



# Board of Trustees

## *Operating Procedures*



**WE VALUE  
EACH  
INDIVIDUAL'S  
CONTRIBUTION  
BECAUSE  
SUCCESS  
CAN BE  
DIFFERENT  
FOR EVERYONE.**



**WE VALUE  
COLLECTIVE  
ENGAGEMENT  
THAT POSITIVELY  
IMPACTS  
THE LIVES  
OF OUR  
CHILDREN  
AND OUR  
WORLD.**



**WE VALUE  
GREAT  
TEACHING  
BECAUSE WE  
BELIEVE  
IT IS KEY TO  
DEEP  
LEARNING.**



**WE VALUE  
AUTHENTIC  
RELATIONSHIPS.  
WHEN WE  
INVEST  
IN EACH  
OTHER  
WE LEARN  
AND FLOURISH.**

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## **Board Member Ethics**

As a member of the Board, I shall promote the best interests of the District as a whole and, to that end, shall adhere to the following ethical standards:

### **STUDENT- CENTERED FOCUS**

- I will be continuously guided by what is best for all students of the District.

### **EQUITY IN ATTITUDE**

- I will be fair, just, and impartial in all my decisions and actions.
- I will accord others the respect I wish for myself.
- I will encourage expressions of different opinions and listen with an open mind to others' ideas.

### **TRUSTWORTHINESS IN STEWARDSHIP**

- I will be accountable to the public by representing District policies, programs, priorities, and progress accurately.
- I will be responsive to the community by seeking its involvement in District affairs and by communicating its priorities and concerns.
- I will work to ensure prudent and accountable use of District resources.
- I will make no personal promise or take private action that may compromise my performance or my responsibilities.

### **HONOR IN CONDUCT**

- I will tell the truth.
- I will share my views while working for consensus.
- I will respect the majority decision as the decision of the Board.
- I will base my decisions on fact rather than supposition, opinion, or public favor.

### **INTEGRITY OF CHARACTER**

- I will refuse to surrender judgment to any individual or group at the expense of the District as a whole.
- I will consistently uphold all applicable laws, rules, policies, and governance procedures.
- I will not disclose information that is confidential by law.

### **COMMITMENT TO SERVICE**

- I will focus my attention on fulfilling the Board's responsibilities of goal setting, policymaking, and evaluation.
- I will diligently prepare for and attend Board meetings.
- I will avoid personal involvement in activities the Board has delegated to the Superintendent.
- I will seek continuing education that will enhance my ability to fulfill my duties effectively.

Related Policies: BBF(LOCAL)
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The Board defines the district's policies and goals that shall reflect the district's advocacy for all students. Board Members serve as advocates for all students by providing leadership at the local, state, and national level. The policies set by the Board will ensure the district's mission and goals are achieved. The Board will periodically review the District's mission and goals to improve student performance. A responsibility of the Board is to hire a Superintendent, who then implements the policies and goals adopted by the Board. The Board shall evaluate the Superintendent's job performance based upon these policies and goals on an annual basis.

These operating procedures will be reviewed no later than by the April regular Board meeting annually by the Board and shall reflect a continuous improvement model.

A district is only as strong as the Superintendent/Board relationship, also referred to as the "Team of Eight." The Superintendent is the CEO of the organization and the Board is a governing body, much like a Board of Directors in a business setting. The Board must give the Superintendent leeway to accomplish the directives provided by the Board without getting involved in the day-to-day operations of the district and campuses. Trustees shall avoid involvement on activities the Board has delegated to the Superintendent or that by law are the responsibility of the Superintendent.

An effective Board Member communicates with the Superintendent about a concern. It is the Superintendent's job to address concerns. Board Members should not violate the chain of command. Doing so causes disrespect and unclear expectations between staff, the Superintendent, and the Board.

## **Board Protocol**

### **New Board Member Orientation**

- A New Board Member will have a meeting with staff for their name badge and other generic, logistical information within 40 days after being sworn in.
- 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 by the first Board meeting of the date a new Board Member takes the Oath of Office.
- At a minimum, the Superintendent and Board President will participate in the orientation. Additional administrative staff will be included to provide specific information about the district. If more than three (3) Board Members participate, the orientation will be conducted in accordance to the Texas Open Meetings Act.
- The orientation should include, but will not be limited to the following:
  - Board Operating Procedures and Board Policies.
  - Superintendent's overview of district administrative organization.
  - Training to access district electronic communications.
  - District budget overview.

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- District strategic goals overview.
  - Board annual calendar and briefing of upcoming events.
  - Expense reimbursement procedures.
  - Media and communications training
  - Framework for School Board Development from SBOE
  - Board Members Ethics BFF (Local)
  - Ethics Conflict of Interest Disclosure BBFA (Legal)
  - Ethics Prohibited Practices BBFB (Legal)
  - CISD Board of Trustees Confidentiality Form
- The Board President will assign new board members an existing Board Member who will serve as a mentor.

Related Policies: BBD(LEGAL), BBD(EXHIBIT), BBF(LOCAL), BBFA(LEGAL), BBFB(LEGAL)
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## New Board Member Training

- A new Board Member is required to receive the following training:
  - Local district orientation with district leadership (at least 3 hours) within 60 days of his/her election or appointment.
  - Three-hour training session on the orientation to the Texas Education Code within the first year of board service.
  - TASB ISD New Board Member training offered at Summer Leadership Institute (SLI)
  - Open Government training provided by the Attorney General (“AG”) or AG-approved course within the first 90 days of board service.
  - Annual Team of 8 Training (at least 3 hours) that must include a “review of the roles, rights, and responsibilities of the local board as outlined in the Framework for Governance Leadership and an assessment of continuing education need of the board superintendent team” ([www.tasb.org](http://www.tasb.org))
- A new board member is encouraged to receive the following training:
  - If not already done, review previous board meeting recordings to get current on the ongoing district policies.
  - Meet with the board president to discuss board policies and any suggestions new board members may have.
  - Have regular meetings with the appointed mentor to understand the role of governance and responsibilities of a trustee in the various appointed committees.

Related Policies: BBD(LEGAL), BBD(EXHIBIT)
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## Ongoing Board Training

- After their first year of Board service, all Board Members must receive eight (8) hours of continuing education. This includes the annual three (3) hour team building session and at least five (5) additional hours of training. It does not include the update to the Education Code which takes place following each legislative session.
- Every year, Board members are required to complete a cybersecurity training program.
- Every two (2) years, the Board is required to receive at least three (3) hours of training in evaluating student academic performance and setting individual campus goals.
- Every two (2) years, the Board is required to receive at least one (1) hour of training in identifying and reporting abuse and trafficking.
- All Board Members and the Superintendent must participate in an annual, three-hour “Team of Eight” team building session annually. A Board Member’s role in the Team of 8 means the following:
  - 1 of 7 Board members plus the Superintendent
  - A trustee for the entire ISD
  - A leader for the entire ISD
  - An elected public official
  - Responsible for governance
  - Equal to all the other Board Members
  - Responsible for personal preparation for all meetings
  - Expected to attend district wide functions as available
  - Expected to be familiar with current laws
  - Expected to attend further training
  - Expected to support Board decisions
  - Expected to support the chain of command in dealing with problems
  - Will not be divisive or negative influence
  - Will not divulge inside information
  - Is not expected to be a legal expert on all aspects of public education
  - Expected to assist in educating the public on district issues where appropriate
  - Expected to attend Board meetings
- The Board shall attend a legislative update as required by law following each legislative session.
- At the April meeting, the Board President is required by law to report whether or not each individual Board Member has or has not met his/her training requirements.

Related Policies: BBD(LEGAL)
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## Reimbursable Board Travel, Expenses, and Training Opportunities

- All Board Members training travel expense, paid for by CISD, will be set as a part of the total budget and must have a direct benefit on the Board Member's ability to perform as an effective Board Member. Generally, the district will not pay for personal membership in special group organizations. Any training travel expenses above the individual trustee's budget will require approval from the Board at a regularly called Board meeting.
- For a conference or training opportunity to be eligible for reimbursement, it must meet the following criteria:
  - Meet the criteria for Board continuing education hours, as defined by statute.
  - Be located within the 48 contiguous United States.
  - Be limited to the day(s) of travel that serve the Board purpose (i.e., expenses related to additional days added for personal use will not be reimbursed by the district).
- A Board Member may be reimbursed for allowable expenses incurred in carrying out Board business and for allowable expenses incurred while attending meetings or conferences as an official representative of the Board that is set as a part of the total budget for the individual trustee.
- Reimbursement for lodging is allowed only for trips outside of the DFW area.
- Board Members should present the CISD tax exempt form to a hotel during check-in. Payment for authorized and documented travel expenses will be made in accordance with legal and local requirements.
- If a Board Member travels for training or as a Board representative, booking air travel and/or rental car typically is the responsibility of the Board Member. Arrangements for lodging can be made by the Administrative Assistant to the Superintendent. The Board Member is responsible for notifying the Administrative Assistant his/her preferences for lodging accommodations. Please notify the Administrative Assistant to the Superintendent if you plan to book any aspect of your own travel.
- Following the completion of travel, a Board Member must submit a "Travel Expense Form," with itemized receipts for allowable expenses attached, within fifteen (15) days to the Superintendent's office for reimbursement. Please email the Administrative Assistant to the Superintendent for a copy of the travel form. Alcohol is not an allowable expense.
- Board Members who cancel paid conferences, events or meetings (such as but not limited to chamber luncheons), without good cause that result in the district incurring expenses shall reimburse the district for the expenses. Events have different cancelation notification policies. Board Members should notify the Administrative Assistant to the Superintendent if they change their calendar RSVP 48 hours before an event.
- All Board Members attending a conference or training session are encouraged to attend a majority or more of available continuing education opportunities. All "early bird" workshops paid extra by the district must be attended except in a case of emergency. Failure to follow these guidelines may result in the cost of the training not being covered by the district.

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- All personal costs (outside of travel, parking, lodging, and meals as allotted by law and District policy) will be borne by individual Board Members. Family member travel will not be a reimbursable expense.
- Board Members will be reimbursed for all allowable expenses unless prior arrangements for payment are made with the Superintendent's office.
- Questions regarding travel and reimbursement will be addressed through the Board President.

Related Policies: BBG(LEGAL), BBG(LOCAL)
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## Advocacy

The Board demonstrates a commitment to the shared vision, mission and goals of CISD, and as such will advocate at the local, state, and national levels for the specific interests of CISD and for public education, in general.

- The Board and Superintendent (or designee) will create district legislative priorities prior to the opening of the biennial session of the Texas Legislature and communicate those priorities to area legislators.
- The Board will annually determine a process for organized engagement between Board Members and the local, state and federal community and elected leaders.
- The Board will be united in its advocacy efforts with the Superintendent (or designee).
- Texas law prohibits district employees or officials (including Board Members) from knowingly using public funds, directly or indirectly, for political advertising to advocate for or against a candidate measure that will appear on a ballot.
  - The Texas Ethics Commission interprets this prohibition broadly, suggesting even that conducting a meeting on public property involves an indirect use of public funds. The prohibition extends to bond and tax ratification elections.
- Texas law allows Board Members, acting independently and without the use of public funds, to engage in political advocacy.
  - Board Members will be cognizant of this provision and seek advice of the Board President before engaging in any advocacy activity that may involve a direct or indirect use of public funds when that activity is related to an election or ballot measure.
  - Board President may seek advice of district counsel.
  - If a Board Member chooses to initiate independent political advocacy on an issue that is not a district legislative priority, including, but not limited to initiating communication with a member of the legislature (or a member of such legislator's staff) or testifying before a governmental or legislative committee or agency, the Board Member should clarify, when possible, that such independent political advocacy reflects his/her own opinions and actions and does not reflect the opinions or actions of the district or of the Board. It is imperative that the Board Member disclose such in order that established district legislative priorities are distinguished from, and

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not diminished or otherwise superseded by, the Board Member's independent political advocacy.

- At each Board Meeting (a) following the adoption of the district's legislative priorities, and continuing thereafter during the subsequent regular session of the Texas legislature and (b) during the term of any special called session of the Texas legislature, the Board President shall include a discussion item on the agenda during which individual Board Members may inform all other Board Members of their significant advocacy efforts, including any independent political advocacy on an issue that is not a district legislative priority.
- Board Members are encouraged to serve on as a delegate, representative, or member to local, state and national organizations. Board Members should inform the Board President if they have a particular area of interest for such service.

Related Policies: BE (LEGAL)
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## Activities Related to Elections

### Board Elections

- Board Members serve three-year terms that expire on a rotating basis. A Board election is held every year in May, or as otherwise required by law. If all seats are uncontested, the election may be canceled.

### Election Activities

- Board Members will follow all applicable law in all campaign activities.
- Neither the Board, as a body corporate, nor any Board Member individually, will use district funds or other resources to electioneer for or against any candidate, measure on a ballot or political party. Texas Education Code 11.169.

### Seeking Endorsements

- No Board Member seeking re-election to the Board will solicit district employees for endorsement during such employee's work hours or at any time while on district property.

### Providing Endorsements

- The Board, as a body corporate, will not endorse any candidate running for any public office.
- Recognizing that the Board operates as a non-partisan elected body that works with other elected officials in its duties, individual Board Members should exercise heightened caution when providing a personal endorsement to any candidate. Board Member support of candidates in an election can have an adverse impact on the ability to function cohesively and constructively as a corporate body. As such, Board Members should give careful consideration prior to providing an endorsement.
- If an individual Board Member chooses to provide an endorsement to a candidate for elected office, it is as a private citizen. The endorsement should have no reference to the Trustee's role as a Coppell ISD Board Member.

## Compliance with Board Operating Procedures

### Expressing Concerns about another Board Member's Performance

If a Board Member has a serious, specific, concern about the performance of another member which appears to be in violation of Board Operating Procedures or Policies, the recommended process for addressing such concerns shall be the following:

- The concerned member shall have a private conversation with the member in question in order to work out the differences or resolve the issue(s).
- If the concern(s) remain, the concerned member will meet privately with the Board President and outline the specific issue(s). The Board President and the concerned member will meet with the member in question and attempt to resolve the issue(s). If the concern is with the performance of the Board President, the Vice President will be notified and will meet with the concerned member.
- If the issue is still not resolved, the concerned member will hold a conference with the Board President (or Vice President with concerns regarding the President) and the Superintendent (or the Superintendent's designee) to develop a plan of action to resolve the concerns.
- When the concerned member has gone through the outlined steps above and the issue(s) remain unresolved the concerned member will, through the Board President, request that an item be placed on a regularly scheduled agenda as an executive/closed session item, posted as "Evaluation of Individual Board Member Performance"
- Should the Board determine that reprimand or censorship is warranted, such action may only be taken in duly posted public meeting.
- No action may be taken that would conflict with the Texas Open Meetings Act. Nothing in this operating procedure shall be construed to limit a Board Member's constitutional rights.

Related Policies: BBC(LEGAL), BBF(LOCAL)
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### Censure of a Board Member

- If a Board Member acts in a manner that is unbecoming of a member and disruptive to the business of the district, the Board can pass a resolution to censure that Board Member. This would consist of a statement identifying the following:
  - The inappropriate behavior of the named Board Member;
  - The desired behavior;
  - A statement of agreement by a majority of the Board Members that the behavior is inappropriate.
- Resolutions are non-binding, but they have the effect of publicly disciplining a colleague, since removal from office is rare.
- The Board may choose to withhold financial resources from the offending Board Member. Examples might be disallowance of reimbursement for attendance at conventions, seminars, or other district travel plans.

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- Under extreme conditions the Board may agree to ask the offending Board member to resign. However, a Board Member may only be removed from office for incompetency, official misconduct, public intoxication or conviction of a felony.

Related Policies: BBC(LEGAL)

## **Board Development**

### **Annual Board Review and Establishment of Board Goals**

The Board will embrace a vision and a set of clearly defined priorities for the district that structure both the Board's decision making and the work of the district staff. They will develop and follow clearly defined procedures and schedules for doing their work. They will foster the free flow of information within the community.

- Each year the Board may meet in a Work Session to evaluate its performance from the previous year and to set Board goals for the coming school year or agree to the Superintendent's overarching qualitative goals as their own. Board goals need to align with the District Core Values and Superintendent Goals.
- The process will be facilitated by the Board Leadership unless a majority of the Board Members feel the process would be better served by using an independent facilitator.
- The Board may use the TASB Effective Board Practices or any other mutually agreed upon tool to measure its effectiveness and identify opportunities for improvement.
- Board Goals must comply with student performance goals required by law or statute.
- The Board will document and adopt its visions and goals for the upcoming school year.

Related Policies: BAA(LEGAL), BBD(EXHIBIT), BQ(LEGAL) BQ(LOCAL)

### **Reauthorization of Board Operating Procedures**

- Board operating procedures will be reviewed annually by the Board and shall reflect a continuous improvement model. The annual review must be held by the April regular Board meeting.

### **Preparation of Annual Board Calendar**

- No later than June 30 of each year, the Board President, in cooperation and consultation with the Superintendent, will develop a draft of the Board's annual calendar of Board Meetings.  
The annual calendar will serve as a template for agenda and activity planning purposes.
- The Board's annual calendar provides a general planning guideline and can, at a minimum, include the following items:

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- Required Board Actions - to include items legally required at specific times
- Items legally required annually but not at specific times
- Items required by Board Policy
- Desired Board Reports
- Student Performance Reports
- Program Evaluation
- Instructional Programs and District Initiatives to review in the upcoming year
- Activities not related to Board Meetings - to include district activities/events, major campus events, meetings of district-related organizations/committees, Board training opportunities/workshops/conventions, business meetings of local governmental agencies, and advisory group meetings.
- Superintendent will ensure that all necessary information to meet the calendar's timelines will be delivered to the Board Members in compliance with Board Operating Procedure, Meetings, "Preparation of the Agenda."

Related Policies: BDAF(LEGAL), BE(LOCAL), BJCD(LEGAL), BQ(LEGAL), BR(LEGAL), CFA(LEGAL), CFC(LEGAL), DNB(LEGAL), EB(LEGAL)
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## Communications

### Board Member Communications between Meetings

- The Superintendent will keep all Board Members updated on important district issues.
- The Superintendent will communicate progress reports of district/superintendent goals with all Board Members throughout the year.
- Any correspondence a Board Member may have received at the district office will be placed in the Board Members designated mailbox located in the district administrative offices.
- The Superintendent will communicate requested information to all Board Members in a reasonable time without interfering with the regular conduct of district business.
- The Superintendent (or designee) will distribute to all Board Members any information requested for the Board by the Board President or a Board Member.
- Board Members may communicate with other individual Board Members or the Superintendent for the purposes of asking clarifying questions, providing clarifying information or socializing under circumstances that do not conflict with or circumvent the Texas Open Meetings Act.
- Board Members **may not** communicate with other individual Board Members for purposes of soliciting votes in support of or opposition to items of business that may come before the Board.

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- As a best practice, Board Members should blind copy all other members of the Board when communicating or sharing information via email. Items shared in this manner **should be for information purposes only** and in accordance with the Texas Open Meetings Act.

Related Policies: BBE(LEGAL), BBE(LOCAL), BBI(LEGAL), BBI(LOCAL), BE(LEGAL), BE(LOCAL), BJA(LOCAL), GB(LEGAL)

## Board Member Requests for Information Not Related to Agenda Items

- An individual Board Member, in his or her official capacity, can seek information pertaining to the District's fiscal affairs, business transactions, governance and personnel matters by communication with Superintendent.
- Board Members will communicate their individual requests for detailed or sensitive non-agenda information to the Superintendent while copying the request to the Board President, as deemed appropriate.
- If the requested information can be provided from readily available data with no diversion of staff's time, then it will be provided within a reasonable amount of time after the request.
- If the request requires a special report that will divert staff time from established priorities, the Superintendent will notify the requestor and the Board President. The Board President will determine if the request should be considered by the full Board or will direct the Board Member to procedures regarding placing an item on the agenda.
- The District will track and report any requests including the cost of responding to the request if any individual Board Member requests more than 200 pages of material in a 90-day period.
- Information requested by one Board Member will be provided to all Board Members at the same time, at the Superintendent or his designee's discretion.
- If a Board Member has a question requiring the General Counsel's updates or response, he/she should refer the question to the Superintendent or the Board President, who will relay the answer to the Board or advise Board Member to contact the attorney directly. This procedure is to ensure that several Board Members are not contacting the attorney with duplicate questions.

Related Policies: BBE(LEGAL), BBE(LOCAL), BDD(LEGAL), BJA(LOCAL)

## Board Member Visits to Campuses, District Facilities and Contact with District Staff

- Board Members must coordinate with both the Superintendent and campus administration prior to being on campus, unless the Board Member is attending a campus function to which they have been invited.

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- Board Members must ensure the visits do not impede the delivery of instruction in the classroom or administrative duties of staff. Visits to individual classrooms during instructional time will take place during pre-approved visits.
- Board Members should wear their name badges and follow all campus check in procedures.
- All visits are to be escorted or directed by a staff member designated by the principal.
- Board Members are encouraged to know staff members but are never to give staff members directives. Do not attempt to solve problems or make promises.

Related Policies: BBE(LEGAL), BBE(LOCAL)
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## Board Member Responses to Community or Employee Complaints

- Listen respectfully and remain impartial.
- The chain of command is the appropriate channel to get problems solved, and the person at the lowest level and closest to the problem should strive to solve an issue. Involving senior levels too early in the process strips lower levels of their ability and responsibility to solve problems. The chain of command moves up through the organization to the Superintendent and ultimately to the Board of Trustees.
- The Superintendent will inform Board Members of the resolution, or progress, of any referred issue.
- If a matter becomes a formal grievance and a Board Member has in depth knowledge about the grievance that might render him/her unable to hear the grievance impartially, the Board Member must inform the Superintendent immediately and will be expected to recuse himself/herself from the hearing.

Related Policies: BBE(LEGAL), BBE(LOCAL), BED(LEGAL), BED(LOCAL), DAA(LEGAL), DG(LEGAL), DGBA(LEGAL), DGBA(LOCAL), DIA(LEGAL), DIA(LOCAL), DNA(LEGAL), DNA(LOCAL), FB(LEGAL), FB(LOCAL), FFH(LEGAL), FFH(LOCAL), FNG(LEGAL), FNG(LOCAL), GF(LEGAL), GF(LOCAL)
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## Board Member Communication with the Media

- The Board President (or designee) will be the spokesperson for the Board to the media.
- Press releases issued on behalf of the Board will be approved by the Board prior to release, unless an emergency or public necessity exists.
- The Superintendent or a designated staff member will be the official spokesperson for the district on issues of media attention that relate to district operations.
- A Board Member who receives a call from the media requesting information, comments, or an interview regarding district business should direct the caller to the Executive Director of Communications and notify the Board President and the Superintendent of the call.



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- The Superintendent or designee will keep Board Members apprised of issues the media may be reporting on.
- Statements will not be made to the media regarding personnel or other matters protected by law.

Related Policies: BBF(LOCAL)

## Board Members and the Community

- Board Members will communicate with the community through public forums, regular Board meetings, committee meetings, electronic media, and regular publications, as appropriate to the role.
- To be most effective, Board Members should be present and active in the local community. As such, Board Members are encouraged to participate in community activities as liaisons between the public and the school district. When speaking to members of the community, Board Members are expected to do the following:
  - Listen politely and respectfully.
  - Accurately relay information about the district.
  - Refer questions about specific district activities/issues to the appropriate staff person or spokesperson when they do not know the answers.
  - Clarify Board Member's limitations, obligations, and responsibilities as a member of the Board.
  - Respect Board decisions.
  - Relay official action by the Board, if applicable.

Related Policies: BBF(LOCAL), BED(LOCAL)

## Citizens Addressing the Board

- Members of the public may address the Board in accordance to BED (LOCAL) during regularly scheduled board meetings during the open forum portion of the meeting. Board Members will listen to the comments but will not conduct an interchange with the speaker.
- The Board, through the presiding officer or Superintendent, can offer factual information, cite Board policy, or direct the administration to investigate items and report back to the Board but shall not engage in a two-way dialogue with patrons.
- The Board is assembled to gather input only. No action may be taken.
- Formal acknowledgements and written responses to citizens will be provided by the appropriate staff for response to be given by the Board President. Leadership will make every effort to respond within ten (10) working days of the meeting date at which the communications was presented to the Board. The Board will be copied on all such communications.

Related Policies: BED(LOCAL)

# Coppell ISD Board Operating Procedures

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## Phone/Voice Mail, Written Correspondence, including, but not limited to, E-mail, Text Messages or Social Media Protocol

- Board Members are encouraged to respond to written correspondence, including, but not limited to, e-mail, text messages or social media from constituents, but should bear in mind that any such responses may be subject to Public Information Act requests and may be applicable to the Texas Open Meetings Act.
- The Board President should respond to communication sent to all members of the board and blind copy all board members so that they are informed of the response.
- A Board Member retains the right to respond to an individual but must understand that such communication may be interpreted as being an official statement of the Board. The member should do the following:
  - Clarify that he/she is responding as an individual and not for the Board.
  - Remind the individual any position/action the Board has officially taken on the subject.
- Board Members are encouraged to share communications they send and receive with the rest of the Board if the following applies, and they feel it would be appropriate, provided:
  - The information is not of a personal or confidential nature.
  - It is not obvious that the individual has contacted the rest of the Board Members.
  - The Board does not engage in any conversation or action which would violate the Texas Open Meetings Act.
- Board Members will not respond to anonymous communications, unless the communication pertains to criminal, health or safety issues. Any such communication, pertaining to criminal, health or safety issues, will be forwarded to the Superintendent for action. Board Members will be informed, if appropriate.
- If a Board Member receives any communication which he/she perceives to be of a threatening nature, the Board Member will immediately call and forward the communication to the Superintendent for action. Superintendent will contact all Board Members, if deemed necessary.
- Board Members who participate in social media should be careful to avoid online conversations with each other that that would violate the Texas Open Meetings Act.

Related Policies: BBF(LOCAL), GBA(LEGAL)
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## Board Member Communication with Governmental or Legislative Agencies

- The Superintendent or a designated staff member will testify at any public hearing or other governmental proceeding on behalf of the district, unless the Board otherwise directs.

# Coppell ISD Board Operating Procedures

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- The Board President (or designee) will be the spokesperson for the Board, unless the Board directs otherwise, and such testimony will be limited to positions officially adopted by the Board or general practices of the district.
- If a Board Member chooses to speak or testify in front of another governmental or legislative agency on an issue that is not intended to be a reflection of any Board position, the Board Member must clarify that such testimony reflects his/her own opinions and not that of the Board.
- If a Board Member is invited to speak or wishes to speak on behalf of the Board, he or she must inform Board Members when appropriate as soon as possible.
- If a Board Member is going to testify/speak, he or she should provide the Superintendent and Board President with a copy, in advance if possible. The Board President will notify the rest of the board of the upcoming testimony.
- Nothing in this Operating Procedure may be construed in such a way that would violate the Texas Open Meetings Act or a Board Member's constitutional rights.

Related Policies: BE(LEGAL)
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## Speaking Engagements

- Board Members are encouraged to draw upon opportunities to speak to the public outside of Board Meetings when requested by citizens of the district. Speaking engagements will help promote a better understanding of topics relating to the district and allow the public to become more acquainted with the members of the Board.
- Every Board Member may accept opportunities to visit with their constituents. If unable to accept, consider suggesting another Board Member to attend.
- A Board Member will inform the Superintendent and Board President if he/she has been directly requested to give a public presentation.

Related Policies: DBD(LOCAL)
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## Meetings

Anytime a quorum of Board Members is gathered to discuss school district business, it is considered a meeting. There are a variety of meetings for Board Members, such as Regular Board Meetings, Board Workshop, Special Meetings and Emergency Meetings. Attendance at some meetings is more critical than others, but all are important to attend.

The Board will be guided by Parliamentary Procedures as Detailed in Robert's Rules of Order, as revised for small boards.

- **Board Meetings** - These open meetings are held in accordance with the published calendar at the Vonita White Administration Building, 200 S. Denton Tap Road, Coppell, Texas. These meetings are

# Coppell ISD Board Operating Procedures

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generally preceded or concluded by an executive/closed session. All meetings are open to the public and are subject to provisions of Texas law. They are held to conduct the formal business of the district in public. Action may be taken during this meeting. The Board Meeting is streamed online and available at all times on the Coppell ISD website.

- **Board Workshop** - These open meetings are held for Board members and staff to engage in intensive discussion on subjects or projects that will most likely come to the Board at a regular Board Meeting. The meeting could also include an executive/closed session. The Board Workshop is streamed online and available at all times on the Coppell ISD website.
- **Community Input Sessions** - On issues of broad community interest, the Board may decide to conduct public input sessions. Examples include tax rate setting, boundary changes, feeder pattern changes, bond packages and similar topics. This meeting may be held at individual schools or at a location within the CISD Boundaries other than the Board Room in the Vonita White Administration Building.
- **Special Meetings** - A special meeting is a business meeting held on a date other than the regularly scheduled meeting. Action may be taken.
- **Emergency Meetings** - An emergency meeting is a business meeting scheduled with at least a one-hour notice to the public. An emergency meeting is usually called to address a situation which must be handled immediately. Action may be taken.

Related Policies: BE(LEGAL), BE(LOCAL), BEC(LEGAL), BED(LEGAL), BED(LOCAL) DGBA(LEGAL), DGBA(LOCAL), FNG(LEGAL), FNG(LOCAL), GF(LEGAL), GF(LOCAL)
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## Preparation of the Monthly Board Meeting Agenda

- Agendas are drafted by the Superintendent in consultation with the Board President, Vice-President and Secretary; but final approval for the agenda is the sole authority of the President.
- At least two Board Members must independently request a subject to be included on the agenda in writing, and the Superintendent shall include on the preliminary agenda of the meeting all Board members requested topics that have been timely submitted. The deadline for submitting items for inclusion on the agenda is the tenth business day before regular meetings and the third business day before special meetings.
- Requests for agenda topics will be forwarded to the Board President and Superintendent. The Board President will ensure that any topics the Board or individual Board Members request be addressed either on the agenda or scheduled for workshop discussion at an appropriate time in the near future. The Board President will not have authority to remove an agenda item requested by a Board Member without that member's specific authorization.
- The Superintendent or designee will forward to all board members a preliminary agenda prior to posting and will ensure all necessary or requested information is supplied to the Board Members to allow for informed decisions.

# Coppell ISD Board Operating Procedures

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Related Policies: BE(LEGAL), BE(LOCAL)
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## Board Member Meeting Preparation and Participation

- Board Members will read and study the agenda packet prior to each meeting.
- Board Members will direct their individual requests for additional materials or information relating to agenda items to the Superintendent. Agenda packets and any requested information will be provided by the Superintendent to Board Members at least three (3) days in advance of Board Meetings and Work Sessions. Every effort will be made by the Superintendent or his designee to provide more lengthy documents related to agenda items as soon as possible but not less than four (4) days in advance of Board Meetings or Work Sessions.
- The Superintendent or designee will ensure that any additional materials or information that is provided to one Board Member is provided to all Board Members. This operating procedure will not limit a Board Member's ability to ask questions during the Board Meeting.
- All Board Members are expected to conduct themselves according to Robert's Rules, New Revised parliamentary procedure and the agreed upon CISD Board Meeting Norms (unless suspended by two-thirds vote of the members present) for all meetings, motions and debates.
- The Board President, or chair, of a meeting will recognize any Member who wishes to speak on a subject. Members will not be allowed to speak a second time until every member who wishes to participate has spoken once.
- During a Board Meeting, any Board Member may remove an item from the consent agenda for separate consideration. Prior to the meeting, the Board Member will make every effort to inform the appropriate staff member of his/her intent to remove the item from the consent agenda so that the staff member may prepare additional information as needed, which may include documents or other material. The Board Member will also notify the Superintendent or the Board President of his /her need to further discuss the consent agenda item prior to action by the Board.
- Debate and discussion must continue until such a time as each Board Member feels that he/she has had adequate time to ask clarifying questions or make other comments, unless the previous question had been moved and adopted.
- Once a majority decision has been reached, individual Board Members will publicly support that vote.
- A Board Member not present at the physical location of a regular board meeting may participate via videoconference under Gov't Code 551.127. The Board Member shall be counted as present at the meeting for all purposes. A meeting may be held if a quorum, including the Board Member presiding over the meeting, is physically present at one location. A Board Member wishing to participate via videoconference shall notify the Board President and the Superintendent at least three (3) business days before the meeting to allow staff time to set up and test the connection. Such meetings must meet all the requirements of the Texas Open Meetings Act.
- Nothing in this operating procedure will be construed as a limit to a Board Member's ability to ask questions during the board meeting.

# Coppell ISD Board Operating Procedures

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Related Policies: BE(LEGAL), BE(LOCAL), BED (LEGAL), BED (LOCAL), BBF (LOCAL)

## Board Responses to Inquiries about Executive/Closed Session

- Given the legal and sensitive nature of executive/closed sessions, the members of the Board understand that the law requires that all such sessions are strictly confidential.
- When it is apparent to the Board that it would be in the best interest of the students, staff, community or Board to make a statement regarding anything that occurs in or results from an executive/closed session, the Board President will compose an official public statement that meets with the approval of a majority of the Board. Any such statement will comply with the limitations of the law.
- If individual Board Members are pressed for information regarding executive/closed sessions, that Board Member will state clearly that he/she can give no information other than what is posted on the agenda. If pressed further, the Board Member will refer the inquiry to the Board President and Superintendent.

Related Policies: BEC(LEGAL), BBF(LOCAL)

## Participation by People Other Than Board Members in Executive/Closed Sessions

- No person other than the Board, General Counsel and the Superintendent is entitled to attend or participate in executive/closed sessions.
- If the Board President, designee or the Superintendent believes that consultation with a person or group would be beneficial to the discussion, that person or group may be invited to participate for a specific purpose. Such consultants must leave the room upon the conclusion of their participation or when the Board no longer believes such participation is productive.
- The Superintendent may be prohibited from participating in executive/closed sessions where the Board may be considering any aspect of his/her employment or job performance.
- Participation by people other than the Board Members will not conflict with the Texas Open Meetings Act or any other applicable provisions of the law.
- In the event any persons other than the Board and Superintendent participate in executive/closed sessions, the Superintendent and Board will ensure that the participant(s) are aware of the limitations placed on disclosure of the content of the discussion occurring in executive/closed session.

Related Policies: BE(LEGAL), BE(LOCAL), BEC(LEGAL)

## Executive/Closed Session Attendance and Confidentiality

- Executive/closed session is a closed meeting and usually precedes or concludes a Board Meeting or Work Session.
- Board Members are encouraged to make every effort to attend all meetings. If a Member is unable to attend, he/she will notify the Board President and/or the Superintendent, as soon as possible. The absent Board Member will contact the Superintendent or Board President and request a verbal recap of the session, if needed.
- Board Members shall limit discussion only to those topics that can be discussed in executive/closed session, as allowable by law, such as:
  - Personnel: Resignations, employment, evaluation, appointment, assignments, terminations, non-renewal, additions, and extension and/or renewal of contracts of individual teachers, individual administrators, individual support staff, and Superintendent's evaluation and/or contract.
  - Private consultation with the attorney regarding contemplated litigation or on a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with Chapter 551.
  - Discuss purchase, exchange, lease, sale or value of real property.
  - School children; school district employee; disciplinary matter or complaint.
- All matters discussed in executive/closed session are considered confidential. Board Members will not disclose executive/closed session conversations.
- The Board Secretary will take minutes of executive/closed session meetings. After the Board President has signed, the minutes will be sealed in an envelope and given to the Administrative Assistant to the Superintendent.

Related Policies: BEC(LEGAL), DGBA(LEGAL), DGBA(LOCAL), FNG(LEGAL), FNG(LOCAL) GF(LEGAL), GF(LOCAL)
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## Board Hearings of Grievances

### Preparing for hearings

- The Board normally operates in a legislative capacity for executive/closed sessions. However, it operates in a judicial capacity during a grievance hearing. Members must be fully informed on Board policies relating to the process for grievances in advance of a hearing.
- Once a grievance reaches a Level 3 hearing with the Board, a hearing date is set. The grievant receives instructions about how the grievance process works.
- The grievant may elect to hold the hearing in executive/closed or open session, but the Board will make the final determination. All documentation that was presented by both parties at each of the previous hearing levels is collected and submitted to each Board Member and to the grievant for complete review in advance of the hearing.

# Coppell ISD Board Operating Procedures

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- All grievance-related materials received by a Board Member must be held in the strictest confidence. A Board Member will neither share information from that documentation nor what is heard during the actual grievance proceeding(s).
- Board Members only may consider information that is presented during the grievance process; members will not privately seek out information regarding a grievance. No party may present or submit new documentation during the Level 3 hearing.
- If a Board Member knows or learns anything about a grievance case, except what is admitted through the documents that might render him or her unable to hear the grievance or appeal impartially, then he/she must inform the Superintendent and Board President immediately. In addition, if the Board Member has been involved in communication with the grievant previous to the grievance hearing, then Board Member should recuse himself/herself from the hearing or in addition, if the Board Member has communicated with the grievant about the subject of the grievance such that the Board member is unable to remain impartial, the Board Member should recuse himself/herself from the hearing.

## Conducting hearings

- The Board Secretary will serve as the timekeeper for the grievance hearing, record the official minutes and create an audio recording of the proceeding.
- The grievant, district administration, and board may each elect to have its own legal counsel.
- The Board President presides over the hearing and provides direction to all parties throughout the hearing.
- As a standard, the grievant and the school district will each have a total of 15 minutes to present its case. The time limit may be adjusted at the discretion of the Board when deemed appropriate. Each party is given an opportunity to make an opening statement followed by the opportunity to rebut the other party's opening statement. Each party is responsible for allocating the usage of this time as they wish. The Board Secretary can provide minute usage updates during testimony, if requested.
- Once each party has presented its case, the Board may ask questions of each party based upon the information presented. The time allocated to this activity is not limited.
- At the conclusion of all Board Member questions, the Board President concludes the hearing. The grievant and the school district representatives are excused.

## Deliberations

- If the grievance hearing was held in open session then the Board will adjourn to executive/closed session under an exception to the Open Meetings Act, as stated in the posted agenda. The Board and its legal counsel, if present, will participate in the executive/closed session.
- Board Members may now consult with one another and legal counsel regarding a possible grievance decision recommendation. Only deliberations occur in these meetings. No decisions are made in executive/closed session.



# Coppell ISD Board Operating Procedures

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- Grievance decisions become precedent-making events. Board Members should seek counsel from its legal representatives in order to understand the potential implications of any decision. Legal counsel can share information about previous decisions that may impact the current decision.
- Board Members will return all grievance materials to the Superintendent or his designee upon the conclusion of deliberations.

## Ruling/Decision

- The public reflection of a grievance hearing occurs at the next open meeting. An agenda item regarding the grievance appears on the agenda or the Board may return to open session to make a decision upon the completion of deliberations in closed session. Alternatively, the Board may give notice of its decision orally or in writing at any time up to and including the next regularly scheduled Board meeting.
- Any Board Member who was not present for the entire grievance hearing must recuse him/herself from the actual vote in open session.
- If a Board Member wishes to uphold the administration's Level 2 decision, then he/she can make a motion to that effect. If the motion is seconded then the Board President will conduct a vote. If a Board Member wishes to reverse the administration's Level 2 decision, then he/she can make a motion to that effect. The Board President will conduct a vote if the motion receives a second. If the Board takes no action during the next open meeting, then the administration decision at Level 2 is automatically upheld. The Board also may choose to return the grievance to administration for solution and consideration.
- Only the Board President can make public statements arising from a grievance.
- Any Board Member who violates the Board policy on grievances may be subject to censure.

Related Policies: DCD(LEGAL), DCD(LOCAL), DG(LEGAL), DGBA(LEGAL), DGBA(LOCAL), FNG(LEGAL), FNG(LOCAL), GF(LEGAL), GF(LOCAL)
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## Transitions on the Board

### Board Member Vacancies

- Vacancies on the Board may, and do, occur at times other than at the end of a term. Trustee vacancies may occur if a Board Member moves out of the school district, resigns for personal reasons, encounters sudden death or illness, or some other valid reason to resign.
- The departing Board Member should give written notice of impending resignation and deliver it to the Board President. Possible courses of action include:
  - special election
  - regularly scheduled election

# Coppell ISD Board Operating Procedures

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- appointment until the next regularly scheduled election
- leave seat vacant, subject to legal requirements

Related Policies: BDAA(LEGAL), BDAA(LOCAL)
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## Board Officers Authority and Role

### President

- The President presides at all Board Meetings;
- Appoints Board Members to both committee participation and chairmanships;
- Calls special meetings;
- Speaks on behalf of the Board at most district-wide events, when requested;
- Is a signatory on district checks, legal documents approved by Board action, Board resolutions and student diplomas;
- Responds on behalf on the Board to media requests.
- The President has the right to discuss, make motions and resolutions, and vote on all matters coming before the Board.

### Vice President

- The Board Vice President presides at any Board Meetings when the Board President is unable to attend;
- Speaks on behalf of the Board at events the Board President is unable to attend;
- Works with Board President to appoint Board Members to both committee participation and chairmanships.

### Secretary

- The Board Secretary presides at any Board Meetings that the Board President and Vice-President are unable to attend;
- Speaks on behalf of the Board at events the Board President and Vice President are unable to attend;
- Times speakers during open forum and at grievance hearings;
- Is a signatory on district checks, legal documents approved by Board action, Board resolutions and student diplomas;
- Keeps or an accurate record of the proceedings of each Board meeting;
- Performs other duties as directed by the Board.

## Election of Officers

- Board Officer elections will occur annually, at the first eligible public meeting of the Board after the scheduled election date.

# Coppell ISD Board Operating Procedures

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- Election of Board Officers is governed by Board Policies BDAA (LEGAL), BDAA (LOCAL), and the election must be held at a properly noticed and posted meeting in compliance with the Texas Open Meetings Act, Texas Government Code Chapter 551.001 et seq. Board Members will comply with the requirements of the Board's Policies, Operating Procedures and the Texas Open Meetings Act in the selection of officers.
- No Member shall hold office without one-year minimum current Board experience.
- Board Officers shall serve for a term of one year or until the next called officer election. Officers may succeed themselves in office.
- Any Board Member who seeks to be elected will make their intentions known to the Board in Closed/Executive Session prior to the first eligible public meeting of the Board after the scheduled election date. A Board Member may choose to withdraw his/her name from consideration for an office by notifying the Board Secretary, who will then notify all Board Members, at any time up until the election is conducted.
- The Board President will duly call a meeting of the Board, the first business meeting following submission of intent, for the purpose of certifying any election of Board Members and for the election of Board Officers.
- At that meeting, the members of the Board shall organize by electing Board Officers [BDAA (LEGAL)]. The call of the meeting will include a provision for an executive/closed session for the purpose of reconstituting the officers of the Board.
- During the executive/closed session of the first eligible public meeting of the Board after the scheduled election date, the Board will deliberate the duties and qualifications of a public officer. The current Board President will ask for any nominations.
- When reconvened in open session, in compliance with the Texas Open Meetings Act, the current Board President will preside over the election of the Board Officers. The current Board President will entertain nominations. Board members will not self-nominate from the dais. A nomination requires a second. If additional nominations are made, then each office will be voted on separately by the Board according to Robert's Rules of Order. The Board will vote for each office in turn, beginning with the Board President. If there is more than one nominee for a position, candidates will be voted on in the order of their nomination.
- Newly elected officers will assume responsibility for their office immediately upon election to the Board Office.
- In the event of a vacancy in an Officer's position the Board may, by majority action of the Board at any duly called meeting, fill the vacancy.
- The immediate past President and the newly elected President shall meet with the Superintendent within one week of the election of officers to review all matters pending, to ensure the newly elected President has all the information required of the office, and to be sure all operating procedures are completed in a timely manner.

Related Policies: BDAA(LEGAL), BDAA(LOCAL)
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## **Superintendent and Board**

### **The Superintendent's Performance Evaluation**

#### **Analysis, Goal Setting, and Action Plan Development (*October & November*)**

- During a closed session of a publicly announced meeting, the Board of Trustees and Superintendent shall review the proposed Superintendent's Priority Performance Goals, key actions, strategies, timelines and benchmarks of progress. With the objective of achieving mutual agreement, the Board of Trustees, in consultation with the Superintendent, shall review the Superintendent's Priority Performance goals as needed, and adopt such proposed goals, key strategies, and benchmarks of progress as specifically codified in the components of the Superintendent's evaluation as Board Goals. The Superintendent shall collect supporting documentation as evidence described in the plan.
- Board will discuss if they want to add, eliminate or edit any changes to the Assessment of Ongoing Responsibilities (TASB Evaluation Instrument) for Superintendent goals.
- Goal setting shall take place in a separate meeting(s) from the regular scheduled board meeting.
- The results shall be presented no later than the Regular Board meeting in December.

#### **Mid-Year Performance Review (*By April 30*)**

- At the designated mid-year review, the Superintendent shall provide a written report synthesizing progress on achieving the goals in the Superintendent's Annual Plan and the evaluation areas established. The Board of Trustees shall review the report, discuss status of progress and provide written feedback
- Mid-Year Performance review meeting(s) shall take place in a separate meeting from the regularly scheduled board meeting.
- President will report back to the board after the review meeting with the Superintendent.

#### **End-of-Year Superintendent Self-Assessment (*By September 1*)**

- In preparation for the first discussion related to the evaluation, the Superintendent shall complete a self- assessment of his or her own performance. The Superintendent shall provide to the Board of Trustees a copy of this self-assessment and any and all supporting documentation to substantiate evidence of the Superintendent's performance.

#### **Performance Review (*By October 1*)**

- During a scheduled meeting with the Board of Trustees, the Superintendent shall share the results of the Superintendent self-assessment and plans for each area to be addressed during the year. Such areas may include items that need improvement as well as areas of strength that should be expanded

# Coppell ISD Board Operating Procedures

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and enhanced. Board Members shall be given an opportunity to gain clarity on items presented in the self-assessment, and express accolades and concerns regarding the Superintendent's performance.

- The summative review shall take place in a separate meeting(s) from the regularly scheduled board meeting.

## **Superintendent Performance Rating *(By October 30)***

- The Superintendent's Priority Performance Goals evaluation shall be scored based upon data supplied for the listed criteria, timelines and benchmarks of progress for each goal. Similarly, data shall be supplied for the Assessment of Ongoing Responsibilities throughout the year by making reference to these goals during staff presentations throughout the year. Each Board Member shall score both set of goals based upon the presentations and Superintendent's self- assessment information provided by the Superintendent.
- The Board President will use each trustee's report to prepare the final report and then present the final report to the Board for approval. The Board approved report will then be presented by the President to the superintendent as the official performance review.
- President will report back to the board after the review meeting with the Superintendent.
- The Board will ensure that the evaluation process follows all local, state and federal regulations and guidelines.
- During this meeting Board will also discuss and review the extension of Superintendent's contract.

Related Policies: BBD(EXHIBIT), BF(LOCAL), BJA(LEGAL), BJA(LOCAL), BJCD(LEGAL), BJCD(LOCAL), BJCD(EXHIBIT)
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## **Board Members' Concerns about the Superintendent's Professional Performance**

### **Express concern about performance**

- A Board Member who has a concern about the professional performance of the Superintendent will discuss such concern with the Board President who will determine the most appropriate manner to bring the concern to the Superintendent's and the Board's attention.
- Concern about the Superintendent's professional performance may include the following:
  - A breach of any term of the Superintendent's contract.
  - Violation of a state or federal statute.
  - Violation of a Board Policy or Operating Procedure.
  - Failure within a reasonable amount of time to address a specific issue identified by a majority of the Board.

### **Define process to resolve concern**

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The following process may be used:

- The concerned Board Member will meet privately with the Superintendent to discuss his/her concerns in order to resolve the issue(s).
- If the concerned member, in addition to one (1) other Board Member does not feel that the resolution is satisfactory, then the two (2) members may request, through the Board President, that an item be placed on a regularly scheduled agenda as an executive/closed session item, posted in accordance with the Texas Open Meetings Act. The concerned member must inform the Board President of the specific nature of any concern(s) which prompted the request for an executive/closed session. In addition, the Board President may, of his/her own accord, place an item on a regularly scheduled agenda as an executive/closed session to discuss concerns about the professional performance of the Superintendent.

## Resolve concern

- If an executive/closed session is called, the Board must listen to the concern(s) and make a determination if the issue raised is cause for concern. Failure to make such a determination will end the executive/closed session.
- If the majority of the Board determines that there is a violation or breach of one of the aforementioned items, the following process will be followed:
  - The exact nature of the deficiency will be documented and discussed with the Superintendent.
  - A plan for remediation will be written, to include action(s) to be taken and timelines.
  - The Board President will monitor the plan for compliance and the results will be made part of the Superintendent's annual performance evaluation.
  - It will be the responsibility of the Board President to ensure that all documentation relating to performance deficiencies will be appropriately placed in the Superintendent's personnel file.

Related Policies: BJA(LEGAL), BJA(LOCAL), BJCE(LEGAL), BJCF(LEGAL), BJCF(LOCAL), BJCF(EXHIBIT), BJCG(LEGAL), DH(LEGAL), DH(LOCAL), DH(EXHIBIT)
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## Hiring of Superintendent

- The Board, at its discretion, may conduct the search or utilize an executive search firm.
- The Board expects that parents, teachers, community members, administrators, students, business leaders, and Board Members will have an opportunity to provide input into the criteria development process.
- The Board will
  - Develop a set of criteria to be used to identify the Superintendent candidates;
  - Select and Interview candidates;
  - Interview candidates for consideration using, but not limited to, interview questions created by the Board.

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- The Board will select a finalist(s) and provide public notice of the name of the finalist(s) being considered for Superintendent at least 21 days before the date of the meeting at which a final action or vote concerning the employment of the finalist will be taken.
- All information received or reviewed by Board Members in connection with the hiring of a new Superintendent shall be confidential and shall not be disclosed to any non-board member.
- All deliberations in executive/closed session shall be held confidential.

Related Policies: BJA(LEGAL), BJA(LOCAL), BJB(LEGAL), BJC(LEGAL)

## **PERSONNEL**

### **Hiring of Personnel other than the Superintendent**

- All school district employees report to the Superintendent. The Superintendent is the only employee of the Board.
- Board Members may not advise the Superintendent on specific hiring decisions unless such input is sought.
- Board Members should refrain from writing letters of recommendation for any person seeking employment in Coppell ISD
- The Board is not involved in the interviewing process of district employees.
- Board Members may not lobby for specific hiring decisions.
- 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.
- Nothing in this procedure will prevent or in any way limit the ability of Board Members to discuss concerns about specific existing employees or potential candidates with the Superintendent and the Board President.

Related Policies: DBE(LEGAL), DBE(EXHIBIT), DC(LOCAL), DC(LOCAL)

### **Board Members' Concerns about the Performance of Employees other than Superintendent**

- When a Board Member becomes concerned about the performance of district employees and/or student welfare, he/she must bring his/her concerns directly to the Superintendent. Such concerns must be limited to the following:
  - Actions which are illegal;
  - Egregious violations of Board policy;
  - Actions which are harmful to the district's or the Board's reputation.

# Coppell ISD Board Operating Procedures

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- Board Members must remain cognizant that district personnel and student welfare are the responsibility of the Superintendent, not the Board.
- The Superintendent is obligated to listen to such concerns, review the matter, and notify the Board Member of the resolution of the matter to the extent allowable by policy and law.

Related Policies: DBD(LOCAL), DH(LEGAL), DH(LOCAL), DH(EXHIBIT), DHE(LEGAL), DHE(LOCAL), DIA(LOCAL), FFG(LEGAL), FFH(LEGAL), FFH(LOCAL)
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## **PLANNING**

### **Establishment of District Vision and Goals**

- The district's four cornerstones will form the basis of the district's annual goals and initiatives.
- The Superintendent or his/her designee(s) will be responsible for the creation of annual district initiatives designed to fulfill the district's four cornerstones. The Superintendent will identify which goals the annual initiatives will fulfill. These goals will be included in the Superintendent's annual evaluation.
- The district's four cornerstones will serve as the foundation for the district's facilities plan and the technology plan.
- The four cornerstones will serve as a guide for the administration in preparing the district's budget, as well as any other district, department, or campus improvement plans.
- All staff will be informed about the four cornerstones as well as understand and implement the annual initiatives in their position.
- The Board may, at its discretion, review the goals at any time. At a minimum, the Board will direct the Superintendent to develop a process to review and if needed update the strategic plan every five years.

Related Policies: BAA(LEGAL), BBD(EXHIBIT), BE(LEGAL), BE(LOCAL), BQ(LEGAL), BQ(LOCAL)
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### **Approval of the District Performance Objectives Included in the District's Improvement Plan**

- The Board Meeting agenda for the September Business Meeting will include an action item for the Board to vote to approve/disapprove the proposed district initiatives as included in the District Improvement Plan (DIP), Campus Improvement Plans (CIPs), or Targeted Improvement Plans (TIPs). TIP for an improvement required campus is required by the state to be approved by the Board and submitted to TEA. TIP must address performance areas that originally contributed to the IR rating. The identified plans will promote the district's vision as established by the Board and in compliance with TEA requirements.



# Coppell ISD Board Operating Procedures

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Related Policies: BAA(LEGAL), BBD(EXHIBIT), BE(LEGAL), BE(LOCAL), BQ(LEGAL) BQ(LOCAL), BQA(LEGAL), BQA(LOCAL), BQB(LEGAL), BQB(LOCAL)

## Board's Review of Instructional Programs and District Initiatives

- It is the desire of the Board to have ongoing dialogue about instructional programs as they pertain to student outcomes.
- The Board and Superintendent will create a list of programs whose reviews will occur over a multi-year revolving calendar. The program review schedule will be included in the Board's Annual Calendar by August 1<sup>st</sup>.

Related Policies: BAA(LEGAL), BBD(EXHIBIT), BE(LEGAL), BE(LOCAL), BQ(LEGAL) BQ(LOCAL), BQA(LEGAL), BQA(LOCAL), BQB(LEGAL), BQB(LOCAL)

## Development and Adoption of District Budget (full cycle)

- The Superintendent or designee will draft a detailed budget process calendar to be submitted to the Board in November of each year. The budget process calendar will include:
  - Any action items the Superintendent would like included prior to the budget adoption.
  - A Work Session scheduled early in the budget process calendar with concurrence by the Board, to adopt the Board's budget priorities and parameters.
  - Approximate dates by which the Board will receive information such as staffing (for all areas) and enrollment projections, revenue and expenditure projections and other data as required by the Board.
  - Timelines by which campuses, departments, and other budget project teams will work.
  - Timing for final Board review of the proposed budget prior to adoption.
  - Timing for completion of legal requirements such as official notices and public hearings.
  - All materials or data, including draft budgets, will be delivered to the Board at least 3 business days prior to consideration of the materials.
  - The Superintendent or designee will present a final draft budget, prepared in accordance with the approved budget calendar process, for adoption by the Board at the Board Meeting in August of each year.
  - All actions taken in connection with the budget process and adoption will be done in accordance with the Texas Open Meetings Act.

Related Policies: BAA(LEGAL), CE(LEGAL), CE(LOCAL), CEA(LEGAL)

## **POLICY**

### **Protocol for the Review and Amendment of District Policies**

- Board Members have access to digital policy manuals. Each Board Member is responsible for becoming familiar with these resources and accessing them accordingly.
- A review of policies will be a continuous event, coordinated by the Superintendent's designee and policy specialist assigned. The Board President may choose to designate a committee consisting of 2-3 Board Members to provide feedback and support of this process.
- The Superintendent or designee also will be responsible for ongoing review of policies to ensure that existing policies are still relevant to current local circumstances. The Superintendent will ensure that all district staff has adequate knowledge of the Board policies.
- LOCAL policy amendments may be initiated by the Superintendent, Board Members, school personnel, or community citizens.
- If the Superintendent receives a request from a member of the public or any Board Member to revise an existing policy, the Superintendent will forward that request to the entire Board.
- Requests for policy changes are reviewed by the Leadership Team. The Superintendent's designee will draft the revision and submit for legal review prior to placing it on the Information portion of the agenda for consideration by the Board.
- All LOCAL policies recommendations and revisions will occur during scheduled Board Meetings and be brought to the Board Policy Committee for Information, then on to the full board for Discussion and Action items on the agenda.
- Adoption of such revised policies will occur as an action item on the agenda.
- After adoption, the Superintendent or designee will be responsible for incorporating revisions into the Board's Policy Manual.
- LOCAL policy revisions will be placed, at a minimum, for a first and second reading prior to adoption unless an emergency condition exists which demands an immediate response.
- LEGAL policy updates, which are provided by TASB in response to legislative or governmental actions, will be reviewed with a first and second reading at duly posted Board Meetings. No action is required as these policies are immediately binding.

Related Policies: BE(LOCAL), BF(LEGAL), BF(LOCAL), BP(LOCAL)
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### **Development of District Policies**

- Policies and policy amendments may be initiated by the Superintendent, Board members, school personnel, or community citizens, but generally shall be recommended for the Board's consideration by the Superintendent.

# Coppell ISD Board Operating Procedures

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- All new policies must be relevant and adhere to all local, state and federal laws and guidelines. Before policies are presented for adoption to the Board, the district's legal counsel reviews all content.
- Any newly proposed LOCAL policy will be submitted to the Superintendent, who will forward that request to the entire Board.
- Requests for policy changes are reviewed by the Leadership Team. The Superintendent's designee will draft the revision and submit for legal review prior to consideration by the Board.
- Adoption of policies will occur as an action item on the agenda at a duly called monthly Board Meeting.

Related Policies: BE(LOCAL), BF(LEGAL), BF(LOCAL), BP(LOCAL)
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