



**WYLIE INDEPENDENT
SCHOOL DISTRICT**

**BOARD OPERATING
PROCEDURES**

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Updated October 2021

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WYLIE INDEPENDENT SCHOOL DISTRICT

BOARD OPERATING PROCEDURES

I. Introduction

In effective school systems, the Superintendent and the Board function as a “TEAM OF EIGHT.” A structured approach to developing a vision for the district and setting goals is enhanced by first developing a system of standard operating procedures; then maintained through adherence to a code of ethics. The School Board is the corporate policy-making body for the district, and the Superintendent and staff provide the leadership to cause Board policies to be implemented. Therefore, the Wylie ISD Board of Trustees and Superintendent function as a “TEAM OF EIGHT” while maintaining open communication to the staff and patrons of the district.

The Wylie ISD Board of Trustees adopts these procedures and code of ethics as Board Operating Procedures to ensure consistent governance, provide for standardized operations, and maintain public confidence.

II. Mission, Vision & Goals

This Operating Procedures Manual is intended as an information guide for Board members to follow as they serve Wylie ISD and the community. This manual is not a statement of Board policy and is not intended to supersede or modify legal or local policy or state law.

III. Code of Ethics | [Policy BBF \(LOCAL\)](#)

“As a member of the Board, I shall promote the best interest of the District as a whole and, to that end, shall adhere to the following ethical standards:

Equity in Attitude

- I will be fair, just, and impartial in all my decisions and actions.
- I will accord others the respect I wish for myself.
- I will encourage expressions of different opinions and listen with an open mind to others’ ideas.

Trustworthy in Stewardship

- I will be accountable to the public by representing District policies, programs, priorities, and progress accurately.
- I will be responsive to the community by seeking its involvement in District affairs and by communicating its priorities and concerns.
- I will work to ensure prudent and accountable use of District resources.
- I will make no personal promise or take private actions that may compromise my performance of my responsibilities.

Honor in Conduct

- I will tell the truth.
- I will share my views while working for consensus.
- I will respect the majority decision as the decision of the Board.



- I will base my decisions on fact rather than supposition, opinion, or public favor.

Integrity of Character

- I will refuse to surrender judgment to any individual or group at the expense of the District as a whole.
- I will consistently uphold all applicable laws, rules, policies, and governance procedures.
- I will keep confidential information that is privileged by law or that will needlessly harm the District if disclosed.

Commitment to Service

- I will focus my attention on fulfilling the Board’s responsibilities of goal setting, policymaking, and evaluation.
- I will diligently prepare for and attend Board meetings.
- I will seek continuing my education that will enhance my ability to fulfill my duties effectively.

Student-Centered Focus

I will be continuously guided by what is best for all students of the District.”

See Appendix B.

A. Board Advocacy

The Board places a high priority on advocacy at the local, state and national levels for the specific interests of the District for its students, faculty and education, in general.

1. Legislative Priorities

The Wylie ISD Director of Policy, Governance, & Grants will advise and update the Board members about legislative priorities prior to the opening of the bi-annual session of the Texas Legislature and communicate those priorities to area legislators. These priorities may be updated as necessary to remain current and responsive.

The Wylie ISD Director of Policy, Governance, & Grants will organize and facilitate an annual engagement with Board Members, district senior leadership, and the local, state and federal community and elected leaders.

The Board will coordinate advocacy efforts with the Superintendent and Director of Policy, Governance, & Grants.

Trustees are expected to:

- Advocate for the high achievement of all District students.
- Create and support connections with community organizations to provide community-wide support for the high achievement of all District students. Texas Education Code 11.1512.

Trustees dealing with advocacy for election measures should note:

- Texas law prohibits District employees or officials (including Trustees) from knowingly using public funds, directly or indirectly, for political



advertising to advocate for or against a candidate or measure appearing on a ballot.

- The Texas Ethics Commission interprets this prohibition broadly, suggesting even conducting a meeting on public property involves an indirect use of public funds. The prohibition extends to bond and tax ratification elections.
- Texas law allows Trustees, acting independently and without the use of public funds, to engage in political advocacy.
- A Trustee invited, for example, to speak at a community meeting in favor of a bond proposal may do so.
- Trustees will be cognizant of this provision and seek advice of the Board President before engaging in any advocacy activity which may involve a direct or indirect use of public funds when an activity is related to an election or ballot measure.
- The Board President may seek advice from the District's attorney in these matters.

2. State Delegate

A new or existing Trustee may serve as a delegate to the state delegate assembly for the TASA/TASB (Texas Association of School Administrators) conference.

B. Meeting Types

This section provides descriptions of the meetings held by the District. There are a variety of meetings for Trustees. Attendance at some meetings is more critical than others, but all are important to attend. While most meetings occur on a regular basis, dates can change or meetings can be omitted altogether due to other conflicts on the calendar.





See Appendix F.

IV. Board Members' Authority | [Policy BBE \(LOCAL\)](#)

A. Boards Members' Authority

The Board has final authority to determine and interpret the policies that govern the schools and, subject to the mandates and limits imposed by state and federal authorities, has complete and full control of the District. Board action shall be taken only in meetings that comply with the Open Meetings Act. [See [BE\(LEGAL\)](#)].



B. Transacting Business

When a proposal is presented to the Board, the Board shall hold a discussion and reach a decision. 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 member.

C. Individual Authority for Committing the Board

Board members as individuals shall not exercise authority over the District, its property or its employees. Except for appropriate duties and functions of the Board President, an individual member may act on behalf of the Board only with the express authorization of the Board. Without such authorization, no individual member may commit the Board on any issue. [See [BDAA](#)].

D. Individual Access to Information

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 Act of the Government Code. [See [GBA](#)].

E. Limitations

If a Board member is not acting in his or her official capacity, the Board member has no greater right to District records than a member of the public.

An individual Board member shall not have access to confidential student records unless the member is acting in his or her official capacity and has a legitimate educational interest in the records in accordance with policy [FL](#).

F. Requests for Records

An individual Board member shall seek access to records or request copies of records from the Superintendent or other designated custodian of records. When a custodian of records other than the Superintendent provides access to records or copies of records to an individual Board member, the provider shall inform the Superintendent of the records provided. In accordance with law, the District shall track and report any requests under this provision, including the cost of responding to one or more requests by any individual Board member for 200 or more pages of material in a 90-day period.

G. Request for Reports

No individual Board member shall 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 or other custodian of records regarding the preparation of reports shall be by Board action.



H. Confidentiality

At the time a Board member is provided access to confidential records or to reports compiled from such records, the Superintendent or other District employee shall advise the Board member of the responsibility to comply with confidentiality requirements.

V. Role of Board Members & Officers | [Policy BDAA \(LOCAL\)](#)


The Board shall elect a President, a Vice President, and a Secretary who shall be members of the Board. The Board may assign a district employee to provide clerical assistance to the Board. Officers shall be elected by majority vote of the members present and voting.

Vacancies

A vacancy among officers of the Board shall be filled by majority action of the Board.

Terms & Duties

Board officers shall serve for a term of one year or until a successor is elected. Officers may succeed themselves in office without limit with the exception of the President who may succeed himself or herself once. Each officer shall perform any legal duties of the office and other duties as required by action of the Board.



President

1. Preside at all meetings of the Board unless unable to attend.
2. Have the right to discuss, make motions and resolutions, and vote on all matters coming before the Board.
3. Call special meetings of the Board. [See BE].
4. Sign all legal documents, warrants, vouchers and reports, as required by statute, state or federal regulations or Board policy.
5. Decide all questions of order in accordance with Robert's Rules of Order, Newly Revised, as modified by Board policy.
6. Receive official correspondence addressed to the Board.
7. Assist in the development of the agenda for each meeting.
8. Represent the Board and the District at certain ceremonial occasions and events.
9. Lay before the Board from time to time whatever matters and suggestions he or she may consider to be within the best interest of the public schools.
10. Perform all other duties which may be prescribed by law, authorized by the Board or mandated by a court of competent jurisdiction for the chief officer of the Board.

Vice President

1. Act in the capacity and perform the duties of the President of the Board in the event of the absence or incapacity of the President.
2. Become President only upon being elected to the position

Secretary

1. Ensure that an accurate record is kept of the proceedings of each Board meeting.
2. Ensure that notices of Board meetings are posted and sent as required by law.
3. In the absence of the President and Vice President, call the meeting to order and act as presiding officer.
4. Sign or countersign documents as directed by action of the Board.

See Appendix E.



VI. Governance | [Policy BE \(LEGAL\) & \(LOCAL\)](#)

A. Board Meetings

The Board may act only by majority vote of the members present at a meeting held in compliance with Chapter 551, Government Code, at which a quorum of the board is present and voting. Education Code 11.051(a-1).

Definition: “Meeting” means a deliberation among a quorum of the Board, or between a quorum of the Board and another person, during which public business or public policy over which the Board has supervision or control is discussed or considered, or during which the Board takes formal action. “Meeting” also means a gathering:

- That is conducted by the Board or for which the Board is responsible;
- At which a quorum (e.g., four members of a seven-member board) of members of the Board is present;
- That has been called by the Board; and
- At which Board members receive information from, give information to, ask questions of or receive questions from any third person, including an employee of the District, about the public business or public policy over which the Board has supervision or control.

B. Open to Public

Every meeting of the Board shall be open to the public. The Board may, however, exclude a witness from a hearing during the examination of another witness in a matter being investigated and may enter into a closed meeting, as provided by law. Gov't Code 551.002, 551.084, Ch. 551, Subch. D, Subch. E [See [BDB](#) and [BEC](#)].

C. Social Function of Convention

The term “meeting” does not include the gathering of a quorum of the Board at a social function unrelated to the public business that is conducted by the Board, or the attendance by a quorum of the Board at a regional, state or national convention or workshop, ceremonial event or press conference, if formal action is not taken and any discussion of public business is incidental to the social function, convention, workshop, ceremonial event, or press conference. Gov't Code 551.001(4).

D. Meeting Place

The location of a board meeting shall be specified in the notice for the meeting, which is posted on the outside bulletin board of the Administration building and the district website.

E. Meeting Time

Regular meetings of the Board shall be held on the third Monday of each month at 7:00 p.m. When determined necessary and for the convenience of Trustees, the Board President may change the date or time of a regular meeting. The notice for that meeting shall reflect the changed date or time.



F. Special or Emergency Meetings

The time and place of special and emergency meetings shall be as set out in the notice for the meeting. The President of the Board shall call special meetings at the President's discretion or on request by three members of the Board. The President shall call an emergency meeting when it is determined by the President or three members of the Board that an emergency or urgent public necessity, as defined by law, warrants the meeting.

G. Agenda

1. Deadline

The deadline for submitting items for inclusion on the agenda is noon of the third calendar day before regular meetings and noon of the third calendar day before special meetings.

2. Preparation

- a) In consultation with the Board President, the Superintendent shall prepare the agenda for all Board meetings. Any Trustee may request that a subject be included on the agenda for a meeting, and the Superintendent shall include on the preliminary agenda of the meeting all Trustee-requested topics that have been timely submitted.
- b) Before the official agenda is finalized for any meeting, the Superintendent shall consult 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.
- c) Prior to each meeting, the Superintendent or designee shall provide each member written notice of the meeting, an agenda listing, appropriate reports, information, documents and recommendations. Members of the Board shall be given notice of regular and special meetings at least 72 hours prior to the scheduled time of the meeting and at least two hours prior to the time of an emergency meeting.

H. Notice to Members

Notice of all meetings shall provide for the possibility of a closed meeting during an open meeting, as provided by law. [See [BEC](#)].

I. Closed Meetings

The Board may conduct a closed meeting when the agenda subject is one that may properly be discussed in closed meeting. [See [BEC](#)].



J. Order of Business

The order of business for regular Board meetings shall be as set out in the agenda accompanying the notice of the meeting. At the meeting, the order in which posted agenda items are taken may be changed by consensus of Board members.

K. Rules of Order

The Board shall observe the parliamentary procedures as found in Robert's Rules of Order, Newly Revised, except as otherwise provided in Board procedural rules or by law. Procedural rules may be suspended at any Board meeting by majority vote of the members present.

L. Voting

Voting shall be by voice vote, show of hands or electronically as directed by the President. Any member may abstain from voting, and a member's vote or failure to vote shall be recorded upon that member's request. [See [BDAA \(LOCAL\)](#) for the Board President's voting rights].

M. Consent Agenda

When the agenda is prepared, the Board President shall determine items, if any, that qualify to be placed on the consent agenda. 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.

N. Video Posting

The board shall make available an archived copy of the video and audio recording of each meeting on the Internet not later than seven days after the date the recording was made. The district shall maintain the archived recording on the Internet for not less than two years after the date the recording was first made available. Archived recordings of every meeting are available on the district website at www.wylieisd.net under the school board tab by clicking on the "board meeting archive" link. This recording is not the official minutes of the meeting. HB-283 (2015).

O. Items for Executive Session

Board may discuss in executive session any and all subjects, for any and all purposes permitted by Sections 551.071-551.084. This includes the following specific items:

- Attorney consultations
- Real property purchases or economic development negotiations
- Prospective gifts or donations to the District
- Personnel matters, including employee complaints
- Personally identifiable student information
- Medical or psychiatric records



- Student discipline
- Security devices
- Assessment instruments
- Emergency management

P. Public Participation

1. Limit on Participation

Audience participation at a Board meeting is limited to the public comment portion of the meeting designated for that purpose. 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 requested by the presiding officer.

2. Public Comment

See [BED \(LOCAL\)](#).

The Board encourages citizens to make their comments, concerns and ideas known to the Board during the Citizen Comments segment of the meeting. Persons may address the Board on agenda or non-agenda items at regular board meetings. At specially called meetings, the public may comment only on items on the agenda.

- a) Sign up.** A person wishing to address the Board shall sign up prior to the beginning of the meeting. On the day of the meeting, the sign-up sheets for Citizen Comments will be available at the meeting location. Each citizen should sign up personally.
- b) Time limit.** Each speaker will be given up to 3 minutes. The presiding officer may modify this time at his/her discretion based on the number of citizens who signed up to speak, provided that no speaker be given less than 1 minute to speak. Speakers may not “donate” or “reserve” their time to other speakers.
- c) Materials.** The Board does not allow the use of video, slide, or other electronic presentations. If citizens bring a written statement or support materials, they should provide enough copies for the seven Board members and the Superintendent.
- d) Content.** The Board requests that citizens not refer to individual students or employees by name during Citizen Comments. The Board will not engage in dialogue with the speaker during the Board meeting. However, the Board or Superintendent may provide specific factual information or recite existing policy to clarify some inquiries or issues.
- e) Disruption of meeting.** The Board shall not tolerate disruption of the Board meeting by members of the public. If, after one warning from the presiding officer, any person continues to disrupt the meeting by words or actions, the person shall be removed from the meeting.



Signs or placards brought to a Board meeting shall not block the vision of those attending the meeting.

3. Board Response

Specific factual information or recitation of existing policy may be furnished in response to inquiries, but the Board shall not deliberate or decide regarding any subject that is not included on the agenda posted with notice of the meeting.

4. Complaints & Concerns

The presiding officer or designee shall determine whether a person addressing the Board has attempted to solve a matter administratively through resolution channels established by policy. If not, the person shall be referred to the appropriate policy (see list below) to seek resolution:

- Employee complaints | [DGBA](#)
- Student or parent complaints | [FNG](#)
- Public complaints | [GF](#)

VII. Board Members' Training & Orientation | [Policy BBD \(LEGAL\)](#)

A. Required Training

Each Trustee must complete any training required by the State Board of Education. See Appendix D.

Continuing education for Board members includes orientation sessions, an annual team building session with the Board and the Superintendent and specified hours of continuing education based on identified needs.

B. Local Orientation

All Board members shall receive a local District orientation and an orientation to the Texas Education Code.

C. New Members

New Board members shall participate in a local orientation session within 60 days before or after their election or appointment. The purpose of this orientation is to familiarize new Board members with local Board policies and procedures and District goals and priorities.

All newly elected Board members shall receive the orientation to the Texas Education Code within the first year of service. The orientation shall be delivered by regional education services centers and shall be three hours in length.



D. Sitting Board Members

All sitting Board members shall receive a basic orientation to the Texas Education Code and relevant legal obligations. The orientation will have special but not exclusive emphasis on statutory provisions related to Texas school district governance. The orientation shall be delivered by regional education services centers and shall be three hours in length. Topics shall include, but not be limited to, Texas Education Code, Chapter 26 (Parental Rights and Responsibilities), and Texas Education Code, Section 28.004 (Local School Health Education Advisory Council and Health Education Instruction). [See [BDE](#), [EHAA](#), and [FNG](#)].

E. Legislative Updates

After each session of the Texas Legislature, each Board member shall receive an updated session from a regional education service center or any registered provider to the basic changes made to the Texas Education Code. The update session shall be of sufficient length to familiarize Board members with major changes in the Education Code and other relevant legal developments related to school governance. A Board member who has attended a basic orientation session given by a service center that incorporates the most recent legislative changes is not required to attend an additional legislative update.

F. Team Building

The entire Board, including all Board members, shall annually participate with the Superintendent in a team-building session facilitated by the regional education service center or any registered provider. The team building session shall be of a length deemed appropriate by the Board, but generally at least three hours. The purpose of the team building session is to enhance the effectiveness of the Board-Superintendent team and to assess the continuing education needs of the Board-Superintendent team. The assessment of needs shall be based on the framework for governance leadership and shall be used to plan continuing education activities for the governance leadership team for the upcoming year.

G. Continuing Education

In addition to the orientation and team building training, all Board members shall receive additional continuing education on an annual basis, in fulfillment of assessed needs and based on the framework for governance leadership. [See [BBD](#) (EXHIBIT)]. The continuing education sessions may be provided by the regional education service centers or other registered providers. To the extent possible, the entire Board shall participate in continuing education programs together.

H. First Year

In their first year of service, Board members shall receive at least ten hours of continuing education in fulfillment of assessed needs. Board members may fulfill up to five of the required ten hours of continuing education through online instruction, provided that the training is designed and offered by a registered provider,



incorporates interactive activities that assess learning, provides feedback to the learner, and offers an opportunity for interaction with the instructor.

I. Subsequent Years

Following the first year of service, Board members shall receive at least five hours of continuing education annually in fulfillment of assessed needs. Board members may fulfill the five hours of continuing education through online instruction, provided that the training is designed and offered by a registered provider, incorporates interactive activities that assess learning, provides feedback to the learner, and offers an opportunity for interaction with the instructor.

J. Presidents

The Board President shall receive continuing education related to leadership duties of the Board President as some portion of the annual requirement.

K. Local Training

At least 50 percent of the annual continuing education shall be designed and delivered by persons not employed or affiliated with the Board member's local school District. No more than one hour of the required continuing education that is delivered by the local District may use self-instructional materials. 19 TAC 61.1.

L. Specific Open Meeting Training

Within 90 days after taking the oath of office, each Board member shall complete a course of training regarding the responsibilities of the Board and its members under Chapter 551 of the Texas Government Code. The office of the attorney general may provide the training and may also approve other acceptable sources of training.

Board members sworn in before January 1, 2006, must complete the training required by Government Code 551.005 before January 1, 2007. Gov't Code 551.005.

M. Specific Open Records Training

Within 90 days after taking the oath of office or assuming duties as a public official, each Board member and public information coordinator shall complete a course of training regarding the responsibilities of the District and District officers and employees under Chapter 552 of the Texas Government Code. The office of the attorney general may provide the training and may also approve other acceptable sources of training.

A Board member may designate a public information coordinator to satisfy the training requirements of Government Code 552.012 for the Board member if the public information coordinator is primarily responsible for administering the responsibilities of the Board member or District under Government Code Chapter 552.



Board members and public information coordinators who have been sworn in or assumed duties before January 1, 2006, must complete the training required by Government Code 552.012 before January 1, 2007. Gov't Code 552.012.

N. Annual Compliance Announcement

At the last regular board meeting before an election of trustees, the board president shall announce the name of each board member who has completed the required continuing education, who has exceeded the required hours of continuing education, and who is deficient in meeting the required continuing education as of the anniversary of the date of each board member's election or appointment to the board or two-year anniversary of his or her previous training, as applicable. The announcement shall state that completing the required continuing education is a basic obligation and expectation of any board member under SBOE rule. The minutes of the last regular board meeting held before an election of trustees must reflect whether each trustee has met or is deficient in meeting the training required for the trustee as of the first anniversary of the date of the trustee's election or appointment or two-year anniversary of his or her previous training, as applicable. The president shall cause the minutes to reflect the announcement and, if the minutes reflect that a trustee is deficient in training as of the anniversary of his or her joining the board, the district shall post the minutes on the district's internet website within ten business days of the meeting and maintain the posting until the trustee meets the requirements. 19 TAC 61.1(j); Education Code 11.159(b).

O. Training During Meetings

No continuing education shall take place during a Board meeting unless that meeting is called for the delivery of Board training. Continuing education may take place prior to or after a legally called Board meeting in accordance with the Government Code. 19 TAC 61.1.

P. Conventions & Workshops

Board members may attend regional, state or national conventions or workshops without such gatherings being construed as "meetings" under the Open Meetings Act. However, no formal action shall be taken at such conventions or workshops concerning District business, and any discussion of public business shall be merely incidental to the convention or workshop. Gov't Code 551.001(4).

Q. Commendation

Annually, the State Board shall commend those Board- Superintendent teams that receive at least eight hours of the continuing education in the local orientation and team-building sessions as an entire Board- Superintendent team. 19 TAC 61.1.

VIII. Public Complaints | [Policy GF \(LOCAL\)](#)

A. Complaints

In this policy, the terms "complaint" and "grievance" shall have the same meaning.



B. Other Complaint Process

Complaints by members of the public shall be filed in accordance with this policy, except as required by the policies listed below. Some of these policies require appeals to be submitted in accordance with [GF](#) after the relevant complaint process:

- Complaints concerning instructional resources shall be filed in accordance with [EF](#).
- Complaints concerning a commissioned peace officer who is an employee of the District shall be filed in accordance with [CKE](#).

C. Guiding Principle: Informal Process

The Board encourages the public to discuss concerns with an appropriate administrator who has the authority to address the concerns. Concerns should be expressed as soon as possible to allow early resolution at the lowest possible administrative level. Informal resolution shall be encouraged but shall not extend any deadlines in this policy, except by mutual written consent.

D. Formal Process

An individual may initiate the formal process described below by timely filing a written complaint form.

Even after initiating the formal complaint process, individuals are encouraged to seek informal resolution of their concerns. An individual whose concerns are resolved may withdraw a formal complaint at any time.

The process described in this policy shall not be construed to create new or additional rights beyond those granted by law or Board policy, nor to require a full evidentiary hearing or “mini-trial” at any level.

E. Freedom from Retaliation

Neither the Board nor any District employee shall unlawfully retaliate against any individual for bringing a concern or complaint.

F. General Provisions - Filing

Complaint forms and appeal notices may be filed by hand-delivery, by electronic communication, including email and fax, or by U.S. Mail. Hand-delivered filings shall be timely filed if received by the appropriate administrator or designee by the close of business on the deadline. Filings submitted by electronic communication shall be timely filed if they are received by the close of business on the deadline, as indicated by the date/time shown on the electronic communication. Mail filings shall be timely filed if they are postmarked by U.S. Mail on or before the deadline and received by the appropriate administrator or designated representative no more than three days after the deadline.



G. Scheduling Conferences

The District shall make reasonable attempts to schedule conferences at a mutually agreeable time. If the individual fails to appear at a scheduled conference, the District may hold the conference and issue a decision in the individual's absence.

H. Response

At Levels One and Two, "response" shall mean a written communication to the individual from the appropriate administrator. Responses may be hand-delivered, sent by electronic communication to the individual's email address of record, or sent by U.S. Mail to the individual's mailing address of record. Mailed responses shall be timely if they are postmarked by U.S. Mail on or before the deadline.

I. Days

"Days" shall mean District business days. In calculating timelines under this policy, the day a document is filed is "day zero." The following business day is "day one".

J. Representative

"Representative" shall mean any person or organization that is designated by an individual to represent the individual in the complaint process.

K. Consolidating Complaints

Complaints arising out of an event or a series of related events shall be addressed in one complaint. An individual shall not file separate or serial complaints arising from any event or series of events that have been or could have been addressed in a previous complaint.

L. Untimely Filings

All time limits shall be strictly followed unless modified by mutual written consent. If a complaint form or appeal notice is not timely filed, the complaint may be dismissed, on written notice to the individual, at any point during the complaint process. The individual may appeal the dismissal by seeking review in writing within 10 days from the date of the written dismissal notice, starting at the level at which the complaint was dismissed. Such appeal shall be limited to the issue of timeliness.

M. Cost Incurred

Each party shall pay its own costs incurred in the course of the complaint.

N. Complaint & Appeal Forms

Complaints and appeals under this policy shall be submitted in writing on a form provided by the District. Copies of any documents that support the complaint should be attached to the complaint form. If the individual does not have copies of these documents, they may be presented at the Level One conference. After the Level One conference, no new documents may be submitted by the individual unless the individual did not know the documents existed before the Level One conference. A complaint or appeal form that is incomplete in any material aspect may be dismissed



but may be refiled with all the required information if the refileing is within the designated time for filing.

O. Level One

Complaint forms must be filed:

- Within 15 days of the date the individual first knew, or with reasonable diligence should have known, of the decision or action giving rise to the complaint or grievance; and
- With the lowest level administrator who has the authority to remedy the alleged problem.

If the only administrator who has authority to remedy the alleged problem is the Superintendent or designees, the complaint may begin at Level Two following the procedure, including deadlines, for filing the complaint form at Level One.

If the complaint is not filed with the appropriate administrator, the receiving administrator must note the date and time the complaint form was received and immediately forward the complaint form to the appropriate administrator.

The appropriate administrator shall investigate as necessary and schedule a conference with the individual within ten days after receipt of the written complaint. The administrator may set reasonable time limits for the conference.

Absent extenuating circumstances, the administrator shall provide the individual a written response within ten days following the conference. The written response shall set forth the basis of the decision. In reaching a decision, the administrator may consider information provided at the Level One conference and any other relevant documents or information the administrator believes will help resolve the complaint.

P. Level Two

If the individual did not receive the relief requested at Level One or if the time for a response has expired, he or she may request a conference with the Superintendent or designees to appeal the Level One decision. The appeal notice must be filed in writing, on a form provided by the District, within ten days of the date of the written Level One response or, if no response was received, within ten days of the Level One response deadline. After receiving notice of the appeal, the Level One administrator shall prepare and forward a record of the Level One complaint to the Level Two administrator. The individual may request a copy of the Level One record.

The Level One record shall include:

- The original complaint form and any attachments.
- All other documents submitted by the individual at Level One.
- The written response issued at Level One and any attachments.
- All other documents relied upon by the Level One administrator in reaching the Level One decision.



The Superintendent or designee shall schedule a conference within ten days after the appeal notice is filed. The conference shall be limited to the issues and documents considered at Level One. At the conference, the individual may provide information concerning any documents or information relied upon by the administration for the Level One decision. The Superintendent or designee may set reasonable time limits for the conference.

The Superintendent or designee shall provide the individual a written response within ten days following the conference. The written response shall set forth the basis of the decision. In reaching a decision, the Superintendent or designee may consider the Level One record, information provided at the Level Two conference, and any other relevant documents or information the Superintendent or designee believes will help resolve the complaint.

Recordings of the Level One and Level Two conferences, if any, shall be maintained with the Level One and Level Two records.

Q. Level Three

If the individual did not receive the relief requested at Level Two or if the time for a response has expired, he or she may appeal the decision to the Board. The appeal notice must be filed in writing, on a form provided by the District, within ten days of the date of the written Level Two response or, if no response was received, within ten days of the Level Two response deadline.

The Superintendent or designee shall inform the individual of the date, time, and place of the Board meeting at which the complaint will be on the agenda for presentation to the Board.

The Superintendent or designee shall provide the Board the record of the Level Two appeal. The individual may request a copy of the Level Two record.

The Level Two record shall include:

- The Level One record.
- The notice of appeal from Level One to Level Two.
- The written response issued at Level Two and any attachments.
- All other documents relied upon by the administration in reaching the Level Two decision.

The appeal shall be limited to the issues and documents considered at Level Two, except that if at the Level Three hearing the administration intends to rely on evidence not included in the Level Two record, the administration shall provide the individual notice of the nature of the evidence at least three days before the hearing.



The District shall determine whether the complaint will be presented in open or closed meeting in accordance with the Texas Open Meetings Act and other applicable law. [See [BE](#)].

The presiding officer may set reasonable time limits and guidelines for the presentation, including an opportunity for the individual and administration to each make a presentation and provide rebuttal and an opportunity for questioning by the Board. The Board shall hear the complaint and may request that the administration provide an explanation for the decisions at the preceding levels.

In addition to any other record of the Board meeting required by law, the Board shall prepare a separate record of the Level Three presentation. The Level Three presentation, including the presentation by the individual or his or her representative, any presentation from the administration, and questions from the Board with responses, shall be recorded by audio recording, video/audio recording, or court reporter.

The Board shall then consider the complaint. It may give notice of its decision orally or in writing at any time up to and including the next regularly scheduled Board meeting. If the Board does not make a decision regarding the complaint by the end of the next regularly scheduled meeting, the lack of a response by the Board upholds the administrative decision at Level Two.

IX. Board Communication

A. Anonymous Phone Calls and/or Letters

The Wylie ISD Board of Trustees encourages input; however, anonymous calls, letters and emails will not receive Board attention, discussion or response and will not result in directives to the administration. Confidentiality is strictly maintained when possible.

B. Response to Signed Letters

The Board of Trustees encourages input. A signed letter or email will be forwarded to the Superintendent. The Superintendent or a designee will respond to the letter or email and communicate their actions/response to the signed letter to the Board.

C. Board Member to Visit School Campus

Board members are encouraged to attend special events on campuses to represent the Board in support of activities.

Board members are not to go into teachers' classrooms or on to campuses for the purpose of evaluation or investigation.

D. Communications with Superintendent

The Superintendent will meet with the Board President on a routine basis.



The Superintendent will communicate with all Board members via regular transmittals by telephone calls, emails, text messages or personal visits.

The Superintendent and Board President will communicate information in a timely manner to all Board members.

Board will keep the Superintendent informed via telephone calls, emails, text messages or personal visits.

E. Communication with Public

1. Media Communication

The following guidelines are provided in regards to communication with the media:

- a)** The Board President or designee will be the spokesperson for the Board to the media on issues related to:
 - (1) Board operations
 - (2) Board actions
 - (3) Board positions which have been approved by the Board.
- b)** Press releases issued on behalf of the Board will be approved by the Board prior to release, unless an emergency or public necessity exists.
- c)** The Superintendent or a designated staff member will be the official spokesperson for the District on issues of media attention related to District operations.
- d)** The Board President or designee may only make statements on actions or positions upon which the Board has taken official action.
- e)** A Trustee who receives a call from the media requesting information, comments, or an interview regarding District business is encouraged to direct the caller to the Superintendent or Superintendent designee.
- f)** The Superintendent will notify the Board, periodically, of any media requests. If the matter is urgent, the Superintendent will notify each Trustee via phone, text, or email or whichever is more practical.
- g)** The Superintendent or designee will keep Trustees apprised of issues the media may be considering.
- h)** Statements will not be made to the media regarding personnel or other matters protected by law.
- i)** A Trustee retains the right to speak to the media as an individual, but must understand any comment will likely be interpreted by viewers/readers as an official statement of the Board.
- j)** In speaking as an individual, the Trustee should:
 - (1) Clarify they are speaking as an individual and not for the Board.



- (2) Remind the media representative(s) official statements of the Board are made only by the Board President (or his/her designee).
- (3) Remind the media representative(s) of the position or action of the Board related to the issue in question.
- (4) Notify the District's Superintendent or designee about the media request prior to statements. Related Policies [BBF\(LOCAL\)](#), [BJA\(LOCAL\)](#), [GB\(LOCAL\)](#).

See Appendix G.

2. The Board is committed to, and encourages, community input through surveys, public forums, district website, district publications and on-going communications forums.
3. The Board will communicate with its community through public hearings, regular Board meetings and regular publications.
4. Unless otherwise approved or authorized by the Board, individual members cannot speak in an official capacity or otherwise represent the views of the Board.
5. Community members may contact the Board and Administration through the District website. The Board is discouraged from responding to any website email individually as the Administration will appropriately respond and the Board will be copied on their response when appropriate. Board members will forward patrons' concerns on to the Superintendent. The Superintendent will determine the district employee best to answer the concern and communicate back to the patron and Board member the outcome of the investigation.

X. Campaigning for Election

A. Support from Employees

School district employees, during work hours, will not be solicited for endorsement by any Board member campaigning for re-election. Use of district materials and systems (including district email communications) will not be used by any employee to discuss or solicit support of any candidate running for election or re-election. Texas Education Code Section 11.168, as amended by the 79th Legislature, 2005.

Campaign materials may only be distributed on school property in accordance with Board Policy.

B. Support of Board Members

The Board, as a whole, will not endorse any candidate running for public office.



C. Board Members as Private Citizens

Board members may endorse any school board candidate of their choice and may put endorsement signs in their private yards; however, active campaigning for a school board candidate is discouraged as it could create a detrimental working environment on the Board after the election.

XI. Superintendent Evaluation | [Policy BJCD \(LOCAL\) & \(EXHIBIT\)](#)

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 written evaluation:

- Clarify to the Superintendent his or her role, as seen by the Board.
- 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.
- Foster an early understanding among new Board members of the evaluation process and the Superintendent's current performance objectives and priorities.
- Develop and sustain a harmonious working relationship between the Board and the Superintendent.
- Ensure administrative leadership for excellence in the District.
- The Board may at any time conduct and communicate oral evaluations to augment its written evaluations.

D. Procedure for Appraisal Recommended by Commissioner

Note: The following procedures, which are recommended but not required by the Commissioner, may be used in whole or in part for the Superintendent's evaluation.

1. The Board shall establish an annual calendar providing for the following activities, in which both the Board and the Superintendent shall participate:
 - a) Procedures for setting goals that define expectations and set priorities for the Superintendent.
 - b) Formative conference.



- c) Summative conference.
- 2. The Superintendent shall be involved in developing, selecting or revising the appraisal instrument and process. 19 TAC 150.1022. Student performance shall be a part of locally developed appraisal instruments for Superintendents as specified in Education Code 39.054. 19 TAC 150.1022(e). A student performance domain shall be included in the appraisal of the Superintendent as follows: “The Superintendent promotes improvement of the performance of students in the District through activities such as comparing disaggregated student performance results to state accountability standards and to prior year performance.”
- 3. The domains and descriptors used to evaluate the Superintendent may also include:
 - a) Instructional management.
 - b) School or organization morale.
 - c) School or organization improvement.
 - d) Personnel management.
 - e) Management of administrative, fiscal and facilities functions.
 - f) Student management.
 - g) School or community relations.
 - h) Professional growth and development.
 - i) Academic excellence indicators and campus performance objectives.
 - j) Board relations.

E. Additional Information

Board President obtains input from all members of the Board on the approved indicators on the Superintendent’s evaluation.

Evaluation is conducted in executive session.

Summative evaluation of the Superintendent will be conducted during the third quarter of the calendar year.

- Superintendent shares an in-depth review on the progress of the action plans in place to accomplish the goals and objectives outlined.
- Written evaluation is presented to the Superintendent by the Board President in Executive Session.
- Board may take action in Open Session to extend the Superintendent’s contract and make salary adjustments.

XII. Superintendent Selection

The process for selection of a Superintendent is as follows:

The Board has two options available; either select an executive search firm through recommendations and invitation or conduct a Request for Proposal (RFP) to select the executive search firm.



- A.** Create an initial timeline for the Search Process which will be published on the District Web Site and updated throughout the process.
- B.** The Board may request the Board President to facilitate the search firm selection process.
 - 1.** Identify available search firms and report back to the Board.
 - 2.** Create a draft of search firm criteria/cover letter to be released.
 - 3.** Release invitation to firms.
- C.** Purchasing prepares Request for Proposal, if desired by the Board
 - 1.** Distribute “Invited Solicitation” to search firms.
 - 2.** Conduct finalist interviews with the Search Committee of the Board.
- D.** Finalists make presentations to the Board, and the Board selects firm.
- E.** Develop Superintendent Criteria. The selected search firm will utilize a process to develop a set of criteria to be used to identify the Superintendent candidates and then select a lone candidate. The Superintendent selection process used will become fully defined once the search firm selection is made.
 - 1.** The Board expects parents, teachers, community members, administrators, students, business leaders, and Trustees will have an opportunity to provide input into the criteria development process.
 - 2.** The search firm will seek Board approval of the Superintendent search criteria before the search begins. The Criteria will remain confidential until the candidate is announced to the public. This will keep candidates from tailoring their CVs to meet the Board and Community’s Criteria.
- F.** Develop Superintendent Criteria/Interview Candidates
 - 1.** Prepare an evaluation instrument Trustees can use to evaluate each candidate before the Board reviews.
 - 2.** The selected search firm will employ its process to interview candidates and present a slate of candidates to the Board.
 - 3.** Select final candidate(s).
 - a)** The Board will select a finalist and provide public notice of the name of the finalist being considered for Superintendent at least 21 days before the date of the meeting at which a final action or vote concerning the employment of the finalist will be taken.
 - b)** All information received or reviewed by Trustees in connection with the hiring of a new Superintendent shall be confidential and shall not be disclosed to any non-Trustee, other than employees of the executive search firm or designated staff.
 - c)** After the Superintendent search process, maintain the foundation of processes such as calendars and focus groups used, while maintaining privacy of candidates.
 - d)** Within ninety (90) days of the conclusion of the Superintendent search process, the Board President will convene the Board in



executive/closed session, either at a regularly called Board Meeting or at a Special Called Board Meeting, to review these procedures and reflect on any revisions to be adopted by the Board.

- e) All deliberations in executive/closed session shall be held confidential.

XIII. Board Members' Compensation & Expenses | [BBG \(LEGAL\) & \(LOCAL\)](#)

A. Expense Reimbursement

An amount for Board member travel expenses shall be approved in the budget each year.

A Board member shall be reimbursed for reasonable, allowable expenses incurred in carrying out Board business only at the Board's request and for reasonable, allowable expenses incurred while attending meetings and conventions as an official representative of the Board.

B. Travel Expenses

Payment for authorized and documented travel expenses shall be made in accordance with legal requirements by either of the following two methods:

- Reimbursement, not to exceed the allowable rates, for use of a personal car or commercial transportation plus parking, taxi fares, lodging, meals and other incidental expenses.
- Advancement of a set amount for use of a personal car or commercial transportation plus parking, taxi fares, lodging, meals and other incidental expenses. Any excess over actual allowable expenses shall be refunded to the District.

Accounting records shall accurately reflect that no state or federal funds were used to reimburse travel expenses beyond those authorized for state employees.

C. Documentation Required

For any authorized expense incurred, the Board member shall submit a statement, with receipts to the extent feasible, documenting actual expenses and in accordance with procedures applicable to employee expense reimbursement.

D. Members' Expenses

Local funds and state funds not designated for a specific purpose may be used for purposes determined by the Board to be necessary in the conduct of the public schools. Reimbursement of travel expenses for Board members is not illegal if the reimbursement is determined to be necessary in the conduct of the school and to serve a proper public purpose. Education Code 45.105(c); Atty. Gen. Op. H-133 (1973).



E. Nonmembers' Expenses

The Board may not pay the travel expenses of spouses and other persons who have no responsibilities or duties to perform for the Board when they accompany Board members to Board-related activities. Atty. Gen. Op. MW-93 (1979).

XIV. Evaluation of the Board

The Board shall conduct a self-evaluation annually. The evaluation shall consider such items as role recognition, relationship with others, performance at Board meetings and self-improvement activities.

XV. Review Board Operating Procedures

Standard Board Operating Procedures will be reviewed and updated annually.

XVI. Annual Board Calendar

Annually, in the month immediately following Board reorganization, the Board President will meet with the Superintendent and establish a tentative Board activity calendar.

The purpose of the Board activity calendar is to identify in one document all important and/or required Board tasks and schedule them at appropriate times during the year.

Tasks included on the activity calendar may include, but are not limited to, the following board activities and actions required by law or policy:

- District Events and Activities for Trustee Participation
- Approval of the District and campus improvement plans
- Public meeting on District achievement (TAPR report) after receipt of results on the state assessment
- Public Hearing on Financial Integrity Rating System of Texas (FIRST)
- Approval of Investment Brokers and Investment Sources
- Adopt Resolution on Investment Policy and Strategies
- Adopt Resolution Approving Independent Sources of Instruction Related to Investment Responsibilities
- Adopt Salary Schedules
- Superintendent evaluation (formative and summative)
- Approval of Superintendent performance goals (Board goals)\Renewal of administrative and teaching staff contracts
- Budget Workshop(s) and public hearing to adopt the budget
- Public hearing on the tax rates and set the tax rates
- Board-Superintendent team building and assessment Workshop
- Review of annual District audit
- Annual Year-End Board Evaluation
- Year-Priorities and Goals
- Strategic Plan Review
- New Trustee orientation
- Additional activities desired for effective governance and oversight
- District goal progress reports



- District planning session
- Annual District goals adoption

The Board President, in cooperation and consultation with the Superintendent, will develop a draft of the Board's annual calendar of Board Meetings and Workshops. The annual calendar will serve as a template for agenda and activity planning purposes.

The Board President will present the annual Board activity calendar to the Board for review and approval prior to the first regularly scheduled Board meeting.

The Board's annual calendar provides a general planning guideline and can, at a minimum, include the following:

- Required Board Actions - to include items legally required at specific times
- Items legally required annually but not at specific times
- Items required by Board Policy
- Desired Board Reports
- Activities not related to Board Meetings - to include District activities/events, major campus events, meetings of District-related organizations/committees, Board training opportunities/Workshops/conventions, business meetings of local governmental agencies, and advisory group meetings.

The Superintendent will ensure all necessary information to meet the calendar's timelines will be delivered to the Trustees.

Dates and events entered on the annual Board calendar may be modified during the year by a majority vote of the Board.

Traditions of the Board

Former Board members may, at their option, sit on the stage and hand the High School Diploma to a family relative or friend. It will be the responsibility of the former Board member to let the Superintendent and current Board President know they would like to participate in the graduation ceremony.



APPENDIX A. FREQUENTLY ASKED QUESTIONS

What are the parameters of a Board member's authority?

Unless authorized by the Board, no Board member or officer has the authority to take Board action outside of a properly convened and conducted Board meeting.

As a Board member, what do I do if I have a specific question about my own child's education?

When communicating with staff, a Board member that is a parent of a student in the District is expected to make it clear to staff that he/she is acting as a parent and not as a Board member.

Individual Board members must not request, expect or require extraordinary consideration or preferential treatment for their children due to their position on the Board.

As a new Board member, when should I begin my training on Board Operating Procedures?

Newly elected Board members are required to review the Board Operating Procedures within the first six weeks of their term. (BBD (LEGAL) and BBD (EXHIBIT)).

What is my response to a parent who speaks about a student or district employee during the public comments part of a school Board Meeting?

The Board will not entertain negative comments on individual employees in public session as required by law.

What are the confidentiality requirements of what is said in closed session at a Board Meeting?

What is said by any Board member or Administrator during a closed session should never be repeated outside the closed session meeting as required by law.

What is the procedure if a Board member would like specific information on a topic?

Board members are entitled to information they require to make informed decisions on the matters before them. Board members will ask the Superintendent for the requested information. Board members must balance their desire for information against the cost of producing such information.

What does a Board member do when contacted by a patron/employee with a concern about district personnel, procedures or policies?

The Board member should listen to the concern and send on to the Superintendent any information that might be helpful in the resolution of the concern. The Board members will encourage the patron to contact the person whose job responsibility is in direct relationship with the concern. The Board member will pass on the concern to the Superintendent for resolution.





Wylie ISD Board of Trustees

CODE OF ETHICS

ETHICS FOR SCHOOL BOARD MEMBERS

As a member of the Board, I shall promote the best interests of the District as a whole and, to that end, shall adhere to the following ethical standards:

EQUITY IN ATTITUDE

- I will be fair, just, and impartial in all my decisions and actions.
- I will accord others the respect I wish for myself.
- I will encourage expressions of different opinions and listen with an open mind to others' ideas.

TRUSTWORTHINESS IN STEWARDSHIP

- I will be accountable to the public by representing District policies, programs, priorities and progress accurately.
- I will be responsive to the community by seeking its involvement in District affairs and by communicating its priorities and concerns.
- I will work to ensure prudent and accountable use of District resources.
- I will make no personal promise or take private actions that may compromise my performance of my responsibilities.

HONOR IN CONDUCT

- I will tell the truth.
- I will share my views while working for consensus.
- I will respect the majority decision as the decision of the Board.
- I will base my decisions on fact rather than supposition, opinion, or public favor.

INTEGRITY OF CHARACTER

- I will refuse to surrender judgment to any individual or group at the expense of the District as a whole.
- I will consistently uphold all applicable laws, rules, policies, and governance procedures.
- I will keep confidential information that is privileged by law or that will needlessly harm the District if disclosed.

COMMITMENT TO SERVICE

- I will focus my attention on fulfilling the Board's responsibilities of goal setting, policymaking, and evaluation.
- I will diligently prepare for and attend Board meetings.
- I will seek continuing my education that will enhance my ability to fulfill my duties effectively.

STUDENT-CENTERED FOCUS

- I will be continuously guided by what is best for all students of the District.



APPENDIX C. MISSION, VISION, & GOALS



WYLIE INDEPENDENT SCHOOL DISTRICT

UNIFIED FOR EXCELLENCE


VISION: The mission of Wylie ISD is to sustain a culture of high expectations while valuing unity, relationships and trust.

WE BELIEVE

- Character and community values are essential to building responsible citizens
- High expectations and accountability should be expected from all students and staff
- Exemplary employees make an exemplary difference
- As Wylie ISD grows, we will sustain our level of excellence in all operations
- Wylie ISD graduates must be challenged and equipped to succeed in the 21st Century

OUR GOALS

- Instill community & ethical values in our students
- Ensure academic achievement for every student through tight family partnerships, curriculum, and programs
- Support student participation in extracurricular activities to promote character and academic achievement
- Attract, retain, and value a quality staff
- Manage growth in a way that provides functional equity, financial responsibility & assurance for all student needs
- Prepare students for a successful life beyond high school
- Celebrate our Excellence





APPENDIX D. WYLIE ISD BOARD ACTIVITY CALENDAR

| MONTH | REGULAR MEETING | SPECIAL MEETING/EVENT |
|----------|--|--|
| JANUARY | <ul style="list-style-type: none"> ● School Board Appreciation Month ● Budget Calendar ● Renewal for Apparel, Fencing, Consulting Services for Special Education, Electrical Supplies ● Notice of Participation in Various Purchasing Cooperatives (TEC 44.0331) ● Renewal of Bank of America Corporate Purchasing Card ● Report on Board Training Hours | <ul style="list-style-type: none"> ● Wylie Way Award |
| FEBRUARY | <ul style="list-style-type: none"> ● Approve School Calendar for upcoming year ● Award of RFP for Contracted Services ● Renew Administrator Contracts ● Award of RFP for Property Insurance | <ul style="list-style-type: none"> ● Education Foundation Gala ● Donation from FO Birmingham Memorial Land Trust ● Donation from Truett & Rita Smith Found Fund of the Catholic Foundation ● Wylie Way Award |
| MARCH | <ul style="list-style-type: none"> ● Renew Teacher Contracts ● Instructional Materials Allotment & TEKS Certification for next school year ● Approval for Purchasing Cooperatives | <ul style="list-style-type: none"> ● National Merit Scholarship Program ● Wylie Way Award |
| APRIL | <ul style="list-style-type: none"> ● Approve Auditors ● Approve Interlocal Agreements ● Teacher Contracts ● Award of General Liability Insurance | <ul style="list-style-type: none"> ● National School Board Association Conference ● Birmingham Scholarship Dinner ● Joint Meeting with FO Birmingham Land Board Trust |
| MAY | <ul style="list-style-type: none"> ● Approval for Depository Two Year Renewal (RFP starting in 2019 with (3) two-year term options) ● Early Release Days Waiver ● Modified Schedule State Assessment Testing Days Waiver ● Resolutions Approving District Investment Policy ● Approval for Custodial Supplies (1 or 2 one year renewals) and | <ul style="list-style-type: none"> ● Wylie Way Awards Banquet ● Achieve Academy Graduation ● Wylie East and Wylie High School Graduation ● Wylie ISD Baccalaureate |



| | | |
|-----------|--|--|
| | <ul style="list-style-type: none"> Equipment Bid Approval for 7-12 UIL Student Insurance Salary Schedules Teacher Contracts Budget Workshop | |
| JUNE | <ul style="list-style-type: none"> Public Meeting to Discuss Budget and Proposed Tax Rate Adoption of Budget Consider and Take Possible Action on Retention Stipend Resolution Recommendation to cancel July board meeting if not needed Request to change board meeting dates for next year if necessary RFP for Armored Car Service, Fuel, Integrated Pest Management RFP for Job Order Contracting for Minor Construction Trades | <ul style="list-style-type: none"> Summer Leadership Institute Call for Elections (even numbered years) |
| JULY | | |
| AUGUST | <ul style="list-style-type: none"> Adoption of Ordinance Setting Tax Rate Approve Teacher Appraisal Calendar (T-TESS) Approve Wylie ISD Texas Teacher Evaluation and Support System (T-TESS) and Professional Performance Review (PPR) Appraisers Student Code of Conduct MOU - Collin County JJAEP MOU - Wylie Police Department/Wylie ISD MOU - Education Foundation | <ul style="list-style-type: none"> New Teacher Luncheon Ancillary Staff Luncheon Convocation Elect TASB Conference Delegate and Alternate New Administrator Recognitions Cancel Election if Needed |
| SEPTEMBER | <ul style="list-style-type: none"> Request Approval of Membership to the School Health Advisory Council Approve Wellness Plan Approve Interlocal Agreement with Choice Partners Cooperative | <ul style="list-style-type: none"> TASA/TASB Conference Chamber of Commerce Rodeo Campus STAAR Distinctions Presentation of Yearbooks to Trustees School Health Advisory Committee Annual Report Wylie Way Award |
| OCTOBER | <ul style="list-style-type: none"> FIRST Rating | <ul style="list-style-type: none"> Wylie Way Award |



| | | |
|----------|--|---|
| | <ul style="list-style-type: none"> • Approval of Tax Roll as Required by Section 26.09 of the Texas Property Code • Campus and District-Wide Improvement Plans • Title III, Part A Evaluation • Audit Report | <ul style="list-style-type: none"> • Wylie ISD Council of PTAs – Awards • 4th Grade Board Shadows • Homecoming Parades |
| NOVEMBER | <ul style="list-style-type: none"> • Highly Qualified Teacher Report • Administer Oath to Newly Elected Board members • Reorganize Board • Request to cancel December board meeting if not needed • First Reading of Calendar • Superintendent’s Evaluation and Contract | <ul style="list-style-type: none"> • Canvass Election Results • Wylie Way Award |
| DECEMBER | | |



TRAINING REQUIREMENTS FOR SCHOOL BOARD MEMBERS

| Length of Service | Local District Orientation | Intro to TEC | Open Government ³ | Cybersecurity | Post-Legislative Update to TEC | Child Abuse Prevention | Evaluating and Improving Student Outcomes (formerly SB 1566) | Team Building | Additional Continuing Education (based on assessed needs) |
|--|---|----------------------------|---|---|--|--------------------------------------|--|---|---|
| New Trustees (First Year) ~25 hrs | Local Orientation ² (within 120 days) 3 hrs | (within 120 days) 3 hrs | OMA ³ (within 90 days) 1-2 hrs PIA 1-2 hrs | ~1 hr each year | N/A because update is incorporated into Intro to TEC Sufficient length after each legislative ~1-2 hrs | 1 hr every two years | (within 120 days) 3 hrs ² every two years | 3 hrs ² each year with all trustees and superintendent | 10 hrs first year 5 hrs each year |
| Experienced Trustees (After First Year) 9-16 hrs ¹ | Can attend, but not required | | | | | | | | |
| Providers | School District | ESC | TASB or other registered provider | See Department of Information Resources website | TASB or other registered provider | TASB or other registered provider | TASB or other registered provider | TASB or other registered provider | TASB or other registered provider |

Training Requirements Notes:

- ¹ Required hours after the first year will vary depending on how the Post-Legislative Update, Child Abuse, and Student Achievement and Accountability hours fall for an individual trustee.
- ² Trustees may receive any training online **except** Local Orientation for new board members, Team Building, and Evaluating and Improving Student Outcomes.
- ³ **OMA** and **PIA** training is required (outside of SBOE rule) of all elected officials within 90 days of election or appointment. PIA training may be delegated by district policy.

OMA: Open Meetings Act
TEC: Texas Education Code
PIA: Public Information Act
SBOE: State Board of Education



Updated: 10.21.2021





BOARD OPERATING PROCEDURE ROLE OF THE BOARD MEMBER/OFFICERS (BDAA LOCAL)

BOARD OFFICERS

The Board shall elect a President, a Vice President and a Secretary who shall be members of the Board. The Board may assign a District employee to provide clerical assistance to the Board. Officers shall be elected by majority vote of the members present and voting.

VACANCIES

A vacancy among officers of the Board shall be filled by majority action of the Board.

TERMS & DUTIES

Board officers shall serve for a term of one year or until a successor is elected. Officers may succeed themselves in office without limit with the exception of the President who may succeed himself or herself once. Each officer shall perform any legal duties of the office and other duties as required by action of the Board.



President

1. Preside at all meetings of the Board unless unable to attend.
2. Have the right to discuss, make motions and resolutions, and vote on all matters coming before the Board.
3. Call special meetings of the Board. [See BE].
4. Sign all legal documents, warrants, vouchers and reports, as required by statute, state or federal regulations or Board policy.
5. Decide all questions of order in accordance with Robert's Rules of Order, Newly Revised, as modified by Board policy.
6. Receive official correspondence addressed to the Board.
7. Assist in the development of the agenda for each meeting.
8. Represent the Board and the District at certain ceremonial occasions and events.
9. Lay before the Board from time to time whatever matters and suggestions he or she may consider to be within the best interest of the public schools.
10. Perform all other duties which may be prescribed by law, authorized by the Board or mandated by a court of competent jurisdiction for the chief officer of the Board.

Vice President

1. Act in the capacity and perform the duties of the President of the Board in the event of the absence or incapacity of the President.
2. Become President only upon being elected to the position

Secretary

1. Ensure that an accurate record is kept of the proceedings of each Board meeting.
2. Ensure that notices of Board meetings are posted and sent as required by law.
3. In the absence of the President and Vice President, call the meeting to order and act as presiding officer.
4. Sign or countersign documents as directed by action of the Board.

WWW.WYLIEISD.NET/SCHOOLBOARD





BOARD OPERATING PROCEDURE

Board of Trustees Meeting Types



WWW.WYLIEISD.NET/SCHOOLBOARD





BOARD OPERATING PROCEDURE

Board Communication with the Media



District Guidelines:

Press releases issued on behalf of the Board will be approved by the Board unless an emergency or public necessity exists.

The **Superintendent** or **Communications Officer** will serve as official spokesperson for the District on issues of media attention related to District operations.

Board President or **designee** may only make statements on actions or positions upon which the Board has taken official action.

Trustees are encouraged to direct media calls to the Superintendent or Communications Officer.

The **Superintendent** will notify the Board, periodically, of any media requests.

The **Superintendent** or **Communications Officer** will keep Trustees apprised of issues the media may be considering. Statements will not be made to the media regarding personnel or other matters protected by law.

A **Trustee** retains the right to speak to the media as an individual but must understand any comment will likely be interpreted by viewers/readers as an official statement of the Board. If speaking as an individual, the Trustee should clarify they are speaking as an individual and that any official statements of the Board are made by the Board President.

