

**BOARD OF SCHOOL TRUSTEES
STANDARD OPERATING
PROCEDURES**



These procedures serve the purpose of highlighting frequently addressed issues regarding the Board.

In any case where these procedures are found to be in conflict with the AISD Policy Manual, the Policy Manual controls.

Modified February 27, 2006

1. **GOVERNANCE**

A. The Allen ISD Board of Trustees is committed to a participative, process-driven governance style. Board level decision-making processes shall therefore include the following elements to whatever extent is practical and appropriate for the matter at hand:

- Clearly stated objectives
- Reconciliation with policy and past practice
- Board approved parameters
- Timeline
- Data gathering
- Stakeholder input
- Communication plan

B. In each instance, staff shall facilitate the process and make recommendations with oversight and decision-making authority retained by the Board. Examples of decisions that fall under this umbrella include, but are not limited to, budget, calendar, attendance zone realignment, and facilities needs assessments.

C. It is the expectation of the Board that participative, process-driven decision-making should flow down through the organization at each level as appropriate.

2. **DEVELOPING MEETING AGENDA** (BE Local)

A. Who can place items on the agenda

1. Tentative agendas are created by administration & presented to the Board one month in advance for discussion and modification.
2. Board members may request to Board President, in advance, any item they wish to have considered for placement on the agenda.
3. Board President alone can place an item on the agenda. If two Board members request an item for the agenda, Board President will place it on the agenda.
4. In accordance with the Texas Open Meetings laws, no member can place an item on the agenda less than 72

hours in advance of the meeting, except in an emergency as per the Texas Government Code.

- B. Items that cannot be on the Open Session agenda
 - 1. All personnel issues must be conducted in an Executive Session unless specifically required by the Texas Open Meetings laws.
 - 2. Anything that violates the right to privacy, i.e., Texas Open Meetings Act, Texas Open Records Act, cannot be placed on the agenda.
- C. Use of Consent Agenda
 - Routine Items
 - Annual Renewals of Region 10 and TEA Items
 - Budget Amendments
 - Tax Refunds for more than \$500
 - Gifts, Donations, and Bequests
 - Financial Information
 - Minutes of Regular and Special Board Meetings
 - Minutes of Joint Meetings with the City of Allen
 - Routine Personnel Items
 - Routine Bid Recommendations
- D. The Board shall maintain an agenda planning calendar which is reviewed at least annually.
(BQ Legal, BQA Legal, BQA Local, BR Legal)

3. CONDUCT DURING BOARD MEETINGS (BE Legal)

- A. Patrons may address the Board by: (BED Local)
 - 1. Requesting that an information item (non-action) be placed on the agenda by submitting a written request to the Superintendent. The Board President will, at his/her sole discretion, (i) designate when the information item will be heard, and (ii) set a time limit for discussion involving the information item.
 - 2. Registering in writing to speak at the beginning of a Board meeting. Typically, the Board President will allow up to a total of thirty minutes for all patrons to speak. However, individual patrons will be allowed no

more than five minutes to speak. The Board President may modify these times at his/her discretion.

- B. Board response to patrons addressing the Board (BE Legal, BED Local)
 - 1. In accordance with the Texas Open Meetings Act, Board members can hear comments from patrons, but may not engage in discussion on any topic that is not on the legally posted agenda.
 - 2. Board President recognizes all Board members prior to any Board member asking clarifying questions.
- C. Discussion of Employee Performance (Board/Audience)
 - 1. The Board will not entertain negative/inappropriate comments on individual personnel in public session.
 - 2. The Board will not entertain negative/inappropriate comments on individual students in public session.
- D. Hearings 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 5 minutes per testifier
 - b. Board will accept written and/or oral testimony
 - c. Board will not allow duplicate testimony
 - d. Board President and/or Board's attorney is sole judge.
 - e. Board will not allow any derogatory comments.
- E. Board may observe the parliamentary procedures in Robert's Rules of Order (BE Local)
- F. Discussion of motions: (BE Local)
 - 1. All discussions shall be directed solely to the business currently under discussion.
 - 2. The Board President has the responsibility of keeping 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.

- E. Board will communicate with its community through public hearings, regular Board meetings, and regular publications.
- F. Individual Board members cannot speak in an official capacity outside the Board Room.

8. EVALUATION OF THE SUPERINTENDENT

(BJCD Legal, BJCD Local)

- A. Board President obtains input from all other members on Board approved indicators.
- B. Evaluation is conducted in Executive Session by consensus in accordance with state law and local policy.
- C. The Board and Superintendent agree to follow a timeline of quarterly evaluations of the Superintendent.
 - 1. July – Formative Six Month Review
 - a) Superintendent delivers a final update on the Superintendent’s strategic objectives that are aligned with the Board’s goals.
 - b) Superintendent will present Superintendent’s strategic objectives for the next school year for discussion and clarification.
 - c) Verbal feedback from the Board is offered to the Superintendent.
 - 2. October
Superintendent reviews the planning framework and action plans and updates the Board on the progress toward each of the Board’s goals, and Superintendent’s objectives. Board may offer feedback and seek clarification.
 - 3. January – Summative Six Month Review
 - a) Superintendent shares an in-depth review on the progress of the action plans in place to accomplish the goals and objectives outlined.
 - b) Written evaluation is presented to Superintendent by the Board President in Executive Session.

c) Board may take action in Open Session to extend Superintendent's contract and make salary adjustments.

4. April

Superintendent reviews the planning framework and action plan and updates the Board on the progress toward each of the Board's goals and Superintendent's objectives. Board may offer feedback and seek clarification.

9. EVALUATION OF THE BOARD (BG Local)

A. At least annually, the Board shall conduct a self-evaluation of Board and Board member performance. The evaluation shall consider such items as role recognition, relationship with others, performance at Board meetings, and self-improvement activities.

10. BOARD OFFICER ELECTION (BDAA Legal)

A. Election of Board Officers is held in May of each year for the following year.

11. ROLE AND AUTHORITY OF BOARD MEMBER AND/OR BOARD OFFICERS

A. No Board member or officer has authority outside the Board meeting. (BBE Legal)

B. No Board member can direct employees in regard to performance of their duties. (BBE Local)

C. Board Members as Parents

1. When communicating with staff, make it clear that you are acting as a parent and not as a Board member.

2. Individual Board members must not request, expect nor require extraordinary consideration for their children due to their position.

D. All Board members are expected to complete all continuing education requirements. (BBD Legal)

E. PRESIDENT (BDAB Legal, BDAB Local)

1. Shall preside at all Board meetings

2. Shall cause committees to be formed when deemed necessary
 3. Shall call special meetings, and
 4. Shall sign all legal documents required by law.
- F. VICE-PRESIDENT (BDAC Local)
1. Shall act in capacity of President in absence of President.
- G. SECRETARY (BDAD Local)
1. Shall keep accurate record of Board meetings
 2. Acting in absence of President and Vice-President, the Secretary shall call meeting and act as presiding officer.

12. ROLE OF BOARD IN EXECUTIVE SESSION

- A. Board can only discuss those items listed on the executive agenda and as limited by law.
- B. Board must vote in public session.
- C. Information during Executive Session must remain confidential.

13. INQUIRIES TO THE BOARD

- A. From a citizen or employee: (BBE Local)
 1. The Board member should hear the problem.
 2. Remind the citizen of due process and that the Board member must remain impartial in case the situation goes before the Board.
 3. Refer citizen to appropriate person/chain of command.
 4. Report to the Superintendent as appropriate.
- B. From the media:

The Board President shall be the official spokesperson for the Board to the media on issues of media attention. All Board members may respond to the media on matters of general interest to express their individual perspectives.

14. REVIEWING BOARD OPERATING PROCEDURES

- A. Standard Board Operating Procedures will be reviewed annually and updated as needed

QUICK REFERENCE PHONE DIRECTORY

Dr. Jenny Preston Work# 727-0513

<u>Name</u>	<u>Work #</u>
Tim Carroll	727-0510
Bob Curtis	727-0363
Ken Helvey	727-7115
Dr. Brad Lancaster	727-0485
Sheri Sides	727-0533
Steve West	727-0520

<u>School/Building</u>	<u>Phone</u>	<u>Principal/Director</u>
AHS	727-0407	Steve Payne
Anderson Elem.	396-6924	Karin Holacka
Bolin Elem.	214-495-6750	Karen McLarty
Boon Elem.	747-3331	Tammie James
Boyd Elem.	727-0560	Debby Moore
Chandler Elem.	747-3343	Cindy Blair
Curtis MS	727-0340	Becky Kennedy
Dillard Center	727-7163	Dan Bono
Ereckson MS	747-3308	Dave Vroonland
Ford MS	727-0590	Sandra McCoy-Jackson
Green Elem.	727-0370	Susan McDaniel
Kerr Elem.	214-495-6765	Ardath Streitmatter
Lowery Center	396-6975	Kelli Schreffler
Marion Elem.	214-495-6784	Polly Montgomery
Norton Elem.	396-6918	Sandra Cheek
Reed Elem.	727-0580	Kim McLaughlin
Rountree Elem.	727-0550	Cristie McClain
Story Elem.	727-0570	George Junco
Vaughan Elem.	727-0470	Pam Hale
Transportation	727-0542	Carl Cater
Materials Mgmt	727-0540	Fred Hamrick
Special Programs	727-0490	Patti Frair
Student Advocacy	727-7115	Kent Turner
Accountability	727-7115	Dr. Maroba Zoeller
Student Nutrition	727-0545	Dorothy Thompson



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