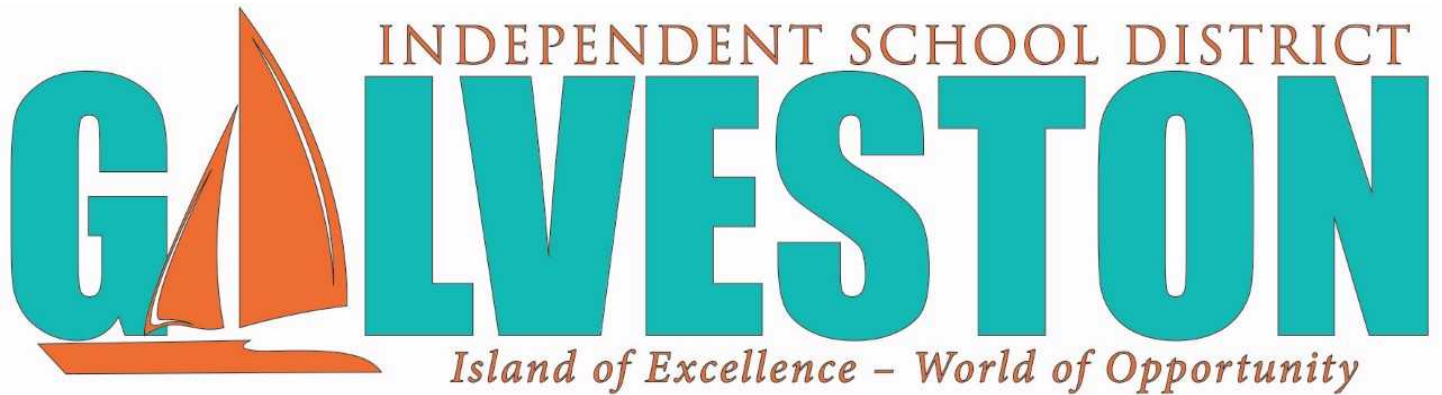


**GALVESTON INDEPENDENT SCHOOL DISTRICT  
SCHOOL BOARD OPERATING PROCEDURES**



Galveston ISD  
3904 Avenue T  
Galveston, Texas 77550  
(409)766-5100  
[www.GISD.org](http://www.GISD.org)  
Jerry Gibson Ed.D.  
Superintendent

Revised 5-05-21

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# **GALVESTON INDEPENDENT SCHOOL DISTRICT**

## **School Board Operating Procedures**

### **Administration:**

Jerry Gibson Ed.D., Superintendent  
Connie Morgenroth, Assistant Superintendent for Business and Communications  
Dyann Polzin, Chief Human Capital Management, and Student Services Officer  
Dr. Annette Scott, Assistant Superintendent for Curriculum and Instruction  
Billy Rudolph, Director of Communications and Marketing

### **Board of Trustees:**

Anthony Brown, President  
Johnny Smecca, Vice President  
Monica Wagner, Secretary  
David O'Neal, Trustee  
Ann Masel, Trustee  
Mindy Lakin, Trustee  
Shae Jobe, Trustee

Revised 5-05-21

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**VISION STATEMENT:**  
Island of Excellence ~ World of Opportunity

**MISSION STATEMENT:**  
The mission of Galveston ISD is to Educate, Engage and Empower EACH student for a life of Excellence

**WE BELIEVE:**

- Every child can learn
- Every child should have equal access to learn, grow and become successful adults
- In a district where each and every student is a prepared, confident leader who is comfortable in any culture and knows he/she will succeed given any situation
- Everyone has a voice and is a participant
- All children possess exceptional talent to reach their dreams
- Each child deserves an abundance of exceptional educational experiences
- That in all actions everyone will be treated with respect and dignity
- In a district that supports and rewards staff who provide exceptional educational experiences
- GISD students are better prepared for the real world because of our diversity and their experiences in our community and schools
- All children and staff deserve their schools to be a safe and effective place to learn, work, play, and heal
- GISD can be one of the premier school districts in the nation

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# **BOARD OPERATING PROCEDURES GALVESTON INDEPENDENT SCHOOL DISTRICT**

In effective school systems, the Superintendent and the Board function as a "Team of Eight". A structured approach to developing a vision for the District and setting goals is enhanced by first developing a system of standard operating procedures. The School Board is the corporate policy-making body for the District, and the Superintendent and staff provide the leadership to cause Board policies to be implemented. Therefore, the Galveston ISD Board of Trustees and Superintendent function as a "Team of Eight" to provide open communication to the staff and patrons of the District. Galveston ISD Board of Trustees adopts these guidelines as Standard Operating Procedures to effectively communicate with staff and patrons of the District.

## **I. Developing Board Meeting Agenda**

### **A. Placing Items on Agenda:**

- The tentative agenda is created by administration and presented to the Board President ten days before the regular Board meeting for inclusion as consent eligible agenda items.
- Board members must request through the Board President or the Superintendent in advance any item they wish to have considered for placement on the agenda.
- The Board President or Superintendent shall place an item on the agenda if the item is requested by a Board member.
- In accordance with the Texas Open Meetings Law, no member can place an item on the agenda less than 72 hours in advance of a meeting, except in an emergency as per Texas Government Code.
- No discussion happens until after a motion and a second is made.

### **B. Items for Closed Session:**

- All personnel issues must be conducted in a closed session unless specifically required by the Texas Open Meetings Law.
- Anything that violates the right to privacy, i.e., Texas Open Records Act, cannot be placed on the agenda and/or discussed in open session.
- Other matters excepted by Sub-Chapter D of the Open Meetings Act that will have a detrimental effect on the position of the District, i.e., attorney-client privilege.

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## II. Member Conduct during Board Meetings (four members present constitutes a quorum for a meeting).

A. In all actions of the board, the first responsibility is the Vision, Mission and Core Beliefs of the district and success of the Student Outcome Goals.

B. Citizen Addressing the Board:

- An opportunity is provided ~~on all~~ **at the beginning of each** meeting agendas for citizens to address the Board. A citizen may address the Board on an agenda or non-agenda item by completing the form located outside the Board Room and giving the form to the Superintendent, Board member **or clerk** before the meeting begins. **The Board will allow every person who wishes to address the board on an agenda item to do so before the board's consideration of the item.** Each speaker is limited to three minutes.
- ~~If five (5) or more citizens sign up to address the Board on a single item, a spokesperson will be selected to speak for the group, and that person may speak for five minutes.~~
- ~~The Board President may request the Superintendent to respond to concerns of citizens present at the meeting at a later date.~~

C. Board Response to Citizens Addressing the Board:

- The Board President, when necessary, may direct the Superintendent to investigate item(s) and report back to the Board through transmittal or at a designated meeting.
- The Board President shall recognize Board members prior to any member asking clarifying questions or making statements to the Board.

D. Discussion of Individual Employees or Students by the Board or Audience:

- The Board shall not allow negative comments in public session about individual employees.
- The Board shall not allow negative comments in public session about individual student.
- **The Board may not prohibit public criticism of the board, including criticism of any act, omission, policy, procedures, program, or service.**

E. Hearings and Public Hearings:

- During public hearings, the Board is assembled only to gather information.
- The Board will not answer questions or enter into dialogue except with their attorney in the case of an employee hearing.
- Rules for the public hearing will be strictly adhered to:
  - The Board will limit response to three minutes per testifier
  - The Board will accept written or oral testimony
  - ~~The Board will not allow duplicate testimony~~
  - ~~The Board will not allow any derogatory comments~~

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F. Board Shall Observe the Parliamentary Procedures in *Robert's Rules of Order, Revised*

- All discussion shall be directed solely to the agenda items currently under deliberation.
- The Board President has the responsibility to keep the discussion to the motion at hand and shall halt discussion that does not apply to the business before the Board.
- The Board President has the right to recognize a Board member prior to giving their comments.

G. Voting

- The Board President may vote on all action items.
- All Board members will vote on all action items, except when there is a legal conflict of interest or a conflict that would impair the Board member's judgment in violation of Board Member Ethics.
- In case of a tie vote, the action fails.
- Each Board decision, even when there are dissenting votes, shall be an action by the whole Board and binding upon each member. Individual members are encouraged to express their opinions during the discussion of motions, but following the vote, members shall publicly discuss only the decision of the whole Board.

**III. Individual Board Member Request for Information or Reports**

- A. Board members shall request information and/or reports in accordance with Texas Education Code Section 11.1512 and BBF(Local).
- B. The Superintendent will gather the information and/or report and disseminate it in a timely manner to the Board.
- C. Board members are encouraged to advise the Superintendent of questions or concerns on agenda items before the Board Meeting.

**IV. Board Adoption of a Monitoring Calendar**

- A. The Board's monitoring calendar spans no fewer than 18 months.
- B. No more than two student outcome goals are monitored per month.
- C. Every student outcome goal is monitored at least four times per year and every constraint is monitored at least once per year.
- D. Monitoring calendar should align with the Annual School Board Operating Calendar.

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## **V. Citizen Request/Complaint to Individual Board Member**

- A. The Board member should hear the full complaint for understanding of persons involved, date, time and place.
  - Repeat problem back to citizen.
  - Issue chain-of-command to citizen.
  - Remind the citizen of due process and that the Board member must remain impartial in case the situation goes before the Board.
- B. Refer citizen to appropriate person in the chain-of-command.
- C. The administrators shall communicate with the citizen in a timely manner and follow-up with the Board.

## **VI. Employee Request/Complaint to Individual Board Member**

- A. The Board members will hear employee's problem for full understanding.
  - Repeat problem back to employee.
  - Issue chain-of-command to employee.
  - Remind employee of the due process procedure DGBA(Local) and remain impartial.
- B. Refer employee to appropriate person in the chain-of-command.
- C. Board member will make an effort to talk with the Superintendent by the end of the next school day relaying communication.
- D. The employee will hear from the Superintendent within a timely fashion unless the employee requests no contact from the Superintendent.

## **VII. Board Member Visit to school Campus**

- A. Board members are encouraged/expected to attend PTA/ PTO/ Booster, and other special events on campuses to represent the Board in support of activities.
- B. Board members are not to go into teachers' classrooms or to campuses for the purpose of evaluation or investigation.
- C. Board members must notify the principal of visits to campuses when they are not attending a scheduled activity.

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## **VIII. Communications**

- A. The Superintendent will meet or visit ~~by phone~~ with the Board President on a routine basis.
- B. The Superintendent will communicate with all Board members via weekly transmittals.
- C. The Superintendent will communicate information in a timely fashion to all Board members.
- D. Requests to the Superintendent from any Board member will be **addressed and** distributed to all Board members.
- E. The Board will keep the Superintendent informed via telephone calls, ~~faxes~~, **text**, email or personal visits.
- F. The Board will communicate with the community through public hearings, regular Board meetings and regular publications.
- G. Individual Board members cannot speak in an official capacity outside the Board Room.

## **IX. Evaluation of Superintendent**

- A. The Board President obtains input from all members of the Board on the approved indicators on the Superintendent's evaluation.
- B. The Superintendent evaluation will be based in part on attainment of the Student Outcome Goals.
- C. An evaluation is conducted in closed session.
- D. A formative evaluation of the Superintendent will be conducted in January and a summative evaluation of the Superintendent will be conducted prior to August of each year.

## **X. Evaluation of the Board**

- A. The evaluation of the Board is an assessment of the completion of goals established by the Board.
- B. The Board will complete the Board self-assessment annually prior to June using the Lone Star Governance evaluation instrument and meet to discuss it.
- C. The Board will review annually the Board Operating Procedures and the Board's Self Constraints.

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**XI. Role and Authority of Board Members and/or board Officers (set down by state statute).**

- A. No Board member or officer has authority outside the Board meeting.
- B. No Board member may direct employees in regard to performance of duties.
- C. The Board President shall:
  - Preside at all Board meeting
  - Appoint committees
  - Call special meetings
  - Sign all legal documents required by law
- D. The Vice President shall act in capacity of the President in the absence of the President.
- E. The Secretary shall:
  - Keep accurate records of closed session Board meetings.
  - Call meetings and act in the capacity of the President in the absence of the President and the Vice President.
  - Countersign all warrants.

**XII. Role of Board in Closed Session**

- A. The Board may only discuss those items allowed by law in closed session.
- B. The Board must vote in public session.
- C. Discussion during closed session must remain confidential.

**XIII. Media Inquiries to the Board**

- A. The Board President or the Superintendent shall be the official spokesperson for the Board to the media/press on issues of media attention.
- B. All Board members who receive calls from the media should direct them to the Board President, the Superintendent, or the Director of Communication and Marketing.

**XIV. Anonymous Phone Calls and/or Letters**

The Galveston ISD Board of Trustees encourages input; however, anonymous calls or letters will not receive Board attention, discussion, or response and will not result in directives to the administration. Confidentiality is strictly maintained when possible.

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## **XV. Reviewing Board Operating Procedures**

Standard Board Operating Procedures will be reviewed, affirmed, and updated annually and may be part of Board training. District Policy BBF(LOCAL), Board Members Ethics, will also be reviewed annually. These procedures may be modified at any time by a majority vote of the Board.

## **XVI. Board Member Ethics**

### **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 or that will needlessly harm the District if disclosed.

### **COMMITMENT TO SERVICE**

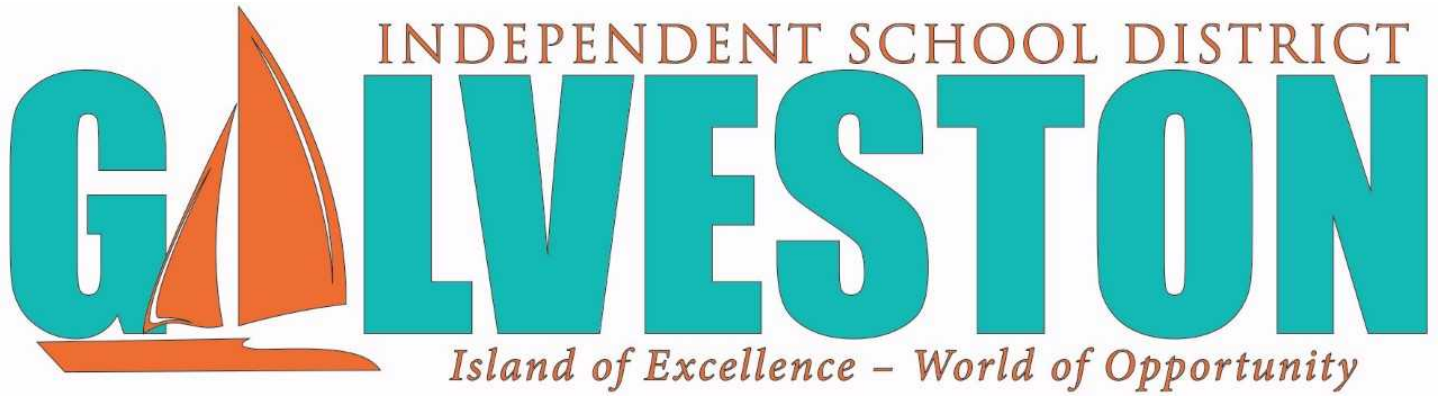
- I will focus my attention on fulfilling the Board's responsibilities of goal setting, policymaking, and evaluation.
- I will diligently prepare for and attend Board meetings.
- I will avoid personal involvement in activities the Board has delegated to the Superintendent.
- I will seek continuing education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

### **STUDENT-CENTERED FOCUS**

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

### **Revised 5-05-21**

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## **GALVESTON ISD BOARD OF TRUSTEES AFFIDAVIT**

As a member of the Galveston Independent School District Board of Trustees, I hereby state and affirm that I have reviewed Board policies, regulations, and operating procedures. I further state and affirm that I will endeavor to comply with such policies, regulations, and operating procedures at all times during my service on the Board with the District.

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Printed Name

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Trustee Signature  
Galveston Independent School District

Date

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