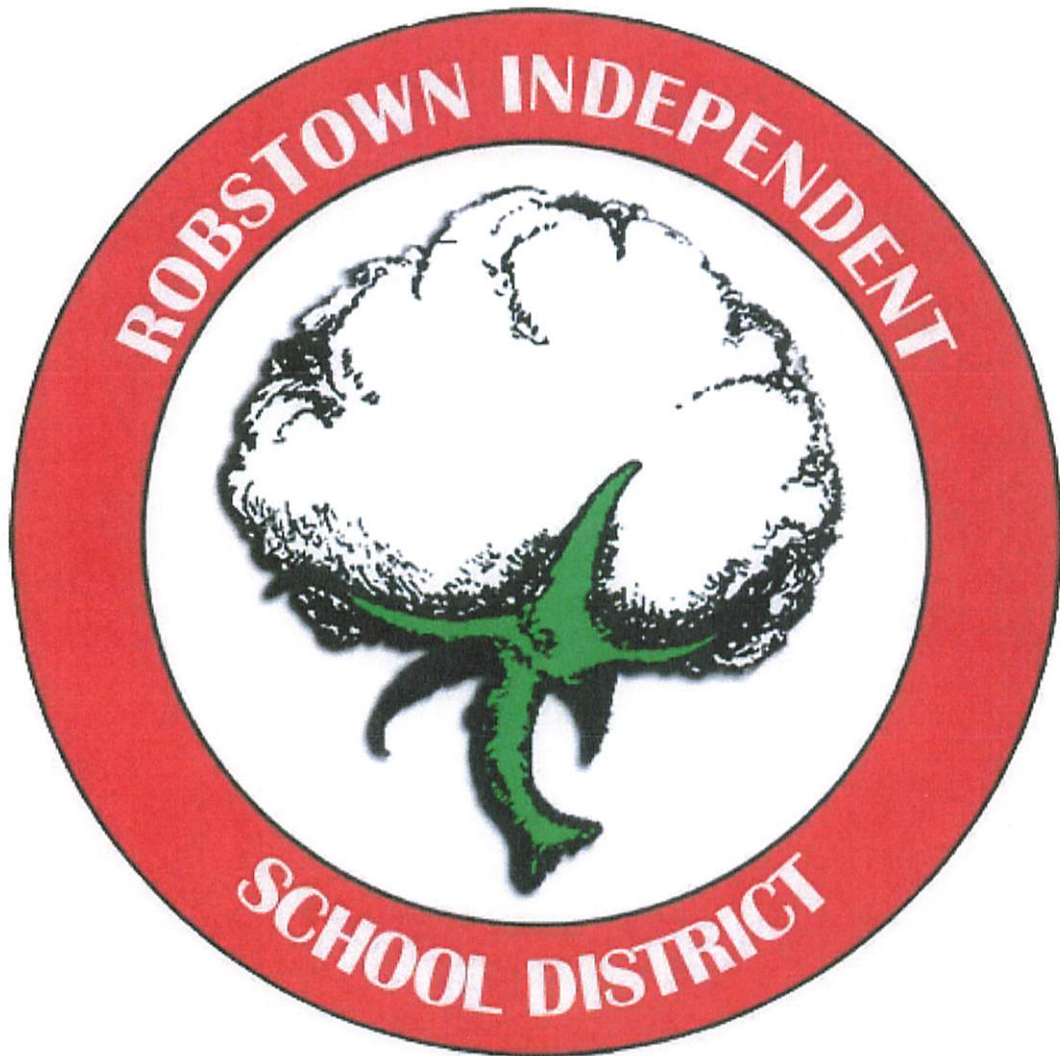


Robstown Independent School District
Board Operating Procedures
2020-2021



The Robstown Independent School District is
Committed to Know Every Student by Name and Need

Approved: 6-14-21

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Preface

The Robstown Independent School District *Board Operating Procedures* have been established based on legal policies approved and local policies adopted by the Board of Trustees. Formally adopting and adhering to these procedures ensures that the Board operates as a cohesive team to accomplish the District's vision, mission, and goals.

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:

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

Related policies:
BOARD MEMBERS – ETHICS

BBF(LOCAL)

Organization of the Board

- A. The Board shall elect a President, a Vice President, a Secretary, and an Assistant Secretary in separate motions by position. Officers shall be elected by majority vote of the members present and voting.
- B. A vacancy among officers of the Board shall be filled by majority action of the Board.
- C. Board officers shall serve for a term of two years or until a successor is elected. Officers may succeed themselves in office. Each officer shall perform any legal duties of the office and other duties as required by action of the Board.
- President – In addition to the duties required by law, the President of the Board shall:
 - Preside at all Board meetings unless unable to attend.
 - Have the right to discuss, make motions and resolutions, and vote on all matters coming before the Board.
 - Vice President – The Vice President of the Board 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.
 - Becomes President only upon being elected to the position.
 - Secretary – The Secretary of the Board shall:
 - Ensure that an accurate record is kept of the proceedings of each Board meeting.
 - Ensure that notices of the 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.
 - Assistant Secretary – The Assistant Secretary of the Board shall:
 - Shall perform all of the Secretary's duties in the absence of the Secretary.

Related policies:

OFFICERS AND OFFICIALS – DUTIES AND REQUIREMENTS OF
BOARD OFFICERS

BDAA(LOCAL)

Evaluation of the Board

- A. The Board must continually measure the results of its policies on the accomplishment of its educational goals and philosophy. It must also measure the effectiveness of the administration in executing policies and achieving the educational goals.
- B. Annually, the Board must assess their development needs as a corporate body to gain an understanding of the vision, structure, accountability, advocacy, and unity needed to provide educational programs and services that ensure the equity and excellence in performance of all students.
- C. The Board shall utilize an adopted self-evaluation instrument every Spring semester.

Related policies:

BOARD LEGAL STATUS – POWERS AND DUTIES
BOARD MEMBERS – TRAINING AND ORIENTATION

BBD(EXHIBIT)

Powers and Duties

- A. 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 trustee's may adopt rules and bylaws necessary to carry out these powers and duties.
- B. All powers and duties not specifically delegated by statute to the Texas Education Agency or the State Board of Education are reserved for the Board.

Related policies:

BOARD LEGAL STATUS – POWERS AND DUTIES

BAA(LEGAL)

Committing the Board

- A. Except for appropriate duties and functions of the Board President, an individual member may act on behalf of the Board only with the express authorization of the Board. Without such authorization, no individual member may commit the Board on any issue.
- B. The Board may act only by majority vote of the members present at a meeting held in compliance with Government Code Chapter 551 (Open Meetings Act), at which a quorum of the board is present and voting. Unless authorized by the board, a member of the board may not, individually, act on behalf of the board.

Related policies:

BOARD MEMBERS – AUTHORITY

BBE(LEGAL) and (LOCAL)

Board Members Standard of Behavior and Code of Conduct

- A. Any time four or more Board members are gathered to discuss district business, it is considered a meeting which must comply with the Texas Open Meetings Act.
- B. As a member of the Board, I shall promote the best interest of the District as a whole and shall adhere to the Board of Trustees Code of Ethics (BBF LOCAL).
- C. The Board President shall present a copy of the Board Operating Procedures and the Code of Ethics to each Board member after each Board election.
- D. Board members shall share with each other and the Superintendent the information received from training sessions and conferences.
- E. Each Board member shall sign an annual Statement of Disclosure according to Board Policy.
- F. Individual Board members shall channel legal inquiries through the Superintendent and Board President as appropriate, when seeking advice or information from the District's legal counsel.

Related policies:

BOARD MEETINGS
BOARD MEMBERS - ETHICS
ETHICS – CONFLICT OF INTEREST DISCLOSURES
BOARD INTERNAL ORGANIZATION – ATTORNEY

BE(LEGAL)
BBF(LOCAL)
BBFA(LEGAL) and (LOCAL)
BDD(LOCAL)

Board Training and Orientation

- A. A trustee must complete any training required by the State Board of Education (SBOE).
- B. Not later than the 90th day after taking the oath of office, each board member shall complete training of not less than one and not more than two hours regarding the responsibilities of the board and its members under Government Code Chapter 551 (Texas Open Meetings Act).
- C. 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, who has exceeded the required hours of 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 or two-year anniversary of his or her previous training, as applicable. The announcement shall state that completing the required continuing education is a basic obligation and expectation of any board member under SBOE rule.
- D. Each board member shall complete a local district orientation session.
- E. Each board member shall complete a basic orientation to the Education Code and relevant legal obligations
- F. After each session of the Texas Legislature, including each regular session and called session related to education, each board member shall complete an update to the basic orientation to the Education Code.
- G. Each board member shall complete continuing education on evaluating student academic performance and setting individual campus goals for early childhood literacy and mathematics and college, career, and military readiness.
- H. Each board member shall complete continuing education on identifying and reporting potential victims of sexual abuse, human trafficking, and other maltreatment of children in accordance with Education Code.
- I. In a board member's first year of service, he or she shall complete at least ten hours of continuing education in fulfillment of assessed needs.
- J. Following a board member's first year of service, he or she shall complete at least five hours of continuing educational annually in fulfillment of assessed needs.
- K. It is the responsibility of an individual board member to attend educational sessions at conferences for which the district has provided payment (*if the board member does not attend the conference or sessions for which the District has provided payment for, such as conference fees, lodging, mileage, and meals, the funded amount will be refunded to the school district). Board members are expected to submit the log sessions attended (Credit Hours).
- L. As a representative of the school district, the Board member shall conduct him/herself in a manner that is representative of the District.

Special Note: Any unprofessional behaviors that are unbecoming of our school district or unlawful violations taken during a district affiliated event, will not be tolerated nor supported by RISD.

Related policies:

BOARD MEMBERS – TRAINING AND ORIENTATION

BBD (LEGAL)

Team Building

- A. The entire board shall participate with their superintendent in a team-building session.
- B. The session shall be held annually and shall be at least three hours in length.
- C. The 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 the needs shall be based on the framework for governance leadership and shall be used to plan continuing education activities for the year for the governance leadership team.

Related policies:

BOARD MEMBERS – TRAINING AND ORIENTATION

BBD(LEGAL)

Developing Board Meeting Agendas

- A. In consultation with the Board President, the Superintendent shall prepare the agenda for all Board meetings.
- B. 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 no later than 4 days prior to the scheduled board meeting.
- C. Before the official agenda is finalized for any meeting, the Superintendent shall consult the Board President to ensure that the agenda and the topics included meet with the Board President's approval.
- D. In reviewing the preliminary agenda, 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 the next regular board meeting.

Related policies:

BOARD MEETINGS

BE(LOCAL)

Consent Agenda

- A. For agenda preparation, the Board President shall determine items that qualify to be placed on the consent agenda. A consent agenda shall include items of a routine and/or recurring nature grouped together under one action item. For each item listed as part of a consent agenda, the Board shall be furnished with background material. All such items shall be acted upon by one vote without separate discussion, unless a Board member requests that an item be withdrawn for individual consideration. The remaining items shall be adopted under a single motion and vote.

Related policies:

BOARD MEETINGS

BE (LOCAL)

Rules Followed During Board Meetings

- A. The Board shall observe the parliamentary procedures as found in *Robert's Rules of Order, Newly Revised*, except as otherwise provided in Board procedural rules or by law.
- B. Voting shall be by voice vote or show of hands, as directed by the Board President. Any member may abstain from voting.
- C. Discussions shall be addressed to the Board President and then the entire membership.
- D. Discussion shall be directed solely to the business currently under deliberation, and the Board President shall halt discussion that does not apply to the business before the Board.
- E. The Board President shall also halt discussion if the Board has agreed to a time limitation for discussion of an item, and that time limit has expired. Aside from these limitations, the Board President shall not interfere with debate so long as members wish to address themselves to an item under consideration.
- F. An audio recording shall be made of all meetings of the Board that are held in the Board Room. This shall include Work Sessions, Regular, or Special Meetings. A meeting shall be exempt from this requirement if it is held in a place other than the Board Room where proper recording equipment is not available.
- G. Technology such as cell phones will not be used during a board meeting. Cell phones used during an open meeting are subject to open records requests.

Related policies:
BOARD MEETINGS

BE (LOCAL)

Non-Agenda Items

- A. At regular Board meetings, the Board shall permit public comment, regardless of whether the topic is an item on the agenda posted with notice of the meeting.
- B. At all other Board meetings, public comments shall be limited to items on the agenda posted with notice of the meeting.
- C. The Board shall not deliberate or decide regarding any subject that is not included on the agenda posted with notice of the meeting.

Related policies:
BOARD MEETINGS – PUBLIC PARTICIPATION

BED(LOCAL)

Open Forum

- A. Individuals who wish to participate during the portion of the meeting designated for public comments shall sign-up with the Designee (Superintendent's Administrative Secretary) before the meeting begins as specified in the Board's procedures on Public Comment and shall indicate the agenda topic or topics on which they wish to address the Board.
- B. Public comments shall occur at the beginning of the meeting.
- C. Except as permitted by this policy and the Board's procedures on public comment, an individual's comments to the Board shall be not exceed three minutes per meeting.
- D. When necessary for effective meeting management or to accommodate large numbers of individuals wishing to address the Board, the presiding officer may make adjustments to public comment procedures, including the adjusting when public comment will occur during the meeting, reordering agenda items, deferring public comment on non-agenda items, continuing agenda items to a later meeting providing expanded opportunity for public comments, or establishing an overall time limit for public comment and adjusting the time allotted to each speaker. However, no individual shall be given less than one minute to make comments.
- E. The Board shall not tolerate disruption of the meeting by members of the audience. If, after at least one warning from the presiding officer, any individual continues to disrupt the meeting by his or her words or actions, the presiding officer may request assistance from law enforcement officials to have the individual removed from the meeting.
- F. Individual board members shall not have the right to comment during Open Forum.

Related policies:
BOARD MEETINGS – PUBLIC PARTICIPATION

BED(LOCAL)

Closed Meetings

- A. Closed meeting shall include only items allowed by law and policy.
- B. If a Closed Meeting is allowed, the Board shall not conduct the Closed Meeting unless a quorum of the Board first convenes in an Open Meeting for which proper notice has been given and in which the presiding officer has publicly announced the sections of the Open Meetings Act or other applicable law under which the Closed Meeting is held.
- C. 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.
- D. The Board shall keep a certified agenda of the proceedings of each Closed Meeting.
- E. No Board member shall participate in a closed meeting knowing that neither a certified agenda nor a tape recording of the closed meeting is being made.
- F. All information provided and opinions shared in Closed Meeting shall remain confidential. Non-compliance may result in private and or public censure.

Related policies:

BOARD MEETINGS – CLOSED MEETINGS

BEC(LEGAL)

Referring Complaints

- A. 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. The board member business card may be handed out to the person with the question or concern.
- B. 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.
- C. Board members will remind individuals with complaints of due process and encourage them to communicate with the appropriate district officials while reminding them that each Board member must remain impartial in the event of a hearing before the Board.
- D. Anonymous communications will not receive Board member attention. Signed letters regarding a concern or complaint, received by a member of the Board, should be forwarded to the Superintendent's office for appropriate follow-up and/or response.

Related policies:

BOARD MEMBERS - AUTHORITY

BBE(LOCAL)

Requests for Reports, Information, Access to Records

- A. Board members as individuals shall not exercise authority over the District, its property, or its employees. Except for appropriate duties and functions of the Board President, an individual member may act on behalf of the Board only with the express authorization of the Board. Without such authorization, no individual member may commit the Board on any issue.
- B. An individual Board member, acting in his or her official capacity, shall have the right to seek information pertaining to District fiscal affairs, business transactions, governance, and personnel matters, including information that properly may be withheld from members of the public in accordance with the Public Information Chapter of the Government Code.
- C. If a Board member is not acting in his or her official capacity, the Board member has no greater right to District records than a member of the public.
- D. An individual Board member shall not have access to confidential student records unless the member is acting in his or her official capacity and has a legitimate educational interest in the records in accordance with Policy FL.
- E. A Board member who is denied access to a record under this provision may ask the Board to determine whether the record should be provided or may file a request under the Public Information Act.
- F. An individual Board member shall seek access to records or request copies of records from the Superintendent or other designated custodian of records, who shall respond within the time frames required by law. When a custodian of records other than the Superintendent provides access to records or copies of records to an individual Board member, the provider shall inform the Superintendent of the records provided.
- G. Directives to the Superintendent or other custodian of records regarding the preparation of reports shall be by Board action.
- H. An individual Board member, acting in his or her official capacity, shall have the right to seek information pertaining to District fiscal affairs, business transactions, governance, and personnel matters, including information that properly may be withheld from members of the general public in accordance with the Public Information Chapter of the Government Code.
- I. An individual Board member shall seek access to records or request copies of records from the Superintendent.
- J. At the time a Board member is provided access to confidential records or to reports compiled from such records, the Superintendent shall advise the Board member of the responsibility to comply with confidentiality requirements.
- K. In accordance with law, the District shall track and report any requests under this provision, including the cost of responding to one or more requests by any individual Board member for 200 or more pages of material in a 90-day period.
- L. District information provided to the Board shall be used for District purposes only.

- M. Information requested by a Board member will be provided to all Board members within the time frames required by law.
- N. All requests for information from Staff will go through the Superintendent.
- O. No individual Board member shall direct or require District employees to prepare reports derived from an analysis of information in existing District records or to create a new record compiled from information in existing District records. Directives to the Superintendent or other custodian of records regarding the preparation of reports shall be by Board action.

Related policies:
BOARD MEMBERS – AUTHORITY

BBE (LOCAL)

Visits to Schools

- A. All Board members are encouraged to visit schools and attend school events.
- B. Individual Board members interested in visiting schools shall schedule with the Superintendent.
- C. Such visits shall be regarded as informal expressions of interest in school affairs and not as “inspections” or visits for supervisory or administrative purposes.
- D. Board members shall not make requests of teachers or school District organizations. Requests of teachers or District organizations shall be made through the Superintendent.
- E. A Board member shall adhere to any posted requirements for visitors to first report to the main office of a District facility, including a school campus. Visits during the school or business day shall not be permitted if their duration or frequency interferes with the delivery of instruction or District operations. [See also GKC]

Related policies:
BOARD MEMBERS – AUTHORITY

BBE(LOCAL)

Dealing with the Media

- A. The Board President or designee shall be the official spokesperson for the Board to the media on issues of media if media attention is solicited.
- B. The Board President or designee may only make statements on actions or positions upon which the Board has taken official action.
- C. Press releases issued by the Board shall be approved by the Board prior to release unless an emergency or public necessity exists.
- D. The Superintendent or a designated staff member shall be the official spokesperson for the District on issues of media attention that relate to District operations.
- E. Board Member(s) who receive a call from the media requesting information, comments, or an interview regarding District business will direct the caller to the appropriate staff person in charge of public information, who will notify the Superintendent of the call.
- F. The Superintendent will notify the Board of any media requests. If the matter is urgent, the Superintendent will notify the Board President who will notify each Board Member via phone or email, whichever is more practical.
- G. Statements shall not be made to the media regarding personnel or other matters protected by law.
- H. News releases concerning political or controversial issues or the overall operation of District schools, or involving more than one campus, shall be made only by the Superintendent or designee. Other news releases concerning athletic events, programs, and activities at an individual campus shall be made by the Superintendent or designee.
- I. In any crisis situation affecting the District or an individual campus, the Superintendent or designee shall be the official District spokesperson and shall be responsible for all communication with the news media.

Related policies:

BOARD MEMBERS – AUTHORITY

SCHOOL COMMUNICATIONS PROGRAM – NEWS MEDIA RELATIONS

BBE(LOCAL)

GBBA(LOCAL)

Board and Superintendent Communications

- A. The Superintendent will communicate with the Board as a whole or as individual Board members.
- B. The Superintendent will communicate with the Board as soon as possible on Emergencies via e-mail, phone, or text.
- C. The Board will communicate with the community through public hearings, presentations, civic clubs, regular Board meetings, and regular publications.
- D. Individual Board members cannot speak in an official capacity for the Board outside the board room or a called Board meeting.

Related policies:
BOARD MEMBERS – AUTHORITY

BBE(LOCAL)

Evaluation of the Superintendent

- A. The Board shall appraise the Superintendent annually using either:
 - a. The commissioner of education's recommended appraisal process and criteria; or
 - b. An appraisal process and performance criteria that are:
 - Developed by the District in consultation with a District and Campus Level appraisal and is adopted by the Board.
- B. The instrument used to evaluate the Superintendent shall be based on the Superintendent's job description and performance goals and shall be adopted by the Board.
- C. The Board shall furnish the Superintendent with a copy of the completed evaluation and shall discuss its conclusions with the Superintendent in Closed Meeting.
- D. The Board shall strive to accomplish the following objectives in conducting the Superintendent's written evaluation:
 - 1. Clarify to the Superintendent his or her role, as seen by the Board.
 - 2. Clarify to Board members the Superintendent's role, according to the Board's written criteria, as expressed in the Superintendent's job description and the District's goals and objectives.
 - 3. Foster an early understanding among new Board members of the evaluation process and the Superintendent's current performance objectives and priorities.
 - 4. Develop and sustain a harmonious working relationship between the Board and the Superintendent.
 - 5. Ensure administrative leadership for excellence in the District.
- E. The Superintendent's contract and salary adjustments will be reviewed and considered at the time of the annual evaluation each year, unless otherwise determined by the Board.

Related policies:
SUPERINTENDENT – EVALUATION

BJCD(LEGAL) and (LOCAL)

Violation of Board Operating Procedures

- A. Individual Board Members are encouraged to express their concerns about another member's performance directly to that member.
- B. If addressing the issue directly with the member does not resolve the concern, then discussion with the Board President is appropriate.
 - 1. The Board President shall discuss the concern with the individual in question on behalf of the reporting Board member, or shall moderate a discussion between the members. If a quorum of the Board is involved, the meeting must be posted and conducted in accordance with the Texas Open Meeting Act.
 - 2. The President shall remind the Board member whose behavior is in question about the adopted Code of Ethics and Board Operating Procedures and discuss how the questionable behavior does not comply with the Code. The discussion also will identify more appropriate alternatives to the questionable behavior or refer the Board member to policies or procedures that outline approved ways to deal with the issue that prompted the questionable behavior.
 - 3. If the concern involves the Board President, a member may discuss his or her concerns with the Board Vice-President.

Related policies:
BOARD MEMBERS – ETHICS

BBF(LOCAL)