



Texas Association of School Boards
Leadership Team Services

Developing Team Operating Procedures

West Orange-Cove CISD

April 21, 2014

Danny Lovett, Ed.D

Developing Team Operating Procedure

West Orange-Cove CISD

Participants: District Governance Team

Pete Amy	Trustee
James Colbert	Superintendent
Tony Dallas	Trustee
Andrew Hayes	Trustee
Mary Ann Kirksey	Trustee
Eric Mitchell	Trustee
Bryan “Chop” Thomas Muhammad	Trustee
Rev. Hardy O’Neal	Trustee

Session Agenda

April 21, 2014

- Introductions and review of agenda
- Workshop structure
- 1) Define what operating procedures are and identify the benefits of having effective procedures
- 2) Understand the characteristics of effective team procedures
- 3) Review previously developed team procedures
- 4) Prioritize and then develop operating procedures to meet the team's needs
- Closing remarks and acknowledgements

Guidelines

- Participate
- Strive for brevity and open communication
- Listen with respect
- Voice concerns as we go
- Be responsible for self
- Have fun

Topic: How to handle parent and community complaints

- 1) The board member is not to attempt to resolve a complaint from a community member but rather to listen respectfully and remain impartial.
- 2) Ask complainant what procedure, if any, he/she followed.
- 3) If he/she has not followed the “Chain of Command,” advise them to do so.
- 4) If the complainant does not know the district’s “Chain of Command,” refer them to policy FNG (LOCAL) and GF (LOCAL).
- 5) Inform them that there is a time limit in the policy and a written complaint may be required.
- 6) Board members will inform the superintendent if the issue has the potential to escalate.
- 7) The superintendent will inform the board member of the resolution of any referred issue.

Related Policies:

Date approved or revised:

Topic: How to visit campuses

- 1) Board members may visit campuses under the following conditions:
 - a) They check-in with the principal's office.
 - b) Their visit does not interfere with the learning process.
 - c) ~~The principal must approve formal classroom visits in advance.~~
- 2) ~~As a courtesy, board members will inform the superintendent's office of their intent to visit the campus.~~ Board members cannot visit campuses for investigation or evaluation purposes.
- 3) Board members may informally communicate with any staff member or student during lunch, recess, or before and after school.
- 4) Board members will not assume a supervisory role with staff or students except when safety or liability is an issue.

Related Policies:

Date approved or revised:

Topic: How to handle employee complaints

- 1) The board member is not to attempt to resolve a complaint from an employee but rather to listen respectfully and remain impartial.
- 2) Ask complainant what procedure, if any, he/she followed.
- 3) If he/she has not followed the “Chain of Command,” advise them to do so.
- 4) If the complainant does not know the district’s “Chain of Command,” refer them to policy DGBA (LOCAL).
- 5) Inform them that there is a time limit in the policy and a written grievance will be required.
- 6) Board members will inform the superintendent if the issue has the potential to escalate.

Related Policies:

Date approved or revised:

Topic: How to prepare for board meetings

- 1) Administration will insure that all necessary information is supplied to each member to allow for informed decisions. Agenda packets will be received ~~seven days~~ **72 hours** before board meetings. This may change if agenda items are placed on the agenda later.
- 2) All participants will be prepared to address the agenda.
 - a) Board members will read agenda packet materials before each board meeting.
 - b) Board members will ask agenda related questions of the superintendent before the scheduled board meeting.
- 3) The board president will have full authority to follow and enforce all Robert's Rules of Order.
- 4) Members will not speak without being recognized by the president.
- 5) The president may limit time of debate by individual members in order to allow each member an opportunity to speak.

Related Policies:

Date approved or revised:

Topic: How to place items on the board meeting agenda

- 1) Items that board members desire be included on the committee meeting agenda are forwarded to the board president or superintendent at least four days prior to the meeting.
- 2) Time sensitive action items may be added to the final agenda by forwarding them to the board president at least 4 days prior to the scheduled board meeting.

Related Policies:

Date approved or revised: Revised

Topic: How to request information not related to agenda items

- ~~1) Members requesting information **should make a request to the board president or superintendent**. not related to an agenda will submit a clearly stated written request to the Board President.~~
- ~~2) The Board President will take on of the following actions:
 - ~~a) Answer the question to the satisfaction of the requestor.~~
 - ~~b) Forward the request for routine information to the superintendent.~~
 - ~~c) Refer the request for a special report to the entire board for its action at the next scheduled meeting.~~
 - ~~d) If the requestor is not satisfied with the president's response, the information request will be placed on the next scheduled board meeting agenda for board action.~~~~
- 3) If the routine information can be provided with no diversion of staff time from readily available data, then it will be provided as soon as reasonable.
- 4) In the event the request requires a special effort or the report that will divert staff time from established priorities, the board president will place the request for information on the next meeting agenda to determine if a majority of the board thinks the requested information is necessary for its future decision-making.
- 5) If the board does agree that the information is important for decision-making, then the superintendent will direct that a report be developed and provided as requested by the board.
- 6) All team members will receive a copy of any information or report generated by a request in accordance with this procedure.

Related Policies: BBE (LOCAL)

Date approved or revised:

Topic: How to communication with other board members

- 1) In order to facilitate effective board action, board members are encouraged to communicate with each other outside of board meetings.
- 2) These communications should be open and honest and be focused on clarifying questions and sharing the experience and knowledge of the board members with one another.
- 3) Communications should not be used to lobby for votes, to conduct “straw polls” with a majority of board members or to otherwise circumvent the Texas Open Meetings Act.

Related Policies:

Date approved or revised:

Topic: How to conduct closed sessions

- 1) The president will state the purpose of the closed session as permitted by the Open Meetings Act before going into closed session.
- 2) Members will discuss only the issues pertinent to the agenda items stated as the purpose for the closed session.
- 3) The session will be limited to the least amount of time necessary to address the agenda items under consideration.
- 4) Members may share information freely, understanding that team members will not discuss information disclosed in the closed session.
- 5) The presiding officer will direct any staff member or advisor in attendance that all discussion during closed sessions must remain confidential.
- 6) Closed meetings will not be recorded by an individual trustee against the wishes of a majority of the board.
- 7) The board will take no straw votes in closed sessions, but will take any action related to items discussed in closed session after the board has reconvened in open session, in accordance with law and policy BEC (LEGAL)

Related Policies: BEC (LEGAL); BBE (LOCAL)

Date approved or revised:

Topic: How to orient new board members

- 1) Local district orientation should take place within 60 days before or after the election date.
- ~~2) The superintendent and at least two incumbent members will present the orientation.~~
- ~~3) The orientation will be conducted in accordance with the Open Meetings Act.~~
- 4) The orientation will include, but is not limited to:
 - Current board operating procedures
 - District organization
 - Duties and responsibilities
 - Required training including dates of training events and convention
 - Calendar of board events
 - An orientation to the Texas Open Meetings Act
 - Overview of district statistics such as:
 - a) Square miles
 - b) Number of bus routes
 - c) Number of employees
 - d) Expenditures, revenues, debt service
 - e) Campus enrollments
 - f) District goals

Related Policies:

Date approved or revised:

Topic: How to communicate with the community

- 1)** Members of the board will promote the success of the superintendent of schools and the district by:
 - a)** Communicating positively, listen responsibly, and advocate for the district.
 - b)** Clarifying trustees obligations, responsibilities, and limitations as a member of the board.
 - c)** Supporting board decision.
 - d)** Not criticizing district personnel.
 - e)** Not speaking for the board unless specifically designated as the board **president** spokesperson on an issue.
 - f)** **By not acting on anonymous: calls, text, letters, email, etc.**

Related Policies:

Date approved or revised:

Essential Procedures Check List

These are the procedures that experience indicates impact on most school boards. *The number in parenthesis following the procedure title is a sequence number that corresponds to the long list of potential procedures.*

11	Questions about the agenda (1)
8	Communication between board meetings (2)
5	Request for information other than agenda items (3)
1	Contact with campuses (4)
2	Responses to community complaints (5)
12	Communication with the media (6)
9	Communication with the community (7)
10	Preparation of the board meeting agenda (8)
7	Preparation for meetings (9)
13	Participation during meeting public forums (10)
6	New member orientation (17)
3	Responding to staff complaints
4	Closed session