



**Dime Box ISD
Board Operating Procedures
2016-2017**

Vision Statement

Dime Box ISD ensures a positive learning environment with opportunities that encourage our students to become life-long responsible citizens.

Mission Statement

Dime Box ISD believes that every student's daily success will lead to future successes. By creating positive relationships with our students, the district will create opportunities for daily successes and eliminate barriers that are disruptive to these opportunities. Thus, Dime Box will ensure a positive learning environment that allows the students to achieve their highest potential in education and life.

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I. Board Meeting Agenda

BE (LOCAL)

a. Placement of Items on the Agenda

- i. In consultation with the board president, the superintendent shall prepare the agenda for board meetings.
- ii. Any trustee may request that a subject be included on the agenda for a meeting.
- iii. The superintendent shall include on the preliminary agenda all trustee-related topics that have been timely submitted.
- iv. Before the official agenda is finalized for any meeting, the superintendent shall consult 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 trustees have requested to be addressed are either on that agenda or scheduled for deliberation at an appropriate time in the near future. The board president shall not have authority to remove from the agenda a subject requested by a trustee without that trustee's specific authorization.
- v. The agenda for meetings of the board normally will be closed at noon of the third calendar day preceding regular meetings and special meetings. The notice of any emergency addendum to the agenda must be posted at least two hours before the meeting.
- vi. **The final agenda, with accompanying synopses and documentation, will be made available via Boardbook to the board on or before the third day prior to the scheduled board meeting.**

b. Consent Agenda

- i. The consent agenda shall include items of a routine and/or recurring nature, grouped together as one action item.
- ii. The superintendent, with the board president's concurrence, shall determine which items qualify for inclusion in the consent agenda.
- iii. Background material for each consent agenda item shall be furnished to the board in the meeting's supporting documents.
- iv. All consent agenda items shall be acted upon by one motion and one vote without separate discussion.

II. Conduct During a Board Meeting

BED (LOCAL); BDAA (LOCAL)

a. Audience Participation

- i. Audience participation at a board meeting is limited to public comments section of the board meeting. At all other times during a board meeting, the audience shall not enter into discussion or debate on matters being considered by the board, unless recognized by the presiding officer.
- ii. Persons who wish to participate in this portion of the meeting shall sign up with the presiding officer or designee before the meeting begins and shall indicate the topic about which they wish to speak.
- iii. 30 minutes will be allotted for public comments of the meeting and no presentation shall exceed five minutes.
- iv. Delegations of more than five persons shall appoint one person to present their views before the board.

b. Board Response to Patrons Addressing the Board

- i. Board members will not respond to or enter into discussions with the speakers or the audience during the meeting since items on the agenda will be discussed as appropriate and scheduled on the agenda.
- ii. **Discussions of items not on the agenda are not permitted.**
- iii. Superintendent may contact speakers of his own accord or at the request of a board member for a follow-up conversation at a time after the board meeting.
- iv. Public comments may be on items listed on the agenda or other areas of district operations, but shall not include complaints or comments about **individual students, employees or officials of the district**. Speakers with specific complaints regarding students or District personnel shall be referred to board policy FNG (LOCAL) and the grievance process.

c. Voting

- i. The board president shall have the right to discuss, make motions, resolutions, and vote on all matters coming before the board. (BDAA LOCAL)
- ii. No member shall vote on a motion in which he or she has a direct pecuniary interest not common to other members of the board. (BBFA LEGAL).
- iii. When a proposal is presented to the board, a discussion shall be held and a decision reached. Although there may be dissenting votes, which are a matter of public record, each board decision shall be an action by the whole board binding upon each other.

- iv. All votes, including, dissenting and abstaining votes, shall be recorded in the minutes of the board meeting.
- v. Board members are encouraged to vote based on their convictions but as team members, are expected to support the will of the board.

d. **Meeting Preparation**

- i. Board members will come to meetings prepared having read their agenda packet material.
- ii. Clarifying questions should be addressed to the superintendent in advance of the meeting.

e. **Executive Session**

- i. Board members will honor the confidential nature of executive session discussions.
- ii. No one in attendance at an executive session for the board meeting will disclose the certified agenda or any aspect of the discussion that has taken place during that executive session, by penalty of law.

III. Individual Board Members

BBE (LEGAL); BBE (LOCAL); BBG (LOCAL)

a. **Standard of Behavior:**

Board members will be knowledgeable of the Board of Trustees Code of Ethics and the code's implications of their day-to-day actions.

b. **Violation of Board Operating Procedures:**

Infractions of board operating procedures will result in the president meeting with and discussing the concern with the member, and thereafter reporting to the board.

c. **Individual Board Member Authority**

- i. Board members as individuals shall not attempt to exercise any authority over the district, its property, or its employees.
- ii. Except for appropriate duties and functions of the board president, an individual member may not act on behalf of the board without the express authorization of the board. Without such authorization, no individual member may commit the board on any issue.
- iii. Board members will avoid personal involvement in activities the board has delegated to the superintendent.

d. **Board Member Requests for Information**

- i. Individual board 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.
- ii. Directives to the superintendent or custodian of the records regarding the preparation of reports shall be by board action.
- iii. Information requested by a board member will be provided to all trustees.

e. **Individual Board Member Access to Information**

- i. An individual board member, acting in his or her official capacity, shall have the right to seek information pertaining to district fiscal affairs, business transactions, governance, and personnel matters, including information that properly may be withheld from members of the general public in accordance with the Public Information Chapter of the Government Code.

- ii. Individual board members shall not have access to confidential student records, unless there is a legitimate educational interest in the records in accordance with policies FL (LEGAL) and (LOCAL).
- iii. Individual board members shall seek access to record or request copies of record from the superintendent. When a custodian of records other than the superintendent provides access to records or copies of records to individual trustees, the provider shall inform the superintendent of the records provided.
- iv. Requests by board members for existing district information or documents should be made to the superintendent. The superintendent shall notify other board members of such requests.

f. Complaints to Individual Board Member

- i. If employees, parents, students, or other members of the public bring concerns or complaints to an individual board member, he/she should listen politely and encourage the patron to seek resolution at the source of the complaint (teacher, principal, etc.) and or refer them to the superintendent or other appropriate administrator, who shall proceed according to the applicable complaint policy. Depending on the circumstances, it may be appropriate for members to politely remind patrons that they have no authority as an individual board member and that if they get involved then they would need to recuse themselves if the issues eventually came to the board as a grievance or complaint. Regardless of circumstance, the board member will notify the superintendent of the complaint.
- ii. Board members shall not conduct investigations of allegations on their own. Board members shall inform the superintendent of complaints first, and then, if dissatisfied with the response of the superintendent, may bring the matter to the attention of the board during executive session, if appropriate for executive session.
- iii. When the concern or complaint directly pertains to the board's own actions or policy, for which there is no administrative remedy, the trustee may request that the issue be placed on the agenda.

g. School Events

Board members are encouraged to attend school events and will be recognized/introduced only when in attendance as an official representative of the board of trustees (graduation ceremonies, certain banquets, etc.) and will set an example of good sportsmanship at all competitive events. Board members must exercise caution at social functions and avoid gathering in groups of more than two board members and will avoid any discussion of board business.

IV. Campus Visits by Board Members

GKC (LOCAL)

- a. Prominent notices shall be posted at each campus requiring all visitors to first report to the campus administrative office. This shall apply to parents, Board members, volunteers, social service workers, invited speakers, maintenance and repair persons not employed by the District, vendors, representatives of the news media, former students, and any other visitors.

Visits to individual classrooms during instructional time shall be permitted only with the principal's and teacher's approval, and such visits shall not be permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal school environment.

- b. Board members will notify the campus principal and superintendent prior to visiting a campus in an official capacity.
 - i. Board members shall not visit a campus in an attempt to evaluate or district personnel.
 - ii. It is often difficult for staff members to view board members as parents rather than as board members. When visiting a campus or classroom as parents, board members shall observe protocol as follows:
 - 1. Make it clear that they are acting as parents.
 - 2. Follow the same rules and guidelines for all parents regarding campus visits.
 - 3. Never request nor accept extraordinary consideration for their children.
 - 4. Attempt to set a positive example for other parents.

V. Communications

a. Board Member Communication with the Media

- i. The superintendent serves as the official spokesperson for the district and the board president serves as the spokesperson for the board team to the media/press on issues of media attention.
- ii. Media calls should be directed to the board president or superintendent.
- iii. Board members asked for individual comments or opinions by the media/press are discouraged from responding and should direct the media/press to the superintendent or board president. However, if a board member chooses to respond they will qualify statements as being the opinion of the individual board member and not representative of the board as a whole or the school district.

b. Communication Between Board Members:

- i. For the purpose of this document, “communications” includes electronic communications, including email correspondence and text messaging.
- ii. Board members are free to communicate with each other on a one-to-one basis.
- iii. To avoid public speculation that the Open Meetings Act has been violated, board members must exercise extreme caution at social functions and avoid gathering in groups of more than two board members and will avoid any discussion of board business.
- iv. Unless a committee meeting has been posted according to the Open Meetings Act, board members that are not serving on the committee are not to attend the committee meeting.
- v. Communications should not be sent from one board member to more than two other board members, even if no reply is requested, expected, or received.
- vi. Board members who have received messages should not forward them if the result is that a quorum of board members will receive the message.
- vii. If a board member wishes to provide information to the entire board, the information should first be submitted to the superintendent, who will provide the information to all board members.

c. Board Member Communication with District Staff

- i. Board members have the same rights as others to communicate with district employees regarding issues involving their own children.
- ii. Board members have the right to communicate with district employees in personal conversation and social settings as long as such

communication does not circumvent the role and authority of the superintendent. Circumvention occurs when the board member's intent is to persuade employees, direct employees, elicit a position from employees, or obtain information from employees without the board's knowledge or superintendent's knowledge and/or consent.

VI. Superintendent Evaluation

BJCD (LEGAL)

a. Appraisal Process

The Board shall appraise the Superintendent annually using either:

1. The Commissioner's recommended appraisal process and criteria [see BJCD(EXHIBIT)]; or
2. An appraisal process and performance criteria that are:
 - a. Developed by the District in consultation with the District- and campus-level committees; and
 - b. Adopted by the Board.

Education Code 21.354(c)

b. Annual Performance Report

The information in the annual report describing the educational performance of the District [see AIB] shall be a primary consideration of the Board in evaluating the Superintendent. *Education Code 39.307(3)(C)*

c. Penalty For Noncompliance

Funds of the District may not be used to pay a superintendent who has not been appraised in the preceding 15 months. *Education Code 21.354(d)*

d. Confidentiality

A document evaluating the performance of the Superintendent is confidential. *Education Code 21.355*

VII. Superintendent Evaluation

BJCD (LOCAL)

a. Evaluation Instrument

The instrument used to evaluate the Superintendent shall be based on the Superintendent's job description [see BJA(LOCAL)] and performance goals and shall be adopted by the Board.

b. Written Evaluation

The Board shall prepare a written evaluation of the Superintendent at annual or more frequent intervals.

The Board shall furnish the Superintendent with a copy of the completed evaluation and shall discuss its conclusions with the Superintendent in closed meeting.

c. Objectives

The Board shall strive to accomplish the following objectives in conducting the Superintendent's evaluation:

1. Clarify to the Superintendent his or her role, as seen by the Board.
2. Clarify to Board members the Superintendent's role, according to the Board's written criteria, as expressed in the Superintendent's job description and the District's goals and objectives.
3. Foster an early understanding among new Board members of the evaluation process and the Superintendent's current performance objectives and priorities.
4. Develop and sustain a harmonious working relationship between the Board and the Superintendent.
5. Ensure administrative leadership for excellence in the District.

d. Information Evaluation

The Board may at any time conduct and communicate oral evaluations to augment its written evaluations.

- a. In the event that the Board determines that the performance of the Superintendent is unsatisfactory in any respect, it shall describe in writing, in reasonable detail, specific instances of unsatisfactory performance

VII. Board of Trustee Elections

BBB (Local)

- a. Board members elected in a challenged race will be sworn in and seated as a serving board member at the December regular meeting, following the November election.
- b. Board members elected in a non-challenged race will be sworn in and seated at the first board meeting after the election.
- c. Only currently serving board members will sit on the stage during the graduation ceremonies.