

DeSoto ISD Board of Trustees Operating Procedures 2021-2022



PURPOSE

The purpose of the *DeSoto ISD Board of Trustees Team Operating Procedures* is to provide trustees with information about the role and responsibilities of their office and to delineate Board policies that relate to the functioning of the Board. In all cases, if a difference exists between the *Team Operating Procedures* and Board Policy, Board Policy always takes precedence.

TEAM OPERATING PROCEDURES AGREEMENT

The following procedures reflect an understanding among the members of the Board of Trustees and between the Board and Superintendent. These procedures do not supersede adopted Board Policy, but are intended as an operational guide. The Board will annually review the Team Operating Procedures and Board Policies pertaining to governance. This review shall take place as soon as possible after the election of new Trustees. Any Board member may propose additions or modifications to these procedures. The full Board and the Superintendent must agree to any changes to the Team Operating Procedures.

I. BOARD MEETINGS

A. Placing Items on Agenda

- 1 The Superintendent and Board President jointly create the agenda.
- 2 Agenda items are also created by the administration (Cabinet) and presented to the Superintendent **and Board** for consideration.
- 3 Any two Board members may request that an item be placed on the agenda 21 days prior to the meeting.

B. Items that Cannot be Placed on the Public Portion of the Agenda

- 1 All personnel issues must be discussed in closed session unless specifically required otherwise by the Texas Open Meetings Act.
- 2 Anything that violates an individual's right to privacy, as defined by Texas Open Meetings Act and Texas Open Records Act cannot be placed on the public meeting portion of the agenda.

C. Use of Consent Agenda

1. Voting items that are routine or should not need discussion will be placed on the consent agenda. The Board President and Superintendent are encouraged to make liberal use of the consent agenda.
 - If at least ~~three~~ **two** board members request an item to be moved from Consent to Action by 73 hours (usually 5:30 PM Friday) prior to the board meeting, the board administrator will make the change. This request must be made prior to the agenda posting to the public.
2. Consent agenda items shall be adopted under a single motion and vote without discussion.

D. Agenda Packet

1. Agenda packets for Workshops and Regular Meetings will include all supporting documentation for all items 14 days in advance of the meeting. Board members will review Board packet prior to meetings. **Board members will receive the Board packet during business hours 14 days prior to the board meeting.**

2. Board members will have ~~four~~ **five** days (**end of business day Friday**) to submit questions about the agenda items to the Superintendent. Administration will have two days to create a Q&A document of responses. Administration will provide the Q&A document prior to every Board meeting by the end of the business day Tuesday.
~~Board members will have the following day to request items be removed from consent and placed on action for discussion and voting.~~
3. If at least ~~three~~ **two** board members request an item to be moved from consent to action by 73 hours prior to the board meeting (usually 5:30 PM Friday), the board secretary will make the change. The board secretary will post the final agenda 72 hours in advance in accordance with state law.

II. PUBLIC COMMENTS DURING BOARD MEETINGS

- A. At regular Board meetings, the Board shall permit public comment, regardless of whether the topic is an item on the agenda posted with notice of the meeting. For Special Called Meetings, public comment shall be limited to items on the agenda posted with notice of the meeting.
- B. Individuals must register to speak by completing a “Public Comment” form and placing it in the box designated in front of the Board President before the Board meeting begins. During Virtual Board Meetings, individuals must complete the online form at least two hours before the start of the meeting (usually 4:30 PM.)
- C. Except as permitted by BED (local) and the Board’s procedures on public comments, an individual’s comments to the Board shall not exceed five minutes per meeting. This applies for comments regarding agenda and non-agenda items.
- D. *Multiple Public Comments Regarding Agenda Items:* Per HB2840, the Board shall not limit nor combine individuals who wish to speak on agenda items.
- E. *Multiple Public Comments Regarding Non-Agenda Items:* If more than 10 individuals have registered to speak regarding non-agenda items, each speaker will be allowed three minutes. If five or more individuals register to address the Board on a single non-agenda item, a spokesperson may be selected to speak for the group. In such cases, the spokesperson will be allowed to speak for eight minutes.
- F. The Board secretary will be responsible for keeping the time. Per HB2840, any non-English speaker or those who communicate through ASL, must be given at least twice the time.
- G. The Board President will ensure that opposing viewpoints are heard in alternating order.
- H. The Superintendent will assure that follow up and/or resolution by administration will be communicated to the Board in a timely manner and copy the Board President.

III. MEMBER CONDUCT DURING BOARD MEETINGS

Any time four or more Board members are gathered AND school business is discussed, it is considered a meeting and must meet the requirements of the Texas Open Meetings Act.

A. Parliamentary Procedure- Board and Committees Section

The Board shall be guided by Parliamentary Procedure as detailed in Robert's Rules of Order unless pre-empted by Board Policy or procedures or by a majority vote of the Board at a meeting.

B. Response to Citizens

- 1 Board members can hear comments but will not engage in dialogue with one another or the citizen addressing the Board. Board members may ask clarifying questions and state factual information and Board policy.
- 2 The Board President may direct administration to investigate item(s) and report back to the Board at a designated meeting. (If appropriate)

C. Discussion of Individual Employees or Students by the Board or Audience

The Board will not hear complaints or grievances about individual employees or students in public session unless requested by the employee or student who is the focus of the complaint or grievance.

D. Formal Hearing

Hearings will be conducted according to the applicable Board policy.

E. Board Town Meetings

1. The purpose of Board Town meetings is to inform the public and to gather information.
2. The Board President or designee will chair this meeting.
3. Community members wishing to voice complaints will be directed to the Superintendent.
4. All Board Members will be informed by calendar invite of all town meetings.

F. Robert's Rules of Order- **Boards and Committees Section**

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.
3. The Board President has the right to recognize a Board member prior to giving his/her comments.

G. Discussion of Motions

1. All discussion shall relate directly and solely to the business under deliberation on the agenda.
2. All Board members will be recognized by the Board President prior to giving their comments.
3. The Board President will allow each member an opportunity to speak before giving the floor to a Board member who has already made comments about an agenda item.
4. Board members shall be courteous to one another and to citizens addressing the Board.

5. Once a vote is taken by the Board, each decision is an action by the whole, binding upon each member and should be supported by each member.
6. Each member will be allowed three minutes to ask questions or comment before he or she must yield the floor, upon return the member will be allowed (3) additional minutes for rebuttal. Making it a total of (6) minutes to speak regarding an agenda item.

H. Participation in Public Meetings

1. Board members are expected to conduct themselves professionally and ethically during all meetings and public forums: no rude remarks, interruptions, yelling, name calling, or disrespectful verbal or body language.
2. If, during a public meeting or public forum, a board member conducts himself or herself in a manner that violates this standard, the board president may call for a recess or adjourn the meeting. If a majority of the board disagrees with the recess or adjournment, then the meeting must continue. However, the offending board member may be reprimanded if the rest of the board unanimously agrees.

IV. GRIEVANCES

- A.** Members must be fully informed on Board policies relating to the process for grievances and appeals.
- B.** All grievance or appeal-related materials received by a member and anything heard at a hearing must be held in the strictest confidence.
- C.** Members may only consider information that is presented during the grievance or appeal process; members will not privately seek out information regarding a grievance or appeal. If a Board member knows, or learns anything about a grievance appeal case except what is admitted through the documents that might render him or her unable to hear the grievance or appeal impartially, then he or she must inform the Superintendent immediately and may be asked to recuse himself or herself from the Hearing.
- D.** Only the Board president can make public statements arising from closed grievance or appeal.
- E.** If a Board Member is named in a grievance, other board members can request that he or she must abstain from voting, but should take part of the actual procedure.

V. VOTING

- A.** All members, including the Board President, will vote on all action items.
- B.** All Board members will vote on all action items, except when there is a legal conflict of interest.
- C.** Any member may abstain from voting and must state the reason for abstaining. The abstention will be recorded in the minutes.

VI. INDIVIDUAL BOARD MEMBERS REQUESTS FOR RECORDS OR REPORTS

- A. A report is any information or data that is in an existing document.
- B. All Board members shall request records and/or reports through the Superintendent and copy the Board President. If the report is generated it must be sent to all Board members.
 - If existent, the superintendent will provide the requested information by Friday of the week in which requested.
 - If nonexistent, the superintendent will notify the requesting Board member(s) of the timeline for completion and will individually seek the consent of other board members for reports that are requested.
- C. The Superintendent will gather records and/or reports and disseminate items in a timely manner to the entire Board. The Board will develop any specific criteria for staff reports. The Superintendent cannot honor a request for a report unless it goes to the Board President.
- D. The requesting Board member may place a request for a report on the agenda of a future Board meeting if the Superintendent did not generate the report.
- E. The District shall comply with the provisions of the Texas Education Code relating to Board members making requests in their official capacity, including, but not limited to the requirements for posting the cost of responding and reporting to the Texas Education Agency the annual cost of responding to Board members.
- F. All board member requests for information or questions must be provided in writing to the superintendent. The Superintendent will collect all request and questions received throughout the week and provide a copy of all requests, questions and subsequent responses to all board members each Friday evening.
- G. If a request requires the creation of a document that does not exist at the time of the request, the Superintendent will determine whether or not the document's creation will exceed 15 minutes. If not, the superintendent will fulfill the request as describe above. If it will exceed 15 minutes, the superintendent will instead notify the requesting board member and then provide the request to the board President for possible consideration on a future board meeting agenda.

VII. COMMUNICATIONS

A. General

1. The Board is committed to and encourages community input through surveys, public forums and on-going communications activities.
2. The Board will communicate with its community through public hearings, regular Board meetings, the news media, and regular publications.
3. The Board of Trustees encourages input; however, anonymous calls or letters will not receive Board attention, discussion, or response, and will not result in directives to the administration.
4. For signed letters, The Board of Trustees senior executive assistant will draft a standard letter written by the Board president.

5. Individual Board members cannot speak in an official capacity outside the Board Room.
6. An individual Board member, when speaking outside the Board Room, may state his/her opinion provided that the Board member emphasizes that the opinion being expressed is his/her personal opinion and not the opinion of the Board.
7. Individual board member may not evaluate any district staff or direct any district staff. The board may not evaluate any district staff other than the superintendent.

B. Media Inquiries to the Board

1. The Board President shall be the official spokesperson for the Board to the media/press on issues of media attention. The Superintendent will be the official spokesperson for the District Operations issues.
2. Board members should feel free to speak to the media about issues provided that they make it clear that they cannot speak for the Board and do not speculate, discuss personnel matters, or talk about issues in litigation.

C. Communication Between Board Members & Community Members

1. For general comments or feedback, the Board Member will:
 - a Listen politely and respectfully.
 - b Relay information about the District in a positive and truthful manner.
 - c Refer questions about specific District activities/issues to the appropriate staff person or spokesperson when they do not know the answers.
 - d Board Members will listen respectfully and remain impartial.
2. For specific comments or complaints, the Board Member will:
 - a Ask if the commentator/complainant has followed the District's procedures and/or chain of command.
 - b If the commentator/complainant does not know the procedures or chain of command, the Board Member will assist the commentator/complainant in identifying the appropriate staff member or, if they are uncertain about the appropriate staff member, refer the commentator/complainant to the Board's administrative office to direct them further.
3. A Board Member may not individually investigate a complaint.
4. The Board Member will inform the Superintendent if an issue has advanced to or beyond Step 2, and will include the nature of the comment/complaint, the commentator/complainant and to whom the commentator/complainant has been referred.
5. The Superintendent will inform the Board Member of the resolution of any referred comment/complaint.
6. The Board should create, maintain, and implement an annual community engagement calendar.
7. In their communication with community members, Board Members recognize that they may not commit board or staff to any particular action and that, unless authorized to do so, they may not speak on behalf of the Board.
8. These guidelines shall not be construed to apply to comments/complaints alleging criminal activity.

D. Communication Between Board Members & Board Members

1. In their communication with each other, Board Members will:
 - a Follow all applicable laws, including the open meetings laws.
 - b Be professional and assume best intentions.

E. Communication Between Board Members & Superintendent

1. The Board President will communicate with the Superintendent on a routine weekly basis to discuss issues of the District.
2. In their communication with the Superintendent, Board Members will honor that the Superintendent reports to the Board and not to any individual Board Member including the Board President.
3. All requests made by Board Members should be made to the Superintendent or his/her designee.
4. If a Board Member makes a request that the Superintendent believes will take more than 15 minutes of staff time to complete or create, the Superintendent is required to:
 - a. Notify the Board President; and
 - b. With the Board President's approval, add the request to the next Board Meeting agenda for the full Board to decide on.
5. Requests from individual Board members for reports derived from analysis of information in existing District records will require approval by Board action.
6. Any response to a question or request that is submitted by a Board Member to the Superintendent must be shared with all Board Members.
7. Board Members understand that nearly all information requests to staff will be addressed in a weekly written update that is emailed to all Board Members each Friday unless the Superintendent sees a need for a more immediate response.
8. Because the Superintendent is an employee of the Board and not of any individual Board Member, only the Board as a whole may make obligations on the Superintendent's time or delegate authority to individual Board Members to do so.

F. Communication Between Board Members & Staff Who Do Not Report to The Board*

- a. ~~Board Members will refrain from discussing matters on the Board Meeting Agenda with any District staff except as directed by the Superintendent.~~
- b. ~~If Board Members are contacted by District staff without the permission of the Superintendent, Board Members will follow the procedure, "Communication Between Board Members & Community Members" and then notify the Superintendent of the contact.~~
- c. ~~Board Members are encouraged to visit any school, however, the Board forbids such visits to cause harm to or disruption to the student learning environment. As such, in conducting school visits Board Members will:~~
 - a. ~~Notify the Superintendent of any visit 24 hours in advance of the visit unless the Board Member is attending a function to which they have been invited by the Superintendent or designee.~~
 - b. ~~Board Members must check in at the Principal's office, follow district guidelines, and have their identification badge visible.~~
 - c. ~~Be escorted during their visit by the Principal or their designee. dRefrain from behaving in any manner that staff could interpret as providing directions to staff or assuming a supervisory role.~~
 - e. ~~This procedure does not apply to visits as a parent or for events that are open to the general public.~~
- a. Board Members are encouraged to visit any campus. Campus visits should be coordinated or by the Executive Assistant to the Board unless the Board Member is attending a function to which he/she has been invited.

- a. Where possible, the Executive Assistant to the Board should coordinate visits of Board members in small groups of two or three. Board members should keep these visits to no longer than one hour to be respectful of campus staff time.
 - b. Board Members must honor the campus rules and following district guidelines regarding visitors.
 - c. Identification badge must be visible while on campus.
 - d. All visits are to be escorted or directed by a staff member designated by the principal.
 - e. Board Members may communicate with any staff member without interrupting scheduled learning periods or interfering with the learning process.
 - f. Board Members will not assume a supervisory role with staff or students.
 - g. Board Members will not assume a participatory role with staff or students unless specifically requested by campus staff.
 - h. Do not attempt to solve problems or make promises.
 - i. Remember you are a public servant. Your actions and behavior should reflect this critical role.
 - j. Make positive observations about the campus and express any concerns privately to the Superintendent.
 - k. Board members are encouraged to know staff members but are never to give staff members directives.
- *This operating procedure does not pertain to visits as a parent, as a spectator at school events, or other events open to the general public.

G. Complaints

1. When an employee, parent or student informally* complains to a Board member, the Board member shall:
 - a. Refer employee or student to appropriate person in the administration. This referral should be to the closest administrator not directly involved.
 - b. Remind the employee or student of the due process procedure and remain impartial.
 - c. Inform the Superintendent of the complaint.
2. A Board member may not individually investigate a complaint.
3. When appropriate, the Superintendent or designee shall follow-up with the Board member.

****NOTE: Board members must refrain from speaking to any citizen or employee involved in the formal complaint process. Should they have prior knowledge of a situation through informal channels, they must abstain from the formal process.***

VIII. BOARD CONCERNS REGARDING PERFORMANCE

A. Board Member Concerns About the Performance of the Superintendent

1. If, at any time, a Board Member becomes concerned that the Superintendent may have (1) breached any term of the Superintendent's contract; (2) violated a state or federal statute; (3) violated a Board Policy or Operating Procedure; or (4) failed within a reasonable amount of time to address a specific issue identified by the Board, the following process will be used:

- a. The concerned Board Member will meet privately with the Superintendent to discuss his/her concerns in order to resolve the issue(s). The concerned Board Member may elect to bring his/her concerns to the Board President instead who will assist in resolving the issue(s).
 - b. If the concerned Board Member does not feel that the resolution is satisfactory the Board Member may request, through the Board President, that an item be placed on the next regular meeting agenda as a Closed Meeting item, posted in accordance with Texas Government Code. The concerned Board Member must inform the Board President in writing of the specific nature of any concern(s) which prompted the request for a Closed Meeting.
 - c. In addition the Board President may, of their own accord, place an item on a regularly scheduled meeting agenda as a Closed Meeting item to discuss concerns about the professional performance of the Superintendent.
2. In the event that a Closed Meeting is called, the Board must listen to the concern(s) and make a determination if the issue raised is truly cause for concern. Failure to make such a determination shall end the Board Meeting.
 3. If the majority of the Board determines that there is a violation or breach of one of the items listed, the following process will be followed:
 - a. The exact nature of the deficiency will be documented and discussed with the Superintendent.
 - b. A plan for remediation will be written, to include action(s) to be taken and timelines.
 - c. The Board President shall monitor the plan for compliance and the results will be made part of the Superintendent's annual performance evaluation.
 - d. It shall be the responsibility of the Board Chair to ensure that all documentation relating to performance deficiencies shall be appropriately placed in the Superintendent's personnel file.

B. Board Member Concerns About the Performance of Staff Who Do Not Report Directly to the Board

1. When a Board Member becomes concerned about the performance of District employees they must bring their concerns directly to the Superintendent and inform the Board President. Such concerns must be limited to:
 - a. Actions which are illegal
 - b. Egregious violations of Board policy
 - c. Actions which are harmful to the District's or Board's reputation.
2. Board Members must remain cognizant that District personnel are the responsibility of the Superintendent, not the Board.
3. The Superintendent is obligated to listen to such concerns, review the matter and notify the Board of the resolution of the matter to the extent allowed by policy.
4. When a Board Member has concerns about the performance of District employees which relate to employee, Student, Board or community safety, the Board Member will notify the Superintendent and, when appropriate, the police department.

C. Board Member Concerns About Board Member Performance

1. If a Board Member believes that another Board Member has violated the Board Code of Ethics, Board Operating Procedures, Board Policy, State or Federal law, it is the responsibility of the concerned Board Member to discuss the alleged violation with the

other Board Member in private prior to taking any other action, unless the nature of the allegation requires immediate escalation to the Board President.

2. If, after the concerned Board Member has privately discussed the alleged violation with the other Board Member, the concerned Board Member remains unsatisfied that the alleged violation has been addressed, the concerned Board Member may submit, in writing, the allegation to the Board President (arbiter). If the Board President is involved in the allegation, the concerned Board Member may instead submit the allegation, in writing, to the Board Vice-President or the next most senior Board Member not involved in the allegation who is then obligated to serve as arbiter instead.
 - a. The Board Members involved will conference to discuss the alleged violation. All parties are strongly encouraged not to allow any further escalation of these procedures and the arbiter's duty is to work to avoid such escalation.
3. If, after the conference, the concerned Board Member remains unsatisfied that the alleged violation has been addressed, the Board President will call a special meeting of the Board to discuss the alleged violation. The Board President may call upon the District's General Counsel or an external legal advisor to investigate the nature of the allegations. The findings of this investigation will be presented at the special meeting of the Board.
4. If, after the special meeting of the Board to discuss the alleged violation, the Board determines that additional consideration of the alleged violation is warranted, the allegation and the investigative findings will be placed on the next regular meeting agenda.
5. In order for the alleged violation to be considered, one of the following three motions must be made and seconded: a motion to dismiss allegations, a motion to admonish or a motion to censure. In order to protect the overriding principle of freedom of speech, the Board shall not impose admonition or censure on any of its members for the exercise of their First Amendment rights. In order to ensure the right to a fair jury trial, the Board shall not impose admonition or censure on any of its members for the violation of any law while civil or criminal charges are pending. However, when the civil or criminal proceedings are final, the Board need not be bound by the conclusions of the Court and may again pursue admonition or censure.
 - a. A motion to dismiss allegations concludes these procedures and exonerates the accused Board Member. Once a motion to dismiss allegations has passed concerning a given alleged violation, no other motions concerning that alleged violation are in order. A motion to dismiss allegations requires a majority vote to pass.
 - b. An admonition is a one-time punitive action which serves as a penalty imposed for wrongdoing but carries no fine or suspension of the rights of the Board Member as an elected official. A motion to admonish must be presented in writing and must contain the exact language of the alleged violation and the proposed admonition. A copy of the motion to admonish must be provided to the accused Board Member at least seventy-two (72) hours prior to discussion of the motion. A motion to admonish requires a majority vote to pass.
 - c. A censure is an action that is permanent until lifted by the Board via a majority vote of the Board. A censure serves as a penalty imposed for wrongdoing but carries no fine or suspension of the rights of the Board Member as an elected official. A motion to censure must be presented in writing and must contain the exact language of the alleged violation and the proposed censure. A copy of the motion to censure must be provided to the accused Board Member at least seventy-two (72) hours prior to discussion of the motion. A motion to censure requires a 2/3 majority vote to pass. A motion to censure can only be lifted by a

motion to dismiss allegations that occurs at least one (1) meeting after the motion to censure was passed. (be in meetings, vote, public information requests. Everything else is a privilege)

IX. EVALUATION OF SUPERINTENDENT'S PERFORMANCE

The Superintendent's evaluation will be completed no later than **January** of each year. See policy BJCD (LEGAL and LOCAL).

X. EVALUATION OF SCHOOL BOARD'S PERFORMANCE

See BBF (LOCAL) Board Members Ethics.

XI. PROCESS FOR SELECTING BOARD OFFICERS

- A. Officers will be elected to the positions of President, Vice-President, and Secretary.
- B. Elections will be held after the swearing-in ceremony following the May election and at other times deemed necessary by the Board.
- C. It is preferred that no Board member would be elected as president without a minimum of two years of Board experience; **however, no Member shall hold office without one-year minimum current Board experience.**

XII. ROLE AND AUTHORITY OF BOARD MEMBERS AND/OR BOARD OFFICERS

- A. The role and authority of Board members is provided by state statute.
- B. No Board member or officer has authority outside the Board meeting.
- C. No Board member can direct employees in regard to performance of duties.
- D. The Board President shall:
 - 1. preside at all Board meetings;
 - 2. appoint committees;
 - 3. call special meetings; and
 - 4. sign all legal documents required by law.
- E. The Vice-President shall:
 - 1. act in the capacity of President in the absence of the President;
 - 2. sign or countersign warrants or other documents as necessary.
- F. The Secretary shall:

1. keep, or cause to be kept, an accurate record of the proceedings of Board meetings;
2. send, or cause to be sent, all notices of Board meetings;
3. act in role of President in the absence of the President and Vice-President; and
4. sign or countersign warrants and other documents as required by state law or Board Policy.
5. serve as Time Keeper

XIII. ROLE AND AUTHORITY IN CLOSED SESSION

- A. The Board can only discuss those items listed on the closed session agenda and as limited by law while in closed session.
- B. The Board must vote in public session.
- C. Discussions during closed session must remain confidential.
- D. No person, other than Board members and the Superintendent, is entitled to attend or participate in Executive Sessions. Others may be invited to participate by consent of the Board president and Superintendent.
- E. For the propose of discussing his or her employment or job performance, and only for this reason, the Board may exclude the Superintendent from an Executive Session.
- F. If it is in the interests of the district for a statement to be made regarding a closed-session discussion, the Board president will compose an official public statement that meets with the approval of a majority of the Board. Any such statement must comply with the limitations of the law.

XIV. BOARD CANDIDATE AND NEW BOARD MEMBER ORIENTATION

- A. The Board and Superintendent will conduct a pre-election information meeting with all school Board candidates concerning LSG training, training regulations, filing of forms and the Board activities calendar, including the first several Board meetings following the election and retreat dates.
- B. The Superintendent will conduct the District orientation for the new Board members, including information regarding Texas Association of School Board (TASB) New Board Member Training. (See policy BBD (Local)). This orientation will include presentations from the areas of Instruction, Finance, Facilities, Communications and Administration.
- C. The Board will coordinate an orientation for the new Board members with Board officers.
- D. The Board President will schedule a Board/Superintendent Team Building Retreat following the election.
- E. At the called Board meeting in which new Board members are installed, the Board will discuss Board members roles and responsibilities.

- F. Orientation of new Board members to the District will be held within 14 days of installation and the oath of office.

XV. BOARD ELECTIONS

Swearing in of new Board Members will be held after the Canvass of the Election, but prior to the next regular scheduled Board Meeting. A special Called Meeting will be held.

XVI. CALENDAR TECHNOLOGY

~~The Board will maintain a written annual calendar of Board events outlining major Board activities by month.~~

Each board member will receive a laptop, hotspot device and if requested a cell phone for district business only.

XVII. TRAVEL/MEMBERSHIP DUES

- A. Legitimate expenses incurred by Board members while traveling on official school business shall be deemed reimbursable if consistent with Board policy and state and federal laws. Amounts for reimbursement shall be consistent with district procedures for staff members. Each Board Member should be allotted up to \$4,000.00 for travel per year. Elected TASB Delegate only will be allotted registration, travel and meals above the allotted amount.
- B. Specific requirements for reimbursement include, but are not limited to, the following:
 - 1. No reimbursement is permitted for alcoholic beverages.
 - 2. No reimbursement is permitted for expenses of a spouse, children, or other family members.
 - 3. Rooms will be booked at a convention-sponsored hotel or equivalent or the Board member will pay the difference in room rates. Single or double rooms are allowed.
 - 4. Board members may attend conferences and receive reimbursement for meals, hotel, travel expenses, mileage, rental cars, registration, and other reasonable expenses.

XVIII. PERSONNEL APPOINTMENTS

- A. The Board may, by state law, only approve or reject candidates brought forward by the Superintendent. Board members may not lobby for specific hiring decisions.
- B. Board members may not advise the Superintendent on specific hiring decision unless such input is sought. Board members may, however, assist the Superintendent by identifying individuals with specific professional expertise.
- C. Board members must abstain from any votes on personnel issues where a conflict of interest is clear, as defined in Board policy and/or statute.

- D. It is the expectation of the Board that community and school leaders will have an opportunity to provide input on the selection of principals, but that the Superintendent will have sole responsibility for recommending principal appointments.
- E. Nothing in this procedure shall prevent or in any way limit the ability of Board members to discuss concerns about specific existing employees with the Superintendent – but only with the Superintendent.

AGREED THIS _____ DAY OF _____, 2021:

DeSoto ISD Board of Trustees

DeAndrea Fleming, *President* _____

Dr. Tiffany Clark, *Vice President* _____

Abe Cooper Jr., *Secretary* _____

Kathy Goad, *Trustee* _____

Traci McNairy, *Trustee* _____

Karen Daniel, *Trustee* _____

Cynthia Banks, *Trustee* _____

Dr. D’Andre Weaver, *Superintendent* _____