

Jourdanton ISD Board Operating Guidelines

I. DEVELOPING BOARD MEETING AGENDA

A. Placing items on the agenda

1. In consultation with the Board President, the Superintendent shall prepare the agenda for all board meetings.

2. Any Trustee may request that a subject be included on the agenda for a meeting, and the Superintendent shall include on the preliminary agenda of the meeting all Trustee-requested topics that have been timely submitted.

3. Before the official agenda is finalized for any meeting, the Superintendent shall consult the Board President to ensure that the agenda and the topics included meet with the President's approval.

4. In reviewing the preliminary agenda, 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.

5. The Board President shall not have authority to remove from the agenda a subject requested by a Trustee without that Trustee's specific authorization.

B. Items that cannot be heard in open session

1. All personnel issues must be conducted in Executive Session unless specifically required by the Texas Open Meetings Act.

2. Anything that violates an individual's right to privacy cannot be placed on the Agenda.

II. REVIEW BOARDBOOK INFORMATION

A. Prior to Regular and Special called meetings, Trustees will review the Agenda and the Board Packet through the online Boardbook system found at www.boardbook.org

III. MEMBER CONDUCT DURING BOARD MEETINGS

A. Patrons addressing the Board through public comment. (see policy BED local)

1. At regular meetings the Board shall allot 30 minutes to hear persons who desire to make comments to the Board. Persons who wish to participate in this portion of the meeting shall sign up with the presiding officer or designee before the meeting begins and shall indicate the topic about which they wish to speak.

2. No presentation shall exceed 5 minutes.

3. Delegations of more than five persons shall appoint one person to present their views before the Board.
- B. Board response to patrons addressing the Board
1. Board members can hear comments.
 2. Specific factual information or recitation of existing policy may be furnished in response to inquiries.
 3. The Board shall not deliberate or decide regarding any subject that is not included on the agenda posted with notice of the meeting.
 4. Deliberation and consideration by the board of trustees on any agenda item shall not occur during public comment.
- C. Discussion of employee performance (Board/audience)
1. The Board will **not** entertain comments on individual personnel in public session.
 2. The Board will **not** entertain comments on individual students in public session.
- D. Hearing and Open Forums
1. During hearings and/or open forums, the Board is assembled to gather input **only**.
 2. The Board will not answer questions or enter into two-way dialogue except with their attorney in the case of an employee hearing.
 3. Rules for the open forum will be strictly adhered to.
 - a. Board will limit response to five minutes per testifier.
 - b. Board will accept written and/or oral testimony.
 - c. Board will not allow duplicate testimony.
 - d. Board President and/or their attorney is sole judge.
 - e. Board will not allow any derogatory comments directed at staff members.
- E. Board shall observe the parliamentary guidelines in Robert's Rules of Order or established practice.
1. Procedural rules may be suspended at any Board meeting by majority vote of the members present.
- F. 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 shall also halt discussion if the Board has agreed to a time limitation for discussion of an item, and that time limit has expired.
 4. The Board President shall not interfere with debate so long as members wish to address themselves to an item under consideration.
- G. Discussions shall be addressed to the President and then the entire membership.

IV. VOTING

- A. The Board President will vote on all action items.
- B. Voting shall be by voice vote or show of hands, as directed by the President.
- C. Any member may abstain from voting, and a member's vote or failure to vote shall be recorded upon that member's request.
- D. In case of a tie vote, the item fails. The President may bring the item back to the Board on a subsequent agenda.

V. INDIVIDUAL BOARD MEMBER REQUEST FOR INFORMATION OR REPORT

- A. Board members shall request information and/or reports through the Board President to the Superintendent. If the Board President questions the request, the Request goes to the full Board for a majority vote.
- B. The Superintendent will gather information and/or report and disseminate it in a timely manner to the entire Board.

VI. CITIZEN or EMPLOYEE REQUEST/COMPLAINT TO INDIVIDUAL BOARD MEMBER

- A. Listen briefly and respectfully. Remind the complainant of the board's responsibility to remain impartial and noncommittal because complaints may ultimately be brought to the board on appeal.
- B. Refer citizen to appropriate person/chain of command.
Citizen MUST GO THROUGH COMMAND CHAIN.
- C. Board member must inform Superintendent or designee of the complaint within 24 hours.
- D. The Superintendent will respond to citizen in a timely fashion.

VII. BOARD MEMBER VISIT TO SCHOOL CAMPUS

- A. Board members are encouraged to attend as many school events as their time permits.
- B. Board members are **not** to go into teacher's classrooms or individual buildings for the purpose of performance evaluation or investigation of employees.
- C. Board members should notify the Superintendent and building principal before or after their official visits.

VIII. COMMUNICATIONS

- A. Superintendent will meet with Board President on a routine basis to discuss issues of the District.
- B. Requests to Superintendent from Board President or any board member will be distributed to all Board members.
- C. Board will communicate with the community through public hearings, regular Board meetings, and regular publications.
- D. Individual Board members cannot speak in an official capacity outside the Board Room.

IX. EVALUATION OF SUPERINTENDENT

- A. Board members receive training annually on locally developed process for Superintendent performance evaluation.
- B. Board approves Superintendent Appraisal Document (including domain on District performance focused on the annual district performance report).
- C. Board President obtains input from all other members on Board approved indicators.
- D. Evaluation is conducted in executive session by consensus.
- E. Evaluation is conducted every January.

X. 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 annually.

XI. CRITERIA AND PROCESS FOR SELECTING BOARD OFFICERS

- A. No Board member can hold office without one year minimum Board Experience.
- B. Election is held in November of each year.
- C. Elections of Officers will be specific to the positions of President, Vice President and Secretary and will be taken in that order.

XII. 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 in regard to performance of their duties.
- C. PRESIDENT
 1. Shall preside at all Board meetings
 2. Have the right to discuss, make motions and resolutions, and vote on all matters coming before the Board.
 3. Appoint committees
 4. Shall call special meetings and
 5. Sign all legal documents required by law.
- D. VICE PRESIDENT
 1. Shall act in capacity of president in absence of President.
 2. Become President only upon being elected to that position.
- E. SECRETARY
 1. Keep accurate record of Board meetings.
 2. Acting in absence of President and Vice President, the secretary shall call meeting and election for President Pro-Tem.
- F. OFFICE VACANCY

A vacancy among officers of the Board shall be filled by majority action of the Board.

XIII. ROLE OF BOARD IN EXECUTIVE SESSION

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

XIV. MEDIA INQUIRIES TO THE BOARD

- A. The Board President shall be the official spokesperson for the Board to the Media/press on issues of media attention.
 1. All Board members who receive calls from the media should direct them to the Board President or designee.

XV. MEDIA INQUIRIES TO INDIVIDUAL BOARD MEMBERS

- A. Board members retain the right to speak to the media as individuals. Individual board members can answer media questions related to their personal stance on pending issues; however, the Board President will be the official spokesperson for the Board as a whole.

XVI. PHONE CALLS/LETTERS

- A. The JISD 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.

XVII. RESPONSE TO LETTERS

- A. The JISD Board of Trustees encourages input. A signed letter will be forwarded to the Superintendent and a response using standard format will be sent to the originator of the letter. The Superintendent will respond and send a copy to the full Board.

XVIII. REQUIRED BOARD MEMBER TRAINING

- A. Board of Trustee members are required to complete training as specified in Education Code 11.159 and Policy BBD (LEGAL).
 - 1. At the last regular board meeting before an election of trustees, the board president shall announce the name of each board member who has completed the required continuing education, who has exceeded the required hours of continuing education, and who is deficient in meeting the required continuing education as of the anniversary of the date of each board member's election or appointment to the board or two-year anniversary of his or her previous training, as applicable. The announcement shall state that completing the required continuing education is a basic obligation and expectation of any board member under SBOE rule.
 - 2. Continuing education for Board members includes orientations sessions, an annual team building session with the Board and the Superintendent, and specified hours of continuing education based on identified needs.

XIX. ADDRESSING ISSUES INVOLVING YOUR OWN CHILDREN

- A. While members of the Board of Trustees have no authority as individuals, it is sometimes difficult for staff members to see them as a parent rather than a Board member. Board members are encouraged to:
 - 1. Make it clear that they are acting as a parent.
 - 2. Not request nor accept extraordinary consideration for their children.
- B. Board of Trustees follow the same chain of command as non-Board members.

XX. REIMBURSABLE EXPENSES

- A. Board members shall be reimbursed for reasonable, allowable expenses:
 - 1. Incurred while carrying out Board business
 - 2. Attending meetings and conventions as official representatives of the Board.
 - 3. Reimbursable expenses include mileage, commercial transportation, parking, lodging, meals, and other incidental expenses.

XXI. REVIEWING BOARD OPERATING GUIDELINES

- A. Standard Board Operating Guidelines will be reviewed and updated as needed at least annually at a Board Meeting.