

**KENNEDALE INDEPENDENT SCHOOL DISTRICT
BOARD OF TRUSTEES
BOARD OPERATING PROCEDURES**

I. Developing Board Meeting Agendas

A. Placing Items on Agenda

1. Board members should submit their proposed agenda items to the Board President no later than noon of the sixth calendar day before the regular monthly meeting or noon of the sixth calendar day before a special meeting. The Superintendent will provide board members with information on the item, administration position, and recommendations.
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.

B. Items that cannot be on the agenda other than for Closed Session

1. All personnel issues must be conducted in an executive session unless 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 Agenda Items, Requests for Information, Other Trustee Correspondence with Superintendent and Administrative Response:

1. The Board will make every effort to have requests for additional information or clarification of an agenda item submitted to the Superintendent no later than Monday noon, on the week of a regularly scheduled board meeting.
2. Regardless of which member of the Board submits a request for additional information or clarification, the response will be submitted to all members of the Board.
3. All questions or requests should be directed through the Superintendent's office.
4. The Superintendent should be notified in advance of any interest to pull a Consent Agenda Item for discussion during a Board Meeting.
5. Significant policy changes or curriculum changes will be presented to the Board in writing prior to the school board meeting, along with the other packet items.

D. Consent Agenda Items

The Board President shall determine items, if any, that qualify to be placed on the consent agenda. The consent agenda shall include items of a routine and/or recurring nature that are 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 All such items shall be acted upon by one vote without separate discussion, unless a Board member requests an item be withdrawn for individual consideration. In that case the remaining items shall be adapted under a single motion and vote.

E. Special Meetings

1. May be called by the Board President after consultation with the Superintendent, or may be requested by two Trustees to the Superintendent or the Board President.
2. Agenda items that are not urgent/emergent will not be presented for action in a special board meeting.

II. Member Conduct During Board Meetings

- A. All board members are expected to model the Character Education Traits as attached and follow *Robert's Rules of Order*, modified for small boards and committees and the KISD Board Member Code of Ethics.
- B. If during a meeting, a Board member violates *Robert's Rules of Order*, the following disciplinary procedures will be enforced:
 1. The President will remind the offending board member of the proper procedure according to *Robert's Rules of Order*.
 2. If the violations continue, the President or any member will ask for a recess. During the recess the President and Vice-President will talk privately with the offending board member.
 3. If the offending member still continues to be in violation, a public warning will be issued in open session by the President.
 4. If the offending member still continues to be in violation, any board member may call for public censure and removal from that meeting, requiring a 2/3 vote according to *Robert's Rules of Order* for disruption of a Public Meeting.
- C. The President will not recognize a member for personal privilege until the end of the Board meeting, unless he determines that the subject of the personal privilege needs to be aired earlier in the meeting because the public will likely not be available at the end of the meeting. If the individual raising the personal privilege disagrees with the President's ruling he or she may make a motion to suspend the rule. If 2/3 of the Board supports the motion, personal privilege can be asserted immediately. Personal privilege will not be used to chastise, embarrass or debate issues with another Board member.
- D. Voting
 1. All members, including the Board President, will vote on all action items.
 2. A member may abstain from voting and that failure to vote shall be recorded upon that member's request.
- 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 that meeting.
- F. Agenda item discussion by Board members:
 1. Each member will have the opportunity to discuss an item at least once before the item may be tabled or postponed.
 2. 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 the member the opportunity to explain their reasons for placing an item on the agenda.
 3. 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. Each member will be allowed to discuss an item for three minutes. If necessary, a second round of discussion for another three 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 and a report must be generated that will require excessive time by staff, the Superintendent will place this request on the agenda of the next Board meeting so the Board can determine whether the report should be compiled.
- B. A request for a response from the District's attorney should be made to the Superintendent or Board President.

IV. Violations of the Code of Ethics by a Board Member

- A. If a Board Member violates the Board's Code of Ethics, the President and Vice-President will consult with the offending member on said violation.
- B. If the offending member continues to violate the Code of Ethics the matter may be discussed in an executive (closed) session.
- C. If the offending Board member continues to be in violation, any member of the Board may call for public censure.

V. Citizen Request/Complaint to individual Board members

- 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 appropriate District administrator.
 3. Inform the 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 criticisms, 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 in a timely fashion.

VI. Employee Requests/Grievance to individual Board member

- A. When an employee contacts a Board member about a grievance, the Board member should:
 1. Remind the employee of chain of command.
 2. Remind the employee of due process procedures and remain impartial.
 3. Board Member is encouraged to discuss the incident with Superintendent in a timely fashion.

VII. Vendor Request/Concern to Individual Board member

- A. Individual Board member should not respond to vendor calls, other than:
 - 1. State, "I cannot discuss this with you in this manner."
 - 2. Ask if the vendor has made the request or concern known to the Superintendent.
 - 3. Ask if the vendor is currently involved in a bid process that has not yet been awarded. NOTE: If so, such conversation COULD disqualify their bid.
 - 4. Offer to meet at the Administration office where a proper record of the meeting can be made.
 - 5. Contact the Superintendent's Office to arrange for the meeting, with one or more Administrative staff persons present.
 - 6. Request that all other Board members be notified of the meeting, for information only.
- B. If the Board member agrees after the above meeting that there is evidence that the vendor concern should be reviewed:
 - 1. The Board member will request that the item be added to the next Board meeting agenda.
- C. Vendor Appeal Process
 - 1. The Board members who are contacted by a vendor with a concern should refer the vendor to KISD Policy GF (LOCAL), *Public Complaints*, and immediately contact the Superintendent's Office about any such call. The Superintendent's Office will keep the Board apprised of any vendor appeals.

VIII. Board member visits to school campus

- A. Board members are encouraged/expected 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.

IX. Communications

- A. The Board President will communicate with the Superintendent on an as needed basis.
- B. A meeting of the Board Officers (President, Vice-President, and Secretary) and Superintendent can be called by any of the Board Officers or Superintendent as needed.
- C. Information sent to any Board member will be distributed to all Board members.
- D. Board will keep Superintendent informed via telephone calls, email or personal visits.
- E. The Superintendent will generally inform the Board about any issue or matter that (i) involves legitimate threats of legal action against the District; (ii) results in the filing of a formal grievance under Policies DGBA/FNG/GF; (iii) involves significant concern related to a high-level District administrator (i.e., central and campus administration); or (iv) is anticipated to be reported on by news media in the near future. The Superintendent shall inform the Board of the issue or matter as soon as practical.
- F. Board can communicate with the community through public hearings, regular Board meetings, and publications.

- G. Individual Board members cannot speak in an official capacity outside of a Board meeting or call or attend meetings as a representative of the Board without prior authorization of the Board.
- H. The KISD Board of Trustees encourages input; however, anonymous calls or letters will not receive Board attention, discussion or response and will not result in directives to the administration.
- I. 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 and other employees designated from time to time by 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 regarding an employee's employment, assignment, reassignment, salary and benefits, evaluation, or other terms and conditions of employment with any employee other than the Superintendent and his designees, 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 a professional and legal manner.
- J. Individual Board Members shall not meet with or discuss District business with vendors, current or prospective, unless authorized by the Board in consultation with the Superintendent.

X. Evaluation of Superintendent

- A. The Superintendent's formative evaluation will be conducted annually by the end of January, and the summative evaluation will be conducted annually by the end of July.
- B. The Superintendent's performance review will be based on: (1) the district's annual priorities and goals, and (2) the Board's annual goals for the Superintendent established by September.
- C. The Superintendent's evaluation instrument will be reviewed and established each year by the end of September.

XI. Evaluation of Board

- A. Evaluation of the Board will be conducted in a workshop session.
- B. Evaluation of the Board will be conducted by the end of March.
- C. The evaluation will be conducted in Executive Session and results will be discussed in Open Session.
- D. The board evaluation instrument will be reviewed and approved prior to the scheduled evaluation, occurring by the end of June.

XII. Selection of Board Officers

- A. Election of Officers: At the first meeting after each election and certification of newly elected Trustees, the members of the Board shall organize by electing the following officers:
 - 1. A president, who shall have been a member of the Board for at least one year prior to election, or less under extenuating circumstance.
 - 2. A vice-president, who shall be a member of the Board.
 - 3. A secretary, who shall be a member of the Board.

XIII. Role and Authority of Board Member and/or Board Officer

- A. Set down by State statute.
- B. No Board member or officer has authority outside the Board meeting unless conferred said authority is conferred by majority vote of the Board.
- C. No Board member can direct employees in regard to performance of duties.
- D. The Board President shall:
 - 1. Preside at all Board meetings.
 - 2. Appoint committees.
 - 3. Call special meetings.
 - a. The President of the Board shall call a special meeting at the President's discretion or on request by two or more members of the Board.
 - 4. Sign all legal documents required by law.
 - 5. Approve the meeting agenda and ensure any topics the Board or individual members have requested to be addressed are included on the agenda.
- E. The Vice-President shall:
 - 1. Act in capacity of President in the absence of the President.
 - 2. Sign or countersign warrants or other documents as necessary.
- F. The Secretary shall:
 - 1. Keep, or cause to be kept, an accurate record of the proceedings of Board Meetings.
 - 2. Send, or cause to be sent, all notices of Board meetings.
 - 3. Act in role of President in the absence of the President and Vice-President.
 - 4. Sign or countersign warrants and other documents as necessary.

XIV. Role of Board in Executive Session

- A. Agenda Posted for Executive Session. The posted agenda will list the topics to be discussed in executive session as required by law. *Tex. Gov't 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 been convened in open meeting for which 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 purpose of the closed or 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).
551.071

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). 551.072
 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). *Atty. Gen. Op. H-496 (1975)*, 551.0 74
 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). 551.082
 5. To consider the deployment or specific occasions for implementation of security personnel or devices. 551.076
 6. 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. 551.083
 7. 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 closed or executive session. The presiding officer shall so state prior to entering into executive session. The Board shall reconvene the open meeting after an executive session, prior to adjourning the meeting. 551.102
- 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.

XV. Media Inquiries to the Board

- A. The Board President shall be the official spokesperson for the Board to the media and press on issues of media attention, unless otherwise authorized by the Board President.
- B. A Board member should only speak to media about his/her position on an issue; not what the Board thinks or speculation about the future.

XVI. Reviewing Board Operating Procedures

- A. Standard Board Operating Procedures will be reviewed and updated annually in June and will be part of Board training and orientation.
- B. The Board will adopt the Board Procedures and Board Code of Conduct annually at the regular monthly meeting in either July.

These Board Procedures are intended to guide and assist the Board of Trustees in the conduct of its business. They are not intended to confer legal rights on any other person.

These Board Procedures are not intended to take precedence over Board Policy. If there is a conflict or inconsistency between these Procedures and Local Board Policy, every effort will be made to revise Board Policy to reflect the intent of the Board in these Procedures. At no time are these Procedures intended to over-ride Legal Policy or state or federal law.

KENNEDALE INDEPENDENT SCHOOL DISTRICT 7 CORE CHARACTER TRAITS

RESPONSIBILITY	To exhibit self-discipline, use self-control, good citizenship, and be accountable for your own behavior.
RESPECT	To show high regard for self and be courteous and considerate of others.
HONESTY	To demonstrate trustworthiness, fairness and truthfulness.
PERSEVERENCE	To acknowledge the importance of staying with a task and not giving up.
INTEGRITY	To do what is right and to adhere to a code of conduct necessary for successful performance in life.
COOPERATION	To show that when two or more people work together by combining their talents and abilities, the task can be accomplished in a more efficient and effective manner.
CARING	To show concern for the wellbeing of others through both words and actions.

KENNEDALE INDEPENDENT SCHOOL DISTRICT
BOARD OPERATING PROCEDURES

SCHOOL BOARD MEMBER ACKNOWLEDGMENT

I hereby acknowledge that it is my responsibility to review the Kennedale Independent School District's Board Operating Procedures and Board Ethics Policy BBF.

My signature indicates that I agree to abide by the standards, policies and procedures contained therein.

Name

Date