

THORNDALE INDEPENDENT SCHOOL DISTRICT

Board of Trustees

STANDARD OPERATING PROCEDURES

Adopted December 14, 2009

Revised and adopted on January 13, 2014

Revised and adopted on August 21, 2023

I. DEVELOPING BOARD MEETING AGENDA

A. Who can place items on the agenda?

1. Agendas are prepared by the administration and presented to the Board in consultation with the Board president.
2. At least four calendar days before a Board meeting, any member of the Board of Trustees, with the concurrence of the President of the Board or one other member may request that a subject be included on the agenda for one meeting. That request shall be forwarded to the Superintendent or President of the Board.
3. In accordance with item 2 above, the Superintendent shall include on the agenda all trustee-requested items that have been timely and properly submitted.

B. To the extent possible and as soon as practical, board members will notify the superintendent in advance of the meeting with questions on agenda items.

C. Items for Executive/Closed Session.

1. All personnel issues must be conducted in an executive/closed session unless specifically required by the Texas Open Meeting Law, or
2. Anything that violates the right to privacy, i.e., the Texas Open Meeting Act, or Texas Open Record Act, cannot be placed on the open agenda.

D. Use of Agenda (All school board meetings are meetings held in public but are not public meetings. This means that the public's business is done in public but the public may participate only as allowed by law and policy. All governmental bodies must have agendas to drive their meetings).

1. Routine items
2. Annual renewals of ESC Region 13 and TEA items (grant applications, etc.)
3. Budget amendments
4. Tax refunds from the county appraisal district
5. Financial information
6. Minutes of regular and special Board meetings
7. Updates of Board Policy
8. Personnel items

9. Routine bid recommendations (anything already budgeted and less than \$25,000 for a single item purchase)
10. As recommended by the Superintendent
11. Reports from Campus Administration, Technology Director, Athletic Directors
12. Approval of the agenda is an action item and the board may consolidate items on the agenda or may take agenda items in a different order than posted to expedite the Board meeting and for people in attendance at the Board meeting.
13. There is an Open Forum item on each monthly regular school board meeting agenda and it may be included on any special school board meeting agendas. An Open Forum agenda item will not be on emergency board meeting agendas nor on work session board meeting agendas.
14. Each agenda will include a superintendent's report agenda item.

<p>II. CONDUCTING BOARD MEETINGS – Anytime four or more Board members are gathered to discuss school district business, it is considered a meeting.</p>

A. Individuals addressing the Board.

1. Any person/citizen may address the Board at any regular monthly Board meeting at a time identified by the Board President.
2. If the individual's request to address the Board specifically identifies an agenda item, the Board President shall ensure that the comments are heard before action on the specific agenda item.
3. An individual must sign up on the form provided for that purpose at least fifteen minutes before the beginning of the meeting. The topic described on the form shall be complete and in sufficient detail as to determine the appropriateness of the topic before addressing the Board.
4. Individual's comments may be on items listed on the agenda or other areas of school district operations, but shall not include complaints/comments about employees or officials of the district or students.
5. Each individual will be limited to five minutes, with the total time allocation for audience participation limited to thirty minutes (unless the time is increased or decreased by a majority vote of the Board present).
6. If three (3) or more individuals sign up to address the Board on a single item, a spokesperson will be selected to speak for the group. In any event, no more than fifteen minutes shall be allotted for a single topic.

B. Board response to individuals addressing the Board.

1. Board members will listen attentively to comments.
2. The Board President may ask the Superintendent to clarify an item.
3. Board members will not respond or enter into discussion with the

audience during the meeting as:

- a. Items on the agenda will be discussed as appropriate and scheduled on the agenda.
- b. Items not on the agenda do not permit Board members to respond or discuss.

C. Non-allowable comments (Board/audience).

1. The Board **will not** entertain comments on individual personnel by name or position or officials in public session (employees or Board members).
2. The Board **will not** entertain comments on individual students in public sessions. (Each board member must know that they must be the triers of the facts once any issue has followed Board policy by seeking administrative remedy and the issue is brought before the full board.)

D. The Board shall be guided by parliamentary procedure as detailed in Robert's Rules of Order or as spelled out in Board Policy.

1. All discussions shall relate to the business currently under deliberation.
2. The Board President shall halt inappropriate discussion.
3. The Board President shall:
 - a. Recognize members before they give their comments.
 - b. Be responsible for acting as presiding officer during hearings.

E. Discussion of motions

1. 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.
2. The Board President may make motions, second motions, and enter into debate.

III. VOTING

A. The Board President will have the right to vote on all action items.

B. Except in a situation where a member believes he or she has a conflict of interest as defined by law, Board members shall vote on all action items. (All Board members shall vote their conscience and once the vote is taken, all board members shall support the vote no matter where their vote fell on the issue).

IV. EMPLOYEE OR CITIZEN COMPLAINT TO INDIVIDUAL BOARD MEMBER
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A. When a person complains to a Board member regarding school personnel, a student, or an administrative issue:

1. Redirect the employee, citizen, or student through the system to seek administrative remedy by beginning with the teacher, coach, or sponsor.
2. Remind the employee, citizen, or student of due process and that the Board member must remain impartial in case the situation goes before the board.

B. Refer the employee, citizen, or student to the appropriate person in the chain of command. ANY PERSON WHO HAS A COMPLAINT MUST GO THROUGH CHAIN OF COMMAND.

C. A Board member should advise the Superintendent of all complaints ASAP.

D. Board members and administrators may be liable both individually and collectively.

V. BOARD MEMBER VISIT TO SCHOOL CAMPUS
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A. Board members visiting school campuses will adhere to the guidelines of Policy GKC (Local)

All visitors are 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 are encouraged to attend any school event as their time permits and to support activities.

C. Board members are not to go into teacher's classrooms or campuses for investigation or evaluation.

- D. Board members shall make reasonable efforts to contact the appropriate administrator before their visits, when not attending a scheduled activity.**
- E. Board members are given district passes which encourages them to attend all athletic events both at home and away as their time permits to support those activities.**

VI. COMMUNICATIONS

- A. The President of the Board will meet with the Superintendent on a routine basis to discuss issues of the District as their time permits.**
- B. Request for information from the Superintendent from a Board member will be communicated to all Board members.**
- C. The Board will communicate through public hearings, Board meetings, and publications.**
- D. Unless otherwise approved by the Board, individual Board members cannot speak in an official capacity or otherwise represent the views of the Board. Please remember everything you say and do is noticed.**

VII. EVALUATION OF THE SUPERINTENDENT

- A. The summative evaluation will generally be conducted in December or January.**
- B. The Board President obtains input from all other members on the approved indicators which are based on State Law, Local Board Policy, and the Superintendent's job description.**
- C. The evaluation will be conducted by consensus in the executive session.**
- D. The Superintendent's contract will generally be considered in January.**

VIII. EVALUATION OF THE BOARD

- A. Routine assessment of the status of the Board/Superintendent team will generally be conducted as a team of eight annually.**
- B. Evaluation is conducted in executive session on a schedule determined by the Board.**

1. Are we following our code of conduct?
2. Are we following our operating procedures?
3. Is the team of eight functioning?
4. Were goals effective?

IX. ANONYMOUS PHONE CALLS/LETTERS

- A. The Thorndale Independent School District Board of Trustees encourages input; however, anonymous phone calls or letters will not receive the Board's attention, discussion, or response and will not be referred for action by the administration unless they include a risk to public safety. However, the superintendent will be notified as with any other complaint.**

X. REVIEWING BOARD OPERATING PROCEDURES

- A. Standard Board Operating Procedures will be reviewed and updated annually at the regular meeting following the meeting where new members are sworn into office.**

XI. MEDIA RELATIONS

- A. Board Meeting: Every effort will be made to cooperate with the news media to ensure complete and accurate coverage of all Board meetings.**
- B. News Release: News releases of a political or controversial nature, as well as those concerning the overall operation of the district schools, or that involve more than one campus, shall be made by the Superintendent.**
- C. Routine news items can be released at the campus level.**
- D. During Crisis: The Superintendent or his/her designee serves as the official spokesperson for the district to the media and press. If a Board member chooses to respond to a request for an individual comment or opinion from the media, they should clearly qualify any statement as being the opinion of the individual Board member and not representative of the Board as a whole or the school district.**

XII. SOCIAL MEDIA

- A. Board members using digital media (including but not limited to Facebook, Twitter, texting, emailing, etc.) for board-related communication and**

interaction will adhere to the same protocol as is required by the agreed upon Thorndale ISD Standard Operating Procedures for other communications. Board members and the superintendent must also consider that all written communications are subject to the disclosure requirements of the Texas Open Meetings Act.