



Board Operating Procedures

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TABLE OF CONTENTS

PREFACE	4
BOARD MEETINGS	5
Scheduling a Board Meeting	5
Regular Meetings	5
Board Workshops	5
Special or Emergency Meetings	5
Calendar	5
Developing the Board Meeting Agenda	6
Agendas	6
Timely Notification and Information to Board Members	6
Open and Closed Session Format	7
Consent Agenda	7
Conducting Board Meetings	7
Quorum	7
Closed Session	7
Public Participation	8
Board Meeting Parliamentary Procedure	9
Transacting Business	9
Grievance Hearings	9
Board Workshops	10
Frequency	10
Format	10
Board Committees	10
Creation	10
Determination of Need for an Open Meeting	11
Report	11
Electing Board Officers	11
Board Member Vacancy	11
ANNUAL EVALUATIONS	12
Superintendent Evaluation	12
Board Evaluation/Team Building	12
INDIVIDUAL BOARD MEMBERS	13
Access to Information	13
Request for Records	13
Request for Reports	13

Authority	14
Communication with Other Board Members	14
Communication with the Media	14
Complaints to Board Members	14
Continuing Education	15
Meetings with the Superintendent and other District Employees	15
Reimbursable expenses	15
Visits to Campuses	17

Lake Travis ISD

Board of Trustees Operating Procedures Approved [DATE]

PREFACE

The trustees, as a body corporate, have the exclusive power and duty to govern and oversee the management of the public schools of a district. The trustees may adopt policies, rules and bylaws necessary to carry out these powers and duties. It is the responsibility of the Superintendent and staff to manage and lead the district, and ensure that the policies adopted by the Board are implemented. The Lake Travis Independent School District Board Operating Procedures provide guidance to the Board and the Superintendent so they collectively may function as a cohesive and effective unit in its mission to accomplish the goals and priorities of the school district.

The Board Operating Procedures serve as standard operating procedures that supplement the local policies of the school district. Specifically, the following policies apply directly to the Board of Trustees and are incorporated herein by reference:

BA (Legal) BOARD LEGAL STATUS
BAA (Legal) BOARD LEGAL STATUS - POWERS AND DUTIES
BBA (Legal) BOARD MEMBERS - ELIGIBILITY/QUALIFICATIONS
BBC (Legal) BOARD MEMBERS - VACANCIES AND REMOVAL FROM OFFICE
BBD (Legal) BOARD MEMBERS - TRAINING AND ORIENTATION
BBD (Local) BOARD MEMBERS - TRAINING AND ORIENTATION
BBD (Exhibit) BOARD MEMBERS- TRAINING AND ORIENTATION
BBE (Legal) BOARD MEMBERS- AUTHORITY
BBE (Local) BOARD MEMBERS- AUTHORITY
BBF (Local) BOARD MEMBERS- ETHICS
BBFA (Legal) ETHICS - CONFLICT OF INTEREST DISCLOSURE
BBFA (Local) ETHICS - CONFLICT OF INTEREST DISCLOSURE
BBFB (Legal) ETHICS - PROHIBITED PRACTICES
BBG (Legal) BOARD MEMBERS - COMPENSATION AND EXPENSES
BBG (Local) BOARD MEMBERS - COMPENSATION AND EXPENSES
BBI (Local) BOARD MEMBERS - TECHNOLOGY RESOURCES AND ELECTRONIC COMMUNICATIONS
BDAA (Legal) OFFICERS AND OFFICIALS - DUTIES AND REQUIREMENTS OF BOARD OFFICERS
BDAA (Local) OFFICERS AND OFFICIALS - DUTIES AND REQUIREMENTS OF BOARD OFFICERS
BDB (Legal) BOARD INTERNAL ORGANIZATION- INTERNAL COMMITTEES
BDB (Local) BOARD INTERNAL ORGANIZATION- INTERNAL COMMITTEES
BE (Legal) BOARD MEETINGS
BEC (Legal) BOARD MEETINGS- CLOSED MEETINGS

BED (Legal) BOARD MEETINGS- PUBLIC PARTICIPATION
BED (Local) BOARD MEETINGS- PUBLIC PARTICIPATION
BJCD (Legal) SUPERINTENDENT - EVALUATION
BJCD (Local) SUPERINTENDENT – EVALUATION
BQ (Legal) PLANNING AND DECISION-MAKING PROCESS
BQ (Local) PLANNING AND DECISION-MAKING PROCESS

BOARD MEETINGS

While Board Meetings are for the purpose of the Board to conduct the business of the District in public, and are not public forums for the purpose of securing interaction with the public, the Board recognizes that flexibility is desirable to allow meaningful public interaction with the Board as well as meaningful dissemination of information concerning Board actions.

1. Scheduling a Board Meeting

a. Regular Meetings

- i. Regular meetings of the Board shall normally be held on the third Wednesday of each month at 6:00 p.m.
- ii. When determined necessary and for the convenience of Board members, the Board President may change the date, time, or location of a regular meeting with proper notice.

b. Board Workshops

- i. Board workshops are typically held in April and June. Other workshops will be scheduled as necessary.

c. Special or Emergency Meetings

- i. The Board President shall call special meetings at the Board President's discretion or on written request by two members of the Board.
- ii. The Board President shall call an emergency meeting when it is determined by the Board President or two members of the Board that an emergency or urgent public necessity, as defined by law, warrants the meeting.

d. Calendar

- i. The Superintendent will develop a Board calendar that will include regular and workshop meeting dates of the Board of Trustees.
- ii. The calendar will be made available for the Board and public via appropriate communication methods, posted in accordance with Board legal policy.
- iii. The calendar will be reviewed annually for updates and revisions.

2. Developing the Board Meeting Agenda

a. Agendas

- i. The Superintendent will develop all Board Meeting Agendas in collaboration with the Board President.
- ii. Items discussed at previous Board meetings which are proposed for inclusion at a future meeting will also be added when appropriate.
- iii. No fewer than 11 business days prior to the next regularly scheduled Board meeting, any Trustee may submit a request in writing, including email, to the Board President for an item to be placed on the agenda for consideration or discussion. If two trustees independently make two substantially similar requests for a subject to be placed on the agenda, the Board President shall immediately notify the Superintendent that the item shall be placed on the preliminary agenda.

If only one Board member makes a request, and the Board President does not object, the item shall be forwarded to the Superintendent to be placed on the preliminary agenda. If, within two business days of receiving the submission, the Board President notifies the requesting Trustee of an objection to the inclusion of the subject on the agenda, the item shall not be placed on the preliminary agenda unless, within three business days of the objection, a second trustee submits to the Board President, in writing, a request for a substantially similar subject to be included on the agenda. If insufficient time is available for an item to be placed on the agenda due to legally mandated posting requirements, the item shall be placed on the following regular meeting's agenda without necessity of further submission to the Board President. The Board President may place or approve any item on the preliminary agenda.

- iv. Any Citizen wishing to place an item on a Board Agenda for public discussion can request a Board Member to do so. If the request does not involve specific students or personnel and if the Board Member agrees that it merits public discussion and/or consideration by the Board, the Board member may request placement of the item on a future Board Meeting agenda by following these procedures.
- v. 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 Board President's approval. In reviewing the preliminary agenda, the Board President shall ensure that any topics the Board or individual Board members have requested to be addressed are on that agenda.
- vi. The Board President shall not have authority to remove from the agenda a subject requested by a Board member without that Board member's specific authorization.
- vii. No item can be placed on the agenda less than three work days in advance of a regular or special called meeting, unless otherwise approved by the Superintendent or Board President or unless an emergency or public necessity exists.

b. Timely Notification and Information to Board Members

- i. Board members shall be notified of a meeting at least 72 hours prior to a regular meeting, workshop, or special meeting, and at least one hour prior to an emergency meeting.

- ii. Typically, the Superintendent will release the Agenda and any Board Packet of supporting materials for each Wednesday Meeting (Regular or Workshop) to the Board Members on the Friday preceding such Meeting, and for each other non-emergency Meeting approximately 3 work days prior to the Meeting, if possible.
 - iii. Typically, information will be provided to each Trustee via electronic or hard copy delivery. Questions regarding supporting documents should be directed to the Superintendent or his designee at least two work days prior to the Meeting.
 - iv. Excluding only closed session materials, or materials that were unavailable, incomplete, or otherwise protected from disclosure by policy, law or advice of legal counsel, the entire Board Packet for every Regular or Workshop Meeting of the Board will be published, along with the Agenda, on the District Website no later than twenty-four hours before the scheduled Meeting time. If materials are updated prior to the Meeting, the updated materials should be made available as soon as reasonably available.
- c. Open and Closed Session Format
- i. The Open Session (public portion) of every Meeting of the Board will begin at a designated time.
 - ii. Closed Session items will be discussed after the consideration of all other agenda items, unless certain agenda items necessitate the Board convening into closing session before or during the open session.
 - iii. Before convening into Closed Session, the Presiding Officer shall state publicly that any action, if taken, will be conducted in Open Session at the conclusion of Closed Session; or, if appropriate, that no action will then be taken.
- d. Consent Agenda
- i. The consent agenda includes items of routine and/or recurring nature, or for which there are no further questions after discussion of the Board during a previous meeting, grouped together under one action item.
 - ii. The Superintendent, with the Board President's approval, shall determine which items qualify for inclusion in the consent agenda.
 - iii. Background material for each consent agenda item shall be furnished to the Board in the Meeting's supporting documents.
 - iv. All consent agenda items shall be acted upon by one vote without separate discussion.
 - v. With an appropriate second, before voting on the consent agenda, any Trustee may move to remove an item from the consent agenda for individual consideration, at which time the item will be immediately discussed and considered prior to further action on the consent agenda as if the removed item were originally placed on the consideration portion of the agenda.

3. Conducting Board Meetings

- a. Quorum
- i. Any time four or more board members are gathered to discuss school district business, it is considered a meeting, and must be posted as such according to the Texas Open Meetings Act and Board legal policy.

b. Closed Session

- i. The Board may meet in Closed Session as provided for in the Texas Open Meetings Act, Government Code, Chapter 551, Subchapters D and E.
- ii. Before any Closed Session is convened, the Presiding Officer will announce publicly, as appropriate, that matters before the Board exist that necessitate convening into Closed Session to serve and protect the interests of the District, and that any action, if necessary, resulting from duly posted Closed Session items shall be conducted in Open Session.
- iii. The posted agenda shall identify the section or sections of the Act authorizing the Closed Session and the general topics or subjects to be discussed. The Presiding Officer of the Board shall publicly identify such section or sections and such topics and subjects.
- iv. The Superintendent shall attend all sessions of the Board, both Open and Closed, except when the Board desires to meet without the Superintendent to consider the Superintendent's contract, evaluation, or performance, or to resolve conflicts between individual Board members, or to act as a tribunal.
- v. In the event of the Superintendent's illness or Board approved absence, the Superintendent's designee shall attend such meetings.

c. Public Participation

- i. At all meetings of the Board (e.g., regular, special, or workshops), the Presiding Officer shall allot time to hear persons who desire to make Public Comment to the Board about posted agenda items.
- ii. At each regular meeting of the Board, the Presiding Officer shall, in addition to Public Comment, allot time for Citizen Participation in order to hear persons who desire to make comments to the Board on matters of concern or interest to the District that are not posted agenda items.
- iii. Persons who wish to address the Board, either through Public Comment or Citizen Participation, must be present at the meeting in person and fill out and submit the Public Participation form prior to the start of the meeting. The form will not be accepted early and must be turned in to the Board's Administrative Assistant in person and within 30 minutes of the meeting. Public Participation forms will not be accepted via email or any other method.
- iv. The person shall indicate on the form the item or topic about which they wish to speak. The Public Participation form will include the rules for speaking.
- v. If individuals sign up for Public Comments or Citizen Participation, the Presiding Officer will announce the rules that have been established.
- vi. Public comment will typically occur at the beginning of the meeting.
- vii. Board members may request permission from the Presiding Officer of the meeting to seek clarification of the Person(s) speaking on an agenda item. All such dialogue will be strictly controlled by the Presiding Officer of the Board, and all Persons shall respect the fact that Board Members may provide specific factual information or recite existing policy in response to Public Participation, but are forbidden by law from deliberating or deciding any subject which is not on the posted Board Agenda.
- viii. Speakers will address the Board from the podium, facing the Board members.

- ix. Board members will listen attentively to comments.
- x. The Presiding Officer will request that speakers refrain from complaints or comments that specifically mention individual students, parents, or employees of the district.
- xi. Questions asked by the public on topics on the posted agenda may be answered during the discussion of that agenda item. Comments or questions on topics not on the posted agenda may be referred to the Superintendent for consideration and a later response, if appropriate.
- xii. The Presiding Officer shall determine the time limitation and announce it prior to the start of the Public Comment/Citizen Participation portion of the meeting. Typically, each speaker will be allowed up to three minutes.
- xiii. When necessary for effective meeting management or to accommodate large numbers of individuals wishing to address the Board, the Presiding Officer may make adjustments to public comment procedures, including adjusting when public comment will occur during the meeting, reordering agenda items, deferring public comment on nonagenda items, continuing agenda items to a later meeting, providing expanded opportunity for public comment, or establishing an overall time limit for public comment and adjusting the time allotted to each speaker. However, typically no individual shall be given less than one minute to make comments. Typically, public comment will not last longer than one hour.
- xiv. Any person who addresses the Board during Public Comment/Citizen Participation through a translator will be given twice the allotted amount of time to speak.
- xv. The Board vests in its Presiding Officer authority to terminate the remarks of any individual when such individual does not adhere to the established rules.
- xvi. The Board shall not tolerate disruption of the meeting by members of the audience. If, after at least one warning from the Presiding Officer, any person continues to disrupt the meeting by his or her words or actions, the Presiding Officer may request assistance from law enforcement officials to have the person removed from the meeting and from the premises where the meeting is held.

d. Board Meeting Parliamentary Procedure

- i. The Board President serves as the Presiding Officer at Board Meetings. In the absence of the President, the Vice-President will preside.
- ii. The Board shall be guided by parliamentary procedure as detailed in *Robert's Rules of Order, Newly Revised*, or as spelled out in adopted procedure. Procedural rules may be suspended at any Board meeting by majority vote of the members present.
- iii. 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.
- iv. Except in conflict of interest, as defined by law, or ethical conflict of interest, Board members shall vote on all action items. In the event of a conflict of interest, in addition to all other requirements imposed by law, the Board Member shall inform the Board President of the conflict of interest prior to the beginning of the meeting. When the agenda item is announced for discussion or consideration, the Board President shall announce on the record the recusing trustee, who shall verbally confirm the recusal, and who shall not participate in discussion or the vote. The recusing Board Member shall not be present in any closed session relating to the item recused from. The recusing Board

Member may be present in closed session for other items. If the recusing Board Member is the Board President, the Board President will inform the Vice President of the conflict, and for that item only, the Vice President shall assume the powers and responsibilities of the Board President.

e. Transacting Business

- i. When an agenda item is presented, a discussion shall be held and a decision reached through voting.
- ii. Voting shall be by voice vote or show of hands, as directed by the Presiding Officer. Any member may abstain from voting, and a member's vote or failure to vote shall be recorded upon that member's request.
- iii. Whenever possible, the Board should work toward a consensus model of decision-making.
- iv. There may be dissenting votes which are a matter of record. However, once a decision has been made, all Board members should support the majority vote of the Board, recognize that it carries the full authority of the Board, and individually respect that vote.

f. Grievance Hearings

- i. Employee, community, or student/parent grievances will be handled according to Board policy FNG (Local), DGBA (Local), GF (Local), as applicable.
- ii. Issues not resolved adequately at the Superintendent or designee level may be appealed to the Board for consideration at a future meeting or workshop.
- iii. When hearing grievance matters, the Board should not substitute its judgment for that of the administration unless the administration's findings and rulings are contrary to law or policy, or are not supported by substantial evidence.

4. Board Workshops

a. Frequency

- i. The board will conduct Board Workshops as needed and not less than required by law.

b. Format

- i. The workshop format is intended to give the Administration the opportunity to present information to the Board that is:
 1. Time sensitive and/or discussion intensive
 2. Required by law, rule or policy, and
 3. Is necessary for the efficient and effective operation of the District
- ii. Board workshops are not intended to substitute for regular monthly Board meetings, although a quorum of the Board may take action, as necessary.
- iii. The workshops are intended to allow an opportunity for presentation, questions, discussion and an assessment of the Board's perspective.
- iv. The Board President serves as the Presiding Officer at Board Workshops; however, it is understood that the intended nature and format of workshops allows for the Superintendent to substantially facilitate the presentation and ordering of items under consideration. In the absence of the President, the Vice-President will preside.

5. Board Committees

- a. Creation
 - i. The Board may, from time to time as it deems necessary, create committees to facilitate the efficient and necessary operation of the Board.
 - ii. The President may appoint members to special committees created by the Board to fulfill specific assignments, unless otherwise provided by Board action. These committees may include District personnel and citizens. The function of committees shall be fact-finding, deliberative, and advisory, but not administrative.
 - iii. Unless otherwise provided by Board action, the President of the Board and the Superintendent may, at their respective discretion, choose to serve as ex officio members of all Board committees.
- b. Determination of Need for an Open Meeting
 - i. Any committee meeting with a quorum of Board members is subject to the Open Meetings Act.
 - ii. Generally, a meeting of less than a quorum of Board members is not subject to the Open Meetings Act. However, a committee of Board members that has supervision or control over public business or public policy is subject to the Open Meetings Act when it meets to discuss public business or policy and must follow all Open Meetings laws.
 - iii. An advisory committee consisting of less than a quorum of Board Members that does not control or supervise public business or policy is not subject to the Open Meetings Act.
- c. Report
 - i. Special committees shall report their findings to the Board and shall be dissolved upon completion of the assigned task or vote of the Board.

6. Electing Board Officers

- a. Officers, including President, Vice President, Secretary, and any other officer as prescribed by Board Vote, are nominated and elected annually at the first meeting after the May Board election.
- b. A mid-term vacancy in the office of President will be filled automatically by the Vice President, if there is a sitting Vice President, creating a vacancy in the office of Vice President. This Vice President vacancy will be filled by Board election at the next regularly scheduled Board meeting.
- c. In all other instances of a mid-term vacancy in a Board officer position, the Board will elect an officer to fill the vacancy at the next regularly scheduled Board meeting after the vacancy occurs.

7. Board Member Vacancy

- a. If a Board member is considering resigning from the Board, the member must provide written and signed notification to the Board President and the Superintendent. The Board may not refuse to accept a resignation.

- b. If a Board member submits a resignation, whether to be effective immediately or at a future date, a vacancy occurs on the date the resignation is accepted by the board or on the eighth day after the date of its receipt by the board, whichever is earlier.
- c. A vacancy that occurs on the Board through death, resignation, or other means of removal may be filled by appointment by the remaining Board members until the next Board election, or by calling a special election, in accordance with BBC (Legal). If more than one year remains in the term of the position vacated, the vacancy shall be filled no later than the 180th day after the date the vacancy occurs.
- d. At the time of the appointment, the appointee must have the applicable qualifications set forth by law.

ANNUAL EVALUATIONS

1. Superintendent Evaluation

- a. Superintendent evaluations will comply with policy BJCD (LEGAL) and (LOCAL).
- b. Formative evaluations will be conducted in closed session in December.
- c. The agenda for each formative evaluation shall be developed by the Superintendent and Board President to address such things as Superintendent performance issues, current and future challenges faced by the Board and Superintendent team, litigation updates, operating procedures, and any other matters deemed necessary to promote the effective functioning of the Leadership team. All discussions will be held in a manner not to violate the Texas Open Meetings Act. The Board may discuss the Superintendent's contract at any formative evaluation.
- d. A summative evaluation will be conducted in closed session annually in January, and will include a discussion of the Superintendent's contract.
- e. The Board will use the approved evaluation instrument for the summative evaluation. A copy of the evaluation document will be completed in advance by each Board member, and submitted to the Board President no later than seven days prior to the formal review. All comments and ratings will be compiled into a single document to be given to the Superintendent for discussion during the closed meeting.
- f. The Board shall strive to accomplish the following objectives during each summative evaluation
 - i. Clarify to the Superintendent his or her role, as seen by the Board.
 - ii. 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
 - iii. Foster an early understanding among new Board members of the evaluation process and the Superintendent's current performance objectives and priorities

- iv. Develop and sustain a harmonious working relationship between the Board and the Superintendent
- v. Ensure administrative leadership for excellence in the District

2. Board Evaluation/Team Building

- a. There will be a routine assessment of the status of the Board/Superintendent team annually, ideally in June.
- b. Evaluation will be conducted in closed session at a time and place determined by the Board.
- c. To the extent that the meeting does not violate the Texas Open Meetings Act, the evaluation may include
 - i. Board operating procedures
 - ii. Board member training
 - iii. Conflict resolution
 - iv. Working relationships with the Superintendent
 - v. Conduct of Board meetings
 - vi. Long-range planning and goal setting
 - vii. Relationship with the community

INDIVIDUAL BOARD MEMBERS

1. Access to Information

- a. Request for Records
 - i. 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 Chapter of the Government Code.
 - ii. The District shall provide the information, documents, and records to the Board member without requiring the Board member to submit a public information request and without regard to whether the requested items are the subject of or relate to an item listed on an agenda for an upcoming meeting.
 - iii. An individual Board member shall seek access from the Superintendent or other designated custodian of record, who shall respond within timelines outlined in policy BBE (LEGAL).
 - iv. Individual Board members shall not have access to confidential student records, unless the member is acting in his or her official capacity and there is a legitimate educational interest in the records in accordance with policies FL (LEGAL) and (LOCAL).
 - v. 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. The administration shall adopt procedures to ensure that when a Board member makes a request for information, each Board member will have access to a copy of the responsive records.

- b. Request for Reports
 - i. Directives to the Superintendent or other District employees regarding the preparation of reports shall only be through Board Action or at the Superintendent's discretion. All requests by a Board member for compilation of data, other than copies of existing records, shall be referred to the Superintendent for Board approval. The Superintendent will confer with the Board President to place the request on the upcoming agenda for discussion.
 - ii. Requests for copies of existing reports or other data shall be directed to the Superintendent.
 - iii. The Superintendent shall notify the other Board members of any such request and shall make reports available to all Board members.

2. Authority

- a. Board members as individuals do not have the power to exercise authority over the District, its property or its employees.
- b. Except for appropriate duties and functions of the Board President, an individual member may not act on behalf of the Board without the express authorization of the Board. Without such authorization, no individual member may commit the Board on any issue.
- c. Board members will avoid personal involvement in activities the Board has delegated to the Superintendent.

3. Communication with Other Board Members

- a. Board electronic and written communications regarding District issues should be routed through the Superintendent's office so that information can be disseminated and/or questions can be addressed in this manner, rather than among and between Board members.
- b. Board members may discuss a District issue with no more than two other Board members unless in a duly posted Board meeting.

4. Communication with the Media

- a. The Board President serves as the official spokesperson for the Board team to the media/press on issues of media attention.
- b. Media calls should be directed to the Board President or Superintendent.
- c. Board members asked for individual comments or opinions by the media/press are to qualify those statements as being the opinion of the individual Board member and not representative of the Board as a whole or the District. If a Board member makes a comment to the press, that Board member should provide notification of the comment to the Board President and Superintendent.

5. Complaints to Board Members

- a. Employees, students, parents or other members of the public who bring concerns or complaints to an individual Board member for the purpose of seeking remedy or perspective shall receive guidance that reflects:
 - i. A commitment by the Board individually and collectively be approachable and open to members of the public;
 - ii. An understanding by each Board member that information provided to a Board member, in some specific situations, could cause the Board member receiving the information to be disqualified from participating in future hearing(s) or action by the Board specific to the issue;
 - iii. Adherence to the Board's policies (DGBA, FNG and GF) regarding complaints and grievances.
- b. As necessary to resolve an issue, Board members shall notify the Superintendent's office of any complaint.
- c. As necessary, the Superintendent or designee shall guide the complainant to the appropriate staff member.
- d. When the concern or complaint directly pertains to the Board's own actions or policy, for which there is no administrative remedy, the Trustee may request that the issue be placed on the agenda.
- e. Anonymous calls or letters will not receive the Board's attention, discussion or response and will not be referred to the administration for action.
- f. If a Board member forwards a complaint to the Superintendent, the Board member shall indicate whether they desire a response from the administration as to its resolution.

6. Continuing Education

- a. Board members are required to complete training as specified in the Texas Education Code §11.159 and policy BBD (LEGAL).
- b. To the extent possible, the entire Board shall participate in continuing education programs together.
- c. Annually, as prescribed by law, the name of each Board member who has completed the required continuing education, who has exceeded the required hours, and/or who is deficient in the required hours shall be announced and read into the minutes.

7. Meetings with the Superintendent and other District Employees

- a. The Superintendent and Administrative Assistant shall be the first and primary contact for all Board Members who wish to communicate with administration.

- b. All Board members shall respect the Superintendent's daily schedule, keeping phone calls and meeting requests to a minimum. "Drop-in" visits will not necessarily be accommodated.
- c. All meetings that a Board member wishes to have with the Superintendent shall be scheduled through the Administrative Assistant with a list of items that the Board member desires to discuss included and an estimated time the meeting is expected to last. The meeting shall be scheduled to allow for an adequate discussion of those items, but with due regard being given to the Superintendent's other time commitments.
- d. Board members shall observe the allocated time limits for scheduled meetings with the Superintendent.
- e. These same general rules apply when a Board member wishes to meet with any other district employee, with the meeting being prearranged to respect the employee's daily schedule. Meetings shall be scheduled through the Superintendent's Administrative Assistant.
- f. If necessary, all other Board members are notified when a meeting is requested by a Board member.

8. Reimbursable expenses

- a. Board members shall be reimbursed for reasonable expenses incurred for:
 - i. Carrying out the business of the Board at Board request
 - ii. Attending meetings as official representatives of the Board
- b. Reimbursement for travel and expenses related to conventions/conferences will be limited to six nights per year. Additional reimbursement for travel and expenses shall be evaluated on a case by case basis and may be granted upon Board approval.
- c. Reimbursement for additional conventions/conferences and associated allowable expenses will require prior Board approval.
- d. Priority shall be given to attend conferences as a group.
- e. Arrangements necessary to register for a conference/convention and related accommodations (hotel, travel, etc.) shall be arranged through the Administrative Assistant to the Superintendent.
- f. Late registration will be allowed for any Board member whose professional schedule may be unpredictable.
- g. Reasonable expenses are defined to mean:
 - i. Hotel – not to exceed the standard negotiated rate available through the conference sponsor. If no standard negotiated rate has been established, the reimbursable rate shall not exceed the rate allowed for state employees in accordance with the General Appropriation Act (77th Legislature).

- ii. Parking – Self parking charges of the hotel in which the Board member is a guest, unless no self-parking is available.
 - iii. Meals –Reimbursement of a maximum amount of \$8 (breakfast), \$14 (lunch), and \$18 (dinner), including tax and gratuities up to 20%, shall be allowed upon submission of itemized receipts.
 - iv. Telephone calls – reimbursed at the exact cost only for calls made for school business.
 - v. Tips – not more than \$1.00 per bag for airport and hotel bellmen shall be reimbursed.
 - vi. Mileage – not to exceed the allowable rate set by the Texas Comptroller of Public Accounts for use of a personal car or the actual cost of the lowest fare for commercial transportation plus parking.
- h. No reimbursement will be made for
- i. Non-district fax or phone calls
 - ii. Entertainment or in-room movies
 - iii. Alcohol
 - iv. Souvenirs
 - v. Spousal/family expenses
- i. Cancellation of conference registration, hotel and travel accommodations, etc. must be completed within the allowable “cancellation” timeline established by the vendor or sponsoring entity. Every attempt must be made by the Board member to notify the Superintendent’s Administrative Assistant of such cancellation plans as soon as plans need to be changed. For cancellations not completed within the designated timeline, the loss of reimbursement eligibility and/or monetary commitment of the district shall be borne by the individual Board member responsible for the cancellation, unless the cancellation is the result of personal illness or a family emergency.
- j. A statement shall be submitted for all authorized expenses incurred, including receipts to the extent feasible, documenting actual expenses and in accordance with procedures applicable to employee expense reimbursement.

9. Visits to Campuses

- a. Board members are encouraged to attend any and all school events as their time permits and to show support of school activities.
- b. Board members must notify the Superintendent or campus principal prior to visiting a District office or campus in an official capacity. Visits during the school or business day shall not be permitted if their duration or frequency interferes with the delivery of instruction or District operations.
- c. Board members shall adhere to any posted requirements for visitors to first report to the main office of a District facility, including a school campus.
- d. Board members shall not visit a campus in an attempt to evaluate personnel on that campus.

- e. It is often difficult for staff members to view Board members as parents rather than as Board members. When visiting a campus or classroom as parents, Board members shall
 - i. Make it clear that they are acting as parents.
 - ii. Follow the same rules and guidelines for all parents regarding campus visits.
 - iii. Never request nor accept extraordinary consideration for their friends or family.

10. *New Board Members*

- a. The Superintendent and Board President, as necessary, will meet with each new Board Member as soon as practical after joining the Board. The Superintendent and Board President will review any onboarding process designed to support new Board members. The Superintendent may, as necessary, schedule a time for onboarding with the new member(s) within a reasonable amount of time after the election. The onboarding curriculum may include all subject areas required by law, recommended by TASB, or otherwise determined to be appropriate by the Superintendent or Board President.
- b. The Superintendent may arrange for new Board Members to visit with key staff members to familiarize themselves with such issues as finance, budgets, curriculum and instruction, safety and discipline issues, school management issues, and other issues of interest.
- c. New Board Members should be encouraged to attend as much training as possible during their first year of service, but no less than the state requirement for new Board Members. As an example, new Board Members are encouraged to attend TASB recommended and other training.
- d. At the discretion of the Board President, new Board Members will be assigned an existing Board Member who will serve as a mentor.
- e. New Board Members should feel free to ask questions of the Superintendent, Board President, and other Board Members