

TORNILLO INDEPENDENT SCHOOL DISTRICT BOARD OF TRUSTEES

BOARD OPERATING PROCEDURES

- I. Developing Board Meeting Agendas:
 - A. Placing Agendas Items on Agenda
 1. Board Members will submit their proposed action items and policy changes to the superintendent. The Superintendent will provide all board members with information about the item, the administration's position and recommendations. Unless specifically pulled by the board member, or rescheduled by the Board President, the item will appear on the next regular board meetings agenda that occurs within thirty days after the item was presented to the superintendent.
 2. In accordance with Texas Open Meeting Laws, no member can place an item on the agenda less than 72 hours in advance of a meeting, except in an emergency as per Texas Government Code.
 - a. As noted, the 72 hour rule shall only be bypassed in emergencies.
 - b. Except in those emergencies, items must be submitted four (4) business days before the Board Meeting.
 3. The Trustee shall provide appropriate backup material for their agenda items. If backup material is not provided within the required timeline for the agenda, the item will not be placed on the agenda.
 - B. Items that cannot be on the agenda other than for Closed Session.
 1. All Personnel issues will be conducted in an executive session unless open session is specifically required by the Texas Open Meetings Act.
 2. Anything that violates right to privacy, as defined by Texas Open Meetings Act cannot be placed on the agenda.
 - C. Questions about Items and Administrative Response:
 1. Board requests for information prior to the Board meeting and after the Board receives their agenda packets should be addressed to the Superintendent and will be responded to before the meeting.
 2. Regardless of which member of the Board submits a request for additional information or clarification, the response will be communicated to all members of the Board. Such response will identify the individual Trustee making the request.
 3. Some major agenda items may be provided to the Board prior to the Board Meeting when final action is required. This is to allow the Trustees extra time to contemplate the measure.
 4. The Board President will point out those instances when a Trustee's questions could / should have been asked prior to Board meeting.

II. Member Conduct during Board Meetings

- A. As per policy, the Board will conduct its meetings using Robert's Rules of Order.
- B. If during a meeting, a Board member violates Robert's Rules of Order, the following disciplinary procedures will be enforced:
 - 1. The President or any member will warn the offending Trustee.
 - 2. If the offending Board member continues to be in violation, any member of the Board may call for public censure and removal from the meeting requiring a majority vote.
- C. The President will not recognize any member for personal privilege which is used to chastise, embarrass or disagree with another Board Member or an employee.
- D. Voting
 - 1. All members, including the Board President, will vote on all action items.
 - 2. A member will not abstain from voting except by legal right which must be stated by the Trustee who wishes to abstain at that time.
- E. Persons addressing the Board
 - 1. When a member or members of the public are disruptive they will receive a verbal warning from the Presiding Officer
 - 2. When a member or members of the public continue with a second infraction, the Presiding Officer will ask security to escort the person or persons off the premises and he /she may not return during the meeting.
- F. Agenda item discussion by Board members
 - 1. The member placing an item on the agenda will be allowed to make the motion and given the opportunity to discuss an item first. The intention is to save the board time by allowing that member the opportunity to explain their reasons for placing an item on the agenda
 - 3. The Presiding Officer or any Board Member, by point of order, will limit their discussion to the pros and cons of the item under discussion
 - 4. Time limits on discussion:
 - a. If time limits are imposed by the Presiding Officer, each member will be allowed to discuss an item for five minutes. If necessary, a second round of discussion for another five minutes can be called. No yielding of time will be allowed
 - b. If a member feels that the item requires additional time; the member may move that the Board extend the number of discussion rounds. Such a motion requires a second and a majority vote.

III. Information or report requested by Board member between Board meetings

- A. A Board member may request existing information and / or reports through the Superintendent. If the information does not exist in a compiled format and a report must be generated that will require more than one hour by staff, the request must be brought before the board.
- B. Any requested information to the school's attorney which will result in billing to the District must be requested through the Superintendent. If the item is directly related to the Superintendent, the President and an additional Trustee may request the information without additional approval.

- IV. Citizen request/complaint to individual Board member
 - A. When a citizen complains to a Board member, the Board member should:
 - 1. Remind the citizen of due process and that the Board member must remain impartial in case the situation goes before the Board.
 - 2. Refer the citizen to the Superintendent's Office.
 - 3. The Board member shall inform Superintendent of the complaint.
 - B. When appropriate, the Superintendent or designee shall communicate with the citizen in a timely manner and follow-up with the Board member.
 - C. The Board, individually or collectively shall promptly refer all significant criticism, complaints and suggestions, (regardless of the source) called to its attention to the Superintendent for study and appropriate action or recommendation. The Superintendent shall promptly investigate such matters and shall inform the Board of the results or status of such matters.

- V. Employee request/complaint to individual Board member
 - A. When an employee complains to a board member, the Board member should:
 - 1. Remind employee of chain-of-command.
 - 2. Remind employee of the due process procedure and remain impartial.
 - 3. Board member is encouraged to discuss the incident with Superintendent in a timely fashion.

- VI. Board member visits to school campus
 - A. Board members are encouraged to attend special events on campuses to represent the Board in support of activities.
 - B. Board members are not to go into teachers' classrooms or campuses for the purpose of evaluation or investigation.
 - C. Board members must check in the Principal's office just like any other visitor
 - D. Visits to campuses may require the accompaniment of the Superintendent.

- VII. Communications
 - A. The Board President will meet with the Superintendent on a routine weekly basis.
 - B. Information sent to any Board member will be distributed to all Board members. However, any Board member who has missed three consecutive meetings will not receive any written communications until he / she attends a Board meeting.
 - C. The Board will keep the Superintendent informed of school issues via telephone calls or personal visits.
 - D. The Board can communicate with the community through public hearings, regular Board meetings, Parent Chats and regular publications.
 - E. Individual Trustees cannot speak in an official capacity outside the Board Room nor attend meetings as a representative of the Board without prior authorization of the Board as a whole.
 - F. The Tornillo ISD Board of Trustees encourages input; however, anonymous calls or letters will not receive Board attention, discussion or response.
 - G. The Board, individually and collectively, shall not discuss public business or public policy over which the Board has control with employees of the District other than the Superintendent; unless the Superintendent is notified in advance and agrees to

such discussion. Further, the Board, individually and collectively, shall not discuss with anyone an employee's employment, assignment, reassignment, salary and benefits, evaluation, or other terms and conditions of employment with any employee other than the Superintendent; unless the Superintendent is notified in advance and agrees to such discussion. Furthermore, the Board agrees to address and resolve all disputes, disagreements, and complaints with the Superintendent in professional and legal matter.

VIII. Role of Board in Executive Session

- A. Agenda Posting for Executive Sessions: The posted agenda will list the topics to be discussed in executive session, as identified later in this Policy. Texas Government Code 551.041
- B. Entering Executive Session: The Board may enter into executive session after the following requirements have been met:
 - 1. The Board has first convened in an open meeting for which proper notice has been given.
 - 2. The presiding officer has publicly announced in open meeting that an executive session will be held.
 - 3. The presiding officer has identified the section or sections of Chapter 551, Texas Government Code, which authorize the holding of such closed or executive session.
 - 4. The presiding officer has publicly announced that no final action, decision, or vote will be taken by the Board while in executive session. 551.101
- C. Actions, Decisions or Votes: No final action, decision, or vote shall be taken while the Board is in closed or executive session. The Board shall reconvene the open meeting after an executive session, prior to adjourning the meeting. 551.102

IX. Media Inquires to the Board

- A. The Board President shall be the official spokesperson for the Board to the media / press on issues of media attention.
- B. A Board member should only speak to media about a factual Board position on an issue; not speculation as to what the Board "thinks."

X. Trustee Travel

- A. Trustees are invited and encouraged to attend trainings and conferences. The following conferences have automatic approval for expenditure: Conferences and trainings in the Region 19 area (local), TASB Summer Leadership Institute, TASA/TASB Fall Conference, NSBA National Conference, and any training/conference where the Trustee is giving a presentation. Any other travel must be Board approved before the administration will release funding.
- B. A Trustee must have attended three of the four Board meetings immediately preceding any travel to be eligible to go unless the absence[s] is excused by a specific vote of the Board.

- X. Response to Signed Letters of Complaint
 - A. The Tornillo ISD Board of Trustees encourages input. A signed letter will be forwarded to the Superintendent and a response using a standard format will be sent by a Board member.
 - B. The Superintendent will send copies to the whole board.

- XV. Reviewing Board Operating Procedures
 - A. Standard Board Operating Procedures will be reviewed and updated annually and will be part of Board training and orientation.
 - B. The board will adopt the Board Procedures and Board code of Conduct annually at a regular monthly meeting.

PROCEDURES ADOPTED: May 20, 2008