Board Operating Procedures



Crosbyton Consolidated Independent School District

**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**

* I will be fair, just, and impartial in all my decisions and actions
* I will accord others the respect I wish for myself
* I will encourage expression of different opinions and listen with an open mind to others’ ideas

**Trustworthiness in stewardship**

* I will be accountable to the public by representing District policies, programs, priorities and progress accurately
* I will be responsive to the community by seeking its involvement in District affairs and by communicating its priorities and concerns
* I will work to ensure prudent and accountable use of District resources
* I will make no personal promises or take action that may compromise my performance of my responsibilities

**Honor in conduct**

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

**Integrity of character**

* I will refuse to surrender judgment to any individual or group at the expense of the district as a whole
* I will consistently uphold all applicable laws, rules, policies, and governance procedures
* I will keep confidential information that is privileged by law or that will needlessly harm the District if disclosed

**Commitment to service**

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

**Student centered focus**

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

**(BBF Local)**

**Role and Authority of Board Member and/or Board Officers**

1. No Board member or officer has authority except when the Board meeting is in session.
2. No Board member can direct employees regarding performance of their duties.
3. With regard to hiring personnel, the following shall apply:
4. The superintendent has sole authority to make recommendations to the Board regarding the selection of all contractual personnel.
5. The Board delegates to the Superintendent final authority to hire noncontractual maintenance, custodial, and cafeteria personnel.
6. The Principal must approve each teacher or staff appointments to the Principal’s campus from a pool of applicants.
7. The Board corporately has the following authority:
8. Govern and oversee the management of the District
9. Employ and appraise, at least annually, the Superintendent
10. Levy and collect taxes and issue bonds
11. Adopt and file an annual budget
12. Have District financial accounts audited by a Texas certified accountant at the conclusion of each fiscal year
13. Publish an annual report describing the District’s education performance
14. Receive bequests and donations
15. Select a depository for District funds
16. Call elections and canvass the returns
17. Acquire and hold real and personal property in the name of the District
18. Execute, perform, and make payments under contracts, including leases, leases with options to purchase, and installments
19. Exercise the right of eminent domain to acquire property
20. Adopt and periodically review District policy
21. The President shall:
22. Preside at all Board meetings
23. Appoint committees
24. Have the right to discuss, make motions and resolutions, and vote on all matters coming before the Board
25. Be an ex officio member of all committees
26. Sign all legal document required by law
27. The Vice-President shall:
28. Act in the capacity of the President in the absence of the President
29. Become President of the Board only upon being elected to the position
30. The Secretary shall:
31. Be responsible for accurate recording of Board meetings
32. In the absence of the President and Vice-President, call the meeting to order and act as presiding officer
33. Sign or countersign documents as directed by action of the Board
34. Review any filings required by law

**BBE and BDAA**

**Superintendent’s Role and Authority**

1. The role of the Superintendent shall be the educational leader and chief executive officer of the District.
2. The authority and duties of the Superintendent include:
3. Assuming administrative responsibility and leadership for the planning, operation, supervision, and evaluation of the education programs, services, and facilities of the District and for the annual performance appraisal of the District’s staff.
4. Assuming administrative responsibility and leadership for the assignment and evaluation of all personnel of the District other than the Superintendent and making recommendations regarding the election of such personnel.
5. Initiating the termination or suspension of an employee or the nonrenewal of an employee’s term contract.
6. Managing the day-to-day operations of the District as its administrative manager.
7. Preparing and submitting to the Board a proposed budget.
8. Preparing recommendations for policies to be adopted by the Board and the implementation of adopted policies.
9. Provide leadership for the attainment of student performance in the District based upon the state’s academic excellence indicators and other indicators as may be adopted by the State Board or local Board.
10. Prepare Board agenda and meeting materials in cooperation with the Board President.
11. Accurately prepare and submit in a timely manner all reports required by TEA, federal and state agencies, the Board, and courts of law.
12. Direct and supervise all financial accounting and ensure that funds are expended legally, in accordance with the approved budget, and controlled effectively.
13. Ensure District compliance with all applicable state and federal requirements.
14. Develop, evaluate and revise annually the District Improvement Plan, with the assistance of the District Decision Making committee.

**CCA, Financial Ethics**

**Communications**

1. Superintendent will communicate information in a timely fashion to all Board members.
2. Superintendent will be available to confer with Board members to discuss District issues on an as needed basis, communicating critical information to all Board members in a timely fashion within context of the Open Meetings Act.
3. Board members will keep Superintendent informed of critical issues as they become aware of them.
4. Board will communicate with the community through public hearings, regular Board meetings, and publications.
5. Board members are board members only in a duly called open meeting and cannot speak in an official capacity outside the Boardroom.
6. Every effort will be made by Board/Administrative Team to communicate effectively with each other so that decisions will be based upon the best information and facts available.

**BBE Local**

**Individual Board Member Request for Information or Reports**

1. All Board members requests for information must be in accordance with District policy.
2. All Board member request to the Superintendent for reports will be reported to the full Board in the Board packets.
3. The majority of the Board is required to request new reports.

**BBE Local**

**Citizen Request/Complaint to Individual Board Member**

1. When a citizen complains to a Board member, the Board member shall:
2. Remind the citizen of due process **FNG (Local)** and **GF (Local)**, and that the Board member must remain impartial if the situation goes before the Board.
3. Refer citizen to appropriate person in the chain-of-command.
4. If appropriate, Board members shall inform Superintendent of the complaint.

**Employee Request/Complaint to Individual Board Member**

1. When an employee complains to a Board member, The Board member shall:
2. Hear the employee’s problem for full understanding and repeat the problem back to the employee.
3. Inform the employee of the due process procedure **DGBA (Local)** and remain impartial.
4. Refer the employee to the appropriate person in the chain-of-command.
5. Inform the Superintendent in a timely fashion of the complaint.

**Board Member Visit to School Campus**

1. Board members are encouraged to attend special events on campuses to represent the Board in support of activities.
2. Board members are not to go into teacher’s classrooms or campuses for the purpose of evaluation or investigation.
3. Board members will notify administration of individual visits to campuses when they are not attending a scheduled activity.

**Developing Board Meeting Agenda**

1. Who can place items on the agenda?
2. The agenda is developed by the Superintendent in consultation with the Board president.
3. The Superintendent, Board President, or any Board member can place items on the agenda for presentation to the Board.
4. Complaints brought by parents, students, employees, or public will be placed on the agenda in accordance with policies **FNG (Local), FOD (Local), DGBA (Local) and GF (Local).**
5. All postings must comply with Texas open meeting laws.

**BE (Local)**

1. Use of Consent Agenda
2. To expedite Board meetings and address routine and reoccurring business in an efficient manner, the Board will use a consent agenda when appropriate.
3. If requested by an Board member, an item listed under the consents agenda shall be immediately withdrawn for separate discussion and acted upon individually.
4. Items eligible for Executive Session will comply with the Texas open meetings laws.

**Member Conduct During Board Meetings**

1. Board members are expected to attend and participate in duly called meetings of the Board. Board members will come to 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:
2. Studied the material in the Board packet sent to them prior to the meeting; and
3. Resolve questions by contacting the Superintendent prior to the meeting.
4. Board policy **BED (Local)** shall be used to govern patrons wishing to address the Board in open forum.
5. Board response to patrons addressing the Board: specific factual information or recitation of existing policy may be furnished in response to inquiries, but the Board shall not deliberate or decide regarding any subject that is not included on the agenda posted with notice of the meeting. Board President should direct administration to investigate item(s) and report back to the Board at a designated meeting.
6. The audience shall not enter in to discussion or debate on matters being considered by the Board, unless recognized by the presiding officer.
7. Discussion of employee performance (Board/Audience)
8. The Board will not entertain comments on individual District personnel in open session unless required by law.
9. The board will not entertain comments on individual students in open session unless required by law.
10. Board shall observe the parliamentary procedures in Robert’s Rules of Order.
11. Discussion of motions
12. All deliberations will be solely related to agenda items.
13. The Board President will insure deliberations remain germane to the agenda.
14. Each Board member has the responsibility to ensure this/her comments remain focused on agenda items.
15. The Board President will rule any deliberations that stray from the agenda as “out of order”.
16. The Board President can recognize board members before they give their comments.

**Voting**

1. The Board President will vote on all action items.
2. All Board members will vote on all action items, except when there is a legal conflict of interest or a conflict that would impair the Board member’s judgment in violation of Board Member Ethics.
3. All voting shall be by voice or show of hands and shall be recorded in the official minutes. No vote shall be by secret ballot.
4. Each Board decision, even when there are dissenting votes, shall be an action by the whole Board and binding upon each member
5. 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. In case of a tie vote the item is tabled for further discussion and reconsidered or returned on the next agenda as an action item.

**Criteria and Process for Selecting Board Officers**

1. Selection of Board officers will be governed by District policy **BDAA(Local).**
2. Officers will be elected for the position of President, Vice-President, and Secretary. The Board Vice-President shall assume position of President only if elected to that office.
3. Officers shall serve for a term of one year or until a successor is elected. Officers may succeed themselves in office.

**Role of Board in Executive Session**

1. Board can only discuss those items listed on the agenda and permitted by law in executive session.
2. All votes must be made in open session.
3. Information received during Executive session must remain confidential.

**Media Inquiries to the Board**

1. On issues before the Board, the Board President and the Superintendent shall be the official spokespersons for the Board to the media.
2. All Board members who receive calls from the media should refer them to the Board President or the Superintendent, as appropriate.

**Anonymous Phone Calls and/or Letters**

1. The Board encourages input; however, anonymous calls or letters should not usually receive Board attention, discussion, or response and will not result in directives to the administration. Confidentiality is strictly maintained when possible.

**Response to Signed Letters**

1. Typically, only signed letters will be forwarded to the Superintendent, who will respond and send a copy to the full Board.

**Annual Board Orientation and Reorientation**

1. These Board Operating Procedures will be reviewed and updated annually at the July Board meeting, unless deferred until a later meeting date, with the Board’s approval.
2. District policy **BBF(Local)**, Board Member Ethics, will also be reviewed annually at the July Board meeting, unless deferred until a later meeting date, with the Board’s approval.