

BELLVILLE INDEPENDENT SCHOOL DISTRICT  
LEADERSHIP TEAM. BOARD OF TRUSTEES. SUPERINTENDENT



## BOARD OPERATING PROCEDURES

LEARNERS TODAY. LEADERS TOMORROW.  
518 S. MATHEWS STREET. BELLVILLE. TX. 77418. [BELLVILLEISD.ORG](http://BELLVILLEISD.ORG)

# 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:

## 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.
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- I will be accountable to the public by representing District policies, programs, priorities, and progress accurately.

## 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 base my decisions on fact rather than supposition, opinion, or public favor.

## INTEGRITY OF CHARACTER

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

## COMMITMENT TO SERVICE

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

## STUDENT-CENTERED FOCUS

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

# AUTHORITY

The trustees as a body corporate have the exclusive power and duty to govern and oversee the management of the public schools of the district. The Board may only act by a majority vote of the members present at a meeting held in compliance with Government Code Chapter 551 (Open Meeting Act). Unless authorized by the Board, a member of the Board may not, individually act on behalf of the Board.

## ACCESS TO INFORMATION

- When acting in the member's official capacity, a board member has an inherent right of access to information, documents, and records maintained by the district.
- A Board member shall maintain the confidentiality of information, documents, and records received from the district as required by the Family Educational Rights and Privacy Act of 1974.

## VISITS TO DISTRICT FACILITIES

- A Board member shall adhere to posted requirements for visitors to first report to the main office of a District facility, including a school campus.
- Board members are encouraged to attend special events on campuses.
- Board members shall not go into teacher's classrooms or campuses for the purpose of evaluation or investigation.
- Visits during the business day shall not be permitted if their duration or frequency interferes with the delivery of instruction or District Operations.

## REFERRING COMPLAINTS

- If employees, parents, students, or other members of the public bring concerns or complaints to an individual Board member, he or she shall refer them to the Superintendent or another appropriate administrator, who shall proceed according to the applicable complaint policies.
- When the concern or complaint directly pertains to the Board's own actions or policy, for which there is no administrative remedy, the Board member may request that the issue be placed on the agenda.
- There is no requirement that a Board negotiate or even respond to complaints. However, a Board must stop, look, and listen and must consider the perspective given.

BBE (Legal)

BBE (Local)

GF (Legal)

# LEADERSHIP

## SELECTION OF BOARD OFFICERS

- At the first meeting after each election and qualification of members, the members of the Board shall organize by selecting a President, a Vice President, a Secretary, who shall be members of the Board.
- The Board may assign a District employee to provide clerical assistance to the Board.
- Board members shall serve for a term of one year or until a successor is elected. Officers may succeed themselves in office.
- A vacancy among the officers of the Board, other than the President, shall be filled by majority action of the Board.

## ROLE AND AUTHORITY OF BOARD OFFICERS

- No Board member or officer has authority outside the Board meeting.
- No Board member can direct employees in regard to performance of duties.
- The Board President shall:
  - Preside at all Board meetings,
  - Have the right to discuss, make motions and resolutions, and vote on all matters coming before the Board.
- The Board Vice President shall:
  - Act in the capacity and perform the duties of the President of the Board in the event of the absence or incapacity of the President.
  - Automatically become President of the Board if a vacancy in that office occurs.
- The Board Secretary shall:
  - Ensure that an accurate record is kept of the proceedings of each Board meeting;
  - Ensure that notices of Board meetings are posted and sent as required by law;
  - In the absence of the President and Vice President, call the meeting to order and act as presiding officer;
  - Sign or countersign documents as directed by action of the Board.

# MEETINGS

A “meeting” means a deliberation among a quorum of a board, or between a quorum of the Board and another person, during which public business or public policy over which the Board has supervision or control is discussed or considered, or during which the board takes formal action.

## MEETING TIME & PLACE

- The notice for a Board meeting shall be given 72 hours before the meeting and shall reflect the date, time, and location of the meeting.
- Regular meetings of the Board shall normally be held on the fourth Thursday of each month at 6:30pm.
- When determined necessary and for the convenience of Board members, the Board President may change the date, time, or location of a regular meeting with proper notice.
- Notice of all meetings shall provide for the possibility of a closed meeting during an open meeting in accordance with law.

## SPECIAL OR EMERGENCY MEETINGS

- The Board President shall call special meetings at the Board President's discretion or upon request by two members of the Board.
- The Board President shall call an emergency meeting when it is determined by the Board President or two members of the board that an emergency or urgent public necessity warrants the meeting.

## MEETING AGENDA

- The deadline for submitting items for inclusion on the agenda is the seventh calendar day before regular meetings and the third calendar day before special meetings.
- In consultation with the Board President, the Superintendent shall prepare the agenda for all Board meetings.
- Any Board member may request that a subject be included on the agenda for a meeting, and the Superintendent shall include on the preliminary agenda of the meeting all topics that have been timely submitted by a Board member.
- Before the official agenda is finalized for any meeting, the Superintendent shall consult with the Board president to ensure that the agenda and the topics included meet with the Board President's approval.
- The Board President shall ensure that any topics the Board or individual Board members have requested to be addressed are either on that agenda or scheduled for deliberation at an appropriate time in the near future.
- The Board President shall not have authority to remove from the agenda a subject requested by a Board member without that member's specific authorization.
- Board members are encouraged to advise the Superintendent of questions or concerns on agenda items before the Board meeting

## OPEN/CLOSED MEETING

- Every meeting of the Board shall be open to the public.
- The Board may conduct a closed meeting when the agenda subject is one that may properly be discussed in closed meeting including:
  - Attorney consultation;
  - Real property;
  - Prospective Gift;
  - Personnel Matters;
  - Employee Complaints;
  - Student Discipline;
  - Personally identifiable student information;
  - Medical or psychiatric records;
  - Security;
  - Assessment instruments;
  - Emergency management;
  - Economic development negotiations;
  - Superintendent's contract & evaluation.
- A final action, decision, or vote on a matter deliberated in a closed meeting shall be made only in an open meeting for which proper notice has been given.

## PUBLIC PARTICIPATION

- At regular meetings the Board shall allow up to five minutes per person to hear persons who desire to make comments to the Board.
- Specific factual information or recitation of existing policy may be furnished in response to inquiries or comments, but the Board shall not deliberate on any subject that is not included on the agenda.

## RULES OF ORDER

- The Board shall observe the parliamentary procedures as found in Robert's Rules of Order;
- Voting shall be by voice or show of hands, as directed by the Board President

## PERSONAL CONDUCT

- Board members shall dress and act professionally;
- Board members shall disagree respectfully;
- Electronic devices shall be turned off/silenced. If personal emergency needs exists, the Board member shall make others on the Board aware of the need for cell phone access during the meeting.

## MINUTES

- The Board action shall be carefully recorded by the Board Secretary or designated District employee. ;
- When approved, Board Meeting Minutes shall serve as the legal record of the official Board Action.

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# COMMUNICATION

## REQUEST FOR INFORMATION

- Board Members shall request information and/or reports through the Superintendent;
- The Superintendent will gather information and/or reports and disseminate it in a timely manner to the entire Board

## RESPONDING TO COMPLAINTS

- When approached with a complaint, the Board member will hear the individual's concern for full understanding.
  - Repeat problem back to the individual,
  - Explain the chain of command to the individual and provide contact information for the most appropriate administrator to resolve the concern at the lowest level possible.
- The Board Member is encouraged to notify the Superintendent as quickly as possible after learning of an issue.

## ISSUING COMPLAINTS

- When the Board Member has a complaint relative to issues within the direct responsibility of the Superintendent, he/she should address the complaint directly with the Superintendent;
- The Superintendent shall work to investigate the concern and provide information or resolution to the entire Board in an appropriate and timely manner;
- When the Board Member has a complaint relative to his/her role as a parent/spouse/relative, he/she shall address the concern through the chain of command available to all other citizens seeking resolution at the lowest level possible refraining from direct involvement to the extent possible in consideration of his/her named position of significance as a Board Member;
- When the Board Member has a concern or complaint about the performance of the Superintendent, he/she shall make the Board President aware of the concern. The Board President shall determine the most appropriate avenues to address the concern which may include discussion of the Superintendent's performance with the entire Board during the closed portion of the next regularly scheduled Board meeting.

## ROUTINE COMMUNICATIONS

- The Superintendent will meet with the Board President on a routine basis;



- The Superintendent will communicate with all Board Members via regular transmittals;
- The Superintendent will communicate information in a timely fashion to all Board Members;
- Requests to the Superintendent from any Board Member will be distributed to all Board Members.

## MEDIA INQUIRIES TO THE BOARD

- The Board President shall be the official spokesperson for the Board to the media/press on issues of media attention.
- All Board Members who receive calls from the media should direct them to the Board President or designee.

## CONFIDENTIALITY OF COMMUNICATIONS

- Confidentiality will be maintained to the extent permitted by state and federal law;
- The BISD Board of Trustees encourages input; however, anonymous calls, letters, or electronic communication will not receive Board attention, discussion, or response.

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# BOARD DEVELOPMENT

## EVALUATION OF THE BOARD

- Annually at a workshop/retreat/training, the Board-Superintendent team will review the district's vision, mission, goals, and operating procedures and will evaluate the Board's effectiveness.
- The evaluation of the Board and Superintendent is an indication of the success the governance team is having in meeting established goals.

## BOARD TRAINING

Within 90 days of taking oath, each board member shall:

- Complete a 1-2 hour training regarding the responsibilities of the Board and its members under the Texas Open Meetings Act;
- Complete a 1-2 hour training regarding the responsibilities of the Board and its officers and employees under the Public Information Act;
- Complete a 3 hour local orientation to become familiar with the Texas Education Code, and local Board policies and procedures, district goals and priorities, local District practices in curriculum and instruction, business and finance operations, district operations, superintendent evaluation, and the Board member roles and responsibilities.

All Board Members shall:

- Complete any training required by the State Board of Education;
- Participate in annual team-building sessions with the Board and the Superintendent;
- Receive and review the State Board of Education's framework for governance leadership;
- After each legislative session of the Texas Legislature, receive and update to the basic orientation to the Education Code from a regional education service center or any registered provider.
- Receive additional continuing education on an annual basis in fulfillment of assessed needs and based on the framework for governance leadership.

Additional Training:

- Within the first year of service, a Board Member shall receive at least ten hours of continuing education in fulfillment of assessed needs;
- After the first year of service, a Board Member shall receive at least five hours of continuing education annually in fulfillment of assessed needs;
- A Board President shall receive continuing education related to leadership duties of the Board President as some portion of the annual requirement;
- Each Board Member shall complete continuing education every two years on evaluating student academic performance.

Board's are commended for effectively implementing the Commissioner of Education's Trustee Improvement and Evaluation Tool developed under Education Code 11.182. At least 50 percent of the continuing education shall be designed and delivered by persons not employed or affiliated with a Board Member's school district.

## TEAM BUILDING

- Annually, the entire board, including all Board Members, shall participate in a 3 hour training with their Superintendent in a team-building session facilitated by a regional education service center or any registered provider.
- The team-building session shall include a review of the roles, rights, and responsibilities of the Board as outlined in the framework for governance leadership.
- The assessment of needs shall be based on the framework for governance leadership and shall be used to plan continuing education activities for the governance leadership for the year.

## REPORTING

- At the last regular Board meeting before an election of trustees, the Board President shall announce the name of each Board Member who has completed the required continuing education, and who is deficient in meeting the required continuing education as of the anniversary of the date of each Board Member's election or appointment to the Board;
- The announcement shall state that completing the required continuing education is a basic obligation and expectation of any Board Member under SBOE rule.

