

# Agenda of Regular

## The Board of Trustees El Campo Independent School District

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A Regular of the Board of Trustees of El Campo Independent School District will be held May 21, 2019, beginning at 7:00 PM in the Boardroom, 700 W. Norris, El Campo, TX 77437.

The subjects to be discussed are as listed below.

**1. Discussion and Possible Action Item**

A. Personnel

1. Discuss and Consider Request to Hire Additional Personnel

**2. Closed Session**

3. Call to Order/Opening Prayer/Pledge of Allegiance
4. Public Comment
5. Recognition

A. Emmy Lou Russell received State Recognition for her SAT score.

6. El Campo High School Class of 2019 Valedictorian and Salutatorian
7. Recognize Cecil Davis for 18 years and Ralph Novosad for 13 years of service as an ECISD Board of Trustee.

**8. Consent Agenda**

A. Governance

B. Curriculum and Instruction

9. Consider Approval of Minutes

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10. Business and Support Services

A. Consider Approval of Service Solutions Corp (SSC) Custodial Contract

B. Bank Depository Contract Extension

11. Review of Monthly Financial Reports
12. Review of Checks Written for the Month of April, 2019
13. Budget Amendment(s)
14. Personnel

15. Teacher T-TESS Appraisal Calendar

16. Students

**17. Presentation Items**

A. Curriculum and Instruction

1. AVID Progress Report

18. Governance

A. Reorganization of the Board

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19. Administer Oath of Office to Newly Elected Trustees

20. Reaffirm Board Member Code of Ethics

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21. Discussion of Renewal or Revisions to Current Board Operating Procedures

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22. Report on Gifted and Talented Program Evaluation

23. Business and Support Services

24. Enterprise Fleet Management Presentation - Jasmine Brown, Account Executive

25. Consider Adding Additional Upbring Head Start Prekindergarten Classroom
26. Discuss and Consider Additional Contract Days for High School Counselors and Instructional Coaches
27. Business and Operations
  - A. Discussion and Possible Approval to Accept Quote to Purchase Telescopic Bleachers for Hutchins Elementary Gym
28. Discussion and Possible Approval of ECISD Facility Use Agreement
29. Curriculum and Instruction
30. Discuss and Consider Possible Grow Your Own Dual Credit Master's Incentive
31. **Review Items**
32. Curriculum and Instruction
33. Report on Campus Discipline Committees
34. GPM 1.A Part 2 CCM and 1.B Part 1 School Progress - Academic Growth
35. Business and Operations
  - A. Discuss and Consider Supplemental Compensation and Stipend Schedule 45
  - B. Review Transfer and Residency Administrative Regulations
36. Texas Government Code §551.074 (1) PERSONNEL MATTERS, to Deliberate the Appointment, Employment, Evaluation, Reassignment, Duties, Discipline, or Dismissal of a Public Officer or Employee
37. Discuss Employment of Teachers, Administrative Professional Personal and Other Personnel
38. **Personnel**
  - A. Review of Professional Personnel Changes and/or Additions
39. Consider Approval of Personnel Recommendations
40. **Superintendent's Report**
  - A. Governance
  - B. Curriculum and Instruction
  - C. Community and Governmental Relations
41. State Required Board Training including Team of 8 - Need to schedule date
42. Board Training
  - A. TASB Summer Leadership Institute San Antonio June 13-15
43. Board Training in Victoria
44. Business and Support Services
45. Schedule Special Board Meeting before Graduation, May 24, 2019
46. Personnel
47. Students
48. High School Graduation May 24, 2019 at 8:00 - Meet early for Bd Picture
49. Adjournment

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*If, during the course of the meeting, discussion of any item on the agenda should be held in a closed meeting, the Board will conduct a closed meeting in accordance with the Texas Open Meetings Act, Government Code, Chapter 551, Subchapters D and E. Before any closed meeting is convened, the presiding officer will publicly identify the section or sections of the Act authorizing the closed meeting. All final votes, actions, or decisions will be taken in open meeting.*

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For the Board of Trustees

# ***Action Required***

<b>Recommendation:</b>	Minutes of Previous Meetings April 23, 2019 - Regular Monthly Meeting
<b>Impact/Rationale:</b>	
<b>Program Description/Summary:</b>	According to policy BE (LOCAL), BOARD MEETINGS, MINUTES, board action shall be carefully recorded by the secretary or clerk; when approved, and these minutes shall serve as the legal record of official Board actions. The written minutes of all meetings shall be approved by vote of the Board and signed by the President and the Secretary of the Board.
<b>ECISD Board Policy</b>	BE (LOCAL), BOARD MEETINGS
<b>Effective Date</b>	April 23, 2019
<b>Previous Board Action</b>	The Board approves minutes at each regular monthly meeting.
<b>Future Action Expected</b>	None.
<b>Background Information and Significant Issues</b>	
<b>Attachments</b>	April 23, 2019 – Regular Monthly Meeting
<b>Submitted By</b>	Vicky Limas, Secretary to the Superintendent
<b>Recommended for Approval</b>	Motion, second and majority vote to approve the minutes.
<b>Kelly Waters, Superintendent of Schools</b>	I recommend you approve the minutes of previous meetings as part of the Consent Agenda.

# ***Action Required***

<b>Governance</b>	Reorganization of the Board of Trustees
<b>Summary</b>	<p>According to board policy at the first meeting after each election and qualification of Trustees, the members of the Board shall organize by electing a President, a Vice-President, and a Secretary. These officers are elected by a majority vote of the members present and voting.</p> <p>Board officers shall serve for a term of one year or until a successor is elected. Officers may succeed themselves in office.</p>
<b>ECISD Board Policy</b>	<p>BDAA (LEGAL), OFFICERS AND OFFICIALS: DUTIES AND REQUIREMENTS OF BOARD OFFICERS</p> <p>BDAA (LOCAL), OFFICERS AND OFFICIALS: DUTIES AND REQUIREMENTS OF BOARD OFFICERS</p>
<b>Effective Date</b>	May 21, 2019
<b>Previous Board Action</b>	Reorganization of the Board occurs annually following the canvass of the School Board Trustee Election.
<b>Future Action Expected</b>	Reorganization of the Board occurs annually following the canvass of the School Board Trustee Election.
<b>Background Information and Significant Issues</b>	<p>According to policy BDAA (LEGAL), the Board President shall have the following duties and powers:</p> <ol style="list-style-type: none"><li>1. Call a meeting of the Board, giving public notice not earlier than the 30<sup>th</sup> day or later than the tenth day before the meeting, to discuss and adopt the budget and proposed tax rate. <i>Education Code 44.004</i></li><li>2. Ensure that the annual financial statements are published as required by law. <i>Local Gov't Code 140.006</i></li><li>3. Execute an oil and/or gas lease or sell, exchange, and convey the minerals in land belonging to the District, approved by resolution of the Board. <i>Education Code 11.153</i></li><li>4. Execute the deed for the sale of property, other than minerals, held in trust for free school purposes. <i>Education Code 11.154(b)</i></li></ol>

According to policy BDAA (LOCAL), in addition to the duties required by law, the President of the Board shall:

1. Preside at all Board meetings unless unable to attend.
2. Have the right to discuss, make motions and resolutions, and vote on all matters coming before the Board,
3. Appoint all Board committees, unless otherwise provided by policy or Board consensus.

The Vice-President of the Board shall:

1. Act in capacity and perform the duties of the President of the Board in the event of the absence or incapacity of the President.
2. Become President only upon being elected to the position.

The Secretary of the Board shall:

1. Ensure that an accurate record is 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 or countersign documents as directed by the action of the Board.

**Fiscal Impact**

None.

**Student and Public Benefit**

Students and taxpayers benefit by having highly qualified officers elected by the Board to carry out the duties listed in ECISD policy.

**Procedural and Reporting Implications**

Newly elected officers of the Board will be so noted on all official documents and correspondence.

**Public Comments**

None.

**Alternatives**

None.

**Other Comments and Related Issues**

None.

**Attachments**

- Memorandum to Board of Trustees from Kelly Waters  
Re: Nominations and Elections of Board Officers.
- TASB Leadership Team Services Q & A on Electing Board Officers
- TASB Resource for support when selecting the school board president – “The Board President’s Job.”

**Contact Person(s)**

Kelly Waters, Superintendent of Schools

**Action Required**

Through a nomination and election process, the Board will elect a president, vice-president, and secretary.

**Superintendent’s Recommendation**

I recommend that the necessary action(s) be taken to elect a president, vice-president, and secretary.

**Kelly Waters, Superintendent of Schools**

**EL CAMPO INDEPENDENT SCHOOL DISTRICT**

KELLY WATERS, Superintendent

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EL CAMPO, TEXAS 77437  
(979) 543-6771 - FAX (979) 543-1670

**DAVID BRIGHT**  
ASSISTANT SUPERINTENDENT  
FOR FINANCE

**DOLORES TREVINO**  
ASSISTANT SUPERINTENDENT  
FOR INSTRUCTION

**Memorandum**

**TO:** Board Members  
**FROM:** Kelly Waters  
**DATE:** May 28, 2019  
**RE:** Nominations and Elections of Board Officers

- Nomination(s) for President are accepted and recorded.
- If the current president is nominated, it would be in order to ask the sitting vice president to conduct the election; if the vice-president is also nominated, then the secretary; and if the secretary is also nominated then a temporary chair (someone not nominated by the president) could be selected by the Board.
- According to Roberts Rules of Order, *before proceeding to an election, if nominations have been made from the floor, the chair should inquire if there are any further nominations. If there is no response he/she declares the nominations closed.*
- If more than one person is nominated for the office, the chair shall call for a show of hands and record the votes cast for each nominee. Candidates are voted upon in the same order in which they were nominated.
- If only one candidate is nominated for the office, the chair shall call for a motion that the candidate be elected by acclamation. The motion then requires a second and majority vote to pass.
- According to policy, *officers are elected by a majority vote of the members present and voting.* Local policy also states that the president has the right to discuss, make motions and resolutions, and vote on all matters coming before the Board—but is not required to.
- Once the president has been elected then the procedures above are followed for vice president and then secretary.

## Q & A: Electing Board Officers

The law requires the board to reorganize by electing a president and secretary at the first meeting after an election and qualification of Trustees. Local policy may also provide for the election or appointment of other officers and committees the board deems necessary. This usually occurs at the first regular meeting after an election but may also occur at a special meeting provided the election results have been canvassed, and newly elected Trustees have signed and filed the required Statement of Officer and have taken the oath of office. While boards are required to reorganize after an election, the board may also organize at other times. (Atty.Gen.Op.MW-531, 1982)

Here are answers to some questions about how to conduct board officer elections smoothly.

**Q. How do we conduct officer elections if our president and vice president are no longer on the board?**

A. Some districts have adopted a local policy that states the secretary will conduct the election of a president pro tem. Others have a policy that designates the secretary to act as the president pro tem and conduct the election of a president. Check your local policy (at code BDAD in TASB Localized Policy Manuals) to see if your district has provided for a temporary chair when the president is not reelected to the board.

When neither the president nor vice president are present to conduct the election of officers and the district has not made provisions in local policy, the secretary conducts an election to select a temporary chair. When selected, the temporary chair conducts the election of the president, then relinquishes the chair to the new president who conducts elections for remaining offices.

**Q. What if our secretary is no longer on the board or isn't present to conduct the election of a temporary chair?**

A. If there is no secretary present, any member (perhaps the most veteran member present) may assume the chair to conduct an election of a temporary chair. The temporary chair then conducts the election for president. The new president then conducts any remaining elections.

**Q. Can we call other board members to talk about who we think might make a good president?**

A. The Texas Open Meetings Act requires a school board to conduct an open meeting, pursuant to proper notice, whenever a quorum of the board discusses or takes action on public business, unless the board is deliberating a topic that falls within an explicit exception to the Act. A meeting may occur even if a quorum is not gathered in a single location, and board members can violate the Open Meetings Act by meeting in groups of less than a quorum or telephoning each other for the purpose of discussing public business. Although an individual might express to other members his or her interest in filling a position, or a member might express an interest in nominating or supporting another member for an office, discussions promoting an individual for office or seeking support for that individual might be construed as deliberations among a quorum of the board outside a properly posted public meeting.

## Board Reorganization

### Page 2

#### **Q. Can we nominate more than one person for a particular office?**

A. Yes, you may nominate more than one person for an office. In fact, the presiding officer should take care to ensure that all who wish to make a nomination have had a chance before declaring nominations closed.

#### **Q. Does a nomination have to be seconded to be official?**

A. Unlike a motion, a nomination does not require a second. It is acceptable, however, for another member who supports that nominee to second the nomination.

#### **Q. We've never had more than one nomination for an office. How do we make sure members know that they can make additional nominations?**

A. To open nominations from the floor, the chair states:

*"Nominations are now in order for the office of President."*

After hearing a nomination, the chair restates the nomination just as he or she would when a motion is made:

*"Mr. A is nominated for the office of president."*

The chair then asks if there are other nominations:

*"Are there any further nominations for the office of president?"*

The chair restates each nomination until it appears that there are no more. To be certain that no one wishes to make another nomination, the chair should repeat:

*"Are there further nominations for President? Then if not, (pause, to allow any additional nominations) nominations are closed."*

#### **Q. Can I move to close nominations after I've nominated my choice for an office?**

A. A motion to close nominations is not appropriate until all wishing to make nominations have had a reasonable opportunity to do so. If you did make such a motion, the president should still ask if there are others wishing to make nominations. Only if no one else responds should your motion be recognized. A motion to close nominations is not necessary in a body the size of school boards since few nominations are likely to be made in the first place. However, if such a motion is honored, it requires a second and a two-thirds approval vote in order to cease nominations.

#### **Q. It's very important that we have a qualified president, but it is sometimes sensitive bringing up a nominee's weaknesses in open session. Is there a way to avoid embarrassing a nominee and still discuss the merits of those nominated for an office?**

A. Because boards often require that their officers perform specific leadership duties, it may be advisable to discuss the qualifications, experience, or willingness to serve of the nominees for a given office before voting. Since there is an exception to the Open Meetings Act which allows the board to deliberate the appointment of a public officer in a closed meeting, the board may choose to go into closed session to discuss the merits of nominees for a given office before returning to open session to take the vote.

## Board Reorganization

### Page 3

#### Q. Can we take a secret ballot when voting for board officers?

A. No. Texas law does not allow a school board to take any votes by secret ballot.

#### Q. When we have more than one nomination for an office, how do we conduct the voting?

A. Check your local policy to see if your board has specified a method of voting for board officers. If not, and if your board has designated *Robert's Rules of Order, Newly Revised* as a guide for meeting, then any member may move to adopt one of the methods described in *Robert's Rules* or the president may simply ask consent of the body to use a particular method. *Robert's Rules* describes two methods that would be appropriate for school boards.

In the *Viva Voce* method, when there is more than one nominee for an office, candidates are voted on in the order nominated. The chair asks for all in favor of a particular nominee, then for all opposed, before moving on to the next nominee. If the first nominee does not receive a majority of "yes" votes, the second name is announced and the "yes" and "no" votes called for. Voting continues for each nominee until one receives a majority. When one has received a majority, the remaining nominees need not be announced and voted on.

In a *Roll Call* election, members are called upon one at a time to announce the nominee of their choice. However, if there is more than one nominee for an office, there may not be a majority of votes cast for any one candidate. In this case, voting would continue until one nominee receives a majority. (*Robert's Rules* cautions that the nominee receiving the lowest number of votes is never removed from the next ballot, though, unless the bylaws require or unless he/she withdraws, because that person may turn out to be a compromise candidate upon which all can agree.)

#### Q. Can we adopt a different procedure for electing officers?

A. Yes, your local board may designate the specific method that you think will work best for you. Check your local policy at BDA and the sections immediately thereafter or any written team operating procedures to see if you have specified a preferred method of voting.

In most district policies that designate *Robert's Rules of Order* as a guide, a provision is also made for suspending procedural rules by a majority vote at any board meeting. So, if a board does not have a policy that mandates the voting method and wishes to use a different method of electing officers than outlined in *Robert's Rules* it may choose to suspend the rules and vote to use a different procedure for a given meeting.

If you have other questions about how to conduct your election of officers, call Leadership Team Services at 800-580-8272, or send an e-mail to [lts@tasb.org](mailto:lts@tasb.org).



## The Board President's Job



### The Board President's Effective Practices Checklist

This checklist represents the experiences of effective school board presidents and superintendents. It is intended to be a tool to support school boards when selecting the school board president.

#### I. General Job Responsibilities

- Knows legal responsibilities of the board president
- Knows locally desired responsibilities of the board president
- Has knowledge of all legally referenced policies that address local school governance
- Has general knowledge of the district's policies and how to locate information related to district policies

#### II. Liaison Between the Superintendent and the School Board

Makes agreements and establishes procedures with the superintendent addressing the following:

- The board president's responsibilities addressed in Policy BDAA (LEGAL), BDAA (LOCAL)
- The board president's board meeting responsibilities addressed in the BE series
- Board member training and orientation, Policy BBD (LEGAL), Policy BBD (LOCAL), BBD (EXHIBIT)
- Board internal committees, Policy BDB (LEGAL), BDB (LOCAL)
- The hiring of and communicating with legal counsel, Policy BDD (LEGAL), BDD (LOCAL)
- The development and monitoring of board policies, Policy BF (LEGAL), BF (LOCAL)
- The evaluation of the superintendent, Policy BJCD (LEGAL), BJCD (LOCAL)
- The board's responsibilities related to the district's planning and decision-making process, Policy BQ (LEGAL), BQ (LOCAL)
- The board's responsibilities related to the campus-level planning and decision-making process, Policy QBQ (LEGAL), Policy QBQ (LOCAL)
- The board's responsibilities related to district reports, Policy BR (LEGAL), BR (LOCAL)
- A tentative board activity calendar that broadly outlines the board's major responsibilities



## The Board President's Job



### III. Team Leader of the Board

- \_\_\_ Knows the essential characteristics of effective teams
- \_\_\_ Knows board's legal responsibilities
- \_\_\_ Knows board's agreed upon "Code of Ethics"
- \_\_\_ Communicates the board president's responsibilities to the board as a whole
- \_\_\_ Ensures that candidate training sessions are offered by the district
- \_\_\_ Ensures that an effective local new board member training is conducted in compliance with, but not limited to, state regulations
- \_\_\_ Ensures that the entire team participates in at least one team-building session annually
- \_\_\_ Ensures the entire team participates in a team self-assessment
- \_\_\_ Ensures that the team has agreed upon a team mission, goals, and team improvement activities including goals for continuing education
- \_\_\_ Ensures that all team members are provided the same information at the same time, including regular updates from the superintendent
- \_\_\_ Provides for the establishment of agreed upon team-operating procedures
- \_\_\_ Gains team agreement on a board activity calendar that sets general time lines for the implementation and completion of the board's key responsibilities
- \_\_\_ Guides the board in developing policy and team procedures that ensure the board's timely and effective performance of board responsibilities in these roles:
  - \_\_\_ conducting district planning
  - \_\_\_ establishing campus-level planning
  - \_\_\_ monitoring progress related to district and campus goals and objectives
  - \_\_\_ orienting new board members
  - \_\_\_ conducting the superintendent evaluation
  - \_\_\_ completing a team-building session
  - \_\_\_ conducting a team self-assessment
  - \_\_\_ fulfilling team and individual member continuing education requirements
  - \_\_\_ developing policy
  - \_\_\_ getting and approving budget goals
  - \_\_\_ communicating with the district's community

### IV. Presiding Officer

- \_\_\_ Establishes agreed upon board meeting responsibilities and procedures with all team members
- \_\_\_ Knows the behaviors of a competent presiding officer
- \_\_\_ Demonstrates behaviors of a competent presiding officer
- \_\_\_ Sets agreed upon procedures with the superintendent for their shared preparation of the agenda
- \_\_\_ Knows the adopted rules of order
- \_\_\_ Effectively uses the adopted rules of order
- \_\_\_ Proofs the draft of the agenda before it is distributed to members
- \_\_\_ Studies each agenda item and its corresponding resource material before the board meeting



## The Board President's Job



- \_\_\_ Seeks advice from a skilled parliamentarian when necessary
- \_\_\_ Estimates length of time needed for each presentation or discussion item
- \_\_\_ Effectively enforces use of the agenda and time frame
- \_\_\_ Focuses board discussions on the district mission and goals
- \_\_\_ Ensures each board meeting is posted in accordance with the Texas Open Meetings Act
- \_\_\_ Ensures a policy is in place addressing the public's participation in the board meeting
- \_\_\_ Exercises the following options if the board is unable to come to a consensus on an issue:
  - \_\_\_ requests an administrative report for a future meeting
  - \_\_\_ refers the item to a special committee for study and recommendations by a certain date
  - \_\_\_ postpones the item according to Robert's Rules of Order
- \_\_\_ Facilitates meeting discussion through open-ended and probing questions
- \_\_\_ Ensures that all board members have the opportunity during the meeting to speak on an issue
- \_\_\_ Ensures that no individual dominates the meeting discussion
- \_\_\_ Calls an end to meeting discussions when all sides have been heard and no need exists to discuss an issue further
- \_\_\_ After each meeting, debriefs with the superintendent and makes adjustments as necessary
- \_\_\_ Ensures that all agreements made in the meeting are kept and that any promised follow-ups are completed
- \_\_\_ Ensures that closed meetings follow the requirements of the Texas Open Meetings Act

### V. Board Spokesperson

- \_\_\_ Ensures the board speaks with one voice to its constituency by naming the president as the board spokesperson
- \_\_\_ Establishes, through team agreement, a board policy that names the board president as board spokesperson
- \_\_\_ Ensures the establishment of team agreements about the board spokesperson's role and responsibilities
- \_\_\_ Accurately reports the board's message to its constituency
- \_\_\_ Follows the agreed upon chain-of-command procedures when serving as board spokesperson
- \_\_\_ Communicates to the team the constituency's concerns and positive feedback about the board and the district
- \_\_\_ Knows how to organize and write a speech that clearly communicates the board's message
- \_\_\_ Demonstrates the ability to effectively present a speech as board spokesperson
- \_\_\_ Demonstrates the ability to effectively communicate the board's message to the media in a clear and concise manner
- \_\_\_ Effectively represents the board at community and state functions
- \_\_\_ Other: \_\_\_\_\_

# ***Action Required***

<b>Governance</b>	Board of Trustees Code of Ethics
<b>Summary</b>	Criteria number 7.2 of the <i>TASB Effective Board Practices Inventory</i> states that “ <i>The board has adopted and annually reaffirms an ethics statement or code of conduct for board members.</i> ”
<b>ECISD Board Policy</b>	BBF(LOCAL): BOARD MEMBERS, ETHICS
<b>Effective Date</b>	May 21, 2019
<b>Previous Board Action</b>	<p>The Board previously adopted BBF (LOCAL) in Update 63. The policy was issued on June 22, 2000.</p> <p>The Board annually reaffirms the ethics statement in the meeting when school board election results are canvassed and after the newly elected members have been installed.</p>
<b>Future Action Expected</b>	The ethics statement will be reviewed and reaffirmed or changed each May following the board election.
<b>Background Information and Significant Issues</b>	<p>One good way for the board to articulate and agree on certain basic assumptions and expectations about its functioning is to adopt a code of conduct or a statement of ethical principles for its individual members to follow. Such a statement outlines basic ideals in behavior board members intend to be guided by.</p> <p>The value of adopting a code of conduct or ethics statement is not simply in having an ideal against which to measure board member actions. It also lies in the discussion among the members in deciding what to include in the document. Few types of discussion are more fruitful in helping board members to understand the personal priorities and motivations of their body corporate colleagues. Such an understanding can be crucial in isolating potential sources of conflict.</p> <p>Any such document the board adopts should be adopted by unanimous consent. If any member cannot consent to be governed by each principle on the document, the board must continue working on the document until unanimous consent is reached. If unanimous consent cannot be reached, the Board should not adopt such a document.</p> <p>Once adopted, the board should reaffirm the document annually to ensure that all members continue to agree to be governed by it. This is especially necessary if there are new members on the board who were not part of the initial adoption.</p> <p>Many boards adopt their ethics statement or code of conduct as a matter of district policy. If the board can reach unanimous agreement,</p>

adoption as policy is a good idea. It sets a clear example for the staff and community to follow and respect. Alternately, the board may wish simply to include the statement as part of its written operating procedures or in a board handbook.

<b>Fiscal Impact</b>	None.
<b>Student and Public Benefit</b>	Students and taxpayers will benefit from the Board having a written document by which members of the Board agree to govern by so that they do so in a responsible and ethical manner.
<b>Procedural and Reporting Implications</b>	None.
<b>Public Comments</b>	None.
<b>Alternatives</b>	None.
<b>Other Comments and Related Issues</b>	None.
<b>Attachments</b>	Copy of policy BBF (LOCAL), BOARD MEMBERS: ETHICS
<b>Contact Person(s)</b>	Kelly Waters, Superintendent of Schools
<b>Action Required</b>	Motion, second and unanimous vote reaffirming Code of Ethics. If there is not unanimous consensus, then the Board will need to work on the document until everyone agrees, or not adopt a Code of Ethics.
<b>Superintendent's Recommendation</b>	I recommend that you take the necessary action to reaffirm the Code of Ethics found in policy BBF (LOCAL), or adopt a new/revised one. <b>Kelly Waters, Superintendent of Schools</b>

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.

**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.

# ***Discussion Item***

<b>Governance</b>	Discussion of Renewal or Revisions to Current Board Operating Procedures
<b>Summary</b>	<p>Boards frequently assume that standard procedures for carrying out common or regular board tasks are known and shared by all members of the board and by the superintendent. This assumption is based on apparent lack of confusion or conflict in how board members go about their work.</p> <p>Unfortunately, this assumption is more often mistaken than not. The lack of shared understanding and acceptance about board operating procedures can lead to inefficiency, inconsistency in trustee actions, failure to carry out important tasks, and possible conflict among board members.</p> <p>To avoid these negative consequences, ECISD Board of Trustees has committed to an annual review and/or revision of the board's operating procedures.</p>
<b>ECISD Board Policy</b>	None.
<b>Effective Date</b>	May 21, 2019
<b>Previous Board Action</b>	The Board annually reviews and/or revises the board operating procedures.
<b>Future Action Expected</b>	The Board annually reviews the board operating procedures. If revisions are suggested, the revised operating procedures are approved at a future meeting.
<b>Background Information and Significant Issues</b>	None.
<b>Fiscal Impact</b>	None.
<b>Student and Public Benefit</b>	When all members of the Board agree on a set of basic operating procedures and follows those procedures, both students and the general public benefit because of more effective governance by the Board of Trustees.
<b>Procedural and Reporting Implications</b>	After the operating procedures are approved, a revised copy will be furnished to each member of the Board.

<b>Public Comments</b>	None.
<b>Alternatives</b>	None.
<b>Other Comments and Related Issues</b>	None
<b>Attachments</b>	<ul style="list-style-type: none"> <li>• Copy of the current ECISD Board Operating Procedures</li> </ul>
<b>Contact Person(s)</b>	Kelly Waters, Superintendent of Schools
<b>Action Required</b>	Discussion Item.
<b>Superintendent's Recommendation</b>	<p>Discussion Item.</p> <p><b>Kelly Waters, Superintendent of Schools</b></p>

# ECISD Board Operating Procedures and Handbook



## Overview

The Board Operating Procedures are intended to guide and assist the Board Members in the conduct of its business. They are not intended to confer legal rights on any other person.

The Board Operating Procedures are not intended to take precedence over Board Policy. If there is a conflict or inconsistency between these Procedures and Board Policy, Board Policy will take precedence. At no time are these Procedures intended to override Local or Legal Policy or state or federal law.

The Board Operating Procedures will be reviewed annually in June by the Board and updated as needed as a part of Board training and orientation. The Board will adopt the Board Procedures and Board Code of Conduct annually at a regular monthly meeting.

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## Board Members Ethics

### BBF (Local)

The Board President will present a copy of the Board Member's Ethics policy to each Board Member annually. Each Board Member shall be responsible for signing an agreement to abide by the Ethics policy.

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.

#### 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.

#### INTEGRITY OF CHARACTER

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.

#### 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.

# Board Operating Procedures

## 1. Developing Board Meeting Agenda

### A. Who can place items on the agenda?

1. Board members must request to the Board President, in advance, any item they wish to be considered for placement on the agenda.
2. Board President alone can place an item on the agenda. If two Board members request an item on the agenda, the Board President will place it on the agenda.
3. By LOCAL policy, no member can place an item on the agenda later than noon of the fifth calendar day before a regular meeting, or noon of the third calendar day before a special meeting.

Special consideration will be given for items of urgency as determined by the Board President, but in no case can an item be placed on the agenda less than 72 hours in advance of a meeting.

### B. Items that cannot be on the agenda

1. When the Board deems it necessary to maintain confidentiality, personnel issues will be conducted in an executive session unless specifically prohibited by the Texas Open Meeting Act.
2. Anything that violates right to privacy, i.e., Texas Open Meeting Act, Texas Open Record Act, cannot be placed on the agenda.

### C. Use of Consent Agenda

A consent agenda will be used for items that do not formally require board discussion. A board member can remove an item from the consent agenda for board discussion. The Superintendent will automatically place the following items on the consent agenda:

- Routine items
- Annual renewal of Region III items and TEA items
- Budget amendments
- Over \$500 tax refunds
- Gifts, donations, and bequests
- Minutes of regular and special Board meetings
- Minutes of joint meetings
- Updates of Board policy
- Routine personnel items
- Routine bid recommendations
- Annual evaluations of district programs
- Annual improvement plans for district programs

## **2. Member Conduct During Board Meetings**

- A. The board shall observe correct parliamentary procedures.
- B. Discussion of Motions
  - 1. All discussion shall be directed solely to the business currently under deliberation.
  - 2. 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.
  - 3. The Board President has the right to recognize a Board member before giving their comments.

### **C. Patrons addressing the Board**

A school board meeting is not a “public meeting” in the true sense of the audience having a right to participate in a discussion of items before the Board. A school board meeting is a meeting held in public. Whether the audience is allowed to participate is a Board decision. If so, the rules of participation are controlled by the local board.

- 1. Patrons may complete an “Audience Participation Sign-Up Sheet” requesting to address the Board during the public forum portion of the agenda.
- 2. Each patron is allowed up to five minutes to speak.
- 3. Should the Board President determine that there are more than five requests to speak for or against a particular issue, those having similar views will be asked to select a single spokesperson for the group.
- 4. The Board President closes discussion when the speaker has used his/her allotted time (five minutes) and when the time allotted for audience participation (fifteen minutes) has expired.

### **D. Board response to patrons addressing the Board**

- 1. Board members listen to all comments but do not respond.
- 2. If the issue raised by the patron warrants immediate attention, the Board President should direct the administration to investigate the items and report to the Board at a designated meeting.

### **E. Discussion of the employee or student performance.**

- 1. If the issue raised by the patron involves students, personnel, or other matters that should be discussed in a closed meeting, the Board President can ask the patron to meet with the Board in an executive session in accordance with the Texas Open Meetings Act.

### **F. Hearings and Grievances**

- 1. During the hearing, the Board is assembled to gather input only and to render a decision.
- 2. The Board will not answer questions or enter into two-way dialogue during a hearing.
- 3. Rules for the hearing will be strictly adhered to. The rules are;

- Board will limit the response to five minutes per testifier.
  - Board will accept written and oral testimony.
  - Board will not allow duplicate testimony.
  - Board President and/or the Board attorney will conduct the meeting.
  - Board will not allow any derogatory comments.
4. The Board may enter into closed session, as allowed by the Texas Open Meetings Act, to deliberate before rendering a decision in open session.

### **3. Meeting Preparation and Participation**

- A. Board Meetings are scheduled on the fourth Tuesday of each month unless circumstances make that day unavailable.
- B. The main purpose of the Board Briefing is to allow each Board Member an opportunity to express ideas and concerns about specific agenda items in order to include as many items as possible on the consent agenda at the Board Meeting.
- C. Agendas are created by the Superintendent of Schools and Board President prior to being presented to the Board Members.
- D. No item can be placed on the Agenda less than 72 hours in advance of the meeting unless an emergency or urgent public necessity exists.
- E. Any Agenda item added to the agenda after the original posting shall be done so in accordance with state laws.
- F. Agenda packets and supporting materials will be electronically posted and (generally) delivered five calendar dates before the meeting and no less than 72 hours in advance of the meeting.
- G. The Superintendent of Schools will call prior to the meeting to ensure that all necessary information is supplied to each Board Member to allow for informed discussion. The administration will make all available efforts to get clarifying information distributed by the board meeting.
- H. Board Members will read and study all materials made available in advance of the meeting.
- I. Board Members will ask agenda-related questions of the Superintendent of Schools or the staff member authorized by the Superintendent of Schools to respond to such questions.

### **4. Voting**

- A. All members, including the Board President, will vote on all action items. A member will not abstain from voting except in the case of a personal conflict of interest. The Board believes that elected representatives should take a position on issues before the Board.
- B. In the case of a tie vote, motions requiring a majority vote fail.

**5. Individual Board member request for information or report**

- A. Board members may request information and/or reports through the Board President and/or the Superintendent.
- B. The Superintendent will gather the information and report and disseminate it in a timely manner to the entire Board.

**6. Citizen Request/Complaint to Individual Board Member**

- A. When a Board member receives a request from a citizen, the Board member should refer the person to the Superintendent or the Board President.
- B. When a Board member receives a complaint from a citizen the Board member should:
  - 1. Hear the citizen's complaint to fully understand the persons involved, date, place and other pertinent information.
  - 2. Repeat the problem back verbatim to the citizen to insure understanding.
  - 3. Review the chain of command with the citizen.
  - 4. Remind the citizen of due process and that the Board member cannot investigate and must remain impartial in case the situation goes before the Board.
  - 5. Refer citizen to appropriate person/chain of command. (The citizen must go through command chain before any other action can be taken.)
- C. A board member must talk to Superintendent in a timely fashion to relay the conversation.
- D. The Superintendent or his/her designee will respond to the citizen in a timely fashion.
- E. The Superintendent will inform all members of the Board of the request/complaint and the resolution.

**7. Employee Request/Complaint to Individual Board Member**

- A. When a Board member receives a complaint from an employee the Board member should:
  - 1. Hear the employee complaint to fully understand persons involved, date, place and other pertinent information.
  - 2. Repeat the problem back verbatim to the employee to ensure understanding.
  - 3. Review the chain of command with the employee.
  - 4. Remind the employee of due process and that the Board member cannot investigate and must remain impartial in case the situation goes before the Board.

5. Refer the employee to appropriate person/chain of command. (The employee must go through command chain before any other action can be taken.
- B. A board member must talk to Superintendent in a timely fashion to relay the conversation.
- C. The Superintendent will inform all members of the Board of the request/complaint and the resolution.

## **8. Board Member Visit School Campus**

- A. All Board members are encouraged to attend any school's events as their time permits.
- B. Board members are not to go into teachers' classrooms or individual buildings for the purposes of evaluation.
- C. Board members must notify the building principals of their visits.

## **9. Communications**

- A. Superintendent will communicate with all Board members via telephone, email, and may, when necessary, visit each member.
- B. Superintendent may meet with Board President on a weekly basis to discuss issues of the District.
- C. Superintendent will communicate information in a timely fashion to all Board members.
- D. Requests to Superintendent from Board President will be distributed to all Board members.
- E. Board will keep Superintendent informed via email, telephone, and fax.
- F. Board will communicate with its community through public hearings, regular Board meetings, and community meetings.
- G. Individual Board members cannot speak in an official capacity outside the Boardroom.

## **10. Evaluation of Superintendent**

- A. Board President obtains input from all other members on Board-approved indicators.
- B. Evaluation is conducted in executive session by consensus.
- C. Evaluation is conducted every January.

## **11. Evaluation of the Board**

- A. Superintendent and Board evaluations are the same...TEAM OF EIGHT concept is compelling!
- B. Evaluation is conducted in executive session by consensus.

- C. Evaluation is conducted every December and will be based on the TASB Board Effectiveness Audit.

**12. Criteria and Process for Selecting Board Officers**

- A. Secretary of Board polls individual members for their interest in serving as a Board Officer outside the Boardroom.
- B. No Board member can hold office without one year's minimum Board experience.
- C. The election is held in May of each year or as vacancies arise.

**13. Role and Authority of Board Member and/or Board Officers**

- A. No Board member or officer has authority outside the Board meeting.
- B. No Board member can direct employees regarding the performance of their duties.
- C. PRESIDENT
  - 1. Shall preside at all Board meetings and conduct all meetings in an orderly fashion
  - 2. Appoint committees
  - 3. Shall call special meetings
  - 4. Sign all legal documents required by law.
- D. VICE PRESIDENT
  - 1. Shall act in the capacity of President in his/her absence.
- E. SECRETARY
  - 1. Shall cause accurate records of Board meetings to be kept.
  - 2. In the absence of both the President and Vice President, shall call a meeting to order and preside over the election of President Pro-Teem.

**14. Role of Board in Executive Session**

- A. Board can only discuss those items listed on the executive agenda and as limited by law.
- B. Board must vote in public session.
- C. Information discussed during executive session must remain confidential.

**15. Media Inquiries to the Board**

- A. The Board President or the Superintendent shall be the official spokesperson for the Board to the media on issues of media attention.

- B. The media has the right to ask any Trustee about a motion or vote that they made, and the Trustee should be able to explain their motion or vote if they choose.

**16. Anonymous Phone Calls or Letters**

- A. The ECISD 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.

**17. Response to Signed Letters**

- A. The ECISD Board of Trustees encourages input. A signed letter will be forwarded to the Superintendent. The Superintendent will respond and send a copy to the full Board.

**18. Organization Membership and Travel**

- A. Individual or board membership in any organization, other than the Texas Association of School Boards, where membership dues are paid for with school funds will require board approval.
- B. The expenditure of school funds for registration fees for meetings, conferences, and training, other than that provided by the Texas Association of School Boards or Region III Education Service Center, must have prior board approval.
- C. When traveling on school business, members of the Board of Trustees will be subject to the same expense reimbursement regulations as school employees.

**19. Concerns about the Performance of Employees Other Than the Superintendent of Schools**

- A. When a Board Member becomes concerned about the performance of District employees, he/she must bring his/her concerns directly to the Superintendent of Schools and inform the Board President. Such concerns may include but are not limited to:
  - a. Actions which are illegal
  - b. Violations of Board Policy
  - c. Actions which are harmful to the District's or Board's reputation
  - d. Issues of safety
- B. Board Members must remain cognizant that District personnel are the responsibility of the Superintendent of Schools, not the Board Members
- C. The Superintendent of Schools is obligated to listen to such concerns, review the matter and notify the Board Members of the resolution of the matter to the extent allowed by policy and law.

Policy References: DGBA (Local); DH (Local); DH (Regulation); DI (Local); DI (Regulation); DN (Local)

**20. Board Members' Continuing Education**

- A. In addition to the orientation and team building training, a Board Member shall receive additional continuing education on an annual basis, in fulfillment of assessed needs and based on the framework for governance leadership. The continuing education may be provided by a regional education service center or other registered provider.
- B. At least 50 percent of the continuing education shall be designed and delivered by persons not employed or affiliated with the Board Member's District. No more than one hour of the required continuing education that is delivered by the local district may use self-instructional materials.
- C. In the first year of service, a Board Member shall receive at least ten hours of continuing education. Up to five of the required ten hours may be fulfilled through online instruction, provided the training is designed and offered by a registered provider, incorporates interactive activities that assess learning and provide feedback to the learner, and offers an opportunity for interaction with the instructor.
- D. After the first year of service, a Board Member shall receive at least five hours of continuing education annually. A Board Member may fulfill the five hours of continuing education through online instruction, provided that the training is designed and offered by a registered provider, incorporates interactive activities that assess learning and provide feedback to the learner, and offers an opportunity for interaction with the instructor.
- E. The Board President shall receive continuing education related to leadership duties of the Board President as some portion of the annual requirement.
- F. In addition to the training required by State law [see BBD (Legal)], orientation shall be provided to new Board Members under the guidance of experienced Board Members, the Office of Board Services, and the Superintendent of Schools.
- G. Annually, the entire Board, including all Board members, shall participate with their Superintendent in a team building session facilitated by a regional education service center or any registered provider. The team building session shall be of a length deemed appropriate by the Board, but at least three hours. The purpose of the team building session is to enhance the effectiveness of the Board-Superintendent team and to assess the continuing education needs of the Board-Superintendent team. 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 needs shall be based on the framework for governance leadership [see BBD(EXHIBIT)] and shall be used to plan continuing education activities for the governance leadership team for the upcoming year. 19 TAC 61.1(b)(2) *Policy Reference: BBD (Legal); BBD (Local); BBD (Exhibit) 20*

## Overview of Continuing Education Requirements for School Board Members

Continuing Education Required of Local School Board Members	Tier	First Year Board Member	Experienced Board Member	Provider
Local District Orientation	1	At least 3 hours Required within 60 days of election or appointment	Not required	Local district
Orientation to the Texas Education Code	1	3 hours Required within 120 days of election or appointment	Not required	Education Service Center
Update to the Texas Education Code	1	Not required	<i>After legislative session:</i> length determined by issues addressed in legislation	Any registered provider
Team-building Session must include a review of the roles, rights, and responsibilities of the local board as outlined in the Framework for Governance Leadership and an assessment of continuing education needs of the board-superintendent team	2	At least 3 hours	At least 3 hours each year	Any registered provider
Additional Continuing Education, based on assessed needs	3	At least 10 hours	At least 5 hours each year	Any registered provider
<b>Continuing Education Required of All Elected Public Officials— Effective 1/1/2006</b>				
		<b>First Year Board Member</b>	<b>Experienced Board Member</b>	<b>Provider</b>
Open Meetings Training		1 hour Required within 90 days of election or appointment		Attorney General's Office or other approved provider
Public Information Act Training (Boards may delegate this training to the district's public information coordinator)		Check local district policy for any board requirement (BBD Local)		Attorney General's Office or other approved provider

Questions about continuing education requirements? E-mail [lts@tasb.org](mailto:lts@tasb.org) or call 800.580.8272, extension 2453.

Questions about Leadership Team Services (LTS) programs and services? Visit [LTS.tasb.org](http://LTS.tasb.org), or call 800.580.8272, extension 2452.



Texas Association of School Boards  
Leadership Team Services

Updated: 8/14

### 21. Reviewing Board Operating Procedures

- A. Standard Board Operating Procedures will be reviewed and updated as needed at the June Board Meeting.

## Responsibilities of the Board Per State Law

All powers and duties not specifically delegated by statute to TEA or the State Board are reserved for the Board. *Education Code 11.151(b)*

### The Board shall:

- Govern and oversee the management of the public schools of the District. *Education Code 11.151(b)*
- Monitor progress toward the District's comprehensive goals. *Education Code 11.1511(b)(2)* [SeeAE]
  - Board Reports on Bilingual/ELL, 504 Students, Campus Goals/Performance Objectives, Campus progress, Gifted & Talented, Dyslexia, AVID, Career & Technology Education (CATE), Summer School programs
- Establish performance goals for the District concerning:
  - a. The academic and fiscal performance indicators under Subchapters C, D, and J, Chapter 39; and
  - b. Any performance indicators adopted by the District.

### *Education Code 11.1511(b)(3)*

- Adopt a policy to establish a District- and campus-level planning and decision-making process. *Education Code 11.1511(b)(5), .251(b)* [See BQ series]
- Adopt and file a budget for the succeeding fiscal year. *Education Code 11.1511(b)(7), 44.004, .005* [See CE]
- Monitor District finances to ensure that the Superintendent of Schools is properly maintaining the District's financial procedures and records. *Education Code 11.1511(b)(9)*
  - Optional Monthly Financial Reports, Checks Written
- Have District fiscal accounts audited annually at District expense by a certified or public accountant holding a permit from the Texas State Board of Public Accountancy following the close of each fiscal year. *Education Code 11.1511(b)(10), 44.008(a)* [See CFC]
- Publish an end-of-year financial report for distribution to the community. *Education Code 11.1511(b)(11)*
- Select the internal auditor if the District employs an internal auditor. The internal auditor shall report directly to the Board. *Education Code 11.170*
- Ensure that the Superintendent of Schools implements and monitors plans, procedures, programs, and systems to achieve appropriate, clearly defined, and desired results in the major areas of District operations. *Education Code 11.051(a)*
  - Long Range Planning Reports: Technology, Maintenance/Facilities, Transportation, Special Education, Communication, Safety and Security,

Budget, Food Service

- Ensure that the Superintendent of Schools:
  - a. Is accountable for achieving performance results;
  - b. Recognizes performance accomplishments; and
  - c. Takes action as necessary to meet performance goals. *Education Code 11.1511(b)(4)*

- Appraise the Superintendent of Schools annually using either the Commissioner's recommended appraisal process or a process and criteria developed by the District. *Education Code 21.354(c)* [See BJCD]
- Publish an annual report describing the District's educational performance including campus performance objectives and the progress of each campus toward those objectives. *Education Code 11.1511(b)(6), 39.306* [See AIB, BQ series]
- Select a depository for District funds. *Education Code Ch. 45, Subch. G* [See BDAE]
- Conduct elections as required by law. *Education Code 11.1511 (b)(12)*
- Canvass election results as required by law. *Election Code 67.003* [See BBB]
- Acquire and hold real and personal property in the name of the District. *Education Code 11.151(a); Local Govt Code 271.004* [See CHG]
- Hold all rights and titles to the school property of the District, whether real or personal. *Education Code 11.151(c)* [See CI]
- Adopt a policy providing for the employment and duties of District personnel. *Education Code 11.1513* [See BJ series, DC series, DEA series]
- Limit redundant requests for information and the number and length of written reports that a classroom teacher is required to prepare. *Education Code 11.164(a)* [See DLB]
- Review paperwork requirements imposed on classroom teachers and transfer to existing noninstructional staff a reporting task that can reasonably be accomplished by that staff. *Education Code 11.164(b)* [See also DLB]
- Make decisions relating to terminating the employment of District employees employed under a contract to which Education Code Chapter 21 applies, including terminating or not renewing an employment contract to which that chapter applies. *Education Code 11.1511 (b)(14)*
- Seek to establish working relationships with other public entities to make effective use of community resources and to serve the needs of public school students in the community. *Education Code 11.1511(b)(1)*
- By rule, adopt a process through which District personnel, students or the parents or guardians of students, and members of the public may obtain a hearing from the District administrators and the Board regarding a complaint. *Education Code 11.1511 (b)(13)*

The Board may:

- Adopt rules and bylaws. *Education Code 11.151(d)* [See BF]
- Issue bonds and levy, pledge, assess, and collect an annual ad valorem tax to pay the principal and interest on the bonds as authorized under Education Code 45.001 and 45.003.
- Levy, assess, and collect an annual ad valorem tax for maintenance and

operation of the District as authorized under Education Code 45.002 and 45.003. *Education Code 11.1511(c)* [See CCA, CCG] Employ and compensate a tax assessor or collector, as the Board considers appropriate. *Education Code 11.1511(c), 45.231(a); Tax Code 6.22* [See BDAF]

- Enter into contracts as authorized under the Education Code or other law and delegate contractual authority to the Superintendent of Schools as appropriate. *Education Code 11.1511(c)*
- Receive bequests and donations or other money or funds coming legally into its hands in the name of the District. *Education Code 11.151(a)* [See CDC]
- Exercise the right of eminent domain to acquire property. *Education Code 11.155*
- Execute, perform, and make payments under contracts, which may include leases, leases with option(s) to purchase, or installment purchases, with any person for the use, acquisition, or purchase of any personal property, or the financing thereof. The contracts shall be on terms and conditions that are deemed appropriate by the Board by state law. *Local Gov't Code 271.005*
- Authorize the sale of any property, other than minerals, held in trust for free school purposes. *Education Code 11.154(a)* [See CDB]
- Sell minerals in land belonging to the District. *Education Code 11.153(a)* [See CDB]
- Employ, retain, contract with, or compensate a licensed real estate broker or salesperson for assistance in the acquisition or sale of real property. *Education Code 11.154(c)*
- Request the assistance of the attorney general on any legal matter. The District must pay any costs associated with the assistance. *Education Code 11.151(e)*
- Sue and be sued in the name of the District. *Education Code 11.151(a)*

The Board and the Superintendent of Schools shall work together to:

- Advocate for the high achievement of all District students;
- Create and support connections with community organizations to provide community-wide support for the high achievement of all District students;
- Provide educational leadership for the District, including leadership in developing the District vision statement and long-range educational plan;
- Establish Districtwide policies and annual goals that are tied directly to the District's vision statement, Board Monitoring Document, and long-range educational plan;

*The board shall review the District's vision statement, goals, monitoring document and any long-range educational plans on the even year. If the school board chooses to revise any of these documents, the beginning stages of that revision process to close academic achievement gaps and prepare all students for success in college, careers, and independence will begin with input from the ECISD District-wide Improvement Committee or a Board chosen committee, which consist of teachers, paraprofessionals, parents and community*

*members.*

- Support the professional development of principals, teachers, and other staff;  
and
- Periodically evaluate Board and Superintendent of Schools leadership, governance, and teamwork. *Education Code 11.1512(b) Policy References: AEA (Local); BAA (Legal); BAA (Local); BBD (Local); BBD (Exhibit); BBE (Legal); BBE (Local); BDAA (Local); BDAA (Legal); BF (Local)*

## Compliance with Operating Procedures

- Individual Board Members and/or the Superintendent of Schools are encouraged to express their concerns about a Board Member's compliance with Board Operating Procedures directly with that member, verbally, followed by any written communication.
- If the issue isn't resolved after personal discussions between the individuals involved, then a discussion with the Board President is appropriate. The Board President shall discuss the concern with the Board Member in question on behalf of the individual concerned, or the President shall moderate a discussion between those involved. If the concern involves the Board President, the Board Vice President shall serve this role.
- If the issue still isn't resolved, the Board President shall place an item on the next meeting agenda for a Closed/Executive Session posted as "Deliberation of Duties of a Public Officer." Alternatively, three Board Members can notify the Board President and request the item be placed on the next meeting agenda.
- In Closed/Executive Session, the individuals with the concern shall state their concern and provide specific examples to support that concern and the Board shall discuss the concern. Among other options to resolve the matter in Closed/Executive Session, Board Members may encourage the Board Member to attend specific training related to the Board Operating Procedures.
- If the Board Member in question does not believe his or her behavior is in conflict with Board Operating Procedures even in the Closed/Executive Session discussion, the matter will be addressed by a majority vote of the Board in open session, with options including, but not limited to, the following:
  - a. Require the Board Member to attend specific training related to the Board Operating Procedures.
  - b. Removal from any Board-appointed office.
  - c. Formally reprimanded in public meeting.
- Discussions about compliance concerns should be intended to resolve the concern while avoiding any punitive actions. Discussions could include reminding the Board Member whose behavior is in question about the adopted Board Operating Procedures how the questionable behavior does not comply with those procedures. The discussion could also 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.
- While the Superintendent of Schools is encouraged by these procedures to report to the Board President or other members in the event a compliance concern is not addressed individually; Board Members will not take concerns about fellow Board Members to the Superintendent of Schools.

Policy References: BAA (Local); BBC (Legal); BBE (Legal); BBE (Legal); BBF (Local); BDAA (Local); BDAA (Legal); BF (Local)

## New Board Member Orientation

Board Members must be properly and thoroughly informed about the school district they serve as well as the role and responsibilities of a Board Member. The Board Operating Procedures will provide an excellent starting point.

- As a supplement to the information provided in relation to his/her candidacy, a District orientation for a new Board Member will be scheduled to begin within a month of the date of the election.
- In addition to the training required by State law [see BBD (Legal)], orientation shall be provided to new Board Members under the guidance of experienced Board Members, the Office of Board Services, and the Superintendent of Schools.
- Orientation and development shall be considered an ongoing process for all Board Members.
- The orientation will include, but not be limited to:
  - a. Board of Trustee Operating Procedures
  - b. District Improvement Plan (DIP)
  - c. Board Monitoring Document
  - d. Budget information including the Annual Financial Report and Auditor's Report
  - e. Training on Accessing District Electronic Communications (Board book)
  - f. Important calendar dates for Board Meetings
  - g. Ethics Policy Training
  - h. Board Code of Conduct
  - i. Board Structure Overview
  - j. Compliance Training per State Law
    - Texas Open Meetings Act - 90 days after taking oath
    - Public Information Act - 90 days after taking oath
    - State Board of Education
  - k. Board Policy Training and Robert's Rules of Order
    - Board agenda amendments and substitutions - Board

Members should be adequately trained on the policy and process for substitutions or changes of the Board agenda during meetings, and how such substitutions should be communicated, presented, and resolved.

*Policy References: BBD (Local); BBD (Legal); BBD (Exhibit); and BDAA (Local) BDAA (Legal)*

**Texas Association of School Administrators**  
**Internet Postings Required for School Districts**

*Note:* The statutory provisions listed below "require" posting *only if* a school district maintains a website (Updated October 4, 2011)

**Administrative**

**Notice of School Board Meeting (Government Code. §551.056(a)-(b))**

- Requires the posting of a meeting notice on the district's website, if a website is maintained.

**Agenda for School Board Meeting (Government Code. §551.056)**

- Requires the agenda to be concurrently posted with the meeting notice on the website if the school district maintains a website and contains all or part of the area within the corporate boundaries of a municipality with a population of 48,000 or more.

**Campus Report Card. Performance Report. District Rating (Education Code. §39.362). As amended by HB 3 (81st Legislature)**

- Requires a school district that maintains a website to post the most recent campus report card for each campus in the district, the information in the most recent performance report, the most recent accreditation status and performance rating of the district, and a definition and explanation of each accreditation status and performance rating.

**Targeted Improvement Plan (Education Code. §39.106(e-1)(2). as amended by HB 3 (81<sup>st</sup> Legislature))**

- Requires a school district to post on its website, before a hearing, the targeted improvement plan a Board of Trustees will consider.

**School Board's Employment Policies (Education Code. §21.204(d))**

- Requires the posting of the employment policies on the website, if a website is maintained.

**Group Health Coverage Report and Plan (Education Code. §22.004(d). as amended by HB 2427 (80th Legislature))**

- Requires a school district that does not participate in the TRS uniform group insurance program to post on its website, if it maintains a website, the annual report submitted to TRS and a copy of the group health coverage plan.

**Conflict Disclosure Statements and Questionnaires (Local Government Code. §176.009(a). as amended by HB 1491 (80th Legislature))**

- Requires access to statements and questionnaires on the website if a school district maintains a website; school districts are not required to maintain a website.

Vacancy Postings (Education Code. §11.1513(d)(1)(B). as amended by SB 300 (81st Legislature))

- Allows at least ten days notice of a vacant position requiring a certificate or license to be posted on the district's website, if the school district maintains a website.

Superintendent of School's Contract (FIRST. Title 19 Administrative Code. §109.1005(b)(2)(A))

- Allows the publication of the Superintendent of School's contract on the district's Internet website in lieu of submitting it in the district's annual financial management report.

Check Register (FIRST. Title 19 Administrative Code. §109.1002(e)(2)(D))

- Allows the publication of the check register on the district's website to receive points in calculating the 65% expenditure requirement.

Political Contributions and Expenditures Report (Election Code. §254.0401 Kb), as amended by HB 336 (82nd Legislature))

- Requires a school district located wholly or partly in a municipality with a population of more than 500,000 and a student enrollment of more than 15,000 to post on the district's website the contributions and expenditures report of a member of the Board of Trustees, a candidate for a school trustee position, or a specific-purpose committee supporting, opposing, or assisting a candidate.

**Finance**

Electricity, Water, and Natural Gas Costs (Government Code. §2264.001 (b). as amended by HB 3693 (80th Legislature))

- Requires the posting of the metered amounts of electricity, water, and gas consumption for which the district is required to pay and the aggregate amounts of those services.

Maintenance and Operations Tax Rate (Tax Code. §26.05(b))

- Requires a school district to post on its website a statement that indicates that it adopted a tax rate that will raise more taxes for maintenance and operations than last year's tax rate.

Summary of Proposed Budget (Education Code. §44.0041. as amended during the 79th Legislature. Third Called Session)

- Requires a school district to post on the district's website a summary of the proposed budget if it maintains a website; summary must be concurrently posted with notice of the budget.

Adopted Budget (Education Code. §39.084. as amended by HB 3 (81st Legislature))

- Requires a school district to prominently display on the district's website for three years an external link of the budget adopted by the Board of Trustees.

Landowner's Bill of Rights (Property Code. §21.0112(b)(2). as amended by HB 1495 (80<sup>th</sup> Legislature))

- Requires a school district to make available, if technologically feasible, on its Internet website a landowner's bill of rights prepared by the Attorney General.
- Proposal for Qualifying Project (Government Code. §2267.066(2)(A). as amended by SB 1048 (82nd Legislature))

- Requires a school district to post a copy of the proposal on its website.

## **Academic**

### Testing for Home Schooled Students (Education Code. §29.916(c). as amended by HB 1844. (80th Legislature).

- Requires a school district to post on its website if it maintains one, the dates that PSAT/NMSQT or any college advanced placement test will be administered, the availability of the exams to home schooled students and the procedures to register for them.

### College Credit Programs (Education Code. §28.010(b). as amended by SB 282. (80th Legislature))

- Allows a school district to post on its website a notice regarding the availability of college credit programs in the district.

### Bullying Reporting Procedure (Education Code. 337.0832(e). as amended by HB 1942 (82<sup>nd</sup> Legislature))

- Requires a school district to post on its website, to the extent practicable, the procedure for reporting bullying.

## **Health**

### Physical Activity Policies (Education Code. §28.004(k))

- Requires a school district to post on its website if it maintains a website, a statement of its physical activity policies for elementary, middle school, and junior high school students and statement of the number of times during the preceding year the health advisory council met, whether the district has adopted and enforces policies to ensure that campuses are complying with vending machine and food service guidelines, and whether the district has adopted and enforces policies that penalizes the use of tobacco products by students.

### Immunization Awareness (Education Code. §38.019. as amended by HB 1059 (80th Legislature))

- Requires a school district that maintains a website to prominently post in English and Spanish the immunizations required for public school, any immunizations or vaccines recommended for public school students, any health clinics that offer the influenza vaccine, and a link to the Department of State Health Services website where a person can learn about the procedures to claim an exemption from the immunization requirements.

If you have any questions or know of other material that must be posted, please contact Ramiro Canales at (512) 477-6361.

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# Action Required

<b>Recommendation:</b>	Discuss and Consider Supplemental Compensation and Stipend Schedule.
<b>Impact/Rationale:</b>	Each year when the Board approves a Supplemental Compensation and Stipend Schedule. The board asked to receive the schedule early enough to place increases on the ECISD hiring literature.
<b>ECISD Board Policy:</b>	DEA (LOCAL)- COMPENSATION AND BENEFITS, WAGE AND HOUR LAWS According to ECISD Board Policy DEA (LOCAL): <i>The Superintendent shall recommend to the Board for approval compensation plans for all District employees. Compensation plans may include wage and salary structures, stipends, benefits, and incentives.</i>
<b>Effective Date:</b>	Fall 2019
<b>Action Expected: Attachments:</b>	Supplemental compensation and Stipend Schedule Job opening for 2018-19 school year
<b>Submitted By:</b>	Kelly Waters, Superintendent of Schools
<b>Action Required:</b>	Motion, second and majority vote approving the supplemental compensation and stipend schedule.
<b>Superintendent's Recommendation:</b>	Motion, second and majority vote approving the supplemental compensation and stipend schedule. <b>Kelly Waters</b> , Superintendent of Schools