

# Skidmore-Tynan ISD Board Operating Procedures

Amended by the Board of Trustees (August 27, 2007)

## PREAMBLE

It is essential to the smooth and efficient functioning of the District that Board Members thoroughly understand and adhere to their proper role, which is to govern and oversee the management of the District. Board members may not attempt to exercise individual authority over the District, and members' interactions with the Superintendent or staff must recognize the lack of authority vested in individuals except when explicitly Board authorized. Board members are prohibited from participating in the day to day operations of the school district. The governance framework for Skidmore-Tynan ISD is set forth in Policies BA, BAA, BBB, BBE, BBF, BE, BEC, BED, and in the Skidmore-Tynan ISD Board Code of Ethics and Board Operating Procedures.

In addition to and in conjunction with the Board Code of Ethics, the following procedures will govern the conduct of the Skidmore-Tynan ISD Board of Trustees:

## DEVELOPING THE BOARD MEETING AGENDA

### **Placement of Items on the School Board Agenda**

- Any trustee may request that a subject be included on the agenda for a meeting.
- 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.
- The Board President shall not have the authority to remove from the agenda a subject requested by a Trustee without that Trustee's specific authorization.

### **Items Which Cannot Be Placed on the School Board Agenda**

- All personnel issues must be conducted in an executive session unless specifically required by the Texas Open Meetings Act.
- Any item that violates the right to privacy, as defined by Texas Open Meetings Act and Texas Open Records Act, cannot be placed on the agenda.

## **Proper Use of Consent Agenda**

- The School Board may consider routine items as part of its consent agenda. For example:

Annual renewals of Region 2 and TEA items  
Gifts, donations, and bequests  
Minutes of regular and special Board meetings  
Routing vendor contracts  
Routine budget amendments  
Routine bid recommendations

## **MEMBER CONDUCT DURING BOARD MEETINGS**

### **Patrons Addressing the School Board**

Patrons may address the Board by:

- Patrons may address the Board by submitting a request, in writing, to the Superintendent, according to Board Policy guidelines. Those items will be heard during the Public Forum portion of the agenda.

### **Response to Patrons Addressing the School Board**

- Board members may hear patrons' comments and may recite factual information or existing policy, but the Board shall not deliberate or decide regarding any subject not included on the agenda.
- The Board may direct administration to investigate item(s) and report back to the Board at a designated meeting.

### **Discussion of Employee or Student Performance**

- The Board will not entertain comments on individual District personnel in public session.
- The Board will not entertain comments on individual students in public session.

## **Hearings and Open Forums**

- During hearings and/ or open forums, the Board is assembled to gather input only.
- Rules for the open forum will be strictly adhered to, as follows:  
The Board will limit response to 3 minutes per individual testimony, with a 15 minute total time allotment for public forum per meeting.

The Board will prohibit duplicate testimony.

The Board will prohibit derogatory comments.

## **Use of Parliamentary Procedures**

Each Board Member will conduct him/herself according to standards outlined in Robert's Rules of Order. A copy of the document can be provided to each Board member upon request.

## **Discussion of Motions**

- The Board President must recognize a Board member before s/he may comment on a motion.
- All discussions shall be directed solely to the business under deliberation.
- The Board President is responsible for keeping the discussion focused on the motion at hand and shall halt discussion that does not apply to the business before the Board.

## VOTING ON SCHOOL BOARD ISSUES

All Board members including the President are encouraged to vote on all action items, except when there is a legal conflict of interest. Any member may abstain from voting, and a member's vote or failure to vote shall be recorded upon that member's request.

## BOARD MEMBERS REQUEST FOR INFORMATION OR REPORT

The Board President may, based on an emergency, request a special report.

The Board will develop any specific criteria for staff reports.

Requests for reports by individual Board members can be made by a majority of the Board.

The Superintendent will gather information and/or reports and disseminate them in a timely manner to the entire Board.

## CITIZEN CONTACT WITH INDIVIDUAL BOARD MEMBERS

The Board member will hear the citizen's request/complaint for full understanding of persons involved, date, and place, then:

- Repeat the problem back, verbatim, to the citizen.
- Review the chain of command with the citizen.

Remind the citizen of due process and that the Board member must remain impartial in case the situation ultimately comes to the Board for discussion or a decision.

The Board member should notify the Superintendent of the citizen's request/complaint within 24 hours, if appropriate.

Superintendent will respond in a timely manner to the citizen/Board member.

## EMPLOYEE CONTACT WITH INDIVIDUAL BOARD MEMBERS

The Board member will hear the employee's request/complaint for full understanding of persons involved, date, and place, then:

- Repeat the request/complaint back, verbatim, to the employee.
- Review the chain of command with the employee.
- Remind the employee of the due process procedure and remain impartial.
- Board member should notify the Superintendent of the employee's request/complaint within 24 hours.

## SITE VISITS BY INDIVIDUAL BOARD MEMBERS

All Board members are encouraged to attend school or departmental events as their time permits. Individual Board members will not visit individual classrooms for the purpose of evaluation. Individual Board members will not visit buildings, classrooms or other workstations, unannounced.

Board members will notify the Superintendent or building principal of a planned visit.

## SCHOOL BOARD COMMUNICATIONS

The Board is committed to and encourages community input through surveys, public forums, and ongoing communications activities.

The Board President will meet with the Superintendent on a routine basis to discuss issues in the District.

Requests from the Board President to the Superintendent will be distributed to all Board members.

The Board will be candid and open in all communications with the Superintendent.

The Board will communicate with its community through public hearings, regular Board meetings, the news media and regular publications.

Individual Board members may not speak in an official capacity outside the Board room.

Board Agenda packets, including information, documents, or booklets, which are relevant to an agenda item up for consideration at a Board meeting, shall be distributed to Board Members and Administrators prior to being distributed to the public.

#### EVALUATION OF THE SUPERINTENDENT

The Board President will obtain input from all other members on Board-approved indicators.

The Superintendent's evaluation will be conducted in January of each year in Executive Session.

#### EVALUATION OF THE SCHOOL BOARD

The Superintendent and the Board evaluations are the same. The TEAM OF EIGHT concept is compelling!

Evaluation of the Board will be conducted in Executive Session by consensus.

Evaluation of the Board will be conducted every December.

#### CRITERIA AND PROCESS FOR SELECTING BOARD OFFICERS

The Board shall elect a President, a Vice-President, and a Secretary who shall be members of the Board. Officers shall be elected by majority vote of the members present and voting.

At the first meeting after each election and qualification of Trustees, the members of the Board shall organize by selecting a president, a secretary, and other such officers and committees as the Board may deem necessary.

ROLE AND AUTHORITY OF BOARD MEMBERS/OFFICERS (as set by State statute)

No Board member or officer has authority as such, except when the Board meeting is in session.

No Board member can direct employees in regard to performance of their duties.

The President shall preside at all Board meetings, appoint all Board committees, call special meetings and sign all legal documents required by law.

The Vice President shall act in the capacity of the President in his/her absence.

The Secretary is responsible for ensuring an accurate record of Board meetings as submitted to Trustees by the District's recording secretary. The secretary shall act in the capacity of President in the absence of the President and the Vice President.

No Board member will speak for another Board member.

The Board of Trustees may appoint the Superintendent or a citizen of Skidmore-Tynan ISD to represent the school district on other governing boards. (Added March 7, 2005).

ROLE OF THE BOARD IN EXECUTIVE SESSION

The Board may discuss only those items listed on the Executive agenda and as limited by law.

All Board votes must be made in public session.

Information received during Executive Session must remain confidential.

MEDIA INQUIRIES TO THE BOARD

On issues before the Board, the Board President can be the official spokesperson for the Board to the media.

ANONYMOUS PHONE CALLS

The Board encourages input; however, anonymous calls or letters will not receive Board attention, discussion or response and will not result in directives to the administration.

### RESPONSE TO SIGNED LETTERS

Only signed letters will be forwarded to the Superintendent, and a response, using a standard format, will be sent by the Board member. The Superintendent will respond and send a copy to the full Board.

### REVIEWING BOARD OPERATING PROCEDURES

Standard Board Operating Procedures will be reviewed and updated annually.

All new Board members will be given a copy of the Board Code of Ethics and Operating Procedures prior to or at the new board member's first board meeting.

### BOARD WORK SESSIONS

Team of Eight Training: The entire Board, including all Board Members, shall annually participate in a team building session of at least 3 hours in length. The purpose of the team building session is to enhance the effectiveness of the Board/Superintendent team.