



West Oso Independent School District **Board Operating Procedures**



The Board of Trustees is the corporate policy making body for the school district, including the Superintendent and staff, providing the leadership to ensure implementation of Board policies. The Board is the official representative of the community. The Board's goal is to ensure quality educational opportunities for all students in the district and function according to state and federal laws, regulations of the State Board of Education, the State Commissioner of Education, and the State Board of Educator Certification.

A structured approach to developing a vision for the district and setting goals is enhanced by first developing a system of standard operating procedures. The West Oso ISD Board of Trustees adopts these guidelines as Standard Operating Procedures to effectively communicate with staff and patrons of the district.

I. Developing Board Meeting Agenda

A. Placing items on the agenda

1. 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.
2. Any Trustee may request that a subject be included on the agenda for a meeting.
3. The deadline for submitting items for inclusion on the agenda is noon of the sixth calendar day before regular meetings and noon of the third calendar day before special meetings.
4. 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.

B. Items for Closed Session

1. All personnel issues must be conducted in a closed session, unless specifically required by Texas Open Meetings Act.
2. Anything that violates the right to privacy, i.e., Texas Open Records Act, cannot be placed on the agenda and/or discussed in open session.
3. Other matters exempt by Sub-Chapter D of the Open Meetings Act that will have a detrimental effect on the position of the District, i.e., attorney – client privileges.

II. Conduct During Board Meetings

(Four members present constitute a quorum for a meeting. The Board President presides over the board meeting. In the absence of the Board President the Vice-President would conduct the meeting. In the absence of the Vice-President the Secretary would conduct the meeting. In the absence of the Board officers, the Board member with the most tenure will conduct the meeting.)

- A. Citizens addressing the Board
 - 1. A citizen may address the Board on an agenda or non-agenda item by completing the form located inside the Administration office and giving the form to the Board President before the meeting begins. Each speaker is limited to three minutes.
 - 2. If five (5) or more citizens sign up to address the Board on a single item, a spokesperson will be selected to speak for the group.
 - 3. The Board President may request the Superintendent to respond to concerns of citizens at the meeting.

- B. Board response to citizens addressing the Board
 - 1. The Board President, when necessary, may direct the Superintendent to investigate item(s) and report back to the Board through transmittal or at a designated meeting.
 - 2. The Board President shall recognize Board members prior to any member asking clarifying questions or making statements to the Board.

- C. Discussion of individual employees or students by the Board or audience
 - 1. The Board shall not allow negative comments of individual employees in public session.
 - 2. The Board shall not allow negative comments of individual students in public session.

- D. Hearings and Public Hearings
 - 1. During public hearings, the Board is assembled only to gather information.
 - 2. The Board will not answer questions or enter into dialogue except with their attorney in the case of an employee hearing.
 - 3. Rules for the public hearing will be strictly adhered to:
 - a. Board will limit response to five minutes per testifier.
 - b. Board will not accept written (signed) or oral testimony.
 - c. Board will not allow duplicate testimony.
 - d. Board will not allow any derogatory comments.

- E. Board shall observe the parliamentary procedures in Robert's Rules of Order, revised, Bantam Edition / November 1986.
 - 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 has the right to recognize a Board member prior to giving their comments

III. Voting

- A. The Board President may vote on all action items.
- B. In case of a tie vote, the item is tabled. The President may bring the item back to the Board on a subsequent agenda.

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 the information and/or report and disseminate it in a timely manner to the Board.
- C. Board members are encouraged to advise the Superintendent of questions or concerns on agenda items before the Board meeting.

V. Citizens Request/Complaint to Individual Board Member

- A. Any Board member approached with a complaint by a citizen may hear the full complaint of persons involved, including date, time, and place for full understanding 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 the situation goes before the Board.
- B. The administrators shall communicate with the citizen in a timely manner and follow-up with the Board.

VI. Employee Request/Complaint to Individual Board Member

- A. Any Board member approached by an employee with a complaint should:
 - 1. Issue chain of command to employee.
 - 2. Remind employee of due process and that the Board Member must remain impartial in case the situation goes before the Board.
- B. Refer employee to appropriate person in the chain of command.
- C. Board member should advise Superintendent in timely communication to provide a quick resolution.

VII. Board Member Visit to School Campus

- A. Board members are encouraged/expected to attend PTA and other special events on campuses to represent the Board in support of activities.
- B. Board members are not to go into teachers' classroom or campuses for the purpose of evaluation or investigation.

- C. Board members must notify the superintendent of visits to campuses when they are not attending a scheduled activity.

VIII. Communications

- A. Superintendent will meet with the Board President on a routine basis.
- B. Superintendent will communicate with all members via weekly transmittals.
- C. Superintendent will communicate information in a timely fashion to all Board members.
- D. Requests to Superintendent from Board President will be distributed to all Board members.
- E. Board is encouraged to communicate with Superintendent via telephone Calls, personal visits or transmittals.
- F. Board will communicate with the community through public hearings, regular Board meetings and regular publications.
- G. Individual Board members cannot speak in an official capacity outside the Board Room.
- H. Board members will not communicate among Board members concerning School Board business via email, fax or any other means that may be considered in violation of the Texas Open Meetings Act.

IX. Evaluation of Superintendent

- A. Board President obtains input from all members of the Board on the approved indicators on the Superintendent's evaluation.
- B. An evaluation is conducted in closed session.
- C. A Formative Superintendent Evaluation will be conducted in July and a Summative Superintendent Evaluation will be conducted in January of each year.

X. Evaluation of the Board

- A. An evaluation of the Board is an assessment of the completion of goals established by the Board and working relationship with the Superintendent.
- B. The evaluation of the Superintendent is an indication of the success the Board is having in meeting established goals.

XI. Role and Authority of Board Member and/or Board Officers

(Set down by state statute)

- A. No Board member or officer has authority outside the Board meeting.
- B. No Board member can direct employees in regard to performance of duties.
- C. The Board President shall:
 - 1. Preside at all Board meetings.
 - 2. Appoint committees.
 - 3. Call special meetings.
 - 4. Sign all legal documents required by law.
- D. The Vice President shall act in the capacity of the President in the absence of the President.
- E. The Secretary shall:
 - 1. Keep accurate records of executive session Board meetings.
 - 2. Call meetings and act in the capacity of the President, in the absence of the President and Vice-President.
 - 3. Countersign all warrants.

XII. Role of Board in Closed Session

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

XIII. Media Inquiries to the Board

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

XIV. Anonymous Phone Calls and/or Letters

The West Oso ISD 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. Confidentiality is strictly maintained when possible.

XV. Reviewing Board Operating Procedures

Standard Board Operating Procedures will be reviewed and updated in June of each year and will be part of Board training. These procedures may be modified at anytime by a 2/3 vote of the Board. Interpretation of Board Operating Procedures will be at the sole discretion of the Board.

(Revised on October 19, 2009)