

# Louise ISD

## **BOARD OPERATING PROCEDURES**

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## **Basic Agenda**

### What is the basic meeting agenda?

The basic meeting agenda is the list of business items to be discussed and/or voted on by the Board at a legally called meeting. The LISD Board Agenda is created and shared through TASB Boardbook.

## **Developing the Board Meeting Agenda**

### Who can place items on the meeting agenda?

1. Agendas are created by the administration and presented to the Board.
2. The President shall ensure that any topics the Board or two or more individual Trustees have requested to be addressed are either on the agenda or scheduled for deliberation at an appropriate time in the near future. The Board President shall not have authority to remove from the agenda a subject requested by two or more Trustees without the Trustees' specific authorizations. The request will be forwarded to the Superintendent.
3. The Superintendent shall place items on the agenda if requested by the Trustees that have been submitted in a timely manner.

### When is an agenda finalized?

1. 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.
2. Any agenda item added to the agenda after the original posting shall be done so in accordance with state laws.

### When are Board members notified of a meeting?

1. Board members shall be notified of a meeting at least 72 hours prior to a regular or special meeting.
2. Board members will be advised through the administration via e-mail, regular mail, phone calls or district calendars.

### When is something discussed in Executive Session?

1. All personnel issues must be conducted in an executive session unless specifically required by the Texas Open Meetings Law.
2. Anything that violates right to privacy, i.e., Texas Open Meeting Act, Texas Open Records Act, cannot be placed on the open agenda.
3. Anything falling under the Texas Government Code Section 551.072 which is discussing purchase, exchange, lease or value of real property and Section 551.071 which is private consultation with the Board's attorney.

### What is the Consent Agenda?

1. The Consent Agenda is included as part of the regular agenda but contains items that can be voted on all at once unless a Trustee or administrator requests that an item be pulled out and looked at individually.
2. Items usually contained in the Consent Agenda are:
  - a) Annuals renewals of Region 3 and TEA items
  - b) Budget amendments
  - c) Tax refunds for more than \$500
  - d) Gifts, donations and bequests
  - e) Financial information
  - f) Minutes of regular and special board meetings,
  - g) Routine personnel items
  - h) Routine budget items

## **Conduct During Board Meetings**

### What is considered a meeting?

1. Anytime four (4) or more Board members are gathered to discuss school district business, it is considered a meeting.
2. Failure to post such a meeting is considered a violation of the Texas Open Meetings Act.
3. The Board shall observe the parliamentary procedures in Robert's Rules of Order except as otherwise provided in board procedural rules or by law.
4. Board members are expected to attend and participate in duly called meetings. Board members should come to the board meetings prepared to discuss and take action on all items on the agenda. At a minimum, each Board member is expected to have done the following prior to arrival at every board meeting:

- a) Studied the material in the board packet sent to them prior to the meeting.
- b) When possible, resolve questions beforehand by contacting the Superintendent or administrative staff.

#### Who may address the Board at a meeting?

1. Any person may address the Board at a regular monthly Board meeting at a time identified on the agenda.
2. Any person wishing to address the Board must sign up to speak before the meeting begins.
3. Each person will be granted five (5) minutes to address the Board with the total time for all patrons to speak not to exceed 30 minutes. Each person is expected to address a different issue. A majority of the Board may modify these times.
4. In accordance with the Texas Open Meetings Act, Board members may hear comments from patrons, but may not engage in discussion on any topic that is not on the legally posted agenda except as authorized by law.
5. Patron comments may be on items listed on the agenda or other areas of school district operations, but shall not include complaints/comments about individual employees or officials of the district or individual students within the district.

#### What is the Board response to public comments?

1. Board members will listen attentively to comments.
2. Any Board member may ask the Superintendent to clarify an item or may ask clarifying questions of the speaker.
3. Board members will not respond or enter into discussion with the audience during the meeting unless it is during a posted public forum.
4. The Board may request someone removed from the Board Room if they are disruptive to the meeting. Verbal and nonverbal disruptions can result in removal from the meeting.

#### What is a hearing?

1. A hearing is usually done during a Level 3 grievance to the Board.
2. Hearings may be done in open or closed session, depending on the situation, but are usually done in closed.
3. During the hearings, the Board is assembled to gather input only.
4. The Board will not answer questions or enter into dialogue except with their attorney in the case of an employee hearing. Board members may ask clarifying questions.

5. Rules for the hearing will be strictly adhered to:
  - a) Response will be limited to 10 minutes (or as assigned/modified by the Board president)
  - b) The Board will accept written and/or oral testimony.
  - c) The Board will not allow duplicate testimony.
  - d) The Board will not allow any derogatory comments.
  - e) The Board may adopt additional rules as it deems appropriate.
6. At the conclusion of the hearing or at a subsequent meeting, the Board will determine the results of the hearing.

## **Voting Procedures**

### How is voting conducted during a Board meeting?

1. All discussions shall be directed solely to the business currently under discussion as posted on the agenda.
2. The Board President has the responsibility of keeping the discussion to the motion at hand and shall halt discussion that does not apply to the business before the Board as posted on the agenda.
3. The Board President may make motions, second motions, enter into debate or discussion and vote on all matters coming before the Board.
4. No member shall vote on a motion in which he or she has a direct pecuniary interest not common to other members of the board.
5. Except in a conflict of interest as defined by law, Board members shall cast a vote.
6. All votes, including dissenting and abstaining votes, shall be recorded in the minutes of the Board meeting.
7. Voting shall be done by a show of hands or voice.
8. 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.

## **Individual Board Members Request for Information**

### How should Board Members request information?

1. Board members are entitled to the information they require to make informed decision on the matters before them. If a member requests information that requires an excessive amount of staff time to compile, the Superintendent and Board President shall consult with the member to find a reasonable solution.
2. Board members may e-mail or call the Superintendent or the Instructional Support Team with information requests.
3. When appropriate, information requested by a Board member will be provided to all Trustees.

## **Training and Continuing Education**

### What kind of training is required?

1. Each Board member is required to attend training every year for continuing education credit hours. New Board members will have additional required training during their first year of service. Continuing Education Credit hours will be offered at conferences and other local/state seminars throughout the year.
2. All Board members are expected to complete all continuing education requirements within the allotted time frames set by the state.
3. Attending local, regional, state and national conferences is highly encouraged.
4. Applying for Leadership TASB is also highly encouraged.

## **Advocacy**

### Is advocacy part of our job?

1. Board members are encouraged to be advocates, not only for LISD, but for all of public education. Through trainings and conferences, Board members will become familiar with those issues affecting LISD and other school districts across the state.
2. Working with legislators and other elected officials locally and on the state and national level is part of what we do as Board members. Building these partnerships serves to strengthen all of public education.

## **Board Members Visits to Campuses**

### Are Board Members allowed to visit campuses?

1. Board members are encouraged to visit campuses but should contact campus administration before the visit if the visit is not for a scheduled campus activity.
2. Board members should not solicit business for personal gain while attending any Board or school functions without prior communication to the Board.
3. Board members are not to go into teachers' classrooms or on campuses for the purpose of investigation or personnel evaluation.

## **Communications**

### How does the Board communicate?

1. The Board is committed to and encourages community input through the use of surveys, public forums, the district web site, district publications and on-going communications forums.
2. The Superintendent may meet with the Board President on a routine basis to discuss issues of the district.
3. The Superintendent and the Board President will communicate information in a timely manner to all board members.
4. Unless otherwise approved or authorized by the Board, individual members cannot speak in an official capacity or otherwise represent the views of the Board.
5. The Board President and/or his/her designee shall be the official spokesperson for the Board to the media/press on issues of media attention. The Superintendent shall be the official spokesperson for the district.
6. Any Board member may respond to general, factual inquiries. If the Board member is unsure of the correct facts, they should direct the inquiry to the appropriate administrative staff.
7. All Board members who receive phone calls from the media should direct them to the Board's spokesperson and notify the Board President and the Superintendent of the call.
8. The LISD Board of Trustees encourages input; however, anonymous calls, letters or e-mails will not receive the Board's attention, discussion or response and will not be referred to the administration.
9. The Board of Trustees may use the "Communications to and from the Board" portion of the regular monthly meeting to communicate information to each other for their benefit and for the benefit of the public.



## **Complaints**

### How should Board Members handle complaints?

1. Board members should not participate in a discussion regarding complaints but should instead direct the person making the complaint to the appropriate chain of command within the district.
2. Board members should inform the citizen of his/her due process and remind them that the Board member needs to remain impartial in case the situation comes before the Board at a later date.
3. Board members shall inform the Superintendent of complaints brought to them if they feel it is appropriate or necessary.

## **Board Officer Elections**

### How are Board Officers elected?

1. Board officers are nominated and elected annually following the reorganization of the board after the November elections.
2. A majority of the Board may call for officer elections at any time during the year if they deem it necessary.
3. No officers can hold office without serving a minimum of one year on the Board prior to election.
4. Discussions related to reorganization and election of officers may be discussed in executive session.

## **Role and Authority of Board Members and/or Board Officers**

### What is the role and authority of the Board members and officers?

1. Unless authorized by the Board, no Board member or officer has authority outside of a properly convened and conducted board meeting.
2. No Board member has the authority to direct district employees in regard to the performance of their duties.

3. As a parent within the district, a Board member will:
  - a) When communicating with staff, is expected to make it clear to staff that he/she is acting as a parent and not as a Board member.
  - b) Must not request, expect, or require extra consideration or preferential treatment for their children due to their position on the Board.
4. Newly elected Board members are required to review the Board Operating Procedures with the Board President within the first six (6) weeks of their term.
5. Board members should be mindful when volunteering for organizations that may pose a conflict with school business.
6. Each Board member is required to sign a Conflict Disclosure Statement, as adopted by the Texas Ethics Commission, regarding any conflicts of interest by them or their immediate family with the Superintendent or his designee within 7 business days after becoming aware of the facts that require the filing, as outlined in BBFA (LEGAL).
7. The Board corporately has the following authority:
  - a) Govern and oversee the management of the District.
  - b) Employ and evaluate, at least annually, the Superintendent
  - c) Levy and collect taxes and issue bonds.
  - d) Adopt and file an annual budget.
  - e) Have District financial accounts audited by a Texas certified public accountant annually.
  - f) Publish an annual report describing the District's educational performance. Receive bequests and donations.
  - g) Select a depository for District funds.
  - h) Call elections and canvass the returns.
  - i) Acquire and hold real and personal property in the name of the District.
  - j) Execute, perform, and make payments under contracts, including leases, leases with options to purchase, and installments.
  - k) Exercise the right of eminent domain to acquire property.
  - l) Adopt and periodically review District policy. (The Board shall direct the Administration to conduct a comprehensive TASB policy review every 8 years.)
8. Responsibilities of the Board President:
  - a) Shall preside at all board meetings.
  - b) Shall cause committees to be formed when deemed necessary and shall review and make committee appointments annually.
  - c) Shall call special meetings.
  - d) Shall sign all legal documents required by law.
  - e) Shall fulfill all duties and obligations as required by Board Policy and state and federal statutes, regulations and rules.

9. Responsibilities of the Vice-President:

- a) Shall act in capacity of President in the absence of the President.
- b) Shall fulfill all duties and obligations as required by Board Policy and state and federal statutes, regulations and rules.

10. Responsibilities of the Secretary:

- a) Shall ensure that accurate records are kept.
- b) Shall act as President in the absence of the President and Vice- President.

## **Board Member Vacancy**

### What if a board member wants to resign?

If a board member is considering resignation from the Board, notify the Board president and the Superintendent.

### How is a vacancy on the Board handled?

1. A vacancy that occurs on the Board through death, resignation, or other means of removal may be filled by appointment by the remaining Board members until the next Board member election, in accordance with BBB (LEGAL).
2. At the time of the appointment, the appointee must be a registered voter and a resident of Louise ISD. The appointed Board member shall serve until the next regular election for the position to which he or she was appointed.

## **Superintendent's Evaluation**

### When is the Superintendent evaluated?

1. The Superintendent is evaluated annually in January.
2. The evaluation of the Superintendent shall be conducted in accordance with district policy. The evaluation instrument shall have been developed collaboratively between the Superintendent and the Board, adopted in advance, and shall be based upon observable, job-related behavior.
3. The Board will develop and review outcome-based evaluation instruments annually for the Superintendent.
4. The Superintendent's evaluation is confidential by law.

## **Role of the Board in Executive Session**

### How is executive session different from open session?

1. The Board can only discuss those items listed on the executive agenda and as limited by law, Texas Government Code Chapter 551.
2. The Board must vote on those issues in open session.
3. Information discussed during executive session shall remain confidential and should not be discussed outside of executive session.

## **Reviewing Board Operating Procedures**

1. The Board shall review the Board Operating Procedures annually.
2. A work session may be called to review and/or update them if necessary.

## **Campaigning for Re-Election**

1. School district employees, during work hours, will not be solicited for endorsement by any Board member campaigning for election or re- election. Use of district materials and systems (including district e- mail communications) will not be used by any employee or Board member to discuss or solicit support of any candidate running for election or re-election as per the Texas Education Code Section 11.168, as amended by the 79<sup>th</sup> Legislature, 2005.
2. Board members, as a whole, will not endorse any candidate running for public office.
3. Board members, as private citizens, may endorse any candidate of their choice and may put endorsement signs in their private yards.
4. The Board as a whole operates as a non-partisan entity—we work with all elected officials in fulfilling our duties as stewards of LISD. With that in mind, Board members should be aware of a candidate’s position on public education before choosing to endorse them individually.

## **Board Committees**

As per BDB (Legal), the Board may create committees to facilitate the efficient operation of the Board. Those committees are reviewed annually and consist of three members and work with a staff liaison in an advisory capacity.

The committee members will be assigned annually by the Board president, along with the designation of the chair. The chair will work with the staff liaison to determine when meetings are needed.