



MARION ISD

BOARD OPERATING PROCEDURES

<u>Contents</u>	<u>Page</u>
Preamble	2
1. Code of Ethics	3
2. Board Meeting Agenda	5
3. Annual Calendar of Board Agenda Items	6
4. Developing the Meeting Agenda	10
5. Member Conduct During Board Meetings	11
6. Voting	12
7. Individual Board Member Request	13
8. Citizen Request/Complaint to Individual Board Member	13
9. Employee Request/Complaint to Individual Board Member	13
10. Communications	14
11. Communication with Legal Counsel	14
12. Media Inquiries to the Board or a Board Member	14
13. Evaluation of the Superintendent	14
14. Evaluation of the Board of Trustees	15
15. Criteria and Procedures for Selecting Board Officers	15
16. Role and Authority of Board Members and/or Board Officers	15
17. Role of the Board in Executive Session	16
18. Required Board Member Training	17
19. Goal Setting	18
20. Board Members as Parents	18
21. Reimbursable Expenses	18
22. Campaigning for Election or Re-election	18
23. Violations and Sanctions	18
24. Board Review of Code of Ethics and Board Operating Procedures	19
25. Board Members Visiting Campuses	19

PREAMBLE: It is essential to the smooth and efficient functioning of the District that Board members thoroughly understand and adhere to their proper role which is to govern and oversee the management of the District. Board members may not attempt to exercise individual authority over the District and members' interactions with the Superintendent or staff and must recognize the lack of authority vested in individuals except when explicitly Board authorized. Board members are prohibited from participating in the day to day operations of the school district. The governance framework for Marion ISD is set forth in Policies BA, BAA, BBB, BBE, BE, BEC, BED, in the Marion ISD District Policy Book, Marion ISD Board Code of Conduct and Board Operating Procedures.

Shared Vision – Marion ISD

Our Students:

- **Engage in a learning environment that develops critical thinking skills**
- **Value learning as a life- long endeavor**
- **Take pride in their school and community**
- **Practice ethical standards**
- **Accept responsibility for their actions**
- **Respect themselves and all others**
- **Graduate with the skills and abilities to pursue their chosen careers and become responsible, productive citizens**

Our learning environment:

- **Includes highly qualified staff who incorporate innovative instructional practices to meet the needs of a diverse student population**
- **Utilizes resources to achieve a world class education**
- **Facilitates a partnership among community, family, and staff to ensure students are prepared to maximize their future**

Our district and community:

- **Maintain facilities that are safe and functional for our staff and students**
- **Provide resources to address growth and achieve district goals**
- **Communicate openly with respect and trust**
- **Support positive participation in local and school functions**
- **Provide innovative educational opportunities and experiences beyond traditional classroom boundaries**
- **Take pride and celebrate accomplishments of all**

Mission – Marion ISD

The mission of Marion ISD is to educate every student with the knowledge, skills, and principles to succeed and contribute in a competitive and technologically advancing world by providing engaging learning opportunities that promote diversity and create an environment of integrity in partnership with families and community.

The following procedures will govern the conduct of the Marion Board of Trustees:

1. Code of Ethics

As members of the Marion Independent School District Board of Trustees, we realize that to be the most effective advocates for children, we, as a Board, must function as a team and at all times treat each other and the people we serve with the utmost courtesy, dignity, respect and professionalism. Should we, for whatever reason, fail to follow these guidelines, we ask that our fellow Board members call it to our attention. Should that occur, we pledge to accept the feedback without anger or retribution, and to renew our efforts to follow this Code of Conduct and Board Operating Procedures. We shall promote the best interests of the school district as a whole, and, to that end, we shall adhere to the following educational and ethical standards.

- A. We/I will bring about desired changes through legal and ethical procedures, upholding and enforcing all laws, administrative rules and regulations, court orders pertaining to schools, and district policies and procedures.
- B. We/I will make decisions in terms of the educational welfare of all children in the District, regardless of ability, race, creed, sex, national origin, disability or social standing. All decisions will place the needs of children first.
- C. We/I will recognize that the Board must make decisions as a whole, as a body corporate, and make no personal promise or take private action that may compromise the role and integrity of the Board. All Board action must take place in an official Board meeting.
- D. We/I will focus Board action on policy making, goal setting, planning, and evaluation as outlined in Board policy and state law.
- E. We/I will vote to appoint the best qualified personnel available after due consideration of the recommendation by the Superintendent. We/I will expect yearly evaluations of all staff by the appropriate personnel.
- F. We/I recognize that the role of the Board is to govern and oversee the management of the District. I will delegate authority to the Superintendent for the day to day operations of the district.
- G. We/I not step outside my role to govern and oversee the management of the District by seeking to participate in the administration of the day to day operations of the District.
- H. We/I will hold confidential all matters that if disclosed, may have a negative impact on the District. I will respect the confidentiality of information that is privileged under applicable law, including closed session discussions.
- I. To the extent possible, We/I will attend all regularly scheduled and specially set Board meetings, arrive on time, and will be informed of the issues to be considered at the meetings.

- J. We/I will assist in making policy decisions only after full discussion at publicly held Board meetings, and will render all decisions based on available facts, and I refuse to surrender judgment to individuals or special groups.
- K. We/I will refrain from using our Board position for personal or partisan gain.
- L. We/I will disagree in an agreeable manner. I will not hold grudges or question other Board members' ethics or motives as to their vote or views on issues in public.
- M. We/I will be firm, fair, just and impartial in all decisions and actions.
- N. We/I will respect the majority decision as the decision of the Board.
- O. We/I will encourage the free expression of opinion by all Board members. I will make a good faith effort to understand and accommodate the views of others.
- P. We/I recognize the appropriate channels to refer complaints to the Superintendent and will do so.
- Q. We/I will seek communication between the Board, students, staff, and the community at Board meetings, as required.
- R. If a member of the public expresses concerns, We/I will communicate to fellow Board members and the Superintendent at appropriate times.
- S. We/I will not withhold District information from other Board members.
- T. We/I will become informed about current educational issues and seek continuing education opportunities, such as those sponsored by state and national school Board associations.
- U. We/I will disseminate pertinent information gathered at training workshops and conventions with the Superintendent and fellow Board members.
- V. We/I will make sure that persons addressing the Board follow established policy guidelines
- W. We/I will make sure that persons addressing the Board do so in a professional manner.
- X. We/I will insure that all Board members are given an opportunity to reflect their views and will work toward building consensus among all Board members.

2. Board Meeting Agenda

A. Call to order - instruct all to turn off cell phones

B. Roll call (establishment of quorum)

C. Pledge of Allegiance

D. Invocation

E. Board President Opening Remarks

F. Open Forum

G. Everyday Greatness

H. Consent Agenda - items can be pulled out to be considered individually if so requested by Board members

1. Approve minutes of previous meeting
2. Approve payment of bills
3. Approve financial quarterly report
4. Approve bids and renewal of contracts
5. Accept donations from booster clubs and amend budget as recommended

I. Correspondence - correspondence of interest is shared with the Board by the Superintendent

J. Reports/Information items

1. Superintendent
2. Budget
3. Campus Administrators
4. Committees

K. Action items

1. Items on Annual Calendar of Board Agenda
2. Executive Session – may occur at any time during the meeting as permitted under the Open Meetings Act
 - a. Personnel - hiring of contractual personnel, resignations, contract terminations/non-renewals, issues, etc.
 - b. Superintendent's appraisal, goals, directives, contract, compensation, etc.
3. Goals added to appraisal/goals clarified for appraisal
4. Directives to the Superintendent
5. Discuss items to be placed on next agenda

L. Adjournment

3. Annual Calendar of Board Agenda Items

In addition to monthly agenda items listed above, the items below could be presented as scheduled in the following annual outline:

September:	<p><u>Action items</u> Agreement with civic organizations Class Size Waivers (if necessary) Approval of District Improvement Plans</p> <p><u>Reports/information items</u> Procedures for dismissal of school due to weather conditions Beginning School Enrollment Report Free & Reduced Lunch Information Enrollment Figures</p>
October:	<p><u>Action items</u> Approval of tax roll resolution Guadalupe County Appraisal District Board of Directors Election MYO contract</p> <p><u>Reports/information items</u> Public Hearing – FIRST Financial Rating/Workshop Review course offerings (Report) Campus Improvement Plan</p>
November:	<p><u>Reports/information items</u> Fall ADA Report Appraisal District Review Board vacancies October special population enrollment: bilingual/ESL students</p> <p><u>Workshop</u> Governance Team (Board/Superintendent) Team Building and Self-Assessment District goal setting</p>
December:	<p><u>Action items</u> Annual audit report for previous year (December or January) Announcement of Board Continuing Education Hours Review of Board Operating Procedures</p> <p><u>Reports/information items</u> Superintendent's evaluation form Improvement Committees</p>
January:	<p><u>Action items</u> Consider budget plan / timeline Approval of student transfers</p> <p><u>Executive session</u> Superintendent's evaluation/contract</p> <p><u>Reports/information items</u> Proposed school calendar</p>

January <i>continued</i> :	<p>Discipline Report</p> <p><u>Workshop</u> Set Superintendent goals for the following year evaluation (now or summer)</p>
February:	<p><u>Action items</u> Order trustee election and approve contract for election services Important trustee election dates Class size waivers (if needed) Legal services retainer Interagency Agreement between Marion ISD and BCFS Adoption of school calendar</p> <p><u>Executive session</u> Administrative contracts – Principals, Assistant Principal and Directors</p> <p><u>Reports/information items</u> School Board tenure survey District and Campus Plan progress report Appointment of textbook selection committee - Instructional Materials Allotment</p>
March:	<p><u>Action items</u> Designation of auditor for current year funds Election for Regional ESC Board Resolution supporting membership in the adult basic education consortium and membership in the adult education cooperation (March / April).</p> <p><u>Reports/information items</u> Review of Technology Plan updates</p>
April:	<p><u>Action items</u> Set Board meeting for canvassing election returns Regional ESC media commitment approval Evaluation of Board Teacher Contracts</p> <p><u>Reports/information items</u> Methodist Healthcare Ministries Business Associates agreement</p>
May:	<p><u>Action items</u> Canvas ballots for trustee/special election (special meeting) Oath of Office Reorganize Board Bank Depository Bids (every other year) Set Board meeting dates for year Approval of summer school plans Salary schedule adoption</p>

<p>May continued:</p>	<p>Personnel – if necessary Approve Superintendent to hire Investment policy <u>Reports/information items</u> In-service schedule Review District Improvement Plans School Board Training – Summer Leadership Institute (typically held in San Antonio)</p>
<p>June:</p>	<p><u>Action items</u> Policy Review Adult Education Co-op Contract Cafeteria Services report and prices for the next year Discipline Report Personnel – if necessary <u>Closed Session</u> Superintendent instrument review <u>Reports/information items</u> TASA/TASB Convention registration Review of proposed budget Review of purchasing procedures Performance Report Student/Staff Handbook Draft</p>
<p>July:</p>	<p><u>Action items</u> Student insurance carrier approval Contract with Communities in Schools Services Personnel – if necessary Review of student and staff handbooks Head Start Agreement Approval of next year’s budget <u>Closed Session</u> Mid-year Superintendent Review <u>Reports/information items</u> Professional resignations summary report <u>Workshop</u> Budget workshop/Hearing Team Building – School Board Training</p>
<p>August:</p>	<p><u>Action items (Special Board meeting)</u> Tax Rate <u>Action items (Regular Board meeting)</u> Amend budget Accept certification of appraisal roll for the certified taxable value Approval of clubs for extra-curricular absence purposes Approval of parental organizations Consider Guadalupe County Extension Agents as adjunct faculty Personnel – if necessary District teacher appraisal calendar Appoint second or other appraisers MCLA Agreement</p>

August *continued:*

Approve Health Advisory Council

Reports/information items

Transportation report – bus routes

4. Developing the Meeting Agenda

A. Who can place items on Agenda and the guidelines:

1. An electronic draft of the BoardBook is created by the Superintendent and the Board President on Wednesday prior to the following Wednesday's Board Meeting. The BoardBook is finalized and sent to the Board on the Friday prior to the Wednesday meeting
2. Board members must request in writing or verbally to the Superintendent at least seven (7) days prior to the Board meeting any item they desire to have placed on the agenda. A verbal request will be followed in writing.
3. The Superintendent shall include on the agenda, all trustee requested agenda items that have been timely submitted, according to Board Operating Procedures.
4. In accordance with the Texas Open Meetings Act, no item can be placed on the agenda less than 72 hours in advance of the meeting, except in an emergency as defined by law.

B. Use of Consent Agenda

1. A Consent Agenda shall include items of a routine and/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 requests that an item be withdrawn for individual consideration. The remaining items shall be adopted under a single motion and vote.

A. Consent items include:

- a. All routine items
- b. Annual renewals of Region 13, Shared Service Agreements, and TEA matters
- c. Budget amendments
- d. Tax refunds over \$500
- e. Gifts, donations and bequests
- f. Financial information
- g. Minutes of Regular and Special Board meetings
- h. Updates of Board policy
- i. Routine personnel items
- j. Routine bid considerations
- k. Items recommended by the Superintendent
- l. Joint meetings with the City of Marion

5. Member Conduct during Board Meetings

Any time four or more Board members are gathered together to discuss school business; it is considered a meeting.

In addition to the following procedures, at all times Board members shall adhere to the **Board Code of Conduct**.

A. Board Member Protocol

1. Board members will follow the Board-approved code of ethics in and out of the Board meetings.
2. Board members will comply with all legal and local policy regarding the execution of Board meetings.
3. Board members will maintain professional and courteous behavior throughout the meeting even during emotionally charged discussions over complex issues.
4. Board members will demonstrate respect to fellow Board members and public participants through the following behavior:
 - a. Address each other, staff, and public with respect.
 - b. Speak after being acknowledged by the Board president.
 - c. Support hearing the voice of all Board members on each agenda item that is being discussed and refrain from dominating the conversation.
 - d. Refrain from condescending or critical comments to members of the staff, public or Board.
 - e. Focus on issues; not people or personalities.
 - f. Courteously accept other viewpoints and Board votes, which were not supported by self.
 - g. Seek solutions and reasonable compromises or consensus when there are differences of opinions.
 - h. Make decisions in the context of what is best for all students in the district.
 - i. Avoid immediate decisions and votes and possible shorter-term solutions when the issue calls for more discussion, understanding, and a more in-depth approach or solution to the issue (except in emergency situations).
 - j. Be willing to publicly apologize to staff, patrons, or Board members if behavior is inappropriate or disruptive to the progress of the meeting.
 - k. Always attempt to have dialogue (multiple perspectives) rather than simple discussions (yes or no answers).
5. Board shall observe the parliamentary guidelines in Robert's Rules of Order or Established Policy or Practice. A summary of Robert's Rules of Order will be provided to each Board member.
6. Discussion of Motions:
 - a. All discussions shall be directed solely to the business currently under deliberation.

- b. The Board President has the responsibility to keep the discussion to the motion at hand and shall halt discussions that do not apply to the business currently before the Board.

B. Patrons addressing the Board

1. Audience participation at Board meetings is limited to the portion of the meeting designated as Open Forum. 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. No presentation shall exceed five minutes. However, depending on the circumstances, the presiding officer may alter the minutes of speaker. Delegations of more than two persons shall appoint one person to present their views before the Board.
2. At regular meetings the Board shall allot a total of 30 minutes to hear persons who desire to make comments to the Board. Persons who wish to participate in the Open Forum shall sign up with the presiding officer or designee before the meeting begins and shall indicate the topic about which they wish to speak.

C. Board response to patrons addressing the Board

1. Board members can hear comments.
2. The Superintendent may direct administration to investigate item(s) and report back to the Board.
3. Board members cannot 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. Board President may exercise discretion in allowing patron comments to exceed 5 minutes or to extend the 30 minute time allotted for Open Forum.
 - d. Board members may request that the Board President extend the Open Forum times set out in this policy.
4. Discussion of Employee/Student Issues
 - a. The Board will not allow complaints regarding individual personnel in Open Forum, unless required by law.
 - b. The Board will not allow complaints regarding individual students in Open Forum, unless required by law.

6. Voting

- A. The Board President may vote on all action items.
- B. The Board President may make motions, second motions, and enter into debate on all agenda items.
- C. In the case of a tie; motion is defeated.
- D. In the case of a less than unanimous vote; the Board will support the majority decision and go forward in harmony.

7. Individual Board Member Request for Information or Report

- A. When acting in his or her official capacity, an individual Board member has the right of access to all documents and records of the District, subject to the responsibility to comply with confidentiality requirements. This right does not extend to confidential student records.
- B. Board members will request information, or seek access to records, or request copies of records through the Superintendent
- C. 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 regarding the preparation of reports shall only be made after discussion and vote in a Board meeting held in compliance with the Open Meetings Act.
- D. Written information/reports will be disseminated through the Superintendent's office and shared with all Board members.

8. Citizen Request/Complaint to Individual Board Members

The Board recognizes that, as elected officials, they will receive requests and complaints from the public; therefore, strict adherence to this procedure is required.

- A. The Board member, who is presented with a request or complaint outside the Board meeting, will refer the citizen to the appropriate person/chain of command in the District.
- B. The Board member shall not become individually and personally involved in the request/complaint.
- C. The Board member must remind the citizen of their role; as a Board member they must remain impartial in the event the situation comes before the Board.
- D. The Board member shall notify the Superintendent as soon as possible of the request/complaint. (e.g. If Board member refers the patron to the principal to resolve the complaint, the Board member should still advise the Superintendent of the referral).
- E. The Marion ISD Board of Trustees and Superintendent encourage input; however, anonymous calls or letters that imply danger to the District or individual students shall be reported to the Superintendent immediately.
- F. A signed letter will be forwarded to the Superintendent who will send acknowledgment to the originator of the letter. The Superintendent will ensure that the citizen is contacted in a timely manner. The Superintendent will respond and address the request/concern and notify Board members of the disposition of the complaint.

9. Employee Request/Complaint to Individual Board Members

The Board recognizes that, as elected officials, they will receive requests and complaints from employees; therefore, strict adherence to this procedure is required.

- A. The Board member shall refer the employee request or complaint to the appropriate person/chain of command in the District.
- B. The Board member shall not become individually and personally involved in the request/complaint.

- C. The Board member must remind the employee of their role: as a Board member they must remain impartial in the event the situation comes before the Board.
- D. The Board member shall notify the Superintendent as soon as possible of the request/complaint.
- E. The Superintendent will ensure that the employee's request/concern is addressed in a timely manner. Board members will be notified in a timely manner as well.

10. Communications

- A. The Superintendent will communicate regularly with all Board Members via BoardBook, emails, etc.
- B. If a Board member has a concern about any aspect of the Superintendent's duties or performance, he/she should go to the superintendent and discuss the problem in person.
- C. Individual Board members cannot speak in an official capacity for the Board outside the Board room, unless otherwise authorized by the Board.
- D. Board members will communicate through email or in any other medium with each other only in a manner that is in compliance with the Texas Open Meetings Act.
- E. The Superintendent will communicate information in a timely fashion to all Board members as circumstances require.

11. Communication with Legal Counsel

- A. The Board authorizes the Superintendent and/or the Board President to contact legal counsel on behalf of the District.
- B. Board members are authorized to contact legal counsel on behalf of the District after receiving Board President or Superintendent's approval to do so.

12. Media Inquiries to the Board or Board Member

- A. Board members should direct media calls to the Board President and/or Superintendent and then notify the Board President and/or Superintendent of the call.
- B. Individual statements and responses by Board members are only individual statements and not representative of the entire Board. Any individual Board member making statements to the press, will emphasize they are not speaking for the Board.

13. Evaluation of the Superintendent

- A. The Superintendent and Board shall function as a "Team of Eight".
- B. Board members will receive training on a locally developed process for the Superintendent's performance evaluation.
- C. A summative evaluation will be conducted in January and formative evaluation will be conducted in June, unless the Superintendent has been employed for 15 months or less.
- D. Each Board member will complete and deliver to the Board President or Board designee, the approved appraisal instrument at least two (2) weeks prior to the formative evaluation.

- E. Evaluation of the Superintendent will be conducted in executive session unless the Superintendent requests the evaluation be done in open session. Ratings and comments on the Superintendent's evaluation will be determined by Board consensus.

14. Evaluation of the Board

- A. The Superintendent and Board shall function as a "Team of Eight".
- B. A formal self-evaluation of the Board shall be conducted annually using an instrument approved by the Board.
- C. The formal self-evaluation will be conducted every April. The following questions will be deliberated.
 - 1. Is the Board following Board Operating Procedures?
 - 2. Is the "Team of Eight" functioning appropriately and effectively?
 - 3. Were the goals set effective and were they accomplished?
- D. The evaluation will be used to determine team-building training needs and such training will be conducted annually.
- E. As deemed necessary, the Board shall utilize Closed Session under Texas Government Code 551.074 to evaluate and discuss the roles and responsibilities of Board members as allowed by law.
- F. As deemed necessary, the Board shall utilize Closed Session under Texas Government Code 551.074 to hear complaints about public officials as allowed by law.
- G. Board members may request that a discussion of the performance of the Board as a body corporate or the performance of individual Board members be placed on a properly posted Agenda for discussion and possible action.
- H. The Board may develop, as it deems appropriate, discussion items that address governance issues, Board policy issues and the Board Code of Conduct and Operating Procedures.

15. Criteria and Procedure for Selecting Board Officers

- A. Board Officers preferably have at least one year's experience as a Board member.
- B. Officer elections will be held in May of each year at the first regular meeting following the May Trustee Election. Board officer elections will be posted on the Agenda and will be facilitated by the current Board President.
- C. Election of officers will be conducted according to the Procedure for Election of Board Officers. Board Officers are: President, Vice President and Secretary.

16. Role and Authority of Board Members and/or Board Officers

- A. Roles and authorities are set by state statute.
- B. No Board member or officer has authority outside of the Board meeting unless otherwise delegated by the Board.
- C. Board members will not individually undertake to observe the performance of employees, including classroom teachers, for the purposes of "evaluating" a teacher's performance.
- D. Board members will not reprimand or provide direction to staff. Directives to the Superintendent shall be in the confines of a duly called Board meeting.

- E. Board members will not attempt to exert pressure or influence on the staff in order to coerce them into making particular recommendations or decisions.
- F. Board members will not individually conduct interviews with prospective employees.
- G. Board members will not give unsolicited recommendations for candidates for jobs throughout the district.
- H. Board members will not direct personnel to consider vendors other than those recommended through the competitive bidding or proposal process.
- I. No Board member shall direct employees in regard to their performance of their duties.
- J. The Board supervises and evaluates the Superintendent.

1. **PRESIDENT**

- a. Presides all Board meetings
- b. Creates committees as needed, for special projects, etc.
- c. Has authority to call Special Meetings
- d. Signs all legal documents required by law
- e. Requests to the Superintendent from the Board President will be distributed to all Board members
- f. Along with the Superintendent, sets the Board agendas
- g. Ensures the Board adheres to Robert's Rules of Order

2. **VICE-PRESIDENT**

- a. Acts in the capacity of the President, in his or her absence

3. **SECRETARY**

- a. Shall keep, or cause to be kept, an accurate record of the proceedings of Board meetings
- b. Send, or cause to be sent, all Notices of Board meetings
- c. Act in the role of President in the absence of the President and Vice-President.
- d. Sign or countersign warrants and other documents as necessary

4. **OFFICE VACANCY**

- a. Vice-President shall fill a vacancy in the Presidency and a new Vice-President shall be elected.
- b. Vacancy among officers of the Board, other than that of the President, shall be filled by a majority action by the Board.

17. Role of the Board in Executive (Closed) Session

- A. **Agenda Posting for Executive Sessions** - The posted Agenda will list the topics to be discussed in Executive Session.
- B. **Enter Executive Session** - The Board may enter into Executive Session after the following requirements have been met:
 - 1. The Board has first been convened in Open Session for which notice has been given.
 - 2. The presiding officer has publicly announced in Open Session 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.
- C. Matters Under Discussion - Executive Sessions are authorized for the following purposes:
1. For a private consultation with the Board's attorney with respect to pending or contemplated litigation, settlement offers, and matters where the attorney's duty to the Board, pursuant to the Code of Professional Responsibility of the State Bar of Texas, clearly conflicts with the provisions of the Open Meetings Act (to be identified as Legal Matters in the Notice).
 2. To discuss the purchase, exchange, lease, or value of real property and negotiated contracts for prospective gifts or donations (to be identified as Real Estate/Donations in the Notice).
 3. To consider the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee or to hear complaints or charges against a public officer or employee, unless such officer or employee requests a public hearing (to be identified as Personnel in the Notice).
 4. To consider discipline of a public school child or children unless an open hearing is requested in writing by a parent or guardian of the child (to be identified as Hearings in the Notice).
 5. To deliberate regarding the standards, guidelines, terms or conditions the Board will follow, or instruct its representatives, to follow, in consultation with representatives of employee groups, under consultation agreements formerly provided for by Section 13.901 of the Texas Education Code.
 6. To discuss any other item authorized by law to be considered in Executive Session.
- D. Actions, Decisions or Votes - No final action, decision, or vote shall be taken while the Board is in Executive Session. The presiding officer shall so state prior to entering into Executive Session. The Board shall reconvene the Open Session after an Executive Session, prior to adjourning the meeting.
- E. Record of Items Discussed in Executive Session - The record of Executive Session proceedings shall be provided for review by every Board member present, prior to sealing.

18. Required Board Member Training

- A. Board members are required to complete training as specified in Texas Education Code § 11.159 and Policy BBD according to assessed needs.
- B. New Board members shall participate in a local orientation session within 60 days before or after their election or appointment. Three (3) additional hours of orientation to the Texas Education Code are to be completed within the first year of service.
- C. New Board members shall also complete ten (10) hours of continuing education during the first year of service.
- D. Sitting Board members shall receive three (3) hours of orientation to the Texas Education Code and relevant legal obligations and at least (5) hours of continuing education each year following the first year
- E. As soon as possible after the May election, the entire Board along with the Superintendent shall annually participate in at least three (3) hours of team building training, facilitated by a registered provider.

19. Goal Setting

- A. A goal setting workshop will be conducted annually to develop long and short term plans for the District.
- B. Superintendent's priorities will be based on goals each year.

20. Board Members as Parents

While Board members have no authority over staff members, it is often difficult for staff members to view the Board member as a parent rather than as a Board member.

- A. Board members are encouraged to make it clear that they are acting as parents.
- B. Board members should not request nor accept extraordinary consideration for their children.

21. Reimbursable Expenses

- A. Board members shall be reimbursed for reasonable expenses for the following items:
 - 1. Carrying out the business of the Board at the Board's request.
 - 2. Attending meetings and conventions as official representatives of the Board.
 - 3. Mileage, commercial transportation, parking, lodging, meals and other incidental expenses.
- B. Board members shall not be reimbursed for the following items:
 - 1. Expenses of family members who travel with Board members
 - 2. Alcoholic beverages
- C. Any Board member traveling for the District for the specific purposes of representation, presentation, advocacy, collaboration with other districts, information, or critical role in a meeting should put their requests in writing to the superintendent and the Board president for review. If District funds are needed to support the travel, the Superintendent and the Board President can approve the travel or they may choose to present the request to the Board at a scheduled meeting.

22. Campaigning for Election or Re-Election

- A. Board incumbents running for re-election shall not request or accept support from District employees during work time.
- B. Board incumbents running for re-election shall not utilize District equipment or materials for campaign purposes.

23. Violations and Sanctions

- A. Upon inclusion on the Agenda and public posting in accordance with the law, the Board may convene in Executive Session to discuss a violation of the Board Operating Procedures, or other Board policies, so long as the deliberation is confined to the duties, discipline or complaint against a Board member.
- B. The Board member may request that the deliberation be conducted in Open Session.

- C. As a consequence of these deliberations, the Board may elect to take no action, or may reconvene in Open Session and vote to: (1) Publicly reprimand the Board member (2) Recommend additional training for the Board member (3) Authorize the Board President to remove the Board member from leadership positions in the District. Leadership positions include Board officer positions and membership on any district or campus level committee. The Board may utilize any or all of these sanctions as allowed by this section.
- D. Nothing provided herein shall be construed to alter, modify or limit in any way the rights of school district personnel and members of the public to file complaints against the Board or Board members under applicable Board policies.

24. Board Review of Code of Ethics and Board Operating Procedures

- A. The Board will annually review the Board Code of Ethics and Operating Procedures.
- B. Each new Board member will be given a copy of the Board Code of Ethics and Operating Procedures prior to or at the new Board member's first Board meeting.
- C. Outgoing Board members will be reminded annually of the prohibition of employment with the district, including substitute teaching, for a period of one calendar year from the date of leaving office.

25. Procedures for Board Members Visiting Campuses

- A. Board members will complete the proper background check paperwork.
- B. Board members will wear their District-issued I.D. Badge.
- C. Board members will check-in with the Superintendent.
- D. Board members will check-in with the Campus Administrator.