

**Clifton Independent School District**  
**Board of Trustees Operating Procedures**

*Appendix*

**Agendas**

1. A draft of the agenda is prepared by the Superintendent for approval by the Board President.
2. Any Trustee may request in writing that an item be placed on the agenda. The request shall be accompanied by a brief summary of the submission.
3. All Trustee-related topics submitted in a timely manner shall be included unless the requesting Trustee and the Board President agree to postpone the item until a future date.
4. No item can be placed on the agenda less than 72 hours in advance of the meeting unless an emergency or public necessity exists.
5. Staff members and members of the public will be notified of the posting of a board meeting agenda through the required posting on the CISD website and at the CISD administration building.
6. Parents, employees, students and members of the public have no independent right to place items on the agenda over the objection of the board or to force the board to consider an item, outside the applicable grievance process at Level Three.

**Timely Notification and Information**

1. Board members shall be notified of a meeting at least 72 hours prior to a regular or special meeting and, at least, two hours prior to an emergency meeting.
2. Board members will receive relevant supporting documents for the upcoming meeting at least 72 hours prior to the meeting.
3. Information will be available to each Trustee online through the CISD secure BoardBook website. Questions regarding supporting documents should be directed to the Superintendent prior to the meeting.
4. The Superintendent will disseminate to Board members any necessary communication to address emerging issues or to provide follow-up information requested by Board members but not requiring discussion during a meeting or workshop.

**Consent Agenda**

1. The consent agenda includes items of routine and/or recurring nature, grouped together under one action item.
2. The Superintendent, with the Board President's approval, shall determine which items qualify for inclusion in the consent agenda.
3. Background materials for each agenda item shall be furnished to the Board in the meeting's supporting documents.
4. All consent agenda items shall be acted upon by one vote without separate discussion
5. A Board member may request that an item be withdrawn for individual consideration.

## **Conducting Board Meetings**

### **Quorum**

Any time four or more members are gathered to discuss school district business, it is considered a meeting and must be posted as such according to Board legal policy.

### **Opening Meeting**

The Board will open each regular business meeting by reciting the Pledge of Allegiance to the U.S. and Texas flags. The pledges may be led by a member of the Board or guests invited for this purpose.

### **Executive Session**

1. The Board may meet in executive session as provided for in the Texas Open Meetings Act, Government Code, Chapter 551, Subchapters D and E.
2. The posted agenda shall identify the section or sections of the Act authorizing the closed meeting and Before any closed meeting is convened, the presiding officer will publicly identify such section or sections and such topics and subjects.
3. The Superintendent shall attend all meetings of the Board, both public and closed, except when the Board is considering the Superintendent's contract evaluation or performance, or is resolving conflicts between individual Board members.
4. All final votes, actions, or decisions regarding the closed session items will be taken in open meeting.
5. In the event of the Superintendent's illness or Board approved absence, the Superintendent's designee shall attend such meetings.
6. The Board has the right to designate individuals whose presence may be required to address a topic during closed session.
7. Only topics related to the cited section of the Texas Open Meetings Act prior to convening in closed session may be discussed in closed session.

### **Public Participation**

1. At regular meetings of the Board, the President shall allot time to hear persons who desire to make comments to the Board.
2. At the beginning of the Open Forum, the Board President will announce the rules for public participation. At formal Board meetings, the rules of Public Comment found in BED (Local) will be summarized for the audience. At Board workshops, the guidelines for informal discussion will be noted if such discussion is anticipated. Guidelines are located in Board Operating Procedures: Board Workshops.
3. Any person may address the Board at a regular Board meeting during Open Forum on the agenda. At the direction of the Board President, public comments relating to a specific agenda item may be postponed until that item is discussed. A citizen must sign up on the appropriate form prior to the opening of the Board meeting.
4. Citizen comments may be on items listed on the agenda or other areas of school district operations, but shall not include complaints that name specific students.
5. Citizens will be discouraged from naming specific employees when discussing complaints. Citizens who wish to file a complaint about specific employees will be directed to the district's grievance policy and made aware that public discussion of

complaints against district employees may unduly prejudice the board if they seek recourse through the formal grievance process.

6. Questions asked by the public on topics posted on the agenda may be answered during the discussion of that agenda item. Comments or questions on topics not on the posted agenda may be referred to the Superintendent for consideration and later response.
7. Each speaker will be limited to five minutes unless the time is otherwise increased or decreased prior to the beginning of the communications portion of the agenda.
8. The Board vests in its President or other presiding officer authority to terminate the remarks of any individual when such individual does not adhere to the established rules.

### **Response to Citizens Addressing the Board**

1. Board members will listen attentively to comments.
2. Board members will not respond to or enter into discussion with the audience during the meeting since items on the agenda will be discussed as appropriate and scheduled on the agenda, and items not on the agenda are not allowed in discussion.
3. Board members may respond to speakers by providing clarifying factual information that does not involve Board discussion, or by directing the citizen to a designated staff member or policy for assistance.

### **Board Meeting Parliamentary Procedure**

1. The Board shall be guided by parliamentary procedure as detailed in Robert's Rules of Order, Revised, or as spelled out in adopted procedure.
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 of the Board.
3. Except in conflict of interest, as defined by law, or ethical conflict of interest, Board members are expected to vote on all action items.

### **Transacting Business**

When an agenda item is presented, a discussion shall be held and a decision reached through voting in accordance with prescribed procedure. Although there may be dissenting votes, which are a matter of record, each Board decision shall be an action by the whole Board, binding upon each member.

### **Hearings**

1. Employee or student/parent grievances will be handled according to policy.
2. Issues not resolved adequately at the Superintendent level may be appealed to the Board for consideration at their regularly scheduled meeting.
3. When hearing grievance matters, the Board adopts the following rules of procedure:
  - a. The district will determine whether the complaint will be presented in open or closed session in accordance with the Texas Open Meetings Act.
  - b. Complaints arising out of an event or a series of related events will be addressed in one complaint. An individual will not bring a separate or serial complaints arising from any event or series of events that have been or could have been addressed in a previous complaint.
  - c. The Board may review any relevant documents or information that will help resolve the complaint, even if those documents were not submitted by the complainant at the Level Two conference.

- d. Ideally, the Board will not substitute its judgment for that of the administration unless the administration's findings and rulings are contrary to law or policy, or are not supported by substantial evidence.

### **Board Workshops**

1. The Board will conduct Board Workshops on an as needed basis.
2. The workshop format shall allow Administration to present information to the Board that is:
  - a. Time sensitive and/or discussion intensive
  - b. Required by law, rule, or policy, or/and
  - c. Is necessary for the efficient and effective operation of the District.
3. The Superintendent shall develop Board Workshop agenda items in collaboration with the Board President and will notify Board members of the agenda.
4. The Superintendent will use discretion in determining the nature and extent of background materials specific to each agenda item and whether those materials should be delivered to Board members prior to the workshops.
5. When it is necessary to place an action item on the Workshop agenda, the Board will receive supporting documents in advance for review.
6. Board workshops are not intended to substitute for regular monthly Board meetings, although a quorum of the Board may take action on any posted item.
7. The workshops are intended to allow an opportunity for the Team of Eight to research and discuss topics in depth, along with pertinent staff members. Informal discussion with members of the audience may be allowed, at the discretion of the Board President, on a particular agenda item, as long as the discussion does not distract from the Board's business.
8. The Board President serves as the presiding officer at Board Workshops. In the absence of the President, the Vice-President will preside.

### **Board Committees**

1. The Board may, from time to time as it deems necessary, create committees to facilitate the efficient operation of the Board.
2. A committee that includes one or more Board members and has supervision or control over public business or public policy is subject to the Open Meetings Act when it meets to discuss that public business policy.
3. A committee that includes less than a quorum of the Board is not subject to the Open Meetings Act if it serves purely advisory function, with no power to supervise or control public business. However, should the committee actually function as something more than an advisory body, having supervision or control functions, it must comply with the Open Meetings Act to avoid depriving the public access to the Board's actual decision making process.
4. Committee members are appointed by the Board President.

## **Electing Board Officers**

1. Officers are nominated and elected annually at the first regularly scheduled Board meeting after the certification of the May election.
2. A vacancy in the office of the President will be filled by majority election. The Vice President becomes President only upon being elected to the position. However, the Vice President will serve as Temporary President until such an election takes place.
3. The Board will elect an officer to fill any vacancy at the next Board meeting after the vacancy occurs.
4. Duties of officer positions will be reviewed in preparation for nomination of members for Board officer positions.
5. Officers shall have at least one-year of experience of Board service before holding office.

## **Responsibilities of Board Officers**

### **President**

1. The Board President consults with the Superintendent to prepare agendas for all board meetings and workshops. Agendas are generally proposed by the Superintendent and reviewed and approved by the Board President prior to official posting.
2. The Board President presides at all meetings.
3. The Board President generally acts as the spokesperson for the board regarding media or community inquiries and official district functions.
4. The Board President, in conjunction with the Superintendent, is responsible for planning and facilitating new Board member orientation.

### **Vice President**

1. The Vice President will serve as the presiding officer in the absence of the president.
2. The Vice President will maintain a record of actions needed as follow-up for all board meetings which will be shared with the President and Superintendent after each meeting.

### **Secretary**

1. Along with the Board President, the Board Secretary signs off on all required minutes, contracts, etc.
2. The Board Secretary is responsible for ensuring that minutes are recorded at each board workshop.
3. The Board Secretary is responsible for completing the closed session minutes during all closed meetings.

### **New Board Member Orientation**

1. All newly elected Board members are required to receive orientation within 60 days of being sworn in.
2. The Board President, in conjunction with the Superintendent, is responsible for planning and facilitating this orientation.

## **ANNUAL EVALUATIONS**

### **Superintendent Evaluation**

1. A summative evaluation will be conducted in closed session annually in January and will include a discussion of the Superintendent's contract. The Board will use the approved evaluation instrument for the summative evaluation.
2. A copy of the evaluation document will be completed in advance by each Board member and brought to evaluation meeting.
3. The Board will review, as a team, each section of the evaluation instrument and arrive at a consensus rating and set of comments.
4. A consensus evaluation will be shared with the Superintendent by the Board President at a later date. A copy will be kept on file by the Superintendent. Board members may be provided a copy if requested. A sealed copy will be provided to the Director of Human Resources to be placed in the Superintendent's personnel file.
5. Individual Board members may choose to share with the Superintendent copies of their individual Board evaluations; however, the consensus document will serve as the official record of the evaluation by the Board.
6. Specific details of the Superintendent's evaluation are to be kept confidential and are not subject to the Texas Freedom of Information Act. However, as part of the posted evaluation agenda item, the Board may issue a public statement regarding the overall level of satisfaction of the Board regarding the Superintendent's performance.
7. The Board shall strive to accomplish the following during each summative evaluation:
  - a. Clarify to the Superintendent his or her role, as seen by the Board.
  - b. Clarify to Board members the Superintendent's role, according to the Board's written criteria, as expressed in the Superintendent's job description and the District's goals and objectives.
  - c. Foster an early understanding among new Board members of the evaluation process and the Superintendent's current performance objectives and priorities.
  - d. Develop and sustain a harmonious working relationship between the Board and the Superintendent.
  - e. Identify accomplishments and areas in need of improvement for the superintendent and district.

### **The Superintendent's Contract**

1. During a formative or summative evaluation meeting, the Board may determine any modifications to the superintendent's contract, including, but not limited to, contract term extensions, salary increases, and changes in benefits, require action of the Board in open session.
2. Modifications to the Superintendent's contract require action of the Board in open session.

## **Board Evaluation/Team Building**

1. The Board is required to participate in a minimum of three contact hours of Board Team Building annually.
2. Board Team Building may be used to review and modify Board priorities that will be used to establish District goals and objectives that guide planning and budgeting.
3. The Board may also use this time to conduct a Board self-evaluation. To the extent that the meeting does not violate the Texas Open Meetings Act, the evaluation may include:
  - a. Board operating procedures
  - b. Board member training
  - c. Conflict resolution
  - d. Working relationships with the Superintendent
  - e. Conduct of Board meetings
  - f. Long-range planning and goal setting
  - g. Relationship with the community
  - h. The Board's role in achieving District goals and objectives
4. In the months before the discussion, the Board as a whole shall:
  - a. Review the Board's goals for the current year to ensure that all Trustees are familiar with Board priorities.
  - b. Reaffirm the purpose of the self-evaluation so that all Board members understand the desired outcomes of the evaluation.
  - c. Identify and collect any information or materials the Board might need in conducting its self-evaluation. This material might include documentation on District goals for the current year, reports of the Board's successes and progress in meeting these goals, records of Board meetings and community participation, and newspaper clippings.

## **INDIVIDUAL BOARD MEMBERS**

### **Access to Information**

1. 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.
2. Individual Board members shall not have access to confidential student records, unless there is a legitimate educational interest in the records in accordance with policies FL (Legal) and (Local).
3. All requests by a Board member for compilation of data, other than copies of existing records, shall be directed to the Superintendent. The Superintendent will prepare requested reports and distribute them to the entire Board. If the preparation of the requested report is expected to consume excessive staff time and resources, the Superintendent will confer with the Board President to determine whether the requested report should be placed on an upcoming agenda for possible action.

4. In general, requests for information made by one Board member that require compilation of a written report shall be shared by the Superintendent with all Board members.

### **Authority**

1. Board members as individuals shall not exercise authority over the District, its property, or its employees.
2. Except for appropriate duties and functions of the Board President, an individual member may not act on behalf of the Board without the express authorization of the Board. Without such authorization, no individual member may commit the Board on any issue.
3. Board members will avoid personal involvement in activities the Board has delegated to the Superintendent.

### **Communication with Other Board Members**

1. Communication with other Board members (in any forum other than a meeting duly posted, in which a quorum is present) regarding District issues/items should be limited to “information only” to avoid the presence of deliberation.
2. Board electronic and written communications regarding District issues should be routed through the Superintendent’s office so that information can be disseminated and/or questions can be addressed in this manner, rather than among and between Board members.
3. A Board member may discuss a District issue with no more than two other Board members. Board members shall be cognizant of Open Meetings Act responsibility.
4. All written communication among Board members, including communication by email, is subject to The Public Information Act. This includes personal emails and district email. Board members should archive all email communication with other Board members.

### **Communication with the Media**

1. The Board President serves as the official spokesperson for the Board team to the media/press on issues of media attention.
2. Media calls should be directed to the Superintendent for handling through the public information officer or Board President.
3. Board members asked for individual comments or opinions by the media/press are to qualify those statements as being the opinion of the individual Board member and not representative of the Board as a whole of the District



## **Complaints to Board Members**

1. Employees, students, parents, or other members of the public who bring concerns or complaints to an individual Board member shall be referred to Board policy as defined in FNG (Local), GF (Local), and DGBA (Local).
2. Board members should notify the Superintendent of the complaint, as necessary. If an administrative response is required, the Superintendent or designee will reply to the email, with a copy of that reply being sent to each Board member for information. If a Board response is required, the Board President will confer with the Superintendent and then respond on behalf of the Board, sending a copy of the correspondence to the other Board members and the Superintendent.
3. As necessary, the Superintendent or designee shall guide the complainant to the appropriate staff member as outlined in the Board policy complaint process.
4. When the concern or complaint directly pertains to the Board's own actions or policy, for which there is an administrative remedy, the Trustee may request that the issue be placed on the agenda.
5. The Clifton ISD Board encourages input. Anonymous phone calls, text messages, emails, letters or any other anonymous correspondence are discouraged but will be reviewed. Anonymous communications may not receive the Board's attention, discussion or response and will not result in directives to the administration.
6. When a complaint regarding the Superintendent is received by a Board member, the Board member may forward the complaint to the Board President. If the receiving trustee and/or Board President deem the complaint worthy of further consideration by the board as a whole, the complaint should be discussed at the next board meeting if urgent or during the Superintendent's next evaluation.

## **Continuing Education**

1. Board members are required to complete training as specified in the Texas Education Code 11.159 according to assessed needs.
2. New Board members shall participate in a local orientation session concerning meeting processes and parliamentary procedures within 60 days before or after their election or appointment. Three (3) additional hours of orientation to the Texas Education Code are to be completed within the first year.
3. New Board members shall also complete ten (10) hours of continuing education during the first year of service.
4. Sitting Board members shall receive three (3) hours of orientation to the Texas Education Code and relevant legal obligations and at least five (5) hours of continuing education each year following the first year.
5. The President of the Board of Trustees shall receive continuing education annually related to leadership duties of a board president.

6. To the extent possible, the entire Board shall participate in continuing education programs together.
7. Annually, as prescribed by law, each Board member's training hours will be read into the minutes, announcing the name of each Board member who has completed the required continuing education, who has exceeded the required hours, and who is deficient in the required hours.
8. Board members may share information from continuing education programs/conferences during allotted h. time at Board meetings or by written report, as appropriate.
9. All board members are required to complete training on the Texas Open Meetings Act no later than the 90th day after the board member is sworn in. Such training must be approved by the Attorney General.
10. The entire board, including all board members, shall annually participate with their superintendent in a team building session facilitated by the Education Service Center or any registered provider. The team building session shall be of a length deemed appropriate by the board, but generally at least 3 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.

### **Meetings with the Superintendent**

The Superintendent will strive to accommodate drop-in visits by Board members. When possible, these meetings and the topics to be discussed should be scheduled with the Administrative Assistant to ensure that the Superintendent is available, that adequate time is set aside for the meeting, and that appropriate information and materials are available for discussion.

### **Reimbursable Expenses**

1. Board members shall be reimbursed for reasonable and allowable expenses incurred for:
  - a. Carrying out the business of the Board at Board request
  - b. Attending meetings as official representatives of the Board
  - c. Reimbursement for travel and expenses related to conventions/conferences will be limited to five nights per year.
  - d. Reimbursement for additional conventions/conferences and associated allowable expense will require prior Board approval.
  - e. Priority shall be given to attend conferences as a group.
  - f. Arrangements necessary to register for a conference/convention and related accommodations (hotel, travel, etc.) shall be arranged through the Executive Associate to the Superintendent.
  - g. Late registration will be allowed for any Board member whose professional schedule may be unpredictable.
2. Reasonable expenses are defined to mean:
  - a. Hotel - not to exceed the standard negotiated rate available through the conference sponsor. If no standard negotiated rate has been established, the reimbursement rate shall not exceed the rate for state employees in

- accordance with the General Appropriation Act (77th Legislature)
- b. Parking -Self parking charges of the hotel in which the Board member is a guest, unless no self-parking is available
  - c. Meals - A reimbursable rate shall be allowed, including tax.
  - d. Mileage - not to exceed the allowable IRS rates for use of a personal car or the actual cost of the lowest fare for commercial transportation plus parking
3. No reimbursement will be made for:
    - a. Non-district fax or phone calls
    - b. Entertainment or in-room movies
    - c. Alcohol
    - d. Souvenirs
    - e. Spouse/family expenses
  4. Cancellation of conference registration, hotel and travel accommodations, etc. must be completed within the allowable “cancellation” timeline established by the vendor or sponsoring entity. Every attempt must be made by the Board member to notify the Superintendent’s Secretary of such cancellation plans as soon as plans need to be changed. For cancellations not completed within the designated timeline, the loss of reimbursement eligibility and/or monetary commitment of the District shall be borne by the individual Board member responsible for the cancellation, unless the cancellation is the result of personal illness or a family emergency.
  5. Accounting records shall accurately reflect that no state or federal funds were used to reimburse travel expenses beyond those authorized for state employees.
  6. A statement shall be submitted for all authorized expenses incurred, including receipts to the extent feasible, documenting actual expenses and in accordance with procedures applicable to employee expense reimbursement.

### **Visits to Campuses**

1. Board members are encouraged to attend any and all school events as their time permits, and to show support of school activities.
2. Board members will notify the principal prior to visiting a campus in an official capacity, include the nature of the visit, and sign in at the campus office.
3. Individual classroom visits will be made by invitation only, and campus administrators will be notified in advance. Board members shall not visit a campus in an attempt to evaluate personnel on that campus.
4. Campus staff members may find viewing Board members as parents rather than as Board members difficult. Therefore, when visiting a campus or classroom as parents, Board members shall:
  - a. Make it clear that they are acting as parents
  - b. Follow the same rules and guidelines for all parents regarding campus visits
  - c. Never request nor accept extraordinary consideration for their children
5. Board members running for re-election shall not request or accept support from

District employees during work time or make campus visits in conjunction with campaigning for a Board position.

6. New Board candidates, after having declared their intention to run for election, will be provided information on guidelines for campus visits and restrictions related to Board members and campaigning.

**Conflicts of Interest -Chapter 176 of the Texas Local Government Code requires a records administrator of a school district to file a conflicts disclosure statement if:**

1. The school district has contracted with a person or is considering doing business with the person, and the superintendent, board member or a family member of any of these either is an employee or has a business relationship with the person and generates taxable income exceeding \$2,500 or has been given by a person one or more gifts that have an aggregate value of \$100.00 in a year preceding the date the local government officer became aware of the facts that trigger the filing requirement.
2. The statement must be filed with the records administrator no later than 5:00 p.m. on the 7th day after the date the officer becomes aware of the facts that require the filing of a statement.

**Participation in District Commencement Exercises or as a Board Representative at District Activities**

1. Sitting Board members are encouraged to participate in district commencement exercises.
2. Board members retiring from Board service at the end of their term shall be allowed to participate in commencement exercises if desired.
3. An incumbent Board member who has been defeated during the general election shall not be allowed to participate as a representative of the Board at any district activities.

**ETHICS FOR SCHOOL BOARD MEMBERS**

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**

1. I will be fair, just, and impartial in all my decisions and actions.
2. I will accord others the respect I wish for myself.
3. I will encourage expressions of different opinions and listen with an open mind to others' ideas.

**Trustworthiness in stewardship**

1. I will be accountable to the public by representing District policies, programs, priorities and progress accurately.
2. I will be responsive to the community by seeking its involvement in

- District affairs and by communicating its priorities and concerns.
3. I will work to ensure prudent and accountable use of District resources.
  4. I will make no personal promise or take private action that may compromise my performance of my responsibilities.

### **Honor in conduct**

1. I will tell the truth.
2. I will share my views while working for consensus.
3. I will respect the majority decision as the decision of the Board.
4. I will base my decision on fact rather than supposition, opinion or public favor.

### **Integrity of character**

1. I will refuse to surrender judgment to any individual or group at the expense of the District as a whole.
2. I will consistently uphold all applicable laws, rules, policies, and governance procedures.
3. I will not disclose information that is confidential by law or that will needlessly harm the District if disclosed.

### **Commitment to service**

1. I will focus my attention on fulfilling the Board's responsibilities of goal setting, policymaking, and evaluation.
2. I will diligently prepare for and attend Board meetings.
3. I will avoid personal involvement in activities the Board has delegated to the Superintendent.
4. I will seek continuing education that will enhance my ability to fulfill my duties effectively.

### **Student-centered focus**

1. I will be continuously guided by what is best for all students of the District

***\*\* Appendix Reviewed and Adopted by the Clifton ISD Board of Trustees on April 12, 2021***

















