendent reports compliance information to the Board.
  - b. By external report, through which an external, disinterested third party selected by the Board assess compliance with Board policies.
  - c. By direct Board inspection, through which the Board assesses compliance with the appropriate policy criteria.
3. In every case, the standard for compliance shall be whether the Superintendent has made a reasonable interpretation of the Board policy being monitored. The Board will make the final determination as to whether a Superintendent interpretation is reasonable.
4. All policies that instruct the Superintendent will be monitored at a frequency and by a method chosen by the Board.
5. The Board will conduct a formal summative evaluation of the Superintendent. The summative evaluation will be based upon data derived during the year from the Board's monitoring efforts. The Board will prepare a written composite evaluation document. The Superintendent will have the opportunity to review the document before the meeting with the Board in executive session. The Superintendent and the Board President will sign the report.
6. The evaluation document may consist of:
  - a. A summary of the data derived throughout the year from monitoring the organizational accomplishment toward the district's vision/goals and Board policies.
  - b. Conclusions relative to whether the district's vision/goals have been achieved or whether reasonable progress has been made toward its achievement.

- c. Conclusion relative to whether the Superintendent has properly operated within the boundaries established by written Board policy.
- d. An improvement plan addressing any insufficient progress toward meeting the district vision/goals.
- e. An improvement plan addressing any deficiencies in operation within the boundaries of written Board policies.
- f. A summary of the Superintendent's strengths and weaknesses relative to both all employment decisions regarding the Superintendent remain within the sole and continuing discretion of the Board nothing contained in this document shall supersede the responsibilities and/or duties of the Superintendent and Board as stated in the Superintendent's contract or under state law.

# Communication

## **Communication**

The Board and staff shall follow the District Chain of Command when resolving complaints made by community members as well as the procedures referred to in FNG (LOCAL)—Students Rights and Responsibilities:

### **District Chain of Command – Policy FNG (LOCAL)**

1. Complainant must first discuss problem with the authority closest to the problem; i.e., teacher, assistant principal, principal. If not satisfied. . .
2. Complainant should go to the authority over the person on the first level. All campus authority must first be exhausted. If not satisfied. . .
3. Complainant should contact the superintendent's office where the complaint will be appropriately routed. If not satisfied. . .
4. Complainant should request to speak to the superintendent or superintendent's designee. If not satisfied. . .
5. Complainant should bring the complaint to the Board of Trustees by following district policy FNB (LOCAL).

### **Request for Information/reports - Policy BBE (LOCAL)**

Board members shall consider Board Policy BBE (LOCAL)—Board Members: Authority when requesting information from staff members. Information/reports will be generated according to the following procedures:

1. Board members shall contact the superintendent's office or appropriate deputy superintendent for information.
2. Individual Board members may request information, which will be shared with the entire Board via weekly Board Notes.
3. If considerable time and effort will be spent on the part of a staff member, or additional resources are required in order to prepare a complete reporting of information (i.e., MIS, clerical etc.), the request shall be added to the Action Items List for Board review, including an estimate of time and resources required.
4. The administration shall define resources needed as well as expected completion dates for all reports.
5. The Action Items Report will be presented for Board approval during each meeting.

### **Campus Visitation - Policy BBF (LOCAL)**

Board members shall consider Board Policy BBF (LOCAL) when visiting campuses in the capacity of Board Member. Board members are encouraged to visit any campus. In this respect, the following procedures shall be considered:

1. Board members shall contact the Superintendent and the principal to schedule a time that will not conflict with the instructional day.
2. Board members shall sign in as a visitor as required by all visitors entering a district facility.
3. All visits will be escorted or directed by a staff member designated by the Principal.
4. Board members shall consider the instruction/activities in progress and interact with staff members and students during free periods, lunchtime, or recess only.
5. Board members shall be announced prior to arrival to any building or classroom except when serving in the capacity of volunteer, meeting participant, and/or other scheduled events.



6. Board members shall not give advice or direction to any staff member or student except in instances when safety or liability concerns are an issue.

### **Trustees as Parents**

While a Trustee has no authority over staff members, it is often difficult for staff members to view the Trustee as a parent rather than as a Trustee.

Trustees should adhere to the following:

1. Trustees should make it clear that they are acting as a parent.
2. Trustees should not request nor accept extra consideration for their own children, or the children of other Trustees, based on their position.
3. Trustees must comply with applicable Board Policies, including but not limited to, the Code of Ethics, when acting on behalf of their own children, or with regard to the children of other Trustees.

### **Media Inquiries - Policy BBF (LOCAL); BJA (LOCAL)**

1. The Superintendent shall be the official spokesperson for the District.
2. The President shall be the official spokesperson for the Board.
3. All Board members who receive calls from the media should direct the calls to the Superintendent or Board President.
4. A Board member who retains the right to speak to the media as an individual, but must understand that any comment will likely be interpreted by viewers and/or readers as being an "official" statement of the Board.
5. In speaking as an individual, the Board member:
  - a. Should clarify that he/she is speaking as an individual and not for the Board of Trustees.
  - b. Should remind the media representative(s) of the position or action if the Board of trustees related to the issue in question.
6. All Board members are encouraged to visit with the media on the positive aspects of the district.

### **Phone Calls and Letters**

The Board of Trustees shall encourage input; however, anonymous communications will not receive Board action.

### **Response to Letters - Policy GF (LOCAL); DIA (LOCAL)**

The Board of Trustees shall encourage input. A signed letter will be forwarded to the Superintendent for appropriate follow-up.

### **Community, Citizens Addressing the Board – Policy BED (LEGAL); BED (LOCAL)**

Citizens may address the Board on any item during the Citizen/Community

Participation portion of the agenda by registering prior to the meeting.

1. The Board shall listen to the public comments that follow Board Policy BED (Local), but may not take action related to the comments made during the Citizen's Participation portion of the agenda.
2. The Board President will be the designated spokesperson for the Board should any response to the speaker be required. The President may:
  - a. Correct misstatements of fact presented by the speaker
  - b. Recognize Board members to ask questions to gain clarification on the issue.
  - c. Ask the Superintendent to provide clarification on the issue.
  - d. Refer the speaker to applicable Board Policy

- e. Request the Superintendent investigate the issue and provide a written response to the Board and to the speaker.
- 3. Comments are limited to three minutes - time will be kept by the Board Clerk.
  - a. The Board will accept written, as well as oral, information
  - b. Delegations of more than five people shall appoint one person to present their views before the Board.
- 4. The Board will not entertain negative comments on individual personnel in public session.
- 5. The Board will not entertain negative comments on individual students in public session.
- 6. Citizens should use appropriate campus and administrative channels before bringing concerns to the attention of the Board.

## ATTESTATION

The following Board Members have taken an active role in the review and updating of the Crosby Independent School District Board of Trustees Standard Operating Procedures and by a vote did adopt the above document and with this action did agree to adhere to these policies and procedures on August 19, 2024.

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KeaLynn Lewis, President

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Jennifer Roach, Vice President

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Heather Barrett, Secretary

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Karen Thomas, Asst. Secretary

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JR Humphries, Board Member

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Phillip Chapman, Board Member

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Lisa Kallies, Board Member

