

**BOLING ISD
BOARD
OPERATING
PROCEDURES**

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Board Operating Procedures
Board Approved: 10/11/16

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Basic Agenda

What is the basic meeting agenda?

1. 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.

Developing the Board Meeting Agenda

Who can place items on the meeting agenda?

1. Agendas are created by the superintendent and presented to the Board.
2. The President shall ensure that any topics the Board or one 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 authorization. The request will be forwarded to the Superintendent.
3. The Superintendent shall place items, requested by the Trustees, on the agenda 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 superintendent 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. A Consent Agenda can be used as a way to include, as part of the regular agenda, items that can be voted on all at once unless a Trustee or Superintendent requests that an item be pulled out and looked at individually.
2. If used, items usually contained in the Consent Agenda are:
 - a. Routine and/or recurring items
 - b. Routine Financial Reports
 - c. Budget amendments
 - d. Tax refunds for more than \$500
 - e. Gifts, donations and bequests
 - f. Financial information
 - g. Minutes of regular and special board meetings
 - h. Routine personnel items
 - i. Routine bid recommendations

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.

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 with the Assistant Superintendent or Designee.
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. 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.

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 email or call the Superintendent with information requests.
3. 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, and state conferences is encouraged.

Advocacy

Is advocacy part of our job?

1. Board members are encouraged to be advocates, not only for BISD, but for all of public education. Through trainings and conferences, Board members will become familiar with those issues affecting BISD 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 during scheduled school activities, but should contact campus administration before the visit if it is not for a scheduled campus activity.
2. 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 Superintendent will meet with the Board President on a routine basis to discuss issues of the district.
2. The Superintendent and the Board President will communicate information in a timely manner to all board members.
3. Unless otherwise approved or authorized by the Board, individual members should not speak in an official capacity or otherwise represent the views of the Board.
4. The Board President and/or the Superintendent 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.
5. 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.
6. All Board members who receive phone calls from the media should direct them to the Superintendent, and notify the Board President and the Superintendent of the call.
7. The BISD Board of Trustees encourages input; however, anonymous calls, letters or emails will not receive the Board's attention, discussion or response and will not be referred to the administration.

8. Community members may contact the Board and Administration via email, mail, or fax. All communications sent to the Board through the Central Office will be copied to the Board. The Board should not respond to any email individually, as the Superintendent will appropriately respond and the Board will be copied on the response.
9. The Board of Trustees may use the “Communications” and “Comments” 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 may want to 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 Board President or Vice-President 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 Superintendent 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.

- g. Receive bequests and donations.
 - h. Select a depository for District funds.
 - i. Call elections and canvass the returns.
 - j. Acquire and hold real and personal property in the name of the District.
 - k. Execute, perform, and make payments under contracts, including leases, leases with options to purchase, and installments.
 - l. Exercise the right of eminent domain to acquire property.
 - m. Adopt and periodically review District policy.
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 (and Assistant 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 either by appointment by

remaining Board members until the next Board member election or by Special Election, in accordance with BBB(LEGAL).

2. At the time of the appointment (if applicable), the appointee must be a registered voter and a resident of Boling 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 provide a formative evaluation of the Superintendent in July.
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.