

# **DILLEY ISD BOARD OPERATING PROCEDURES**

## **I. DEVELOPING BOARD MEETING AGENDA**

### **A. Who can place items on Agenda and Guidelines?**

1. Agendas are created by administration and in consultation with the Board President normally presented to the Board the Friday prior to the regular Board meeting.
2. 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. The Board President shall not have authority to remove from the agenda a subject requested by a Trustee without that Trustee's specific authorization.
3. In accordance with Texas Open Meeting Laws, no member can place an item on the Agenda less than 4 calendar days in advance of meeting, except in an emergency as per Texas Education Code.

### **B. Items that cannot be heard in open session**

1. All personnel issues must be conducted in Executive Session unless specifically required by Texas Open Meetings Act.
2. Anything that violates an individual's right to privacy cannot be placed on the agenda.

### **C. Consent Agenda**

1. A consent agenda shall include items of a routine and/or recurring nature grouped together under one action item. For each item listed as part of a consent agenda, the Board shall be furnished with background material. All such items shall be acted upon by one vote without separate discussion, unless a Board member requests that an item be withdrawn for individual consideration. The remaining items shall be adopted under a single motion and vote.

## **II. MEMBER CONDUCT DURING BOARD MEETINGS**

In addition to the following procedures, board members shall adhere to the Board Code of Conduct at all times.

### **A. Persons addressing the Board:**

1. Audience participation at board meetings is limited to the portion of the meeting designated as Open Forum. The audience may not enter into a discussion or debate on matters being considered by the board at any other time during the meeting, unless recognized by the presiding officer. No presentation shall exceed five minutes. Delegations of three (3) or more person shall appoint one spokesperson to present their views to the Board.
2. At all board meetings the board shall allot a total of thirty (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. Each speaker is limited to five minutes.

3. Persons address the Board in Open Forum shall be given up to five (5) minutes.

*\*Forms will be made available for persons wishing to address the Board.*

B. Board response to persons addressing the Board

1. Board members can hear comments.
2. The Board President may direct the administration to investigate item(s) and report back to the board.
3. Board members cannot respond or enter into discussions with the audience during the meeting as:
  - a) Items on the agenda will be discussed as appropriate and scheduled on the agenda;
  - b) Items not on the agenda do not permit Board members to respond or discuss except to make specific factual statements or recitation of existing policy.

C. Non-allowable comments (Board/audience)

1. The Board **will not** entertain comments on individual personnel by name or position or officials in public session (employees or Board members).
2. The Board **will not** entertain comments on individual students in public session. (It is extremely important that each board member know that they must be the triers of the facts once any issue has followed Board Policy by seeking administrative remedy and the issue is brought before the full board.)

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. The Board shall be guided by parliamentary procedure as detailed in Robert's Rules of Order or as spelled out in Board Policy

1. All discussion shall relate to the business currently under deliberation.
2. The Board President shall halt inappropriate discussion.

3. The Board President shall:
  - a) Recognize members prior to them giving their comments.
  - b) Be responsible for acting as presiding officer during hearings.

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.

G. Town Meetings/Open Forums

1. Procedures for town meetings/open forum shall be determined on a case-by-case basis.
2. The Board President, Superintendent or designee shall lead discussions.

### **III. VOTING**

- A. Voting shall be by voice or show of hands, as directed by the Presiding Officer.
- B. Any member may abstain from voting, and a member's vote or failure to vote shall be recorded upon that member's request.
- C. The Board President has the right to discuss, make motions and resolutions, and vote on all matters coming from the Board.

### **IV. INDIVIDUAL BOARD MEMBER REQUEST FOR INFORMATION OR REPORTS**

- A. Board members shall request information and/or reports through the Board President to the Superintendent.
- B. The Superintendent will gather information and/or report and disseminate it in a Timely manner to the entire Board.
- C. Board members are encouraged to advise the Superintendent of questions or concerns on agenda items before the Board meeting.

### **V. CITIZEN OR EMPLOYEE REQUEST/COMPLAINT TO INDIVIDUAL BOARD MEMBER**

- A. The Board member should hear the citizen problem and then:
  1. Issue chain of command to citizen.
  2. Remind the citizen of due process and that the Board member must remain impartial in case situation goes before the Board.
- B. Refer citizen to appropriate person/chain of command. The citizen **MUST GO THROUGH COMMAND CHAIN.**

- C. Board member must inform Superintendent or designee of the complaint if it is a policy violation or legal issue within 24 hours.
- D. The Superintendent will respond to citizen in a timely fashion if required by policy and/or law or at the request of a Board member.
- E. The Superintendent will keep documentation of all complaints and responses.

## **VI. BOARD MEMBER VISIT TO SCHOOL CAMPUS OR ACTIVITY**

- A. Board members are encouraged to attend as many school events as their time permits.
- B. Board members are required to check in with the principal's office and follow campus guidelines for visitors.
- C. Board members shall not go into teachers' classrooms or on campuses for the purpose of evaluation or investigation.
- D. Board members may not give any direction to any staff or students.
- E. When visiting with teachers of their own children, Board members will make it clear that they are acting as guardians rather than as Board members.

## **VII. COMMUNICATIONS**

- A. Superintendent will meet with the Board President on a routine basis.
- B. Superintendent will communicate information in a timely fashion to all Board members.
- C. Requests to Superintendent from Board President will be distributed to all Board members.
- D. Board and Superintendent will keep each other informed via telephone and/or electronic communication.
- E. Board will communicate with the community through public hearings, Board meetings, and regular publications.
- F. Individual Board members cannot speak for the Board of Trustees unless authorized to do so by the Board of Trustees through an official act.

## **VIII. EVALUATION OF SUPERINTENDENT**

- A. Summative Evaluation in July
  - 1. The Board President will distribute blank evaluation instruments to each member at least two weeks in advance of the summative evaluation meeting along with instructions for completing the instrument.

2. The Superintendent will prepare a report and present it to the President for distribution to Board members with the blank evaluation instruments. The report will include:
    - a) Summary results on Superintendent Performance Goals established following the previous year's summative evaluation
    - b) Summary of progress on current year's district goals
    - c) Report on student performance as required by the state
    - d) Any additional district or professional highlights the Superintendent believes will demonstrate effective performance for the past year.
  3. The President will compile all results of the summative evaluation in a written document.
- B. Board workshop to develop Superintendent Performance Goals using district goals, data from TAPR report, and results of most recent summative evaluation determine progress reports needed and dates to present to board. August
  - C. Board President obtains input from all other members on Board approved indicators.
  - D. Evaluation is conducted in executive session by consensus.
  - E. Formative evaluation; Superintendent gives progress report on this year's performance goals. January
  - F. Board reviews Superintendent's evaluation policy and confirms dates and process for July summative evaluation. May

## **IX. EVALUATION OF THE BOARD**

- A. In a June workshop/retreat, the Board/Superintendent team is assessed and evaluated, operating procedures are reviewed and updated.
- B. The evaluation of the Board and Superintendent is an indication of the success the Governance Team is having in meeting established goals.
- C. Evaluation is conducted in executive session by consensus.

## **X. CRITERIA AND PROCESS FOR SELECTING BOARD OFFICERS**

- A. No Board member can hold office without one year minimum Board experience.
- B. At the first meeting after each election and qualification of Trustees, the members of the Board shall reorganize with the election of officers.
- C. Election of Officers will be specific to the positions of President, Vice President and Secretary and will be taken in that order.

## **XI. 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. The Board President shall
  - 1. Preside at all board meetings
  - 2. Have the right to discuss, make motion and vote on all matters
  - 3. Call Special meetings
  - 4. Sign all legal documents required by law
- D. The Vice-President shall
  - 1. Act in capacity of President in the absence of the President
  - 2. Automatically become the President of the Board if a vacancy in that office occurs
- E. The Secretary shall
  - 1. Ensure that an accurate record is kept of each Board meeting
  - 2. Ensure that notices of Board meetings are posted and sent as required by law
  - 3. In the absence of the President and Vice-President, call the meeting to order and act as presiding officer
  - 4. Sign or countersign documents as directed by action of the Board
- F. OFFICE VACANCY
  - 1. A vacancy among officers of the Board other than the president shall be filled by majority action of the Board.
  - 2. A vacancy in the Presidency shall be filled by the Vice President and a new Vice President shall be elected.

## **XII. 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.

## **XIII. MEDIA INQUIRIES TO THE BOARD**

- A. If a closed meeting is allowed, the Board shall not conduct the closed meeting unless a quorum of the Board first convenes in an open meeting for which proper notice has been given and the presiding officer has publicly announced that a closed meeting will be held and has identified the section or sections of the Open Meetings Act or other applicable law under which the closed meeting is held.
- B. Board can only discuss those items listed on the executive session agenda and as limited by law.
- C. Information during executive session **must** remain confidential.

#### **XIV. MEDIA INQUIRIES TO THE BOARD AND INDIVIDUAL BOARD MEMBERS**

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

#### **XV. RESPONSE TO LETTERS**

- A. The DISD 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.

#### **XVI. REQUIRED BOARD MEMBER TRAINING**

- A. Board of Trustee members are required to complete training as specified in Education Code 11.159 and Policy BBD.
  - 1. At least 10 hours of continuing education in first year.
  - 2. At least 5 hours of continuing education each year following the first year.

#### **XVII. NEW BOARD MEMBER ORIENTATION**

- A. The Superintendent or his/her designee will conduct a pre-election information meeting with all school board candidates to inform them of training regulations, TASB Candidate Forum workshop dates, TASB materials for candidates, form filings, Board Code of Conduct, major Board activities, first few meeting dates and retreat dates.
- B. Education Service Center, Region 20 will conduct the District Orientation for new Board members who will supply training materials from the Texas Association of School Boards (TASB).
- C. The Board President will coordinate an orientation meeting for the new Board members.
- D. The Superintendent will coordinate a meeting for the new Board members with members of the Superintendent's Cabinet.
- E. The new Board members will attend the Board/Superintendent Team Building Retreat scheduled following the election.
- F. The Board President will assign a Board mentor for all new Board members.

#### **XVIII. 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 ordinary parents, so
  - 1. Board members should make it clear that they are acting as a parent.
  - 2. Board members should not request nor accept extraordinary consideration for their student.
- B. Board of Trustee members follow the same chain of command as non-board members.

#### **XIX. REVIEWING BOARD OPERATING GUIDELINES**

- A. Standard Board Operating Guidelines will be reviewed and updated as needed at the November Board Meeting.

#### **XX. GOAL SETTING**

- A. A goal setting workshop will be conducted annually to develop long and short term plans for the district.
- B. Superintendent priorities will be based on goals each year.
- C. The Board will conduct an annual and semi-annual review of the district's goals.