

Budget Workshop  
Thursday, June 6, 2024 5:30 PM

Cleburne ISD Boardroom  
505 N. Ridgeway Dr., suite 100  
Cleburne, TX 76033

## **Agenda**

1. **CALL TO ORDER**
  - 1.A. Pledge of Allegiance
  - 1.B. Invocation
2. **ACTION ITEMS**
  - 2.A. Board of Trustees
    - 2.A.1. Consider and approve Cleburne ISD Board Operating Procedures
3. **BUDGET WORKSHOP**

**Presenter:** Sarah Taylor
4. **CLOSED MEETING (TEXAS GOVERNMENT CODE 551)**
  - 4.A. Pursuant to Texas Government Code Section 551.071, to consult with the District's attorney, in person or by phone, on a matter in which the duty of the attorney to the District under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with Chapter 551 of the Texas Government Code.
  - 4.B. Pursuant to Texas Government Code Section 551.072 Consider Purchase, Exchange, Lease or Value of Real Property.
  - 4.C. Pursuant to Texas Government Code Section 551.074, to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee.
  - 4.D. Pursuant to Texas Government Code Sections 551.076, 551.089, to deliberate regarding security devices or security audits
5. **RECONVENE**
  - 5.A. Action from closed session, if any
6. **ADJOURNMENT**



# Board Operating Procedures

**Board of Trustees - Superintendent of Schools - Leadership Team**

**ADOPTED:** June 6, 2024

Cleburne Independent School District  
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Cleburne, TX 76033  
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<https://www.c-isd.com/>



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<https://x.com>

**Our Vision  
and  
Beliefs**

The mission of Cleburne ISD, in partnership with parents, is to provide all students with rigorous and relevant learning.

# WE BELIEVE

That every student can succeed;

That high expectations foster a high level of performance;

We will make decisions in the best interests of our students;

We will prepare our students to be successful, productive citizens.

**Our Goals**

- GOAL 1:** All students will graduate with the knowledge and skills required to be successful in college, military, and/or a career field.
- GOAL 2:** All students will have skilled teachers, effective leadership, and support staff, and sufficient resources to support high levels of achievement.
- GOAL 3:** All students will have a safe, supportive, and highly effective learning environment.
- GOAL 4:** Cleburne ISD will engage families and the school community to create a network of student support, investment, and high expectations.

# Cleburne ISD Board of Trustees Standard Operating Procedures

## Table of Contents

### 1. Types of Board meetings – [BE\(LOCAL\)](#)

- A. Regular - Shall normally be held on the third Monday of each month at 6:00 p.m. 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.
- B. Special - The Board President shall call special meetings at his or her discretion.
- C. Emergency - The Board President shall call emergency meetings when he or she determines that an emergency or urgent public necessity, as defined by law, warrants the meeting.
- D. Any time four or more Board members are gathered for the purpose of discussing school business, it is considered a meeting and must be posted.

### 2. Developing the Board agenda - [BE\(LOCAL\)](#)

- A. 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.
- B. The deadline for submitting items for inclusion on the agenda is the sixth working day before regular meetings and the third working day before special meetings.
- C. Members of the Board shall be given notice of regular and special meetings at least 72 hours prior to the scheduled time of the meeting and at least one hour prior to the time of an emergency meeting.
- D. In accordance with [Texas Open Meetings Act](#), no item can be placed on agenda less than 72-hours in advance of the meeting, except in an emergency as per the [Texas Open Meetings Act](#).
- E. Consent agenda - When the agenda is prepared, the Board President shall determine items, if any, 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.

### 3. Board member conduct during Board meetings – [BED\(LOCAL\)](#)

- A. Public Comment – Shall occur at the beginning of the Board meeting.
  - A.1. Regular Meetings - 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.
  - A.2. Special Meetings - At all other Board meetings, public comment shall be limited to items on the agenda posted with notice of the meeting.

- B. Board will not allow duplicate testimony/presentations.
- C. Board members will listen to public comments but can take no action or deliberate.
- D. Board President can direct administration to investigate item(s) and report back to Board at a subsequent meeting.

**4. Complaints and Concerns - BED(LOCAL)**

- A. The Board will not entertain complaints against individual personnel in open session.
- B. The Board will not entertain complaints against individual students in open session.
- C. An attempt should be made to resolve the issue informally.
- D. Complaints should be resolved at the lowest possible administrative level.
- E. Three policies provide a specific, clear process to complaints:

<u>DBGA</u>	Employee complaints/grievances
<u>FNG</u>	Student and parent complaints
<u>GF</u>	Public complaints

- F. Board will observe parliamentary procedures in Robert's Rules of Order.

**5. Voting- BE(LOCAL)**

- A. Voting shall be by voice vote or show of hands, as directed by the Board President. Any member may abstain from voting, and a member's vote or failure to vote shall be recorded upon that member's request.

**6. Individual Board Member Request for Information or Report – BBE(LOCAL)**

- A. Request for Records - 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.
- B. Requests for Reports - 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.
- C. Confidentiality - At the time a Board member is provided access to records or reports that are confidential or otherwise not subject to public disclosure [see GBA], the Superintendent or other District employee shall advise the Board member of the responsibility to comply with confidentiality requirements and the District's information security controls.
- D. The Superintendent will gather the information and disseminate it in a timely manner to Board member(s).

**7. Citizen/Employee Request/Complaint, to Individual Board Member – [BBE\(LOCAL\)](#)**

- 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, who shall proceed according to the applicable complaint policy. [See (LOCAL) policies at [DGBA](#), [FNG](#), and [GF](#)].
- B. Refer citizen/employee to the appropriate person/chain of command and the complaint procedure as outlined in Board policy. Must go through the chain of command.
- C. Board members are encouraged to report complaints to the Superintendent.
- D. The Superintendent will ensure that the citizen/employee is contacted in a timely fashion. Board members will be notified if the Superintendent deems appropriate.

**8. Board Member Visits to School Campus – [BBE\(LOCAL\)](#)**

- A. Board members are encouraged to attend school activities.
- B. Upon arrival at the campus, Board members must check in at the main office, if during school hours.
- C. 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](#)].

**9. Communications – [BJA \(LOCAL\)](#)**

- A. Superintendent (or designee) will communicate with all Board members via telephone, email, or personal visits.
- B. Superintendent will meet with Board President on routine basis to discuss issues of the District.
- C. Superintendent will communicate information in a timely manner to Board members.
- D. Board will keep Superintendent informed via telephone, email, or personal visit.
- E. Board will communicate with the community through regular Board meetings, regular publications, public hearings, and other methods as needed.
- F. Individuals Board members shall not speak in an official capacity outside the Board room without specific authority from the Board.

**10. Evaluation of Superintendent – [BJCD\(LOCAL\)](#)**

- A. The Board shall prepare a written evaluation of the Superintendent at annual or more frequent intervals.
- B. The Board shall furnish the Superintendent with a copy of the completed evaluation and shall discuss its conclusions with the Superintendent in a closed meeting, unless the Superintendent requests that the discussion be open.

C. Evaluation is conducted by consensus in closed session.

D. Evaluation should be conducted annually.

**11. Evaluation of the Board – BG(LOCAL)**

A. Superintendent and Board function as a team of eight (8).

B. A self-evaluation should be performed annually.

**12. Process for selection of Board officers – BDAA(LOCAL)**

A. Election of Board officers is held in June each year following the completed canvassing of the regular trustee election which is held the first Saturday of May.

B. Current Board President shall declare all offices open for nominations. Offices shall be filled in this order:

- 1) President
- 2) Vice-President
- 3) Secretary

C. Board officer shall serve for a term of one year or until a successor is elected.

**13. Role and authority of Board member and/or Board officers – BDAA(LOCAL)**

Established by State Law

A. President

1. Presides at all Board meeting unless unable to attend.
2. Has the right to discuss, make motions and resolution, and vote on all matters coming before the Board.
3. Establish the seating arrangement for Board members at scheduled Board meetings.

B. Vice-President

1. Shall act in the capacity of President in the event of the absence or incapacity of the President.
2. Become President only upon being elected to the position.

C. Secretary

1. Shall ensure that accurate records are kept of the proceedings of each Board meeting.
2. Ensure that notices of Board meetings are posted and sent as required by law.
3. In the absence of the President and Vice-President, call the meeting to order and act as presiding officer.
4. Sign and countersign documents as directed by action of the Board.

**14. Role of Board in Closed Session - BEC(LEGAL)**

- A. Board shall not conduct the closed meeting unless a quorum of the Board first convenes in open session.
- B. Board must keep a certified agenda of each closed meeting, except for consultation with district's attorney.
- C. Board can only discuss only those items on the agenda limited by law.
- D. Board action/voting must occur in open session.
- E. Information discussed during closed session shall remain confidential.

**15. Media Inquiries to the Board –**

- A. The Board President (or designee) shall be the official spokesperson for the Board to the media/press on issues of media attention.