

# **BOARD OPERATING PROCEDURES**

## **NEW DIANA ISD**

Adopted by the Board of Trustees on April 8, 2013

### **PREAMBLE**

It is essential to the smooth and efficient functioning of the District that Board members thoroughly understand and adhere to their proper role, which is to govern and oversee the management of the District. Board members may not attempt to exercise individual authority over the District and members' interactions with the Superintendent or staff must recognize the lack of authority vested in individuals except when explicitly Board authorized. Board members are prohibited from participating in the day-to-day operations of the school district. The governance framework for **NEW DIANA ISD** is set forth in Policies BA, BAA, BBB, BBE, BBF, BE, BEC, BED, and the **NEW DIANA ISD** Board Code of Conduct/ethics and Board Operating Procedures.

In addition to and in conjunction with the Board Code of Conduct, the following procedures will govern the conduct of the **NEW DIANA ISD** Board of Trustees.

# BOARD OPERATING PROCEDURES

## I. DEVELOPING THE BOARD MEETING AGENDA

### A. Placement of Items on the School Board Agenda

1. The Superintendent or the Board President may place items on the agenda for presentation to the Board.
2. Any Board member must request to the Board President or Superintendent, in advance, any items they wish to have considered for placement on the agenda.
3. In reviewing the agenda before posting, the President shall ensure that any topics the Board or individual trustees have requested to be addressed are either on that agenda or scheduled for deliberation at an appropriate time in the near future.
4. The deadline for submitting items for inclusion on the agenda is noon of the fifth calendar day before the meeting. BE (LOCAL)
5. In accordance with Texas open meeting laws, no member can place an item on the agenda less than 72 hours in advance, except in an emergency as defined by the Texas Government Code.

### B. Items Which Cannot Be Placed on the School Board Agenda

1. All personnel issues must be conducted in an executive session unless specifically required by the Texas Open Meetings Act.
2. Any item that violates the right to privacy, as defined by Texas Open Meetings Act and Texas Open Records Act cannot be placed on the agenda.

### C. Proper Use of Consent Agenda

The School Board may consider routine items as part of its consent agenda:

1. Annual renewals of Region 7 and TEA items
2. Gifts, donations, and bequests
3. Minutes of regular and special Board meetings
4. Routine vendor contracts
5. Routine bid proposal recommendations

## **II. MEMBER CONDUCT DURING BOARD MEETINGS**

### **A. Patrons Addressing the School Board**

1. Patrons may address the Board by submitting a request, in writing to the Superintendent, according to Board Policy guidelines. Those items will be heard during the Public Comments portion of the agenda.
2. At regular meetings the Board shall allot 30 minutes to hear persons who desire to make comments to the Board. No presentation shall exceed five minutes.

### **B. Response to Patrons Addressing the School Board**

1. Board members may hear visitors' comments and may recite factual information or existing policy, but the Board shall not deliberate or decide regarding any subject not included on the agenda.
2. The Board may direct administration to investigate item(s) and report back to the Board at a designated time or meeting.

### **C. Discussion of Employees or Student Performance**

1. The Board will not entertain comments on individual District personnel in public session.
2. The Board will not entertain comments on individual students in public session.

### **D. Hearings**

1. During public hearings the Board is assembled only to gather input.
2. The Board will not answer questions or enter into dialogue except with their attorney in the case of an employee hearing or student discipline hearing.
3. At the conclusion of the hearing or at the subsequent meeting the Board will determine the results of the hearing by being the triers of the facts.
4. Rules for the hearing will be strictly adhered to:
  - a. The Board will limit response to 5 minutes per testifier (or as assigned/modified by the Board President, as allowed by Board Policy).
  - b. Testimony is to be presented orally or in writing, as detailed in Policy.
  - c. The Board will not allow duplicate testimony.
  - d. The Board will not allow derogatory comments.
  - e. Board members will ask questions only as required for clarification since They are acting as a tribunal.

- f. The Board President will act as presiding officer, and conduct the hearing. The Board President may set appropriate time limitations, may exclude witnesses from the hearing, and make other procedural rulings if appropriate.

E. Town Meetings/Open Forums

1. Procedures for town meetings/open forum shall be determined on a case-by-case basis.
2. The Board President, Superintendent or designee shall lead discussions.

F. Use of Parliamentary Procedures

Each Board member will conduct him/herself according to standards outlined in Robert's Rules of Order. A copy of the document can be provided to each Board member upon request.

G. Discussion of Motions

1. The Board President is responsible for keeping the discussion focused on the motion at hand and shall halt discussion that does not apply to the business before the Board.
2. The Board President may make motions, second motions, and enter into debate.

### **III. VOTING ON SCHOOL BOARD ISSUES**

- A. All Board members including the president will vote on all action items, except when there is a legal conflict of interest.
- B. In case of a tie vote, the item is tabled and returned on the next agenda as an action item.

### **IV. BOARD MEMBERS REQUEST FOR INFORMATION OR REPORT**

- A. The Board President may, based on an emergency, request a special report.
- B. The Board will develop any specific criteria for staff reports.
- C. Requests for reports by individual Board members can be made by a majority of the Board.
- D. An individual Board member, acting in his or her official capacity, shall have the right to seek information pertaining to District fiscal affairs, business transactions, governance, and personnel matters, including information that properly may be

withheld from members of the general public in accordance with the Public Information Chapter of the Government Code.

- E. The Superintendent will gather information and/or reports and disseminate them in a timely manner to the entire Board.

**V. EMPLOYEE OR CITIZEN CONTACT WITH INDIVIDUAL BOARD MEMBERS**

- A. When a person complains to a Board member regarding school personnel, a student, or an administrative issue:
  - 1. Redirect the employee, citizen, or student through the system to seek administrative remedy by beginning with the teacher, coach, or sponsor.
  - 2. Remind the employee, citizen, or student of due process and that the Board member must remain impartial in case the situation goes before the Board.
- B. Refer employee, citizen, or student to appropriate person in the chain of command. ANY PERSON WHO HAS A COMPLAINT MUST GO THROUGH THE CHAIN OF COMMAND.
- C. A Board member should advise the Superintendent of a substantive or significant complaint within 72 hours.
- D. Additional information on complaints can be found at GA(LOCAL), FNG(LOCAL), and DGBA(LOCAL).

**VI. SITE VISITS BY INDIVIDUAL BOARD MEMBERS**

- A. All Board members are encouraged to attend school or departmental events as their time permits.
- B. Individual Board members will not visit individual classrooms for the purpose of evaluation or investigation.
- C. Board members shall make reasonable efforts to contact the appropriate administrator prior to their visits, when not attending a scheduled activity.
- D. Board members will notify the Superintendent or building principal of a planned visit.

**VII. SCHOOL BOARD COMMUNICATIONS**

- A. The Board President will meet with the Superintendent to discuss issues in the District on an as needed basis.

- B. Requests from any Board member to the Superintendent will be distributed to all Board members.
- C. The Board and Superintendent will be candid and open in all communications in a timely manner – conferences, telephone, email, weekly publication.
- D. The Board will communicate with its community through public hearings, regular Board meetings, the news media, and regular publications.
- E. Unless otherwise approved by the Board, individual Board members cannot speak in an official capacity or otherwise represent the views of the Board.
- F. Individual Board members when speaking outside the Board Room may state facts, and, provided the Board member emphasizes the opinion being expressed is his/hers and not the opinion of the Board, may state his/her opinion.

### **VIII. EVALUATION OF THE SUPERINTENDENT**

- A. The Board members will receive training on the locally developed process for the Superintendent Performance Evaluation.
- B. The Board approves the Superintendent Appraisal Document (including domain on District performance focused on the Annual District Performance Report).
- C. The Board President will obtain input from all other members and the Superintendent on Board-approved indicators.
- D. The Superintendent’s evaluation will be conducted in January of each year in Executive Session by consensus.

### **IX. EVALUATION OF THE SCHOOL BOARD**

- A. Evaluation is conducted in executive session on a schedule determined by the Board.
  - 1. Are we following our code of conduct?
  - 2. Are we following our operating procedures?
  - 3. Is the team of eight functioning?
  - 4. Were goals effective?
- B. Evaluation of the Board will be conducted annually.

### **X. CRITERIA AND PROCESS FOR SELECTING BOARD OFFICERS**

- A. At the first meeting after each election and qualification of trustees, the members of the Board shall organize by selecting a president, a vice-president, and a secretary who shall be members of the Board.

- B. Officers shall be elected by majority vote of the members present and voting.

**XI. ROLE AND AUTHORITY OF BOARD MEMBERS/OFFICERS  
(as set by State Statute)**

- A. No Board member has authority as such, except when the Board meeting is in session.
- B. No Board member can direct employees in regard to performance of their duties.
- C. The President shall preside at all Board meetings, appoint all Board committees, call special meetings and sign all legal documents required by law.
- D. The vice-president shall act in the capacity of the president in his/her absence.
- E. The secretary is responsible for ensuring an accurate record of Board meetings and shall act in the capacity of the president in the absence of the president and the vice-president.
- F. No Board member will speak for another Board member.
- G. Office Vacancy:
  - 1. A vacancy among officers of the Board other than the president shall be filled by the majority action of the Board.
  - 2. A vacancy in the presidency shall be filled by the vice-president and a new vice-president shall be elected.

**XII. ROLE OF THE BOARD IN EXECUTIVE SESSION**

- A. The Board may discuss only those items listed on the executive agenda and as limited by the law.
- B. All Board votes must be made in public session.
- C. Information received during Executive Session must remain confidential.

**XIII. COMMUNICATING WITH THE MEDIA**

- A. The Board President or, in his or her absence, the vice president will serve as the Board spokesperson to the media on issues regarding board actions.
- B. The Superintendent or, in his or her absence, a specified designee shall be the official District spokesperson to the media on issues of district attention.

- C. Any Board member receiving a call from the media requesting information, comments, or an interview will direct the media representative to the Superintendent for District business and to the Board President for Board –specific issues.
- D. If speaking to a media representative, Board members should clarify at the beginning of the interview that they are speaking as individuals rather than authorized representatives of the Board of Trustees.
- E. When speaking as an individual, the Board member will remind media representatives of the official position or action already taken on the issue by the Board of Trustees and refer media to the spokesperson for further information.
- F. It is inappropriate for a Board member to state an opinion on an upcoming issue that is scheduled for discussion at a board meeting.

#### **XIV. ANONYMOUS PHONE CALLS/LETTERS**

The Board encourages input; however, anonymous calls or letters will not receive Board attention, discussion, or response and will not result in directives to the administration.

#### **XV. RESPONSE TO SIGNED LETTERS**

The Board encourages input. Only signed letters will be forwarded to the Superintendent. The Superintendent will respond and send a copy to the full Board.

#### **XVI. REVIEWING BOARD OPERATING PROCEDURES**

- A. Standard Board Operating Procedures will be reviewed and updated as needed.
- B. All new Board members will be given a copy of the Board Code of Conduct and Operating Procedures prior to or at the new Board member’s first Board meeting.

#### **XVII. REQUIRED BOARD MEMBER TRAINING**

- A. Board members are required to complete training as specified in the Texas Education Code 11.159 according to assessed needs.
- B. New Board members shall participate in a local orientation session within 60 days before or after their election or appointment. Three additional hours of orientation to the Texas Education Code are to be completed within the first year of service.
- C. New Board members shall also complete ten hours of continuing education during the first year of service.
- D. Sitting Board members shall received three hours of orientation to the Texas Education



Code and relevant legal obligations and at least five hours of continuing education each year following the first year.

- E. **As soon as possible after the election**, the entire Board along with the Superintendent shall annually participate in at least three hours of team building training, facilitated by a registered provider.

## **XVIII. SCHOOL BOARD CANDIDATES**

The Superintendent will provide pre-election information to all interested School Board Candidates. The information will include but not be limited to the following:

- a. School Board Training requirements
- b. The Board's and the Superintendent's Role and Responsibilities
- c. The Board-Superintendent Team Standard Operation Procedures
- d. School Board Code of Conduct
- e. The "Chain of Command"
- f. The Board's Activity Calendar
- g. Schedule information for TASB "School Board Candidate" workshops