

Allen Independent School District

BOARD OF TRUSTEES OPERATING PROCEDURES



**Allen Independent School District
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Approved: June 22, 2015
Reviewed: June 4, 2018

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BOARD OF TRUSTEES OPERATING PROCEDURES

AISD Board meetings are generally held on the fourth Monday of each month unless otherwise rescheduled by the Board.

I. Board Meeting Agenda

- A. Board draft agendas for Regular meetings are created by the Superintendent and Board President, and presented to the Board one month in advance of the regularly scheduled Board meeting for discussion and modification.
- B. Individual Board members may submit agenda items to the Board President no later than two weeks prior to the scheduled board meeting.
- C. The Board President alone can place an item on the agenda. If two Board members request an item for the agenda, the Board President will place the requested item on the agenda.
- D. Before the official agenda is finalized for any meeting, the Superintendent consults with the Board President to ensure that the agenda and the topics included meet with the President's approval. In reviewing the preliminary agenda, the President shall ensure that any topics the Board or individual Board members have requested to be addressed are either on that agenda or scheduled for deliberation at an appropriate time in the near future. The Superintendent shall not have authority to postpone or remove from the agenda a subject requested by a Board member without those Board members' specific authorization.
- E. In accordance with the Texas Open Meetings Law, no Board member can place an item on the agenda less than 72 hours in advance of the posted meeting, except in an emergency.

II. Consent Agenda

- A. A consent agenda shall include items of a routine 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upon by one vote without separate discussion, unless a Board member or the Superintendent requests that an item be withdrawn for individual consideration. The remaining items shall be adopted by one collective vote. Examples include:

- Routine items
- Annual renewals of Region 10 and TEA items
- Budget amendments less than \$75,000
- Financial information
- Minutes of regular and called Board meetings
- Updates of Board Policy
- Routine personnel items
- Routine bid considerations

B. The Board shall maintain an agenda planning calendar which is reviewed annually. (BQ Legal, BQA Legal, BQA Local, BR. Legal)

III. Executive (Closed) Session (BEC Legal)

A. Executive Sessions shall include only items allowed by law and policy.

B. All personnel issues will be conducted in Executive Session unless otherwise required by law.

C. All other issues that violate the right to privacy or specific legal issues will be conducted in Executive Session unless otherwise required by the Texas Open Meetings Act.

D. No vote may be taken in Executive Session.

E. All information provided and opinions shared in Executive Session shall remain confidential unless otherwise agreed upon by the Board. Non-compliance may result in private and or public censure.

IV. Community, Citizens Addressing the Board

A. Citizens may address the Board on any item during the Citizen/Community Participation (Open Forum) portion of the agenda by completing the audience participation form prior to the start of the meeting. The Chief Information Officer will be responsible for ensuring that the request form is completed and submitted to the Board President.

B. Guidelines for addressing the Board will be adhered to and the President will emphasize the guidelines to the public.

1. Individual comments are limited to five minutes. Total time allotted for comments on the same subject will be 30 minutes. The Board President may modify these times at his/her discretion. Time will be kept by the Board Secretary.

2. The Board will accept communication in written as well as oral formats.
3. Delegations of more than five people addressing the same topic shall appoint one person to present their views before the Board.
4. The Board will not entertain negative comments on individual personnel in public session.
5. The Board will not entertain negative comments on individual students in public session.
6. Citizens should use appropriate campus and administration channels before bringing concerns to the attention of the Board.
7. Citizens may request that an information item (non-action) be placed on an agenda by submitting a written request to the Superintendent. The Board President will approve the request or refer it to the whole Board at a future Board meeting to determine if it is appropriate for Board discussion.

V. Board Response to Citizens Addressing the Board (BE Legal, BED Local)

- A. Administration team members may present specific facts or existing policy.
- B. The Board shall not deliberate, discuss, or make a decision on any subject that is not on the meeting agenda.
- C. The Board President should direct the Superintendent to have items investigated and report back to the Board.
- D. The Board President will recognize all Board members prior to any Board member asking clarifying questions.

VI. Voting

- A. The Board may 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. (BE Local)
- B. The Board President will request a motion, a second, and any discussion on agenda action items. After all discussion, a vote is requested by the Board President.
- C. Discussion of motions.

1. All discussions 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.
- D. The Board President shall recognize Board members prior to giving their comments.
- E. The Board President will vote on all action items.
- F. Majority vote wins. Any member may abstain from voting. When tie votes occur, the agenda item will return on the next agenda as an action item.
- G. All Board members are expected to present and conduct themselves in a dignified and professional manner.

VII. Role/Authority of Board Members and Board Officers

- A. Board members have no authority outside of the Board meeting.
- B. Board members cannot direct employees regarding performance of employees' duties. However, the board as a whole may direct the Superintendent.
- C. President
1. Shall preside at all Board meetings.
 2. May ask for volunteers for various committee assignments to be ratified by vote.
 - a. Committees shall contain no more than three Board members.
 - b. Individual Board members may serve on various school, civic and community committees and/or boards. However, School Board members shall not serve in an executive officer position on any boards or committees associated with the district. (BDB Local)
 3. Shall call special meetings.
 4. Shall sign all legal documents required by law.
 5. Shall countersign all warrants for District money drawn upon the depository by order of the Board.

6. Shall have the right to discuss, make motions and resolutions, and vote on all matters coming before the Board.

D. Vice President

1. Shall act in the capacity and perform the duties of the President of the Board in the event of the absence or incapacity of the President.
2. Shall automatically become President of the Board if a vacancy in that office occurs until an election occurs to fill the President position. (BDAA Legal)
3. Shall perform other duties as directed by the Board.

E. Secretary

1. Shall keep, or cause to be kept, an accurate record of the proceedings of each Board meeting.
2. Shall send, or cause to be sent, notices of Board meetings.
3. In the absence of the President and Vice President of the Board, shall call the Board meeting to order and serve as the presiding officer.
4. Shall sign all legal documents required by law.
5. Perform other duties as directed by the Board.

F. Board Members as Parents

1. When communicating with staff, make it clear that you are acting as a parent and not a Board member.
2. Individual Board members must not request, expect, or require extraordinary consideration for their children due to their position.

VIII. Individual Board Member Request for Information or Report

- A. An individual Board member, acting in the official capacity of a Board member, shall have the right to reasonably seek information pertaining to district fiscal affairs, business transactions, governance, and personnel matters, including information that may be properly withheld from members of the general public in accordance with the Public Information Chapter of the Government Code.
- B. Individual members shall not have access to confidential student records unless the member is acting in the official capacity of a Board member and has

a legitimate educational interest in the records in accordance with policies. (FL Legal and FL Local)

- C. Individual members shall seek access to records or request copies of records from the Superintendent. When a custodian of records other than the Superintendent provides access to records or copies of records to individual Board members, the provider shall inform the Superintendent of the records provided.
- D. Individual members shall not direct or require District employees to prepare reports derived from an analysis of information in existing District records or to create a new record compiled from information in existing District records. Directives to the Superintendent or custodian of records regarding the preparation of reports shall be by Board action.
- E. District information provided to the Board shall be used for District purposes only.
- F. Information requested by a Board member will be provided to all Board members.
- G. All requests for information from Staff will go through the Superintendent.

IX. Citizen Request or Complaint to Individual Board Member

- A. The Board member should hear the citizen's problem for full understanding of people involved, date and place.
- B. The Board member will remind the citizen of due process and encourage the citizen to communicate with the appropriate district officials while reminding the citizen that each Board member must remain impartial.
- C. The Board member will refer the citizen to the appropriate person and notify the Superintendent. The citizen must go through the chain of command. (BBE Local)
- D. Written requests or complaints will be referred to the Superintendent for appropriate follow-up. (BBE Local)

X. Employee Request or Complaint to Individual Board Member

- A. The Board member will hear the employee's problem for full understanding of people involved, date and place.

- B. The Board member will remind the employee of due process and encourage the employee to communicate with the appropriate district officials while reminding the employee that each Board member must remain impartial.
- C. The Board member will refer the employee to the appropriate person and notify the Superintendent. The employee must go through the chain of command. (BBE Local)
- D. Written requests or complaints will be referred to the Superintendent for appropriate follow-up. (BBE Local)

XI. Board Member Visit to School Campus

- A. All Board members are encouraged to visit schools and attend school events.
- B. Board members may visit any campus after properly checking with the building Principal. Board members are asked to sign-in at the front reception desk of each campus being visited.
- C. Board members may visit teachers' classrooms and interact with the teacher as long as there is no disruption to the instructional process and the visit is not intended to evaluate.
- D. Board members shall not make requests of teachers or school District organizations. Requests of teachers or District organizations shall be made through the Superintendent.

XII. Board and Superintendent Communications

- A. The Superintendent will communicate with the Board as a whole or as individual Board members.
- B. The Superintendent will communicate with the Board as soon as possible on emergencies via e-mail, phone, or personal contact. The Superintendent may communicate with the Board President, and the President communicates with the Board.
- C. The Board will keep the Superintendent and Board President informed.
- D. The Board will communicate with the community through public hearings, presentations, civic clubs, regular Board meetings, and regular publications.
- E. Individual Board members cannot speak in an official capacity for the Board outside the board room or a called Board meeting.

- F. The Superintendent and Board president will communicate information in a timely fashion to all Board members.

XIII. Board Members' Standard of Behavior and Code of Conduct

- A. Any time four or more Board members are gathered to discuss district business, it is considered a meeting which must comply with the Texas Open Meetings Act.
- B. Board members shall be knowledgeable of and abide by the Board of Trustees' Code of Ethics (see Addendum I) and the code's implication of a Board members day-to-day actions.
- C. The Board President shall present a copy of the Board Operating Procedures and the Code of Ethics to each Board member after each Board election.
- D. Board members shall share with each other and the Superintendent the information received from training sessions and conferences.
- E. Each Board member shall sign an annual 'Statement of Disclosure' according to Board Policy. (BBFA Legal) and (BBFA Local)
- F. The Board President shall communicate with the Board's attorney, as needed, unless otherwise determined by the entire Board.

XIV. Board Review and Evaluation of the Superintendent

- A. Superintendent's Contract
 - 1. The Superintendent's contract will be reviewed in April of each year, unless otherwise determined by the Board.
 - 2. The Superintendent's term of contract and salary adjustments will be considered in the April review, unless otherwise determined by the Board.
- B. Superintendent's Evaluation
 - 1. The Superintendent evaluation will be conducted on an annual basis as specified in the Superintendent's contract.
 - 2. The Board President shall provide Board members a copy of the Superintendent's evaluation with directions to complete and return to the Board President.

3. The evaluation will be conducted in Executive (Closed) Session.
4. The individual Board member evaluation of the Superintendent and the final Board evaluation of the Superintendent will be presented to the Superintendent by the Board in Executive Session.

XV. Review or Evaluation of the Board

- A. The Board shall perform a self-review or evaluation in Executive (Closed) Session.
- B. The Board review shall take place annually prior to the August board meeting.
- C. The Board Operating Procedures and Board Member Code of Ethics shall be included in the review or evaluation.

XVI. Criteria and Process for Selecting Board Officers

- A. The Board shall elect a President, a Vice President, and a Secretary who shall be members of the Board. The Board may assign a District employee to provide clerical assistance to the Board. Board Officers shall be elected by majority vote of the members present and voting.
- B. Board Officers shall serve for a term of one year or until a successor is elected. Officers may succeed themselves in office. Each officer shall perform all legal duties of the office and other duties, as required by the Board.
- C. A vacancy among officers of the Board shall be filled by majority action of the Board. (BDAA Local)
- D. A Board member must serve one year before being eligible to serve in any Board officer position.

XVII. Media Inquiries

- A. The Superintendent shall be the official spokesperson for the District.
- B. The Board President shall be the official spokesperson for the Board.
- C. All Board members who receive calls from the media shall direct the calls to the Superintendent or Board President.

XVIII. Response to Communication

The AISD Board of Trustees shall encourage input. However, anonymous communications will not receive Board action, but may be forwarded to the Superintendent for appropriate follow up.

XIX. Violation of Board Operating Procedures

Any violation or infractions of the Board Operating Procedures will result in the following:

- A. Individual Board Members are encouraged to express their concerns about another member's performance directly to that member.
- B. If addressing the issue directly with the member does not resolve the concern, then discussion with the Board President is appropriate.
 - 1. The Board President shall discuss the concern with the individual in question on behalf of the reporting Board member, or shall moderate a discussion between the members. If a quorum of the Board is involved, the meeting must be posted and conducted in accordance with the Texas Open Meeting Act.
 - 2. The President shall remind the Board member whose behavior is in question about the adopted Code of Ethics and Board Operating Procedures and discuss how the questionable behavior does not comply with the Code. The discussion also will identify more appropriate alternatives to the questionable behavior or refer the Board member to policies or procedures that outline approved ways to deal with the issue that prompted the questionable behavior.
 - 3. If the Board member in question does not believe his or her behavior is in conflict with the Board's Code of Ethics and/or Operating Procedures, an agenda item specifying "evaluation of individual Board member's performance" may be listed on the agenda for an upcoming Board meeting.
 - 4. The Matter will be discussed by the full Board in closed session in an attempt to identify the behavior that may be inappropriate and discuss possible solutions or alternative approaches that may have a more positive impact on team cohesion and effectiveness, up to and including private and public censure.
- C. If the concern involves the Board President, a member may discuss his or her concerns with the Board Vice-President.

Addendum I

SCHOOL BOARD CODE OF ETHICS

Ethics for School Board Members

As a member of the Board, I shall promote the best interests of the District as a whole and, to that end, shall adhere to the following ethical standards:

Equity in Attitude

- I will be fair, just, and impartial in all my decisions and actions.
- I will accord others the respect I wish for myself.
- I will encourage expressions of different opinions and listen with an open mind to others' ideas.

Trustworthiness in Stewardship

- I will be accountable to the public by representing District policies, programs, priorities and progress accurately.
- I will be responsive to the community by seeking its involvement in District affairs and by communicating its priorities and concerns.
- I will work to ensure prudent and accountable use of District resources.
- I will make no personal promise or take private action that may compromise my performance of my responsibilities.

Honor in Conduct

- I will tell the truth.
- I will share my views while working for consensus.
- I will respect the majority decision as the decision of the Board.
- I will base my decisions on fact rather than supposition, opinion, or public favor.

Integrity of Character

- I will refuse to surrender judgment to any individual or group at the expense of the District as a whole.
- I will consistently uphold all applicable laws, rules, policies, and governance procedures.
- I will keep confidential information that is privileged by law or that will needlessly harm the District if disclosed.

Commitment to Service

- I will focus my attention on fulfilling the Board's responsibilities of goal-setting, policy-making, and evaluation.
- I will diligently prepare for and attend Board meetings.
- I will avoid personal involvement in activities the Board has delegated to the Superintendent.
- I will seek continuing education that will enhance my ability to fulfill my duties effectively.

Student-Centered Focus

- I will be continuously guided by what is best for all students of the District.

Allen ISD Board of Trustees

NORMS

- The Board will adhere to the highest ethical standards and hold itself accountable to students, staff and community.
- The Board will adhere to its role of governing through policy and support the management of the district by the Superintendent.
- The Board will support administration in creating a balanced budget which supports the district's vision for its students and provides competitive compensation for its employees.
- The Board will have 100% attendance at all meetings and workshops and be well prepared.
- Board members will be visible in the schools and in the community.
- The Board will exceed all minimum standards for training requirements individually and as a Team of 8.
- The Board will have 100% attendance at the TASB annual convention, or such training as decided by the Board.
- Board members will follow standard campus visitor management procedures.