

**CEDAR HILL**  
INDEPENDENT SCHOOL DISTRICT



# BOARD OF TRUSTEES OPERATING PROCEDURES



Cedar Hill Independent School District  
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**I. BOARD SELF-EVALUATION**

*(Lone Star Governance Implementation Integrity Instrument)*

- A. The Board self-evaluates using the Lone Star Governance Implementation Integrity Instrument quarterly.
- B. Once annually, the Board will affirm that it has reviewed all policies governing Board Operating Procedures.

**II. EVALUATION OF SUPERINTENDENT'S PERFORMANCE**

*(Lone Star Governance Implementation Integrity Instrument)*

- 1. Board Members receive training annually on locally developed process for Superintendent performance evaluation.
- 2. The Board considers Superintendent performance as indistinguishable from school system performance. The Superintendent's annual evaluation is based only on the Board-adopted student outcome goals and constraints, using data reported as scheduled via the Board's monitoring calendar.
- 3. Board approves Superintendent Appraisal Instrument.
- 4. Board President obtains input from all other members on Board approved indicators.
- 5. Superintendent Evaluation is conducted every January.

**III. DEVELOPING BOARD MEETING AGENDA**

**A. Placing Items on Agenda**

- 1. The superintendent (or his/her designee) and Board President jointly create the agenda.
- 2. Board members must request to the Board President (or his/her designee), by noon 7 days in advance, any item they wish to have considered for placement on the agenda for a regularly scheduled Board meeting.
- 3. Should the Board President reject any individual request, any Board member, with the agreement of another Board member, can have an item placed on the agenda by noon the 3rd day before the meeting. For the item to be included both Board members must communicate with the Board President in writing.
- 4. Items on the Board calendar will be added to the agenda by the Board President

**B. Items that cannot be on the agenda**

- 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 and Texas Open Records Act cannot be placed on the agenda.

**C. Use of Consent Agenda**

- 1. All items except items contained in the Information section will be placed on the Consent Agenda. Only items pulled by a member of the Board of Trustees will be

discussed during the board meeting.

#### D. Agenda Packet

1. Agenda packets for the first Monday called meetings will include all supporting documentation for all items 72 hours in advance of the meeting. If updates to the packets are required after the board packet has been distributed, an email notifying all board member will be sent to each board member.

### IV. BOARD OPERATING PROCEDURES FOR PUBLIC COMMENT

#### A. Speaker Signup

1. Individuals who wish to provide public comment or testimony to the Board at the designated time during a Board meeting must sign up in advance of the Board meeting by submitting a public comment card. Signup will open one hour before the posted meeting start time and close at the posted meeting start time.
2. When an individual signs up, the individual must indicate whether the comment pertains to an item on the Board agenda and, if so, which item or items. An individual who will be accompanied by a translator must notify the District at the time of signup.
3. If an agenda item is continued or posted again for a meeting on a later date, individuals who wish to address the Board on the item must sign up separately for that later date.

#### B. Topic of Public Comment

1. At meetings other than regular Board meetings, public comments are limited to items on the posted meeting notice and agenda. At regular meetings, comments on other topics may be allowed as time permits. Public comments should be limited to topics relevant to District business.

#### C. Time for Public Comment

1. Generally, the Board will conduct public comment at the beginning of its Board meetings. However, in the interest of time and the orderly conduct of public business, the Board reserves the right to:
  - Increase or decrease the per-speaker time limit to address the Board.
  - Move comment on non-agenda topics to the end of the meeting.
  - Take items in a different order than shown on the meeting notice.
  - Will ensure that opposing viewpoints are heard in alternating order.
  - Proceed first with agenda items for which no speakers have registered to provide comment.
  - Recommend that comments involving the performance of individual District employees or officers be made through the grievance policy.
  - Require that comments involving personally identifiable student information be made through the grievance policy.
  - Continue a meeting or an agenda item to another day in order to allow adequate time for public comment.
  - Make other reasonable adjustments to the timing of public comment in accordance with law.
  - The Board delegates to its presiding officer the authority to make reasonable adjustments to the timing and conduct of public comment in accordance with law. [See BDAA]

- The presiding officer will announce these adjustments in an open meeting.

#### D. Per-Speaker Time Limit

1. A speaker will be given up to three minutes to address the Board. If, however, the total number of speakers seeking to address the Board at a meeting exceeds ten, the per-speaker time limit may be reduced. In no event will a speaker be given less than one minute to address the Board. A speaker who wishes to address multiple agenda items may be given one minute as additional time to address the Board. The speaker shall not exceed six minutes if he or she requires the assistance of a translator.

#### E. Written Comments to the Board

1. When public meetings are held virtually, a member of the public may submit written comments to the Board regarding District business by filling out an electronic public comment form located on the district website. Signup will open the day of the posted meeting and close one hour prior to the posted meeting start time.
2. Written submissions to the Board are subject to public disclosure in accordance with the law and must follow the same guidelines for public comment.
3. This Board operating procedure was adopted on Monday, October 19, 2020.

### V. MEMBER CONDUCT DURING BOARD MEETINGS

*(Anytime four or more Board members are gathered and school business is discussed it is considered a meeting and must meet the requirements of the Texas Open Meetings Act.)*

Board members are expected to be present, prepared and engaged at all meetings.

#### A. Response to Citizens

1. Board members can hear comments but will not engage in dialogue. Board members may ask clarifying questions and state factual information and board policy.
2. The Board President may direct the Superintendent to investigate item(s) and report back to Board at a designated meeting.

#### B. Discussion of Individual Employees or Students by the Board or Audience

1. The Board will not hear complaints or grievances about employees or students in public session unless requested by the employee who is the focus of the complaint or grievance.

#### C. Formal Hearing

1. Hearings will be conducted according to board policy DGBA (local)

#### D. Town Meetings

1. Purpose of this meeting is to inform the public and to gather information.
2. Board President or designee will chair this meeting.
3. Community members wishing to voice complaints will be directed to the Superintendent.

#### E. Roberts Rules of Order

1. All discussion shall be directed solely to the business currently under deliberation
2. 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
3. The Board President has the right to recognize a Board member prior to giving their comments.

#### VI. VOTING

1. All members, including the Board President, will vote on all action items.
2. All Board members will vote on all action items, except when there is a legal conflict of interest.
3. Any member may abstain from voting and the failure to vote will be recorded in the minutes.

#### VII. INDIVIDUAL BOARD MEMBERS REQUESTS FOR RECORDS OR REPORTS

1. A report is any information or data that is not in an existing document.
2. All Board members shall request records and/or reports through the Superintendent and copy the Board President. If the report is generated it must be sent to all board members.
3. The Superintendent will gather records and/or report and disseminate it in a timely manner to the entire Board. The Board will develop any specific criteria for staff reports. The Superintendent cannot honor a request for a report unless it goes to the Board President.
4. The requesting Board Member will place a request for a report on the agenda of a future Board meeting if the Superintendent did not generate the report.

#### VIII. CITIZEN/EMPLOYEE REQUESTS OR COMPLAINTS (*verbal*)

1. When an employee, parent, student or citizen complains to a board member, the
2. Board member shall remind the employee/parent/student/citizen of due process and to follow the chain of command.
3. The Board member must remain impartial in case the situation comes before the Board.
4. Board member shall inform the Superintendent of complaint/request.
5. A Board member may not individually investigate a complaint/request.
6. Employees shall not be prohibited from communicating with a Board Member regarding CHISD operations.
7. Communication between an Employee and a Board Member would be inappropriate pending a hearing or appeal related to the employee.
8. When appropriate, the superintendent or designee shall communicate with the citizen in a timely manner and follow-up with the Board member.
9. A Board Member may not convene, attend, or advocate for any citizen meetings on a particular issues and should notify the Board President should any request for attendance be presented to them.
10. When the complaint directly pertains to the Board's own actions or policy, for

which there is not administrative remedy, a Board member may request that the complaint be placed on the agenda.

## IX. EMPLOYEE COMPLAINTS

A. When an employee complains to a board member, the board member shall:

1. Remind employee of the due process procedure and remain impartial.
2. Refer employee to the Superintendent.
3. Board member is encouraged to talk with Superintendent in a timely fashion
4. A Board member may not individually investigate a complaint.
5. The Board President shall inform the Board in a closed session of complaints about the Superintendent and the Board President shall determine the course of action appropriate for handling the complaint after consultation with the entire Board and, if necessary, legal counsel.

## X. VISIT TO CAMPUS

1. All Board members are encouraged and expected to attend any school's events as their time permits.
2. Individual Board members are not to go into teachers' classrooms for the purpose of evaluation or investigation.
3. Individual Board members are not to visit buildings, classrooms, or other workstations, unannounced.
4. Board members are encouraged to notify the Superintendent and/or building Principal of a visit prior to arrival.

## XI. COMMUNICATIONS

1. The Board is committed to and encourages community input through surveys, public forums, and on-going communications activities.
2. The Board President will meet with the Superintendent on a routine weekly basis to discuss issues of the District.
3. Other Board members are encouraged to meet with the Superintendent on a monthly basis to discuss issues of the District.
4. Requests from the Board President to the Superintendent will be distributed to all Board members.
5. The Board will be candid and open in all communication with the Superintendent.
6. The Board will communicate with its community through public hearings, regular Board meetings, the news media, community engagement committees and regular publications.
7. Individual Board members cannot speak in an official capacity outside the Board Room.
8. Email communications received by all Board members will be acknowledged to the sender by the Board President or another Board officer if the President is unavailable to do so. The Board President's response will be copied to the CHISD Superintendent or designee who will, in turn, communicate with the other Board members that a response has been provided.
9. Email communications received by an individual Board member will be acknowledged to the sender and copied (cc) to the Board President and Superintendent.



## XII. PROCESS FOR SELECTING BOARD OFFICERS

1. Officers will be elected for the positions of President, Vice-President, and Secretary.
2. Elections will be held at the swearing in ceremony following the May election and at other times deemed necessary by the Board.
3. It is preferred that no board member would be elected as president without a minimum of two years of Board experience and one year for other offices.

## XIII. ROLE AND AUTHORITY OF BOARD MEMBERS AND/OR BOARD OFFICERS

1. (Set down by state statute.)
2. No Board member or officer has authority outside the properly called and posted Board meeting.
3. No Board member can direct employees in regard to performance of duties.
4. The Board supervises and evaluates the Superintendent, its one employee.
5. The Board President shall:
  - a. Preside at all Board meetings
  - b. Appoint committees
  - c. Call special or emergency meetings by his/her discretion or upon request of two members of the Board.
  - d. Sign all legal documents required by law
6. The Vice-President shall:
  - a. Act in capacity of President in the absence of the President
  - b. Sign or countersign warrants or other documents as necessary
  - c. Act as parliamentarian.
7. The Secretary shall:
  - a. 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 role of President in the absence of the President and Vice-President
  - d. Sign or countersign warrants and other documents as required by state law or Board Policy

## XIV. ROLE AND AUTHORITY OF BOARD COMMITTEES

1. The Board President shall appoint members to special committees created by the Board to fulfill specific assignments.
2. The function of committees shall be fact-finding, deliberative, and advisory, but not administrative.
3. The committees shall report their findings to the Board upon completion of the assigned task or vote of the Board.
4. The President of the Board and the Superintendent shall be ex officio members of all Board committees, unless otherwise provided by Board action.
5. Committees may transact business only within the specific authority granted by the Board.

## XV. ROLE AND AUTHORITY IN CLOSED (EXECUTIVE) SESSION

1. The Board shall not conduct Closed Session unless
2. A quorum of the Board first convenes in a properly called and posted open meeting.
3. The presiding officer has publicly announced that the Closed Session will be held and has identified the section or sections of the Texas Open Meetings Act or other applicable law under which the Closed Session is held.
4. The Board can only discuss those items listed on Closed Session Section of the posted Agenda.
5. Board must vote in public session.
6. Information during Closed Session must remain confidential.

## XVI. MEDIA INQUIRIES TO THE BOARD

1. The Board President shall be the official spokesperson for Board related requests.
2. All Board Members who receive calls from the media should direct them to the Board's spokesperson and notify the Board President and Superintendent of the call.
3. Board Members retain the right to speak to the media as individuals.
  - a. Before speaking to the media, Board Members should make a distinction between speaking as an individual and member of the Board.
  - b. When speaking as an individual, it is important for the media representative(s) to be reminded of the position or action of the Trustees as a Body Corporate.
4. The Superintendent or designee shall be the official spokesperson for District-related requests.

## XVII. PHONE CALLS AND LETTERS

1. The 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.
2. The Board of Trustees encourages input. A signed letter will be forwarded to the Superintendent. The Board Member(s) receiving the letter will respond using standard format acknowledging receipt of the letter and informing the writer of the letter that it will be forwarded to the Superintendent. The Superintendent will respond to the writer of the letter and send copy to full Board.

## XVIII. TRUSTEES' STANDARDS OF BEHAVIOR

1. Trustees will be knowledgeable of the Board of Trustees' Code of Ethics and the code's implications for their day-to-day actions.
2. The board president will review the Code of Ethics with the Board annually.

#### XIV. BOARD TRAINING

1. Orientation of new Board members to the District will be held within 120 days after election.
2. Board members are required to complete training as specified in the Texas Education Code 11.159 and BBD (Legal)
  - a. At least 10 hours of continuing education in first year.
  - b. At least 5 hours of continuing education each year following the first year.
  - c. Prior to being seated, all newly-selected Board Members should attend training from a TEA-certified Lone Star Governance Coach.
3. When possible, the board will attempt to attend conferences as a complete body.

#### XX. NAMING FACILITIES (*Policy CW Local*)

##### 1. New Schools.

The Board shall name a new school according to the following:

- a. An elementary school shall be named in honor of a local citizen or in reference to the neighborhood in which the school is located.
- b. An Intermediate school shall be named by geographic location.
- c. A middle school shall be named after a local, state, or national citizen.
- d. A high school shall be named to reflect the name of the city followed by a geographic demarcation.

##### 2. SPECIAL FACILITIES

The Board may name a portion of a building, such as the library, auditorium, gymnasium, or other special facility, to honor an outstanding individual, including but not limited to:

- a. A local resident
- b. A state figure
- c. A national or international figure
- d. A former student

##### 3. NAMING PROCEDURE

In making its decision, the Board may accept nominations from individuals or a campus advisory team. The Board may also consider recommendations from the District Education Foundation. Nominations and recommendations shall be submitted in writing and shall include a brief statement with the following information:

- a. Biographical sketch
- b. Significant contribution made by the individual
- c. A compelling statement as to why a school or facility should be named after the person.