



COMMUNITY

INDEPENDENT SCHOOL DISTRICT

BOARD OF TRUSTEES OPERATING PROCEDURES



COMMUNITY ISD

Generous | Humble | Passionate | Wise | **Braves**

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COMMUNITY ISD

TRAITS OF A BRAVE



GENEROUS

Help others
Respect others
Build people
Get involved
Share
Collaborate

HUMBLE

Put others first
Praise people
Share credit
We before me
Accept criticism
Ask for help

PASSIONATE

Learn more
Do more
Do it right
Stay hungry
Love others
Finish strong

WISE

Use common sense
Listen more
Trust your gut
Watch your words
Know people
Know your job



ETHICS FOR BOARD MEMBERS

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.

TRUSTWORTHINESS IN STEWARDSHIP

- I will be accountable to the public by representing District policies, programs and priorities and progress accurately;
- I will be responsive to the community by seeking its involvement in District affairs and by communicating its proprieties 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 decision 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 to 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.



COMMUNITY

ISD BOARD OF TRUSTEES



Mr. Jeff Pendill

Board President, Master Trustee - Place 1



Mrs. Alicia Young

Board Vice President - Place 2



Mr. Marc Stanfield

Board Secretary - Place 4



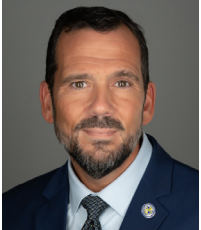
Mrs. Staci Schroeder

Board Member - Place 3



Mrs. Jana Hunter

Board Member - Place 5



Mr. Sean Walker

Board Member - Place 6



Mr. Josh Saenz

Board Member - Place 7

Preface

The Community Independent School District Board Operating Procedures have been approved by the Board of Trustees to be used in the context of their duties and responsibilities as a Trustee. These Procedures have been established to expand upon local policies adopted by the Board of Trustees. Adopting and adhering to these Procedures ensures that the Board operates as a cohesive team to accomplish the District's vision, mission, and goals. Board policy and applicable law always supersedes Board Operating Procedures. Board activities and meetings will comply with the Texas Open Meetings Act and Board Members will adhere to ethical standards established in policy and Board Operating Procedures.

Elections

1. There are no term limits for Board Members or Board officers.
2. The Board, as a body corporate, will not endorse any candidate running for any public office nor will the Board use District funds or other resources to electioneer for or against any candidate, measure, or political party.
3. Individual Board Members should exercise heightened caution and comply with District policies and Board procedures when providing a personal endorsement to any candidate or measure, including a bond election or an election pertaining to an entity other than Community ISD. If a Board Member chooses to provide a personal endorsement with or without reference to their role as a Community ISD Board Member, they do so without the Board's approval and/or endorsement.
4. Board Members should exercise caution when seeking the endorsement of school employees to avoid coercion, use of public funds for political advertising, and/or conflicts of interest. While employees have the right to publicly endorse a candidate, they should do so voluntarily and in their personal capacity, not while identifying themselves as District employees.

New Board Member Orientation

1. Local District new board member orientation will be scheduled to take place within sixty days of the date a new board member takes the oath of office.
2. The Superintendent and Board President will participate in the orientation. Additional administrative staff may also be included to provide specific information about the District.
3. The Orientation will be conducted in accordance with the Open Meetings Act.
4. Orientation will include but not be limited to
 - District Demographic Information
 - District Vision, Mission and Goals
 - Overview of District Curriculum, objectives, standards and programs
 - Overview of the District budget
 - Overview of District Policy, focusing on Section B: Local Governance
 - The "Chain of Command" Procedures
 - Team Operating Procedures
 - Board Training Requirements
 - Team Continuing Education Goals
 - Board Annual Calendar of Activities

Organization of the Board

- At the first regular meeting following school board elections an agenda item will be placed to disband the present Board and select new officers.
- Discussion regarding the selection of officers can take place in closed session if desired by the entire Board; however, nominations and voting must take place in open session {(From BEC (legal))}
- The Board shall elect a President, Vice President, and Secretary who shall be members of the Board. Officers shall be elected by majority vote of the members present and voting. Board officers shall serve for a term of one year or until a successor is elected. Officers may succeed themselves in office. A vacancy among officers of the Board shall be filled by majority action of the board. {(From BDA (local))}
- Typically, the selection of officers will follow the outline below.
 - » Motion made, second, and passed to disband the current board and appoint the Superintendent as temporary chairperson.
 - » The temporary chairperson then asks the Board for nominations for the office of Board President.
 - » After nominations have ceased, the temporary chairperson then calls for the vote, with the section being made by majority vote of those members present.
 - » The temporary chairperson then turns the chair to the newly elected President.
 - » The President then asks for nominations to the office of Vice President, (the President is allowed to make nominations) after nominations have ceased the President then calls for the vote with the selection being made by majority vote of those members present.
 - » Selection of Secretary shall follow the procedure described above, with the selection being made by majority vote of those members present.

To qualify for an officer position, a Board Member must serve on the Board for a period of one year from either: the date of qualification of trustees and officer elections in election years; or May 1 in non-election years. A Board Member may express interest in more than one position. Board officers shall serve for a term of one year or until a successor is elected. Officers may succeed themselves in office.

Vacancies, Terms and Duties

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

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.

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;
4. Sign all legal documents, warrants, vouchers, and reports as required by statute, state or federal regulations of 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 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

Concerns about a Board Member

1. If a Board Member or member of the Public has a concern about the actions of another Board Member, the recommended process for addressing such concerns shall be the following, in this order:
 - The concerned Board Member or member of the public shall have a private conversation with the Board Member to resolve the issue.
 - If unresolved, the concerned Board Member or member of the public will meet privately with the Board President and outline the specific issue. The Board President and the concerned Board Member, or member of the public, will meet with the Board Member to resolve the issue. If the concern is with the performance of the Board President, the Vice President will meet with the concerned Board Member or member of the public.
 - Once a complaint is filed, the Board President will notify the Board and contact an attorney if necessary.
2. If the issue remains unresolved, the concerned Board Member, or concerned member of the public, will, through the Board President, request that an item be placed on a regularly scheduled agenda as a Closed Session item.
3. Should the Board determine that a reprimand or censure is warranted, such action may only be taken in a duly posted public meeting. If a Board Member warrants censure as determined by the Board, the Board can pass a censure resolution, to the extent permitted by law.

Meetings

1. Board Members are encouraged to make every effort to attend all meetings. If a Board Member is unable to attend, they will notify the Board President and the Superintendent as soon as possible.

Timely Notification of Board Meetings Shall be provided as listed below:

1. At least 72 hours prior to a regular or special called meeting
2. At least 2 hours prior to an emergency meeting
3. Board members will be advised, through administrative reports, as the agenda summary and complex agenda items are being developed.



COMMUNITY

ISD BOARD OF TRUSTEES

MEETING TYPES

BOARD MEETINGS

Third Monday of Each Month (Unless Otherwise Specified). These open meetings are usually held in accordance with the published calendar, in the Board Room at the Administration Building. These meetings are held to conduct the formal business of the District in public. Action may be taken during this meeting.

EXECUTIVE /CLOSED SESSIONS

These are not open to the public and typically include consultation with legal counsel or special hearings for the Board. Since they are executive/closed meetings, there cannot be any formal or informal action votes.

WORKSHOPS

These open meetings are typically between Trustees and staff to discuss items and to receive information.

SPECIAL MEETINGS

A special meeting is a business meeting held on a date other than the regularly scheduled meeting. Action may be taken.

EMERGENCY MEETINGS

Emergency Meeting is a business meeting scheduled with at least two-hour notice to the public. An emergency meeting is usually called to address a situation which must be handled immediately. Action may be taken.

TEAM BUILDING/ RETREATS

This is a planning meeting between Trustees and staff which could include a training session for Trustees. A retreat must be held within the boundaries of the school District. No action may be taken.

Preparation of the Agenda

1. In consultation with the Board President, the Superintendent shall prepare the agenda; however, final approval for the agenda is the sole authority of the President.
2. Any member of the Board of Trustees, with the agreement of the President of the Board may request that a subject be included on the agenda for a meeting. Such a request shall be forwarded to the Superintendent or President of the Board.
3. In reviewing the preliminary agenda, the President shall ensure that any topics the Board of individual Trustees have requested to be addressed are either on that agenda or scheduled for deliberation at an appropriate time in the near future.
4. The Superintendent shall include on the agenda all approved trustee-requested items that have been submitted in a timely manner.
5. A Board Member may request that a subject be included on a future agenda for a Board Meeting or Work Session by email or during the discussion of upcoming agenda items. The Board President shall ensure topics that at least two Board members, jointly or individually, have requested be addressed are scheduled for deliberation at an appropriate time in the near future.

Agenda Questions

1. Board Members will direct agenda-related questions to the Superintendent and the Board President as soon as possible before a meeting. This does not limit a Board Member's ability to ask questions during the Board Meeting. If requested information is not available, the Superintendent will inform the Board Member before the beginning of the Board Meeting or as soon as possible.
2. If an answer is not readily available, requires a special report, or requires a significant investment of time that will divert staff from established priorities, the Superintendent will notify the Board Member and the Board President prior to the start of the meeting. The Board Member has the option of pulling the item from the agenda or making a motion to postpone the agenda item for further consideration.
3. Any Board Member may remove an item from the Consent Agenda for separate consideration, making every effort to inform the Superintendent and the Board President prior to the meeting of their intent to remove the item to allow staff to prepare as needed. This does not limit a Board Member's right to remove an item from the Consent Agenda during a meeting.

Meeting Participation

1. All Board Members are expected to conduct themselves professionally and ethically during meetings and public forums and in accordance with Roberts Rules of Order, Newly Revised, unless suspended by a majority vote of the members present.
2. Differences of opinion, if respectfully submitted, are not to be construed as unacceptable behavior but rather as alternate views on a subject.
3. Debate and discussion must continue until such time as each Board Member feels that they have had adequate time to ask clarifying questions or make comments, unless the question has been moved and adopted.
4. No Board Member will coerce another Board Member to vote in a particular manner and no member may solicit votes in any manner.
5. No Board Member will criticize any Board Member's questions, discussion or vote.

Closed Session

All matters discussed in Closed Session are strictly confidential by law. If Board Members are asked for information regarding Closed Sessions, Board Members will state that they can give no information other than what is posted on the agenda.

Response to Complaints

1. When a Board Member receives a complaint from a community member or an employee, the Board Member should:
 - listen respectfully;
 - remain impartial; and
 - ask if the District's procedures and chain of command have been followed.
2. Concerns regarding students, teachers, principals or other campus administrators, should follow the grievance procedures established by policy FNG (LOCAL) for student/parent issues and DGBA (LOCAL) for employee issues.
3. Concerns regarding community issues should be directed to Board Policy GF (LOCAL).
4. Complaints addressed to all Board Members will be answered by the Board President on behalf of the Board. The Board President will respond as soon as practical, no later than two business days. If the Superintendent or designee has been asked by the Board President to respond to such communication, they will inform the Board when the issue has been addressed.
5. Complaints addressed to an individual Board Member will be forwarded to the Board President and Superintendent or designee. If a response from the Board Member is warranted, the response will only clarify responsibilities of a Board Member; relay official actions of the Board; and advise that the matter has been given to the Board President.
6. Complaints received by an individual Board Member using their personal email address or via text should be answered with the following or a substantially similar statement: Due to requirements of the Texas Open Records Act, I only respond to emails and text messages pertaining to District business using the email address provided by the District.
7. If it is believed the entire Board was a recipient of a complaint, Board Members should confirm receipt of such correspondence by the Board President.

Grievances

1. The Board operates in a judicial capacity during a grievance hearing.
2. Board Members may only consider information that is presented during the grievance process; Board Members will not privately seek out information regarding a grievance. No party may present new documentation during the Level Four hearing absent extenuating circumstances and approval from the Board. At such time, the Board will carefully consider new evidence in light that it has not been properly vetted.
3. If a Board Member knows or learns anything about a grievance case except what is admitted through the documents that might render or appear to render them unable to hear the grievance or appeal impartially, then they must inform the Superintendent and Board President immediately. In addition, if the Board Member has been involved in communication with the grievant previous to the grievance hearing, other than as outlined herein, then the Board Member should recuse themselves from the hearing.
4. Any Board Member who was not present for the entire grievance hearing must excuse themselves from the grievance process including the deliberation and vote in Open Session.
5. All grievance-related materials must be held in the strictest confidence. A Board Member will share neither information from documentation nor what is heard during the actual grievance proceedings.

Requests for Non-Agenda Information

1. Board Members will communicate their individual requests for non-agenda information to the Superintendent or designee and the Board President.
2. If requested information can be provided from readily available data with no diversion of staff's time, it will be provided within a reasonable amount of time.
3. If a request requires diversion of staff time from established priorities, the Superintendent will notify the requestor and the Board President. The Board President may elect to place the request for information on a future meeting agenda to determine if a majority of the Board agrees it is important for future decision-making or may direct the Board Member to procedures regarding placing an item on the agenda.
4. If a Board Member has an information request about a non-agenda item, they will email the Superintendent and Board President. Information requested will be provided to the Board Member with copy to the Board President and Superintendent or designee.
5. If a Board Member has an information request requiring the Board attorney's response, they should refer the information request to the Superintendent and the Board President, who will relay the responsive information to the Board or advise the Board Member to contact the attorney directly.
6. In accordance with the law, the District shall track and report any requests. The District must report to the Texas Education Agency each year the number of requests submitted by a Board Member and the total cost to the district. Tracking is not required when the information is provided to the entire Board; therefore, the Board President, Superintendent or designee may provide the information to all Board Members at their discretion.

Media Relations

1. The Board President or designee will be the spokesperson for the Board to the media on issues that relate to Board operations, Board actions, or Board positions which have been approved by the Board.
2. Board Members will be apprised of media issues by the Superintendent or designee. If the matter is urgent, the Superintendent will notify each Board Member as quickly as possible.
3. The Superintendent or designee will be the spokesperson for the District on issues of media attention that relate to District operations.
4. A Board Member who receives a call from the media or other third parties regarding District business should direct the caller to the Board President and Superintendent who will determine what response is warranted.
5. A Board Member retains the right to speak as an individual, but must understand that any comment will likely be interpreted as an official statement of the Board. In speaking as an individual, the Board Member should do the following:
 - clarify that they are speaking as an individual and not for the Board;
 - reiterate that official statements of the Board are made only by the Board President (or their designee);
 - reiterate the position or action of the Board related to the issue in question;
 - notify Superintendent or designee and the Board President about the request; and
 - refrain from using District resources for the purpose of their individual statements.

Community Relations

1. Board Members are encouraged to participate in community activities to build relationships between the public and the District.
2. When interacting with the community, Board Members are expected to:
 - listen politely and respectfully;
 - accurately relay information about the District;
 - refer questions about specific District issues to the appropriate staff person;
 - clarify limitations, obligations, and responsibilities as a Board Member; and
 - relay official decisions and actions of the Board.
3. Citizens wishing to express concerns should be directed by Board Members to use these alternatives:
 - contact appropriate staff members;
 - email, telephone or write Board Members; or
 - speak at Board Meetings per Board Policy.
4. A Board Member retains the right to communicate in any manner to anyone as an individual, but must understand that comments will likely be interpreted as an official statement of the Board. In communicating as an individual, the Board Member should do the following:
 - clarify that they are speaking as an individual and not for the Board;
 - remind the individual that official statements of the Board are made only by the Board President or their designee;
 - remind the individual of the position or action of the Board related to the issue in question; and
 - refrain from using District resources for the purpose of their individual response.
5. Board members utilizing social media should exercise caution in posting information about Board business, re-posting District announcements, and related District communications on personal social media pages to avoid the perception that personal social media speech is District-sponsored and/or published on behalf of the Board. Additionally, Board members utilizing social media should exercise caution when including the option for “comments” on their social media accounts.

6. Communication addressed to all Board Members will be answered by the Board President on behalf of the Board. The Board President will respond to such communication as soon as practical, no later than two business days. The Board President may appoint the Vice President or Board Secretary to respond to correspondence received during any absences provided that such correspondence shall clearly identify that the response is on behalf of the entire Board at the request of the Board President.
7. If it is believed the entire Board was a recipient under separate cover, a Board Member should forward the correspondence to the Board President and ask if they will be responding, or confirm the receipt of such correspondence by the Board President.
8. Board Members should bear in mind that individual phone calls, correspondence, email, text messages, or social media communications may be subject to the Public Information Act and the Texas Open Meetings Act. Communications received by an individual Board Member using their personal email address or via text should be answered using the following or a substantially similar statement: *Due to requirements of the Texas Open Meetings Act, I only respond to emails and text messages pertaining to District business using the email address provided by the District.*

Speaking Engagements

1. The Board President is the primary spokesperson for the Board, specifically regarding media relations and legislative testimony;
2. Board members will inform the Board President of speaking engagement invitations prior to the event. The Board President, in collaboration with the invited Board speaker, shall discuss and decide the appropriate spokesperson for the selected engagement;
3. During Board of Trustee elections, speaking engagements must not violate electioneering rules nor create conflicts of interest with Board service (see also Elections). During the period of time between filing and Board Election Day, Board members seeking re-election will notify the Board President of speaking engagements and whether that engagement is in Board service or in an individual capacity as a candidate for Board.

Board Member Visit to School Campus

1. Board Members are encouraged to attend any and all school events as their time permits and to show support of school activities;
2. Board Members are not to go into teacher's classrooms or onto campuses for the purposes of investigation or evaluation;
3. Board Members shall contact the Superintendent prior to their visit, except when attending a scheduled school function, activity or in acting in their role as a parent.

Board Members as Parents

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

1. Make it clear that they are acting as parents
2. With the exception of graduation, Board Members should not request nor accept extraordinary consideration for their children, other family members and friends.

Hiring of Personnel other than the Superintendent

1. The Superintendent is the only employee of the Board.
2. Board Members may not advise the Superintendent on hiring decisions unless such input is sought. The Superintendent or designee is responsible for making all hiring recommendations to the Board.
3. Board Members are discouraged from writing letters of recommendation for any person seeking employment in Community ISD as it could become a conflict of interest. If a Board Member has written a recommendation letter for a candidate, they must abstain from voting on the candidate's hiring. Board Members will recuse themselves for hiring recommendations brought forward by the Superintendent that present a perceived conflict of interest.
4. It is the expectation of the Board that staff will have an opportunity to provide input on the selection of principals, but that the Superintendent will have sole responsibility for recommending principal appointments.
5. The Board is not involved in the interviewing process of District employees.
6. The Board may, by state law, only approve or reject candidates brought forward by the Superintendent. Board Members may not lobby for specific hiring decisions.

Evaluation of the Board

1. There may be a routine assessment of the status of the Board/Superintendent team as part of the mid-year formative review.
2. Evaluation will be conducted in closed session on a schedule determined by the Board. The evaluation will focus on, but not be limited to, the following questions:
 - Are we following the Code of Ethics?
 - Are we following the Code of Conduct and Standard Operating Procedures?
 - Is the Team of Eight functioning efficiently and effectively?
 - Are/were Board and District goals effective?

Evaluation and Contract of the Superintendent

1. A summative evaluation will be conducted annually, no later than January of each year.
2. The Board will conduct a mid-year formative review before the end of September of each year. The Board President shall schedule the appropriate sessions to discuss the mid-year review.
3. The Board President will obtain input from all other members on the approved evaluation indicators.
4. Evaluation of the Superintendent is conducted by consensus in closed session.
5. The Superintendent shall discuss contract revisions in closed session and allow the Board to deliberate on requested revisions.
6. As consistently as possible, the Superintendent summative evaluation and contract shall be approved during the January Regular Board Meeting.

Concerns about Employees Other than the Superintendent

1. When a Board Member becomes concerned about the performance of District employees they must bring their concerns directly to the Superintendent and inform the Board President. Such concerns must be limited to the following:
 - Actions which are illegal.
 - Egregious violations of Board policy.
 - Actions which are harmful to the District's or the Board's reputation.
2. Board Members must remain cognizant that District personnel are the responsibility of the Superintendent, not the Board.
3. The Superintendent is obligated to listen to such concerns, review the matter, and notify the Board Member of the resolution of the matter to the extent providing information does not create a conflict of interest, does not violate the Texas Public Information Act, and allowable by policy and law.

Regular Board Meeting Dates

Third Monday of Each Month (Unless Otherwise Specified). These open meetings are usually held in accordance with the published calendar, in the Board Room at the Administration Building. These meetings are held to conduct the formal business of the District in public. Action may be taken during this meeting.

July 10, 2023

August 21, 2023

September 25, 2023

October 16, 2023

November 13, 2023

December 18, 2023 - only if needed

January 22, 2024

February 19, 2024

March 15, 2024

April 12, 2024

May 20, 2024

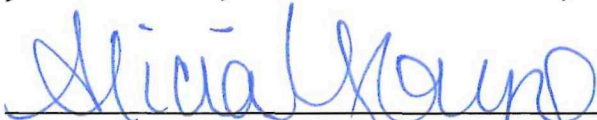
June 17, 2024

Attestation


We, the undersigned, hereby approve and agree to adhere to the Community ISD Board of Trustees Standard Operating Procedures.




Jeff Pendill, Board President, Master Trustee



Alicia Young, Vice President




Marc Stanfield, Secretary



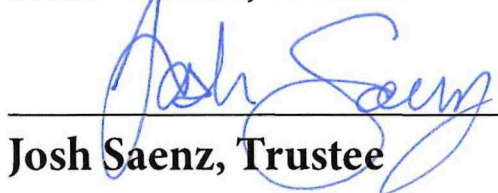
Jana Hunter, Trustee



Staci Schroeder, Trustee



Sean Walker, Trustee



Josh Saenz, Trustee

I hereby agree to assist the Community ISD Board of Trustees in their commitment to adhere to the Community ISD Board of Trustees Standard Operating Procedures.



Dr. Tonya Knowlton, Superintendent of Schools