



Clifton ISD

Board Operating Procedures

Reviewed and Adopted by the Clifton ISD Board of Trustees April 17, 2023

CISD Mission Statement:

The school board, faculty and staff members of Clifton ISD recognize the unique role that Clifton ISD has in serving as the primary educational provider in our community. We strive to meet the diverse needs of all students to become a member of the broader Clifton community.

BOARD OF TRUSTEES OPERATING PROCEDURES

In order for a school district to achieve its goals, the Board of Trustees and Superintendent must share a mutual respect and understanding of their respective roles and responsibilities. At Clifton ISD, the Board and Superintendent function as a “Team of Eight”. The School Board is the corporate policy making body for the District and the Superintendent provides leadership for the District within the framework of those adopted policies. A structured approach to developing a vision for the District and setting goals is enhanced by first developing a standard system of operating procedures.

The following guidelines and procedures have been developed by Clifton ISD’s Team of Eight as our method to effectively communicate with students, staff and the stakeholders of the District.

Authority of Individual Board Members

Board members shall remember the following:

- No Board member or officer has authority outside the Board meeting.
- No Board member can direct employees in regard to performance of their duties.
- No individual Board member may act on behalf of the Board without express authorization of the Board.
- Board members shall refrain from making commitments to follow-up or assist with a particular situation or concern.

DUTIES AND RESPONSIBILITIES

The purpose of placing governance in the hands of the Board and management in the hands of the Superintendent is to ensure the community retains authority over the basic direction and values embodied in the operation of the District, while allowing a trained professional to manage and implement the policies and goals of the District. It also ensures the Board has the recommendation of someone well-versed in the immense complexity of district operations.

Duties of the Board: Govern the District (with recommendations of the Superintendent)

To govern effectively, the Board should never take action on an item without first hearing the recommendation from the Superintendent (with exception of action affecting his/her own employment). The Board is never obligated to accept the Superintendent’s recommendation, but frequent denial of recommendations signals the Board and Superintendent need to review goals and procedures to ensure misunderstandings or failures in communications have occurred.

Individual Board members must refrain from confusing their role with the role of the Superintendent and trying to become involved in the day-to-day operations of the schools.

Five essential roles of the Board are:

1. Hire a Superintendent to lead the District and evaluate the Superintendent’s effectiveness.
2. Adopt goals for the District and monitor success in achieving those goals.
3. Adopt policies that govern the District and review the policies for effectiveness.
4. Adopt an annual budget for the District and set a tax rate appropriate to fund it.

5. Employ and terminate personnel at the recommendation of the Superintendent.

Duties of the Superintendent: Lead the District (within the framework of policies and goals adopted by the Board)

The Superintendent functions as the educational leader and chief executive officer for the District and is, through his/her exercise of responsibilities, accountable to the Board of Trustees. The education and administrative leadership responsibilities of the Superintendent are complementary and interdependent with the public leadership, governance and policy-making responsibilities of the Board.

To avoid confusion and provide harmonious and progressive direction for the District, both the Superintendent and the Board must strive to keep the distinctions between their respective leadership roles clearly in mind.

Five essential roles of the Superintendent are:

1. Accept administrative responsibility and leadership for the planning, operation, supervision and evaluation of the education programs, services and facilities of the District.
2. Accept authority and responsibility for the assignment and evaluation of assigned personnel and to make recommendations for employment and termination of employees.
3. Prepare and submit a proposed budget to the Board.
4. Recommend policies to be adopted by the Board and develop administrative regulations to implement those policies.
5. Provide leadership for the attainment of student performance.

COMMUNICATIONS

The Superintendent will maintain regular contact with the Board President and will communicate with all Board members anytime an emergency situation arises. The Superintendent will also keep all Board members apprised of any situation he or she deems necessary. The Board will keep the Superintendent informed through phone calls, text messages, emails and/or personal visits as deemed necessary.

The Board will communicate with the community through Public Hearings and regular Board meetings. Individual Board members cannot speak in an official capacity outside the Boardroom.

Following each meeting, the Superintendent will share a summary of the meeting with the Clifton ISD staff and will post the meeting summary on the Clifton ISD social media platforms.

BOARD MEETINGS

Developing Board Meeting Agenda

In consultation with the Board President, the Superintendent will prepare the agenda for all Board meetings. Any Board member may request that a subject be included on the agenda for a meeting and the Superintendent will include on the preliminary agenda of the meeting all Board member-requested topics that have been timely submitted.

Before the official agenda is finalized for any meeting, the Superintendent will consult with the Board President to ensure the agenda and the topics included meet the President's approval. In reviewing the preliminary agenda, the President will ensure that any topics the Board or individual members have requested to be addressed are either on that agenda or scheduled for deliberation at an appropriate time in the near future. The Board President does not have authority to remove from the agenda a subject requested by a member without that member's specific authorization.

Notice of Meeting

Notice of a Board meeting shall be posted on the bulletin board outside the central administration office for at least 72 hours before the scheduled time of the meeting. The meeting agenda will also be posted on the Clifton ISD website.

Meeting Time and Place

Unless otherwise indicated, Board meetings shall be held at the CISD Board Room, located in the Middle School at 1102 Key Avenue, Clifton, Texas. Regular Board meetings will be held on the third Monday of each month at 6:00 p.m. When deemed necessary, and for the convenience of the Board, the Board President may change the date or time of a regular meeting. The notice for that meeting shall reflect the change.

Special and emergency meetings may be called by the Board President (at Presidents discretion or upon request of at least two Board members). The limited reasons for emergency meetings are provided by law.

Board Packet

A packet is prepared each month for each Board member prior to the meeting. Along with the agenda, the packet includes a summary from the Superintendent that gives a brief explanation of agenda items. The packet also includes reports prepared by members of the Clifton ISD Leadership Team and other program directors. The packet also includes supporting data for agenda items, as appropriate. If members of the Board have any question or concerns on any of these items, they are strongly encouraged to contact the Superintendent for clarification prior to the meeting in order to eliminate lengthy discussion at the meeting. All requests by Board members for information should be reasonable, specific and clearly defined. Requests should be made to the Superintendent in a manner that is not disruptive to daily operations or would in any way undermine the authority of the administration. If the Superintendent questions the request, it may go to the full Board for a majority vote. When requesting information from district personnel, consideration shall be given to the current workload on the person gathering the

information or generating the report.

Meetings

“Meeting” means a deliberation among a quorum of the Board, during which public business or public policy over which the Board has supervision or control is discussed or considered, or during which the Board takes formal action. “Meeting” also means a gathering:

- That is conducted by the Board or for which the Board is responsible;
- At which a quorum of members of the Board is present;
- That has been called by the Board; and
- At which Board members receive information from, give information to, ask questions of or receive questions from any third person, including an employee of the District, about the public business or public policy over which the Board has supervision or control.

“Deliberation” means a verbal exchange during a meeting among a quorum of the Board concerning any issue within the jurisdiction of the Board or any public business.

The term “meeting” does not include the gathering of a quorum of the Board at a social function unrelated to the public business that is conducted by the Board, or the attendance by a quorum of the Board at a regional, state, or nations convention or workshop, if formal action is not taken and any discussion of public business is incidental to the social function, convention or workshop.

The Board shall observe the parliamentary procedures as found in *Robert’s Rules of Order, Newly Revised*, except as otherwise provided in Board procedural rules or by law.

All voting shall by voice or show of hands, as directed by the President. No vote shall be taken by secret ballot.

Public Comment and Board’s Response

Citizens are invited and encouraged to attend Board meetings and may address the Board on posted agenda items or on subject matters not posted on the agenda. If citizens sign up before the meeting begins or before the public comment portion of the meeting takes place, they may address the Board during the public comment portion of the Board meeting. No presentation shall be allowed to exceed five (5) minutes.

Specific factual information or recitation of existing policy may be furnished in response to public speaker inquiries, but the Board shall not deliberate or make any decisions regarding any subject that is not included on the meeting’s posted agenda. If a subject mentioned is listed on the meeting’s agenda, the Board will defer discussion until the appropriate time during the meeting.

Complaints and Concerns

The presiding officer or designee shall determine whether an individual addressing the Board has attempted to solve a matter administratively through resolution channels established by policy. If not, the individual shall be referred to the appropriate policy to seek resolution:

- Employee complaints; DGBA
- Student or parent complaints: FBG
- Public complaints: GF

Member Conduct During Board Meetings

- Members should be prepared for each meeting, having reviewed and become adequately informed about all agenda items.
- Discussion and questions should be directed to the Board President and then the entire Board.
- Discussion should pertain to the item currently before the Board.
- A courteous and business-like manners shall be maintained to allow free expression and open discussions among Board members.
- Confidentiality must be maintained for all discussions during any and all closed meetings and executive sessions.

Closed/Executive Session

All items on meeting agendas must be discussed in open session except those items defined in Legal policy as “Exceptions for Closed Meetings”. Examples of items covered in closed session are personnel matters, deliberation with school attorneys and discussion of real property. All votes must be taken in open session. Information discussed during the closed session must remain confidential.

ELECTION OF BOARD MEMBERS

Clifton ISD Board of Trustee elections are conducted in May of each year, in accordance with the Texas Secretary of State Uniform General Election Date. The Clifton ISD Board of Trustees consists of seven elected trustees. Each trustee elected serves for a term of three years.

ELECTION OF BOARD OFFICERS

During the first regular Board meeting after the School Board elections, the Board shall elect a President, A Vice-President and a Secretary. Officers shall be elected by majority vote of the members present and voting. It is the practice of our Board that officers have at least one-year experience of Board service before holding office. Additionally, Board members should meet Board training requirements before holding office.

BOARD MEMBER TRAINING

Each Board member must complete training required by the State Board of Education. Continuing education for Board members includes orientation sessions, an annual team building session with the Board and Superintendent, Cybersecurity, Child Abuse/Human Trafficking, Evaluating and Improving Student Outcomes (EISO), School Safety and specified hours of continuing education based on identified needs.

- New Board members should make contact with the Superintendent after are sworn in and coordinate the completion of the initial three hours of Board member orientation. New Board members must complete this local orientation with the Superintendent and Board President.
- All Board members will obtain required Board training each year as mandated by the State Board of Education.
- Board member training hours will be announced at the last Board meeting before the May general election. Board members need to be aware of and responsible for making sure appropriate training hour requirements are met.

SUPERINTENDENT EVALUATION

The Board shall prepare a written evaluation of the Superintendent each January. The general practice for Clifton ISD is as follows:

- Board Members will complete appraisal instruments before the January Board meeting.
- During the executive session portion of the January Board meeting, the Board discusses the results of the appraisal without the Superintendent present.
- After the Board discussion, the Superintendent joins the Board in executive session for a summary of their evaluation.
- The Board returns to open session to make recommendations and take action on the Superintendent's contract.
- At a later time, the Board President provides the Superintendent a copy of the completed evaluation and discusses details from the Board's conversations.

OTHER ITEMS OF IMPORTANCE

Visits to Campuses

Board members are encouraged to attend any school events as their time permits to support campus and district activities. Board members are not to go into teachers' classrooms or onto campuses for the purpose of evaluation or investigation. Board members must contact the appropriate administrator prior to their visits when not attending a scheduled activity. Board members should remember that even when visiting in an unofficial capacity, Board members are still perceived as Board members.

Employee or Citizen Complaint to an Individual Board Member

If employees, parents, students or other members of the public bring concerns or complaints to an individual Board member, he or she shall refer them to the Superintendent or another appropriate administrator, who shall proceed according to the applicable complaint process (**See Complaints and Concerns on Page 5**). The Board member shall advise the Superintendent of substantive or significant complaints within 24 hours. Individual Board members may also contact the Board President for guidance on the concern or complaint received; however, complaints should be directed through the appropriate channels to ensure the problem can be remedied at the lowest possible administrative level.

Media Inquiries to the Board

All Board members that receive calls or requests from the media should direct them to the Board President who has been designated as the Board's spokesperson. The Board member shall also notify the Board President and Superintendent of the call or request.

Nepotism

Board members are considered public officials and are therefore subject to nepotism rules. Generally, nepotism rules prohibit Board members' family members from being hired in the district where the Board member serves. For specific conditions, refer to TASB Policy DBE(Legal) and BBB(LEGAL).

Board Member Spouses

Due to the unique relationships, Board members' spouses are generally covered by the same operating procedures as Board members.

Anonymous Phone Calls/Letters

The Clifton ISD Board encourages input. Anonymous phone calls, text messages, emails, letters or any other anonymous correspondence are discouraged but will be reviewed.

Reviewing Board Operating Procedures

These Board Operating Procedures will be reviewed and updated, as needed, each April. New Board members will receive training on these Board Operating Procedures during their initial local orientation.

****These Board Operating Procedures are not intended to take precedence over Board Policy. If there is a conflict or inconsistency between the Procedures and Local Board Policy, every effort will be made to revise Board Policy to reflect the intent of the Board as reflected in these Procedures. At no time are these Procedures intended to override Legal Policy, state or federal law.**